

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



**FORMAT-V**

**FORM FOR RENEWAL OF PROVISIONAL RECOGNITION ( 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. Current Standard of School running up to \_\_\_\_\_
8. Applying for renewal of recognition up to class \_\_\_\_\_
9. **Important year :**

Year of permission	Year of last Recognition	Year of last up-gradation
	Class:      Year:	Class:      Year:

**10. Present class-wise enrolment:**

Class	A	B	1	2	3	4	5	6	7	8	Total
Enrolment											

11. **Total no. of Class rooms:** \_\_\_\_\_
12. **Total intake capacity:** \_\_\_\_\_
13. **No. of PTA conducted in a year:** (once) \_\_\_\_\_ (Twice) \_\_\_\_\_ (Never) \_\_\_\_\_
14. **Performance of school for the last three years examination:**

Sl.No	Year	Students Appeared	Pass percentage

**15. Ownership of the school:** Individual \_\_\_\_ Society \_\_\_\_ Trust \_\_\_\_ Others (Specify) \_\_\_\_\_

- I. If Individual , Name of the owner \_\_\_\_\_

16. Status of land: Whether Govt. allotted land/ Private land \_\_\_\_\_

(Affidavit to be attached)

17. Type of building: Kucca/ 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 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 \_\_\_\_\_ & Maths \_\_\_\_\_ teacher.
- IV. Curriculum, syllabus and text book followed in school: SCERT/any other \_\_\_\_\_

18. Fee Structure:

- I. Admission fee: Rs \_\_\_\_\_
- II. Monthly fee: Rs \_\_\_\_\_

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/ 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. Opening permission, Provisional Recognition and Up-gradation orders.
3. Teachers detail biodata
4. Photocopy of teachers trained certificate like DElEd, B.Ed, ECCE, Montessori teachers and education qualification certificate of Teacher.
5. A copy of constitute of School Managing Board as per the norms.
6. Format VI( Inspection Form) and Format V (Renewal of Provisional Recognition form) should be submitted in original.
7. Attached geotag photographs of school building, verifying officer/SDEO with the students, teachers, teaching staff and facilities listed in **Sl no. 19**.

**Notice:**

- Forms shall be issued from the month of 17<sup>th</sup> Feb to 15<sup>th</sup> March 2023 and date of Submission will be from 1<sup>st</sup> June to 30<sup>th</sup> June 2023, therefore any school seeking for Provisional 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.**