

**Nagaland Board of School Education  
Kohima**

**NOTIFICATION No. 15**

Dated Kohima, the 24<sup>th</sup> June 2020

No.NBE-54/Ex-INPCOR/2020-21 :: The following are hereby notified for information of the Heads of Institutions.

1. Schools should maintain proper records of their students of all the classes. The records of students who are enrolled, appeared and passed Board's Examinations must be recorded year-wise and keep it for school record.

The particulars and marks/grades secured by the students must be recorded and maintained besides entering in the Pupil Cumulative Record (PCR) of the students. The records can be maintained in a register or in the Computer file whichever is convenient for the school.

2. Institutions should keep in mind the teacher-students ratio at the time of giving admission to students. At present, as given in General Rules page 15, the number of students in any section of a class should be limited to a maximum of 40(forty) students i.e. *the ratio of teacher-students is 1:40*. However, the teacher-students ratio is subject to change as and when notified by the Government
3. Laboratories for subjects having practicals should be kept in place for students to learn through experiments, measurements, small action research, etc.

It should be noted particularly in Science Stream at the higher secondary level, schools must have subject-wise equipped laboratory for the subjects having practicals and admission to students must be within the capacity of the classrooms as well as laboratory facilities available.

4. If a school has more sections, additional teachers must be appointed.
5. Schools should ensure that they admit students as per their available infrastructure. Classrooms should not be crammed or crowded. The teacher students ratio must be maintained.
6. At higher secondary level, schools must submit the number of students in each Class i.e Class XI & XII, class-wise and section-wise in **Form D6(c)**.
7. From the next academic session, schools who intend to increase their enrolment in different classes will apply to the Board with photographs of additional classrooms/infrastructure for which more details will be given in the Board's Website at a later date.

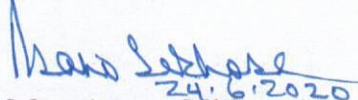
( Mrs. Asano Sekhose )  
**Chairman**

Dated Kohima, the 24<sup>th</sup> June 2020

No.NBE-54/Ex-INPCOR/2020-21/779

Copy to:

1. The Principal Secretary to the Government of Nagaland, Department of School Education & SCERT, Kohima.
2. The Principal Director, School Education, Nagaland, Kohima.
3. All the District Education Officers/Sub Divisional Education Officers for information.
4. All the Heads of Registered Institutions under NBSE for information and necessary action.

  
( Mrs. Asano Sekhose )  
**Chairman**