



Nagaland Board of School Education Kohima

NOTIFICATION NO. 5/2022

Dated Kohima, the 17th January 2022

CALENDAR FOR THE ACADEMIC YEAR 2022(SECONDARY LEVEL)

The academic calendar for 2022 is hereby notified to all registered schools under NBSE for strict compliance:

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| January 2022 | : | Reopening of schools for admission. All admission to be completed. |
| Jan/Feb 2022 | : | Conduct of Preparatory Classes and Model Test. |
| February 2022 | 1. | Regular classes to start for classes VIII to X |
| | 2. | Financial Literacy Training for schools opting the course |
| | 3. | Online Meeting with the Headmaster/Headmistress (Govt. & Private) recently upgraded to open Class IX & X from 2022 and fresh appointees as heads (<i>those holding the post as Headmaster/Headmistress for the first time</i>). |
| | 4. | Meeting/Training/Workshop/Seminar |
| February/March 2022 | : | Meeting with the Centre Superintendents of HSLC Examination 2022 |
| | | SUBMISSION OF: |
| | | Internal/practical mark list and grades for HSLC 2022. To be uploaded in the portal nbsenl.edu.in |
| 23 - 31 March 2022 | : | COLLECTION OF: |
| | 1. | Form No. 16 (Pre-printed) |
| | 2. | Form nos.3 & 15 (can be downloaded from NBSE website) (Form No. 6 (a,b,c) to be generated using NBSE offline software) and Classes VIII & IX Certificates of Qualification 2021. The forms/Certificates are to be collected from the Board's Office. |
| Information | : | Migrating students for admission to classes VIII, IX and X should seek prior permission from the Board. Last date for receiving of application is 31 st March 2022. |
| March 2022 | : | Conduct of HSLC Examination 2022 |
| 4 – 16 April 2022 | : | SUBMISSION OF: |
| | 1. | Duly filled in Form no. 8 of Class VIII as on 1 st April 2022 by all NBSE registered institutions and Middle schools (Both Govt. and Private) registered with the Directorate Of School Education, Nagaland should be uploaded to the portal. Scanned provisional order issued by NBSE for migrating student if any should also be emailed to nbseclass8@gmail.com |
| | 2. | Duly filled in Form no. 13 of class IX as on 1 st April 2022 should be uploaded to the portal by all registered schools. Scanned provisional order issued by NBSE for migrating student if any should also be emailed to nbseclass9@gmail.com |
| | 3. | Preprinted form no. 16 of Class X as on 1 st April 2022 by all registered Institutions. Form no. 16 for change of school and migrating student if any can be downloaded from the portal and duly filled in form should be submitted along with Class IX certificate of qualification and provisional order issued by NBSE. |
| | 4. | Form no. 6 (a, b & c) signed hard copy to be submitted by registered schools. |
| | 5. | Annual registration fee by registered schools through the portal. |
| | 6. | Payment of Class VIII registration fee, fees for migrating students of Class IX & X and fees for Financial Literacy course of Class IX & X through portal. |
| | 7. | Particulars of Class IX & X students opting for Financial Literacy course |
| | 8. | Details of School Managing Committee |
| | • | 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 |

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| May/June 2022 | : | ● Specific dates for submission will be intimated to the Institutions at a later date. |
| 5 June 2022 | : | Conduct of HSLC Compartmental Examination (Dates shall be announced later) |
| 8 - 19 June 2022 | : | Observance of World Environment Day (Report to be sent forthwith through mail) |
| 20 June - 9 July 2022 | : | CONDUCT OF MID TERM EXAMINATION |
| 11 - 30 July 2022 | : | Summer Vacation for schools located in the hilly/cooler region of the state |
| 3 – 7 August 2022 | : | Summer Vacation for schools located in the hot and plain areas of the state |
| | : | SUBMISSION OF: |
| | 1. | Progress Reports (Form no. 34), should be mailed to nbseclass8@gmail.com . Question papers of Mid-term Examination of Class VIII can be submitted to the Board through registered post/speed post. (Form No. 34 can be downloaded from the portal) |
| | 2. | Progress Reports (form no.15) should be mailed to nbseclass9@gmail.com for Class IX and nbseclass10@gmail.com for Class X. Question papers of Mid-term Examination of Class – IX & X by registered schools can be submitted to the Board through registered post/speed post. (Form No. 15 can be downloaded from the portal) |
| | 3. | Examination fee of Class IX Final examination along with the statement of payment of fees and subject wise details on Form No. 14 by registered schools/Centre schools through portal. |
| | 4. | Form no. 3 by registered schools (Govt. & Private) |
| | 5. | Academic report/HSLC 2022 Question paper observation report by all registered schools compulsorily |
| | 6. | Form No. 10 – Particulars of Transferred students (Can be downloaded from NBSE website) and should be mailed to nbseclass10@gmail.com (for class X) and nbseclass9@gmail.com (for class IX) |
| July/August 2022 | : | COLLECTION OF: |
| | 1. | Registration Cards of Class VIII |
| | : | Training/Workshop/Seminar |
| September 2022 | : | Conduct of Phase I classes VIII & IX Final Examinations |
| 5 September 2022 | : | Teachers' Day Celebration (Report to be sent forthwith through mail) |
| 30 September 2022 | : | Last date of receiving applications from schools for upgradation, recognition and introduction of sixth subjects/vocational subjects for the next academic session. For more information, refer 'General Rules' |
| 14 – 17 September 2022 | : | COLLECTION OF: |
| | 1. | Form No. 7 (can be downloaded from NBSE portal) |
| October 2022 | : | Conduct of English Listening & Speaking Test (Class IX & X) |
| | : | Swachhta Hi Sewa Campaign (Report to be sent through mail) |
| | : | SUBMISSION OF: |
| | : | Online submission of Application Form for HSLC Examination 2023 for all categories of candidates by the students. Specimen signature of the Head of the Institution which can be downloaded from the portal and duly filled specimen signature should be emailed to nbseclass10@gmail.com (Specific date and other details will be notified at a later date) |
| 5 November 2022 | : | Last date for receipt of HSLC Examination 2023 application form with late fine of ₹ 500/- per candidate |
| 11 November 2022 | : | Observance of National Education Day (Report to be sent forthwith through mail) |
| 14 November 2022 | : | Observance of Children's Day (Report to be sent forthwith through mail) |
| November 2022 | : | COLLECTION OF: |
| | : | Confidential materials of Class – VIII & IX Final Examinations 2022 and relevant forms (details to be notified later) |
| December 2022 | : | Conduct of Phase II classes VIII & IX Final Examinations |
| 1 December 2022 | : | Observance of World AIDS Day (Report to be sent forthwith through mail) |
| 7 – 15 December 2022 | : | Conduct of Model Test/Preparatory classes for HSLC candidates by all the registered schools |

- 18 December 2022 : **LAST DATE FOR SUBMISSION OF:**
1. Results of Class-IX should be uploaded to the portal for approval.
 2. Annual Report of School Managing Committee to be mailed to nbsenag@gmail.com
 3. Academic report to be mailed to nbsenag@gmail.com
 4. Form No. 7- Assessment report on the activities conducted given in the 'Life Skills' textbook to be mailed to nbseform@gmail.com
 5. Results of Class VIII should be uploaded to the portal for approval.
 6. Class VIII & IX Question papers and valued answer scripts can be submitted through speed post (answer scripts must be kept for six months by the school)

February/March 2023 : **HSLC Examination 2023**

Sd/- Asano Sekhose
Chairman

- IMPORTANT :**
1. **All Schools must have email address.**
 2. **Schools should visit the Board's website/portal regularly 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. **Schools should also organize activities/programmes related to HIV/AIDs to sensitize the students.**
 9. **Schools should practice plastic free campus and advocate elimination of single use plastic items.**
 10. **Cleanliness drive in the schools should be carried out on regular basis.**
 11. **Inspection/visit will be carried out by the Board's Officials at any time of the academic year.**
 12. **In case of any change in the dates specified above, it shall be notified to the schools.**
 13. **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.**
 14. **All registered school should conduct remedial teaching/preparatory classes for HSLC candidates till 15th December every year.**

- NOTE :**
1. *CCE Report Card must be properly entered and kept in the school office for inspection/submission as and when asked for.*
 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. The academic report may contain inputs on the content/textbooks or questions in the textbooks. This can be **submitted online through the address: nbseform@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 to be utilized by the centre school.*
 8. *The rate of examination fees are: Class IX ₹ 700/- to be collected from each student (submit ₹ 500/- to the Board and retain ₹ 200/- by the school/centre) HSLC ₹ 1350/-, HSLC (Compartmental)- ₹ 450/- per subject.*

9. *Class VIII Registration fee and Certificate of Completion of Elementary education is ₹ 300/- per student for Govt. schools and ₹400/- for private schools, but for migrating student of class VIII, IX & X, it is ₹ 900/- per student.*
10. *For submission of Application Forms for HSLC Examination 2023, refer "Rules and Regulations for filling up of Forms" for more details.*

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| Designated schools | : | <u>District</u> | <u>Name of the institution</u> |
| | | Chumukedima | Govt. Higher Secondary School, Chumukedima |
| | | Dimapur | Govt. Higher Secondary School, Dimapur |
| | | Kiphire | Loyola Higher Secondary School, Kiphire |
| | | Longleng | Phom Lempong School, Longleng |
| | | Mokokchung | Mayangnokcha Govt. Higher Secondary School, Mokokchung |
| | | Mon | Govt. Higher Secondary School, Mon |
| | | Noklak | Govt. Higher Secondary School, Noklak |
| | | Niuland | Govt. Higher Secondary School, Niuland |
| | | Peren | Govt. Higher Secondary School, Jalukie |
| | | Phek | Govt. Higher Secondary School, Phek |
| | | Tuensang | St. John Higher Secondary School, Tuensang |
| | | Tseminyu | Govt. Higher Secondary School, Tseminyu |
| | | Wokha | Don Bosco Higher Secondary School, Wokha |
| | | Zunheboto | Govt. Higher Secondary School, Zunheboto |

Mail Address of NBSE : **Email :**
nagaboard@gmail.com - for official correspondence nbseform@gmail.com - for submission of forms (not CSV Forms)
nbsenag@gmail.com - for submission of different reports

Website : <http://www.nbsenagaland.com> **Portal** : <https://www.nbsenl.edu.in>

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| Contact No. | Chairman | 0370 2950126 | Secretary | 0370 2260058 | Addl. Secy | 0370 2260500 |
| | Chief Coordinator IT | 0370 2950124 | Sr. Academic Officer | 0370 2260923 | Exam Branch | 9436032775 |
| | Reception | 9436216604 | Accounts Branch | 8794335922 | | |

*** Schools must call up the relevant branch or officer for any query**

Events of National importance notified by the Government of India should be observed by all the schools registered with the Board.