



To
The Principal / Head
All Schools Affiliated to CBSE

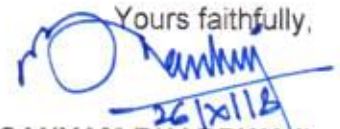
Dear Madam/Sir,

For registration of students of Class IX/XI for the session 2018-19 and for submission of list of candidates (LOC) for Class X/XII examination, 2019, schools have been requested to upload the photographs of the students online. During this process, it has come to the notice of the CBSE that some schools are facing difficulty in uploading of photographs.

To resolve the difficulty faced by the schools, correct procedure for uploading of the photographs is given in Annexure-1 and the hardware, software and manpower requirements in schools for effective use of CBSE's IT Applications/Portal is given at Annexure-2.

Schools are requested to kindly go through both the Annexures and understand them carefully for uploading of photographs and for other activities. All the schools are requested to complete the registration of students as well as list of candidates as per schedule given in the related communications. **LAST DATE WILL NOT BE EXTENDED FOR REGISTRATION AS WELL AS FOR SUBMISSION OF LIST OF CANDIDATES.**

As the Board proposes to conduct examination of skill subjects and for some other subjects also in the latter half of the February 2019, CBSE is in the need of correct data of students for making preparations for the conduct of examinations viz; centre fixation, generation of Roll Nos. etc. hence all the activities may please be completed in time bound manner by the schools.

Yours faithfully,

26/10/18

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

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STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

There are two method for uploading photograph in Registration / LOC Portal:

1. Single Photo Scanning Method
2. Multiple Photo Scanning Method

1. Single Photo Scanning Method

- i) Scan the photograph of the candidate and save it as a jpg file
- ii) Please ensure that the size of the photo is passport size within 40 kb limit
- iii) Save the photograph with registration number of the candidate
- iv) Collect all photographs in one folder
- v) Go to CBSE website and login in Registration/LOC portal
- vi) Go to photo upload option
- vii) Select the class for which photograph is to be uploaded and generate list
- viii) Click on the browse button provided against each candidate
- ix) Select the photograph from the folder and click on upload button
- x) Repeat the above step until all photos are uploaded.

2. Multiple Photo Scanning Method

- i) Ensure that all photos are of the same size
- ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.
- iii) Now open the scanned jpg file in photoshop / paint or any image editing software
- iv) Resize the complete image to 1500 X 1200 pixels
- v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl+C
- vi) Open a new file in the image editor and paste the selected photograph
- vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number
- viii) Repeat this step for all the photographs available in the sheet
- ix) Go to CBSE website and login in Registration/LOC portal

- x) Go to photo upload option
- xi) Select the class for which photograph is to be uploaded and generate list
- xii) Click on the browse button provided against each candidate
- xiii) Select the photograph from the folder and click on upload button
- xiv) Repeat the above step until all photos are uploaded

Note : -

- i) You can generate the check list with photographs to check all photos are correctly uploaded
- ii) In case of correction, you can again-upload the photograph
- iii) Photos can be changed until the data is finalised.
- iv) After finalisation photos cannot be changed.

ANNEXURE-2**HARDWARE, SOFTWARE AND MANPOWER REQUIREMENTS IN SCHOOLS FOR EFFECTIVE USE OF CBSE IT APPLICATIONS/PORTALS**

1.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
OASIS	<ul style="list-style-type: none">○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION)○ MICROSOFT EXCEL (PREFERRABLY 2010 OR HIGHER VERSION)	<ul style="list-style-type: none">○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE)○ MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING)○ UPS (IN CASE OF DESKTOP)	<ul style="list-style-type: none">○ PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & GEO-TAGGING
HPE	<ul style="list-style-type: none">○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION)	<ul style="list-style-type: none">○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE)○ MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING)○ UPS (IN CASE OF DESKTOP)	<ul style="list-style-type: none">○ PERSON WITH KNOWLEDGE OF COMPUTERS
REGISTRATION	<ul style="list-style-type: none">○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION)○ MICROSOFT EXCEL (PREFERRABLY 2010 OR HIGHER VERSION)○ PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED)	<ul style="list-style-type: none">○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE)○ SCANNER (FOR SCANNING CANDIDATES PHOTOS)○ LASER PRINTER (FOR PRINTING HARD COPY OF CANDIDATE LIST)○ UPS (IN CASE OF DESKTOP)	<ul style="list-style-type: none">○ PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

4.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
LOC	<ul style="list-style-type: none"> ○ MICROSOFT EXCEL (PREFERRABLY 2010 OR HIGHER VERSION) ○ PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ SCANNER (FOR SCANNING CANDIDATES PHOTOS) ○ LASER PRINTER (FOR PRINTING HARD COPY OF CANDIDATE LIST) ○ UPS (IN CASE OF DESKTOP) 	PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
5. HERITAGE QUIZ: Stage 1- Registration	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ UPS (IN CASE OF DESKTOP) 	○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
6. HERITAGE QUIZ: Stage 2- Registration	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ UPS (IN CASE OF DESKTOP) 	○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS

7.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
SCIENCE EXHIBITION	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
KNOW YOUR APTITUDE (KYA)	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
OSAMS	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ SCANNER (FOR SCANNING DOCUMENTS TO UPLOAD) ○ PRINTER (FOR PRINTING HARD COPY OF DOCUMENTS) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING

10.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
ADHYAPAK (Examiners' Data Bank)	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
	e-IG	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) ○ MICROSOFT EXCEL (PREFERRABLY 2010 OR HIGHER VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTER (FOR PRINTING HARD COPY OF GRADE LIST) ○ UPS (IN CASE OF DESKTOP)
IAPX		<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) ○ MICROSOFT EXCEL (PREFERRABLY 2010 OR HIGHER VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) ○ UPS (IN CASE OF DESKTOP)

13.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ SCANNER (FOR SCANNING CANDIDATES PHOTOS) ○ LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) ○ UPS (IN CASE OF DESKTOP) 	PERSON WITH GOOD KNOWLEDGE OF COMPUTER & SCANNING
14.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) ○ MICROSOFT EXCEL (PREFERRABLY 2010 OR HIGHER VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ SCANNER (FOR SCANNING CANDIDATES PHOTOS) ○ LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
15.	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTERS (FOR PRINTING HARD COPY OF CANDIDATE LIST, ADMIT CARDS AND ATTENDANCE SHEETS ETC) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTER

e-PRAC

e-THEORY

e-PARIKSHA