

# SAINIK SCHOOLS SOCIETY



## **RULES AND REGULATIONS -2022 FOR NEW SAINIK SCHOOLS**

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## **PREFACE**

1. Towards accomplishing the vision of National Education Policy, 2020 (NEP), the Government of India has decided to provide an increased focus on value-based education enabling children to develop pride in the rich culture and heritage of this nation, effective leadership with character, discipline, sense of national duty and patriotism.

2. In a paradigm shift to the existing pattern of Sainik Schools, the Union Cabinet in its meeting has approved the proposal for the launching of Approved Sainik Schools under Sainik Schools Society, Ministry of Defence. These Schools will function as an exclusive vertical which will be distinct and different from existing Sainik Schools of the Ministry of Defence. In Phase-I, 100 new schools will be Approved to the Sainik Schools Society by inviting proposals from Government/ Private Schools /NGOs. The scheme will leverage public/private partnership in the education sector, help tap into the existing infrastructure available with reputed private and government Schools, and open-up new capacities to meet the growing aspirations of children desirous of receiving education in a Sainik School environment.

3. These Rules & Regulations for New Sainik Schools in Partnership Mode (hereinafter referred as R&R), amply cover the qualifying requirements set forth by the Sainik Schools Society. This document will serve as guidelines towards setting the standards for Approval as well as maintaining high standards of Education and Training in the Approved Sainik Schools. Further, it will allow the Approval Committee and Approval Cell to set forth the thresholds for performance and allow close monitoring of the execution by the Approved schools.

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## CHAPTER 1

### SHORT TITLE AND COMMENCEMENT

1.1 Rules & Regulations contained herein may be called the Rules & Regulations for New Sainik Schools in Partnership Mode (R&R)

1.2 These shall be effective from the date of notification by the Sainik Schools Society, Ministry of Defence.

1.3 **Definitions** – In these R&R, unless the context otherwise and specifically mentions:-

1.3.1 “Academic Year” means the period of twelve months duration, when teaching is provided to the students, normally from April to March.

1.3.2 “Approval Cell” means Approval Cell of the Sainik Schools Society.

1.3.3 “Approval Committee” means Approval Committee of the Sainik Schools Society.

1.3.4 “Approval Fee” means charges payable by the schools to the Sainik Schools Society in connection with Approval Fee under the provisions of these R&R.

1.3.5 “Approval” means formal Approval of a school with the Sainik Schools Society. It includes approval under all categories and of all types.

1.3.6 “Cadet” means the students studying in Approved Sainik School.

1.3.7 “Capitation Fee” as defined in Section 2 of the Right to Education Act.

1.3.8 “Child belonging to the weaker section” as defined in Section 2 of the Right to Education Act.

1.3.9 “Child” as defined in Section 2 of the Right to Education Act.

1.3.10 “Deputy Director” means the Deputy Director of the Approval Cell at Sainik Schools Society.

1.3.11 “Director” means the Director of the Approval Cell at Sainik Schools Society.

1.3.12 “Education Board” means the Education Board run by State/Centre or any other Education Board approved / recognised by a Competent Authority in India.

1.3.13 “Extension” means extension of the period of Approval granted to the school by the Sainik Schools Society.

1.3.14 “Governing Body” means a governing body owning and running the school Approved to the Sainik Schools Society.

1.3.15 “Government Aided School” means school receiving grant-in-aid from the Union Government/Administration of Union Territory/State Government/Local Authority.

1.3.16 “Government” as defined in Section 2 of the Right of Education Act.

1.3.17 “Grants-in-aid” means aids or grants in the form of maintenance from the Central Government or State Government or Administration of Union Territories or Local Authority as the case may be.

1.3.18 “Guardian” as defined in Section 2 of the Right to Education Act.

1.3.19 “Head of Institution” means the Headmaster/Principal of the School affiliated with the respective Education Board.

1.3.20 “Local Authority” as defined in Section 2 of the Right to Education Act.

1.3.21 “Manager” means an office-bearer of the management committee of the school.

1.3.22 “Memorandum of Agreement (MoA) means an agreement signed by Sainik Schools Society and approved school for grant of Approval with Sainik Schools Society”.

1.3.23 “No Objection Certificate” means a letter issued by the Education Department of the State/Union Territory in respect of a School situated in the State/Union Territory for Approval of the school to the Sainik Schools Society.

1.3.24 “Notification” means notification of any provision in the official gazette or through suitable means by Sainik Schools Society.

1.3.25 “Parents” as defined in Section 2 of the Right to Education Act.

1.3.26 “Parents-Teachers Association” or “PTA” means an association of the parents and teachers of a particular school.

1.3.27 “Penalty” means a penalty imposed or purported to be imposed upon the school under the provisions contained in these R&R.

1.3.28 “Regular Approval” means Approval granted under Sainik Schools Society Approval Scheme to the school for the prescribed duration.

1.3.29 “Private School” means a school run by a Society/Trust/Company duly constituted and registered under the provisions of relevant Central/State Acts.

1.3.30 “Provisional Approval” means Approval granted under Sainik Schools Society Approval Scheme to the school which is not permanent in nature.

1.3.31 "Recognition" means formal recognition of school in accordance with the provisions contained in the Right to Education Act and/or the Education Act of the concerned State/UT Government/Administration.

1.3.32 "Registration Fee" means charges payable by the schools to the Sainik Schools Society in connection with registration on the Online Portal.

1.3.33 "Reserve Fund" means a fund created by the school authority in a Post Office/Nationalized Bank as per requirements of the approving State/Central Board.

1.3.34 "Right to Education Act" means the Right of Children to Free and Compulsory Education Act 2009.

1.3.35 "New Sainik School" means the school established and running under the aegis of Sainik Schools Society.

1.3.36 "Sainik Schools Society" means the Society registered under the Society Registration Act XXI of 1860 by the Ministry of Defence(SSS).

1.3.37 "School Fee" means the amount of money charged by the school to the student in connection with the conduct of all activities related to curricular or extra curricular activities in an academic year.

1.3.38 School Inspection Committee (SICom) means the committee constituted by Sainik Schools Society comprising of two members which will include an officer serving as Principal of Sainik School and an Education Officer from State Government. The SICom would conduct inspection towards ensuring qualifying requirements for Approvals / extension of a particular School.

1.3.39 "School Management Committee" means the committee managing the school as per Section 21 of the RTE 2009.

1.3.40 "School" means a school as defined in Section 2 of the Right to Education Act.

1.3.41 "Teacher" means a person in the employment of a school Approved with an Education board and SSS for teaching purposes as per the qualifications criteria stipulated in Section 23 of RTE Act 2009 and complying with Criteria of Respective Education Board.

*Words importing the singular number also include the plural number and vice-versa unless specifically indicated otherwise.*

*Words importing the masculine gender also include the feminine gender, unless specifically indicated otherwise.*

## **CHAPTER 2**

### **NORMS FOR APPROVAL**

#### **2.1 CATEGORIES OF SCHOOLS**

The schools in following categories will be eligible for Approval under the Sainik School Scheme:

2.1.1 A recognised government school receiving aid or grants to meet whole or part of its expenses from the appropriate Government.

2.1.2 An Approved school having a distinct character which may be specified, by notification, by the appropriate Government.

2.1.3 A school directly run and/or financially controlled by the Government Ministries/Departments like Railways, Defence, Public Sector Undertakings etc., and Statutory Bodies, Autonomous Bodies, Local Bodies, Government Department, Non-Government Organisations and Private Companies etc.

2.1.4 A School established by

(a) Societies, registered under the Societies Registration Act 1860 of the Government of India or under Acts of State Governments as educational, charitable or societies having non-proprietary character or

(b) By Trusts, registered under Indian Trusts Act, 1882, or

(c) Companies registered under the Companies Act 2013.

#### **2.2 AFFILIATION TO EDUCATION BOARDS**

The school must be Affiliated to one of the following boards:

2.2.1 Central Board of Secondary Education (CBSE).

2.2.2 Respective State Boards of Education.

2.2.3 Council for the Indian School Certificate Examinations (ICSE).

2.2.4 International Baccalaureate Program.

2.2.5 International General Certificate of Secondary Education (IGCSE).

2.2.6 General Certificate of Secondary Education (GCSE).

2.2.7 Any other Education Board included hereafter in this list by the Sainik Schools Society.



## 2.3 **CATEGORIES OF APPROVAL**

The Sainik School Approval scheme would include mainly two categories as mentioned below:-

2.3.1 Approval of Existing Schools (Brownfield schools)- Under this category, all the schools mentioned vide Para 2.1 can apply for Approval. The application Proforma with respect to such schools is placed at **Appendix 'A'**.

