

MANIPUR



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PART-II(A)

**GOVERNMENT OF MANIPUR
SECRETARIAT : EDUCATION DEPARTMENT
(SCHOOL SECTION)**

NOTIFICATION

Imphal, the 29th October, 2024

No. 53/2/2015-SE(S): In exercise of the powers conferred by Section 12 of the Manipur Private School (Registration and Regulation) Act, 2017 (Manipur Act No. 7 of 2017), the State Government hereby makes the rules which may be called the Manipur Private School (Registration and Regulation) Rules, 2024 and are published for general information. They shall come into force from the date of publication in the official Gazette. They shall extend to whole of State of Manipur.

H. GYAN PRAKASH,
Commissioner, Education (S),
Government of Manipur.

In exercise of the powers conferred by section 12 of the Manipur Private School (Registration and Regulation) Act, 2017 (No. 7 of 2017), the State Government hereby makes the following rules, namely:

THE MANIPUR PRIVATE SCHOOL (REGISTRATION AND REGULATION) RULES, 2024.

1. Short title, extent and commencement:

1. These rules may be called the Manipur Private School (Registration and Regulation) Rules, 2024.
2. They shall extend to the whole of the State of Manipur.
3. They shall come into force from the date of their publication in the Official Gazette.

2. Definitions:

- (1) In these rules, unless the context otherwise requires –
 - a. **“Act”** means the Manipur Private School (Registration and Regulation) Act, 2017 (No. 7 of 2017);
 - b. **“Appellate Authority”** means the Administrative Secretary of the Department of Education(S), Government of Manipur or an officer appointed or designated by the State Government by notification from time to time;
 - c. **“Authority”** means the Director of Education(S), Government of Manipur or the State Government or any other agency or official to whom the government has authorized by law or any other executive instruction to act on its behalf;
 - d. **“Board”** means Board of Secondary Education, Manipur (BoSEM);
 - e. **“Children”** means boys and girls above the age of three/ six and below the age of eighteen years receiving instructions at any stage of school education;
 - f. **“Council”** means the Council of Higher Secondary Education, Manipur (COHSEM);
 - g. **“Department”** means the Department of Education (Schools), Government of Manipur;
 - h. **“Director”** means the Director of Education (Schools), Manipur and includes any other officer authorized by him or the government to perform all or any of the functions of the Director;
 - i. **“Educational Agency”** in relation to a private school means any person or body of persons who has/have established and is/are running a private school in Manipur in accordance with the provisions of these rules;

- j. **“Elementary education”** means education pertaining to Classes Pre-Primary/ I to VIII and includes all courses of study in the Pre-Primary/ Primary and Upper Primary Schools;
- k. **“Employee”** means a teacher and every other employee working in a recognized school;
- l. **“Government”** means the Government of Manipur;
- m. **“Head of the School/ Institution”** means the principal academic officer, by whatever name called, of a school;
- n. **“Local authority”** means a Zilla Parishad, Autonomous District Councils, Municipal Corporations, Municipal Councils established under an Act;
- o. **“Managing Committee”** means the body of individuals who are entrusted with the management of the affairs of a private school;
- p. **“Prescribed”** means prescribed under these rules;
- q. **“Prescribed Authority”** means the authority constituted under these Rules and notified from time to time in the Official Gazette;
- r. **“Private school”** means any institution imparting formal education up to higher secondary stage of education including Pre-Primary/ formative stage of education established or maintained and administered by any person or body of persons but does not include a school –
 - i. established and administered or maintained by the Central Government or the State Government or any local authority or any other authority designated or sponsored by the Central Government or the State Government; and
 - ii. providing or imparting only religious instruction, but not any other instruction;
- s. **“Registering Authority”** means the Director of Education(S), Government of Manipur or an Officer or authority appointed or authorized by the State Government by notification, to perform the functions and discharge the duties of the registering authority under all or any of the provisions of this Act for area or for such purposes or as may be specified in the notification; by rules to exercise all or any of the powers of the Registering Authority under this Act;
- t. **“Secondary education”** means education pertaining to Classes IX and X and includes courses of study equivalent thereof;
- u. **“Teacher”** means a person who teaches full time in a school and includes the head of institution by whatever name called, of such school;
- v. **“Teaching aids”** means equipment, toolkits, training materials, etc.; and

- w. **“Zonal Education Officer”** means an officer of the School Education Department working at the district level in charge of a district or a sub-division, as the case may be.
- x. **“section” or “ sub-section”** means a section or sub-section of the Act.

