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**GOVERNMENT OF HARYANA
DEPARTMENT OF SCHOOL EDUCATION**

Inspection Proforma for Inspection of Private Schools for grant of recognition

(Note1 : - (✓) tick mark the circle for appropriate information)

Note2 : - Member Secretary to sign each page of the inspection report.

Date of Inspection

06 11 2009
DD MM YYYY

District

SIRSA

Sub Division

SIRSA

1. Details of School:

A. General

i. Name of School

ST FRANCIS XAVIERS
HIGH SCHOOL SIRSA

ii. Stage for which recognition applied for

Primary Middle High Sr. Sec.

iii. For Sr. Sec. Stage, mention the stream/streams for which recognition is sought.

Arts Commerce Science

iv. Permission for establishment or upgradation of school granted by (copy to be attached)

Director DEO

v. If already recognized mention the stage along with order no. and date (copy to be attached)

No. 12/59-08 PS (3) Date 15-7-08

Primary Middle High

Director DEO Deemed Recognized

No. _____ Date _____

B. Locational Details of School:

i. Plot No.

06

ii. Sector/Mohalla

KHAI R PUR

iii. City / Town / Village

SIRSA

iv. HUDA / Municipal Council / Committee/ Panchayat

MC SIRSA

v. CD Block

SIRSA

vi. Assembly Constituency

SIRSA

vii. District

SIRSA

viii. Telephone Number with STD Code

01666-295353

ix. Fax Number

x. E-Mail address

C. Type of School/ Curriculum:

i. Type of School

Boys Girls Co-Education

ii. Number of students to be admitted

00190

iii. Affiliating Board

BOSE CBSE ICSE Others

iv. Curriculum:

a) For 1-8th Class

BOSE CBSE ICSE Edu. Deptt.

b) For 9-12th Class

BOSE CBSE ICSE Others

v. Medium of instruction

Hindi English Both Othters

2. Details of Authority to run the school

1. Name

ST. FRANCIS XAVIERS
EDUCATION SOCIETY

Individual or association of individuals or trust created under the Indian Trust Act, 1882 (2 of 1982), or society registered under Societies Act, 1860 or company registered under Companies Act, 1956 (1 of 1956)

2. Registration Details

Regd. No 79

Date 10-1-2007

**GOVERNMENT OF HARYANA
DEPARTMENT OF SCHOOL EDUCATION**

i. Scheme of Management: whether submitted Yes No

ii. a. Registration Number & Date

0079	10	01	2007
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ii. b. Registration Authority

DIST	REGISTRAR	OF	MUS +	SIRSA
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iii. Composition of managing committee: whether submitted Yes No

iv. Number of members of managing committee

09

Copy of Bye-Laws: whether submitted Yes No

3. Land Details (Refer to Rule - 30):

A. Area Details:

Total Land Area

Sqm.

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 Acre

2

 Kanal

7

 Marla

1

Whether playground provided: Yes No

If Yes, Then Area

2-7-1

 m² Distance from school

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B. Location of land

i. Khewat/Khasra No./Killa No./Plot No. Khewat

426	419
-----	-----

 Khasra

536	542
-----	-----

 Killa

6	7
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 Plot No.

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ii. Whether land is in one patch or more Number of patch

02

iii. If more than one patch siza of land duly countersigned by the Tehsildar be attached Yes No

iv. Whether pieces of land adjacent & easily approachable and functionally suitable? Yes No

C. Owner Details

i. The Name of individual or Association of individuals or Trust or Society or Company or School whom ownership vests

S	T	F	R	A	N	C	I	S	X	A	V	I	E	R	'	S	E	D	U	C	A	T	I	O	N	S	O	C	I	E	T	Y	S	I	R	S	A
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

ii. The ownership Title document attached Yes No

D. Lessor Details

i. Name

P	R	I	T	A	M	S	I	N	G	H	R	O	S	A	R	I	A	A	N	T	A	D
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

ii. Address

V	I	L	A	K	A	N	G	A	N	P	O	R	S	I	R	S	A
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

E. Lessee Details

i. Name of the lessee (President or Secretary or Manager)

R	O	S	A	R	I	A	A	N	T	A	D					
A	N	A	K	O	R	I	S	I	K	A	A	N	T	A	D	
S	I	R	S	A												

ii. Whether authority letter attached: Yes No

iii. Copy of resolution attached or not Yes No

iv. Copy of Lease deed attached or not Yes No

Note: In case the land is on lease hold it should be atleast 20 years regd. Irrevocable lease deed.

4. Building Details:

A. Building Plan

i. Building plan whether attached and duly signed by registered architect and owner or lessee Yes No

ii. Covered Area

(a) Ground coverage-(it should be conforming to urban Development Department, Town and country planning Department, Panchayant and Development Department whichever is applicable)

9812.91

 Sq. Ft.

(b) Total covered area (if more than one floor)

25463

 Sq. Ft.

Name of the School: St. Francis Xavier High School, SIRSA.

Functional English <input checked="" type="checkbox"/>	Chemistry <input type="checkbox"/>	Multimedia <input type="checkbox"/>
Mathematics <input type="checkbox"/>	Biology <input type="checkbox"/>	Others (Specify) <input type="text"/>
Geography <input type="checkbox"/>	Computers <input type="checkbox"/>	

vii. Drinking water facility Yes No Mode of water supply

viii. Electricity facility Yes No

ix. Furniture for students Yes No

x. Open space for morning assembly Yes No

xi. Boundary wall Yes No

a. Number of toilets for the girls

b. Number of toilets for the boys

Total Number of toilets

5. Staff statement attached? Yes No

(A) Whether teachers are suitably trained with minimum qualifications Yes No

(B) Whether pay scales would be same as provided in Appendix A attached with Haryana School Education Rule-2003 Yes No

If No, Then Specify the pay scales.

i. Head of the institution (Principal/ Head Master)	<input type="text" value="6500-10500"/>
ii. Lecturers	<input type="text" value="-"/>
iii. Master/ Mistress	<input type="text" value="5500-9000"/>
iv. Teachers(JBT/C&V/Language/PTI)	<input type="text" value="4500-7850"/>
v. Non Teaching Staff (Clerk/Lab assistant/Class IV)	<input type="text" value="3050-4500, 2550-3500"/>

(C) Rules & Regulations for staff (Rule 162) Yes No

(D) Written agreement with teachers (Rule 161) Yes No

6. Fee structure

i. Class-wise fee and funds (no funds except Red cross, CWF and Sports funds) Yes No

ii. Whether fee is charged according to the (Rule 158 & 159) Yes No

iii. Whether displayed on the notice board. Yes No

iv. Whether receipt is issued. Yes No

7. School Record maintained (Rule 28) Yes No

8. Affidavit attached (Rule) Yes No

9. Financial Statement (by C.A.) Yes No

i. Bank Balance (Attested copy of passbook / Statement)

10. Processing Fee + Form Fee Yes No

for 5th Rs. 1000/- for 10th Rs. 5000/-
for 8th Rs. 2500/- for 12th Rs. 10,000/-
(Plus Rs. 500/- fee of the form)

Details of Draft

Draft No.	<input type="text" value="551096"/>	Dated	<input type="text" value="21-7-2009"/>
Bank Name	<input type="text" value="Canara Bank."/>	Payable at	<input type="text" value="Chandigarh."/>
File No.	<input type="text"/>		

Name of the School: St. Francis Xavier High School, SIRSA

- (c) Percentage of ground coverage 54.97 Sq. Ft.
- (d) FAR (Floor area ratio) (for new Schools) :
- (e) Building safety certificate from PWD / MC / Regd. Engg. (copy to be attached) Yes No
- (f) Fire safety certificate from Fire brigade. (copy to be attached) Yes No
- (g) Hygiene certificate from CMO / SMO / empanelled medical officer. (copy to be attached) Yes No

B. Room Details:

- i. Total No. of Rooms 025 Size of Class Room
 (a) for new school - 24' X 18' X 10' @ 10 Sq. ft./Student
 (b) for 'existing school' - 1-VIII Class @ 9 Sq. ft. / Student
 IX-XII Class @ 10 Sq. ft. / Student
- ii. Number of Class Room (One class room for each section) 18

Class Rooms

Total Rooms	Lentered	Size in ft.			Area (Sq. ft. each room)	No. of Students to be adjustment	Total No of Student
		L	B	H			
18	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	432	40	500
 	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	 	 	
 	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	 	 	
 	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	 	 	
 	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	 	 	
Total 18							

Other Rooms

Office of Head	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	No. of books to be provided 3200
Staff Room	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	
Office Room	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	
Library	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	
Physics Lab	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	
Chemistry Lab	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	
Biology Lab	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	
Composite Science lab	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	
Computer Lab	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	
Commerce Room	Yes <input type="checkbox"/> No <input type="checkbox"/>	 	X 	X 	
Store Room	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24	X 18	X 12	

iii. Verandah

- a. for new school - 8' for single loaded & 10' for double loaded 11 ft.
- b. for 'existing school' - 6' for single loaded & 8' for double loaded - ft.

iv. Stairs

- a. for new school - 6' width Yes No If No, Size
- b. for 'existing school' - 4'.6" width. Additional stair after linear distance of 100' Yes No If No, Size

v. Ramp

- a. for new school - 6' width Yes No If No, Size
- b. for 'existing school' - 6' width. If the school has not provided ramp then it should arrange the classes for the handicapped students at the ground floor. Yes No If No, Size

vi. Provision for laboratory

Composite Science Lab Physics Music

Name of the School:

St. Francis Xavier High School, SIRSA.

Recommendations (strike out whichever is not applicable):

We the members of the Inspection committee, have satisfied over selves that the school fulfills all conditions of recognition/ upgradation laid down in Haryana School Education Rules, 2003 amended from time to time and guideline issued by the Department. We, therefore, recommend that the school be granted recognition/ upgradation subject to the following:

(A diagonal line is drawn through this section, indicating that the recommendations are not applicable.)

Note: The recommendations, amongst other things, should specifically mentioned the stage upto which the school is to be recognized and the number of students that can be admitted in the school.

Or

We find that school is not fit for recognition/ upgradation and has the following deficiencies/ discrepancies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

nil (A diagonal line is drawn through this list, indicating no deficiencies.)

We, therefore recommend ~~rejection~~ of the request for recognition/ upgradation applied for Class 1st to Class 10th

(Signature)
District Education
Officer or District
Elementary Education
Officer
(Member Secretary)

(Signature)
Sub Divisional Officer
(Civil)
Member

(Signature)
Additional Deputy
Commissioner
Member

(Signature)
Chairman
Deputy Commissioner
16/12/09