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Government of Jammu & Kashmir
DIRECTORATE OF SCHOOL EDUCATION, JAMMU

**Application for Registration of Private Tuition/Coaching Centre in
terms of Govt. Order No: 435-Edu of 2010 dated 30.04.2010**

Date of Inspection:

Details of Registration Fee:

Space for
Photograph

01. Name of the Institution: _____

02. Address: _____

03. Phone No _____ email: _____

04. Website: _____ District: _____

05. Name of the owner/Manager:-

06. Enrolment in the Institution (Class/course/Gender-Wise)

S. No	Course/Class	Duration	Male	Female	Total

(Note: in case of more courses/classes please attach separate sheet)

07. No of Tutors M= _____ FM= _____ (Details to be attached)

08. Whether admission register, indicating detailed particulars of the candidates maintained

09. Whether proper records of tuition fees maintained proper in accounting books

10. Whether tuition fee charged from students subject-wise and class-wise/course-wise published/notified _____ (attach details and supporting newspapers)
11. Whether detailed particulars of faculty members indicating their qualification and experience notified/published _____ (attach proof)
12. Whether admission upto 10% of the total intake in each class/course for the students who happen to be destitute, orphan or belong to the families living Below Poverty Line provided _____ (attach course wise details)
13. Whether Tuition centre is located in a noise free area _____
14. Whether Tuition Centre is having minimum covered area/space of 9 sq. feet per candidate in the tuition centre _____
15. Whether there is :
- Separate waiting room _____
 - Separate Toilet facilities for female candidates _____
 - Drinking Water in the tuition Centre _____
16. Whether power supply and comfortable seating arrangement to the candidates in the tuition centre provided _____
17. Whether adequate heating/cooling arrangements in each classroom and waiting room in the tuition centre provided _____
18. Whether Graduate or a trained Graduate Tutor is imparting tuition to Primary and Upper Primary Classes (List alongwith qualification to be enclosed) _____
19. Whether trained Graduate Tutor is imparting tuition to the Secondary Classes (upto 10th Standard) (List alongwith qualification to be enclosed) _____
20. Whether Post-graduate Tutor in the relevant subject/s is imparting Tuition to the Senior Secondary (Higher Secondary) Classes (List alongwith qualification to be enclosed) _____
21. No. of Existing Rooms with Dimensions _____
- Class Rooms _____
 - Other Rooms _____
22. Whether changes in teaching faculty or class schedule are notified in advance.
(If yes, attach proof) _____
23. Whether results of all the students are published at the end of the each session and copy submitted to Director School Education.: _____

24. Whether Complaint Redressal Mechanism established and every complaint as well as its disposal is brought to the notice of the competent authority/monitoring Committee within a week's time of registration of complaint:

Certified that the information given above is absolutely correct and nothing has been kept concealed.

Signature of the Head of the
Private Tuition Centre

Name: _____

Address: _____

Mobile: _____

E-mail: _____

Remarks by the Monitoring Committee