





21. PTA meeting conducted in a year: Once  Twice  Never

22. PERFORMANCE OF SCHOOL FOR THE LAST THREE YEARS: (PSLC for Primary & ESLC for Upper-Primary)

Sl.No	Year	Students Appeared	Pass percentage

23. Status of land: Purchased  Donated  Others   
(Affidavit to be attached)

24. Type of School building:

25. Land, Location & site:

I. Total area of land in acre/ sq.mtr/ Sq.ft

(attach scale map/ survey map duly certified & issued by District

Administration)

II. Distance of school from Highways/ Main road

III. Whether the school has proper security fencing: Yes  No

IV. Whether the school building is Eco-friendly for children with special needs:

Yes  No

V. Whether the school is located in a hygienic area with proper waste management

facilities: Yes  No

VI. Condition of road leading to the school:

**26. School Staff & Curriculum:**

- I. No. of teaching staff  No. of Non-teaching staff
- II. No. of trained teachers B. Ed  D. El. Ed  Montessori   
ECCE  Others
- III. No. of qualified Science teacher  No. of qualified Math's teacher
- IV. Curriculum and syllabus followed in school: SCERT/ any others, specify  
\_\_\_\_\_

**27. SALARY STRUCTURE OF TEACHERS:**

- a. Pre-Primary Teacher
- b. Primary Teacher
- c. Graduate Teacher

**28. SCHOOL FEE STRUCTURE:**

- I. Admission fee
- II. Monthly fee
- III. Capitation fee (if any):

**Declaration by the School Head**

I/ We .....

Designation ..... do hereby declare that the information provided above is true and correct. In the event that any information furnished by me/ us is found to be false or incorrect, the Department shall be at liberty to take appropriate action including withdrawal of the order.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation \_\_\_\_\_

School Seal



**Documents to be enclosed:**

1. Forwarding letter from the concerned Sr. SDEO/SDEO.
2. Photocopy of school Permission, Provisional Recognition/ Renewal of Recognition, Up-gradation orders and Certificate of Registration.
3. Teachers detailed biodata.
4. Photocopy of highest educational qualification certificates of Teachers including the Head Teacher.
5. Photocopy of teachers' professional certificates.
6. A copy of constituted School Managing Board as per RTE Act 2009 duly approved & issued by the concerned District Officer.
7. Inspection Form (**Format-V**).

**Note:**

- Forms shall be available in the Department's Official website till **31<sup>st</sup> March 2026**
- Date of Submission will be from **1<sup>st</sup> June to 30<sup>th</sup> June 2026**.
- The format shall be valid for the current academic year only.
- The format along with all the required documents and fee of Rs. 2000/- shall be submitted in person to Room No.421 (Planning Section) Directorate of School Education, Kohima.
- Late submission shall not be entertained.