

INSPECTION PROFORMA

S.No.	Details	
1	Name of the School With Full Postal Address	
2	Name of the Educational Society/Trust/Association address	
b)	Registration No. & Date with the certificate of Registration	
3	If Minority Institution, Minority Status Certificate issued from the Government (G.O.No.& Date)	
4	Details of Endowment Fund Deposited (Name of the Post Office with Certificate No.& Date)	
5	Date of Pledge with the district Educational Officer	
6	The school plan showing the School Building(s) and the play area with dimensions, plinth area, built areas, duly signed by a licensed engineer(with License No.& address)	
7	The details of accommodation provided along with sketch of the building(as per Rule of 5)	
	a)Total Area	
	b)Total Built up area	
	c)No.of Rooms (with size)	
	d)No.of Toilets for staff and students separately give details (Urinals/Lavatories for Girls, Boys and Staff)	
	e) Whether safe Drinking Water is provided? Give details	
	f) Whether fire extinguisher & Fire lighting equipment provided? If so give details.	
	g) Whether approval is obtained from the fire service department? If so, give details.	
	h) If the school maintaining School Bus or any other vehicle? Give details.	
	i) Whether adequate Parking place is provided? If so, give details.	

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	j) If maintaining vehicle, whether fitness certificate of the vehicle is obtained from transport authorities? If so, give details.	
8	Proof of ownership of accommodation. In case of rental registered leased deed to be enclosed.	
9	Details of Play Area whether it is annexed to the school	
10	No.of teachers engaged (list to be enclosed with their qualifications)	
11	Whether salary structure is prescribed by the Governing Body? If so, give details.	
12	i) Display of fee structure (enclose copy) mention class wise.	
	ii) Whether approval got from the DFRC to the fee structure as per G.O.Ms.No.42. School Education (PE prog.1.Dept.Dt: 30.07.2010	
13	Whether fee structure is prescribed by the Governing Body? If so, give details i.e. Fee collected class wise and vouchers/Receipts	
14	Whether Governing Body is formed (as per Rule-15) give details.	
15	Whether the resolution of Governing Body regarding Fee and Salary structure is furnished	
16	Whether the Correspondent is nominated as per the bylaws by the E.C	
17	Whether Structural Soundness certificate is obtained and furnished from the competent authority? If so, give details.	
18	Whether Sanitary Certificate is obtained and furnished from competent authority? If so, from whom give details.	
19	Class Wise strength particulars	
20	Whether latest Recognition obtained and the copy of the orders furnished (If renewal)	

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21	Whether annual administrative report and audit report submitted in prescribed proforma to the competent authority. Such report shall be supported by the audited statement of account of the school duly audited by Chartered Accountant.	
22	Display of Governing Body (enclose copy)	
23	Whether any stalls for selling of Uniforms/Shoes/Note Books etc., is maintaining in the school campus.	
24	Whether attractive names are added before school name (Dig/IIT/Techno/Concept/Public etc.	
25	Are you running any branches(s), if so, please mention the location & details along with recognition order.	
26	Whether the fee collected from the student has been allotted to meet the following requirement?	
	a) 5% fee collected shall be earmark for personal income of the management	
	b) 15% fee collected shall be utilized for the maintenance of the institution.	
	c) 15% fee collected shall be utilized for the development activities.	
	d) 50% fee collected shall be earmark for payment of salaries to the staff.	
	e) 15% fee collected shall be earmark as management's contribution towards staff benefits like gratuity, teacher's provident fund, group insurance scheme etc.,	
27	Enclose the audit report of the school for the academic year-2013-14	
28	Whether the School Management has got building occupancy certificate from Municipal authorities/competent authorities to run the Educational Institution.	
29	Whether School time prescribed by the State Govt. followed? If so, what are the School Timings	

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Signature of the HM/Management/Correspondent

Signature of Inspecting Officer