

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT**

NOTIFICATION

Dated Shillong, the 12th March, 2026.

No.EDN.CC/26/2024/440:-Whereas, the Hon'ble Supreme Court of India in SLP (Crl) No (s).6378 of 2024 titled Sukdeb Saha v. The State of Andhra Pradesh & Ors vide Judgement dated 25th July, 2025, in para 37 has directed mandatory registration of all Private Coaching Centres and the adoption of student protection norms with effective grievance redressal mechanisms,

Now, therefore, in compliance with the aforesaid direction, the following rules are hereby framed.

The Meghalaya Registration of Private Coaching Centre Rules, 2025

1. Short title, extent and commencement:-

- (1) These rules may be called the Meghalaya Registration of Private Coaching Centre Rules, 2026.
- (2) It shall extend to the whole state of Meghalaya.
- (3) They shall come into force with effect from the date of publication in the Official Gazette.

2. Scope:-

- (1) Registration and Regulation of Private Coaching Centres (Online and Offline).
- (2) Norms for protection of students.
- (3) Grievance Redressal Mechanisms.
- (4) These rules shall apply to all Private Coaching Centres of the State. No rules modifying or replacing any of these rules shall adversely affect any person at the time when these rules come into force except under the direction of the authority competent or empowered to make such a rule.
- (5) Where the application of any rule in these rules is expressly or by implication limited by the provisions of any Article of the Constitution

of India or by any rule made there under, these rules shall be subject to such limitation as the provisions may create.

3. Definitions:-

- (a) **Appellate Authority:** The Commissioner & Secretary to the Government of Meghalaya, Education Department;
- (b) **Coaching Centre:** The physical coaching centre wherein the coaching services are being offered and the tutors, counsellors, support staff, etc., who are responsible for offering the coaching services to students;
- (c) **Competent Authority:** The Competent Authority, unless otherwise specified, is the Deputy Commissioner of the District;
- (d) **Gazette:** The Gazette of the State of Meghalaya;
- (e) **Parent/ Guardian:** The parents/ guardians of the students who are availing the services offered by the coaching centre.
- (f) **Rules:** The Meghalaya Registration of Private Coaching Centre Rules, 2026;
- (g) **Student:** A student who has enrolled the services offered by a coaching centre.

4. Relaxation:-

The State Government may relax the provisions of rules or orders so made by it in such manner as may appear to it to be just and equitable:

Provided that where any such rules or orders are applicable to the case of any person, the case shall not be dealt with in any manner less favourable to him than that provided by these rules or orders.

5. Delegation of Power:-

The State Government may delegate any of its powers to any officer(s) subject to any conditions which it may think fit to impose and to such extent as may be required for the convenient and efficient dispatch of public business.

6. Registration of the Coaching Centre:-

- (1) A person shall impart coaching or establish, run, manage or maintain a coaching centre, only with prior registration of such coaching center as per the provisions of these Rules.
- (2) A coaching centre existing on the date of implementation of these Rules, shall apply for registration within a period of 3 (three) months from the date of implementation of these Rules.
- (3) Application for the registration of coaching centre shall be made to the Competent Authority. The fee for first-time registration of a coaching centre is Rs. 10,000.00 (Rupees Ten thousand) only while the fee for renewal is Rs. 3,000.00 (Rupees Three thousand) only and is subjected for revision from time to time by the Government.
- (4) If a coaching centre has multiple branches, each of such branches shall be treated as a separate coaching centre and it shall be necessary to submit a separate application for registration of each branch.
- (5) Within 3 (three) months from the date of receipt of the application for registration of coaching centre, the registration certificate in the prescribed form may be granted. In the event of the refusal to grant such registration, reasons in writing will be issued for such refusal. A reasonable opportunity of hearing will be given to the person concerned about such refusal and that no order refusing the registration shall be passed except after giving valid reasons thereof.
- (6) The period of validity of the registration certificate shall be decided by the competent authority unless cancelled earlier for any reason.
- (7) Every registered coaching centre shall apply for renewal of registration certificate to the competent authority two months prior to the date of expiry of such registration, in such form, with such fees and documents as may be specified by the Competent Authority.
- (8) On receipt of an application for renewal of registration in the prescribed form and on payment of the prescribed fees, the Competent Authority shall decide on the application for renewal of registration number 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 no order refusing the registration shall be passed except after giving to the person concerned a reasonable opportunity of hearing.

- (9) The Competent Authority shall create a web-portal and online mechanism to facilitate the registration of the coaching centres in faceless manner with minimum human interface.

