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**GOVERNMENT OF NAGALAND  
SCHOOL EDUCATION DEPARTMENT**

**NOTIFICATION**

Dated Kohima, the 30<sup>th</sup> October 2018

**NO. DSE/MISC/NEWSCHOOLS/12-115/2017:** On the recommendations of the Committee for regulating the establishment of Pre-Primary schools and reviewing the guidelines for opening of new private schools (primary/Upper Primary) as approved by the State Level Education Committee (SLEC), the Governor of Nagaland is pleased to notify the following Criteria and Guidelines :

- i. Criteria for permission/registration for establishment of Preschools in Nagaland annexed at **Annexure-I.**
- ii. Guidelines/Norms for opening New Private Schools (Primary/ upper Primary) as annexed at **Annexure-II.**

Sd/-

**MENUKHOL JOHN.**

Principal Secretary to the Govt. of Nagaland

Dated Kohima, the 30<sup>th</sup> October 2018

**NO. DSE/MISC/NEWSCHOOLS/12-115/2017: /620**

Copy to:

1. The P.S to Advisor, School Education, Nagaland, Kohima for information.
2. The OSD to Chief Secretary, Nagaland, Kohima for information.
3. The Director, School Education, Nagaland, Kohima.
4. The Director, SCERT Nagaland, Kohima.
- ✓ 5. The Chairman, NBSE, Nagaland, Kohima.
6. The all DEOs/SDEOs
7. Office copy/Guard file.

*Advt. Secy  
11/11/18*

*Advt. Secy  
31.10.18*

*CE*

*keep it in SLEC file*

*11/11/2018*

*Advt. Secy (E)  
11/11/18*

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30/10/18*

(Y. RENBONTHING TSOPOE)

Joint Secretary to the Govt. of Nagaland



## CRITERIA FOR PERMISSION / REGISTRATION FOR ESTABLISHMENT OF PRESCHOOLS IN NAGALAND

1. Permission/ Registration for establishment of preschools shall be given by the Directorate of School Education, Nagaland, Kohima
2. The preschool shall follow the Curriculum Framework developed by SCERT and the curriculum/ syllabus should be age appropriate.
3. The land for the preschool should be in complete possession of the proprietor. It cannot be on a leased land or rented property.
4. The location of new preschools should be on a site that has adequate mitigation measures against any imminent natural hazards. Existing schools located in vulnerable location should either be relocated at a safer site or they should be provided adequate support to mitigate the effect of any natural hazards that may affect the area. The location of the buildings must be safe from hazards like heavy traffic, ponds, ditches, and pollution etc.
5. All new preschools should be housed in single storied buildings and the maximum number of floors in school buildings shall be restricted to three including the ground floor. It should also include disaster resilient features. Existing vulnerable schools need to be repaired to the desired level of resilience with regard to local disaster risks.
6. A minimum indoor space (room size) 5x7= 35sq. meters for group of 25 children must be provided.
7. Necessary provisions, e.g. ramps, railings, etc should be provided to ensure that children with special needs can easily access the building.
8. A preschool should have rooms with adequate light and proper ventilation. Rooms should have two doors for easy evacuation in case of any emergencies. It would be most appropriate if the doors open outside, into open areas or corridors of adequate width to make the school safer for the preschoolers. In addition, a separate storage space, toilets, a verandah and cooking facility should be provided.
9. A sound and quality infrastructure is mandatory. The interior should be colourful, attractive and educative for the children. Cleanliness, hygiene and safety must be maintained at all times.
10. The preschool must be kept open for inspection to the officials of the Directorate of School Education, Nagaland, Kohima. The inspection will be done on the proper maintenance of records and facilities provided.
11. The preschool must appoint Montessori Trained Teachers/ECE trained teachers and non-teaching staff including a helper as per the norms set by the government.
12. The student-teacher ratio should be 25:1.
13. The fees charged by the preschool must commensurate with the facilities provided.
14. A preschool should have a maximum of 4 (four) working hours per day and 5 (five) working days per week.
15. Fresh palatable food must be provided.
16. The preschools shall regularly hold meetings with the parents to oversee the progress of the children.





Form no.

**Application for permission/registration for establishment of preschools in Nagaland.**

**1. Particulars of the authorized applicant**

1.1 Name of the applicant.....

1.2 Father's / Husband's name.....

1.3 Qualification.....

1.4 Official position in the Governing Body of the society/Trust –

-----individual or trust?

**2. Particulars of the applicant Society/ Trust**

2.1 Name of the applicant Society/ Trust.....

2.2 Whether a copy of Certificate of Society/Trust Registration is attached? YES/NO

2.3 Complete Postal Address of the applicant.....

.....

.....

.....

Tel. No..... Mobile No.....

Email id.....

**3. Details about the programme applied for:**

a	Nature of the proposal	Permission/ Registration for establishment of preschool
b	Number of classes	
c	Category of classes (please tick whichever is applicable)	i. 2+ years ii. 3+ years iii. 4+ years iv. 5+ years
d	Proposed Intake capacity per class	
e	Admission procedure (tick whichever applicable)	i. First come first basis ii. Interview iii. Draw of lots iv. Any other, please mention



Cont'd.....2

f	Duration of one academic session (working days)	
g	Rate of fees per student	

#### 4. Particulars of the institution:

4.1 Name of the School (in Capital Letters) .....

4.2 Complete Postal Address

.....  
 .....  
 .....

Tel No..... Mobile No.....

Email id..... Website.....

4.3 Type of management (please tick any one out of the following)

- a) A Government-aided school
- b) A self-financing private school
- c) Any other, please specify.....

#### 5. Details of infrastructural facilities available for the proposed preschool

5.1 Location of the building

- i. Easily accessible
- ii. Safe from hazards like traffic, pollution etc. (?)

5.2 Availability of space

- i. Sufficient indoor space: Yes/ No
- ii. Sufficient outdoor space: Yes/ No

5.3 Specification of rooms

Sl. No.	Description	Allotted for Class	Length	Breadth	Carpet Area
1	Classroom 1				
2	Classroom 2				
3	Classroom 3				



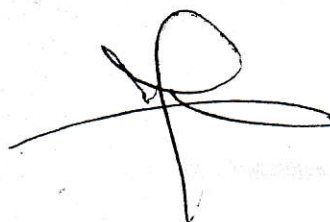
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4	Multipurpose Hall				
5	Staff Room				
6	Art and Craft Room				
7	Any other, please specify				

## 5.4 Availability of basic amenities

Sl. No.	Facilities	Tick whichever available
1	Toilet	a. Separate toilets for boys and girls b. Sufficient water supply c. Accessibility d. Soap/ Hand wash
2	Drinking water	a. Boiled water b. Mineral water
3	Electricity	a. Sufficient lighting b. Sufficient fans, coolers etc.
4	First Aid	a. Bandages, sterilized cotton, plaster b. Antiseptic ointment c. Thermometer d. Scissors, pincers
5	Kitchen	
6	Any other, please specify	





## GUIDELINES/NORMS FOR OPENING NEW PRIVATE SCHOOLS (PRIMARY / UPPER PRIMARY).

The proposal for opening of new private school must be submitted by an individual or Organizing Committee formed by the Registered Society or a Trust under the Registration of Societies Act, 1860 as amended vide Registration of Societies (Nagaland First Amendment) Act 1969, one of whose aims and objectives should be establishment of Educational Institutions. The applicant must ensure that the following norms/guidelines are fulfilled:

### 1. Location and Site.

- a) The applicant(s) should have **absolute ownership of a suitable piece of land** (proposed site of the school) of not less than **1 (one) acre** for opening a Primary School/Upper Primary School. If the Society/School Management/individual has multi-storied school building(s), relaxation may be given for minimum requirement of area.
- b) **The land and buildings** (if any) should be duly registered in the name of the individual/ society or the school. There must be sufficient land for expansion if the school desires to upgrade to higher level.
- c) **A Sketch Map or Survey Map** of the proposed site of the school area should be certified by a competent administrative officer.
- d) The school management or individual applying for opening permission should furnish **sound financial statement** showing a bank certificate of fixed deposit of rupees **4 (four) lakh** for urban area and rupees **2 (two) lakh** for rural area or educationally backward area. The sponsoring body of the school should have a **reserve fund** equivalent to three months salary for the total number of staff appointed for the purpose.
- e) The School should be **situated** in a hygienic and clean area and should be free from noise pollution. The school be at least **200 metres** away from Highway(s) or industries. If it is less than 200 metres away from Highway(s)/industries, proper fencing with gates shall be mandatory for safety of the students.
- f) There should be provision for playfield for children to play.
- g) The school building should be constructed specific to the Educational Institution Code.

