

APPENDIX -XV  
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
(Kottayam)

**NO  
TO  
DRUGS**

DDEKTM/2036/2025-B6

Office of the Deputy Director of Education  
Kottayam, Date,24-06-2025  
Email: ddektm.dge@kerala.gov.in  
Tel:0481-2583095

From

Deputy Director of Education  
Kottayam.

To

The Manager,  
St.Mary's English Medium School,  
Manarcad.

Dear Sir/Madam,

Sub: Recognition Certificate for the School under section 18 of Right of Children to Free and Compulsory Education Act 2009 read with rule 14 of Right of Children to Free and Compulsory Education Rules, 2011. reg.

Ref:- 1)Application submitted by the Principal, St.Mary's English Medium School ,  
Manarcad .  
2)Report submitted by the DEO Kottayam- Ltr no: DEOKTM/981/2025-B6  
dtd :17.06.2025.

\*\*\*\*\*

With reference to your application received on 10.04.2025 and subsequent school inspection in this regard, I hereby convey the grant Recognition to St.Mary's English Medium School, Manarcad for Class I to X standard for the period of 5 years from the Academic Year 2026-27 to 2030-31 in compliance to Section 18 of Right of Children to Free and Compulsory Education, Act, 2009 & rule 14 of Right of Children to Free and Compulsory Education rules 2011 of Kerala .

**The above recognition is subject to the following conditions:-**

1. The temporary recognition accorded to the school is valid from the academic Year 2026-27 to 2030-31 and is to be renewed at an interval of every 5 years.
2. The grant of recognition is available initially for classes I to X standard and to be

extended for Senior Secondary classes subsequently in due course of time.

3. The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the Rule 14 of the Right of Children to Free and Compulsory Education rules 2011 of Kerala . (State Education Act/Rules)
4. The school shall admit in pre-school/class I to the extent of 25% of the strength in each class, children belonging to Weaker Section and Disadvantaged Group in the neighbourhood and provide free and compulsory elementary education till its completion.
5. The school shall maintain a separate bank account for the purpose of reimbursement.
6. The school shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.
7. The school shall not deny admission to any child :-
  - a. For lack of age proof if such admission is sought subsequent to the extended period prescribed for admission.
  - b. On the ground of religion, caste or race, place of birth or any of them.
8. The School shall ensure that:-
  - a. No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school.
  - b. No child shall be subjected to physical punishment or mental harassment.
  - c. No child is required to pass any board examination till the completion of elementary education.
  - d. Inclusion of students with disabilities/special need as per provision of the RTE (rule/clause of State Act).
  - e. The teachers are recruited with minimum qualifications as laid under KER & RTE (rule/clause of the State Act)
  - f. The teachers perform his duties specified under RTE (rule/clause of the State Act).
9. The School shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
10. The school shall maintain the standards and norms as specified in KER & RTE (rule/clause of the State Act)
11. No unrecognised classes shall run within the premises of the school or outside in the name of school.
12. The school building plan must have been approved by the current rules or G.O.s. The school building or other structures and the grounds are used only for the purposes of education and skill development. Construction work within the compound should not be carried out in school working hours and safety measures in all respect are under whole responsibility of the managements.
13. The School is run by a society registered under the Society Registration Act - 1860 (Act under with Society is registered), or a public trust constituted under any law for the time being in force.
14. The school is not run for profit to any individual, group or association of individuals or any other persons.
15. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared.

- 16. The School shall furnish such reports and information as may be required by the competent authority from time to time and shall comply with such instructions of the State Government or the competent authority as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.
- 17. English shall be taught as a subject from in Standards I to X in all schools notified under Part IV Rule 9 (4)(c) from academic session recognition is granted.
- 18. The school shall be abide by the provisions of the RTE Kerala (State Act/Rules).
- 19. The certificates of recognition issued by the department shall be subject to the fulfilment of deficiencies if any pointed out by the department at any stage/time.
- 20. The management shall rectify the deficiencies pointed out in infrastructure or administration by the authorities .
- 21. The management shall apply for renewal of recognition three months before the expiry of this order to this Deputy Director of Education , Kottayam.
- 22. The management shall follow the directions issued by the Government/ Department form time to time keeping in view of the safety and security of the children and the overall administration of the school.
- 23. The recognition shall be withdrawn if any contravention of the provisions of the Act, Rule or the conditions of recognition are found and proved.
- 24. The school management shall have to full responsibility if any court cases arises this regard. The Management is not entitled to seek affiliation to other Board without obtaining NOC from the General Education Department ( Concerned State Authority).

Seal & Signature of issuing authority .....

Signed by  
Honey G Alexander

Name & Address of issuing authority Date: 24/06/2025 of 1548/2025, Kottayam.

  
MANAGER  
St. Mary's English Medium School  
Manarcad

  
PRINCIPAL  
St. Mary's English Medium School  
Manarcad