Profile of the School

A. GENERAL INFORMATION

1. Name of the School _____

2. Postal Address_____

   _____

   City/Town/Village: _____

   District: _____ State:_____ Pincode: _____

   URL Name : _____

   Phone (Landline)

   Phone (Mobile)

   Official Email ID: _____

3. Type of School

      i. **Level:** Lower Primary (up to std V) / Upper primary (Std VI and VII) / High (Std VIII ,IX and X) / Higher Secondary (Std XI and XII)

      ii. **Medium :** English /   Vernacular

      iii. **Gender:** Boys / Girls / Co-educational

      iv. **Status:** Private Aided/Private Partially-Aided/Private Unaided/Government

      v. **Location**: Urban / Sub Urban/ Semi-Urban / Rural / Tribal

      vi. **Special Needs /Inclusive Education:** Does your school admit children with special needs? Yes/ No

4. Year of Establishment   _____

5. Current No. of (total) Students _____ Boys _____ Girls _____

   Total No. of Teaching Staff _____ Non-Teaching Staff _____

6. Name of the Correspondent : _____

   Mobile No:_____   Email:_____

7. Name of the Principal/Headmaster: _____

   Office Phone: _____ Mobile No:_____ Email:_____

8. Students' Strength (Please fill in the relevant rows applicable to your school)

Classes	Number of Students		No. of Sections		
	Girls	**Boys**	**Girls**	**Boys**	**Together**

Pre-Primary (PKG, LKG, UKG)				
Lower Primary (Std I to std V)				
Upper Primary (Std VI and VII)				
High (Std VIII, IX and X)				
Higher Secondary (Std XI and XII)				
Total				
Both Boys and Girls Total				

B. DETAILS OF RECOGNITION, AFFILIATION AND SCHOOL GOVERNANCE

9. Affiliation

   a. Is the institute duly recognized by the Govt? Yes / No

      i. Name of the Board affiliated with: State Board /   Matriculation /   CBSE /   ICSE

      ii. Affiliation No.: ___

      iii. Year of affiliation: _____

      iv. Is the affiliation permanent or temporary? _____

      v. If the affiliation is temporary, Valid upto _____

      vi. State the conditions for affiliation? _____

   b. Have you obtained minority status certificate? Yes/No _____

   c. If so, number of students according to Religion.

Christian	Hindu	Muslim	Non believers	Other

10. Other statutory Certificates

   a. Fire Safety Certificate (Yes/ No)

   b. Sanitation Certificate (Yes/ No)

   c. Building Safety Certificate (Yes/ No)

11. School Management / Governance

   a. **Owned by**:   Govt / Individual / Trust/   Society

   b. Name of the Trust/ Society ___

   c. Is the Trust / Society / Company registered? YES / NO

   d. If yes, under which Act? _____

   e. Year of Registration_____

   f. Registration No. _____

   g. Period of Validity of Registration _____

12. President/Chairman/ Managing Trustee of the school

Name :_____

Designation:_____

Address: _____

Phone No.: _____

Email ID _____

13. Governance Structures of the School

    a. Governing Body of the Trust / Society / Company? YES / NO

    b. How many members in it? _____ What is the tenure of each Member? _____

    c. School Management Committee?   YES / NO

    d. Constitution of Management Committee

       Trust/ Society/ Company Members /   Staff /   Experts /   Members of PTA / Students

    e. How many members in it? _____ What is the tenure of each Member? _____

    f. Educative Pastoral Community Council (EPCC) : YES / NO

    g. How many members in it? _____ What is the tenure of each Member? _____

    h. Parent – Teacher Association?   YES / NO

    i. How many members in it? _____ What is the tenure of each Member? _____

    j. Student Body?   YES / NO

    k. How many members in it? _____ What is the tenure of each Member? _____

    l. Grievance / Complaint Cell?   YES / NO

14. History, Vision & Plans

    a. Brief History of the school (not exceeding 2000 characters)

    b. Detailed Educative Pastoral Plan of the School

C. DETAILS OF INFRASTRUCTURAL & ACADEMIC FACILITIES

15. Is the school located in a rented building or own building? _____

   (Attach **: 1. Copy of the** land ownership or rent / lease agreement document as Annexure

        2. Copy of the building approval document from competent authority as Annexure)

16. Physical Size

    c. Area of school Campus (sq mtrs.) _____

    d. Built up Area (sq. mtrs.) _____

e. Playground area (sq. mtrs)_____

f. No of Buildings / Floors _____

g. Provisions for differently abled available: YES / NO

h. No of staircases _____

i. Lifts:_____

17. Infrastructure Details:

18. Educational Facilities (Rooms, Library and Laboratories, etc.)

S. No.	Item	Number of rooms
1.	Class Rooms	
2.	Staff Rooms (Ladies/Gents)	
3.	Physics Lab	
4.	Chemistry Lab	
5.	Biology Lab	
6.	Mathematics Lab	
7.	Computer Science Lab	
8.	Home Science Lab	
9.	Library	
10.	Auditorium	
11.	Visitors Parlor (space)	
12.	Prayer Room / Chapel	
13.	Infirmary / Sick Room	
14.	Canteen	
15.	Security Room	
16.	Other Rooms / Halls	
17.	Staff – Urinals / Toilets	
18.	Student Urinals / Toilets	
19.	Total	

19. Does the school have teachers with competencies to handle students with special needs? Yes/ No

20. Safety and Security

- Boundary Wall _(Yes/No)

- CCTV Cameras installed and data saved

- Male Security Guard

- Female Security Guard

21. Facilities in the Campus

    Drinking water facilities

    - Proper drainage facilities

    j. Private transportation system
        i. No of buses owned by school: __

        ii. No of buses sub-contracted (hired): __

21. Scholarships offered to the students, specify

S.No	Name of the Scholarship	Beneficiaries		By Govt	By Private
		Boys	Girls		
1					
2					
3					
4					
5					

21. Other Benefits for the Students

    k. Midday Meals Scheme

    l. Free bus pass offered by Govt?

    m. Free Bus Service offered by the School ? (Yes/No)

        For All? (Yes/No)   For Specific Group? (Yes/

22. Summary of Teaching Staff

S. No.	Staff	Permanent		Temporary		Total	
		M	F	M	F	M	F
1.	Principal/Head Master						
2.	Vice Principal/Asst HM						
3.	Post Graduate Teachers						
4.	TGTs (Trained Graduate Teachers)						
5.	PRTs (Primary Teachers)						
6.	NTTs (Nursery Trained Teachers)						

7	Untrained Teachers						
8	Librarian						
9	Arts / Dance / Music						
10	Counsellors						
11	Computer Literacy						
12	Faith Minister						
13	Nurse						
	Total						

23. Administrative support staff.

S. No	Staff	Permanent	Temporarily / Part-Time	Total
1.	Office Managers			
2.	Clerks			
3.	Lab Attendants			
4.	Accountant			
5.	Peons/Office Assistants			
6.	Security Personnel			
7.	Others			

24. Library Inventory
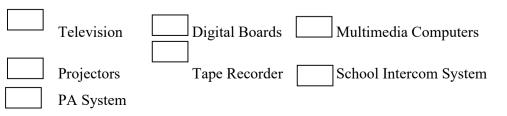
    a). Total no. of Books _____

    b). No. of Magazines _____

    c). No. of Dailies (newspapers) _____ Journals………….

    d). No of eBooks _____

    e) Online access to library and resources ? (Yes/No)

    e). Separate Library for Primary Section ? (Yes/No)

    g). Open from _____am to _____pm

25. Multi-Media facilities available in the school

    ☐ Television   ☐ Digital Boards   ☐ Multimedia Computers

    ☐ Projectors   ☐ Tape Recorder   ☐ School Intercom System

    ☐ PA System

26. Remedial Teaching

    n. Is there provision for remedial teaching? _____

    o. If Yes, the remedial teaching staff are: Permanent/ Contract

    p. Percentage of students who require remedial teaching in a year? _____

27. Co-Curricular Activities

    q. No of cocurricular activities carried out

    r. No. of Groups/Clubs/Associations/Movements present

    s. No. of Community Services done in the previous academic year

    t. No. of Sports events participated in the last year

        Local   Zonal   District   Divisional   State

    u. No. of Competition participated in the last year

        Local   Zonal   District   Divisional   State

    v. No of inter school programmes organized in the last year

        Local   Zonal   District   Divisional   State

28. SCHOOL TIMING

(a) The academic year begins in the month of _____ : ends in _____

(b) Number of working days during the last three years.

	\<Current Year-1\>	\<Current Year-2\>	\<Current Year-3\>
No of working days			
Hours of academic work each day			
Total instructional hours			
No of non-instructional working days for teaching staff			
Number of holidays other than National Holidays			

(c) Number of Subject teaching periods per week: _____

(d) No. of Periods for Faith / Moral Science teaching in a week: _____

(e) Duration of a teaching period: _____

(f) School Timings   In Summer: ……………..To …………………

                    In Winter: ………………To …………………

29. Does the school work in shifts (Yes / No)?
What are the working hours of the school for different shifts / batches of students?

Shift / Batch	Season : (From Date to Date)	From Time	To time	Remarks if any

30. Enrolment of the Students by Class and Section

S. No.	Class	No of sections	Total No. of Boys	Total No. of Girls	Total No of students
1.					
2.					

31. Enrolment Trend

Year	Student Strength	New admission	Students Exit after Final Grade	Students Exit In-between	Remarks
2017-18 (CY-2)					
2018-19 (CY-1)					
2019-20 (CY)					
2020-21 (CY+1)					Predicted
2021-22 (CY+2)					Predicted

32. Teaching Staff Trend

Year	Total Teaching Staff	Newly Joined	Staff Retired	Staff Exit at In-between	Remarks
2017-18 (CY-2)					
2018-19 (CY-1)					

2019-20 (CY)					
2020-21 (CY+1)					Predicted
2021-22 (CY+2)					Predicted

Declaration

I hereby declare the above information is true and correct as per my knowledge.

Authorized Signatory

Name: _____

Designation: _____

Date:

Place:

List of Annexure

No	Description	Enclosed (Yes/No)
1.	Recognition Certificate from the government authority (State Educational Board)	
2.	Copy of Affiliation Certificate	
3.	Minority Certificate	
4.	Registration Certificate of Trust/ Society	
5.	Memorandum of Society/Company/ Trust Deed	
6.	List of Governing Body Members	
7.	List of Management Committee members	
8.	List of PTA Executive Body	
9.	List of EPCC Members	
10.	List of Student Body Representatives	
11.	List of Grievance and Compliance Cell members	
12.	List of Co curricular Activities	
13.	Rent Agreement (if Building Rented)	
14.	Building Plan & Approval Document	
15.	History of the Institute	
16.	Educative Pastoral Plan (EPP) of the School	
17.	List of Teaching Staff – Teaching Staff (indicating qualifications, designation, experience in years, Date of Joining, subject(s) taught, classes taught, No. of periods taught per week, and other responsibilities.	
18.	Administrative Support Staff (indicating qualification and Experience)	
19.	Drinking Water	
20.	Health and Sanitary Conditions	
21.	Fire Safety	
22.	Building Safety Certificate (Structural and Non-Structural)	
23.	Details of Grants received in last 3 years	
24.	Details of Audited Financial Reports of last 3 years	

For Office Use Only

Application Number: _____

Name of School   _____

	Particulars	Date Completed	By
1.	Application Received on		
2.	Application Reviewed on		
3.	Application Status Informed on		
4.	Fees Paid On		
5.	Consultant Appointed on		
6.	Workshop Conducted on		
7.	Account Activated for Documents Upload on		
8.	Documents Uploaded and SSR generated on		
9.	Preliminary Notation Report Send to school on		
10.	Response on Preliminary Report by School on		
11.	Assign reviewers on		
12.	Reviewers Initial Report On		
13.	Communication of Reviewers Initial Report on		
14.	Response by the School of Reviewers Initial Report on		
15.	External Visit On		
16.	External visit Report Received on		
17.	Metrics Report Generated by the system on		
18.	Accreditation Board Meeting Held on		
19.	Accreditation Status Declared on		
20.	Accreditation Status published on website		