

Government of Jammu & Kashmir
Directorate of School Education, Kashmir

**Application for Registration of Private Tuition/Coaching Centre in
terms of Govt. Order No: 435-Edu of 2010 dated 30-04-2010**

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Photograph

01. Name of the Institution: _____
02. Location: _____
03. Date of Inspection: _____
04. Enrollment in the Institution (Class-Wise/Gender-Wise) _____

05. Class-Wise and Sex-Wise Tutors _____

06. Whether admission register, indicating detailed particulars of the candidates maintained _____
07. Whether proper records of tuition fees in proper accounting books maintained _____
08. Whether tuition fee charged from students subject-wise and class-wise/course-wise published/notified _____
09. Whether detailed particulars of faculty members including their qualification and experience, notified/published _____
10. Whether admission upto 10% of the total intake in each class/course for the students who happen to be destitute orphan or belong to the families living Below Poverty Line provided _____
11. Whether Tuition centre is located in a noise free area _____
12. Whether Tuition Centre is having minimum covered area/space of 9 Sq. feet per candidate in the tuition centre _____
13. **Whether there is separate**
 - a. Waiting Room _____
 - b. Toilet facilities for female candidates _____ and

- c. Drinking Water in the tuition Centre _____
14. Whether power supply and comfortable seating arrangement to the candidates in the tuition centre provided _____
15. Whether adequate heating arrangements in each classroom and waiting room in the tuition centre provided _____
16. Whether Graduate or a trained Graduate Tutor is imparting tuition to Primary and Upper Primary Classes _____
17. Whether trained Graduate Tutor is imparting tuition to the Secondary Classes (upto 10th Standard) _____
18. Whether Post-graduate Tutor in the relevant subject/s is imparting Tuition to the Senior Secondary (Higher Secondary) Classes _____
19. No of Existing Rooms with Dimensions _____
20. Class Rooms _____
21. Other Rooms _____
22. **Provisional registration Fee**: An amount of Rs. _____
has been deposited in Govt. Treasury under Account M. Head:0202, Vide TR No. _____ Dated _____ for provisional registration of Tuition Centre.

**Signature of Head of the Private
Tuition Centre**

Name: _____

Address: _____

Mobile: _____

Email: _____

Remarks by the Monitoring Committee

**Government of Jammu and Kashmir
Civil Secretariat; Education Department**

Subject:- Regulation of Private Tuition Centers in the State.

Reference:- Law Department U.No.LD(SL)2006/04 dated. 16.4.2010.

Government Order No:- 435 -Edu of 2010

D a t e d :- 30 -04 - 2010

Sanction is hereby accorded to the following rules framed to regulate the functioning / performance of Private Tuition Centers in the State of Jammu and Kashmir:-

1. **Short Title and Commencement:-** (1) These rules may be called the Jammu and Kashmir Regulation of Private Tuition Centre Rules, 2010.

(2) They shall extend to whole of the State of Jammu and Kashmir.

2. **Definitions:** In these rules, unless the context otherwise requires:

(a) **"Competent authority"** means any officer not below the rank of Director School Education appointed by the Government for carrying out the purpose of various provisions of these rules.

(b) **"Education Agency"** means an individual, society, trust or body of persons registered with the competent authority and permitted to establish, run or maintain a private tuition centre under these rules.

(c) **"Government"** means the Government of Jammu and Kashmir.

(d) **"Monitoring Committee"** means a committee comprising of officers nominated by the Government or the competent authority to monitor the performance of the registered Private Tuition Centre/s.

(e) **"Tuition"** means imparting of education, coaching or teaching in any manner to the students of any level at place other than Government or Private Schools.

3. **Establishment of Private Tuition Centers:-** No Educational Agency shall establish/run a private tuition centre without the prior permission of the Government or the Competent Authority. The permission shall

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be based on the registration/renewal of registration against a fee notified by the Government. The renewal of registration shall be granted only on the basis of good performance of a Private Tuition Centre in the preceding year to be certified by the Monitoring Committee. The permission shall be restricted for private tuition in two shifts only i.e. one shift half an hour before the working hours of schools and other shift half an hour after the working hours of schools. The Government shall notify a list of registered Private Tuition Centers every year in the month of October in respect of winter zone and in the month of March in respect of summer zone.

4.Regulation of Fee etc. by a Private Tuition Centre:-

Every Private Tuition Centre shall:

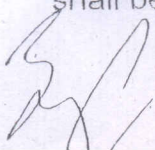
- (a) maintain an admission register indicating detailed particulars of the candidates;
- (b) maintain a proper record of tuition fees in proper accounting books.
- (c) Notify and display monthly tuition fee charged from students subject-wise and class-wise/course-wise 15 days before the start of such tuition/course;
- (d) Notify and display detailed particulars of its faculty members, including their qualification and experience, well in advance; and
- (e) Reserve free admission upto 10% of the total intake in each Class/Course for the students who happen to be destitute, orphans or belong to the families living Below Poverty Line.

5. Infrastructure and facilities. Every Private Tuition Centre seeking registration or renewal of registration shall be required to have adequate infrastructural and instructional facilities, including the following:-

(a) Physical facilities. Every Private Tuition shall have to:-

- ✓(i) be located in a noise free area;
- (ii) provide a minimum covered area/space of 9 Sq. feet per candidate in the tuition;
- (iii) keep a separate waiting room, separate toilet and separate drinking water facilities for female candidates in the tuition;
- (iv) provide electricity and comfortable seating arrangement to the candidates in tuition; and
- (v) keep adequate heating or cooling arrangements in every classroom and waiting room in the tuition according to the weather conditions.

(b) Teaching Staff. Every Private Tuition Centre shall have a tutor who shall be atleast :-



- (i) graduate or a trained graduate for imparting tuition to primary and upper primary classes;
- (ii) trained graduate for imparting tuition to the Secondary classes (upto 10th Standard);
- (iii) post-graduate in the relevant subject/s for imparting tuition to the Senior Secondary (Higher Secondary) classes.

By order of the Government of Jammu and Kashmir.

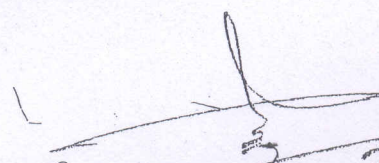
Sd/-
Secretary to Government
Education Department

No.Edu/R/11/2010

Dated: 30 - 04 - 2010

Copy to the:-

- 01-Commissioner/Secretary to Government, Higher Education Department.
- 02-Secretary to Government, Law Department.
- 03-Director, School Education, Kashmir.
- 04-Director, School Education, Jammu.
- 05-Director Information, Jammu. He is requested to kindly publish the Government order in the news papers of Jammu and Srinagar.
- 06-All Chief Education Officers.
- 07-Special Assistant to Hon'ble Minister, Education for information of the Hon'ble Minsiter.
- 08-Pvt. Secretary to Hon'ble Political Advisor, to Hon'ble Chief Minister J&K for information of the Political Advisor.
- 09-Pvt. Secretary to Secretary to Government, Education Department for information of the Secretary, Education.
- 10-P.A. to Additional Secretary to Government, Education Department for information of the Addl. Secretary, Education.
- 11- Monday Return (W.3.S.cs).
- 12-Stock file.


Under Secretary to Government,
Education Department

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