



**ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY**  
**School & Mass Education Department**  
**Govt. of Odisha**



# Extended MIS: Mobile user handbook

Version : 1.1

# Roles and responsibilities in extended MIS



Update data at school point. Accountable for data quality and accuracy



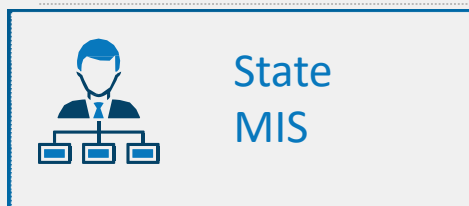
Support school user in MIS and technology use. Follow up Schools to complete updation work in time. Verify authenticity and accuracy of data updated by each school.



- Train CRCCs, HMs, school users. Resolve operational and technical issues in using MIS
- Ensure compliance to state guidelines and timelines. Monitor coverage and data quality through MIS
- Coordinate operational support from district office and technical support from state MIS



- Support user training, resolve block escalated operational and technical issues
- Ensure compliance to state guidelines and timelines. Monitor data quality through MIS
- Coordinate technical support from state MIS



- Consolidate Master entities collecting from Districts.
- Provide Technical support
- Follow-up Districts and Blocks to complete the work in time

# School will update; block, district, state will monitor to ensure quality and compliance

## School User

- Update School Profile
- Update Student profile
- Update Aadhaar number
- Update CWSN type
- Add student through Admission
- Remove student through Exit Transfer out/transfer in
- Transfer out before school closure
- Update attendance daily
- Update assessment data after SA1/SA2
- Update Incentive

## Block User

First point of contact for school users

- Provide training and troubleshooting support
- Provide technology support at block point
- Escalate to district user

Monitor rate of compliance

- Incomplete School profiles
- Incomplete Student profiles
- Incomplete SA1 & SA2

## District User

Point of contact for block coordinators

- provide training and troubleshooting support to school user if necessary
- provide technology support at district office point
- Escalate to state user

Monitor rate of compliance

- Incomplete School profiles
- Incomplete Student profiles
- Incomplete SA1 & SA2

## Guidelines to follow to update School Profile & Infrastructure :

- All discrepancies identified and left out parameters of school profile and Infrastructure has been shared with the district MIS are to be corrected and updated.
- Proper School nomenclature to be ensured.
- Exact tagging of GP, Cluster, Assembly Constituency, Parliament constituency, address, pin code etc. to be confirmed.
- HM detail with contact numbers to be provided.
- No parameter to be left unattended.
- School Infrastructure to be rechecked as per actual.
- To make sure about the school profile status from partially filled to complete stage with 100 % data accuracy.



Logging-in to extended MIS

Extended MIS link: <http://emisosepa.odisha.gov.in/>

## How to log into extended MIS

Enter **password** here

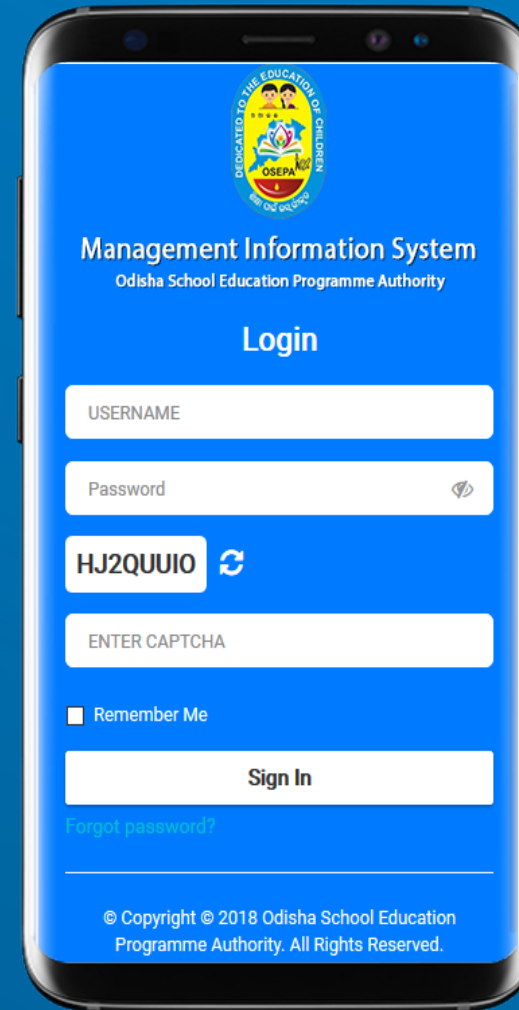
2

Enter above **CAPTCHA** here

3

Click on **Sign-In** For Login

5



The image shows a smartphone screen displaying the 'Management Information System' login page for the Odisha School Education Programme Authority. The page has a blue header with the OSEPA logo and text. Below the header, the word 'Login' is centered. There are two input fields: 'USERNAME' and 'Password'. Below the password field is a CAPTCHA image showing the text 'HJ2QUUI0' with a refresh icon. Below the CAPTCHA is an input field labeled 'ENTER CAPTCHA'. There is a checkbox labeled 'Remember Me' and a 'Sign In' button. At the bottom, there is a link for 'Forgot password?' and a copyright notice: '© Copyright © 2018 Odisha School Education Programme Authority. All Rights Reserved.'

1 Enter your **School UDISE** here

4 Select **checkbox** to save your credentials

MIS Login Page

## Support by Block Users to School users with login details and reset

- If a school user forgot their password, they should contact the their block user to reset it
- The Block user will use the User Management page to reset the password for that school
- Resetting the password sets it to default: Osepa@123
- When the school user logs in using the default password after a reset, they will be prompted to change the password, which has to be preserved for next time use.



# Student Module



# Steps for school user to update and use extended MIS (Student Module)

## Step 1

Review the list of students in your school

## Step 2

Add students to the school through Admission page

## Step 3

Remove students through Transfer or Exit

## Step 4

Filter and complete all Partially Filled student profiles

## Step 5

Fill student-wise SA1 & SA2 through Assessment

## Step 6

Update attendance daily

## Step 7

Disburse Incentive to students

**Important:**  
Student status  
Active and Inactive

## Step 1: Review the list of students :-

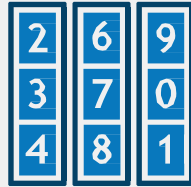
- Active, In School: Student enrolled at the school
- Active, In Transfer: Student has transferred out
- Inactive, Death: Student has died
- Inactive, Juvenile case: Student in juvenile
- Inactive, Out of school: Student is out of school
- Inactive, Fake: Student profile was fake
- Inactive, Duplicate: Student profile was a duplicate
- Inactive, Dropout: Student has dropped out
- Inactive; Missing: Student is missing
- Inactive; Incorrect Class: Student is studying in incorrect class
- Inactive; Ex-regular (for Class 10<sup>th</sup>): Passing out student still exist in the MIS.

# Important: Three important and identifying numbers



## Unique student id

- System generated, 16-digit id assigned to every student
- Does not change through the student's lifecycle
- Enables identification of any child in MIS
- Example: 2130010460100906



## Admission reference number

- Admission number of the student, as maintained by school
- System generated for all students migrated from SDMIS
- To be manually entered by the school for new students
- Example: 2019-20/0020



## Transfer Certificate number

- System generated, 16-digit TC number
- Links students in transfer to initial school
- Enables identification and tracking in MIS
- Example: 2115010020119120

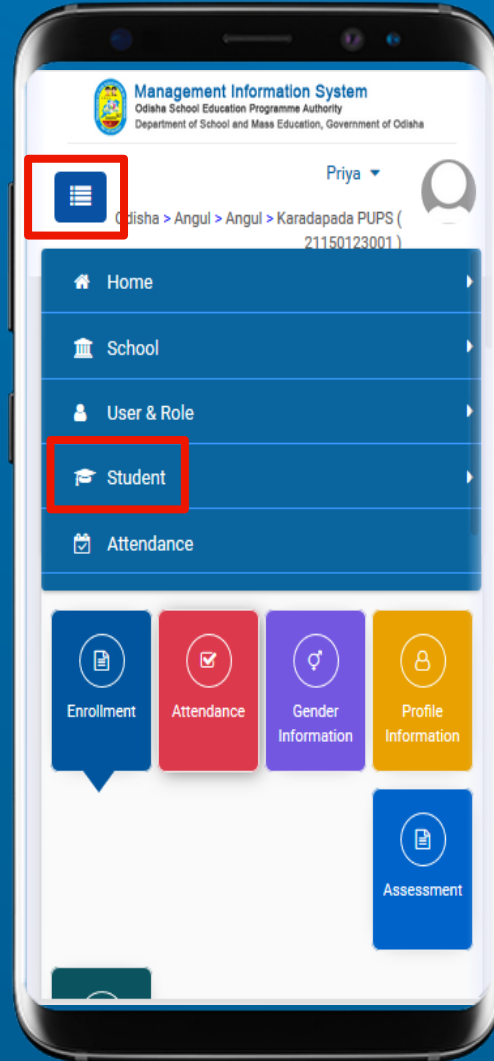
# View the students in your school, by class (1/2)

Click here for  
the **menu**

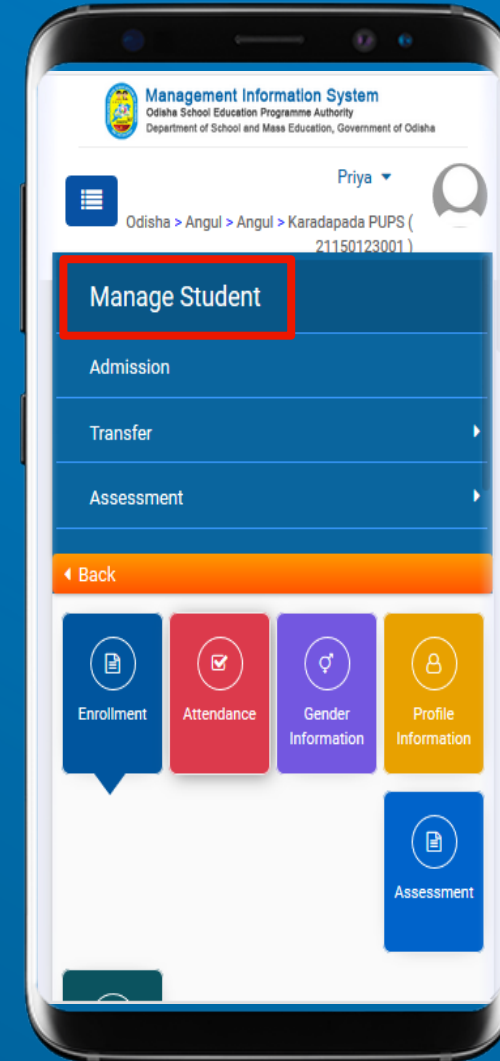
1

Click here on  
**Student menu**

2



Upon clicking on  
**Student Menu**,  
list of submenus  
will appear



3

Click  
here  
to  
**Manage  
Student**

# View the students in your school, by class (2/2)

1  
Manage Student Page

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Manage Student

District  
Angul

Block  
Angul

Cluster  
PURUNAKOTE PS

School  
Karadapada PUPS

Student's Name  
Student Name

Class  
Select Class

Father's Name  
Father's Name

Date Of Birth

2  
Class Filter -  
Select Class to filter students

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Manage Student

District  
Angul

Block  
Angul

Cluster  
PURUNAKOTE PS

School  
Karadapada PUPS

Student's Name  
Student Name

Class  
Select Class

1  
2  
3  
4  
5  
6  
7  
8

3  
List of students as per filter criteria

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

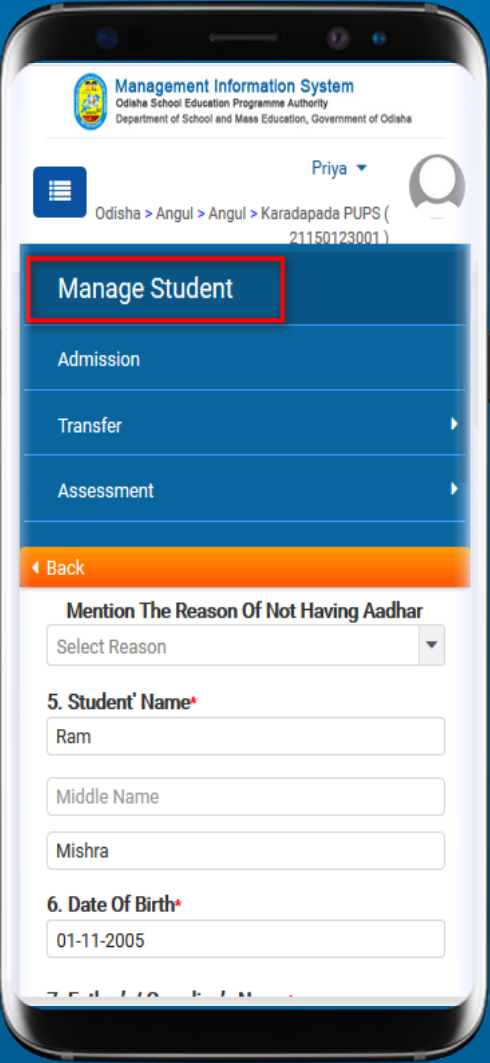
Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

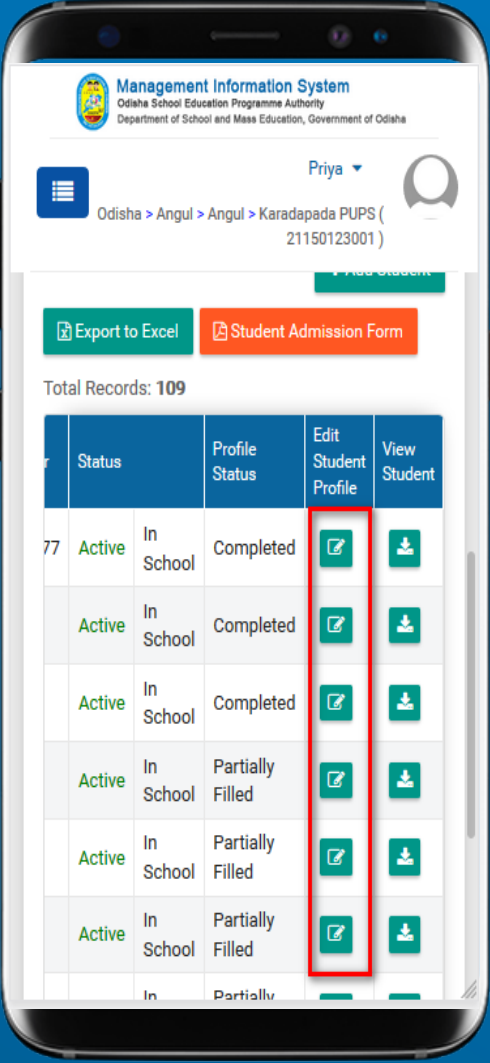
Total Records: 475402

Sl.No.	Class	Sec	Student Name	Admission Number
1	8	A	ANUSKA MAHANTI	2019-20/0181
2	9	A	DITI SAHANI	2019-20/0213
3	9	A	SPANDAN DASH	2019-20/0844
4	8	A	ANWESHA SAIDARSINI	2019-20/1476
5	10	A	HIMANSHU GOLANI	2019-20/0438
6	9	A	AMIT BAGARTY	2019-20/0643
7	9	A	ASISH DALAI	2019-20/0557
8	8	A	PRATYUSH MURMU	2019-20/0529

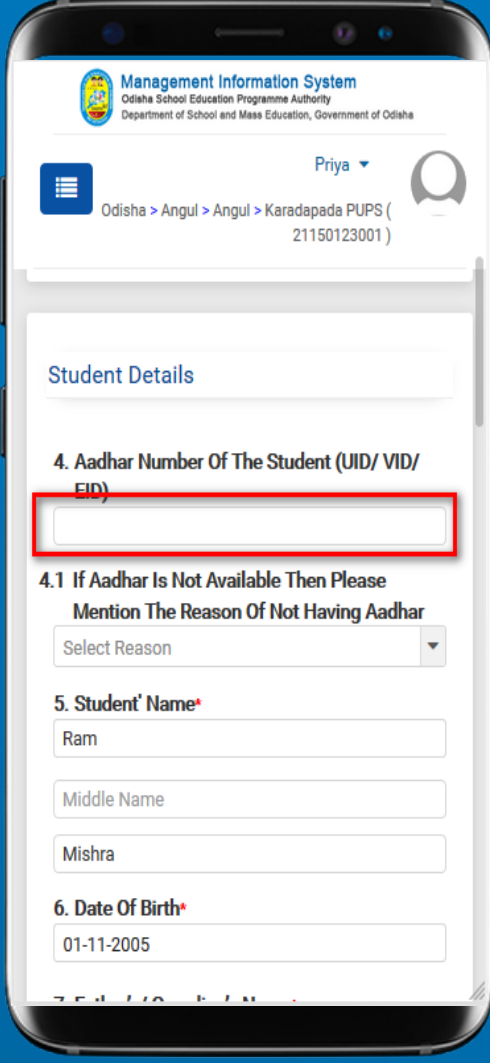
# Manage Student: updating a student's profile



Click on  
manage  
student menu

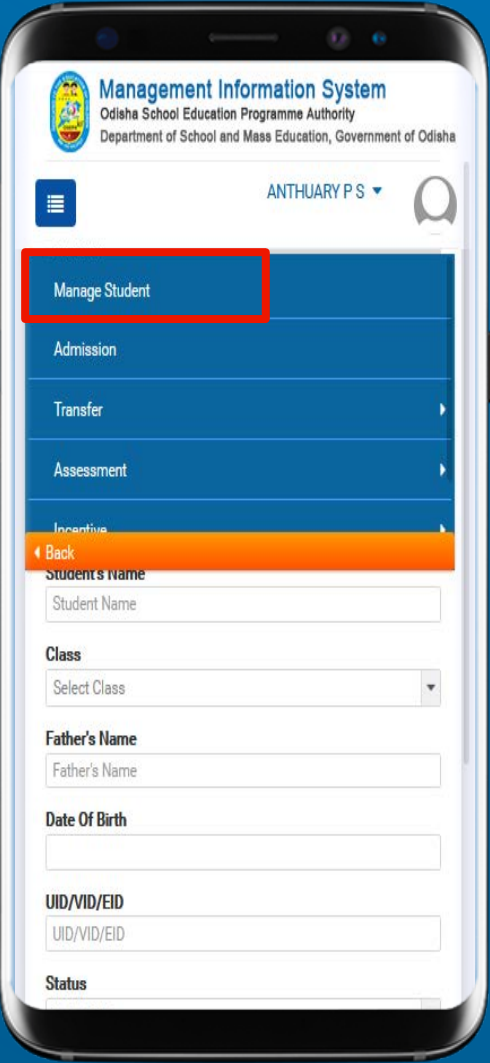


Click on **Edit**  
**Button** to  
update  
aadhaar



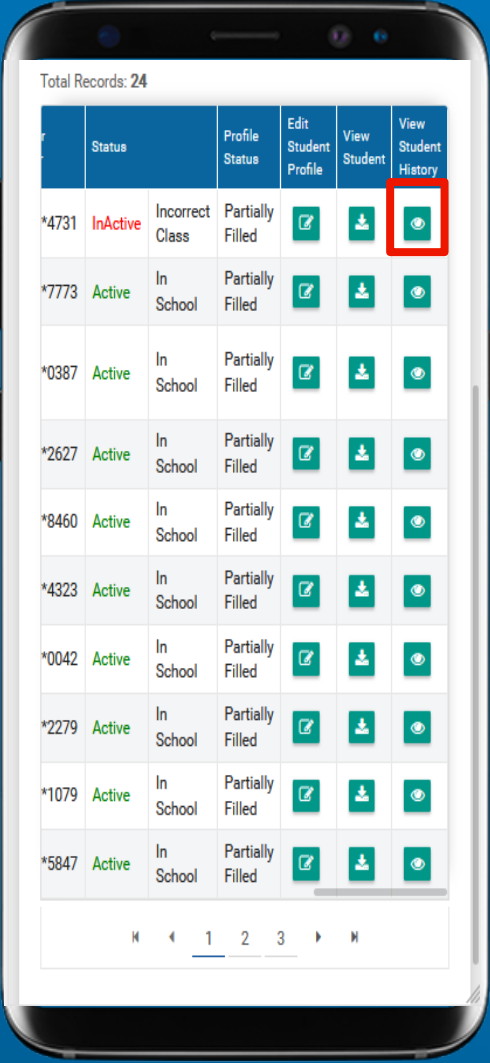
Update  
aadhaar here

# Manage Student: Viewing Student History



1

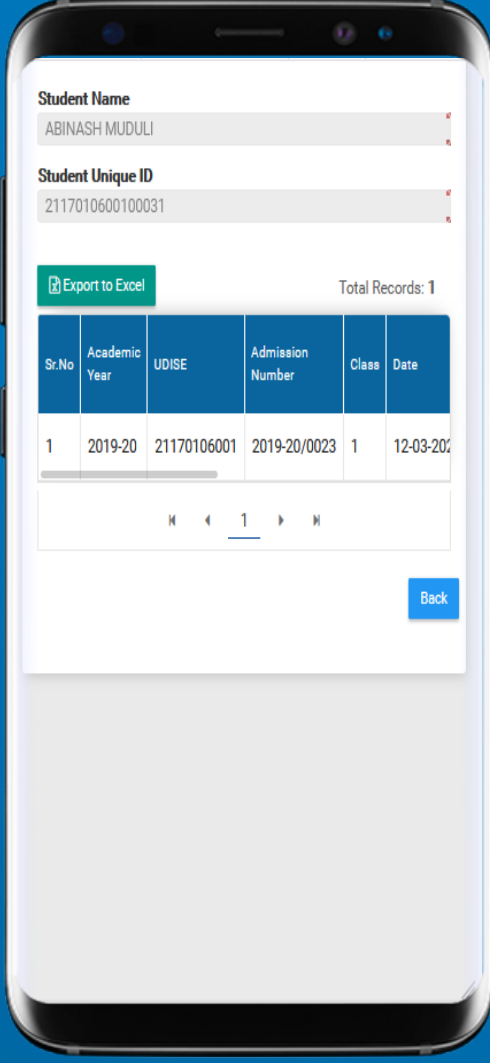
Go to  
Manage  
Student



2

Click on  
View history  
button

Click on **Edit**  
**Button** to  
update  
aadhaar



3

View  
history Here

## Step 2: Add students through admission



Scenario 1: Adding a new student in extended MIS



Scenario 2: Adding a student that already exists in extended MIS, through Aadhaar, Student ID or TC number (Through Quick Fill)

Student admission is possible only by the school user, with a school login



# Scenario 1: Adding a new student in extended MIS (1/2)

1  
Click here  
to add a  
new  
student

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Manage Student

**Admission**

Transfer

Assessment

Back

Select Status

Student ID

Student ID

Admission Number

Admission Number

Profile Status

Select Profile Status

Reset Search



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

**A. Student Admission**

1. School UDISE Code  
21150123001

2. School Address

3. School Name\*  
Karadapada PUPS

4. Session\*  
2019-20

5. Date Of Admission\*  
Date of Admission

6. Class Of Admission\*  
Select Class

7. Section\*  
Select Section

8. Admission Number\*  
2019-20/  
Invalid Admission Number Format



2  
Admit  
student to  
your  
school  
from here

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Bishnu Priya

Odisha > Khordha > Bhubaneswar > BANKUAL U G U P S (21170500902)

**BANKUAL U G U P S**

4. Session\*  
2019-20

5. Date Of Admission\*  
Date of Admission  
Required

6. Class Of Admission\*  
Select Class  
Required

7. Section\*  
Select Section  
Required

8. Admission Number\*  
2019-20/  
Invalid Admission Number Format

3  
Mandatory  
fields are  
marked  
with a red  
asterix\*

# Scenario 1: Adding a new student in extended MIS (2/2)

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya ▾

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Select Category ▾

26. If Taking Admission In Class 1, Status Of The Previous Year\*

Select Status of the Previous Year ▾

27. Class Studied In The Previous Year\*

Select Previous Year ▾

28. Medium Of Instruction\*

01 - Assamese ▾

29. Stream (For Grades 11 & 12)\*

Select Stream ▾

Back Update & Next

1  
Click on  
Update &  
Next Button

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya ▾

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

4. If Aadhar is NOT Available then Please mention The Reason Of Not Having Aadhar

Select Reason ▾

5. Student Name\*

Raaha

PLEASE CONFIRM TO CONTINUE ✕

⚠ Are you sure the entered details are valid?

✓ Confirm ✕ Back

7. Father's/ Guardian's Name\*

Mr ▾ ram

8. Mother's Name\*

M: ▾ Ruhi

2  
Click  
Confirm to  
add student  
to your  
school

3  
Unique ID  
generated  
for the  
student  
added

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya ▾

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

4. If Aadhar is NOT Available then Please mention The Reason Of Not Having Aadhar

Select Reason ▾

5. Student Name\*

Raaha

NEW STUDENT ID GENERATED ✕

The profile for Raaha Das has been generated. His unique student id is: 2102060010200001

OK

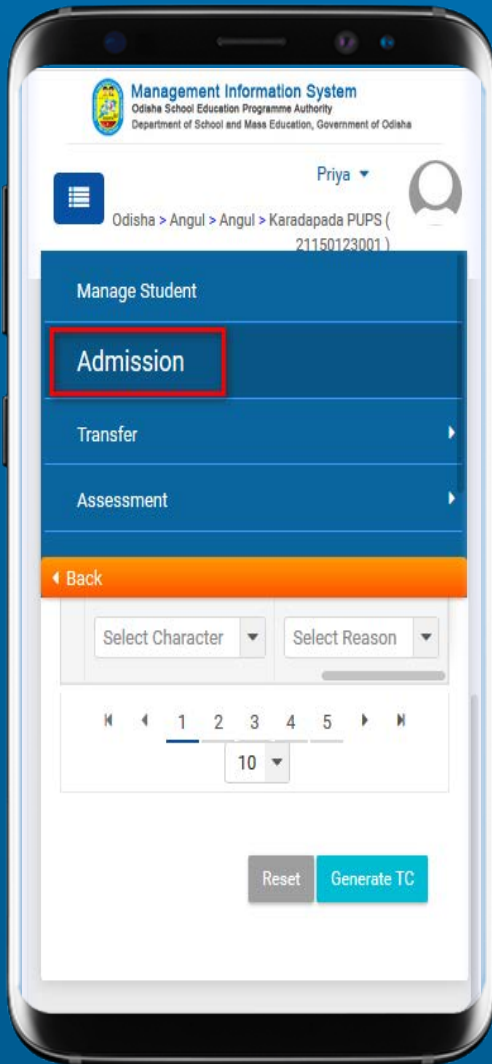
7. Father's/ Guardian's Name\*

Mr ▾ ram

8. Mother's Name\*

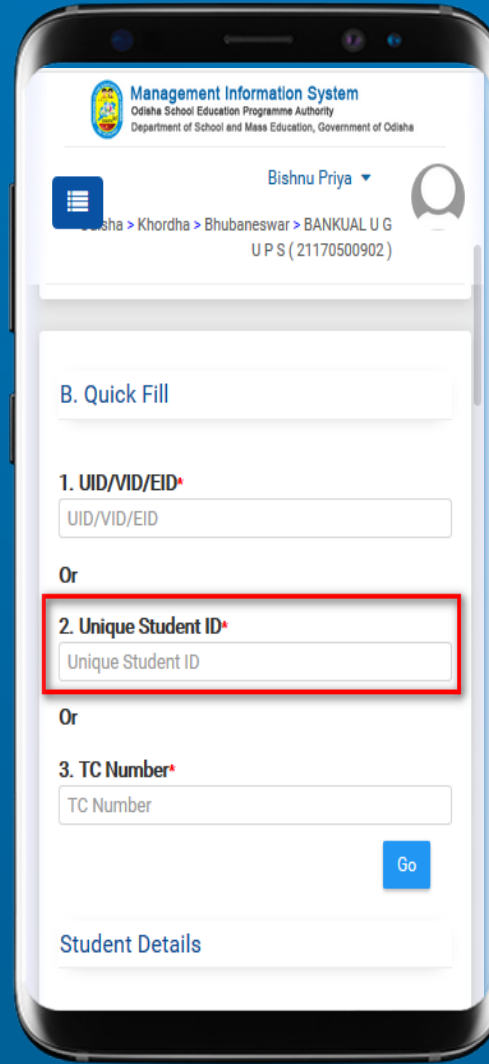
M: ▾ Ruhi

## Scenario 2: Adding a student that already exists in extended MIS, through unique student ID (1/3)



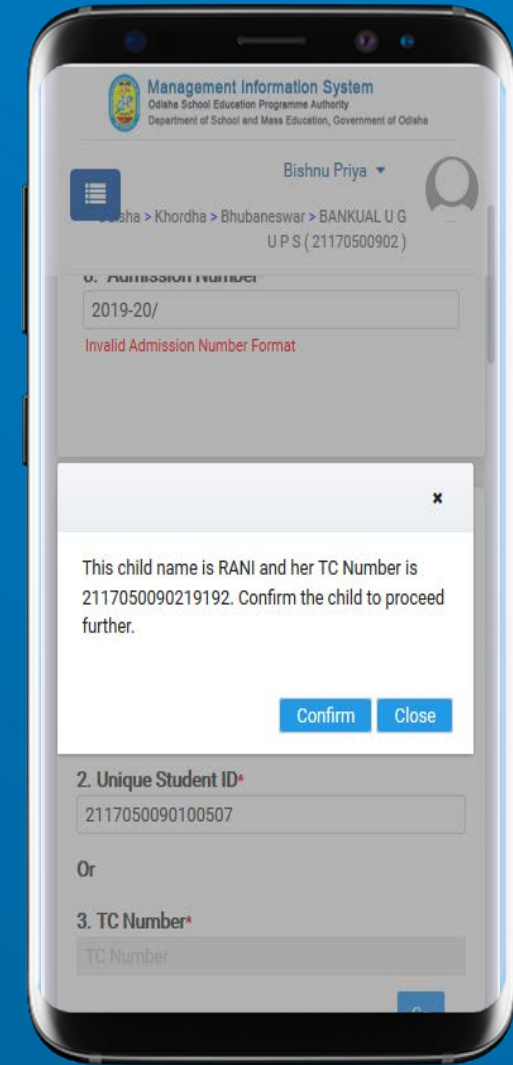
Click on **Admission Menu** button to visit admission page

1



Enter **Unique Student ID** of the student here

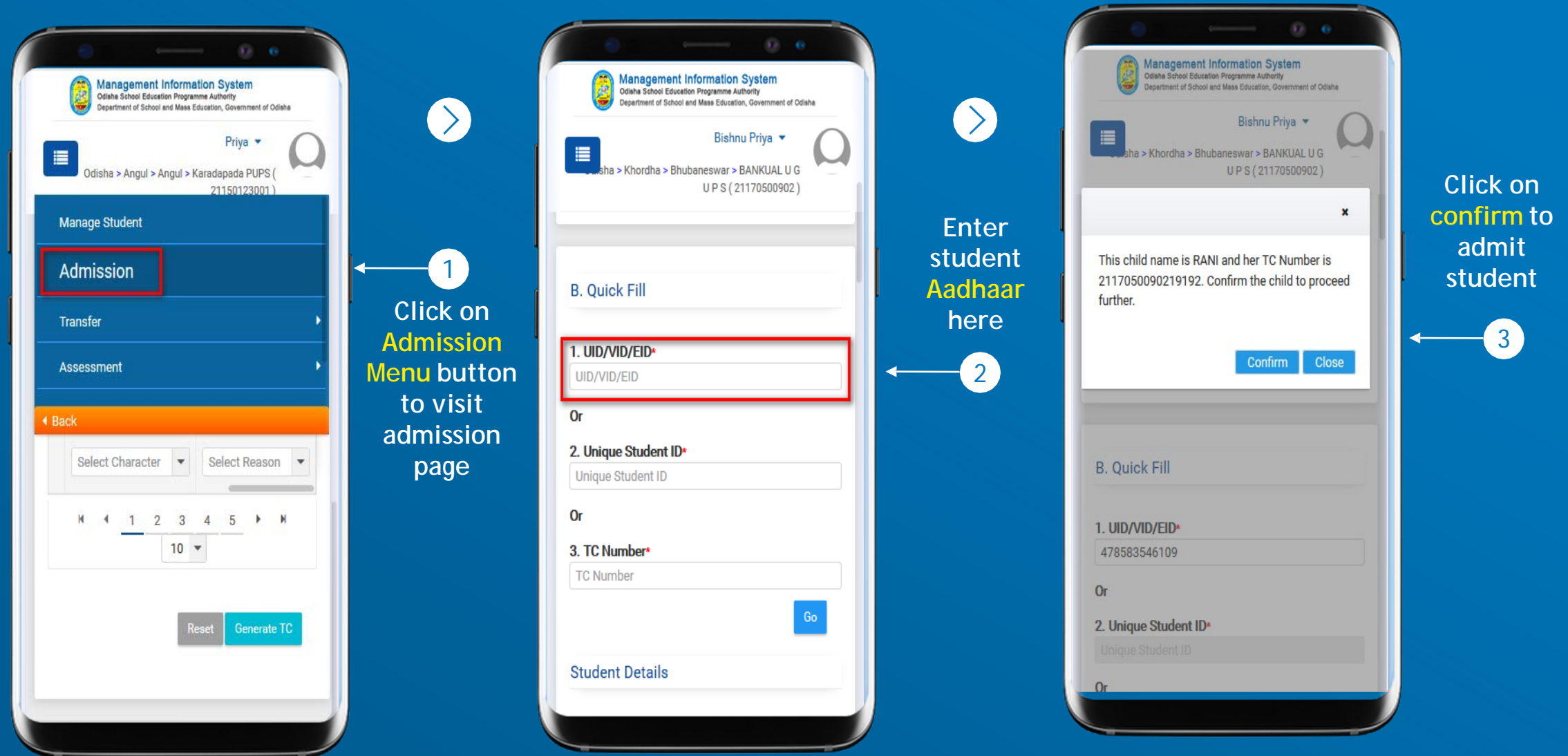
2



Click on **confirm** button to admit student

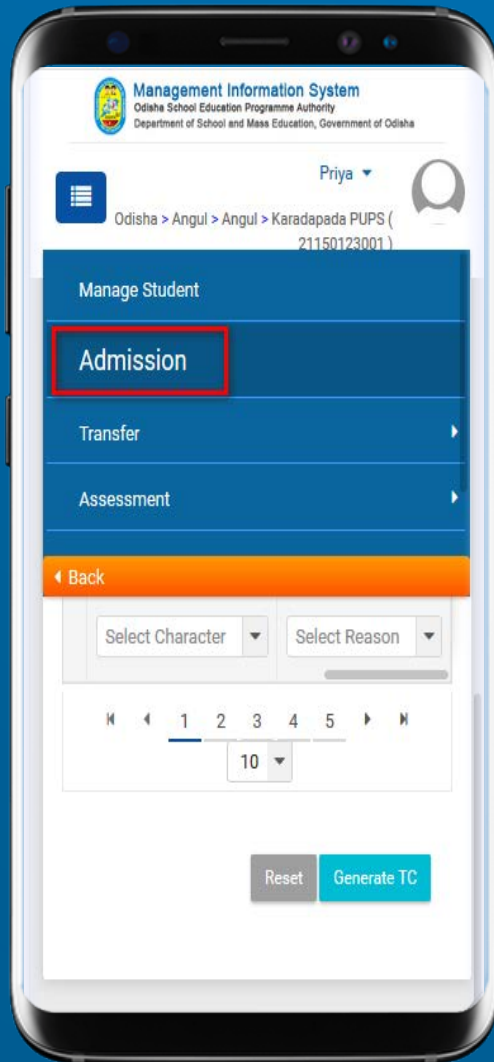
3

## Scenario 2: Adding a student that already exists in extended MIS, through Aadhar (2/3)





## Scenario 2: Adding a student that already exists in extended MIS, through TC (3/3)



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Manage Student

Admission

Transfer

Assessment

Back

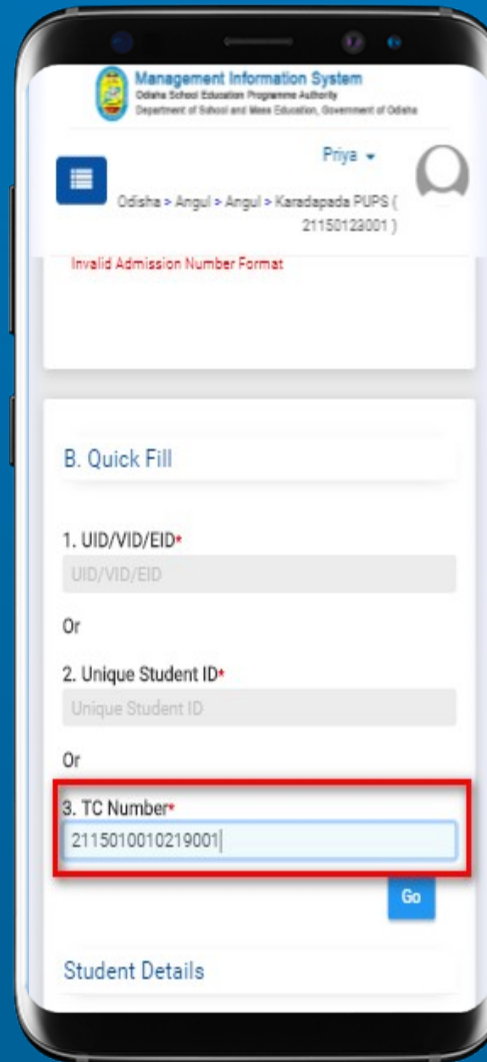
Select Character Select Reason

1 2 3 4 5 10

Reset Generate TC

1

Click on **Admission** Menu button to visit admission page



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Invalid Admission Number Format

B. Quick Fill

1. UID/VID/EID\*

UID/VID/EID

Or

2. Unique Student ID\*

Unique Student ID

Or

3. TC Number\*

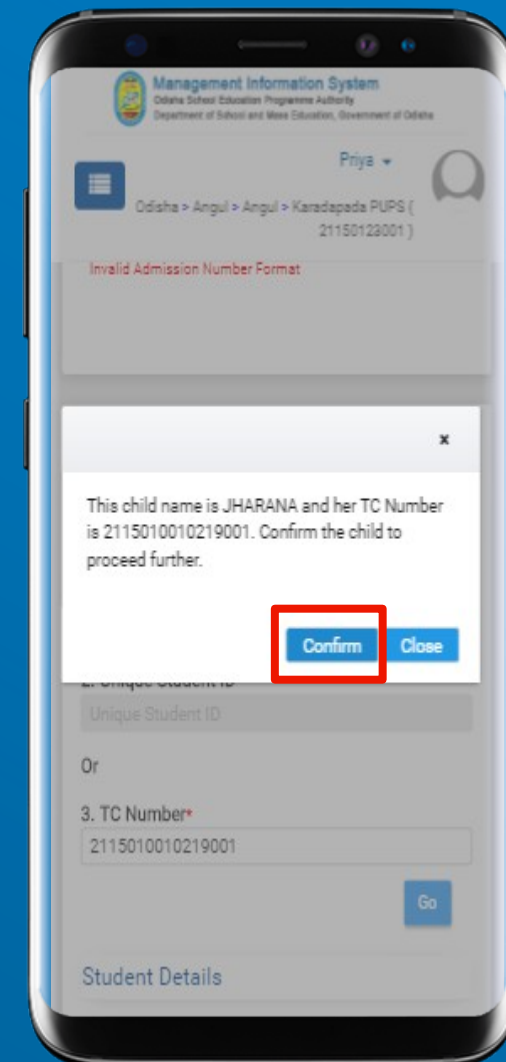
2115010010219001

Go

Student Details

2

Enter **TC number** in quick fill bar and click on **GO** to readmitted the transferred student



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Invalid Admission Number Format

This child name is JHARANA and her TC Number is 2115010010219001. Confirm the child to proceed further.

Confirm Close

Unique Student ID

Or

3. TC Number\*

2115010010219001

Go

Student Details

3

Upon clicking **confirm** button student will readmitted to your school again

## Step 3 : Remove students through Transfer or Exit

A student can be removed from the school in two ways:



Transfer: When students transfer to another school, requests a TC and during school closure.



Exit: When a student leaves the school due to one of the following reasons (Death, Dropout, Missing, Fake, Juvenile Case, Migrated out of state, Incorrect Class, Ex- Regular)

Removing a student from a school is possible only by  
the school user, with a school login

# Transfer: Transferring out a student (1/3)

1 →  
Click on  
Transfer and  
select  
Transfer  
Student

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

- Manage Student
- Admission
- Transfer**
- Assessment

◀ Back

Select Profile Status

Reset Search

+ Add Student

Export to Excel Student Admission Form

Total Records: 109

Sl.No.	Class	Sec	Student Name	Admission Number
--------	-------	-----	--------------	------------------



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

- Transfer Student**
- Download TC

◀ Back

Select Profile Status

Reset Search

+ Add Student

Export to Excel Student Admission Form

Total Records: 109

Sl.No.	Class	Sec	Student Name	Admission Number
--------	-------	-----	--------------	------------------



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

**Student Transfer**

Search Student

School  
Karadapada PUPS

U-DISE Code  
21150123001

Class  
Select Class

Section  
Select Section

Admission Number

Student Name

Date Of Birth

Student ID  
Student ID

# Transfer: Transferring out a student (2/3)

1 → Select student by checking the checkbox

2 → Choose character of student for TC

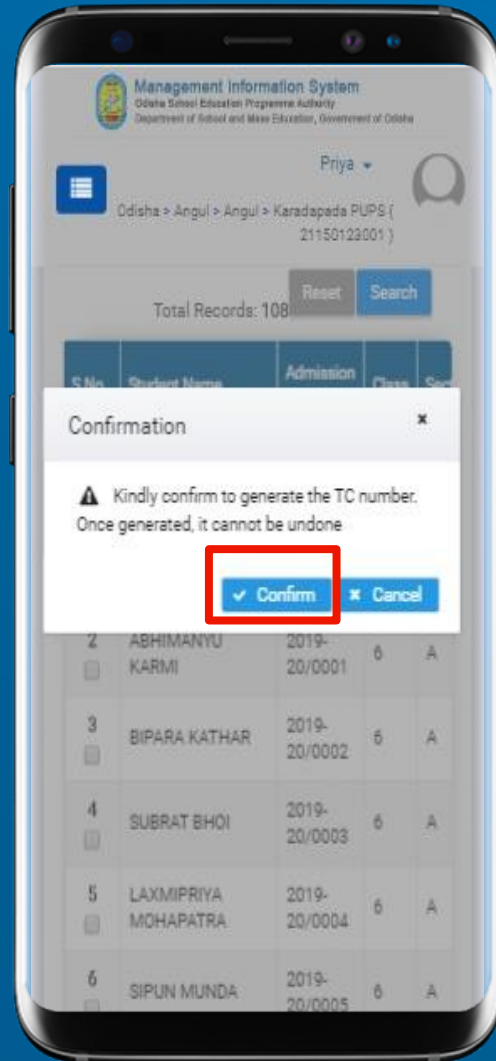
3 → Click on **Generate TC** button to generate TC

The process is shown across three smartphone screens:

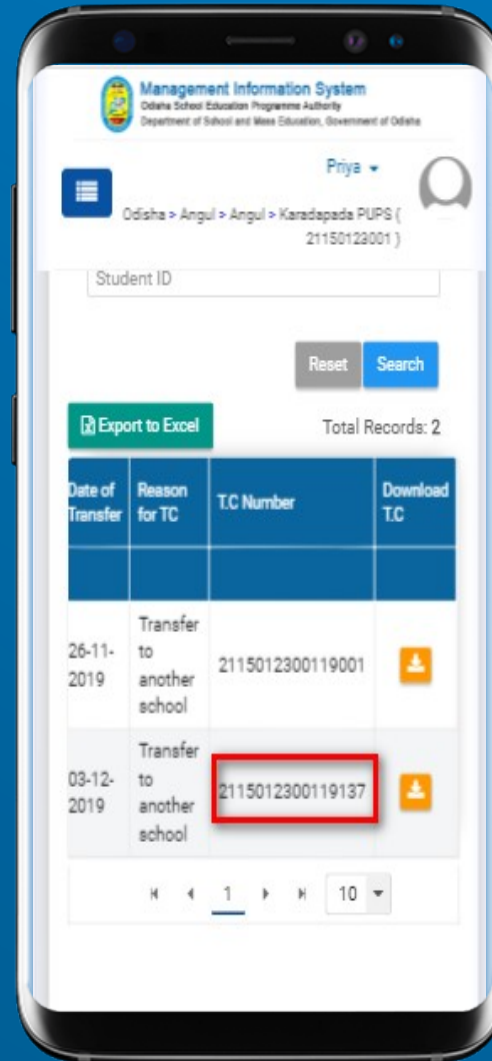
- Screen 1:** Shows the 'Management Information System' interface for 'Tilak Ty School'. A list of students is displayed with columns for 'Sl.No', 'Student Name', and 'Student ID'. The first student, 'satru singh' (ID: 2122011560100050), is selected by checking a checkbox.
- Screen 2:** Shows the 'Character of Student' selection screen. A dropdown menu is open, showing options: 'Good', 'Very Good', and 'Bad'. The 'Good' option is highlighted.
- Screen 3:** Shows the 'Generate TC' button at the bottom of the screen. The button is highlighted in red.



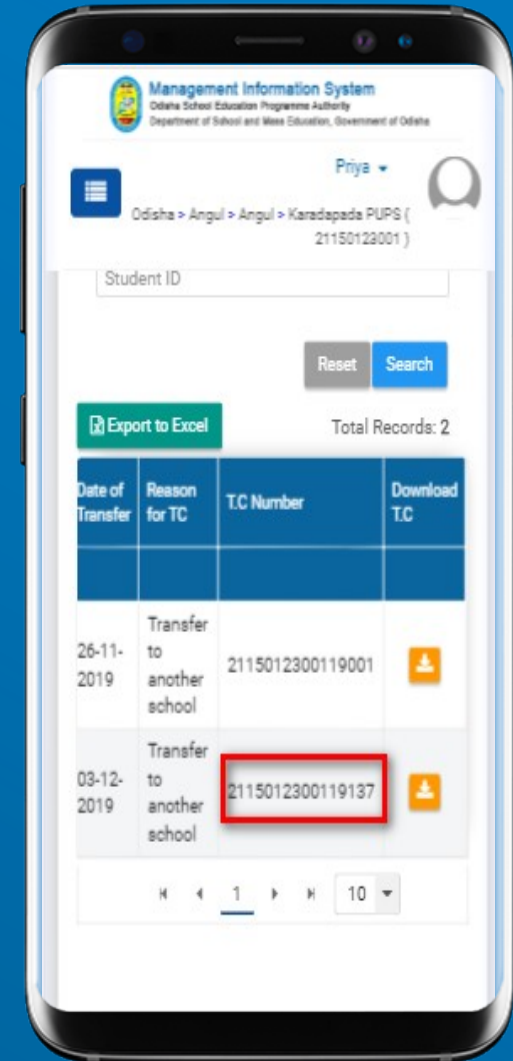
# Transfer: Transferring out a student (3/3)



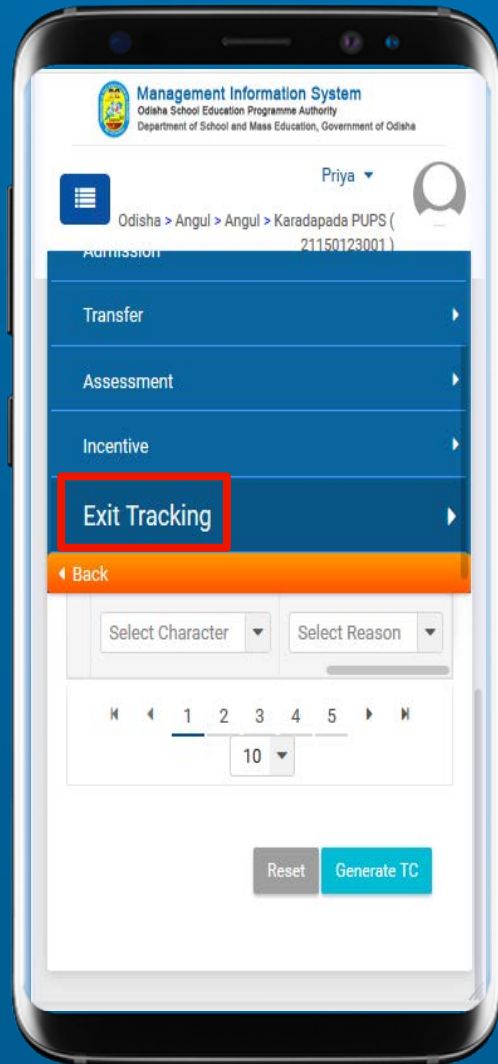
Click  
**Confirm** to  
generate TC



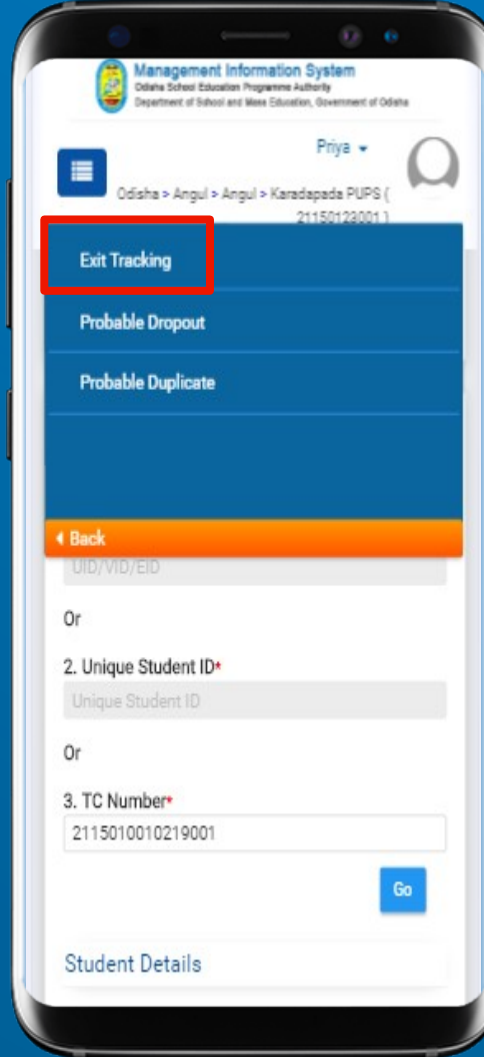
TC number  
will be  
generated  
and  
displayed to  
the user



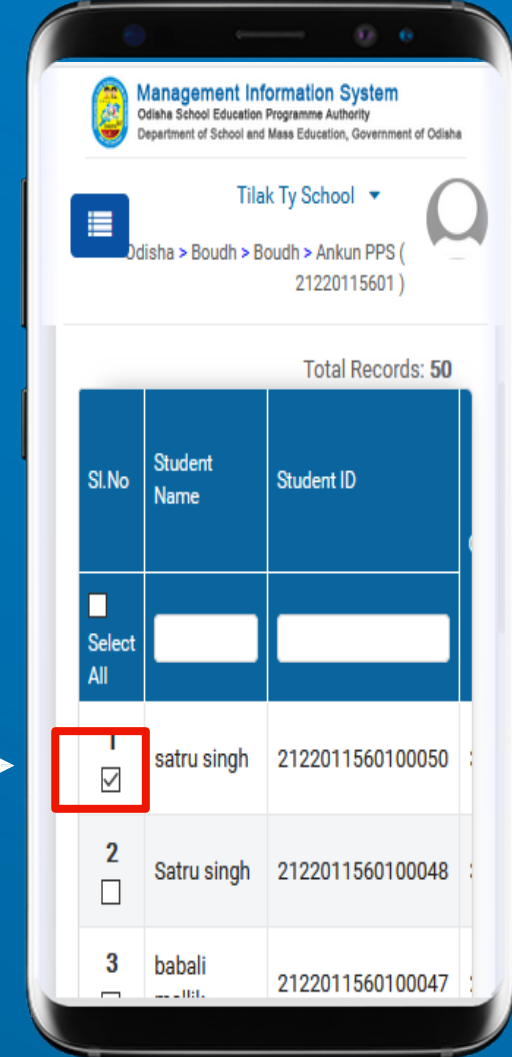
# Exit: Removing a student in case of Exit (1/2)



1  
Click on **Exit** button



2  
Click on **Exit** - sub menu



3  
Select checkbox to select student for Exit

# Exit: Removing a student in case of Exit (2/2)

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Reset Search

Total Records: 107

Number of days school was open	Number of days attended the school	Initiate Exit	Remark
current academic year	In current academic year	<div>Dropout Missing Fake Death</div>	

Select ExitType

Select **reason** for Student Exit

1

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Tilak Ty School

Odisha > Boudh > Boudh > Ankun PPS (21220115601)

Select ExitType

Reset Submit

Click on Submit

2

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Tilak Ty School

Odisha > Boudh > Boudh > Ankun PPS (21220115601)

+ Add Student

Export to Excel

Student Admission Form

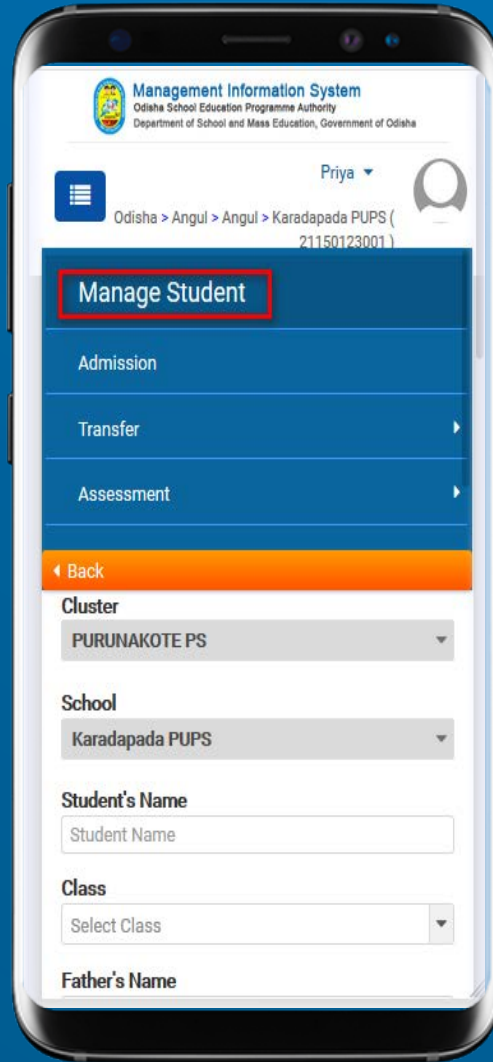
Total Records: 54

Status	Profile Status	Edit Student Profile
InActive	Dropout	Completed
Active	In School	Completed
Active	In School	Completed

Student profile updated to **InActive**

3

# Removing a student using exit updates the student profile to Inactive



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya ▾

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

**Manage Student**

Admission

Transfer

Assessment

Back

Cluster  
PURUNAKOTE PS

School  
Karadapada PUPS

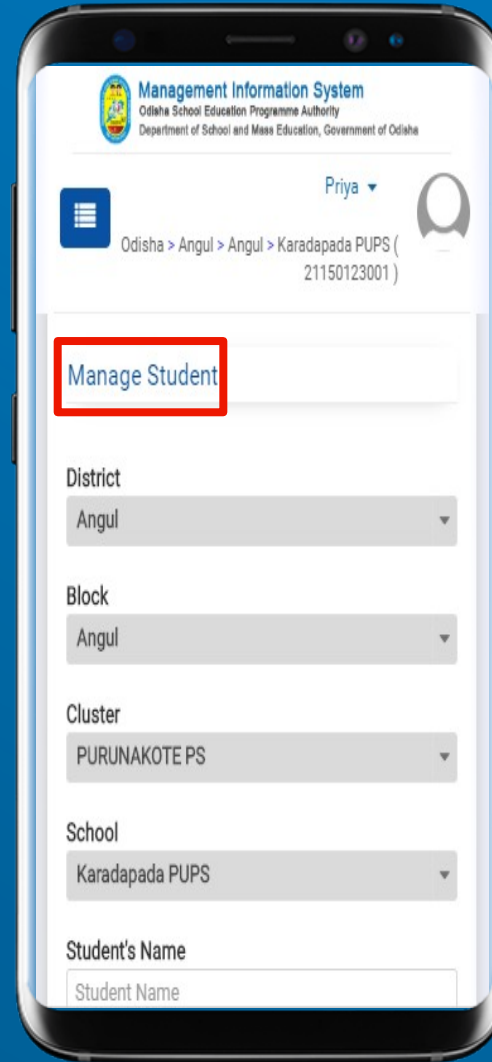
Student's Name  
Student Name

Class  
Select Class

Father's Name

1

Click on **Manage Student** Menu button



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya ▾

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

**Manage Student**

District  
Angul

Block  
Angul

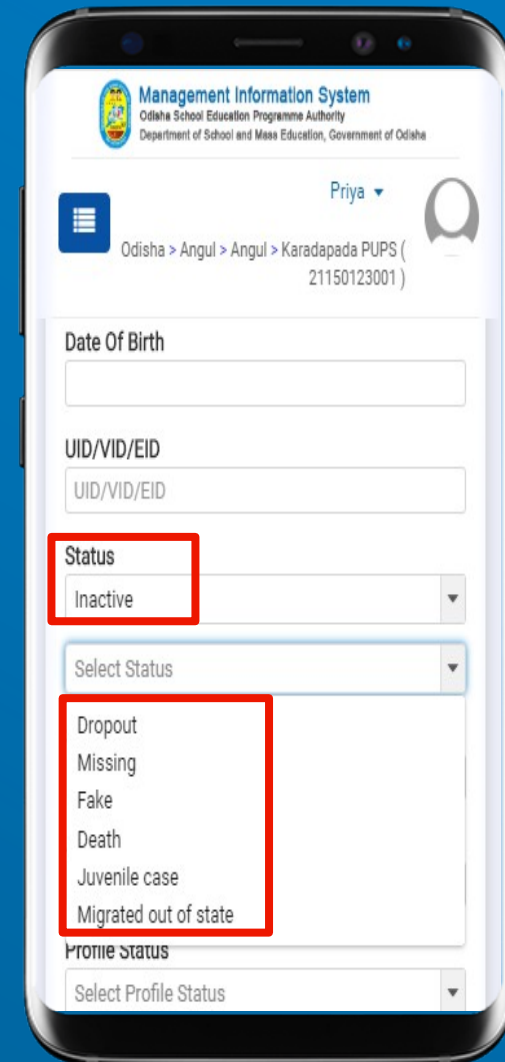
Cluster  
PURUNAKOTE PS

School  
Karadapada PUPS

Student's Name  
Student Name

2

Select from the **status filter** as inactive



Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya ▾

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Date Of Birth

UID/VID/EID

**Status**  
Inactive

Select Status

Dropout

Missing

Fake

Death

Juvenile case

Migrated out of state

Profile Status  
Select Profile Status

3

**Inactive options** will display

# List of Criteria for generation of Probable Duplicate Students

*The list of Probable duplicate students will generate based on the following criteria mentioned below:*

- If there are two student profile's whose aadhaar number is same
- Students having different name but same father name, mother name and DOB
- Students having same name, father name, mother name and DOB
- Students having same name, father name, mother name but different DOB
- Students having same name, DOB, father name but different mother name
- Students having same name, DOB, mother name but different father name

*On Matching identified criteria:*

In this case, since the **second profile** has missing information, it can be archived as a **Fake profile**. Once this is done, the **first profile** will also be **removed from the list**, as there will no longer be a probable duplicate scenario.

Once a profile is deemed a fake or a duplicate, the student's "Status" field will be updated to Inactive – Fake.

# List of Criteria for generation of Probable Dropout Students

***The list of Probable dropout students will generate based on the following criteria mentioned below:***

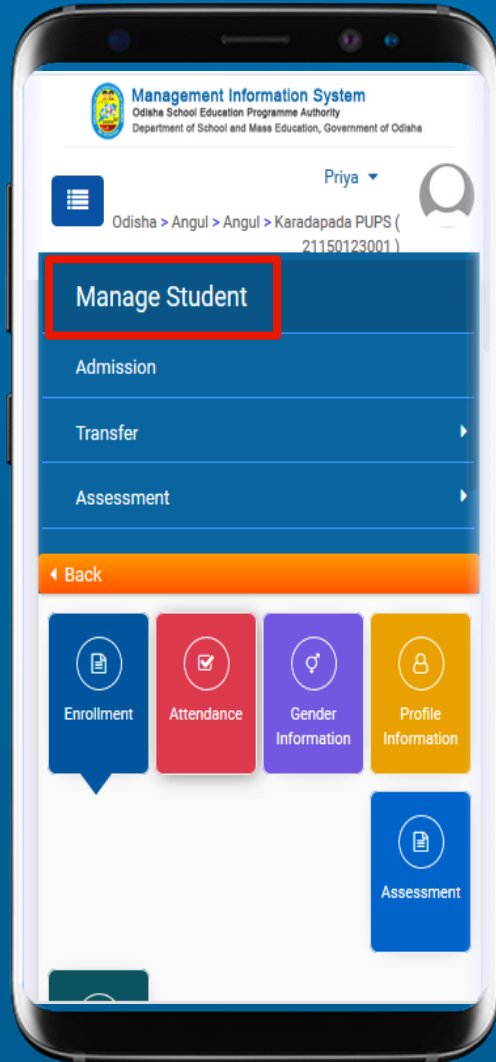
- When we marked attendance as absent for 15 days or more than 15 days excluding holidays in Daily attendance.
- When we marked attendance as absent for 15 days or more than 15 days excluding holidays between two months.
- When we entered the zero in monthly attendance for previous month
- When we entered the zero in monthly attendance for previous month and marked as present in current month.
- When we entered the zero in monthly attendance for previous month and marked as absent in current month.

## Step 4 : Filter "Partially Filled" student profiles and complete them

- Go to the Manage Student Page
- Select Active students
- Select Partially Filled profiles
- Complete them with the Edit button

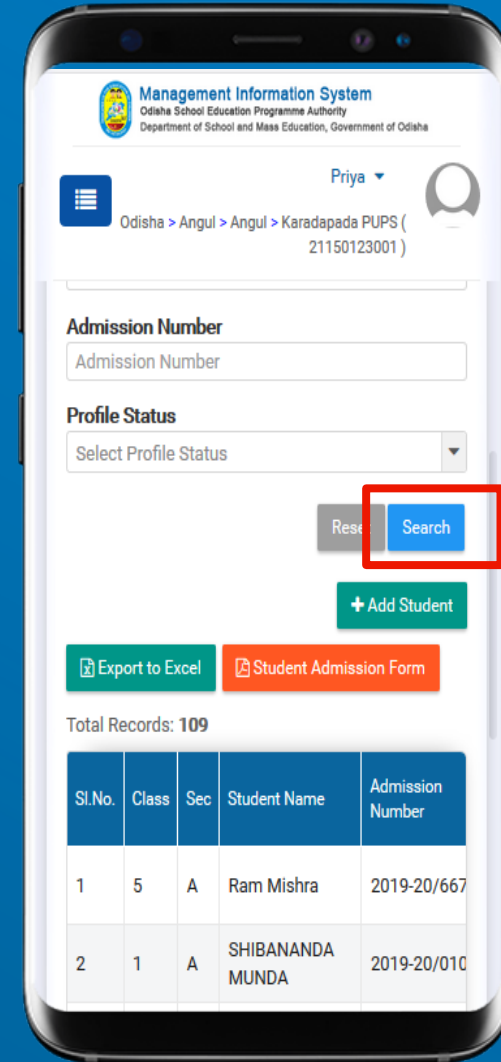
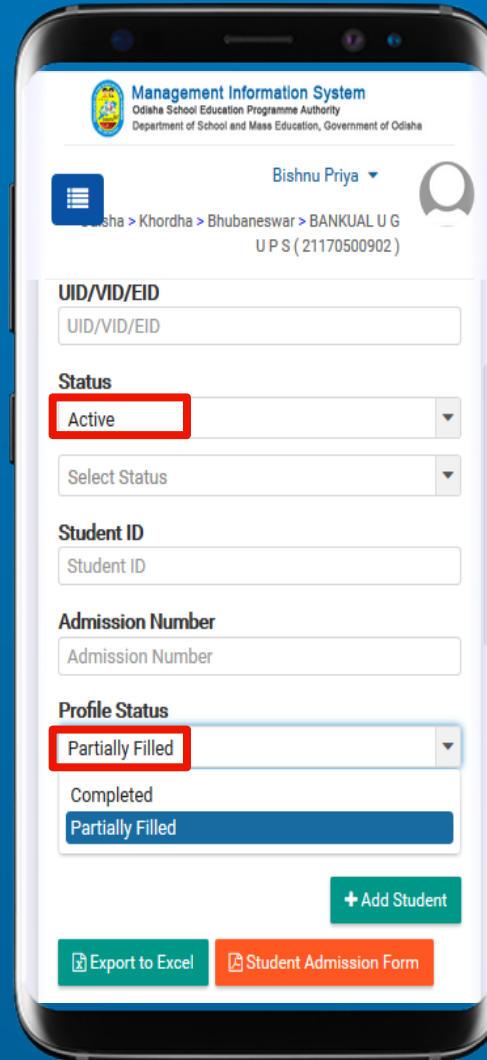


# Manage student: how to filter “Active” student profiles



1 Select Manage Student

2 Search Active Status students



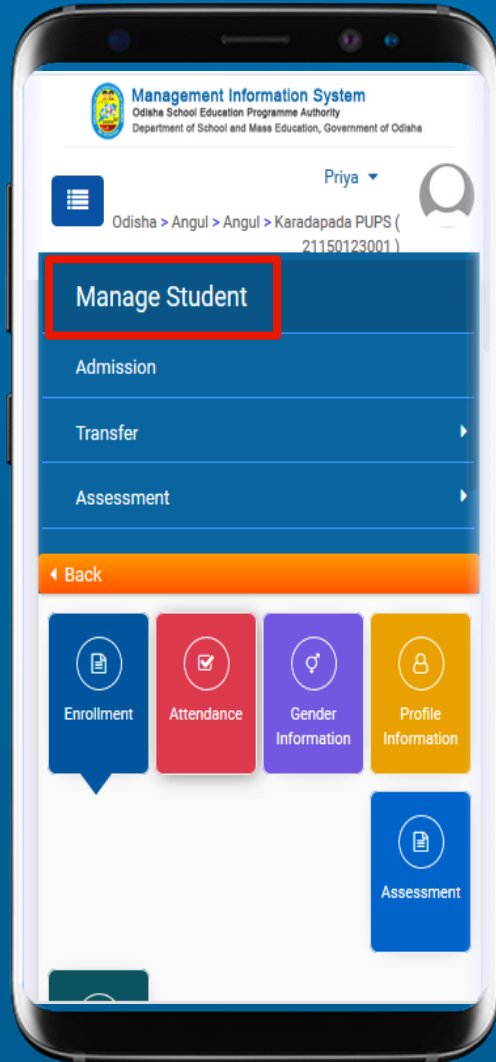
Once filters are selected, click Search

3

List of Student profiles



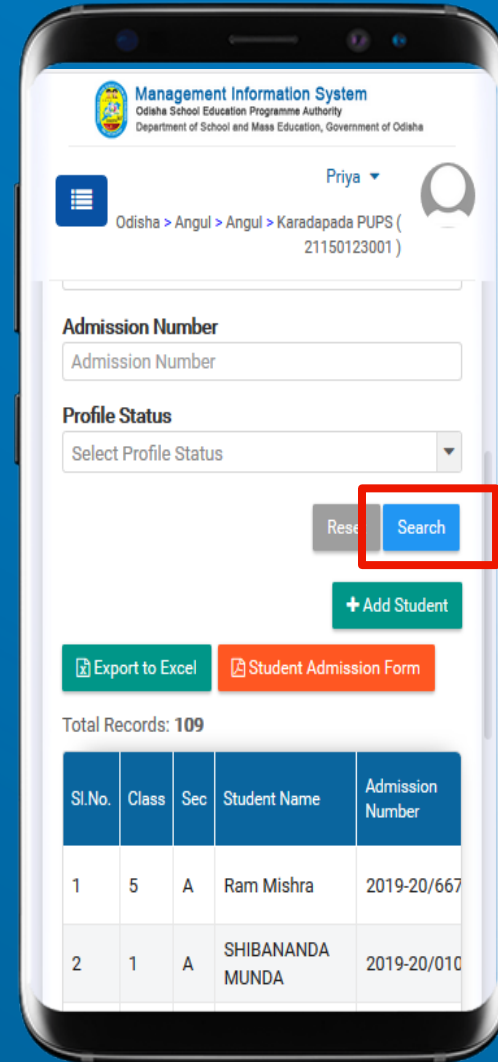
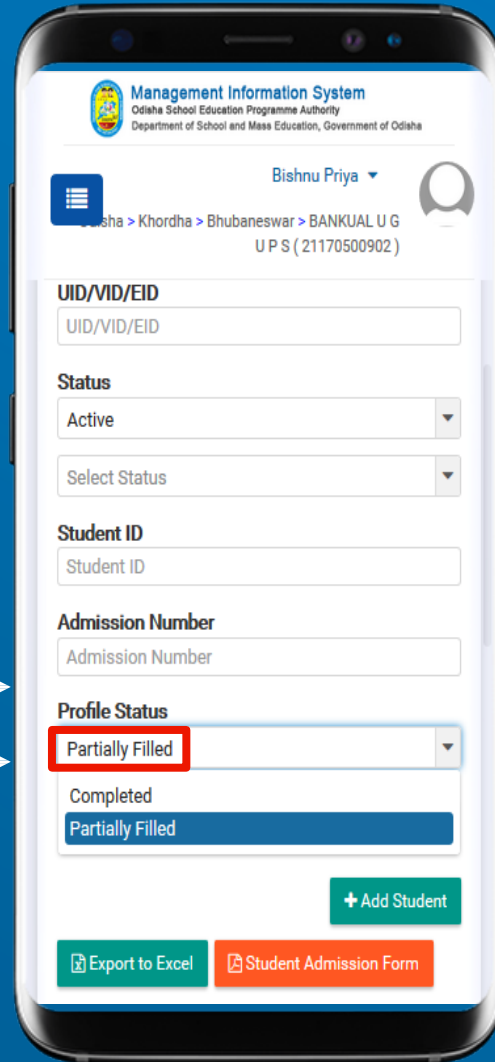
# Manage student: how to filter “Partially Filled” profiles



1 Click here on  
**Manage Student**

2 Search  
**Profile Status**

3 Search  
student  
status as -  
**Completed**  
or **Partially Filled**



Once filters are  
selected, click  
**Search**

4

List of Student  
profiles

Total Records: 109				
Sl.No.	Class	Sec	Student Name	Admission Number
1	5	A	Ram Mishra	2019-20/667
2	1	A	SHIBANANDA MUNDA	2019-20/010

# Manage Student: how to complete a student's incomplete profile (1/2)

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Admission Number  
Admission Number

Profile Status  
Select Profile Status

Search

+ Add Student

Export to Excel Student Admission Form

Total Records: 109

Sl.No.	Class	Sec	Student Name	Admission Number
1	5	A	Ram Mishra	2019-20/667
2	1	A	SHIBANANDA MUNDA	2019-20/010

Once filters are selected, click on **Search**

1

List of **Partially Filled** Student profiles

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Profile Status  
Select Profile Status

Reset Search

+ Add Student

Export to Excel Student Admission Form

Total Records: 109

Status	Profile Status	Edit Student Profile	View Student
Active	In School	Completed	
Active	In School	Partially Filled	

Click on **Edit student profile** Button

2

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Bishnu Priya

Odisha > Khordha > Bhubaneswar > BANKUAL U G U P S (21170500902)

BANKUAL U G U P S

4. Session\*  
2019-20

5. Date Of Admission\*  
Date of Admission  
Required

6. Class Of Admission\*  
Select Class  
Required

7. Section\*  
Select Section  
Required

8. Admission Number\*  
2019-20/  
Invalid Admission Number Format

Mandatory fields are marked with a **red asterisk\***

3

# Manage Student: how to complete a student's incomplete profile (2/2)

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Bishnu Priya

Odisha > Khordha > Bhubaneswar > BANKUAL U G  
U P S ( 21170500902 )

25. Prior Status  
Select Category

26. If Taking Admission In Class 1, Status Of The Previous Year\*  
Select Status of the Previous Year

27. Class Studied In The Previous Year\*  
Select Previous Year

28. Medium Of Instruction\*  
Select Instruction

29. Stream (For Grades 11 & 12)\*  
Select Stream

Back Submit Reset

Click Submit

1

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS ( 21150123001 )

Mr PRAVATI MUNDA

Please tick in case of Guardian

PLEASE CONFIRM TO CONTINUE

Are you sure the entered details are valid?

Confirm Back

Angul

11. Block\*  
Angul

12. Name Of Habitation Or Locality(Where Student Resides)\*  
KARADAPADA

13. Gender\*  
☒ Male ☐ Female ☐ Transgender

Click on confirm

2

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS ( 21150123001 )

Select Category

STUDENT UPDATED

The profile for SANU KARMI has been updated.

OK

20. Medium Of Instruction  
01 - Assamese

29. Stream (For Grades 11 & 12)\*  
Select Stream

Back Update & Next

Upon clicking on Update and Next the profile will be updated

3

## Step 5 : Guidelines to update SA1 & SA2

For Govt. and Govt. Aided Schools

- Summative Assessment – 1 and Summative Assessment -2 is available with subject wise marks
- In summative assessment -1, you have to fill the marks of the subjects those are relevant to your school. You may skip the subjects by not putting any subject marks.
- Total (Full) Marks is auto calculated, basis to the entry of marks against each subjects. *Imp: Class wise subject marks to be put against each student*
- Marks Secured is auto calculated, basis to the entry of marks against each subjects.
- In reference to the total marks and secured marks, the percentage will auto populate against percentage column.

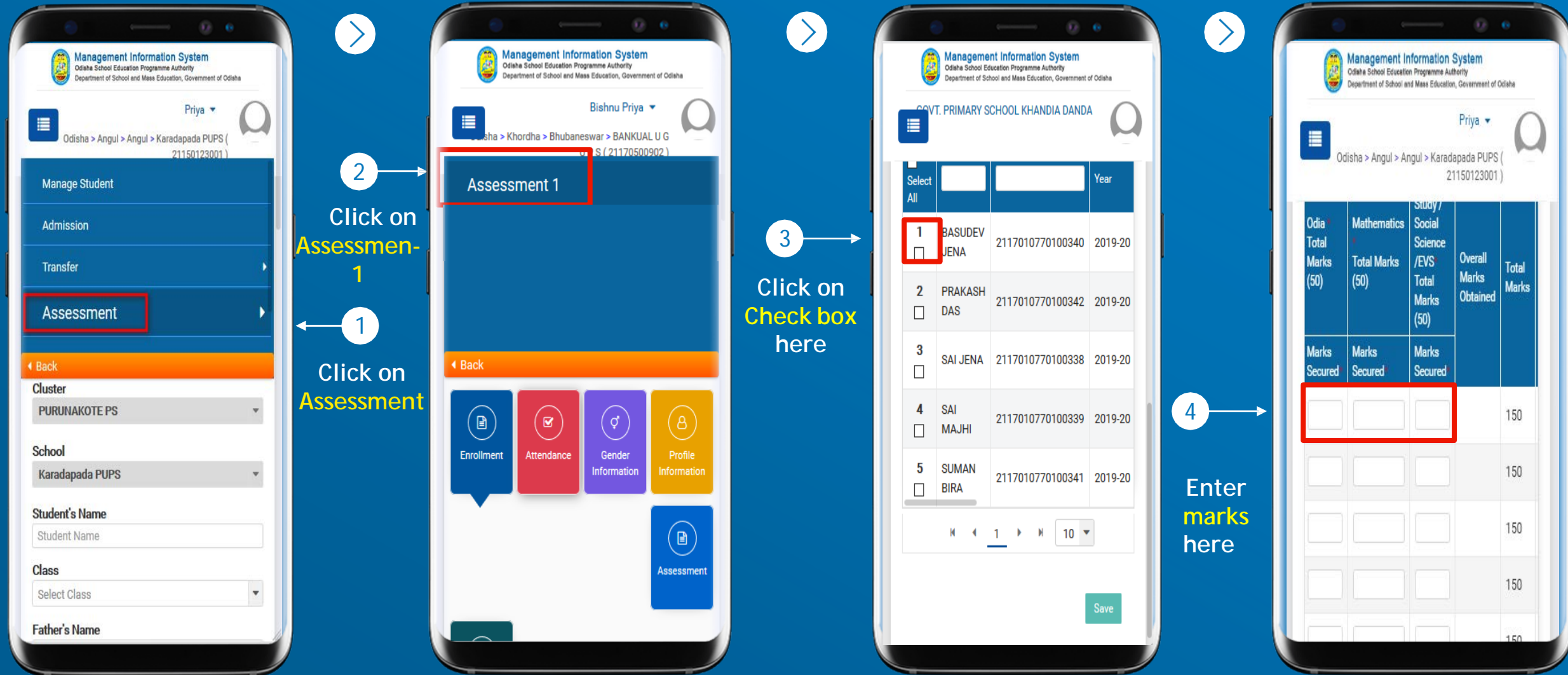
Dependency on Updating SA2;

- Basis on updation of SA1 Marks entry, respective students will be available/visible at SA2 screen.
- Summative Assessment 2 is available and provision to enter marks against each subjects. *Imp: Class wise subject marks to be put against each student*

For Pvt. and Other Management Schools;

- Summative Assessment 2 is only available and provision to enter marks against “Overall Marks” and “Total Marks” and promote the student.

# Assessment: Updating SA1

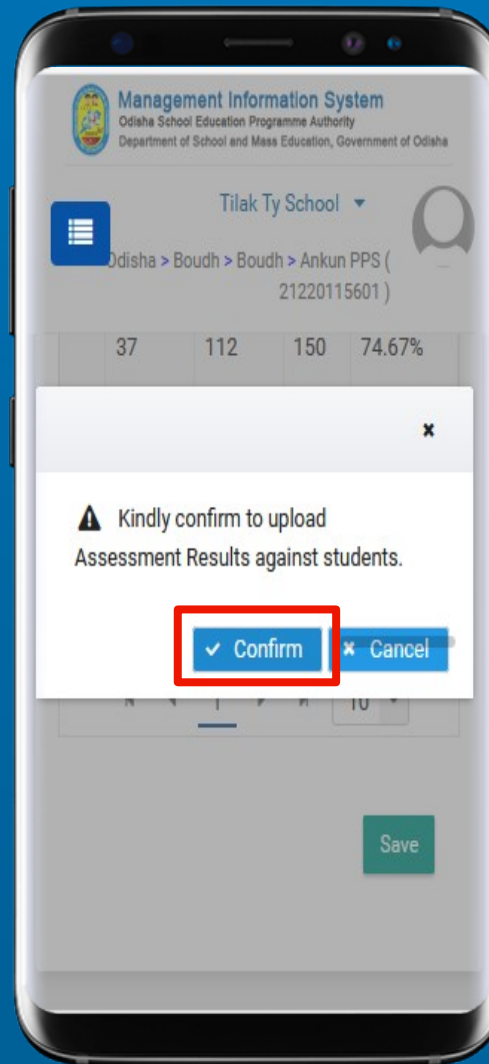




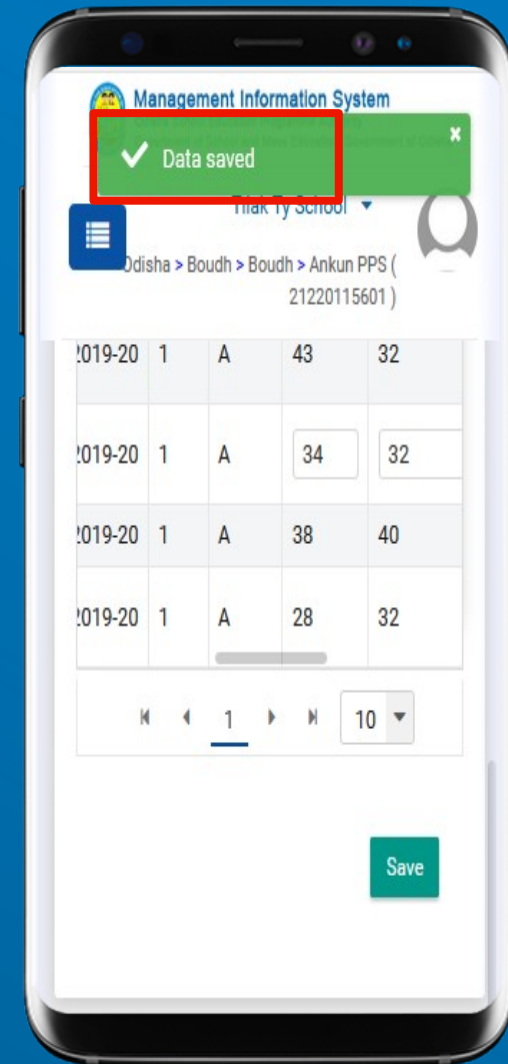
# Assessment: Updating SA1



5  
Click on **Save**



6  
Click on **Confirm**



7  
Data Saved  
message to  
confirm  
successful  
update

# Assessment: Updating SA2

The process is shown in four steps across four smartphone screens:

- Step 1:** The first screen shows the 'Assessment' menu item highlighted with a red box. An arrow points to the second screen with the text 'Click on Assessment -2'.
- Step 2:** The second screen shows 'Assessment 2' highlighted with a red box. An arrow points to the third screen with the text 'Click on Assessment -2'.
- Step 3:** The third screen shows a table of students. The checkbox for the first student (IPSA MUDULI) is highlighted with a red box. An arrow points to the fourth screen with the text 'Click on Check box here'.
- Step 4:** The fourth screen shows the 'Summative Assessment 2' table. The row for the first student is highlighted with a red box. An arrow points to the table with the text 'Enter SA2 - marks here'.

**Management Information System**  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

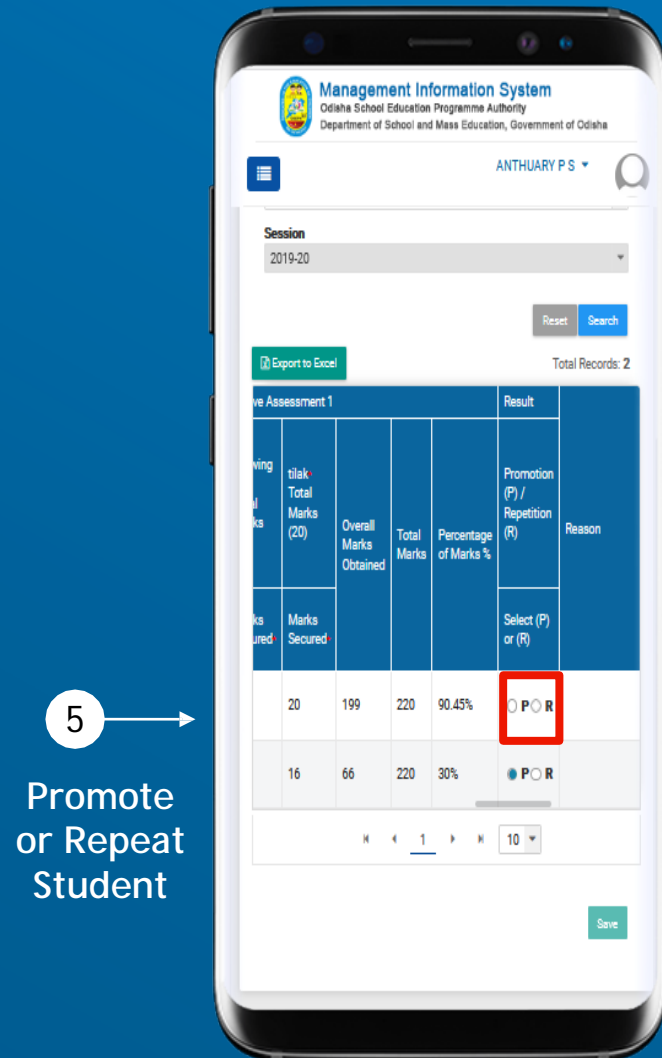
**Assessment 1**  
**Assessment 2**

**Summative Assessment 2**

Sr. No.	Student Name	Admission Number	Session	Odia Total Marks (50)	Mathematics Total Marks (50)
1	IPSA MUDULI	2019-20/0021	2019-20		
2	RAHUL MUDULI	2019-20/0020	2019-20	12	34

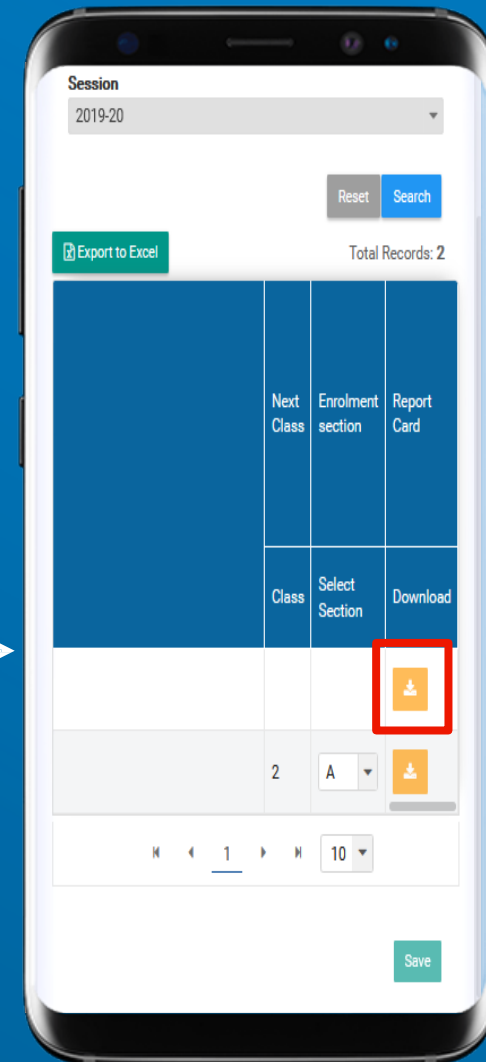
Odia Total Marks (50)	Mathematics Total Marks (50)	Social Study / Social Science /EVS Total Marks (50)	Drawing Total Marks (20)	tilak Total Marks (20)	Overall Marks Obtained
12	34	34	31	12	123

# Assessment: Updating SA2



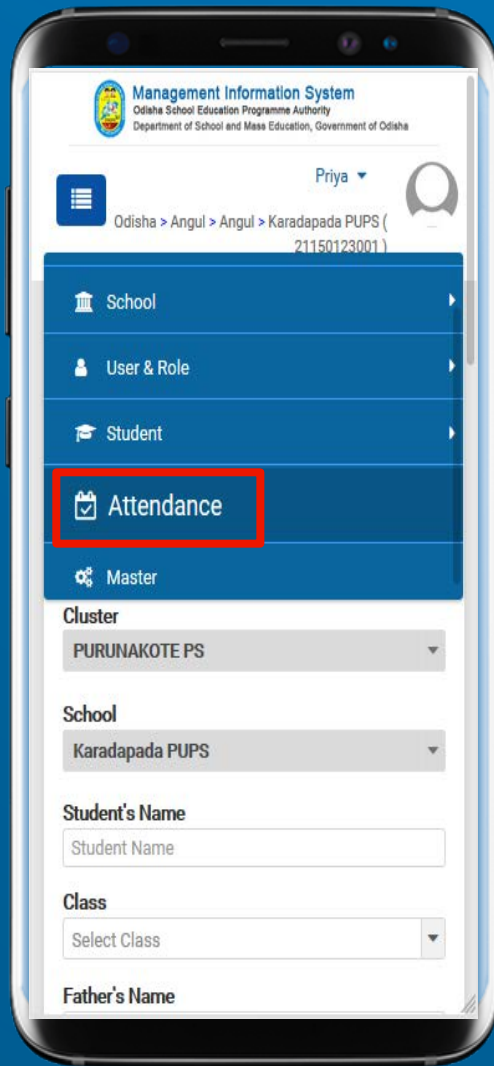
Download Report  
card from here

6 →

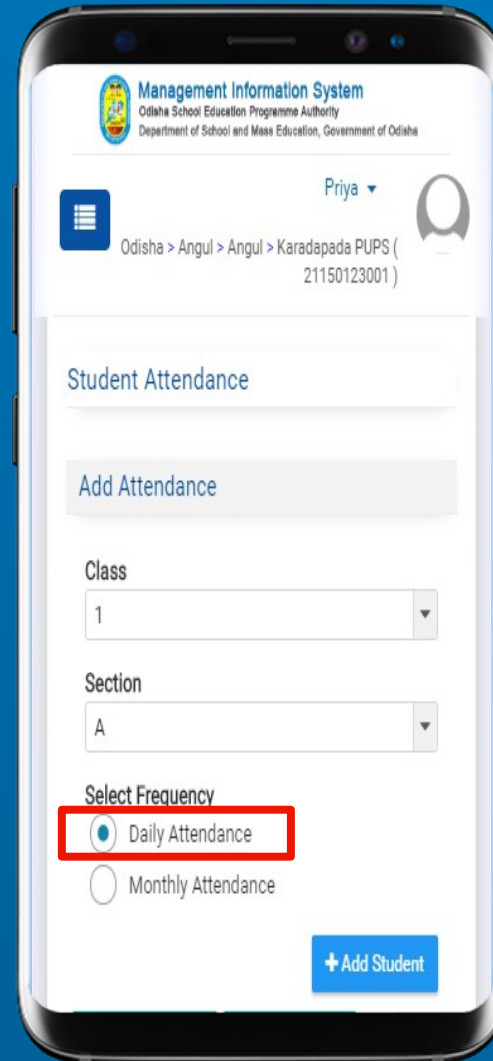




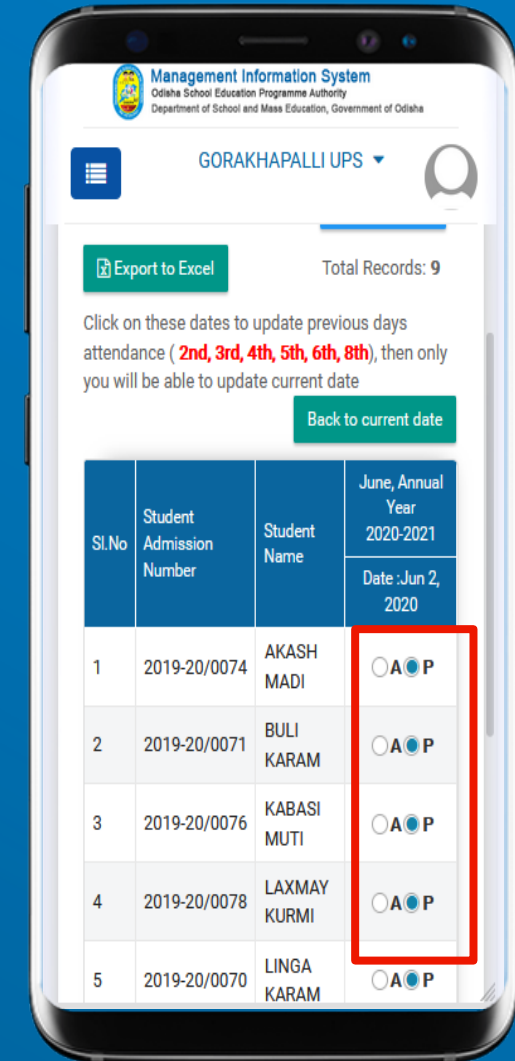
# Step 6 : Attendance: Updating daily attendance



1  
Click on  
Attendance



2  
Click on  
Daily  
Attendance



4  
Change  
Dates from  
here

3  
Click on P-  
Present or A-  
Absent  
button

# Attendance: Updating daily attendance

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Bishnu Priya ▾

Odisha > Khordha > Bhubaneswar > BANKUAL U G  
U P S ( 21170500902 )

4	SRI RAUTA	2117050090100472	1	A
5	BARSA NATHA	2117050090100471	1	A
6	REENA BHOI	2117050090100470	1	A
7	SARSWATI PARIDA	2117050090100469	1	A
8	BISHNUPRIYA RAUTA	2117050090100468	1	A

⏪ ◀ 1 ▶ ⏩ 10 ▾

Note: P= Present, A= Absent

**Submit**

1

Click Submit

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Tilak Ty School ▾

Odisha > Boudh > Boudh > Ankun PPS ( 21220115601 )

5	new student	2122010460100001	1	
---	-------------	------------------	---	--

⌵

⚠ Please confirm the attendance data.  
Once confirmed, it cannot be edited.

**Confirm** × Cancel

Note: P= Present, A= Absent

**Submit**

2

Click  
Confirm to  
save  
attendance  
data

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Tilak Ty School ▾

Odisha > Boudh > Boudh > Ankun PPS ( 21220115601 )

5	new student	2122010460100001	1	
6	kamal kant	2122010060100448	1	
7	prashanta kumar	2101010010100005	1	

⏪ ◀ 1 ▶ ⏩ 10 ▾

Note: P= Present, A= Absent

**Submit**

✓ Student Attendance saved

# Attendance: Updating monthly attendance

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

School

User & Role

Student

Attendance

Master

Cluster  
PURUNAKOTE PS

School  
Karadapada PUPS

Student's Name  
Student Name

Class  
Select Class

Father's Name

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Class  
1

Section  
A

Select Frequency  

Daily Attendance

Monthly Attendance

+ Add Student

Export to Excel

Total Records: 18

Sl.No

Student Name

Student ID

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

Priya

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Daily Attendance

Monthly Attendance

+ Add Student

Export to Excel

Total Records: 18

Annual Year 2019-2020

Sep	Oct	Nov
18 - Days	24 - Days	18 - Days
		4
		5

1

Click on Attendance

2

Select Monthly Attendance

3

Enter Monthly Attendance here

# Step-7 : Incentive: Disbursing Incentives by school level user

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

GORAKHAPALLI UPS

Transfer

Assessment

Incentive

Exit Tracking

Back

8	2019-20/0079	MUTI TELAM	<input type="radio"/> A <input checked="" type="radio"/> P
9	2019-20/0075	RAJESH SODI	<input type="radio"/> A <input checked="" type="radio"/> P

Note: P= Present, A= Absent, and H=Holiday.

Submit

1

Click on Incentive

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

GORAKHAPALLI UPS

Incentive List

Disbursal

Report

Back

8	2019-20/0079	MUTI TELAM	<input type="radio"/> A <input checked="" type="radio"/> P
9	2019-20/0075	RAJESH SODI	<input type="radio"/> A <input checked="" type="radio"/> P

Note: P= Present, A= Absent, and H=Holiday.

Submit

2

Click Disbursal Sub Menu

Management Information System  
Odisha School Education Programme Authority  
Department of School and Mass Education, Government of Odisha

GORAKHAPALLI UPS

Export to Excel

	School Bag	school books	Emer
Receipt	Eligibility	Receipt	Eligibility
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 4 5 10

Reset Submit

3

Disburse Incentives by selecting Checkbox

4

Click on submit button