SDMIS User Manual

Student Menu

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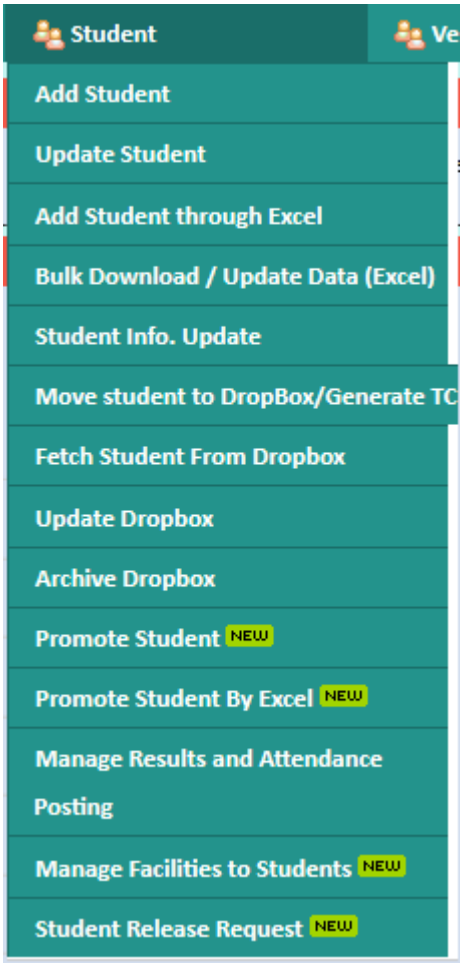
Student

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:

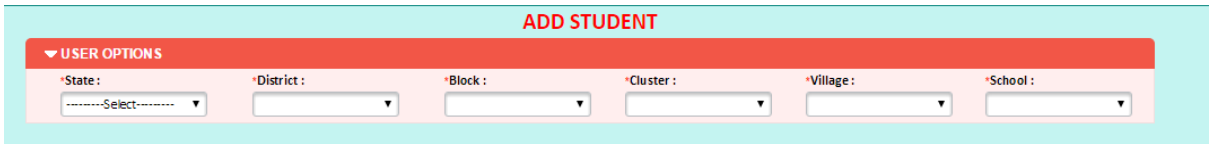
E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

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.

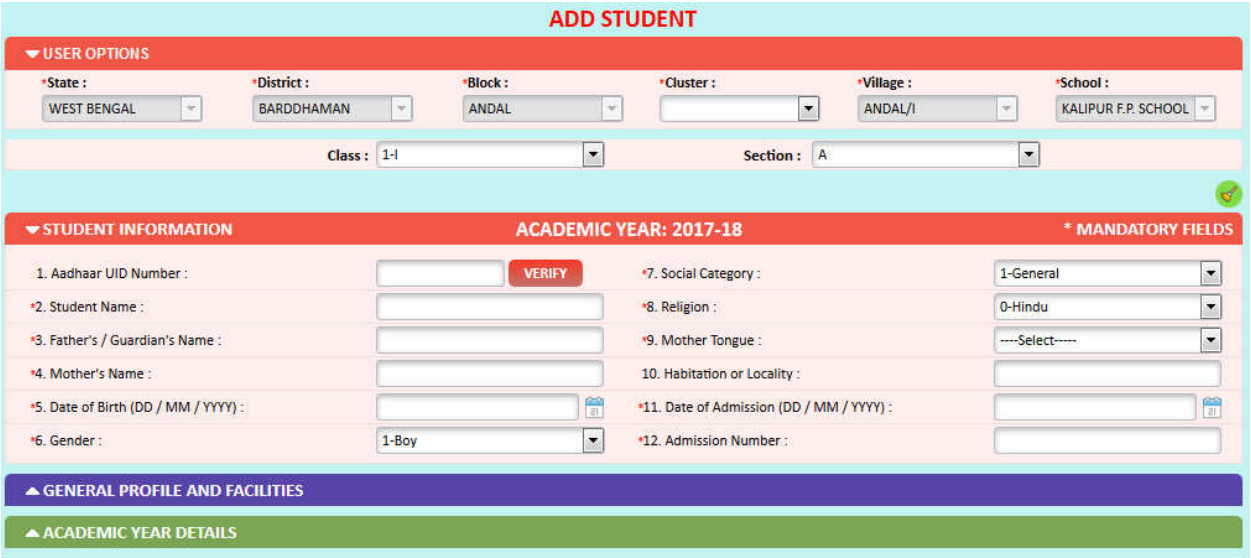
If the logging user is the block level user then the state, district, block is blocked and the remaining fields like cluster, village, school has to be selected.

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.

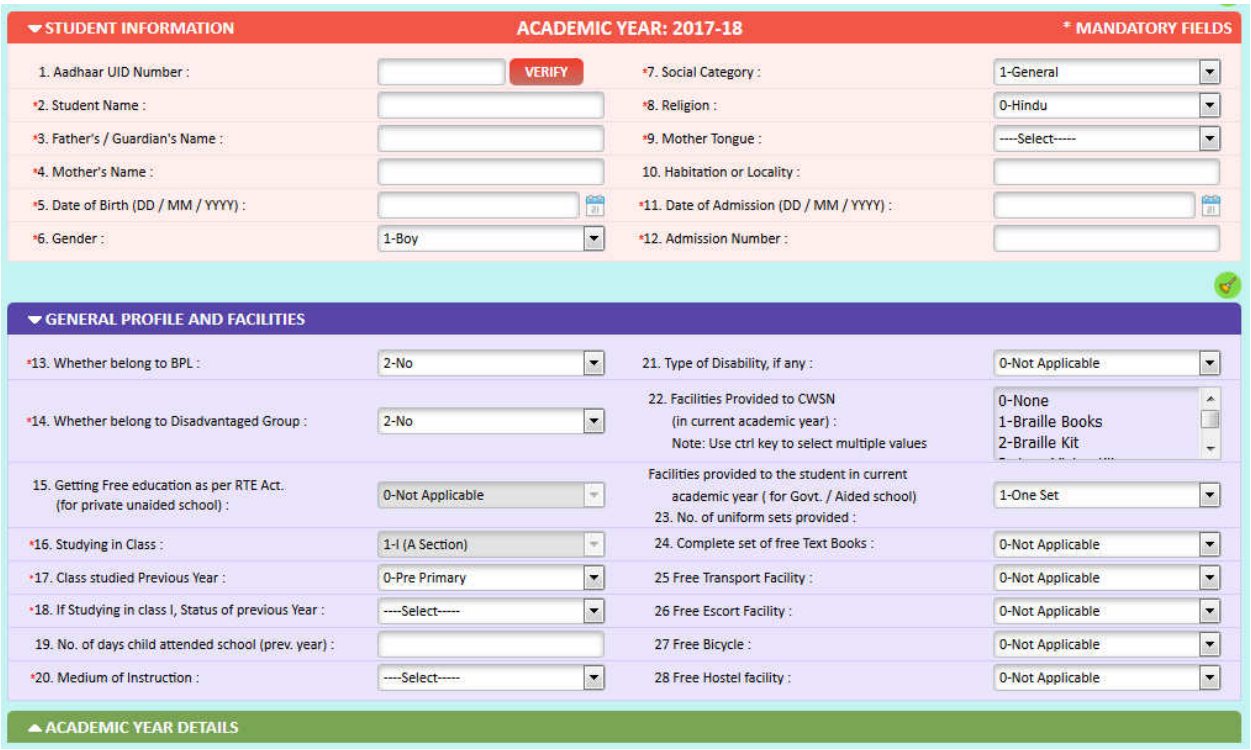


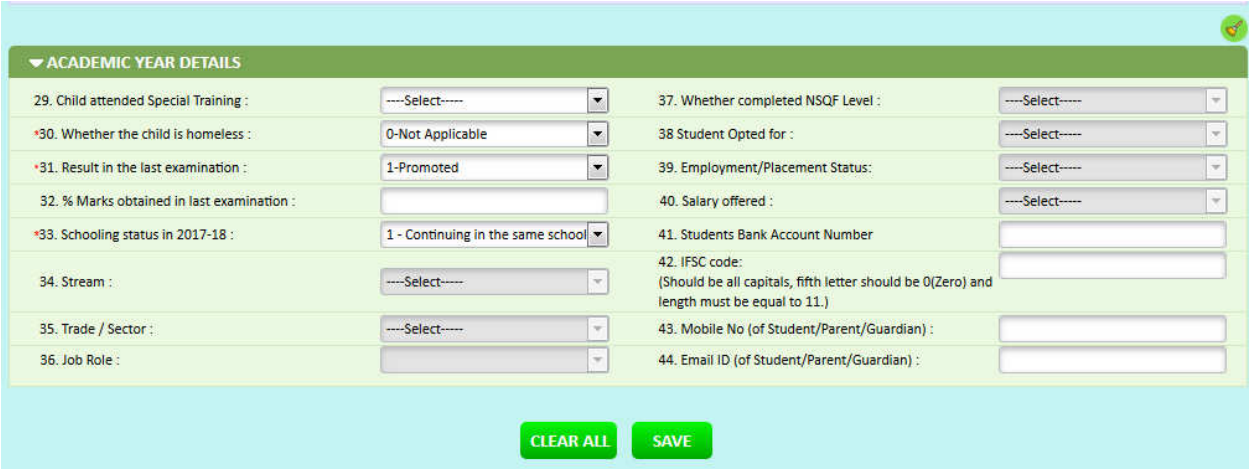
Step 3: Enter the information in the given fields (like Aadhaar Number, Student's Name, Father's/Guardian's Name, Mother's Name, Date of Birth, Gender, Social category, Religion, Mother Tongue, Date of Admission (DD/MM/YYYY), Admission Number, Whether belong to BPL, Whether belong to Disadvantaged Group, 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.

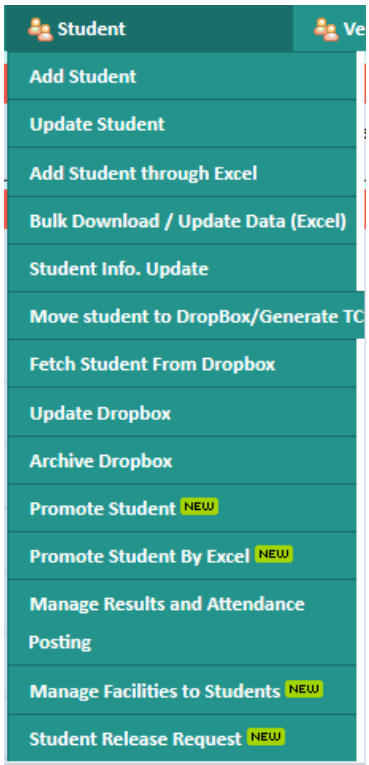
Date of birth date should be less than Date of admission. After entering all the variables click on "Save" button.



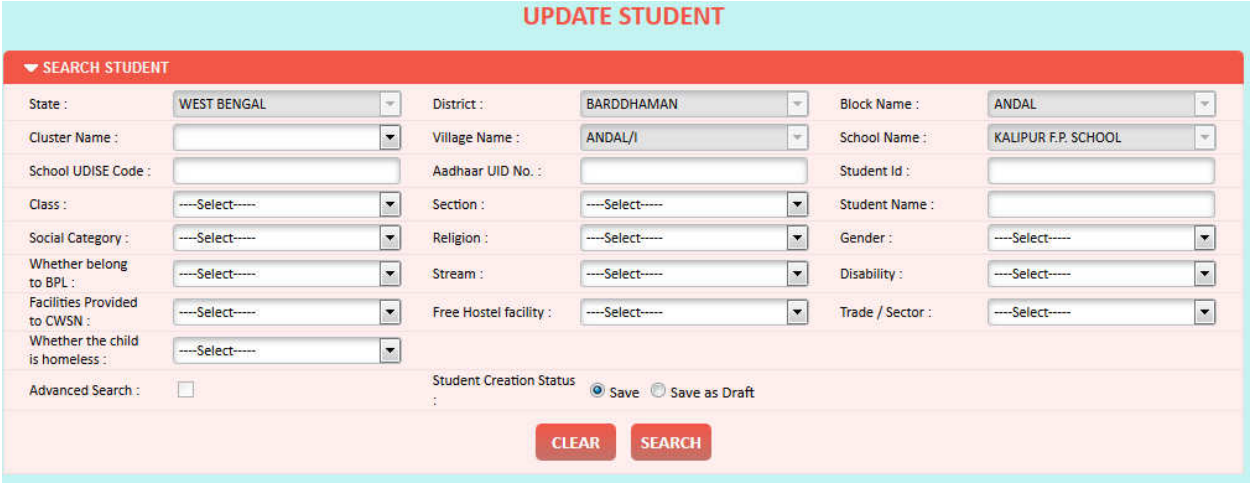


2. Update student: Student

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.



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.

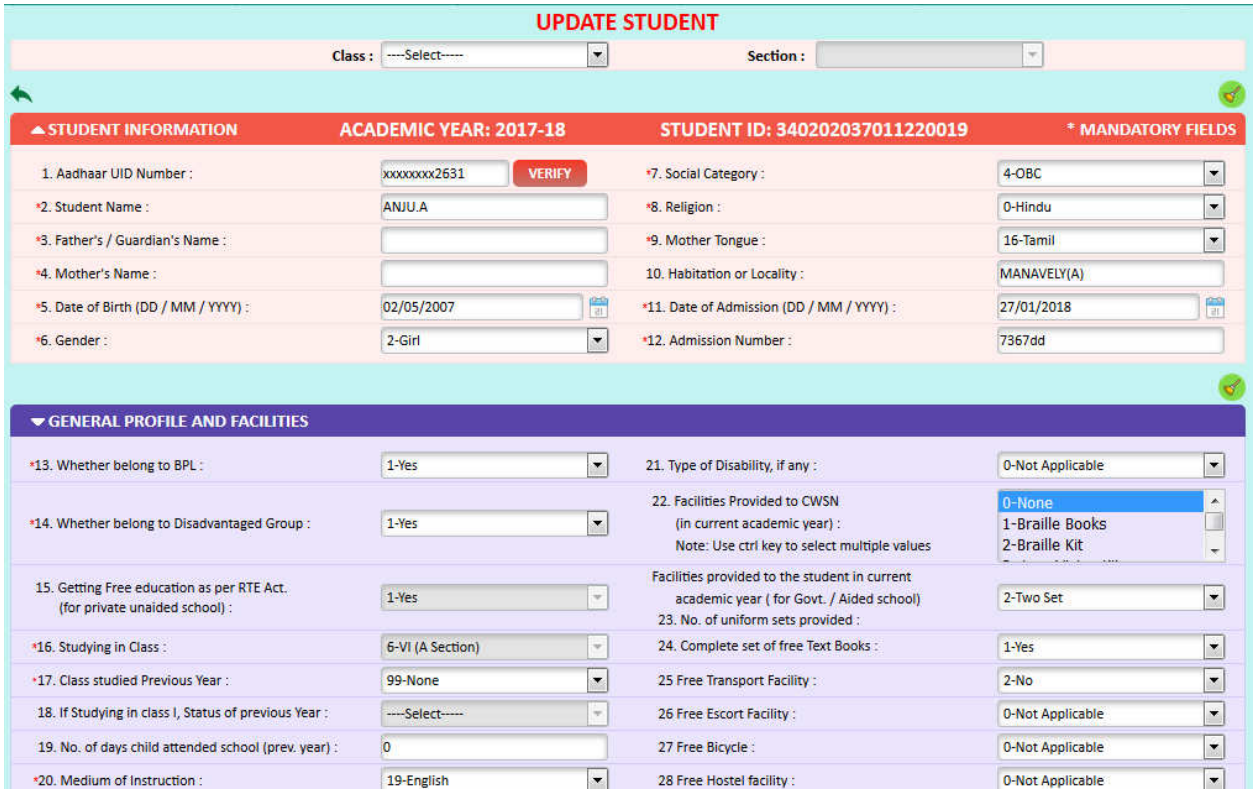
There is an Export to excel and Print option is also provided in this screen.

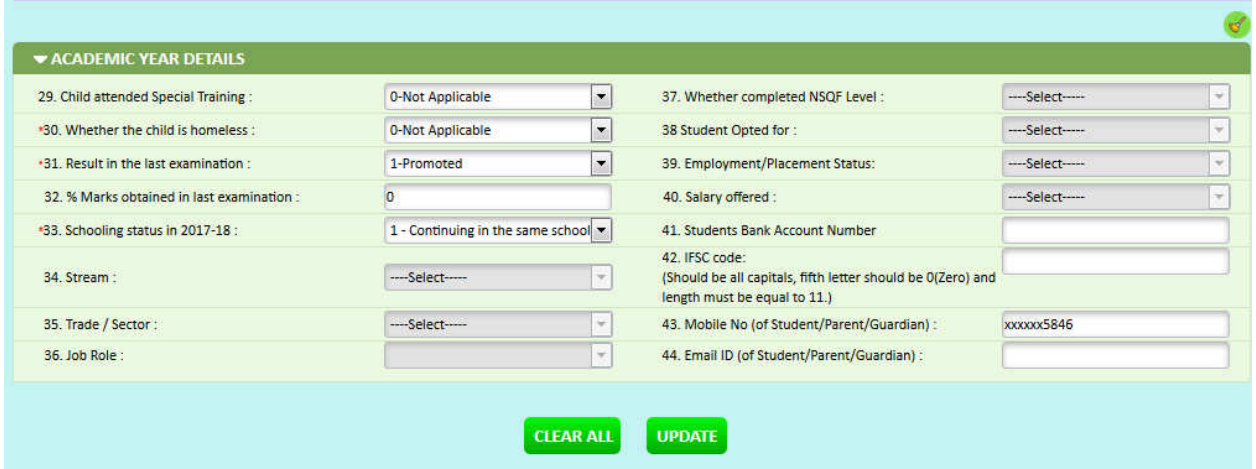
State :	WEST BENGAL	District :	BARDDHAMAN
Block Name :	ANDAL	Village Name :	ANDAL/I
School Name :	KALIPUR F.P. SCHOOL		

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	
RANGAN 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.





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

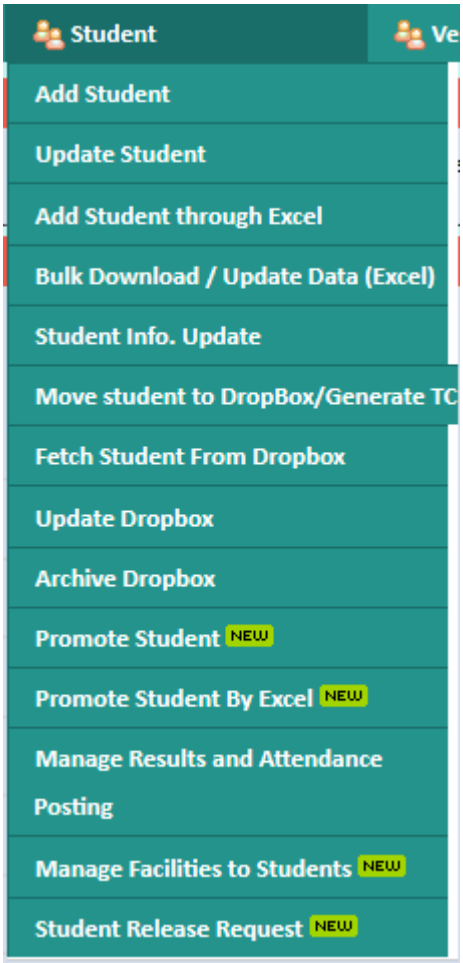
Clicking on "CLEAR ALL" button will remove all the values filled in the fields/variables in the screen.

3. Add student through Excel:

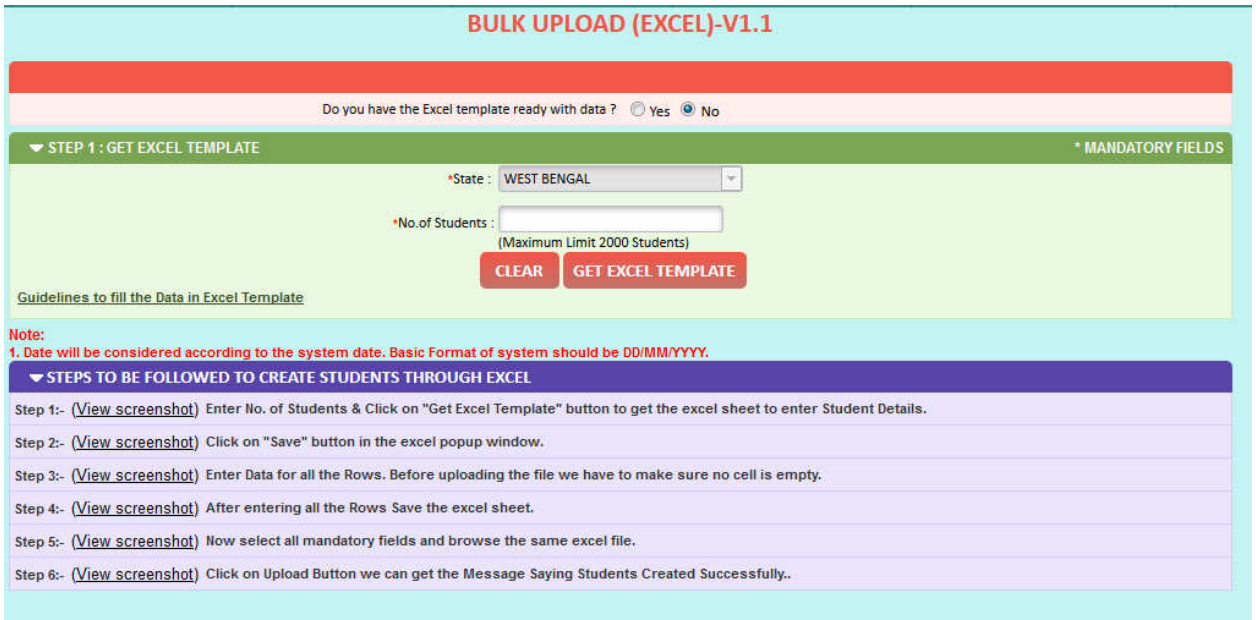
Another method of adding Student in SDMIS is using the pre-programmed excel templates which can be downloaded from the portal student.udise.in.

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.

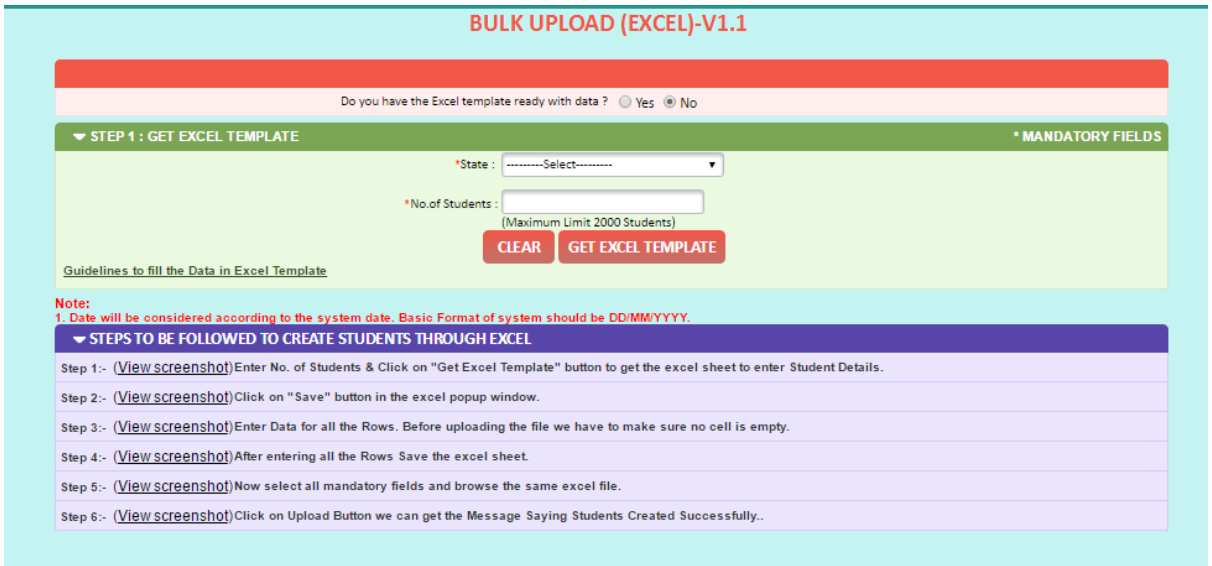
Step 1: Click on Student Tab and select "Add Student through Excel" from the menu as shown in the given below screen.



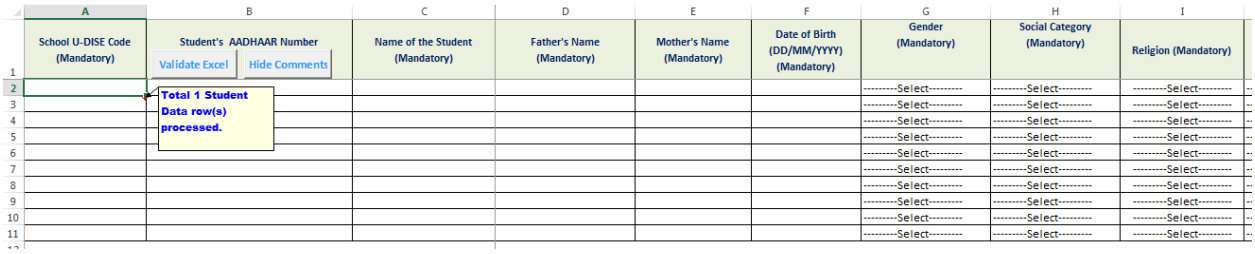
Step 2: On clicking the "Add Student through Excel" menu the given below screen will appear in which you have to select one of the two available options. If you want to download the blank excel template then you have to select "No" in response to the question on screen "Do you have the Excel template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



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



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



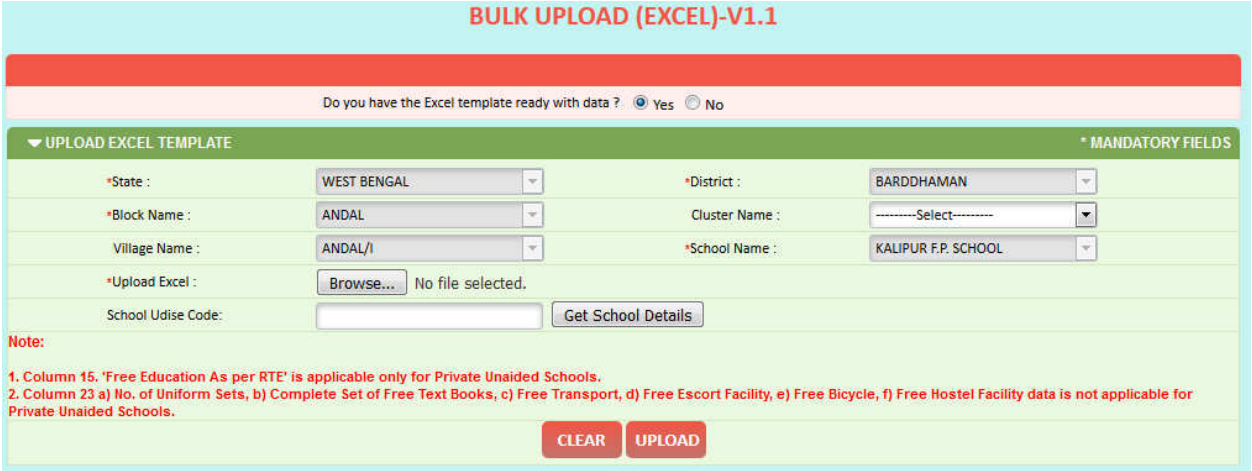
Some important points are there to add students through excel template.

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.



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.

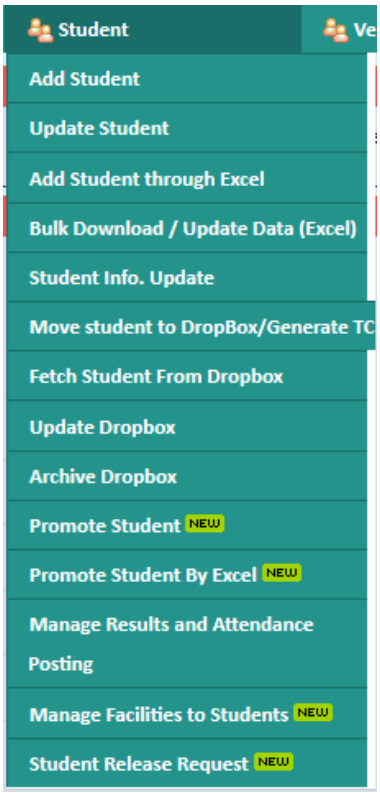
Choose the filled in and validated excel template and click on upload button. After clicking on "Upload" button, the portal will start reading the records from the Excel template one by one till the end of the excel template. Blank School U-DISE code is treated as the "End of the excel template". The 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.

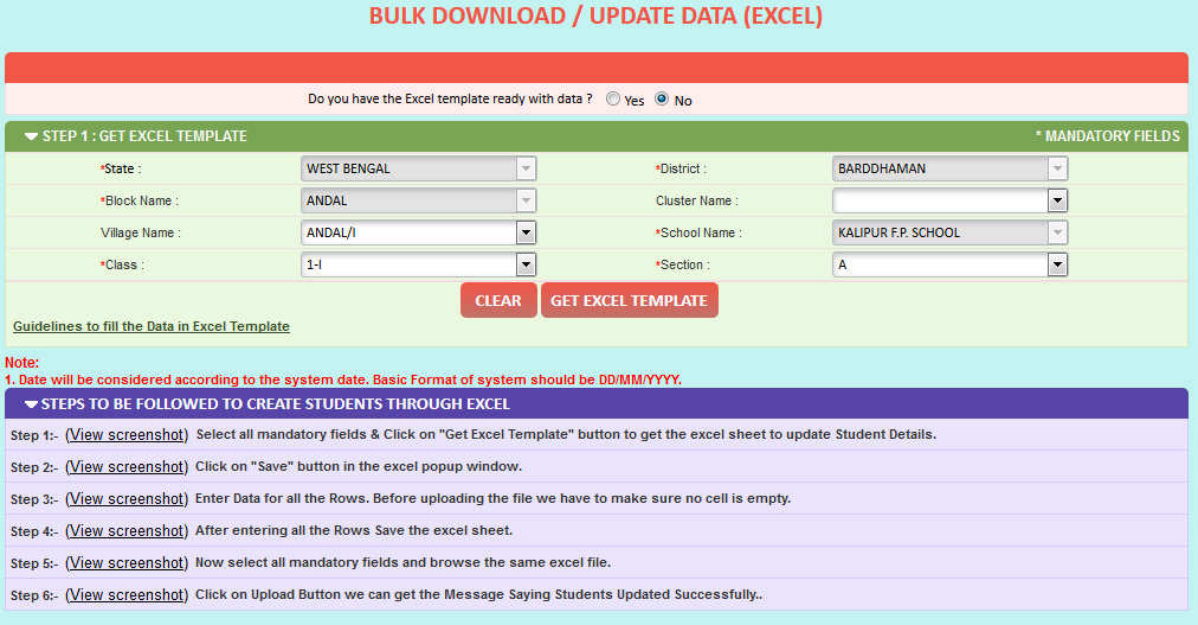
The process will be based on the level users like:

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.

