

GOVERNMENT OF TAMIL NADU

EDUCATION DEPARTMENT

TAMIL NADU RECOGNISED PRIVATE SCHOOLS

(REGULATION) RULES, 1974

Corrected up to 31st Dec., 2002

GOVERNMENT OF TAMIL NADU

TAMIL NADU RECOGNISED PRIVATE SCHOOLS (REGULATION) RULES, 1974

(G.O.Ms.No. 1996, Education, dated 29th November 1974)

In exercise of the powers conferred by section 56 of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974), the Governor of Tamil Nadu hereby makes the following rules: -

TAMIL NADU RECOGNISED PRIVATE SCHOOLS (REGULATION) RULES 1974

Short title and commencement – (1) These rules may be called the Tamil Nadu Recognised Private Schools (Regulation) Rules, 1974.

(2) They shall come into force with effect on and from the 1st December 1974.

Definitions – In these rules, unless the context otherwise requires –

“ Act” means the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973(Tamil Nadu Act 29 of 1974);

“ District Educational Officer” unless specifically mentioned in these rules means in relation to

Anglo Indian Schools – The Inspector of Anglo Indian Schools

Matriculation Schools – The Inspector of Matriculation Schools

High and Higher – The District Educational Officer

Secondary Schools

Pre – primary, Primary & – The District Elementary Educational Middle Schools Officer

(c) “teacher” shall include a Head of the Institution

“Inspecting Officer” means in relation to Higher Secondary Schools - the Chief Educational Officer

(Excluding Anglo Indian Schools)

All Anglo Indian Schools - The Inspector of Anglo Indian Schools

High Schools - The District Educational Officer

Primary and Middle Schools – The Assistant Elementary

Educational Officer or The

Additional Assistant Elementary

Educational Officer.

Matriculation Schools – The Inspector of Matriculation Schools

Stages of education :- (1) The following shall be the various stages of education and categories of Schools –

Pre-Primary – The Pre-Primary Schools shall be classified as Nursery, Kindergarten and Montessori Schools.

Primary – The primary Schools shall consist of Standards I to V ; or Nursery and Standards I to V

Middle Schools – The Middle Schools shall consist of standards I to VIII or standards VI to VIII;

(i) High Schools – The High Schools shall consist of Standards I to X, or VI to X or IX to X;

(ii) Higher Secondary Schools – The Higher Secondary Schools shall consist of Standards I to XII or VI to XII, or IX to XII or XI to XII

Explanation – The Anglo Indian Schools, the Oriental Schools and the special Schools shall be included in the respective categories in (a) to (d) above.

Teacher Training Institutes

(2) The pattern and duration of courses, curricular syllabi, courses of instruction, time tables and Text Books of Private Schools, shall be regulated by the Government by issue of orders from time to time.

4. Power to grant permission – The competent authorities to grant permission to open a private school or to upgrade an existing school or to open higher standards or additional sections in an existing School shall be the following, namely:-

Schools	Power to grant permission To open a new School or to Upgrade an existing school	Power to grant permission to open higher standard or additional section in an Existing school
(1)	(2)	(3)
(a) Nursery and Primary Schools (LKG, UKG and Stds I to V) Primary Schools (Stds I to V)	Joint Director of Elementary Education	District Elementary Educational Officer
(b) Middle Schools	Joint Director of Elementary Education	District Elementary Educational Officer
(c) High Schools	Joint Director of School Education (Secondary Education)	Chief Educational Officer
(d) Higher Secondary Schools (Ordinary) Secondary Education)	Joint Director of School Education (Higher	Chief Educational Officer
(e) Matriculation Schools including Matriculation Higher Secondary Schools	Director of Matriculation Schools	Director of Matriculation Schools
(f) Anglo Indian Higher Secondary Schools	Director of School Education	Director of School Education

5. Application for permission:-

(1) Every application to open a new School or to open higher standards or additional sections in an existing school, shall be, in Form I in respect of Pre-Primary, Primary and Middle Schools, and in Form I-A in respect of High Schools and in Form 1B for upgrading of High School into Higher Secondary School and shall be addressed to the competent authorities specified in rule 4. Such application shall be accompanied by a copy of the constitution of the educational agency and a chalan for the remittance of the fees prescribed under sub-rule (2) below. The application for the opening of new schools or higher standard shall be in triplicate and shall reach the Inspecting Officer before 30th September, and the competent authority mentioned in Rule 4 before the 31st December of the preceding school year in which the new school or higher standard is proposed to be opened and the application for opening of additional sections in an existing school shall be in triplicate and shall reach the competent authority specified in Rule 4 before the 30th June of the School year.

(2) The fees to be paid in respect of every application to open a new school or to upgrade an existing school shall be as follows, namely:-

(1) Pre – Primary School	-	Rs. 500/-
(2) Primary School	-	Rs. 500/-
(3) Middle School	-	Rs. 1000/-
(4) High School	-	Rs. 5000/-
(5) Higher Secondary School	-	Rs. 10000/-

(3) The fees shall be credited to Government under the Head of Account prescribed by the Department

(4) Application not accompanied by a chalan for the remittance of the prescribed fee and applications received after the due date are liable to be rejected.

(5) The educational agency of every private school in existence on the date of commencement of the Act shall, before the expiry of six months from that date, send to the authorities empowered to grant permission to open a new school as specified in rule 4, a statement in Form II.

The educational agency of every Higher Secondary School which is a private school and in existence on the date of publication of the Tamil Nadu recognized Private Schools (Regulation) Amendment Act, 1987 (Tamil Nadu Act 39 of 1987) in the Tamil Nadu Government Gazette, shall before the expiry of six months from the date, make an application to the competent authority for permission to continue to run such school as specified in rule 4, in a statement in Form – II-A

(6) No fee shall be leviable in respect of application for opening an additional section in a school.

(7) A fee of Rs. 1000/- shall be levied in respect of all Higher Secondary Schools which applies for the introduction of new groups or change of group. The fee shall be credited to Government under the Head of account mentioned in sub Rule (3) of Rule 5

6. Grant of Permission:-

(1) Permission to open a new school or to upgrade an existing school or to open higher standard or additional section in an existing school shall be granted, only if the following conditions are satisfied, namely:-

(a) There is need for the opening of a new school or to upgrade an existing school or to open higher standard or additional section in an existing school;

(b) the amenities for the pupils and the teachers are adequate;

(c) the equipment, buildings, laboratory, library, playground and other facilities for imparting instruction are adequate and according to the scales or requirements prescribed by Government from time to time;

(d) (i) the grant of permission under this rule shall be subject to the availability of the funds from the Government with reference to its budgetary provisions.

(ii) full grant cannot be claimed as a matter of right.

(e) No new school or upgradation of an existing school or opening of Higher Standard or additional section in an existing school shall be eligible for any grant.

(From the academic year 1991-92 as per G.O. (4D) No. 4 Education (RI) Dept. dated 25.11.91.)

(f) The extent of play ground adequate with reference to the strength of the pupils.

(2) (a) The competent authorities as specified in the rule 4 after considering the particulars contained in the application, may grant or refuse the permission and his decision shall be communicated within four months from the date of receipt of the application. If permission is to be refused the educational agency concerned shall be given an opportunity to make its representation.

7. Approval of transfer of management – (1) The competent authorities to approve any change in the constitution of the education agency or to approve the transfer of the management of any private school shall be the following.

(i) Pre-Primary, Primary and Middle Schools	-	District Elementary Educational Officer.
(ii) High Schools and Higher Secondary Schools other than Anglo Indian Schools	-	Chief Educational Officer
(iii) Matriculation Schools	-	Director of Matriculation Schools
(iv) Anglo Indian Schools	-	Director of School Education

(2) The application for approval of change in the constitution of the educational agency shall be in Form III

(3) The application for approval of transfer of the management of any private school or for approval of such transfer where the transfer was made without approval having been obtained for such transfer, shall be in Form IV

(4) when a School under non-minority educational agency is transferred to a management belonging to a Minority, along with the teachers and other persons, they will continue to be governed by the Rules applicable to the non-minority schools, and their service rights in that school will be protected.

(5) When a school under non-minority educational agency is transferred to the Management of another non-minority agency already running a school, the two schools after the transfer will continue to function as two separate single units, unless, the educational agency obtains a declaration from Govt. / Director that it should be treated as a "Corporate Body".

(6) The declaration mentioned in clause 5 above will be issued only if, among other things, the Teachers and the other persons employed in both the schools opt to serve under the "Corporate Body" and treat all the schools under that "Corporate Body" as belonging to one unit or the purpose of promotion, transfer, etc., and the form of agreement is suitably modified and signed by both the parties.

8. (1) Every minority school to be established and administered after the date of commencement of the act shall send a statement in Form V within three months from the date of the opening of the school to the authorities concerned as specified below:

<u>Schools</u>	<u>Authority</u>
Pre-Primary, Primary and Middle Schools	Joint Director of Elementary Education
High Schools	Joint Director of School Education (Secondary Education)
Higher Secondary Schools (Ordinary)	Joint Director of School Education (Higher Secondary Education)
Matriculation Schools including Matriculation Higher Secondary Schools	Director of Matriculation Schools

(2) The Educational agency of every Higher Secondary School which is a minority School in existence immediately before the date of publication of the Tamil Nadu Recognised Private Schools (Regulation Amendment Act, 1987 (Tamil Nadu Act 3 of 1987) in the Tamil Nadu Government Gazette, and to be established and administered after that date shall send a statement in Form V within six months from the date of publication of the Amendments or within three months from the date of the opening of the school, as the case may be to the authority mentioned under column (i) in Rule 4.

(3) (a) For this purpose, the Government will verify and determine as to whether an educational institution is a minority institution within the meaning of Article 30 (1) or Article 26 of the constitution of India. Such a declaration will be given on application by the Educational Agency, only if the following conditions are satisfied :

(1) The aim and objective of starting an educational institution by a minority should be for its upliftment and it should cater to its welfare and benefits.

(2) Should have been established by the minority community and continue to be maintained by members belonging to that minority community.

(3) All members of the administration, Managers or Correspondent, members of the governing body should be from that minority community only.

(4) The deciding factors will be that all those whose mother tongue is other than Tamil will be considered as belonging to linguistic minorities and all those belonging to various religions other than Hindu Religion will be considered as belonging to Religious Minorities in TamilNadu State.

(5) Under no circumstances an institution not established by a Minority shall attain the minority status. (G.O. M.S. No. 375 School Edn(XI) Dept dated 12.10.98)

9. Recognition – (1) The Educational agency of a private school including a minority school shall apply in Form VI for recognition of the school or for opening of a higher standard to the competent authorities specified in rule 4 in respect of section 11. The application shall be made within three months from the date of opening of the school or higher standard where a temporary recognition is accorded, application for the continuance shall be made not later than one month prior to the expiry of the period of the temporary recognition.

Where a temporary Recognition is accorded separately for High School standards and Higher Secondary Standards of an Institution single application shall be made for their further continuance to the authority competent to accord recognition to the Higher Secondary Standards.

A sum of Rs.1000/- in the case of High School and Rs. 2000/- in the case of Higher Secondary School shall be remitted into the Treasury and the chalan forwarded with the application for recognition or renewal of recognition of higher secondary schools, as the case may be till permanent recognition is granted. The fee shall be credited to Government under the Head of account prescribed by the Department.

(2) The following conditions shall be satisfied for the purpose of recognition:-

(a) The Educational agency shall produce a licence issued by the Revenue Department permitting the use of the School building as public building under the Tamil Nadu Public Buildings (Licensing) Act, 1965 (Tamil Nadu Act XIII of 1965),

(b) Where the licence has been issued for a specified period a fresh licence shall be produced before the expiry of the period of validity of the said licence.

(c) (i) The educational agency of a private school including a minority school shall create an endowment as follows, namely:-

	<u>Rs.</u>
(a) Pre-Primary School	10,000
Existing Pre-Primary School to be Upgraded as Primary school	15,000
(b) Primary School	25,000
Existing Primary School to be Upgraded as Middle school	25,000
(c) Middle School	50,000
Existing Middle School to be Upgraded as High school	50,000
(d) High Schools	1,00,000
(e) High school to be upgraded as Higher Secondary School	2,00,000
(f) Matriculation Schools	2,00,000
Existing Matriculation School to be Upgraded as higher secondary school	1,00,000

Provided that, in respect of an existing School to be upgraded where no endowment had already been created the amount of endowment payable by such school shall be the same as for opening a new school.

