DAV Centre for Academic Excellence
DAV College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2020-21/191   Date: 18/9/2020

Dr.(Mrs.) Nisha Peshin
Director(Academics)

Subject: Allotment of Roll Number for Class – VIII Examinations, Session 2020-21.

Dear Principal,

As per establish norms DAV CAE will allot the roll number to all candidates appearing for 2020-21 examination. The students appearing for Grade-VIII Annual Examination Session 2020-2021 will write these Roll nos. allotted by DAVCAE for all papers.

The procedure for allotting the roll nos. is as follows.

1. Visit our website: **www.davcae.net.in** directly or visit through DAVCMC website i.e. **davcmc.net.in**
2. Click the link **'Evaluation'.**
3. Enter your school's Login ID & Password (Please note the Login ID & Password are the same which you are using for DAVCAE website).
4. Click the button **'Register Student'.**
5. Write the name and section of the student, click enter to add another name and so on.
6. After filling all the names and Section, Click the Button '**Save'** and take printout to cross check if there is any typing error.
7. If the uploaded data is correct then, Click the button **'Generate Roll Nos'**.
8. Finally all the names will appear in alphabetical order alongwith the Roll nos. assigned to each student.
9. In case there is any new admission, the school will send the detail of the student to DAVCAE for alloting the roll no to the student.

PLEASE NOTE: Once the roll nos are generated, the school will not be able to make any *change in the name and Roll nos. of any student.*

This is for your information please.

Yours sincerely,

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(Dr. Nisha Peshin)