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APPENDIX I

Questionnaire

A Comparative Study of the Service and Working Conditions of teachers in Government and Private Unaided Schools of South Kerala

Respected sir/madam,

This survey conducted as part of my Ph.D. research thesis under the guidance of Dr. Roy C Mathew - School of Gandhian and Development Studies, Mahatma Gandhi University intends to find out the service and working conditions of teachers employed in the private unaided sector. I request you to kindly answer the questions honestly. The survey is for academic purpose and will be confidential.

Yours faithfully,
Arun Babu Zachariah.

<table>
<thead>
<tr>
<th>Name of the informant</th>
<th>n religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>District – Taluq</td>
<td></td>
</tr>
<tr>
<td>Number of students and number present</td>
<td></td>
</tr>
<tr>
<td>Number of teachers and number present</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M/ F</td>
</tr>
<tr>
<td>Marital Status</td>
<td>M/S</td>
</tr>
<tr>
<td>Spouse’s job</td>
<td></td>
</tr>
<tr>
<td>Monthly income of family and any loans</td>
<td></td>
</tr>
<tr>
<td>Education Qualification</td>
<td></td>
</tr>
<tr>
<td>Address and phone number</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>Nature of appointment</td>
<td>Permanent / Contract / Temporary</td>
</tr>
</tbody>
</table>

( Objective - Questions related to the social impact of free and compulsory education on the employment scenario in Travancore )

(1) Has increased unemployment led to decrease in salary of educated employees in the private sector? If yes how? Agree - Disagree - No opinion

(2) Do you think unemployment has increased social tensions like more criminal tendency among the youngsters? If yes in what ways?
Agree - Disagree - No opinion

3) Does lack of sustainable development and lack of job opportunities lead to large number of unemployed in Kerala?
   Agree - Disagree - No opinion
   (Objective - Questions related to appointment and promotion)

4) Was there any selection examination for your appointment?
   Yes – No – No Opinion

5) Where you asked to give any donation to the school management / politicians etc for securing the job?
   Yes – No – No Opinion

6) Are teachers given promotion in a proper manner and does the management appointment senior teachers as principals?
   Yes – No – No Opinion
   (Objective - Questions related to the working conditions)

7) Are employees in private unaided educational sector paid commensurate to their Educational qualification and experience
   Agree - Disagree - No opinion

8) Would you prefer teaching job to any other office job? If so specify
   Agree - Disagree - No opinion

9) Teaching hours

<table>
<thead>
<tr>
<th></th>
<th>In a day</th>
<th>1 - 3</th>
<th>3 - 6</th>
<th>6 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>In a week</td>
<td>5-20</td>
<td>20-30</td>
<td>30 and above</td>
</tr>
</tbody>
</table>

10) Salary and other benefits

<table>
<thead>
<tr>
<th></th>
<th>Salary</th>
<th>Annual Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td>(b)</td>
</tr>
<tr>
<td>(c)</td>
<td>PF</td>
<td>(d) Insurance</td>
</tr>
<tr>
<td>(e)</td>
<td>Maternity leave salary</td>
<td>(f) Summer vacation salary</td>
</tr>
</tbody>
</table>

11) Number of leave allowed for:

<table>
<thead>
<tr>
<th></th>
<th>Week</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Summer vacation</td>
<td>Casual</td>
</tr>
<tr>
<td>(e)</td>
<td>Sick</td>
<td>(f) Maternity</td>
</tr>
</tbody>
</table>

(Objective - Questions related to the service conditions)

12) Are you made to do any extra work other than teaching? If yes mention.
   Yes - No – No opinion

---
Have you ever been abused - emotionally / verbally - or pressurized by the management/politicians/officials etc? If yes how did you confront the situation?
Yes - No – No opinion

(14) Occupational problems

<table>
<thead>
<tr>
<th>A</th>
<th>Low salary</th>
<th>Yes</th>
<th>No</th>
<th>No opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>High work load</td>
<td>Yes</td>
<td>No</td>
<td>No opinion</td>
</tr>
<tr>
<td>C</td>
<td>Job insecurity</td>
<td>Yes</td>
<td>No</td>
<td>No opinion</td>
</tr>
<tr>
<td>D</td>
<td>Less transparency in maintenance of service book</td>
<td>Yes</td>
<td>No</td>
<td>No opinion</td>
</tr>
</tbody>
</table>

(15) Do you have job satisfaction? If yes your suggestions to ensure better working conditions and job satisfaction?
Yes - No – No opinion

(16) Do you have any of the following physical health problems as a result of your job?
- a) Hypertension
- b) Diabetes
- c) Cholesterol
- d) Arthritis
- e) Headache
- f) Any other:

(17) Do you have any of the following emotional health problems as a result of your job?
- a) Anxiety
- b) Depression
- c) Fear
- d) Insomnia (sleep disorder)
- e) Any other:

(18) While there are many unions/associations in Kerala do you have an association or union for your grievance redressal in your institution?
Yes - No – No Opinion

(19) Do you feel unions are helpful or not helpful in increasing efficiency, secure workers basic rights and self respect?
Helpful – Not helpful – No Opinion

(20) Are you happy with the working conditions and service rules of workers in government sector?
Yes - No – No Opinion

(21) Do you feel workers in private sector teachers need the same working conditions and service rules as in the government sector?
Yes - No – No Opinion
22) Do you feel the working conditions in this institution has helped you perform to the best of your ability?
Yes - No – No Opinion

23) Does your hectic work schedule offer you time to feel/appreciate the needs and problems of the society and Are you associated with any social uplift/philanthropic activities?
Yes - No – No Opinion

24) Are private educational institutions questioning the true ends of education and democracy by exploiting the feelings of communalism, casteism etc to cater to their business interests for instance in getting more students in the wake of severe competition? If yes your views?
Yes- No – No Opinion

25) Which among the following are reasons why people select teaching profession?

<table>
<thead>
<tr>
<th></th>
<th>Social respect and dignity</th>
<th>Agree</th>
<th>No opinion</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Some assured income</td>
<td>Agree</td>
<td>No opinion</td>
<td>Disagree</td>
</tr>
<tr>
<td>C</td>
<td>Family tradition</td>
<td>Agree</td>
<td>No opinion</td>
<td>Disagree</td>
</tr>
<tr>
<td>D</td>
<td>Lack of ambition in any other job</td>
<td>Agree</td>
<td>No opinion</td>
<td>Disagree</td>
</tr>
</tbody>
</table>

26) Do you feel there is a need for legal remedy to prevent abuse of teachers by officials, management, politicians etc.? Any suggestions
Yes - No – No opinion

27) Do you think there are loopholes in the legal framework which leads to non compliance of service and working conditions of private unaided school teacher? If yes how?
Yes - No – No Opinion

28) What are the laws that exist for safeguarding your working and service conditions?

_________________________________________________________________________________________

_________________________________________________________________________________________
Objective - To compare and analyse the impact (positive and negative) government schools and private unaided schools have on each other – regarding efficiency of teachers, efficiency of school and morale of teachers. (questionnaire, interview and secondary sources)

29) Is the existence of private schools a threat to the existence of government school – in terms of division fall (uneconomic schools). If yes how?
   Agree - Disagree - No opinion

30) Does the existence of government schools threaten the existence of private school. If yes how?
   Agree - Disagree - No opinion

31) Does the competition from/ existence of private schools help improve the functioning of government school – in terms of offering improving the efficiency, working and service conditions of employees and betterment of school infrastructure? If yes how
   Agree - Disagree - No opinion

32) Does the existence of government schools help improve the functioning of private school – in terms of improving the efficiency, working and service conditions of employees and betterment of school infrastructure? If yes how
   Agree - Disagree - No opinion

33) Where does your child study/ where would you advise someone else to study?
   Government School - Government aided SSLC School – Unaided SSLC – CBSE / ICSE

34) Rate the following features in respect of Government schools and private unaided schools on a 5 point scale (1 being the minimum):
   a) Infrastructure and ambience
   b) Teacher student ratio
   c) Social prestige
   d) Quality of teaching
   e) Economic advantage (less fees)
   f) Syllabus/ Curriculum
   g) Personality development of students
   h) Problem solving skills
   i) Communication skills
   j) Job prospects of students

   Appraisal on self perception and working conditions

   District and Taluk School Average attendance of students - Total number of students -
Average attendance of teachers - Total number of teachers -

Teachers name Date and Time

Subject Total strength of class and Number of students present

Physical /infrastructure

Classrooms with concrete roof Yes / No
Class rooms with cross ventilation Yes / No
Number of Playgrounds Yes / No

Compound wall Yes / No

Drinking water Public Tap / Purifier / Well

1. Board Yes / No
2. Table for teacher Yes / No
3. Chair for teacher Yes / No
4. Fan Yes / No
5. Light Yes / No

6. Adequate number of good benches for students :- Yes/ No
7. Number of Staff rooms with attached toilets :

Condition of toilets - Good –Average-Bad

8. Number of toilets for students
Condition of toilets - Good –Average-Bad

9. All students have bags, books and pens Yes / No
10. Number of computers

11. Number of Library:
Is there a Librarian : Yes/ No

12. Condition of library :-Good –Average-Bad

13. Approximate area of school campus in acre :

<table>
<thead>
<tr>
<th>Primary fees</th>
<th>Secondary fees</th>
<th>Higher Secondary</th>
<th>Special Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Human resource – Teacher and teaching

1. Teacher’s introduction of the days topic –Good – Average – Below average
2. Teacher’s use of blackboard and other teaching aids Good – Average – Below average
3. Teacher evaluates by asking questions and engages in spot diagnosis and remedial teaching Good – Average – Below average
4. Giving assignments and enrichment activities : Good – Average – Below average
5. Teacher verbal communication – voice, language etc. : Good – Average – Below average
6. Teacher’s non verbal – gestures, movements etc. : Good – Average – Below average

7. Teacher’s class management : Good – Average – Below average
8. Teacher’s confidence : Good – Average – Below average
9. Teacher’s empathy : Good – Average – Below average
10. Teacher’s creativity,: Good – Average – Below average

11. Teacher encourages pupil participation : Good – Average - Below average
12. Teacher’s flexibility: Good – Average – Below average
13. Teacher’s appearance : Good – Average – Below average
APPENDIX II

Semi Structured Interview Schedule
A Study on the Service and Working Conditions of Private Unaided School teachers of Kerala in comparison with that of the government school teachers

Interview schedule administered to: Educationists and Bureaucrats (Policy makers), Political leaders, Religious and Social leaders

(OBJECTIVE - Questions related to the social impact of free and compulsory education on the employment scenario in Travancore)
1) Your views on the rise in the number of educated unemployed leading to low salary, increased social tensions and increase in anti social tendency among the youth?
2) How does lack of sustainable development, increase in density of population and lack of job opportunities lead to rising unemployment in Kerala?
3) What is the social impact of universalisation of education on the employment scenario (how has universalisation of education changed the employment scenario?)?
4) Extent to which unemployment has led to social tensions? Does unemployment lead more youngsters into criminal activities?

(OBJECTIVE - Questions related to appointment and promotion)
5) What do you feel about the appointment methodology of teachers in private unaided schools of Kerala and the practice of giving donation to the school management for securing the job?
6) What are your views about teachers promotion and the prospects of senior teachers to be appointment as principals?

(OBJECTIVE - Questions related to the working conditions)
7) Your views on whether employees in private unaided educational sector are paid commensurate to their Educational qualification and experience?
8) Your views on the working conditions of teachers in private unaided schools with respect to their work load (teaching hours), salary, leave, job insecurity, non maintenance of service book etc.?

(OBJECTIVE - Questions related to the service conditions)
8) Your views on situation in which private unaided school teachers are made to do extra work other than teaching?
9) What do you think of the extent of abuse - emotionally / verbally - by the management on the teacher?
10) Your views on the need for better working conditions in private educational sector to prevent different kinds of abuse and enhance job satisfaction?
11) Your views on physical and emotional problems which the teachers are likely to face as a result of their professional pressures?
12) Your views on the need for unions in private schools to secure teachers basic rights and self respect when school managers have a union?

13) Your opinion on whether the working conditions in private unaided schools help teachers to perform to the best of their ability?

14) Your opinion on whether school work schedule helps a teacher to feel/appreciate the needs and problems of the society and engage in any social uplift/philanthropic activities?

15) Your opinion on private educational institutions questioning the true ends of education and democracy by exploiting the feelings of communalism, casteism etc. to cater to their business interests?

16) How would you rate the following reasons for people select teaching profession - Social respect, Lack of ambition, Family tradition, Some assured income?

17) Do you feel employees in private unaided educational sector are paid adequately according to their educational qualification and experience?

(Objective - Questions related to Legal aspects)

18) What are the prospects for the need for legal remedy to prevent abuse by private management?
Yes - No – No opinion

19) Your opinion on the loopholes in the legal framework which leads to non compliance of the management of service and working conditions of private unaided school teacher?

20) What are your views on the proliferation of private education institutions and government’s reluctance to start new educational institutions as a cause for exploitation of educated underemployment in private educational sector?

21) What remedies would you suggest to the problems of exploitation of the educated underemployed in Kerala? What are your views on the following remedies -
(a) enforcing greater state control by enacting laws (b) ensuring greater Public Private Cooperation

22) “School ...is an industry but teachers employed in the schools are not workers”; that teachers of educational institutions cannot be brought within the purview of the definition of the employee under any act of state government” as per The Industrial Disputes Ac 1947, The Minimum Wages Act 1948. What do you think about this situation?

23) Why is it that as per the Payment of Gratuity Act 1972 “teachers are not entitled to the benefits of gratuity”?

24) What are the possibilities for the state government to go in for a comprehensive legislation to protect the private school teachers?

25) Your views on advocating greater state controls as a remedial measure to the issue of exploitation of the educated underemployed in Kerala?

26) Would you advocate greater Public - Private Cooperation to tackle the issue of exploitation of the educated underemployed in Kerala?
27) Your views on government, various religious and social organizations in playing a proactive role in ensuring better working conditions for private sector teachers?

(Objective - To compare and analyse how the impact (both positive and negative) both government schools and private unaided schools have on each other – regarding efficiency of teachers, efficiency of school and morale of teachers. (questionnaire, interview and secondary sources)

28) Your opinion on private educational institutions questioning the true ends of education and democracy by exploiting the feelings of communalism, casteism etc to cater to their business interests for instance in enrolling get more students in the wake of severe competition?

29) Is the existence of private schools a threat to the existence of government school – in terms of division fall and vice versa. Your views.

30) Does the existence of government schools help improve the functioning of private school – in terms of improving the efficiency, working and service conditions of employees and betterment of school infrastructure? If yes how
### APPENDIX III

**Number of uneconomic schools in the districts under study (2008-09)**

<table>
<thead>
<tr>
<th>District</th>
<th>Number of uneconomic Government High Secondary Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thiruvananthapuram</td>
<td>6 (LP+UP+HS=145)</td>
</tr>
<tr>
<td>Kollam</td>
<td>0(LP+UP+HS=133)</td>
</tr>
<tr>
<td>Pathanamthitta</td>
<td>19(LP+UP+HS=178)</td>
</tr>
<tr>
<td>Alapuzha</td>
<td>8(LP+UP+HS=172)</td>
</tr>
<tr>
<td>Kottayam</td>
<td>22(LP+UP+HS=205)</td>
</tr>
<tr>
<td>Idukki</td>
<td>16(LP+UP+HS=85)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Source:* Selected Educational Statistics 2008-09 published by statistical unit, DPI, Thiruvananthapuram
# APPENDIX IV

**Government schools and their basic facilities in the districts studied (2008-09)**

<table>
<thead>
<tr>
<th>District</th>
<th>Number of Government High Schools having pucca buildings</th>
<th>Thatched sheds</th>
<th>Drinking water</th>
<th>Urinal/latrine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thiruvananthapuram</td>
<td>99 (LP+UP+HS =489)</td>
<td>20 (LP+UP+HS =28)</td>
<td>119 (LP+UP+HS =510)</td>
<td>119 (LP+UP+HS =510)</td>
</tr>
<tr>
<td>Kollam</td>
<td>78 (LP+UP+HS =407)</td>
<td>0</td>
<td>77 (LP+UP+HS =391)</td>
<td>76 (LP+UP+HS =391)</td>
</tr>
<tr>
<td>Pathanamthitta</td>
<td>48 (LP+UP+HS =258)</td>
<td>0</td>
<td>48 (LP+UP+HS =258)</td>
<td>48 (LP+UP+HS =257)</td>
</tr>
<tr>
<td>Alapuzha</td>
<td>59 (LP+UP+HS =318)</td>
<td>0</td>
<td>58 (LP+UP+HS =317)</td>
<td>59 (LP+UP+HS =312)</td>
</tr>
<tr>
<td>Kottayam</td>
<td>60 (LP+UP+HS =295)</td>
<td>0</td>
<td>60 (LP+UP+HS =282)</td>
<td>60 (LP+UP+HS =288)</td>
</tr>
<tr>
<td>Idukki</td>
<td>55 (LP+UP+HS =180)</td>
<td>0</td>
<td>51 (LP+UP+HS =157)</td>
<td>47 (LP+UP+HS =168)</td>
</tr>
</tbody>
</table>

*Source:* Selected Educational Statistics 2008-09 published by statistical unit, DPI, Thiruvananthapuram
## APPENDIX V

Number of Government Schools and CBSE schools, teachers and students year wise

<table>
<thead>
<tr>
<th>Year</th>
<th>Type of school</th>
<th>Number of Government schools</th>
<th>Number of students</th>
<th>Number of teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-05</td>
<td>Government</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CBSE</td>
<td>483</td>
<td></td>
<td>16991</td>
</tr>
<tr>
<td>2005-06</td>
<td>Government</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CBSE</td>
<td>548</td>
<td></td>
<td>18907</td>
</tr>
<tr>
<td>2006-07</td>
<td>Government</td>
<td>4498(HS+UP +LP)</td>
<td>14,61,95 9</td>
<td>55130(HS+UP +LP)</td>
</tr>
<tr>
<td></td>
<td>CBSE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007-08</td>
<td>Government</td>
<td>4499(HS+UP +LP)</td>
<td>14,13,768</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CBSE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008-09</td>
<td>Government</td>
<td>4499(999HS+ 953UP+2547 LP)</td>
<td>13,77,341</td>
<td>54,300</td>
</tr>
<tr>
<td></td>
<td>CBSE</td>
<td>587</td>
<td>3,81,852</td>
<td>16,002</td>
</tr>
</tbody>
</table>

Sources:- *Selected Educational Statistics 008-09 published by statistical unit, DPI, Thiruvananthapuram and Politics of education: published by National Educational Assembly,2005, Calicut*
APPENDIX VI

Government Order On The Minimum Salary Of Unaided School Employees

GOVERNMENT OF KERALA

Abstract

General Education - Recognised Unaided Schools - Payment of salary to the employees - Salary to pre-primary teachers - fixed - Orders issued.

GENERAL EDUCATION (J) DEPARTMENT.


ORDER

In the G.O. read above, Government have fixed the minimum salary to be paid to the staff in recognised unaided schools. The minimum salary to be paid to the pre-primary teachers in the Recognised Unaided Schools have not been fixed in the above order. Government have received representations from Pre-Primary School Teachers of Unaided Recognised Schools requesting to fix minimum salary to them.

Government have examined the matter and are pleased to order that the Managers of Recognised Unaided Schools shall pay a minimum salary of Rs. 2500/- per month to the Pre-Primary School Teachers.

The G.O. read above will stand modified to the above extent.

By Order of the Governor

K. JAYAKUMAR
Secretary to Government.

To

The Director of Public Instruction, Thiruvananthapuram
All Deputy Directors of Education
All D.E.Os/ A.D.E Os (Through DDEs)
All Heads of recognised Unaided Schools (through AEO/DEO)
The Advocate General, Ernakulam
The Registrar, High Court of Kerala (with C.I.)
General Education (N) Department
Director of Public Relations
All Officers and Sections in the General Education Deptt.
The General Admn. (SC) Dept. - (Vide item No.5577 dt.1-3-2001 of the Council of Ministers)

S.F. / O.C.

