

Form no. 41

**Nagaland Board of School Education
Kohima**

Application for private schools seeking upgradation to Higher Secondary level

Proposed year of opening Classes XI & XII _____

(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 Class IX & X: _____

5. Year of recognition : _____

6. Present class-wise enrolment:

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

7. Applying for stream : Arts Commerce Science

8. Subjects to be taught: _____

9. 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.*

10. Performance at the last 3 (three) HSLC Examinations:

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

Dated _____

Signature _____

Name _____

Designation _____

School 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 ` 5,00,000.00 (Rupees five lakhs only) and above for five years in favour of the school.
- iv) Photocopy of the upgradation and recognition order issued by the Board.
- v) Classrooms for Class XI & XII with photograph.
- vi) Details of the School Managing Committee.
- vii) Photo of the school building.
- viii) For schools applying for Science stream, the following additional facilities should be there:
 - Separate and well equipped Physics, Chemistry and Biology Laboratories.

N.B. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.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

Orders/Comments of:

Secretary:

Chairman: