

APPLICATION FORM FOR UPGRADATION

To,

The _____ (Give the name of appropriate authority)

_____ Delhi.

Sir,

I forward herewith an application in the prescribed proforma for the grant of upgradation to _____ (name of the school) _____ with effect from the commencement of the school year 200_____.

Yours faithfully,

Chairman of Managing
Committee / Manager

Enclosure:

Place:

Date:

PROFORMA

1. Name of the school :
2. Name of the District and Zone in which it is situated.
3. Date of first recognition of the school with date (supporting documents).
4. Special aims of the school.
5. Resolution passed by managing committee for upgradation and comments of DE's nominee.
6. Medium of instruction at various stages
7. In case of upgradation is desired up to Sr. secondary level, subjects in which upgradation is required.
8. Areas from where the students are expected to come to school.
9. Whether the school is run on commercial basis for profit to any individual or group of individuals
10. constitution of the managing committee of the school together with the name of the members of the committee and their qualification & occupations
11. (a) Is the Society running the school registered under the societies registration act, 1860) (If registered ,

an attested copy of the certificates of registration be attached).

(b) Name of the Manager of the school, qualification with supporting documents and exp. in the field of educational administration.

(c) Whether the school has duly approved scheme of management.

12. Has the school its own building or is housed in a rented building?

13. (a) Total Area of the school campus with the total built - up area with all the supporting documents of land & building

- (b) i) total area of plot.
- ii) Open area
- iii) Built up area
- iv) Covered area in each floor
- v) Total covered area.

(c) Health Certificate from local Competent Authority, not older than six month from the date of application.

(d) Safe drinking water facility:

(Certificate from Local
Competent Authority, not older
than six month from the date of
application)

- (e) Structural stability certificate
from local Competent Authority.
 - (f) Building Completion
Certificate/occupancy certificate
from local Competent Authority
 - (g) Fire safety certificates from local
competent authority
 - (h) Ramp and toilets arrangement for
disabled & children.
14. Accommodation provided in the school
building (dimensions to be indicated in
all cases).
- a. Number of classrooms with seating
capacity in each.
 - b. Details of furniture, fans, ventilations,
provided in each classroom.
 - c. School library and reading room.
 - d. Science laboratories.
 - e. School Hall.
 - f. Staff room.
 - g. Room for head of school.
 - h. Office room.
 - i. Storeroom.
 - j. Refreshment room for student

k. Bath rooms and lavatories for day scholars.

l. Drinking water facility.

ANNEXURE-VI

LIST OF STAFF MEMBERS (TEACHING AS WELL AS NON-TEACHING) OF
_____ (NAME OF THE SCHOOL) BEING RUN BY
_____ (NAME OF THE
SOCIETY/TRUST) AS ON _____

S. No	Name	Father's/Husband's	Designation	Pay-Scale	Qualification & %age of marks at graduation level and post graduation level	Mode of recruitment	Date of Birth	Date of Appointment	Whether Temporary/On Probation/Confir- med	If confirmed, mention date of confirmation	Subject specialization	Residential Address
1	2	3	4	5	6	7	8	9	10	11	12	13

Manager of the School/
Chairman/President of the Society
With name and seal

Place:

Date:

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI DIRECTORATE
OF EDUCATION : SCIENCE BRANCH BEHIND
LADY SHRI RAM COLLEGE, LAJPAT NAGAR -IV, N.D.-24

CHECK LIST FOR THE INTRODUCTION OF SCIENCE / COMPUTER SCIENCE
SUBJECT AT +2 STAGES.

1. (a) Name of School / Date of Inspection: _____

(b) Type (Govt. /Aided / Unaided): _____

Phone: _____

(c) Shift: Morning / Evening / Single Shift: _____

2. District: _____ Zone: _____

3. Total land Area available with the school in (sq.mtr./sq.f t.) : _____

4 (a) Order No. with date of letter, if the school has upgraded to Sr. Sec. School: _____

(b) No. of Streams already existing in the school at Sr. Sec. Level: _____

(c) Vocational Science Stream, if any, existing in school Sr. Sec. Level: _____

5. Academic year from which Science subjects / Computer Science as academic subject
Class-XI requested: _____

6. Science subjects to be introduced:

1. _____ 2. _____ 3. _____ 4. _____

7. (a) Labs :

Lab.	Size	No. of Doors	Storage facilities Available
1	2	3	4

Physics

Chemistry

Biology

Computer Science

(b) Facilities available in labs for:

Physics Chemistry Biology Computer

(i) (a) No. of working tables :

(b) No. of Stools :

(ii) Running Water on Working Tables:

(iii) Sink Connection :

(iv) Electric Points on working Tables:

(v) First Aid Box

(vi) Exhaust Fan (No.)

(vii) Fire Extinguisher

(viii) Proper Natural Light

(c) Accessories available for computer science (with specification):-

(i) Constant Voltage transformer (CVT) :

- (ii) Nos. & Type of Computers :
- (iii) Nos. of Printers :
- (iv) Uninterrupted Power Supply (UPS) :
- (v) Multi-Media Kits :
- (vi) Air-Condition :
- (vii) Flooring :
- (viii) Power Points/Plug Points :

(d) Whether sufficient material /reference books for +2 levels are available in lab. /library:

- Physics : Yes / No
- Chemistry : Yes / No
- Biology : Yes / No
- Computer Science : Yes / No

8. (a) No. of Sections from 6th to 10th : _____
- (b) No. of T.G.T. Science : _____
- (c) No. of Lab. Assistant : _____

9. No. of students in Class-X in the current session: _____

10. Expected enrolment in Class -XI Science/Computer Science:

- (a) Own School : _____
- (b) Other Schools : _____

11. Schools of the locality from where students are expected to take admission in Class - XI Science/Computer Science.

Name of Schools

Expected No. of Students

- (i)
- (ii)

- (iii)
- (iv)
- (v)

12. Name of the schools (Govt. / Aided / Unaided) within a radius of 3 Km. where Science / Computer Science subjects are being taught at +2 Levels.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

13. If Science subjects are introduced at +2 Stages, how much additional funds will be required for (application for Govt. Schools only): -

(i) Lab Equipments / Chemicals	:	Physics	:	Rs_____	
			Chemistry:	Rs_____	
			Biology	:	Rs_____
			Computer Science:	Rs_____	
			Total	:	Rs._____
(ii) Lab. Furniture	:	Physics	:	Rs_____	
			Chemistry:	Rs_____	
			Biology	:	Rs_____
			Computer Science:	Rs_____	
			Total	:	Rs_____

Recommendations of the Inspecting Team:

GUIDELINES FOR UPGRADATION OF SCHOOL

1. Every school seeking up-gradation shall make an application in Form I (copy enclosed as Annexure-I), to the appropriate authority, (i.e. Director of Education, Government of NCT of Delhi) and every such application shall either be delivered to the appropriate authority through any individual or sent to that authority by registered post acknowledgement due. (Rule 49 of the Delhi School Education Rules, 1973).

2. In order to get a school up-graded it is mandatory on the part of the Society / Trust that:

It must be registered with the Registrar of Societies under the Societies Registration Act, 1860.

It has been issued Essentiality Certificate (EC) upto that level by the Competent Authority i.e. the Directorate of Education, Government of NCT of Delhi. This condition is not applicable to minority institutions.

The Scheme of management of the school is duly approved by the Directorate of Education.

3. While applying for grant of upgradation, the following documents are required to be submitted:-

- (i) Copy of registration Certificate of the Society /Trust.
- (ii) Copy of EC from Directorate of Education.
- (iii) Copy of the Scheme of management, duly approved by the Competent Authority.
- (iv) List of members of the Managing Committee indicating their full name & residential address, occupation & occupational address, designation and full signatures.
- (v) Affidavit as to the relationship of the members of the Society/ Trust.
- (vi) Copy of legal documents regarding ownership of the land allotted to the school.
- (vii) Undertaking in form of affidavit that the Society/Trust has obtained land in a proper way and there is no violation of the Master Plan in the land use.
- (viii) Copy of the registered Rent Agreement for a period of 30 years, in case the school is being run in a rented building.
- (ix) Land Use Permission Certificate from local competent authority.
- (x) Building Plan duly sanctioned by the competent local authority.
- (xi) Building Fitness Certificate issued by the local competent authority.
- (xii) Health Certificate issued by the local body.

- (xiii) Undertaking regarding availability of potable water along with Water Test Report and certificate from the local authority.
- (xiv) Copy of the Auditor's Statement of Accounts for the last three years.
- (xv) Copy of FD valid for at least three years.
- (xvi) Staff statement.
- (xvii) Class wise rates of Tuition Fee and any other charges levied from the students (by whatever name called)
- (xviii) Class wise and section wise enrolment of students.
- (xix) Certificate by the Managers of the school that all the conditions of recognition have been fulfilled, duly countersigned by the DEO/EO of the concerned zone.
- (xx) Details of total plot area & covered area.
- (xxi) Details of accommodation available viz number and size of rooms, their utilization and the number of students/staff using each room.
- (xxii) Play ground, its measurement and/or alternate arrangement.
- (xxiii) Number of WCs and Urinals available.
- (xxiv) Specimen of Appointment Letter.
- (xxv) Facilities of Provident Fund, LTC, Bonus, etc.
- (xxvi) Text books being used vis. a vis. Approved courses of study
- (xxvii) Details of library books & journals.
- (xxviii) Details of science equipment & material.
- (xxix) Details of games and sports articles & equipment.
- (xxx) Latest copy of the acquaintance roll.
- (xxxi) Undertaking regarding school transport, school inspection, furnishing of information, compliance of the Act & Rules, financial stability, reserve fund and staff recruitment.

4. The following instructions/guidelines are to be strictly followed while applying for grant of upgradation.
- (i) The applicant must enclose a copy of Registration Certificate of the Society/Trust, duly attested by the Gazetted Officer.
 - (ii) The applicant (except minority institution) must enclose a copy of Essentiality Certificate (EC issued by the Competent Authority i.e. the Directorate of Education to open the school.
 - (iii) The applicant must enclose a copy of Scheme of Management duly approved by the Director of Education along with a copy of letter conveying such approval.
 - (iv) The applicant must enclose a list of members of the Managing Committee in the prescribed proforma (Copy enclosed as Annexure -II).
 - (v) The applicant must submit an affidavit regarding relationship of the members of the Society/Trust irrespective of the fact, whether the members of the

Society/Trust are related to each other or not (proforma affidavit is enclosed as Annexure-III).

- (vi) The applicant must enclose copy of legal documents confirming the title of the Society/Trust over the land allotted to it by the land owning agency such as copy of allotment letter issued by the land owing agency/Perpetual Lease .
- (vii) The applicant must enclose a copy of Rent Deed/Lease Deed, duly registered with the Sub-Registrar, at least for a period of 30 years, in case the school is being run in a rented building. It must be clearly noted that there should not be any renewal clause in the said Rent Deed / Lease Deed.
- (viii) The applicant must enclose Land Use permission Certificate.
- (ix) The applicant must enclose Building Plan prepared by a registered Architect and duly sanctioned by the local body i. e. MCD, DDA or other land owning agency.
- (x) The applicant must enclose Building Fitness Certificate issued by local Competent Authority. It must be clearly noted that mere certificate from the architect (whether registered or not) will not suffice for the purpose.
- (xi) The applicant must enclose a Health Certificate issued by the local competent authority.
- (xii) The applicant must submit documentary evidence regarding availability of adequate amount of potable water in the school with due certification from Delhi Jal Board. The applicant must also enclose an undertaking in the prescribed proforma (copy enclosed as Annexure -IV) that the water being supplied to the school is safe for drinking.
- (xiii) The applicant must submit copies of audited statement of accounts for the last three years or since inception of the Society/Trust, in case it is less than 3 years old.
- (xiv) The applicant must submit copy of FD drawn on any scheduled bank and valid for at least three years. The applicant must also enclose an undertaking in the prescribed proforma (copy enclosed as Annexure -V) to the effect that the Society/Trust will not raise any loan against the said FD till the validity of the said FD.
- (xv) The applicant must submit a copy of staff statement in the prescribed proforma (copy enclosed as Annexure -VI).

- (xvi) The applicant must submit the details of tuition fee and any other money (by whatever name called) being collected or proposed to be collected from the students. It must be clearly noted that the fee structure should be based on the recommendations of the Duggal Committee. The directives issued in this regard vide letter No. DE.15/Act/Duggal Com/203/99/230 39-23988 dated 15/12/1999 is enclosed as Annexure -VII.
- (xvii) The applicant must submit a list of total number of students in the proforma (copy enclosed Annexure-VIII).
- (xviii) The applicant must submit an undertaking, duly signed by the manger of the School and countersigned by the DEO/EO of the zone , that all conditions of recognition have been fulfilled.
- (xix) The applicant must submit details of total plot area and the covered area. While submitting the details, it must be noted that the unit should be in Sq. Mtrs. Only. It must also be note that the minimum requirement of land for running a middle school is 1000 Sq. Mtr. and for secondary 2000 sq. mtr., Sr. Sec. School with 2 streams 3000 sq. mtr. and for all streams 4000 sq. mtrs.
- (xx) The applicant must submit details of the accommodation available clearly indicating the total number of rooms along with its size, utilization and the number of students/staff using each room. It must be noted that the minimum size of a class-room should be 300 Sq. Ft. to accommodate 30 students and additional 10 Sq. Ft. for every additional stu dent.
- (xxi) The applicant must submit the details of playground includin g its measurement in Sq. Mtrs. and use. If the Society/Trust running the school does not have proper playground in the school premises, the alternative arrangements made by the school should be indicated. In case alternative arrangements have been made for the playground, permission from the owner to use the said land for playground should be attached. The size of such playground, its distance from the main premises and timings when it can be used, should also be indicated.
- (xxii) The applicant must submit the details of WCs and Urinals in the school premises. There should be separate WCs/Urinals for boys, girls and staff members.
- (xxiii) The applicant must submit specimen of appointment letter in the prescribed proforma (copy enclosed as Annexure-IX).
- (xxiv) The applicant must submit details of PF, LTC and Bonus being paid/proposed to be paid to its employees.

- (xxv) The applicant must submit a list of text books being used, duly approved by the Delhi Bureau of Text Book/NCERT.
- (xxvi) The applicant must submit details of books/journals available in the school library. It must be noted that the minimum requirement in this regard is 10 books per student.
- (xxvii) The applicant must submit details of Science equipment/material available in the school and the amount spent on purchase of such equipments/material during the last year.
- (xxviii) The applicant must submit details of games and sports article/equipment available in the school and the amount spent on purchase of such games and sports article/equipment during the last year.
- (xxix) The applicant must submit a copy of acquittance roll in the prescribed proforma (copy enclosed as Annexure -X).
- (xxx) The applicant must submit an undertaking school transport, school inspection, furnishing of information, compliance of the Act and rules, financial stability, reserve fund and staff recruitment.
- (xxxii) The applicant must submit an undertaking to the effect that admission in the school is open to all without any discrimination based on religion, caste, race, place or birth or any of these, in the prescribed proforma (copy enclosed as Annexure-XI).
- (xxxiii) The applicant must submit an undertaking regarding religious instruction being/not being imparted in the school and if any religious instruction is being imparted, whether it is compulsory or not.

GUIDELINES FOR ESSENTIALITY CERTIFICATE

1. Any individual, association of individuals, society or trust, desiring to establish a new school, not being a minority school, shall before establishing such new school, give an intimation in writing to the administrator of his or their intention to establish such school. (Rule 44 of the Delhi School Education Rules, 1973).
2. An application in this regard is to be submitted by any individual, association of individuals, society or trust, in the prescribed application form. A copy of the Application Form is annexed.
3. While applying for grant of Essentiality Certificate, the following documents are required to be submitted along with application of Essentiality Certificate.
 - i. Processing fee of Rs. 500/- (rupees five hundred only) in the form of DD drawn in favour of Director of Education, Government of National Capital Territory of Delhi.
 - ii. Memorandum of Association and Rules & Regulations of the Society/ Trust.
 - iii. Affidavit as to the relationship of the members of the Society/ Trust.
 - iv. Registration certificate of the Society/Trust.
 - v. Copy of FDR in the joint name of the Society and the concerned Deputy Director of Education for Rs. 2.00 lakhs valid for three years.
 - vi. Affidavit that the Society/Trust will run the school under the provisions of the Delhi School Act, 1973 and the Rules framed there under.
 - vii. Undertaking regarding fees and other charges.
 - viii. Complete list of the members of the Society/Trust along with full particulars (educational qualification, occupation, residential and occupational address) and signature of the members with supporting documents.
 - ix. Details of land and building with supporting documents, if any.
 - x. Project report of the proposed school.
 - xi. Experience of the members of the Society/Trust in the field of education with supporting documents.
 - xii. An undertaking to the effect that if the Society/Trust is granted Essentiality Certificate for a period of 05 (five) years, the Society/Trust will not apply for extension of Essentiality Certificate beyond 05 (five) years.
4. The following instructions/guidelines are to be strictly followed while applying for grant of Essentiality Certificate for establishing a new school.
 - i. The applicant should clearly mention the address (correspondence and permanent) of Society/Trust in the application form.

- ii. The applicant must enclose a copy of Memorandum of Association and Rules & Regulations of the Society/Trust duly attested by the Gazetted Officer.
- iii. The applicant should also enclose a copy of Registration Certificate of the Society/Trust duly attested by the Gazetted Officer.
- iv. The applicant must indicate the stage of education intended to be imparted. (Stage means Middle School, Secondary School or Senior Secondary School).
- v. The applicant can obtain relevant information regarding number of school of the intended stage in existence in the Zone, where the new school is proposed to be established and the population of such zone, from the Department's Website. The website address of the Department is <http://www.edudel.nic.in>
- vi. The applicant should also submit an affidavit regarding relationship of the Members of the Society/Trust irrespective of the fact whether the Members of the Society/Trust are related to each other or not.
- vii. The applicant should enclose a copy of FDR for Rs. 2 Lacs (in the joint name of the Society and the Deputy Director Education of the concerned district) valid for at least 3 years.
- viii. The applicant should give a certificate that the FDR submitted by the society will not be used for applying for other essentiality certificate(s) for establishing any other school(s) in any other zone(s).
- ix. The applicant should clearly mention in the affidavit that the Society/Trust will run the school under the provisions of the Delhi School Education Act, 1973 and the Rules framed there under.
- x. The applicant should give an undertaking (regarding the fees and other charges i.e. registration charges, admission fee, tuition fee, etc. proposed to be collected) that the amount of registration charges, admission fee, tuition fee etc. will be strictly in accordance with the Delhi School Education Act, 1973 and instructions issued by the Directorate of Education from time to time.
- xi. While giving the list of members of the society/Trust, the applicant should clearly mention the educational qualifications, occupation, occupational address and residential address of the members of the Society/Trust along with their Signatures. In case any of the members is a Govt. servant, NOC from his/her employer is to be enclosed along with the application form.
- xii. The applicant should also submit the bio-data along with supporting documents of all the members of the Society/Trust.

- xiii. If the applicant is in possession of any land and building, supporting documents, duly verified by the Manager of the School, should also be enclosed with the application form.
- xiv. The applicant should submit a Project Report of the proposed school indicating therein the facilities to be provided to the students, financial position of the Society/Trust, source of financing the cost of the Project, fixed assets (if any) etc.
- xv. The applicant should also indicate the proposed procedure, till recognition is granted, for the selection of Head of School, teachers and non-teaching staff and the minimum qualifications for their recruitment. He should also clearly mention the proposed scale of pay for all the categories of the staff, until the recognition is granted to the school under the Act.
- xvi. The applicant must ensure that no column in the Application Form is left blank. Any deviation from the sequence in the Application Form will not be entertained.
- xvii. The applicant should also enclose copy of last three years' audited statements of the Society/Trust.
- xviii. The applicant should also submit an undertaking that the Society/Trust will not utilize the land allotted by DDA or any other land owning agencies other than for the purpose specified in the Land Allotment Letter.
- xix. In case the society is already in possession of valid Essentiality Certificate, it should be clearly indicated whether they have established a school against the said Essentiality Certificate or not.
- xx. The Application Form for Essentiality Certificate, complete in all respects as indicated above, should be submitted to the Education Officer of the Zone in which the school is proposed to be established. It may be noted that the Society/Trust will be able to establish the school only in the Zone for which Essentiality Certificate has been granted.
- xxi. The Competent Authority will have full right to reject any application for Essentiality Certificate without assigning any reason thereof.
- xxii. The Essentiality Certificate, if granted, would be valid for a period of 05 (five) years. No extension of the Essentiality Certificate would be granted.
- xxiii. The Society/Trust will have to abide by all instructions and circulars issued by the Department of Education from time to time, as far as grant of Essentiality Certificate is concerned. The conditions for grant of Essentiality Certificate can be changed any time by the Department of Education and the department would

not entertain any representation in this regard, even if any of the changed condition adversely affects the interest of the Society/Trust to establish a school.

ESSENTIALLY CERTIFICATE

APPLICATION UNDER RULE 44 OF THE DELHI SCHOOL EDUCATION RULES, 1973 TO ESTABLISH A NEW SCHOOL IN THE NATIONAL CAPITAL TERRITORY OF DELHI

1. Name of the individual/ Society/Trust/Association of individuals (with complete address) which intends to Establish a new school.
2. Memorandum of Association, Rules and Regulation of the Society/Trust.
3. Whether the Society/Trust is registered, and In case so, a copy of Registration Certificate be attached.
4. The Zone in which the new school is proposed to be established and the approximate number of students likely to be educated in such school.
5. The stage of education intended to be imparted.
6. The number of schools of intended stages in existence in the zone where the new school is proposed to be established and the population of such zone.
7. Whether the persons proposing to establish the new school have any alternative zone in view; and if so, the particulars of such alternative Zone with respect to the matters specified in clauses (a) & (c) of Rule 44 of DSER, 1973.
8. Whether the Society has its own land or it requires Land from DDA for running of the proposed school.
9. The particulars including measurement of the building or other structure in which the School is proposed to be run.
10. Date, Number and amount of FDR/ Deposit Receipt in the name of the applicant and concerned DDE.

11. The financial resources from which the expenses for the establishment and running of the school are proposed to be met.
12. Undertaking by school Management/Society/Trust in the form of an affidavit that they will run the school as per provisions of the DSER, 1973, is enclosed.
13. The proposed procedure until recognition under the Act for the selection of the Head of the new school, other teachers and non-teaching staff with the minimum qualification for their recruitment.
14. The proposed scale of pay for the Head of the School and other teaching/non-teaching staff until the school is recognized under the Act.
15. Undertaking regarding Admission fee, Tuition fee and other charges (by whatever Name called) which would be levied and collected from the Students of the proposed new school until its recognition under the Act.
16. List of member of Governing body of Society/Trust duly signed by each member indicating their occupational and residential addresses, educational qualification and occupation. Attested copy of the educational qualification be enclosed.
17. List of proposed MC of school indicating their occupational and residential addresses, educational qualification and experience in the field of education.

CHEKLIST FOR EXMINING CASES OF E.C. (UNDER RULE 44)

1. Full name & address of the Society/Trust.
2. No. and date of registration of the Society/Trust
(An attested Photostat copy of the registration certificate be enclosed).
3. Memorandum of Association & rules and regulations of the Society/Trust.
 - i. The names of the members of the Society/Trust (A note on their bonafides i.e. their educational standing and experience of teaching and educational management and administration should be given).
 - ii. Does the Memorandum of Association/Trust Deed specifically say that the establishment and running of schools is one of the aims of the Society/Trust?
 - iii. Any experience of the Society of running a school (give details).
4. Numbers and dates of the FDRs (An attested Photostat copy of each of FDRs to be attached).
5. Number and date of the receipt of the processing fee (An attested Photostat copy to be enclosed).
6.
 - (i) No. of the zone and the name of the District where the school is proposed to be established
 - (ii) Approximate population
 - (a) of the zone
 - (b) of the area within a radius of 3 kms. from the site of the proposed school.
7. Approximate number of school going children in:
 - i. the zone
 - ii. The area within a radius of 3 kms. from the site of the proposed school.
8. No. of Govt., Govt. Aided and recognized schools of the relevant stage functioning in:

- i. the zone
 - ii. The area within a radius of 3 kms. from the site of the proposed school.
9. Class-wise enrolment of the relevant classes in the existing Govt., Govt. aided and recognized schools functioning in:
 - i. the zone
 - ii. the area within a radius of 3 kms. from the school.
10. Whether the proposed school will affect the enrolment of the Govt., aided and recognized schools in the area? (give reasons in support of your responses).
11. No. of E.C's already issued during the last 3 years in:
 - i. The Zone
 - ii. The area within a radius of 3 kms. from the site of the proposed school.
(The numbers of E.C.s should be stated separately for pre-primary schools, if applicable).
12. Date of Receipt of the application in the District office.
13. From which class to which class is education intended to be imparted in the proposed schools? (Please specifically mention if E.C.s being asked for preprimary classes also)
14. No. of students proposed to be enrolled in the school.
15. Whether the society/trust has any alternate zone in View and, if so, please mention the zone.
16. Particulars including measurements of the land and the building including of its various rooms in which the school is proposed to be run.
17. Financial resources out of which the expenses for the establishment and running of the school are proposed to be met.
18. Whether the society/trust proposes to ask for any aid from the Govt. for the proposed school.
19. The composition of the proposed managing committee of the school till its recognition.
20. The proposed procedure for the selection of the Head of school and other teaching / non-teaching staff of the proposed school with qualification for their recruitment till its recognition.

