

के.मा.शि.बो./(निदेशक (शैक्षणिक)/2025

दिनांक –08.07.2025 परिपत्र संख्या: शैक्षणिक -42/2025

के.मा.शि.बो. से संबद्ध सभी विद्यालयों के प्रमुख

विषय: Structured Assessment for Analysing Learning (SAFAL) - Key Stage Assessment (KSA) 2025-26 में भाग लेने हेतु विद्यालय पंजीकरण

प्रिय प्रधानाचार्या /प्रधानाचार्य,

1. केंद्रीय माध्यमिक शिक्षा बोर्ड (के.मा.शि.बो.) ने SAFAL – KSA को जुलाई 2021 में प्रारंभ किया, जो राष्ट्रीय शिक्षा नीति (NEP) 2020 के अनुच्छेद 4.40 के अनुरूप है। SAFAL - KSA एक क्षमता-आधारित निदानात्मक मूल्यांकन है, जो विद्यालयों और शिक्षकों को अपने कक्षा स्तरों पर विद्यार्थियों की क्षमताओं को समझने में सहायता करता है, जिससे वे अपनी शैक्षणिक पद्धतियों में सुधार कर सकें और विद्यार्थियों की अधिगम आवश्यकताओं को बेहतर ढंग से पूरा कर सकें।

2. वर्ष 2024 में भारत और विदेश के लगभग 10,000 के.मा.शि.बो. संबद्ध विद्यालयों के विद्यार्थियों की भागीदारी के साथ SAFAL 2024-25 का सफलतापूर्वक आयोजन किया गया ।

3. सत्र 2025-26 से, SAFAL -KSA के.मा.शि.बो. संबद्ध सभी विद्यालयों के लिए अनिवार्य है। यह मूल्यांकन कक्षा 6 और 9 के विद्यार्थियों के लिए आयोजित किया जाएगा (वे विद्यार्थी जिन्होंने 2024-25 में क्रमशः कक्षा 5 एवं कक्षा 8 की पढ़ाई की है)।

4. **SAFAL के लिए पंजीकरण:** आगामी SAFAL- KSA में भाग लेने वाले विद्यालयों के लिए पंजीकरण **08 जुलाई 2025 से 22 जुलाई 2025** तक खुला रहेगा। SAFAL - KSA के लिए पंजीकरण करने के लिए, विद्यालय नीचे दिए गए लिंक के माध्यम से के.मा.शि.बो. SAFAL पोर्टल पर एल ओ सी क्रेडेंशियल्स का उपयोग करके लॉग इन कर सकते हैं:

लिंक: https://cbsesafal.in/login

कृपया SAFAL – KSA पंजीकरण के विवरण के लिए अनुलग्नक 1 देखें ।





5. परिपत्र संख्या 10/2023 दिनांक 24.03.2023 और परिपत्र संख्या 02/2024 दिनांक 24.01.2024 के अनुसार डिजिटल अवसंरचना वाले सभी के.मा.शि.बो. संबद्ध विद्यालयों में SAFAL - KSA का आयोजन डिजिटल मोड में किया जाएगा। विद्यालयों में SAFAL - KSA के संचालन के लिए हार्डवेयर और सॉफ्टवेयर की आवश्यकताएँ अनुलग्नक 2 में संलग्न हैं। SAFAL – KSA पंजीकरण के लिए उपयोगकर्ता मार्गदर्शिका अनुलग्नक-3 में संलग्न है और SAFAL - KSA पंजीकरण के लिए विद्यालय द्वारा आवश्यक डेटा का प्रारूप अनुलग्नक-4 में संलग्न है।

6. सभी विद्यालयों से अपेक्षा की जाती है, कि वे परिपत्र संख्या 10/2023 एवं परिपत्र संख्या 02/2024 के अनुसार विद्यालय में अनिवार्य डिजिटल इन्फ्रास्ट्रक्चर सुनिश्चित करें। यदि किसी परिस्थितिवश विद्यालय SAFAL- KSA के डिजिटल मोड में भाग लेने में असमर्थ होते हैं, तो उन्हें एक बार (केवल इस सत्र के लिए) अवसर दिया जा रहा है, कि वे OMR आधारित SAFAL - KSA में भाग ले सकते हैं। इसके बारे में अधिक जानकारी जल्द ही साझा की जाएगी। ऐसे विद्यालयों को इस शैक्षणिक सत्र में डिजिटल अवसंरचना को सुनिश्चित करने के लिए विद्यालय के प्रबंधक और प्रधानाचार्य द्वारा संयुक्त रूप से हस्ताक्षरित एक वचनबद्धता निर्धारित प्रारूप में (अनुलग्नक-5) पंजीकरण पोर्टल पर अपलोड करनी होगी।

