

NO:EDN-KGR-(G-4)/P.S/Inst.-2026
O/O Dy. Director of School Education (Sec.)
Kangra at Dharamshala.
Tele:01892-223124, Email:ddhekanagra3@gmail.com

Dated : Dharamshala the



To

✓ All the Heads/Manager
Coaching Institutes/Centres
in District Kangra, H.P.

Subject: Regarding mandatory registration of Coaching Institutes as per instructions of the
Govt. of HP

Sir/Madam,

In compliance with the directions of the Hon'ble Supreme Court of India in Civil Appeal No. 3177 of 2025, Sukhdev Saha Vs. State of Andhra Pradesh & Others and in continuation of the directions conveyed by the Secretary (Education) to the Govt. of H.P. vide notification No. EDN-A-Ja-(1)07/2025 dated 26.04.2026, as well as the decisions taken in the meeting of the District Level Committee constituted under the chairmanship of The Deputy commissioner District Kangra at Dharamshala.

In this context, it is mandatory for all Coaching Institutes/Centres having more than 50 candidates running in the district Kangra are intimated to strictly adhere to the instructions issued by the Secretary (Education) and get your Institute registered in the office of the undersigned without fail. You are therefore, directed to submit the prescribed application form along with all requisite documents and fee in the Office of Deputy Director of Secondary Education, Kangra at Dharamshala. This may be treated as Most Urgent.

Endcls: Copy of Coaching Centres
(Registration and Regulation)
Rules, 2026


Deputy Director of Secondary Education, (Sec.)
Kangra at Dharamshala

Endst.No. Even Dated Dharamshala the August, 2026

Copy forwarded to:

1. The Deputy commissioner, District Kangra at Dharamshala for information please.
2. All the Sub-Divisional Magistrates, District Kangra for information please.
3. Office copy.


Deputy Director of Secondary Education, (Sec.)
Kangra at Dharamshala.

GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF HIGHER EDUCATION

No. EDN-A-Ja(1)-7/2025 Dated, Shimla-171002, the 24th April, 2026

NOTIFICATION

In compliance with the directions issued by the Hon'ble Supreme Court of India in its judgment dated 25 July 2025 in Criminal Appeal No. 3177 of 2025 (arising out of SLP (Crl.) No. 6378 of 2024), Sukdeb Saha vs. State of Andhra Pradesh and Others, the Governor of Himachal Pradesh is pleased to make the Rules for the registration and regulation of Coaching Centres in the State of Himachal Pradesh as per Annexure-A. These Rules will come into force from the date of its publication in Rajpatra.

By Order

Secretary (Education) to the
Government of Himachal Pradesh

Endst. No. As above

Dated, the

24th April, 2026

Copy is forwarded for information and necessary action to:-

- 1) The Secretary to the Governor, Himachal Pradesh.
- 2) The Pr. Secretary to Chief Minister, Himachal Pradesh.
- 3) The Sr. Accountant General (A&E), Shimla-3.
- 4) All Deputy Commissioner, Himachal Pradesh
- 5) The Director of School Education, Himachal Pradesh, Shimla-1
- 6) Director of Higher Education, Himachal Pradesh, Shimla-I.
- 7) The Registrar, HP University, Shimla-05.
- 8) The Registrar, Sardar Patel University, Mandi, HP.
- 9) The Director, IPR with the request to publish these guidelines in two vernacular news paper i.e. Hindi & and English for the information of general public.
- 10) The Controller, Printing & Stationery Department, HP, Shimla for publication in the Rajpatra with the request that a copy of publication may kindly be supplied to the Government also.

(Manjeet Singh)

Under Secretary (Hr. Education) to the
Government of Himachal Pradesh

**The Himachal Pradesh Private Coaching Centres (Registration and Regulation)
Rules, 2026**

1. Objective of the Rules:

- 1) To provide a framework for the registration and regulation of private coaching centres.
- 2) To safeguard the interests of students enrolled in private coaching centres.
- 3) To provide career guidance and psychological counselling for the mental well-being of the students by the private coaching centres.
- 4) To ensure minimum standard requirements for running a private coaching centre.
- 5) To provide guidelines for the regulation of private coaching centres for better guidance and assistance to students in any study programme, competitive examinations, or academic support.