21. The proposed scales of pay for the head of school and other teaching and non-teaching staff of the proposed school till its recognition.
22. Whether the school has given undertaking regarding that all kinds of fees and funds proposed to be levied and collected from the students of the proposed school till its recognition would be as per provision of the Act and direction issued in this regard.
23. Any other facility proposed to be given to the students of the proposed school.

CERTIFICATE

We, the members of the District level Inspection Committee, have carefully Scrutinized the application for E.C under rule 44 of D.S.E.R, 1973 submitted

By _____ for establishment of a
school for Class _____ to Class _____ in Zone
_____ in the area _____ of District

_____ and are convinced that the School is genuinely needed in the area and the zone for fulfilling the educational needs of the children of the area and the zone and that this will not affect the enrolment of the existing schools in the zone and the area.

OR

We feel that the request for E.C should be rejected on the following grounds: -

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

E.O
Member

E.O
Member

S.P.E
Member

A.O. (Accounts)
Member

D.D.E (District)
Chairman

Note:

1. Information required in columns No. 6, 7, 8 and 9 is to be furnished by the District level committee and not by the applicant.
2. Replies to columns no. 20, 21, 22, and 23 should be precise and specific and not “as per rules” or “as per Govt. norms”.

The case of grant of E.C To _____ for opening a school from class _____ to class _____ in zone _____ of district _____ has been examined. The file contains the following information/documents pertaining to the case: -

Page No.

1. Processing fee Rs. 500/- the form of DD drawn in favour of the DDE (District).
2. Memorandum of Association of the Society/ Trust deed and bye-laws.
3. Registration certificate of the Society/Trust.
4. Stage of education from class_____ to class_____ intended to be imparted in the school.
5. Number of school of the intended stage in existence in the zone.
6. Whether the applicant has any alternate zone in view? If so, the particulars of such alternate zone should be specified in column 7 and 9 below.
7. Project profile of the proposed school containing, among others, the following: -
 - (a) Particulars of land and building including their measurement, where the school is proposed to be run.
 - (b) The Financial resources from which the expenses for Establishment and running of the school are proposed to be drawn.
 - (c) The composition of the proposed managing committee.
 - (d) The proposed procedure of selection of employee.
 - (e) Fees and other charges proposed to be collected from the students.
 - (f) Additional facilities to be provided to the students and the staff in the school.
8. Whether the members of the Society/Trust have any experience/ background of either teaching or educational administration.
9. Whether the need of the school in the zone applied for is established.
10. Recommendation by the district and the reasons therefore in case of rejection.

Regional Director

Convener, Central Committee

ANNEXURE-I

Affidavit that the Society/Trust will run the school under the provisions of Delhi School Education Act & Rule —1973 and Rules framed thereunder:-

I _____ (Name of the Chairman/President of the Society), Son/Daughter/Wife of _____

resident of _____

do hereby declare and affirm that I shall run the school under the provisions of Delhi School Education Act & Rules' 1973 and Rules framed thereunder.

ANNEXURE-II
UNDERTAKING

I _____ (Name of the Chairman/President
of the Society). Son/Daughter/wife of _____
resident of _____

do hereby declare and affirm that the school will charge fee and other charges
as per directions of Order No.DE.Act/Duggal.Com/20 3/99/23033-23980
Dated 15/12/99.

ANNEXURE-III

UNDERTAKING

I _____ (Name of the Chairman President
of the Society), Son/daughter/wife of _____
resident of _____

do hereby declare and that if the Society/ Trust is granted Essentiality

Certificate for a period of 05 (five) years, the Society/Trust will not apply for
extension of Essentiality Certificate beyond 05 (five) years.

GIDELINES FOR RECOGNITION OF SCHOOLS

1. Every school seeking recognition shall make an application in form I (copy enclosed as Annexure-I), to the appropriate authority, i.e Director of Education, Government of NCT of Delhi) and every such application shall either be delivered to the appropriate authority any individual or sent to that authority by registered post acknowledgment due. (Rule 49 of the Delhi School Education Rules,1973).

2. In order to get a school recognized, it is mandatory on the part of the Society/Trust that:
 - It must be recognized with the Registrar of Society under the Societies Registration Act, 1860.
 - It has been issued Essentiality Certificate (EC) by the Competent Authority by the Director of Education, Government of NCT of Delhi. This condition is not applicable to minority institutions.
 - The scheme of Management of the school is duly approved by the Directorate of Education.

3. While applying for grant of recognition, the following documents are required to be submitted:-
 - i. Copy of Registration Certificate of the Society/Trust.
 - ii. Copy of EC from Directorate of Education.
 - iii. Copy of the Scheme of Management, Duly approved by the competent authority.
 - iv. List of members of the Managing Committee indicating their full name & residential address, occupation & occupational address, educational qualification, designation and full signature.
 - v. Affidavit as to the relationship of the members of the Society/Trust.
 - vi. Copy of legal documents regarding ownership of land allotted to the school.
 - vii. Undertaking in form of affidavit that the Society/Trust has obtained land in a proper way and there is no violation of the master Plan in the land use.
 - viii. Copy of the registered Rent Agreement for a period of 30 years, in case the school is being run in rented building.
 - ix. Land Use Permission Certificate from the competent authority.
 - x. Building Plan duly sanctioned by the competent local authority.

 - xi. Building Fitness Certificate issued by the local competent authority.

 - xii. Health Certificate issued by the local competent authority.

- xiii. Undertaking regarding availability of potable water along with Water Test Report and certificate from the local competent authority.
 - xiv. Copy of the Auditor's Statement of Accounts for the last three years.
 - xv. Copy of FD valid for at least three years.
 - xvi. Staff statement.
 - xvii. Class wise rates of Tuition Fee and any other charges (by whatever name called) levied from the students.
 - xviii. Class wise and section wise enrolment of students.
 - xix. Certificate by the Manager of the school that all the conditions of EC have been fulfilled.
 - xx. Details of local plot area & covered area.
 - xxi. Details of accommodation available viz. number and size of rooms, their utilization and the number of students/staff using each room.
 - xxii. Play ground, its measurement and/or alternate arrangement.
 - xxiii. Number of WCs and Urinal available.
 - xxiv. Specimen of appointment Letter.
 - xxv. Facilities of provident Fund, LTC, Bonus, etc.
 - xxvi. Text books being used vis-à-vis approved courses of study.
 - xxvii. Details of Library books and Journals.
 - xxviii. Details of science equipment & material.
 - xxix. Details of games and sports articles & equipment.
 - xxx. Latest copy of the acquittance roll.
 - xxxi. Undertaking regarding school transport, school inspection, furnish of information, compliance of the Act & Rules, financial stability, reserve fund and staff recruitment.
4. The following instructions/ guidelines are to be strictly followed while applying for grant of Recognition.

- i. The applicant must enclose a duly attested copy of Registration Certificate of the Society/Trust.
- ii. The applicant (except minority institution) must enclose a copy of Essentially Certificate (EC) issued by the Competent Authority i.e. the Directorate of Education to open the school.
- iii. The applicant must enclose a copy of Scheme of Management duly approved by the Director of Education along with a copy of letter conveying such approval.
- iv. The applicant must enclose a list of members of the Managing Committee in the Prescribed proforma (copy enclosed as Annexure -II)
- v. The applicant must submit an affidavit regarding relationship of the Members of the Society of the Society/Trust irrespective of the fact whether the members of the society/trust are related to each other or not (proforma affidavit is enclosed as Annexure-III)
- vi. The applicant must enclose copy of legal document confirming the title of the Society/Trust over the land allotted to it by land owning agency such as copy of allotment letter issued by the land owning agency/Perpetual Lease.
- vii. The applicant must enclose an undertaking in form of affidavit that the Society/Trust has obtained land in a proper way and there is no violation of the Master Plan in the land use.
- viii. The applicant must enclose a copy of Rent Deed/Lease, Deed, duly registered with the Sub-Register, at least for a period of 30 years, in case the school is being run in a rented building. It must be clearly noted that there should not be any renewal clause in said Deed/Lease Deed.
- ix. The applicant must submit Land Use Permission Certificate from competent authority.
- x. The applicant must enclose Building Plan prepared by registered Architect and duly sanctioned by the local competent authority i.e. MCD, DDA or other land owning agency.
- xi. The applicant must be enclose Building completion certificate/Occupancy Certificate/Building Fitness Certificate issued by the local Competent Authority. It must be clearly noted that mere certificate from the architect (whether registered or not) will not suffice for the purpose.
- xii. The applicant must enclose a Health Certificate issued by the local competent authority.
- xiii. The applicant must submit documentary evidence regarding availability of adequate amount of potable water in the school with due certification from Delhi Jal Board. The applicant must also enclose an undertaking in the prescribed proforma (copy enclosed as Annexure -IV) that the water being supplied to the school is safe for drinking.
- xiv. The safe drinking water certificate and health certificate from local competent authority must not be older than 6 months from the date of application.
- xv. Applicant must submit a copy of NOC from Chief Fire Officer, Delhi.

- xvi. The applicant must submit copies of audited statement of accounts for the last three years or since inception of the Society/Trust, in case it is less than 3 years old.
- xv. The applicant must submit copy of FD drawn on any scheduled bank and valid for at least 3 years.
- xvi. The applicant must submit a copy of staff statement in the prescribed proforma (copy enclosed as Annexure-VI).
- xvii. The applicant must submit the details of tuition fee and any other money (by whatever name called) being collected or proposed to be collected from the students. It must be clearly noted that the fee structure should be based on the recommendations of the Duggal Committee. The directive issued in this regard vide letter No. DE.15./Act/Duggal Com/203/99/23039 -23988 dated 15/12/1999 is enclosed as Annexure-VII).
- xviii. The applicant must submit a list of total number of students in the proforma (copy enclosed as Annexure-VIII).
- xix. The applicant must submit an undertaking. Duly signed by the Manager of the School and countersigned by the DEO/EO of the zone, that all conditions of EC have been fulfilled.
- xx. The applicant must submit details of total plot area and the covered area. While submitting the details, it must be noted that the unit should be in Sq. Mtrs. Only. It must also be noted that the minimum requirement of land for running a middle schools is 1000 Sq. Mtrs., for secondary school is 2000 sq. mtr., for Sr. Sec. School, with two stream is 3000 sq. mtrs and for all streams is 4000 sq.mtrs.
- xxi. The applicant must submit details of the recommendation available clearly indicating the total number of rooms along with its size, utilization and the number of students/staff using each room. It must be noted that minimum size of a classroom should be 300 Sq. Ft. to accommodate 30 students and additional 10 Sq. Ft. for every additional students.
- xxii. The applicant must submit the details of playground including its measurement in Sq. Mtrs. and use. If the Society/Trust running the school does not have proper playground in the school premises, the alternative arrangements made by the school should be indicated. In case alternative arrangements have been made for the playground, permission from the owner to use the said land for playground should be attached. The size of such playground, its distance from the main premises and timing when it can be used, should also be indicated.
- xxiii. The applicant must submit the details of WCs and Urinal in the school premises. There should be separate WCs/Urinal for boys, girls and staff members.
- xxiv. The applicant must submit specimen of appointment Letter in the prescribed proforma (copy enclosed as Annexure-IX). Applicant must give an undertaking that all terms and conditions would be subject to provisions of Act.
- xxv. The applicant must submit details of PF, LTC and Bonus being paid/proposed to be paid to its employee.
- xxvi. The applicant must submit a list of test book being used, duly approved by the Delhi Bureau of Text Book/NCERT.

- xxvii. The applicant must submit details of books/journals available in the school library, It must be noted that the minimum requirement in this regard is 10 book per student.
- xxviii. The applicant must submit details of science equipment/material available in the school and the amount spent on purchase of such equipment/material during the last year.
- xxix. The applicant must submit details of games and sports article/equipment available in the school and the amount spent on purchase of such games and sports article/equipment during the last year.
- xxx. The applicant must submit a copy of acquittance roll in the prescribed proforma. (copy enclosed as Annexure-X).
- xxxi. The applicant must submit undertaking regarding school transport, school inspection, furnishing of information, compliance of the Act & Rules, financial stability, reserve fund and staff recruitment.
- xxxii. The applicant must submit an undertaking to the effect that admission in the school is open to all without any discrimination based on religion, caste, race, place or birth or any of these, in the prescribed proforma (copy enclosed as Annexure - XI).
- xxxiii. The applicant must submit an undertaking regarding religious instruction being/not being imparted in the school and if any religious instructions is being imparted, whether it is compulsory or not.

ANNEXURE-I

APPLICATION FOR GRANT OF RECOGNITION

To

The _____ (Give the name of appropriate authority)

_____ Delhi.

Sir,

I forward herewith an application in the prescribed proforma for the grant of recognition to _____ (name of the school) _____ with effect from the commencement of the

School year 200 _____.

Yours faithfully,

Chairman of Managing
Committee/ Manager

Enclosure:

Place:

Date:

ANNEXURE- IX

PROFORMA SUGGESTED FOR APPOINTMENT LETTER FOR A TEACHER

To

.....

.....

Subject: Terms and conditions of appointment

Dear Sir,

With reference to your application dated and subsequent interview/test held on in connection with your appointment as 'Teacher' in this school, we have the pleasure to offer you the post of a teacher on a salary of Rs..... in the grade of Rs..... besides usual allowances as applicable to other teachers employed in this school.

1. Initially, you will be on probation for a period offrom the date of joining. The said period of probation is further liable to be extended for solely at the discretion of the Managing Committee. During or at the expiry of the said period of probation or the extended period of probation, the Managing Committee shall have the right to terminate your services without any notice or without assigning any reason. You will continue to be on the probation till your services are confirmed in writing by the Managing Committee.
2. After confirmation, your services shall be liable to be terminated on one month's notice or salary in lieu thereof except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.
3. Even after confirmation, if you are found absent from duty for days without obtaining prior permission in writing of the Managing Committee/Principal or if you proceed on leave without obtaining prior permission or over -stay the sanctioned leave for days without first getting it sanctioned then your services shall be liable to be terminated without any further reference/notice to you.

4. The annual increment as shown in the pay scale shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity.
5. The payment of your salary will be subject to the deduction of Income -Tax and provident fund as applicable as per rules .
6. Your appointment and continuance in the employment in the school will be subjective to your being found medically fit and the Managing Committee/Principal shall have the right to get you examined or re-examined by the school Physician/Doctor or any other Registered Medical Practitioner, whose finding will be final and binding upon you.
7. You will be the whole time employee of the school and shall not engage yourself in any work or engage yourself anywhere else, either honorary or otherwise except with the written permission of the Managing Committee.
8. You will not accept or demand any subscription/donation/contribution from anyone either for yourself or for any association of teachers/ staff or students.
9. You will not prepare or publish any book or book or assist any body else, directly, or indirectly in such a publication unless so expressly permitted.
10. You will not canvass for any publishing House or Bookseller.
11. You will not enter into any monetary transactions with any student or his parents/guardians and shall not misuse your position as a teacher for your personal gains and shall not conduct yourself in such a manner that you have to incur a debt beyond your means.
12. That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport boarding, lodging or any other services or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in the capacity of your being a teacher in the school.
13. You will conform to all rules and regulations in force from time to time in the school and shall abide by all other lawful orders/instructions/directions of the Managing Committee/ Principal.
14. You shall not propagate through teaching lesson or otherwise, communal or sectarian outlook or incite or discriminate any student on the grounds of caste, creed, language, place of origin, social and welfare background.
15. You shall not practice or incite any student to practice casteism , communalism, unsociability; or cause/incite any other person to cause any damage to the property of the school either movable or immovable, you will not behave or encourage or incite

- any student, teaches or any other member of the staff to behave in disorderly manner in the premises of the school or outside in connection with any matter connected with school. You will not organize or attend any meeting during school hours except when you are required or permitted by the managing committee of the school to do so.
16. You will not indulge or encourage any form of malpractice connected with the examination either in this or in any other school.
 17. You will not make any sustained negligence in correcting class work or home work done by the students.
 18. You will not accept any job of remunerative character from any source other than the school or from giving private tuition or from any other person or engage yourself in any business.
 19. You will not prepare or publish or associate yourself with publishing any book/books, commonly known as “Keys” or assist whether directly or indirectly in their publication.
 20. In case of any change in the address during the course of your employment in the school, it shall be your duty to intimate such change in writing to the Manager/Principal within one week from the date of such change. You will intimate your address during vacation before the commencement of the summer vacation.
 21. In case any act or omission constituting misconduct alleged against you, you shall be placed under suspension pending enquiry, and will not be entitled to any salary/suspension allowances during the period of such suspension (State if the Rules provide for payment of subsistence allowance).
 22. Your services will be liable to be transferred from one place to another and/or from one school to another and/or one post to another purely at the discretion of the Managing Committee/ Principal.
 23. You will be responsible for the safe custody of the attendance registers, book, and other article entrusted to you and in case of any damage, or loss, the Principal/Head of the school will have the right to make good the same from your salary/employment besides taking disciplinary action as deemed fit or proper.
 24. You will be retired on attaining the age ofyears though the Managing Committee may grant extension of one or two years on ad-hoc basis or even retire you earlier in case you fail to perform your duties efficiently.

In case the above terms and conditions are acceptable to you, please sign and return carbon copy in token of acceptance of the above said terms and conditions.

Yours faithfully

Principal/Manager/Secretary.
Or
any other Competent Authority

DECLARATION BY THE EMPLOYEE.

I accept the offer and the terms and conditions mentioned in the aforesaid Letter. I have understood the same in the language known to me.

Signature of the Employee

ANNEXURE-VII

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECTT, DELHI-54

No. DE.15/Act/Duggal.Com/203/99/23033 -23980

DATED: 15.12.1999

ORDER

Whereas by the judgment dated 30th October, 1998, in C.W.P. No. 3723 of 1997 (Delhi Abhibhavak Magasangh Vs Union of India, AIR 1999 Del 124), the Hon'ble High Court of Delhi had considered the order No. DE.15/Act/Spl.Incp/150/97/1293 -2093 dated 10th September, 1997 and had issued certain directions;

And whereas in pursuance of the aforesaid orders of the Hon'ble High Court of Delhi, a committee was constituted by the Govt. of NCT of Delhi vide notification No. 323 dated 7th December, 1998 with (Ms.) Justice (Retd.) Santosh Duggal as Chairperson to decide the claims in fee like and other charges levied by individual recognized unaided school for the period covered by the orders referred to above and the report submitted by the Committee has been considered by the Government of NCT of Delhi;

And whereas the report submitted by the Committee, after going through the accounts submitted by the schools, cites a number of irregularities and malpractices, relating to collection and utilization of funds, indulged in by the schools.

Now, therefore, I, S.C Poddar, Director of Education, Govt. of NCT of Delhi hereby direct the managing committees/manages of all recognized unaided schools in the NCT of Delhi under sub-section (3) of section 24 read with sub-section (4) and (5) of section 18 of the Delhi School Education Act, 1973 read with rules 50, 51, 177 and 180 of Delhi Schools Education Rules, 1973 and all other powers enabling me in this behalf, as follows:

1. No registration fee of more than twenty five rupees per student prior to admission shall be charged.

2. No admission fee or more than two hundred rupees per student, at the time of admission shall be charged. Admission fee shall not be charged again from any student who is once given admission as long as he remains on the rolls of the school . The admission fee charged from any student exceeding two hundred rupees in the academic year 1999-2000 shall be refunded to the parents/ student within fifteen days of the date of the issue of this order.
3. No caution money/security deposit of more than five hundred rupees per student shall be charged. The caution money, thus collected shall be kept deposited in a scheduled Bank in the name of concerned schools and shall be returned to the student at the time of his/her leaving the school along with the bank interest thereon irrespective of whether or not he/she requests for a refund. The caution money/security deposit collected in the session 1999-2000 exceeding five hundred rupees shall be refunded to the parents/students within fifteen days of the date of the issue this order.
4. The tuition fee shall reviewed in the light of the judgment of the Hon'ble High Court dated 30.10.1998 and shall not be raised beyond the amount, that prevailed on 31st March, 1999, for the remaining part of the current academic session and shall not be increased unless it is found by the managing committee of the school that the accumulated funds are not sufficient to bear the liabilities, if any, in discharge of its responsibility provided for under the Act and the Rules. The tuition fee shall be so determined as to cover the standard cost of establishment including provisions for D.A., bonus, etc., and all terminal benefits as also the expenditure of revenue nature concerning the curricular activities. All fees charged in excess of the amount so determined or determinable shall be refunded to the student/ parents within fifteen days of the issue of this order.
5. No annual charges shall be levied unless they are determined by the managing committee to be sufficient to cover all revenue expenditure, not included in the tuition fee and 'overheads' and expenses on play-grounds, sports equipment, cultural and other co-curricular activities as distinct from the curricular activities of the school.
6. Earmarked levies shall be charged from the user students only. Earmarked levies for the services rendered shall be recovered in respect of faculties involving expenditure beyond the expenditure on earmarked levies already being charged for the purpose. The will be calculated and collected on no profit no loss basis and spent only for the purpose for which they are being charged. All transactions relating to the earmarked levies shall be an integral part of the school accounts.
7. Development fee, not exceeding ten percent, of the total annual tuition fee may be charged for supplementing the resource for purchase, up gradation and replacement of furniture, fixtures and equipment. Development fee, if required to be charged, shall be treated as capital receipt and shall be collected only if the school is maintaining a Depreciation Reserve Fund, equivalent to the depreciation charged in the revenue accounts and the collection under this head alongwith and income generated from the

investment made out of this fund, will be kept in a separately maintained Development Fund Account.

8. Fees/Funds collected from the parents/students shall be utilized strictly in accordance with rules 176 and 177 of the Delhi School Education Rules, 1973. No amount whatsoever shall be transferred from the recognized unaided school fund of a school to the society or the trust or any other institution.
9. No fee, fund or any other charge by whatever name called, shall be levied or realized unless it is determined by the managing committee in accordance with the directions contained in this orders and unless the representatives of the Parent Teacher Association and the nominees of the undersigned are associated with these decisions. The directions contained in the above paras shall be operative for current academic year, i.e., 1999-2000 for academic year 2000-2001 and thereafter in accordance with the said judgment dated 30.10.1998 of the Hon'ble High Court of Delhi.
10. In the event of any parent approaching the undersigned or the Deputy Directors of Education with a complaint of violation of these directions, it shall be referred to the "Fee Anomaly Committee". The notification constituting the Fee Anomaly Committee district-wise is being issued separately. The committee will scrutinize and examine the returns and related documents of the recognized unaided private school and the accounts of utilization of funds, if any, done in violation of sub-section (4) of section 18 of the Delhi School Education Rules, 1973 read with rules 50, 51, 176 & 177 of the Delhi School Education Rules, 1973 .
11. The finding of the Fee Committee shall be considered by the undersigned and appropriate directions issued thereafter. These directions shall be binding for strict compliance on the managing committee/manager of the concerned recognized unaided school and the complainant and the fees and other charges, if any, collected by the school in excess of the amount so determined shall be refunded to the students/parents within thirty days of the issue of these directions.

Sd/-

(S.C. PODDAR)
DIRECTOR OF EDUCATION

CHECK LIST FOR THE EXAMINATION OF RECOGNITION CASES AS PER THE PROVISIONS OF DELHI SCHOOL, EDUCATION ACT & RULES, 1973

A. GENERAL INFORMATION

1. Full name and address of the school including the zone and the district.
2. Name of District/Zone in which situated
3. Recognition applied for from classto class.....w.e.f the session
4. Date of receipt of the application in the District office.
5. Date of Inspection.
6. Full name and address of the Society/ Trust running the school.
7. Whether the Society/Trust is registered under the Societies Registration Act, 1860 (21 of 1860) or constituted under any law for the time being in force (in the case of Trust). If so, mention the number, place and date of registration
8. No. & date of the E.C issued under rule 44 of the DSER, 1973 and period of its validity.
9. Medium of instruction as required under rules 6.7 & 8 of DSER, 1973.
10. Subjects taught in the school class-wise.
11. Areas from where the students come to school.

