

**DRAFT PROFORMA/QUESTIONNAIRE FOR SUBMISSION OF INFORMATION TO THE
COMMITTEE CONSTITUTED BY HON'BLE PUNJAB AND HARYANA HIGH COURT VIDE ORDER
DATED 9TH APRIL, 2013 IN CWP NO.20545 OF 2009 --- STATE OF PUNJAB**

1. Name of the School
2. Location & complete address
3. Name and Address of Management
4. Name of the Head of School
Qualification
Teaching Experience
Administrative Experience
Contact address
5. Level of the school viz
Pre primary only /Play way
Pre Primary to Primary /Elementary (Middle) / High, (Secondary) / Senior Secondary
or
Primary to Elementary (Middle) / High, (Secondary) / Senior Secondary
or
Upper Primary/ Elementary (Middle) only
or
Upper Primary to High, (Secondary) / Senior Secondary
or
Inter College only
or
Intercollege to Graduation / Post Graduation
6. Recognized /unrecognized If recognized then give following particulars
By whom ?
Under what rules /legislation

Since When

(Attach a copy of the recognition /Permission Letter with detailed terms and conditions incorporated therein.

7. Aided /Unaided Details there to

8. If unaided then give following particulars

Whether any land taken on concession if yes , details there to along with conditions if any

Any One time or multi time grant Details there to along with conditions if any

9. Affiliated or not if yes then give following particulars

Name of the Board

Date of affiliation

Level of school (as per 5 above) upto which affiliated

Detailed terms and conditions of affiliation.

10. Whether black listed or disaffiliated for any interval or any warning etc during past

11. Classes the School is actually imparting education : From To

12. Sanctioned strength for each class and year wise enrollment in last three years viz
2010-11, 2011-12, 2012-13

(Supply details for each class being run in the school /institution) :

CLASS	Sanctioned Admission capacity	ACTUAL ENROLLEMENT FOR THE SESSION		
		2010-11	2011-12	2012-13
Pre Primary /Play Class/ Pre Nursery to the highest class being run		As On 30 TH SEPT	As On 30 TH SEPT	As On 30 TH APRIL
Pre Primary/Play Class				
Pre Nursery				
Nursery				
LKG				
UKG				

1st Standard				
2nd Standard				
3rd Standard				
Continue				

Till the Highest class being run in the school /Institution

13. Details of sanctioned staff strength and in position (teaching, Lab, non-teaching and other staff) :

Session 2010-11.

Staff	No. of Posts Sanctioned	No. In Position	Expenditure On Wages, Salary, Allowances And Other benefits given to the staff during the year
Teaching Staff (teachers)			
Laboratory Staff			
Non-Teaching Staff			
Principal, Vice Principal, Coordinators, Administrator, Manager			
Others Staff (please specify – designation wise)			
Any other person to whom salary or honorarium is being paid			
Total			

14. Similar details for staff be given for the years 2011-12 & 2012-13 also

15. Expenditure on other items eg Electricity , Water , Maintenance , upkeep , updation of library , updation of equipment , lab. consumables

16. Interest on Loans

17. Depreciation

18. Details of each staff member regarding Qualification , Designation , Date of appointment, whether full fills the qualification required for the post or not, pay scales Viz Basic Pay, DA, HRA, Medical , other allowances , CPF etc for each staff member along with their CPF numbers and Bank accounts if salary is given through bank.

19. Method of appointment Whether through selection committees or not

20. Appointment letters and terms and conditions of appointment

21. Details regarding area of the School ;

a) What is the approximate Total area of the School? Acres Sq. Metres

b) How much out of the same is open area i.e. playground etc.?

c) How much is the approximate total constructed area?

d) Out of the constructed area how much is being used for the classes, office of the school and other purposes?

22. No. of Class rooms and size of each with seating capacity

23. Size of office for Head of Institution

24. Office for staff

25. Area for Library , sitting capacity & No. of Books
26. Laboratories Number ----- Size of each-----
27. Size and capacity of Computer lab
28. Size of Sports room
29. Size of Assembly hall and sitting capacity
30. Boundary wall , Safety measures like disaster of fire , safe drinking water and toilets ,
Electricity etc.
31. Is the whole /part of building /premises being used for any other purpose Give details
32. Is the society running any other institute in the same or other premises If yes give
details
33. Is the society running any other institute in the same or other village /town/city If
yes give details
34. Furnitue for staff
35. Furniture for students Benches , dual desks , chiar table etc
36. Details of Fees and Funds collected from students student wise , class wise and school as
a whole

SESSION 2010-11

CLASS Pre Primary /Play Class/ Pre Nursery to the highest class being run	CLASS	ANNUAL TUITION FEES (PER STUDENT)	ADMISSION FEES/ REGISTRATION FEES	OTHER FEES/FUNDS/CHARGES including Transport Charges (BY WHAT EVER NAME KNOWN) (PER STUDENT) (PER ANNUM)	TOTAL AMOUNT (PER Student FOR SESSION 2010-11	TOTAL AMOUNT COLLETED FROM ALL STUDENTS of each class FOR THE SESSION 2010-11
Pre Primary/Play Class						
Pre Nursery						
Nursery						
LKG						
UKG						
1st Standard						
2nd Standard						
3rd Standard						
4 th Standard						
5 th Standard						
6 th Standard						
Continue						

Grand Total of the charges collected from all students for whole year on all heads taken together:

37. Give Similar Details for the year 2011-12 and 2012-13

38. **Details of concessions** lesser charges levied from any student, may be given

on a separate sheet.

39. Whether any admission fee/registration fee is charged from the student who is promoted in the school from one class to the next class? If so, what amount is charged per student for each class e.g. from Play class to Pre-Nursery/ Nursery, Nursery to K.G and so on . Give table of this for new and old students

40. Give the details of Income and Expenditure (year-wise) :

YEAR	INCOME (AS PER INCOME AND EXPENDITURE ACCOUNT)	EXPENDITURE (AS PER INCOME AND EXPENDITURE ACCOUNT)	EXCESS OF INCOME OVER EXPENDITURE	CAPITAL EXPENDITURE
2010-11				
2011-12				
2012-13				

41. Did the school send the accounts statement for the year 2010-11, 2011-12 and 2012-13 to the concerned authorities?

If these were sent, the copies of the **same may be sent** while giving information regarding all these questions.

Even if not sent to the concerned authority the copies of the same may be sent now to DPI(Schools). Audited statements for 2010-11, 2011-12 be submitted and for 2012-13

Income expenditure statement pending audit be submitted : _____

42. Whether Accounts Statements which might have been submitted to the concerned authorities were duly audited by appropriate authority/any CA? : _____

43. Results of all classes for the year 2010-11,2011-12 and 2012-13as under

CLASS	No. Admitted	No. Appeared	No. Passed	Pass %
Pre Primary /Play Class/ Pre Nursery to the highest class being run				
Pre Primary/Play Class				
Pre Nursery / Nursery				
LKG/UKG				
1st Standard				
2nd Standard				
3rd Standard				
Continue				

Note :

- 1.) The School Authorities are free to provide any additional information on a separate sheet that they deem helpful for the task of the committee.
- 2.) The requisite information as asked for in this questionnaire/proforma should be sent to
- 3.) Before the report as asked for by the Hon'ble High Court, is finalized by the Committee, representative of the School would be given an opportunity of putting his view point if considered necessary by the Committee at the venue at the time which will be intimated.
- 4.) Other directions that may be given by the DPI(Schools) for and behalf of the Committee on the asking of the Committee or its Chairperson should be carried out by the School authorities within stipulated period.

Date-----

Signature of Head of Institution
(with Seal)