

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
ALTO BETIM GOA. 403 521.

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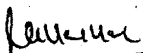
To,
The Heads of all recognised
Secondary and Higher Secondary
Schools within the jurisdiction
of this Board.

Sub: Norms of recognition for Institutions.

Sir/Madam,

The Board in its meeting convened on 1.12.2000 has revised the norms of recognition for Secondary and Higher Secondary Institutions, a copy of which is enclosed herewith for information to all concerned. These norms will be in force w.e.f. the academic year 2001-2002. However, these norms will not be applicable for the recognition on annual basis.

Receipt of this circular may please be acknowledged.


15-5-01
Secretary.

Copy for information to:-

1. All members of the Board.
2. Asstt. Director of Schools North/South/Central Zone.
3. All Heads of Section.

**CONDITIONS FOR RECOGNITION OF SECONDARY
AND HIGHER SECONDARY SCHOOLS.**

A) First Time recognition/Continuation of recognition for a period of one year

1. Approval from the Directorate of Education.

2. Accommodation

The school shall be run preferably in one compact building. If 2 buildings are utilized, the distance between the 2 shall not exceed 100 meters. Recognition shall not be granted if the school functions in more than 2 buildings.

(a) It is necessary for each management applying for recognition to make provisions of the following accommodation.

- i) The class rooms with the area of not less than 0.74 sq. meters per pupil on roll for each division.
- ii) Staff room with attached toilet with the area of not less than 2 sq. meters per member of the staff.
- iii) Office room with the area of not less than 40 sq. meters.
- iv) Room for the head of the school with the area of not less than 20 sq. meters.
- v) Library including reading room with the area of not less than 62 sq. meters for secondary schools. In case of higher secondary schools, the area shall not be less than 102.12 sq. meters.
- vi) Laboratory room inclusive of store room with the area of not less than 50.37 sq. meters for secondary schools. In case of higher secondary schools there shall be separate laboratory rooms for each subject involving practicals, each with the area not less than 60 sq. meters.
- vii) Store room with the area not less than 25 sq. meters.
- viii) Computer room with the area of not less than 29.30 sq. meters.
- ix) Tutorial room with area of not less than 34 sq. meters (desirable)
- x) Common room for girls with attached toilet with the area of not less than 29.30 sq. meters (desirable)
- xi) Common room for boys with attached toilet with the area of not less than 29.30 sq. meters (desirable)
- xii) Multipurpose hall with the area of not less than 186 sq. meters (desirable in case of first time recognition but mandatory for continuation of recognition).
- xiii) Physical education room with the area of not less than 102.12 sq. meters.
- xiv) Circulation space for corridors, verandah etc. shall not be less than 15% of the total covered area.
- xv) Sufficient number of toilets, separate for boys and girls in each building.
- xvi) Ground with the area not less than 10,000 sq. meters. In case the school is situated in the city, the Board may grant a relaxation in the area to be covered. However such relaxed area shall not be less than ½ of the above (desirable)

3. Equipment

The management seeking recognition for a school shall make provision to equip the school with

- (a) A table, a chair and a chalk-board for each class-room.
- (b) Required number of dual desks to accommodate the number of students in each division.

- (c) Number of chairs equal to the number of teachers and the table/tables for the staff room.
 - (d) Sufficient number of chairs, tables and cupboards in the laboratory, library, office and Headmaster's/Principal's room.
 - (e) Number of stools in the laboratory equal to the maximum number of students in a class in case of secondary schools and in a batch in case of higher secondary schools
 - (f) A typewriter/computer
 - (g) Sufficient number of maps
 - (h) Adequate number of atlas books, globes, roll-up boards, chalk-boards and other teaching aids
 - (i) Adequate material for sports and games.
 - (j) Minimum 10 sets of laboratory equipment, each set for a group of every 4 students to enable them to carry out the experiments in practical to cover the entire syllabus of science for Std. VIII, IX and X, in case of secondary school. Similarly there shall be a provision for required number of sets for Geography practicals, each set for a group of 4 to 6 students in the laboratory. In case of higher secondary schools there shall be sufficient sets of laboratory equipments for the conduct of practicals, to enable each group of two students use one set per subject in a batch of students admitted for practicals in the concerned laboratory at a time.
 - (k) At least one copy of the latest print of prescribed textbook to the teacher teaching the subject.
 - (l) A well equipped library with required number of books for the First language, Second language and Third Language, and also books for reference in all subjects. The books shall be procured at the rate of 3 books per student and adequate number of dictionaries of all different languages offered by students in the school shall be procured.
4. Each item purchased for the school shall be registered in the appropriate register, which shall be maintained properly.
 5. There shall be a minimum reserve fund as per the norms of Goa Education Rules.
 6. In a secondary/higher secondary school where Science, Technical or Vocational subjects are taught, well equipped workshops/laboratories with adequate equipments for practical work shall be provided according to the norms laid down by the Board. The number of pupils assigned to a single teacher for practical work at any one time shall not exceed the sanctioned strength as prescribed by the Directorate of Education and the Board from time to time.
 7. A school not having a full fledged "head of school" in spite of having the required number of students shall not be granted continuation of recognition beyond five years.

