

CHAPTER IV

ESTABLISHMENT AND MAINTENANCE OF SCHOOLS

A

1. **Site Area** – Every School should normally have a minimum site area as specified in the following schedule:

¹[SCHEDULE

Lower Primary Schools	}	.4 to .8 Hectares
Upper Primary Schools with or without Lower Primary Section		
Secondary Schools (High Schools) with or without Primary Section		1.2 to 2 Hectares
Higher Secondary Schools with or without Primary Section		1.2 to 2 Hectares
Training Schools with or without Model Schools		1.2 Hectares

Note:- (1) The Educational Officers may examine the need for additional site in each case and order the provision of the same with the sanction of the Director.

(2) In the case of Basic Schools the area of the site and the dimensions of the classrooms should be as prescribed by the Director. These schools are expected to have sufficient land for agricultural purposes.

2. **Selection of site** – (1) Sites for school buildings should be on elevated level and they should be well drained and in clean and healthy surroundings. Land under wet cultivation or with made soil or soil retentive of moisture should be avoided. The sites should be accessible to all communities. A proper approach road should be provided where the school is near a main road. A board giving the full name and designation of the school should also be put up in front of the school.

(2) School in urban areas should as far as possible be so located that they are free from the noise and congestion of the city or the town. The neighborhood of dusty and noisy roads and of shops and factories should

as far as possible be avoided. The vicinity of tanks and canals is a disadvantage to school.

Provided that this rule shall not apply to existing schools.

3. Playground and Garden - (1) The sites should be provided with compound walls or good fencing.

(2) Every school shall have suitable playgrounds for games and sports. The site should contain sufficient clear space for the purpose.

(3) The compound should be kept fairly levelled and clear of rank vegetation.

(4) The manager and Head of every school should put forth their best efforts for laying out gardens in the premises. Efforts also should be made for planting suitable trees in the school compound so that pupils may play and rest under them during leisure hours. Care should be taken to see that trees are so planted as not to (a) reduce unduly the space available for play, and (b) obstruct the entry of the light into the class rooms or in course of time cause damage to the structure.

4. School buildings to be situated away from places of burial or cremation and liquor shops:- ²[(1) No school building shall be situated within a distance of 50 metres from a public burial place or public cremation ground. In the case of concrete Vaults, the distance shall not be less than 25 metres. The Public burial place or public cremation ground or the concrete vaults shall not be visible from the school site. The visibility shall be prevented by constructing adequately high walls, not less than 6 feet in height in between the burial place or cremation ground or the concrete vaults, as the case may be and the school compound.]

(2) There shall be no place for sale of liquors within 183 metres of any school.

Provided that this rule shall not apply to existing schools.

5. Accommodation- (1) Every school shall have building of specifications and plans approved by the Director and the buildings exclusive of veranda shall be of dimensions sufficient to provide accommodation for the various rooms as specified in the following schedule:-

SCHEDULE

Type of school	Accommodation required
Lower Primary School	Class rooms, Headmaster's room (Office room), and accommodation for pupils to take noon- day meals.
Upper Primary School	Class rooms, Headmaster's room, (Office room) Teachers room, Library, Craft and Appliances room, Tiffin sheds and accommodation for pupils for taking noon-day meals when sanctioned.
Secondary School (High and Higher Secondary Schools)	Class rooms, Office room, Headmaster's room, Teachers room, Laboratory room, Library room, Craft room, Drill shed, Tiffin sheds, and accommodation for pupils for taking noonday meals if there is a Primary Section in which noon-feeding is sanctioned.
Training Schools	Class rooms, Office and Headmaster's room, Library and Museum, Craft rooms, Drill sheds, Tiffin sheds and Accommodation for pupils of the Model Lower Primary School for taking noon-day meals.

Note:- There should also be a waiting room for girls in mixed schools coming under the last three types.

(2) No school building shall be altered or added to materially except in accordance with a plan approved by the Department.

(3) The construction of buildings for Secondary Schools in future should be so designed that it may be possible to adjust the design in course of time without much change in the original building so as to provide for additional accommodation for introducing two or more types of diversified courses.

³[(3A) No school shall be permitted to function if the roof of the school building is a thatched one or the building is roofed with easily inflammable materials.]

(4) In the construction of school building the following instructions shall be specially noted.

(i) COMPOSITION OF FLOORS

It is desirable that the floor should be made of a material which will admit of their being washed with water and that stone flagging or some thing better is aimed at.

(ii) WINDOWS

Windows serve two purposes:-

- (a) Admission of light
- (b) Admission of air.

They should be placed at regular distances so as to ensure uniformity of light.

Window – sills should not be more than ⁴[1.22 metres] from the ground. Windows for subsidiary lighting may have their sills more than ⁴[1.22 metres] from the floor.

The window area should not be less than one fifth of the floor area and wherever possible the principal lighting should be from the north.

(iii) DOORS

Classrooms should not have to be used as passages from one part of the building to another. They should consequently not open into another but into passages or verandas. No class room should have more than two doors and in most cases one is preferable. The door or doors should be at the teacher's end of the room.

(iv) VENTILATION

Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil ⁴[0.03 square metre] of open ventilator should be provided.

(v) ROOFS

The roof should, as far as possible, be impervious to heat.

- ⁵[5A. Not with standing anything contained in rule 5, the Director may as a temporary measure permit the functioning of any school located in urban areas or in areas having urban character the total strength of which in the Upper Primary and High School classes together as on the 6th working day from the re-opening date in June is not less than 1000, under sessional system for one year at a time, if he is satisfied that adequate alternate facilities for meeting the educational needs of the area are not available in the area. In granting such permission the Director shall also require the manager of the school to provide the additional accommodation required under these rules for running the entire divisions of the school under non-sessional system within such time as may be specified by him in this behalf. Such permission shall be refused in subsequent years if the additional accommodation required to be provided during any previous year has not been complied with.

Explanation- Sessional system in a school means the functioning of that school in morning and afternoon sessions with separate sets of teachers, certain classes or class divisions working in the morning session and the remaining classes or class divisions working in the afternoon session.

6. **Dimensions of Class Rooms -** (1) The dimensions of every class room shall be such as to provide, on the average, a minimum of eight square feet of floor space and eight cubic feet of air space per pupil on the rolls in the class or classes accommodated in the room. The dimensions of every classroom in Upper Primary or Secondary (High and Higher Secondary) schools be ⁶[6m x 6m x 3.7m] and in a Lower Primary School ⁶[6m x 5.5m x 3m.]. In the case of building for Upper Primary and Secondary Schools a veranda ⁶[1.5m] wide should be provided at least on the front side.

The superficial area of the floor, the cubic contents of the room, and the maximum number of pupils which may be accommodated in accordance with the details above shall be clearly marked in a conspicuous place in each class room.

(2) Class rooms shall be separated with walls or with partitions put up to a height of at least ⁶[2.4m.]

7. **Training Schools -** The following minimum facilities shall be provided in training Schools.

SCHOOL

Class Room facilities	-	⁶ [1.9 sq. metres] per student.
Arts and Crafts	-	A hall ⁶ [18m. x 6m]
Lavatories Sanitation	-	Adequately large with hygienic sanitation.
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HOSTEL

Accommodation	-	⁶ [4.6 sq.m] per student
Kitchen and dining hall	-	⁶ [1.9 sq.m] per student
Lavatories	-	One seat for six student's with Hygienic sanitation
Bath rooms	-	One bath room for six students
Staff quarters	-	2

EQUIPMENT

(i) Class rooms – The classrooms shall be equipped with tables and chairs for the students and other normal class room furniture.

(ii) Hostels – Each student shall be provided with a cot, table bookshelf and chair.

(iii) Library and Laboratory – A training school shall have a library and a laboratory suitable to the requirements of the syllabus. When the Training School is attached to a High School, the High School Library and Laboratory may be utilized.