2. Definitions:-

In these Rules, unless the context otherwise requires:

- (a) "Advertisement" means and includes any notice, circular, label, wrapper, billboard, poster, etc., in any form including print, digital, or broadcast, designed to promote a service or brand, attract the attention of potential customers, and persuade them to take a specific action.
- (b) "Authority" means the authority constituted under Rule 5 of these Rules.
- (c) "Coaching" means tuition, instruction, or guidance in any branch of learning imparted to more than 50 students, but does not include counselling, sports, dance, theatre, and other creative activities.
- (d) "Private Coaching Centre" includes a centre established, run, or administered by any person to provide coaching for any study programme or competitive examination or academic support to students at the school, college, and university level for more than 50 students.

- (e) "District Committee" means the committee constituted under Rule 3 of these Rules.
- (f) "Government" means the Government of Himachal Pradesh in the Higher Education Department.
- (g) "Hostel" means residential accommodation provided by a private coaching centre or by a person, society, trust, or company to ten or more students on a payment basis.
- (h) "Institution" means a school or any other educational institution recognized or controlled by, or affiliated to a Board, or recognized or controlled by the State/UT Government, including an affiliated college, associated college, a constituent college, a university, or an educational institution established under an Act of the Central Government or State/UT Government.
- (i) "Parent" means the biological father or mother of a student and includes a person who has legal responsibility for the student, regardless of biological connection.
- (j) "Person" means an individual and includes a group of persons, a body corporate, a trust, firm, society, or an institution.
- (k) "Proprietor" means the owner of a coaching center seeking registration or already registered and includes a joint owner.
- (l) "Student" means a student enrolled in a private coaching centre.
- (m) "Tuition fee" means tuition fee and includes all types of fees charged from a student by a private coaching centre.
- (n) "Tutor" means a person who guides or trains students in any coaching centre and includes a tutor giving specialized tuition.
- (o) "University" means a university established by any Central or State law.

3. Constitution of District Committee:

- (1) The State Government shall constitute a District Committee in each district for proper monitoring of the private coaching centres situated in the district.
- (2) The District Committee shall consist of the following members, namely:-

(a) Deputy Commissioner	Chairperson
(b) Superintendent of Police	Member
(c) Commissioner/Chief Executive Officer of the concerned local body	Member
(d) Chief Medical Officer	Member
(e) A psychiatrist from a Government Hospital to be nominated by the CMO	Member
(f) Principal of one Government College in the District, to be nominated by the Chairperson	Member
(g) Principal of Government Engineering College/Polytechnic/ITI in the District, to be nominated by the Chairperson	Member
(h) Senior most Deputy Director School Education	Member Secretary
(i) Two representatives of private coaching centres in the district, to be chosen by a draw of lots amongst the private coaching centres	Member

4. Functions of the District Committee:-

The District Committee shall carry out the following functions, namely:

- (a) to ensure implementation of the Himachal Pradesh Private Coaching Centres (Registration and Regulation) Rules, 2026;
- (b) to register the private coaching centre, and to renew the registration certificate or refuse the renewal, as per the provisions of these Rules;
- (c) to take all such steps as necessary for ensuring the promotion and protection of students along with ensuring imparting of quality education in all private coaching centres;
- (d) to constitute a Grievance Redressal Cell at the district level for prompt and effective resolution of the grievances of students and their parents, as may be prescribed;
- (e) to enquire about the complaints made by the students or parents as per the provisions of these Rules;
- (f) to inspect, suo motu or upon any complaint, any records of a private coaching centre by itself or any person or persons authorised by the Chairperson of the District Committee. The owner or person-in-charge of the private coaching

centre shall produce before the District Committee such records as may be required during the inspection;

- (g) to ensure that the owner or person-in-charge of a private coaching centre shall maintain such records, registers, or other documents, as may be prescribed;
- (h) to ensure that a complaint and suggestion box is installed in each private coaching centre and shall arrange to collect periodically the complaints and suggestions posted in such boxes;
- (i) to meet as often as may be necessary at such time and place as may be decided by the Chairperson of the District Committee but not less than once in every three months;
- (j) any other functions as may be prescribed.

