

School Administration

2.1 Duties of the Head of the Institution :

It is the duty of the Head to exercise general control of the school, its property and connected wings (like hostels, stores, farms, canteen etc.) in his charge, to maintain discipline among staff and students, to organise, guide, stimulate and supervise the instructions, to prescribe approved text books, to take a regular part in the teaching work especially in classes and subjects in which his personal guidance is desirable as prescribed from time to time, to arrange games, physical education and other co-curricular activities of the student to see that all registers are regularly and accurately maintained, to keep precise accounts of all the money entrusted to him and to see that they are properly disposed off in accordance with the rules laid down in that regards, and generally to promote the physical, intellectual and moral welfare of the student under his charge.

It will be the duty of the Head of the Institution to ensure that:—

- (i) The Annual Confidential Reports of all the ministerial staff is initiated by him by 15th of April every year (even in those cases where the ACR forms have not been received from the concerned officials after having recorded his resume of work/self appraisal). The ACRs in such case is to be initiated suo-motu and submitted to the Reviewing Officer by 22nd of April. In the case of Teaching staff the reports is to be initiated by 15th of September every year and submitted positively irrespective of the fact whether self appraisal /resume of the work has been recorded by the teacher concerned or not. Such ACRs may also be initiated suo -motu by due date and are submitted to the reviewing officer for further action.
- (ii) The monthly vacancy position and quarterly establishment returns are submitted to the Directorate and office of the Deputy Director of Higher Education of the concerned district, by 7th of the following month/quarter respectively.
- (iii) The list of staff due to retire during next year up to 31st December is prepared and submitted to the Deputy Director of Higher Education in the month of September (present year) who will further send it in consolidated form to the Director of Higher Education by December positively.
- (iv) Budget requirement/estimates for the following financial year will be submitted to the office of Deputy Director of Higher Education of the concerned District in the month of September (present year) who will further send it in consolidated form to the Director of Higher Education by December positively.
- (v) The institutional and numerical data as on 30th September will be submitted to the office of the Deputy Director of Higher Education of the concerned district by last week of October every year.
- (vi) The scholarship forms complete in all respects are submitted to the office of the Deputy Director of Higher Education of the concerned district by 15th September and to the Directorate by 15th October, in consolidated form by the concerned Deputy Director of Higher Education.
- (vii) The matters relating to Courts/Vidhan-Sabha and disciplinary matters are attended to on top priority and in a time bound manner.
- (viii) The employee(s) under transfer/promotion are relieved within the stipulated time limit notified by the Government from time to time and not allowed to continue beyond such time limit under any circumstances, unless extension has been granted by the competent authority for specific period and the LPC has not been issued. The salaries of such staff for the following months be drawn only from their new place of posting. It will also be ensured that no surplus arrangement/mal-adjustment beyond the sanctioned strength is allowed in

the institution, and also ensure that no new joining without the relieving of the incumbent is allowed.

- (ix) All the teachers should maintain Teacher Diaries mentioning therein yearly teaching details divided in four quarters subject-wise, class-wise and get it signed from the Head of Institution in the first two weeks of academic session. Monthly teacher diary will be maintained and teaching task accomplished in the next month will be got signed by the concerned teacher from the Head in the last week of the current month.
- (x) A “Calendar of Activities” to be undertaken during the whole Academic year in the Institution annexed in this Code will be displayed and implemented to bring improvement in the standard of education and proper management of the Institution by the Head of Institution in letter and spirit. This calendar encompasses the activities which will be expected to be carried out in the school. The charts depicting the calendar of activities are to be displayed prominently in the office of the Head of the Institution and also on the school notice board for the information of students.
- (xi) The winter closing schools will celebrate their annual function in the month of November/December and in respect of summer closing schools it should be held in the month of January/February that too before 15th February only every year. Annual report to be read by the Head of the Institution should be precise and complete in all respects indicating results of the students, specific mention of achievements of the students and the staff and other activities carried out by the school during the academic year. It has to be a part of the school magazine to be published by each High/Senior Secondary School after the annual prize distribution function.
- (xii) The departmental website www.educationhp.org must be checked daily and all Official Orders/Circulars uploaded on the departmental website be treated as authentic.
- (xiii) The e-mail accounts of all Head of the Institutions have been created for faster flow of data/information, and it is the duty of Head of the Institution to check their e-mail account daily to avoid the deactivation of email account of the institution.
- (xiv) PMIS entries of service books, updating and regular verification of the same including grant of annual increment, sanction of leave, pay fixation, transfer, promotion and obtaining other bio-data is mandatory. Employee’s code has to be given to every employee. All correspondence of employees must bear employee’s code number. No correspondence without employee’s code will be entertained in the department. For any laxity in this case, the Head of the Institution will be responsible.
- (xv) Many special departmental services/programmes have been introduced in High and Senior Secondary Schools for all round development of students. These are School Health Programme, Eco Clubs, Bal-Vigyan-Sammelans, Free Text Books, Youth Parliament, Polythene Hatao Paryavaran Bachao Campaign etc. The Head of the Institution will administer these ancillary services well with the help of Teachers, SMC, concerned departments and students of the school, so that maximum number of students benefit.
- (xvi) The Right to Information Act, 2005 should be followed in letter and spirit by all the Head of the Institutions in all matters relating to school records. To implement Section-4 of the Act which concerns disclosure of information should be complied with. Principal of a Senior Secondary School is designated as the Public Information Officer (PIO) whereas Superintendent Grade II of the school is the APIO. In case of High school the Headmaster will be the PIO and senior-most teacher will be the APIO. Public access to key records and key informations wherever applied for, should be ensured at all levels as per RTI rules/norms. Under the Right to Information rules two registers have been prescribed which are mandatory for Public Information Officers (PIO’s) to maintain.
- (xvii) No permission should be granted for various events in school premises/playground without the prior permission of Deputy Commissioner of the concerned district.

- (xviii) A teacher will be deputed half an hour before start of the school and half an hour after school hours keeping in view the safety of students in the school campus. The members of Panchyat/SMC/Police authorities/Local Administration may be requested to have a vigil around the school campus including various roads, paths frequently used by students especially girls while coming to/going back from school.
- (xix) Committees to address the complaints against Sexual Harassment and problems of Adolescent, Ragging, Disaster Management etc. ordered to be constituted by higher authorities from time to time, will be formed in the school. It is also to ensure zero tolerance towards sexual harassment and non performance of duties assigned to teachers by the Head of the Institution will be viewed seriously for strict action as per rules.
- (xx) The school will set up a Counselling Cell that will offer a comprehensive programme which will be designed to cater to the mental and emotional well being of all students. The school counselling committee works in close collaboration with students, teachers, parents, school administration and members of SMC to address the academic, social, behavioural and emotional needs of students within the school.
- (xxi) Teachers/Students will not be allowed to use the cell phones in the school campus during class room teaching, morning assembly and during other school activities. The students should be directed not to use cell phones during school hours.
- (xxii) Two separate attendance registers be maintained for marking the attendance by teaching and non teaching staff working in the institution on regular basis. All employees will mark attendance by putting full signatures for arrival and departure alongwith time. Separate attendance register in respect of staff working on Adhoc/ Contract/Para Teachers be maintained. Schools where Vocational Courses are going on, the attendance register in respect of such staff will also be maintained separately for marking attendance on the same analogy. All attendance registers shall be kept under the control and custody of Head of the Institution.
- (xxiii) The certificates/degrees submitted by the candidate at the time of first appointment must be got verified from the concerned Board/University which has issued the certificate/degree. Expenditure on the verification fee wherever applicable will have to be borne by the concerned employee. He/she shall record a certificate to this effect in the Service Book of the employee concerned after getting the degree verified from the concerned Board/University. A duly attested passport size photograph will also be pasted in the Service Book of the concerned employee at the appropriate place. Personal file of an employee will also have to be maintained.
- (xxiv) "Zero Tolerance Strategy for Plastic/Polythene Waste" and other related matters will be brought into the notice of the students as there is a complete ban on the use of Plastic/Polythene in any form as per Government orders.
- (xxv) 9 Point Pledge on Protection of Environment may be displayed at the vantage point in the campus and this pledge will be taken daily by students in the morning assembly.

2.1.1 Assignment:

Every Head of the Institution will ensure that all the teachers are given administrative as well as other co-curricular assignments (at least one administrative and one co-curricular) and performance of the same be monitored throughout the year.

2.1.2 School Magazine:

Every school will make endeavour to publish its own School Magazine. However, it is mandatory for all the Senior Secondary Schools to publish their own magazine every year. Annual report of the school must be the part of school magazine and it may be brought out after the Annual Prize Distribution Function.

2.1.3 Celebration of National Days:

It will be the duty of the Head of the Institution to ensure that every student of the school takes part in the Cultural/Sports activities /Co-curricular activities including N.C.C/ N.S.S./ Scout and Guides and celebration of days as per calendar of school. Each Head of the Institution will ensure that all functions like Independence Day/ Republic Day/Children Day/ Himachal Statehood Day/Himachal Day are organised in his Institution on these occasions. All units of N.S.S/N.C.C/Scout and Guide will participate in March-Past and other cultural programmes. The participation of the concerned school on all such functions shall also be ensured by all concerned Head of the Institutions at Block/ Sub-Tehsil /Tehsil/ District and State Level. The Head of the Institution will prepare the students for these events and ensure their participation. The Head of the Institution shall also remain present in school on all important days/functions.

2.2 Safety of Students:

(a) Ban on Corporal Punishment :

Corporal punishment in any form, for any reason, is totally banned. No student of a school shall be subjected to physical punishment, mental harassment or discrimination of any kind. Who so ever contravenes these provisions shall be liable for strict disciplinary action under the service/conduct rules applicable to such a person. The Head of the Institution shall enquire into the matter suo-motu as and when such instance of physical punishment, mental harassment or discrimination of any kind comes to his/ her notice and if such enquiry reveals that the allegations have substance, the matter with the enquiry report shall be sent to the Director/Deputy Director of Higher Education of the concerned district who shall take appropriate departmental action against the defaulter. Ban on corporal punishment shall also be in accordance with the provisions contained in Section 31 (3) of National Commission for Protection of Child Rights (NCPCR).

(b) Ban on Ragging in Educational Institutions:

The Ragging has totally been banned in all the educational institutions. It is the duty of Head of the Institution that:—

- (i) Institution shall at a reasonable time before the commencement of academic year and thereafter at such frequent intervals as may be expedient, deliberate over and devise such positive and constructive activities to be arranged by involving the students generally so that the seniors and juniors, and the fresher interact with one other in a healthy atmosphere and develop a friendly and cordial relationship.
- (ii) Seniors and juniors should be encouraged to exhibit their talents in such events so as to shed their complexes.
- (iii) While issuing Prospectus/Brochure for admission by the educational institutions, it will be clearly stipulated that in case the applicant for the admission is found to have indulged in ragging in the past or if it is noticed later that he has been indulged in ragging, admission may be refused or he/she shall be expelled from the institution.
- (iv) Anti-Ragging Committee and squads shall be formed by the institution consisting of Senior Teachers, SMC members and Hostel Warden to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- (v) Undertaking shall be obtained from the students and their parents/ guardians studying in the institution at the commencement of the academic Year/Session

that he/she or his/her ward will not indulge in any kind of ragging activity in/outside the school campus.

- (vi) Toll Free Helpline Number of Anti Ragging Campaign is 1047 for registering any complaint against ragging should be displayed on School Notice Board prominently, for any complaint regarding ragging.

(c) Mental Harassment and Incidents of Violence in the Institution:

Mental harassment and incidents of violence among the students has to be curbed. For this purpose every institution must install a Complaint Box in the campus where the complainant may drop his/her complaints regarding mental harassment/incidents of violence etc. The Complaint Box, under the charge of the Corporal Punishment Committee, will be opened in the presence of SMC every week. The action taken on such complaints will be intimated quarterly to the Deputy Director of Higher Education of the concerned district. Toll Free Helpline Number 1098 in this regard should also be displayed on the school notice board.

(d) Escorting and Compulsory Staying of Female Teacher with Girl's Contingent:

While deputing/sponsoring the girl students participating for various activities/sports events/competitions being organised outside the school campus, the security/safety of the girl students will be ensured by deputing the female teacher as Contingent-in-Charge. No female teacher will refuse such duty as this duty will be mandatory for her. The female Contingent-in-Charge will stay with the girl students. Such female teachers will ensure the safety of girl students and for any dereliction of duty or mis-happening it will make them liable for disciplinary action as per rules.

(e) Safety of Students in Educational Institutions:

- (i) Many times disciplinary problems occur resulting in fights/skirmishes and other unsavoury incidents among the students in the school campus. In order to avoid such incidents atleast one teacher on rotation basis must be put on duty half an hour before and half an hour after the school hours to maintain the discipline in/outside the campus surroundings.
- (ii) In order to ensure safety/ security of the students outside the campus the members of the Panchayat/SMC/Police Authorities/Local Administration may be requested to have a vigil around the school campus including various roads, paths frequently used by students especially girls while coming to /going back from school.

2.3 Expulsion, Rustication and Suspension of a Student:

In first instance serious misconduct of non- criminal nature of the student, the parents may be called and he should be given time for amendment in his behaviour. For second time the matter may be referred to the disciplinary committee of the school for imposition of fine. If again the student proves erratic in his behaviour the committee may recommend expulsion. Expulsion in extreme cases be got approved from the Deputy Director of Higher Education of the concerned District.

2.4 Class Promotion:

The class promotion shall be made by the Head of the Institution at the close of the academic year, in accordance with the criteria fixed by the Education Department from time to time. It has been decided not to allow double promotion in any class:

- (a) No student shall be promoted to class 9th of a High/Senior Secondary School unless he/she has passed the middle standard examination.
- (b) The students declared successful in the middle standard examination are awarded Certificates and names of such students only are carried to 9th class if they want to continue studies.
- (c) The names of the students who are awarded class promotions at the end of the session shall be automatically carried to next higher class. In case of failure, the names shall be re-entered in the same class.

2.5 Pecuniary Dealing with Students :

Teachers are not allowed to borrow money from students or their parents or to have any pecuniary dealings with them in private capacity also.

2.6 Co-curricular Activities:

It is the duty of all members of the staff of a school to take personal interest in all the activities, school games to promote general conduct of the students in and outside the class room which tend to contribute to the physical, intellectual and moral development of the students.

2.7 Private Tutions:

The teachers in Government Schools shall not undertake any private tuition. Strict vigilance shall be maintained and those who force the students to enrol for private tuitions shall be liable for strict disciplinary action. It is a moral duty of Head of the Institution that special coaching classes for weak students are arranged before or after the school hours. Nothing is to be charged from students on account of such special coaching. All the teachers are expected to prepare the students in such a manner that the students attain confidence and are able to develop proficiency.

2.8 Teaching Norms in School:

2.8.1 School Timings:

The duration of the school timing will be of six hours daily (subject to change from time to time as per the directions of the government). There will be 9 periods (5 periods before and 4 Periods after Recess) daily i.e. 54 periods a week for teaching works in all schools. However, the number and duration of instructional periods will be subject to change as per revision in the curriculum by the H.P. Board of School Education. In order to inculcate moral values in students and development of interest towards Co-curricular activities a Zero Period of 45 Minutes by curtailing 5 minutes from each period can be fixed as and when required.

Distribution of Daily school timing will be as under:

Morning Assembly	..	25 Minutes
1 st Period	..	40 Minutes
2 nd to 5 th Period	..	35 Minutes
Recess	..	30 Minutes
6 th Period	..	35 Minutes
7 th to 9 th Period	..	30 Minutes

The participation of staff and students in the morning assembly shall be mandatory.

