

# SDMIS User Manual

## Student Menu

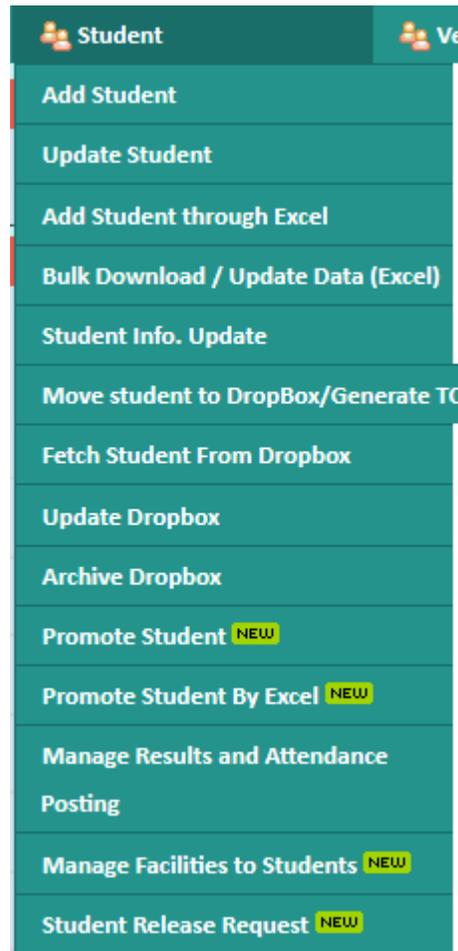
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## Student

### 1. Add student: One method of adding Student in SDMIS is on screen/web portal.

**Step 1:** Click on Student Tab and select “Add Student” from the menu as shown in the given below screen.



**Step 2:** On clicking the “Add Student” menu the given below screen will appear in which you have to select the appropriate options depending on the geographical level or user level (State, District, Block, Cluster, Village and School) you have logged in from.

The screen appears depending on the level users like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

Select the class and section as per the below screen.

**Step 3:** Enter the information in the given fields (like Aadhaar Number, Student's Name, Father's/Guardian's Name, Mother's Name, Date of Birth, Gender, Social category, Religion, Mother Tongue, Date of Admission (DD/MM/YYYY), Admission Number, Whether belong to BPL, Whether belong to Disadvantaged Group, Studying in class in the current year, class studied Previous year, If studies in class I, status of previous year, Medium of Instruction, Type of Disability if any, Result/Status in/after the last examination, % of Marks obtained in last examination, Status in the current academic year) and variables related with vocational education as per NSQF.

**Aadhaar UID Number:** Enter the Aadhaar UID Number (It should be a valid 12 digit aadhaar number) and click on verify button. Aadhaar number will be validated and verified.

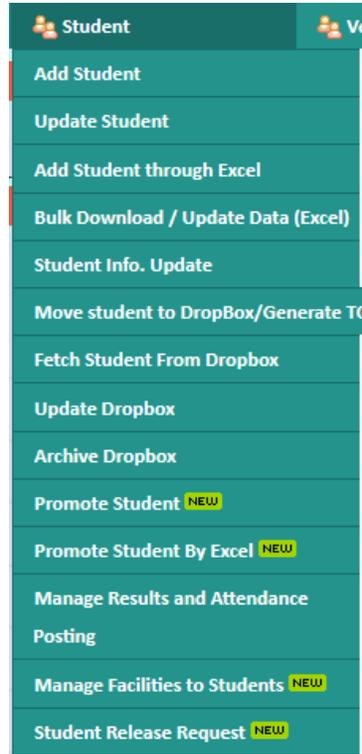
If the result of the student in the last annual exam is Promoted or repeated then system asks for % of marks obtained in the last examination for terminal grades.

Date of birth date should be less than Date of admission. After entering all the variables click on "Save" button.

▼ STUDENT INFORMATION		ACADEMIC YEAR: 2017-18		* MANDATORY FIELDS	
1. Aadhaar UID Number :	<input type="text"/>	<input type="button" value="VERIFY"/>	*7. Social Category :	1-General	
*2. Student Name :	<input type="text"/>		*8. Religion :	0-Hindu	
*3. Father's / Guardian's Name :	<input type="text"/>		*9. Mother Tongue :	----Select----	
*4. Mother's Name :	<input type="text"/>		10. Habitation or Locality :	<input type="text"/>	
*5. Date of Birth (DD / MM / YYYY) :	<input type="text"/>	<input type="button" value="DD"/>	*11. Date of Admission (DD / MM / YYYY) :	<input type="text"/>	<input type="button" value="DD"/>
*6. Gender :	1-Boy		*12. Admission Number :	<input type="text"/>	
<b>▼ GENERAL PROFILE AND FACILITIES</b>					
*13. Whether belong to BPL :	2-No		21. Type of Disability, if any :	0-Not Applicable	
*14. Whether belong to Disadvantaged Group :	2-No		22. Facilities Provided to CWSN (in current academic year) :	0-None	
15. Getting Free education as per RTE Act. (for private unaided school) :	0-Not Applicable		Note: Use ctrl key to select multiple values	1-Braille Books	
*16. Studying in Class :	1-I (A Section)		Facilities provided to the student in current academic year ( for Govt. / Aided school)	2-Braille Kit	
*17. Class studied Previous Year :	0-Pre Primary		23. No. of uniform sets provided :	1-One Set	
*18. If Studying in class I, Status of previous Year :	----Select----		24. Complete set of free Text Books :	0-Not Applicable	
19. No. of days child attended school (prev. year) :	<input type="text"/>		25 Free Transport Facility :	0-Not Applicable	
*20. Medium of Instruction :	----Select----		26 Free Escort Facility :	0-Not Applicable	
			27 Free Bicycle :	0-Not Applicable	
			28 Free Hostel facility :	0-Not Applicable	
<b>▲ ACADEMIC YEAR DETAILS</b>					
<b>▼ ACADEMIC YEAR DETAILS</b>					
29. Child attended Special Training :	----Select----		37. Whether completed NSQF Level :	----Select----	
*30. Whether the child is homeless :	0-Not Applicable		38 Student Opted for :	----Select----	
*31. Result in the last examination :	1-Promoted		39. Employment/Placement Status:	----Select----	
32. % Marks obtained in last examination :	<input type="text"/>		40. Salary offered :	----Select----	
*33. Schooling status in 2017-18 :	1 - Continuing in the same school		41. Students Bank Account Number	<input type="text"/>	
34. Stream :	----Select----		42. IFSC code: (Should be all capitals, fifth letter should be 0(Zero) and length must be equal to 11.)	<input type="text"/>	
35. Trade / Sector :	----Select----		43. Mobile No (of Student/Parent/Guardian) :	<input type="text"/>	
36. Job Role :	<input type="text"/>		44. Email ID (of Student/Parent/Guardian) :	<input type="text"/>	
<input type="button" value="CLEAR ALL"/> <input type="button" value="SAVE"/>					

## 2. Update student: Student

**Step 1:** Click on Student Tab and select “Update Student” from the menu as shown in the given below screen.



**Step 2:** On clicking the “Add Student” menu the given below screen will appear in which you have to select the appropriate options depending on the geographical level or user level (State, District, Block, Cluster, Village and School) you have logged in from.

UPDATE STUDENT					
▼ SEARCH STUDENT					
State :	WEST BENGAL	District :	BARDDHAMAN	Block Name :	ANDAL
Cluster Name :		Village Name :	ANDAL/I	School Name :	KALIPUR F.P. SCHOOL
School UDISE Code :		Aadhaar UID No. :		Student Id :	
Class :	----Select----	Section :	----Select----	Student Name :	
Social Category :	----Select----	Religion :	----Select----	Gender :	----Select----
Whether belong to BPL :	----Select----	Stream :	----Select----	Disability :	----Select----
Facilities Provided to CWSN :	----Select----	Free Hostel facility :	----Select----	Trade / Sector :	----Select----
Whether the child is homeless :	----Select----	Student Creation Status <input checked="" type="radio"/> Save <input type="radio"/> Save as Draft			
Advanced Search :	<input type="checkbox"/>				
		<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>			

The screen appears depending on the level users like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected. Along with the above fields select the class and section.

By using search screen → select the other required fields then click on search button.

There is an Export to excel and Print option is also provided in this screen.