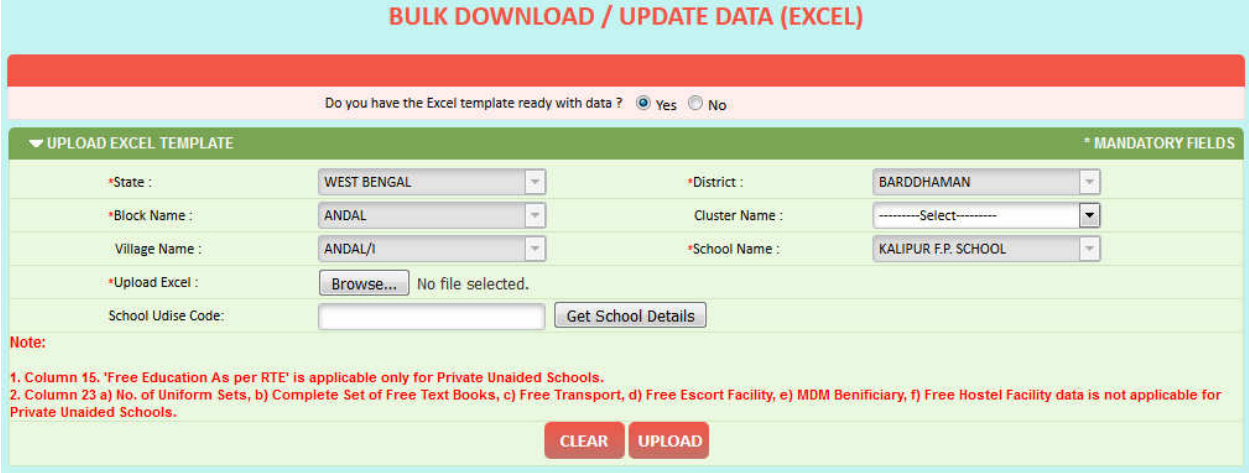
If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected. If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields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



After the download is sucessful, 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
1	School U-DISE Code (Mandatory)	Student's AADHAAR Number (Validate Excel / 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)
2	34020203701	xxxxxxxx2630	NITTESH. 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.

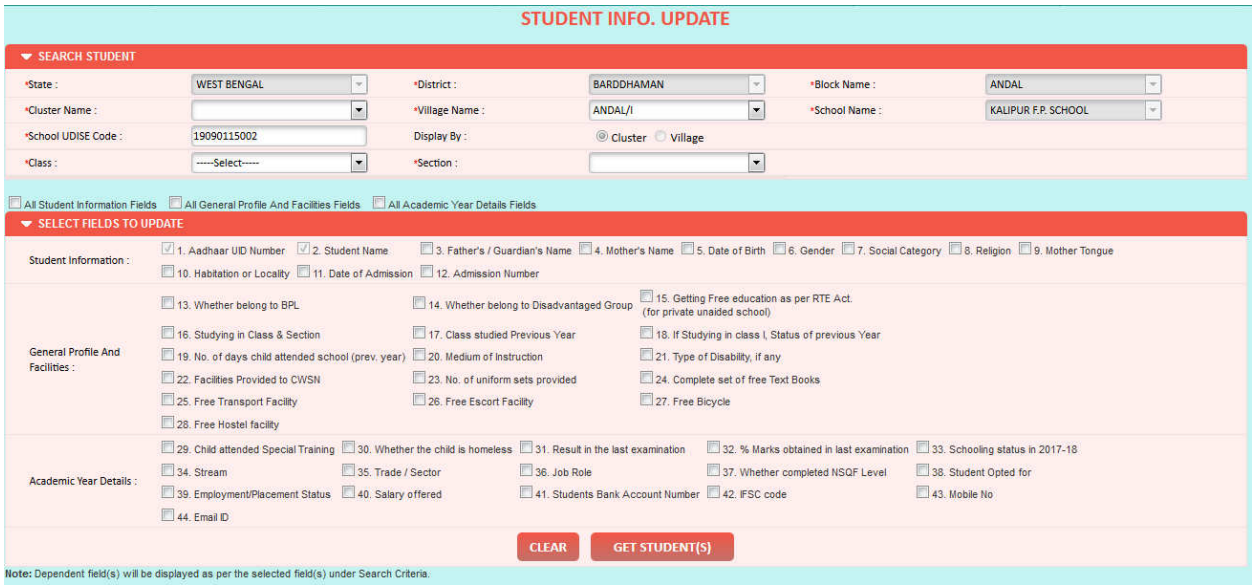


Step 2: Once you have done all the changes in the excel template, save the excel template.

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.



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.

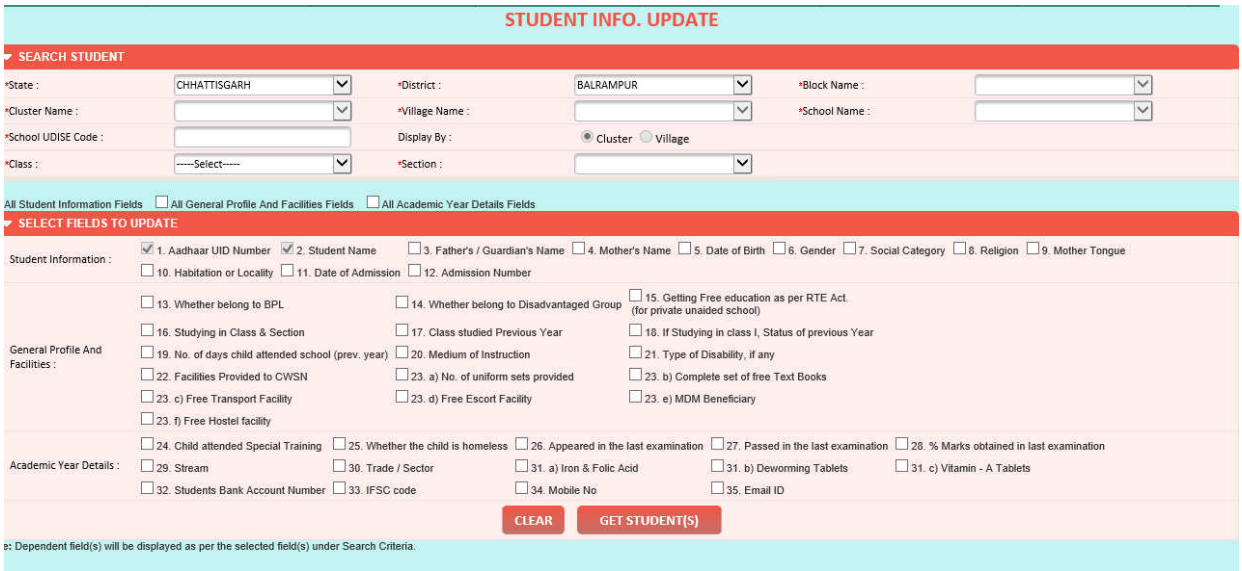
If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

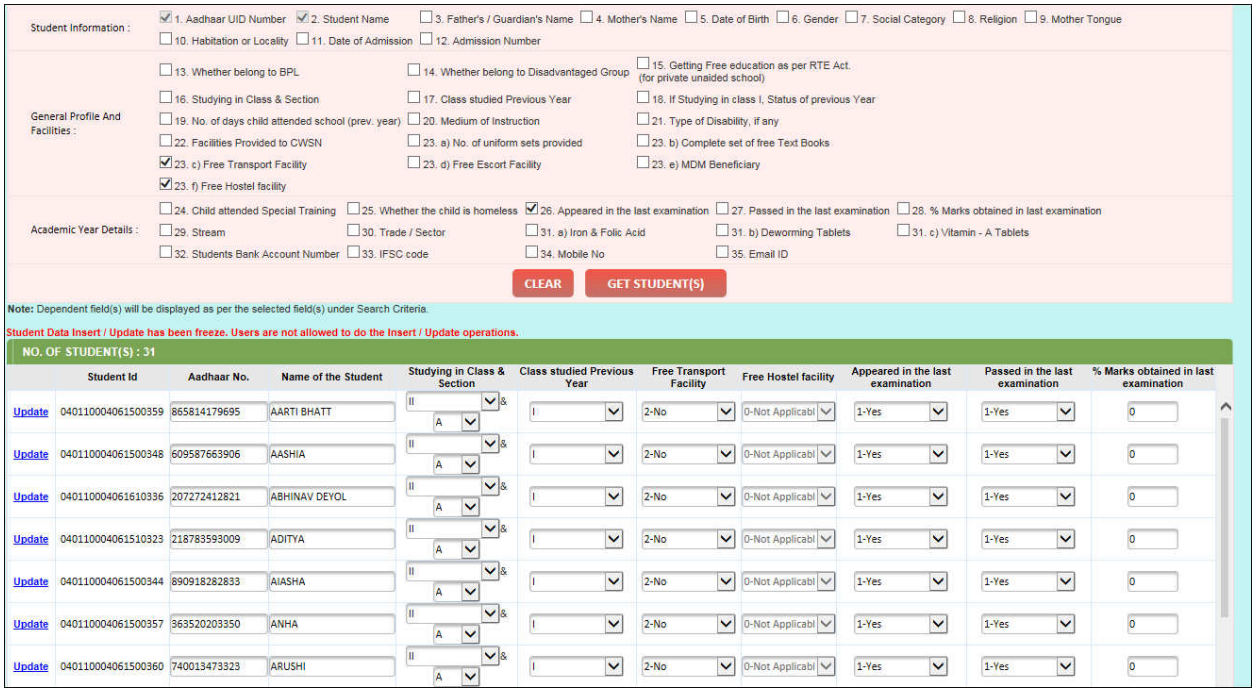
If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected. Select class and section

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.

