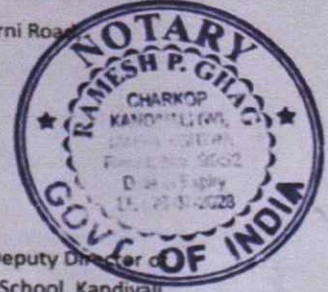




Office of the Deputy Director of Education,
Brihanmumbai, Jawahar Bal Bhavan,
Netaji Subhash Marg, Charni Road,
Mumbai-400 004

Date: 29/Aug/2001



Order-

Secondary School Code Rule no. 4.1 In exercise of the authority conferred by the Deputy Director of Education, Brihanmumbai "Bal Bhagwan Shikshan Prasarak Mandal, Oxford Public School, Kandivli, Mumbai, classes 5th to 8th through English Medium are first approving on all general terms under June 2000 on non-subsidy/non-subsidy basis from June 2000 for this year.

- 1) Secondary School Code Rule no.3 conditions should be strictly followed.
- 2) Headmaster and other staff should be trained and adequate with required quality as per rules.
- 3) The service conditions shall be as per Grants Code and Maharashtra Private School Employees (Conditions of Service) Rules 1981 as amended from time to time.
- 4) The pay scale and allowances to be determined by the management should not be less than the pay scale and allowances determined from time to time by the Government for non-government aided secondary schools.
- 5) Contributory provident fund scheme should be started for employees.
- 6) Additional classes should not be opened without prior permission of the department.
- 7) Level of education, facilities of education, health facilities should be as certified.
- 8) Follow the rules given by the department while preparing the results of the annual examination (following the rules prescribed by the department while giving promotion from one class to a higher class).
- 9) The rates of educational fees must be approved by the workforce.
- 10) School records should be made available immediately on demand for inspection by appropriate authorities.
- 11) Appointments of backward class teachers and non-teaching staff should be made as per rules and a register (roster) of backward classes should be kept as per the instructions given from time to time as per the order of the government. Also, only trained teachers should be appointed in place of approved teachers. Support the department regarding school admission.
- 12) As per Maharashtra Private School Employees (Conditions of Service) Rules, 1981, service books, secret reports, seniority list of teaching and non-teaching staff should be maintained for school staff. A school committee should be constituted and at least 6 meetings of the school committee should be held in a year and minutes should be kept.
- 13) Under rule 11.2 of the Maharashtra Private School Employees (Conditions of Service) Rules 1981, entry of the date of birth of the employee in the service book shall be signed and dated by the Principal after verifying the original school leaving certificate, secondary school certificate, medical examination certificate.
- 14) School education and administrative affairs will have to be done as per the instructions given by the Government and Education Department from time to time. Follow the orders of the department strictly.
- 15) Donations should not be taken from students or parents under any circumstances. Accordingly, the recognition of the school will be withdrawn as per the provisions of the Maharashtra Educational Institutions (Prohibition of Taking Donation) Act, 1987.



16) First approval will be granted subject to the provisions of the Secondary School Code and all conditions of service in the Maharashtra Private School Employees (Conditions of Service) Rules, 1981.

17) The Maharashtra Educational Institutions (Prohibition of Capitation Fee) Act 1987 came into force dt.15.4.88. If the institution violates the provisions of this Act by the school, the recognition given to the school will be cancelled.

18) The number of students in the school shall be as per Rule 13 of the Secondary School Code.

19) The workload given to the teachers should be as per the provisions of the Secondary School Code.

20) The educational qualification of teachers must be as per Rule No. 2 of the Madhyamik Shaha Code or as amended from time to time.

21) S.S.C. Board Rules Rule No. 28 (1) Application in the prescribed form 1. An application for approval must be submitted to the Board for the first time not later than 15 July two years before the year in which it is proposed to send the candidate for the final examination to be conducted by the Board.

22) The above approval is being given on the conditions of fulfilling the requirements and instructions in the inspection report.

23) Under Rule 4.2 of the Secondary School Code, a school must be permanently approved in the fifth year after its approval.

Deputy Director of Education,
Brihanmumbai

Copy - Headmaster/Headmistress/Principal,
Oxford Public School,
Kandivali (West), Mumbai 400067

Copy - Education Inspector (South/North/West) Brihanmumbai 07/71/60.

Inform them and send them for necessary action.

Your report regarding the above conditions should be submitted to this office. Also the said school should be informed as above.



ATTESTED BY ME

Ramesh P. Ghag
28.3.25
RAMESH P. GHAG
NOTARY
Charkop, Kandivali (W),
Maharashtra, Govt. of India

