

User Manual for District MIS

Version 2.1

June 2021

MINISTRY OF EDUCATION, NIC

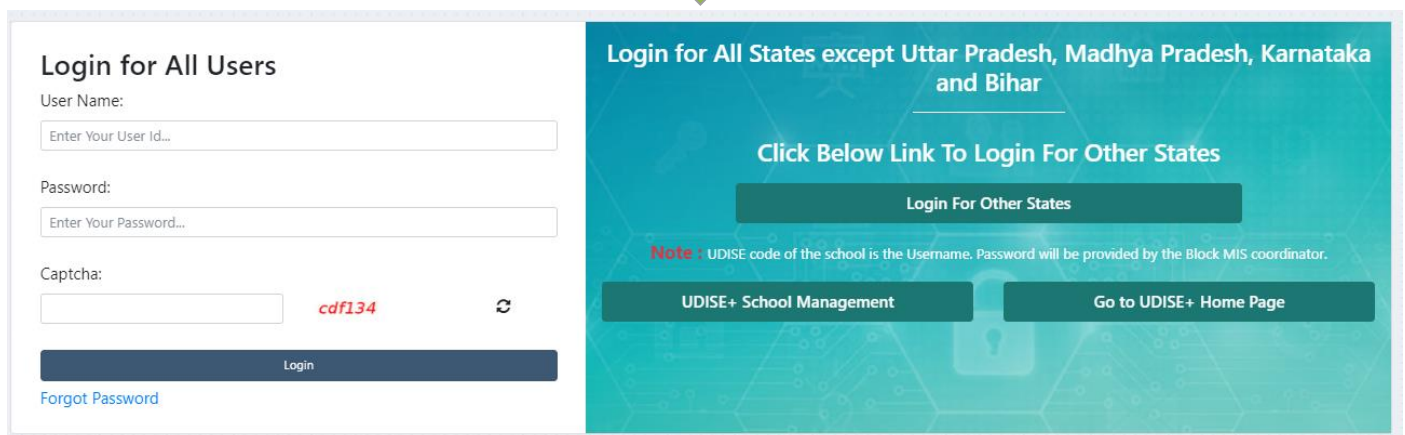
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1. Login

1.1 DCF Login

The user needs to visit the UDISEPLUS website (<http://udiseplus.gov.in/>) for DCF entry and needs to select any one of the 2 login option in the drop-down available on the homepage of UDISEPLUS to go to their respective state login page as shown below.

The District MIS needs to enter the User Name, Password along with Captcha to proceed.

In case of unsuccessful login due to incorrect credentials or invalid **Captcha** user will be redirected to the same page with error message as “Invalid User ID or Password “and “Invalid Captcha”. In such case, user must try to re-login with the valid credentials. The users are requested to remember their password.

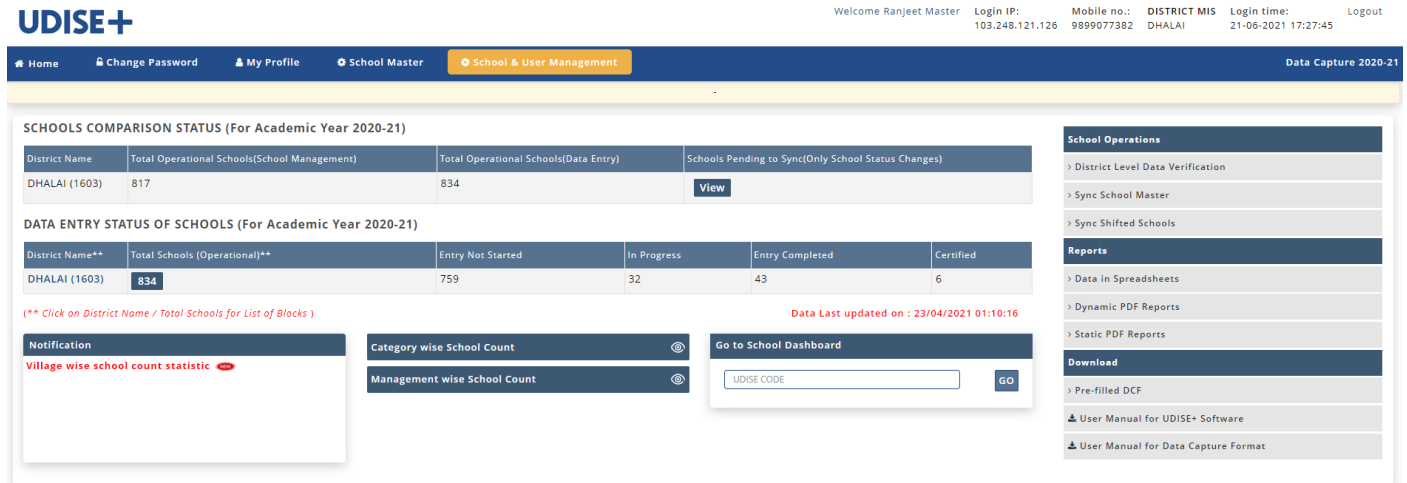
Note: After successful login, if system is idle for 15 minutes, the session will be expired and user has to login again.

On the login page, the user needs to fill the assigned **User Name and Password** along with the **Captcha** in their respective text areas. Then press the LOGIN button as shown. Entry of Captcha field is mandatory due to security reasons.

2. Dashboard

2.1 Home

After having a successful login, the District MIS would be able to see his/her respective District Dashboard.



UDISE+ Welcome Ranjeet Master Login IP: 103.248.121.126 Mobile no.: 9899077382 DISTRICT MIS DHALAI Login time: 21-06-2021 17:27:45 Logout

Home Change Password My Profile School Master **School & User Management** Data Capture 2020-21

SCHOOLS COMPARISON STATUS (For Academic Year 2020-21)

District Name	Total Operational Schools(School Management)	Total Operational Schools(Data Entry)	Schools Pending to Sync(Only School Status Changes)
DHALAI (1603)	817	834	View

DATA ENTRY STATUS OF SCHOOLS (For Academic Year 2020-21)

District Name**	Total Schools (Operational)**	Entry Not Started	In Progress	Entry Completed	Certified
DHALAI (1603)	834	759	32	43	6

(** Click on District Name / Total Schools for List of Blocks) Data Last updated on : 23/04/2021 01:10:16

Notification
Village wise school count statistic

Category wise School Count [View](#)

Management wise School Count [View](#)

Go to School Dashboard
UDISE CODE [GO](#)

School Operations

- District Level Data Verification
- Sync School Master
- Sync Shifted Schools

Reports

- Data In Spreadsheets
- Dynamic PDF Reports
- Static PDF Reports

Download

- Pre-filled DCF
- User Manual for UDISE+ Software
- User Manual for Data Capture Format

Following options/features are visible on the Homepage/Dashboard of District MIS login.

2.1.1 Schools Comparison Status

The District MIS can view the status of the schools in the State as shown below in the screenshot.

SCHOOLS COMPARISON STATUS

District Name	Total Operational School(School Management)	Total Operational School(Data Entry)	Schools Pending to Sync(Only School Status Changes)
DHALAI (1603)	855	809	View

- Total Operational Schools (School Management):** It shows the no. Of Total operational schools according to School Management. It counts all the operational schools including those whose status have changed to operational from merged, closed etc. but those changes are yet to be updated in the DCF entry form.
- Total Operational Schools (Data Entry):** It shows the no. Of operational schools according to DCF status i.e. completed, in progress, not started etc
- Schools Pending to Sync (Only School Status Changes):** On clicking the eye button under this column, the District MIS can view the total no. of those schools in each Block whose 'School Status' have not been updated. It will show those schools whose status have been changed either to any of [Operational, Closed, Merged, Sanctioned but not operational, DCF not received, or Permanently Closed] in the School Management but they have not updated the changed status in the DCF.

Schools Pending to Sync Block Wise : 71

Block Name	School Count
AMBASSA	3
AMBASSA M.C	7
CHAWMANU	1
DUMBURNAGAR	1
DURGACHOWMUHANI	49
GANGANAGAR	2
MANU	4
RAISHYABARI	1
SALEMA	3
Total	71

This update can be done either by clicking on the **'Update'** option at the school/Block entry user dcf login or by going to the **'Synch School Master'** feature available at Block level/District MIS.

2.1.2. Data Entry Status of Schools

The complete status of data entry of schools can be viewed under this field as shown below. There are 5 columns available (**Total Schools operational, Entry Not Started, In Progress, Entry Completed, and Certified**) under this option as shown below.

- Total Schools(Operational):** The District MIS needs to click on the number of schools under 'Total schools(Operational)' column as shown below in the screenshot

DATA ENTRY STATUS OF SCHOOLS

District Name**	Total Schools (Operational)**	Entry Not Started	In Progress	Entry Completed	Certified
DHALAI (1603)	809	756	20	33	12

The following Screen will be displayed. Here the District MIS can download the complete certification Status and DCF Status of all schools of all Blocks collectively by clicking the button **'DCF Status School Wise'** button on the right side of the page as shown below.

Block Name**	Total Schools**	Not Started	In Progress	Entry Completed	Certified	Block Certified Status	Block Certified By and Time	Certificate
AMBASSA (160301)	98	98	0	0	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
AMBASSA M.C (160309)	12	12	0	0	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
CHAWMANU (160303)	132	129	0	3	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
DUMBURNAGAR (160302)	110	110	0	0	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
DURGACHOWMUHANI (160306)	101	31	32	38	6	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
GANGANAGAR (160307)	46	46	0	0	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
MANU (160304)	208	206	0	2	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
RAISHYABARI (160308)	41	41	0	0	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	
SALEMA (160305)	86	86	0	0	0	Not Certified	Block MIS : Not Certified Block EO : Not Certified	

The User can go to any particular Block to view the status by clicking on the number of schools under **'Total Schools'** Column available in front of any Block as shown in the above screenshot.

Once the user selects the 'Total schools' column in entry block, following screen will be displayed.

In the above given example the user clicks on the number under 'Total schools' column for Block DURGACHOWMUHANI.

So, it will redirect the user to the following screen:

Edu. Block : DURGACHOWMUHANI

BACK TO LIST OF BLOCKS IN DISTRICT

Note :- BLOCK MIS can click on "Certified" button to De-certify the School's DCF (refer user manual for further instructions).

DCF Status School Wise

Show 10 entries Search:

School Name	UDISE Code	School Category	Form Entry Status	Last Modified By	Last Updated On	Certify Status	Certified By	Certify Date
Abhishek2	16030600306	3 - Pr. with Up.Pr. sec. and H.Sec.	Work in Progress	TR51000018 (BLOCK MIS), DURGACHOWMUHANI	26/02/2020	Not Certified		
BHUBANCHARA HIGH SCHOOL	16030601304	3 - Pr. with Up.Pr. sec. and H.Sec.	Work in Progress	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	09/07/2020	Not Certified		
BHUBANCHARA JB SCHOOL gov add_harrrrrrrry	16030600606	3 - Pr. with Up.Pr. sec. and H.Sec.	Completed	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	16/07/2020	Not Certified		
BIRENDRA DAS PARA JB SCHOOL	16030600405	1 - Primary	Completed	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	05/07/2020	Certified	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	08/07/2020
CHULUBARI COL. JB. SCHOOL	16030600305	1 - Primary	Completed	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	14/07/2020	Certified	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	14/07/2020
DEBICHARA HIGH SCHOOL	16030600504	4 - Upper Primary only	Work in Progress	TR71418174 (BLOCK ENTRY USER), DURGACHOWMUHANI	01/07/2020	Not Certified	TR71418172 (BLOCK ENTRY USER), DURGACHOWMUHANI	08/05/2020

Here the User can view the individual school status of DCF entry. The User can go back to the list of Blocks by clicking on the 'Back to List of Blocks in District' button on the right side of the page.

- Entry Not Started:** In this column, the user can view those Schools which have not started their DCF entry yet.

DATA ENTRY STATUS OF SCHOOLS (For Academic Year 2020-21)

District Name**	Total Schools (Operational)**	Entry Not Started	In Progress	Entry Completed	Certified
DHALAI (1603)	834	759	32	43	6

- In Progress:** In this column the user can view the status of those schools whose DCF entry are in progress and not yet completed.

DATA ENTRY STATUS OF SCHOOLS (For Academic Year 2020-21)

District Name**	Total Schools (Operational)**	Entry Not Started	In Progress	Entry Completed	Certified
DHALAI (1603)	834	759	32	43	6

- Entry Completed:** This column shows the Status of those schools which have completed their DCF entry

DATA ENTRY STATUS OF SCHOOLS (For Academic Year 2020-21)

District Name**	Total Schools (Operational)**	Entry Not Started	In Progress	Entry Completed	Certified
DHALAI (1603)	834	759	32	43	6

- Certified:** This Column shows the status of those schools which have completed their DCF and also have been certified at the Block Level.

DATA ENTRY STATUS OF SCHOOLS (For Academic Year 2020-21)

District Name**	Total Schools (Operational)**	Entry Not Started	In Progress	Entry Completed	Certified
DHALAI (1603)	834	759	32	43	6

2.1.3. Category Wise School Count

The District MIS can view the total School count according to each school category by choosing this option available on the Homepage.

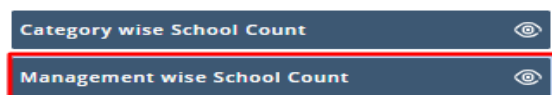


It will display the following dialog box.

Category wise School Count	
School Category	Total Schools (Operational)
Primary	494
Primary with Upper Primary	217
Pr. with Up.Pr. Sec. and H.Sec.	57
Upper Primary only	5
Up. Pr. Secondary and Higher Sec	8
Pr. Up Pr. and Secondary Only	56
Upper Pr. and Secondary	2
Secondary Only	2
Secondary with Higher Secondary	5
Higher Secondary only/Jr. College	9

2.1.4 Management Wise School Count

The District MIS can view the total School count according to each management by choosing this option available on the Homepage.




It will display the following dialog box.

Management wise School Count	
School Management	Total Schools (Operational)
Dept. Of education	13
Tribal Welfare Department	3
Local Body	3
Govt. aided	6
Pvt. Unaided (Recognized)	51
Other Govt. Managed schools	3
Unrecognized	19
State Govt. Managed	185
TTAADC Managed	549
G-I-A Madrassa	3
SPQEM Madrassa	4
Social Welfare Dept.	2
Ministry of Labour	2
Central School	2
Sanik School	1
Madarsa Recognized (by Wakf board/Madarsa Board)	1
Madarsa Unrecognized	2
Others Central Government School	6

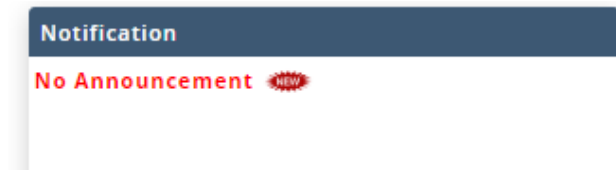
2.1.5 Go to School Dashboard

The District MIS can directly go to any school DCF by typing the UDISE Code in this section.



