

No.....
GOVERNMENT OF MIZORAM
EDUCATION & HUMAN RESOURCES DEVELOPMENT DEPARTMENT
Dated Aizawl,the

NOTIFICATION

In exercise of the powers conferred by clause(iv) of sub-section(2) of section 22 of the Mizoram Board of School Education Act, 1975 (Mizoram Act.No 2 of 1976) read with clause (ix) and (x) of section 11 of the said Act, the Mizoram Board of School Education is pleased to make the following regulations, the same having been approved by the Government of Mizoram namely :-

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| Short title and commencement | 1 | (1) These regulations may be called the Mizoram Board of School Education (Conditions forAffiliation of Institutions) Regulations, 2012
(2) They shall came into force at once. |
| Definitions | 2 | In these regulations, unless the context otherwise requires :-

(a) 'Act' means the Mizoram Board of School Education Act, 1975 (Mizoram Act No. 2 of 1976);
(b) 'Board' means the Mizoram Board of School Education established under the Act;
(c) 'Head of Institution' means the head of an institution by whatever name he or she may be designated;
(d) 'Institution' means any affiliated Primary, Middle, High, Higher or Vocational School or District Institute of Education & Training in Mizoram;
(e) 'affiliated' means affiliated by the Board for the purpose of admission to the privileges of the Board;
(f) 'Affiliation Committee' means the Affiliation Committee appointed by the Board under clause (iv) of sub-section (1) of section 21 of the Act;
(g) 'School Education' has the same meaning as in clause (zb) of section 2 of the Act;
(h) 'Secretary' means the Secretary of the Board;
(i) 'Government' means the State Government of Mizoram; |
| Duty of the Affiliation Committee | 3 | It shall be the duty of the Affiliation Committee to advise the Board on all matters concerning affiliation of institutions and subject to the provisions of regulation 17, the Board shall be the competent authority to accord affiliation to institutions on the recommendation of the Affiliation Committee. |

Institution desiring to prepare candidates for examinations to submit application	4	Any educational institution which desires to prepare candidates for the examinations conducted by the Board shall submit an application to the Secretary in the prescribed form for affiliation of the institution as per annexure II.
Institution seeking affiliation to satisfy the need of the area etc.	5	An institution seeking affiliation must satisfy the real need of the area/ locality and it shall not adversely affect the enrolment and financial stability of neighbouring institution already affiliated and it must satisfy the stipulation in regard to minimum and maximum enrolment as prescribed in these regulations.
Institution seeking affiliation to have a Managing Committee.	6	An institution seeking affiliation shall have a Managing Committee or Governing Body as provided in Sec.5 of the Mizoram Education Act, 2003 or as prescribed by the Director, Department of School Education, Government of Mizoram from time to time.
Institution seeking affiliation to have sufficient financial resources.	7	An institution seeking affiliation should have sufficient financial resources to justify its continued existence. It shall have a regular source of income to meet running expenses of the institution to maintain it at a reasonable standard of efficiency.
Income from the Institution seeking affiliation not to accrue to individual etc.	8	No part of the income from the institution seeking affiliation shall accrue to any individual or group of individuals running the institution.
Institution seeking affiliation to satisfy condition for affiliation	9	An institution seeking affiliation shall have to satisfy the minimum conditions laid down for affiliation in these regulations. It shall have suitable land, building, furniture, equipments and teaching aids for imparting effective education. The site of the institution shall be free from objectionable surroundings and shall be peaceful and conducive to the smooth working of the institution.
Institution seeking affiliation to maintain reserve fund.	10	An institution seeking affiliation shall have to maintain a Reserve Fund as prescribed in these regulations. This condition will not, however, apply in the case of Government institutions.

Institutions to observe certain provisions.

- 11** No institution seeking affiliation shall be accorded affiliation by the Board unless -
- (a) it is opened to inspection by -
 - (i) Officers of the Board or any other person authorised by the Board.
 - (ii) Officers of the School Education Department or any other person authorised by the School Education Department;
 - (b) all information and returns called for from the institution by the Board within the provision of the Act and rules and regulations there under are furnished promptly by the Head of the institution;
 - (c) the institution maintains adequate and efficient staff as prescribed in these regulations for imparting instruction;
 - (d) the institution follows the curriculum (courses of studies) and other co-curricular activities as prescribed by the Board from time to time;
 - (e) the institution follows the list of textbooks and suggested reading materials.
 - (f) the institution maintains school working hours and school sessions strictly in conformity with directions issued by the Board from time to time in this regard.

