

**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

09 05 2013  
DD MM YYYY

District

SIRSA

Sub Division

SIRSA

**1. Details of School:**

**A. General**

i. Name of School

SHREE DIWAN MEMORIAL  
PUBLIC SCHOOL

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. 12-16-09 PSL3) Date 19-01-2010

Primary  Middle  High   
Director  DEO  Deemed Recognized

No. \_\_\_\_\_ Date \_\_\_\_\_

Urban  Rural

**B. Locational Details of School:**

- i. Plot No. Khewa MB
- ii. Sector/ Mohalla
- iii. City / Town / Village
- iv. HUDA / Municipal Council / Committee/ Panchayat
- v. CD Block
- vi. Assembly Contituency
- vii. District
- viii. Telephone Number with STD Code
- ix. Fax Number
- x. E-Mail address

254  
KHULIANI NEPALPUR  
PANCHAYAT  
BARAGUDHA  
RANIA  
SIRSA  
098188 23290

**C. Type of School/ Curriculum:**

- i. Type of School
- ii. Number of students to be admitted
- iii. Affiliating Board
- iv. Curriculum:
  - a) For 1-8<sup>th</sup> Class
  - b) For 9-12<sup>th</sup> Class
- v. Medium of instruction

Boys  Girls  Co-Education

00280

BOSE  CBSE  ICSE  Others

BOSE  CBSE  ICSE  Edu. Deptt.

BOSE  CBSE  ICSE  Others

Hindi  English  Both  Others

**2. Details of Authority to run the school**

1. Name

DIWAN MEMORIAL EDUCATION

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

i. Scheme of Management: whether submitted

Yes  No

ii. a. Registration Number & Date

0111 18-12-2009  
DISTT REGISTRAR OF FIRMS &  
SOCIETIES SIRSA

ii. b. Registration Authority

Yes  No

iii. Composition of managing committee: whether submitted

07

iv. Number of members of managing committee

Yes  No

Copy of Bye-Laws: whether submitted

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

**A. Area Details:**

Total Land Area

Sqm.  Acre  Kanal  Marla

Whether playground provided:

Yes  No

If Yes, Then

Area  Distance from school

**B. Location of land**

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

Khewat  Khasra  Killa  Plot No.

ii. Whether land is in one patch or more

Number of patch

iii. If more than one patch size 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

D I W A N MEMORIAL EDUCATIONAL SOCIETY

ii. The ownership Title document attached

Yes  No

**D. Lessor Details**

i. Name

S M T R A J E S H S H O K E E N

ii. Address

D I C H A O N K A L A N D E L H I  
M A L S I R S A

**E. Lessee Details**

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

S H D E V I L A L  
J O I N T S E C R E T A R Y

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, Panchayat and Development Department whichever is applicable

Sq. Ft.

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

Sq. Ft.

(c) Percentage of ground coverage

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

ii. Number of Class Room (One class room for each section)

Size of Class Room

(a) for new school -  
(b) for 'existing school' -

24' X 18' X 10' @ 10 Sq. ft./Student  
 I-VIII Class @ 9 Sq. ft. / Student  
 IX-XII Class @ 10' Sq. ft. / Student

**Class Rooms**

Total Rooms	Lentored	Size in ft.			Area (Sq. ft. each room)	No. of Students to be adjustment	Total No. of Student
	Yes	No	L	B	H		
<input type="text" value="13"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="24"/>	<input type="text" value="18"/>	<input type="text" value="10"/>		
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Total</b>							<input type="text" value="13"/>

Name of the School: SHREE DIWAN MEMORIAL PUBLIC SCHOOL  
KHUIAN NEPAL PUR

**Other Rooms**

Office of Head	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	13	X	10
Staff Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	18	X	9	X	10
Office Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	13	X	12	X	10
Library	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	23	X	10
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	23	X	10
Computer Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	19	X	10
Commerce Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	-	X	-	X	-
Store Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	-	X	-	X	-

No. of books to be provided 3000

**iii. Verandah**

a. for new school - 8' for single loaded & 10' for double loaded 10 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 6'  
 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 6'  
 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   
 Functional English   
 Mathematics   
 Geography

Physics   
 Chemistry   
 Biology   
 Computers

Music   
 Multimedia   
 Others (Specify) -

**vii. Drinking water facility**

Yes  No  Mode of water supply TUBEWEL

**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 04

b. Number of toilets for the boys 04

Total Number of toilets 08

**5. Staff statement attached?**

(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) 7500-

ii. Lecturers -

iii. Master/ Mistress 6000-

iv. Teachers (JBT/C&Y/Language/PTI) 5800-

v. Non Teaching Staff (Clerk/Lab assistant/Class IV) 5100-5500-

(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

Name of the School: Shree Diwan Memorial Public School  
Khuion Nepal Pur.

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

**Details of Draft**

Draft No.   
Bank Name   
File No.

Dated   
Payable at

**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: RTE 2011

**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.

We, therefore recommend rejection of the request for recognition/ upgradation applied for Class 1 to Class 8

AS D...  
R.H.O., cum-B.R.O.  
Baragudha (Sirsa)

सरपंच अनोदरी देवी  
ग्राम पंचायत  
खड़िया नेपालपुर

M...  
Distt. Elementary Education Officer  
SIRSA

25/6/13