



# **SAINIK SCHOOLS SOCIETY, NEW DELHI**

## **SCHOOL AFFILIATION FORM**

**REGISTRATION ID. SNKLP** \_\_\_\_\_

### **SECTION – I**

### **GENERAL INFORMATION**

#### **1. School Details**

- (a) School Type (Day School/ Day Boarding/ Residential): \_\_\_\_\_
- (b) Academic Standard (Primary/ Secondary/ Senior Secondary) : \_\_\_\_\_
- (c) Type of School (Boys/Girls/Co-Ed) \_\_\_\_\_
- (d) Contact Details
- (i) Name of the School \_\_\_\_\_
- (ii) Tehsil : \_\_\_\_\_
- (iii) District: \_\_\_\_\_
- (iv) State: \_\_\_\_\_
- (v) Pin Code: \_\_\_\_\_
- (vi) Landline /Mobile No: \_\_\_\_\_
- (vii) Fax No: \_\_\_\_\_
- (viii) Website: \_\_\_\_\_
- (ix) Email to be used for Communication: \_\_\_\_\_
- (e) Year of Establishment (YYYY): \_\_\_\_\_
- (f) Date of opening of the school: \_\_\_\_\_
- (g) Name of Trust/Society/Company/Department/Ministry: \_\_\_\_\_
- (h) Whether Trust/ Society/Company is Registered: \_\_\_\_\_
- (j) If so under which Act: \_\_\_\_\_
- (k) Period up to which Registration of Trust/ Society is valid: \_\_\_\_\_

(l) Does the School have its own Rule Book/Rule Book provided by the Society/Trust/Company towards ensuring smooth functioning of the Institution?\_\_\_\_\_

(m) Whether there is proof of non – proprietary character of the Trust/ Society/Management, supported by the list of members with their addresses on an affidavit in the court of 1<sup>st</sup> class magistrate from the Chairman/ Secretary stating how the members are related to each other or are not related to each other?  
\_\_\_\_\_

(n) Whether school is recognized as a Minority School? (Yes / No), if, Yes then name of the Authority \_\_\_\_\_

2. **Name & official address of the Manager/ President/ Correspondent/ Chairman of the School:**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Address: \_\_\_\_\_
- (d) Land Line No: \_\_\_\_\_
- (e) Mobile No: \_\_\_\_\_

3. **Principal's Name & Qualification**

- (a) Name of the Principal/ Head of the Institution: \_\_\_\_\_
- (b) Educational/ Professional Qualifications: \_\_\_\_\_
- (c) Administrative Experience (in Years) : \_\_\_\_\_
- (d) Teaching Experience (in Years): \_\_\_\_\_
- (e) Experience as Principal (in Years): \_\_\_\_\_

4. Description (Max 1000 Character) to be placed at Enclosure: Encl No \_\_\_\_\_

5. Vision Statement of the School: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Mission (Max 500 Characters):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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7. Achievements

(a) Major Achievements in academics if any (in the last 3 years)

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(b) Major Achievements in Co-curricular and Extra Curricular Activities if any (in the last 2 years)

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**SECTION – II**

**DETAILS OF RECOGNITION & AFFILIATION BOARD**

8. Whether the school is recognised by the State Govt (Yes/ No): \_\_\_\_\_
9. If the school is recognised by the State Govt then provide following details:
- (a) Recognition Letter No: \_\_\_\_\_
  - (b) Recognition Issue Date: \_\_\_\_\_
  - (c) Is Recognition bearing Expiry Date: \_\_\_\_\_
  - (d) Recognition Expiry Date: \_\_\_\_\_
  - (e) Do you fulfill all the terms and conditions of Recognition: \_\_\_\_\_
  - (f) Authority which issued Recognition? \_\_\_\_\_
10. Is School Affiliated with any Board of Senior Secondary of School Education(Please Specify)? : \_\_\_\_\_
11. If so, Affiliation No: \_\_\_\_\_
12. Validity of Affiliation (DD/MM/YY): \_\_\_\_\_
13. Year of Inspection last Conducted by the Govt/Education Board. \_\_\_\_\_
14. Was the school ever disaffiliated by any Education Board (Yes/No)? \_\_\_\_\_
15. Has the school ever been issued a show cause notice by any School Education Board / State Govt / MoE? \_\_\_\_\_

**SECTION - III**  
**FINANCIAL POSITION**

(All the financial details to be given in INR)

18. Total Income and Expenditure of **ORGANISATION MANAGING SCHOOL** for last 3 years (in INR):

<b>Financial Year</b>	<b>Income (In Rs.)</b>	<b>Expenditure (In Rs.)</b>	<b>Surplus/ Deficit</b>
2018 - 19			
2019 – 20			
2020 - 21			

19. Total Income and Expenditure of **SCHOOL** for last 3 years (in INR):

<b>Financial Year</b>	<b>Income (In Rs.)</b>	<b>Expenditure (In Rs.)</b>	<b>Surplus/ Deficit</b>
2018 - 19			
2019 – 20			
2020 - 21			

20. **Financial Resources (in INR):**

- (a) Annual income of school from tuition and other fees: \_\_\_\_\_
- (b) Annual assistance from Society/Trust, if any: \_\_\_\_\_
- (c) Annual income of school from other sources, if any: \_\_\_\_\_
- (d) Annual Expenditure on payment of salary to the teaching & Non – teaching staff working in the School: \_\_\_\_\_
- (e) Date on which the accounts of the school were last audited and financial year for which the accounts were audited by a registered Chartered Accountant:  
\_\_\_\_\_
- (f) Reserve Fund Amount (in INR) \_\_\_\_\_
- (g) Professional Tax Registration Number of School. \_\_\_\_\_

21. **Retirement Benefits:**

- (a) CPF/EPF Number: \_\_\_\_\_
- (b) Gratuity Scheme introduced: \_\_\_\_\_

- (c) Other benefits (if any): \_\_\_\_\_
- (d) Is the School maintaining its account separately from the Society/ Trust/ Company running the school? : \_\_\_\_\_
- (e) Is the account of the school being audited by CA every year?: \_\_\_\_\_
- (f) Has the School maintained the record of audit report of CA including the Income– Expenditure Statement? \_\_\_\_\_
- (g) Has the school maintained the record of Bank statements?: \_\_\_\_\_
- (h) Has the School maintained the record of disbursement of salary to staff through bank? \_\_\_\_\_
- (j) Does the School have single account or multiple accounts with Bank?

**SECTION-IV**

**LAND RECORDS**

22. Total Area in Acres : \_\_\_\_\_
23. Survey Number(s): \_\_\_\_\_
24. Land Owners Name: \_\_\_\_\_
25. Is the School Land is on Lease? (Yes/No): \_\_\_\_\_
26. If on Lease, then provide details of Lease Agreement.
- (a) Leased by: \_\_\_\_\_
- (b) Leased to: \_\_\_\_\_
- (c) Land Area Leased: \_\_\_\_\_
- (d) Leased till (DD/MM/YYYY): \_\_\_\_\_
- (e) Period of Lease in Years: \_\_\_\_\_
27. Is the land on which the school is located is a single / contiguous plot? \_\_\_\_\_
28. Is the Leased land belonging to State Government? \_\_\_\_\_
29. Location of the School plot (google map location) \_\_\_\_\_
30. If additional land is proposed to be owned/leased then indicate the details along with timeline. \_\_\_\_\_
31. **Distances from the School**
- (a) Nearest Airport: \_\_\_\_\_ Distance in KM : \_\_\_\_\_
- (b) Nearest Railway Station: \_\_\_\_\_ Distance in KM : \_\_\_\_\_
- (c) Nearest Bus Station: \_\_\_\_\_ Distance in KM : \_\_\_\_\_
- (d) Nearest Police Station: \_\_\_\_\_ Distance in KM : \_\_\_\_\_
- (e) Nearest Nationalized Bank: \_\_\_\_\_ Distance in KM : \_\_\_\_\_
- (f) Nearest Existing Sainik School : \_\_\_\_\_ Distance in KM: \_\_\_\_\_
- (g) Nearest Govt Hospital: \_\_\_\_\_ Distance in KM: \_\_\_\_\_