Conditions for affiliation of District Institute of Education & Training

- 12** An institution seeking affiliation as District Institute of Education & Training with permission to present candidates for the Diploma in Teacher Education must fulfil the following conditions
- (a) **Enrolment**
 - (i) The minimum enrolment for Pre-School Teacher Education I Year and II Year shall be 60 in urban areas and 30 in rural areas;
 - (ii) The minimum class-wise enrolment in each class/section shall not be less than 30 in urban areas and 15 in rural areas;
 - (iii) The maximum enrolment in each section of the class shall not exceed 50;
 - (iv) Relaxation in regard to minimum and maximum enrolment may be made by the Board in special cases/ circumstances.

(b) Site and Accomodation :

- (i) The site should be adequate to provide space for all necessary buildings as well as space for physical education activities and sports;
- (ii) The school building shall have at least a semi-puca structure with G.C.I. sheet roofing, sawn timber structure with tile or sawn timber or G.C.I. sheet walls with adequate number of doors and windows for proper ventilation. The school shall not be accomodated in rented building except with special permission of the Board;
- (iii) Provision shall be made for separate rooms for
(a) Principal (b) Office (c) Teachers' common room
(d) Library (e) Work Experience (f) Laboratory for subjects having practicals (g) Computer room (for institutions offering computer) and
(h) Auditorium in addition to classrooms for all classes/ sections;
- (iv) Each classroom shall be well-lighted and well-ventilated and it must have at least a carpet area of 10 square feet per student subject to the minimum dimension of each classroom being 20feet x 18feet.
- (v) Provision shall be made for separate toilets both for boys and girls;
- (vi) Provision shall be made for easy availability of clean drinking water both for staff and students.

(c) Teaching Staff

- (i) Every District Institute of Education & Training seeking affiliation shall have an adequate teachers as specified under (iv) below including a qualified Principal to ensure proper teaching of all subjects offered by the institutions and effective management of all scholastic and non-scholastic activities;
- (ii) A Principal of a District Institute of Education & Training shall be at least a Master Degree holder with a Professional Degree (M.Ed. is preferred) from a recognised University and has at least 5 years of teaching experience in a affiliated District Institute of Education & Training;
- (iii) All the lecturers must have at least a second class Master Degree in the concerned subject of teaching with a professional degree (M.Ed. is preferred) from a recognised University;

- (iv) Excluding the Principal, there shall be at least one lecturer for each subject. There may be additional lecturers for special subjects like Population Education, Education of Children with special needs, Health and Physical Education, Work Education etc, unless such subjects can be effectively handled by other lecturers of the institution within the limit of their normal work-loads;
- (v) The Principal shall teach at least 3 periods per week and all other lecturers shall teach at least 12 periods per week, each period being 40 minutes duration;
- (vi) The minimum qualifications and the strength of faculty members mentioned above may be relaxed by the Board in special cases/circumstances.

(d) Infrastructure/Equipment

A District Institute of Education & Training shall have the following infrastructure, equipments and teaching aids, etc., whichever is applicable as listed below or as per the prescription of the Board from time to time -

- (i) A laboratory room to conduct science practicals accommodating a minimum of 24 students at a time, providing a minimum carpet area of 20 (twenty) square feet per student with necessary equipments. A separate room for Physics, Chemistry and Biology is desirable;
- (ii) A store room measuring a minimum carpet area of 256 square feet for the laboratory or laboratories to store respective practical instruments/chemicals/equipments with proper inventory and recording registers;
- (iii) A dust free Computer room with a minimum of 5(five) computers and necessary accessories, providing a minimum carpet area of 20 (twenty) square feet per computer and keeping a ratio of computer to student as 1:5 (minimum), if the institution offers computercourse;
- (iv) A practising elementary school with adequate staff and facilities applicable to Primary and Middle School stage;
- (v) The minimum requirement of the infrastructure/equipment/teaching aid may be relaxed by the Board in special cases/circumstances.

(e) Applying for Affiliation

An institution seeking affiliation of the Board

- (i) has to submit an application, in a prescribed form of the Board duly filled in and signed by the head of the institution, to the Secretary of the Board;
- (ii) must possess a permission document issued by the Government of Mizoram;
- (iii) must have presented their candidates for three public examinations consecutively;
- (iv) must have not below three consecutive years' result of the Diploma in Teacher Education at the rate of 35% in each year;
- (v) has to pay a processing fee of Rs.100.00 (rupees one hundred) only or an amount fixed by the Board from time to time, to the Board along with the application;

(f) Fees payable by a affiliated institution

An institution approved to acord affiliation shall have to submit the following fees to the Board;

- (i) Affiliation fee of Rs.2000.00 (rupees two thousand) only or an amount fixed by the Board from time to time, at the time of affiliation;
- (ii) Annual affiliation fee @ of Rs.500.00 (rupees five hundred) only or an amount fixed by the Board from time to time on or before 30th September every subse quent year failing which the affiliation shall be temporarily withdrawn until the dues are cleared.

(g) Reserve Fund

- (i) Every non-Government Institution shall maintain a reserve fund in the Board. The amount of the fund shall not be less than Rs. 12,000/- (rupees twelve thousand) only or an amount fixed by the Board from time to time and no withdrawal shall be made from the reserve fund except with the written permission of the Secretary of the Board.
- (ii) The reserve fund shall be forefieted if the institution is found to have transgressed or evaded the conditions laid down for affiliation and the privilege of affiliation is permanently withdrawn by the Board;
- (iii) The reserve fund shall be refunded to those institutions as and when the institution attains the status of a Government institution or ceases to exist.

**Conditions for
affiliation of
Higher Secondary
School**

13

An institution seeking affiliation as Higher Secondary School with permission to present candidates for the Higher Secondary School Leaving Certificate Examination must fulfil the following conditions :

(a) Enrolment

- (i) The minimum total enrolment for Classes XI & XII shall be 60 in rural areas and 100 in urban areas;
- (ii) The minimum class-wise enrolment in each class/section shall not be less than 30 in rural areas and 50 in urban areas and normally not more than 60;
- (iii) Relaxation in regard to minimum and maximum enrolment may be made by the Board in special cases/ circumstances.

(b) Site and Accommodation :

- (i) The site should be adequate to provide space for all necessary buildings as well as space for physical education activities and sports;
- (ii) The school building shall have at least a semi-pucca structure with G.C.I. sheet roofing, sawn timber structure with tile or sawn timber or G.C.I. sheet walls with adequate number of doors and windows for proper ventilation. The school shall not be accommodated in rented building except with special permission of the Board;
- (iii) Provision shall be made for separate rooms for
(a) Principal (b) Office (c) Teachers' common room
(d) Library (e) Work Experience (f) Laboratory for subjects having practicals and (g) Computer room (for schools offering computer) in addition to classroom for all classes/sections;
- (iv) Each classroom shall be well-lighted and well-ventilated and it must have at least a carpet area of 10 square feet per student subject to the minimum dimension of each classroom being 20feet x 18feet. At least two or three such rooms shall have adjustable partition walls to enable their conversion into a hall as and when necessary for school gathering, unless a separate hall is made available in the school for such gathering.
- (v) Provision shall be made for separate toilets both for boys and girls ;
- (vi) Provision shall be made for easy availability of clean drinking water both for staff and students.

(c) **Teaching Staff**

- (i) Every Higher Secondary School seeking affiliation shall have an adequate number of qualified teachers as specified under (iv) below including a qualified Principal to ensure proper teaching of all school subjects offered by the School and effective management of all scholastic and non-scholastic activities ;
- (ii) A principal of Higher Secondary School shall be at least a Master Degree holder with a Professional Degree from a recognised University and has at least 5 years of teaching experience in an affiliated Secondary or Higher Secondary School(s) ;
- (iii) All the teachers must have at least a second class Master Degree in the concerned subject of teaching with a professional degree from a recognised University ;
- (iv) Excluding the Principal, there shall be at least one teacher for each subject. There may be additional teachers for special subjects like Physical and Health Education, Work Education etc. unless such subjects can be effectively handled by other teachers of the school within the limit of their normal work-loads ;
- (v) The Principal shall teach at least 5 (five) periods per week and all other teachers shall teach at least 15 (fifteen) periods per week each period being 40 minutes duration ;
- (vi) The minimum qualifications and the strength of teaching staff mentioned above may be relaxed by the Board in special cases/circumstances.

