Instruction Manual

Login screen: Log in to the system with your alloted login User Name and Password. Keep the user group as "user".

On successful log in to the system, you will be redirected to a dashboard for different online information management systems.

Supervising Officer Reporting Module:

Step 1

On clicking on the link "Supervising Officer Reporting Module" you will be redirected to the default home page of the module. The home page contains the list of Supervising Officers with personal information and bank details. You can add new record by clicking the "Add New" button or modify existing record by clicking the "Edit" button correspond to each record.

i)   You can add new supervising officers by pressing the "Add New" button.

ii) Existing records can be altered or remaining information can be filled up by going to the entry form via the "Edit" button attached to each row of record.

Step 2

For allocation of examination centre to each supervising officer for each day of examination you have to go to the "Allocate Centre" menu. A new page will be displayed containing the list of existing supervising officers under your district. Click on the corresponding "Allocate" button to allocate examination centre.

Step 3

To allocate examination centre for a particular examination as per the time table, click on the "Select" option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press "Save".

On pressing "Save" button you will find that the assigned examination centre name has come to the left side table along with the examination date, time and subject.

Name of the Supervising Officer : Md. Kazi Kawsar Ahmed (A/P)				

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
○	27/07/2017 THURSDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	(C17-53) GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG View ✕
		1.30 PM TO 4.30 PM	FIQH & AQUAID MUSIC (E) WOOD CRAFT (E) RETAIL TRADE (E) INFORMATION TECHNOLOGY ENABLED SERVICES (E) FINE ARTS (E)	
○	28/07/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	
		1.30 PM TO 4.30 PM	HINDI (E)	
○	29/07/2017 SATURDAY	9 AM TO 12 NOON	GENERAL SCIENCE	
		1.30 PM TO 4.30 PM	ARABIC LITERATURE MANIPURI (E) SANTHALI (E) GARMENT DESIGNING (E)	
○	30/07/2017 SUNDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	
		1.30 PM TO 4.30 PM	ASSAMESE (E)	
○	31/07/2017 MONDAY	9 AM TO 12 NOON	MIL ENGLISH (IL)	
		1.30 PM TO 4.30 PM	SANSKRIT (E) ARABIC (E) PERSIAN (E) ADV. MATHEMATICS (E) HISTORY (E) GEOGRAPHY (E) HOME SCIENCE (E) COMPUTER SCIENCE (E)	

Address of the Supervising Officer : Haflong Govt. College, Haflong.

Centre to allocate: ----select one----   ▼

Save   Cancel

A delete option has been provided at each row so that allocation can be removed if assignment is found to be wrong or anything happens of such type by mistake.

Step 4

On clicking over the centre name (on left side table) a new window to upload the scan image of the report will appear. Please make sure that the image should be in .jpg/.jpeg or .png format and the image size should not exceed 200 KB. An option to enter the distance to the examination centre will also come up in the same window. This field has to be filled up referring the distance mentioned in the report provided by the supervising officer for each day of visit. This distance will be used for calculation of the T.A. for the concerned supervising officer.

It is to be mentioned here that there will be fix remuneration for the supervising officers for attending the duties during the examination. Apart from this if the distance to the examination centre exceeds a certain threshold value T.A. & D.A. will be calculated as per norms of the board.
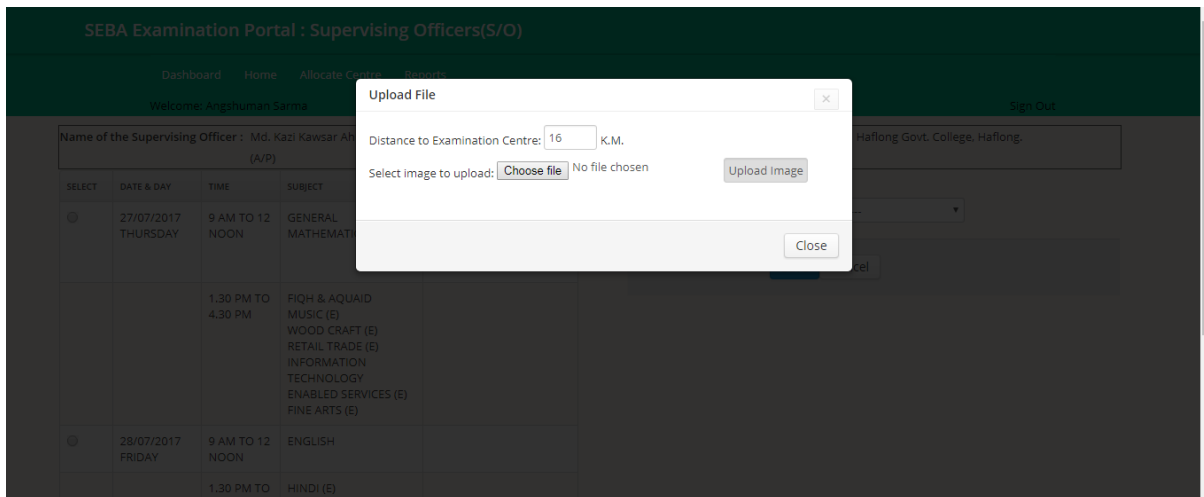
After pressing the "Upload Image" button the image will be uploaded to the server and you will get message from the system. If you keep your mouse pointer over the assigned examination centre name (in the left side table) a tool tip menu will be displayed along with the name of the uploaded file. Moreover, once the file got uploaded successfully, a link to view the uploaded file will appear in the same row along with the centre name. You can instantly verify the report image that got uploaded by clicking the "View" link.

Step 5

Reports: Presently three report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

First report is a list of existing supervising officers under your district with all basic information.

Second report is on supervising officer wise allocation of examination centre.

Third report format is the list of supervising officers with bank details/ date wise allotted centre of examination/ total count of reports received & auto calculated amount to be payable to the supervising officers.

Daily Attendance Reporting Module:

Step 1

On clicking on the link "Daily Attendance Reporting Module" you will be redirected to the default home page of the module. The home page contains the time table for the examination on the left and list of centre for the examination on the right. To proceed, click on the "Select" option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press "Go".

SEBA Examination Portal : Daily Attendance

Dashboard   Home   Reports

Welcome: Angshuman Sarma   Sign Out

Centre to allocate: ----select one----   ▼

Go

SELECT	DATE & DAY	TIME	SUBJECT
○	27/07/2017 THURSDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS
○	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	FIQH & AQUAID
○	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	MUSIC (E)
○	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	WOOD CRAFT (E)
○	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	RETAIL TRADE (E)
○	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	INFORMATION TECHNOLOGY ENABLED SERVICES (E)
○	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	FINE ARTS (E)
○	28/07/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH
○	28/07/2017 FRIDAY	1.30 PM TO 4.30 PM	HINDI (E)
○	29/07/2017 SATURDAY	9 AM TO 12 NOON	GENERAL SCIENCE
○	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	ARABIC LITERATURE
○	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	MANIPURI (E)
○	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	SANTHALI (E)
○	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	GARMENT DESIGNING (E)
○	30/07/2017 SUNDAY	9 AM TO 12 NOON	SOCIAL SCIENCE
○	30/07/2017 SUNDAY	1.30 PM TO 4.30 PM	ASSAMESE (E)
○	31/07/2017 MONDAY	9 AM TO 12 NOON	MIL
○	31/07/2017 MONDAY	9 AM TO 12 NOON	ENGLISH (IL)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	SANSKRIT (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	ARABIC (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	PERSIAN (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	ADV. MATHEMATICS (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	HISTORY (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	GEOGRAPHY (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	HOME SCIENCE (E)
○	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	COMPUTER SCIENCE (E)

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Step 2

A new window to enter the information related to the absent or expelled rolls numbers for the selected examination will come up. Please fill up the necessary information for the text boxes appearing on the top like Total no. of candidates/ Total candidate present etc.. Please enter 0 (zero) in case of **NIL** values. Enter the roll numbers one by one for the absent or expelled candidates and select the appropriate option like absent or expelled or otherwise left it as none. Once the roll numbers are entered they will be shown on right hand side separately as list of absent and expelled candidates.

SEBA Examination Portal : Daily Attendance

Dashboard   Home   Reports

Welcome: Angshuman Sarma   Sign Out

Date & Time of Examination :	27/07/2017 9 AM TO 12 NOON	Centre Code :	C17-53
Subject :	GENERAL MATHEMATICS	Centre :	GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG

Total no. of candidates:	Total candidate present:	Total candidate absent:	Total candidate expelled:
100	98	1	1

Add Roll No. one by one for absent/expelled candidates and select appropriate option like **Absent** or **Expelled**. Otherwise left it as **None**
Roll No.: [e.g. B17-001-0001]

Absent Roll. No.
B17-001-0001   ✖

Expelled Roll. No.
B17-001-0011   ✖

B17 ▼   Roll   No.

○ Absent ◉ Expelled ○ None

[Save] [Cancel]

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Step 3

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the day wise/ subject wise absentee/ expelled report containing the roll numbers of the absent and expelled candidates.

General Mathematics Teachers Details Module:

Step 1

On clicking on the link "General Mathematics Teachers Details Module" you will be redirected to the default home page of the module. The home page contains the list of Mathematics Teachers with personal information and bank details. You can add new record by clicking the "Add New" button or modify existing record by clicking the "Edit" button correspond to each record.

i) You can add new mathematics teacher by pressing the "Add New" button.

ii) Existing records can be altered or remaining information can be filled up by going to the entry form via the "Edit" button attached to each row of record.
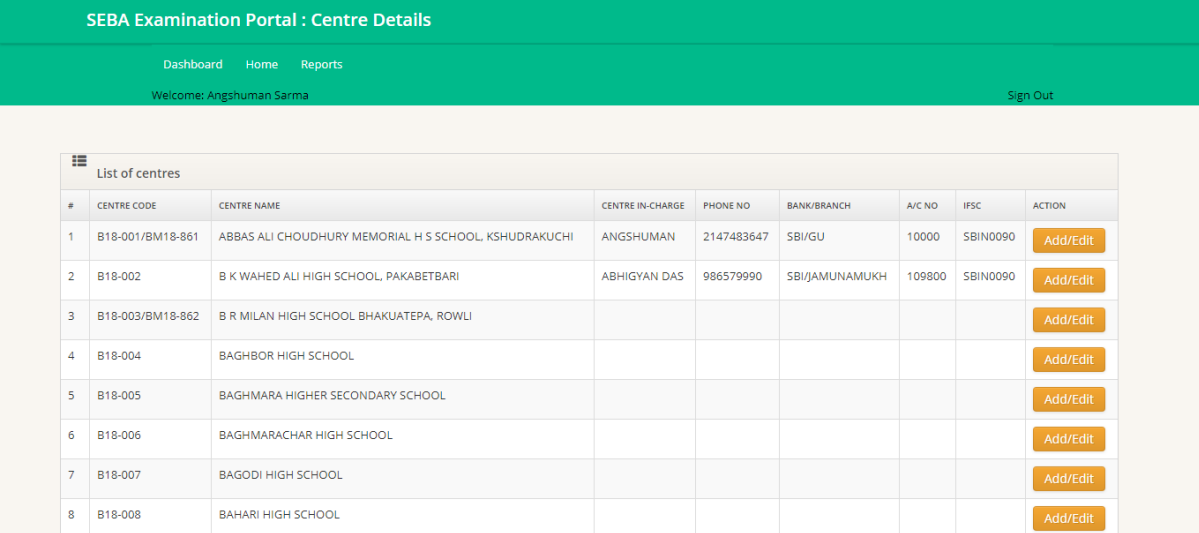
Step 2

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the district wise list of teachers who teaches General Mathematics in the schools.

Centre Details Reporting Module:

Step 1

On clicking on the link "Centre Details Reporting Module" you will be redirected to the default home page of the module. The home page contains the list of existing centres for the upcoming examination with centre code. To proceed, click on the "Add/Edit" option on extreme right under Action tab.

Step 2

On clicking on the link "Add/Edit", you will be redirected to an entry page where the details are to be entered as per the requirement mentioned in the entry form. If the details for the chosen examination centre already exist in the database then the entry form will come up with all pre populated data in edit mode. This will allow you to edit and update the existing record if required. If the details do not exist in the database then the entry form will come up as a blank entry form and required details are to be entered. Once data is entered and SAVE button is pressed the page will be redirected automatically to the home page and entered data will be shown against the corresponding centre name in list view mode.

SEBA Examination Portal : Centre Details

Dashboard   Home   Reports

Welcome: Angshuman Sarma   Sign Out

Centre:	(B18-001/BM18-861)-ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI			
Name of the Centre In Charge:	PRASANTA HATIMOTA			
Date of Birth:	05/03/1987	Date of Joining:	14/08/2003	
School Address:	KSHUDRAKUCHI			
School P.O.:	KSHUDRAKUCHI	Pin: 784009	Police Station/Outpost:	KSHUDRAKUCHI
Phone No:	98675690	Email ID:	Email ID	
Name of the Account Holder (as mentioned in the passbook):		CENTRE ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL		
Bank Name:	SBI	Bank Branch:	KSHUDRAKUCHI	
Account No:	879077671	IFSC:	SBIN0090	

Save   Cancel

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Step 3

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the district wise centre list with details like name of the centre in charge, address of the centre with post office/ police station, bank details etc.

Examiners Details Reporting Module:

Step 1

On clicking on the link "Examiners Details Reporting Module" you will be redirected to the default home page of the module. The home page contains the list of existing examiners for whom records are already available at SEBA from previous year's list of examiners. This list contains the examiners subject wise and medium wise. However the teachers for the subject General Mathematics are not included in this module. You can add new record by clicking the "Add New" button or modify existing record by clicking the "Edit" button correspond to each record. You can even delete record as per your requirement from the existing list of examiners. A search option has been provided to search the existing records by examiner name with a view to make editing/ update easy.

i)   You can add new examiners by pressing the "Add New" button.

ii)   Existing records can be altered or remaining information can be filled up by going to the entry form via the "Edit" button attached to each row of record. In case of existing records, the user can edit any information but the assignment of evaluation zone to each record is a mandatory step.

Step 2

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the district wise/ evaluation zone wise list of examiners. The report has been designed to obtain the list in subject wise/ medium wise sorting order with page break for each subject.

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