

User Manual for SDMS (School User)

UDISE+ | **SDMS**



Version 1.0

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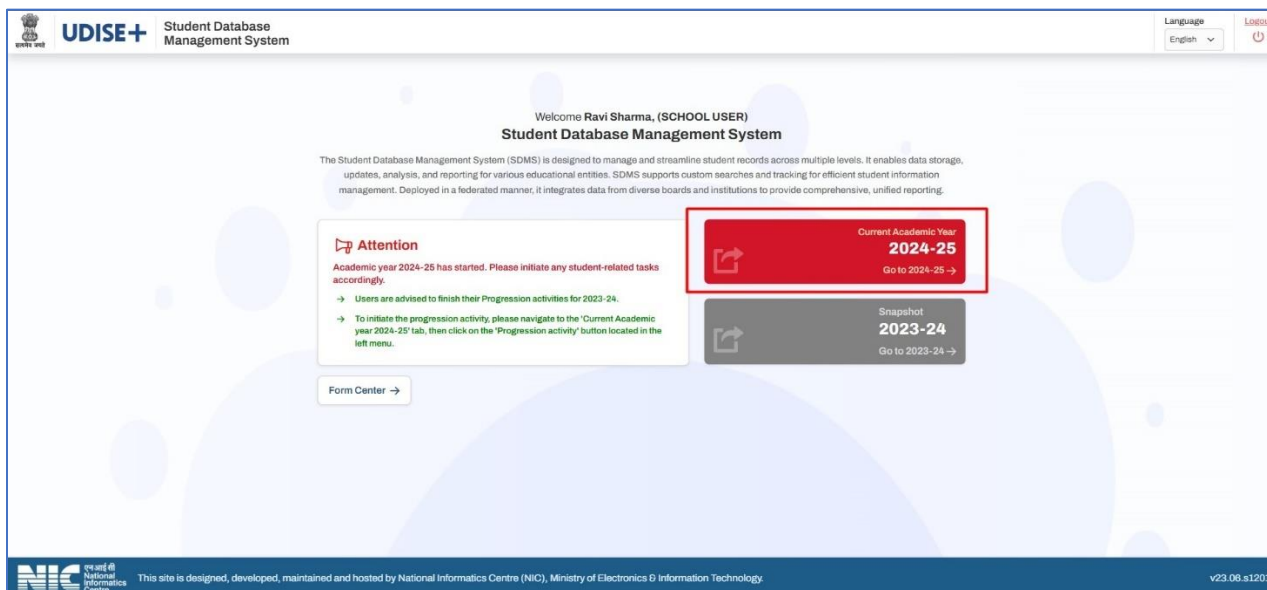
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1. Introduction

The Student Database Management System (SDMS) is a comprehensive solution that efficiently manages student and school-related data. This manual provides step-by-step guidance on using all the SDMS modules.

2. Login and Navigation

- ❖ **Login:** Enter your username and password on the login screen.
- ❖ Click on the button named "Current Academic Year".



3. Modules

3.1 Add Student

This manual provides detailed instructions for adding a new student to the Student Database Management System (SDMS). It covers each step from logging in to confirming the new student entry.

3.1.1 Navigate to the Add Student Section

- Use the left-side menu to access modules and tools.
- From the School dashboard, select "Add Student".

Note: School Users can add student-only pre-primary to class I, for the above class the user may contact the MIS User.

UDISE Code : 16030600306
Type : 2 - Girls

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.
Class : Nursery/KG - 12

Management : NA
School Name : Akshay Gupta School

Current Academic Year: 2024-25
Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

School Details - Grade Wise (2024-25)

Total Enrolments : 0 | Total Boys : 0 | Total Girls : 0 | Total Transgender : 0

Data Last Updated On :

Class/Grade	Section (Alias)	Boys	Girls	Transgender	Total	Incomplete Students	Action
Nursery/KG	A	0	0	0	0	0	Add Student View/Manage
Nursery/KG	B	0	0	0	0	0	Add Student View/Manage
LKG/KG1/Pre-School	B (Testing Delete)	0	0	0	0	0	Add Student View/Manage
UKG/KG2/Pre-Primary	B (Innovative B)	0	0	0	0	0	Add Student View/Manage
UKG/KG2/Pre-Primary	C (TestingDelete)	0	0	0	0	0	Add Student View/Manage
I	B (1-B)	0	0	0	0	0	Add Student View/Manage
I	C (TestingDelete)	0	0	0	0	0	Add Student View/Manage
II	A	0	0	0	0	0	View/Manage
II	B	0	0	0	0	0	View/Manage
II	C	0	0	0	0	0	View/Manage

3.1.2 General/Basic Details

- ✓ Check the Aadhaar Number Availability
- ✓ Student Name (as per School Record)
- ✓ Gender
- ✓ Date of Birth (dd/mm/yyyy) (minimum age is 2 years)
- ✓ Student State Code
- ✓ Mother's name
- ✓ Father's name
- ✓ Guardian name
- ✓ Aadhaar card of the student
- ✓ Name of student as per/in Aadhaar card
- ✓ Admission Date (DD/ MM/ YYYY) in Present School

When the user clicks the save button the student will be added successfully.

- After filling in the information click on the "Save" Button.

Note: The user can use the Refer Rule to get further assistance.

UDISE Code : 18030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School

Add New Student

Class - Nursery/KG Section - A Academic Year : 2024-25 < BACK

☐ Check AADHAAR Number Availability Enter Aadhaar number Go

General Profile

4.1.1 Student's Name (as per School Record) [Refer Rule: 4.1.1] FIRST MIDDLE LAST NAME

4.1.2 Gender [Refer Rule: 4.1.2] Select

4.1.3 Date of Birth (DD/MM/YYYY) [Refer Rule: 4.1.3] App. Matrix

Student State Code (Optional)

4.1.4 Mother's Name [Refer Rule: 4.1.4]

4.1.5 Father's Name [Refer Rule: 4.1.5]

4.1.6 Guardian's Name [Refer Rule: 4.1.6]

4.1.7 Aadhaar Number of Student [Refer Rule: 4.1.7]

4.1.8 Name of Student as per/in Aadhaar Card [Refer Rule: 4.1.8]

4.1.9 Admission Date (DD/MM/YYYY) in Present School [Refer Rule: 4.1.9]

Save

3.1.3 Complete the User's Details

- After adding the student, the user has to complete the student details.
- Go to the view/manage option.

UDISE Code : 18030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School

School Details - Grade Wise (2024-25)

Total Enrollments : 0 Total Boys : 0 Total Girls : 0 Total Transgender : 0

Data Last Updated On :

Class/Grade	Section (Alias)	Boys	Girls	Transgender	Total	Incomplete Students	Action
Nursery/KG	A	0	0	0	0	0	Add Student View/Manage
Nursery/KG	B	0	0	0	0	0	Add Student View/Manage
LKG/IG1/Pre-School	B (Testing Delete)	0	0	0	0	0	Add Student View/Manage
UKG/IG2/Pre-Primary	B (Innovative B)	0	0	0	0	0	Add Student View/Manage
UKG/IG2/Pre-Primary	C (Testing Delete)	0	0	0	0	0	Add Student View/Manage
I	B (1-B)	0	0	0	0	0	Add Student View/Manage
I	C (Testing Delete)	0	0	0	0	0	Add Student View/Manage
II	A	0	0	0	0	0	View/Manage
II	B	0	0	0	0	0	View/Manage
II	C	0	0	0	0	0	View/Manage

- The User will fill in the GP (General Profile), EP (Enrolment Profile), and FP (Facility Profile) Details.
- The User will click on the “GP” button first.

UDISE Code : 18030600306

Type : 2 - Girls

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Class : Nursery/KG - 12

Management : NA

School Name : Akshay Gupta School

Current Academic Year: 2024-25

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

APAAP Module

Section Shift

Student Movement & Progression

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

Class/Grade & Section Wise Enrolment Details (2024-25)

GP - General ProfileEP - Enrolment ProfileFP - Facility ProfileStudent Aadhaar Verified

Class : Nursery/KG

Section : A

Add Student

Search

BACK

Class/Grade	PEN (Permanent Education Number)	Student's Name (as per School Record)	Gender	Date of Birth (DD/MM/YYYY)	Entry Status	Last Updated (On/By)
Class - Nursery/KG Section - A	NA <a>New Student	GFDGDF	Male	01/12/2020	In-Progress	GP EP FP Updated on 16/12/2024 12:52:36 PM by 18030600306
Class - Nursery/KG Section - A	NA <a>New Student	GOVIND	Male	15/12/2020	In-Progress	GP EP FP Updated on 16/12/2024 01:05:55 PM by 18030600306
Class - Nursery/KG Section - A	NA <a>New Student	GOYAL	Transgender	15/06/2000	In-Progress	GP EP FP Updated on 13/12/2024 05:10:13 PM by 18030600306
Class - Nursery/KG Section - A	NA <a>New Student	HH	Male	02/12/2021	In-Progress	GP EP FP Updated on 13/12/2024 05:08:22 PM by 18030600306
Class - Nursery/KG Section - A	NA <a>New Student	JHJHG	Male	03/09/2020	In-Progress	GP EP FP Updated on 23/12/2024 05:27:23 PM by 18030600306
Class - Nursery/KG Section - A	NA <a>New Student	KAILASH MISHRA	Male	18/10/2019	In-Progress	GP EP FP Updated on 12/12/2024 11:05:14 AM by 18030600306
Class - Nursery/KG	NA	LOKESH	Male	01/10/2019	Completed	GP EP FP Updated on 03/12/2024 05:24:41 PM by 18030600306

3.1.4 General Profile

- In general details by default general profile details will be there, and the user can edit.
- The user has to fill in the other details such as:
 - ✓ Gender
 - ✓ Date of Birth (DD/MM/YYYY) (Please refer to Age Matrix)
 - ✓ Student State Code (Optional)
 - ✓ Mother's Name
 - ✓ Father's Name
 - ✓ Guardian Name
 - ✓ Aadhaar Number of the Student
 - ✓ Name of Student as per/in Aadhaar Card
 - ✓ Address
 - ✓ Pin code
 - ✓ Mobile Number (of Student/Parent Guardian)
 - ✓ Alternate Mobile Number (of Student/ Parent/ Guardian)
 - ✓ Contact email-id (of Student/Parent/Guardian)
 - ✓ Mother Tongue of the Student
 - ✓ Social Category
 - ✓ Minority Group
 - ✓ Whether BPL beneficiary?
 - ✓ Whether Antyodaya Anna Yojana (AAY) beneficiary?
 - ✓ Whether belongs to EWS / Disadvantaged Group?
 - ✓ Whether CWSN?
 - ✓ If yes, (a) Type of impairment (code)
 - ✓ (b) Disability Percentage (in %)
 - ✓ Whether the Student is Indian National?
 - ✓ Is this Student identified as an out-of-school child in current or previous years?
 - ✓ (a) When the student is mainstreamed?
 - ✓ Blood Group
- After filling in the information click on the “Save” Button.

UDISE Code : 16030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School [Choose Academic Year](#)

Edit Student Details

Student Name - AMIT KUMAR Class - Nursery/KG Section - A Academic Year - 2024-25 Permanent Education Number - Not Defined [BACK](#)

1 General Profile

2 Enrolment Profile

3 Facility Profile

4 Profile Preview

4.1.1 Student's Name (as per School Record) [Refer Rule: 4.1.1]
AMIT KUMAR

4.1.2 Gender [Refer Rule: 4.1.2]
2-Female

4.1.3 Date of Birth (DD/MM/YYYY) [Refer Rule: 4.1.3] [Age Matrix](#)
01/10/2019

Student State Code (Optional)
[Empty]

4.1.4 Mother's Name [Refer Rule: 4.1.4]
OFG

4.1.5 Father's Name [Refer Rule: 4.1.5]
DSDSDS

4.1.6 Guardian's Name [Refer Rule: 4.1.6]
DSDSDS

☐ Do you want to change AADHAAR Details in SDMS?

