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ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(DEPARTMENT OF EDUCATION)

Kavaratti Island,
Dated: 22-09-2012.

NOTIFICATION

F. No.222/01/2009-Edn(AW) :- Administration, Union Territory of Lakshadweep hereby makes the following Rules/Norms regarding the formation of School Management Committee (Primary) working days/ instructional hours and teaching hours (Primary, Secondary & Senior Secondary), Pattern of Primary system, Minimum working hours/ periods per week, Academic Authority & General Norms.

Short Title & Comments : (i) These rules shall be called General Academic/Educational norms of Lakshadweep.

(ii) They shall come in to force on the date of their publication in the official Gazette.

Power of Relax : Where the Administration, Union Territory of Lakshadweep is of the opinion that it is necessary or expedient so to do we may by order for reasons to be recorded in writing relax any of the provisions of these rules.

I. School Management Committee:

The School Management Committee shall be formed in every Primary/Elementary Schools within one month of the opening of the schools for new academic session. The term of the committee shall be for current academic session and the School Management Committee shall be constituted with following composition :

- (i) Elected representatives of local authority (The member who represent the ward where school is situated).
- (ii) Teachers of the School concerned.
- (iii) Parent / Guardians of children admitted in school.
- (iv) At least three-fourth of members shall be Parent / Guardians of children admitted in school.
- (v) Proportionate representation shall be given to the Parents / Guardians of children belong to disadvantaged group and weaker section.

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- (vi) Fifty percentages of the Members shall be women.
- (vii) The Head of the School/Teacher in-charge of the School shall be the ex-office Member convener of the committee.
- (viii) Committee shall elect a Chairperson and Vice-Chairperson from among the parent members.
- (ix) The total number of members in the School Management Committee should not exceed the following limit.
- (1) For a School with student strength up to 150 : 10 Members
- (2) For a School with a student strength between 150-400 : 12 Members
- (3) For a School with a student strength between 400 above : 20 Members.
- (x) All the accounts of the School Management Committee should be jointly operated by Chairperson of the committee and the Headmaster of the institution concerned.
- (xi) All the accounts should be properly maintained and should be presented the income and expenditure details during School Management Committee meeting.

Functions of the School Management Committee :

- (1) Monitor the working of the school.
- (2) Prepare and recommend school development plan.
- (3) Monitor the utilization of the grants received from appropriate Government or local authority or any other source and
- (4) Perform such other functions as may be prescribed.

The Department of Education, Lakshadweep shall be final authority to settle any dispute with regard to the functioning of school Management Committee in the schools under Lakshadweep Administration.

II. The working hours/days for the Elementary Classes in Lakshadweep: The Minimum number of working days/hours shall be as follows and the total number of school working days shall be regulated as per the academic calendar of the year.

Si. No.	Class	Minimum number of working days in a year	Minimum number of instructional hours in a year	Teaching including preparation
1	I-V	200	800	45
2	VI-VIII	220	1000	

Sd/-
Secretary (Education).

III. Minimum working hours/periods for academic administrator/ teachers : Working hours/ periods for various categories of academic administrators/ teachers working in the schools shall be as follows :

Sl. No.	Category of Teacher	Minimum Period per Week
1	Assistant Headmaster	8
2	Headmaster, SBS, JBS	10
3	Postgraduate Teacher	26
4	Trained Graduate Teacher	27
5	Primary School Teacher	26
6	Physical Education Teacher	26
7	Special Teachers	26

IV. Elementary Education Cycle:- Elementary school pattern shall be consisted classes I- VIII. Teacher people ratio shall be 1: 30 for Lower Primary and 1:35 for Upper Primary School.

V. Academic Authority: National Council for Educational Research & Training (NCERT) shall be the academic authority in respect of schools under the Department of Education, Lakshadweep.

VI. General Norms/regulations for academic /school administration :

- (i) No screening shall be conducted in school admission.
- (ii) Corporal punishment shall not be given to the students.
- (iii) Teachers shall not engage private tuition.
- (iv) Academic activities shall be conducted in accordance with the provisions of Right to Education Act, 2009, National Curriculum Frame Work and the norms prescribed by the competent authority from time to time.
- (v) The School shall allot periods for the Scholastic and Co-scholastic subjects as per the guidelines of Department of Education.

Sd/-
(V. C. PANDEY, IAS)
Secretary (Education).