



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



के.मा.शि.बो./निदेशक(शैक्षणिक)/2024

दिनांक: 26 जून, 2024

परिपत्र संख्या- शैक्षणिक-49/2024

**SAFAL 2024-25 के लिए पंजीकृत
सीबीएसई से संबद्धित विद्यालयों के प्रमुख एवं प्रबंधक**

विषय: CBSE Structured Assessment for Analyzing Learning (SAFAL)- 2024-25

Structured Assessment for Analyzing Learning (SAFAL), राष्ट्रीय शिक्षा नीति (NEP) 2020 के अनुच्छेद 4.40 की अनुशंसा के अनुसार एक योग्यता-आधारित निदानात्मक मूल्यांकन है जो कि के.मा.शि.बो. द्वारा जुलाई, 2021 में अपने विद्यालयों में शुरू किया गया था। शिक्षा की गुणवत्ता बढ़ाने और योग्यता-केन्द्रित शिक्षा को बढ़ावा देने के हमारे निरंतर प्रयासों के अंतर्गत, सीबीएसई से संबद्ध विद्यालयों की कक्षा 5 और 8 के विद्यार्थियों के लिए जुलाई 2024 में SAFAL का आयोजन किया जा रहा है। मूल्यांकन की विस्तृत कार्यसूची अनुलग्नक-1 में दी गयी है।

इस मूल्यांकन के प्रभावी संचालन के लिए निम्नलिखित बातों पर ध्यान दिया जाना चाहिए:

1. SAFAL एक निदानात्मक (diagnostic) मूल्यांकन है जिसका उद्देश्य शिक्षार्थियों द्वारा दक्षताओं की उपलब्धि का आकलन करना है। यह न तो एक प्रतियोगिता है और न ही अर्हकारी/प्रमाणन परीक्षा है। SAFAL का प्राथमिक उद्देश्य उस क्षेत्र का निदान करना है जहाँ विद्यालय में गुणवत्तापूर्ण शिक्षण-अधिगम के लिए अधिक प्रयासों की आवश्यकता है।
2. SAFAL एक योग्यता आधारित मूल्यांकन है अतः इसके लिए किसी विशेष प्रकार की कक्षा लेने या तैयारी करने की आवश्यकता नहीं है। इसके लिए योग्यता केन्द्रित और अधिगम केन्द्रित कक्षा शिक्षण ही पर्याप्त है।
3. सभी प्रतिभागी विद्यालयों को केवल विद्यालय-स्तरीय दक्षता रिपोर्ट ही प्रदान की जाएगी। संबंधित विद्यालय केवल स्वयं की ही SAFAL रिपोर्ट का अवलोकन कर सकेंगे, वह किसी अन्य विद्यालय की रिपोर्ट नहीं देख सकेंगे।
4. SAFAL मूल्यांकन की विद्यालय स्तरीय रिपोर्ट सार्वजनिक नहीं की जाएगी और न ही किसी अन्य विद्यालय के साथ साझा की जायगी। ऐसा परिणामों की गोपनीयता सुनिश्चित करने के साथ-साथ इस उद्देश्य से किया जाएगा कि विद्यालय SAFAL रिपोर्ट के माध्यम से प्रदान किए गए परिणामों और प्रतिपुष्टि से अधिकतम लाभ प्राप्त करने में सक्षम हों।

जारी है...2



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली -110002

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5. SAFAL विद्यालयों में शिक्षण-सीखने की पद्धतियों के मूल्यांकन का एक माध्यम है और इसे केवल इसी भावना से लिया जाना चाहिए।
6. यह सुनिश्चित करना विद्यालय प्राधिकारियों की जिम्मेदारी है कि बोर्ड द्वारा समय-समय पर उपलब्ध कराए गए SAFAL के लिए मानक संचालन प्रक्रियाओं और दिशानिर्देशों के अनुसार, उनके विद्यालयों में SAFAL मूल्यांकन पूरी ईमानदारी और निष्ठा के साथ आयोजित किया जाए।
7. इस बात पर विशेष ध्यान दिया जाए कि इस मूल्यांकन के संचालन के दौरान तकनीकी फुट- प्रिंट रिकॉर्ड पर होंगे और डाटा का विश्लेषण किया जाएगा।

