

FORM – I
[See rule 15 (1)]
APPLICATION FOR PERMISSION

Application for _____

(Please write in Block Letters in the space above whether application is for Opening of a New School/Upgrading of an existing school/Opening of next Higher standards/ Opening Additional sections)

1. Name of educational agency :
2. (a) Nature of educational agency: Person / Society / Public Trust.
(b) Registered address :
(c) Telephone No. :
(d) Registration No. :
(e) Date of registration :
3. Enclose a copy of registration
(a) Certificate of registration
(b) Memorandum of association
(c) Bye-laws/Rules/Regulations
(d) Trust deed
4. (a) Location of existing/proposed* :
school.
(b) Address of existing/proposed*
school.
5. Give details of scheme of management:
of existing / proposed* school.
6. Details of existing standard / sections / student strength :

Medium of Instruction	Details of standards	No. of sections	Total students in each section	Monthly average attendance
(1)	(2) (3) (4) (5)			

7. Details of existing teaching and non-teaching staff :

Sl. No	Name of the teachers/ employees	Designation	Qualification		Date of appointment	Scale of pay	Remarks
			Gen.	Professional			

(Indicate whether staff appointed in full-time or part-time)

8. (a) Is the existing school receiving :
grant-in and from the Government?
(b) If yes please give details of grant-:
in-aid received for last three years.
9. (a) Is the proposed school applying for:
grant-in-aid from the Government?
(b) If yes, give the details of grant :
being applied for
10. Financial status of the school.

(a) Assets –

S.No.	Description of Properties	(Value in Rupees)			
		Available		Proposed	
		Own	Rented	Own	Rented
(a) Assets -					
(i)	Movable				
(ii)	Immovable				
(iii)	Reserve fund				
(iv)	Fixed deposits				
(v)	Endowments				
(vi)	Shares				
(b) Annual Income –					
(i)	Tuition fees				
(ii)	Other sources				
	- fixed deposits				
	- dividends				
	- endowments				
	- rents				
	- donations				
	- others (specify)				
(c) Annual Expenditure –					
(i)	Staff expenditure				
(ii)	Maintenance				
(iii)	Improvement				
	- teaching aids,				
	- furniture				
	- library				
	- laboratory				
	- sanitary				
	- play ground				
	- games etc.				

(d) Fees charged/to be charged :

11. Academic year for which permission :
sought.

12. Permission applied for :
 (Indicate opening new school/
 upgrading existing school/opening
 next higher standards/opening
 additional sections)

13. Stage of education proposed to be :
 imparted.

14. Examination for which students are :
 to be prepared.

15. Give details of standards/ sections :
 proposed to be opened

Standards	Sections	Total students to be admitted	Medium of Instruction

16. Give details of teaching & non-teaching
 staff proposed to be appointed :

Sl. No	Name of the teachers/ employees, If Selected	Designation	Qualification		Proposed Date of appointment	Scale of pay	Remarks
			Gen.	Profess- ional			

(Indicate whether staff appointed is full-time or part-time)

17. Source and details of finances :
 for meeting additional expenditure
 on staff and maintenance.

18. If application is for opening new :
 school give below

(i) Details of existing Schools within:
 five kilometers of the proposed
 school

Name of the School	Category	Distance	Medium of Instruction	No. of Standary	Student Strength

(ii) Approximate number of school children in the area –

(a) Age group	6 – 11 years	Boys	Girls	Total
(b) Age group	11 – 14 years	Boys	Girls	Total
(c) Age group	14 – 17 years	Boys	Girls	Total

19. Whether the school is opened for :
minorities? If yes, specify details.

20. Accommodation –

(a) Details of land where school is to be located :

		Available		Proposed	
		Own	Rented	Own	Rented
(i)	Extent of land*				
(ii)	Extent of land covered by building/structures – permanent / temporary / semi-permanent**				
(iii)	Extent of Open land for Playground				

*The norms of land to be made available is as per the scale: 1 hectare for Pre-primary/ Primary, 1.5 hectares for middle, 2 hectares for High/Higher Secondary Schools.

** Place attach-

- (1) A blueprint of the building duly approved by the competent authority.
- (2) Indicate whether structure is permanent, semi-permanent or temporary.
Please ensure that the space provide for each pupil is as per the following specifications in Tables 1-A and 1-B.
- (3) Indicate in the plan the use of each room/ space .

(b) Detailed plan of building and type of

Construction where school is to be located :

21. Sanitary facilities – (The scale of providing the :
above facilities is available in the following
Table – 2)

22. Drinking water – (Indicate availability in the :
scale of 1 tap for every 50 pupils or part thereof)

23. Physical education –

- (a) Extent of playground available ;
- (b) Indicate the name of the games facilities :
available.
- (c) Equipment available :

24. If no playground exists whether gymnasium:
available. Details with size of gymnasium and
equipment.

25. Teaching aids –

(a) Charts :

(b) Maps :

(c) Others :

(Attach list indicating available aids and proposed to be procured)

26. Furniture –

(a) For general use

(1) No. of blackboards :

(2) No. of desks :

(3) No. of benches :

(4) No. of cupboards :

(Indicate available furniture and furniture proposed to be procured)

(b) For class room use

(1) No. of blackboards :

(2) No. of desks :

(3) No. of benches :

(4) No. of cupboards :

(Indicate available furniture and furniture proposed to be procured)

27. Science Laboratory – Attach list of apparatus & :
equipment available under different disciplines
(Physics, Chemistry, Biology, Computer Science
Etc.) and proposed to be procured.

28. Library –

(a) Total number of books in the library :

(b) No. of books for use of teachers :

(c) No. of books available for use by pupils :

29. Workshop facilities-Attach list of equipment & :
other facilities available and proposed to be
made available.

30. Medical facilities – For students (Give details of :
number of Medical Officers/ Compounders/Nurses
and their availability on whole time/
Part –time basis.)

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :

Date :

signature of the applicant.