

ॐ नमो भगवते वासुदेवाय  
 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: 08, MM: 07, YYYY: 2013

District: SIRSA

Sub Division: SIRSA

**I. Details of School:**

**A. General**

i. Name of School: SHRI GURU TEG BAHADUR ACADEMY ROHAN

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: Director  DEO

v. If already recognized mention the stage along with order no. and date (copy to be attached): No. 12/4-2013 PE US, Date 28/5/13

Primary  Middle  High   
 Director  DEO  Deemed Recognized

**B. Locational Details of School:**

i. Plot No. —

ii. Sector/ Mohalla —

iii. City / Town / Village: VILL ROHAN

iv. HUDA / Municipal Council / Committee/ Pauchayat: PANCHAYAT ROHAN

v. CD Block: BARABURA

vi. Assembly Contiguency: KALANWALI

vii. District: SIRSA

viii. Telephone Number with STD Code: 09813811012

ix. Fax Number —

x. E-Mail address: SGTBAROHAN@gmail.com

Urban  Rural

**C. Type of School/ Curriculum:**

i. Type of School: Boys  Girls  Co-Education

ii. Number of students to be admitted: 253

iii. Affiliating Board: BOSE  CBSE  ICSE  Others

iv. Curriculum: BOSE  CBSE  ICSE  Edu. Deptt.   
 BOSE  CBSE  ICSE  Others   
 Hindi  English  Both  Centers

v. Medium of instruction: —

**2. Details of Authority to run the school**

1. Name: MATA GURJIJI CHARIT ABLE EDUCATIONAL TRUST

Individual or association of individuals or trust created under the Indian Trust Act, 1882 (2 of 1902), 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: 4759, 08, 11, 2011

ii. b. Registration Authority: SUB. REGISTRAR KALANWALI

iii. Composition of managing committee: whether submitted: Yes  No

iv. Number of members of managing committee: 07

v. 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  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 237/336 Khasra 49 Killa \_\_\_\_\_ Plot No.

ii. Whether land is in one patch or more

Number of patch 1

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

**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 | T | A | G | U | J | R | I | J | I | C | H | A | R | I | T |
| A | B | L | E | E | D | U | C | A | T | I | O | N | A | L |   |   |
| T | R | U | S | T | R | O | H | A | N |   |   |   |   |   |   |   |
| S | I | R | S | A |   |   |   |   |   |   |   |   |   |   |   |   |

ii. The ownership Title document attached

Yes  No

**D. Lessor Details**

i. Name

|   |   |   |   |   |   |   |   |   |   |   |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|
| C | H | A | N | A | N | S | I | N | G | H |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|

ii. Address

|   |   |   |    |   |   |   |   |   |  |  |  |  |  |  |  |  |
|---|---|---|----|---|---|---|---|---|--|--|--|--|--|--|--|--|
| V | I | L | L  | R | O | H | A | N |  |  |  |  |  |  |  |  |
| D | I | S | T. | S | I | R | S | A |  |  |  |  |  |  |  |  |

**E. Lessee Details**

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

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|
| B | A | L | W | I | N | D | E | R | S | I | N | G | H |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|

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

12592.25 Sq. Ft.

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

12592 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 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

214

**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)

08

**Class Rooms**

| Total Rooms | Lentened  | Size in ft. |           |           | Area (Sq. ft. each room) | No. of Students to be adjustment | Total No. of Student |
|-------------|---|-------------|-----------|-----------|--------------------------|----------------------------------|----------------------|
|             |   | L           | B         | H         |                          |                                  |                      |
| <u>8</u>    | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <u>24</u>   | <u>18</u> | <u>10</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"/>            |             |           |           |                          |                                  |                      |
|             | Yes <input type="checkbox"/> No <input type="checkbox"/>            |             |           |           |                          |                                  |                      |
|             | Yes <input type="checkbox"/> No <input type="checkbox"/>            |             |           |           |                          |                                  |                      |
| Total       |   |             |           |           |                          |                                  |                      |

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

**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 <b>210</b> |
| 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 | 20 | 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 checked="" type="checkbox"/> | 30 | X | 20 | X | 11 |  |
| Computer Lab          | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> | 30 | X | 20 | X | 11 |  |
| Commerce Room         | Yes <input type="checkbox"/>            | No <input type="checkbox"/>            |    | X |    | X |    |  |
| Store Room            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            | 21 | X | 18 | X | 11 |  |

**iii. Verandah**

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

b. for 'existing school' - 6' for single loaded & 8' for double loaded  1 ft.

**iv. Stairs**

a. for new school - 6' width Yes  No  If No, Size **8 feet**

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 *single story* 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 checked="" type="checkbox"/>   | Music <input 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) _____              |
| Geography <input checked="" type="checkbox"/>             | Computers <input checked="" 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  2

b. Number of toilets for the boys  2

Total Number of toilets  4

**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 (IBT/C&V/Language/PTI)
- v. Non Teaching Staff (Clerk/Lab assistant/Class IV)

*List Attached*

(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: \_\_\_\_\_

8. School Record maintained (Rule 28)

Yes  No

9. Affidavit attached (Rule \_\_\_\_\_)

Yes  No

10. Financial Statement (by C.A.)

Yes  No

a. 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. 990744  
Bank Name STATE BANK PATIALA  
File No. \_\_\_\_\_

Dated 22-3-2013  
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. RTE-2011

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 1 to Class 8

Barpanch Jagdish Singh  
Gram Panchayat, Rohan  
Block Baragudha (Sirsa)

BSB  
Block Education Officer  
Baragudha (Sirsa)

Mul  
Distt. Elementary Education Officer  
SIRSA 24/3/13