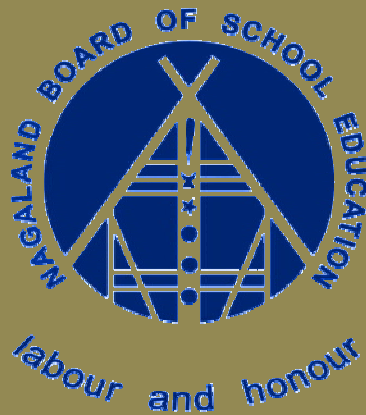


NAGALAND BOARD OF SCHOOL EDUCATION
P.B.NO. 613 KOHIMA 797001



GENERAL RULES

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GENERAL RULES

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Introduction:

1. These rules shall apply to all registered institutions of Nagaland Board of School Education in the State of Nagaland.
2. An institution, registered with the Nagaland Board of School Education, Nagaland, Kohima, shall abide by the rules and regulations laid down by the Department of School Education.
3. The words denoting masculine gender in these rules shall mean and include the feminine gender unless the context otherwise provides.
4. This booklet contains necessary information regarding the following:
 1. The terms, conditions, rules and regulations for seeking permission to upgrade an institution,
 2. Recognition and management of schools,
 3. Opening of examination centres, etc.
5. Any contravention of these rules shall lead to the withdrawal of permission, recognition, withdrawal of examination centre, and closure of the institution.

Definitions:

The definitions of words used in this booklet is as follows:

1. **Government** — Government of Nagaland.
2. **School Education** — Department of School Education of the Government of Nagaland consisting of the Directorate of School Education, NBSE and SCERT.
3. **State Level Education Committee** — Apex Body at the Government Level.
4. **Directorate** — Directorate of School Education, Nagaland.
5. **Board/NBSE** — Nagaland Board of School Education.
Chairman — Chairman of the Nagaland Board of School Education.
Secretary — Secretary of the Nagaland Board of School Education.
Examinations — Examinations conducted by the Board .
6. **SCERT** — State Council of Educational Research & Training, Nagaland.

7. **Civil Administrative Officer** — The civil officer in charge of a district or a sub-division.
8. **Public Leaders** — The people's representatives, G.Bs, Council's Chairman, etc.
9. **Schools**
- Government School — School run by the Government.
 - Primary School — School imparting education up to primary level.
 - Middle School — School imparting education up to upper primary level.
 - High School — School imparting secondary education.
 - Higher Secondary School — School imparting education up to higher secondary level.
10. **Registered Institution** — Both permitted and recognized schools and colleges which are following the course of study prescribed by the Board.
11. **Permitted Institution** — A private school which has been granted permission to upgrade Classes IX & X by the Board.
12. **Recognized Institution** — A school which is accorded recognition by the Board.
13. **Head of the Institution** — Principal/Headmaster/Headmistress/head teacher/teacher in-charge of a registered institution.
- Principal** — Head of a Higher Secondary School/College.
 - Headmaster/Headmistress** — Head of a High School.
 - Head teacher** — Head of a middle school/primary school.
14. **Inspecting Team** — Officials from the Directorate of School Education, NBSE, SCERT and District Education Office.
15. **Competent Authority** — The Authority (i.e. Directorate of School Education, NBSE, SCERT and District Education Office) who is in-charge of the issue.

Chapter I

1. Level of classes

An institution registered with the Board shall have classes from I to X/XII

Level	Class
Pre-Primary	A, B
Primary	I to V
Upper Primary	VI to VIII
Secondary	IX & X
Higher Secondary	XI & XII

It is expected that the age of a child shall be 6 or above 6 at the entry point for formal education i.e. class 1. (A child of 5 years 9 months may be considered as 6 (six) years.)

The age of a child at entry into class-1 is subject to change as per national policy on education.

Care should be taken to ensure that a gifted / genius child is not debarred by rules while an average child is not burdened with the desire of the parents to achieve more than his capacity.

2. Nomenclature, ownership, management

A society, trust or individual shall read the terms, conditions, rules and regulations given by the Department and should be satisfied that these can be fulfilled before applying to the appropriate authority for permission to open an institution.

The nomenclature of the intended institution shall not be the same as that of an existing institution.

The nomenclature shall not be changed without the permission of the Directorate of School Education.

Change of management/ownership must be intimated to the proper authority, immediately, for approval.

A copy of the notification issued by the Directorate of School Education to the management must be submitted to the Board.

Any change or transfer shall be effective from the beginning of the academic year only.

For **Government schools**, when the Principal/Headmaster/Headmistress has retired or been transferred, the new incumbent, shall officially inform Chairman, NBSE/Director, SCERT after taking over the charge.

For **Private schools**, any change of Principal/Headmaster/Headmistress shall be officially reported, stating the date on which the new incumbent has been asked take charge by the School Managing Committee, to the Director, School Education, Chairman, NBSE and Director, SCERT.

An institution shall use only one name and one address. The name of the school used in the letterheads and seals must be the same.

An institution can start functioning only after it is accorded registration/permission.

Permission for opening new schools and granting of recognition (both government & private) from Pre-Primary/Primary stage, up to Upper Primary stage shall be done by the Directorate of School Education, Nagaland, Kohima.

Upgradation to Secondary/Higher Secondary level for government schools will also be done by the Department of School Education, Nagaland, Kohima.

Permission and recognition for Secondary/Higher Secondary level for private schools shall be done by the Chairman/Secretary Nagaland Board of School Education, Kohima.

Permission and recognition are not given simultaneously. Recognition is given after the authority is satisfied that the institution has fulfilled the terms and conditions, laid down by the Department of Education and NBSE, and is running the institution satisfactorily.

3. Application Formats

The following are the application forms available for upgradation and recognition:

1. Application for Permission to upgrade a school to the Secondary level.
2. Application for Recognition of Institution
3. Application for Upgradation of a school to the Higher Secondary level (Stream Wise)

The Specimen application forms, in its original and authentic formats are given in Appendix (Pages 54-60).

The proposer (applicant) shall apply only in the prescribed form(s).

In the case of private institutions, the proposer (applicant) shall appoint the staff of the institution only according to the given staffing criteria and pattern.

Recognition will be accorded after the authority is satisfied with the performance of the institution.

Chapter II

Criteria for granting permission to upgrade Class IX & X.

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.

Private schools seeking permission to upgrade Class IX & X must have been previously permitted & recognized by the Directorate of School Education to run the school upto Class VIII.

A school seeking permission to upgrade Class IX & X must satisfy the educational need of the area and it must not harm neighbouring institutions already established and registered with the NBSE.

An institution imparting non formal education, like night school or tutorial, shall not be permitted.

No institution shall upgrade or have higher classes without the explicit prior permission from the appropriate authority. Any school that violates this condition would be disqualified for a period of two years.

Any Individual/Trust or Society/Organisation wanting to open an institution or to upgrade classes to the next level, without the permission of the Board, shall be doing so at their own risk, as the students from such institutions shall not be allowed to appear any of the examinations conducted by the Board.

The Board shall not be held responsible for the damage done to the academic career of the students from such institutions.

The applicant must ensure that the following norms/criteria are fulfilled:

1. Submission of application

Application seeking permission for upgrading Class IX & X, in a phased manner shall be submitted to the Chairman/Secretary, NBSE within the time specified by the Board, along with the inspection fee as prescribed. The fee deposited will not be refunded or adjusted irrespective of the grounds on which the application has been rejected.

Schools shall apply in the prescribed form.

2. Period of validity

An application submitted shall be valid for 1(one) calendar year only. In case, the permission is not granted, the proposer shall have to resubmit the application.

3. Financial resources

(i) Government institutions:

The Government shall aid the institutions which are set up by it. It shall ensure that these institutions are maintained properly and have appropriate infrastructure.

(ii) Private institutions:

To guarantee its continued existence, a private school must have sufficient financial resources. It should have a good source of income to meet the expenses of the school so as to maintain a reasonable standard of efficiency to pay the teachers and staff salaries, regularly.

As a proof of its financial stability, the management shall have a fixed deposit of ₹ 4,00,000 (Rupees four lakhs). The fixed deposit shall be renewed periodically.

The accounts of a private school should be audited and proper account statement to be prepared. This statement should be kept ready for inspection and verification.

Private schools shall not ask for any financial or any other aid from the government nor ask the government to take over the institution.

4. Location and Site

(i) Land Area

The institution shall have land of its own having an area as follows:

- (a) Land – Minimum 1(one) Acre. Relaxation may be given for minimum requirement of area if the school have multi storied buildings.
 - (i) An institution intending to have a hostel and staff quarters must have a land area of 2.5 Acres.
 - (ii) An institution desiring to upgrade higher secondary in future must have a land area of 1 Acre (both urban and rural areas)
- (b) A sketch map or survey map of the proposed site of the school area should be certified by a competent Administrative Officer.
- (c) The institution must have adequate space for Co-scholastic/Co-curricular activities, physical exercises and recreational purposes.

(ii) Site

An institution must be situated on a site which fulfills the following conditions:

- (a) The land must be owned by the institution and should be free from any encumbrance.
- (b) It cannot be on a leased land.
- (c) It must have an approach road.
- (d) There must be enough space for the school building and an open space for a play ground.
- (e) There should be enough land for expansion if the institution desires to upgrade to higher level.
- (f) The institution shall be housed in buildings within 1(one) campus only. A school shall **NOT** operate from two different locations.
- (g) It should be situated in a hygienic and clean area which is free from noise pollution and/or any other factors which are detrimental (not conducive) to academic learning.
- (h) It must be situated at least 200 meters away from a State or a National highway or industries. If it is less than 200 metres away from a highway or industry, proper fencing with gates shall be mandatory for the safety of the students.

- (i) It must not disturb the public conveyance/traffic.
- (j) There should be no thoroughfare or public passage through any part of the school premises.

The site shall not be changed without prior permission from the Director of School Education/Board, Nagaland. If there are plans to change the site/location of an institution, the matter should be immediately brought to the notice of the Board.

(iii) Building

- (a) The building or other structures in which the school is housed shall belong to the Proprietor of the School/Society/Trust. It shall not be housed in a rented/leased building;
- (b) It cannot have thatched roofing nor should it be made of bamboo or any inflammable materials,
- (c) The buildings must be RCC or Assam type or semi pucca structure with CGI sheet or RCC roofing,
- (d) The surroundings, furniture and equipments must be adequate and suitable for an educational institution. No other businesses in any part of the building or within the premises shall be allowed. The land in which the school is run shall be separated from any business premises.
- (e) The arrangements in the building or other structure and in the furnishings thereof should meet adequately the requirements of health and hygiene;
- (f) Except for the purpose of residence of employees of the school, the school buildings or other structures or the school grounds, are not to be used for any commercial or residential purposes, during day or night
- (g) There should be sufficient accommodation for the classes applied for.
- (h) The school shall provide facilities for the differently-abled children: such as ramps, railing, at least one toilet (on the ground floor) etc.
- (i) The corridors and the stairs should not be narrow. The minimum width should be at least 5 feet.

5. Rooms

(i) Classrooms

The size of the **classrooms** must be 6m x 5m. Each classroom should have the following requirements:

- (a) Every classroom should have 2(two) doors/exit. The entry to the classrooms should not be through another classroom.
- (b) The classrooms should be spacious, well ventilated, and well lighted. It should not be dependent on artificial light (electricity) during the day time. The classroom interiors should be white/light coloured.
- (c) There should be verandahs attached to classrooms, with proper ventilation.
- (d) The windows should be broad with the bottom sill at a height of 2'6" from the floor and should be placed on opposite walls for cross ventilation. Doors and windows combined should form 25 % of the floor space.
- (e) Proper sitting arrangements should be made, in such a manner that no child faces any difficulty, due to reflection of the board (black/white/green),
- (f) Class rooms should have enough space for the teacher and the children to move comfortably.

(g) Classrooms should have facilities such as lockers, cupboards/shelves to store the student books.

(ii) The school should have provisions for the following additional rooms:

- (a) Head of Institution
- (b) Office room
- (c) Library room
- (d) Computer room
- (e) Science/Mathematics laboratory
- (f) Teachers' common room.
- (h) The institution shall also provide sanitary facilities such as separate toilets for the teaching staff and students. There should be separate toilets for boys and girls in proportion to the number of students. The toilets must be hygienically maintained.
- (i) The schools should have rooms for co-scholastic/co-curricular activities or one multipurpose hall for activities like music, dance, arts and sports.

(iii) **Electricity**

There should be arrangement for constant supply of electricity in the institution.

6. Furnishing

The following furnishing guidelines/norms should be followed:

- i. The length of the desk and bench shall be :
 - 90 cms : for 2 students
 - 122 cms : for 3 students
 - 152 cms : for 4 students
- ii. The height of the desks and benches shall be constructed taking into account the height of the children.
A child should be comfortably seated and not made to sit on benches where his/her feet do not touch the ground or where his/her knees are not in an upright position.
- iii. The table and chair for the teacher must be of a comfortable height.
- iv. The board (black/white/green) must be painted regularly to ensure that the writings on it are legible. It should not reflect light, which will cause vision problem to the child. Smart board can also be used to support teaching and learning process.
- v In case of larger classrooms, platforms should be built for better visibility.
- vi The staff room must be furnished with facilities for storing students' books, registers, etc.
- vii A separate room should be provided for the teachers to sit and check the papers of the students.
- viii The Office must have facilities for storing official documents, PCR, etc.
- ix The school must have a strongroom/ safe locker to store the confidential packets.

7. Facilities

The following minimum facilities must be provided in a school:

- i. **Classroom** : 1 (one) Classroom for each class/section.

ii. Health and Safety:

- (a) Safe drinking water should be made available for the staff and students. The school shall abide by the norms laid out by the Municipal Authority/Town Committee/village council regarding drinking water and sanitary conditions in the school. A certificate from the municipal town committee/village council regarding drinking water and sanitary conditions shall be submitted along with the application. A fresh certificate regarding the fulfillment of these requirements should be submitted to the Board every five years. The format of the certificate is given in Appendix 1.
- (b) Suitable facilities/space must be provided to enable the students to take refreshments/lunch etc.
- (c) The school shall abide by the norms prescribed by the Fire and Transport Authority regarding Fire/Transport safety.
- (d) Separate toilets/urinals should be made available for boys and girls. Water should also be provided in the toilets.

iii. Computer Laboratory:

- (a) A school applying to open Class IX & X should have one adequately equipped computer laboratory with a minimum of 10 computers, 2 printers and power back-up facilities.
- (b) The school should have internet facility from any of the existing service providers.
- (c) For schools offering Information Technology/Computer Science subjects at secondary/higher secondary level, it should have separate laboratory with adequate facilities as per guidelines issued by the Board from time to time
- (d) Every registered school must develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc and upload the same on its website.

iv. Science/Mathematics laboratory:

The Science/mathematics laboratory shall be furnished according to the specifications required for the conduct of experiments.

v. Medical:

The institution must have first-aid facility and ensure that atleast one medical check-ups is given to the students in a year. The institution should have prior arrangements with medical personnel to tackle any emergency during school hours.

vi. Library:

The institution must have a well-equipped library with internet facilities to supplement class room instruction and to provide resource material for teacher's professional growth.

- (a) The library must have at least 800 books and 1300 books respectively for secondary and higher secondary school, other than the ones prescribed in the syllabus.

- (b) The books should include encyclopedias, reference books, e-books, literatures, etc. The selection of the books should be made in consultation with the subject teachers.
 - (c) The school should subscribe to newspapers, periodicals, and magazines and keep them in the library for the students and staff to update themselves, and remain informed about the latest events and trends in education.
 - (d) Proper facilities must be made available for teachers and students in the library hall/room.
- vii. For physical education, the school must have the necessary facilities such as:
- (a) Open space for the children to play.
 - (b) Adequate playing area for volleyball, badminton, etc.
 - (c) A football ground of its own or a nearby football ground which can be used by the school.
 - (d) Games and sports material.

8. Academic standard

The aim of all educational institutions shall be to facilitate an all-round development of the child.

In imparting education, the institution shall see that the course of studies prescribed by the Board is followed.

(i) Courses of studies:

The institution shall follow the curriculum, syllabus and textbooks/reading materials prescribed by the Nagaland Board of School Education, Nagaland, Kohima.

It shall be mandatory for the registered schools to follow the teaching hours, periods and the scheme of studies specified in the Syllabus.

(ii) Routine and academic calendar:

All the activities of the school should be in accordance with the calendar (working days) issued by the Nagaland Board of School Education/Directorate of School Education, Nagaland, Kohima.

(iii) Evaluation:

The students are to be continuously and comprehensively evaluated.

Evaluation is goal oriented and the educational outcomes are judged in terms of its goal attainment. The scope of evaluation extends to almost all the areas of learner's personality development. It includes both scholastic and co-scholastic areas which are comprehensive in nature. Evaluation is a continuous process which reveals the strength and weaknesses of learners regularly.

Evaluation should be viewed as a component of curriculum with the twin purposes of effective delivery and further improvement in the teaching learning process. When evaluation is subsumed into teaching-learning, it enhances diagnosis, re-mediation and learning. Thus, students are to be continuously and comprehensively evaluated, based on the guidelines, instruction and syllabus of the Board.

(iv) Maintenance of Achievement Records:

In order to ensure regularity of assessment, diagnosis of learning gaps, and feedback of evidence to teachers for their self evaluation, all records of the child's learning are to be recorded properly in a bound register which will be subject to inspection from time to time.

Accordingly, promotion to the next higher class shall be based on the evaluation done and also on the pass or qualifying criteria laid down by the Board from time to time.

(v) Maintenance of Record by the Teachers:

A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.

- i. Attendance register of the class for which he/she is the class teacher.
- ii. Personal log book and class log book, Program of Instruction and lesson plans.
- iii. PCR books of his/her class.

CCE record books of the subject he/she is teaching. Monthly/weekly subject-wise tests including practical/project works, etc. shall have to be conducted.

The records of evaluation should be systematically kept in a bound register for records and inspection.

Promotion of the students to the next higher class shall be made strictly according to the prescribed criteria laid down by the Board from time to time.

All scholastic and co-scholastic achievements of the students should be maintained properly from class 1 onwards. All records must be updated regularly.

(The school should maintain 100 % pass result at the lower classes. It should try to achieve more than 90 % pass result in the higher classes. The percentage shall be determined by the enrolment as on 1st April of the academic session for Class X and below, and as on 1st June of the academic session for Class XI and XII).

Compliance of the academic standards is mandatory once permission to upgrade to secondary level is granted.

9. On receipt of application, the Board will scrutinize the documents regarding fulfilling of the conditions laid down and the school will be inspected after fulfillment of the conditions and criteria. Incomplete application/documents will be summarily rejected.

After all conditions and criteria are fulfilled and a satisfactory inspection report, the case for upgradation will be taken up before the Competent Authority.

Chapter III

School Health Service

It is a comprehensive care of the health and well being of children throughout the school years which ultimately raises the community health and in short - the future generation and not merely medical examinations.

1. Health Problems of the School Children:

While the health problems of school children may vary from place to place, the common health problems are:

- i. Infectious diseases like measles and chicken pox.
- ii. Intestinal parasites like worm infestation.
- iii. Malnutrition especially in the rural areas.
- iv. Skin Diseases like scabies.
- v. Dental caries.
- vi. Eye and ear infection.

2. Medical Examination:

Medical examination of children should be done at the time of entry and thereafter periodically. Special care should be taken for vision, hearing and speech. Teachers play a very important role as they are in daily contact with the children and can detect any change in the child viz. rash or spots, flushed face, symptoms of acute cold, coughing and sneezing, vomiting, diarrhoea, red watery eyes, skin infections, etc. Teachers can help in the early detection for early diagnosis and treatment.

3. Medical Certificate and character certificate:

All employees of the school shall be required to produce a Medical Fitness Certificate from a Government hospital or establishment and a Character Certificate from a respectable member of the society certifying the character and conduct to the satisfaction of the school authority.

4. Health Education:

The aim of health education is to bring about desirable changes in health knowledge, attitudes and practices.

i. Personal Hygiene:

Health Education programme in schools should be lively, practical and based on every day needs of the children. Personal Hygiene of the skin, hair, nails, clothing, etc. must be taught.

ii. Environmental Health:

- (a) School should observe important days – World Environment Day, World AIDS Day, Earth Day, Swachh Bharat Mission Day, and conduct cleanliness and sanitation programmes, etc.
- (b) Taking part in health activities, keeping the classroom/environment clean, not littering the school compound, etc. are values that must be inculcated in the child.

iii. Use of left hand:

Teachers should not force a naturally left-handed child to use his right hand for writing which needlessly makes the child uncomfortable and inefficient. Instead, he should be taught how to write correctly/properly.

The enhancement of motor skills using more of painting and drawing is suggested.

5. Behavioral problems:

Behavioral problems may be classified as under:

- i. Problems that are antisocial in nature like:
Stealing, lying, gambling, cruelty, sexual offenses, destructive tendencies.
- ii. Habit disorders like:
Thumb-sucking, nail biting, bed-wetting.
- iii. Personal disorders like:
Jealousy, temper-tantrums, shyness, fears & anxieties.
- iv. Psychosomatic disorders like:
Tremors, depression, hallucinations, headache.
- v. Educational difficulties like:
Learning disabilities/slow learners and school phobia, dyslexia, dyscalculia, ADHD.
- vi. Problems arising out of playing online/video games like:
Depression, low self esteem, high stress levels, shyness, etc.

Parents of children having behavioral problems should be advised by the teachers to seek medical/professional guidance/assistance for their children.

The above problems are only indicative and may change from time to time.

The school shall treat such cases with compassion and all possible help and guidance should be extended.

The institution must ensure that not only the academic aspect of a child is considered but the well being of the child too is looked into.

Chapter IV

1. Staff and service conditions

The management of private institutions must ensure that the children studying in their institutions get quality education.

The responsibilities of the School Authority (Headmaster /Principal) will be as follows:

- i. S/He shall stipulate/set the retirement age of an employee which shall be, as far as possible consonant with that of the government schools.
- ii. S/He shall follow the principle of equal salary for equal works as directed in the directive principles of State Policy.
- iii. S/He shall follow the minimum rate of salary as notified by the Competent Authority from time to time.
- iv. S/He shall not take direct action against a teacher without taking the head of the institution into confidence. In taking action against a teacher, it shall take into account the confidential record of a teacher.
- v. S/He shall exercise the right to appoint a teacher or a non-teaching employee on a probationary period of 3 to 6 months which may be confirmed at the end of the specified period, provided the probationer has been evaluated as “satisfactory”.
- vi. S/He shall have the power to terminate the service of an employee who is appointed during or at the end of probationary period in accordance with the terms of the appointment if the probationer is found unsatisfactory.
- vii. S/He shall have the right to dismiss an employee appointed on temporary basis without serving a show cause notice to the employee.
- viii. S/He shall ensure that the head of the institution shall maintain a Confidential Report of each employee. The Confidential Report shall consist of two parts.
 - a. The first part shall consist of a factual record of employment, salary, scale, increments, leave records, any disciplinary action as well as factual assessment of work done by the employee. The signature of the employee shall be obtained for entries in the first part.
 - b. The second part shall consist of confidential and evaluated statements with regard to the performance of the employee.
- ix. They should abide by the rules of the Board and directives of the Government of Nagaland issued from time to time.
- x. The school should have Contributory Provident Fund and Gratuity or Pension Fund as retirement benefits.
- xi. Every school should organize at least a minimum of three days full time Training Programme/Refresher Course to its entire teaching staff at least once in a year. The school shall earmark adequate fund to conduct the training programmes or refresher courses.
- xii. S/He shall appoint adequate teaching staff possessing the requisite qualification as laid down for various posts/subject teachers by the Board.

- xiii. The Management of the school shall not retain the original documents/ certificates of the teachers and other employees of the school with them, the original documents/certificates taken for verification shall be returned once it is verified. Photostat copies may be obtained from the employees and kept in their personal files.
- xiv. The management of every registered institution shall constitute a School Managing Committee.

2. Fees:

Fees charged should be commensurate with the facilities provided by the institutions. The school should not subject any child to voluntary donations for gaining admissions in the school or for any other purpose. In case the student leaves the school for reasons such as transfer of parents, health concerns or in case of death of the student before completion of the session, the school should assess the fees proportionately and refund the fees. The schools should consult parents through parent representatives before revising the fees. The fees should not be revised during the mid-session.

3. Admission of students:

Admission to the school shall be made without any distinction of religion/ disability/race/caste/tribe, creed, and place of birth, etc. Schools should not deny admission to children with special needs. The school shall maintain all relevant records of the students applied and admitted in the school annually and shall follow the guidelines/instructions issued by the State from time to time.

4. Enrolment:

To ensure adequate academic input, the number of students in any section of a class should be limited to a maximum of 40(forty) students. Thus the Teacher-Students ratio shall not exceed 1:40.

