

USER MANUAL OF PROMOTION / DETENTION MODULE FOR CLASS X TO XII

STEP – 1 : Select Class under Student Management > Student Promotion Detention

Login to HOI Level and go to Promotion/ Detention module under Student Management. The following screenshot has been displayed.

Students Promotion / Detention

CLASS	STATUS	ACTION
CLASS V	Finalized	
CLASS VI	Finalized	
CLASS VII	Finalized	
CLASS VIII	Finalized	
CLASS IX	Finalized	
CLASS X	Pending	Submit
CLASS XI	Pending	Submit
CLASS XII	Pending	Submit

Class :- Class are displaying from Class V to Class XII

Status:- At first, Status is showing **Pending** (for Classes X to XII).

Action: - Under action table button has been given (for Classes X to XII), Click Submit to proceed.

STEP – 2 : Select Students who appeared (allowed) for MP / HS Examination

Student Code	Present Section	Roll Number	Full Name	Allow Test	Detained	Promoted/ Detained Class	Promoted/ Detained Section	Promoted/ Detained Roll Number
06604719004539	A	1	RAKIBUL HAQUE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CLASS XII	A	501
06604719004540	A	2	JHANKAR NEOGI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allow for Board Exam	-Please Select-	Student Roll No
06604719004541	A	3	SURAJIT MANDAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allow for Board Exam	-Please Select-	Student Roll No
06604719004542	A	4	RAJU MONDAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allow for Board Exam	-Please Select-	Student Roll No
06604719004543	A	5	DEBAJYOTI DAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allow for Board Exam	-Please Select-	Student Roll No
06604719004544	A	6	DHIREN DAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allow for Board Exam	-Please Select-	Student Roll No
06604719005129	A	156	RESHMA KHATUN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CLASS XII	A	656
06604719005130	A	157	SANGITA MONDAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CLASS XII	A	657
06604719005131	A	158	PRITAM GHOSH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allow for Board Exam	-Please Select-	Student Roll No
06604719005132	A	159	SAHINA KHATUN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CLASS XII	A	659
06604719005133	A	160	HALIMA KHATUN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CLASS XII	A	660
06604719005139	A	161	PARAMITA DAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CLASS XII	A	661

Save as Draft

If the Student is not allowed to appear at MP/HS Examination, click check box (✓) under "Detained" and send him back to Class X or XII (as the

case may be) and assign Section & Roll No as per school record in the class.

“Allow Test” is selected by default. Finally click “Save as Draft” at bottom of the list.

STEP – 3 : Finalize Draft (Sent-Up Students)

Please take care
An allowed student (for MP/HS Exam) not marked as “Detained” i.e not allowed, else Click Finalize.

CLASS	STATUS	ACTION
CLASS IX	Finalized	
CLASS X	Pending	Submit
CLASS XI	Pending	Submit
CLASS XII	Saved as draft	Submit Finalize

STEP – 4 : Provide MP/HS Result

CLASS	STATUS	ACTION
CLASS V	Finalized	
CLASS VI	Finalized	
CLASS VII	Finalized	
CLASS VIII	Finalized	
CLASS IX	Finalized	
CLASS X	Pending	Submit
CLASS XI	Pending	Submit
CLASS XII	Finalized	

CLASS	STATUS	ACTION
CLASS X	Pending	Submit
CLASS XII	Pending	Submit

After finalizing Test Examination Status (Allowed/ Not allowed for final exam), click Submit to provide result of final examination (MP/HS)

STEP – 5 : Provide MP/HS Result

For a successful student in MP/HS Examination (Select Promoted and provide marks obtained as per Board/Council mark sheet), if unsuccessful, select Detained. A detained student will be treated as “Sent up” for next MP/HS exam.