5. Constitution of the Himachal Pradesh Private Coaching Centres (Registration and Regulation) Authority:

(1) The State Government shall constitute, for the purpose of these Rules, an Authority to be called the Himachal Pradesh Private Coaching Centres (Registration and Regulation) Authority.

(2) The Authority shall consist of the following, namely:—

- | | |
|--|------------------|
| (a) Additional Chief Secretary/ Principal Secretary/
Secretary, Higher Education Department | Chairperson |
| (b) Director, Higher Education Department | Member |
| (c) District Attorney, Higher Education Department | Member |
| (d) Additional Director/Joint Director, Higher
Education Department | Member Secretary |

6. Functions of the Authority:

- (1) The Authority shall entertain appeals preferred against the order of the District Committee. Any person aggrieved by an order passed by the District Committee may file an appeal within a period of thirty days of the passing of such order before the Authority:

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period of thirty days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (2) The Appellate Authority shall dispose of the appeal within thirty days of filing of the appeal after giving an opportunity of hearing to the parties. The decision of the Appellate Authority shall be final.
- (3) The Authority shall meet as often as may be necessary at such time and such place as may be prescribed.
- (4) The Authority shall monitor the performance of the District Committee and give directions to the district authorities, as are necessary for ensuring compliance with the provisions of these rules and orders made thereunder.
- (5) The Authority shall ensure that the District Committee redresses grievances within the prescribed time limit.
- (6) The Authority or any officer authorized by general or special order in this behalf by the Chairperson, if he has reason to believe that there is or has been any contravention of the provisions of these rules, may inspect any premises of a coaching centre and ask for any such records, accounts, registers, or other documents for the purpose of ascertaining whether there is or has been any such contravention and, if the Authority is of the view that further action is required, the Authority may refer the matter to the District Committee for necessary action.
- (7) Any other function in the interest of students, holistic development of students, career guidance, psychological counselling, and mental well-being, etc., of students.

7. Registration of the Private Coaching Centre

- (1) After the commencement of these Rules, no person shall impart coaching or establish, run, manage, or maintain a private coaching centre without prior registration of such private coaching centre as per the provisions of these Rules.
- (2) Private coaching centres existing on the date of implementation of these Rules shall apply for registration within a period of three months from the date of implementation.

- (3) Application for registration of a private coaching centre shall be made to the District Committee within whose local jurisdiction such coaching centre is situated in Form A appended to these Rules, along with a registration fee of Rs. 50,000/- and documents mentioned in Rule 8 of these Rules.
- (4) In case of private coaching centres having multiple branches, each branch shall be treated as a separate coaching centre and it shall be necessary to submit a separate application for registration for each branch.
- (5) The District Committee, after holding an enquiry and after satisfying itself that the applicant has complied with all requirements of these Rules, shall, within 3 months from the date of receipt of the application for registration of a private coaching centre, either grant the registration certificate in Form B, or shall communicate to the applicant its order of refusal to grant such registration after recording reasons in writing:
- Provided that the Authority may grant reasonable time to the applicant to fulfil the conditions.
- Further provided that no order refusing the registration shall be passed except after giving the person concerned a reasonable opportunity of being heard.
- (6) The period of validity of the registration certificate shall be three years unless cancelled earlier for any reason.
- (7) Every registered private coaching centre shall apply for renewal of the registration certificate to the District Committee two months prior to the date of expiry of such registration, in Form C, with a renewal fee of Rs. 25,000/-. The application for renewal of registration shall also be accompanied by a copy of the statement of accounts audited by a Chartered Accountant.
- (8) The District Committee shall decide on the application for renewal of the registration certificate before the expiry of the registration period and may renew the certificate or may communicate the refusal thereof to the applicant before the expiry of the registration period, after recording the reasons for such refusal in writing:

Provided that the Authority may grant reasonable time to the applicant to fulfil the conditions.

Further provided that no order refusing renewal of the registration shall be passed except after giving the person concerned a reasonable opportunity of hearing.