5. Punitive actions:

- i. The Competent Authority shall have the right to depute a competent person to audit the accounts of an institution run by the Public, Society, Trust or Individual, in case of complaint lodged against it.
- ii. Director of School Education and Chairman of NBSE, shall have the power to dissolve the existing Managing Committee if and when it is reported that the committee has failed to discharge its duties for which it is constituted.
- iii. Action shall be taken by the Competent Authority if there is evidence that the institution has not complied with the rules and regulations, laid down by it.
- iv. Exemplary and appropriate action shall be taken against an institution if and when there is proof that it is indulging in indoctrination of the students with a particular ideology or “ism” that preaches a violent cult or communal hatred, etc.
- v. Action shall be taken against it, if it is found and proved that it is giving protection to a student or students who had been caught red-handed resorting to malpractices during the examinations, with evidence, by putting pressure on the head of the institution or by not allowing him to discharge his normal duties.

Chapter V

School Managing Committee

1. Managing Committee for registered institutions

The management of Government Schools shall be as per the directive of the Government.

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 and a copy of which must be submitted to the NBSE.

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

- | | | |
|--|--------------------|-------------------------|
| i. One Educationist or Patron of the school | : Chairman | } Ex-Officio
Members |
| ii. Principal/Headmaster/Headmistress | : Secretary | |
| iii. One Officer from School Education Department | : Member | |
| iv. One parent/guardian representative | : Member | |
| v. One teacher representative | : Member | |
| vi. Three 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 7 and not more than 12 having equal representation from the above mentioned persons of which at least half should be women/men.

2. Qualification

The parent/guardian representative should be at least a matriculate and the co-opted members should be a graduate.

3. Procedure for formation of the Committee

The Principal/Headmaster/Headmistress shall propose the members of the committee to the concerned District Education Officer for approval.

4. Co-opted Members

- i. A co-opted member who has been nominated for a full term will have voting right,
- ii. A co-opted member who has been nominated only for a specific meeting shall not cast any vote.

5. Tenure of Office and election of Teacher, Parent/Guardian Representative

- i. The term of the School Managing Committee members shall be 3(three) years. A member can be re-nominated for another term but no member shall serve for two consecutive terms except the Ex-Officio members.
- ii. The teacher representative shall be elected by and from among the teachers.

- iii. The parent/guardian representative shall be elected/selected at the parents-teachers meeting.
- iv. In case of vacancies or when the term of a member expires, the secretary shall intimate the competent authority at least 3 months ahead with the names of new members to reconstitute the committee.
- v. A member absenting from the meeting throughout one academic year without assigning any reason will cease to be a member. The secretary will initiate action for replacement of the member.
- vi. A member will be terminated/ceased to be a member, on any of the following grounds:
 - a. if he becomes insolvent,
 - b. if by reasons of his physical or mental disability, he becomes incapable of acting as such,
 - c. on death or on resignation,
 - d. on his being convicted of a criminal offence which in the opinion of the Competent Authority is of a serious nature.
- vii. The Chairman/Secretary of NBSE has the power/authority to dissolve and reconstitute any Managing Committee of private institutions at any time, if circumstances so demand.

6. Quorum

Two thirds of the members shall form the quorum.

7. Meetings

- i. The Managing Committee shall meet at least twice in a year.
- ii. The ordinary meetings of the committee shall be convened by the Secretary in consultation with the Chairman. Notice for such meeting should be accompanied by the agenda.
- iii. Special meetings can be convened by the Chairman.
- iv. All matters brought before the committee shall be decided by a majority vote. Each member shall have one vote. The Chairman shall cast a deciding vote in case of a tie.
- v. In the absence of the Chairman in a meeting, one of the members present shall be elected as Sessional Chairman.

8. Duties and Functions of Managing Committee

- i. The Committee shall have the power to appoint teachers and other staff, grant leave (except casual leave which may be granted by the Principal/ Headmaster/ Headmistress as per rules) and determine their service conditions.
- ii. It shall undertake financial management of the school.

- iii. It shall make its internal/necessary arrangements for auditing the accounts of the school and keep it up to-date,
- iv. To provide teachers' quarters and hostel buildings where and when necessary.
- v. The School Managing Committee shall safeguard the autonomy of the head of the institution.
- vi. The Managing Committee shall ensure that the school co-operates in all respects with the agencies of the School Education Department/ Board.
- vii. The Managing Committee shall ensure that the school follows the annual Academic Calendar issued by the Nagaland Board of School Education/ Directorate of School Education.
- viii. A serving employee of the institution, if he/she is a member of the committee, shall not attend the meeting where matters relating to his/her pay, promotion or conduct are under discussion. But it will be open to the Chairman to call him/her for making any statement or representation on the subject being discussed.
- ix. It shall be the endeavour of the School Managing Committee to find out ways and means to improve the school infrastructure, and to bring about an overall development of the school.
- x. The Member Secretary of the School Managing Committee shall submit annual report of the committee to the NBSE and Directorate of School Education.

The committee shall ensure that the institution is running according to the guidelines given by the Nagaland Board of School Education and that there are no complaints from the public.

Chapter VI

1. Powers, functions and responsibilities of the head of an institution

The Principal/Headmaster/Headmistress being the chief administrative officer of the institution, shall be the controlling, drawing and disbursing officer and carry out administrative duties required of a head of office. He is expected to be a person of integrity, living an exemplary life and having concern for the welfare of the students. He should not have any vices such as consuming alcoholic drinks, smoking, gambling, taking drugs, etc.

He must conduct the morning assembly daily to inculcate the sense of discipline, encourage and cultivate the talents of the students and give guidance and instruction to the students. He is to be a guide and not an instrument of punishment to the students. By virtue of his office he shall:

- i. ensure that all provision of the General Rules, Management of Examination and all directions given by the NBSE from time to time are strictly complied with.
- ii. plan the year's academic work in advance in consultation with his colleagues and hold staff meetings at least once a month, review the work done during the month and assess the progress of the students.
- iii. check the lesson plans and the lessons taught by the teachers, supervise classroom teaching and ensure that the course of studies is completed in time.
- iv. arrange for special remedial classes for students who need such extra care.
- v. promote the teachers professional growth and encourage the teachers to take initiatives for self improvement.
- vi. supervise : the admission process in the school, preparation of school time table, allocation of duties and teaching loads to the teachers; and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government/Board from time to time.
- vii. conduct and supervise examinations, prepare and declare results of its internal examinations with the help of the teaching faculty as per the criteria given by the Board.
- viii. receive all fees and dues as prescribed.
- ix. receive and forward the applications of candidates for the Board's examinations.
- x. distribute the Board's certificates to the students.
- xi. grant leave to its employees whenever necessary.
- xii. control, supervise and co-ordinate the work of the subordinate staff.
- xiii. maintain confidential reports of the staff.
- xiv. convene the meetings of the school managing committee.
- xv. submit the minutes of the school managing committee meetings to the Directorate of School Education, NBSE and District Education Officer.

- xvi. Organize and coordinate various co-curricular activities in the school.
- xvii. act as the custodial guardian of confidential documents from the Board, school records, seals, building, library and such other properties movable or immovable, vested in, held by or under the control of the school/department.
- xviii. arrange for internal/external audit of the accounts of the school.
- xix. initiate disciplinary action against students/staff prescribed by regulations.
- xx. execute the decisions of the school managing committee which shall be subjected to approval by the Director of School Education/Chairman/Secretary, Nagaland Board of School Education as the case may be.
- xxi. convene regular or special meetings of parents and teachers.
- xxii. forward relevant documents i.e. mark sheets, admit cards, results, etc. to the Board for verification or correction.
- xxiii. adopt measures for physical, moral and social welfare of the students.
- xxiv. suspend a student for a period not exceeding 15 days in case of misconduct.
- xxv. debar student(s) from appearing at the final examinations on any ONE of the following reasons: -
 - (a) There is no sign of academic improvement or deteriorating performance in class tests and terminal examination.
 - (b) Gross misconduct and insubordination to school authority.
 - (c) Failure to attend regular or coaching classes.
 - (d) Non-payment of fees (school fees, examination fees etc).
 - (e) Indulging in anti-social activities like bullying/ragging/cyber crimes, etc.
 - (f) Indulging in immoral activities.
 - (g) Misbehavior in the school or outside the school.
- xxvi. not refuse any duty assigned by the Board; nor shall refuse any duty assigned by the Board to depute teachers in connection with the conduct of examinations, setting/moderation of question papers, evaluation of answer scripts and any other ancillary activity
- xxvii. be the ex-officio Secretary of the School Managing Committee.
- xxviii. collect necessary information/forms from the Directorate of School Education, the NBSE, the SCERT, the District Education Office/Sub Divisional Education Office and submit thereafter.
- xxix. attend any meeting called by the Board/Department of School Education/Government.
- xxx. handle official correspondence relating to the school and furnish all required information by the State Government or Board.
- xxxi. ensure that all classes are taught by teachers qualified in the subjects concerned.
- xxxii. scrutinize and verify the documents at the time of admission and transfer of students.

- xxxiii. organize and coordinate various co-curricular activities through house systems or in such other effective ways as he may think fit.
- xxxiv. send regularly the progress reports of the students to their parents or guardians.
- xxxv. create a sense of unity, punctuality, dignity of labour among the teachers so that they can be role models for their students.
- xxxvi. update himself on the latest rules issued by the School Education Department from time to time.
- xxxvii. do any such act/s as may be deemed as serious and improper by the competent authority.

2. Signing Authority

- i. The head of a higher secondary school is the Principal. He is the signing authority for higher secondary level and below.
- ii. The head of a college is the Principal. He is the signing authority for the higher secondary section attached to a college.
- iii. The head of a high school is the Headmaster or Headmistress. He is the signing authority for high school section and below.
- iv. The head of the elementary section is the Head Teacher. He is the signing authority for elementary level and below.
- v. The head of the primary section is the Teacher-in-Charge. He is the signing authority for primary level.
- vi. If the institution is without a head temporarily, the senior most teacher shall sign with written explanation for the reason but, in no case, shall the Chairman or Board Members of Managing Committee, Secretary or Members of Village Education Committee, or Proprietor sign on behalf of the head of the institution.

The signing authority is responsible for what is written above his signature.

3. Duties and functions of a teacher

Teachers are the instruments in shaping the future of the students. It is imperative, therefore, that the teachers must possess qualities like effective teaching, patience, love, kindness and affection. The following are the guidelines for them to be effective in their teaching and to bring about behavioral changes in the students:

- i. They should be thorough with the content of the subject which they are teaching.
- ii. Lesson plans should be prepared, basing on which the classroom teaching has to be transacted throughout the academic year.
- iii. They must be prepared for taking classes with necessary notes, teaching aids, etc.
- iv. Corrections of class work, home work, test, etc. must be done regularly.
- v. They should continuously evaluate and assess not only the scholastic but also the co-scholastic aspects of the students and keep a record of them.

- vi. They must be familiar with the design of question paper given by the Board.
- vii. They must be able to control/manage their classes and ensure that their classes do not cause disturbance to other classes.
- viii. Any form of corporal punishment which causes physical/psychological harm to the student should be strictly avoided as this is punishable by law.
- ix. The cases of students, who are irregular and those with behavioral problems, must be reported to the head of the institution. Necessary corrective measures should be taken for such group of students.
- x. Teachers shall conduct remedial classes for the weaker students.
- xi. The examination works like paper setting, moderation, evaluation, tabulation of results, etc. should be accorded priority and be kept confidential.
- xii. A teacher should endeavour to connect with his students, in a psycho-spiritual manner, and be a friend to them.
- xiii. Teachers must be willing to take part in any activity/training organized by the school/Board.
- xiv. Teachers shall attend meetings called by the head of the institution.
- xv. A teacher may be allotted 23 to 25 classes a week.
- xvi. They shall take proxy classes as and when directed by the head of the institution.
- xvii. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect to his classroom teaching as well as to any other work assigned to him by the head of the school or Board.
- xviii. The teacher shall maintain the following records:
 - (a) Programme of instruction and lesson plans.
 - (b) The attendance register of the class of which he is the class teacher.
 - (c) Pupil Cumulative Record/CCE Report Card of which he is the class teacher.
 - (d) Internal marks of subjects he is teaching.

Chapter VII

Code of Conduct for school employees

1. Every school employee including the head of the institution shall be governed by the code of conduct. The following acts shall constitute breach of the code of conduct:
 - i. habitual late coming and negligence of duty.
 - ii. use of abusive language, quarrelsome and riotous behavior.
 - iii. insubordination and defiance of lawful order.
 - iv. disrespectful behavior, rumour-mongering and character assassination.
 - v. making false accusations or assault, either provoked or otherwise.
 - vi. use of liquor or narcotics in the school premises.
 - vii. embezzlement of funds or misappropriation of school property or theft or fraud.
 - viii. mutilation / destruction of school records and school property.
 - ix. conviction by a court of law for criminal offense.
 - x. possession of weapons /explosives and other objectionable materials in school premises.
 - xi. indulging in or encouraging any form of malpractice connected with school examination or other school activities.
 - xii. divulging confidential matters relating to school.
 - xiii. obstructing other members of the staff from performing lawful duties and indulging in any sort of agitation, coerce to embarrass the school authorities.
 - xiv. taking active part in politics.
 - xv. engaging in other trade or accepting other employments while in service.
 - xvi. propagating through teachings or otherwise, criminal or sectarian outlook which may prove detrimental to communal or internal harmony.
 - xvii. having the habit of shirking responsibilities or found lacking in sincerity and honesty in the discharge of the assigned responsibilities.
 - xviii. Discriminating a student on the ground of caste, creed, language, gender, place of origin, or social or cultural background.
 - xix. taking private tuitions without permission of school authority.
 - xx. organising or attending any meeting during school hours except when he is required or permitted to do so, by the head of the school.
 - xxi. absenting himself from work even though present in the school premises or absent without leave.

- xxii. preparing or publishing any book or books commonly known as keys or guides or assists, whether directly or indirectly, in the publication or acting as a selling agent or canvasser for any publishing firm or trader.
 - xxiii. found making derogatory remarks or comments against the school authority which may prove injurious to the reputation of the institution.
 - xxiv. developing intimacy with students or sexually harassing students or any school employee.
2. They must be decently dressed.
 3. The spirit of unity and cordial relationship must be developed among the teachers.
 4. Criticizing a colleague or a student in front of other students or in public must be avoided.
 5. A teacher must utilise his social capacities to facilitate the students to work together and to be a builder of public relationships in the larger society.
 6. The following shall not be deemed as a breach of the code of conduct:
 - i. To appear at an examination to improve his qualification with the permission of the employer
 - ii. To organize or attend any meeting outside the school hours subject to the condition that such meetings are held outside the school premises.

Penalties:

Appropriate action to the extent of termination of service without any benefits shall be taken against a teacher who is guilty of indulging in one or more of the above stated codes of conduct.

Before taking action against an employee the school authority shall ascertain the seriousness of the offence and shall give a chance to him to explain his position by serving a show cause notice.

The authority of a private institution shall have the power to decide the penalty to be imposed for any of the offence.

A government employee shall be penalized according to the rules laid down by the Government of Nagaland.

Chapter VIII

1. Staffing Pattern

A registered institution shall have the minimum required staff which is as follows:

- | | |
|-------------------------|---|
| Primary school | - 4 under graduates, 2 arts graduates (1 English), 1 science graduate. |
| Upper primary school | - 3 arts graduates (1 English), 2 science graduates. (1 PCM, 1 PCB), 4 under graduates, 1 Hindi teacher, 2 language teachers, 1 office assistant, 1 grade IV staff. |
| High school | - Headmaster, Assistant Headmaster, 4 arts graduates (1 English), 3 science graduates (at least 1 PCM and PCB each for one section) 1 Hindi teacher, 2 language teachers, 3 office assistants (1 UDA, 2 LDA-cum-Computer Assistants), 4 grade IV staff, Chowkidars (day & night). |
| Higher secondary school | - Principal, Vice Principal, each subject shall have a teacher who is a post graduate in the subject to be taught, 4 office assistants (2 UDAs, 2 LDA-cum-Computer Assistants), 5 grade IV staff, Chowkidars (day & night). |

For subjects having practicals, there shall be laboratory assistants/instructors.

N.B: The Staffing pattern will change subject to any notification issued by the Government.

- i. Except for Principal, Vice Principal, Headmaster, Assistant Headmaster, the number of teachers is applicable for one section only.
- ii. The minimum educational & professional qualifications of the Principal of a higher secondary school shall be a trained post graduate in a secular subject which is (to be) taught at the institution, having at least 5 years experience in teaching and in administration.
- iii. The minimum educational & professional qualifications of the Headmaster/Headmistress of a high school shall be a trained graduate or a trained post-graduate in a secular subject with 5 (five) years teaching and administrative experience.
- iv. The school authority shall ensure that all its teachers are professionally trained as per the norms laid down by the School Education Department.
- v. Considering the number of students, the institution shall increase the number of teaching and ministerial staff for the smooth functioning of the school. An examination centre school should have 1(one) additional office assistant and 1 (one) additional grade IV staff.
- vi. The educational qualifications of the teachers shall be from formal and secular background only.
- vii. Institutions having pre-primary classes shall have one or more additional teacher/s as per the enrollment of the class.

Note: In no case should a person who does not have the requisite qualification be appointed as a teacher. E.g. a post graduate in Political Science shall not be appointed to teach Education. If such cases come to the notice of the authority, to safeguard the interests of the students, action shall be taken against the institution.

2. Minimum qualifications for subject teachers:

The Board prescribes the following minimum qualifications for Secondary School teachers and Hr. Secondary School teachers respectively to teach the various subjects

i. Secondary level

Sl. No.	Subject	Minimum Qualification
1	English, Alt. English	English Honours with B. Ed.
2	Social Sciences	B.A. with B. Ed.
3	Mathematics	B.Sc. Honours in Mathematics with B.Ed.
4	Science	B.Sc. Honours with PCM/PCB with B.Ed.
5	Home Science	Graduate with Diploma or Certificate in Home Science with B.Ed.
6	Music	Grade 5 in Music from a recognized exam board or institute or university with at least +2 passed in the secular stream.
7	Book Keeping and Accountancy	B.Com. with B.Ed with Accountancy as one of the subject taken.
8.	Environmental Education	B.Ed and Graduate with Environmental Education or B.Sc. (Life Science) or B.Sc. (Geography).
9.	Computer related subjects	B.Sc. (Computer/IT) or BCA or a graduate with DOEACC 'A' level or graduate with PGDCA from an institute recognized by the AICTE/University and with B.Ed from a recognized institute.
10.	MILs	Graduate in the concerned subject with B.Ed./Under compelling circumstances, a Diploma or Certificate of Proficiency from a recognized Literature Board or Committee shall be considered, provided he/she is a graduate from secular background and with B.Ed.
11.	Physical & Health Education	Graduate in Physical Education.
12.	Work & Art Education	Any teacher/employee who is skilled in the specified area.
13.	Counselors	Graduate or Post Graduate in Psychology/Child Development/ any graduate or Post graduate with a diploma in Career guidance and counseling.

N.B: All degrees including B.Ed. should be from UGC recognized institutes.

ii. Higher Secondary level

Sl. No.	Subject	Minimum Qualification
1	English, Alt. English, Political Science, History, Economics, Geography, Education, Sociology, Philosophy, Psychology, Mathematics, Chemistry, Physics	Post Graduate in concerned subject with B.Ed
2	Biology	Post Graduate in Botany/Zoology/Life Science with B. Ed
3	Accountancy, Business Studies, Entrepreneurship, Financial Markets, Mutual Funds, Capital Markets, Derivative Markets	M. Com. With B.Ed.
4	Fundamentals of Business Mathematics	M.Sc. (Mathematics)/M. Com with B.Ed.
5	Computer related subjects	BE/B. Tech – Computer Science/Computer Engineering/Information Technology/ Electronics/ Electronics Communication or equivalent Or MCA/M.Sc. – Computer Science/Information Technology or equivalent Or M.Sc. – Mathematics/ Physics or Statistics and 3 years Diploma in Computer Engineering/ Information Technology from an institution recognized by AICTE/university Or M.Sc. – Mathematics/Physics or Statistics and PGDCA from an institution recognized by AICTE/ university Or ‘B’ level from DOEACC and with B.Ed from a recognized institute
6	Music	Graduate with Grade 8 in Music (theory or practical)
7	Environmental Education	M.Sc. (Environmental Education) or M.Sc. (Life Science) with B.Ed.
8.	MILs	Post Graduate in the concerned subject with B.Ed./ Under compelling circumstances, a Diploma or Certificate of Proficiency from a recognized Literature Board or Committee shall be considered, provided he/she is a Post Graduate from secular background and with B.Ed.

Note: i. The minimum qualification for the teaching staff including the head shall be governed by the norms laid down by the appropriate authority notified from time to time.

ii. All degrees including B.Ed. should be from UGC recognized institutes.

Chapter IX

1. Conditions for Provisional Recognition of high schools

A permitted school seeking provisional recognition as a full-fledged high school shall apply to Chairman/Secretary, NBSE within the stipulated time as notified by the Board from time to time.

The validity of the application is only for 1(one) year. In case the permission is not granted, the proposer shall have to resubmit the application

A school seeking provisional recognition shall be assessed on the basis of the following conditions:

- i. After being permitted to open Class IX & X, the school should maintain the conditions for upgrading Class IX & X for following last three years before applying for provisional recognition.
- ii. **Enrolment:** The school must have classes from VI to X with at least 20 (twenty) students in each of the classes and the teacher student ratio of 1:40 must be maintained.
- iii. **Staff:** The school must follow the staffing pattern as laid down by the Board.
- iv. **Examination Results:** Schools with the following HSLC Examination results/pass percentage can apply for provisional recognition. Pass percentage will be calculated on the enrolment as on 1st April with minimum enrolment of 20 and above.
 - i. 50% pass percentage for 3(three) consecutive years
 - or**
 - ii. 100% pass percentage for 2(two) consecutive years.
- v. **Reports:** The reports of the school must be submitted in time on the prescribed forms. All information and returns called for from the school by the Board within the provision of the rules and regulations must be furnished in time.
- vi. **Records:** All the school records of the last 10 years must be maintained systematically.
- vii. **Inspection:** The institution must be kept open for inspection by the officers of the NBSE/ School Education Department.

Once a school is registered with the Board, it is kept under observation and guidance of the Board.
- viii. **Evaluation:** Evaluation should be done as per the rules laid down .
- ix. **Infrastructure:** After getting permission to open Class IX and X, the school has to show considerable improvement in physical infrastructure of the school through construction of new classrooms, library, laboratory, etc.

2. Conditions for Regular Recognition of schools

Provisionally recognized schools seeking regular recognition must satisfy the following terms and conditions:

- i. The school must have a pass percentage of 75 or above at the HSLC Examination for 3 (three) years consecutively basing on the enrolment as on 1st April.
- ii. The school's enrolment must have a uniform and steady number in all the classes. The teacher - student ratio of 1:40 should be followed.
- iii. It must have a sound and stable school administration.
- iv. It must have good infrastructure having the following facilities:
 - a. separate well equipped science and mathematics laboratory
 - b. computer laboratory with a minimum of 20(twenty) computer sets
 - c. multi purpose hall
 - d. well equipped library with not less than 1000 books and online connectivity
- v. It must have proper facilities for transacting scholastic and co-scholastic activities.
- vi. There must be scope for further expansion or development of the school.
- vii. The school records must show improvement over the years in all its activities.
- viii. The school must have extended its co-operation with the Board especially in connection with examination and academic matters.

3. Conditions for opening of Class XI and XII

A provisionally recognized private school seeking permission to open Class XI & XII must apply in the prescribed form within the specified time to the Secretary/Chairman, NBSE.

The following conditions must be fulfilled before applying:

- i. The school must be a regular recognised institution registered with the NBSE.
- ii. It must have a fixed deposit/reserve fund of ` 5,00,000.00 (Rupees five lakhs only) which should be renewed periodically.
- iii. It must have the infrastructure to accommodate the additional classes XI& XII.
- iv. It must follow the curriculum and academic calendar prescribed by the Board.
- v. The school must follow the staffing pattern for higher secondary schools as laid down by the Board.
- vi. The teacher - student ratio of 1:40 should be maintained and followed.
- vii. The school must extend co-operation and render assistance to the Board as and when asked for.
- viii. **Science Stream:** In addition to the above conditions, for opening science stream, the school must have subject-wise laboratory fully equipped, qualified and experienced laboratory assistants for each subject.

For government higher secondary schools the level of classes shall be as per government order. For private higher secondary school the level of classes shall be from classes A to XII.

- ix. **Land** : The land area of the school must be as per the Board's laid down criteria i.e. 1(one) Acre.

4. Refusal of provisional recognition/regular recognition

Granting of provisional/regular recognition to schools may be refused on any of the following grounds:

- i. Not following the course of study prescribed or approved by the NBSE.
- ii. Arrangement for the internally assessed areas/subjects is not satisfactory.
- iii. Is not implementing continuous and comprehensive evaluation properly.
- iv. Has not followed the criteria for promotion of its students and/or gave undue laxity in granting promotion.
- v. Has not attained or does not attain a reasonable standard of efficiency.
- vi. The relationship between the students and teachers, teachers and parents and/or teachers and the school authority is not satisfactory.
- vii. Is not financially stable.
- viii. Does not pay its staff, regularly.
- ix. Has committed a wilful breach of the transfer rules.
- x. Is found that it issues false documents.
- xi. Without obtaining prior permission from the concerned authority starts the school, upgrades, changes its nomenclature or shifts to a new locality or place.
- xii. Appears to the authority empowered to grant recognition for any other reason, to be injurious in the interest of education.
- xiii. Does not fulfill the other criteria laid down.

5. Inspection Fee

An Institution seeking upgradation to Secondary and Higher Secondary levels, recognition and for introduction of new streams must pay the prescribed fee as notified from time to time.

6. Withdrawal of registration/provisional recognition of schools

Permission to run Class IX and X shall be withdrawn from a private school for any of the following:

- i. The school does not comply with the rules and regulations of the Board.
- ii. The enrolment is below 20 students in each class from classes VI to X for 3(three) consecutive years.

- iii. It shows nil pass percentage at the Board's examinations for 3 consecutive years.
- iv. It shows less than 30 % pass percentage at the Board's examinations for 5 consecutive years as per the enrolment as on 1st April.
- v. It did not present candidates at the HSLC Examination for 2 (two) consecutive years.
- vi. There are cases of irregularities in admission, examination and financial matters of the school.
- vii. The discipline and management of the school is not satisfactory.
- viii. The school does not co-operate with the Board/School Education Department in matters of examinations, curriculum development and co-scholastic activities.

An institution whose permission is withdrawn to run classes IX and X shall cease to be a registered school of the Board

Provisional recognition shall be withdrawn from a private school for the following reasons in addition to the above-mentioned reasons:

- i. It shows less than 45 % pass percentage at the Board's examinations for 3(three) consecutive years as per the enrolment as on 1st April.
- ii. If, in the opinion of the authority, the inspection report indicates that the school is no longer worthy of provisional recognition.

7. Period of withdrawal of registration/provisional recognition

The period of withdrawal of recognition/registration shall be effective for a minimum period of 3 (three) years. Fresh provisional recognition/ registration has to be applied for and shall be considered subject to fulfillment of all normal conditions for recognition/registration.

The recognition and permission given to start an institution shall be cancelled if it withdraws its base from the State.

Chapter X

A. NORMS FOR OPENING HSLC EXAMINATION CENTRE

HSLC Examination centres shall be created under the following conditions:-

1. Need for a Centre

The Board reserves the right to create a centre as and when the Board feels it necessary for a particular area/locality in view of examination / administrative convenience.

2. Written Assurance

The Board may also consider opening a new centre provided the proposed centre is far off from the existing centre or faces practical problems at the existing centre. Having fulfilled the norms, written assurances from the following persons must be submitted to the Secretary/Chairman NBSE:

- i. Civil Administrative officer of the area concerned for smooth and safe conduct of the examination.
- ii. The new centre must produce written assurance from the concerned Treasury/ Bank stating that they would act as the custodian of the Board's confidential papers.
- iii. Public leaders of the area assuring their full co-operation for the smooth conduct of the examination.
- iv. The heads of registered high schools intending to come under the new centre assuring their full co-operation for the conduct of the examination.
- v. The apex student body leaders of the area assuring that the students shall not indulge in mal-practices before/during/after the examination.

3. Norms to be fulfilled for opening HSLC examination centre

i. Centre

The school to be made a Centre for examination must fulfill the following conditions:

- a. It must be a school recognised by the Board.
- b. The school must have a good administrative set up.
- c. It must have a permanent building with proper fencing free from outside interference.
- d. The school must have adequate number of standard-size rooms, with desks and benches, and with proper ventilation and lighting.
- e. Drinking water, first aid facility, sanitary arrangement etc. must be available within the premises of the school.

f. It must have a compound vast enough to be cordoned off during examination hours. It must also be free from noise and other sounds of disturbance.

ii. Number of examinees

For an examination centre to be created, there must be a minimum of 200 examinees from at least 5 (five) registered high schools of the Board.

iii. Treasury

There must be a Government Treasury within a reasonable distance for depositing all the confidential documents relating to the examination.

In case there is no Treasury, there must be a branch of a Scheduled Bank. The Branch Manager who will act as the custodian of the Board's confidential papers, must give a written undertaking, stating therein that he is ready to undertake this added responsibility.

iv. Police station

There must be a Police Station (not police outpost) situated within a reasonable distance from the centre.

v. Civil Administration

The centre shall be located at the administrative headquarters under the administrative officer not below the rank of Additional Deputy Commissioner, who shall be the chairman of the local examination centre committee.

vi. Post Office

There must be at least a sub-post office within easy reach of the centre, which handles regular daily mail service of insured letters and parcels for daily dispatch of answer scripts immediately after the examination is over. The local examination centre committee shall ensure that the answer scripts are dispatched in time. (If there is no post office, sufficiently nearby, the cost of transporting the answer scripts shall not be borne by the Board).

vii. Transport and communication

The examination centre must be connected by regular passenger bus/public transport and telephone/mobile/internet services.

viii. Hospital/Dispensary

There should be a hospital or dispensary within easy reach of the examination centre to provide medical facilities to the centre.

4. Inspection

The centre shall be open for inspection only to the Chairman of the Examination Centre Committee, observers and persons deputed by the School Education Department/Board.

Note: *The Board shall not bear the expenses for making extra benches, desks, etc.*

5. CCTV

For effective monitoring of examination CCTV surveillance may be installed.

The Board reserves the right to allocate/re-allocate the centre to any school or to close down the centre.

B. NORMS FOR OPENING HSSLC EXAMINATION CENTRE

Subject to fulfillment of the norms laid down for HSLC centre, the HSSLC examination centre is created on fulfilling the following additional conditions:-

- i. The proposed centre must have been a HSLC examination centre for the last (3)three years.
- ii. Must have a minimum of 100 (hundred) candidates for Arts & Commerce streams. For Science stream, the minimum number shall be 50 (fifty).

The Board reserves the right to allocate/re-allocate the centre to any institution or to close down the centre.

C. WITHDRAWAL OF HSSLC/HSLC EXAMINATION CENTRE

An HSSLC/HSLC Examination Centre shall be withdrawn on any ONE of the following grounds:-

- i. The number of candidates appearing at the examination is less than the minimum required for opening a centre.
- ii. The norms laid down for the examination centre are not followed or fulfilled.
- iii. Report of mass copying at the examination centre was detected during examination or at the time of evaluation.
- iv. Weak and inefficient administration at the examination centre.
- v. Poor invigilation.
- vi. Non-cooperation on the part of the examination centre or examination committee or the general public with the Board.
- vii. Any prevalent mal-practice and/or on any other ground that the Board may think fit and proper for such an action.

The Board reserves the right to close down a centre and/or shift the centre from one school to another or from one place to another.

Chapter XI

Special Rules

These rules are applicable to all the schools registered with the Board. Any school violating these rules shall invite penalties as provided in this General Rules.

1. Every registered institution shall follow the rules specified in General Rules.

2. ***Examinations:***

All registered schools shall follow the rules specified in Management of Examinations, mandatorily.

- i. Every registered school shall present the list of candidates (for Class VIII, IX, X, XI & XII examinations) as on 1st April and 1st June in the manner prescribed by the Board. Candidates whose names are not in this list shall be rejected.
 - ii. No registered school shall present any candidate(s) who are not on its roll nor will it present candidates enrolled in an unregistered school to any of the Board's examinations.
 - iii. No student from an institution registered with the Board shall be allowed to sit for any of the Board's examinations if he/she does not have the required percentage of attendance.
 - iv. A registered institution shall not send candidates for examinations of any other Board. It shall send up candidates only for the NBSE examinations.
 - v. A student who has been studying in an institution, which is not recognised by this Board or by any other recognised Board, Council or University shall not be admitted to any class of an institution on the basis of certificate(s) of such unrecognised institution attended earlier nor shall he/she be allowed to sit at any of the Board's examination.
 - vi. If the statement made by the parent or guardian of a student or by the student himself/herself in any of the document(s) at the time of admission in school/concerned examination, is found to be false or contain any willful misrepresentation of facts, the admission to the school shall be cancelled or the candidature for the examination shall be rejected.
3. The Board shall have the power to identify and select a school as an examination centre for any public examination or Board's examinations with or without the formal acceptance of such assignments by the school. On being selected as an examination centre, the concerned school shall compulsorily make all necessary arrangements, as communicated by the Board for the smooth conduct of the examinations.
4. i. All registered institutions shall place the building, furniture and other facilities at the disposal of the Board for conducting any examination as and when required by the Board.
- ii. The school shall cooperate with the Board in the conduct of examinations, invigilation and other auxiliary activities. If directed by the Board, the school shall send the teachers for evaluation works, question paper setting, moderation of question papers, etc.

- iii. In the eventuality of the school failing to cooperate, the Board shall take the necessary action, to the extent of withdrawing the registration of the school.
5.
 - i. No school shall use its building and infrastructure for any commercial activity.
 - ii. The school shall ensure that suitable furniture in the classrooms and office equipments are provided commensurate with the strength of the students and staff.
 6. The number of students in a section of a class shall not exceed 40(forty).
 7. All registered institutions shall pay the annual fees or any other fee, to the Board, of an amount, to be prescribed from time to time.
 8.
 - i. Every registered institution must follow the directions issued by the Central Government, State Government and the Board in the form of notifications, circulars, advisories, etc. from time to time.
 - ii. The school shall furnish the necessary information and returns called for, by the Board within the prescribed time.
 9. **Records/Documentation:**

The school shall maintain the following records/documents properly:

 - i. Admission and attendance registers of all classes.
 - ii. Fee register.
 - iii. Service records of teachers and non-teaching staff.
 - iv. Answerscripts of mid-term/annual examination and question papers (to be preserved for six months).
 - v. Internal assessment records/CCE records.
 - vi. Any other document(s) specified by the Board from time to time.
 10. The school shall check and monitor all cases of gender specific violence and strictly comply with the guidelines, norms and procedures prescribed in the Protection of Children from Sexual Offences Act 2012(POSCO Act), the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and other Union and State Acts.
 11. The school must strive to promote conservation of environment in their campus through rainwater harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and efficient equipments, greening of campus, use of solar energy and awareness amongst children of environment conservation and cleanliness, etc.
 12. Schools having hostel facilities shall ensure that they comply with the directive and directions issued by the State Government and also those issued by the National Commission for Protection of Child Rights (NCPCR) from time to time.
 13. The school shall be liable for recovery of expenses or losses incurred by the Board, directly or indirectly, caused by the instances of violation of any of the provisions of the Board's rules, regulations and instructions.

Chapter XII

PENALTIES

1. If a school is found violating the provisions of the General Rules/Management of Examinations of the Board or does not abide by the directions of the Board, the Board shall have powers to impose the following penalties:
 - i. Written warning
 - ii. Imposing fine upto ` 1,00,000/- (rupees one lakh only)
 - iii. Downgrading the school from higher secondary level to secondary level
 - iv. Suspension of registration for a definite period
 - v. Withdrawal of registration
 - vi. Any other penalty deemed appropriate by the Board.
2. The Board may impose all or any of the penalties mentioned in Clause 1 on any school in the following cases:
 - i. For gross malpractices in examination, academic, administrative and financial matters.
 - ii. Established violation, non compliance of Court, State Government or Board's directions/instructions.
 - iii. Violation of the conditions/rules laid down in the General Rules/Management of Examinations.
 - iv. On express recommendation/order/request from the State Government to deregister or shut down the school permanently or impose any other penalty.
 - v. For not sending the teachers/head of the institution for the trainings/ workshops/ seminars organized by the Board.
 - vi. For not following the prescribed curriculum, syllabus and textbooks of the Board.
 - vii. For not appointing qualified teachers as prescribed.
 - viii. For not paying the minimum rate of salary to the teachers as prescribed by the State government.
 - ix. For not submitting the forms/documents/information sought, etc. to the Board within the time specified by the Board.
 - x. For not sending/relieving the teachers for evaluation works, moderation and other ancillary activities as per requirements of the Board.
 - xi. Any misconduct, negligent act/omission and non compliance of the rules given in management of Examinations (including the directions/rules of the Board in connection with the conduct of examinations) which may jeopardize the public examinations, evaluation of answerscripts, result processing and other ancillary activities.

- xii. Poor academic performance of the school for 3(three) consecutive years.
- xiii. Any other matter which the Board considers sufficiently serious for imposition of penalty or deregistration.

3. Procedure for imposition of penalties

- i. Before imposing a penalty on a school, the Board may take any or all of the following actions to verify the facts and collect evidences in the matter:
 - (a) Seek report or clarifications from the school.
 - (b) Seek comments or reports from the authorities or concerned quarters.
 - (c) Conduct a surprise inspection of the school.
 - (d) Any other action that may be considered deemed fit by the Board to verify the facts.
 - ii. After verification of facts, the Board shall serve a “Show Cause Notice” to the school setting out the reasons for the proposed action. A time shall be given to the school to respond.
 - iii. After receiving the reply from the school, the matter will be scrutinized by the Board. Only after this, the Board will issue orders in respect of the penalty imposed on the school and the terms of such penalty.
4. The future and welfare of the students studying in the school will be kept in mind while imposing penalty on the school.

