
**ANDHRA PRADESH SAHAKARA JUNIOR KALASALALU
(REGISTRATION, ESTABLISHMENT, RECOGNITION AND
REGULATION) RULES, 1988**

CONTENTS

1. Short title, Extent and Commencement
2. Definitions
3. Competent Authority for Registration of the Society
4. Registration of CoOperative Educational Society
5. Determination of Educational Needs of the Localities
6. Competent Authority to conduct Survey and make Notification
- 7 . Procedure for making application seeking permission for establishment of Sahakara Junior Kalasalalu
8. Competent Authority for granting or withdrawing of permission
- 9 . Procedure for granting of permission for establishment of Sahakara Junior Kalasalalu
10. Conditions for grant of permission
- 1 1 . Competent authority for granting or withdrawing of recognitionaffiliation
12. Procedure for according provisional recognitionaffiliation
13. Conditions for granting of provisional recognitionaffiliation
14. Conditions for granting of permanent recognitionaffiliation
15. Procedure for granting of permanent recognition/affiliation
16. Procedure for withdrawal of Permission/Recognition/Affiliation
17. Conditions for withdrawal of PermissionRecognitionAffiliation
- 1 8 . Conditions for opening of Additional SectionsMediaGroups Courses
19. Procedure for Appointment of Teaching and NonTeaching Staff
20. Criteria and Procedure for fixing Salary Structure of the Staff
21. Criteria for fixing fee Structure and Allocation of the Revenue earned as fee
22. General Instruction
23. Over all powers of the Government

**ANDHRA PRADESH SAHAKARA JUNIOR KALASALALU
(REGISTRATION, ESTABLISHMENT, RECOGNITION AND
REGULATION) RULES, 1988**

In exercise of the powers conferred by Sections 20, 21 and 24 read with Section 99 of the Andhra Pradesh Education Act, 1982 (Act 1 of 1982) and subsection (1) of Section 3, Section 4 and 5 read with Section 31 of the Andhra Pradesh Cooperative Societies Act, 1964 (Act No.7 of 1964), the Governor of Andhra Pradesh hereby makes

the following rules relating to Registration, Establishment, Recognition and Regulation of Sahakara Junior Kalasalalu under Cooperative sector.

1. Short title, Extent and Commencement :-

(1) These rules may be called the Andhra Pradesh Sahakara Junior Kalasalalu (Registration, Establishment, Recognition and Regulation) Rules 1988.

(2) They shall come into force with immediate effect.

(3) They shall apply to all the Sahakara Junior Kalasalalu established by the Educational Societies under Cooperative sector.

2. Definitions :-

(1) In these rules unless the context otherwise requires:

(a) "Act" means, unless otherwise specifically mentioned, the Andhra Pradesh Education Act, 1982 (Act No.1 of 1982).

(b) "Board" means the Secretary, Board of Intermediate Education.

(c) "Educational Society" means a Cooperative Education Society formed by donors and parents aiming at establishing Sahakara Junior Kalasalalu under the A.P. Cooperative Societies Act, 1964.

(d) "Managing Committee" means the committee which is entrusted with the management of the affairs of the Educational Society constituted under Section 31 of the Andhra Pradesh Cooperative Societies Act, 1964.

(e) "Sahakara Junior Kalasala" means a Junior College imparting Intermediate Education and established by the Educational Society.

(f) "Member" means any individual who has been admitted as a donor member or a parent member.

(g) "Parent" means any father, mother or guardian of the student admitted into the Junior Kalasala and continuing the studies being on the effective rolls of attendance.

(h) "Notification Authority" means the Secretary, Board of Intermediate Education empowered to conduct survey to identify the educational needs of the localities and to issue notification in the news papers calling for applications from the Educational Societies desirous of establishing the Sahakara Junior Kalasalalu in

the specified localities.

(i) "Registration Authority" means, unless otherwise specifically mentioned, the Director of Higher Education who is empowered to perform the function of "Registrar" under subsection (1) of Section 3 of the Andhra Pradesh Cooperative Societies Act, 1964.

(j) "State Council" means the Andhra Pradesh State Council of Higher Education established under subsection (1) of Section 3 of the Andhra Pradesh State Council of Higher Education Act, 1988.

(k) "Ward" means son or daughter of a parent who is admitted into the Junior Kalasala and continuing the studies being on the effective rolls of attendance.

(2) Words and expressions used herein but not defined shall have the same meaning as assigned to them in the Andhra Pradesh Education Act, 1982 or the Andhra Pradesh Cooperative Societies Act, 1964, as the case may be.

3. Competent Authority for Registration of the Society :-

The Director of Higher Education shall be the Registration Authority competent to register the Cooperative Educational Societies and empowered to discharge the functions of Registrar of Cooperative Societies under subsection (1) of Section 3 of the Andhra Pradesh Cooperative Societies Act, 1964.

4. Registration of CoOperative Educational Society :-

(1) The people of any mandal desirous of establishing a Sahakara Junior Kalasala in their locality shall join together to form a Cooperative Educational Society, in the first instance.

