INSTRUCTIONS FOR FILLING IN THE DATA CAPTURE FORMAT (DCF) FOR STATES
and
ROLES & RESPONSIBILITIES of USERS at EACH LEVEL

From the year 2018 – 2019, information for school database will be collected by MHRD on new software (UDISE+) developed by NIC, MHRD. This software is real time and online.

A. <u>General instructions</u>:

The UDISE+ software is online. However, since all schools may not have internet facility, schools are also being given the option of filling the DCF offline where internet facility is not available. **At the block level, the entire data entry should be online.**

1. Schools that have internet access have to provide data directly in the online UDISE+ Software. UDISE code of the school is the User Name and Password for the software for all schools shall be provided by the Block MIS Coordinator.

2. Schools that do not have any internet access have to fill the physical DCF provided by Block Resource Coordinator (BRC)/Cluster Resource Coordinator (CRC). The Block MIS Coordinator/ Data Entry Operator shall feed the data of all such schools online using the UDISE + software.

3. The information is to be furnished in respect of all schools in the State as per the UDISE School code including private schools, Madarassa etc.

4. Correct and authentic data based on school registers and other official records should be entered.

5. All data must be verified by the following:
    I. For Senior Secondary and Secondary Schools: Principal/Vice-Principal
    II. For Elementary Schools: Head Teacher/Head Master
    III. For Primary Schools and Upper Primary Schools: Head Teacher/Senior most Teacher

    The above mentioned shall be held responsible for all the data in the DCF. They should be very careful and ensure that the data is correct.

6. In case the school is directly filling the online DCF, then it will have to give complete details of the person who is uploading the information. This person may be different from the person mentioned at Sl.No. 5 above, or may be the same. This person may be a government official or someone on contract basis or from agency etc. Irrespective of who the person is, it is mandatory to fill in his/her complete details in the DCF.

B. **Instructions for filling in offline mode (only at school level)**:

The success of UDISE+ lies in clear specification of duties/responsibilities for the persons who will be involved in the task from the school level till the State level. All schools irrespective of management are to be included as per previous practice. All information provided by school in UDISE+ must be record based only.

i. **School Level:**
1. Where text is to be entered, it should be in capital letters only. All numeric data are to be provided in Arabic numerals i.e. 1, 2, 3, 4….. etc.
2. Appropriate codes should be entered at places where such provision exists. Care should be taken to fill in the correct code number
3. Do not scribble on the DCF. It should be kept neat and clean. Do not overwrite on a wrong entry, instead strike out a wrong entry and rewrite the correct entry above it.
4. All Boxes should be filled in completely. No box should be left blank.
5. a) The authorized person at A5 above should verify the data and in case of corrections, sign on the left hand margin of the page.
   b) He/she has to stick to the schedule of updation and handover the data to the BRC/CRC for verification and onward submission for computerization.
   c) He/she should sign on the last page of the DCF with stamp.
6. The verified and finalized DCF shall be submitted to BRC/CRC.

ii. **Cluster Level:**
   CRC/HM of the nodal school in absence of CRC (block to nominate a school as nodal school where there is no CRC) will be the nodal in-charge for the UDISE+ updation process. The nodal in-charge shall be responsible for authenticity of data for their respective schools. He/She shall perform the following activities.
1. Collect the DCFs from block MIS unit and distribute to the Schools.

2. Impart training to the Head Master/the person responsible for filling the data in the DCF.
3. Ensure completion of the DCF updation at all the schools within the given schedule.
4. Collect the updated DCFs from the schools.
5. Carry out 100% verification of data before handover of the DCF to the block MIS coordinator.
6. Give a certificate for the completeness and correctness of the data collected from all the schools under his/her jurisdiction.

C. Instructions for filling in online mode:

i. **School level:**
   1. The School shall get User Name and Password from Block MIS Coordinator.
   2. The School will open the UDISE+ website (URL: *www.udiseplus.gov.in*).
   3. On the Home Page click on 'Login'. Enter the User Name and Password provided by the Block MIS coordinator for logging in the website.
   4. User is advised to change the password after first successful login for secured access. Subsequently password could be changed as per requirement any number of times.
   5. Before filling data, school should download the User Manual from the web site.
   6. It is advisable to download the DCF in PDF format and prepare the data before entering the data online.
   7. The authorized person at A5 above should monitor, supervise and cross check the authenticity of the information provided.
   8. The verified and finalized DCF shall be submitted online.

ii. **Cluster level:**
   1. Monitor, supervise and cross check for the correctness of information uploaded in the portal.
   2. Carry out 100% verification of data before submitting the DCF to the block MIS coordinator.
   3. Give a certificate for the completeness and correctness of the data submitted for all the schools under his/her jurisdiction.

D. Instructions for Block Level:

> **From the block level, all data entry shall be online.**
> For the schools which are filling the data offline, BRC shall distribute the DCFs to CRC and re-collect filled in DCFs from them.