Forwarded / By Order

SECTION OFFICER
APPENDIX VII

Letter from All Kerala Unaided School Staff Association (AKUSSA)

To

Guru Das Das Gupta, M.P.
Convenor Labour Consultative,
Sub committee,
122, V.P. House,
Rafi Marg,
New Delhi - 110 001.

Dear Sir,

Within the last ten years we could observe that thousands of unaided schools were started in the State of Kerala. What is the reason for it? It is good to think about this point at this moment.

Most of the schools are managed by the minorities - under the pretext of minority right a good business is being run here. The teacher who are working in these schools are exploited to the maximum. They are not allowed to form any kind associations. If anybody questions the management they will be terminated immediately. The State Government has not given any direction to the management with regard to their remuneration. At the same time the management is asked to appoint qualified teachers in the schools. The State Government was not ready to take any serious step to control this manner of exploitation so far. They are worried about the vote banks based on minorities.

Our constitution provides equality to all. It provides equal wages for equal works. The teachers of unaided school get very low salary. At present a teacher in the Govt. High School draws salary Rs.3930/- per month. But a teacher in an unaided school gets only Rs.1000/- or something similar. The teachers in unaided school work hard and bring forth good result for the schools. But they are not considered for the State and National awards by the Government. These teachers are not given maternity leave, medical leave, which are quite essential for any human being.

So when we analyse the society, we can see that these teachers of unaided schools are denied many of fundamental rights of a citizen. This is the only group which is neglected by the Government so far. Thank you very much for good step that you have taken in order to grant fundamental rights to this neglected group.
ALL KERALA UNAIDED SCHOOL STAFF ASSOCIATION

From
The Secretary,
All Kerala Unaided School
Staff Association,
Sharani, Thathampally,
Alappuzha, Kerala.

To
Sri. V.P. Baliger,
PS to the Hon'ble HRD Minister,
New Delhi.

Sir,

This is with reference to the letter No. CBSE/AF/9313/97/3554-55 dated 31-10-97 from Mr. Dedhsh Lal
Dy. Secretary CBSE Affiliation Section to Adv. Annie
Sweetie, President, Mahila Janata Dal, Kerala.

May we submit the following for your kind consideration and
early favourable action.

We are one of the registered Trade Unions of Teachers and
Staff of CBSE Unaided schools in Kerala. We have repeatedly
submitted representations to CBSE regarding the Violations of
its bye laws by the managements, resulting in the harassment
and exploitation of teaching and non-teaching staff working
in CBSE affiliated Unaided schools in Kerala, 90% of whom are
women. By going through the letter in the above reference, it
has become clear once again that the CBSE is equally respon-
sible for the Violation of its own bye laws, by stating that
"Functioning of the Schools in Kerala is by and large satis-
factory".

.............2)
In this connection we request you to consider the report presented by the Parliamentary Consultative Committee headed by Sri. Guru Das Das Gupta, M.P., in which the committee has clearly stated the following irregularities.

a. The teachers are not being given the salary and service conditions as per rules.

b. Trade Union rules must be made applicable to the C.B.S.E. Unaided Schools if there is a delay in making relevant rules.

c. There are no rules and regulation observed in taking disciplinary actions or in dismissing the staff working in these C.B.S.E. Unaided schools.

d. Many Managements are not giving maternity leave, Gratuity, Bonus, Promotions and other benefits to the staff of C.B.S.E. schools in Kerala.

e. Many Managements are misappropriating the management's portion of the P.F. Fund.

Inspite of all these violations Mr. Durshan Lal in his letter states that the functioning of the schools are by and large satisfactory. By making this false statement Mr. Lal is trying to protect the Violations of the bye laws by the Managements.

We are herewith sending a copy of the paper report about the Guru Das Das gupta report (in Malayalam)

In the letter in the above reference to you, Sri, Darshan Lal again states that

1. He has reminded the school authorities to send compliance with documentary Proof:

If the Managements are running the school properly what is the necessity of a compliance report? We are herewith submitting a copy of a letter from Sri. Darshan Lal himself asking for compliance of violations of C.B.S.E. bye laws by the Management of S.D.V.E.M.S. Alappuzha and its reply,
which again confirm that these violations are true. Moreover it is evident that Mr. Lal is fully aware that things are not going well while writing this letter to you.

Secondly Mr. Darshan Lal states that the Board has appointed a study team etc etc. We submit that we are not aware of such a study team and eventhough we are one of the registered trade Unions, which is working for the betterment of staff of the C.B.S.E. schools, we were denied the opportunity to represent our grievances. So the statement of Mr. Lal that such a team appointed by C.B.S.E. has met trade Unionist etc is a false one, to protect the Managements.

Two teams - one consisting of Sri. Balasubramaniam only and another headed by Sri. Kutty Krishnan came to the school for some enquiry. Both teams rejected our representations and Mr. Balasubramaniam went to the house of Sri. Venugopal, One of the Managing Committee Members, who was one of the party of the enquiry, on the same day, Violating the enquiry rules. Mr. Balasubramaniam in the last part of his report accepted that the management is not giving the salary according to the relevant rules. The Kutty Krishnan Committee in the 9th page of his report also stated a number of violations including Non-payment of salary as per rules, which is the first clause for withdrawal of Affiliation in the C.B.S.E. Bye laws. The so called compliance report from the S.D.V. Management also shows that the violations have not been rectified so far. The management has not granted Interim relief I & II to the staff so far. Mr. Lal also states that the Management has not provided any good infrastructure, but only serious about providing them.

(..................4)
(3rdly Mr. Lal states that it is an administrative matter between staff and Management. The C.B.S.E. bye laws are for the efficient and strict administrations of the affiliated schools and the affiliation section is to see that these bye laws are being observed by all concerned in the administration of these school. Mr. Darshan Lal who being the Dy. Secretary, responsible for the implementation of these bye laws is washing his hands off simply stating that "It is an administrative matter", to protect the Management.

As we have mentioned earlier, the contents of the letter sent by Mr. Darshan Lal to you are not true and it is contradictory to the observations in the report submitted by Mr. Guru Das Gupta M.P., which may be viewed seriously. We may also submit that the C.B.S.E. is not even willing to send a reply to a memorandum submitted by a registered trade Union.

Under the above circumstances we hereby request you.

1. To reject the claims of Mr. Darshan Lal.

2. To Institute an independent enquiry about the violations of C.B.S.E. bye laws by the Management with the support of the C.B.S.E., which is amounting to the harassment and exploitation of teaching and non-teaching staff (about 91% of whom are women).

(.........5)
3. To implement the recommendations of the Guru Das Das Gupta Committee report immediately.

4. To include one representative of the registered staff unions in the C.B.S.E.

Expecting an early positive action.

Thanking you in anticipation,

Yours Sincerely,

Secretary

AKUSSA
Kerala.

Alappuzha

Encl.: as above

Copy to:

(1) Sri. Darshan Lal, Dy. Secretary (affiliation)
    C.B.S.E.

(2) Adv. Annie Sweetie President, MJD Kerala.

(3) Sri. Guru Das Das Gupta M.P.
APPENDIX IX

Issue of No Objection Certificate from Government for affiliation of by the Council for Central Board of Secondary Education (GO Govt. of Kerala)

Abstract.

General Education

Issue of no objection Certificate from Government for affiliation by the Council for Central Board of Secondary Education in India and the Council for I.S.C. Examination—Guidelines approved—Orders issued.


Ref: No. NS 2/117862/88/DPI dtd: 20.3.1989

Director of Public Instruction, Thiruvananthapuram

S. D. E. E. R.

Based on the recommendations of the National Consultative Committee of the Council of Boards of Secondary Education in India, Government have examined the question of prescribing certain guidelines to be observed by the educational authorities in the State. Government have examined the proposals forwarded in the Director of Public Instruction in this regard and they order that the Educational authorities will adhere to hereof for the following guidelines while applications for affiliation of schools to Central Board of Secondary/ISC etc. are taken up with Government for issue of No Objection Certificate.

1. The School should be run by a registered society or trust and one of the Principal Purpose of such Society/Trust must be educational.
2. Each school must have a properly constituted governing body.
3. The Society or Trust should have financial stability.
4. It should have permanent source of income to meet running expenses of the school, to maintain it at a reasonable standard of efficiency and to pay the salaries of teachers regularly and in time.
5. The institution should have minimum size of acre of land for the starting of a school. Permanent recognition/affiliation will be recommended only after they have fulfilled standard condition regarding size of area (of land) and have achieved a general standard not less in academic and developmental sense of education.
6. It should have adequate playground also.
7. It should have suitable equipment and furniture.
8. It should provide suitable and adequate apparatus and equipments etc. as may be prescribed by the Board from time to time.
9. The medium of instruction must be English.
10. The school shall appoint only qualified and eligible staff and must pay the salary and allowances and other benefits to the employees of the school. It shall in no case be less than the pay given to corresponding categories of employees working in Government Schools of the State Governments.

(F.T.D.)
ix. The School and its record shall be open for inspection by an official of the Board or the State Education Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.

x. The rate of tuition and other fees charged shall be commensurate with the facilities provided.

xi. The admission to the school shall be open to all without any discrimination on the ground of religion, caste, or race, place of birth or any of them.

xii. No institution shall be affiliated or continue to the affiliated or recommended to affiliate unless the middle section of the school is recognised by the Education Department of the State except in cases where the syllabus of the middle classes is approved by the Chairman.

viii. No unrecognised class/Branches shall be run within the premises of school or outside in the same name of school.

The following documents should be accompanied along with the application for affiliation:

a. Request of the applicant for affiliation of the school (in duplicate)

b. Application form in triplicate prescribed by the State Government/Board of Secondary Education/Council for I.S.C. Examination.

c. Documents to prove that the school is managed by a registered Society or Trust and one of the principal purpose of such society or Trust must be educational.

d. Details of governing body.

e. Documents prove the details of landed property for the schools.

f. Possession certificate

g. Location Certificate.

h. Site plan and sketch plan of the building

i. Total land and details of buildings now available and proposed to be constructed.

j. Certificate obtained from the Health Officer regarding the Health and sanitary condition of the school.

k. Details of equipments and furniture.

l. Details of staff now working with the school.

m. Documents to prove...
n. Agreement of the Manager in stamp paper worth Rs. 50/- to the effect that the school and its records shall be opened for inspection to the Inspecting Officers of the Education Department or such officers authorised by Director of Public Instruction to enable such officers to assess the standard of instruction imposed by the said school and the Management shall, at any time render all facilities and assistance to conduct the inspection.

c. Agreement of the Manager that compulsory provident fund scheme shall be instituted in the said school within a month from the date of application and pay and allowance and other benefit of the employees of the school shall be paid not less than corresponding categories of employees working in Government schools of the State.

p. Declaration to the effect that the admission to the school shall be open to all without any discrimination on the ground of religion, caste or race, place of birth or any other consideration.

q. Declaration to the effect the Management (not at any time) move the Government for conversion of the school into an aided school and no unrecognised classes/branches shall be run within premises of the school or outside in the same name of the school.

(By Order of the Governor)

P.T. Zachariah,
UNDER SECRETARY.

//True Copy//

This is the true copy of the document marked as Exhibit P referred to in the above W.P. (C).
APPENDIX X
Government Order on Revision of Wages to Teachers in Unaided Schools, Govt. of Kerala

20
GOVERNMENT OF KERALA

Abstract

General Education - Revision of Wages of the staff of Recognised Unaided Schools - Implementation of Judgement dated 17-10-2000 filed by Alwaye Settlement Staff Association - Orders issued.

GENERAL EDUCATION (J) DEPARTMENT


Read:-
2. Representation dated 26-7-2000 and 4-9-2000 from the General Secretary, Alwaye Settlement Staff Association, U. C. College Post, Alwaye.

ORDER

The Hon. High Court in the Judgement read as third paper above, have directed the State Government to consider Ext. P3 representation (read as 2nd paper above) filed by the petitioner viz. Alwaye Settlement Staff Association and pass appropriate orders after hearing the first petitioner and intimate the result thereof to the first petitioner at any rate within three months from the date of receipt of a copy of the judgement.

2. Accordingly the first petitioner was heard on 12-12-2000. In the Ext. P3 representation read as second paper above the Alwaye Settlement Staff Association has requested Government to issue necessary directions to the Manager, Alwaye Settlement schools to continue the system of remuneration prevailed prior to the issuance of the G. O. read as first paper above, since it was more beneficial to them than the salary fixed by the Government as per the above G.O.

3. At the time of hearing Smt. A. M. Girija, Secretary the Alwaye settlement Staff Association has pointed out that upto 31-5-2000 there was a pay scale with Basic Pay + Annual Increment + D. A. (50%) + Interim Relief (II) in respect of the staff under the Management of Alwaye Settlement Schools. In addition to above they were enjoying P. F. Gratuity and L.I.C. Pension scheme also. But consequent on the issue of Orders in G. O. (Ms) No. 244/99/G.Edn. dated 30-9-1999, the
Management revised their pay as Basic Pay (as mentioned in the Order) + 1% weightage for every service year.

Accordingly they lost other benefits which have been enjoyed by them viz. Annual increment, D. A., L. I. C., Pension, Interim Reliefs paid to them etc. It was stated that there was no increase in the Basic Pay from June 2000, as such the staff under the Alwaye Settlement High School suffered loss in emoluments, and they lost other benefits such as Gratuity, LIC Pension etc. The General Secretary, The Alwaye Settlement Staff Association has therefore requested Government to intervene in the matter and issue necessary directions, so as to save them from drop in salary and loss of other benefits.

4. The intention of the Orders issued in the G. O. read as first paper above, was to ensure minimum salary to staff of those Recognised Unaided Schools where very poor salary was being paid by the Managements.

5. Under the circumstances, Government are pleased to clarify that the orders issued in the G. O. read as first paper above, is an order for enforcing minimum salary to be paid by the Management of Recognised unaided schools to their employees, who are receiving lesser salary. The implementation of the G. O. read as first paper above will not result in the forfeiture of any better salary patterns and other beneficial service conditions which were prevailing as on 30-9-1999.

6. The Director of Public Instruction, Deputy Directors of Education and other Educational Officers will ensure the implementation of the Government Orders regarding the payment of wages to the staff of Recognised Unaided schools scrupulously.

7. The direction in the Judgement read as third cited is complied with accordingly

By Order of the Governor,

K. JAYAKUMAR
Secretary to Government
APPENDIX XI
Letter from Recognized School Teachers Union to the Minister for Education, Govt. of Kerala

From
Recognised School Teachers Union.

To
1. The Hon'ble Minister for Education,
   Government of Kerala,
   Thiruvananthapuram.
2. The Secretary,
   Department of General Education,
   Secretariat, Thiruvananthapuram.

Sir,

Ref: Judgment in W.P.(c).No. of the Hon'ble High Court.

1. The Recognised School Teachers union is an association of schoolteachers who are working in recognised unaided schools functioning under the Kerala State Education Act and Rules. As you know the schools following the Kerala State syllabus are functioning under three different types (1) Government schools (2) recognised unaided schools run by private management and (3) recognised unaided schools run by private management. As regards first two categories of the schools the staff including teaching and non teaching staff are governed by various service conditions and provided under the KER as well as KSR. They are provided with the salary in the scale as notified by the Government. The salary of staff of the recognised aided schools are at par with the salary of staff of Government schools. The leave rules and other service conditions including disciplinary proceedings are covered by Chapter XIV A of the KER. The gratuity, provident fund etc of both Government school staff and aided school are governed by statute and are similar.

2. Thus it can be seen that the Government as well as aided schoolteachers and other staff are provided with sufficient conditions of service including strict regulations regarding initiation disciplinary
3. It is brought to your kind notice that under Chapter VIII of the KER, the syllabus, including the course of instructions as regards all the schools functioning under KER, i.e., aided, unaided as well as Government schools are similar. The method of education, organisation of final examination etc. are also in accordance with the provisions under the KER. The qualification for appointment to the post of teacher in aided and unaided schools are also exactly similar. Thus the work done by both the teachers of Government and aided schools and the teachers of unaided recognised schools are equal.

4. Under the directive [principles of State Policy as regards under the newly introduced article 21A of the Constitution of India, it is the constitutional duty of the State to provide education to children up to the age of 14 years, i.e., up to SSLC. Since the State is not in a position to discharge this constitutional duty, it has engaged private management to discharge the duty. The teachers who work in the private management schools are actually "an arm" of the State as held by the Honourable Supreme Court of India. This being the actual position, the teachers of recognised unaided schools who discharge the same work as teachers in Government as well as aided schools are entitled to the same salary as given to the teachers in Government and aided schools. However, till date there is no statutory presumption by the Government. The service condition including payment of remuneration to teachers of unaided schools are provided under Chapter XIV AA of the KER. Except providing that minimum salary should be not less than Rs. 3,000/- there is no other stipulation. Aggrieved by this situation we have approached the Government seeking equal pay for equal work and parity of salary and other service conditions with the teachers of
initially rejected our claim stating that the Government cannot direct a private management to pay salary at par with the aided school teachers.

5. Feeling aggrieved, we have approached the Hon'ble High court of Kerala as W.P.(c).No, seeking a direction to the Government to ensure that there is parity of salary vis-à-vis under aided and unaided school teachers. The Hon'ble Court after citing the decision of the Hon'ble Supreme Court reported in AIR 1998 SC........, and also taking note of the fact that under Chapter V Rule 17(vi), Chapter V Rule 22(a)(ii) and Rule 23 of the KER the Government has power to give direction to the Management of the unaided schools held that the teachers are entitled to equal pay for equal work. After making such a finding the Hon'ble Court has directed you to consider the entire matter after notice to our union and the management of the school, the 2nd respondent in the writ petition and pass appropriate orders on our request for equal pay for equal work within four months from date of receipt of copy of the judgment.

6. Hence we humbly request you to consider our request as directed by the Hon'ble Court and pass appropriate orders directing the management to pass salary to the staff of the unaided school functioning under the KER at par with the salary of teachers in aided and Government schools. We also humbly bring to you kind notice that in almost all the other states of India the respective State Governments have passed orders, directing payment of salary to recognised unaided schools at par with the salary payable to the unaided and Government School teachers. Hence we humbly request you to comply with the directions of the Hon'ble Court and pass orders in our favour.

Thanking you,
APPENDIX XII
Central Board OF Secondary Education (CBSE) – Affiliation Byelaw

(1) In any case, the land should not be less than one acre. The sites as prescribed by the Planning Commission and the Government of Delhi, the area

(2) The land area for the schools seeking affiliation in NCT, Delhi should not be

1. Senior Secondary School
   Closest from pre-
   Primary to class XI
   Minimum 2 streams
   3000 sq. mts.

2. Secondary School
   Closest from pre-
   Primary to Class X
   2000 sq. mts.

3. Other Secondary School
   Closest from pre-
   Primary to class XII
   At least 4 streams
   4000 sq. mts.

(3) The schools which were granted affiliation up to Secondary level on or about the year 1996 under the condition of land requirement under category "A", "B", "C" may be considered for upgradation to the stage provided, that they should have

Provided further that each school will have only two sections at +2 level provided for non-examined streams and one for vocational stream with the provision that the number of candidates shall not exceed 40 in each section.

Provided further that if any school is found to have reported more than two sections it will attract invalidation of provision of Affiliation Bye-Laws of the Board.

(5) The Trust or Society/Management running the school should be of non-profitable character. The heads of each school will address, examinations, qualifications and other affairs from the Chairman/Secretary, stating how the members are related to each other or if they are not related, then each application forwarded by the class magistrates should be submitted.

The school should have well qualified staff as per the norms of the Board given in Chapter 3.

