

USER MANUAL
FOR
UNIFIED DISTRICT INFORMATION SYSTEM FOR
EDUCATION
(U-DISE +)
School USER

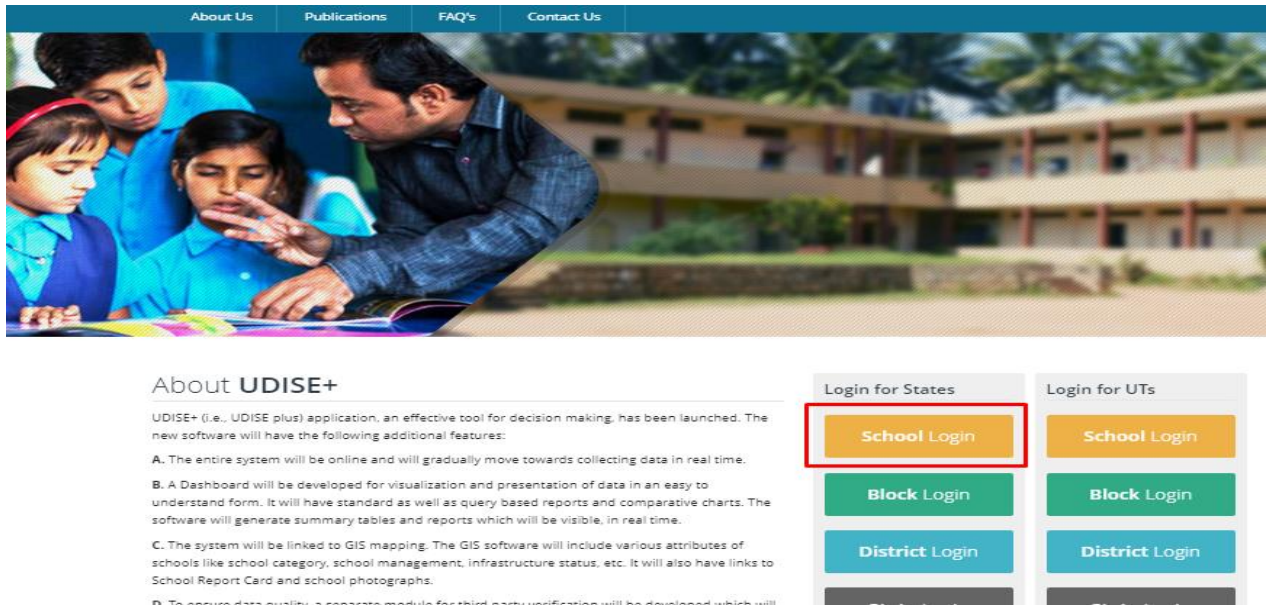
Version 1.0
December 2018

Contents

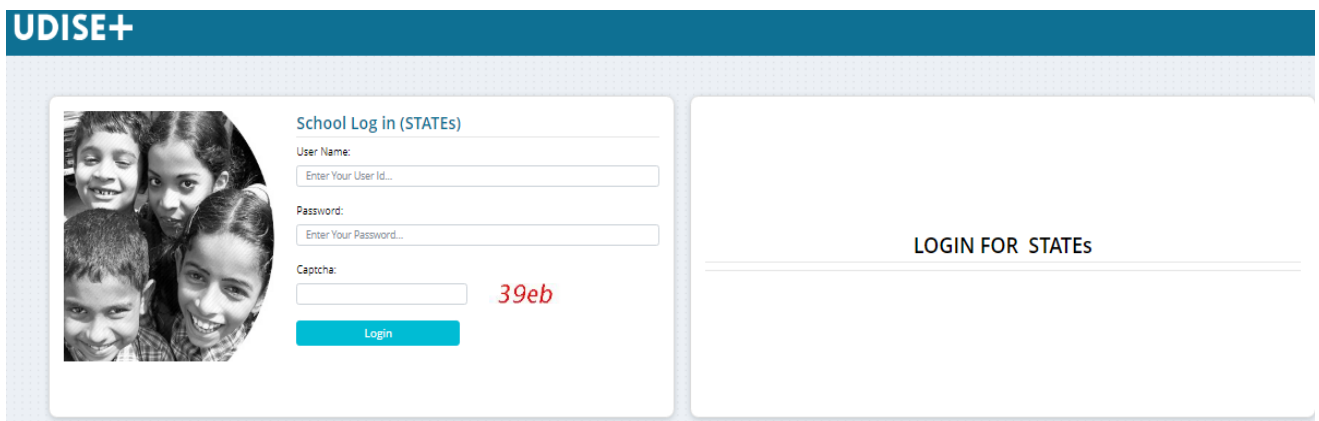
1.1. Login	3
1.2. Dashboard	4
1.2.1. Change Password:.....	5
1.2.2. My Profile.....	5
1.2.3. Instructions for filling the DCF.....	6
1.2.4. User Manual to understand the UDISE+ Software.....	6
1.3. DCF – Data entry	7

1.1. Login

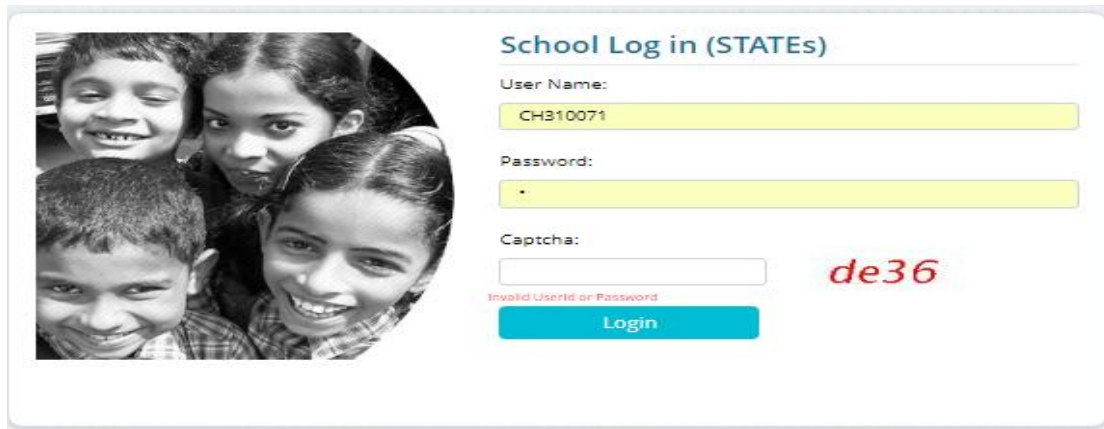
School User Login is granted User Name and Password by the **Block MIS** only. Once the Block User setup any user from his account the respective School users get the user name and the Password on their contact number. School User need to go to the *School Login* area in the Home page of U-DISE web link.



Once the School user, select the “*School login*” option, it will redirect the user to the below screen, where they need to put the assigned **User name** and the **password** along with the text of the captcha in their respective text areas. Then to login, press the LOGIN button as shown in the circle. ***Entry of captcha field is mandatory due to security reasons.***



In case of unsuccessful login due to incorrect credentials or invalid Captcha user will be redirected to the same page with error message as “Invalid User ID or Password “and “Invalid Captcha”. In such case, user must try to re-login with the valid credentials. The users are requested to remember their password.

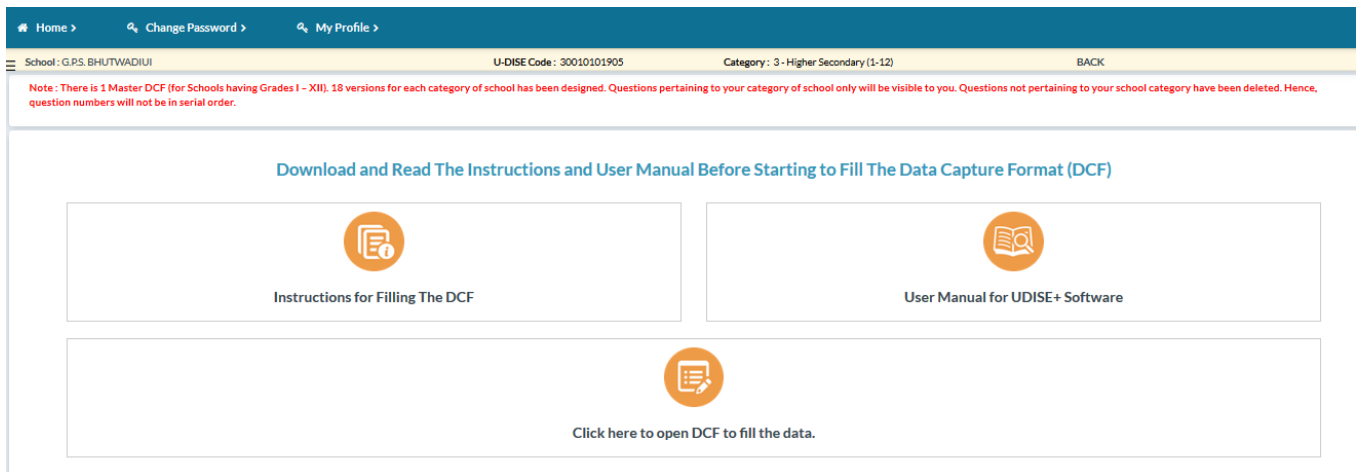


The screenshot shows a login form titled "School Log in (STATES)". On the left is a circular image of four smiling children. The form fields are: "User Name:" with the value "CH310071", "Password:" with a single dot, and "Captcha:" with the value "de36". A red error message "Invalid Userid or Password" is displayed below the captcha field. A blue "Login" button is at the bottom.