7. पंजीकरण प्रक्रिया के संबंध में किसी भी जानकारी हेतु, कृपया कार्यालय समय (9.30 AM – 5.30 PM) के दौरान 91- 9968313254 या 91-9968663255 (फ़ोन एवं व्हाट्सएप) पर संपर्क करें। आप safal2025@cbseshiksha.in पर ईमेल के माध्यम से भी हम तक पहुँच सकते हैं ।

सादर,

(डॉ. प्रज्ञा एम. सिँह) निदेशक (शैक्षणिक)





प्रतिलिपि:- नीचे दर्शाए गए संबंधित निदेशालयों, संगठनों और संस्थानों के प्रमुखों को उनके अधिकार क्षेत्र के अंतर्गत सभी विद्यालयों में सूचना प्रसारित करने के अनुरोध सहित:

- 1. आयुक्त, केन्द्रीय विद्यालय संगठन, 18 इंस्टीट्यूशनल एरिया, शहीद जीत सिंह मार्ग, नई दिल्ली-16
- 2. आयुक्त, नवोदय विद्यालय समिति, बी-15, सेक्टर-62, इंस्टीट्यूशनल एरिया, नोएडा-201309
- 3. सचिव, एकलव्य आदर्श आवासीय विद्यालय (ईएमआरएस), जनजातीय कार्य मंत्रालय, भारत सरकार।
- 4. सचिव, सैनिक विद्यालय सोसायटी, कमरा नंबर 101, डी-1 विंग, सेना भवन, नई दिल्ली-110001
- अध्यक्ष, ओडिशा आदर्श विद्यालय संगठन, एन-1/9, दूरदर्शन केंद्र के पास, पीओ सैनिक विद्यालय नयापल्ली, भुवनेश्वर, ओडिशा-751005
- 6. शिक्षा निदेशक, शिक्षा निदेशालय, दिल्ली सरकार, पुराना सचिवालय, दिल्ली-110054
- 7. सार्वजनिक निर्देश निदेशक (विद्यालय), केंद्र शासित प्रदेश सचिवालय, सेक्टर 9, चंडीगढ़ -160017
- 8. शिक्षा निदेशक, सिक्किम सरकार, गंगटोक, सिक्किम -737101
- 9. विद्यालय शिक्षा निदेशक, अरुणाचल प्रदेश सरकार, ईटानगर -791111
- 10. शिक्षा निदेशक, अंडमान और निकोबार द्वीप समूह सरकार, पोर्ट ब्लेयर 744101
- 11. विद्यालय शिक्षा निदेशक, लद्दाख, कमरा नंबर 101-102, भूतल, परिषद सचिवालय, कुर्बाथांग, कारगिल लद्दाख
- 12. विद्यालय शिक्षा निदेशक, आंध्र प्रदेश, तीसरी मंजिल, बी ब्लॉक, अंजनेय टावर्स, वीटीपीएस रोड, भीमाराजू गुट्टा, इब्राहिमपटनम, आंध्र प्रदेश – 521456
- निदेशक, झारखंड शिक्षा परियोजना परिषद, पुराना एचईसी हाई स्कूल, जेएससीए स्टेडियम रोड, जगन्नाथपुर, सेक्टर-III, धुर्वा, रांची) 834004-झारखंड
- नौसेना शिक्षा समाज, नौसेना शिक्षा निदेशालय, नौसेना मुख्यालय, रक्षा मंत्रालय, वेस्ट ब्लाक-वी, आर.के.पुरम, नई दिल्ली-110066
- 15. सेना शिक्षा के अतिरिक्त महानिदेशक, ए-विंग, सेना भवन, डीएचक्यू, पीओ, नई दिल्ली-110001
- 16. सचिव, एडब्ल्यूईएस रक्षा मंत्रालय (सेना) का एकीकृत मुख्यालय, एफडीआरसी बिल्डिंग नंबर 202, शंकर विहार (एपीएस के पास), दिल्ली कैंट -110010
- 17. अध्यक्ष, केमाशिबो के उप सचिव
- 18. सचिव/परीक्षा नियंत्रक/सभी निदेशक, केमाशिबो
- 19. केमाशिबो के सभी क्षेत्रीय निदेशकों/क्षेत्रीय अधिकारियों को इस अनुरोध के साथ कि वे इस परिपत्र को अपने- अपने क्षेत्रों में बोर्ड के संबद्ध विद्यालयों के सभी प्रमुखों को भेजें।
- 20. सभी संयुक्त सचिव/उप सचिव/अवर सचिव/प्रधान निजीसचिव/ वरिष्ठ निजी सचिव/ सहायक सचिव, केमाशिबो
- 21. सभी प्रमुख/प्रभारी, उत्कृष्टता केंद्र, केमाशिबो
- 22. प्रभारी आईटी एकक को इस अनुरोध के साथ कि इस परिपत्र को केमाशिबो की शैक्षणिक वेबसाइट पर प्रकाशित किया जाए
- 23. प्रभारी, पुस्तकालय
- 24. रिकॉर्ड फ़ाइल

निदेशक (शैक्षणिक)









(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन



CENTRAL BOARD OF SECONDARY EDUCATION (An Autonomous Organisation Under the Ministry of Education, Govt. of India)

CBSE /Director (Acad)/2025

Date: 08.07.2025 Circular No: Acad-42/2025

To,

The Heads of Schools Affiliated to CBSE

Subject: School Registration for CBSE Structured Assessment for Analyzing Learning (SAFAL) Key Stage Assessment (KSA) 2025-26

Dear Principal,

1. The Central Board of Secondary Education (CBSE) launched SAFAL – KSA in July 2021 in line with the recommendations of the National Education Policy (NEP) 2020, para 4.40. SAFAL - KSA is a competency based diagnostic assessment which helps schools and teachers to understand competency levels in their grades, enabling them to improve instructional practices and support students' learning needs.

2. The SAFAL 2024-25 was successfully conducted by the Board with students participation from approx. 10,000 CBSE-affiliated schools across India and abroad in 2024.

3. From the session 2025-26, SAFAL - KSA is mandatory for all CBSE affiliated schools. SAFAL - KSA 2025-26 will be conducted for students of grades 6 and 9, those who have studied in grade 5 and 8 respectively in 2024-25.

4. **Registration for SAFAL**: The registration for schools participating in the upcoming SAFAL - KSA will be open w.e.f. 8th July 2025 to 22nd July 2025. To register for the SAFAL - KSA, schools can log in using LOC Credentials at the CBSE SAFAL portal through the link given below:

Link: https://cbsesafal.in/login

Please refer Annexure - 1 for details of SAFAL registration.

5. SAFAL – KSA will be conducted in all CBSE affiliated schools in digital mode for schools that have Digital Infrastructure as per the Circular No. 10/2023 dated 24.03.2023 and Circular No 02/2024 dated 24.01.2024. The Hardware and Software requirements for conduct of SAFAL - KSA in schools is attached at Annexure - 2. The user guide for SAFAL – KSA Registration is attached at Annexure-3 and the format of data required by the school for SAFAL – KSA Registration is attached at Annexure-4.







6. Schools are expected to possess digital infrastructure as mandated vide circulars No. 10/2023 and reiterated vide Circular No 02/2024. If, due to unavoidable circumstances, schools are unable to participate in the digital mode of SAFAL - KSA, they can participate in the OMR based pen-paper mode as a one-time opportunity.

For this, details will be shared shortly. Such schools will be required to submit an undertaking duly signed, jointly by the Manager and Principal of the school, to upgrade /enhance the digital infrastructure in this academic session. The undertaking will be required to be uploaded on the registration portal in the prescribed format as per Annexure-5.

7. In case of any query regarding the registration process, kindly contact us at +91-9968313254 or +91-9968663255 (Phone and WhatsApp) during office hours (9.30 AM – 5.30 PM). You may also reach us via email at safal2025@cbseshiksha.in

With warm regards,

Dr. Praggya M. Singh, Director (Academics)







Copy to the respective Heads of Directorates, Organisations and Institutions with a request to disseminate the information to all the schools under their jurisdiction:

- 1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
- 2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
- 3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
- 4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001
- 5. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005
- 6. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
- 7. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
- 8. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
- 9. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791111
- 10. The Director of Education, Govt. of A&N Islands, Port Blair 744101
- 11. The Director of School Education, Ladakh, Room No.101-102, Ground Floor, Council Secretariat, Kurbathang, Kargil Ladakh
- 12. The Director of School Education, Andhra Pradesh, 3rd Floor, B block, Anjaneya Towers, VTPS Rd, Bhimaraju Gutta, Ibrahimpatnam, Andhra Pradesh 521 456
- 13. The Director, Jharkhand Education Project Council, Old HEC High School, JSCA Stadium Road, Jagannathpur, Sector-III, Dhurwa, Ranchi-834004 (Jharkhand)
- 14. Navy Education Society, Dte of Naval Education, Naval Headquarters, Ministry of Defence, West Block-V, RK Puram, New Delhi-110066
- 15. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
- 16. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
- 17. DS to Chairperson, CBSE
- 18. Secretary/ Controller of Examinations/ All Directors, CBSE
- 19. All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
- 20. All Joint Secretary/ Deputy Secretary/ PPS/SPS/Under Secretary/ Assistant Secretary, CBSE
- 21. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
- 22. In charge IT Unit with the request to put this Circular on the CBSE Academic Website
- 23. In-Charge, Library
- 24. Record File

Director (Academics)

Annexure - 1

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(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)



CENTRAL BOARD OF SECONDARY EDUCATION (An Autonomous Organisation Under the Ministry of Education, Govt. of India)

	SAFAL - KSA मूल्यांकन समय सारणी 2025-26					
	SAFAL - KSA Sch	edule 2025-26				
क्र.सं. S. No.	गतिविधि Activity	अवधि Duration				
01	SAFAL केन्द्रीय पोर्टल पर विद्यालयों का पंजीकरण प्रारंभ Registration of schools on SAFAL	08 th July, 2025				
	Central Portal starts					
02	पंजीकरण की अंतिम तिथि	Till 22 nd July 2025				
	Last date of Registration					
03	याधच्छिक रूप से चयनित विद्यालयों में फील्ड टेस्ट । Field Test in randomly selected schools.	August-September, 2025				
04	पेन-पेपर मोड, स्कैनिंग और डेटा अपलोड के लिए याधच्छिक रूप से चयनित विद्यालयों में मॉक परीक्षण। Mock in randomly selected schools for pen-paper mode, scanning and data upload.	August-September, 2025				
05	SAFAL मूल्यांकन SAFAL Assessment	November - December, 2025				
06	रिपोर्ट जारी Report Generation	April, 2026				

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'एकीकृत कार्यालय परिसर, सेक्टर - 23, द्वारका, नई दिल्ली - 110077' 'Integrated Office Complex, Sector - 23, Dwarka, New Delhi - 110077' Annexure - 2



Hardware and Software Requirements for School Computer Labs

Exam Server Hardware and Software Requirements

Operating System (OS)	Windows: • Licensed Microsoft Windows 10 or 11
System (05)	 Licensed Microsoft Windows Foor 11 Licensed Microsoft Windows Server 2019 or 2022
	Linux:
	 Ubuntu Server 20.04 / 22.04 / 24.04 LTS (Long Term Support) Red Hat Enterprise Linux (RHEL) 9
	• Automatic Updates: Disable OS automatic updates to avoid any disruptions during exam
	• Time Zone: Make sure that the system date and time are correct
Processor	Any Intel or AMD processor with minimum 4 CPU cores (with 2 threads per core) or 8 CPU cores (with 1 thread per core) and a minimum clock speed of 1.2 GHz or more cores and higher clock speeds preferred
RAM	16 GB or more
Hard Disk	• A solid-state drive (SSD) or a Serial ATA (SATA) hard disk drive (HDD) with a minimum rotational speed of 7200 revolutions per minute (rpm) or higher
	• At least 50 GB of free storage space available
Network connection	A wired Ethernet connection providing at least 100 Mbps full-duplex data transfer capability
	• A static IP address is assigned to this wired Ethernet connection, ensuring a consistent and specific network address
	• Within the computer lab, all machines should be connected to the same local area network (LAN) and have access to the Exam Server
	Warning The exam server cannot connect to a wireless (WiFi) network connection under any circumstances
Firewall & Antivirus	During the SAFAL assessments, temporarily disable Windows Firewall, Antivirus, and Third- party Firewall on the Exam Server machine.

