

MTA (I)

MATHEMATICS TEACHERS' ASSOCIATION (INDIA)

INSTRUCTIONS

For

IOQM 2025

CENTRE REGISTRATION

CENTRE ACTIVATION

&

CENTRE LOGIN

Instructions for Centre Registration

Step 1: Accessing Centre Registration

- On the website, under the “For Centre” section, click on “Centre Registration” as shown in the image below.
- You will be redirected to begin the registration process.

The screenshot shows the IOQM website interface. At the top, there is a navigation bar with the logo 'MTA(I) MATHEMATICS TEACHERS' ASSOCIATION (INDIA)' and buttons for 'For centre', 'Download', and 'Contact Us'. Below the navigation bar, there is a section for 'LATEST UPDATES' with a heading 'Centre Registration for IOQM 2025 is now open. CLICK TO REGISTER'. Underneath, there is an 'IMPORTANT NOTE' section with the heading 'For Centre and For Students'. A list of five bullet points provides details about registration for KV, JNV, and other schools, as well as online registration for students. On the right side, there is a vertical menu with options: 'INSTRUCTIONS', 'CENTRE REGISTRATION' (highlighted in blue), 'CENTRE ACTIVATION', 'CENTRE LOGIN', and 'CENTRE SEARCH'.

Step 2: Select Institution Type

- After clicking on **Centre Registration**, a screen will appear asking you to select your **Institution Type**.
- If **KV (Kendriya Vidyalaya)** is selected, enter the respective **KV Code**.

Note: The KV code should be **exactly 4 numeric digits**.

- If **JNV (Jawahar Navodaya Vidyalaya)** is selected, enter the respective **JNV AEP-MIS Code**.

Note: The JNV code should be **exactly 10 characters**, where the **first 4 are alphanumeric** and the **last 6 are numeric**.

- For **other schools**, simply click **Proceed** without entering any code.

(The respective KV/JNV codes are provided in the attached PDF for your reference.)

The screenshot shows the 'WELCOME TO IOQM 2025' registration page. The page has a blue header with the text 'WELCOME TO IOQM 2025'. Below the header, there is a section titled 'Centre Registration'. Under this section, there is a form with the heading 'Select your Institution Type'. The form contains a dropdown menu with three options: 'Kendriya Vidyalaya', 'Jawahar Navodaya Vidyalaya', and 'Others'. To the right of the dropdown menu, there is a text input field and a blue 'Proceed' button.

Step 3: Filling Institution Details

You will now be taken to the **Institution Details** page. Please fill in the following fields:

- **Full Name of the Institution (As displayed on the Board):** Enter the school's name exactly as displayed on the school board.
- **CBSE / ICSE / STATE Affiliation Code:** Optional. Fill if available.
- **UDISE Code:** Mandatory. Enter the 11-digit UDISE code.
- **Address Line 1:** Enter a brief version of the school address.
- **Landmark:** Provide a nearby landmark for easy identification.
- **Post Office:** Name of the nearest post office.
- **Pin code:** Correct postal pin code of the school.
- **City/Taluk/Tehsil/Town/Village:** Select from the dropdown list. (If you can't find your city, please contact support.)
- **Google Location:** Locate your school on Google Maps, then copy the Google Maps link of your school's location and paste it here.

IOQM 2025 - CENTRE REGISTRATION

Details of Institution

Details of Principal

Details of In-charge

Centre Acceptance &
Capacity

Bank Details of the
Institution

Full Name of the Institution (As displayed on the Board) *

CBSE / ICSE / STATE School affiliated code

UDISE code *

Address line 1 *

Address line 2

Landmark *

Post Office *

Pincode *

City/Taluk/Tehsil/Town/Village *

State *

District *

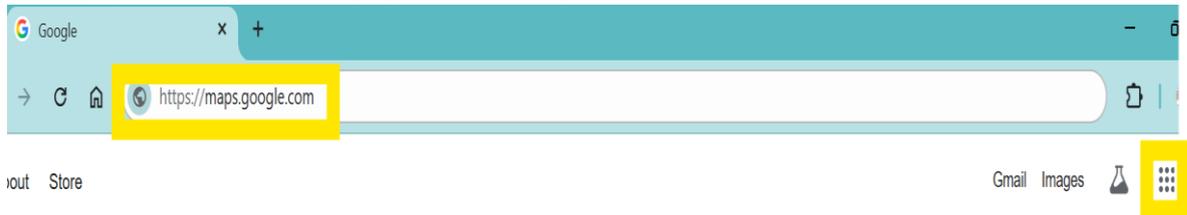
Google Location (Copy & Paste the Google Link of your Institution from Google Map)*

