

BSS ACADEMIC YEAR FLOW CHART 2026-2027

1. LOG-IN WITH USERNAME & PASSWORD



2. GIVING RENEWAL REQUEST IN THE LOG-IN



3. SENDING INFRASTRUCTURE VIDEO TO BSS



4. PAYING RENEWAL FEE VIA DD & ONLINE ONLY



**5. INFRASTRUCTURE VIDEO AND RENEWAL ORDER COPY WILL
BE UPLOADED BY BSS IN YOUR LOG-IN**



6. ADMISSION OF STUDENT IN YOUR INSTITUTE



**7. MONTHLY ATTENDANCE MUST BE UPDATED IN YOUR LOG-IN
FROM DAY 1ST TO 5TH OF CONCERNED MONTH**



**8. STAFF DETAILS (NAME, QUALIFICATIONS & PHOTO) TO BE
PREPARED IN SINGLE PDF AND UPLOAD IN YOUR LOG-IN
FROM JUNE 1ST, 2026 ONWARDS**

**9. REGISTRATION FEE TO BE PAID BY DD/ONLINE MODE FROM
JUNE 1ST, 2026 TO OCT 31ST, 2026**



**10. PAYMENT DETAILS MUST BE INFORMED TO BSS WITH
PROPER RECORDS**



**11. TOTAL NUMBER OF PAID STUDENTS WILL BE ALLOWED BY
BSS IN YOUR LOG-IN**



**12. REGISTER ALL STUDENTS DETAILS AND DOWNLOAD ID CARD
IN YOUR LOG-IN**



**13. SEND 10 MINUTES PRACTICAL VIDEO (HORIZONTAL MODE)
FOR EACH STUDENT FROM JAN 2027 TO FEB 2027**



**14. UPLOAD EXAMINERS DETAILS WITH NAME, QUALIFICATIONS
& PHOTO IN YOUR LOG-IN FROM MARCH 1ST, 2027 ONWARDS**



**15. STUDENT HALL TICKET TO BE DOWNLOADED IN YOUR
LOG-IN FROM MARCH 1ST, 2027 ONWARDS**

**16. STUDENT ASSESSMENT TO BE UPLOADED FROM
APRIL 1ST, 2027 ONWARDS**



**17. INSTITUTE AFFIDAVIT SHOULD BE UPLOADED FROM
MAY 1ST, 2027 ONWARDS BY CBSS**



**18. COLLECTION OF STUDENT MARKSHEET & CERTIFICATE
FROM BSS**