

The Special Education Operation Guidelines, 2060 (2004)

Preamble: Whereas, all sectors of society including local bodies, community organizations and non-governmental organizations have an important role in the task of providing special education to the blind, deaf, hearing impaired, mentally retarded children and children with physical difficulties and multiple incapacities;

Now, therefore, the Ministry of Education and Sports has, having exercised the powers conferred by Rule 192 of the Education Rules, 2059 (2003) and with the objective of operating Special Education Program as a campaign for achieving the goal of quality education for all by the year 2015 A.D., issued these Guidelines for ascertaining the roles of all such organizations, associations and bodies.

Chapter -1

Preliminary

1. **Short Title, Extension and Commencement:** (1) The name of these Guidelines is "(the) Special Education Operation Guidelines, 2060 (2004)."

(2) These Guidelines shall be issued once these are approved by the Ministry of Education and Sports. Provisions contained herein shall be commenced from

the date of issue of notice having decided by the Ministry.

2. **Definition:** Unless the subject or context otherwise requires, in these Guidelines,-

- (a) "Act" means the Education Act, 2028 (1971).
- (b) "Rules" means the Education Rules, 2059 (2003).
- (c) "Ministry" means the Ministry of Education and Sports.
- (d) "Council" means the Council constituted pursuant to Rule 61 of the Rules.
- (e) "Department" means the Department of Education.
- (f) "Director General" means the Director General of the Department of Education.
- (g) "Incapacitated" means the condition in which there is difficulty in day-to-day functioning because of physical, mental or sensational infirmity in any person.
- (h) "Physically incapacitated" means the person who is incapable of carrying out functions of day to day life because of physical infirmity or distortion from birth or due to any accident or disease after the birth.

- (i) "Mentally retarded" means the person who is incapable of carrying out activities that are relative to the age or environment because of lack of mental development prior to attaining the age of 18 years.
- (j) "Deaf" means the condition in which one cannot hear a sound up to 80 decibels or cannot speak and uses symbolic language for communication.
- (k) "Feeble hearing" means the condition of the hearing capacity that is less than 65 db to 80 db and as result of it one hears less and cannot clearly speak and has to use hearing aid for hearing.
- (l) "Blind" means the condition in which one cannot distinguish fingers of a hand from the distance of 20 feet even after treatment of eyes (using medicines or power glasses or having undergone a surgery) that is to say, in which one cannot read the letters of the first line of sullen chart (3/60).
- (m) "Visually impaired" means the condition in which one cannot distinguish fingers of a hand from the distance of 20 feet even after treatment of eyes (using medicines or power glasses or having undergone a surgery) that is

to say in which one cannot read the letters of the first line of the sullen chart (6/18).

- (n) "Multiple incapacities" means a mixed condition of two or more incapacities such as physical incapacity, deafness, blindness or mental retardation.
- (o) "Special Education" means all types of education and trainings prepared to meet educational requirements of those children who need special type of education. The words also include special teaching and learning methods designed and training arrangements made for fulfilling requirements of education for incapacitated children according to their incapacity at par with other children.
- (p) "Free education" means the education to be provided having charged no monthly fee, admission fee, examination fee, deposit or other any type of lump sum fee and having provided free textbooks as well.
- (q) "School to be operated by an organization" means the school the main responsibility of operation of which has been assumed by an organization.

- (r) "Community School" means the school having obtained permission or approval getting grants in regular manner from His Majesty's Government.
- (s) "Special School" means the school being operated having developed teaching method only for any particular type of incapacitated persons suitable to their incapacity.

Chapter -2

Format of Operation of Special Education

- 3. **Provisions of operation of Special Education:** The main system of operating special education is combined education or consolidated education, however, the following types of special education programs may be carried out for providing education to incapacitated children of various types as may be necessary:-
 - 3.1 **Special Schools:** Special schools may be opened for incapacitated or multiple incapacitated children of the same nature as may be necessary. However, after commencement of these Guidelines, no permission shall be given to operate separate special school for blind and physically incapacitated students having caused financial liabilities on the government.
 - 3.2 **Unified Education Program:** The following activities may be conducted under this program:-

- (a) **Operation of Resources Classes:** Resources classes may be conducted in the community or institutionalized schools of the area in which number of incapacitated persons is higher for providing knowledge and skills related to the concerned area of incapacity through the medium of suitable teaching system for mentally retarded, blind, deaf and hearing impaired children.
- (b) **Doorstep Special Education Program:** Provision may be made for students who are blind, partly blind, mentally retarded to some extent and hearing impaired to some extent and studying at resources classes, after acquiring knowledge and skills related to the incapacitated area, to transfer them to the school close to homes of the children.
- 3.3 **Support and Consultation Center:** Any organization, Association, Community or local bodies may establish support and consultation services for incapacitated children as may be necessary and the center established in such a way has to made available necessary education, training and consultation to parents and children.

3.4 **Combined Education:** (a) The Department may make provisions for providing combined education to all incapacitated children and children requiring education as prescribed by the Department.

(b) In case the District Education Committee is willing to conduct combined education program in any school within the district, such school shall be given permission to launch combined education and information thereof shall be given to the Department.

Chapter -3

Provisions Relating to Permission/Approval of Special Education

4. **Permission to be obtained to Operate Special Education School:** No special education classes may be conducted without approval of the Special Education Council.

4.1 If any organization or association, agency or person wishes to operate special school in an institutional manner has to submit application in the format of schedule -1 to the concerned District Education Office six months prior to the beginning of the academic year.

4.2 The District Education Council shall, having inquired on the application submitted pursuant to

clause 4.1, forward the application to the Council directly in case of primary level and through the Regional Education Directorate in case of lower secondary and secondary level for approval pursuant to Rule 62A. of the Rules along with its clear opinion within two months from the date of submission of the application.

4.3 The Regional Education Directorate shall, upon having studied the recommendation received for approval of special school of lower secondary and secondary levels received pursuant to clause 4.2, forward the recommendation to the Council.

4.4 The Council may, upon having studied the recommendation received pursuant to clauses 4.2 and 4.3 of the Guidelines, give approval to operate the school subject to the prescribed terms and conditions if it deems appropriate to operate the school.

4.5. The Regional Education Directorate may grant approval to operate new school at the recommendation of the District Education Office and information thereof shall be given to the Department of Education.

5. In case any organization/association or agency or community wants to operate support center for mentally retarded children, application shall be given to the

concerned Village Development Committee/ Municipality. The Village Development Committee or Municipality shall, if it deems appropriate, make necessary arrangement and give approval to operate the support center and information thereof shall be given to the District Education Office.

6. **Provisions Relating to Operation of Unified Special Education Program in Partnership:**

6.1 Since the aim of the Special Education Program to be operated in partnership is to provide regular education to incapacitated children along with vocational training and skills, the District Education Office may give permission to operate such programs.

6.2 In case any association/organization, agency or individual wants to operate Special Education Program having maintained institutionalized affiliation with any institutionalized and community schools for incapacitated children in partnership, the concerned party shall give joint application to the District Education Office.

6.3 The District Education Office may, having studied the application submitted pursuant to clause 6.2 of the Guidelines, grant approval to the programs to be operated in partnership on the following bases:-

- (a) Written agreement clearly specifying the roles and responsibilities of partners to be endorsed,
- (b) Program has to give priority to make incapacitated children independent and to the unified education,
- (c) Provision of constant inspection and monitoring to be made during the time of operation of the program.

7. **Special Education School Program Operation**

Approval may be Revoked: In case any association/ organization agency or individual commits any act in contravention of these Guidelines and directives of the Council upon having obtained approval to operate Special Education Program, the approval may be revoked at any time. However, prior to revoking approval in this way, an opportunity shall be granted to defend.

8. **Bases of Giving Permission to Operate Special Education to any Organization/ Association, Agency or Individual:**

In case any organization/ association, agency or individual wants to operate special school on its/his/her own resources, the following shall be the bases for granting permission:-

8.1 **Deaf or Mentally Retarded:**

- (a) For permission of institutionalized and community special school, the student to be as referred to in schedule-2,
- (b) Provision of teachers capable of teaching deaf and mentally retarded children, having been qualified as prescribed in the Education Rules and having been trained for at least five months in the symbolic language and as specified in schedule-2;
- (c) The school must have its own building, furniture suitable to the incapacity, play ground along with compound or if rented, the building must have all above facilities and at least a five year-agreement must be concluded with the owner of the building;
- (d) Deaf and mentally retarded children admitted to the school must have their hearing capacity tested at least for once;
- (e) Provisions of extra activities and sports materials suitable to deaf and mentally retarded children must be made;
- (f) The school operating special residential school has to mention the residence, operation system and resources required for it;

- (g) A five-year future plan relating to school operation process and physical and human resources to be included;
- (h) The provision of teaching materials that may be helpful for complete communication in symbolic language must be made;
- (i) Approved byelaw for provisions of terms and conditions and facilities for service of teachers and students of the school to be submitted;

