

STEP BY STEP INSTRUCTIONS FOR VIEWING OF DUMMY BILINGUAL HSC CERTIFICATES AND DATA CORRECTION

These instructions are designed to assist the Headmaster/Head Pandits of all High Schools/Sanskrit Tols and SIOS Study Center In-charges/ Coordinators in verifying the student's data in the supplied sample HSC certificates and submit corrected data if any against the candidate's name, father's name, mother's name, school name, block and district name online as follows.

1. **Access the Link:**

https://onlineapp.bseodisha.ac.in/HSC_X_ViewCertCandidate/login.aspx

Click on the above link to get access of school wise "Descriptive Roll" on the official BSE Odisha website www.bseodisha.ac.in

2. **Login :**

For viewing of AHSC/SOSC bilingual dummy certificates, school needs to log into the page using the School Code and Password created during the AHSC 2026 form fill-up. In case of viewing of Madhyama Certificates, the HM of designated Nodal Exam Centers for Annual Madhyama Exam 2026 shall have to log into the page using the user ID and password provided to respective Tols tagged to the nodal center.

3. **Viewing of HSC Dummy Certificate :**

After logging into the page, school dash board opens with the list of all passed out students as "AHSC List of Student" with an option to "View Bilingual Certificate" against each roll no. School can either view the individual certificate of each student or download all the Certificates at one go and verify the student's data with official records. On clicking the "View Bilingual Certificate" option, the dummy HSC certificate of the student will pop up in a separate window. HM need to check all the data of the dummy certificate and take print out for future reference.

4. **Data Correction :**

In case of any student's data found incorrect, then report the correct data in the online data fill up bar shown next to each dummy certificate. The following data can only be corrected in Odia. 1. Student's Name 2. Father's Name 3. Mother's Name 4. School Name 5. Block and 6. District. We will not take up any corrections related to Date of Birth and all data in English at this stage. This correction will be done later at BSE, Odisha zonal and Head office after receipt of the final certificate.

5. **Declarations and Final Submission**

After completion of checking of dummy HSC certificates and submission of entries for the data correction, the HM needs to submit the "Declarations" to make the submission final as follow.

Submitted for Data Corrections

Yes ☐

(If Yes, Please mention the Roll Number in the drop box)

No ☐

(All Data found correct and ready for Printing of Certificates)

Technical Setup for Odia Typing and Viewing of Odia Text

To enter data in Odia and view the text properly, please use the following tools:

Windows 10/11: Use the built-in Odia Phonetic Keyboard.

Software: Microsoft Bhasha/Indic Input tool or any compatible Odia typing software.

Mobile: Any standard Odia phonetic keyboard available on Android.

Step-by-Step Guide for Odia Typing, Viewing and Printing

1. Setup Windows 11 for Phonetic Typing

You do not need external software; Windows 11 features a built-in Indic Phonetic keyboard for QWERTY typing.

Go to Settings > Time & language > Language & region.

- Click Add a language and search for Odia.
- Once installed, click the three dots next to Odia, select Language options, and add the Odia Phonetic Keyboard.
- Press Windows Key + Spacebar to switch between English and Odia. When you type in English, it automatically transliterates (e.g., typing "Amar" becomes "ଆମର/ ଅମର/ ଅମାର"), So, select the word accordingly.

2. Best Practices for Printing

The most common issue is characters scrambling or dropping half-letters (halants) when sent to the printer.

- Avoid Sending Direct from Text Editors: Never print directly from Notepad or web browsers, as they handle fonts poorly.
- Export to PDF: Before printing, save or export your document as a PDF. The PDF format embeds the font data, ensuring the Odia letters print exactly as they appear on your screen regardless of the printer.
- Printer Recommendations: Any standard Laser printer (such as a HP LaserJet) or Ink Tank printer (such as an Epson EcoTank or Canon PIXMA) delivers high-quality results.

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