

महर्षि सान्दीपनि राष्ट्रीय वेद संस्कृत शिक्षा बोर्ड

महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान द्वारा संस्थापित
(शिक्षा मन्त्रालय, भारत सरकार द्वारा अनुमोदन एवं अधिसूचना हेतु प्रस्तुत)

सम्बद्धता का उपनियम-मसौदा

राष्ट्रीय शिक्षा नीति 2020 के परिपेक्ष्य में



महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान उज्जैन

(शिक्षा मन्त्रालय, भारत सरकार के अधीन)

चिन्तामण जवासिया उज्जैन

जून, 2022

MAHARSHI SANDIPANI
RASHTRIYA VEDA SANSKRIT SHIKSHA BOARD
(Set up by Maharshi Sandipani Rashtriya Veda Vidya Praishthan, Ujjain)
For Approval and Notification by Ministry of Education, Govt of India

DRAFT BYE-LAWS OF AFFILIATION
(In the light of National Education Policy 2020)



MAHARSHI SANDIPANI RASHTRIYA VEDAVIDYA PRATISHTHAN
(Autonomous Organization under Ministry of Education, Govt of India)
Chintaman Jawasia, UJJAIN
MADHYA PRADESH-456006

June, 2022

**DRAFT BYE - LAWS
OF
AFFILIATION**

**MAHARSHI SANDIPANI
RASHTRIYA VEDA-SANSKRIT SHIKSHA BOARD**

Under Maharishi Sandipani Rashtriya Ved Vidya Pratisthan, Ujjain

(Under the Ministry of Education, Govt. of India)

Chintaman Javasia; UJJAIN-546006

MADHYA PRADESH

MAHARSHI SANDIPANI RASHTRIYA VEDA-SANSKRIT SHIKSHA BOARD

Draft Bye Laws of Affiliation

INDEX

S.No.	Heading	Page No.
1	Short Title and Commencement	1
2	Definition	1-5
3	Norms of Affiliation	5-13
4	Land Requirements	14-16
5	Physical Infrastructure	16-18
6	Staff (A To F)	19-21
7	Financial Resources For Modern Schools And Gurukulas	21-22
8	Reserve Fund	22
9	School Fees	22-23
10	School Management Committee	24-25
11	Roles, Responsibilities, Duties and Powers of Important Functionaries	26-28
12	Procedures Related to submission, processing of applications and approvals	28-31
13	Inspection of Schools (I) Modern Schools and Gurukulas etc. (II) GSPUnits/GurukulAs/Veda Pathashala	31-34
14	Penalties	34-35
15	Procedure of Imposition of Penalties	35-36
16	General Rules	37-42
17	Special Provisions	42-46
18	In Service Training of Teachers and Quality Assessment	46—47
19	Affiliation Committee	47
20	Code of Conduct	48-49
21	Disciplinary Action	50
22	Interpretation, Repeal And Savings	50-51
23	Appendix – I. Model service rules for employees of the affiliated school/ Institute	52-64
	Appendix – II. Affiliation Fee Structure	65
	Appendix – III. DEO Certificate for Fresh Affiliation	66-70
	Appendix – IV. DEO Certificate for Extension and Upgradation of Affiliation	71-73
	Appendix – V. Sample Affidavit	74-75
	Appendix – VI. Restriction for Optimum Enrolment and Optimum Number Sections	76
	Appendix – VII. Timeline Affiliation Guideline	77-78
	Appendix – VIII. Qualification For Teachers	79-88
	Appendix – IX. Commencement Certificate	89

**DRAFT BYE - LAWS
OF
AFFILIATION**

**MAHARSHI SANDIPANI RASHTRIYA VEDA-SANSKRIT SHIKSHA BOARD
(MSRVSSB)**

PREAMBLE:

Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board (MSRVSSB) need to be approved, notified and empowered by Ministry of Education Govt of India for standardization, affiliation, recognition, certification, authentication, and to prescribe syllabi and programs on "domain area of education" for Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/School/Gurukul/Institute in the Country or outside the country up to pre-degree level/senior secondary level and for matters connected therewith or incidental thereto.

1. SHORT TITLE AND COMMENCEMENT

This may be called the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board (MSRVSSB) Affiliation Bye-Laws.

- i) It extends to the whole of India and abroad (as and when permitted for off-shore affiliation) and applies to "domain academic area education" as defined and affiliated with the **Board**.
- ii) It shall come into force on the date on which these "Affiliation Bye-Laws" of the Board are approved and notified by MSRVSSB.
- iii) These Bye-Laws are framed based on the National Education Policy 2020 and the Acts, Rules and Regulations enacted by the Central Government or respective State Governments, as the case may be. In case of any change in the National Education Policy and the consequential changes in the Acts, Rules and Regulations framed thereunder, the provisions of these Bye-Laws shall be deemed to have the effect of such changes to that extent, till such changes are specifically notified by the Board.
- iv) In these Bye-Laws the words importing the singular number also include the plural number and vice-versa, words importing the masculine gender also include the feminine gender.

2. DEFINITIONS:

In these Bye-laws, unless the context otherwise requires:

- i) "Academic Domain area " means a system of education which includes an Indian Traditional Knowledge like Sasvara Veda Education, Vedic Education, Sanskrit Education, Shastras' Education and Darshanas' Education, Bharatiya Art, Bharatiya Parampara, 14 Vidyasthanas and 64 Kalas etc., imparted through Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/School/Gurukul/Institute or any other traditional education system having its core value in Veda education with or without modern education which shall be in conformity with National Curriculum Framework and Bharatiya Jnana Pranali/Indian Knowledge System.
- ii) "Affiliation Committee" means Affiliation Committee of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.

- iii) "Affiliation Fee" means charges payable by the Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/Gurukul/school/Institute to the Board in connection with Affiliation and/or under the provisions of these Bye-laws.
- iv) "Appropriate Government" means the same as defined in Section 2 of the Right to Education Act.
- v) "Board" means as defined in the bye-laws of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.
- vi) "Capitation fee" means the same as defined in Section 2 of the Right to Education Act.
- vii) "Chairman" means the Chairman of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.
- viii) "Child belonging to weaker section" means the same as defined in Section 2 of the Right to Education Act.
- ix) "Child" means the same as defined in Section 2 of the Right to Education Act
- x) "Committee" means a committee constituted under clause 10 under this Bye-law.
- xi) "Examination" means examination conducted by the Board, which includes all or any forms like objective, multiple choice, oral, traditional type of Oral, practical, written, project, group discussions, etc., annual or any other Public Examination.
- xii) "Executive Board" means the same as defined in the approved bye-laws of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board, which is responsible for the affairs of the Board's functioning.
- xiii) "Extension" means extension of period of Affiliation granted to the school by the Board.
- xiv) "Government Aided School" means school receiving grants-in-aid from the Union Government/Administration of Union Territory/State Government/Local Authority, but not receiving any grants-in-aid from Pratishtan.
- xv) "Grants-in-aid" means aid or grant in the form of maintenance grants from the Central Government or State Government or Administration of Union Territories or Local Authority or Pratishtan, as the case may be.
- xvi) "Guardian" means the same as defined in Section 2 of the Right to Education Act.
- xvii) "Guru Shishya Parampara Unit" means wherein one Guru teaches one Veda/ Shakha to students adhering to intonation/oral tradition of Vedas as per the decision of MSRVVP.
- xviii) "Gurukula" means institution known by that name and affiliated with the Board.
- xix) "Head of Institution" means the Headmaster/Principal of a Secondary/Senior Secondary School affiliated with the Board and may be addressed by various name like Pracharya/Pradhan Adhyapak etc.
- xx) "Institute" means any institution affiliated with the Board within the academic Domain area to be specified through Regulation.
- xxi) "Local authority" means the same as defined in Section 2 of the Right to Education Act.
- xxii) "Management Committee" means the committee managing the Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute as the case may be in each case.
- xxiii) "Manager" means an office bearer of the management committee of the School who acts as correspondent.
- xxiv) "Member" means the same as defined in the approved Bye laws of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board, and includes the Chairman and other members of the Board.

- xxv) "MSRVVP" means the Maharshi Sandipani Rashtriya Vedavidya Pratishthan, an Autonomous Body under the Ministry of Education.
- xxvi) NEP means National Education Policy 2020 as approved by Govt of India.
- xxvii) "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 Affiliation of the Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute to the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.
- xxviii) "Non-Traditional Vedic Institute "means Institute in which Vedas are taught on Modern lines as defined by the Board.
- xxix) "Notification" means a notification issued and published by the Board.
- xxx) "Oriental Type of school" means schools having traditional learning Orientation in Veda/Vedangas/ Brahmanas texts/Aranyakas/Upanishads/Veda Bhashyas/Shastras/ Darsanas/ Sanskrit/Puranas etc. subjects blended with all modern subjects like Science, Mathematics, Social Science etc blended and affiliated with the Board;
- xxxii) "Parent" means the same as defined in Section 2 of the Right to Education Act.
- xxxiii) "Parents-Teachers Association" or "PTA" means an association of the parents and teachers of a particular Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Gurukul/Institute.
- xxxiiii) "Pathashala" means an institution of Traditional Veda Saswara Pathashala where in one or two or more Vedas are taught with Veda Swara or intonation as per age-old tradition acceptable to experts in their respective Shakhas upto Secondary level-completed 10 years of study as per the system in vogue or senior secondary level- completed 12 years of study.
- xxxv) "Penalty" means a penalty imposed or purported to be imposed upon the Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute under the provisions contained in these Bye-laws.
- xxxvi) "Private School" means a school run by a Society/Trust/Company registered (under section 8 of the Companies Act 2013 or the earlier Acts.) duly constituted and registered under the provisions of Central govt.
- xxxvii) "Recognition" means formal recognition of Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute in accordance with the provisions contained in the Right to Education Act and/or the Education Act of the concerned State/UT Government/Administration.
- xxxviii) "Registered Society/Body" means and includes a body corporate formed for such specific purposes registered under the Societies Registration Act, 1860/ any applicable law/ Indian Trust Act;
- xxxix) "Registered Trust/Body" means and includes a body corporate formed for such specific purposes registered under the Indian Trust Act/ any applicable law/
- xl) "Regulations" means regulations made by the Board.
- xli) "Reserve Fund" means fund created by the school authority as per requirement of the Board, in a Post Office/Nationalized Bank.
- xlii) "Right to Education Act" means the Right of Children to Free and Compulsory Education Act 2009 with all amendments as applicable at a time.
- xliii) "Rules" means rules made by Board.
- xliiii) "Sanskrit" means with all its writing variation means the Sanskrit language, literature including Sanskrit Knowledge System i.e., like Puranas, Itihasa, Kavya, Shastras and

- Darsanas, upto present day writings in Sanskrit including their various dimensions, application aspect developed over the years.
- xliv) "School Fee" means the amount of money paid to the Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute by the students in connection with and related to the conduct of studies including Examination Fee.
- xlv) "School" means school/Institute recognized by the Board for Affiliation which imparts education in the Academic Domain area of knowledge.
- xlvi) "Schools Abroad" means the schools situated in the territories out-side India, subject to prior approval of MoE, Govt of India for affiliating such Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute.
- xlvii) "Secondary School" means school preparing students for the Secondary School (Class-X) Examination of the Board.
- xlviii) "Secretary" means the Secretary of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.
- xliv) "Senior Secondary School" means school preparing students for both the Secondary (Class-X) and Senior School Certificate (Class-XII) Examinations of the Board are for senior schools certificate examinations only.
- l) "Session" means the period of twelve months duration, when instruction is provided to the students, normally from April to March.
- li) "Teacher" means teacher in the employment of any institution affiliated with the Board for teaching purposes as per the qualification criteria stipulated in Section 23 of RTE Act 2009 or as per affiliation Bye-laws of Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.
- lii) "Traditional Veda education" means curriculum transaction in Veda Pathashala / Gurushishya Parampara Unit as specified and defined by MSRVVP only.
- liii) "Traditional Veda Institute" means Veda Pathashala established to protect, preserve, develop and perpetuate oral tradition of Vedas as defined by MSRVVP.
- liv) "Traditional Vedic Unit" means Veda Guru Shishya Parampara Unit established to protect, preserve, develop and perpetuate oral tradition of Vedas as defined by MSRVVP.
- lv) "Upgradation" means upgradation of a school approved for middle class syllabus or affiliated for secondary stage to secondary stage or senior secondary stage as the case may be.
- lvi) "Veda Pathashala" means institute known by that name wherein a Veda or Vedas are taught by adhering to oral tradition of Vedas as defined by MSRVVP.
- lvii) "Vedic Institute" means Traditional Vedic Institute as well as Non- Traditional Vedic Institute.
- lviii) "Vedic" with all its variation means the Vedas including their branches, i.e., Brahmanas texts, Aranyakas, Upanishads, Vedangas and Veda Bhashyas, including their intricate dimensions, application aspect developed over the years.
- lix) "Affiliation" means formal affiliation of Veda Pathashala/GSP Unit/Oriental School/Sanskrit Medium School/school/Institute with Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board for the purpose of preparing students for admission to the Board's examination. It includes affiliation under all categories and all types.
- lx) "Composite Affiliation" means Affiliation for running all Classes/Standards starting from and to the classes for which such affiliation has been granted.

- lxi) “Controlling Authority” with reference to Board means the Governing Council of MSRVVP/Govt of India through MSRVVP.
- lxii) “Curriculum” means the curriculum prescribed by the MSRVSSB at the time of Affiliation or upgraded/improved/altere d/modified from time to time.
- lxiii) “Middle Class Syllabus” means syllabus approved by the Board for classes up to class VIII.
- lxiv) “Modern School” means school having study of Veda or Sanskrit or both as per syllabus in traditional mode blended with Modern subjects like Science, Mathematics, Social Science, computer science, Artificial Intelligence and other subjects.
- lxv) “Syllabus” means the syllabus prescribed by the MSRVSSB at the time of Affiliation or improved/altere d/modified from time to time.

3. GENERAL NORMS FOR AFFILIATION

A. Categories of Establishments like schools/Veda Pathashalas etc for Affiliation:

The Board may affiliate following categories of Veda Pathashalas, schools etc within India and subject to prior approval of MoE, Govt of India, also affiliate outside the country.

- i) Veda Pathashala with Veda as major, modern subjects and languages as essential minor component of study at all levels
- ii) Guru Shishya Parampara Unit with modern subjects as essential minor component of study at all levels
- iii) Sanskrit Pathshala-s with Sanskrit and Veda as major and modern subjects and languages as essential minor component of study at all levels
- iv) Oriental Types of Schools with Veda and Sanskrit as essential and modern subjects and other languages as essential minor component of study at all levels
- v) Sanskrit Medium Modern Schools with Veda and Sanskrit as essential component of study at all levels with a pattern of modern type of day school or Boarding school.
- vi) Traditional Gurukulas with Veda or Sanskrit as essential component of study, modern subjects and languages as essential minor component of study at all levels with emphasis on traditional type of learning emphasis
- vii) Modern Gurukulas with Veda or Sanskrit and modern subjects and languages as essential component of study at all levels with emphasis on modern type of learning emphasis
- viii) Modern Day schools with Veda or Sanskrit and modern subjects and languages as essential component of study at all levels with a pattern of modern type of day school.

For all categories, the Governing Body of the School(s) shall have been formed under any of the following statutes:

- a) Societies registered under the Societies Registration Act 1860 of the Government of India or under Statutes of the State Governments as educational, charitable or religious bodies having non-proprietary character; or
- b) by Registered Trusts; or
- c) Companies registered under Section 8 of the Companies Act 2013 or the earlier Acts having education as one of its objects; or

- d) Ved Pathashala being itself a registered society or run by a society as approved or recognised by MSRVVP
- e) Guru Shishya Parampara Unit as standalone unit approved or recognised by MSRVVP
- f) Any other category as specified by the Government from time to time

B. Categories of Affiliation

Application for Affiliation may be considered and if eligible such affiliation may be recommended by Affiliation Committee under the following categories:

i) Guru Shishya Parampara Unit (as per MSRVVP Standards)

- a) Veda Bhushan-1, 2 and 3 Veda Prathama 1, 2 and 3; 6th to 8th Standard
- b) Veda Bhushan-4 and 5/Poorva Madhyama 1 and 2 -9th to 10th Standard
- c) Veda Vibhushan-1 and 2/ Uttar Madyama-1 and 2; 11th to 12th Standard (subject to quality parameters only)

Note: Subject to assessment of curriculum transaction with quality and proper facilities, Teachers of GSP Units will be given affiliation for their students examination in any of the above a, b and c categories. It is absolutely not possible for single teacher to impart knowledge in all prescribed syllabus/papers along with Veda. Therefore, it is not necessary that all GSP teachers will get affiliation for all classes. If affiliation is not granted beyond certain classes, the students of such GSP Units move elsewhere, wherein such affiliation is available.

ii) Veda Pathashala (as per MSRVVP Standards)

- d) Veda Bhushan-1, 2/Equivalent to Prathama 1, 2 and 3; 6th to 8th Standard
- e) Veda Bhushan-4, 5 Equivalent to Poorva Madyama 1 and 2; 9th to 10th Standard
- f) Veda Vibhushan-1, 2 Equivalent to Uttar Madyama-1 and 2; 11th to 12th Standard (subject to quality parameters only)

iii) Traditional Residential Gurukula

- a) Primary/Elementary - 1st to 5th Standard
- b) Prathama 1, 2 and 3; 6th to 8th Standard
- c) Poorva Madyama 1 and 2 -9th to 10th Standard
- g) Uttar Madyama-1 and 2 11th to 12th Standard (subject to quality parameters only)

iv) Modern Residential Gurukula

- a) Primary/Elementary - 1st to 5th
- b) Middle – 6th to 8th
- c) Secondary – 9th to 10th
- d) Senior Secondary- 11th to 12th

v) Oriental Types of Schools

- a) Primary/Elementary - 1st to 5th

- b) Middle – 6th to 8th
 - c) Secondary – 9th to 10th
 - d) Senior Secondary- 11th to 12th
- vi) **Sanskrit Medium Modern Schools:**
- a) Primary/Elementary - 1st to 5th
 - b) Middle – 6th to 8th
 - c) Secondary – 9th to 10th
 - d) Senior Secondary- 11th to 12th
- vii) **Modern Schools(Day-time/Boarding-type)**
- a) Primary/Elementary - 1st to 5th
 - b) Middle – 6th to 8th
 - c) Secondary – 9th to 10th
 - d) Senior Secondary- 11th to 12th

Note: Subject to assessment of quality curriculum transaction and proper facilities, Veda Pathashala/all types of schools/Gurukulas etc will be given affiliation for examination in any of the above a, b, c and d categories. It is not necessary that all will get affiliation for all classes. If affiliation is not granted only for certain classes, the students of such Veda Pathashala//all types of schools/Gurukulas etc will move to other Veda Pathashala/schools/Gurukulas etc, wherein such affiliation is available for higher classes.

C. Essential Conditions for Affiliation of Schools etc:

Any educational institution in India or abroad which fulfils the following essential conditions may apply to the Board for Affiliation:

i) Establishment of School

The school should have been established by any one of the following entities:

- i) Government Ministry/Department
- ii) Statutory Body
- iii) Autonomous Body
- iv) Public Sector Undertaking
- v) Local Body
- vi) Any other Government Body
- vii) Registered Society
- viii) Registered Trust
- ix) Company Registered under Section-8 of the Companies Act- 2013 or the earlier Acts.

ii) Registration under the law:

For the Schools/Gurukuls/Pathashalas etc seeking affiliations there should be a properly constituted Registered Society/Registered Trust/Registered Company under section 8 of the Companies Act-2013 or earlier Acts (Hereinafter referred to as Society/Trust/Company) having non-proprietary character not vesting control in a single individual or members of a family, conforming to the extant laws and rules and not for profit.

iii) Management Committee

Subject to relevant provision in the Education Act/Rules of the appropriate government, every school should have a scheme of management. It should also have a School Management Committee as stipulated under RTE Act 2009 and as per provisions contained in these Bye-laws.

iv) Recognition and 'No Objection' from the respective State Government

The Schools seeking affiliation with the Board shall submit formal prior Recognition Certificate from concerned State Education department as per extant Rules and provisions contained in RTE Act, 2009 as well as the "No Objection Certificate" to the effect that the State Government has no objection to the affiliation of the School with Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board. No Objection Certificate once issued to any school shall be considered at par even if it prescribes a specific period and/ or level unless it is withdrawn.