**SECTION-V**

**PHYSICAL INFRASTRUCTURE**

32. **Physical Infrastructure (Area of Campus):**

- (a) Total area (in sq. Mtrs): \_\_\_\_\_
- (b) Built up area (in sq. Mtrs): \_\_\_\_\_
- (c) Area of playground (in sq. Mtrs): \_\_\_\_\_
- (d) Does the School campus, school buildings and playgrounds exist on a single contiguous plot of land? \_\_\_\_\_
- (e) Does Pucca Boundary wall of sufficient height on all sides exist? \_\_\_\_\_
- (f) Total number of Security Gate in the School \_\_\_\_\_
- (g) Total number of Fire Points in the School premises \_\_\_\_\_
- (h) Total number of Street Lights and High Mast Lights in the School \_\_\_\_\_

33. **Availability of drinking water:**

- (a) Potable Water is available: \_\_\_\_\_
- (b) R.O/ Water Filters Installed: \_\_\_\_\_
- (c) No. of Drinking water taps: \_\_\_\_\_

34. **Sanitary Conditions**

- (a) Type of W.C and Toilets: \_\_\_\_\_
- (b) No. of Toilets separately for Boys: \_\_\_\_\_
- (c) No. of Toilets separately for Girls: \_\_\_\_\_
- (d) Are the Toilets for Boys & Girls Sufficiently Distant? \_\_\_\_\_
- (e) No. of Toiletsseparately for staff: \_\_\_\_\_
- (f) Are washrooms fitting clean and in working condition? \_\_\_\_\_
- (g) Is there adequate provision for running water in Toilets? \_\_\_\_\_
- (h) Is there adequate ventilation in the washrooms? \_\_\_\_\_
- (j) Has certificate about health, Sanitary conditions and drinking water of the school been obtained from the competent authority of the area? \_\_\_\_\_
- (k) Has certificate about the fire safety of the school been obtained from the competent authority of the areas? \_\_\_\_\_

35. **Details of the Dining Area/Mess**

- (a) Seating Capacity: \_\_\_\_\_
- (b) Methods of Cooking (Automatic/Manual): \_\_\_\_\_



- (c) No of Cooks:\_\_\_\_\_ and Stewards:\_\_\_\_\_
  - (d) Process of food tasting and hygiene monitoring in place? (Yes/No)\_\_\_\_\_
  - (e) Who monitors the quality and quantity of the food? \_\_\_\_\_
36. Details of the Medical Inspection Room/MI Room:
- (a) Bed Capacity: \_\_\_\_\_
  - (b) Basic Life Support and First Aid Box Available: (Yes/No)\_\_\_\_\_
  - (c) Isolation Ward Available (Yes/No):\_\_\_\_\_
  - (c) Doctor/Trained Nursing Assistant available during school hours (Yes/No) \_\_\_\_\_
37. Separate Changing/Recreation Rooms for boys and girls available? (Yes/No)\_\_\_\_\_
38. Size of each changing/recreation room (in Sq m):
- (a) Girls changing/recreation room:\_\_\_\_\_
  - (b) Boys changing/recreation room:\_\_\_\_\_
39. Details of Training Infrastructure :

Ser No	Room	Number	Size ( in meter)	
			Length	Breadth
(a)	Class Room			
(b)	Composite Science Lab			
(c)	Physics Lab			
(d)	Chemistry Lab			
(e)	Biology Lab			
(f)	Maths Lab			
(g)	Computer Science Lab			
(h)	Home Science Lab			
(j)	Language Lab			
(k)	Geography Lab			
(l)	Library			
(m)	Staff Rooms			
(n)	Counseling Room			
(p)	Extra Curricular Activity Centre			
(r)	Auditorium			

