

**OFFICE OF THE CHIEF EDUCATION OFFICER, JAMMU**  
**FORM I**

**Application for opening of a new school**

1. Name of the School (proposed) : \_\_\_\_\_

2. Proposed area (Village / Town / Mohalla ) : \_\_\_\_\_

3. Stages of education to be imparted : \_\_\_\_\_

(Primary / Middle/ Secondary/ Senior Secondary)

4. Type of Schools (Boys / Girls/ Co.Education.): \_\_\_\_\_

5. Approximate number of students to be admitted: \_\_\_\_\_

6. (a) Proposed land area(Norms for land area) : \_\_\_\_\_

	<b>Rural</b>	<b>Urban/controlled area</b>
Primary	- 0.5 acre	0.5 acre
Middle	- 1.5 acres	1.00 acre
High	- 2.5 acres	2.0 acres
Senior Secondary	- 2.5 acres	2.0 acres

(b) Measurements of Building

(i) Covered Area : \_\_\_\_\_

(ii) No. of class rooms : \_\_\_\_\_

(Norms -equal to number of sections)

(iii) Size of class rooms : \_\_\_\_\_

(Norms for size of room 24' x 18' with verandah of 10' width height =10')

(iv) Other facilities to be provided

(a) Room for Head of School : Yes / No

(b) Office Room : Yes / No

(c) Staff Room : Yes / No

(d) Provision for Electricity : Yes / No

(e) Play ground : Yes / No

(f) Provision of Library : Yes / No

Number of books :

Primary -	1000
Middle -	2000
Secondary -	3000
Senior.Secondary -	4000

(g) Laboratory facilities : Yes / No  
(Mention the names of laboratories)

(h) Drinking water facility : Yes / No

(i) Toilets and urinals : Yes / No  
(separate for Boys/Girls/ Staff)

Note: Toilets of girls should be constructed at a far off place.

7. Financial Resources (attach proof) : \_\_\_\_\_

8. (a) Name of Society / Trust/ Individual : \_\_\_\_\_  
\_\_\_\_\_

(b) Whether society/ Trust etc. is registered : Yes / No  
or not (if registered, attach proof)

9. Composition of Managing Committee  
(proposed) alongwith bye-laws : \_\_\_\_\_

10. Proposed procedure of the selection with

Minimum qualification of

(a) Head Master / Principal : \_\_\_\_\_

(b) Teachers : \_\_\_\_\_

(c) Non teaching staff : \_\_\_\_\_

11. Proposed pay scales

(a) Head Master / Principal : \_\_\_\_\_

(b) Teachers : \_\_\_\_\_

(c) Non teaching staff : \_\_\_\_\_

12. Whether the school shall be residential/Day scholar \_\_\_\_\_

13. (a) Type of curriculum to be followed : \_\_\_\_\_  
(b) From which Board affiliation will be sought : \_\_\_\_\_

14. Medium of instructions to be followed : English / Hindi

15. Whether Individual / Society / Trust is running anywhere else. : Yes / No

If yes, give details

\_\_\_\_\_  
\_\_\_\_\_

16. Whether applying for unaided minority school: Yes / No

17. Proposed rates of :

(a) Admission Fee : \_\_\_\_\_

(b) Tuition Fee : \_\_\_\_\_

(c) Other Fees : \_\_\_\_\_

(d) Funds : \_\_\_\_\_

18. Processing fees of Rs. \_\_\_\_\_ : DD No. \_\_\_\_\_ dated \_\_\_\_\_

Bank Name \_\_\_\_\_

(Signature of Manager / Head of School)