The Veda Pathashala/ Veda Unit/Sanskrit Medium Schools/ Traditional Gurukuls are exempted from such NoC from State Government/Union Territory Govt. However, they have to submit an Affidavit that they are not affiliated to any other Board/University and not running any course of State Government/Union Territory Govt./Local State Board/Sanskrit Board.

v) Land Requirement as Per Provisions Contained in Clause 4.

vi) Physical Infrastructure as Per Provisions Contained in Clause 5.

vii) Website

The school seeking affiliation shall develop and maintain its website providing all up to date vital information regarding the school.

viii) Documents Prescribed

At the time of application, schools shall be required to submit information in online application portal, and two documents as prescribed: one from the District Education Administration as per Appendix-II or III, as applicable, and a self-Affidavit as per Appendix -IV.

ix) Letter of Intent

After satisfactory report of Inspection and fulfilment of all essential conditions, the Board shall issue a Letter of Intent for affiliating the applicant school.

D. Requirements: Post Affiliation

Any school after affiliation with the Board is required to fulfil the following requirements before starting classes of Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board pattern as per the conditions laid down by the Board in the affiliation grant letter and the session mentioned therein:

- i) Staff and Service Conditions as per provisions contained in clause-6.

- ii) Financial Resources as per provisions contained in clause-7
- iii) Fees as per provisions contained in clause-9.
- iv) Salary should be paid to the staff through Electronic Clearing Service (ECS) only. No other evidence for payment salary shall be accepted under any circumstances.

E. Admission of Students

- a) Admission in the school affiliated to the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board shall be made without any distinction of gender, disability, religion, race, caste, creed and place of birth, etc. Reservation, if any, shall be governed by the applicable Education Act/Rules of the appropriate Government of India.
- b) For the purpose of admission and extent of schools' responsibility for Free and Compulsory Education the school shall be governed by the provisions of the Right to Children to Free and Compulsory Education Act, 2009 and the rules framed there under.
- c) The school shall not take any direct admission in the classes, VII, X and XII without following the procedure prescribed by the Board in this regard.
- d) All records related to the students shall be maintained as per RTE Act, 2009.

F. Curriculum and Syllabus:

- a) The school/ Veda Pathashala/ GSP Unit/Sanskrit Medium Schools/ Traditional Gurukuls/Gurukulas shall follow the curriculum and the syllabus prescribed by Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board.
- b) For Sasvara Oral Tradition of Veda studies, the Board shall follow MSRVVP prescribed syllabus and in all other courses, the Vedic study shall be a notable content, which shall have to be adhered to by Schools/Gurukuls.
- c) The School shall follow the scheme of study for different classes as prescribed in the Examination Bye-laws of the Board.

G. BOOKS

- a) The School may prescribe Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Text Books/ NCERT Books in the classes and subjects where such books are available.
- b) For Veda and traditional subjects, books published/authorised by MSRVVP have to be adhered to. Extreme care should be taken in the selection of books of private publishers so that there is no objectionable content that hurts the feeling of any class, community, gender or any religious group of the society and reflects the true and fair position.
 - c) The School shall put a list of prescribed books on its website with the written declaration duly signed by the Manager and the Principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility. If a school is found prescribing a book having any objectionable content, the responsibility for such content shall lie with the school and action shall be initiated against the School by the Board.

H. QUALITY OF EDUCATION

The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation.

I. WEBSITE:

Every affiliated school shall develop its own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged.

J. YOGA TEACHER

Every school should appoint Yoga and Meditation Teacher in the prescribed grade with PET to pupil ratio of 1:300 at each stage, i.e. Primary/ Elementary Level/Secondary Level and Sr. Secondary level and they should be designated as PRT (Yoga, Meditation and Physical Education),TGT ((Yoga, Meditation and Physical Education) and PGT (Yoga, Meditation and Physical Education). Qualification and experience shall be as prescribe the Board.

K. SPECIAL EDUCATOR

Every Secondary and Senior Secondary school should appoint a person on full time basis for performing the duties of Special Educator. The appointment and qualifications of Special Educator shall be in accordance with guidelines laid down by the Board and the minimum requirements laid down by Rehabilitation Council of India in this regard.

L. COUNSELLOR & WELLNESS TEACHER

Every Secondary and Senior Secondary school shall appoint a person on full time basis for performing the duties of Counsellor & Wellness Teacher.

The person appointed as Counsellor and Wellness Teacher shall be either a Graduate/Post Graduate in psychology or Post Graduate in Child Development or Graduate/Post Graduate with Diploma in Career Guidance and Counselling/Diploma in Yoga Vijnana and Ayurvedic Sciences.

Schools having enrolment of less than 200 students in classes from IX to XII can appoint a Counsellor and Wellness Teacher on part-time basis.

xiii) NO DUAL AFFILIATION

A school affiliated with the Board is not allowed to have dual affiliation i.e. simultaneous affiliation with two Boards with the same set of infrastructure and land.

In case the affiliation has been granted under switch over category, the school is required to withdraw its students from the classes of the Board, to which it was earlier affiliated, in a phased manner.

xiv) COMMENCEMENT CERTIFICATE

The Board shall require the school to submit commencement certificate in the prescribed manner and format to the effect that the school has complied with all the conditions imposed in the grant letter and the provisions contained in clause 3(C) and 3(D) and shall start class VI or IX or XI on confirmation of affiliation. The format of commencement certificate is given at Appendix-VIII.

xiv) NO FINANCIAL GRANTS TO ANY SCHOOL

The Board shall not give any financial grants-in-aid to any school/pathashala/Gurukul/Unit whatsoever by name it may be called. All services of the Board will be on the payment of prescribed fee payment basis by obtaining due receipt. Hence, any letter requesting for any grants-in-aid shall not be replied at all.

M. Special Provisions for foreign Schools, if any-with prior permission of Govt of India

The following special provisions have been made in respect of the schools situated in foreign countries seeking affiliation with the Board. The special provisions are to be read in reference to the existing provisions applicable to the schools in India. The other provisions shall be applicable to the foreign schools to the extent possible if not otherwise provided for.

i) No Objection Certificate (NOC)

The schools shall submit No Objection Certificate (NOC) issued after due diligence by High Commission/Consulate/Embassy of India in the concerned country clearly stating that the school has been established within the legal and administrative framework of the respective country by an entity permitted to establish and run school in that country. The NOC shall clearly mention that the school fulfills all the conditions required for establishing and opening a school including land requirements in the respective country.

ii) Teachers

The school (if any) situated in foreign country shall have qualified teachers as per the qualifications prescribed in the respective country for teachers at various levels.

iii) SALARY OF TEACHERS AND STAFF

The school situated in foreign country shall pay salary and allowances to teachers and staff as per the prescribed norms of the Country/ respective State.

iv) SCHOOL MANAGEMENT COMMITTEE (SMC)

The school situated in foreign country shall constitute a School Management Committee (SMC) if the local laws of the respective country provides/mandates for the same. In case, the local laws does not provides/mandates for constitution of School Management Committee (SMC), the school shall submit a declaration/affidavit stating the same.

v) BUILDING, FIRE, WATER AND HYGIENE CERTIFICATES

The School situated in the country or in foreign country shall procure and submit the Building, Fire, Water and Hygiene Safety Certificates if issued by concerned department/s in the respective country. In case, these certificates are not being issued in the respective country, the school shall submit a declaration/affidavit stating the same however the schools seeking affiliation shall ensure the utmost safety, hygiene and discipline in the running of the schools.

vi) FINANCES AND ACCOUNTS

The school situated in foreign country shall maintain its accounts in accordance with applicable laws in the respective country.

vii) INSPECTION

The School situated abroad shall also be open to inspection by the Inspection Committee whenever necessary as per discretion of the Board.

N. SPECIAL PROVISIONS FOR INNOVATIVE SCHOOLS

- i) Special category of innovative schools may also be considered for grant of Affiliation by the Board. All the provisions of Affiliation Bye-laws shall be applicable to these schools unless otherwise provided for in these Bye-laws.
- ii) The affiliation to the innovative schools is subject to the following conditions:
 - a) The special category of innovative schools shall cover specialized schools, not covered elsewhere in these Bye-laws, implementing innovative ideas in the fields of skill development, Oral Tradition of Vedas, sports, arts, sciences, etc.
 - b) The schools shall be granted affiliation as per functional requirements of the schools.
 - c) The Schools shall be covered under the respective category of affiliation applicable to the school as given in clause 3(B) and sub-clauses there to.

- d) The schools shall produce recognition certificate in respect of all classes that are proposed to be opened in the school as per the requirements of RTE Act-2009. In respect of students/classes not covered under RTE Act-2009, the school shall compulsorily produce permission from the state government to open/start all classes which are proposed to be started in the school.
- e) The admission of students in schools shall be governed by the conditions mentioned in NOC and Permission issued by the State/UT Government.
- f) The decision of the Board for considering any school under this category shall be final.

O. PERIOD OF AFFILIATION

Schools which fulfil all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of Two Years only even if not expressly mentioned in the grant letter.

Only after satisfactory performance and its review further two years' extension will be considered by the affiliation committee.

- P.** For administrative convenience and for the purpose of classification of schools the Board may bunch together two or more categories of schools mentioned in clause 3(A) and 3(B) This classification shall not endow any additional privilege to the school.

Q. Provisional AFFILIATION

Affiliation in respect of all categories of schools shall be provisional affiliation only. It shall be mandatory for the Pathashala/Units/Gurukuls/school to run all classes starting from the class and up to the level for which affiliation has been granted.

The Schools may be granted provisional affiliation for the following classes:

- i) Class-1st to Class-8th (All schools)
- ii) Class-1st to Class-10th (All schools)
- iii) Class-1st to Class-12th (All schools)

For Pathashala/Units/Gurukuls

- iv) Class-6th to Class-8th

For Pathashala/Units/Gurukuls

- v) Class-6th to Class-10th (With highest quality only)

For Pathashala/Units/Gurukuls/Schools

- vi) Class-6th to Class-12th (With highest quality only)

Rashtriya Adarsha Veda Vidyalayas/ Innovative Schools only

- vii) Class-9th to Class-10th
- viii) Class-9th to Class-12th

Note :As the MSRVSSB has started functioning as a newly established Board with Veda and Sanskrit at its core ideology, hence, the school may be granted affiliation up to middle class at the initial stage, i.e., from 2022 onwards.

4. LAND REQUIREMENTS

The School or Society/ Trust/ Company managing the school must have land as per the following norms:

A. REQUIREMENTS WITH RESPECT TO LAND

- i) The following Conditions are laid down by the Board for procuring the land in addition to the specifications prescribed in Appendix – V.
- ii) The land on which the school is located should necessarily be a contiguous single plot of land. If there are more than two survey numbers etc. all the survey numbers/plots should be adjacent/touching each other and shall make a single plot of land on the whole.
- iii) A suitable building should be constructed on a part of the land mentioned in 4(A)(ii) above.
- iv) A proper playground should exist on the remaining part of the land mentioned in 4(A) (ii) above.
- v) Other facilities as prescribed by the Board from time to time should exist on a part of the land mentioned in 4(A) (ii) above.
- vi) The land mentioned in 4(A) (ii) above should be surrounded on all sides by a pucca boundary wall of sufficient and adequate height.

B. The school affiliated or seeking affiliation with the Board shall have a minimum of 8000 square meters of land in general subject to the restriction of optimum enrolment and number of sections given in Appendix-V.

C. The school not fulfilling the minimum requirement of 8000 square meters but having land not less than 6000 square meters may be granted affiliation, subject to the restriction of optimum enrolment and number of sections given in Appendix V.

D. The land requirement shall be of minimum 4000 square meters in case of the following, subject to the restriction of optimum enrolment and number of sections given in Appendix-V:

- i) School located in limits of Municipal Authorities of cities with a population exceeding 15 Lakhs.
- ii) School located in hilly areas. The norms as prescribed by the Planning Commission /NITI Aayog shall be applicable for determining the hilly areas.
- iii) Schools located within the limits of Municipal Authorities of the State Capital Cities.
- iv) Schools located in the North Eastern States.
- v) Schools located in the state of Jammu and Kashmir.
- vi) Schools located within the limits of Municipal Authorities of Ghaziabad, NOIDA, Faridabad and Gurugram cities only of National Capital Region.
- vii) Schools located within the limits of Municipal Authorities of Panchkula (Haryana) and Mohali/ SAS Nagar (Punjab) , the satellite cities of Chandigarh.

E. For the schools located within the limits of Municipal Authority of the cities classified as Class-X (At present Ahmedabad, Bengaluru, Hyderabad and Pune) by the Government of India the minimum land requirement shall be 2000 square meters for a Secondary School and 3000 (or 4000) square meters for a Senior Secondary School subject to the restriction of optimum enrolment and number of sections given in Appendix-V.

- F.** For the schools mentioned in sub-clauses to this clause, the minimum land requirement shall be 1600 square meters for a Secondary School and 2400 (or 3200) square meters for a Senior Secondary School subject to the restriction of optimum enrolment and number of sections given in Appendix-V.
- i) For the school located in the limits of Municipal Authorities of 4 metropolitan cities of Chennai, Delhi, Kolkata and Mumbai.
 - ii) For the schools located in the state of Arunachal Pradesh.
 - iii) For the schools located in the state of Sikkim.
 - iv) For the schools located on the Islands.
- G.** For the schools situated on the Hill Stations, the minimum land requirement shall be 2000 square meters for a Secondary School and 3000 (or 4000) square meters for a Senior Secondary School subject to the restriction of optimum enrolment and number of sections given in Appendix-V:
- i) The school/institute should have an arrangement for sports and extra-Curricular activities with the nearby schools/colleges or any other institution for a minimum period of 15 years.
 - ii) In case the arrangement in respect of 4(G)(i) is with a private institution, a copy of the resolution passed by the management of the institution at its managing committee meeting may also be submitted to the Board.
 - iii) In case the arrangement in respect of 4(G)(i) is with a government institution, a copy of the letter issued by the head of such institution may also be submitted to the Board.
 - iv) The number of students should be restricted in such institutes on the basis of constructed covered area of school building by following the norms of 1 sq.mtr. floor area per child.

H. LAND OWNERSHIP

All the land title documents should be in the name of the School or Society/Trust/Company which has established the school.

- i) In case of ownership, the land title documents should be a Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter, etc., duly registered before the Registration Authority concerned of the State as per rules.
- ii) 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.
- iii) A lease executed by a government or any agency of government may be accepted even if it is for a term of less than 15 years but the lease should specifically be for running a school.
- iv) The lease deed shall be operational at the time of application for affiliation / upgradation/ extension.

- v) 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 15 (Fifteen) years or more from the session for which the application for initial affiliation has been submitted.
- vi) It shall be the responsibility of the school to renew the lease or allotment, etc., during the period of affiliation to ensure lawful rights over the land on which the school is situated.
- vii) Period of lease shall further be subject to the rules and policy of the State/UT Government.
- viii) The land may be accepted if the same is under the ownership or legal possession of the (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous Bodies, Government Department, etc, and has been allotted by the said (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous Bodies, Government Department etc. for running of school.
- ix) In case of schools established by the industrial projects, the land may be accepted if the same is under the ownership or legal possession of the industrial project and has been allotted by the said industrial project for running the school.
- x) For the purpose of upgradation to Sr. Secondary Level stage in respect of the schools which were granted Affiliation up to Secondary level on or before granting the affiliation by the MSRVSSB, the land requirement may be considered for upgradation to +2 stage provided that they should have at least 4000 square meters of land.

5. PHYSICAL INFRASTRUCTURE

The Board encourages the Safe Environment efforts by the affiliates and accordingly, suggests for the Green Buildings as well as use of environment friendly equipment(s) and fuel, etc., for its operations.

The school seeking Affiliation must satisfy the following conditions:

- A. **Class Rooms** - Minimum size should be 8 m. x 6 m. (approximately 500. sq. ft.). There should be one room for each class. Minimum floor space should be at least 1 sq. mtr. per student.
- B. **Science Laboratory** - (Composite for Secondary or/and separate Physics, Chemistry and Biology for Senior Secondary)- minimum size should be 9 m. x 6m. each (approximately 600 sq. ft) and should be fully equipped.
- C. **Library**
 - i) Minimum size should be 14 m. x 8 m. fully equipped and with reading room facility and other resources to cater to the strength of students in the school.
 - ii) The Library should have sufficient number of age appropriate books on all subjects in its stock.
 - iii) Books should include e-Books, Fiction, Non-fiction, Reference Books, Encyclopaedias, Periodicals, Magazines, Journals and Newspapers. Staff and students should be

encouraged to read e-magazines, e-journals, e-books Yoga Magazines and Ayurveda Journals, etc.

- iv) The Library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, region or language etc. The school should not stock in the library any book disapproved by the Government/ Board.
- v) The Library shall issue books regularly to every child studying in the school. Adequate budgetary provisions must be made for the School Library.

D. Computer Laboratory

Minimum size of computer laboratory should be 9 m x 6 m each (approx. 600 sq.ft.). The School should have a minimum of 40 computers and maintain computer to student ratio of 1:20.

- i) The School should have internet connectivity with good speed.
 - ii) There should be minimum one lab if the school strength of students in the school is up to 800. For every additional (up to) 800 students one more lab shall be required.
 - iii) If the school is offering any subject related to Computer Science or IT at Senior Secondary level, it should have a separate laboratory with adequate provisions for the same.
 - iv) There should adequate provisions related to cyber safety in the computer laboratory and students should be allowed in the laboratory under the supervision of a teacher only.
- E. Mathematics Laboratory - The School should have separate provision for Mathematics Laboratory at least of the size of a regular class room.
- F. Hall for Extra Curricular Activities – There should be a multipurpose hall for Yoga and other activities and some separate rooms are required for music, dance, arts and sports, etc.
- G. Workshops, Vocational/ Skill Development Centre(s), etc., related Infrastructure.

H. Drinking water, Toilets, and other Physical Facilities

- i) The School shall provide adequate facilities for potable drinking water on each floor.
- ii) The School shall provide clean healthy and hygienic toilets on each floor with washing facilities for boys and girls separately in proportion to the number of students. The toilets for the primary students should be separate from other toilets. There should be separate toilets for staff members. Signage Boards should be displayed prominently on the toilets of all categories.
- iii) The School shall provide proper facilities like, ramps in toilets and at entry/exit points for wheelchair users and auditory signals in elevators/ lifts in accordance with the provisions laid down in RPWD Act- 2016.
- iv) The School should have suitable furniture in the Class rooms commensurate with the strength of students and staff.

- v) The school should have the needed equipment and facilities as per the syllabus prescribed for Sciences, Home Science, Technical subjects, Vocational subjects and various activities under Work Experience and Art Education etc.
- vi) 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 which is statutory in nature.
 - 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.
- vii) "The School should scrupulously observe prescription from the State Government/Municipal Authority/Transport Department regarding health and hygiene, drinking water, fire safety, building safety and transport precautions in the school.
- viii) The School should have adequate facilities for providing recreation activities and physical education as well as for conduct of various activities and programs for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.
- ix) The institution / school shall have appropriate emergency healthcare facilities like First Aid kits of Allopathic as well as Ayurvedic in sufficient places and also the arrangement with approved medical care doctors and/or centre's for the immediate chekup/treatment for the students when any emergency situation arises.
- x) **PLAYGROUND:** Adequate ground to create outdoor facilities for at least 200-meter Athletics Track. Facilities for Kabbadi, Kho-Kho, Volleyball, basketball and other indigenous games like Mallakhambha etc.

I. ENROLMENT AND SECTION RESTRICTION IN EACH CLASS

The optimum number of students shall be 40 in each section. Availability of one square meter built-up Floor Area per child in the class rooms is an absolute necessity in the school. Subject to this the details of the allowed sections, as per the rules of these Bye-laws and availability of land and infrastructure, are given at Appendix-V.

6. STAFF

- A.** The minimum qualifications for the teaching staff (including the Principal/Vice Principal/Head of school) for Modern schools, Gurukulas/Sanskrit Pathshala and Guru Shishya Parampara/ Ved PathAshalas, shall be in accordance with the following:
- i) Qualifications, Recruitment and Service Rules in respect of the Principal, Vice Principal, Teachers and other staff are given in the Appendix VII which are in line with the minimum qualifications for the teaching staff (including the Principal/Vice Principal/Head of school) for Modern schools in accordance with the National Council for Teacher Education (NCTE) (Determination of Minimum Qualifications for Persons to be recruited as Education Teachers and Physical Education Teachers and Yoga Teachers in Pre-Primary, Primary, Upper Primary, Secondary, Senior Secondary or Intermediate Schools or Colleges) Regulations as amended and notified from time to time, as well as minimum qualifications laid down in the Recruitment Rules for the teachers by the Appropriate Government where the school is situated or the Recruitment Rules for the teachers of Kendriya Vidyalaya Sangthan or Navodaya Vidyalaya Samiti.
 - ii) In respect of Ved Pathashalas the minimum qualification for recruitment of Veda Teacher and other staff shall be as prescribed by MSRVVP.
 - iii) Veda Guru Shishya Parampara Unit the minimum qualification for recruitment of Veda Teacher shall be as prescribed by MSRVVP.
 - iv) For Recruitment of Teachers and Staff in Traditional Gurukuls/Sanskrit Pathsahalas/Oriental Type Schools/Sanskrit Medium Schools the minimum qualifications shall be as prescribed by the MSRVSSB, on the basis of Central Sanskrit Board/Comparable Standard Parameters/ or the respective State Sanskrit Board, as the case may be, to be communicated by the Board.
- B.** The schools should devise and follow a well-organized system for the recruitment of staff of various categories. The following are the guiding principles in respect of all activities related to the recruitment of staff:
- i) The school shall have well defined recruitment rules for the staff on the lines of the recruitment rules of the Appropriate Government.
 - ii) Teaching and non-teaching staff should be appointed on pay scales and allowances prescribed by the Appropriate Government.
 - iii) All selections should be approved by the School Management Committee.
 - iv) Appointment letters shall be issued to the selected candidates. The appointment letter shall incorporate the Terms and Conditions of the service of employee including the designation, probation, scale of pay and other allowances to which he/she shall be entitled.
 - v) Every school should sign a contract of service with every teachers and staff member in terms of clause 6(A)(iv). A copy of this contract should be kept in the service book of the concerned.

- vi) The Service records of teaching and non-teaching staffs must be duly maintained and updated. Self attested photocopies of original degree/diploma certificates of teachers may be obtained from the employees and kept in their personal files.
 - vii) The essential staff/teachers required as per the provisions of these Bye-laws shall be appointed on full time basis only.
- C.** The school shall define the service rules of teaching and non-teaching staff on the lines of the service rules of the employees of Appropriate Government. The service rules shall be approved by the School Management Committee and the Trust/Society/Company running the school and invariably have specific and well documented provisions in respect of the following:
- i) Appointments
 - ii) Medical Certificate, Character Certificate, etc.
 - iii) Probation (Including Extension of Probation)
 - iv) Confirmation.
 - v) Termination of Service due to Abolition of Posts, etc.
 - vi) Age of Retirement.
 - vii) Working Days and Working Hours.
 - viii) Number and hours of Teaching Periods
 - ix) Maintenance of Record by the Teachers.
 - x) Attendance of Employees.
 - xi) Contributory Provident Fund - Pension Scheme
 - xii) Representations to the School Management
 - xiii) Permission to add Qualifications
 - xiv) Application for Another Post
 - xv) Private and other Tuitions
 - xvi) Leave, Grant of Leave
 - xvii) Duties and Code of Conduct for Employees
 - xviii) Service Books
 - xix) Performance Appraisal Reports
 - xx) Disciplinary Procedure: Suspension and Reinstatement etc.
 - xxi) Constitution of Disciplinary Committee
 - xxii) Penalties (Minor and Major), Powers of Imposing Penalties and Procedure of Imposing Penalties etc.
 - xxiii) Payment of Pay and Allowances on Reinstatement and/retirement
- D.** The pupil teachers' ratio should not exceed 40:1 in the school. In addition to this there must be 1.5 teachers per section, excluding principal, yoga teacher and counsellor, to teach various subjects.

E. For Ved Pathshala / Gurushishya Parampara guidelines shall be as per MSRVVP:

The pupil teachers' ratio in **Ved Pathshala / Gurushishya Parampara Unit** should not exceed 10:1 ; Ideally, in fact it may be lesser for Veda GSP Units.

The Ved Pathshala should have modern subject teachers for English, Sanskrit, Social Science, Science, Mathematics, Computer Application/Science on the ratio of 1:40.

F. Board Staff

The Board shall appoint its staff to discharge its functions efficiently under Board Bye-Laws, as per procedure laid down by MSRVVP; by MSRVVP /Board shall appoint such number of officers and other employees as applicable to Board in accordance with the decision of MSRVVP.

G. For teacher in affiliated schools:

- i) The Board shall adhere to the MSRVVP guidelines for the recognition/ appointment of teachers in the Veda Pathashala with intonation, Guru Shishya Parampara with Intonation, Vedic Education, Sanskrit Education, Gurukul Education, Shastras and Darshans Education, Bharatiya Art and Bharatiya Parampara, Bharatiya Sanskriti and other traditional education subjects. The staff and Veda Pathashala teachers appointed by the Society shall be the employees of the Society only.
- ii) The institutes/schools shall have to follow the norms laid down by the Board as far as the appointment of the teachers and other staff and their minimum qualifications before applying for affiliation. The staff and teachers appointed by the Society shall be the employees of the Society only.
- iii) For the schools having modern subjects the Board shall follow the norms of NCTE as followed by other authorised Boards under Govt of India and KVS/NVS so far as minimum qualification of the teachers and staff is concerned .

7. (A) FINANCIAL RESOURCES FOR MODERN SCHOOLS AND GURUKULAS

- i) The school must have sufficient financial resources to guarantee its continued existence, to meet the running expenses of the school and to undertake improvement/development of school facilities and capacity building of teachers.
- ii) No part of 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 savings, if any, after meeting the recurring and non-recurring expenditure the funds can be utilized for the further development of the school.
- iii) It shall be the responsibility of the school to maintain its account in a transparent and accountable manner based on accounting standards. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared and maintained as per extant laws/rules.
- iv) All the transactions should be made through digital mode and no fund be transferred to any institution or any individual from the school.
- v) The school shall separate its account from the society and maintain the books of accounts independently. Preferable all schools shall have their separate accounts, from their Society.

7 (B) FINANCIAL RESOURCES FOR VEDA PATHASHALA, GSP UNITS, SANSKRIT SCHOOLS, TRADITIONAL GURUKULAS

The Veda Pathashala, GSP Units, Sanskrit Schools, Oriental type schools, Traditional Gurukulas must sufficient financial resources to guarantee their continued existence, to meet the running salary and other expenditure and to undertake improvement/development of school facilities, infrastructure and capacity building of teachers etc by getting support from CSR Funding/Funding from philanthropers' donations/liberal funding from State Govts/Companies/Individual donors/fund raising activities. It is made clear that Board shall not give any financial grant-in-aid to anybody under any circumstances.

8. RESERVE FUND:

The School/ Veda Pathashala, GSP Units, Sanskrit Schools, Oriental type schools, Traditional Gurukulas shall maintain a Reserve Fund if the laws/ regulations of the appropriate Government so stipulates in the manner prescribed under such laws/ Rules.

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. The School shall ensure that the loan such taken is only be utilized for the development of the school.

Until and unless further modified, the school shall maintain reserve fund to the extent indicated below:

Enrolment of students	Amount of Reserve Fund
From 1st onwards	
Up to 500	Rs. 50,000
From 501 to 750	Rs. 75,000
From 751 to 1000	Rs. 1,00,000
Above 1000	Rs. 100/- per student; rounded to the nearest thousand

9. SCHOOL FEES

Societies /trust /companies are required to run schools without any profit motive in accordance with the provisions contained in these bye-laws. The School shall endeavour to charge fees to the extent the expenses for running the School are met. Schools shall follow the following norms in respect of the fees charged from pupils:

- i) No Society/Trust/Company/School shall charge capitation fee or accept donations for the purpose of admission for pupils.
- ii) Admission Fee and Fee charged under any other head are to be charged only as per the regulations of the Appropriate Government.
- iii) Fees shall be charged under the heads prescribed by the Department of Education of the State/UTs.

iv) **REFUND OF FEES:**

In case not otherwise provided by the Appropriate Government, in the event of a student discontinuing the studies or wishing to migrate to some other School/Board, dues shall be collected only up to the month of discontinuance or migration and not up to the month in which the transfer certificate is applied for. This shall apply to all Heads of fee.

v) **FEE REVISION:**

Fees charges should be commensurate with the facilities provided by the institution. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories.

No capitation fee or voluntary donations for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure. In case of such malpractices, the Board may take drastic action leading to disaffiliation of the school.

Further, any school or person violates the above provisions shall be liable for punishment as provided in the RTE Act 2009 following:

- a) In case a student leaves the school for such compulsion as transfer of parents or for health reason or in case of death of the student before completion of the session, pro-rata return of quarterly/term/annual fees should be made.
 - b) The unaided schools should consult parents through parents' representatives before revising the fees. The fee should not be revised during the mid-session.
 - c) Fee revision of schools shall be subject to laws, regulation and directions of the Appropriate Government and should be timely intimated to the Board.
 - d) Fee shall not be revised without the approval of the School Management Committee or the process prescribed by the Appropriate Government under any circumstances.
- vi) The Rules and Regulations of the Central and State/UT Governments enacted/framed in connection with regulation of fee in respect of the various categories of the schools situated in the respective State/ UT, as well as the decisions of the Hon'ble Supreme Court of India in vogue in such matters, shall be applicable to the schools affiliated with Bharatiya Shiksha Board.
- vii) For schools situated in foreign countries a transparent process, as per the applicable laws and regulations of the country where the school is situated, shall be followed in respect of all matters related to fee and revision of fee etc.

10. SCHOOL MANAGEMENT COMMITTEE

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

A. All the schools affiliated with the Board shall have a School Management Committee as stipulated in RTE Act 2009, any other enactment or regulations framed by the State/Appropriate Government from time to time.

B. Composition of School Management Committee:

i) The management committee of a recognized aided school shall consist of not more than fifteen members; and the management committee of a private unaided school shall consist of not more than twenty one members;

However in case of senior secondary schools offering vocational subject additional member(s) (subject expert(s) as per subject offered may be appointed.

ii) Subject to provisions of clause 10(A) and the total number of members specified in clause 10(B)(i), every management committee shall include the following namely:-

i) The Head of the school. He/ She shall be a Member Secretary of the School Management Committee;

ii) Two parents of students studying in the school. One father and one mother of students specifically in co-educational schools.

iii) Two teachers of the schools;

iv) Two other persons (of whom one shall be women); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/Society/Company;

v) Two members to be nominated by the Board;

vi) The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society/trust/Company running the school.

vii) Members may be nominated as per the conditions, if any, laid down in the "No Objection Certificate".

viii) At least fifty percent members should be women.

Provided further that the above provisions shall be implemented with immediate effect and the schools affiliated earlier and not complying with above provisions shall be required to take remedial measures with suitable qualified substitutes within a year of notification of these Bye-laws.

C. The term of the members of the Management Committee shall be three years. A member can be re-nominated 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 Trust/ Society/ Company.

D. Powers and Functions of the School Management Committee

Subject to overall control of the Society/Trust/ Company the duties, powers and responsibilities of the School Management Committee shall include but not limited to the following:

- i) It shall supervise the activities of the school for its smooth functioning.
- ii) It shall work according to the specific directions given by the Society/Trust/Company regarding admission policy. However, it shall ensure that admissions are made as per merit without discretion of gender, disability, religion, race, caste, creed and place of birth etc. strictly as per state policy.
- iii) It shall look into the welfare of the teachers and employees of the school.
- iv) It shall evolve both short-term and long-term plans for the improvement of the school.
- v) It shall make appointment of teachers and non-teaching staff.
- vi) It shall exercise financial powers beyond those delegated to the Principal within the budgetary provisions of the school.
- vii) It shall take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
- viii) It shall guide the Principal in school management.
- ix) It shall ensure that the norms given in the Acts/Rules of the State/UT and of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board regarding terms and conditions of service and other rules governing recognition/Affiliation of the school are strictly adhered to.
- x) It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.
- xi) It shall approve the rates of Fees and other charges subject to the conditions laid down in Bye-Laws-9.
- xii) It shall review the budget of the school presented by the Principal and forward the same to Society/Trust/Company for approval.
- xiii) It shall insure safety and security of children and staff and directions for improvement.
- xiv) It shall look in to grievances of the teachers and staff in connection with their service conditions and pay etc. and dispose such grievances in accordance with applicable rules.
- xv) The School Management Committee shall meet at least twice in an academic session.

E. The provisions contained in Acts and Regulations of the Appropriate Government shall prevail upon the provisions related to School Management Committee in these Bye-laws.

11. ROLES, RESPONSIBILITIES, DUTIES AND POWERS OF IMPORTANT FUNCTIONARIES

All the functionaries involved in running the school has a vital and key role to play in providing a good and healthy climate to the school to fulfil its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence.

To achieve this aim, subject to the provisions contained in these shall, the roles and responsibilities of various functionaries shall include but not limited to the following:

A. SOCIETY/TRUST/COMPANY

- i) The Society/Trust/Company shall ensure that the school is running as per the provisions of the Education Act, other relevant Acts of Centre/State/UT Governments and Affiliation norms of Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board and shall be committed to provide quality education with the blend of Veda and Sanskrit to the children and shall take necessary steps as per its needs for this.
- ii) It should ensure that the school gets proper land, building, library, laboratories, equipment for sports and other co-curricular activities, furniture and qualified staff and ensure prescribed safety precautions for children as per norms of the Board and actual requirements.
- iii) It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any manner whatsoever.
- iv) The funds/donations collected/savings of Society/Trust/Company/Veda Pathashala shall not be transferred as profit or shall not be shared as fee or by any other name among the Members of Governing Society/ School Management Committee/or for any other entity or person except only for the school/Veda Pathashala/Gurukul. However, the committee is authorised to pay bonafied expenditure and sitting fee for meeting attendance/expertise hired, comparable to and limited to Govt standard.
- v) It shall ensure that the funds accruing from the school are spent for the benefit of the same school and extending the cause of education.
- vi) It shall safeguard the functional autonomy of the Principal.
- vii) It shall have control over the school management committee.
- viii) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipment's for the school.
- ix) It shall provide funds for the needs of the school whether it is recurring or non-recurring.
- x) It shall ensure that the teachers employed in the school are imparted teachers training as per the directions issued by the Board from time to time.
- xi) It shall ensure that the teachers/principal and infrastructure available with the school are made available to the Board for conducting the public examinations, evaluation of answer sheets, the result processing and other ancillary activities, etc.

- xii) It shall ensure that the Principal/Head of the School/any teacher does not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities.

B. HEAD OF THE SCHOOL

- i) Head of the School/Principal shall be the ex-officio Member Secretary of the School Management Committee and shall:
- a) Function as the Head of the office of the school under his charge and carry out all Academic and Administrative duties required of a head of educational institute.
 - b) Ensure that all provisions of the Affiliation and Examination Bye-laws and all directions given by Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board from time to time are strictly complied with.
 - c) Be the drawing and disbursing officer for the employees of the school however in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
 - d) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
 - e) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
 - f) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
 - g) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
 - h) Be responsible for proper utilization of the Pupils Fund.
 - i) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
 - j) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
 - k) Be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time;
 - l) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
 - m) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service education.
 - n) Promote the initiative of the teachers for self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.
 - o) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
 - p) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
 - q) Arrange for informal and non-class room teaching.
 - r) Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
 - s) Make necessary arrangement for organizing special instructions for the pupils according to their needs.

- t) Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- u) Develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- v) Send regularly the progress reports of the students to their parents or guardians
- w) Promote the physical well being of the pupils, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- x) Devote at least one period per day to teaching of the pupils.
- y) Be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.
- ii) The Principal/Head of the School shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

C. MANAGER/CORRESPONDENT/SECRETARY OF THE SCHOOL

- i) The Manager/ Correspondent shall be the link between the Board/Trust/ Society and the school. S/he shall be responsible for carrying out the instructions of the Board, and shall:
 - a) Ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the Institution properly.
 - b) Exercise general supervision over the school, subject to the control of the Management Committee.
 - c) Exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
 - d) Sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Management Committee.
 - e) Not interfere with the Head of the school in discharge of his responsibilities and duties.
- ii) All correspondence concerning Affiliation/recognition shall be countersigned by him.

12. PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS AND APPROVALS

A. FRESH AFFILIATION AND SWITCH OVER FROM OTHER BOARDS

- i) All applications shall be submitted online only. Applications sent by hand-mail/post or any other means shall not be accepted and/or processed.
- ii) The schools shall fulfil all the conditions laid down in these Bye-laws before submitting the application for Affiliation along with the documentary proof in the prescribed manner.
- iii) In case of non-fulfilment of these conditions or non-submission of documentary proof in the prescribed manner the application shall be summarily rejected.
- iv) No School shall be permitted to start Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board pattern classes during the pendency of the application for affiliation without obtaining formal written grant of Affiliation from the Board.

- v) If during the pendency of the application, if such classes are started, no responsibility shall lay upon the Board for Post-Facto Approval. No such approval be granted under any circumstances.
- vi) On receipt of application, the Board shall scrutinize the documents regarding fulfilling of various conditions.
- vii) Incomplete applications and the applications submitted without required documents shall be rejected and no further action shall be taken by the Board.
- viii) In case, on scrutiny of application by the Board, it is found that the school does not fulfil the essential requirements, the application of the school shall be rejected and no further action shall be taken by the Board.
- ix) The application of the school shall be rejected in case it is found that the school has submitted multiple applications in the same or subsequent sessions or has applied for upper level affiliation in same or subsequent sessions keeping in mind the status/stage of processing of these applications.
- x) In case, any clarification is required by the Board in connection with the application the school shall be informed accordingly and the school shall be required to submit such clarification/compliance within 30 days from the date of such communication.
- xi) If the application for affiliation of school is found in order as per provisions of these Bye-laws, the Board shall appoint an Inspection Committee for physical inspection of the School in order to assess the suitability of the school for affiliation.
- xii) The inspection of schools shall be conducted by a Committee constituted as per provisions contained in Bye-Laws-13 of these Bye-laws.
- xiii) The School shall keep all documents ready and make them available to the Inspection Committee at the time of the Inspection. The Inspection Committee shall submit the report to the Board after physically verifying all the requirements of affiliation as per Affiliation Bye Laws.
- xiv) It is the responsibility of the school to ensure that it satisfies all the conditions laid down in the Affiliation Bye-Laws duly supported with documentary evidences in the prescribed formats.
- xv) The Board shall scrutinize the Inspection Report and the same shall be placed before the competent Authority of the Board to decide whether the school should be granted Affiliation or not. The decision of the competent authority of approval or rejection shall be final and shall be communicated to the school.
- xvi) A school may submit a representation against the decision of the Board, in respect of the scrutiny of the application or inspection report, within 60 days of communication of such decision. No representation shall be accepted after the lapse of the prescribed period.
- xvii) In case any of the statements made by the school in the application are found to be false or any of documents uploaded by the school are found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties mentioned in clauses 14(A)(ii) to 14(A)(X) in a manner as deemed fit by the Board in addition to the criminal action without any notice to the school.
- xviii) If affiliation is not granted and the application is rejected, the school may apply afresh with prescribed fee after fulfilling the norms for Affiliation.

B. UPGRADATION TO SECONDARY LEVEL /SENIOR SECONDARY LEVEL

- i) The provisions and procedures given in the clause 12(A) and sub-clauses thereto shall be applicable to all cases where the school has applied for upgradation of affiliation to Secondary Level or Senior Secondary Level.
- ii) In addition to the conditions mentioned in clause 12(A) and sub-clauses thereto, all other conditions mentioned in these bye laws which a school is required to fulfil before or after affiliation and any direction issued by the Board or the Central/State/UT Government, shall also be required to be fulfilled by the school.

C. EXTENSION OF AFFILIATION

The Board after initial affiliation may grant extension of Affiliation for a further period of 5 years provided the School/Pathashala/Gurukul/GSPUnit conforms fully to the norms of affiliation under these Bye-laws and the other conditions laid down for extension from time to time.

