

**GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION**  
**( A corporate Statutory Body Constituted by an Act of lthe State Legislature)**  
**Alto Betim – Goa 403 521**

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GBSHSE/ACAD/RECOG/2011-12/

Date: 08/07/2011

Circular No: 24

To

The Heads of all Secondary and  
Higher Secondary Schools  
Within the jurisdiction of the Board

Sub: A. First-time/ Continuation of recognition and Registration/Additional/Enrolment  
fees and Recognition Certificate fees for the year 2011-12.  
B. Change in the Management of the Institution.

Sir/Madam,

- A. 1. Please find enclosed herewith Appendix II containing index number of Institutions which have been granted first time recognition and continuation of recognition for the period mentioned therein. The Schools which are granted first time recognition and continuation of recognition for the years 2010-11 shall apply for further period of continuation of recognition/first time recognition to next standard as the case may be in the enclosed Form I (Appendix I)

All Institutions, irrespective of the period of recognition, will have to submit the application for recognition, every year containing latest updated information as per enclosed Proforma with hard and soft copy (by e-mail/pen drive/C.D.) in typed form using MS Excel in legible format having minimum font size as 12 and font as "Arial". The formats may be downloaded from the Board's website.

**Only printed and photocopies of the Form - I, in the latest prescribed downloaded format will be accepted. A typed copy of Form -I in different format and layout will be outright rejected.**

**Form of Application for recognition should necessarily be sent through dealing clerk or Heads of the Institution.**

2. The continuation of recognition is also subject to the fulfillment of the following conditions:
- The Schools shall strictly adhere to the Goa Board of Secondary and Higher Secondary Education Act 1975 and the Rules there under, and Circulars issued till date.
  - The School shall strictly adhere to the Goa School Education Act 1984 and the Goa Daman & Diu School Education Rules 1986 Rules there under.
  - The School shall make available the staff, accommodation, furniture, equipments, telephone etc. for the purpose of conduct of examination of the Board including pre and post examination work.
  - The School shall supply current statistical and other information as required by the Board from time to time within the prescribed period.

3. Breach of any of the above conditions shall attract the prevailing provision for de-recognition.
4. The norms circulated vide current circular shall be strictly followed by the Institutions while applying for the first time recognition for any of the classes.
5. The taluka-wise time schedule for acceptance of Application with Registration Additional/Enrolment fees and Recognition Certificate fees (together) is given below:

<b>Taluka in which Secondary and Higher Secondary Schools are located</b>	<b>Last date of acceptance without penalty Time: 10.00 a.m. to 12.30 p.m. and 2.00 p.m. to 4.00 p.m.</b>
(i) Salcete, Bardez	<b>01/08/2011 (Monday)</b>
(ii) Tiswadi Ponda	<b>02/08/2011( Tuesday)</b>
(iii) Mormugao, Pernem	<b>03/08/2011(Wednesday)</b>
(iv) Sanguem, Bicholim	<b>04/08/2011(Thursday)</b>
(v) Canacona, Quepem, Sattari	<b>05//08/2011 (Friday)</b>

N. B. In case the last day happens to be a holiday, the immediate next working day shall be the last day.

The Institutions which fail to apply for continuation of recognition within the stipulated date may apply with penalty which includes normal fees plus 50% of the normal fees, up to **12<sup>th</sup> August 2011** and thereafter may apply as time-barred with normal fees plus 50% of normal fees plus of Rs. 20.00 per day till the date of submitting the application form.

**Incomplete application will not be accepted and such application submitted later beyond the time schedule stated above will attract penalty.**

**It may be noted that the applications of candidates for admission to S.S.C./H.S.S.C. Examination sponsored by the Schools not recognized by the Board will not be accepted.**

The application for **first-time** recognition and continuation of recognition is required to be submitted in triplicate as per the enclosed proforma with hard and soft copy ( by e-mail/pen drive/C.D.) in typed form using **MS Excel** having minimum font size as 12 and font as **“Arial”**.

Application for recognition in additional subject is to be submitted with the requirements as per circular No. 50 dated 17/8/2007.

