



# DIHING BOARD OF OPEN SCHOOLING

A Govt. Recognized Board

## Information for Establishing New Study Centre

### General Instructions

1. All the columns must be filled up in legible handwriting incomplete applications may be rejected.
2. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with the application form.

<b>Application for .....</b> Fresh	<b>For Office Use only</b>
1. Level: Secondary/Sr. Secondary	Consideration No: .....
2. Gender: Boys/Girls/ Both	Processing Fee: .....
3. Medium: Hindi / English / Assamese	

### A. GENERAL INFORMATION ABOUT THE INSTITUTE

1	Name of Institution			
2	Registered Office	District	DBOS State	Pin Code
3	Phone No.	Mobile No.		
4	Fax No.	E mail Id		
5	Name of the Principal of Institution			
6	Qualifications of the Principal	Administrative Experience (in Years)	Teaching Experience (in Years)	
7	Location of School	(Rural /Urban/Semi-urban/ Slums)		

8	Up to what level is the Institution / school imparting education? (Please Tick)							
	Middle		Secondary		Sr. Secondary			
9	Is the Applying Institution / school only for boys / girls or Co-educational							
10	Medium of instruction in the applying Institution / school (Please Tick)							
	English							
	Hindi							
	Assamese							

#### B. INFORMATION ABOUT THE SOCIETY/TRUST RUNNING THE SCHOOL

11	Name and address of Trust/ Society							
12	Is the Trust/ Society Registered							
	Yes		No					
13	If yes, under which Act							
14	Year of Registration				Registration No			
	(Certified copy of the Certificate of Registration and Memorandum of the Society is to be enclosed. Enclosure -I)							
15	Name & official address of the Manager/President/Chairman of the School							
	Name							
	Designation							
	Address							
	Phone No.							
16	Is there a Resolution of the management to run DBOS scheme in the institution (Enclosure-III)							
	Yes		No					

### C. RECOGNITION AND AFFILIATION STATUS

17	Is the School Affiliated with any Recognized Board?	
18	If YES, please mention the following: (Certified Copy of the affiliation letter to be enclosed. Enclosure- IV)	
a)	Name of the Board with which affiliated:	
b)	Affiliation No.	
c)	Year of affiliation	
d)	Is the affiliation permanent or temporary?	
e)	If the affiliation is temporary, up to what period?	
19	State if there is any conditions for affiliation?	

### D. SUITABILITY FOR CONDUCTING PUBLIC EXAMINATION

20	Is the Institution / school fit for conducting public examinations?	YES		NO	
21	If so, specify the following details				
a)	Availability of sufficient furniture				
b)	Availability of security arrangements				
c)	Availability of invigilators				
d)	Existence of boundary wall with gate				

#### DECLARATION

This to certify that all the above information furnished regarding the Institution/ School is correct and authentic to the best of my knowledge.

Date: .....

Place .....

(Signature of the Principal/Headmaster)

(Name with Rubber stamp)

## **CERTIFICATE OF ENDORSEMENT**

**(By President/Chairman/Manager of the Institution/ Society/ Organisation)**

In support of the application, I .....as.....  
certify that, having read the Norms and Procedure for accreditation of institutions, I undertake to ensure that the Institution will abide by the Rules and Regulations and terms and conditions, as are made applicable to the Accredited Institutions, from time to time. I further affirm that accreditation, if granted to the Institution, will not be used for commercial purpose, rather will be used to serve the needs of the Dihing Board of Open Schooling students. I shall do what is in my power to ensure the smooth and proper functioning of the Institution.

(Signature of the President/Chairman/Manager of the applying institution /society)

Dated: ...../...../.....

(Name of the President/Chairman/Manager with Rubber Stamp)

Place : .....

### **CHECK LIST FOR ENCLOSURES**

**(Duly attested copies are to be attached by an applicant institution)**

Sl.No.	Particulars of the Document	Whether enclosed or not please tick	Remarks
1.	Copy of the Certificate of Registration of the Society		
2.	Copy of the Memorandum of Association and Rules and Regulations.		
3.	List of members of the Governing Body of the Society with their occupations and addresses.		
4.	Resolution of the Management for taking up Open Schooling courses.		
5.	Copy of the letter of affiliation from a recognized board		

**NOTE:** All the above-cited documents must be submitted along with the application otherwise the application may not be considered.