

Nagaland Board of School Education
Kohima

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

Proposed year of opening Classes 9 & 10 _____

(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. Year of Establishment: _____

4. Jurisdiction of District Education Office _____ (state 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) : _____

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)

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 Rs.75,000/- 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)

Order/Comments of :

Secretary :

Chairman:

Verification report by the inspecting team of the NBSE:

I /We hereby certify that I/We had physically verified the records, site and building of the school and found that the statements given by the school authority are true and recommended for permission to open Classes 9 & 10 in a phase manner.

(in case any of the statement is not correct/ true, write it in the separate sheet)

(i) Signature _____

Name _____

Designation _____

Date _____

(ii) Signature _____

Name _____

Designation _____

Date _____