

DIRECTORATE OF EDUCATION

Port Blair, dated the 28th March, 2024

To

**The Principal/ Manager/ Chairman,
Navy Children School,
Minnie Bay, Port Blair**

(Through the Deputy Education Officer, South Andaman)

Sub :-Recognition Certificate for the School under Sub-Rule (4) of rule 15 of The Right of Children to Free and Compulsory Education Rules, 2010 for the purpose of section 18 of Right of Children to Free and Compulsory Education Act, 2009 and Delhi School Education Act, 1973.

Dear Sir/ Madam,

With reference to your online application vide Unique Number **N2024/005**, I am directed to convey the **Grant / Extension of Provisional Recognition** to **Navy Children School, Minnie Bay, Port Blair** under the Deputy Education Officer, South Andaman, Andaman and Nicobar Islands, from **Class I to XII** w.e.f **01/04/2024 to 31/03/2025** (Before the expiry of validity of existing Fire and Health & Hygiene certificates, fresh certificates should be obtained from competent authority and copy of the same should be furnished to Directorate of Education for record through DEO, South Andaman).

The above sanction is subject to fulfillment and adherence to the following conditions:-

1. The grant for recognition is not extendable and does not in any way imply any obligation to recognize / affiliate beyond **Class XII**.
2. The school shall abide by the provisions of The Right of Children to Free and Compulsory Education Act, 2009 and The Right of Children to Free and compulsory Education Rules, 2010.
3. The school shall admit in Nursery / Class I to the extent of 25% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion.
4. For the children referred to in point 3, the school shall reimburse in accordance with the provisions of sub-section (II) of section 12 of the Act.
5. The Society / school shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.
6. The school shall not deny admission to any child for lack of age of proof and shall adhere to the provisions of sub-section (2) of section 14 of the RTE Act. The school shall ensure:
 - i. That no child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school.
 - ii. That no child shall be subjected to physical punishment or mental harassment.
 - iii. That no child is required to pass any board examination till the completion of elementary education.
 - iv. That every child completing elementary education shall be awarded a certificate as laid down under sub-rule (1) of rule 24.
 - v. Inclusion of students with disabilities / special needs as per provision of the Act.
 - vi. That the teachers are recruited with minimum qualifications as laid under section 23 (i) of the Act.
 - vii. That teachers perform their duties as specified under section 24 (1) of the Act.
 - viii. The teachers shall not engage themselves in private teaching activities under section 28.
7. The school shall follow the syllabus on the basis of curriculum laid down by appropriate authority.

8. The school shall maintain the standards and norm of the school as specified in section 19 of the RTE Act. The facilities reported at the time of last inspection are as given under:-

i.	Area of school campus	- 36421.7 Sq. Mtrs.
ii.	Total built up area	- 5793.99 Sq. Mtrs.
iii.	Area of play ground	- 1000 Sq. Mtrs.
iv.	No. of class rooms	- 42 Classrooms
v.	Separate toilet for boys and girls	- Yes
vi.	Drinking Water Facility	- Yes
vii.	Kitchen for cooking Mid Day Meal	- No
viii.	Barrier free Access	- Yes
ix.	Availability of Teaching Learning Material/Play Sports Equipments/Library	- Yes

9. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
10. The school buildings or other structures or the grounds are used only for the purposes of education and skill development.
11. The School is run by society registered under the Societies Registration Act, 1860 (21 of 1860) or a public trust constituted under any law for the time being in force.
12. The School is not run for profit to any individual, group or association of individuals or any other persons.
13. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the statements of Accounts should be sent to Director (Education) through the Zonal officer every year.
14. The Unique number allotted to your school is **N2024/005**. This may please be noted and quoted for any correspondence with this Directorate.
15. The school furnishes such reports and information as may be required by the Director (Education) / Deputy Education Officer / Zonal Officer from time to time and complies with such instructions of the Appropriate Government / Local Authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school.
16. Renewal of Registration of Society if any is ensured.
17. In case of non fulfillment of all the above, further extension of recognition will not be granted.
18. Other important condition:
- The school serves a real need of the locality and is not likely to affect adversely the enrolment in any nearby school which has already been recognized by the appropriate authority;
 - Admission to the school is open to all without any discrimination based on religion, caste, race, place of birth or any of them;
 - The building or other structure in which the school is carried on, its surroundings, furniture and equipments are adequate and suitable for an educational institution and, where there is any business premises in any part of the building in which such school is run, the portion in which the school is run adequately separated from such business premises;
 - The arrangement in the buildings or other structure and in the furnishings thereof meet adequately the requirements of health and hygiene;
 - School buildings or other structure or the grounds are not used during the day or night for commercial or residential purpose (except for the purpose of residence of any employee of the school) or for communal, political or non-educational activities of any kind whatsoever;
 - The accommodation is sufficient for the classes under instructions in the school;
 - There is no through fare or public passage through any part of the school premises.
 - Sanitary arrangements at school are adequate and are kept in good order and a certificate from the Health Officer of the Local Authority having jurisdiction over that area in which the school is located as to the health and sanitary conditions of the school and its surroundings has been furnished, and will also be furnished as and when required by the appropriate authority;