8.2 **Mentally Retarded Children:**

- (a) For permission for operation of institutionalized and community special school, students must be as referred to in schedule -2,
- (b) Provision of teachers capable of teaching mentally retarded children, having qualification as prescribed in the Education Rules and having acquired training in the field of mental retardation for a period of five months in minimum as referred to in schedule-2;
- (c) The school must have its own building, furniture suitable to the incapacity, play ground along with compound or if rented, the building must have all above facilities and at

least a five year agreement must be concluded with the owner of the building;

- (d) Provisions of extra activities and sports materials suitable to mentally retarded children must be made;
- (e) The school operating special residential school has to mention the residence operation system and resources required for it;
- (f) A five-year future plan relating to school operation process and physical and human resources to be included;
- (g) Provisions of materials relating to teaching and learning that may be necessary for teaching and supporting in the field of mental retardation;
- (h) Approved byelaw for provisions of terms and conditions and facilities service of teachers and students of the school to be submitted;

8.3 Normally, District Education Office may grant permission encouraging to operate unified education program in the institutionalized and community schools without establishing separate special school for blind and physically incapacitated children after issue of these Guidelines. However, it shall not be deemed to have hindered to operate special schools that are in

operation during the time of commencement of these Guidelines and to operate special school by any organization/ Association or agency without causing any type of financial burden on His Majesty's Government.

- 8.4 In case any organization or association, agency, individual or community demand to operate academic and vocational programs other than school oriented program and rehabilitation services for physically incapacitated, blind, deaf and mentally retarded or hearing impaired, multiple incapacities and other types of incapacitated children, the concerned District Education Office may grant approval to operate.
- 8.5 The Council may grant regular grant or grant from time to time for programs of special school, unified education and program in partnership to be launched by an organization under these Guidelines. However, no financial co-operation shall be made available to any organization prior to completion of a period of three years of operation of school activities.

Chapter -4

Functions, Duties and Powers

9. Formation of School Management Committee:

- 9.1 There shall be a School Management Committee comprising of the following members each of the

special school for operation, supervision and management of an institutionalized special school to be operation by an organization:-

- (a) The person nominated by District Education Office on the recommendation of the school from amongst the founder of the school or investors.

In case of schools being operated by non-governmental organizations to date, the founder or investor referred to in clause 9.1 (a) means the person designated by the executive committee of such organizations.

- (b) School inspector of the concerned -Member area
- (c) Two persons including one woman -Member nominated by School Management Committee from amongst parents
- (d) One teacher selected by teachers of -Member the concerned school from amongst themselves
- (e) One person nominated by Village -Member Development Committee or Municipality from amongst local

people fond of education or social activities

(f) Head master of the -Member-Secretary concerned school

- 9.2 The term of office of the nominated members shall be of two years. If such chairperson or members are found to have committed any act against the code conduct according to their posts, the nominating official or body may relieve him/her from the office at any time. Provided that prior to relieving from office in such a way, he/she shall not be deprived of an opportunity to defend himself/herself.
- 9.3 While nominating chairperson or members to be nominated to School Management Committee to be formed pursuant to clause 9.1, priority shall be given to incapacitated person or the person making substantial contribution in the area of services to incapacitated persons, guardians of incapacitated children and to incapacitated women.
- 9.4 Meetings of the Management Committee shall be held at least for once in every two months.
- 9.5 Local social activists, persons making remarkable contribution in the field of services to incapacitated persons or any other persons may be invited in meetings of the Management Committee as may be necessary.

9.6 Procedures relating to meetings of School Management Committee shall be as determined by the committee itself.

10. Functions, Duties and Powers of School Management Committee of the institutionalized (operated by an organization) special school shall be as follows:-

- (a) To mobilize the means and resources received for operation of school;
- (b) To make provision of physical means and resources necessary for the school;
- (c) To protect and conserve movable and immovable property of the school;
- (d) To maintain clean academic atmosphere in the school;
- (e) To compulsorily use the curriculum and textbooks enforced by His Majesty's Government and if it deems appropriate to teach other auxiliary textbooks to teach them with approval of Curriculum Development Center through the District Education Office.
- (f) To appoint persons having acquired qualification to become a candidate for the post of teacher according to prevailing law having acquired teaching license from the commission and having been trained for a period of five months in

minimum in the concerned area of services to the incapacitated persons; and to give priority to incapacitated persons while appointing teachers;

- (g) To take actions against teachers lacking discipline;
- (h) To follow the directives given by Ministry and Council;
- (i) To call meetings of incapacitated children and concerned parents of at least twice in every year and to have discussions on the programs being operated for incapacitated children and the roles to be played by parents;
- (j) To develop atmosphere of the school suitable to incapacitated persons;
- (k) To manage sports and extra activities suitable to incapacities;
- (l) To conduct regular monitoring and evaluation of teaching and learning in the school;
- (m) To make provision of health checkup of incapacitated children from time to time;
- (n) To operate support program to make children self-dependant having had affiliation with non-governmental organizations being operated in local and district levels for overall development of incapacitated children;

- (o) Prior to entering into agreement of any type with any international Organization/ Association, approval of the Ministry to be obtained;
- (p) To enter into agreements with governmental and non-governmental organizations or associations and other agencies for protection of interests of the school subject to the prevailing law and to give information thereof to the District Education Office;

11. **Management Committee of Community Special School:**

11.1 In order to operate, supervise and manage community special school, there shall be a School Management Committee in each school comprising of the following members:-

- (a) One person from amongst parents -Chairperson selected by themselves for being chairperson

Explanation: For the purpose of this clause in case of school having been operated by an organization since long time back, the parent nominated by that organization shall preside over meetings of School Management Committee.

- (b) The persons including one woman -Members selected by parents from amongst

themselves

- (c) The chairperson of the concerned -Member ward of Village Development Committee or Municipality where the school is located
- (d) One person nominated by School -Member Management Committee from amongst local intellectuals
- (e) One person nominated by School -Member Management Committee from amongst founders or donors of the school
- (f) One person selected by school -Member teachers from amongst themselves
- (g) Head Master of the school -Member-Secretary

11.2 Parents referred to in clauses (a) and (b) means in case of the students admitted by the parents prescribed in those Rules, the same parents and in case of the students admitted under the protection of any organization/association, the chief of the concerned organization.

11.3 The term of office of the nominated members shall be of two years. If such chairperson or members are found to have committed any act against the code

conduct according to their posts, the nominating official or body may relieve him/her from the office at any time. Provided that prior to relieving from office in such a way, he/she shall not be deprived of an opportunity to defend himself/herself.

11.4 Meetings of the Management Committee shall be held at least for once in every two months.

11.5 Local social activists, persons making remarkable contribution in the field of services to incapacitated persons or any other persons may be invited in meetings of the Management Committee as may be necessary.

11.6 Procedures relating to meetings of School Management Committee shall be as determined by the committee itself.

12. Functions, Duties and Powers of Community Special School Management Committee shall be as follows:-

- (a) To mobilize the means and resources for operation of school;
- (b) To keep or cause to keep records of movable and immovable property of the school and to protect them;
- (c) To maintain updated record of academic, physical financial data and other description of the school;

- (d) To approve annual budget of the school and to give information thereof the Village Development Committee and District Education Office;
- (e) Not to allow disturbing the atmosphere of school on the basis of political, religious or communal sentiment in order to maintain clean academic atmosphere in the school;
- (f) To cause to attend teachers deputed from District Education Office and to involve them in marks;
- (g) To cause to conduct annual auditing of school by an auditor prescribed by District Education Office;
- (h) To take immediate action as per report of the auditor and to submit report thereof to the District Education Office;
- (i) To abide by the directives given by the District Education Committee and District Education Office;
- (j) To appoint persons having acquired qualification to become a candidate for the post of teacher according to prevailing law having acquired teaching license from the commission and having been trained in the concerned area of services to the incapacitated persons; and to give priority to incapacitated persons while appointing teachers;

- (k) To form Teachers Parents Association in order to maintain quality of education;
- (l) To enter into agreements with governmental or non-governmental organization/associations and other agencies for protection of interests of the school with prior approval of the District Education Office and not being contrary to prevailing Act and Rules relating to education;
- (m) To call meetings of incapacitated children and concerned parents at least twice in every year and to have discussions on the programs being operated for incapacitated children and the roles to be played by parents;
- (n) To develop atmosphere of school that may be suitable to incapacities;
- (o) To make provisions of sports and extra activities that may be suitable to incapacities;
- (p) To monitor and evaluate teaching of school regularly;
- (q) To manage for teachers training relating to incapacity area being operated in one's own school and to recommend teachers for training as may be necessary;
- (r) To co-ordinate with experts and associations and organizations in the concerned areas in order to

carry out works including developing educational materials and academic human resources required for the area of incapacity;

- (s) To obtain approval of the Ministry prior to entering into agreement for any type of cooperation with international association/organization.

