

Kohima

GENERAL RULES

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Definitions

The definitions of words used in this booklet are as follows:

1. **Government** — Government of Nagaland.
2. **School Education** — Department of School Education of the Government of Nagaland consisting of the Directorate of School Education, NBSE and SCERT.
3. **State Level Education Committee** — Apex Body at the Government Level.
4. **Directorate** — Directorate of School Education, Nagaland.
5. **Board/NBSE** — Nagaland Board of School Education.
6. **SCERT** — State Council of Educational Research & Training.
7. **Civil Administrative Officer** — The civil officer in charge of a district or a sub-division.
8. **Public leaders** — The people's representatives, G.Bs, Council's Chairman, etc.
9. **Permitted institution** — A school which has been granted permission to upgrade upto classes 9 & 10.
10. **Recognized institution** — A permitted school who is accorded recognition after having fulfilled the terms and conditions.
11. **Registered institution** — Both permitted and recognized schools and colleges of the Board / Directorate.
12. **Head of the institution** — The Principal/Headmaster/Headmistress/head teacher/teacher in-charge of a registered institution.
13. **Principal** — Head of a higher secondary school/college
14. **Headmaster** — Head of a high school.
15. **Head teacher** — Head of a middle school/primary school
16. **Inspecting team** — Officials from the Directorate of School Education, NBSE, SCERT, District Education Officer or Deputy Inspector of Schools.
17. **Competent authority** — The authority (i.e. Directorate of School Education, NBSE, SCERT or District Education Office) who is in-charge of the issue.

Extent of Application

1. These rules shall apply to all registered institutions of School Education in the State of Nagaland.
2. The words denoting masculine gender in these rules shall mean and include the corresponding words of the feminine gender unless the context otherwise provides.

Information

An institution registered with the Department of School Education, Nagaland, Kohima shall abide by the rules and regulations laid down by the Department.

It shall follow the terms and conditions laid down for running an institution.

A society, trust or individual shall read the terms, conditions, rules and regulations given by the Department and should be satisfied that these can be fulfilled by them/him/her before applying to the appropriate authority for permission to open an institution.

Permission and recognition are not given simultaneously. Recognition is given after the authority is satisfied that the institution had fulfilled the terms and conditions and is running the institution satisfactorily.

This booklet contains necessary information regarding the terms, conditions, rules and regulations for seeking permission to upgrade an institution, recognition and opening of examination centres.

Contravention of these rules shall lead to the withdrawal of recognition, permission and closure of the institution or examination centre.

I. Levels of classes

The classes under secondary education shall be categorized as follows:

Level	Class	Remarks
pre-primary	A	This class should be taught in play way method
primary	1 to 5	
upper primary	6 to 8	
secondary	9 & 10	
higher secondary	11 & 12	

It is expected that the age of a child shall be 6 or above 6 at the entry point for formal education i.e. class 1. (A child of 5 years 9 months may be treated as 6 (six) years.)

The age of a child at entry into class-1 is subject to change as per national policy on education.

Care should be taken to ensure that a genius child is not debarred by rules while an average child is not burdened with the desire of the parents to achieve more than his capacity.

II. Nomenclature, ownership, management

The nomenclature of the intended institution shall not be the same as that of an existing institution.

The nomenclature shall not be changed without taking prior permission from the Directorate of School Education.

Change of management/ownership must be intimated to the authority immediately for approval.

The change or transfer SHALL BE effective from the beginning of the academic year only.

A copy of notification as well as an affidavit relating to the same must be submitted to the Board after the execution of the deeds.

For **Government schools**, when the Principal/Headmaster/Headmistress has retired or been transferred, the new incumbent after taking over the charge shall officially report to the Director of School Education and inform Chairman, NBSE and Director, SCERT.

For **Private schools**, any change of Principal/Headmaster/Headmistress stating the reason thereof and the date shall be officially reported by the School Managing Committee to the Director, School Education, Chairman, NBSE and Director, SCERT.

An institution shall use only one name, one spelling and one address. The name used in the letterheads and seals must be the same.

III. Authority

Authority: The authority to grant approval/permission for upgradation of schools at different stages are:

- | | | | |
|----|--|---|--|
| 1. | permission for opening new schools and granting of recognition (both government & private) upto primary stage, classes 1 to 5. | — | Director of School Education Nagaland, Kohima. |
| 2. | permission and recognition upto upper primary stage, classes 6 to 8 (both government & private). | — | - do - |
| 3. | upgradation to secondary level classes 9&10, 11 & 12 for government schools. | — | - do - |
| 4. | permission and recognition for secondary level classes 9 & 10, 11 & 12 for private schools. | — | Chairman/Secretary Nagaland Board of School Education, Kohima. |

The application formats are given in pages 37 to 43. The proposer shall apply in the prescribed form(s).

The proposer, in the case of private institutions, shall appoint the staff according to the given staffing pattern.

An institution can start functioning only after it is accorded permission.

An institution (both government and private) can have classes pre-primary to 5 (five) from its year of inception.

However, for classes 6 to 8, it shall upgrade its classes in a phase manner after the permission is accorded by the Director of School Education, Nagaland, Kohima.

For secondary classes 9 to 12 the authority to grant permission for upgrading classes for government schools is the Director of School Education, Nagaland, Kohima and for the private schools, it is the Chairman/Secretary, Nagaland Board of School Education, Kohima.

No institution shall upgrade these classes without prior permission from the appropriate authority.

Recognition will be accorded after the authority is satisfied with the performance of the institution.

IV. Criteria for granting permission to open classes 9 & 10.

Private schools seeking permission to open classes 9 & 10 must have been previously permitted & recognised by the Directorate of School Education to run the school upto class 8.

A school seeking permission to open classes 9 & 10 must satisfy the real need of the area and it must not harm neighbouring institutions already established and registered with the NBSE.

1. Time of submission

Application seeking permission for opening classes 9 & 10 in phase manner shall be submitted to the Secretary, NBSE 6 (six) months ahead of the academic year of starting the classes.

2. Period of validity

An application submitted shall be valid for 1 (calendar) year only. In case, permission is not granted, the proposer shall have to resubmit the application.

Any authority opening an institution or upgrading classes without the permission of the appropriate authority shall be doing so at their own risk as students from such institutions shall not be allowed to appear at any of the examinations conducted by the Department of School Education.

The department shall not be responsible for the damage done to the academic career of the students from such institutions.

3. Funding

Government institutions:

The Government shall finance the institutions, which are set up by it. It shall ensure that these institutions are maintained properly and have appropriate infrastructure.

Private institutions:

A private institution must be financially sound. As a proof of its financial stability, the management shall have a bank certificate of fixed deposit.

The bank certificate shall be renewed periodically. The amount shall be according to the level of classes which is as follows:

	level of classes		amount
i.	secondary	~	` 1,50,000.00
ii.	higher secondary	~	` 2,00,000.00

It shall not ask financial or any other aid from the government nor ask the government to take over the institution.

The staff shall be paid in time.

4. Site

An institution must be situated on a site which fulfills the following conditions:

- a. the land must be owned by the institution and should be free from any encumbrance,
- b. it cannot be on a leased land,
- c. it must have an approach road,
- d. there must have enough space for the school building and an open space for a play ground,
- e. there should be enough land for expansion if the institution desires to upgrade to higher level,
- f. the campus area for the institution must be compact. It cannot be housed in buildings which are not situated in the same complex (locality),
- g. it should be situated in a hygienic, clean area which is free from noise pollution and/or any other factors which is not conducive to academic learning,
- h. it must be situated at least 100 meters away from a State or a National highway and,
- i. it must not disturb the public conveyance/traffic and may not be within the main town/city.

For secondary section, the area shall at least be 3800 (three thousand eight hundred) sq.m. in the urban area and 7600 (seven thousand six hundred) sq.m. in the rural area. If the institution plans to have a hostel and staff quarters, there must be at least an additional area of 10,000 sq.m.

The site shall not be changed without prior permission from the Director of School Education, Nagaland.