(7) The school in these must pay salaries and admissible allowances to the staff not less than the corresponding percentage of the pay scale of the State Government prescribed or as per rules prescribed by the Government of India. The schools outside India will pay salaries not less than twice of the lowest in government schools in that country or not less than the salaries and foreign allowances payable to I.V.S. officers if officially posted to that country. A certificate to the effect should be

Note: Added in the Affiliation Committee meeting held on 05/05/2003 and approved by the Governing

Body at its meeting held on 27/05/2003.
(A) Provisional Affiliation:

Those schools which fulfill the essential conditions of the Affiliation Bye-Laws may be considered for Provisional Affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation Bye-Laws within that period. In case the schools do not fulfill the norms and conditions of the Affiliation due to some prudent reasons the Board may grant extension of provisional affiliation grantee for a further period of 3 years to 5 years subject to fulfilling the norms and conditions of affiliation in the extended period.

(B) Regular Affiliation:

The schools run by Govt./Govt. Aided/VS/AVOC/CTSO will be granted one time regular affiliation subject to satisfying and fulfilling all the norms and conditions of the Affiliation Bye-Laws and using of the same etc. Such schools need not apply for extension of affiliation, but they have to renew Annual fee as may be prescribed.

(C) Permanent Affiliation

- Schools managed directly by the Public Sector Undertakings (PSUs) or by reputed societies of PSUs under financial control of such PSUs or by societies formed by such undertakings, and private, aided schools established by such entities/trusts as per Affiliation Bye-Laws may apply for Permanent Affiliation.

- Those schools which have been granted Provisional Affiliation may be considered for permanent affiliation after the expiry of period of provisional affiliation of 3 years or such extension of provisional affiliation as the case may be subject to fulfillment of all the norms and conditions of the Affiliation Bye-Laws enforced by the Board.

Provided further that preference may be given to such schools which have been provisionally affiliated with CESS for a period of 10 years or more and satisfying all the conditions of Affiliation Bye-Laws.

Provided further also that in case of nonfulfillment of conditions as mentioned in various chapters of Affiliation Bye-Laws, the application will be summarily rejected.

- The school seeking permanent affiliation must also satisfy the following conditions:
  
  (a) Infrastructure

  The infrastructure facilities should be as follows:
  
  (i) Class rooms: minimum 24 should be 5 x 6m (approx. 30 sq. m)
  
  (ii) Science Labs (Compulsory for Secondary classes separate Physics, Chemistry and Biology for School Secondary) minimum size should be 9 x 8 m each (approx. 72 sq. m) and fully equipped.

  (B) 2006-2007 and approved by the Governing Body at its meeting held on 27/08/2013.
(b) Library - minimum size should be 14 m. x 8 m. Fully equipped and with reading room facility.

(iv) Computer Lab., and Multi. Lab. - No minimum size is prescribed, however, the school should have separate provision for each.

(v) Rooms for extra-curricular activities - either separate rooms for music, dance, arts & sports or a multi-purpose hall for all these activities should be available.

(b) General

Besides fulfilling the other conditions, the school must satisfy the following:-

(i) All admissions and withdrawal registers are properly maintained.

(ii) The Service records of teaching and non-teaching staffs are duly maintained and updated.

(iii) No teacher is appointed on ad-hoc basis

(iv) Teaching & non-teaching staff are appointed on prescribed pay scales & no staff are appointed on contract basis. They are also paid DA & admissible other allowances as per Centre or respective State Govt. rules.

(c) Quality of Education

The school seeking permanent affiliation must be quality driven and must strive for excellence in all aspect of its activities. It must satisfy the board’s direction regarding no school bag and homework to the students upto class II, Continuous and Comprehensive Evaluation (CCE) for primary classes with no pass fail criterion and also extension of CCE gradually upto class VIII.

Provided also that the schools seeking permanent affiliation must implement the academic initiatives like reduction of Alternative to Homework from classes III to V, Introduction of Life Skills Education for classes VI to VIII, and maintenance of proper records of internal assessment from classes VI to X. The average result of the school in the last three years must not be less than the Board’s average in classes X and XII examinations.

(d) Appeal against rejection

(a) The school whose application has been rejected will have the opportunity to appeal against such rejection to the Appellate Authority after payment of an Appeal Fee. The Appellate Authority shall consist of Chairman of the Board and two other Members as may be nominated by the Board.

(b) The school whose request has been rejected by the Appellate Authority also, will be able to apply only after two academic years, excluding the academic year in which the application was rejected. The fee, including the fee for Appeal, unde-
(a) The Permanent Affiliation will be granted after physical inspection of the school and satisfaction of the Board that it is meeting with all the conditions prescribed in the same.

(b) The inspection of schools requesting Permanent Affiliation will be conducted by a Committee consisting of three members, at least one of which, must be an expert in the academic activities.

(c) It is the responsibility of the school to ensure that it is satisfying all the conditions laid down in the Affiliation Bye-Laws duly supported with documentary evidences in a prescribed format. In case an application is rejected due to non-fulfillment of all the conditions/meeting of documentary evidences, the fee deposited will not be refunded even if the school has not been inspected.

(d) The schools which are permanently affiliated will be required to remit annual fee at an amount to be prescribed from time to time. The annual fee will be deposited along with annual examination fee.

(e) The schools which are permanently affiliated, will observe various "Dos and Don'ts" mentioned in Chapter II Bye-Laws 5 of Affiliation Bye-laws. All other condition of Affiliation Bye-laws of the Board will also be applicable to such schools.

(f) The permanent affiliation granted to schools shall not be treated as absolute. The Board has the right to inspect such schools as deemed fit so as to ensure that the normal conditions laid down in the Bye-laws in force are strictly complied with.

(g) Such schools which were previously affiliated with the Board may be permitted to introduce additional subjects as and when they like but before introduction of additional subjects, they may remit the requisite fee and supply the necessary information with regard to infrastructure made available in the school and staff provided for such subject under introduction.

4. Last Date for Submission of Applications

1. Application "On Line" for (a) approval of middle class syllabus, (b) provisional affiliation of a secondary school, (c) upgradation of the school for senior secondary stage as the case may be, along with the prescribed fee should reach the Board’s office latest by 30th June
2. In the case of institutions situated outside India, the application should be accompanied by a letter of recommendation from the Indian Diplomatic Mission.
3. The Chairman of the Board may entertain an application after the last date if the reasons are strong enough to warrant such extension.
5. Society/Trust running the School

In case of schools belonging to category 3(1) (v) there should be a properly constituted Registered Society/Trust. It should be of a non-propatory character and its constitution be such that it does not/reserves control in a single individual or members of a family. The aims of the society/trust should be as laid down under section 15(1) and (2).

Formation of the Society/Trust should also conform to the State Government rules in which the school is located.

