3 for IT cell.

GOVERNMENT OF HARYANA
DEPARTMENT OF SCHOOL EDUCATION

Inspection Proforma for Inspection of Private Schools for grant of recognition

(**Note1** : - (✓) tick mark the circle for appropriate information)
Note2 : - Member Secretary to sign each page of the inspection report.

Date of Inspection 06 (DD) 11 (MM) 2009 (YYYY)

District SIRSA

Sub Division SIRSA

1. Details of School:

A. General

i. Name of School: ST FRANCIS XAVIERS HIGH SCHOOL 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 ☐
No. 12/59-08 PS (3) Date 15-7-08

v. If already recognized mention the stage along with order no. and date (copy to be attached): Primary ☐ Middle ☐ High ☐
Director ☐ DEO ☐ Deemed Recognized ☐
No. Date

B. Locational Details of School:

Urban ☑ Rural ☐

i.	Plot No.	06
ii.	Sector/ Mohalla	KHAIRPUR
iii.	City / Town / Village	SIRSA
iv.	HUDA / Municipal Council / Committee/ Panchayat	MC SIRSA
v.	CD Block	SIRSA
vi.	Assembly Contituency	SIRSA
vii.	District	SIRSA
viii.	Telephone Number with STD Code	01666-295353
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: 00150

iii. Affiliating Board: BOSE ☐ CBSE ☑ ICSE ☐ Others ☐

iv. Curriculum:

a) For 1-8th Class: BOSE ☐ CBSE ☑ ICSE ☐ Edu. Deptt. ☐

b) For 9-12th Class: BOSE ☐ CBSE ☑ ICSE ☐ Others ☐

v. Medium of instruction: Hindi ☐ English ☑ Both ☐ Othters ☐

2. Details of Authority to run the school

1. Name: ST. FRANCIS XAVIERS EDUCATION SOCIETY

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: Regd. No 79 Date 10-1-2007

GOVERNMENT OF HARYANA
DEPARTMENT OF SCHOOL EDUCATION

i. Scheme of Management: whether submitted — Yes [✓] No [ ]

ii. a. Registration Number & Date — 0079 10 01 2007

ii. b. Registration Authority — DISTT REGISTRAR OF Firms & Society, SIRSA

iii. Composition of managing committee: whether submitted — Yes [✓] No [ ]

iv. Number of members of managing committee — 09

Copy of Bye-Laws: whether submitted — Yes [✓] No [ ]

3. Land Details (Refer to Rule – 30):

A. Area Details:

Total Land Area

Sqm. [ ] Acre [2] Kanal [7] Marla [1]

Whether playground provided: Yes [✓] No [ ]

If Yes, Then Area [2-7-1 Acre] Distance from school [—]

B. Location of land

i. Khewat/Khasra No./Killa No./Plot No. — Khewat [426 419] Khasra [536 547] Killa [6 7 14 7] Plot No. [—]

ii. Whether land is in one patch or more — Number of patch [02]

iii. If more than one patch sizra 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 Derails

i. The Name of individual or Association of individuals or Trust or Society or Company or School whom ownership vests — ST FRANCIS XAVIER'S EDUCATION SOCIETY SIRSA

ii. The ownership Title document attached — Yes [✓] No [ ]

D. Lessor Details

i. Name — (1) PRITAM SINGH (2) ROSARIA ANTAO

ii. Address — Vill. KANGANPOR SIRSA

E. Lessee Details

i. Name of the lessee (President or Secretary or Manager) — ROSARIA ANTAO; ANNA MORISIKA ANTAO SIRSA

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, Panchayant and Development Department whichever is applicable — 9812.91 Sq. Ft.

(b) Total covered area (if more than one floor) — 25463 Sq. Ft.

Name of the School: St. Francis Xavier High School, SIRSA.

Functional English	✓	Chemistry		Multimedia	
Mathematics		Biology		Others (Specify)	
Geography		Computers			

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: 06

b. Number of toilets for the boys: 05

Total Number of toilets: 11

5. Staff statement attached? — Yes ✓ No ☐

(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): 6500—10500

ii. Lecturers: —

iii. Master/ Mistress: 5500—9000

iv. Teachers(JBT/C&V/Language/PTI): 4500—7850

v. Non Teaching Staff (Clerk/Lab assistant/Class IV): 3050-4500, 2550-3500

(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 ☐

7. School Record maintained (Rule 28) — Yes ✓ No ☐

8. Affidavit attached (Rule — Yes ✓ No ☐

9. Financial Statement (by C.A.) — Yes ✓ No ☐

i. Bank Balance (Attested copy of passbook / Statement): Yes

10.Processing Fee + Form Fee — Yes ✓ No ☐

for 5th Rs. 1000/- for 10th Rs. 5000/-

for 8th Rs. 2500/- for 12th Rs. 10,000/-

(Plus Rs. 500/- fee of the form)

Details of Draft

Draft No. 551096 Dated 31-7-2009

Bank Name Canara Bank. Payable at Chandigarh.

File No.

Name of the School: St. Francis Xavier High School, SIRSA

(c) Percentage of ground coverage: 54.97 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) Hygine certificate from CMO / SMO/ empanelled medical officer. (copy to be attached) — Yes ☑ No ☐

B. Room Details:

i. Total No. of Rooms: 025

ii. Number of Class Room (One class room for each section): 18

Size of Class Room
(a) for new school – 24' X 18' X 10' @ 10 Sq. ft./Student
(b) for 'existing school'- I-VIII Class @ 9 Sq. ft. / Student; IX-XII Class @ 10 Sq. ft. / Student

Class Rooms

Total Rooms	Lentered	Size in ft. L	B	H	Area (Sq. ft. each room)	No. of Students to be adjustment	Total No of Student
18	Yes ☑ No ☐	24	18	12	432	40	500
	Yes ☐ No ☐						
	Yes ☐ No ☐						
	Yes ☐ No ☐						
	Yes ☐ No ☐						
Total 18							

Other Rooms

Office of Head	Yes ☑	No ☐	24	18	12	
Staff Room	Yes ☑	No ☐	24	18	12	
Office Room	Yes ☑	No ☐	24	18	12	
Library	Yes ☑	No ☐	24	18	12	No. of books to be provided 3200
Physics Lab	Yes ☐	No ☐				
Chemistry Lab	Yes ☐	No ☐				
Biology Lab	Yes ☐	No ☐				
Composite Science lab	Yes ☑	No ☐	24	18	12	
Computer Lab	Yes ☑	No ☐	24	18	12	
Commerce Room	Yes ☐	No ☐				
Store Room	Yes ☑	No ☐	24	18	12	

iii. Verandah

a. for new school – 8' for single loaded & 10' for double loaded: 11 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 stiar 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 ☑ Physics ☐ Music ☐

Name of the School: St. Francis Xavier High. School, SIRSA.

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. Nil
4.
5.
6.

We, therefore recommend ~~rejection~~ of the request for recognition/ upgradation applied for Class 1st to Class 10th

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

Sub Divisional Officer (Civil) Member

Additional Deputy Commissioner Member

16/12/09
Chairman
Deputy Commissioner