

## CRITERIA FOR PERMISSION / REGISTRATION FOR ESTABLISHMENT OF PRESCHOOLS IN NAGALAND

1. Permission/ Registration for establishment of preschools shall be given by the Directorate of School Education, Nagaland, Kohima
2. The preschool shall follow the Curriculum Framework developed by SCERT and the curriculum/ syllabus should be age appropriate.
3. The land for the preschool should be in complete possession of the proprietor. It cannot be on a leased land or rented property.
4. The location of new preschools should be on a site that has adequate mitigation measures against any imminent natural hazards. Existing schools located in vulnerable location should either be relocated at a safer site or they should be provided adequate support to mitigate the effect of any natural hazards that may affect the area. The location of the buildings must be safe from hazards like heavy traffic, ponds, ditches, and pollution etc.
5. All new preschools should be housed in single storied buildings and the maximum number of floors in school buildings shall be restricted to three including the ground floor. It should also include disaster resilient features. Existing vulnerable schools need to be repaired to the desired level of resilience with regard to local disaster risks.
6. A minimum indoor space (room size) 5x7= 35sq. meters for group of 25 children must be provided.
7. Necessary provisions, e.g. ramps, railings, etc should be provided to ensure that children with special needs can easily access the building.
8. A preschool should have rooms with adequate light and proper ventilation. Rooms should have two doors for easy evacuation in case of any emergencies. It would be most appropriate if the doors open outside, into open areas or corridors of adequate width to make the school safer for the preschoolers. In addition, a separate storage space, toilets, a verandah and cooking facility should be provided.
9. A sound and quality infrastructure is mandatory. The interior should be colourful, attractive and educative for the children. Cleanliness, hygiene and safety must be maintained at all times.
10. The preschool must be kept open for inspection to the officials of the Directorate of School Education, Nagaland, Kohima. The inspection will be done on the proper maintenance of records and facilities provided.
11. The preschool must appoint Montessori Trained Teachers/ECE trained teachers and non-teaching staff including a helper as per the norms set by the government.
12. The student-teacher ratio should be 25:1.
13. The fees charged by the preschool must commensurate with the facilities provided.
14. A preschool should have a maximum of 4 (four) working hours per day and 5 (five) working days per week.
15. Fresh palatable food must be provided.
16. The preschools shall regularly hold meetings with the parents to oversee the progress of the children.





Form no.

**Application for permission/registration for establishment of preschools in Nagaland.**

**1. Particulars of the authorized applicant**

1.1 Name of the applicant.....

1.2 Father's / Husband's name.....

1.3 Qualification.....

1.4 Official position in the Governing Body of the society/Trust –

-----individual or trust?

**2. Particulars of the applicant Society/ Trust**

2.1 Name of the applicant Society/ Trust.....

2.2 Whether a copy of Certificate of Society/Trust Registration is attached? YES/NO

2.3 Complete Postal Address of the applicant.....

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Tel. No..... Mobile No.....

Email id.....

**3. Details about the programme applied for:**

a	Nature of the proposal	Permission/ Registration for establishment of preschool
b	Number of classes	
c	Category of classes (please tick whichever is applicable)	i. 2+ years ii. 3+ years iii. 4+ years iv. 5+ years
d	Proposed Intake capacity per class	
e	Admission procedure (tick whichever applicable)	i. First come first basis ii. Interview iii. Draw of lots iv. Any other, please mention



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f	Duration of one academic session (working days)	
g	Rate of fees per student	

#### 4. Particulars of the institution:

4.1 Name of the School (in Capital Letters) .....

4.2 Complete Postal Address

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Tel No..... Mobile No.....

Email id..... Website.....

4.3 Type of management (please tick any one out of the following)

- a) A Government-aided school
- b) A self-financing private school
- c) Any other, please specify.....

#### 5. Details of infrastructural facilities available for the proposed preschool

5.1 Location of the building

- i. Easily accessible
- ii. Safe from hazards like traffic, pollution etc. (?)

5.2 Availability of space

- i. Sufficient indoor space: Yes/ No
- ii. Sufficient outdoor space: Yes/ No

5.3 Specification of rooms

Sl. No.	Description	Allotted for Class	Length	Breadth	Carpet Area
1	Classroom 1				
2	Classroom 2				
3	Classroom 3				



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4	Multipurpose Hall				
5	Staff Room				
6	Art and Craft Room				
7	Any other, please specify				

#### 5.4 Availability of basic amenities

Sl. No.	Facilities	Tick whichever available
1	Toilet	a. Separate toilets for boys and girls b. Sufficient water supply c. Accessibility d. Soap/ Hand wash
2	Drinking water	a. Boiled water b. Mineral water
3	Electricity	a. Sufficient lighting b. Sufficient fans, coolers etc.
4	First Aid	a. Bandages, sterilized cotton, plaster b. Antiseptic ointment c. Thermometer d. Scissors, pincers
5	Kitchen	
6	Any other, please specify	

