

CHAPTER IV

RECOGNITION OF INSTITUTIONS

Section I

Definitions and General

1. (i) 'High School' means an institution preparing students for the Secondary School Examination of the Board.
(ii) 'Institutions other than High Schools' include:
 - (a) Intermediate Colleges;
 - (b) Intermediate classes of colleges affiliated to the University of the Punjab;
 - (c) Institutions preparing candidates for Languages Examinations;
 - (d) Such other institutions or classes as may be determined by the Board.
2. No person, except as otherwise provided for in the Regulations, shall be admitted as a candidate at any examination conducted by the Board unless he produces a certificate from an institution to the effect that he has completed the prescribed Course of Instruction.
3. Every institution other than a Government and Semi-Government shall have either a regular guaranteed income from immovable property or a separate endowment fund.
4. No application for recognition of a new institution, other than a Government institution, shall be entertained unless full facts regarding Endowment Fund or the guaranteed income are available. The Endowment Fund shall be deposited in a bank to be approved by the Board or placed in Government approved Securities in the joint name of the Board and the institution. This fund shall not be used for current expenses. Annual guaranteed income shall be deposited annually in a bank to be approved by the Board in the joint name of the Board and the institution. When the amount in this fund is equal to the amount of Endowment Fund required under regulations or rules, the additional income may be utilized for the current expenses of the institution. No institution shall be allowed to transfer any portion of its immovable property without permission of the Board so long as the requisite amount of Endowment Fund is not deposited in the joint name of the Board and the institution.
5. Each year immediately after the publication of examination results, the Secretary shall prepare a list of recognized institutions which have failed to obtain an average of 33 percent of passes in the three preceding examinations, including the examination which has ended. The Board may then arrange for a special inspection of any such institution with a view to ascertaining the competence of the staff, the nature of the teaching, and the mode in which class promotions are given.
6. All the recognized institutions within the jurisdiction of the Board shall make available to the Board accommodation and furniture for holding the various Boards' examinations and shall also make available the required supervisory staff duly selected by the Board.

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Section II

Recognition of High Schools

7. High Schools shall be recognized for the purpose of Secondary School Examination when the Board is satisfied that the following conditions are fulfilled:
- (1) that financial stability is reasonably assured;
 - (2) that in the case of privately-managed schools, the Managing Committee is properly constituted, registered and regularly functioning;
 - (3) that it teaches proper subjects upto the proper standard and that due provision is made for the instruction, health, recreation and discipline of pupils;
 - (4) that no books are taught which are disapproved by the Board or the Education Department;
 - (5) that admission to any class or section of a class shall be limited to a maximum of 45 in a class or section of a class;
 - (6) that the school is housed in a building which is suitable as regards accommodation, sanitary arrangements and location and conforms to the prescribed standards;
 - (7) that due provision will, so far as circumstances may permit, be made for the residence of the head of the institution in or near the institution or the place provided for the residence of the students;
 - (8) that provision has been or shall be made in conformity with the rules and regulations laid down by the Board for the residence in the hostels or in lodgings approved by the institution, of students not residing with their parents or guardians, and for the supervision and physical and general welfare of students;
 - (9) that the school is provided with suitable equipment and furniture, including apparatus and equipment for science subjects and other subjects in which practical work is conducted, in accordance with the lists prescribed by the Board;
 - (10) that the school maintains a library containing minimum number of books prescribed by the Board. If not, the institution shall undertake to incur an expenditure of Rs.10,000/- in the first year and Rs.2,500/- per annum in the subsequent years or such amount as may be prescribed by the Board from time to time for the purchase of library books.
 - (11) that teachers are suitable as regards character, number and qualifications;
 - (12) that the teachers engaged are whole-time employees;
 - (13) that the minimum salary paid to the teachers in the school is such as may be prescribed by the Board or Government;

