

Fee Approval Form

(Nursery & Primary / Self Financing State Board Schools / Matriculation /
Anglo Indian / CBSE / ICSE Schools)

(to be furnished sought for in the Questionnaire by the Management / Correspondent of the
School)

- 1) Name of the School :
(With full address)
- 2) Name of the Village / Town :
Panchayat / Town / City
- 3) Sector : Village / Town Panchayat / Municipality /
Dt.Head Qtrs./ Corporation
- 4) Name of the Block :
- 5) a. Name of the Taluk :
b. Name of the Educational
District
- 6) Name of the Revenue District :

- 7) Year of Starting the School :

Nursery LKG to V	VI to X	Hr.Sec. XI & XII

- 8) Nature of Management: :
Individual/Committee / Trust /
Association / Company
- a) If Individual, Name of the :
Manager
- b) If Committee / Trust :
Association / Company.
Is it registered?
Name of the Correspondent/
Managing Trustee
Names of the Committee
Members
- c) Specify, if any other Type :
of management
- d) Name of the Principal :

9) Details of Permission obtained for opening :

Standards	Proceedings No. of the Director	Date

10) a) Year of Recognition granted with Proceedings No. and Date :

b) Standards and Period upto which Recognition is granted :

11) Type of School (Please Tick in the appropriate box) :

Boys	Girls	Co – Education
Non Residential	Residential	
	Partly	Fully

12) a) Medium of Instruction :

b) Languages taught under Part-II :

c) Groups offered in Higher Secondary :

SUBJECTS

Group	1	2	3	4
d. Vocational Subjects				

- 13) Details of land made available
- Total area of the land available for school including building area
 - Area of the buildings
 - Area Provided for any other purpose

In acres	In Sq. feet

14) Ownership of the Land

- Owned by the Trust / Society / Management or Individual :
- Rented or leased or owned :
- If on lease, the period of lease : From _____ To _____
- Whether it is Registered or Unregistered :
- Amount of Lease
- If rented, the amount of rent per year :
- Layout plan of the campus showing all the buildings and features on A3 Size :

15) **Details of Building:**

Area in Sq. Feet

Nature of Construction	Class Rooms	Lab	Library	Games Room	Audio Visual Room	Principal Room	Office Room	Staff Room	Conference Hall	Auditorium	Indoor Stadium
RCC											
Ground Floor											
1 st Floor											
2 nd Floor											
3 rd Floor											
Asbestos Roof Shed											
Tiled Shed											
Tin Sheet											
Total											

Note: If it is more than 3 floors or any other nature of construction further particulars have to be given accordingly.

- 16) If Compound wall available :
(Length in Mtrs.)
- 17) a) Whether all the buildings are in the :
same campus
- b) If not, State the door no & Name of the :
street and the classes functioning where
the buildings are situated.
- c) The distance between the buildings :
:
- d) Whether all the play ground are in the :
same Campus
- e) If not, state the door no. and Name of the :
Street.
- f) The distance between the main school :
building and the play ground

18)	Laboratory facilities available:- Common Lab / Separate Labs				
	Common or Separate Lab	Area in Sq.ft	Total Value of the Equipments including Furniture (List need not be enclosed)	Year of Purchase	Rate of Depreciation
	Common Lab				
	a) Physics				
	b) Chemistry				
	c) Biology				
	d) Computer				
	e) English Language Lab				
	f) Maths				
	g) Sports Room				
	h) Audio – Visual Room				

19) Library facilities available:

Area	Total No. of the Books available	Total Value of the Books (List need not be enclosed)	Total No. of Periodicals available	Total No. of Dailies available	Total Value of the Periodicals / Dailies

20) **Availability of Ramps**

No. of Ramps provided in the School :

21)	Sanitation and Hygiene Facilities	For Staff		For Students	
		Male	Female	Boys	Girls
	Lavatory				
	Urinals				

(Indicate the Number of Lavatories and Urinals)

22)	a) Does the School have drinking water facility within the School Premises	Well Water / Bore well water / Over Head Tank Water / Water brought from outside.
	If so, indicate the number	
	No. of Wells	
	No. of Bore Wells	
	No. of Taps	
	No. of Water purifier provided	
	b) Whether Medical Checkup facilities available?	
If so, give details		

23)	Details of Fixtures and Fittings: Class and Library, Laboratory, Office Rooms, Staff Room etc.,	Number	Value	Rate of Depreciation
	Bench: Wooden / Steel			
	Desk: Wooden / Steel			
	Table: Wooden / Steel			
	Chair : Wooden / Steel			
	Almirah: Wooden / Steel			
	Wooden Racks			
	Tube Lights			
	Fans			
	Telephones			
	Internet / E-mail			

24)	Computer Facilities	
	1) Total Number of Computers and their Value	
	2) Provision of A/C available for computers	
25)	A/C Provision	
	1) Provision of A/C available for computer	
	2) Provision of A/C available for Library	
	3) No. of Smart Classes available	
	4) Provision of A/C available for Conference Hall / Auditorium	
	5) LCD Projectors available.	

28) a) Strength Available in the Hostel, if provided

Boys	Girls	Total

b) Whether Separate Hostels available for Boys and Girls?

Details of Hostel Fee Collected:	Amount per Student (Rs.)
Boarding Charge Per Month	
Lodging Charge Per Month	
Maintenance Charge	
Establishment Charge	
Other Charges, if any	
Total	

29) Collection made under the following heads other than Tuition and Special fees.

	Amount per Student (Rs.)
1. Building	
2. Equipments	
3. School Anniversary	
4. Sports Day	
5. Founder's Day	
6. Teachers Day Celebration	
7. School Jubilees	
8. Annual Magazine	
9. Deposit refundable if any, collected	

30) List of Scholarship / Concessions (extended) / granted if any, details there of

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31) Number of Buses / Vans available
(Structure of fee collected for transportation per child)

Distance from School	Amount Collected per year
Less than 1 Km.	
Upto 2Km	
Upto 3Km	
Upto 4Km	
Upto 5Km	
More than 5 Km.	

- 33) Teachers Particulars : ('Qualified Teachers' means Graduate or Post Graduate with B.Ed., or M.Ed., Qualification or Diploma in Teacher Education or Trained Language Teacher, Special Teacher)

Designation	No.of Qualified Teachers	No. of Unqualified Teachers	Scale of Pay	Gross Salary Per Month
P.G Teacher				
B.T Teacher				
Language Teacher				
S.G Teacher				
Special Teacher				
Hr. Sec. Vocational Teachers.				
Any other type of Teachers (Specify)				

SI No	Name	Designation	Qualification	Service Put in	Scale of Pay	Salary Per Month
TOTAL						

- 34) List of Non – Teaching Staff available with their Scale of Pay

SI No	Total No. of Teaching Staff	No. of Staff	Salary per Month
1.	Administrative Officer		
2.	Manager		
3.	Accountant		
4.	Clerk		
5.	Office Attender		
6.	Lab Attender		
7.	Librarian		
8.	Record Clerk		
9.	Office Assistant		
10.	Watchman		
11.	Ayah		
12.	Bus / Van Driver		
13.	Gardener		
14.	Other Categories, if any		

SI No	Name	Designation	Qualification	Service Put in	Scale of Pay	Salary Per Month
TOTAL						

Whether the employees are enrolled in Employees Provident Fund Scheme and L.I.C / any other attendant benefits like Government Scheme? If any other benefits extended by the management to the staff, give details

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35) Abstract of Expenditure :

36) Percentage of Result for the last 3 years :

Std	March 2014	March 2015	March 2016
X			
XII			

37) i) **Salary Structure of the Teaching Staff:**

SI No	Category	Scale of Pay	DA	Other Allowances
1.	Principal			
2.	P.G. Teacher			
3.	B.T. Teacher			
4.	Secondary Grade Teacher			
5.	Special Teacher			
6.	Hr. Sec. Vocational Teacher			
	a) Full Time			
	b) Part Time			
7.	Other Categories, if any			

ii) **Salary Structure of the Non-Teaching Staff:**

SI No	Category	Scale of Pay	DA	Other Allowances
1.	Administrative Officer			
2.	Manager			
3.	Accountant			
4.	Clerk			
5.	Office Attender			
6.	Lab Attender			
7.	Librarian			
8.	Record Clerk			
9.	Office Assistant			
10.	Watchman			
11.	Ayah			
12.	Bus / Van Driver			
13.	Gardener			
14.	Other Categories if any,			

38) If any additional particulars to be given by the School, can be given in a separate sheet by way of Annexure.

39) It is not necessary to fill up the details sought for in this form itself, if the same, will not fit in within the space given. In that case, the Schools can retype the Questionnaire leaving necessary space for the particulars to be given by them.

40) If the particulars furnished by the School are not correct, then the Committee shall fix the fee based on the merits of the records submitted by the institution.

DECLARATION

I hereby declare that the information furnished in this Questionnaire is true and correct to the best of my knowledge.

**Signature of the
Principal with date**

**Signature of the Secretary /
Manager / Correspondent with date**

PRIVATE SCHOOLS FEE DETERMINATION COMMITTEE

ADDITIONAL PARTICULARS

Name and Place of the School with full Address:

i) Statement of the Annual Expenditure incurred during the year 2016-17

S. No	Expenditure on	Amount Spent	Proposed to Spend	
		2016-17	2017-18	2018-19
1	Electricity Charge (Only for Academic, Lab, Library Building including Generator Expenses)			
2	Water Charge (not for the Hostel)			
3	Telephone Charge			
4	Internet Charge			
5	Postal Expenses			
6	Repair and Maintenance (Only for Academic, Lab and Library Buildings) as claimed in the Income Tax Department.			
7	Depreciation on Building (Only for Academic ,Lab and Library Buildings) as claimed in the Income Tax Department			

- ii) Any Amount / Grant / Reimbursement
under RTE Act proposed to be received /
received from Government / Local bodies :
- iii) Any Amount received as Charity from
Trust or any other mode known to Law :
- iv) Any other category of expenses actually made,
if not covered under any of the above heads,
(with explanatory reason for approval / acceptance) :

NB: The answers to the Questionnaire will be taken as final. Unless reasoned, addition of any other category of expenses actually met with such evidence of record is furnished along with this Questionnaire before ever it reaches the Committee. The Schools are responsible for any omission / mistakes in entering the format.