

## Instruction Manual

Login screen: Log in to the system with your allotted 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.

**SEBA Examination Portal : Supervising Officers(S/O)**

Dashboard Home Allocate Centre Reports

Welcome: Angshuman Sarma Sign Out

List (Supervising Officers) Add New

#	DISTRICT	NAME	DESIGNATION	WORKPLACE ADDRESS	HOME ADDRESS	PHONE NO.	BANK NAME	BANK BRANCH	BANK A/C NO.	BANK IFSC	ACTION
1	DIMA HASAO	SHRI BUBUL DAS	A/P	HAFLONG GOVT. COLLEGE, HAFLONG	HAFLONG	9859936724	SBI HAFLONG,	SBI	11007487450	SBIN0000247	
2	DIMA HASAO	SHRI PARTHA BHATTACHARJEE	A/P	MAIBANG DEGREE COLLEGE, MAIBANG	MAIBANG	9401753792	SBI NEW SILCHAR	SBI NEW SILCHAR	11878988679	SBIN0005922	
3	DIMA HASAO	SHRI PRANJIT SHARMA	A/P	MAIBANG DEGREE COLLEGE, MAIBANG	MAIBANG	9954916892	BOI MAIBANG	MAIBANG BRANCH	505410110002625	BKID0005054	
4	DIMA HASAO	SHRI K.MERATON SINGHA	A/P	J.B.HAJER DEGREE COLLEGE, PL./C	UMRANGSHO	7896983951	SBI UMRANGSHO	SBI	20044619599	SBIN0004812	
5	DIMA HASAO	SHRI DINESH TEWARI	A/P	HAFLONG GOVT COLLEGE HAFLONG	HAFLONG TOWN	9435077855	SBI HAFLONG	SBI HAFLONG	11315128694	SBIN0000247	

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

**SEBA Examination Portal : Supervising Officers(S/O)**

Dashboard Home Allocate Centre Reports

Welcome: Angshuman Sarma Sign Out

District:

Name:

Designation:

Workplace Address:

Home/Correspondence Address:

Phone No:

Bank Name:

Bank Branch:

Bank Account No:

Bank IFSC:

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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.

**SEBA Examination Portal : Supervising Officers(S/O)**

Dashboard Home Allocate Centre Reports

Welcome: Angshuman Sarma Sign Out

District: DIMA HASAO

Name: SHRI BUBUL DAS

Designation: A/P

Workplace Address: HAFLONG GOVT. COLLEGE, HAFLONG

Home/Correspondence Address: HAFLONG

Phone No: 9859936724

Bank Name: SBI HAFLONG,

Bank Branch: SBI

Bank Account No: 11007487450

Bank IFSC: SBIN0000247

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## 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.

**SEBA Examination Portal : Supervising Officers(S/O)**

Dashboard Home Allocate Centre Reports

Welcome: Angshuman Sarma Sign Out

**List (Supervising Officers) to allocate centre**

#	DISTRICT	CODE	NAME	DESIGNATION	WORKPLACE ADDRESS	HOME ADDRESS	PHONE NO.	ALLOCATE CENTRE
1	DIMA HASAO	22001	Md. Kazi Kavsar Ahmed	A/P	Haflong Govt. College, Haflong.		9435077987	<input type="button" value="Allocate"/>
2	DIMA HASAO	22002	Sri Ron Kempral	A/P	Haflong Govt. College, Haflong.		9435730153	<input type="button" value="Allocate"/>
3	DIMA HASAO	22003	Md. Harun Rashid. Laskar	A/P	Haflong Govt. College, Haflong.		9435626010	<input type="button" value="Allocate"/>
4	DIMA HASAO	22004	Sri Babul Das	A/P	Haflong Govt. College, Haflong.		9859936724	<input type="button" value="Allocate"/>
5	DIMA HASAO	22005	Sri Mithilesh Chakraborty	A/P	Maibang Degree College, Maibang.		9435376560	<input type="button" value="Allocate"/>
6	DIMA HASAO	22006	Sri Brojen Borah	A/P	Maibang Degree College, Maibang.		9435523300	<input type="button" value="Allocate"/>
7	DIMA HASAO	22007	Sri D.K.Bhaidhya	Retd. S/T	Maibang H.S.S.		9954298378	<input type="button" value="Allocate"/>
8	DIMA HASAO	22008	Sri Tapas Jyoti Barman	A/P	Maibang Degree College, Maibang.		9954955221	<input type="button" value="Allocate"/>
9	DIMA HASAO	22009	Sri K.C.Dhar	Retd. Headmaster	Public H S Harangajao		9401718730	<input type="button" value="Allocate"/>
10	DIMA HASAO	22010	Sri Arup Deka	A/P	Maibang Degree College, Maibang.		9435070787	<input type="button" value="Allocate"/>
11	DIMA HASAO	22011	Dr. Shakir Hussain Laskar	A/P	Haflong Govt. College, Haflong.		9435201924	<input type="button" value="Allocate"/>
12	DIMA HASAO	22012	SHRI DINESH TEWARI	A/P	HAFLONG GOVT COLLEGE HAFLONG	HAFLONG TOWN	9435077855	<input type="button" value="Allocate"/>
13	DIMA HASAO	22013	SHRI K.MERATON SINGHA	A/P	J.B.HAQJER DEGREE COLLEGE, PL.I/C	UMRANGSHO	7896983951	<input type="button" value="Allocate"/>
14	DIMA HASAO	22014	SHRI PRANJIT SHARMA	A/P	MAIBANG DEGREE. COLLEGE, MAIBANG	MAIBANG	9954916892	<input type="button" value="Allocate"/>
15	DIMA HASAO	22015	SHRI PARTHA BHATTACHARJEE	A/P	MAIBANG DEGREE COLLEGE, MAIBANG	MAIBANG	9401753792	<input type="button" value="Allocate"/>
16	DIMA HASAO	22016	SHRI BUBUL DAS	A/P	HAFLONG GOVT. COLLEGE, HAFLONG	HAFLONG	9859936724	<input type="button" value="Allocate"/>

