



USER MANUAL FOR SCHOOL USER



VERSION 2.1
June 2021

MINISTRY OF EDUCATION, NIC

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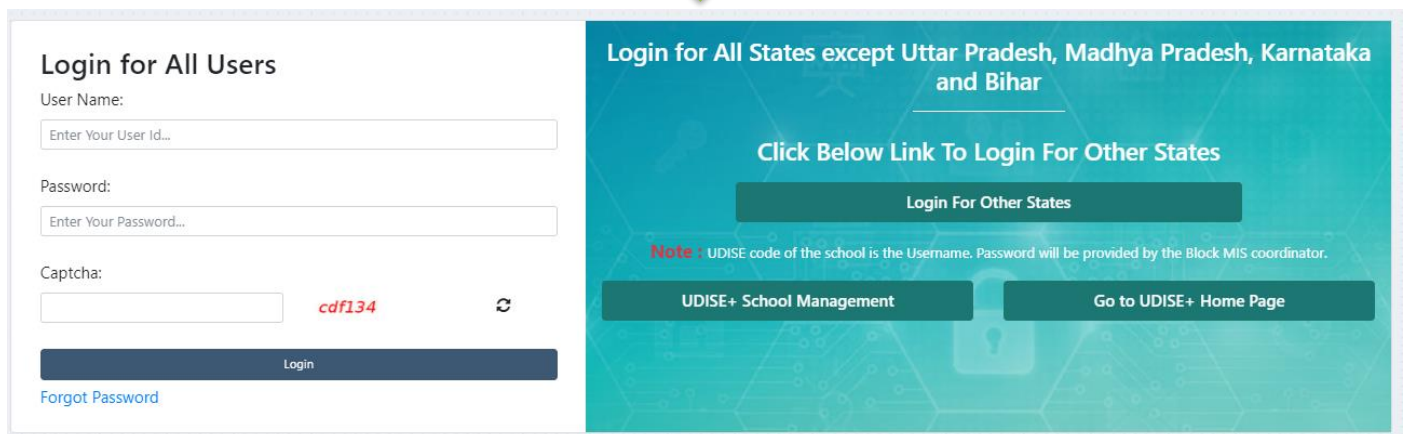
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1. Login

1.1 DCF Login

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

Note: *User Name and Password* for the **Block Entry User/ School User Login** are provided the by the **Block MIS** only. Once the Block MIS create any block entry/school user from his end, the respective Block entry/School users get the Username and the Password on their registered mobile number.

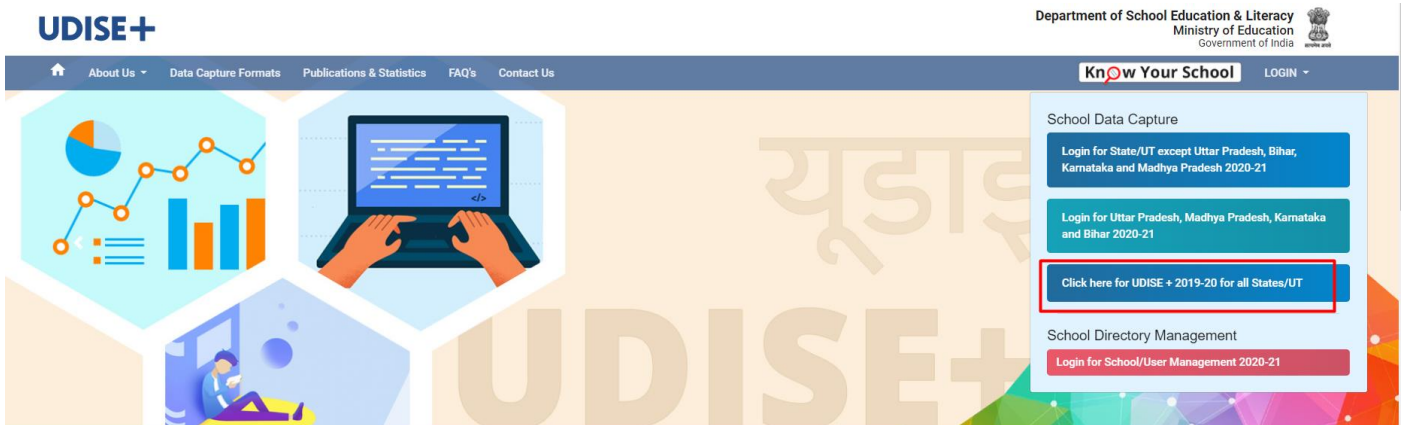


In case of unsuccessful login due to incorrect credentials or invalid Captcha user will be redirected to the same page with error message as "Invalid User ID or Password "and "Invalid Captcha". In such case, user must try to re-login with the valid credentials. The users are requested to remember their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

