

Coaching Centres in India

| A Practical Guide to Laws,
Compliance & Regulatory
Requirements

manucomply

Coaching centres provide private, fee-based academic and competitive exam coaching outside the formal education system. Unlike schools and universities, they do not award recognised qualifications, making their legal and regulatory obligations fundamentally different.

For years, compliance for coaching centres largely meant obtaining a trade licence, paying taxes, and running classes. Today, that is no longer enough.

Following a series of tragic fires, student suicides, misleading advertisement cases, and growing judicial scrutiny, coaching centres are increasingly being viewed not merely as educational businesses but as institutions responsible for student safety, mental wellbeing, consumer rights, and data protection.

Compliance has evolved from a back-office obligation into a strategic business imperative.

Sector Snapshot

17.8 B

USD 7.2 billion market in 2025, projected to reach USD 17.8 billion by 2034.

75%

Around 75% of secondary and higher-secondary students rely on private coaching.



India's coaching industry has evolved into a large, commercially significant "shadow education" system with limited regulatory oversight.



Its rapid growth has brought student safety, transparency, and governance under greater regulatory scrutiny.

2. A series of incidents exposed serious lapses.

Collectively, these incidents accelerated the introduction of the Ministry of Education's Guidelines for Regulation of Coaching Centres, 2024. Strengthened consumer protection enforcement, and increased scrutiny of fire safety, student welfare, infrastructure, and operational compliance across the sector.

Year	Incident	Regulatory Impact
2019	Surat Fire	Focus on fire safety
2023	Kota suicides	Mental health guidelines
2024	Rau's IAS Basement tragedy	Infrastructure scrutiny
2025	CCPA action against misleading advertisements	Advertising compliance
2026	Lucknow fire	Enforcement becomes stricter



Why this matters

Recent incidents have shifted regulatory focus from academic outcomes to operational safety. Fire safety, infrastructure, mental health, and consumer protection are now core compliance priorities.

3. Laws governing coaching centres

There is no single central "Coaching Centres Act" in India yet. Instead, coaching centres sit at the intersection of several different legal regimes. Here is how they fit together.

Regulator	What they regulate
Ministry of Education	Coaching Centre Guidelines
State Governments	Registration & State laws
Fire Department	Fire NOC
Municipal Authorities	Building approvals
CCPA	Misleading advertisements
Consumer Commissions	Refund & consumer disputes
Labour Department	Employment laws
Data Protection Board	DPDP compliance

3.1 The National Framework: Ministry of Education Guidelines for Regulation of Coaching Centres, 2024

Issued by the Department of Higher Education, Ministry of Education, on January 16, 2024. These guidelines are non-statutory they are a model framework forwarded to all States/UTs, who are expected to legislate or frame rules based on them (since education sits on the Concurrent List).

Key provisions include:

A. Registration & Regulatory Compliance

- Obtain registration with the Competent Authority before commencing operations (where adopted by the State/UT).
- Apply for separate registration for each branch, where required.
 - Renew registration within the prescribed timelines.
 - Use only the term "Registered Coaching Centre" and avoid using terms such as "Recognised" or "Government Approved" unless legally authorised.
 - Maintain all registration certificates and approvals at the premises.

B. Student Admission Compliance

The coaching centre should:

- Admit only eligible students in accordance with applicable State rules.
- Avoid admitting students below 16 years or before completion of secondary education.
- Maintain proper admission records.
- Issue receipts for all fees collected.
- Execute transparent admission and refund policies.

C. Website & Disclosure Requirements

The coaching centre should publish and regularly update:

- Tutor qualifications
- Courses offered
- Course duration
- Fee structure
- Hostel facilities (if any)
- Refund policy
- Exit policy
- Student grievance mechanism
- Number of enrolled students
- Student success statistics (where published)

D. Fee & Refund Compliance

- Display complete fee structure before admission.
- Do not levy hidden charges.
- Maintain transparency in all fee components.
- Refund fees on a pro-rata basis if a student withdraws mid-course, in accordance with the Guidelines.
- Clearly disclose refund timelines and conditions.