- ix. Arrangements are made for the supply of good drinking water to the student and suitable facilities are provided to enable them to take refreshments, lunch or the like;
- x. The school is so conducted that it has to promote discipline, orderly behavior and maintain a high moral tone;
- xi. No teacher or student of the school is compelled to attend a class in which religious instructions is given or take part in any religious activity. No teacher or student absenting himself/herself from religious instructions or religious activity is made to suffer any disability on that account and no student is refused admission to the school because exemption from attendance at religious instructions has been claimed by him or his parent or guardian /her or her parent or guardian;
- xii. Facilities are provided for teaching of language in accordance with the three-language formula adopted by the central government;
- xiii. The school is open to inspection by any of the following officers namely:-
 - (a) Any officer authorized by the appropriate authority or the Director (Edn).
 - (b) Director of Medical Services or Health Officer of the local authority concerned;
 - (c) Civil Surgeon, Assistant Civil Surgeon or Head Officer authorized by the appropriate authority or the Director to examine the health of students or the sanitary conditions of the school and the surroundings.
- xiv. The school furnishes such reports and information as may be required by the Director from time to time and complies with such instructions of the appropriate authority or by the Director (Edn) as may be issued to secure the continued fulfillment of the conditions of recognition or the removal of deficits in the working of the school;
- xv. All records of the school are open to inspection by any officer authorized by the appropriate authority at any time, and the school furnishes such information as may be necessary to enable central government or the administrator to discharge its or his obligations to Parliament.

(I) Physical education:

- (a) Suitable playground for the purpose of games, sports, and materials for such games and sports;
- (b) Where no such playground is available due to the location of the school in an area and where no suitable open space is available, the school shall make arrangement for a playground in a nearby area where students could be provided the facilities for games and sports;
- (c) Where no such arrangements as is referred to in clause (b) is possible, the school shall make arrangements for gymnastics or any other physical exercise.

(II) Library service:

- (i) Adequate library facilities, in the case of a primary school;
- (ii) A reading room attached or adjacent to the library, wherever possible;
- (iii) The library has a stock of books specified by the Director (Edn) and also books specified by the Affiliating Board and such other books as may meet the needs of the students and of the teachers;
- (iv) The library has also books suitable for the use of teachers in their professional work and reference work.

(III) Laboratory work:

- (a) The school must have a laboratory for teaching, science, equipped according to such specifications as may be laid down from time to time, by the appropriate authority;
- (b) In the case of a school above the middle level, intending to run either science course or course in subjects which involve practical work, accommodation equipment and apparatus according to such specifications as may be laid down, from time to time, by the Affiliating Board or the Director for the laboratory for each subject;

(IV) Co-curricular activities:

As many co-curricular activities, as may be possible, so as to give to every student an opportunity of participating in one or more of the following activities, namely:

- (a) Debates;
- (b) Recitation or elocution;
- (c) Dramatics;
- (d) Music (including folk songs), dancing (including folk dances);
- (e) Hobbies of different types;
- (f) Model parliament;
- (g) House system;
- (h) Class competition;
- (i) Junior wing of the National Cadet Corps;
- (j) Scouting and guiding;
- (k) Activities providing for social service and
- (l) Any other co-curricular activity

- xvi. That the facilities are provided for teaching minority language in accordance with the direction given by the Education Department from time to time.
- xvii. That the resources of the school are such as to provide at least the minimum prescribed standard of facilities for mental, moral, physical and social development of its pupils having regard to the strength of the school the number of courses that is proposed to undertake and the general requirements.
- xviii. If the school is running in a rented building, furnish in details about the plan of acquiring land
- xix. That the management would maintain a standard GPF scheme or any other similar scheme approved by the Director (Edn) for its employees.
- xx. That the school follows all norms of minimum wages act 1948 and subsequent amendment as notified by the A & N Administration from time to time in respect of the payment of teaching & non-teaching staff of the school and the salary of the staffs should be disbursed through Bank Account.
- xxi. Fire extinguisher shall be installed in the school for the safety of school from any kind of fire incident or any other calamity and a certificate from Fire Officer or the local authority having jurisdiction over area in which the school is located shall be obtained and will be furnished as and when required by the appropriate authority. Renewal of certificate if any be ensured. Faculty may be trained to operate the fire fighting equipments and regular mock drills be conducted in Schools.
- xxii. Prior approval/NOC shall be obtained before increasing the existing fees from the Director (Edn).
- xxiii. Prior approval/NOC shall be obtained before introducing new subject/courses/classes from the Director (Edn).
- xxiv. That the provisional recognition will be extended from time to time on the basis of the fulfillment of conditions as mentioned above.
- xxv. That the recognition of the school is liable to be withdrawn at any time if the conditions as mentioned above are not fulfilled by the school authority.

