



**MEGHALAYA BOARD OF SCHOOL EDUCATION**  
**HEADQUARTERS:: TURA**

NO MBOSE/SSLC/Exam-185/UDB/2020/9377

Dated Tura, the 10<sup>th</sup> August, 2021.

From : Smt. B. K. Marak,  
Asst. Controller of Examinations (SSLC),  
Meghalaya Board of School Education,  
Tura.

To : The Principals/Headmasters/Headmistresses of all Affiliated and Unaffiliated  
Secondary and Higher Secondary Schools in Meghalaya.

Sub : Updating of Institutional and Teaching Faculty Data Base.

Sir/Madam,

Apropos to the subject cited above, I am directed to inform you that to improve the communication of the Board with the institutions and to minimize errors in the Board's records with regards to the name and addresses of institutions, the Board updates its database annually. This year we will be collecting the same information **for Secondary Schools** on a Google platform called **Google Forms**. The instructions are attached herewith for your necessary perusal. The same can also be updated by logging into the Board's website at [www.mbose.in](http://www.mbose.in) as done in the previous year. However, **Higher Secondary Institutions** are to update the necessary information regarding the Institution and the Teaching Faculty database using the Board's website at [www.mbose.in](http://www.mbose.in).

All the above information is to be filled and submitted on or before the 10th September, 2021. Your cooperation in this regard is highly solicited.

Thanking You.

***Attachment: Instructions.***

Yours Faithfully,

(B. K. Marak)  
Asst. Controller of Examinations,  
Meghalaya Board of School Education,  
Tura.

NO MBOSE/SSLC/Exam-185/UDB/2020/

Dated Tura, the \_\_\_\_\_, 2021.

Copy to:

1. The Executive Chairman, Meghalaya Board of School Education, for information.
2. Shri. Dr. B. R. Marak, Jt. Director, ITES, Meghalaya Board of School Education for information and necessary action.

(B. K. Marak)  
Asst. Controller of Examinations,  
Meghalaya Board of School Education,  
Tura

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# MEGHALAYA BOARD OF SCHOOL EDUCATION

## HEADQUARTERS:: TURA

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### **INSTRUCTION FOR** **UPDATION OF DATA BASE OF INSTITUTIONS**

It is hereby notified for all Principals/Headmasters/Headmistresses of Unaffiliated and Affiliated Secondary Schools under the Meghalaya Board of School Education, to update the information of their school and the database of the teaching faculty of their institutions, as being done annually. Kindly read the instructions carefully before clicking the link.

1. **THE INSTITUTIONAL DATA BASE** is required to be filled **by all schools**, both the Affiliated and Unaffiliated by clicking, the Google Form link given below.
2. **THE INFORMATION OF TEACHING FACULTY** is a section in the form that will be visible only to Affiliated Institutions. This section is to be filled by **Affiliated Schools** only. The information sought is **only of the faculty teaching in Class 10 (ten)**. Please click the link given below for filling the required information.
3. **IMPORTANT:** If a teacher has superannuated, expired or have been appointed in another institution or resigned or otherwise, kindly inform the Board through a confidential written communication addressed to the Controller of Examination, Meghalaya Board of School Education, Tura or by mail on [sslcmbose@gmail.com](mailto:sslcmbose@gmail.com)
4. **The Google Form Link (for 1 & 2 above):**

<https://forms.gle/9DadT7mdSMak5t59A>

5. If for any reason the school is unable to access or work with Google Forms then, kindly use the Board's website [www.mbose.in](http://www.mbose.in) to update, as stated, on the forwarding letter

(B.K. Marak)

Asst. Controller of Examination,  
Meghalaya Board of School Education, Tura.