(iv) Crafts –The equipment required for each craft shall be as given in the appendix along with the syllabus.

8. Repairs and annual Maintenance – (1) School buildings which are roofed with tiles should be provided with ceiling.

(2) School buildings and grounds shall be maintained in good repair and kept clean and tidy, scribbling on the walls, doors and windows, and furniture or otherwise defacing them shall be prevented.

(3) Annual maintenance work to school buildings ⁷[XXXXX] should be done satisfactorily and completed before the 10th day of May every year,

Educational Officers, Educational Agencies and Managers will be held responsible for the safety of the buildings.

9. **Latrines and Urinals-** Latrines and urinals of suitable size as per approved design and in sufficient number shall be provided in every school. These should be kept clean and satisfactory arrangement should be made for regular scavenging.
 - (2) There should be separate latrines and urinals for the pupils and the staff.
 - (3) In the case of mixed schools ie. schools where both boys and girls are admitted, separate urinals and latrines should be provided for the girls with sufficient privacy and away from the latrines and urinals intended for the boys.
 - (4) Latrines and urinals should not be placed nearer than ⁸[12metres] to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school buildings.
10. **Supply of drinking water-** Arrangements shall be made for a sufficient supply of good drinking water in all institutions.
11. **Furniture** -Every school shall be provided with a minimum of durable furniture of suitable dimensions and specifications approved by the Department as shown in the following Schedule.

SCHEDULE

Lower Primary School- Benches and desks in sufficient numbers, one black -board with stand, one table and one chair for the teacher of every class, one almirah one time- piece or clock, one gong or bell, and a Notice Board.

Upper Primary School – Benches and desks in sufficient numbers, one black- board with stand, one table and one chair for the teacher of every class, tables, chairs and other seats, map racks ad almirahs as required for various rooms and various purposes. One clock, one gong or bell, and a Notice Board.

Secondary (High and Higher Secondary) and Training Schools – As in the case of Upper Primary Schools. In addition, laboratory equipments,

work tables and work shelves for practical work according to requirements. One clock, one gong or bell and a Notice Board.

- 12. General** – The requirements of suitable desks and seats are that the pupils should sit with body fairly vertical for writing and be able to lean back for reading without any danger of curvature of the spine in either case. He should not stoop or lounge or sit in any way, askew and the book or paper should rest at a comfortable distance below his eyes.

The following table of measurements is intended as a guide to school managements in the construction of desks and seats.

9[TABLE
Measurements in Metres

1.	Height of pupil	Below 1.22	1.22 to 1.3	1.32 to 1.4	1.42 to 1.5	1.52 to 2.6	2.62 to 2.7	2.72 and above
2.	Distance from top of base to top of seat board	.32	.36	.38	.42	.47	.49	.51
3.	Width of seat board	.23	.24	.27	.28	.3	.3	.3
4.	Distance from top of seat board to front edge of desk measured perpendicularly	.23	.24	.25	.27	.29	.3	.32
5.	Distance between front edge of desk and front edge of seat measured horizontally	.08	.09	.09	.1	.1	.11	.12
6.	Width of top of desk (inclined part)	.29	.3	.32	.33	.34	.36	.36
7.	Width of top of desk (horizontal part)	.08	.08	.08	.08	.08	.08	.08
8.	Depth of book shelf	.25	.25	.25	.25	.25	.25	.25
9.	Distance of same from top of desk	.13	.13	.13	.13	.13	.13	.13
10.	Stop of back of seat	.03	.03	.03	.03	.03	.03	.03

11.	Distance from top of seat board to top of back of seat measured perpendicularly	.23	.24	.25	.28	.3	.32	.33
12.	Distance from top of base to back edge of desk	.6	.65	.69	.75	.81	.85	.89
13.	Foot rest	Front edge flush with base; back edge: metres above base.						.03
14.	Space for each pupil	.46	.48	.51	.53	.53	.56	.58

Schedule of specification for items of Furniture in metres

- | | |
|------------------------------|--|
| (a) Benches 1.83 metres long | - .46 metres high |
| (b) Black Board .91 | - 1.22 metres with stand |
| (c) Table 1.07 | - .76 x .76 with drawers |
| (d) Almirah 1.07 | - .33 x 1.68 with three shelves |
| (e) Map rack .76 | - 1.2 with suitable number of brackets |
| (f) Shelf .91 | - .38 x 1.37 with three shelves |

13. Appliances:- (1) Every school shall have educational appliances as may be specified by the Department which shall include-

- (a) Instruments for Mathematical Drawing.
- (b) Globes, Maps, Charts and other apparatus for the teaching of History, Geography and allied subjects.
- (c) Laboratory apparatus, materials, and equipments for the teaching of various sciences.
- (d) Necessary appliances for the teaching of special subjects or crafts.

(2) Every Primary, Secondary and Training school shall have a suitably equipped Library including books for general reading and reference for the use of teachers as well as pupils.

Note:- The issue of books shall be governed by rules prescribed for the purpose.

(3) For the information and guidance of Managers of Private schools, and Heads of Departmental and private schools, the Department will issue from time to time list of suitable books and appliances for use in schools.

(4) Every school shall have sufficient and suitable equipment for games and sports.

- 14. Type designs-** Type designs for school building, furniture, etc. and lists of essential upto date equipments will be issued by the Department from time to time.

B.

- 15. Use of school building and properties-** (1) The premises of an educational institution (Government or Private) or any subsidiary building appertaining to it or a playground or vacant site belonging to the institution, whether adjacent to or removed from it, shall ordinarily be used only for the purpose of functions conducted by such institution. But the executive Authority of the local body concerned in the case of an institution under the control of a local body, the District Educational Officer in the case of a Government school and the Manager in the case of Private school, is empowered to grant permission on such conditions as he deems fit to impose for the use of such building, or ground or site belonging to the institution for holding public functions arranged by the management or by a department of the state or the Government of India or for any other purposes.

The authority concerned should obtain the orders of the Director in doubtful cases.

[(2) XXX] (Deleted by Legislative Assembly.)

(3) All school buildings and properties shall be made available free of rent for the purpose or holding public examinations and teachers meetings under the auspices of the Department or approved by the Government.

Explanation – Nothing in this rule shall prevent a Headmaster from permitting the teacher's and student's organizations for holding meeting in school buildings or premises and using school properties for the same in consultation with the staff council, if any.

¹⁰[**15A** (1) Notwithstanding anything contained in rule 15, Government shall have power to issue directions that the school buildings and their properties (Government or Private) shall not be used for any purpose specified in such directions and such directions when issued shall be binding on the departmental authorities and the Educational Agencies.

(2) Any person aggrieved by the directions issued under sub-rule (1), may apply to Government for a review of the matter and Government shall thereupon make a review and take a final decision. There shall be only one review and the application for review shall be made within a period of 30 days from the date of issue of the directions]

16. Loan of Government school building etc. for meetings and other purposes - (1) Subject to Rule 15 Government school buildings and properties may be given to private parties for conducting meeting and other functions under the conditions specified below.

Conditions- (i) Rent at the rates fixed from time to time shall be levied from the party;

¹¹[Provided that the Government or any authority authrosied by them in this behalf may ¹²[for sufficient reasons] exempt any party from the payment of such rent].

(ii) The parties to whom buildings and properties are given in every case, give an undertaking in writing- ¹³[(a) XXX] (Deleted by Legislative Assembly).

¹³[(a) XXX] (Deleted by Legislative Assembly).

(b) to compensate any loss or damage that may be caused to the buildings or properties while they are with them.

(2) When a school building (Government or Private) is requisitioned for purposes of Election conducted either by the Government or by a local body, the period of requisition shall be treated as holidays and the school shall be closed on those days. The requisition requiring the building should be sent to the Headmaster or Headmistress as the case may be, by Returning Officer one clear week prior to the date of elections, as far as possible. The Headmaster or the Headmistress shall report the fact to the Educational Officer concerned immediately on receipt of the requisition from the Returning Officer. Any deficiency in the minimum attendance prescribed for such school on account of their closure under this Rule shall be condoned by the District Educational Officer.