इस प्रतिष्ठित परियोजना हेतु आपका निरंतर सहयोग सदैव अपेक्षित है।

(डॉ० प्रज्ञा एम० सिंह)
निदेशक (शैक्षणिक)



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नीचे दर्शाए अनुसार निदेशालयों, संगठनों और संस्थानों के संबंधित प्रमुखों को उनके अधिकार क्षेत्र के अंतर्गत सभी विद्यालयों को सूचना प्रसारित करने के अनुरोध के साथ प्रति:

1. आयुक्त, केन्द्रीय विद्यालय संगठन, 18 इंस्टीट्यूशनल एरिया, शहीद जीत सिंह मार्ग, नई दिल्ली-16
2. आयुक्त, नवोदय विद्यालय समिति, बी-15, सेक्टर-62, इंस्टीट्यूशनल एरिया, नोएडा-201, 309
3. सचिव, एकलव्य आदर्श आवासीय विद्यालय (ईएमआरएस), जनजातीय कार्य मंत्रालय, भारत सरकार।
4. सचिव, सैनिक विद्यालय सोसायटी, कमरा नंबर 101, डी-1 विंग, सेना भवन, नई दिल्ली-110001
5. अध्यक्ष, ओडिशा आदर्श विद्यालय संगठन, एन-1/9, दूरदर्शन केंद्र के पास, पीओ सैनिक विद्यालय नयापल्ली, भुवनेश्वर, ओडिशा-751005
6. शिक्षा निदेशक, शिक्षा निदेशालय, दिल्ली सरकार, पुराना सचिवालय, दिल्ली-110 054
7. सार्वजनिक निर्देश निदेशक (विद्यालय), केंद्र शासित प्रदेश सचिवालय, सेक्टर 9, चंडीगढ़ -160017
8. शिक्षा निदेशक, सिक्किम सरकार, गंगटोक, सिक्किम -737101
9. विद्यालय शिक्षा निदेशक, अरुणाचल प्रदेश सरकार ईटानगर -791 111
10. शिक्षा निदेशक, अंडमान और निकोबार द्वीप समूह सरकार, पोर्ट ब्लेयर - 744101
11. विद्यालय शिक्षा निदेशक, लद्दाख, कमरा नंबर 101-102, भूतल, परिषद सचिवालय, कुर्बाथांग, कारगिल - लद्दाख
12. विद्यालय शिक्षा निदेशक, आंध्रप्रदेश, तीसरी मंजिल, बी ब्लॉक, अंजनेय टावर्स, वीटीपीएस रोड, भीमाराजूगुट्टा, इब्राहिमपटनम, आंध्रप्रदेश - 521 456
13. निदेशक, केंद्रीय तिब्बती विद्यालय प्रशासन, ईएसएसईएस प्लाजा, सामुदायिक केंद्र, सेक्टर-3, रोहिणी, दिल्ली
14. सेना शिक्षा के अतिरिक्त महानिदेशक, ए-विंग, सेनाभवन, डीएचक्यू, पीओ, नई दिल्ली -110001
15. सचिव, एडब्ल्यूईएस रक्षा मंत्रालय (सेना)का एकीकृत मुख्यालय, एफडीआरसी बिल्डिंग नंबर 202, शंकर विहार (एपीएस के पास), दिल्ली कैंट -110010
16. अध्यक्ष, केमाशिबो के उप सचिव
17. सचिव/परीक्षा नियंत्रक/सभी निदेशक, केमाशिबो
18. केमाशिबो के सभी क्षेत्रीय निदेशकों/क्षेत्रीय अधिकारियों को इस अनुरोध के साथ कि वे इस परिपत्र को अपने-अपने क्षेत्रों में बोर्ड के संबद्ध विद्यालयों के सभी प्रमुखों को भेजें।
19. सभी संयुक्त सचिव/उपसचिव/अवर सचिव/सहायक सचिव, केमाशिबो
20. सभी प्रमुख/प्रभारी, उत्कृष्टता केंद्र, केमाशिबो
21. प्रभारी आईटी एकक को इस अनुरोध के साथ कि इस परिपत्र को केमाशिबो की शैक्षणिक वेबसाइट पर डाला जाए
22. प्रभारी, पुस्तकालय
23. रिकॉर्ड फ़ाइल

निदेशक (शैक्षणिक)



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली -110002

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CBSE/Director (Academics)/2024

Date: 26th June, 2024
Circular No:-Acad-49/2024

To,

The Heads and Managers of CBSE Schools
registered for SAFAL 2024-25.

Subject: Structured Assessment for Analyzing Learning (SAFAL) - 2024-25

SAFAL: Structured Assessment for Analyzing Learning (SAFAL), a competency-based diagnostic assessment as per the recommendation of the National Education Policy (NEP) 2020 at para 4.40, was launched by CBSE in its affiliated schools in July, 2021. As part of our continuous efforts to enhance the quality of education and foster competency-focused learning, SAFAL is being conducted in July 2024 for the students of grades 5 and 8 of schools affiliated to CBSE. The detailed schedule of assessment is given at annexure- 1.

The following points should be noted for effective conduct of this assessment:

1. SAFAL is a diagnostic assessment aimed at assessing the achievement of competencies by learners. This is neither a competition nor a qualifying/certification exam. The primary purpose of SAFAL is to diagnose the areas where more efforts are required for quality teaching-learning in the school.
2. As SAFAL is a competency based assessment, no extra class or specific preparation is needed. Classroom teaching that is competency focused and learner centric is sufficient.
3. Only the school-level competency reports will be given to all participating schools. Schools will be able to see only their own report without any comparison with any other school.
4. The school level reports of SAFAL assessments will not be made public and will not be shared with any other school. This will be done to ensure that the results remain confidential and the school is able to extract maximum benefit from the results and feedback provided through the SAFAL reports.
5. Thus, SAFAL is a tool for assessment of the teaching-learning practices at schools and should be taken with this spirit only.

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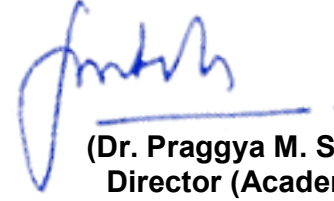
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6. It is the responsibility of the school authorities to ensure that the SAFAL assessment is conducted in their schools with utmost sincerity and integrity, as per standard operating procedures and guidelines for SAFAL provided by the Board from time to time.
7. It is highlighted that the technical foot-prints will be on record during the administration of this assessment and data scrutiny will be carried out.

We look forward to your continued support for this prestigious project.


(Dr. Praggya M. Singh)
Director (Academics)



‘शिक्षा सदन’ ,17 राऊज़ एवेन्यू ,इंस्टीट्यूशनल एरिया, नई दिल्ली –110002
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Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001
5. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005
6. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
7. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
8. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
9. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
10. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
11. The Director of School Education, Ladakh, Room No.101-102, Ground Floor, Council Secretariat, Kurbathang, Kargil – Ladakh
12. The Director of School Education, Andhra Pradesh, 3rd Floor, B block, Anjaneya Towers, VTPSRd, Bhimaraju Gutta, Ibrahimpatnam, Andhra Pradesh – 521 456
13. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector -3, Rohini, Delhi
14. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
15. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
16. DS to Chairperson, CBSE
17. Secretary/ Controller of Examinations/ All Directors, CBSE
18. All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
19. All Joint Secretary/ Deputy Secretary/ PPS/SPS/Under Secretary/Assistant Secretary, CBSE
20. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
21. In charge IT Unit with the request to put this Circular on the CBSE Academic Website
22. In-Charge, Library
23. Record File

Director (Academics)



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली –110002

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Annexure- 1

Schedule of Activities for schools registered for SAFAL 2024-25

Activities	S. No.	Details of the Activities	Specifics	Timeline
Pre SAFAL Activities	1.	Edit window	Data review and editing by schools	28 th June to 5 th July, 2024 (will not be extended).
SAFAL	A.	SAFAL for English medium schools	22 nd July to 12 th August, 2024	11974 Schools will participate
	2.	Grade 8	Science	22.07.2024 (Monday) 23.07.2024 (Tuesday)
			Maths	24.07.2024 (Wednesday) 25.07.2024 (Thursday)
			Language	26.07.2024 (Friday) 29.07.2024 (Monday)
	3.	Grade 5	EVS	30.07.2024 (Tuesday) 31.07.2024 (Wednesday)
			Maths	01.08.2024 (Thursday) 02.08.2024 (Friday)
			Language	05.08.2024 (Monday) 06.08.2024 (Tuesday)
	4.	Buffer days		07.08.2024 (Wednesday) 08.08.2024 (Thursday) 09.08.2024 (Friday) 12.08.2024 (Monday)