(2) 'All other words and expressions used but not defined in these Rules shall have the meaning respectively assigned to them in the Manipur Private School (Registration and Regulation) Act, 2017.

3. **Registration of Private Schools:**

1. Every private school established on or before the date of commencement of these rules or intended to be established thereafter, shall notwithstanding anything pertained in any law for the time being in force, be registered in accordance with these rules and the rules made thereafter;
2. No person or local authority shall establish or as the case may be, run or maintain a private school requiring registration under this section unless such institution is so registered.

4. **Procedure for Registration:**

1. Any educational agency intending to establish a private school shall make an application **as prescribed at Annexure-I** to the Registering Authority for registration along with such fee as prescribed **at Annexure-III** or as revised by the competent authority from time to time:

Provided that any educational agency or any person intending that an institution already in existence should be continued as such shall make an application to the Registering Authority for registration within ninety days from the date of notification of these Rules with fees as prescribed or as revised by the competent authority from time to time:

Provided further that the private schools already in existence with valid recognition shall be provided an extended period of 4 (four) years for obtaining fresh recognition as per the provisions of these Rules;

2. The Registering Authority, on receipt of the application, shall make such enquiries as he considers necessary in order to satisfy himself –
 - a. that there is need for providing educational facilities to the people in the locality or for the type of education intended to be provided by such school in terms of any gap, if any, in the demand and supply of

the type of educational facilities and the type of education in the locality and provisions of public interest, if any, in the proposed registration of the private school;

- b. that any person or body of persons interested in establishing and running a private school fulfils the following conditions:
 - i. The school is run by a society registered under the Manipur Societies Registration Act, 1989 (Manipur Act No. 1990) or a public trust constituted under any law for the time being in force;
 - ii. The school is not run for profit to any individual, group or association of individuals or any other persons;
 - iii. The school conforms to the value enshrined in the Constitution of India;
 - iv. The school building or other structure or the ground is used only for the purposes of education and skill development;
 - v. The school is open to inspection by any officer authorized by the State Government; and
 - vi. That the school furnishes such reports and information as may be required from time to time and complies with such instructions of the State Government as may be issued to secure the continued fulfilment of the conditions and requirements of recognition or the removal of deficiencies in working of the school;
- c. That there is adequate financial provision for continued and efficient maintenance of such school to be certified by a competent authority authorised by the Registering Authority, wherever necessary;
- d. That the school seeking registration may possess and fulfil the following requirements and conditions within two years from the date of issue of Registration Certificate by Registering Authority:
 - i. Land

Sl.No.	Category of School	Minimum Area
(i)	Pre-Primary School	0.15 acre
(ii)	Pre-Primary/ Class I to Class V	0.50 acre
(iii)	Pre-Primary/ Class I to Class VIII	1.25 acre
(iv)	Pre-Primary/ Class I to Class X	1.50 acre
(v)	Pre-Primary/ Class I to Class XII	1.75 acre
(vi)	Class IX to XII	0.75 acre
(vii)	Class XI to XII	0.50 acre

Provided that in case of school with hostel, additional area of 0.25 acres should be available:

Provided further that in case of lease, it is at least for a period of thirty years and that the lease agreement is executed as per the law of the land and is registered in the concerned State Government registry;

- ii. Have a building usable in all weathers and certified building structure(s) of its own conforming to the minimum standards as prescribed under the National Building Code of India, 2005 with adequate windows, ventilations and lighting facilities in the classrooms, laboratories, libraries, office accommodation, toilets, etc.:

Provided that the private schools shall always try to have, as far as practicable, the type of buildings as detailed below, for the sake of safety and convenience of the pupils:

Sl. No.	Type of School	Type of building
1	Having classes up to V	Building with ground floor only.
2	Having classes up to VIII	Building can have up to 1 st floor only so that pupils of class VI to VIII only may be accommodated in the upper floor.
3	Having classes up to XII	Building can have up to 2 nd floor so that only or above the students studying Class VI to VIII can be accommodated in the 1 st floor while the Students of Class X to XII only in the 2 nd floor.

