

RTE - MIS Portal Document

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Process Flow

To conduct a proper review of the RTE-MIS, follow this process:

State Admin (Basic setups)

1. [Log in](#) as the State Admin.
2. [Create Locations](#): Add locations based on your preferred state or enter sample locations as outlined in the following steps.
3. [Create User Accounts](#): Create at least one user account for a district and one for a block.
4. [Add an Academic Session](#): Add an academic session to gain access to all modules necessary for further actions.

Adding and Registering a New School:

1. Log in as Block admin.
2. [Add new school](#): Navigate to the School → Add New School menu and add new school basic details.
3. [Verify new School](#): After adding the school, log in as District Admin and approve it using the school→ Verify New School menu.
4. [Create School Account](#): Once the application is verified, the school can create an account from the public page under School → Create School Account.
5. [School Registration](#): After creating the school account, the admin will log in and complete the registration process.
6. [Review School Registration \(Block Admin\)](#): Once the school registration is completed, it will verify it from the School → Review School Registration menu.
7. [Review School Registration \(District Admin\)](#): In the second phase, the District Admin will verify the registration from the School → Review School Registration menu.
8. [Neighborhood Mapping](#): Once both levels of verification are completed, the Block Admin will perform neighborhood mapping for the school using the School → Neighborhood Mapping menu.

Student Registration Process:

1. [Apply Online](#): The applicant must visit the portal and go to the Student → Student Application menu on the public page.

2. **Submit Documents:** After completing the online registration, the applicant must print out the application and submit it, along with the necessary documents, to the Block Admin.
3. **Review Student Application:** The Block Admin will verify the application and documents and update the information online from the Student → Review Student Application menu.

Lottery Process:

Once the review of applications is completed and the student application verification window is closed, the state admin will conduct the lottery for the verified applications.

Admission Process from School:

1. After the lottery process is completed, allotted applications will start displaying on the schools' login.
2. Schools need to take the necessary actions on these applications.
3. Schools can mark applications as "admitted," "not admitted," or "dropout" based on the student's physical presence and admission status.

Introduction

The Indian Parliament passed the RTE Section 12(1)(c) act on 4 August 2009, which came into effect on 1 April 2010. Under Section 12 (1)(c), 25% of seats are reserved for the children of weak and disadvantaged families in the elementary classes of all non-aided and non-minority private schools. Under this act, children between 3 and 6½ years old can be admitted to any private school's elementary class.

In Chhattisgarh, the benefit of Section 12 (1) (c) act is given from the session 2010-11. Earlier, the benefit of the act was given only to class VIII, but now, by amending it (Chhattisgarh at the state level), its recognition has been extended up to class XII in session 2019.

Purpose of the Document

The purpose of this user manual is to serve as a comprehensive guide that empowers users to utilize a product's features and functionalities effectively. It aims to provide clear instructions, step-by-step procedures, troubleshooting tips, and relevant information to maximize users' understanding and proficiency with this product.

The user manual ensures that users can confidently and efficiently interact with the product by outlining how to operate, maintain, and troubleshoot it. This ultimately enhances their overall experience and satisfaction. The manual also acts as a reference point, offering valuable insights and answers to common queries, fostering user independence and minimizing support needs.

Web Road Map

Home (Public page)

The home page is the screen where the user first interacts with the portal. Here, users can see all recent notifications. Instructions for different actions like the school registration process, student application process, document verification process and Reimbursement claim procedure. From the home page, users can move to any pages they want to work on and get all the necessary information from the home page directly.

From the home page, user can have access to the following information -

1. **About** - From this page, users can get all the information about section 12(1)(c) scheme and all eligibility information.
2. **School** - New schools can register using this menu to participate in the RTE section 12(1)(c) scheme.

3. **Student-** This menu allows students to apply to participate in this scheme, view the status of their application, take printouts, and modify existing applications.
4. **Report** - From this menu, applicants can see the school and seat information and map the neighborhood school information.
5. **Grievance** - From here, any user from any level can raise a grievance and see the status of the grievances raised.
6. **Login** - From here, schools, blocks, districts, states, and app admins can log in and take any action in the relevant area.

Logins (Public page)

1. State Admin

In State admin, the state government officers log in to their admin panel, and they can manage the roles of the other government authorities and their rights, schedule the campaign cycle, trigger different lottery rounds, send SMS to allotted students, and perform the reimbursement process to the beneficiaries' (schools) accounts.

Username (UDISE / Email Address) *

You can use your username or email address to login.

Password *

CAPTCHA



eNjW8c

Enter the characters shown in the image.

By continuing, you are agree to our [Terms & Conditions](#) & [Privacy Policy](#).

[Forgot Password?](#)

After logging in, the State admin can see all the brief information about all modules in the dashboard.

State Dashboard									
Home >> Dashboard >> State Dashboard									
Tasks Status									
No Tasks									
District Wise Details									
Districts	Blocks	School	Register	Approved (BEO)	Approved (DEO)	Reject	Pending (BEO)	Pending (DEO)	
0	0	0	0	0	0	0	0	0	0

A state administrator can manage location information, language information, user accounts, academic sessions, and lottery and allotment information. Below are the detailed roles and responsibilities of State administration.

a. Add Modify Regional Languages

- The state admin can translate the portal from the base language, English, to their regional language. By following the given path: Master **Entry** → **Add / Modify** languages, the user can access the below panel.
- To change the language, users must add the word they want to modify in the **String contains** field. Then, select the language the user wants to translate in the **Translation language** dropdown and click the **Filter** button.
- Clicking the **Filter** button will display all similar words in the **Source string** section. The user can then write the translation in the **Translation for [regional_language]** section.
- After writing all translations, clicking the **Save Translation** button will save them and make them visible on the portal.

This page allows a translator to search for specific translated and untranslated strings, and is used when creating or editing translations. (Note: Because translation tasks involve many strings, it may be more convenient to [export](#) strings for offline editing in a desktop Gettext translation editor.) Searches may be limited to strings in a specific language.

^ Filter translatable strings

String contains

Leave blank to show all strings. The search is case sensitive.

Translation language

SEARCH III

Filter

Source string	Translation for Hindi
@count items added to @container	<input type="text"/>
Status message	स्थिति संदेश
Error message	त्रुटि संदेश
Warning message	चेतावनी संदेश
An AJAX HTTP error occurred.	एक AJAX HTTP त्रुटि हुई.

a. Add Locations (Single & bulk)

State admins upload, update, and modify their State's location. They can do this in two ways: uploading the location in bulk or using a single creation option.

- **Bulk Upload Location:** In this section, the State admin can upload all locations.

- a. To upload a location in bulk, go to the **Master Entry** → **Add Location (bulk upload)**.

Add multiple location by uploading the template file provided below the field. Data should be in same format as in template while uploading the locations.

Upload file*

Choose File No file chosen

Download the [Template](#) file. Max 5 MB allowed (Only .csv, .xlsx, .xls files are allowed).

Save

- b. Now, download the **template** using the upload file option and add location details in the given format.
- c. Once all locations are updated on the template, upload the Excel file from the **Upload file** field.

Add multiple location by uploading the template file provided below the field. Data should be in same format as in template while uploading the locations.

Upload file*

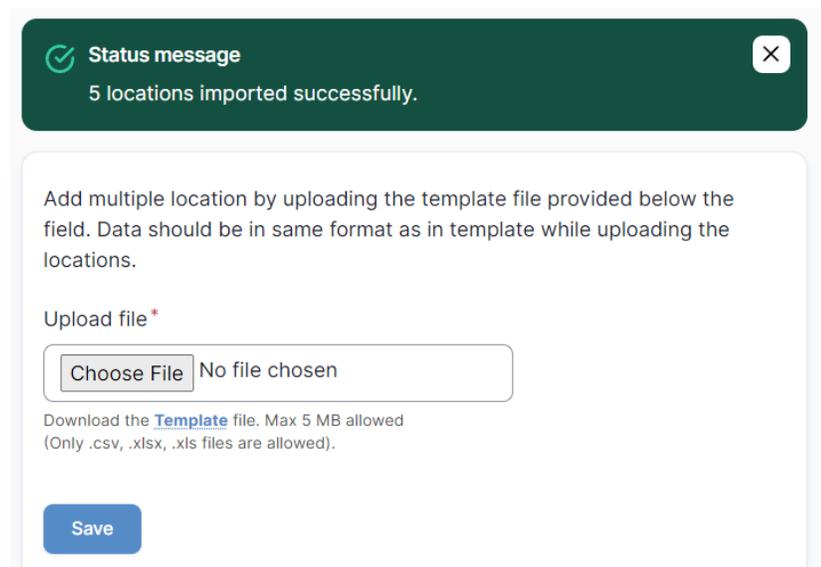
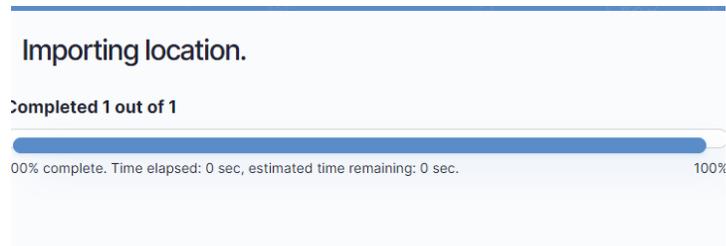
 [multi_location_sample \(1\).xlsx](#) (6.28 KB) Remove

Download the [Template](#) file. Max 5 MB allowed (Only .csv, .xlsx, .xls files are allowed).

Save

- d. Once the file is uploaded, then click on the **Save** button.

- e. Once the file is uploaded, you will receive a confirmation message of the uploaded file.



- **Single Upload Location:** In this section, the State admin can upload or update locations individually.
 - a. To upload a location, go to the **Master Entry** → **Location (Create/Update/Delete)**.
 - b. Then click the + add location button from the panel, as shown in the image below.

[+ Add Location](#)

Home >> Location List

You can reorganize the terms in *Location* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

Name	Status	Operations	Weight
No terms available. Add location.			

- c. Once you click the + add location button, a new panel will open, as shown below.

Name *

Language

English

Please select the language for which you want to add location.

Type of Area

N/A

Urban

Rural

Select the type of area.

Relations

Parent terms

- <root>
- Mahasmund
- Mahasamund
- MAS

Save Save And Go To List

- d. In this panel, enter the location's name in the **Name** field and select the **language** from the list to determine in which language the location name will be written.
- e. In the **Type of area** section, if adding a district name, select N/A; for other locations, choose any one that is rural or urban.
- f. In the **Relations** section, for District, select root and choose the specific location level from the given lists for other locations.
- g. After selecting all necessary information, click on the **Save** button. After saving, the location will start displaying for users.
- h. If the user wants to go to the list, then the user can click on the **Save And go to List** button.

b. Account Creation (District & block Admin)

The State admin can create accounts for both District admins and Block admins. Only one account can be created per district, whereas multiple accounts can be created for block admins. Block admins often handle multiple tasks concurrently and may need to authorize various operators for the same work. Multiple separate accounts can be made for one block to identify specific individuals, each managed by different operators.

District Admin Account Creation

- To create an account for the district admin, go to the **Master Entry** → **District Admin (Create / Update/ delete)** menu.

[+ Add District User](#)

Home >> People

Search (Name/Email) Status Role

- Any - District Admin ▼

[Filter](#) [Reset](#)

[Show all columns](#)

Username	☰ Roles	Operations
No people available.		

- Click the **+ Add District User** button, and a new panel will appear.
- Now, create a **new password** for the district admin and re-enter the new password.
- Mark the **status** to Active.
- The user **role** should be fixed for the district admin.
- If you want to send **email notifications**, enable that by clicking the button.
- Enter the district admin's **email address**, which will be the login user id for the district admin.
- From the **location** field, select the district name to create the user account.
- Enter the **designation** of the district admin or the person to whom the account was created.
- Enter **phone number**.
- Enter the **captcha** and accept the **declaration** by clicking the enable button.

- Once you accept the declaration, the **Create New Account** button will be enabled, and by clicking on that button, a login account will be created for the selected district.

Password*

Confirm password*

Your password must meet the following criteria:

- Be at least 6 characters long
- Contain at least one letter
- Contain at least one number
- Contain at least one special character

Status

- Blocked
- Active

Role

District Admin

Notify user of new account *

Email ID*

Enter email ID

The email address is not made public. Please use official email, this email will be used for future communication.

Location Details

District

- Please select -

Admin Details

Designation

Mobile Number*

Phone number

CAPTCHA



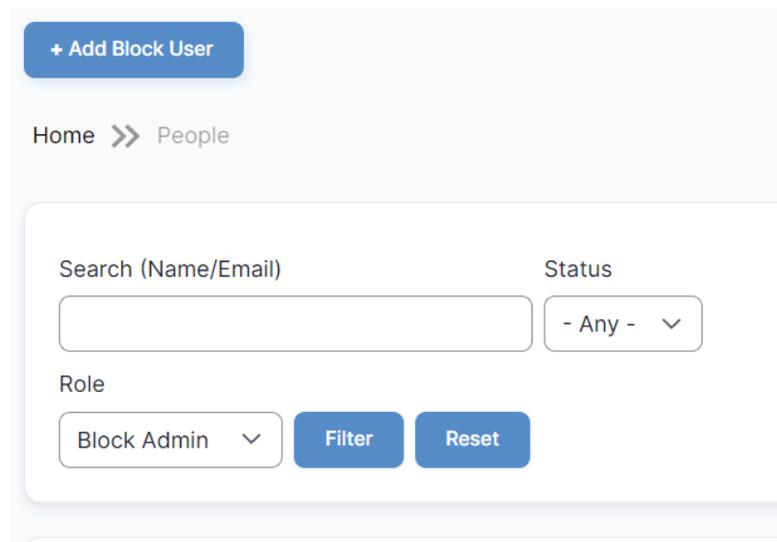
Enter the characters shown in the image.

Please confirm your agreement to our platform's term and conditions by checking this box, acknowledging the rules for using the Right to Education *

Create New Account

Block Admin Account Creation

- To create an account for the block admin, go to the **Master Entry** → **Block Admin (Create / Update/ delete)** menu.
- Click the + Add Block User button, and a new panel will appear.
- After this, the same information is needed to create the block admin as we must make a district admin account.