State :	WEST BENGAL	District :	BARDDHAMAN
Block Name :	ANDAL	Village Name :	ANDAL/I
School Name :	KALIPUR F.P. SCHOOL		

YOUR SEARCH RESULTED 18 RECORDS.													
Name of the Student	Class	Section	Student Id	Aadhaar / UID Number	Date of Birth	Gender	Social Category	Religion	Date of Admission	Admission Number	Type of Disability	Delete	
ANJU.A	VI	A	340202037011220019	xxxxxxxx2631	02/05/2007	Girl	OBC	Hindu	27/01/2018	7367dd	Not Applicable		
ARADHANA.A	VI	A	340202037011220020	xxxxxxxx3311	06/04/2007	Girl	OBC	Hindu	27/01/2018	7363dd	Not Applicable		
ARITRA CHAKRABORTYDE	II	A	190901150021510017		03/01/2009	Boy	General	Hindu	07/01/2015	17/2015	Not Applicable		
ARPAN GHOSH	II	A	190901150021510028		20/11/2009	Boy	General	Hindu	02/01/2015	04/2015	Not Applicable		
CHANDAN GHOSH	II	A	190901150021510030		12/03/2009	Boy	General	Hindu	02/01/2015	06/2015	Not Applicable		
JAY GHOSH	II	A	190901150021510026		04/02/2009	Boy	General	Hindu	02/01/2015	02/2015	Not Applicable		
KHUKI NANDI	II	A	190901150021520034		12/03/2009	Girl	General	Hindu	02/01/2015	10/2015	Mental Illness		
KRISHNA GHOSH	II	A	190901150021510025		26/06/2009	Boy	General	Hindu	02/01/2015	01/2015	Not Applicable		
NAVEEN BHATIA	I	A	190901150020510064	xxxxxxxx9240	22/01/1998	Boy	General	Hindu	12/01/2005	ADM-1234	Not Applicable		
RAWGANI CHAKARBORTY	II	A	190901150021510016		12/12/2009	Boy	General	Hindu	07/01/2015	16/2015	Not Applicable		
RISHAV ROY	II	A	190901150021510013		02/04/2009	Boy	General	Hindu	05/01/2015	13/2015	Not Applicable		
RUYA GHOSH	II	A	190901150021520029		18/04/2009	Girl	General	Hindu	02/01/2015	05/2015	Mental Illness		

**Step 3:** Click on the name of the student from the above screen.

**UPDATE STUDENT**

Class : 
Section :

←
→

▲ STUDENT INFORMATION	ACADEMIC YEAR: 2017-18	STUDENT ID: 340202037011220019	* MANDATORY FIELDS
1. Aadhaar UID Number :	<input type="text" value="xxxxxxx2631"/>	<input type="button" value="VERIFY"/>	*7. Social Category :
*2. Student Name :	<input type="text" value="ANJU.A"/>	*8. Religion :	<input type="text" value="0-Hindu"/>
*3. Father's / Guardian's Name :	<input type="text" value=""/>	*9. Mother Tongue :	<input type="text" value="16-Tamil"/>
*4. Mother's Name :	<input type="text" value=""/>	10. Habitation or Locality :	<input type="text" value="MANAVELY(A)"/>
*5. Date of Birth (DD / MM / YYYY) :	<input type="text" value="02/05/2007"/>	*11. Date of Admission (DD / MM / YYYY) :	<input type="text" value="27/01/2018"/>
*6. Gender :	<input type="text" value="2-Girl"/>	*12. Admission Number :	<input type="text" value="7367dd"/>

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▼ GENERAL PROFILE AND FACILITIES			
*13. Whether belong to BPL :	<input type="text" value="1-Yes"/>	21. Type of Disability, if any :	<input type="text" value="0-Not Applicable"/>
*14. Whether belong to Disadvantaged Group :	<input type="text" value="1-Yes"/>	22. Facilities Provided to CWSN (in current academic year) :	<input type="text" value="0-None"/>
15. Getting Free education as per RTE Act. (for private unaided school) :	<input type="text" value="1-Yes"/>	Note: Use ctrl key to select multiple values	<input type="text" value="1-Braille Books"/>
*16. Studying in Class :	<input type="text" value="6-VI (A Section)"/>	Facilities provided to the student in current academic year ( for Govt. / Aided school)	<input type="text" value="2-Two Set"/>
*17. Class studied Previous Year :	<input type="text" value="99-None"/>	23. No. of uniform sets provided :	<input type="text" value="1-Yes"/>
*18. If Studying in class I, Status of previous Year :	<input type="text" value="----Select----"/>	24. Complete set of free Text Books :	<input type="text" value="2-No"/>
*19. No. of days child attended school (prev. year) :	<input type="text" value="0"/>	25 Free Transport Facility :	<input type="text" value="0-Not Applicable"/>
*20. Medium of Instruction :	<input type="text" value="19-English"/>	26 Free Escort Facility :	<input type="text" value="0-Not Applicable"/>
		27 Free Bicycle :	<input type="text" value="0-Not Applicable"/>
		28 Free Hostel facility :	<input type="text" value="0-Not Applicable"/>

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▼ ACADEMIC YEAR DETAILS			
29. Child attended Special Training :	<input type="text" value="0-Not Applicable"/>	37. Whether completed NSQF Level :	<input type="text" value="----Select----"/>
*30. Whether the child is homeless :	<input type="text" value="0-Not Applicable"/>	38 Student Opted for :	<input type="text" value="----Select----"/>
*31. Result in the last examination :	<input type="text" value="1-Promoted"/>	39. Employment/Placement Status:	<input type="text" value="----Select----"/>
32. % Marks obtained in last examination :	<input type="text" value="0"/>	40. Salary offered :	<input type="text" value="----Select----"/>
*33. Schooling status in 2017-18 :	<input type="text" value="1 - Continuing in the same school"/>	41. Students Bank Account Number	<input type="text" value=""/>
34. Stream :	<input type="text" value="----Select----"/>	42. IFSC code: (Should be all capitals, fifth letter should be 0(Zero) and length must be equal to 11.)	<input type="text" value=""/>
35. Trade / Sector :	<input type="text" value="----Select----"/>	43. Mobile No (of Student/Parent/Guardian) :	<input type="text" value="xxxxx5846"/>
36. Job Role :	<input type="text" value=""/>	44. Email ID (of Student/Parent/Guardian) :	<input type="text" value=""/>

**Step 4:** Enter/edit/update the information in the fields to be updated and then click on “Update” button.

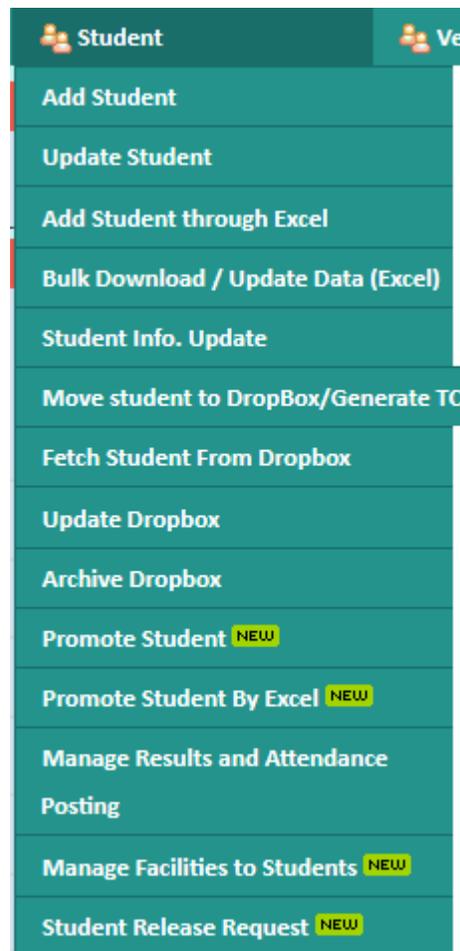
Clicking on “CLEAR ALL” button will remove all the values filled in the fields/variables in the screen.

### 3. Add student through Excel:

Another method of adding Student in SDMIS is using the pre-programmed excel templates which can be downloaded from the portal student.udise.in.

This mode of adding student data will be useful for the locations where internet is not available or is available only for a limited period of time or internet speed is not so good to enter the student data on screen/on web portal. In these circumstances, the pre-programmed excel templates can be downloaded with fixed number of blank rows and the student data can be added in the excel templates. After filling the excel template, you need to validate the excel template. After successful validating the template, you will be allowed to upload the filled in template on to the student.udise.in web portal.

**Step 1:** Click on Student Tab and select “Add Student through Excel” from the menu as shown in the given below screen.



**Step 2:** On clicking the “Add Student through Excel” menu the given below screen will appear in which you have to select one of the two available options. If you want to download the blank excel template then you have to select “No” in response to the question on screen “Do you have the Excel template ready with data?”. Given below screen will appear on clicking “No” button.

