

Govt of West Bengal
Mass Education Extension & Library Services Department
Bikash Bhawan, Salt Lake, Kolkata-91



No. 336-Edn(MEE)
3S-17/11 (Pt-I)

Kolkata, dated the 24th day of April, 2017

From : Sri Narayan Sarkar
Commissioner, Govt. of West Bengal.

✓ To : The Director of Mass Education Extension, West Bengal.

Subject- Norms to be followed for recognition of Special Schools organised by non government organisations.

In suppression of earlier G.O. No. 826-Edn.(MEE) dated 12th day of Sept. 1996 & G.O. No. 827-Edn.(MEE) dated 12th day of Sept. 1996 the undersigned is directed to say that the Governor has framed the following guidelines for recognition of Special School organised by non government organisation :-

- I. i) An advertisement for inviting applications from the organising NGO's may be given by May every year (time limit two months from the date of publication).
- ii) The authorities of the special school may submit the proposal for Academic Recognition to the Director of Mass Education Extension, West Bengal through the respective District Mass Education Extension Officer in plain paper along with required documents within the prescribed date.
- iii) The District Mass Education Extension Officer will, after scrutiny send the proposal with recommendation and inspection report and other allied papers to the Director of Mass Education Extension, West Bengal. 30 days from the last date of submission of the proposals.
- iv) The Director of Mass Education Extension, West Bengal will get the proposal scrutinized by a three member committee and then will send the same with recommendation to the Administrative Department :
- v) Administrative Department shall issue order according Academic Recognition if deemed fit.

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II. Proposed rates for giving Financial assistance to the Academically Recognised special schools by the Mass Education Extension & Library Services Department, Govt. of West Bengal are given below :

- (i) For III & VI School for Primary Level, i.e. up to IV Rs. 4,00,000/- (Four Lakh) only.
- (ii) For MR School - Rs. 4,00,000/- (Four Lakh) only.
- (iii) For III & VI for Upper Primary Level and onwards i.e. class V to VIII - Rs. 6,00,000/- (Six Lakh) only.

III. Proposed eligibility criteria / norms for recognition of Hearing Impaired, Visually Impaired and Mentally Retarded schools are given below :

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1. The number of students should not be less than 40 for Primary Level, i.e. up to Class IV.
2. The number of students should not be less than 60 for Upper Primary Level, i.e., up to Class VIII.
- 3.(i) The qualification of Assistant Teachers for Primary Level should be Higher Secondary or, its equivalent of any recognised Board or Council; and
(ii) They should have Diploma in Special Education for the Hearing Impaired, Visually Impaired and Mentally Retarded (as the case may be) from RCI recognised training Institute; or, Bachelor of Education in Special Education for the Hearing Impairment, Visually Impaired and Mentally Retarded (as the case may be) with RCI recognised course from any recognised University, or its equivalent.
- 4.(i) The post of Assistant Teachers for Upper Primary Level should be graduates from any recognised University, or its equivalent; and
(ii) They should have Bachelor of Education in Special Education for the Hearing Impairment, Visually Impaired and Mentally Retarded (as the case may be) with RCI recognised course from any recognised University, or its equivalent.
5. The quality of education imparted by such an Institution should be satisfactory and the schools should follow a curriculum approved by the of Mass Education Extension and Library Services Department/Dept of School Education,(as the case may be) Govt. of West Bengal.
6. Assessment of work in the Institution should be done by an expert in this field or by the concerned Officer of the Mass Education Extension Directorate, West Bengal.
7. The Institution should have a stable financial background and should be of at least 3 years standing.
8. The teachers students ratio for various categories of school for the Disabled should be as follows:-
a) School for Hearing Impairment and Visually Impaired : 1:10 and
b) School for Mentally Retarded : 1 : 6
9. Proper books of account should be maintained and a copy of audited statement of account should be submitted to the Mass Education Extension Directorate, West Bengal every year.
10. The institutions should have own land and suitable infrastructure.
11. The Managing Committee/Governing Body of every Institution seeking recognition of the Government should agree to include at least two State Government nominees in such Managing Committee/Governing Body and such committee/body should have elected representatives of teaching and non-teaching staff, who will hold office for 2 years at a stretch.
12. The Institution must run on a no profit no loss basis and the fees to be levied and other realisation from the students should be reasonable and justifiable vis-a-vis the Annual budget of the Institution.
13. The Managing Committee/Governing Body must agree to the periodical inspection of such institution by the officer of the Mass Education Extension Directorate and must allow them access to all records and papers.

14. The institution should have an honorary or a paid qualified Medical Officer on part time basis who should visit the institution weekly. Periodical medical check up of the students should be arranged and the institution should maintain a record showing periodical check up of the health of the students has been made.
 15. The Government will have the right to de-recognise any schools once any of the aforesaid conditions is found to be not complied with. This will be done after giving the institution a reasonable opportunity of hearing and on proper inspection. The decision of the Govt. in this regard will be final.
 16. The Institution must be genuine and socially purposeful and while recommending its recognition the Director of Mass Education Extension must examine this aspect and satisfy himself/herself. Any recommendation of recognition by him/her must incorporate a specific mention of this.
 17. The institutions must be registered under the Societies Registration Act. / Trust Act. / Companies Act. with current renewal.
 18. The institutions must be registered under the Persons with Disabilities (PWD) Act. 1995 with current renewal.
 19. The proposal should have the recommendation of the Zilla Parishad of the district from which the proposal is submitted.
- IV Check list of the following papers / documents:
- i) Registration Certificate (N.G.O.) with current Renewal Certificate.
 - ii) Persons with Disabilities (P.W.D.) Act. 1995 certificate with current Renewal Certificate.
 - iii) Rules and Regulation of the Organising N.G.O.
 - iv) Annual Activities of the Organising N.G.O.
 - v) List of Managing Committee of the Organising N.G.O. with approval by the respective District Magistrate.
 - vi) Audit Reports (last three years) of the Organising N.G.O.
 - vii) Brief History of the Special School.
 - viii) Aim and objective of the Special School.
 - ix) General & Special Equipment list of the Special School.
 - x) Staff list of the Special School.
 - xi) Students list alongwith address of the Special School.
 - xii) Copies of Disability certificate of students from the competent authority.
 - xiii) Class routine of the Special School.
 - xiv) Yearly calendar alongwith holiday list of the Special School.
 - xv) Land Deed of the Special School.
 - xvi) Bank Account (Pass Book) Details.
 - xvii) A declaration by authorities. the Special School must run on a no profit no loss basis.
 - xviii) List of all papers.

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24/4/17

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Commissioner
Department of Mass Education
Extension & Library Services.
Govt. of West Bengal