13. **Operation, Control and Management of Resource Class Operated in Community School:**

13.1 In order for operation, control and management of resource class to be operated in community school, there shall be a resource class management committee comprising of the following members in each school:-

- (a) Chairperson of the School -Chairperson Management Committee of the concerned school
- (b) Headmaster of the -Member concerned school
- (c) Concerned ward -Member chairperson
- (d) Two persons comprising -Member at least one woman nominated by Resource class management committee from amongst

parents of incapacitated children

- (e) One person from amongst -Member incapacitated persons
- (f) Special Education focal -Member person
- (g) Resource person of the -Member concerned area
- (h) Resource Teacher of -Member-Secretary the concerned school

13.2 Functions, Duties and Powers of Resource Class Management Committee:

- (a) To develop physical and academic infrastructures for operation of resource class and residence;
- (b) To approve annual working plan of resource class and to implement or cause to implement accordingly;
- (c) To launch or cause to launch public awareness programs in local levels;
- (d) To collect additional resources for resources classes;
- (e) To make necessary provisions for stability of resource classes;

- (f) To maintain coordination with governmental and non-governmental organizations for operation of trainings that are useful for life, and vocational and skill-oriented trainings for incapacitated persons;
- (g) To make provisions of maids for taking care and rearing of children in resource classes and to engage them in works;
- (h) To update records of children;
- (i) To convene parents meetings at least once in a year and to submit progress report and financial reports;
- (j) To involve students in extra activities to be conducted in district and national levels;
- (k) To abide by and cause to abide by the policy guidelines laid down by District Education Office and Auditing Center Mobilization Committee for operation, control, inspection and management of resources classes;
- (l) To allocate amount to be received from residential scholarship and other sources and to approve the expenses incurred as per Rules;
- (m) To provide or cause to provide necessary assistance for developing educational quality in resources center;

(n) To assimilate incapacitated children to educational programs and other activities to the extent possible.

14. **Special Provision of Converting Schools being run by Organization as Community School:**

14.1 If an organization which has been running special education having received grant from His Majesty's Government prior to the commencement of the Rules wants to run the school it has been running as community school, it must be sent to the department through District Education Office having filled in a form in the format of schedule-3 within three months of the date of commencement of these Guidelines for the purpose of Rule 65.2 of the Rules.

14.2 The Department shall inquire into the application received in this way and submit to the Council along with its opinion.

14.3 The Council shall, having studied the applications received through the Department, decide whether or not to convert the school into community school and shall submit to the Ministry for approval of the posts.

14.4 For the schools to be converted into community school, the Ministry may approve posts of teachers

and staff lists having considered the following factors:-

(a) **In case of deaf and hearing impaired:**

- One teacher equal to 12 students in primary level;
- One peon equal to 40 students and one more peon for each of 60 additional students;
- One maid equal to 15 students in case of residential students;
- One employee of non gazetted second class (Kharidar rank) if there are less than 100 students and if more than one hundred students are there, two employees of non gazetted second class (Kharidar rank);
- In case of lower secondary/secondary level school, one teacher equal to 12 students on the basis of number of students or the number of teachers as prescribed in the Education Rules.

(b) In case of Mentally Retarded:

- One teacher of primary level equal to 8 children,
- One peon equal to 20 children,

- One maid equal to 10 students in case of residential students,
- One employee of non gazetted second class (Kharidar rank) if there are less than 100 students and if more than one hundred students are there, two employees of non gazetted second class (Kharidar rank);
- In case of home visit, one primary level teacher equal to 15 children,
- In case of lower secondary/secondary level school, one teacher equal to 8 students on the basis of number of students or the number of teachers as prescribed in the Education Rules.

(c) **In case of blind:**

- One primary level teacher equal to 10 blind children in a primary school,
- In case of residential students one maid equal to 12 students,
- One Transcriber equal to 30 students,
- One peon equal to 30 students,
- One employee of Kharidar rank if there are less than 100 students and if more

than one hundred students are there, two employees;

- In case of lower secondary/secondary level school, one teacher equal to 10 students on the basis of number of students or the number of teachers as prescribed in the Education Rules.

