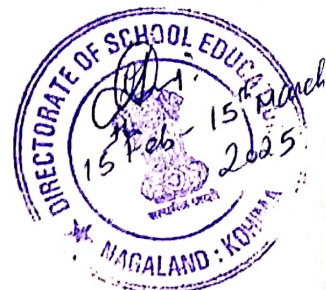


**GOVERNMENT OF NAGALAND  
DIRECTORATE OF SCHOOL EDUCATION  
NAGALAND: KOHIMA**



**FORMAT-IV**

**FORM FOR UP-GRADATION OF PRIVATE SCHOOL**  
(To be filled up by the Headmaster/ headmistress of School) Year 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. Applying for Up-Gradation 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 (attach society registration certificate)  
: \_\_\_\_\_

**14 Status of land: Whether Govt. allotted land/ Private land** \_\_\_\_\_  
(attach Affidavit)

**15 Type of building: Kutcha/ pacca**

**16 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 \_\_\_\_\_

**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 \_\_\_ & Math's teacher \_\_\_\_\_
- iv) Curriculum, syllabus and text book followed in school: SCERT/any other \_\_\_\_\_

**18 Fees Structure:**

- I. Admission fee
- II. Monthly fee

**19 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. Recommendation letter of the concerned DPDB with meeting minutes.
  3. Opening permission, Provisional Recognition orders.
  4. Teachers details biodata
  5. Photocopy of teachers trained certificate like DEIEd, B.Ed, ECCE, Montessori teachers and education qualification certificate of Teacher.
  6. A copy of constitute of School Managing Board as per the norms.
  7. Format VI ( Inspection Form) and (Format IV of Up-gradation form) should be submitted in original.
  8. Attached geotag photographs of the school building, Classrooms, Staff rooms, verifying officer/SDEO with the students, teachers and teaching staff and facilities listed in SI no, 19.
- Forms shall be issued from the month of 15<sup>th</sup> Feb to 15<sup>th</sup> March 2025 and date of Submission will be from 1<sup>st</sup> June to 30<sup>th</sup> June 2025, therefore any school seeking for Up-gradation should 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 fee of Rs. 2000/- shall be submitted personally/ individually to the Planning Section Room No 421 at the Directorate of School Education.