2.8.1 (a) Observance of School Timings in Winter Closing School:

The school timings for winter closing High/Senior Secondary School will be 10AM to 4PM. Those summer closing Schools in the past observing the school timings on the analogy of winter schools may continue to observe same timings.

2.8.1 (b) Observance of School Timings in Summer Closing Schools:

The school timings for summer closing High/Senior Secondary School will be 9AM to 3PM.

2.8.2 Minimum Teaching Work-Load in School:

- (a) Principal and Headmaster will teach 6 and 8 periods per week respectively.
- (b) All Teachers of each category will take minimum 36 periods per week.

Head of the institution shall assign any extra teaching, administrative or co-curricular work to any of the teachers as per requirement of the Institution.

2.8.3.1 Subject wise distribution of 54 periods per week:

A. Classes 9th to 10th:

Compulsory Subjects:

English - 8, Maths - 8, Hindi - 6, Science - 6, Social Studies - 6

Optional subjects-I:

Drawing /Home Sc. /Music/ Economics/ Agriculture/IT Education- 6.

Optional Subjects-II Indian Modern Languages:

Sanskrit /Urdu/Punjabi/ Tamil/ Telgu - 6.

Non-Examination Subjects:

Library- 2, Physical Education- 4, Co-curricular Activities - 2...

Total = 54 Periods.

B. Classes Plus One and Plus Two:

Students of plus one and Two classes will offer five subjects as given under:

Science Stream:

Non – Medical Group:

Compulsory Subjects:

1. English 2. Physics 3. Chemistry 4. Maths.

Optional subjects any one of the following:

Biology/IT Education /Physical Education/Music/Sociology/Home Science/Sanskrit/Public Administration /Geography/ Psychology/ Philosophy.

Medical Group:

Compulsory Subjects:

1. English 2. Physics 3. Chemistry 4. Biology.

Optional subjects any one of the following:

Maths/IT Education /Physical Education/Music/Sociology/Home Science/Sanskrit/Public Administration /Geography/ Psychology/ Philosophy.

Vocational Group:

Compulsory Subjects:

1. English 2. Foundation Course (common for all).

And any three of the following:

(i) Horticulture (ii) Electronics Technology (iii) Computer Techniques (iv) Auditing and Accountancy (v) Food Preservation (vi) Repair and Maintenance of Electrical Domestic Appliances.

Commerce Group:

1. English 2. Business Studies 3. Accountancy 4. Economics.

Optional subjects any one of the following:

Maths/IT Education /Physical Education/Music/Sociology/Home Science/Sanskrit/Public Administration/Geography/Psychology/Philosophy.

Arts Group:

Compulsory Subjects:

1. English

And any four of the following:

(i) Hindi (ii) Economics (iii) History (iv) Political Science (v) IT Education (vi) Maths (vii) Physical Education (viii) Music (ix) Sociology (x) Home Science (xi) Sanskrit (xii) Public Administration (xiii) Geography (xiv) Psychology.

2.8.3.2 Norms for Starting of Streams/Subjects

The norms for starting of various streams under Arts, Science, and Commerce Groups at 10+1 and 10+2 standards to provide qualitative education, the norms have been fixed which are as under:—

1. Number of students in first section may be up to 70, thereafter, the next section for every additional 60 students or part thereof may be made.
2. Subjects to be taught in Arts stream at Senior Secondary Schools:-
Considering the topography and less number of students in Govt. Senior Secondary Schools of Himachal Pradesh, there shall be fixed number of subjects including elective subjects in various schools different subject combinations will be available in nearby schools. The number of subjects for Arts shall be on the basis of actual enrolment in 10+1 class:

Upto 50 Students Six subjects only i.e. English, Hindi, Informatics Practices (I.P.), Physical Education and two subjects out of Political Science, History, Economics, Maths.

51 to 75 students Seven Subjects only i.e. English, Hindi, Informatics Practices (I.P.), Physical Education and three subjects out of Political Science, History, Economics, Maths, Music, Sanskrit, Geography, Sociology, Home Science (only in girl schools). If Science/Commerce streams is functioning in the school then either of Economics or Maths will be the seventh subject.

76 to 100 students Eight Subjects only i.e. English, Hindi, Informatics Practices (I.P.), Physical Education and four subjects out of Political Science, History, Economics, Maths, Music, Sanskrit, Geography, Sociology, Public Administration, Home-Science

(only in girl schools). If Science/Commerce is functioning then either of Economics or Maths will be eighth Subject.

101 and above

Thereafter, the next subject shall be allotted between 101-140 in 10+1 and subsequent subject for every additional 40 students or part thereof.

Note.—If SMC wants to start a new subject beyond these norms the SMC can engage a teacher (subject to the approval of Department /Government). The expenditure to be incurred on the salary of such teacher will be borne by the SMC after observing all codal formalities. The department will not bear any liability, what so ever it be in this regard.

There shall be maximum of 12 subjects in Arts stream. Subject wise grouping in various schools will be decided by the Director of Higher Education.

3. **Starting of Science and Commerce Classes.**—If the enrolment in 10+1 is, in between 60-100 students in Non-Tribal/Non-Difficult areas and ranges between 40-60 students in Tribal/difficult areas, either of Science or Commerce class shall be started. If the enrolment persists above 100 students in 10+1 in Non-Tribal/Non-Difficult areas and above 80 students in Tribal/Difficult areas, then both Science and Commerce classes shall be started in the school. Science classes shall also be started in a school located at District, Sub-Division, Tehsil, Sub-Tehsil, Block headquarters levels only, and if there is no school within a radius of 8 Kms offering Science/Commerce classes (subject to approval of the department). However, the Science and Commerce classes, wherever these are functioning in existing schools, will continue.
4. The students of Commerce and Science stream can also opt for an optional subject from Arts stream which are being taught in that school. Similarly, the students of Arts can also opt for Economics and Mathematics as an optional subject wherever these options are available in the school.
5. All teachers (lecturers/PGTs/DPEs/TGTs/C&Vs) serving in a High/Senior Secondary School shall take 36 periods a week. They shall also be assigned at least one administrative and one co-curricular assignment.
6. These norms shall be taken into consideration for rationalization also and surplus posts shall be kept in abeyance for additional requirements of some High/Senior Secondary Schools due to rationalization or where additional requirement due to more than one section in any subject occurs.
7. There shall be post of DPEs in all the Senior Secondary Schools of Himachal Pradesh.
8. Non-adherence to these norms shall invite the disciplinary action to be taken against the concerned Principals.

2.8.4 Monthly Tests, Terminal Examinations and Annual Examination:

In each academic year, every school will hold following tests and examinations:

- | | | |
|-------|-----------------------|-------------|
| (i) | Monthly Tests | (Minimum 4) |
| (ii) | Terminal Examinations | (2) |
| (iii) | Annual Examination. | |

2.8.4.1 Monthly Tests:

There will be four Monthly Tests in a year of 50 marks each respectively. Each monthly test will be conducted during the subject period allotted in the weekly time table :

1st Test – Last week of May, 2nd Test- Last week of September,

3rd test – Last week of October, 4th Test- Last week of November.

2.8.4.2 Terminal Examinations:

There will be two house examinations in an academic year for all classes. The first house examination for 9th to 12th classes will be conducted in last week of June. The second house examination will be conducted in the last week of December. The progress report including mark-sheet of the house examination of the students and detail of attendance, conduct, and turnout will be sent to the parents after each examination.

2.8.4.3 Annual Examination:

Class 9th and 10+1 examination shall be conducted internally by the schools themselves in the month of March every year while Class 10th and 10+2 examinations based only on the syllabi for Class 10th and 10+2 shall be conducted by H.P. Board of School Education in all subjects.

2.8.5 Students number in Class:

The number of students in a class or section shall not exceed the number for which accommodation is available in the class room, nor shall it ordinarily exceed 60 for class 9th to 10th, and 70 in case of 10+1 and 10+2 classes. A new section should be formed only if, in the opinion of the Head of the Institution, the total number in that class justifies it on grounds of efficiency, economy, feasibility and availability of accommodation.