4.1.7 Aadhaar Number of Student [Refer Rule: 4.1.7]
*****9999

4.1.8 Name of Student as per/in Aadhaar Card [Refer Rule: 4.1.8]
[Empty]

4.1.9 (a) Address [Refer Rule: 4.1.9 (a)]
[Empty]

4.1.9 (b) Pincode [Refer Rule: 4.1.9 (b)]
456546

4.1.10 (a) Mobile Number (of Student/ Parent/ Guardian) [Refer Rule: 4.1.10 (a)]
7897897897

3.1.5 Enrolment Profile

- The user has to fill in the following Enrolment details:
 - ✓ Admission Number in Present School
 - ✓ Admission Date (DD/ MM/ YYYY) in Present School
 - ✓ Class/Section Roll Number
 - ✓ Medium of Instruction
 - ✓ Languages Group Studied by the Student
 - ✓ Academic Stream opted by the student (**For Higher Secondary Classes only**)
 - ✓ Subjects Group Studied by the Student (**For Higher Secondary Classes only, as per the previous selection**)
 - ✓ Status of student in Previous Academic Year of Schooling
 - ✓ Grade/Class Studied in the Previous/Last Academic Year
 - ✓ Admitted / Enrolled Under (Only for Pvt. Unaided)
 - ✓ In the previous class studied – The result of the examination
 - ✓ In the previous class studied – Marks obtained (in Percentage)
 - ✓ No. of days Student attended school (in the previous academic year)
- After filling in the information click on the “Save” Button.

UDISE Code : 16030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School [Choose Academic Year](#)

Edit Student Details

Student Name - AMIT KUMAR Class - Nursery/KG Section - A Academic Year - 2024-25 Permanent Education Number - Not Defined [BACK](#)

1 General Profile

2 Enrolment Profile

3 Facility Profile

4 Profile Preview

4.2.1 Admission Number in Present School
0

4.2.2 Admission Date (DD/ MM/ YYYY) in Present School
01/10/2024

Class/Section Roll Number
[Empty]

4.2.3 (a) Medium of Instruction
19-English

4.2.3 (b) Languages Group Studied by the Student
Select

4.2.4 (a) Academic Stream opted by student [For Higher Secondary Classes only]
Select

4.2.4 (b) Subjects Group Studied by the Student [For Higher Secondary Classes only, As per selection of 4.2.4 (a)]
Select

4.2.5 (a) Status of student in Previous Academic Year of Schooling
1-Studied at Current/Same School

4.2.5 (b) Grade/Class Studied in the Previous/Last Academic Year
PP-3

4.2.6 Admitted / Enrolled Under (Only for Pvt. Unaided)
Select

4.2.7 (a) In the previous class studied – Result of the examination
1-Promoted/Passed

4.2.7 (b) In the previous class studied – Marks obtained (in Percentage)
85

4.2.8 No. of days Student attended school (in the previous academic year)
125

[Back](#) [Save](#) [Next](#)

3.1.6 Facility Profile

The following are the fields that the user has to fill out in this section.

- Whether Facilities provided to the student (for the year of filling data)?
- Facilities provided to Students in case of CWSN (for the year of filling data)?
- Whether Student has been screened for a Specific Learning Disability (SLD)?
- Whether Student has been screened for autism spectrum disorder (ASD)?
- Whether Student has been screened for Attention Deficit Hyperactive Disorder (ADHD)?
- Has the Student been identified as a Gifted / Talented?
- Does the student appear in any State Level Competitions/ National level Competitions/ Olympiads?
- Does the Student participate in NCC/ NSS/ Scouts and Guides?
- Whether student is capable of handling digital devices including the internet?
- Student's Height (in CMs)
- Student's Weight (in KGs)
- Approximate Distance of student's residence to school
- Completed Highest Education Level of Mother/Father/Legal Guardian

The screenshot shows the 'Edit Student Details' form for a student named AMIT KUMAR. The 'Facility Profile' section (tab 3) is highlighted with a red box. It contains the following fields:

- 4.3.1 Whether Facilities provided to the Student (for the year of filling data)? Yes No. Sub-fields: Free Text Book, Free Uniforms, Free Transport facility, Free BI-Cycle, Free hostel.
- 4.3.2 Facilities provided to Student in case of CWSN (for the year of filling data)? Yes No. Sub-fields: Braille Book, Braille Kit, Braces, Tri-cycle, Stipend, Crutches, Caliper, Low Vision Kit.
- 4.3.3 Whether Student has been screened for Specific Learning Disability (SLD)? Yes No. Sub-field: 4.3.3 (a) If Yes-1, specify the type of SLD: Dysgraphia, Dyscalculia, Dyslexia.
- 4.3.4 Whether Student has been screened for Autism Spectrum Disorder (ASD)? Yes No.
- 4.3.5 Whether Student has been screened for Attention Deficit Hyperactive Disorder (ADHD)? Yes No.
- 4.3.7 Does the student appeared in any State Level Competitions/ National level Competitions/ Olympiads? Yes No.
- 4.3.8 Does the Student participate in NCC/ NSS/ Scouts and Guides? Yes No.
- 4.3.9 Whether student is capable of handling digital devices including the internet? Yes No. (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).
- 4.3.10 (a) Student's Height (in CMs) (b) Student's Weight (in KGs).
- 4.3.11 Approximate Distance of student's residence to school.
- 4.3.12 Completed Highest Education Level of Mother/Father/Legal Guardian.

3.1.7 Vocational Education Details

- The following are the fields that the user has to fill out in this section.
 - ✓ Did the student undertake any vocational course?
 - ✓ (a) Trade/Sector
 - ✓ (b) Job Role
 - ✓ Whether Appeared for Examination in Previous Class for Vocational Subject
 - ✓ Percentage of Marks obtained in Previous Class for Vocational Subject
- After filling in the information click on the "Save" Button.

Note: This section is exclusively available for secondary, higher secondary, or both levels.

The screenshot shows the 'Edit Student Details' form for a student named ABHIJIT. The 'Vocational Education Details' section (tab 4) is highlighted with a red box. It contains the following fields:

- 4.4.1 Did the student undertake any vocational course? Yes No.
- 4.4.2 (a) Trade/Sector (b) Job Role.
- 4.4.3 Whether Appeared for Examination in Previous Class for Vocational Subject.
- Percentage of Marks obtained in Previous Class for Vocational Subject.

Buttons: << Back, Save, Next! >>

3.1.8 Profile Preview

- When the user fills in all the information related to the student such as General Details, Enrolment Details facility, and other details.
- Click on the save button. And the student information was saved successfully.
- Click on the Next Button and the profile preview will be there.
- Users can overview the details and can download the pdf document.
- After filling in all the profile-related details, the user must click the "Complete Data" button at the bottom of the page.

UDISE+ Student Database Management System

UDISE Code : 16030600306 | Category : 3 - Pr. with Up.Pr. sec. and H.Sec. | Management : NA
Type : 2 - Girls | Class : Nursery/KG - 12 | School Name : Akshay Gupta School

Current Academic Year: 2024-25

Student Name - ABHI | Class - IX | Section - A | Academic Year - 2024-25 | Permanent Education Number - Not Defined

General Profile | Enrolment Profile | Facility Profile | Vocational Education Details | **Profile Preview**

Note : After verifying all the filled student data, user needs to proceed to Complete the data. For Completing, scroll down to the bottom right corner of this page and click on 'Complete Data'.

Back to Student Dashboard | PDF

General Information of Student	
1. Student's Name (as per School Record)	ABHI
2. Gender	Male
3. Date of Birth (DD/MM/YYYY)	03/09/2019
4. Permanent Education Number	NA
5. Mother's Name	TEST
6. Father's Name	TEST
7. Guardian's Name	TESTS
8. Aadhaar Number of Student	*****4936
9. Name of Student as per/in Aadhaar Card	GJHDFJDJHGO
10. Address	NA
11. Pincode	NA
12. Mobile Number (of Student/ Parent/ Guardian)	NA

3.2 School Details

3.2.1 School Profile

- The user can navigate to the School Profile module by clicking on School Details in the left-side menu. This module provides a comprehensive overview of the school's profile, including details such as Headmaster Information, Basic School Information, essential fields required for SDMS entry, Language Group details, Academic Stream details, Vocational Education details, and an option to view MIS details.

UDISE+ School Profile (2024-25)

UDISE Code : 16030600306 | Category : 3 - Pr. with Up.Pr. sec. and H.Sec. | Management : NA
Type : 2 - Girls | Class : Nursery/KG - 12 | School Name : Akshay Gupta School

Current Academic Year: 2024-25

School Profile | View MIS Details

Headmaster Information

Headmaster/Principal	Designation	Contact No.
Harish Singh	Head Master/Principal	9873962141

Basic Information

School Name	UDISE Code
Akshay Gupta School	16030600306
School Category	3 - Pr. with Up.Pr. sec. and H.Sec.
School Type	2 - Girls
Class From	1
Class To	12
Pre-primary availability	Available
Pre-primary Classes	UKG/KG2/Pre-Primary, LKG/KG1/Pre-School, Nursery/KG
Status	0-Operational
Management	NA

Essential fields for SDMS Entry

Session Start Date	Session End Date
01/04/2024	30/03/2025
Vocational Courses	Medium of Instruction
For Secondary & Higher Secondary	19 - English

Language Group Details

Class Level(s)	Language Group(s)
Pre-Primary	ENG_HIN_PUB, PUB_ENG_HIN

3.2.2 School Privileges

- School Level Privileges define the permissions available at the school level, enabling school users to perform specific functions independently. These include tasks such as Section Management, Add Students, Student Form Update, Inactivate Student Modules, Apaar Module, Section Shift for Active Students, Modify Class for Active Students, Class Shift for Dropbox Students, Issuing Transfer Certificates (TC), or Marking Dropouts for Active Students, Importing Students, Progression Activity, Global Student Search, and Dropbox Management. These privileges ensure streamlined operations while maintaining user accountability at the school level.

UDISE Code : 16030600306
Type : 2 - Girls

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.
Class : Nursery/KG - 12

Management : NA
School Name : Akshay Gupta School

Current Academic Year: 2024-25
Choose Academic Year

School Dashboard

School Details

School Profile

School Privileges

Section Management

Student Name Update

List of All Students

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

School Privileges

School Level Privileges				
S.No.	Functionality	Description	School Level	Admin Level (Block/District/State)
1	Section Management	User can add,edit and delete sections of any class.	Available	Not Available
2	Add Student	Users can enrol new student at any class from this module.	Available (Pre-Primary to class 1)	Available
3	Student Form Update	User can edit the forms of the students.	Available	Not Available
4	Inactivate Student Module	Users can inactivate student profile based on conditions of wrong entry, duplicity or death.	Available	Available
5	Apaar Module	Generate the Apaar ID of the students.	Available	Not Available
6	Section Shift - Active Student	Users can update the section of the Student's Class.	Available	Available
7	Modify Class - Active Student	User can update the student's class.	Not Available	Available
8	Class Shift - Dropbox Students	Users can update student's class, which are present in Dropbox.	Not Available	Available
9	TC Issued / Mark Dropout of Active Student	User can send the student to Dropbox who have already taken Transfer Certificate (TC) and left from this School.	Available	Not Available
10	Import Student	User can import the student from the dropbox.	Available	Not Available
11	Progression Activity	Users can do the progression activity to promote the student from the current class.	Available	Not Available

3.2.3 Section Management

- This user manual is designed to guide users through managing sections within the SDMS. It provides step-by-step instructions for creating, editing, deleting, and viewing sections and assigning students to these sections.

Step 1: Add Section

- To add a new section
- Read the notes/instructions carefully before proceeding.
- Fill out the required fields in the form such as select class, section to be generated, and Section Alias (if any).
- Click on "Add Section".

Note: Every Class has section A by default.