The endowment shall be created jointly in the name of the school and the Inspecting Officer concerned in the shape of Government securities like National Defence Certificates or National Plan Certificates or in fixed deposits for a period of not less than seven years with Tamil Nadu Industrial Investment Corporation Limited, Chennai or the Tamil Nadu Industrial Co-operative Bank Limited or the Tamil Nadu State Co-operative Bank or the Chennai Central Co-operative Bank, Chennai or in any corresponding new Bank as defined in the Banking Companies (Acquisition and Transfer of Undertaking Act, 1970)(Central Act 5 of 1970). Fifty per cent of such endowment amount shall be created before the school is opened. The remaining amount shall be created in two equal annual instalments in the case of Pre-Primary and Primary Schools and in five equal annual instalments, in the case of middle and high Schools. "In the case of upgrading the existing High School as Higher Secondary School the endowment amount of Rupees Two Lakhs shall be paid in three annual instalments, the first instalment being Rupees One Lakh, the remaining amount shall be paid in two equal instalments. Trust or society or Corporate body which run more than one private school shall have the option to create fifty percent of the endowment in cash and fifty per cent in the form of immovable property other than school building. The immovable property so endowed shall be unencumbered and income yielding. It shall be endowed in the name of the school and conveyed to the school through proper legal document. The immovable property endowed to the school shall not be sold, mortgaged, exchanged or gifted or alienated without the prior approval of the Director concerned. The entire income derived from the endowed immovable property shall be brought to the general accounts of the school ;

(ii) In addition to the creation of the endowment referred to above, the educational agency shall also deposit in the Tamil Nadu State Co-operative Bank Limited, or in Chennai Central Co-operative Bank Limited, or in any corresponding new Bank as defined in the Banking companies (Acquisition and Transfer of Undertaking Act, 1970)(Central Act 5 of 1970) in the name of the school, a sum equivalent to a minimum of one month salary of the staff employed in such school, to serve as a working capital of that school, which may be drawn for the disbursement of salary to the members of the staff on the due date.

(d) If the educational agency pays more than the scales and rates ordered by Government such excess shall be met by the educational agency from its own funds and shall not be debited to the school funds and for purposes of grants such higher scale or rate shall not be taken into consideration.

(e) The educational agency shall not collect fees or donations compulsorily other than those permitted by the competent authority under rule 23 from pupils or parents or any other persons for any purpose whatsoever.

(f) The educational agency shall carryout the instructions issued by the Government from time to time in the public interest to ensure that admission in the schools run by them, of pupils belonging to the socially and educationally backward classes of citizen and to safeguard the interest of linguistic minorities.

(g) The educational agency shall carry out the instructions issued by the Director concerned or other officers subordinate to him with a view to maintain the academic standards and to safeguard the interest of teachers and the pupils including the linguistic minorities.

(h) The educational agency should have fulfilled all the conditions stipulated by the competent authority at the time of according permission to open the school or the additional standard or section.

The school shall be situated in a building which is accessible to all castes and communities. The premises of the school or subsidiary building pertaining to it or a playground or a vacant site belonging to the school whether adjacent to or remote from it, shall ordinarily be used for the purposes of conducting the school or for functions conducted by such schools or for authorized examinations or for other purposes specifically permitted by the Inspecting Officer.

(jj) The use of the building and other properties including the playground of any recognized private school for conducting drill or training with or without arms by persons who are not students or members of the staff of the school shall not be permitted by the management under any circumstances:

Provided further that non-observance of the condition laid down in clause (jj) above will entail the withdrawal of recognition and aid as per sub-section(1) of section 12 of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973.

The School Committee shall not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in recognized schools or who has been convicted for offences involving moral turpitude.

(l)“The additional factors given in section 11-A of the Act shall also be taken into account by the competent authority before passing orders on an application for recognition under section 11”

(3) The Certificate of recognition of the private school shall be granted within a period of two months from the date of receipt of application.

(4) It shall be open to the competent authority to reject the application for recognition if he considers that any one of the conditions under sub-rule (2) has not been satisfied. The order rejecting the application shall specify the grounds for rejection and shall be communicated within a period of two months from the date of receipt of the application.

(5) No School which does not enjoy recognition shall be permitted to present students for writing public examination conducted by the Director of Government Examinations, Chennai – 6.

WITHDRAWAL OF RECOGNITION

10(1) The competent authorities for withdrawal of Recognition shall be the following.

Schools	Competent authority
Per-primary, Primary and Middle Schools Education	Joint Director of Elementary
High Schools	Joint Director of School Education (Secondary Education)
Higher Secondary Schools (Ordinary)	Joint Director of School Education (Higher Secondary)
Matriculation Schools including Matriculation Higher Secondary Schools	Director of Matriculation Schools

(2) The recognition shall be withdrawn permanently or for any specified period, by the competent authority, if the educational agency or the school Committee or the Secretary of the School Committee violates any one of the conditions stipulated for recognition under rule 9.

11. Payment of grant – (1) Recognised Private Schools may be paid grants from State funds directly, such payment of grants shall be subject to Government orders and instructions issued from time to time.

Provided that, Schools whose recognition have been withdrawn shall not be entitled to any grant for the period of such withdrawal of recognition.

(2) The authority competent to sanction grant shall be the District Educational Officer for High & Higher Secondary Schools, Assistant Elementary Educational Officer or Additional Assistant Elementary Educational Officer for Primary & Middle Schools, as the case may be and the Director of school Education in respect of Anglo Indian schools.

(3) The rate at which and the purpose for which the grant may be paid shall be as specified in Annexure 1.

(4) The Joint Director of Elementary Education in respect of primary and middle schools and the Joint Director of School Education (Secondary Education) in respect of High Schools and the Joint Director of School Education (Higher Secondary) in respect of (Higher Secondary Schools) and the Director of School Education in respect of Anglo Indian Schools shall withhold, permanently or for any specified period, the payment of grant, if any of the conditions specified in rule 9 are contravened or not complied with.

(5) Notwithstanding anything contained in the Act or in any other law for the time being in force or in any decree order or direction of any Court or other authority: -
no private school shall, only on the ground of having been granted recognition under the Act, be entitled to any grant or other financial assistance from the Government ;

(ii) the Government may, subject to the availability of funds, the norms and conditions specified in the Grant-in-aid code of Tamil Nadu Education Department. The condition that every private school receiving any grant or financial assistance from the Government levies and collects from the pupils only such fee, charges or other payment as may be specified by the competent authority, which shall not be in excess of the fee, charge or other payment levied and collected from the pupils studying in the schools or institutions established and administered or maintained by the State Government, or any local authority in the locality. The rules, orders and notifications issued by the Government from time to time; and Such other conditions as may be prescribed by Government to the private school grant or other financial assistance at such rate and for such purposes as may be prescribed.

(iii) From the academic year 1991-92 no new school or upgradation of an existing school or opening of Higher Standard or additional section in an existing school shall be eligible for any grant (G.O(4D) No. 4 Education (RI) Dept. dt. 25.11.91.

12. Constitution of the school Committee - (1) (a) The educational agency of every private school shall constitute a school committee, and obtain the approval of the Inspecting Officer concerned.

(b) Provided that where an Educational Agency is a company or Corporation owned or controlled by the Central or State Govt. and such Educational Agency has established and administering or maintaining more than one private school such private schools may with the prior permission of the Director concerned have a common School Committee consisting of all Heads of Institutions of such private schools and such number of senior most teachers employed in such private schools as provided in sub section(2).

(2) The term of Office of the Committee shall be three years. Members of the committee shall be eligible for renomination.

(3) The School Committee shall consist of not more than the following number of members:-
Representatives of the Educational agency who shall be nominated by such educational agency members.

(ii) Headmaster of the School (Ex Officio)	1
(iii)Senior most teachers of the school	3
(iv)Parent Teacher Association nominee	1
(v)Senior-most non teaching staff	1

(if available)

Explanation I : Non-Teaching staff should mean the ministerial staff belonging to group “c” and above.

Explanation II: For the purpose of this rule, the school seniority shall be determined with reference to the total service rendered by teachers or non teaching staff as the case may be in that recognized school

Provided that the number of representative of teachers shall not be reduced on account of any decrease in the strength of teachers during the three years term of the committee.

Provided further that the educational agency shall increase the representation for the teachers on the above scale, if the strength of the teachers is increased. The teachers so nominated shall be a member of the committee for the residual period of the tenure of the committee and shall be eligible for renomination:

Explanation III: Nomination of Teacher Representatives shall be made as follows:

(a) Higher Secondary Schools – one each from the categories of (1) P.G. Teachers (2) B.T. Teachers (3) Secondary Grade Teachers

(b) High Schools – one each from the categories of (1) B.T. Teachers (2) Secondary Grade Teachers and (3) Specialist Teachers

(c) Primary and Middle Schools – Three from among the teachers

(3) (A) When a vacancy of representatives of Teaching and non teaching staff arises, the vacancy shall be filled in on the basis of norms given supra.

(4) The educational agency shall nominate one of its representatives in the committee as the President.

If the educational agency intends to change the President, within the period of three years, it shall do so only with the prior approval of the District Educational Officer or the District Elementary Educational Officer as the case may be

(5) The following persons shall not be eligible to become members of the Committee:

(a) Minors:

(b) Mentally unsound persons;

(c) Persons convicted for criminal offence involving moral turpitude;

(d) insolvents;

(e) A person who has been found responsible for any serious irregularity, as a result of enquiry by the Education Department

(f) A member shall cease to continue on the committee if any one of the grounds mentioned in (b) to (e) above become attributable to him after nomination or if he fails to attend three consecutive meetings.

13. Secretary of the school committee – (1) The educational agency shall nominate one of its six representatives as secretary of the School Committee who shall be a graduate;

Provided that, it shall be open to the Educational agency to nominate the Headmaster as Secretary.

(2) The term of office of the Secretary shall ordinarily be three years. However, he shall be eligible for renomination as secretary for subsequent terms. If the educational agency intends to change the Secretary within the period of three years, it shall do so only with the prior permission of the District Educational Officer or the District Elementary Educational Officer as the case may be.

(3) The Secretary of the School Committee shall function for and on behalf of the School Committee and the educational agency.

(4) The Secretary shall act on the basis of the resolutions passed at the meetings of the school committee.

(5) The Secretary shall not interfere in the internal administration of the school like admissions, examinations, promotions of pupils and other academic matters which shall be the exclusive responsibility of the head of the institution.

(6) The Secretary shall be responsible for the correct maintenance of accounts and proper administration of accounts. In respect of special fee a/c the Headmaster shall be responsible.

(7) When the Educational agency ceases to exist if there is no legal claim for a period of more than three years, the Government shall take over to run the school.

Meetings of the school committee be convened by the secretary of the school committee with the approval of the President of the School Committee.

(2) No meeting of the school committee shall be conducted unless:-

(a) at least seven days clear notice in writing has been given to the members of the committee.

(b) at least fifty percent of the total members of the committee are present.

Explanation:- If the total number of the members of the committee is an odd number, the next higher even number shall be taken for purpose of this sub-rule.

(3) A copy of the minutes shall be communicated by the secretary of the School Committee to the Assistant/Additional Asst. Elementary Educational Officer in respect of a pre-primary, a primary or a middle school, and to the respective Inspecting officer in respect of a High School, or Higher Secondary School, within fifteen days from the date of such meeting".

(4) The Secretary shall also send a Quarterly Return showing the dates of the meeting and the decisions taken at each meeting during the Quarter under report, along with that monthly staff grant statement ending with that Quarter.

15. Qualification, conditions of service of teachers and other persons.- (1) The number of teachers and other persons employed in a private school shall not exceed the number of posts sanctioned by the respective Directors from time to time, with reference to the academic requirements, teacher-pupil ratio and overall financial considerations.

(2)(i) The School Committee of every private school shall enter into an agreement with the teacher or other person in Form VII (a) or VII(b) if the appointment is for a period exceeding three months.

(ii) Three copies of the agreement shall be executed. One copy shall be furnished to the teacher or other person concerned, the other copy shall be retained by the school committee and third copy shall be forwarded to the Inspecting Officer concerned.

(3) In a regular vacancy a fully qualified candidate shall be appointed only on a regular basis. However in a temporary vacancy, i.e., leave vacancy, deputation for training or

suspension of the teacher's certificate a teacher or other person may be appointed for specified period. In such cases the agreement to be executed shall be in form VII (b).

(4) (1) (i) Promotion to the category of teachers and other persons shall be made on the basis of school seniority.

(ii) Appointments to the various categories of teachers shall be made by the following methods.

- (a) Promotion from among the Qualified teachers in that school in the next lower grade on identical scales of pay having due regard to the subject and language requirement. If qualified and suitable candidates are not available in that grade, candidates in the further next lower grade shall be considered.
- (b) while filling the vacancies in the cadre of P.G.Teachers, candidates who have obtained a Master's Degree and Bachelor's Degree in the same subject or language as main shall be given first preference.

(2) If no qualified and suitable candidate is available by method(1) above appointment shall be made in the following order

- (a) Appointment of other persons employed in that school, provided they are fully qualified to hold the post of teacher.
- (b) Appointment of teachers from any other school
- (c) Direct Recruitment

In the case of appointment from any other school or by direct recruitment, the school Committee shall obtain the prior permission of the District Elementary Educational Officer in respect of Pre-Primary, Primary and Middle School and that of the inspecting officer in respect of High and Higher Secondary Schools, setting out the reasons for such appointment.

For the purpose of promotion, a panel of names of prima facie fully qualified and eligible candidates in each category shall be prepared as on 1st June of each year. If there is more than one category on identical scale of pay they should be grouped together. The panel should contain the names of all fully qualified and eligible candidates. Their names should be arranged according to their inter-se seniority determined by the date of joining duty in that school. If it happens to be the same date for more than one, their inter-se-seniority shall be fixed with reference to their dates of birth, the elder being given the higher place.

For Direct Recruitment, the private aided Educational Institutions shall make all appointments in their institutions through the Employment Exchange only. When no candidate is available from the Employment Exchange or the candidates who are sponsored from the Employment Exchange are found to be unfit, it would be open to the Private Educational Agency to seek the permission of the concerned authority and go ahead with the recruitment from the open competition: [As per G.O. Ms.No. 873 Education Science and Technology (D2) Dept. dt. 13.11.95.]