- i) It shall be the responsibility of the school to apply for extension of affiliation with requisite fee as per time frame given in Appendix-I.
- ii) Affiliation granted to a school shall remain valid on receipt of application of a school for extension of Affiliation subject to the final decision of the Board.
- iii) A late fee as per the details given in Appendix-I shall be charged from the school against late submission of applications for extension of Affiliation. Late fee shall be chargeable from the last date or the date when the applications are opened for next term/session as the case may be.
- iv) All the conditions mentioned in these bye laws which a school is required to fulfil before or after affiliation and any direction issued by the Board or the Central/State/UT Government, shall be required to be fulfilled by the school.
- v) The Board may adopt the process, same or identical to the process given in clauses 10.1 and sub-clauses thereto, for processing applications for extension.
- vi) Schools with Regular Affiliation are not required to apply for extension of affiliation unless otherwise decided by the Board.

D. APPLICATION FOR ADDITIONAL SUBJECTS :

The schools affiliated with the Board up to Secondary level shall be allowed to start Senior Secondary classes after getting the affiliation for senior classes later on they shall be allowed to sponsor candidates in the Board examination in the specified subjects for which affiliation has to be obtained. However, the school may require adding more subjects for affording more choices to the candidate. the additional subjects shall be allowed to the school as per procedure given in ensuing sub clauses.

- i) It shall be the responsibility of the school to apply for additional subjects with requisite fee as per time frame given in Appendix-I.
- ii) The Board may conduct an inspection to assess the suitability of the facilities available with respect to the teaching of the subject(s) applied.

- iii) No School is permitted to start the classes in the applied additional subjects, even during the pendency of the application. The school shall start classes in these additional subjects only after getting express approval from the Board.

E. AFFILIATION FEE AND TIME FRAME FOR SUBMISSION OF APPLICATIONS

- i) The School/Pathashala/Gurukul/Unit may apply for Affiliation in prescribed Application Form along with Affiliation Fee given in Appendix-I.
- ii) The fee deposited shall not be refunded or adjusted irrespective of the grounds on which the application has been rejected even if the school has not been inspected.
- iii) On line applications for all categories within the scope of these Bye-laws, shall generally open on 1st January and shall close by 31st March of a particular calendar year. The detailed time frame of applications is given in Appendix-VI

F. OFF-LINE APPLICATIONS

Offline applications or the applications in hard copies shall not be entertained by the Board in normal circumstances.

Any deviation in this regard, requires specific approval of the Secretary of the Board to process such application. The Applications of Pathashala/Gurukul/Unit will be entertained as per the decision of the MSRVVP.

G. APPLICATIONS FOR REGULAR AFFILIATION

The Board may prescribe a different procedure, format and mode of application for regular Affiliation of Ved Pathshala/ Guru Shiksha Parampara setup as per the regulations of MSRVVP. However, the decision of the Board shall be final with regard to the Schools etc.

H. 'ON DEMAND' CATEGORY APPLICATIONS

The Board may prescribe provisions and procedures for calling and processing applications, under various categories in this chapter, under 'on demand' category and prescribe fee for such applications accordingly.

13. INSPECTION OF SCHOOLS

- i) **For Modern schools and Gurukuls guidelines are as follows:**

A. Inspection for Affiliation: No school/ Ved Pathshala/ Guru Shiksha Parampara/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls/Veda Unit shall be affiliated to the Board without inspection by an inspection committee of not less than two members at least one of whom has to be an academician. The following are the broad heads which shall be covered during the inspection by the inspection committee:

- i. Available infrastructural facilities.
- ii. Actual enrolment of teachers and their qualifications.
- iii. Academic standards.
- iv. The process of teaching in the classes.
- v. Record keeping.
- vi. Books of Accounts to ensure whether school is maintaining its accounts separately from the society/trust/company running the school.
- vii. Provisions related to safety and security of children.
- viii. Implementation of the policies of inclusion in relation to the persons with disabilities.

- ix. Interaction with the members of the School Management Committee.
- x. Any other areas specifically informed by the Board.

B. Periodic Inspection and Inspection for Extension of Affiliation.

- i. The Board may cause inspection of an affiliated School done at the time of extension or after specified periods any time during the affiliation period. The periodicity, of such inspections shall be determined by the Board from time to time.
- ii. The Periodic Inspection may be carried out by an Inspection Committee consisting of one or more members appointed by the Board.
- iii. Reliance shall be placed on the outcome-based methodology for making the inspection process more academic oriented.
- iv. The inspection under clause 13(B) may include all or any of the broad heads mentioned in clauses 13(A)(i) to 13(A)(X).

C. In cases covered under clauses 13(A) and 13(B), it shall be the responsibility of the school to ensure that 4 parents of the children studying in the school are present in the school on the day of the inspection and are allowed to interact with the inspection committee. Out of these four parents two should be males and two females, one should be a parent of girl child and one should be parent of child with special needs.

D. SURPRISE INSPECTION

The Board may any time get an affiliated school/ Ved Pathshala/ Guru Shiksha Parampara/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls/Veda Unit inspected by a committee of one or more members without giving any notice to the school.

E. INSPECTION FOR SPECIAL PURPOSES

The Board may get an affiliated school/ Ved Pathshala/ Guru Shiksha Parampara/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls/Veda Unit inspected by a committee of one or more members to decide on the applications of the school received as per provisions contained in Bye-Laws 12 or 17, as the case may be, or for any other purpose deemed necessary by the Board.

F. Inspection Report shall be considered by the Board for appropriate action.

G. GUIDELINES FOR INSPECTION COMMITTEE

- i. Inspection of 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.
- ii. The members are expected to go through the provisions contained in the Affiliation Bye-laws, Examination Bye-laws and other instructions of the Board to understand the requirements of the affiliation.
- iii. The members of Inspection Committee are required to refrain from divulging the information provided to them to any unauthorized person.
- iv. The members may ensure that the school is inspected on a working day when the actual teaching is taking place in the school. The Inspection may neither be conducted on a holiday nor be students be called in school on a holiday under any circumstances.
- v. The members are required to contact the school in advance where ever required to inform the school about the inspection allowing the school to make necessary arrangements.
- vi. The members are required to ensure that in case of SURPRISE INSPECTIONS the schools are not informed about the inspection in advance under any circumstances.
- vii. The members are required to complete the assignment as soon as possible but not later than the time period mentioned in the appointment letter.

- viii. The members may ensure that the log-in credentials provided to them are not shared with anyone.
 - ix. The members are required to verify all documents and comment on the process of imparting instructions to the students in the classes after due diligence.
 - x. The members shall make efforts to collect and send/upload all documents that were deficit in the application form.
 - xi. The members are required to fill the information in the online report proforma themselves, without taking any help from the school being inspected. The report shall be submitted strictly according to the time frame provided.
 - xii. Videography is a very important aspect of inspection. The members of Inspection Committee shall ensure that the complete process including the infrastructure, classrooms, laboratories, play grounds, boundary wall, aerial view etc., are covered in the Videography and uploaded/sent in the manner described by the Board.
 - xiii. The members shall use utmost care and only make recommendations in the final report after considering all issues related to infrastructure, administration and academics.
 - xiv. The Inspection Committee shall submit the report as per requirements of the Board within three (03) working days of conduct of inspection. Failure to submit report within the stipulated period shall attract suitable action against the members of the Inspection committee.
 - xv. The members are required to uphold the high standards of ethics, morality and integrity. The members are required to refrain from accepting any kind of offer of hospitality from the schools.
- ii) For Inspection of Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls**

For MSRVVP Funded Veda Pathashala/ Guru Shiksha Parampara Units etc

- a) The MSRVVP may, for the purpose of ascertaining as to whether an Institute affiliated to Board is functioning in accordance with the provisions of its bye-laws and subject to the conditions of affiliation, cause an inspection of such affiliated to **Veda Pathashala/ Guru Shiksha Parampara Unit etc** to be conducted in such manner, at such intervals and by such persons, as maybe specified by regulations or as per guidelines of MSRVVP.
- b) For the purpose of Inspection, **Veda Pathashala/ Guru Shiksha Parampara Unit** shall be grouped in to five regions- North, South, East, West and Central. A committee of three experts shall visit to **Veda Pathashala/ Guru Shiksha Parampara Unit etc**, for inspection to verify whether the **Veda Pathashala/ Guru Shiksha Parampara Unit etc.**, is functioning in accordance with the provisions of the bye-laws and conditions of affiliation.
- c) The three experts shall be drawn from different regions and shall visit other regions, which is not their ordinarily resident region/ for which region or state they ordinarily not belong.
- d) The inspection parameters and details of check-points as maybe specified and ordered by MSRVVP.
- e) The report of such inspection shall be submitted to the Secretary along with the gradation of the Veda Pathashala/ Guru Shiksha Parampara Unit etc as per the pro-forma with a clear recommendation as to the quality of Sasvara learning in the Veda Pathashala/ Guru Shiksha Parampara Unit.
- f) The Secretary of MSRVVP may direct the management of an affiliated **Veda Pathashala/ Guru of Guru Shiksha Parampara Unit** to remove any defect or deficiency found in the inspection report and to undergo a special training or act as per the report of the committee.

For Inspection of Non-Financed Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls

- g) The Board may, for the purpose of ascertaining as to whether an Institute affiliated to Board is functioning in accordance with the provisions of its bye-laws and subject to the conditions

of affiliation, cause an inspection of such affiliated to **Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls** to be conducted in such manner, at such intervals and by such persons, as maybe specified by regulations or as per guidelines of MSRVVP.

- h) For the purpose of Inspection, **Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls** shall be grouped in to five regions- North, South, East, West and Central. A committee of three experts shall visit to **Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls** etc., for inspection to verify whether the **Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls** etc., is functioning in accordance with the provisions of the bye-laws and conditions of affiliation. The three experts shall be drawn from different regions and shall visit other regions, which is not their ordinarily resident region/ for which region or state they ordinarily not belong.
- i) The inspection parameters and details of check-points as maybe specified by regulations by the Board. The report of such inspection shall be submitted to the Secretary of the Board along with the gradation of Schools as per the pro-forma with a clear recommendation as to the quality of Education in schools and over all achievements.
- j) The Secretary of the Board may direct the management of an affiliated **Veda Pathashala/ Guru Shiksha Parampara Unit/ Oriental School/Sanskrit Pathashala/Traditional Gurukuls** etc., to remove any defect or deficiency found in the inspection report and to undergo a special training or act as per the report of the committee.

14. PENALTIES

- A. If a School is found violating the provisions of the Affiliation Bye Laws/Examinations Bye Laws of the Board or does not abide by the directions of the Board, the Board shall have powers to impose the following penalties:
 - i) Written warning for schools; for financed Veda Pathashalas/GSP Units as per the MSRVVP Norms orders to be issued by Secretary of MSRVVP.
 - ii) Imposing fine up to Rs. 10,000/- at a time which shall be tripled at a second time default
 - iii) Downgrading school from Senior Secondary Level to Secondary Level.
 - iv) Restricting number of sections in the school.
 - v) Debarring the school from sponsoring students in Board's examinations up to a period of two years.
 - vi) Suspension of Affiliation for a definite period.
 - vii) Debarring the school from applying for Affiliation or renewal or restoration of affiliation up to a period of five years.
 - viii) Withdrawal of Affiliation in a particular subject(s) or stream(s) and shifting the students to nearby school etc by the parents at their discretion and cost.
 - ix) Withdrawal of Affiliation and shifting the students to nearby school etc by the parents at their discretion and cost..
 - x) Any other penalty deemed appropriate by the Board.
- B. The Board may impose all or any of the penalties mentioned in clauses 14(A)(ii) to 14(A)(ix) on any school, in the following cases:
 - i) For gross malpractices in examination, academic, administrative and financial matters.
 - ii) Established violation, non-compliance of Court, Central Government, State/ UT Government or Board's directions/ instructions.
 - iii) Established violations of the conditions laid down in the affiliation Bye-laws.

- iv) Short coming in the essential requirements for affiliation laid down in the affiliation bye-laws detected at any stage.
- v) On withdrawal of Recognition by the State Government.
- vi) On withdrawal of No Objection Certificate issued by the state Government.
- vii) On express recommendation/order/request from the Central, State/UT Government to disaffiliate, shut down the school permanently or impose any other penalty.
- viii) On a reference/order/request received from the Central, State/UT Government.
- ix) For not sending teachers/principal for the teacher trainings as per requirements of these Bye-laws.
- x) For not nominating and relieving teachers/principal/staff for the evaluation of answer scripts of the Board's examinations and other ancillary activities as per requirements of the Board.
- xi) Any misconduct, negligent act/omission and non-compliance of the examination Bye-laws (including the disobedience of the directions of the Board in connection with the conduct of examinations) which may jeopardize the public examinations, evaluation of answer books, the result processing thereof and other ancillary activities .
- xii) Any violation, by 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 Board in connection with the conduct of public examinations, evaluation of answer books, the result processing thereof and other ancillary activities which has or could have jeopardized the public examinations, evaluation of answer books and the result processing thereof.
- xiii) 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 bye-laws or directions issued from time to time.
- xiv) Any violation of the provision contained in clause 9(v) regarding refund of fees to the students.
- xv) Poor academic performance of the school for three consecutive years in not being able to keep at least 75% of passes of the general pass percentage.
- xvi) Any other matter which the Board considers sufficiently serious for imposition of penalty or disaffiliation.

15. PROCEDURE OF IMPOSITION OF PENALTIES

The Board shall have the powers to impose penalties mentioned in clause-14 in the manner as given in this chapter.

- a) The penalties defined in clause 14(A) and sub-clauses thereto may be ordered to run concurrently or consecutively.
- b) The Board may take any or all of the following action to verify the facts and collection of evidences in the matter:
 - i. Seek report or clarification from the school.
 - ii. Seek comments or reports from other authorities and concerned quarters.
 - iii. Cause a surprise inspection to be conducted of the school.
 - iv. Any other action that may be deemed fit to verify the facts.

- c) After verification of facts the Board shall serve a "Show Cause Notice" to the School setting out the reasons for the proposed action.
- d) The school shall be required to submit its reply along with the documentary proof, if any, to the Board in not more than 30 days from the date of receipt of the notice.
- e) In case no reply/compliance/comments have been received from the school within the stipulated period of show cause notice, further action shall be taken by the Board in the light of the material and evidences available on file/records.
- f) The reply of the school submitted to the Board shall be scrutinized by the Board in the light of material available on records and the information received/gathered from various quarters and the action regarding closing of the complaint or imposing penalty shall be taken in accordance with the provisions of these bye-laws.
- g) The Board shall issue speaking orders in respect of the penalty imposed on the school and terms of such penalty.
- h) In case the penalty imposed is of disaffiliation the name of school shall be added to the list of disaffiliated schools available on the website.
- i) The State Government/Education officer of the District/Collector concerned shall also be informed about the withdrawal of Affiliation.
- j) All the money at the credit of the School be forefeated on imposing the penalty imposed is of disaffiliation.
- k) The school may send a representation against the order of the Board imposing penalty. The school shall have only one opportunity of making representation against the order of the Board.
- l) In case the penalty imposed is of fine, the representation shall only be considered after the fine has been deposited in the Board's account and a proof to this effect has been produced by the school.
- m) After considering the representations the Board may pass appropriate orders.
- n) Once the representation submitted by the school has been considered and appropriate orders have been passed by the Board no further representation shall be considered by the Board.
- o) The future and welfare of the students studying in the school shall be kept in mind while imposing penalty on the school.
- p) In case of disaffiliation or downgrading of a school the students who are already studying in the school in classes IX, X, XI and XII, as the case may be, shall be allowed to appear in the Board's exam in their respective batches from the same school or from a school approved or decided by the Board at its sole discretion.
- q) All clauses containing the provisions related to penalties shall be applicable to the cases of regular affiliation to the extent practicable.
- r) In cases mentioned in clauses 14(B)(v) and 14(B)(vi), the Board may withdraw affiliation without giving any notice under clause 15(C) to the school.

16. GENERAL RULES

These rules are applicable to all the schools affiliated to the Board to the full extent. Applicability to the schools seeking affiliation to the Board is limited to the extent possible. Violation of these rules shall attract penalties as provided in these Bye-laws.

A. Every school is bound to follow the Affiliation Bye Laws of the Board mutatis mutandis.

B. Board's Examinations-Veda, Sanskrit and Modern subjects:

It is mandatory for every affiliated school to adhere to the Examination Bye-laws of the Board in letters and spirit.

- i) Every affiliated school/Veda Patahshala/GSP Unit/Gurukul/Sanskrit Pathashala shall present a list of number of students and their particulars in respect of Classes VI, VIII, IX, X, XI & XII /Veda Bhushan 1-5 and Veda Vibhushan 1-2 Examinations at the time of beginning of an academic session in the manner prescribed by the Board.
- ii) No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
- iii) No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
- iv) No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
- v) Every affiliated school shall sponsor regularly its bona-fide and eligible students in Boards Class VI, VIII, X and Class XII examinations/ Veda Bhushan 1-5 and Veda Vibhushan 1-2 Examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non sponsoring of the candidates.
- vi) The school affiliated to this Board shall not permit or shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Middle, Secondary and Senior Secondary examinations of the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board only.

C. The Board shall select a school as a centre for any Public Examination or Board's Examination with or without the formal acceptance of such assignment by the school. If a school has been selected by the Board as a centre for any Public Examination or Board's Examination, the school shall compulsorily arrange for all facilities like strong room, basic minimum IT infrastructure etc. or any other requirement communicated by the Board.

D. The building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts and other ancillary activities. If directed by the Board, the school shall provide teachers and principal to act as examiners in all subjects offered by the school. In case they fail to do so, the Board shall have the right to take appropriate penal action including initiating action for disaffiliation of the school.

- E.** The school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of affiliation, details of infrastructures, academic calendar, details of teachers including qualifications, details of teachers' training, academic achievements , write up on all efforts made in the field of environment education, sports achievements , Innovations, overall results, PTA activities, important SMC decisions, number of students, etc., and post the same on school's website before 15th September of every year.
- F.** F. The school shall arrange the medical check-up of the students at least once in a year and keep a proper record of the same First-Aid kits for emergency shall be provided appropriately atleast one in each floor of the school building.
- G.** G. The school shall take steps to see that physical and health education, life skills education, digital education for students and teachers, experiential learning, value education with particular emphasis on National Integration is imparted to students through teaching of various subjects and activities in the school curriculum.
- H.** In the interest of promoting patriotism and attitude of service among students NCC/NSS/Scouts and Guides may be introduced in school and any one of such activity in the school is desirable before it seeks Affiliation".
- I. MAHARSHI SANDIPANI RASHTRIYA VEDA-SANSKRIT SHIKSHA BOARD SPORTS AND GAMES**
- i) All schools affiliated to the Board shall follow Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Inter School Sports & Games Competition Rules framed from time to time.
- ii) No School affiliated with the Board shall send the candidates who are not on its roll for participation In Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Inter Schools Sports & Games Competitions.
- iii) No school affiliated with the Board and conducting Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Inter Schools Sports & games Competition, shall allow candidates who are not on the roll of participating schools to participate in such Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Inter Schools Sports & games Competition.
- iv) Sports Fee: It is mandatory for all the independent Category of Schools to remit Annual Sports Fees to the Board as prescribed by Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board from time to time.
- J.** Multiple use of school building is allowed for the limited purposes of Promotion of Education and Skill Development including Vocational Education but the school shall not use its building and infrastructure for any commercial activity.
- K.** The school should have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.
- L.** The number of students in the class should not be very large. The optimum number in a section of a class is 40.

- M.** The school shall have laboratories for all subjects offered in the school wherever required. The equipment, reagents and specimens, etc, kept in laboratories shall be in accordance with the laws, rules and regulations applicable.
- N.** Schools offering vocational courses can engage subject expert/teacher on contract or part-time basis and share resources with reputed and recognized institutions and industries having expertise in the same subject.

O. RIGHTS OF PERSONS WITH DISABILITIES

- i) School shall provide proper facilities like ramps in toilets for wheel chair users, auditory signals in elevators/lifts and other possible infrastructural facilities in accordance with the provisions laid down in RPWD Act-2016.
- ii) School shall promote inclusion of student with special needs in the normal school as per provisions of the "Rehabilitation of Persons with Disabilities Act 2016" and in conformity with National Policy of Education".
- P.** The schools which have been granted regular affiliation with Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board shall be required to remit Annual Fee to the Board of an amount to be prescribed from time to time. The annual fee shall be deposited along with annual examination fee or as decided by the Board from time to time.
- Q.** 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.
- R.** The school shall supply information and returns called for by the Board within the prescribed time.