+ Add Block User

Home >> People

Search (Name/Email) Status

- Any - ▾

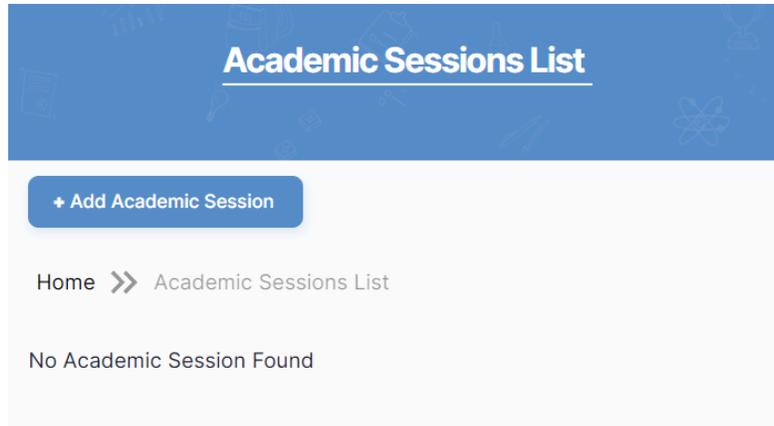
Role

Block Admin ▾ Filter Reset

c. Create Academic Sessions

The State admin can create an academic session for their state. After finalizing the timeline for a particular academic session, the State admin can provide all the necessary details in this section and turn functionalities on/off based on requirements.

- To enter and update the academic session details, go to the **master entry** → **Create / Modify academic cycle**.



- A new panel will be opened.

Academic Year*

- Select a value -

Select the academic year for which the academic session is begin created.

Session Details*

Timeline

Event Type*

- Select -

Select the event type from the pre-defined list.

Start date*

dd-mm-yyyy

End date*

dd-mm-yyyy

Select the start & end date of the event.

Define the different session items here. Like 'Student Registration', 'School Registration', 'School Verification', etc.

Add Timeline

Published

Save

- Users should select the current **academic year** from the drop-down menu.
- Add a timeline for different **events or tasks**. Tasks are:
 - a. School Registration
 - b. School Renewal
 - c. School Verification

- d. School mapping
 - e. Student Application
 - f. Student Verification
 - g. Lottery
 - h. School admission
 - i. Student Tracking
 - j. Reimbursement
- Users must provide the **Start and End dates** for that particular event or task by selecting a timeline.
 - To select the timeline for another task, click the **Add Timeline** button and provide the **Start and End dates**. The process will repeat until the timeline for all events or tasks is entered.
 - Once all entries are done, if the user wants to activate the timeline, click the **publish** and **save** buttons.
 - Once you click the **save** button, that timeline will be saved and enabled for the particular academic cycle.

Academic Year	Session Details	Action										
2024-25	<table border="1"> <thead> <tr> <th>Event Type</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>School Registration</td> <td>24 Jul 2024 - 31 Jul 2024</td> </tr> <tr> <td>School Renewal</td> <td>24 Jul 2024 - 31 Jul 2024</td> </tr> <tr> <td>School Verification</td> <td>24 Jul 2024 - 31 Jul 2024</td> </tr> <tr> <td>School Mapping</td> <td>24 Jul 2024 - 31 Jul 2024</td> </tr> </tbody> </table>	Event Type	Date	School Registration	24 Jul 2024 - 31 Jul 2024	School Renewal	24 Jul 2024 - 31 Jul 2024	School Verification	24 Jul 2024 - 31 Jul 2024	School Mapping	24 Jul 2024 - 31 Jul 2024	Edit
	Event Type	Date										
	School Registration	24 Jul 2024 - 31 Jul 2024										
	School Renewal	24 Jul 2024 - 31 Jul 2024										
	School Verification	24 Jul 2024 - 31 Jul 2024										
School Mapping	24 Jul 2024 - 31 Jul 2024											

- Users can create multiple timelines for multiple rounds of the academic cycle. However, it can enable or publish only one cycle at a time.

d. School Information

The state admin can see all the school's information and take some necessary actions. To get an update on schools and reviews, the State admin needs to go to the different menus of the **School** menu. Which are:

1. All Schools

- From here, the state admin can view the list of all schools in their state, and there are various filter options to view a specific school from the list.

The screenshot displays a web interface for managing schools. At the top, there are filter fields: 'Udise Code' (text input), 'School Name' (text input), 'Upload Type' (dropdown menu with '- Any -' selected), and 'Current Status' (dropdown menu with '- Any -' selected). An 'Apply' button is located to the right of the 'Current Status' dropdown. Below the filters is a table with the following columns: 'UDISE Code' (with an upward arrow), 'School Name', 'Upload Type', 'Current Status', and 'Created By'. The table contains three rows of data, with the first two columns of each row redacted with black boxes. The 'Upload Type' and 'Current Status' for all rows are 'Individual' and 'Approved' respectively. The 'Created By' column shows 'dindori_ac' for all three rows.

- The state admin can also add new schools in bulk for the initial entry if multiple schools need to be uploaded simultaneously.

[+ Add Schools In Bulk](#)

Home >> Schools

Udise Code

School Name

Upload Type

Current Status

[Apply](#)

- Users must click the **+Add Schools in Bulk** button to upload schools in bulk. Once you click it, a new panel will open.
- From here, users must download the **template** and upload the sheet in that particular format after providing all the school information.
- To upload the school lists, click on the **choose file** option from the **upload file** field, select the Excel file from the list, and then click the **Submit** button.
- School information will be saved once you click the submit button, and the user will get a **confirmation message**.

Upload file*

Choose File No file chosen

Download the [Template](#) file. Max 5 MB allowed
(Only .csv, .xlsx, .xls files are allowed).

[Submit](#)

2. Neighborhood Mapping status

The state admin can see the school's neighborhood mapping status from here.

- The State admin must select the **district and block** to view the school mapping status.
- Then, select a school from the **Available school** field.
- Then, to view the mapping status, select different layers of the locations nesting and see the mapping status of the school.

The screenshot displays a web interface for neighborhood mapping. It includes several input fields and filters:

- District** and **Block**: Two dropdown menus with blacked-out text.
- Available Schools***: A text input field with a blacked-out value.
- Type of Area***: A text input field containing the word "Urban".
- Nagriya Nikaye** and **Wards**: Two dropdown menus with blacked-out text.
- Habitation Mapping**: A section with two columns: **Available Options** (empty) and **Selected Options** (containing "Sardar Vallabhbhai Patel Ward"). A green plus icon is positioned between the columns, and a red minus icon is below it.

3. Review school registration

From here, the state admin can view the school's verification status and use a different filter to view schools based on their current status.

Current Status

- Any -

UDISE Code	School Name	Current Status	Location	Approval Date	Action
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	08-07-2024	<input type="button" value="View"/>
[REDACTED]	[REDACTED]	Pending		N/A	<input type="button" value="View"/>
[REDACTED]	[REDACTED]	Pending		N/A	<input type="button" value="View"/>
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	05-07-2024	<input type="button" value="View"/>

- If the State admin wants to view the complete information of a particular school, then they can click on the **View** button.
- After clicking the **View** button, the full details of the selected school will be displayed on a different screen.

School UDISE Code
[REDACTED]

Academic Year
2024-25

School Name
[REDACTED]

Education Details

Board Type	Category	Medium	Education level	From class	Up to class	Fee De

e. Student Information

The state admin can see all the details of the students and can take necessary action regarding students' information, status, etc. To get an update on students, the state admin needs to go to the different menus on the student menu. Which are:

1. All Students

- From here, the State administration can see the lists of all students who are registered to participate in the RTE scheme.

- The state admin can see the application details and the students' current status here.
- On a requirement basis, state admin can modify the student information.
- The state admin can use different filters to get the appropriate information.

The screenshot shows a web interface for student applications. At the top, there is a filter section with input fields for 'Student Name', 'Application Number', and 'Mobile Number'. There are also dropdown menus for 'Class' (set to '- Any -') and 'School' (set to '- None -'). An 'Apply' button is located to the right of these filters. Below the filters is a table with the following columns: 'Student Name', 'Application Number', 'Current Status', and 'Action'. The table contains one row with redacted student names and an application number, and a 'Submitted' status. An 'Action' column contains a 'View' button.

2. Student Review Status

- The state admin can review students' application verification process status and monitor their progress.

The screenshot shows the 'Student Registration' page. The header is blue with the text 'Student Registration'. Below the header, there is a breadcrumb trail: 'Home >> Students'. The main content area features the same filter section as the previous screenshot, with input fields for 'Student Name', 'Application Number', and 'Mobile Number', and dropdown menus for 'Class' and 'School'. An 'Apply' button is present. Below the filters is a table with columns: 'Student Name', 'Application Number', 'Current Status', and 'Action'. The table contains one row with redacted student names and an application number, and a 'Submitted' status. An 'Action' column contains a 'View' button.

- They can view the full details of applicants' applications by clicking the **view** button in the **action** tab.
- The state admin can view the application details by clicking the view button.

Student Application Number [REDACTED]	Academic Year 2024-25	Mobile Number [REDACTED]
Parent Type Father & Mother	Father's Name [REDACTED]	Father's Aadhar Number [REDACTED]
Mother's Name [REDACTED]	Mother's Aadhar Number [REDACTED]	Student Name [REDACTED]
Gender Boy	Caste GEN	Religion Hindu
Is Single Girl Child? No	Has HIV? No	Is Orphan? No
Has Siblings? No	Location Balrampur » Ramachandrapur (Ramanujaganj) » Jamwantpur » Jamwantpur	Residential Address address
Date Of Birth [REDACTED]	Birth Proof ANM Registered Card	Address Proof Farmer Photo Passbook (KCC Card)

3. Make a lottery

- The state admin will be the authorized person to perform the lottery for their respective state.
- Once the verification process is complete, all approved/verified applications will be included in the lottery.
- To initiate the lottery, the state authority needs to navigate to **Student** → **Make Lottery**.
- After selecting the **Make Lottery** menu, a new form will open.
- On this form, the state admin will see the number of eligible schools and the count of students at the top of the page.
- The list of eligible students will be displayed in a tabular format. These students can be shuffled multiple times as needed by clicking the **Shuffle and Randomize Students** buttons.
- Once satisfied with the randomization, the state admin can click on the **Start Lottery** button to begin the lottery process.

Home >> Admin >> Student Registration >> Lottery

Current Session: 2024-25
Total eligible Student: 0
Total eligible School: 0

Student Name	Mobile Number	Application Number	Parent Name
No Student to displays			

[Fetch And Randomize Students](#)

[Start Lottery](#)

- After the lottery is complete, the state admin can view the results by navigating to **Report** → **Allotment Report**.
- Use the link to send SMS notifications to both allotted and non-allotted students. Separate messages can be sent to each group.

Student Name

Application Number

Mobile Number

Allocation Status

- Any - ▾

[Apply](#)

[Send SMS](#)

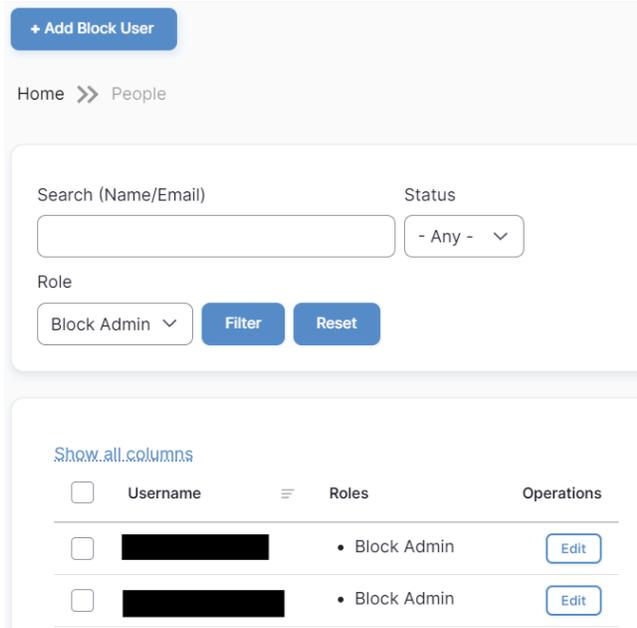
[PDF](#)

2. District Admin

a. Create Block admin account

The district admin can create accounts for their respective block admins. The district admin must follow the process explained earlier in **State Admin's point C** to create a login account for block admins.

To go to the block admin account creation, follow the following path: **Master Entry → Block Admin (Create / Update / Delete)**



b. View locations

The district admin can view location information. They can access their district's information and all locations at all levels.

To view locations, go to the **Master Entry → View locations.**

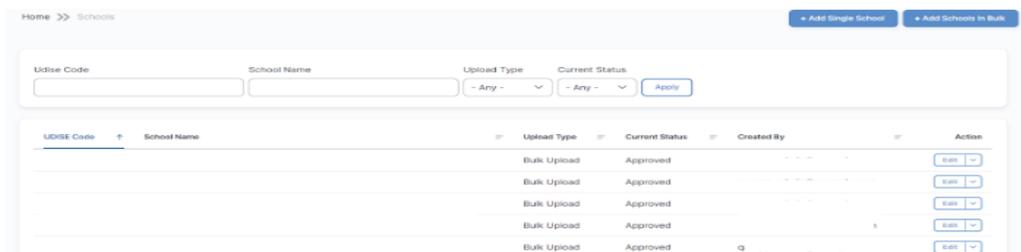
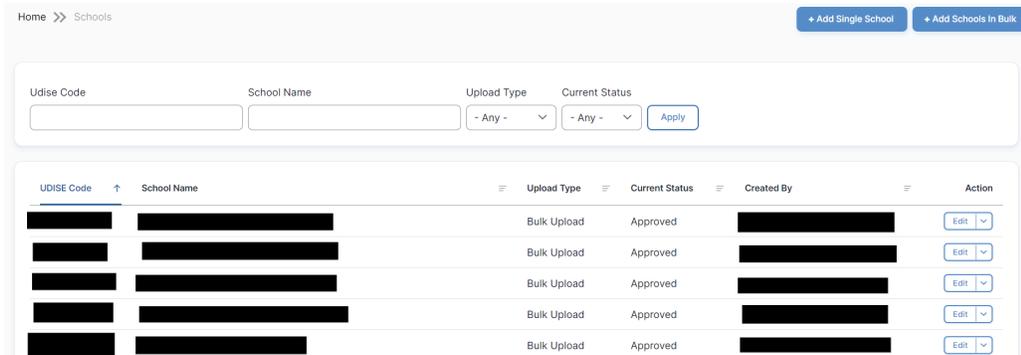
Location contains terms grouped under parent terms

Name	Status
[REDACTED]	Published

c. Schools

1. All Schools

- From here, the district admin can view the list of all schools in their district, and there are various filter options to view a specific school from the list.
- The district admin can also add new schools in bulk or individually for their district. For the first-time entry, the district admin can do the bulk upload of schools and, from the further year, can do the entry of schools individually.



- The district admin must click the **+Add Schools in Bulk** button to upload schools in bulk. Once you click, a new panel will open.

Upload file *

Choose File No file chosen

Download the [Template](#) file. Max 5 MB allowed
(Only .csv, .xlsx, .xls files are allowed).

Submit

- After that, the district admin can download the bulk upload **template**. And upload the sheet with the school's information.
- To upload the school lists, click on the **choose file** option from the **upload file** field, select the Excel file from the list, and then click the **Submit** button.
- After submitting, the school information will be saved, and the user will get a **confirmation** message.
- The district admin must click the **+Add Single Schools** button to upload schools individually. Once you click it, a new panel will open to fill in the school details. (See the below image for reference)

School UDISE Code*

UDISE Code limited to 11 characters, remaining: 11

School Name*

Name of School

Aid Status*

Unaided

Select the type of Aid.

Type of Area*

Urban

Rural

Select the type of area.

Minority Status*

Non Minority

Select the status of Minority.

Location*

District

Block

- Please select -

Select the location.

NOTE: Newly added UDISE will be visible in the UDISE list only after the approval of District Admin.

Save

- **Aid status and Minority status** are by default set to unaided and non-minority status, as only these schools can participate.
- In the location field, **District** is fixed for district admin; District and block are both fixed and non-changeable for block admin.
- After providing all necessary information, the district admin clicks the **save** button. The school's data is stored in the record, and the school can now participate in the scheme.

2. Review school Registration (District)

- From here, the District admin can view the school-wise verification status. Also, schools can be filtered by their **current status**.

Current Status

- Any - Apply

UDISE Code	School Name	Current Status	Location	Approval Date	Action
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	08-07-2024	View
[REDACTED]	[REDACTED]	Pending		N/A	View
[REDACTED]	[REDACTED]	Pending		N/A	View
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	05-07-2024	View

- To view a particular school's complete information, click the **View** button.
- By clicking on the **view** button, the full details of the selected school will be displayed on a different screen.

School UDISE Code
[REDACTED]

Academic Year
2024-25

School Name
[REDACTED]

Education Details

Board Type	Category	Medium	Education level	From class	Up to class	Fee De

- After reviewing the application, the District admin needs to change the school registration status. To do this, scroll down to the view panel at the bottom of the page and update the school registration status accordingly.

School Verification History

- From Submitted to Approved By BEO at Wed, 07/24/2024 - 17:33 via [REDACTED]
Comment: Approved
- From Pending to Submitted at Wed, 07/24/2024 - 17:30 via [REDACTED]
Comment: Submitted by school
- From Creation to Pending at Thu, 07/04/2024 - 21:44 via Anonymous

School Verification

Change state

Back to BEO

Approved By BEO

Approved By DEO

Rejected

Comment *

Briefly describe the changes you have made.

Submit

- The district admin can change the status from Approved by BEO to Approved by DEO from the **School Verification** field.
- Then, write a comment in the **comment box** and click on the **Save** button.
- Once the district admin saves the record, then they cannot change the status further but can view the details from the view school details section.

School Verification History	School Verification
<ul style="list-style-type: none"> • From Approved By BEO to Approved By DEO at Wed, 07/24/2024 - 17:35 via [REDACTED] Comment: Approved • From Submitted to Approved By BEO at Wed, 07/24/2024 - 17:33 via [REDACTED] Comment: Approved • From Pending to Submitted at Wed, 07/24/2024 - 17:30 via [REDACTED] Comment: Submitted by school • From Creation to Pending at Thu, 07/04/2024 - 21:44 via Anonymous 	Approved By DEO

3. Review Neighborhood mapping

- In the neighborhood mapping, the district admin can view the schools' neighborhood mapping status and verify the mapping.
- To view the neighborhood mapping, go to the **school** → **Review Neighborhood mapping**.
- To view the mapping in detail, the admin must select the district first, then block, and then choose a school from the list.
- Then, to view the mapping status, select different layers of the locations nesting and you can see the school's mapping status.

District Block

Available Schools*

Type of Area*

Nagriya Nikaye Wards

Habitation Mapping

Available Options Selected Options

4. Verify New School

- The district admin must verify schools newly added to the portal by the Block admin.
- The district admin verifies the school through an external portal where the school's recognition is obtained and then completes the verification on the portal.
- To do this, the district admin must navigate to the school → **verify the new school** menu.
- The district admin can change the status of the school addition from the **action** field in the view panel. After providing a proper **comment**, they should click the **Update workflow** button.
- After verification, the school can participate in the scheme, create their account, and complete the registration process.

Filter Code

UDISE Code ↑	Upload Type	Created By	Modified By	Action
██████████	Individual	██████████	██████████	Change state <input checked="" type="radio"/> Pending <input type="radio"/> Rejected <input type="radio"/> Approved Comment* <input type="text"/> <small>Briefly describe the changes you have made.</small> <input type="button" value="Update Workflow"/>

d. Students

The district admin can see all the details of the students and can take necessary action regarding students' information, status, etc. To get an update on Students, the District admin needs to go to the different menus of the Student menu. Which are:

1. All Students

It is the same as the State admin's point f of point 1.

1. Review Student Status

It is the same as the State admin's point f of point 2.

3. Block Admin

a. School

1. Review School Registration

The block admin will be the first authority for the school to verify their registered information. Block admin will collect all the school documents, verify them, and then verify the registration.

- To verify the school, the block admin goes to the **School** → **Review school Registration** menu, and then they can see the list of schools on their login.

UDISE Code	School Name	Current Status	Location	Approval Date	Action
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	24-07-2024	View
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	05-07-2024	View

- To verify the school registration, the block admin must click the **view** button in the **action tab** to open a detailed view of the application.
- To change the status of the school registration, the block admin has to scroll down the form to the bottom, where they can modify the status. After changing the status from the **School verification** tab and adding a **comment**, they must click the **save** button.

- Once the block admin changes the school registration status, the school's review will proceed to the next level of verification by the District admin.

The screenshot displays the 'School Verification' interface. On the left, under 'School Verification History', there are two entries:

- From Pending to Submitted at Wed, 07/24/2024 - 17:30 via [redacted] with a comment: Submitted by school.
- From Creation to Pending at Thu, 07/04/2024 - 21:44 via Anonymous.

 On the right, under 'School Verification', there is a 'Change state' section with four radio button options: 'Send back to school', 'Submitted' (which is selected), 'Approved By BEO', and 'Rejected'. Below this is a 'Comment *' field with a text input box and a 'Submit' button. A small note below the input box reads: 'Briefly describe the changes you have made.'