The Board may in special circumstances exempt schools from operation of the above clause in respect of schools set up in foreign countries where societies/trust in the name of India cannot be registered under any law or enactment.

6. School Management Committee

Subject to relevant provision in the Education Act of the State/U.T. concerned, every affiliated school except schools run directly by the Education Department of the Government of the State/U.T. should have a scheme of management approved by the Board. It should also have a School Management Committee as laid down under section 2(1)(1), (2), (3) and 21.

7. Financial Resources

The school must have sufficient financial resources to guarantee its continued existence. It should have permanent source of income to meet the running expenses of the school so as to maintain it at a reasonable standard of efficiency, to pay salaries to teachers and other categories of staff regularly at least on par with the corresponding categories in the State Government Schools and to undertake improvements in building and maintenance and development of school facilities. In case of institutions which are in receipt of grant-in-aid from the State Government/U.T., the permanent Source of income should include the amount of grant-in-aid also.

No part of income from the institution shall be diverted to any individual in the Trust/Society/School Management Committee or to any other person. The savings, if any, after meeting the recurring and non-recurring expenditure and contributions to development, depreciation and contingency funds may be further utilized for promoting the school. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statement of Accounts should be sent to the Board every year.

The charging of fees by the management to person (s) or enterprise other than for furthering education in the school will contravene the rules governing affiliation and can be adequate action by the Board.
8. Physical Facilities

1. In addition to the basic requirement of Section 3 (2), the institution should have other facilities commensurate with its requirements. It should satisfy the minimum conditions laid down by the Board for school buildings. Classrooms should be adequate in size. The minimum floor space should be at least 1 sq. metre per student.

2. Every institution will provide proper facilities like ramps to toilets for wheelchair users and auxiliary signals in elevators in all in accordance with the provisions laid down in PWD Act 1995.

3. The school should have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.

4. The school should have the needed equipment and facilities (at least the minimum prescribed by the Board) for Science, Home Science, Technical subjects, Vocational subjects, and various activities under Work Experience and Art Education.

5. List of minimum equipment prescribed for Science subjects for Secondary/Sr. Secondary School can be had from the Board against payment.

6. The school should scrupulously observe prescription from the Municipal Authority regarding drinking water and fire safety precautions in the school. A report from the Municipal Public Authority regarding sanitary conditions and firewater safety should be submitted along with the application. A fresh certificate regarding fulfillment of these requirements should be obtained and submitted to the Board every five years.

7. Adequate ground to create outdoor facilities for a 200 metre track.

8. Adequate and for badminton, tennis, and


9. Library

1. The library should be well-equipped and spacious. It should have at least five (5) (other than text books) per student in its stock subject to a minimum of 1500 at the beginning. It shall not be stock notes, examination guides or keys of any kind. In selection of books, norms or guidelines provided by the Board should be followed and procure should be made in consultation with the subject teachers.

2. The school should subscribe to sufficient number of newspapers and magazines at least 15 magazines suitable for students and professional needs of teachers should be subscribed to.

3. The library shall not contain any book or other forms of literature that encourage, propagate communal disharmony or casteism or discrimination based on race, gender, or language. The school shall not stock in the library any book considered by the Government Board.
10. Staff and Service Conditions

1. Besides the minimum requirements for salaries as laid down in Section 3(3), the school should have adequate teaching staff possessing the necessary qualification laid down for various posts subject to teachers by the Board. The pupil teacher’s ratio should not exceed 50:1. There must be 1½ teachers per section to teach various subjects.

2. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.

3. The school should have well-defined conditions of service as per norms of State/U.T. Government and should issue letters of appointment to the employees at the time of joining service and should also sign a contract of service. The contract should be similar to the format given in Appendix II in these Bye-laws or in the form prescribed by the State/U.T. Government, in case the act of the State/U.T. Provides so. The period of probation should normally be one year extendable for another year. In case the management is not satisfied with the performance, the same should be brought to the notice of the employees concerned in writing. Probation should not be extended beyond two years and the Management should arrive at a decision to confirm the teacher or not before the end of the probationary period.

4. The school should have Contributory Provident Fund and Gratuity or Pension, General and General Provident Fund as retirement benefits. These schemes should be as per government rates of the State/Centre. In addition, it will also consider providing other welfare measures like free child care education, leave travel concession, medical benefits, leave encashment etc.

5. Normally, a teacher should be engaged as a whole-time employee except in special cases where work load does not justify a whole-time teacher. No teacher, teaching the Secondary, Senior Secondary classes shall be required to teach more than 34 of the total periods in a week.

6. The number of students in the class should not be very large. The optimum number in a section of a class is 40.

7. Every school should take steps to provide reorientation to all its teaching staff, at least once in five years. Such orientation may be organised by the school itself or in collaboration with other schools or by the State or Regional Institutions or by the Board or by a National Agency.

8. The Management of the schools shall not retain the original degree/diploma certificates of the teachers and other employees of the school with them. The original certificates etc. taken for verification shall be returned at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files.

9. Check gender specific violence strictly comply with the guidelines and norms prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) No. 666-70 of 1992 Vishakha and others Vs State of Rajasthan and others delivered on 13-6-1997 for protection of women from sexual harassment at the work place.
11. Fees

Fees charges should be commensurate with facilities provided by the institution. Fees should normally be charged under the heads prescribed by the Department of Education of the State/UT. for schools of different categories. No capital or contingency charges for gaining admission in the school or for any other purpose should be charged on account of the name of the school. In case of such misrepresentation, Board may take action against the school in the name of the school. In case of such misrepresentation, Board may take action against the school.

1. In case a student leaves the school by own compulsion or transfer of parents, or for health reasons or in case of death of the student before completion of the session prescribed, no refund of fees should be made.
2. The uniform, textbooks, and other materials should be provided by the parents or their representatives before the session starts. Fees should not be revised during the mid-session.

12. Admission of Students

1. Admission in the school affiliated to the CBSE shall be made without any distinction of religion, race, caste, creed, place of birth, or any other consideration.
2. The admission procedure shall be governed by the Board's rules applicable to the State/UT where the institution is situated.

13. Miscellaneous

1. The school seeking Board's affiliation will be subject to inspection by the Inspecting Committee constituted by the Board or the Education Department of the State/UT where the institution is situated.
2. The School, once affiliated, shall also be subject to inspection by the Inspecting Committee constituted by the Board. The Board will pay the TADA and other allowances as per rules of the State where the school is situated.
3. The school shall furnish information and returns called for by the Board/State or Central Government, in the prescribed forms given for fulfilling the purpose of the examination.
4. The building, furniture, and apparatus of affiliated institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation of the examination.
5. The management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of answer scripts. If asked by the Board, the school shall submit answer scripts of any candidate in whose case objection has been raised.