2.3.2 Approval of Newly Built Schools (Greenfield schools)- Under this category, a planned / under planning / newly built school can apply for Approval. The application Proforma with respect to such schools is placed at **Appendix 'B'**.

## 2.4 **DURATION OF APPROVAL**

2.4.1 **Provisional Approval.** The schools under this category mentioned vide 2.3.1 and 2.3.2 would be provisionally Approved for a fixed period of two academic years subject to extension post performance review.

2.4.2 **Regular Approval.** A school mentioned vide category 2.3.1 and 2.3.2 would be given regular Approval, post achieving desired threshold in two successive performance reviews. The regular Approval would be considered for the duration of 15 years from the date of approval. However, the SSS reserves all rights to cancel the Approval at any time if a school fails to meet the laid down criteria.

## 2.5 **CONDITIONS OF APPROVAL**

2.5.1 The school falling under categories mentioned vide Para 2.1.2, 2.1.3 and 2.1.4 must be governed by a properly constituted Registered Society/Registered Trust/Registered Company (hereinafter referred as Society/Trust/Company) relevant Acts, having non-proprietary character, not vesting control in a single individual or members of a family, confirming to the extant laws and rules.

2.5.2 The school must have an operational School Management Committee as per relevant provisions in the Education Act/Rules of the applicable Central/State appropriate government. Further the SMC must follow norms stipulated under RTE Act 2009 and as per provisions contained in these R & R. Further, every school should have well documented scheme of management orders, Standing Orders and a rule book.

2.5.3 The school seeking Approval under the Sainik Schools scheme must submit in a form placed at **Appendix- 'C'**, prior recognition / No - Objection certificate from concerned State Education Department as per extant rules and provisions contained in RTE Act 2009.

2.5.4 Every School seeking Approval with SSS mentioned under Para 2.1 must submit a formal prior 'No Objection Certificate (NOC)' from the respective State Government stating that the State Government has no objection to the Approval of the School with the SSS. The NOC once issued will be considered valid for specified period and level unless it is withdrawn by designated and competent issuing authority.

2.5.5 The school must meet Land Requirement as per provisions contained in Chapter 3.

2.5.6 The school must have Physical and IT Infrastructure as per provisions contained in Chapter 4.

2.5.7 The school must adhere to the Staff and School Performance Requirement mentioned in Chapter 5.

2.5.8 The school must submit documents mentioned vide Appendices B and C as applicable and affidavit.

2.5.9 The school must have Electronic Clearing Service towards disbursing Salary of All the Staff members.

2.5.10 The school must have a transparent fee structure as per the laid down provisions of the Government having jurisdiction over the matter.

2.5.11 The school must have reserve fund and financial resources as per the policy laid down by the affiliating education board/ Government, as applicable. Details for maintaining account and finance are mentioned in Chapter 6

2.5.12 The school must be recommended for Approval by the School Committee.

2.5.13 The school being recommended by the Inspection Authorities will be issued with a Letter of Intent for Approval of the applicant school.

2.5.14 The School would be mandatorily required to sign a Memorandum of Agreement with SSS, in order to be registered as an approved school under the SSS.

## 2.6 **CONDITIONS POST APPROVAL**

An Approved school with the SSS is required to meet the following requirements towards continuing the Approval: -

2.6.1 The school must be affiliated to only one education board. The SSS Approval will be considered terminated in case of cancellation/ceasing of affiliation of the school with the education board.

2.6.2 The criteria mentioned for Staff, Land, Physical and IT Infrastructure must be maintained continuously at all times.

2.6.3 Admissions must be provided without charging any donation/additional amount apart from the norms laid down by the respective Education board. The process of Admission must be fair, impartial and follow the laid down provisions.

2.6.4 The school must follow the syllabus and books/ publications laid down by the respective affiliating education board.

2.6.5 The school must ensure the highest standard of conduct and working ethics being followed by the entire school staff and administration. Further, the school staff and administration must not resort to any act which damages the image of the Sainik Schools Society.

2.6.6 The school must keep the school website updated with the total amount of fee to be charged including fees to ensure transparency.

2.6.7 The school must provide a safe environment and follow all the safety norms laid down by the government. Further, building and fire safety certificates must be obtained and submitted to the SSS on yearly basis.

2.6.8 The water and hygiene certificate or a self-declaration must be submitted on a half yearly basis to the SSS.

2.6.9 The school must follow the criteria laid down by the Government and other Laws and Acts, as applicable.

## CHAPTER 3

### LAND REQUIREMENT

The School desirous of being approved and belonging to any of the Categories mentioned vide Para 2.1 must fulfill land requirement norms mentioned below:

#### 3.1 REQUIREMENT OF LAND

3.1.1 The land of the School must be a contiguous single plot of land. If there are more than two survey numbers etc. all the plots should be adjacent/touching each other and shall make a single plot of land as a whole.

3.1.2 All the playgrounds, training areas, stores, accommodation areas (if any in the case of residential schools) must be part of the land mentioned in Para 3.1.1 above.

3.1.3 The minimum land requirement for such schools must be as given below.

SI No	Category of School	Minimum Land Requirement (in acres)
(a)	For Day Schools	06
(b)	For Residential Schools	08

#### 3.2 OWNERSHIP OF LAND

3.2.1 The school must be located on an encumbrance free land which is not under any dispute and the land title must be fully in the name of the statutory body/Society/Trust/Company/ Department.

3.2.2 The school mentioned vide Para 2.1.2, 2.1.3 and 2.1.4 which are located in the area legally owned and allocated by the respective parent organisations would be eligible for Approval with a **No Objection Certificate** from the said parent organisation.

3.2.3 In case of lease, the Lease Deed of the land/building should be duly registered before the concerned Registration Authority of the State and should be for a minimum effective term of 15 years. The period of validity of lease or any other documents of property should be such that it guarantees the enjoyment of lawful rights over the land for a continuous period of 5 years or more from the session for which application for initial approval has been submitted.

3.2.4 A lease deed executed under government or any agency of government would be accepted even if it is less than 15 years but more than 8 years at the time of submission of application for Approval.

3.2.5 In case of ownership, the land title documents should be a Sale Deed/ Conveyance Deed / Gift Deed.

3.2.6 The land must have been leased for the specific purpose of running a school.

3.2.7 In the case of leased land, the renewal of the lease deed will be the responsibility of the Approved school. Sainik Schools Society will not be responsible for it.

## **CHAPTER 4**

### **PHYSICAL AND IT INFRASTRUCTURE**

#### **4.1 PHYSICAL INFRASTRUCTURE**

##### **4.1.1 CLASS ROOMS**

(a) **Essential Requirement.** The school applying for Approval must have sufficient number of furnished class rooms which can accommodate a maximum strength of 40 students per class. The size of class rooms must be as per the requirement of the respective education board. However, space available must at least be 1 sq. meter per student in a class. Number of classrooms for each class must be equal to the number of sections of the class.

(b) **Desirable Requirement.** All the classrooms should be installed with CCTV, Smart Classroom Software and required hardware with internet facility.

##### **4.1.2 CHANGING ROOMS AND RESTROOMS**

The Day Boarding schools should have adequate number of changing rooms, separate for Boys and Girls. The same facility must be available for the staff members.

##### **4.1.3 TOILET/SANITATION REQUIREMENT**

(a) The number of toilets and size for boys and girls must be as per the latest provisions of National Building Code 2005.

(b) The school must have separate toilets for boys and girls on each floor. There must be a separate toilet for staff members with signage boards displayed prominently.

##### **4.1.4 LABORATORIES**

(a) The school must house independent Math, Physics, Chemistry and Biology laboratories. The size of each laboratory and equipment held in each must be as per the syllabus and criteria prescribed by the respective education board. It is essential to have a proper record keeping mechanism for the items being used in the laboratory.

(b) It is desirable to have a language lab and an Atal Tinkering Lab at the School applying for Approval.

(c) **Computer Laboratory.** The school must have functional computer laboratory as per the norms laid down by the respective education board. It must have adequate provisions pertaining to cyber safety and security.

#### 4.1.5 **LIBRARY**

The school must have a well-stocked library as per the guidelines of the respective affiliating Boards. It is desirable to have sufficient internet surfing nodes to provide internet access to the students and staff for academic purposes only.

#### 4.1.6 **CO-CURRICULAR ACTIVITY CENTRE**

(a) The school must have separate rooms for art, craft, music, dance and preferably a multipurpose hall of adequate size to accommodate all the students.

(b) It is pertinent to mention that the extra/co-curricular activity area cannot be co-located with the indoor sports facilities. Further, the facilities for extra-curricular / co-curricular activities must have adequate equipment to impart effective training to the students.

#### 4.1.7 **SPORTS FIELDS AND SPORTS COMPLEX**

(a) The school must have adequate space available for outdoor activities. The minimum required facility in terms of play ground includes: -

- (i) One Football Ground
- (ii) Two Basketball Courts
- (iii) An Athletics Track (at least 200m, preferably 400m)
- (iv) Two Volleyball Courts
- (v) Two Table Tennis tables
- (vi) One Hockey Ground

(b) The facilities have to be created in a manner that all the above activities can be conducted simultaneously at the same time.

(c) Additional sports facilities like a Swimming pool, Horse Riding Club etc. created and maintained by a school are desirable.

(d) In addition to conduct of general sports activities for all students to develop sportsman spirit and to improve physical fitness , the new schools will undertake expert coaching of One Sport per School based on State wise priority sports discipline promulgated in line with MoYA&S guidelines and create necessary infrastructure towards the same. While doing so the school can judiciously utilise the land area available with the school towards setting up of Sports facilities.

(e) Size of the Grounds/courts and construction must be followed as per the standard laid down by the governing Sports bodies, as applicable.

(f) Further, a school applying for approval must follow the National Sports Development Code 2011 (as revised from time to time).

4.1.8 **INFIRMARY / MI ROOM.** A school must have an operational adequately staffed and well-equipped infirmary/MI Room.

4.1.9 **TRANSPORT.** A school must have an adequate number of own/hired vehicles for daily transportation of students. It should also have an arrangement of owning / hiring Ambulance for transporting any needy staff / student in the event of an emergency.

4.1.10 **FACILITIES FOR DRINKING WATER AND MESSING**

(a) A school must have adequate facilities for potable drinking water on each floor. It is an essential requirement to have an operational and well-maintained water purifier installed at every water point.

(b) A school must have a dining area with adequate seating capacity as per the National Building Code 2005 where the student would have their meals. It is essential to maintain water and food hygiene within this area to ensure the safety of the student.

4.1.11 The school must provide a barrier-free environment towards accommodating students in a disciplined manner.

4.1.12 **RESIDENTIAL INFRASTRUCTURE ( IN CASE OF A RESIDENTIAL SCHOOL)**

(a) In case a school is applying for Residential category, it will have to provide appropriate residential/hostel facilities for the staff and students both. Such school will have to provide conducive environment and hygiene conditions to all the inmates. The school will provide adequate personal space including storage. There should be proper sanitary conveniences as per latest CPWD compendium of Architectural Norms and Guidelines for Educational Institutions.

(b) Any such Co-Ed schools will have to provide appropriate separate residential/hostel facility for female staff/students. Hostel accommodation for girls should be adequately provided with security measures like Boundary wall, Shutter Door, CCTV camera etc.

4.2 **IT INFRASTRUCTURE**

4.2.1 The school must have an adequate number of networked computers in the Offices areas and academic blocks, with inbuilt capacity for future expansion and up-gradation. All computers must have adequate provisions to ensure cyber safety and security.

4.2.2 Every approved school must have its own website, and all the details pertaining to its approval status, infrastructure, details of teachers including



qualification, number of students, postal address, e-mail, telephone number and copy of transfer certificate issued from time to time are to be mentioned under the icon of mandatory/disclosure.

4.2.3 The school must have reliable School Management Software and mobile app towards ensuring the availability of information and transparency within the system. It is important to note that the domain name of the school be permanent and remain with SSL Certification.

4.2.4 The school must have adequate printers and Photostat facilities in the Offices. Separate facilities for the students must also be available.

#### 4.3 **SAFETY STANDARDS**

The school shall follow the guidelines related to the safety of the children in schools contained in the following:

- (a) The guidelines issued by the Hon'ble Supreme Court of India in Writ Petition (Civil) no. 483 of 2004 in the matter of Avinash Mehrotra (Petitioner) Versus Union of India & Others (Respondents).
- (b) The Guidelines on School Safety Policy, 2016 issued by the National Disaster Management Authority.
- (c) Manual on Safety and Security of Children in Schools Developed by National Commission for Protection of Child Rights.
- (d) National Building Code-2005, as amended from time to time.
- (e) The school must have an Anti Ragging Policy in effect. Further, the signage board for POCSO and Ragging Awareness must be placed at various locations within the school campus.
- (f) The school must be a tobacco-free zone and provisions made vide COTPA Act 2003 (and its revision) must be followed.
- (g) The school should have a Discipline Committee comprising of the Vice Principal and a few teachers as its members.

## CHAPTER 5

### STAFF ESTABLISHMENT AND REQUIREMENT

#### 5.1 STAFF ESTABLISHMENT

Qualifications, Recruitment and Service Rules in respect of the Principal, Vice Principal, Teachers and other staff is given in the ensuing clauses: -

##### 5.1.1 TEACHING STAFF (INCLUDING PRINCIPAL/VICE PRINCIPAL)

(a) The school must have a full-time Principal and Vice-Principal/Head Master/Head Mistress as per the norms mentioned in the Approval norms of the respective Education Board.

(b) The school must have an adequate number of qualified subject teachers for all the subjects which are being offered in the school. In addition, Physical Training Instructor and Drill instructors will be employed on a regular basis from amongst Ex-servicemen with appropriate experience and qualifications as specified by NCTE and UGC. The student-teacher ratio and section teacher ratio must be maintained at all times as mentioned vide the rules of the respective education board. It is important to note that the teacher-student ratio must be at least 1:40 and section teacher ratio must not be below 1:1.5.

(c) The teaching staff will be recruited by the school as per the provisions given by the respective education boards under which it is affiliated.

(d) The minimum qualifications for the teaching staff (including Principal/Vice-Principal/Head of school) should be in accordance with the following:-

(i) National Council for Teacher Education (Determination of minimum qualifications for Persons to be recruited as Education Teachers and Physical Education teachers in Pre-Primary, Primary, Upper Primary, Secondary and Senior Secondary schools)Regulations as amended and notified from time to time.

(ii) Minimum qualifications laid down in the Recruitment Rules for the teachers by the Appropriate Government where the school is situated.

5.1.2 The minimum qualifications of the teachers of subjects introduced by the respective education board must be adhered to.

5.1.3 Where ever need arises, the provisions contained in clause 5.1.1 (d) (ii) will prevail over the provisions contained in clause 5.1.2 and the provision contained in clause 5.1.1 (d) (i) will prevail over both 5.1.1 (d) (ii) and 5.1.2.

5.1.4 The residential / day boarding school must have adequate mess staff including cook and stewards and conservancy staff for maintaining hygienic conditions.

5.1.5 The school must have a qualified Nursing Assistant / Nursing Sister/visiting or resident doctor.

5.1.6 The school must have a counsellor/wellness instructor.

5.2 The schools should devise and follow a transparent system for the recruitment of staff of various categories. It is pertinent to mention that the process of recruitment must adhere to the provisions and guidelines mentioned by the respective education boards.

5.3 The school shall define the service rules of teaching & non-teaching staff based on the guidelines and policies of the Government. The service rules shall be approved by the School Management Committee and the governing body running the school and invariably have specific and well-documented provisions in respect of the following:-

5.3.1 Appointments.

5.3.2 Medical Certificate, Character certificate, etc.

5.3.3 Probation (Including Extension of Probation).

5.3.4 Confirmation.

5.3.5 Termination of Service due to Abolition of Posts, etc.

5.3.6 Age of Retirement.

5.3.7 Working Days and Working Hours.

5.3.8 Number of Teaching Periods.

5.3.9 Maintenance of Record by the Teachers.

5.3.10 Attendance of employees.

5.3.11 Contributory Provident Fund /National Pension System (NPS).

5.3.12 Representations to the School Management.

5.3.13 Permission to add Qualifications.

5.3.14 Application for another Post.

5.3.15 Private and other Tuitions.

5.3.16 Leave, Grant of Leave

5.3.17 Duties and code of conduct for employees.

5.3.18 Service Books.

5.3.19 Performance Appraisal Report.

5.3.20 Disciplinary Procedure: Suspension and Reinstatement etc.

5.3.21 Constitution of Disciplinary Committee.

5.3.22 Penalties (Minor and Major), Powers of Imposing penalties and procedure of Imposing penalties etc.

5.3.23 Payment of Pay and Allowances on Reinstatement.

5.3.24 POCSO & Ragging Committee.

5.3.25 Sexual Harassment Against Working Women Committee.

5.3.26 Disbursement of Salary to Staff.

## CHAPTER 6

### FINANCIAL RESOURCES AND MANAGEMENT

6.1 The school must have sufficient financial resources to ensure its continued existence, to meet the running expenses of the school and to undertake improvement/development of school facilities and capacity building of teachers.

