UDISE+ FUNCTIONALITY GUIDE

User: School

Module: Student Database Management System

This document presents in brief the modules available to the school users on the SDMS portal. It intends to provide a concise outline to this user role and familiarise them with the functionalities provided to them.

A. SCHOOL DASHBOARD

It provides an overview of the classes available in the school as per the School Profile, along with the number of students enrolled in each class.

B. SCHOOL DETAILS

1. School Profile

It provides the basic details of the school (as saved in the User Directory Module of the UDISE+), which includes Head of the School details, School Basic Information, Academic Session Start and End dates, Medium of Instruction, Language Group details, and Vocational Education details (where applicable).

2. School Privileges

This section lists the functionalities and privileges primarily available at the school, and if applicable, at the admin levels also. Users can check this section to see the availability of a particular functionality at the any given time.

3. Section Management

It enables creation, editing and deletion of sections for all the available classes in the current academic year.

Steps

- To create, select the class from the dropdown and click on the add button. You can create a section alias also (as used to identify a section in your school.)
- To delete, select the class and delete the last created section. Note: Shift students to other section before proceeding.
- You can also edit the section alias, which can be alphanumeric with special characters except hyphen.

C. ADD STUDENT

Use this functionality only for new admissions in the current academic year. They are identified as those students whose records are not available in the SDMS portal.

To add a student whose record is already available in this portal, use the 'Import' functionality.

Steps

- Go to dashboard. Select the class and click on the 'Add' button.
- Enter the required details, ensure its correctness and save. The student will then be visible in the list of active students of that class.

D. STUDENT PROFILE

Schools should fill the student details which are categorised into:

- General Profile: Which includes all the basic and personal details of the students recorded in school.
- Enrolment Profile, which includes the student's admission and academic details.
- Facilities Profile, which includes the details related to facilities provided to a student by the school
- Vocational details, which records the information related to vocational studies/courses.

Steps

- Go to student profile – either by clicking on the student's name in the list of active students or through class selection on the dashboard.
- Enter the student details, ensure its correctness, save and submit.

E. DEMOGRAPHIC DETAILS UPDATE

1. Student Name: Through 'Student Name Update' section on the left menu. Name can be updated only once. Major updates/alteration in the recorded name is not allowed. If already updated by the admin, then you cannot change it.

2. Gender, Date of Birth, Mother's Name, Father's Name, Guardian's Name: If AADHAAR is not verified, these details can be updated through Student's General Profile. If AADHAAR is verified, contact your admin (Block/District/State).

3. AADHAAR Number and Name as per/in AADHAAR: If AADHAAR is not verified, these details can be updated through Student's General Profile. If AADHAAR is verified and APAAR is generated, then you cannot change the AADHAAR Number. Contact your admin (Block/District/State) if required.

F. STUDENT RELEASE REQUEST MANAGEMENT

This section facilitates schools to directly raise and manage requests for releasing a student from a particular school's SDMS record for that student's onboarding in another school.

- **How to generate a release request?**

Go to Student Release Request Management on the left menu.

If the student's last studied school was in the same state, raise a release request through "Within State" option of this module. If from a different state, then use "Outside State" option.

1. Go to 'Generate' tab, enter student's PEN and Date of Birth to search and get details. In case of Outside State request, select the state where the last studied school is located.
2. Then enter the student's admission details in the present school to generate a request.

Note: Release request can be generated only if that student's status is Active in the last studied school.

- **How to take action on a release request received?**

Go to Student Release Request Management on the left menu.

Requests raised by schools from the same state as yours will be reflected under "Within State", and those from other states under "Outside State"

1. Go to 'Approve' tab. Click on the Request Number to open details.
2. Take the required action (Approve/Reject) and fill in the details accordingly.

The release student is then moved to Dropbox, from where the current school can import the student.

- **What can the school do if a release request is rejected by the other school?**

1. Go to 'View Student Release Request(s) Within State (Sent)' tab in "Within State".
2. The button 'Escalate to Destination Admin' will be available if a release request is rejected. Using this, you can now forward the request to the admin users (State/District/Block) who can then take action.

Note: 'Escalate to Destination Admin' button is available only once. If admin also rejects the request, then no further action can be taken, and that request is closed. You can generate a fresh request again.

This option is currently not available for requests sent to schools outside the state. You can generate a fresh request again.

- **What should the school do if it has to cancel or rollback a request for any reason?**

If no action is taken by the school where release request is sent, then you can cancel the request using the 'Cancel' button available in 'View Student Release Request(s) Within State (Sent)' tab of both Within and Outside State.

G. AADHAAR MBU MODULE

This purpose of this section is to verify and validate AADHAAR-MBU status.

Steps

- Go to AADHAAR MBU module. Select the class and section.
- Click on the 'Validate AADHAAR from UIDAI' button, if student's AADHAAR is available.
- After successful AADHAAR verification, click on 'Revalidate for MBU' if applicable.

It allows schools to know if the mandatory biometric update is completed or pending (for an update). This establishes the active status of student's AADHAAR and prevents duplication of details.

H. APAAR MODULE

This section facilitates making a request for APAAR generation. Ensure that the student's AADHAAR is verified and profile is complete.

Steps

- Go to APAAR module. Select the class and section of the student whose APAAR is to be generated.
- Click on the generate button to initiate request for APAAR generation.

I. CLASS/SECTION SHIFT

Through this feature the class and section of active students in the current academic year can be modified.

Steps

- Select the student from the Class/Section Shift menu. Choose the new class and section to which the student needs to be shifted, and then update.
- Modification access: Pre-Primary 3/Nursery/KG3 to Class 1 – Both class and section
  Classes 2 to 12 – Only Section. Contact Admin (Block/District/State) for class shift.

J. STUDENT MOVEMENT AND PROGRESSION

1. Progression Activity

This is a year-end activity exclusively performed by school users to move the students from previous to the present academic year.

Steps

- Go to Progression Activity and select the class and section.
- Fill in all the required details correctly and update.
- After progression details of all the students are filled, finalize progression activity for that section.
- After progression activity of all the students of the school is complete, finalize school's progression activity.

Correction Module

If the progression details need to be modified after progression finalization, then it can be done through the correction button in the progression module.

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2. Import Module

This section enables onboarding of a dropbox student into their school.

Steps

- Go to 'Import' in the Student Movement and Progression. Select 'Within State' or 'Outside State' depending on where the student is currently mapped in the Dropbox.
- Search the student by PEN and Date of Birth.
- Enter Import details (Date of Admission, Class and Section to be imported) and click on the Import button.

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3. Transfer Certificate Module/Mark Dropout

This section allows a school to remove a student from its record, thereby moving the student to dropbox.

Steps

- Go to 'Transfer Module/Mark Dropout'.
- Enter PEN to search student. Fill in the details and update. Student will be sent to dropbox.

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4. Inactivate Student Module

This section enables school users to make an active student's profile or a student in their dropbox as inactive.

Steps

- Go to the 'Inactivate Student Module'. Select 'With PEN' or 'Without PEN' depending on the availability of student's PEN.
- Select the class and section of the student. Click on the Inactive button, fill in the details and update.

Note: To make a student 'Inactive due to death', the school should contact the admin (State/District/Block)

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5. Dropbox Student List

This section lists the students who are in the dropbox and open for import.

Steps

- Go to 'Dropbox Student List'. Search directly by UDISE Code or using the State – District – Block – School filters.
- Onboard the required student into the school using the 'Import' button.

K. REPORTING MODULE

Access various reports for monitoring and tracking.

L. GLOBAL STUDENT SEARCH

This feature allows searching of a student using different parameters such as PEN, Student name, AADHAAR number, Date of Birth, etc.

M. TRACK STUDENT

This feature helps to track a student directly using PEN.

N. DROPBOX STUDENT MANAGEMENT

Modify the dropbox student's remark and sub-status (pre-defined reason for moving a student to dropbox).

Steps

- Go to Dropbox Students in the List of All Students.
- Search the student. Tick the checkbox to modify the dropbox sub-status and remarks, and click on 'Update'.

Acronyms and Definitions

1. PEN: Permanent Education Number, generated by the system.
2. Active: Student profile is currently mapped to a school record in the SDMS portal.
3. Dropbox: Student profile is passive and not mapped to any school record in the SDMS portal.
4. Inactive: Student profile is inactive and not mapped to any school record.
5. Escalate to Destination Admin: A release request rejected by the 'Requested to' school is resent by the 'Requested by' school to the admin for action. This is applicable only within the state.
6. Complete Request: Close a request on which action cannot be taken as the student is no more mapped to the 'Requested to' school.