



Nagaland Board of School Education Kohima

NOTIFICATION NO. 1/2018

Dated Kohima, the 4th January, 2018

CALENDAR FOR THE ACADEMIC YEAR 2018 (HIGH SCHOOL LEVEL)

The academic calendar for 2018 is hereby notified to all registered schools under NBSE for strict compliance:

January 2018	:	Reopening of schools for admission. All admission to be completed. Regular classes to resume in the hot region.
February 2018	1.	Regular classes to resume.
	2.	Financial Literacy Training for schools opting the course.
	3.	Meeting with All Centre Superintendents of HSLC Examination Centres 2018.
	4.	Meeting with the heads of institutions
6 – 9 March 2018	:	COLLECTION OF:
	:	Form nos.3, 6, 14, 15 (can also be downloaded from NBSE website) and Class IX Certificates of Qualification 2017 by registered schools. The forms/Certificates are to be collected from the Board's Office
2 – 7 April 2018	:	SUBMISSION OF:
	1.	Particulars of students of Class IX as on 1-4-2018 (Hard copy of email file – Form No. 13) by registered schools supported by photocopy of Class VIII (ESL) Completion Certificate. All schools shall make proper entry in Form no.13 as per the format supplied by the Board and should be mailed to the address – nbseforms@gmail.com. This is compulsory. (Photocopy of the form which is submitted through mail must be brought at the time of payment of fees).
	2.	Particulars of students of Class X as on 1-4-2018 (Hard copy of email file – Form No. 16) by registered schools. This should be mailed to the address – nbseforms@gmail.com. (For migrating students and change of school, it should be supported by photocopy of Class IX Certificate of Qualification).
	3.	Form no. 6 by registered high schools.
	4.	Annual registration fee by registered schools.
	5.	Payment of Class IX registration fee, fees for migrating students of Classes IX & X and fees for Financial Literacy course of Classes IX & X.
	6.	Particulars of Class IX & X students opting for Financial Literacy
		<ul style="list-style-type: none">• Payment of fees should be done during the period specified only – Not before or after• Submission after due date and additional submission of particulars will not be accepted• Specific dates for submission will be intimated to the Institutions along with the forms.
May/June 2018	1.	Conduct of HSLC Compartmental Examination
	2.	Review of Class X textbooks
5 June 2018	:	Observance of World Environment Day (Report to be sent forthwith through mail)
11 - 20 June 2018	:	CONDUCT OF MID TERM EXAMINATION for Classes IX & X
21 June - 16 July 2018	:	Summer Vacation for schools located in the hilly/cooler region of the state

7 - 31 July 2018	:	Summer Vacation for schools located in the hot and plain areas of the state
1 – 6 August 2018	:	SUBMISSION OF:
	1.	Progress Reports (form no.15) and question papers of Mid-term Examination of Classes –IX & X by registered schools
	2.	Form no. 14 - Examination fee of Class IX Final examination by registered schools/Centre schools
	3.	Form no. 3 by registered schools (Govt. & Private)
	4.	Academic report/Question paper observation report by all registered schools compulsorily
		COLLECTION OF:
	1.	Registration Cards of Class IX
July/August 2018	:	Workshop/Seminar
5 September 2018	:	Teachers' Day Celebration (Report to be sent forthwith through mail)
20 September 2018	:	Last date of receiving applications from schools for upgradation, recognition and introduction of sixth subjects for the next academic Session.
10 – 17 October 2018	:	COLLECTION OF:
	1.	Forms for all categories of candidates for HSLC Examination 2019 by registered schools/centre schools. The forms are to be collected from the designated school. (Specific dates for submission will be intimated to the Institutions along with the forms).
October 2018	:	Conduct of English Listening & Speaking Test (Classes IX & X)
	:	Online submission of report on Swachhta Hi Sewa Campaign to nbsenag@gmail.com
11 November 2018	:	Observance of National Education Day (Report to be sent forthwith through mail)
14 November 2018	:	Observance of Children's Day (Report to be sent forthwith through mail)
12 – 16 November 2018	:	SUBMISSION OF:
	1.	Forms and other relevant documents in connection with HSLC Examination 2019 for all categories of candidates by registered schools/ centre schools.
	2.	CCE Report card of Classes IX & X (instruction will be given for submission)
22 November 2018	:	Last date for receipt of HSLC Examination 2019 application form with late fine of ` 500/- per candidate
November 2018	:	COLLECTION OF:
		Confidential Packets of Class – IX Final Examination 2018 and relevant forms from the designated schools/Board
26 Nov. - 6 Dec. 2018	:	Class – IX Final Examination 2018.
1 December 2018	:	Observance of World AIDS Day (Report to be sent forthwith through mail)
7 – 15 December 2018	:	Conduct of model test for HSLC candidates by registered schools.
15 December 2018	:	LAST DATE FOR SUBMISSION OF:
	1.	Results of Class-IX on relevant forms (Hard copy of email file) and valued answer scripts. (Schools can submit the Class IX results as soon as it is ready on any working day after the examination)
	2.	Annual Report of School Managing Committee.
	3.	Academic report
	4.	Assessment report on the activities conducted given in the 'Life Skills' textbook
February/March 2019	:	HSLC Examination 2019.