S. RECORDS/ DOCUMENTATION

A. Working Days And Working Hours

- i) The working days and holidays for the General schools/Gurukulas shall be as per State Government Schools or Kendriya Vidyalayas/Navodaya Vidyalaya Samiti.
- ii) The working days, working hours and holidays for the GSP Units/Veda Patahshalas shall be as per MSRVP notifications. Generally it is prescribed that GSP Units/Veda Patahshalas shall provide at least five hours of direct teaching of Vedas to students by Gurus and sufficient time for Swadhyaya by students each day. Total working hours shall not be less than eight hours in Veda Vidyalayas in a working day and from GSP Units it is expected that they shall be like hermitages of Gurus of ancient days, taking care of all necessities of Veda students.
- iii) For holidays, the GSP Units/Veda Patahshalas may follow Ashtami and Pratipat model of traditional system, in addition to other national holidays.
- iv) The teachers of modern subjects engaged on their own by Veda Vidyalays, and modern subject tutors engaged by GSPUnits on their own are expected to teach subjects and impart proper knowledge as per the time table allotted to them.
- v) The working hours shall be such as may be specified from time to time by the Principal. Normally the working hours shall conform to the Kendriya Vidyalayas provided that MSRVP shall have right to have any holidays at its discretion for any specific occasion.

- vi) Working hours may be different for teaching and non-teaching staff as may be specified by the Principal.
- vii) As and when required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the school.
- viii) An employee is also required to conduct and organise co-curricular programmes and perform other duties even beyond the normal working hours.

B. Number of Teaching periods

- i) Normally a teacher should be engaged as a whole-time employee except in special cases because of the nature of a subject where the work load does not justify a whole time teacher.
- ii) Every teacher shall devote in a year not less than 1200 hours to the teaching of students, out of which not more than 200 hours may be required to be devoted for the Coaching in the school premises, of weak or gifted students, whether before or after the school hours.
- iii) Provided that if any modern school teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to him at such rate as may be determined, by the managing committee, for every hour in excess of 1200 hours devoted by him to the teaching of students.
- iv) The the extra remuneration, if it is decided by the modern school shall be subject to the previous approval of the grants-in-aid authority and in the case of an unaided recognised school, such extra remuneration may be recovered from the students at such proportionate rate as may be determined by the managing committee.
- v) GSP Units/Veda Patahshalas shall provide at least five hours of direct teaching of Vedas to students by Gurus and equal number of hours for Swadhya/Santha of Veda by students each day.

C. Maintenance of Record by the Teachers

A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.

- i) Attendance Register of the class for which he/she is the Class Teacher.
- ii) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
- iii) Cumulative result of his class.
- iv) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
- v) Stock Register of properties held by him/her.
- vi) CRB (Cumulative Record Book) of the class for which he/she is a class teacher.
- vii) Fee collection book of the class.

D. Attendance of Employees

- i) Every employee is expected to reach the school punctually and sign the attendance register or mark the attendance electronically, as the case may be, on arrival before the working of the school begins and also mark the time of departure accordingly.

- ii) An employee who has not signed the attendance register mark the attendance electronically, or as above is liable to be considered absent from duty for that date.

E. The School shall maintain the following records/documents:

- i) Admission and withdrawal register.
- ii) Annual examination question papers and answer sheets of all classes shall be preserved till the end of September of the next academic year including the records related to internal assessment.
- iii) Records of attendance of all pupils especially attendance of Class VI, VIII, IX & X, XI & XII (wherever applicable). Veda Bhushan 1-5 and Veda Vibhushan 1-2 for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the Principal or a teacher nominated by the Principal.
- iv) Service records of Teaching and Non-Teaching Staffs which include Appointment Letters, Confirmation Letters, Service Books and other service related correspondence.
- v) Financial Documents as specified in these Bye-laws.
- vi) Annual e-returns submitted by school on OASIS and U-DISE portal as per the specified dates.
- vii) Any other documents required under statutory obligations.
- viii) Any other documents specified by the Board from time to time.

T. Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/ancillary activity, to any unauthorized person or agency.

U. 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 academic or examination policies of the Board or bring disrepute to the Board.

V. In case of schools already affiliated with any other Board and shifting Affiliation to Board, if it is found that the size of the rooms in the school is lesser than the size prescribed by these Bye-Laws the Board may restrict the number of students in the class rooms.

W. The school shall not part away with any portion of the land which has been taken on record by the Board at the time of grant of affiliation to the school without getting the details changed in the Board's records and getting written consent of Board.

X. The school shall be solely responsible for implementation and compliance of all the Central/State Acts, Local and Special laws applicable on the school along with rules/regulations framed, any other instructions issued there under and executive instructions and keep the Board indemnified.

Y. The school shall check gender specific violence; strictly comply with the guidelines, norms and procedures prescribed in the Protection of Children from Sexual Offences Act-2012

(POCSO Act), the Sexual Harassment of Women At Workplace (Prevention, Prohibition And Redressal) Act- 2013 and other Union and State Acts.

Z. ENVIRONMENT EDUCATION - The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environmental conservation and cleanliness, etc. The annual report of the school must contain a write up on all efforts made in this regard every year.

AA. RESIDENTIAL SCHOOLS - The schools/Veda Pathashalas/GSPUnits having hostel facilities shall ensure that they comply with the directives and directions issued by the National Commission for Protection of Child Rights (NCPCR) from time to time. In addition to the guidelines from NCPCR, the school shall also follow and comply with directions issued by the Central/State/UT Government, National Disaster Management Authority or any other authority setup or authorized by the Central/State/UT Government.

BB. The school shall be liable for recovery of expenses or the losses incurred by the Board, directly or indirectly consequent upon the instances of violations of any of the provisions of Board's Bye-laws/instructions, applicable Acts, Rules and Regulations.

CC. The school shall admit the children of officer/employee of the Board who has joined duties on transfer/initial appointment, during the current academic session or the academic session preceding the current academic session, in the city/district or the adjoining city/district where the school is situated.

17. SPECIAL PROVISIONS

The following rules shall be applicable to all the affiliated schools unless otherwise provided specifically in these Bye-laws:

A. FRANCHISEE SCHOOLS

A school seeking affiliation OR affiliated to the Board may enter into an agreement with a Franchiser for the limited purpose of getting academic support, academic guidance, training of manpower and extra co-curricular activities only.

B. TRANSFER OF SCHOOL FROM SOCIETY/TRUST/COMPANY

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

The approval of transfer shall be subject to the following:

- i) A school may be allowed to be transferred on request from one Society/Trust/Company to another Society/Trust/Company subject to the conditions that:
 - a) there are genuine reasons threatening the very existence of the school; OR
 - b) it has become impossible for the Society/Trust/Company to run the school; OR
 - c) such transfer has been necessitated in the interest of furtherance of cause of education.

- ii) The request of the school shall be considered only after prior express Approval from the State/UT Government.
- iii) Transfer of the school from one Society/ Trust/Company to another Society/Trust/Company shall be subject to the fulfilment of the conditions laid down in these Bye-laws.
- iv) Fee as given in Appendix-I shall be charged from the school for permission of transfer from one Society/Trust/Company to another Society/Trust/Company.
- v) The request for permission of transfer of school from one Society/Trust/Company to another Society/Trust/Company shall be considered only in respect of schools which are affiliated with the Board for at least five years.
- vi) Provisions of clause 17(B)(v) shall not be applicable in cases where the transfer of school from one Society/Trust/Company to another Society/Trust/Company has been necessitated due to transfer of large scale industrial, infrastructural and other projects with in which such affiliated Academic Domain area institute is situated.

C. NO SCHOOLS IN TWO SHIFTS-WITHOUT PRIOR PERMISSION

The school shall not run the classes in two shifts without the formal prior approval of the Board. Running of classes in two shifts may be allowed by the Board subject to the following:-

- i) The request of the school shall be considered only after the permission has been obtained from the concerned State/UT Government for running classes in two shifts.
- ii) The permission for two shifts shall be approved only after inspection of the school premises by a committee appointed by the Board.
- iii) There should be separate set of teaching and non-teaching staff as per norms of Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board for each shift including separate Head Master or Vice Principal for supervision.
- iv) There should be separate school records such as admission register, attendance register, etc., and separate staff rooms for the teachers of both the shifts.
- v) Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
- vi) In general the school should run junior classes in the morning shift and senior classes in the evening shift. In case the school proposes to do otherwise, express permission for the same from the state government shall be obtained.
- vii) Fee as given in Appendix-I shall be charged from the school for permission of running in two shifts.

D. SHIFTING OF SCHOOL FROM ONE CAMPUS TO ANOTHER

The school shall run the classes only from the address/campus on which the affiliation was granted and shall not shift to any other address /campus without the formal prior approval of

the Board. Shifting of school from one address/campus to another may be allowed by the Board subject to the following :-

- i) The request of the school shall be considered only after the permission has been obtained from the concerned State/UT Government for Shifting the school to new site with complete address of the new site.
- ii) An affidavit duly notarized to the effect that the school would not use Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board affiliation number or name at old site and no parallel or branch school would be permitted.
- iii) The permission for shifting shall be approved only after inspection of the new site/ premises by a committee appointed by the Board.
- iv) All other documents as per requirements of these Bye-laws in respect of infrastructure applicable for new affiliations.
- v) Fee as given in Appendix-I shall be charged from the school for permission of site shifting.

E. CHANGE OF NAME OF THE SCHOOL

A school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof:

- i) A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be.
- ii) An express approval from the Appropriate Government,
- iii) An affidavit has been submitted to the effect that old name shall not be used any more.
- iv) The permission to change the name of the school is subject to the validity of documents related to land ownership and other documents and clearances from the State/UT Government.
- v) Fee as given in Appendix-I shall be charged from the school for permission of name change.

F. CHANGE OF NAME OF THE SOCIETY

A society running a school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof:

- i) An express approval from the Appropriate Government,
- ii) A certificate of the change of name of the society from the competent registration authority to the effect that the name of society has been changed and entered in to records indicating the registration number.
- iii) Fee as given in Appendix-I shall be charged from the society/school for permission of name change.

G. APPLICATION FOR INCREASE IN SECTIONS

The schools affiliated with the Board shall admit students in classes strictly as per provisions contained in these Bye-laws and in accordance with the conditions imposed by the Board in

this regard. However the school may apply to the Board for increase in the sections. The permission for increase in sections shall be subject to the following

- i) It shall be the responsibility of the school to apply for section increase with requisite fee as per time frame given in Appendix-I.
- ii) The Board may conduct an inspection to assess the suitability of the facilities available.
- iii) No School is permitted to increase the sections by itself, even during the pendency of the application. The school shall increase sections only after getting express approval from the Board.
- iv) The permission for increase in sections shall be subject to the total number of section permissible as per Appendix-V.

H. APPLICATION FOR RESTORATION OF AFFILIATION

The request of restoration of affiliation of the disaffiliated and downgraded schools shall be subject to the following:

- i) The request for restoration is subject to deposition of requisite fee as given in Appendix-I.
- ii) The Board may conduct an inspection before deciding on the request of the school.
- iii) The request is subject to fulfilment of conditions mentioned in the order of disaffiliation/downgrading, requirements of affiliation/examination Bye-laws of the Board and any other conditions as deemed fit by the Board.
- iv) The Board may restore the affiliation of the school with the downgraded status if deemed fit.
- v) No School is permitted to start/run classes in contravention to the directions given in the order of disaffiliation/ downgrading, even during the pendency of the application.
- vi) The fee deposited shall not be refunded or adjusted even if the order of disaffiliation/downgrading has not been withdrawn by the Board.

I. APPLICATION FOR RUNNING THE CLASSES FROM CLASS-I ONWARDS FOR SCHOOLS ALREADY AFFILIATED FOR CLASSES-VI ONWARDS.

No school affiliated with the Board for running classes 6th onwards, shall start classes 1st to 5th without formal approval from the Board. Such application of the school shall be subject to the following:

- i) The Board may conduct an inspection before deciding on the request of the school.
- ii) The request for running classes 1st onwards is subject to deposition of requisite fee as given in Appendix-I.
- iii) The school shall obtain the recognition for classes 1st to 5th under RTE Act 2009 from the Education Department of State and submit to the Board along with the Application.
- iv) The school shall run the classes 1st to 5th from the same campus where the higher classes are running and the address on which the affiliation was granted.

J. CLOSURE OF SCHOOL ETC

A school affiliated with the Board may be allowed to closedown permanently with the approval of the Board subject to the following conditions:

- i) A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be containing the reasons of closure.
- ii) An express approval from the Appropriate Government.
- iii) The request for permission of closure of school shall be considered only in respect of schools which are affiliated with the Board for at least three (03) years.
- iv) The school shall not be eligible to apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved.
- v) The school shall submit an affidavit to the effect that the school shall keep and maintain the existing infrastructure and adequate number of teachers for facilitating, preparing and sending the students studying classes IX, X, XI and XII/ Veda Bhushan 1-5 and Veda Vibhushan 1-2 for the Board's examination.
- vi) Fee as given in Appendix-I shall be charged from the school for permission of closure.

18. IN SERVICE TRAINING OF TEACHERS AND QUALITY ASSESSMENT

A. ANNUAL TRAININGS

Every affiliated School shall arrange for the following Training Programmes every year for all its Teachers:

- i) Every new teacher into school shall have to undergo 5 days' orientation/induction programme to be organised by the cluster of schools in the area.
- ii) Every school should organize at least 50 hours in-service training programme/Capacity building training each year as per NEP 2020 for its teachers preferably in association with or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions/Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board or through Centre/State IT training platforms such as DIKSHA or SWAYAM etc. The School can also arrange this training with the help of established Teachers' Training Institutions and intimate to the Board.
- iii) Every school Principal should participate in at least two 5 days' training programme each year organised for Principals organised by the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions/Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board or through Centre/State IT training platforms such as DIKSHA or SWAYAM etc. The School can also arrange this training with the help of established Teachers' Training Institutions.

B. TRIENNIAL TRAININGS

In addition to provisions of this bye-law as above, every school for its entire teaching staff shall organize full time Training Programme of not less than 5 days, at least once in three years. Such training programme may be organized by the school preferably in Association with the the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions, or any other University/Govt Board. School can also arrange this training with the help of established training institutions.

C. The entire training programme as specified in Clauses 18(A), 18(B) and sub clauses thereto, shall be properly video graphed and documented including training, participation, awarding Certificates to teachers and the records be preserved and produced during the time of affiliation, upgradation, extension, etc., or during inspection or as and when required by the Board for verification.

D. TRAINING BUDGET:

- i) Every School shall earmark adequate budget for Training of Teachers/Principals.
- ii) Every School shall remit to the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board such fee for training of Teachers/Principals at the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Training Centres as prescribed by the Board from time to time.

E. Board may consider the request of Sanskrit/Veda Universities/Institutes of high reputation, to conduct training in the school by deputing a resource person, subject to the condition that the cost and expenses of the training and trainer shall be borne by the concerned school.

F. QUALITY ASSESSMENT

To help in establishing a level of acceptable quality in all aspects of school functioning, the Board may decide quality assessment criterion and accordingly make it mandatory for the schools to undergo the process of quality assessment in a manner prescribed by the Board.

19. AFFILIATION COMMITTEE

- A. The Affiliation Committee shall, in accordance with Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board Manual of Rules, consist of:
- i) The Secretary of the Board shall be the Chairman of the Committee;
 - ii) Four Educationists nominated by the Board by giving due weightage to various regions and NER;
 - iii) One Traditional Veda Pandit nominated by the Board
 - iv) One member nominated by the Controlling Authority.
 - v) The Affiliation in-charge officer/DD(Academic) of the Board shall be the Convenor of the Committee.
- B. The Affiliation Committee shall exercise powers in accordance with the provisions contained in these bye-laws and also any other concerned/allied/relevant special duty assigned by the Board in public interest.
- C. The Affiliation Committee shall be competent to delegate its powers to the various officers of the Board for day to day function in connection with all matters related to the application of these Bye-laws.
- D. The Affiliation Committee shall advise the Board in all matters related to the application of these bye-laws and in the matter of affiliation.
- E. The Affiliation Committee may advice the Board if any change in the Bye-laws of affiliation are required. If such advice is made by the Committee, the Board shall consider the matter within six months. However, the advice of the Board are not binding upon the Board.

20. CODE OF CONDUCT

A. Code of Conduct for employees

- a. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:
 - i) Habitual late coming and negligence of duty.
 - ii) Use of abusive language, quarrelsome and riotous behaviour.
 - iii) Insubordination and defiance of lawful order.
 - iv) Disrespectful behaviour, rumour mongering and character assassination.
 - v) Making false accusations or assault either provoked or otherwise.
 - vi) Use of liquor or narcotics on the school premises.
 - vii) Embezzlement of funds or misappropriation of school property or theft or fraud.
 - viii) Mutilation/ destruction of school records, files and property.
 - ix) Conviction by a court of law for criminal offence.
 - x) Possession in school premises of weapons, explosives, and other objectionable materials.
 - xi) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
 - xii) Divulging confidential matters relating to school.
 - xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
 - xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
 - xv) Taking active part in politics.
 - xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
 - xvii) Making sustained neglect in correcting class work or home work.
 - xviii) Taking private tuitions without permission of school authorities,
 - xix) Organising or attending any meeting during school hours except when he is required or permitted by the Head of the school to do so.
 - xx) Absenting from work even though present in the school premises or absent without leave.
 - xxi) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
 - xxii) Asking for or accept, except with the previous sanction of the governing society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
- b. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Board. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

- c. The following shall not be deemed as a breach of the Code of Conduct.
- i) to appear at an examination to improve his qualifications with the Permission of the employer.
 - ii) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society which is lawfully formed.
 - iii) to organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises and does not violate any law or public order.
 - iv) to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

B. Code of Conduct for Management of School/ Ved Pathshalas /Gurukulas etc.

Every Pathashala/ Gurukul seeking affiliation from MSRVSSB shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:

- i) Deviation / non-adherence to the stated goals of the registered deed of the organization.
- ii) Collecting money or fund in cash in the name of the School/Society/Pathashala without giving any receipt/authority.
- iii) Collecting huge capitation fee from Student.
- iv) Adherence to the guidelines/ instructions issued by MSRVSSB in letter and spirit.
- v) Use of abusive language, quarrelsome and riotous behaviour towards Board.
- vi) Insubordination and defiance of lawful order of Board.
- vii) Disrespectful behaviour, causing damage to the Boards' reputation.
- viii) Making false accusations against the Board.
- ix) Allowing the use of banned substances or unlawful activity in the campus.
- x) Embezzlement of funds or misappropriation of school property or theft or fraud.
- xi) Mutilation/ destruction of school records, files and property.
- xii) Possession in school premises of weapons, explosives, and other objectionable materials in law.
- xiii) Indulging in or encouraging or silent spectator to any form of malpractice connected with examination or other school activities.
- xiv) Divulging confidential matters relating to school to any other.
- xv) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- xvi) Organising or attending any meeting during school hours except when he is required or permitted by the Head of the school to do so.
- xvii) Anything / action which is prohibited under laws.

Asking for or accept, except with the previous sanction of the governing society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers

21. DISCIPLINARY ACTION

No proceedings of major penalty/minor penalty shall be initiated by Trusts/Societies/Institutes/Gurukuls etc against Veda Teachers & Modern Subject teachers receiving honorarium from MSRVVP and any such proceedings are required in law or practice, shall only be done with prior written orders of the Secretary of MSRVVP only. However, without prior written orders of the Secretary of MSRVVP, if any major penalty/minor penalty is either initiated or imposed, such proceedings shall summarily be void and unlawful.

22. INTERPRETATION, REPEAL AND SAVINGS

A. INTERPRETATION

On any question as to the interpretation of any provision of these Bye-laws, the decision of the Chairman of the Board shall be final.

If any discrepancies come to the light in these Bye-laws till one year from the date of notification, the Chairman of the Board has the power to, modify or amend such clause (s) in accordance with the reasonable readings, which stand to be the final text of such Bye-laws and such modifications/amendments shall be placed before the Board for ratification.