Student Code	Present Section	Roll Number	Full Name	Promoted	Detained	Promoted/ Detained Class	Obtain Marks	Promoted/ Detained Section	Promoted/ Detained Roll Number
06604719004540	A	2	JHANKAR NEOGI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	325	-Please Select-	Student Roll No
06604719004541	A	3	SURAJIT MANDAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	306	-Please Select-	Student Roll No
06604719004542	A	4	RAJU MONDAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	213	-Please Select-	Student Roll No
06604719004543	A	5	DEBAJYOTI DAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	229	-Please Select-	Student Roll No
06604719004544	A	6	DHIREN DAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	220	-Please Select-	Student Roll No
06604719004545	A	7	SOURAV DURLOV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent up for Next Board Exam	Marks	-Select Section--	Student Roll No
06604719004546	A	8	ABHIJIT DURLAV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	Marks	-Please Select-	Student Roll No
06604719004547	A	9	GAURAV GHOSH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	Marks	-Please Select-	Student Roll No
06604719004687	A	149	MST DOLI KHATUN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	253	-Please Select-	Student Roll No
06604719004689	A	151	NARGIS PARVIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sent up for Next Board Exam	Marks	-Please Select-	Student Roll No
06604719004693	A	155	SAMIM GAZI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	217	-Please Select-	Student Roll No
06604719005131	A	158	PRITAM GHOSH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promote and School Complete	235	-Please Select-	Student Roll No

[Save as Draft](#)

Finally, click "Save as Draft". Please check whether the marks entered is at per with the MP/HS mark sheet, as this mark will be printed on School Leaving Certificate.

STEP –6 : Finalize Draft (MP/HS Result)

CLASS IX	Finalized	
CLASS X	Pending	Submit
CLASS XI	Pending	Submit
CLASS XII	Finalized	

CLASS	STATUS	ACTION
CLASS X	Pending	Submit
CLASS XII	Saved as draft	Submit Finalize


STEP –7 : Download School Leaving Certificate (bulk)

After finalizing MP/HS result, "Download School Leaving Certificate" button will appear. The HOI can download School Leaving Certificate of all successful students (bulk) in a single pdf file for distribution to students at the time of distribution of Mark Sheet& certificates.

CLASS X	Pending	Submit
CLASS XI	Pending	Submit
CLASS XII	Finalized	


CLASS	STATUS	ACTION
CLASS X	Pending	Submit
CLASS XII	Finalized	Download School leaving Certificate

The acknowledgement part below the School Leaving Certificate to be signed by student/guardian and to be retained by the school. **Under no circumstances this certificate to be given to student/guardian more than once.**

বাংলার শিক্ষা  EDUCATION FIRST

ADHATA HIGH SCHOOL(H.S)


BLOCK/ MUNC/ CORP : AMDANGA,
CIRCLE : AMDANGA, DIST : NORTH TWENTY FOUR PARGANAS, PIN : 743221

School Leaving Certificate 

Student's Name MD SABIR HOSSAIN
Student Code 08804719004687
Father's Name ELIASUDDIN
Address URALA, P.O.- KANCHIARA, P.S.- AMDANGA, PIN- 743711
District NORTH TWENTY FOUR PARGANAS
Date of birth as recorded in the Admission Register 28th August 2002
Last Class Passed CLASS XII
Last Class Attended CLASS XII (Academic Session: 2019-20)
Marks Obtained 269 out of 600 (Higher Secondary Examination 2020)


REASON FOR SCHOOL LEAVING :
COMPLETION OF HIGHER SECONDARY EDUCATION.
Certified that the student has passed Higher Secondary Examination-2020 on 17-07-2020 and left the school.

Date _____ Head of Institution with Office Seal

বাংলার শিক্ষা  EDUCATION FIRST

ADHATA HIGH SCHOOL(H.S)

BLOCK/ MUNC/ CORP : AMDANGA,
CIRCLE : AMDANGA, DIST : NORTH TWENTY FOUR PARGANAS, PIN : 743221

School Leaving Certificate 

Student's Name SHREYA GHOSH
Student Code 08804719004618
Father's Name NARESH CHANDRA GHOSH
Address JOYPUR, P.O.- ADHATA, P.S.- AMDANGA, PIN- 743221
District NORTH TWENTY FOUR PARGANAS
Date of birth as recorded in the Admission Register 8th August 2003
Last Class Passed CLASS XII
Last Class Attended CLASS XII (Academic Session: 2019-20)
Marks Obtained 231 out of 600 (Higher Secondary Examination 2020)

REASON FOR SCHOOL LEAVING :
COMPLETION OF HIGHER SECONDARY EDUCATION.
Certified that the student has passed Higher Secondary Examination-2020 on 17-07-2020 and left the school.