UDISE Code : 16030600306 Type : 2 - Girls	Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Class : Nursery/KG - 12	Management : NA School Name : Akshay Gupta School	Current Academic Year: 2024-25 Choose Academic Year
School Dashboard School Details School Profile Section Management Student Name Update List of All Students APAAR Module Section Shift Progression Activity Import Module Transfer Certificate Module / Mark Dropout Inactivate Student Module Reporting Module Duplicate Records 2024-25 Global Student Search Form Fields Validation Guide Section Management (2024-25) Note : In UDISE+ 3(three) Classes can be Defined for Pre-Primary: UKG/KG2/PP1 Class/Grade Just Below Grade/Class 1 LKG/KG1/PP2 Class/Grade Just Below Grade/Class UKG/PP1 (2 class below Grade 1) Nursery/KG/PP3 Class/Grade Just Below Grade/Class LKG/PP2 (3 class below Grade 1) Add Section Select Class Select Section to be generated Section Alias (if any) Add Section Alias - A substitute name for section, which is normally used to refer to a particular section in school Expand All Sections Class - Nursery/KG Class - LKG/KG1/Pre-School Class - UKG/KG2/Pre-Primary Class - I Class - II Class - III Class - IV Class - V			
Note 1. Ensure the following detail before proceeding with Section Initialization I. School Category II. Class From and Class To 2. Every Class should have atleast one Section 3. Section would be added and deleted in the sequence only 4. Alias - A substitute name for section, which is normally used to refer to a particular section in school			

Step 2: Select the Class and Section

- When the user selects the class from the Dropdown list, the section will be generated according to the previous section for example if class II has section A, the next section B is autogenerated.
- Alias – An alias can make it easier to identify a section. For example, Class II section B has a computer class, Alias will be computer classes.
- Click on the add section Button.
- The system will be displayed the message “Section added Successfully”.

Step 3 Use of Edit Button

- Through the Edit Button User Can edit only the Alias Name of the Section.
- After changes in the Section Alias name, click the “Update Button”.

Step 4 Use Delete Button:

- To Delete a particular section User can delete the Section Through Delete Button.

Note:

- ✓ Make sure a student does not exist in the same section either in active student, Dropbox, or Inactive Student.
- ✓ Section has to be deleted in reverse alphabetical order.

UDISE Code : 16030600306 Category : 3 - Pr. with Up Pr. sec. and H. Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School

Section Management (2024-25)

Note : In UDISE+ 3(three) Classes can be Defined for Pre-Primary:
LKG/KG2/PP1 Class/Grade Just Below Grade/Class 1
LKG/KG1/PP2 Class/Grade Just Below Grade/Class LKG/PP1 (2 class below Grade 1)
Nursery/KG/PP3 Class/Grade Just Below Grade/Class LKG/PP2 (3 class below Grade 1)

Add Section
Select Class: [Select] Section to be generated: [Select] Section Alias (If Any): [Select] **Add Section**

Alias - A substitute name for section, which is normally used to refer to a particular section in school

Expand All Sections

S.No.	Grade	Section	Section Alias	Action
1	Class - II	A	Not Available	Edit
2	Class - II	B	Computer Class	Edit Delete

Class - III

Note
1. Ensure the following detail before proceeding with Section Initialization
I. School Category
II. Class From and Class To
2. Every Class should have atleast one Section
3. Section would be added and deleted in the sequence only
4. Alias - A substitute name for section, which is normally used to refer to a particular section in school

3.3 Student Name Update

- The Student Name Update Module in the SDMS allows authorized users to update the names of students currently enrolled in the ongoing academic year. This module is equipped with a validation mechanism to ensure data integrity and prevent misuse; a student's name can be modified only once.
- **Step 1:** The user will input the PEN number of a currently active student for the current academic year.
- **Step 2:** Click on the “Go” Button and the user will get the following details of the student.
 - ✓ UDISE Code
 - ✓ Academic year
 - ✓ School Name
 - ✓ Student Name
 - ✓ Class
 - ✓ Gender
 - ✓ Date of Birth (DD/MM/YYYY)
 - ✓ Mother's Name
 - ✓ Father's Name
 - ✓ Aadhaar Number of the Student
 - ✓ Name of Student as per/in Aadhaar Card
- **Step 3:** Enter the updated Name of the Student and click on the “Update Record” Button.
- **Step 4:** The system will display the confirmation message, click on the “confirm” Button.
- **Step 5:** A Successful message will be displayed.

UDISE Code : 18030600306

Category : 3 - Pr. with Up Pr. sec. and H.Sec.

Management : NA

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Current Academic Year: 2024-25

Choose Academic Year

School Dashboard

School Details

School Profile

School Privileges

Section Management

Student Name Update

List of All Students

APAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

Student Name Update (Active Students) - School Level

Please refer to the following policy for changing student names (By School Level):

Condition	Current Name	New Name
Rearrange of words in Name	MOHIT KUMAR SHARMA	SHARMA MOHIT KUMAR OR KUMAR MOHIT SHARMA
Correction of the Name by adding or removing of One Character.	MOHIT SHARMA	MOOHIT SHARMA OR MOHTA SHARMA
Removal of spaces in Name	KUMAR MOHIT(SPACE)	KUMAR MOHIT
Removal of title in Name (Only Miss)	MISS MOHITA	MOHITA
Removal of any word is not allowed	MOHIT KUMAR SHARMA	MOHIT SHRAMA

Student PEN

987656754321

Go

Students who are studying in this Current Academic Year can be updated. Student name can be changed only one time.

UDISE Code	18030600306	Academic Year	2024-25
School Name	Akshay Gupta School		
Student Name	TEST REQUEST FOUR	Class	IV
Gender	Male	Date of Birth (DD/MM/YYYY)	07/03/1995
Mother's Name	TEST REQUEST FOUR MOTHER	Father's Name	TEST REQUEST FOUR FATHER
Aadhaar Number of Student	*****6515	Name of Student as per Aadhaar Card	SARVENDRA KUMAR TARUN

Student's Name

FIRST MIDDLE LAST NAME

Update Record

3.4 List of All Students

3.4.1 Active Students

- The list of active students displays students organized class and section-wise, showcasing their basic details, PEN, class and section, parent information, additional details, CWSN information, entry status, and Aadhaar validation status.
- The User also validates Aadhaar from UIDAI (refer to Rectangular 1.2)
- If the User edits the student's name, DOB (Date of Birth), gender, Aadhaar No., and name as per Aadhaar the user will validate the again Aadhaar from UIDAI.
- Users also have the option to download this information as an Excel sheet for easy reference and analysis. (refer to Rectangular 1.1)

UDISE Code : 18030600306	Category : 3 - Pr. with Up Pr. sec. and H.Sec.	Management : NA	Current Academic Year: 2024-25
Type : 2 - Girls	Class : Nursery/KG - 12	School Name : Akshay Gupta School	Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

Active Students

Dropbox Students

Inactive Students

Active Students (2023-24)

APAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

List of All Students (2024-25)

*Highlighted students are repeater students

Download Excel

Rectangular 1.1

Class: All Entry Status: All Aadhaar Status: All

Total Enrolments: 225 Total Boys: 184 Total Girls: 25 Total Transgender: 13 Repeaters: 30

Search

S.No.	Basic Details	Student PEN	Class / Section	Parents Details	Additional Details	CWSN Details	Entry Status	Aadhaar Validate
1	Name - HGFH Gender - Male DOB - 01/10/2020 Initialised at SDMS - 2024-25	Permanent Education Number - NA New Student	Class - Nursery/KG Section - A	Father's Name - KJH Mother's Name - KJH	Admission No. - 263562 Social Category - 1- GENERAL Minority Group - 1-Muslim BPL Beneficiary - No	CWSN - No Type of impairments - NA	Completed	Aadhaar No. : *****8455 Name as per Aadhaar : JHGJ Status : Verification Failed From UIDAI Reason : Invalid AADHAAR No Date & Time : 27/11/2024 10:29:34 AM Validate Again
2	Name - JHJGH Gender - Male DOB - 03/09/2020 Initialised at SDMS - 2024-25	Permanent Education Number - NA New Student	Class - Nursery/KG Section - A Repeater - Yes	Father's Name - JHGJGH Mother's Name - JHGJ	Admission No. - 1A Social Category - 4-OBC Minority Group - 7-NA BPL Beneficiary - No	CWSN - No Type of impairments - NA	In-Progress	Aadhaar No. : *****8448 Name as per Aadhaar : HGFHGF Validate Aadhaar from UIDAI Rectangular 1.2
3	Name - LOKESH Gender - Male DOB - 01/10/2019 Initialised at SDMS - 2024-25	Permanent Education Number - NA New Student	Class - Nursery/KG Section - A	Father's Name - GGDG Mother's Name - DFDG	Admission No. - NA Social Category - NA Minority Group - NA BPL Beneficiary - NA	CWSN - NA Type of impairments - NA	Not Started	Aadhaar No. : *****8474 Name as per Aadhaar : FGDFG Validate Aadhaar from UIDAI
4	Name - LOKESH KUMAR Gender - Male DOB - 02/10/2020 Initialised at SDMS - 2024-25	Permanent Education Number - NA New Student	Class - Nursery/KG Section - A Repeater - Yes	Father's Name - AMIT KUMAR Mother's Name - MAMTA	Admission No. - 434353454 Social Category - 1- GENERAL Minority Group - 1-Muslim BPL Beneficiary - Yes	CWSN - Yes Type of impairments - 2-Low-Vision	In-Progress	Aadhaar No. : *****3854 Name as per Aadhaar : AMIT KUMAR Validate Aadhaar from UIDAI
5	Name - NEERAJ VISHVAS Gender - Male	Permanent Education Number - NA	Class - Nursery/KG Section - A	Father's Name - SHARAD Mother's Name - MONIT	Admission No. - NA Social Category - NA	CWSN - NA Type of impairments - NA	Not Started	Aadhaar No. : *****5222 Name as per Aadhaar : NEERAJ

3.4.2 Dropbox Students

- It displays the students currently in Dropbox along with their details, including basic information, student PEN, academic year, last class/section, parent details, current Dropbox status, updated Dropbox status, and available actions.
- First, the user will select the Academic year (refer to Rectangular 1.1)
- Select the Sub status for the Dropdown list. (refer to Rectangular 1.2)
- Select the Remarks from the Dropdown list.
- Click on the "Update" Button.

UDISE Code : 16030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Current Academic Year: 2024-25

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

Active Students

Dropbox Students

Inactive Students

Active Students (2023-24)

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

List of All Students (Dropbox) : 16030600306 - Akshay Gupta School

Select Academic Year

Real Time

Go

Rectangular 1.1

Academic Year: Real Time

Total Enrollments: 48

Total Boys: 37

Total Girls: 3

Total Transgender: 9

Search

Basic Details	Student PEN	Academic Year	Last Class/Section	Parents Details	Current Dropbox Status	Update Dropbox Status	Action
Name - DSGFG Gender - Male DOB - 10/10/2017 Address - ghghghghghghghghgh Mobile Number - 8577777777	Permanent Education Number - 12345678937	2024-25	Last Class - LKG/KG1/Pre-School Last Section - A	Father's Name - HGTHGH Mother's Name - GFHDH	Student Status - DROPBOX - MID SESSION Remarks - Due To Progression / TC - Active for Import/Status Not Known	Do you want to change the Dropbox Status? Sub Status Moved to Other Mode of Study Remarks Select	Update
Name - PRE PRIMARY STUDENT TW ONE T Gender - Male DOB - 13/11/2019 Address - jgylul ul tu liul Mobile Number - 9564555555	Permanent Education Number - 12345678917	2024-25	Last Class - LKG/KG1/Pre-School Last Section - B	Father's Name - HJHJH Mother's Name - GJGHJ	Student Status - DROPBOX - MID SESSION Remarks - Marked Dropout - Orphan	Do you want to change the Dropbox Status? Sub Status Select Remarks Select	Update
Name - MANNAN SAI NATH NEW TEST ONE T Gender - Male DOB - 14/06/2013 Address - A12 Indian Oil Colony Noida Mobile Number - 8012566565	Permanent Education Number - NA	NA	Last Class - I Last Section - A	Father's Name - SUKKHU Mother's Name - MAYA SINGH	Student Status - DROPBOX - END SESSION Remarks - NA	Do you want to change the Dropbox Status? Sub Status Select Remarks Select	Update
Name - TEST GOPI	Permanent Education Number - NA	NA	Last Class -	Father's Name -	Student Status - DROPBOX - END SESSION	Do you want to change the Dropbox Status? Sub Status Select Remarks Select	Update

3.4.3 Inactive Student

- The user can view the list of inactive students by selecting the desired academic year.

UDISE Code : 16030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Current Academic Year: 2024-25

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

Active Students

Dropbox Students

Inactive Students

Active Students (2023-24)

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

List of All Students (Inactive)

Select Academic Year

Real Time

Go

Search

Student Name

Student PEN

Academic Year

Class

Father's Name

Mother's Name

Remarks

Inactivation Date (DD/MM/YYYY)

ALI TEST	NA	2024-25	Nursery/KG	FDFDGD	FDFDGD	Deleted - Duplicate Entry	08/10/2024
GOPIP	NA	2024-25	Nursery/KG	FATHER	MOTHER	Deleted - Wrong Entry	10/09/2024
TEST INACTIVE	NA	2024-25	Nursery/KG	TEST FATHER	TEST MOTHER	Deleted - Duplicate Entry	08/10/2024
ARON DEBBARMA	NA	2024-25	Nursery/KG	HGPOPOPO	FQHFQGH	Deleted - Due to Death	14/11/2024
A. S. D	NA	2024-25	Nursery/KG	SSSSDAD, DAS'S	SSSSDAD, DAS'S	Deleted - Duplicate Entry	28/10/2024
HARISH SINGH	76543212344	2024-25	Nursery/KG	SDADDSD	ASDADDSD	Deleted - Duplicate Entry	23/10/2024
JAY	89654123012	2024-25	Nursery/KG	GGGGGGG	GGGGGGG	Deleted - Duplicate Entry	04/10/2024
TARZAN	87654323463	2024-25	Nursery/KG	DGD	GGD	Deleted - Due to Death	14/11/2024
KANTILAL SHARMA	NA	2024-25	LKG/KG1/Pre-School	MANISH YADAV	MADHU SHARMA	Deleted - Due to Death	10/09/2024
AADHAAR	87654323485	2024-25	LKG/KG1/Pre-School	AADHAAR FATHER	AADHAAR MOTHER	Deleted - Duplicate Entry	13/11/2024

Records per page: 10 1 - 10 of 10

3.4.4 Active Student (Previous Year)

- In this section, the user can view the list of students from previous years and download the information as an Excel file.

UDISE Code : 16030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Current Academic Year: 2024-25

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

Active Students

Dropbox Students

Inactive Students

Active Students (2023-24)

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

List of All Students (2023-24)

Class: All

Aadhaar Status: All

Download Excel

Total Enrollments: 229

Total Boys: 191

Total Girls: 34

Total Transgender: 4

Repeaters: 1

Search

S.No.	Basic Details	Student PEN	Class / Section	Parents Details	Additional Details	CWSN Details	Aadhaar Validate
1	Name - EJ Gender - Female DOB - 10/04/2020	Permanent Education Number - NA	Class - Nursery/KG Section - A	Father's Name - FKL Mother's Name - FJJ	Admission No. - NA Social Category - 1- GENERAL Minority Group - 2-Christian BPL Beneficiary - Yes	CWSN - No Type of Impairments - 3-Hearing impairment, 4-Speech and Language, 5-Locomotor Disability	Aadhaar No. : NOT AVAILABLE Name as per Aadhaar : ali ahmad
2	Name - FDFDFG Gender - Female DOB - 10/04/2020	Permanent Education Number - NA	Class - Nursery/KG Section - A	Father's Name - KCXCK Mother's Name - CXCKV	Admission No. - NA Social Category - 1- GENERAL Minority Group - 1-Muslim BPL Beneficiary - No	CWSN - No Type of Impairments - NA	Aadhaar No. : NOT AVAILABLE Name as per Aadhaar : NOT AVAILABLE
3	Name - GFDGDF Gender - Female DOB - 01/04/2017	Permanent Education Number - NA	Class - Nursery/KG Section - A	Father's Name - HGFFH Mother's Name - HGFFH	Admission No. - NA Social Category - 1- GENERAL Minority Group - 1-Muslim BPL Beneficiary - NA	CWSN - NA Type of Impairments - NA	Aadhaar No. : NOT AVAILABLE Name as per Aadhaar : NOT AVAILABLE
4	Name - GFDGDF Gender - Male DOB - 22/11/2017	Permanent Education Number - NA	Class - Nursery/KG Section - A	Father's Name - GFDGDF Mother's Name - GFDG	Admission No. - NA Social Category - 3-ST Minority Group - 2-Christian BPL Beneficiary - No	CWSN - No Type of Impairments - NA	Aadhaar No. : NOT AVAILABLE Name as per Aadhaar : NOT AVAILABLE
5	Name - GFDGDF Gender - Male DOB - 22/11/2017	Permanent Education Number - NA	Class - Nursery/KG Section - A	Father's Name - GFDGDF Mother's Name - GFDG	Admission No. - NA Social Category - 1- GENERAL Minority Group - 3-Buddhist	CWSN - No Type of Impairments - NA	Aadhaar No. : NOT AVAILABLE Name as per Aadhaar : NOT AVAILABLE

3.5 APAAR Module

- ❖ To generate the Apaar ID:
 - **Step 1:** Select the class and section to display the list of students.
 - **Step 2:** In the "Action" column, click the "Generate" button.
 - **Step 3:** Upon clicking, the system will redirect to the next page to complete the process.

The screenshot shows the APAAR Module interface. At the top, there's a header with school details: UDISE Code: 18030600308, Category: 3 - Pr. with Up.Pr. sec. and H.Sec., Management: NA, School Name: Akshay Gupta School, and Current Academic Year: 2024-25. Below this is a sidebar with navigation options like School Dashboard, School Details, Student Name Update, List of All Students, APAAR Module, Section Shift, Student Movement & Progression, Reporting Module, Duplicate Records 2024-25, Global Student Search, and Form Fields Validation Guide. The main content area is titled 'APAAR Module' and contains a message: 'In order to generate APAAR, Student's all forms should be completed (GP, EP, FP and Finalise)'. Below this is a table with columns: Class/Grade, Section, Go, Student PEN, Profile Status, Status, and Action. The table lists several students, including AKSHITA, G PRATHIST, JIYA KHAN, NISHANT SHARMA, PRATIBHA GARG, and DIVYAM JAIN. The 'Generate' button in the 'Action' column for G PRATHIST is highlighted with a red box. A red rectangular box also highlights the 'Go' button and the 'Class/Grade' and 'Section' dropdowns.

- **Step 4:** Fill in the consent form by entering the student's name and selecting the father, mother, or legal guardian from the dropdown menu. Then, choose the type of identity proof from the dropdown options, which include Aadhaar Number, PAN Number, EPIC/Voter ID, Driving License, or Passport, and provide the corresponding number.
- **Step 5:** Enter the place and date of physical consent.
- **Step 6:** Input the name of the Head of the School or an authorized teacher/staff member to make the declaration.
- **Step 7:** Click on the **Submit** button. The system will display a confirmation message; click on the **Confirm** button to proceed.
- **Step 8:** A success message will then be displayed, indicating the completion of the process.

The screenshot shows the APAAR Module interface with the consent form for a student named TARUN KUMAR. The form is titled 'Consent by Father/Mother/Legal Guardian of Student for APAAR ID Generation'. It contains fields for Student Name, PEN of the Student, Date of Birth, Gender, Class, Mobile Number, Father's Name, Mother's Name, and Aadhaar Number. Below these fields is a section for 'Consent' where the user can select the type of identity proof (Aadhaar Number, PAN Number, EPIC/Voter ID, Driving License, or Passport) and provide the corresponding number. The form also includes a section for 'Consent by Head of the School' where the user can select the name of the Head of the School or an authorized teacher/staff member and provide their details. The 'Submit' button is highlighted in a red box.

3.6 Section Shift

Step 1: Select Class & Section

- The user selects the Class & Section of that student who wants to change their section.
- Click on the “GO” Button.

The screenshot shows the 'Section Shift (2024-25)' interface. At the top, there's a header with school details: UDISE Code: 16030600306, Category: 3 - Pr. with Up.Pr. sec. and H.Sec., Management: NA, School Name: Akshay Gupta School, and Current Academic Year: 2024-25. Below this, a sidebar on the left contains various modules, with 'Section Shift' highlighted. The main area has a form with 'Class: Select Class' and 'Section: Select Section' dropdowns, followed by a 'Go' button. Below the form is a table with columns: Class/Grade, PEN (Permanent Education Number), Student's Name (as per School Record), Class, Select Section, and Action. The table is currently empty, displaying a message: 'Please select the dropdown values in order to view the student's details.'

Step 2: Select the Section user wants to shift:

- The list of Students will be shown there.
- Select the student you wish to shift their section.
- Select a section from the Dropdown list.
- Click on the Update Button.
- A confirmation message will appear, indicating that the student has been successfully shifted.

The screenshot shows the 'Section Shift (2024-25)' interface after clicking the 'Go' button. The 'Class' dropdown is set to 'I' and the 'Section' dropdown is set to 'B'. The table now displays a list of students. The first two rows are highlighted, and the 'Select Section' dropdown for the first row is open, showing a list of sections. The 'Update' button next to the first row is also highlighted.

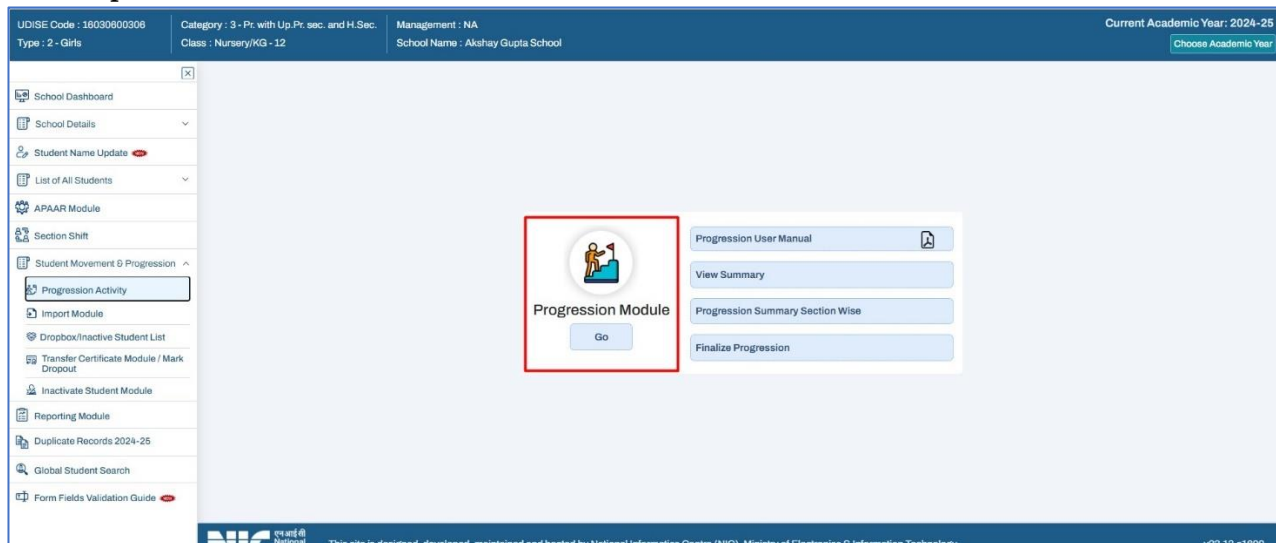
Class/Grade	PEN (Permanent Education Number)	Student's Name (as per School Record)	Class	Select Section	Action
Class - I Section - B	NA	ALI AHAMAD	I	Select Section	Update
Class - I Section - B	NA	ALI AHAMAD	I	Select Section	Update
Class - I Section - B	NA	AMBIKA RAO	I	Select Section	Update
Class - I Section - B	NA	ANAND	I	Select Section	Update
Class - I Section - B	NA	ANITA GANGULY	I	Select Section	Update
Class - I Section - B	NA	ANJALI	I	Select Section	Update
Class - I Section - B	NA	A.P.J ABDUL KALAM	I	Select Section	Update
Class - I Section - B	NA	ARON DEBBARMA	I	Select Section	Update
Class - I	NA	ARON DEBBARMA	I	Select Section	Update

