

**FORMAT FOR PRIVATE INSTITUTIONS/SCHOOLS**

<u>S.NO.</u>	<u>PARTICULARS</u>	<u>DETAILS</u>
1.	Name of the Institute/School.	
2.	Location (With full Address)  Email/Contact No.	
3.	Date of Establishment of the Institution/ School	
4.	<b>Constitution of the Institute/ School</b> a)Trust/Proprietorship/Firm/AOP/BOI/Others — alongwith Bye-Laws	
	b)PAN if any	
	c)Income Tax Return filed if any If yes, Copy of ITR of last 3 years be furnished	
	d) Income Tax Exemption certificate u/s 12A obtained if any If yes, Certificate thereof to be provided.	
5.	Date/Reference No. of Recognition with period/Department.	
6.	Date/Reference No. of Affiliation with period/Department	
7.	Board Viz. JKBOSE/CBSE/ICSE/Others (Specify)	
8.	If recognized, upto which Standard.	
9.	If affiliated, upto which Standard.	
10.	a) Classes ( From----- To-----)  b) Total Roll in School/ Institution.  c) Sections in each Class	

	<p>d) No. of Students in each Class/Sections</p> <p>e)No. of Students availing Concessional Fee &amp; %age of Concession</p>	
11.	<p><b>Infrastructure</b></p> <p>a)Give details of Infrastructure of your School like Building, Area of Class Rooms, Play Ground, Toilets, Library, Seminar rooms, Computer RoomsEtc.</p>	
	<p>b) Nature of Building whether owned/ Rented/ Leased - If rented/ Leased amount of rent/ lease amount alongwith Rent / Lease deed</p>	
12	<p><b>Number and Particulars of Teaching Staff</b> (Name, Qualification, Salary/Pay Scale,Bank A/C of teacher in whichSalary is deposited)</p>	
13.	<p><b>Number and Particulars of Non-Teaching Staff</b> (Name, Qualification, Salary/Pay Scale, Bank A/C of the Staff member in which Salary is deposited)</p>	
14.	<p><b>Fee Structure as in August-2014 and in April-2015 i.e</b></p>	
	<p>i)Amount Charged at the Stage of Admission</p>	
	<p>ii)Monthly Fee of each Standardalongwith bifurcation.</p>	
	<p>iii) Whether fee collected Annually, Monthly or Quarterly.</p>	
	<p>iv) Amount of bus fee charged.</p>	
	<p>v) Any other amount charged with full details (including development charges, stationery charges, building fee, charges for extracurricular activities etc.)</p>	
15.	<p>Details of various collections/amounts charged with full details including those for cultural functions, annual day, any other celebration, fines, etc.</p>	

16.	a) No. of buses /transport facilities in use , whether owned or taken on lease. If taken on lease, name and particulars of owner.									
	b) No. of Students availing transport facility.									
	c) Seating Capacity of each Vehicle.									
	d) Whether any Term loan facility availed against purchase of vehicle. If yes, statement to be provided.									
17.	Date of Constitution of Parents Association alongwith Office Bearers andtheir Contact numbers.									
18.	Last meeting held of Office Bearers and Parents Association									
19.	Date of Last revision of fee alongwith details.									
20.	Is the revision of fee effected in consultation with the Parents Association and minutes thereof.									
21	Whether there is any proposal to enhance fees or any other charges.If yes, indicate details alongwith Cost Analysis.									
	Particulars of Income & Expenditure of preceding four Financial Years									
	Income	2011-12	2012-13	2013-14	2014-15	Expenditure	2011-12	2012-13	2013-14	2014-15
	Tuition fee					Expenditure against tuition fee				
	Admission fee					Expenditure against admission fee				
	Bus fee					Expenditure against bus fee				
	Exam. fee					Expenditure against Exam. Fee				
	Any other fee					Expenditure of any other fee				

	Any other income					Expenditure, accordingly					
22.	Whether the School/Institute, at the time of establishment, received, Grant –in –Aid /Financial assistance/or any other assistance in the shape of Land, Building etc. from the Govt. or other Govt. Agency. If yes, details thereof to be provided.										
23.	Whether the Institute gets any assistance/Grant-in Aid or any other Infrastructure facility or relief from Govt. or Govt. Agency. If yes, give the details of such assistance received During financial year 2011-12, 2012-13, 2013-14 & 2014-15.										
24.	Statement of Accounts Audited by the Chartered Accountant for the year 2011-12, 2012-13, 2013-14 & 2014-15 i.e., Balance Sheet, Income & Expenditure Account , Receipts & Payments Account alongwith audit report on prescribed form (Form 10 BB) applicable to Educational Institutions.										
25.	Particulars of the Property if any owned by the Institute. If Yes, whether any loan raised against such property.  Details regarding a) Amount of Installment  b) Amount of depreciation  c) Amount of Interest										
26.	Details of Infrastructural and other expansion plans, if any with details.										

\*Supporting documents should be annexed, suitably cross referenced.