**BULK UPLOAD (EXCEL)-V1.1**

Do you have the Excel template ready with data ?  Yes  No

**STEP 1 : GET EXCEL TEMPLATE** \* MANDATORY FIELDS

\*State : WEST BENGAL

\*No. of Students :   
(Maximum Limit 2000 Students)

[Guidelines to fill the Data in Excel Template](#)

**Note:**  
1. Date will be considered according to the system date. Basic Format of system should be DD/MM/YYYY.

**STEPS TO BE FOLLOWED TO CREATE STUDENTS THROUGH EXCEL**

Step 1:- ([View screenshot](#)) Enter No. of Students & Click on "Get Excel Template" button to get the excel sheet to enter Student Details.

Step 2:- ([View screenshot](#)) Click on "Save" button in the excel popup window.

Step 3:- ([View screenshot](#)) Enter Data for all the Rows. Before uploading the file we have to make sure no cell is empty.

Step 4:- ([View screenshot](#)) After entering all the Rows Save the excel sheet.

Step 5:- ([View screenshot](#)) Now select all mandatory fields and browse the same excel file.

Step 6:- ([View screenshot](#)) Click on Upload Button we can get the Message Saying Students Created Successfully..

**Step 2:** Specify the No. of students (number of blank rows) you want in the excel file. Then click on "Get Excel Template" button.

**BULK UPLOAD (EXCEL)-V1.1**

Do you have the Excel template ready with data ?  Yes  No

**STEP 1 : GET EXCEL TEMPLATE** \* MANDATORY FIELDS

\*State : -----Select-----

\*No. of Students :   
(Maximum Limit 2000 Students)

[Guidelines to fill the Data in Excel Template](#)

**Note:**  
1. Date will be considered according to the system date. Basic Format of system should be DD/MM/YYYY.

**STEPS TO BE FOLLOWED TO CREATE STUDENTS THROUGH EXCEL**

Step 1:- ([View screenshot](#)) Enter No. of Students & Click on "Get Excel Template" button to get the excel sheet to enter Student Details.

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Step 3:- ([View screenshot](#)) Enter Data for all the Rows. Before uploading the file we have to make sure no cell is empty.

Step 4:- ([View screenshot](#)) After entering all the Rows Save the excel sheet.

Step 5:- ([View screenshot](#)) Now select all mandatory fields and browse the same excel file.

Step 6:- ([View screenshot](#)) Click on Upload Button we can get the Message Saying Students Created Successfully..

**Step 3:** After the excel file is downloaded, you can fill the information of the students which you want to add to the portal. The excel template will look like the one as shown in the given below screen.

A	B	C	D	E	F	G	H	I
School U-DISE Code (Mandatory)	Student's AADHAAR Number <a href="#">Validate Excel</a> <a href="#">Hide Comments</a>	Name of the Student (Mandatory)	Father's Name (Mandatory)	Mother's Name (Mandatory)	Date of Birth (DD/MM/YYYY) (Mandatory)	Gender (Mandatory)	Social Category (Mandatory)	Religion (Mandatory)
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----
						-----Select-----	-----Select-----	-----Select-----

**Some important points are there to add students through excel template.**

The downloaded excel template is a pre-programmed excel template hence you need to enable the macros while opening the downloaded excel template.

The date format in the excel template is dd/mm/yyyy

After entering the data in the excel template you need to validate the data by clicking on

**Step 4:** Once you are ready with the data in the excel template, again login into the system and select the “Add Student through Excel” menu from the Student Menu. To upload the data from Excel template to the portal, click on “Yes” in response to the question “Do you have the Excel template ready with data?”. Given below screen will appear on clicking “Yes” button.

BULK UPLOAD (EXCEL)-V1.1

Do you have the Excel template ready with data?  Yes  No

▼ UPLOAD EXCEL TEMPLATE
\* MANDATORY FIELDS

*State : <input type="text" value="WEST BENGAL"/>	*District : <input type="text" value="BARDHAMAN"/>
*Block Name : <input type="text" value="ANDAL"/>	Cluster Name : <input type="text" value="-----Select-----"/>
Village Name : <input type="text" value="ANDAL/I"/>	*School Name : <input type="text" value="KALIPUR F.P. SCHOOL"/>
*Upload Excel : <input type="button" value="Browse..."/> No file selected.	
School Udise Code: <input type="text"/>	<input type="button" value="Get School Details"/>

Note:  
1. Column 15. 'Free Education As per RTE' is applicable only for Private Unaided Schools.  
2. Column 23 a) No. of Uniform Sets, b) Complete Set of Free Text Books, c) Free Transport, d) Free Escort Facility, e) Free Bicycle, f) Free Hostel Facility data is not applicable for Private Unaided Schools.

**Step 5:** The process will be based on the level users like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

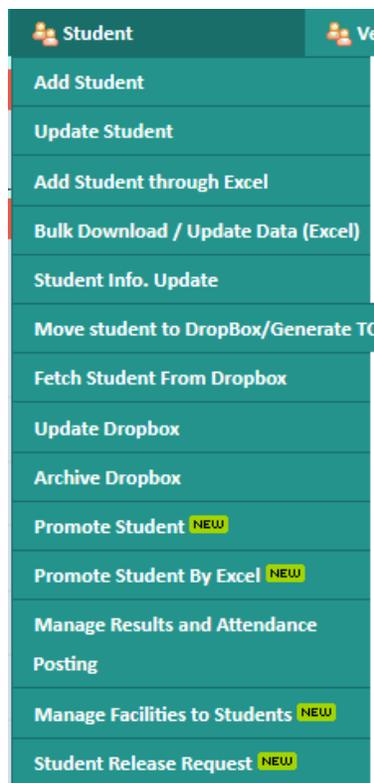
Choose the filled in and validated excel template and click on upload button. After clicking on "Upload" button, the portal will start reading the records from the Excel template one by one till the end of the excel template. Blank School U-DISE code is treated as the "End of the excel template". The portal will read all the records and will check for the existence of the record in the existing database in the portal. If the student record already exists in the student database in the portal, the system will show the details of the student on the screen and will not add that students data in the portal. These kind of students which are already existing in the portal will be shown separately in a section and a button "Show" will be available along with each student record. Clicking on the button will open up a popup box (you must enable the popup in your browser settings) to display the details of the student already existing in the database.

#### 4. Bulk Download/update data Excel:

Another method of updating Students data in SDMIS is using the pre-programmed excel templates with student data for the selected school, class and section which can be downloaded from the portal student.udise.in.

This mode of updating student data will be useful for the locations where internet is not available or is available only for a limited period of time or internet speed is not so good to update the student data on screen/on web portal. In these circumstances, the pre-programmed excel templates with data can be downloaded with the number of students available in the school, class or section and the student data can be updated in the excel templates. After updating the student data in the excel template, you need to validate the excel template. After successfully validating the template, you will be allowed to upload the filled in updated and validated template on to the student.udise.in web portal.

**Step 1:** Click on Student Tab and select “Bulk Download/Update Data (Excel)” from the menu as shown in the given below screen.



**Step 2:** On clicking the “Bulk Download/Update Data (Excel)” menu the given below screen will appear.

The process will be based on the level users like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected. If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected. Select School, class and section for which you want to download the student data. After making the selection click on "Get Excel Template".

**BULK DOWNLOAD / UPDATE DATA (EXCEL)**

Do you have the Excel template ready with data ?  Yes  No

**STEP 1 : GET EXCEL TEMPLATE** \* MANDATORY FIELDS

*State : <input type="text" value="WEST BENGAL"/>	*District : <input type="text" value="BARDHAMAN"/>
*Block Name : <input type="text" value="ANDAL"/>	Cluster Name : <input type="text"/>
Village Name : <input type="text" value="ANDAL/I"/>	*School Name : <input type="text" value="KALIPUR F.P. SCHOOL"/>
*Class : <input type="text" value="1-I"/>	*Section : <input type="text" value="A"/>

Guidelines to fill the Data in Excel Template

**Note:**  
1. Date will be considered according to the system date. Basic Format of system should be DD/MM/YYYY.

**STEPS TO BE FOLLOWED TO CREATE STUDENTS THROUGH EXCEL**

Step 1:- [\(View screenshot\)](#) Select all mandatory fields & Click on "Get Excel Template" button to get the excel sheet to update Student Details.

Step 2:- [\(View screenshot\)](#) Click on "Save" button in the excel popup window.

Step 3:- [\(View screenshot\)](#) Enter Data for all the Rows. Before uploading the file we have to make sure no cell is empty.