(iii) Appointment to the post of Head of a High School:- For filling the vacancy of Head of Institution of a High School, the management shall maintain a panel of names of all fully qualified and eligible candidates in the feeding cadre i.e. category of B.T.Asst. and other eligible categories on identical scales of pay as on 1st June of each year, and their names arranged according to their seniority to be determined with reference to the date of joining the eligible cadre in that School following the procedure prescribed in sub rule (ii) above. The claims of the first five candidates in that panel shall be considered and the best among them shall be selected. While making the selection due consideration should be given to

Teaching efficiency

Proficiency in the subject
Leadership qualities

- (d) Ability to maintain discipline
 - (e) Special contribution made for the growth and development of the Institution
 - (f) Sociability and
 - (g) Personality and bearing
- (iv) Appointment to the post of Head of a Higher Secondary School : - Appointment to the post of Head of Institution of a Higher Secondary School shall be made by the methods specified below:

Promotion from among the qualified and eligible candidates in the category of Heads of High Schools (and the T.T.I) under the same Educational Agency based on seniority
If no qualified and eligible candidate is available by method (a) above, promotion from the feeding category of P.G.Assistants in academic subjects and languages provided they possess the prescribed qualifications. For the purpose of this rule, an integrated seniority list of all prima-facie fully qualified and eligible candidates belonging to various academic subjects and languages as on 1st June of each year shall be maintained. Their names in the panel shall be arranged according to their inter-se seniority fixed with reference to the date of joining the P.G. Cadre in that School after becoming fully qualified for the post of P.G.Asst..

The claims of the first five candidates in the panel shall be considered and the best among them shall be selected. While making the selection due consideration should be given to the factors (a) to (g) mentioned in sub rule (iii) above.

The panel mentioned in items (i) (iii) & (iv) above shall be valid for one year only.

As and when need arises, a sub committee shall be constituted by the school committee with not more than 3 members consisting of (1) the secretary, (2) the Head of the institution and (3) an expert to examine the proficiency of the Teacher in the matter of making new appointments to the various categories of Teachers. Likewise, a sub committee shall be constituted for selection to the post of Head of the Institution. The sub committees will merit-rate the candidates for consideration by the School committee.

In respect of corporate body running more than one School, all the schools under that body shall be treated as one unit for the purposes of this rule. Separate seniority list shall be maintained for each category of Teachers and other persons. The seniority will be determined with reference to the date of joining the category under the corporate body. This seniority list shall be a permanent one to be updated as and when there is addition or deletion. A panel of names of candidates in each category who are prima-facie fully qualified and eligible for promotion to higher posts as on 1st June of each year shall be prepared and maintained. The names in the panel shall be arranged on the basis of their inter-se seniority in their respective categories. This panel will be valid for one year only. If the vacancies to be filled up in the category of Heads of Institution of High School and Higher Secondary School are more than one in each category, the claims of a batch of five candidates in the panel in the order of seniority for each vacancy shall be considered. With regard to fixing the seniority and constitution of sub committee and selection of candidates the procedure prescribed in sub rule (ii) (iii) (iv) & (vi) above shall be followed.

4 (A) Any person employed in the institution specified in column (i) of the table below, aggrieved by an order issued under sub Rule 4 may prefer an appeal to the authority specified in the corresponding entry in column (2) thereof.

Institution (1)	Authority (2)
Pre-primary, Primary or Middle Schools	Joint Director & Elementary Education
High School, Teachers Training Institute or Higher Secondary	Joint Director of School Education (Secondary)

School (in respect of a person Other than Headmaster and post- Graduate assistant (both Academic And languages) or Physical Director	Education)
Higher Secondary School (in respect Of Headmaster, Post Graduate Assistant (both Academic and Languages) or Physical Director	Joint Director of School Education (Higher Secondary)
Anglo Indian Schools including Higher Secondary Schools	Director of School Education
Matriculation Schools including Higher Secondary Schools	Director of Matriculation Schools

4 (B) The proposal for approval of appointment shall reach the inspecting officer concerned within 15 days from the date of appointment and the approval shall be accorded within 30 days from the date of receipt of the proposal. Such proposal should be accompanied by a copy of the resolution passed by the school committee.

(5) A Service register shall be maintained for every teacher or other person, showing among others the date of appointment, the scale of pay on which he/she was appointed, the increments given from time to time, the leave to his/her credit and the leave granted and other relevant entries like awards and punishments, additional qualifications acquired, deputation & incentive increments granted.

(6) The teacher and other persons employed in a private school shall possess the qualification specified in Annexure V.

(7) Every Private school not being a minority school shall reserve 18+1 percent of the vacancies in teaching as well as non-teaching staff, for candidates belonging to Scheduled Caste and Scheduled Tribes respectively.

(8) Every Private School, not being a minority school shall reserve 30 per cent of the vacancies in teaching as well as non teaching side for the candidates belonging to Backward classes and 20 percent for the candidates belonging to the Most Backward Classes.

(9) (i) The claims of the candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes shall also be considered for the remaining 31 percent of unreserved vacancies which are filled on the basis of merit. Where a candidate belonging to Backward classes, Most Backward classes, Scheduled castes or Scheduled Tribes is selected on the basis of merit in the said 31 percentage of unreserved vacancies, the number of percentage, reserved for Backward classes, Most Backward classes, Scheduled castes or Scheduled Tribes, as the case may be shall not in any way be affected.

(ii) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or Backward Classes or Most Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle the turn so allotted to the Backward classes and Most Backward classes shall lapse and the vacancy shall be filled by the next turn in the order of rotation; but the turn so reserved for Scheduled Castes and Scheduled Tribes shall not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of Scheduled Castes and Scheduled tribes candidates not available for selection against the turn reserved for them, the unfilled vacancies reserved for scheduled castes and scheduled tribes shall be carried over to the next recruitment and selection for appointment to that post in the next recruitment shall be made first for the carried over turn and then the normal rotation shall be followed.

(G.O. Ms. No. 1371, Education, dated 22nd July 1980)

15 (10): For the purpose of reservation of vacancies the "Roster" prescribed by Government for a cycle of 100 vacancies, given in Annexure VI shall be followed. There shall be a separate

roster for each category of posts. In the case of P.G. Teachers appointed for Higher Secondary Standards, each subject or language of the academic course shall be a separate unit for the purpose of reservation and maintenance of roster, provided in the case of schools under a Corporate Body, all schools shall be treated as one unit for the purpose of this rule.

15-A Probation. – Every person appointed to a category shall from the date on which he joins duty, be on probation for a period of two years on duty excluding any period spent on leave within a continuous period of three years;

16. Teachers and other persons employed in private Schools to be governed by code of conduct – (1) The teachers and other persons employed in private schools shall be governed by the code of conduct as specified in Annexure II.

(2) A teacher or other person employed in a private school shall be liable to disciplinary action and punishment, if he violated any provision of the code of conduct which may include, dismissal or removal or termination of service or reduction in rank.

17. Dismissal, removal or reduction in rank or suspension of a teacher or other persons employed in private Schools – (1) The competent authorities to accord prior approval for the dismissal, removal or reduction in rank of a teacher or other person employed in any private school shall be the District Elementary Educational Officer in respect of teacher or other person employed in Pre-Primary, Primary and Middle Schools and the Chief Educational Officer in respect of teacher or other person employed in High schools, Higher Secondary Schools. Inspector of Matriculation Schools in respect of Matriculation Schools, and Inspector of Anglo Indian Schools in respect of Anglo Indian Schools.

(2) (i) Whenever a teacher or other person employed in a private school is kept under suspension, such suspension shall immediately on the date of issue of the suspension order be intimated by the Secretary of the School Committee to the Inspecting Officer concerned along with a copy of the suspension order.

(ii) On receipt of intimation regarding the suspension of a teachers or other person as mentioned in clause (i) above the Inspecting officer concerned shall make payment of subsistence allowance to the Teacher or other person who is placed under suspension every month from the date of suspension for not more than two months at half the rate of pay which he was drawing at the time of suspension and in addition the Dearness Allowance, if admissible on the basis of such pay.

(iii) Whenever the competent authority has extended the period of suspension of a teacher or other person under the proviso to clause (b) of sub section (3) of section 22 of the Act, he shall intimate such extension of suspension to the Inspecting Officer Concerned. On receipt of such intimation the Inspecting Officer concerned shall make payment of subsistence allowance to the teachers or other persons who is placed under suspension for a further period not exceeding two months at half the rate of pay which he was drawing at the time of suspension and in addition the Dearness Allowance if admissible on the basis of such pay.

(iv) The Inspecting Officer concerned shall send an intimation regarding the payment of the subsistence allowance under clause (ii) and (iii) above to a teacher or other person who is placed under suspension to the Secretary of the School Committee.

(v) The payment of subsistence allowance shall be limited to maximum of four months in all.

(vi) After the expiry of the period of suspension of 4 months even if the disciplinary proceedings are not concluded, the competent authority shall revoke the order of suspension and re-instate the teacher in service on the next day, even if it be a holiday, in the post from which he/she was suspended, without prejudice to the disciplinary proceedings pending against him.

In a case where the teacher becomes involved in a Criminal Proceedings, leading to his suspension from service, if legal advice is tendered for his reinstatement pending disposal

of the criminal case, the competent authority shall reinstate him in service otherwise, the teacher will continue to be under suspension and the limit of 4 months shall not apply.

(3) (i) Where after enquiry, including the appeal a suspension is found to be not justified, the management on receipt of orders shall remit the amount of subsistence allowance paid to the teacher or other person, employed in that private school to the government in one lump sum under the appropriate head of account. The Educational agency shall however pay such teacher or other person the full pay and allowances he would have drawn but for his suspension less the amount of subsistence allowance already paid to the teacher or other person for the suspension period from the funds of the management without any claim from grant.

(ii) Where a substitute is appointed in the place of a teacher or other person employed in a private school kept under suspension, the management shall not be entitled to any grant in respect of such a substitute.

(G.O. Ms. No. 748, Education dated 22nd May 1981)

(iii) "Where the appellate authority has decided against the imposition of the penalty of dismissal or removal from service or placement under suspension of a Teacher or other person employed in a private school by the management of that school, the management of every private school, not being a minority school, shall implement the order of the Appellate Authority and reinstate the teachers or other persons with all back wages for the period of dismissal or suspension or removal within one month from the date of order of the Appellate Authority failing which, apart from resumption of the post, recognition shall be withdrawn and such period shall be treated as "Duty".

(G.O. Ms. No. 1535, Education, dated 13th September 1986).

17. A - Educational agencies not to obtain compulsorily resignation letter either at the time of appointment or subsequently from the employees in their school (1) whenever a teacher or other person employed in a private school tenders his resignation of appointment he shall inform the fact of his resignation in writing, by registered post with acknowledgement due, to the Inspecting Officer concerned.

(2) No teacher or other person employed in a private school shall give to the Educational agency at any time undated or predated resignation letter.

(3) No Educational agency shall insist or compel any teacher or other person employed in a private school to give at any time undated or predated resignation letter.

(4) No teacher or other person employed in a private school shall be relieved from service on the strength of the resignation letter. The resignation letter shall, on receipt be sent to the Chief Educational Officer concerned in respect of teachers and other persons employed in a high and Higher Secondary School and to the District Elementary Educational Officer concerned in respect of teachers and other persons employed in a pre-primary, primary and middle schools. The Chief Educational Officer / District Elementary Educational Officer concerned shall in turn, get the confirmation of the teacher or other person employed as the case may be, as to the fact of such resignation and then accord his approval to relieve the teacher or other person employed, as the case may be, from service.

(5) Entries regarding the date of acceptance of resignation of appointment shall be made by the Secretary of the School committee in the Teachers Service Register of the teacher or in the Service Register of the other person employed in a private school under proper attestation and duly countersigned by the District Elementary Educational Officer or the other Inspecting Officer, as the case may be.

(6) No substitute shall be appointed in the place of a teacher or other person employed in a private schools who has been relieved on the basis of the resignation letter tendered by him, without obtaining prior approval of the Chief Educational Officer concerned in respect of the teacher and other persons employed in High and Higher Secondary Schools and the District Elementary Educational Officers concerned in respect of teachers and other persons employed in pre-primary, primary and Middle schools.

(G.O. Ms. No.586, Education, dated 2nd April 1981)

18. Appeal against orders of punishment imposed on teacher and other persons employed in private schools – The competent authorities, to whom an appeal under section 23 of the Act shall be from any teacher or person employed in a private school against any order of dismissal, removal or reduction in rank or whose appointments otherwise terminated or whose pay and allowances or any of whose conditions of service are altered shall be the following, namely:

In respect of teachers and other persons employed in pre-primary, primary and middle schools – The joint Director – Elementary Education.

In respect of a teacher and other person employed in High school, or higher secondary schools (other than Headmaster, Post Graduate – Assistants (both academic and languages) or Physical Director---The Joint Director of school education, (Secondary Education)

In respect of Headmaster, Post Graduate Assistant (both academic and languages) or Physical Director employed in Higher Secondary School, the Joint Director of School Education (Higher Secondary).

19. Pay and allowances of teachers and other persons employed in private schools to be paid in the prescribed manner. The procedure for payment of pay and allowances to teachers and other persons employed in private schools shall be as in annexure III. The Fundamental Rules, the TamilNadu Leave Rules, and the TamilNadu Pension Code, and the Govt. orders issued from time to time regulating various allowances, concessions etc., unless otherwise specifically ordered, shall apply mutatis – mutandis to the teachers and other persons employed in posts approved by the Department and admitted to aid.