(d) **Infrastructure/Equipment**

Higher Secondary School offering subjects with practicals shall have the following infrastructure, equipments and teaching aids, etc., which ever is applicable as listed below or as per the prescription of the Board from time to time -

- (i) A laboratory to conduct Geography practicals, accommodating a minimum of 30 students at a time, providing a minimum carpet area of 10(ten) square feet per student, with necessary equipments as per Annexure I;
- (ii) A laboratory to conduct Psychology practicals, accommodating a minimum of 30 students at a time, providing a minimum carpet area of 10(ten) square feet per student with necessary equipments as per Annexure 2;

- (iii) A dust free Computer room with a minimum of 5(five) computers and necessary accessories, providing a minimum carpet area of 20(twenty) square feet per computer and keeping a ratio of computer to student as 1:5 (minimum);
- (iv) A Home Science laboratory to accommodate a minimum of 30 students at a time, providing a minimum carpet area of 15(fifteen) square feet per student with necessary utensils and equipments as per Annexure-3;
- (v) A laboratory room to conduct Physics practicals, accommodating a minimum of 24 students at a time, providing a minimum carpet area of 20(twenty) square feet per student with necessary equipments as per Annexure-4;
- (vi) A laboratory room to conduct Chemistry practicals, accommodating a minimum of 24 students at a time, providing a minimum carpet area of 20(twenty) square feet per student with necessary equipments as per Annexure-5;
- (vii) A laboratory room to conduct Biology practicals, accommodating a minimum of 24 students at a time, providing a minimum carpet area of 20(twenty) square feet per student with necessary equipments as per Annexure-6;
- (viii) A store room measuring a minimum carpet area of 256(Two hundred fifty six) square feet for the laboratory or laboratories to store respective practical instruments/ chemicals/ equipments with proper inventory and recording registers;
- (ix) The minimum requirement of the Infrastructure/Equipment/Teaching Aid may be relaxed by the Board in special cases/circumstances.

(e) Applying for Affiliation

An institution seeking Affiliation of the Board

- (i) has to submit an application, in a prescribed form of the Board (see annexure 11) duly filled in and signed by the head of the institution, to the Secretary of the Board;
- (ii) must possess a permission document issued by the Government of Mizoram;
- (iii) must have presented their candidates for three public examinations consecutively;
- (iv) must have minimum 35 pass percentage each year in three consecutive years result of the Higher Secondary School Leaving Certificate Examination;
- (v) has to pay a processing fee of Rs.100.00 (rupees one hundred) only or an amount fixed by the Board from time to time to the Board along with the application;

(f) Fees payable by affiliated institution

An institution approved to accord affiliation shall have to submit the following fees to the Board:

- (i) Affiliation fee of Rs.1500.00 (rupees one thousand five hundred) only an amount fixed by the Board from time to time, at the time of affiliation;
- (ii) Annual affiliation fee @ of Rs.400.00 (rupees four hundred) only or an amount fixed by the Board from time to time on or before 30th September every subsequent year failing which the affiliation shall be temporarily withdrawn until the dues are cleared.

(g) Reserve Fund

- (i) Every non-Government Higher Secondary School shall maintain a reserve fund in the Board. The amount of the fund shall not be less than Rs.10,000/- (rupees ten thousand) only or an amount fixed by the Board from time to time and no withdrawal shall be made from the reserve fund except with the written permission of the Secretary of the Board;
- (ii) The reserve fund shall be forfeited if the institution is found to have transgressed or evaded the conditions laid down for affiliation in these regulations and the privilege of affiliation shall be permanently withdrawn by the Board;
- (iii) The reserve fund shall be refunded to those institutions as and when the institution attains the status of a Government institution or ceases to exist.

Conditions for affiliation of High Schools

14.

An institution seeking affiliation as High School with permission to present candidates for the High School Leaving Certificate Examination must fulfil the following conditions :

(a) Enrolment :

- (i) The minimum total enrolment from Classes IX to X shall be 40 in rural areas and 60 in urban areas relaxation of no. of students made by Affiliation Committee;
- (ii) The minimum Class-Wise enrolment in each Class/ Section shall not be less than 20 in rural areas and 30 in urban areas and normally not more than 40 students ;
- (iii) relaxation in regard to minimum and maximum enrolment may be made by the Board in special cases/ circumstances.