B) Continuation of recognition for a period of 3 years.

All the conditions required for the grant of recognition for First-time and Continuation of Recognition for a period of one year shall be fulfilled by the school including the desirable ones. In addition, the enrolment of students in each division shall not fall below the minimum number as per the provisions of rules in force and the school shall achieve not less than 60% consistent pass percentage of the candidates admitted in Std. X/XII as the case may be, by the school during the period of recognition.

C) Continuation of recognition for a period of 5 years.

All the conditions required for continuation of recognition for a period of 3 years shall be fulfilled by the school, in addition, the school shall fulfill the following conditions :-

- i) The school shall have additional rooms as per the specialization provided by the school in the subjects like Arts, Music, Home Science etc., one room per subject, each room of the area not less than 29.30 sq. meters shall be provided per subject of specialization.
- ii) The enrolment of students in each division shall not fall below the minimum as per the provisions of rules in force.
- iii) The library shall contain some good encyclopedia, dictionary books for the provision of teachers, latest journals and magazines etc. A consistent pass percentage of candidates admitted for Std. X/XII as the case may be, shall not be less than 80% during the period of recognition.

D) General Requirements

No school leading upto S.S.C./H.S.S.C. class shall be recognised or continued to be recognised as such by the Board unless it fulfils the following requirements namely :-

- a) The management is competent and is in the hands of a properly constituted authority or managing body and its financial stability is assured.
- b) The school shall be open for inspection to the Education Officers of the Directorate of School Education and to a person or persons authorised by the Board.
- c) Adequate and suitable buildings, furniture, equipment etc. and suitable qualified teaching staff for the instruction and recreation of the pupils is provided by each secondary and higher secondary school in accordance with the requirements laid down.
- d) The Education imparted in the school is, in the opinion of the Board, satisfactory in all respects.
- e) The school follows the curricula, syllabi and the textbooks prescribed by the Board for secondary and higher secondary classes.
- f) Admissions made in the various standards are according to the rules and instructions of the Directorate of School Education.
- g) Promotions made from standard to standard are in accordance with the promotion rules laid down by the Directorate of School Education and the Board.
- h) The pay-scales, allowances and amenities provided are according to the instructions issued by the Directorate of School Education. The rate of fees charged and the amenities provided are as per rules.
- i) The records are maintained properly. Statistical returns submitted and certificates issued by the school are authentic.
- j) The general rules of discipline as laid down by the Directorate of School Education from time to time are duly observed by the school employee as well as by the pupils.
- k) The management undertakes not to conduct unrecognised schools, standards or in the premises of the school or elsewhere.
- l) The school does not prepare or does not send the same candidates for any other Examination of the similar nature and of similar or higher standard of the final examination conducted by the Board.
- m) The school does not refuse admission merely on the ground of community, caste or religion.

- n) The school shall comply with the provisions of the Goa School Education Act in operation in so far as they are not inconsistent with the provisions of the Act and Rules.
- o) Uniform shall be made compulsory to the students.

The Board may relax any of the above requirements under special circumstances or in case of any individual secondary or higher secondary schools on the merit of each case.

Consideration of inspection report/recommendation for recognition

- 1) a) On receipt of inspection reports with, the Recognition Committee shall examine the reports on the basis of criteria for recognition for –
 - one year
 - three years
 - five yearsby the end of September and submit the same with its observations to the Executive Council.
 - b) The Executive Council on receipt of such reports shall consider the reports and recommend or otherwise by first week of October, for approval of the Board.
 - c) On recommendations of the Executive Council, the Board in its meeting, after due consideration, shall take appropriate decision in the matter of recognition not later than the fourth week of October.
- 1) The Secretary of the Board shall register the name of such schools which have been recognised by the Board, in the register of the recognised schools at appropriate number and that numbers shall be known and used as school index numbers for future reference.
 - 2) The Secretary on registration of each of such school in the register of recognised schools shall communicate to the management, the index number of the school, medium of instruction, standard, streams, subjects, period of recognition and the final examination for which it has been recognised latest by the second week of November or fifteen days prior to the last date of the receipt of application forms of public examination without late fees.
 - 3) The Secretary shall inform in writing, to the managements of such schools which are not recognised by the Board by giving reasons thereof in details.
 - 4) The Secretary shall necessarily endorse a copy of such letters about the decisions of the Board to the Director of School Education.
 - 5) The management of any recognised school shall follow the procedure as mentioned for recognition of additional subjects/class or media of instruction or stream.

Variation from laid down norms regarding recognition -

- 1) If the Director of School Education/Inspection Committee of the Board submits a report intimating the changes in respect of a secondary/higher secondary school which are not in accordance with the provisions of the rules and other statutory norms and in the opinion of the Director of School Education/Inspection Committee that the

continuation of recognition of such school may affect the functioning of the school, from then on receipt of such report

- a) The Secretary shall call upon such school to show cause why action deemed fit should not be taken for non-fulfilment of the requirement as provided under rules.
 - b) The school shall submit its reply within a specified period on receipt of such show cause notice.
 - c) The Executive Council may, on reasonable grounds and justified request, extend the period of submission fixed at (b) above.
 - d) The Secretary on receipt of reply to the show cause notice from the school in question, shall forward it to the Chairman of the Board. The Chairman shall in turn order for factual verification with the help of the officer of the Board not below the rank of the Joint Secretary.
 - e) The reply of the school to the show cause notice and the verification report thereon shall be placed before the Recognition Committee for consideration and recommendation. The Recognition Committee after careful examination of the reply and the factual report shall submit its observations to the Executive Council.
 - f) The Executive Council, on consideration of the reply to the show cause notice and the observations of the Recognition committee, may give detailed opinion with full justification for the recommendation or otherwise to the Board.
 - g) The Board after consideration of the factual position may decide the appropriate action to be taken against the school as below -
 - (i) In case the Board does not agree with the report of the Director of School Education/Inspection Committee of the Board, the reason thereof shall be recorded and intimated to the Director of School Education/Inspection Committee.
 - (ii) In case, the Board agrees with the report of the Director of School Education/Inspection Committee, it shall authorise the Secretary to issue an order for de-recognition of the subject/class/medium/stream/school and a copy of the said order shall be sent to the Director.
- 2) It shall be open for such de-recognised schools to apply for recognition of the subject/class/medium/stream/school, as per rules and the Board may consider such application for recognition for subject/class/medium/stream/school afresh.
 - 3) The Secretary of the Board shall receive and entertain any correspondence pertaining to the academic and administrative matters duly signed by the head of the school authorised and indicated as head of school by the management under the seal of the school. It is necessary for the Secretary to accept and to entertain any correspondence pertaining to the administration of the management duly signed by authorised correspondent of the management.
 - 4) The Board shall accept and entertain any change in the management or the head of the school during the period of recognition only when it is intimated to the Board by such management alongwith the copy of the permission/approval of the Directorate of School Education. Such intimation shall be given to the Board immediately after the occurrence of changes.

Procedure for approval of renewal of recognition

- 1) The schools recognised for subject/class/medium/stream/school for a specific period of one/three/five years shall have to apply for renewal of recognition for such class medium in the prescribed proforma to the Board at the beginning of the academic year for /from which renewal for continuation of recognition is sought. Such applications shall reach the Board's office not later than 15th June of the year for which the recognition of a subject/class/medium/stream/school is sought.
- 2) The Secretary of the Board shall process all applications for the renewal of recognition for subject/class/medium/stream/school, obtain the reports of factual information of such schools from the Directorate of Education in respect of secondary schools and from the committees of the Board in respect of higher secondary schools not later than September and follow the procedure for recognition.

Norms to be followed by Recognised Schools

- 1) No secondary or higher secondary school other than those recognised by the Board for the final standard shall be eligible to send the candidates for the respective public examination.
- 2) A recognised secondary or a higher secondary school shall –
 - a) supply to the Board on or before the dates as may be fixed by the Board such returns and information as may be requisitioned by the Board.
 - b) maintain such registers and records as may be required by the Board from time to time.
 - c) afford all facilities and co-operation for the conduct of the final examination held by the Board.
 - d) carry-out and observe such instructions as may be issued by the Board from time to time.
- 3) The recognised school shall necessarily procure one copy each of the Rules with amendments, the copy of updated syllabus, one copy each of the bound sets of question papers with which the school is primarily concerned and a printed copy of results of the final examination as and when published on payment of price as prescribed by the Board from time to time.
- 4) The recognised schools shall pay the registration fees annually, as charged by the Board, when called upon to do so by the Secretary and in any case not later than 31st July of each year.
- 5) A recognised secondary or a higher secondary school shall be eligible to send candidates for the final examination for which such recognition has been granted to it by the Board subject to such conditions as may be specified from time to time by the Board.
- 6) The Board shall not accept the application forms for the final examination conducted by the Board sponsored by the secondary or higher secondary as the case may be, other than the schools which are recognised and consequently registered and given register number for the subject/class/medium/stream/school for the examination in the respective academic year.