- iii. Providing of a class room area of minimum 400 sq. ft. (25 ft. x 16 ft.) each which is comfortable and suitable for imparting teaching and of not less than the number of class units;
- iv. The School shall have a classroom for every class and an office-cum-store-cum Head Teacher's room;
- v. There should be separate toilet for boys and girls and adequate number of toilets based on the student enrolment;
- vi. There should be arrangement for securing the school building by boundary wall or fencing;
- vii. Adequate facilities for supply of clean drinking water and proper sanitation;

- viii. Building shall be planned, designed, and constructed to ensure fire safety and shall be certified as such by a competent authority;
- ix. Have sufficient fire safety equipment and have trained persons among the staff for using the fire safety equipment;
- x. Adequate play materials, games and sports equipment shall be provided to each class as required;
- xi. Have adequate assembly area for students with at least 1 square metre per student;
- xii. Adequate playground either inside the main campus or at the proximity (250 metres) of the main campus:

Provided that in case the school does not have a playground of its own, the village/ club/ individual certify that the school can use its playground which lie in the vicinity (of 250 metres) of the school;

- xiii. Have sufficient teaching aids and adequate furniture like desk and benches, table, chairs, Almirah etc.;
- xiv. Library facilities including reading rooms with varieties of books and reading materials;
- xv. Laboratory facilities (if necessary by the course to be introduced);
- xvi. Facilities for co-curricular activities;
- xvii. Sufficient staff (teaching and non- teaching) as prescribed by the relevant Acts and Rules or the competent authority:

Provided that each private school must have the following minimum number of teachers:

Sl. No.	Type of School	Minimum number of teachers	
1	For classes up to V	One Pre-Primary/ Primary Teacher for each of the relevant classes	
		Admitted Children	Number of Teachers
		Up to sixty	Two
		Between sixty-one and ninety	Three
		Between ninety-one and one hundred and twenty	Four
		Between One hundred and twenty-one to one hundred and fifty	Five

		Above one hundred and fifty children	Five plus one Head-teacher
		Above Two hundred children	Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.
2	For classes VI to X	<p>One full time teacher for each of the following subjects:</p> <p>a. Science (b) Mathematics (c) Social Sciences (d) Languages (Hindi, Manipuri, English) One full/ part time teacher for each of the following subjects: (a) Art education (b) Health & Physical Education (c) Work Education.</p> <p>b. At least one teacher for every thirty-five children.</p> <p>c. Where admission of children is above one hundred-</p> <p style="text-align: center;">a full-time head-teacher</p>	
3	For classes XI to XII	<p>Two teachers (which may include one part time teacher) for each of the subject introduced in the school, excluding the Head of the School.</p> <p>Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed thirty-five.</p>	

- xviii. The school should have teachers who possess minimum qualification laid down by the competent authority such as the National Council for Teacher Education under relevant Act of the Parliament;
- xix. Be located in a comparatively noise and pollution free area;
- xx. Have a barrier free access;
- xxi. Have students' admission procedure and fees duly published provided that fees levied from students should be under the ceiling as prescribed by Competent Authority from time to time;
- xxii. Have arrangement for periodic medical check-up of students and records thereof;
- xxiii. Follow the provisions relating to service and leave rules and disciplinary proceedings in the manner as is prevalent for State Government employees;
- xxiv. Have provisions for contributory provident fund;

- xxv. Pay and allowances of any employee of a private school should not be less than the basic pay of the corresponding posts in Government schools;
 - xxvi. Have a duly constituted and valid School Management Committee;
 - xxvii. Compliance with the relevant provisions of the educational Acts and Rules in force in the State;
 - xxviii. Preparation and introduction of a students' Personal Record Card (SPRC) in a prescribed format;
 - xxix. Minimum reserve fund as may be fixed by the prescribed authority (to be deposited in a nationalized bank as Term deposit);
 - xxx. Strict adherence to the Academic calendar as may be notified by the competent authority from time to time;
 - xxxi. That there is no reason to believe that the institution will not be run in an undesirable manner or by undesirable persons;
 - xxxii. That the institution follows a curriculum and syllabus prescribed by the Academic Authority, Board or Council or any other prescribed authority established under any other law of the State Legislature or the Parliament; and
 - xxxiii. That no book which has not been approved by the Central or State Boards or which has not been published and printed by it is prescribed for study in the private school.
3. If the Registering Authority, after an enquiry within ninety days of the submission of application seeking registration of the private school under sub-section (1) of section 4, is satisfied in respect of the matters set out in sub-section (2) of section 4 of the Act, he shall issue Registration Certificate as prescribed at **Annexure-II**;
 4. The educational agency to whom a certificate is granted shall be responsible for due compliance of the provisions of these rules and the terms and conditions, if any, on which the certificate is granted;
 5. The certificate granted under sub-section (3) of section 4 of the Act shall remain valid for a period of two years within which the educational agency shall establish the school and obtain recognition from the recognition authority.

