

## **STEPS IN ONLINE REGISTRATION CLASS IX/XI**

### **1. During the process of Registration school will be required to update the following :-**

(a) Schools will be required to provide Number of Candidates studying in Classes **IX/XI** in the school during 2016-17 **Note: These details should be provided correctly as these cannot be changed later.**

(b) School Details:

Any correction in School details such as Principal Name, Phone Number, Experience, School website, valid Email address for future communications, Name of person(s) along with designation, authorized to submit students' details online should be updated.

(c) Updation of Teacher Training Details:

This option can be used to give mandatory details about the teacher training details in the schools. The details can be filled only once and hence should be done carefully. The printed hardcopy of the details should be submitted along with Final List in the concerned Regional Office.

### **2. Method of Uploading individual entry and uploading Excel file in lot:**

- (a) Schools with few students can enter the details directly on the website by individual entry.
- (b) Schools can optionally download the excel file by clicking the option 'Download Excel File'. Following may be kept in mind while filling data in excel file:-
  - SCHOOLS SHOULD NOT CHANGE THE FORMAT OF EXCEL FILE OTHERWISE THE STUDENTS DATA WILL NOT BE UPLOADED PROPERLY.
  - SCHOOLS CAN UPLOAD THE DATA THROUGH EXCEL FILE ONCE ONLY. SUBSEQUENT ADDITIONS, CORRECTIONS AND DELETIONS, IF ANY, SHALL HAVE TO BE MADE ONLINE ONLY.
  - The mobile number and E-Mail id on which the candidate can be contacted may be given.
  - After complete entries of the data in excel file and thorough checking, the same may be uploaded by clicking 'Upload Excel File' option. Don't FINALISE the data immediately till you Prepare a Check list and do necessary corrections.
  - The schools should tally and cross check the information submitted carefully and meticulously the details of each student enrolled as per the details available in the Admission and Withdrawal register of the School.
  - Schools are advised to be careful while entering name/Date of birth/other particulars of students.
  - Requests for correction in particulars will be entertained only in accordance with the rules notified vide Notification dated 25.06.2015.
  - The date on which the student's details are finalised shall determine the fee to be paid by the school and shall be generated automatically by the computer.

### **3. Check List Printing of Registered Students:**

- a. Schools shall take a list of the details of students submitted by choosing the option "**Check list Printing of Registered Students**" using a printer attached with the school's computer.
- b. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".
- c. The heading of this List will be '**CHECK LIST OF STUDENTS REGISTERED FOR CLASS...**'
- d. The details in the list may be compared with the Original Admission and Withdrawal register. Subject Code and Subject Name offered by each student should also be checked.
- e. When all corrections including spelling mistakes have been noted down, correction have to be carried out online by choosing option "**Correction of Registered List of Students**".

#### 4. **Correction of Registered List of Students:**

This activity has three options ADD, MODIFY, DELETE.

- **ADD** : Details of any left out students/ new students can be submitted.
- **MODIFY**: Correction in the already submitted details of the student can be updated/ modified/corrected. The Record No. printed against the student's details is typed and the student's details shall be displayed on the screen. Required updation/ correction/ modification can be typed against the particular details.
- **DELETE**: Already submitted details of the student can be removed from the list completely by typing the Record No. printed against the student's detail whose details are to be removed from the list. Student's details shall be displayed on the screen before deletion. Details once deleted can not be recovered and has to be re-entered if needed again by using ADD option.

**Note: Option "Checklist Printing of Registered Students" and Option "Correction of Registered List of Students" may be repeated any number of times till the list is error-free.**

#### 5. **Finalisation of Data and Fee Payment:**

- a. When all corrections including spelling mistakes in candidate/mother/father name have been carried out and the list is error free, finalisation of data be done.
- b. Finalization of data means no more correction /deletion /modification of data which have been submitted which implying thereby data submitted is final.
- c. Addition of more students is possible in the next lot provided the date of submission of details is within the time schedule and fee shall be remitted as per fee schedule.
- d. A school can add students in maximum 5 lots.
- e. After finalization of data, the requisite fee is to be deposited electronically as per available modes of payment. Kindly refer to Fee page before generating challan making payment.

#### 6. **Printing of Final List of Registration of Students:**

- a. Schools shall take Final list of students submitted. Final list cannot be generated unless fee is deposited.
- b. The heading of this List will be '**FINAL LIST OF STUDENTS REGISTERED FOR CLASS \_\_\_**'.
- c. Once Final list is generated, no more addition, deletions or corrections can be made on this data.
- d. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25"
- e. The Schools shall firmly affix recent high contrast passport size preferably black & white photograph of the students which clearly indicates the name of the student along with the date of taking the photograph (photograph should have been taken on or after 1<sup>st</sup> April of the academic session) with gum/adhesive (not to be pinned or stapled) in the space provided against student's information and obtain signature of the student in the space earmarked for it.
- f. A photocopy of the Final printout with Student's signature and photograph should be retained by the School as office copy.

#### 7. **Dispatch of Final list to CBSE Regional Office:-**

- a. School send the following to the Regional Office Concerned:-
  - (i) Final List as prepared in para above.
  - (ii) Proof of depositing the fee (Copy of E-challan/NEFT/Fee receipt).
  - (iii) Signed Certificate of Principal

Note: A photocopy of the all documents sent to Board should be retained by the School as office copy.

- b. The envelope containing the above should be sent by "SPEED POST" to the Regional officer as per address given in the list. List should not be sent to CBSE Preet Vihar Head Office Delhi.