

*Form No.III*

**APPLICATION FOR RECOGNITION OF EXISTING UN RECOGNIZED SCHOOL/FOR PERMISSION TO OPEN NEW SCHOOL/UP-GRADATION OF EXISTING RECOGNIZED SCHOOL.**

(See Rule 14 sub rule (10), (14))

To

The Assistant Educational Officer,  
(Name of District and Sub District)

Sir,

I forward herewith an application in Form No.3, in compliance with the norms and standards specified in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 for obtaining permission to open a new school/for up-gradation of existing recognized school known as .....school having classes from ..... to .....run by ..... education agency since.....(year of starting the school).

Yours faithfully,

Chairman of Managing Committee/Manager.

Enclosures:.....Nos.

Place:

Date:

*Form No.III***APPLICATION FOR RECOGNITION OF EXISTING UNRECOGNISED SCHOOL**

(Under rule 14 sub-rules (10) and (14))

**UP-GRADATION OF EXISTING RECOGNIZED SCHOOL/  
PERMISSION TO OPEN NEW SCHOOL***PART I***A. GENERAL INFORMATION**

<b>A. GENERAL INFORMATION</b>	
1. Name of applicant (a) Designation (if any) (b) Address (c) Phone No. (Off.) (Resi.)	
2. Whether the application is for (a) recognition of existing unrecognized school-Yes/No (b) Up-gradation of existing recognized school-Yes/No (c) Permission to open new school-Yes/No	
3. Whether Individual/Corporate Management/Education Agency/Society/Trust	
4. Name and address if the agency seeking recognition/Up-gradation	
5. (a) Whether it is recognized or not (if recognized state Recognition No. & Year) (b) Standards already recognized (c) Standards for which recognition in now sought	
6. Period until which registration of the Agency is valid	
7. Whether there is a proof of non proprietary character of the Trust/Society/Managing Committee/Educational Agency/Committee supported by list of members with their address on an affidavit in copy	
8. Number of schools under the Agency	

<p>9. Name-official address of the Manager/President/Chairman of the school</p> <p>(a) Designation (b) Address (c) Phone No. (Off.) (Res.)</p>	
<p>10. Location of the school</p> <p>(i) District (ii) Taluk (iii) Block (iv) Village</p>	
<p>11. Location with respect to neighboring schools as per enclosed sketch plan of the locality with names of all the schools with in a radius of 3Kms of the proposed site and the distance from it. The distance from the nearest cemetery or cremation ground or slaughter house.</p>	<p>Taluk Distance from Village the proposed site of school LP UP HS</p>
<p>12. Class and grade of school with highest standard of instruction intended</p> <p>(a) Whether new or in continuation of the existing school. (b) Date on which it is proposed to open the school.</p>	
<p>13. Reason for opening the school</p> <ul style="list-style-type: none"> <li>• Here furnish details of child census conducted by the local authority/SSA</li> <li>• Justify educational need of the area concerned</li> <li>• Whether such educational need is certified by the AEO and the local authority</li> </ul>	
<p>14. Whether the school will be open to all the classes of the community</p>	
<p>15. (a) Nature of tenure of ownership of the property (b) Whether the applicant proposes to acquire the land for the school and if so when (c) Extent of land of the existing school which is proposed to be upgraded.</p>	

<p>(d) Does this school have its own building or is it running in a rented building</p> <p>(e) Whether the school building or other structures or the grounds are used only for the purpose of education and skill development</p> <p>(f) Total area of the school property (in sq. meters) with Survey No./Village/Taluk</p> <p>(g) Built in area of the school (in sq. meters)</p> <p>(h) Specify whether shift or sessional system is followed.</p>	
<p>16. Details of the guarantees, the applicant can give in support of his ability to conduct the school successfully from the financial point of view.</p> <p>(a) Land</p> <p>(b) Landed property for school</p> <p>(c) Nature of accommodation</p> <p>(d) Cash-deposits</p> <p>(e) Other guarantees.</p>	
<p>17. Whether the applicant is already the educational agency of any other recognized institution under the Educational Department and if so the name of that institution.</p>	
<p>18. Whether the applicant is prepared to furnish cash security required by he department</p>	
<p>19. Whether the applicant intends to run school as an aided or as a recognized school</p>	
<p>20. Whether the applicant or if corporate, any member has been convicted of an offence involving moral turpitude by a court of law, if so give details.</p>	
<p>21. Whether the applicant is prepared to absorb qualified teachers/non-teaching staff who are eligible for protection and who have been retrenched from any of the Govt. Aided HSS/HS/UP/LP schools in the revenue district in which</p>	

the applicant proposed to open/upgrade the school and if so whether an agreement to that effect has been furnished.	
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## PART II

**B. SCHOOL DETAILS**

1. Name of the proposed school with school code (if any)	
2. Year and date of opening the school/proposed date	
3. Academic session classes from ..... to .....	
4. School Timings	
5. District	
6. Postal Address	
7. Grama Panchayat /Municipality/Corporation	
8. Taluk	
9. Block	
10. Name of Education Sub District (AEO)	
11. Name of Education District (DEO)	
12. Pin code	
13. Phone No. with STD code	
14. Fax No.	
15. E-mail address	
16. Nearest Police Station	
17. Medium of Instruction	
18. Whether Malayalam is taught as a language for all students	
19. Type of school (specify entry and exit classes)	
20. If aided, the name of agency and percentage of aid	
21. Fees charged in each standard	