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(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Gout, of India	/An Autonomours C	Imanisation Un	der the Minish	ry of Education	Gout of India)

Web Browser	 Supported Browsers: Latest Google Chrome Latest Mozilla Firefox
	 Required Settings: JavaScript enabled Cookies enabled
Mouse & keyboard	 English QWERTY Keyboard 2 Button Wheel Mouse

Client Machines Hardware and Software Requirements

Operating	Any stable and licensed Microsoft Windows or Linux operating system
System (US)	 Automatic Updates: Disable OS automatic updates to avoid any disruptions during exam Time Zone: Make sure that the system date and time are correct
Processor	Any processor appropriate for running the recommended web browser seamlessly
RAM	4 GB or more
Hard Disk	Sufficient space for running recommended web browser seamlessly
Web Browser	 Supported Web Browsers: Latest Google Chrome Latest Mozilla Firefox Required Settings: JavaScript enabled Cookies enabled
Mouse & keyboard	 English QWERTY Keyboard 2 Button Wheel Mouse
Network connection	A wired Ethernet connection providing at least 100 Mbps full-duplex data transfer capability.
	Note Within the computer lab, all machines should be connected to the same local area network (LAN) and have access to the Exam Server







* School Server:

The school server is a machine, such as a server class, workstation, desktop, or laptop, which will act as the school server. All client machines in the computer lab will access this server via an Ethernet LAN connection with a minimum of 100 Mbps bandwidth.

** Client Machines:

Client machines are the ones that will be connected to the school server via a LAN. Students will access the school server using the recommended web browsers installed on the client machines. The LAN connectivity of the computer lab(s) should be at least 100 Mbps bandwidth.

Computer Lab Admin Personnel:

- The computer lab admin personnel should ensure that if any of the school server or client machines have ongoing or pending OS automatic updates, then all such machines should be restarted to complete the system update process.
- To avoid any disruptions during the SAFAL KSA test, temporarily disable OS automatic updates on both the School Server and Client Machines.

Important Note:

- Schools must provide uninterrupted power during the SAFAL- KSA.
- The computer lab administrator must ensure that no resource-intensive (CPU or RAMconsuming) non- critical applications are running on the School Server or Client Machines before the exam.
- To resolve any issues that arise during or after School Server installation, the latest version of AnyDesk (a remote desktop sharing software) must be installed on the School Server.







Annexure – 3

SAFAL-KSA पंजीकरण पोर्टल के लिए उपयोगकर्ता पुस्तिका User Manual for SAFAL-KSA Registration Portal

चरण 1: इस URL का उपयोग करके SAFAL पोर्टल खोलें: <u>https://cbsesafal.in/login</u> . SAFAL पोर्टल में लॉग इन करने के लिए LOC क्रेडेंशियल दर्ज करें।

Step 1: Open SAFAL portal using this URL: <u>https://cbsesafal.in/login</u>. Enter the LOC credentials to login into SAFAL portal

ကို Login	
School Affiliation No. 🜒	
Enter Affiliation No.	
LOC/OASIS Password	
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atarms C	
Enter the captcha below.	

चरण 2: डिजिटल बुनियादी ढांचे की स्थिति को सहेजें और SAFAL के लिए पंजीकरण करने के लिए आगे बढ़ें।

Step 2: Save the digital infrastructure status and proceed to register for SAFAL.







चरण 3: "Edit School Details" अनुभाग में, विद्यालय के सभी मूल विवरण भरें और विवरण सहेजने के लिए 'Save' बटन दबाएं।

Step 3: In the "**Edit School Details**" section, fill in all the basic details of school and press '**Save**' button to save the details.









(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)



(सादा महाराय, मारत करकर के जयान दुक स्थायत काठन)

CENTRAL BOARD OF SECONDARY EDUCATION

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चरण 4: विद्यालय विवरण सहेजने के बाद, अगला टैब "School Sections" खोलें। इस टैब पर क्लिक करने पर ऊपर दिए गए निर्देश दिखाई देंगे।

Step 4: After saving the school details, open the next tab "**School Sections**". Instructions given above will appear when you click on this tab.







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	Sections in Grade-9 English	h Medium			
	> Section - A8			Edd. Date	
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	Sections in Grade-9 Hindi I	Medium			
	1 1 1 4 1 1 4 2 2 1 1 4 1 4 1 4 1 4 1 4			TOTAL CONTRACTOR OF	

चरण 5: इसमें "Add Section" पर क्लिक करके अपने विद्यालय के ग्रेड और सेक्शन के अनुसार शिक्षण माध्यम का विवरण प्रदान करें।

Step 5: In this provide details of grade and section wise medium of instruction, of your school by clicking on "**Add Section**".

आप फिर से "Add Section" बटन का उपयोग करके कई सेक्शन जोड़ सकते हैं। You can add multiple sections using "Add Section" button again.

Add a New Section	
Select a Grade 👻 Select a Medium 👻	Enter a section name
	+ Add Section Close

चरण 6: फिर, अगले अनुभाग यानी "Add/Edit Teachers" तक पहुँचने के लिए "Next" बटन पर क्लिक करें। वैकल्पिक रूप से आप उस अनुभाग तक पहुँचने के लिए Add/Edit Teachers टैब पर क्लिक कर सकते हैं।



'एकीकृत कार्यालय परिसर, सेक्टर - 23, द्वारका, नई दिल्ली - 110077' 'Integrated Office Complex, Sector - 23, Dwarka, New Delhi - 110077

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Step 6: Then, click on the "**Next**" button to access the next section i.e., "**Add/Edit Teachers**". Alternatively, you can click on tab **Add/Edit Teachers** to access that section.

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CENTRAL BOARD OF SECONDARY EDUCATION (An Autonomous Organisation Under the Ministry of Education, Govt. of India)

शिक्षकों को जोड़ें/संपादित करें

शिक्षकों का विवरण भरने के लिए दो विकल्प हैं।

विकल्प 1: प्रतिदर्श शिक्षक (Sample_Teachers.xlsx) की एक्सेल फ़ाइल डाउनलोड करें। स्प्रेडशीट में फ़ाइल की हेडर लाइन में दिए गए दिशा-निर्देशों के अनुसार शिक्षक का विवरण भरें और शिक्षक एक्सेल फ़ाइल अपलोड करें। शिक्षक OASIS कोड OASIS पोर्टल पर दी गई शिक्षक की आईडी है।

Add/Edit Teachers

There are two options to fill in the details of the teachers.

Option 1: Download the sample teachers excel file. Fill the teacher's details as per guidelines given in the file's header line in the spreadsheet and upload the teacher Excel file. Teacher OASIS Code is the ID of teacher given on the OASIS portal.

Sample Teacher Excel File 1

The data in the excel file will be uploaded and show up in the grid as given in the image below. Then, click on the "**Save**" button to finally save the details.

	А	В	С	D
1	Teacher Code (Issued on the CBSE OASIS portal)	Teacher's Full Name (Only alphabets are allowed)	Gender (Select a value from the list)	Designation (Select a value from the list)
2				
3				
4				
5				







केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)



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	Sample Teachers Excel File	Sample_Teachers.alsa				
	Select a File	0	1 Choose File			
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O Please	DO NOT forget to save your cha	inges by clicking the Save b	utton below.			
+ Add a	New Record Delete Selected R	econd(s)			di Esport	B lee
Teach	er's OASIS Code Teacher Name			Gender	Designation	Actions
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विकल्प 2: "नया रिकॉर्ड जोड़ें" बटन पर क्लिक करके शिक्षक विवरण मैन्युअल रूप से जोड़ें। Action कॉलम के अंतर्गत दिए गए आइकन का उपयोग करके व्यक्तिगत डेटा का संपादन और विलोपन किया जा सकता है। "Delete selected records" बटन का उपयोग करके कई रिकॉर्ड हटाए जा सकते हैं।

Option 2: Add the teacher details manually by clicking on "Add a new record" button. Editing and deletion of the individual data can be done using the icons given under the Action column. Multiple records can be deleted using "Delete selected records" button.



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	11233	MEENAKSHI	FEMALE	TGT *	1

विद्यालय .csv फ़ाइल में "Export" बटन का उपयोग करके शिक्षकों के डेटा को डाउनलोड भी कर सकते हैं, जिसे पोर्टल पर अंततः अपलोड किए गए शिक्षकों के विवरण को सत्यापित करने के लिए एक्सेल में खोला जा सकता है।

School can also download the teachers' data using the "**Export**" button in **.csv file** that can be opened up in excel to verify the details of the teachers finally uploaded on the portal.

चरण 7: अगले अनुभाग पर जाएँ, अर्थात, "Teachers Sections"। अपने विद्यालय के एक शिक्षक का चयन करें और शिक्षक द्वारा पढ़ाए जाने वाले अनुभागों (ग्रेड, माध्यम और विषय) का विवरण प्रदान करें। फिर, "Save" पर क्लिक करें।

Step 7: Move onto the next section i.e., "**Teachers Sections**". Select an individual teacher of your school and provide details of the sections taught by the teacher (grade, medium, and subject). Then, click on "**Save**".

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आप" Action "कॉलम के अंतर्गत" Delete "बटन पर क्लिक करके भी व्यक्तिगत डेटा हटा सकते हैं।

You can also delete the individual data by clicking on the "Delete" button under the column "Action".

r No.	Grade	Medium	Section Name	Subject	Action
1	Grade-6	English	A5	Language English	Delete





चरण 8: अगले अनुभाग यानि "Add/Edit Students" पर क्लिक करें

Step 8: Click on the next section i.e., "Add/Edit Students"

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विद्यार्थियों का विवरण भरने के लिए दो विकल्प हैं।

विकल्प 1: प्रतिदर्श विद्यार्थियों (Sample_Student.xlsx) की एक्सेल फ़ाइल डाउनलोड करें। स्प्रेडशीट में फ़ाइल की हेडर लाइन में दिए गए दिशा-निर्देशों के अनुसार छात्रों का विवरण भरें।

There are two options to fill in the details of students.

Option 1: Download the sample students Excel file. Fill the student's details as per guidelines given in the file's header line in the spreadsheet.

Sample Student Excel File 1

ŝ	A	В	D	E	F	G
	Student's Full Name (Only alphabets are allowed)	Father's Full Name (Only alphabets are allowed)	Gender (Select a value from the list)	Date of Birth (dd/mm/yyyy)	Category (Select a value from the list)	Child With Special Needs (CWSN) (Select a value from the list)
	abc	abc fa	Male	01/03/2007	OBC	Visual Impairment

Upload the Excel file filled with student data and click on "Save" button.







केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)



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	τάμη.	40	192	944.2	00/13/2019	OPE	NONE	1

विकल्प 2: "नया रिकॉर्ड जोड़ें" बटन पर क्लिक करके विद्यार्थी विवरण मैन्युअल रूप से जोड़ें। एक्शन कॉलम के अंतर्गत दिए गए आइकन का उपयोग करके व्यक्तिगत डेटा का संपादन और विलोपन किया जा सकता है। "चयनित रिकॉर्ड हटाएं" बटन का उपयोग करके कई रिकॉर्ड हटाए जा सकते हैं।

Option 2: Add the student details manually by clicking on "Add a New Record" button. Editing and deletion of the individual data can be done using the icons given under the Action column. Multiple records can be deleted using "Delete Selected Records" button.

+ Add a New Record	rte Selectrel Record(o)					ф Ð	port 🔒 Save
Student Name	Father Name	Notive Name	Gender	Date of Birth	Category	CWSN	Actions
TEST	ABC	XYZ	MALE	22/12/2015	080	NONE	/ 0
		21					
5.) 'एकीकृत कार्यालय 'Integrated Office C	य परिसर, सेक्टर - 23, द्वारका, omplex, Sector - 23, Dwar	नई दिल्ली - 11007 ka, New Delhi - 1	10077'	Ć		- 🔕

फ़्रोन/Telephone: 011-24050612 वेबसाइट/Website: <u>http://cbseacademic.nic.in</u> ईमेल/e-mail: directoracad.cbse@nic.in



विद्यालय .csv फ़ाइल में "Export" बटन का उपयोग करके विद्यार्थी डेटा भी डाउनलोड कर सकता है जिसे पोर्टल पर अंतिम रूप से अपलोड किए गए विद्यार्थियों के विवरण को सत्यापित करने के लिए एक्सेल में खोला जा सकता है।

School can also download the student data using the "**Export**" button in **.csv file** that can be opened up in excel to verify the details of the students finally uploaded on the portal.