BRCs/BEOs are the field level officers to take the sole responsibility to collect UDISE+ data from all type of schools within their jurisdiction. Where there is no block, DPC/DEO shall designate CRC or any other officer, the responsibility of entering the data of all schools in his/her jurisdiction in the UDISE+ software. BRCs/BEOs/Block MIS Coordinators will perform the following task at their assigned blocks and will be responsible for non-completion of the task in concerned blocks.

1. Conduct the block level training programme to train the CRC on the procedure of filling in the DCF.
2. Maintain the log register of CRC and no. of schools and ensure the updation and collection of updated DCFs from all schools under the Block assigned to them.
3. a) The Block MIS co-ordinator (user) shall open the UDISE+ Software (URL: *www.udiseplus.gov.in*).
   b) On the Home page click on 'Login'. Enter the User Name and Password provided by the District MIS coordinator for logging in the website.
   c) User is advised to change the password after first successful login for secured access. Subsequently password could be changed as per requirement any number of times.
   d) Download the User Manual from the web site.
   e) Monitor progress of data entry by schools which are providing data online through the software.
   f) Enter data of schools which have provided data on physical DCF.
4. All the parameters of teachers table in the UDISE+ DCF to be verified thoroughly by the BRC for the Government and Government Aided schools
5. Cross check the authenticity of the information through field visit. At least 30% schools will be checked on sample basis.
6. Intimate the progress of the task in time to the District Project office (MIS Unit).

7. The BRC/BEO will be responsible for the data provided for the schools in his/her jurisdiction.

8. **BRC/BEO will give certification for the 100% coverage and correctness of data in their jurisdiction.** Without certification, data cannot be submitted to the next level.

9. After certification, the Block MIS coordinator shall submit the data to the District MIS Coordinator online.

E. Instructions at District Level:

> The District Collector (DC)/Chief Executive Officer (CEO) has to take personal interest in forming the teams for success of the UDISE+. As DC/CEO is head of the district administration, it is advisable that a job chart may be prepared for all the officers concerned and issued with the signature of the DC/CEO.

The District Project Coordinator (DPC)/District Education Officer (DEO) will monitor the whole process of UDISE+ implementation at their districts for all schools and ensure the timely completion of entire process of their district. DPC/DEO/District MIS Coordinator will perform the following tasks:

1. Ensure that no school remains left out from the UDISE+ master list and the management and category codes of the schools are confirmed and incorporated in the UDISE+ software at district level prior to the printing of UDISE+ DCF.

2. Print and transport DCF from districts to blocks/clusters

3. Conduct district level training programme to train the block level officers on the procedure of filling in the DCF.

4. Take the responsibility of training, supervision &monitoring of the process with the support of BRCs & CRCs every year.

5. DPC/DEO will sample check 10% of schools during the UDISE+ data collection period through field visit.

6. a) The District MIS coordinator (user) shall open the UDISE+ Software (URL: _www.udiseplus.gov.in_).
   b) On the Home page click on 'Login'. Enter the User Name and Password provided by the State MIS coordinator for logging in the website.

c) User is advised to change the password after first successful login for secured access. Subsequently password could be changed as per requirement any number of times.

d) Before creating user, the District MIS coordinator should download the User Manual from the web site.

e) User Name and Password shall be created for all the blocks.

f) The District MIS coordinator shall ensure availability of data for all schools in the district. He/She shall check the data for consistency and accuracy.

g) The district MIS coordinator will be responsible for analysis of the different indicators for planning and generation of reports for implementation of different activities during each year.

7. The DPC/DEO will be responsible for the data provided for the schools in his/her district.

8. **DPC/DEO will give certification for the 100% coverage and correctness of data in their jurisdiction.** Without certification, data cannot be submitted to the next level.

9. After certification the District MIS coordinator shall submit the data to the State MIS Coordinator online.

F. Instructions at State Level:

The SPD office and State MIS unit will work as the Control units to train & guide all the above teams. The State MIS Team will visit all the districts during the data updation schedule to guide and monitor the process there. The team shall perform the following tasks:

1. Proper training and orientation to District and Block MIS coordinators.

2. Intimate the proper time schedule for their activities

3. Guide and monitor the functionaries during the entire process of data collection.

4. a) The State MIS Coordinator (user) shall open the UDISE+ Software (URL: *www.udiseplus.gov.in*).

   b) On the Home page click on 'Login'. Enter the User Name and Password provided by the NIC/TSG, MHRD for logging in the website.

c) User is advised to change the password after first successful login for secured access. Subsequently password could be changed as per requirement any number of times.

d) Before creating district users, State MIS coordinator shall download the User Manual from the web site.

e) User Name and Password shall be created for all the districts.

f) The State MIS Unit will check the data submitted by the districts for consistency and accuracy.

5. The State Secretariat will get sample check done of 5-10% of schools through field visit.

6. The SPD will be responsible for the data provided for the schools in his/her district.

7. **SPD will give certification for the 100% coverage and correctness of data before submission at National level.** Without certification, data cannot be submitted to the National level.

8. After certification the State MIS coordinator shall submit the data at National level online.