

## 12. EDUCATION

Following Services are rendered by Education Department.

### I SUBJECTS TAUGHT IN VARIOUS CLASSES IN THE SCHOOLS :

#### A. Primary Schools

STD I	STD II	STD III	STD IV
Gujarati	Gujarati	Gujarati	Gujarati
English	English	English	English
Maths	Maths	Maths	Maths
Hindi	Hindi	Hindi	Hindi
Environment	Environment	Environment	Environment
Drawing	Drawing	Drawing	Drawing
P.T	P.T	P.T	P.T

#### B. Middle Schools

STD V	STD VI	STD VII
Gujarati	Gujarati	Gujarati
English	English	English
Hindi	Hindi	Hindi
Maths	Maths	Maths
Social Studies	Social Studies	Social Studies
Science	Science	Science
Drawing	Drawing	Drawing
P.T	P.T	P.T

#### C. Secondary Schools

STD VIII	STD IX	STD X
Gujarati	Gujarati	Gujarati
English	English	English
Hindi	Hindi	Hindi
Maths	Maths	Maths
Social Studies	Social Studies	Social Studies
Science	Science	Science
<b>Optional subjects</b>	<b>Optional subjects</b>	<b>Optional subjects</b>
Sanskrit 1. Workshop Technology	Sanskrit 1. Workshop Technology	Sanskrit 1. Workshop Technology
Drawing 2. Engineering Drawing	Drawing 2. Engineering Drawing	Drawing 2. Engineering Drawing
P.T. 3. Parambhik Vidyat Vidya	P.T. 3. Parambhik Vidyat Vidya	P.T. 3. Parambhik Vidyat Vidya

Remarks : Additional SUPW subject : Computer Software for Std VIII.

## 12. EDUCATION ( contd )

### D. Higher Secondary Sections (STD XI AND XII )

Science Stream	Arts Stream	Commerce Stream
Maths (1)	Gujarati Hr. Level or Gujarati Lower Level	Gujarati Hr. Level or Gujarati Lower Level
Maths (2)	English Hr. level or English Lower level	English Hr. level or English Lower level
Physics Chemistry Biology English / Gujarati/ Sanskrit P.T Craft	Business Administration Geography Social Studies Economics Sanskrit Hindi Lower level P. T Craft	Business Maths Elements of Accounts Statistics Craft

### II MATTERS PERTAINING TO PRIVATE SCHOOLS

Sl No	Services	Rule
1	Grant of permission to open a new school	Rule -31 of Goa, Daman and Diu School Education Rules, 1986
2	Approval of Scheme of Mangement	Rule- 46 of Goa, Daman and Diu School Education Rules, 1986
3	Grant of recognition	Rule -36 of Goa, Daman and Diu School Education Rules, 1986
4	To provide 100% Grant –in-aid to the school recognized from Std Vth onwards, recognition/permission is being given to open new schools Division if the proposal is found fit and suitable	

## 12. EDUCATION ( contd )

### III OTHER ACTIVITIES :

Sl No	Services / Facilities rendered	Process for collection	Time limit for disposal	To whom to contact
12.1	Monetary incentive to girl students under Plan Scheme	Concerned school	Yearly in last quarter of the final year	Head Master of the School
12.2	School level education	Directorate of Education	Continuing processes	Asstt. Director of Education, District Panchayat and Directorate of Education
12.3	Book Bank (I to VIII)	Concerned school	June / July of each year	A.D.E, Directorate of Education. District Panchayat.
12.4	Awards to teachers	Asstt. Director of Education/ District Panchayat / Directorate of Education	Yearly	Asstt. Director of Education, District Panchayat and Directorate of Education
12.5	1) Economically backward class (EBC) Scholarship 2) Stipend to SC/ST 3) Monetary incentive to girl students		Continuous process	ADE, District Panchayat and Directorate of Education
12.6	Mid Day Meal	District Panchayat	Academic year 220 working days	Asstt. Director of Education and District Panchayat
12.7	Counter signature	Outward / Inward section	Immediately during office hours only	Clerk, Education Department.
12.8	Issuing of Leaving certificate	Concerned School	Immediately	Head Master of concerned school
12.9	Stationary /uniform	Asstt. Director of Education Office	1 <sup>st</sup> quarter of Academic year	Asstt. Director of Education and Directorate of Education.
12.10	i) Admission	Asstt. Director of Education Office and Dist. Panchayat	Govt. Schools of UT of Daman and Diu are completely free up to Std Xth for boys and upto Std XII th for girls.	Head Master of the concern ed school

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Sl No	Services / Facilities rendered	Process for collection	Time limit for disposal	To whom to contact
	ii) Admissions for outside students	Asstt. Director of Education Office and Dist. Panchayat	Immediately as per requirement the school leaving certificate must be countersigned by the District Education Officer of the District in which he/she last attended school.	Head Master of the concerned school
12.11	JNV Test for Admission.	Forms to be filled through school	January / February of the year	Principial JNV and Asstt. Director of Education
12.12	Correction / change in name, date of birth etc.	Application with affidavit	Immediately	Asstt. Director of Education
12.13	Terms and vacations	Circular from Asstt. Director of Education Office	Yearly	Asstt. Director of Education
12.14	Recognition to school	Collection of format from Asstt. Director of Education Office.	6 months before starting of academic year.	Asstt. Director of Education / District Panchayat and Directorate of Education
12.15	Recruitment of teachers	To apply to Secretary Education	As per advertisement	Asstt. Director of Education / District Panchayat and Directorate of Education
12.16	Scouts and Guides started from 2003-04	School	Continuous schemes	Head Master of school
12.17	V.E.C, P.T.A and M.T.A	Asstt. Director of Education / District Panchayat and Directorate of Education	Continuous schemes	Head Master of school

## 12. EDUCATION ( contd )

Sl No	Services / Facilities rendered	Process for collection	Time limit for disposal	To whom to contact
12.18	All types of scholarships	Filled up forms from school	Yearly process	Head Master of School and Asstt. Director of Education / District Panchayat and Directorate of Education

### IV REDRESSAL OF GRIEVANCE :

For redressal of grievance, the Director of Education, Addl. Director of Education, Asstt. Director of Education, Directorate of Education / District Panchayat. Public in general can meet without any prior appointment between 12.00 noon to 1.00 p.m.