

3. Infrastructure Details/Physical facilities

- a. Total land in kanals (as per SRO 123) _____
(Whether ownership or on lease or rent basis) Specify _____
- b. Whether Building & Ground plan approved **Yes/No** _____
- c. Total No of Classrooms _____
(Minimum 05 rooms of 300 sq ft each if intake capacity is 120 students
Minimum 06 rooms of 300 sq ft each if intake capacity is 150 students)
Dimension of Rooms Room N. 1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____
- d. Multipurpose Hall (min 3200 sq ft) **Yes/No** mention carpet area _____
- e. Library (min 300 sq ft) **Yes/No** mention carpet area _____
- f. Reading Room (min 300 sq ft) **Yes/No** mention carpet area _____
(i) Seating Arrangement **Yes/No**
(ii) Toilet/Water Facility **Yes/No**
(iii) At least Two leading Newspapers one local & one national) **Yes/No**
- g. Multipurpose Educational Laboratory (min 250sqft) **Yes/No** mention carpet area _____

- h. Computer Lab (min 600 sq ft **Yes/No** mention carpet area) _____
(i) Computers (min 10) **Yes/No** mention No of Computers _____
- i. Principal Room (min 300 sq ft **Yes/No** mention carpet area _____
(i) Toilet **Yes/No** (ii) Water facility **Yes/No** (iii) Retiring room **Yes/No**)
- j. Staff room (min 300 sq ft **Yes/No** mention carpet area _____
- k. Office Rooms (min 02 of 250 sq ft each **Yes/No**
Room No 1 mention carpet area _____
Room No 2 mention carpet area _____
- l. Whether CCTVs cameras installed **Yes/No** No. of Cameras _____
- m. Whether Bio-metric Attendance devices installed **Yes/No** No. of devices _____
- n. Audio Visual Equipments/Aids **Yes/No**
(If yes Mention Details) _____
- o. Drinking Water Facility **Yes/No**
- p. Electricity Supply **Yes/No**
- q. Conveyance & Transport facilities **Yes/No** No of Vehicles _____

- r. Toilet Facilities(Separate for Boys & Girls) **Yes/No**
- s. Fire Extinguishers **Yes/No**
No of Fire Extinguisher _____
- t. First Aid & Medical Facility available **Yes/No**
- u. Games & Sports facilities **Yes/No**
- v. Musical Instruments **Yes/No**
- w. Helpline in case of emergency **Yes/No**
- x. Hostel Facilities(separate for boys & girls) **Boys** Yes/No **Girls** Yes/No
Whether inside campus or outside campus **Inside** Yes/No **Outside** Yes/No
Water & Toilet facilities **Yes/No**
- y. Canteen.Facility **Yes/No**

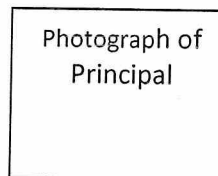
4. Teaching & other Staff.

The institution shall have following minimum staff

- (i) Principal (Master Degree with B.Ed/M.Ed)

(a)Name _____

(b) Qualification _____



- (ii) Ten (10) PGT/TGT teachers in following Disciplines)

(a) General Subject (Min 02) Mention No _____

(b) Teaching Methodology (Min 05) Mention No _____

(c) Education Methodology (Min 01) Mention No _____

(d) Physical Instructor (Min 01) Mention No _____

(e) Art/Work Education (Min 01) Mention No _____

- (iii)Other Staff

(a) Office Assistant (Min 01) Mention No _____

(b) Account Assistant (Min 01) Mention No _____

(c) Typist/Computer Operator (Min 01) Mention No _____

(d) Librarian (Min 01) Mention No _____

(e) Library Assistant (Min 01) Mention No _____

(f) Laboratory Assistant (Min 01) Mention No _____

(g) Pupil : Teacher Ratio (Min 30:1)Mention Ratio _____

5. Financial Aspects

Following statement of Accounts duly certified by a Chartered Accountant

(a) Balance Sheet as on last date of Financial year

(b) Income & Expenditure Statement of Accounts for the Financial year

(c) Receipt & Payment Account for the Financial year

(d) Bank Statement showing endowment funds of Rs. 5 lac and Rs. 3 lac

(e) Pay Acquittance Roll of Teachers and other Staff

(f) Bank Statement showing salary of staff paid through Bank Invoice.

6. Documents to be attached with Application

- (i) Closure & Clearance Certificate from Crime Branch
- (ii) Certificate of Registration of Trust /Society/Board
- (iii) Approval/Certificate of Management Committee.
- (iv) Bye Laws
- (v) Certified copy of Land Documents issued by the competent authority
(Self Attestation Mandatory)
- (vi) No objection certificate regarding land use from the concerned Tehsildar.
- (vii) Approved Building plan
- (viii) Building Safety Certificate
- (ix) Fire Safety Certificate
- (x) Municipality Certificate
- (xi) An affidavit to the effect that there is no noise causing unit/industry in the vicinity of the institute.
- (xii) NOC from Traffic department.
- (xiii) Audit Report of last financial year certified by a Chartered Accountant
- (xiv) Certified copy of Bank Statement showing endowment fund of Rs. 5 lakh and Rs. 3 lakh
- (xv) Latest Pay Acquittance Roll
- (xvi) Latest Bank Invoice in support of Salary to staff.
- (xvii) Photographs of Building

7. Fee Details

- | | | |
|------|--|----------------------|
| (i) | Affiliation/Inspection Fee (w.e.f 01-01-2023)= | Rs 25000 + (18% GST) |
| (ii) | Fee for inspection of hostels = | Rs 15000 + (18% GST) |

Note:- Mere deposition of fee/submitting the application shall not be a basis for grant of affiliation.

UNDERTAKING

- I, _____ of the Institute do hereby undertake:-
- a) That the information given above is true and correct to the best of my knowledge and nothing has been concealed or presented in a fabricated manner & if at any stage it is established that any information has been concealed or presented in fabricated manner in that case the decision of the JKBOSE shall be final and binding upon the institution.
 - b) That our Institute will follow all the orders, instructions and guidelines of the Government & JKBOSE issued from time to time in letter and spirit.
 - c) That our infrastructure of the Institute shall remain at the disposal of the Government/ JKBOSE.
 - d) That the Institute shall adopt the curriculum and the Text Books prescribed by the JKBOSE.

(Seal & Signature of the head of the Institution)

Place _____

Name _____

Date _____

Designation _____