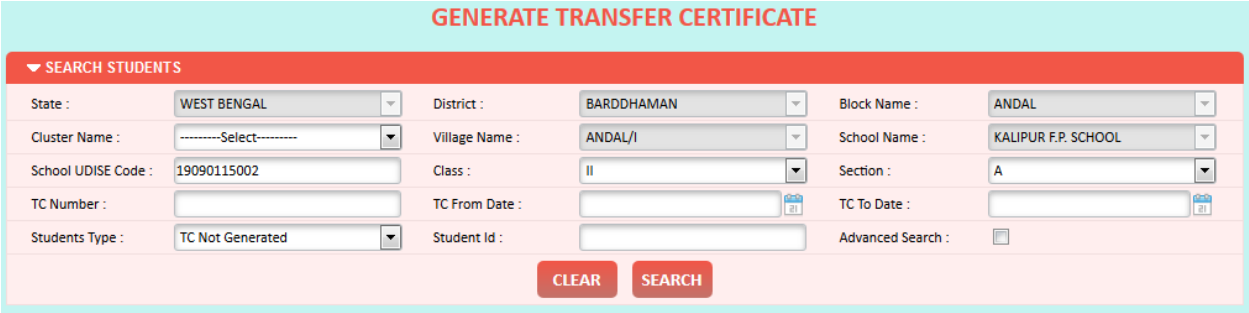
Step 3: Click on Get students button.





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:



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
	II A	190901150021510017		ARITRA CHAKRABORTYDE	03/01/2009	Boy	General	Hindu	07/01/2015	17/2015	Not Applicable	---Select---
	II A	190901150021510028		ARPAN GHOSH	20/11/2009	Boy	General	Hindu	02/01/2015	04/2015	Not Applicable	---Select---
	II A	190901150021510030		CHANDAN GHOSH	12/03/2009	Boy	General	Hindu	02/01/2015	06/2015	Not Applicable	---Select---
	II A	190901150021510026		JAY GHOSH	04/02/2009	Boy	General	Hindu	02/01/2015	02/2015	Not Applicable	---Select---
	II A	190901150021520034		KHUKI NANDI	12/03/2009	Girl	General	Hindu	02/01/2015	10/2015	Mental Illness	---Select---
	II A	190901150021510025		KRISHNA GHOSH	26/06/2009	Boy	General	Hindu	02/01/2015	01/2015	Not Applicable	---Select---
	II A	190901150021510016		RANGAN CHAKARBORTY	12/12/2009	Boy	General	Hindu	07/01/2015	16/2015	Not Applicable	---Select---
	II A	190901150021510013		RISHAV ROY	02/04/2009	Boy	General	Hindu	05/01/2015	13/2015	Not Applicable	---Select---
	II A	190901150021520029		RUYA GHOSH	18/04/2009	Girl	General	Hindu	02/01/2015	05/2015	Mental Illness	---Select---
	II A	190901150021520033		SNIGDHA GHOSH	09/02/2009	Girl	General	Hindu	02/01/2015	09/2015	Mental Illness	---Select---
	II A	190901150021520036		SUBHASREE ROY	08/11/2009	Girl	General	Hindu	05/01/2015	12/2015	Mental Illness	---Select---
	II A	190901150021510015		SUNDAR NANDI	21/12/2009	Boy	General	Hindu	06/01/2015	15/2015	Not Applicable	---Select---
	II A	190901150021520027		THORSHA GHOSH	26/06/2009	Girl	General	Hindu	02/01/2015	03/2015	Not Applicable	---Select---
	II A	190901150021510014		TRIDEB GHOSH	11/04/2009	Boy	General	Hindu	06/01/2015	14/2015	Not Applicable	---Select---

GENERATE TC

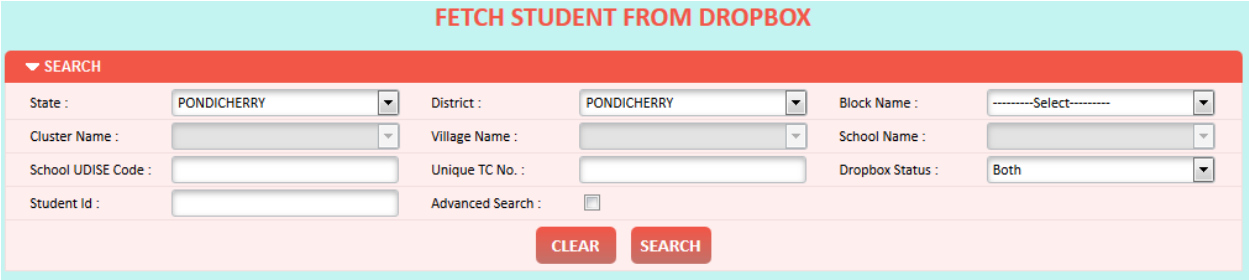
7.Fetch Student from dropbox:

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.

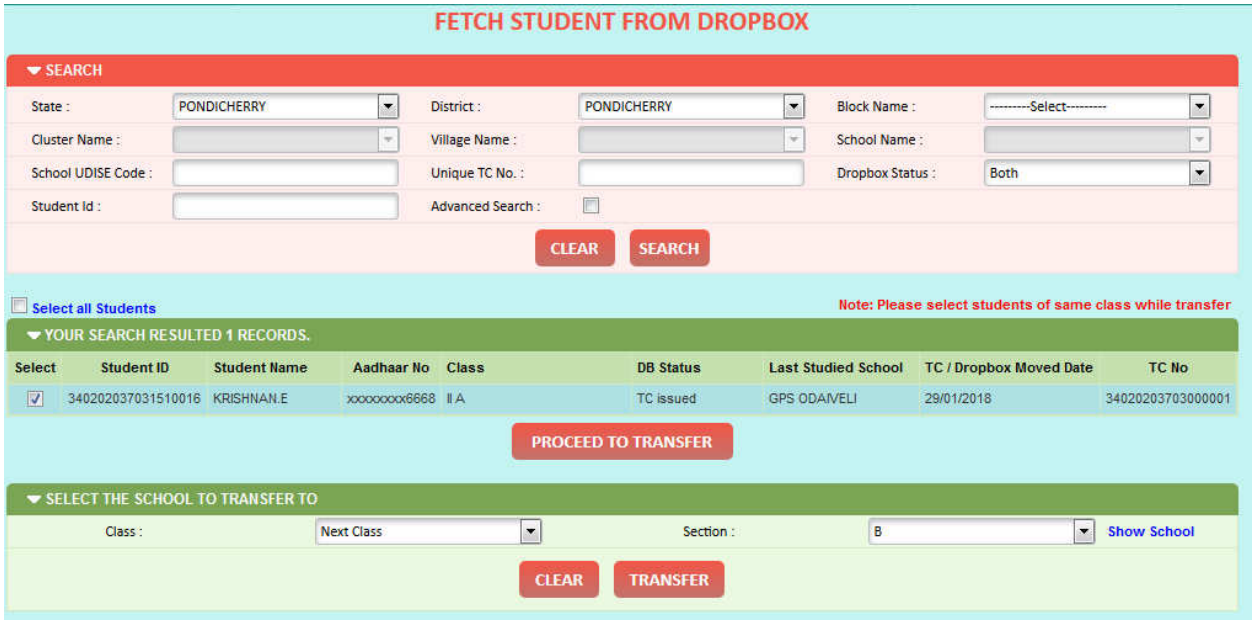
A student must be fetched from Dropbox in the given below circumstances:

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

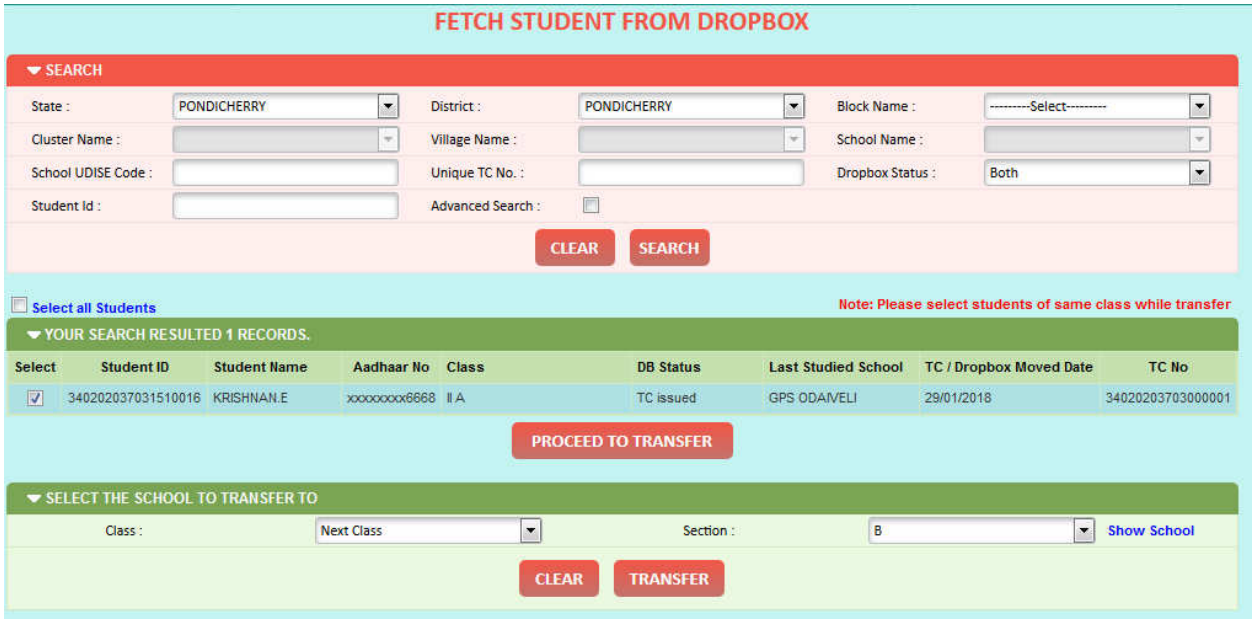
Step 1: Select the state name – District name, block name—cluster name, village name—school name and then click on search button.



