

Nagaland Board of School Education Kohima

Application for private schools seeking permission to open Classes – 9 & 10

Proposed year of opening Classes 9 & 10 _____

(The application should reach the Office of the NBSE 8 months ahead of the academic session from when it intends to open the classes).

1. Name of the school (in block letters): _____

2. Postal address: _____

3. Year of Establishment: _____

4. Jurisdiction of District Education Office _____ (state the district)

5. Present class-wise enrolment:

Class	LKG	1	2	3	4	5	6	7	8	Total
Enrolment										

6. (i) Year of upgradation to Class 8: _____

(ii) Year of Recognition of Class 8: _____

7. Particulars of the Headmaster/Headmistress:

i) Name : _____

ii) Educational qualification : _____

iii) Teaching experience (in years) : _____

iv) Correspondence address of Headmaster/Proprietor _____

v) Contact no. _____

Note: *the head of the school must be a trained graduate or a trained post graduate in a secular subject, having at least 5 years experience in teaching and administration.*

8. Ownership:

Individual Society Trust Others (specify) _____

9. If it is individual, name of the owner _____

If it is a Society, Trust, Organisation, give name _____

10. Other facilities provided/proposed to be provided _____

11. Land:

i) total area of land: _____

ii) name of the land owner: _____
with ownership certificate issued by competent authority.

Note: i) *the school cannot be on a leased land.*
ii) *the land must be owned by the person, trust, society or organization which intends to upgrade the classes.*
iii) *there must be enough open space for the children to play.*

- iv) *there should be enough land for expansion if the authority desires to upgrade to higher classes.*
- v) *the school must be situated in a hygienic and clean area.*

12. Building:

- i) type of building : _____
- ii) No. of class rooms: _____

- Note:** i) *the building must be RCC or semi pucca structure with C.G.I. sheet/RCC roofing.*
ii) *it cannot be housed in a rented building.*
iii) *class room must be well ventilated and well lighted.*

13. Number of feeding schools (i) Govt. _____
(ii) Private _____

14. Distance from the nearest recognised (Govt/Private) high/higher secondary schools

- (i) name of the school _____
- (ii) distance _____

15. Justification for permission to open classes – 9 & 10 (to give a brief write up)

Dated _____

Signature _____

Name _____

Designation Seal _____

Documents to be enclosed :

- i) Strength of teachers with qualification.
- ii) Photocopy of the (Class-8 (eight) recognition order.
- iii) Photocopy of the fixed deposit certificate of ` 2,000,000/- in favour of the school.
- iv) Photocopies of the educational documents of the head of the school.
- v) Sketch map and photo of the school and certificate of ownership duly certified by the competent authority.
- vi) Details of the school managing committee.
- vii) Report of the DEO (to attach separate sheet/forms).
- viii) Receipt/Submission certificate of self declaration cum application for grant of recognition of school issued by Directorate of School Education.

N.B. The application should reach the Office of the NBSE by 16th September. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.

(For use of Board's Official only)

Verification report by the inspecting team of the NBSE:

I /We hereby certify that I/We had physically verified the records, site and building of the school and found that the statements given by the school authority are true and recommended for permission to open Classes 9 & 10 in a phase manner.
(in case any of the statement is not correct/ true, write it in the separate sheet)

(i) Signature_____

Name_____

Designation_____

Date_____

(ii) Signature_____

Name_____

Designation_____

Date_____

Order/Comments of :

Secretary :

Chairman: