

## Procedure for Registering of new Institution :

- 1) **Application Form No.1** duly filled and filed before the registering authority in the month of October every year.
- 2) **Registering authority** : Concerned Divisional Secretary, Karnataka Secondary Education Examination Board and Ex Officio Joint Director of Public Instruction, Bangalore/Mysore/Belgaum/Gulburga Division.
- 3) **Registration fee** : DD in favour of Registering authority. (Rs.1,000-00 for SC/ST & Rs.2000-00 for others)
- 4) **Information** regarding location, Postal Address, building, staff, funds – should be furnished.

### Conditions :

1. Need for establishing the institution in a locality.
2. Institute should be financially sound.
3. Premises should be well ventilated.
4. Teaching staff should be duly qualified.
5. Enclose photo copy of Khata Certificate/letter from the owner.
6. There shall be distance of 1 km in case of city & municipal area and 2 km in case of rural area.

Registering authority shall disposed of the application within three months.

The Institution should start functioning within two months of registration.

Registration fee shall be deposited in Nationalised Bank/Schedule Bank in the name of Registration authority.

## Registration of existing recognized Institutions

### Registration of existing recognized Institutions

**Form No.4** – Under Section 33 for filling up of statement.

No fee payment – under sub rule(1)

**Registering authority** – issues Registration Certificate in Form No.5.

### Recognition of New Institution :

**Form No. 7** – Fee of Rs.100-00 in Demand Draft payable to Joint Director of Public Instruction for seeking recognition.

### Conditions for Recognition :

1. Security Deposit of Rs.1000-00 shall be submit to Divisional Secretary, K.S.E.E.B & Ex Officio Joint Director of Public Instruction of respective divisions by Demand Draft.
2. Teaching Staff, Accommodation, furniture, equipment, syllabi, Library, reference books etc.
3. Admission in accordance with rules.
4. Charge fee- according to the departmental instructions.
5. Job Typing – not allowed within the premises.
6. Maintenance of records shall be perfect.
7. Submit periodical statistical returns on every 31<sup>st</sup> December to competent authority in Form No.9.

## Recognition of Existing Institutions :

Refer to in clause (9) of Sub section(1) of Section (38) – shall fulfill all the condition of recognition.

## Up gradation of Institution :

If any institution fails to fulfill the given condition, then the recognition will be withdrawn by the orders of the competent authority.

**Appeal** : Commissioner of Public Instruction shall be the appellate authority.

## ADMISSIONS :

Application for admission to the institutions in

1. Application form No.10
2. Transfer certificate
3. Admission open to all.

### Category of students:

- 1) School Student – SSLC Students.
- 2) Practicing students
- 3) Repeaters
- 4) Private candidates
- 5) Candidates desiring improvement in results

No. fees for T.C/Marks Cards.

Class hours : 45 minutes per day for 6 days in a week.

Holidays/Vacations – All General Holidays approved by the Department

## Qualification for Teaching Staff of Commerce Education :

Post	Qualification
1. Principal	Pass in PUC with Sr. Grade Examination in Typewriting or Shorthand or equivalent exams with five years experience.
2. Instructor to teach typewriting & Shorthand.	PUC – with Senior grade – Typewriting and Shorthand exam or equalivent as the case may be.
3. Instructor to teach proficiency classes.	Graduate from recognized university, post proficiency in typewriting & shorthand writing in respective languages as the case may be.
4. Instructor for teaching theory subjects.	Degree in Commerce or any graduate with Diploma in Commerce or equivalent examination as the case may be.

### **Records to be maintained in the Institution :**

1. Admission form file,
2. Admission Register
3. Fee receipt book, fee collection register
4. Cash Book
5. Library & reading room account.
6. Staff attendance register
7. Students attendance register
8. Voucher files
9. Acquittance Roll
10. Stock Register
11. T.C.Book
12. Records of Periodical tests.
13. Admission Ticket, Marks Card & Certificate Issue Register.
14. Follow up Register
15. Examination fee collection Receipt book/Examination fee collection register.

### **Function powers of the Board :**

- ❖ To advice the State Government on the coordinated development of Commerce Education in the State.
- ❖ To advice on such other matters as may be entrusted by the State Government from time to time.
- ❖ Terms & Conditions of appointment shall be specified in the notification.
- ❖ The recommendation of the Board shall be made by a simple majority of the member present & voting.
- ❖ Board meetings are held to discuss about the mattes of commerce education examination, modifications etc.