

# Correction Steps

**Step 1:** Go to “Payments Made” section under “Payments”. Download the Form 50, which is available for each successful transaction.

The screenshot shows the 'BOARD OF SECONDARY EDUCATION, ASSAM' web application. The user is logged in as ADARSHA VIDYAPIT... The navigation menu on the left includes Dashboard, MY School, Registrations, Registered Students, Payments, and Payments Made. The main content area is titled 'Search Payments' and contains a form with the following fields:

- Batch: 2020-21
- District: 01 - BARPETA
- School: 01H0001 - ADARSHA VIDYAPITH HIGH S
- Payment Mode: Select
- Transaction Date: [ ] to [ ]
- Has Cancel Request: All
- Fee Type: Select
- Center: B19-033 - HOWLY HIGH SCHOOL
- Status: Success
- Instrument No: [ ]
- Paid Date: [ ] to [ ]

Buttons for 'Search' and 'Reset' are located at the bottom of the form. A yellow banner at the bottom of the page reads 'Re-Downloading Challan!'.

The screenshot shows the 'BOARD OF SECONDARY EDUCATION, ASSAM' web application. The user is logged in as ADARSHA VIDYAPIT... The main content area displays a yellow banner with the text 'Re-Downloading Challan!' and a link to <https://merchant.onlinesbi.com/mopsprelogin/mopsremittanceform.htm>. Below the banner, there is a table titled 'Payments Made' with the following data:

Actions	Status	Instrument No(s)	School	Pay Mode	Transaction Date	Paid
<a href="#">Generate Form 50</a>	<a href="#">View</a> <span>Success</span>	IK0AKMPJL4	01H0001-ADARSHA VIDYAPITH HIGH SCHOOL	SBINet	17-01-2020	17-01-;

The table also includes pagination information: 'Page < 1 > of 1 | View 200 records | Found total 1 records'.

**Step 2:** Print the Form 50 and validate all the student’s information against the School Admission Register. If possible student’s information may be validated with the Student or Parent.

**Step 3:** In the above step (Step 2), shortlist the candidates for which correction needs to be made.

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**Step 4:** Go to “Received Applications” menu under “Registrations”.

The screenshot shows the dashboard of the Board of Secondary Education, Assam. The sidebar on the left has the 'Received Applications' menu item highlighted in blue. The main content area features a yellow box with the following instructions:

**IMPORTANT INSTRUCTIONS:**


- Please read the user guide book carefully before proceeding. User guide book is available on the top right corner of this page.

**Make Payment Info!**













- In **Payments Made** Page the initial Status of Payment will be as follows.
  - a) Payment through **Challan generated** will be **Pending** till the payment has been made to Bank Branch. In case of failure in generating the challan please follow the instructions as depicted in the user guide book.
  - b) For challan, payment Status, either **Success** or **Failure**, will be reflected in the system within two hours from the payment made at Bank Branch.
  - c) Payment through **Net Banking** or **Card**, the payment status, either **Success** or **Failure**, will be reflected in the system within two hours from the transaction.
- To Select Student(s) for Payment.
  - a) In **Received Application** Page, select the students from the list, whose payments needs to be made. In the list, checkbox option will be available only for the students whose payments are not done.
  - b) Select students from the list.
  - c) Click on **Proceed for Payment**.

**FORM 50**

- Form 50 is available in the **Payments Made** section. It will be available for each successful transaction.

**Step 5:** Click on  icon against the shortlisted candidate for correction in Step 3. You will be redirected to the edit page of the candidate.

The screenshot shows the 'Received Registration Applications' page. It features a search bar and a 'New Application' button. Below is a table with 4 records. The first row is highlighted, and the 'Edit' icon (a pencil) is highlighted in the 'Actions' column.

Actions	Submitted	Pay Status	Batch	Photo	Signature	Name	UID	Registration No	Father's N
	YES	Not Paid	2020-2021			SAMIR MAITY	N/A	N/A	B MAITY
	YES	Not Paid	2020-2021			SAMIR MAITY	N/A	N/A	B MAITY
	YES	Paied	2020-2021			SAMIR MAITY	N/A	N/A	B MAITY
	NO	Not Paid	2020-2021				N/A	N/A	

**Step 6:** Make necessary corrections for each shortlisted candidate.

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**Step 7:** Click on Submit button to save the changes. Your corrections will be saved successfully.

The screenshot shows a web browser window displaying the 'Edit Registration Application' page for the Board of Secondary Education, Assam. The page is titled 'BOARD OF SECONDARY EDUCATION, ASSAM' and includes a navigation menu with 'User's Handbook' and 'Data Capture Sheet'. The user is logged in as 'ADARSHA VIDYAPIT...'. The main content area shows a profile picture with 'Change' and 'Remove' buttons. Below this is a table of subjects:

CORE	
	<input checked="" type="checkbox"/> C1-ENGLISH
	<input checked="" type="checkbox"/> C2-GENERAL MATHEMATICS
	<input checked="" type="checkbox"/> C3-GENERAL SCIENCE
	<input checked="" type="checkbox"/> C4-SOCIAL SCIENCE

Below the table, there are dropdown menus for 'MIL' (02-BENGALI (A+B)) and 'ELECTIVE' (56-KARBBI (E)). A checkbox is checked with the text: 'I, the Head of the Institution, hereby confirm that all the particulars of the students are verified and correct.'

**Important Information!**  
You are entitled to make any modification / changes in application till payment is initiated. Once payment is initiated then no changes can be applied from school login. If any further modification / changes required, can be done through correction screen at SEBA.

At the bottom, there are 'Submit' and 'Cancel' buttons.

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Windows taskbar: Type here to search, 1:49 PM, 7/21/2020