B SCHEME OF MANAGEMENT

1. No. & date of the letter conveying approval of the scheme of management by the D.E
2. Whether the school is being managed as per the provisions of the scheme of management showing the qualification and residential address of each member.
3. Whether the elections of the members of the managing committee including the PTA and teacher representatives were held as per the scheme of management.
4. The date on which the last election to the managing committee was held.
5. Whether the representatives of the Society/Trust have been elected or nominated and, if so, by whom and when.
6. Name of the Manager with educational qualification.

C. SCHOOL PLANT

1. Whether the school is run, in a rented building.
2. No. & date of the letter of allotment of land to the Society/Trust by the DDA.
3. If not allotted by the DDA, mention how the society/Trust/School come in possession of the land e.g. by sale/rent/Gift/GPA etc.
4. Measurement of the land in the possession of the school.
5. Mention:
 - (i) Total area of the plot.
 - (ii) Open area
 - (iii) Built up area
 - (iv) Covered area on each floor
 - (v) Total covered area
6. Building plan duly certified by registered architect, sanctioned by the competent local authority and verified by the E.O concerned, clearly indicating the measurement of the different sections of the building.
7. Whether the building & order structures with their surroundings, furniture and equipment are adequate and suitable for an educational institution.
8. Whether the arrangements are made in the building to meet requirements of health and hygiene.
9. Whether the accommodation is sufficient for the classes. Indicate the size and use of all the rooms and the number of rooms available along with the number of persons using each room.
10. Whether the school building or grounds are used for commercial, residential, political or non-educational activities during the day or night.
11. Whether there is any public passage or thoroughfare through any part of the school premises.
12. Whether the sanitary arrangements in the school are adequate.
13. Whether arrangements have been made in the school for supply of good and clean drinking water to the students.
14. Whether a separate staff room with proper seating arrangement and chest of drawers/almirahs is available in the school.
15. Whether Structural stability certificate from the competent local authority has been obtained.
16. Whether Building completion certificate/Occupancy certificate from the competent local authority has been obtained.

17. Whether Fire safety certificate from competent local authority has been obtained.
18. Whether Ramp and toilets for disabled children are available.

D. PLAY GROUNDS

1.
 - (a) Whether suitable playgrounds for sports & games exist.
 - (b) If yes give the measurement of the play ground.
 - (c) Games which are arranged in the school.
2. If alternate arrangements have been made for the play grounds please attach permission of the competent authority to use the land for playground, indicating the size of the ground, its distance from the main premises and timing when it can be used.
3. Whether the school has made arrangements for gymnastic or any other physical exercise in the school.
4. Whether Yoga training is being imparted to the students.
5. Whether the games material is adequate. (List of games material available to be enclosed.)
6. Amount spent on games and sports during the last three years.

1st year

2nd year

3rd year

E. LIBRARY SERVICES

1. Total number of books in the library.
2. Whether the classification of books has been done.
3. Whether separate reading room is attached or adjacent to the library. If so, the size of the reading room should be given.
4. Are the books really useful for the students? Are they chosen from the approved list?

5. Whether the Library has also books suitable for the use of teachers in their professional work.
6. Whether reference books are there in the library?
7. Give the list of the dailies, weeklies, monthlies and other journals and magazine which the school subscribes to.
8. The system of issuing books to the students.
9. How much amount has been spent on the purchase of library book/ equipment during the preceding three years.

1st year 2nd year 3rd year

F. SCIENCE LABS. ETC.

1. Whether Science Lab, exists for the classes for which recognition is being sought.
2. Size of the Labs. (Indicate separately for each lab.)
 - (i) Physics
 - (ii) Chemistry
 - (iii) Biology
 - (iv) Botany
 - (v) General Science
3. Whether the equipment & apparatus are as per specifications laid down by the Directorate of Education/ Affiliating Board (Please attach the lists and a certificate by the E.O. Concerned in case of recognition up to the secondary level and by the DDE (Science) in case of recognition of the science stream at the senior secondary level).
4. How much amount has been spent on the purchase of the science apparatus/equipment during the preceding three years?

1st years 2nd years 3rd years

G. WORK EXPERIENCE

1. What are the Work Experience activities being undertaken by the school?

2. Whether the equipment and other material to carry on the WE activities are available and sufficient. (Please attach a certificate by the E.O. concerned.)
3. Whether separate room for Work Experience has been provided. If yes please give its measurement.

H. ENROLMENT

S. NO. CLASS SECTION NO. OF BOYS NO. OF GIRLS TOTAL

(please give the details in the above format)

I. FEES AND OTHER CHARGES

1. Rates of fees and other charges.

Sl. No	Class	Tuition fee	Registration fee	Admission fee	Security deposit	Annual Charges	Earmarked levies	Development fee	Any other charges
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(PLEASE SPECIFY)

NOTE :

1. Please enclose a copy each of receipt issued by the school to the students of each class. Also please indicate whether the school maintains the Depreciation Reserve Fund in case it is charging Development fee and whether the earmarked levies are being charged on no-profit no-loss basis.
2. Whether the students are compelled to buy books, note-books, other stationery, uniform etc, from the school.

J. COURSES OF STUDY

1. Whether text-book, approved by the Directorate of Education/ NCERT/CBSE are prescribed by the school. Please attach lists.
2. Whether facilities are provided for teaching of three languages in accordance with the three language formula as per the instructions of the Central Govt.
3. What is the third language taught?

4. Whether religious instructions is given and whether the teachers and students are compelled to attend such instruction.
(please give details)

K. STAFF

1. No. of classes and sections in each class :

No. of teachers required	No. of teachers in position	Variation
--------------------------	-----------------------------	-----------

Pre-primary :
 Primary :
 Middle :
 Secondary :
 Sr. Secondary :

2.

No. of Special Teachers required	No. of teachers in position	Variation
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Drawing Teachers :
 Music Teachers :
 Domestic Science :
 Physical Education-Teachers :
 Any other :

3.

No. of other employees required	No. of employees in position	Variation
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Librarian :
 Lab. Assistant :
 Any other :

4.

No. of other ministerial employees required	No. of employees in position	Variation
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Head Clerk :
UDC :
LDC :
Any other :

5.

No. of Group-D employees required	No. of employees in position	Variation
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Peon :
Water Man :
Water woman :
Chowkidar :
Sweeper :
Driver :
Any other :

6. Whether the staff has been recruited and fulfils the requirement as per RR's as applicable to them.

7. Whether appointment letters have been issued to each of the members of the staff consisting of terms and conditions as per the provisions of the DSEA&R' 1973.

8. Whether any service agreement, if so, please enclose a copy.

9. Staff statement in the following performa (Annexure -IX) :

- i. Name of the employee
- ii. Date of birth
- iii. Designation
- iv. Qualifications
- v. Subjects at the bachelor's and the master level with the percentage of marks in the examination
- vi. Date of appointment
- vii. Date of confirmation

viii. Mode of recruitment

L. SERVICE CONDITION OF THE STAFF

1. Pay and allowances to the staff in the following Performa: -

Sl. No	Employee designation	pay	DA	HRA	CCA	Transport allow.	Any other
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(A copy of the latest acquaintance roll to be enclosed)

2. Whether PF facilities are available to the, staff (please attach evidence).
3. Whether the following benefit/ facilities are being provided to the staff:
(Please attach evidence)

Bonus

L.T.C.

Medical facilities

Pension

Gratuity

E.L. Encashment

4. Is Income-Tax Act being deducted from the salaries of the staff as per the provisions of the Income-Tax Act?
5. Whether casual leave, earned leave, maternity leave and paternity leave are given to the staff as per rules.
6. Whether service books and personal files in respect of all the members of staff are being maintained.

M. CO-CURRICULAR ACTIVITIES :-

1. Which co-curricular activities out of the following are undertaken by the school (please tick)
 - a) Debates
 - b) Elocution
 - c) Recitation

- d) Dramatics
- e) Music (including the folk song)
- f) Dance (folk dances)
- g) Hobbies of the different kinds
- h) Model parliament
- i) House system
- j) Class completion
- k) Junior wing of the National Cadet Corps.

N. FINANCIAL POSITION

1. Sources of Income of the school during the last three years:

1st year 2nd year 3rd year

- (i) Fees & Funds
- (ii) Other charge
- (iii) Endowments
- (iv) Donations
- (v) Gifts
- (vi) Aid (Please mention the sources)

2. ASSETS:

- (i) Fixed deposits.
- (ii) Reserve Fund in the name of the Society/School in case of recognition and in the joint name of the school and the Dy. Director of Education (Distt.) in case of up-gradation.

NOTE: Give the full name of the bank, receipt No. of the deposits along with the Photostat thereof.

- iii) Specific budget/assets/balance of the last three years.

O. QUALITY OF INSTRUCTIONS PROVIDED

- (i) Whether the quality of education being provided is excellent, very good, good average or below average. Classes should be visited by the members of the inspection team. The note-books of the student should also be seen. The black-boards work should be inspected and the involvement of the students

in class room activity should be observed. At least one class should be visited to the teaching of each subject being taught including SUPW (reports of class visits duty signed to be enclosed)

- (ii) Whether the head of school is maintaining a diary of supervision of class-room teaching.
- (iii) Whether the Head of School is maintaining a diary of supervision of correction of students written works.
- (iv) Whether the teachers are maintaining term-wise/month-wise syllabus.
- (v) Whether the teachers are writing daily/weekly diaries containing lesson notes.

P. LIST OF UNDERTAKING IN THE FORM OF AFFIDAVITS FROM THE MANAGING COMMITTEE SEEKING RECOGNITION:

1. The institution shall maintain the Reserved Fund in the name of the manager of the school and the Deputy Director of Education of the district concerned with an amount equal to the three months salary of the staff.
2. The school will appoint staff in accordance with the recruitment rules, applicable to the post
3. The terms and conditions of services shall be mentioned in the offer of appointment/ the appointment letter issued to the employee and the services agreement, if any, entered into with the employee. These terms and conditions will be subject to provisions of DSEA&R'1973.
4. No text book or any other book disapproved by the Education Department will be used in the institution.
5. The school shall faithfully comply with all the relevant provisions of Delhi School Education Act and Rules, 1973 as amended from time to time.
6. The School shall comply with the directions given by the Hon'ble Supreme Court regarding the arrangements made for transporting school students to and from school including those relating to the eligibility of the driver and the conductor, the condition of the bus, the number of children to be accommodated in the bus, list of the students traveling in the bus, the provision of the teacher-in-charge and the bus-monitor, grills on the windows, first-aid box in the bus, speed

governors, sign board at the front and the back and other safety measures.

Details of the system and a certificate signed by the manager of the school to the effect that the school is complying and shall continue to comply faithfully with the directions issued by the Hon'ble Supreme Court, should be attached on which the concerned Education Officer will record his comments as to whether or not these directions are being complied with and what more, if any needs to be done by the school in this regard.

We, the members of the Inspecting team, have physically inspected the school, have satisfied ourselves that the school fulfils the conditions of recognition as per the provisions of Delhi school Education Act & Rules, 1973 and the instructions issued by the Department and recorded our findings in this.

We recommend grant of recognition/up gradation to the school.

OR

We recommend rejection of the request for recognition/up gradation of the school on the following grounds: -

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

(Either of the two alternatives not being recommended to be struck off)

Inspection Panel

Name	Designation	Signature	Date
1.			
2.			

CHECK LIST OF RECOGNITION :

The case of grant of recognition ofSchool.....from class.....to class.....has been examined. The file contains the following information/documents pertaining to the case:-

Page No

1. Copy of the registration certificate of the society/Trust.
2. Copy of the E.C. and the date of issue.
3. A copy of the approved scheme of management and letter conveying the approval.
4. List of the managing committee members along with their designations, occupations and addresses, educational qualification.
5. Copies of documents in proof of the legal possession/ownership of the land and building where the school is running, by the society/trust.
6. In case school is proposed to be run in a rented building, copy of the registered rent deed at least for a period of 30 years with the proof of ownership of the premises by the land lord.
7. Proof that the society has obtained land in a proper and legitimate manner and that there is no violation of the master plan.
8. Plan of the school building prepared by a registered architect.
9. (a) Total plot area (in Sq. Mtrs).
(b) Built up area
(c) Covered area (in Sq. Mtrs.)
(d) Open area.
10. The status of the land: authorized colony/ unauthorized colony/ agricultural land/ any other non-conforming area
11. Building plan sanctioned by the competent local authority
12. Structural stability certificate of the school building issued by the competent local authority.
13. Number and size of rooms, their utilization and the number of student/ staff utilizing each room.
14. Playground, its measurement of alternate arrangements made.
15. Fire Safety Certificate from Chief Fire Officer, Delhi.
16. Health Certificate issued by the competent local authority.
17. No. of urinals and WC's available.
18. Availability of potable water with water test report and certificate from the competent local authority.

19. Building Completion certificate/Occupancy certificate issued by the competent local authority.
20. Copies of the audited statements of accounts of the last 3 years
21. Copy of FD for Rs. 2 lakh
22. Staff statement in the following pr oforma:-

Sl. No	Name	Designation	Qualification	DOB	DOA
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23. Copies of appointment letter and services agreement, where applicable.
24. Facilities of Provident Fund, LTC, bonus etc.
25. Maintenance of services books and personal files
26. Text-Book being used with a certificate by the EO that they are as per the approved courses of study.
27. Rates of tuition fee and all other charges collected from the students (class wise)
28. Class-wise and section wise enrolment and total enrolment of the school
29. Details of library books journals and magazines
30. Details of science equipment and material
31. Details of the games and sports articles and equipment.
32. Undertaking regarding school transport.
33. Recommendation by the District level c ommittee.
34. Specific comments and recommendations of the RD with regard to the suitability and eligibility of the school for recognition.
35. If rejection is being proposed, the reasons therefore:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
36. If acceptance is being proposed, the class es, and the year of grant of recognition.

Regional Director

Convenor, Central Committee

CHECKLIST FOR UPGRADATION

The case of upgradation from classto class.....of.....school.....has been examined. The file contains the following information/documents pertaining to the case: -

Page No.

1. Copy of the registration certificate of the society/Trust.
2. Memorandum of Association/Trust deed and bye-laws.
3. Copy of the recognition letter.
4. Copy of the up gradation letter, in case of applicant for up gradation up to the Sr. secondary level.
5. Certificate by the DDE (Distt.) that all the conditions of recognition and up gradation, where applicable, have been fulfilled.
6. Copy of the approved scheme of management.
7. Copy of the letter of approval of the scheme of management.
8. List of the managing committee members along with their designations, occupations and addresses.
9. Classes, Streams and subjects for which up gradations is being sought.
10. Size of the plot (in Sq. Mtrs.)
11. Open area built up area and covered area (In Sq. Mets.)
12. Copy of the registered rent deed for a period of at least 30 years with the proof of ownership of the premises by the landlord. Or Copy of document establishing ownership or legal possession by the society/Trust of the school premises.
13. Plan of the school building prepared by a registered architect.
14. Whether the school is located in an approved colony, an unauthorized colony or an agricultural land or any other non-conforming area (Proof to be attached)
15. Building plan sanctioned by the competent local authority.
16. Class wise and section wise enrollment of the school and total enrollment of the school.
17. Accommodation available. (No. and size of rooms, their utilization and the No. of persons utilizing each room)
18. Measurement of the playground or alternate arrangements made.
19. Structural fitness certificate of the building issued by the competent local authority.
20. Affidavit to the effect that the land has been obtained in proper and legitimate manner without violating the master plan.
21. Health Certificate issued by the competent local authority.
22. Affidavit to the effect that the land has been obtained in a proper and legitimate manner with out the master plan.
23. Health Certificate issued by the competent local authority.
24. Availability of potable water with water test report from the competent local authority.

25. Building completion certificate issued by the competent local authority.
26. Copy of audited statement of accounts of the last 3 years.
27. Copy of FD valid for 3 years in the joint name of the manager of the school and DDE (district) concerned.
28. Rates of tuition fee and all other charge (class -wise) collected from the students
29. Latest copy of the acquittance roll.
30. Staff statement in the following proforma: -

Sl. No	Name	Designation	Qualification	DOB	DOA

31. Maintenance of services-books and personal files
32. Copy of PF and bonus statement.
33. Text-books being used with a certificate by the EO that they are as per the approved courses of study.
34. Copies of appointment letter and services agreement, if applicable.
35. Details of the games and sports articles.
36. Undertaking regarding school transport.
37. Comments of DE's nominee on the school managing committee on the functioning of the school and compliance of the DSE Act and Rules, 1973.
38. Recommendation of the District level committee.
39. Specific comments and recommendations of the RD with regard to the suitability and eligibility of the school for upgradation.
40. if rejection is being proposed, the reasons therefore:
 - a)
 - b)
 - c)

41. If acceptance is being proposed, the classes, the streams and the year of grant of up gradation.

Regional Director

Convenor, Central Committee.
