

User Operational Manual

for

**Unified District Information System for Education Plus
(UDISE+)**

For Schools of Grade Pre-Primary to class 12

2025-26

Developed & Hosted

By

National Informatics Centre (NIC)

Ministry of Electronics & Information Technology

Govt. of India

West Bengal State Centre

Kolkata

Contents

Introduction:	3
Website URL:	3
Process for DCF Form Entry:	4
Teacher Transfer:	16
Circle Level:	18
Block Level:.....	19
District Level:	20
State Level:	21
Change Password:	22
Reset Password:	23
Bank Modules:	25
School Basic Information Approval Module:	27
Section-5 Unrecognized School Information Module:.....	33
Add New School Module through API(MoE):	35
Old School Insertion and Approval Module:	38

Introduction:

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

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

Version 1.2 is updated with School Basic information Update module. Here, SI/Circle MIS can modify the basic information of the schools and send it for approval from DEO and STATE Level.

Version 1.3 is updated with UNRECOGNIZED School information module. Here, SI/Circle MIS can insert the unrecognized school information and finalize it from the circle MIS login.

Version 1.4 is updated with new school add module through MoE dept (via API call). Here, District MIS can update the new school details to start the fill-up the DCF of those school.

Version 1.5 is updated with old school insertion module via district MIS login. Here, District MIS can insert the old school details to start the fill-up the DCF of those school. These school go to the State MIS for approval process. If State MIS reject the school details, then District user can modify the school details for approval again as per rejection comments.

Also, Modify the Vocational Teacher section for vocational active schools. Now, vocational teacher section is optional if any school have no vocational teacher, then those school can submit the DCF without vocational teacher insertion.

Version 1.6 is similar to **Version 1.5**, but with some key logic changes:

1. In **Version 1.6**, the availability of **Section 1D (Vocational Education Details)** is entirely dependent on the data entered in **Section 1A (School Profile Details)**.
2. If the relevant conditions are not met in **Section 1A**, **Section 1D** will not be accessible.
3. In **Section 3**, the entry for **Vocational Teacher Details** will only become available **after Section 1A is submitted**.

Website URL:

<https://schoolinfo.banglarshiksha.gov.in>

Process for DCF Form Entry:

1. Login Screen of SCHOOL INFORMATION.

School Information

State Level

District Level (Dis MIS, Dis Primary, Dis Secondary, DEO)

Block Level (Block MIS)

Circle Level

School Level

LOGIN

User Name
User Name

Password
Password

Captcha
35709

Home Sign In

The Site is design and developed by NIC. Content, DATA and Process owned and maintained by Department.

After the first successful login, the user must change the default password. Until the password is changed, the menu options will remain inaccessible.

UDISE+

Head of Institution
BARACHIRA P.B. HIGH SCHOOL (H.S)

Dashboard

School Mgmt

Account Mgmt

Change Password

Old Password*

Old Password

New Password*

New Password

Confirm Password*

Confirm Password

Change

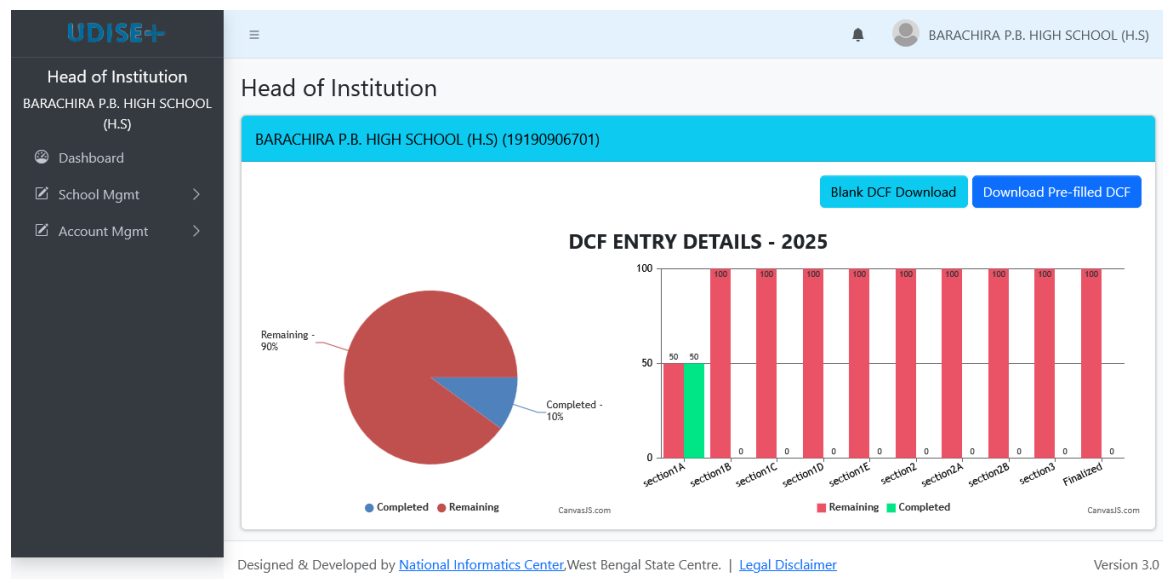
Designed & Developed by [National Informatics Center](#), West Bengal State Centre. | [Legal Disclaimer](#)

Version 3.0

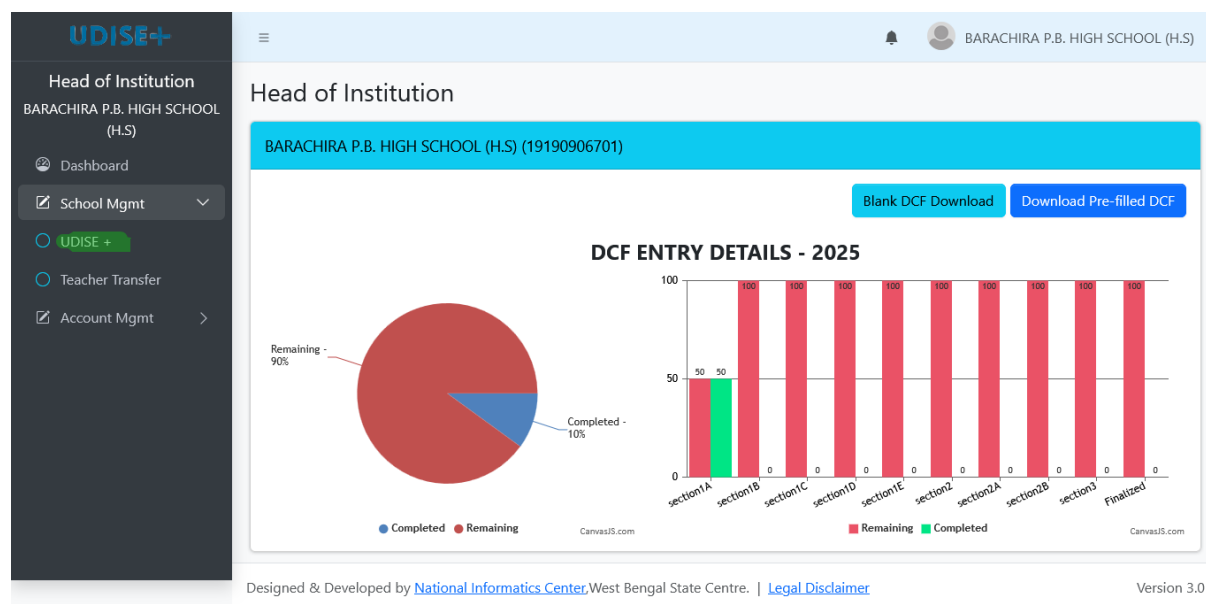
Note:

Users are not allowed to set the new password as the default password.

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



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



4. Details of the school will be displayed.

UDISE+

Head of Institution
BARACHIRA P.B. HIGH SCHOOL (H.S.)

Dashboard
School Mgmt
Account Mgmt

School Detail

School Name: BARACHIRA P.B. HIGH SCHOOL (H.S.) **Dise Code:** 19190906701

School Category: HIGHER SECONDARY WITH GRADES 5/6 TO 12 **School Management:** Department of Education

Academic Year: 2025-26

UDISE Details

Download User Manual Blank DCF Download Download Pre-filled DCF

Section No.	Name	Status	Action
-------------	------	--------	--------

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

UDISE Details			
Download User Manual Blank DCF Download Download Pre-filled DCF			
Section No.	Name	Status	Action
SCHOOL PROFILE AND OTHER DETAILS			
Section 1A	School Profile (Location, Structure, Management and Medium of Instruction)	Pending	
Section 1B	School Safety and Other Indicators	Pending	
Section 1C	Receipts and Expenditures	Pending	
Section 1D	Vocational Education Details	Pending	
Section 1E	Mid Day Meal	Pending	
SCHOOL FACILITY			
Section 2	Physical Facilities, Equipment, Computer and Digital initiatives	Pending	
Section 2A	State Defined Supplementary Variables	Pending	
Section 2B	Minimum Standard specification in the Accessibility Code Document	Pending	
TEACHING AND NON-TEACHING STAFF DETAILS			
Section 3	Teaching and Non- Teaching Staff	Pending	

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

UDISE Details

Download User Manual
Blank DCF Download
Download Pre-filled DCF

Section No.	Name	Status	Action
SCHOOL PROFILE AND OTHER DETAILS			
Section 1A	School Profile (Location, Structure, Management and Medium of Instruction)	Pending	 
Section 1B	School Safety and Other Indicators	Pending	 
Section 1C	Receipts and Expenditures	Pending	 
Section 1D	Vocational Education Details	Pending	 
Section 1E	Mid Day Meal	Pending	 
SCHOOL FACILITY			
Section 2	Physical Facilities, Equipment, Computer and Digital initiatives	Pending	 
Section 2A	State Defined Supplementary Variables	Pending	 
Section 2B	Minimum Standard specification in the Accessibility Code Document	Pending	 
TEACHING AND NON-TEACHING STAFF DETAILS			
Section 3	Teaching and Non- Teaching Staff	Pending	 

7. Fill the document as per required. And click on

Save & Next

button to save the data.

Head of Institution
BARACHIRA P.B. HIGH SCHOOL (H.S.)

Dashboard
School Mgmt
Account Mgmt

School Profile View Disb Code: 19190906701 Academic Year: 2025-26

Section 1: School Profile View (Location & Basic Information)

1.1 UDISE Code: 19190906701

1.2 School Name (in capital letters): BARACHIRA P.B. HIGH SCHOOL (H.S.)

1.3 Name of the District: PURBA MEDINIPUR

1.4 Name of the Educational Block: NANDIGRAM WEST

1.5 School Location Type (1-RURAL, 2-URBAN): RURAL

1.6 Revenue Block ZED Block: NANDIGRAM - II

1.7 Village Name (for rural area)/ Ward Number (for urban area): BIRULA / VII

1.8 Name of Gram Panchayat: BIRULA

1.9 School Address: RANERIPUR

1.10 Pin Code: 721650

1.11 Name of Cluster Resource Centre (CRC): NANDIGRAM WEST

1.12 (a) Name of the Assembly Constituency: NANDIGRAM WEST
(b) Name of the Parliamentary Constituency: TAMLUK

1.13 Geographical Location (in Degree and Decimal for E-Z-562603)

(a) Latitude: 25° 2' 0" N
(b) Longitude: 88° 2' 0" E

1.14 School Contact Details:

(a) STD CODE: 91
(b) Landline Number: 9734566898

(c) Mobile Number: 9734566898
(d) Email: barachira.p.b.h.s.1963@gmail.com

(e) Website of school:

1.15 Head of the School (HOS) / In-Charge Details:

(a) HOS / In-Charge Type: 3-Acting Head Teacher

(b) HOS / In-Charge Name: RAMPAJA SAREN

(c) Mobile Number: 9734566898

(d) Email: barachira.p.b.h.s.1963@gmail.com

School Management, Category, Classes and Streams

1.16 (a) Management Code of School: 1-Department of Education

1.17 Classification of School: 1-Formal Schs

1.18 Sub-Management: KGV

1.19 Is this a Pre-GBE School? 1-YES

1.20 School category: 5. HIGHER SECONDARY WITH GRADES 5/6 TO 12

1.21 Classes available in School: CLASS V TO CLASS XII

(a) Lowest and Highest Class in School (e.g. 1 to 4/5): CLASS V TO CLASS XII

(c) Streams Available in the School (in case of Schools with Higher Secondary Sections)

Sl. No.	Stream	Available (Yes/No)	Subjects Offered/Taught in School in Streams
(i)	Arts	1-YES	3-Selected =
(ii)	Science	1-YES	6-Selected =
(iii)	Commerce	1-YES	10-Accountancy, 15-Economics, 57-Statistics =
(iv)	Vocational	1-YES	4-Selected =

1.22 Type of the School: 3. CO-EDUCATIONAL

1.23 (a) Affiliation Board of the school for SECONDARY Sections: 2 - State Board

(b) Name of the Affiliation Board: WBSE

(c) Affiliation Number: V2-015

1.24 (a) Affiliation Board of the school for HIGHER SECONDARY Sections: 2 - State Board

(b) Name of the Affiliation Board: WBCHSE

(c) Affiliation Number: 105497

1.25 Respondent Details (Respondent = Person actually Responsible for filling this form)

(a) Respondent Type: 1-Head of the School/In-Charge

(b) Respondent Name: RAMPAJA SAREN

(c) Mobile Number: 9734566898

(d) Respondent Email: barachira.p.b.h.s.1963@gmail.com

1.26 Academic session Start and End Date in Current Year: 01-01 To 31-12

1.27 Year of establishment of the school: 1963

1.28 (a) Recognition Status (Pre-2004 Recognized School)

Board Category	Recognized	Recognition Year
Upper Primary	YES	1963
Secondary	YES	1963
Higher Secondary	YES	2004

(b) Year of upgradation of the school (if applicable): 2004

(c) Secondary to higher secondary: 2004

(d) Upper primary to secondary: 1963

1.29 Medium of instruction (a) in the school: (i) - Please Select: (ii) - Please Select: (iii) - Please Select: (iv) - Please Select:

1.30 Language(s) taught as a subject (Mention Maximum 3(three) Language(s))

Name (a) of Language(s) taught as a subject: Bengali,English,Sanskrit
English,Hindi
Sanskrit,English

Category (a) of Language(s) taught as a subject: Upper Primary
Secondary
Higher Secondary

1.31 Curriculum followed by School in PRIMARY Section: 1-NCERT

1.32 Curriculum followed by School in UPPER PRIMARY Section: 2-State

1.33 Does the school offer any pre-vocational courses under NSCF aligned job role/skill courses? 1-YES

(a) Vocational /Skill Courses covered under: 1-Centrally sponsored scheme of vocationalization of school edu.

(b) Section / Job Role(s) available in the school:

Sl. No.	Grade	Sector(s)	Job Roles	Year of Starting
Sector 1	Grade 1 (05-X)	05-12/10s	Domestic IT Help desk Attendant	2021
Sector 2	Grade 2 (06-X)	0-Not Applicable		
Sector 3	Grade 3 (07-X)	0-Not Applicable		
Sector 4	Grade 4 (08-X)	0-Not Applicable		
Sector 5	Grade 5 (09-X)	0-Not Applicable		
Sector 6	Grade 6 (10-X)	0-Not Applicable		
Sector 7	Grade 7 (11-X)	0-Not Applicable		
Sector 8	Grade 8 (12-X)	0-Not Applicable		
Sector 9	Grade 9 (13-X)	0-Not Applicable		
Sector 10	Grade 10 (14-X)	0-Not Applicable		
Sector 11	Grade 11 (15-X)	0-Not Applicable		
Sector 12	Grade 12 (16-X)	0-Not Applicable		

1.34 Does the school offer any pre-vocational exposure at Upper Primary stage? 2-NO

1.35 Does the school run any skill training centre after school hours? 2-NO

1.36 Is this a residential school? 2-Non-Residential

1.37 Is this a shift school? 2-NO

1.38 Are majority of the pupils taught through their mother tongue at the primary level? 1-YES

1.39 Distance* of the school (in km) from the nearest Govt./Boys' Aided School

(a) From Primary school / section:

1) Distance:	UDISE Code:	School Name:
1.00	19190906202	BARACHIRA BOARD PRV.SCHOOL
2) Distance:	19190906203	BARACHIRA STATE PLAN PRV. SCHOOL
3) Distance:	19190907202	PASCHIM BIRULA SPECIAL JR. HIGH SCHOOL
4) Distance:	19190906302	HANUBHUNIA NO. 1 JR. HIGH SCHOOL

(b) From Secondary school / section:

1) Distance:	UDISE Code:	School Name:
3.00	19190906102	RANERIPUR HIGH SCHOOL
2) Distance: <td>19190906603</td> <td>GHOLEPURKURA DAYAMAYEE BALIKA VIDYALAYA</td>	19190906603	GHOLEPURKURA DAYAMAYEE BALIKA VIDYALAYA
3) Distance: <td>19190906604</td> <td>GHOLEPURKURA JOYKALI HIGH SCHOOL(H.S.)</td>	19190906604	GHOLEPURKURA JOYKALI HIGH SCHOOL(H.S.)
4) Distance: <td>19190900106</td> <td>SUBDI STANATH VIDYARITH (H.S.)</td>	19190900106	SUBDI STANATH VIDYARITH (H.S.)

(c) From Higher secondary school / Junior College:

1) Distance:	UDISE Code:	School Name:
5.00	19190900106	SUBDI STANATH VIDYARITH (H.S.)

***Distance* is defined as 'walking distance after discounting for all natural and man-made barriers on the way to the school' like highways, main roads, etc.**

1.40 Whether School is Approachable by All-Weather Road? 1-YES

Save & Next

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

Designed & Developed by National Informatics Centre, West Bengal State Centre. | Legal Disclaimer

Version 3.0

In this section, 1.32 have nearest school's fill-up field, here if you entry any nearest school then that school must be unique in the all the rows. Same school never enter for primary, upper primary, secondary and higher secondary. Also, you find no school as nearest then you can leave black entire row.

8. Click on  button to expand another tab.

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

Pending 

9. Fill up the form as required and click on button  to save the data.

UDISE+

Head of Institution
BARACHIRA P.B. HIGH SCHOOL
(H.S)

Dashboard

School Mgmt

Account Mgmt

School Profile View

Disc Code: 19190906701

Academic Year: 2025-26

Back

Section 1: School Profile View (Location & Basic Information)

Expand as needed

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

Pending

1.38 Number of instructional days (in previous academic year):

220

1.39 Is Continuous and Comprehensive Evaluation (CCE) being implemented in School?

1-YES

(a) Are cumulative records of pupil being maintained?

2-NO

Question No. 1.40 to 1.55 (only for Government and Government Aided Schools)

1.40 Whether Anganwadi Centre(s) is/are located inside the school premises?

2-NO

1.41 Whether Balvatika is started in the Co- located Anganwadi/school? **(Pilot)**

2-NO

1.42 Whether any Out of School Children enrolled in the school?

2-NO

1.43 Number of students attending Remedial Teaching / Extra in current year:

0

1.44 Number of students attending Learning Enhancement classes:

5

1.45 Details of visits to the school during the previous academic year

(a) No. of academic inspections:

2

(b) Number of visits by CRC Co-ordinator:

4

(c) Number of visits by Block level officer (BRC/ BEO):

3

(d) No of visits by District/State Level Officers:

2

1.46(a) Whether School Management Committee (SMC) has been constituted as per RTE norms?

2-NO

(b) Whether School Development and Management Committee have been Constituted as per Samagra Shiksha guidelines?

2-NO

1.47(a) Whether the School Building Committee (SBC) has been constituted?

1-YES

(b) Whether the School has constituted its Academic Committee (AC)?

1-YES

(c) Whether the School has constituted its Parent-Teacher Association (PTA)?

1-YES

Number of PTA meetings held during the last academic year:

1

1.48 Is the school registered under Public Financial Management System (PFMS)?

2-NO

1.49 Whether the school has multi-class units?

1-YES

Serial No.

Classes Taught Together

1

1,3

2

3

1.50 Is the school part of a School Complex?

2-NO

1.51 Is the school a Hub School for the school complex?

2-NO

1.52 Whether the school has undertaken any activity under "Ek Bharat Shreshtha Bharat" (EBSB)?

2-NO

1.53 Is the School certified as Fit India School?

1-YES

1.54 Is the school providing Holistic Report Card for every Learner based on peer/self/teacher assessment?

1-YES

1.55 (a) Number of days Mid-day Meal served under PM-POSHAN (in Last Academic year) **(Pilot)**

(i) Total Days

220

(ii) Days per Week

6

(iii) Days per Month

26

(b) If Mid-day Meal Extended to Pre-Primary Section/Balvatika?

2-NO

1.56 Availability of free text books, Teaching Learning Material (TLM), Play material (in current academic year) and Graded Supplementary Material (for previous academic year)

Sl. No	Indicators	Pre Primary	Primary	Upper Primary	Secondary	Hr.Secondary
1.56.1	Whether complete set of free textbooks received?			1-YES	1-YES	1-YES
1.56.1.1	When were the textbooks received in the current academic year? (May should be written as 05-May)			1-JANUARY	1-JANUARY	5-MAY
1.56.2	Whether TLM available for each grade?			1-YES	1-YES	1-YES
1.56.3	Whether the school has received Graded Supplementary Material in previous academic year? (1-YES/2-NO)			2-NO	2-NO	2-NO
1.56.3.1	If Yes, whether the school utilize graded supplementary material in classroom transactions (1-YES/2-NO)					
1.56.4	Whether play material, games and sports equipment available for each grade			1-YES	1-YES	1-YES
1.56.5	Whether the school has provided free uniform to the students?			2-NO	2-NO	2-NO
1.56.5.1	If Yes, Mention the month in which the uniforms were provided to students in the current academic year? (May should be written as 05-May)					

1.57 Key Performing Indicators (KPI) on teaching, learning (in current academic year), materials etc.

	5	6	7	8	9	10	11	12
1.57.1	Number of learning outcome based assessment items created in total	2	3	2	4	2	5	2
1.57.2	Whether the school actively undertakes academic enrichment activities, such as Project/Group work, portfolio, virtual labs, class performances, quizzes/debates, creative writing, etc?	Y	N	Y	N	Y	N	N
1.57.3	Number of students received orientation on cyber safety	1	2	3	4	5	6	8
1.57.4	Number of students received training on psycho-social aspects	9	10	11	12	13	14	16

Save & Next

Designed & Developed by National Informatics Center, West Bengal State Centre. | Legal Disclaimer

Version 3.0

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

UDISE Details

Download User Mannual

Blank DCF Download

Download Pre-filled DCF

Section No.	Name	Status	Action
SCHOOL PROFILE AND OTHER DETAILS			
Section 1A	School Profile (Location, Structure, Management and Medium of Instruction)	Save as draft	
Section 1B	School Safety and Other Indicators	Pending	+
Section 1C	Receipts and Expenditures	Pending	+

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

Status	Action
Save as draft	
Save as draft	
Save as draft	
Save as draft	
Save as draft	
Save as draft	
Save as draft	
Save as draft	
Pending	+

12. Section 2A and Section 2B is dependable on Section 2. So, when we complete Section 2A and Section 2B before complete Section 2, then Section2A & 2B will automatically change to pending status. Then the section needs to be check and save once again.

Please note that in the similar way, if all sections have been saved as save as draft, then if any data change in section1A, then all other section will automatically change to pending status.

13. Add/Modify Teacher Module of DCF: - In the section 3, this module is implemented. In ADD TEACHER module user can add the teacher to click on the ADD TEACHER button. Then fill-up all the teachers details and submit the form. Also, Existing Teacher details can modify or delete from section 3.

BARACHIRA P.B. HIGH SCHOOL (H.S)

Add Teacher

Back

3.3.1 Name of the Teacher (In Capital Letter) *

TEACHER NAME

3.3.2 Gender *

--Please Select--

3.3.3 Date of Birth (DD/MM/YYYY) *

Teacher DOB

3.3.4 Teacher Code of State/UT (if available): *

Teacher Code

3.3.5.Social Category *

--Please Select--

3.3.6(a) Highest Academic Qualification *

--Please Select--

3.3.6(b) Trade/Degree *

--Please Select--

3.3.7 (a) Highest Professional Qualification* (PGI)

--Please Select--

3.3.8(a) Mobile Number *

Mobile Number

3.3.8(b) Email:

Email

3.3.9(a) Aadhaar No of Teacher:

Aadhaar Number

3.3.9(b) Name as per Aadhaar:

Aadhaar Name

3.3.10 Mention the level upto which Subjects are Studied :

(a) Mathematics *

--Please Select--

(b) Science *

--Please Select--

(c) English *

--Please Select--

(d) Social Science *

--Please Select--

(e) Language (as per Schedule VIII) *

--Please Select--

3.3.11 Type of Disability, if any *

--Please Select--

3.3.12 Nature of Appointment *

--Please Select--

3.3.13 Date of Joining in Service *

Joining in Service

3.3.14 Date of Joining in Present School *

Working in Present

3.3.15 Type of Teacher* (PGI)

--Please Select--

3.3.16 Appointed for Level *

--Please Select--

3.3.17 Class Taught *

--Please Select--

3.3.18 Appointed for Subject *

--Please Select--

3.3.19(a) Main subject taught - 1 *

--Please Select--

3.3.19(b) Main subject taught - 2 *

--Please Select--

3.3.20 Whether the Teacher is on Deputation at this School from other school?

--Please Select--

3.3.21 Whether Teacher is also teaching at other School as Guest/Contractual

--Please Select--

3.3.22 Trained for teaching CWSN* (PGI)

--Please Select--

3.3.23 Trained in Computer for use in teaching? *

--Please Select--

3.3.24 (a) Training received *

--Please Select--

3.3.24 (b) Training Needs *

--Please Select--

3.3.24 (c) Whether Teacher received training under NISHTHA *

--Please Select--

3.3.25 Working days spent on NON-Teaching Assignments: *

No. of working days spent on non-teaching assignment

3.3.26 Languages in which the teacher is having working knowledge?

(a) Language 1 *

--Please Select--

(b) Language 2:

--Please Select--

(c) Language 3:

--Please Select--

3.3.27 Whether trained in safety and security audit of school for ensuring child safety? (PGI)

--Please Select--

3.3.28 Whether received training on cyber safety and psycho-social aspects? (PGI)

--Please Select--

3.3.29 Whether received training in early identification support and classroom support of CWSN? *

--Please Select--

3.3.30 Whether Teacher is CTET/STET qualified? *

--Please Select--

3.3.31 Whether capable of handling digital devices and VC applications? (Mobile, Laptops, Smart Boards, Desktops, Projectors, the use of computers to retrieve, assess, store, produce, present and exchange information, and to communicate and participate in collaborative networks via the Internet, interacting through digital technologies, Protecting personal data and privacy)

--Please Select--

3.3.32 Religion *

--Please Select--

3.3.33 Attendance *

Attendance

Save Details

Designed & Developed by National Informatics Center, West Bengal State Centre.

Legal Disclaimer

Version 3.0

Note: In case of teachers who don't have Adhaar Number then the Adhaar Number and Adhaar Name fields should keep **BLANK**.

14. Add/Modify Non-Teaching Staff/Administrative Module of DCF: - In the section 3, this module is implemented. In this ADD NON-TEACHING STAFF module user can add all the Non-Teaching Staff to click on the ADD NON-TEACHING STAFF button. Then fill-up all the no teaching staff details and submit the form.

Add NON-Teaching Staff ← Back

PART A : GENERAL PROFILE

3.4.1 Name of the Non Teaching Staff (in Capital Letter):*

3.4.2 Gender*

3.4.3 Date of Birth (DD/MM/YYYY)*

3.4.4 Non-Teaching Staff Code of State/UT (if available):

3.4.5.Social Category*

3.4.6(a) Highest Academic Qualification*

(b) Trade/Degree*

3.4.7(a) Mobile Number*

3.4.7(b) Email:*

3.4.8(a) Aadhaar Number:

3.4.8(b) Name as per Aadhaar:

3.4.9 Type of Disability, if any*

PART B : APPOINTMENT PROFILE

3.4.10 Nature of Appointment*

3.4.11 Current post held*

3.4.12 Date of Joining in Service*

3.4.13 Date of Joining in Present School*

Save Details

Note: In case of non-teaching staff who don't have Aadhaar Number then the Aadhaar Number and Aadhaar Name fields should keep **BLANK**.

15. Vocational Teacher Section: - If Vocation Course is available then this module is visible in the section 3. In this ADD VOCATION TEACHER module user can add all the vocational teacher to click on the ADD VOCATION TEACHER button. Then fill-up all the vocational teacher details and submit the form.

