

BOARD OF INTERMEDIATE EDUCATION : ANDHRA PRADESH : HYDERABAD



Re.No.294/C26-2/2011-12.

Dated: 29-07-2011.

To
All the Principals of the Junior Colleges / Composite colleges
having Intermediate courses in the State.

Sir / Madam,

Sub: BIE – Academic year 2011-12 – Capturing student data Online – Reg.

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You are aware that it is the time to complete the admissions, prepare the Admission Register, close it and submit the same to the O/o. the Regional Inspection Officer, BIE, District concerned for approval. You have also to submit Annexure-I, II & III along with Recognition fee particulars.

Every year, once the admissions are closed, the immediate next step would be to proceed with capturing the student data for examination fee collection. The signatures, photographs of the students have to be obtained and the ICR / OMR forms filled and get the bubbling done correctly. Besides, Mother's name will also be captured from this year. In spite of pains taking efforts and care, so many errors are occurring. Students are approaching you and also this office for want of corrections in their names, father's name, group, second language etc., including photo mismatch. The same information is required by several Govt. Departments for sanction of scholarships / concessions. Students have to upload the same data and photograph to various Departments. These Departments have to get the data verified from the college records before proceeding for sanction, which is laborious, cumbersome, time-consuming and once again not free from errors.

In a recent meeting of group of the Ministers on sanction of Scholarships, it was observed to capture student data / admission register Online. The Principal Secretary, Social Welfare Department, Govt. of Andhra Pradesh, Hyderabad has advised to use the existing Social Welfare Scholarship software. As a result, CGG (Centre for Good Governance) has developed an Online application, to be hosted on the CGG and Board website. The Principal has to furnish the student data based on the Admission Register. The entire data need not be uploaded. All one has to do is that to key in the first admission number and candidate's SSC / CBSE / ICSE Roll No. and Month & Year of pass. The system generates itself from SSC database much of the details. The Principal has to upload digital photograph with signature, group code, disability code if any, and other essential fields as per Admission Register. A summary report is generated at the end and the Principal gets the data verified, displays it on the Notice-Board, informs the students and invites corrections. Subsequently, the corrections are carried out and a clean Identity Card / data sheet of the candidate is printed and issued to the candidate. The college makes use of the database for its own management, while other Departments will go ahead with their required applications.

Hence, you are therefore requested to make necessary arrangements to upload student data Online by using your own computers or in the office of the RIO / DVEO district concerned or from the NIC (National Informatics Centre) of the district concerned or from any of the internet kiosks. A user manual with instructions will be placed on the Board website shortly.

I hope that you shall make all necessary preparations for giving better service to your students. For any query, you are welcome to take the assistance of the Controller of Examinations / E.D.P. Manager of Board of Intermediate Education, A.P., Hyderabad.

**Sd/- A. Vani Prasad
SECRETARY**

To:
All the Regional Inspection Officers, BIE.
All the District Vocational Education Officers in the State. | to monitor the progress.

The Public Relations Officer, BIE.
The E.D.P. Manager, BIE.
The J.S.(Ex-I) / J.S.(Ex-II) / J.S.(Voc) / J.S.(Acad) | to monitor with all the R.I.Os.
The Deputy Secretaries (Exams) | and Colleges in the Districts concerned.
The D.S.(Voc) / D.S.(Acad)

Copy to the Supdt., C-25 / C-26 / 'B' section.

Copy to the Supdt. E-2 Section for taking further necessary action

Copy to the Supdts., of all Examination sections of BIE.

Copy submitted to the Principal Secretary.to Govt. Secondary Edn.Dept. Govt. of A.P., Secretariat, Hyd.

Copy submitted to the Commissionerate of Intermediate Education, Govt. of A.P., Nampally, Hyderabad.

Copy to All the District Welfare Officers in the State.