



NORTH POINT SENIOR SECONDARY BOARDING SCHOOL
(Arjunpur, Rajarhat, Bolpur)
(under North Point Education Trust)

09th November 2024

Dear Parents,

Greetings from North Point Senior Secondary Boarding Schools.

Trust, you are all doing well and keeping fine.

We would like to inform all of you that during the recent work carried out by school in respect of data updation for students of all Classes especially 9, 10, 11 & 12 in CBSE as well as in Bangla Shiksha portal by taking reference from school software, students personal file and admission forms/declaration forms, etc submitted by parents from time to time, the following discrepancies were found.

A. STUDENTS/PARENT'S RECORDS IN PERSONAL FILE, SCHOOL SOFTWARE & BANGLA SHIKSHA PORTAL

1. Students, Mother's name and/or fathers **FIRST NAME, MIDDLE NAME, LAST NAME** were found to be mismatching in Google sheet (filled by parents), School software, Bangla Shiksha portal, school records (viz. in accordance to Birth Certificate, Aadhaar card, Pan card, Class 10 Admit card/Mark Sheet, etc).

2. **Spelling** of the name of the Student/s, Mother's name and/or father's **FIRST NAME, MIDDLE NAME, LAST NAME** were found to be in a mismatch with Google sheet, School software, Bangla Shiksha portal, school records (viz. birth certificate, Aadhaar card, Pan card, Class 10 admit card/mark sheet, etc).

Example – If Correct Name of Father is “AMIT KUMAR MISHRA”, the parents are writing the same somewhere AMIT MISHRA or AMIT KR. MISHRA, which is completely incorrect.

3. Aadhaar number of Students, Mother's name and/or father's name was given incorrect in terms of spellings or abbreviations which could not be matched with school records, school software, Google sheet and Bangla Shiksha portal.

4. Most importantly, DOB has also been an area of mismatch in school software, Google sheet and Bangla Shiksha portal, school records (viz. Aadhaar card, Birth certificate, Class 10 admit card/mark sheet, etc.)

5. Parents are providing documents viz. Admission form, Aadhaar card copy, Birth certificate, SC/ST/OBC Certificates, Identity card form, Declaration form, Medical chart form or any other kind of documents as and when required by the school, wherein parents are providing their credentials in **short form** or with **incorrect spellings** which is creating a lot of inconvenience and confusion for the

Administrative Department to update and maintain the respective child's record both in hard copy as well as in soft copy in software.

6. In many cases, **Permanent & Current residential Address** given in Google Sheet is a complete mismatch as given in school records and school software.

7. In many cases, **Personal Email Id of the student/ Mother /Father /Guardian** given in Google Sheet (filled by parents), CBSE registration/LOC form or Bangla Shiksha Portal is a **complete mismatch** as given in school records and school software.

8. In many cases, **Mobile number of the student/ Mother /Father /Guardian** given in Google Sheet (filled by parents), CBSE registration/LOC form or Bangla Shiksha Portal is a **complete mismatch** as given in school records and school software.

In case of mobile numbers, parents have to ensure their mobile numbers are the same everywhere in school's records, as it is observed that parents are using multiple mobile numbers and keep changing their mobile numbers constantly without updating the school records.

Note: PLEASE "DONOT" PROVIDE STUDENTS MOBILE NUMBER FOR ANY OFFICIAL COMMUNICATON PURPOSE

9. Guardians name, credentials and contact details is either not updated or it is being constantly changed without any information to update the same in school's records.

It is hereby advised to all parents to note and comply to the following instructions strictly :-

a) While mentioning their child's name or their own self name (Mothers/Fathers name) in any documents to be submitted to the school, the spelling of the same has to be exactly same as reflected in Birth Certificate, Aadhaar card, Pan Card, Class 10 Admit Card/Marksheet, ST/SC/OBC certificate, Passport) or any other official documents issued by the Govt. of India.

b) It is hereby advised to provide maximum **02 mobile numbers (of Parent's only)** on which the school shall communicate with parents in case of any necessity.

c) It is hereby advised to provide maximum **02 email ids (of Parent's only)** only on which school shall communicate with parents in case of any necessity.

d) It is hereby advised that parent(s) must keep the school updated incase of change of **address of communication**.

e) Only **01 or 02 Local Guardians name and contact details** along with **proper address and identity proof** should be updated in school's records in case of any necessity.

Any discrepancies in this regard the documents shall stand rejected by the school.

NOTE : School shall accept **Passport of the student / Mother/ Father as a proper valid document for all official purpose of school including Schools & CBSE examination related matter.**

B. SCHOOLS OFFICIAL EMAIL

1. It has been observed that most of the time parents forget the alphabetic expression or the composition of their official email ID pertaining to their child, given by the school for official communication, google classes or online classes or for any other official purpose.
2. Email ID in respect of each student is already provided by the school to all the parents, however, parents are found to be constantly contacting the Admin Office every now and then for resetting the password which at times become a herculean task for the Admin team despite the same being provided to the same parent and that too a number of times.
3. Parents are requested to maintain a proper record of their email ID and password given by the school for any official communication with the school, online classes, etc.
4. It has been observed that parents are allowing their children to log in to the online class using their **personal email IDs** in many cases which is strictly **prohibited** by the school and it is once again reiterated that for any kind of official purpose of the student's concern for his/her academic or administrative matter parents should **only rely on the official email given by the school** and ensure that their ward attend especially the online classes with the same email ID assigned by the school. Such a code of conduct assists the school to correlate and instantaneously identify the student in question, the parents and the cause to settle with at the earliest.

C. SCHOOLS MOBILE APP

1. It has been found that many parents have still not downloaded, installed and logged into their official mobile app given by the school to monitor their ward's performance, attendance fees, results, etc.
2. Parents are advised to immediately install the latest updated version of the school's mobile app with the existing user ID and password for monitoring their child's regular performance as the **same is mandatory for one and all**.
3. In case parents forget their password they can easily reset the same using **OTP**.

It may please be noted that administrative office of the institute is always available to provide solution to every kind of difficulties being faced by the parents in terms of record maintenance, data updation, any work related to official email and mobile app of the school etc, however, it is also the parent's duty to ensure to maintain the user ID and password of the **School's Official Email and Mobile app** to remain secured in all respect from the point of view of their ward to use such a platform for any cause related to their ward and for any exigency.

The above observations may kindly be taken into account for strict compliance to ensure maintenance of error free record of a student in all platforms till school leaving which will positively ensure a perfect and seamless share of a student's profile at any point of time.

Your judicious interception of the circular and effective execution of sharing the correct and transparent Data base of a student is earnestly solicited.

Thanks & Warm Regards,

(Ajay Sethi Mondal)

**Admin Head – North Point Sr. Sec. Boarding Schools
(under North Point Education Trust)**