

**GOVERNMENT OF MANIPUR  
SECRETARIAT: EDUCATION-S DEPARTMENT**

**NOTIFICATION**

Imphal, the 8<sup>th</sup> July, 2022

**No.53/2/2015-SE(S)Pt:** In exercise of the powers conferred by Section 9 of the Manipur Coaching Institute (Control and Regulation) Act, 2017 (Act No.8 of 2017), the State Government hereby makes the following rules namely :-

**THE MANIPUR COACHING INSTITUTE (CONTROL AND REGULATION) RULES, 2022.**

**1. Short title, extent and commencement :-**

- (1) These rules may be called the Manipur Coaching Institute (Control and Regulation) Rules, 2022.
- (2) It shall extend to the whole of the State of Manipur.
- (3) It shall come into force from the date of notification of the rules by the Government in the Official Gazette.

**Definitions:-**

- (1) In these rules, unless the context otherwise requires, –
  - (a) “Act” means the Manipur Coaching Institute (Control and Regulation) Act, 2017 (Act No. 8 of 2017)
  - (b) “Appellate Authority” means the Administrative Secretary of the Department of Education (S), Government of Manipur or an Officer appointed or designated by the State Government by notification from time to time.
  - (c) “coaching institute” means a registered institute, established, run, administered by any person or body of persons, society or registered institute or Trust to provide preparation for competitive examination or academic support to students in secondary and Higher secondary levels, for more than 20 students;
  - (d) “curriculum” means the curriculum prescribed by All India/State level Competitive Examinations/different Boards or Council,

- (e) **“Government”** means the State Government of Manipur;
  - (f) **“Local Authority”** means a Zilla Parishad, Autonomous District Councils, Municipal Corporations, Municipal Councils established under an Act;
  - (g) **“prescribed”** means prescribed by Rules, Regulation and Notifications under the Act and the rules made thereunder;
  - (h) **“Registering Authority”** means an Officer or authority appointed or authorized by the State Government by notification to perform the function and discharge the duties of the registering authority under all or any of the provisions of the Act;
  - (i) **“registration certificate”** means registration certificate issued under the Act;
  - (j) **“registered coaching institute”** means a coaching institute registered under the Act;
  - (k) **“registration fee”** means requisite fee for the registration of coaching institute;
  - (l) **“registration number”** means the registration number given under the Act by the Registering Authority;
  - (m) **“rules”** means the Manipur Coaching Institute (Control and Regulation) Rules, 2022;
  - (n) **“Schedule”** means the Schedule appended in these Rules;
  - (o) **“student”** means the students enrolled in coaching institute and;
  - (o) **“tuition fees”** means the amount taken from the enrolled students for academic support by the registered coaching institute, namely- admission fees, course fees, examination fee, etc.
- (2) All other words and expressions used herein but not defined in these rules shall have the meanings respectively assigned to them in the Manipur Coaching Institute (Control and Regulation) Act, 2017
- (3) Words denoting any gender shall include all genders.

### **3. Registration of Coaching Institute:**

- (1) Application for registration shall be made in Form- I given in the Schedule to these Rules & application for renewal of registration shall be made in Form-II given in the Schedule to these rules.**
- (2) The application shall be accompanied by the documents mentioned in the forms prescribed in sub-section (1) of section (3) of the Manipur Coaching Institute (Control and Regulation) Rules, 2022.**
- (3) On receipt of application form, the Registering Authority shall conduct field verification through an officer duly authorized by him on this behalf.**
- (4) An enquiry report shall be submitted by the officer conducting field verification in Form- III given in the schedule to these rules.**
- (5) The enquiry report shall specifically mention in unambiguous terms whether the Coaching Institute fulfills all conditions laid down under section 3 of the Act and whether registration of the Coaching Institute is recommended.**
- (6) (a) (i) The duration for completion of Curriculum published in the prospectus of Coaching Institutes should be reasonable and practical.**  
**(ii) All Coaching Institutes shall take every step to complete the Curriculum within the duration/ time period as prescribed in its prospectus.**  
**(b) If Government School teachers are found teaching in Private Coaching Institutions, they shall be liable to disciplinary action under relevant provisions of law notwithstanding the penalty to be imposed on the Coaching Institute under section 6 of the Act for violating the provisions of the Act.**  
**(c) (i) Tuition Fees: The tuition fees for different curriculum published in the prospectus of the Coaching Institute shall be fair and reasonable.**  
**(ii) Whenever a Coaching Institute proposes to raise the tuition fee during the term of its registration, the same shall be approved by the Registering Authority.**  
**(iii) Students shall be given option of paying the Course Fees in installments if the whole amount cannot be afforded at one go.**  
**(iii) In cases where a student drops out of a class after payment of full course fee, the tuition fees proportionate to the number of days of the classes left to be availed shall be refunded.**
- (d) (i) Sufficient Furniture shall mean that there shall be enough desks and benches commensurate with the number of students enrolled**

in a class so that not more than two students are seated on a two seater bench and likewise for a three seater bench and so on.