## PART III

**C. ENROLLMENT STATUS**

<i>Class</i>	<i>No of sections</i>	<i>No. of students</i>	
		Boys	Girls
1. Pre-primary			
2. I-V			
3. VI-VIII			

4. No. of students from weaker and disadvantaged section admitted under section 12(1) (c) in pre-primary and class I			
5. Whether the Unique Identification Number and biometric details of each student is maintained in the school			

## PART IV

<b><i>D. INFRASTRUCTURE DETAILS AND SANITARY FACILITIES</i></b>		
<i>Room</i>	<i>Number</i>	<i>Average Size (in m<sup>2</sup>)</i>
1. Classroom		
2. Office room-cum-store room-cum-Headmaster Room		
3. Whether any classes are conducted in thatched buildings.		
4. No. of rooms used for purposes other than teaching (different clubs and co-curricular activities)		
5. Resource Room		
6. Kitchen-cum-store		
7. Area of Playground (in m <sup>2</sup> )		
8. Type and number of drinking water facility		
9. Sanitary Conditions:		
(i) Lavatories and Urinals		
(ii) Number of Urinals/Lavatories Separately for boys with water supply		
(iii) Urinals/Lavatories separately for girls with water supply		
10. Specify facilities provide for disposal of waste (compost pit, biogas plant etc.)		

## PART V

<b><i>E. OTHER FACILITIES</i></b>
1. Whether all facilities have barrier free access
2. Teaching Learning Material (attach list)
3. Sports and Play equipments (attach list)
4. Book in Library

<ul style="list-style-type: none"> <li>• Books (No. books)</li> <li>• Periodicals/Newspapers</li> </ul>
<p>5. Laboratory Facilities:</p> <p>(1) Science (list of equipments)</p> <p>(2) Information and Communication Technology (computer, LCD etc)</p> <p>(3) Language Laboratory (equipments)</p> <p>(4) School Science (equipments, collections)</p> <p>(5) Mathematics (equipments, collections)</p>

## PART VI

**F. INCOME AND EXPENDITURE**

Total Income and Expenditure during last 3 years surplus/Deficit

Year	Income	Expenditure	Surplus	Deficit

## PART VII

**G. PARTICULARS OF TEACHING STAFF****1. Teachers in primary/Upper Primary exclusively(details of each teacher separately)**

Teacher Name (and UIN when available)	Fathers/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/subject Assigned	Appointment date	Trained or Untrained
Basic knowledge/in computer application	Salary assigned	Whether the stipulations in Rule 18 are observed

**2. Teachers in Both Elementary and Secondary (details of each teacher separately)**

Teacher Name (and UIN when available)	Fathers/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/subject Assigned	Appointment date	Trained or Untrained
Basic knowledge/in computer application	Salary assigned	Whether the stipulations in Rule 18 are observed

### 3. Head Teacher

Teacher Name (and UIN when available)	Fathers/Spouse Name	Date of Birth
Academic Qualification	Professional Qualification	Teaching Experience
Class/subject Assigned	Appointment date	trained or Untrained
Basic knowledge/in computer application	Salary assigned	Whether the stipulations in Rule 18 are observed

#### PART VII

#### *H. CURRICULUM AND SYLLABUS*

1. Details of curriculum & syllabus followed in each class (upto VIII)	
2. System of pupil assessment	
3. Details of arrangements of remedial coaching and special training	
4. Number of academic inspections by Assistant Educational Officer, District Educational Officer/other educational authority during the last academic year	

#### PART IX

#### *I. CLASSWISE DETAILS OF STUDENTS*

Sl. No.	Name of the students	Unique Identification No.	standard	Name and address of the parent

- (j) Certified that the school has also submitted information in electronic form to the Assistant Educational Officer and in the data capture format of District Information System of Education (DISE) of SSA along with this application.
- (k) Certificate that the school is open to inspection by any officer authorized by the state Government.
- (l) Certified that the school undertakes to furnish such reports and information as may be required by the Assistant Educational Officer from time to time and complies with such instructions of the State Government and the Assistant Educational Officer to secure the continued fulfillment



- of the condition of recognition or the removal of deficiencies in working of the school.
- (m) Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any officer authorized by the Assistant Educational Officer and the school shall furnish all such information as may be necessary to enable the State Government or the Local Body to discharge its obligations to State Legislature/Grama Panchayath/Municipal Corporation as the case may be.
  - (n) Certified that no unrecognized classes are being run within the premises of the school or out side in the same name of school.
  - (o) Certified that the school buildings or other structures or the grounds are used only for the purpose of education and skill development.
  - (p) Certified that the school is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust constituted under any law for the time being in force.
  - (q) Certified that the school is not run for profit to any individual, group or association of individuals or any other persons.
  - (r) Certified that the accounts shall be audited and certified by a Chartered Accountant and proper accounts statements prepared as per rules. A copy of each of the statements of Accounts shall be sent to the Assistant Educational Officer, every year.

## **Declaration**

I, solemnly declare that all the information furnished above are true.

On behalf of the management of the school, I hereby declare that the school fulfills all the conditions specified in the Right to Education Act, 2009 and the Rules there under and I promise to comply with all the conditions relating to the recognition of schools affording public Instruction and other matters which are laid down in the RTE Act and the Rules under it.

Place:-

Date:

*Educational Agency or Manager*