6. All Institutions, irrespective of the period for which continuation of recognition have been granted, are required to pay Registration/Additional/Enrolment fees and Recognition certificate fees every year as per the following rates which are subject to periodic revision.

## **SECONDARY SCHOOLS**

1) Registration fees IX to X	Upto 100 students 101 to 300 301 to 500 501 and above	Rs.2000/- Rs.2600/- Rs.3200/- Rs.4000/-
Additional fees		Rs.1200/-
Recognition Certificate fees		Rs.50/-

## HIGHER SECONDARY SCHOOLS

2) Registration fees XI & XII	Upto 150 students	Rs.6000/-
	151 to 500	Rs.7000/-
	501 to 700	Rs. 8000/-
	700 to 1000	Rs 9000/-
	1001 and above	Rs.10000/-
Additional fees		Rs. 1200/-
Enrolment Fees per student enrolled in Std. XIth		Rs 75/-
Recognition Certificate fees		Rs. 200/-
The fees for granting recognition for additional subject		Rs.200/-
Fees for additional course in case of Vocational		Rs.1000/- (one time only)

The Section 35 (1) of the Act is further clarified as follows:

- (1) A secondary or higher secondary school desiring to be recognized for the purposes of admission to the privileges of the Board shall, not later than fifteenth day of the month of July of the year which precedes by two years, the year in which it proposes to present candidates for the final examination conducted by the Board, apply for recognition to the Secretary of the Board in the form which may be prescribed:

Provided that the Chairman of the Board may, for special reasons to be recorded in writing condone the delay if the delay does not exceed a period of six months.

- (2) An application for recognition shall be made in such manner as may be prescribed.

It may be noted that recognition in additional subjects will not be granted if the additional subject is directly introduced in Std. X/XII. The recognition in additional subjects shall be sought by the school for introducing those subjects initially in Std. IX/XI and subsequently in Std X/XII in a phased manner.

It is also informed that the Institutions introducing additional subjects/courses should apply for recognition of Board simultaneously while applying for permission from the Directorate of Education.

In no case it should be assumed that the Recognition of the Board to additional subject/course is a formality and be taken for granted.

- (i) Fees may be remitted by crossed D.D. in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto- Betim Goa payable at Porvorim or Panaji. All fees should be remitted by one Crossed D.D.only.
- (ii) Bank official will be accepting the fees in **CASH** in the Board's Office from **10.00 a.m. to 1.00 p.m.** on the dates mentioned at Sr. No.5.

7. All the Higher Secondary Schools shall collect the enrollment fees at the time of admissions of students in Std. XI. In case of fresh admissions from other states or from other Boards in Std. XII, the enrollment fees shall be collected accordingly. No enrollment fees shall be collected from repeaters admitted from the same schools or from other Schools recognized by this Board whose one time enrollment fees have been already collected.
8. The contents of this circular may be informed to all concerned and the acknowledgement of this circular may be sent by return of post. Rule No.5 (14) regarding the change in Management is required to be strictly adhered to.

This Circular supersedes all the previous Circulars.

( D. R. Bhagat)  
Secretary

Copy for information to;

- 1) All the members of the Board
- 2) All the Dy. Directors of Education (North/South /Central Zone)
- 3) All the Section Heads of this Board.

Encl:

1. Application for recognition : Form - I
2. Advice Note "F"
3. Pre receipt for Govt. Institution.
4. List of recognized Secondary and Higher Secondary Schools.
5. Revised minimum norms for recognition

## Appendix II

### Secondary Schools

#### List showing Index no. of Secondary School which have been granted recognition for the period of of one year ( 2011-12)