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

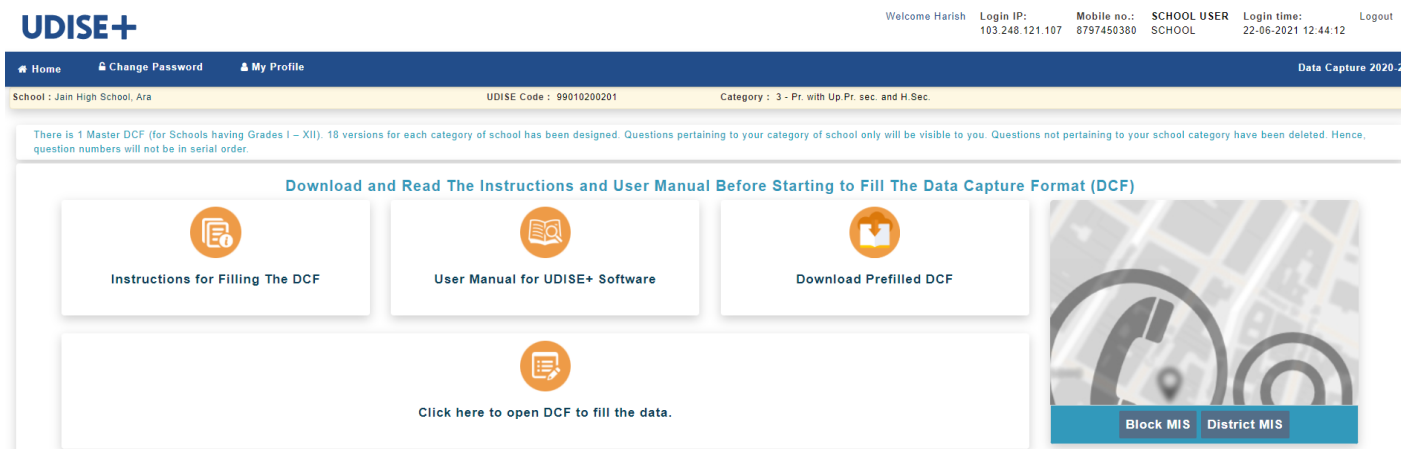
On the login page, the user needs to fill the assigned **User Name and Password** along with the **Captcha** in their respective text areas. Then press the LOGIN button as shown in the circle. Entry of Captcha field is mandatory due to security reasons.

Remarks: For viewing Data entry for the year 2019-20, the user needs to select the third option from the drop down of the UDISEPLUS website.



2. Dashboard

After having a successful login, the School User will see its respective school Dashboard as shown below.



2.1 Home

As shown above, following options are available for the school user.

a) Instructions for filling the Data capture.



Instructions for Filling The DCF

User can download the Instructions for filling the DCF from this option. Once user selects this button, an instruction file would start downloading in user browser. User can follow the downloaded document for filling the DCF.

b) User Manual for UDISEPLUS software-



User Manual for UDISE+ Software

Every Block entry/School user must have the better knowledge of the UDISE+ software. Better understanding would help out user how to work on software and their features. User can

download a user manual by selecting the “**User Manual For UDISE+ Software**” button as shown in the screenshot. Once the user selected the option, a new document would start downloading in the browser and user can refer to that document for understanding the software specifications.

c) Download Pre-Filled DCF

With this feature, the School user can download the Prefilled DCF for his/her school which contains some already filled values like School Name, School location, School category, Management etc



d) Contact Block/District MIS:

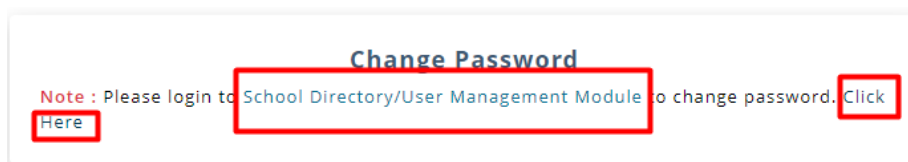
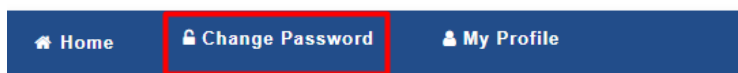
With these buttons, the user can find the contact details of its **Block or District MIS** for any issue in User credentials, De-certification etc



2.2 Change Password

This feature is now provided on School management Directory only unlike earlier and hence , the user will be directed to the School directory Management portal under the Change Password feature.

UDISE+



The user needs to click on the hyperlink “School Directory/User Management Module” Or “Click here” to go to the school directory management login from where he/she can change the password.

2.3 My Profile

This option shows the users current profile and full details, User can update the same by reaching out to admin i.e. Block MIS or District MIS.

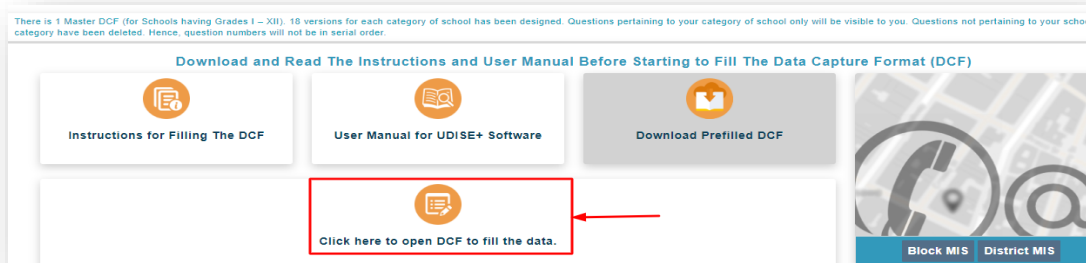
My Profile

User ID	:	TR71418174
Name	:	RohitDeoraTestinga
Designation	:	QA Engineer
Region	:	DURGACHOWMUHANI
Role	:	BLOCK ENTRY USER
Email Id	:	rohitdeora007@hotmail.com
Mobile	:	9876551227

Note : Contact Your Admin for any updation.

3. DCF - Data Entry

To proceed for DCF data entry, the School User needs to choose the option ‘**Click here to open DCF to fill the data**’ on the dashboard



Note for the school user:

1. If the below screen appears on clicking the DCF , it implies that the **District MIS** has changed the status of school from 'Operational' to any one of the 'Closed', 'Merged', 'Sanctioned but not operational or DCF not received' status OR from 'Closed', 'Merged', 'Sanctioned but not operational or DCF not received' To 'Operational'. The School User needs to click on '**Synch school**' to continue dcf data entry.



2. If the Block/District MIS has made any change in any of the school details like name, category, management etc., then an '**Update**' message will pop up before the DCF entry form. In that scenario, the school user needs to click on the '**Update**' button to proceed.

Once the user selects '**click here to open DCF to fill the data**' or '**Synch school**' as in the above case, the DCF form will open to enter data as shown below.

UDISE+
Welcome Harish Login IP: 103.248.121.107 Mobile no.: 8797450380 SCHOOL USER Login time: 18-06-2021 12:25:52 Logout

Home Change Password My Profile
Data Capture 2020-21

School : Jain High School, Ara UDISE Code : 99010200201 Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

Important Note : After Completion of Data Entry and Cross Checking of Data, Entered Data must be certified by School User / Block Entry User through Certify Data Module (Form Serial No 42). Certify module will be opened Very Shortly.

DCF S.No : [1.1 to 1.14](#) [1.15 to 1.26](#) [1.27 to 1.39](#) [1.40 to 1.49](#) [2.1.1 to 2.1.6](#) [2.1.7 to 2.1.19](#) [2.2.1 to 2.2.3](#) [2.3.1 to 2.3.4](#) [3.1 to 3.2](#) [3.3](#) [4.1](#) [4.2](#) [4.3](#) [4.4](#) [4.5](#) [4.6](#) [4.7](#) [4.8](#) [4.9](#) [6.1](#) [6.2](#) [7.1](#) [7.2-7.3](#) [7.4-7.5](#) [7.6-7.7](#) [8.1-8.3](#)

[10.1 & 11.1 Update School Basic Details](#)

Select Language : English हिन्दी

Form Sl. No.	DCF Serial No.	Form Name	Form Status	Last Modified By Last Updated On
Section 1- School Profile (Location, Structure, Management and Medium of Instruction)				
1	1.1 To 1.14	School Profile Update School Basic Details	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @ 15/06/2021
2	1.15 To 1.26	Category	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @ 15/06/2021
3	1.27 To 1.39	Language	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @ 15/06/2021
4	1.40 To 1.49	RTE Norms	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @ 15/06/2021
Section 2- Physical Facilities and Equipments				
6	2.1.1 To 2.1.6	Class Room	Completed	TT81430242 (CLUSTER ENTRY USER), CRC-11 @ 15/06/2021
7	2.1.7 To 2.1.19	Toilet Facility	Completed	TT81430242 (CLUSTER ENTRY USER), CRC-11 @ 15/06/2021
8	2.2.1 To 2.2.3	Physical Facilities and Equipments in Schools	Completed	TT81430242 (CLUSTER ENTRY USER), CRC-11 @ 15/06/2021

Before proceeding for DCF entry data, there are few things which needs to get check/verified by the School User.

1. At the top of DCF screen, user need to confirm its **school name, UDISE Code and School Category**

School : BAGHAICHARI S.B. SCHOOLS	UDISE Code : 16030602002	Category : 2 - Primary with Upper Primary
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User first check the above details, if there is any discrepancy/ mistake then user need to be check the same with their respective Block admin and get it updated if required.