8. Documents to be accompanied with the application for Registration of the Private Coaching Centre:

(1) The following information/documents shall be supplied by the applicant while applying for registration of a private coaching centre, namely:

- (a) Copy of the prospectus mentioning the different curriculum or part thereof, duration of completion of the curriculum, with details of all types of fees including tuition fee, fee refund policy, easy exit policy, and the number of lectures, tutorials, group discussions, test schedules, etc.
- (b) Maximum number of students for each batch.
- (c) Academic qualifications and bio-data of the teachers.
- (d) Bio-data and experience of the counselor.
- (e) Details of the coaching area in relation to the number of students.
- (f) Details of facilities, namely:
 - (i) furniture, benches/desks, etc.;
 - (ii) lighting arrangements;
 - (iii) potable drinking water;
 - (iv) separate toilets for male and female students;
 - (v) fire safety measures;
 - (vi) first aid facilities;
 - (vii) parking space;
 - (viii) reading room or library.
- (g) Fire and Building Safety Certificate from the appropriate authorities.
- (h) An undertaking by the proprietor in the shape of an affidavit stating therein that:

- (i) all mandatory terms and conditions, compliances, and the infrastructure requirements contained in these Rules for running a private coaching centre have either been fulfilled or will be fulfilled;
 - (ii) he shall use only the words "Registered Coaching Center" and shall not use the words "recognized" or "approved" on any signboard, prospectus, correspondence, or communication of whatever nature;
 - (iii) coaching classes for students who are also studying in institutions/schools shall not be conducted during their institutions'/schools' hours;
 - (iv) neither he nor any tutor or person employed in any manner in the coaching centre has been convicted of any offence involving moral turpitude;
 - (v) any change in employment of tutors shall be immediately intimated to the Competent Authority;
 - (vi) the specified number of students to be admitted in the coaching class shall be adhered to;
 - (vii) he shall abide by the other terms and conditions of these Rules.
- (i) Any other information as may be prescribed by the State Government.

9. Terms and Conditions for Registration and Renewal of Registration:

No private coaching centre shall—

- (a) engage tutors having qualification less than graduation.
- (b) publish or cause to be published any misleading advertisement or give false information related to coaching.
- (c) make misleading promises or guarantee of rank or good marks to parents/students for enrolling them in the coaching centre.
- (d) enroll students before they have passed the secondary school examination.
- (e) be registered, if it has less than the minimum space requirement per student.
- (f) hire the services of any tutor or person who has been convicted for any offence involving moral turpitude.

- (g) be registered unless it has a counselling system as per the requirement of these Rules.

10. Tuition Fees:

- (a) The tuition fees for different courses/curriculum being charged shall be fair and reasonable and receipts for the fee charged must be made available.
- (b) The private coaching centre must issue a prospectus mentioning the different courses/curriculum, their duration of completion, number of classes, lectures, tutorials, hostel facilities (if any), and the fees being charged, easy exit policy, fee refund, etc. These details shall also be displayed at a prominent and accessible place in the premises of the building.
- (c) The prospectus, notes, and other material shall be supplied by the coaching centre to their enrolled students without any separate fees thereof.
- (d) If the student has paid for the course in full and is leaving the course in the middle of the prescribed period, the student will be refunded from out of the fees deposited earlier for the remaining period, on a pro-rata basis within 10 days. If the student is staying in the hostel of the private coaching centre, then the hostel fees and mess fee, etc. will also be refunded.
- (e) Under no circumstances shall the fee on the basis of which enrolment has been made for a particular course and duration be increased during the currency of the course.

11. Infrastructure Requirements:-

- (1) Within the basic structure of the private coaching centre, a minimum one square meter area shall be allocated for each student during a class/batch. There shall be sufficient infrastructure in proportion to the number of students enrolled.
- (2) The private coaching centre building shall adhere to fire safety codes, building safety codes, and other standards and shall obtain a Fire and Building Safety Certificate from the appropriate authorities as decided by the State Government.
- (3) For the assistance of the students, private coaching centres shall have a first aid kit and medical assistance/treatment facility. A list of referral services like

hospitals, doctors for emergency services, police helpline details, fire service helpline, women helpline, etc. shall be displayed and the students shall be informed about them.

- (4) The private coaching centre building shall be fully electrified, well ventilated, and sufficient lighting arrangements shall be made in each classroom of the building.
- (5) Safe and potable drinking water shall be available for all students and staff of the centre.
- (6) The private coaching centre shall be suitably fitted with CCTV cameras wherever required and security shall be well maintained.
- (7) A complaint box or register shall be placed at the private coaching centre for the students to raise a complaint. The private coaching centre shall have a committee for redressal of complaints/grievances of students.
- (8) Provision of separate toilets for males and females shall be made within the private coaching centre building premises.