Bardez	01.09, 01.16, 01.19, 01.27, 01.28, 01.37, 01.45, 01.48
Bicholim	02.04, 02.05, 02.07, 02.20, 02.23, 02.24
Canacona	03.05, 03.07, 03.11
Mormugoa	04.04, 04.06, 04.15, 04.16, 04.17, 04.18, 04.22, 04.24, 04.29
Pernem	05.07, 05.11, 05.12, 05.13, 05.15, 05.16, 05.17, 05.22, 05.28, 05.30, 05.31
Ponda	06.04, 06.07, 06.09, 06.10, 06.13, 06.22, 06.30, 06.43
Quepem	07.10, 07.12, 07.15, 07.17
Salcete	08.01, 08.15, 08.18, 08.42, 08.49, 08.51, 08.53, 08.54
Sanguem	09.08, 09.11, 09.22
Sattari	10.03, 10.05, 10.06, 10.09, 10.11, 10.12, 10.14, 10.17, 10.18, 10.21, 10.22
Tiswadi	11.06, 11.07, 11.16, 11.18, 11.20, 11.25, 11.30, 11.32, 11.39, 11.42, 11.43

#### List showing Index No. of Secondary School which have been granted recognition for the period of of two years ( 2011-12 & 2012-13)

Bardez	01.17, 01.22, 01.25, 01.30, 01.34, 01.36, 01.42, 01.50, 01.55
Bicholim	02.01, 02.09, 02.12, 02.13, 02.21
Mormugoa	04.12, 04.19, 04.28
Pernem	05.08, 05.25, 05.26
Ponda	06.02, 06.11, 06.12, 06.20, 06.23, 06.27, 06.28, 06.38, 06.41
Quepem	07.18
Salcete	08.08, 08.19, 08.30, 08.36, 08.41, 08.43, 08.50, 08.56, 08.63
Sanguem	09.09, 09.19
Sattari	10.23
Tiswadi	11.04, 11.23, 11.24, 11.36, 11.37

#### List showing Index No. of Secondary School which have been granted recognition for the period of of three years ( 2011-12, 2012-13 & 2013-14)

Bardez	01.05, 01.10, 01.13, 01.15, 01.20, 01.43, 01.46
Bicholim	02.03, 02.15, 02.18, 02.23
Canacona	03.12, 03.13, 03.16
Mormugoa	04.03, 04.11
Pernem	05.01, 05.09, 05.24, 05.29
Ponda	06.01, 06.05, 06.06, 06.17, 06.32, 06.42
Quepem	07.11, 07.14
Salcete	08.60
Sanguem	09.03, 09.17
Sattari	10.07, 10.13, 10.20
Tiswadi	11.38

#### List showing Index No. of Secondary School which have been granted recognition for the period of of Five years

Tiswadi	11.08
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## Appendix II

### Higher Secondary Schools

#### List showing Index No. of Higher Secondary Schools which have been granted recognition for the period of of one year ( 2011-12)

HS-03, HS-09, HS-13,HS-15, HS-16, HS-17, HS-18, HS-19, HS-20, HS-21,HS-23, HS-25, HS-26, HS-28, HS-31, HS-33, HS-38, HS-39,HS-40, HS-43, HS-50, HS-52, HS-55, HS-57, HS-59,HS-61, HS-64, HS-66, HS-67, HS-68, HS-70, HS-71, HS-72, HS-73, HS-77, HS-78, HS-79

#### List showing Index No. of Higher Secondary Schools which have been granted recognition for the period of of one years ( 2011-12 & 2012-13)

HS-01, HS-04, HS-07, HS-14, HS-24, HS-34, HS-41, HS-44, HS-60, HS-62, HS-63, HS-65,

#### List showing Index No. of Higher Secondary Schools which have been granted recognition for the period of of three years ( 2011 to 2014 )

HS-02, HS-29, HS-51,



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**Minimum Norms for Recognition of Secondary and Higher Secondary Schools by the Goa Board of Secondary and Higher Secondary Education.**

**A) First time recognition/continuation of recognition for a period of one year.**

**1. Permission from the Directorate of Education.**

**2. Following Infrastructure.**

- a. The School shall run in one campus. If more than one building is utilized the distance between the two shall not exceed 100 m.
- b. Well ventilated class rooms with an area of not less than 0.74 sq. m. per pupil on roll for each division, subject to a minimum of 30sq. m. (desirable 5 m. width).
- c. Staff room with an area of not less than 2 sq. m. per member of the staff, subject to a minimum of 30sq. m. (desirable 5m. width).
- d. Office room with an area of not less than 40 sq. m. (desirable 5 m. width).
- e. Cabin for the Head of the Institution with an area of not less than 20sq. m. with attached washroom (desirable 4m. width).
- f. Library including reading room with an area of not less than 60sq. m. (desirable 8m. width) for Secondary School (excluding space for cupboards). In case of Higher Secondary Schools, the area shall not be less than 102.12 sq. m. (desirable 8m. width) (excluding space for cupboards)
- g. Laboratory room inclusive of storage with an area of not less than 50.37sq.m. (desirable 5m. width) for Secondary School. In case of Higher Secondary School there shall be separate laboratory room for each subject involving practical, each with an area of not less than 60sq.m. (desirable 5 m. width).
- h. Store room with an area of not less than 35sq.m. (desirable 5m. width).
- i. Computer room with an area of not less than 40sq.m. (desirable 5m. width).
- j. Common room for girls with attached toilet with an area of not less than 29.30sq. m. (desirable 5m. width).
- k. Common room for boys with attached toilet with an area of not less than 29.30 sq. m. (desirable 5 m. width).
- l. Multipurpose hall with an area of not less than 186 sq. m. (desirable 10 m. width).
- m. Resource room for CWSN minimum 30sq. m. (desirable 5m. width).
- n. Physical Education/ Sports hall with an area of not less than 102.12sq. m. (desirable 10m. width).

- o. Circulation space for corridors, verandahs etc. shall not be less than 15% of the total covered area.
- p. Sufficient number of toilets and urinals, separate for boys and girls on each floor.
- q. Play ground with an area not less than 10,000 sq. m. The Board may grant a relaxation in the area, on case to case basis. However, such relaxed area shall not be less than 4000 sq. m.
- r. Multi storied building shall have minimum two staircases and each floor fitted with a fire extinguisher.
- s. School building must be kept free from inflammable and toxic material or stored safely away from the class rooms.
- t. Evaluation of structural aspect of the School building to be carried out periodically by competent authority and report to be sent to the Board.

### **3. Provision to equip the School with following facilities.**

#### **i) Campus requirements: -**

- a) Sufficient parking space for students, teachers and guests.
- b) Directional Board for guests/visitors.
- c) Provision of ramp for differently abled children.
- d) Provision of filtered drinking water.
- e) Adequate numbers of Notice Boards on each floor.
- f) Sufficient numbers of litterbins.

#### **(ii) Class room requirements:**

- a) A table and a chair for each Teacher.
- b) Synthetic / non-glare black board.
- c) Required number of dual desks to accommodate students in each division.
- d) Adequate number of working ceiling fans and tube lights.
- e) Electrical fittings for use of overhead projector/ LCD.
- f) Sufficient number of litterbins and door mats.

#### **(iii) Staff room requirement: -**

- a) Adequate number of chairs, tables and lockers for Teachers.
- b) Filtered drinking water.
- c) Internet facility.
- d) Washbasin with mirror.
- e) Attached washroom (separate for Gents and Ladies Teachers.)
- f) Sufficient numbers of ceiling fans and tube lights.
- g) Notice Board.
- h) Sufficient number of litterbins and doormats.

#### **(iv) Cabin of the Head of the Institution requirement:**

- a) Executive table and chair.
- b) Adequate number of chairs.
- c) One Steel Cupboard.
- d) Intercom facility.
- e) Ceiling fan and tube light.
- f) Internet facility



- g) Attached Washroom.
- h) Wash basin with mirror.
- i) Litter bin and door mats.
- j) Complaint/ Suggestion Book – Register.

**(v) Laboratory requirement:**

- a) Sufficient number of working tables with attached sink and water supply.
- b) Minimum 10 sets of laboratory equipment, one set for a group of every 04 students to enable them to carry out the experiments in practical to cover the entire syllabus of Science for Std. IX and X. In case of Higher Secondary Schools, there shall be sufficient sets of laboratory equipments for the conduct of practicals, minimum one set for two students at a time.
- c) Adequate number of stools equal to the maximum number of students in a class in case of Secondary School and in a batch in case of Higher Secondary School.
- d) Fire extinguisher.
- e) Exhaust fans.
- f) First Aid Box.
- g) Table and chairs for Lab Assistant and Lab Attendant.
- h) Sufficient number of cupboards for storing lab material.
- i) Adequate no of litterbins and doormats.

**(vi) Library requirement:**

- a) Sufficient number of chairs and reading tables.
- b) A table and a chair for librarian.
- c) Sufficient number of library cupboards.
- d) Sufficient number of Newspaper and magazine stands.
- e) Fire extinguisher.
- f) Sufficient number of ceiling fans and tube lights.
- g) Sufficient number of litter bins and door mats.

**(vii) Computer Laboratory requirement:**

- a) Minimum 10 computers for a batch of 20 students along with computer tables and chairs.
- b) Internet facility.
- c) Air conditioner.
- d) Fire extinguisher.
- e) Adequate number of tube lights, litter bins and door mats.

**(vii) E- Class room (smart class)(desirable)**

- a) L.C.D. projector and screen
- b) Adequate subject wise Software
- c) Air conditioner
- d) Fire extinguisher
- e) Computer with Internet facility
- f) Adequate number of tube lights, litter bins and door mats

**(ix) Common room for Boys and Girls (separate)**

- a) Adequate number of long table and chairs.
- b) Ceiling fans and tube lights.
- c) Attached toilets and urinals.
- d) Wash basin with mirror.
- e) Adequate number of litterbins and doormats.

**(x) Maths Laboratory.**

**4. Academic requirements:**

- a) Fulfillment of minimum qualification for teaching staff– Head of the Institution and Subject teachers as per the requirement as laid down by the Department of Education.
- b) The School shall be open for inspection to person/s authorised by the Board.
- c) The Institution shall follow the curricula, syllabi scheme of studies and examination and the textbooks prescribed by the Board for Secondary and Higher Secondary classes.
- d) Admissions made in the various standards are in accordance with the promotion rules and instructions of the Directorate of School Education.
- e) The records are maintained properly. Statistical returns submitted and certificates issued by the School are authentic.
- f) The management undertakes not to conduct unrecognized School or classes in the premises of the school or elsewhere.
- g) 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 any other Board.
- h) The Education imparted in the School is in the opinion of the Board satisfactory in all aspects.
- i) Promotions are made from standard to standard in accordance with the promotion rules laid down by the Directorate of School Education and the Board.
- j) An undertaking to make available all records/ registers of the students and the teachers for verification of any fact by the Board on demand.
- k) An undertaking to make available the building and furniture and the services of its staff to the Board for conducting the examination without charging any rent for the building / furniture.

**5. General requirements:**

- 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 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.

- c) The Institution shall not refuse admissions merely on the ground of community, caste or religion.
- d) The School shall comply with the provisions of the Goa School Education Act in operation and with the provision of the Act and Rules of the Board.
- e) Uniforms 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 School on merit of each case.

**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 provision of rules in force and the school shall achieve not less than 70% 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 specialisation provided by the School in the subjects like Arts, Music, Home Science etc. - one room per subject, each room of area not less than 29.30 sq. m. (desirable 5m width).
- ii) The enrolment of students in each division shall not fall below the minimum as per the provision of rules in force.
- iii) The library shall contain good encyclopedias, dictionary, books, latest journals and magazines etc. for the provision of Teachers and students.
- iv) 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. Norms to be followed by the Recognized Schools:**

- 1) No Secondary or Higher Secondary Schools other than those recognized by the Board for the final standard shall be eligible to send the candidates for the respective public examination.
- 2) All recognized Secondary or Higher Secondary School shall-
  - a) supply to the Board on or before the date 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 recognized School shall necessarily procure one copy each of the Rules with amendments, the copy of the updated syllabus, one copy each of the bound set 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 recognized School shall pay the recognition fees annually, as charged by the Board, when called upon to do so by the Secretary and in any case not later than 31<sup>st</sup> July of each year.
- 5) All recognized 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 recognized and consequently registered and given School Index number for the subject/ class/ medium/ stream/ school for the examination in the respective academic year.