Note:

- i. The Competent Authority shall have the right to depute a competent person to audit the accounts of an institution run by the Public, Society, Trust and Individual in case of complaint lodged against it.
- ii. Director of School Education and Chairman of NBSE, shall have the power to dissolve the existing Managing Committee if and when it is reported that the committee has failed to discharge its duties for which it is constituted.
- iii. Action shall be taken by the Competent Authority if there is evidence that the institution has not complied with the laid down rules and regulations.
- iv. Exemplary and appropriate action shall be taken against an institution if and when there is proof that it is indulging in indoctrination of the students with a particular ideology or ism that preaches a violent cult or communal hatred, etc.
- v. Action shall be taken against the school, if it is found and proved that it is giving protection to a student or students who had been caught red-handed resorting to malpractices in the examination with evidence by putting pressure on the head of the institution or by not allowing him to discharge his normal duties.

Chapter XIII

A. School library

The school should have a well equipped Library with e-Library facility to facilitate/ supplement the resource needs of the students and teachers.

- i. The school shall appoint a Librarian or teacher in-charge for library who will oversee the management of Library.
- ii. All library books shall be catalogued, numbered and labeled.
1. The following points should be noted for the effective management of the School Library:
 - i. The librarian shall maintain the following registers and shall see that it is always updated:-
 - a. The library catalogue (of books, maps and periodicals).
 - b. The stock register (showing the addition and loss in the total number under different subjects year by year).
 - c. Issue and receipt register.
 - d. A fine register.
 - ii. The school library shall be kept open on all working days.
 - iii. He shall be responsible to take care of the books, documents, charts, furniture, etc. in the Library.
 - iv. When books are to be written-off by the competent authority, the librarian shall on receipt of the order, note down the number and date of the order against each of such books in the remark's column.
 - v. At the time of handing over and taking charge of the library, the teacher concerned shall carefully and jointly count all the books and shall submit a report to the head of the institution. Any loss or misappropriation shall be brought to the notice of the head of the institution.
 - vi. There shall be an annual stock taking by the librarian. The annual report shall be kept in the office of the school for verification at the time of inspection. The report shall indicate the following:-
 - a. the stock at the last stock-taking.
 - b. additions.
 - c. losses, written-off and
 - d. the present stock, providing explanations of losses and discrepancies.
 - vii. The head of the institution can recall any library book already issued at any time.
 - viii. The use of the library is confined to the staff and students. Any extension of this privilege is subject to the approval of the head of the institution, given in writing.
 - ix. The librarian shall, in consultation with the head of the institution prepare for each class, a list of suitable books.

- x. Only one book can be issued to a student at a time. He must return it within a fortnight from the date of issue. Any delay is ordinarily punishable by a fine of ₹ 50 (rupees fifty only) per week. A book may be re-issued for a second time if there is no other requisition for it.
- xi. Students are strictly prohibited from scribbling in any library books. Any damage or loss must be made good, to the satisfaction of the librarian approved by the head of the institution.
- xii. All library books must be returned at least a week before the commencement of a vacation or the annual/other stock taking. During this period, there will be no issue of books.
- xiii. The head of the institution, on receipt of an application from a student for transfer certificate, or withdrawal, shall refer to the librarian to determine the liabilities of the student who shall verify and report the same to the head of the institution immediately.
- xiv. The date of issue and return shall be entered in the register. The librarian, while issuing a book to a particular student, shall obtain the signature against the name of the book in the loan register.
- xv. Each teacher shall be provided with a set of textbooks required by him/her at the beginning of a new session.
- xvi. The librarian shall ensure that a teacher who is going on leave, deputation, transfer or retirement, return all library books. Failing which, the librarian shall be responsible for the loss and shall bear the cost.
- xvii. Books on theory and methods of education shall be returned within a month of the date of issue in order that every teacher may have access to such books as often as possible.
- xviii. All fines and payment for damage or loss of books shall be credited to the treasury/school account.
- xix. Care must be taken by the school to purchase/procure books which will enhance the horizon of both the students and teacher.

The library will be open to the Board for inspection as and when required.

B. Computer Laboratory

1. A school offering computer subjects must have the following equipments/facilities for a computer laboratory:
 - i. computer sets as per the ratio : 1 computer for 2 students
 - ii. 2(two) printer/scanner
 - iii. standard size furniture
 - iv. qualified instructor/teacher
 - v. CVT/UPS
 - vi. proper wiring/electrification
 - vii. generator for power back-up
 - viii. internet connection
 - ix. books/magazines/journals

N.B.: The ratio of machine & students may change as per the Government's notification.

2. The following points should be noted for the effective management of the Computer laboratory:
 - i. The Computer teacher shall catalogue, number and label the equipments, furniture, etc.
 - ii. The teaching of computers shall be included in the time table of the school.
 - iii. The Computer teacher shall maintain a stock register, showing the addition and loss in the total number under different equipments year by year and shall see that it is always updated.
 - iv. The Computer teacher shall be responsible for the maintenance and repair of the equipments.
 - v. The Computer teacher will be responsible for any loss or damage of computers, books, furniture, etc. belonging to the computer section if it is due to his negligence.
 - vi. At the time of handing and taking charge over the computers, etc. the teachers concerned shall carefully and jointly count them and shall submit a report to the head of the institution. Any loss or misappropriation shall be brought to the notice of the head of the institution.
 - vii. There shall be an annual stock taking. The annual report shall be kept in the office of the school for verification at the time of inspection. The report shall indicate the following:-
 - a. the stock at the last stock-taking.
 - b. additions.
 - c. losses, written-off and
 - d. the present stock, providing explanations of losses and discrepancies.
 - viii. The use of the computers is confined to the staff and students. Any extension of this privilege is subject to the approval of the head of the institution given in writing.

The Computer Laboratory will be open to the Board for inspection as and when required.

C. Science laboratory

1. Specifications for science laboratory

- i. A science laboratory should be a facility that provides controlled conditions and learning spaces in schools, in which scientific research, experiments, and measurements may be performed.
- ii. The size and shape of any science lab will vary depending on the maximum group size of learners.

- iii. The science lab should :
 - a. have adequate learning space which will provide ease of access while conducting activities and experiments.
 - b. be able to accommodate a wide range of scientific activities.
 - c. have a proper space for preparation and for storage.
- iv. The science lab room must be designed to provide adequate and lighting: proper supply of electricity and water. An eye wash station and first aid should be made available. Health, safety and environmental issues should be taken into account.

2. The Science teacher shall be responsible for the science laboratory.

In the absence of the specified teacher, at the discretion of the head of the institution, any teacher shall be directed to take the charge of the laboratory, as a duty which is not an option to be evaded.

- i. All equipments, books, etc. shall be catalogued, numbered and labelled.
- ii. The laboratory shall be kept open for practical classes.
- iii. The teacher in-charge shall maintain the following registers and shall see that it is always updated:-
 - a. The catalogue(of books, periodicals, equipments, chemicals, charts, etc.).
 - b. The stock register (showing the addition and loss in the total number year by year).
- iv. He will be responsible for any loss or damage of equipments, books, documents, charts, furniture, etc. belonging to the laboratory, if it is due to his negligence.
- v. At the time of handing over and taking charge of the laboratory, the teachers concerned shall carefully and jointly account for all the books, materials, equipments, chemicals, etc. and shall submit a report to the head of the institution. Any loss or misappropriation shall be brought to the notice of the head of the institution.
- vi. There shall be an annual stock taking by the teacher-in-charge. The annual report shall be kept in the office of the school for verification at the time of inspection. The report shall indicate the following:-
 - a. the stock at the last stock-taking,
 - b. additions,
 - c. losses, written-off and
 - d. the present stock, providing explanations of losses and discrepancies.
- vii. All precautions should be taken to avoid accidents in the laboratory while performing experiments.

D. Mathematics laboratory

Equipments for Mathematics Laboratory at Secondary Stage

As the students will be involved in a lot of model making activities under the guidance of the teacher, the smooth running of the Mathematics laboratory will depend upon the supply of oddments such as strings and threads, cellotape, white cardboard,

hardboard, needles and pins, drawing pins, sandpaper, pliers, screw-drivers, rubber bands of different colours, gummed papers and labels, squared papers, plywood, scissors, steel wire, cotton wool, tin and plastic sheets, glazed papers, etc.

Besides these, some models, charts, slides, etc made up of a good durable material should also be there for the teacher to demonstrate some mathematical concepts, facts and properties. Different tables, ready reckoner should also be there so that these can be used by the students for different purposes.

Further, for performing activities such as measuring, drawing and calculating, consulting, reference books, etc, there should be equipments like mathematical instruments, calculators, computers, books, journals, mathematical dictionaries etc in the laboratory. In view of the above, following is the list of suggested instruments/models for the laboratory:

Equipments:

Mathematical instrument set (Wooden Geometry Box for demonstration containing rulers, set-squares, divider, protractor and compasses), some geometry boxes, metre scales of 100 cm, 50 cm and 30 cm, measuring tape, diagonal scale, clinometers, calculators, computers including related softwares, etc.

The Science and Mathematics laboratories will be open to the Board for inspection as and when required.

Chapter XIV

1. Holidays, working days and working hours

The list of holidays notified by the State Government shall be followed by all the registered institutions of the Board.

- i. All registered institutions must observe the national holidays failing which necessary departmental action shall be initiated against the school.
- ii. Institutions which are centres for public examinations may adjust their working days.
- iii. Institutions/schools excluding its office are vacation institutions.
- iv. The minimum number of working days of the higher secondary is 180 days, secondary is 210, upper primary level is 220 days and primary level is 200 days inclusive of days of examinations and co-curricular activities.
- v. The working hours of elementary, secondary, and higher secondary shall be 5 hours preferably from 8:30 a.m. to 2:00 p.m./2:30 p.m. There shall be a break of 30 minutes.
- vi. The working hours for primary level shall be 4 hours. There shall be a break of 30 minutes.
- vii. The working days are subject to changes as per the national norms.
- viii. A school shall not run classes in shifts.

Holidays and re-opening of schools shall be as per the academic calendar of the Board/Directorate of School Education.

2. For teaching and ministerial staff:

The following guidelines are given for private institutions:

- i. All employees should be entitled to the holidays notified by the State Government.
- ii. Leave should be applied in written and in advance except in unforeseen circumstances. In such cases applications must be submitted as soon as possible.
- iii. To be entitled for the salary of the vacation period, an employee shall be present either on the last day preceding the vacation or on the first day after the vacation.
- iv. There should be provision of 12 days casual leave. Restricted holidays may also be given.
- v. Provision for medical leave or special leave with or without pay should be given.
- vi. It is within the power of the school authority to grant any special leave for any length of time to an employee for reasons which it feels is justified.
- vii. Provision for maternity leave with pay to a female employee upto 2(two) child should be given.
- viii. The period in which an employee is directed to attend seminars, workshops, examination works, etc shall be considered as on school duty and must not be treated as on casual leave or leave without pay.

The school authority shall frame rules or service conditions regarding the leave it shall grant to employees.

Chapter XV

1. School Hostels

All the disciplinary rules applicable in a school shall also be applicable to the school hostels. Offences committed by a boarder in the hostel are to be dealt with by the hostel superintendent. Permission to run/open a school hostel must be sought from the competent authority notified by the state Government.

The following rules shall apply to hostels in addition to the rules given for an institution:

- i. The hostel superintendent shall make the daily routine for the boarders to ensure that they have time for physical exercises, study hours, personal hygiene and are in time for their classes. They shall also be given a quiet time for their spiritual development.
- ii. During sickness, a boarder may not be able to observe the routine in full. In such cases, the medical officer or the superintendent will guide the boarder in respect of his daily observance of rest or work.
- iii. A boarder desiring to be absent from the hostel for some time shall apply leave of absence to the hostel superintendent for permission. Such application must be supported by a letter of request from the parent or guardian of the boarder. If a boarder takes leave from the hostel without permission of the superintendent, it shall be treated as a major offence.
- iv. Absence for the night or at an evening roll call without permission of the hostel superintendent will be treated as a major offence.
- v. No boarder shall bring any person to the hostel compound and hostel premises without permission of the hostel superintendent. Violation of this rule will be treated as a major offence.
- vi. Boarders shall receive all communications and articles through the hostel superintendent.
- vii. Any form of gambling, drugs, alcoholic drinks, immoral activity etc. within the hostel will be treated as a major offence.
- viii. Any act by a boarder that is not in accordance with the hostel rules or that is done in contravention of the hostel rules shall be treated as an offence and appropriate disciplinary action should be taken accordingly.
- ix. A "conduct register" shall be maintained by the hostel superintendent. All cases of breach of discipline by a boarder and punishment meted out to him should be recorded. This register should be submitted to the head of the institution concerned periodically to enable him to make a corresponding entry in the conduct register of the boarders.
- x. A boarder on his admission to a hostel shall sign his name in a register incorporating a copy of the rules of discipline enforced in the hostel.
- xi. Wholesome nutritious food should be provided to the boarders.
- xii. First-aid facilities should be made available at the hostel.
- xiii. The decision of the School Managing Committee shall be final in any case of dispute.

