

12/1-1115①

**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

17 04 2013  
DD MM YYYY

District

SIRSA

Sub Division

SIRSA

**1. Details of School:**

**A. General**

i. Name of School

GYAN JYOTI PUBLIC SCH  
001 MANAK DIWAN 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. 12/1-2011 PSC(1) Date 12-5-2011  
Primary  Middle  High   
Director  DEO  Deemed Recognized   
No. \_\_\_\_\_ Date \_\_\_\_\_  
Urban  Rural

**B. Locational Details of School:**

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

01  
MANAK DIWAN  
PANCHAYAT  
NATHUSARI KHOPTA  
ELL ENABAD  
SIRSA  
09416185791

**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   
00208  
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)

HBN EDUCATION SOCIETY  
4 MANAK DIWAN SIRSA

2. Registration Details

i. Scheme of Management: whether submitted

Yes  No

ii. a. Registration Number & Date

0069 11-08-2010

ii. b. Registration Authority

DISTT REGISTRAR OF FIRMS & SOCIETIES-SIRSA

iii. Composition of managing committee: whether submitted

Yes  No

iv. Number of members of managing committee

07

Copy of Bye-Laws: whether submitted

Yes  No

Name of the School: GYAN JYOTI PUBLIC SCHOOL - MANAK DIWAN (SIRSA)

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

**A. Area Details:**

Whether playground provided:

If Yes, Then

**B. Location of land**

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

ii. Whether land is in one patch or more

iii. If more than one patch size of land duly countersigned by the Tehsildar be attached

iv. Whether pieces of land adjacent & easily approachable and functionally suitable?

**C. Owner Details**

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

ii. The ownership Title document attached

**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:

iii. Copy of resolution attached or not

iv. Copy of Lease deed attached or not

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

**Total Land Area**

Sqm.  Acre  Kanal  Marla

Yes  No

Area  Distance from school

Khewat  Khasra  Killa  Plot No.

Number of patch

Yes  No

Yes  No

H	B	N	E	D	U	C	A	T	I	O	N	S	O	C	I	E	T
M	A	N	A	K	D	I	W	A	N	S	I	R	S	A			

Yes  No

S H A J A B S I N G H

M A N A K D I W A N S I R S A

S H V I N O D K U M A R

Yes  No

Yes  No

Yes  No

**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 brigada. (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-XII Class @ 10' Sq. ft. / Student

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

**Class Rooms**

Total Rooms

Total

Entered

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Size in ft.

L B H

X  X

X  X

X  X

X  X

X  X

Area (Sq. ft. each room)

No. of Students to be adjustment

Total No. of Student

Name of the School: GYAN JYOTI PUBLIC SCHOOL MANAK DIWAN

**Other Rooms**

Office of Head	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	16	X	20	X	11
Staff Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	16	X	20	X	11
Office Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	16	X	20	X	11
Library	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	16	X	20	X	11
Physics Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11
Chemistry Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	24	X	18	X	11
Biology Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	16	X	20	X	11
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"/>	16	X	20	X	11
Commerce Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	16	X	20	X	11
Store Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	13	X	13	X	11

No. of books to be provided 3000

**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  ft.

**iv. Stairs**

a. for new school - 6' width Yes  No  If No, Size 6 FT  
 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
- Functional English
- Mathematics
- Geography

- Physics
- Chemistry
- Biology
- Computers

- Music
- Multimedia
- Others (Specify) TUBE WEL

**vii. Drinking water facility**

**viii. Electricity facility**

**ix. Furniture for students**

**x. Open space for morning assembly**

**xi. Boundary wall**

a. Number of toilets for the girls 04

b. Number of toilets for the boys 04

Total Number of toilets 08

Mode of water supply TUBE WEL

**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) 8500-

ii. Lecturers 5800-

iii. Master/ Mistress 5700-

iv. Teachers (JBT/C&Y/Language/PTI) 5600- 5500

v. Non Teaching Staff (Clerk/Lab assistant/Class IV) Yes  No

(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: GYAN JYOTI PUBLIC SCHOOL  
MANAK DIWAN

7. School Record maintained (Rule 28) Yes  No

8. Affidavit attached (Rule) Yes  No

9. Financial Statement (by C.A.)  
I. Bank Balance (Attested copy of passbook / Statement) Yes  No

10. Processing Fee + Form Fee  
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) Yes  No

Details of Draft  
Draft No. 376215  
Bank Name SBI SIRSA  
File No. \_\_\_\_\_

Dated 02-04-2012  
Payable at PANCHKULA

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.

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

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

*NIL*

We, therefore recommend rejection of the request for recognition/ upgradation applied for Class 1<sup>st</sup> to Class 8<sup>th</sup> under R.T.E. - 2011

*S. Singh*  
SARPANCH  
V. DARBA KALAN  
DISTT. SIRSA

*[Signature]*  
Block Education Officer  
SIRSA-I

*[Signature]*  
Distt. Elementary Education Officer  
SIRSA  
*[Signature]*