

**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 2024**

**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: Kutcha/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 **25<sup>th</sup> April 2024 to 31<sup>st</sup> May 2024** and Form Submission will be from **1<sup>st</sup> June 2024 to 30<sup>th</sup> June 2024**. 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.