

**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 2023

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

13 Performance of school for the last three years examination:

Sl.No	Year	Students Appeared	Pass percentage

14 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)
: _____

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

16 Type of building: Kucca/ pucca

17 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 _____

18 School Staff & Curriculum:

- i) Total Number of teachers _____ & Office staff _____
- ii) No. of trained teachers B.Ed _____ DELED _____ 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 _____

19 Fees Structure:

I. Admission fee: Rs _____

II. Monthly fee: Rs _____

20 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/ We 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. Copy of Opening permission, Provisional Recognition and Up-gradation orders.
4. Teachers detail bio-data
5. Photocopy of teachers trained certificate like DEEd, B.Ed, ECCE, Montessori teachers and education qualification certificate of Teacher.
6. A copy of constituted School Managing Board as per the norms.
7. Attached geotag photographs of the verifying officer/SDEO with the students, teachers and teaching staff and geotag photographs of facilities listed in **SI No 20**.
8. Format VI (Inspection Format) and Format IV (Up-gradation Format) should be submitted in original.

Notice:

- Forms shall be issued from the month of 17th Feb to 15th March 2023 and date of Submission will be from 1st June to 30th June 2023, therefore any school seeking for Up-gradation Recognition 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.
- **Online submission of forms shall not be entertained.**