Example

If a student withdraws midway through a course, the institute should process the refund in accordance with its disclosed refund policy and applicable guidelines, rather than relying on a blanket "fees once paid are non-refundable" clause.

E. Advertisement & Marketing Compliance

The coaching centre should NOT:

- Guarantee ranks or admissions.
- Publish misleading success rates.
- Make false claims regarding placements or selections.
- Publish deceptive advertisements likely to mislead students or parents.

F. Academic Operations

The coaching centre should:

- Issue a detailed prospectus before admissions.
- Complete the syllabus within the promised timeline.
- Follow the published academic calendar.
- Maintain a healthy student-teacher ratio.
- Schedule classes outside regular school hours.
- Limit classroom instruction to not more than 5 hours per day.
- Ensure weekly holidays for students and faculty.
- Avoid conducting examinations immediately after weekly breaks.
- Promote co-curricular and holistic development activities.

G. Faculty Compliance

- Tutors should possess at least a graduate qualification.
- Maintain qualification records of all faculty members.
- Conduct background verification wherever feasible.
- Provide periodic faculty training.

H. Student Welfare & Mental Health

The coaching centre should:

- Establish a student grievance redressal mechanism.
- Constitute a grievance committee.
- Provide counselling support.
- Ensure access to trained counsellors where feasible.
- Arrange career guidance programmes.
- Conduct awareness sessions on:
 - Mental health
 - Stress management
 - Nutrition
 - Hygiene
 - Substance abuse
 - Disaster preparedness
- Avoid practices that create unnecessary academic pressure.

I. Infrastructure & Safety

Ensure the coaching centre has:

- Adequate classroom space (at least 1 sq. m floor space per student per class).
- Proper lighting and ventilation.
- Safe drinking water.
- Hygienic washrooms.
- Fire safety equipment.
- Compliance with fire safety and building regulations.
- First-aid facilities.
- Accessibility for persons with disabilities (Divyang-friendly infrastructure).
- Emergency evacuation plan.

J. Record Keeping

Maintain:

- Student admission register
- Attendance records
- Faculty records
- Fee register
- Refund register.
- Complaint register
- Grievance committee records
- Counselling records
- Safety inspection records
- Fire NOC and other approvals

K. Student Protection

The coaching centre should:

- Promote a safe and inclusive learning environment.
- Protect students from harassment or discrimination.
- Maintain confidentiality of student information.
- Address complaints promptly.
- Encourage positive parent engagement.

L. Penalties & Regulatory Risk

Failure to comply with the Guidelines may result in:

- Monetary penalties (where adopted under State regulations).
- Graded penalties of ₹25,000 for a first offence, ₹1,00,000 for a second, and cancellation of registration for repeated/serious violations.
- Action under the Consumer Protection Act for misleading advertisements.
- Action under applicable fire safety, municipal, labour, or other laws.
- Refusal to renew registration.

3.2 The National Framework: Ministry of Education Guidelines for Regulation of Coaching Centres, 2024

Several states had already legislated before the 2024 central guidelines, and more are now following:

Year	Incident	Regulatory Impact
Uttar Pradesh	UP Coaching Act, 2002 (Act No. 5 of 2002)	In force
Karnataka	Karnataka Tutorial Institutions (Registration & Regulation) Rules, 2001 (under the Karnataka Education Act, 1983)	In force
Manipur	Manipur Coaching Institute (Control and Regulation) Act, 2017	In force
Rajasthan	Rajasthan Coaching Centres (Control and Regulation) Act, 2025	Passed by the State Assembly on 3 September 2025.
Other states	Several states (e.g., draft bills in various legislatures) are at proposal/consultation stage, broadly modelled on the 2024 central guidelines	

Practical takeaway

If you're opening a centre, check whether your specific state has a coaching-centre-specific Act or rules in force, since these often impose more granular and legally binding obligations (with real penalties) than the central guidelines, which are advisory.

3.3 Fire & Building Safety

This is the single highest-stakes compliance area, given the fatality record above.



Fire NOC: A valid Fire No-Objection Certificate (NOC) from the State Fire Services Department is now a critical prerequisite for operating a coaching centre. Following the Delhi tragedy, the Delhi High Court ordered the closure of centres operating without a Fire NOC. The Supreme Court upheld the order, imposed a ₹1 lakh penalty on the petitioner, and stressed that no coaching centre should operate without strict compliance with fire safety, ventilation, emergency exits, potable water, lighting, and sanitation standards.



Building/occupancy compliance:

Basements approved for parking/storage cannot legally be used as classrooms, libraries, or study halls this single fact caused the Rajendra Nagar deaths and the subsequent municipal demolition/sealing drive. Always verify your building's sanctioned use under the local municipal building bye-laws/National Building Code, 2016, before signing a lease.



Structural/illegal construction:

Unauthorised terrace structures, mezzanine floors, or illegal building additions used for teaching can attract severe civil and criminal liability, as seen after the Surat fire.

Example

A basement approved only for parking cannot be converted into a library or classroom without the necessary approvals. Doing so can trigger sealing of the premises and regulatory action.

3.4 Consumer Protection, Fees & Advertising

This is where coaching centres are treated as commercial service providers, not as "educational institutions" in the constitutional/welfare sense an important and sometimes confusing legal distinction (see case law section below).

Consumer Protection Act, 2019

Coaching centres can be held liable for unfair trade practices, deficiency in service, and misleading advertisements before Consumer Commissions.

ASCI Guidelines for Advertising of Educational Institutions

Coaching institutes must also comply with the industry's self-regulatory advertising standards to ensure truthful and responsible marketing.

Guidelines for Prevention of Misleading Advertisement in Coaching Sector, 2024 (CCPA, effective 13 November 2024)

Sector-specific rules supplementing the general 2022 misleading-advertisement guidelines. Coaching centres (defined as anyone coaching 50+ students) cannot:

- Make false claims about courses, faculty credentials, fees, or refund policy;
- Advertise guaranteed selection, rank, or job placement;
- Use student testimonials without informed consent;
- Create false urgency/scarcity ("only 5 seats left");
- Misrepresent infrastructure or facilities.
- Violations are enforced under the CPA, 2019; the CCPA has already imposed penalties amounting to over ₹1.46 crore on coaching institute

Example

Advertising '100% selection guaranteed' or publishing a student's success story without the required consent can attract action under consumer protection laws.

3.5 Student Mental Health & Welfare

Following the Kota crisis, the Supreme Court delivered a landmark judgment: ***Sukdeb Saha v. State of Andhra Pradesh, MANU/SC/0980/2025 (25 July 2025)***. The Court issued 15 directions applicable to "all educational institutions, more particularly coaching institutes/centres", they are:

- Adopt and annually review a mental health policy;
- At least one qualified counsellor/psychologist for institutions with 100+ students
- No batch segregation by performance, public shaming, or disproportionate targets;
- Mandatory bi-annual staff training on mental health & psychological first aid
- Staff be trained to engage sensitively with students from marginalised backgrounds.
- Establish confidential mechanisms to report harassment, bullying, and discrimination.
- Institutions must regularly sensitise parents/guardians on student mental health
- Maintain anonymised records and submit an annual report on wellness interventions
- Institutions should prioritise extracurricular activities to reduce academic pressure
- Institution must provide structured career counselling for students and parents
- Residential institutions must proactively keep campuses free of harassment & bullying
- Suicide-helpline numbers (e.g., Tele-MANAS) prominently displayed;
- Tamper-proof fans and restricted access to high-risk areas in residential institutions
- Heightened protections for major coaching hubs – Kota, Sikar, Jaipur, Delhi, Hyderabad, Chennai, Mumbai.

The case set out – immediate interim guidelines to address the growing crisis of student suicides and to establish a preventive, remedial, and supportive framework for mental health protection in educational institutions across the country.

What Good Practice Looks Like

A coaching centre notices that a student has been missing classes, performing poorly, and showing signs of emotional distress. Instead of moving the student to a "low performers" batch or issuing a public warning, the institute refers the student to its counsellor, informs the parents sensitively, and provides career guidance and mental health support. The incident is recorded confidentially, reflecting the Supreme Court's emphasis on student welfare over punitive measures

3.6 Child Safety — POCSO Act, 2012

Since a large proportion of coaching-centre students are minors, the POCSO Act, 2012 and POCSO Rules, 2020 apply directly.

Key obligations include:

- Mandatory reporting of suspected child sexual offences by staff and management.
- Police verification and background checks for all staff interacting with children.
- Regular child protection training for employees.
- Adoption of a written Child Protection Policy with a zero-tolerance approach.
- Ensuring safe online interactions, as misconduct in digital spaces can attract the same liability as offline offences.

What Good Practice Looks Like

Before hiring a teacher, who will interact with minor students, the coaching centre should complete the required background and police verification

3.7 Business Registration & Tax Compliance

Requirement	What it covers
Business structure	Sole proprietorship, partnership (Indian Partnership Act, 1932 / LLP Act, 2008), or private limited company (Companies Act, 2013).
GST registration & invoicing	Coaching (in-person or online) is taxable at 18%, since it is not a "core education" service recognised under any statutory curriculum. Registration is mandatory once turnover crosses ₹20 lakh (₹10 lakh in special category states).
Trade/municipal licence	Local municipal trade licence for operating commercial premises, separate from fire NOC and building-use clearance.
Trademark (Trade Marks Act, 1999)	Protects your institute's name/logo and is the basis for any future franchise agreements.
Income tax	Standard business income tax filing applies; coaching income does not enjoy the charitable-trust exemptions unless structured and registered as one.

3.8 Labour & Employment Compliance

Shops & Establishments Act: Governs registration, working hours, leave, and employment conditions for teaching and administrative staff.

Labour Codes: Coaching centres must comply with the Four Labour Codes, while continuing to meet applicable requirements relating to appointment letters, minimum wages, EPF, ESI, gratuity, and employee welfare during the transition period.

POSH Act, 2013: Establishments with 10 or more employees must constitute an Internal Committee, adopt a written POSH policy, conduct employee awareness programmes, and file the annual POSH report.

Compliance in Action

A coaching centre with 15 employees issues written appointment letters, registers eligible employees for EPF and ESI, constitutes an Internal Committee under the POSH Act, adopts a written POSH policy, and conducts an annual awareness session for all staff. These measures help the institute comply with employment and workplace safety obligations while reducing legal and HR risks.

3.9 Data Privacy -Digital Personal Data Protection Act, 2023

Since a large proportion of coaching-centre students are minors, the POCSO Act, 2012 and POCSO Rules, 2020 apply directly. Key obligations include:

DPDP Act, 2023: Coaching centres must protect the personal data they collect, including student records, ID documents, payment details, and biometric information.

Key compliance requirements: Consent notices, reasonable security safeguards, data-breach reporting, and verifiable parental consent before processing the personal data of children.

Compliance in Action

Since many coaching centre students are minors, operators should obtain verifiable parental consent before processing children's personal data, including through admissions, biometric attendance systems, and online platforms. They should also implement appropriate safeguards to protect such data.

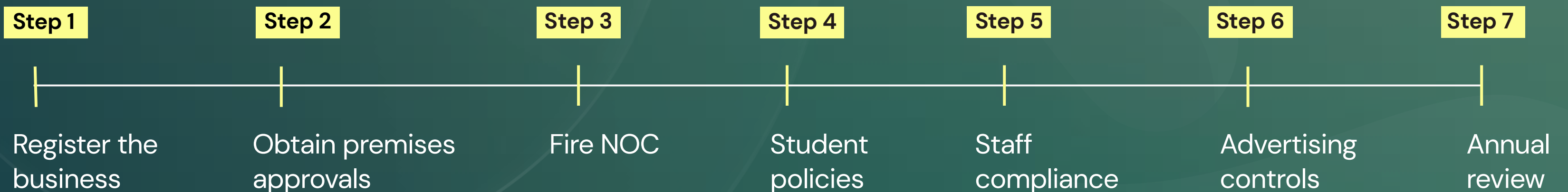
4. Key Case Laws

Case	What it established	What it means for coaching operators
Coaching Federation of India v. Government of NCT of Delhi & Ors. MANU/SCOR/94582/2024	The Supreme Court upheld the closure of coaching centres operating without a Fire NOC, imposed a ₹1 lakh penalty on the petitioner, and reaffirmed that fire safety compliance is a non-negotiable prerequisite for operation.	Do not commence or continue operations without a valid Fire NOC and compliance with applicable fire safety norms.
Sukdeb Saha v. State of Andhra Pradesh, 2025 MANU/SC/0980/2025	Landmark, binding judgment laying down 15 mandatory mental-health and suicide-prevention measures for "all educational institutions, more particularly coaching institutes/centres," and constituting a National Task Force to monitor compliance.	Establish robust student welfare systems, including counselling, grievance redressal, mental health policies, and measures to reduce academic pressure.
FIITJEE Limited vs Dr. Minathi Rath MANU/CF/0609/2011	Held that a coaching institute's "fees once paid is not refundable" clause is unconscionable and voidable under Section 23 of the Indian Contract Act, 1872; and upheld pro-rata refund obligations even where the institute argued it was "not an educational institution".	Adopt a transparent refund policy and avoid blanket non-refundable fee clauses.
Zeba Salim v. VLCC Healthcare Ltd., CC/22/365 (DCDRC Ernakulam, 15-11-2023)	A private coaching/training institute is a "service provider" for Consumer Protection Act purposes; ordered a full refund plus compensation for unfair trade practice when the institute tried to settle a refund claim with in-kind arrangement instead of cash.	Treat students as consumers by ensuring fair marketing, transparent policies, and prompt resolution of complaints and refund requests.
Manu Solanki v. Vinayak Mission University, MANU/CF/0055/2020	This case holds that "core education" delivered by a recognised, statutorily-affiliated educational institution is not a "service" under consumer law, so students of such institutions generally cannot sue them as "consumers." Which is not the case in coaching centres.	Do not assume exemption from consumer protection laws merely because you operate as an educational institute.
Islamic Academy of Education v. State of Karnataka, MANU/SC/0580/2003	Though primarily about professional college admissions, this judgment's disapproval of educational institutions collecting the entire course fee upfront is regularly cited by consumer fora (including against coaching institutes) to mandate instalment-based or pro-rata fee structures.	Prefer instalment-based fee collection and ensure refund practices are fair and reasonable.

Bottom line on Consumer Law applicability:

- As a private coaching centre owner, do not assume you are shielded from the Consumer Protection Act just because you call yourself an "institute" or "academy."
- Courts look at substance (commercial coaching service vs. statutorily recognised core education), not the name on your signboard.
- The distinguishing question courts ask is always: is this institution granting a recognised qualification under statutory authority, or selling a commercial coaching service?

Compliance Roadmap





Compliance Checklist for Coaching Centre Owners/Operators

A. Business Registration & Statutory Setup

- ✓ Decide business structure (proprietorship / partnership / LLP / Pvt. Ltd.) and register it
- ✓ PAN of the business entity
- ✓ TAN (required for TDS compliance once you hire staff/pay vendors)
- ✓ GST registration if turnover will exceed ₹20 lakh (₹10 lakh in special category states); classify coaching under SAC 999293 (18%)
- ✓ Shops & Establishments Act registration of your state
- ✓ Municipal trade licence
- ✓ Professional Tax registration (where applicable in your state)
- ✓ Udyam (MSME) registration, optional, but useful for credit access and regulatory benefits
- ✓ Consider a trademark application for your institute's name/logo, especially before franchising

B. Coaching–Centre–Specific Regulatory Registration

- ✓ Register with the State's notified "Competent Authority" under the MoE Guidelines, 2024 framework, or under your state's specific coaching–centre Act/rules (UP, Karnataka, Manipur, Rajasthan, etc.), before commencing operations
- ✓ Register each branch separately
- ✓ Renew registration within the prescribed timelines
- ✓ Maintain and display all registration certificates and approvals at the premises
- ✓ Use only the term "Registered Coaching Centre" avoid "Recognised" or "Government Approved" unless legally authorised to do so

C. Website & Public Disclosure Requirements

- ✓ Publish and keep updated on your website: tutor qualifications, courses offered, course duration, fee structure, hostel facilities (if any), refund policy, exit policy, student grievance mechanism, number of enrolled students, and success/result statistics
- ✓ Issue a detailed, fee-and-refund-compliant prospectus at admission (fee structure, course duration, instalment option, pro-rata refund terms within 10 days)

D. Infrastructure & Safety

- ✓ Verify the premises' sanctioned use under municipal building bye-laws, never run classes from a basement/terrace/space approved only for parking, storage, or residential use
- ✓ Fire Safety NOC from the state Fire Services Department
- ✓ Building/Occupancy Certificate under local municipal law / National Building Code, 2016
- ✓ Structural safety certification
- ✓ Minimum 1 sq. m floor area per student per active classroom/batch, with a healthy student-teacher ratio
- ✓ Adequate ventilation, lighting, and electrical safety
- ✓ Safe drinking water and hygienic, separate washrooms for male/female students
- ✓ First-aid facilities and a documented medical-emergency/referral protocol
- ✓ CCTV coverage in common areas
- ✓ Clearly marked, unobstructed fire exits and evacuation signage; a written emergency evacuation plan; periodic fire drills
- ✓ Accessibility provisions for persons with disabilities (Divyang-friendly infrastructure)
- ✓ No basements/unauthorised floors or terraces used as classrooms, libraries, or study halls
- ✓ Fire and general liability insurance cover for the premises

E. Academic Operations & Faculty

- ✓ Tutors hold at least a graduate qualification; maintain qualification records for every faculty member
- ✓ Background verification of faculty/staff wherever feasible; periodic faculty training
- ✓ Classes scheduled outside regular school hours, capped at 5 hours/day
- ✓ Weekly off mandatory for students and faculty; no tests on the day immediately after a weekly off
- ✓ Complete the syllabus within the promised timeline and follow the published academic calendar
- ✓ Promote co-curricular and holistic-development activities, not just exam drilling

F. Admission, Fees & Refunds

- ✓ Admit only eligible students per applicable state rules (no admission below age 16/before completion of secondary education, where prescribed)
- ✓ Maintain an admission register; issue fee receipts for every payment
- ✓ No advance lump-sum collection of the entire course fee; offer instalment options
- ✓ No mid-course fee hikes or hidden charges
- ✓ Written, displayed refund policy, pro-rata refund (including hostel/mess) within 10 days of withdrawal, with timelines and conditions clearly disclosed
- ✓ Parent communication policy
- ✓ Student code of conduct

G. Advertising & Consumer Protection

- ✓ No advertising of guaranteed ranks, selections, or job placements
- ✓ No misleading/false claims about courses, faculty credentials, fees, refund policy, or results
- ✓ No use of a selected student's name/photo/testimonial without their informed, post-selection consent, with rank/course/fee-status disclosed
- ✓ No false urgency/scarcity claims ("only 5 seats left") or misrepresentation of infrastructure/facilities
- ✓ Internal review of all ad copy and marketing material against the CCPA's 2024 Coaching Sector Guidelines and ASCI's
- ✓ Educational Advertising Code before publishing
- ✓ Maintain a complaint-handling mechanism for consumer grievances

H. Tax Compliance

- ✓ **GST:** tax invoices for every transaction; timely monthly/quarterly returns (GSTR-1/3B); annual GST return; periodic GST reconciliation
- ✓ **Income tax:** TDS deduction and TDS returns; advance tax payments; annual income tax return; tax audit where applicable

I. Data Privacy & Digital/Online Compliance

- ✓ Privacy notice for student/parent data collection (admission forms, biometric attendance, online portals)
- ✓ Verifiable parental consent workflow for collecting/processing any minor student's personal data, ahead of full DPDP Act enforcement
- ✓ Reasonable security safeguards for stored data (ID proofs, payment records, attendance/biometrics) and a data-breach response plan
- ✓ If operating online/hybrid courses: Privacy Policy, Terms & Conditions, Cookie Policy, secure payment gateway, cybersecurity measures, and clear student/parent consent mechanisms.

J. Student Welfare, Mental Health & Child Safety

- ✓ Written, publicly displayed mental-health policy, reviewed annually
- ✓ At least one qualified counsellor/psychologist on staff (mandatory if 100+ enrolled students); referral tie-ups otherwise; maintain an optimal student-to-counsellor ratio
- ✓ Constitute a student grievance redressal committee; maintain a complaint/grievance register
- ✓ Regular career guidance/counselling programmes for students and parents
- ✓ No performance-based batch segregation, public shaming, or disproportionate targets
- ✓ Awareness sessions on mental health, stress management, nutrition, hygiene, substance abuse, and disaster preparedness
- ✓ Suicide-prevention helpline numbers (e.g., Tele-MANAS) displayed prominently
- ✓ Bi-annual staff training on psychological first-aid and warning-sign recognition; staff sensitised to engage with students from marginalised/vulnerable backgrounds
- ✓ Police verification/background checks for every staff member (teaching, non-teaching, contractual) who interacts with minor students (POCSO Rule 3); re-verify periodically
- ✓ Written Child Protection Policy and designated reporting channel for suspected abuse, with staff aware of mandatory reporting duties under POCSO Section 19
- ✓ Maintain confidentiality of student personal and academic information
- ✓ If residential/hostel facility is offered: tamper-proof fans, restricted rooftop/balcony access, and campuses kept free of harassment, bullying, drugs, and other harmful substances
- ✓ Maintain anonymised wellness/referral/training records and file the annual report with the relevant regulator where required

K. Employment & HR Compliance

- ✓ Appointment letters and written employment contracts for all staff
- ✓ Maintain attendance registers, leave records, and salary registers; track overtime compliance
- ✓ Statutory minimum wages and timely payment
- ✓ EPF registration and contributions once staff strength crosses the statutory threshold
- ✓ ESI registration and contributions
- ✓ Gratuity compliance (now triggered after just 1 year for fixed-term staff)
- ✓ Bonus compliance (Payment of Bonus Act, where applicable)
- ✓ Equal Remuneration compliance
- ✓ Maternity Benefit compliance for women employees
- ✓ POSH Internal Committee constituted for 10+ employees, with an external member, a woman Presiding Officer, and at least 50% women members
- ✓ Written POSH policy displayed; annual POSH report prepared; employee awareness programmes and IC-member training conducted
- Annual free health check-ups for employees above 40
- ✓ Track ongoing changes as Central/State rules under the new Labour
- ✓ Codes (2025) are finalised through 2026

L. Record-Keeping (Master List)

- ✓ Admission register, attendance records, fee and refund registers
- ✓ Faculty qualification and background-verification records
- ✓ Complaint/grievance register and grievance-committee records
- ✓ Counselling records
- ✓ Safety-inspection records, Fire NOC, and other regulatory approvals, displayed and renewed on time

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