Step 4:- [\(View screenshot\)](#) After entering all the Rows Save the excel sheet.

Step 5:- [\(View screenshot\)](#) Now select all mandatory fields and browse the same excel file.

Step 6:- [\(View screenshot\)](#) Click on Upload Button we can get the Message Saying Students Updated Successfully..

After the download is successful, you can open the excel template with data. The excel template with data will look like the one shown in the given below screen.

A	B	C	D	E	F	G	H	I	
School U-DISE Code (Mandatory)	Student's AADHAAR Number <input type="button" value="Validate Excel"/> <input type="button" value="Hide Comments"/>	Name of the Student (Mandatory)	Father's Name (Mandatory)	Mother's Name (Mandatory)	Date of Birth (DD/MM/YYYY) (Mandatory)	Gender (Mandatory)	Social Category (Mandatory)	Religion (Mandatory)	
1									
2	34020203701	xxxxxxxx2630	NITESH. N	NILESH	TULSHA	26/05/2011	1-Boy	4-OBC	0-Hindu
3	34020203701	xxxxxxxx7545	THOUFIK. M	MUNVARI	KATHAR BEE	28/11/2010	1-Boy	4-OBC	5-Muslim
4	34020203701	xxxxxxxx7192	SANDHYA. I	IYYANAR	RAMYA	21/10/2010	2-Girl	2-SC	0-Hindu
5	34020203701	xxxxxxxx6993	MONISH. V	VEERABALAN	GNANASOUNDARI	05/04/2011	1-Boy	2-SC	0-Hindu
6	34020203701	xxxxxxxx0534	KEERTHIVASAN. S	SENIVASAN	SUBBULAKSHMI	18/11/2010	1-Boy	4-OBC	0-Hindu
7	34020203701	xxxxxxxx5302	PRASHAANTH. E	EZHUMALAI	AMUDHA	16/04/2011	1-Boy	4-OBC	0-Hindu
8	34020203701	xxxxxxxx4871	RIJA. M.V	MAHENDHRA BOOPATHY	VIJAYALAKSHMI	15/08/2010	1-Boy	2-SC	0-Hindu
9	34020203701	xxxxxxxx6153	ROSHINI. M	MURUGAIYAN	KALAISELVI	26/06/2011	2-Girl	4-OBC	0-Hindu
10	34020203701	xxxxxxxx9280	KEERTHIVASAN. R	RAJAVEL	AZHAGARASI	18/10/2010	1-Boy	4-OBC	0-Hindu
11	34020203701	xxxxxxxx5571	SRIVIJAY. B	BALU	RAJALAKSHMI	29/03/2011	1-Boy	4-OBC	0-Hindu
12	34020203701	xxxxxxxx2738	SANTHOSH. K	KALIMUTHU	REETHA	26/04/2011	1-Boy	2-SC	0-Hindu
13	34020203701	xxxxxxxx3315	DHARSHINI. A	ANANDHAN	SARALA	19/05/2011	2-Girl	4-OBC	0-Hindu
14	34020203701	xxxxxxxx7058	EZHILVENI. V	VELU	SIVASANKARI	09/04/2011	2-Girl	4-OBC	0-Hindu
15	34020203701	xxxxxxxx8010	NANCYMARY. S	SRINIVASAN	AMALA MARY	06/04/2011	2-Girl	4-OBC	6-Christian

You will not be able to edit/update some of the mandatory columns in the downloaded excel template with student data. The Aadhaar number shown in the excel file will be masked but can be edited for correction.

**BULK DOWNLOAD / UPDATE DATA (EXCEL)**

Do you have the Excel template ready with data ?  Yes  No

▼ UPLOAD EXCEL TEMPLATE \* MANDATORY FIELDS

*State : <input type="text" value="WEST BENGAL"/>	*District : <input type="text" value="BARDHAMAN"/>
*Block Name : <input type="text" value="ANDAL"/>	Cluster Name : <input type="text" value="-----Select-----"/>
Village Name : <input type="text" value="ANDAL/I"/>	*School Name : <input type="text" value="KALIPUR F.P. SCHOOL"/>
*Upload Excel : <input type="button" value="Browse..."/> No file selected.	
School Udise Code: <input type="text"/>	<input type="button" value="Get School Details"/>

**Note:**

1. Column 15. 'Free Education As per RTE' is applicable only for Private Unaided Schools.  
2. Column 23 a) No. of Uniform Sets, b) Complete Set of Free Text Books, c) Free Transport, d) Free Escort Facility, e) MDM Beneficiary, f) Free Hostel Facility data is not applicable for Private Unaided Schools.

**Step 2:** Once you have done all the changes in the excel template, save the excel template.

**Step 3:** Browse the path of the file and click on upload button. After clicking on “Upload” button, the portal will start reading the records from the Excel template one by one till the end of the excel template. The portal will read all the records and will check for the existence of the record in the existing database in the portal. If the Student ID already exists in the student database in the portal, the system will update the data from excel template to the portal.

## 5. Student Info Update:

This option is useful for the users who want to update data for all students or for the selected students based on the search criteria. This option also provides the facility to edit/update only limited number of fields.

**STUDENT INFO. UPDATE**

▼ SEARCH STUDENT

<b>*State :</b> WEST BENGAL	<b>*District :</b> BARDHAMAN	<b>*Block Name :</b> ANDAL	
<b>*Cluster Name :</b>	<b>*Village Name :</b> ANDAL/I	<b>*School Name :</b> KALIPUR F.P. SCHOOL	
<b>*School UDISE Code :</b> 19090115002	<b>Display By :</b> <input checked="" type="radio"/> Cluster <input type="radio"/> Village		
<b>*Class :</b>	<b>*Section :</b>		

All Student Information Fields
  All General Profile And Facilities Fields
  All Academic Year Details Fields

▼ SELECT FIELDS TO UPDATE

<b>Student Information :</b> <input checked="" type="checkbox"/> 1. Aadhaar UID Number <input checked="" type="checkbox"/> 2. Student Name <input type="checkbox"/> 3. Father's / Guardian's Name <input type="checkbox"/> 4. Mother's Name <input type="checkbox"/> 5. Date of Birth <input type="checkbox"/> 6. Gender <input type="checkbox"/> 7. Social Category <input type="checkbox"/> 8. Religion <input type="checkbox"/> 9. Mother Tongue <input type="checkbox"/> 10. Habitation or Locality <input type="checkbox"/> 11. Date of Admission <input type="checkbox"/> 12. Admission Number	<input type="checkbox"/> 13. Whether belong to BPL <input type="checkbox"/> 14. Whether belong to Disadvantaged Group <input type="checkbox"/> 15. Getting Free education as per RTE Act. (for private unaided school)	<input type="checkbox"/> 16. Studying in Class & Section <input type="checkbox"/> 17. Class studied Previous Year <input type="checkbox"/> 18. If Studying in class I, Status of previous Year <input type="checkbox"/> 19. No. of days child attended school (prev. year) <input type="checkbox"/> 20. Medium of Instruction <input type="checkbox"/> 21. Type of Disability, if any
<b>General Profile And Facilities :</b> <input type="checkbox"/> 22. Facilities Provided to CIWSN <input type="checkbox"/> 23. No. of uniform sets provided <input type="checkbox"/> 24. Complete set of free Text Books <input type="checkbox"/> 25. Free Transport Facility <input type="checkbox"/> 26. Free Escort Facility <input type="checkbox"/> 27. Free Bicycle <input type="checkbox"/> 28. Free Hostel facility	<b>Academic Year Details :</b> <input type="checkbox"/> 29. Child attended Special Training <input type="checkbox"/> 30. Whether the child is homeless <input type="checkbox"/> 31. Result in the last examination <input type="checkbox"/> 32. % Marks obtained in last examination <input type="checkbox"/> 33. Schooling status in 2017-18 <input type="checkbox"/> 34. Stream <input type="checkbox"/> 35. Trade / Sector <input type="checkbox"/> 36. Job Role <input type="checkbox"/> 37. Whether completed NSQF Level <input type="checkbox"/> 38. Student Opted for <input type="checkbox"/> 39. Employment/Placement Status <input type="checkbox"/> 40. Salary offered <input type="checkbox"/> 41. Students Bank Account Number <input type="checkbox"/> 42. IFSC code <input type="checkbox"/> 43. Mobile No <input type="checkbox"/> 44. Email ID	

Note: Dependent field(s) will be displayed as per the selected field(s) under Search Criteria.