NOTE FOR THE USER: After successful login, if system is idle for 15 minutes, the session will be expired and user has to re-login

1.2. Dashboard

After having a successful login, the School user would able to see their respective school Dashboard.



Below are the features/options users would see in their Dashboard:

1.2.1. Change Password:

Here, user can change his login credentials. User need to put the following things and hit the submit button.

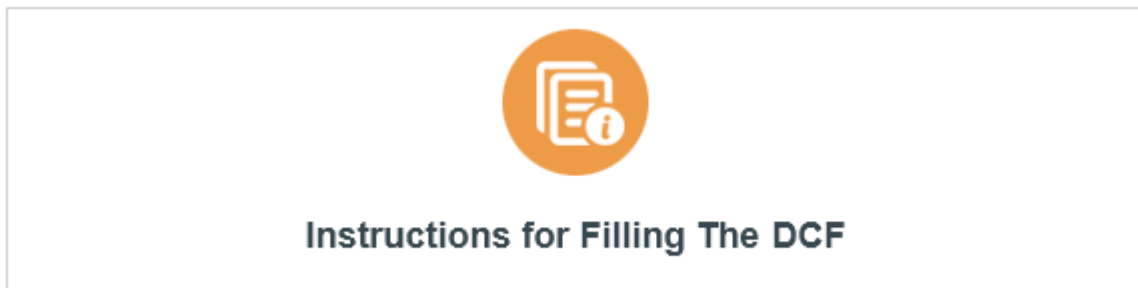
1.2.2. My Profile:

This option shows the users current profile and full details, User can update the same by reach out to admin.

My Profile	
User ID:	16030502306
Name:	TEST SCHOOL
Designation:	TEACHER
State/UT:	INDRAMANI PARA JB SCHOOL
Role:	SCHOOL USER
Email:	absk05@gmail.com
Mobile:	9612780650
<i>Note: Contact Your Admin for any updation.</i>	

1.2.3. Instructions for filling the DCF

User can download the Instructions for filling the DCF from this option. Once user selects the below orange button. An instruction file would start downloading in user browser. User can follow the downloaded document for filling the DCF.



1.2.4. User Manual to understand the UDISE+ Software

Every School user must have the better knowledge of the UDISE+ software. Better understanding would help out user how to work on software and their features. User can download a User manual for understanding the UDISE+ software by selecting the below button as mentioned in the screenshot.



User Manual for UDISE+ Software

Once the user selected the option, a new document would start downloading in the browser and user can refer to that document for understanding the software specifications.

1.3. DCF – Data entry

Here, School user needs to be submitting information about their schools particular, infrastructure, enrolment, and teachers and so on. Every School users need to submit their school data yearly wise. Users need to select the below option for submitting the DCF.

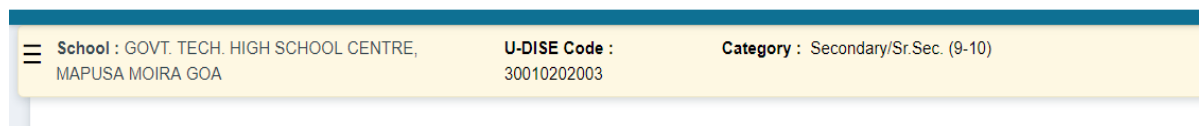


[Click here to open DCF to fill the data.](#)

After selection, user would be redirecting to the DCF screen (as mentioned in below screen shot).

Before putting/ filling the data, there are few things needs to get check/verified by users.

1. In the top of DCF screen, user need to confirm their school name, its UDISE Code and School Category



User first check the above details, if there is any discrepancy/ mistake then user need to be check the same with their respective Block admin and get the thing updated.

2. Select Language : User can select the language as per their convenient (Hindi/English)
3. Status : this shows the DCF status, whether it is certified to not
4. Overall Status : It shows the status of DCF progress

In DCF dashboard is also divided in five columns, below are their purposes:

1. Form SI. No. It shows the serial numbers of each sub category under each Section
2. DCF Serial No. It shows the serial numbers of question asked in each sub category
3. Form Name : It shows the sub category name, which helps out the user which fields related questions are being asked in this sub category
4. Form Status : It shows the status of particular sub categories, whether the user have started to fill that category's question or not
5. Last Modified By : This column shows the user details who have submitted the details recently
6. Last updated on : This shows the date and time of the last modification done by the user

Government have tried to cover each and every area of schools education through DCF. Therefore DCF has been bifurcated into 11 sections, and each sections consists of sub-questions of particular area. Below are some highlights of the DCF:

Section1 : School Profile (Location, Structure, Management and Medium of Instruction)

- a) Profile
- b) Category
- c) Language
- d) RTE Norms
- e) Management

Section2 : Physical Facilities and Equipments

- a) Physical Facilities and Equipments
- b) Toilet Facilities
- c) Physical Facilities and Equipment in Schools
- d) ICT and Digital Initiatives

Section3 : Teaching and Non- Teaching Staff

- a) Teaching and Non-Teaching Staff
- b) Teachers and Instructors (Including Headmaster/Mistress)

Section4 : New Admission, Enrolment and Repeaters

- a) New Admissions in Grade I (only for schools having primary section)
- b) Enrolment in current academic session (Social Category and Minority Group)
- c) Repeaters in current academic session (Social Category and Minority Group)
- c) Enrolment by grade in the current academic session (by age in completed years)
- d) Medium of Instruction
- e) Enrolment by Grade for children with special needs
- f) Availability of academic stream in the school (Only for Higher Secondary Schools/Junior Colleges) **-(Only for Higher Secondary Schools)**
- g) Enrolment and Repeaters by Academic Stream (Social Category)-**(Only for Higher Secondary Schools)**
- h) Enrolment and Repeaters by Academic Stream (Minority)- **(Only for Higher Secondary Schools)**

Section5: Incentives and facilities provided to children (For Govt. and Aided schools only)

- a) Facilities provided to children (Previous academic year)
- b) Facilities to CWSN

Section6 : Annual Examination result at Elementary Level

- a) Grade promotion by social category and gender for grade V
- b) Grade promotion by social category and gender for Grade VIII **(Not applicable for Primary Schools (I to V))**

Section7 : Board Examination Result

- a) Results of the Grade X Board Examination in the Previous Academic Year **(Only for Secondary and Higher Secondary Schools)**
- b) Number of Regular and Other than Regular Students passed/qualified the Secondary School Board (Grade X) Examination in previous academic year by range of marks **(Only for Secondary and Higher Secondary Schools)**
- c) Result of the Grade XII Board/University Examination in previous academic year by range of marks **(Only Higher Secondary Schools)**
- d) Result of the Grade XII Board/University Examination in previous academic year by range of marks **(Only for Higher Secondary Schools)**

Section8 : Receipts and Expenditure (Applicable only to Govt. and Aided Schools)

- a) Grants received by the school and expenditure made during the previous completed financial year

Section9 : Vocational Education Under NSQF at Institutional level (Only for Secondary and Higher Secondary Schools)

- a) Whether covered under the centrally sponsored scheme of vocationalisation of secondary education
- b) Enrolment in current academic session (By trade and by social category)
- c) Enrolment in current academic session (By trade and by social category)
- d) Details of Classes conducted (Previous academic year)
- e) Result of students who have cleared class X and XII with one vocational subject (Previous academic year)
- f) Details of the Vocational/Skill Training Providers (VTP) engaged with the school
- g) Details of Resource persons including teachers/skill trainers, skill training provider, guest faculty for NSQF Vocational Courses
- h) Student Placement Details (After Class X in previous year)
- i) Student Placement Details (After Class XII in previous year)

Section10 : PGI Indicators & School Safety

- a) PGI Indicators and School Safety

Section11 : CERTIFY School Data

- a) Certify School Data

Please select the appropriate following link as per your school category to go through your respective DCF:

1. Standalone Primary Schools having Grades (I to IV)
2. Standalone Primary Schools having Grades (I to V)
3. Upper Primary Schools having Grades (I to VII)
4. Upper Primary Schools having Grades (VI to VIII)
5. Upper Primary Schools having Grades (I to VIII)
6. Upper Primary Schools having Grades (V to VIII)
7. Secondary Schools having Grades (IX to X)
8. Secondary Schools having Grades (I to X)
9. Secondary Schools having Grades (VI to X)
10. Secondary Schools having Grades (V to X)
11. Secondary Schools having Grades (VIII to X)
12. Higher Secondary schools having Grades (IX to XII)
13. Higher Secondary Schools having Grades (VI to XII)
14. Higher Secondary Schools having Grades (XI to XII)
15. Higher Secondary Schools having Grades (V to XII)
16. Higher Secondary Schools having Grades (VIII to XII)