12. Curriculum and Classes:-

- (1) Private coaching centres shall make efforts to complete the classes in the stipulated time as mentioned in the prospectus.
- (2) Coaching classes for those students who are also studying in institutions/schools shall not be conducted during their institutions/schools' hours, so that their regular attendance in such institutions/schools remains unaffected and also to avoid dummy schools.
- (3) Remedial or support classes may be provided to students who require additional support in their academics.
- (4) The curriculum/class timetable may be suitably spaced out to allow the students to relax and recuperate and thus not build additional pressure on them.
- (5) Private coaching centres shall ensure a weekly off for students as well as tutors.
- (6) There shall be no assessment test/exam on the day after the weekly off.
- (7) During the important and popular festivals in the respective region, private coaching centres shall customize leave in such a manner that the students are able to connect with their family and get emotional boosting.

- (8) Private coaching centres shall conduct coaching classes in a way that it is not excessive for a student and it should not be more than 5 hours in a day and the coaching hours should neither be too early in the morning nor too late in the evening.
- (9) Private coaching centres shall organize classes for co-curricular activities for holistic development and enhancing cognitive abilities of students.

13. Student Protection Norms and Grievance Redressal:-

- (1) The number of students to be enrolled in each class/batch shall be clearly defined in the prospectus and published on the website. In no case shall such enrolment be increased in the class/batch during the currency of the course.
- (2) The number of students admitted shall be in line with the requirements of maintaining a healthy teacher-student ratio in each class and for creating more opportunities for building relationships with tutors and counsellors. It shall be ensured that students are able to connect with the tutor and that the student has easy access and visibility to the screen/blackboards.
- (3) The private coaching centres shall not enroll students before they have passed the secondary school examination.
- (4) The students shall be well apprised about the difficulty of exams, syllabus, level of intensity of preparation, and efforts required from the student before enrolling into the curriculum.
- (5) The students shall be made aware about the educational environment, cultural living, realities, and difference between preparation of school-level examinations and competitive examinations.
- (6) Apart from options for admission in engineering and medical institutes, information about other career options may be provided to the students, so that they do not get stressed about their future and can choose a new option of alternative careers.
- (7) An admission or mock test to assess the capability of the student may be conducted. Based on the capability and interest of the student, the private

coaching centre may convey the realistic expectation of the student's capability to parents and suggest the way forward.

- (8) The students and parents shall be made aware that admission in the private coaching centre is in no way a guarantee of success for admission in institutions like medical, engineering, management, law, etc., or in competitive examinations.
- (9) Private coaching centres should create awareness amongst students and parents regarding the pedagogy, the timeline of the course, and the facilities available in the coaching centre. They may be counselled about the negative impacts of unnecessary mental pressure and burden of expectation on their children.
- (10) Private coaching centres shall not make public the result of assessment tests conducted by them. Keeping the assessment test confidential, it should be used for regular analysis of performance of students and the student whose educational performance is deteriorating should be provided counselling as per the provisions of these guidelines.
- (11) Private coaching centres shall adopt and implement a mental health policy, drawing cues from the UMMEED Draft Guidelines, the MANODARPAN initiative, and the National Suicide Prevention Strategy. This policy shall be reviewed and updated annually and made publicly accessible on the centre's website and notice boards of the coaching centre.
- (12) Private coaching centres with 100 or more enrolled students shall appoint/engage at least one qualified counsellor, psychologist, or social worker with demonstrable training in child and adolescent mental health. Institutions with fewer students shall establish formal referral linkages with professionals.
- (13) Private coaching centres shall ensure optimal student-to-counsellor ratios. Dedicated mentors or counsellors shall be assigned to smaller batches of students, especially during examination periods and academic transitions, to provide consistent, informal, and confidential support.

