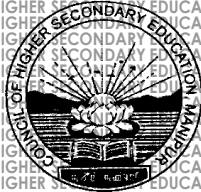
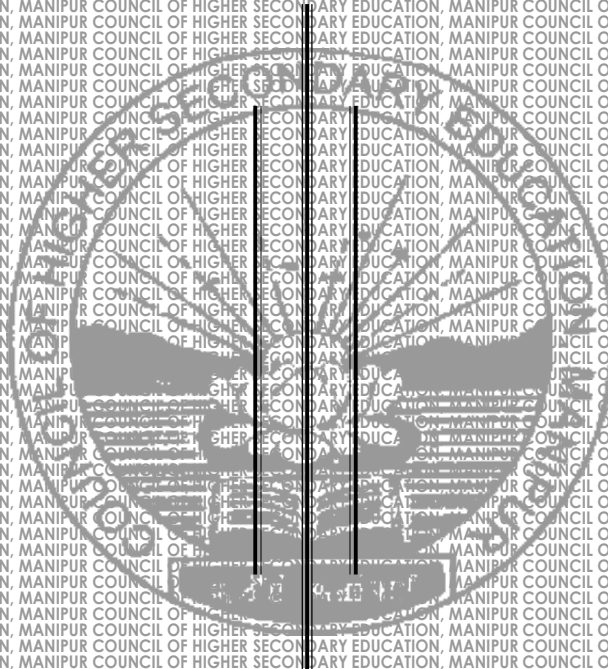
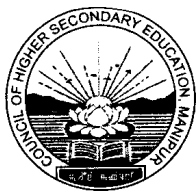


**AMENDED REGULATIONS  
FOR  
RECOGNITION OF  
HIGHER SECONDARY SCHOOLS/COLLEGES  
(2009)**



**COUNCIL OF HIGHER SECONDARY EDUCATION,  
MANIPUR**



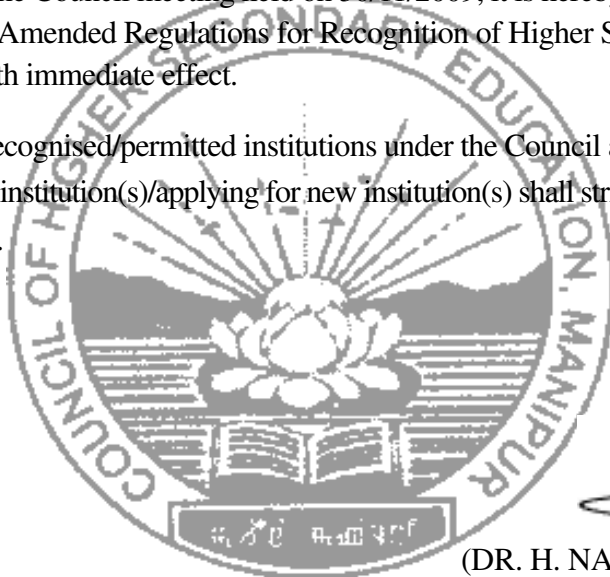
# COUNCIL OF HIGHER SECONDARY EDUCATION, MANIPUR

## NOTIFICATION

Imphal, the 2<sup>nd</sup> December 2009

No. 1/96/96-HSC(Vol-IV) : In suppression of all notifications issued earlier in this regard and in pursuance of the resolution no. 3.1 of the Council meeting held on 30/11/2009, it is hereby notified for information to all the concerned that “The Amended Regulations for Recognition of Higher Secondary Schools/Colleges (2009)” shall be in force with immediate effect.

All the heads of the recognised/permitted institutions under the Council and also any other person(s) who are running/sponsoring institution(s)/applying for new institution(s) shall strictly adhere to the provisions given in the said regulations.



(DR. H. NABACHANDRA SINGH)  
*Secretary,*  
Council of Hr. Sec. Education,  
Manipur

Copy to :

1. The Commissioner Education (Hr. Edn), Govt. of Manipur.
2. The Commissioner Education (Schools ), Govt. of Manipur.
3. The Chariman of the Council.
4. The Director of Education (U/S), Govt. of Manipur.
5. All Officers/Sections of the Council.
6. Guard file.
7. Notice Board.

# **COUNCIL OF HIGHER SECONDARY EDUCATION, MANIPUR**

## **AMENDED REGULATIONS FOR RECOGNITION OF HIGHER SECONDARY SCHOOLS/COLLEGES (2009)**

In exercise of the powers conferred by Section 24 (f) of the Manipur Higher Secondary Education Act, 1992 (Manipur Act No. 4 of 1992) and its amendments made thereafter, the following regulations are made :

### **1. SHORT TITLE AND COMMENCEMENT :**

- (i) These regulations shall be called the Amended Regulations for Recognition of Higher Secondary Schools/Colleges (2009).
- (ii) These Regulations shall come into force from the date of notification.

### **2. DEFINITION :**

In these regulations, unless there is anything repugnant to the subject or context :

- (i) "Act" means the Manipur Higher Secondary Education Act, 1992 and its amendments made thereafter.
- (ii) "Council" means the Council of Higher Secondary Education, Manipur.
- (iii) "College" means an institution or department of an institution giving instruction in Higher Secondary courses (ten plus two stage) and preparing students for Higher Secondary Examination.
- (iv) "Government" means the Government of Manipur.
- (v) "Higher Secondary School" means a school or department of a school giving instruction in Higher Secondary courses (ten plus two stage) and preparing students for Higher Secondary Examination.
- (vi) "Recognition Committee" means the Committee constituted under the provisions of the Act for looking after the matter relating to permission/recognition in respect of Higher Secondary School/ Colleges and to make necessary recommendations to the Council.

### **3. APPLICATION FOR PERMISSION TO START +2 COURSES :**

- (a) All applications for permission to upgrade an existing High School to a Higher Secondary School or to open a new college with +2 courses or a new group/stream or subject(s) in an existing Higher Secondary School or College should be submitted on or before 31<sup>st</sup> December of the year immediately preceding the academic session in which the classes of the proposed courses are to be started. The applications so received shall be considered by the Council after due inspection of the institution by an inspection team and the decision of the Council shall be communicated to all concerned latest by May of the year. No applications received after the scheduled date shall be entertained.
- (b) Such application shall be in the prescribed form (No. I to IV) and shall be accompanied with the prescribed fee in the form of Bank Draft in favour of the Secretary, Council of Higher Secondary Education, Manipur.

- (c) Headmaster/Principal/Secretary of the Committee/Body sponsoring the proposed institution shall be duly authorized to apply by the Managing Committee/Governing Body of the institution or the Government.
- (d) In the case of Government/Government Aided institutions the applications are to be forwarded by the Director of Education (Schools/Hr. Edn.) with his comments. A copy of the Government order in respect of upgrading the institution or otherwise is to be enclosed. In the case of private institutions applications should accompany prior clearance/concurrence from the Government.

**4. CONDITIONS FOR GRANTING PERMISSION FOR UPGRADING A HIGH SCHOOL TO A HIGHER SECONDARY SCHOOL OR OPENING A NEW COLLEGE OR OPENING A NEW GROUP/STREAM/SUBJECT(S) IN THE EXISTING INSTITUTION WITH +2 COURSES :**

While considering the applications, the Council shall take into account the following conditions :

- (a) For upgrading an existing High School into a Higher Secondary School or opening of a new institution with +2 courses or opening a new group/stream/subject, the demand should come in the form of Government decision in the case of Government institutions and a resolution adopted in a meeting of the Managing Committee/Governing Body of the School/College in the case of Government Aided/Private institutions. No High School which is not recognized by the Board of Secondary Education, Manipur (for classes IX & X) shall be permitted to upgrade into a Higher Secondary School.