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



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



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.

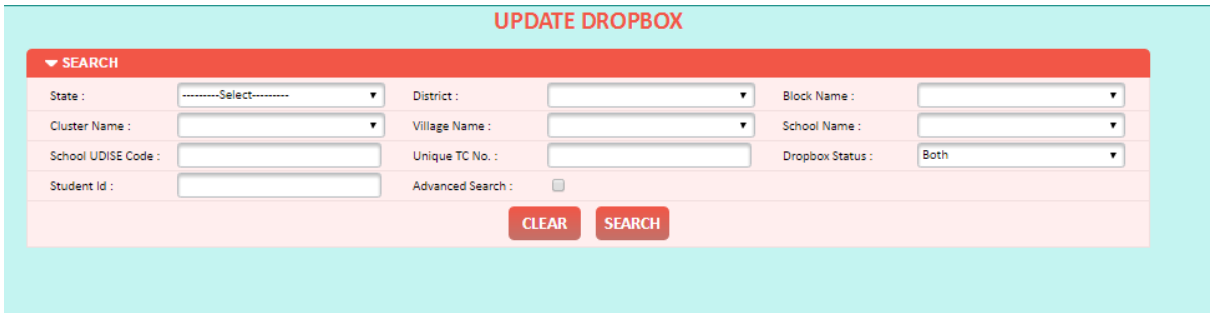
If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

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.

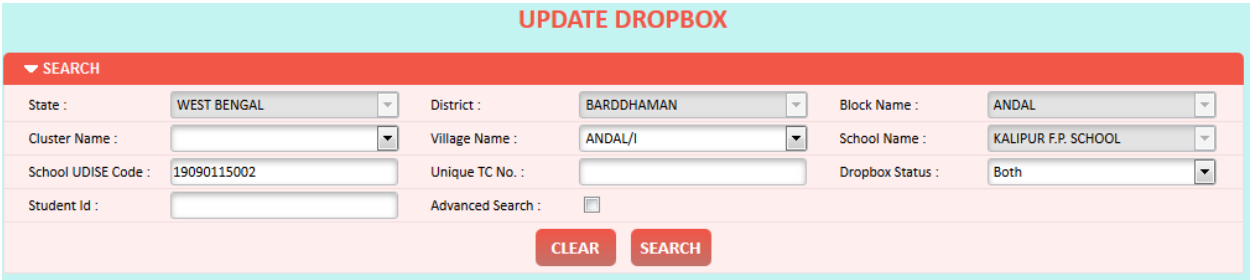
If the logging user is the village level user then the state, district, block, cluster, village is blocked and the remaining fields like school have to be selected.

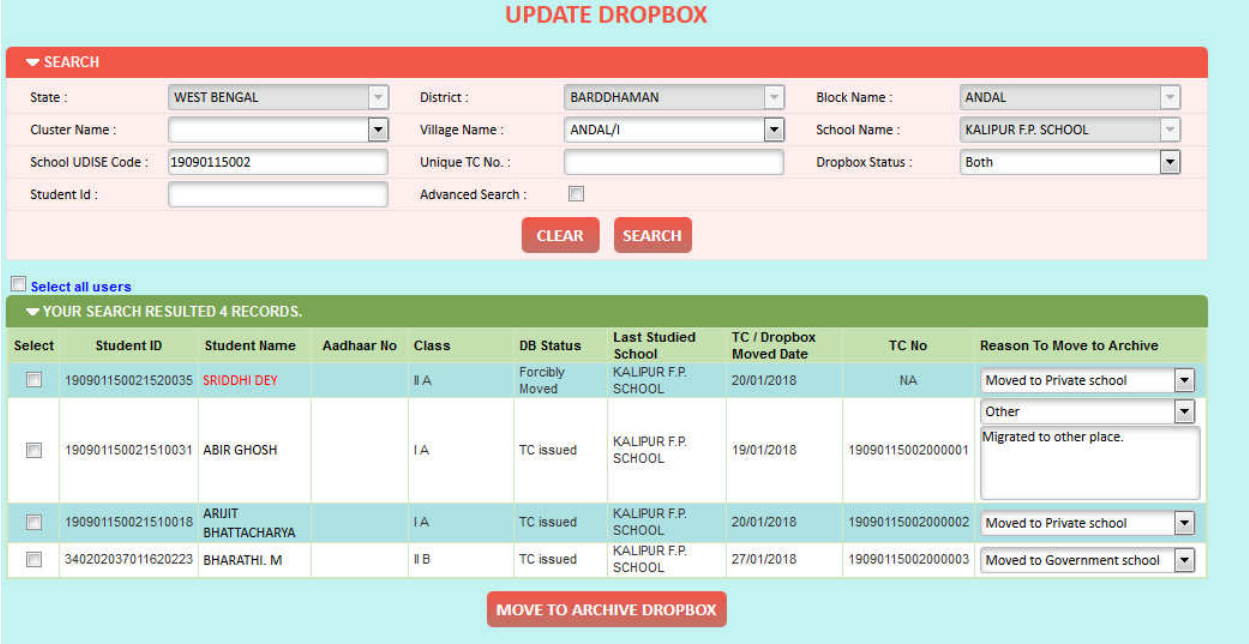
If the logging user is the school level user then the state, district, block, cluster, village, school is blocked and the remaining fields have to be selected.

select StudentID then click on search button.



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.



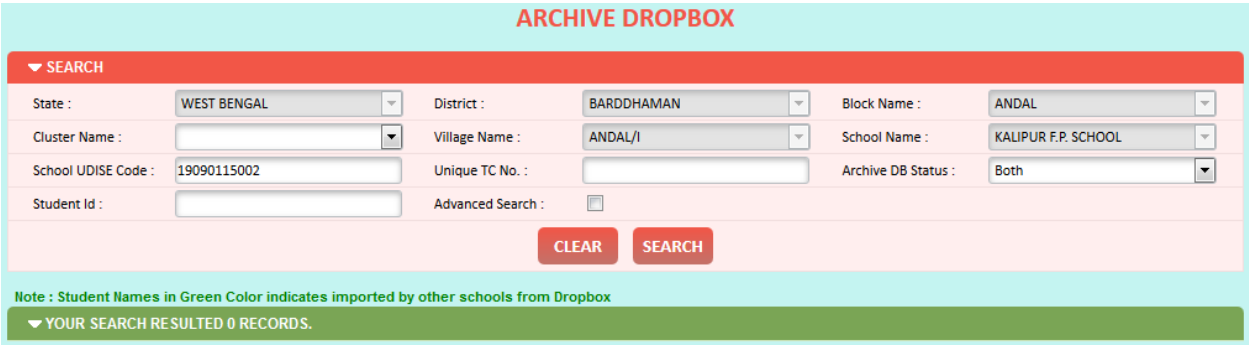


9. Archieve Dropbox:

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

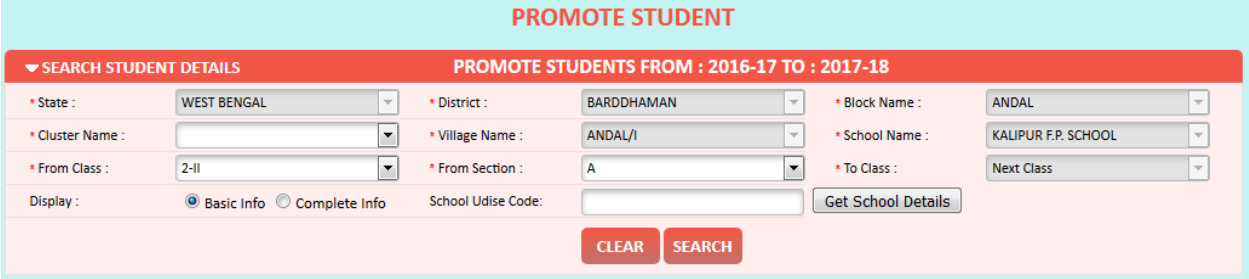
E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected. If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school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



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.

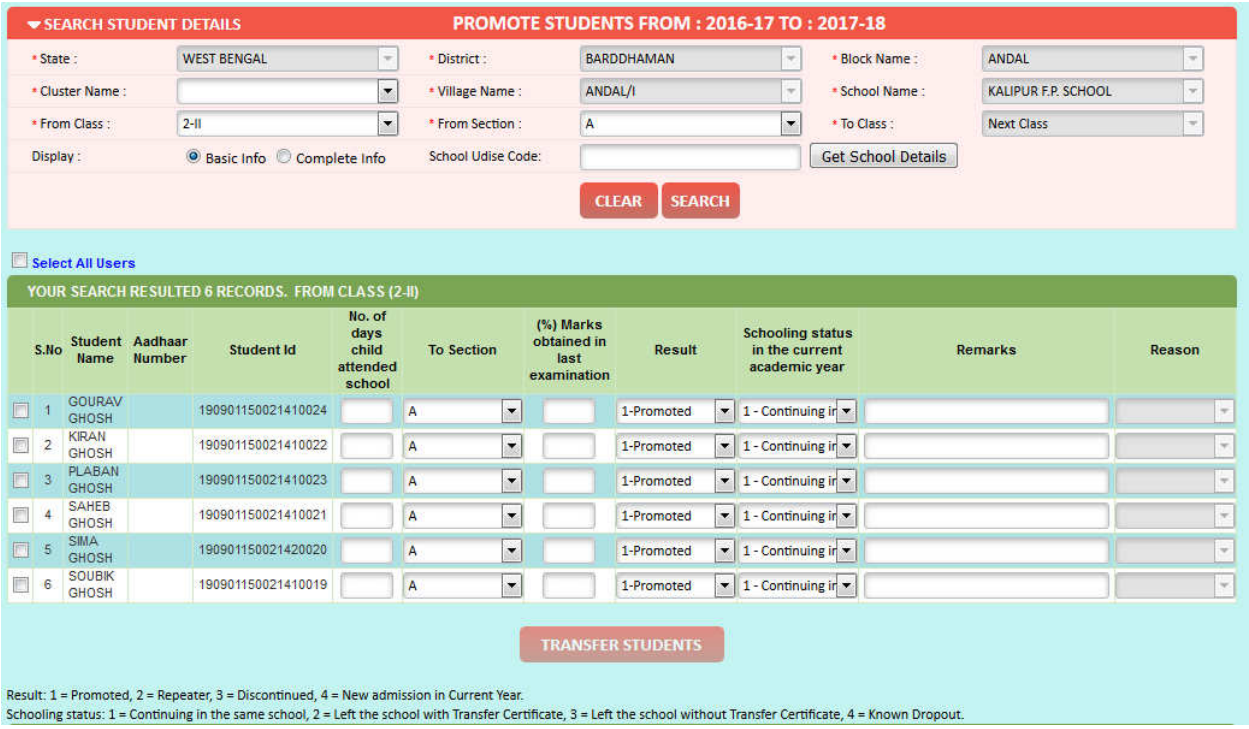
If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school has to be selected.