5. Buildings

An institution must fulfill the following conditions regarding its buildings:

- a. the school cannot run on rented or leased buildings,
- b. it must belong to the institution and should be free from any encumbrance,
- c. it cannot have thatched roofing nor should it be made of bamboo or any easily inflammable materials,
- d. the buildings must be RCC or Assam hill type or semi pucca structure with CGI sheet or RCC roofing,
- e. it should have easy and sufficient exits in case of emergency such as fire, natural disaster, etc.,
- f. necessary provisions, e.g. ramps, railings, etc. should be provided to ensure that children with special needs can easily access the building,
- g. the corridors and the stairs should not be narrow . The minimum width should be at least 5 feet,

- h. the **class rooms** must —
 - i. have their own exit. The entry to the rooms should not be through another room,
 - ii. be spacious, well ventilated, and well lighted. It should not be dependent on artificial light (electricity) during the day time,
 - iii. have proper sitting arrangement. It should be arranged in such a way that no child faces difficulty because of the reflection of the board (black/white/green), and
 - iv. have enough space for the teacher and the children to move.
- i. Separate rooms for the head of the institution, office, teaching staff, library, science laboratory, computer, etc. must be provided.
- j. The institution shall also provide sanitary facilities such as separate toilets for the teaching staff and students. There should be separate toilets for boys and girls. The toilets must be hygienically maintained.

6. **Furnishing**

The institution must have sufficient furnishing to ensure smooth and easy transaction in teaching and learning:

- a. the length of the desk and bench shall be

for 2 students	~	76 cms
for 3 students	~	122 cms
for 4 students	~	152 cms
- b. the height of the desks and benches shall be constructed taking into account the height of the children.

A child should be comfortably seated and should not sit on benches where the feet does not touch the ground or where the knee is not in an upright position.
- c. there should be a minimum space of 2 feet in between the rows of benches and desks so that the pupils and teachers can work conveniently.
- d. the table and chair for the teacher must be of a comfortable height.
- e. the board (black/white/green) should be painted regularly to ensure that the writings on it is legible.
- f. platforms should be built for large rooms.
- g. the staff room must be furnished with facilities for storing students' books, etc.
- h. a separate room should be provided for the teachers to sit and check the papers of the students.
- i. the Office must have facilities for storing the official documents, the CRSH, the confidential packets, etc.
- j. the library shall have almirahs and book racks for storing literary books, tables and chairs for the students to sit and read.
- k. the science laboratory shall be furnished according to the specifications required for conduct of experiments.

7. Facilities

To ensure that a conducive environment is created for teaching and learning activities, the following minimum facilities must be provided:

- a. main room for learning activity (1 class room for each class).
- b. toilet – Separate toilets should be made available for boys and girls.
- c. water – a reasonable amount of safe drinking water should be made available for the staff and students.
[In hot climate regions, students may be advised to bring their own drinking water. Water should also be provided in the toilets.]
- d. parlour – a room should be made available for teachers to have meetings with students or parents.
- e. computer – all students may not learn computer academically, but opportunities should be given to all to learn the basics of computer.
- f. medical – It must have first aid facility and ensure that medical checkups are given to the students.
For emergencies, the institution should have prior arrangements with medical personnels.
- g. library – The institution must have a well-equipped library with books to supplement class room instruction and to provide source material for teacher's professional growth –
 - ~ for a secondary school, the library must have at least 500 books.
 - ~ for a higher secondary school, the library must have at least 1000 books.

The number of books may be lesser than the above provided the institution have internet facilities. However, this clause should not be a reason to give less emphasis on reading habit.

There should also be provision for a reading room/area.

- h. for physical education, it must have the necessary facilities besides the following:
 - open space for the children to play.
 - adequate playing area for volleyball, badminton, etc.
 - a football ground of its own or a nearby football ground which can be used by the school, and materials for sports.

8. Academic

The aim of the educational institutions shall be to provide an all round development in a child.

In imparting education, the institution shall see that the course of studies prescribed by the Department of School Education is followed and completed in time.

It shall conform with the following standards:

Courses of studies:

The institution shall follow the curriculum and syllabus, textbooks/reading materials prescribed by the Department of School Education, Nagaland, Kohima.

Routine and calendar:

All the activities of the school should be in accordance with the working days and calendar issued by the Department of School Education, Nagaland, Kohima.

Evaluation:

The students are to be continuously and comprehensively evaluated.

Monthly/weekly subject-wise tests including practicals/project works, etc. shall have to be conducted. The records of evaluation should be systematically kept in a bound register for records or inspection.

Promotion shall be made according to the prescribed criteria circulated by the Department from time to time.

All scholastic and co-scholastic achievements of the students should be maintained properly from class 1 onwards. All records must be updated regularly.

The school should maintain 100 % pass result at the lower classes. It should try to achieve more than 90 % pass result in the higher classes. The percentage shall be determined by the enrolment as on 1st April of the academic session for class 10 and below, and as on 1st July of the academic session for classes 11 and 12.

9. SCHOOL HEALTH SERVICE

It is a comprehensive care of the health and well being of children throughout the school years which ultimately raises the community health and in short - the future generation and not merely medical examinations.

Health Problems of the School Children:

While the health problems of school children may vary from place to place, the common health problems are: 1. Infectious diseases like measles and chicken pox. 2. Intestinal parasites like worm infestation. 3. Malnutrition especially in the rural areas. 4. Diseases of the skin like scabies. 5. Dental caries. 6. Eye and ear infection.

Medical Examination:

Medical examination of children at the time of entry and thereafter every 4 years or more should be done. Special care should be taken for vision, hearing and speech. Teachers play a very important role as they are in daily contact with the children and can detect any change in the child viz. rash or spots, flushed face, symptoms of acute cold, coughing and sneezing, vomiting, diarrhoea, red watery eyes, skin infections, etc. Teachers can help in the early detection for early diagnosis and treatment.

Healthy School Environment:

- a. Location** : Schools should normally be centrally located with proper approach roads and away from busy places, factories or workshops and market places.
- b. Structure** : Nursery and secondary schools as far as possible should be single storied with heat resistant walls of 10 inches.
- c. Classrooms** : Verandahs should be attached to classrooms. An ideal classroom should accommodate not more than 40 children.
- d. Furniture** : Should suit the age of the child. It is desirable to provide single desks and chairs. Desks should be of ' minus ' type and chairs should have proper backrest. When seated, the child's leg should not be left hanging but the feet should touch the floor.
- e. Doors & Windows** : The windows should be broad with the bottom sill at a height of 2'6" from the floor and should be placed on opposite walls for cross ventilation. Doors and windows combined should form 25 % of the floor space. Proper ventilations should be available.
- f. Colour** : The classroom interiors should be white/light coloured.
- g. Lighting** : Classrooms should have natural light preferably from the left. Lightings from the front should be avoided.
- h. Water supply** : Ideally there should be an independent source of safe and potable water supply.
- i. Lavatory** : One urinal for 60 students and one latrine for 100 students. This should be separate for boys and girls.
- j. Writing Board** : Should not reflect light, which will cause vision problem to the child. Black/White/Green board should be used.
- k. Sitting postures** : A child should be taught to sit straight and attentive while a teacher is teaching and not to lean on the table. Attention to postures while sitting or standing should be checked and necessary corrections be done.
- l. Use of left hand** : Teachers should not force a naturally left-handed child to use his right hand for writing which needlessly makes the child uncomfortable and inefficient. Instead, he should be taught how to write correctly/properly.

Health Education:

The aim of health education is to bring about desirable changes in health knowledge, attitudes and practices.

a. **Personal Hygiene:**

Health Education programme in schools should be lively, practical and based on every day needs of the children.

Personal Hygiene of the skin, hair, nails, clothing, etc. must be taught.

b. **Environmental Health:**

Taking part in health activities, keeping the environment clean, not littering the school compound, etc., should be inculcated early in a child who can thereby influence the family.

Behavioral problems:

Behavioral problems may be classified as under:

i. **Problems that are antisocial in nature:**

Stealing, lying, gambling, cruelty, sexual offenses, destructiveness.

ii. **Habit disorders:**

Thumb-sucking, nail biting, bed-wetting.

iii. **Personal disorders:**

Jealousy, temper-tantrums, shyness, fears & anxieties.

iv. **Psychosomatic disorders:**

Tremors, depression, hallucinations, headache.

v. **Educational difficulties:**

learning disabilities and school phobia.

Parents of children having behavioral problems should be advised by the teachers to give medical help to their children. These cases should be dealt compassionately and they should not be treated as peculiar or unhealthy.

The institution must ensure that not only the academic aspect of a child is considered but the well being of the child is looked into.

10. Management

The management of private institutions must ensure that the children studying in their institution get quality education.

The responsibilities of the management will be as follows:

- a. it shall stipulate/set the retirement age of an employee which shall be, as far as possible consonant with that of the government schools.
- b. it shall follow the principle of equal salary for equal works as directed in the directive principle of state policy.
- c. it shall not take direct action against a teacher without taking the head of the institution into confidence. In taking action against a teacher, it shall take into account the confidential record of a teacher.

- d. it shall exercise the right to appoint a teacher or a non-teaching employee on a probational period of 3 to 6 months which may be regularized at the end of the specified period provided the probationer has been evaluated as satisfactory.
- e. it shall have the power to terminate the service of an employee who is appointed during or at the end of probationary period in accordance with the terms of the appointment if the probationer is found unsatisfactory.
- f. it shall have the right to discharge an employee appointed on temporary basis without serving a show cause notice to the employee.
- g. it shall ensure that the head of the institution shall maintain a confidential report of each employee. The confidential report shall consist of two parts. The first part shall consist of a factual record of employment, salary, scale, increments, leave records, any disciplinary action as well as factual assessment of work done by the employee. The second part shall consist of confidential and evaluated statements with regard to the performance of the employee. The signature of the employee shall be obtained for entries in the first part.
- h. they must abide by the rules of the Department of School Education, Government of Nagaland.

Individually owned:

The responsibilities of the management which are individually owned are as follows:

- a. the area of land shall not be leased or rented, it shall be clearly demarcated and properly fenced.
- b. the staff shall be given reasonable pay and they must be paid regularly.
- c. the rules of the Department of School Education, Government of Nagaland issued from time to time shall be followed.
- d. it shall stipulate/set the retirement age of an employee which shall be, as far as possible consonant with that of the government schools.
- e. it shall not take direct action against a teacher without taking the head of the institution into confidence. In taking action against a teacher, it shall take into account the confidential record of a teacher.
- f. it shall have the power to terminate the service of an employee who is appointed during or at the end of probationary period in accordance with the terms of the appointment if the probationer is found unsatisfactory.
- g. it shall have the right to discharge an employee appointed on temporary basis without serving a show cause notice to the employee.
- h. it shall ensure that the head of the institution shall maintain a confidential report of each employee. The confidential report shall consist of two parts. The first part shall consist of a factual record of employment, salary, scale, increments, leave records, any disciplinary action as well as factual assessment of work done by the employee. The second part shall consist of confidential and evaluated statements with regard to the performance of the employee. The signature of the employee shall be obtained for entries in the first part.

The management of every registered institution shall constitute a school managing committee.

Punitive actions:

- a. The Director of School Education shall have the right to depute a competent person to audit the accounts of an institution run by the public, society or trust in case of complaint lodged against it.
- b. The Director of School Education shall have the power to dissolve the existing managing committee if and when it is reported that the committee has failed to discharge its duties for which it is constituted.
- c. Action shall be taken by the appropriate authority if there is evidence that the institution has not complied with the prescribed rules or has failed to implement the prescribed syllabi.
- d. Exemplary and appropriate action shall be taken against an institution if and when there is proof that it is indulging in indoctrination of the students with a particular ideology or ism that preaches a violent cult or communal hatred, etc.
- e. Action shall be taken against it if it is found and proved that it is giving protection to a student or students who had been caught red-handed resorting to malpractices in the examination with evidence by putting pressure on the head of the institution or by not allowing him to discharge his normal duties.

11. School Managing Committee

Managing Committee for registered institutions

The management of government schools shall be as per the directive of the government.

Registered private institutions shall be governed by a managing committee. The constitution of the committee for private institution shall be approved by the concerned District Education Officer.

The committee for private institution shall consist of the following members:

1.	One Educationist or Patron of the school: Chairman	}	Ex-Officio
2.	Principal/Headmaster/Headmistress : Secretary		Members
3.	One Officer from School Education Department :		Member
4.	One parent/guardian representative :		Member
5.	One teacher representative :		Member
6.	Three or more other persons according to the needs of the school :		Co-opted

Members

The number of the committee members should not be less than 7 and not more than 12 having equal representation from the above mentioned persons of which at least 2 should be women/men.

Procedure for formation of the Committee

The Principal/Headmaster/Headmistress shall propose the members of the committee to the concerned District Education Officer for approval.

Co-opted Members:

- i. a co-opted member who has been nominated for a full term will have voting right,
- ii. a co-opted member who has been nominated only for a specific meeting shall not cast any vote.

Tenure of Office

- a. The teacher representative shall be elected by and from the teachers.
- b. The parent/guardian representative shall be elected/selected at the parents-teachers meeting.
- c. The members shall hold office for three years from the date of the first sitting of the Managing Committee subject to reappointment.
- d. In case of vacancies or when the term of a member expires, the secretary shall intimate the competent authority at least 3 months ahead with the names of new members to reconstitute the committee.
- e. A member absenting from the meeting throughout one academic year without assigning any reason will cease to be a member. The secretary will initiate action for replacement of the member.
- f. A member other than an ex-officio member will be terminated/ceased to be a member on any of the following grounds:
 - i. if he becomes insolvent,
 - ii. if by reasons of his physical or mental disability, he becomes incapable of acting as such,
 - iii. on death or on resignation,
 - iv. on his being convicted of a criminal offence which in the opinion of the Director of School Education is of a serious nature.
- g. The Director of School Education has the power/authority to dissolve and reconstitute any Managing Committee at any time, if circumstances so demand.

Quorum

Two thirds of the members shall form the quorum.

Meetings

- a. The Managing Committee shall meet at least twice in a year.
- b. The ordinary meetings of the committee shall be convened by the Secretary in consultation with the Chairman. Notice for such meeting should be accompanied by the agenda.
- c. Special meetings shall be convened by the Chairman.
- d. All matters brought before the committee shall be decided by a majority vote. Each member shall have one vote. The Chairman shall cast a deciding vote in case of a tie.
- e. In the absence of the Chairman in a meeting, one of the members present shall be elected as sessional chairman.

Duties and Functions of Managing Committee

- a. The Committee shall have the power to appoint teachers and other staff, grant leave (except casual leave which may be granted by the Principal/ Headmaster/Headmistress as per rules) and determine their service conditions.
- b. it shall undertake financial management of the school.
- c. it shall make its internal/necessary arrangements for auditing the accounts of the school up to date, and
- d. to provide teachers' quarters and hostel buildings where and when necessary.
- e. The Managing Committee shall ensure that the school co-operates in all respects with the agencies of the School Education Department.
- f. The Managing Committee shall ensure that the school follows the annual academic calendar issued by the School Education Department of Nagaland.
- g. A serving employee of the institution, if he/she is a member of the committee, shall not attend the meeting where matters relating to his/her pay, promotion or conduct are under discussion. But it will be open to the Chairman to call him/her for making any statement or representation on the subject being discussed.

The committee shall ensure that the institution is running according to the guidelines given by the School Education Department and that there is no complaint from the public.

12. Staffing Pattern

An institution shall have the minimum required staff which are as follows:

- | | |
|--|--|
| primary school | ~ 4 under graduates, 2 arts graduate (1 English), 1 science graduate. |
| upper primary school (having primary section) | ~ 3 arts graduates (1 English), 2 science graduates. (1 PCM, 1 PCB), 4 under graduates, 1 hindi teacher, language teachers, 1 office assistant, 1 grade IV staff. |
| high school (having upper primary section) | ~ Headmaster, Assistant Headmaster, 4 arts graduates (1 English), 3 science graduates (atleast 1 PCM, 1 PCB each)1 hindi teacher, language teachers, 3 office assistants (1 UDA, 2 LDA-cum-Computer Assistants), 4 grade IV staff. |
| higher secondary school | ~ Principal, Vice Principal, each subject shall have a teacher who is a post graduate in the subject to be taught, 4 office assistants (2 UDAs, 2 LDA-cum-Computer Assistants), 5 grade IV staff.
For subjects having practicals, there shall be laboratory assistants/instructors. |

- a. Except for Principal, Vice Principal/Headmaster, Assistant Headmaster, the number of teachers are applicable for one section only.
- b. The minimum educational & professional qualifications of the Principal of a higher secondary school shall be a trained post graduate in a secular subject which is (to be) taught at the institution, having at least 5 years experience in teaching and in administration.
- c. The minimum educational & professional qualifications of the Headmaster/Headmistress of a high school shall be a trained graduate or a trained post-graduate in a secular subject with 5 (five) years teaching and administrative experience.
- d. The school authority shall ensure that all its teachers are professionally trained as per the norms laid down by the School Education Department.
- e. Considering the number of students, the institution shall increase the number of teaching and ministerial staff for the smooth functioning of the school. An examination centre school should have 1 additional office assistant and 1 additional grade IV staff.
- f. The educational qualifications of the teachers shall be from formal and secular background only.
- g. Institutions having pre-primary classes shall have an additional teacher or more as per the enrollment of the class.

Note: In no case, a person who does not have the requisite qualification shall be appointed as a teacher. e.g. a post graduate in Political Science shall not be appointed to teach Education. If such case comes to the notice of the authority, to safeguard the interests of the students, action shall be taken against the institution.

V. CONDITIONS FOR RECOGNITION OF HIGH SCHOOLS

A permitted school seeking provisional recognition as a full fledged high school to present students at the HSLC Examination as regular candidates should apply to the Secretary, Nagaland Board of School Education six months ahead of the academic session.

1. A school seeking provisional recognition shall be assessed on the basis of the following conditions:

- a. After being permitted to open classes 9 & 10, the school should maintain the conditions for upgrading classes 9 & 10 for the last three years before applying for provisional recognition.
- b. **Enrolment:** The school must have classes from 6 to 10 with at least 20 (twenty) students in each of the classes.
- c. **Staff:** The school must follow the staffing pattern as laid down.
- d. **Examination Results:** Schools with the following HSLC Examination results/pass percentage can apply for provisional recognition. Pass percentage will be calculated on the enrolment as on 1st April with minimum enrolment of 20 and above.
 - i. 50% pass percentage for 3(three) consecutive years.
 - ii. 100% pass percentage for 2(two) consecutive years.
- e. **Reports:** The reports of the school must be submitted in time on the prescribed forms. All information and returns called for from the school by the Board within the provision of the rules and regulations must be furnished in time.
- f. **Records:** All the school records of the last 10 years must be maintained systematically.
- g. **Inspection:** The institution must be kept open for inspection to the officers of the School Education Department.

Once a school is registered with the Board, it is kept under observation and guidance of the Board.
- h. **Evaluation:** Evaluation should be done as per the laid down rules.
- i. Night and Tutorial institutions may be registered with the Department of School Education but they shall not be granted recognition.

2. Refusal of recognition

Recognition to schools may be refused or withdrawn on any of the following grounds:

- a. not following the course of study prescribed or approved by the Department of School Education.
- b. arrangement for the internally assessed areas/subjects are not satisfactory.
- c. is not implementing continuous and comprehensive evaluation properly.
- d. has not followed the criteria for promotion of its students and/or gave undue laxity in granting promotion.
- e. has not attained or does not attain to a reasonable standard of efficiency.

- f. the relationship between the students and teachers, teachers and parents and/or teachers and the school authority is not satisfactory.
- g. is not financially stable.
- h. does not pay its staff regularly.
- i. has committed a wilful breach of the transfer rules.
- j. is found that it issues false documents.
- k. without obtaining prior permission from the concerned authority starts the school, upgrades, changes its nomenclature or shifts to a new locality or place.
- l. appears to the authority empowered to grant recognition for any other reason to be injurious in the interest of education.

3. **Withdrawal of registration/provisional recognition of schools**

Any private school who does not meet the minimum prescribed standard will face withdrawal of recognition and/or registration and closure of the school on the following reasons:

Permission:

Permission shall be withdrawn from a private school for any of the following–

- a. the conditions laid down in regard to registration is violated.
- b. does not comply with the rules and regulations of the School Education.
- c. enrolment is below the minimum prescribed number in any class for 2 (two) consecutive years.
- d. shows nil pass percentage at the Board’s examinations for 3 consecutive years.
- e. shows less than 30 % pass percentage at the Board’s examinations for 5 consecutive years as per the enrolment as on 1st April.
- f. there is a fluctuation in result and/or enrolment for 3 consecutive years.
- g. did not present candidates at the HSLC Examination for the last 2 (two) consecutive years.
- h. there are cases of irregularities in admission, promotion/selection for final examinations.
- i. there are cases of irregularities in financial matters of the school.
- j. the discipline and management of the school is not satisfactory.
- k. does not co-operate or provide assistance to the Board/School Education Department in matters of examinations, curriculum development and co-scholastic activities.
- l. If, in the opinion of the authority, the inspection report indicates that the school is no longer worthy of registration/recognition.

Recognition:

Recognition shall be withdrawn from a private school for any of the following –

- a. the conditions laid down in regard to recognition is violated.
- b. does not comply with the rules and regulations of the Board/School Education Department.

- c. shows less than 45 % pass percentage at the Board's examinations for 3(three) consecutive years as per the enrolment as on 1st April.
- d. there is a fluctuation in result and/or enrolment for 3 consecutive years.
- e. has not presented candidates at the HSLC Examination for the last 2 (two) consecutive years.
- f. there are cases of irregularities in admission, promotion/selection for final examinations.
- g. there are cases of irregularities in financial matters of the school.
- h. the discipline and management of the school is not satisfactory.
- i. does not co-operate or provide assistance to the Board/Education Department in matters of examinations, curriculum development and co-scholastic activities.
- j. the administration is inefficient and does not comply with the directives of the School Education Department of Nagaland.
- k. if, in the opinion of the authority, the inspection report indicates that the school is no longer worthy of recognition.

The pass percentage shall be worked out basing on the number of students enrolled at the beginning of the year.

4. Consequence of withdrawal of recognition and permission

*An institution whose **recognition** is withdrawn shall face the following consequences:*

- a. The privileges of having recognition such as deciding the criteria for sending the students for the Board's examinations, etc. shall be withdrawn.
- b. It shall be placed under close scrutiny and observation.
- c. Its failure to improve itself shall lead to withdrawal of permission.

*An institution whose **permission** is withdrawn shall face the following consequences:*

- a. Its certificate for the stage of classes for which permission is withdrawn shall not be accepted after the first year of closure.
- b. It shall not be allowed to conduct any departmental examinations.
- c. It shall be placed under close scrutiny and observation.
- d. Its failure to correct the short-coming shall lead to the closure of the school.

5. Period of withdrawal of recognition/registration

The period of withdrawal of recognition/registration shall be effective for a minimum period of 3 (three) years. Fresh provisional recognition/registration shall be considered subject to fulfillment of all normal conditions for recognition /registration.

If a school does not show any improvement within 2 (two) years after withdrawal of recognition/permission, further action shall be taken to close down the school.

The recognition and permission given to an organization to start an institution shall be cancelled if it withdraws its base from the State.

VI. CONDITIONS FOR REGULAR RECOGNITION OF SCHOOLS

Provisionally recognised schools who have fulfilled all the specified conditions and the following additional criteria shall be granted recognition on regular basis by the Board :

- a. The school must have a pass percentage of 75 or above at the HSLC Examination for the last 10 (ten) years basing on the enrolment as on 1st April.
- b. The school's enrolment must have a uniform and steady number in all the classes. The ideal student-teacher ratio should be followed.
- c. It must have a sound and stable school administration.
- d. It must have proper infrastructure for housing the school within their own plot of land.
- e. It must have proper facilities for transacting scholastic and co-scholastic activities.
- f. There must be scope for further expansion or development of the school.
- g. The school records must show improvement over the years in all its activities.
- h. The school must have extended its co-operation with the Board especially in connection with examination as and when asked for.

VII. CONDITIONS FOR OPENING CLASSES 11 AND 12

A private school seeking permission to open classes 11 & 12 must apply **well** ahead of the academic session to the Secretary, Nagaland Board of School Education.

The following conditions must be observed before applying:

- a. The school must be a recognised institution registered with the NBSE having 50 or more pass percentage at the last three consecutive HSLC examination.
- b. It must have a fixed deposit/reserve fund of ` 2,00000.00 (Rupees two lakhs only) for 5 (five) years in favour of the institution.
- c. It must have the infrastructure to accommodate the additional classes 11& 12.
- d. It must follow the curriculum and academic calendar prescribed by the Board.
- e. The school must follow the staffing pattern for higher secondary schools as laid down by the Board.
- f. The ideal student-teacher ratio should be maintained and followed.
- g. The school must extend co-operation and render assistance to the Board as and when asked for.
- h. Science Stream : In addition to the above conditions, for opening science stream, the school must have subject-wise laboratory duly equipped. Qualified and experienced laboratory assistants must be appointed for each subject.

