

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



**INSPECTION FORM (To be filled up only by the Inspecting Field Officer)**

1. Name of the School (in block letters) \_\_\_\_\_

2. Postal address and District \_\_\_\_\_

3. Name of the administrator of school with full address and contact no.

\_\_\_\_\_

\_\_\_\_\_

4. Date of Inspection:- \_\_\_\_\_

5. Important year:

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

6. Present class-wise enrolment:

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

(Photocopy of class wise attendance register to be attached)

8. Total No. of class rooms \_\_\_\_\_

9. Location: Urban/ Rural \_\_\_\_\_

10. Population of the Village/Locality as per census 2011: \_\_\_\_\_

11. Distance of school from National Highway: \_\_\_\_\_

12. Total Land area of the Institution: \_\_\_\_\_

13. Status of land: Whether Govt. Allotted land /private: \_\_\_\_\_

14. Type of building: \_\_\_\_\_

15. Total no. of teaching staffs : \_\_\_\_\_

16. Total no. of trained teachers: \_\_\_\_\_

17. No. of qualified Science teacher \_\_\_\_\_

Mention Name and qualification of the teacher: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Fee structure:

a.) Admission fee \_\_\_\_\_

b.) Monthly fee \_\_\_\_\_

19. Whether fees charged by the School commensurate with the facilities provided

\_\_\_\_\_

20. Whether the space/playground available in the school for the students is satisfactory? \_\_\_\_\_

21. Whether the School has a sound and quality infrastructure? \_\_\_\_\_

22. Whether play equipment, games and sports materials are available in the school \_\_\_\_\_

23. Does the institution provide any other co-curricular activities? If so mention

\_\_\_\_\_

24. If any other information:

25. Remarks:

## SELF DECLARATION

- I. I, \_\_\_\_\_ (Name and Designation) hereby certify that I had physically verified the records, site and building of the school \_\_\_\_\_ and found that the statements given by the School authority on the Format- I/ II/ III/ IV are true/false and therefore recommended/ not recommended for Provisional recognition/ Up-gradation/ Renewal of Recognition.  
(Incase any of the statement is not correct/true, write in a separate sheet)
- II. I am aware that the Department shall be verifying the reports and that if any false information or false verification report is found, department shall take action against me.

**Date of verification**

**Signature and seal:**

**Designation:**

**Place:**

**Phone:**

**Notice:**

- 1. The Directorate shall accept only the original copy of the Inspection form.**
- 2. The concern Inspecting officer must attached a photograph of Himself/Herself Taken along with the staff and students of the concern school taken on the inspection day, without which the form shall be rejected.**
- 3. Incomplete form shall not be entertained.**