2.8.6 Attendance of Teachers:

To maintain regularity and discipline in schools attendance of teachers is mandatory. All the teachers will mark their attendance regularly by putting full signatures (and not initials) two times a day viz. morning and evening in the register. The teacher will also record the time of arrival in the morning and time of departure in the evening. Arrival time of late comers shall be indicated. The name of teachers shall be mentioned in the attendance register category-wise viz.: Principal, Lecturers/PGTs/TGT's/C&Vs, (including Ad-hoc, Tenure, Contract, Para, etc.). Ministerial-staff/Teachers will not leave the school premises during school hours without the permission of the Head of the Institution but only for administrative purposes. Whenever the Head of the Institution leaves station on official duties or on leave, he must make an entry in the order-book and assign the officiating duty to the next senior teacher. At the same time, he is duty bound to obtain the permission to leave the station from the competent authority well in time under proper dispatch record.

2.9 Time Table:

A class time –table for the duration of 06 hours daily for teaching 54 periods in a week, showing the routine of study for each day of the week, shall be displayed in each class room. A general time-table depicting the class wise allotment of instructional work to each teacher will also be displayed in the Office of the Head of the Institution/Staff room. While framing the time table specific mention will be made for Science Practical, ICT, Library, Physical Education and co-curricular activities. Two periods of Co-Curricular Activities be kept together for the whole school either on Thursday or Saturday to be decided by the concerned Head of the Institution.

2.10 Students Attendance/Registration:

- (i) The roll call be taken at the time when the school starts, and again at the beginning of the second half after recess. No column should remain blank in the students' attendance register and after the roll call attendance of late comers should not be marked. If in any case, a student after coming to school has to leave the class/school due to sickness or some other reasons and his presence is less than two hours on that particular day, in that event his presence be cancelled and specific reasons for leaving the school be shown in the attendance register.
- (ii) Correct admission number should be entered in each class attendance register to avoid complications while issuing School Leaving Certificates. This must be got checked once in a year by the Head of the Institution and every month by the teacher responsible for the checking of the register.

2.11 Fine for Absence:

Fine for the absence will be as per government instructions issued from time to time. Name of a student, in any government school, who is absent without leave for ten consecutive school days or is continuously on sick leave for three calendar months, shall be struck off the rolls and he shall not be re-admitted without production of medical fitness certificate by the competent authority and on payment of re-admission fee as per rates applicable.

2.12 Late Fee Fine:

A late fee fine at the rates as applicable from time to time shall be charged from students. If the dues remain unpaid for ten consecutive school days, the student's name will be struck off the roll for non-payment of dues. However, the name of a student will not be struck-off during vacation period and can be struck-off if the dues are not paid up to ten days after reopening of the school.

2.13 Leave and Attendance:

Leave of absence may be granted by the Head of the Institution and also by the class teacher (subject to maximum of three days by class teacher) on written application duly signed or attested by the parents /guardian. Long leave absence except in case of illness be discouraged. The students who are absent from the institution continuously for ten days without permission from Head of the Institution, the parents of such students will be personally contacted/called by the Head of the Institution.

2.14 Monitor:

A student on the basis of his/ her overall performance (academic and others) in the previous class will be nominated by the class teacher/class to act as monitor. However, it is desirable with a motive to inculcate more leadership qualities amongst deserving top students, duties of monitor be assigned on rotation basis after every two months. Definite duties should be assigned to him/her in connection with the discipline and proper working of the class. He/ she should be given due regard also.

2.15 Payment of Dues :

2.15.1 For 9th and 10th classes :

All the school dues viz. tuition fee, boarding house fees, science fund, other funds and fines etc. must be paid simultaneously by the 10th of the month for which they are due, if it is a holiday on 10th or for a number of days including 10th, fees without late fee shall be realised at the rates as prescribed by the government from time to time on the reopening of the institution. Fine shall be levied for each day after the 10th till the dues remain unpaid. If the dues, together with the fine or

finer imposed are not paid in full by 20th of the month for which they are due, the names of the defaulting students shall be struck off the rolls and he/she shall not be re-admitted until all school dues, including re-admission fee are paid. Provided that the holidays intervene immediately after the 10th, late fee fine shall be levied from the date the institution reopens and his name shall be struck off after 10 days from such reopening.

2.15.2 For 10+1 and 10+2 Classes:

All the dues from of 10+1 and 10+2 classes mentioned under para 4.3 and 4.5.2 must be realised on quarterly basis as per rules given below.

1.	For first 10 working days from the commencement of the session/quarter i.e. April/July/October/December	Without any fine
2.	For next 10 working days	With a fine of Re 1/- per day

Thereafter the name of the student will be struck off the school rolls. In case the name of the student is struck off the school rolls, Principal of the institution may allow re-admission on request with justified reason with a re-admission fee as applicable.

Note:— Admission of a student would be confirmed only after he/she submits a copy of fee receipt to the concerned class teacher.

2.16 Age Limit for Admission:

No student who has attained at the age of 18 years, in High School and 20 years in a Senior Secondary School, may be retained in the school except with the sanction of the Deputy Director of Higher Education of concerned district, for exceptional reasons e.g. if the education of the student has been unavoidably hampered as per rules applicable.

2.17 First Admission:

2.17.1 Eligibility Criteria:

Application for the admission of a student to a school for the first time in 9th Class must be filled in the candidate's own handwriting on the prescribed form along with school Leaving Certificate of 8th class from the school last attended, and signed by the parent or guardian of the child seeking admission.

The students coming from other states to seek admission in Himachal Pradesh will get their school leaving certificates countersigned by the respective District Officer of Education of concerned district of the State.

2.17.2 Admission Schedule:

- (i) In case of 9th and 10th Class the admissions will start from 1st April to 7th April every year. Regular classes will start on 8th April itself.
- (ii) The provisional admission for 10+1 and 10+2 classes in Summer and Winter Closing schools will start on "Roll On" basis w.e.f. 1st April upto 10 days without late fee. For the next 20 days Principal will be competent to admit the students with a late fee of Rs.10/-. After this no admission will take place at any circumstance. The regular classes will start from 11th April positively every year, if in case there is a holiday on 11th April, it will be next working day.

2.18 Transfer Certificate:

- (i) A student leaving one school may not be admitted to another without the production of a transfer certificate in the prescribed form, issued by the last school attended. The parents/guardians of the ward may be guided to get the School Leaving Certificate (SLC) countersigned by the Deputy Director of Higher Education of the concerned district, if he/she intends to go out of Himachal Pradesh.
- (ii) In case, the SLC is not issued during the month in which the name of the students is struck off, late certificate fee at the prescribed rate will be charged.
- (iii) When one SLC has been issued in favour of a student and duplicate SLC is demanded the prescribed fee is to be charged. The name of mother along with the name of father will be recorded in future in all educational documents e.g. admission forms, examination forms and certificates to be issued by the H.P. Board of School Education.

2.19 Eligibility for Board/Final Examination:

The Head of the Institutions are required to send the names of the students, who may desire to present themselves as candidates for departmental or School Board Examination provided that:—

- (i) They are of good conduct.
- (ii) They have attended the class preparing for the examination with minimum of 75 percent of the attendance or in the case of candidates who failed in the previous examination, 75 percent of the attendance from the 1st day of the Month succeeding that in which the results were declared. For the purpose of calculation of 75 percent attendance time frame shall be counted from the day of admission upto the day before the submission of names of the students for examinations. The names of such students may, however, be submitted **provisionally**, who failed to cover 75 percent of total attendance till the day of submission of names, but they shall forfeit the right to sit for the said public Examination in case they do not make good the deficiency in attendance, 15 days before the commencement of examination.
- (iii) The students must obtain at least 20 percent marks in each subject and 25 percent in aggregate, in two terminals and other periodical tests held in the school before the submission of the admission form, failing which he shall forfeit his right to be sent for that particular public examination.

