

FORM - I
(School details)

(To be furnished by the Educational Agency of the School)

1	Name of the School (Full Postal address with Pin Code)	:			
2	Phone Number Email ID UDISE No.	: : :			
3	Location	:	Village / Town Panchayat / Municipality/District Head Quarters/ Corporation		
4	Name of the Block, Taluk, Educational District and Revenue District	:			
5	Year of establishment of school	:	LKG to V	VI to X	XI & XII
6	Name of the registered management of the school Trust/ Society/ Company. Registration number with date.	:			
7	Order No. and date of opening permission and authority who has given the order	:			
8	Whether it is a minority school. If so copy of certificate obtained from Government of Tamil Nadu or from the National Commission for Minority Educational Institutions should be enclosed. (No. & Date of G.O/ Certificate should be mentioned)	:			
9	Order No. and date of Certificate of Recognition / Renewal of Certificate of Recognition. Period and classes for which Recognition accorded	:			
10	Medium of instruction	:			

11	Type of School (Please Tick in the appropriate box)	:		Boys	Girls	Co - Education
				Non Residential	Residential	
					Partly	Fully
12	Groups offered in Higher Secondary course (Group subject combination should be mentioned):					
	11 th Standard			12 th Standard		
13	Details of land made available	:				
	a) Total area of the land available for school including building area	:				
	b) Area of building	:				
	c) Area of playground	:				
14	Ownership of the Land Whether leased or rented to the school or owned by the school. (copy of the Registered Document to be enclosed) If leased / rented, amount of lease/ rent per year	:				
		:	Rs.			
		:				

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.

15	Details of school building		:			
	Age of the Building/ Buildings		:			
16	If Compound wall available (Length in meters)		:			
17	Whether all the buildings are in the same campus		:			
	a) If not, state the door No. & name of the Street where another building/ buildings located		:			
	b) Distance between buildings		:			
	c) Whether playground is available in the same campus		:			
	d) If not available arrangements made for children to play games		:			
18	Whether Ramps and Handrails are available in each building and toilets		:			
19	Whether Lift is available. If so details of Licence obtained from the competent authority		:			
20	Laboratory facilities available: - Common Lab / Separate Labs					
	Common or Separate Lab	Area in Sq. Ft	Equipment 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					
21	Library facilities available			:		
	Area	Total No. of 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
22	Source of water Well/ Bore well/ Panchayat/ Municipal/ Corporation water line connection			:		
23	Availability of Reverse Osmosis plant			:	Yes/ No	
24	Drinking water and Hand wash facilities:					
	a) Number of Drinking water taps available			:		
	b) Number of Hand wash taps available			:		

25	Sanitation and Hygiene facilities: (Availability of Toilets and Urinals for staff and Students):				
	Details	Staff		Students	
		Male	Female	Boys	Girls
	Toilets				
	Urinals				
26	Details of Fixtures and Fittings: Class and Library, Laboratory, Office Rooms, Staff Room etc.,				
	Details	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				
27	Computer Facilities			:	
	1) Total Number of Computers and their Value			:	
	2) Provision of A/C available for computers			:	
28	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.			:	
29	If Hostel facility available.			:	Yes/ No
	a) If yes, whether separate hostel for boys and girls is available			:	
	b) Details of permission obtained from the competent authority to run the hostel			:	
	Details of Hostel fee collected		Amount per student per month (Rs.)		
	Boarding charges				
	Lodging charges				
	Maintenance charges				
	Establishment charges				
	Other charges if any				
	Total				
30	List of Scholarships/ Concessions (extended) granted if any, details there of			:	

34	Teachers particulars:
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Designation	No. of Qualified teachers	No. of unqualified Teachers	Scale of Pay	Gross salary per month
Principal				
P.G. Teacher				
B.T. Teacher				
Language Teacher				
S.G. Teacher				
Special Teacher				
Vocational Teacher				
Any other category of teacher				

Sl. No.	Name of the Teacher	Designation	Qualification	Total years of service	Scale of Pay	Salary per month Rs.

Qualified Teacher here denotes, teachers with requisite qualification as prescribed by norms.

35	Non-Teaching staff details
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Sl. No.	Designation	Total 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	Watchmen		
11	Ayah		
12	Bus/Van Driver		
13	Gardner		
14	Other categories if any		
Total			

- If any additional particulars to be given by the School, can be given in a separate sheet by way of Annexure.
- 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
- 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
- School details and expenditure shall be given for the academic year preceding the academic year for which fee determination is requested

DECLARATION :

I declare that the particulars furnished above are true to the best of my knowledge and belief. I also declare that I will abide by the provisions of the Tamil Nadu Schools (Regulation of collection of fee) Act, 2009 (Tamil Nadu Act 22 of 2009), the rules made thereunder and instructions of the department from time to time.

Place:

Date :

Signature of the person duly authorized
by the educational agency