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GUIDELINES TO BE OBSERVED:

1. Download the MS ACCESS Database from the link **Download Blank Database.**
2. Unzip the downloaded file.
3. Enter the student details into the corresponding spaces in the form provided therein along with the photograph of 50 kb (jpeg) in size of the student as per format provided in the portal of the Council.
4. Compress the file in the Zip format.
5. Upload the compress Zip file.
6. Download the broadsheet of uploaded students from link View/Download/Resubmit Enrolment.
7. Take print out of the list in A-4 size and submit to the Council after getting signed by the Principal on or before the closing date of online submission as notified vide this office Notification of even number dated 01/09/2017.
8. Please ensure that the same set of students is not uploaded more than one.
9. Inadvertent mistake(s) in roll number, subject, etc. (if any) committed while uploading to the portal, should be corrected before submission of the print out copy to the Council. However, only one time chance shall be given to the institutions for correction of such mistake(s) in the said printout copy after submission of the same to the Council within 7(seven) days from the closing date of online submission.

N.B.: *The final list of the students will be prepared based on Roll No. and year (not based on name) of the students entered in the uploaded database. Such name is only for convenience to the institutions for reference.*

Yours faithfully,



(Dr. Maisnam Bidyasagar)
Secretary,
Council of Hr. Sec. Edn.,
Manipur.