

DIRECTORATE OF MATRICULATION SCHOOLS

The Directorate of Matriculation Schools plans to ensure quality education by providing good infrastructure facilities fully qualified teachers in the self financing schools. The Directorate shall also ensure strict implementation of the provisions of Right of Children to Free and Compulsory Education Act, 2009.

The Citizen Charter of this Directorate is as follows:

Admission of Students

The children are admitted in Matriculation Schools as per the following procedure

1. Direct Admission
2. Admission through Transfer Certificate

Direct Admission and Admission through Transfer Certificate

Standards	LKG –XII Std; LKG-X Std; VI-X Std; VI-XII Std.
Period of Admission	From the date of opening of school to July 31 (or) up to the period of extension granted by the Government
Officer to be contacted	Principals of Schools concerned
Criteria of age and age relaxation	Should have completed 5 years of age as on July 31 for admission into I Standard. The age limit is calculated in the same manner for subsequent standards. For example, the student should have completed 10 years of age for admission into VI Standard. Shortage up to 6 months can be condoned by the Inspector of Matriculation Schools. For relaxation of age beyond 6 months, orders should be obtained from the Director of Matriculation Schools except for for Standard I.
Eligibility and details to be furnished	Students passing out from recognized primary / middle school can be admitted in VI & IX Standards of Matriculation / Matriculation Higher Secondary Schools producing the transfer certificate issued by the primary / middle school. Based on the Mark sheet of X Std, students can be admitted in the XI Standard in Hr.Sec. Schools.

Parents working in Government / Quasi Government organizations, in the event of transfer, can admit their children in the schools in their new place of residence by producing the transfer certificate issued by the school in which their children last studied. This can be done by the Headmaster of the school concerned and no order is required from higher authorities for these cases.

The same procedure is adopted in Matriculation / Matriculation Higher Secondary Schools also. In case of transfer from State Board Schools to Matriculation Schools or from Matriculation Schools to other type of schools, the transfer certificate should be countersigned by the inspecting officers concerned.

Syllabus

From I to XII Standard, Common Board of School Education syllabus is followed.

Curriculum

- Part I - Tamil (1-10 Tamil Compulsory)
11, 12 Tamil / Mother Tongue
- Part II - English
- General - Mathematics } English Medium
Science }
Social Science }

Part I	Tamil (Compulsory for Standards I-X)
Part II	English (Compulsory)
Part III	Other Subjects (Science, Mathematics, Social Studies etc.)
Part IV	Those who do not have Tamil and English as Mother Tongue may study their Mother Tongue as Optional Subject

Evaluation of Certificates

Certificate to be evaluated	Students coming from CBSE Schools and from other states, when they seek admission in Matriculation Schools should have their certificates evaluated by the Inspector of Matriculation Schools.
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Details to be furnished	<ol style="list-style-type: none"> 1. Transfer Certificate countersigned by the concerned Inspecting officer 2. Application affixing a court fee stamp for Rs.2/-
Officer to be contacted	Should apply to the concerned Inspecting Officer through the Principal of the school in which admission is sought.
Period	June, July or upto the period of extension granted by the Government
Evaluation of Certificates issued by the schools in other countries	Certificates issued by the schools in other countries
Details to be furnished	<ol style="list-style-type: none"> 1. Student's Visa/Passport 2. Examination Certificate/Statement of Marks 3. Transfer Certificate should be countersigned by the Educational Officers/Competent Authorities of the Embassy 4. Application affixing a court fee stamp for Rs.2/-
Officer to be contacted	Should apply to the concerned Inspecting Officer through Principals of the school in which admission is sought.
Period	June, July or upto the period of extension granted by the Government

Applying for a Duplicate Copy of lost certificates

Certificate	Transfer Certificate from VI to XII Standrd
Details to be furnished	<p>Prescribed application (Forms can be obtained from the Inspecting Officer and O/o the Director of Government Examination. For Certificates Lost – Certificate regarding loss of the certificate from the Police authorities duly certified by the concerned Tahsildar. For certificates lost due to natural calamities such as fire, flood, etc., - Certificate from the Village Administrative Officer,. Revenue Inspector duly certified by the Tahsildar concerned</p> <p>Attested copy of the lost certificate (if available) Prescribed fee remittance challan.</p>

Officer to be contacted	Principal of the school last studied
Procedure	If the details furnished are found correct, the duplicate will be issued by the Headmaster immediately.

