

19/9-2/5(3)

3

GOVERNMENT OF HARYANA  
DEPARTMENT OF SCHOOL EDUCATION

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 YYYY

District

BHIWANI

Sub Division

SIWANI

1. Details of School:

A. General

i. Name of School

MORKA PUBLIC SCHOOL  
VPO MORKA TEH SIWANI

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  Middle  High   
Director  DEO  Deemed Recognized   
No. \_\_\_\_\_ Date \_\_\_\_\_

B. Locational Details of School:

i. Plot No.

-----

ii. Sector/ Mohalla

-----

iii. City / Town / Village

MORKA

iv. HUDA / Municipal Council / Committee / Panchayat

VPO MORKA PANCHAYAT

v. CD Block

SIWANI

vi. Assembly Contiuency

LOHARU

vii. District

BHIWANI

viii. Telephone Number with STD Code

0999222316-317

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

-----

iii. Affiliating Board

BOSE  CBSE  ICSE  Others

iv. Curriculum:

a) For 1-8<sup>th</sup> Class

BOSE  CBSE  ICSE  Edu. Deptt.

b) For 9-12<sup>th</sup> Class

BOSE  CBSE  ICSE  Others

v. Medium of instruction

Hindi  English  Both  Others

2. Details of Authority to run the school

1. Name

HARYANA SHIKSHA SANS  
KRITI SAMAJ VIKAS  
SAMITI MORKA

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

096 09 08 2011

ii. b. Registration Authority

DISTRICT REGISTRAR BHIWANI

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

Name of the School: MORKA PUBLIC SCHOOL MORKA

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

**A. Area Details:**

Total Land Area

Sqm.  Acre  2 Kanal  Marla  17

Whether playground provided:

If Yes, Then

Area  01 Acre Distance from school  0 Km

**B. Location of land**

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

Khewat  36 Khasra  28,33 Killa  25(5) 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

50-2  
61 (4-15)

**C. Owner Details**

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

M	A	R	A	M	A	S	H	A	S	H	A	S	A	M	C
K	R	I	T	I	S	A	M	A	J	V	I	K	A	S	
S	A	M	I	T	I	M	O	R	K	A					

ii. The ownership Title document attached

Yes  No

**D. Lessor Details**

i. Name

ii. Address

NA

**E. Lessee Details**

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

NA

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

12448.8 Sq. Ft.

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

24897.7 Sq. Ft.

(c) Percentage of ground coverage

12.78 %

(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

26

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)

17

**Class Rooms**

Total Rooms	Lenthered		Size in ft.			Area (Sq. ft. each room)	No. of Students to be accommodated	Total No. of Student
	Yes	No	L	B	H			
<input checked="" type="checkbox"/> 17	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	18	11			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
	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								

Name of the School: MORKA PUBLIC SCHOOL MORKA  
VPO MORKA



**Other Rooms**

Office of Head	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11	No. of books to be provided <u>1100</u>
Staff Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11	
Office Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11	
Library	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11	
Physics Lab	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		X		X		
Chemistry Lab	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		X		X		
Biology Lab	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		X		X		
Composite Science Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		X		X		
Computer Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11	
Commerce Room	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		X		X		
Store Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11	

648 seat.

iii. Verandah  
 a. for new school - 8' for single loaded & 10' for double loaded 10.9 ft.  
 b. for 'existing school' - 6' for single loaded & 8' for double loaded - ft.

iv. Stairs  
 a. for new school - 6' width 8' 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 8' 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 checked="" 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 tap water

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 24  
 b. Number of toilets for the boys 24  
 Total Number of toilets 48

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  *staff statement attached*

If No, Then Specify the pay scales. *attached*

i. Head of the institution (Principal/ Head Master)	<u>00</u>
ii. Lecturers	<u>2</u>
iii. Master/ Mistress	<u>6</u>
iv. Teachers (BT/C&V/Language/PTI)	<u>2</u>
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

ool: NORKA PUBLIC SCHOOL NORKA

Record maintained (Rule 28) Yes  No

8. Affidavit attached (Rule Yes  No

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

1. 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. 469636

Dated 07-03-2013

Bank Name SB/ Swarn

Payable at DANCKULA

File No.

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:

*सत्यमेव जयते*  
B.E.E O.-cum-B.R.O.  
Siwani Mandi  
21/8/13

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 I to Class VIII

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

Sub Divisional Officer (Civil)  
Member

Additional Deputy Commissioner  
Member

Chairman  
Deputy Commissioner

*21/8/13*  
*सत्यमेव जयते*  
*शिवानी मण्डि*