7. Conditions for Registration:-

- (1) No coaching centre shall -
- (a) enroll a student for coaching without obtaining an explicit written consent from the concerned parents/ guardians;
 - (b) engage tutors having qualification less than graduation;
 - (c) make misleading promises or guarantee of rank or good marks to parents/students for enrolling them in the coaching centre;
 - (d) enroll students below 16 years of age. The student enrolment should be only after Secondary School Examination;
 - (e) publish or cause to be published or take part in the publication of any misleading advertisement relating to any claim, directly or indirectly, of quality of coaching or the facilities offered therein or the result procured by such coaching centre or the student who attended such classes;
 - (f) be required to register, if it has less than minimum space requirement of 1 square metre per student;
 - (g) hire the services of any tutor or person who has been convicted for any offence involving moral turpitude; and
 - (h) be registered unless it has robust, fair and transparent counselling system.
- (2) The coaching centre shall have a website with updated details of the qualification of tutors, courses/curriculum, duration of completion, hostel facilities (if any), and the fees being charged, easy exit policy, fee refund policy, number of students undertaken coaching from the center and number of students finally succeeded in getting admission in Higher Education Institutions etc.
- (3) The coaching centre shall adhere to the various laws, rules, regulations laid down from time to time.

8. Documents to be accompanied with the application for registration:-

- (1) Every application for registration of a coaching centre shall mandatorily include documents that support the personal identity details of the proprietor such as EPIC, educational qualifications, address proof (temporary and permanent) and valid Government ID necessary to establish the genuineness and bona fides of the proprietor.
- (2) Every application for registration of a coaching centre shall be accompanied by an undertaking by the proprietor stating that –
 - (a) he/she shall use only the word 'registered coaching centre' and shall not use the words 'recognized' or 'approved' on any sign board or any prospectus or correspondence or communication of whatever nature or at any place;
 - (b) coaching classes for those students who are also studying in institutions / schools shall not be conducted during their institutions / schools" hours.
 - (c) the necessary information regarding the qualification of the tutors, time table of the coaching class, the fee charged and general information, as specified, regarding the coaching class shall be displayed on the website and notice board at prominent place in the premises of the coaching centre;
 - (d) he / she or any tutor or person employed, in any manner in the coaching centre has not been convicted for any offence involving moral turpitude and that any change in employment of tutor shall be immediately intimated to the competent authority;
 - (e) he / she shall abide by the condition regarding the specified number of students to be admitted in the coaching class;
 - (f) he / she shall abide by other terms and conditions as applicable from time to time;
- (3) The application for renewal of the registration shall be accompanied by a copy of the statement of accounts audited by Chartered Accountant.

9. Maintenance of Records:-

- (1) The coaching centre shall maintain and produce such records, accounts, registers, or other documents, as may be prescribed from time to time. The competent authority shall prescribe the methods or standards for maintenance of such records, accounts, registers, or other documents.

- (2) The coaching centre shall submit the annual report to the Competent Authority for the record.

10. Restriction on shifting of coaching centre:-

The coaching centre shall be conducting coaching only at the place indicated in the registration certificate and shall not be shifted to any other place than its registered place, without the prior written approval of the Competent Authority in that behalf.

11. Enquiry of activities of the coaching centre:-

The Competent Authority or any other authorized officer shall conduct continuous monitoring of the activities of the coaching centre and enquire from any coaching centre regarding the fulfillment of required eligibility of registration and satisfactory activities of the coaching centre.

12. Disposal of complaints:-

- (1) A complaint may be filed before the competent authority against the coaching centers by the student, parent or tutor / employee of the coaching centre and against the students / parents by the coaching centres.
- (2) After giving opportunity of hearing on the report of the Competent Authority or the inquiry committee as the case may be, the Competent Authority shall impose penalty or take action for cancellation of registration.

13. Penalties:-

- (1) The Competent Authority shall have powers of Civil Court. The Competent Authority shall have powers which is vested in the court under Civil Procedure Code 1908 (Central Act no. 5 of 1908), for consideration of any suit namely:-
- (a) to accept evidence with proof through affidavit;
 - (b) to summon and to enforce attendance of any person, and his examination on oath;
 - (c) to enforce production of records; and
 - (d) to award cost.
- (2) In case of violation of any of the terms and conditions of registration or general conditions, the coaching center shall be liable for penalties as per the law of the land.

14. Cancellation of registration:-

The certificate of registration granted to the coaching centre, may at any time be cancelled, if the coaching centre has contravened any of the provisions of the guidelines or violated any of the terms and conditions subject to which the registration was granted:

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

15. Procedure for Appeal:-

Any person aggrieved by the order of refusal to register a coaching centre or its renewal or cancellation of registration, may, within 30 (thirty days) from the date of receipt of such order, may appeal to the Appellate Authority in the manner as may be specified by the State Government.