Sd/- Asano Sekhose

- IMPORTANT :**
1. All Schools must have email address.
 2. Schools should visit the Board's website for getting important notifications issued by the Board.
 3. Schools are advised not to wait for the **LAST day** for collection or submission.
 4. Schools should carefully check the dates mentioned here or any dates specified separately for any collection or submission of forms.
 5. *The penalty for failure to submit forms and fees on the specified dates is a fine of ` 30,000/-.*
 6. All General holidays indicated in the State Govt. Calendar are to be observed as State/National holidays compulsorily.
 7. The 1st and 3rd Saturdays of the month are to be utilized for tests/co-curricular activities/Life skills/social works etc.
 8. Cleanliness drive in the schools should be carried out on regular basis.
 9. Inspection/visit will be carried out by the Board's Officials at any time of the academic year.
 10. In case of any change in the dates specified above, it shall be notified to the schools.
 11. Schools must inform the Board in written (along with relevant documents such as appointment order & educational documents and transfer order) as and when new Headmaster/Headmistress is appointed.
 12. All registered school should conduct coaching/preparatory classes for HSLC candidates till 15th December every year.

- NOTE :**
1. **Form nos. 3, 6, can also be downloaded and submitted online to the address: nbseforms@gmail.com**
 2. Academic report/Question paper observation report: The concerned subject teacher has to write in detail the topic coverage/question paper observation of each subject. This can also be **submitted online through the address: nbseforms@gmail.com**
 3. Annual report, Observance reports of Teachers' Day, Environment Day, Children's Day, World AIDS Day, National Education Day, Swachh Bharat, Swachhta Hi Sewa (the Swachhta Hi Sewa is a Pledge of the Nation to create a clean, healthy and new India which begins from 15 Sept. - 2nd Oct. every year) etc. can also be submitted online through the address nbsenag@gmail.com
 4. **The head of the school can send a responsible teacher duly authorized by him/her for collection and submission of forms or documents. However, for collection of confidential packets, it shall be as per the rules.**
 5. **All registered schools are expected to submit the enrolment and particulars of its students to the concerned DEO.**
 6. The examination fees for Class IX Final Examination shall be paid only by the schools/centre schools to the Board.
 7. Failed centre repeaters shall pay a forwarding fee of ₹ 100/- to the Centre School during submission of forms.
 8. The rate of examination fees are: Class IX ` 450/-, HSLC ` 900/-, HSLC (Compartmental)- ` 300/- per subject.
 9. Class IX Registration fee is ` 200/- per student, but for migrating student of classes IX & X, it is ` 900/- per student.
 10. For submission of Application Forms for HSLC Examination 2019, refer "Rules and Regulations for filling up of Forms" for more details.

- EXPLANATION :**
1. Registered schools are high schools registered with the NBSE, which are recognised or permitted.
 2. Recognised schools are those registered full-fledged high schools recognised by the NBSE.
 3. Permitted schools are those high schools registered with the Board to open Classes IX & X and are yet to get recognition.
 4. Middle schools are schools having upto Class-VIII with the permission/recognition of Directorate of School Education.

- INFORMATION :**
1. Migrating students for admission in Classes-IX & X as regular students should seek prior permission from the Board. Last date for receiving of application is **31-03-2018**.
 2. Refer to Management of Examinations for further information.

Designated schools :	<u>District</u>	<u>Name of the institution</u>
	Dimapur	i. Govt. Higher Secondary School, Dimapur (all other areas not covered below) ii. Govt. Higher Secondary School, Chumukedima (Med, Chümou, Niuland & upto Diphupar areas)
	Kiphire	Loyola Higher Secondary School, Kiphire
	Longleng	Phom Lempong School, Longleng
	Mokokchung	Mayangnokcha Govt. Higher Secondary School, Mokokchung

Mon Govt. Higher Secondary School, Mon
Peren Govt, Higher Secondary School, Jalukie
Phek Govt. Higher Secondary School, Pfutsero
Tuensang St. John Higher Secondary School, Tuensang
Wokha Don Bosco Higher Secondary School, Wokha
Zunheboto Govt. Higher Secondary School, Zunheboto

Mail Address of NBSE :

Email :

nagaboard@gmail.com
nbseforms@gmail.com
nbsenag@gmail.com

- for official correspondence
- for submission of forms
- for submission of different reports

Website:

<http://www.nbsenagaland.com>

Contact No. :

Chairman	0370	2260201	Controller of Examinations	0370	2260058
Coordinator IT	0370	2260245	Sr. Academic Officers	0370	2260500/2260923
Exam Branch	0370	2260947	Reception		9436216604

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