B. REPEAL AND SAVING

The MSRVSSB has formed these Bye-laws to be implemented from the date of notification and these Bye-laws being the initial By-laws, these will prevail till further amendment/modification or being replaced by the new set of Bye-laws and notified. However, any orders, notices, etc., issued from the date of formation of the Board till notification of the Bye-laws shall, to the extent relevant, continue as if those were the parts of these Bye-laws.

- i) The existing provisions regarding Affiliation regulations and any notification or orders issued there under are hereby repealed and replaced by these bye-laws.
- ii) Repeal given in clause 20(B)(i) shall not affect the previous operation of the said regulations or any notifications or orders made, or anything done, or action taken, there under.
- iii) Any proceeding under the existing Regulations pending at the Commencement of these Bye-laws shall be continued and disposed off, as far as may be, in accordance with the provisions of these Bye-laws, as if such proceedings are under these Bye-laws.
- iv) An appeal/representation pending at the commencement of these Bye laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Bye-laws as if such orders were made and the appeals were preferred under these Bye-laws.
- v) Nothing in these Bye-laws shall be construed as depriving any person to whom these Bye-laws 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 Bye-laws.
- vi) As from the commencement of these Bye-laws any appeal or application for review against any orders made before such commencement shall be

preferred to or made under these Bye-laws as if such orders were made under these bye-laws.

C. JURISDICTION TO FILE SUITS

- i) The Secretary shall be the legal person in whose name the Board may sue or be sued.
- ii) The legal jurisdiction for the suits to be filed against the Board shall be the High Court of Madhya Pradesh, Indore Bench at Indore only.

MODEL SERVICE RULES FOR EMPLOYEES OF THE AFFILIATED SCHOOL/ VEDA VIDYALAYA/GIRUKUL/INSTITUTE ETC

C. GENERAL

- iii) Each school/Pathashala/Institute affiliated / to be affiliated with the Board shall frame its Service Rules for its employees which shall be as per Education Act of the State/ U. T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in subsequent sections.
- iv) Service Contract shall be entered with each teacher/employee as per the provision in the Education Act of the State/U.T. or as given in Appendix III, if not obligatory as per the State Education Act.
- v) Unless the duly signed Service Contract with employee are submitted to the Board, not affiliation shall be granted by the Board.
- vi) In no circumstances the employees of the school shall have any lien with the Board or the State/Central Government/ UT, and the school for all proposes, shall keep indemnified the Board and the Government from any claims of lien or any other benefits arisen out of their employment in the school affiliated with the Board.
- vii) Categorically it is made clear that there is no employer and employee relation in between the Board and staff or employee of the affiliated school/Pathashala/GSPUnit/Institute under any circumstances and the Board shall not disburse any grant-in-aid to any affiliated school/Pathashala/GSPUnit/Institute under any circumstances.

D. APPOINTMENTS

- viii) All appointments to all categories of employees except Group MTS employees as per comparable gradation similar to Government of India gradation shall be made by Managing Committee either by promotion or by direct recruitment through a Selection Committee constituted by the School Society/ Trust/ Company Registered under section 8 of the Companies Act, 2013 or earlier Acts and in accordance with and upon such conditions as the Managing Committee may decide, which shall be comparable with the norms of the State Govt where the school/Pathashala/Institute is situated/Board/Government if statutory provision exists. Appointment of MTS shall be made by the Principal through constituted Selection Committee with the prior approval of the Society/ Trust/ Company.
- ix) The selection Committee shall include
 - a) in the case of recruitment of the Head of the school:
 - i) The President of the Society/Trust/Company (If Present, he/she will preside the Committee)
 - ii) The Chairman of the Managing Committee(If President is not present, he/she will preside the Committee)
 - iii) A Member of the Managing Committee
 - iv) an educationist, nominated by the managing committee; and
 - v) a person having experience of administration of schools, nominated by the Managing Committee.
 - b) in the case of recruitment of teachers and librarian:
 - i) the Chairman of the managing committee;
 - ii) the Head of the school;
 - iii) an educationist, nominated by the managing committee; and

- iv) Two subject experts
- c) in the case of recruitment of clerical staff/Lab. Asstt:
 - i) the Chairman of the managing committee or any member of the managing committee nominated by the Chairman.
 - ii) the Head of the School.
 - iii) manager/Correspondent of the School
- d) in case of recruitment of class IV staff:
 - i) the Head of the school/institute;
 - ii) a nominee of School Managing Committee.
- x) The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the trust or society running the school.
- xi) The appointment of every employee of a school shall be made by its managing committee.
- xii) Where any selection made by the Selection Committee is not acceptable to the managing committee of the school, the managing committee shall record its reason for such non-acceptance and refer the matter to the Trust or the Society or the Company Registered under Section 8 of the companies Acts, 2013 or earlier act, running the school and their decision shall be final.
- xiii) Employees shall be appointed subject to the provisions of the Service Agreement and they shall have to comply with all the requirements of the provisions contained herein.
- xiv) The selection Committee for selection of Veda /Sanskrit /Modern subject teachers of Veda Pathashalas/Trusts/Societies/Institutes/Gurukuls shall be asunder-
 - e) in the case of recruitment of Veda teachers in Vittaposhit-Vedavidyalay
 - i) the Nominee of MSRVVP- Chairman of the committee;
 - ii) the Chairperson of Trusts/Societies/Institutes/Gurukuls or his/ her Nominee -Member and
 - iii) Two Eminent Sasvara Veda Pathees in the concerned Shakha-Nominated by MSRVVP
 - f) in the case of recruitment of Sanskrit/Others teachers in Vittaposhit-Vedavidyalay
 - i) the Nominee of MSRVVP- Chairman of the committee;
 - ii) the Chairperson of Trusts/Societies/Institutes/Gurukuls or his/ her Nominee -Member and
 - iii) Two Eminent Scholars of concerned/allied/relevant subjects-Nominated by MSRVVP
- xv) For selection of non-financed Veda /Sanskrit /Modern subject teachers of Trusts/Societies/Institutes/Gurukuls the selection Committee for selection shall be asunder-
 - g) in the case of recruitment of Veda teachers in non-financed Vedavidyalay
 - i) the Chairperson of Trusts/Societies/Institutes/Gurukuls or his/ her Nominee – Chairperson
 - ii) the Nominee of the Board-Member of the committee;
 - iii) Two Eminent Sasvara Veda Pathees in the concerned Shakha-Nominated by Board
 - h) in the case of recruitment of Sanskrit/Others teachers in non-financed Vedavidyalay
 - i) the Chairperson of Trusts/Societies/Institutes/Gurukuls or his/ her Nominee – Chairperson

- ii) the Nominee of the Board-Member of the committee;
- iii) Two Eminent Scholars of concerned/allied/relevant subjects-Nominated by Board

E. Medical Certificate and Character Certificate, etc.

Every employee shall be required to produce the following certificates on appointment in the school:

- xvi) Medical certificate of fitness from a hospital established or maintained by the Government or local authority.
- xvii) Two certificates from educationists or any other respectable members of society, not related to the candidate, certifying the character and conduct to the satisfaction of the school authorities.
- xviii) Original degree/diploma, certificates along with certificate(s) of experience, if any, with attested photocopies thereof. Original certificates shall be returned after verification.

F. PROBATION

- xix) Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. The period of probation may be extended by the Managing Committee by a further period not exceeding one year. Services of an employee during probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary including all allowances.
- xx) If an employee desires to be relieved during the period of probation, it shall be necessary for him to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits, relaxation under special circumstances.

G. CONFIRMATION

- xxi) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she shall become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils the other requisite conditions.
- xxii) The employee shall be informed of his confirmation within Three month of the completion of probation period.

H. Termination of Service Due to Abolition of Posts etc.

- xxiii) If an employee at any time after confirmation intends to resign he/she shall give one month notice in writing or one month salary including all allowances to the Managing Committee.
- xxiv) The Managing Committee shall also be competent to terminate the services of a confirmed employee only in case of abolition of a position due to closing down of school/Veda Pathashala/a class or reduction in the number of sections of a class/lesser number of students in such Branches or discontinuance of a teaching subject by giving three months' notice in writing or one month salary including all allowances.
- xxv) The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

I. Retirement

- xxvi) Notwithstanding anything contained in these rules or otherwise every employee including the Head of the school/institute shall retire from service on attaining the age of 60. However, in case of Teaching Staff if the age of superannuation falls during the academic session, the concerned employee shall retire at the end of the academic session.
Provided further that if such employee is a recipient of National/ State/ MSR/VSSB Teachers Award. He may be considered for a further extension of service for two years after attaining the age of superannuation provided he is medically fit and is prepared to serve the school. The school managing committee after considering such case of extension of service, shall forward the details to the Board.
- xxvii) The Managing Committee may grant extension, up to 65 years or as per rule of State/UT if the employee has no mental or physical disabilities and his/her services are beneficial to the institution.
- xxviii) The Board shall be informed of such extension by the SMC.

J. Working Days And Working Hours

- xxix) The working days and holidays for the General schools/Gurukulas shall be as per State Government Schools or Kendriya Vidyalayas/Navodaya Vidyalaya Samiti.
- xxx) The working days, working hours and holidays for the GSP Units/Veda Patahshalas shall be as per MSR/VVP notifications. Generally it is prescribed that GSP Units/Veda Patahshalas shall provide at least five hours of direct teaching of Vedas to students by Gurus and sufficient time for Swadhya by students each day. Total working hours shall not be less than eight hours in Veda Vidyalayas in a working day and from GSP Units it is expected that they shall be like hermitages of Gurus of ancient days, taking care of all necessities of Veda students.
- xxxi) For holidays, the GSP Units/Veda Patahshalas may follow Ashtami and Pratipat model of traditional system, in addition to other national holidays.
- xxxii) The teachers of modern subjects engaged on their own by Veda Vidyalays, and modern subject tutors engaged by GSP Units on their own are expected to teach subjects and impart proper knowledge as per the time table allotted to them.
- xxxiii) The working hours shall be such as may be specified from time to time by the Principal. Normally the working hours shall conform to the Kendriya Vidyalayas provided that MSR/VSSB shall have right to have any holidays at its discretion for any specific occasion.
- xxxiv) Working hours may be different for teaching and non-teaching staff as may be specified by the Principal.
- xxxv) As and when required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the school.
- xxxvi) An employee is also required to conduct and organise co-curricular programmes and perform other duties even beyond the normal working hours.

K. Number of Teaching periods

- xxxvii) Normally a teacher should be engaged as a whole-time employee except in special cases because of the nature of a subject where the work load does not justify a whole time teacher.
- xxxviii) Every teacher shall devote in a year not less than 1200 hours to the teaching of students, out of which not more than 200 hours may be required to be devoted for the Coaching in the school premises, of weak or gifted students, whether before or after the school hours.
- xxxix) Provided that if any modern school teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to him at such rate as may be determined, by the managing committee, for every hour in excess of 1200 hours devoted by him to the teaching of students.
- xl) The the extra remuneration, if it is decided by the modern school shall be subject to the previous approval of the grants-in-aid authority and in the case of an unaided recognised school, such extra remuneration may be recovered from the students at such proportionate rate as may be determined by the managing committee.
- xli) GSP Units/Veda Patahshalas shall provide at least five hours of direct teaching of Vedas to students by Gurus and equal number of hours for Swadhya/Santha of Veda by students each day.

L. Maintenance of Record by the Teachers

A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.

- i) Attendance Register of the class for which he/she is the Class Teacher.
- ii) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
- iii) Cumulative result of his class.
- iv) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
- v) Stock Register of properties held by him/her.
- vi) CRB (Cumulative Record Book) of the class for which he/she is a class teacher.
- vii) Fee collection book of the class.

M. Attendance of Employees

- i) Every employee is expected to reach the school punctually and sign the attendance register or mark the attendance electronically, as the case may be, on arrival before the working of the school begins and also mark the time of departure accordingly.
- ii) An employee who has not signed the attendance register mark the attendance electronically, or as above is liable to be considered absent from duty for that date.

N. Contributory Provident Fund - Pension Scheme

- i) Employees except those employed in temporary vacancies and on part time service shall be required to become members of the Contributory Provident Fund Scheme as required under the employees' Provident Fund and Miscellaneous Provisions Act. 1952 or shall be eligible for pension and gratuity, if adopted by the school except and unless exempted under any Statute.
- ii) Employee Contribution for EPF or Pension as per Government Rules.

O. Representations by Employees

- i) Representation to the Managing Committee, Chairman of the Society or Manager may be made only through Principal in case of teachers/other employees.
- ii) The Principal may submit his representation to Managing Committee/Chairman of the Society through his next higher up-Manager/Correspondent of the School.

P. Permission to add Qualifications

- i) No teacher shall be permitted to apply for adding qualifications before completing two years' service.
- ii) Individual cases duly recommended by the Principal may be considered when due by the Managing Committee as also under special circumstances before completion of 2 years.

Q. Application for another Position

- i) No member of the staff shall apply for employment elsewhere without notifying through the Principal in writing to the S.M.C. which may grant such permission.
- ii) At the time of appointment each candidate shall be required to declare particulars about all other applications he/she might have put in for jobs.

R. Private and Other Tuitions

- i) No staff member shall undertake private or any other tuition.
- ii) Group Tuitions in the school shall not be allowed.

S. Leave

- i) Every employee shall be entitled to such leave as are admissible to the employee of a corresponding status in schools as per the Statutory provisions framed by the government for the schools/Institutes.
- ii) Encashment/accumulation of leave shall also be allowed as per provisions under the Statutes promulgated by the government.

T. Grant of Leave

- v) Leave cannot be claimed as a matter of right.
- vi) Grant of any leave shall depend on the exigencies of the school/institute and shall be at the discretion of the Principal/Manager.
- vii) Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message or email giving reasons should reach the Principal on the day of absence. When a phone message or email is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave shall not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

U. Code of Conduct for employees

- d. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:
 - i) Habitual late coming and negligence of duty.
 - ii) Use of abusive language, quarrelsome and riotous behaviour.
 - iii) Insubordination and defiance of lawful order.
 - iv) Disrespectful behaviour, rumour mongering and character assassination.
 - v) Making false accusations or assault either provoked or otherwise.
 - vi) Use of liquor or narcotics on the school premises.

- vii) Embezzlement of funds or misappropriation of school property or theft or fraud.
 - viii) Mutilation/ destruction of school records, files and property.
 - ix) Conviction by a court of law for criminal offence.
 - x) Possession in school premises of weapons, explosives, and other objectionable materials.
 - xi) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
 - xii) Divulging confidential matters relating to school.
 - xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
 - xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
 - xv) Taking active part in politics.
 - xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
 - xvii) Making sustained neglect in correcting class work or home work.
 - xviii) Taking private tuitions without permission of school authorities,
 - xix) Organising or attending any meeting during school hours except when he is required or permitted by the Head of the school to do so.
 - xx) Absenting from work even though present in the school premises or absent without leave.
 - xxi) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
 - xxii) Asking for or accept, except with the previous sanction of the governing society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
- e. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Board. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.
- f. The following shall not be deemed as a breach of the Code of Conduct.
- i) to appear at an examination to improve his qualifications with the Permission of the employer.
 - ii) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society which is lawfully formed.
 - iii) to organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises and does not violate any law or public order.
 - iv) to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

V. Service Books and Confidential Rolls

- a) Service Book containing factual record of the employee, salary scale, increments, promotion, leave record, any disciplinary action or reward etc. shall be maintained for each employee on the form prescribed by the Education Directorate of the State/U.T. concerned. The signature of the employee shall be obtained for entries in the Service Book. Service Book should be duly attested by the Head of the school in the case of employees and by the person authorised / the Manager / Secretary / Correspondent in the case of Head of the institution.
- b) Annual confidential roll shall be maintained by the school for every employee including the Head of the institution. The confidential roll shall contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the Head of the institution and for the Head of the Institution by the Manager / Secretary/Correspondent.
- c) Confidential rolls should be maintained in the form prescribed by the Education Department of the State/U.T. concerned and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation shall be considered by the next higher authority and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.
- d) Personal files shall be maintained by the school for each employee.
- e) The original certificate /degrees shall be returned to the employees after verification and Photostat copies kept in the personal files. School Authorities should not keep the original certificate with them.

W. Disciplinary Procedure: Suspension

- v) The school Managing Committee may place an employee under suspension where:
 - a) The disciplinary proceedings against him are contemplated or pending; or
 - b) A case against him/her in respect of any criminal offence is under investigation or trial; or
 - c) he/she is charged with embezzlement;
 - d) He/she is charged with cruelty/physical punishment or mental harassment towards any student or any employee of the school; or
 - e) he/she is charged with misbehaviour towards any parent, guardian student or employee of the school; or
 - f) he/she is charged with a breach of any other Code of Conduct.
 - g) For suspension or final removal of Veda /Sanskrit /Modern subject teachers of Trusts/Societies/Institutes/Gurukuls etc connected with the Veda Pathshalas funded by MSRVVP, the prior written approval of Secretary MSRVVP is mandatory.
- vi) No order for suspension shall remain in force for more than six months unless the Committee, for reasons to be recorded by it in writing directs the continuation of the suspension beyond the period of six months.
- vii) Where the Principal/Manager intends to suspend any of the employee such intention shall be communicated to the Chairman of the School, Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal/Manager may suspend an employee with immediate effect and without prior approval of the

Chairman of the Committee if he/she satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the Code of Conduct or involves moral turpitude.

Provided further no such immediate suspension or the suspension made with the approval of the Chairman of the Committee shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the committee and approved by it before the expiry of the said period. Where the intention to suspend or the immediate suspension of an employee is communicated to the committee, it may if it is satisfied that there are adequate and reasonable grounds for such suspension accord its approval to such suspension.

- viii) An employee shall be deemed to have been placed under suspension by an order of the "School Managing Committee:
- a) with effect from the date of the detention, if he/she is detained in custody for a period exceeding forty eight hours on a charge of an offence which in the opinion of the committee involves moral turpitude;
 - b) I with effect from the date of his/her conviction, if in the event of a conviction for an offence involving in the opinion of the Committee moral turpitude he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.
- ix) Where penalty or dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or, by a decision of a court of law, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed such an employee shall be deemed to have been placed under suspension by the committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders; Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on to technical grounds without going into the merits of the case.
- x) An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Committee.
- xi) If given approval for the initiation of disciplinary cases against Veda /Sanskrit /Modern subject teachers of Trusts/Societies/Institutes/Gurukuls etc funded by MSRVP, all procedure have to be adhered to and the report of the IO/Disciplinary committee have to be forwarded to the Secretary MSRVP. The decision of the Secretary of MSRVP shall be binding upon the Trusts/Societies/Institutes/Gurukuls etc and the teachers concerned in this matter. In this case, an inquiry Officer with highest integrity or Inquiry committee with three members as the case may be will be nominated by the Secretary of MSRVP.
- xii) Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

- xiii) An order of suspension made deemed to have been made under these rules may, at any time be modified or revoked by the Committee.
- xiv) Subsistence allowance: An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:

- a) A subsistence allowance at an amount equal to one half of the pay last drawn by him/her and in addition to such pay, dearness allowance at an appropriate to be paid in the same manner as the salary:
- b) Any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension.

Provided that the employee shall not be entitled to the compensatory allowance unless the Committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible.

Provided that where the period of suspension is extended beyond three months, the Committee shall be competent to vary the amount of subsistence allowance for the period subsequent to the period of first three months as follows:

- i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible for the period of the first three months if in the opinion of the Committee to be recorded in writing, the period of suspension has been prolonged due to reasons not directly attributable to the employee.
 - ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence admissible during the period of first three months, if in the opinion of the Appointing Authority, the period of suspension has been prolonged, due to reasons to be recorded in writing, directly attributable to the suspended employee.
 - iii) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation. Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which he/she is deemed to be placed or continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/her earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him/her. Where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him/her nothing in this proviso shall apply to him/her.
- xv) Where suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salaries and allowances of such employees minus the subsistence allowance received by him/her shall be paid to him/her from the date on which he/she was suspended.

X. Procedure for Imposing Minor Penalty on Veda Teachers & Modern Subject teachers

No proceedings of major penalty/minor penalty shall be initiated by Trusts/Societies/Institutes/Gurukuls etc against Veda Teachers & Modern Subject teachers receiving honorarium from MSRVVP and any such proceedings are required in law or practice, shall only be done with prior written orders of the Secretary of MSRVVP only. However, without prior written orders of the Secretary of MSRVVP, if any major penalty/minor penalty is either initiated or imposed, such proceedings shall summarily be void and unlawful.

Y. Penalties

The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee.

a) Minor penalties:

- i) censure;
- ii) recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;
- iii) withholding of increment of pay

b) Major Penalties;

- i) reduction in rank;
- ii) compulsory retirement/termination.
- iii) removal from service, which shall not be a disqualification for future employment in any school run by the Society.

Z. Procedure of Imposing Minor Penalty

No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against him/her and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

AA. Procedure for Imposing Major Penalty.

- i) No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below:
 - c) The disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and he/she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of his/her defence and also to state whether he/she desires to be heard in person;
 - d) On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if it considers it necessary to do so, appoint an inquiry officer for the purpose;

- e) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each of the charges together with the reasons thereof;
- f) The disciplinary authority shall consider the report of the inquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall:
 - i) furnish to the employee a copy of the report of the enquiry officer, where an inquiry has been made by such officer;
 - ii) give him/her notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks, such representation as he/she may wish to make against the proposed action;
 - iii) on receipt of the representation if any, made by the employee, the disciplinary authority shall determine what penalty, if any should be imposed on the employee and communicate its tentative decision to impose the penalty to the Committee for its prior approval;
 - iv) after considering the representation, made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the Committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the inquiry report, where such inquiry was made and the proceedings of the disciplinary authority.

ii) No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Committee.

BB. PAYMENT OF PAY AND ALLOWANCES ON REINSTATEMENT

- i) When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal, removal or compulsory retirement as the case may be, the Committee shall consider and make a specific order:
 - g) with regard to the salary and allowances to be paid to the employee for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement as the case may be; and
 - h) whether or not the said period shall be treated as the period spent on duty.
- ii) Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, removal or compulsory retirement from service, as the case may be : Provided that where the Committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for reasons to

be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.

- iii) The payment of allowance shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined shall not be less than the subsistence allowance and other admissible allowances.

CC. DISCIPLINARY COMMITTEE

- i) In case the employee wishes to appeal against the order of the Disciplinary Authority, the appeal shall be referred to a Disciplinary Committee. The Disciplinary Committee shall consist of the following:
 - a) The Chairman of the School Managing Committee or in his absence any member of the Committee, nominated by him.
 - b) The Manager of the school, and where the disciplinary proceedings is against him/her any other person of the Committee nominated by the Chairman.
 - c) A nominee of the Board appropriate authority. He/she shall act as an adviser.
 - d) The Head of the school, except where the disciplinary proceeding is against him/her, the Head of any other school nominated by the MSRVSSB or Director of Education in case the Act so provides.
 - e) One teacher who is a member of SMC of the school nominated by the Chairman of the Committee.
 - f) With regard to Veda teachers and modern subject teachers of the Veda pathashalas, a three member disciplinary committee shall be constituted by the Secretary of MSRVVP and one nominee of the Management will be in the committee.

The Disciplinary Committee shall carefully examine the findings of the Inquiry Officer reasons for imposing penalty recorded by the Disciplinary Authority and the representation by the employee and submit recommendations to the disciplinary authority for consideration.

AFFILIATION FEE STRUCTURE
to Modern Schools/Gurukuls etc
(For Veda Patahshalas/GSP Units Fees will be as per MSRVVP Orders)

S.No.	Fee Heads	In Rs.	
1	Approval for Middle Class Syllabus	25,000	
2	Fresh Affiliation up to Secondary Level	75,000	
3	Upgradation to Secondary Level	75,000	
4	Secondary Level Switch-over from other Boards	75,000	
5	Fresh Affiliation up to Senior Secondary Level	1,00,000	
6	Upgradation to Senior Secondary Level	1,00,000	
7	Senior Secondary Level Switch-over from other Boards	1,50,000	
8	Re-inspection	75,000	
9	Periodical Inspection	75,000	
10	Surprise Inspection	50,000	
11	Permission of two shifts (As per status of school)	1,2 or 5 above	
12	Permission of site shifting (As per status of school)	1,2 or 5 above	
13	Permission of name change of school/society (As per status of school)	1,2 or 5 above	
14	Permission for section increase (excluding re-inspection fee)	75,000	
15	Transfer of school from one society to other	2,00,000	
16	Introduction of Addl. Subjects (Science) (excluding re-Inspection fee)	15,000 Per subject	
17	Introduction of Addl. Subjects (Non-Science) (excluding re-Inspection fee)	5,000 Per subject	
18	Restoration of affiliation (excluding re-Inspection fee)	1,50,000	
19	Permission for classes 1-5 (excluding re-Inspection fee)	25,000	
20	Extension of Affiliation (excluding Inspection fee)	01-31 Jan.	50,000
		01-29 Feb.	75,000
		01-31 March	1,50,000
21	Late fee per month for extension of affiliation	25,000	
22	Maximum Late fee for extension of affiliation	75,000	
23	Annual Fee-	15,000	
24	Permission for closure (Clause 17 (J)(vi))	1,50,000	
25	Direct Admission of students to VII; Spl fee for each student	2,000/- for VII	
26.	Direct Admission of students to X; Spl fee in each case	4,000/- for X	
27.	Direct Admission of students to XII; Spl fee in each case	5,000/- for XII	
28.	Condonation of shortage of attendance with the power of the Chairman; in each case of student for Board Examination	5,000/-	

After every four years, the above fees shall be reviewed on the decision of the Board. Any other Heads of Fee will be decided by the Board as per the necessity.

Appendix - III

DEO CERTIFICATE FOR FRESH AFFILIATION
(For Veda Patahshalas/GSP Units NOT Required)

Format of Certificate to be issued by the District Education Officer in respect of Schools seeking affiliation Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board (In accordance with School Safety Policy, 2016 issued by the NDMA, Manual on Safety and Security of Children in Schools developed by NCPCR and the National Building Code)		
PART-A (This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)		
GENERAL INFORMATION		
1	Name of the School: (Name should be exactly as per NOC and recognition certificate)	
2	Address of the School:	
3	U-DISE code allowed to the school:	
4	Name and address of the Trust/Society/ Company(under section-8) running the School	
5	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO
6	Proposed affiliation with Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board for:	Middle Class/ Secondary/Senior Secondary
7	Location of school	<p>In the municipal Limits of metropolitan city</p> <p>In the municipal limits of city having population more than 15 Lakhs</p> <p>In the hill areas (as per Planning commission norms)</p> <p>In the municipal limits of capital city of a state</p> <p>In the municipal limits of class-x cities</p> <p>On an island</p> <p>In the municipal limits of a hill station</p> <p>In the municipal limits of city having population less than 15 Lakhs</p> <p>Outside the municipal limits of any town/city.</p>

(Signature of Principal)

(Signature of D.E.O.)

8	Is the School already affiliated to any Board for Class-X or XII examinations?	Yes/No (If yes name of the Board) (Also mention whether the school is affiliated for Class X or XII)
9	Standard/level/class up to which the school is running:	From Class -- to Class
Information regarding NoC and recognition certificate		
10	Has the school obtained No Objection Certificate from the State Government for Affiliation with MSRVSSB?	Yes/No
11	Number of NOC and date of issue:	
12	Has the school obtained Recognition Certificate from the State Government from class-1 to 8th?	Yes/No
13	Number of Recognition Certificate from class-1 to 8th and date of issue:	
Information regarding land details and ownership		
14	Is the school situated on a single continuous plot of land bounded on all sides by a Pucca Boundary Wall?	Yes/No
15	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	Yes/No
16	Total area (in square meters) in respect of 14 and 15 above on which the school is situated:	Area In Sq.M.
17	The land is in the possession of the school/Trust/Society/Company legally by way of:	Sale deed/Lease deed/Gi Deed/Allotment etc.
18	Name of the Owner/Lessee of the land in respect of point-16 above:	
19	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	From To Total Years
20	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-16 above?	Yes/No If Yes, the Details
Information Regarding Essential Safety Requirements		
21	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	Yes/No
21(a)	If yes the date of last inspection:	

22	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	Yes/No
22(a)	If yes the date of last inspection:	
23	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	Yes/No
23(a)	If yes the date of last inspection:	

(Signature of Principal)

(Signature of D.E.O.)

Information Regarding the Staff		
24	Does the school have well defined service rules and condions for its employees as per prevalent norms of appropriate Government?	Yes/No
25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	Yes/No
26	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	Yes/No
Signature with Stamp (of School Manager)		Signature with Stamp (of School Principal)
PART-B (This part is to be filled-up by the District Education Officer aer verifying all supporting documents and certificates in original and visiting the school)		
File No..... Date of Issuance.....		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and vising the school and the information has been found correct.	
2	Is the school recommended for affiliation? (Please ensure that the school fulfils land requirements also as per details given in Appendix-A along with point nos. 1-26)	YES/NO
3	Recommended for Middle Class Syllabus/Secondary/Senior Secondary to MSRVSSB?	Mention Level

	<p>Signature Name and Stamp of Issuing D.E.O. (District Education Officer)/Equivalent Officer From Education Administration At District Level</p> <p>Name Of District: _____</p>
--	--

PART – C			
District education officer shall put a tick mark against the column under which the school is fulfilling the land criteria			
Name and Address of the school:		Total Land area in lawful possession of school:	
SN	LOCATION OF SCHOOL	LAND REQUIREMENT	PLEASE TICK THE CONCERNED COLUMN
1	Anywhere in India	Minimum 4000 Square Meters	
2	In Municipal limits of cities with a population exceeding 15 Lakhs.	Minimum 3000 Square Meters	
3	In hilly areas prescribed by the NITI Aayog.	Minimum 3000 Square Meters	
4	In Municipal Limits of the State Capital Cities.	Minimum 3000 Square Meters	
5	In the North Eastern States.	Minimum 3000 Square Meters	
6	In the state of Jammu and Kashmir	Minimum 3000 Square Meters	
7	In Municipal Limits of Ghaziabad, NOIDA, Faridabad and Gurugram cities	Minimum 3000 Square Meters	
8	In the Municipal Limits of Panchkula and Mohali/SAS Nagar	Minimum 3000 Square Meters	
9	In the Municipal Limits Class-X cities (Ahmedabad, Bengaluru, Hyderabad, Pune). Or on the Hill Stations. (For Secondary Level)	Minimum 1800 Square Meters	
10	In the Municipal Limits Class-X cities (Ahmedabad, Bengaluru, Hyderabad, Pune). Or on the Hill Stations. (For Senior Secondary Level)	Minimum 2000 Square Meters	
11	In the Municipal Limits of Chennai, Delhi, Kolkata and Mumbai Or the state of Arunachal Pradesh. Or the state of Sikkim Or the Islands. (For Secondary Level)	Minimum 1400 Square Meters	

12	In the Municipal Limits of Chennai, Delhi, Kolkata and Mumbai Or the state of Arunachal Pradesh. Or the state of Sikkim Or the Islands. (For Senior Secondary Level)	Minimum 1800 Square Meters	
----	---	----------------------------	--

Signature Name and Stamp of issuing D.E.O.
(District Education Officer)/Equivalent Officer from Education
Administration at District Level

Name of District: _____

**DEO CERTIFICATE FOR EXTENSION AND
UPGRADATION OF AFFILIATION**

<p align="center">Format of certificate to be issued by the district education officer in respect of schools Already affiliated with other Board and seeking extension/upgradation of affiliation with the Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board</p> <p align="center">(In accordance with School Safety Policy, 2016 issued by the NDMA, Manual on Safety and Security of Children in Schools developed by NCPCR and the National Building Code)</p>							
<p align="center">PART-A</p> <p align="center">(This part is to be filled-up by the school and to be produced before the District Educaon Officer along with all supponrg documents and cerficates in original)</p>							
<p align="center">GENERAL INFORMATION</p>							
1	Affiliation Number allotted by Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board to the school:						
2	Name of the School as per affiliation :						
3	Address of the School:						
4	Standard/level/class up to which the school is running:	From Class -- to Class					
5	Is the name and address of school in Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board affilitiaon leer and State NOC/Recognition/U-DISE exactly the same	YES/NO					
6	U-DISE code alloed to the school:						
7	Name and address of the Trust/Society/ Company(under secon-8) running the School as on date						
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO					
9	Purpose of present application:	Extension/ Upgradation					
10	Location of school	<table border="1"> <tr> <td>In the municipal limits of metropolitan city</td> </tr> <tr> <td>In the municipal limits of city having population more than 15 Lakhs</td> </tr> <tr> <td>In the hill areas (as per planning commission norms)</td> </tr> <tr> <td>In the municipal limits of capital city of a state</td> </tr> <tr> <td>In the municipal limits of class-x cities</td> </tr> </table>	In the municipal limits of metropolitan city	In the municipal limits of city having population more than 15 Lakhs	In the hill areas (as per planning commission norms)	In the municipal limits of capital city of a state	In the municipal limits of class-x cities
In the municipal limits of metropolitan city							
In the municipal limits of city having population more than 15 Lakhs							
In the hill areas (as per planning commission norms)							
In the municipal limits of capital city of a state							
In the municipal limits of class-x cities							

		On an island
		In the municipal limits of a hill station
		In the municipal limits of city having

		population less than 15 Lakhs Outside the municipal limits of any town/city.
10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 th ?	Yes/no
11	Number of Recognition Certificate from class-1 to 8 th and date of issue:	
Information regarding land details and ownership		
12	Is the school situated on a single continuous plot of land bounded on all sides by a Pucca Boundary Wall?	Yes/no
13	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	Yes/no
14	Total area (in square meters) in respect of 12 and 13 above on which the school is situated:	AREA IN SQ.M.
15	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Sale deed/Lease deed/Gi Deed/Allotment etc.
16	Name of the Owner/Lessee of the land in respect of point-14 above:	
17	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	From to total years
18	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-14 above?	Yes/no If yes the details
Information regarding essential safety requirements		
19	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	Yes/No
19(a)	If yes the date of last inspection:	
20	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	Yes/No
20(a)	If yes the date of last inspection:	
21	Has the school compound been checked by the public health department and the health and sanitary condions been found to be satisfactory and the water has been found safe for drinking?	Yes/No
21(a)	If yes the date of last inspection:	
Information Regarding the Staff		

22	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes/No
23	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	Yes/No
24	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	Yes/No
Signature with Stamp (of School Manager)		Signature with Stamp (of School Principal)
<u>PART-B</u> (This part is to be filled-up by the District Education Officer verifying all supporting documents and certificates in original and visting the school)		
File No..... Date of Issuance.....		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visting the school and the informaon has been found correct.	
2	Is the school recommended for extension/upgradation of affiliation?	YES/NO extension/upgradation
Signature Name and Stamp of Issuing D.E.O. (District Education Officer)/Equivalent Officer From Education Administration At District Level		
Name Of District: _____		

SAMPLE AFFIDAVIT

A FFIDAVIT

I/We ----- Son of/Daughter of/Wife of, age _____ (years), President or Secretary of the _____ (*Name of the society/Trust/Company under section 8* of Companies Act 2013) running the *(Name of the School)* do hereby solemnly affirm and sincerely state as follows:

1	That _____ (<i>Name of the Society/Trust/Company under section 8</i> of Companies Act 2013) is a registered Society/Trust under the _____ (<i>Name of the Act under which Society/Trust is registered/ section</i>).
2	That the _____ (<i>Name of the Society/Trust/Company under section 8 of the Companies Act 2013</i>) is of Non-Proprietary Character.
3	That the school is being run as a community service and not as a business and that commercialization does not take place in the school in any manner whatsoever.
4	That no part of income from the Institution is being and 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, shall be further utilized for promoting the school and extending the cause of education in the same school only.
5	That school is not paying any charges towards using name, motto, logo or any other non-academic activities to any other institution, organization or body.
6	That the school shall not open classes under Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board pattern particularly class IX/X/Veda Bhushana 1-5/Purva Madhyama XI/XII/Uttara Madhyama/Veda Vihushana 1-2 and shall not use Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board name in any manner without obtaining Affiliation.
7	That the Principal and Correspondent/Manager of the school have individually gone through the provisions contained in the Affiliation and Examination Bye-laws and the circulars issued by the Board from time to time. The school undertakes to abide by the provisions contained in the Affiliation and Examination Bye-laws, directions issued from time to time and the law of the land.
8	That the school shall ensure compliance of all statutory requirements like EPF, ESI and Labour Laws, etc., with respect to the school and staff of the school.
9	That the school shall ensure that the Building Safety, Fire Safety, Water Safety, Health and Hygiene certificates are being issued or renewed by the concerned municipal or state authorities from time to time as per the prescribed term.
10	That the school shall ensure that all required infrastructure is available with the school before starting classes and continue throughout the session.
11	That the school shall ensure that sufficient number of qualified teachers as per the provisions contained in affiliation bye-laws are available with the school before starting classes.

12	That the school shall follow the provisions related to fee contained in Affiliation Bye-laws and shall disclose the details of the fee to the students/parents every year before start of session without resorting to any hidden charges in the heads of the fee.
13	That the school shall not coerce any student / parent to buy books/ stationary/ uniform from any particular shop.
14	That the school shall strive to make efforts for conservation of environment.
15	That the school shall ensure that the school fulfills all essential requirement before applying for affiliation and shall fulfill all other conditions post affiliation and comply with all the general rules as given in the affiliation Bye-laws or notified from time to time.
16	That in case affiliation has been with certain conditions, the school shall not start Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board pattern classes without submitting a certificate/ affidavit to the effect that the school has complied with all the conditions imposed by Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board and the post- affiliation conditions contained in Affiliation Bye-laws along with general rules.
<i>(In case of school's application is under switch over category please include the <u>following clause in the affidavit</u>).</i>	
17	That State Board pattern classes VIII, IX to XII running prior to the affiliation to Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board would NOT be sponsored for the State Board Examination. State Pattern classes VIII, IX to XII IX/X shall be CLOSED in a phased manner. No admission shall be taken in the State Board Pattern Class IX to XII after getting affiliation from Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board . The State Board School shall be discontinued after switchover to Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board .

**RESTRICTIONS OF OPTIMUM ENROLMENT AND
OPTIMUM NUMBER SECTIONS**

S no.	Location of School	Campus area(sqm)	Affiliation Allowed	Optimum no. of Sections (from class 1/VI to XJXII)
a	Areas/ Cities mentioned in clause 4(F)	1400	Up to Class X only	10
b	Areas/ Cities mentioned in clause 4(F)	2200	Up to Class XII	24
c	Areas/ Cities mentioned in clause 4(F)	2800	Up to Class XII	28
d	Class- X Cities (Clause 4(E) Areas mentioned in clause 4(G)	1800	Up to Class X only	10
e	Class- X Cities (Clause 4(E) Areas mentioned in clause 4(G)	2800	Up to Class XII	24
f	Class- X Cities (Clause 4(E) Areas mentioned in clause 4(G) and Areas/ Cities mentioned in clause 4(D)	3800	Up to Class XII	28
C	Pan India (Clause 4.(C)	5600	Up to Class XII	38
h	Pan India (Clause 4(C)	7600	Up to Class XII	48
i	Pan India (Clause 4(C)	>7000	Up to Class XII The number of sections shall be restricted in accordance with 'H' above land requirement unit scaled down to 2000 square meters i.e 12 sections for every 2000 square meters additional land	
* The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school				
*The number of sections and students shall be restricted as per the actual facilities in the school.				
*Total number of students in a section shall be in accordance with the provisions given in a clause 5(H) of the affiliation bye- laws				

Note: For Veda Pathshalas, Oriental Schools, Sanskrit Medium schools relaxation in the campus area and assets will be given as per the decision of the inspection committee and affiliation committee.

