



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Corporate statutory Body Constituted by an Act of the State Legislature)

ALTO BETIM, BARDEZ-GOA, 403 521.

Website www.gbshse.gov.in

Phone (0832) 2417593

GBSHSE/I.T./CIRCULAR/2019

16th August, 2019

MOST IMPORTANT

CIRCULAR NO. : 34

To,

The Heads of all recognized
Secondary and Higher Secondary Schools
within the jurisdiction of this Board.

Sub: Regarding online submission of student data of Class X/XII for the Academic year 2019-20.

Sir/Madam

With reference to the above cited subject, it is informed that the online service for feeding of students data is operational on www.gbshse.gov.in.

1. Manual to assist online submission of data has been sent on emails registered with this office. It is also uploaded on Board's website www.gbshse.gov.in. (Available only after login)
2. Data entry can be done either by using **single entry form mode** or by using **bulk upload mode**. For more details please refer **data entry manual**.
3. All the institutions are informed to verify their details on the dash board before submitting data. Corrections if any especially e-mail and mobile number of the head of the institution shall be communicated to the I.T.Section of this Board on priority.
4. You are required to keep students photo ready in soft copy. Instructions for uploading of photo(s) will be communicated at later stage. Kindly note that photo of the candidate will be printed on the passing certificate.

Photo size : 30mm (width) X 40mm (Height)

Resolution : 300 dpi

Width : 354 pixels ; Length : 472 pixels

Photo Background : White

The naming convention of the photo shall be

- a. In case of HSSC general stream : **stream_div_rollno.jpg**

(Stream = C (for commerce) A (for Arts) S (Science)

Illustration :- Name : Shilpa Naik , Roll no : 1502 , Div : B ,

Stream : Commerce

File name (photo) : **C_B_1502.jpg**

b. In case of HSSC vocational stream : **v_coursecode_div_rollno.jpg**

Illustration :- Name : Alan D'souza, Roll no : 19376, Course code : 26

Div : B (A for no division)

File name (photo) : **V_26_B_19376.jpg**

c. In case of SSC : ssc_div_rollno.jpg

Illustration :- Name :- Sanjeev Khana , Roll no : 14 , Div : A

File name (photo) : **ssc_A_14.jpg**

5. Therefore, it is enjoined upon all the Head of the Institutions to take up immediate steps to complete the online submission of students personal data by 15th September, 2019.

6. In case of any queries you may contact support team

Mr. Diogo Antao : 8459710174 (only for Higher secondary schools)

Mr. Sanjay Naik : 8459710173 (only for Secondary schools , North Goa)

Mr. Sanjeev Lokare : 8459710173 (only for Secondary schools, South Goa)

This circular is to be brought to the notice of all concerned.

Sd/-

(Bhagirath G. Shetye)

Secretary

Copy to: 1. The Director of Education, Porvorim
2. Heads of all the sections in this office
3. Guard file