6.2 No part of the income from the institution shall be diverted to any individual in the Trust/Society/Company/School management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, depreciation and contingency funds, may be further utilized for promoting the school and extending the cause of education in the same school.

6.3 It shall be the responsibility of the school to maintain its account in a transparent manner based on accounting norms and standards. The accounts should be audited by a certified chartered accountant and proper accounts statements should be prepared and maintained as per extant laws/rules.

6.4 All financial transactions should be made through digital mode.

6.5 The school shall have its separate account from the society/trust/company and maintain the books of accounts independently.

6.6 **Reserve Fund.** The school will maintain a reserve fund in a nationalized bank as per the laws/regulations of the Appropriate Government so stipulated, in the manner prescribed under such laws/rules.

6.7 It shall be the responsibility of the school to maintain a separate register for all loans taken by the school or by the society /trust/company from banks etc.for the school, having complete details of the purpose, securities and terms of repayment etc. of the loan such secured. The school will ensure the loan such taken is only utilized for the purpose for which it is obtained.

#### **6.8 MAINTAINING THE ACCOUNT OF THE GRANT/FUND ALLOTTED BY THE SAINIK SCHOOLS SOCIETY**

6.8.1 The school must maintain a separate account in a nationalized bank.

6.8.2 Further a cash account book must be maintained as per good accounting practices. The cash in hand in respect of the fund allocated by the SSS must be kept NIL at all times.

6.8.3 It is important to note that the school **cannot** generate interest from the funds allocated by the SSS. Further, the funds allocated to the school, if any, for a specific purpose must be utilized as per the mandate given by the SSS.

6.8.4 School is liable to be subjected to audit by SSS and any other body authority deputed by the Government of India (GoI). Any financial assistance from the Ministry of Defence (MoD) shall be subjected to General Financial Rules 2017 with latest amendments.

6.8.5 (a) The school must declare the sanctioning authority in the Financial Power Delegation Form placed at '**Appendix D**'. Any change in the sanctioning authority must be intimated to the SSS immediately towards ensuring transparency.

(b) It is pertinent to mention that a qualified CA firm must audit the amounts on yearly basis and a report of the same must be forwarded to the SSS.

(c) No financial assistance will be provided by SSS for salary, pension, retirement benefits and maintenance of infrastructure.

## CHAPTER 7

### ADMISSIONS, SCHOOL FEES AND STANDARD COMMON UNIFORM

#### 7.1 Admission Criteria in Approved Sainik Schools.

7.1.1 Admission in the approved Sainik Schools will be carried out as per the instructions of the Sainik Schools Society as issued from time to time.

7.1.2 The Merit-based criteria for admission into New Sainik Schools would be conducted as mentioned below: -

(a) Each School will notify the number of seats to be made available in class VI under the Sainik School pattern of training each year in line with Calendar of Admission of SSS. Sainik Schools Society will also be kept informed of the same.

(b) At least 40% of the Seats will be filled by drawing candidates who appear and qualify in AISSE Examination conducted by NTA and desirous of taking admission in the New Sainik School through merit list of AISSEE conducted by NTA. Upto 60% of the total number of seats may be filled by the Students already enrolled in that School, based on a qualifying test to be taken by students of Class V of the same school and willing to take admission in Sainik School Vertical. The test can be conducted by National Testing Agency (NTA) or any other appropriate testing body as prescribed by SSS.

(c) To ensure transparency in admission an e-Counselling software/portal will be deployed for the students being admitted through AISSEE of NTA for whom school-wise merit list will get generated.

(d) Responsibility to abide by the applicable provisions of RTE Act and EWS Quota shall lie with the Schools.

7.1.3 **Medical Test.** All candidates before admission to the approved Sainik School will be subjected to a medical examination to ensure that the students are able to meet the physical and medical demands of training. It will be mandatory for the students to get a Medical Fitness Certificate from a registered government physician.

7.2 **School Fees**. The schools are required to have a transparent process of charging fees in accordance with prevailing provisions for fees regulations by the respective State Governments, which must be followed.

7.3 Admission Fee and Fee charged under any other head are to be charged only as per the regulations of the Government of India/ State Government, as applicable.

7.4 Fee may be revised with the prior approval of the School Management Committee as per the process prescribed by the appropriate authority of the Government of India/ State Government, as applicable.

7.5 **Financial Assistance in Fees to the Schools on Merit Cum Means Basis.**

7.5.1 As per the approved Cabinet note, Sainik Schools Society will provide Annual Fee Support of 50% of the fee (subject to an upper limit of Rs. 40,000/- per annum) for 50% of the class strength (subject to an upper limit of 50 students) per annum from Class VI to Class XII, on Merit-cum-Means basis. It is proposed that the merit cum means would be applicable to 50% of class strength based on under mentioned income brackets: -

- (a) Income Bracket 1 – Up to Rs. 3 lakhs per annum
- (b) Income Bracket 2 – Rs. 3 to 5 lakhs per annum
- (c) Income Bracket 3 – Rs. 5 to 8 lakhs per annum

7.5.2. Following criteria will be used to identify students of various categories (UR, OBC, SC & ST) for consideration of Financial assistance based on merit cum means: -

SI No	Means	Merit	Remarks
(a)	UptoRs.3 lakhs per annum	UR - 75%	(a) For the First Year i.e. an entry in Class 6 <sup>th</sup> in line of admission mode ratio, the number of students to be provided fee assistance can be framed at the same rate of the students admitted directly by the School and those through AISSE examination respectively. Two merit lists for the two verticals will be made and requisite numbers taken from Merit List
		OBC - 60%	
		SC / ST - 50%	
(b)	Rs. 3 to 5 lakhs per annum	UR - 75%	(b) If the required number of Students are not available in one group, Students from other groups can be selected for the remaining numbers. (c) A 5-member Selection Committee of the School comprising of 2 teachers and 2 parents and one representative nominated from the Sainik School Society may be
		OBC - 60%	
		SC / ST - 50%	
(c)	Rs. 5 to 8 lakhs per annum	UR - 75%	



		OBC - 60%	constituted at each school level to have a transparent process.  (d) For Class 7 <sup>th</sup> onwards marks received in the previous class examination will be considered.
		SC / ST - 50%	

7.5.3. The number of students who would be given financial assistance will be distributed to various categories as under:-

- (a) SC – 15%
- (b) ST – 7.5 %
- (c) OBC – 27%
- (d) Unreserved – Remaining seats

7.5.4. **Steps Involved in preparation of Merit cum Means Criteria**

(a) **Preparation of Merit List**

(i) Under each Income Bracket, a merit list will be drawn. The students from the reserved category figuring in the General category will be considered as part of the unreserved category.

(ii) If any of the reserved categories (SC, ST or OBC-NCL (Non-Creamy Layer) is/are not available within the lowest income bracket, then higher income brackets will be considered.

(iii) In case, the number of students in the reserved category in the considered income bracket is less, then the students from the next Income Bracket in the same category will be considered.

(iv) Non Availability of Students in Reserved Category (SC/ST):- If there are no students available from the SC/ST category in any of the income brackets, then the distribution of financial assistance will be carried out to candidates from OBC and General Category on pro-rata basis.

(v) Non Availability of Students in OBC (NCL) Category:- If the students are not available in the OBC(NCL) Category, then the earmarked vacancies will be transferred to SC/ST and General on a pro-rata basis.

(vi) After considering all SC, ST and OBC (NCL) category students if still, all vacancies are unutilized, then the students of the General category on the basis of merit may be considered under the income bracket mentioned vide para 2 above.

(b) **Criteria for breaking the tie.** In case of a tie between the students following criteria is proposed to be considered: -

(i) Students having a lower annual income will be given priority within the income brackets prescribed above.

