

From

The Director
Secondary Education Haryana,
Panchkula.

To

All District Education Officers
in the State

Memo No. 8/34-2008 PS (2)

Dated: 18-6-2018

Subject:- **Left out Existing Schools**

Please refer to subject cited above

It is stated that a meeting was held with Hon'ble Chief Minister wherein the issues relating to the existing schools were discussed. Many a times the lists of existing schools have been published by the Department but a number of schools are yet to be included in the list of existing schools. Therefore, the left out schools which claim to be existing schools are hereby granted one more opportunity to apply to the Department till 20th July, 2018.

Further, it is stated that new District Level Committee under the Chairmanship of concerned District Education Officer/District Elementary Education Officer has been constituted for processing and recommending the cases of recognition of existing and new schools. It has been desired in the meeting that the inspection of the existing schools may be got conducted by the District Level Committees.

You are, therefore, directed to send the list of such left out schools which claim to be existing schools duly recommended by inspection committee in accordance with letter dated 06.04.2007 (**enclosed**) to the Directorate within 15 days. Further, in addition to the above, the DLCs are directed to hold the meetings and submit the inspection reports after conducting inspection of the existing schools within 15 days positively, so that, the recognition matters of such schools may be decided in accordance with rules.

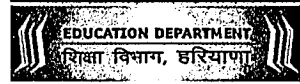
Enclosed: **As above.**

18/6/18
Deputy Director PS
for Director Secondary Education
Haryana, Panchkula



GOVERNMENT OF HARYANA / हरियाणा सरकार

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

शिक्षा, संस्कृति एवं विकास
Education, Culture and Developmentसमसो मा ज्योतिर्गमय
From Darkness lead me to Light

Off.: Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) (\$ - Tel: 91(0172)2560246 Fax: 91(0172)2560253

कार्यालय: शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91(0172)2560246 फ़ैक्स: 91(0172)2560253

e-mail: edusecondary@hry.nic.in (7/18)**Inspection Performa for Inspection of Private Schools for recognition.**

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

District/Sub Division

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Date of Inspection

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1. Details of Schools:**A. General**i. Name of School

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ii. Stage for which recognition applied for Primary Middle High Sr. Secondaryiii. Sr. Sec. stage mention stream for which recognition is sought Arts Commerce Scienceiv. Permission to establishment or up-gradation of school granted by Director DEONote: The schools running in the State before 31.03.2007 as recognized or deemed recognized or temporarily recognized or unrecognized shall be deemed to have been permitted under this rule for the purpose of recognition or up gradation.
No.

 Date

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v. If already recognized mention stage along with order no. and date Primary Middle High
 Director DEO Deemed Recognized
No.

 Date

B. Locational Details of School:i. Plot No.

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ii. Sector/Mohalla

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iii. City/Town/Village

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iv. HUDA/Municipal Council/ Committee/ Panchayat

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v. CD Block

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vi. Assembly Constituency

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vii. District

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viii. Telephone No. with STD code

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ix. Fax No.

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x. Email address

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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).

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2. Registration Detailsi. Scheme of Management (under Rule 32) Yes No
ii. a) Registration Number & Date

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b) Registration Authority

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iii. Number of members of managing committee

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iv. Composition of managing committee Yes No
v. Copy of bye-laws attached Yes No**C. Type of School/Curriculum:**i. Type of school Boys Girls Co-Education
ii. Approximate number of students

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iii. Affiliating Board Bose CBSE ICSE Others
iv. Curriculum:- a) For 1-8 Class Bose CBSE ICSE Edu.Dept.
b) For 9-12 Class Bose CBSE ICSE Others
v. Medium of instructions Hindi English Both Others

Chairman

Member

Member

Member

District Education Officer

Block Education Officer

Principal of Government Senior
Secondary School of the Village
Or nearby Village

Science Specialist

Land Details:

A. Area Details:

School	New schools established after commencement of Haryana School Education Rules, 2003 i.e. after 30.04.2003	Existing schools running as recognized or unrecognized before commencement of Haryana School Education Rules, 2003 i.e. before 31.03.2007	
	Rural/Urban/ Controlled areas	Rural/Urban/ Controlled areas (for single storey building)	Rural/Urban/ Controlled areas (for double storey building)
Primary	0.5 Acre	500 Square meters	350 Square meters
Middle	1.0 Acre	800 Square meters	600 Square meters
Secondary	2.0 Acre	2000 Square meters	1500 Square meters
Senior Secondary (i) Arts and Commerce (ii) Arts/ Commerce and Science	2.0 Acre	3000 Square meters 4000 Square meters	2250 Square meters 3000 Square meters

Total Land Area

Acre Kanal Marla Sqm.

In case of existing schools i.e. running before 31.03.2007, these schools shall provide or make arrangement for adequate play ground within the radius of 500 meter according to the number of students. These schools may use the playground of Government schools within one Kilometer range or tie up for use of playground of any Aided School, Educational Institution, Park, Panchayat/Municipal Land, Stadium etc.

0 Yes 0 No

If yes, then Area Distance

B. Owner Details:

(i) The Name of individual or Association of individuals or Trust or Society or Company or school whom ownership vests

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(ii) The ownership title documents attached.

0 Yes 0 No

C. Lessor's Detail:

(i) Name

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(ii) Address

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D. Lessee Detail:

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

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(ii) Whether authorized by the authority running the school

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(iii) Copy of resolution attached or not

0 Yes 0 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

(iii) If more than one patch sizra of land duly countersigned by the Tehsildar be attached)

0 Yes 0 No

(iv) Whether pieces of land adjacent and easily approachable and functionally suitable?