(2) The Cooperative Educational Society so formed, after fulfilling the conditions prescribed under the Andhra Pradesh Cooperative Societies Act, 1964, shall make an application in the prescribed form to the Registration Authority enclosing a copy of the byelaws to be adopted by the Educational Society. It is binding on the part of the Educational Society to adopt the byelaws prescribed in the Annexure.

(3)

(a) If the Registration Authority is satisfied that the application conforms to the requirements laid down by the Andhra Pradesh Cooperative Societies Act, 1964 and the rules made thereunder, he

may register the society and its byelaws within a period of one month, at the latest.

(b) Where the Registration Authority decides to register an Educational Society, it shall do so by giving a Registration Number and entering the particulars of the Educational Society in a Registration Register maintained for the purpose. The Registration Authority shall also issue a Certificate of Registration in the prescribed form to the Educational Society as an evidence that it is a registered Cooperative Educational Society.

(c) Initially the Educational Society shall have provisional registration only. The permanent registration shall be allowed only after the Society is permitted to establish the Kalasala.

(4) Where the Registration Authority is not satisfied about the conformity of the requirements laid down by the Andhra Pradesh Cooperative Societies Act, 1964, it may reject the application in which case the reasons for such rejection may be intimated to the Educational Society within a month.

5. Determination of Educational Needs of the Localities :-

(1) In the first instance the Notification Authority shall conduct survey of the Mandals in the State in order to identify the educational needs of the localities. While making the survey, the authority shall keep in mind various priorities determining the educational requirements of the area such as population, distance from the already existing Junior College if any, population of linguistic and religious minorities etc.

(2) In order to achieve uniformity in the matter of establishment of Sahakara Junior Kalasala each Mandal shall be taken as a unit and preference shall be given for establishment of Sahakara Junior Kalasalalu in the Mandals where there are no junior colleges existing and where there are sufficient number of secondary schools.

(3) Since the Sahakara Junior Kalasalalu are vocational oriented, such Kalasalalu shall be established in Mandals where there are already existing I.T.I. Polytechnic workshop facilities and then in the Mandals where the people come forward to establish such kalasalalu with attached I.T.I.s Polytechnics.

6. Competent Authority to conduct Survey and make

Notification :-

The Secretary, Board of Intermediate Education shall be the competent authority to conduct survey and make notification calling for applications for the establishment of Sahakara Junior Kalasalalu in consultation with the State Council.

7. Procedure for making application seeking permission for establishment of Sahakara Junior Kalasalalu :-

(1) Basing on the guidelines laid down in Rule 4 the Notification Authority in consultation with the State Council shall take a decision on the number of Sahakara Junior Kalasalalu to be established (menwomencoeducational) and the Mandals where they are to be established during the particular academic year. The Notification Authority shall then make notification in the local daily news papers calling for applications in the prescribed form (FormI) from the Cooperative Educational Societies, desirous of establishing Sahakara Junior Kalasalalu under Cooperative sector, in the specified mandals, specifying the last date for submitting the applications.

(2) The Cooperative Educational Societies which have been registered with the Registration Authority may, in response to the notification under subrule (1), apply to the Notification Authority in the prescribed form (FormI) seeking permission for establishment of Sahakara Junior Kalasala.

(3) No application form from any Cooperative Educational Society for establishment of Sahakara Junior Kalasala shall be entertained except when the same is received in response to the notification issued by the Notification Authority, under sub rule (1).

(4) Every application shall be accompanied with the following documents :

(a)

(i) a copy of the constitution and byelaws of the society registered with the Registration Authority.

(ii) list of members admitted into the society as on the date of making the application.

(b)

(i) Crossed Demand Draft or Indian Postal Order for an amount of

Rs.1000 only in favour of Secretary, Board of Intermediate Education as application fee to meet the expenditure on inspection, etc.

(ii) Counterfoil of Treasury Challan in support of payment of Rs.500 only as postpermission fee inspection to meet the expenditure of the Government Director of Higher Education on inspection. The amount shall be credited to Government under the head of account "007EducationD. PreUniversity EducationM.H. (01) Other receipts S.H. (01) Contribution and income from Endowments".

(c) documentary evidence indicating the financial soundness of the society, in the form of bank balance, securities, etc. which is essential to purchase and provide library books, laboratory equipment, furniture, etc., in case permission is accorded.

(d) documentary evidence in support of possession of not less than Rs.5.00 lakhs to be used for construction of buildings for the Kalasala in case there are no buildings of their own.

(e) a sketch plan of the site indicating the location of the Kalasala in the locality in relation to other educational institutions.

(f) a rough plan of the building showing the location of each room, its dimensions and the use it is proposed to be put to.

(g)

(i) in case the institution is proposed to be located in private accommodation, documentary evidence to show the societys ownership of its rights to be in exclusive possession of the site and buildings.

(ii) documentary evidence to show the Societys ownership of the land which has been acquired for use of the institution and a sketch plan of the buildings proposed to be constructed if the buildings are not already constructed.

(5) The applications not accompanied with the documentary evidences referred to in subrule (4) and which have been received after the stipulated date, shall not be entertained.

8. Competent Authority for granting or withdrawing of permission :-

State Council are the competent authority for granting or withdrawing of permission for the establishment of Sahakara Junior

Kalasalalu basing on the recommendation of the Notification Authority and the Registration Authority.