TIME FRAME & SESSION FOR AFFILIATION

S No	Affiliation from	Time frame and session during which the application is to be submitted	Example/Explanation: in case the school wants to obtain affiliation w.e.f session April every year to March every year, the school may apply between 1st February and 31st March of every year
a)	Class-1 to class-8 (Middle class syllabus)	in any session when the school is having classes at least up to class 5.	If it is having 1,2,3,4 and 5 (All) running on the date of application.
b)	Class-6 to Class -8 (Middle Class Syllabus)	*in any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either class-6 or 6 and 7 both running on the date of application
c)	Class-1 to class-10 (Secondary level)	in any session when the school is having at least class 6 and has not admitted students in class 8.	if it is having either classes up to 6 (all) or up to 7 (all) running on the date of application.
d)	Class-6 to Class - 10 (Secondary Level)	*in any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either class-6 or 6 and 7 both running on the date of application
e)	Class-1 to Class-12 (Sr. Secondary Level)	in any session when the school is having at least class 6 and has not admitted students in class 8.	if it is having either classes up to 6 (all) or up to 7 (all) running on the date of application.
f)	Class-6 to Class (Sr. Secondary Level)	*Any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either class-6 or 6 and 7 both running on the date of application
g)	Upgradation	In any session when the school is having at least up to class 9.	If it is having class-9 running on the date of application.
h)	Secondary Level Switch-over from other Boards.	In any session when the school is having classes at least up to class 9 of any other Board	If it is having class-9 of any other Board running on the date of application.

i)	Senior Secondary Level switch-over from other Boards.	In any session when the school is having classes at least up to class 11 of the state Board.	If it is having class-11 of any other Board running on the date of application.
j)	Additional Subjects	In any session at least two sessions prior to the session with increased sections	The school may apply on or between 1st January and 31st March and the permission for additional subjects shall be considered for session starting in April
k)	Section increase	In any session at least two sessions prior to the session with increased sections	The school may apply on or between 1st January and 31st March and the permission for additional subjects shall be considered for session starting in April.
l)	Extension of affiliation	In the session one year prior to the session to which the school is affiliated.	If the affiliation of the school from 1 April to 31st March, the school shall apply for extension of affiliation on or between 1st January and 31st March.

*in cases (b), (d) and (f) above if the school is already having classes is already having classes up to standard-VII on the date of application, the application of the school shall be processed for ensuing session only and the school is not allowed to take admissions in Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board pattern classes in next session until all procedure are complete.

QUALIFICATIONS AND OTHER DETAILS FOR APPOINTMENT OF TEACHERS :

NOTE:The fake Degree/Diplomas/Certificates declared as FAKE by UGC as per Notification published on 21.12.1998 i.e. Maithili University, Bihar, Mahila Vishwa Vidhyalaya, Varanasi, Varanasi Sanskrit Vishwa Vidyalaya and Central Board of Higher Education, Uttam Nagar, New Delhi and other 17 such are NOT recognised and they are NOT eligible for any job under the affiliated schools of the Board.

TRADITIONAL VEDA COURSE

A. FOR GURU SHISHYA PARAMPARA / VED PATHSHALAS

The minimum qualification(s) for the Veda Teacher/any other traditional subjects shall be as prescribed by **Maharshi Sandipani Rashtriya Ved Vidya Pratishthan (“MSRVVP”)**

The minimum qualification(s) for the Teachers of Sanskrit Medium Schools/Traditional Gurukuls including Hostels, and their staff shall be as prescribed by **Maharshi Sandipani Rashtriya Ved Vidya Pratishthan (“MSRVVP”)**

B. FOR GURUKULS/SANSKRIT PATHSHALA

The minimum qualification(s) for the Teachers including Heads of Sr. Sec./ Sec. Schools and for the staff shall be in line with the prescribed norms in vogue in the Schools/ Institutions under Central Sanskrit Board or the respective State/ UT Sanskrit Boards, if any.

C. FOR MUSIC AND OTHER RECITAION VIDYAS

The minimum qualification(s) for the Teachers of Music, Purana Pravachana and other traditional subjects are as decided by the Board by giving due weightage for oral tradition of Music and study under a traditional Guru.

Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board eligibility criteria & age limit :

Veda Teachers	Minimum 21 years and qualification as per MSRVVP
Post Graduate Teacher (PGT)	Maximum 40 Years for entry.
Trained Graduate Teacher (TGT)	Maximum 35 Years for entry

D. FOR MODERN SCHOOLS–

MINIMUM QUALIFICATIONS FOR HEADS

The Board has prescribed the following minimum qualifications for Heads of Sr. Sec./Sec schools and for teachers to teach various subjects in Classes IX to XII

1. Heads

I) Senior Secondary Schools:

- A. (i) Master's Degree or Honours Degree of a Foreign University recognised as equivalent to the Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C./NCTE recognised qualification.
- (ii) A B.Ed Degree or a Diploma in Education or its equivalent.
- (iii) Experience as required under anyone of the following clauses:
- a) At least 3 years' experience of administrative charge of a recognised Colleges having Intermediate or higher classes.
- b) At least 5 years' experience of administrative charge of a recognised High School.
- c) At least 5 years' experience of teaching in a recognised college or Higher Secondary School or an equivalent teaching experience in a Teachers Training Institute.
- d) At least 8 years teaching experience in a recognised High School.
- e) At least 5 years' experience including 3years educational administrative experience and 2 years teaching experience in a recognised High or Higher Secondary School or a Teachers Training Institute.

OR

- B. Bachelor of Engineering with 5 years teaching experience in a recognised College or Hr. Sec. School.

OR

- C. Trained Graduate Heads of recognised High Schools who have attained the age of 45 years and possess at least 15 years teaching experience of Secondary classes in a recognised High/Higher Secondary School (including at least 5 years administrative experience as Head of a recognised High School.)

OR

- D. Persons possessing Masters Degree with at least 15 years teaching experience in a recognised Higher Secondary School and/or a recognised college having attained the age of 45 years.

OR

- E. Persons possessing Master's Degree in Education and having the requisite experience as provided for in anyone of the forgoing clauses A to D.

Note: Two or more categories of experiences can be proportionately combined.

II) Secondary Schools:

At least Master's Degree (or its equivalent) with a teaching degree or its equivalent with 5 years' experience of teaching of High or Higher Secondary/Intermediate classes.

OR

- i) At least Bachelor's Degree from a recognised University;
- ii) B.Ed. from a recognised University/Institute; and
- iii) 8 years experience of teaching Secondary School classes (up to class X) or 12 years of teaching experience of Middle and Secondary classes of which minimum 5 years being experience of teaching the Secondary classes; or 5 years experience as Headmaster of Middle School or other equivalent administrative experience.

2. TEACHERS

A. MODERN ACADEMIC STREAM

Educational Qualification :

PGT– Hindi, English, Physics, Chemistry, Maths, Biology, History, Geography, Economics and Commerce	(a) Two Years' Integrated Post Graduate M.Sc. Course of Regional College of Education of NCERT in the concerned subject. Or Master's Degree from a recognized university with at least 50% marks in aggregate. b) B.Ed or equivalent degree from a recognized University. c) Proficiency in teaching in Hindi and English Media.
PGT Computer Science	1. At least 50% marks in aggregate in any of the following: B.E or B.Tech (Computer Science/IT/AI/Information Science) from a recognized University or equivalent Degree or Diploma from an institution/ university recognised by the Govt. of India. OR BE or B. Tech (any stream) and Post Graduate Diploma in Computers from a recognized University OR MSc. (Computer Science)/ MCA or Equivalent from a recognized University OR B.Sc. (Computer Science) / BCA or Equivalent and Post Graduate degree in subject from a recognized University OR Post Graduate Diploma in Computer and Post Graduate degree in any subject from a recognized University OR 'B' Level from DOEACC and Post Graduate degree in any subject OR 'C' Level from 'DOEACC' Ministry of Information and Communication Technology and Graduation. 2. Proficiency in teaching Hindi and English Medium.
TGT– English, Hindi, Social Studies, Science, Sanskrit and Maths	(a) Four years integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate.

	<p>OR</p> <p>Bachelor's Degree with atleast 50% marks in the concerned subject/combination of subject and in aggregate.</p> <p>b) B.Ed or equivalent degree from a recognized University.</p> <p>c) Pass in the Central Teacher Eligibility Test (CTET) Paper-II, conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>d) Proficiency in teaching in Hindi and English medium.</p>
TGT (Physical and Health Education)	<p>Bachelor Degree in Yoga and or Physical Education or equivalent</p> <p>Bachelor Degree in Physical Education or equivalent</p>
TGT (Art Education)	<p>1. Five years' recognized Diploma in Drawing and Painting/ Sculpture/ Graphic Art</p> <p>or</p> <p>Equivalent recognized Degree</p> <p>2. Working knowledge of Hindi & English.</p>
TGT (Work Experience)	<p>Electrical Gadgets and Electronics:</p> <p>i) Three years Diploma after Higher Secondary in Electrical. Electronics Engineering from an institution recognized by State Govt./ Govt. of India. (The minimum qualification for admission to the Diploma Course should be at least Higher Secondary).</p> <p>OR</p> <p>Degree in Electrical or Electronics Engineering from a recognized University.</p> <p>OR</p> <p>Graduate in Electrical or Electronics Engineering from a recognized University.</p> <p>ii) Working knowledge of Hindi and English.</p>
PRT (All subjects)	<p>1. Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Elementary Education (by whatever name known)</p> <p>OR</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education (B. El. Ed.)</p> <p>OR</p>

	<p>Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Education (Special Education)</p> <p>OR</p> <p>Graduation with atleast 50% marks and Bachelor of Education (B.Ed)</p> <p>* who has acquired the qualification of Bachelor of Education from any NCTE recognized institution shall be considered for appointment as a teacher in class I-V provided the person so appointed as a teacher shall mandatorily undergo a six month Bridge Course in Elementary Education recognized by the NCTE within two years of such appointment as Primary Teacher</p> <p>2. Qualified in the Central Teacher Eligibility Test</p> <p>3. Proficiency to teach through Hindi and English Media.</p>
PRT – Music	<p>i) Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent and Bachelor Degree in Music or equivalent from a recognized University.</p> <p>ii) Competence to teach through English\Hindi medium.</p>
PRT Yoga	Graduation from recognised university with diploma/degree in yoga from a recognised university/Institution.
TGT Yoga	Post Graduate in any discipline with post graduate diploma/degree in yoga with 3 years' experience from a recognised university.
PGT Yoga	Post Graduate in any discipline with post graduate diploma/degree in Yoga with 5 years' experience from a recognised university/Institution.
PRT Veda Teacher-Modern system	Graduation in any discipline with Veda along with B.Ed. from a recognised university.+ CTET.
TGT Veda Teacher- Modern system	Post Graduate in any discipline with Veda along with B.Ed. from a recognised university.+ CTET. With 3 years' experience OR As prescribed by MSRVVP
PGT VedaTeacher- Modern system	Post Graduate in any discipline with Veda along with B.Ed. from a recognised university.+ CTET. With 5 years' experience OR As prescribed by MSRVVP

C. VOCATIONAL STREAM

1) TRADITIONAL VEDIC-VOCATIONAL STREAM

V-1	Name of Course	पौरोहित्य /कर्मकाण्ड
	Qualification	Acharya in Veda/Pourohitya/Karmakanda
V-2	Name of Course	यज्ञविद्या
	Qualification	Acharya in Veda/Pourohitya/Karmakanda
V-3	Name of Course	वास्तु विद्या
	Qualification	Acharya in Vastu Vijnana or M A in Vastu Vijnana
V-4	Name of Course	ज्योतिर्विज्ञान
	Qualification	Acharya in Jyotisha or M A in Jyotisha
V-5	Name of Course	वेद- विद्या पुराण प्रवचन
	Qualification	Acharya in Veda/Puranetihasa
V-6	Name of Course	प्रवचन एवं संकीर्तन
	Qualification	Acharya in Veda/Puranetihasa
V-7	Name of Course	उपासना एवं अर्चना
	Qualification	Acharya in Veda/Pourohitya/Karmakanda
V-8	Name of Course	आगम एवं मूर्तिकला
	Qualification	Agama Acharya and 2 वर्ष मूर्तिकला अध्यापन का अनुभव एवं प्रायोगिकी अनुभव.

2) VOCATIONAL STREAM-VEDIC

V-9	Name of Course	VEDIC AGRICULTURE
	Qualification	MBA (Agriculture/Biotechnology/Bachelor Degree in Agriculture / Horticulture OR Diploma in Horticulture with 3 years' experience in Teaching /farming related work
V-10	Name of Course	VEDA AND YOGA VIJNANA
	Qualification	Post-graduation in Yoga and or Post-graduation in Yoga Therapy and Diploma in Medical Instrumentation with at least 3 year industrial Experience
V-11	Name of Course	VEDA AND YOGA THERAPY
	Qualification	Post-graduation in Yoga and or Post-graduation in Yoga Therapy and Diploma in Medical Instrumentation with at least 3 year industrial Experience
V-12	Name of Course	CULTURAL TOURISM
	Qualification	MBA/PGDM/Post-graduation in Travel and Tourism Management or in Tourism and Hospitality from a recognized Institute /University, with at least 1 year work/ teaching

		experience. OR Three years degree /diploma after class XII, in Tourism and travel management from any recognized institute from a recognized Institute/University with at least 3 year industrial Experience.
V-13	Name of Course	VEDIC FOOD AND ANNAPURNA MANAGEMENT
	Qualification	Bachelor Degree in Hotel Management & Catering Technology from approved institutions OR Diploma in Hotel Management & Catering Technology from NCHMCT approved institutions with 3 year teaching/Hotel exp.
V-14	Name of Course	VEDIC FOOD, NUTRITION & DIETETICS
	Qualification	M. Sc. Home Science/ M.Sc. OR Any Bachelor Degree with Certificate / Diploma On Food Nutrition & Dietetics
V-15	Name of Course	GOSHALA MANAGEMENT AND DAIRY TECHNOLOGY
	Qualification	Bachelor Degree in Animal Husbandry/Milk Technology OR Diploma Animal Husbandry/Milk Technology with 3 year teaching
V-16	Name of Course	VEDIC HEALTHCARE, HAPPINESS AND WELLNESS
	Qualification	B.N.Y. Sc. with PG Diploma in Yoga OR B.A.M.S with PG Diploma in Yoga
V-17	Name of Course	HORTICULTURE
	Qualification	MBA (AG) Post-graduation in Horticulture from a recognized Institute / University, with at least 1 year work experience
V-18	Name of Course	VEDIC DRAVYA GUNA VIJNANA-BOTANY
	Qualification	M.Sc Botany with knowledge of Dravya Guna Vijnana OR BAMS with knowledge of Dravya Guna Vijnana as per Vedic tradition
V-19	Name of Course	VEDIC RITUAL, SPIRITUALITY AND MANAGEMENT
	Qualification	Acharya in Veda/Pourohitya/Karmakanda AND MBA/PGDM/Post-graduation in Travel and Tourism Management
V-20	Name of Course	VEDA RESEARCH INSTRUMENTATION
	Qualification	Post-graduation in Mathematics OR B.E/B. Tech in Computer Science/Instrumentation/ OR MSc in Physics/ MSc in Chemistry

3) MODERN-VOCATIONAL STREAM-TECHNOLOGY

V-21	Name of Course	INFORMATION TECHNOLOGY
	Qualification	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University. OR M.Sc. Computer / IT OR MCA
V-22	Name of Course	COMPUTER APPLICATION
	Qualification	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University. OR M.Sc. Computer / IT OR MCA
V-23	Name of Course	COMPUTER SCIENCE
	Qualification	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University. OR M.Sc. Computer / IT OR MCA
V-24	Name of Course	WEB APPLICATION
	Qualification	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University. OR M.Sc. Computer / IT OR MCA
V-25	Name of Course	DESK TOP PUBLISHING
	Qualification	Any Bachelor Degree from UGC recognized University Post Graduate Diploma in Computer Application from a recognized institution with 2 year teaching /industry experience. OR B.E/B. Tech in Computer Science/ IT OR MCA OR BCA with 3 year experience in teaching / industry.
V-26	Name of Course	ANIMATION TECHNOLOGY
	Qualification	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University. OR M.Sc. Computer / IT OR MCA / DOEACC 'B' level

4) MODERN-VOCATIONAL STREAM-MANAGEMENT

V-27	Name of Course	FINANCIAL MANAGEMENT
	Qualification	CA/CMA/M. Com./MBA-Finance / Master of Financial Management / Master of Financial Services or equivalent for Accounting for Business.

		OR Bachelor degree from recognized University / Institutes with NSE's Certification in Financial Markets (NCFM) having passed 3 modules with minimum 60% in Financial Markets (Beginner's Module) Capital Market Dealers Module Derivative Markets Dealers Module.
	Qualification	MBA/ M.Com/ PG Diploma in Business Management
V-28	Name of Course	VEDIC BUSINESS, TRADE AND RETAIL MANAGEMENT
	Qualification	MBA or PG Diploma in (Retail / Marketing) OR M.Com with Diploma in Retail / Marketing. OR CAIIB/Post Graduates in Commerce/Business Management with experience of working in a bank / Insurance Sector.
V-29	Name of Course	TAXATION AND ACCOUNTING STUDIES
	Qualification	CMA/M.Com with specialization in Cost Accounting

5) MODERN-VOCATIONAL STREAM-OFFICE MANAGEMENT

V-30	Name of Course	OFFICE PROCEDURE & PRACTICES
	Qualification	Any Master Degree from UGC recognized University with a certificate/Diploma in office management and secretarial practice from a recognized institution. OR Any Bachelor Degree from UGC recognized University with a certificate/Diploma in office management and secretarial practice from a recognized institution and 2 years teaching /working experience in reputed organization.
V-31	Name of Course	FRONT OFFICE OPERATIONS
	Qualification	Any Bachelor Degree in from UGC recognize university with post graduate diploma in computer applications from recognize institution preferably with 2 years' experience. OR Diploma in Hotel Management & Catering Technology from NCHMCT approved institutions with 3 year teaching/Hotel experience.
V-32	Name of Course	SHORTHAND (ENGLISH)
	Qualification	Any Master Degree from UGC recognized University with a certificate/Diploma in stenography from a recognized institution. OR Any Bachelor Degree from UGC recognized University with a certificate/Diploma in stenography (English) from a

		recognized institution with 2 years teaching /working experience in reputed organization
V-33	Name of Course	SHORTHAND (HINDI)
	Qualification	Any Master Degree from UGC recognized University with a certificate/Diploma in stenography from a recognized institution. OR Any Bachelor Degree from UGC recognized University with a certificate /Diploma in stenography (Hindi) from a recognized institution with 2 years teaching /working experience in reputed organization

6) MODERN-VOCATIONAL STREAM-ART, MUSIC AND MEDIA

V-34	Name of Course	ART, GRAPHICS AND DESIGN
	Qualification	Bachelor of Design OR Master of Fine Arts OR Graduate with Diploma/ certificate course on Design with 2 year experience in teaching / Industry.
V-35	Name of Course	AGAMA AND ICONOGRAPHY
	Qualification	Agama Acharya and practices of Iconography with Diploma/ certificate course on Art with 2 year experience in teaching / Industry.
V-36	Name of Course	MUSIC PRODUCTION
	Qualification	Any Bachelor Degree from UGC recognized University and Diploma in Music Technical Production with one year experience
V-37	Name of Course	MASS MEDIA STUDIES
	Qualification	Master Degree in Journalism/ /Mass Communication/Mass Media/ English from recognized Institute/ University OR Bachelor Degree Journalism/Mass Communication/Mass
V-38	Name of Course	LIBRARY & INFORMATION SCIENCE
	Qualification	Bachelors in Library & Information Science

COMMENCEMENT CERTIFICATE

(To be submitted by the schools in compliance of clause 3(D)(xiv) of Affiliation Bye-laws)

Affiliation Number:

Name and address of School:

Date of issue of Grant Letter:

Session from which Affiliation Granted:

The school has gone through the contents of the Grant Letter and the Affiliation and Examination bye-laws of the Board.

In compliance of the requirements of clause 3(D) of the affiliation Bye-laws it is Certified that:

1. The school has not started classes 10th 11th 12th (as the case may be) before submitting this certificate to the Board.
2. The school fulfils the requirements of clause 3(C) there to as on date i.e. (date of signing the certificate)
3. The school has ensured compliance of the provisions contained in clause 16 General Rules, of the Bye-laws to the extent possible and undertakes to ensure full compliance of the provisions of clause 16 during the period of affiliation.
4. The following specific compliance has been done by the school of conditions imposed in the grant letter:
 - a.
 - b.
 - c.
 - d.
5. The school now meets all the requirements for **Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board** affiliation and is ready to start classes on **Maharshi Sandipani Rashtriya Veda-Sanskrit Shiksha Board** pattern.

Manager
(Seal of manager)

Principal
(Seal of Principal)