



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body constituted by an Act of the State
Legislature)

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GBSHSE/I.T/CIRCULAR/2022

22nd August 2022

MOST IMPORTANT

CIRCULAR NO : 48

To,

The Heads of all recognized
Secondary and Higher Secondary Schools
Within the jurisdiction of this Board.

Sub: Regarding online submission of student data of class IX/XI for the
Academic year 2022-2023.

Sir/Madam

With reference to the above cited subject, it is informed that this Board has prepared web application for submission data of the students who have enrolled for Class IX/XI for the academic year 2022-23.

1. The online services for feeding of students data is operational from 23rd August, 2022, on www.gbshse.gov.in / www.gbshse.in. Please select **Online Registration (IX & XI)** for registration.
2. Manual to assist online submission of data is provided under instructions.
3. Data entry can be done either by using **single entry form mode** or by using **bulk upload mode**. For more details please refer **instruction manual**.
4. After data entry by Institutions, the Institute shall follow up with their wards to complete students profile within stipulated date. If candidate fails to comply the profile the same shall be completed by the institute within stipulated date.
5. Special care may be taken while feeding Students Name, Parents Name and Date of Birth as this data will be used to print marksheets and certificates of Std X and Std XII respectively.
6. All the institutions are informed to verify their details on the dash board before submitting data. Corrections if any especially e-mail and mobile number of the head of the institution shall be communicated to the I.T. Section of this Board on priority.
7. Therefore, it is enjoined upon all the head of the Institutions to take up immediate steps to complete the online submission of students personal data by 31th September, 2022.

8. In case of any queries **Institutions** may send an email to:
- a. For SSC (North) : gbshse.ssc.north@gmail.com
 - b. For SSC (South) : gbshse.ssc.south@gmail.com
 - c. For HSSC : gbshse.hssc@gmail.com

The same is to be brought to the notice of all concerned.


(Ms. Geraldina L. Mendes)

Secretary