2. **Select Language:** User can select the language as per their convenient (Hindi/English)

3. **Status:** this shows the DCF status, whether it is certified to not

4. **Overall Status:** It shows the status of DCF progress

Select Language : English हिन्दी	Status	Not Certified	Overall Status	Not Started
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Navigation:

The user can go to any section either by choosing the particular section on DCF entry page or he can go from the navigation buttons available at the top of the page.

On DCF dashboard is also divided in five columns, below are their purposes:

Form Sl. No.	DCF Serial No.	Form Name	Form Status	Last Modified By Last Updated On
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1. **Form Sl. No.** It shows the serial numbers of each sub category under each Section

2. **DCF Serial No.** It shows the serial numbers of question asked in each sub category

3. **Form Name:** It shows the sub category name, which helps out the user which fields related questions are being asked in this sub category

4. **Form Status:** It shows the status of particular sub categories, whether the user has started to fill that category's question or not

5. **Last Modified By & last updated on:** This column shows the user details who have submitted the details recently. This shows the date and time of the last modification done by the user.

Government has tried to cover each and every area of schools education through DCF. Therefore DCF has been bifurcated into 11 sections, and each section consists of sub-questions of particular area. Below are some highlights of the DCF:

Section 1: School Profile (Location, Structure, Management and Medium of Instruction)

- a) **School Profile II Update School Basic Details:** The user can add/edit the school basic details like head of School details, respondent Details, affiliation etc. from this option. The user can edit the School basic details from the option available on the DCF page.

Important Note : After Completion of Data Entry and Cross Checking of Data, Entered Data must be certified by School User / Block Entry User through Certify Data Module (Form Serial No 42). Certify module will be opened Very Shortly.

DCF S.No : 1.1 to 1.14 1.15 to 1.26 1.27 to 1.39 1.40 to 1.49 2.1.1 to 2.1.6 2.1.7 to 2.1.19 2.2.1 to 2.2.3 2.3.1 to 2.3.4 3.1 to 3.2 3.3 4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8 4.9 5.1 6.2 7.1 7.2-7.3 7.4-7.5 7.6-7.7 8.1-8.3

10.1 & 11.1 **Update School Basic Details**

Select Language : English | हिन्दी

Form Sl. No.	DCF Serial No.	Form Name	Form Status	Last Modified By	Updated On
Section 1- School Profile (Location, Structure, Management and Medium of Instruction)					
1	1.1 To 1.14	School Profile Update School Basic Details			
2	1.15 To 1.26	Category	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @	15/06/2021
3	1.27 To 1.39	Language	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @	15/06/2021
4	1.40 To 1.49	RTE Norms	Completed	TT71000103 (BLOCK ENTRY USER), TEST BLOCK -2 @	15/06/2021
Section 2- Physical Facilities and Equipments					
6	2.1.1 To 2.1.6	Class Room	Completed	TT81430242 (CLUSTER ENTRY USER), CRC-11 @	15/06/2021
7	2.1.7 To 2.1.19	Toilet Facility	Completed	TT81430242 (CLUSTER ENTRY USER), CRC-11 @	15/06/2021
8	2.2.1 To 2.2.3	Physical Facilities and Equipments in Schools	Completed	TT81430242 (CLUSTER ENTRY USER), CRC-11 @	15/06/2021

school : Jain High School, Ara UDISE Code : 99010200201 Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

1.14 Contact Details :

a) Head Of School Details

i) STD Code : STD

ii) Landline Number : Landline

iii) Mobile Number : 9874561236

b) Respondent Details

i) Name Of respondent : wxyz

ii) STD Code : STD

iii) Landline Number : Landline

iv) Mobile Number : 6958471425

c) Email Id of School : email

d) Website of School : website url

1.13 Address : ewarsdfgh, poluyt, trghb, uytrfvbn, 6546565

1.20 & 1.25 Residential and Establishment year details

1.20 Year of Establishment of the school : 2010

1.25 Is this a residential school? : 1-Yes 2-No

1.25 a) Type of residential School : 4 - Others

1.32 & 1.33 Affiliation Board of School

1.32 Affiliation Board for Secondary : 1 - CBSE

i) Affiliation Number for Secondary : 20jghn

ii) If others, then name of the board

1.33 Affiliation Board for Higher Secondary : 2 - State Board

i) Affiliation Number for H.Secondary : hg1223

ii) If others, then name of the board

Save

- b) **Category**
- c) **Language**
- d) **RTE Norms**
- e) **Management**

Section 2: Physical Facilities and Equipment

- a) **Classroom**
- b) **Toilet Facility**
- c) **Physical facilities and Equipment in Schools**
- d) **ICT and Digital Initiatives**

Section 3: Teaching and Non- Teaching Staff

- a) Teaching and Non-Teaching Staff
- b) Teachers and Instructors (Including Headmaster)

Section 4: New Admissions, Enrolment and Repeaters

- a) New Admissions in Grade I (**only for schools having primary and pre-primary section**)
- b) Enrolment in current academic session (Social Category and Minority Group)
- c) Enrolment by grade in the current academic session (by Age in completed years)
- d) Medium of Instruction
- e) Repeaters in current academic session (Social Category and Minority Group)
- f) Enrolment by Grade for children with special needs
- g) Availability of academic stream in the school (**Only for Higher Secondary Schools/Junior Colleges**)
- h) Enrolment and Repeaters by Academic Stream (Social Category)-(**Only for Higher Secondary Schools**)
- i) Enrolment and Repeaters by Academic Stream (Minority)- (**Only for Higher Secondary Schools**)

Section 5: Incentives and facilities provided to children (For Government and Government Aided schools only)

- a) Facilities provided to children (Previous academic year)
- b) Facilities to CWSN

Section 6: Annual Examination Result at Elementary Level

- a) Grade promotion by social category and gender for grade V
- b) Grade promotion by social category and gender for Grade VIII (Not applicable for Primary Schools (I to V))

Section 7: Board Examination Result

- a) Results of the Grade X Board Examination in the Previous Academic Year (**Only for Secondary and Higher Secondary Schools**)
- b) Number of Regular and Other than Regular Students passed/qualified the Secondary School Board (Grade X) Examination in previous academic year by range of marks (**Only for Secondary and Higher Secondary Schools**)
- c) Result of the Grade XII Board/University Examination in previous academic year (**Only Higher Secondary Schools**)
- d) Result of the Grade XII Board/University Examination in previous academic year by range of marks (**Only for Higher Secondary Schools**)

Section 8: Receipts and Expenditure

- Grants received by the school and expenditure made during the previous completed financial year

Section 9: Vocational Education under NSQF at Institutional Level (Only for Secondary and Higher Secondary Schools)

- a. Whether covered under the centrally sponsored scheme of vocationalisation of secondary education
- b. Enrolment in current academic session (By trade and by social category)
- c. Enrolment in current academic session (By trade and by job role)
- d. Availability of Vocational lab
- e. Details of Classes conducted (Previous academic year)

- f. Result of students who have cleared class X and XII with one vocational subject (Previous academic year)
- g. Details of the Vocational/Skill Training Providers (VTP) engaged with the school
- h. Details of Resource persons including teachers/skill trainers, skill training provider, guest faculty for NSQF Vocational Courses
- i. Student Placement Details (After Class X in previous year)
- j. Student Placement Details (After Class XII in previous year)

Section 10: PGI and Other Indicators (Only for Government and Government Aided Schools)

Section 11: School Safety

Form 41: Validation of Filled Data

After submitting all above sections of the form, user needs to validate their data before certifying the DCF.

In the DCF, there is a section (Form 40) from where users can validate some critical forms in the DCF as follow:

Home
Change Password
My Profile

School : BILASHCHARA SB SCHOOL other-3 UDISE Code : 16030602004 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. BACK

Validation (Every time user comes in this page, they need to click the Validation button to verify the below questions)

Validation			
Sr. No	Between Form Number	Rules	Status
1	Pre-Primary - 4.2(PP)	Schools with no pre-primary sections but provided pre-primary enrollment in table 4.2	
2	3.2 and 3.3	Regular & Contact Teachers entered in Form 3.3 must match with Regular & Contract Teachers (Form 3.2)	
3	4.1 and 4.2	Sum of Boys and Girls for class 1 in form 4.1 should be less than and equal to the Sum of Boys and Girls mentioned in Form 4.2 respectively	
4	4.2	Sum of Boys and Girls(class wise) in 4.2 (B and C section) should not be greater than the sum of Boys and Girls(class wise) in 4.2(Social Category) respectively	
5	4.2 and 4.3	Sum of Boys and Girls(class wise) in 4.3 should be equal to the sum of Boys and Girls(class wise) in form 4.2 respectively	
6	4.2 and 4.4	Sum of Boys and Girls(class wise) in 4.4 should be equal to the sum of Boys and Girls(class wise) in form 4.2 respectively	
7	4.2 and 4.5	Sum of Boys and Girls(class wise) in 4.5 should not be greater than and equal to the sum of Boys and Girls(class wise) in form 4.2 respectively / Sum of Boys and Girls(class wise) in 4.5 Minority group should not be greater than and equal to the sum of Boys and Girls(class wise) in form 4.5 Social Category respectively	
8	4.2 and 4.6	Sum of Boys and Girls(class wise) in 4.6 should not be greater than the sum of Boys and Girls(class wise) in form 4.2 respectively	
9	4.2 and 4.8	Sum of Boys and Girls(class wise) in 4.8 should be equal the sum of Boys and Girls(class wise) in form 4.2 respectively	
10	4.2 and 4.9	Sum of Boys and Girls(class wise) in 4.9 should not be greater than the sum of Boys and Girls(class wise) in form 4.2 respectively	
11	1.16 (c) and 4.1.1	Total Students in Pre-primary (4.1.1) must be declared 0 student when attachment of pre-primary section is "NO" (1.16-c)	
12	2.1.4 (B) and 2.20 (a-i)	Total Facilities (2.20 a to i) availability count should not be greater than Other room (2.1.4 - B)	

Validate

Here some important validation check points listed, those should be corrected before submitting the DCF. User needs to click the **Validate** button for checking the questions. When user clicks the Validate button, the application would check the whole question for the desirable validation and displays the result on the right side in status column as shown in below screenshot.

UDISE+ Welcome RohitDeoraTestinga Login IP: 10.25.26.66 Mobile no.: 9876551227 BLOCK ENTRY USER DURGACHOWMUHANI Login time: 14-02-2020 14:58:46 Logout

Home Change Password My Profile

School : BILASHCHARA SB SCHOOL other-3 UDISE Code : 16030602004 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. BACK

Validation (Every time user comes in this page, they need to click the Validation button to verify the below questions)

Sr. No	Between Form Number	Rules	Status
1	Pre-Primary - 4.2(PP)	Schools with no pre-primary sections but provided pre-primary enrollment in table 4.2	Successful
2	3.2 and 3.3	Regular & Contract Teachers entered in Form 3.3 must match with Regular & Contract Teachers (Form 3.2)	Successful
3	4.1 and 4.2	Sum of Boys and Girls for class 1 in form 4.1 should be less than and equal to the Sum of Boys and Girls mentioned in Form 4.2 respectively	Successful
4	4.2	Sum of Boys and Girls(class wise) in 4.2 (B and C section) should not be greater than the sum of Boys and Girls(class wise) in 4.2(Social Category) respectively	Successful
5	4.2 and 4.3	Sum of Boys and Girls(class wise) in 4.3 should be equal to the sum of Boys and Girls(class wise) in form 4.2 respectively	Successful
6	4.2 and 4.4	Sum of Boys and Girls(class wise) in 4.4 should be equal to the sum of Boys and Girls(class wise) in form 4.2 respectively	Successful
7	4.2 and 4.5	Sum of Boys and Girls(class wise) in 4.5 should not be greater than and equal to the sum of Boys and Girls(class wise) in form 4.2 respectively / Sum of Boys and Girls(class wise) in 4.5 Minority group should not be greater than and equal to the sum of Boys and Girls(class wise) in form 4.5 Social Category respectively	Successful
8	4.2 and 4.6	Sum of Boys and Girls(class wise) in 4.6 should not be greater than the sum of Boys and Girls(class wise) in form 4.2 respectively	Successful
9	4.2 and 4.8	Sum of Boys and Girls(class wise) in 4.8 should be equal the sum of Boys and Girls(class wise) in form 4.2 respectively	Successful
10	4.2 and 4.9	Sum of Boys and Girls(class wise) in 4.9 should not be greater than the sum of Boys and Girls(class wise) in form 4.2 respectively	Successful
11	1.16 (c) and 4.1.1	Total Students in Pre-primary (4.1.1) must be declared 0 student when attachment of pre-primary section is "NO" (1.16-c)	Successful
12	2.1.4 (B) and 2.20 (a-i)	Total Facilities (2.20 a to i) availability count should not be greater than Other room (2.1.4 - B)	Successful

Validate

Note: User cannot certify the form until the above listed question would be successfully validated as shown above.

Once all fields would be validated successfully, user can go further and **certify** their school.

Form 42: Download DCF and School Report

- Download DCF:** After submitting the whole DCF, user can use this option to download the complete filled DCF available in **section 42** for their future reference.

Download DCF and School Report

42 Download Full DCF Download Full DCF Download School Report Download School Report

- School Report:** With this option, the user can view his summarised filled DCF report. Once the user clicks on Download School Report button in **section 42**, a pdf report will be downloaded in the user’s browser.

Download DCF and School Report

42 Download Full DCF Download Full DCF Download School Report Download School Report

Form 43: CERTIFY School Data

Certify Data: This feature is available at the last of the DCF form i.e Form 43 **Comparison and Certify Data**. This is the final step in submitting the DCF data after proper verification and completing all the above-mentioned steps. Certification of the DCF implies the final declaration by the user that the mentioned details in the DCF are true and correct.

Comparison and Certify Data

43 Comparison and Certify Data Not Certified

After selecting 'Comparison and Certify Data' option the following screen will be displayed according to School user or Block Entry user. There are 2 sections available on the Certification page a) Data Comparison and Critical indicators b) Certification Module

A) Data Comparison and Critical indicators :

In this section, the user needs to first click on **Refresh** button available at the top whenever he makes any change in the DCF. On the left side of the page, the user can view the data comparison for the previous year and current year in different parameters like Facilities, Teacher details and Enrolment Details.

There is another section available named **Critical indicators on the right side of the page.**

Critical indicators: in this section, there are defined range and values for different indicators that these should be fulfilled in order to certify.

Green Color range indicated that it is good to certify, Orange color range indicates that the user needs to verify the data entries for that indicator and then should proceed for certification and lastly Red color range indicates that the indicator values are out of range as defined by the government. For Out of range values (Red color), the user can certify but he needs to give the reason in the remarks field for such out of range values in the DCF.

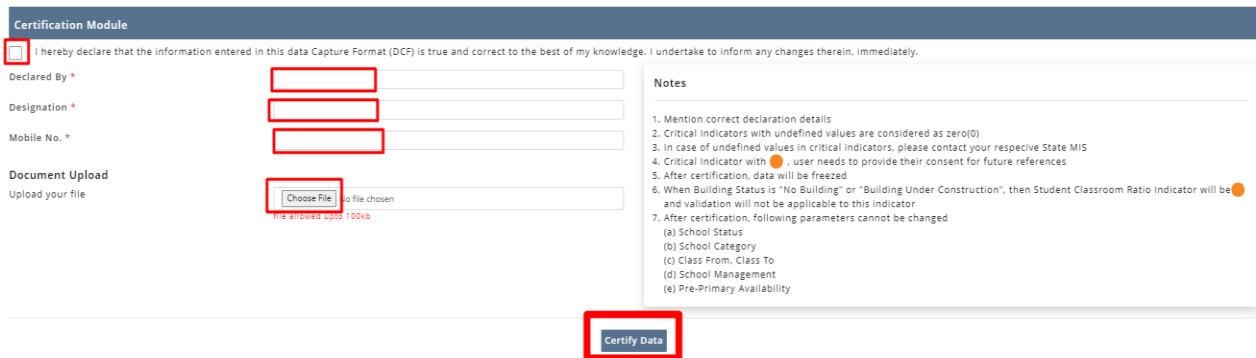
The defined ranges for the indicators are as shown below.

Indicator	Range
Student Teacher Ratio ⓘ	>15 to <=50
	>0 to <=15 or >50 to <=120
	>120
Student Classroom Ratio ⓘ	>0 to <=60
	>60 to <=150
	>150
Student Toilet Ratio ⓘ	>0 to <=200
	>200 to <=500
	>500
Student's Deviation ⓘ	-500 to 500
	<-500 or >500
Teacher's Deviation ⓘ	-30 to 30
	<-30 or >30

B) Certification Module: After checking and verifying for the Critical indicators as described above, the user can now proceed for certification.

a) Certification By the School User:

If the school has submitted the data by itself, then following screen would be displayed under certification module. The school user needs to check mark the declaration field, then fill the entries as shown below and finally click on **Certify Data**.



Certification Module

I hereby declare that the information entered in this data Capture Format (DCF) is true and correct to the best of my knowledge. I undertake to inform any changes therein, immediately.

Declared By *

Designation *

Mobile No. *

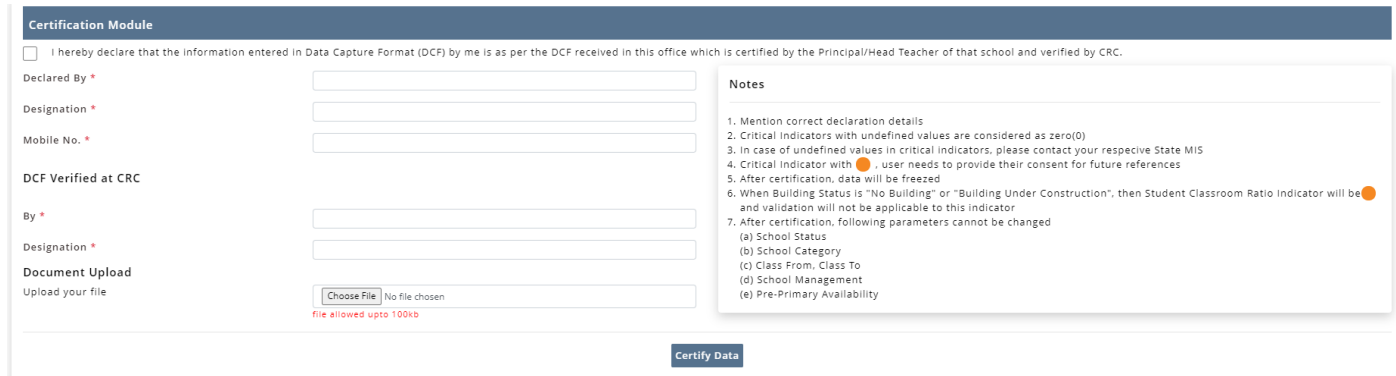
Document Upload
Upload your file No file chosen
file allowed upto 100kb

Notes

1. Mention correct declaration details
2. Critical indicators with undefined values are considered as zero(0)
3. In case of undefined values in critical indicators, please contact your respective State MIS
4. Critical indicator with ●, user needs to provide their consent for future references
5. After certification, data will be frozen
6. When Building Status is "No Building" or "Building Under Construction", then Student Classroom Ratio Indicator will be ● and validation will not be applicable to this indicator
7. After certification, following parameters cannot be changed
 - (a) School Status
 - (b) School Category
 - (c) Class From, Class To
 - (d) School Management
 - (e) Pre-Primary Availability

b) Certification By the Block Entry User:

However, if the school data is filled by the Block Entry user, then the Block User needs to certify and declare the form himself as shown in the below screenshot.



Certification Module

I hereby declare that the information entered in Data Capture Format (DCF) by me is as per the DCF received in this office which is certified by the Principal/Head Teacher of that school and verified by CRC.

Declared By *

Designation *

Mobile No. *

DCF Verified at CRC

By *

Designation *

Document Upload
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file allowed upto 100kb

Notes

1. Mention correct declaration details
2. Critical indicators with undefined values are considered as zero(0)
3. In case of undefined values in critical indicators, please contact your respective State MIS
4. Critical indicator with ●, user needs to provide their consent for future references
5. After certification, data will be frozen
6. When Building Status is "No Building" or "Building Under Construction", then Student Classroom Ratio Indicator will be ● and validation will not be applicable to this indicator
7. After certification, following parameters cannot be changed
 - (a) School Status
 - (b) School Category
 - (c) Class From, Class To
 - (d) School Management
 - (e) Pre-Primary Availability

After certifying user would redirect to a new window, where they can download the **"Acknowledgement"** certificate and **"Filled DCF"** as shown below.



School Data has been Certified Successfully

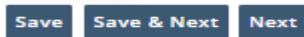
Note : In case of any correction needed, please contact Block MIS



Buttons to Save and Proceed

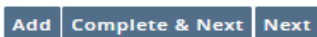
After selection of appropriate DCF, user would be able to fill the DCF for their respective school. Following are some of the buttons user would see while submitting DCF data:

1. **“Save”, “Save & Next” and “Next”:** While filling the data user can fill the whole DCF in one go or they can save the work at any point of time. These buttons provide privilege to the user to save their data or save a particular section partially done and go to next section.

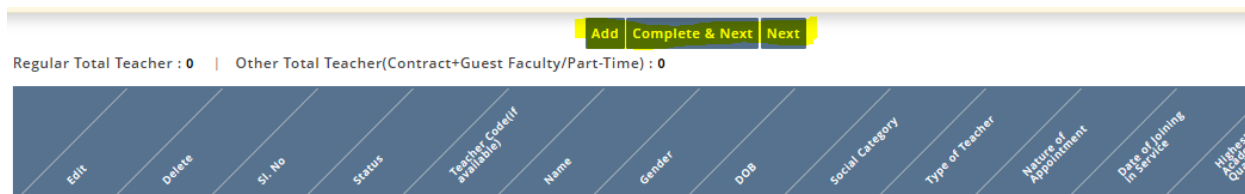


User basically sees the above option in each Tab for every DCF at the bottom of the screen as below.

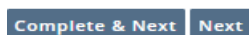
2. **“Add”, “Mark as Complete” and “Next”:** User would see this option at “Teachers and Instructors” section i.e. 3.3. In this section, user needs to fill the details of their Teachers and Instructors available in their schools. These options would help user to add a new row and to mark those entries where teacher details are fully filled i.e. “Mark as Complete”, down the line user can go to next section at any time by selecting the option “Next”.



User would see this option in Teacher and Instructors sections at the top of the screen, where he needs to fill the teacher details



3. **“Save”, “Complete & Next” and “Next”:** This option stands for same function as above. User can save the data partially and also go to next section with or without filling the current section.



User would see the above option at “Student Enrolment” section, where user needs to submit the student count and this option would appear at the bottom the screen as below:

(c) Out of the total enrolment, provide number of students

Class	Pre-Primary		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
Having AADHAAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BPL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(d) Out of the total enrolment, provide number of transgender students

Transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Save

Complete & Next **Next**

After filling the whole DCF completely, user would see the below two option for downloading their data and certify the DCF. User must be sure before certifying the data that all their fields are filled properly. Once the DCF has been certified then for any update user needs to reach out to Block MIS for unlocking the DCF.