BARACHIRA P.B. HIGH SCHOOL (H.S)

Add Vocational Teacher

← Back

PART A : GENERAL PROFILE

3.5.1 Name of the VTP (in Capital Letter):*

TEACHER NAME

3.5.2 Gender*

-Please Select-

3.5.3 Date of Birth (DD/MM/YYYY)*

Teacher DOB

3.5.4 VTP Code of State/UT (if available):

VTP Code

3.5.5.Social Category*

--Please Select--

3.5.6(a) Highest Academic Qualification*

--Please Select--

(b) Trade/Degree*

--Please Select--

3.5.7 Highest Professional Qualification*

--Please Select--

3.5.8(a) Mobile Number*

Mobile Number

3.5.8(b) Email:*

Email

3.5.9(a) Aadhaar Number:

Aadhaar Number

3.5.9(b) Name as per Aadhaar:

AADHAAR NAME

3.5.10 Type of Disability, if any*

--Please Select--

3.5.11 Nature of Appointment*

--Please Select--

3.5.12 Date of Joining in Service*

Joining in Service

3.5.13 Date of Joining in Present School*

Working in Present

PART B : APPOINTMENT AND TRAINING PROFILE

3.5.14 Type of Teacher*

--Please Select--

3.5.15 Classes Taught*

--Please Select--

3.5.16 Sector for which Appointed*

--Please Select--

3.5.17 Job Role for which Appointed*

None selected

3.5.18 Industry/ Training Experience*

--Please Select--

3.5.19 Received Induction Training*

--Please Select--

Save Details

Note: In case of vocational teacher who don't have Adhaar Number then the Adhaar Number and Adhaar Name fields should keep **BLANK**.

Finalize

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

UDISE Details

Blank DCF Download

Section No.	Name	Status	Action
SCHOOL PROFILE AND OTHER DETAILS			
Section 1A	School Profile (Location, Structure, Management and Medium of Instruction)	Save as draft	 
Section 1B	School Safety and Other Indicators	Save as draft	 
Section 1C	Receipts and Expenditures	Save as draft	 
Section 1D	Vocational Education Details	Save as draft	 
Section 1E	Mid Day Meal	Save as draft	 
SCHOOL FACILITY			
Section 2	Part A: Physical Facilities and Equipments	Save as draft	 
	Part B: Physical Facilities, Equipment, Computer and Digital initiatives	Save as draft	 
Section 2A	State Defined Supplementary Variables	Save as draft	 
Section 2B	Minimum Standard specification in the Accessibility Code Document	Save as draft	 
TEACHING AND NON-TEACHING STAFF DETAILS			
Section 3	Teaching and Non- Teaching Staff	Save as draft	 

Finalize

17. If the **Pre-Filled DCF** is **not downloaded before finalization**, you **must download it first** in order to proceed with the **finalization of all sections**

UDISE+
[Dept. of Education]

Govt. & Aided School
[Management Category 1 and 15]

Logout

Head of Institution
TAKI S.L. GIRLS' JR BASIC SCHOOL

Dashboard

School Mgmt

Account Mgmt

Need to download Pre-filled DCF first then finalized the school

School Details

School Name:

TAKI S.L. GIRLS' JR BASIC SCHOOL

School Category:

Primary only with grades 1 to 4/5

School Management:

Department of Education

Search

Select Academic Year:2022-23

Search

UDISE Details

Blank DCF Download

Download Pre-filled DCF

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

Finalize

Designed & Developed by National Informatics Center,West Bengal State Centre. | Legal Disclaimer

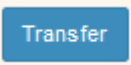
Version 2.0

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

Section No.	Name	Status	Action
SCHOOL PROFILE AND OTHER DETAILS			
Section 1A	School Profile (Location, Structure, Management and Medium of Instruction)	Finalized	
Section 1B	School Safety and Other Indicators	Finalized	
Section 1C	Receipts and Expenditures	Finalized	
Section 1D	Vocational Education Details	Finalized	
Section 1E	Mid Day Meal	Finalized	
SCHOOL FACILITY			
Section 2	Part A: Physical Facilities and Equipments	Finalized	
	Part B: Physical Facilities, Equipment, Computer and Digital initiatives	Finalized	
Section 2A	State Defined Supplementary Variables	Finalized	
Section 2B	Minimum Standard specification in the Accessibility Code Document	Finalized	
TEACHING AND NON-TEACHING STAFF DETAILS			
Section 3	Teaching and Non- Teaching Staff	Finalized	

Teacher Transfer:

19. Click on **Teacher Transfer** from the menu. A Teacher List will appear. Need to click on

transfer the button () to transfer the teacher.

UDISE+
[Dept. of Education]

Head of Institution
TAKI S.L. GIRLS' JR BASIC SCHOOL

Dashboard

School Mgmt

UDISE +
Teacher Transfer

Account Mgmt

Govt. & Aided School
[Management Category 1 and 15]

Logout

Teacher Transfer

List of Teacher Data

School Code
19114800401

School Name
TAKI S.L. GIRLS' JR BASIC SCHOOL

Block
TAKI MUNICIPALITY

Circle
HASNABAD

Sl No	Unique Id	Name	Designation	Nature of Appointment	Contact Number	Appointed for Level	Appointed for Subject	DOB	Action
1.	VDNI0379	NAZMA KHATUN	Teacher	REGULAR	97XXXXXX13	PRIMARY	All subjects	12-04-1989	Transfer
2.	HHYD4330	DALIA GAYEN	Teacher	REGULAR	77XXXXXX63	PRIMARY	All subjects	15-01-1991	Transfer
3.	UOQL6323	MILAN MONDAL	Teacher	REGULAR	99XXXXXX93	PRIMARY	All subjects	01-11-1983	Transfer
4.	JHNA9953	KALYAN SANKAR MANDAL	Teacher	REGULAR	89XXXXXX31	PRIMARY	All subjects	02-12-1979	Transfer
5.	RRXF8358	PALLABI MONDAL	Teacher	REGULAR	95XXXXXX24	PRIMARY	All subjects	27-03-1992	Transfer
6.	XDIB2338	RANAJIT KUMAR SARDER	Teacher	REGULAR	97XXXXXX86	PRIMARY	All subjects	23-07-1978	Transfer
7.	QFGK3842	SHYAMAL KUMAR DALAL	Teacher	REGULAR	97XXXXXX25	PRIMARY	All subjects	01-02-1972	Transfer
8.	GIVC7517	SIBANI SINGH	Teacher	REGULAR	86XXXXXX71	PRIMARY	All subjects	02-08-1983	Transfer
9.	TUQC2330	BARNALI MONDAL	Teacher	REGULAR	74XXXXXX29	PRIMARY	All subjects	12-05-1994	Transfer
10.	XDGP1330	RAKHI SANA	Teacher	REGULAR	95XXXXXX85	PRIMARY	All subjects	13-08-1992	Transfer
11.	SXFE8739	DIPANWITA SAHA	Teacher	REGULAR	70XXXXXX88	PRIMARY	All subjects	08-03-1990	Transfer
12.	BFUO4851	SOMA SAU	Teacher	REGULAR	94XXXXXX32	PRIMARY	All subjects	18-02-1989	Transfer
13.	HNMN5553	TAPASHI SAHA	Teacher	REGULAR	94XXXXXX65	PRIMARY	All subjects	22-02-1991	Transfer
14.	NSXN4504	SHAMBHU SAHA	Teacher	REGULAR	96XXXXXX18	PRIMARY	All subjects	14-09-1989	Transfer
15.	WZIL6095	MUNMUN JANA PANJA	Teacher	REGULAR	99XXXXXX98	PRIMARY	All subjects	15-04-1985	Transfer

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

UDISE+
[Dept. of Education]

Govt. & Aided School
[Management Category 1 and 15]

Logout

Head of Institution
TAKI S.L. GIRLS' JR BASIC SCHOOL

Dashboard

School Mgmt

Account Mgmt

Teacher Tranfer Details

Teacher Details

1. Teacher Code (if available): OXJQ3174

2. Teacher Name: MITHU MANDAL

3. Gender: FEMALE

4. DOB(dd/mm/yyyy): 28-03-1981

5. Social Category: SC

6. Type of Teacher: Teacher

7. Nature of Appointment: REGULAR

8. Date of Joining in Service: 03-02-2014

9. Highest Academic Qualification: GRADUATE

10. Highest Professional Qualification: Diploma or certificate in basic teachers' training of a duration not less than two years

Teacher Transfer School Details

Transfer School Code:*

School Code

Search

Designed & Developed by National Informatics Centre, West Bengal State Centre | Legal Disclaimer

Version 2.0

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

Teacher Transfer School Details

Transfer School Code:*

74125896301

School Name

PPPPP

District

NORTH TWENTY FOUR PARGANA

Block

TAKI MUNICIPALITY

Circle

HASNABAD

School Category

Primary only with grades 1 to 4/5

School Management

Department of Education

School Type

CO-EDUCATIONAL

Low Class

CLASS I

High Class

CLASS V

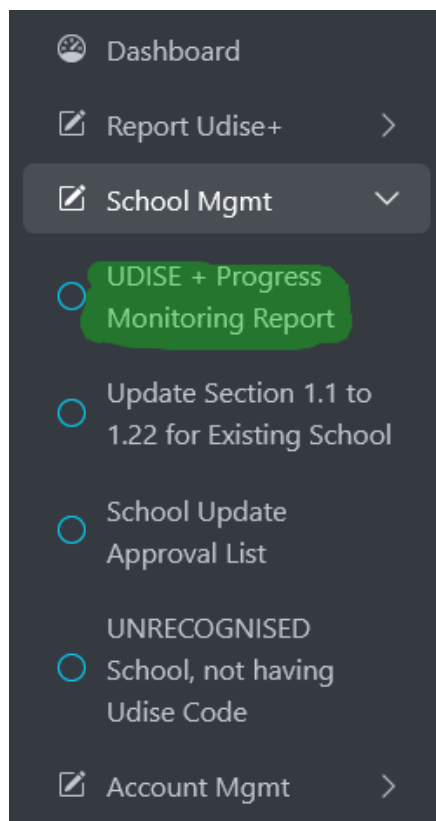
Transfer Teacher

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

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

Circle Level:

18. Click on UDISE+ Progress Monitoring Report to view the school details.



23. After click on the menu this school list will appear in the circle. Here Circle can download school wise prefilled DCF and view school current data.

