



MEGHALAYA BOARD OF SCHOOL EDUCATION

HEADQUARTERS:: TURA

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
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 to update, as stated, on the forwarding letter

(B.K. Marak)

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