

FORM C

**APPLICATION FOR RENEWAL OF RECOGNITION OF MATRICULATION / MATRICULATION HIGHER
SECONDARY SCHOOLS.**

(The Managements who have obtained permission or on expiry of Temporary Recognition may apply in this proforma with necessary enclosures – This application should be submitted to the Inspector of Matriculation Schools concerned in Duplicate Attested Xerox copies of enclosures should only be attached – not originals)

Renewal of Recognition will be granted for the period upto which the stability certificate is issued.

1.	Name of the School with full Address						
		Pin : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						

2.	Area of the School situated (Corporation, Municipality, Town Panchayat or Panchayat)	
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3.	Management Contribution (Original chalan should be enclosed)
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SCHOOL STRENGTH	Rs.	Strength of the School from LKG	Amount Rs.	Challan No. & Date	Name of the Try.
2000 & above	1,00,000				
1500-2000	80,000				
1000-1500	60,000				
750-1000	40,000				
500-750	20,000				
500 & below	10,000				

4.	Remittance of Application Fee (Original Chalan should be enclosed)	Amount Rs.	Chalan Date	Name of the Try.

5.	Remittance of Annual Inspection Fee (Original Chalan should be enclosed)	Amount Rs.	Chalan Date	Name of the Try.
	Rs. 2500 for Mariculation Schools Rs. 5000 for Matri. Hr. Sec. Schools			
6.	Recognition sought for	Standards from to for The period from To		
7.	Year of the School first started			
8.	Date and No.of latest permission or recognition order (a copy should be enclosed)			
9.	Details of previous permission or recognition (order copy enclosed) (enclosing the latest order copy is essential)	1. 2. 3. 4. 5.		
10.	Name and Address of the Management Trust			
	a. Whether Registered b. Date of Registration c. Place of Registration			
11.	Name of the other institution to which the Management of Trust running	1. 2. 3. 4.		

12.	a. Whether the Institution is a Minority or Non-Minority b. If minority enclose a copy of the minority declaration	
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13.	Endowment details				
For Sections	Amount	Name of the Bank deposited	Date of Deposit	Date of Maturity	Bank Certificate No.
For Matriculation School Sections	1.				
	2.				
	3.				
	4.				
	5.				
For Higher Secondary School Sections	1.				
	2.				
	3.				
	4.				
	5.				
TOTAL					

(Duly attested xerox copies should be furnished. Original should be shown at the time of inspection, failure of show the original at the time of Inspection will lead to rejection of the application form).

14.	Corpus fund details (deposit of one month Teachers Salary)
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Amount Rs.	Name of the Bank or Post Office	Date of Deposit	Account No.

15.	Availability of land details	
	Total area of the land available for school including building area	1. in acres 2. In Sq. ft.
	a. Area of the Building	
	b. Area for the play ground	

16.	Owner of the land	
	a. Owner by Trust / Society / Management or Individual	
	b. Rented or leased or owned	
	c. If on lease, the period of lease	
	d. If rented, the amount of rent per year	
	e. whether it is registered or unregistered (a xerox copy of the document should be enclosed)	

17.	Buildings available details.	
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Nature of Construction	Total Area	No. of rooms	Classes functioning	Office room	Lab Room	Library Room	Computer Room	Games Room
RCC								
Ground Floor								
1 st Floor								
2 nd Floor								
3 rd Floor								
A/c Roof shed								
Thatched Shed								
Tiled Shed								
Tin sheet shed								
TOTAL								

18.	a. Whether all the buildings and play ground are in the same compound	
	b. If not state the door no. and name of the street and then no of classes functioning	
	c. If not, the distance between the main building and the play ground	

19.	Laboratory facilities available :	Common Lab	Separate Labs.
	Common or Separate Lab	Area	Total value of the equipments (List need not be enclosed)
	Common Lab		
	a. Physics		
	b. Chemistry		
	c. Biology		

20.	Library Facilities available		
	Area	Total volumes of the Books	Total value of the books (List need not be enclosed)

21.	Toilet facilities available:			
	For Staff		For Students	
	Male	Female	Boys	Girls
Toilet				
Urinals				

(Indicate the number of Toilets and Urinals)

22.	Building stability Certificate : (Attested xerox copy of the certificate enclosed) (obtained only from Chartered Engineers)			
Name and designation of the officer issued the certificate	No and date of the certificate	Certificate issued for the area	Certificate for the period	
			From	To

23.	Building Licence Certificate			
Designation of the authority issued	Date and No. of the Certificate	No.of Children to be accommodated	Period	
			From	To

23.(a)	Sanitary Certificate			
Authority issued	Date of Certificate	Period		
		From	To	

24. Students strength as on 01.04.2005

a.

STDS	BOYS	GIRLS	TOTAL
LKG			
UKG			
TOTAL			

b.

STDS	BOYS	GIRLS	TOTAL
I			
II			
III			
IV			
V			

c.

STDS	BOYS	GIRLS	TOTAL
VI			
VII			
VIII			
IX			
X			

d.

STDS	BOYS	GIRLS	TOTAL
I Group			
II Group			
III Group			
IV Group			
V Group			
Vocational			
Total			

e.

STDS	BOYS	GIRLS	TOTAL
I Group			
II Group			
III Group			
IV Group			
V Group			
Vocational			
Total			
Grand Total (a+b+c+d+e)			

25. Teachers Particulars	(Qualified Teachers means Graduate or Post graduate with B.Ed., or M.Ed., Qualification or Diploma in Teacher Education or Trained Language Teachers)
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Designation	No. of Qualified Teachers	No. of Unqualified Teachers
P.G. Teacher		
B.T. Teacher		
S.G. Teacher		
Language Teacher		

(a list of Teachers in the Proforma should be enclosed)

Sl.No.	Name of the Teacher	Qualification	Salary Per month	Whether PF scheme Available

Total No. of Non Teaching Staff :		
1. Clerks		
2. Attenders		
3. Record Clerk		
4. Office Assistant		
5. Watchman		
6. Ayaha		
Total		

26. Details of the conditions imposed in the previous permission or recognition order and its rectification by the Management.

DECLARATION

I hereby declare that the information furnished in this proforma is true and correct to the best of my knowledge. I also hereby declare that I will abide by the provisions of the code or Regulations of Matriculation Schools and the instructions of the Department, Government of Tamilnadu.

Signature of the
Principal with Date

Signature of the Secretary / Manager /
Correspondent with date

Note : Remittances should be made in the following Heads of Accounts.

**a. For Matriculation school Renewal of Recognition = Rs. 1000/-
Head of Accountant**

002 Education Sports , Art & Culture
01 General Education
202 Secondary Education
(5) Other Receipts
(DPC 0202 –01 –202-AB-0505)

**b. For Higher Secondary Renewal of Recognition = Rs. 1000/-
Head of Account**

002 Education Sports , Art & Culture
01 General Education
202 Secondary Education
AB Other Receipts
(5) Other Receipts

c. Annual Inspection Fee

For Matriculation Schools = Rs. 2500/-
For Matriculation Higher Secondary School = Rs. 5000/-

Head of Account

“2202 Education, Sports, Art and Culture –01
General Education – 102. Secondary Education – AB
Other Receipts 07 other receipts (DPC 2202 –01-102-AB-0707)”