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:



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

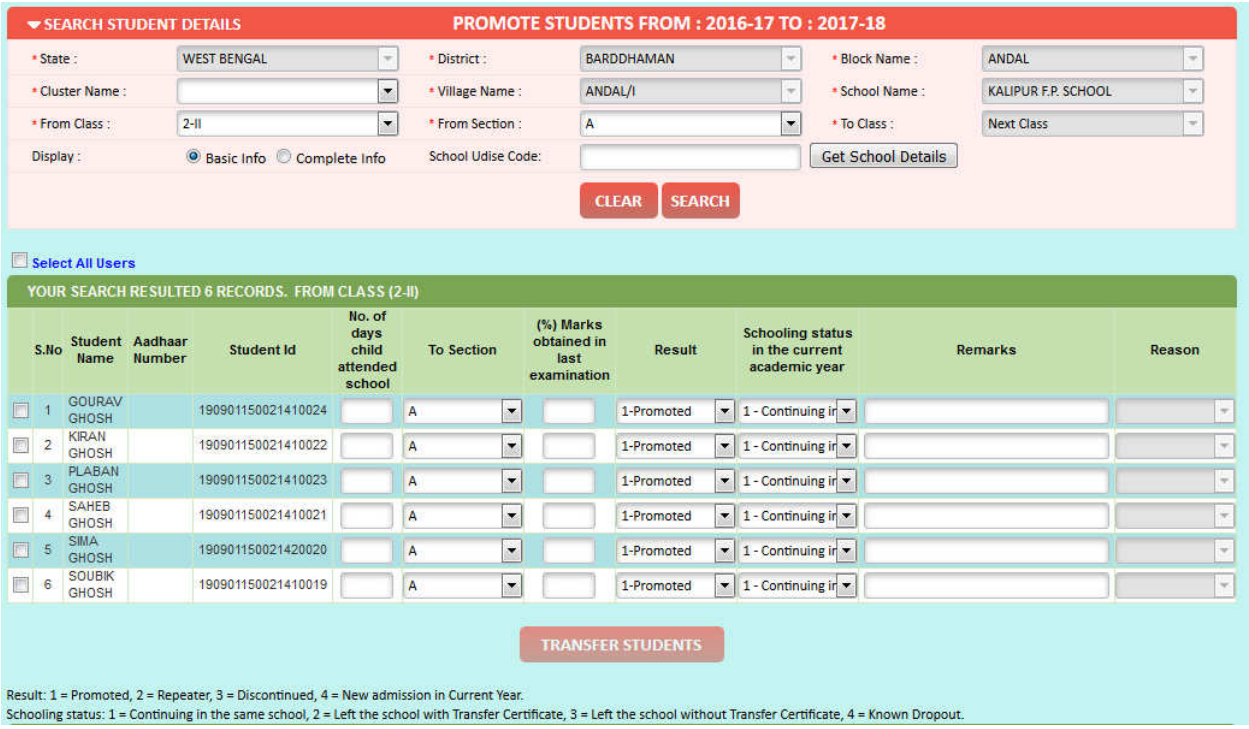
The given are the options to be specified in the Schooling status in the current academic year:

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.

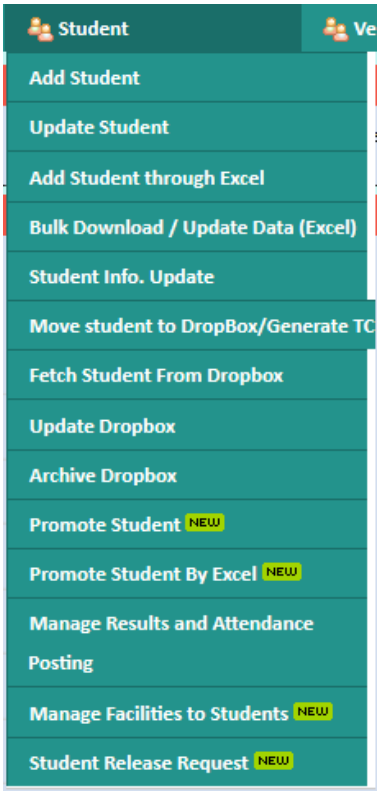


Promote Students by Excel:

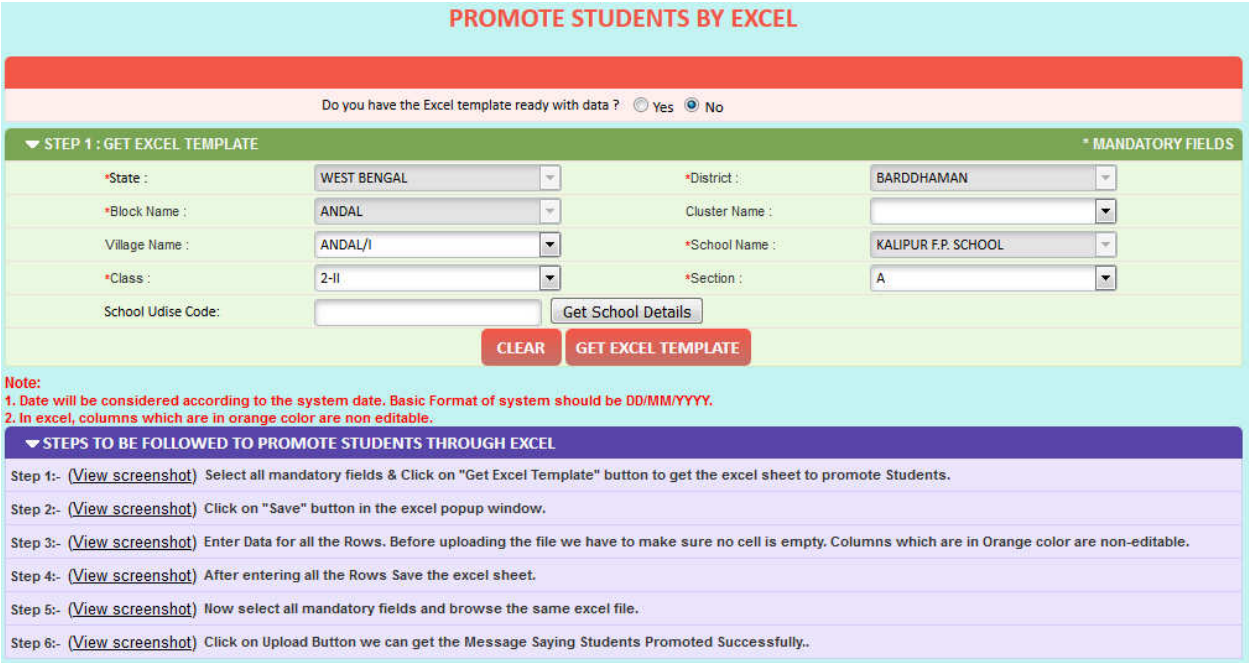
Another method of prmoting Students from grade to grade in SDMIS is using the pre-programmed excel templates with student data for the selected school, class and section which can be downloaded from the portal student.udise.in.

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 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.



The process will be based on the level users like:

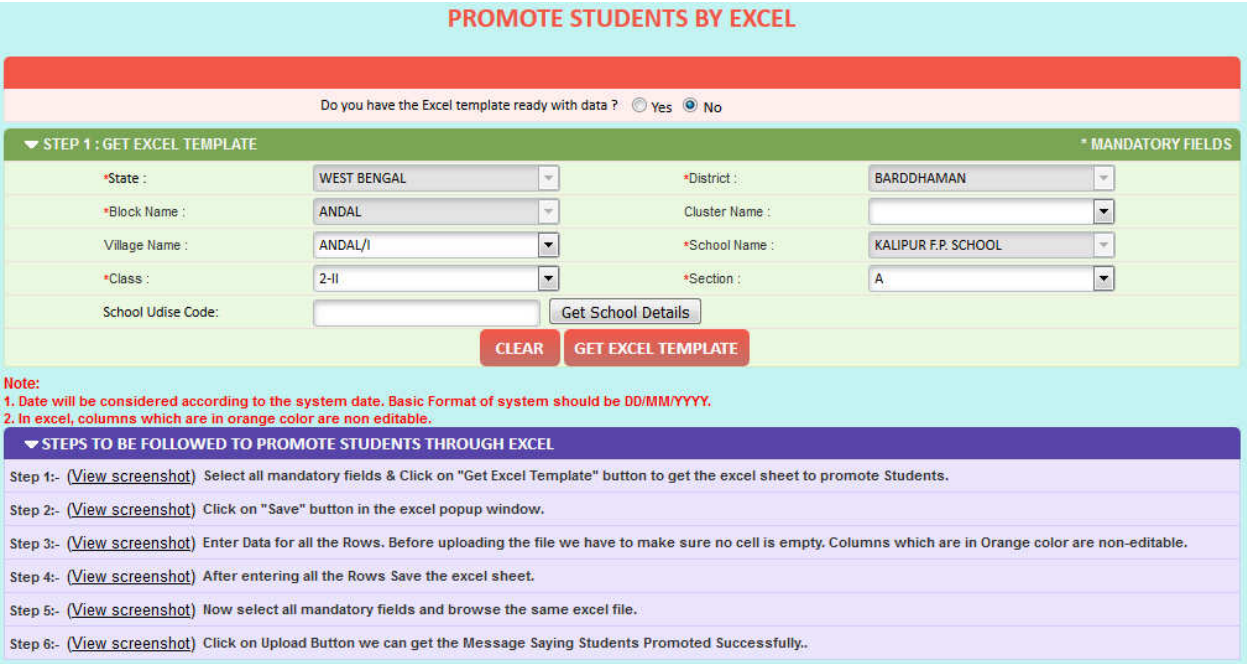
E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected.