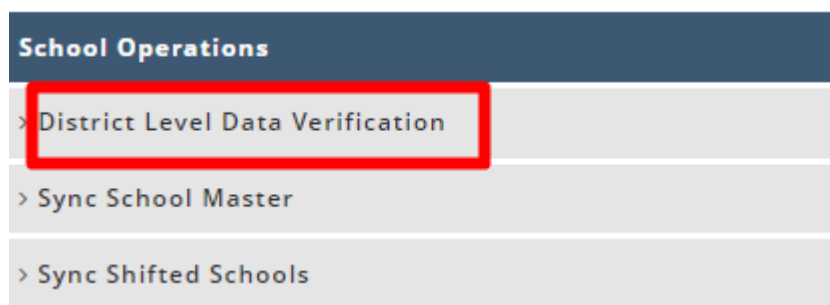
2.1.6 Notification

Any new update in the application or in its features will be flashed under the Notification box.



2.1.7 School Operations

a) District Level Data Verification: The District MIS can view the District level data verification indicators as shown below and can compare the data of 2019-20 and 2020-21



On choosing the District Level Data Verification option, following screen will be displayed. Here the user can also download the complete indicator list details from the 'Download List' button available.

On this screen various indicators will be available to view and compare the data for e.g. Facility, Teacher, Enrolment. The user needs to expand that section by clicking on the (+) sign.



In the above screenshot Facility section is expanded by clicking on (+). After that the user needs to click on the number of schools against any statement for the current year i.e. 2020-21 as shown below.

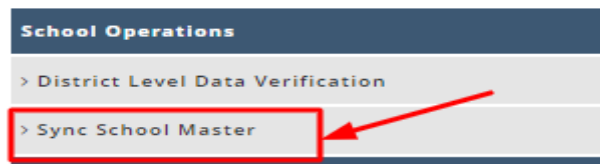
Facility (Click here to view the Facility Indicators)				
Sr. No	Indicators	Number of Schools		
		2019-20	2020-21	
1 *	Number of schools with zero Classroom	0	0	
2 *	Schools with greater than 20 functional Toilets	5	6	
3 *	Schools with no function drinking water is available	0	4	
4 *	Schools with no electricity supply	23	20	
5 *	Schools having no Toilets available	1	2	
6 *	Schools having no function Toilets available	3	6	

As for example, On clicking 6 which is the 'Schools with greater than 20 functional Toilets' in 2020-21, the following details of these school will be displayed on the right side

Facility <small>(Click here to view the Facility Indicators)</small>				Download List	Search:		
Sr. No	Indicators	Number of Schools		Schools with greater than 20 functional Toilets			
		2019-20	2020-21	Block	UDISE Code	School Name	School Management
1*	Number of schools with zero Classroom	0	0	MADHA	27300401004	KHELOBA VIDHYALAY ANJANGAON-K	4
2*	Schools with greater than 20 functional Toilets	5	6	MADHA	27300404705	MADHYAMIK ASHRMSHALA KEWAD	11
3*	Schools with no function drinking water is available	0	4	MADHA	27300409812	S.ROHIDAS ASHRAM SCHOOL TEMBHU	11
4*	Schools with no electricity supply	23	20	MADHA	27300409817	JAI TULJABHAVANI ASHRAM SCHOOL	11
5*	Schools having no Toilets available	1	2	MADHA	27300411427	NUTAN ENGLISH MEDIUM	27
6*	Schools having no function Toilets available	3	6	MADHA	27300411432	NUTAN ENG MEDIUM SECONDARY SCHOOL KURDUWADI	27

Note: The user can download the list of these schools from the Download List option as shown above.

b) Sync School Master: With this option, the District MIS can update the status of the school whose status has been changed in the ‘School Management’.



On choosing this option, following screen will be displayed.

Discrepancy School List in School Management and Data Entry Levels						
Block	Select Block	Get School List				
Block	Select Block	Get School List				
Show	10	entries	Search:			
School Name	UDISE Code	Block	School Management Level	Data Entry Level	Action	

Here the District MIs needs to select the Block from the drop down for which he wants to sync and then hit the ‘**Get School List**’ button. It will display the below result. Here he can view the status of the school at management level and Data Entry level. If any of the status is changed in the School Management, it will be shown in Blue colour under ‘School Management Level’ column while the previous status is shown in green colour under ‘Data Entry level’ Column as shown below.

Now he needs to click on the ‘**Initialize DCF**’ button available under ‘**Action**’ column in order to sync the school.

School Name	UDISE Code	Block	School Management Level	Data Entry Level	Action
DURAICHARA SHIBBARI HIGH(Boys School)	16030600604	160306-DURGACHOWMUHANI	Status : Operational Category : 1 - Primary Management : 101 School Type : 1-Boys Class From : 1 Class To : 5 PPsec : 1-Yes	Status : Operational Category : 1 - Primary Management : 101 School Type : 1-Boys Class From : 1 Class To : 5 PPsec : 2-No	Initialize DCF

Note: If the School status has been changed from Operational to any of the Non-Operational (Closed, Merged, Sanctioned but not operational, DCF not received, or Permanently Closed) status, then an option of ‘**Close DCF**’ would appear in front of that school. Then the user needs to click on the ‘**Close DCF**’ button as shown below.

