

Form no. 1

**Nagaland Board of School Education
Kohima**

Application for private schools seeking permission to open Class – IX & X

Proposed year of opening Class IX & X _____

(The application should reach the Office of the NBSE, within the period specified in the academic calendar).

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

2. Year of Establishment: _____

3. Jurisdiction of District Education Office _____ (mention the district)

4. Present class-wise enrolment:

Class	A	B	I	II	III	IV	V	VI	VII	VIII	Total
Enrolment											

5. (i) Year of upgradation to Class VIII: _____

(ii) Year of Recognition of Class VIII: _____

6. Particulars of the proposed Headmaster/Headmistress:

i) Name : _____

ii) Educational qualification : _____

iii) Teaching experience (in years) : _____

iv) Correspondence address of the proposed headmaster: _____

v) Contact number: _____ E-mail address: _____

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.

7. Ownership of the school:

Individual Society Trust Others (specify) _____

8. If it is an individual, the name of the owner _____

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

9. Other facilities provided/proposed to be provided _____

10. Land:

i) total area of land: _____

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

Note:

i) The land area of the school should be an acre or more.

ii) The school cannot be on a leased land.

iii) The land must be owned by the person, trust, society or organization which intends to upgrade the classes.

iv) There must be enough open space for the children to play.

v) There should be enough land for expansion if the authority desires to upgrade to higher classes.

vi) The school must be situated in a hygienic and clean area.

11. Science/Mathematics laboratory:
A separate room for Science/Mathematics laboratories should be available.
12. Number of books in the Library: _____
13. Whether separate toilets for boys and girls is available: _____
14. Whether drinking water facility is available: _____
15. Whether First-Aid facility is available: _____
16. Number of
 - i. Working computers _____
 - ii. Printers _____
 - iii. Power backup/Generator _____
17. Whether there is proper fencing/boundary wall around the school _____
18. School 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) Classrooms must be well ventilated and well lighted.

19. Number of feeding schools
 - (i) Govt. _____
 - (ii) Private _____
20. Distance from the nearest recognised (Govt/Private) high/higher secondary schools
 - (i) Name of the school _____
 - (ii) Distance _____

21. Justification for permission to open Class IX & X (to give a brief write up).
22. If permitted to open Class IX & X, whether the school intends to introduce any of the Sixth subjects?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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23. If yes, mention the subject(s) and the educational qualification of the teacher who intends to teach the Sixth subject(s). _____

I hereby declare that the above information is true and that I shall abide by the rules and regulations of the Board if permission is granted.

Dated _____

Signature _____

Name _____

Designation _____

School Seal

Documents to be enclosed:

- i) Photocopies of the educational documents of the head of the school.
- ii) Strength of teachers with qualification.
- iii) Photocopy of the Class-VIII recognition order.
- iv) Photocopy of the fixed deposit certificate of ₹ 4,00,000.00 (rupees four lakh only) in favour of the school.
- v) Sketch map and photo of the school and certificate of ownership duly certified by the competent authority.
- vi) Photographs of the classrooms for Class IX & X
- vii) Photograph of the Science & Mathematics laboratory.
- viii) Details of the school managing committee.
- ix) Report of the DEO (to attach separate sheet/forms).
- x) Fire Safety certificate.
- xi) Proforma regarding Safe drinking water and sanitary condition certificate.

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)

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 Class IX & X in a phase manner / not recommended. (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_____

Order/Comments of :

Secretary:

Chairman: