

Appendix II

**APPLICATION FORM AFFILIATION OF SCHOOLS WITH BHARTIYA SHIKSHA BOARD**  
**ONLINE/ OFFLINE APPLICATION FORM PROVIDED IN WEBSITE WWW.BSB.ORG.IN**

**PART - 1**

**A. GENERAL**

1. Name and <u>Address of the School</u> as mentioned in Recognition Certificate/ NOC issued by the State/ UT(s)	HARSHITA CONVENT SCHOOL
2. (a) Complete Address with State & Pin Code (b) Tel. No. with STD Code (c) Mobile No. (d) Email ID	BAROLA BY PASS ROAD ALIGARH 9105295073 9719792925 HARSHITACONVENTSCHOOL2016@GMAIL.COM
3. Year of Establishment	2016
4. Present status of the School: a. Primary/ Middle/ Secondary/ Sr. Secondary b. The category of Affiliation applied for: c. Amount of Fee deposited and its date:	MIDDLE SCHOOL <i>Fresh Affiliation for Senior Secondary</i> <i>200000/- 26/08/2025</i>
4A. Is School located in the Tribal area as notified by the Govt. of India (B) If yes, then attach Certificate	NO
5. Name of the Society/ Trust running the School with complete address. (Attach a copy of the Memorandum of Association bearing its registration number and giving the particulars of the members of the Society/ Trustees)	HARSHITA SOCIAL WELFARE TRAST 118 BAROLA JAFRABAD ALIGARH
6. Date up to which the Registration of the Society/ Trust is valid. Attach certificate of Registration Annexure	VALID FOR LIFE TIME
7. Whether the School has a duly constituted School Managing Committee as per the regulations of the State/ UT in which the School is situated or Affiliation Bye - Laws of BSB, Chapter - 8.	YES
8. Complete list of the members of the Managing Committee with full Particulars including name, address, occupation, designation, term of membership? Enclose the details Annexure	YES
9. Has the School obtained a Recognition/ NOC from the competent authority of the State/UT for grant of Affiliation of the School to BSB? Enclose the copy of the Recognition. Annexure	YES
10. Submit evidence to the effect that the School is not being run on commercial lines? A copy of each of the latest balance sheet duly signed by the auditors, School prospectus, if any, Fee structure, income & expenditure account, etc., duly signed by the Head of the Institution/ Manager be attached with the report. Annexure	YES

*[Signature]*  
**PRINCIPAL**  
**HARSHITA CONVENT SCHOOL**  
**ALIGARH**

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*[Signature]*  
**MANAGER**  
**HARSHITA CONVENT SCHOOL**  
**ALIGARH**



11. Attach an affidavit duly signed by the notary to the effect that the Society/ Trust running the School is non proprietary and not Profit making in Character? Annexure	YES
12. Whether the School is receiving financial aid from any Govt./Semi Govt./Autonomous/Corporate Body under CSR, if so, details thereof.	YES

### B. STAFF QUALIFICATIONS, & SERVICE CONDITIONS

1. (i) The number of Teachers including Librarian, PII and Principal in position (Regular, Ad hoc or Part - time)

	Regular	Ad hoc	Part Time	Trained	Untrained
a. Principal	1			01	-
b. HTs	1			01	-
c. FRTs	-			-	-
d. TGTs	8			04	07
e. PGT	5			03	2
f. Librarian	1			-	1
g. FTI	-			-	-
Total	16			6	10

- (ii) The no. of trained and untrained Teachers

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2. i). The name of the Principal, Teachers, their designation, qualifications, subjects studied at graduation/ post-graduation level, classes and subjects they are teaching. Date of appointment, Date of confirmation, pay scale.

Annexure

Annex separate staff statement with all above details as Annexure

YES

- ii) Whether the School has appointed Wellness Teacher (Counsellor)? If so, mention particulars

3. Are the service conditions defined? If so, are the services conditions in accordance with those of the centre State/ UT ?

YES

4. Whether the pay scales being followed as per State Govt. UT or Central Govt. with Pay Scale and Rate of D.A. may be mentioned.

YES

5. Whether the other allowances as extended to the employees of the State/ UT and Central Govt. are being paid?

Yes/ No

*[Signature]*  
**PRINCIPAL**  
 HARSHITA CONVENT SCHOOL  
 ALIGARH

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*Manisha Singh*  
**MANAGER**  
 HARSHITA CONVENT SCHOOL  
 ALIGARH



6. Any other benefit such as GPF/CPI/EPF earned leave, etc., may be indicated.	NO
7. Whether Service Books and Personal Files are maintained?	YES
8. The period of probation and number of Teachers confirmed and on probation.	
9. Whether the payment of salary to the staff is made by cheque or cash or through Bank account transfer Give details.	CASH AND BANK ACCOUNT TRANSFER
10. If salary is not paid through Bank account transfer, reasons	BANK ACCOUNT ARE NOT OPEN ALL TEACHER
10.1 Has the applicant School got NOC from the State Government concerned? If NO,	( NO )
10.2 Has the applicant School intimated to the concerned Education Department of the State about the application made to the Board for seeking Affiliation? If YES, submit evidence.	YES

## PART - II

### A. CAMPUS & BUILDING

1. (i) Campus area both in Sq. Mtr and acres (at site from where the School is presently running) (ii) Built - up area (iii) State the location of the School site	2611 SQMTR 411 SQMTR ALIGARH UTTAR PRADESH
2. What is the ownership status? Whether the campus area and property Constructed over it belongs to the Society/School? If on lease, for how many years?	MANAGER 25 YEAR
3. If there are more than one land documents, indicate whether the plots are contiguous?	YES
4. Enclose a certified copy of complete Registered land document(s) and land Certificate, completely filled in and issued by a Revenue authority. Enclosed Annexure	YES
5. Whether the School is housed in a pucca building? If not, whether it consists of tin sheds, asbestos sheets, tents, khaparrails, mud - huts, etc.? If so, give details of the area, date of construction, approximate life span of structure, the details of facilities such as electricity ceiling fans, exhaust fans, etc., If the School building consists of khaparrails, asbestos sheets, is it situated in a hilly/tribal area?	YES PUCCA BUILDING CELLING FAN WITH SOLAR SYSTEM

*Manisha Singh*  
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ALIGARH

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6. Infrastructure details the total number of rooms available in the School, Number of rooms, other than Classrooms for Administrations & Co-curricular activities (i.e., Lab, Library, Staff Room, etc.)	22 ROOMS
7. Whether the classrooms are adequate to meet the requirements of the students/ subject Teachers/ co-curricular activities?	YES
<b>B. PLAY GROUND</b>	
1. Size of Playground and details of Games/ Sports/ Co-curricular activities for which facilities are available	YES
2. If the playground(s) is not a part of the School campus, Is It easily accessible to students?	PLAY GRAUND PART OF SCHOOL

**C. PHYSICAL AND HEALTH, FIRE, DRINKING WATER AND BUILDING SAFETY CERTIFICATES**

1. Whether Health, Fire Safety, Safe Drinking water, building safety Certificates have been obtained from the concerned departments?	YES
a. Safe Drinking Water, Health and Sanitation Certificate	ACMO ALIGARH 31-07-2026
a. Issuing Authority	
b. Valid Up to	
b. Fire Certificate	
a. Issuing Authority	
b. Valid Up to	
c. Building Safety	SADIK ALI JE. RES
a. Issuing Authority	
2. Whether facilities as per (1) above are satisfactory.	YES
3. No. of toilets available.	Boys 4      Grls 3      Staff 2
4. No. of water taps available.	Boys 3      Girls 3      Staff 2

**D. LIBRARY/ FURNITURE/ BOOKS, ETC.**

1. Particulars of the Librarian and other library staff	1+1
2. Size of the Library	6*5 SQM
3. Whether the library has a reading room for the students/ Teachers?	STUDENTS
4. Whether furniture provided is sufficient to meet the present/ future requirements?	YES
5. Total number of books. Subject wise detail of books (List of books not to be annexed).	210

Principal  
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6. Name of journals/ Periodical Newspapers are being subscribed.	DENIK JAGRAN
7. Whether more books are needed to meet the present requirements?	YES
8. Whether there is a separate reference section for the staff?	YES
9. Annual Budget for the Library Books/ Magazines, Newspapers, etc.,	YES 22400/-

#### F. LABORATORIES

##### 1. Details of laboratories

	Number	Size
(i) Composite Science Lab	2	20x20
(ii) Physics	1	20x20
(iii) Chemistry	1	20x20
(iv) Biology	1	20x20
(v) Computer Science	1	20x20
(vi) Mathematics	2	20x20
(vii) Others		

2. Whether each Lab has Sufficient equipment for practical work as per BSB norms applicable for the course for which the School has applied?

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- (i) No. of computers available: 13
- (ii) Ratio students per computer: YES
- (iii) Whether Broadband Internet Connection is available

#### INCOME & EXPENDITURE ACCOUNTS

1. Main Source of Income	FEES & DONATION
2. Tuition fee charged per month	1000 / PER STUDENT MONTHLY
3. Other Fees, registration, cautions money, etc., with details	
4. Building funds/ Development Charges, if any.	1000/ PER STUDENT
5. (a) Does the School maintain separate account other than Society's account.?	YES
6. (b) Whether the accounts of the School are maintained properly and regularly audited by a Regd. C.A./ checked by the Audit department of the State?	YES

*[Signature]*  
**PRINCIPAL**  
**HARSHITA CONVENT SCHOOL**  
**ALIGARH**

*[Signature]*  
**MANAGER**  
**HARSHITA CONVENT SCHOOL**  
**ALIGARH**



## Part - III

### A. ACADEMIC

1. Number of students (Boys and Girls)	335 (203+132)
2. Latest Section wise strength (Annex the statement)	335
3. Total No. of Section	13
4. Total No. of Teachers excluding Principal, PTI and Librarian	26
5. Whether any religious education has been made compulsory in the School? If so, details thereof	NO
6. Are the materials available with the School (Tick the boxes):	<input type="checkbox"/> Teacher's Manual <input checked="" type="checkbox"/> Certificate for School Based Evaluation <input checked="" type="checkbox"/> Report Card <input checked="" type="checkbox"/> Life Skills Manual <input checked="" type="checkbox"/> School Health Manuals
7. the School providing a School Based certificate in the following classes. Please attach copies (Yes/ No)	<input checked="" type="checkbox"/> Pre - Primary <input checked="" type="checkbox"/> I - II <input checked="" type="checkbox"/> III - V <input checked="" type="checkbox"/> VI - VIII
8. In case of clubs, tick those which are functioning in the School	<input checked="" type="checkbox"/> Eco clubs <input checked="" type="checkbox"/> Health and Wellness Clubs <input type="checkbox"/> Heritage Clubs <input type="checkbox"/> Integrity Clubs <input checked="" type="checkbox"/> Reading Clubs <input type="checkbox"/> NCC/NSS Any other (Please Specify) MID BRAIN ACTIVATION
9. Whether the facilities of formative assessment/ third language teaching/ work experience/ PHF are available and their record is being maintained? (Yes/No)	YES SANSKRIT
10. Whether the syllabus prescribed by the Board is being followed?	• Pre - Primary <input checked="" type="checkbox"/> Yes/ No • I - II <input checked="" type="checkbox"/> Yes/ No • III - V <input checked="" type="checkbox"/> Yes/ No • VI - VIII <input checked="" type="checkbox"/> Yes/ No

11. Record Keeping	
11.1 Recording of formative Assessment in all subjects including types of tasks to be verified.	YES
11.2 Are the records of activities being conducted under co scholastic areas being maintained?	YES
11.3 Comments on the quality of records such as Narrative/ Anecdotal/ Observation tools maintained by Teachers.	YES

Principal  
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ALIGARH

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Manager  
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12. Whether the Teachers are sent for in service refresher/ re - orientation programmes to update their knowledge and teaching skills? Is so, give details for the last three years	YES
13. Is the School facilities/ Inclusive education of Physically challenged.	YES
14. Is the School exclusively preparing candidates for OSE or some classes of the other Board are functioning in the same building? If so, details	YES
15. Results of the Board's Examination(s) for the last three years (if applicable)	YES

#### B. PROSPECTIVE PLANS

1. Whether the School is in a position to fulfill conditions for expansion from Middle class syllabus/ Provisional Affiliation up to Secondary or Sr. Secondary Classes.	NO
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**PRINCIPAL**  
**HARSHITA CONVENT SCHOOL**  
**ALIGARH**  
 Signature of the Principal  
 (With Name & Stamp)

**MANAGER**  
**HARSHITA CONVENT SCHOOL**  
**ALIGARH**  
 Signature of the Manager/Chairman/President  
 (With Name & Stamp)

#### Annexures :

- ✓ 1. Certificate of Society Registration
- ✓ 2. Details of Members of Managing Committee
- ✓ 3. Copy of Recognition Certificate
- ✓ 4. Copy of the Balance Sheet of the School
- ✓ 5. Affidavit of Notary
- ✓ 6. Staff Statement
7. Land Certificate
- ✓ 8. Certificate of Safe Drinking Water
9. Fire Safety Certificate
- ✓ 10. Building Safety Certificate
11. 'Copy of NOC' or Intimation Letter sent to the concerned Education Department of the State.
12. Certificate of Tribal area as notified by Govt. of India
- ✓ 13. PHOTO OF SCHOOL
- ✓ 14. U.P. GOVT
15. STUDENT DETAILS

