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GOVERNMENT OF HARYANA / हरियाणा सरकार

Office of Director School Education, Haryana  
विद्यालय शिक्षा निदेशालय, हरियाणा

शिक्षा, संस्कृति एवं विकास  
Education, Culture and Development  
REGISTRATION DEPARTMENT  
शिक्षा, संस्कृति एवं विकास  
From Darkness lead me to Light

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Inspection Performa for Inspection of Private Schools for recognition, under RTE Rules 2011.

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

District/Sub Division

Date of Inspection

1. Details of Schools:

A. General

i. Name of School

ii. Stage for which recognition applied for

iii. Permission to establishment or up-gradation of school granted by

Note: The schools running in the State before 31.03.2011 or recognised as deemed recognised or temporarily recognised or unrecognised shall be deemed to have been permitted under this rule for the purpose of recognition or up gradation.

iv. If already recognized mention stage along with order no. and date

GURGAON  
04 03 2014

SHIV NADAR SCHOOL  
R.K.S.P. S.C.L.P. S.C.L.P. S.C.L.P.

0 Primary 0 Middle

0 Director 0 DEO

Date

0 Primary 0 Middle

B. Locational Details of School

i. Plot No.

ii. Sector/Mohalla

iii. City/Town/Village

iv. MUDA/Municipal Council/Committee/Panchayat

v. CD Block

vi. Assembly Constituency

vii. District

viii. Telephone No. with STD code

ix. Fax No.

x. Email address

No. SS-64/UGN-64/6036/ENG Date 14 JUN 2012

PHASE 1  
GURGAON (HARYANA)  
GURGAON  
GURGAON  
0124 6465558  
0124 6465559  
smnsgan@gmail.com

Details of Authority to run the school

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).

SHIV NADAR TRUST

2. Registration Details

i. Scheme of Management (under Rule 32)

ii. a) Registration Number & Date

b) Registration Authority

Yes 0 No

714 03 08 2011  
SUB REGISTRAR 2 V 111  
NEW DELHI

- iii. Number of members of managing committee
- iv. Composition of managing committee  Yes 0 No
- v. Copy of bye-laws attached  Yes 0 No

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

- i. Type of School:  Boys  Girls  Co-Education
- ii. Approximate number of students
- iii. Affiliating Board  Bose 0 CBSE 0 ICSE 0 Others
- iv. Curriculum:- a) For 1-8 Class  Bose  CBSE 0 ICSE 0 Edu.Dept.
- v. Medium of instructions:  Hindi  English  Both  Others

**Land Details:**

Total Land Area  Acre  Kanal  Marla  Sqm.

Plot No.	Existing schools running as recognized or unrecognised before commencement of Mysore School Education Rules, 2003 i.e. before 31.03.2007	
	High/Urban/Controlled areas	Rural/Urban/Controlled areas (for single story buildings)
1	0.5 Acre	500 Square meters
2	1.0 Acre	1000 Square meters
3	2.0 Acre	2000 Square meters
4	2.0 Acre	3000 Square meters
5		4000 Square meters

For existing schools i.e. running before June 2007, the school should provide or make arrangement for playground within the radius of 500 meter according to the following norms. These schools may use the playground of the school within one Kilometer range of the school. Aided School, Educational Institutions, Municipal Land, Staff Quarters.

**B. Owner's Details:**

- (i) Name of individual, Association of individuals, Trust, Society or Company   No
- (ii) The ownership title documents attached  Yes  No

**C. Lessor's Detail:**

- (i) Name
- (ii) Address

**D. Lessee Detail:**

- (i) Name of the lessee (President or Secretary or Manager)
- (ii) Whether authorized by the authority running the school
- (iii) Copy of resolution attached or not  Yes  No

**E. 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  Yes  No
- (iii) If more than one patch size of land duly countersigned by the Tehsildar be attached  Yes  No
- (iv) Whether pieces of land adjacent and easily approachable and functionally suitable?  Yes  No

## Building Details:

### A. Existing Plan

- (i) Existing plan of building duly signed by registered  Owner/Lessee (President or Manager or Secretary)  Architect
- (ii) Covered Area
- (a) Ground coverage (for New Schools: it should be conforming to Urban Development Department, Town and Country Planning Department, Parityat and Development Department whichever is applicable)
- 3004.299 SQM
- (b) Total covered area (if more than one floor)
- 8138.601 SQM
- (c) Percentage of ground coverage
- 14.84%
- (d) FAR (Floor area ratio) (For New Schools)
- 8138.6: 20294.25 (40.22%)

### B. Rooms Details:

- i) Total No. of Rooms
- 40
- ii) Number of Class Rooms (one class room for each set floor)
- 25

#### Size of Class Room

- a) for New School - 24x18x10' @ 108sq.ft./3student
- b) for Existing School -
- I-VIII Class - @ 9 Sq.ft./Student