**Step 1:** The process is based on the users level like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected. Select class and section

**Step 2:** Select the fields to be updated from the below grid (Eg: % Marks obtained in last annual Examination and number of days student attended the school/attendance) .

If all the fields has to be updated checkbox has to be selected for individual section --All Student Information Fields, All General Profile And Facilities Fields , All Academic Year Details Fields.

**Step 3:** Click on Get students button.

**STUDENT INFO. UPDATE**

**SEARCH STUDENT**

\*State :  \*District :  \*Block Name :

\*Cluster Name :  \*Village Name :  \*School Name :

\*School UDISE Code :  Display By :  Cluster  Village

\*Class :  \*Section :

All Student Information Fields  All General Profile And Facilities Fields  All Academic Year Details Fields

**SELECT FIELDS TO UPDATE**

Student Information :  1. Aadhaar UID Number  2. Student Name  3. Father's / Guardian's Name  4. Mother's Name  5. Date of Birth  6. Gender  7. Social Category  8. Religion  9. Mother Tongue  
 10. Habitation or Locality  11. Date of Admission  12. Admission Number

General Profile And Facilities :  13. Whether belong to BPL  14. Whether belong to Disadvantaged Group  15. Getting Free education as per RTE Act. (for private unaided school)  
 16. Studying in Class & Section  17. Class studied Previous Year  18. If Studying in class I, Status of previous Year  
 19. No. of days child attended school (prev. year)  20. Medium of Instruction  21. Type of Disability, if any  
 22. Facilities Provided to CWSN  23. a) No. of uniform sets provided  23. b) Complete set of free Text Books  
 23. c) Free Transport Facility  23. d) Free Escort Facility  23. e) MDM Beneficiary  
 23. f) Free Hostel facility

Academic Year Details :  24. Child attended Special Training  25. Whether the child is homeless  26. Appeared in the last examination  27. Passed in the last examination  28. % Marks obtained in last examination  
 29. Stream  30. Trade / Sector  31. a) Iron & Folic Acid  31. b) Deworming Tablets  31. c) Vitamin - A Tablets  
 32. Students Bank Account Number  33. IFSC code  34. Mobile No  35. Email ID

Note: Dependent field(s) will be displayed as per the selected field(s) under Search Criteria.

**STUDENT INFO. UPDATE**

**SEARCH STUDENT**

\*State :  \*District :  \*Block Name :

\*Cluster Name :  \*Village Name :  \*School Name :

\*School UDISE Code :  Display By :  Cluster  Village

\*Class :  \*Section :

All Student Information Fields  All General Profile And Facilities Fields  All Academic Year Details Fields

**SELECT FIELDS TO UPDATE**

Student Information :  1. Aadhaar UID Number  2. Student Name  3. Father's / Guardian's Name  4. Mother's Name  5. Date of Birth  6. Gender  7. Social Category  8. Religion  9. Mother Tongue  
 10. Habitation or Locality  11. Date of Admission  12. Admission Number

General Profile And Facilities :  13. Whether belong to BPL  14. Whether belong to Disadvantaged Group  15. Getting Free education as per RTE Act. (for private unaided school)  
 16. Studying in Class & Section  17. Class studied Previous Year  18. If Studying in class I, Status of previous Year  
 19. No. of days child attended school (prev. year)  20. Medium of Instruction  21. Type of Disability, if any  
 22. Facilities Provided to CWSN  23. a) No. of uniform sets provided  23. b) Complete set of free Text Books  
 23. c) Free Transport Facility  23. d) Free Escort Facility  23. e) MDM Beneficiary  
 23. f) Free Hostel facility

Academic Year Details :  24. Child attended Special Training  25. Whether the child is homeless  26. Appeared in the last examination  27. Passed in the last examination  28. % Marks obtained in last examination  
 29. Stream  30. Trade / Sector  31. a) Iron & Folic Acid  31. b) Deworming Tablets  31. c) Vitamin - A Tablets  
 32. Students Bank Account Number  33. IFSC code  34. Mobile No  35. Email ID

Note: Dependent field(s) will be displayed as per the selected field(s) under Search Criteria.

**Student Data Insert / Update has been freeze. Users are not allowed to do the Insert / Update operations.**

NO. OF STUDENT(S) : 31									
Student Id	Aadhaar No.	Name of the Student	Studying in Class & Section	Class studied Previous Year	Free Transport Facility	Free Hostel facility	Appeared in the last examination	Passed in the last examination	% Marks obtained in last examination
<a href="#">Update</a>	040110004061500359	AARTI BHATT	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0
<a href="#">Update</a>	040110004061500348	AASHIA	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0
<a href="#">Update</a>	040110004061610336	ABHINAV DEYQL	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0
<a href="#">Update</a>	040110004061510323	ADITYA	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0
<a href="#">Update</a>	040110004061500344	AJASHA	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0
<a href="#">Update</a>	040110004061500357	ANHA	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0
<a href="#">Update</a>	040110004061500360	ARUSHI	II A	I	2-No	0-Not Applicabl	1-Yes	1-Yes	0

Edit/update the data in the required variables/fields and click on update link on left side of Student ID.

## 6. Move Student to Dropbox / Generate TC:

**GENERATE TRANSFER CERTIFICATE**

▼ SEARCH STUDENTS

State :	WEST BENGAL	District :	BARDDHAMAN	Block Name :	ANDAL
Cluster Name :	-----Select-----	Village Name :	ANDAL/I	School Name :	KALIPUR F.P. SCHOOL
School UDISE Code :	19090115002	Class :	II	Section :	A
TC Number :		TC From Date :		TC To Date :	
Students Type :	TC Not Generated	Student Id :		Advanced Search :	<input type="checkbox"/>

CLEAR
SEARCH

Dropbox is a common pool of the student data which is used for moving the student data from one school to another irrespective of the geographical locations like State, District, Block or village. A student moved into Dropbox will be available to other schools located across the country. Any student data if added to the portal by any of the two ways either on screen/web interface or through Excel template will check the existence of the student record from Dropbox. If the newly added student is already available in the Dropbox then the student record will not be added. Instead the student data already existing in the system will be displayed along with its present geographical location. The student data can then be fetched from the Dropbox. Student data available in the Dropbox and not fetched by any school will generate a list of possible dropouts.

A student must be moved to Dropbox in the given below circumstances:

1. If a student has left the school with Transfer Certificate.
2. If a student has left the school without Transfer Certificate.
3. If the student is absent from the school for a longer duration and not coming to school
4. All the students promoted from the terminal grade of the school (like class 5, 8, 10 or 12) after annual exam should be moved to Dropbox

**Step 1:** The process is based on the user level like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

Select Class and Section / enter student ID and click on the search button to filter the student to be moved to Dropbox.

**Step 2:** Click on “Generate TC” radio button to issue TC. If the student has left the school without Transfer Certificate and is to be moved to Dropbox, then click on “Move to Dropbox without TC” radio button.

**Step 3:** Select the list of students to whom the TC is to be issued or are to be moved to the Dropbox. Then specify the Reason and click on Generate TC button at bottom.

**ACTION :**

Generate TC     Move to Dropbox without TC

Select all Students

**YOUR SEARCH RESULTED 14 RECORDS.**

Select	Class and Section	Student Id	Aadhaar No.	Student Name	Date of Birth	Gender	Social Category	Religion	Date of Admission	Admission No.	Type of Disability	Reason
<input type="checkbox"/>	II A	190901150021510017		ARITRA CHAKRABORTYDE	03/01/2009	Boy	General	Hindu	07/01/2015	17/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021510028		ARPAN GHOSH	20/11/2009	Boy	General	Hindu	02/01/2015	04/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021510030		CHANDAN GHOSH	12/03/2009	Boy	General	Hindu	02/01/2015	06/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021510026		JAY GHOSH	04/02/2009	Boy	General	Hindu	02/01/2015	02/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021520034		KHUKI NANDI	12/03/2009	Girl	General	Hindu	02/01/2015	10/2015	Mental Illness	---Select---
<input type="checkbox"/>	II A	190901150021510025		KRISHNA GHOSH	26/06/2009	Boy	General	Hindu	02/01/2015	01/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021510016		RANGAN CHAKARBORTY	12/12/2009	Boy	General	Hindu	07/01/2015	16/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021510013		RISHAV ROY	02/04/2009	Boy	General	Hindu	05/01/2015	13/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021520029		RUYA GHOSH	18/04/2009	Girl	General	Hindu	02/01/2015	05/2015	Mental Illness	---Select---
<input type="checkbox"/>	II A	190901150021520033		SNIGDHA GHOSH	09/02/2009	Girl	General	Hindu	02/01/2015	09/2015	Mental Illness	---Select---
<input type="checkbox"/>	II A	190901150021520036		SUBHASREE ROY	08/11/2009	Girl	General	Hindu	05/01/2015	12/2015	Mental Illness	---Select---
<input type="checkbox"/>	II A	190901150021510015		SUNDAR NANDI	21/12/2009	Boy	General	Hindu	06/01/2015	15/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021520027		THORSHA GHOSH	26/06/2009	Girl	General	Hindu	02/01/2015	03/2015	Not Applicable	---Select---
<input type="checkbox"/>	II A	190901150021510014		TRIDEB GHOSH	11/04/2009	Boy	General	Hindu	06/01/2015	14/2015	Not Applicable	---Select---

**GENERATE TC**

## 7.Fetch Student from dropbox:

A student available in the Dropbox will be available to all the schools located across the country. Any student data if added to the portal by any of the two ways either on screen/web interface or through Excel template will check the existence of the student record from Dropbox. If the newly added student is already available in the Dropbox then the student record will not be added. Instead the student data already existing in the system will be displayed along with its present geographical location. The student data can then be fetched from the Dropbox using the “Fetch Student from Dropbox” menu.

A student must be fetched from Dropbox in the given below circumstances:

1. If a student has joined in the school with Transfer Certificate.
2. If a student has joined the school without Transfer Certificate.

**Step 1:** Select the state name – District name, block name—cluster name, village name—school name and then click on search button.

The screenshot shows a web form titled "FETCH STUDENT FROM DROPBOX". At the top left, there is a "SEARCH" button with a downward arrow. Below this, the form contains several input fields and dropdown menus arranged in a grid. The fields are: State (dropdown with "PONDICHERRY" selected), District (dropdown with "PONDICHERRY" selected), Block Name (dropdown with "-----Select-----" selected), Cluster Name (dropdown), Village Name (dropdown), School Name (dropdown), School UDISE Code (text input), Unique TC No. (text input), Dropbox Status (dropdown with "Both" selected), and Student Id (text input). There is also an "Advanced Search" checkbox which is currently unchecked. At the bottom of the form, there are two buttons: "CLEAR" and "SEARCH".

**Step 2:**select the user (left side check box is available) and click on Proceed to Transfer button.

### FETCH STUDENT FROM DROPBOX

▼ SEARCH

State :	PONDICHERRY	District :	PONDICHERRY	Block Name :	-----Select-----
Cluster Name :		Village Name :		School Name :	
School UDISE Code :		Unique TC No. :		Dropbox Status :	Both
Student Id :		Advanced Search :	<input type="checkbox"/>		

CLEAR
SEARCH

Select all Students
Note: Please select students of same class while transfer

▼ YOUR SEARCH RESULTED 1 RECORDS.

Select	Student ID	Student Name	Aadhaar No	Class	DB Status	Last Studied School	TC / Dropbox Moved Date	TC No
<input checked="" type="checkbox"/>	340202037031510016	KRISHNAN.E	xxxxxxxx6668	II A	TC issued	GPS ODAVELI	29/01/2018	34020203703000001

PROCEED TO TRANSFER

▼ SELECT THE SCHOOL TO TRANSFER TO

Class :	Next Class	Section :	B	<a href="#">Show School</a>
---------	------------	-----------	---	-----------------------------

CLEAR
TRANSFER

**Step 3:** Select the state ,district,Block Name ,cluster ,Village and school then click on transfer button.

### FETCH STUDENT FROM DROPBOX

▼ SEARCH

State :	PONDICHERRY	District :	PONDICHERRY	Block Name :	-----Select-----
Cluster Name :		Village Name :		School Name :	
School UDISE Code :		Unique TC No. :		Dropbox Status :	Both
Student Id :		Advanced Search :	<input type="checkbox"/>		

CLEAR
SEARCH

Select all Students
Note: Please select students of same class while transfer

▼ YOUR SEARCH RESULTED 1 RECORDS.

Select	Student ID	Student Name	Aadhaar No	Class	DB Status	Last Studied School	TC / Dropbox Moved Date	TC No
<input checked="" type="checkbox"/>	340202037031510016	KRISHNAN.E	xxxxxxxx6668	II A	TC issued	GPS ODAVELI	29/01/2018	34020203703000001

PROCEED TO TRANSFER

▼ SELECT THE SCHOOL TO TRANSFER TO

Class :	Next Class	Section :	B	<a href="#">Show School</a>
---------	------------	-----------	---	-----------------------------

CLEAR
TRANSFER

## 8.Update Dropbox:

**Step 1:** This process is based on user level like

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

select StudentID then click on search button.

The screenshot shows the 'UPDATE DROPBOX' search form. The form is titled 'UPDATE DROPBOX' and has a 'SEARCH' dropdown menu. It contains several input fields: State (dropdown), District (dropdown), Block Name (dropdown), Cluster Name (dropdown), Village Name (dropdown), School Name (dropdown), School UDISE Code (text), Unique TC No. (text), Dropbox Status (dropdown), and Student Id (text). There are also 'CLEAR' and 'SEARCH' buttons at the bottom.

**Step 2:** select the user(left side of student ID check box is provided) and update the reason to move to archieve field and click on move to archieve dropbox.

The screenshot shows the 'UPDATE DROPBOX' search form with pre-filled data. The form is titled 'UPDATE DROPBOX' and has a 'SEARCH' dropdown menu. The data entered is: State: WEST BENGAL, District: BARDHAMAN, Block Name: ANDAL, Cluster Name: (empty), Village Name: ANDAL/I, School Name: KALIPUR F.P. SCHOOL, School UDISE Code: 19090115002, Unique TC No. (empty), Dropbox Status: Both, and Student Id (empty). There are also 'CLEAR' and 'SEARCH' buttons at the bottom.

### UPDATE DROPBOX

▼ SEARCH

State :	WEST BENGAL	District :	BARDDHAMAN	Block Name :	ANDAL
Cluster Name :		Village Name :	ANDAL/I	School Name :	KALIPUR F.P. SCHOOL
School UDISE Code :	19090115002	Unique TC No. :		Dropbox Status :	Both
Student Id :		Advanced Search :	<input type="checkbox"/>		

CLEAR
SEARCH

Select all users

▼ YOUR SEARCH RESULTED 4 RECORDS.

Select	Student ID	Student Name	Aadhaar No	Class	DB Status	Last Studied School	TC / Dropbox Moved Date	TC No	Reason To Move to Archive
<input type="checkbox"/>	190901150021520035	SRIDDI DEY		II A	Forcibly Moved	KALIPUR F.P. SCHOOL	20/01/2018	NA	Moved to Private school
<input type="checkbox"/>	190901150021510031	ABIR GHOSH		I A	TC issued	KALIPUR F.P. SCHOOL	19/01/2018	19090115002000001	Migrated to other place.
<input type="checkbox"/>	190901150021510018	ARIJIT BHATTACHARYA		I A	TC issued	KALIPUR F.P. SCHOOL	20/01/2018	19090115002000002	Moved to Private school
<input type="checkbox"/>	340202037011620223	BHARATHI. M		II B	TC issued	KALIPUR F.P. SCHOOL	27/01/2018	19090115002000003	Moved to Government school

MOVE TO ARCHIVE DROPBOX

## 9. Achieve Dropbox:

**Step 1:** This process is based on the user level like

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected. If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected. If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected. If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected. select Student ID then click on search button to view the archived users.

### ARCHIVE DROPBOX

▼ SEARCH

State :	WEST BENGAL	District :	BARDDHAMAN	Block Name :	ANDAL
Cluster Name :		Village Name :	ANDAL/I	School Name :	KALIPUR F.P. SCHOOL
School UDISE Code :	19090115002	Unique TC No. :		Archive DB Status :	Both
Student Id :		Advanced Search :	<input type="checkbox"/>		

CLEAR
SEARCH

Note : Student Names in Green Color indicates imported by other schools from Dropbox

▼ YOUR SEARCH RESULTED 0 RECORDS.

## 10. Promote student (Through Web Portal):

Promote student is the method to update/upgrade the student data year on year. This option can be used not only to promote students from one grade/class to next higher grade/class but also to specify the status/result after the last annual examination of previous academic year. This option can be initiated by clicking on the Promote Student sub-menu from the Student menu in the student.udise.in portal. The given below screen will appear on initiating the process of Promote student:

**Step 1:** The process is based on the user level like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

Select "From class", "From section" and click on search button. The given below screen will appear:

▼ SEARCH STUDENT DETAILS
PROMOTE STUDENTS FROM : 2016-17 TO : 2017-18

* State :	WEST BENGAL	* District :	BARDHAMAN	* Block Name :	ANDAL
* Cluster Name :		* Village Name :	ANDAL/I	* School Name :	KALIPUR F.P. SCHOOL
* From Class :	2-II	* From Section :	A	* To Class :	Next Class

Display :  Basic Info  Complete Info    School Udise Code:

Select All Users

YOUR SEARCH RESULTED 6 RECORDS. FROM CLASS (2-II)

S.No	Student Name	Aadhaar Number	Student Id	No. of days child attended school	To Section	(%) Marks obtained in last examination	Result	Schooling status in the current academic year	Remarks	Reason
<input type="checkbox"/>	1 GOURAV GHOSH		190901150021410024	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in		
<input type="checkbox"/>	2 KIRAN GHOSH		190901150021410022	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in		
<input type="checkbox"/>	3 PLABAN GHOSH		190901150021410023	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in		
<input type="checkbox"/>	4 SAHEB GHOSH		190901150021410021	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in		
<input type="checkbox"/>	5 SIMA GHOSH		190901150021420020	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in		
<input type="checkbox"/>	6 SOUBIK GHOSH		190901150021410019	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in		

Result: 1 = Promoted, 2 = Repeater, 3 = Discontinued, 4 = New admission in Current Year.  
Schooling status: 1 = Continuing in the same school, 2 = Left the school with Transfer Certificate, 3 = Left the school without Transfer Certificate, 4 = Known Dropout.

**Step 2:** select the check boxes of students to be promoted and Fill the number of day's child attended school, specify the section in which the student will be transferred, fill the % of marks obtained in last annual examination, specify the Result/Status after last annual examination and specify the schooling status in the current academic year. You can also submit remarks for each and every student promoted.

The given are the options to be specified in the Result column:

1. Promoted
2. Repeated
3. Discontinued
4. New Admission

The given are the options to be specified in the Schooling status in the current academic year:

1. Continuing the school
2. Left the school with TC
3. Left the school without TC
4. Known dropout

5. New admission in any grade
6. New Admission with Affidavit

**Step 4:** Click on save attendance and Results.

**Step 5:** After the results, attendance, schooling status and other variables are entered, click on “Transfer Students” button.

▼ SEARCH STUDENT DETAILS
PROMOTE STUDENTS FROM : 2016-17 TO : 2017-18

* State :	WEST BENGAL	* District :	BARDHAMAN	* Block Name :	ANDAL
* Cluster Name :		* Village Name :	ANDAL/I	* School Name :	KALIPUR F.P. SCHOOL
* From Class :	2-II	* From Section :	A	* To Class :	Next Class

Display :  Basic Info  Complete Info    School Udise Code :

Select All Users

YOUR SEARCH RESULTED 6 RECORDS. FROM CLASS (2-II)

S.No	Student Name	Aadhaar Number	Student Id	No. of days child attended school	To Section	(%) Marks obtained in last examination	Result	Schooling status in the current academic year	Remarks	Reason
<input type="checkbox"/>	1 GOURAV GHOSH		190901150021410024	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2 KIRAN GHOSH		190901150021410022	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3 PLABAN GHOSH		190901150021410023	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4 SAHEB GHOSH		190901150021410021	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5 SIMA GHOSH		190901150021420020	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	6 SOUBIK GHOSH		190901150021410019	<input type="text"/>	A	<input type="text"/>	1-Promoted	1 - Continuing in	<input type="text"/>	<input type="text"/>

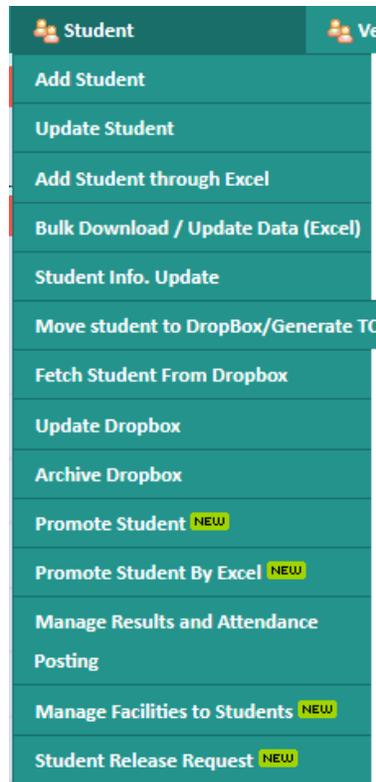
Result: 1 = Promoted, 2 = Repeater, 3 = Discontinued, 4 = New admission in Current Year.  
 Schooling status: 1 = Continuing in the same school, 2 = Left the school with Transfer Certificate, 3 = Left the school without Transfer Certificate, 4 = Known Dropout.

### Promote Students by Excel:

Another method of promoting Students from grade to grade in SDMIS is using the pre-programmed excel templates with student data for the selected school, class and section which can be downloaded from the portal [student.udise.in](http://student.udise.in).

This mode of promoting student data will be useful for the locations where internet is not available or is available only for a limited period of time or internet speed is not so good to update the student data on screen/on web portal. In these circumstances, the pre-programmed excel templates with data can be downloaded with the number of students available in the school, class or section and the student data can be updated in the excel templates. After promoting the student data in the excel template, you need to validate the excel template. After successfully validating the template, you will be allowed to upload the filled in updated and validated template on to the [student.udise.in](http://student.udise.in) web portal.

**Step 1:** Click on Student Tab and select “Promote Student by Excel” from the menu as shown in the given below screen.



**Step 2:** On clicking the “Promote student by Excel” menu the given below screen will appear.

**PROMOTE STUDENTS BY EXCEL**

Do you have the Excel template ready with data ?  Yes  No

▼ STEP 1 : GET EXCEL TEMPLATE \* MANDATORY FIELDS

*State : <input type="text" value="WEST BENGAL"/>	*District : <input type="text" value="BARDHAMAN"/>
*Block Name : <input type="text" value="ANDAL"/>	Cluster Name : <input type="text"/>
Village Name : <input type="text" value="ANDAL/I"/>	*School Name : <input type="text" value="KALIPUR F.P. SCHOOL"/>
*Class : <input type="text" value="2-II"/>	*Section : <input type="text" value="A"/>
School Udise Code: <input type="text"/>	<input type="button" value="Get School Details"/>

**Note:**

1. Date will be considered according to the system date. Basic Format of system should be DD/MM/YYYY.

2. In excel, columns which are in orange color are non editable.

▼ STEPS TO BE FOLLOWED TO PROMOTE STUDENTS THROUGH EXCEL

Step 1:- [View screenshot](#) Select all mandatory fields & Click on "Get Excel Template" button to get the excel sheet to promote Students.

Step 2:- [View screenshot](#) Click on "Save" button in the excel popup window.

Step 3:- [View screenshot](#) Enter Data for all the Rows. Before uploading the file we have to make sure no cell is empty. Columns which are in Orange color are non-editable.

Step 4:- [View screenshot](#) After entering all the Rows Save the excel sheet.

Step 5:- [View screenshot](#) Now select all mandatory fields and browse the same excel file.

Step 6:- [View screenshot](#) Click on Upload Button we can get the Message Saying Students Promoted Successfully..

The process will be based on the level users like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected. If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

Select School, class and section for which you want to download the student data. After making the selection click on "Get Excel Template".

**PROMOTE STUDENTS BY EXCEL**

Do you have the Excel template ready with data ?  Yes  No

**STEP 1 : GET EXCEL TEMPLATE** \* MANDATORY FIELDS

*State :	WEST BENGAL	*District :	BARDHAMAN
*Block Name :	ANDAL	Cluster Name :	
Village Name :	ANDAL/I	*School Name :	KALIPUR F.P. SCHOOL
*Class :	2-II	*Section :	A
School Udise Code:	<input type="text"/> <input type="button" value="Get School Details"/>		

**Note:**

1. Date will be considered according to the system date. Basic Format of system should be DD/MM/YYYY.
2. In excel, columns which are in orange color are non editable.

**STEPS TO BE FOLLOWED TO PROMOTE STUDENTS THROUGH EXCEL**

Step 1:- [\(View screenshot\)](#) Select all mandatory fields & Click on "Get Excel Template" button to get the excel sheet to promote Students.

Step 2:- [\(View screenshot\)](#) Click on "Save" button in the excel popup window.

Step 3:- [\(View screenshot\)](#) Enter Data for all the Rows. Before uploading the file we have to make sure no cell is empty. Columns which are in Orange color are non-editable.