How to Fill the “Google Location” Field (Using Google Maps)

To provide the correct Google Maps link for your institution’s location, please follow the steps below:

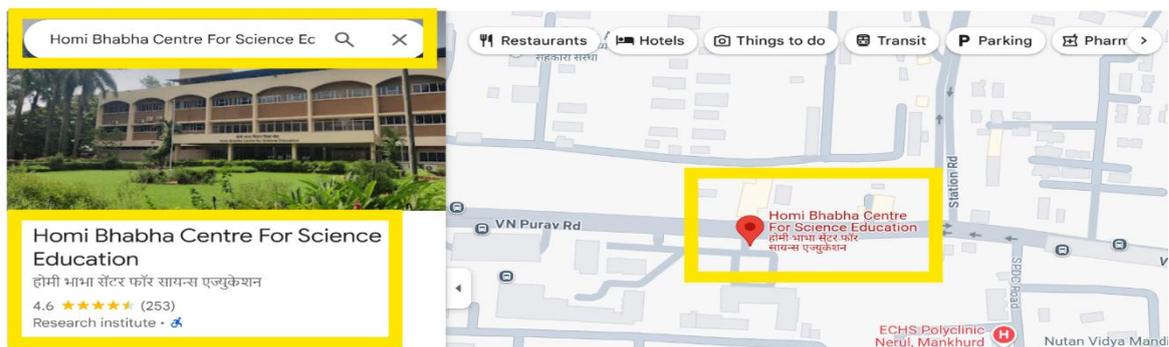
Step 1: Open Google Maps

- Open a **new tab** in your web browser (Google Chrome is recommended for best compatibility).
- In the address bar, type **maps.google.com** and press **Enter**.
(You may also click the Google Apps grid icon  near the top-right corner of the Google homepage, then select **Maps** from the list.)



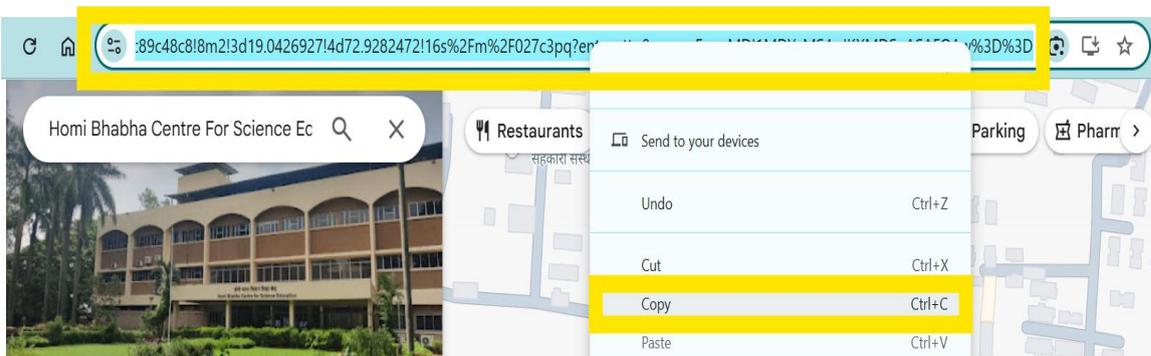
Step 2: Search for Your Institution

- In the **search bar** at the top-left of Google Maps, type the **full name or address** of your school.
- Google Maps will show suggestions — click the correct one.
- Once selected, a **location marker** (red pin) will appear on the map indicating your institution.



Step 3: Copy the Location Link

- After confirming the correct location:
 - Right click on the link directly on the location card on the map.
 - A small pop-up will appear now click **“Copy”**.



Step 4: Paste in the Registration Form

- Return to the **Centre Registration form**.
- In the **“Google Location”** field under *Institution Details*, **paste the copied link**.
 **Ensure the link opens the exact location of your institution on Google Maps.**

Click **Next** after entering the above details.

Step 4: Principal Details

On the **Principal Details** screen, enter:

- **Name of the Principal:** Current principal's full name.
- **Principal Mobile Number (10 digits only, no +91):** Numeric only.
- **Re-confirm Mobile Number:** Must match the above entry.
- **Principal Email Address (lowercase only):** Valid email ID.
- **Re-confirm Email Address:** Must match the above entry.

Click **Next** to continue.

IOQM 2025 - CENTRE REGISTRATION

Details of Institution	Details of Principal	Details of In-charge	Centre Acceptance & Capacity	Bank Details of the Institution
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Name of the Principal *

Principal Mobile No. (Only 10 Digit, without +91)*

Re-Confirm Principal Mobile No. (Only 10 Digit, without +91)*

Principal Email Address (Enter only small letters)*

Re-Confirm Principal Email Address (Enter only small letters)*

Step 5: Centre In-Charge Details

Now, enter the **Centre In-charge** details:

- **Name of the In-charge:** Full name of the exam centre in-charge.
- **Designation:** In-charge official title.
- **Primary Mobile Number (10 digits only, no +91):** Numeric only.
- **Re-confirm Primary Mobile Number:** Must match above.
- **Secondary Mobile Number (10 digits only, optional):** Optional, for backup contact.
- **Email Address (lowercase only):** Valid email ID.
- **Re-confirm Email Address:** Must match the above entry.

Upload the In-charge's Institution ID card image. This is **mandatory**.

(File size should be between 10 KB and 100 KB.)

Click **Next** to proceed.

Details of Institution

Details of Principal

Details of In-charge

Centre Acceptance &
CapacityBank Details of the
Institution

Name of the In-charge *

In-charge's Designation *

In-charge Primary Mobile No. (Only 10 Digit, without +91)*

Re-Confirm In-charge Primary Mobile No. (Only 10 Digit, without +91)*

In-charge Secondary Mobile No. (Only 10 Digit, without +91)

In-charge Email Address (Enter only small letters)*

Re-Confirm In-charge Email Address (Enter only small letters)*

Upload the Institution ID Card image of the In-charge *

Choose File

No file chosen

File size should be between 10Kb – 100Kb



Step 6: Centre Acceptance & Student Capacity Details

After completing the **Centre In-charge Details**, the next section is about confirming whether your institution is willing to act as an examination centre for IOQM 2025, scheduled on **Sunday, 07 September 2025**, and entering details about how many students your school can accommodate.

- **For Kendriya Vidyalayas (KVs) and Jawahar Navodaya Vidyalayas (INVs):**

You will see a message: “**Your institution is an examination Centre on Sep 07, 2025 (Sunday)**”. This is already selected as **YES**, and you will not be able to change it.

- **For Other Schools:**

You will see a question: “**Are you willing to provide your institution as an examination Centre on Sep 07, 2025 (Sunday)?**”.

By default, **YES** is selected, if you try to change it to **NO**, a message will appear: “**Are you sure that your institution is not willing to serve as an exam centre?**”. If you click **YES**, the option will stay as **NO**, if you click **NO**, it will return to **YES**.

If You Select YES:

You will be asked to fill in three fields:

1. **Maximum number of your own school students who can appear for the exam** – Please enter the total number your school can comfortably accommodate.
2. **Maximum number of students from other schools you can allow** – Enter how many students from nearby schools your institution can accommodate.
3. **Total number of students you are ready to accommodate** – This will be filled automatically by adding the above two numbers. You don't need to fill this manually.

(Only whole numbers are allowed. Do not enter any special characters or letters.)

If You Select NO:

You will not see any fields related to student capacity. You can simply click **Next** to proceed.

- **Additional Questions for KV and JNV Schools (Only if you allow students from other schools):**

For KV Schools:

If you entered a number greater than zero for other school students:

- You will be asked:

“Does your school come under a high-security area?”

- If you say **YES**, you will be asked:

“Can you allow other school students to your Centre?”

- If you select **NO**, the number of other school students will be made zero automatically.

For JNV Schools:

If you entered a number greater than zero for other school students:

- You will be asked:

“Is your school a residential school?”

- If you say **YES**, you will be asked:

“Can you allow other school students to your Centre?”

- If you select **NO**, the number of other school students will be made zero automatically.

Before proceeding, if your school is either in a high-security area (KV) or is a residential school (JNV), and you still choose to allow students from other schools, a message will appear asking for confirmation:

“Since your institution is a high-security area/residential school and you are also willing to allow students from other schools to take the exam, could you kindly confirm?”

Click **OK** to continue or **Cancel** if you want to go back and review your entries.

IOQM 2025 - CENTRE REGISTRATION

Details of Institution

Details of Principal

Details of In-charge

Centre Acceptance &
Capacity

Bank Details of the
Institution

Are willing to provide your institution as an examination Centre on Sep 07, 2025 (Sunday)?*

Yes

Enter the maximum No. of your school students that can be accommodated for the exam.*

Enter the maximum No. of other school students that can be accommodated for the exam.*

Total No. of students that you have agreed to accommodate for the exam.

Previous

Next

Step 7: Bank Account Details

Enter the following account information:

- **Name of the Account Holder:** As per the bank records.
- **Bank Account Number:** Enter correctly.
- **Confirm Account Number:** Re-enter to confirm.
- **Account Type:** Savings / Current.
- **Branch IFSC Code:** Valid IFSC code.
- **Bank Name:** Name of the bank.
- **Branch Name:** Specific branch name.
- **PAN / TAN Number of the Institution:** Enter valid ID.

Upload a scanned copy of a cancelled cheque or the **bank passbook's first page**.

(File size should be between 50 KB and 250 KB.)

Click **Preview** to continue.

IOQM 2025 - CENTRE REGISTRATION

Details of Institution

Details of Principal

Details of In-charge

Centre Acceptance &
Capacity

Bank Details of the
Institution

Name of the Account /Account Holder *

Bank Account Number *

Confirm Bank Account Number *

Account Type *

Branch IFS Code *

Name of the Bank *

Name of the Branch*

PAN/TAN Number of the Institution *

Upload the image of the cancelled cheque for the above-mentioned account details only. *

Choose File No file chosen

File size should be between 50Kb – 250Kb



Step 8: Preview & Declaration

After clicking **Preview**, a summary of all the entered details from previous steps will be displayed. Please verify each section carefully.

Tick the **Declaration checkbox** after confirming accuracy of the details, and then click **Submit**.

Step 9: Submission Confirmation

After successful submission, a confirmation message will be displayed, marking the **completion of Centre Registration – Part 1**.

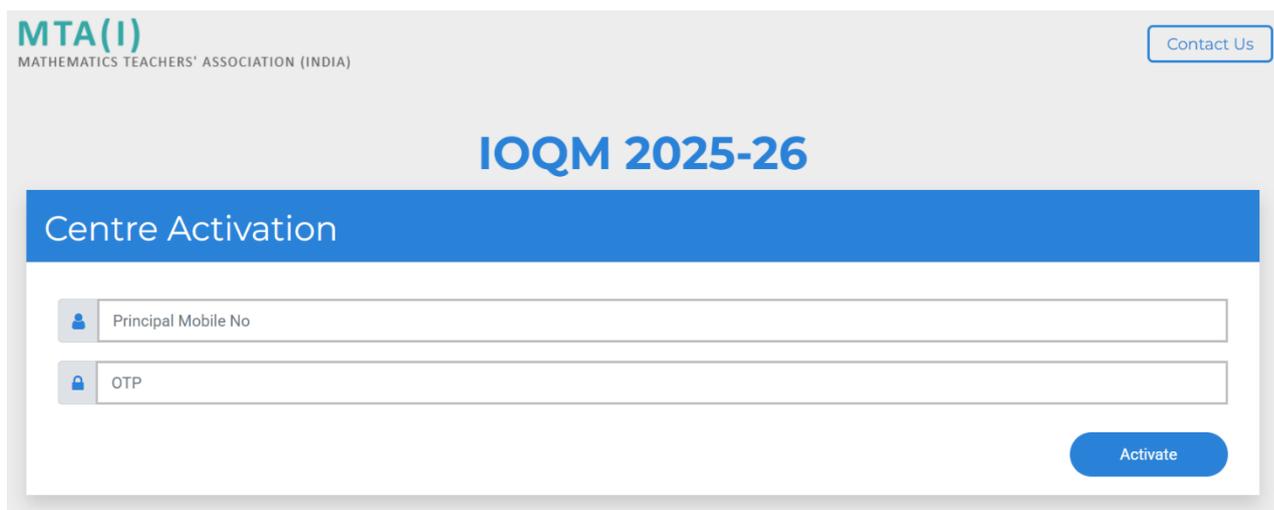
To proceed with **Centre Activation**, refer to the next set of instructions provided separately.

Instructions for Centre Activation

Go to the **Centre Registration** section and click on **Centre Activation**. You will see a screen asking for details.

- Enter the **registered mobile number of the principal**.
- Enter the **7-digit OTP** received via **SMS and Email**.
- Then click on **Activate**.

Once activation is successful, your **Username and Password** will be sent to your registered contact details. This completes your **Centre Activation** process.



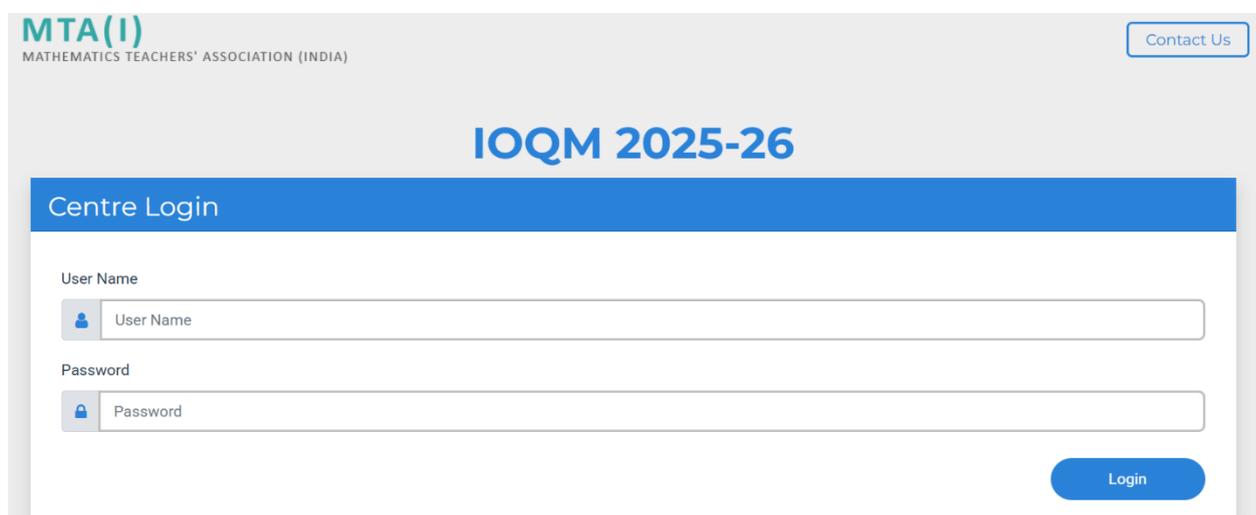
The screenshot shows the 'Centre Activation' form on the IOQM 2025-26 website. The header includes the MTA(I) logo and 'MATHEMATICS TEACHERS' ASSOCIATION (INDIA)'. A 'Contact Us' button is in the top right. The main heading is 'IOQM 2025-26'. Below it is a blue bar with 'Centre Activation'. The form has two input fields: 'Principal Mobile No' and 'OTP', each with a corresponding icon (a person and a lock). An 'Activate' button is at the bottom right.

Instructions for Centre Login

After successful activation, click on **Centre Login** under the Centre Registration section.

- Enter the **Username and Password** received via SMS and Email.
- Once logged in, your **Centre Registration is complete**.

You are now ready to proceed with the further steps or manage your centre account.



The screenshot shows the 'Centre Login' form on the IOQM 2025-26 website. The header includes the MTA(I) logo and 'MATHEMATICS TEACHERS' ASSOCIATION (INDIA)'. A 'Contact Us' button is in the top right. The main heading is 'IOQM 2025-26'. Below it is a blue bar with 'Centre Login'. The form has two input fields: 'User Name' and 'Password', each with a corresponding icon (a person and a lock). A 'Login' button is at the bottom right.