



Government of West Bengal
Office of the District Inspector of Schools
(Secondary Education); Bankura
Phone No. 03242-253305; e-mail: disebankura@gmail.com

Memo No: 1925 /S

Date: 01.07.2019.

From : The District Inspector of Schools (S.E.), Bankura.

To : The HOI of all Jr. High/ New Set up Upper Primary/Secondary & Higher Secondary Schools
& Madrasah
under this district.

Sub:- **Submission of on line SCHOOL INFORMATION like previous year.**

In connection with the subject stated above , she/he is requested to submit the SCHOOL INFORMATION through online within 10.07.2019 positively. He/She will verify the data of the last year at the time of filling up the information. He/ She has to edit only the previous data where needed .The procedure & steps for filling up this information is annexed in another page.

[Handwritten signature]
01.07.19

District Inspector of Schools(SE)
Bankura

Memo No: 1925/1(3) /S

Date: 01.07.2019.

Copy forwarded to:

- 1) The Assistant Inspector of Schools, Bankura Sadar/ Bishnupur/ Khatra Sub-Division with a request for supervision of this work.
- 2) The Assistant Inspector of Schools, Kotulpur /Joypur/Bishnupur/Indas/Onda/Bankura-II/Indpur / Chhatna Block with a request to monitor of his/her Block so that all schools upload the School Information.
- 3) All The Sub-Inspector of Schools, Circle level with a request to monitor all schools under his/her jurisdiction & upload the information of the New set up Upper Primary School where he/she is uploading salary bill. No School will be left out where salary is going on.

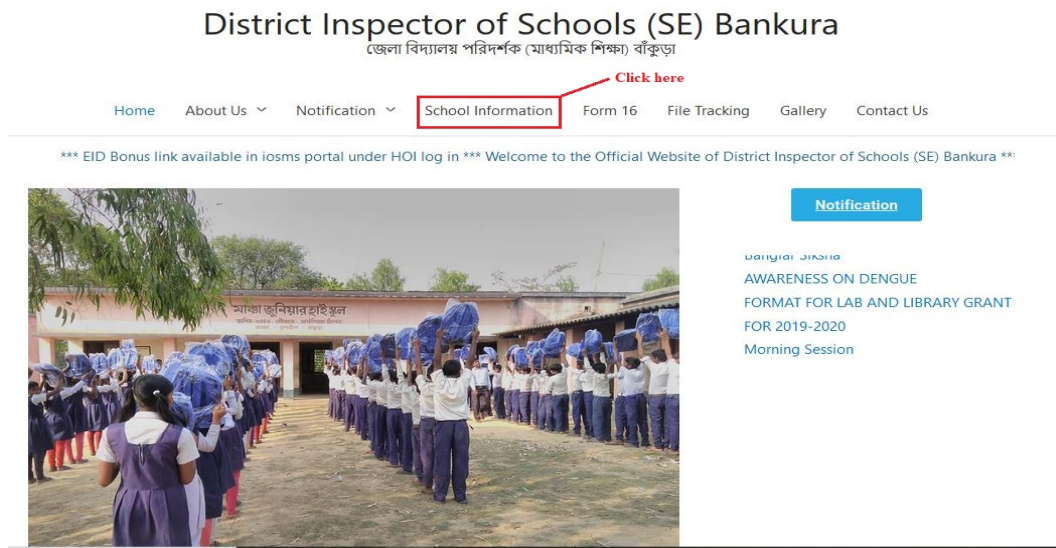
[Handwritten signature]
01.07.19

District Inspector of Schools(SE)
Bankura

How to fill 'School Information' form online

Online Integrated School Information form has been designed to make the process of providing various school related data in a comprehensive way at your ease. Previous year total 808 schools successfully filled data online. As we have made those old data available at your end for making necessary correction, there remains opportunity to enter new data that was not incorporated earlier. You are requested to follow the process mentioned hereunder.

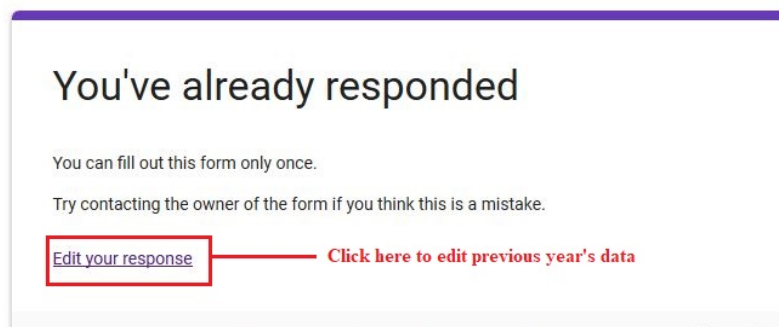
1. Go to www.disebankura.in and click on School Information Menu option.



2. The following screen will appear **if you are logged in with your school gmail (Google mail) account in the browser:**



School Information



3. The following screen will appear and you can edit your previous year's submitted data or enter new data in the desired fields:

School Information

22/06/1965

Recognition letter No. as High School *

1013/G

Recognition letter Date. as High School *

11/04/1974

Recognition letter No. as Higher Secondary School *

DSASD/288/Recog/02

Showing previous year's submitted data. Change, if required

This screenshot shows the 'School Information' section of a Google Form. It contains several text input fields. The first field is 'Recognition letter No. as High School *' with the value '1013/G'. A red box highlights this field, and a red arrow points to it with the text 'Showing previous year's submitted data. Change, if required'. Below it is 'Recognition letter Date. as High School *' with the value '11/04/1974'. The next field is 'Recognition letter No. as Higher Secondary School *' with the value 'DSASD/288/Recog/02'. The date '22/06/1965' is visible at the top of the form section.

4. Click on next to go to the next section of the form:

Recognition letter Date as Higher Secondary School *

08/08/2002

NEXT

Click here to go the next section

Page 1 of 5

Never submit passwords through Google Forms.

You're editing your response. Sharing this URL allows others to also edit your response. **OPEN BLANK FORM**

This screenshot shows the form after the 'NEXT' button is clicked. The title is 'Recognition letter Date as Higher Secondary School *' with the value '08/08/2002'. A red box highlights the 'NEXT' button, and a red arrow points to it with the text 'Click here to go the next section'. The page number 'Page 1 of 5' is shown. At the bottom, there is a notification bar that says 'You're editing your response. Sharing this URL allows others to also edit your response.' and a button 'OPEN BLANK FORM'. A warning icon is also present.

5. Final screen to submit the form:

If "Yes" Date of Formation Of the Committee *

27/11/2017

BACK **SUBMIT**

Click submit button to final submit

Page 5 of 5

Never submit passwords through Google Forms.

GoogleForms This content is neither created nor endorsed by Google.

This screenshot shows the final form screen. The title is 'If "Yes" Date of Formation Of the Committee *' with the value '27/11/2017'. A red box highlights the 'SUBMIT' button, and a red arrow points to it with the text 'Click submit button to final submit'. The page number 'Page 5 of 5' is shown. At the bottom, there is a notification bar that says 'Never submit passwords through Google Forms.' and the GoogleForms logo. A warning icon is also present.

6. If you are not logged in with your school gmail (Google mail) account in the browser the following screen will appear

School Information

The screenshot shows a web form titled "Integrated School Information Form" with a subtitle "Formerly known as - Proforma - A,B,C,D,E (Fill all the fields as prescribed)" and a note "Please fill all text field in CAPITAL letters only". There are input fields for "Email address" and "Name of the school". A modal box titled "Sign in to continue" is overlaid on the form, containing the text "To fill out this form, you must be signed in. Your identity will remain anonymous." and a link "Report Abuse". A red box highlights the "SIGN IN" button in the modal, with a red arrow pointing to it from a yellow text box that says "Click here to enter school's gmail ID & password".

7. Remember your school's gmail ID is mandatory to enter the details of 'School Information' system. See the next screen and follow instruction

The screenshot shows the Google Sign in page. At the top is the Google logo, followed by "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" with a red placeholder text "Enter school's gmail id & password to proceed". There are links for "Forgot email?", "Not your computer? Use a private browsing window to sign in. Learn more", and "Create account". A blue "Next" button is at the bottom right. At the very bottom of the page, there are links for "English (United Kingdom)", "Help", "Privacy", and "Terms".

8. Now follow step 3 to 5 to complete.

-----Thank you-----