9. Procedure for granting of permission for establishment of Sahakara Junior Kalasalalu :-

(1) The applications received from various Educational Societies shall be processed by the Notification Authority. The Notification Authority who is also empowered to discharge the functions of inspection officer, shall inspect the premises of the proposed Sahakara Junior Kalasala giving prior notice of ten days to the Educational Society. The authority shall then forward the application together with the inspection report with his remarks to the Registration Authority. The applications together with the inspection reports shall reach the Registration Authority within a period of one month from the last date fixed for the receipt of application from the Educational Societies.

(2) The Registration Authority shall then process all the applications together with the inspection reports and forward the same to the State Council with the specific recommendations either in favour of granting the permission or rejecting the permission.

(3) Basing on the recommendations of the Registration Authority and the inspection report, the State Council shall issue orders to the Educational Society either of granting permission or rejecting the permission, as far as possible within three months from the date of receipt of the application.

(4)

(a) If the Educational Society is to be permitted for the establishment of the Sahakara Junior Kalasala orders to that effect may be issued in the proforma prescribed in the FormV with necessary modifications as deemed fit.

(b) While according permission the Educational Society shall also be directed to make an application in the prescribed form (Form II) to the Board for granting of recognitionaffiliation to the Sahakara Junior Kalasala duly fulfilling the conditions prescribed for the purpose, under Rule 13.

(5) If the permission is rejected, the grounds for such rejection shall be intimated to the Educational Society. The decision of the State Council in this regard shall be final and no appeal shall be

entertained.

(6) No Educational Society shall establish any Sahakara Junior Kalasala in anticipation of orders of permission from the State Council. Mere making of application and nonreceipt of communication of rejection from the State Council within the stipulated time shall not entitle any Educational Society to start the Sahakara Junior Kalasala for which permission has been sought for. The Educational Societies violating the provision are liable for penal action under the provisions of the Act.

(7) If there is more than one Educational Society desirous of establishing Sahakara Junior Kalasalalu in a particular Mandal, while the need of the locality is for only one such institution, the Educational Society which in the opinion of the State Council has fulfilled all the conditions or majority of the conditions laid down for establishing the Sahakara Junior Kalasala shall be accorded permission for establishment of the Junior Kalasala. The decision of the State Council in this regard shall be final. However, in case the Educational Society for which permission to establish the Sahakara Junior Kalasala is accorded fails to fulfil all the conditions laid down for according recognitionaffiliation to the institution, the State Council is empowered to cancel the permission accorded and permit some other Educational Society to establish the Sahakara Junior Kalasala which in their opinion is capable of fulfilling the prescribed conditions.

10. Conditions for grant of permission :-

(1) Every Educational Society desirous of establishing Sahakara Junior Kalasala shall fulfil the following conditions before permission is accorded.

(a) The Educational Society shall provide atleast five acres of land in which the buildings for the institution are to be constructed. It is desirable to provide ten acres of land for developing it as play ground and garden for the institution. However, Government are empowered to reduce the extent of land to be provided by the Educational Society for the purpose of playground and garden of the institution, especially in urban and metropolitan areas.

(b) The Educational Society shall have atleast rupees five lakhs for use for construction of buildings for locating the Sahakara Junior Kalasala if not already having their own buildings.

(c) The Educational Society must be financially sound and capable of providing purchasing library books, laboratory equipment, furniture, etc., if permission is accorded.

(d) If the Sahakara Junior Kalasala is to be located in a private accommodation, the buildings so acquired should have sufficient accommodation with plinth area of 5,000 Sq. Ft.

(e) The buildings in which the Sahakara Junior Kalasala is to be located shall be as per the specifications laid down by the Board of Intermediate Education. The institution shall have, in addition to class rooms, library and laboratory rooms, an office room, Principals Room, Staff room, ladies waiting room with attached toilet, Students Union room and a conference hall. There shall be adequate urinals and toilets separately for staff, boys and girls.

(2) The Educational Society which has been permitted to establish the Junior Kalasala, on receipt of the orders of permission shall fulfill the following conditions within a period of 60 days and make application to the Board of Intermediate Education for according recognition affiliation to the Kalasala.

(a) Accommodation The building in which the Sahakara Junior Kalasala is proposed to be located shall be adequate enough, sufficiently ventilated and located in hygienic atmosphere.

(b) Sanitary Facilities Sufficient number of urinals and lavatories shall be provided. There shall be separate lavatories for boys and girls and staff. There shall be facilities for providing drinking water. The certificate issued by the Municipal Medical authorities regarding satisfactory sanitation and drinking water facilities must be obtained at the time of sanction. First aid equipment must be provided in the Kalasala and the adequate precautions against outbreak of fire may also be provided for.

(c) Playground and garden There shall be at least 5 acres of land and it is desirable to provide ten acres of land for developing suitable playground for physical activities of the students and a garden for mental relaxation. However in respect of the institutions located in urban and Metropolitan areas, a liberal outlook may be taken in providing the requisite land.

(d) Furniture: Each class room shall be provided with a blackboard either wooden or walled. There shall be a table and a chair for the use of the lecturer. Sufficient number of desks or chairs with

sidewriting planks or tables and chairs for the students shall be provided.

(e) Laboratory : There shall be separate laboratory for conducting experimentspracticals in Chemistry, Physics, Botony, Zoology, etc., subjects;

(i) Science equipment such as apparatus, chemicals and other materials required for conducting practicalsexperiments in physics, chemistry etc. subjects shall be proided adequately. Similar animal and plant specimens microscopes and slides and other material required for conducting practicalsexperiments relevant to syllabus prescribed for Botony and Zoology subjects shall also be provided separately.

(ii) Depending upon the vocational courses proposed to be introduced, separate laboratory with adequate equipment relevant to the courses offered, shall be provided for conducting practicalsexperiments.

(iii) In the Laboratories, sufficient number of large tables shall be provided for keeping the apparatus, microscope and other equipments and to conduct practicalsexperiments.

(iv) The students shall be provided with stools for sitting while conducting experimentspracticals.

(f) LibraryThe Educational Society shallprovide adequate number of text books prescribed for the courses to be offered in the proposed institution. Reference books of higher knowledge pertaining to the courses of study and books on recent developments in various fields shall be provided to enable the teaching staff to acquire upto date knowledge in their respective subjects who in turn will enlighten the students. It is also desirable to provide books of great literary importance and autobiographies of great personalities. Books on general subjects also need be provided which will enable students and the staff to get acquaintance with the day to day happenings around the world in the various fields.

(g) Games and SportsArticles and materials required for efficient participating in indoor and outdoor games and sports shall be provided. There shall be separate rooms for games and sports.

11. Competent authority for granting or withdrawing of

recognitionaffiliation :-

The Secretary, Board of Intermediate Education is the competent authority for granting or withdrawing of recognitionaffiliation to the Sahakara Junior Kalasalalu.

12. Procedure for according provisional recognitionaffiliation :-

(1) On receipt of orders of permission from the State Council, the Educational Society shall initiate action and fulfil the conditions laid down under Rules 10 and 13 for granting of recognitionaffiliation within a period of sixty days from the date of issue of orders of permission. The Board may also impose such other conditions which they feel deem fit for according recognitionaffiliation to the institution.

(2) After fulfilling the conditions prescribed for granting of recognitionaffiliation to the institution, the Educational Society shall make an application in the prescribed form (Form II) to the Registration Authority for onward transmission to the Board.

(3) All the applications seeking recognitionaffiliation shall be accompanied with the documentary evidences in support of fulfilling the conditions laid down for the purpose under Rules 10 and 13.

(4) The Registration Authority shall forward the applications seeking recognitionaffiliation to the Sahakara Junior Kalasala to the Board only when he is satisfied that the conditions prescribed are fulfilled by the Educational Society.

(5) On receipt of the applications from the Educational Societies, the Registration Authority shall cause inspection of the proposed Sahakara Junior Kalasala to ensure whether the conditions prescribed for granting of permissionrecognitionaffiliation under Rules 10 and 13 have been fulfilled.

(6) Basing on the inspection report if the Registration Authority is of the opinion that:

(a) the conditions prescribed for according recognitionaffiliation have been fulfilled, he may forward the application to the Board of Intermediate Education recommending for granting of recognitionaffiliation;

(b) the conditions prescribed for according recognitionaffiliation have not been fulfilled, he may give one month notice to the

Educational Society to fulfil the conditions and come up with the compliance report and in case the society fulfils the conditions prescribed forward their application to the Board recommending for according of recognitionaffiliation.

(c) the Educational Society is not in a position to fulfil the condition prescribed for according recognitionaffiliation and that there are meagre chances of complying with the stipulated conditions, the Registration Authority may forward the application to the State Council with a detailed report recommending for withdrawal of the permission accorded for establishment of Sahakara Junior Kalasala.

(7)

(a) Basing on the recommendation of the Registration Authority for withdrawal of permission accorded to the Educational Society for establishment of the institution State Council may give one month notice to the Education Society to explain why the permission accorded to it shall not be withdrawn for failure to fulfil the conditions prescribed.

(b) If the Education Society fulfils the conditions prescribed and gives satisfactory reply for failure to fulfil the conditions within the given time, State Council may return the application to the Registration Authority directing him to forward the application to the Board for according recognitionaffiliation to the Sahakara Junior Kalasala.

(c)

(i) If the Educational Society fails to fulfils the stipulated conditions andor fails to give a satisfactory reply about the reasons for not fulfilling the conditions within the given time, State Council shall withdraw the permission accorded, and inform the same to the Educational Society under intimation to the Registration Authority and the Board of Intermediate Education.

(ii) State Council may then issue orders of permission to some other Educational Society desirous of establishing a Sahakara Junior Kalasala in the particular locality which in the opinion of the State Council is capable of fulfilling the prescribed conditions.

(8) The Board shall not entertain any application seeking recognitionaffiliation to the Sahakara Junior Kalasala from any Educational Society directly except when it is received through the

Registration Authority.

(9) It shall also be competent for the Board to prescribe such other conditions as it may consider necessary for according of recognitionaffiliation for the Sahakara Junior Kalasala.