5. Establishment of private schools:

A private school not already in existence shall be established only after a certificate has been granted under sub-section (3) of section 4 of the Act:

Provided that admission of students to the school can be made only after the school obtain recognition from competent authority.

6. Continuance of an already existing private school:

1. A private school already in existence with valid registration from competent authority in respect of which an application under sub-section (1) of section 4 of the Act has been made within ninety days of notification of these rules in the Official Gazette may continue, but shall close down immediately if the certificate under sub-section (3) of section 4 is refused.
2. A private school already in existence, in respect of which no application under sub-section (1) of section 4 of the Act has been made within a period of ninety days after the notification of these rules, shall not continue after the expiry of that period:

Provided that the already existing private schools with valid recognition which could not fulfil the conditions laid down at sub-section (2) of section 4 of the Act shall be allowed to function for a period of two years without registration from the date of notification of these Rules in the Official Gazette:

Provided further that these schools should be closed down on expiry of the extended period of two years for getting registration from Registering Authority.

7. Suspension or cancellation of Registration Certificate:

A certificate issued under sub-section (3) of section 4 of the Act may be suspended or cancelled by the Registering Authority if there is a contravention of any of the provisions of the Act or these rules or any terms and conditions imposed under sub-section (3) of section 4 of the Act.

8. Appeal:

If the Registering Authority refuses to grant a certificate under sub-section (3) of section 4, or suspends or cancels under section 7, a certificate so granted, the applicant or the holder of the certificate may, within thirty days from the date of order of the Registering Authority, prefer an appeal to the Appellate Authority, and the order passed by the Appellate Authority shall be final and given effect to by the Registering Authority.

9. Penalty:

Whosoever continues to run a private school without registration or after refusal or cancellation of registration or wilfully contravenes any of the provisions of these rules or the conditions imposed under sub-section (3) of section 4 shall be punishable with

imprisonment for a term which may extend to one year, or fine which may extend to rupees one lakh or with both.

10. Cognizance of offences:

No Court shall take cognizance of an offence under these rules except upon complaint in writing made by the Registering Authority or an officer authorised by the Government in this behalf and no Court inferior to that of Chief Judicial Magistrate shall try any such offence.

11. Directions and instructions:

The Registering Authority may, from time to time, issue such directions or instructions to the owner of private school as may be necessary to accomplish the objectives of these rules, and such owner shall comply with such directions or instructions within the time specified by the Registering Authority.

12. Accounts :

Every Private School shall maintain registers and records specified in **Annexure** . The registers and records in respect of Primary Schools and Middle Schools shall be produced to Deputy Inspector of Schools and in respect of High Schools and Higher Secondary Schools to the Zonal education Officer whenever required. The Director (Education-S) may add, revise or modify the list of registers and records.

13. Annual Audit of Accounts :

1. the authorities to audit the account of every private school shall be the following, namely

	Schools	Competent Authority
	(1)	(2)
(a)	Primary and Middle Schools	Deputy Inspector of Schools
(b)	High Schools and Higher Secondary Schools	Zonal education Officer

2. a. A copy of the reports on the audit of accounts of Primary and Middle Schools shall be sent to the Zonal Education Officer, who shall forward the same to the educational agency.

b. Zonal Education Officer shall also forward a copy of the reports on the audit of accounts of High Schools and Higher Secondary Schools to the educational agency.

c. The educational agency shall within a period of one month from the date of receipt of the report submit the same with its comments to the Zonal education Officer which will be reviewed by the Zonal education Officer and submitted to the Registering Authority.

H. GYAN PRAKASH,
Commissioner, Education (S),
Government of Manipur.

ANNEXURE I
[see rule 4(1)]

APPLICATION FORM FOR PERMISSION TO ESTABLISH A PRIVATE SCHOOL

To
The Director of Education (S),
Government of Manipur.

Sir,
The undersigned, on behalf of, beg to
apply for permission to establish a private school at (give locality)
.....

The necessary particulars of the school proposed to be established are detailed below
for favour of information.

- 1. Proposed Name of the School:
.....
- 2. Full address of the School:
.....
- 3. Details of the promoter of the School:
.....
- 4. Detailed list of the schools existing within close proximity of the proposed school. (within 5 kms in rural area and 2 kms in urban areas)
.....
.....
- 6. Type of the school proposed: whether boys only or girls only or co-ed
.....
- 7. Medium of instruction of the school.
.....
- 8. (a) Category of the School (Whether minority or general):
.....
(b) If belonging to minority indicate the type of minority:
.....
- 9. Range of classes proposed to be introduced initially in the School:
.....
- 10. Recommendation (if any) of the local authority:
.....
(if yes copy of the recommendation should be enclosed)
- 11. Whether already recognized or not: (Yes/ No)
- 12. Details of Application fee:
(a) Amount:
(b) Draft no. and date/ e-transfer transaction details:
(c) Bank:

Place/Date

Signature of the Applicant:
Seal & Designation (if any):
Address:

Contact no.:

Note: The completed application form along with necessary application fee in the form of Bank Draft drawn in favour of the "Director of Education (S)" payable at Imphal shall be submitted along with (a) duly attested copies of any relevant documents; and (b) a diagrammatic layout of the locality showing the location of the proposed school with reference to the schools already existing in close proximity of the proposed school, and inter-connecting roads/IVRs etc. indicating proper landmarks, natural barriers etc. to the Director of Education(S) at least six months before the start of an academic session and obtain an acknowledgement of receipt of the application from the Directorate of Education (S).

ANNEXURE II
[see rule 4(3)]

(FORM OF PERMISSION TO BE GRANDTED TO THE PROMOTER TO ESTABLISH A PRIVATE SCHOOL)

GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)

O R D E R S

Imphal, the, 2024.

No:: Registration is hereby granted to (give the name of the promote;)

..... to establish a private school having classes up to

..... at (give details of the locality)

..... which will be for boys/girls/ co-educational (delete whichever is not applicable) only with the condition that the present permission shall stand cancelled without further notice if the promoter fails to fulfil the conditions prescribed in the Rule 4(1)(e) of the Manipur Private School (Registration and Regulation) Rules, 2024 within 3 (three) years from the date of issue of this permission, unless exempted under Rule 4(2) of the aforesaid Rules.

Registration No. of the school is dated

Director of Education (s)
Government of Manipur

ANNEXURE III
[see rule 4(1)]**SCHEDULE OF FEES**

Sl. No.	Category of schools	Registration fee	Remarks
1	Elementary Schools (From Class Pre-Primary/ I to V/ VIII)	Rs. 5,000.00	40% to be deposited to relevant receipt Head of Accounts of the Government; remaining 60% to be retained at Directorate as processing fee, monitoring expenses and issue of certificates etc.
2	Secondary Schools (Up to Class X)	Rs. 10,000.00	
3	Higher Secondary Schools (Classes up to XII)	Rs. 20,000.00	

ANNEXURE IV
[see rule 12 and 13]

List of registers to be maintained

- (1) Register of admission and withdrawals
- (2) Register of Attendance of pupils
- (3) Register of Attendance of teachers and staff
- (4) Acquaintance roll of teachers
- (5) Leave registers
- (6) Register of fines
- (7) Stock Register of Articles purchased or received
- (8) Stock register of Science equipment, furniture, appliances
- (9) Cash Book
- (10) General Ledger
- (11) Library Stock register
- (12) Fee collection register

PART-IX

**GOVERNMENT OF MANIPUR
OFFICE OF THE DEPUTY REGISTRAR OF SOCIETIES : (IMPHAL WEST)**

NOTIFICATION

Imphal, the 15th March, 2024

No.1903/SR/IW/2024: It is hereby notified for general information that pursuant to Section 7(1) of the Manipur Societies Registration Act, 1989 (Manipur Act 1 of 1990) “**Phandom Sagei Development Committee**” having its registered address at **Thaoroijam Mayai Leikai, Imphal West District, Manipur, P.O. Langjing & P.S. Patsoi** has been registered and numbered as **No.1903/SR/IW/2024**, dated, the **15th March, 2024**.

S. SOVALATA DEVI,
Deputy Registrar of Societies,
Imphal West.

**GOVERNMENT OF MANIPUR
OFFICE OF THE DEPUTY REGISTRAR OF SOCIETIES : (IMPHAL WEST)**

NOTIFICATION

Imphal, the 6th September, 2024

No.1928/SR/IW/2024: It is hereby notified for general information that pursuant to Section 7(1) of the Manipur Societies Registration Act, 1989 (Manipur Act 1 of 1990) “**Sangaiprou Mamang Nupi Yaipha Marup**” having its registered address at **Sangaiprou Mamang Leikai, Imphal West District, Manipur, P.O. Imphal & P.S. Singjamei** has been registered and numbered as **No.1928/SR/IW/2024**, dated, the **6th September, 2024**.

KH. TARUNKUMAR SINGH,
Deputy Registrar of Societies,
Imphal West.