2.20 Board Examination and Evaluation Duties:

It will be obligatory on the part of the Head of the Institution and teachers of a school to perform Examinations and Evaluation duties of the School Board as and when assigned by the H.P. Board of School Education authorities for conduct of such examinations. They will ensure fair conduct of such examinations. They will take all remedial measures in eradicating copying menace in schools as per rules framed by the H.P. Board of School Education under relevant act. No teacher will involve himself in such practices. Any dereliction of duties found on the part of Principals/Headmaster/Teachers/Ministerial staff deployed on board examination duties will make them liable for disciplinary action.

2.20.1 Training of In-service Teachers:

Training of in-service teachers is a regular phenomenon for the enhancement of skills in teaching and learning of new techniques. There are two training Institutions of the Department i.e. SCERT Solan and GCTE Dharamshala, responsible for imparting training/re-orientation/ refresher courses/seminars to the teaching and non-teaching staff working in the Department. Side by side HIPA Fair Lawn Shimla, NCERT New Delhi and Regional Institute of English Chandigarh, CCRT Hyderabad and all other training institutes in State/Country also conduct trainings programmes from time to time. It is obligatory on the part of the head of the institution to depute the teachers and relieve the deputed teachers for training programme as and when sponsored. Further, it is mandatory on the part of Head of the Institution and every teacher sponsored by the department to attend various Training/ Seminar/Refresher and Orientation Programmes. Some time teachers refuse to attend the training on one or the other pretext. This will be taken seriously and it will come within the purview of violation of service and conduct rules.

Teachers must be made accountable to impart/transact the skill in actual class rooms situations which he/she has learnt through training.

It will be mandatory for all teachers, heads, officers, officials of the department to submit proper feedback on prescribed proforma to the Head of the Institution/District Head/Director of Higher Education being reporting officer as the case may be, stating how he/she plans to implement all that he/she has learnt during the particular training in the class room teaching/day-to-day functioning as job requirement in future in the interest of better results.

2.20.2 Analysis of Examination Results:

- (i) After declaration of annual result of each class by the H.P Board of school education, an analysis of the results will be carried within one month as follows:
 - (a) Matric and Plus two class results of board classes will be analysed by the SCERT for the State and Districts.
 - (b) Every school will analyse the results of various board classes as per data provided by the H.P Board of school education.
- (ii) The analysis of result referred to above will take into account:-
 - (a) The overall pass percentage ;
 - (b) Percentage of students scoring more than 60% marks;
 - (c) Number of students who are in top 500;
 - (d) Number of students in top 50
 - (e) Percentage of students who scored third Division.

2.20.3 Penalties for Poor Result:

- (a) Minimum requirement for entries in Annual Confidential Reports (ACRs) will be as follows:
 - (i) The entry of outstanding in ACR can be made only when the average result of all Board Classes is not less than 75 % (notwithstanding the other important parameters, too).
 - (ii) The entry of very good would require at least average result of 65% in Board Classes (notwithstanding the other important parameters, too).
- (b) Where results in a particular subject in a school is less than half of the pass percentage in the Board exams then the appointing authority will impose a penalty of

withholding of one increment without cumulative effect. However, the penalty will be imposed only against the teacher who had taught that particular subject for a minimum period of nine months in an academic year with at least five students in that subject in the school.

- (c) In case where the result in a particular school continues to be less than half of pass percentage in the Board Examinations in the next academic year, then the appointing authority will impose a penalty of withholding of one increment with cumulative effect provided the same teacher continues to teach the class he has taught the class for at least nine months and the second academic year with at least five students in that subject in the school.
- (d) ACRs/Annual Performance Reports of all teachers, including the Contract Teacher are to be maintained. The Annual Performance report of Contract Teachers will be maintained by Head of the Institution and for retention of a Contract Teacher, it is necessary that the result must not be below Board's result along with an overall good conduct.

2.20.4 Maintenance of Results Record:

- (i) The School will maintain record of the results of all classes in all the mid-term examinations as well as that of final examination. The Head of the Institution shall ensure that the results are shared with the parents by sending a report card to them after the end of each quarter.
- (ii) Each school will maintain and display board showing the result of Board classes indicating therein the details of total candidates appeared, total candidates passed, Percentage of candidates scoring 60% or above marks and percentage of candidates securing less than 45% marks.

2.20.5 Holding of Meeting with the Parents of Failed Students:

- (i) All the Head of the Institutions will hold meeting with failed students along with their parents in the first month of academic session for the purpose of counselling by a team of teachers.

2.20.6 Proforma for submission of detail in r/o School Annual Result:

Proforma (A)

Detail of School Annual result in r/o Board Classes:-

Sr. No.	Class	Annual result				Pass %age of the Board	Difference	Reason for poor result along with explanation of Head of the Institution
		Total no. of students appeared	Total no. of students passed	Total no. of students failed	Pass %age of the school			
1	2	3	4	5	6	7	8	9

Proforma (B)

Detail of Lecturers/ PGT/Teachers whose annual result of Board Classes is below Board's Result in the concerned subject:

Sr. No.	Name of Lecturer/ Teacher	Board Class	Subject Taught	Result of Board class/subject taught by the teacher				Pass %age of the Board	Diffe- rence	Reason for poor result along with explanation of Head of the Institution
				Total no. of students appeared	Total No. of students passed	Total No. of students failed	Pass %age			
1	2	3	4	5	6	7	8	9	10	11

2.21 Correct Age Entry:

The Head of the Institution is required to make every endeavour to ensure that the age of a student is recorded with scrupulous accuracy on his first admission to a school and to make it clear to the parent or guardian that the date of birth once recorded will not be subsequently changed. Sometimes, it may so happen that at the time of change of standard/seeking readmission/ transfer of school the entries are wrongly made in the admission withdrawal register. If these are merely clerical errors, corrections should be made by the Head of the Institution instead of going into the whole of the procedure laid down for the change in date of birth. The case of change in the date of birth is to be treated entirely different from that of correction in the date of birth for clerical reasons.

2.22 Correction /Change in Date of Birth:

The following conditions should be fulfilled by the candidate studying in the school before the case for change/correction in the date of birth is submitted to the Head of the Institution for onward transmission to obtain the permission of the Deputy Director of Higher Education within two years after issuance of school leaving certificate. After the lapse of the stipulated period no case for change of date of birth will be entertained.

- (i) Extracts from the birth register of the student concerned showing the original date of birth including of all his brothers, sisters from the concerned Gram Panchayat /Chief Medical Officer/Municipal Council, Corporation, etc., of the area where the student concerned and his brothers/sisters were born and the date of birth is registered. In case any child is dead, death extract from the death register relating to him/her should also be enclosed showing the date of birth/date of death.
- (ii) An affidavit of the father/guardian of the student about the actual date of birth of the student duly issued/ attested by the Executive Magistrate be furnished.
- (iii) Extract from the admission withdrawal register regarding date of birth/particulars of the student when he/she seeks admission for the first time in the first standard at primary level together with an extract of the last entry of the admission withdrawal register of the institution.
- (iv) Similar information as at serial (iii) above in respect of all the other institutions, in any case if the candidate has changed the institution(s) during the course of his studies.

- (v) An application form which is filled up by the Guardian/Father of the student at the time of 1st admission in the institution concerned.
- (vi) A statement showing detailed information (including complete postal address) of all educational institutions where the student studied from 1st class onward giving dates of admission and dates of leaving all such institutions and also in respect of all the brothers and sisters of the student be also furnished if applicable.
- (vii) Original Matriculation or equivalent certificate and other certificates in original such as Middle Standard Examination certificates, etc., in which date of birth of the student has been recorded be also enclosed.
- (viii) Detailed reasons be also explained that under which circumstances date of birth of the student in Middle/Matriculation or its equivalent certificates came to the notice of the candidate and further what steps were taken either by the candidate / Father/ Guardian to correct the actual date of birth with the concerned Issuing Authorities

2.23 Final School Certificate:

Students who complete the High/ Senior Secondary School are entitled to a final school leaving certificate. No fee will be charged for this certificate. In awarding this certificate special importance should be attached to the entry regarding conduct and character of the student and his interest in co-curricular activities.