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.

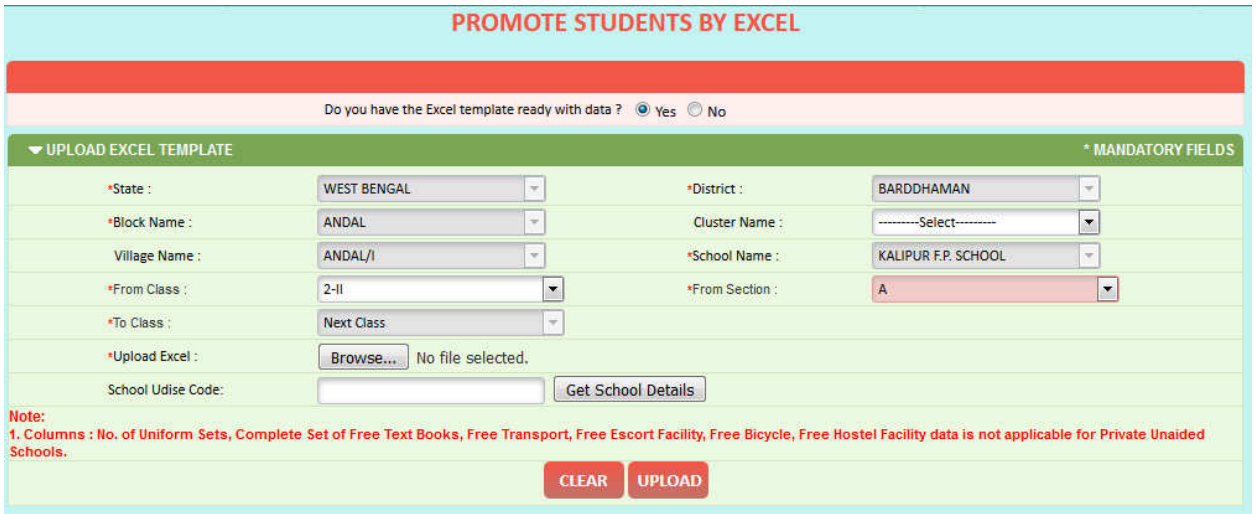
Select School, class and section for which you want to download the student data. After making the selection click on “Get Excel Template”.



After the download is sucessful, 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
1	School U-DISE Code (Mandatory)	Student's AADHAAR Number Validate Excel 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)
2	34020203701	xxxxxxxx2630	NITTESH. 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.



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.

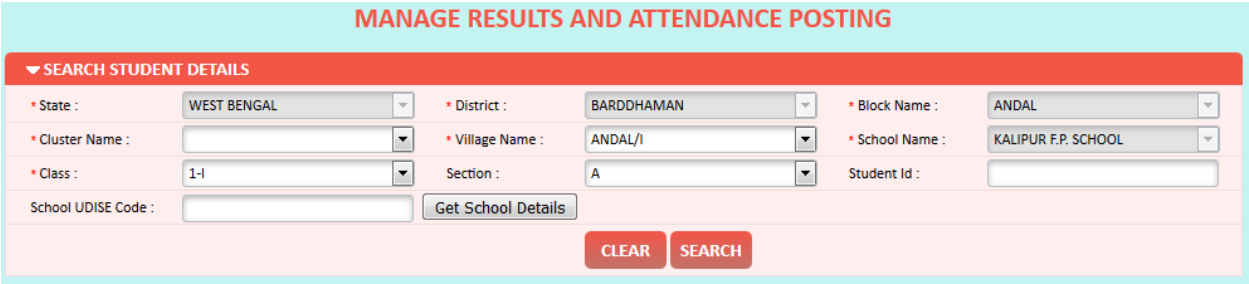
11.Manage Results and attendance Posting:

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

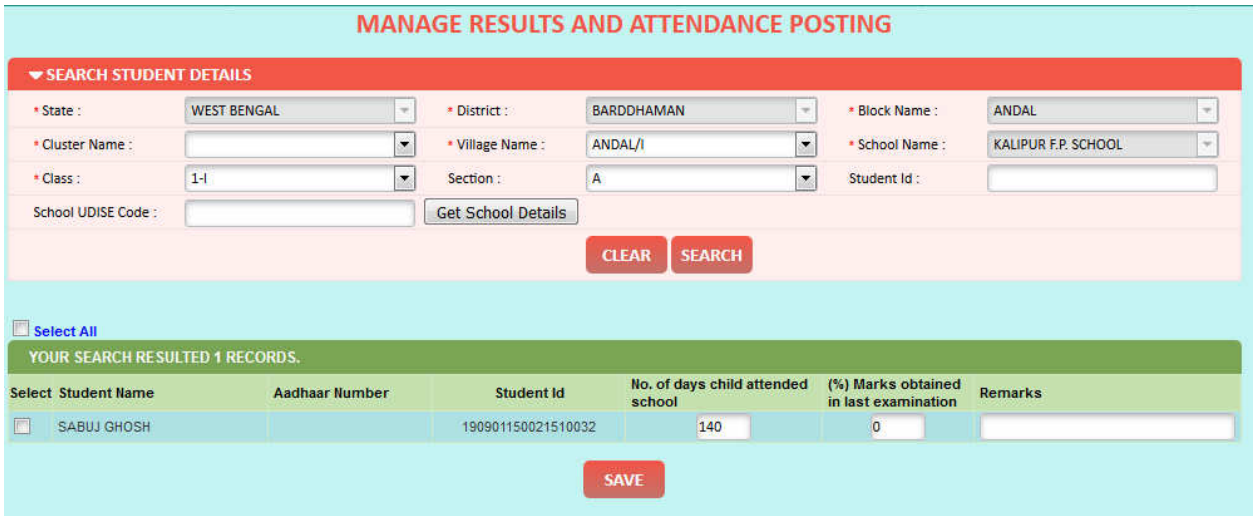
E.g.: if the logging user is the State level user state is blocked and the remaining fields like District, block, cluster, village, school has to be selected. If the logging user is the District level user then the state, district is blocked and the remaining fields like block, cluster, village, school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



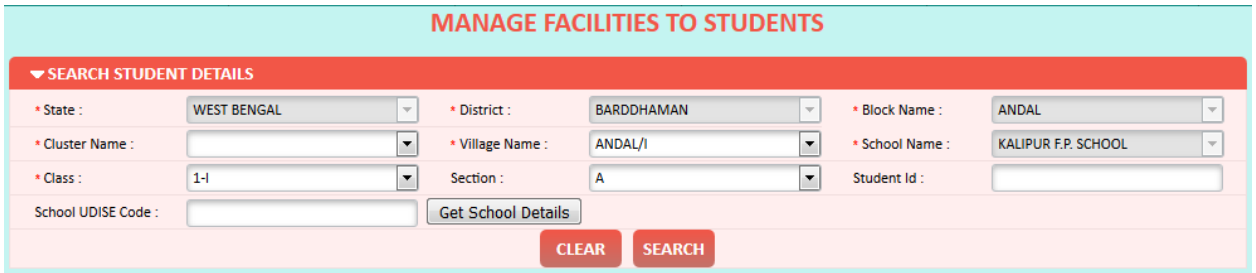
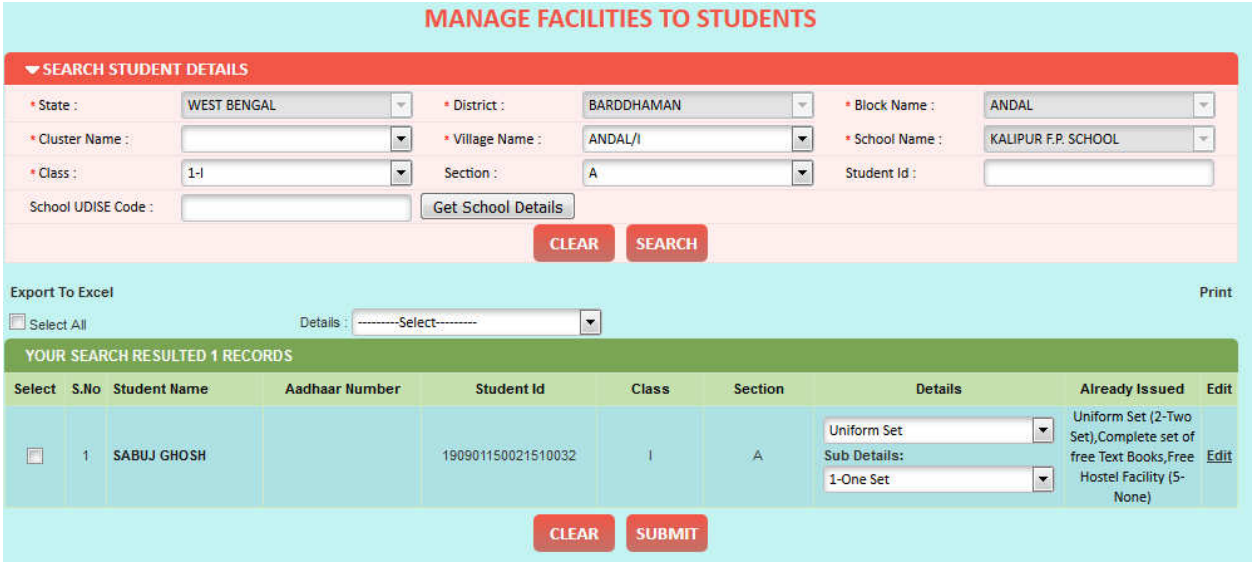
Step 2: Select the student name enter the No.of days child attended school and %of marks obtained in last examination and Remarks then click on save button.



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.



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)