- (b) The need for an institution having +2 courses in a particular area must be established on the basis of the following :

An institution shall be considered necessary in rural and hill areas where there are 5 (five) recognized High Schools within a radius of 10 Kms. And in urban areas where there are 5 (five) recognized High Schools within a radius of 5 Kms. Around the place not served by any other institution and the number of candidates passing out annually from the neighbouring schools of the said area is not less than 75 in rural and hill areas and 150 in urban area on an average of three preceding years.

Notwithstanding the conditions mentioned above :

- (i) A new institution may be considered necessary where natural/physical barrier causes communication difficulties between the existing recognized institution and some part of the area served by it.
- (ii) Where a new Girls' institution is proposed it may be considered necessary if the number of girls in the exiting co-education institution exceeds 40% of the total enrolment in +2 courses and is not less than 25 in each groups/Stream or if there is no provision for admission of girls to the existing Higher Secondary School.

- (c) **Location and Site :** The proposed institution should be located as centrally as possible with regard to the present and future pupils it has to serve. It should be situated at close range to some roads but away from the main arteries of traffic and should be free from dust and smoke, traffic noise, distracting activities and traffic hazards. On the whole the school site should be suitable and adequate.

**N.B. :** *A site which is low-laying, damp, unhygienic, exposed or subject to erosion or floods, which is not accessible both on foot and by transport is considered unsuitable.*

- (d) **Land :** The proposed institution shall have land registered in its name. The minimum area of land to accommodate instructional buildings – including office and library buildings should be

1 (one) acre in urban areas which may be relaxed to 0.85 acre if the buildings are multistoreyed. In rural areas the minimum is 1.7 acres. There shall be a suitable playground measuring 3.75 acres owned individually or jointly with other institutions, but it should preferably be in the campus, if not within half a kilometer of the campus.

**(e) Financial Resources of the proposed institution (Applicable to non-Government Institutions only) :**

1. Reserved Fund/Security Deposit : Rs. 1,00,000/-

2. Working Fund

(i) For Arts/Commerce group : Rs. 50,000/-

(ii) For Science group : Rs. 60,000/-

The working Fund in the Bank

Account should not fall below Rs. 40,000/-

The Reserve Fund of Rs. 1,00,000/- (Rupees on lakh) only should be deposited as a Security Deposit for 5 (five) years in the account of the Council through Challan or Demand Draft drawn in favour of the Secretary, Council of Higher Secondary Education, Manipur along with the filled in application form for permission to open Class-XI. The above security deposit shall be refunded to the Principal/Secretary, Governing Body/Managing Committee of the Institution on completion of 5 (five) years and no interest shall be paid during the said period for such security money.

**(f) Building :**

The Building of the Institution should be constructed following the National Building Code of India, 2005 guidelines with all safety precautionary measures, such as :

- (i) Fire safety measure.
- (ii) Installation of adequate fire extinguishing equipments and sensor alarms.
- (iii) Entry and exit marked clearly and with no objects obstructing the ENTRY and EXIT of the Building.
- (iv) The building to be constructed with the best materials and certified by a registered architect or an engineer not below the rank of Executive Engineer of the state PWD.
- (v) The following accommodation shall be required :

<b>(a) Class room</b>	<b>XI</b>	<b>XII</b>
Arts & Commerce (two rooms each)	30'×20'	30'×20'
Science	30'×20'	30'×20'

**(b) Office and other rooms :**

(i) Principal's office room	–	150	sq. ft.
(ii) Teachers' Common room	–	300	sq. ft.
(iii) Office room	–	300	sq. ft.
(iv) Library	–	1,100	sq. ft.
(v) Boys Common room	–	400	sq. ft.
(vi) Girls Common room	–	400	sq. ft.

**Total – 2,650 sq. ft.**

Further, necessary facilities such as sanitary latrines, urinals separately for male and female should be provided.

**(c) Laboratory accommodation for Science Group –  
For each subject with practical work :**

Laboratory (furnished) capacity for 20 students at a time	600 sq. ft.
Store, preparation, gas etc. including Teachers' room	600 sq. ft.
<b>Total</b>	<b>– 1,200 sq. ft.</b>

If the institution has Hostel and residential buildings, it should be separated from the main building of the institution. Hazardous and inflammable materials should be separated from the main building. The building of the institution shall not be housed in rented building and it should be constructed on its own land.

**5. PERMISSION TO START CLASS XI :**

- (i) The Council on verification of the particulars furnished in the application for permission (From No. I) may grant permission to upgrade a High School to a Higher Secondary School or to open a new college with +2 courses in Class XI in the first instance.
- (ii) Permission to start Science course may be granted only to a well established institution, except in case of an institution sponsored by the Government or well established organization.
- (iii) No student shall be admitted before obtaining permission to start +2 courses or new group/stream/subject(s) in the existing Higher Secondary School/College.

**6. APPLICATION FOR TEMPORARY RECOGNITION :**

A Higher Secondary School/College permitted to start Class XI shall apply to the Council in the prescribed application form (Form No. II) along with the prescribed application fee before the 31st December of the year immediately preceding the academic session in which the institution proposed to open XII for temporary recognition. The application must show full particulars regarding fulfilment of the conditions given below :

**Conditions for Temporary Recognition of the Institutions :**

- (a) Every Higher Secondary School/College shall be managed by a duly constituted Managing Committee where the teachers and the guardians shall be well represented. (This will not apply to Government institutions).
- (b) **Enrolment :** In each class (section) there must be a minimum enrolment of **30 students in Science, 30 in Commerce, 30 in Arts Group and 25 in Vocational stream.**

The maximum number of students in each section of a class must not exceed 60 (sixty) in Science and 60 (sixty) each in Arts and Commerce group.

For opening of an additional section permission shall have to be obtained from the Council provided that the number of sections should not exceed three.

In the case of Higher Secondary School/College in educationally backward areas, tribal areas and areas with communication barriers or Girls' Higher Secondary School/College this condition may however, be relaxed to the minimum number of 10 (ten) for Commerce group, 20 (twenty) for Science group and 20 (twenty) for Arts group.

- (c) **Academic and other qualification of teaching staff :**
- (i) **Principal :** The Principal should be holder of at least a second class Master's Degree with 10 years experience as a teacher in a recognized Higher Secondary School/College or as an Educational Administrator for 5 (five) years. His minimum age shall be 35 years or as per the Recruitment Rules prescribed by the Government from time to time.
  - (ii) **Lecturer :** The person should possess at least 2nd Class Masters degree with 50% in the subject concerned or as per the Recruitment Rules prescribed by the Government from time to time.
- (d) **Working days and class periods :** As prescribed in the Curriculum and Syllabus of the Council.
- (e) **Teaching and Non-teaching Staff Pattern :**
- (i) An institution seeking recognition of the Council shall have to employ the requisite number of qualified teaching and other staff as required under the regulations.
  - (ii) No person who does not possess the qualifications and experience prescribed by the Government for teacher/lecturer shall be appointed.
  - (iii) There shall be at least one teacher in each subject not involving practical classes and at least two teachers in each subject involving practical classes. In the case of Biology one teacher each for Botany and Zoology shall be appointed.
  - (iv) **Laboratory Attendant :** Each Science Laboratory must have at least one attendant who must possess requisite qualifications as prescribed the Government from time to time.
- (f) **Land and Building :** As prescribed in Clause 4 (d) and (f) above.
- (g) **Furniture and Equipment :** Fixture, movable furniture and teaching aids must be sufficient for the enrolment and the staff. The teaching aids and equipment must conform to standards as laid down by the Council from time to time. Adequate provision shall be made in the School/College for the activities in Work Experience and co-curricular activities as may be prescribed by the Council from time to time.
- (h) **Library :** An institution shall have a well-equipped library containing well-selected books for both the pupils and the teachers. The reading room facilities shall also be provided. A Librarian, at least a graduate with diploma in Library Science or B. Lib. is to be appointed for the efficient management of the library. The number of books in the Library excluding text books shall be at least three times the total enrolment, provided that the minimum number of books in the library is 1000. The total library fee income, if any, shall be exclusively utilised for the improvement of the Library. The Library should have at least 10 (ten) copies each of the prescribed text books of each and every subject opened in the Institution.
- (i) **Co-curricular activities :** There must be provision for co-curricular activities like games and sports, debates and symposia, workshop and study tours, etc.
  - (j) **Curriculum and Syllabus :** Instructional academic work of an institution should be governed in accordance with the relevant rules, regulations, syllabi, etc. of the Council.
  - (k) **Records :** There must be proper maintenance of records such as admission forms, students admission register, fee collection register, attendance registers of staff and students, tutorial records, examination records (including promotion and test at the end of Class XII), merit register,

cash book, acquittance roll, stock register, proceedings books of the meeting of the Managing Committee/Governing Body and General Accounts of the institution.