3.7 Student Movement & Progression

3.7.1 Progression Activity

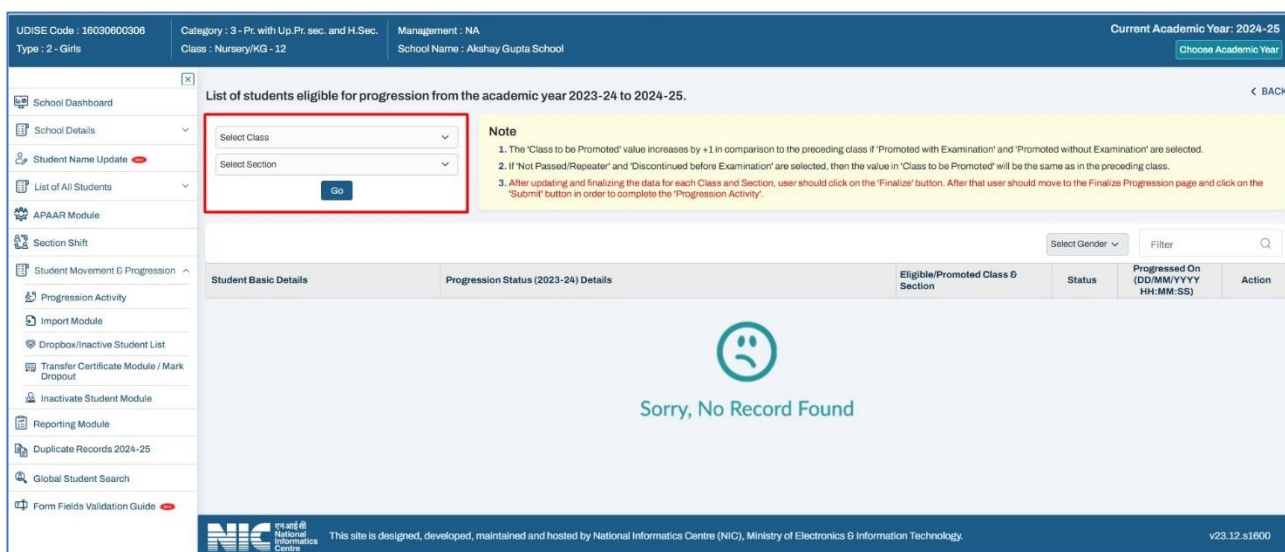
This section provides comprehensive instructions on utilizing the SDMS, focusing particularly on the progression activity feature, which facilitates tracking and managing student progress.

Step 1: Click on the Go Button.



Step 2: Select the Class and Section

- The user has to select the previous academic year's class and section from the Dropdown list and read the Notes/Instructions before proceeding.



Step 3: Update required details

➤ **Progression Status**

- ✓ **Promoted/Passed with Examination** - The student has successfully passed the required examinations and will be promoted to the next Class.
Note: In this scenario, the student will be eligible for the next class.
- ✓ **Not/Promoted/Not Passed/Repeater** - The student has not passed the required examinations. The student will repeat the current class.
Note: In this scenario, the student will be eligible for the same class.
- ✓ **Promoted/Passed without Examination** - The student has been promoted to the next class without needing an examination.
Note: In this scenario "Marks in Percentage (%)" will be disabled.
- ✓ **Discontinued before Examination** - Students discontinued their studies before taking the required examinations.

Note: In this scenario “Marks in Percentage (%)” will be disabled.

- ✓ **Promoted/Passed Provisionally** – Result declared but haven’t received the original marksheet/certificates.

Note: Applicable for only class X and XII.

➤ **Marks in Percentage (%)**

- ✓ Range (0-100)

Note:

1: This option is enabled only when the user selects in Progression Status “**Promoted/Passed with Examination**” or “**Not/Promoted/Not Passed/ Repeater**”.

2: If the user enters “0” mistakenly, in this case, the system prompts the confirmation/error message.

➤ **No. of Days School Attended**

- ✓ Range (1-250)

➤ **Schooling Status**

- ✓ **Studying in the same school** - It refers to the status of a student who continues their education in the same school for the upcoming academic year.

- ✓ **Left School with TC/Without TC** - It refers to the status of a student who has discontinued their education at the current school.

Note: In this scenario “**Eligible/Promoted Class & Section**” feature will be disabled.

➤ **Eligible/Promoted Class & Section**

Note:

1: In this section, if the User Selects the Progression status “**Promoted/Passed with Examination**” or “**Promoted/Passed without Examination**” the eligible class will be +1 from the current class, and the select section will be displayed in the Dropdown list.

2: Section will be disabled when the user selects the schooling status “**Left School with TC/without TC**”. Students will be displayed in Dropbox.

Student Basic Details	Progression Status (2023-24) Details	Eligible/Promoted Class & Section	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
Student Name: DOASDA PEN: 12345678922 State Code: NA Gender: Male DOB: 07/02/2018 Father's Name: DFGFDGG Mother's Name: SDFGDFG	Progression Status: Not Promoted/Not Passed/Repeater Marks in Percentage (%) 2023-24: 0 No. of Days School attended (2023-24): 77 Schooling Status (2024-25): Studying in Same School	Class: I Section: A	Done	16/12/2024 04:23:12 PM	<button>Update</button> <button>Correction</button>
Student Name: FTGHFYUYU PEN: 12345678918 State Code: NA Gender: Male DOB: 15/06/2017 Father's Name: FATHER	Progression Status: Promoted/Passed with Examination Marks in Percentage (%) 2023-24: 0 No. of Days School attended (2023-24): 23 Schooling Status (2024-25): Studying in Same School	Class: II Section: A	Done	12/09/2024 03:32:22 PM	<button>Update</button> <button>Correction</button>

Step 4 Display message Successfully updated

- After filling in all required details click on the update button.
- If all required information is correct, a successful message will be displayed.

Note:

1: When the user fills in the required details the first time, the correction button will be disabled.

2: Once the user updates the required details of the student and clicks on the finalize button at the bottom of the page, the user can click on the “Correction” button in case the user wants to make any corrections.

UDISE Code : 18030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Current Academic Year: 2024-25

School Dashboard

School Details

Student Name Update

List of All Students

APAAR Module

Section Shift

Student Movement & Progression

Progression Activity

Import Module

Dropbox/Inactive Student List

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

List of students eligible for progression from the academic year 2023-24 to 2024-25.

I

A

Go

Note

1. The 'Class to be Promoted' value increases by +1 in comparison to the preceding class if 'Promoted with Examination' and 'Promoted without Examination' are selected.

2. If 'Not Passed/Repeater' and 'Discontinued before Examination' are selected, then the value in 'Class to be Promoted' will be the same as in the preceding class.

3. After updating and finalizing the data for each Class and Section, user should click on the 'Finalize' button. After that user should move to the Finalize Progression page and click on the 'Submit' button in order to complete the 'Progression Activity'.

Student List for Progression (Class -I | Section -A)

Select Gender

Filter

Items per page: 100

1 - 9 of 9

Student Basic Details	Progression Status (2023-24) Details	Eligible/Promoted Class & Section	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
Student Name: DDASDA PEN: 12345678922 State Code: NA Gender: Male DOB: 07/02/2018 Father's Name: DFGDFDGG Mother's Name: SDFGDFG	Progression Status: Not Promoted/Not Passed/Repeater Marks in Percentage (%) 2023-24: 0 No. of Days School attended (2023-24): 77 Schooling Status (2024-25): Studying in Same School	Class : I Section :	Done	18/12/2024 04:23:12 PM	Update Correction
Student Name: FTGHFYUYU PEN: 12345678918 State Code: NA Gender: Male DOB: 15/06/2017 Father's Name: FATHER	Progression Status: Promoted/Passed with Examination Marks in Percentage (%) 2023-24: 0 No. of Days School attended (2023-24): 23 Schooling Status (2024-25): Studying in Same School	Class : II Section : A	Done	12/09/2024 03:32:22 PM	Update Correction

Step 5: Finalizing Progression School's Class

- After filling in all student details of the class, Click the finalize button at the bottom of the page to freeze data for the current class and section.

UDISE+

Student Database Management System

Welcome RAVI SHARMA , SCHOOL USER

Language English

Logout

UDISE Code : 18030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Type : 1 - Boys

Class : 1 - 12

School Name : Akshay Gupta School

Current Academic Year: 2024-25

School Dashboard

School Profile

School Privilege

List of All Students

APAAR Module

Section Management

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

PEN: 12345678939

State Code: NA

Gender: Male

DOB: 24/07/2014

Father's Name: IUIIUI

Mother's Name: GJUKUI

Progression Status: Promoted/Passed with Examination

Marks in Percentage (%) 2023-24: 0

No. of Days School attended (2023-24): 78

Schooling Status (2024-25): Left School with TC/without TC

Class : II

Section :

Status: Done

07/06/2024 12:36:54 PM

Update

Correction

PEN: 12345678948

State Code: NA

Gender: Male

DOB: 19/10/2017

Father's Name: YUYUYU

Mother's Name: YUYUYUT

Progression Status: Promoted/Passed with Examination

Marks in Percentage (%) 2023-24: 83

No. of Days School attended (2023-24): 12

Schooling Status (2024-25): Left School with TC/without TC

Class : II

Section :

Status: Done

04/07/2024 11:52:44 AM

Update

Correction

Finalize

NIC

समन्वयित राष्ट्रीय सूचना प्रौद्योगिकी केंद्र

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v23.06.s1201

Step 6: Use of Correction Button

- By selecting the "Corrections" button, users can directly edit the relevant fields in a student's profile, make the necessary changes, and save the updated information.

UDISE Code : 18030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Current Academic Year: 2024-25

School Dashboard

School Details

Student Name Update

List of All Students

APAAR Module

Section Shift

Student Movement & Progression

Progression Activity

Import Module

Dropbox/Inactive Student List

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

List of students eligible for progression from the academic year 2023-24 to 2024-25.

I

A

Go

Note

1. The 'Class to be Promoted' value increases by +1 in comparison to the preceding class if 'Promoted with Examination' and 'Promoted without Examination' are selected.

2. If 'Not Passed/Repeater' and 'Discontinued before Examination' are selected, then the value in 'Class to be Promoted' will be the same as in the preceding class.

3. After updating and finalizing the data for each Class and Section, user should click on the 'Finalize' button. After that user should move to the Finalize Progression page and click on the 'Submit' button in order to complete the 'Progression Activity'.

Student List for Progression (Class -I | Section -A)

Select Gender

Filter

Items per page: 100

1 - 9 of 9

Student Basic Details	Progression Status (2023-24) Details	Eligible/Promoted Class & Section	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
Student Name: DDASDA PEN: 12345678922 State Code: NA Gender: Male DOB: 07/02/2018 Father's Name: DFGDFDGG Mother's Name: SDFGDFG	Progression Status: Not Promoted/Not Passed/Repeater Marks in Percentage (%) 2023-24: 0 No. of Days School attended (2023-24): 77 Schooling Status (2024-25): Studying in Same School	Class : I Section :	Done	12/08/2024 03:32:17 PM	Update Correction
Student Name: FTGHFYUYU PEN: 12345678918 State Code: NA Gender: Male DOB: 15/06/2017 Father's Name: FATHER	Progression Status: Promoted/Passed with Examination Marks in Percentage (%) 2023-24: 0 No. of Days School attended (2023-24): 23 Schooling Status (2024-25): Studying in Same School	Class : II Section : A	Done	12/08/2024 03:32:22 PM	Update Correction

Step 7: Student Update Progression Activity

- Users can update the details such as progression status, Marks in Percentage (%), and No. of Days School Attended Schooling Status (2024-25), and Section to be promoted and click on the “Update” button.

The screenshot shows the 'Student Update Progression Activity (2024-25)' form. The header includes the UDISE+ logo, 'Student Database Management System', and user information: 'Welcome RAVI SHARMA, SCHOOL USER', 'Language: English', and a 'Logout' button. The form fields are as follows:

- UDISE Code:** 16030600306
- Type:** 1 - Boys
- Category:** 3 - Pr. with Up.Pr. sec. and H.Sec.
- Class:** 1 - 12
- Management:** NA
- School Name:** Akshay Gupta School
- Current Academic Year:** 2024-25 (with a 'Choose Academic Year' button)

The main form area contains the following fields and buttons:

- Student Name:** EJ
- Student PEN:** 12345678957
- Progression Status:** Promoted/Passed with Examination (dropdown)
- Marks in Percentage (%) 2023-24:** 0
- No. of Days School attended (2023-24):** 1
- Class to be Promoted:** LKG/KG1/PP2
- Schooling Status (2024-25):** Select (dropdown)
- Section to be Promoted:** (dropdown)
- Update:** (blue button)

The footer includes the NIC logo, 'This site is designed, developed, maintained and hosted by National Informatics Centre (NIC), Ministry of Electronics & Information', and 'v23.06.s1201'.

View Summary

- “View Summary” shows the list of all students in the school with their progression status. After performing the progression activity. This functionality can be used to check if certain students are not left out for progression.

The screenshot shows the 'Progression Module' interface. The header is similar to the previous screenshot, but includes a 'Session Time: 14:57' field. The main content area features a 'Progression Module' icon and a 'Go' button. To the right, there is a list of links:

- Progression User Manual (with a document icon)
- View Summary** (highlighted with a red border)
- Progression Summary Section Wise
- Finalize Progression

The footer includes the NIC logo, 'This site is designed, developed, maintained and hosted by National Informatics Centre (NIC), Ministry of Electronics & Information Technology.', and 'v23.06.s1201'.

List of All Students with Progression Activities:

- It helps the user to assess the overall progress of the students. This includes Basic details of the Students, Student PEN, Previous Class & Section, Status, Progression Details, and Schooling Status.

**UDISE+** Student Database Management System

Welcome **RAVI SHARMA**,
SCHOOL USER

Language
English

Logout

UDISE Code : 16030600306
Type : 1 - Boys

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.
Class : 1 - 12

Management : NA
School Name : Akshay Gupta School

Current Academic Year:
2024-25
[Choose Academic Year](#)

School Dashboard
School Profile
School Privilege
List of All Students
APAAR Module
Section Management
Section Shift
Progression Activity
Import Module
Transfer Certificate Module / Mark Dropout
Inactivate Student Module

List of All Students with Progression Activities for Academic Year (2023-24)

Total Enrolments : 27 Completed : 2 Pending : 25 **School's Progression has been Finalized.**

Basic Details	Student PEN	Previous Class & Section	Status	Progression Details 2024-25	Schooling Status
Name - DDASDA Gender - Male , DOB - 07/02/2018	Permanent Education Number - 12345678922	Class - I Section - A	PENDING	Promoted Class and Section - II A Marks in % (2023-24) - 100 Attendance (2023-24) - 77 Progression Status - Promoted	Studying in Same School
Name - FTGHFYUYU Gender - Male , DOB - 15/06/2017	Permanent Education Number - 12345678918	Class - I Section - A	PENDING	Promoted Class and Section - II A Marks in % (2023-24) - 0 Attendance (2023-24) - 23 Progression Status - Promoted	Studying in Same School
Name - HHSJHSFSFSF Gender - Male , DOB - 04/10/2018	Permanent Education Number - 12345678938	Class - I Section - A	PENDING	Promoted Class and Section - II A Marks in % (2023-24) - 2 Attendance (2023-24) - 4 Progression Status - Promoted	Left School with TC/without TC

Progression Summary Section Wise

- This functionality enables the user to view the progression summary section-wise and make corrections if any.
- Click on the "Progression Summary Section wise" Button.

**UDISE+** Student Database Management System

Welcome **RAVI SHARMA**,
SCHOOL USER

Language
English

Logout

UDISE Code : 16030600306
Type : 1 - Boys

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.
Class : 1 - 12

Management : NA
School Name : Akshay Gupta School

Current Academic Year:
2024-25
[Choose Academic Year](#)

School Dashboard
School Profile
School Privilege
List of All Students
APAAR Module
Section Management
Section Shift
Progression Activity
Import Module
Transfer Certificate Module / Mark Dropout
Inactivate Student Module

**Progression Module**
[Go](#)

[Progression User Manual](#)
[View Summary](#)
[Progression Summary Section Wise](#)
[Finalize Progression](#)

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Step1: List of Section-wise Class

- Click on the “view/update” Button for the section you want to view the summary or make corrections for.

**UDISE+** Student Database Management System

Session Time : 14 : 59Welcome RAVI SHARMA , SCHOOL USERLanguage EnglishLogout

UDISE Code : 16030600306Type : 1 - BoysCategory : 3 - Pr. with Up.Pr. sec. and H.Sec. Class : 1 - 12Management : NASchool Name : Akshay Gupta SchoolCurrent Academic Year: 2024-25Choose Academic Year

School DashboardSchool ProfileSchool PrivilegeList of All StudentsAPAAP ModuleSection ManagementSection ShiftProgression ActivityImport ModuleTransfer Certificate Module / Mark DropoutInactivate Student Module

Progression Summary Section Wise for Academic Year(2023-24)

S.No.	Class/Grade	Section	Progression Status	Progression Lock Time (DD/MM/YYYY HH:MM:SS)	Action
1	Nursery/KG	A	Finalized	06/08/2024 05:31:08 PM	View/Update
2	Nursery/KG	B	Finalized	NA	View/Update
3	Nursery/KG	C	Finalized	NA	View/Update
4	Nursery/KG	D	Finalized	08/06/2024 11:04:34 AM	View/Update
5	LKG/KG1/Pre-School	A	Finalized	NA	View/Update
6	LKG/KG1/Pre-School	B	Finalized	12/06/2024 12:04:29 PM	View/Update
7	LKG/KG1/Pre-School	C	Finalized	10/06/2024 04:42:23 PM	View/Update
8	UKG/KG2/Pre-Primary	A	Pending	15/06/2024 04:59:04 PM	View/Update
9	UKG/KG2/Pre-Primary	B	Finalized	26/06/2024 11:50:40 AM	View/Update
10	UKG/KG2/Pre-Primary	C	Finalized	NA	View/Update

Finalize Progression

- Once all progression entries for the school are completed, the data is finalized and remains unchanged for the current academic year using this functionality.

**UDISE+** Student Database Management System

Welcome RAVI SHARMA , SCHOOL USERLanguage EnglishLogout

UDISE Code : 16030600306Type : 1 - BoysCategory : 3 - Pr. with Up.Pr. sec. and H.Sec. Class : 1 - 12Management : NASchool Name : Akshay Gupta SchoolCurrent Academic Year: 2024-25Choose Academic Year

School DashboardSchool ProfileSchool PrivilegeList of All StudentsAPAAP ModuleSection ManagementSection ShiftProgression ActivityImport ModuleTransfer Certificate Module / Mark DropoutInactivate Student Module

**Progression Module**
[Go](#)

[Progression User Manual](#)
[View Summary](#)
[Progression Summary Section Wise](#)
[Finalize Progression](#)

Generation of School Certificate

- ❖ When the user completes the required details of the student of every class with their sections in the progression activity and the data is finalized.
- ❖ Click on the “Submit” Button.

The screenshot shows the UDISE+ Student Database Management System interface. The top header includes the UDISE+ logo, session time (14:59), and user information (Welcome NANDA KALAI, SCHOOL USER). The left sidebar lists various modules like School Dashboard, School Profile, School Privilege, List of All Students, Section Management, Section Shift, Progression Activity, Import Module, Transfer Certificate Module / Mark Dropout, Inactivate Student Module, and Reporting Module. The main content area displays the 'Finalize progression for Academic Year 2023-24' screen. It includes a 'Back' button and a 'Submit' button. The screen also shows the current academic year (2024-25) and a 'Choose Academic Year' button.

Generated School Certificate

- The system will generate the certificate.

The screenshot shows the UDISE+ Student Database Management System interface. The top header includes the UDISE+ logo, session time (14:59), and user information (Welcome RAVI SHARMA, SCHOOL USER). The left sidebar lists various modules like School Dashboard, School Profile, School Privilege, List of All Students, APAAR Module, Section Management, Section Shift, Progression Activity, Import Module, Transfer Certificate Module / Mark Dropout, Inactivate Student Module, and Reporting Module. The main content area displays the 'Finalize Progression for Academic Year 2023-24' screen. It includes a 'Back' button and a confirmation message: 'School's Progression has been Finalized. Finalized By: nadmin. Finalized Date: 11/06/2024 05:45:00 PM'. The screen also shows the current academic year (2024-25) and a 'Choose Academic Year' button.

Bulk Progression

- To enable this feature, school user requests to the upper management such as Block MIS.
- **Benefits** - This is particularly useful in schools where large numbers of students need to be promoted to the next decided school.

Note: Bulk progression is applicable only for terminal Classes with their section.

Step 1 – Select Multiple Students

- In progression Status, the schooling status should be “Left School with TC/without TC.
- Mark in the checkbox of those students who decided to go to the particular next school.

UDISE+ Student Database Management System

Session Time : 14 : 59 Welcome **SARANARTHI KALAI** , SCHOOL USER Language English Logout

UDISE Code : 16070501803 Category : 2 - Primary with Upper Primary Management : NA Current Academic Year: 2024-25
Type : 3 - Co-educational Class : 1 - 8 School Name : BONGCHER KAMI S.B SCHOOL

Choose Academic Year

Select All	Student Basic Details	Progression Status Details	Eligible/Promoted Class & Section	Promoted School	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
☐	Student Name: AICHUKTI DEBBARMA PEN: 22473460411 State Code: NA Gender: Female DOB: 03/01/2010 Father's Name: KUMARI DEBBARMA Mother's Name: SABI KUMAR DEBBARMA	Progression Status: Promoted/Passed without Exa... Marks in Percentage (%): 0 No. of Days School attended: 143 Schooling Status: Left School with TC/without TC	Class : IX Section :	NA	Done	01/08/2024 11:26:35 AM	Update Correction
☐	Student Name: CHANDRA DEBBARMA PEN: 22280734930 State Code: NA Gender: Male DOB: 17/03/2010 Father's Name: KEM KUMAR	Progression Status: Discontinued before Examination Marks in Percentage (%): 0 No. of Days School attended: 123	Class : VIII Section :	NA	Done	01/08/2024 11:26:42 AM	Update Correction

Step 2 – Select Successive School

- Click on the button – “Select Successive School”

UDISE+ Student Database Management System

Welcome **RAVI SHARMA** , SCHOOL USER Language English Logout

UDISE Code : 16030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 1 - Boys Class : 1 - 12 School Name : Akshay Gupta School

Choose Academic Year

☐	Gender: Male DOB: 22/11/2017 Father's Name: GFDGFD Mother's Name: GFDG	No. of Days School attended: 122 Schooling Status: Studying in Same School	Class : IX Section :	16030600306	Done	06/08/2024 05:29:11 PM	Update Correction
☐	Student Name: HARISH NEW FORM PEN: 12345678955 State Code: NA Gender: Male DOB: 04/12/2019 Father's Name: SDGSDGSDGSDG Mother's Name: ASFASFAGGS	Progression Status: Not Promoted/Not Passed/Repeater Marks in Percentage (%): 23 No. of Days School attended: 14 Schooling Status: Studying in Same School	Class : Nursery/KG Section :	16030600306	Done	06/08/2024 05:30:00 PM	Update Correction

Finalize **Select Successive School**

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Step 3 – Enter the UDISE Code

- Enter the UDISE Code of the school where to take admission and click on the “Promote Students” Button.

UDISE+ Student Database Management System

Session Time : 14 : 58 Welcome **RAVI SHARMA** , SCHOOL USER Language English Logout

UDISE Code : 16030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 1 - Boys Class : 1 - 12 School Name : Akshay Gupta School

Choose Academic Year

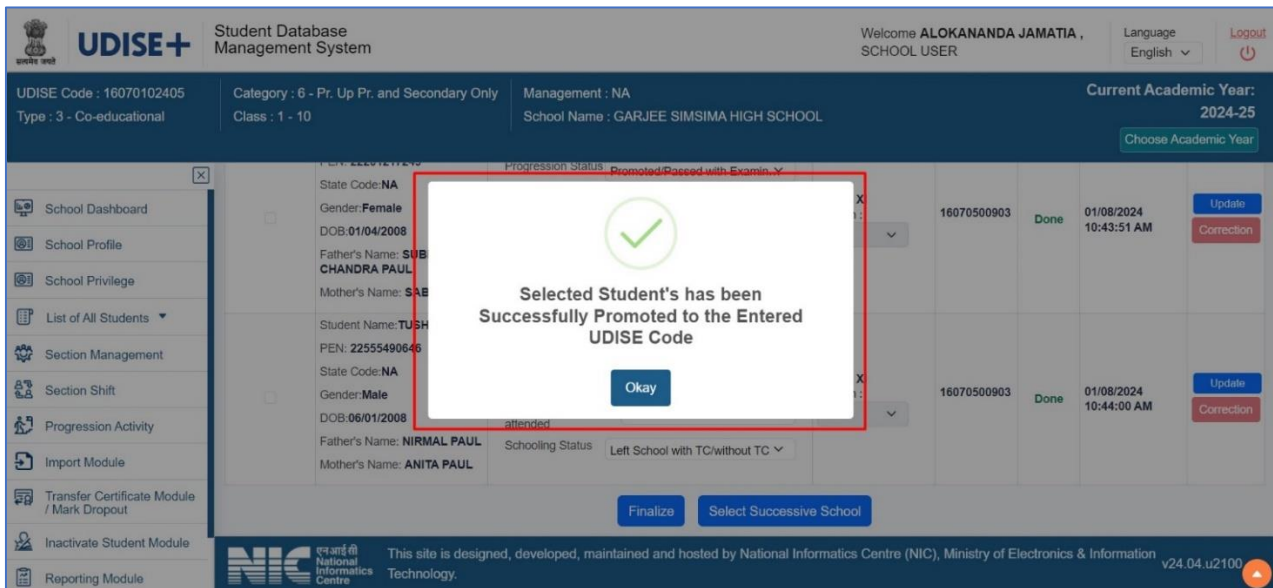
☐	Gender: Male DOB: 22/11/2017 Father's Name: GFDGFD Mother's Name: GFDG	No. of Days School attended: 122 Schooling Status: Studying in Same School	Class : IX Section :	16030600306	Done	06/08/2024 05:29:11 PM	Update Correction
☐	Student Name: HARISH NEW FORM PEN: 12345678955 State Code: NA Gender: Male DOB: 04/12/2019 Father's Name: SDGSDGSDGSDG Mother's Name: ASFASFAGGS	Progression Status: Not Promoted/Not Passed/Repeater Marks in Percentage (%): 23 No. of Days School attended: 14 Schooling Status: Studying in Same School	Class : Nursery/KG Section :	16030600306	Done	06/08/2024 05:30:00 PM	Update Correction

Finalize **Select Successive School**

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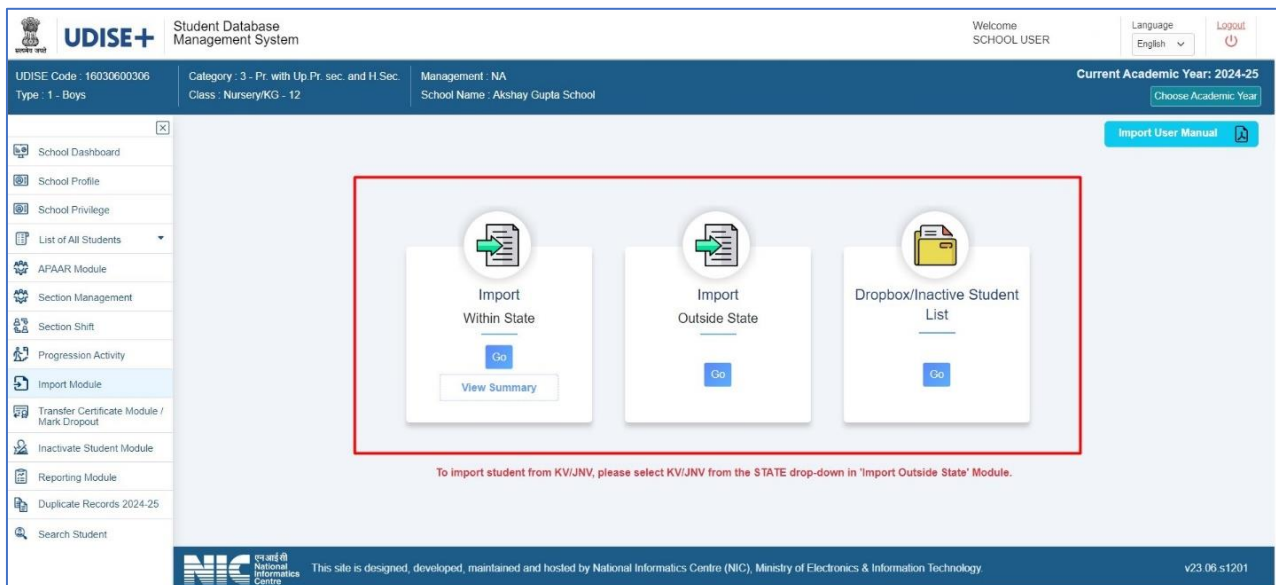
Step 4 – Successfully Promoted

- After Clicking on the “Promote Students” Button. There will be a display of the Successful message.



3.7.2 Import Module

- The Import Student Module in SDMS allows schools to import students sent to Dropbox by another school. This feature facilitates the smooth transfer of student records between schools, ensuring data continuity when a student changes schools.
 - ❖ 3.8.1 Import within the State
 - ❖ 3.8.2 Import Outside State
 - ❖ 3.8.3 Dropbox/Inactive Student List



Import within the State

- Step 1: Click the Go button to import within the state.

The screenshot shows the UDISE+ Student Database Management System interface. The top navigation bar includes the UDISE+ logo, user information (Welcome SCHOOL USER), language settings (English), and a login/logout button. The main header displays school details: UDISE Code: 16030600306, Type: 1 - Boys, Category: 3 - Pr. with Up Pr. sec. and H.Sec., Class: Nursery/KG - 12, Management: NA, School Name: Akshay Gupta School, and Current Academic Year: 2024-25. The left sidebar lists various modules like School Dashboard, School Profile, Ticket Request, School Privilege, List of All Students, Active Students, Dropbox Students, Inactive Students, APAAR Module, Section Management, Section Shift, Progression Activity, Import Module, Transfer Certificate Module / Mark Dropout, and Inactivate Student Module. The main content area features three large buttons: 'Import Within State' (highlighted with a red box), 'Import Outside State', and 'Dropbox/Inactive Student List'. A red text note at the bottom states: 'To import student from KVI/JNV, please select KVI/JNV from the STATE drop-down in 'Import Outside State' Module.'

- If the user doesn't have the student's PEN and DOB, they can click the 'Get PEN & DOB' button and retrieve the details by entering the student's Aadhaar number and year of birth.

This screenshot shows the 'Import Student - From the Academic year 2023-24 to 2024-25' form. The form includes a 'Search By PEN' button and a 'Get PEN & DOB' button. A modal window titled 'Get PEN & DOB' is open, displaying fields for 'Aadhaar No.' and 'Year of Birth', along with a 'Search' button. Below the modal, there are checkboxes for 'Student PEN' and 'DOB'. A legend on the right indicates that a red dot means 'Not Eligible to Import' and a green dot means 'Eligible to Import'. The background form shows fields for 'Student PEN' and 'Date of Birth (DD/MM/YYYY)' with a 'Go' button.

- Step 1: Enter 11-digit PEN No. and the student's DOB is to be imported.
- Step 2: Click on the "Go" Button

This screenshot shows the same 'Import Student' form as the previous one, but with the 'Go' button highlighted by a red box. The 'Get PEN & DOB' modal is still open, and the 'Student PEN' and 'Date of Birth' fields are visible. The 'Go' button is located next to the 'Date of Birth' field.

- Step 3: After clicking on the “Go” Button, the user will get the Following details of the student
 - ✓ Student Status
 - ✓ Student Basic Details
 - ✓ Current Schooling Details
 - ✓ Previous Schooling Details
 - ✓ Progression Status

The screenshot shows the UDISE+ Student Database Management System interface. The top header includes the UDISE+ logo, user name (Welcome SCHOOL USER), language selection (English), and a logout button. The main content area is divided into several sections:

- Search Section:** Includes fields for Student PEN (12345678923) and Date of Birth (16/11/2017), with a "Go" button.
- Student Status:** Displays "DROPOUT - END SESSION (Forcibly Sent to Dropout - Closure of School)".
- Student Basic Details:** Shows fields for Student Name, Gender, Date of Birth, Permanent Education Number, Student State Code, Mother's Name, Father's Name, Aadhaar No., and Name as per Aadhaar.
- Current Schooling Details:** Displays "DROPOUT" and "Eligible Class for Admission: XI".
- Previous Schooling Details:** Shows "Class: XI" and "Academic Year: 2024-25".
- Progression Status:** Includes a "Progression Status" dropdown (set to "Not Passed") and a "Class Eligible To" dropdown (set to "XI").
- Import To (2024-25):** Includes fields for "Import Class" (set to "XI"), "Import Section" (set to "Select Section"), and "Date of Admission" (set to "DD/MM/YYYY").

- Step 5: Select the Import Class and Import section from the Dropdown list and enter the Date of admission.
- Step 6: Click on the “Import Button”.

This screenshot shows the same interface as the previous one, but with the "Import To (2024-25)" section highlighted. The "Import Class" dropdown is set to "XI", the "Import Section" dropdown is set to "Select Section", and the "Date of Admission" field is set to "DD/MM/YYYY". The "IMPORT" button is highlighted with a red box.

Note:

- If the import class available in the drop-down is different from the one the user is looking for, they should contact the block MIS to update the eligible class for the student.
- The progression status will not be displayed for mid-session students.

- Step 7: A prompt will be displayed to get the confirmation from the user end.
- Step 8: Click on the Confirm button then the student imported successfully.

The screenshot shows the UDISE+ Student Database Management System interface. A confirmation dialog box is displayed in the center, asking: "Are you sure you want to import the Student?" with fields for Name (FIRST NAME), Previous Class (XI), and Class To be Imported/Admitted (XI). Below the dialog, the "Import To (2024-25)" section shows "Import Class" as XI and "Import Section" as A, with a date of admission of 15/10/2024. The "Go" button is highlighted. The background shows the student's profile and current schooling details.

View Summary:

- In the view summary, a list of imported students is displayed to the school user.

The screenshot shows the UDISE+ Student Database Management System interface. The "Import Module" is selected in the left sidebar. The main area displays three buttons: "Import Within State", "Import Outside State", and "Dropbox/Inactive Student List". The "View Summary" button under "Import Within State" is highlighted with a red box. A red text note at the bottom states: "To import student from KV/JNV, please select KV/JNV from the STATE drop-down in 'Import Outside State' Module."

Import Outside State

- Import from Outside State allows a school to transfer a student from a school located in a different state.

The screenshot shows the UDISE+ Student Database Management System interface. The "Import Module" is selected in the left sidebar. The main area displays three buttons: "Import Within State", "Import Outside State", and "Dropbox/Inactive Student List". The "Import Outside State" button is highlighted with a red box. A red text note at the bottom states: "To import student from KV/JNV, please select KV/JNV from the STATE drop-down in 'Import Outside State' Module."

- Step 1: Click on the “Go” Button of Import Outside State.
- Step 2: Select State from the Dropdown List and Enter 11-digit PEN No. then the student's DOB is to be imported.
- Step 3: Click on the “Go” Button

- If the user doesn't have the student's PEN and DOB, they can click the 'Get PEN & DOB' button and retrieve the details by entering the State, student's Aadhaar number, and year of birth.

- Step 4: Step 4: After clicking on the “Go” Button, the user will get the Following details of the student.
 - ✓ Student Status
 - ✓ Student Basic Details
 - ✓ Current Schooling Details
 - ✓ Previous Schooling Details
 - ✓ Progression Status

- Step 5: Select the Import Class and Import section from the Dropdown list and enter the Date of admission.
- Step 6: Click on the “Import Button”.

- Step 7: A prompt will be displayed to get the confirmation from the user end.
- Step 8: Click on the Confirm button then the student imported successfully.

The screenshot shows the UDISE+ Student Database Management System interface. A confirmation dialog is displayed in the center, asking: "Are you sure you want to import the Student?" with fields for Name (FIRST NAME), Previous Class (XI), and Class To be Imported/Admitted (XI). The dialog has "Cancel" and "Confirm" buttons. The background interface shows the "Import Module" section with fields for Import Class (XI), Import Section (A), and Date of Admission (15/10/2024). A note states: "Note: If the import class available in the drop-down is different from the one the user is looking for, they should contact the block MIS to update the eligible class for the student. Please refer to the 'School Contact Details' button for the same."

Dropbox/Inactive Student List

- Dropbox/Inactive Student List provides a record of students who have been marked as inactive or sent to Dropbox.

The screenshot shows the UDISE+ Student Database Management System interface. The "Dropbox/Inactive Student List" module is highlighted with a red box. The interface includes a sidebar with navigation options like "School Dashboard", "School Profile", "Service Request", "School Privilege", "List of All Students", "Active Students", "Dropbox Students", "Inactive Students", "Active Students (2023-24)", "APAR Module", "Section Management", "Section Shift", "Progression Activity", "Import Module", "Transfer Certificate Module / Mark Dropout", "Inactivate Student Module", "Reporting Module", "Duplicate Records 2024-25", and "Global Student Search". The main content area displays three modules: "Import Within State", "Import Outside State", and "Dropbox/Inactive Student List". A note at the bottom states: "To import student from KV/JNV, please select KV/JNV from the STATE drop-down in 'Import Outside State' Module."

- Step 1: Click on the “Go” Button of the Dropdown/Inactive Student list.
- Step 2: The user can search for the school using either the UDISE+ code or other parameters such as state, district, block, etc."
- Step 3: The student list will be displayed with an import button for students who are eligible for import.

3.7.3 Transfer-Certificate / Marking Student Dropout

- **Step 1:** The user will enter the PEN No. and Click on the “Go” Button.
- **Step 2:** The user will get the following information.
 - ✓ PEN No.
 - ✓ Name of the Student
 - ✓ Father Name
 - ✓ Mother Name
 - ✓ Date of Birth (DD/MM/YYYY)
 - ✓ Class
 - ✓ Section
- **Step 3:** The User will click on “Left School already with TC” or “Mark Dropout”.
 - **Left School with TC:** The student is officially transferred to another school with a Transfer Certificate.
 - **Mark Dropout:** The student discontinues education from the current school in mid-session.
- **Step 4:** A prompt will be displayed to get the confirmation from the user end.
- **Step 5:** Click on the Confirm button then the system will be redirected to the next page.

Note: Student's General Profile must be completed before marking him as having left school already with TC / Mark Dropout.

- **Step 6:** The user will select the Reason from the Dropdown list.
 - ✓ Economic Reason
 - ✓ Employment
 - ✓ Student absents since many days
 - ✓ Orphan
 - ✓ Transportation Difficulties
 - ✓ Others Reasons
- **Step 7:** Select the Date from the calendar and Enter the Captcha.
- **Step 8:** Enter the Remarks and click on the “Submit” Button.
- **Step 9:** A prompt will be displayed to get the confirmation from the user end.
- **Step 10:** A successful message will be displayed.

3.10 Inactivate Student Module

3.10.1 Inactivate Student Module (With PEN)

- **Step 1:** The User will enter the Student PEN No. and Click on the “Go” Button.
- **Step 2:** The user will get the following details.
 - ✓ Duplicate Entry
 - ✓ Wrong Entry
 - ✓ Due to Death
- **Step 3:** The user will enter the captcha and enter the Remarks then click on the “Inactivate” Button.
- **Step 4:** A prompt will display for the confirmation the user will click on the “Confirm” Button.
- **Step 5:** A successful message will be displayed.

UDISE Code : 18030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School [Choose Academic Year](#)

Inactivate Student Module (With PEN) < BACK

Student PEN : 98765675431 Go

Permanent Education Number : 98765675431 Name of the Student : TEST REQUEST FOUJ
Date of Birth (DD/MM/YYYY) : 07/03/1995 Class : V Section : A

Select Reason :
Select Captcha : 21b2be [Refresh](#)

Remarks :

Inactivate

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3.10.2 Inactivate Student Module (Without PEN)

- **Step 1:** The User will select the class and section from the Dropdown list.
- **Step 2:** The user will get the list of the students along with the following details.
 - ✓ Student Name
 - ✓ Class
 - ✓ Section
 - ✓ UDISE Code
 - ✓ Father's Name
 - ✓ Mother's Name
 - ✓ Action
- **Step 3:** The user will select the concerned student and click on the "Inactivate" Button.
- **Step 4:** The system will be redirected to the next page.

UDISE Code : 18030600306 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School [Choose Academic Year](#)

Inactivate Student Module (Without PEN) < BACK

Class : I Section : B Search

Class: I, Section: B Search

Student Name	Class	Section	UDISE Code	Father's Name	Mother's Name	Action
ALI AHAMAD	I	B	18030600306	DSDSFSF	DSDSFSF	Inactivate
ALI AHAMAD	I	B	18030600306	AMIT	AMIT	Inactivate
AMBIKA RAO	I	B	18030600306	ARJUN	SITA	Inactivate
ANAND	I	B	18030600306	SHYAM	MEERA	Inactivate
ANITA GANGULY	I	B	18030600306	SONU GANGULY	MONIKA GANGULY	Inactivate
ANJALI	I	B	18030600306	ARJUN	ANJALI	Inactivate
A.P.J ABDUL KALAM	I	B	18030600306	A.P.J ABDUL KALAM	A.P.J ABDUL KALAM	Inactivate
ARON DEBBARMA	I	B	18030600306	THREE	TWO	Inactivate

- **Step 5:** The user will get the following details.
 - ✓ Duplicate Entry
 - ✓ Wrong Entry
 - ✓ Due to Death
- **Step 3:** The user will enter the captcha and enter the Remarks then click on the "Inactivate" Button.
- **Step 4:** A prompt will display for the confirmation the user will click on the "Confirm" Button.
- **Step 5:** A successful message will be displayed.

UDISE Code : 16030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Current Academic Year: 2024-25

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

Inactivate Student Module (Without PEN)

Name of the Student : ALI AHAMAD

Class : I

Section : B

Date of Birth (DD/MM/YYYY) : 03/09/2019

UDISE Code : 16030600306

Admission Date : 03/09/2024

Are you sure you want to inactivate this student?

Select Reason :

Select

9d94ef

Remarks :

Back

Inactivate

NIC

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3.11 Reporting Module

- This section allows the user to download an Excel report based on their selected criteria.

UDISE Code : 16030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Current Academic Year: 2024-25

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

Reporting Module - 16030600306 (2024-25)

S.No.

Report Name

Action

1

List of Students - Dropdown History

Download Excel

2

List of Students - Inactive History

Download Excel

3

List of Students - Imported History

Download Excel

NIC

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3.12 Duplicate Records (Current year)

- The Duplicate Students Records module identifies and displays records of students with duplicate entries in the system, helping maintain data accuracy and integrity. Users can review the duplicate records and take necessary actions to resolve inconsistencies. Additionally, the module provides an option to download the list of duplicate records as an Excel report for detailed analysis and offline reference, ensuring efficient management and resolution of duplicate entries.

UDISE Code : 16030600306

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Management : NA

Current Academic Year: 2024-25

Type : 2 - Girls

Class : Nursery/KG - 12

School Name : Akshay Gupta School

Choose Academic Year

School Dashboard

School Details

Student Name Update

List of All Students

APAAR Module

Section Shift

Progression Activity

Import Module

Transfer Certificate Module / Mark Dropout

Inactivate Student Module

Reporting Module

Duplicate Records 2024-25

Global Student Search

Form Fields Validation Guide

Duplicate Students Records

PEN - Permanent Education Number

No. of Records: 20

Download Excel

Search

Items per page: 1000

1 - 2 of 2

Aadhaar Within School Duplicates

S.No.

Basic Details

Region Name

Student PEN

UDISE Code

School Name

Parents Details

1

Name - PRASHANT TEST DEMO
Class / Section - I / B
DOB - 07/11/2018

State - Tripura
District - DHALAI
Block - DURGACHOWMUHANI

NA

16030600306

Akshay Gupta School

Father's Name - FATHER
Mother's Name - MOTHER

2

Name - PRASHANT NEW
Class / Section - I / C
DOB - 06/06/2017

State - Tripura
District - DHALAI
Block - DURGACHOWMUHANI

NA

16030600306

Akshay Gupta School

Father's Name - KBTYHTYMTJY
Mother's Name - MKIKLJJJ

3

Name - PRASHANT NEW TWO
Class / Section - I / C
DOB - 08/10/2013

State - Tripura
District - DHALAI
Block - DURGACHOWMUHANI

NA

16030600306

Akshay Gupta School

Father's Name - TBHTHT
Mother's Name - FRGTH

4

Name - NEW STUDENT AA
Class / Section - I / C
DOB - 05/06/2013

State - Tripura
District - DHALAI
Block - DURGACHOWMUHANI

NA

16030600306

Akshay Gupta School

Father's Name - YTYU YTYUTU
Mother's Name - GHYJH YJTUUJ TUJ

5

Name - ASHWANI SINGH
Class / Section - I / C
DOB - 18/10/1980

State - Tripura
District - DHALAI
Block - DURGACHOWMUHANI

NA

16030600306

Akshay Gupta School

Father's Name - TYTUTU
Mother's Name - SRFGTYYT

33

USER MANUAL - SDMS

3.13 Global Student Search

- The Student Global Search feature allows users to locate a student by providing various search parameters such as PEN number, student name, Aadhaar number, date of birth, father's name, or mother's name. Users can also refine the search by selecting the state, district, block, and school name to pinpoint the student's record. Once the desired criteria are entered, clicking the Search button will display the relevant student details, enabling efficient and comprehensive record retrieval across the system.

UDISE Code : 18030600308 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School

Global Student Search

☐ Student PEN :

☐ Student's Name (as per School Record)* : Aadhaar No.* :

☒ Student's Name (as per School Record)* : ☐ Student DOB : ☐ Father's Name : ☐ Mother's Name :

Select State :

☐ Select School (To Search student with select school, please select state from the STATE dropdown)

District : Block : School :

Note : 1. At least two optional fields need to be filled to initiate the search. Student name is mandatory. 2. To search student from KV/JNV, please select KV/JNV from the STATE drop-down.

S.No.	Student Name	Permanent Education Number (PEN)	DOB	Father's Name	Mother's Name	Class	School Details	Student Status	HOS Details
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3.14 Form Fields Validation Guide

- The Form Fields Validation Guide outline the mandatory and optional fields required for maintaining a student's general profile in the system. These rules ensure that critical information such as student name, date of birth, gender, class, section, and parental details is accurately captured. Additionally, validations are applied to specific fields, such as Aadhaar number, PEN, and contact information, to ensure data integrity. These rules help maintain standardized and complete profiles, enabling seamless integration with other modules and reliable reporting across the system.

UDISE Code : 18030600308 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. Management : NA Current Academic Year: 2024-25
Type : 2 - Girls Class : Nursery/KG - 12 School Name : Akshay Gupta School

General Profile Field Rules

Rule ID	Rule Description	Action
4.1.1 : Student's Name	Add Student (Users can add a student by following the rules.) - It is not an optional field. - Please do not use title such as Mr./Mrs./Ms./Shri/Smt. - The name should be between 2 and 100 characters in length. - Only alphabets (A-Z), apostrophes ('), up to two non-consecutive dots (.), and single spaces between words are allowed. Edit Student (Users can edit a student by following the rules.) - You can update the student name through the "Student Name Update" module in the left-side menu. - The student name can only be updated once. - The student name can be updated according to the guidelines available in the "Student Name Update" module. Note : - After Aadhaar verification, you cannot change the student's name. If you wish to make any changes, please contact your MIS. - Once the AAPAR is created, you cannot change the student's name.	
4.1.3 : Date of Birth	- It is not an optional field. - The Date of Birth must follow the format DD/MM/YYYY. - The student's age cannot be less than 2 years on the session start date. - The student's date of birth should not be earlier than 01/01/1943. - If the student's age does not match the age matrix, a confirmation message will be displayed on the screen, allowing the user to take further action accordingly. Note : - After Aadhaar verification, you cannot change the student's date of birth. If you wish to make any changes, please contact your MIS. - Once the AAPAR is created, you cannot change the student's date of birth.	
4.1.4 : Mother's Name		

You can access the SDMS-related tasks for your school by following these steps. Be sure to log out of your session once you have finished to ensure security.