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

Extended MIS: Desktop user handbook

Version : 1.1

Roles and responsibilities in extended MIS

HM/school user	Update data at school point. Accountable for data quality and accuracy
CRCC	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.
Block MIS	• 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
District 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
State MIS	• Consolidate Master entities collecting from Districts. • Provide Technical support • Followup 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

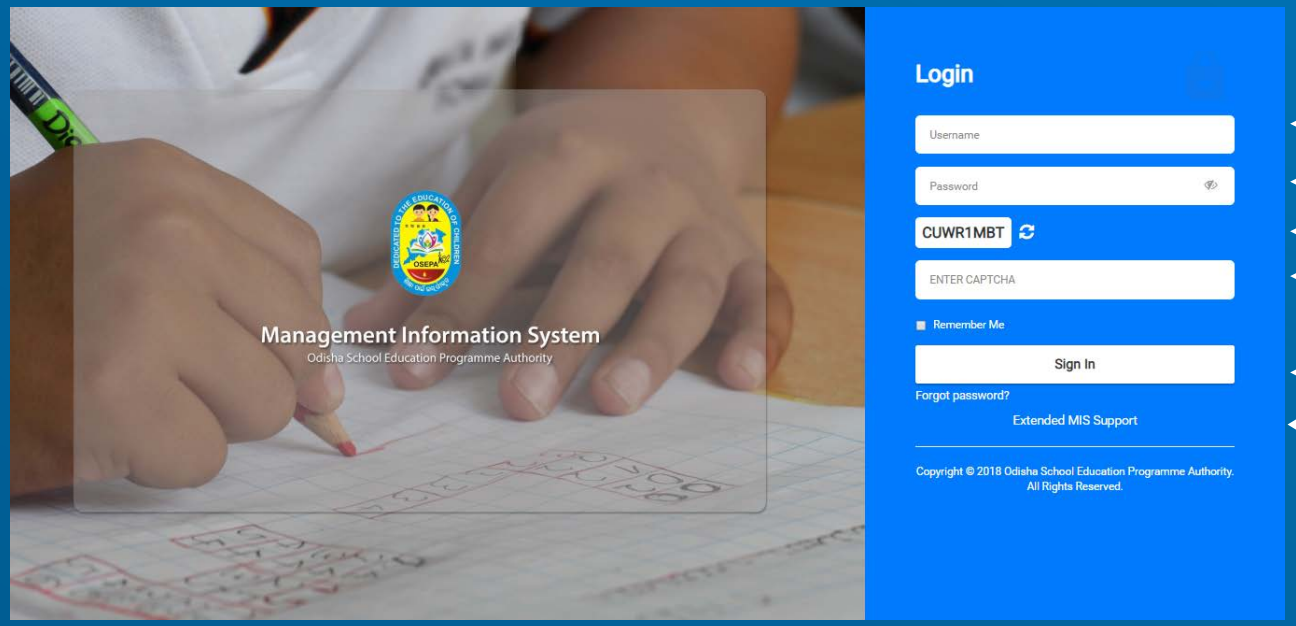
Guidelines to follow to update School Profile & Infrastructure :

- 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

Refresher: How to log into extended MIS

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



1. Enter password here
2. Enter your School UDISE here
3. Select checkbox to save your credentials
4. Enter above CAPTCHA here
5. Click on Sign-In for Login
6. Click here for Support

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

Step 1	Review the list of students in your school
Step 2	Add students to the school through the Admission page
Step 3	Remove students through Transfer or Exit
Step 4	Filter and complete all Partially Filled 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 :-

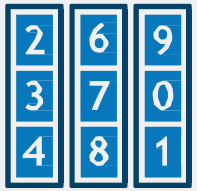
- Active, In School: Student enrolled at the school
- Active, In Transfer: Student has transferred out

- 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^{th}): 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



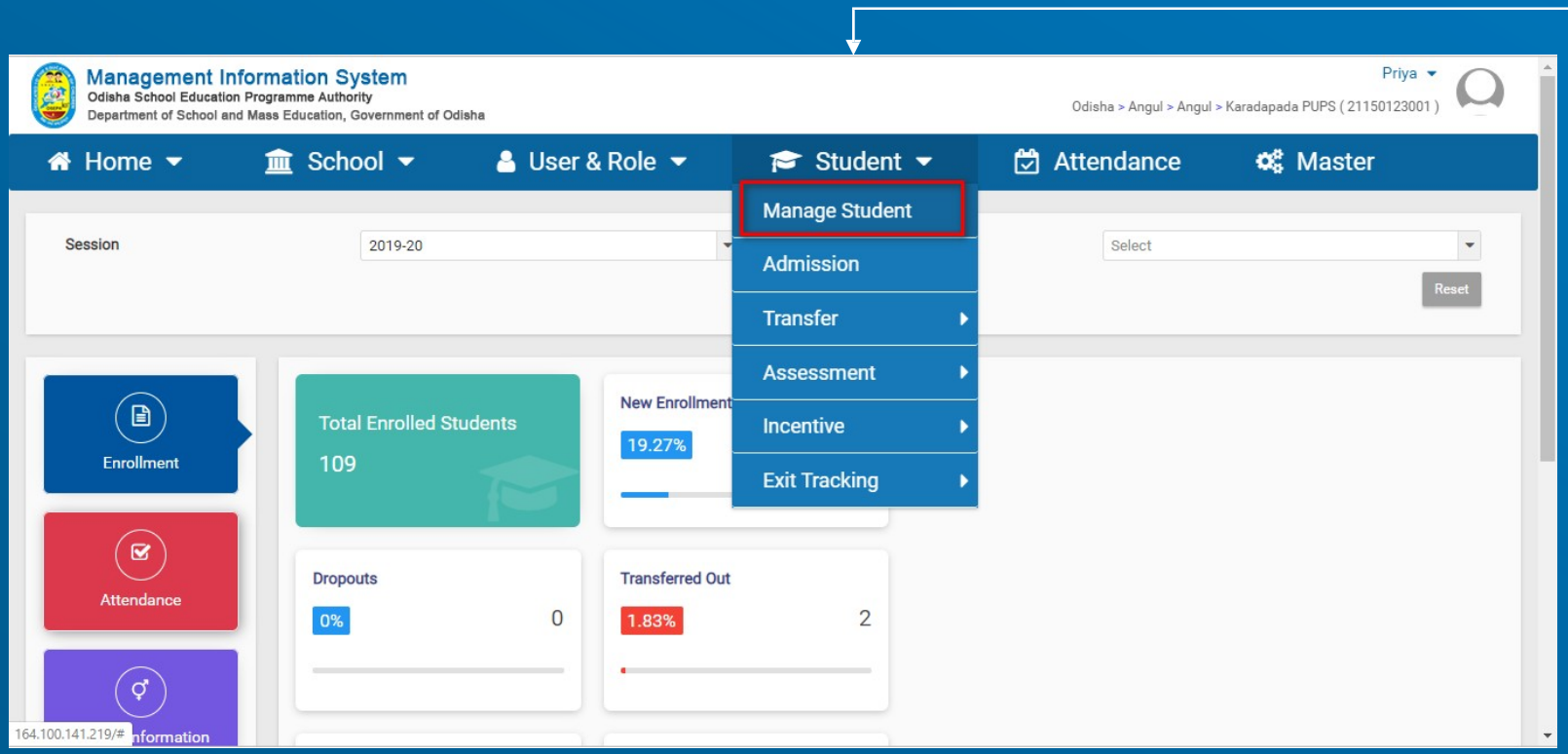
Admission reference number

- 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

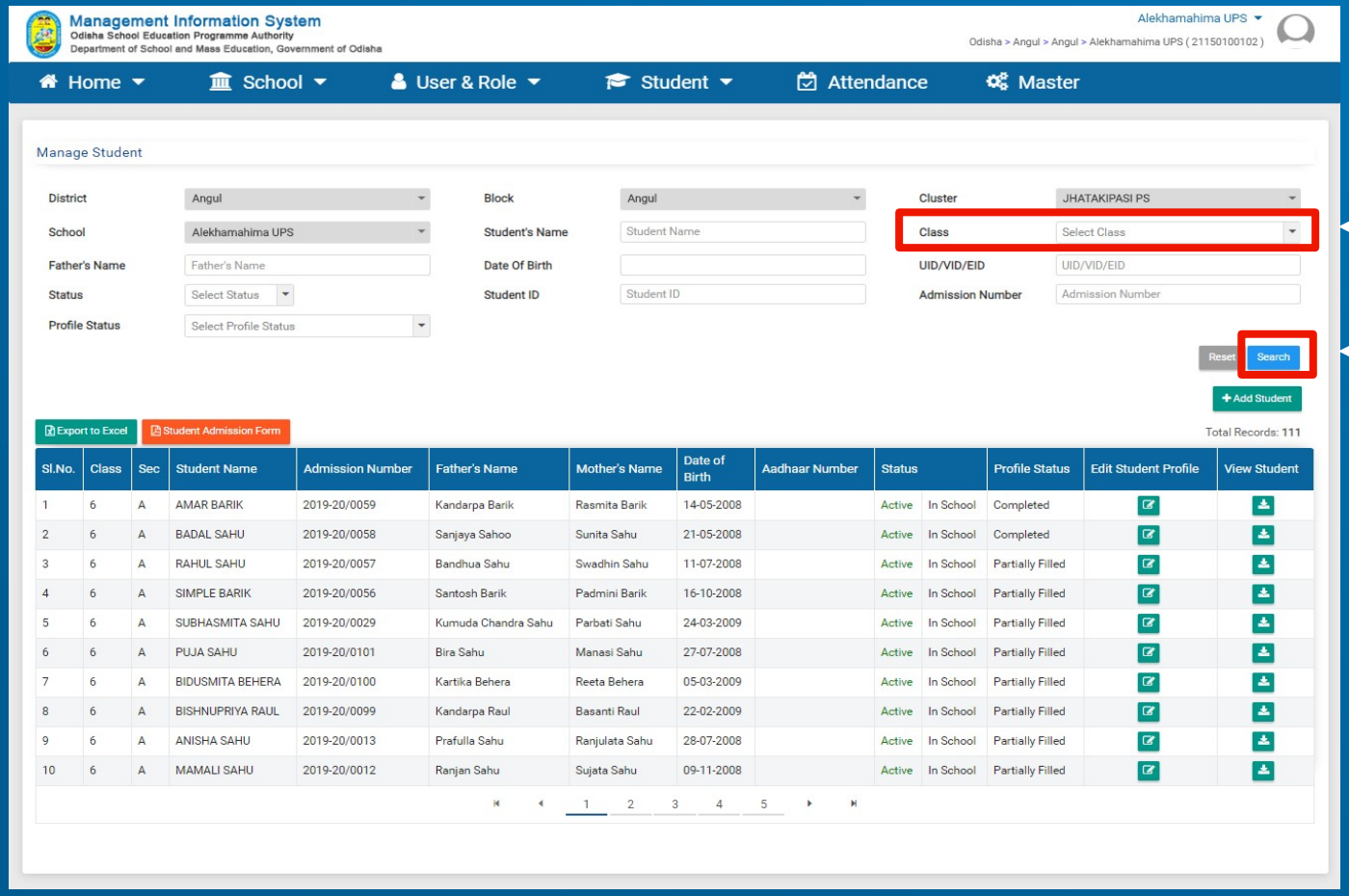
- System generated, 16-digit TC number
- Links students in transfer to initial school
- Enables identification and tracking in MIS
- Example: 2115010020119120

View and edit the students in your school, by class (1/4)



1 Click on Manage Student Menu

View and edit the students in your school, by class (2/4)



1 Search by Class filter

2 Click on Search Button

View and edit the students in your school, by class (3/4)

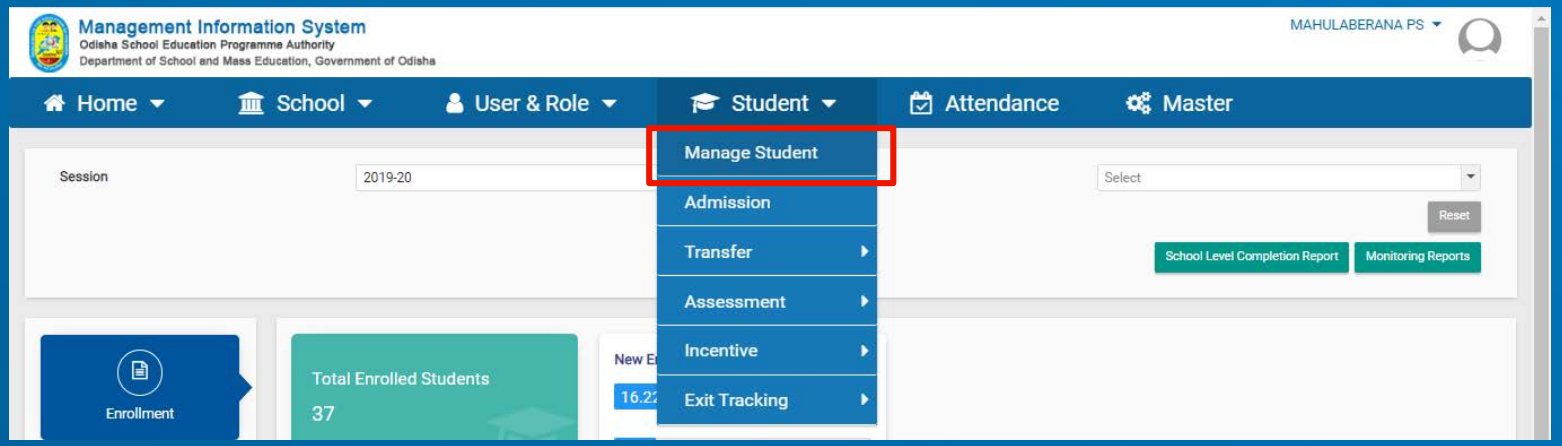
Date of Birth	Aadhaar Number	Status		Profile Status	Edit Student Profile	View Student
14-05-2008		Active	In School	Completed		
21-05-2008		Active	In School	Completed		
11-07-2008		Active	In School	Partially Filled		
16-10-2008		Active	In School	Partially Filled		

1 Click on Edit Button to update partially filled profiles

Date of Birth	Aadhaar Number	Status		Profile Status	Edit Student Profile	View Student
14-05-2008		Active	In School	Completed		
21-05-2008		Active	In School	Completed		
11-07-2008		Active	In School	Partially Filled		
16-10-2008		Active	In School	Partially Filled		

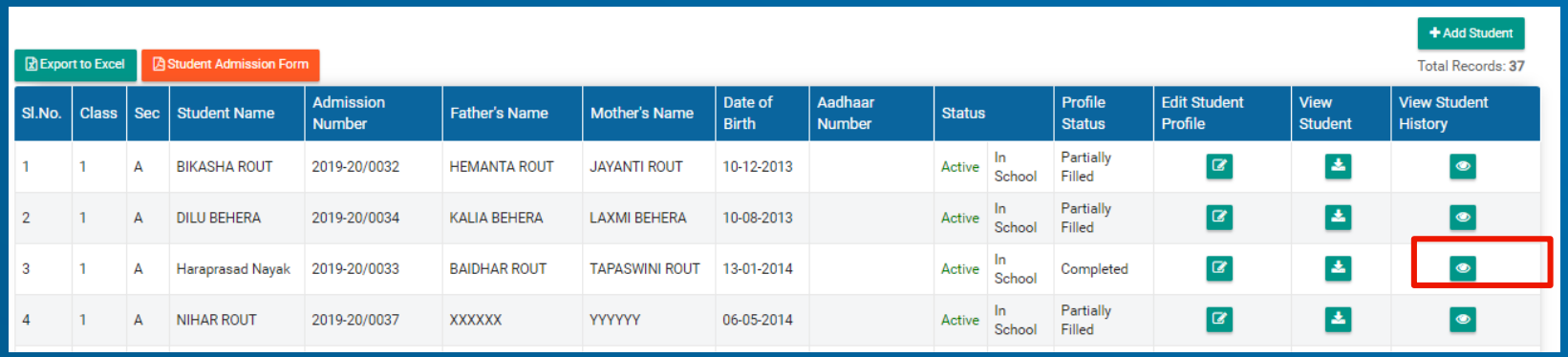
2 Click on Edit Button to update partially filled profiles