C

17. Schools not to be used as prayer houses or as places of public worship - (1) No person attending any Educational institution recognized by the State or receiving aid out of the State funds shall be required to take part in any religious instruction that may be imparted in such institution or to

attend to any religious worship that may be conducted in such institution or to in any premises attached thereto unless that person or if such person is a minor, his guardian has given his consent thereto.

(2) School shall not under any circumstances be held in Churches or places of public worship or prayer houses. This rule does not, however apply to schools held in prayer houses, or other places of public worship prior to 23-11-1936 in the erstwhile Travancore area. These schools may continue to be held in those buildings on the following conditions:-

- (a) The buildings referred to should not be used as prayer houses or places of public worship except out of school hours.
- (b) Even out of school hours they may be used only for the purpose of prayer or public worship and not for religious propaganda of a controversial nature calculated to produce ill- feeling and strife between members of different religious denominations, or sects or for proselitization.
- (c) The violation of the above conditions will entail the withdrawal of the permission to conduct the school in the building intended for prayer or public worship.

Note:- In this rule “Guardian” means the father of the child, the mother of the child if the father is not alive, and a person having the care of the person of the child if both the father and mother are not alive.

D

18. Imparting of Religions Instruction - (1) Religious instruction can be permitted in private schools only under the following conditions:-

- (a) The conditions in Rule 17 (1)
- (b) ¹⁴[state funds shall not be utilized for religious instruction].
- (c) [x x x] (Deleted by Legislative Assembly).
- (d) No proselitization shall be conducted.
- (e) If religious instruction is imparted during School hours, the number and duration of the periods as required by the syllabus shall not thereby be reduced in any way.

(2) No teacher shall be required to impart religious instruction to the pupils, against his will.

- 19. Opening of Co-operative Societies in Schools-** Co-operative Societies may be established in all schools where books, stationary and other materials, required by students are made available to them at cost price and where a school does not have a Co-operative Society of its own, such school or any student thereof may join as member of a Co-operative Society of any other school.
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1. Substituted by G.O. (P) 837/63 Edn. Dated 28-12-1963 published on 7-1-1964.
2. Substituted by G.O. (P) 209/81 G.Edn. dt. 19-11-1981 published in gazette dt. 15-12-1981 for "No school building shall be situated within a distance of 183 metres from a public burial place or public cremation ground".
3. Added by G.O. (P) 25/2005/General Education. dt. 24-1-2005 published in Gazette dt. 27-01-2005.
4. Substituted by G.O. (P) 837/63 Edn. Dt. 28-12-1963 published in Gazette dt. 07-01-1964.
5. Inserted by G.O. (P) 165/74/G.Edn. dt. 21-8-1974 published in Gazette dt. 17-09-1974.
6. Substituted by G.O. (P) 837/63 Edn. Dt. 28-12-1963 published in Gazette dt. 7-1-1964
7. Deleted as per G.O. (P) 25/05/G.E. dt. 24-1-2005 published in Gazette dt. 27-01-2005.
8. Substituted by G.O. (P) 837/63 Edn. Dt. 28-12-1963 published in Gazette dt. 7-1-1964.
9. Substituted for the existing table and schedule by G.O. (P) 837/63 Edn. Dt. 28-12-1963 published in Gazette dt. 7-1-1964.
10. Added by G.O. (P) No. 176/79 Edn. Date 24-10-1979 in Gazette dtd 20-11-1979.
11. Proviso added by notification published in Gazette No. 35 dt. 5-9-1961.
12. Inserted by notification published on 26-06-1962 (G.O. (P) 395/62 dated 20-5-1962.
13. Omitted by notification published in gazette dt. 30-6-1959.
14. Substituted by legislative Assembly.