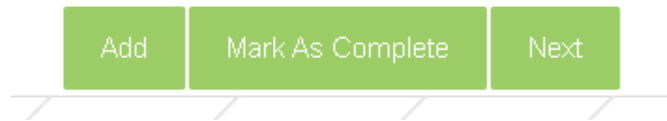
After selection of appropriate DCF, user would be able to fill the DCF for their respective school. Following are some buttons user would see while submitting DCF data :

1. **“Save”, “Save & Next” and “Next”** : While filling the data user can fill the whole DCF in one go or they can save the work at any point of time. These buttons provide privilege to the user to save their data or save a particular section partially done and go to next section.



User basically see the above option in each Tab for every DCF at the bottom of the screen as below:

2. **“Add”, “Mark As Complete” and “Next”** : User would this option at “Teachers and Instructors” section i.e. 3.3. In this section, user need to fill the details of their Teachers and Instructors available in their schools. These options would help user to **add a new row** and to mark those entries which where teacher details are fully filled i.i. **“Mark as Complete”** , down the line user can go to next section at any time by selecting the option **“Next”**.



User would see the above option in Teacher and Instructors sections, where they need to fill their teacher details at top the screen.

3.3 Teachers and Instructors (Including Headmaster/Mistress)



- 3. **“Save”, “Complete & Next” and “Next”** : This option stands for same function as above. User can save the data partially and also go to next section with or without filling the current section.



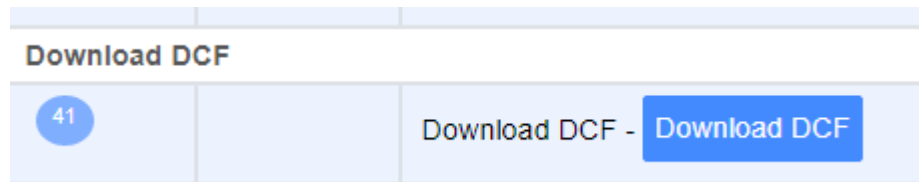
User would see the above option at “Student Enrollment” section, where user need to submit the student count and this option would appear at the bottom the screen as below:

(c) Out of the total enrolment, provide number of students																											
Class	Pre-Primary		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
Having AADHAAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BPL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Out Of the total enrolment, provide number of transgender students																											
Transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



After filling the whole DCF completely, user would see the below two option for downloading their data and certify the DCF. User must be sure before certifying the data that all thier fields are filled properly. Once the DCF has been certified then for any updation user needs to reach out to Block MIS for unlocking the DCF.

4. **Download DCF** : After submitting the whole DCF, user can use this option to download the certificate for Signinf and uploading the DCF.



5. **Certify Data** : Here in this option, user need to certify their DCF and check the declaration option that the information entered in Data Capture Format (DCF) is as per the DCF received in this office certified by the Principal/Head Teacher.



The above two option would appear at the last section i.e. “**Certify School Data**”. While Certifying the data there are two options available as per the user is concerned.

1. If the school is submit the data by themselvs then they need to certify the same and fill the declaration through thier Headmaster/Principal as mention in below screenshot.

Form Entry Status: All Form Not Completed Yet
Please complete all forms correctly to certify the DCF.



Declaration By Headmaster / Principal

I hereby declare that the information entered in this data Capture Format (DCF) is true and correct to the best of my knowledge. I undertake to inform any changes therein, immediately.

Declared By

Mobile No

Upload No file selected.



Note:
1. After Finalization of Data you cannot alter or change any Data. All the Data in the form cannot be changed.
2. In case of any alteration needed, it can be authorized only by Administration

2. However, if the school data is filling by the Block user then Block User need to certify and declare the form by himself as mentioned in below scenshot.

Form Entry Status: All Form Not Completed Yet
Please complete all forms correctly to certify the DCF.

[Download Certificate For Signing & Uploading](#)

Declaration By Block User

- This Certificate is in case hard copy of the data capture form (DCF) is being uploaded at the block, information on the person entering the information is to be given here. I hereby declare that the information entered in Data Capture Format (DCF) is as per the DCF received in this office certified by the Principal/Head Teacher. I undertake to inform any changes therein, immediately.

Declared By

abhishek kundu

Mobile No

9810417368

Upload

[Browse...](#) No file selected.

[Certify Data](#)

Note:

1. After Finalization of Data you cannot alter or change any Data. All the Data in the form cannot be changed.
2. In case of any alteration needed, it can be authorized only by Administration