A higher secondary school shall have classes from 6 to 12.

VIII. NORMS FOR OPENING HSLC EXAMINATION CENTRE

HSLC Examination centres shall be created under the following conditions:-

1. **Need for a Centre**

As and when the Board feels it necessary for a particular area/locality in view of examination/administrative convenience.

2. **Written Assurance**

The Board may also consider opening a new centre provided the proposed centre is far off from the existing centre or faces practical problems at the existing centre. Having fulfilled the norms, written assurances from the following persons must be submitted to the Secretary, NBSE:-

- a. Civil Administrative officer of the area concerned for smooth and safe conduct of the examination,
- b. Public leaders of the area assuring their full co-operation for the smooth conduct of the examination,
- c. The heads of registered high schools intending to come under the new centre assuring their full co-operation for the conduct of the examination.
- d. The apex student body leaders of the area assuring that the students shall not indulge in mal-practices before/during/after the examination.

3. **Norms to be fulfilled for opening HSLC examination centre**

a. *Centre*

The school to be made a centre of examination must fulfill the following conditions:

- i. It must be a school recognised by the Board.
- ii. The school must have a good administrative set up.
- iii. It must have a permanent building with proper fencing free from outside interference.
- iv. The school must have adequate number of rooms of standard size with proper ventilation and lighting.
- v. Drinking water, first aid facility, sanitary arrangement etc. must be available within the premises of the school.
- vi. It must have a compound vast enough to be cordoned off during examination hours. It must also be free from noise and other sounds of disturbance.

b. *Number of examinees*

For an examination centre to be created, there must be a minimum of 200 examinees from at least 5 (five) registered high schools of the Board.

c. *Treasury*

There must be a Government Treasury within a reasonable distance for depositing all the confidential documents relating to the examination.

In case there is no Treasury, there must be a branch of a Scheduled Bank. The Branch Manager who will act as the custodian of the Board's confidential papers must give a written **undertaking**.

d. *Police station*

There must be a Police Station (not police outpost) situated within a reasonable distance from the centre.

e. *Civil Administration*

The centre shall be located at the administrative headquarters under the administrative officer not below the rank of Additional Deputy Commissioner, who shall be the chairman of the local examination centre committee.

f. *Post Office*

There must be at least a sub-post office within easy reach of the centre, which handles regular daily mail service of insured letters and parcels for daily dispatch of answer scripts immediately after the examination is over. The local examination centre committee shall ensure that the answer scripts are dispatched in time. (If there is no post office, the cost of transporting the answer scripts shall not be borne by the Board).

g. *Transport and communication*

The examination centre must be connected by regular passenger bus and telegraph/ telephone service.

h. *Hospital/Dispensary*

There should be a hospital or dispensary within easy reach of the examination centre to provide medical facilities to the centre.

4. *Inspection*

The centre shall be open for inspection only to the Chairman of the Examination Centre Committee, observers and persons deputed by the School Education Department/Board.

Unauthorised persons/organizations shall not be allowed to visit the examination centres .

The Board reserves the right to allocate/re-allocate the centre to any school or to close down the centre.

IX. NORMS FOR OPENING HSSLC EXAMINATION CENTRE

Subject to fulfillment of the norms laid down for HSLC centre, the HSSLC examination centre is created on fulfilling the following additional conditions:-

- a. The proposed centre must have been a HSLC examination centre for the last five years.
- b. Must have a minimum of 100 (hundred) candidates for Arts & Commerce streams. For Science stream, the minimum number shall be 50 (fifty).
- c. For practical examinations, the centre must have adequate laboratory equipments or aids to facilitate the smooth conduct of the examination.

The Board reserves the right to allocate/re-allocate the centre to any institution or to close down the centre.

X. WITHDRAWAL OF HSSLC/HSLC EXAMINATION CENTRE

An HSSLC/HSLC Examination Centre shall be withdrawn on any ONE of the following grounds:-

- a. The number of candidates appearing at the examination is less than the minimum for opening a centre.
- b. The norms laid down for the examination centre are not followed or fulfilled.
- c. Report of mass copying at the examination centre.
- d. Weak and inefficient administration at the centre.
- e. Poor invigilation.
- f. Poor or non-cooperation on the part of the centre or examination committee or general public with the Board.
- g. Any prevalent mal-practice and/or on any other ground that the Board may think fit and proper for such action.

The Board reserves the right to close down a centre and/or shift the centre from one school to another/ one place to another.

XI. Rules for school libraries

Any teacher at the discretion of the head of the institution shall be directed to take the charge of the library as a duty which is not an option to be evaded.

- a. All library books shall be catalogued, numbered and labeled.
- b. The librarian shall maintain the following registers and shall see that it is always updated:-
 - i. The library catalogue (of books, maps and periodicals).
 - ii. The stock register (showing the addition and loss in the total number under different subjects year by year).
 - iii. Issue and receipt register.
 - iv. A fine register.
- c. The school library shall be kept open on all working days to such classes and during such hours as the librarian with the prior approval of the head of the institution may from time to time determine.
- d. He will be responsible for any loss or damage of books, documents, charts, furniture, etc. belonging to the library if it is due to his negligence. He will have at least two periods free from his daily teaching for exclusive work in the library.
- e. When books are to be written off by the competent authority, the librarian shall on receipt of the order, note down the number and date of the order against each of such books in the remark's column.
- f. At the time of handing and taking charge over the library, the teacher concerned shall carefully and jointly count all the books and shall submit a report to the head of the institution. Any loss or misappropriation shall be brought to the notice of the head of the institution.
- g. There shall be an annual stock taking by the librarian. The annual report shall be kept in the office of the school for verification at the time of inspection. The report shall indicate the following:-
 - i. the stock at the last stock-taking.
 - ii. additions.
 - iii. losses, written off and
 - iv. the present stock, providing explanations of losses and discrepancies.
- h. The head of the institution can recall any library book already issued at any time.
- i. The use of the library is confined to the staff and students. Any extension of this privilege is subject to the approval of the head of the institution given in writing.
- j. The librarian shall in consultation with the head of the institution prepare for each class a list of suitable books, and this shall remain in charge of the class master or class captain concerned for ready reference and selection by the students.
- k. Only one book can be issued to a student at a time. He must return it within a fortnight from the date of issue. Any delay is ordinarily punishable by a fine of ` 50 (rupees fifty only) per week. A book may be re-issued for a second time if there is no other requisition for it.
- l. Students are strictly prohibited from scribbling in any library books. Any damage or loss must be made good to the satisfaction of the librarian approved by the head of the institution.
- m. All library books must be returned at least a week before the commencement of a vacation or the annual/other stock taking. During this period, there will be no issue of books.
- n. The head of the institution on receipt of an application from a student for transfer certificate or withdrawal shall refer to the librarian to determine the liabilities of the student who shall verify and report the same to the head of the institution immediately.

- o. The date of issue and return shall be entered in the register. The librarian, while issuing a book to a particular student shall obtain the signature against the name of the book in the loan register.
- p. Text books and books of reference shall not be issued to students.
- q. Each teacher shall be provided with a set of textbooks required by him at the beginning of a new session.
- r. The librarian shall ensure that a teacher who is going on leave, deputation, transfer or retirement return all library books. Failing which, the librarian shall be responsible for the loss and shall bear the cost.
- s. Books on theory and methods of education shall be returned within a month of the date of issue in order that every teacher may have access to such books as often as possible.
- t. All fines and payment for damage or loss of books shall be credited to the treasury/school account.
- u. Care must be taken by the agency who will be purchasing books for the libraries that undesirable or unsuitable books are not purchased/procured.

The library will be open to School Education Department for inspection as and when required.

XII. Rules for Computer Section

The Computer teacher or any teacher at the discretion of the head of the institution shall be directed to take the charge of the computer section as a duty which is not an option to be evaded.

