

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



FORMAT-III

FORM FOR PROVISIONAL RECOGNITION OF PRIVATE SCHOOL

(To be filled up by the Headmaster/ headmistress of School) Year 2025

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. Current Standard of School running upto _____
8. Applying for recognition up to class _____
9. **Important year :**

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

10. Present class-wise enrolment:

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

11. Performance of school for the last three years examination:

Sl.No	Year	Students Appeared	Pass percentage

12. Total Intake capacity: _____

13. Total no. of Class rooms: _____

14. No. of PTA conducted in a year: (Once) _____ (Twice) _____ (Never) _____

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

- I. If Individual , Name of the owner _____
- II. If Society, Trust, Organisation, give name (Enclose Society Registration certificate)

16. Status of land: Whether Govt. allotted land/ Private land _____
(Affidavit to be attached)

17. Type of School Building : Kutcha/pacca

18. Land, Location & site:

- I. Total area of land in acre/ sq.mtrs/Sq.ft _____
- 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 _____

19. Fee Structure:

I. Admission fee: Rs _____

II. Monthly fee: Rs _____

20. School Staff & Curriculum:

- I. Total Number of teachers _____ & Office staff _____
- II. No. of trained teachers B.Ed _____ DEEd _____ Montessori Trained _____ /ECCE _____
- III. Total No. of qualified and trained Science _____ & Maths _____ teacher.
- IV. Curriculum, syllabus and text book followed in school: SCERT/any other _____

21. 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	
7	Waste Management facility	

I/ We hereby declare that the above information is true. If the department at any time finds out that any information given by Me/ Us 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) Photocopy of Opening permission and Up-gradation orders.
- 3) Teachers' detail bio-data
- 4) Photocopy of teachers trained certificate like DEEd, B.Ed, ECE, Montessori teachers and education qualification certificate of Teacher
- 5) Copy of constituted School Managing Board as per the norms.
- 6) Attached geotag photographs of School building, Classrooms, Staff room, verifying officer/SDEO along with the students, teachers, teaching staff and facilities listed in Sl no. 21.
- 7) Format VI (Inspection Form) and Format III (Provisional Recognition) form should be submitted in original.

Notice:

- Forms shall be issued from the month of 15th Feb to 15th March 2025 and date of Submission will be from 1st June to 30th June 2025, therefore any school seeking for Provisional Recognition should strictly follow the stipulated time.
- The format shall be valid only for one calendar year.
- This format is only for the school with Opening Permission Order.
- Only original copy of the form shall be accepted
- Photocopy of all the required documents and a fee of Rs. 2000/- shall be submitted personally/ individually to the Planning Section Room No 421 at the Directorate of School Education, Nagaland, Kohima.