

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

DD	MM	YYY
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District

K	A	I	T	H	A	L													
K	A	I	T	H	A	L													

Sub Division

1. Details of School:

A. General

i. Name of School

S	H	I	E	S	H	A	B	H	A	R	T	I	V	I	D	I	A		
M	I	K	E	T	A	N	S	R.	S	E	C.	S	C	H	O	O	L		

KALAYAT

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. 25/11-2011 PS(1) Date 26-01-12

Primary Middle High

Director DEO Deemed Recognized

No. _____ Date _____

Urban Rural

B. Locational Details of School:

- Plot No.
- Sector/ Mohalla
- City / Town / Village
- HUDA / Municipal Council / Committee / Panchayat
- CD Block
- Assembly Constituency
- District
- Telephone Number with STD Code
- Fax Number
- E-Mail address

3	5	4	/	6	7	8	9	1	3	1	4	1	5									
N	A	R	W	A	N	A	R	O	A	D												
K	A	L	A	Y	A	T																
K	A	L	A	Y	A	T																
K	A	L	A	Y	A	T																
K	A	I	T	H	A	L																
0	1	7	4	6	2	6	0	9	6	0												
P	R	I	N	C	I	P	A	L	S	B	V	N	@	g	m	a	i	l	.	c	o	m

C. Type of School/ Curriculum:

- Type of School
- Number of students to be admitted
- Affiliating Board
- Curriculum:
 - For 1-8th Class
 - For 9-12th Class
- Medium of instruction

Boys Girls Co-Education

00600

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

Individual or association of individuals or trust created under the Indian Trust Act, 1882 (2 of 1912), or society registered under Societies Act, 1860 or company registered under Companies Act, 1956 (1 of 1956)

S	H.	S	U	R	A	T	S	I	N	G	H	M	E	M	O	R			
I	A	L	E	D	V.	S	O	C	I	E	T	Y	K	A	L	A	Y	A	T

2. Registration Details

i. Scheme of Management: whether admitted

Yes No

ii. a. Registration Number & Date

908 14 07 1999

ii. b. Registration Authority

R E G I S T R A R C O - O P H A R Y A N A

iii. Composition of managing committee: whether submitted

Yes No

iv. Number of members of managing committee

11

Copy of Bye-Laws: whether submitted

Yes No

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

A. Area Details:

Total Land Area

Sqm. 10870 Acre 2 Kanal 3 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 1937 Khasra 354 Killa 678 Plot No. 1199

ii. Whether land is in one patch or more

Number of patch

iii. If more than one patch sizra 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.H.	SURAT	SINGH	MEMOR
IAL	EDU	SOCIETY	
KALAYAT			

ii. The ownership Title document attached

Yes No

D. Lessor Details

i. Name

ii. Address

E. Lessee Details

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

Yes No

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)

96035 Sq. Ft.

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

29210 Sq. Ft.

(c) Percentage of ground coverage

15:80 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 -
(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

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

16

Class Rooms

Total Rooms	Lentred		Size in ft.			Area (Sq. ft. each room)	No. of Students to be adjustment	Total No. of Student
	Yes <input type="checkbox"/> No <input type="checkbox"/>		L	B	H			
<u>06</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>20</u>	<u>25</u>	<u>12</u>	<u>750</u>	<u>40</u>	<u>240</u>
<u>10</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>20</u>	<u>18</u>	<u>12</u>	<u>540</u>	<u>40</u>	<u>400</u>
	Yes <input type="checkbox"/> No <input type="checkbox"/>							
	Yes <input type="checkbox"/> No <input type="checkbox"/>							
	Yes <input type="checkbox"/> No <input type="checkbox"/>							
Total								<u>640</u>

Name of the School: _____

Other Rooms

Office of Head	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	12	X	12	No. of books to be provided <input type="text"/>
Staff Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	18	X	12	
Office Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	12	X	12	
Library	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	35	X	12	
Physics Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	
Chemistry Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	
Biology Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	
Composite Science lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	
Computer Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	
Commerce Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	
Store Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	30	X	25	X	12	

iii. Verandah

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

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 <input type="checkbox"/> | Physics <input checked="" type="checkbox"/> | Music <input checked="" type="checkbox"/> |
| Functional English <input checked="" type="checkbox"/> | Chemistry <input checked="" type="checkbox"/> | Multimedia <input type="checkbox"/> |
| Mathematics <input checked="" type="checkbox"/> | Biology <input checked="" 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?

- (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)
 ii. Lecturers
 iii. Master/ Mistress
 iv. Teachers (BT/C&V/Language/PTI)
 v. Non Teaching Staff (Clerk/Lab assistant/Class IV)

- (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: _____

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. 874130
Bank Name O.B.C
File No. _____

Dated 04.05.2012
Payable at CHANDIGARH

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:

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 1st to Class 8th

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

Sub Divisional Officer (Civil)
Member

Additional Deputy Commissioner
Member

Chairman
Deputy Commissioner

1st 2012
Municipal Councillor
Municipal Committee
Kalayat (Kaithal)

[Signature]
B.R.C Cum B.E.E.O.
Kalayat (Kaithal)

[Signature]
Distt. Ele. Ed. Officer
KAITHAL

~~B.R.C Cum B.E.E.O.
Kalayat (Kaithal)~~