(b) Site and accomodation :

- (i) the site should be adequate to provide space for all necessary buildings as well as space for physical education activities and sports ;
- (ii) the shool building shall have at least a semi-pucca structure with G.C.I. sheet roofing, sawn timber structure with tile or G.C.I. sheet walls with adequate number of doors and windows for proper ventilation. The School shall not be accomodated in rented building except with specific permission of the Board.
- (iii) provision shall be made for separate rooms for (a) Headmaster (b) Office (c) Teachers' common room (d) Library (e) Work Experience (f) Laboratory for subjects having practicals and (g) Computer room (for Schools offering Computer) in addition to class rooms for all classes/sections;
- (iv) Each classroom shall be well lighted and well ventilated and it must have at least a carpet area of 10 square feet per pupil subject to the minimum dimension of each classroom being 20 feetx18 feet. At least two or three such rooms shall have adjustable partition walls to enable their conversion into a hall as and when necessary for school gathering, unless a separate hall is made available in the school for such gathering;
- (v) Provision shall be made for separate toilets both for boys and girls;
- (vi) Provision shall be made for easy availability of clean drinking water both for staff and students.

(c) Teaching Staff :

- (i) A High School seeking affiliation shall have an adequate number of qualified teachers as specified under (iv) be low including a qualified Headmaster/Headmistress to ensure proper teaching of all subjects offered by the school and effective management of all scholastic and non-scholastic activities;
- (ii) A Headmaster/Headmistress of a High School shall be at least a Graduate with a Professional Degree from a recognised University and has at least five years of teaching experience in an affiliated Secondary School;
- (iii) All the teachers of a High School shall be Graduates with a Professional Degree from a recognised University and at least two of them shall be Science graduates, one being capable of teaching either Mathematics or both;

- (iv) Excluding the Headmaster, the ratio of the number of teachers as to the classes/sections shall normally be 3:2. There may be additional teachers for special subject like Hindi, Physical and Health Education, Work Education, etc. unless such subjects can be effectively handled by the other teachers of the school within the limit of their normal work-loads;
- (v) The Headmaster of High School shall teach at 10 periods per week and all other teachers shall teach at least 20 periods per week, each period being 40 minutes duration;
- (vi) The minimum qualifications as also the minimum strength of teaching staff mentioned above may be relaxed by the Board in special cases/circumstances

(d) Infrastructure/Equipment :

A High School offering subjects with practicals shall have the following infrastructure, equipments, teaching aids, etc. whichever is applicable as listed below or as per the prescription of the Board from time to time :

- (i) A laboratory room to conduct science practicals, (Physics/Chemistry/Biology) accomodating a minimum of 20 students at a time, providing a minimum carpet area of 20 (twenty) square feet per student with necessary equipment as per Annexure 7,8 and 9. A separate room each for Physics, Chemistry and Biology is desirable;
- (ii) A Home Science laboratory to accomodate a minimum of 15 students at a time, providing a minimum carpet area of 15 (fifteen) square feet per student with necessary utensils and equipments as per Annexure 10;
- (iii) A dust-free Computer room with a minimum of 5 (five) computers and necessary accessories, providing a minimum carpet area of 20 (twenty) square feet per computer and keeping a ratio of computer to student as 1:5 (minimum).
- (iv) A store room measuring a minimum carpet area of 256 square feet for the laboratory/laboratories to store repective practical instruments/chemicals/ equipment with proper inventory and recording registers;
- (v) The minimum requirement of the Infrastructre/ Equipment/Teaching Aid may be relaxed by the Board in special cases/circumstances.

(e) Applying for Affiliation :

An institution seeking affiliation of the Board

- (i) has to submit an application, in a prescribed form of the Board (See Annexure 11) duly filled in and signed by the head of the institution, to the Secretary of the Board;
- (ii) must possess a permission document issued by the Government of Mizoram;
- (iii) must have presented their candidates for three public examinations consecutively;
- (iv) must have three consecutive years' result of the High School Leaving Certificate Examination at the rate of 35% in each year;
- (v) has to pay a processing fee of Rs 100.00 (rupees one hundred) only or an amount fixed by the Board from time to time to the Board along with the application

(f) Fees payable by an affiliated institution :

An institution approved to accord affiliation shall have to submit the following fees to the Board :

- (i) Affiliation fee of Rs1000.00 (rupees one thousand) only or an amount fixed by the Board from time to time, at the time of affiliation ;
- (ii) Annual affiliation fee @ Rs 300.00 (rupees three hundred) only or an amount fixed by the Board from time to time on or before 30th September every subsequent year failing which the affiliation shall be temporarily withdrawn until the dues are cleared.