0 Yes 0 No

Building Details:

A. Existing Plan

(i) Existing plan of building duly signed by registered architect and owner or lessee 0 Owner/Lessee (President or Manager or Secretary) 0 Architect

(ii) Covered Area

(a) Ground coverage-(for New Schools: it should be conforming to Urban Development Department, Town and Country Planning Department, Panchayat and Development Department whichever is applicable

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

(c) Percentage of ground coverage

(d) FAR (Floor area ratio) (For New Schools)

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Chairman

District Education Officer

Member

Block Education Officer

Member

Principal of Government Senior
Secondary School of the Village
Or nearby Village

Member

Science Specialist

B. Rooms Details:

i) Total No. of Rooms

ii) Number of Class Rooms (one class room for each section)

Size of Class Room

- a) for new School - 24'x18'x10' @ 10Sq.ft./Student
- b) for Existing School -
I-VIII Class- @ 9 Sq.ft./Student
IX-XII Class- @10Sq.ft./Student

Type	Lentered				Total Room	Size (in ft.)				Area (Sq.Ft. each room)	No of Students to be adjusted	Total No of Student
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total					<input type="text"/>							<input type="text"/>

Others Room

Office of Head	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Staff Rom	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Office Room	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Library	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Physics Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Bio Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Science Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Computer Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Store Room	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>

No. of books available

iii) **Veranda**

- 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) **Stair**

- 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 does provide ramp then it should arrange the classes for the handicapped students at the ground floor. Yes No If No, Size

(i) **Provision for laboratory**

<input type="checkbox"/> Science	<input type="checkbox"/> Biology	<input type="checkbox"/> Multimedia
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Other
<input type="checkbox"/> Composite Science	<input type="checkbox"/> Math	
<input type="checkbox"/> Geography	<input type="checkbox"/> Computers	
<input type="checkbox"/> Functional English	<input type="checkbox"/> Music	

(ii) Drinking water facility (Mode of water supply) Yes No Mode

(iii) Toilets and Urinals separate for boys and girls Yes No

(a) Number of toilets for the girls	<input type="text"/>
(b) Number of toilets for the boys	<input type="text"/>
Total toilets	<input type="text"/>

5. Pledge Money

Pledge money atleast 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

Stage	Class	Rs.
Primary	I-V	50,000
Middle	I-VIII	1,00,000
Secondary	I-X	1,50,000
Senior Secondary	I-XII	2,00,000

Chairman District Education Officer	Member Block Education Officer	Member Principal of Government Senior Secondary School of the Village Or nearby Village	Member Science Specialist
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6. Certificates –

1	Ownership of Land	Sub Divisional Magistrate.	0	Yes	0	No	
2	Construction of Building	District town planner/ municipality/registered architect/ empanelled architect	0	Yes	0	No	
3	Safety of Building	Public works Department/ Municipality/ Registered Engineer/empanelled Engineer	0	Yes	0	No	
4	Fire Safety	Fire Officer, authorized agency by Central Government or State Government	0	Yes	0	No	
5	Hygienic	Chief Medical Officer. Senior Medical Officer, empanelled Medical Officer	0	Yes	0	No	
6	No Objection Certificate regarding land use	Municipal area. Out side municipality area like urban area/ controlled area/rural area:	municipality/municipal council/local authority	0	Yes	0	No
		As notified under relevant laws.	0	Yes	0	No	

Note: - The schools running in the state before 31.03.2007 as recognized or deemed recognized or temporarily recognized or unrecognized shall not require to attach certificate referred above at Sr No. 6 i.e. no objection certificate regarding land use with application for the purpose of recognition or up gradation.

7. Staff statement 0 Yes 0 No

8. Rules and Regulations for staff under rule 162 0 Yes 0 No

9. Fee structure –

i) class –wise fee and funds (no funds except Red Cross, CWF and Sports Fund)	0	Yes	0	No
ii) to be displayed on the notice board.	0	Yes	0	No
iii) issue of fee receipt.	0	Yes	0	No
iv) fees charged is according to the facilities provided by the school	0	Yes	0	No

10. School Record (under rule 28) 0 Yes 0 No

11. General report regarding –

1. No business premises in any part of building of schools.	0	Yes	0	No
2. Furniture and equipment are adequate and suitable for institution	0	Yes	0	No
3. Salary of teachers and non-teaching staff are paid regularly as notified by the school.	0	Yes	0	No
4. School building or other structure or ground are not used during day or night for commercial or residential purpose (except separate residence for employees of school) or communal, political or non-education activity of any kind.	0	Yes	0	No
5. There is no thoroughfare or public passage through any part of school premises.	0	Yes	0	No
6. Sanitary arrangements at school are adequate and kept in good order.	0	Yes	0	No
7. Drinking water arrangement adequate.	0	Yes	0	No
8. Provisions of electricity fitting and electric fans in each class rooms.	0	Yes	0	No
9. No teacher or student is compelled to attend a class or religious instruction (except in minority school)	0	Yes	0	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.	0	Yes	0	No

12. Audit Report (as per rule 30) 0 Yes 0 No

13. Processing Fee + Form Fee 0 Yes 0 No

(For 5th Rs. 1000/-, for 8th Rs. 2500/-, for 10thRs. 5000/- & for 12th Rs. 10,000/- plus Rs. 500/- fee of the form)

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 amended from time to time and guidelines issued by the Department. We, therefore, recommend that the school be granted recognition/upgradation from Class to Class in ARTS , SCIENCE AND COMMERCE STREAMS (wherever applicable).

OR

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 to Class.....

Chairman
District Education Officer

Member
Block Education Officer

Member
Principal of Government Senior
Secondary School of the Village
Or nearby Village

Member
Science Specialist