Manage Student History: Viewing Student History



1

Click on Manage Student



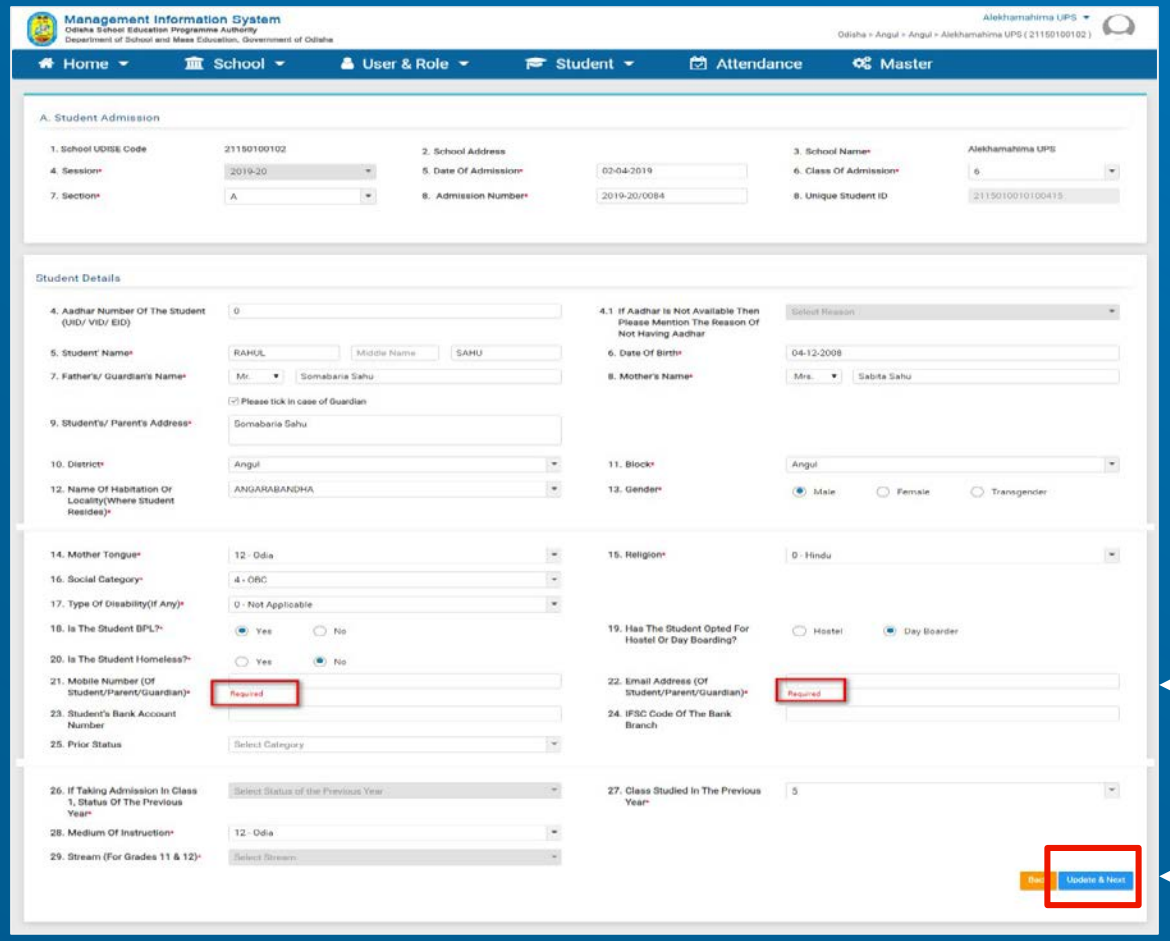
Export to Excel | Student Admission Form | + Add Student | Total Records: 37

Sl.No.	Class	Sec	Student Name	Admission Number	Father's Name	Mother's Name	Date of Birth	Aadhaar Number	Status		Profile Status	Edit Student Profile	View Student	View Student History
1	1	A	BIKASHA ROUT	2019-20/0032	HEMANTA ROUT	JAYANTI ROUT	10-12-2013		Active	In School	Partially Filled			
2	1	A	DILU BEHERA	2019-20/0034	KALIA BEHERA	LAXMI BEHERA	10-08-2013		Active	In School	Partially Filled			
3	1	A	Haraprasad Nayak	2019-20/0033	BAIDHAR ROUT	TAPASWINI ROUT	13-01-2014		Active	In School	Completed			
4	1	A	NIHAR ROUT	2019-20/0037	XXXXXX	YYYYYY	06-05-2014		Active	In School	Partially Filled			

2

Click on View student history button to check history against each student

View and edit the students in your school, by class (4/4)



1 Enter Required fields

2 Click on Submit to update profile

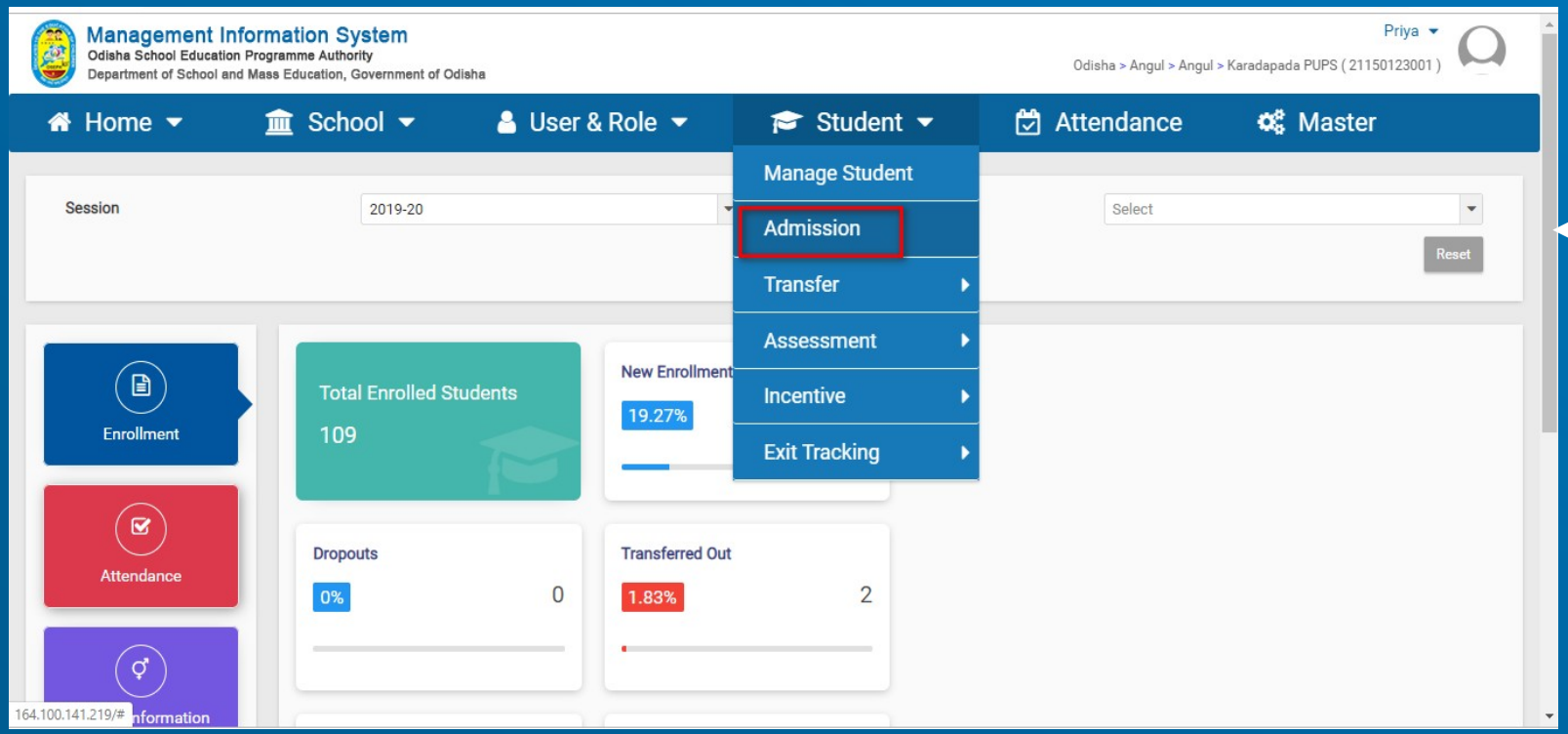
Step-2 : Add students through Admission

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

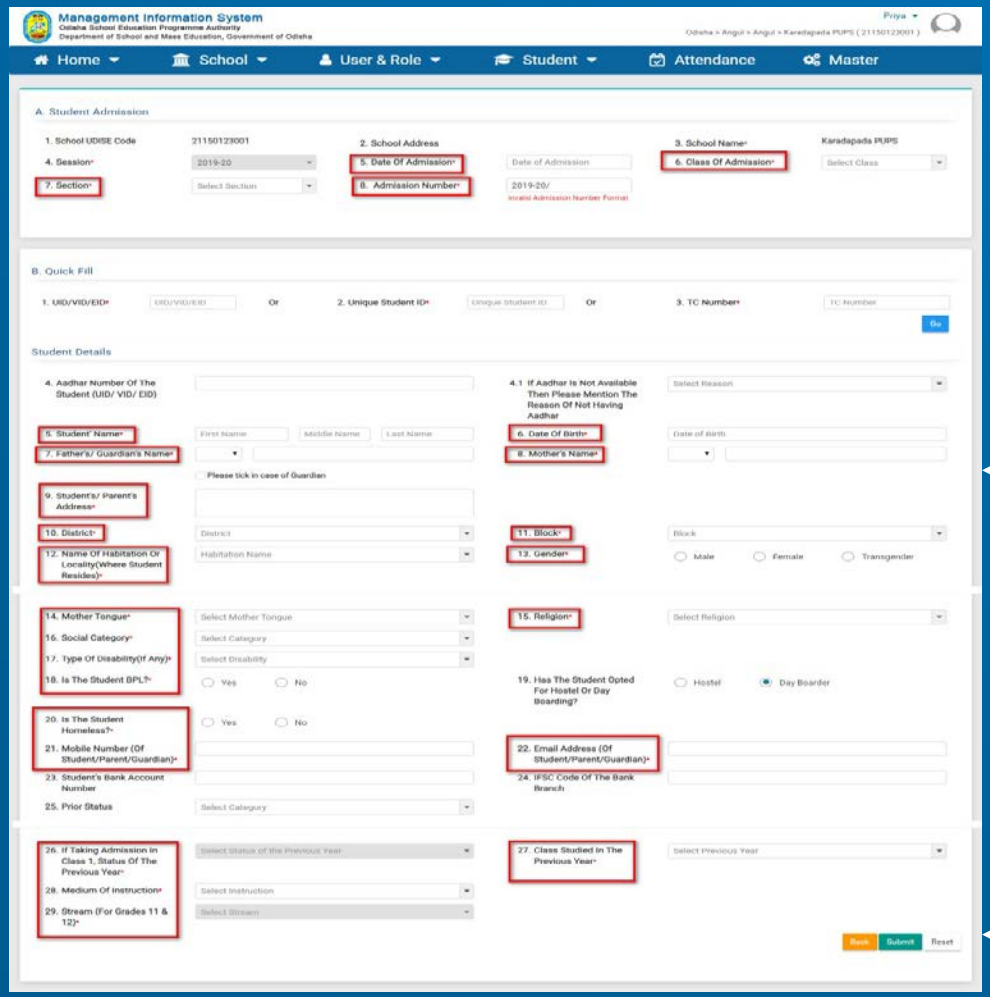
Student admission is possible only by the school user, with a school login

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



1 Go to Student. Selection Admission

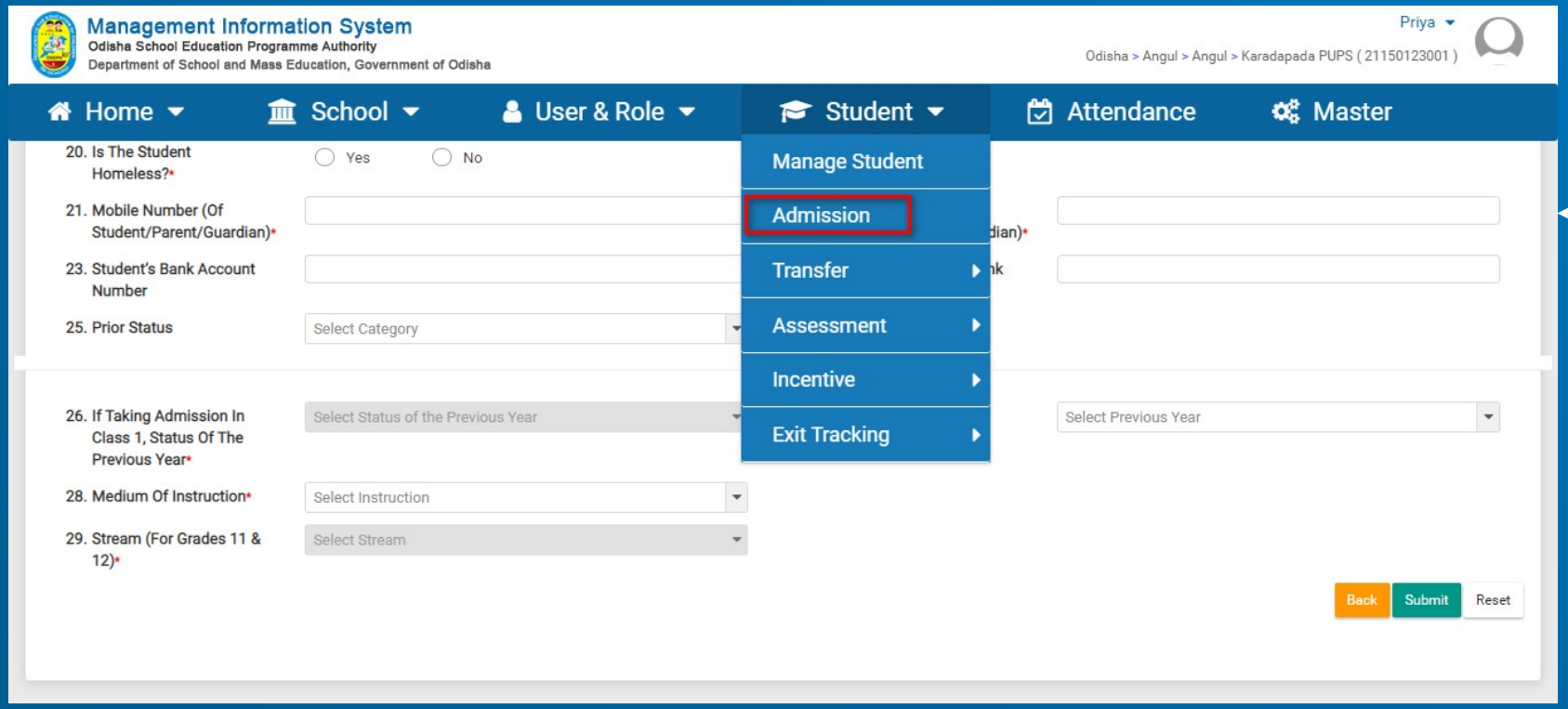
Scenario 1: Adding a new student in extended MIS (2/2)



1 Enter all required fields marked in red asterisk

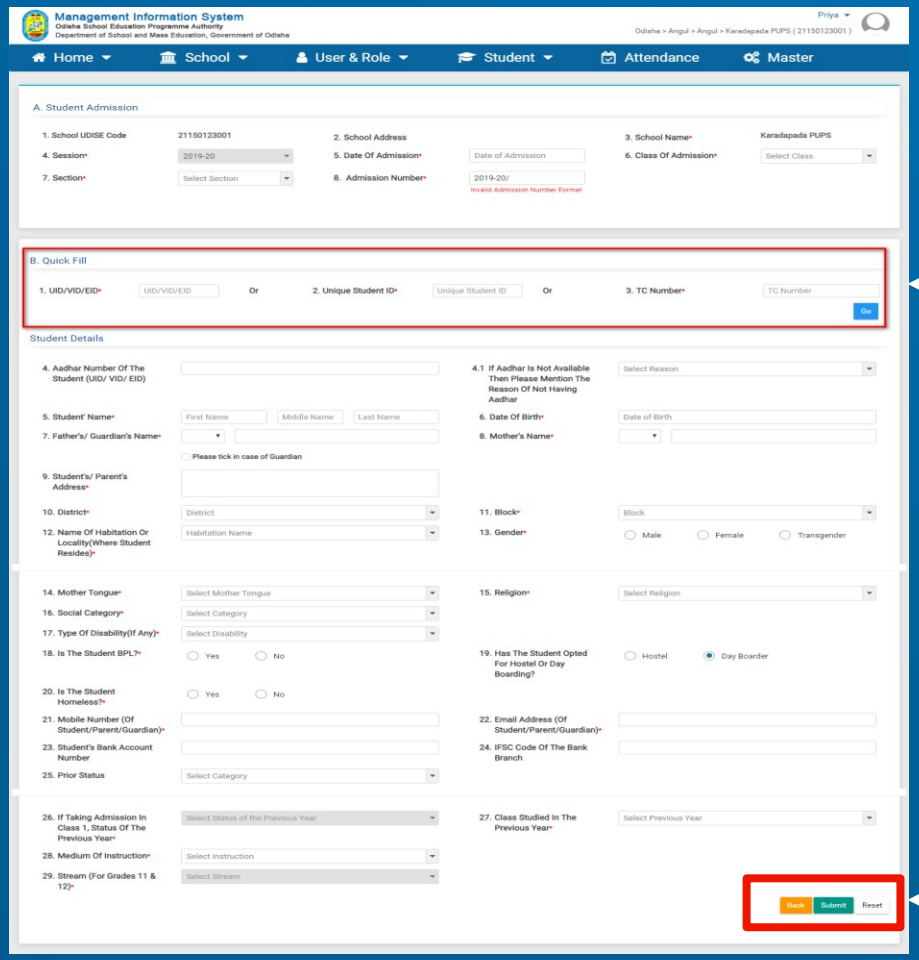
2 Once filled, Click on Submit button

Scenario 2: Adding a student that already exists in extended MIS, through Quick Fill



1 Go to admission page

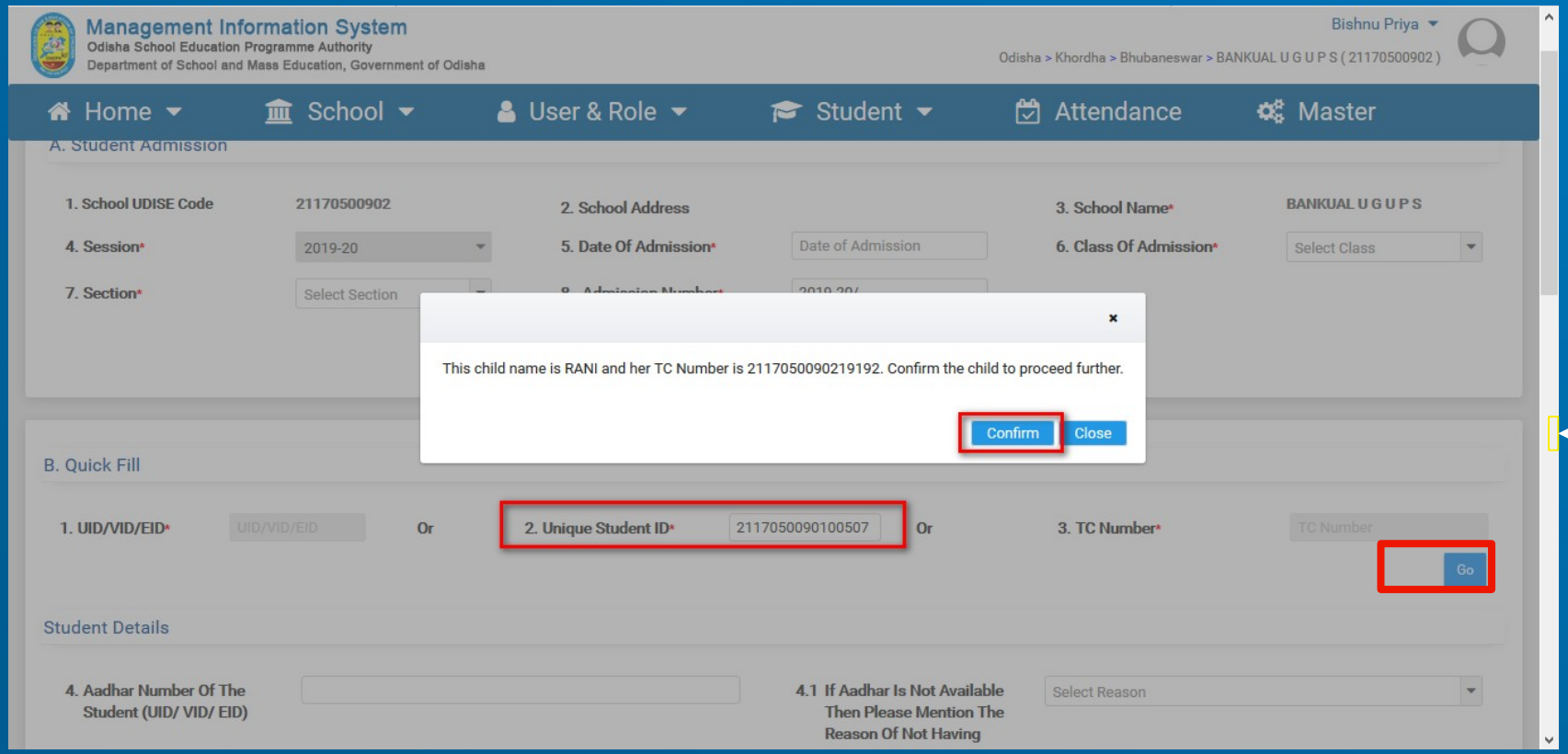
Scenario 2: Adding a student that already exists in extended MIS, through Quick Fill



1 Once entered, click on submit button

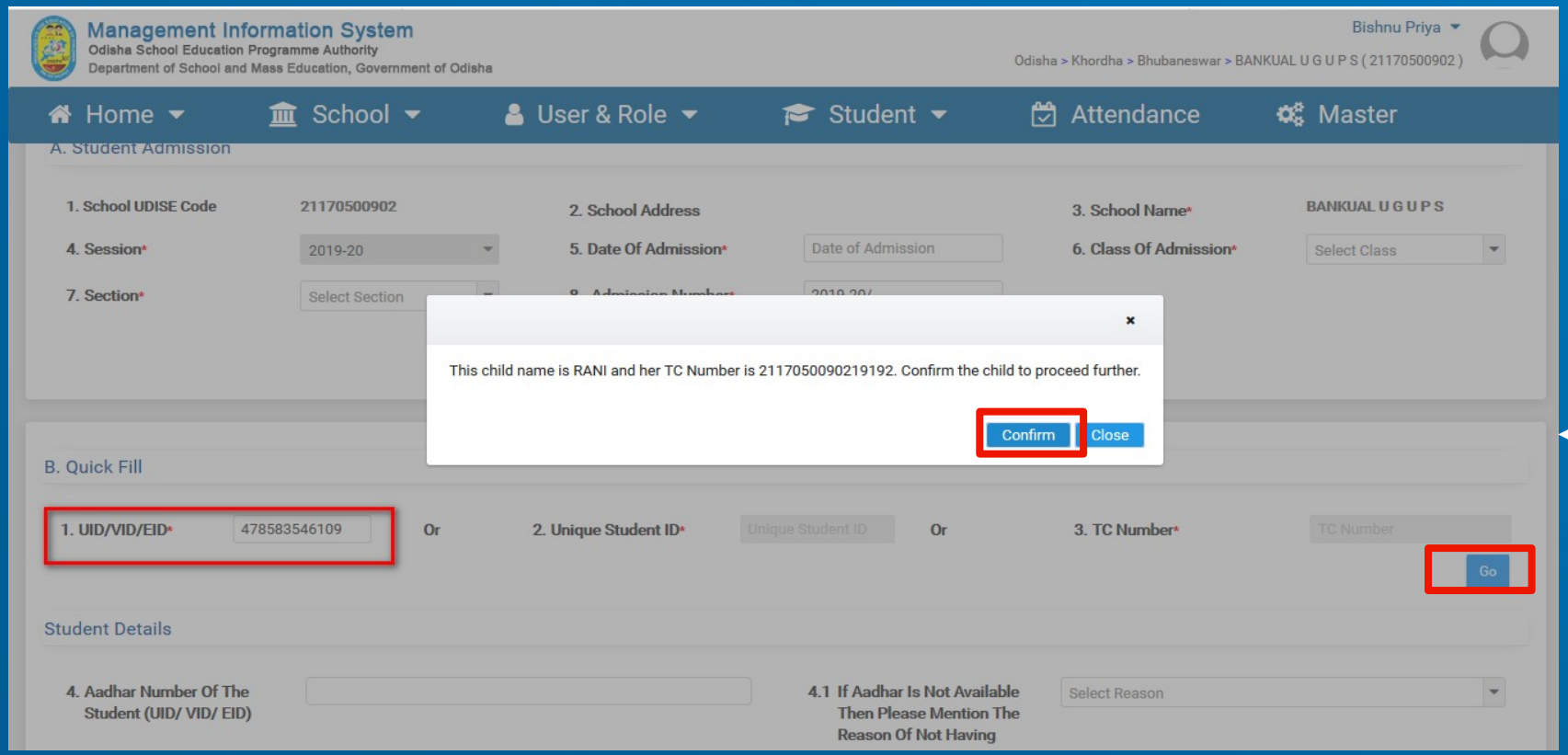
2 Enter any one of this three fields from quick fill area

Scenario 2: Adding a student that already exists in extended MIS, through Quick Fill (student ID)



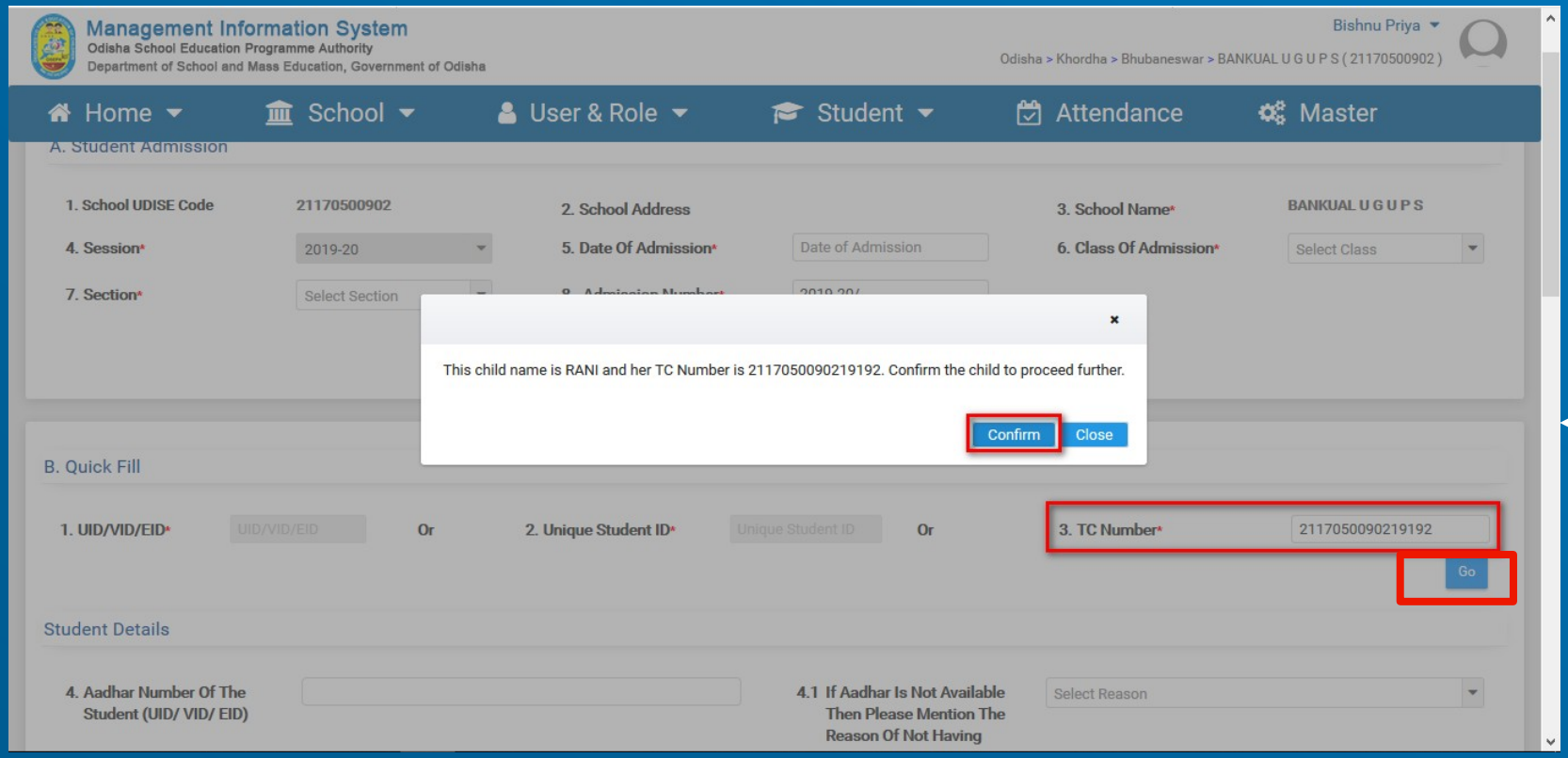
1 Click on Confirm to admit the student

Scenario 2: Adding a student that already exists in extended MIS, through Quick Fill (TC)



1 Click on Confirm to admit the student

Scenario 2: Adding a student that already exists in extended MIS, through Quick Fill



1 Click on Confirm to admit the student

Step-3 : Remove students through Transfer or Exit

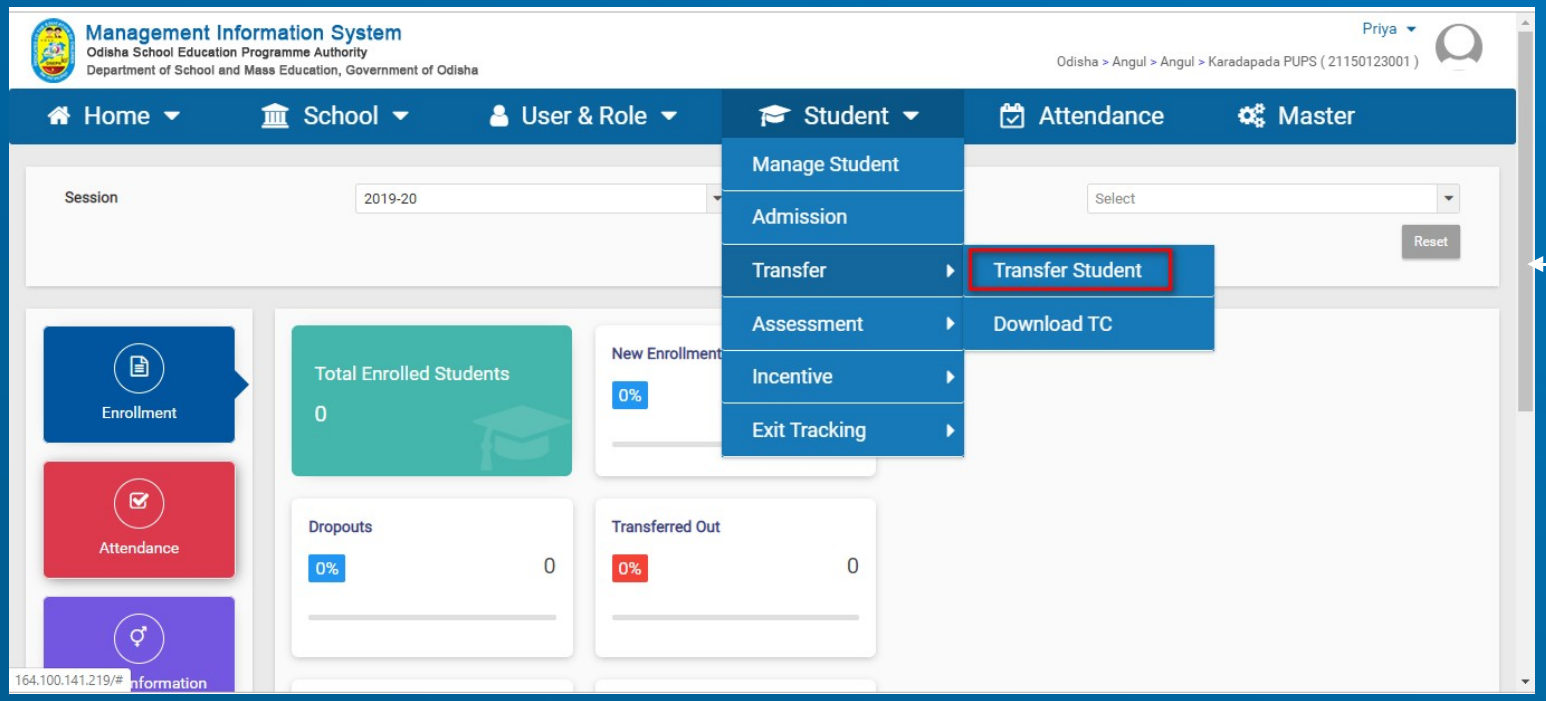
A student can be removed from the school in two ways:

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)

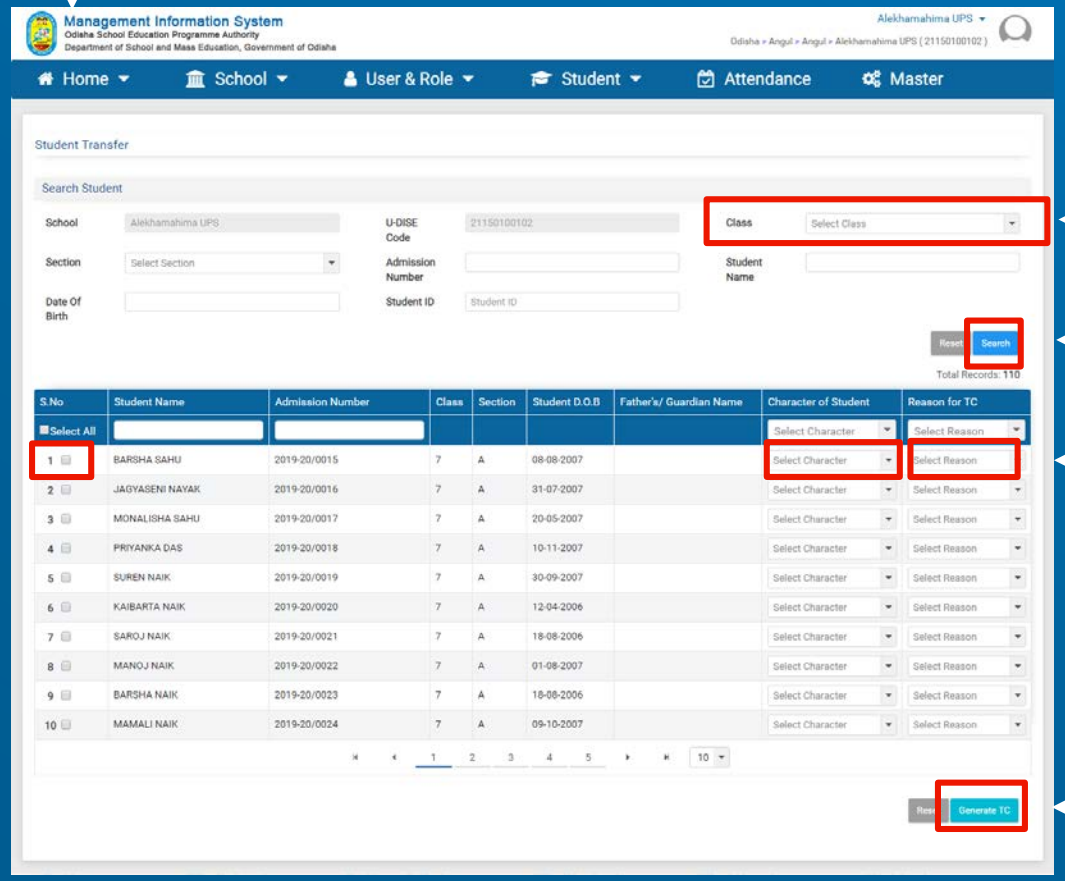
Removing a student from a school is possible only by the school user, with a school login

Transfer: Transferring out a student (1/2)



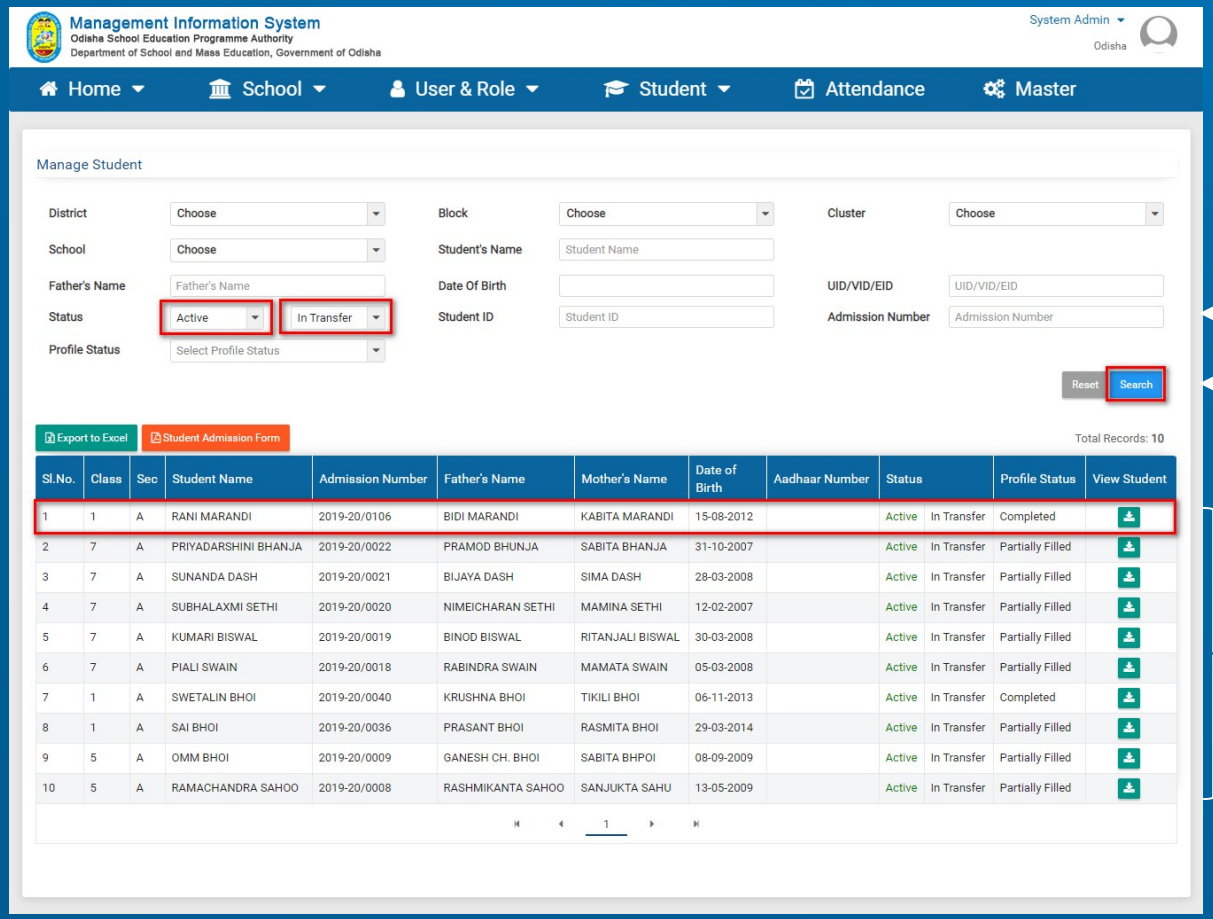
1 Go to Student menu, then Transfer menu, Click on Transfer student sub menu

Transfer: Transferring out a student (2/2)



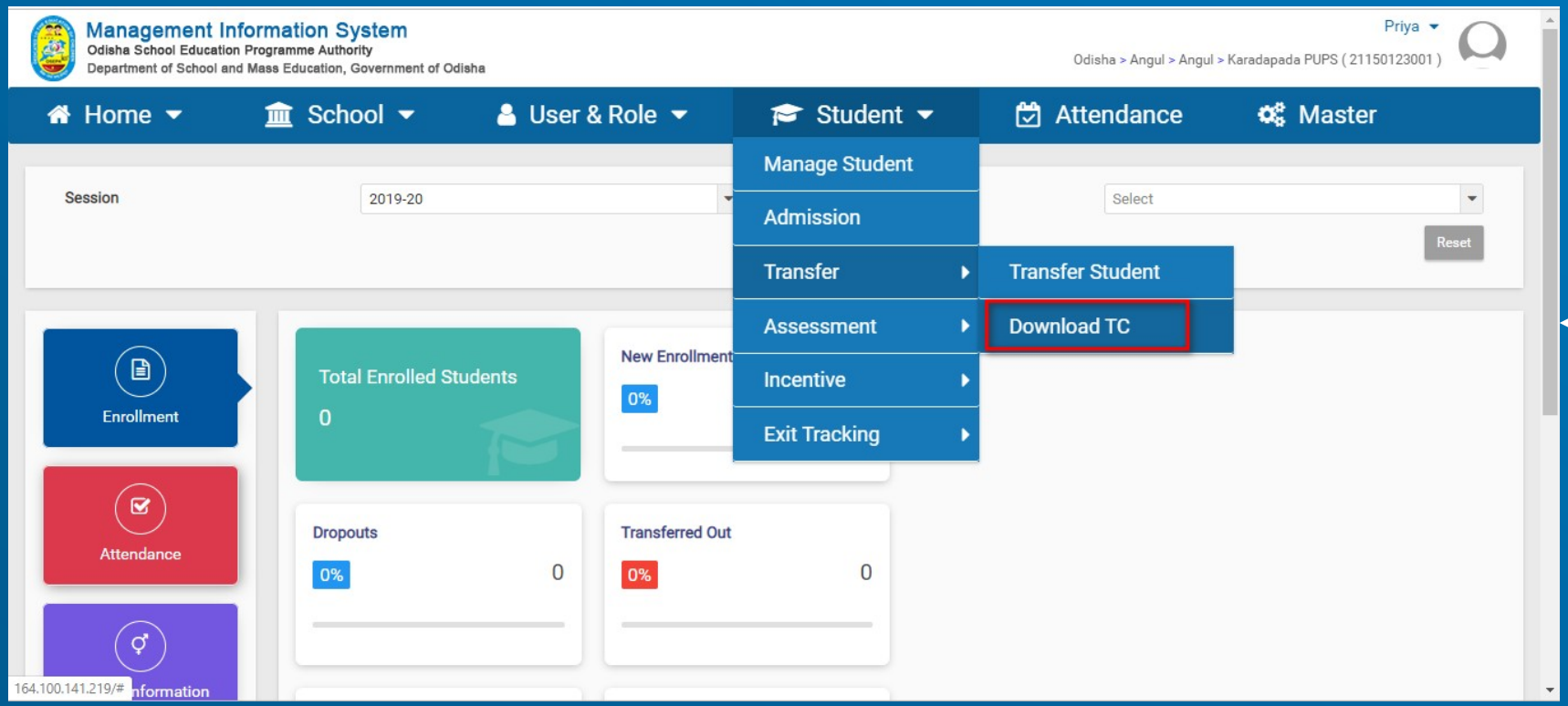
1. Please select the check box
2. Search through Class Filter
3. Click on Search Button
4. Please select character of the student and reason for TC
5. Click on Generate TC button to generate TC certificate

Transferring out a student updates the status to Active – In Transfer



1. Select Active—In Transfer student from this filter
2. Click on this search button
3. List of Active , In-Transfer students

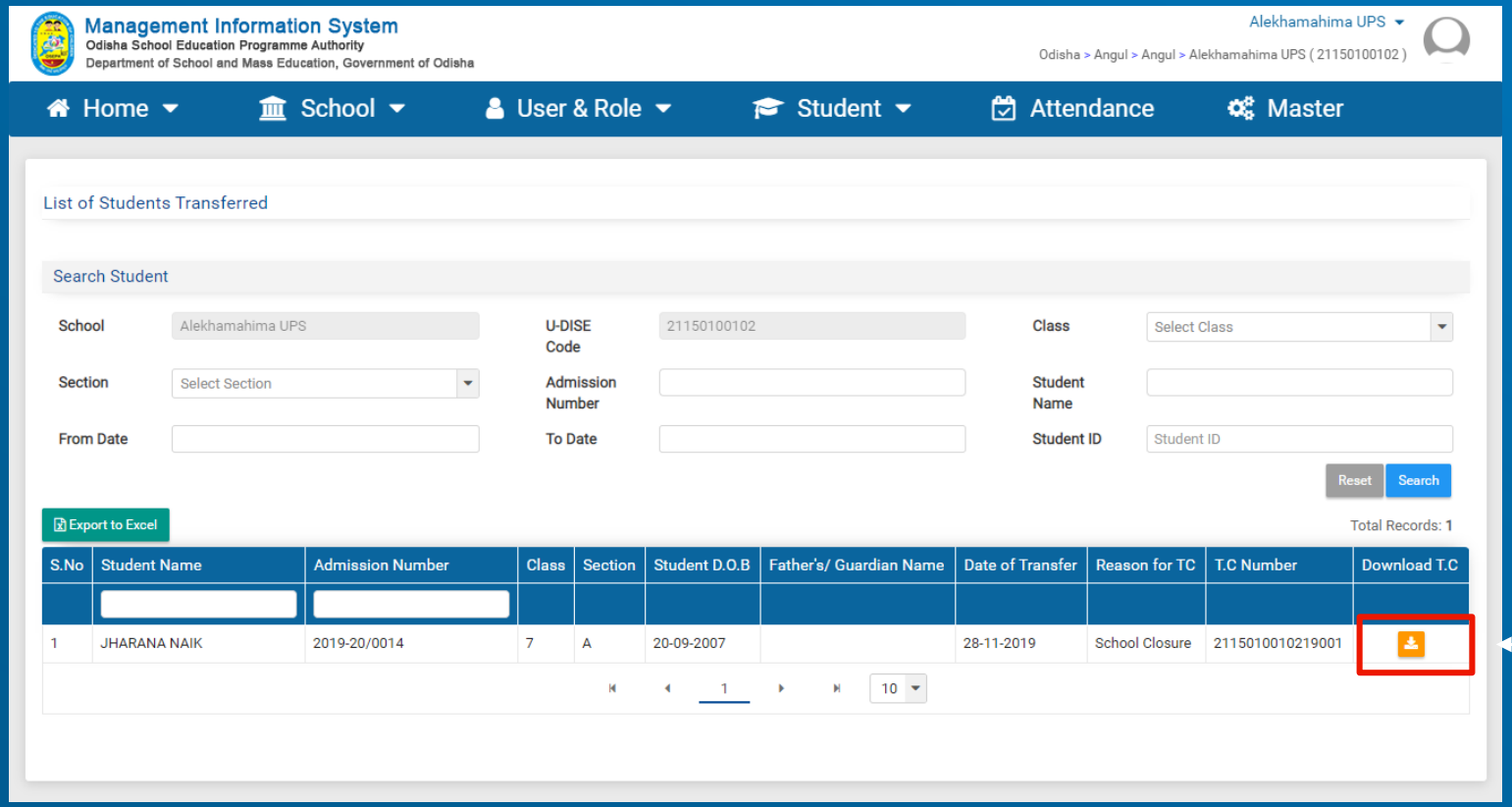
Transfer: Download a TC



1

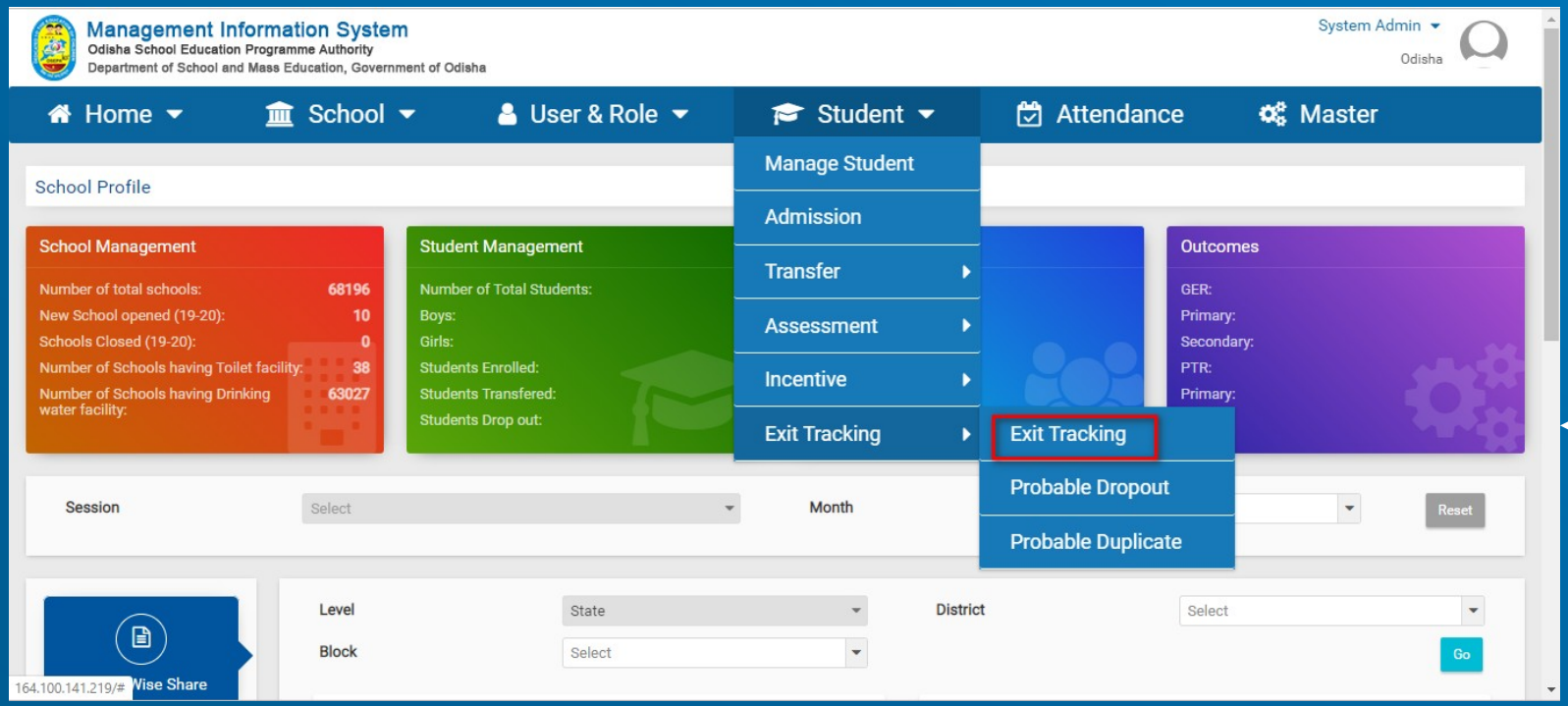
Go to Student menu, then Transfer menu, Click on Download TC sub menu

Transfer: Download a TC



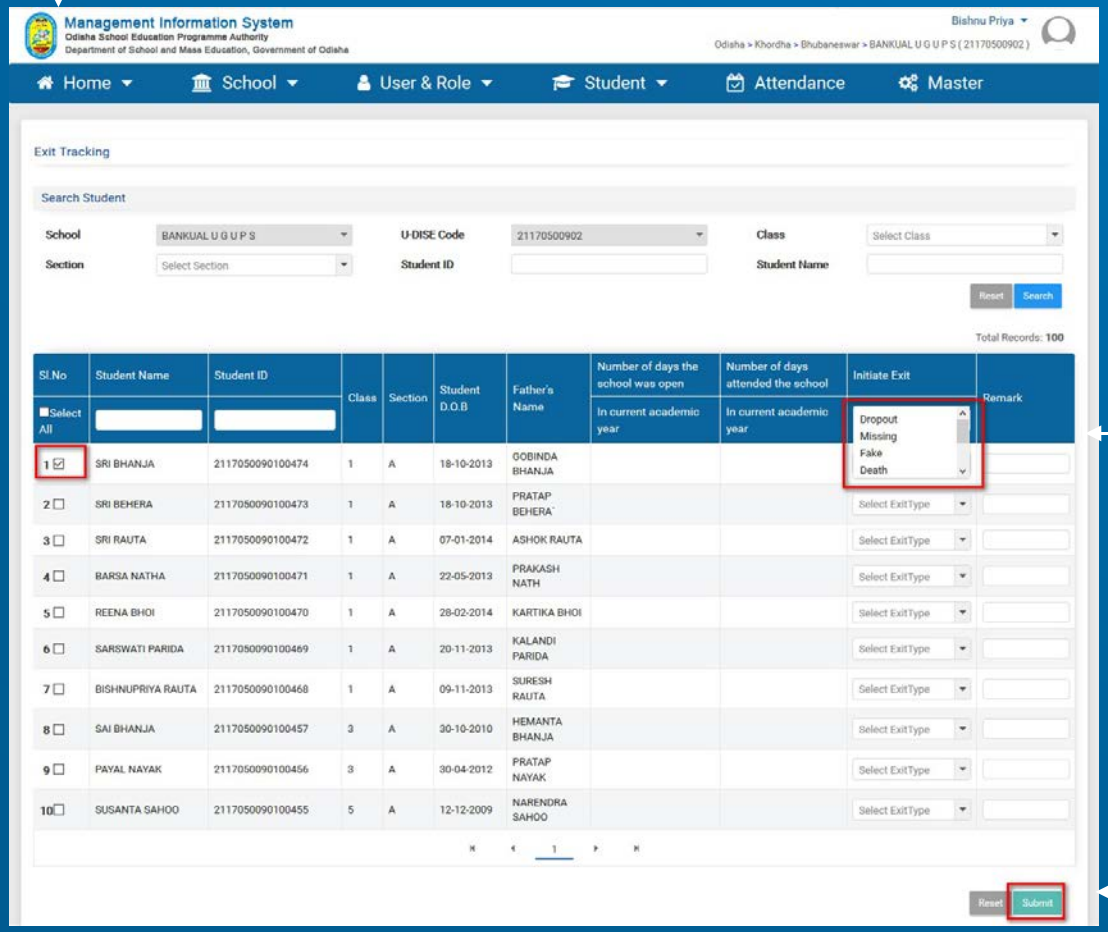
1 Click on this button to download TC

Exit: Removing a student in case of Exit (1/3)



1 Go to Exit tracking sub-menu of student menu

Exit: Removing a student in case of Exit (2/3)

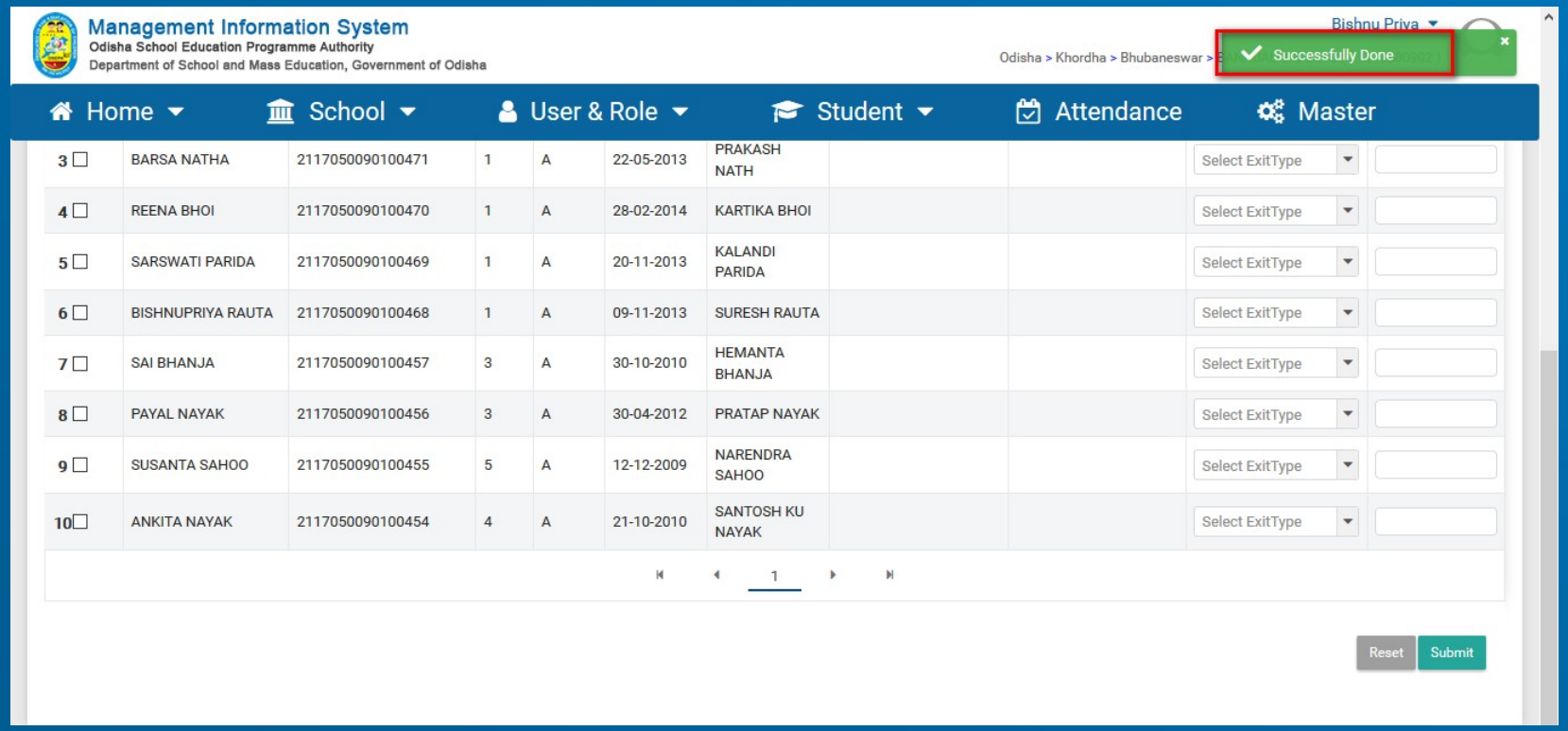


1 Select checkbox from here

2 Please select Exit Reason from here

3 Click on Submit once data entered

Exit: Removing a student in case of Exit (3/3)



1 Upon clicking on submit button, system will provide notification

List of Criteria for generation of Probable Duplicate Students

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

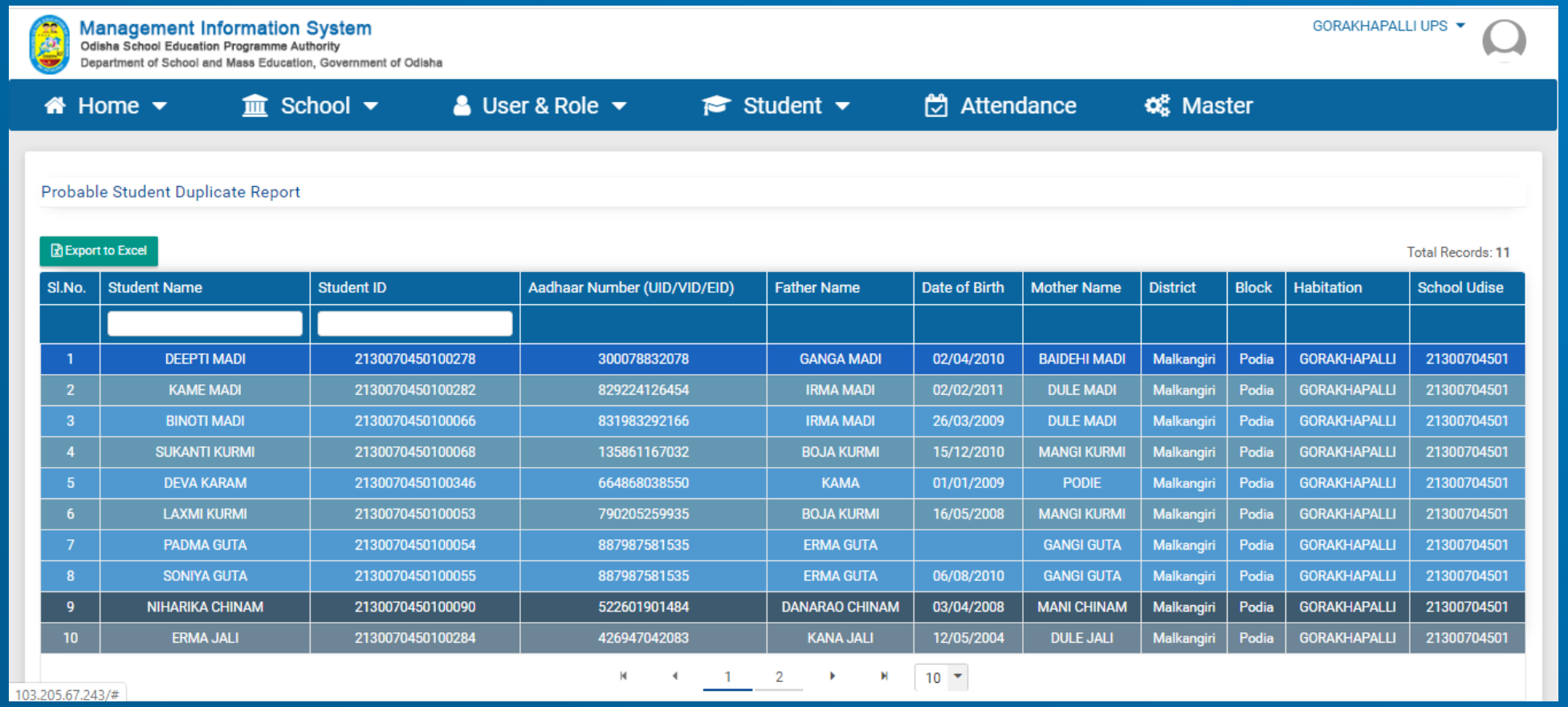
- If there are two student profile's whose aadhaar number is same
- Students having different name but same father name, mother name and DOB
- Students having same name, father name, mother name and DOB
- Students having same name, father name, mother name but different DOB
- Students having same name,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

Exit: Probable Duplicate



1

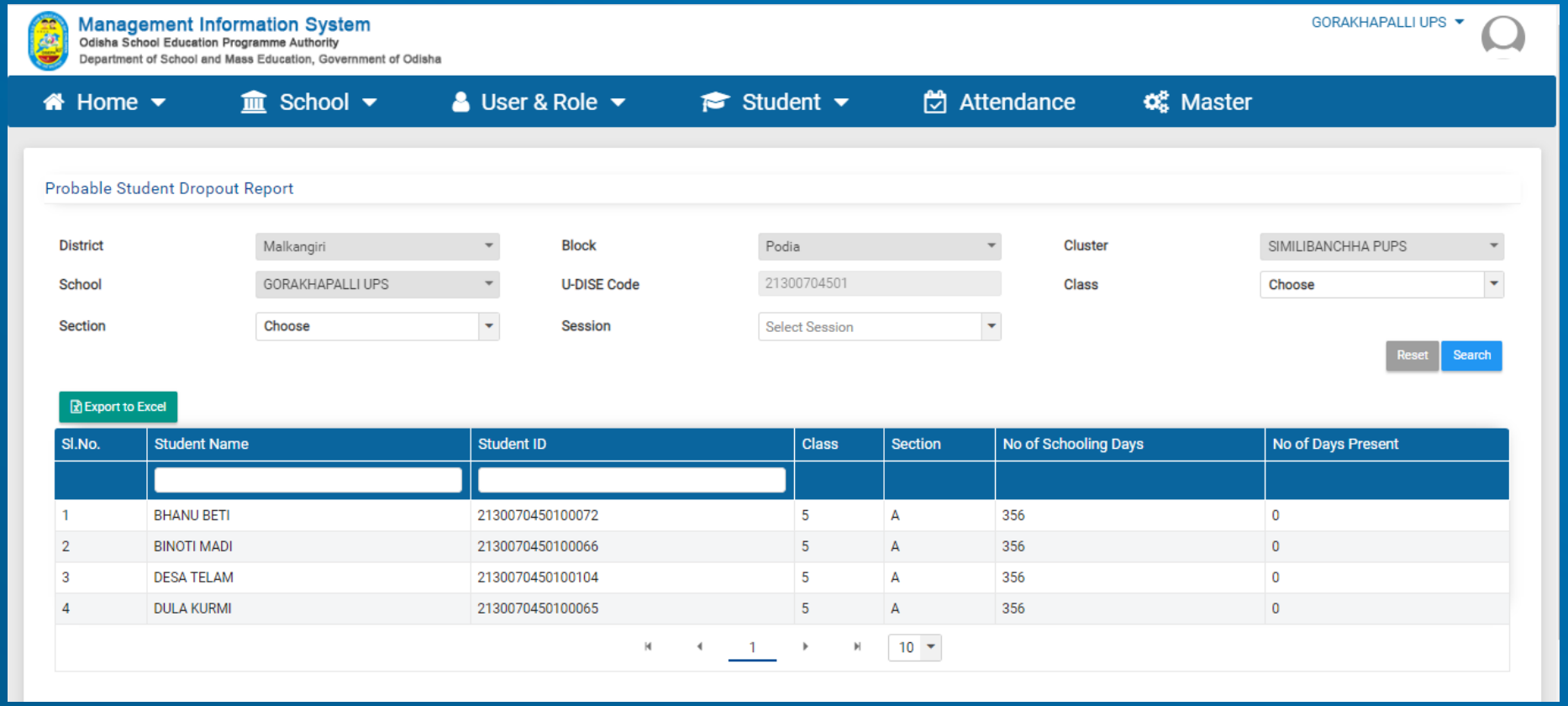
According to criteria duplicate student will generate under probable duplicate list

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.

Exit: Probable Dropout



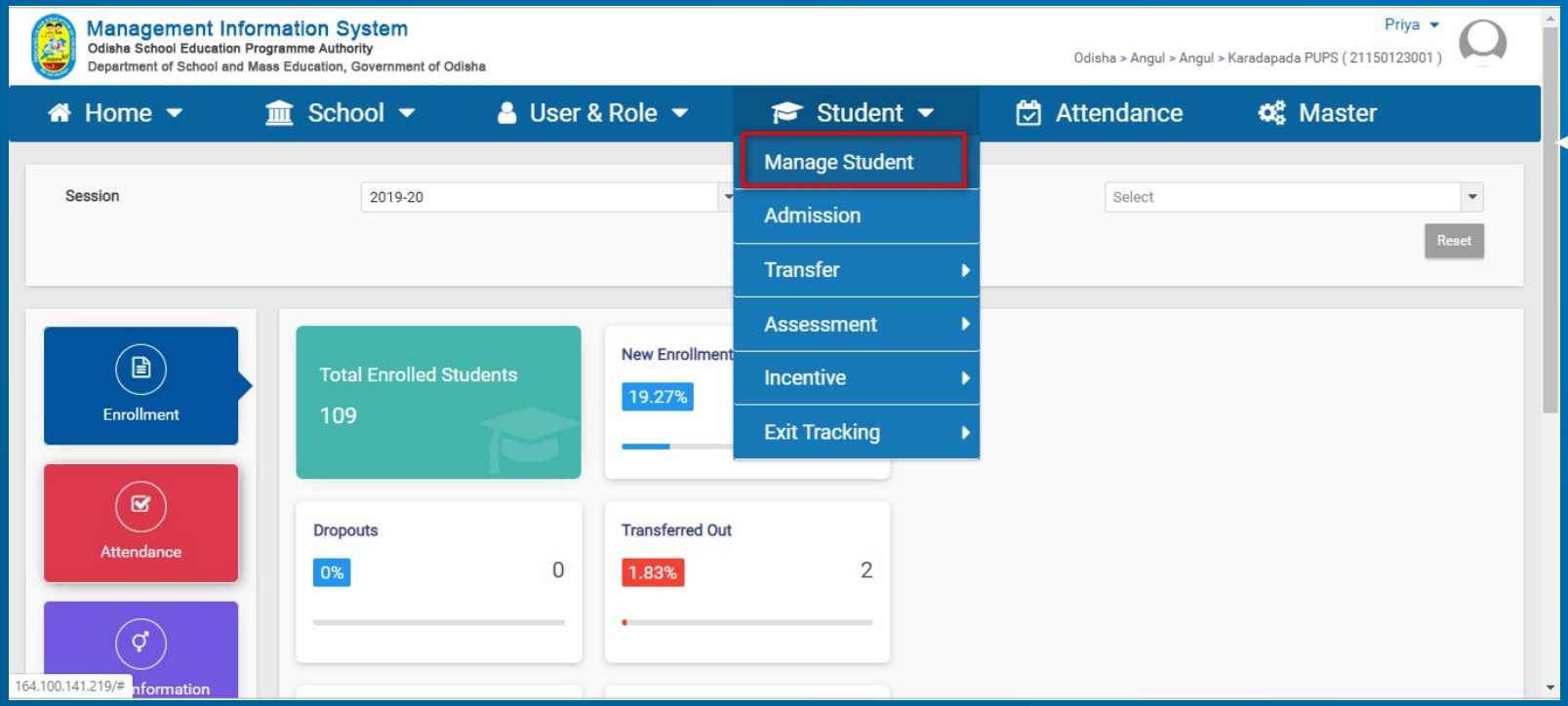
List of generated probable dropout students