- (ii) The building where a Coaching Institute is housed shall be a safe one and shall the Coaching Institutes shall obtain Building Safety Certificate from appropriate authority. It shall be well ventilated with proper and safe lighting.
- (iii) Clean and potable drinking water facility shall be provided.
- (iv) There shall be separate toilets for boys and girls within the campus of the Coaching Institute.
- (v) Proper Sanitation and Cleanliness shall be maintained for health and hygiene of the students studying in the Institute. Facility for proper disposal of wastes shall be maintained inside the campus and in the toilets.
- (vi) All Coaching Institutes shall obtain Fire Safety Certificate from appropriate authority and shall also install fire extinguishers within its premises.
- (vii) A Coaching Institute shall at least keep a First Aid Kit.
- (viii) There shall be enough space for parking of cycles/ vehicles within its campus and the public roads shall not be blocked/ congested for parking of vehicles of students attending coaching classes.
- (ix) Every Coaching Institute shall take care of physical and mental well being of its students and shall conduct its classes accordingly without putting undue pressure of examination on its students.  
  
Further, wherever possible, Coaching Institutions shall take steps to counsel the students to reduce psychological pressures on them.
- (x) A teacher student ration of 1:40 shall be maintained in all its classes.

**4. Registration Certificate:**

- (1) Proforma for issuing Registration Certificate is as given in Form-IV of the Schedule to these rules.
- (2) In case of rejection of application for registration, copy of the order with reasons to that effect shall be given to the applicant within two months from the date of receipt of application.
- (3) On receipt of a rejection order, the Coaching Institute, if already existing, shall shut down immediately.

Provided, the Institute may take measures to cure the deficiencies highlighted in the rejection order and may re-apply for registration if the conditions laid down in the Act and Rules are fulfilled in due course of time.


Further provided, the Institute shall not run any classes during such period of rejection of registration, till a Registration Certificate is obtained on re-application.

5. Registration fee:-

Registration fee of Coaching Institute shall be as follows:-

Sl.No.	Course of Coaching	Registration fee	Renewal fee
1.	Coaching for entrance examination of professional courses like MBBS/ BDS/ Engineering/Agriculture/ Diploma/Degree Course	Rs.5000.00	Rs.3000.00
2.	Coaching for entrance examination of Schools in elementary/Secondary stages like Sainik School/ RIMC/ Novadaya/Ramakrishna Mission, etc.	Rs 5000.00	Rs.3000.00
3.	Coaching for HSLC/HSE under BOSEM/COHSEM/CBSE, etc.	Rs.5000.00	Rs.3000.00

- (2) The registration fee shall be collected by Director (Education-S), Manipur through a dedicated Bank Account for this purpose and deposited to relevant Government Head of Account MH-0202.

  
(H. Gyan Prakash)  
Commissioner (Education-S),  
Government of Manipur.

Copy to: -

1. Secretary to Governor, Raj Bhavan, Manipur.
2. Secretary to Chief Minister, Manipur.
3. PPS to All Ministers, Manipur
4. Staff Officer to Chief Secretary, Government of Manipur
5. All Administrative Secretaries, Government of Manipur
6. Commissioner (Law), Government of Manipur
7. All Deputy Commissioners, Manipur
8. All Heads of Departments, Manipur
9. Director, Education-S, Manipur- with a request to upload in the official website of the Department.
10. The Director, Printing & Stationery, Manipur-with a request to publish in the Extra-Ordinary Gazette and to furnish 10 copies to this Department.
11. Guard File

**SCHEDULE**  
**APPLICATION FORM**

**Form - I**  
**{Rule 3(1)}**

To  
The Registering Authority,

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**Sub: Registration of Private Coaching Institutes under The Manipur Coaching Institute (Control & Regulation) Act, 2017.**

1. Name of the Institute: .....
2. Date/ Year of establishment: .....
3. Address: .....
4. Name of the owner/ Manager .....
5. Contact No. ....
6. Enrolment in the Institute(*May attach a separate sheet*):