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

UDISE+											
Sub Inspector of Schools HASNABAD											
Dashboard Report Udise+ School Mgmt UDISE + Progress Monitoring Report Account Mgmt											
School list for UDISE											
Show 40 entries						Search:					
Sl. No	DISE code	School Name	School Type	School Management	School Category	Highest Class	Lowest Class	STATUS	School Status	Action	
121	19114800301	TAKI BIPIN BEHARI F P SCHOOL	CO-EDUCATIONAL	Department of Education	Primary only with grades 1 to 4/5	CLASS IV	CLASS I	Pending	Operational Schools	View	Download Pre-filled DCF
122	19114800905	TAKI RAMAKRISHNA MISSION HIGH SCHOOL	BOYS	Department of Education	Secondary with grades 5/6 to 10	CLASS X	CLASS V	Pending	Operational Schools	View	Download Pre-filled DCF
123	19114800404	TAKI S L GIRLS' HIGH SCHOOL	GIRLS	Govt. Sponsored	Higher Secondary with grades 5/6 to 12	CLASS XII	CLASS V	Saved as draft	Operational Schools	View	Download Pre-filled DCF
124	19114800401	TAKI S L GIRLS' JR BASIC SCHOOL	GIRLS	Department of Education	Primary only with	CLASS V	CLASS I	Finalized	Operational Schools	View	Unlock

Block Level:

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

UDISE+											
Block MIS TAKI MUNICIPALITY											
Dashboard School Mgmt Account Mgmt											
School list for UDISE											
Show 40 entries						Search:					
Sl. No	DISE code	School Name	School Type	School Management	School Category	Highest Class	Lowest Class	STATUS	School Status	Action	
1	19114801101	BALARAMDALAL F P SCHOOL	CO-EDUCATIONAL	Department of Education	PRIMARY ONLY WITH GRADES 1 TO 4/5	CLASS IV	CLASS I	Pending	Operational Schools	View	Download Pre-filled DCF
2	19114800701	BASANTI DEBI F P SCHOOL	CO-EDUCATIONAL	Department of Education	PRIMARY ONLY WITH GRADES 1 TO 4/5	CLASS V	CLASS I	Pending	Operational Schools	View	Download Pre-filled DCF
3	19114800101	BEONKATI F P SCHOOL	CO-EDUCATIONAL	Department of Education	PRIMARY ONLY WITH GRADES 1 TO 4/5	CLASS IV	CLASS I	Pending	Operational Schools	View	Download Pre-filled DCF

District Level:

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

UDISE+

≡

Logout

District MIS
NORTH TWENTY FOUR
PARGANA

Dashboard

School Mgmt

School Status wise School List

All School Master Details

UDISE + Progress Monitoring Report(Circle Wise)

Master Data Management

Account Mgmt

Search by School Management

School Management

ALL

Search

Circle List

entries

Search:

Circle Name	Status	Total Primary	Total Primary Started	Total Primary Completed	Total Upper Primary	Total Upper Primary Started	Total Upper Primary Completed	Total Secondary	Total Secondary Started	Total Secondary Completed	Total Higher Secondary	Total Higher Secondary Started	Total Higher Secondary Completed	Action
ANGA	Pending	112	0	0	13	0	0	1	0	0	17	0	0	View
AKENAGAR	Pending	69	0	0	2	0	0	12	0	0	10	0	0	View
IRIA	Pending	113	0	0	13	0	0	2	0	0	10	0	0	View
IRIA EAST	Pending	101	0	0	3	0	0	7	0	0	7	0	0	View
IRIA H	Pending	94	0	0	9	0	0	3	0	0	7	0	0	View
IAH EAST	Pending	91	0	0	9	0	0	2	0	0	9	0	0	View
IAH WEST	Pending	112	0	0	6	0	0	3	0	0	12	0	0	View
UR	Pending	121	0	0	8	0	0	7	0	0	16	0	0	View
INAGAR	Pending	49	0	0	3	0	0	17	0	0	15	0	0	View
SAT	Pending	58	0	0	1	0	0	2	0	0	18	0	0	View

10 of 57 entries

Previous123456Next

Designed & Developed by National Informatics Center, West Bengal State Centre. | Legal Disclaimer

Version 2.0

State Level:

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

UDISE+

MIS, Paschim Banga
Sarva Shiksha
Mission
WEST BENGAL

Dashboard

Report Udise+

School Mgmt

Update school basic details

Add New School

UDISE + Progress Monitoring
Report(Circle wise)

Master Data Management

Account Mgmt

Search by School Management

School Management

ALL

Search

District List

0 entries

Search:

District Name	Status	Total Primary	Total Primary Started	Total Primary Completed	Total Upper Primary	Total Upper Primary Started	Total Upper Primary Completed	Total Secondary	Total Secondary Started	Total Secondary Completed	Total Higher Secondary	Total Higher Secondary Started	Total Higher Secondary Completed	Action
IPURDUAR	Pending	1588	0	0	256	0	0	37	0	0	122	0	0	View
NKURA	Pending	4251	0	0	428	0	0	184	0	0	328	0	0	View
RBHUM	Pending	3291	0	0	444	0	0	164	0	0	264	0	0	View
IOCHBEHAR	Pending	2862	0	0	456	0	0	69	0	0	227	0	0	View
KSHIN IAJPUR	Pending	1882	0	0	242	0	0	54	0	0	133	0	0	View
RJILING	Pending	989	0	0	91	0	0	67	0	0	80	0	0	View
IOGHLY	Pending	3618	0	0	308	0	0	251	0	0	474	0	0	View
WRAH	Pending	2810	0	0	276	0	0	191	0	0	382	0	0	View
LPAIGURI	Pending	2186	0	0	291	0	0	50	0	0	177	0	0	View
ARGRAM	Pending	2056	0	0	263	0	0	14	0	0	151	0	0	View

1 to 10 of 24 entries

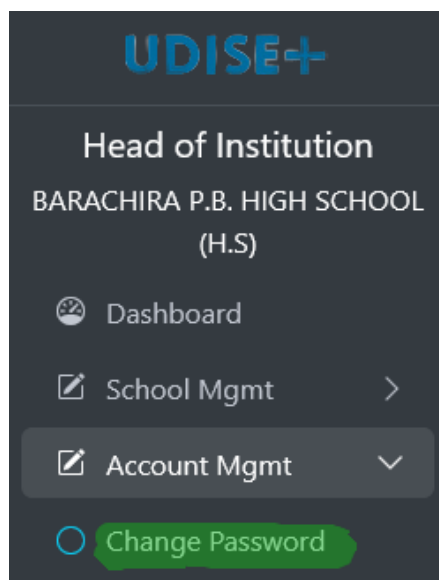
Previous123Next

Designed & Developed by National Informatics Center, West Bengal State Centre. | Legal Disclaimer

Version 2.0

Change Password:

Users can update their password through the “**Change Password**” option available under the “**Account Mgmt**” menu.



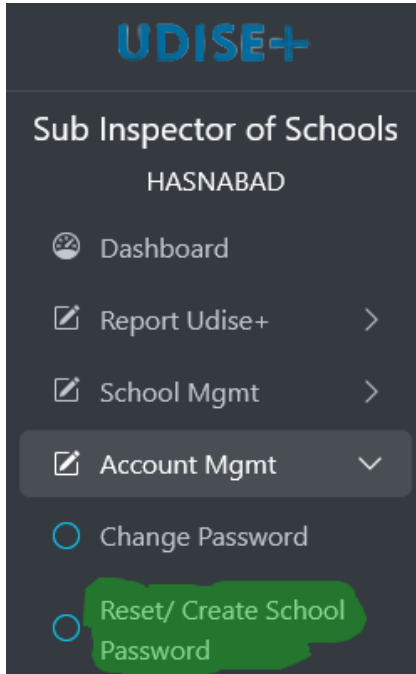
NOTE:

For security reasons, the user cannot reuse any of their last 3 passwords when updating or setting a new password.

Reset Password:

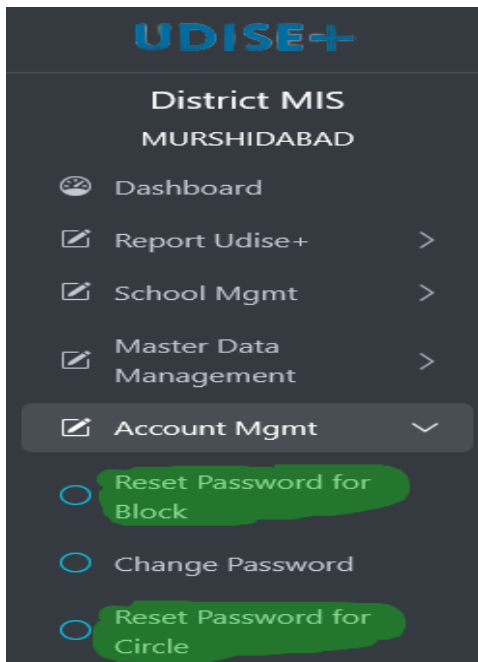
School Password Reset by Circle and Block:

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



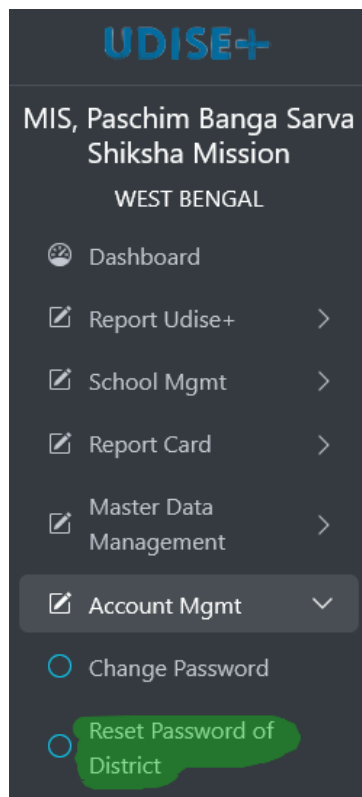
Password for Circle & Block Reset by District:

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



Password for District Reset by State-MIS:

State MIS can reset the password of the District click on “**Reset Password for District**” under Account Mgmt”.

