



## **Standard Operating Procedure for various online processes through Sabooj Sathi Portal in Phase VII for the students of Class IX of Academic Year 2021**



<https://wbsaboojsathi.gov.in>

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### **1. Who are Eligible?**

Students of Class IX of Academic Year 2021 in Government Run and Government Aided Schools and Madrasahs.

### **2. Student Profile Entry, Finalization and Validation:**

- a) In Sabooj Sathi Phase VII, student profiles (Class IX) of eligible schools have been imported from Banglar Shiksha Portal (<https://banglarshiksha.gov.in>). The eligible schools except Madrasahs (as student profiles of Madrasahs are not available in Banglar Shiksha Portal as yet) will find profiles of students of Academic Year 2021 already filled in.
- b) Government Run and Government Aided Madrasahs and Schools for which data are not available in Banglar Shiksha Portal will adopt existing procedure for entry of students profiles, finalization and validation etc.
- c) Schools and Madrasahs will login with their respective credentials (<https://wbsaboojsathi.gov.in>) and find the menu for entry of student profiles for Phase VII.
- d) In case, the School name is not found in Sabooj Sathi Portal, the same may be intimated to the Department as per existing procedure.
- e) By entering to the menu, schools will either find students profiles already filled in. In case, a particular Student's profile is not available, the same can be entered afresh as new profile.
- f) The schools who will find profiles of students have already filled in – shall verify each student's record. **The verification of each student's profile is mandatory.** They will be able to edit only Contact No & Address in the already filled in data. In case there is a need to update other fields, the concerned profile should be rejected & entered afresh.
- g) One field "Whether already received bi-cycle" will have to be updated for each profile.
- h) **After necessary verification and correction (if required) in student's profile, school will check the declaration box and then submit.**
- i) All student profiles (imported from Banglar Shiksha Portal or, entered afresh) have to be finalized and submitted after completion of addition, deletion and correction etc. through respective menus.
- j) **The "Click to Finalize" button will only appear after completion of verification of all student profiles.**
- k) The schools who will not find prefilled student profiles shall adopt existing SOP for entering student profiles, finalization and validation.
- l) **After clicking on "Click to Finalize" button, student's profile verification, edit, entry etc. option will be locked at school login. School will not able to change/modify any student profile after finalization.**
- m) After completion of student profiles entry process, the data would be validated at the next higher level by SIS/ASI/DI and District Nodal Officers through their respective logins.

**3. Generation of Bi-cycle Distribution Muster Roll:** The process will remain unchanged.

**4. Creation of Delivery Locations and tagging with Schools and Madrasahs by the BDOs through their respective logins:** The process will remain unchanged. The BDOs may either edit or add or delete the existing delivery locations. **However, they have to tag schools afresh in Phase VII even if the Delivery Locations remain unchanged.**

**5. Uploading of distribution records:** The process will remain unchanged.

Sd-  
Managing Director