- a. He shall catalogue, number and label the equipments, furniture, etc.
- b. The teaching of computers shall be included in the time table of the school.
- c. He shall maintain a stock register, showing the addition and loss in the total number under different equipments year by year and shall see that it is always updated.
- d. He shall be responsible for the maintenance and repair of the equipments.
- e. He will be responsible for any loss or damage of computers, books, furniture, etc. belonging to the computer section if it is due to his negligence.
- f. At the time of handing and taking charge over the computers, etc. the teachers concerned shall carefully and jointly count them and shall submit a report to the head of the institution. Any loss or misappropriation shall be brought to the notice of the head of the institution.
- g. There shall be an annual stock taking. The annual report shall be kept in the office of the school for verification at the time of inspection. The report shall indicate the following:-
 - i. the stock at the last stock-taking.
 - ii. additions.
 - iii. losses, written off and
 - iv. the present stock, providing explanations of losses and discrepancies.
- h. The use of the computers is confined to the staff and students. Any extension of this privilege is subject to the approval of the head of the institution given in writing.

The Computer Section will be open to School Education Department for inspection as and when required.

XIII. Rules for Science/Mathematics laboratories

The Science teacher shall be responsible for the science laboratory. The Mathematics teacher shall be responsible for the mathematics laboratory.

In absence of the specified teacher, at the discretion of the head of the institution any teacher shall be directed to take the charge of the laboratory as a duty which is not an option to be evaded.

- a. All equipments, books, etc. shall be catalogued, numbered and labelled.
- b. The laboratory shall be kept open for practical classes.
- c. The teacher in-charge shall maintain the following registers and shall see that it is always updated:-
 - i. The catalogue (of books, periodicals, equipments, chemicals, charts, etc.).
 - ii. The stock register (showing the addition and loss in the total number year by year).
- d. He will be responsible for any loss or damage of equipments books, documents, charts, furniture, etc. belonging to the laboratory if it is due to his negligence.
- e. At the time of handing and taking charge over the laboratory, the teachers concerned shall carefully and jointly account for all the books, materials, equipments, chemicals, etc. and shall submit a report to the head of the institution. Any loss or misappropriation shall be brought to the notice of the head of the institution.
- f. There shall be an annual stock taking by the teacher-in-charge. The annual report shall be kept in the office of the school for verification at the time of inspection. The report shall indicate the following:-
 - i. the stock at the last stock-taking,
 - ii. additions,
 - iii. losses, written off and
 - iv. the present stock, providing explanations of losses and discrepancies.

The Science and Mathematics laboratories will be open to School Education Department for inspection as and when required.

XIV. Holidays, working days and working hours

The list of holidays shall be published by the Director of School Education, Nagaland, Kohima before each academic year and shall be followed by all the registered institutions of the Department of School Education, Nagaland.

- a. All such registered institutions must observe the national holidays, especially holidays relating to religious festivals i.e. Id, Good Friday, Durga Puja, Diwali, Guru Nanak's birthday, etc. **This is to promote communal harmony.**
- b. Institutions having hostels may adjust their holidays for the convenience of the students staying in the hostel which should be approved by the Department.
- c. Institutions which are centres for public examinations may also adjust their working days with Saturdays.
- d. Teaching institutions excluding its office are vacation institutions..
- e. The minimum working days of the higher secondary, secondary, elementary levels is 200 working days inclusive of days of examinations and co-curricular activities.
- f. The minimum working days of the primary level is 180 working days inclusive of days of examination and co-curricular activities.
- g. The working hours of elementary, secondary, and higher secondary shall be 5 hours. There shall be a break of 30 minutes.
- h. The working hours for primary level shall be 4 hours. There shall be a break of 30 minutes.

As far as practicable, holidays may begin on a Monday and working days begin on a Tuesday. This is to ensure that students and teachers who have to travel from their home town may not face conveyance problems by travelling on Sundays.

For teaching and ministerial staff:

The following guidelines are given for private institutions:

- a. All employees should be entitled to the holidays notified by the School Education Department of the state.
- b. No period of leave may be substituted by "prefixed/suffixed" to vacations/holidays.
- c. Leave should be applied in written and in advance except in unforeseen circumstances. In such, cases applications must be submitted as soon as possible.
- d. To be entitled for the salary of the vacation period, an employee shall be present on the last day preceding the vacation and on the first day after the vacation.
- e. There should be provision of 12 days casual leave. Restricted holidays may also be given.
- f. Provision for medical leave or special leave with or without pay should be given.
- g. It is within the power of the school authority to grant any special leave for any length of time to an employee for reasons which it feels is justified.
- h. Provision for maternity leave with pay to a married female employee should be given. The duration should not be less than a month.
- i. The period in which an employee is directed to attend seminars, workshops, examination works, etc shall be considered as working days and must not be treated as leave or leave without pay.

The school authority shall frame rules regarding the leave it shall grant to employees.

XV. Rules for Hostels

All the rules regarding discipline for a student in an institution shall apply to hostels. Offences committed by a boarder in the hostel are to be dealt with by the hostel superintendent.

The following rules shall apply to hostels in addition to the rules given for an institution.

- a. The hostel superintendent shall make the daily routine for the boarders to ensure that they have time for physical exercises, study hours, personal hygiene and are in time for their classes. They shall also be given a quiet time for their spiritual development.
- b. During sickness, a boarder may not be able to observe the routine in full. In such cases, the medical officer or the superintendent will guide the boarder in respect of his daily observance of rest or work.
- c. A boarder desiring to be absent from the hostel for some time shall apply leave of absence to the hostel superintendent for permission. Such application must be supported by a letter of request from the parent or guardian of the boarder. If a boarder takes leave from the hostel without permission of the superintendent, it shall be treated as a major offence.
- d. Absence for the night or at an evening roll call without permission of the hostel superintendent will be treated as a major offence.
- e. No boarder shall bring any person to the hostel compound and hostel premises without permission of the hostel superintendent. Violation of this rule will be treated as a major offence.
- g. Boarders shall receive all postal communications and articles through the hostel superintendent.
- h. Any form of gambling, drugs, alcoholic drinks, etc. within the hostel will be treated as a major offence.
- i. Any act by a boarder that is not in accordance with the hostel rules or that is done in contravention of the Superintendent shall be treated as an offence.
- j. A boarder who commits a major offence for the first time shall be given a warning. For the second major offence, he shall be expelled from the hostel.
- k. A "conduct register" shall be maintained by the hostel superintendent. All cases of breach of discipline by a boarder and punishment meted out to him should be recorded. This register should be submitted to the head of the institution concerned periodically to enable him to make a corresponding entry in the conduct register of the boarders.
- l. A boarder on his admission to a hostel shall sign his name in a register incorporating a copy of the rules of discipline enforced in the hostel.
- m. The decision of the Managing Committee shall be final in any case of dispute.

XVI. Powers and functions of the head of an institution

The Principal/Headmaster/Headmistress being the principal administrative officer of the institution shall be the controlling, drawing and disbursing officer, convener, in-charge of civil works and shall:

- a. conduct and supervise examinations
- b. receive all fees and dues as prescribed
- c. receive and forward the applications of candidates for the Board's examinations
- d. distributes the Board's certificates to the students
- e. prepare and declare results of its internal examinations with the help of the teaching faculty
- f. grant leave to its employees or otherwise whenever necessary
- g. control, supervise and co-ordinate the work of the subordinate staff
- h. maintain confidential reports of the staff
- i. convene the meetings of the school managing committee
- j. submit the minutes of the school managing committee meetings to the Directorate of School Education, NBSE and District Education Officer
- k. act as the custodian of school records, seals, building, library and such other properties movable or immovable vested in, held by or under the control of the school/department
- l. arrange for internal/external audit of the accounts of the school
- m. initiate disciplinary action against students/staff prescribed by regulation
- n. execute the decisions of the school managing committee which shall be subject to approval by the Director of School Education/Secretary, Nagaland Board of School Education as the case may be
- o. convene regular or special meetings of parents and teachers
- p. conduct official correspondence of the school
- q. forward relevant documents i.e. mark sheets, admit cards, results, etc. to the Board for verification or correction
- r. adopt measures for physical, moral and social welfare of the students
- s. suspend a student for a period not exceeding 15 days in case of misconduct
- t. issue a forced transfer certificate for grave misconduct of a student giving prior information to the managing committee before action is taken
- u. debar student(s) from appearing at the final examinations on any ONE of the following reasons:-
 - i. no sign of academic improvement or deteriorating performance in class tests and terminal examination.
 - ii. gross misconduct and insubordination to school authority.
 - iii. failure to attend regular or coaching classes.
 - iv. non-payment of fees (school fees, examination fees etc).
 - v. indulges in anti-social or immoral activities.
 - vi. misbehavior in the society, outside the school or in school.
 - v. do all such acts and things as may be necessary, or as and when asked for by the competent authority.

XVII. Fundamental responsibilities of a head of an institution

The head of an institution is expected to be a person of integrity, living an exemplary life and having concern for the welfare of the students and subordinates. He should not have any vices such as drinking alcoholic drinks, smoking, gambling, taking drugs, etc.

He must conduct morning assembly daily to inculcate the sense of discipline, encourage the talents of the students and to give guidance and instruction to the students. He is to be a guide and not an instrument of punishment to the students.

The head of an institution is expected to execute the following responsibilities:

- a. Ensure that all classes are taught by teachers qualified in the subjects concerned.
- b. Scrutinize and verify the documents at the time of admission and transfer of students.
- c. Supervise day to day class routine.
- d. Prepare the yearly working calendar of the school as per the directives of the Directorate of School Education/Board.
- e. Conduct periodical meetings with the teachers.
- f. Check the lesson plan and the lessons taught by the teachers and ensure that the course of studies is completed in time.
- g. Form a committee with the teachers for preparing the results of the annual examination as per the criteria given by the Directorate of School Education or the Board.
- h. Create a sense of unity, punctuality, dignity of labour among the teachers so that they can be role models for their students.
- i. Collect and submit necessary information/forms from the Directorate of School Education, the NBSE, the SCERT, the District Education Office, or Office of the Deputy Inspector of Schools and submit thereafter.

He must update himself on the latest rules issued by the School Education Department from time to time.

XVIII. Signing Authority

- a. The head of a higher secondary school is the Principal. He is the signing authority for higher secondary level and below.
- b. The head of a college is the Principal. He is the signing authority for the higher secondary section attached to colleges.
- c. The head of a high school is the Headmaster or Headmistress. He is the signing authority for high school section and below. He shall not sign for higher section.
- d. The head of the elementary section is the Head Teacher. He is the signing authority for elementary level and below.
- e. The head of the primary section is the Teacher-in-Charge. He is the signing authority for primary level.
- f. If the institution is without a head temporarily, the senior most teacher shall sign with written explanation for the reason but, in no case, shall the Chairman or Board Members of Managing Committee, Secretary or Members of Village Education Committee, or Proprietor sign on behalf of the head of the institution.

The signing authority is responsible for what is written above his signature.

XIX. Duties and functions of a teacher

The teachers are the instruments in shaping the future of the students. It is imperative, therefore, that the teachers must possess qualities like patience, love, kindness, affection, to achieve higher sense of morality and integrity.

1. They should be thorough with their subject matters and courses of the subjects they are teaching.
2. They must plan their lessons for the whole academic year.
3. They must be prepared for taking classes with necessary notes, teaching aids, etc.
4. Corrections of class work, home work, test, etc. must be done regularly.
5. They should continually and personally test their students and also keep a record of them.
6. They must be familiar with the type of questions which are set at the public examinations. They must be able to control their classes and ensure that their classes do not cause disturbance to other classes.
7. Punishment, if it is to be administered, should be such that the student learn something out of it. Physical punishment/mental harassment should be avoided.
8. The names of the irregular students and students with behavioral problems must be reported to the head of the institution.
The reasons of irregularity and behavior should be studied so as to give necessary help to the student.
9. The examination works like paper setting, evaluation, tabulation of results, etc. must always be kept confidential.
10. They must be decently dressed. Their method of dressing in any occasion should not be a point of discussion among the students or the public.
11. A teacher should know the names of the students and their performances, behaviors, etc.
12. The spirit of unity and cordial relationship must be developed among the teachers.
13. Criticizing a colleague or another student in front of a student or students must be avoided.
14. A teacher must utilize his social life as a man in the society.
15. Teachers must be willing to take any activity in the interest of the students and the institution.
16. Teachers shall attend meetings called by the head of the institution.
17. A teacher may be allotted 23 to 25 classes a week.
18. They shall take proxy classes as and when directed by the head of the institution.

Penalties:

Appropriate action to the extent of termination of service without any benefits shall be taken against a teacher who is guilty of indulging in one or more of the following actions.

1. deliberately neglects the assigned duties.
2. propagates through his teachings or otherwise, criminal or sectarian outlook which may prove detrimental to communal or internal harmony.

3. discriminates any student on the ground of caste, creed, language, sex, place of origin, or social or cultural background.
4. indulges in or encourages any form of malpractice connected with examination or any school activity.
5. remains absent from the school without leave or prior permission of the head of the institution.
6. has the habit of shirking responsibilities or is found lacking in sincerity and honesty in the discharge of the assigned responsibilities.
7. engages in other trade or accepts other employment while in service.
8. incites students or other employees to commit act(s) which are prejudicial to the discipline and overall discipline of the school.
9. organizes or attends meetings during the school hour without the permission of the school authority.
10. takes part in political activities and engages in dissemination of political ideology of a particular political party among the students.
11. found in making derogatory remarks or comments against the school authority which may prove injurious to the reputation of the institution.
12. refuses to take classes allotted to him by the head of the institution.
13. adjudged to have failed to teach the subject effectively for which he was appointed.
14. found guilty by any law court in any criminal case.

The school authority before taking action against an employee shall ascertain the seriousness of the offence and shall give a chance to him to explain his position by serving a show cause notice.

The authority of a private institution shall have the power to decide the penalty to be imposed for any of the offence.

A government employee shall be penalized according to the rules laid down by the Government of Nagaland.

XX. Affiliations

1. No Objection Certificate (NOC) to institutions seeking affiliation with other boards/councils

The jurisdiction of the Department of School Education, Nagaland is the State of Nagaland.

Any educational institution situated in the State of Nagaland must be registered with the Department of School Education, Nagaland.

Any educational institution which is not under the purview of the department shall not enjoy the benefits of a registered institution.

A private institution which is not registered with the Department of School Education, Nagaland will be permitted to seek affiliation with a recognized national or international Board/Council. The application shall be addressed to Chairman, State Level Education Committee, Nagaland.

However, it cannot seek affiliation for only a particular section/level of classes.

Affiliation to a state board/council is not allowed.

2. Seeking affiliation from other state or territory

An institution situated in another state, territory or country desiring to come under the Department of School Education, Nagaland shall be permitted, provided its host state, territory or country issues a No Objection Certificate (NOC) in its application seeking affiliation with the Department of School Education, Nagaland.

However, it cannot seek affiliation for only a particular section/level of classes.

NOTE: In the context of Nagaland, the word "affiliation" shall not normally be used. Institutions are permitted to open or upgrade and accorded recognition only after observing necessary formalities.

XXI. Monitoring

The Director of School Education/NBSE will direct the concerned Monitoring Team to inspect, supervise and submit the reports of the institutions and/or the applicants for opening of institutions or upgradation. Basing on these reports, the Director will forward them to the State Level Education Committee.

The monitoring team must submit their reports before 10th September.

There will be two levels of monitoring team — State Level Monitoring Team and District Level Monitoring Team.

The State Level Monitoring Team shall inspect the secondary schools, higher secondary schools, literature committees and any other organizations.

The District Level Monitoring Team shall inspect the primary and middle schools.

Members of the monitoring team shall be:

- a. State Level —
 - i. Joint Director (Secondary), School Education — Convener.
 - ii. One Officer from NBSE.
 - iii. One Officer from SCERT.
 - iv. Concerned District Education Officer.
- b. District Level —
 - i. District Education Officer- Convener.
 - ii. Concerned Civil Administrative Officer.
 - iii. Chairman or Secretary of the concerned Village Education Committee/concerned ward member of the Town Committee.

Duties and functions:

The duties and functions of the teams shall be as follows-

- a. for opening of new institutions —

The team shall inspect the proposed site and ensure that the proposer is financially sound and has already owned/acquired the required area of land and that the required conditions can be fulfilled.
- b. for up-gradation or any other reasons-

The team shall inspect and supervise the existing level of classes and will also ensure that the required conditions are fulfilled. They shall take necessary action to ensure that the institution is monitored and that it continues to show signs of improvement/development.