2.24. Holidays List:

Every year, a list of holidays to be observed, shall be issued by the Government of Himachal Pradesh.

2.24.1 Vacation Schedule:

Following vacations will be observed in the educational institution in the Pradesh:-

Vacation schedule		
(a)	Summer Closing School	
I	Except Kullu, Lahaul and Spiti Districts.	
(i)	Monsoon break: 25 th June to 30 th July.	36 days
(ii)	Festival Break Starting from two days before Diwali upto six days	6 days
(iii)	Winter break 7 th January to 16 th January	10 days
	Total..	52 days

II	For Kullu District:	
(i)	Monsoon break: 20 th July to 10 th August.	22 days
(ii)	Festival Break Starting from one day before Dussehra upto six days	06 days
(iii)	Winter break 1 st January to 24 th January	24 days
	Total	52 days

III	For Lahaul and Spiti:	
-----	-----------------------	--

(i)	Summer Break 17 th July to 27 th August	42 days
(ii)	Dussehra Break Starting one day before Dussehra upto 10 days days	10 days
	Total..	52 days

(b)	Winter closing schools:	
(i)	Monsoon Break : 21 st July to 30 th July	10 days
(ii)	Festival Break : Two days before Diwali upto 6 days	6 days
(iii)	Winter Break : 1 st January to 31 st January	31 days
	Total..	52 days
(c)	Vacation Schedule for Kinnaur, Pangi and Bharmour (Tribal areas)	As in winter closing schools.

2.25 Proper Management of Offices in Educational Institutions:

- (a) Under various Acts and rules framed by the Government, all Public Servants are accountable for their official actions. Government of H.P. Department of Personnel (Administrative Reforms) has brought out a 'Office Manual' for proper management of all Government offices including offices in the Educational Institutions. The duties of all officers/officials have specifically been defined in the said Manual. For proper management of offices, the Office Manual lays down the essential procedure for efficient paper work management i.e. processing, handling and control of official papers. All officers / officials may ensure the implementation of Rules and Regulations as envisaged in the said manual in letter and spirit. For detailed information the official website www.himachal.nic.in/ar can also be checked.
- (b) **Duties of Part Time Water Carriers in the Education Institutions.**— Elementary Education Department vide notification No. EDN-C-B(2)35/2006 dated 25th July 2011 has framed the recruitment scheme for appointment of Part time Water Carriers in the Schools of Education Department (Elementary and Higher Education). In the said notification, the Job Profile of the Part Time Water Carriers have also been defined, which is as under:—
- Availability of safe drinking water to the students.
 - Maintenance of cleanliness and hygienic conditions in the school premises, class rooms and associated building of the school.
 - Any other school related miscellaneous job assigned by In-charge of the school, School Management Committee.

2.26 Misbehaviour:

Misbehaviour should be understood to include unpunctuality, irregular attendance, idleness, use of bad language and slovenly habits as well as breach of school rules and moral delinquencies.

2.27 Moral Instructions:

The students in their debates and declamation during Morning Assembly/Co-curricular activities will be given such topics which ultimately counts in personality and all round development of students. Head of the institution/a teacher on rotation basis should address the students on the topics of moral education in such a way that students learn to shoulder their duties towards self, society, nation and neighbours. They should appreciate the cultural values of others, such as equality, friendship, cordial relationship, good manners, honesty, kindness, non-violence national integration and simplicity. While celebrating national and other days in school they must be given topics about human values, leadership quality and value for national/ civic property. For

inculcation of truthfulness and tolerance/ endurance etc. the teacher will have to be role model. Students with such personality traits be given every opportunity to exhibit their qualities and potential. In morning assembly and on the day of annual prize distribution function the activities of such students be also highlighted so that they may set up an example for the other students also.

2.28 Cleanliness and Personal Hygiene:

- (i) For good hygiene, cleanliness leads a vital role and the students must be aware of their personal hygiene and ensure cleanliness for good health and healthy mind.
- (ii) For healthy and eco friendly environment the cleanliness of school campus and its surrounding be also ensured.
- (iii) Head of the institution/ class in-charge/other teachers will instruct the students on matters relating to personal hygiene and cleanliness of the students.

2.29 Smoking and Intoxicants:

Since like other public places the school campus is also declared “No Smoking Zone”. A board exhibiting “Tobacco Free School” will be displayed on the boundary wall outside the main entrance. The use of tobacco or intoxicants by staff and students is strictly prohibited in schools. It is the duty of Head of the Institution and teachers to see that these instructions are implemented in its true spirit and **they themselves set good examples before the students**. The Head of the Institution shall display and exhibit a board at a conspicuous place outside the premises, prominently indicating that sale of cigarettes and other tobacco products in an area within radius of 100 yards of Educational institution (100 Yards shall be measured radially starting from the outer limit of the boundary wall or fence as the case may be of the Educational Institution) is strictly prohibited and i.e. an offence punishable under sec-24 of the Act with a fine which may extend to Two Hundred Rupees. Every Head of the Institution is duty bound to ensure the implementation of these instructions. He/she will take necessary steps by involving local administration/ SMC for ban on such items. Failure to take such steps will make him/her liable for disciplinary action under rules. Drugs peddlers in the vicinity of schools should be identified and reported to the nearest Police Station.

The steps to be taken to check the menace of drug abuse among students are as under:—

1. The Head of the Institution should inform all teachers and students about the ill effect of drug abuse.
2. SMCs in all schools should be made aware of drug abuse.
3. Awareness campaign should be organised in schools about drug abuse at least once in a week preferably on Saturday.
4. The leave applications of students must be applied/duly signed by the parents.
5. The students who continuously remain absent for a period of 3-4 days, the parents of such students will be personally contacted/called by the head of the institutions.
6. Strict vigilance may be kept on the school canteens as it is suspected that some of the canteens may also be supplying drugs/substances to the students.
7. The parents and the teachers meeting will be organized by the institution.
8. Counselling of students about the menace of drug abuse be also done.
9. Open discussion may be carried out with the students in Class rooms/Morning Assembly regarding menace of drug abuse of any kind i.e. use of tobacco in any form, inhaling of white fluid, chalk, boot polish or any other intoxicants etc.

10. To organize rallies by volunteer of NSS, NCC and Bharat Scouts Guides Units from time to time preferably during celebration of days.
11. Organize declamation contest during celebrations of days and prizes be given to students out of student's funds.
12. Constant vigil to be kept on the students while they are in canteen or toilets by paying surprise visits.
13. Whole of the staff including non-teaching staff may also be made the part of the campaign.
14. An undertaking be taken from all the students at the time of admission (duly counter signed by the parents only) that they shall not be involved in such an activity, failing which they are liable for action which might result in cancellation of admission.
15. A Complaint Box be installed in the school campus inviting suggestions to stop drug abuse, information about drug addicted students so that without divulging the information, counselling of such students could be carried out.
16. Meeting with shopkeepers of surrounding areas (100 mtrs. distance) with the emphasis not to sell the tobacco products and any other intoxicants in any form to the students.
17. The Head of the Institution will also act as Challan Officer under COTPA, 2003 to impose a fine on any one violating the provisions of the Act. Proper receipt books/ records are to be maintained for this purpose.

2.30 Physical Education:

2.30.1 Activities:

Physical Education and Sports is an integral part of education. In order to inculcate all round development of personality of the students, the following activities pertaining to Physical Education/Sports and recreation to be taught and implemented in the school to students of 6th to 12th class:—

- (a) **Indigenous Activities.**— Conduct of Morning Assembly, Drill, Marching, Mass PT, Aerobics.
- (b) **Recreational Activities.**—Action songs, Marching songs, Folk Dances, Debate, Poem recitation, Declamation, Quiz, Instrumental/Vocal Music, Patriotic Songs, Skits/ One act plays and Bal-Sabha.
- (c) **Games and Sports.**—Football, Hockey, Volleyball, Basket Ball, Kabaddi, Kho-Kho, Badminton, Wrestling, Boxing, Table tennis, minor games and other games as per District/State level competitions.
- (d) **Athletics:- Jumping.**—High Jump, long jump ,Triple jump, Pole Vault jump.
Track events.—(100mtrs, 200mtrs, 4X100mtrs Relay, 800 mtrs, 1500mtrs, Cross country race).
Throwing events.—Shot Put, Discus Throw, Javelin Throw, Hammer Throw.
- (e) **Gymnastics: wherever feasible as per facilities available.**
- (f) **Yoga.**—Different Yoga Aasan according to age.
- (g) **Health and Hygiene.**—Personal Health Habits and Moral Education.

