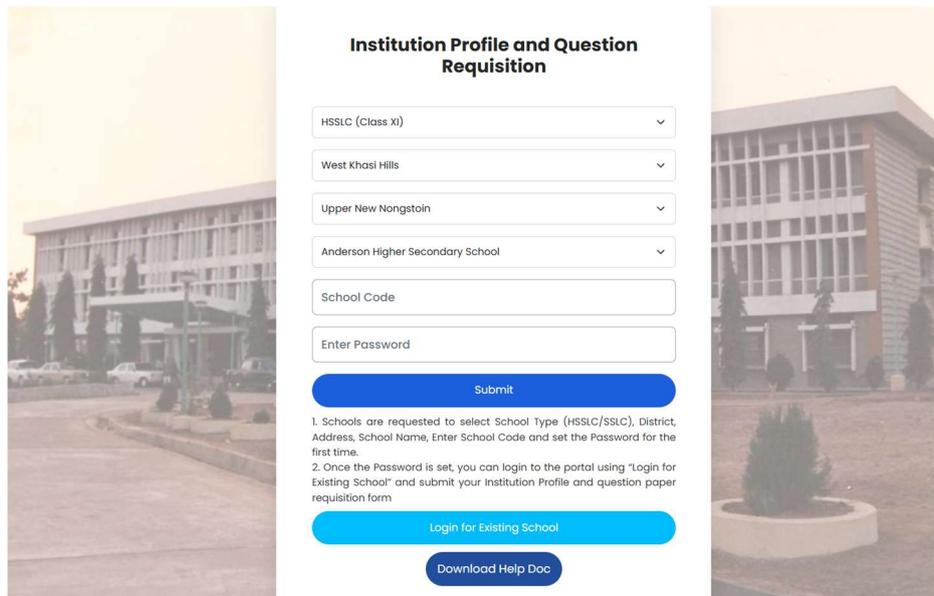


MBOSE help document for Institution Profile and Class XI Question Requisition

Step 1: School Registration

- Schools are requested to select School Type (HSSLC/SSLC), District, Address, School Name, Enter School Code and set the Password for the first time.
- Once the Password is set, you can login to the portal using “Login for Existing School” and submit your Institution Profile and question paper requisition form



Institution Profile and Question Requisition

HSSLC (Class XI)

West Khasi Hills

Upper New Nongstoin

Anderson Higher Secondary School

School Code

Enter Password

Submit

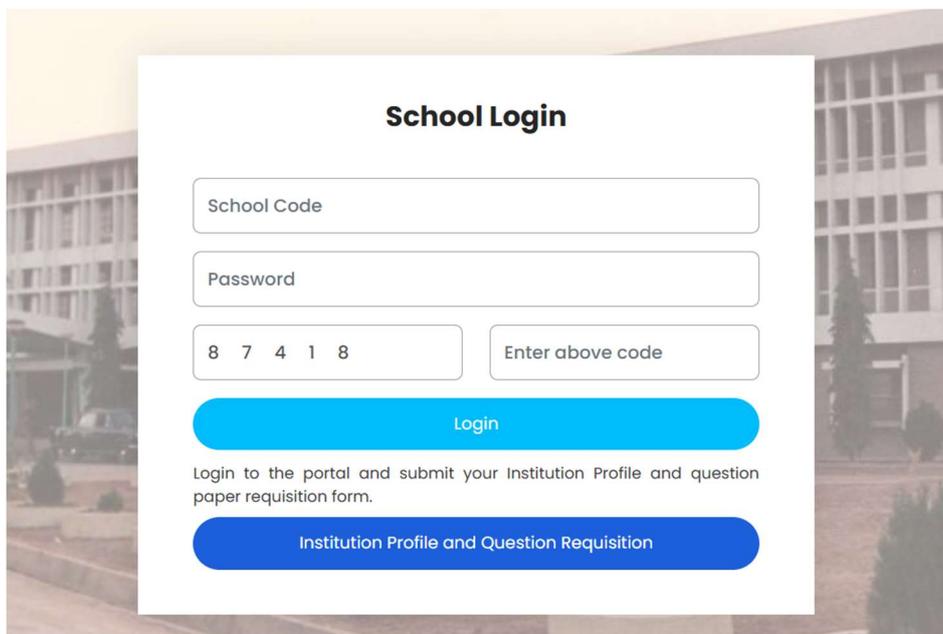
1. Schools are requested to select School Type (HSSLC/SSLC), District, Address, School Name, Enter School Code and set the Password for the first time.
2. Once the Password is set, you can login to the portal using "Login for Existing School" and submit your Institution Profile and question paper requisition form

Login for Existing School

Download Help Doc

Step 2: Login

Enter your School Code and Password and enter the Captcha to Login



School Login

School Code

Password

8 7 4 1 8

Enter above code

Login

Login to the portal and submit your Institution Profile and question paper requisition form.

Institution Profile and Question Requisition

MBOSE help document for Institution Profile and Class XI Question Requisition

Step 3: Fill up the Institution Profile



Meghalaya Board of School Education
Knowledge for Service

Logout

Institution Profile Form

Requisition Form

Click on the **Intuition Profile** Form and submit the details. Please check the details before submission.

You can add Teacher details row by clicking on the **“Add More+”** Button

Institution Profile Form

Name of the Institution:*

Name of the Principal:

Address in Full:*

City/Town:*

District:*

State:*

Pincode:*

Contact No:*

Email:

Type of Institution:*

Which are the Streams offered:*

Arts
 Science
 Commerce
 Vocational

Which are the Subjects offered

English

Assamese (MIL)

Mizo (MIL)

Education

Geology

Psychology

Assamese (Elective Languages)

Mizo (Elective Languages)

Entrepreneurship

Biology

Travel and Tourism Technique (Voc)

Tourism & Hospitality

Multi Skilling

Alternative English

Bengali (MIL)

Economics

Philosophy

Home Science

Sociology

Bengali (Elective Languages)

English (Elective Languages)

Mathematics

Informatics Practices

Poultry Farming (Voc)

Healthcare

Beauty & Wellness

Khasi (MIL)

Hindi (MIL)

Political Science

Statistics

Anthropology

Khasi (Elective Languages)

Hindi (Elective Languages)

Accountancy

Physics

Computer Science

Music (Western)

Agriculture

Garo (MIL)

Nepali (MIL)

History

Geography

Physical Education

Garo (Elective Languages)

Nepali (Elective Languages)

Business Studies

Chemistry

Computer Technique (Voc)

Electronic & Hardware

IT/ITES

Details of the Teaching Staff

Add More +

Name	DOB	Years of teaching experience in Higher Secondary Section	Year of Retirement	Mobile No.	Ma
Teacher 1	17-10-1987 <input type="checkbox"/>	10	2040	9876543210	Er
Teacher 2	01-10-2000 <input type="checkbox"/>	2	2085	8765432190	M
Teacher 3	10-10-1978 <input type="checkbox"/>	25	2028	8765432191	Hi
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M
Name	dd-mm-yyyy <input type="checkbox"/>	Teaching experience in Higher Secondary Section	Year of Retiren	Mobile Number	M

Submit
Cancel

Once the form is submitted you will get a message in the portal **“Your data successfully submitted.”** Once the Intuition profile is submitted, click on the **“Institution Profile”** to take the **print out in Landscape Mode.**

MBOSE help document for Institution Profile and Class XI Question Requisition

Step 4: Fill up the Requisition form

Fill up the no. of question paper subject-wise and generate the report by clicking on the “**Submit and Generate Report**” Button

Check the details carefully before submitting the requisition form.

Once submitted you will get a message in the portal “**Your data successfully submitted.**”

Once the **Requisition Form** is submitted, click on the “**Requisition Form**” to take the print out and follow the instructions mentioned over there.

[Subject Wise Requisition of Question Papers](#)

English: <input type="text" value="120"/>	Alternative English: <input type="text" value="20"/>	Khasi (MIL): <input type="text" value="21"/>	Garó (MIL): <input type="text" value="22"/>
Assamese (MIL): <input type="text" value="0"/>	Bengali (MIL): <input type="text" value="0"/>	Hindi (MIL): <input type="text" value="2"/>	Nepali (MIL): <input type="text" value="0"/>
Mizo (MIL): <input type="text" value="23"/>	Economics: <input type="text" value="20"/>	Political Science: <input type="text" value="21"/>	History: <input type="text" value="22"/>
Education: <input type="text" value="23"/>	Philosophy: <input type="text" value="24"/>	Statistics: <input type="text" value="25"/>	Geography: <input type="text" value="26"/>
Geology: <input type="text" value="27"/>	Home Science: <input type="text" value="28"/>	Anthropology: <input type="text" value="29"/>	Physical Education: <input type="text" value="30"/>
Psychology: <input type="text" value="31"/>	Sociology: <input type="text" value="32"/>	Khasi (Elective): <input type="text" value="33"/>	Garó (Elective): <input type="text" value="34"/>
Assamese (Elective): <input type="text" value="35"/>	Bengali (Elective): <input type="text" value="36"/>	Hindi (Elective): <input type="text" value="37"/>	Nepali (Elective): <input type="text" value="38"/>
Mizo (Elective): <input type="text" value="39"/>	English (Elective): <input type="text" value="40"/>	Accountancy: <input type="text" value="41"/>	Business Studies : <input type="text" value="42"/>
Entrepreneurship : <input type="text" value="43"/>	Mathematics : <input type="text" value="44"/>	Physics : <input type="text" value="45"/>	Chemistry : <input type="text" value="46"/>
Biology : <input type="text" value="47"/>	Informatics Practices : <input type="text" value="48"/>	Computer Science : <input type="text" value="49"/>	Western Music : <input type="text" value="50"/>
Computer Technique–Paper–I–III : <input type="text" value="51"/>	Poultry Farming : <input type="text" value="52"/>	Agriculture : <input type="text" value="53"/>	Tourism & Hospitality : <input type="text" value="54"/>
IT/ITES : <input type="text" value="55"/>	Electronic & Hardware : <input type="text" value="56"/>	Healthcare : <input type="text" value="57"/>	Beauty & Wellness : <input type="text" value="58"/>
Multi Skilling : <input type="text" value="60"/>			

Total Number of Student's :

Amount to be paid (Rs.) : 36000

Submit and Generate Report Cancel

MBOSE help document for Institution Profile and Class XI Question Requisition

Step 5: Payment

You need to pay the requisite fees. Details are mentioned in the **Question Paper Requisition Report**.

Step 6: Upload the Payment Receipt

You need to upload the payment receipt in the portal to complete the process

Login to your School Dashboard and upload the payment details by clicking on the **“Upload Payment details”**

This button will appear once you have submitted your Institution profile and Question Paper Requisition Form.



Enter your payment Date, Paid Amount and upload the payment receipt/deposit slip in pdf/jpg/png format.

The screenshot shows the "Upload Payment Details" form. At the top, there is a "Back To Dashboard" button. The form title is "UPLOAD PAYMENT DETAILS" and the location is "MEGHALAYA BOARD OF SCHOOL EDUCATION, TURA". Below the title, there is a "Upload Payment Details" link. The form contains three input fields: "Payment Date:" with the value "23-10-2024", "Paid Amount(Rs.):" with the value "36000", and "Upload Payment Receipt:" with a "Choose File" button and the filename "sample.pdf.pdf". At the bottom of the form, there are "Submit" and "Cancel" buttons.

Once Submitted, you will get a message in the portal **“Transaction details successfully uploaded.”**



Once submitted, you can check your uploaded file by clicking on the **“Upload Payment details”**