



SAINIK SCHOOLS SOCIETY, NEW DELHI
SCHOOL APPROVAL FORM
(FOR NEW RAISING SCHOOLS)

REGISTRATION ID. SNKLP _____

SECTION – I
GENERAL INFORMATION

1. DETAILS OF PROPOSED SCHOOL

- (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 (If any): _____
- (ix) Email to be used for Communication: _____
- (e) Classes being enrolled for admission: Class VI to VIII / VI to XII/ _____
- (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) 'Has the School prepared' 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 1st class magistrate from the Chairman/ Secretary stating how the members are related to each other or are not related to each other?

(n) Whether the School has started procedure of building construction (if yes please specify the date of commencement(DD/MM/YYYY)?

(p) Whether school is recognized as 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. Description (Max 1000 Character) to be placed at Enclosure: Encl No_____

4. Vision Statement of the School: _____

5. Mission (Max 500 Characters):

6. Detailed time line towards completion of the project of school

<u>Ser</u>	<u>Milestone</u>	<u>Milestone Achieved</u> <u>(Yes/No)</u>	<u>Status of Completion</u>	<u>Expected date of Completion</u>
(a)	Land Acquisition Documents Received			
(b)	Lease Deed (for Land) Received			
(c)	Approval of Building Plan			
(d)	Tendering Process/Award of Contract for Construction			
(e)	Commencement of Construction Work (Physical Infrastructure)			
(f)	Completion of Construction Work			
(g)	Obtaining Safety Certificates for Building, Fire Safety and Water Supply			
(h)	Affiliation from Education Board			
(j)	Recruitment of Staff			
(k)	Commencement of Admission Process			

SECTION – II

DETAILS OF RECOGNITION & AFFILIATION BOARD

7. 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 condition of Recognition: _____
 - (f) Authority which issued Recognition? _____
10. (a) Is School affiliated with any Board / State / UT? If yes, Affiliation No _____
- (b) If no, whether applied for Affiliation with any Board of Senior Secondary of School education (Please Specify the Board)? _____
11. If so, Affiliation Application No: _____
12. Type of Affiliation Applied for: _____
13. Whether the inspection has been Conducted by the Govt/Education Board? _____

SECTION - III
FINANCIAL POSITION

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

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

15. Total Income and Expenditure Envisaged (in INR):

Year of Commencement	Income (In Rs.)	Expenditure (In Rs.)	Surplus/ Deficit

16. Predicted Financial Resources (in INR):

- (a) Annual income predicted by tuition and other fees: _____
- (b) Annual assistance from Society/Trust, if any: _____
- (c) Annual income of school from other sources, if any: _____
- (d) Total budget earmarked for the school: _____
- (f) Reserve Fund Amount in INR: _____

SECTION-IV

LAND RECORDS

17. Total Area in Acres: _____
18. Survey Number(s): _____
19. Land Owners Name: _____
20. Is the School Land on Lease? (Yes/No): _____
21. 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: _____
22. Is the land on which the school is located is a single / contiguous plot? _____
23. Is the Leased land belonging to State Government? _____
24. If additional land is proposed to be owned/leased then indicate the details along with timeline. _____
25. **Location/ Nature of 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: _____

SECTION-V

PHYSICAL INFRASTRUCTURE PLAN

26. 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) Is the School campus, school buildings and playgrounds being planned 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 _____
27. Availability of drinking water (Please specify existing/ planned against each):
- (a) Potable Water is available: _____
 - (b) R.O/ Water Filters Installed: _____
 - (c) No. of Drinking water points: _____
28. Sanitary Conditions (Please specify existing/ planned against each):
- (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 Toilets Separately 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? _____

29. Details of the Dining Area/Mess (Please specify existing/ planned against each):
- (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? _____
30. Details of the Medical Inspection Room/MI Room (Please specify existing/ planned against each):
- (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) _____
 - (d) Process of food tasting and hygiene monitoring in place? (Yes/No) _____
 - (e) Who monitors the quality and quantity of the food? _____
31. Separate Changing/Recreation Rooms for boys and girls available? (Yes/No) _____
32. Size of each changing/recreation room in (Sq. m) (Please specify existing/ planned against each):
- (a) Girls changing/recreation room: _____
 - (b) Boys changing/recreation room: _____
33. Details of Training Infrastructure (Please specify existing/ planned against each):

<u>Ser</u>	<u>Room</u>	<u>Number</u>	<u>Size (in meter)</u>	
			<u>Length</u>	<u>Breadth</u>
(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			
(q)	Auditorium			

34. Facilities (Please specify existing/ planned against each):

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)		

35. Library Facilities (Please specify existing/ planned against each):

Ser	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		

36. Sport Facilities (Please specify existing/ planned against each and Tick (√) the relevant activities)

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

37. Other activities

- Yoga Dance Calisthenics
- Jogging Tai-chi Cross Country Run
- Working out using weights/gym equipment
- Other (Please specify)_____

38. 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>Ser</u>	<u>DESCRIPTION</u>	<u>INDICATE YOUR PLAN</u>	<u>DENOMINATION</u>	<u>TIME LINE IN MONTH(S)</u>
(a)	Construction of Additional Classrooms			
(b)	Construction of Additional Washrooms			

<u>Ser</u>	<u>DESCRIPTION</u>	<u>INDICATE YOUR PLAN</u>	<u>DENOMINATION</u>	<u>TIME LINE IN MONTH(S)</u>
(c)	Construction of Cafeteria/Dining Hall			
(d)	Construction/Setting up of new laboratories			
(e)	Setting up of new infrastructure for recreational purpose			
(f)	Construction of additional infrastructure for sports. Specifically for One School-One Sport Scheme			

SECTION VI

STAFF DETAILS

39. Particulars of Teaching Staff planned to be recruited

Sl. No.	Particulars	Number	Whether qualified as per NCTE norms (where applicable)?
(a)	Principal		
(b)	Vice – Principal		
(c)	Head Master / Head Mistress (for Primary and Middle School)		
(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		

40. Particulars of Non-Teaching Staff

Sl. No.	Particulars	Number	Whether qualified as per NCTE norms (where applicable)?
(a)	School Manager		
(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/Residential School.

41. Staff Strength Augmentation Plan

Sl. No.	Particulars	Number	Timeline for recruitment (in academic year)
(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		