Date _____ Head of Institution with Office Seal

Acknowledgement on receipt of School Leaving Certificate		Acknowledgement on receipt of School Leaving Certificate	
Student's Name MD SABIR HOSSAIN	Student's Name SHREYA GHOSH	Student's Name SHREYA GHOSH	Student's Name SHREYA GHOSH
Father's Name ELIASUDDIN	Father's Name NARESH CHANDRA GHOSH	Father's Name NARESH CHANDRA GHOSH	Father's Name NARESH CHANDRA GHOSH
Student Code 08804719004687	Student Code 08804719004618	Student Code 08804719004618	Student Code 08804719004618
Last Class Attended CLASS XII	Last Class Attended CLASS XII	Last Class Attended CLASS XII	Last Class Attended CLASS XII
Date _____	Date _____	Date _____	Date _____
Signature of Guardian / Student	Signature of Guardian / Student	Signature of Guardian / Student	Signature of Guardian / Student

Above mentioned process follows for Download of School leaving certificate in which type of school's highest class is X.

STEP - 8: Provide MP Result (For which school's highest class is XII)

For a successful student in MP Examination (Select Promoted and provide marks obtained as per Board/Council mark sheet), if unsuccessful, select Detained. A detained student will be treated as "Sent up" for next MP/HS exam, if a successful student in MP Examination and that student will take Transfer Certificate from that school, select Promoted and Transfer out and provide marks obtained as per Board / Council mark sheet.

Student Code	Present Section	Roll Number	Full Name	Promoted and New Admission	Promoted and Transfer Out	Detained	Promoted/Detained Class	Obtain Marks	Promoted/Detained Section	Promoted/Detained Roll Number
1126302000003	A	3	DIPANKAR DEY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	CLASS XI	610	A	1
1126302000005	A	4	SUSMITA SAMANTA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	CLASS XI	558	--Select Sec	Student
1126302000002	A	12	ARABINDA RAY	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Promote and Transfer Out	589	--Select Sec	Student
1126302000012	A	13	JHUMA JANA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Sent up for Next Board Exam	Marks	--Select Sec	Student

Finally, click "Save as Draft". Please check whether the marks entered is at per with the MP mark sheet, as this mark will be printed on Transfer Certificate.

STEP – 9:- Download Transfer Certificate (bulk)

After finalizing MP result, "Download Transfer Certificate" button will appear. The HOI can download Transfer Certificate of all successful transfer out students (bulk) in a single pdf file for distribution to students at the time of distribution of Mark Sheet & certificates.

CLASS	STATUS	ACTION
CLASS X	Finalized	Download Transfer Certificate
CLASS XII	Finalized	Download School leaving Certificate

The acknowledgement part below the Transfer Certificate to be signed by guardian and to be retained by the school. **Under no circumstances this certificate to be given to student/guardian more than once.**

বাংলার শিক্ষা



EDUCATION
FIRST

DEMO SCHOOL

BLOCK/ MUNC./ CORP. : AMDANGA,
CIRCLE : AMDANGA, DIST. : NORTH TWENTY FOUR PARGANAS, PIN :

Transfer Certificate



Student's Name KABITA PATRA
Student Code 11263020000004
Father's Name SUSIL PATRA
Address URALA, P.O.- KANCHIARA, P.S.- AMDANGA, PIN- 743711
District NORTH TWENTY FOUR PARGANAS
Date of birth as recorded in the Admission Register 7th March 2002
Last Class Passed CLASS X
Last Class Attended CLASS X (Academic Session: 2019)
Marks Obtained 253 out of 700 (Madhyamik Examination 2020)

REASON FOR TRANSFER :

Change of School.

Certified that the student has passed Madhyamik Examination-2020 on 15-07-2020 and sought for transfer.

Date

Head of Institution
with Office Seal

Acknowledgement on receipt of Transfer Certificate

Student Name KABITA PATRA
Father's Name SUSIL PATRA
Student Code 11263020000004 **Last Class Attended** CLASS X
Date
Signature of Guardian