(ii) If two students have the same annual income, then the student having a higher score in the previous class will be given priority.

(iii) If two students have the same annual income and scores, the student who obtained higher marks in Mathematics in the previous class will be given priority.

(c) The school would receive the support only after the submission of a valid report duly signed by the Principal. It is important to note that all the documents pertaining to this scheme would be duly checked during the annual inspection.

(d) In case any anomaly is found in the documents, the entire amount will be recovered from the School.

(e) SSS will be the final decision making authority for financial assistance of fee from the Central Government.

**7.6 Separate Vertical and class size:** - There shall be no limits put on the class strength of individual schools proposed under the scheme, a strength of at least 50 students per class per school for the Sainik School vertical has been taken. School which start at Kinder garden or any other level below class 6 may also choose to migrate to new Sainik school model from class VI onwards to all or a segment of their students.

In this regard, new Sainik Schools can have two separate verticals in the same school, one for the students under the Sainik School model from class 6 onwards and the other out of it. If the school chooses to maintain two verticals- namely Sainik School and non-Sainik School, the classes and activities for both will be held separately.

**7.7 Standard Common Uniform.** “All schools approved under this scheme will follow standard common uniform for the students which will be prescribed by the approving society, i.e. Sainik Schools Society”. Towards maintaining the commonality of uniform across the approved New Sainik Schools, approved schools will be required to ensure that students opting for Sainik School System mandatorily wear the common standard uniform for parity across all New Sainik Schools. Two standard common uniform for academics/drill and sports would be prescribed by the Sainik Schools Society, on similar lines as existing Sainik Schools. The approved school can be given the option of prescribing the same Uniform for those students also who are not opting for Sainik School pattern within the same school.

## **CHAPTER 8**

### **SCHOOL MANAGEMENT COMMITTEE**

Subject to the relevant provision in the Education Act of the State/UT concerned, every Approved school should have a scheme of management as per the following clauses.

#### **8.1 COMPOSITION OF SCHOOL MANAGEMENT COMMITTEE**

8.1.1 The composition of the School Management Committee must adhere to the directives given by the respective affiliating Boards.

8.1.2 Additionally every management committee shall include the following members from SSS namely:

- (a) Principal of nearby existing Sainik School / a member nominated by Sainik Schools Society.
- (b) Member from Parents.
- (c) Member from teaching staff.
- (d) Member from district administration (from education wing)

8.2 The term of the members except mentioned under Para 8.1.2 (a) of the management committee shall be three years.

8.3 A member can be re-elected for another term but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the governing body.

8.4 Powers and Functions of the School Management Committee in addition to the one mentioned vide respective education board are as follows:

8.4.1 It shall supervise the training, academics and co-curricular activities of the school for its smooth functioning.

8.4.2 It will oversee that the applicable rules and guidelines are being followed.

8.4.3 It shall develop plans for the improvement of the school and monitor the progress.

8.4.4 It shall guide the Principal in school management.

8.4.5 It shall approve the revised Fees and other charges subject to the conditions laid down in Chapter 7.

8.4.6 The School Management Committee will meet at least twice in an academic session.

8.4.7 The provisions mentioned vide the Acts and Regulations of the Appropriate Government and Affiliating Education Board will prevail upon the SMC.

## **CHAPTER 9**

### **ROLES, RESPONSIBILITIES, DUTIES AND POWERS**

#### **OF IMPORTANT FUNCTIONARIES AT SCHOOL**

Towards achieving the vision set forth by the Sainik Schools Society, the following responsibilities of various stakeholders shall include but are not limited to the following:

#### **9.1 GOVERNING BODY/ SCHOOL AUTHORITIES**

9.1.1 Composition.

9.1.2 It must ensure that the Memorandum of Agreement be honored in letter & spirit and Qualifying Requirements and Provisions of these R&R are always fulfilled. Further, it is the responsibility of the governing body to adhere to the Affiliation norms of the respective Education Board.

9.1.3 The School must at all times have proper land, building and other physical and IT infrastructure as mentioned in Chapters 2,3, and 4 of this document.

9.1.4 The School must not be run as a business entity and the commercialization of a school must not take place in any manner whatsoever. Conduct of coaching classes for admission to Sainik Schools within the premises of a school or by the staff of the school is forbidden.

9.1.5 It will ensure that financial assets are spent for the benefit of the same school and for extending the cause of education.

9.1.6 It shall have control over the School Management Committee.

9.1.7 It shall ensure that the staff members and teachers are well trained at all times as per the directions issued by the respective education board and the SSS from time to time.

#### **9.2 HEAD OF THE SCHOOL**

9.2.1 Head of the School/Principal will be responsible for the successful running of the school as per the standards laid down by the SSS and the Affiliating Board.

9.2.2 He will ensure that all provisions of the R&R in this document and all directions are given from time to time are strictly complied with.

9.2.3 He will handle official correspondence relating to the school and furnish within a specified time, the returns and information required by the SSS.

9.2.4 He will ensure implementation of the curriculum laid down by the SSS besides the prescribed academic curriculum of the Affiliating Board.

9.2.5 He will ensure provision of conducive environment where Learning can take place.

9.2.6 He will ensure that the Defence Ethos are inculcated among the staff and students.

9.2.7 He will ensure that the results of the school are qualitatively high and instil confidence among Students and Parents as well.

9.2.8 He will maintain proper liaison with Parents by conducting regular PTMs.

9.2.9 He will perform the duties as mentioned vide Affiliation norms of respective Education Board.

9.2.10 He will be responsible as a single point of contact for the implementation of directives issued by the Sainik Schools Society.

9.2.11 He will make satisfactory arrangements for the supply of good drinking water and provide other facilities to the students and ensure that the school building, its fixtures and furniture, office equipment, lavatories, playgrounds, school garden and other properties are properly and carefully maintained.

## CHAPTER 10

### PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS AND APPROVALS

This chapter contains various processes, procedures and provisions related to applications for Approval of Schools to the Sainik Schools Society

#### 10.1 APPLICATION BY THE EXISTING SCHOOLS TOWARDS UP-GRADATION TO THE SAINIK SCHOOLS SCHEME

10.1.1 **Registration for the Approval.** The school must register itself on the online portal and pay non-refundable Registration Fees Rs. 5000/- (or as revised from time to time).

10.1.2 **Submission of the Approval Form.** On registration, a registration number will be emailed to the school. The same number will be used for all future correspondence till an Approval number is allotted to the school by Sainik Schools Society. After registration, an Approval Form will be sent to the school to be filled with the details and submit it in original to SSS. Approval Form will be accepted online only.

10.1.3 The SSS will scrutinize the documents regarding fulfilling of qualifying requirements.

10.1.4 Incomplete Approval Form and/ or submitted without required details and documents will be rejected and no further action will be taken by the SSS.

10.1.5 Any School which does not fulfill the essential requirements will be rejected and intimation of the same would be given to the applying school.

10.1.6 In case, any clarification is required by the SSS in connection with the application, the school will be informed and the same will be required to be submitted within the stipulated time. Non receipt of clarification within the specified time will lead to rejection of the application for Approval.

10.1.7 The SSS will appoint an Evaluation Committee/ School Inspection Committee (SICom) for physical inspection of the School in order to assess the suitability of the school for Approval for all those schools whose applications for Approval is found in order as per provisions of these Bye laws,

10.1.8 The inspection of schools will be coordinated by a SICom as per provisions laid down in chapter 11 of these R&R.

10.1.9 The School will keep all documents ready and make them available for the Inspection as and when required to do so.

10.1.10 The SICom will submit the Inspection Report to the Approval Committee after physically verifying all the qualifying requirements and norms followed as per this R&R.

10.1.11 The school applying for the Approval will be solely responsible for complying with the qualifying requirements and provisions mentioned vide this Bye Laws.

10.1.12 The Approval Committee post scrutinizing the Inspection Report would take necessary action to process for grant of the Provisional Approval. The decision of the competent authority of approval or rejection will be final and will be communicated to the school.

10.2 **BRIEF ON EVALUATION PROCESS.** The evaluation will be carried out based on information submitted by the applicant schools through an approval form. (Copy placed at Encl.1). The documents submitted by the schools will be validated and the processes and infrastructure would be evaluated physically by way of inspection by the "**School Evaluation Committee**" based on evaluation criteria. The School Evaluation Committee will consist of the following members: -

- (a) District Magistrate/Collector as Chairman.
- (b) Principal of NVS/KV located in the same district.
- (c) Principal of closest Sainik School.

10.3. Essential data and information about the applicant schools will be already available in digital form on the registration portal and will be available to **School Evaluation Committee** in advance. During the physical inspection of the school, the **School Evaluation Committee** will verify each area mentioned in the Approval criteria and record their assessment Sheet.

10.4 The School Evaluation Committee would submit their report to the SSS who will furnish it to the Approval Committee which will be consisting of the following members:

-

- (a) Chairman - Honorary Secretary, Sainik Schools Society.
- (b) Member 1 - Joint Secy level officer nominated by the Ministry of Education (DoSEL).
- (c) Member 2 - Representative of NGO in Education field which does not have a conflict of interests.
- (d) Member Secretary - Inspecting Officer, SSS/MoD



10.5. **EVALUATION PROCESS**. The evaluation process for the Brownfield and Greenfield schools is as under: -

**(A) GREEN FIELD SCHOOLS**

(a) The evaluation of the schools is required to be done by the School Evaluation Committee by physically inspecting the location of the school to be constructed. The Evaluation Committee will be given a pre Inspection briefing by the Sainik Schools Society towards executing the Inspection in a smooth manner.

(b) The basis of evaluation would be purely on the Approval Form filled by the schools. The Evaluation Committee would be allotted time of two days for undertaking Inspection and endorsing their remarks. The evaluation would be done in two phases namely document verification and the physical verification of land and infrastructure if any under construction.

(c) In case the details submitted in the approval form and/or documents submitted by the schools are not found valid, the Evaluation Committee may endorse the same in their comments.

(d) After physically verifying the land and infrastructure under construction, the evaluation committee would put their qualifying remarks (in terms of Qualified/Not Qualified) in each allocated field.

(e) The softcopy of the duly filled and signed recommendations must reach the approval committee within 48 hours of completion of the Inspection.

**(B) BROWN FIELD SCHOOLS**

(a) The evaluation of the schools is required to be done by the School Evaluation Committee by physically inspecting the school. The Evaluation Committee will be given a pre Inspection briefing by the Sainik Schools Society towards executing the Inspection in a smooth manner.

(b) The Evaluation Committee would be allotted time of two days for undertaking Inspection and endorsing their remarks. The evaluation would be done in two phases namely document verification and the physical verification of processes and infrastructure.

(c) In case the document submitted by the schools are not found valid, the Evaluation Committee may endorse the same in their comments. Even if the school does not submit the valid document, the Evaluation Committee would undertake the second phase of the Inspection for verifying the process and infrastructure.

(d) After physically verifying the process and infrastructure laid down in the Evaluation Criteria, the evaluation committee would put their remarks in each allocated field.

(e) The softcopy of the duly filled and signed evaluation form must reach the SSS within two days of completion of the Inspection.

10.6 A school may submit representation in respect of the scrutiny of the application or inspection report within 15 days of communication of such decision. No representation will be accepted after the lapse of the prescribed period.

10.7 In case the documents uploaded are found to be fake/forged/fabricated/tampered with, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties without prejudice to any other criminal action without any notice to the school.

#### 10.8 **REGULAR APPROVAL**

The Approval Committee after provisional Approval may grant regular approval for the period of 15 years provided the School conforms fully to the norms of Approval for consecutive two academic years.

10.8.1 It will be the responsibility of the school to apply for an extension of Approval with the requisite fee.

10.8.2 Approval granted to a school will remain valid on receipt of application of a school for extension of Approval subject to the final decision of the Approval Committee.

10.8.3 All the conditions mentioned in these R&R which a school is required to fulfil before or after Approval and any direction issued by the Board or the Central/State/UT Government, will be required to be fulfilled by the school.

#### 10.9 **APPROVAL FEE**

The approved School will be required to pay a sum of Rs.25,000/- (Rupees Twenty Five Thousand only) or as revised from time to time, as approval fee on an annual basis to Sainik Schools Society as under:-

- (a) Immediately at the time of signing of Memorandum of Agreement (MoA) between the School and Sainik Schools Society.
- (b) Every year thereafter on or before 31<sup>st</sup> March for continued approval for the next Academic year, beginning on 1<sup>st</sup> April.

## CHAPTER-11

### INSPECTION OF SCHOOLS

#### **11.1 INSPECTION FOR APPROVAL**

Inspection by the Sainik Schools Society is a mandatory requirement for the Approval. Only after recommendation of the Schools Inspection Committee (SICom), the Sainik Schools Society would grant Approval under this scheme. Further the SICom will audit the school as per the laid down norms at a prescribed frequency. The inspections may be carried out in Physical or Virtual mode by SICom. The Approval would continue only in the light of recommendation of the SICom.

#### **11.2 SCHOOL INSPECTION COMMITTEE**

The SICom would consist of Two Officials deputed by the Sainik Schools Society. The two members would include an Officer serving as Principal of a Sainik School and an Education Expert from the concerned State Government. The SICom would conduct Inspection towards ensuring that the Qualifying Requirements are being fulfilled at all the time. However, the committee would Inspect a school under following broad Criteria: -

- 11.2.1 Land and Physical and IT Infrastructure related Requirement.
- 11.2.2 Staff Establishment and their qualifications.
- 11.2.3 Performance in Academics, Training and Extra Curricular Activity
- 11.2.4 Teaching Learning Process and Its Monitoring by the School.
- 11.2.5 Records all the training activities and Grant/Fund Allotted by the MoD through SSS. It is pertinent to mention that the SICom would check Books of Accounts for Grant/Fund Allocated by the MoD through SSS.
- 11.2.6 Approval by the respective Education board and its validity.
- 11.2.7 Provision related to safely and security of children.
- 11.2.8 Involvement of the School Management Committee.
- 11.2.9 Effectiveness of implementation of the policies promulgated by the SSS.
- 11.2.10 Any other areas specifically informed by the SSS.

#### **11.3 CATEGORIES OF INSPECTIONS.**

11.3.1 **Initial Approval Inspection.** The inspection would be carried out to ascertain the fulfillment of the Qualifying Requirements in an existing school towards up gradation of the Sainik School. Further the inspection would also be done to ensure Approval being granted to the newly constructed school which

has applied towards getting Approved to the Sainik School. The inspection would be conducted with prior intimation to the school.

11.3.2 **Annual Inspection.** The SICom would inspect the School towards ascertaining the continuous fulfillment of the Qualifying Requirements over an academic year. Further the Annual Inspection would also ensure that the grant/fund allocate by the MoD is being utilised in a proper manner. The Annual Inspection reports by SICom would be considered towards continuation/extension of the Approval with SSS. The school would be informed in advance about such inspection.

11.3.3 **Surprise Inspection.** A surprise inspection may be carried out without prior intimation by the authorities deputed by the Sainik Schools Society at any time of the year.

11.3.4 **Special Inspection.** A committee deputed by the SSS for any specific purpose as required in future may conduct an Inspection of an Approved School.

11.3.5 Guidelines on Conduct of Virtual Inspection would be promulgated separately.

#### 11.4 **CHARTER OF DUTIES OF SICom**

11.4.1 Inspection of the schools is a confidential assignment and all information provided to the members is in fiduciary capacity. The members are required to handle all information with utmost care.

11.4.2 The members are expected to go through the provisions contained in the qualifying requirement.

11.4.3 The members of SICom must refrain from sharing of information to any unauthorized person.

11.4.4 The members must physically inspect all the Infrastructure, Records and Academic/Training activities during a working day in presence of the School Authorities.

11.4.5 SICom members deputed would not take any gift and favours in any form, from the School they are inspecting.

11.4.6 The members deputed must declare that their ward/relative are not part of the school as a staff/governing authorities/student.

11.4.7 The members must maintain secrecy and must not intimate the schedule of a **SURPRISE INSPECTION.**

11.4.8 The SICom must be impartial and objective towards awarding points to the school.

11.4.9 SICom must conserve proof of the Inspection in the form of a video/photograph. This would serve as a record for future reference.

