

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

No.22264/DSE/EE/P-10/P(049)/2025-26

Puducherry, dated: 26.11.2025

CERTIFICATE OF RECOGNITION OF A PRIVATE SCHOOL

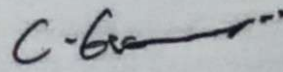
The Director of School Education, Puducherry is pleased to grant provisional permission / recognition to the following private school as detailed below:

i)	Name and address of the school	:	IMMACULATE HEART OF MARY'S GOVT. AIDED HIGH SCHOOL, Reddiarpalayam, Puducherry.
ii)	Name of the Educational Agency	:	The Immaculate Heart of Mary Society No.4, Boarding Convent, St. Thererse Street, Puducherry.
iii)	Classes to which renewal of provisional recognition is granted	:	LKG to TENTH std.,
iv)	Classes to which provisional permission / recognition is granted	:	* * *
v)	Academic year	:	2025 – 2026
vi)	Remarks:- (a) Two PST's and Special (Drawing / Music) trained teachers should be appointed in addition to the existing staff strength. (b) Increase the library books and sports articles. (c) Create another section for II - Std as per the existing strength. (d) Rainwater Harvesting should be installed. (e) Plan (PPA) approval of the school building should be obtained and furnished to the Inspecting Officer concerned, within a period of six months' time. (f) The Fee structure of the said school should be displayed in the Notice Board of the school. (g) The salary and the D.A., should be paid to the teaching and non-teaching staff, as per the Labour Dept., G.O.Ms. No.40/LAB/AIL/G/2013 dt.18.10.2013. (h) School Disaster Management Plan (SDMP) and School Safety Disaster Awareness Training Programme should be conducted, as per the instructions contained in the Circular No.7318 dt.09.03.2018, issued by the Joint Director (S.E), Directorate of School Education, Puducherry.		

2. The management of the said school is informed that all the conditions as stipulated in the ANNEXURE to this Certificate and those prescribed in the Pondicherry School Education Rules, 1996 should be fulfilled failing which further continuance of recognition is liable to be rejected.

//By Order//

Encl: Annexure



(C. GAVOURY)

DEPUTY DIRECTOR (ELEMENTARY EDUCATION)

THRO' PROPER CHANNEL

To
The Manager,
IMMACULATE HEART OF MARY'S GOVT. AIDED HIGH SCHOOL,
Reddiarpalayam, Puducherry – 605 010.

Copy to:

1. The Deputy Director of Education (W),
Puducherry.

With a request to ensure that the Management of the said school adheres the instructions stated above, without fail.

2. The Senior Accounts Officer, Directorate of School Education, Puducherry.



HEADMISTRESS

Im. Heart of Mary's Govt. Aided High School
Reddiarpalayam
Puducherry-605 010.

ANNEXURE

(Pre-Primary and High school level)

1. The school shall appoint trained teachers only. i.e persons who possess Diploma or Degree in Teacher Education and who satisfy the statutory regulation of NCTE.
2. No unrecognized classes shall be run in the school.
3. The management should not run branch school on the strength of this order.
4. No other school or institution of any kind should function within the school compound.
5. The management shall not change the location of the school without prior permission from the Director of School Education.
6. The management of recognized private schools shall create the Endowment and Reserve funds in the form of fixed deposits for the prescribed amounts in the Puducherry State Co-operative Bank only in the accounts jointly held by the management committee & the Director of School Education
7. The Fixed Deposit Receipts in respect of the Endowment and Reserve Fund should be renewed from the day immediately following the date of maturity.
8. The Heads of schools should provide the prescribed the minimum space per pupil as per the following norms:

Category I - Pre-primary and Primary level - 0.88 sq.mt. per pupil

Size of Standard class room = $(0.88 \times \text{No. of Pupils} + 5.2)$ sq.mt.

Category II - Middle/High/Higher Secondary Level - 0.99 sq.mt. per pupil

Size of Standard class room = $(0.99 \times \text{No. of Pupils} + 5.2)$ sq.mt.