(l) **Fund** : As prescribed in Clause 4 (e) above.

If, on the basis of the particulars furnished in the application or on the basis of the report obtained by the Council in an Inspection caused to be made by it, the Council is satisfied that the minimum conditions of recognition as prescribed above have been fulfilled by the institution, it may accord temporary recognition to it. The candidates presented by a temporary recognized institution shall be considered as Regular Candidates and governed by the relevant examination rules.

## 7. GOVERNING BODY/MANAGING COMMITTEE :

- (a) There shall be a Governing Body/Managing Committee as per the pattern laid down by the Council in each institution other than Government/Government aided to do all such acts and things as may be required for the purpose so as to merit recognition of the Council.
- (b) The Governing Body/Managing Committee shall consist of :
  - (i) **Chairman/President** : To be elected by the members ;
  - (ii) **Secretary** : To be elected by the members ;
  - (iii) **Principal of the Institution** : Ex-officio member.
  - (iv) 3 (three) members to be nominated by the Chairman of the Council in consultation with the Secretary of the Council. Of the three nominees one shall be an officer of the Council not below the rank of Under Secretary and the other two shall be local educationists (from a panel of 6 submitted by the Committee) ;
  - (v) 1 (one) teachers' representative to be elected from amongst themselves. One more representative of the teaching staff in institutions having more than 20 members in the teaching staff ;
  - (vi) 2 (two) guardians' representatives to be elected from amongst themselves ; and
  - (vii) 1 (one) donor who has donated at least Rs. 50,000/- . If there are more donors, they shall elect 2 donors representatives from amongst themselves.
- (c) One-third of the total members shall form the quorum of a meeting.
- (d) The Governing Body/Managing Committee shall meet at least once in three months. All meetings of the Committee shall be held in the premise of the institution.
- (e) No act of proceedings of the Governing Body/Managing Committee shall be invalidated merely on grounds of any vacancy in the Governing Body/Managing Committee.
- (f) The term of the Governing Body/Managing Committee shall ordinarily be 3 (three) years from the date of formation of it.

## 8. PERMANENT RECOGNITION :

A recognized institution may apply (in form No. III) for permanent recognition if the following conditions are fulfilled :

### A. Conditions for Permanent Recognition :

- (i) The institution must be a temporarily recognized institution with 10 years standing.
- (ii) The institution should fulfil all the conditions laid down by Council in the regulations for provisional/temporary recognition.



- (iii) The standard of the institution and the quality of teaching should be such that the students are given the adequate background for the different courses open to them after passing this crucial +2 stage. The pass percentage should not be less than 60 for 3 (three) consecutive years.

In the event of the institutions failing to maintain the prescribed norms of permanent recognition, the Council will ask institutions to rectify the deficiencies and come up to the expectations of the Council within a period of 3 years. If the institution fails to show improvement, the Council shall not consider for grant of permanent recognition and be treated as temporarily recognised one.

**B. Recognition of Permanent Status :**

A permanently recognized institution shall pay an annual fee of half the amount of annual recognition fee paid by a temporary recognized institution or amount fixed by the council from time to time.

**C. Withdrawal of Recognition :**

The Council may, at any time, de-recognise an institution for any one of the following reasons :

- (a) If it fails to maintain conditions laid down in the existing regulations for recognition.
- (b) If there are cases of irregular admission.
- (c) If discipline and management are unsatisfactory.
- (d) If the report of the Inspection Team of the Council shows that the Institution is no longer worthy of recognition.
- (e) If the institution is found to be affiliated/recognized/accredited by any other Board/Council other than the Council of Higher Secondary Education, Manipur.
- (f) For any other reason considered to be sufficient by the Council (the reasons are to be specified and recorded).

**9. APPLICATION FOR OPENING OF NEW SUBJECT(S)/GROUP/STREAM :**

A permitted/temporarily recognised/permanently recognised Higher Secondary School/College shall apply for opening a new subject(s)/group/stream (in addition to the existing subject(s)/group/stream already opened) to the Council in the prescribed application form (Form No. IV) along with the prescribed application fee before 31st December of the year immediately preceding the academic session in which the institution proposed to open such new subject(s)/group/stream. The application must show full particulars regarding fulfillment of the conditions given in these regulations.

**10. ANNUAL REPORT :**

To maintain close contact with all the recognized institutions, the General Report (in Annexure-A) is to be properly and accurately filled in and submitted by all institutions annually on or before the 31st May. The Council shall arrange Inspection Team, if necessary, to discuss with the authorities of the institutions about general improvement along with additions/ alternations in any academic problem as well as physical infrastructure. Any alternation in staffing pattern, academic programme etc. from the previous year's report, should also be pointed out in the General Report in a separate sheet.

Failure to submit the report in time annually shall be treated as a cause for de-recognition.

**11. CHANGE OF NAME AND SITE OF INSTITUTION :**

(a) *Change of Name* : If an institution (permitted/temporarily recognised/permanently recognised) affiliated to the Council desires to change its name, it should apply to the Council with the

required fee of Rs. 50,000/- (Rupees fifty thousand) only along with the necessary supporting documents like-resolution of Governing Body/Managing Committee or the order of the Government in case of Government institutions before the 31st December of the year immediately preceding the academic session from which the changed name is to be effective.

**(b) Change of Site :** If an institution (permitted/temporarily recognised/permanently recognised) affiliated to the Council wants to shift or change its site to a new location, it should apply to the Council along with a fee of Rs. 50,000/- (Rupees fifty thousand) only and other documents giving reasons for shifting of the site, etc. before the 31st December of the year immediately preceding the academic session from which the running of the institution is to be effected in the new site/campus.

Further, the new campus/site of the institution should be its own building constructed in accordance with the specifications given in these regulations and in its own Patta land registered in the name of the institution.

An Inspection Team of the Council will visit the new site/campus to ascertain the infrastructure and facilities of such new campus and report to the Council with views and suggestions for consideration of the proposed change of site of the institution by the Council.

The change of site/campus of an institution should be within a range of 5 (five) Kilometers from the original site.

## 12. DISCIPLINARY ACTION :

- (a) Notwithstanding anything contained in these regulations the Council shall have powers to take such disciplinary action(s) as it may deem fit against any institution, if circumstances so demand.
- (b) The council shall take appropriate action to those Institution(s) which start/runs Class-XI and XII without prior permission/recognition from the Council. Such Institution(s) which call students for admission in Class-XI or XII through any media/local dailies, etc., shall be processed for appropriate action by the Council. The Secretary of the Council shall report such matters to the meeting of the Council for adoption of appropriate quantum of action from time to time.

## 13. The following fee shall be paid by an institution for different purposes as specified below :

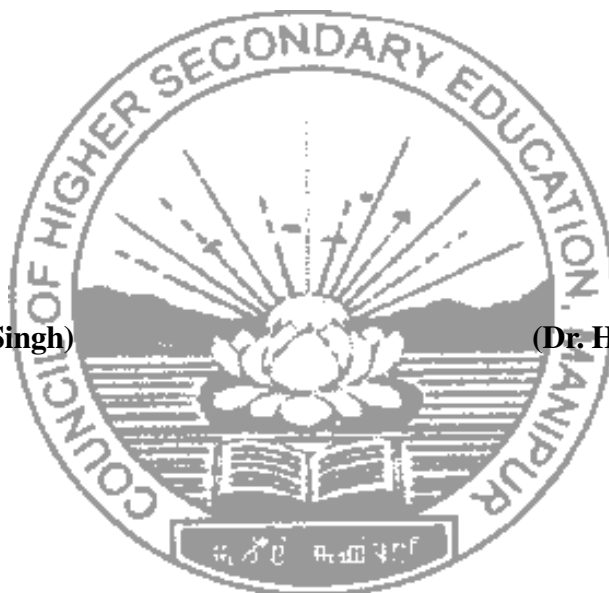
- (i) Application fee for permission to upgrade a High School to Higher Secondary School or open +2 Course in a College/Hr. Sec. School. : Rs. 10,000/-
- (ii) To open a stream/group (with English, MIL and three elective subjects or a trade in Vocational Course). : Rs. 20,000/-
- (iii) Opening of new subject(s) : This fee per subject shall be charged for every subject to be opened in Class-IX and to be continued in Class-XII in addition to the subject under (ii) above. : Rs. 4,000/- (per subject)
- (iv) Inspection fee (Per inspection) : Rs. 5,000/-
- (v) Application fee for temporary recognition (continuation in Class XII). : Rs. 10,000/-
- (vi) To continue in Class-XII a stream/group (with English, MIL and three elective subjects or a trade in Vocational course). : Rs. 20,000/-

- (vii) Annual Recognition fee for provisionally/Temporary recognized institutions. : Rs. 4,000/-
- (viii) Application fee for permanent recognition : Rs. 10,000/-
- (ix) Annual Recognition fee for permanent institutions. : Rs. 2,000/-
- (x) Change of –
- (a) name of the institution. : Rs. 50,000/-
- (b) site of the institution. : Rs. 50,000/-
- 

**N.B. :** The rates of fees mentioned above subject to revision from time to time.

- 14.** Remuneration for inspection team (recognition)  
(per member per day). : Rs. 400/- (for one Institution)  
Rs. 600/- (for more than one Institution)

Sd/-  
**(Dr. H. Nabachandra Singh)**  
Secretary



Sd/-  
**(Dr. H. Nabachandra Singh)**  
Chairman i/c.

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Approved by the Council vide Resolution No. 3.1. dt. 30/11/09

**APPLICATION FORM FOR PROVISIONAL  
PERMISSION FOR OPENING CLASS XI**

FORM No. I  
(Three pages)

To,  
The Secretary,  
Council of Higher Secondary Education,  
Manipur, Babupara, Imphal West.

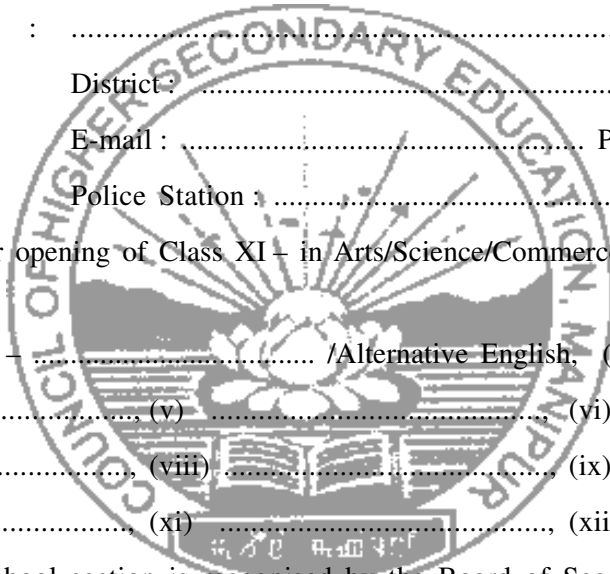
To be accompanied by an application fee of Rs. 10,000/- (no-refundable) in the form of Bank Draft/Banker's cheque of a scheduled bank.

Sir,

I/we beg to apply for permission to open Class-XI in Arts/Science/Commerce group(s) of studies in

.....(name of the institution) from the academic Session .....  
(year). The necessary particulars of the institution are given below :

1. Name of the institution : .....
2. Full Address : .....  
District : ..... Pin : .....  
E-mail : ..... Phone no. : .....  
Police Station : .....
3. Permission sought for opening of Class XI – in Arts/Science/Commerce Group with the following subjects :  
(i) English, (ii) MIL – ..... /Alternative English, (iii) .....  
(iv) ..... (v) ..... (vi) .....  
(vii) ..... (viii) ..... (ix) .....  
(x) ..... (xi) ..... (xii) .....
4. Whether the High School section is recognised by the Board of Secondary Education, Manipur (in case of upgradation) : YES/NO.  
(i) If yes, Order No. and Date of recognition (copy to be enclosed) .....  
.....  
(ii) Date/Year from which such recognition is given by the BOSEM .....  
.....
5. Total enrolment in the High School Section to be shown class-wise :  
(i) Class-IX : (a) Male : ....., (b) Female : ....., Total = .....  
(ii) Class-X : (a) Male : ....., (b) Female : ....., Total = .....
6. Reference of the report of Z.E.O. (Zonal Education Officer)/Director of Education/Concurrence/Clearance of the Government : (Copy to be enclosed : .....



7. (a) If the institution is sponsored by a Managing Committee/Governing Body, Name(s) and full address of sponsor(s) :
- (i) Chairman/President ..... (ii) Secretary .....
- (iii) Member(s) ..... (iv) Teacher's representative .....
- (v) Guardian's representative ..... (vi) Any other .....
- (b) If the is sponsored by a registered Society/Trust (attach a copy of registration certificate).  
 (i) Registration No. ...., (ii) Copy of the Trust .....
8. Resolution No. and Date of the demand of public Body/Governing Body/Managing Committee :  
 .....  
 .....
9. No. of the recognised High Schools within 5 or 10 kms. (as the case may be) of the institution with total enrolment with class-wise (Class IX and X) in each school (Detailed list to be enclosed in a separate sheet) :  
 .....  
 .....
10. No. of Students who passed the H.S.L.C Examination from the schools (named above) in the last three consecutive years (Detailed list to be enclosed in a separate sheet– school-wise and year-wise) :  
 .....  
 .....
11. Whether the institution is for Boys/Girls or Co-education : .....
12. Detailed particulars of teaching and non-teaching staff of the institution :  
 (a list to be enclosed in a separate sheet along with bio-data)  
 .....
13. Physical infrastructure of the institution :
- (a) Detailed particulars of land (a copy of patta is to be enclosed) :  
 .....  
 .....
- (b) Detailed particulars of building, No. of rooms with size (a list to be enclosed in a sperate sheet) :  
 .....  
 .....  
 (A diagramatic layout of the Land and Building of the institution it to be enclosed.)
- (c) Equipment :
- (i) Office equipment-like Computer sets with accessories, copier, fax machine and any other (list to be enclosed in a separate sheet) : .....
- (ii) Laboratory equipments/materials-(list to be enclosed in a separate sheet for each and every subject involving practicals opened in the institution) : .....
- (iii) Games & Sports equipment and teaching aids etc. (list to be enclosed in a separate sheet)  
 .....

(d) Furniture-like Desk, Bench, Table, Chair, Almirah, working table and any other including furnitures for Library (list to be enclosed in a separate sheet) :

.....  
.....

(e) Library :

(i) Whether Librarian appointed, if so, name and qualification : .....

(ii) No. of Books available in the Library (list to be enclosed in a separated sheet) : .....

14. Fund position :

(a) Reserve Fund/Security deposit :

Deposited to the account of the Council vide Challan/DD No. .... of .....  
Bank, ..... Branch, dated .....

(b) Working Fund (to be shown at the time of inspection/credit balance certificate issued by the Bank where the institution is operating its account is to be enclosed) :

.....

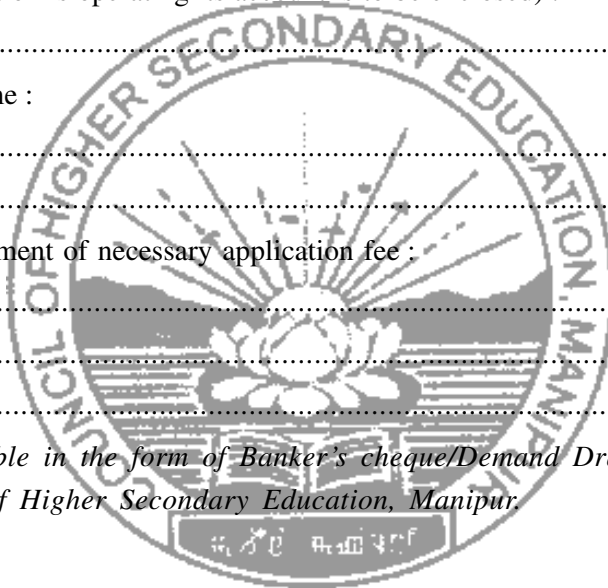
(c) Sources of income :

.....  
.....

15. Particulars of the payment of necessary application fee :

.....  
.....  
.....

*The amount is payable in the form of Banker's cheque/Demand Draft drawn in favour of the Secretary, Council of Higher Secondary Education, Manipur.*



Signature of applicant

Date :

Forwarded by :

Designation :

Address :

N.B. : The completed application forwarded by the Director of Education (S/U) or accompanied with the clearance/concurrence from the Government of Manipur should be submitted to the Secretary not later than the 31<sup>st</sup> December of the year immediately preceding the academic session in which class XI is proposed to be started.

# APPLICATION FORM FOR TEMPORARY RECOGNITION (FOR CONTINUATION OF CLASS XII)

FORM No. II  
(Three pages)

To,  
The Secretary,  
Council of Higher Secondary Education,  
Manipur, Babupara, Imphal West.

To be accompanied by an application fee of Rs. 10,000/- (no-refundable) in the form of Bank Draft/Banker's cheque of a scheduled bank.

Sir,

I/we beg to apply for continuation of Class-XII in Arts/Science/Commerce group(s) of studies in

.....(name of the institution) from the academic Session ..... (year).

The necessary particulars of the institution are given below :

1. Name of the institution : .....

2. Full Address : .....

District : ..... Pin : .....

E-mail : ..... Phone no. : .....

Police Station : .....

3. Permission sought for continuation of Class XII – in Arts/Science/Commerce Group with the following subjects :

(i) English, (ii) MIL – ..... /Alternative English, (iii) .....

(iv) ....., (v) ....., (vi) .....

(vii) ....., (viii) ....., (ix) .....

(x) ....., (xi) ....., (xii) .....

4. Council's permission order No. .... dated ..... for opening of Class XI in the Institution : ..... (copy to be enclosed).

5. Total enrolment in Class XI (in Arts/Science/Commerce) :

(i) Class-XI/Arts : (a) Male :..... (b) Female :..... Total = .....

(ii) Class-XI/Science : (a) Male :..... (b) Female :..... Total = .....

(iii) Class-XI/Commerce : (a) Male :..... (b) Female :..... Total = .....

**Grand Total :**

6. Reference of the report of Z.E.O. (Zonal Education Officer)/Director of Education/Concurrence/Clearance of the Government (Copy to be enclosed) : .....

7. (a) If the institution is sponsored by a Managing Committee/Governing Body, Name(s) and full address of sponsor(s) :

(i) Chairman/President ..... (ii) Secretary .....

(iii) Member(s) ..... (iv) Teacher's representative .....

(v) Guardian's representative ..... (vi) Any other .....

(b) If the institution is sponsored by a registered Society/Trust (attach a copy of registration certificate).

(i) Registration No. ...., (ii) Copy of the Trust .....

8. Resolution No. and Date of the demand of public Body/Governing Body/Managing Committee :

.....  
.....

9. No. of the recognised High Schools within 5 or 10 kms. (as the case may be) of the institution with total enrolment with class-wise (Class IX and X) in each school (Detailed list to be enclosed in a separate sheet) :

.....  
.....

10. No. of Students who passed the H.S.L.C Examination from the schools (named above) in the last three consecutive years (Detailed list to enclosed in a separate sheet–school-wise and year-wise) :

.....  
.....  
.....

11. Whether the institution is for Boys/Girls or Co-education : .....

.....

12. Detailed particulars of teaching and non-teaching staff of the institution :

(a list to be enclosed in a separate sheet along with bio-data)

.....

13. Physical infrastructure of the institution :

(a) Detailed particulars of land (a copy of patta is to be enclosed) :

.....  
.....

(b) Detailed particulars of building, No. of rooms with size (a list to be enclosed in a sperate sheet) :

.....  
.....

(A diagrammatic layout of the Land and Building of the institution it to be enclosed.)

(c) Equipments :

(i) Office equipments-like Computer sets with accessories, copier, fax machine and any other (list to be enclosed in a separate sheet) : .....

(ii) Laboratory equipments/materials-(list to be enclosed in a separate sheet for each and every subject involving practicals opened in the institution) : .....

(iii) Games & Sports equipments and teaching aids etc. (list to be enclosed in a separate sheet)

.....

(d) Furniture-like Desk, Bench, Table, Chair, Almirah, working table and any other including furnitures for Library (list to be enclosed in a separate sheet) :

.....  
.....



(e) Library :

(i) Whether Librarian appointed, if so, name and qualification : .....

(ii) No. of Books available in the Library (list to be enclosed in a separated sheet) : .....

14. Fund position :

(a) Reserve Fund/Security deposit :

Deposited to the account of the Council vide Challan/DD No. .... of .....  
Bank, ..... Branch, dated .....

(b) Working Fund (to be shown at the time of inspection/credit balance certificate issued by the Bank  
where the institution is operating its account is to be enclosed) :

.....

(c) Sources of income :

.....

.....

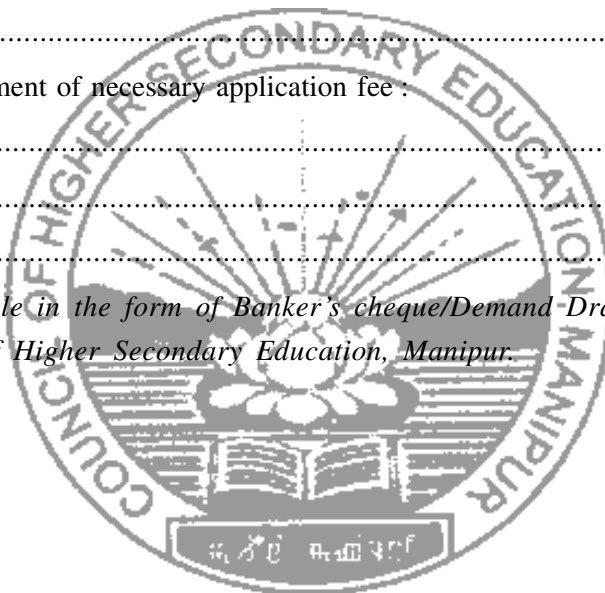
15. Particulars of the payment of necessary application fee :

.....

.....

.....

*The amount is payable in the form of Banker's cheque/Demand Draft drawn in favour of the  
Secretary, Council of Higher Secondary Education, Manipur.*



Signature of applicant

Date :

Designation :

Address :

N.B. : The completed application form should be submitted to Secretary not later than the 31<sup>st</sup> December of the year immediately preceding the academic session in which class XII is proposed to be continued.

