

## **REQUIREMENTS FOR INSPECTION OF SCHOOLS – DETAILS**

### **Details for up loading**

1. Governing Board (List of the members)
2. Management Committee (List of the members)
3. Trust deed/Memorandum of association
4. School fees
5. School Strength, class wise, boys and girls
- 6 Staff List – List of teachers. Name, qualification, subject of study, class, teaching subjects-nature of appointment (permanent, temporary...)
7. Size of the rooms –Labs, Class room, Library, exam hall. Office rooms,
8. List of periodicals/News papers
9. Salary scale (at par with state Government)
10. Sports facilities ground details
11. Subject allotment
12. Details about the medical facilities
13. Photos
14. Layout
15. Co curricular activities

### **Documents Physical Verification (certain details should be uploaded**

1. Registration certificate
2. Land details- documents should be in English
3. Land details - Ownership/lease/rent
4. List of laboratory equipment's, Safe custody of chemicals
5. Teaching aids, Sports items (list)
6. Appointment order, Service rules, leave rules, gratuity rules
7. Budget (current academic year), Balance sheet- Audit reports
8. Practical/Projects of current academic year (IX to XII)
9. Session ending question papers
10. Proof of salary through the bank
11. Society/Trust which started the school
12. Society/trust which runs the school now
13. Any other activity in the school other than education

14. Location of the school when it started
15. Location of the school now
16. Routine instruction Files

**Registers (Physical Verification)**

1. Salary Register
2. Admission register/ Admission file/ T.C book
3. Cumulative Mark register
4. Accounts (Cash book etc)
5. Minutes book of governing body and management committee
6. Attendance registers (students/ staff)
7. All the individual staff Files-
8. P. F Details,
9. Lesson plan/year plan
10. Library classification registers (Number of Books 1:5)
11. Inventory

**Infra structure (Physical Verification)**

1. No of toilets
2. Drainage facility
3. No of staircases, emergency exit
5. Exhaust fan fixed in the lab
6. Gas cylinder is in a closed chamber or not
7. No of floors/need of lift/ Number of stair ways
8. Number of fire extinguishers
9. Rain water harvesting
10. Internet facility
11. Furniture – Total arrangement
- 12 Infirmery – Nurse, stretcher, wheel chair and oxygen cylinder. Availability of doctor
13. Generator in a closed area