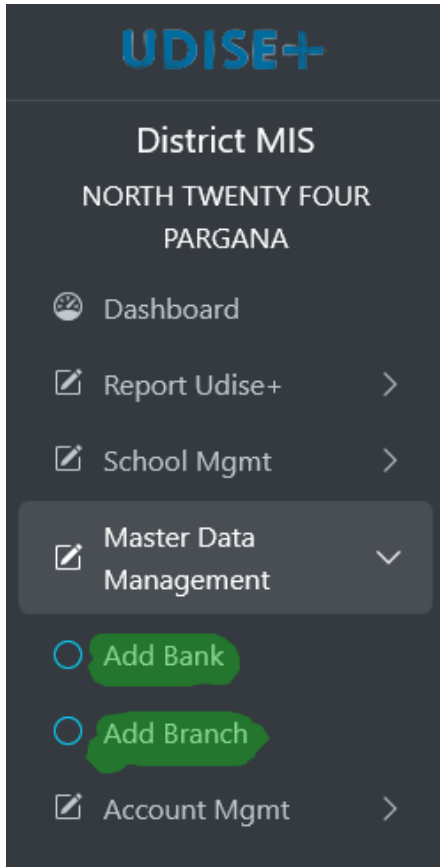


NOTE:

1. When the user clicks on 'Reset Password' for an individual District, Block, Circle, or School, a random password will be generated for that specific entity.
2. Once the password is reset for a District, Block, Circle, or School, a random password will be generated and shared with the respective user. During their next login, the user must change this password before proceeding.

Bank Modules:

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



a) Addition of Bank Branch

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

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

Fields marked with * are mandatory.

Add Branch
+ Add Bank

Add Branch

Bank Name*

-Please Select-

Branch Name (Only character allowed)*

Branch Name

Bank IFSC*

Bank IFSC

Bank MICR

Bank MICR

State

State

District

District

City

City

Address

Address

Contact No

Contact No

Save

b) Addition of New Bank:

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

i) Role of District MIS

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

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

Fields marked with * marks are mandatory.

Add Bank

Add Bank

Bank Name (Only character allowed)*

Bank Name

Bank Code*

Bank Code

Digit in account no*

Digit in account no

Save

School Basic Information Approval Module:

In the SI/Circle MIS login, user can update the school basic information using this approval process. Firstly, you have to put the school Udise code whose basic information will be updated and this school must be situated in that circle and the school have not been finalized.

Sub Inspector of Schools
HASNABAD

Dashboard

Report Udise+ >

School Mgmt >

UDISE + Progress
Monitoring Report

Update Section 1.1 to
1.22 for Existing School

School Update
Approval List

UNRECOGNISED
School, not having
Udise Code

Account Mgmt >

Update Section 1.1 to 1.8(b) of Existing School

School Search for update Data

School Code:

School Code

Search School

Now, Change the basic information which you want to modify. Note, you have to attach document only when you modify school name, management, category, vocational, high class and low class.

Sub Inspector of Schools
HASNABAD

Dashboard

Report Udise+ >

School Mgmt >

Account Mgmt >

Update Section 1.1 to 1.22 of Existing School

Existing School Information

School Code:

19114800404

1.1 School name:

TAKI S.L. GIRLS' HIGH SCHOOL

1.2 Name of the District:

NORTH TWENTY FOUR PAF

1.2.1 Sub-division Name:

BASIRHAT

1.3 Name of the Educational Block:

HASNABAD

1.4 School Location Type: (1-RURAL, 2-URBAN)

2 URBAN

(a) Revenue Block /CD Block:

TAKI MUNICIPALITY

(b) Village Name (for rural area)/Ward Number (for urban area) :

WARD NO.4

(d) Urban Local bodies (for urban areas only): (Municipalities)

TAKI MUNICIPALITY

1.5 School Address:

Taki North 24 Pgs

1.6 Pin Code:

743429

1.7 Cluster Resource Centre (CRC):

TAKI BEPIN BEHARI F P SCH

1.8(a) Assembly Constituency:

BASIRHAT UTTAR (VIDHAN)

1.8(b) Parliamentary Constituency:

BASIRHAT

1.9(a) Latitude:

22.588300

1.9(b) Longitude:

88.933500

School Type:

GIRLS

Management:

15-Govt. Sponsored

School Category:

5-HIGHER SECONDARY WITH GRADES 5

High class:

CLASS XII

Low class:

CLASS V

1.20 Year of establishment of the school

1862

1.21 Year of Recognition

Board Category	Recognized	Recognition Year
Upper Primary	NO	1956
Secondary	YES	1956
Higher Secondary	NO	1988

(c) Secondary:

(d) Higher Secondary:

1.22 Year of upgradation of the school

(c) secondary to higher secondary:

1988

(b) upper primary to secondary:

1056

Update Details

User can view the list of schools which send for approval. Also, can check the **approve** and reject schools in this list.

Sub Inspector of Schools
HASNABAD

- Dashboard
- Report Udise+ >
- School Mgmt >
- Account Mgmt >

School Info Approval List

10 entries per page
 Search:

Sl. No.	District Name	School Code	School Name	Status	Action
1	NORTH TWENTY FOUR PARGANAS	19114800404	TAKI S.L. GIRLS' HIGH SCHOOL	Approved	View
2	NORTH TWENTY FOUR PARGANAS	19114800401	TAKI S.L. GIRLS' JR BASIC SCHOOL123	Pending at DEO Level	View
3	NORTH TWENTY FOUR PARGANAS	19111405902	SOUTH BHEBIA UTTARPARA F P SCHOOL123	Approved	View
4	NORTH TWENTY FOUR PARGANAS	19114800404	TAKI S.L. GIRLS' HIGH SCHOOL111	Rejected at State Level	View

Showing 1 to 4 of 4 entries
 << < 1 > >>

After sending for approval, user can check the school details here.

UDISE+
Sub Inspector of Schools
HASNABAD

- Dashboard
- Report Udise+ >
- School Mgmt >
- Account Mgmt >

School Info from Section 1.1 to 1.22 of Existing School
 < Back

School Information

School Code: 19114800401

1.1 School name : TAKI S.L. GIRLS' JR BASIC SCHOOL123

1.2 Name of the District* NORTH TWENTY FOUR PARGANAS

1.2.1 Sub-division Name : BASIRHAT

1.3 Name of the Educational Block: * HASNABAD

1.4 School Location Type :* 2 URBAN
(1-RURAL, 2-URBAN)

(a) Revenue Block /CD Block * TAKI MUNICIPALITY

(b)Village Name (for rural area)/Ward Number (for urban area) * WARD NO.4

(d) Urban Local bodies (for urban areas only): * TAKI MUNICIPALITY
(Municipalities)

1.5 School Address : * TAKI sdfsd fsd

1.6 Pin Code: * 743429

1.7 Cluster Resource Centre (CRC) : * TAKI BEPIN BEHARI F P SCH

1.8(a) Assembly Constituency:* BASIRHAT DAKSHIN (VIDHAN SABHA CONSTITUENCY)

1.8(b) Parliamentary Constituency: * BASIRHAT

1.9(a) Latitude:* 22.583300

1.9(b) Longitude:* 88.933600

School Type* GIRLS

School Management* 1-Department of Education

School Category * 1-PRIMARY ONLY WITH GRADES 1 TO 4/5

High Class* CLASS V

Low Class* CLASS I

1.20 Year of Establishment of the school* 2063

Pre-Primary Available*

1.21 Year of Recognition

Board Category	Recognized	Recognition Year
Pre-Primary		
Primary		1959
Upper Primary		
Secondary		
Higher Secondary		

1.22 Year of upgradation of the school

(a) primary to upper primary:

(b) upper primary to secondary:

(c) secondary to higher secondary:

Attached Document* [Click to View Document](#)

Current Status:- Pending

District Educational Officer (DEO) Login: -

DEO can check all the pending approval list which is given by CIRCLE MIS. Also, DEO can view all approve and reject approval school list here.

District Education Officer

NORTH TWENTY FOUR PARGANA

Dashboard

Report Udise+ >

School Mgmt >

UDISE + Progress Monitoring Report(Circle Wise)

School Info Approval List

Account Mgmt >

District Approval List

Section wise School Approval List

Pending List

Approved List

Rejected List

Pending Approval List

10 entries per page

Search:

Sl. No.	District Name	School Code	School Name	Status	Action
1	NORTH TWENTY FOUR PARGANAS	19114800401	TAKI S.L. GIRLS' JR BASIC SCHOOL123	Pending	View

Showing 1 to 1 of 1 entry

<<

<

1

>

>>

DEO can check the information which given by Circle. Now, DEO give approval against the school. Here, Red color data is the Previous Data and black color is that data which want to update.

