

Tel.no. 011-23620921
Tel.no. 011-23614489
Tel.no. 011-23521938



Website: www.davcae.net.in
E-mail: exams@davcae.net.in

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

Ref.No. DAVCAE/2016-17/100

Date: 16/06/2016

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

Subject: Allotment of Roll Number for Class -VIII Examinations, Session 2016-17.

Dear Principal

As per past practice DAV CAE will allot the roll number to all candidates appearing for 2016-17 examination. The students of Grade VIII for Summative I & II examination 2016-2017 will use these Roll nos. allotted by DAVCAE for all subject papers concerned.

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 '**Enter Student Name**'.
5. Click the button '**Add View Student**'.
6. Write the name and section of the student, click enter to add another name and so on.
7. After filling all the names, Click the Button '**Save Students**' & take printout to cross check if there is any typing error.
8. If the feeded data is correct then, Click the button '**Generate Roll Nos**'.
9. Finally all the names will be in alphabetical order alongwith the Roll nos. assigned to each student.
10. In case there is any new admission, the school will send the detail of the student to DAVCAE for allotting 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)