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- (14) that in the case of privately-managed schools, all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
 - (15) that the school maintains Provident Fund Account or Pension or both for its teachers;
 - (16) that inter-school rules are observed;
 - (17) that the candidates shall not be prepared and sent up for examinations conducted by any other University or Board when the examination of the same nature is held by the Board;
 - (18) that the school maintains such registers and records as may be prescribed by the Board or the Education Department;
 - (19) that the Middle Department of the school is recognized by the Education Department of the Division in which the school is situated;
 - (20) that the school undertakes to observe any rules that may be framed by the Board from time to time and to supply such reports, returns and other information as the Board may require to judge the efficiency of the school.
8. Recognition of schools within the jurisdiction of the Board may be granted if such schools have fulfilled conditions of recognition and are inspected by an Inspection Committee appointed by the Board.
9. The Board may recognize an institution as Special Type for the purposes of admitting its candidates to the Secondary School Examination as regular students; provided that the school fulfils:
- (1) the conditions laid down for the recognition of a High School;
 - (2) such other conditions as may be laid down by the Board from time to time.

Section III

Recognition of Institutions other than High Schools

10. An institution other than a high school shall be recognized when the Board is satisfied that the following conditions are fulfilled:
- (1) that the institution is under the management of a regularly constituted governing body which is registered and regularly functioning;
 - (2) that the financial resources are such as to make due provision for the continued maintenance and efficient working of the institution;
 - (3) that the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the courses of instruction and teaching or training to be undertaken by the institution;
 - (4) that admission to any class or section of a class shall be limited to maximum of 75 or as may be laid down by the Board from time to time;

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- (5) that the buildings in which the institution is located are suitable and that provision will be made in conformity with the rules and regulations laid down by the Board for the residence in the hostels or in lodgings approved by the institutions, of students not residing with their parents or guardians and for the supervision and physical and general welfare of students;
- (6) that proper grounds are available, suitable provision is made for regular games and sports and a suitably qualified Director of Physical Education is engaged by the institution;
- (7) that due provision has been or will, so far as circumstances may permit, be made for the residence of the Head of the institution and some members of the teaching staff in or near the institution or the place provided for the residence of the students;
- (8) that where recognition is sought in any branch of experimental science, arrangements have been or shall be made for imparting instruction in that branch of science in a properly equipped laboratory;
- (9) that due provision has been or will be made for a library and that the institution shall undertake to incur an expenditure of Rs.15,000/ in the first year and Rs.5,000/ per annum in the subsequent years or such amount as may be prescribed by the Board from time to time for the purchase of library books;
- (10) that any specific fee charged from the students is spent in full for the purpose for which it is charged;
- (11) that the teachers employed are suitable as regards character, number and qualifications;
- (12) that teachers engaged are whole-time employees and that if part-time teachers are engaged, prior permission of the Board shall be taken;
- (13) that the minimum salary paid to the teachers shall be such as may be prescribed by the Board;
- (14) that all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
- (15) that the institution maintains Provident Fund Account or Pension or both for the teachers;
- (16) that inter-institutional rules are observed;
- (17) that candidates shall not be prepared and sent up for any examination conducted by another University or Board, when the examination of the same nature is held by the Board;
- (18) that the institution maintains such registers and records as may be prescribed by the Board;
- (19) that the institution undertakes to observe any Rules that may be framed by the Board from time to time and to supply such reports and returns and other information as the Board may require to judge the efficiency of the institution.

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11. Unless specifically permitted by the Board, no institution desiring recognition shall admit students until the recognition is finally granted.
12. The institution desiring recognition shall make an application on a form prescribed by the Board before 31st January of the year in which it is desired to start classes;
- Provided (i) the last date for submission of applications for recognition in the case of an institution maintained by the Government shall be 15th July of the year;
- Provided (ii) the delay in submitting an application may be condoned by the Board in special circumstances.
13. (1) On receipt of an application, the Board shall:
- (i) direct a local enquiry to be made by a competent person or persons authorized by the Board in this behalf in respect of the matters referred to in regulation 10, and such other matters as may be considered necessary and relevant;
 - (ii) make such further enquiry as may be necessary;
 - (iii) report to the Board on the question whether the application should be granted or refused, either in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of the matters mentioned in regulation 10, embodying in such report the result of any enquiry under sub-section (i) and (ii) above.
- (2) On receipt of the report under sub-section (iii) above, the Board shall, after such further enquiry, if any, as may appear to them to be necessary, decide whether the recognition shall be refused or granted, in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of matter mentioned in regulation 10.
- (3) Recognition granted provisionally for a specified period, if not extended or made permanent, shall lapse automatically at the end of the period for which it was granted.

The regulations, as amended above, shall be deemed to have come into force from 1st January, 1957.

Transitory Regulations

14. When an institution desires to add to the courses of instruction in respect of its recognition, the procedure prescribed for recognition, so far as may be, shall be followed.
15. The Board shall cause the recognized institution to be inspected from time to time by one or more competent persons.
16. The Board may call upon any institution so inspected to take, within a specified period, such action as may appear to the Board to be necessary in respect of any matters.

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17. The rights conferred on an institution by recognition may be withdrawn in whole or in part or modified if such an institution fails to continue to satisfy the condition of its recognition or if the institution is conducted in a manner which is prejudicial to the interests of education.
18. A motion for the withdrawal or modification of such rights may be moved in the Board by any member thereof. The member of the Board who intends to move that the rights conferred on any institution be withdrawn in whole or in part or modified, shall give notice of his motion and shall state the grounds on which the motion is made.
19. Before taking such a motion into consideration, the Board shall send a copy of the notice and of the written statement submitted by the member of the Board to the Head of the institution concerned together with an intimation that any reference in writing submitted on behalf of the institution within a period specified in such an intimation may be considered by the Board; provided that the period so specified may, if necessary, be extended by the Board.
20. On receipt of the report or on the expiry of the specified period, the Board, after considering the notice of motion, statement, and report, if any, and after such inspection by any competent person or persons authorized by the Board in this behalf and such further enquiry as may appear to the Board to be necessary, shall make such orders as the circumstances may require.

Section IV

Approval of Staff and Teaching Hours in Institutions other than High Schools

21. (1) The following shall be the minimum qualifications of teachers appointed in the institutions:
 - (i) Lecturers for 11th and 12th Classes Master's Degree in the subject in the Second Division.
 - (ii) Demonstrator for 11th and 12th Classes Bachelor's Degree in the subject.
 - (iii) Director of Physical Education A Graduate with a diploma in Physical Education from a recognized institution.
 - (iv) Librarian A Graduate with a diploma in Library Science from a recognized institution.

Provided that the minimum qualifications of teachers of classes 9th & 10th in composite institutions, having Secondary and Intermediate classes (classes nine to twelve) together, shall be the same as are mentioned above except in the case of special subjects like Drawing; provided further that if, in any case, a person holding lesser qualification is proposed to be appointed, his appointment shall be subject to the approval of the Chairman.

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- (2) Persons with Second Class Master's Degree in subjects other than English are permitted to teach English Composition; provided that the subjects in which they hold the Second Class Master's Degree are taught by persons properly qualified to do so.
22. All appointments and all changes in the staff of an institution shall be reported to the Board as soon as they are made.
23. In Science subjects, institutions shall provide at least one teacher for every 20 or fraction of 20 students doing laboratory work at the same time.
24. The maximum number of teaching periods including tutorials and seminars prescribed for different categories of teachers in the institutions shall, in the case of teachers for Intermediate classes, be 24 periods of 45 minutes each per week including the periods devoted by such teachers to the teaching of Degree classes, where these classes are held in the same institution.
25. In Intermediate classes, three periods of science practical shall be counted as equal to two lectures.

Section V

Admission of Students to Institutions other than High Schools

26. The admission to the 11th class shall begin on the tenth day after the publication of the Secondary School Result or on such other date as may be fixed by the Board and shall continue for ten days.

Note:

A candidate whose success in the Secondary School Examination was declared late or who qualified in the Secondary School Supplementary Examination may be admitted to the 11th Class within 10 working days after the declaration of his result; provided that an institution may admit such a student upto 20th working day after the declaration of the result or upto 30th November whichever is later by charging a late fee of Rs.400/- payable to the Board. The amount of fee may be revised by the Board from time to time.

27. A student who has completed the course but does not appear in the Annual Examination or having appeared has failed in the examination, shall be eligible to join the 12th class not later than 10 days after re-opening of the institution after summer vacation or of the declaration of the examination result. A student who has appeared in the Supplementary Examination shall be eligible to join the 12th class not later than 10 days after the declaration of his examination result.
28. After the normal dates of admission prescribed in regulations 26 and 27 above, the Head of an institution may admit a student upto the 15th day from the closing date by charging a late fee of Rs.200/- and upto one calendar month from the closing date by charging a late fee of Rs.300/-. No credit shall be given for any holidays either at the end of the month or in the intervening period except that when the summer vacation begins before the expiry of one calendar month, the institution concerned may permit admission for the un-expired portion of the month from the date of the re-opening of the institution after the summer vacation;

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Provided that the Chairman may, in order to avoid real hardship, permit late admission to the 11th class uptill 30th November, on payment of Rs.400/- to the Board. The amount of fee may be revised by the Board from time to time.

Notwithstanding anything contained in this regulation, the Chairman may, in the case of a student who had been awarded scholarship by the Board or Government, permit late admission to the 11th class within ten days of the receipt of intimation of the award of scholarship by the student.

29. Admission to the Adib, Alim and Fazil classes shall begin on 15th September or on earlier date to be fixed by the Head of the institution and shall continue for ten days. The Head of the institution may admit a student upto the 15th day from the closing date by charging a late fee of Rs.200/-, and upto one calendar month from the closing date by charging a late fee of Rs.300/-. The Chairman may, in order to avoid real hardship, permit late admission to these classes upto the 15th December of the year preceding the examination.

Section VI

Inter-Transfer of Students in Recognized Institutions other than High Schools

30. No student who has joined one institution, shall be admitted to any other institution during the same course unless:
- (1) he applies to the Board on a prescribed form through the Principal of the institution to which he belongs;
 - (2) the Head of the institution to which he wishes to migrate gives his consent;
 - (3) he obtains a Leaving Certificate from the Head of the institution to which he belongs after his migration has been sanctioned by the Board;
 - (4) one or other of the following conditions is satisfied:
 - (i) that a change of residence of his father or guardian has made it necessary for a student to change his institution;
 - (ii) that the father or guardian of the student objects within three months to the admission of the student to that institution;
 - (iii) that a student wishes to take up another subject which is not taught in the institution (the letter sanctioning the migration shall specify this fact and the students shall offer the new subject for the examination);
 - (iv) that a student seeks migration owing to change of financial circumstances (such cases should be supported by a certificate from the Head of the institution);
 - (v) that in the interest of discipline of an institution, Heads of the institutions agree.
31. No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students who are provisionally promoted or detained, shall state all the relevant facts on the application.

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32. If a student's name is struck off the rolls of an institution, such student may be re-admitted at any time during the same academic year to the same institution from which his name was struck off. Such a student may, at the commencement of the next academic year, be admitted to the same class in the same or in any other institution on production of Leaving Certificate from the institution he last attended not later than the date prescribed for late admission; provided it does not involve any infringement of the rules laid down (a) defining two academic years preceding the examination; and (b) regarding rustication and expulsion of students.
33. In institutions where fees are charged, students shall be charged fees from the 1st of May. Students of the Intermediate classes shall pay tuition fee for 24 months. A second tuition fee for the same month shall not be charged from a student migrating from one institution to another.

Explanation:

An institution is entitled to the tuition fees for the month in which the student leaves the institution; the other institution to which he migrates is not entitled to the fee for the fraction of a month.

34. As far as possible, local migration shall not be permitted.
35. In cases of special hardship, the Chairman shall have the power to authorize transfer from one institution to another, not covered in the regulations.