School Name	UDISE Code	Block	School Management Level	Data Entry Level	Action
KAMALPUR MADRASA CLASS XII SCHOOL_wamique	16030602104	160306-DURGACHOWMUHANI	Status : DCF not Recieved Category : 1 - Primary Management : 5 School Type : 1-Boys Class From : 1 Class To : 5 PPsec : 1-Yes	Status : Operational Category : 1 - Primary Management : 5 School Type : 1-Boys Class From : 1 Class To : 5 PPsec : 1-Yes	Close DCF

The user can also search for any particular school by typing the UDISE code of that school in the search bar on the right side of the page as shown below

Show entries Search:

School Name	UDISE Code	Block	School Management Level	Data Entry Level	Action
			Status : Operational	Status : Operational	

c) Sync Shifted Schools

This functionality will be used when the State MIS has shifted any school/schools from any particular Block to another Block of the same District from the School Directory Management. After the Shifting of school to any block by the State MIS, the District MIS will be shown those shifted schools under Synch School Master option as shown below.

School Operations

- > District Level Data Verification
- > Sync School Master
- > Sync Shifted Schools

Synchronize Shifted Schools

Block

School Name	UDISE Code	School Management Block	Data Entry Block	Action
-------------	------------	-------------------------	------------------	--------

The **District MIS** needs to select the Block from which the school has been shifted to any other Block and Click on **Get School List** button. For example, in the below screenshot, the District MIS has selected Block named 'Durgachowmuhani' from the drop down. Following page will be displayed where it is showing those schools which have been shifted by the State MIS.

Synchronize Shifted Schools

Block

Show entries Search:

School Name	UDISE Code	School Management Block	Data Entry Block	Action
gov_7	16030600401	GANGANAGAR(160307)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>
gov_8	16030600403	GANGANAGAR(160307)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>
HAMAR KUNA JB SCHOOL	16030600506	GANGANAGAR(160307)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>
KANAILAL HALAM PARA HIGH SCHOOL	16030600502	GANGANAGAR(160307)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>
MARACHARA HIGH SCHOOL	16030600210	CHAWMANU(160303)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>
NOAGAON CHOTTASURMA J.B.	16030600201	CHAWMANU(160303)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>
other_5	16030600303	GANGANAGAR(160307)	DURGACHOWMUHANI(160306)	<input type="button" value="Sync"/>

It contains following fields.

School Name: Name of the school which has been shifted by the State MIS.

UDISE Code: UDISE code of the Shifted school.

School Management Block: This contains the list of Blocks into which the State MIS has shifted the schools.


Data Entry Block: This contains the list of Blocks from which the State MIS has shifted the schools to another Block

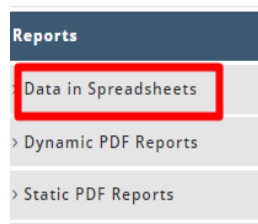
Action: The District MIS needs to click on the **Synch** button under this field to complete the shifting process and now the school will be synched to the shifted Block.

2.1.8 Reports

The District MIS can view the spreadsheet data or PDF/Excel reports under this section as follows:






a) Data in Spreadsheet

Under this column, the District MIs can download the complete spreadsheet report of any Block related to any section of DCF for e.g. Profile, Facility, Teacher details etc as shown below. It can be downloaded by choosing any dcf section like Profile, Teacher details etc. Then the user needs to choose the Block from the dropdown and finally click on  button under 'Action' column. From these reports, any data related to DCF and UDISE schools can be extracted to view or analyse.



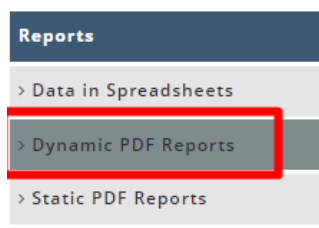
Data in SpreadSheet

* Report As On: 21 June 2021 03:00:00 AM
 * These Reports Contain Data of Completed Schools Only
 * After Clicking Download Icon, Please Wait for the Completion of Download.. Don't Click Any Link or Button Before Completion of Download.

S. No.	Report	Action
1	School Profile Master (for Lookup purpose)	
2	School Profile - 1	
3	School Profile - 2	
4	School Profile - 3	
5	School Profile - 4	

b) Dynamic PDF Reports

With this the District MIS can view the Dynamic as well as Static PDF reports according to the combination available.



On clicking it, following screen will be displayed.

(Note: Select All Blocks, All Managements and All Categories(if applicable) to download the consolidated report of your district)

District Level Reports Static Reports

- School Facility +
- Enrolment +
- Repeaters +
- CWSN +
- School Profile +
- Teachers +
- Abstract Reports +

Instructions

- There are 3-4 type of basic filters:
 - Report Type : User can select report type
 - Select Region : All Blocks and Block Wise
 - Select Management : All Managements and Management wise
 - Select Category : All categories
- Following are the combination of reports, please select the dropdown according to them:
 - All Block and All Managements : This combination is not available yet
 - All Block and Management wise : Consolidated Block report with management wise
 - Block wise and All Management : Block wise report with consolidated Management
 - Block wise and Management wise : Block and Management wise report

For Downloading **District level Reports**, the user needs to click on the ‘+’ icon to expand any of the desired report section.

For Example On clicking ‘+’ in **School Facility**, following combination will appear.

School Facility

Select Report Type

Select Region

Select Management

Get PDF Report

Get Excel Report

User needs to select the **Report type, Region, Management** from the drop down menu as shown below.

School Facility

School Facility - Toilet

All Blocks

Management Wise

Get PDF Report

Get Excel Report

The user can then download the PDF or Excel report or both in the selected combination by clicking on the ‘**Get PDF Report**’ and ‘**Get Excel Report**’ respectively. For Example, in case of above combination following PDF and Excel report format will be displayed.

