

Cost of Form Rs. 500/-

FORM II
(See rule 31 (1) & 38 (1))
APPLICATION FOR RECOGNITION

1. Name of School : _____
2. District : _____
3. Whether permission for opening a new school sought from appropriate authority. If yes, attach a copy of permission : _____
4. (a) Stage for which recognition desired (Primary / Middle/Secondary/ Senior Secondary) : _____
- (b) In case of Senior Secondary, Mention: stream for which recognition is sought : _____
5. If already recognised mention the stage for which recognised : _____
(attach proof also)
6. Is the society / trust registered? If yes, : _____
Furnish a copy of registered certificate and the Memorandum of Association (MOA) of society.
7. Has the management been approved : _____
by the Department. If yes, attach a copy.
(a) Does the school follow approved : Yes / No
Course of studies?
(b) Mention the board from which : _____
Affiliation to be sought
- (c) Medium of instructions to be followed: English / Hindi / any other language

8. (a) Furnish a staff statement or otherwise:

	Name	Post Held	Qualification	Pay with grade	Date of appointment	Classes taught / to be taught
1						
2						
3						

Note: Furnish on a separate sheet

- (b) Whether staff are being / will be paid as notified to the appropriate authority. : Yes / No

9. Average attendance of scholars and rates of fees levied / to be levied in each class (if already recognised at any stage).

Classes	Average Attendance	Rate of Fees / Funds
Primary		
I Class		
II Class		
III Class		
IV Class		
V Class		
Middle		
VI Class		
VII Class		
VIII Class		
High		
IX Class		
X Class		
Senior Secondary		
XI Class		
XII Class		

10. (a) Land area of school building : _____
 (b) Number of rooms : _____
 (c) Size of rooms : _____

Plan should be attached and also give proof from revenue Department

11. (a) Size of play ground : _____
 (b) Availability of sports facilities. Give details

12. Total area of school campus with total built up : _____

13. (a) Number of classrooms with seating capacity in each.

 (b) Details of furniture, fans and ventilation provided in each.

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- (c) Whether library facilities available- : Yes / No
Give number of books.
- (d) Number of laboratories available . : _____
Furnish details on separate sheet.
- (e) School Hall : Yes / No
- (f) Staff room : Yes / No
- (g) Room for Head of school : Yes / No
- (h) Office room : Yes / No
- (i) Store room : Yes / No
- (j) Drinking water facilities : Yes / No
- (k) Toilets and urinals
- For Staff : Yes / No
- For Boys : Yes / No
- Separate for Girls : Yes / No
- (l) Whether electricity is fitted in each classroom : Yes / No

14. Details of apparatus and equipment for

- (a) Physics
- (b) Chemistry
- (c) Home Science
- (d) Biology
- (e) Drawing
- (f) Music
- (g) Agriculture
- (h) History
- (i) Geography
- (j) Commerce

Note: Furnish the list

15. Financial position of the school

- (a) Reserve Fund : _____
- (b) Average monthly income from
- (i) Fees :
- (ii) Other sources :

(sources to be specified)

- (c) Total monthly income :
- (d) Average monthly expenditure :
(details to be given)
16. Amount of pledge money deposited . :
Attach proof.
17. (a) Whether the admission in the school is open: Yes / No
to all without any discrimination based on
religion, caste, race, place of birth etc. (Not in
the case of Minority school)
- (b) Percentage of reservation for locality : _____
students or other categories in a dmission
18. Whether any religious instruction is imparted: Yes / No
19. Has the management executed the written : Yes / No
agreement from the teachers regarding their
condition of services etc. Attach agreement
of each teacher.
20. Whether management maintains a Provident : Yes / No
Fund Schemes or any other similar scheme
for its employees.
21. Details of co-curricular, cultural and other activities organised in the school. Attach
list.
22. Whether arrangement for physical training : Yes / No
of pupils made available :
23. Whether Medical facilities for students are : Yes / No
available. :
24. Whether school buildings or other structures : Yes / No
or the play grounds are being used for
commercial or residential purposes. :
25. Whether land/ school building is free from : Yes / No
litigation or no complaint / inquiry is pending
against school building/ managing committee.
An undertaking to this effect should be submitted. :
26. Is the school maintaining the following records:
- (a) Admission and withdrawal Yes / No

(b) Daily attendance register of pupils	Yes / No
(c) Daily attendance register of teachers	Yes / No
(d) Log book	Yes / No
(e) Fee and Funds register	Yes / No
(f) Property register	Yes / No
(g) Order Books	Yes / No
(h) Visitors Book	Yes / No
(i) Hostel register	Yes / No
(j) Catalogue of library books and book issue register	Yes / No
(k) Diary and dispatch register	Yes / No
(l) Contributory Provident Fund	Yes / No
(m) Pupils progress	Yes / No
(n) Pay bill register	Yes / No
(o) Movement register	Yes / No
(p) Time table adjustment register	Yes / No
(q) Stock register	Yes / No
(r) Acquaintance roll register	Yes / No
(s) Cash Book	Yes / No

27. Furnish a certificate from Civil Surgeon regarding sanitary and hygienic condition of the school.

28. Furnish a certificate from Public Works Department/Municipality/ Registered Engineer regarding safety of building.

29. Any other information.

Place:
Date:

sd/-
Chairman / Manager
Managing Committee
_____ School