**APPLICATION FORM FOR PERMANENT  
RECOGNITION**

FORM No. III  
(Three pages)

**(AFTER COMPLETION OF 10 Yrs. OF TEMPORARY RECOGNITION)**

To,  
The Secretary,  
Council of Higher Secondary Education,  
Manipur, Babupara, Imphal West.

To be accompanied by an application fee of Rs. 10,000/- (no-refundable) in the form of Bank Draft/Banker's cheque of a scheduled bank.

Sir,

I/we request you to accord permanent recognition to the .....  
.....(name of the institution) from the academic Session ..... (year).  
The institution has completed 10 yrs. of its existence with the status of temporary recognition under the Council. The necessary particulars of the Institution are given below :

1. Name of the institution : .....
2. Full Address : .....  
District : ..... Pin : .....  
E-mail : ..... Phone no. : .....  
Police Station : .....
3. Subject(s)/group of studies open presently in Classes XI & XII in the institution :  
(Arts/Science/Commerce Group with the following subjects)  
(i) English, (ii) MIL – ..... /Alternative English, (iii) .....  
(iv) ..... (v) ..... (vi) .....  
(vii) ..... (viii) ..... (ix) .....  
(x) ..... (xi) ..... (xii) .....
4. Council's permission/continuation order No. .... dated ..... for opening of Class XI & XII in the Institution : ..... (copy to be enclosed).
5. Total enrolment – (a) in Class XI (in Arts/Science/Commerce) :  
(i) Class-XI/Arts : (a) Male : ..... (b) Female : ..... Total = .....  
(ii) Class-XI/Science : (a) Male : ..... (b) Female : ..... Total = .....  
(iii) Class-XI/Commerce : (a) Male : ..... (b) Female : ..... Total = .....  

**Grand Total :**

  
(b) in Class XII (Arts/Science/Commerce) :  
(i) Class-XII/Arts : (a) Male : ..... (b) Female : ..... Total = .....  
(ii) Class-XII/Science : (a) Male : ..... (b) Female : ..... Total = .....  
(iii) Class-XII/Commerce : (a) Male : ..... (b) Female : ..... Total = .....  

**Grand Total :**

6. Pass percentage of student in the Higher Secondary Examination of the Council (for the last 5 years) :

Year	Group	No. of Students		Pass%	Remarks
		Appeared	Passed		
	Arts				
	Science				
	Commerce				
	Arts				
	Science				
	Commerce				
	Arts				
	Science				
	Commerce				
	Arts				
	Science				
	Commerce				
	Arts				
	Science				
	Commerce				

7. (a) If the institution is sponsored by a Managing Committee/Governing Body, Name(s) and full address of sponsor(s) :
- (i) Chairman/President ..... (ii) Secretary .....
- (iii) Member(s) ..... (iv) Teacher's representative .....
- (v) Guardian's representative ..... (vi) Any other .....
- (b) If the institution is sponsored by a registered Society/Trust (attach a copy of registration certificate).
- (i) Registration No. ...., (ii) Copy of the Trust .....
8. Resolution No. and Date of the demand of public Body/Governing Body/Managing Committee :  
 .....  
 .....
9. Whether the institution is for Boys/Girls or Co-education : .....
10. Detailed particulars of teaching and non-teaching staff of the institution :  
 (a list to be enclosed in a separate sheet along with bio-data)  
 .....
11. Physical infrastructure of the institution :
- (a) Detailed particulars of land (a copy of patta is to be enclosed) :  
 .....
- (b) Detailed particulars of building, No. of rooms with size (a list to be enclosed in a separate sheet) :  
 .....  
 (A diagrammatic layout of the Land and Building of the institution it to be enclosed.)

- (c) Equipments :
- (i) Office equipments-like Computer sets with accessories, copier, fax machine and any other (list to be enclosed in a separate sheet) : .....
  - (ii) Laboratory equipments/materials-(list to be enclosed in a separate sheet for each and every subject involving practicals opened in the institution) : .....
  - (iii) Games & Sports equipments and teaching aids etc. (list to be enclosed in a separate sheet) : .....
- (d) Furniture-like Desk, Bench, Table, Chair, Almirah, working table and any other including furnitures for Library (list to be enclosed in a separate sheet) : .....
- (e) Library :
- (i) Whether Librarian appointed, if so, name and qualification : .....
  - (ii) No. of Books available in the Library (list to be enclosed in a separated sheet) : .....

12. Fund position :

- (a) Reserve Fund/Security deposit :
- Deposited to the account of the Council vide Challan/DD No. .... of ..... Bank, ..... Branch, dated .....
- (b) Working Fund (to be shown at the time of inspection/credit balance certificate issued by the Bank where the institution is operating its account is to be enclosed) : .....
- (c) Sources of income : .....

13. Particulars of the payment of necessary application fee : .....

*The amount is payable in the form of Banker's cheque/Demand Draft drawn in favour of the Secretary, Council of Higher Secondary Education, Manipur.*

Signature of applicant

Date :

Designation :

Address :

N.B. : The completed application form should be submitted to the Secretary not later than the 31st December of the year immediately preceding the academic session in which it is proposed to accord permanent recognition of the institute.

**APPLICATION FORM FOR OPENING OF  
NEW SUBJECT(S)/GROUP(S)/STREAM**

FORM No. IV  
(Three pages)

**(In an Institution with Temporary/Permanent Recognition status)**

To,  
The Secretary,  
Council of Higher Secondary Education,  
Manipur, Babupara, Imphal West.

To be accompanied with the required fee for opening of new subject(s)/groups(s)/stream in the form of Bank Draft/Banker's cheque of scheduled bank.

Sir,

I/we beg to apply for opening of new subject(s) in Class-XI in Arts/Science/Commerce group(s) of studies in .....  
.....(name of the institution) from the academic Session ..... (year)  
in addition to the existing subjects. The necessary particulars of the institution are given below :

1. Name of the institution : .....
2. Full Address : .....  
District : ..... Pin : .....  
E-mail : ..... Phone no. : .....  
Police Station : .....

3. Permission sought for opening of new subject in Class XI – in Arts/Science/Commerce Groups given below :  
(i) ....., (ii) ....., (iii) .....  
(iv) ....., (v) ....., (vi) .....  
(vii) ....., (viii) ....., (ix) .....  
(x) ....., (xi) ....., (xii) .....

4. Council's permission/continuation order No. .... dated ..... for opening of Class XI & XII in the Institution : ..... (copy to be enclosed).

5. Total enrolment – (a) in Class XI (in Arts/Science/Commerce) :  
(i) Class-XI/Arts : (a) Male :..... (b) Female :..... Total = .....  
(ii) Class-XI/Science : (a) Male :..... (b) Female :..... Total = .....  
(iii) Class-XI/Commerce : (a) Male :..... (b) Female :..... Total = .....

**Grand Total :**

- (b) in Class XII (in Arts/Science/Commerce) :  
(i) Class-XII/Arts : (a) Male :..... (b) Female :..... Total = .....  
(ii) Class-XII/Science : (a) Male :..... (b) Female :..... Total = .....  
(iii) Class-XII/Commerce : (a) Male :..... (b) Female :..... Total = .....

**Grand Total :**

6. (a) If the institution is sponsored by a Managing Committee/Governing Body, Name(s) and full address of sponsor(s) :
  - (i) Chairman/President .....
  - (ii) Secretary .....
  - (iii) Member(s) .....
  - (iv) Teacher's representative .....
  - (v) Guardian's representative .....
  - (vi) Any other .....
 (b) If the institution is sponsored by a registered Society/Trust (attach a copy of registration certificate).
  - (i) Registration No. ...., (ii) Copy of the Trust .....
7. Resolution No. and Date of the demand of public Body/Governing Body/Managing Committee :  
 .....
8. Whether the institution is for Boys/Girls or Co-education : .....
9. Detailed particulars of teaching and non-teaching staff of the institution :  
 (a list to be enclosed in a separate sheet along with bio-data)  
 .....
10. Physical infrastructure of the institution :
  - (a) Detailed particulars of land (a copy of patta is to be enclosed) :  
 .....
  - (b) Detailed particulars of building, No. of rooms with size (a list to be enclosed in a separate sheet) :  
 .....  
 (A diagrammatic layout of the Land and Building of the institution it to be enclosed.)
  - (c) Equipments :
    - (i) Office equipments-like Computer sets with accessories, copier, fax machine and any other (list to be enclosed in a separate sheet) : .....
    - (ii) Laboratory equipments/materials-(list to be enclosed in a separate sheet for each and every subject involving practicals opened in the institution) : .....
    - (iii) Games & Sports equipments and teaching aids etc. (list to be enclosed in a separate sheet)  
 .....
  - (d) Furniture-like Desk, Bench, Table, Chair, Almirah, working table and any other including furnitures for Library (list to be enclosed in a separate sheet) :  
 .....  
 .....
  - (e) Library :
    - (i) Whether Librarian appointed, if so, name and qualification : .....
    - (ii) No. of Books available in the Library (list to be enclosed in a separated sheet) : .....
11. Fund position :
  - (a) Reserve Fund/Security deposit :  
 Deposited to the account of the Council vide Challan/DD No. .... of .....  
 Bank, ..... Branch, dated .....

(b) Working Fund (to be shown at the time of inspection/credit balance certificate issued by the Bank where the institution is operating its account is to be enclosed) :

.....

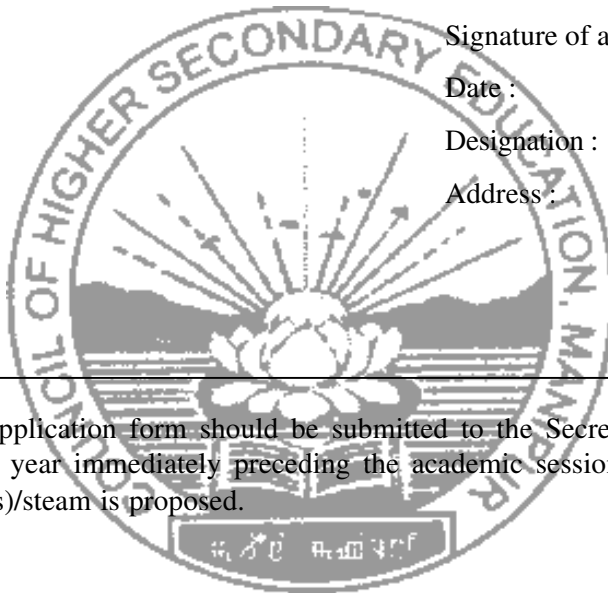
(c) Sources of income : .....

.....

12. Particulars of the payment of necessary application fee :.....

.....

*The amount is payable in the form of Banker's cheque/Demand Draft drawn in favour of the Secretary, Council of Higher Secondary Education, Manipur.*



Signature of applicant

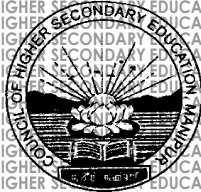
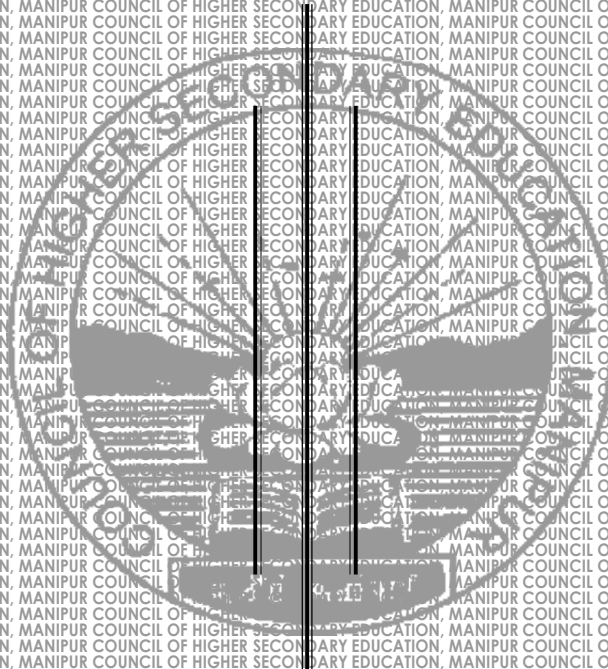
Date :

Designation :

Address :

N.B. : The completed application form should be submitted to the Secretary not later than the 31st December of the year immediately preceding the academic session in which opening of new subject(s)/group(s)/steam is proposed.

**AMENDED REGULATIONS  
FOR  
RECOGNITION OF  
HIGHER SECONDARY SCHOOLS/COLLEGES  
(2009)**



**COUNCIL OF HIGHER SECONDARY EDUCATION,  
MANIPUR**



## SECTION-2 : INSTITUTIONAL DATA

- 2.1. Number of awards received by the students in extra-curricular activities for the last 3 years :
- |                     |                      |  |
|---------------------|----------------------|--|
| None                | <input type="text"/> |  |
| Stale Level         | <input type="text"/> |  |
| National Level      | <input type="text"/> |  |
| International Level | <input type="text"/> |  |
- 2.2 Annul sports competitions are conducted : Yes  No
- 2.3 Intra-Institutional competitions such as debate, cultural programmes, dance & music competitions, elocution competition, etc. Yes  No
- 2.4 Institution has a dress code for all students : Yes  No
- 2.5 Scholarships are available to the students : Yes  No
- 2.6 Economically backward class students are provided fee concession : Yes  No
- 2.7. Institution awards scholarships, medals, prizes to its own bright students : Yes  No
- 2.8. The Institution initiates poor students fund for poor and needy students : Yes  No
- 2.9. The institution implements remedial teaching scheme : Yes  No
- 2.10. Institution has a mechanism for seeking regular feedback from students regarding the teaching-learning processes : Yes  No
- 2.11. The institution has a mechanism for counselling of students : Yes  No
- 2.12 The institution has a mechanism for addressing grievances of students : Yes  No
- 2.13. Internet facility is available in the institution : Yes  No
- 2.14. basic Computer literacy is ensured for all students : Yes  No
- 2.15. An annual academic calendar is prepared and implemented by the Institution : Yes  No
- 2.16. The institution has a canteen facility : Yes  No
- 2.17. The institution has Xerox centre : Yes  No
- 2.18. Tutorials are conducted by each subject teacher : Yes  No
- 2.19. The institution has a parent-teacher association : Yes  No
- 2.10 the institution publishes its updated prospectus annually communicating through it the admission process, rules and regulations etc. : Yes  No

### **CERTIFICATION BY THE HEAD OF THE INSTITUTION**

I, Shri/Smt/Dr. .... as Head of the institution certified that the information provided above are true to the best of my knowledge.

Place :

(.....)

Date :

Full signature (with seal)



# COUNCIL OF HIGHER SECONDARY EDUCATION, MANIPUR INSTITUTIONAL PROFORMA FOR ANNUAL REPORTS

(All entries should be entered in the appropriate spaces provided)

## SECTION-1 : PROFILE OF THE INSTITUTION

- 1.1 Name of the Institution : .....
- 1.2 Postal address in full : .....
- Pin Code : .....
- District : .....
- Police Station : .....
- 1.3 Name of the Principal/Head of the Institution : .....
- Designation : .....
- Telephone No. with STD code : .....
- Mobile No. : ..... Fax No. ....
- E-Mail Id. (If any) : .....
- 1.4 Location of the Institution : (tick the appropriate one)
- Urban     Semi Urban     Rural     Hilly Area     Tribal
- 1.5 Year of establishment : .....
- 1.6 Type of Institution : (tick whichever is applicable)
- Co-education     Men's     Women's
- 1.7 Management of the Institution : (tick whichever is applicable)
- (a)  Government    (b)  Private    (c)  Grant-in-aid
- 1.8 Name of the Management/Trust : .....
- 1.9 Classes for which permission/recognition is granted (tick whichever is applicable)

Class - XI				Class - XII			
Arts	Science	Commerce	Vocational	Arts	Science	Commerce	Vocational

1.10 Permission/Recognition Order No. and date : .....

1.11 Subject permitted :

1	English	2	MIL	(a)		(b)	
				(c)		(d)	
				(e)		(f)	
				(g)		(h)	
				(i)		(j)	Alternative English
3		4		5			
6		7		8			
9		10		11			
12		13		14			
15		16		17			

1.12 Total number of students enrolled in the previous three academic years :

(a) Academic Year : 20 ..... - 20 .....

