

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, PRIVATE SCHOOL BRANCH
OLD SECRETARIAT, DELHI -110054


F. NO.DE.15 (32)/PSB/ 2021/ 760

DATED : 16/02/2021

C I R C U L A R

At present the requests of Private Unaided Schools for recognition / upgradation / extension of provisional recognition are examined on 91 compiled checkpoints by Directorate of Education. Now, these checkpoints have been clubbed to make the process easier for minimizing regulatory compliance burden. Therefore, now onwards, all cases of recognition / upgradation / extension of provisional recognition of Private Unaided Schools shall be examined as per compiled / clubbed 73 checkpoints in place of 91 checkpoints.

- Encl :** 1. 73 Point Checklist.
2. Proforma for Undertaking.



16/02/2021
(YOGESH PAL SINGH)
ASST. DIRECTOR OF EDUCATION
PRIVATE SCHOOL BRANCH

F. NO.DE.15 (32)/PSB/ 2021/ 760

Dated : 16/02/2021

Copy for information & necessary action to :-

1. PS to Secretary (Dte. of Education, Old Secretariat)
2. PS to Director (Dte. of Education, Old Secretariat)
3. All DDEs of all Districts and Zones, Dte. of Education, Old Secretariat.
4. OS(IT) to upload the same on the website of Dte. of Education for the information of all management of Private Unaided School of Delhi.
5. Guard file.


16/02/2021
(YOGESH PAL SINGH)
ASST. DIRECTOR OF EDUCATION
PRIVATE SCHOOL BRANCH

Check list for recognition/up gradation & extension of provisional/regular Up-gradation/recognition of Private Unaided School.

S. No	Check-Points / Requisite documents	Relevant provisions of Act/Rules /guidelines	Documents Submitted
1	Whether the school is run by a society registered under the Societies Registration Act, 1860 or a public Trust.		
2	Up to which Class, in which streams, and from which academic session the school has applied for recognition?		
3	Whether information regarding class wise enrolment of the students is given by the school?		
4	Whether the school is in possession of valid essentiality certificate?		
5	<i>Whether SOM of the school is approved.</i>		
6	The list of the Managing Committee of the school as constituted in terms of approved Scheme of Management duly signed by the Chairman of the Managing Committee and it is also to be mentioned that whether the representatives of Managing Committee have been elected or nominated.		
7	Whether the manager of the school has requisite qualification and experience.		
8	Whether the election of the member of managing committee including the PTA and teacher representatives were held as per the Scheme of Management. Also mention that the date on which the last election to the managing committee was held.		
9	Whether the school has prescribed facilities (mentioned in rule 51) for physical education, library service, laboratory work, workshop practices or co-curricular activities. a) Analysis of details regarding physical education including playgrounds. b) Analysis of detail regarding library services. c) Analysis of laboratory work related aspects. d) Analysis of workshop practices/work experience activities. e) Analysis of aspects related to co-curricular activities.		
10	Whether the school has suitable or adequate accommodation and sanitary facilities having regard among other factors, to the number, age and sex of the pupils attending it.		
11	Details of accommodation provided in the school building.(Dimensions to be indicated in all classes) a). Number of class rooms indicating dimensions and seating capacity of all classes. b) Details of furniture, fans, ventilation provided in each class room. c) Whether the school provides the following :- i) School library and reading room. ii) Biology lab. iii) Physics lab. iv) Chemistry lab. v) Computer lab. vi) Science Activity lab for Middle and Secondary level. vii) Maths Activity lab. viii) Social Science Activity lab. ix) Auditorium/Hall x) Refreshment room for students. xi) Drinking water facilities xii) Staff room. xiii) Room for head of school.		

	<p>xiv) Office room xv) Store room. xvi) Whether all facilities are barrier free or not. xvii). Details of toilets in school.</p>		
12	<p>Details of apparatus and equipment for :- i) Physics. ii) Chemistry iii) Physiology and Hygiene. iv) Home Science. v) Drawing Painting etc. vi) Music vii) Biology viii) Agriculture ix) History x) Geography xi) Cookery xii) Craft xiii) Commerce xiv) Technical subjects</p>		
13	<p>Whether the Educational and vocational guidance facilities available in the school.</p>		
14	<p>Whether arrangements are made for the supply of good drinking water to the students and suitable facilities are provided to enable them to take refreshments, lunch or the like. Water Test Report from Delhi Jal Board is required.</p>		
15	<p>Whether the school provides for approved course of study and efficient instructions.</p>		
16	<p>Whether the teachers appointed in the school meet the prescribed qualifications of Rules and Regulations as applicable to them. Analysis of the staff statement and any pertinent observations/remarks.</p>		
17	<p>Analysis of the present availability/strength vis-à-vis the requirement across various categories of the staff.</p>		
18	<p>Whether appointment letters have been issued to each of the members of the staff consisting of terms and conditions as per the provisions of the DSEAR, 1973.</p>		
19	<p>Whether any service agreement made, if so, whether copy of the same is enclosed or not.</p>		
20	<p>Whether PF facilities are being provided to the staff. Whether the management maintains a provident fund scheme or any other similar scheme for the staff</p>		
21	<p>Whether the benefits/facilities of Bonus, LTC, Medical, Pension, Gratuity and EL encashment are being provided to the staff.</p>		
22	<p>Whether the school is paying salary to its staff as per rule and through cross cheque/ECS. If not, give details.</p>		
23	<p>Whether casual leave, earned leave, maternity and paternity leave are given to the staff as per rules.</p>		
24	<p>Whether service books and personal files in respect of all the staff members of staff are being maintained.</p>		
25	<p>Whether a separate staff room with proper seating arrangements and chest of drawers/almirahs is available in the school.</p>		
26	<p>Whether the school has adequate funds to ensure its financial stability and regular payment of salary and allowances to its employees.</p>		

27	Whether the school is being run for profit or not.		
28	Rates of fees and other funds charged.		
29	What are the details of income- expenditure accounts of the school? Whether the school has an excess of income over expenditure or vice versa. Analysis of financial health of the school in monthly terms also.		
30	Whether the school has raised secured/unsecured loan? If yes give details.		
31	Whether the school is transferring any fund to the society or to its sister concern? If yes give details		
32	Whether the school is claiming depreciation? If yes then whether the School is maintaining the Depreciation Reserve fund? If not, give details.		
33	Whether the management of the school created a reserve fund in the form of Fixed Deposit in the joint account in the name of Manager of the School and DDE(district concerned) equivalent to 3 months salary of staff or rupees One lac + Rs.80/- per student.		
34	Overall observations of the financial aspects, any financial irregularities noticed		
35	Overall observations on the compliance of DoE Orders/instructions and legal provisions regarding collection of fee and utilisation of funds.		
36	Whether the school (on Government land) has increased the fee with the prior sanction of Director from academic session 2016-17 onwards as per this Directorate's Order dated 19-02-2016.		
37	Whether the admission to the school is open to all without any discrimination based on religion, caste, race, place of birth or any of them.		
38	Whether the Managing Committee observes the provisions of the Act and the rules made there under.		
39	Whether the building or other structure in which the school is carried on, its surroundings, furniture and equipment are adequate and suitable for an educational institution and, where there is any business premises in any part of the building in which such school is running, the portion in which the school is run adequately separated from such Business premises.		
40	Whether the arrangements in the building or other structure and in the furnishings thereof meet adequately the requirements of health and hygiene.		
41	Whether the school buildings or other structures or the grounds are not used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for communal, political or non-educational activity of any kind whatsoever.		
42	Whether there is any thoroughfare or public passage through any part of the school premises.		
43	Whether the school is so conducted as to promote discipline and orderly behavior and to maintain a high moral tone.		
44	Whether any teacher or student of the school is compelled to attend a class in which religious instruction is given or take part in any religious activity, no teacher or student absents himself from religious instruction or religious activity is made to suffer any disability on that account and student is refused admission to the school because exemption from attendance at religious exercises or religious		

	instruction has been claimed by him or his parent or guardian.		
45	Whether the facilities are provided for teaching of languages in accordance with the three language formula adopted by the Central Government.		
46	Whether school is providing quality education		
47	Whether the head of school is maintaining a diary of supervision of class-room teaching.		
48	Whether the head of the school is maintaining a diary of supervision of correction of student written works.		
49	Whether the teacher are maintaining team-wise/month-wise syllabus.		
50	Whether the teacher are writing daily/weekly diaries containing lesson notes.		
51	Whether acknowledged copy of the mandatory returns submitted by the School with the department is available in the file? (to be taken only in case of up gradation)		
52	Appointment of Medical Officer/staff in the school and details of medical facility provided for the students.		
53	In case of Govt. land, (i) Whether land allotment papers are available in the record? (ii) What is the area of the land allotted and for which purpose the same has been allotted in case of schools running on land allotted by the Government agencies?		
54	For conforming areas, Whether valid BCC/SSC/Occupancy certificate from competent authority has been obtained by the school. In case BCC/Occupancy Certificate not available, then following documents are required to ensure safety of students - (a) - (i) Sanctioned Building Plan by the Competent Authority, (ii) Structural Stability Certificate from MCD empanelled structural stability engineers/ agencies, (iii) Fire Safety Certificate. School Health Certificate, Fire Safety Certificate, Structural Stability Certificate, Water Test Report from local competent authority.		
55	In case of schools running on private land, the school management should submit copy of registered lease deed/ rent deed in favour of society/school for 30 years, with land ownership proof.		(i)
56	In case of schools situated in non-conforming areas, information as detailed in adjacent columns is also required as per circular dated No. 1899-1913 dated 20.03.2009 and 13.11.2014 (Annexure-IX & X) iv) School Health Certificate, Fire Safety Certificate, Structural Stability Certificate, Water Test Report from local competent authority.		
57	<i>Whether valid NOC from competent authority of the fire department has been obtained by the school.</i>		
58	Vide Circular dated 13-11-2014 (Available at Annexure-X), it was decided that in all the cases of grant of recognition to schools, whether in conforming or in non-conforming areas, it must be ensured that the building structure has adequate facilities for drinking water and separate toilets for boys and girls.		
	Provisions of RTE Act, 2009		
59	Whether Pupil Teacher ratio of the school is maximum 40:1 up to Primary level.		

60	<p>Whether Qualified and eligible staff recruited by School as per section 23 (1) of the RTE Act and includes the following;</p> <p>1. At least one teacher per class so that there shall be at least one teacher each for:</p> <p>i) Science and Mathematics. ii) Social Studies iii) Languages.</p> <p>2. At least one teacher for every thirty-five children.</p> <p>3. Where admission of children is above one hundred-</p> <p>(i) a full time head-teacher; (ii) part time instructors for-</p> <p>(a) Art Education. (b) Health and Physical Education; (c) Work Education.</p> <p>(for sixth class to eighth class)</p>		
61	<p>Whether the school building consisting of:</p> <p>(i) At least one class-room for every teacher and an office-cum-store-cum-Head teacher's room;</p> <p>(a) Number of classrooms having minimum area of 30 Sq.Mtrs. (b) Number of classrooms having minimum area of 35 Sq.Mtrs. or more.</p> <p>(ii) Barrier-free access; (iii) Separate toilets for boys and girls;(Total No. of toilets for boys and girls may be mentioned) (iv) Safe and adequate drinking water facility to all children; (v) Play ground; (vi) Arrangements for securing the school building by boundary wall or fencing.</p>		
62	<p>Whether the school is maintaining minimum number of working days/instructional hours in an academic year:</p> <p>(i) two hundred working days for first class to fifth class; (ii) two hundred and twenty working days for sixth class eighth class; (iii) eight hundred instructional hours per academic year for first class to fifth class; (iv) one thousand instructional hours per academic year for sixth class to eighth class;</p>		
63	<p>Whether the school maintaining minimum number of working hours per week for the teacher as forty five teaching including preparation hours.</p>		
64	<p>Whether the school is providing Teaching learning equipment to each class.</p>		
65	<p>Whether a library is maintained by the school providing newspaper, magazines and books on all subjects, including story books.</p>		
66	<p>Whether school is providing play material, games and sports equipment to each class.</p>		
67	<p>Whether the ramp and toilets for disabled children are available or</p>		

	not?		
68	Whether the school management complies with the directions of the Hon'ble Supreme Court of India regarding the arrangements made for transporting school students.		
69	Whether the school building is used only for the purpose of education and skill development of children.		
70	<i>Whether the school has appointed special educator in the school.</i>		
71	Whether the undertaking (as per proforma and on letterhead of school) duly signed by the manager has been obtained		
72	<i>Clear recommendations of the district level inspection team.</i>		
73	<i>Any other relevant information.</i>		