40. Facilities :

Ser No	Particulars	Available / Not available	Remarks
(a)	Indoor games		
(b)	Dance rooms		
(c)	Gymnasium		
(d)	Music room		
(e)	Swimming pool		
(f)	Hostels  (in Case of Residential Schools)		

## 41. Library Facilities :

Ser No	Particulars	Details	Remarks
(a)	Total Number of Books		
(b)	Total Number of Periodicals		
(c)	Total Number of Dailies		
(d)	Total Number of Reference Books		
(e)	Total Number of Magazines		
(f)	Is the library managed through software?		
(g)	Internet Facilities in Library		

42. Existing Sport Facilities(Tick(√) the relevant activities)

- |   |                                     |                                       |  |
|---|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Swimming                     | <input type="checkbox"/> Badminton  | <input type="checkbox"/> Basketball   | <input type="checkbox"/> Football (Boys) |
| <input type="checkbox"/> Kabaddi                      | <input type="checkbox"/> Kho-Kho    | <input type="checkbox"/> Table-Tennis | <input type="checkbox"/> Volleyball      |
| <input type="checkbox"/> Archery                      | <input type="checkbox"/> Equestrian | <input type="checkbox"/> Boxing       | <input type="checkbox"/> Chess           |
| <input type="checkbox"/> Football (Girls)             | <input type="checkbox"/> Handball   | <input type="checkbox"/> Hockey       | <input type="checkbox"/> Judo            |
| <input type="checkbox"/> Rifle-Shooting               | <input type="checkbox"/> Skating    | <input type="checkbox"/> Squash       | <input type="checkbox"/> Taekwondo       |
| <input type="checkbox"/> Tennis                       | <input type="checkbox"/> Aerobics   | <input type="checkbox"/> Gymnastics   | <input type="checkbox"/> Rope Skipping   |
| <input type="checkbox"/> Yoga                         | <input type="checkbox"/> Netball    | <input type="checkbox"/> Water-Polo   | <input type="checkbox"/> Cricket         |
| <input type="checkbox"/> Softball                     | <input type="checkbox"/> Golf       |                                       |  |
| <input type="checkbox"/> Other (Please specify) _____ |                                     |                                       |  |

43. Other activities

- |  |                                |  |                                  |
|--|--------------------------------|--|----------------------------------|
| <input type="checkbox"/> Yoga                                    | <input type="checkbox"/> Dance | <input type="checkbox"/> Calisthenics      | <input type="checkbox"/> Jogging |
| <input type="checkbox"/> Tai-chi                                 |                                | <input type="checkbox"/> Cross Country Run |                                  |
| <input type="checkbox"/> Working out using weights/gym equipment |                                |  |                                  |
| <input type="checkbox"/> Other (Please specify) _____            |                                |  |                                  |

44. Envisaged plan for expansion/augmentation

Applicant to indicate the future plan of augmentation/expansion of infrastructure if any in the following table along with timeline proposed to achieve the same:-

<u>DESCRIPTION</u>	<u>INDICATE YOUR PLAN</u>	<u>DENOMINATION</u>	<u>TIME LINE IN MONTH(S)</u>
Creation of additional physical infrastructure in School, if any			
(i) Construction of Additional Classrooms			

<b><u>DESCRIPTION</u></b>	<b><u>INDICATE YOUR PLAN</u></b>	<b><u>DENOMINATION</u></b>	<b><u>TIME LINE IN MONTH(S)</u></b>
(ii) Construction of Additional Washrooms			
(iii) Construction of Cafeteria/Dining Hall			
(iv) Construction/Setting up of new laboratories			
(v) Setting up of new infrastructure for recreational purpose			
(vi) Construction of additional infrastructure for sports. Specifically for One School-One Sport Scheme			

**SECTION VI**  
**ACADEMICS**

45. Enrollment State

Ser No	Class	No. of Sections	No. of students		<u>No. of Day Scholars</u>	<u>No. of Boarders</u>
			Boys	Girls		
(a)	VI					
(b)	VII					
(c)	VIII					
(d)	IX					
(e)	X					
(f)	XI					
(g)	XII					
<b>TOTAL</b>						

46. Student Strength Augmentation plan

<u>Class</u>	<u>No of Students</u>	<u>Strength Augmentation Envisaged</u>	<u>Timeline(by which academic year)</u>
VI			
VII			
VIII			
IX			

<b>X</b>			
<b>XI</b>			
<b>XII</b>			

47. Board Results of last five academic years (in Pass Percentages)

<b>Ser</b>	<b>Year</b>	<b>Class XII</b>	<b>Class X</b>
(a)			
(b)			
(c)			

48. Board Results in terms of average class percentage

<b>Ser</b>	<b>Year</b>	<b>Class XII</b>	<b>Class X</b>
(a)			
(b)			
(c)			

### **SECTION VII**

### **STAFF DETAILS**

49. Particulars of Teaching Staff

<b>Sl. No.</b>	<b>Particulars</b>	<b>Number</b>	<b>Whether qualified as per NCTE norms (where applicable)?</b>
(a)	Principal		
(b)	Vice – Principal		
(c)	Head Master / Head Mistress		
(d)	PGTs		
(e)	TGTs		
(f)	PTIs		
(g)	Special Educators		
(h)	Wellness Teacher		
(j)	Supervisors		
(k)	PRTs		
(l)	NTTs		
(m)	Librarian		
(n)	Lab Assistant		
(p)	Counsellor		

## 50. Particulars of Non-Teaching Staff



<b>Sl. No.</b>	<b>Particulars</b>	<b>Number</b>	<b>Whether qualified as per NCTE norms (where applicable)?</b>
(a)	Executive Director		
(b)	Clerical - Staff		
(c)	Mess Manager		
(d)	Nursing Staff		
(e)	Mess Waiter		
(f)	Safaiwala		
(g)	Cook		
(h)	Security Staff		

Note: Ser No (c) to (h) are applicable to Boarding and Day Boarding School.

51. Staff Strength Augmentation Plan

<b>Sl. No.</b>	<b>Particulars</b>	<b>Number</b>	<b>Timeline for recruitment (in academic year)</b>
(a)	PGTs		
(b)	TGTs		
(c)	PTIs		
(d)	Special Educators		
(e)	Wellness Teacher		
(f)	Supervisors		
(g)	Librarian		

(h)	Lab Assistant		
(j)	Counselor		
(k)	Clerical - Staff		
(l)	Mess Manager		
(m)	Nursing Staff		
(n)	Mess Waiter		
(p)	Safaiwala		
(q)	Cook		
(r)	Security Staff		

**SECTION VIII**  
**SCHOOL WEBSITE INFORMATION**

- 52. URL of School Website \_\_\_\_\_
- 53. Validity of SSL Certificate \_\_\_\_\_
- 54. Does the school website contain the following? (Yes/No)

<b><u>Ser</u></b>	<b><u>Details of curriculum</u></b>	<b><u>Tick(√)</u></b>
(a)	School Managing Committee information	Yes / No
(b)	Transfer certificate sample	Yes / No
(c)	Norms followed for fixing fee	Yes / No
(d)	Self affidavit of school	Yes / No
(e)	Affiliation status (Middle/Secondary/Senior Secondary)	Yes / No
(f)	Details of infrastructure	Yes / No
(g)	Details of teachers including qualifications	Yes / No
(h)	The number of students class wise	Yes / No
(j)	Postal address and e-mail, telephone nos. of school and Authorities	Yes / No
(k)	List of books prescribed in various classes	Yes / No
(l)	Annual Report	Yes / No
(m)	School circulars	Yes / No
(n)	Written declaration duly signed by the Manager and the Principal to the effect that they have gone through the contents of the books prescribed by the School and own the responsibility	Yes / No
(p)	Information with regard to fees charged for each class	Yes / No
(q)	Period of Affiliation	Yes / No
(r)	Academic Calendar of the School	Yes / No
(s)	Details of Teachers training	Yes / No

(t)	Academics achievements; write up on all efforts made In the field of environment education, sports achievements, Innovations, overall results, PTA activities, important SMC Decisions been added in annual report of the School	Yes / No
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**SECTION IX****IT RESOURCES FOR ADMINISTRATIVE USE OTHER THAN COMPUTER LABS FOR TEACHING**

## 55. Hardware

<b><u>Sl. No.</u></b>	<b><u>Details of Hardware</u></b>	<b><u>Qty</u></b>
(a)	No. of computers? laptops with at least 2GB to 4GB RAM	
(b)	No. of computers/laptops with at least 8GB RAM	
(c)	No. of mobile phones with FPS facility	
(d)	No. of Photocopiers/ Scanners	
(e)	No. of Laser Printers	
(f)	No. of Laser Printers (50-60 PPM each)	
(g)	No. of Printers with facility of stapling	
(h)	No. of UPS	
(j)	Good internet connectivity through broadband (in Mbps.)	
(k)	High speed Internet connectivity through Lease Line (in Mbps.)	
(l)	No. of Smart Boards	
(m)	No. of Projectors	

## 56. Software (Tick (✓) the relevant box)

## (a) Web browser

<input type="checkbox"/> Chrome	<input type="checkbox"/> Mozilla Firefox	<input type="checkbox"/> Safari
<input type="checkbox"/> Opera	<input type="checkbox"/> Internet Explorer	
<input type="checkbox"/> Any Other (Please specify) : _____		

(b) Operating System

Windows Explorer

Linux

Mac OS

Any Other (Please specify) : \_\_\_\_\_

(c) Office Suite

MS office

Office 365

Open Office

Any Other (Please specify) : \_\_\_\_\_

(d) Does the school have image editing software?

If yes please specify \_\_\_\_\_

(e) Acrobat Reader 9 and above

Yes / No

57. Infrastructure Details

(a)	Size of computer room	Length(in m)-	
		Width(in m)-	
(b)	No. of electric generator (Mention KW)		
(c)	No. of CCTV cameras		
(d)	No. of smart doors (Electronic) having provision of opening through Bio-metric with restricted/authorized access		
(e)	No. of Bio-metric devices		
(f)	No. of lockers for safe and secure storage of secondary media		

58. It infrastructure augmentation plan:-

Ser	Description	Quantity	Timeline	Remarks
(a)	Procurement of additional computers for computer lab			

(b)	Procurement of additional computers for offices			
(c)	Procurement of additional printers/scanners and reprographic machines			
(d)	Procurement of Licensed Software with its purpose and utilisation			



**SECTION X**  
**SAFETY OF CHILDREN AND STAFF**

55. (a) Does the school display the mandatory Anti Ragging / POCSO/ No Tobacco Zone/ No Smoking etc. for child safety and security notices at all prominent places in the School ? Yes/No
- (b) Does the School have Women and Child Sexual Harassment Committee as per the extant government guidelines? Yes/No

**SECTION XI**  
**CONTRIBUTIONS TOWARDS ENVIRONMENT PROTECTION**

56. Steps taken by the school administration for Protection of the environment:
- (a) Whether rain water harvesting has been done in the campus? Yes / No
- (b) Whether segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste has been done? Yes / No
- (c) Whether school is using energy saving and energy efficient electrical equipment? Yes / No
- (d) Whether plantation/gardening has been done in and around campus? Yes / No
- (e) Whether school is using solar energy? Yes / No

**SECTION XII**  
**NCC**

57. Is school attached to any NCC unit Yes / No
- If yes, then provide following details: -
- (a) Name of the NCC Unit : \_\_\_\_\_
- (b) Number of students enrolled for NCC: \_\_\_\_\_
- (c) Number of ANOs serving in NCC: \_\_\_\_\_
- (d) Nearest NCC Unit : \_\_\_\_\_
- (e) Does the school have NCC training Yes / No
- (f) If yes, nature : Self Finance / Govt aided.