Category	Class XI								Class XII								
	Arts		Sc.		Com.		Voc.		Arts		Sc.		Com.		Voc.		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
General																	
S.T.																	
S.C.																	
OBC																	
Total																	
Grand Total																	

(b) Academic Year : 20 ..... - 20 .....

Category	Class XI								Class XII								
	Arts		Sc.		Com.		Voc.		Arts		Sc.		Com.		Voc.		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
General																	
S.T.																	
S.C.																	
OBC																	
Total																	
Grand Total																	

(c) Academic Year : 20 ..... - 20 .....

Category	Class XI								Class XII								
	Arts		Sc.		Com.		Voc.		Arts		Sc.		Com.		Voc.		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
General																	
S.T.																	
S.C.																	
OBC																	
Total																	
Grand Total																	

1.13

Total number of students enrolled in the current academic year, 20.....-20.....

Category	Class XI								Class XII								
	Arts		Sc.		Com.		Voc.		Arts		Sc.		Com.		Voc.		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
General																	
S.T.																	
S.C.																	
OBC																	
Total																	
Grand Total																	

1.14 Date of Commencement of regular Classes : .....

1.15 Working days in a week : ..... to .....

1.16 Working Hours : ..... to .....

1.17 Is the working hours for the whole year in sufficient enough to cover the courses prescribed:  Yes  No

If the answer is No, how the institution manages to cover the syllabus/courses. ....  
.....

1.18 Number of teaching staff (subject wise) (a separate sheet showing the particular to be enclosed)

1.19 Particulars of teaching staff (as given in annexure-1) :

1.20 Teacher student ratio (subject wise) : (a separate sheet to be enclosed)

1.21 Rate of fees realised from the students : (a separate sheet to be enclosed)

1.22 Financial position of the Institution :

(i) Reserve Fund/Security Money (deposited to Council's Account) : Rs. ....

(ii) Working fund as on 1st April of the current financial year 20.....- 20... Rs. ....

(iii) Annual Income for the last financial year 20 ..... - 20 .....

(a) Fees		Rs.
(b) Government Grants	(i) Recurring	Rs.
	(ii) Non-recurring	Rs.
(c) Any other sources	(i) Recurring	Rs.
	(ii) Non-recurring	Rs.
Total :		Rs.

(iv) Annual expenditure for the last financial year Rs.

(a) Pay and allowance of staff	Rs.
(b) Expenditure on laboratories	Rs.
(c) Library	Rs.
(d) Miscellaneous items	Rs.
Total :	Rs.

1.23 Whether fees payable to the Council already remitted (previous academic year, 20 ..... - 20 .....)

Particulars	Receipt No. & Date	Balance if any to be remitted
(a) Annual Recognition fee		
(b) Permission fee		

1.24. Whether fees payable to the Council already remitted (current year/due if any)

Particulars	Receipt No. & Date	Balance if any to be remitted
(a) Annual Recognition fee		
(b) Permission fee		

1.25 Whether the institution has its separate Library building :  Yes  No

(a) Library holdings -

No. of titles of the Books .....

No. of Journals .....

No. of E-resources .....

A separate sheet for the Library holdings indicating the title and no. of copies should be submitted.

(b) Is there a Book Bank facility in the Library  Yes  No

(c) Is there a reading room for the students and staff  Yes  No

(d) Is there any staff of the Library  Yes  No

(The list of staff members of the Library to be submitted.)

1.26 Does the institution function from

I.		Area of the campus in acres	Total built up area in sq.m
(a)	Its own campus/buildings		
(b)	Rented building		

II. Status of the building :  Pucca  Semi Pucca  Kutcha

III. Furnish the following details :

Patta No.	Dag No.	Town/Village	District	Street/Lane

IV. If the institution is functioning on a rented building, what arrangements have been made for acquiring its own campus/building : .....

1.27 Governing Body/Managing Committee :

(i) Furnish a separate sheet showing the particulars of the Governing Body/Managing Committee—its composition.

(ii) Whether the Governing Body/Managing Committee is constituted according to the Government rules or as per regulations of the council ?

Yes  No

(iii) Date of the constitution of the Governing Body/Managing Committee : .....

(iv) Whether the Governing Body/Managing Committee has given assurance to intimate changes in management and staff to the council from time to time ?

Yes  No

1.28 Whether the institution has submitted to the Council any other information asked for from time to time ?

Yes  No

1.29 Whether the following records are properly maintained ?

(i) Admission Forms  Yes  No

(ii) Admission Register  Yes  No

(iii) Fee Register  Yes  No

(iv) Cash Book  Yes  No

(v) Stock Register  Yes  No

(vi) Acquittance Register	Yes	No
(vii) Audited Statement of Accounts	Yes	No
(viii) Tutorial Records	Yes	No
(ix) Attendance Register for staff	Yes	No
(x) Attendance Register for students	Yes	No
(xi) Inspection Book	Yes	No
(xii) Examination Results Register	Yes	No
(xiii) Record of Lectures delivered	Yes	No
(xiv) Records of Practical Classes conducted (subject wise)	Yes	No

1.30 Furnish on a separate sheet the number of class-rooms and laboratories available in the institution indicating the size and the capacity.

1.31. Furnish on a separate sheet the list of detailed subject-wise laboratory equipments.

1.32. Is there a separate room for the Principal ?  Yes  No

1.33. Is there a separate room for the teaching staff ?  Yes  No

1.34. Is there a separate room for the Administrative staff ?  Yes  No

1.35. Boy's common room facilities  Yes  No

1.36. Girls' common room facilities  Yes  No

1.37. Separate toilets for boy's and girls'  Yes  No

1.38. Safe drinking water facilities  Yes  No

1.39. Own playground of the institution  Yes  No

(if no, what arrangements have been made for the outdoor games, give details)

1.40 Give a list of facilities available for the outdoor games on a separate sheet.

1.41 Give a list of facilities available for the indoor games on a separate sheet.

1.42 Hostel facilities.  Yes  No

1.43 Higher Secondary Examination results for 3 (three) previous consecutive years :

I. Higher Secondary Examination .....

Stream/ Group	No. of students		No. of students passed				Total Pass
	enrolled	appeared	I-Division	II-Division	III-Division	Pass	
Arts							
Science							
Commerce							
Vocational							

II. Higher Secondary Examination .....

Stream/ Group	No. of students		No. of students passed				Total Pass
	enrolled	appeared	I-Division	II-Division	III-Division	Pass	
Arts							
Science							
Commerce							
Vocational							

III. Higher Secondary Examination .....

Stream/ Group	No. of students		No. of students passed				Total Pass
	enrolled	appeared	I-Division	II-Division	III-Division	Pass	
Arts							
Science							
Commerce							
Vocational							

1.44 Unit cost of education for the previous academic year, 20..... - 20.....

(a) Unit cost = total annual expenditure budget (actuals) divided by the number of students enrolled.

(b) Unit cost calculated excluding salary component

1.45 Mention academic milestones of the institution :

(i) .....

(ii) .....

(iii) .....