Type	Lentred	Total Room	Area (sq. ft.)	Area (sq. ft. each room)	No of Students to be adjusted	Total No of Student
Class Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	25	24 x 18 = 432	18	25	1210
Class Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Class Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Class Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Class Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Total Rooms</b>						<b>1210</b>

#### Others Room

Office of Head	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Staff Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Office Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Library	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Computer Lab	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Computer/Edupact Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Store Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

No. of books available 1000

#### iii) Veranda

- a) for new School - 8' for single loaded  for double loaded
- b) for Existing School - 6' for single loaded  for double loaded
- 10 FT
- iv) Stair
- a) for new School - 8ft' width.  Yes  No
- 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
- b) for Existing School- 6' width. If the school does provide ramp then it should arrange the classes for the Handicapped students at the ground floor.  Yes  No
- If No, Size -

(i) Drinking water facility (Mode of water supply)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mode	<u>HUDA</u>
(ii) Toilets and Urinals separate for boys and girls	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
(a) Number of toilets for the girls	<u>2</u>			
(b) Number of toilets for the boys	<u>8</u>			
Total toilets	<u>5</u>			

**5. Reserve Money**

Reserve money (at least equal to six months basic pay of the staff but in no case less than the amount as mentioned below, shall be deposited in the name of Director School Education (by designation), in the shape of fixed deposit or bank guarantee not less than a period of three years:-

Yes  No If yes, Amount 8000/-

Class	Rs.
VI	50,000
VIII	1,00,000

**6. Certificates -**

1. Ownership of Title	✓ Yes	<input type="checkbox"/> No
2. Construction of Building	✓ Yes	<input type="checkbox"/> No
3. Safety of Building	✓ Yes	<input type="checkbox"/> No
4. Fire Safety	✓ Yes	<input type="checkbox"/> No
5. Hygiene	✓ Yes	<input type="checkbox"/> No
6. No. of Certificates	✓ Yes	<input type="checkbox"/> No
7. Sewerage and	✓ Yes	<input type="checkbox"/> No
8. Out side municipality area like urban area/controlled area	✓ Yes	<input type="checkbox"/> No

The schools running in the state before 31.03.2007 or deemed recognized or temporarily recognized or unrecognized schools have to attach certificate referred above or deemed recognized or temporarily recognized or unrecognized schools have to attach objection certificate regarding land use with application for its recognition or up gradation.

**7. Fee statement**

**8. Rules and Regulations for staff and students**

**9. Fee structure -**

(a) class-wise fee and funds (to be displayed on the notice board/issue of the receipt)

(b) fee charged is according to the facilities provided by the school

**10. School Record (Annexure 28)**

**11. General report regarding school**

1. No business premises as part of building of school	✓ Yes	<input type="checkbox"/> No
2. Furniture and equipment are adequate and suitable for institution	✓ Yes	<input type="checkbox"/> No
3. Salary of teachers and non-teaching staff are paid regularly as notified by the school	✓ Yes	<input type="checkbox"/> No
4. School building or other structure or ground are not used during day or night for commercial or residential purposes (except separate residence for employees of school) or ceremonial, political or non-educational activity of any kind	✓ Yes	<input type="checkbox"/> No
5. There is no thoroughfare or public passage through any part of school premises	✓ Yes	<input type="checkbox"/> No
6. Sanitary arrangements at school are adequate and kept in good order	✓ Yes	<input type="checkbox"/> No
7. Drinking water arrangement adequate	✓ Yes	<input type="checkbox"/> No
8. Provisions of electricity fitting and electric fans in each class rooms	✓ Yes	<input type="checkbox"/> No
9. No teacher or student is compelled to attend a class or religious instruction (except in minority school)	✓ Yes	<input type="checkbox"/> No
10. No complain/inquiry pending against school building management committee seeking recognition. An undertaking in this effect that land building in this effect that land building is free from litigation be submitted	✓ Yes	<input type="checkbox"/> No

12. Audit Report (as per rule 30)

Yes 0 No

13. Processing Fee + Form Fee

(For 5<sup>th</sup> Rs. 1000/-, for 8<sup>th</sup> Rs. 2500/-, plus Rs. 500/- fee of the form)

Yes 0 No

14. Recommendations: -

We the members of the Inspection Committee, have satisfied ourselves that the school fulfills all conditions of recognition/upgradation laid down in Haryana School Education Rules, 2003/RTE Rules 2011 amended from time to time and guidelines issued by the Dept of Education. We therefore, recommend that the school be granted recognition/upgradation from Class I to Class VIII.

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

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

We, therefore recommend ~~rejection~~ of the request for recognition/up gradation applied for Class I to Class VIII.

DDEO

*[Signature]*

BEO

*[Signature]*

M. Sarpanch

*[Signature]*

District Elementary Education Officer  
Gurgaon

RAMA RANI RATHEE  
Councillor  
Ward No. 34,  
Municipal Corporation, Gurgaon