9. The managements shall provide sufficient electric fans and tube lights in each classroom to ensure proper ventilation and light to the students.
10. The managements shall provide sanitary and drinking water facilities as per the following norms

Latrine seats	Urinals	Drinking water taps
3 for 100 boys 5 for 100 Girls	4 for 100 boys 5 for 100 Girls	1 for 50 Pupils

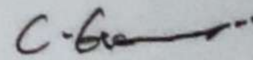
11. The Heads of schools shall determine the age of a child on the basis of the Birth Certificate when a child seeks fresh admission in the pre-primary classes or I standard.
12. If the parents are not able to produce the same, they may be requested to produce an Affidavit/Declaration with regard to the age of their wards and the child be admitted.
13. No child shall be denied admission in a school for lack of age proof.
14. A child should have completed the minimum age of 3, 4, or 5 years for admission into LKG, UKG or I Standard respectively as on 31st July.
15. However, the Inspecting Officers are empowered for granting exemption upto 30 days for LKG & UKG classes, in such cases where the age of the children falls short by a few days only.
16. The extended period of admission for the classes from I std. to VIII std. shall be SIX months from the date of commencement of the academic year of a school.
17. Admission to the school shall be opened to all without discrimination based on religion, caste, race, place of birth or any of them.
18. In unavoidable circumstances like migration of a student from a school outside this Union Territory, the Heads of schools shall seek permission from the Director of School Education.
19. Students who have studied in the Private school of this U.T. of Puducherry and those who have studied in schools either Govt. or Private outside this Union Territory of Puducherry shall be admitted on the basis of Transfer Certificate duly countersigned by Inspecting Officer concerned.

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HEADMISTRESS

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... Heart of Mary's Govt. Aided High School
Reddiarpalayam
Puducherry-605 010.

20. The managing committee shall close down a school with the prior approval of the Director of School Education. Such school shall immediately hand over all the school records to the Inspecting Officer concerned.
21. After the financial year is over the accounts of the school are to be audited by a Chartered Accountant and a certificate signed by the auditor to the effect should be sent to this Directorate within a month after the completion of the audit.
22. Every recognized private school shall display the Number and Date of the Recognition Order and the class upto which recognition is granted in the Name Board and Notice- Board.
23. Every recognized private school should adhere to the normal working hours and the authorized holidays, as approved by the Director of School Education from time to time.
24. The Heads of schools should maintain the student strength not exceeding 40 for the classes from I to V and 35 for the classes from VI to VIII in each section.
25. The managements should issue detailed Cash Bills whenever Text Books, Stationeries, Uniform Materials, etc., are sold by them to the pupils.
26. The practice of large scale detention of students in Standard IX to achieve the goal of 100% pass in the Public Examination is banned. Compulsory issuance of Transfer Certificate to such students is also banned. The promotion policy/norms fixed by Director of School Education shall be strictly adhered to.
27. Text Books of Standard-X should not be taken up in Standard-IX.
28. The Heads of Schools should establish and manage Parent Teacher Associations as per the guidelines issued by this Directorate.
29. Rainwater harvesting structure should be established in the School building.
30. The students should be medically got examined to identify illness if any and the Health record of the students should be maintained.
31. Any form of corporal punishment is totally banned in the educational institutions in the U.T. of Puducherry.
32. No class shall be conducted in thatched or other flammable roof sheds.
33. Classes upto Third Standard must be conducted in the Ground Floor only.
34. The schools should have sufficient fire fighting equipments and water storage facilities.
35. There should be atleast one entry gate and one exit gate in all schools.
36. The entrance/exit gates, the staircase and the verandahs/internal pathways of the schools should be sufficiently broad.
37. The teachers and students should be given proper training to meet any emergent situation. Training in fire fighting and rescue operations should be imparted to the volunteers of NCC., NSS., and CSS.
38. The Heads of the Schools should submit the application for Renewal of Recognition/Permission to start the next higher standard to the Inspecting Officer concerned on or before 30th November every year.
39. The Heads of Institutions shall be personally responsible for the compliance of the directions issued vide G.O. Ms. No.80 dated 26.07.2004.
40. The management shall comply with the instructions issued from time to time by the Director of School Education, in the interest of School Education.

//By Order//



(C. GAVOURY)

DEPUTY DIRECTOR (ELEMENTARY EDUCATION)
Directorate of School Education, Puducherry.

Sr. Soline Therese
HEADMISTRESS

mm. Heart of Mary's Govt. Aided High School
Reddiarpalayam
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