It is expected that the members of the Monitoring Team are well versed with the rules and regulations of the Department.

XXII. Miscellaneous

It is mandatory on the part of the head of the institution to know the rules, regulations, duties, functions, etc. of the Department of School Education and to explain or take action as per the rules and guidelines.

Over and above the written rules and regulations, the following information are given for the benefit of the institution.

1. All the registered institutions of the Directorate of School Education/NBSE are to use the Cumulative Record cum Schooling History (CRSH) for their students.
Further, it should be noted that the particulars of the students entered in the Board's records should exactly tally with the records of CRSH.
2. The importance of giving the correct particulars must be explained to the students.
 - a. *Do not assume that the students know the names of their father and mother.*
 - b. *The surname/ second name of the father and the mother can be different.*
 - c. *Explain the importance of –*
 - i. *Writing the correct name / particulars, etc.*
 - ii. *An affidavit comes into effect from the date it is registered. As such particulars entered before the said date are not effected.*
 - d. *Explain that once the HSLC admit card is issued, the Board do not accept any additions or changes in the names / particulars.*
 - e. *Explain the importance of using their full names and not the pet names, abbreviated or short names and advise the student to use the 'full'/real' name and a second name /title/surname and not a short or a pet name.*
e.g. Kevichütuo Solo or Panghai Khiamniungan instead of Kevichütuo or Apong Khiamn.
 - f. *Discourage the use of initials such as Tokheli Y. or M. Kekhrie.*
 - g. *Biologically it is not possible to be born twice. As such, a child having two dates of birth should never arise.*
 - h. *It is important that the handwriting and signature belongs to the candidate himself/herself and that one of the parent signs in the Application Form personally.*
 - i. *Many do not realize the importance of the HSLC Admit Cards.*
For further studies or employment, the particulars given in the HSLC Admit Card and HSLC Certificate of Qualification is taken as the authentic/legal document. As such, students should be informed that the particulars entered in the Application Form is for a life time.
3. The Head of the Institution must realize that the signing authority is responsible for what is written above his/her signature.
 - a. *The signing authority must be fully aware and should understand the content of the letter/notification, etc. before signing it.*
 - b. *In case a mistake is committed, the person who have signed the letter shall be responsible and not the person who prepared it.*

c. *Care should be taken to check the spellings in the particulars. An interchange of letters, a deletion or addition of a letter can change the meaning or may have no meaning or may even change the clan or tribe.*

- e.g.
1. Vituozo (continuously good), Vitouzo (genuinely good).
 2. Thapo – Angami, Thapa – Nepali.
 3. Mero – Chakhesang, Meru – Angami/Zeliang.
 4. Semy/Semp – Rengma, Sema is the old terminology of Sumi.
 5. Salie is a name, Sale is a title/surname.

d. *In case of miscommunication, or in case the Principal/ Headmaster/teacher goes on leave, necessary steps should be taken so that the career of the students are not disrupted/ disturbed.*

4. When the head of the institution cannot personally collect important documents from the Board, he is to authorize another person. The name and designation of the person to be authorized should be written. The authorised person should give three specimen signatures in the letter which should be countersigned by the head of the institution (only one time).
5. The use of red and green colors in signing letters and certificates is not appropriate. As per the government's directives, only specified persons can use green ink and red ink for specific purposes. Green/Red ink is not used for signing academic certificates, letters, etc.
Use blue, blue-black or black colour only for signing letters, certificates and in the files.
6. The first copy of the letter is to be given/sent to the person to whom the letter is addressed to and the carbon copies are sent back to the persons by whom the letter is given for information/necessary action and for office copy. Carbon copy must never be sent to the addressee.
7. Corrections in any form – overwriting or erasing must be avoided. Marks, date of birth or the particulars of a student which are overwritten/erased and rewritten are NOT accepted.
8. Education is a fast moving phenomenon in which we need to adopt, adapt, change to feed the needs of our society and also to keep up with others. Hence, we need to keep updating our system.
9. The teachers are the key persons in the working system of education. They must be made aware of their importance for transacting the curriculum and for producing quality education.
10. Core curriculum is the curriculum framed by the COBSE. Core curriculum consists of five subjects : two languages, mathematics, science and social sciences. Passing the HSLC level of examination without these core subjects can debar a student from getting admissions in some Boards and Universities. The pass criteria of HSLC Examination may however, differ from Board to Board.
11. The institution should render assistance and extend co-operation to the School Education Department in all activities as and when asked for. The school shall be opened for inspection by the competent authority of the School Education Department of Nagaland.

Sample of application forms

Form no. 1

Application for private schools seeking permission to open Classes – 9 & 10

Proposed year of opening Classes 9 & 10 _____

(The application should reach the Office of the NBSE 6 (six) months ahead of the academic session from which it intends to open the classes).

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

2. Postal address: _____

3. Year of Establishment: _____

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

5. Present class-wise enrolment:

Class	LKG	1	2	3	4	5	6	7	8	Total
Enrolment										

6. (i) Year of upgradation to Class 8: _____

(ii) Year of Recognition of Class 8: _____

7. Particulars of the Headmaster/Headmistress:

i) Name : _____

ii) Educational qualification : _____

iii) Teaching experience (in years) : _____

iv) Correspondence address of headmaster/proprietor: _____

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.*

8. Ownership:

Individual Society Trust Others (specify) _____

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

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

10. Other facilities provided/proposed to be provided _____

11. 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.*

12. 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) *class room must be well ventilated and well lighted.*

13. Number of feeding schools (i) Govt. _____
(ii) Private _____

14. Distance from the nearest recognised (Govt/Private) high/higher secondary schools

- (i) name of the school _____
- (ii) distance _____

15. Justification for permission to open classes – 9 & 10 (to give a brief write up).

16. If permitted to open class 9 & 10, whether the school intends to introduce any of the Sixth subjects?

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

17. If yes, mention the subject(s) and the educational qualification of the teacher who intends to teach the Sixth subject(s). _____

Dated _____

Signature _____

Name _____

Designation Seal _____

Documents to be enclosed:

- i) Strength of teachers with qualification.
- ii) Photocopy of the Class-8 (eight) recognition order.
- iii) Photocopy of the fixed deposit certificate of ` 1,50,000.00 (rupees one lakh fifty thousand only) in favour of the school.
- iv) Photocopies of the educational documents of the head of the school.
- v) Sketch map and photo of the school and certificate of ownership duly certified by the competent authority.
- vi) Details of the school managing committee.
- vii) Report of the DEO (to attach separate sheet/forms).

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 Classes 9 & 10 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_____

Order/Comments of :

Secretary :

Chairman:

Form no. 2

Application for private schools seeking Provisional Recognition of School

(The application should reach the Office of the NBSE 6 (six) months ahead of the academic session from which it intends to open the classes).

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

2. Postal address: _____

3. Contact number: _____ E-mail Address: _____

4. Year of upgradation to classes 9 & 10: _____

5. Present class-wise enrolment:

Class	5	6	7	8	9	10	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:

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:

(i) total area of land _____

(ii) name of the land owner: _____

(iii) with ownership certificate issued by competent authority.

- Note:**
1. *The school cannot be on a leased land.*
 2. *The land must be owned by the person, trust, society or organization which intends to upgrade the classes.*
 3. *There must be enough open space for the children to play.*
 4. *There should be enough land for expansion if the authority desires to upgrade to higher classes.*
 5. *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 of ` 1,50,000.00 (Rupees one lakh fifty thousand only) and above for 5 years in favour of school.
- iv. Photocopy of the permission order to run classes 9 & 10.
- v. Details of the school managing committee.

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 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_____

Orders/Comments of:

Secretary :

Chairman:

Form no. 41

Application for private schools seeking upgradation to Higher Secondary level

Proposed year of opening Classes 11 & 12 _____

(The application should reach the Office of the NBSE 8 months ahead of the academic session from which it intends to open the classes).

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

2. Postal address: _____

3. Contact number: _____ E-mail Address: _____

4. Year of upgradation to class 9 & 10: _____

5. Year of recognition : _____

6.. Present class-wise enrolment:

Class	5	6	7	8	9	10	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 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 ` 2,00000.00 (Rupees two 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) List of laboratory equipments/materials (for opening science stream).
- vi) Details of the School Managing Committee.
- vii) Photo of the school building.

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 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 _____

Orders/Comments of:

Secretary:

Chairman: