

Nagaland Board of School Education Kohima

Application for private schools seeking Provisional Recognition of School

(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. Postal address: _____
3. Contact number: _____ E-mail address: _____
4. Year of upgradation to Classes IX & X: _____
5. Present class-wise enrolment:

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

6. Particulars of the Headmaster/ Headmistress:

- i) Name: _____
- ii) Educational qualification: _____
- iii) Teaching experience (in years): _____

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

7. Performance of the last 3 (three) HSLC Examinations:

Sl.no.	Year	Total Enrolled	Total Appeared	Total Qualified	Pass Percentage
1					
2					
3					

8. Ownership of the school:

Individual Society Trust Others (specify) _____

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

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

10. Land:

- a. Total area of land _____
- b. 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 area of the school should be an acre or more.*
 - 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 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.*

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 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 of ` 4,00,000.00 (Rupees four lakh only) and above for 5 years in favour of the school.
- iv) Photocopy of the permission order to run Class IX & X.
- v) Details of the school managing committee.
- vi) Any improvement made in infrastructure, library, lab with evidence.

N.B. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.

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(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 recognition/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_____

Orders/Comments of:

Secretary :

Chairman: