# *User Operational Manual*

# *for*

## Unified District Information System for Education Plus

## (UDISE+)

## For Schools of Grade Pre-Primary to class 12

## 2022-23

## *Developed & Hosted*

### *By*

**National Informatics Centre (NIC)**

**Ministry of Electronics & Information Technology**

**Govt. of India**

**West Bengal State Centre**

**Kolkata**

# Contents

# Introduction:

Unified District Information System for Education Plus (UDISE+) is one of the largest Management Information Systems initiated by the School Education Department, Government of West Bengal.

The entire system is online and has been collecting data in real time since 2019-20. UDISE+ has a mandate of collecting information from all recognized schools imparting formal education from Pre-primary to class XII. Information collected through the digital platform, UDISE+ is utilized for planning, optimizing resource allocation and implementing various education-related programs and assessing progress. UDISE+ provides a platform to organize and classify all school data across the country and build a credible database of school data. It monitors, measures and keeps track of vital KPIs related to school performance.

# Website URL:
http://schoolinfo.banglarshiksha.gov.in

# Process for DCF Form Entry:

1.      Login Screen of SCHOOL INFORMATION.

2. After successful login, the DASHBOARD page will be displayed.



3. Click on **SCHOOL MGNT** and then click on **UDISE**+ to fill up DCF.



4. Details of the school will be displayed.

5. Click on the **Blank DCF Document** button to download the blank DCF document and **Download Pre-Filled DCF** button to download the previous data of the school.



6. Click on button(  ) to fill in data for Section-1A .

7. Fill the document as per required. And click on **Save & Next** button to save the data.

8.     Click on ✚ button to expand another tab.

Profile of the Schools with Primary, Upper Primary, Secondary, Higher Secondary Sections (Considering RTE norms)                                          Pending    ✚

9.
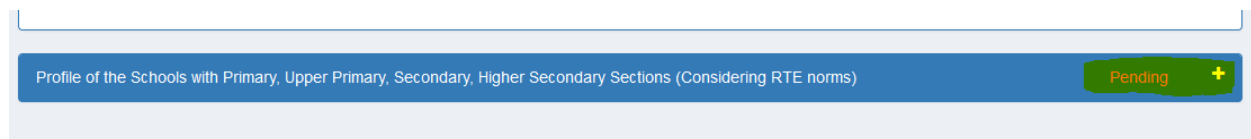
Fill up the form as required and click on button **Save & Next** to save the data.

10.

The Label will change from Pending to Save as Draft in the status after successful completion.

| Section No. | Name | Status | Action |
|---|---|---|---|
| **SCHOOL PROFILE AND OTHER DETAILS** | | | |
| Section 1A | School Profile (Location, Structure, Management and Medium of Instruction) | Save as draft | |
| Section 1B & 1C | School Safety & PGI and Others Safety | Pending | |
| Section 1D | Receipts and Expenditures | Pending | |

UDISE Details

Blank DCF Download    Download Pre-filled DCF

11. In a similar way all the sections have to be filled as required.

| Status | Action |
|---|---|
| Save as draft | |
| Save as draft | |
| Save as draft | |
| Unavailable | |
| Save as draft | |
| | |
| Save as draft | |
| Save as draft | |
| Save as draft | |
| | |
| Pending | |

12.     Section 3 is dependable on Section 1B & 1C. So when we complete the section 3 then Section 1B & 1C will automatically changed to pending status. Then the section need to be check and save once again.

Please note that in the similar way, if all sections have been saved as save as draft then if any data change in section 1A , then all other section will automatically changed to pending status.

Section 1E also dependable on Section 3 in the similar way.

| Status | Action |
|---|---|
| | |
| Save as draft | 👁 ✎ |
| Pending | 👁 + |
| Save as draft | 👁 ✎ |
| Unavailable | |
| Save as draft | 👁 ✎ |
| | |
| Save as draft | 👁 ✎ |
| Save as draft | 👁 ✎ |
| Save as draft | 👁 ✎ |
| | |
| Save as draft | 👁 ✎ |

13.     After all the section has been saved successfully, a button( **Finalize** ) will be visible to finalize all the section. After finalize no data will be changed from School Level.

14. If the Pre filled DCF is not downloaded then you have to download it to finalize all the sections.

15. After finalize, all the status will be changed from **Save as Draft** to **Finalized** after that they can only view and download the current data.

| Section No. | Name | Status | Action |
|---|---|---|---|
| **SCHOOL PROFILE AND OTHER DETAILS** | | | |
| Section 1A | School Profile (Location, Structure, Management and Medium of Instruction) | Finalized | 👁 |
| Section 1B & 1C | School Safety & PGI and Others Safety | Finalized | 👁 |
| Section 1D | Receipts and Expenditures | Finalized | 👁 |
| Section 1E | Vocational Education under NSQF at Institutional Level | Unavailable | |
| Section 1F | Mid Day Meal Scheme | Finalized | 👁 |
| **SCHOOL FACILITY** | | | |
| Section 2 | Part A: Physical Facilities and Equipments | Finalized | 👁 |
| | Part B: Physical Facilities, Equipment, Computer and Digital initiatives | Finalized | 👁 |
| | State Defined Supplementary Variables | Finalized | 👁 |
| **TEACHING AND NON-TEACHING STAFF DETAILS** | | | |
| Section 3 | Teaching and Non- Teaching Staff | Finalized | 👁 |

# Teacher Transfer:

16. Click on **Teacher Transfer** from the menu. A Teacher List will appear. Need to click on transfer the button ( Transfer ) to transfer the teacher.

| SI No. | Unique Id | Name | Designation | Nature of Appointment | Contact Number | Appointed for Level | Appointed for Subject | DOB | Action |
|---|---|---|---|---|---|---|---|---|---|
| 1. | VDAI0379 | NAZMA KHATUN | Teacher | REGULAR | 97XXXXXX13 | PRIMARY | All subjects | 12-04-1989 | Transfer |
| 2. | HHYD4330 | DALIA GAYEN | Teacher | REGULAR | 77XXXXXX63 | PRIMARY | All subjects | 15-01-1991 | Transfer |
| 3. | UOQL6323 | MILAN MONDAL | Teacher | REGULAR | 99XXXXXX93 | PRIMARY | All subjects | 01-11-1983 | Transfer |
| 4. | JHNA9953 | KALYAN SANKAR MANDAL | Teacher | REGULAR | 89XXXXXX31 | PRIMARY | All subjects | 02-12-1979 | Transfer |
| 5. | RRXF8358 | PALLABI MONDAL | Teacher | REGULAR | 95XXXXXX24 | PRIMARY | All subjects | 27-03-1992 | Transfer |
| 6. | XDIB2338 | RANAJIT KUMAR SARDER | Teacher | REGULAR | 97XXXXXX86 | PRIMARY | All subjects | 23-07-1978 | Transfer |
| 7. | QFGK3842 | SHYAMAL KUMAR DALAL | Teacher | REGULAR | 97XXXXXX25 | PRIMARY | All subjects | 01-02-1972 | Transfer |
| 8. | GIVC7517 | SIBANI SINGH | Teacher | REGULAR | 86XXXXXX71 | PRIMARY | All subjects | 02-08-1983 | Transfer |
| 9. | TUQC2330 | BARNALI MONDAL | Teacher | REGULAR | 74XXXXXX29 | PRIMARY | All subjects | 12-05-1994 | Transfer |
| 10. | XDGP1330 | RAKHI SANA | Teacher | REGULAR | 95XXXXXX85 | PRIMARY | All subjects | 13-08-1992 | Transfer |
| 11. | SXFE8739 | DIPANWITA SAHA | Teacher | REGULAR | 70XXXXXX88 | PRIMARY | All subjects | 08-03-1990 | Transfer |
| 12. | BFUO4851 | SOMA SAU | Teacher | REGULAR | 94XXXXXX32 | PRIMARY | All subjects | 18-02-1989 | Transfer |
| 13. | HNMN5553 | TAPASHI SAHA | Teacher | REGULAR | 94XXXXXX65 | PRIMARY | All subjects | 22-02-1991 | Transfer |
| 14. | NSXN4504 | SHAMBHU SAHA | Teacher | REGULAR | 96XXXXXX18 | PRIMARY | All subjects | 14-09-1989 | Transfer |
| 15. | WZIL6095 | MUNMUN JANA PANJA | Teacher | REGULAR | 99XXXXXX98 | PRIMARY | All subjects | 15-04-1985 | Transfer |

17.    Details of the teacher has been shown at the time of transfer. Now have to enter the school code where the teacher need to be transferred.



16.  Transferred school details visible. Now Teacher Transfer button needs to be clicked to transfer the teacher.

18.    In **Section 3** the teacher will appear after being transferred from the old school. School can accept and reject the teacher. If rejected then the teacher will be returned to the old school if the old school has not been finalized.

| SI No. | Unique Id | Name | Designation | Nature of Appointment | Contact Number | Appointed for Level | Appointed for Subject | DOB | Action | Status | Transfer IN |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | OXJQ3174 | MITHU MANDAL | Teacher | REGULAR | 96XXXXXX51 | PRIMARY | All subjects | 28-03-1981 | 🗑 ✎ | Pending | Accept Reject |

# Circle Level:

19. Click on UDISE+ Progress Monitoring Report to view the school details.
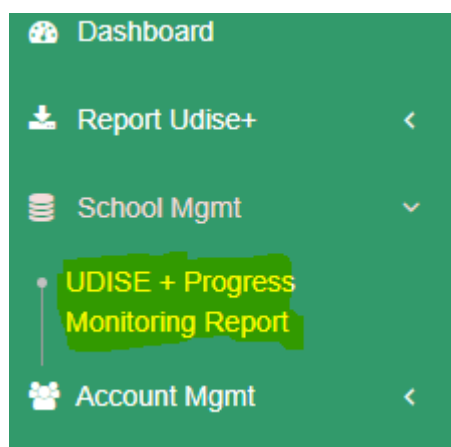
20.	After click on the menu this school list will appear in the circle. Here Circle can download school wise prefilled DCF and view school current data.

Circle can unlock the school finalization so that school can modify the data again. If All school finalized within the circle then the finalization button will appear in circle end.



# Block Level:

21.	After login as Block Level, user can download school wise prefilled DCF and view school current data.

# District Level:

22.     After login as District Level, user can view Circle List. After that, when click on the circle then Circle wise school list populated and user can download school wise prefilled DCF and view school current data as per choice.

# State Level:

23.      After login as State Level, user can view District List. After that, when click on the District then list od circle will be populated for the district. After click on the circle, Circle wise school list is populated and the user can download the school-wise prefilled DCF and view school current data as per choice.

# Reset Password:

## School Password Reset by Circle and Block:

Circle level and Block Level can reset the password of the school click on "Reset/Create School Password" under "Account Mgmt".
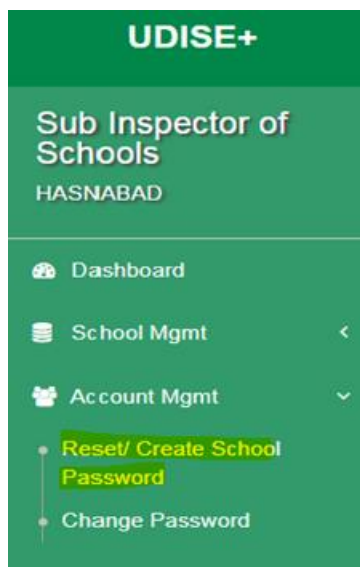


## Password for Circle & Block Reset by District:

District Level can reset the password of the block and circle click on "Reset Password for Block" and "Reset Password for Circle Account Mgmt".

# Bank Modules:

A new bank as well as new bank branch may be done through this module. If a Bank is available but branch name is not available then 'ADD BRANCH' option is selected for said activities. Another option 'ADD BANK' may be utilized for adding new bank. After that new branch may be added for the entered new bank.
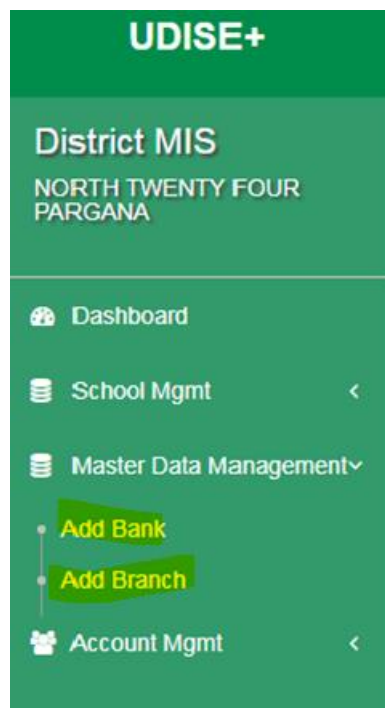


a) **Addition of Bank Branch**

Bank Branch details will be added from District MIS login for the following fields

1. Bank Name (Select from dropdown) *
2. IFSC (Text input) *
3. Branch Name (Text Input) *
4. Branch Address (Text Input)
5. Branch Contact No (Text Input)
6. City (Text Input)
7. District (Text Input)
8. State (Text Input)

Fields marked with * are mandatory.

**b) Addition of New Bank :**

If bank not found in dropdown list and needs to add bank can be done through AddBank Module.

i) Role of District MIS

Bank will be added from District MIS login and needs to fill up following fields :

1. Bank Name (Text input) *
2. Digit in A/C No (Text input) *
3. Bank Code (Unique Code) (Text input) *

Fields marked with * marks are mandatory.