(g) Reserve Fund :

- (i) Every non-government High School shall maintain a reserve fund in the Board. The amount of the fund shall not be less than Rs 6,000.00 (rupees six thousand) only or an amount fixed by the Board from time to time and no withdrawal shall be made from the reserve fund except with the written permission of the Secretary of the Board;
- (ii) The reserve fund shall be forfeited if the institution is found to have transgressed or evaded the conditions laid down for affiliation and the privilege of affiliation shall be permanently withdrawn by the Board;
- (iii) The reserve fund shall be refunded to those institutions as and when the institution attains the status of a Government institution or ceases to exist.

**Grant of
Affiliation/
Provisional
Affiliation**

17 On receipt of all informations required for affiliation of an institution, the Secretary shall place the same before the Affiliation Committee for consideration. Institutions which fulfil broadly the requisite conditions shall be granted affiliation by the President of the Board on the recommendation of the Affiliation Committee and on payment of the following as mentioned in these regulations:

- (i) Reserve Fund; (ii) Affiliation fee; and
- (iii) Annual Affiliation fee.

Ordinarily no institution which does not satisfy the major conditions shall be granted affiliation. Affiliation Committee may, however, recommend to the Board grant of provisional recognition in special cases subject to fulfilment of the major conditions within a period of one year from the date of the provisional affiliation.

**Withdrawal
suspension of
Affiliation**

18 The privilege of affiliation already granted by the Board may be withdrawn permanently or for any period from any institution if it -

- (i) fails to impart reasonably effective teaching;
- (ii) fails to maintain good discipline amongst the students and the staff;
- (iii) fails to comply with the conditions laid for affiliation and ;
- (iv) fails to abide by the regulations prescribed by the Board for affiliated institutions or instructions issued from the Board from time to time in regard to any matters concerning the institutions.

**Right of the
Board for
making
additional
regulations, etc.**

19 The Board reserves the right of making additional regulations concerning affiliation of institution; with the approval of the Government and also to issue detailed instructions not inconsistent with these regulations for carrying out the provisions of these regulations.

**Difficulty in
interpretation
to be referred
to Board**

20 If any difficulty arises in the interpretation of these regulations, it shall be referred to the Board and the decision of the Board shall be final.

**Repeal
and
Saving**

On and from the commencement of these regulations Mizoram Board of School Education (Conditions for Recognition of Institution), 1979 vide Education & Social Welfare Department, of Mizoram Notification No.ESS/MBSE/23/77 dated Aizawl the 19th October 1979 stand repealed.

Provided that any order made or anything done or any action taken under these regulations so repealed or under general orders ancilliary thereto shall be deemed to have done or taken under the corresponding provisions of these regulations.

By Order and in the name of
Governor of Mizoram

(VANHELA PACHUAU)
Principal Secretary
to the Government of Mizoram, HRD &
Education Department

Copy to :-

1. The P.S. to the Governor for information of His Excellency, Governor of Mizoram.
2. The P.S. to the Minister, i/c School Education, etc. for information of the Hon'ble Minister with 5 spare copies.
3. The Chief Secretary to the Government of Mizoram with 5 spare copies.
4. The Chairman, Mizoram Board of School Education, Chaltlang, with 20 spare copies.
5. The Director of School Education, Government of Mizoram, Aizawl.
6. All District Education Officer, School Education Department, Govt. of Mizoram.
7. All Sub-Divisional Education Officers, School Education Department, Govt. of Mizoram.
8. The Director I & PR, Government of Mizoram, Aizawl with 5 spare copies for favour of publication in Mizoram Gazette.

(VANHELA PACHUAU)
Principal Secretary
to the Government of Mizoram, HRD &
Education Department

AFFILIATION
REGULATIONS

DIET, HSS & HS