Sl. No.	Class/ Course	No. of Boys	No. of Girls	Total
1				
2				
3				
<b>Grand Total</b>				

7. No. of existing classrooms = ...../ other rooms = .....
8. Details of Tutors/ teachers(*may attach a separate sheet along with their educational documents*):

Sl. No.	Name	Date of Birth	Class/ Course taught	Educational qualification	Subjects Studied	Teaching Experience	Date of appointment to the institute
1							
2							
3							

9. Whether there is Prospectus, mentioning different curriculum and duration of course(s) along with tuition fees .....
10. Whether it is mentioned in the Prospectus the number of lectures, tutorials, group discussions, etc. ....
11. Whether admission register, indicating detailed particulars of students maintained: .....

**APPLICATION FORM FOR RENEWAL**

**Form – II**

**{Rule 3(1)}**

To

The Registering Authority

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**Sub: Renewal of registration of Private Coaching Institutes under The Manipur  
Coaching Institute (Control & Regulation) Act, 2017.**

1. Name of the Institute: .....
2. Registration No.: .....
3. Registration valid up to: .....
4. Address: .....
5. Name of the owner/ Manager .....
6. Contact No. ....
7. Enrolment in the Institute *(May attach a separate sheet)*:

Sl. No.	Class/ Course	No. of Boys	No. of Girls	Total
1				
2				
3				
<b>Grand Total</b>				

8. Details of Tutors/ teachers *(Attach a separate sheet along with their educational documents)*:  
*Encl:*

- a) Copy of registration certificate;
- b) Certificate of Society Registration, wherever applicable;
- c) Sanitary Certificate issued by the Municipality;
- d) Fire safety certificate issued by the Director, Fire Service Department;
- e) Building safety certificate issued by an Engineer of Education Engineering Wing/ PWD;
- f) Photographs of the Institute including classrooms, teachers, drinking water facilities, toilets, urinals, furniture, fire safety equipment, etc.

Signature: .....

Place/ Dated:

Name of Owner/ Manager:.....

**FORM FOR SUBMISSION OF ENQUIRY REPORT**

**Form -III  
{Rule-3(4)}**

**Name of the Coaching Institute** :  
**Address** :  
**Date of Inspection** :  
**Inspected by, Name and Designation** :

1. **Status of ownership of land:**
2. **Status of Registration of the Institute under Manipur Societies Registration Act, 1989:**
3. **Details of Infrastructure**
  - (i) **Classrooms (number and size to be indicated)**
  - (ii) **Furniture (type and number to be indicated)**
  - (iii) **Learning Teaching Aids**
  - (iv) **Lighting**
4. **Fire Safety:**
5. **Building Safety and suitability:**
6. **Sanitary Toilets and Drinking Water Facility:**
7. **Recommendation:**

**Signature of Inspecting Officer**



**REGISTRATION CERTIFICATE**

Imphal, the ..... , 20.....

No. .... This is to certify that the .....  
..... (Name & address of the coaching institute) run by  
..... (Name of person/ society/ trust) is granted Registration  
No. .... under "The Manipur Coaching Institute (Control & Regulation) Act, 2017"  
for a period of 3 (three) years with effect from ..... to .....

The above grant of registration is subject to fulfillment of the following conditions:

- i. The Institute shall abide by the provisions of The Manipur Coaching Institute (Control & Regulation) Act, 2017 and The Manipur Coaching Institute (Control & Regulation) Rule, 2022.
- ii. The Institute shall ensure –
  - The teachers are recruited with minimum qualifications as laid under section 3(4)(b) of the Act.
  - Teaching is performed by non-government teachers or retired teachers only.
  - The institute shall maintain and issue prospectus wherein curriculum for different kinds of academic support, duration for completion of curriculum, tuition fees, number of lectures, tutorial, group discussion, etc. shall be clearly mentioned.
- iii. The Institute shall maintain the basic structure with minimum sq. meter area for each student.
- iv. No unrecognized classes shall be run within the premises of the institute or outside in the same name of the institute.
- v. The Institute shall furnish such reports and information as may be required by the Registering Authority or any officer authorized by the Registering Authority from time to time and should comply with such instructions of the State Government/ Local Authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the institute.
- vi. The owner of the institute shall not run the institute after the expiry of 3 (three) years without obtaining renewal of registration.
- vii. The registration shall be withdrawn if any contravention of the provisions of the Act, Rules and conditions of the registration is found and proved.

(..... )

Registering Authority