1

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

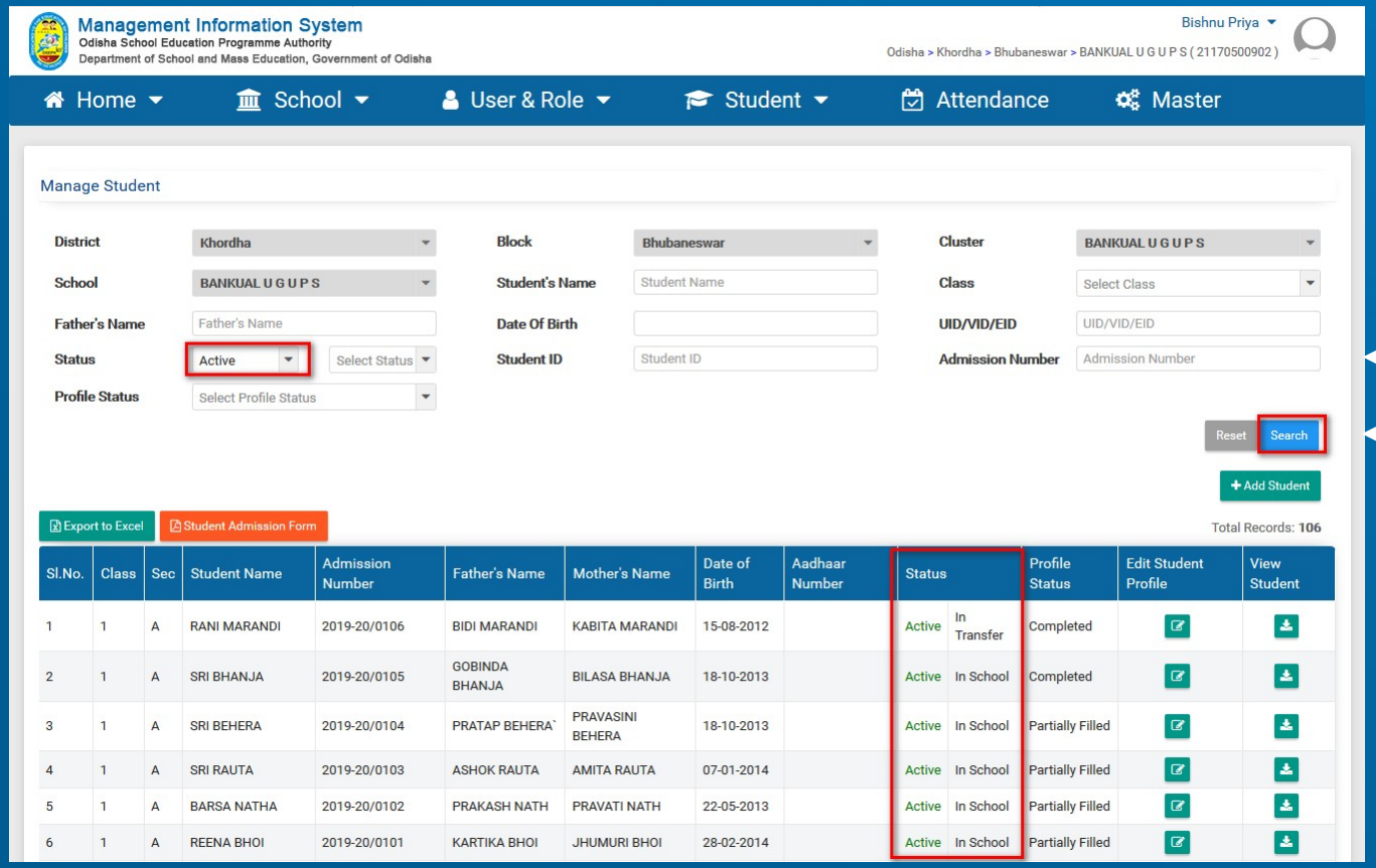
- Go to the Manage Student Page
- Select Active students
- Select Partially Filled profiles
- Complete them with the Edit button

Manage student: How to filter “Active” student profiles (1/3)



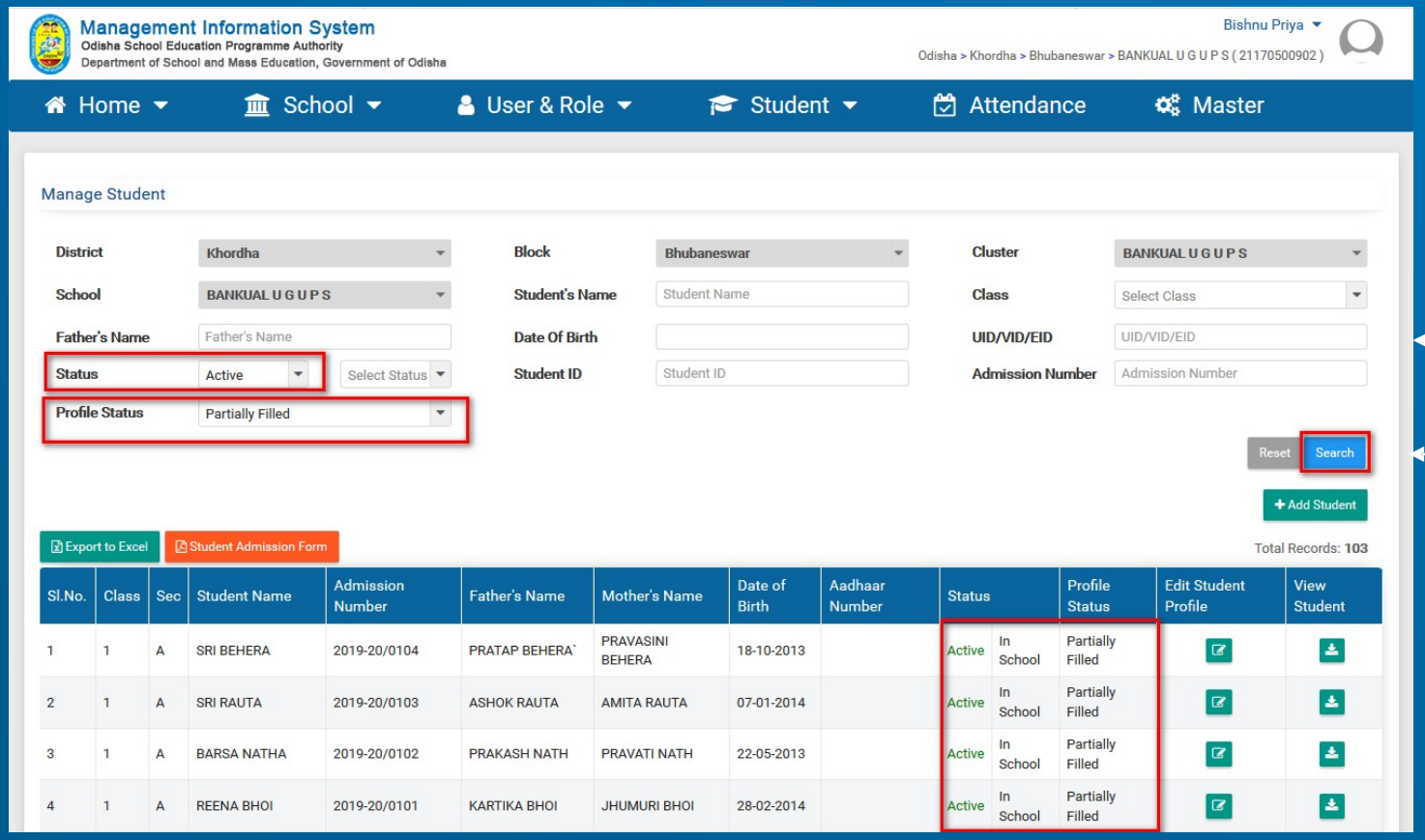
1 Go to student menu, clicking on Manage Student menu

Manage student: How to filter “Active” student profiles (2/3)



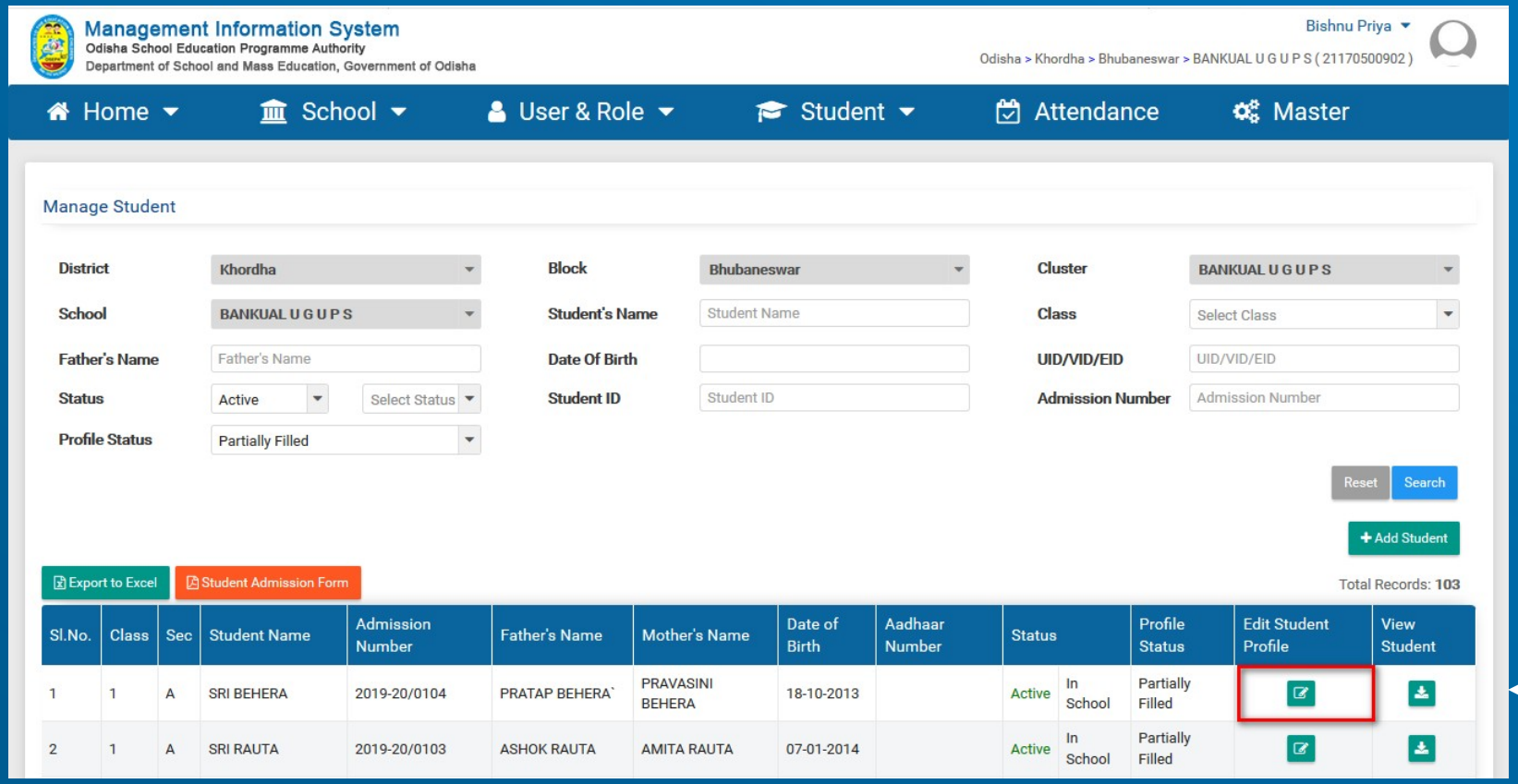
1. Go to status filter and select active option from status filter
2. Once filters selected click on search button
3. Upon clicking, list of active—in-transfer students will populate

Manage student: How to filter “Partially Filled” student profiles (3/3)



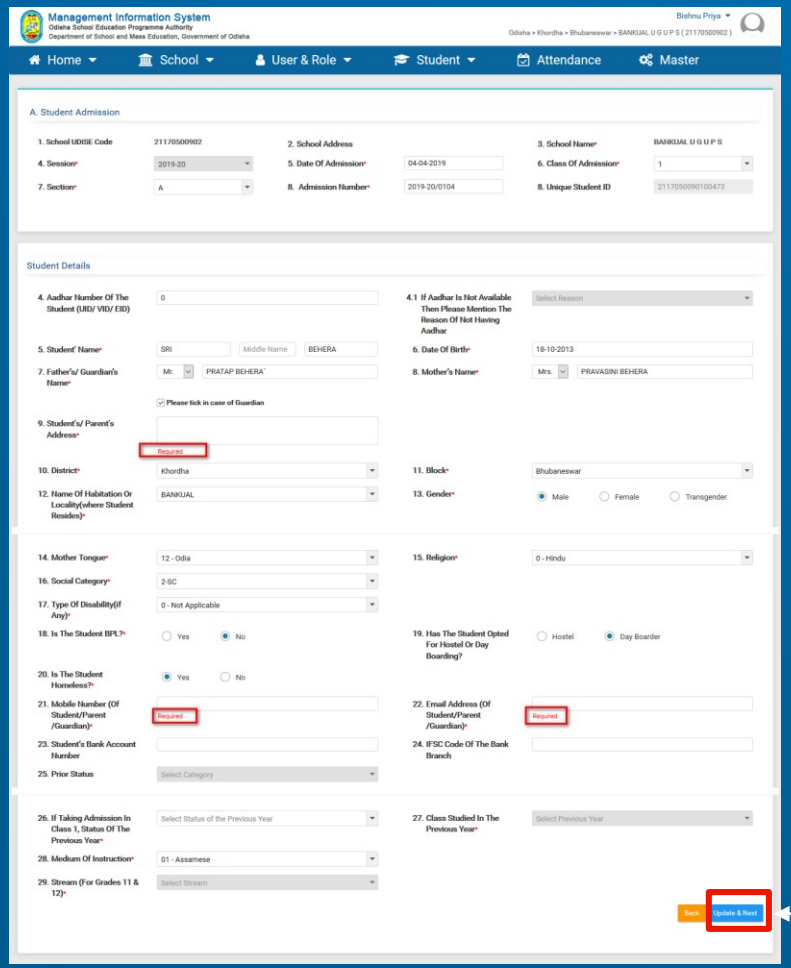
1. Go to status filter and select active option from status filter and search partially filled profiles
2. Click on search button to retrieve partially filled students
3. List of partially filled students

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



1 Click on edit students, to update partially filled profiles

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



1 Once required fields entered, please click on submit button

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.

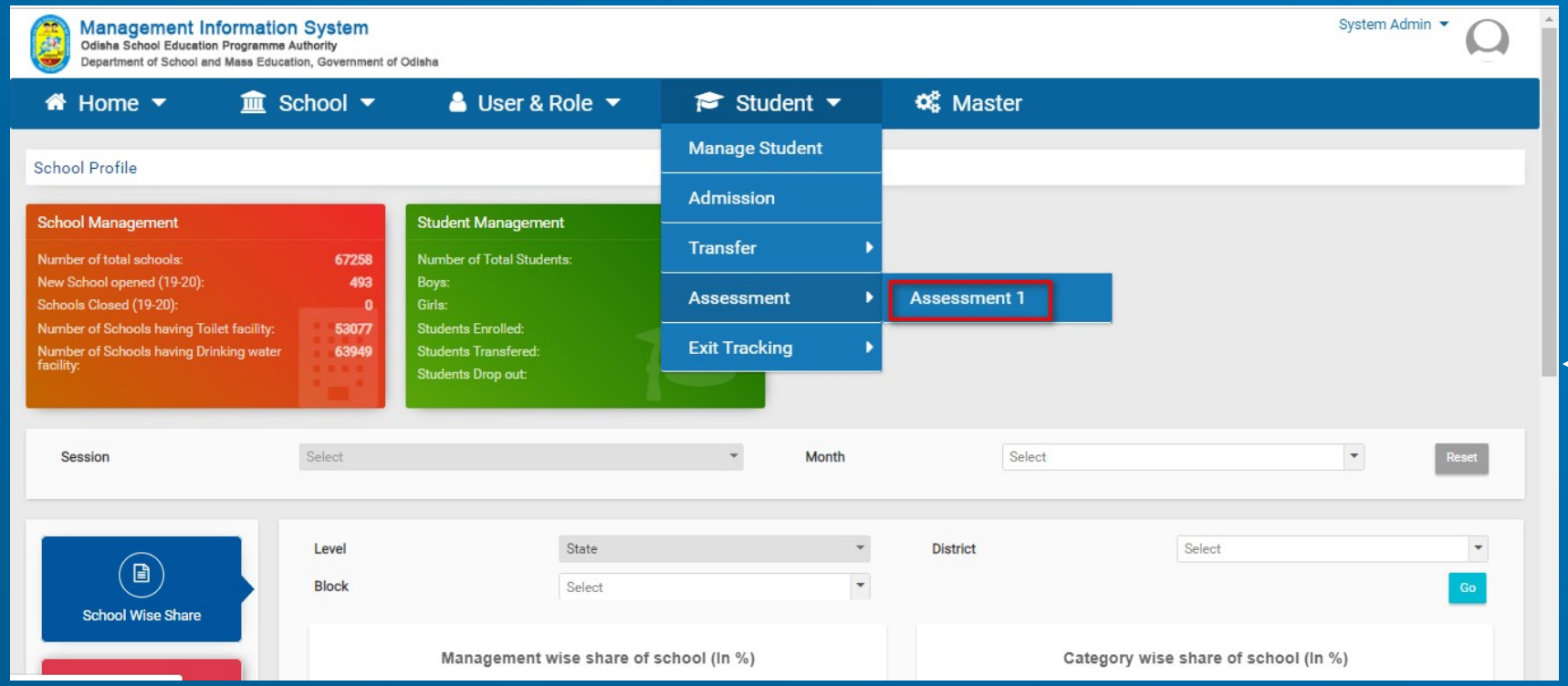
Dependency on Updating SA2;

- 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;

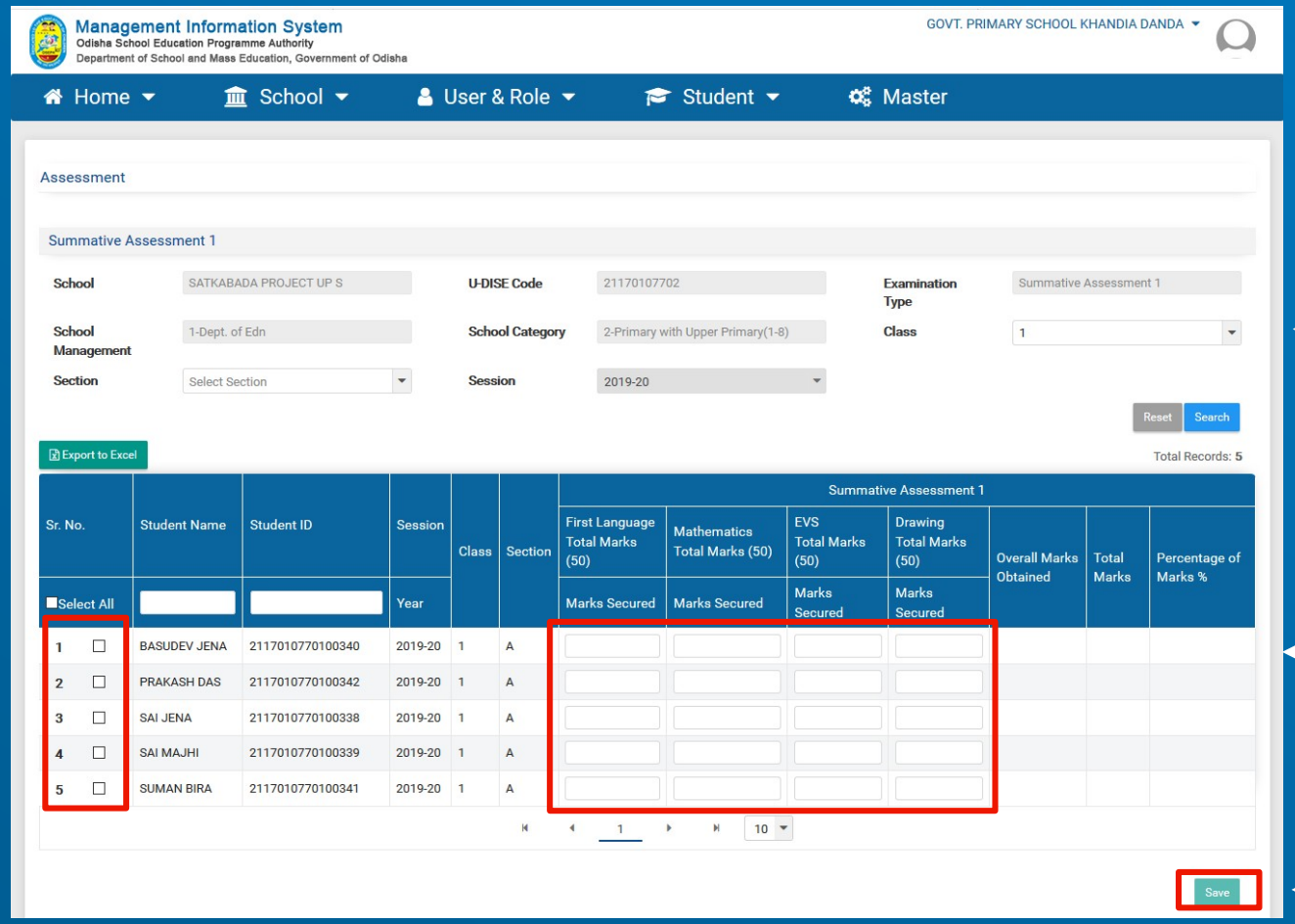
- Summative Assessment 2 is only available and provision to enter marks against “Overall Marks” and “Total Marks” and promote the student.

Assessment: Updating SA1



1 Go to student menu, click on “Assessment 1” sub menu

Assessment: Updating SA1



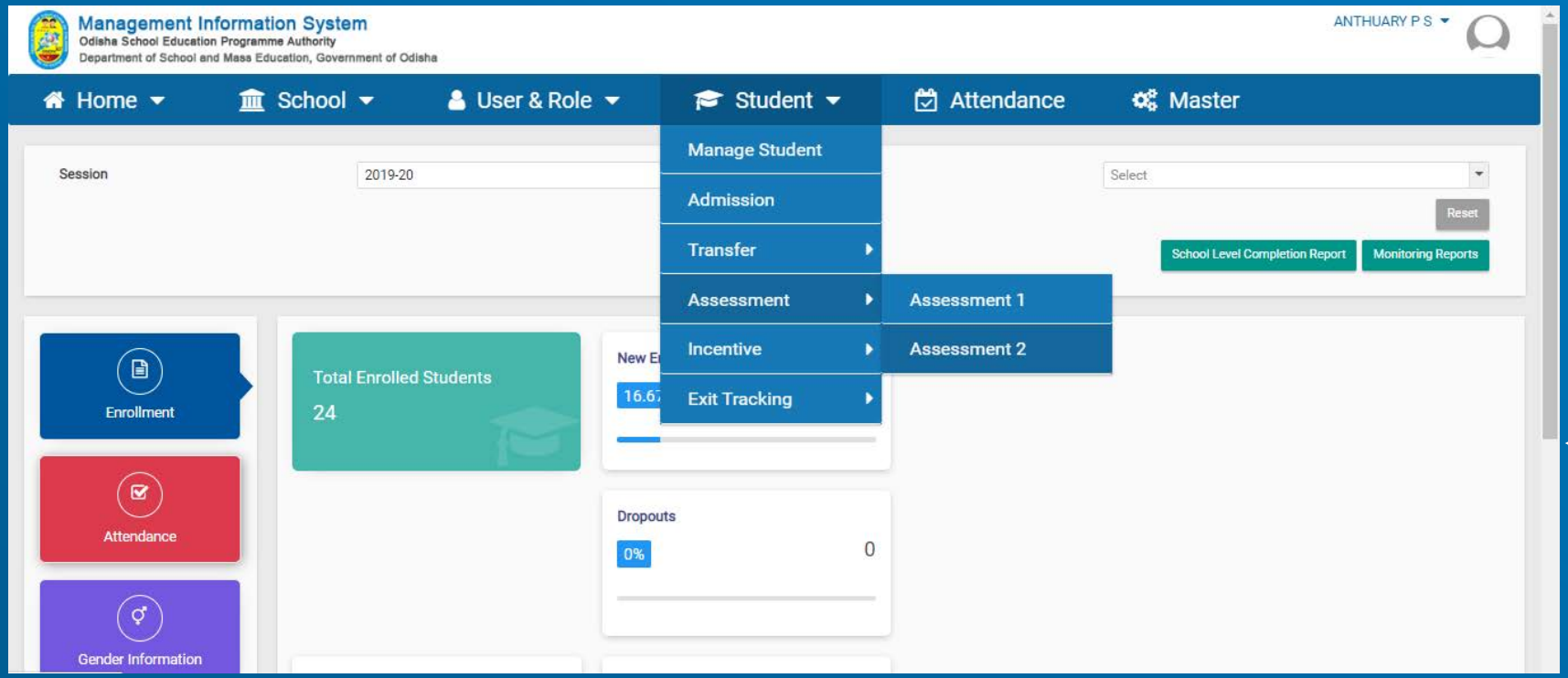
1 Select Class from here

2 Click on checkbox to enter marks

3 Enter Assessment 1 results here

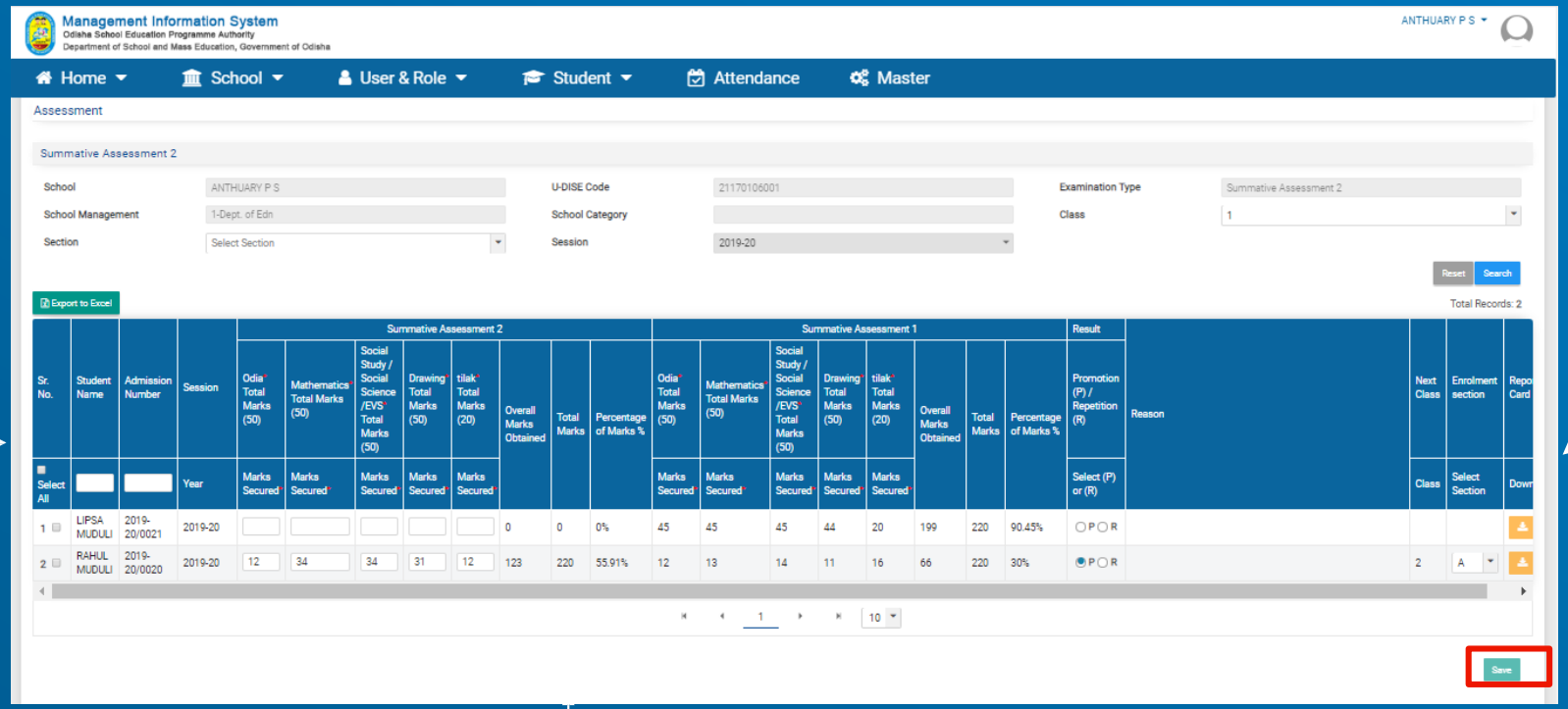
4 Once data entered, please click on the save button

Assessment: Updating SA2



1 Go to student menu, click on “Assessment 2” sub menu

Assessment: Updating SA2



1

Click on checkbox to enter marks

2

Enter Assessment 2 results here

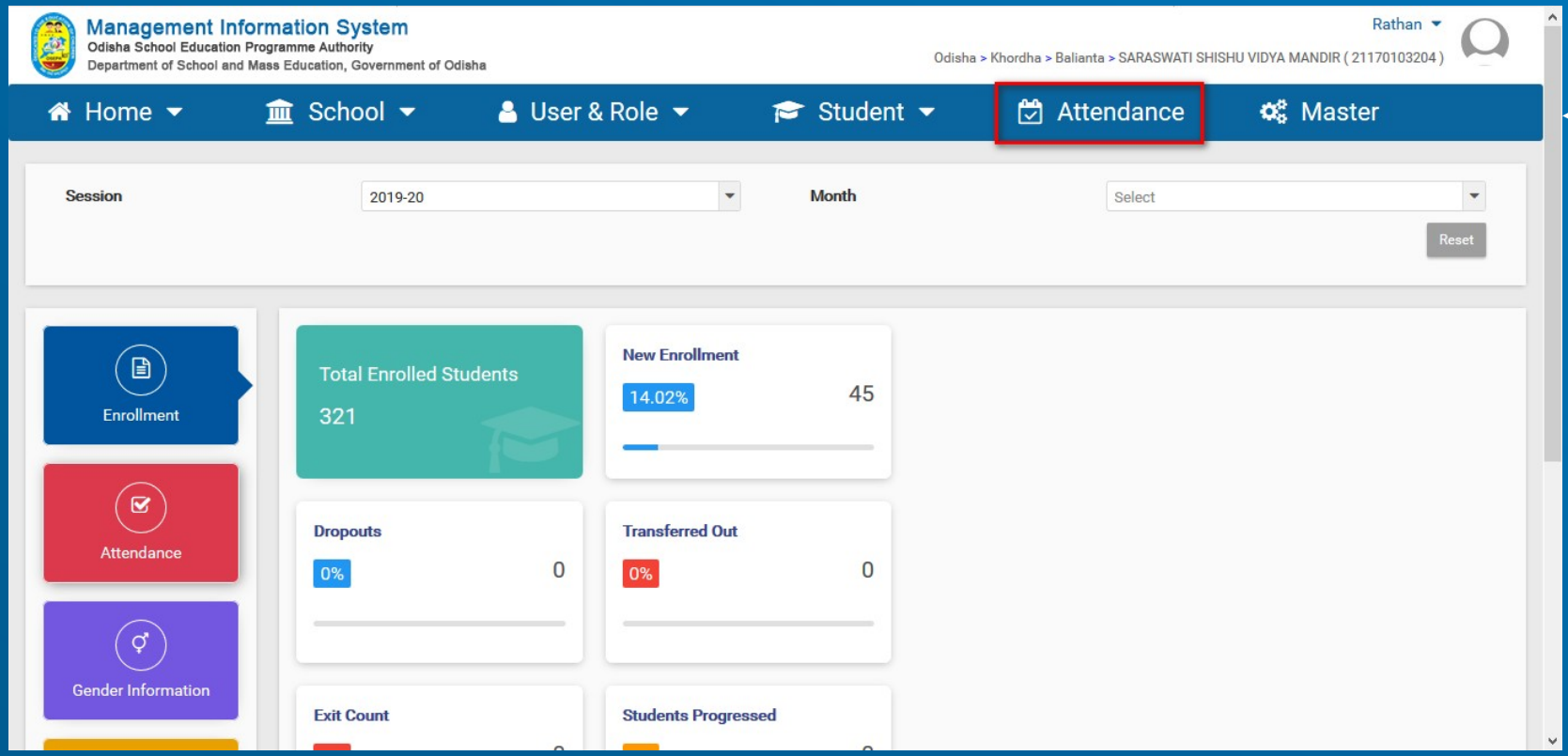
3

Once data entered, please click on the save button

4

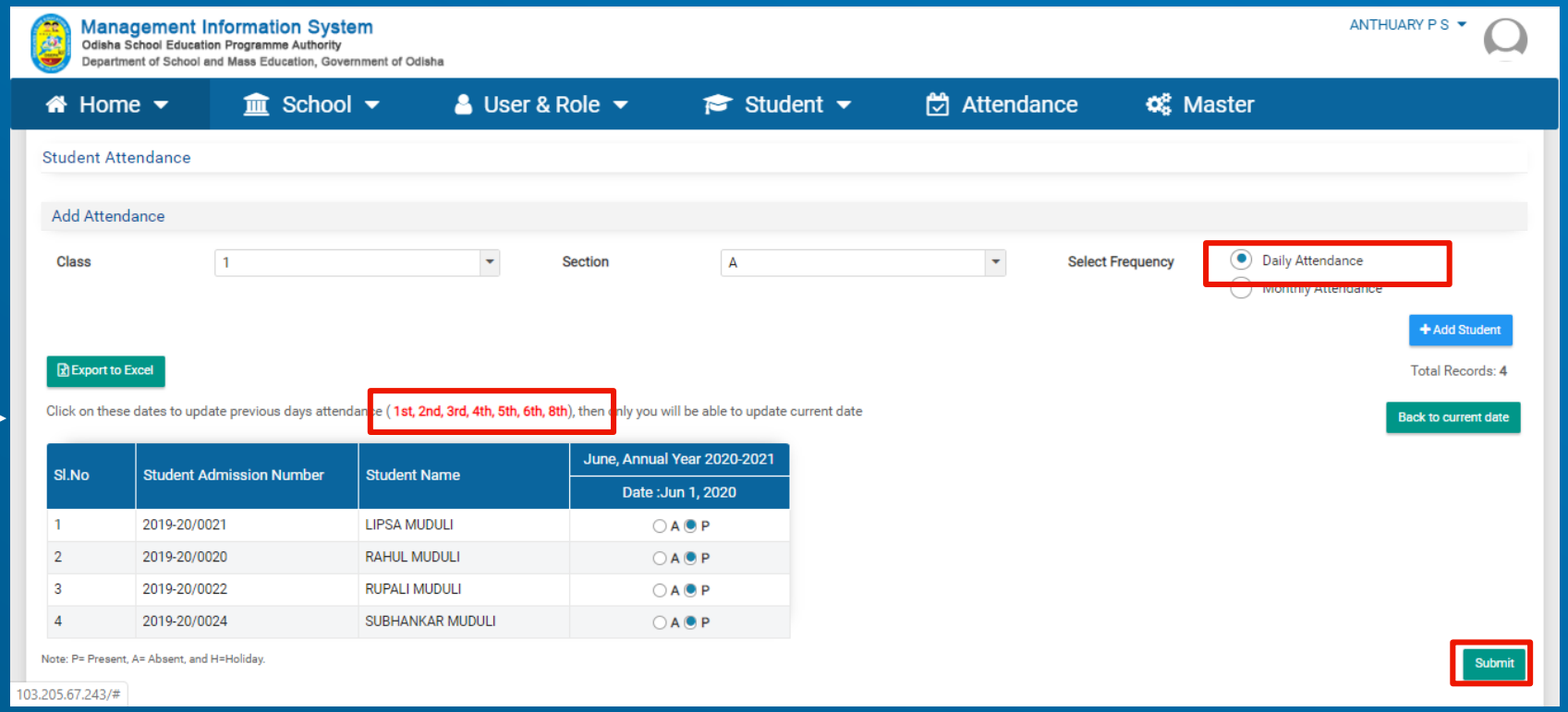
Download Report Card from here

Step-6 : Attendance: Updating Daily attendance



1 Go to, attendance menu

Attendance: Updating Daily attendance



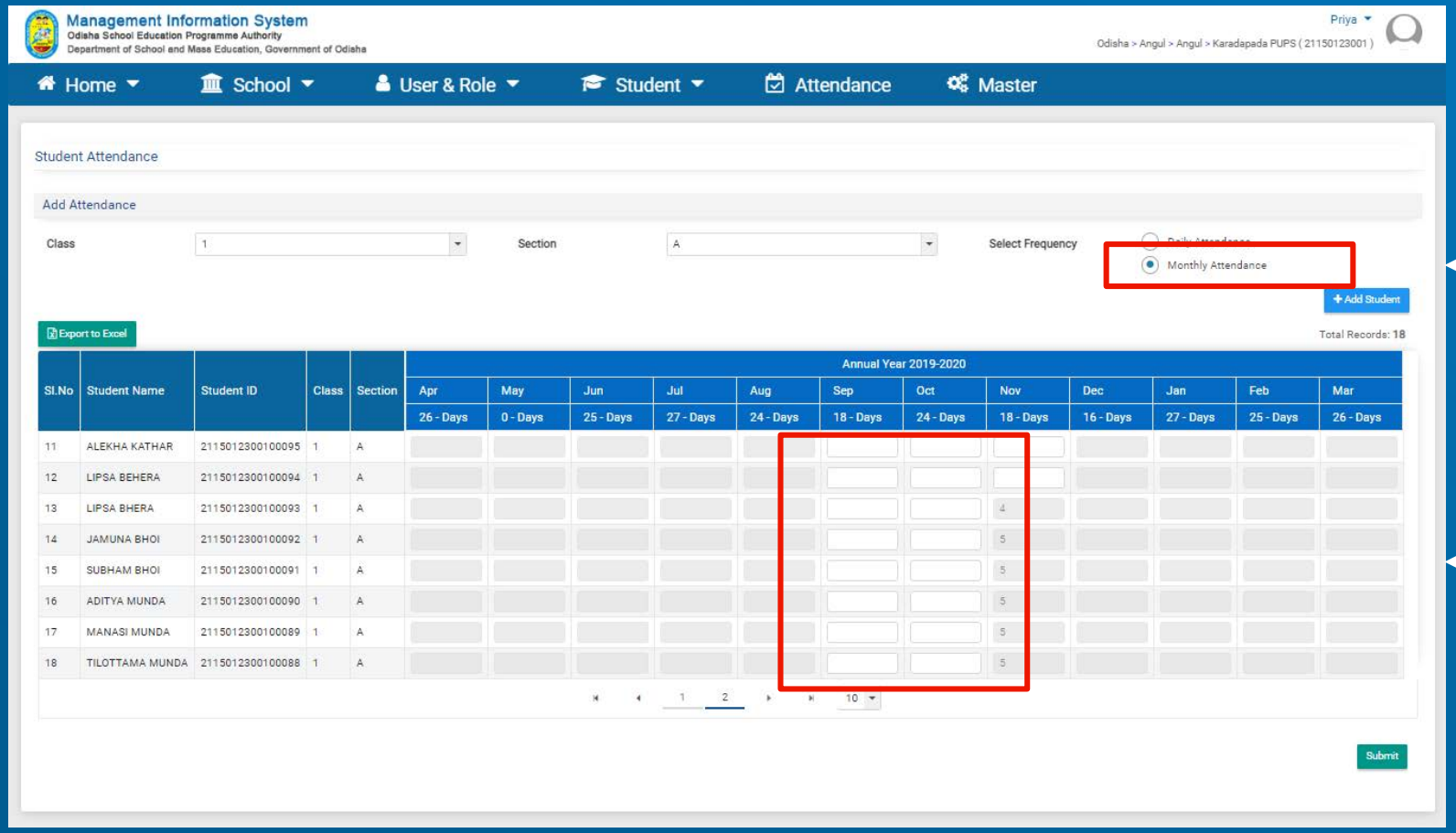
1 Daily Attendance

2 Update attendance by date wise

3 Click on submit button

3 Select attendance status “P” as present and “A” as absent.

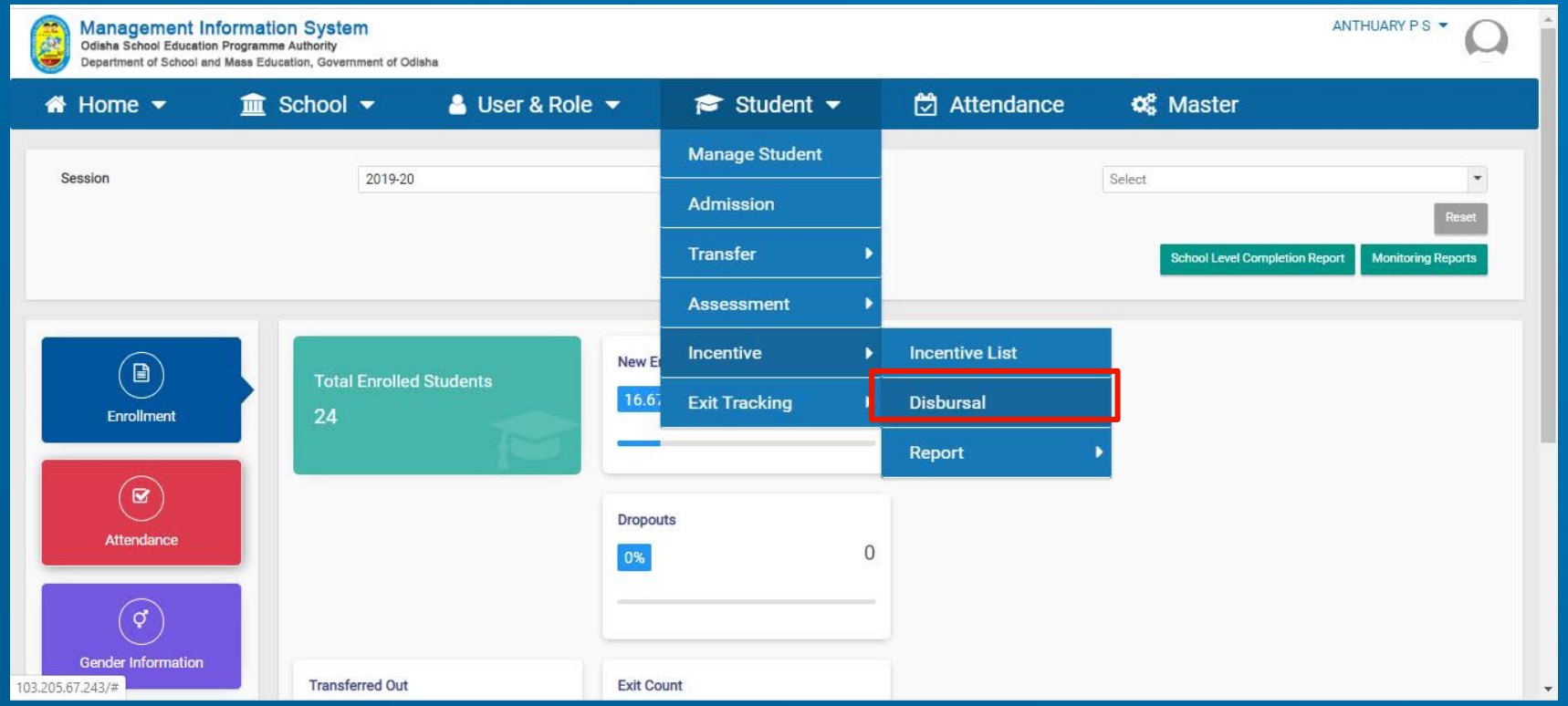
Attendance: Updating Monthly attendance



1 Click here for Monthly Attendance

2 Enter Monthly Attendance here

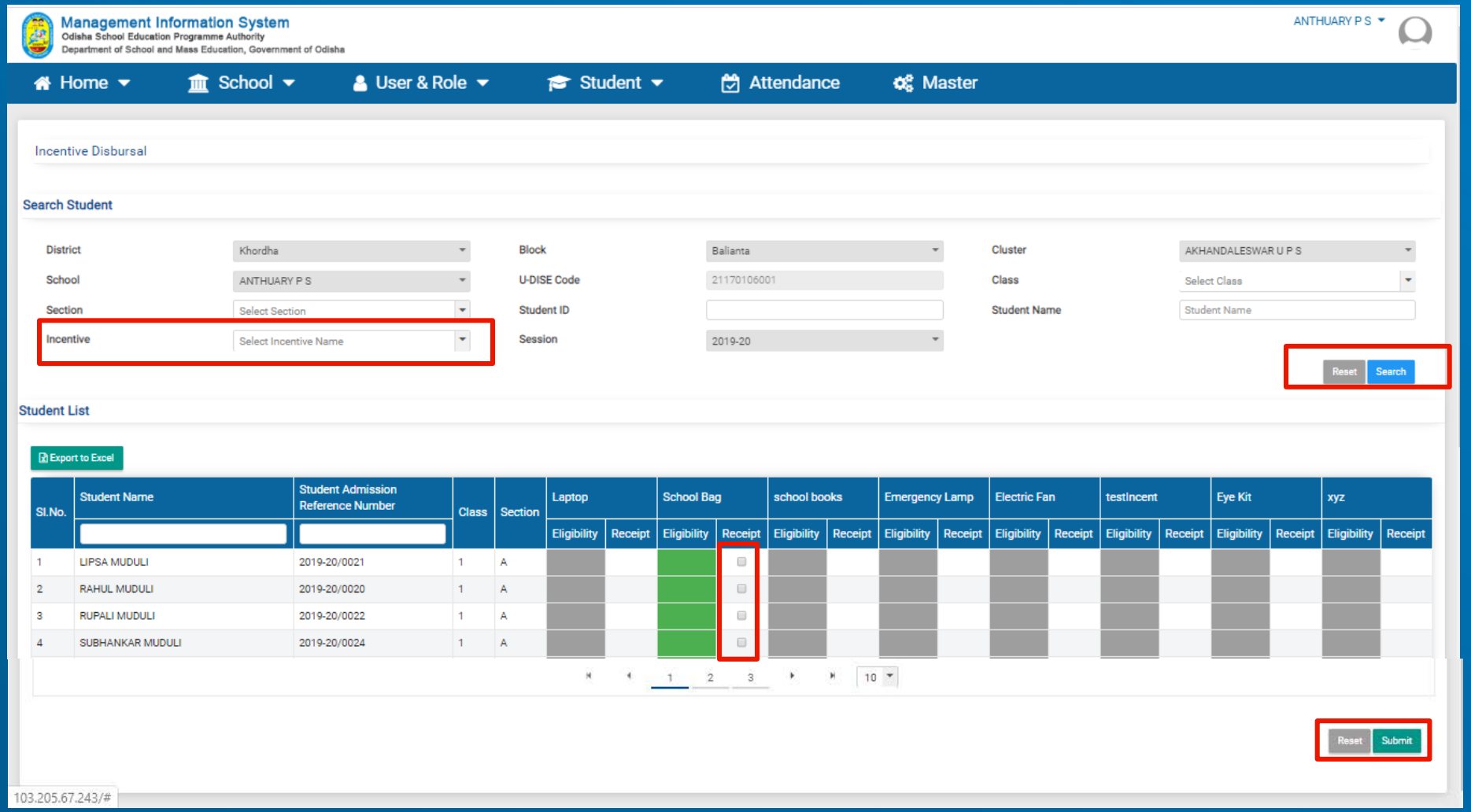
Step-7 : Incentive: Disbursing Incentives by school level user



1

Click on Disbursal Menu

Incentive: Disbursing Incentives by school level user

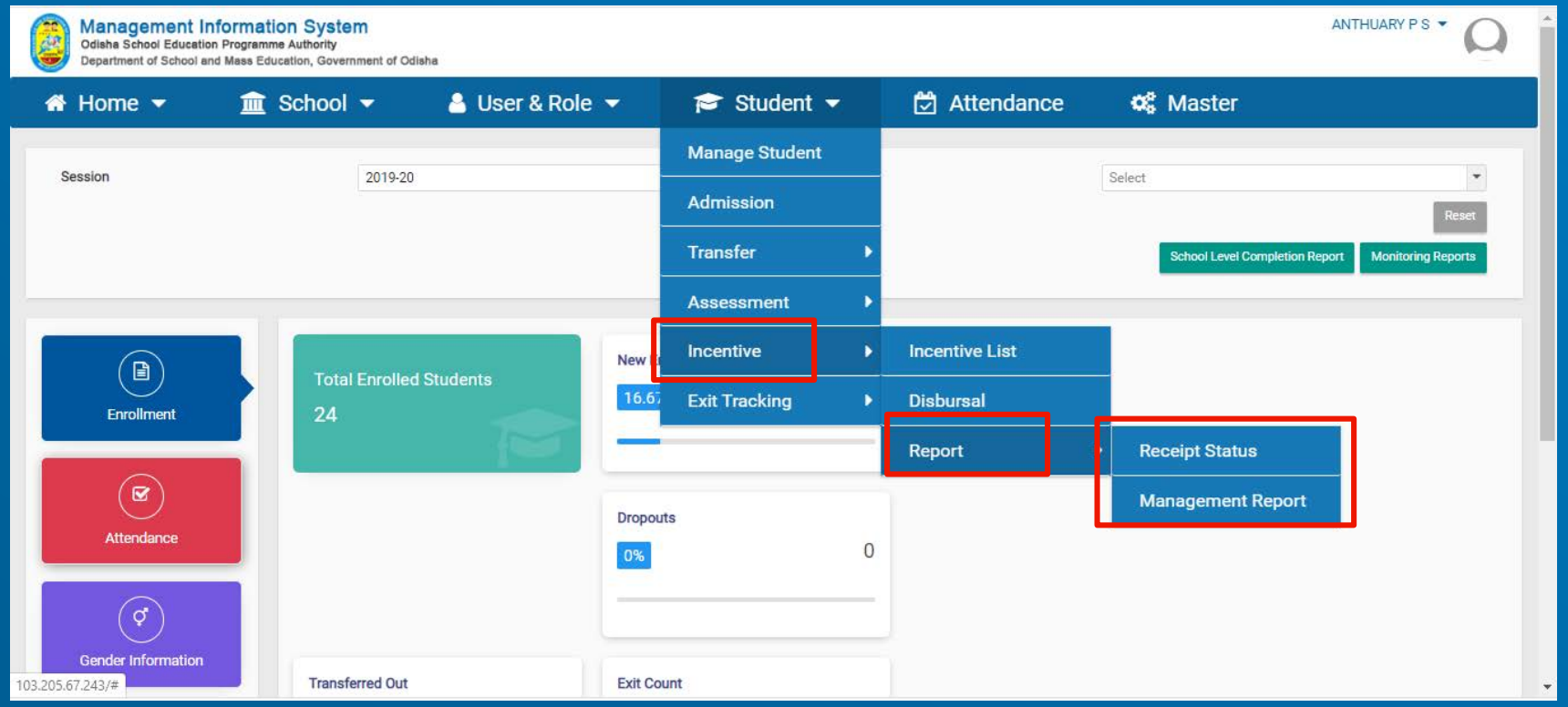


1 Provision for search incentive

2 Disburse Incentives against eligibility incentive by selecting Checkbox

3 Click on submit button

Incentive: Reports



1

Able to view Receipt Status report and Management Report

Incentive: Disbursing Incentives – Reports

Export to Excel

Sl.No	Student Name	Student Admission Reference Number	Class	Section	Laptop	School Bag	school books	Emergency Lamp	Electric Fan	testIncent	Eye Kit	xyz
1	LUNU NAYAK	2019-20/0013	2	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
2	AKASHA SAMAL	2019-20/0016	2	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	No	No	Not Eligible
3	PRAKASH PRADHAN	2019-20/0017	2	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	No	No	Not Eligible
4	AYUSH DHAL	2019-20/0018	2	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	No	No	Not Eligible
5	BIKASHA ROUT	2019-20/0032	1	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	No	No	Not Eligible
6	Haraprasad Nayak	2019-20/0033	1	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	No	No	Not Eligible
7	DILU BEHERA	2019-20/0034	1	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	No	No	Not Eligible
8	SUCHITRA MAJHI	2019-20/0035	1	A	Not Eligible	No	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible

1

Able to view eligibility status, received status, non eligible status from the list

Export to Excel

Sl.No	District	Block	School	Incentive	Eligible Student Count	Received Student count
1	Nayagarh	Bhapur	MAHULABERANA PS	testIncent	23	0
2	Nayagarh	Bhapur	MAHULABERANA PS	Eye Kit	23	0
3	Nayagarh	Bhapur	MAHULABERANA PS	School Bag	37	0

1 10

2

Able to view total eligible count, cum received count of a school