11.4.10 The SICom would submit the report and recommendation within 48 hours of the Inspection.

11.4.11 The members are required to uphold the high standards of ethics, morality and integrity.

## **CHAPTER 12**

### **PENALTIES**

12.1 If a School is found violating the provision of the R&R of the SSS or does not abide by the directions of the SSS, the SSS after due enquiries shall have powers to impose the following penalties:

- 12.1.1 Written warning
- 12.1.2 Imposing fine (Fine upto Rs.5 Lakh)
- 12.1.3 Suspension of Approval for a definite period.
- 12.1.4 Debarring the school from applying for Approval or restoration of Approval up to a period of four years (4 Inspections).
- 12.1.5 Withdrawal of Approval
- 12.1.6 Stoppage/Recovery of Fees Support and Grant.
- 12.1.7 Any penalty as mentioned in the MoA
- 12.1.8 Any other penalty deemed appropriate by the SSS.

12.2 The SSS may impose all or any of the penalties mentioned in clauses 12.1.1 to 12.1.8 on any school, in the following cases:

- 12.2.1 For giving wrong information and submitting wrong reports/returns/ forged or fake documents.
- 12.2.2 Established violation, non-compliance of court orders, Central Government, State/UT Government or respective Education Board's directions/instructions.
- 12.2.3 Established violation of the conditions laid down in these Approval Rules & Regulations.
- 12.2.4 Shortcoming in the essential requirements for Approval as laid down in the SSS Approval R&R detected at any stage.
- 12.2.5 On withdrawal of Recognition by the State Government.
- 12.2.6 On withdrawal of No Objection Certificate issued by the State Government.
- 12.2.7 On express recommendation/order/request from the Central, State/UT Government to disaffiliate, shut down the school permanently or on imposition of any other penalty by a Competent Authority.
- 12.2.8 On a reference/order/request received from the Central, State/UT Government.

12.2.9 For not sending a teacher/principal for the teacher training as per the requirement of these R&R.

12.2.10 Any misconduct, negligent act/omission and non-compliance of the R&R (including the disobedience of the directions of the) which may jeopardize the reputation of the Sainik Schools and SSS.

12.2.11 Any violation, by an employee(s) of the school or person(s) associated with the school management, who are under the control of the school or the Trust/Society/Company running the school of any instructions express or implied, issued by the SSS in connection with the conduct of academics and training activities.

12.2.12 Any violation in connection with the duties and responsibilities by the School or the Head of the School or Trust/Society/Company which has established or running the school as given in these R&R or directions issued from time to time.

12.2.13 Poor academic performance of the school for three consecutive years in not being able to keep at least 50 per cent pass percentage of the class.

12.2.14 Involvement of governing body member/school staff in an act of Child Abuse or Sexual Harassment or issues of such nature which may bring SSS to disrepute.

12.2.15 Any other matter which the SSS considers sufficiently serious to warrant imposition of penalty or disapproval.

12.2.16 Decision of SSS will be final and binding in this regard.

## CHAPTER 13

### PROCEDURE FOR IMPOSITION OF PENALTIES

**SSS will have all the powers to impose penalties mentioned in chapter 12 in the manner as given in this chapter.**

13.1 The penalties defined in clause 12.1 and sub-clauses thereto may be imposed singly or jointly.

13.2 The SSS may take any or all of the following actions to verify the facts and collection of evidence in the matter:-

13.2.1 Seek a report or clarification from the school.

13.2.2 Seek comments or reports from other concerned authorities / stakeholders.

13.2.3 Conduct a inspection of the school, planned or surprise.

13.2.4 Detail Special Inspection towards ascertaining compliance.

13.2.5 Any other action that may be deemed fit to verify the facts.

13.3 After verification of facts the SSS shall serve a **“Show Cause Notice”** to the School setting out the reasons for the proposed action.

13.4 The school will be required to submit its reply along with the documentary proof if any, to the SSS in not more than 15 days from the date of receipt of the notice.

13.5 In case no reply/compliance/comments have been received from the school within the stipulated period of show cause notice, further action will be taken by the SSS in light of the material and evidence available on file/records.

13.6 The reply of the school submitted to the SSS will be scrutinized by the SSS in the light of material available on records and the information received/gathered from various quarters and the action regarding the closing of the complaint or imposing penalty will be taken in accordance with the provisions of these R&R.

13.7 The SSS will issue orders in respect of the penalty imposed on the school and the terms of such penalty.

13.8 In case the penalty imposed is of disapproval, the name of the school will be added to the list of disapproved schools available on the website of SSS.



13.9 The State Government concerned shall also be informed about the withdrawal of Approval.

13.10 The school may submit a representation upon imposition of a penalty. The school will have only one opportunity of making such representation.

13.11 In case the penalty imposed is that of a fine, the representation will only be considered after the fine has been deposited in the society's account and proof to this effect has been produced by the school.

13.12 After considering the representations, the SSS may pass appropriate orders.

13.13 Once the representation submitted by the school has been considered and appropriate orders have been passed by the SSS, no further representation will be considered at the SSS.

## CHAPTER 14

### GENERAL RULES

These rules are applicable to all the schools Approved to the Sainik Schools Society. Violation of these rules will attract penalties as provided for in these R&R.

14.1 Every school is bound to follow the R&R of the Sainik Schools Society mutatis/mutandis. Society/Trust Company are required to run Schools without any profit motive.

14.2 The Sainik Schools Society shall select a school as a Nodal School for the conduct of the event or for any other task for that matter with or without the formal acceptance of such assignment by the school. If a school has been selected as a nodal school, the school shall compulsorily arrange for all facilities as stated by the Sainik Schools Society.

14.3 The Governing Body and the Principal shall cooperate with the SSS in the conduct of the events. In case they fail to do so, the SSS shall have the right to take appropriate action including initiating action for disapproval of the school.

14.4 The school should render reports and returns including its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, Affiliation status period of Affiliation under respective Education Board, details of infrastructures, academic calendar, details of teachers including qualifications, details of teachers' training, academic achievements, Innovations, overall results, PTA activities, important decisions, number of students, etc. and post the same on school's website before 30<sup>th</sup> April of every year.

14.5 The school shall arrange the medical check-up of the students at least once every year and keep a proper record of the same.

14.6 The school shall include Special Subjects into its curriculum (**Appendix 'E'**) and conduct related activities as mandated by the SSS to see the development of the teachers and students in physical and health education, life skills education, digital education, experiential learning, and value education with particular emphasis on National ethos.

14.7 In the interest of promoting patriotism and attitude of service among students, the NCC activities shall be introduced in school.

14.8 Inter Sainik Schools Sports and Games

14.8.1 All Schools Approved to the SSS shall follow Inter Sainik School Sports & Games Competition rules framed from time to time.

14.8.2 No school Approved with the SSS shall send the candidates who are not on the roll for participation in Inter Sainik School Sports and Games Competitions.

14.8.3 No school Approved with the SSS and conducting Inter Sainik School Games and Sports Competition shall allow candidates who are not on the roll of participating schools to participate in such Competition.

14.8.4 **Sports Fee:** It is mandatory for the approved Schools to remit Annual Sports Fees to the SSS as prescribed from time to time.

14.9 The schools which have been granted regular Approval with SSS will be required to remit an annual Approval fee to the SSS of an amount to be prescribed from time to time.

14.10 Every school is bound to follow the directions issued by the Central Government State/UT Government and the Board in the form of Notifications. Circulars and Advisories etc. from time to time.

#### 14.11 **RECORDS/DOCUMENTATION**

The school shall maintain the following records/documents:

- (a) Admission and withdrawal register.
- (b) Records pertaining to Land and Infrastructure.
- (c) Service records of Teaching and Non-Teaching Staffs which include Appointment Letters, Confirmation Letters, Service Books and other services related correspondence.
- (d) Personal dossiers of all the students
- (e) Financial Documents as specified in these R&R.
- (f) Returns and reports submitted to the SSS.
- (g) Any other documents are required under statutory obligations.
- (h) Any other document specified by the Education Board to which the school is affiliated.
- (i) Record of Academic Results including Board Exam Result

14.12 Any person or entity associated with the management or running of the school, shall not disclose any confidential information to any unauthorized person or agency.

14.13 Any person or entity associated with the management or running of the school, shall not create confusion in the mind of students and parents in the matter of policies of the SSS or bring disrepute to the SSS.

14.14 The school shall not part away with any portion of the land which has been taken on record by the SSS at the time of granting of Approval to the school without prior consent of the SSS.

14.15 The school shall be solely responsible for implementation and compliance of all the Central/State Acts, Local and Special laws applicable to the school along with rules/regulations framed by these bodies as executive instructions from time to time

14.16 The school shall check gender-specific violence, strictly comply with the guidelines norms and procedures prescribed in the Protection of Children's from

**Sexual Offences Act-2012 (POCSO Act), the Sexual Harassment of Women on Workplace (Prevention, Prohibition and Redressal ) Act-2013 and other Union and State Acts.**

14.17 The schools having hostel facilities shall ensure that they comply with the directive and directions issued by the National Commission for Protection of Child Rights (NCPCR) from time to time in this regard.

