APPENDIX -IX

MANDATORY PUBLIC DISCLOSURE

A : GENERAL INFORMATION :

SL NO.	INFORMATION	DETAILS
1	NAME OF THE SCHOOL	STEP BY STEP PUBLIC SCHOOL
2	AFFILIATION NO.(IF APPLICABLE)	1731248
3	SCHOOL CODE (IF APPLICABLE)	11856
4	COMPLETE ADDRESS WITH PIN CODE	DELHI-TIJARA HIGHWAY, NAURANGABAD, TIJARA, KHAIRTHAL TIJARA, RAJASTHAN - 301404
5	PRINCIPAL NAME	NEERAJ KUMAR SHARMA
6	PRINCIPAL QUALIFICATION	B.Ed., CTKT,PGDEMA
7	SCHOOL EMAIL ID	stepbysteptijara@gmail.com
8	CONTACT DETAILS (LANDLINE/MOBILE)	7850910501

B : DOCUMENTS AND INFORMATION:

SL NO.	DOCUMENTS/INFORMATION	LINKS OF UPLOADED DOCUMENTS ON YOUR SCHOOL'S WEBSITE
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	https://stepbysteptijara.com/wp-content/uploads/2026/09/SBS-TIJARA-FINAL-AFFILIATION-NOC-CBSE.pdf
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	https://stepbysteptijara.com/wp-content/uploads/2026/09/society-registration.pdf
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT./UT	https://stepbysteptijara.com/wp-content/uploads/2026/09/SCHOOL-AFFILIATION-1.pdf
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND IT'S RENEWAL IF APPLICABLE	https://stepbysteptijara.com/wp-content/uploads/2026/09/SCHOOL-AFFILIATION-1.pdf
5	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	https://stepbysteptijara.com/wp-content/uploads/2026/09/BUILDING-SAFTEY.pdf
6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	https://stepbysteptijara.com/wp-

		content/uploads/2026/09/FIRE-SAFTEY.pdf
7	COPY OF THE SELF CERTIFICATION SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATION	https://stepbysteptijara.com/wp-content/uploads/2025/05/shub1.pdf
8	COPIES OF VALID WATER, HEALTH AND SANITATION CERTIFICATES	https://stepbysteptijara.com/wp-content/uploads/2026/09/SAFE-DRINKING-WATER-1.pdf

NOTE:

THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMETNS BY CHAIRMAN/MANAGER/SECRETARY AND PRINCIPAL. IN CASE, IT IS NOTICED AT LATER STAGE THAT UPLOADED DOCUMENTS ARE NOT GENUINE THEN SCHOOL SHALL BE LIABLE FOR ACTION AS PER NORMS.

C : RESULT AND ACADEMICS :

SL NO.	DOCUMENTS/INFORMATION	LINKS OF UPLOADED DOCUMENTS ON YOUR SCHOOL'S WEBSITE
1	FEE STRUCTURE OF THE SCHOOL	https://stepbysteptijara.com/fees-structure/
2	ANNUAL ACADEMIC CALENDER	https://stepbysteptijara.com/activity-planner/
3	LIST OF SCHOOL MANAGEMENT COMMITTEE (SMC)	https://stepbysteptijara.com/wp-content/uploads/2026/09/SMC.pdf
4	LIST OF PARENTS TEACHERS ASSOCIATION (PTA) MEMBERS	https://stepbysteptijara.com/wp-content/uploads/2026/09/PARENT-TEACHER-ASSOCIATION01.pdf
5	LAST THREE-YEAR RESULT OF THE BOARD EXAMINATION AS PER APPLICABILITY	

D : STAFF (TEACHING) :

SL NO.	INFORMATION	DETAILS
1	PRINCIPAL	NEERAJ KUMAR SHARMA
2	TOTAL NO. OF TEACHERS	35
	PGT	12

	TGT	06
	PRT	10
3	TEACHERS SECTION RATIO	1.5
4	DETAILS OF SPECIAL EDUCATOR	CHETAN DEV SHARMA
5	DETAILS OF COUNSELLOR AND WELLNESS TEACHER	NIKITA AHUJA

RESULT CLASS: X

SL NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1					

RESULT CLASS: XII

SL NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1					

E : SCHOOL INFRASTRUCTURE:

SL NO.	INFORMATION	DETAILS
1	TOTAL CAMPUS AREA OF THE SCHOOL (IN SQ MTR)	12280
2	NO. AND SIZE OF THE CLASS ROOMS (IN SQ MTR)	51 & 55
3	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTER LABS (IN SQ MTR)	07 & 528
4	INTERNET FACILITY	YES
5	NO. OF GIRLS TOILETS	18
6	NO. OF BOYS TOILETS	18
7	LINK OF YOUTUBE VIDEO OF THE INSPECTION OF SCHOOL COVERING THE INFRASTRUCTURE OF THE SCHOOL	https://youtu.be/ZxL_4ppuXFc?si=zVm94OGs5fFAdXpg

F : TEACHER DETAILS:

SL NO.	TEACHER NAME	DESIGNATION	QUALIFICATION

1	NEERAJ KUMAR SHARMA	PRINCIPAL	M.Sc
2	PUSHPA CHAUHAN	PGT	MSC BED
3	SAWAN KUMAR	PGT	M.SC.
4	AMAR KUMAR	PGT	M.A. B.Ed.
5	JAIVANTI MISHRA	PGT	MA BED
6	NUTAN SHARMA	PRT	M.A
7	CHANCHAL GUPTA	TGT	B.A
8	PAWANDEEP KAUR	PRT	B.COM
9	NEETU KULSHRESHTHA	PRT	B.A
10	HIMANSHI MORWAL	PRT	M.A
11	REGINA BENJAMIN	PRT	B.A
12	SHALINI SHARMA	PRT	M.A
13	VARSHA YADAV	TGT	B.SC
14	BHAWANA MUKHIJA	TGT	M.A
15	AARUSHI SHARMA	TGT	B.SC. BED
16	KOMAL PAWAR	TGT	M.A.
17	RENU PAWAR	TGT	MA