

ANNEXURE II**PART – I****General Information**

1. Full name of the Trust/Society/Company/Managing Committee:
2. Whether the Trust/Society/Company/Managing Committee registered? Yes/No.
(If 'Yes' attach the copy of registration letter)
3. Date of Registration:
4. Full name and Official Address of the Managing Trustee/President/Chairman of the Management:-
Name:
Address:
Pin code:
Mobile No. : Landline No.:
Email Address:
5. Name and Address of the Person who is authorised to take final decision regarding school administration:
Name:
Address:
Pin code:
Mobile No. : Landline No.:
Email Address:
6. Date and Year of Establishment of School:
(Please give Details Section wise)
Pre Primary: Primary:
Upper Primary: Secondary:
Higher Secondary (General Stream) _____ (Science Stream) _____
7. Location of School:
Area: Urban/Rural/Tribal City/Town:
School Type-Boys/Girls/Co Education. Taluka:
District:
8. U-DISE Number:-
Primary Section: Secondary Section:
9. Name of Board with which School is Affiliated:
GSHSEB/CBSE/IB/Cambridge/Others (Please Mention Name):
10. School Affiliation Number:
In case of GSHSEB, Mention Index No.: SSC HSC

11. Medium of Instruction:

(If School is imparting education in more than one medium, please specify information (Section wise))

12. For which section you have submitted this Application? Please (✓)

Pre Primary ☐ Primary ☐ Upper Primary ☐ Secondary ☐
Higher Secondary: General ☐ Science ☐

13. Standard from to

14. Is the school runs in shifts? Yes/No

If 'Yes' mention details as below in Table . If 'No' mention provide details.

TABLE

A. Number of Classes in First Shift and Time, with the name of In-charge of the shift(Telephone No.).

| Type | Standard from _____ to _____ | Number of Classes | Medium | Time From _____ to _____ |
|-----------------------------|---------------------------------|----------------------|--------|-----------------------------|
| (1) | (2) | (3) | (4) | (5) |
| Pre Primary | | | | |
| Primary | | | | |
| Secondary | | | | |
| Higher Secondary General | | | | |
| Science | | | | |

B. Number of Classes in Second Shift and Time, with the name of In-charge of the shift (Telephone No.).

| Type | Standard from _____ to _____ | Number of Classes | Medium | Time From _____ to _____ |
|-----------------------------|---------------------------------|----------------------|--------|-----------------------------|
| (1) | (2) | (3) | (4) | (5) |
| Pre Primary | | | | |
| Primary | | | | |
| Secondary | | | | |
| Higher Secondary General | | | | |
| Science | | | | |

15. Name and Address of Principal/Head Master/Supervisor or person in-charge or authorised person responsible for the academic and administrative affairs of the school (Telephone No).
(Please mention details of person who is fully responsible for day to day business of school academic and administration)

| Section | Name | Designation | Address | Mobile No. | Landline No. | Email |
|------------------|------|-------------|---------|------------|--------------|-------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Pre Primary | | | | | | |
| Primary | | | | | | |
| Upper Primary | | | | | | |
| Secondary | | | | | | |
| Higher Secondary | | | | | | |
| General Stream | | | | | | |
| Science Stream | | | | | | |

I certify that all the information furnished in this part of application form is true and correct to the best of my knowledge and belief and which is verified from the original records of the school.

Sign:

Name: _____

Designation: _____

Official Seal: _____

PART - II

1. Details of Students and Teachers : (Please attach separate Sheet)

| Sr. No | Standards | No. of Classes Approved/ sanctioned | Medium | Total Number of Students | | | Total Number of Teachers | Pupil/student - Teacher Ratio |
|--------|-----------|---|--------|--------------------------|-------|-------|--------------------------|-------------------------------|
| | | | | Boys | Girls | Total | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| | | | | | | | | |
| | | | | | | | | |

2. Details of Teaching Staff : (Please attach separate Sheet)

| Sr. No | Section | Name | Designation | Qualification with Subject | Date of Appointment in this School | Total Experience | PAN No. |
|--------|---------|------|-------------|----------------------------|------------------------------------|------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |
| | | | | | | | |

3. Details of Non-teaching Staff : (Please attach separate Sheet)

| Sr. No | Section | Name | Designation | Qualification with Subject | Date of Appointment in this School | Total Experience | PAN No. |
|--------|---------|------|-------------|----------------------------|------------------------------------|------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |
| | | | | | | | |

4. Results of last Three Years:

| Sr. No | Standard | | Result (%) | | | | | | | | |
|--------|------------------|---------|-------------------------|------|---|-------------------------|------|---|-------------------------|------|---|
| | | | 2015 No. of Students | | | 2016 No. of Students | | | 2017 No. of Students | | |
| | | | Appeared | Pass | % | Appeared | Pass | % | Appeared | Pass | % |
| 1 | 8 th | | | | | | | | | | |
| 2 | 9 th | | | | | | | | | | |
| 3 | 10 th | | | | | | | | | | |
| 4 | 12th | General | | | | | | | | | |
| | | Science | | | | | | | | | |

5. Mention Co-Curricular Activities carried on in the school (Give the details of last academic year) : (Please attach separate Sheet)

| Sr. No. | Name of the Activity | No. of Students Participate |
|---------|----------------------|-----------------------------|
| | | |
| | | |
| | | |

PART – III
Information relating to Infrastructure

1. Land :

- (i) Survey No.:
- (ii) Total Area : _____ Sq. Meter
- (iii) Built up Area _____ sq. Meters.
- (iv) Area of Playground _____ sq. Meters.

(Please attach self-attested photocopy of above mentioned documents)

2. (a). Room Specifications of School:

| Sr. No | Particulars | Nos. | Area | Remarks |
|--------|-------------------------|------|------|---------|
| 1 | Classrooms | | | |
| 2 | Library | | | |
| 3 | Laboratory | | | |
| 4 | Auditorium | | | |
| 5 | Computer Lab | | | |
| 6 | Common Room/Girls Room | | | |
| 7 | Reading Room | | | |
| 8 | Conference Room | | | |
| 9 | Principal Room | | | |
| 10 | Admin Room | | | |
| 11 | Supervisor Room | | | |
| 12 | Staff Room | | | |
| 13 | Craft Room | | | |
| 14 | Music Room | | | |
| 15 | Sports Room | | | |
| 16 | Drawing Room | | | |
| 17 | Any Other Room Facility | | | |

(b). Sanitation Facilities:

| Category | No. of Toilets | No. of Urinals | No. of Bathroom |
|----------|----------------|----------------|-----------------|
| Boys | | | |
| Girls | | | |
| Staff | | | |

(c). Miscellaneous information :

- (i) Number of drinking water points:
- (ii) Number of Books in Library:
- (iii) Number of Magazines in Library:
- (iv) Number of Computers:
- (v) Number of Projectors:
- (vi) Number of Smart Class Equipment:
- (vii) Number of Tablets:
- (viii) Number of Benches:
- (ix) Is there BISAG Connectivity? Yes/No.
- (x) Internet connectivity..... Yes/No.

(Please attach photocopy of all the items noted in the pages of the Dead Stock Register mentioned in part (c))

PART - IV
Financial Information

1. Bank Account Details :

- 1) Name of the Bank:
- 2) Type of Account :
- 3) Account No.:
- 4) IFSC Code:

2. Names of person authorised to operate and sign the cheques :

- (a) Name : _____ (a) Name : _____
- (b) Designation : _____ (b) Designation : _____

3. Balance on the date of Application (In figure and words):

(In figure) _____ (Inwards) _____

(If the school is having more than one account for to manage the affairs of the school, give information of all Accounts In separate sheet in the afore said proforma.)

4. Details of ownership of the school building :

- (A) Name of the owner :
- (B) Relations with the management or school :-
- (C) Total Cost of Land:
- (a) At the time of purchase: _____
- (b) As on today as per market Value: _____
- (D) Total amount of construction cost:
- (E) Total carpet area of the building: _____ Sq. meter
- (E) Year of construction:

5. Details of Rent:

- (A) Name of the owner:
- (B) Relation of owner with school management or school:
- (C) Yearly Amount of Rent of Building:
- (D) Yearly Amount of Rent of Playground:
- (E) Duration of Rent Deed:
- (F) Amount of rent paid in last three years :

| 2014-15 | 2015-16 | 2016-17 |
|---------|---------|---------|
| | | |

(G) Details of Account in which rent was credited:

- (i) Name of the Bank:
- (ii) Branch:
- (iii) Name of the Account Holder:
- (iv) Account Number:

6. Details of Income:- Academic Year _____ To _____

(Please mention below details of income of last two academic year in separate sheet, Amount should be shown on yearly bases from 1st April to 31st August, give Account Details as per C.A. Certificate)

| Sr. No | Type of Income | Pre-Primary | Primary | Upper Primary | Secondary. | Higher Secondary | | Other |
|--------|---|-------------|---------|---------------|------------|------------------|---------|-------|
| | | | | | | General | Science | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1 | Tuition Fee | | | | | | | |
| 2 | Term Fee | | | | | | | |
| 3 | Library Fee | | | | | | | |
| 4 | Laboratory Fee | | | | | | | |
| 5 | Deposit | | | | | | | |
| 6 | Gymkhana Fee | | | | | | | |
| 7 | Caution money | | | | | | | |
| 8 | Examination Fee | | | | | | | |
| 9 | Admission Fee | | | | | | | |
| 10 | Yoga & Physical Education Fee | | | | | | | |
| 11 | Donation | | | | | | | |
| 12 | Books Selling | | | | | | | |
| 13 | Uniform Selling | | | | | | | |
| 14 | Shoes Selling | | | | | | | |
| 15 | Computer Fee | | | | | | | |
| 16 | Activity Fee | | | | | | | |
| 17 | Transportation Fee | | | | | | | |
| 18 | Break Fast Or Lunch Fee | | | | | | | |
| 19 | Government Grant Received if any | | | | | | | |
| 20 | Any other Income | | | | | | | |
| 21 | Any other amount collected by school not covered in the aforesaid heads | | | | | | | |

7. Details of Salaries and Allowances:

Academic Year _____ to _____

A.

| Sr. No. | Section | No. of Academic Staff/ Teaching Staff | Expenditure towards Salary and Allowances of Academic Staff/ Teaching Staff | No. of Non-Academic Staff/ Non-Teaching Staff | Expenditure towards Salary and Allowances of Non-Academic Staff/ Non-Teaching | Total Annual Expenditure towards Salary and Allowances. |
|---------|---------------------|---------------------------------------|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | Pre Primary Section | | | | | |

| | | | | | | |
|--------------|------------------|--|--|--|--|--|
| 2 | Primary Section | | | | | |
| 3 | Upper Primary | | | | | |
| 4 | Secondary | | | | | |
| 5 | Higher Secondary | | | | | |
| | (i) General | | | | | |
| | (ii) Science | | | | | |
| Total | | | | | | |

B. Average expenditure per person of academic staff per year _____

C. Average expenditure per person of non-academic staff per year _____

(Please attach separate sheet of last two academic years)

D. Detail of Total Expenditure:-

Academic Year _____ to _____

| Sr. No. | Type of Expenditure | Amount Rs. | Remarks |
|--------------|---|------------|---------|
| (1) | (2) | (3) | (4) |
| 1. | Salary and Allowances | | |
| 2. | Building and Playground Rent. | | |
| 3. | Taxes of Building | | |
| 4. | Electricity Bill | | |
| 5. | Activity Expenditure | | |
| 6. | Amount disbursed to any Agency or Company regarding School Activity | | |
| 7. | Expenditure for Maintenance | | |
| 8. | Expenditure on Books | | |
| 9. | Expenditure on Shoes | | |
| 10. | Expenditure on Transportation | | |
| 11. | Expenditure on Computers | | |
| 12. | Expenditure on Uniform | | |
| 13. | Expenditure on House keeping | | |
| 14. | Expenditure on examination | | |
| 15. | Affiliation Fee (with Board) | | |
| 16. | Miscellaneous Expenditure | | |
| Total | | | |

(Please attach separate sheet of last two academic years)

8. Proposed Fee Structure of academic year _____ to _____

| Sr. No. | Section | Yearly Fee | If intends to increase the fee, give justification and reasons. |
|---------|-------------|------------|---|
| (1) | (2) | (3) | (4) |
| 1. | Pre Primary | | |

| | | | |
|----|-----------------------------|--|--|
| 2. | Primary | | |
| 3. | Upper Primary | | |
| 4. | Secondary | | |
| 5. | Higher Secondary General | | |
| | Science | | |

Note: School may propose commuted amount of different head of fee and propose to determine total fee under a single head to be levied/collected as annual fee.

(Name)
Designation
(Applicant)

Official Seal: