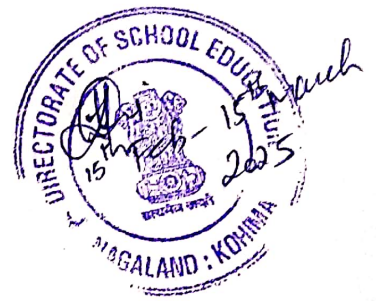


GOVERNMENT OF NAGALAND
DIRECTORATE OF SCHOOL EDUCATION
NAGALAND: KOHIMA



FORMAT-I
FORM FOR PROVISIONAL RECOGNITION OF PRE-SCHOOLS
(To be filled up by the Administrator/Proprietor of Pre-School) Year 2025

GENERAL INFORMATION OF THE PRE-SCHOOL:

1. Name of the Pre-School (in block letters): _____

2. Postal Address: _____

District: _____

3. Contact number: _____

4. Location: Urban/Rural _____

5. Particulars of Teacher Incharge:

I. Name: _____

II. Educational qualification: _____

III. Teaching experience (in years) _____

6. Current Standard of Pre-School running up to: _____

7. Applying for recognition up to class: _____

8. Important year:

Year of permission	Year of last Recognition
	Class: Year:

9. Present class-wise enrolment:

Class							Total
Enrolment							

10. Total Intake capacity: _____

11. Total no. of Class rooms: _____

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

13. Ownership of the Pre-School: Individual/Society/Trust /Others (specify):

I. If Individual, Name of the owner: _____

II. If Society/Trust/Organization, specify (enclose Society Registration Certificate):

14. Status of land - whether Govt. allotted land/Private land: _____
(Affidavit to be attached)

15. Type of building: Kutch/Pucca: _____

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 Industrial area: Yes/No _____
- VI. Whether the school is located in a hygienic area with proper waste management
facilities: Yes/No _____

17. Fee Structure:

I. Admission fee: _____

II. Monthly fee: _____

18. School Staff & Curriculum:

- I. Total No. of teachers _____ & Office staff _____
- II. No. of trained teachers: B. Ed. _____ D. El. Ed _____
Montessori Trained _____ ECCE _____
- III. Curriculum, syllabus and text book followed in school: SCERT/any other
(specify): _____

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 concerned SDEO.
- 2) Opening permission, Provisional Recognition (if any).
- 3) Detailed bio-data of Teachers.
- 4) Photocopy of training certificates of teachers like D. El. Ed, B. Ed., ECCE, Montessori, etc and their educational certificates.
- 5) Format-II (Inspection Form) to be submitted in original.
- 6) Attached geotag photographs of Inspecting Officer/SDEO along with the students, teachers, teaching staff and facilities like toilet, drinking water, ramp, playfield and waste management facility.

- Forms shall be uploaded in the Department's official website from **15th Feb to 15th March 2025** and Form Submission will be from **1st June 2024 to 30th June 2025**. Therefore, any Pre-School seeking Provisional Recognition should follow the stipulated time.
- The format shall be valid only for one calendar year.
- This format is only for those Pre-Schools with Opening Permission Order by the Department.
- 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.
- Online submission shall not be entertained.