

Standard Operating Procedure and Checklist

Name of Department	Education Department
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1. Standard Operating Procedure for Applicant

Application for	Registration of School under Right to Education (RTE)
Application Type	<ol style="list-style-type: none"> 1. Provisional Recognition 2. Permanent Recognition
Mandatory supporting documents required for <u>Provisional Recognition</u>	<ol style="list-style-type: none"> 1. Letter for opening permission. 2. In case of Government/Provincialized School, copy of Government letter for Provincialisation 3. In case of the School other than Government/Provincialized, copy of the resolution of the Managing Committee/Sponsoring Authority for Provisional Recognition 4. Total enrolment of students from Class IX to X for last three years. (Class wise and Section wise) 5. Names of the Schools within 5 kms of the School with total enrolment in each school and their status, i.e. Affiliated by the Meghalaya Board of School Education. 6. No. of students who appeared and passed the SSLC Examinations from the school in the last three SSLC Examination. (Year-wise) 7. Faculty information with name, qualifications, subject and Date of joining 8. Copy of the resolution of the sponsoring body
Mandatory supporting documents required for <u>Permanent Recognition</u>	<ol style="list-style-type: none"> 1. Provisional Recognition 2. In case of Government/Provincialized School, copy of Government letter for Provincialisation Recognition to be furnished 3. In case of the School other than Government/Provincialized, copy of the resolution of the Managing Committee/Sponsoring Authority for Permanent Recognition to be enclosed. 4. Total enrolment in the School - Class wise and Section wise 5. No. of students who appeared and passed the SSLC Examinations from the school in the last three SSLC Examination. (To be shown year-wise) 6. Faculty information with name, qualifications, subject and Date of joining (Details to be enclosed) 7. Performance Report (as specified in Clause 3.2 of the Rules and Regulations) to be enclosed 8. Provision of funds, if any (details to be furnished)

Process description	<ul style="list-style-type: none"> ➤ Step 1: Submission of online application along with supporting documents and required fees through Single window portal. ➤ Step 2: Review of application by Sub-divisional School Education Officer (SDSEO) and forwards to District School Education Officer (DSEO) ➤ Step 3: Review of application by District School Education Officer (DSEO) ➤ Step 4: Joint spot inspection by DSEO and SDSEO ➤ Step 5: Inspection report preparation and submission by DSEO ➤ Step 6: On successful verification Form II is opened to Applicant ➤ Step 7: Review of Form II by DSEO ➤ Step 8: Provisional/ Permanent Recognition is granted by DSEO ➤ Step 9: Once the Provisional recognition is granted, the downloadable version shall be available on the user page.
Procedure for Fees payment	Online payment through Single window portal
List of Reference Documents	<p>Right of Children to Free and Compulsory Education Act, 2009</p> <p>Meghalaya School Education Act, 1981</p> <p>The Meghalaya Right of Children to Free and Compulsory Education Rules 2011</p> <p>Recognition of secondary and higher secondary school rules, 2013.</p>
Timeline for completing the process	N. A
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Online Application > Sub-divisional School Education Officer (SDSEO) > District School Education Officer (DSEO) > DSEO along with the SDSEO conducts a spot verification > Inspection report submission by DSEO > Filling of Form II by Applicant > Verification by DSEO > Granting Permission Order issued online for applicant

2. Inspection Procedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Sub-divisional School Education Officer (SDSEO) and forwards to District School Education Officer (DSEO)
2. Verification of compliance of submitted document with RTE is done by Sub-divisional School Education Officer (SDSEO) and forwards to District School Education Officer (DSEO)

B. Inspection

1. Inspection shall be made during regular working hours of the establishment except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate representative of the School Managing Committee (SMC) and inform about the purpose of the proposed inspection.

3. The inspector shall inspect the following:
 - a. Enrolment
 - b. Location and Site
 - c. Land area
 - d. Infrastructure
 - i. Buildings
 - ii. Classrooms
 - iii. Other Infrastructure: Headmaster's Room, Office Room, Science Room (Laboratory Room), Library Room, Computer Room, Teachers' Common Room, Girls' Common Room (for co-educational schools only), Boys' Common Room, Toilets (Separately for Boys and Girls with adequate water supply), Hall/Auditorium.
 - e. Supply of Drinking Water
 - f. Furniture and Equipment
 - i. Furniture
 - ii. Equipment and Teaching Aid
 - g. Electricity
 - h. Fund Finance
 - i. Management Committee
 - j. Teaching Staff
 - k. Qualification of Head of Institutions
 - l. Qualification of Assistant to Head of Institution
 - m. Qualification of Subject Teachers
 - n. Office Staff
 - o. Librarian
 - p. Performance Report
 - q. Examination Details
 - r. Syllabus and Curriculum
 - s. Co-curricular Activities
 - t. Student Record
 - u. Provisional Recognition (For application of Permanent Recognition)
4. The SDSEO and DSEO should collect photographic evidence if any non-compliance has been observed.
5. The SDSEO and DSEO may seek information / clarifications or documentary evidence from the representative to ascertain the correctness of the application.
6. If any representative of the School Managing Committee (SMC) wilfully delays or obstructs the inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
7. At the end of the inspection, the SDSEO and DSEO may inform the representative of the industry about apparent non-compliance observed during inspection so that the School Managing Committee (SMC) may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 hours of completion of the inspection and a copy of the same should be issued to the applicant (the School Managing Committee).
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.

3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Noncompliance areas should be listed along with the relevant section of the Act/Rule or G.O. which is violated.

3. Checklist of Documents

A. For Provisional Recognition

- Letter for opening permission.
- In case of Government/Provincialized School, copy of Government letter for Provincialisation
- In case of the School other than Government/Provincialized, copy of the resolution of the Managing Committee/Sponsoring Authority for Provisional Recognition
- Total enrolment of students from Class IX to X for last three years. (Class wise and Section wise)
- Names of the Schools within 5 kms of the School with total enrolment in each school and their status, i.e. Affiliated by the Meghalaya Board of School Education.
- No. of students who appeared and passed the SSLC Examinations from the school in the last three SSLC Examination. (Year-wise)
- Faculty information with name, qualifications, subject and Date of joining
- Copy of the resolution of the sponsoring body

B. For Permanent Recognition

- Particulars of Provisional Recognition
- In case of Government/Provincialized School, copy of Government letter for Provincialisation Recognition
- In case of the School other than Government/Provincialized, copy of the resolution of the Managing Committee/Sponsoring Authority for Permanent Recognition
- Total enrolment in the School - Class wise and Section wise
- No. of students who appeared and passed the SSLC Examinations from the school in the last three SSLC Examination. (Year-wise)
- Faculty information with name, qualifications, subject and Date of joining
- Performance Report (as specified in Clause 3.2 of the Rules and Regulations)
- Provision of funds, if any