PDF Report

UDISE+

Academic Year : 2019-2020

District Level Report : School Facility - Toilet(D201)

State/UT - Tripura | District - DHALAI | Block - All Blocks | Management - Management Wise

Report As On: 21 July 2020 03:00:00 AM
Note: This report contains data of completed schools only

School Management	No. Of Schools			Toilets		Functional Toilets		Schools With Toilets			Schools With Functional Toilets			Schools With No Toilets	Schools With No Functional Toilets		
	Total	Boy's + Coed	Girl's + Coed	Boys	Girls	Boys	Girls	Boys	Coverage(%)	Girls	Coverage(%)	Boys	Coverage(%)			Girls	Coverage(%)
1 - Dept. Of education	7	6	7	154	82	107	68	5	83.33	4	57.14	5	83.33	4	57.14	2	2
4 - Govt. aided	1	1	1	12	9	9	6	1	100.0	1	100.0	1	100.0	1	100.0	0	0
5 - Pvt. Unaided (Recognized)	6	6	5	114	98	109	96	4	66.67	3	60.0	4	66.67	3	60.0	2	2
8 - Unrecognized	2	2	2	77	46	44	40	2	100.0	2	100.0	2	100.0	2	100.0	0	0
11 - State Govt. Managed	9	9	8	72	53	59	41	5	55.56	3	37.5	4	44.44	3	37.5	4	5
12 - TTAADC Managed	6	6	6	79	100	57	87	3	50.0	3	50.0	3	50.0	3	50.0	3	3
98 - Madarsa Unrecognized	1	1	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	1	1
101 - Others Central Government School	2	2	2	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	2	2
Total	34	33	31	508	388	385	338	20	60.61	16	51.61	19	57.58	16	51.61	14	15

Excel Report

School Facility Toilet (D201) - All Block and Management Wise Report As On: 21 July 2020 03:00:00 AM																
School Management	No. Of Schools			Toilets		Functional Toilets		Schools With Toilets			Schools With Functional Toilets			Schools With No Toilets	Schools With No Functional Toilets	
	Total	(Boy's + Coed)	(Girl's + Coed)	Boys	Girls	Boys	Girls	Boys	Coverage(%)	Girls	Coverage(%)	Boys	Coverage(%)			Girls
1 - Dept. Of education	7	6	7	154	82	107	68	5	83.33	4	57.14	5	83.33	4	57.14	2
4 - Govt. aided	1	1	1	12	9	9	6	1	100.0	1	100.0	1	100.0	1	100.0	0
5 - Pvt. Unaided (Recognized)	6	6	5	114	98	109	96	4	66.67	3	60.0	4	66.67	3	60.0	2
8 - Unrecognized	2	2	2	77	46	44	40	2	100.0	2	100.0	2	100.0	2	100.0	0
11 - State Govt. Managed	9	9	8	72	53	59	41	5	55.56	3	37.5	4	44.44	3	37.5	4
12 - TTAADC Managed	6	6	6	79	100	57	87	3	50.0	3	50.0	3	50.0	3	50.0	3
98 - Madarsa Unrecognized	1	1	0	0	0	0	0	0	0.0	0	0	0	0.0	0	0	1
101 - Others Central Government Scho	2	2	2	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	2
Total	34	33	31	508	388	385	338	20	60.61	16	51.61	19	57.58	16	51.61	14

c) Static PDF Reports

The User can download the Static Reports by clicking the ‘Static PDF Reports’ option or from the Static reports button available on the Dynamic PDF reports page.



Following page will be displayed. In this also, the user needs to click on the ‘+’ icon and then click on the button under ‘Action’ Column to download the report as shown below.

District Level Reports	
School Facility	+
Enrolments	+
CWSN	+
School Profile	+
Teacher	+
Abstract Reports	+

District Level Reports

School Facility

Sr. No	Report	Action
1	School Facility - Toilet (Management Wise)	
2	School Facility - Toilet (Block Wise)	
3	School Facility - Toilet (Block, Management Wise)	
4	School Facility - Toilet (Management Wise)	
5	School Facility - Toilet (Block Wise)	
6	School Facility - Toilet (Block, Management Wise)	

For Example, below Static report format as shown below will be downloaded for School Facility Toilet (Management Wise)

UDISE+

Academic Year : 2019-2020

District Level Report : School Facility - Toilet (Management Wise) (D201)