2. **Only for Unified School:** Grant shall be based having provided the following number of teachers on the basis of level of school in a Unified school:-

- One primary level teacher and one transcriber equal to a total of 10 students of primary level,
- One brail transcriber of lower secondary level equal to a total of ten students of lower secondary level,
- One brail Transcriber of secondary level equal to a total of ten students of secondary level,
- Additional one peon for blind students in a Unified school,

(d) **In case of physical incapacity:**

- One primary school teacher equal to 18 physically incapacitated students,
- One peon equal to 40 students,

- One employee of Kharidar rank if there are less than 100 students and if more than one hundred students are there, two employees;
- In case of residential students, one maid equal to 15 students,
- In case of lower secondary/secondary level school, one teacher equal to 18 students on the basis of number of students or the number of teachers as prescribed in the Education Rules.

14.5 Upon approval of posts pursuant to clause 14.4 of these Guidelines, the Ministry shall refer it to the Teachers Service Commission for permanent fulfillment of posts as per Rules.

15. **If the schools being operated by an organization are operated under the organization, the criteria to provide grants shall be as follows:**

15.1 If the schools being operated having received grants from His Majesty's Government prior to the commencement of the Education Rules wishes to be operated under an organization, the number of students studying in the school in the year in which responsibility of the school is going to be handed over to the organization fully shall be taken as a basis and amount equal to the annual salary of number of teachers prescribed for community

schools pursuant to 14.4 of these Guidelines, shall be regarded as lump sum grant and it must be made available in every quarter of a year.

15.2 The grant amount referred to in clause 15.1 of these Guidelines shall be made available to the organization on an annual basis and moreover, the Special Education Council may grant additional grant from time to time on the basis of programs.

15.3 No salary of teachers, employees, peon/guard shall be made available in regular manner to the organization which have been conducting short term vocational trainings only and not conducting school programs for physically incapacitated children however, the Special Education Council may, having regard to the impact of the program, make available financial assistance from time to time if those organizations submit proposals to conduct vocational training.

16. If any school, organization, association or agency operates educational programs for multiple-incapacitated children, the Special Education Council may make available more assistance than the assistance prescribed for single-incapacity service field.

Chapter -5

Provisions Relating to Service Terms, Conditions and Benefits of Teachers and Employees

17. Provisions relating to service, terms, conditions and benefits of teachers/employees engaged in schools providing special education shall be as follows:-

17.1 Provisions relating to service, terms and conditions and benefits of teachers/employees engaged in schools operated by an organization as provided for in these Guidelines shall be as prescribed in the statute of the organization or the byelaw framed by the organization. However, in case of teachers teaching regularly in the school getting grants from School Management Committee prior to the commencement of the Education Rules having got permanent appointment from the organization as per Rules, it shall be as provided for in Rule 65 of the Rules.

17.2 The organization receiving grants from the Council for operation of special education shall prepare by-law with regard to method and process of school operation and service, terms and conditions of teachers/employees and submit to the Council for affiliation. The Council may, having inquired whether or not the byelaw received is in accordance

with the Act, and Rules and these Guidelines, grant affiliation.

17.3 The organization not following the provisions of the Byelaw as referred to in clause 17.2 of these Guidelines may be revoked and the grant may be suspended or ceased.

17.4 The service, terms and conditions of teachers/employees engaged in a community school providing special education shall be as provided in the Education Rules.

Chapter -6

Provisions Relating to Assessment Center

18.1 There shall be an Assessment Center formed gradually in the districts where the Special Education Program has been formed with the objective of identifying incapacitated persons in the district, of rendering necessary services, cooperation and consultation and of formulating other programs. The Assessment Center Steering Committee shall comprise of the following members:-

- (a) District Education Office or the -Chairperson person designated by him
- (b) One Health worker from the District -Member Health Office
- (c) Two persons involving one -Member

incapacitated person from amongst the non-governmental organizations engaged in special education and incapacity area the District

- (d) Three persons from amongst -Member resource teachers representing various incapacity areas
- (e) Headmaster of the school in which -Member Assessment Center is located
- (f) One official of an organization -Member conducting income generating program in the District
- (g) Representative of the District -Member Development Committee
- (h) Special Education focal -Member-Secretary person

18.2 **Functions, Duties and Powers of Assessment Center Steering Committee:**

- (a) To select and examine children requiring special education;
- (b) To recommend children to the concerned resource class or other schools;
- (c) To formulate educational plan to children requiring special needs;

- (d) To provide appropriate consultation to incapacitated children and their parents;
- (e) To provide assistance, advise and suggestions to resource teachers as may be necessary;
- (f) To prepare profile of all children requiring special needs in the district including resource class children;
- (g) To conduct or cause to conduct short-term training programs relating to special education;
- (h) To prepare detail particulars relating to working nature of and engaged human resources at the organizations engaged in special education in the district and the subject matter that may be coordinated with them and to conduct various programs relating to incapacity in a coordinated manner;
- (i) To take initiative for conducting skill oriented trainings as may be necessary;
- (j) To inspect and monitor programs being conducted in the district and to give directives;
- (k) To take initiative for development of financial sources in district wise manner;
- (l) To conduct extra activities in the district level and to involve the best children in the national level activities;

(m) To organize exhibition of materials prepared by children in the district level.