20. Conditions for closure of private school, class or course of instruction therein:-

(1) No educational agency shall close a private school or a standard or a course of instruction therein without giving a notice in writing to the competent authority who had given permission to open the school, the standard or the course of instruction in Form VIII for closure of the private school and in Form VIII – A for closure of the standard or the course of instruction in such school, and without obtaining orders permitting such closure from the competent authority.

(2) The notice shall be given to the competent authority before 1st September of the year preceding the year in which the closure is proposed to be given effect to.

(3) Alternative arrangements shall be made for the continuance of the instructions to the pupils, of the Private School or the class or the course of instructions proposed to be closed, as the case may be, for the period of study for which they have been admitted.

(4) Such closure shall take effect from the date of expiry (31st May) of the academic year, as specified by the competent authority permitting the closure.

(5) The competent authority, while giving such permission for closure of the private school or the class or the course of instruction therein shall satisfy himself about the adequacy of the alternative arrangements proposed to be made. Any property endowed to the private school proposed to be closed shall be continued to be used for the educational purposes in accordance with the objects of the trust endowment or all other property of the private school like contributions and donation from the public shall also be continued to be utilized for the Educational purposes.

(6) Pending proceedings to abate- (1) Notwithstanding anything contained in sections 8 of the General Clauses of Act 1991 (Tamil Nadu Act of 1891) with effect and from the date of the publication of the Act in the Tamil Nadu Government Gazette

(a) any notice given under section 29 of the 1974 Act for closure of any private school, class or course of instruction therein in a private school pending before the competent authority on the date of the publication of this Act in the Tamil Nadu Government Gazette shall lapse;

(b) any appeal preferred against an order, refusing to give the approval for closure of the private school or class or course of instruction in such private school and pending before the appellate authority under section 4 of the 1974 Act on the date of the publication of this Act, in the Tamil Nadu Government Gazette shall abate.

(2) On and from the date of publication of this Act in the Tamil Nadu Government Gazette, the Management of such private school intending to close such private school or any

class or course of instruction therein in a private school shall give a fresh notice as required under section 29 of the 1974 Act as amended by this Act.

(G.O. M.No. 1071 Education Dept. dt. 14.6.1988)

21. Educational agency to send list of properties – Every Educational agency shall send along with the statement of account on or before the 31st May of each year, to the Inspecting Officer concerned a statement in triplicate of all movable, properties the value of which, i.e. individually, is not less than Rs. 500/- (Rupees Five hundred only) and where there are more than one articles of the same category, if the total value of such article exceeds Rs. 1000/- (Rupees One Thousand only) and of all immovable properties. In respect of immovable property the statement shall contain the following particulars and shall be authenticated by the Educational agency :-

Name of property;

Description, address and location;

Area/extent together with the survey number;

In the case of cultivable land its classification and the crops grown;

Market value;

Annual income derived from the property;

Remarks, if any.

Explanation: A certificate from an officer of the Revenue Department not lower in rank than that of a Tahsildar shall be obtained in respect of (e) and (f) above at the time of the first submission of the statement.

Whenever there is any change in the movable or immovable properties, such change should be indicated in the statement.

22. Restriction of transfer of property of private school – (1) the following shall be the competent authorities to permit the transfer of property of a private school if they are satisfied that such a transfer is made in furtherance of the purposes of the private school for or similar purpose approved by the competent authority.

Schools	Competent Authority
(a) Pre-Primary, Primary and Middle Schools	District Elementary Educational Officer
(b) High and Higher Secondary Schools	Chief Educational Officer
(c) Matriculation Schools	Inspector of Matriculation Schools
(d) Anglo Indian Schools	Inspector of Anglo Indian Schools

(2) for purposes of this rule, the movable and immovable property shall be those as specified in rule 21.

(3) Movable properties in respect of which permission has been obtained, shall be sold, only through public auction. Records of such public auction shall be maintained and submitted for inspection.

Fees and other charges – (1) The competent authority to specify the fee or charges or receive any other payment in respect of every private school shall be the Chief Educational Officer in the case of High and Higher Secondary schools and the District Elementary Educational officer in the case of primary and middle schools. No fee or other charge or donation of any kind shall be collected either from the pupils or from parents or from public except with prior permission of the competent authority. In respect of special fees, the levy of which has been specified by the competent authority, there shall be no deviation from the permitted rate or the purpose for which such levy was authorized. A separate account shall be maintained for such special fees and unutilized amount at the end of the year shall be carried over to the next year's account under the same head. All moneys that accrue to the school by way of special fees or any other payment authorized shall be brought to the school account and accounted properly.

(1) Utilisation of funds and property of private school : - (1) The funds of the school shall be utilized for the bonafide purposes connected with the school, only with the prior permission of the Inspecting Officer concerned. An appeal against the orders of the Inspecting Officer shall lie to the Chief Educational Officer. In the case of Higher Secondary Schools an appeal shall be to the Joint Director of School Education (Higher Secondary)

(2) Where the Educational agency seeks to divert the funds from one purpose to another, it shall do so only after obtaining the prior permission of the Inspecting Officer concerned.

(3) If any donation is collected, with the prior permission of the competent authority, for any specific or earmarked purpose, they shall be utilized only for that purpose. Balance if any, shall be credited to the funds of the School.

Accounts : - Every private school shall maintain, registers and records specified in annexure IV. The registers and records in respect of the pre-primary, Primary and Middle Schools, shall be produced to the Assistant Elementary Educational Officer and the Additional Assistant Elementary Educational Officer and in respect of the High and Higher Secondary Schools to the District Educational Officer and in respect of Matriculation Schools to the Inspector of Matriculation Schools and in respect of Anglo Indian Schools, to the Inspector of Anglo Indian Schools whenever required. The respective Directors may add revise or modify the list of registers or records.

Annual Audit of Accounts: (1) The authorities to audit the Accounts of every private School shall be the following, namely :-

Schools	Competent Authority
(1)	(2)
(a) Primary And Middle Schools	Assistant Elementary Educational Officer
(b) High and Higher Secondary Schools and Private Teacher Training Institutes	Departmental Auditors

(2) (a) A copy of the reports on the audit of accounts shall be sent to the Inspecting Officer concerned, who shall forward the same to the Educational Agency .

(b) The Educational Agency shall within a period of one month from the date of receipt of the report, submit the same together with its comments, to the District Educational Officer. These comments of the Educational Agency shall be reviewed by the Inspecting Officer concerned.

Inspection or enquiry – (1) The competent authorities to cause an inspection of or inquiry in respect of any private school, its buildings, laboratories, libraries, workshops and equipment and also of the examinations, teaching and other work conducted or done by the private school to be made by such person or persons as it may direct and to cause an inquiry to be made in respect of any other matter connected with the private school shall be the following namely:

Schools	Competent Authority
(1)	(2)
(a) Pre-Primary, Primary and Middle Schools	District Elementary Educational Officer
(b) High Schools and Higher Secondary Schools	Chief Educational Officer
(c) Matriculation Schools	Inspector of Matriculation Schools
(d) Anglo Indian Schools	Inspector of Anglo Indian Schools

Furnishing of Returns: - The competent authorities to whom the returns, statistics and other information shall be furnished by the educational agency, under section 40 of the act, shall be the following namely: -

Schools	Competent Authority
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- (1)
 (a) Pre-Primary, Primary and Middle Schools
 (b) High and Higher Secondary Schools
 (c) Matriculation Schools
 (d) Anglo Indian Schools

- (2)
 District Elementary Educational Officer
 District Educational Officer
 Inspector of Matriculation Schools
 Inspector of Anglo Indian Schools

Appeal against order of competent authority.-

Any person aggrieved by any order, decision or direction of the competent authority under any provision (other than section 34) of the Act, may prefer an appeal, under section 41 of the Act, against such orders, decision or direction to the following authorities, namely:-

Section Under the Act	Category of Schools	Competent Authority passing orders	Appellate Authority
(1)	(2)	(3)	(4)
Section 6 Opening Permission	Pre-primary, Primary and Middle Schools	(a) Opening of new schools – Joint Director(Elementary)	Director of Elementary Education
		(b) Opening of additional standards or sections- District Elementary Educational Officer.	(Elementary)
	High Schools	(a) Opening of new schools- Joint Director of School Education (Secondary Education)	Director of School Education
		(b) Opening of additional standards or sections- Chief Educational Officer.	Joint Director (Secondary Education).
	Higher Secondary Schools (Other than Matriculation schools)	(a) Opening of new schools- Joint Director (Higher Secondary)	Director of School Education
		(b) Opening of additional standards or groups or sections- Chief Educational Officer.	Joint Director (Higher Secondary).
Section 8 Change of Management	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer	Joint Director (Elementary Education).
	High Schools	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools	Chief Educational Officer	Joint Director(Higher Secondary)
Section 11 Recognition	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer.	Joint Director (Elementary Education).
	(a) New Schools	District Elementary Educational Officer.	Joint Director (Elementary Education).
	(b) Higher standard or Additional sections.	District Elementary Educational Officer.	Joint Director (Elementary)
	(c) Grant of continuance of recognition.	District Elementary Educational Officer.	Joint Director (Elementary)
	High Schools (a) New Schools	Joint Director (Secondary Education).	Director of School Education

	(b) Higher standard or Additional section	Chief Educational Officer	Joint Director (Secondary Education).
	(c) Grant of continuance of recognition	Chief Educational Officer	Joint Director (Secondary Education).
	(d) Permanent Recognition	Joint Director (Secondary Education)	Director of School Education
	Higher Secondary Schools		
	(a) New Schools	Joint Director(Higher Secondary).	Director of School Education
	(b) Higher standards or Additional sections or new groups	Chief Educational Officer	Joint Director (Higher Secondary)
	(c) Grant of continuance of recognition	Chief Educational Officer	Joint Director (Higher Secondary Education)
	(d) Permanent Recognition	Joint Director (Higher Secondary Education)	Director of School Education
	Matriculation Schools		
	Matric Schools Matric Higher Secondary Schools	Director of Matriculation Schools	Government
Section 12 Withdrawal of recognition	Pre-primary, Primary and Middle Schools	Joint Director (Elementary)	Director of Elementary Education
	High Schools	Joint Director (Secondary Education).	Director of School Education
	Higher Secondary Schools	Joint Director (Higher Secondary)	Director of School Education
	Matriculation Schools & Matriculation Higher Secondary Schools	Director of Matriculation Schools	Government
Section 14 Payment of grant	Pre-primary, Primary and Middle Schools	(1) Assistant Elementary Educational Officer.	District Elementary Educational Officer.
		(2) Withholding of grant – District Elementary Educational Officer	Director of Elementary Education.
	High Schools	(1) Payment of grant-District Educational Officer.	Chief Educational Officer
		(2) Withholding of grant-Joint Director (Secondary Education)	Director of School Education
	Higher Secondary Schools	(1) Payment of grant-District Educational Officer.	Chief Educational Officer
		(2) Withholding of grant-Joint Director (Higher Secondary Education)	Director of School Education
Section 22 Disciplinary proceedings	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer	Joint Director (Elementary Education)
	High Schools	Chief Educational Officer	Joint Director (Secondary Education)

	Higher Secondary Schools (in respect of persons other than Headmasters, Post-Graduate Assistants (both academic and languages) and Physical Directors	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools (in respect of Headmasters, Post-graduate Assistants (both academic and language) and Physical Director.	Chief Educational Officer	Joint Director (Higher Secondary)
	Matriculation Schools	Inspector of Matriculation Schools	Director of Matriculation Schools
Section 29 Closure	Pre-primary, Primary and Middle Schools	(a) Closure of Schools- Joint Director (Elementary)	Director of Elementary Education
		(b) Closure of standards or section-District Elementary Educational Officer.	Joint Director (Elementary)
	High Schools	(a) Closure of Schools- Joint Director (Secondary Education)	Director of School Education
		(b) Closure of Standards or Sections or Course of Instructions – Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools	(a) Closure of Schools- Joint Director (Higher Secondary)	Director of School Education
		(b) Closure of groups, Standards or Sections or Course of instructions in +1 and +2 levels – Chief Educational Officer.	Joint Director (Higher Secondary)
Section 31 Transfer of property	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer.	Joint Director (Elementary)
	High Schools	Chief Educational Officer.	Joint Director (Secondary Education)
	Higher Secondary Schools	Chief Educational Officer.	Joint Director (Higher Secondary)
Section 32 Fee collection	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer.	Joint Director (Elementary Education)
	High Schools	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools	Chief Educational Officer	Joint Director (Higher Secondary)
	Matriculation Schools & Matric Higher Secondary Schools	Director of Matriculation Schools	Government

30. Deposit with the Tribunal of pay and allowances of teachers and other persons employed in private schools in certain cases.- In cases of appeal contemplated in sub-section (1) of section 44 of the Act, the Educational Agency shall deposit, at the time of appeal

into the Tribunal, all arrears of pay and allowances due to such teachers or other persons from the date of their dismissal or removal or education in rank or termination of their appointment up to the date of deposit.

ANNEXURE I

[Vide Rule 11 (3)]

PAYMENT OF GRANT

Recognised Private Schools may be paid grants from State Funds on the basis of orders issued from time to time.