Chapter XVI

1. Affiliations

i. *No Objection Certificate (NOC) to institutions seeking affiliation with other Boards/councils*

The jurisdiction of the Department of School Education, Nagaland is the State of Nagaland.

Any educational institution situated in the State of Nagaland must be registered with the Department of School Education, Nagaland.

A private institution registered with the Department of School Education, Nagaland will be permitted to seek affiliation with a recognized national or international Board/Council. The application shall be addressed to Chairman, State Level Education Committee, Nagaland. NOC will not be issued to institution that is not registered with the Department of School Education Nagaland.

However, it cannot seek affiliation for only a particular section/level of classes.

Double affiliation to a State Board/Council/National Board/International Board is not allowed.

ii. Seeking affiliation from other State or Union Territory shall not be permitted.

Chapter XVII

SCHOOL SAFETY

1. CCTV:

To ensure students' safety in schools, closed circuit television cameras (CCTV) may be installed in the schools.

2. School Bus:

- i. All the school buses must be painted with the uniform color preferably **Yellow** (or the prescribed colour given by the government from time to time), with the name of the school written prominently on both sides of the bus so that they can be identified easily.
- ii. The word '**SCHOOL BUS**' must be written on the back and front of the bus. If it is a hired bus '**ON SCHOOL DUTY**' should be clearly indicated.
In case of hired buses, the school authority must sign a Memorandum of Understanding (MoU) with the owner(s) of the bus that they will comply with the rules specified under this chapter.
- iii. The windows of the bus should be fitted with horizontal grills and the doors should be fitted with reliable locks that can be locked. The bus should have a first aid box.
- iv. Medical checkup regarding the physical fitness of the driver including the eye testing shall be made every year. The driver should have valid license to drive transport vehicles and at least five years of experience of driving heavy vehicles. A driver who has been known to have committed offenses in the past such as drunk driving, rash driving, violation of lane discipline or allowing unauthorized person/s (such as the conductor) to drive should not be employed.
- v. All drivers of the school buses have to be dressed in a distinctive uniform with their names inscribed in it.
- vi. No person shall be allowed to drive the school bus in drunken condition. Regular check in this respect shall be undertaken by the school authorities and in case of any doubts in that regard such drivers must be subjected to medical tests immediately and proper action including the action for cancellation of the license have to be taken.
- vii. The school authority shall ensure that the school buses are not permitted to overtake any other four wheelers while carrying the school children in the bus.
- viii. Efforts shall be made by the school to make arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible, the buses must be parked in such a way so that it does not create any traffic problem for other vehicles.
- ix. There must be a qualified attendant in the bus to attend to the children travelling in the bus, as conductor, who has to be dressed in distinctive uniform with his/her name inscribed in it.

- x. A provision may also be made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all throughout the journey and no outsider except the conductor or the said authorized teacher or one person authorized by the guardians shall be allowed to board the school bus.
- xi. The school authority will ensure that buses halt only at bus stops designated for the purpose and within the marked area. They will make safe arrangements for boarding and de-boarding of school children from the school bus and ensure that the doors of the buses remain shut while in motion.
- xii. Periodical fitness certificate from the concerned department regarding road worthiness of the vehicle shall have to be obtained.
- xiii. The school authority must provide one set of mobile phones in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or state authority as well as the school authority. Every vehicle shall carry a suitable photograph of the authorized driver attested by the principal. Installation of GPS system can also be recommended in order to locate or keep a track of the Bus.
- xiv. The school authority shall ensure that the students maintain discipline when boarding and disembarking the bus so that no children get hurt. Periodic feedbacks from students using school transport facility, with regards to driver/conductor are to be taken and records are to be maintained.

3. Fire:

Schools must take all necessary safety precautions in order to prevent any untoward happening in the case of an emergency like a fire. Every floor must have a fire extinguisher or at the very least, sand banks must be set in a proper place. The school authority can work together with parents or government agencies to ensure complete safety for their students. Programmes on emergency procedures and mock drills on fire safety, etc can be conducted by officials authorized by the competent authority.

4. Sanitation:

The school should provide clean water, hygiene and sanitation to the students, so as to create a healthy environment which in turn will secure the children's dignity, safety and health.

5. Disaster Management:

The school is a densely populated place and has small children that are one of the most vulnerable groups in the society. To secure this vulnerability in schools, in case of a disaster, it is very important to have a School Disaster Management Plan so as to face any eventualities in case of any disaster like fire, earthquake, floods, landslides, etc.

Schools should follow the guidelines on School Safety and Disaster management issued by the Government from time to time.

6. Railing/Ramp:

The school building should be well designed with railings/ramps so as to provide stability, help balance on steps and platform, to prevent hasty falls, etc. for improving safety.

The school should also make provision for a wheelchair ramp to enable children and teachers with special needs to come and leave the school conveniently.

7. Lighting:

A balanced lighting system must be done in all the classrooms in order to provide optimal learning condition.

8. Emergency exit:

The schools must have an emergency exit – a doorway out of the building that is designated for any use in an emergency like fire, earthquake, etc.

9. Tobacco/Junk foods/Tiffin

The schools must take all initiatives and necessary measures to prevent tobacco use among students. The schools should take initiatives/conduct health programmes which will enable and encourage the students to abstain from any tobacco use.

Junk foods: Consumption of foods high in fat, salt and sugar (HFSS), popularly known as junk foods are associated with increased risk of many diseases. As such, schools must take preventive measures to ensure that the canteens in and around the school campus do not cater any HFSS food such as chips, fried foods, soft drinks, etc and must control the sale of HFSS foods within a radius of 200 metres from the school compound.

- The schools should have a School Canteen Managing Committee which can be responsible for providing safe food to the children.
- Timely checking of the quality of raw materials and ingredients prepared in the school canteen/kitchen must be done or shall ensure that the children bring their own Tiffin.
- The school authorities should avail themselves of the expertise of external resources such as nutritionists, health specialists, etc. while preparing safe food in the school canteen.
- The school authorities can display contact numbers, on notice boards, of Doctors, Medical officers who can be contacted in case of an emergency, etc.
- The school authorities can organize awareness programmes like celebration of Nutrition Week (1st – 7th September), etc. for nutritious food and avoidance of HFSS foods.
- The staff should conduct inspection of lunch boxes to minimize the consumption of junk foods.
- The students should be educated on healthy eating habits/quality nutrition.
- The school authorities can organize activities in the school such as competitions on hygiene and sanitation, debate on food safety, promote nutrition and health awareness through posters, collage and other visual aids, etc.

10. Bullying and Ragging

To curb the menace of bullying and ragging in school/hostel, all schools/institutions should initiate a prevention programme. An Anti-Bullying and Ragging Committee should be constituted in the school or institution comprising of at least 7 to 9 members. The tenure of the Committee will be 3(three) years.

The Committee shall comprise of Vice Principal/Asstt. Headmaster, a senior teacher, school doctor/nurse, Counselor, PTA representative, School management representative, legal representative, etc.

The roles and responsibilities of this Committee would include:

- i. Development and review of School bullying/ragging prevention plan.
- ii. Development and implementing bullying/ragging prevention programmes.
- iii. Developing training programmes for staff, students and parents.
- iv. Creating awareness through various programmes.
- v. Being vigilant and observing signs of bullying/ragging and responding quickly and sensitively.
- vi. Names and contact numbers of the Committee members should be clearly displayed everywhere in the school premises.

The Anti Bullying and Ragging Committee shall recommend appropriate actions and penalties for such cases of bullying and ragging. School's decision taken after following process of fair investigation should not be ordinarily challengeable.

Any other act which threatens to break or disturb the moral and administrative fabric of the school shall also be taken up or looked into by the Anti-Bullying and Ragging Committee.

Chapter XVIII

MISCELLANEOUS REGULATIONS

It is mandatory on the part of the head of the institution to know the rules, regulations, duties, functions, etc. of the Department of School Education/NBSE and to explain or take action.

The following regulations are to be followed by all registered institutions.

1. Curriculum & Syllabus.

- i. All registered institutions shall follow the prescribed curriculum and syllabus of NBSE.
- ii. All registered institutions shall follow the scheme of study as prescribed by the NBSE.

2. All the registered institutions of the Directorate of School Education/NBSE are to use the Pupil's Cumulative Record (PCR) for their students from Class I till XII.

The particulars of the students entered in the Board's records should exactly tally with the records of PCR. At the time of recording the biodata of a pupil in Class I in the PCR, correct particulars of the child, parents and the real date of birth should be entered. This shall be the base for all records of the pupil. Any change or deviation from the PCR record shall not be done.

3. Reconstruction of Pupil's Cumulative Record (PCR):

Permission shall be sought first from the Board for reconstruction of the Pupil's Cumulative Record. The school shall adhere to the instructions/guidelines issued by the Board in this regard.

4. Corrections in any form — overwriting or erasing must be avoided in any document issued by the Board. Marks, date of birth or the particulars of a student which are overwritten/erased and rewritten shall NOT be accepted.

5. Correct particulars of students.

- i. Students must furnish the full and correct names of their father and mother.
- ii. The surname/ second name of the father and the mother can be different.
- iii. In regard to change of particulars with an affidavit, it is to be noted that it comes into effect from the date it is registered. As such particulars entered before the said date is not affected.
- iv. The Board do not accept any additions or changes in the names/ particulars once the HSLC result is declared.
- v. Students should be advised to use the full and correct name. Incomplete, short or a pet names and initials shall not be used.
e.g. Kevichütuo Solo or Panghai Khiamniungan instead of Kevichütuo or Apong Khiamn, Tokheli Y. or M. Kekhrie.
- vi. A child cannot have two dates of birth.

vii. Whenever required to fill up and sign in a form or a document, it is imperative that the candidate himself and one of the parents sign the form/document personally.

viii. ***Importance of the HSLC Admit Cards:***

For further studies or employment, the particulars given in the HSLC Admit Card and Marksheet-cum-Certificate of Qualification is taken as the authentic/legal document. As such, students should be informed that the particulars furnished in the prescribed form is for a life time.

6. The Head of the Institution as the signing authority shall be responsible for what is written above his/her signature.

i. The signing authority must understand and be fully aware about the content of the letter/notification, etc. before signing it.

ii. In case a mistake is committed, the person who has signed the letter shall be responsible and not the person who prepared it.

iii. Care should be taken to check the spellings in the particulars. An interchange of letters, a deletion or addition of a letter can change the meaning or may have no meaning or may even change the clan or tribe.

e.g. a. Vituozo (continuously good), Vitouzo (genuinely good).

b. Thapo – Angami, Thapa – Nepali.

c. Mero – Chakhesang, Meru – Angami/Zeliang.

d. Semy/Semp-Rengma, Sema is the old terminology of Sumi.

e. Salie is a name, Sale is a surname.

iv. In case the Principal/Headmaster/Teacher goes on leave, the school authority should take necessary steps to ensure timely communication with the Board in matters of collection or submission of forms so that the career of the students is not disrupted.

7. When the head of an institution cannot personally collect important documents from the Board, he is to authorise another person (refer sample of authorization letter in the Management of Examinations). The name and designation of the person to be authorized should be written, wherever it is needed. The authorised person should give three specimen signatures in the letter which should be countersigned by the head of the institution (only one time).

8. The use of red and green colors in signing letters and certificates is not appropriate. As per the government's directives, only specified persons can use green ink and red ink for specific purposes. Green/Red ink is not used for signing academic certificates, letters, etc.

Use blue, blue-black or black colour only for signing letters, certificates and in the files.

9. The first copy of the letter is to be given/sent to the person to whom the letter is addressed and the carbon copies are sent back to the persons by whom the letter is given for information/necessary action and for office copy. Carbon copy/second copy must never be sent to the addressee.

10. Education today is very dynamic and vibrant. With technological advancements, the frontiers of education changes fast. In order to serve the society and look after its needs, the system of education has to be updated from time to time. The change can occur through change of curriculum and syllabus, textbooks and its administration.
11. A very important driving force of the education system are the teachers. Along with the school administrators, the teachers have a major role in taking the institution towards a better qualitative educative system. Teachers therefore need to update their teaching and professional skills periodically.
12. Core curriculum is the curriculum framed by the NCERT and Council of Boards of School Education in India (COBSE). Core curriculum consists of five subjects: two languages, mathematics, science and social sciences. Passing the HSLC level of examination without these core subjects can be a reason to debar a student from getting admissions in some Boards and Universities. The pass criteria of HSLC Examination may however, differ from Board to Board.