STUDENT PROTECTION NORMS

16. Fees:-

- (1) The tuition fees for different courses/curriculum being charged shall be fair and reasonable and receipts for the fee charged must be made available to the student.
- (2) The 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 prominent and accessible place in the premises of the coaching centre.
- (3) The prospectus, notes and other material shall be supplied by the coaching centre to the enrolled students without charging any extra fees thereof.
- (4) If the student has paid for the course in full and is leaving the course in the middle of the prescribed period, the student shall be refunded from out of the fees deposited earlier for the remaining period, on pro-rata basis within 10 (ten) days. If the student is staying in the hostel of the coaching centre, then the hostel fees and mess fee etc. shall also be refunded.

- (5) Under no circumstances, the fee on the basis of which enrolment has been made for a particular course and duration shall be increased during the currency of the course.

17. Infrastructure Requirements:-

- (1) Within the basic structure of the coaching center, a minimum one square meter area may be allocated for each student during a class / batch. There shall be sufficient infrastructure in proportion to the number of students enrolled.
- (2) The 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 and competent authorities (Fire Safety, PWD, etc).
- (3) For the assistance of the students, the coaching centre shall have 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 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 coaching centre may be suitably fitted with CCTV cameras wherever required and security shall be well maintained.
- (7) A complaint box or register is to be placed at the coaching centre for the students to raise a complaint. The 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 coaching centre building premises.

18. Curriculum:-

A. Classes

- (1) The coaching centre shall make efforts to complete the classes in the stipulated time as mentioned in the prospectus.
- (2) The coaching classes for those students who are also studying in institutions / schools shall not be conducted during their institutions / schools' hours, so that the regular attendance in such institutions / schools remains unaffected and also to avoid dummy schools.
- (3) Remedial or support classes may be provided to student 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) The coaching centre shall ensure weekly off for students as well as the tutors.
- (6) There shall be no assessment-test / exam on the day after weekly off.
- (7) During the important and popular festivals in the respective region, the coaching centre shall customize leaves in such a manner that the students are able to connect with their family and get emotional boosting.
- (8) The coaching centre shall conduct coaching classes in a way that it is not excessive for a student and it should not be more than 5 (five) hours in a day and the coaching hours should neither be too early in the morning nor too late in the evening and there should be a break/recess between classes.
- (9) The coaching centre shall organize classes for co-curricular activities for holistic development and enhancing cognitive abilities of students. The coaching centre, while teaching core subjects should also organize counselling sessions for tutors, employees, all students and parents (guardians) on development of Life Skills, scientific temper & evidence-based thinking; creativity & innovativeness; fitness, wellness, emotional bonding & mental wellbeing, age-appropriate challenges, motivation; collaboration and teamwork; problem solving and logical

reasoning; ethical and moral reasoning; knowledge and practice of human and Constitutional values; personal safety (gender sensitization & abuse prevention); Fundamental Duties; citizenship skills and values; knowledge of India; environmental awareness, sanitation and hygiene etc.

B. Code of Conduct by the Coaching Centre

- (1) The number of students to be enrolled in each class/ batch may be clearly defined in the prospectus and published on a website. In no case such enrolment shall be increased in a class/batch during the currency of the course.
- (2) The number of students admitted may be in line with the requirements of maintaining a healthy teacher-student ratio in each class and for creating more opportunities for building relationship with tutor and counsellors. It should be ensured that students are able to connect with the tutor and the student has easy access and visibility to the screen / blackboards.
- (3) The coaching centre shall not enroll student below 16 (sixteen) years of age or the student enrolment should be only after 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 must be provided to the students, so that they do not get stressed about their future and can choose options from a list 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 student, the coaching centre may convey the realistic expectation of student's capability to parents and suggest the way forward.
- (8) The students and parents shall be made aware that admission in the coaching centre in no way is a guarantee for success in admission to

institutions like medical, engineering, management, law etc. or in the competitive examination.

- (9) The coaching centre should conduct periodic workshops and sensitization sessions regarding students' mental health in collaboration with mental health professionals.
- (10) The coaching centre 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 negative impacts of unnecessary mental pressure and burden of expectation on their children.
- (11) The coaching centre shall not cause batch segregation on grounds of performance, religion, caste or any other such form other than necessary segregation due to the imposed limits on batch/ class size and this shall be solely based on the timeline of students' registration.
- (12) The coaching centre shall not make public the result of a student's assessment/ test conducted by it. Keeping the assessment test confidential, it should be used for regular analysis of performance of a student and to improve the student whose performance is deteriorating, and shall provide the necessary counselling to improve the student's performance.

19. Inclusivity and Accessibility:-

- (1) The coaching centre shall not discriminate against any applicant / student on the basis of religion, race, caste, sex, place of birth, descent etc. during the admission and teaching process.
- (2) Special provisions shall be made by the coaching centre to encourage greater representation of students from vulnerable communities such as female students, students with disabilities, and students from marginalized groups.
- (3) The coaching centre building, and the surrounding premises shall be Divyang-friendly and in compliance with the provisions of the Rights of Persons with Disabilities Act, 2016.
- (4) Tutors shall be trained and sensitized regarding learning disabilities and make students with learning disabilities feel comfortable.

- (5) Divyang-friendly provisions such as braille, e-readers, and toilets etc. shall be made available wherever possible.
- (6) Support classes shall be provided to students with disabilities who require additional support in their academics.
- (7) Batch segregation on academic performance ground shall not be done, as it leads to excessive pressure on the students affecting their mental health. Batches should be formed in the order of entry / admission of students and the batch shall not be changed till completion of the course.

GRIEVANCE REDRESSAL MECHANISMS

20. Counselors and Psychologists Support:-

- (1) Due to the stiff competition and academic pressure on students, coaching centres should take steps for mental wellbeing of the students and may conduct classes without putting undue pressure on students. Also, they should establish the mechanism for immediate intervention to provide targeted and sustained assistance to students in distress and stressful situation.
- (2) It must be ensured that a robust counseling system is implemented by the coaching centre and the same shall be easily accessible by the students and parents. Information about the names of psychologists, counselors, and the time they render services shall be given to all students and parents. Trained counsellors shall be appointed by the coaching centre to facilitate effective guidance and counselling for students and parents.
- (3) Coaching centres shall involve counselors and experienced psychologists to counsel and provide psychotherapeutic service to students for the resolution of mental stress and depression.
- (4) Career counselors shall be onboarded to assess the student's interest, aptitude and capability, and accordingly guide and counsel the students and their parents with realistic expectations to choose the best career options.

- (5) Regular workshops and awareness weeks shall be arranged for parents, students and teachers on mental health and prevention of stress by the coaching centre. It should also focus on basic training in health, good nutrition, personal and public hygiene, disaster response and first-aid as well as scientific explanations of the detrimental and damaging effects of alcohol, tobacco, and other drugs. The matter of positive parenting should also be stressed upon in the interactive sessions organized for parents by the centre in the context of students' mental health, resilience and responsible self-care.
- (6) Tutors shall undergo training in mental health issues to convey information effectively and sensitively to students about their areas of improvement.
- (7) The coaching centre shall organize group-based curricular exercises in discussions, competitions and projects.
- (8) The doubts of student shall be resolved by those tutors who have taught in the class to the end that students satisfaction is reached at.

Sd/-

(Shri. Vijay Kumar Mantri, IAS)

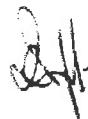
Commissioner & Secretary to the Govt. of Meghalaya,
Education Department.

Memo No.EDN.CC/26/2024/440-A Dated Shillong, the 12th March, 2026.

Copy to:

1. P.S. to Chief Minister to the Govt. of Meghalaya for information of the Chief Minister.
2. P.S. to Minister i/c Education for information of the Minister.
3. P.S. to Chief Secretary to the Govt. of Meghalaya for information of Chief Secretary.
4. The Commissioner & Secretary (VKM/RR) to the Govt. of Meghalaya, Education Department.
5. The Secretary to the Govt. of Meghalaya, Education Department.
6. The Joint Secretary to the Govt. of Meghalaya, Education Department.
7. The Deputy Commissioners of all Districts, for information and necessary action.
8. The Accountant General (A&E), Meghalaya, Shillong.
9. The Joint Secretary to the Govt. of Meghalaya, Law (B) Department.
10. The Under Secretary to the Govt. of Meghalaya, Personnel & AR (A) Department.
11. The Director of Higher and Technical Education, Meghalaya, Shillong.
12. The Director of School Education and Literacy, Meghalaya, Shillong.
13. The Director of Printing & Stationery, Shillong for publication in the Meghalaya Gazette with a request to kindly print 100 copies for necessary circulation by the Department.
14. The State Informatics Officer, NIC, Meghalaya, Shillong with a request to kindly upload in the Education Department portal.

By Order etc.



Joint Secretary to the Govt. of Meghalaya,
Education Department