The grant payable to recognized Private Schools are the following, namely:-

(1) Staff Grant.- The educational agency may be paid full grant to cover the entire approved expenditure on pay and other allowances of the teaching and non-teaching staff including other servants paid from contingencies.

(2) Maintenance Grant- (a) Primary and Middle Schools.- The educational agency may be paid up to 2 per cent of the assessed teaching grant as maintenance grant for the calendar year.

(3) Teacher Training Institutes.- The Training Institutes may be paid Teaching Grant. Such Grant shall be assessed on the basis of the government orders issued from time to time..

(4) Anglo-Indian Schools.- The Anglo-Indian Schools may be paid full Teaching Grant. Such Grant shall be assessed to the Anglo-Indian Schools on the basis of the approved expenditure on pay and allowances to the Staff, rent, taxes, repairs and contingencies after deducting the actual fee income.

Such schools may also be paid other grants specially ordered.

ANNEXURE – II

(Vide Rule 16(1))

Code of Conduct for teachers and other persons employed in a private school.

Every teacher or other person employed in a private school shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.

No teacher or other person employed in a private school shall absent himself from his duties without prior permission. In cases of sickness or absence on medical grounds a medical certificate to the satisfaction of the school authorities shall be produced within a week.

No teacher or other person employed in a private school shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuitions specific written sanction of the school authorities shall be obtained.

(a) No teacher or other person employed in a private school shall send any application for employment under any other agency except through the School Committee of the school. (b) The School Committee shall not withhold any such application. It shall however be open to the School Committee to prescribe reasonable conditions for relieving him.

Prior permission of the School Committee shall be obtained in a case where any teacher or other person employed in a private school seeks to accept honorary work without detriment to his duties as a teacher.

A teacher or other person employed in a private school who becomes involved in a criminal proceedings shall inform the School Committee of such proceedings. On receipt of such information the School Committee shall initiate disciplinary action against him.

No teacher or other person employed in a private school shall engage himself in any political activity. He shall not be associated with any political party or any organization which takes part in politics or shall subscribe to or assist in any other manner any political movements.

No teacher or other person employed in private school shall contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the Teacher's Constituencies.

No teacher or other person employed in a private school shall bring or attempt to bring any political or outside pressure on his superior authority in respect of his individual service interests.

No teacher or other person employed in a private school shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public orders decency or morality or which involves contempt of court, defamation or incitement to an offence.

No teacher or other person employed in a private school shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activity which bring disrepute to the Government. Adaption of legitimate methods of ventilating grievances however shall not be considered as criticism of the Government.

No teacher or other person employed in a private school shall speculate in any stock, share or other investment. The habitual purchase or sale or both of share securities or other investments shall be deemed to be speculation.

No teacher or other person employed in a private school lend money to any person at interest or in a manner where by return in money or in kind is charged or paid.

No teacher or other person employed in a private school shall in any radio broadcast or telecast in any document published unanimously or in his own name or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Central or State Government which is capable of embarrassing the relations between the State Government and any other Government or the relations between the Central and the Government of any foreign State.

No teacher or other person employed in a private school shall enter into or contract a marriage with a person having a spouse living and no one having a spouse living shall enter into or contract a marriage with any person without the permission of Government and involve himself/herself in any act involving moral turpitude on his/her part including any unlawful act which may cause embarrassment or which may bring discredit to Government and Management.

No teacher or other person employed in a private school shall engage himself/herself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relationship with foreign states, Public order, decency, or morality which involves contempt of Court, defamation or incitement to an offence.

No teacher or other person employed in a private school shall be found drunk or under the influence of liquor while on legitimate duty or appearing in a public place.

No teacher or other person employed in a private school shall except after obtaining, No objection certificate from the Government, apply for grant or renewal of passport or undertake trip to foreign country.

No teacher or other person employed in a private school shall refuse to receive pay or make concerted or organized refusal to receive their pay.

A teacher or other person shall endeavor to avoid habitual indebtedness or insolvency.

No teacher or other person employed in a private school shall, except after notice to the School Committee or the prescribed authority of the Management acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise either in his own name or in the name of any member of his family. Every teacher or other person, for the construction or extension or acquisition of a house shall report to the school Committee or the prescribed authority of the management.

No teacher or other person shall encroach upon Government lands.

ANNEXURE III

[Vide Rule (19)]

Procedure for payment of pay and allowances to teachers and other persons in private schools.

(1) Primary and Middle Schools.

The Secretary of the School, shall submit a monthly statement containing the details of teachers and other persons, their pay and allowances, etc., for the month, to the Assistant Elementary Educational Officer who, after scrutiny of the statement shall release the Teaching Grant bills to the Secretary of the school marking a copy of his sanction orders to the Treasury and the secretary shall disburse the pay and allowances to the teachers and other persons employed in a private school on the last working day of every month or any date authorized by the Director of Elementary School Education.

(2) High Schools and Higher Secondary Schools.

The Secretary of High School and Higher Secondary Schools shall submit every month to the District Educational Officer an application for monthly staff grant in the form. It shall be accompanied by a detailed statement of the staff employed from first to the last day of the month.

The statement shall be signed by both the Headmaster and the Secretary of the School. The statement shall reach the District Educational Officer before the 22nd of every month. Based on this statement the District Educational Officer shall sanction staff grant in the specified bill form, before the 25th of the month, at the latest so as to enable the Secretary to encash the bill on the last working day of the month or any date authorized by the Director of School Education and disburse the salaries of the employees on the same day.

(3) Special Schools and Training Institutes.

The Secretary of a special school or a training institute shall submit a financial statement in the prescribed form every year to the Director of Teacher Education Research and Training. The auditors of the department will scrutinise the statement and certify to the correctness of the statement.

The grant is sanctioned once in a year to the Training Institutes. The sanctioning authority shall be the Director of Teacher Education Research and Training.

II. Under special circumstances, the District Educational Officer concerned may make direct payment to the Headmaster of a school or to the teachers of a school.

III. Before releasing the teaching grant or staff grant the District Educational Officer shall verify and satisfy himself as to whether the appointments made by the school committee are in accordance with the rules and Government orders in force.

ANNEXURE IV

(Vide Rule 25)

List of registers to be maintained by High Schools and Higher Secondary Schools.

- (1) General Cash Book.
- (2) General Ledger.
- (3) Special Fees Cash Book.
- (4) Special Fees Ledger.
- (5) Daily Fee Collection Register.
- (6) Term Fee Register.
- (7) Acquittance Register.
- (8) Scholarship Register.
- (9) Concession Register.
- (10) Postage Register.
- (11) Refund Register.
- (12) Admission Register.
- (13) Pupil's Attendance Register.
- (14) Stock Registers.
- (15) Staff Attendance Register-Teaching
- (16) Staff Attendance Register-Non-teaching.
- (17) C.L. Register.
- (18) Leave other than Casual Leave Register.
- (19) Scale Register.
- (20) A separate Cash Book and Register for the Amenity Fund.

ANNEXURE V

Qualifications for appointment as teachers in Higher Secondary Schools.-

(Wherever a degree or Master' degree is specified it refers to the degree or Master's degree of a University in the state or of its equivalent standard)

Name of the post

(1)

Headmaster or Headmistress (Higher Secondary Schools)

Post-Graduate Assistants in Academic subjects.

Qualification

(2)

(i) A Master's Degree for teaching any of the languages under Parts I and II or subjects under Part III, Group " A" of the syllabus for Higher Secondary Courses

B.T. or B.Ed. degree

Experience for a period of not less than ten years as PG Assistant in a academic subjects or languages in a Higher Secondary School recognized by the Director of School Education, after becoming fully qualified.

In the case of Headmaster of a High School total service as School Assistant, PG Assistant and Headmaster for a total period of 10 years.

A Master's Degree in the subject in respect of which appointment is made.

Provided further that, other things being equal, preference shall be given to those who have studied the same subjects as main both in the degree and PG degree level

(ii) B.T., or B.Ed. degree

Post-Graduate Assistants in Languages (Tamil)

Post-Graduate Assistants in Language (Other than Tamil)

5. Physical Directors and Physical Directress in Higher Secondary Schools

- (i) A Master's degree in Tamil and
- (ii) B.T. or B.Ed. degree

Provided that for appointment to the post by recruitment by transfer from the Post of Tamil Pandit in the High School, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed. Degree.

Provided further that, other things being equal, preference shall be given to those who have studied Tamil as a Main Subject both in degree and Master's degree levels.

(i) A Master's Degree in Language in respect of which appointment is made

B.T. or B.E.d., Degree

Provided that for appointment to the post by recruitment by transfer from the post of Pandit and Munshie in the High Schools, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., degree:

Provided further that other things being equal, preference shall be given to those who have studied the same subject both in degree and Master's degree levels.

(i) M. P.Ed., Degree

(ii) A Diploma equivalent to M.P.Ed., degree.

2. Qualifications for appointment as Teachers in High Schools.

Name of the Post

(1)

Headmaster Or Headmistress (High Schools)

2. B.T. Assistant

3. Secondary Grade Teacher

4. Tamil Pandits

Qualifications (2)

- (i) B.A. or B.Sc.,
- (ii) B.Ed. or B.T.
- (ii) Should have worked as a School Assistant or Tamil Pandit or B.T. grade Middle School Headmaster or PG Assistant or in combination with one or more of these categories for not less than 5 years after passing B.T. degree Exam.

- (i) B.A. or B.Sc. and
- (ii) B.T. or B.Ed.

- 1. (1) S.S.L.C.
- (2) T.S.L.C. of Secondary Grade or its equivalent or Secondary Grade Teacher Training.

Or

- 2. HSC and a Diploma in Teacher Education.

- (1) M.A. (Tamil) or B.A. (Tamil) or M.O.L. (Tamil) or B.O.L. (Tamil)
and

B.Ed. or B.T. or Secondary Grade Training

(or)

- (2) S.S.L.C. completed
and
Oriental Title of Madras, Madurai or Annamalai University;
and
Pandit's Training Certificate or Secondary Grade Training Certificate.

Pandits of other languages
(Languages other than Tamil)

6. Physical Director

7. Physical Education
Teacher

(1) Degree with oriental language as special study
and
Degree or Diploma in teaching

Or

(2) S.S.L.C. completed
and

Title or Certificate of proficiency in oriental learning of a University in the state or its equivalent
and

Pandit's Training or Secondary Grade Teacher Training.

A Degree in Physical Education

Higher Secondary course certificate passed
and
Government Teachers certificate in Physical education.
Or

A degree in Physical Education

8. Wood work Instructor
- (1) S.S.L.C. completed
and
(2) Industrial School Certificate.
Or
Certificate course in Elementary wood working (Old regulation)
issued by the College of Arts and Crafts, Madras
Or
Diploma Course in Wood work issued by College of Arts and Crafts
(New Regulations), Madras
And
(3) Technical Teachers' Certificate
or
Crafts Instructor's Course Certificate of Teachers' College, Saidapet
and
(4) National Trade Certificate in the Trade of Carpentry. One year
Course (with) One year paid (untrained teaching experience) or One
Year (paid) work experience in a Standard Wood Work Factory or
Institution.
And
(5) National Apprentice Certificate issued by the National Council
for Training in Vocational Trades (Wood Work).
9. Spinning and Weaving Instructor
- (1) S.S.L.C. completed
and
(2) Artisan Course or Instructors Course Certificate of the
Government Textile Institute, Madras.
Or
Government Technical Examination Certificate (Lower Grade).
Or
Bunayee or Khadi pravisaka Course (One Year) of the All-India
Spinners Association, Tiruppur
Or
Three years course certificate in Handloom and powerloom weaving
issued by the SMRV Technical Institute, Nagercoil awarded prior to
1961
Or
Twelve months Craftsman Certificate in Handloom weaving of
SMRV Technical Institute Nagercoil
Or

	National Trade Certificate awarded by the National Council, for training in vocational Trades, Government of India. Direct –General of Resettlement and Employment, New Delhi in Hand Weaving Trade. Or Diploma in Handloom Technology, awarded by the Indian Institute of Handloom Technology, All-India Handloom Board, Salem And (3) Technical Teacher's Certificate. Or Craft Instructor's Course Certificate of Teachers College, Saidapet.
10. Instructor in Gardening and Agriculture.	(1) S.S.L.C. completed or its equivalent and Government Technical Examination Certificate (Lower Grade); and Technical Teachers' Certificate Or (2) Completed Secondary School Leaving Certificate with thirty five per cent in Agriculture (Theory and practical separately) under the Diversified Course; and Technical Teachers Certificate.
11. Instructor in Home Craft	(1) S.S.L.C. completed and (2) Government Technical Examination (Higher Grade in needle work and Dress-making and Higher Grade in Embroidery) Industrial School Certificate Or National Trade Certificate awarded by the National Council for training in vocational Trades Government of India or the Diploma awarded by the Director-General of Resettlement and Employment, New Delhi, in Embroidery and Needle work; Or Diploma in Costume Designing and Dress-making issued by the State Board of Technical Education and Training, Madras; And (3) Technical Teacher's Certificate.