(10) On receipt of the applications seeking recognitionaffiliation of the Sahakara Junior Kalasala through the Registration Authority, the Board shall cause inspection of the proposed Sahakara Junior Kalasala to ensure that the conditions prescribed for the according of recognitionaffiliation have been fulfilled. It is not binding on the part of the Board to accord recognitionaffiliation to any of the Sahakara Junior Kalasalalu for the only reason that they have been permitted to be established by the State Council and received through the Registration Authority unless the conditions prescribed for the purpose are complied with.

(11) Basing on the inspection report, if the Board of Intermediate Education is of the opinion that-

(a) the conditions prescribed for according recognition/affiliation have been fulfilled, may accord provisional recognitionaffiliation to the institution;

(b) the condition prescribed for according recognitionaffiliation have not been fulfilled, the Board may give one month notice to the Educational Society to fulfil the conditions and come up with compliance report and in case the Society fulfils the conditions prescribed, the institution may be accorded provisional recognitionaffiliation;

(c) the Educational Society is not in a position to fulfil the conditions prescribed for according recognitionaffiliation and the Society is unlikely to comply with the conditions prescribed, the Board may reject the application together with the reasons for such rejection. The Board shall then recommend to the State Council for withdrawal of permission accorded to the Educational Society for establishment of the Sahakara Junior Kalasala.

(12) Basing on the recommendation of the Board, the State Council shall withdraw the permission accorded to the Educational Society for establishment of the Sahakara Junior Kalasala after following the procedure laid down under subrule (6). The order of withdrawal of permission shall invariably contain the reasons for such withdrawal.

(13) No Sahakara Junior Kalasala which has not been accorded recognitionaffiliation by the Board shall function in anticipation of the orders ;

(14) To start with every Sahakara Junior Kalasala shall be accorded provisional recognitionaffiliation by the Board. The provisional recognitionaffiliation so accorded is renewable once in two years. The Sahakara Junior Kalasalalu which have been functioning and fulfilling the stipulated conditions for grant of recognitionaffiliation constantly for a period of ten years, are eligible for grant of permanent recognitionaffiliation by the Board.

13. Conditions for granting of provisional recognitionaffiliation :-

The Board shall accord recognition provisionally, only when the Educational Society fulfils the following conditions:

(1) The Educational Society must have fulfilled the conditions prescribed under Rule 10 before making the application.

(2) Syllabus and text books : The institution shall adopt the curriculum, syllabus, text books and other records etc., as prescribed by the Board of Intermediate Education from time to time.

(3) Appointment of staff and payment of salaries:

(a) The staff pattern to be adopted in the Sahakara Junior Kalasala shall be as prescribed by the Board from time to time.

(b) The students and teachers ratio in the institution shall be as prescribed by the Board of Intermediate Education from time to time.

(c) The teaching and nonteaching staff shall be appointed by following the procedure prescribed under Rule 19.

(d) The teaching and nonteaching staff shall be paid salaries as per the scales and in the manner prescribed under Rule 20.

(e) Only women candidates shall be appointed in the teaching posts in respect of Womens Sahakara Junior Kalasalalu. However if no suitable candidates are available men can be appointed on a temporary basis with the prior permission of the Board of Intermediate Education.

(4) The Board may also prescribe such other conditions at it feels

necessary as preconditions for according provisional recognition/affiliation to the Kalasala.

14. Conditions for granting of permanent recognition/affiliation :-

Only such of the Sahakara Junior Kalasalalu which have been fulfilling the following conditions shall be accorded permanent recognition/affiliation by the Board.

(1) The Junior Kalasala must be working to the satisfaction of the competent authorities for the last ten years and fulfilling all the prescribed conditions.

(2) The institution has a pucca building of its own and the accommodation available is quite adequate for running the institution satisfactorily;

(3) The Educational Society has implemented the instructions issued by the Education Department/Board of Intermediate Education in all matters relating to the proper functioning of the institution and excellence of education:

(4) The Educational Society has not denied admission to any student on the only grounds of religion, caste, race, language or any of them.

(5) The Educational Society has not encouraged any propaganda or practice wounding the religious feelings of any class of citizens of India or insulting the religion or the religious beliefs of that class :

(6) The Educational Society has not refused for constituting the institution as a Centre for conducting various public annual examinations and also other examinations of the departments:

(7) The Educational Society has reinstated the teaching and non-teaching staff whom it has removed/suspended on receipt of orders from the competent authority for such reinstatement.

(8) The Educational Society should have appointed the staff following the procedure prescribed by the Government from time to time, and got the appointments approved by the competent authority ;

15. Procedure for granting of permanent recognition/affiliation :-

(1) The Educational Society which has been running the Sahakara

Junior Kalasala for the last ten years and which has fulfilled all the conditions prescribed under Rule 14 may make an application in the prescribed form (FormII) duly enclosing documentary evidences in support of their claim of fulfilling the said conditions.

(2) On receipt of the application from the Educational Society seeking permanent recognition to its Kalasala, the Board shall cause an inspection of the Kalasala to find out the extent of fulfilment of the conditions prescribed for granting of permanent recognitionaffiliation by the Educational Society. It shall be lawful for the Board to prescribe such other conditions as it may consider necessary under Rule 13, for according permanent recognitionaffiliation.

(3) Basing on the inspection report, if the Board is of the opinion that

(a) the conditions prescribed for according permanent recognitionaffiliation have been fulfilled, the Board may issue orders to the Educational Society according permanent recognitionaffiliation, subject to such other conditions which the Board may feel deem fit in the interest of academic standards and excellence of Education ;

(b) the conditions prescribed for according recognition affiliation have been fulfilled, the Board may give one month notice to the Educational Society to fulfil the conditions and come up with compliance report and in case the Society fulfils the conditions prescribed, the Board may accord permanent recognitionaffiliation to the Kalasala, subject to such other condition which the Board may prescribe.

(c) the conditions prescribed for according recognition affiliation have not been fulfilled even within the given time, the Board shall reject the application for according permanent recognitionaffiliation which the Kalasala of the Society, is already enjoying.

(d) the conditions prescribed for according recognition affiliation have not been fulfilled and the request have been rejected, the Board may grant renewal of the provisional recognitionaffiliation together with the reasons therefor.

16. Procedure for withdrawal of Permission/Recognition/Affiliation :-

T h e permission accorded and the provisionalpermanent

recognitionaffiliation accorded to a Sahakara Junior Kalasala may be withdrawn by the competent authority after following the procedure prescribed below under the circumstances mentioned under Rule 17.

(1) If, in the opinion of the Board, the Educational Society has not been fulfilling the conditions prescribed for continuing the recognitionaffiliation of the Junior Kalasala, it shall give the Educational Society one month notice to explain why the recognitionaffiliation granted to its institution shall not be withdrawn for failure to fulfil the conditionscomply with the instructions of the competent authorities, specifying the lapses.

(a) If the Educational Society managing the Junior Kalasala fulfils the stipulated conditionscomply with the instructions and submits its explanation for its lapses to the satisfaction of the Board, the Board may withdraw the further action against the Educational Society subjecting it to such other conditions which the Board may feel deem fit.

(b) If the Educational Society managing the Junior Kalasala fails to rectify the lapses pointed out andor if the explanation given is not to the satisfaction of the Board, the Board may withdraw the provisionalpermanent recognitionaffiliation accorded to the Junior Kalasala. The reasons for such withdrawal shall be invariably communicated to the Educational Society.

(c) The Board after withdrawing recognitionaffiliation shall recommend to the State Council for withdrawal of permission accorded to the Junior Kalasala.

(d) On receipt of the recommendation of the Board for withdrawal of permission accorded to the Educational Society, the State Council shall give one month notice to the Society to explain why the permission accorded shall not be withdrawn under the given circumstances and if the Educational Society fails to give a suitable reply within the given time andor if the reply given is not to the satisfaction of the State Council, State Council shall withdraw the permission accorded to the Educational Society for establishing the Junior Kalasala under intimation to the Board.

(2) Similarly if the State Council have formed the opinion, on the basis of inspection reports, enquiry reports etc., submitted by the Director of Higher Education and other authorities, that the Educational Society to which permission to establish a Sahakara

Junior Kalasala is accorded have not been fulfilling the conditions prescribed and violating the instructions constantly, it may issue one month notice to the Educational Society to explain why the permission accorded should not be withdrawn for failure to fulfil various conditions comply with the instructions issued by the competent authority from time to time.

(a) If the Educational Society managing the Junior Kalasala fulfil the stipulated conditions and comply with the instructions issued by the competent authority and submit its explanation to the satisfaction of the State Council, State Council may drop further action against the Educational Society subjecting it to such other conditions which they deem fit.

(b) If the Educational Society managing the Junior Kalasala fails to comply with the instructions fulfilling the conditions within the given time and/or the reply given is not satisfactory, State Council may withdraw the permission accorded the Educational Society for establishing the Sahakara Junior Kalasala and intimate the reasons for such withdrawal to the Society.

(c) The State Council, after withdrawing the permission accorded to the Educational Society, shall also recommend to the Board to take action for withdrawal of provisional permanent recognition/affiliation accorded to the Sahakara Junior Kalasala.

(d) Basing on the recommendation of the State Council for withdrawal of recognition/affiliation accorded to the Sahakara Junior Kalasala, the Board shall give one month notice to the Educational Society to explain why the recognition/affiliation accorded to the Kalasala shall not be withdrawn under the given circumstances. If the Educational Society fails to give a suitable reply within the given time and/or if the reply is not to the satisfaction of the Board, the Board shall withdraw the recognition/affiliation accorded to the Kalasala in which case the reasons for such withdrawals shall be communicated to the educational society.

17. Conditions for withdrawal of Permission/Recognition/Affiliation :-

The permission accorded and the provisional permanent recognition/affiliation accorded to a Sahakara Junior Kalasala can be withdrawn by the competent authority under the following circumstances:

(1) When a Sahakara Junior Kalasala, in the opinion of the competent authority, failed to fulfil the prescribed conditions and/or comply with the instructions issued by the competent authorities from time to time.

(2) The Educational Society has failed to come up to the expectations of discharging the duties for the maintenance of academic standard in the Kalasala, as envisaged.

(3) The Educational Society has indulged in various malpractices regulating in malfunctioning of the institutions and academic standards.

(4) When certain members have introduced politics in the functioning of the Society resulting in groupism, castism, and other sorts of unhealthy developments resulting in tempering of functioning of the Society and the instruction as a whole.

18. Conditions for opening of Additional SectionsMediaGroups Courses :-

(1)

(a) The Educational Society for which permission to establish a Sahakara Junior Kalasala is accorded shall open only such number of sections/groups/courses and in such media for which permission has been accorded.

(b) No section/group/course in any media shall be opened without the minimum strength of students and without the prior permission of the competent authority. The minimum strength of students shall be as prescribed by the Board from time to time.

(2) The competent authority for granting of permission for opening of additional sections/groups/new courses and any other media other than those permitted at the time of according of permission for establishing the Junior Kalasala shall be the Director of Higher Education.

(3) The Educational Society desirous of opening of additional sections/group/courses and media in their already existing Junior Kalasala may make an application to the Director of Higher Education in the prescribed form (Form III). The Director of Higher Education shall accord permission only when the Educational Society has provided necessary infrastructural facilities like accommodation, furniture, library and laboratory facilities as

prescribed by the Board of Intermediate Education, and as required for the proposed additional sectiongroupMediacourse.

19. Procedure for Appointment of Teaching and NonTeaching Staff :-

(1) Appointment of the staff, both teaching and non teaching shall be outside the purview of Andhra Pradesh College Service Commission.

(2) Appointment of teaching and nonteaching staff shall be made by the Staff Selection Committee constituted for the purpose, from among the candidates sponsored by the Employment Exchange or drawn through news paper advertisement in case the Employment Exchange could not sponsor suitable candidates.

(3)

(a) The Managing Committee shall constitute a Staff Selection Committee which shall consist of the following personnel as members.

(i) President of the Educational Society or any of the members of the Managing Committee as authorised by the President.

(ii) The Principal of the Institution.

(iii) One representative of the Board.

(iv) Two nominees of the Director of Higher Education among which one shall be a subjectexpert.

(b) In case of selection of the Principal of the Sahakara Junior Kalasala, the Principal of the nearest Degree College (preferably Government college) shall be the member under item (ii) in subrule (3) (a).

(c) The quorum of the selection committee shall be four and the quorum shall not be complete unless the representatives of the Board and Director of Higher Education are present.

(d) The candidates as approved by the majority members shall be deemed to have been selected by the Staff selection committee.

(4) The Educational Society shall make an application to the competent authority in the prescribed form (FormIV) enclosing a copy of the list of selected candidates approved by the Staff Selection committee, within a period of fifteen days from the date

of selection of the candidates, seeking approval of the appointment.

(5) The competent authority ordinarily shall not take more than three months from the date of receipt of application for the approval of the appointment, made by the Staff Selection Committee.

(6)

(a) The competent authority for approval of appointment of teaching staff shall be the Board.

(b) The competent authority for approval of appointment of nonteaching staff shall be the Director of Higher Education.

20. Criteria and Procedure for fixing Salary Structure of the Staff :-

(1) The teaching and nonteaching staff are entitled to payment of salaries at the scales of pay as prescribed and decided by the Managing Committee of the Society from time to time depending upon the financial position of the Society. The staff are also entitled for other benefits like Festival Advance, Educational Concession etc., as may be prescribed by the Managing Committee.

(2) The Managing Committee of the Society shall fix the salary structure of the staff taking into account the revenue position of the institution and other requirements mentioned under Rule 21 for which amounts are to be earmarked. Approximately 50% of the total revenue collections as fee from students shall be earmarked for payment of regular salaries to the staff and 15% of the revenue shall be earmarked for providing various benefits like Teachers Provident Fund, Group Scheme etc.,

(3) In order to improve the revenue position of the Society it is not desirable for the Managing Committee to increase the fee to be collected from the students abnormally as it is likely to discourage parents from admitting their wards into the institutions. Instead with moderate fee structure the institutions can attract more students to join the Kalasala resulting in collections of higher revenue which in turn enable payment of higher salaries to the staff etc.

(4) Since the salary to staff and fee to be collected from the students and the strength of the students in the institution are

interlinked factors, any raise in the dearness allowance payable to staff may be declared once in an academic year by taking a decision in one of the meetings of the Managing Committee, by which time the revenue position of the institution will be clear. However, the Managing Committee may also consider the question of raising the dearness allowance once in each term or as and when teaching staff appointed in similar other private educational institutions have been sanctioned, by taking decisions to that effect during their meetings.

21. Criteria for fixing fee Structure and Allocation of the Revenue earned as fee :-

(1) The Managing Committee of the Society is empowered to fix the fee structure for institution. While fixing the fee structure the Managing Committee shall take into account the following criteria :

(a) Expenditure towards payment of salaries and other benefits to the staff.

(b) Expenditure towards payment of rent for the building occupied by the institution and the upkeep of the building.

(c) Expenditure towards electricity and water charges.

