

**Nagaland Board of School Education
Kohima**

**Application for private schools seeking upgradation to XI & XII/
Introduction of New Stream.**

Proposed year of opening Classes 11 & 12 _____

(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 upgradation to class 9 & 10: _____

4. Year of recognition : _____

5. Present class-wise enrolment:

Class	6	7	8	9	10	Total
Enrolment						

6. Applying for stream :

Arts	
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Commerce	
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Science	
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7. Subjects to be taught: _____

8. Particulars of the proposed head of the institution:

i) Name _____

ii) Educational qualification _____

iii) Teaching experience (in years) _____

Note:

1. *the Principal must be a trained post graduate in a secular subject which is to be taught in the institution, having at least 5 years experience in teaching and administration.*
2. *for upgradation to higher secondary, the school must be a recognised school.*

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

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

Dated _____

Signature _____

Name _____

Designation Seal _____

Documents to be enclosed

- i) Photocopies of educational certificates of the proposed Principal.
- ii) List of teaching staff and ministerial staff (secondary section).
- iii) Photocopy of the fixed deposit certificate of ` 2,50,000.00 (Rupees two lakh fifty thousand only) and above for five years in favour of the school.
- iv) Photocopy of the upgradation and recognition order issued by the board.
- v) List of laboratory equipments/materials (for opening science stream).
- vi) Details of the school managing committee.
- vii) Photo of the school building.
- viii) 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N.B. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.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 permission to open Classes 11 & 12 in a phase manner.

(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_____