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B.	SAFAL Pilot for Hindi medium schools	20th August to 28th August, 2024	In 671 (approx.) Schools will participate
5.	Grade 8	Science	20.08.2024 (Tuesday)
		Maths	21.08.2024 (Wednesday)
		Language	22.08.2024 (Thursday)
6.	Grade 5	EVS	23.08.2024 (Friday)
		Maths	27.08.2024 (Tuesday)
		Language	28.08.2024 (Wednesday)
7.	Buffer days		29.08.2024 (Thursday)
			30.08.2024 (Friday)

Please note: Due to the closure of schools, one more cycle **ONLY for schools in Middle Eastern countries and those in the states of Meghalaya, Nagaland, Arunachal Pradesh, Assam and Himachal Pradesh shall be conducted in the month of September 2024. Schools need to participate **ONLY** as per the schedule given above.*

Process for Editing

Note: The Edit Window will be open from 28th June 2024 to 5th July 2024. It will give **registered** schools an opportunity to review and edit/update the data submitted during SAFAL 2024-25 registration.

During this window, schools must review and make necessary corrections, if required.

Schools are requested to:

1. Ensure that data of students in Grades 6 and 9 for the academic year 2024-25 is entered (those who have been in grades 5 and 8 in the academic session 2023-24).
2. Fill only the CORRECT numbers of computers, available in school, connected to SINGLE LAN. Please note, that the batch size of students appearing for the assessment depends entirely upon the numbers of computers connected to a SINGLE LAN
3. Select "Hindi" only if the school is a Hindi-medium school. This selection will help the school to participate in the SAFAL Hindi Pilot (August 2024) for the students who are studying with the medium Hindi.
4. Review and correct any other details such as teacher information (those who have taught Grades 5 and 8 in Academic Session 2023-24) or any other incorrect entries.



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली -110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





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Process of Editing SAFAL Registration Data During Edit Window

Step 1: Open SAFAL portal using this URL: <https://cbsesafal.in/login>

SAFAL/सफल
Structured Assessment For Analyzing Learning

Login

Affiliation No. / Username ⓘ
Enter Affiliation No.

Password ⓘ
Enter OASIS password

$9-4=$ ⓘ
Evaluate the arithmetic expression and enter the answer below.

Login



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Step 2: Enter the LOC/ OASIS credentials to login into SAFAL portal

SAFAL/सफल
Structured Assessment For Analyzing Learning

Login

Affiliation No. / Username ⓘ
Enter Affiliation No.

Password ⓘ
Enter OASIS password

$9 - 4 = ?$
Evaluate the arithmetic expression and enter the answer below.

Login



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Step 3: After login Click on “**Edit School Details**” section, fill in all the basic details of school and press ‘**Save**’ button to save the details.

Edit School Details | School Sections | Add/Edit Teachers | Teachers Sections | Add/Edit Students | Declaration

Edit School Details

Please note that ALL fields in this form are mandatory

Affiliation No. XXXXXXXX
School Code 99997
School Name DUMMY SCHOOL SK
School Email 99997@cbseshiksha.in

Region **1**

State **1**

Country **1**

Pincode **1**

School Address **1**

Locality **1**

School Management **1**



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Do you have the required digital infrastructure? Yes No

Please make sure that you have read the digital infrastructure requirements

Number of PCs connected to a single LAN: 10 (Total of below)

Number of Desktops installed with Windows 7/8//8.1/10/11

Number of Desktops with Windows XP or Older Version

Number of Desktops with Linux or Macintosh OS Linux OS Requirement

Principal Name

Principal Mobile

Nodal Officer Name (IT Teacher only)

Nodal Officer Designation

Nodal Officer Mobile

[Home](#) [Save](#) [Next](#)

Step 4: After saving the school details, open the next tab “**School Sections**”. Instructions given above will appear when you click on this tab.