- (14) Private coaching centres shall, as far as possible, refrain from engaging in batch segregation based on academic performance, public shaming, or assignment of academic targets disproportionate to students' capacities.
- (15) Private coaching centres shall establish written protocols for immediate referral to mental health services, local hospitals, and suicide prevention helplines. Suicide helpline numbers, including Tele-MANAS and other national services, shall be prominently displayed in hostels, classrooms, common areas, and on websites in large and legible print.
- (16) All teaching and non-teaching staff shall undergo mandatory training at least twice a year, conducted by certified mental health professionals, on psychological first-aid, identification of warning signs, response to self-harm, and referral mechanisms.
- (17) Private coaching centres shall ensure that all teaching, non-teaching, and administrative staff are adequately trained to engage with students from vulnerable and marginalised backgrounds in a sensitive, inclusive, and non-discriminatory manner. This shall include, but not be limited to, students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), LGBTQ+ communities, students with disabilities, those in out-of-home care, and students affected by bereavement, trauma, prior suicide attempts, or marginalisation, including intersecting forms of marginalisation.
- (18) Private coaching centres shall establish robust, confidential, and accessible mechanisms for the reporting, redressal, and prevention of incidents involving sexual assault, harassment, ragging, and bullying on the basis of caste, class, gender, sexual orientation, disability, religion, or ethnicity. Every such institution shall constitute an internal committee or designated authority empowered to take immediate action on complaints and provide psycho-social support to victims. Private coaching centres shall also maintain zero tolerance for retaliatory actions against complainants or whistle-blowers. In all such cases, immediate referral to trained mental health professionals must be ensured, and the student's safety,

- physical and psychological, shall be prioritised. Failure to take timely or adequate action in such cases, especially where such neglect contributes to a student's self-harm or suicide, shall be treated as institutional culpability, making the administration liable to regulatory and legal consequences.
- (19) Private coaching centres shall regularly organise sensitisation programmes (physical and/or online) for parents and guardians on student mental health. It shall be the duty of the coaching centres to sensitise the parents and guardians to avoid placing undue academic pressure, to recognise signs of psychological distress, and to respond empathetically and supportively. Further, mental health literacy, emotional regulation, life skills education, and awareness of institutional support services shall be integrated into student orientation programmes and co-curricular activities.
- (20) Private coaching centres shall maintain anonymised records and prepare an annual report indicating the number of wellness interventions, student referrals, training sessions, and mental health-related activities. This report shall be submitted to the District Committee.
- (21) Private coaching centres shall prioritise extracurricular activities, including sports, arts, and personality development initiatives. Examination patterns shall be periodically reviewed to reduce academic burden and to cultivate a broader sense of identity among students beyond test scores and ranks.
- (22) Private coaching centres shall provide regular, structured career counselling services for students and their parents or guardians. These sessions shall be conducted by qualified counsellors and shall aim to reduce unrealistic academic pressure, promote awareness of diverse academic and professional pathways, and assist students in making informed and interest-based career decisions. Institutions shall ensure that such counselling is inclusive, sensitive to socio-economic and psychological contexts, and does not reinforce narrow definitions of merit or success.
- (23) Residential-based private coaching centres, including hostel owners, wardens, and caretakers, shall take proactive steps to ensure that campuses remain free

from harassment, bullying, drugs, and other harmful substances, thereby ensuring a safe and healthy living and learning environment for all students.

- (24) Residential-based private coaching centres shall install tamper-proof ceiling fans or equivalent safety devices, and shall restrict access to rooftops, balconies, and other high-risk areas, in order to deter impulsive acts of self-harm.

14. Maintenance of Records:-

- (1) The private coaching centre should maintain and produce such records, accounts, registers, or other documents, as may be prescribed by the State Government.
- (2) The private coaching centre shall submit the annual report to the District Committee for the record.

15. Restriction on Shifting:

A private coaching centre shall conduct coaching only at the place indicated in the registration certificate and shall not shift to any other place without prior written approval of the District Committee.

16. Enquiry and Monitoring:

The District Committee, or any other officer authorized by the Authority, shall conduct continuous monitoring of the activities of private coaching centres and may enquire into the functioning of any such centre to verify compliance with the prescribed eligibility conditions for registration and to ensure that its activities are being carried out in a satisfactory manner.

17. Disposal of Complaints:

A complaint may be filed before the District Committee against a private coaching centre by a student, parent, or tutor/employee of the coaching centre. Upon receipt of such complaint, or upon a reference made by the Authority, the District Committee may either itself, or through any of its members authorized for the said purpose by the Chairperson of the District Committee, enquire into the matter. After conducting such enquiry, the District Committee may pass an appropriate order within thirty days from the date of receipt of the complaint.