18.3 In order to identify problems of various incapacitated children in the district and to prepare plan of services to be rendered for them, the Assessment Center Steering Committee may form a technical team and get them engaged works.

Chapter -7

Miscellaneous Provisions

19 **Provisions relating to providing additional time and other necessary assistance in examinations to incapacitated examiners:**

19.1 If it seems, having regard to the nature of incapacity, that the blind, deaf, hearing impaired and mentally retarded or physically incapacitated children could not complete examinations within the prescribed time, the following authority may grant an additional one hour time in maximum in the following examinations:-

- (a) To be as prescribed by the Headmaster of the concerned school in case of incapacitated examiners appearing in class wise examination;
- (b) To be as prescribed by the in-charge of the concerned examination center in case of

incapacitated examiners appearing in the district level examination and SLC examinations.

19.2 In the examination center, the following additional assistance may be made available for incapacitated examiners:-

- (a) Provisions of furniture suitable to incapacity to the physically incapacitated examiners;
- (b) Provisions relating to allowing a writer assistant below one class than the examiner for assistance of blind examiners,
- (c) Provisions of room with full light for partially blind examiners;
- (d) Provisions of translator for deaf and hearing impaired examiners;
- (e) Provisions of making arrangement of holding practical examination for deaf students in a symbolic language.

19.3 **Provisions Relating to Scholarship:**

19.3.1 **Residential Scholarship:** Residential scholarship may be granted to deaf and hearing impaired, blind, mentally retarded, physically incapacitated and multiple-incapacitated children in order to assist them in teaching learning and training;

19.3.2 Quota and amount of residential scholarship shall be as prescribed by the department.

19.3.3 The incapacitated students not capable of walking to the school daily shall submit application to the District Education Office along with recommendation of the concerned Village Development Committee/Municipality for residential scholarship.

19.3.4 Scholarship may be awarded to the poor and talented upon inquiring into the applications submitted for residential scholarship.

19.4 **Other Provisions Relating to Incapacitated Students Incentive Scholarship:** The Council/Department may provide various types of incentive scholarships to the students having various types of incapacity from time to time and the amount of scholarship shall be as prescribed by the Department.

19.5 **Priority to be Given to Incapacitated Persons:** While appointing teachers and employees, resource teachers or substitute teachers in the special school unified schools and resource classes for conducting special education, priority shall be given to incapacitated persons.

19.6 **Curriculum Suitable to Incapacity may be adjusted:** The Curriculum Development Center and

Special Education Council may adjust curriculum from time to time that may be suitable to various types of incapacitated children.

19.7 **Provisions Relating to Incentive Allowances:** The teachers and resource teachers teaching at special classes of community schools may be made available incentive allowance in addition to the salary they are entitled to, as prescribed by the Department from time to time.

19.8 Notwithstanding anything contained in foregoing provisions of these Guidelines, if it is requested to operate special education resource class in an approved community school, the permission thereof may be granted by the Village Development Committee/Municipality in case of pre-primary level, by the District Education Office in case of primary level and by the Regional Education Directorate in case of lower secondary and secondary level school.

Schedule -1

Format of initial application

The District Education Officer,
District Education Office

.....

Subject:- **Permission to operate special school
without His Majesty's Government
Grant**

Sir,

I/We request along with the following description you to give me/us permission to operate special school in the area of incapacity from the academic year of bearing all financial liabilities of the school by me/us.