(d) Expenditure towards office requirements like stationery, stamps etc.,

(e) Expenditure towards purchase of books for the library and chemicals and specimens for the laboratories.

(f) Expenditure towards payments to the auditors engaged for auditing the accounts.

(g) Any other miscellaneous expenditure.

(2) It is open for the Managing committee to take a decision to collect fees from students either monthly or quarterly halfyearly. However the Special fee shall be collected only once in an academic year.

(3) The fee collected from the students shall be allocated so as to meet the following requirements.

(a) 10% of the fee collected shall be earmarked to meet the expenditure involving maintenance of the Educational Society.

(b) 15% of the fee collected shall be utilised for the maintenance of

the institution towards expenditure involving the building rent, electricity and water charges, stationery etc., required for the office, payments to be made to menials and auditors, purchase of library books, chemicals, specimens and other material required for the laboratory and expenditure involving the upkeep of the institution etc.,

(c) 15% of the fee collected shall be earmarked for the developmental activities of the institution i.e., opening of additional courses, classes, sections and upgradation of the institution, providing construction of additional accommodation, acquiring costly equipment and furniture, purchase of land for the use of the institution etc.,

(d) 45% to 50% of the fee collected shall be earmarked towards payment of salaries to the staff.

(e) 15% of the fee collected shall be earmarked as Societys contribution towards staff benefits like Gratuity, Teachers Provident Fund, Group Insurance Scheme etc.,

(f) It is open for the Managing Committee to make marginal modifications to the percentages of allocation mentioned above, if necessary, in line with the byelaws.

(g)

(i) The Educational Society shall maintain separate account in one or more banks for the amounts allocated for various purposes mentioned above, so that the amount allocated for a specific purpose shall not be diverted for another purpose. However the Educational Society by passing a general body resolution and with the prior permission of the Government, may, divert the amount for other than a purpose for which it is maintained provided the amount is subsequently made good to the original accounts.

(ii) The accounts opened as specified above shall be operated through the joint names of the president and Secretary of the Educational Society.

(h) The accounts of the Educational Society are subject to inspection and audit by the Auditors appointed by the Government under the Cooperative system of accounting.

22. General Instruction :-

The following conditions/instructions shall be scrupulously followed

by the Educational Society.

(1) No Educational Society shall establish any Sahakara Junior Kalasala unless it is permitted to be established by the Government and that it has been recognised/affiliated to and by the Board.

(2)

(a) The Sahakara Junior Kalasala which has been permitted to be established in a Mandal cannot be permitted to be shifted to any other Mandal. However the said institution can be permitted to be shifted to any other locality within the Mandal with the prior permission of the Government provided a resolution to that effect is passed by two thirds majority of the members of the General Body.

(b) The Sahakara Junior Kalasala which has been permitted to be established in a Mandal can be permitted to be shifted in urban areas with the prior permission of the Government and in rural areas by the Director of Intermediate Education, provided a resolution to that effect is passed by two thirds majority of the members of the General Body. However the shifting of Kalasala from one Mandal to another Mandal in rural areas shall be considered on the merits of each case only when another Kalasala is available in the Mandal from which it is proposed to be shifted.

(3) The Educational Society shall follow the rule of reservation while making admission of students and shall follow the procedure prescribed for the purpose of admissions.

(4) The Educational Society shall not deny admission to any of the students on the only grounds of religion, caste race etc.,

(5) The Kalasala shall not collect fee from students other than the fee prescribed by the Managing Committee.

(6) The Educational Society shall carry out the instructions issued by State Council, the Government/Board/Director of Higher Education from time to time with a view to maintain the academic standards and to safeguard the interests of teachers and pupils.

(7) The Educational Society shall fulfil all the conditions stipulated by the competent authorities for grant of permission/recognition/affiliation.

(8) The premises of the institution (buildings, playground or open site whether adjacent to it or away to it,) shall be used for the

purposes of conducting classes, or functions conducted by the institute for education purpose or for authorised examinations or for other purposes specifically permitted by the competent departmental authorities.

(9) The premises of the institution shall be sufficiently healthy, well lighted and wellventilated with due provision for the safety of the pupils. The institution shall produce a sanitary certificate from the Municipal Health OfficerMedical Officer of thePrimary Health Centre.

(10) The Kalasala must be prepared to maintain itself from out of its resources and cannot claim grantinaid from Government.

(11) The Educational Society shall not open additional sectionsmediacourses for which permission has not been obtained. No coursesmediasection functioning duly permitted shall be closed down without prior permission of the competent authority.

(12) The Educational Society shall adopt Teachers Provident Fund scheme or any other scheme for the benefit of its employees as prescribed by the Government from time to time.

(13) The Educational Society shall maintain all the records and registers as prescribed by the competent authorities and they shall be made available to the concerned inspecting officers for inspection and surprise checks.

(14) The staff appointed in the Sahakara Junior Kalasalalu shall be governed by the code of conduct prescribed for the teaching and nonteaching staff appointed in other private junior colleges.

23. Over all powers of the Government :-

Government shall have all the residual powers as well as overriding powers of control over the managements and are competent to prescribe appropriate guidelines for running the institutions, in general.