



**GOVERNMENT OF NAGALAND
DIRECTORATE OF SCHOOL EDUCATION
NAGALAND:: KOHIMA**

FORMAT-IV

FORM FOR UP-GRADATION OF PRIVATE SCHOOL

(To be filled up by the Headmaster/ headmistress of School) Year 2022

GENERAL INFORMATION OF SCHOOL:

1. Name of the School (in block letters) _____
2. Postal address and District _____
3. Ownership of School : individual/ Association of individual/ society/ trust _____
4. Contact Number: _____
5. Location : urban/rural _____
6. Particulars of Headmaster/ Headmistress:
i) Name: _____
ii) Educational qualification: _____
iii) Teaching experience (in years) _____
7. Applying for recognition up to class _____

8. Important year :

Year of permission	Year of last Recognition	Year of last up-gradation
	Class: Year:	Class: Year:

9. Present class-wise enrolment:

Class	A	B	1	2	3	4	5	6	7	8	Total
Enrolment											

10. Total intake capacity : _____
11. Total No. of class rooms _____
12. Performance of school for the last three years examination:

Sl.No	Year	Students Appeared	Pass percentage

13. Ownership of the school: Individual _____ Society _____ Trust _____ Others _____
(Specify) _____

- i) If Individual , Name of the owner _____
- ii) If Society, Trust, Organisation, give name _____

14. Status of land: Whether Govt. Allotted land/on lease land/Private Land: _____

15. Type of building: Kucca/ pucca _____

16. Land, Location & site:

- i) Total area of land in acre/ sq.mtrs _____
ii) Distance of school from Highways/ main road _____
iii) Whether the school has proper security fencing or not: Yes/ No _____
iv) Whether the school building is Eco-friendly for children with special needs: Yes/ No _____
v) Whether the school is located in the industrial area : Yes/NO _____
vi) Whether the school is located in a hygienic area with proper waste management facilities or not: Yes/ No _____

17. School Staff & Curriculum:

- i) Total Number of teachers _____ & Office staff _____
ii) No.of trained teachers B.Ed__DELED__Montessori Trained__ /Dip.in ECCE____
iii) Total No. of qualified and trained Science __ & Maths teacher _____
iv) Curriculum, syllabus and text book followed in school: SCERT/any other _____

18. Availability of basic amenities:

Sl. No	Facilities	Tick (Yes/No)
1	Play- field	
2	Separate toilet for boys& girls	
3	Electricity	
4	Safe drinking water	
5	First Aid Facilities	
6	Ramp	

I/ We hereby declare that the above information is true. If the department at any time finds out that any information given by Me/ We is false, can take action and withdraw the order.

Dated _____

Signature _____

Name: _____

Designation _____

School Seal

Documents to be enclosed:

1. Forwarding letter from the concern SDEO.
 2. Recommendation letter of the concerned DPDB with meeting minutes.
 3. Opening permission, Provisional Recognition and Up-gradation orders.
 4. Furnish Teachers' details.
 5. Enclose (Xerox copy) trained certificate of DEIEd, B.Ed, ECCE, Montessori trained teachers. And education qualification certificate of Maths and Science Teacher.
 6. Furnish constitute School Managing Board as per the norms.
 7. Format VI i.e Inspection Form and Verification Report of the Inspecting Field Officer should be attached along with Format IV.
 8. Photographs of Verifying officers/SDEO along with the students, teachers, teaching staff and other infrastructural facilities.
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- Forms shall be issued from the month of 15th Feb to 15th March and Date of Submission from 1st June to 30th June 2022. Therefore any school seeking for Provisional Recognition should follow the stipulated time.
 - The format shall be valid only for one calendar year.
 - This Format is only for school with Opening Permission Order.
 - Only Original copy of the form shall be accepted.
 - Original copy of all the required documents along with fee of Rs 2000/- shall be submitted personally/individually to the Planning Section Room No 421 at the Directorate of School Education.
 - Online submission shall not be entertained.