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### 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”.

The screenshot displays the SEBA Examination Portal interface for Supervising Officers. The page header includes navigation links: Dashboard, Home, Allocate Centre, and Reports. The user is logged in as 'Welcome: Angshuman Sarma' and has a 'Sign Out' option.

The main content area is divided into two sections:

- Supervising Officer Information:**
  - Name of the Supervising Officer : Md. Kazi Kawsar Ahmed (A/P)
  - Address of the Supervising Officer : Haflong Govt. College, Haflong.
- Examination Table:** A table with columns for SELECT, DATE & DAY, TIME, SUBJECT, and CENTRE. The table lists various examination subjects and their corresponding dates and times. The 'SELECT' column contains radio buttons for selection.

Below the table, there is a form for allocating an examination centre:

- Centre to allocate:
- Buttons:

At the bottom of the page, there is a copyright notice: © 2016 SEBA, IT Dept.

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.

**SEBA Examination Portal : Supervising Officers(S/O)**

Dashboard   Home   Allocate Centre   Reports

Welcome, Angshuman Sarma Sign Out

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

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
<input type="radio"/>	27/07/2017 THURSDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	(C17-53) GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG <span style="color: red;">View</span> <span style="color: red;">✕</span>
		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)	
<input type="radio"/>	28/07/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	
		1:30 PM TO 4:30 PM	HINDI (E)	
<input type="radio"/>	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)	
<input type="radio"/>	30/07/2017 SUNDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	
		1:30 PM TO 4:30 PM	ASSAMESE (E)	
<input type="radio"/>	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:

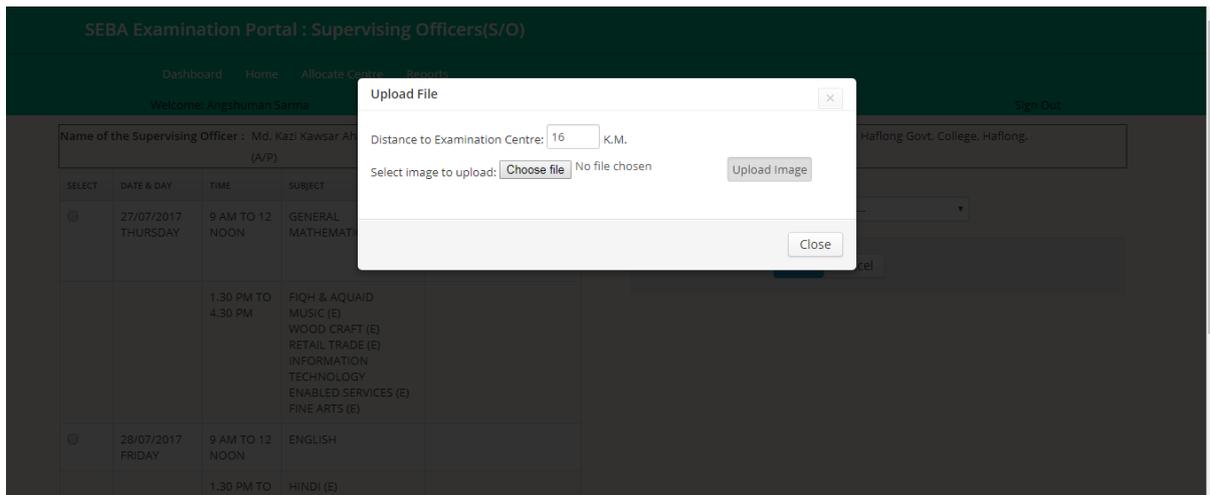
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A delete option has been provided at each row so that allocation can be removed if assignment is found to be wrong or anything happens of such type by mistake.

#### **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

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

Centre to allocate:

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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 :	C17-93
Subject :	GENERAL MATHEMATICS	Centre :	GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG

Total no. of candidates:     Total candidate present:     Total candidate absent:     Total candidate expelled:

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 ✘

Roll

Absent  Expelled  None

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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.