### 2. Hygiene facilities

- (a) Sanitary arrangements at the school are adequate and are kept in good order and a certificate from the Health Officer of the local authority having jurisdiction over the area in which the school is located as to the health and sanitary conditions of the school and its surroundings has been furnished, and will also be furnished as and when required by the Appropriate Authority;
- (b) Supply of good drinking water to the students and suitable facilities should be provided to enable them to take refreshments, lunch or the like;
- (c) Separate toilets should be made available for boys and girls.



### 3. School Managing Committee:

Registered private institutions shall be governed by a managing committee. The constitution of the committee for private institution shall be approved by the concerned District Education Officer.

The committee for private institution shall consist of the following members:

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | One Educationist or Patron of the school                       | : | Chairman         |
| 2. | Head Teacher   | : | Secretary        |
| 3. | One Officer from School Education Department                   | : | Member           |
| 4. | One parent/guardian representative                             | : | Member           |
| 5. | One teacher representative                                     | : | Member           |
| 6. | Two or more other persons according to the needs of the school | : | Co-opted Members |

The number of the committee members should not be less than 5 and not more than 10 having equal representation from the above mentioned persons of which at least 2 should be women/men.

### 4. Teaching Staff

The school shall have adequate number of qualified and trained teachers as per government norms.

#### (i) Head Teacher and qualification

- (a) The qualification of the Head of Institution shall be a Graduate with B.Ed/ Child Psychology degree in case of Upper Primary and a Graduate with Diploma in Elementary Education/Diploma Child Psychology in case of Primary level.
- (b) The Head Teacher must have a minimum qualification of Bachelor's Degree with B.Ed.
- (c) He/she shall have atleast 3-5 years teaching experience in a recognized middle school or in an equivalent post at the time of appointment.

#### (ii) Subject Teachers and qualification

- (a) 1(one) Arts Graduate with B.Ed.
- (b) 1(one) Science Graduate with B.Ed.
- (c) 2-3 HSSLC Passed [atleast 2(two) HSSLC (Science) passed] with DELED.
- (d) 1-2 Montessori trained/Diploma in ECE.

#### (iii) Office Staff

The school should have a minimum of the following office staff:

- (a) 1(one) LDA with knowledge of Computer.
- (b) 1(one) Grade IV Employee.

### 5. Enrolment

The minimum enrolment in Classes I shall be 20(twenty) to qualify for upgradation. To ensure adequate academic input, the number of students in any section of a class should be limited to a maximum number of 40(forty). Teacher – Students ratio shall normally not exceed the ratio of 1:40.



6. **Academic**

- a) The school shall undertake by self-declaration that it shall **follow the curriculum and syllabus, calendar and guidelines** issued by the Department of School Education and Government of Nagaland as amended from time to time.
- b) Facilities are provided for teaching of languages in accordance with the three language formula, adopted by the State Government.
- c) The school shall ensure that the children studying in the school get quality education.

7. The sponsoring body shall submit an application for opening of new schools or upgrading of existing schools to the District Educational Officer/Sub-Divisional Education in the format prescribed by Directorate of School Education with 3 copies of the applications and enclosures.

On receipt of the applications for permission to open new schools or for upgrading of existing schools, the District Educational Officer/Sub-Divisional Education Officer shall carry out spot verification, make such **enquiries** as he may deem fit as to the correctness of the statements made in the application and other relevant matters regarding such applications. If the laid down criteria are fulfilled, the DEO/SDEO shall forward the applications with his report thereon to the District Planning & Development Board of the concerned district.

8. Permission to run private school shall be given initially up to **Class V (five)** i.e. Primary level and permission to run Upper Primary level in one go will be granted only in exceptional cases.
9. Granting of opening permission/provisional opening permission shall not bestow any right for grant-in-aid from the Department of School Education.
10. Applications for permission to open a new class in an existing school during any school year not involving the raising of the class of the school shall be submitted to the District Education Officer in charge of the area in a format in triplicate.
11. The applications along with the **recommendation letter from the District Planning and Development Board** of the District along with the meeting minutes of the Board shall be submitted to the Principal Director/Director of School Education for issue of No Objection Certificate.
12. The Principal Director/Director, on receipt of the recommendation of the applications from the District Planning and Development Board with the report of the Sub-Divisional Education Officer/District Educational Officer shall verify the proposal and **forward the applications** with detail report and recommendation along with NOC to the Government.