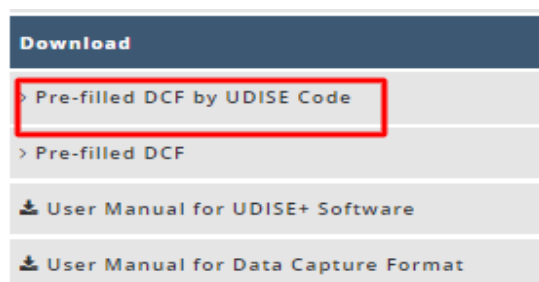
State/UT - Tripura | District - DHALAI

School Management	No. Of Schools			Toilets		Functional Toilets		Schools With Toilets			Schools With Functional Toilets			Schools With No Toilets	Schools With No Functional Toilets		
	Total	Boy's + Coed	Girl's + Coed	Boys	Girls	Boys	Girls	Boys	Coverage (%)	Girls	Coverage (%)	Boys	Coverage (%)			Girls	Coverage (%)
1 - Dept. Of education	7	6	7	154	82	107	68	5	83.33	4	57.14	5	83.33	4	57.14	2	2
4 - Govt. aided	1	1	1	12	9	9	6	1	100.0	1	100.0	1	100.0	1	100.0	0	0
5 - Pvt. Unaided (Recognized)	6	6	5	114	98	109	96	4	66.67	3	60.0	4	66.67	3	60.0	2	2
8 - Unrecognized	2	2	2	77	46	44	40	2	100.0	2	100.0	2	100.0	2	100.0	0	0
11 - State Govt. Managed	9	9	8	72	53	59	41	5	55.56	3	37.5	4	44.44	3	37.5	4	5
12 - TTAADC Managed	6	6	6	79	100	57	87	3	50.0	3	50.0	3	50.0	3	50.0	3	3
98 - Madarsa Unrecognized	1	1	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	1	1
101 - Others Central Government School	2	2	2	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	2	2
Total	34	33	31	508	388	385	338	20	60.61	16	51.61	19	57.58	16	51.61	14	15

2.1.9 Downloads

The user can download the Pre- filled DCF, User Manual for UDISEPLUS software and Data capture format from this section as shown below:

a) Pre- filled DCF by UDISE Code: The User can download the prefilled DCF by clicking on this option



It will redirect the user to the new screen where the user needs to enter the UDISE code of the desired DCF and then click the 'Search' button. After the result is displayed, the user can download the Pre-filled DCF by clicking on the 'DCF Download' button as shown below.

Search School By UDISE Code

UDISE Code

School Name	UDISE Code	State/UT	District	Block	DCF Download
ABHIRAM CHOWmins csrf12	16030102201	Tripura	DHALAI	AMBASSA	<input type="button" value="DCF Download"/>

b) Pre-filled DCF

With this option the user can download the Pre-filled DCF and the list of all schools with their pre-filled DCF details.

Download

- > Pre-filled DCF by UDISE Code
- > **Pre-filled DCF**
- User Manual for UDISE+ Software
- User Manual for Data Capture Format

For that the user needs to click on the download () button under 'School Lists' column

DCF Download

(For any issue in downloading DCF send an email at udiseplus-mhrd@nic.in)
 *(Pre-filled DCF Status : A - Active , N - Not Active)

District Name	Pre-Filled DCF*	No. of Blocks	No. of Schools	Download DCF	School List
DHALAI	N	9	884	<input type="button" value="Download"/>	<input type="button" value="Download"/>

Database Backup and related documents

Last Modified Date	Download	Documents
02/03/2020 06:02 PM	<input type="button" value="18-19 DB Backup"/>	<input type="button" value="Restore Process"/>
02/03/2020 06:02 PM	<input type="button" value="19-20 DB Backup"/>	<input type="button" value="Restore Process"/>

Database Backup And related documents: With this option the user can download the backup for 2019-20

2019-20 DB Backup: With this option the user can download the complete School Database backup for the year 2019-20

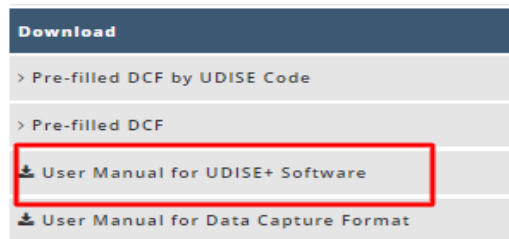
Database Backup and related documents

Last Modified Date	Download	Documents
02/03/2020 06:02 PM	<input type="button" value="2019-20 DB Backup"/>	<input type="button" value="Restore Process"/>

Restore Process: In this document the user is provided the complete process/information for downloading the Database (DB) backup.

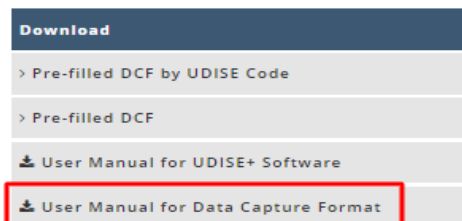
c) User Manual for UDISE+ Software

User can download the User Manual to understand the use of UDISE+ Software. With the help of this option, user can easily use the UDISE+ software and get familiar with the software.



d) User Manual for Data Capture Format

User can download the instructions for filling the DCF form via selecting the below option in their dashboard.

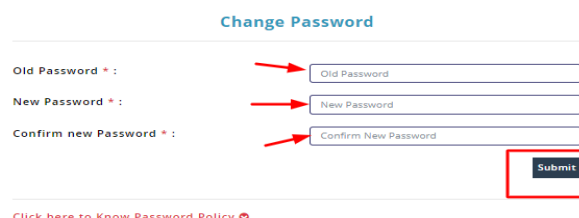


3. Change Password

The District MIS can change his/her password from the 'Change Password' Option available on the Dashboard of UDISEPLUS application.



User needs to enter his Old, New password and Confirm the new password after which he will click on the 'Submit' button.



4. My Profile

The State MIS can view his/her profile info by going to the 'My Profile' option available on the homepage, as shown below.