18. Penalties and Cancellation of Registration

(1) In case of violation of any of the provisions of these rules or guidelines issued under these Rules, a private coaching centre shall be liable for penalties for each such violation as follows:-

- (a) up to rupees 50,000/- for the first violation;
- (b) up to rupees 2,00,000/- for the second violation; and
- (c) cancellation of registration in case the violation still continues or for subsequent violation

Provided that, no such order shall be passed by the District Committee without giving the holder of such certificate a reasonable opportunity of showing cause against the proposed order.

19. Procedure for Appeal:

- (1) Any person aggrieved by an order of refusal of registration, renewal, or cancellation, or imposition of penalty, or any other order made by the District Committee may file an appeal within thirty days before the Appellate Authority.
- (2) The Authority may entertain the appeal after the expiry of the said period of thirty days if it is satisfied that the appellant had sufficient cause for not preferring the appeal within the said period.
- (3) The Authority shall dispose of the appeal within thirty days of filing of the appeal after giving an opportunity of being heard.

20. Power to Issue Guidelines:

The State Government may, from time to time, issue necessary guidelines for carrying out the purposes of these Rules.

FORM-A

[See Rule 7(3)]

Application for Registration of a Private Coaching Centre

To
The Chairperson,
District Committee
District _____
Himachal Pradesh

1. Name of the Private Coaching Centre:
2. Address of the Coaching Centre (with complete postal address):

District: _____ PIN Code: _____

3. Contact Details of the Coaching Centre:

(a) Telephone/Mobile No.: _____

(b) Email ID: _____

(c) Website (if any): _____

4. Name and Details of the Proprietor/Owner:

(a) Name: _____

(b) Father's/Mother's Name: _____

(c) Residential Address: _____

(d) Mobile No.: _____

(e) Email ID: _____

5. Legal Status of the Coaching Centre:

(Tick the appropriate option)

☐ Proprietorship

☐ Partnership Firm

☐ Society

☐ Trust

☐ Company

☐ Other (specify) _____

6. Year of Establishment of the Coaching Centre:

7. Details of Courses/Coaching Programmes Offered:

Sr. No.	Name of Course/ Programme	Target Examination/Study Programme	Duration of Course	Proposed Number of Batches
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8. Maximum Number of Students Proposed in Each Batch:

9. Total Maximum Intake Capacity of the Coaching Centre:

10. Details of Tutors/Faculty Members:

Sl. No.	Name	Educational Qualification	Subject/Area of Teaching	Experience (Years)
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(Attach additional sheets, if required)

11. Details of Counsellor (if applicable):

Name	Qualification	Experience	Contact Details
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12. Details of Infrastructure and Facilities;

(a) Total area of coaching premises (in square meters): _____

(b) Area available per student (in square meters): _____

(c) Facilities available (tick where applicable):

- ☐ Furniture (benches/desks)
- ☐ Adequate lighting arrangements
- ☐ Safe drinking water
- ☐ Separate toilets for male and female students
- ☐ Fire safety measures
- ☐ First aid facilities
- ☐ Parking space
- ☐ Reading room / library
- ☐ CCTV surveillance
- ☐ Ventilation and electrification

13. Details of Fire and Building Safety Certificate:

(a) Issuing Authority: _____

(b) Certificate Number: _____

(c) Date of Issue: _____

(d) Valid up to: _____

(Attach copy)

14. Details of Hostel Facility (if provided):

(a) Whether hostel facility is provided: Yes / No

(b) Address of hostel (if different from coaching centre):

(c) Total capacity of hostel: _____

15. Prospectus Details:

Whether the coaching centre has prepared a prospectus containing:

☐ Courses and curriculum

☐ Duration of courses

☐ Fee structure (including tuition fee)

☐ Refund policy

☐ Easy exit policy

☐ Lecture/tutorial/test schedule

(Attach copy of prospectus)