Certificate	Mark Sheet of Matriculation X& XII Standards
Details to be furnished	<p>Prescribed application (Forms can be obtained from the Inspecting Officer and O/o the Director of Government Examination. For Certificates Lost – Certificate regarding loss of the certificate from the Police authorities duly certified by the concerned Tahsildar For certificates lost due to natural calamities such as fire, flood, etc. – Certificate from the Village Administrative Officer, Revenue Inspector duly certified by the Tahsildar concerned. Attested copy of the lost certificate (if available) Prescribed fee remittance challan</p>
Procedure	On receipt of application, the Inspecting Officer will take necessary action to publish the fact in the Government Gazette. On publication in the Government Gazette, he will forward the application to the Director of Government Examinations. will issue ka handwritten duplicate copy of the mark sheet on verification of the facts.
Duration	A minimum of six month period

Opening of Matriculation Schools / Upgradation

Requirements

1. An educational trust / agency should be formed and registered. The following one-time contribution – fees should be paid by Matriculation / Matriculation Hr. Secondary Schools.

Contribution

Students Strength	Contribution fees Rs.
2000 and above	1,00,000
1500-2000	80,000
1000-1500	60,000
750-1000	40,000
500-750	20,000
Below 500	10,000

Fees

a) For opening of Matriculation School	Rs.10,000/-
b) For Temporary Recognition once in three years	Rs.1,000/-
c) Inspection Fee for Matriculation Fees	Rs.2,500/-
ii) Inspection Fee for Matriculation Higher Sec. School	Rs.5,000/-
e)Upgradation of Matriculation School to Matriculation Hr.Sec.School	Rs.10,000/-
f)Endowment (should be created in the name of the school for a minimum period of 7 years in a nationalized bank)	
Upgrading of Matriculation School (should be deposited in the bank in the name of the school in addition to Endowment)	Rs.25,000/-

An amount equivalent to one month's salary of teachers should be deposited as corpus fund in the name of the school in a bank.

For opening of schools, the application form prescribed in the Code of Regulations for Matriculation Schools can be used. All proposals for opening and Temporary Recognition should be forwarded to the Director of Matriculation Schools through the Inspector of Matriculation Schools concerned.

Temporary Recognition should be applied for within 3 months from the receipt of opening permission. Permission will be granted for opening of Standards

I to VI and permission will be accorded to additional standards on the basis of eligibility.

For granting opening permission / recognition to Matriculation Schools, such schools should have the following minimum infrastructure facilities:

Land

Corporation	6 Grounds composite land
District Headquarters	8 Grounds composite land
Municipality	10 Grounds composite land
Township	1 acre composite land
Rural Village / Panchayat	3 Acres composite land

School Building

School Buildings should be planned suitably and adequately. They should be owned or secured on a rent free basis or taken on a long lease of at least 30 years. The management should produce a license permitting the use of the school building as a public building under the Tamil Nadu Public Buildings Licensing Act , 1963

Classroom and Furniture

For first class to fifth class 30 children per class and one teacher for every section. For sixth class to eight class 35 children per class and one teacher each for Science, Mathematics, Social Studies and Languages.

Classrooms should ensure a minimum of 9 to 10 sq. ft. (0.91 metre) of space per student. Tables and chairs or desks should be provided according to the strength of the class. Benches with back rest should be provided to students.

Library

The Library should have books, maps, geographical models, teaching aids, audio and video cassettes besides journals and dailies. A High School library should have a minimum of 1500 books and that of a higher secondary school 3000 books. Library should be in a room not less than 400 Sq. Ft.

Laboratory

There should be well-equipped general science laboratory for teaching standards upto X and separate laboratories for Physics, Chemistry and Biology at the Higher Secondary level. Laboratory should be a room not less than 400 Sq. Ft.

Play ground

Adequate play area should be provided as part of the school complex or very close to the school. In Corporation or Municipal areas, managements may secure permission to use corporation or other playgrounds.

Sanitary Facility

Protected drinking water should be supplied. Toilet should be provided at the ratio of one per 20 children. Urinals, Drinking water taps and Hand wash taps should be provided at the ratio of one per 50 children.

General

Qualified teachers should be appointed

There should be an agreement with the management and teachers. Using of Cell Phone is prohibited in the school campus. (G.O.Ms.No.28 dated: 25.10.2007)

Sale of unhygienic food should be avoided in school campus.

Director of Matriculation Schools

