

**Nagaland Board of School Education
Kohima**

NOTIFICATION No. 29/2022
Dated Kohima, the 17th March 2022

NO. NBE-11/Ad-PCR (pt)/2021-22 :: It is hereby notified for information of the Heads of Registered Institutions that the following points are to be noted for proper maintenance of **Pupil Cumulative Record (PCR)** by all schools:

1. The PCR shall be issued **only** to the schools registered with the NBSE and the Directorate of School Education, Nagaland, Kohima. It shall NOT be issued to any individual or agency
2. The student's particulars shall be entered in Class I and it shall be used up to Class XII.
3. PCR book shall be issued to students coming on inter-state transfer (migrating from other States/Boards) and admitted to a registered institution in Nagaland from Class I to XII. Permission order issued by the competent authority to a migrating student should be pasted in the PCR
4. Without PCR book, admission to any class beyond Class I in a registered school within the state shall not be allowed.
5. **As per National Education Policy 2020 and Notification No.ED/AEI-8/2019 dated 27.4.2021, a child should be 6+ years in Class I.**
6. Heads of Institutions shall record the correct particulars of the students in the PCR from Class I. **Correct particulars must be insisted from the students and parents/guardians so as to avoid unnecessary corrections later.**
7. Correct date of birth should be insisted from Class I. Correction shall not be allowed in the date of birth once it is recorded in the PCR.
8. **Students should be advised to use their full name, surname/title as it becomes a requirement in their career, applying for opening bank account, Indian Passport, seeking a job, etc.**
9. Heads must inform the students that tampering the particulars once entered is not allowed.
Admissions shall not be given to students with tampered particulars/ marks/ grades in the PCR.
10. Heads of Institutions shall update the PCR of all the students for school based assessment/final/board examinations (i.e. Class I to VIII and IX to XII) after the results are declared.
11. Subject teachers should be informed to record and enter the marks and grades as per the format given in the PCR.
12. Particulars furnished to the Board should be based on the particulars entered in the PCR.

13. Schools shall strictly maintain proper record of PCR books issued against the school. The record of PCR books along with the serial numbers in it shall be recorded in a register. The school authority shall be responsible for the safe custody of PCR books.
14. PCR books issued against a particular school shall not be misused or given to another school without the permission of the Board.
15. Schools shall keep the PCR for all the students updated. In case, a student gets transferred to another school, the PCR shall be given to the student.
16. Inter-school transfer cases without PCR from the concerned school shall not be allowed.
17. Any school misusing the PCR books shall invite disciplinary action deemed fit.

(Mrs. Asano Sekhose)
Chairman

NO. NBE-11/Ad-PCR (pt)/2021-22/530

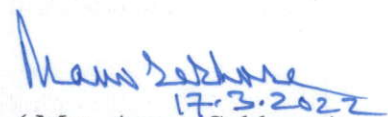
Dated Kohima, the 17th March 2022

A. Copy for information & necessary action:

1. All the Heads of Registered Institutions.

B. Copy for information:

1. The Commissioner & Secretary to the Government of Nagaland, Department of School Education & SCERT, Nagaland, Kohima.
2. The State Mission Director, Samagra Shiksha, Nagaland, Kohima.
3. The Principal Director, School Education, Nagaland, Kohima.
4. The Director, SCERT, Nagaland, Kohima.
5. All the DEOs/Sr.SDEOs/SDEOs, Nagaland.


17.3.2022
(Mrs. Asano Sekhose)
Chairman