UNDERTAKING

I, _____ (name), manager of _____
_____ (Name & address of school) do hereby undertakes / certify :-

1. That the school shall be *open* to inspection by any of the following officers, namely :—
 - (a) any officer authorized by the appropriate authority or the Director;
 - (b) Director of Medical Services or Health Officer of the local authority concerned;
 - (c) Civil Surgeon, Assistant Civil Surgeon or Head Officer authorized by the appropriate authority or the Director to examine the health of students or the sanitary conditions of the school and surroundings.
2. That the school shall furnish such reports and information as may be required by the Director from time to time and complies with such instructions of the appropriate authority or the Director as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies In the working of the school.
3. That all records of the school shall be open to inspection by any officer authorized by the Director or the appropriate authority at any time, and the school shall furnish such information as may be necessary to enable the Central Government or the Administrator to discharge its or his obligations to Parliament or to the Legislative Assembly of Delhi, as the case may be.
4. That the school shall submit an undertaking to follow the orders/circulars/guidelines issued by the department vide order dated 04-05-1997, 15-12-1999, 10-02-2005, 11-02-2009 and 16-04-2010.
5. That the school shall abide by the provisions of the DSEAR, 1973, RTE Act 2009 & RTE Rules 2011 and directions/instructions issued by Directorate from time to time.
6. That No text book or any other book disapproved by the Education Department shall be used in the institution.
7. That the school shall not run any unauthorized classes or any other activities within the school premises and all the recognized classes shall run at one place in the premises of school.
8. That the school shall submit the annual return under Rule 180 of DSEAR, 1973 to the concerned zonal officer.
9. That the school shall appoint staff in accordance with the recruitment rules applicable to the post and after verification of character and antecedents by the police authorities.
10. That the terms and conditions of services shall be mentioned in the offer of appointment/the appointment letter issued to the employees and the service agreement if any, entered into with the employee. These terms and conditions will be subject to provisions of DSEAR, 1973.
11. That the school shall admit in class (or in entry class as the case may be) to the extent of 25% of the strength of that class children belonging to the weaker section and disadvantaged group in the neighbourhood and provide free and compulsory education till its completion No.15(172)/DE/Act/2010/69 dated 07-01-2011.
12. That the society/school shall not collect Capitation fee and subject the child of his or her parent or guardian to any screening procedure.
13. That the school shall follow the syllabus on the basis or curriculum laid down by academics authority/ NCERT as the case may be and the school shall follow the three language formula for teaching from class VI to VIII.
14. That no child admitted shall be held back in any class or expelled from school till the completion of elementary education in the school.

Contd...2/-

15. That no child shall be subjected to physical punishment or mental harassment.
16. That no child is required to pass any board examination till the completion of elementary education.
17. That every child completing elementary education shall be awarded a certificate as laid down in under rule 22 of Delhi Right to Free and Compulsory Education Rules, 2011.
18. That the students with disabilities are given inclusive education as per provisions of the RTE Act, 2009.
19. That the teachers shall perform their duties as specified under section 24 (1) of the RTE Act, 2009 and the teachers shall not engage himself/herself for private coaching / tuition activities.
20. That only those drivers/other staff shall be appointed on school transport to ferry children whom character and antecedents have been verified by the police authorities.
21. That the school shall maintain the standard and norms of the school as specified in section 19 of the RTE Act, 2009 and the instructions/orders issued from time to time.
22. That the school is not running for profit to any individual, group or association or individuals or any other persons.
23. That the school shall not deny admission to any child for lack of age proof and shall adhere to the provisions of section 15 of the RTE Act, 2009.
24. That the school shall abide by the directions/instructions issued by the government from time to time.
25. That there is no thoroughfare in between the school premises and the school campus is in one piece of land without any public passage or gali in between.

Date :-

Place :-

Signature of Manager-

Name of Manager -

Name of School -

(Stamp / seal)