



GUWAHATI-781021

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To

The Secretary,  
Board of Secondary Education, Assam  
Bamunimaidam, Guwahati-781021

Through: The Inspector of Schools, .....District

Subject : APPLICATION FOR PERMISSION/RECOGNITION/SCHOOL CODE.

1.	Name and address of the School/Madrassa :					
(a)	Name :					
(b)	Village :					
(c)	P.O. :	(i) GP in Panchayat :				
(d)	P.S. :	(ii) Ward No (in case of Urban area):				
(e)	District :	E-mail ID :			Contact No.:	
2.	DISE Code No :					
3.	DATE OF ESTABLISHMENT of the School (Class wise)	VI	VII	VIII	IX	X
4.	STATUS OF THE SCHOOL/MADRASSA :					
(a)	Date & Issue number of Pre registration of the School under : the <b>Assam Non-Government Educational Institutions (Regulation and Management) Act,2006</b>					
(b)	Date & Issue number of Registration of the School under : <b>Assam Non-Government Educational Institutions (Regulation and Management) Act,2006</b>					
(c)	Date & Issue number of class opening permission, if any,	VI	VII	VIII	IX	X
5.	CATEGORY OF THE SCHOOL :					
(a)	2-Class High School/5 Class High School :					
(b)	Boys'/Girls'/Co-educational School :					
6.	MEDIUM OF INSTRUCTION :					
7.	<b>A BRIEF INTRODUCTION OF THE SCHOOL:</b>					
(a)	<b>(Particulars of other High/Higher/ME/MV/HSS/HM within a radius of 5 kms including status)</b>					
	Sl. No	Name	ME/MV/HS/ HSS/HM	Enrolment	Distance	Status (Govt./Private/ Provincialised/ Venture)
	1.					
	2.					
	3.					
	4.					
(b)	A sketch map of the surrounding area indicating the location of the neighbouring Schools/Madrassas is to be attached.					
(c)	Natural barrier, if any, hindering approach to the existing schools:					



(b) Particulars of the Headmaster/Principal/Superintendent .

A. Year of passing the first degree examination :  
(Attach photocopy of Marks-Sheet of the Degree Examination.)

B. Teaching experience of the Headmaster after Graduation :  
(Attach Experience Certificate countersigned by the Inspector of Schools.)

10. ANNUAL EXAMINATION RESULTS OF CLASS -IX DURING THE PRECEEDING THREE YEARS:

Year	Total enrolment	No. of Students appeared in Annual Examination	Results				Pass %
			Duly passed	Passed on grace	Total passed	Total detained	

11. H.S.L.C./AHM EXAMINATION RESULTS FOR THE LAST THREE YEARS :

Year	Enrolment in class X as on 30 <sup>th</sup> September	Centre from which appeared with Code No.	No. of candidates appeared	No. of Candidates passed				P.C. of Pass w.r.t. enrolment
				Div.I	Div.II	Div.III	Total	

12. SCHOOL PROGRAMME :

(a) Curriculum	1	2	3	4	5
A. Core Subjects					
B. Elective/Additional Subjects					
C. Co-curricular activities					

(b) Out-line of Work Experience Programme :

(c)	A. Whether scheme of Unit Tests is introduced :
	B. If so, how often the tests are administered :

(d) Whether a time-table for home-work is maintained :

(e) Number of working days during the preceding three years :

(f) Number of working days during the current academic session			
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21. Computer Lab.	(a) No. of Computers	(b) No. of Printers	(c) No. of Projectors
22. Science Lab. (Details of equipment): (Separate list to be attached)			
23. Name of each Member of School Management Committee : (Separate list to be attached)			
24. WHETHER SCHOOL RECORDS ARE MAINTAINED PROPERLY :  (Yes/No)			
(i) Admission Register ----			
(ii) Attendance Register ----			
(iii) Transfer Register ----			
(iv) Examination Records ----			
25. FINANCIAL POSITION :			
(a) Reserve fund (Give details of deposit)			
(b) General Working fund :	(i) In Bank/Post Office		(ii) In cash
(c) Monthly income and expenditure :	INCOME		EXPENDITURE
(d) Other funds :			
(i) Library fund : Rs.			
(ii) Examination fund : Rs.			
(iii) Games fund : Rs.			
(e) Whether salaries of the teachers are paid regularly :			
(f) Whether accounts are maintained properly :			

The above information are correct to the best of my knowledge. If any information is found false, I shall be liable for prosecution.

I hereby request for according Permission/Recognition/School Code No of SEBA for imparting education as a Private School.

**Signature :**

Name :

Designation :

Seal :

(OF THE HEAD OF INSTITUTION)

**Countersigned by**

**Signature of**

Chairman SMDC

Forwarding Note of Inspector of Schools :

I have verified the above information and found in order.

Inspector of Schools

**The following documents are to be furnished along with the application**

1. Copies of order issued by Director, Secondary Education for Pre-Registration under Assam Non Government Educational Institutions (Regulation and Management) Act, 2006 and Rules 2007.
2. No Objection Certificate from Local Panchayat/Municipal Board or any other Local Authority.
3. Copy of Registration letter of the Trust/ Society Management Committee.
4. Land Chitha and Jamabandi Certificate from concerned revenue authority (Land must be in the name of school).
5. Infrastructure detail photographs
6. Fire safety certificate - (in case of urban area from Fire Officer).
7. Health & Sanitation certificate (From Joint Director, Health Services of the District).
8. Safe drinking water certificate (From PHE Department).
9. Building safety certificate [From PWD (Building)].
10. Balance sheet/Financial status certified by Inspector of Schools.
11. Staff Salary Certificate issued by Inspector of Schools.
12. NOC from Deputy Commissioner of the District.
13. List of members of Managing Committee.
14. List of furniture/equipments in Science Laboratory.