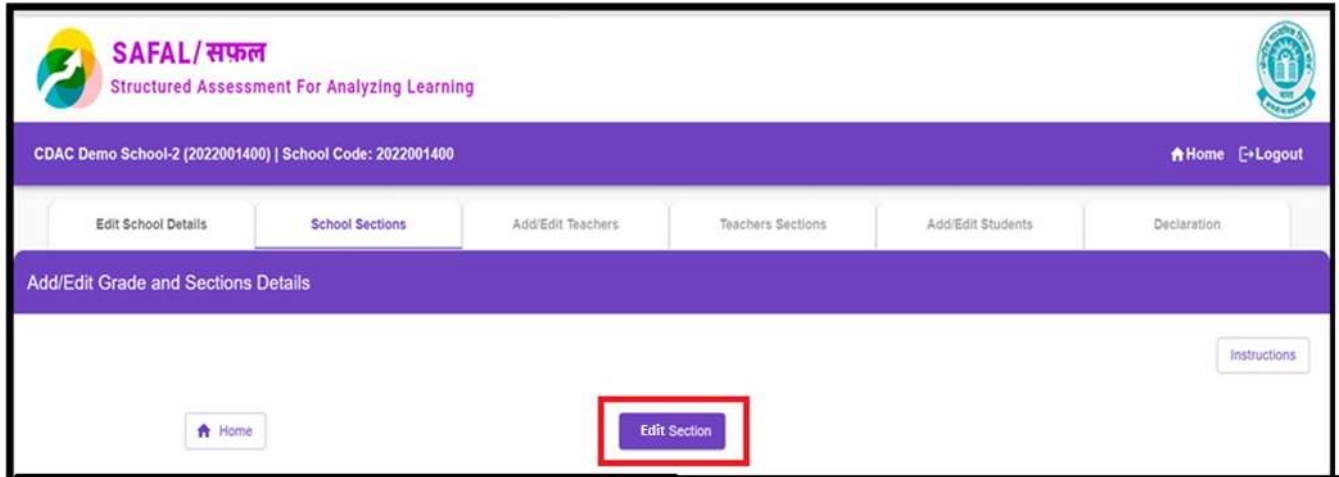


केन्द्रीय माध्यमिक शिक्षा बोर्ड

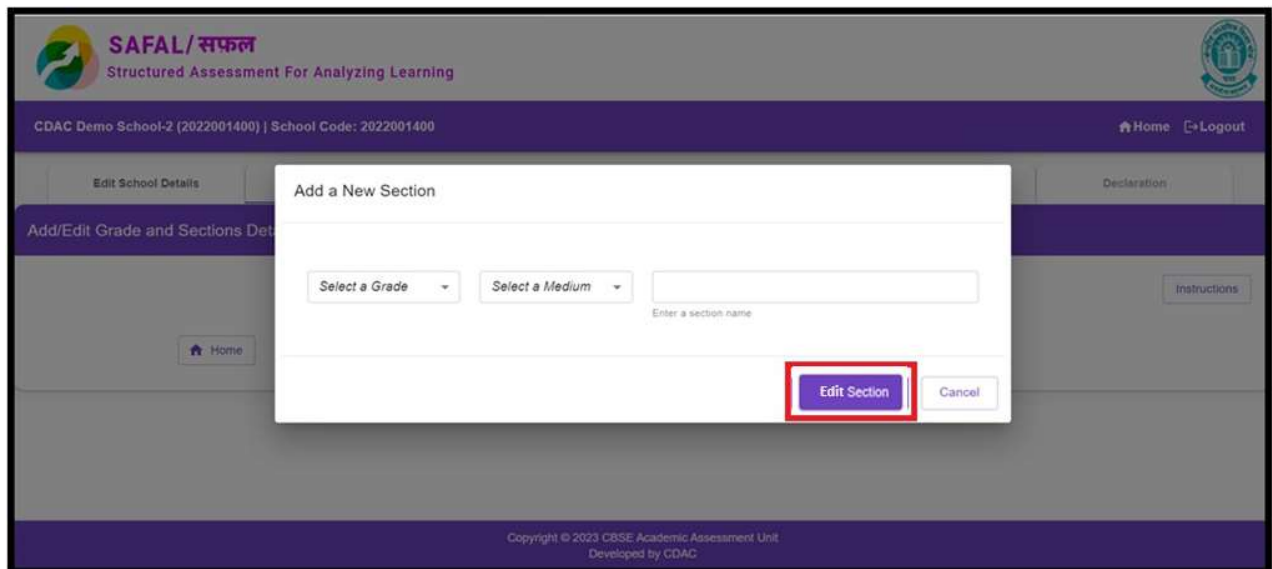
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

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Step 5: In this provide details of grade and section wise medium of instruction, of your school by clicking on “**Edit Section**”.



You can Edit multiple sections using “**Edit Section**” button again.





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Sections in Grade-8 English Medium

- > Section - 525 [Edit] [Delete]
- > Section - A [Edit] [Delete]

Sections in Grade-5 English Medium

- > Section - A [Edit] [Delete]

Sections in Grade-8 Hindi Medium

- > Section - R [Edit] [Delete]

Home [Edit Section] Next

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Step 6: Then, click on the “Next” button to access the next section i.e., “Add/Edit Teachers”. Alternatively, you can click on tab **Add/Edit Teachers** to access that section.

Edit School Details | School Sections | **Add/Edit Teachers** | Teachers Sections | Add/Edit Students | Declaration

Add/Edit Teachers [Instructions]

Sample Teachers Excel File [Sample_Teachers.xlsx](#)

Select a File [Choose File]

Upload file size upto 1MB.

+ Add a New Record [Delete Selected Record(s)]

<input type="checkbox"/>	Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions
No Record(s)					

There are two options to edit the details of the teachers.



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Option 1: Download the sample teachers excel file. Fill the teacher's details as per guidelines given in the file's header line in the spreadsheet and upload the teacher Excel file. Teacher OASIS Code is the ID of teacher given on the OASIS portal.

A	B	C	D
Teacher Code (Issued on the CBSE OASIS portal)	Teacher's Full Name (Only alphabets are allowed)	Gender (Select a value from the list)	Designation (Select a value from the list)
6	AAA	Female	TGT
7	BBB	Male	PGT

[Sample Teacher Excel File 1](#)

The data in the excel file will be uploaded and show up in the grid as given in the image below. Then, click on the **“Save”** button to finally save the details.

Navigation: Edit School Details | School Sections | **Add/Edit Teachers** | Teachers Sections | Add/Edit Students | Declaration

Instructions

Sample Teachers Excel File [Sample_Teachers.xlsx](#)

Select a File

Upload file size upto 1MB.

+ Add a New Record | Delete Selected Record(s) | Export | **Save**

<input type="checkbox"/>	Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions
<input type="checkbox"/>	112332	ANIL SINGH	MALE	OTHER	
<input type="checkbox"/>	112333	MANVI SHARMA	FEMALE	TGT	
<input type="checkbox"/>	11233	MEHAK SHARMA	FEMALE	PRT	



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Option 2: Add the teacher details manually by clicking on “**Add a new record**” button.

Editing and deletion of the individual data can be done using the icons given under the **Action** column. Multiple records can be deleted using “**Delete selected records**” button.

The screenshot shows a web interface for managing teacher records. At the top, there are two buttons: "+ Add a New Record" (highlighted with a red box) and "Delete Selected Record(s)". To the right are "Export" and "Save" buttons. Below is a table with the following columns: Teacher's OASIS Code, Teacher Name, Gender, Designation, and Actions. The table contains 9 rows of data.

Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions	
<input type="checkbox"/>	112332	ANIL SINGH	MALE	OTHER	
<input type="checkbox"/>	112333	MANVI SHARMA	FEMALE	TGT	
<input type="checkbox"/>	11233	MEHAK SHARMA	FEMALE	PRT	
<input type="checkbox"/>	1123379	PALAK JAIN	FEMALE	TGT	
<input type="checkbox"/>	112337	PRIYANKA AGARWAL	FEMALE	TGT	
<input type="checkbox"/>	1	SUNITA ARORA	FEMALE	TGT	
<input type="checkbox"/>	1123373	SUSHILA RAI	FEMALE	TGT	
<input type="checkbox"/>	11233721	TEST	FEMALE	PGT	

School can also download the teachers' data using the “**Export**” button in **.csv file** that can be opened up in excel to verify the details of the teachers finally uploaded on the portal.