12. Instructor in Music
- (1) Degree [with Music under part III];
or
Completed S.S.L.C.
And
Sangeetha Bushana of Annamalai University;
Or
Sangeetha Vidwan title in Music awarded by the Director of
Government Examinations, Madras;
Or
Sangeetha Sironmani of the Madras University;
Diploma in music of the Madras University or Madurai University;
And
Technical Teacher's Certificate
Or
(2) S.S.L.C. completed;
and
Government Technical Examination Certificate (Higher Grade in
Music);
and
Technical Teacher's Certificate
or
(3) Completed S.S.L.C with forty percent in Music(Theory and
Practical separately under the diversified courses);
and
Technical Teacher's Certificate
or
Diploma in Music Teaching awarded by the Director of
Examinations;
Or
(4) Teacher's Certificate in "Indian Music" issued by the Director of
Government Examinations.
13. Drawing Master
- (1) (a) Degree with Drawing and Painting under Part III of an
University in the State or its equivalent;
or
Diploma in Painting or Diploma in Drawing of the Annamalai
University;
Or
(b) S.S.L.C. (completed);
and
Government Technical Examinations (Higher Grade in Free-hand
outline and Model Drawing;
Or
Government Diploma in Drawing:
And (2) Technical Teacher's Certificate.
14. Metal Work Instructor,
- (1) S.S.L.C. (completed);

Electric Wiring Instructor,
Book-Binding Instructor.
Tailoring Instructor, Leather
Work Instructor, Clay Modeling
and Paper Making Coir
Instructor, Basketing and
Ratan Work Instructor.

and
(2) Industrial School Certificate:
or
Certificate of the Government of India, Director of Resettlement and
Employment (Ministry of Labour).
Explanation- The Industrial school Certificate should ordinarily be of
not less than two years duration and for the particular subject alone
and not for a number of subjects.

Explanation:- The Qualifications prescribed as above for all post shall be applicable for the
appointment to be made in Private Schools on or after the date of the publication of the rules.

(2) Persons who are in service prior to the issue of this notification shall be eligible for
appointment in any other school even after the issue of this notification.

Qualification of non teaching staff:-

Junior Assistant	S.S.L.C Passed
Office Assistant	VIII th std. Passed
3. Watch man	Literate (able to read and write Tamil)
4. Lab Assistant	S.S.L.C Passed
5. Record Clerk	S.S.L.C Passed

QUALIFICATIONS FOR PART-TIME INSTRUCTORS IN HIGHER SECONDARY VOCATIONAL SUBJECTS

Subject	Qualifications
Agricultural vocations	
1. Dairying	B.V.Sc. with 5 years experience in Dairying/Poultry
2. Poultry	B.Sc. (Agri)
3. Small Farm Management	
4. Agro-based Industries	
5. Farm Mechanic and Post Harvest Technology	B.E. (Agri)
Rural Construction Technology and Soil Conservation	
Sericulture and Apiculture	B.Sc. in Botany, Zoology or Chemistry with 6 months practical experience in Sericulture. B.Sc., (Agri)
Plant Protection (Pests, Diseases and Weeds)	B.Sc., (Horticulture)
Vegetables and Fruits	B.Sc., (Horticulture)
Floriculture and Medicinal Plants	B.Sc., (Agri)
Agricultural Chemicals	
Crop Production	B.Sc., (Horticulture)
13.Spices and Plantation Crops	B.Sc., (Marine Biology, Fisheries Science or Zoology)
14.Fisheries	
II Home Science	
1. Food Preservation	
2. Baking and Confectionery	
3. Catering	B.Sc.,/B.Ed., (Specialized in Home Science)
4. Dietetics, Nutrition and Food Preparation	
5. Interior Decoration	
6. Dress Designing and Making	
7. Designing, Dyeing and Printing	
Textile and Design	
Child welfare and Nutrition	
III Commerce & Business	
1. Office Secretaryship	Bachelor's degree or equivalent in special Science/Commerce of an Indian University with a post graduate diploma in Secretarial course. Experience : Minimum two years experience in an industry in the related area or Two year's

teaching experience in the institute or department offering office secretaryship course.

2. Insurance

A degree in Commerce / Arts with a diploma in Insurance.

Experience : Two year's working experience in an insurance company or Two years teaching experience in the subject connected with Insurance principles, practice and organisations.

3. Accountancy and Auditing

A degree in Commerce with Accounting and auditing as special subjects.

Experience : Two years experience in Accounting and auditing department in an industry or

Two years teaching experience in the related subjects at under-graduate level.

4. Banking Assistant

A degree in Commerce with Advanced Banking / Commerce as special subjects.

Experience : Two years working experience in any bank or Two years teaching experience at under-graduate level.

5. International Trade

A degree in Economics/Commerce

Experience : Two years working experience in an exporting and importing organisation (private/public sector) with a knowledge in export, import trade process. or
Two year's teaching experience in the subject International Trade at under-graduate level.

6. Marketing and Salesmanship

A degree in Commerce/Business Administration.

Experience : Two years work experience in any Commercial undertaking.

7. Materials Management

A degree in Commerce/Business Administration, postgraduate diploma in Materials Management being a preferential qualification.

Experience : Two years work experience in an industry in the related field.

8. Business Management for Small Scale Industries

A degree in Business Administration/Commerce.

Experience : Two years work experience in a small Scale Industry
or

Two years teaching experience.

9. Co-operative Management

A degree in Commerce/Economics with specialisation in rural Economics/Co-operation.

Experience : Two years work experience in a Co-operative Society
or

Two years teaching experience.

IV ENGINEERING & TECHNOLOGY

1. Building Maintenance

A diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Madras.

Electrical Domestic Appliances
Repairs & Maintenance

3. Domestic Electronic Equipment Projection
Equipment Servicing and Maintenance

4. Radio and Television Maintenance and
Repairs

5. Electrical Motor Rewinding

6. General Machinist

7. Textile Technology

8. Leather Technology
9. Maintenance and Servicing of Textile
Machinery

V HEALTH

1. Medical Laboratory Assistant

2. E.E.G., E.C.G., Audiometry Technician

3. Ophthalmic Technician
4. Dental Mechanic
5. Dental Hygienist

6. Radiological Assistant
7. Nursing Course

or

A diploma in Technical Teaching awarded by the Technical Teacher Training Institute.

Experience : As a Mason for not less than five years in a reputed Civil Engineering Organization.

At least a diploma in Electrical Engineering with a minimum of 3 years experience in the appropriate field.

At least a diploma in Technical Teaching, Industrial teaching and experience in the field of Electronic and Radio/Television Engineering or A diploma in Electronics/Radio or Telecommunications.

or

Post Diploma in Television Engineering
.Industrial Experience in the field of Electronics Radio/Television Engineering.

A degree in Electronics and Communication Engineering or A diploma in Electronics

or

in Electrical Engineering with a post diploma in Television Engineering with a minimum of one year experience in the appropriate field.

or

A diploma in Electronics with minimum of 3 years experience in the related industry.

A diploma in Electrical Engineering with a minimum of three years experience in Electrical and allied Industries.

A diploma in Mechanical Engineering with a minimum of three years experience in any Industry or workshop.

A degree in Textile Technology

or a diploma with three years experience.

A degree or diploma in Leather Technology.

A diploma in Textile Technology.

or a diploma in Mechanical Engineering/Electrical Engineering

M.B.B.S, D.C.P.

Professor or assistant Professor with D.M.(Neurology) or Professor or M.D.General Medicine degree or Professor or Assistant Professor with M.D.General Medicine degree or A well experienced M.B.B.S.Doctor with diploma in E.N.T.diseases.

M.B.B.S., D.O.

B.D.S.

B.D.S.

M.B.B.S., D.N.R.

B.Sc(Post Basic or Basic)

8. Hospital House Keeping

A Nursing Tutor with a minimum of
B.Sc.Nursing.

VI. MISCELLANEOUS

1. Tourist Guide

A History teacher may be put incharge of the course exclusively and he may be got trained by tourism department of the State/Central Government.

2. Photography

Diploma in Cinematography A
Photographer/Darkroom Assistant
S.S.L.C.passed with atleast five years experience in processing studio.
(The senior Physics staff will be incharge of the course)

3. Music

A Graduate in Music or
Holder of diploma in Music and Sangeetha
Sironmani title of Madras University or
Sangeetha vidwan title of Tamil Nadu Music
College or Sangeetha Bushanam of Annamalai
University with minimum educational
qualification of eligibility in S.S.L.C.examination
or its equivalent

Qualification for the Vocational courses other than those mentioned above, will be prescribed by the Government from time to time.

Annexure VI

Communal Roaster and rotation for appointment in private schools with effect from
06.05.2000

REVISED ROSTER AS PER G.O.NO.85, P&AR ® DEPARTMENT

DATED 06.05.2000

ROTATION NO.1

1	GT	W	P	31	GT	W	NP
2	SC	W	P	32	SC	W	NP
3	MBC &DC	W	P	33	MBC & DC	W	NP
4	BC	W	P	34	BC	W	NP
5	GT	W	NP	35	GT	W	P
6	SC	W	NP	36	SC	GT	NP
7	MBC &DC	W	NP	37	MBC & DC	GT	NP
8	BC	W	NP	38	BC	W	P
9	GT	W	NP	39	GT	GT	NP
10	BC	W	NP	40	BC	GT	NP
11	GT	GT	NP	41	GT	W	NP
12	SC	W	NP	42	SC	W	NP
13	MBC &DC	W	NP	43	MBC & DC	W	NP
14	BC	GT	NP	44	BC	W	NP
15	GT	W	NP	45	GT	W	NP
16	SC	GT	NP	46	MBC & DC	W	NP
17	MBC &DC	GT	NP	47	BC	W	NP

18	BC	W	NP	48	GT	W	NP
19	GT	W	P	49	BC	W	NP
20	BC	W	P	50	ST	W	NP
21	GT	W	NP	51	GT	GT	P
22	SC	W	NP	52	SC	W	NP
23	MBC &DC	W	NP	53	MBC & DC	W	P
24	BC	W	NP	54	BC	GT	P
25	GT	GT	NP	55	GT	W	NP
26	SC	W	P	56	SC	W	P
27	MBC &DC	W	P	57	MBC & DC	GT	NP
28	BC	GT	NP	58	BC	W	NP
29	GT	W	NP	59	GT	W	NP
30	BC	W	NP	60	BC	W	NP

61	GT	W	NP	81	GT	W	NP
62	SC	GT	NP	82	SC	GT	P
63	MBC &DC	W	NP	83	MBC &DC	W	NP
64	BC	W	NP	84	BC	W	NP
65	GT	GT	NP	85	GT	W	P
66	SC	W	NP	86	SC	W	NP
67	MBC &DC	W	NP	87	MBC &DC	W	NP
68	BC	GT	NP	88	BC	W	P
69	GT	W	P	89	GT	W	NP
70	BC	W	OPH	90	BC	W	NP
71	GT	W	NP	91	GT	GT	NP
72	SC	W	NP	92	SC	W	NP
73	MBC &DC	W	NP	93	MBC &DC	W	NP
74	BC	W	NP	94	BC	GT	NP
75	GT	W	NP	95	GT	W	NP
76	SC	W	NP	96	MBC &DC	GT	NP
77	MBC &DC	GT	(D)P	97	BC	W	NP
78	BC	W	NP	98	GT	W	NP
79	GT	GT	NP	99	BC	W	NP
80	BC	GT	NP	100	GT	W	P

FORM I

Application for opening of a Pre-Primary / Primary / Middle School

(Vide Rule 5(1))

1. (a) Name of the Centre (in Block Letters) where the Pre-Primary/Primary/Middle School is proposed to be opened.
(b) Name of the School
2. Revenue District, Taluk Block and Post Office.
3. (i) Details of the educational agency which proposes to open the school
(ii) Mention whether minority or non – minority. If minority give a copy of the declaration obtained from government
(iii) Is the educational agency a registered body ? If so, the details should be furnished.
(iv) Enclose a copy of the constitution
4. Standards proposed to be opened and medium of instruction.
5. Whether the centre where the proposed school is to be opened lies in –
Taluk Headquarters Town (or)
Municipality / Township (or)
Panchayat Union area
If city – Ward no.
6. (a) Population of the centre and also of the contiguous place from where pupils might seek admission into the school (men and women should be furnished separately). If bilingual area – languagewise details to be furnished.
The names of villages, population and distance to the centre should be furnished separately.
Number of school-age children in the centre:

	Boys	Girls	Total
2 ½ - 6 age group			
(ii) 6 – 11 age group			
(iii) 11 – 14 age group			

(c) Number already brought under instruction in the existing schools.
(d) Number yet to be brought under instruction.
7. (a) Names of other Pre-Primary/Primary/Middle Schools in the locality.
(b) Distance of such schools from the proposed school
(c)Particulars of strength, attendance (roll and attendance) of such schools (standardwise particulars should be furnished).
Names of the schools that are likely to feed the proposed School together with their distance from the proposed school. (The standardwise particulars regarding strength, etc., to be furnished).
Whether there is any natural barrier between the existing Schools and the proposed School, if so, the same may be explained in full detail. A rough sketch plan should be enclosed.
Whether an application was made for permission in previous years. If so, the reference number and date and the nature of orders passed by the competent authority should be furnished.

Whether the proposal is for the conversion of a pre-primary school into primary school or a primary school into a middle or for opening a new school.

What is the accommodation proposed to be provided for the proposed school ?

(a) Is the building ready for occupation ?

A rough sketch showing the accommodation proposed for class room, etc., duly marked should be attached.

Whether the building is a pucca, thatched or a tiled one.

Whether it is owned or rented or rent-free.

Extent of area available for each standard.

13. Whether the educational agency is prepared to create –

Endowment as required in rule 9 (2) (c) (i).

Cash reserve as required in rule 9 (2) (c) (ii).

14. A rough sketch of the place where the school is proposed to be opened, specifying the following particulars should be submitted. The locality where the school is proposed to be opened ?

PrePrimary/Primary/Middle Schools in the area with distance duly marked.

15. Number of pupils expected to join in each of the standards of the proposed school.

16. Whether chalan for payment of the prescribed fee is enclosed.

Place :

Date:

duly authorized
By the Educational Agency

Signature of the person

FORM 1 - A

APPLICATION FOR THE OPENING OF A HIGH SCHOOL

(Vide Rule 5 (1))

- (a) Name of place where the new School is proposed to be opened.
- (b) Name of the proposed School.

Educational District, Revenue District, Taluk and Post Office

- (i) Details of the Educational agency which proposes to open the High School. Individual/Corporate Body / Trust / Society / Mission / Company or Corporation – Minority or non – minority
- (ii) Is the Educational agency a registered body? If so, the details should be furnished. A copy of the constitution to be enclosed.

Standards proposed to be opened (new or upgrading, details may be furnished).

Population of the villages within eight km radius.

Population of children in the School – age group 11 – 17 or 14 – 17 in the villages within eight kms radius. (Particulars in respect of boys and girls should be furnished separately).

Number of Primary and Middle Schools functioning within eight kms radius with their standard wise strength.

Details of existing High Schools both Aided and Unaided within the distance of eight kms, together with their standard wise strength.

Whether there is any natural barrier between the proposed School and the existing Schools. If so give details, supported by a map.

- (a) Names of the Pre-Primary / Primary / Middle / High Schools in the locality.
- (b) Distance of such Schools from the proposed School.
- (c) Particulars of strength, attendance (roll and attendance) of such Schools (Standard wise particulars should be furnished).

Number of pupils expected to join in each of the standards of the proposed School.

Whether the Educational agency is prepared to create -

- (a) Endowments as required in rule 9(2) (c) (i)
- (b) Cash reserve as required in rule 9(2) (c) (ii)

Details of the accommodation, playground area, furniture, etc. proposed to be provided for the School.

Whether the agency is willing to run the institution without any claim for grant from Government.

Whether chalan for payment of fee is enclosed

Place:
Date :

Signature of the person duly authorized by
the Educational Agency .

FORM I B

APPLICATION FOR UPGRADING OF HIGH SCHOOL INTO HIGHER SECONDARY SCHOOL

(To reach the Chief Educational Officer before 30th September)

Vide Rule 5(1)

1. Name of the school :
a. Name of Educational Agency and Address:
2. Whether unaided/aided/Individual/Corporate Body/Mission/Local Body/Corporation or Company or Government . Whether Minority / Non-Minority :
3. Name of the Municipal Corporation (Mention Ward No.) Municipality (Mention Ward No.) or Panchayat Union/Township in which the school is located. Edl. District and Revenue District :
4. Name of existing Higher Secondary Schools in the vicinity of the proposed school in that area :
5. List of Higher Secondary Schools already existing within a radius of eight kms and their strength in the 11th standard and distance from the proposed school :
Indicate if self financing (without Grant Aid) wholly or partly. :
6. Total Strength of the proposed school : Boys – medium wise.
7. Strength in X standard in the school seeking
for upgrading Medium wise. :
8. Whether the management is willing to create cash endowment of Rs. 2,00,000 as stipulated by Government in respect of aided schools. The opinion of the Headmaster and the Parent Teachers' Association may be obtained about the creation of public contribution of Rs. 2,00,000/- :
9. Facilities available in the proposed school
a. Accommodation with a rough sketch, plan drawn on the plain paper.
:

Girls -- Total

Medium Boys Girls Total

Medium Boys Girls Total

b. Laboratory (Whether the Laboratory is well equipped should be noted)
:
c. Library (No. of books to be noted) :
d. Playground own or otherwise to be noted in acres.:

e. Mention if separate lab facilities are available for each discipline with a list of equipment/Lab articles. :

10. Is the locality predominantly populated by Backward Classes, Most Backward Classed, Scheduled Cates or Tribes. Statistics may be given if available :

11. If selected, will the school offer both academic and vocational courses.

- :
a. Mention groups to be offered. :
b. Vocational subjects to be offered :
c. Mention the medium of Instruction to be offered:

12. State the source of Income to meet the staff salary and other recurring expenditure
:

13. Whether there is any proposal to levy tuition fees. If so, give the rates of fees proposed.
:

14. Whether the Educational agency is prepared to render the school accounts, records relating to the school properties and all records and Registers of the school for Inspection by the authorized officers of the Department. :

15. Other Special reasons, if any. :

16. Specimen signature of the Correspondent / Secretary:

1.

2.

DECLARATION

Undertaking (as per G.O. (4D) No. 4 Education (RI) Dept. dt. 23.11.1991)

The Educational agency hereby declares that grant in aid from Government at any time for the Teaching staff and non-teaching staff to be appointed for the Higher secondary classes will not be sought for notwithstanding this the management agrees to appoint qualified staff as per the norms fixed by Government from time to time and adopt Government scales of pay.

Place: Signature of the person duly authorized by

Date : the Educational Agency

Recommendation of the Chief Educational Officer:

FORM III

**APPLICATION FORM FOR THE APPROVAL OF CHANGE IN THE
CONSTITUTION OF A PRIVATE SCHOOL**

Vide Rule 7(2)

- (1) The details of constitution.
- (2) The details of constitution proposed to be revised or modified.
- (3) The reasons for such revision or modification.
- (4) The date from which the original constitution is in existence.
- (5) The date from which the changes in constitution have to be given effect to.
- (6) Whether a copy of the resolution of the educational agency for the change is enclosed

Place: _____ Signature of the person duly
Date : _____ authorized by the Educational Agency

FORM IV

APPLICATION FOR APPROVAL OF THE CHANGE OF EDUCATIONAL AGENCY

Vide Rule 7 (3)

Name of the school (with full Address) :

Name of Block and Educational District :

Particulars regarding the recognition and grant sanctioned to the School. :

Name of the Educational agency which administers the school.

Minority or Non-Minority to be specified. :

If Minority, evidence of Minority status to be produced. :

Name of the Educational agency to which the school is proposed to be transferred. :

5. (a) Endowment created for the school in the form of immovable property if any, should be specified. :

Whether a resolution of the new Educational agency agreeing for the transfer of the school is enclosed. :

Reasons for the transfer. :

Whether the transferee is agreeable to comply with the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act. 1973 (Tamil Nadu Act 29 of 1974) and the Rules made thereunder. :

Whether the transferee is agreeable to run the school with present teachers and other persons employed in the school and approved by the Department on the same conditions of service.:

Details of non-payment of salary, if any, to the teachers or other persons employed in the school. :

10. (a) Whether the P.F A/c of the subscribers in the school are maintained up to date. If there is any case of arrears give details and reasons therefor.

:

Whether any orders issued by the Education Department are pending disposal by the transferor.

:

If the building in which the school is situated is owned by the transferor, the arrangements made for locating the school by the new educational agency.

:

Was any disciplinary action taken against the new agency or any member of the school committee by the Education Department, if so the details therefor.

:

(i) Date of application. :

(ii) Date of transfer, if it is a case falling under subsection (c) of Section 8 of the Act. :

Signature of the person duly
Educational
Agency transferring the
Management

Signature of the person duly authorized by the
authorized by the Educational
agency to whom the
management is transferred

DECLARATION TO BE FURNISHED BY THE TRANSFEROR

I acting for and on behalf of the educational agency hitherto recognized as an approved Educational agency of the school do hereby declare that I have handed over the school together with buildings, equipments, records, etc., to (Transferee) the new Educational agency. I also declare that all our rights over the school have ceased from

Place:

Date :

Signature of the person duly authorised
by the Educational agency transferring the School

DECLARATION TO BE FURNISHED BY THE TRANSFEEE

I acting for and on behalf of Educational agency,
do hereby declare that we have taken up the School from
Educational agency. We bind ourselves to discharge the legal claims and liabilities against the
previous educational agency. We also declare that we shall comply with the provisions of the
Tamil Nadu recognized Private Schools (Regulation) Act 1973 (Tamil Nadu Act 29 of 1974) and
the rules made thereunder.

Place:

Date :

Signature of the Transferee

FORM V

STATEMENT OF PARTICULARS TO BE FURNISHED BY THE MINORITY SCHOOLS

(vide rule 8)

1. (i) Name of the center where the
minority school is situated.
(ii) Revenue District, Taluk, Town or Village.
2. Name of school (in **BLOCK
LETTERS**) and postal address.
3. The medium of instruction.
4. The date of opening of the school.
5. Details of standards and sections
now functioning.

6. Standardwise strength and attendance.
7. (a) Name of the Educational agency of the School.
(b) Whether educational agency is a religious or linguistic minority.
(c) Whether the Educational agency is a registered body; if so, the details should be furnished.
8. The minority to be served by the educational agency.
9. Details of accommodation in the school (a rough sketch should be enclosed).
10. Details, regarding the play ground, sanitary facilities, garden, furniture, equipment, etc.
11. Particulars regarding the staff (names of teachers and other persons, qualifications, age, salary, etc.)
12. Population of the centre and also the contiguous places from where pupils might seek admission (particulars of men and women should be furnished separately).
13. Number of school – age children in the centre-
(i) Age group 6 – 11 years :
(ii) Age group 11-14 years :
(iii) Age group 14-17 years:
14. Number of school – age children in the centre out of the figures furnished in column (13) who will seek admission in the school.
15. (a) Whether the educational agency has created endowment as required in rule 9 (2) (c) (i) or proposes to create endowment and if so the details may be furnished.
(b) Whether the educational agency has deposited or is prepared to deposit one month's salary of the staff as required in rule 9 (2) (c) (ii)
16. (a) The name of other Pre-

- Primary/Primary/Middle, High
Schools in the locality
- (b) Distance of such Schools from
the minority School.
 - (c) Particulars of strength and
attendance of such Schools
(Standardwise particulars
should be furnished)

17. Whether the School has any other
source of income and if so the
details may be furnished.

Place :

Date :

Boys	Girls	Total
------	-------	-------

Signature of the person duly authorized by the Educational Agency

FORM VI
APPLICATION FOR RECOGNITION OF SCHOOLS
(Vide Rule 9(1))

Name of the school with full postal address. :

Date of opening of the school (Reference number and date of orders of the competent authority permitting the opening of the school to be furnished). In case of Minority Schools and other Schools existing on the date of commencement of the Act, the reference number and date of submission of the statement as required in the Act and Rules should be indicated.

:

Name of the Educational agency managing the school

:

- i. Names of President, Secretary and other members of the school committee indicating their representation to be given in the Annexure. :
- ii. A copy of the resolution of the Educational Agency constituting the school committee should be enclosed. :
- iii. Date from which functioning. :
- iv. Educational qualification of the Secretary. :
- v. No. and Date of orders of the competent authority approving the constitution of the School committee :

Standards for which recognition is sought for

:

- 6. a. Standard wise strength and attendance :
- b. Whether all the standards are having economic strength :
- c. List of teaching and non-teaching staff employed against the approved posts in the school with details regarding Date of birth, qualifications, designations, etc., to be furnished. :
- d. If Government scales of pay are not adopted, give details of pay scales adopted and the reasons therefor. :
- 7. a. Details of accommodation and sanitary facilities available for students and staff should be enclosed. :
- b. Whether owned or rented or rent-free or a mix to be mentioned :
- c. Whether adequate and suitable as per norms. :

8. a. Details of furniture, appliances and apparatus :
b. Whether adequate and suitable :
9. a. Whether a library is provided :
b. Whether it is adequate :
10. Whether registers prescribed in the Rule are maintained in the prescribed forms.
:
11. Whether arrangements have been made for the compulsory medical inspection of the pupils.
:
12. Play ground :
Area available (in acres) :
Owned or leased. :
Whether adequate and fit for use. :
- (1) Whether the school has created:-
(a) Endowment as required in rule 9 (2) (c) (i) :
Date of Initially created Amount
Subsequently created
1st Instalment
2nd Instalment
3rd Instalment
4th Instalment
5th Instalment
- (b) Cash reserve as working capital as required in rule 9 (2) (c) (ii)
:
- (2) If property endowment give full details regarding Location nature and extent of the property, value of the property as certified by the prescribed authority etc., should be furnished.
:
- (3) Mention the date of legal conveyance to the school
:
- (4) Whether the encumbrance certificate has been produced to show that the endowed property is free from encumbrance :

(5) If the endowment is in the shape of cash, full details of the amount and mode of investment should be furnished. :

(6) Whether the endowment is unencumbered and whether it stands absolutely in the name of school without any reversionary rights. :

Mode of Deposits

(7) Net amount income derived from the endowment.

(8) Whether the original deed of property has been verified by the Government Pleader and certified that the deed conveys absolute rights to the school without any reversionary rights to the donor and that it is unencumbered. :

(9) Whether the original cash investment certificates have been verified by the District Educational Officer :

(10) Whether attested copy of the Government Pleader opinion, income certificate, given by the Revenue authorities concerned, encumbrance certificate in respect of the property endowed to the school are enclosed. :

(11) Details of endowment remaining to be created, if any. :

Whether the Educational agency is agreeable to abide by the conditions for recognition laid down in rule 9 and the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974) and the Rules made there under and the orders issued by Government from time to time. :

Whether the following are enclosed to this application.

Sanitary Certificate :

Structural Stability Certificate:

Building Licence from the authorized authority :

Chalan for remittance of recognition fee indicate chalan no. and date, place of credit and amount credited. :

DECLARATION

- i. On behalf of the Educational agency of the school, I hereby declare that all the conditions specified in the rules and the departmental orders, save those mentioned in the following Para, have been fulfilled. I also declare that we shall abide by the conditions for recognition in rule 9 and the provisions of the TamilNadu Recognised Private Schools (Regulation) Act, 1973 (TamilNadu Act 29 of 1974) and the rules made thereunder.
- ii. In respect of the conditions under which temporary recognition has been granted, items yet to be fulfilled, will they be fulfilled within the next 3 years.
- iii I am aware that request for renewal of recognition i.e. (further continuance) is liable to be refused if the remaining conditions are not satisfied even after the extended date.
- iv I also declare that redeployment of teachers due to fall in strength, ordered by the Department is acceptable and the management will raise no objection.
- v. Conditions yet to be fulfilled :

Station :

Date :

Signature of the Secretary

FORM VII - A

(Vide rule 15)

FORM OF AGREEMENT TO BE EXECUTED BY A SCHOOL COMMITTEE OF A PRIVATE SCHOOL IN RESPECT OF PERMANENT TEACHERS.

AGREEMENT MADE THIS DAY OF

Two thousand between the school Committee of
school of the one part and
(Teacher) of their part.

Whereas the School Committee has agreed to engage the said Thiru / Thirumathi / Selvi To serve in the school, in the capacity of a teacher and on the pay and allowances hereinafter mentioned.

Now these presents witness and the parties hereto do hereby agree as follows:-

1. That the School Committee shall employ the said teacher and the said teacher shall serve as a teacher in the school atfrom the date of his/her taking charge of such appointment until such employment shall be determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of two years from the date of taking charge of his/her appointment. The School Committees may however extend it to a further period not exceeding one year or two years as the case may be for reasons to be recorded in writing.

If no orders extending the probation are passed in writing within six months after the period of probation, the said person shall be deemed to have completed his/her probation.

Termination of the probation shall be done only with the previous permission of the competent authority specified in rule 17.

3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions or the Headmaster or School Committee of the said School.

(b) If the employee is a Head master / Headmistress he/she shall in that capacity be responsible for the internal management of the School and the academic work of the School and shall exercise such powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of the Headmaster and if he/she is a Headmaster/Headmistress, of the School Committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Headmaster; or if the said person is a Headmaster/Headmistress he/she shall send such communication to the School Committee.

5. That the said teacher shall devote his/her whole time to the duties of the said employment and will not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade business or canvassing work, private tuition or the like, of a remunerative kind without the specific written prior sanction of the School Committee.

6. That the said teacher and the School Committee shall conform to all the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and the Tamil Nadu Recognised Private Schools (Regulation) Rules, 1974.

7. That the School Committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her in writing of the grounds on which they intend to take action and shall adopt the following procedure before taking any final decision regarding the punishment to be imposed.

The memorandum of charge shall be communicated to him/her in writing giving him/her reasonable time to send his/her explanation to the school Committee.

After considering his/her explanation, the School Committee shall communicate to him/her its findings and if so desired by the said teacher a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any or all the witnesses and also produce witnesses.

After the conduct of the personal hearing or enquiry by the School Committee the report of such personal hearing or enquiry shall be furnished to the teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to defend himself/herself against the proposed punishment.

After the receipt of the statement of defence from him/her and taking it into consideration, the School Committee, shall obtain the prior approval of the prescribed authority and then inform him/her in writing about its final decision.

For assisting the school committee in conducting the enquiry a three member sub committee shall be constituted by the school committee with representation of one each from the nominees of Educational Agency and the Teaching Staff, in addition to the Secretary of the school Committee.

8. It shall be open to the School Committee , at any time if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave pay, after the date of his/her last appearance in the School for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said teacher shall be entitled to have his/her service terminated either by giving to the School Committee three months notice thereof in writing or by paying the School Committee three months pay and allowances in lieu of such notice if he is a permanent teacher. In case of a teacher who is not permanent, the period of notice shall be 2 months and the amount payable in lieu thereof shall be two months, pay and allowance.

10. That the School Committee may impose major punishment such as dismissal, removal or reduction in rank or termination of services as mentioned earlier or any of the following minor punishments on the said teacher for any irregularity or breach of the code of conduct on the part of the said teacher.

Censure,

(ii) Withholding of increments with or without cumulative effect,

(iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

11. That the said teacher shall be paid a sum of Rs. Monthly in the scale of
with effect from And the other allowances granted by Government from time to
time. Such teacher shall be entitled to increments indicated in the scale.

12. Any permanent teacher whose certificate is suspended as a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right to claim for reinstatement in service in the School in which he was working prior to his relief on the

Signature :

Name:

Address:

Occupation:

Note: In respect of employees other than teachers the designation of such employee shall be substituted in the place of teacher wherever it occurs in the form of agreement.

FORM VII B

(vide rule 15)

FORM OF AGREEMENT TO BE EXECUTED BY THE SCHOOL COMMITTEE OF A PRIVATE SCHOOL IN RESPECT OF TEMPORARY TEACHERS.

Agreement made this _____ day of Two thousand and _____ between the School Committee of _____ School of the one part and(Teacher) of the other part :

Whereas the School Committee has offered to engage the said Thiru/Thirumathi/Selvi to serve in the _____ School in the capacity of a teacher on a purely temporary basis and on the pay and allowances hereinafter mentioned.

And whereas the said Thiru/Thirumathi/Selvi _____ has accepted to serve as a teacher.

Now these present witness and the parties hereto do hereby agree as follows: -

1. That the School Committee shall employ the said teacher and the said teacher shall serve as a teacher in the school atpurely on a temporary basis from the date of his/her taking charge of his/her appointment until such appointment is determined as hereinafter provided.

2. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Head of the Institution or School Committee.

(b) If the employee is a Head master / Headmistress he/she shall in that capacity be responsible for the internal management of the School and the academic work of the School and shall exercise such powers as may be necessary for the due discharge of his/her duties.

3. That the said teacher will not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of the Headmaster and if he/she is a Headmaster/Headmistress, of the School Committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Head of the Institution. If the said person is a Headmaster/Headmistress, he/she shall send such communication to the School Committee.

That the said teacher will devote his/her whole time to the duties of the said employment and will not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade business or canvassing work, private tuition or the like, of a remunerative kind without the specific written prior sanction of the School Committee.

5. That the School Committee shall have the right to discharge the said teacher without assigning any reason at the end of the specific period for which he/she has been engaged as a temporary teacher or earlier.

6. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

7. That the said teacher shall be paid a sum of Rs. _____ Monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness whereof the School Committee _____ and _____ have hereunto set their hand.

Signature of the Secretary of the School
Committee

In the presence of –
First witness –

Signature :

Name :
Address:
Occupation:

Second witness –

Signature :

Name:
Address:
Occupation:

Signature of the Teacher

In the presence of –
First witness –

Signature :

Name :
Address:
Occupation:

Second witness –

Signature :

Name:
Address:
Occupation:

Note: In respect of employees other than teachers the designation of such employee shall be substituted in the place of teacher wherever it occurs in the form of agreement.

FORM VIII

(Vide Rule 20 (1))

**FORM OF NOTICE TO BE GIVEN BY THE MANAGEMENT TO THE COMPETENT
AUTHORITY IN CASE OF CLOSURE OF PRIVATE SCHOOL**

(To reach the competent authority before 1st Sep. of the academic year)

Name of the educational Institution. :

Date of opening of the school :

Whether it is located in own building/rented/rent-free. :

Mention the media of instruction in the school :

Name of educational district. :

Names of other recognized schools of similar type functioning within a radius of 5 km. from the school under reference. :

Details of standards now functioning in the school (standardwise strength, particulars of boys and girls as on 1st August of the year in which notice is given should also be furnished).
:

Nature of recognition enjoyed by the school. If temporary, period upto which the recognition has been granted and conditions laid down for grant of temporary recognition etc., :

Particulars of staff employed as approved by the Department (Teaching and non-Teaching should be furnished separately). :

Whether the constitution of the educational agency provides for the closure of the school. Furnish relevant extract of the constitution. :

Reasons for the closure to be given clearly. :

Alternative arrangements made or proposed to be made for the continuance of instruction of the pupils of the school.

Whether a resolution has been passed by the school Committee as per rules supporting the proposal. (A copy of such resolution duly attested should be enclosed in the case of non-minority school). :

Cash balance in the general fund account and special fee Account, P.T.A Account on the date of notice. :

Details of endowments created. Full details to be given in respect of immovable property and cash endowment :

Details of public contribution realized for the benefit of the school from the date of opening of the school. :

Cash Rs.

Kind Movable: Immovable:

Present Value Rs.

Liabilities, if any to be discharged by the management Details to be specified. The arrangements made to settle them to be furnished. :

Grants other than staff grant received from Government or any other source should be furnished in detail:

(i) Amount of grant :

(ii) Date of drawal :

(iii) Purpose for which granted :

(iv) Authority Number and date of orders sanctioning the grant (Copy of sanction order to be furnished). :

Whether the educational agency proposes to run any other Educational institution anywhere else in the State? If so, the details may be furnished. :

How the endowed property movable/immovable, cash balance in the:

Whether the educational agency is willing to transfer to Government unconditionally, the site, building, furniture, endowment, staff of the School, in case a Government school is opened to provide alternative arrangement for catering to the educational needs of the locality.:

Whether any special scheme of scholarship etc., has been instituted for the benefit of students of the school. Full details of the scheme to be given. :

Whether there are any orders passed by the Department as appellate authority remaining without compliance. :

Whether there is any case pending in a court of law concerning the school details to be given.:

Whether any action against the School Committee is pending. :

The date of notice signed by the Secretary of the School Committee/Correspondent of the School. :

Whether notice has been given to the Teachers and other persons employed in the school about closure of the school. :

DECLARATION

I agree that the institution will be closed only after obtaining the prior permission of the competent authority and the closure shall take effect from the date of expiry of an academic year, as specified by the competent authority.

I agree to make alternative arrangements for the continuance of instructions to the pupils in the course of study for which they have admitted.

In case, the permission required is refused by the competent authority, I shall continue to run the institution.

In the event of closure of the institution with due permission, I shall abide by the orders of the Department with regard to transfer of staff, school properties, settlement of accounts, etc.,

Place :

Date :

Signature of the applicant,
Secretary of the School Committee
Correspondent of the Minority School

Counter signed by the Educational Agency

Name :

Designation:

DECLARATION

i. On behalf of the Educational agency of the school, I hereby declare that all the conditions specified in the rules and the departmental orders, save those mentioned in the following Para, have been fulfilled. I also declare that we shall abide by the conditions for recognition in rule 9 and the provisions of the TamilNadu Recognised Private Schools (Regulation) Act, 1973 (TamilNadu Act 29 of 1974) and the rules made thereunder.

ii. In respect of the conditions under which temporary recognition has been granted, items yet to be fulfilled, will they be fulfilled within the next 3 years.

iii I am aware that request for renewal of recognition i.e. (further continuance) is liable to be refused if the remaining conditions are not satisfied even after the extended date.

iv I also declare that redeployment of teachers due to fall in strength, ordered by the Department is acceptable and the management will raise no objection.

v. Conditions yet to be fulfilled :

Station :
Date :

Signature of the Secretary

FORM VIII - A

(Vide Rule 20 (1))

**FORM OF NOTICE TO BE GIVEN BY THE MANAGEMENT TO THE COMPETENT
AUTHORITY IN CASE OF CLOSURE OF STANDARD/COURSE OF INSTRUCTION IN A
PRIVATE SCHOOL**

Name of the School and Address :
The media of instruction in the school :
Name of the educational district :
Details of standards/sections now functioning in the School (standardwise strength (Boys – Girls)
should be furnished.) :
Details of courses/medium introduced in the School. The dates from which such courses are
offered. :
Details of recognition accorded to each standard. Period upto which recognition accorded should
also be noted. :
Particulars of approved staff employed in the School including non-teaching staff for each
standard or course of instruction or medium of instruction proposed to be closed. :
Whether the proposal is for closure of –
Standard/Standards :
Course of instruction. :
Medium of instruction :
Reason for such closure. :
Alternative arrangements made/proposed to be made for the continuance of instructions to the
pupils for the standard/course of instruction. :
Whether a resolution has been passed as per rules by the School Committee. (Copy of a
resolution duly attested to be enclosed in the case of non-minority School)
:
The date of notice signed by the Secretary of School Committee / Correspondent of the School:

DECLARATION

I agree that the standard/course will be closed only after obtaining the prior approval of the
competent authority and the closure shall take effect from the date of expiry of an academic year.

I agree to make alternative arrangements for the continuance of the pupils in the course for which
they have been admitted.

In case the permission requested is refused by the competent authority, I shall continue to
conduct the standard/course of instruction.

I shall abide by the conditions/rules that are specified by Government from time to time for the
closure of standard/course of instruction.

If due to the proposals of closure of standard/course of instruction any staff is rendered surplus,
their services will not be dispensed with and they will be allowed to continue in service till further
orders are received regarding their absorption in needy Schools.

Place :
Date :

Signature of the applicant