14.18 In addition to the guidelines from NCPCR, the school shall also follow and comply with the directions issued by the Central/State/UT Government, National Disaster Management Authority or any other setup authorized by the Central/State/UT Government in this regard.

14.19 The school shall be liable for recovery of expenses of the losses incurred by the SSS, directly or indirectly consequent upon the instances of violations of any of the provisions of SSS R&R/instructions, applicable Acts, Rules and Regulations.

## **CHAPTER15**

### **SPECIAL PROVISIONS**

The following rules will be applicable to all the Approved schools unless otherwise provided specifically in these R&R:

#### **15.1 CHANGE OF EDUCATION BOARD**

A school under the scheme of Sainik Schools which are affiliated to an Education Board may change affiliation from one Education Board to any other education board with prior intimation to the SSS.

#### **15.2 TRANSFER OF SCHOOL FROM SOCIETY/TRUST/COMPANY**

15.2.1 A school Approved with the SSS is not allowed to be transferred from one Society/Trust/Company to another Society/Trust/Company without the approval of the SSS.

15.2.2 In case the governing body of an Approved school under the scheme changes its governing body, the Approval would cease with immediate effect and all financial assistance provided by the MoD till that date would be recovered.

15.2.3 Provisions of clause 15.2.2 will not be applicable in cases where the change of governing body has been necessitated as per policy considerations of (Centre or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments etc.

#### **15.3 RESIDENTIAL SCHOOLS**

15.3.1 A residential school having the day scholars is required to change the routine towards accommodating the Sainik School Model into an existing setup. In case the school fails to accept the SSS Model for the day scholars, it will not be granted Approval.

15.3.2 A Separate record of training activities pertaining to the day scholars must be maintained and presented by the school during the inspection.

#### **15.4 SCHOOL RUNNING IN TWO SHIFTS**

15.4.1 School Approved to the SSS would not be permitted to run the school in two shifts as it will be a hindrance to the training and extracurricular activities.

#### **15.5 SHIFTING OF SCHOOL FROM ONE CAMPUS TO ANOTHER**

15.5.1 The school once approved by SSS must not shift to another location without prior approval of the SSS.

15.5.2 Shifting of school from one address/campus to another may be considered subject to the following:

(a) The request of the school will be considered only after the permission has been obtained from the concerned State/UT Government for shifting the school to a new site with the complete address of the new site.

- (b) The school infrastructure and land-related qualifying requirements must be fulfilled.
- (c) Shifting must be permitted by the Approval board and documentary proof of the same must be submitted to the SSS.
- (d) Any regularly Approved school shifting to the new location would entail status of the approval being changed to provisional from a permanent Approval for a period of one year.
- (e) There should be no change in the governing body.

15.5.3 The permission for shifting will be approved only after Inspection by a Committee nominated by SSS.

15.6 No school is permitted to run a Coaching Institute or lease the School building and infrastructure for any business/commercial activity firm/academic institution towards running a coaching Institute.

#### 15.7 **EXIT POLICY FOR NEW SAINIK SCHOOLS**

Normally, it is expected that once functional, approved New Sainik Schools, subject to adherence to R&R and continued approval, will continue to remain with Sainik School Society. However, in the rare situation where any new Sainik School is not able to manage Sainik School pattern for bona fide reasons beyond its control and is constrained to exit from the Scheme, the school will request the Sainik Schools Society (SSS) in writing with detailed justification. Upon such request from such New Sainik School, SSS shall conduct an enquiry about such School's submission and will convey its recommendations to the Competent Authority for approval of exit from SSS. Based on these recommendations Competent Authority may take necessary decision. The said school can be allowed to exit only on furnishing an undertaking to take all necessary steps to ensure that:

- (i) All students who have been admitted under the scheme will continue to study in their school under the Sainik School pattern, till the last student under Sainik School vertical completes class XII.
- (ii) Such schools will not admit any fresh students under this scheme and will stop using the title "SAINIK SCHOOL" for any intent and purpose, whatsoever, after their exit.
- (iii) The school will continue to follow all applicable terms and conditions as applicable to an approved Sainik School till the last student of Sainik School vertical completes the education under SS pattern.
- (iv) Schools will declare through wide media publicity regarding their disassociation from SSS.

## CHAPTER 16

### IN-SERVICE TRAINING OF TEACHERS AND QUALITY ASSESSMENT

#### 16.1 ANNUAL TRAINING

Every Approved school will arrange for the following Training Programs every year for all its Teachers: -

16.1.1 The teachers of Approved schools will be mandatorily required to undergo training from suitably qualified training institutions. A suitable mechanism will be instituted by the SSS for intensive training (6 months to one year) of teachers of these schools.

16.1.2 Every school must organise/participate in the training programs as mandated by the respective education board.

16.1.3 The school would participate in the training program organized by any government body as mandated by the SSS.

16.2 The training related records must be documented including Training Participation Certificates of teachers and the records be preserved and produced during the time of inspection or as and when required by the SSS.

#### 16.3 TRAINING BUDGET.

16.3.1 Every School shall earmark an adequate budget for the training of Teachers/Principals.

16.3.2 Every School shall remit the fee for the training of staff for the training organized by the SSS from time to time directly to the training institute.

#### 16.4 QUALITY ASSESSMENT

The SSS may decide quality assessment criteria and accordingly make it mandatory for the schools to undergo the process of quality assessment in a manner prescribed by the SSS.

## CHAPTER 17

### APPROVAL COMMITTEE & APPROVAL CELL

- 17.1 The Approval Committee shall consist of
- 17.1.1 Honorary Secretary, SSS as Chairman;
  - 17.1.2 One member nominated by the Union Ministry of Education
  - 17.1.3 One Educationist selected by the SSS
  - 17.1.4 Inspecting Officer, SSS shall be the Member Secretary of the Committee.
- 17.2 SSS shall have complete powers in relation to the provisions contained in these R&R.
- 17.3 SSS shall have complete authority to delegate its powers to the various Officers of the Sainik Schools Society for day to day functions in connection with all matters related to the application of these R&R.
- 17.4 No change in the provision of these R&R will be allowed to take effect without the approval of Board of Governors, SSS.

17.5 **THE APPROVAL CELL**

- (a) The Approval cell shall consist of :
  - (i) The Director
  - (ii) An Officer of the rank of Colonel (or equivalent) performing duties of Joint Director (Approval).
  - (iii) An Officer of the rank of Lieutenant Colonel (or equivalent) performing duties of Deputy Director (Approval).
  - (iv) An Accountant to look after financial management of the scheme
  - (v) The Approval Cell will be supported with suitable office staff.
- (b) The **Joint Director** Approval shall serve as a Nodal Officer for all the Approved schools.



## **CHAPTER 18**

### **INTERPRETATION, REPEAL AND SAVING**

#### **18.1 INTERPRETATION**

The decision of the Chairman of BoG of SSS shall be final on any question as to the interpretation of any provision of these R&R.

#### **18.2 REPEAL AND SAVING**

18.2.1 The existing provisions regarding Approval regulations and any notification or orders issued there under are hereby repealed by these R&R.

18.2.2 Repeal given in clause 18.2.1 shall not affect the previous operation of the said regulations or any notifications or orders made or anything done, or action taken, there under.

18.2.3 Any proceeding under the existing Regulations pending at the commencement of these R&R shall be continued and disposed of as far as may be, in accordance with the provisions of these R&R, as if such proceedings are under these R&R.

18.2.4 An appeal/representation pending at the commencement of these R&R against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these R&R as if such orders were made and the appeals were preferred under these R&R.

18.2.5 Nothing in these R&R shall be constructed as depriving any person to whom these R&R apply, of any right of appeal/ representation which had accrued to him under the regulations, notifications or orders in force before the commencement of these R&R.

18.2.6 As from the commencement of these R&R any appeal or application for review against any orders made before such commencement shall be referred to or made under these R&R as if such orders were made under these R&R.

#### **18.3 JURISDICTION TO FILE SUITS**

18.3.1 The Honorary Secretary, SSS shall be the legal position in whose name the SSS may sue or be sued.

18.3.2 The legal jurisdiction for the suits to be filed against the SSS shall be Courts within Delhi only.