

Inspection Proforma for Inspection of Private Schools for grant of recognition

(Note 1 : - (✓) tick mark the circle for appropriate information)

Note 2 : - Member Secretary to sign each page of the inspection report.

Date of Inspection

DD	MM	YYY
----	----	-----

District

K	U	R	U	K	S	H	E	T	R	A
---	---	---	---	---	---	---	---	---	---	---

Sub Division

S	H	A	H	B	A	D
---	---	---	---	---	---	---

1. Details of School:

A. General

i. Name of School

V	I	S	H	M	A	S	P	U	B	L	I	C	S	C	H	O	O	L
N	A	L	V	I														

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.	Date
Primary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/>	
Director <input type="checkbox"/> DEO <input type="checkbox"/> Deemed Recognized <input type="checkbox"/>	
No.	Date

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

Urban <input type="checkbox"/> Rural <input checked="" type="checkbox"/>
-----
-----
N A L V I
P A N C H Y A T
-----
S H A H B A D
K U R U K S H E T R A
0 1 7 4 4 - 2 8 4 1 5 4
-----
V P S - S b d @ X a a 0 0 . i n

C. Type of School/ Curriculum:

- Type of School
- Number of students to be admitted
- Affiliating Board
- Curriculum:
  - For 1-8<sup>th</sup> Class
  - For 9-12<sup>th</sup> Class
- Medium of Instruction

Boys  Girls  Co-Education

0 0 1 4 8

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 1982), or society registered under Societies Act, 1860 or company registered under Companies Act, 1956 (1 of 1956)

Y	I	S	H	V	A	S	F	O	U	N	D	A	T	I	O	N
S	E	C	T	O	R	-	9	P	A	N	C	H	K	U	L	A

2. Registration Details

i. Scheme of Management: whether submitted

Yes  No

ii. a. Registration Number & Date

0 2 6 6 2 8 0 2 1 9 7 8

ii. b. Registration Authority

R E G I S T R A R F I R M S & S O C I E T Y , H A R Y A N A

iii. Composition of managing committee: whether submitted

Yes  No

iv. Number of members of managing committee

1 1

Copy of Bye-Laws: whether submitted

Yes  No

Name of the School: \_\_\_\_\_

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

**A. Area Details:**

Total Land Area

Sqm.  Acre  0.5 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 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

VISHWAS FOUNDATION  
TRUST PANCHKULA

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)

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 reqd. 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

%

(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) Hygine certificate from CMO / SMO/ empanelled medical officer. (copy to be attached)

Yes  No

**B. Room Details:**

i. Total No. of Rooms

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-XI Class @ 10 Sq. ft. / Student

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

Class Rooms

Total Rooms	Lentered		Size in ft.			Area (Sq. ft. each room)	No. of Students for equipment	Total No. of Students		
	Yes	No	L	B	H					
<input type="text" value="12"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="24"/>	X	<input type="text" value="18"/>	X	<input type="text" value="10"/>	<input type="text" value="432"/>	<input type="text" value="480"/>	<input type="text" value="1440"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total								<input type="text" value="432"/>	<input type="text" value="480"/>	<input type="text" value="1440"/>

Name of the School: \_\_\_\_\_

**Other Rooms**

Office of Head	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	15'6"	X	10'	X	40'6"	No. of books to be provided <input type="text"/>
Staff Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	11'	X	13'6"	X	30'6"	
Office Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	15'6"	X	11'3"	X	30'6"	
Library	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24'	X	18'	X	40'6"	
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 type="checkbox"/>	No <input type="checkbox"/>		X		X		
Computer Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24'	X	8'6"	X	10'	
Commerce Room	Yes <input type="checkbox"/>	No <input type="checkbox"/>		X		X		
Store Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	12'	X	20'	X	10'	

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 type="checkbox"/>	Music	<input type="checkbox"/>
Functional English	<input 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?

- (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) Incharge	8000/-
ii. Lecturers	-
iii. Master/ Mistress	-
iv. Teachers (JBT/C&V/Language/PPI)	3650 to 3725/-
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 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. 733026

Dated 31.3.08

Bank Name PNB

Payable at Chandigarh

File No. 267 / 2.4.08

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:

The recognition is recommended up to  
Primary level.

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 \_\_\_\_\_ to Class \_\_\_\_\_

Smadani  
22/7/10  
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