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Step 7: Move onto the next section i.e., “**Teachers Sections**”. Select an individual teacher of your school and provide details of the sections taught by the teacher (grade, medium, and subject). Then, click on “**Save**”.

CDAC Demo School-2 (2022001400) | School Code: 2022001400 Home Logout

Edit School Details | School Sections | Add/Edit Teachers | **Teachers Sections** | Add/Edit Students | Declaration

Teacher wise sections Instructions

Teacher

Grade

Medium of Instruction

Subject

Sections

Edit School Details | School Sections | Add/Edit Teachers | **Teachers Sections** | Add/Edit Students | Declaration

Section added successfully. Instructions

Teacher

Grade

Medium of Instruction

Subject

Sections

Teacher: ABC

Sr No.	Grade	Medium	Section Name	Subject	Action
1	Grade-5	English	A	Language English	Delete



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You can also delete the individual data by clicking on the “Delete” button under the column “Action”.

Teacher: ABC

Sr No.	Grade	Medium	Section Name	Subject	Action
1	Grade-5	English	A	Language English	Delete
2	Grade-5	English	A	Mathematics	Delete
3	Grade-5	English	A	EVS	Delete

Step 8: Click on the next section i.e., “Add/Edit Students”

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CDAC Demo School-2 (2022001400) | School Code: 2022001400

Home Logout

Edit School Details School Sections Add/Edit Teachers Teachers Sections **Add/Edit Students** Declaration

Add/Edit Students

Instructions

Sample Student Excel File **Sample_Students.xlsx**

Grade Select a Grade

Medium of Instruction Select a Medium

Section Select a Section

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There are two options to fill in the details of students.

Option 1: Download the sample students Excel file. Fill the student’s details as per guidelines given in the file's header line in the spreadsheet.



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Sample Student Excel File 1

A	B	D	E	F	G
Student's Full Name (Only alphabets are allowed)	Father's Full Name (Only alphabets are allowed)	Gender (Select a value from the list)	Date of Birth (dd/mm/yyyy)	Category (Select a value from the list)	Child With Special Needs (CWSN) (Select a value from the list)
abc	abc fa	Male	01/03/2007	OBC	Visual Impairment

Upload the Excel file filled with student data and click on “Save” button.

The screenshot shows the 'Add/Edit Students' interface. At the top, a green message box states: "File data loaded successfully! Please cross-check it once before saving it to the server." Below this, there are dropdown menus for 'Sample Student Excel File' (Sample_Students.xlsx), 'Grade' (Grade-5), 'Medium of Instruction' (English), and 'Section' (A). A 'Choose File' button is also present. At the bottom, there is a table with columns: Student Name, Father Name, Mother Name, Gender, Date of Birth, Category, CWSN, and Actions. A 'Save' button is highlighted with a red box.

Student Name	Father Name	Mother Name	Gender	Date of Birth	Category	CWSN	Actions
ABC	XYZ	PQRXY	MALE	04/09/2008	GEN	NONE	[Edit] [Delete]

Option 2: Add the student details manually by clicking on “Add a New Record” button.

Editing and deletion of the individual data can be done using the icons given under the **Action** column. Multiple records can be deleted using “Delete Selected Records” button.



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<input type="checkbox"/>	Student Name	Father Name	Mother Name	Gender	Date of Birth	Category	CWSN	Actions
<input type="checkbox"/>	XYZ	ABCDE	DFEC	FEMALE	04/01/2008	OBC	NONE	
<input type="checkbox"/>	ABC	XYZ	PQRXY	MALE	04/09/2008	GEN	NONE	

School can also download the student data using the “Export” button in .csv file that can be opened up in excel to verify the details of the students finally uploaded on the portal.

Step 9: Click on the last section i.e., “Declaration” and click on “Final Submit” button.

Please check data as school will not be able to modify the data after final submission.

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CDAC Demo School-2 (2022001400) | School Code: 2022001400

Home Logout

Edit School Details School Sections Add/Edit Teachers Teachers Sections Add/Edit Students **Declaration**

I hereby declare that the data provided by the school during the SAFAL 2024-25 registration process is correct.

I also understand that the purpose of the SAFAL 2024-25 is to provide developmental feedback to schools.

Final Submit

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