

## Nagaland Board of School Education Kohima

### Application for private schools seeking Provisional Recognition of School

*(The application should reach the Office of the NBSE by 16<sup>th</sup> September)*

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

2. Postal address: \_\_\_\_\_

3. Year of upgradation to classes 9 & 10: \_\_\_\_\_

4. Present class-wise enrolment:

Class	6	7	8	9	10	Total
<b>Enrolment</b>						

5. Particulars of the Headmaster/ Headmistress:

i) Name: \_\_\_\_\_

ii) Educational qualification: \_\_\_\_\_

iii) Teaching experience (in years): \_\_\_\_\_

**Note:**

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

6. Performance at the HSLC examination during the last three years:

Sl.no.	Year	Total Enrolled	Total Appeared	Total Passed	Pass percentage
1					
2					
3					

7. Ownership:

Individual  Society  Trust  Others (specify) \_\_\_\_\_

8. If it is individual, name of the owner \_\_\_\_\_

If it is a Society, Trust, Organisation, give name \_\_\_\_\_

9. 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.*

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation Seal \_\_\_\_\_

**Documents to be enclosed :**

- i) Photocopies of educational certificates of the head of the school.
- ii) List of teaching staff and ministerial staff (secondary section) with qualifications.
- iii) Photocopy of the fixed deposit certificate for:
  - a) Secondary level - ` 2,00,000.00 (Rupees two lac only)
  - b) Higher Secondary level - ` 2,50,000.00 (Rupees two lac fifty thousand only) and above for 5 (five) years in favour of school.
- iv) Photocopy of the permission order to run classes 9 & 10.
- v) Details of the school managing committee.
- vi) Receipt/Submission certificate of self declaration cum application for grant of recognition of school issued by Directorate of School Education.

**N.B. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.**

.....

**(For use of Board's official only)**

**Orders/Comments of:**

Secretary :

Chairman:

**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 recognition.  
(in case any of the statement is not correct/ true, write it in the separate sheet)

(i) Signature\_\_\_\_\_

(ii) Signature\_\_\_\_\_

Name\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_