UDISE+

[Home](#)
[Change Password](#)
[My Profile](#)
[School Master](#)

My Profile

User ID : TR31000017
Name : Audit
Designation : SB
Region : DHALAI
Role : DISTRICT MIS
Email Id : rohitdeora007@hotmail.com
Mobile : 9899077382

Note : Contact Your Admin for any updation.

5. School Master

With this option, the District MIS can view the complete school Statistics from 2017-18 till date. User needs to select the ‘**School Master**’ option available on the UDISEPLUS dashboard after which following page will be displayed. Here the user can view the school count of operationa as well as non operational schools from the year 2017-18- till date. He can also download the same school list from the option ‘**Download School List**’ available on the top right side of the page.

UDISE+

[Home](#)
[Change Password](#)
[My Profile](#)
[School Master](#)

SCHOOLS STATISTICS - DISTRICT (From Academic Year 2017-18 till Date)

[Download School List](#)

District Name	As On	Operational Schools	Non-Operational Schools					Total
			Closed Schools	Merged Schools	Sanctioned but Not Operational	DCF Not Received	Permanently Closed	
DHALAI	Till Date	817	32	31	5	4	10	899

(NOTE : All statistics given here are updated Twice in a day. Those are Not Real Time.)

Data Last updated at : 15-05-2021 12:05:19

SCHOOLS STATISTICS - BLOCK WISE (From Academic Year 2017-18 till Date)

Show 10 entries

Search:

Block Name	Total Schools	Operational Schools	Non-Operational Schools					Statistics	
			Closed Schools	Merged Schools	Sanctioned but Not Operational	DCF Not Received	Permanently Closed	Cat	Man
AMBASSA (160301)	159	137	11	7	1	0	3	Cat	Man
AMBASSA M.C (160309)	24	15	6	2	1	0	0	Cat	Man
CHAWMANU (160303)	148	145	2	0	1	0	0	Cat	Man
DUMBURNAGAR (160302)	113	113	0	0	0	0	0	Cat	Man
DURGACHOWMUHANI (160306)	107	77	4	15	2	2	7	Cat	Man
GANGANAGAR (160307)	75	73	2	0	0	0	0	Cat	Man
MANU (160304)	231	221	2	6	0	2	0	Cat	Man
RAISHYABARI (160308)	29	27	1	1	0	0	0	Cat	Man
SALEMA (160305)	13	9	4	0	0	0	0	Cat	Man

School Statistics - Block Wise: The District MIS can go to the block wise school statistics by choosing any Block as mentioned above . Here he can view the status **Category wise** and **Management wise** by clicking on the ‘**Cat**’ or ‘**Mat**’ button respectively as shown below.

SCHOOL STATISTICS - BLOCK WISE (From Academic Year 2017-18 till Date)

Show entries Search:

Block Name	Total School	Operational Schools	Non-Operational Schools					Statistics	
			Closed Schools	Merged Schools	Sanctioned but Not Operational	DCF Not Received	Permanently Closed	Cat	Man
AMBASSA (160301)	158	150	4	1	1	2	0	Cat	Man
AMBASSA M.C (160309)	24	13	7	2	2	0	0	Cat	Man
CHAWMANU (160303)	148	146	0	1	0	1	0	Cat	Man

The user can further go to any school by clicking the number of schools against any Block

SCHOOL STATISTICS - BLOCK WISE (From Academic Year 2017-18 till Date)

Show entries

Block Name	Total School
AMBASSA (160301)	158
AMBASSA M.C (160309)	24
CHAWMANU (160303)	148

It will take to the following screen as shown below. He/She can download the complete schools list from the download buttons available on the top.

SCHOOL STATISTICS - BLOCK (From Academic Year 2017-18 till Date)

Block Name	Total Schools	Operational Schools	Closed Schools	Merged Schools	Sanctioned but Not Operational	DCF Not Received	Permanently Closed
AMBASSA	158	150	4	1	1	2	0

(NOTE : All Statistics Given here are updated Twice in a day. Those are Not Real Time.) Data Last updated at : 16-07-2020 09:54:13

Show entries Search:

School Name	UDISE Code	School Category	Management	School Status	Show Details
ABHIRAM School	16030102201	2 - Primary with Upper Primary	3 - Local Body	Closed	<input type="button" value="View Details"/>
ADARSHA COLONY JB SCHOOL	16030502007	1 - Primary	12 - TTAADC Managed	Merged	<input type="button" value="View Details"/>
AJUDHYA BAHADUR MOLSOM PARA SB SCHOOL1213313	16030101409	5 - Up. Pr. Secondary and Higher Sec	12 - TTAADC Managed	Closed	<input type="button" value="View Details"/>
AMBASSA BARI SB SCHOOL	16030102501	1 - Primary	15 - SPQEM Madrassa	Closed	<input type="button" value="View Details"/>
AMBASSA ENGLISH MEDIUM MODEL SCHOOLdfdsf	16030102507	1 - Primary	94 - Sanik School	Operational	<input type="button" value="View Details"/>

Here he/she can further view the details of any school from 'View Details' option in front of the school as shown above. Following screen will be displayed.

School Informations	
UDISE Code	16030102201
School Name	ABHIRAM School
Category	2 - Primary with Upper Primary
Class From	1
Class To	8
School Type	3-Co-educational