2.30.2 Duties of PET/ DPE Teachers:

Periods of physical education may be clearly depicted and are to be taken by PET/DPE in the weekly class time table. The following activities of physical education/ sports and recreation are to be taught/ implemented in the schools:—

- (i) Morning assembly must have the following components of physical education:
 - (a) Drill and marching
 - (b) Prayer and community songs
 - (c) Mass PT
 - (d) Personal hygiene
 - (e) Different Acts/ Assan of yoga.
- (ii) Atleast one major game and three minor games will be adopted by the each school and will participate in sports competition with these games at various levels.
- (iii) Every DPE/PET will select the talented players for coaching and if needed they must take the guidance of District/State Association for vigorous training/ coaching.
- (iv) Games/Sports activities will be preferably carried out before and after school hours under the direction of head of the institution.
- (v) All schools must prepare/ Sing atleast three community songs and rehearse in the morning assembly.
- (vi) The school will hold regularly inter-house competition in debates, declamation, one act play, essay writing, group discussion, on the spot painting etc as compulsory part of school calendar.
- (vii) To conduct matches during Zonal /District/State Level Tournaments.
- (viii) To train/ prepare teams for various sports activities.
- (ix) To field one or two teams in Zonal /District Tournaments.
- (x) To keep record of sports achievements of the students/school.

DPE will teach Physical Education, games and sports subjects in 10+1 and 10+2 classes in addition to their other duties in the school. The PET /DPE posted in the school will be responsible for the conduct of activities mentioned above. The Head of the Institution will ensure that the activities/syllabus pertaining to Physical Education have been fully completed and will also keep brief record of achievements at different levels.

2.30.3 Responsibilities of DPEs/ PETs:

- a) While deputing/sponsoring only the girl students participating for sports events/ competitions being organised outside the school campus/District or State the security/safety of the girl students will be ensured by deputing the female teacher(s) as Contingent- in-Charge. The female contingent in-charge will stay with the girl students. Such female teachers will ensure the safety of the girl students and for any mis-happening they will be liable for disciplinary action as per Rules.
- b) The Contingent-in-Charge deputed with the participants for any event must stay with the participants and they will ensure the safety of the participants. Where the DPE/PET of the school is appointed as games In-charge or assigned any other assignment by the department for the smooth conduct of tournaments, the participants of the school concerned shall be escorted by another teacher as In-charge.
- c) Officials accompanying the participants in tournaments will motivate and guide them to provide congenial atmosphere and ensure maintenance of proper discipline in order to discharge onerous responsibility.

2.30.4 Responsibilities of Deputy Director of Higher Education:

- a) Deputy Director of Higher Education will ensure formation/constitution of all types of committees for the smooth conduct of school games/tournaments.
- b) Deputy Director of Higher Education of the concerned district will inspect the venue of the sports event before the start of the tournaments in order to ensure the proper

arrangement of tournaments and will also ensure that the stay arrangements of the participants, Contingent-in-Charges and other officials is also proper. It is further ensured that adequate toilet facility for all, especially girl participants is provided and proper Police arrangement is also made by the host institution.

2.31 Curriculum and Prescribed Text Books:

The course of study followed and the text –books used in schools shall be those authorised by the school Board/Government.

2.32 (a) Conduct Register:

The conduct register shall be in the charge of the Head of the Institution. Remarks need to be entered in this register when a student is commended for special merit/achievements in different subjects. However remarks regarding the involvement in misbehaviour /gross indiscipline must also be entered in this register. If no entry is made against the name of a student it would be presumed that his conduct has been satisfactory. The periodical report sent to the Parents should include remarks on the conduct, physical standard and regularity in attendance of the student concerned.

2.32 (b) Use of Mobile Phones:

The use of mobile phones in the class-rooms, morning assembly, school activities, Examination is strictly prohibited/ banned for both teachers and students. Head of the Institution will ensure that the instructions in this regard are carried out properly. Any instance of ringing of cell phones or otherwise disturbing studies must be strictly dealt with.

2.33 School Management Committee:

“School Management Committees” will be constituted for all the High and Senior Secondary Schools within the State of Himachal Pradesh:—

(a) Aims/Objectives of constituting School Management Committees:

1. Striving to achieve the objectives of enrolment, retention and learning achievement.
2. To strengthen the participation of Teachers and Parents in the School Management Committee.
3. To empower the Parent/Teacher community for taking decisions on use of various facilities, implementation of programmes and monitoring the use of school grants received from the appropriate government or local authority or any other source.
4. To increase community participation in improvement of learning achievement level of students.
5. To develop the spirit of community ownership of schools while ensuring community participation in school development and management.

(b) Constitution of School Management Committee:

1. Single School Management Committee (SMC) will be constituted for a Government High/Senior Secondary School for all classes taken together in a School.
2. All Parents, guardians and teachers of students studying in a school, whether High/Senior Secondary will be the member of SMC with voting rights to all and they will constitute the General House of the School Management Committee.

3. Head of the Institution will be the Member Secretary of School Management Committee and its Executive Committee.
4. Seventy five percent of the strength of the School Management Committee shall be from amongst parents or guardians of students, who are studying in the school.
5. The remaining twenty five percent of the strength of the SMC shall be from amongst the following persons.
 - (i) One third members from amongst the elected members of the local authority.
 - (ii) One third members from amongst teachers from the school, to be decided by the teachers of the school;
 - (iii) Remaining one third from amongst local educationists/students in the school, to be decided by the parents in the Committee.

In addition to above the following provisions have also been made by the Department for the formation of School Management Committee in High/Sr. Sec. Schools:

- (i) In case of High School, the General House of School Management Committee will also elect four additional parents of students studying in 9th and 10th class to be member of its executive committee. In addition there will be two teachers from the concerned school (other than the principal) who will be elected to be member of the School Management Committee. These numbers will be over and above the member of School Management Committee already constituted for elementary classes. Thus, presuming that there will be at least 60 students at Middle level, the Executive Committee of the School Management Committee for the High school will have one President, one Member Secretary, one Pradhan or up-Pradhan of the area, 6 parents of students from elementary classes, four parents from students of 9th and 10th class and two teachers as its members i.e. total 15 members.
- (ii) In case of Senior Secondary School, the number of parent members will be four for 9th and 10th class and four additional from 11th and 12th classes. Besides, any three teachers representing different categories of teachers within the school also be elected members for all classes. This implies that there will be maximum 20 members in the Executive Committee.
- (iii) President of School Management Committee will be a parent of any student studying in school from 6th to 12th.
- (iv) All these additional members from parents and teachers will have right to vote, both in the general house meeting as well as in the meeting of the Executive Committee. School Management Committee will also take over all the role and functions of PTA.
- (v) School Management Committee will be constituted in Senior Secondary School within 15 days from the date of starting of regular classes of 10+1 and 10+2.

Note:—Roles and functions of SMC and other activities shall also be in accordance with the provisions contained in RTE Act 2009.

2.34 Record Keeping:

Every school must keep proper record in the form of registers, files and charts to determine how well the school is contributing to students welfare and preserving educational information. The following types of registers shall be maintained broadly:

2.34.1 Cash Registers:

- (i) Cash Book [T.R.4. Treasury Rules 77(i)]
- (ii) Register of contingent charges (*T.R.29 Tr .Rules229*).
- (iii) *F.R -4 Register (Expenditure Register)*.
- (iv) Bill (Control) Register (Form T.R.28 –A)
- (v) Permanent Advance Register(Rule 90 of GFR& T.R. 502)
- (vi) Register of Advance and Recoveries.
- (vii) Events Register (Sports, Cultural & co-curricular activities).
- (viii) Treasury Challan Register.
- (ix) Register of Income Tax Recoveries
- (x) Telephone Rent Bill Register.
- (xi) Stamp Account Register.
- (xii) Acquaintance Roll Register (some time record of acquaintance are mentioned in the office copy of the bill concerned).
- (xiii) G.F.R. Ledger Book
- (xiv) Budget Control Register
- (xv) Medical Reimbursement Register
- (xvi) T.A. Bill Register

2.34.2 Other Cash Registers:

There will be one consolidated fund register for school.

2.34.3 Establishment and Class Registers, etc.:

- (i) Establishment Check Register
- (ii) Staff Attendance Register.
- (iii) Staff Casual Leave and earned leave account Register.
- (iv) Order Book
- (v) Log Book remarks Register.
- (vi) Staff/ Faculty meeting minutes Register.
- (vii) Institution Calendar Register.
- (viii) Diary Register.
- (ix) Dispatch Register.
- (x) Peon Book.
- (xi) Form of Application for admission of students in school.
- (xii) Admission and withdrawal Register.
- (xiii) Class attendance Register.
- (xiv) Terminal & Final Assessment/Examination Register.
- (xv) School Leaving register/ Transfer Certificate book.
- (xvi) Students Scholarship Register.
- (xvii) Prize Distribution Register.
- (xviii) School Statistics Register.
- (xix) General Stock Register (Consumable articles).
- (xx) General Stock Register (Non-Consumable articles).
- (xxi) Science article Stock Registers (Non-Consumable articles).
- (xxii) Science article Stock Register (Consumable).
- (xxiii) Sports articles Stock Register (Consumable/Non-Consumable).

- (xxiv) Library Book Register (Accession Register).
- (xxv) Misbehaviour, Conduct Register.

- Note.—** 1. It will be mandatory duty of Head of Institution/ Teacher In-charges to maintain all the above mentioned registers.
2. All the registers mentioned above are as per broader guidelines only. Additional registers as per requirement must be maintained.
3. Relevant Registers/Records from among these shall be kept by all middle schools also.

2.35 Half yearly review meetings for the Head of the Institutions:

It will be mandatory duty of every Head of the Institution of Senior Secondary and High School to attend every meeting of the Head of the Institutions which will be held half yearly and will be convened by the Deputy Director of the District concerned.

2.35.1	First Half-Yearly Meeting: This meeting will be convened within 30 days of the declaration of results of Board classes. The points for interaction in this meeting will be as follows and status/ Action taken on each item may be submitted during the meeting:	Second Half yearly Meeting: This meeting will be convened in the last week of October every year. The points for interaction in this meeting will be as follows:
Establishment Returns:	(i)Quarterly Submission of establishment returns along with details of sanctioned posts, filled (regular/contract/ Para/ PTA GIA) and vacancy position. (ii)Monthly report of vacancy to the DDHE	As in first half yearly meeting.
Pay Fixation	Submission of cases for fixation	As in first half yearly meeting.
ACRs	Submission of ACRs of non- teaching staff.	Submission of ACRs of teaching staff.
Information of retirees	-----	Submission of information of retirees due to retire during next financial year.
Up-dation of Service Books	(i) Yearly service verification of staff in the institution. (ii) Completion of Service Book –all entries falling in 1 st & 2 nd quarter to be made of the regular /retiree staff in the institution. (iii)Entry in the PMIS software & verification there after by the Head regularly as and when any change occurs. (iv)Credit of leave etc.	(i)Completion of Service Book- all entries falling in 3 rd & 4 th quarter to be made of the regular / retiree staff in the institution. (ii) Entry in the PMIS software & verification there after by the Head regularly as and when any change occurs. (iii)Credit of leave etc.
e-governance (e-salary, PMIS/e-service book)	(i)Regular operation of email I.D. created by the Department. (ii)Use of Departmental website.	(i)Regular operation of email I.D. created by the Department (ii)Use of Departmental website.
Inspections	(i) First half yearly inspections. (ii) Action taken in the inspections carried out in previous year by various officers of the department.	(i) 2 nd half yearly inspections. (ii) Action taken in the inspections carried out in 1 st half of year by various officers of the department.
Legislative Matters	Submission of information immediately to quarter concerned related to Legislative Matters during Vidhan -Sabha sessions.	As in first half yearly meeting.

Weeding out of office record & writing off of unserviceable articles.	Status on weeding out the office record as per Office Manual and writing off unserviceable articles as per provisions contained in the Himachal Pradesh Education Code, 2012, under para(12.11) of Chapter, 12 (and HPFR, 2001 Vol-I.	As in first half yearly meeting.																							
Enrolment	(i)Submission of Enrolment to the Deputy Director of Higher Education on the following proforma. <table><tr><td>Class</td><td>subject</td><td>SC</td><td>ST</td><td>OBC</td><td>IRDP</td><td>Disabled (Category)</td><td>General/other</td><td>Total</td></tr><tr><td></td><td></td><td>B</td><td>G</td><td>B</td><td>G</td><td>B</td><td>G</td><td>B</td><td>G</td><td>B</td><td>G</td><td>B</td><td>G</td></tr></table>	Class	subject	SC	ST	OBC	IRDP	Disabled (Category)	General/other	Total			B	G	B	G	B	G	B	G	B	G	B	G	(i)Submission of education statistics: (a)Numerical Statistics (b)Financial Statistics
Class	subject	SC	ST	OBC	IRDP	Disabled (Category)	General/other	Total																	
		B	G	B	G	B	G	B	G	B	G	B	G												
Rationalisation	Rationalisation of the staff as per Govt. Instructions.	As in first year Meeting.																							
Budget	Projected budget demand for next year	Submission of Excess /Surrender statements.																							
Time Barred Cases	Submission of time barred cases.	As in first half yearly meeting.																							
Audit Objections	Preparation of reply to audit Paras and Submission of the same to quarter concerned.	As in first half yearly meeting.																							
School Funds	(i) Status of all funds and their maintenance. (ii) Status of District/ State share of funds.	As in first half yearly meeting.																							
School Hostel	Submission of enrolment of beneficiaries residing in hostel	As in first half yearly meeting.																							
Fake Certificate	Submission of information of fake certificates.	As in first half yearly meeting.																							
Scholarship	Announcement of scholarship schemes in morning assembly and collection of forms from students as per status of various schemes and submission the same to quarter concerned strictly as per stipulated dates.	As in first half yearly meeting.																							
Legal cases	Submission of report of legal cases to the Deputy Director of Higher Education immediately and speedy disposal of the same.	As in first half yearly meeting.																							
Construction and maintenance of building	(i)Submission of requirement for construction of additional accommodation and their estimates for new construction/maintenance to the Deputy Director of Higher Education. (ii) Liason with work executing agency for speedy completion of construction work.	As in first half yearly meeting.																							
Physical education, Bharat Scouts and Guides, NCC, Eco Clubs of CCRT, Science Exhibition etc.	(i) Selection of all students in each scheme. (ii)Preparation of Action Plan for the year.	As in first half yearly meeting.																							
Right to information	(i)Submission of half yearly status report to the Deputy Director of Higher Education. (ii) Submission of quarterly reports on the prescribed proformas.	Submission of quarterly reports on the prescribed proformas.																							
Examination results	Submission of information to Deputy Director of Higher Education on prescribed proforma immediately after declaration of results of Board classes.	-----																							
Implementation RMSA	Submission of status of implementation of RMSA and information with effect to activities carried out.	As in first half yearly meeting.																							
Competition/ Youth Parliament function	Status of organizing of Youth Parliament Functions.	As per the dates specified by the Directorate.																							

Any other agenda item referred Directorate/ Deputy Directorate.	As per the point emerged.	As per the point emerged.
--	---------------------------	---------------------------