Step 4:- [\(View screenshot\)](#) After entering all the Rows Save the excel sheet.

Step 5:- [\(View screenshot\)](#) Now select all mandatory fields and browse the same excel file.

Step 6:- [\(View screenshot\)](#) Click on Upload Button we can get the Message Saying Students Promoted Successfully..

After the download is successful, you can open the excel template with data. The excel template with data will look like the one shown in the given below screen.

A	B	C	D	E	F	G	H	I
School U-DISE Code (Mandatory)	Student's AADHAAR Number <a href="#">Validate Excel</a> <a href="#">Hide Comments</a>	Name of the Student (Mandatory)	Father's Name (Mandatory)	Mother's Name (Mandatory)	Date of Birth (DD/MM/YYYY) (Mandatory)	Gender (Mandatory)	Social Category (Mandatory)	Religion (Mandatory)
34020203701	xxxxxxxxx2630	NITTESH. N	NILESH	TULSHA	26/05/2011	1-Boy	4-OBC	0-Hindu
34020203701	xxxxxxxxx7545	THOUFIK. M	MUNVARI	KATHAR BEE	28/11/2010	1-Boy	4-OBC	5-Muslim
34020203701	xxxxxxxxx7192	SANDHYA. I	IYYANAR	RAMYA	21/10/2010	2-Girl	2-SC	0-Hindu
34020203701	xxxxxxxxx6993	MONISH. V	VEERABALAN	GNANASOUNDARI	05/04/2011	1-Boy	2-SC	0-Hindu
34020203701	xxxxxxxxx0534	KEERTHIVASAN. S	SENIVASAN	SUBBULAKSHMI	18/11/2010	1-Boy	4-OBC	0-Hindu
34020203701	xxxxxxxxx5302	PRASHAANTH. E	EZHUMALAI	AMUDHA	16/04/2011	1-Boy	4-OBC	0-Hindu
34020203701	xxxxxxxxx4871	RIJA. M.V	MAHENDHRA BOOPATHY	VIJAYLAKSHMI	15/08/2010	1-Boy	2-SC	0-Hindu
34020203701	xxxxxxxxx6153	ROSHINI. M	MURUGAIYAN	KALAISELVI	26/06/2011	2-Girl	4-OBC	0-Hindu
34020203701	xxxxxxxxx9280	KEERTHIVASAN. R	RAJAVEL	AZHAGARASI	18/10/2010	1-Boy	4-OBC	0-Hindu
34020203701	xxxxxxxxx5571	SRIVIJAY. B	BALU	RAJALAKSHMI	29/03/2011	1-Boy	4-OBC	0-Hindu
34020203701	xxxxxxxxx2738	SANTHOSH. K	KALIMUTHU	REETHA	26/04/2011	1-Boy	2-SC	0-Hindu
34020203701	xxxxxxxxx3315	DHARSHINI. A	ANANDHAN	SARALA	19/05/2011	2-Girl	4-OBC	0-Hindu
34020203701	xxxxxxxxx7058	EZHILVENI. V	VELU	SIVASANKARI	09/04/2011	2-Girl	4-OBC	0-Hindu
34020203701	xxxxxxxxx8010	NANCYMARY. S	SRINIVASAN	AMALA MARY	06/04/2011	2-Girl	4-OBC	6-Christian

You will not be able to edit/update some of the mandatory columns in the downloaded excel template with student data. The Aadhaar number shown in the excel file will be masked but can be edited for correction.

**PROMOTE STUDENTS BY EXCEL**

Do you have the Excel template ready with data ?  Yes  No

**UPLOAD EXCEL TEMPLATE** \* MANDATORY FIELDS

*State : <input type="text" value="WEST BENGAL"/>	*District : <input type="text" value="BARDHAMAN"/>
*Block Name : <input type="text" value="ANDAL"/>	Cluster Name : <input type="text" value="-----Select-----"/>
Village Name : <input type="text" value="ANDAL/I"/>	*School Name : <input type="text" value="KALIPUR F.P. SCHOOL"/>
*From Class : <input type="text" value="2-II"/>	*From Section : <input type="text" value="A"/>
*To Class : <input type="text" value="Next Class"/>	
*Upload Excel : <input type="button" value="Browse..."/> No file selected.	
School Udise Code : <input type="text"/>	<input type="button" value="Get School Details"/>

**Note:**  
1. Columns : No. of Uniform Sets, Complete Set of Free Text Books, Free Transport, Free Escort Facility, Free Bicycle, Free Hostel Facility data is not applicable for Private Unaided Schools.

**Step 2:** Once you have promoted the students data in the excel template, save the excel template.

**Step 3:** Browse the path of the file and click on upload button. After clicking on “Upload” button, the portal will start reading the records from the Excel template one by one till the end of the excel template. The portal will read all the records and will check for the existence of the record in the existing database in the portal. If the Student ID already exists in the student database in the portal, the system will update the data from excel template to the portal. The students with the schooling status as “Left the school with TC or Left the School without TC or Known Dropout” will be moved to Dropbox. Rest of the students will be processed as per the changes done by you. Eg. Students with Result as “Promoted” will be moved to next class and students with Result as “Repeated” will be shown as repeater.

## 11. Manage Results and attendance Posting:

**Step 1:** This process is based on the user level like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected. If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected. If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected. If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

Select Academic Year, Class and section and click on search button.

MANAGE RESULTS AND ATTENDANCE POSTING

▼ SEARCH STUDENT DETAILS

* State :	WEST BENGAL	* District :	BARDHAMAN	* Block Name :	ANDAL
* Cluster Name :		* Village Name :	ANDAL/I	* School Name :	KALIPUR F.P. SCHOOL
* Class :	1-I	Section :	A	Student Id :	
School UDISE Code :	<input type="text"/>				
<input type="button" value="Get School Details"/>					
<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>					

**Step 2:** Select the student name enter the No.of days child attended school and %of marks obtained in last examination and Remarks then click on save button.

MANAGE RESULTS AND ATTENDANCE POSTING

▼ SEARCH STUDENT DETAILS

* State :	WEST BENGAL	* District :	BARDHAMAN	* Block Name :	ANDAL
* Cluster Name :		* Village Name :	ANDAL/I	* School Name :	KALIPUR F.P. SCHOOL
* Class :	1-I	Section :	A	Student Id :	
School UDISE Code :	<input type="text"/>				
<input type="button" value="Get School Details"/>					
<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>					

Select All

YOUR SEARCH RESULTED 1 RECORDS.

Select	Student Name	Aadhaar Number	Student Id	No. of days child attended school	(%) Marks obtained in last examination	Remarks
<input type="checkbox"/>	SABUJ GHOSH		190901150021510032	140	0	<input type="text"/>

## 12. Manage Facilities to students:

**Step 1:** This process is based on the user level like:

E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected. If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected. If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected. If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected. If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected. Select class and section and click on search button.

**MANAGE FACILITIES TO STUDENTS**

▼ SEARCH STUDENT DETAILS

* State :	WEST BENGAL	* District :	BARDDHAMAN	* Block Name :	ANDAL
* Cluster Name :		* Village Name :	ANDAL/I	* School Name :	KALIPUR F.P. SCHOOL
* Class :	1-I	Section :	A	Student Id :	
School UDISE Code :	<input type="text"/>				
<input type="button" value="Get School Details"/>					
<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>					

**Step2:** Update the details for individual user /group of users at a time then click on submit button. (Details available—Free Escort facility, Free Transport, Uniform sets1, uniform sets2, complete set of free text books, free hostel facility)

**MANAGE FACILITIES TO STUDENTS**

▼ SEARCH STUDENT DETAILS

* State :	WEST BENGAL	* District :	BARDDHAMAN	* Block Name :	ANDAL
* Cluster Name :		* Village Name :	ANDAL/I	* School Name :	KALIPUR F.P. SCHOOL
* Class :	1-I	Section :	A	Student Id :	
School UDISE Code :	<input type="text"/>				
<input type="button" value="Get School Details"/>					
<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>					

Export To Excel Print

Select All Details : -----Select-----

YOUR SEARCH RESULTED 1 RECORDS

Select	S.No	Student Name	Aadhaar Number	Student Id	Class	Section	Details	Already Issued	Edit
<input type="checkbox"/>	1	SABUJ GHOSH		190901150021510032	I	A	Uniform Set Sub Details: 1-One Set	Uniform Set (2-Two Set), Complete set of free Text Books, Free Hostel Facility (5-None)	<a href="#" style="color: white; text-decoration: none;">Edit</a>