(a) **Of the proposed school:**

(1) Incapacity Service Area:-

(2) Name of the School:-

(3) Address:-

Village Development Committee/Municipality:-

Ward No. Village/Street:-

Phone No. Fax No. e-mail

(4) Level for which permission is sought and class to be operated

(5) Level and class to be operated in future:-

(b) Physical infrastructure met for the proposed school:

(1) Of the Building:

(a) Number:

(b) Concerned/Muddy/Semi concreted:

(c) One's own/on Rent/Public

(2) Details of Rooms:

Number of Rooms	Length	Breadth	Height	Condition of windows/ Doors	Condition of light and air	Purpose	Remarks

(3) **Number of Furniture:**

(a) Desks (b) Bench (c) Table

(d) Cupboard (e) Chair (f) Others

(4) Conditions of Play Ground and land (in Ropani or Bigaha)

(5) Number of Toilets:

(a) To be used by boys (b) to be used by girls

(c) To be used by Teachers/Staff

(6) Condition of Drinking water:-

(7) Condition of Library and Number of Books:-

(8) Laboratory Materials

(9) Details of vehicles

(10) Details of educational materials suitable to incapacity

(c) **Number of Students (Proposed):**

Class	1	2	3	4	5	6	7	8	9	10
Boys										
Girls										

(d) **Number of Teachers (Proposed):**

S. No.	Name of Teacher	Level	Qualification	Training	Experience	Remarks
1						
2						
3						
4						

(e) **Financial Details (Proposed):**

(1) Immovable Property

(2) Movable Property

(3) Annual Income

(4) Sources of Income

(f) Organization/Founder's Name:-

Address:-

Organization Registration No.:-

Office of Registration of Organization:-

The aforementioned content is true and correct and if found false, I/We shall be liable as per laws.

Applicant's

Name:-

Signature:-

Seal of Organization:-

Date:-

Documents to be enclosed along with application:-

- (1) Copy of approved statute of the organization
- (2) Copy of decision of meeting of the executive committee of the organization

Recommendation of the District Education Office:

Member Secretary

Secretariat of Special Education Council, Department of Education Senothimi, Bhaktapur

While conducting necessary investigation on the application submitted by on to this office to operate institutionalized/community (company/ Education Trust) special school on incapacity area, it seems to be appropriate to give permission to operate the school as per decision of this office dated , it is hereby requested with recommendation. Moreover, it is also requested that the District Education

Office will make available the following assistance in operation of the said school:-

Areas in which District Education Office may provide assistance

1.

2.

3

Seal of District Education Office of the District
Education Officer

Signature:-

Name:-

Date:-

Schedule -2

- (a) Details of Students required for permission of operation of special school by organization/Association/Agency or person

S.No.	Incapacity Area	Terai/Valley	Mountain	Himali Area
1.	Hearing impaired and deaf	30	25	20
2.	Mentally Retarded	25	20	15
3.	Blind	25	20	15
4.	Physically Incapacitated	40	30	25

- (b) Details relating to Teacher -Students Ratio in Special School

S.No.	Incapacity Area	Students Teachers Ratio
1.	Hearing impaired and deaf	1:12
2.	Mentally Retarded	1:10
3.	Blind	1:8
4.	Physically Incapacitated	1:18

Schedule -3

Member Secretary,
Secretariat of Special Education Council,
Department of Education
Sanothimi, Bhaktapur
Through District Education Office

Subject:- **School operated by an Institution to be Converted
as Community School**

Dear Sir,

We request you, along with to the following details, to convert the school we have been conducting since academic year as a community school.

Description of the School

- (1) Incapacity Area:-
- (2) Format of the school: Special School/Unified school
- (3) Level and class being conducted in the school
- (4) Details of school operation permission

S.No.	Class for which permission is given	Date	Agency granting permission	Remarks

(5) Details of students studying in the current fiscal year:

Class-1		Class-2		Class-3		Class-4		Class-5		Total
Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
Class-6		Class-7		Class-8		Class-9		Class-10		Total

Students not included in the said form:

(1) Number of students getting service under home visit"

(2) Number of students getting vocational training:

Name of Training:-

Duration of Training operation:-

(6) Description of students getting residential facilities:-

S.No.	Agency providing residential facility	Number of students	Remarks

(7) Details of Physical Property of the School:

- (a) Number of Building Level:-
- (b) Muddy/concreted ownership is whose name:-
- (c) Number of Rooms
- (d) Sports Materials
- (e) Other Materials
- (f) Furniture (along with description whether or not they are suitable to incapacity)
 - (i) Number of Chair:-
 - (ii) Desks/Bench:-
 - (iii) Chair/Table:-

We do hereby agree to convert the school having the aforesaid movable and immovable property into a community school under the provisions of the Education Rules, 2059 (2003).

On behalf of the organization

Signature:- Seal of the
Name:- Organization
Designation:-

On behalf of the school

Signature:- Seal of the
Name:- School
Designation:-