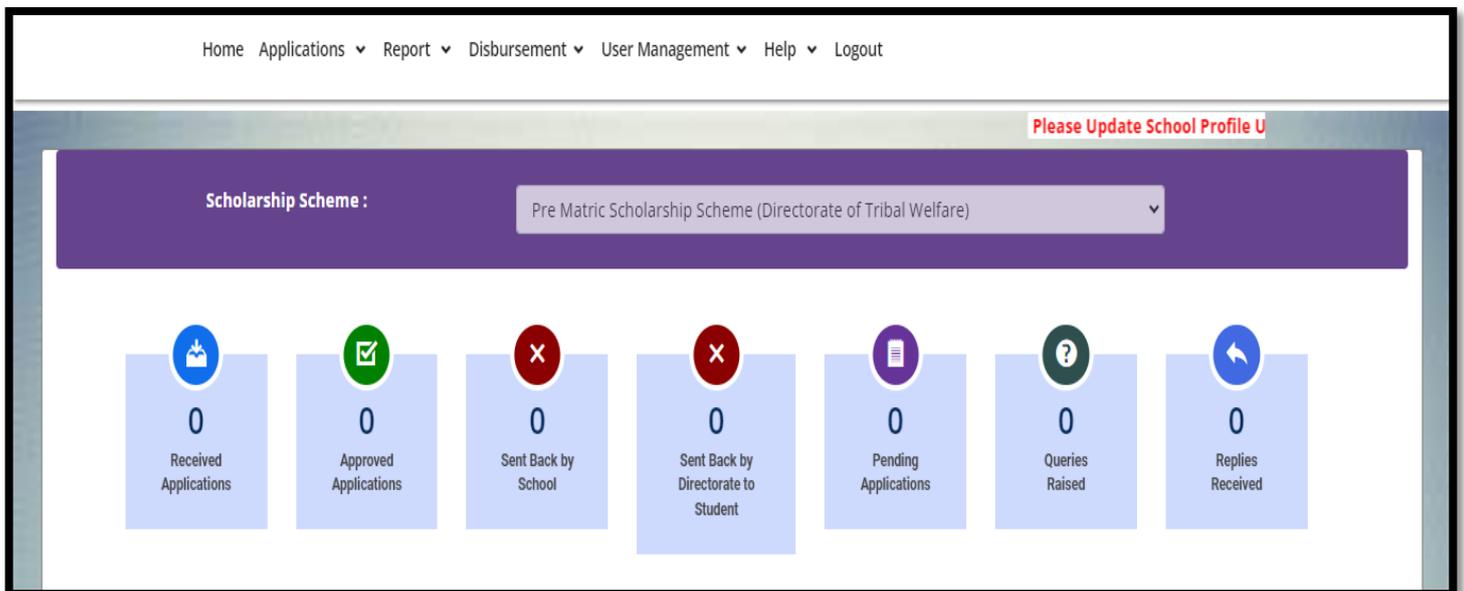


School / Institute Manual

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Home

Dashboard containing count of Total Applications Received, Pending, Approved, Sent Back by school, sent back by directorate to student, Queries raised, Replied received and detailed view of the same.



Verification of Applications received by school/institute:

1. Click on pending applications (Applications pending for action of school/institute).
2. Verify application form and documents.
3. Click on tick mark in case application or document is proper and send to directorate for further scrutiny
4. click on cross mark in case of defect (put the reason of defection and send back to student for correction).

Update Students Marks for Renewal in current academic year

Select Class and Click on search button, List of all student who applied for pre-matric scheme will be listed out. update Result (Pass/Fail) and Marks of those Students. After entering marks and selecting result, can click on draft save (Temporary save) or final save (Permanent save).

Draft save: Temporarily saved record (Students won't be able to fill renewal application if marks are saved as draft)

Final save: marks saved as final (Students will be able to fill renewal application)

Pre-Matric Scheme (Under Tribal Welfare): Update result and marks of students

Gagan Bharari Shiksha Yojana (Under Tribal Welfare): Update result only.

Update Students Result (Pass/Fail) for Renewal of Application in Current Academic Year

Standard :

Total Students : **22** Passed : **0** Failed : **0**

List of Students

(Page 1 of 3)

S.No.	Applicant Details (Name, Application No., Aadhar Number, Date of birth, Mobile No., Father Name, Mother Name)	Academic Details(School/Institute Name, Class)	Result	Update Marks	Action
1	CHRISIYAH MIRANDA P220000012 XXXXXXXX3938 30-07-2012 8888912474 MARIO MIRANDA	30020104502 (Our Lady of Rosary High School, Fatorda, 403 602) 5th Standard	<input type="radio"/> Pass <input type="radio"/> Fail	Obtain: <input type="text"/> Total Iv: <input type="text"/> Percentage: <input type="text"/> Select: <input type="text"/>	<input type="button" value="Draft Save"/> <input type="button" value="Final Save"/> <input type="button" value="Reset Record"/>

Generate and upload verification certificate

Common verification forms can be submitted by School/institute after verification and submission of applications to Directorate on or before the dates communicated.

Verification forms will be system generated as per the format of application.

Applications Statistics

Contains details of applications filled under the school/institute (whether application filled, which documents are uploaded, where the application is pending etc.) under the current and previous academic years with facility to filter as per the application number and Aadhar number.

Applications Statistics under your school

Academic Year :

1 Total Approved Nodal Officers	84 Total Applications Filled	0 Incomplete applications	0 Application Pending with Nodal Officer
0 Application Pending with School	0 Application Pending with Directorate	84 Application Sent for Payment	Payment Status Completed :58 Rejected :0

Filter Applications:
Aadhar Number:
Application No. :

Sent to Nodal Officer Sent to School Sent to Directorate Sent for Payment

S.No.	Student Details	Application filed	Aadhar	Bank Pass book	Mark sheet	Photo	Caste cert	Income cert	Consent form	sent to nodal	sent to school	sent to Directorate	sent for Payment	Payment Status
1	P22000001 285683685682 CLAYDAN CLEMENTE	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	--
2	P22000012 841688533838 CHRISIVAH MIRANDA	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	COMPLETED (Credited Rs. 4475 on date-15-05-2023 ,Transaction ID - YESB31355879809)
3	P22000102 320952581446 SANROY CLIFF D SILVA	✓	✗	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	--

Payment Details for the current academic year

Payment status can be checked here with rejection reason in case of rejected transactions and transaction id with account in which disbursed and amount paid in case of successful transaction with filtration based on class, name, application no., mobile no. and Aadhar number.

List of Applications Sent for Payment and their corresponding status

Academic Year:
 2022-2023 ▼

Institute Name:-

Class/Course Name:-

84 Students

Reset

Name Or Aadhar No. Or Application No. Or

Mobile No.

Q Search
Reset

Change Password

Change School Password

Current Password :(*)

New Password:(*)

Confirm Password :(*)

Change Password

Note : Please Follow Password Policy

Password length should be between 8-12 Character long.
 Password should contain atleast 1 Capital Letter : (A-Z),
 Password should contain atleast 1 Small Letter : (a-z),
 Password should contain atleast 1 Number : (0-9) and
 Password should contain atleast 1 Special Character : \$@!%*#?&_

Update School Profile

It is mandatory for all schools and institutes to update their school profile having complete address, contact details of head of school and institute and other necessary details.

UDISE / AISHE Code :(*)	<input type="text" value="30010100101"/>		
School/Institute Name :(*)	<input type="text" value="Shree Sateri English High School, Ibrampur, 403 512"/>		
School Details			
School/Institute Address :(*)	<input type="text" value="SCHOOL ADDRESS"/>		
District :	<input type="text" value="North Goa"/>	Taluka :	<input type="text" value="PERNEM"/>
Village :	<input type="text"/>	Pincode :(*)	<input type="text"/>
Whether Government / Private :(*)	<input type="text" value="Select"/>	Whether Rural/Urban :(*)	<input type="text" value="Select"/>
School/Institute Medium :(*)	<input type="text" value="Select"/>	School/Institute Type :(*)	<input type="text" value="Select"/>
School/Institute Category :(*)	<input type="text" value="Select"/>	School/Institute Management :(*)	<input type="text" value="Select"/>
School/Institute Board :(*)	<input type="text" value="Select"/>	Class / Course :(*)	<input type="text" value="Select"/>
Establishment Year:	<input type="text" value="Establishment Year"/>	School/Institute Email ID :(*)	<input type="text" value="saterividyamnadiribrampur@"/>
School Principal			
Principal Name :(*)	<input type="text" value="School Principal Name"/>	Mobile No. (10 Digits):(*)	<input type="text" value="7350296300"/>
Alternate Mobile No. :	<input type="text" value="Mobile Number"/>	Telephone Number:	<input type="text" value="Mobile Number"/>
<input type="button" value="Save"/>			

Nodal Officer Registration

Schools/institutes can register nodal officers in the below mentioned form with basic details and thereafter upload required documents and submit to directorate of tribal welfare.

Tribal welfare will verify the registration and either approve or reject the registration.

Rejected registrations will come back to school/institute and they can do the correction and resubmit to directorate of tribal welfare.

Approved Nodal officers can login and do the scrutiny of student applications.

Nodal Officer Registratoin Form

Aadhar no. :(*)	<input type="text"/>
Name: (*)	<input type="text"/>
Designation: (*)	<input type="text"/>
Date of Birth: DD-MM-YYYY (*)	<input type="text"/>
Date of Retirement: (*)	<input type="text"/>
Email ID :	<input type="text"/>
Mobile No. : (*)	<input type="text"/>
Password: (*)	<input type="text"/>
Confirm Password : (*)	<input type="text"/>

Register

Documents Required for Registration

- 1. Aadhar Card Scanned image**
- 2. Photograph Scanned image**
- 3. ID Card Issued by School Scanned image**

Please upload files in jpg/pdf format
File size should be less than 100kb

Password Policy:

Password should be 8 to 15 characters long

After Successful registration and upload of supporting documents, Nodal Officer can login with Aadhar No. as userid and your password