The Government shall consider the applications in the light of the report of the field officers, the recommendation of the DP & DB and the Director's report and other relevant matters which the Government think necessary to be considered in this connection and shall take a final decision and publish their decision in the Gazette with the list containing necessary particulars.



13. A school shall be opened only after getting the permission from the authority.
14. **Opening to be reported to the District Educational Officer:** When a new school is opened with permission granted, the fact shall be reported to the District Educational Officer and Director with a statement showing (i) the date of opening (ii) the location (iii) the classes opened (iv) the names and qualification of the staff and (v) the accommodation and equipment provided. The District Educational Officer shall visit the school immediately and report to the Director as to whether the conditions stipulated for opening the school have been satisfied.
15. When a new school is opened with permission granted, it shall upgrade the classes in a phase manner i.e. one class in an academic year.
16. The Government **shall not**, at any point of time be asked to **take over the institution** which should be supported by a declaration made by the applicant in an affidavit duly signed by a magistrate.
17. **Fee income to be utilized for Educational purpose-** The fee and other income of a school shall not be utilized for any purpose other than educational purposes directly connected with the school.  
*Note – (i) Fee income shall be taken to include tuition fees, fines and admission fees.*
18. Notwithstanding any of the provisions contained in these guidelines, even in cases where criteria/conditions are fulfilled or steps are completed, **Government shall not be obliged to take further steps but shall be at liberty to stop the exercise at any stage**, if they feel that it is in the public interest, or in the larger interest of the State, or in the interest of the policy that is pursued by the Government, and pass such order as Government deems fit under the circumstances.
19. **Documents etc. to accompany the application** – Every application shall be accompanied by:
- (i) The chalan receipt for the application fee prescribed in guidelines
  - (ii) A sketch plan/ Survey Map of the proposed school site certified by a competent Administrative authority.
  - (iii) A sketch plan of the locality showing the positions of the proposed school and the neighbouring schools which already serve the educational needs of the locality and the distances of the proposed site from the neighbouring schools also marked;
  - (iv) A financial statement showing a bank certificate of fixed deposit.
  - (v) A documentary proof that it has a reserve fund equivalent to three months salary for the total number of staff appointed for the purpose.
  - (vi) Documentary evidence to show the applicant's absolute ownership of the site and buildings (if any) of the proposed school; and
  - (vii) In cases where there are no buildings; a sketch plan of the proposed buildings with a declaration undertaking to put up the necessary buildings as per approved plan and to provide the necessary equipments before a specified date.



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- (viii) A declaration by the applicant that the school shall not apply for taking over by the Government.
  - (ix) An agreement duly executed by the applicant to the effect that he is prepared to absorb qualified teachers/non teaching staff who are eligible for protection as per orders issued by Government from time to time and that any such orders shall form part and parcel of the agreement as if they were incorporated in the agreement.

**20. Appeals against the orders regarding opening of schools and renewal of rejected applications –**

- a) The applicants for opening of new schools may present a revision petition before Government within thirty days from the date of publication in the Government Gazette of the list of new schools permitted to be opened or upgraded, if the schools for which applications were submitted by them are not included in the list.
- b) ~~If permission is finally refused, no renewal of the same application nor fresh application in respect of practically the same school shall be considered until the expiry of one year from the date of the first application. The procedure to be followed in the case of renewed application shall be the same as in the case of the original application.~~

**21. Permission to lapse if schools is not opened on due date –**

- a) Permission granted shall be deemed to have lapsed if the new school is not opened on the stipulated date, unless an extension of time is granted by the Head of Department.
- b) If the Principal Director/ Director is satisfied that there are unavoidable circumstances on account of which the new school could not be opened on the stipulated date, he may grant an extension of time up to a maximum limit of one month from the re-opening day.

**22. Withdrawal of permission for false declaration:** If permission to open new school is obtained by false declaration, it will be open to Government or any officer authorized by Government in this behalf to withdraw the permission granted for the opening of the school.

**23. Withdrawal of permission for non-fulfillment of conditions –** If all the conditions have not been satisfactorily fulfilled within the time prescribed, permission granted to open the school may be withdrawn by an order of the Director (or Principal Director) unless on account of special circumstances, the Director/ Principal Director allows the management an extension of time to fulfill the condition.