At the higher secondary level, the core syllabus is followed in Physics, Chemistry, Biology, Mathematics, Accountancy, Economics and Business Studies.
13. All registered institutions should render assistance and extend co-operation to the School Education Department/NBSE in all activities as and when asked for.

All registered institutions under NBSE shall be open for inspection to the NBSE / School Education Department of Nagaland.
14. The Board may at any time get a registered institution inspected without giving any notice to the institution. The inspection report so submitted will be considered by the Board for appropriate action.
15. **Email/Website:**
 - i. Every registered institution must have the school e-mail.
 - ii. All schools may strive to create their own website containing comprehensive information about the school.
16. The NBSE shall issue a certificate of Registration to its schools specifying a period of validity. Registered schools must surrender such certificates for renewal in time, as per the instructions.
17. **School Fees:**
 - i. Individuals/Societies/trust are required to run school without any profit motive. It must endeavour to charge fees only to the extent of meeting the expenses of paying the teachers and provide other good and needed facilities for running the school.
 - ii. No capitation fee or donations shall be charged for the purpose of admission of students.

- iii. In case, a student discontinues the studies or migrates to another school, a provision, for refund of fees must be there, if all the school fees were cleared earlier. Dues shall be collected only upto the month of discontinuance or migration and not upto the month in which the Transfer Certificate is applied for.

18. **Trainings conducted by the Board:**

The school shall bear the expenses of the headmasters and teachers, attending training programmes or seminars conducted by the Board, as and when asked to do so.

19. **Introduction of new subjects:**

- i. Introduction of new subject(s) requires the prior approval of the Board. Institution desirous of introducing new subject(s) shall apply to the Board within the time frame given in the Annual Academic Calendar.
- ii. Qualified teacher(s) having the qualification as stated in Chapter VIII, section 2, clause (i) for secondary level and clause (ii) for higher secondary level is a pre-requisite.
- iii. Introduction of vocational subject(s) is the prerogative of RMSA (Directorate of School Education) for Government schools and private schools to take permission from the Board.

20. All registered schools shall extend cooperation with the Government department(s) who wishes to organize/conduct a programme/activity for the students.

Schools shall however, give a report to the NBSE on the activities/programmes undertaken by them.

APPENDIX

SAMPLE OF APPLICATION FORMS

Form no. 1

Application for private schools seeking permission to open Class – IX & X
Proposed year of opening Class IX & X _____

(The application should reach the Office of the NBSE within the period specified in the academic calendar).

1. Name of the school (in block letters): _____
2. Year of Establishment: _____
3. Jurisdiction of District Education Office _____ (mention the district)
4. Present class-wise enrolment:

Class	A	B	I	II	III	IV	V	VI	VII	VIII	Total
Enrolment											

5. (i) Year of upgradation to Class VIII: _____
(ii) Year of Recognition of Class VIII: _____
6. Particulars of the Headmaster/Headmistress:
 - i) Name : _____
 - ii) Educational qualification : _____
 - iii) Teaching experience (in years) : _____
 - iv) Correspondence address of proposed headmaster: _____
 - v) Contact number: _____ E-mail Address: _____

Note: *The head of the school must be a trained graduate or a trained post graduate in a secular subject, having at least 5 years experience in teaching and administration.*

7. Ownership of the School:
Individual Society Trust Others (specify) _____
8. If it is an individual, the name of the owner _____
If it is a Society, Trust, Organisation, give its name _____
9. Other facilities provided/proposed to be provided _____

10. Land:
 - i) total area of land: _____
 - ii) name of the land owner: _____
with ownership certificate issued by competent authority.

Note:

- i) *The land area of the school should be an acre or more*
- ii) *The school cannot be on a leased land.*
- iii) *The land must be owned by the person, trust, society or organization which intends to upgrade the classes.*
- iv) *There must be enough open space for the children to play.*

v) *There should be enough land for expansion if the authority desires to upgrade to higher classes.*

vi) *The school must be situated in a hygienic and clean area.*

11. Science/Mathematics laboratory:
A separate room for Science/Mathematics laboratories should be available.
12. Number of books in the Library: _____
13. Whether separate toilets for boys and girls is available: _____
14. Whether drinking water facility is available: _____
15. Whether First-Aid facility is available: _____
16. Number of
- i. Working computers _____
 - ii. Printers _____
 - iii. Power backup/Generator _____
17. Whether there is proper fencing/boundary wall around the school _____
18. School Building:
- i) Type of building : _____
 - ii) No. of class rooms: _____

Note: i) *The building must be RCC or semi pucca structure with C.G.I. sheet/RCC roofing.*

ii) *It cannot be housed in a rented building.*

iii) *Classrooms must be well ventilated and well lighted.*

19. Number of feeding schools
- (i) Govt. _____
 - (ii) Private _____
20. Distance from the nearest recognised (Govt/Private) high/higher secondary schools
- (i) Name of the school _____
 - (ii) Distance _____
21. Justification for permission to open Class IX & X (to give a brief write up).
22. If permitted to open Class IX & X, whether the school intends to introduce any of the Sixth subjects?
- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
|-----|--------------------------|
- | | |
|----|--------------------------|
| No | <input type="checkbox"/> |
|----|--------------------------|
23. If yes, mention the subject(s) and the educational qualification of the teacher who intends to teach the Sixth subject(s). _____
-

I hereby declare that the above information is true and that I shall abide by the rules and regulations of the Board if permission is granted.

Dated _____

Signature _____

Name _____

Designation _____

School Seal

Documents to be enclosed:

- i) Photocopies of the educational documents of the head of the school.
- ii) Strength of teachers with qualification.
- iii) Photocopy of the Class-VIII recognition order.
- iv) Photocopy of the fixed deposit certificate of ` 4,00,000.00 (rupees four lakh only) in favour of the school.
- v) Sketch map and photo of the school and certificate of ownership duly certified by the competent authority.
- vi) Photographs of the classrooms for Class IX & X
- vii) Photograph of the Science & Mathematics laboratory.
- viii) Details of the school managing committee.
- ix) Report of the DEO (to attach separate sheet/forms).
- x) Fire safety certificate.
- xi) Proforma regarding safe drinking water and sanitary condition certificate.

N.B: Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.

(For use of Board's Official only)

Verification report by the inspecting team of the NBSE:

I /We hereby certify that I/We had physically verified the records, site and building of the school and found that the statements given by the school authority are true and recommended for permission to open Class IX & X in a phase manner / not recommended.

(in case any of the statement is not correct/ true, write it in a separate sheet)

(i) Signature_____	(ii) Signature_____
Name_____	Name_____
Designation_____	Designation_____
Date_____	Date_____

Order/Comments of :

Secretary:

Chairman:

Form no. 2**Application for private schools seeking Provisional Recognition of School**

(The application should reach the Office of the NBSE within the period specified in the academic calendar).

1. Name of the school (in block letters): _____
2. Postal address: _____
3. Contact number: _____ E-mail Address: _____
4. Year of upgradation to classes IX & X: _____
5. Present class-wise enrolment:

Class	A	B	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
Enrolment													

6. Particulars of the Headmaster/ Headmistress:
 - i) Name: _____
 - ii) Educational qualification: _____
 - iii) Teaching experience (in years): _____

Note: The Head of the institution must be a trained post graduate or a trained graduate in a secular subject, having at least 5 years experience in teaching and administration.

7. Performance of the last 3 (three) HSLC Examinations:

Sl.no.	Year	Total Enrolled	Total Appeared	Total Qualified	Pass Percentage
1					
2					
3					

8. Ownership of the School:
 Individual Society Trust Others (specify) _____
9. If it is individual, name of the owner _____
 If it is a Society, Trust, Organisation, give name _____

10. Land:
 - (i) Total area of land _____
 - (ii) Name of the land owner: _____
 (with ownership certificate issued by competent authority)

- Note:**
- i. The school cannot be on a leased land.*
 - ii. The land area of the school should be an acre or more.*
 - iii. The land must be owned by the person, trust, society or organization which intends to upgrade the classes.*
 - iv. There must be enough open space for the children to play.*
 - v. There should be enough land for expansion if the authority desires to upgrade to higher classes.*
 - vi. The school must be situated in a hygienic and clean area.*

I hereby declare that the above information is true and that I shall abide by the rules and regulations of the Board if permission is granted.

Dated _____

Signature _____

Name _____

Designation _____

School Seal

Documents to be enclosed :

- i. Photocopies of educational certificates of the head of the school.
- ii. List of teaching staff and ministerial staff (secondary section) with qualifications.
- iii. Photocopy of the fixed deposit certificate of ` 4,00,000.00 (Rupees four lakh only) and above for 5 years in favour of school.
- iv. Photocopy of the permission order to run Class IX & X.
- v. Details of the school managing committee.
- vi. Any improvement made in infrastructure, library, lab with evidence.

N.B. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.

.....

(For use of Board's official only)

Verification report by the inspecting team of the NBSE:

I /We hereby certify that I/We had physically verified the records, site and building of the school and found that the statements given by the school authority are true and recommended for recognition/not recommended.

(in case any of the statement is not correct/ true, write it in a separate sheet)

(i) Signature _____
Name _____
Designation _____
Date _____

(ii) Signature _____
Name _____
Designation _____
Date _____

Orders/Comments of:

Secretary :

Chairman:

Form no. 41

Application for private schools seeking upgradation to Higher Secondary level

Proposed year of opening Class XI & XII _____

(The application should reach the Office of the NBSE within the period specified in the academic calendar).

1. Name of the school (in block letters): _____
2. Postal address: _____
3. Contact number: _____ E-mail Address: _____
4. Year of upgradation to class IX & X: _____
5. Year of recognition : _____
6. Present class-wise enrolment:

Class	A	B	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
Enrolment													

7. Applying for stream : Arts Commerce Science
8. Subjects to be taught: _____
9. Particulars of the proposed head of the institution:
 - i) Name _____
 - ii) Educational qualification _____
 - iii) Teaching experience (in years) _____

Note: 1. *The Principal must be a trained post graduate in a secular subject which is to be taught in the institution, having at least 5 years experience in teaching and administration.*
2. *For upgradation to higher secondary, the school must be a recognised school.*

10. Performance at the last 3 (three) HSLC Examinations:

Sl.no.	Year	Total Enrolled	Total Appeared	Total Qualified	Pass percentage
1					
2					
3					

Dated _____

Signature _____
Name _____
Designation _____

School Seal

Documents to be enclosed:

- i) Photocopies of educational certificates of the proposed Principal.
- ii) List of teaching staff and ministerial staff (secondary section).
- iii) Photocopy of the fixed deposit certificate of ₹ 5,00,000.00 (Rupees five lakhs only) and above for five years in favour of the school.
- iv) Photocopy of the upgradation and recognition order issued by the Board.
- v) Photographs of the classrooms for Class XI & XII.
- vi) Details of the School Managing Committee.
- vii) Photo of the school building.
- viii) For schools applying for Science stream, the following additional facilities should be there:
 - Separate and well equipped Physics, Chemistry and Biology Laboratories.

N.B. Outdated or irrelevant documents not pertaining to the right period of time shall not be accepted.

(For use of Board's Official only)

Verification report by the inspecting team of the NBSE:

I /We hereby certify that I/We had physically verified the records, site and building of the school and found that the statements given by the school authority are true and recommended for permission to open Classes XI & XII in a phase manner/not recommended.

(in case any of the statement is not correct/true, write it in a separate sheet)

(i) Signature_____	(ii) Signature_____
Name_____	Name_____
Designation_____	Designation_____
Date_____	Date_____

Orders/Comments of:

Secretary:

Chairman:

Appendix 1

**PROFORMA REGARDING SAFE DRINKING WATER AND SANITARY
CONDITION CERTIFICATE**

Date. _____

It is certified that _____ (Name and address of the school) has been inspected by _____ (Name of officer with designation) from _____ (Name of department/office) on _____ and found that the school has safe drinking water facilities for the students and members of the staff of the Institution. The school is also maintaining hygienic sanitation condition in the school building and the campus. The above is valid for a period of five years only.

Signature with name, seal and designation of the concerned Medical Officer/Health Inspector/Municipal Council/Village Council.

.....

Appendix 2

FIRE SAFETY CERTIFICATE

Date. _____

It is certified that _____ (Name and address of the school) has been inspected by _____ (Name of officer with designation) from _____ (Name of department/office) on _____ and found that the school has complied with the fire prevention and fire safety requirements in accordance with the rule of the State Fire Service rules and that the building / Campus is fit for occupancy with effect from _____ for a period of five years in accordance with rule and subject to compliance of the conditions.

Signature with name, seal and designation of the concerned Office-in-Charge of the Fire Station/Fire Safety Officer