



**Government of Jammu & Kashmir,
Directorate of School Education Kashmir**

**Application for registration / Extension of Private Tuition / Coaching centre in terms of Govt. Order
No. 435 Edu of 2010 dated: 30/04/2010.**

- (1) Name of the Institution: _____.
- (2) Location: _____.
- (3) Name of proprietor / sponsor: _____.
- (4) Contact No: _____.
- (5) Date of Inspector: _____.
- (6) Enrollment of the institution (Class-wise/Sec-wise): _____.
- (7) Class-wise / Sex-wise Tutors: _____.
- (8) Whether admission register / attendance register including detailed particulars of the candidates mentioned: _____.
- (9) Whether proper records of the tuition fee in proper accounting books maintained: _____.
- (10) Whether tuition fee charged from students subject-wise and class-wise / course-wise published / notified: _____.
- (11) Whether detailed particulars of faculty members including their qualification and experience notified/published: _____.
- (12) Whether admission upto 10% of total intake incase class/course for the students who happen to be destitute orphan or belong to the family living below poverty line: _____.
- (13) Whether tuition centers is located in noise free area: _____.
- (14) Whether lecture halls have carpet area as per 3x3 / dimensions _____.
- (15) Whether there is separated:
 - a. Waiting Room: _____.
 - b. Toilet facilities for female candidates: _____.
 - c. Toilet facilities for male candidates: _____.
 - d. Drinking water in tuition centers: _____.
- (16) Fire extinguisher in tuition centers: _____.
- (17) Whether power supply and comfortable seating arrangement to the candidates in the tuition center provided: _____.
- (18) Whether Pupil Teacher Ratio (PTR) as per 3x3 sq. ft. per class: _____.
- (19) Whether CCTV Cameras installed _____.

- (20) Whether adequate heating/cooling arrangements in each classroom and waiting room in the tuition center provided: _____.
- (21) Whether graduate or trained graduate is imparting tuition to the Primary level and upper primary level: _____.
- (22) Whether trained tutor is imparting tuition to the secondary classes upto secondary classes: _____.
- (23) Whether Post-graduate tutor in the relevant subjects is imparting tuition to the Sr. Secondary classes: _____.
- (24) No. of existing rooms with dimensions: _____.
- (25) Class Rooms: _____.
- (26) Other Rooms: _____.
- (27) Whether 10% fee exemption quota reserved for orphans and poor students: _____.
- (28) Whether complaint redressal mechanism exists: _____.
- (29) Result of all the students at the end of the year published: _____.
- (30) Whether details of infrastructure and particulars of the teaching faculty and the class schedule of each faculty member published on coaching centre's website / public notice Board: _____.
- (31) Details of inspection carried out during the year:
- Inspecting Authority: _____.
 - Date of Inspection: _____.
 - Observations of Inspecting Authority: _____.
 - Total Number of Inspection: _____.
- (32) An amount of Rs. _____ has been deposited in Govt. Treasury _____ under Account Major Head 0202 vide T.R No: _____
Dated: _____ for provisional registration of tuition centers.

I undertake that in case I fail to follow the requisites as laid down in the Govt. Order No. 435 of 2010 dated: 30/04/2010, and if the above information is found wrong, I shall be personally liable for the offence of cheating.

Signature of proprietor / sponsor.

Verified today the _____ at _____. The averments made above are true and correct to the best of my knowledge and belief. In case any information given herein above is found contradictory in the statement I shall be liable to be dealt in cheating case as per the law established.

Signature of proprietor / sponsor.