District Education Officer

NORTH TWENTY FOUR PARGANA

Dashboard

Report Udise+ >

School Mgmt >

Account Mgmt >

Update Status Section 1.1 to 1.22 of Existing School (*Red color Data are Previous Data)

Existing School Information

School Code:

19114800401

PRINT

1.1 School name :*

TAKI S.L. GIRLS' JR BASIC SCHOOL123
(TAKI S.L. GIRLS' JR BASIC SCHOOL)

1.2 Name of the District*

NORTH TWENTY FOUR PARGANAS

1.2.1 Sub-division Name :*

BASIRHAT

1.3 Name of the Educational Block: *

HASNABAD

1.4 School Location Type :*
(1-RURAL, 2-URBAN)

2 URBAN

(a) Revenue Block /CD Block *

TAKI MUNICIPALITY

(b)Village Name (for rural area)/Ward Number (for urban area) *

WARD NO.4

(d) Urban Local bodies (for urban areas only): *
(Municipalities)

TAKI MUNICIPALITY

1.5 School Address : *

TAKI sdfsd fsd
(TAKI)

1.6 Pin Code: *

743429

1.7 Cluster Resource Centre (CRC) : *

TAKI BEPIN BEHARI F P SCH

1.8(a) Assembly Constituency:*

BASIRHAT DAKSHIN (VIDHAN SABHA CONSTITUENCY)

1.8(b) Parliamentary Constituency: *

BASIRHAT

1.9(a) Latitude:*

22.583300

1.9(b) Longitude:*

88.933600

School Type*

GIRLS

School Category *

1-PRIMARY ONLY WITH GRADES 1 TO 4/5

School Management*

1-Department of Education

Low Class*

CLASS I

1.20 Year of Establishment of the school*

2063
(1863)

Pre-Primary Available*

YES

1.21 Year of Recognition

Board Category	Recognized	Recognition Year
Pre-Primary	YES	(2020)
Primary	YES	1959
Upper Primary		
Secondary		
Higher Secondary		

1.22 Year of upgradation of the school

(a) primary to upper primary:

(c) secondary to higher secondary:

(b) upper primary to secondary:

Attached Document*

[Click to View Document](#)

Action*

☐ Approved

☐ Rejected

Comments*

Submit

If, DEO approve the basic information then it will send to State MIS for final approval. Otherwise, if DEO reject the basic information, then DEO must fill-up the reason of rejection in the form. After, rejection Circle MIS will get the rejection reason against that school.

District Education Officer

Dashboard
School Mgmt
Account Mgmt

Update Status Section 1.1 to 1.8(b) of Existing School

Back

Existing School Information

School Code: 19114800404

1.1 School name :*
TAKI S.L. GIRLS' HIGH SCHOOLSSS
(TAKI S.L. GIRLS' HIGH SCHOOLSS)

1.2 Name of the District: NORTH TWENTY FOUR PARGANA
1.2.1 Sub-division Name :* BASIRHAT

1.3 Name of the Educational Block: * HASNABAD
1.4 School Location Type :* (1-RURAL, 2-URBAN) 2 URBAN

(a) Revenue Block /CD Block * TAKI MUNICIPALITY
(b)Village Name (for rural area)/Ward Number (for urban area) * WARD NO.4

1.5 School Address : * Taki North 24 Pgs
1.6 Pin Code: * 743429

1.7 Cluster Resource Centre (CRC) : * TAKI BEPIN BEHARI F P SCH
(d) Urban Local bodies (for urban areas only): * (Municipalities) TAKI MUNICIPALITY

1.8(a) Assembly Constituency: * BASIRHAT UTTAR (VIDHAN SABHA CONSTITUENCY)
1.8(b) Parliamentary Constituency: * BASIRHAT

Vocational Available* NO
School Management* 15-Govt. Sponsored

High Class* CLASS XII
Low Class* CLASS V

Attached Document* [Click to View Document](#)

State Approval is still Pending

State MIS Login: -

After DEO approve the basic information, State MIS can check all the pending approval list which is given by CIRCLE MIS. Also, State MIS can view all approve and reject approval school list here.

State All School Approval List

Section wise School Approval List

Pending List Approved List Rejected List

Pending Approval List

Sl. No.	District Name	School Code	School Name	Status	Action
1	NORTH TWENTY FOUR PARGANA	19114800404	TAKI S.L. GIRLS' HIGH SCHOOLSSS	Pending	View

State MIS can check the information which given by Circle and approved by DEO. Now, State MIS give approval against the school. Here, Red color data is the Previous Data and black color is that data which want to update. State MIS, can print the basic information of the school.

Update Status Section 1.1 to 1.8(b) of Existing School (*Red color Data are Previous Data)

[Back](#)

Existing School Information

School Code: 19114800404 [PRINT](#)

1.1 School name : * TAKI S.L. GIRLS' HIGH SCHOOLSSS
(TAKI S.L. GIRLS' HIGH SCHOOLSS)

1.2 Name of the District: * NORTH TWENTY FOUR PARGANA 1.2.1 Sub-division Name : * BASIRHAT

1.3 Name of the Educational Block: * HASNABAD 1.4 School Location Type : *
(1-RURAL, 2-URBAN) 2 URBAN

(a) Revenue Block /CD Block * TAKI MUNICIPALITY (b)Village Name (for rural area)/Ward
Number (for urban area) * WARD NO.4

(d) Urban Local bodies (for urban areas
only): * TAKI MUNICIPALITY
(Municipalities)

1.5 School Address : * Taki North 24 Pgs. 1.6 Pin Code: * 743429

1.7 Cluster Resource Centre (CRC) : * TAKI BEPIN BEHARI F P SCH

1.8(a) Assembly Constituency: * BASIRHAT UTTAR (VIDHAN SABHA
CONSTITUENCY) 1.8(b) Parliamentary Constituency: * BASIRHAT

Vocational Available* NO

School Management* 15-Govt. Sponsored School Category * 5-HIGHER SECONDARY WITH GRADES
5/6 TO 12

High Class* CLASS XII Low Class* CLASS V

Attached Document* [Click to View Document](#)

Action* ☐ Approved ☐ Rejected

Comments*

[Submit](#)

If, State MIS approve the basic information then school data is successfully updated in the Udise application. Otherwise, if State MIS reject the school basic information, then State MIS must fill-up the reason of rejection in the form. After, rejection DEO and Circle MIS will get the rejection reason against that school details view.

Update Status Section 1.1 to 1.8(b) of Existing School
Back

Existing School Information

School Code:	19114800404		
1.1 School name *	TAKI S.L. GIRLS' HIGH SCHOOLSSS		
1.2 Name of the District:	NORTH TWENTY FOUR PARGANA	1.2.1 Sub-division Name :*	BASIRHAT
1.3 Name of the Educational Block: *	HASNABAD	1.4 School Location Type :*	2 URBAN
		(1-RURAL, 2-URBAN)	
(a) Revenue Block /CD Block *	TAKI MUNICIPALITY	(b)Village Name (for rural area)/Ward Number (for urban area) *	WARD NO.4
		(d) Urban Local bodies (for urban areas only): *	TAKI MUNICIPALITY
		(Municipalities)	
1.5 School Address : *	Taki North 24 Pgs	1.6 Pin Code: *	743429
1.7 Cluster Resource Centre (CRC) : *	TAKI BEPIN BEHARI F P SCH		
1.8(a) Assembly Constituency: *	BASIRHAT UTTAR (VIDHAN SABHA CONSTITUENCY)	1.8(b) Parliamentary Constituency: *	BASIRHAT
Vocational Available*	NO		
School Management*	15-Govt. Sponsored	School Category *	5-HIGHER SECONDARY WITH GRADES 5/6 TO 12
High Class*	CLASS XII	Low Class*	CLASS V
Attached Document*	Click to View Document		

State Approved the Above information.

NOTE:

If you send any basic information modification for the school, then you have to wait for approval process completion. After, complete the approval, then the Finalize button will be shown on the HOI Login.

Section-5 Unrecognized School Information Module:

In the SI/Circle MIS login, user need fill up the Unrecognized School Details form before finalize the schools. All the Unrecognized schools which have no UDise code need to submit the information here.

SECTION 5: Questions to be asked at the Block Level BRC's/Block Education Officers/CRC

School Informations

5.1 Are there any UNRECOGNIZED schools (which are not having UDISE Code) in the Block?

-Please Select-

▼

<div>

5.2 Are there any Private Pre-Primary Schools (which are not having UDISE Code) in the Block?

-Please Select-

▼

<div>

5.3 Are there any Skill/Vocational/ITIs/Diploma providing Centers/Schools (which are not having UDISE Code) in the Block?

-Please Select-

▼

<div>

5.4 Wheather Career Counselor Appointed at BRC Level?

-Please Select-

▼

Submit All Details

If, user submit the form of unrecognized schools then Circle MIS will get the finalized button for finalization of the schools. Without submit the unrecognized schools form, Circle MIS unable to complete finalization of the schools.

User Operational Manual for UISE+ 2025-26

V1.6

18/08/2025

After, submit the unrecognized schools' details, data will show in the following -

SECTION 5: Questions to be asked at the Block Level BRC's/Block Education Officers/CRC

School Informations

5.1 Are there any UNRECOGNIZED schools (which are not having UDISE Code) in the Block?

1-YES

Number of School want to Insert?

2

Sl No.	Block	Name of the Schools	Pre-Primary	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Total
1	HASNABAD	REWR	1	1	1	1	1	1	1	0	0	0	0	0	0	7
2	TAKI MUNICIPALITY	PVT. RAJIPUR BISWAS ACADEMY	25	6	6	3	2	0	0	0	0	0	0	0	0	42

< >

5.2 Are there any Private Pre-Primary Schools (which are not having UDISE Code) in the Block?

1-YES

Number of School want to Insert?

1

Sl No.	Block	Name of the Schools	Age 3	Age 4	Age 5	>Age 5	Total
1	TAKI MUNICIPALITY	TEST 2	3	4	2	1	10

< >

5.3 Are there any Skill/Vocational/ITIs/Diploma providing Centers/Schools (which are not having UDISE Code) in the Block?

1-YES

Number of School want to Insert?

1

Sl No.	Block	Name of the Schools	Age 14	Age 15	Age 16	Age 17	Age 18	Age 19	Age 20	Age 21	Age 22	Age 23	>Age 23	Total
1	HASNABAD	TEST 34	1	2	1	1	1	1	1	1	1	1	0	11

< >

5.4 Wheather Career Counselor Appointed at BRC Level?

1-YES

Note: - If Circle MIS find any problem after submit the unorganized school information form, then he/she need to inform respective district MIS for unlock the data. Then, District MIS can unlock the unrecognized school data for the given Circle.

Add New School Module through API(MoE):

We have incorporated this module for District MIS user to insert new school for the DCF entry. User can find the “**New School List**” menu under the primary menu “**School Mgmt**”. Here, user can view all the new schools which is pending for updation. After Updation, school ID and Password will be created and it will be shown in the **completed list**.

The screenshot displays the UDISE+ District MIS interface for the HOOGHLY district. The main heading is "New School Details - List". There are two tabs: "Pending List" (selected) and "Completed List". The "Pending List" tab shows a table with 3 entries. Each entry has an "Update" button. A blue arrow points from a "Click for Updation" button at the bottom to the "Update" button of the first row.

Sl. No.	District Name	School Code	School Name	Status	Action
1	HOOGHLY	19123101104	HOLY CHRIST SECONDARY SCHOOL	Pending	Update
2	HOOGHLY	19123101103	HIMNAGAR SUNRISE SCHOOL	Pending	Update
3	HOOGHLY	19122900705	MOTHER INTERNATIONAL SCHOOL	Pending	Update

Showing 1 to 3 of 3 entries

Previous 1 Next

Click for Updation

Designed & Developed by National Informatics Centre, West Bengal State Centre. | Legal Disclaimer

Version 2.0

After click on the **Update** button, a form will open for the particular school details upgradation. Some details already filled up before and rest of the detail's user need to update in this form.

UDISE+

District MIS

HOOGLHY

Dashboard

Report Udise+

School Mgmt

Master Data Management

Account Mgmt

New School Name - HOLY CHRIST SECONDARY SCHOOL

BACK

Update School Details

1. School Name

HOLY CHRIST SECONDARY SCHOOL

2. Udise Code

19123101104

3. District Name

HOOGLHY

4. Sub-Division *

--Select Sub Division--

5. Name of the Educational Block *

--Select Circle--

6. School Location Type

URBAN

7. Revenue Block /CD Block

DANKUNI MUNICIPALITY

8. Village Name (for rural area)/ Ward Number (for urban area) *

--Please Select--

10. Municipality *

--Select Municipality--

11. Address *

Address

12. Pin Code

712311

13. Name of the Cluster

CHANDITALA

14. Assembly Constituency *

--Select Assembly Constituency--

15. Parliamentary Constituency *

--Select Parliamentary Constituency--

16. Management

5-Private Unaided (Recognized)

17. School Type

CO-EDUCATIONAL

18. School Category

5-HIGHER SECONDARY WITH GRADES 5/6 TO 12

19. High Class

CLASS XII

20. Low Class

CLASS V

21. Year of Establishment

2009

22. School Vocational Status *

--Please Select--

23. Latitude

22.6834

24. Longitude

88.3008

25. School Status

Operational Schools

26. Medium of instruction (s) in the school *

(i)

--Please Select--

(ii)

--Please Select--

(iii)

--Please Select--

(iv)

--Please Select--

27. Affiliation Number for SECONDARY Sections*

Affiliation No. for SECONDARY

28. Affiliation Number for HIGHER SECONDARY Sections*

Affiliation No. for HIGHER SECONDARY

Update School Details

Designed & Developed by National Informatics Center,West Bengal State Centre. | Legal Disclaimer

Version 2.0

After submit all the details of the school, then new Username and Password will be generated and it will be shown in the completed list. User can share it with the school.

User Operational Manual for UISE+ 2025-26

V1.6

18/08/2025

UDISE+

District MIS

HOOGHLY

Dashboard

Report Udise+

School Mgmt

Master Data Management

Account Mgmt

New School Details - List

Pending List

Completed List

Completed List

Show 10 entries

Search:

Sl. No.	District Name	School Code	School Name	Status	Action
1	HOOGHLY	19122701611	SRI CHAITANYA TECHNO SCHOOL	Completed Username --- 1912270161133 Default Password --- PASSWORD SHOW HERE	View

Showing 1 to 1 of 1 entries

Previous

1

Next

Designed & Developed by National Informatics Center, West Bengal State Centre. | Legal Disclaimer

Version 2.0

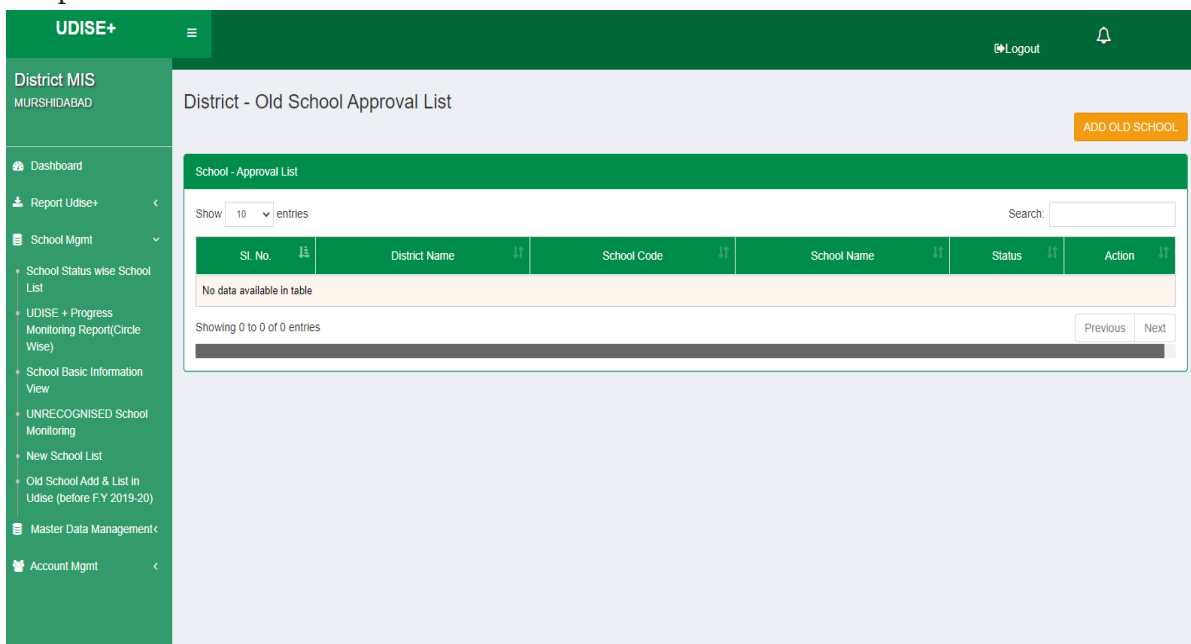
Old School Insertion and Approval Module:

District MIS:

1. Click on “Old School Add & List in Udise (before F.Y 2019-20)” under the "School Mgmt" menu.



2. After click on “Old School Add & List in Udise (before F.Y 2019-20)” menu, a module will be open where the school list will be shown after add the school.



3. Here user can add the school after click on “ADD OLD SCHOOL” button.

District - Old School Approval List

ADD OLD SCHOOL

School - Approval List

Show 10 entries Search:

Sl. No.	District Name	School Code	School Name	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

4. After click on “ADD OLD SCHOOL” button a entry form will be open, where user can add the details of the school and submit the data.

UDISE+

District MIS

OLD School Insertion Form

BACK

School Details

1. UDISE Code *
UDISE Code

2. School Name *
School Name

3. District Name *
DARJILING

4. Educational District Name *
DARJILING

5. Sub-Division *
--Select Sub Division--

6. Name of the Educational Block *
--Select Circle--

7. School Location Type *
--Please Select--

8. Revenue Block /CD Block *
--Please Select--

9. Village Name (for rural area)/ Ward Number (for urban area) *
--Please Select--

10. Address *
Address

11. Pin Code *
Pin Code

12. Name of the Cluster Resource Centre (CRC) *
--Please Select--

13. Assembly Constituency *
--Select Assembly Constituency--

14. Parliamentary Constituency *
--Select Parliamentary Constituency--

15. Management *
--Please Select--

16. School Type *
--Please Select--

17. School Category *
--Please Select--

18. High Class *
--Please Select--

19. Low Class *
--Please Select--

20. Year of Establishment *
Year Of Establishment

21. School Vocational Status *
--Please Select--

22. Latitude*
Latitude Degree

23. Longitude*
Longitude Degree

24. Medium of instruction (s) in the school *
(i) --Please Select-- (ii) --Please Select-- (iii) --Please Select-- (iv) --Please Select--

25. Affiliation Number for SECONDARY Sections*
Affiliation No. for SECONDARY

26. Affiliation Number for HIGHER SECONDARY Sections*
Affiliation No. for HIGHER SECONDARY

27. Year of Recognition *

28. Year of upgradation of the school

Update School Details

Designed & Developed by National Informatics Centre, West Bengal State Centre. | Legal Disclaimer

Version 2.0

5. After Submit the form, The school data will go for approval in State end and the adding school will be shown in list with “**Pending**” status.

The screenshot shows the UDISE+ District MIS interface. The left sidebar contains navigation links: Dashboard, Report Udise+, School Mgmt, Master Data Management, and Account Mgmt. The main content area is titled 'District - Old School Approval List' and includes an 'ADD OLD SCHOOL' button. Below this is a 'School - Approval List' section with a search bar and a table. The table has columns: Sl. No., District Name, School Code, School Name, Status, and Action. One entry is shown for NEAMIA PRIMARY in Bardhaman district, with a status of 'Pending for State Approval'. A 'View' button is next to the entry. The footer indicates the system is designed by the National Informatics Center, West Bengal State Centre, and is Version 2.0.

Sl. No.	District Name	School Code	School Name	Status	Action
1	BARDHAMAN	19261007005	NEAMIA PRIMARY	Pending for State Approval	View

6. After approved from state end, Login credential of the school will be created and the school fill up the Udise DCF from HOI login. The Login credential will be shown in list and the status will be shown “**Approved**”.

This screenshot shows the same UDISE+ District MIS interface as the previous one, but the status of the school 'NEAMIA PRIMARY' has changed to 'Approved'. The 'Status' column now displays 'Approved' along with the login credentials: 'Username – USER NAME' and 'Default Password – PASSWORD'. The 'View' button remains next to the entry. The footer is identical to the previous screenshot.

Sl. No.	District Name	School Code	School Name	Status	Action
1	BARDHAMAN	19261007005	NEAMIA PRIMARY	Approved Username – USER NAME Default Password – PASSWORD	View