**VI.**

**APPLICATION FOR RECOGNITION OF SCHOOLS.**

1. **Name of the school with full address :**
2. **date of the school. (Reference number :**

**and date of orders of the competent authority**

**permitting the opening of the school to be furnished).**

**In case of minority schools and other schools existing on**

**the date of commencement of the Act. The reference**

**number and date of submission of the statement should**

**be indicated.**

1. **Name of education agency Managing the school.**
2. **Name of the secretary.**
3. **Standards for which recognition is sought for**
4. **(a) Standard wise strength and attendance:**

**(b) Whether all the standards are having :**

**economic strength.**

**©List of teaching and non-teaching staff employed :  
 in the school with details of qualifications, designation  
 Etc., to be furnished.**

**(d) Whether the teaching and Non- teaching staff are :  
 qualified.**

**7. (a) details of accommodation and Sanitation available should be  
 and enclosed.   
 (b) Whether owned or rented free.**

**(c) Whether adequate and suitable.**

**8. (a) Details of furniture appliances and apparatus.**

**(b) Whether adequate and suitable.**

**9. (a) whether a library is provided.**

**(b) whether a library is provided.**

**10. Whether registers are maintained in The prescribed  
 forms.**

**11. Whether arrangements have been made For the  
 compulsory medical inspection of the pupils.**

**12. Play ground ------  
 (I) Area available (in acres)**

**(ii) Owned or leased.**

**(iii) whether adequate and fir for use.**

**13. (i) Whether the school has created**

**(a) Endowment as required in rule 9(2) (c) (i)----**

**(b) Cash reserve as required in rule 9 (2) (c) (ii)**

**(ii) Property, full details regarding extent of the  
 property , value of the property, etc., should   
 be furnished.**

**(iii) If the endowment is in the shape of Cash full  
 details of the amount and Mode of investment  
 should be furnished.**

**(iv) Whether the endowment is Unencumbered  
 and whether it stands Absolutely in the name  
 of schools without and reversionary rights. Net  
 annual income derived from The endowment.**

**(v) Net annual income derived from The endowment.**

**(vi) Whether the original deed of property Has been verified  
 by the government pleader and certified that the deed  
 Conveys absolute rights to the school Without any   
 reversionary rights to the Donor and that it is  
 unencumbered.**

**(vii) Whether the original cash investment Certificates has  
 been verified by the District Educational Officer.**

**(viii) Whether attested copy of the government pleader opinion,  
 income certificate encumbrance certificate in respect of  
 the property endowed to the school are enclosed.**

**(ix) Details of balance endowment to be Created, if any.**

**(x) Whether the educational agency is agreeable to abide  
 by the conditions for recognition in rule 9 and the  
 provisions of the Tamil Nadu Recognized Private  
 schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of  
 1974) and the rules made there under.**

**DECLARATION**

**On behalf of the educational agency of the school, I hereby declare that all the  
conditions specified in the rules and the departmental orders have been fulfilled.  
I also declare that we shall abide by the conditions for recognition in rule 9 and  
 the provisions of the Tamil Nadu Recognized Private schools (Regulation) Act, 1973  
 (Tamil Nadu Act 29 0f 1974) and the rules made there under.**

**Signature of the person duly authorized by  
 the education agency**

**Station : Arakkonam**

**Date :**

**APPENDIX**

**FORM – 1**

**SELF DECLARATION CUM APPLICATION  
FOR GRANT OF RECOGNITION OF SCHOOL  
(See sub – rule ( 1) of rule 12)**

**To**

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 ( Competent authority)**

**(Name of District)**

**Sir,**

**I forward herewith a self declaration regarding compliance with the norms and  
standards prescribed in the Schedule to the Right of Children to Free and Compulsory  
Education Act, 2009 (Central Act 35 of 2009) and an application in the prescribed  
profoma for the grant of recognition to ……… ...................................................................  
(Name of the School) ………………………………………………………….  
with effect from the commencement of the academic year 20 ……………………………**

**Yours faithfully,**

**Enclosure :**

**Place :**

**Date :**

**Secretary / Correspondent**

1. **School Details :-**

|  |  |  |
| --- | --- | --- |
| **1** | **Name of School** |  |
| **2** | **Academic Session** |  |
| **3** | **District** |  |
| **4** | **Postal Address** |  |
| **5** | **Village/ City** |  |
| **6** | **Taluk** |  |
| **7** | **Pincode** |  |
| **8** | **Phone No with STD Code** |  |
| **9** | **Fax No.** |  |
| **10** | **E- mail address, if any** |  |
| **11** | **Nearest Police Station** |  |

B. **General Information:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Year of Foundation** | | | |  |
| **2** | **Date of First Opening of School** | | | |  |
| **3** | **Name of Trust / Society/Managing Committee** | | | |  |
| **4** | **Whether of Trust / Society/Managing Committee**  **is registered** | | | |  |
| **5** | **Period Until which Registration of Trust / Society / Managing Committee is valid** | | | |  |
| **6** | **Whether there is a proof of non- profitable character of the Trust / Society / Managing Committee supported by the list of members with their address on an affidavit in copy** | | | |  |
| **7** | **Name, official address of the Manager/ president/**  **Chairman of the school** | | | |  |
|  | **Name** | | | |  |
|  | **Designation** | | | |  |
|  | **Address** | | | |  |
|  | **Phone** | | | | **(O)**  **(R)** |
| **8** | **Total Income &Expenditure during last 3 years surplus / deficit** | | |  |  |
|  | **Year** | **Income** | **Expenditure** |  | **Surplus / deficit** |
|  |  |  |  |
|  |  |  |  |

**C . Nature and area of school:-**

|  |  |  |
| --- | --- | --- |
| **1** | **Medium of Instruction** |  |
| **2** | **Whether Tamil is taught as a language for all**  **students?** |  |
| **3** | **Type of School (Specify entry & exit classes)** |  |
| **4** | **aided, the name of agency and percentage of**  **aid** |  |
| **5** | **If school Recognized** |  |
| **6** | **If so, by which authority \*Recognition number** |  |
| **7** | **Dose the school has its own building or is it**  **running in a rented building? if it is on the**  **rented building whether the lease deed is**  **registered? (Please attach copy thereof).** |  |
| **8** | **whether the school building or other structure or the grounds are used only for development?** |  |
| **9** | **Total land area of the school (in square feet).** |  |
| **10** | **Total built in area of the school (in square feet).** |  |

**D. Enrollment Status:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI NO** | **Class** | | **No. of section** | **No. of Students** | | | |
| **Boys** | | **Girls** | **Total** |
| **1** | **Pre K G** | |  |  | |  |  |
| **2** | **L.K.G** | |  |  | |  |  |
| **3** | **U.K.G** | |  |  | |  |  |
| **4** | **i** | |  |  | |  |  |
| **5** | **ii** | |  |  | |  |  |
| **6** | **iii** | |  |  | |  |  |
| **7** | **iv** | |  |  | |  |  |
| **8** | **v** | |  |  | |  |  |
| **9** | **vi** | |  |  | |  |  |
| **10** | **vii** | |  |  | |  |  |
|  | | **viii** |  |  |  | |  |

**E. Infrastructure Details and Sanitary Condition**s:,

|  |  |  |  |
| --- | --- | --- | --- |
| **SI.**  **No** | **Room** | **Numbers** | **Average Size**  **(in square feet)** |
| **1** | **Classroom** |  |  |
| **2** | **Off ice room-cum—store room-cum-**  **Headmaster Room** |  |  |
| 3 | Kitchen – cum – store |  |  |

**F. Other Facilities:,**

|  |  |  |
| --- | --- | --- |
| **1** | **Whether all facilities have barrier free access** |  |
| **2** | **Teaching Learning Material (attach list)** |  |
| **3** | **Sports & Play equipments (attach list)** |  |
| **4** | **Facility books in Library**  **. Books (Number of books)**  **. Periodical / Newspapers/ Journals** |  |
| **5** | **Type and numbers of drinking water facility** |  |
| **6** | **Sanitary Conditions** |  |
|  | 1. **Type of western closets & urinals** |  |
|  | 1. **Number of urinals / lavatories separately for Boys** |  |
|  | 1. **Number of urinals / lavatories separately for Girls** |  |

**G. Particularas of teaching staff:,**

**1. Teachers in classes 1 to VIII only (details of each teacher separately).**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Teacher Name** |  | |
|  | **Father / spouse Name** |  | |
|  | **Date of Birth** |  | |
|  | **Academic Qualification** |  | |
|  | **Professional Qualification** |  | |
|  | **Date of Appointment** |  | |
|  | **Class assigned** | |  | |
|  | **Teaching experience** | |  | |
|  | **Trained or untrained** | |  | |
|  | **Scale of pay** | |  | |
|  | **Gross salary per month** | |  | |

**2. Headmaster / principal**

|  |  |  |
| --- | --- | --- |
|  | **Headmaster / Principal Name** |  |
|  | **Father / Spouse Name** |  |
|  | **Date of Birth** |  |
|  | **Academic Qualification** |  |
|  | **Professional Qualification** |  |
|  | **Date of Appointment** |  |
|  | **Class Assigned** |  |
|  | **Teaching experience** |  |
|  | **Trained or untrained** |  |
|  | **Scale of pay** |  |
|  | **Gross salary per month** |  |

**H. Curriculum and Syllabus**

|  |  |  |
| --- | --- | --- |
| **1** | **Details of curriculum & syllabus followed in each**  **class (up to VIII)** |  |
| **2** | **System of Pupil Assessment** |  |
| **3** | **Whether Pupils of the school are required to take**  **any Board exam upto class VIII?** |  |

I. School Fee

|  |  |  |
| --- | --- | --- |
| **SI. No.** | **Class** | **Fee** |
| **1** | **Pre K.G** |  |
| **2** | **L.K.G** |  |
| **3** | **U.K.G** |  |
| **4** | **I** |  |
| **5** | **II** |  |
| **6** | **III** |  |
| **7** | **IV** |  |
| **8** | **V** |  |
| **9** | **VI** |  |
| **10** | **VII** |  |
| **11** | **VIII** |  |

**J . Neighborhood area for the purpose of rule 4:**

**K . Certified that the school complies with the Fire Safety Rules, Municipal laws**

**and traffic regulations**

**L . Corticated that the school has also submitted information in this date capture**

**format of District information System of Education with this application**

**M. Certified that the school is open to inspection by any officer authorized by the**

**State Government or the competent authority.**

**N . Certified that the school undertakes to furnish such reports and information**

**required by the competent authority from time to time and comply wotj such**

**instructions of the State Government or the competent authority as may be**

**issued to [[1]](#endnote-2)secure the continued fulfillment of the condition of recognition or the**

**deficiencies in working of the school.**

**O. Certificate that records of the school pertinent to the implementation of this**

**Act shall be open to inspection by any Officer authorized by the State**

**Government or the competent authority at any time, and the school shall**

**furnish all such information as may be necessary to enable the Central and**

**/ or State Government / Local Body or the Administration to discharge its or**

1. **his obligations to Parliament / Legislative Assembly of the State /**

   **panchayat /Municipal Corporation, as the case may be.**

   **(Signature)**

   **Secretary / Correspondent**

   **………………………School**

   **Place:**

   **Date:**

   **Form-II**

   **CERTIFICATE OF RECOGNITION**

   **(See sub-rule (4) of rule 12)**

   **Phone:**

   **Fax:**

   **Gram:**

   **E-Mail:**

   **OFFICE OF----------------------------------------------------------------------**

   **(Competent authority)**

   **(Name of District)**

   **No. Dated:**

   **To**

   **The Secretary/Correspondent/Manager,**

   **---------------------- School.**

   **Sir / Madam,**

   **Sub: Recognition Certificate for the school under sub-rule (4) of**

   **rule 12 of the Tamil Nadu Right of Children to Free**

   **and Compulsory Education Rules, 2011.**

   **----**

   **With reference to your application dated ------------------------------ and**

   **subsequent school-inspection in this regard, I hereby convey the grant of recognition to**

   **the-----------------------(name of the school with address) for class -------------- to The recognition Code Number allotted to your school is --------------------------------** [↑](#endnote-ref-2)