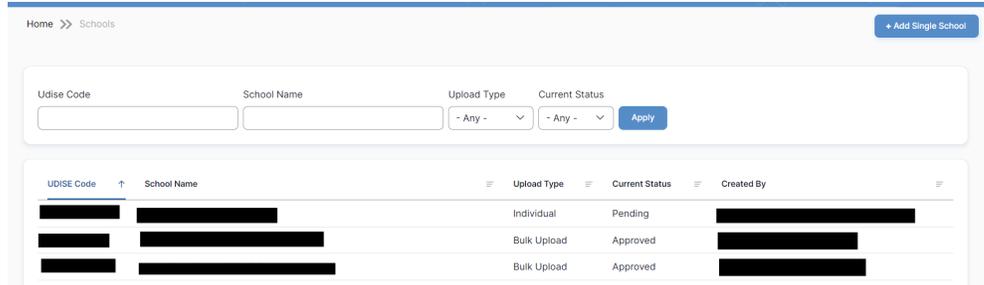
2. Add new school

- Block admin can add newly recognized schools to the portal and allow them to participate in the schemes.
- To add the new School, the block admin can navigate to the **School** → **Add new school** menu.
- After clicking on this menu, the block admin can enter the necessary details about the school and then click on the save button. (Field details are already mentioned in **District admin's Point C's + Add Single Schools** sections.)
- Once the school is added, it will become visible to the district admin upon verifying their login.

3. All School

The block admin can view the list of all schools in their respective block. The block admin can see the school's name, upload type, current status, and uploaded details here.

Also, they can apply different filtration to view filtered views of schools.



4. Search For school by Name or Udise

The block admin can search for the school by its name or UDISE code from the abovementioned panel.

This link redirects to the page mentioned above; the name has been separately mentioned to enhance accessibility for end users.

5. Neighborhood Mapping

- The block admin can conduct neighborhood mapping once the district admin verifies a school.
- The block admin can map by navigating to **School** → **Neighborhood Mapping**.
- The **district and block fields** are fixed and disabled for the block admin, indicating they can only map schools within their respective block.
- They then select the school from the **Available school** field, which lists only those schools verified by the district admin.
- Next, they choose the **location details** to which they want to map the selected school.
- After selecting the location and moving habitation to the **selection option** field, they click the **submit Mapping** button to finalize the mapping of the school to a particular habitation.
- This allows applicants from that habitation to choose the school for admission.

District

Block

Available Schools *

Type of Area *

Gram Panchayat

Habitation Mapping

Available Options Selected Options

[Submit Mapping](#) Looking for the habitation mapping logs? [Click Here](#)

b. Student

1. All Student

It is the same as the State admins point f's point 1.

2. Review Student application

- From here, the block admin can view the list of students who have applied to schools belonging to a particular block.

Student Name	Application Number	Mobile Number	Class	School	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	- Any -	- None -	Apply
Student Name	Application Number	Current Status	Action		
<input type="text" value=""/>	<input type="text" value=""/>	Submitted	View		

- Clicking on the view button opens a detailed view of the application, allowing them to review the entire application and compare the details with the actual (physical) copy of documents provided by the applicant.

Student Application Number [Redacted]	Academic Year 2024-25	Mobile Number [Redacted]
Parent Type Father & Mother	Father's Name [Redacted]	Father's Aadhar Number [Redacted]
Mother's Name [Redacted]	Mother's Aadhar Number [Redacted]	Student Name [Redacted]
Gender Boy	Caste GEN	Religion Hindu
Is Single Girl Child? No	Has HIV? No	Is Orphan? No
Has Siblings? No	Location [Redacted]	Residential Address address

- After verifying the application, the block admin scrolls down to the bottom of the application, selects the desired application status and clicks the submit button.
- The application status is updated upon clicking the **submit** button, and the application proceeds to the next step.

Student Verification History <ul style="list-style-type: none"> • From Creation to Submitted at Wed, 07/24/2024 - 23:21 via Anonymous 	Student Verification <p>Change Student Workflow state</p> <p> <input type="radio"/> Approved <input type="radio"/> Duplicate <input type="radio"/> Incomplete <input type="radio"/> Rejected <input checked="" type="radio"/> Submitted </p> <p>Comment *</p> <input type="text"/> <p>Briefly describe the changes you have made.</p> <p>Submit</p>
---	---

3. Search For Student by Name

From the panel mentioned above, the block admin can search for the student by their name.

This link redirects to the page mentioned above; the name has been separately mentioned to enhance accessibility for end users.

4. School Admin

a. Profile (Make changes to basic information)

The school admin can view their profile by selecting the "**Profile**" option from the menu. Here, they can access and review the details of their school profile.

User Basic Information

Email	Phone Number
[REDACTED]	[REDACTED]

School Basic Information

UDISE Code	Aid Status	District	Block	Minority Status	School Name	Type of Area
[REDACTED]	Unaided	[REDACTED]	[REDACTED]	Non Minority	[REDACTED]	Rural

From this panel, school administrators can make necessary changes, such as updating their **password, mobile number, and email address.**

Current password

Required if you want to change the *Email address* or *Password* below. [Reset your password.](#)

Email address *

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password Confirm password

Your password must meet the following criteria:

- Be at least 6 characters long
- Contain at least one letter
- Contain at least one number
- Contain at least one special character

Mobile Number *

[Save](#)

b. School Registration

1. view registration

From here, the school admin can view the registration information they previously provided. They can print out the application for any further requirements and also check the current status of their application along with the registration status change history.

[Download Application](#)

School UDISE Code: [REDACTED] Academic Year: 2024-25 School Name: [REDACTED]

Education Details

Board Type	Category	Medium	Education level	From class	Up to class	Fee Details								
CBSE	Co-Ed	English	Primary	1st	3rd	<table border="1"> <tr><td>Class List</td><td>1st</td></tr> <tr><td>Total Annual Fees</td><td>5000.00</td></tr> <tr><td>Class List</td><td>2nd</td></tr> <tr><td>Total Annual Fees</td><td>5500.00</td></tr> </table>	Class List	1st	Total Annual Fees	5000.00	Class List	2nd	Total Annual Fees	5500.00
Class List	1st													
Total Annual Fees	5000.00													
Class List	2nd													
Total Annual Fees	5500.00													

School Verification History

- From Approved By BEO to Approved By DEO at Fri, 07/05/2024 - 10:47 via [REDACTED]
Comment: approved
- From Submitted to Approved By BEO at Fri, 07/05/2024 - 09:31 via [REDACTED]
Comment: approved
- From Pending to Submitted at Fri, 07/05/2024 - 09:29 via [REDACTED]
Comment: Submitted by school
- From Creation to Pending at Fri, 07/05/2024 - 08:58 via Anonymous

School Verification
Approved By DEO

2. Print Registration

From here, school registration information can be directly downloaded in PDF format, making it easily printable.

c. Student

1. Admission status update

The school administration will update the students' admission status based on their physical presence in the school:

- a. Admitted: If a student goes to the school to enroll and starts attending classes, they will be marked as "Admitted."
- b. Not Admitted: If a student does not visit the school for admission after being allotted, they will be marked as "Not Admitted."
- c. Dropout: If a student enrolls and begins attending classes but later decides to discontinue their studies, the school will mark their status as "Dropout."

Student Application Number	Student Name		
<input type="text"/>	<input type="text"/>	<input type="button" value="Apply"/>	

Student Application Number	Student Name	Entry Class	Medium
NpiyKRqYkBM	aVPmJA	1st	Hindi
zbsVxhXTZkt	JpCEWQ	1st	Hindi
dAEfkoVziaQ	KnYfOF	1st	Hindi

^ Allocation Details

Academic Year
2024-25

School Name

Medium
Hindi

Entry Class
1st

Student Allocation Status

- From Creation to Allotted at Mon, 08/12/2024 - 12:45 via Anonymous

Change state

- Admitted
 Allotted
 Dropout
 Not-Admitted

Allocation status of student.

Comment *

Briefly describe the changes you have made.

School (Public page)

From the school tab, there is a submenu called **“Create an account”**. Schools newly recognized or participating in the scheme for the first time must click on this menu to create their account.

- The school admin can create an account only if the block admin in the portal adds the school and is verified by the District admin.
- If a school is added but not verified, its name will not be displayed on the form for creating an account.
- To create an account, the school first chooses their **school UDISE code** from the list, and the **school name** will be read-only.
- Set a strong **password** following the password policy. Enter the **email address** and **mobile number**.
- Enter the **Captcha**, accept the declaration, and click the **“Create New Account”** button.

School UDISE Code*

School Name*

Password*

Confirm password*

Your password must meet the following criteria:

- Be at least 6 characters long
- Contain at least one letter
- Contain at least one number
- Contain at least one special character

Email ID*

The email address is not made public. Please use official email, this email will be used for future communication.

Mobile Number*

CAPTCHA

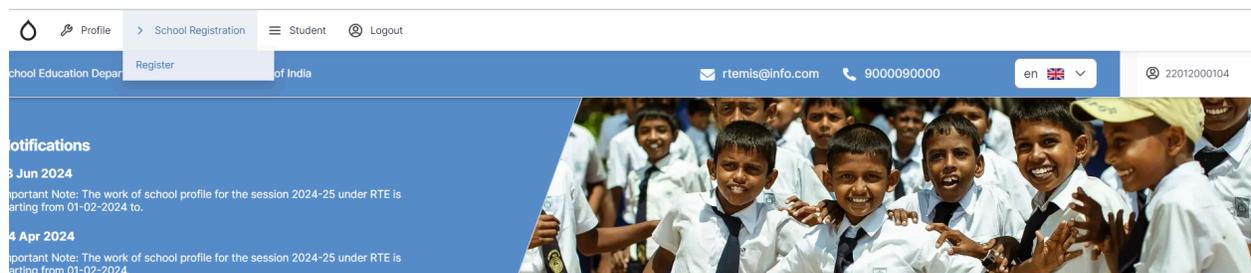


Enter the characters shown in the image.

Please confirm your agreement to our platform's term and conditions by checking this box, acknowledging the rules for using the Right to Education *

[Create New Account](#)

- **School Registration:** Once the account is created, the school's account will be set up, and logged in to it, they can proceed to register their school from the **School Registration** → **registration** menu.



Now, the application will open in a form view, and the school admin should fill out all the required details and submit them. The Academic year, UDISE code, and school name will be prefilled and non-editable.

Academic Year*

2024-25

Select the academic year for which the school detail is added.

School UDISE Code

[REDACTED]

School Name

[REDACTED]

Education Details

Enter education detail available in school.

Add Education Level

The following details need to be filled by the school admin:

- 1. Education Details:** To fill in the education details, the school admin first needs to click on the **Add education level** button, and then a section to fill in the education level detail will open.

Education Details

Board Type	- Select a value -
	Select Board Type.
Category	- Select a value -
	Select category.
Medium	- Select a value -
	Select medium available.
Education level	- Select a value -
	Select different levels of education.
From class	- None -
	Select the class start from.
Up to class	- None -
	Select class are available up to.

Here, the school admin needs to provide the details of

- Board (From which board are they affiliated?),
- Category (Girls, boys, Co-ed),
- Medium (Medium of instruction on which they provide education),
- Education level (What is the level of education? Is it primary, upper primary, secondary, or Sr. Secondary?)
- From class (What is the school's entry class or initial class?)
- To Class (What is the last class of the school?)

2. Fees Details

After providing all this information, the school admin needs to enter fee details for all classes as follows:

- a. They must select each class from the **class list** dropdown menu and enter the declared fees in the **Total Annual Fees** tab.
- b. To add fees for the next class, click the **"Add Fee Details"** button and enter fee details.
- c. This process should be repeated until all school class fee details are entered.

Note: If the school offers more than one medium of instruction, they need to click on the **"Add Education Level"** button and provide the same information for each additional medium.

Fee Details

Class List

You need to update the 'Up to Class' to align with the changes made in the 'Class list'.

Total Annual Fees

You need to Enter the Annual fees of the Selected Class.

Add Fee Details

Enter education detail available in school.

Add Education Level

3. Entry class

After providing the Education details, the school must declare the entry class for student admissions. Here's the process:

1. Default Entry Class: The school must first declare the default entry class, which could be either single or double. The State admin defines the declaration of the entry class, which the app admin can set up from their login.
2. After declaring the default entry class, click the **"Add Entry Class"** button to fill out the entry class.

3. They need to select the **entry class** name from the dropdown and specify the category applied for that class.
4. In the **"Total Number of Students"** field, enter the total number of students studying in that particular medium and class. Once the total number of students is entered, the system automatically generates the 25% reserved seats for RTE.
5. Dual medium schools must provide seat information separately for both mediums. In the case of a single medium, seats for **other mediums** can be specified as zero (0).
6. If there are dual entry classes, the user needs to repeat the process by clicking on the **"Add Entry Class"** button again.

Default Entry Class *

1st
Default entry class.

Entry Class *

Entry Class	<input type="text" value="- Select a value -"/>
	Select entry class.
Category	<input type="text" value="- Select a value -"/>
	Select category.
Total number of new students of hindi to be enrolled.	<input type="text"/>
	Provide the total number of students enrolled for hindi for this academic session.
Total number of new students of hindi to be enrolled in RTE 12(1)(C)	<input type="text"/>
	25% seats will be auto populated here for RTE 12(1)(C).
Total number of new students of english to be enrolled.	<input type="text"/>
	Provide the total number of students enrolled for english for this academic session.
Total number of new students of english to be enrolled in RTE 12(1)(C)	<input type="text"/>
	25% seats will be auto populated here for RTE 12(1)(C).

Enter the details of entry class.

4. Address and Geolocation details

Next, the school admin needs to provide the location details, address geolocations, and pin code of their school.

- a. **Location** details will assist the block admin in neighborhood mapping the school to nearby areas.
- b. The complete address helps quickly locate applicants and officers reaching the school.

c. Geolocation is for future use if the State wants to implement GIS mapping.

Location *

District

Block

Gram Panchayat

Habitation

Store the full address.

Full Address *

Enter the full address.

Geolocation *

Latitude *

Enter either in decimal *51.47879* or sexagesimal format *51° 28' 43.644"*

Longitude *

Enter either in decimal *-0.010677* or sexagesimal format *-0° 38.4372"*

Enter the latitude & longitude.

Pincode *

5. COR details

Finally, the school needs to provide the Certificate of Recognition (COR) details of their school to track their active and inactive records and to indicate when renewal is required. After giving the COR information, the school should click the **save** button.

Once the save button is clicked, the application will be saved, and a download option will be enabled to view the registered information. The school can print out the registered information and other necessary documents and submit them to the respective block admin. The block admin will then verify the school.

Recognition Year*

- Select -

Select the recognition year.

School recognition certificate number*

School recognition certificate number.

Full name of school administrator*

Full name of school administrator.

Designation of school administrator*

Enter school administrator designation

School website

- Website of school.
- This must be an external URL such as <http://example.com>.

Landline Number

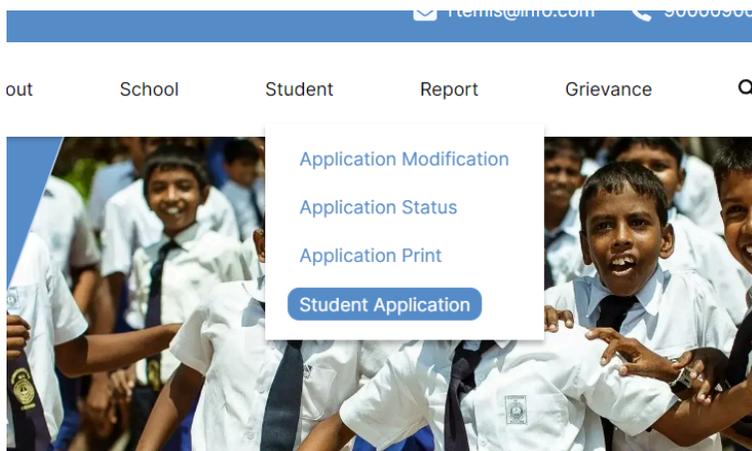
Enter school landline number

NOTE: Once saved, Your school application will be submitted for verification.

Save

Student (Public page)

- Applicants can register as students via the portal. For student registration, the applicant must click the **Student** → **student Application** option on the home page, as shown in the image below.



- The form for students to provide their mobile numbers will then open. Their numbers will be registered on the portal for further updates.
- Once the mobile number is entered, it must be verified with an OTP.

✔ **Status message**
 OTP sent to your mobile number.

Mobile Number

You can request new OTP in: 19s

Enter OTP

- Once OTP verification is completed, applicants will be directed to a form to view a list of applications registered with the same mobile number. They will also have the option to fill out a new application.
- **Note:** If an application with the same mobile number already exists, the applicant can modify or submit a new one. However, in the case of a new application, the parents' details will be fixed and cannot be changed.

Student Application

Home >> Student Application

Student Name	Application Number	Current Status	Action	Download Application
No student found.				

- If no previous application exists or if the applicant wants to add a new student with the same number, the applicant can click the **"Add Student"** button and begin registration.

- Parent Details:** The first tab will allow applicants to provide parent details in the form. There are three options from which the applicant must choose one:
 - If the applicant does not live with their parents and resides with a guardian, they should only select the third option and provide the **guardian's information**.
 - If the applicant has a **single parent**, they should select the second option. Then, they must choose a father or mother and provide their information.
 - If the applicant lives with **both parents**, they should select the first option and provide details for both parents.

- Location Information:** In the location detail section, applicants provide their residential location details. Applicants must select the District, Block, Nagariya Nikay/Gram Panchayat, ward, and habitation and enter their residence's full address and pin code.
 - If the applicant selects the Nagariya Nikay from the list, they must choose the ward and the habitation.

2. If the applicant selects the Gram Panchayat from the list, they must choose the habitation directly.

Parents Basic Details *	Location Information *	Student Basic Details *	Document Selection *	School Selection *
	District <input type="text"/>	Block <input type="text"/>	Nagriya Nikaye/Gram Panchayat <input type="text"/>	
	Habitation <input type="text"/>			
	Residential Address * <input type="text"/>			
	Pincode * <input type="text"/>			
	<small>Store the pincode.</small>			

- **Student Basic Details:** After providing the location details, applicants must give the basic required information about students.
 1. The following information is required in the student information: Student name, Caste, Religion, Gender, DOB, Adhar number, HIV info, Single girl child, Orphan, and Siblings.
 2. If the applicant selects siblings, the applicant needs to provide some more details: the sibling's name, current class, school name, and the last four digits of the Adhar card.

Academic Year * 2024-25 <small>Select the academic year for which the academic session is begin created.</small>	Student Name * <input type="text"/> <small>Enter the full name.</small>
Caste * - Select a value - <small>Select the caste.</small>	Religion * - Select a value - <small>Select religion.</small>
Gender * - Select a value - <small>Select the gender.</small>	
Date Of Birth * dd-mm-yyyy <input type="text"/>	
Student Aadhar Number <input type="text"/> <small>Enter the last 4 digits of the Aadhar Number.</small>	

Has Siblings? *

No

Yes

Choose yes, if sibling(own parent) is studying in the same school.
Please select appropriate Gender, Date of birth, Class, Location before filling sibling details.

Siblings Details

Name	<input type="text"/>	Enter the name of sibling.
Current Class	<input type="text"/>	Enter the current class of sibling.
School	<input type="text" value="- Select -"/>	Select the school of sibling.
Aadhaar card(Last 4 digit)	<input type="text"/>	Enter the last 4 digit of sibling's aadhaar.

Notes:

1. If the applicant selects the single girl child, then Orphan and Sibling details are not required.
 2. If the applicant selects an orphan, the details of the single girl child and sibling are not required.
 3. If the applicant selects Sibling, the details of the orphan and single girl child are not required.
 4. HIV detail is required in all situations.
 5. The school displayed in the sibling section is the same school where the applicant is eligible to participate. The applicant can only benefit from the Sibling category if their sibling is studying at the same school.
- **Document Section:** In the next step, the applicant needs to select documents for verifying their eligibility:
 1. The applicant must provide the student's student's birth certificate date of birth.
 2. For identity verification, the applicant must provide a proper document that justifies their identity.

- For residence verification, they must provide a valid document showing the selected address, and the submitted document should match the provided information.
- Lastly, they must provide information demonstrating the category for which they are applying, which is the primary document required for admission under this scheme.

Parents Basic Details *
Location Information *
Student Basic Details *
Document Selection
School Selection *

Birth Proof *

- Select a value -
▼

Select the proof of birth.

Identity Proof *

- Select a value -
▼

Select the identity proof.

Address Proof *

- Select a value -
▼

Select the address proof.

Applied Category(Weaker section/Disadvantage group) *

N/A

Weaker Section(EWS)

Disadvantage Group(DG)

Ability *

SC (Scheduled Caste)
▼

Document *

SC Certificate
▼

- School selection:** Once the applicant has completed filling out all sections of the application and reaches the final step of the process, which is selecting the school:
 - The applicant must click the "View school" button, and a table with a list of eligible schools will appear.
 - The applicant can then select the schools and arrange them in order of preference by moving the applications up and down.
 - After finalizing the school choices, click the "Save" button.
 - Clicking on the save button submits the application, and a unique registration number is generated and sent to the registered mobile number.
 - The applicant should print the application and gather all necessary documents to submit to their respective block officer.

Parents Basic Details *
Location Information *
Student Basic Details *
Document Selection *
School Selection *

Select Nearest school within 1 km from your residence first. You can select more than one school. Use the icon + in the below table to sort the school preferences.

School Name	UDISE Code	Medium	RTE Seat	Entry Class	Selected	Weight
[REDACTED]	[REDACTED]	English	10	1st	✔	0

View Schools

Save