19. Representative of Director (Edn) shall be invited by the school authority every year to participate in the meeting of the School Management Committee on the matter of increasing fee, if any.

20. Fees and other charges:-

- (i) No Recognized Unaided School can collect any fee or any other charge except under the following heads:
 - (a) Registration
 - (b) Admission fee
 - (c) Caution Money
 - (d) Tuition Fee
 - (e) Annual Charges
 - (f) Earmarked levies
 - (g) Development Fee

It has to be ensured that money charged for a particular purpose has to be spent for that purpose only. The Trust or the Society running the school shall not collect any contribution from the students or their parents. The quantum of the charges at (a), (b) and (c) decided by the Director (Edn) will be the maximum limit. The other charges are to be decided by the Managing Committee.

(i) Returns, collections and utilization of fees by unaided recognized schools.

- (a) It is obligatory on the part of the Managing Committee of every unaided recognized school to file returns and other required documents in prescribed Performa for each financial year latest by 31st July each year which is subject to the examination and scrutiny by the officers authorized by the Director (Edn) on this behalf.
- (b) Every fee, contribution or other charges collected from any student by unaided recognized school shall be collected in its own name against a proper receipt by the schools.
- (c) Funds collected for specific purposes can be spent for that specific purpose only. The managing committee of recognized schools are, therefore, warned to charge fee and other specific funds according to the justification and requirement of the funds. Accounts of the schools fund including fees, fines, building rent, development fees, gift donations, contributions of pupil's funds and other fees are to be accounted for and to be utilized in accordance with the specific provisions of the Delhi School Education Rules, 1973.

(ii) Check on enhancement of fees and other charges by schools.

- (a) To review /revise the fees structure before re-opening of the school for the academic session, convene a meeting of the managing committee having PTA representative and Director (Edn)'s nominee in it.
- (b) Not to charge building fund and development charges when the building is complete or otherwise as it is the responsibility of the society who has established the school to raise such funds from their own sources or donations from the other associations because the immovable property of the school becomes the sole property of the society. Therefore the students should not be burdened by school as the school is the sole property of the society. Therefore the students should not be burdened by the way of collecting the building fund or development charges.
- (c) Admission fee can be charged only at nominal rate but not exceeding Rs. 200/- in any case and it should not be made regular practice. Once a student is admitted in a school, he should not be asked to pay admission fee again at middle or secondary or senior secondary stage. Annual charges to be charged from the students should commensurate to the annual overheads of the school keepings in view the past record and the enrolment of the school.
- (d) No fee, contribution or other charges shall be collected from any student by the trust or society running any recognized school. All fee and funds can be collected by the school only in its own name against proper receipt.

21. Statement of fees of each academic session is to be sent by recognized school not later than 31st March.


- (a) As per the provisions of sub-section (3) of section 17 of the Delhi School Education Act, 1973, the Manager of every recognized school, shall before the commencement of each academic session (but not later than 31st March) file with the Director (Edn) a full statement of the fees to be levied by such school during the ensuing academic session and except with the prior approval of the Director (Edn), no such school shall charge, during that academic session, any fee in excess of the fee specified by its Manager in the said statement.
- (b) Under the provisions of Rules 180(1) and 180(2) of Delhi School Education Rules, 1973, every unaided recognized private school is required to submit returns and documents in accordance with Appendix II, to the Director (Edn) by 31st July every year.

22. If anything is found contrary to the documents submitted by the school, the recognition of the school will be withdrawn any time before the expiry of the validity of recognition.




23. The Recognition Certificate should be pasted in the Notice Board of the School for the information of the students/teachers and parents.
24. The School shall have to make effort to increase the number of student for providing free education it upto 25% of the strength by provide adequate publicity with regards to relevant sections under RTE Act-2009.

This has the approval of competent authority.


Assistant Director (Admn.-II)
Assistant Director (Admn)
आंध्र प्रदेश शिक्षण / Directorate of Education
पोर्ट ब्लेयर / Port Blair

Copy to:-

1. The Sr. PS to Secretary (Edn), A & N Administration for kind information of The Secretary (Edn).
2. The PA to Director (Edn), Directorate of Education for kind information of The Director (Edn).
3. The Chief Pay and Account Officer, Port Blair for information.
4. The Statistical Officer, Directorate of Education for information.
5. The Deputy Education Officer, South Andaman for information.
6. The Pay and Accounts Officer, Port Blair for information.
7. The Accounts Officer, Directorate of Education for information.
8. Concerned file.
9. Spare copy.


Assistant Director (Admn.-II)
Assistant Director (Admn)
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पोर्ट ब्लेयर / Port Blair