

**GOVERNMENT OF HARYANA  
DEPARTMENT OF SCHOOL EDUCATION**

25/10-12/13

**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

04 03 2013  
DD MM YYY

District

K A I T H A L

Sub Division

K A I T H A L

**1. Details of School:**

**A. General**

i. Name of School

N I R M A L P U B L I C M I D D L E S C H O O L

ii. Stage for which recognition applied for

Primary  Middle  High  Sr. Sec.

iii. For Sr. Sec. Stage, mention the stream/stream(s) 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   
Urban  Rural

**B. Locational Details of School:**

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

A N A J M A N D I K A L A Y A T  
K A L A Y A T  
M U N I C I P A L C O M M I T T E E  
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 0 6 0 4 7  
E D U . N P S K A L A Y A T @ G M A I L . C O M

**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   
300  
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

N I R M A L S H I K S H A S A M I T I

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

Whether  Yes  No

3

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

**A. Area Details:**

Total Land Area

Sqm.  Acre  5 Kanal  25 Marla  70

Whether playground provided:

i. Yes, Then

ii. Location of land

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

Khewat  310 Khasra  515 Min Killa  Plot No.

ii. Whether land is in one patch or more

Number of patch  01

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

Distance from school  Attached with School

**C. Owner Details**

i. The Name of Individual or Association of Individuals or Trust or Society or Company or School whom ownership vests

N	I	R	M	A	L	S	H	I	K	S	H	A	S	M	I	T	I
K	A	L	A	Y	A	T											

ii. The ownership Title document attached

Yes  No

**D. Lessor Details**

i. Name

R	A	V	I	D	U	T	S	H	A	R	M	A					
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ii. Address

W	A	R	D	-	1	0	M	A	I	N	B	A	Z	A	R		
K	A	L	A	Y	A	T											

**E. Lessee Details**

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

S	E	C	R	E	T	A	R	Y	-	A	N	K	U	R	S	H	A	R	M	A
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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

17000 Sq. Ft

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

34000 Sq. Ft

(c) Percentage of ground coverage

24.06% Sq. Ft

(d) FAR (Floor area ratio) (for new Schools)

50 : 50

(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

*Ankur Sharma*  
**G. Secretary**  
**Nirmal Shiksha Samiti**  
**Kalayath (Kaithal)**

**B. Room Details:**

i. Total No. of Rooms

38

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)

25

**Class Rooms**

Total Rooms	Lenthered		Size in ft.			Area (Sq. Ft. each room)	No. of Students to be admitted	Total No. of Student		
	Yes	No	L	B	H					
<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	X	18	X	12	450	40	40
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X		X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X		X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X		X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X		X				

Other Rooms

Office of Head	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	25	X	18	X	12
Staff Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	25	X	18	X	12
Office Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	25	X	18	X	12
Library	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	7	25	X	36	X	12
Physics Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		-	X	-	X	-
Chemistry Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		-	X	-	X	-
Biology Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		-	X	-	X	-
Composite Science lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	25	X	36	X	12
Computer Lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	25	X	36	X	12
Commerce Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		25	X	18	X	12
Store Room	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	25	X	18	X	12

No. of books to be provided

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   
 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)

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

- Mode of water supply  Yes  No   
 Yes  No   
 Yes  No   
 Yes  No

Mode of water supply

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

- Yes  No   
 Yes  No   
 Yes  No

Ankur Sharma P  
 G. Secretary  
 Nirmal Shiksha Samiti  
 Kalayat (Kaithal)

If No. Then Specify the pay scales.

- i. Head of the institution (Principal/ Head Master)  
 ii. Lecturers  
 iii. Master/ Mistress  
 iv. Teachers (JBT/C&V/Language/PTI)  
 v. Non Teaching Staff (Clerk/Lab assistant/Class IV)

6500	Ankur Sharma P
6000	G. Secretary
5500	Nirmal Shiksha Samiti
5000	Kalayath (Kaithal)
4500	

(C) Rules & Regulations for staff (Rule 162)

(D) Written agreement with teachers (Rule 161)

- Yes  No   
 Yes  No

6. Fee structure

i. Class-wise fee and funds (no funds except Red cross, CWF and Sports funds)

ii. Whether fee is charged according to the (Rule 158 & 159)

iii. Whether displayed on the notice board.

iv. Whether receipt is issued.

- Yes  No   
 Yes  No   
 Yes  No   
 Yes  No

School Record maintain.

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. 0037861362403531

Bank Name HDFC Bank Ltd.

File No.

Dated 29/01/2013

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.

We, therefore recommend rejection of the request for recognition/ upgradation applied for Class I to Class 2<sup>th</sup>

**Dist. Edu. Officer**  
District Education Officer  
or District Member  
Education Officer  
(Member Secretary)

Sub Divisional Officer (Civil)  
Member

**Suroj Singh**  
Suroj Singh  
Additional Deputy Commissioner,  
Municipal Committee,  
Kalayat (Kti.)

**Jagdish Chandel**  
Block Education Officer,  
Kalayat (Kaithal)

Chairman  
Deputy Commissioner