16. Registration Fee Details:

Amount Paid: Rs. 50,000/-

Mode of Payment: _____

Transaction/Receipt No.: _____

Date: _____

17. List of Documents Attached

18. Copy of prospectus of the coaching centre.

19. Academic qualifications and bio-data of tutors.

20. Bio-data and experience details of counsellor.

21. Details of coaching area and infrastructure.

22. Details of facilities available in the coaching centre.

23. Fire and Building Safety Certificate from competent authority.

24. Affidavit/Undertaking by the proprietor as required under Rule 8(1)(h).

25. Any other document (specify): _____

Declaration/Undertaking

I, _____, Proprietor/Authorized Representative of the above-mentioned Private Coaching Centre, do hereby declare that:

1. The information furnished in this application is true and correct to the best of my knowledge and belief.
2. The coaching centre complies with, or shall comply with, all provisions of the *Himachal Pradesh Private Coaching Centres (Registration and Regulation) Rules, 2026*.
3. I undertake to abide by all terms and conditions prescribed under the said Rules and any directions issued by the Authority or District Committee from time to time.
4. I understand that furnishing false information or suppression of material facts shall render this application liable to rejection and may result in cancellation of registration and imposition of penalties under the Rules.

Place: _____

Date: _____

Signature of Applicant

Name: _____

Designation: Proprietor/Authorized Signatory

For Office Use Only

Application No.: _____

Date of Receipt: _____

Registration Fee Received: Yes / No

Remarks: _____

Signature

Authorized Officer

District Committee

District _____

FORM-B
[See Rule 7(5)]
Certificate of Registration of Private Coaching Centre

Certificate No.: _____

Date: _____

This is to certify that the Private Coaching Centre described below has been registered under the provisions of the *Himachal Pradesh Private Coaching Centres (Registration and Regulation) Rules, 2026*.

1. Name of the Private Coaching Centre:
2. Address of the Coaching Centre:

District: _____ PIN Code: _____

3. Name of the Proprietor/Owner:
4. Courses/Coaching Programmes Offered:
5. Maximum Approved Student Capacity:
6. Registration Number:
7. Date of Issue of Registration Certificate:
8. Validity of Registration:

This registration certificate shall remain valid for a period of three years from the date of issue unless cancelled earlier in accordance with the provisions of the Rules.

Conditions of Registration:

1. The coaching centre shall comply with all provisions of the *Himachal Pradesh Private Coaching Centres (Registration and Regulation) Rules, 2026*.
2. The coaching centre shall operate only at the address mentioned in this certificate and shall not shift its premises without prior approval of the District Committee.
3. The coaching centre shall prominently display this certificate at a visible place in its premises.
4. The coaching centre shall use only the words "Registered Coaching Centre" and shall not use the words "Recognised" or "Approved" in any advertisement, prospectus, signboard, or communication.

5. The coaching centre shall be subject to inspection and monitoring by the District Committee or any officer authorized by the Authority.

Signature: _____

Chairperson

District Committee

District _____

Himachal Pradesh

Official Seal

FORM-C

[See Rule 7(7)]

Application for Renewal of Registration of Private Coaching Centre

To

The Chairperson

District Committee

District _____

Himachal Pradesh

1. Name of the Private Coaching Centre:
2. Registration Certificate Number:
3. Date of Issue of Registration Certificate:
4. Date of Expiry of Registration Certificate:
5. Address of the Coaching Centre:
6. Name and Details of Proprietor/Owner:
7. Details of Courses Currently Offered:
8. Total Number of Students Enrolled:
9. Maximum Student Capacity Approved:
10. Details of Tutors Currently Employed:

Sl. No.	Name	Qualification	Experience
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11. Details of Counsellor (if applicable)

Name: _____

Qualification: _____

Experience: _____

12. Whether there has been any change in infrastructure, premises, or management since the grant of registration:

☐ Yes☐ No

If yes, give details:

13. Renewal Fee Details

Amount Paid: Rs. 25,000/-

Mode of Payment: _____

Receipt/Transaction No.: _____

Date: _____

14. Documents Attached

15. Copy of existing Registration Certificate.

16. Audited Statement of Accounts certified by a Chartered Accountant.

17. Updated list of tutors and counsellors.

18. Any other document (specify): _____

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and that the coaching centre continues to comply with all provisions of the *Himachal Pradesh Private Coaching Centres (Registration and Regulation) Rules, 2026*.

Place: _____

Date: _____

Signature of Applicant

Name: _____

Designation: Proprietor/Authorized Signatory