चरण 9: अंतिम अनुभाग यानी "Declaration" पर क्लिक करें और "Submit" बटन पर क्लिक करें।

Step 9: Click on the last section i.e., "Declaration" and click on "Submit" button.

कृपया डेटा की जांच करें क्योंकि विद्यालय अंतिम प्रस्तुति के बाद डेटा को संशोधित नहीं कर सकेगा। Please check data as school will not be able to modify the data after final submission.









Annexure – 4

Data required by the schools for SAFAL Registration

Schools may arrange/collect following data before SAFAL Registration.

1. School's Information:

S. No.	Field	S. No.	Field		
1	Affiliation No.	12	Do you have the required digital infrastructure? (Yes/ No)		
2	School Code	13	Number of Desktops (PCs connected to the same LAN)		
3	School Name	14	Number of Desktops installed with Windows 7/8//8.1/10/11		
4	School Email	15	Number of Desktops with Windows XP or Older Version		
5	School Address	16	Number of Desktops with Linux or Macintosh OS		
6	Region	17	Principal Name		
7	State	18	Principal Mobile		
8	District	19	Nodal Officer Name(IT Teacher Only)		
9	Pin code	20	Nodal Officer Designation		
10	Locality	21	Nodal Officer Mobile		
11	School Management	22	Nodal Office Email		

2. Teacher's data (Data of teachers who taught the current Grade 6 and Grade 9 students during their previous academic years i.e., when they were in Grades 5 and 8, respectively)

Teacher Code (issued on the CBSE OASIS Portal)	Teacher's Full Name (only alphabets are allowed)	Gender (select a value from the list)	Designation (select a value from the list)

Note: Teacher's Code is available at OASIS Portal under Staff Details. Schools are requested to register their teachers on OASIS Portal If they haven't yet registered. Oasis Portal can be accessed at the URL :

https://saras.cbse.gov.in/oasis/login/login







केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय. भारत सरकार के अधीन एक स्वायत्त संगठन) CENTRAL BOARD OF SECONDARY EDUCATION



(An Autonomous Organisation Under the Ministry of Education, Govt. of India)

3. Mapping of Teachers with sections they taught

CDAC Demo School-2 (2022001400	DAC Demo School-2 [2022001400] School Code: 2022001400						
Edit School Details	School Sections	Add/Edit Teachers	Teachers Sections	AddEdR Students	Destimation		
Teacher wise sections							
					instructions		
	Teacher 🔵	Select a Teacher			-		
	Grade 🖯	Select a Grade		3			
	Medium of Instruction	Select a Medium		1			
	Subject O	Select a Subject					
	Sections 0	Sectors					
ft Home							

Note: Inputs of teachers of the Subjects Language (English, Hindi), Mathematics, EVS/ Science required (SAFAL assessment is for grades 6 and 9 for English/ Hindi, Mathematics, EVS/ Science)

4. Student's data (Data of students studying in grade 6th, 9th)

Student's Full Name (only alphabets are allowed)	Father's Full Name (only alphabets are allowed)	Mother's Full Name (only alphabets are allowed)	Date of Birth (dd/mm/yyyy)	Gender (select a value from the list)	Category (select a value from the list)	Child With Special Needs (CWSN) (select a value from the list)







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Annexure – 5

School Code: _____ Affiliation No: _____

Undertaking

We	hereby	undertake	that	the	Digital	Infrastructure	of	the	School

will be upgraded in accordance with the Board's circular no. 10/2023 dated 24.03.2023 and circular no. 02/2024 dated 23.01.2024.

The upgradation of the digital infrastructure will be completed before the commencement of the academic session 2026-27.

Principal N	lame:
--------------------	-------

Manager Name:

Signature:

Signature:

Stamp:

Stamp:

Dated:



