








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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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/>

Management Information System
Odisha School Education Programme Authority

Username

Password

CUWR1MBT

ENTER CAPTCHA

☐ Remember Me

Sign In

[Forgot password?](#)

[Extended MIS Support](#)

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- 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 :-

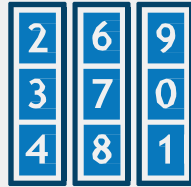
- Active, In School: Student enrolled at the school
- Active, In Transfer: Student has transferred out
- Inactive, Death: Student has died
- Inactive, Juvenile case: Student in juvenile
- Inactive, Out of school: Student is out of school
- Inactive, Fake: Student profile was fake
- Inactive, Duplicate: 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 10th): 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

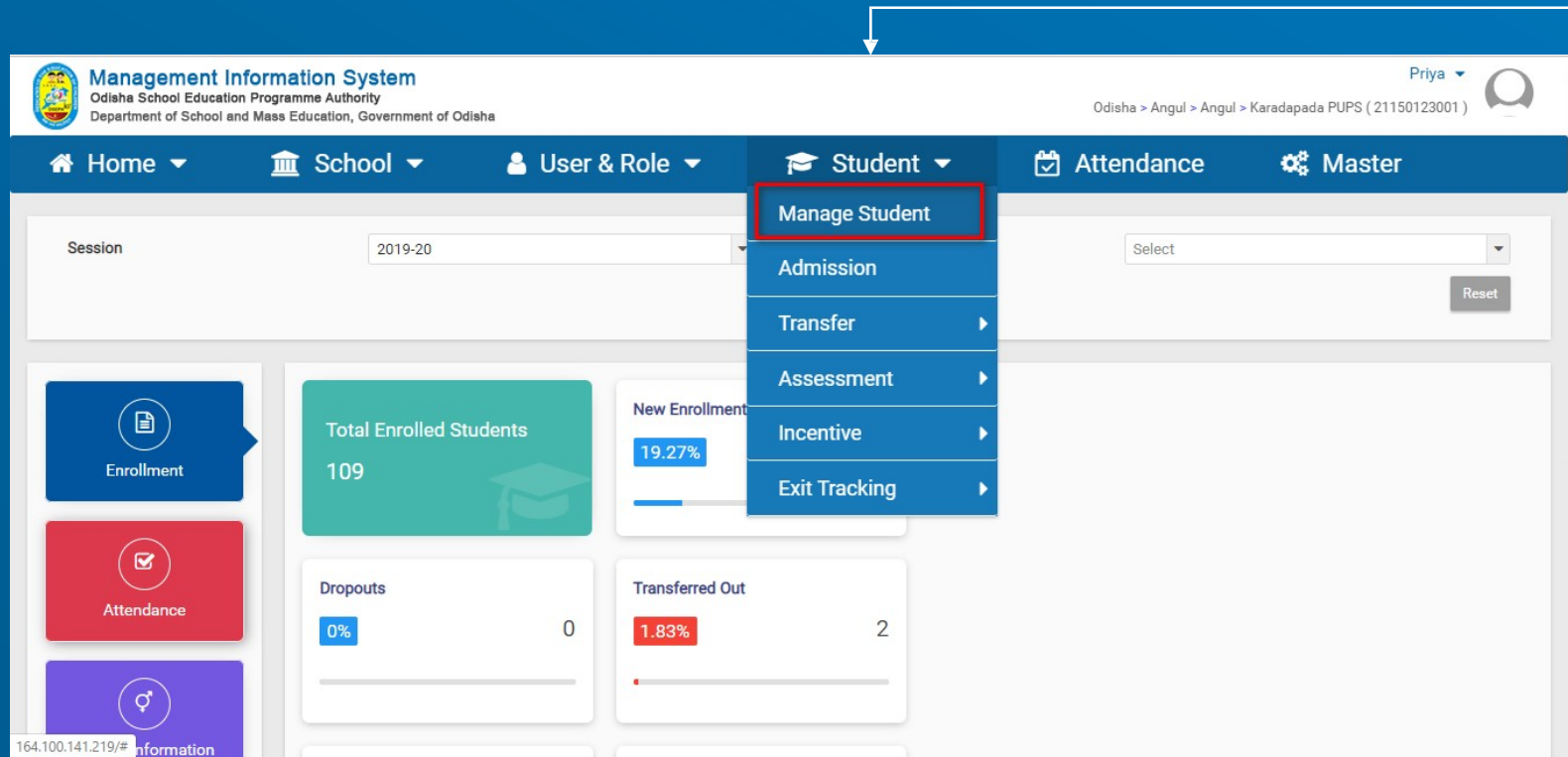
- Admission number of the student, as maintained by school
- System generated for all students migrated from SDMIS
- To be manually entered by the school for new students
- Example: 2019-20/0020



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)

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

Alekhamahima UPS
Odisha > Angul > Angul > Alekhamahima UPS (21150100102)

Home School User & Role Student Attendance Master

Manage Student

District: Angul Block: Angul Cluster: JHATAKIPASI PS

School: Alekhamahima UPS

Father's Name: Student's Name: Class: Select Class

Status: Select Status Date Of Birth: UID/VID/EID: UID/VID/EID

Profile Status: Select Profile Status Student ID: Student ID Admission Number: Admission Number

Reset Search Add Student

Export to Excel Student Admission Form Total Records: 111

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	
1	6	A	AMAR BARIK	2019-20/0059	Kandarpa Barik	Rasmita Barik	14-05-2008		Active	In School	Completed		
2	6	A	BADAL SAHU	2019-20/0058	Sanjaya Sahoo	Sunita Sahu	21-05-2008		Active	In School	Completed		
3	6	A	RAHUL SAHU	2019-20/0057	Bandhua Sahu	Swadhin Sahu	11-07-2008		Active	In School	Partially Filled		
4	6	A	SIMPLE BARIK	2019-20/0056	Santosh Barik	Padmini Barik	16-10-2008		Active	In School	Partially Filled		
5	6	A	SUBHASHMITA SAHU	2019-20/0029	Kumuda Chandra Sahu	Parbati Sahu	24-03-2009		Active	In School	Partially Filled		
6	6	A	PUJA SAHU	2019-20/0101	Bira Sahu	Manasi Sahu	27-07-2008		Active	In School	Partially Filled		
7	6	A	BIDUSMITA BEHERA	2019-20/0100	Kartika Behera	Reeta Behera	05-03-2009		Active	In School	Partially Filled		
8	6	A	BISHNUPRIYA RAUL	2019-20/0099	Kandarpa Raul	Basanti Raul	22-02-2009		Active	In School	Partially Filled		
9	6	A	ANISHA SAHU	2019-20/0013	Prafulla Sahu	Ranjulata Sahu	28-07-2008		Active	In School	Partially Filled		
10	6	A	MAMALI SAHU	2019-20/0012	Ranjan Sahu	Sujata Sahu	09-11-2008		Active	In School	Partially Filled		

1 2 3 4 5

1 Search by **Class** filter

2 Click on **Search** Button

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

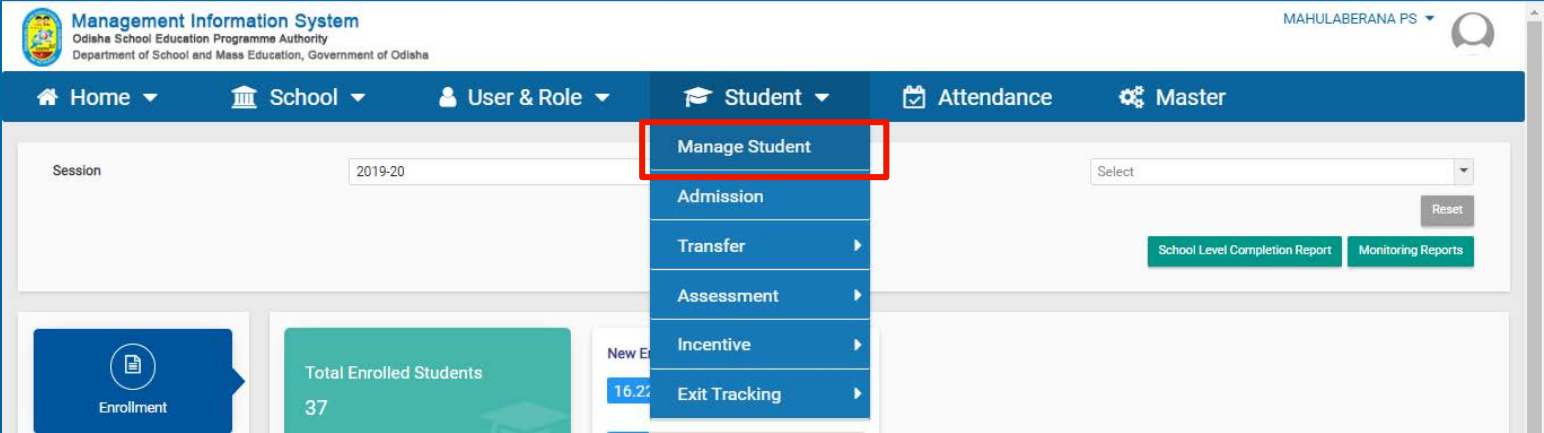
Date of Birth	Aadhaar Number	Status	Profile Status	Edit Student Profile	View Student
14-05-2008		Active	In School	Completed	
21-05-2008		Active	In School	Completed	
11-07-2008		Active	In School	Partially Filled	
16-10-2008		Active	In School	Partially Filled	

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)

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

Alekhamahima UPS
Odisha > Angul > Angul > Alekhamahima UPS (21150100102)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code: 21150100102
2. School Address:
3. School Name: Alekhamahima UPS
4. Session: 2019-20
5. Date Of Admission: 02-04-2019
6. Class Of Admission: 6
7. Section: A
8. Admission Number: 2019-20/0084
9. Unique Student ID: 2115010010100419

Student Details

4. Aadhar Number Of The Student (UID/VID/ EID): 0
4.1 If Aadhar is Not Available Then Please Mention The Reason Of Not Having Aadhar: Select Reason
5. Student Name: RAHUL Middle Name: SAHU
6. Date Of Birth: 04-12-2008
7. Father's/ Guardian's Name: Mr. Somabaria Sahu
8. Mother's Name: Mrs. Sabita Sahu
9. Student's/ Parent's Address: Somabaria Sahu
10. District: Angul
11. Block: Angul
12. Name Of Habitation Or Locality (Where Student Resides): ANGARABANDHA
13. Gender: ☒ Male ☐ Female ☐ Transgender
14. Mother Tongue: 12 - Odia
15. Religion: 0 - Hindu
16. Social Category: 4 - OBC
17. Type Of Disability (If Any): 0 - Not Applicable
18. Is The Student BPL?: ☒ Yes ☐ No
19. Has The Student Opted For Hostel Or Day Boarding?: ☐ Hostel ☒ Day Boarding
20. Is The Student Homeless?: ☐ Yes ☒ No
21. Mobile Number (Of Student/Parent/Guardian): Required
22. Email Address (Of Student/Parent/Guardian): Required
23. Student's Bank Account Number:
24. IFSC Code Of The Bank Branch:
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: 5
28. Medium Of Instruction: 12 - Odia
29. Stream (For Grades 11 & 12): Select Stream

Submit Update & Next

1 Enter **Required** fields

2 Click on **Submit** to update profile

Step-2 : Add students through Admission



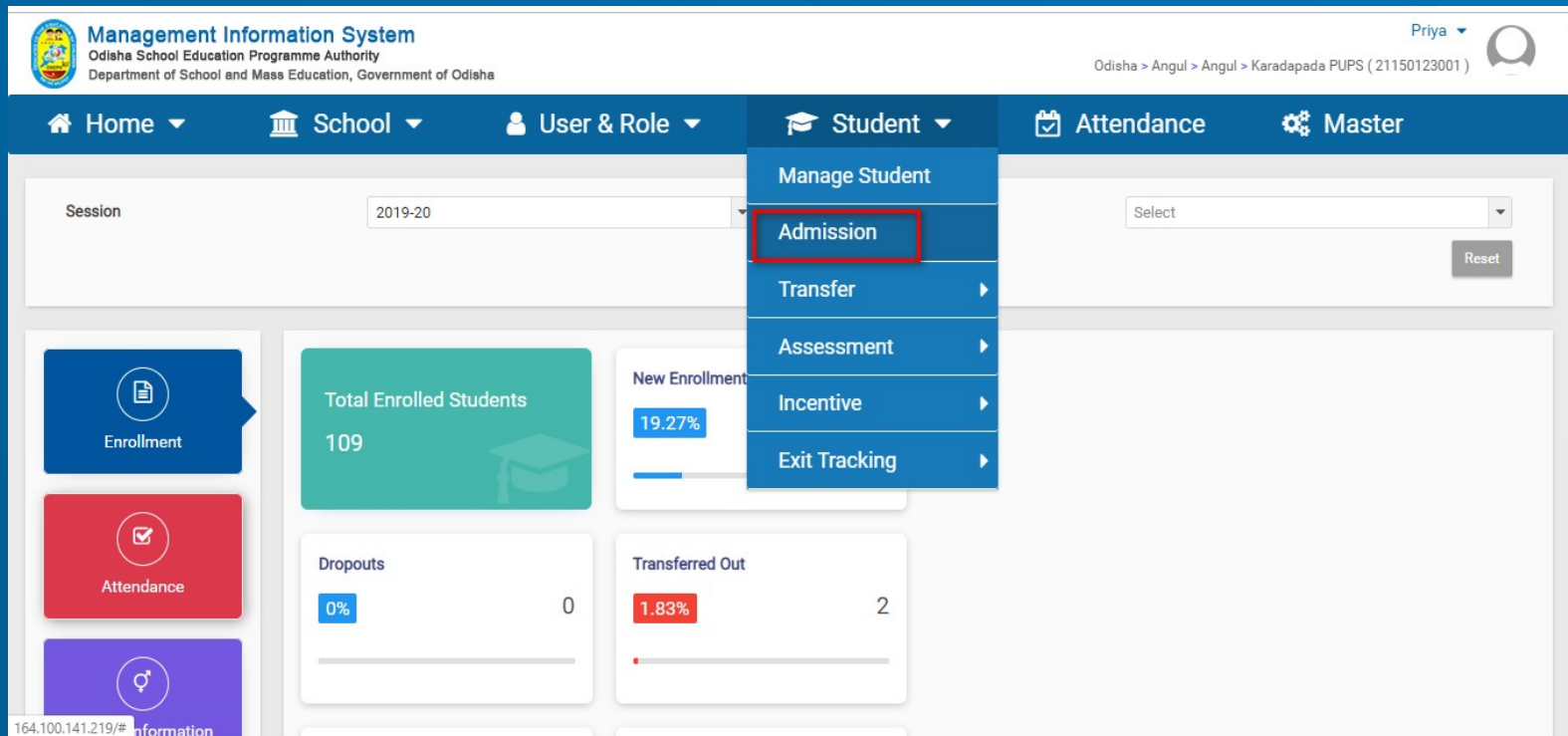
Scenario 1: Adding a new student in extended MIS



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)

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

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code: 21150123001
2. School Address: Karadapada PUPS
3. School Name: Karadapada PUPS
4. Session: 2019-20
5. Date Of Admission*:
6. Class Of Admission*:
7. Section*:
8. Admission Number*: 2019-20/

B. Quick Fill

1. UID/VID/EID*:
2. Unique Student ID*:
3. TC Number*:
[Go]

Student Details

4. Aadhar Number Of The Student (UID/ VID/ EID):
4.1 If Aadhar is Not Available Then Please Mention The Reason Of Not Having Aadhar:
5. Student Name*:
6. Date Of Birth*:
7. Father's/ Guardian's Name*:
8. Mother's Name*:
9. Student's Parent's Address*:
10. District*:
11. Block*:
12. Name Of Habitation Or Locality(Where Student Resides)*:
13. Gender*:
14. Mother Tongue*:
15. Religion*:
16. Social Category*:
17. Type Of Disability(If Any)*:
18. Is The Student BPL*:
19. Has The Student Opted For Hostel Or Day Boarding?:
20. Is The Student Homeless*:
21. Mobile Number (Of Student/Parent/Guardian)*:
22. Email Address (Of Student/Parent/Guardian)*:
23. Student's Bank Account Number:
24. IFSC Code Of The Bank Branch:
25. Prior Status:
26. If Taking Admission In Class 1, Status Of The Previous Year*:
27. Class Studied In The Previous Year*:
28. Medium Of Instruction*:
29. Stream (For Grades 11 & 12)*:


[Add] [Submit] [Reset]

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

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

Priya 

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

[Home](#) [School](#) [User & Role](#) [Student](#) [Attendance](#) [Master](#)

20. Is The Student Homeless?* ☐ Yes ☐ No

21. Mobile Number (Of Student/Parent/Guardian)*

23. Student's Bank Account Number

25. Prior Status

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

28. Medium Of Instruction*

29. Stream (For Grades 11 & 12)*

Student

- Manage Student
- Admission**
- Transfer ▶
- Assessment ▶
- Incentive ▶
- Exit Tracking ▶

1 Go to admission page

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

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

Odisha > Angul > Angul > Karadapada PUPS (21150123001)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code: 21150123001
2. School Address: Karadapada PUPS
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

B. Quick Fill

1. UID/VID/EID: UID/VID/EID Or 2. Unique Student ID: Unique Student ID Or 3. TC Number: TC Number

Go

Student Details

4. Aadhar Number Of The Student (UID/ VID/ EID)
4.1 If Aadhar Is Not Available Then Please Mention The Reason Of Not Having Aadhar
5. Student Name: First Name Middle Name Last Name
6. Date Of Birth: Date of Birth
7. Father's/ Guardian's Name: Please tick in case of Guardian
8. Mother's Name: Date of Birth
9. Student's/ Parent's Address: District Block
10. District: District Block
11. Block: Block
12. Name Of Habitation Or Locality (Where Student Resides): Habitation Name
13. Gender: Male Female Transgender
14. Mother Tongue: Select Mother Tongue
15. Religion: Select Religion
16. Social Category: Select Category
17. Type Of Disability (If Any): Select Disability
18. Is The Student BPL?: Yes No
19. Has The Student Opted For Hostel Or Day Boarding?: Hostel Day Boarding
20. Is The Student Homeless?: Yes No
21. Mobile Number (Of Student/Parent/Guardian):
22. Email Address (Of Student/Parent/Guardian):
23. Student's Bank Account Number: IFSC Code Of The Bank Branch
24. IFSC Code Of The Bank Branch:
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

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)

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)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code 21170500902 2. School Address 3. School Name* BANKUAL U G U P S

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

This child name is RANI and her TC Number is 2117050090219192. Confirm the child to proceed further.

Confirm Close

B. Quick Fill

1. UID/VID/EID* UID/VID/EID Or 2. Unique Student ID* 2117050090100507 Or 3. TC Number* TC Number

Go

Student Details

4. Aadhar Number Of The Student (UID/ VID/ EID)

4.1 If Aadhar Is Not Available Then Please Mention The Reason Of Not Having

Select Reason

1 Click on Confirm to admit the student

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

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)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code: 21170500902
2. School Address:
3. School Name*: BANKUAL U G U P S
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/

B. Quick Fill

1. UID/VID/EID*: 478583546109 Or 2. Unique Student ID*: Unique Student ID Or 3. TC Number*: TC Number

Go

Student Details

4. Aadhar Number Of The Student (UID/ VID/ EID):
4.1 If Aadhar Is Not Available Then Please Mention The Reason Of Not Having: Select Reason

This child name is RANI and her TC Number is 2117050090219192. Confirm the child to proceed further.

Confirm Close

1 Click on Confirm to admit the student

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

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)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code: 21170500902
2. School Address:
3. School Name*: BANKUAL U G U P S
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/

This child name is RANI and her TC Number is 2117050090219192. Confirm the child to proceed further.

Confirm Close

B. Quick Fill

1. UID/VID/EID*: UID/VID/EID Or 2. Unique Student ID*: Unique Student ID Or 3. TC Number*: 2117050090219192
Go

Student Details

4. Aadhar Number Of The Student (UID/ VID/ EID):
4.1 If Aadhar Is Not Available Then Please Mention The Reason Of Not Having: Select Reason

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:



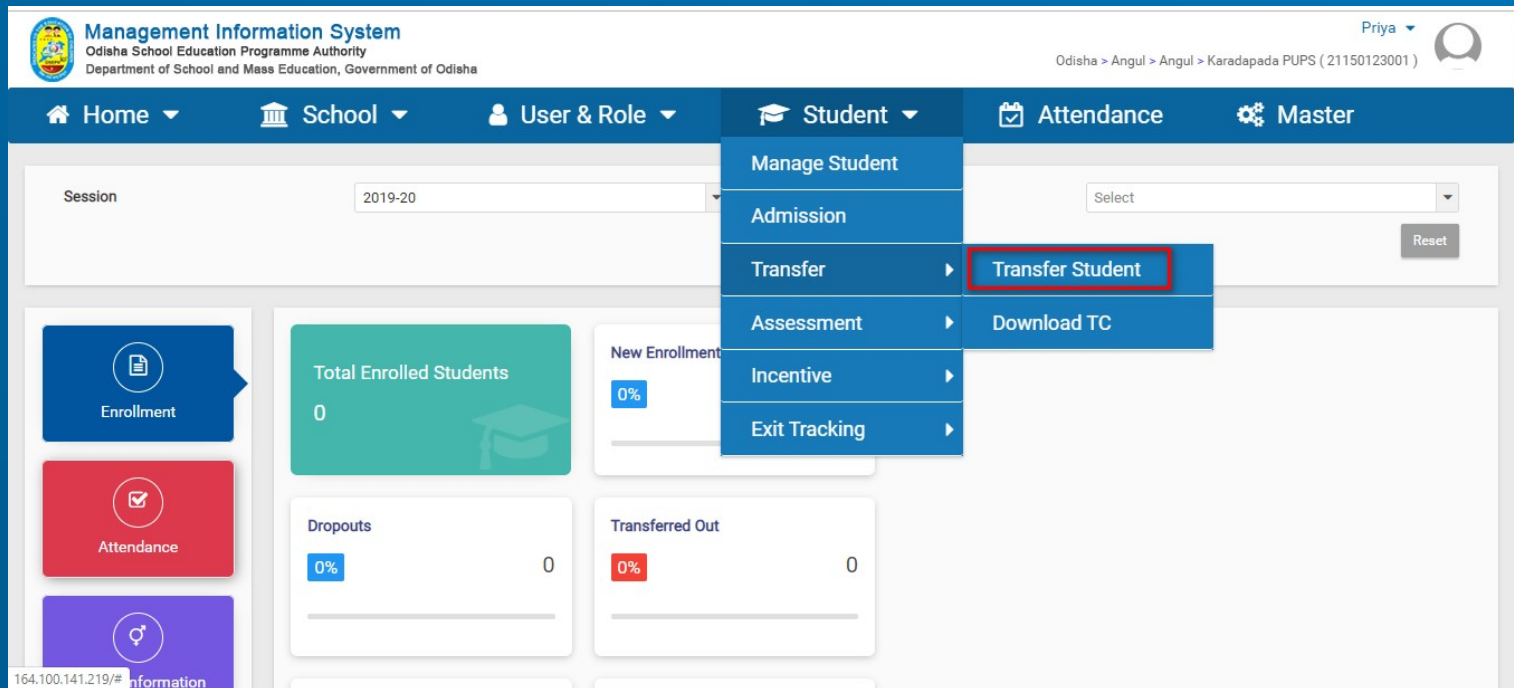
Transfer: When students transfer to another school, requests a TC and during school closure.



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)



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

Transfer: Transferring out a student (2/2)

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

Home School User & Role Student Attendance Master

Student Transfer

Search Student

School: Alekhamahima UPS U-DISE Code: 21150100102 Class: Select Class

Section: Select Section Admission Number: Student Name:

Date Of Birth: Student ID:

Reset Search

Total Records: 110

S.No	Student Name	Admission Number	Class	Section	Student D.O.B	Father's/ Guardian Name	Character of Student	Reason for TC
1	BARSHA SAHU	2019-20/0015	7	A	08-08-2007		Select Character	Select Reason
2	JAGYASENI NAYAK	2019-20/0016	7	A	31-07-2007		Select Character	Select Reason
3	MONALISHA SAHU	2019-20/0017	7	A	20-05-2007		Select Character	Select Reason
4	PRIYANKA DAS	2019-20/0018	7	A	10-11-2007		Select Character	Select Reason
5	SUREN NAIK	2019-20/0019	7	A	30-09-2007		Select Character	Select Reason
6	KAIBARTA NAIK	2019-20/0020	7	A	12-04-2006		Select Character	Select Reason
7	SAROJ NAIK	2019-20/0021	7	A	18-08-2006		Select Character	Select Reason
8	MANOJ NAIK	2019-20/0022	7	A	01-08-2007		Select Character	Select Reason
9	BARSHA NAIK	2019-20/0023	7	A	18-08-2006		Select Character	Select Reason
10	MAMALI NAIK	2019-20/0024	7	A	09-10-2007		Select Character	Select Reason

Generate TC

- 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

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

System Admin ▾
Odisha

Home ▾ School ▾ User & Role ▾ Student ▾ Attendance Master

Manage Student

District: Choose ▾ Block: Choose ▾ Cluster: Choose ▾
School: Choose ▾ Student's Name: Student Name
Father's Name: Father's Name Date Of Birth: UID/VID/EID: UID/VID/EID
Status: **Active** ▾ **In Transfer** ▾ Student ID: Admission Number: Admission Number
Profile Status: Select Profile Status ▾

Reset Search

Export to Excel Student Admission Form Total Records: 10

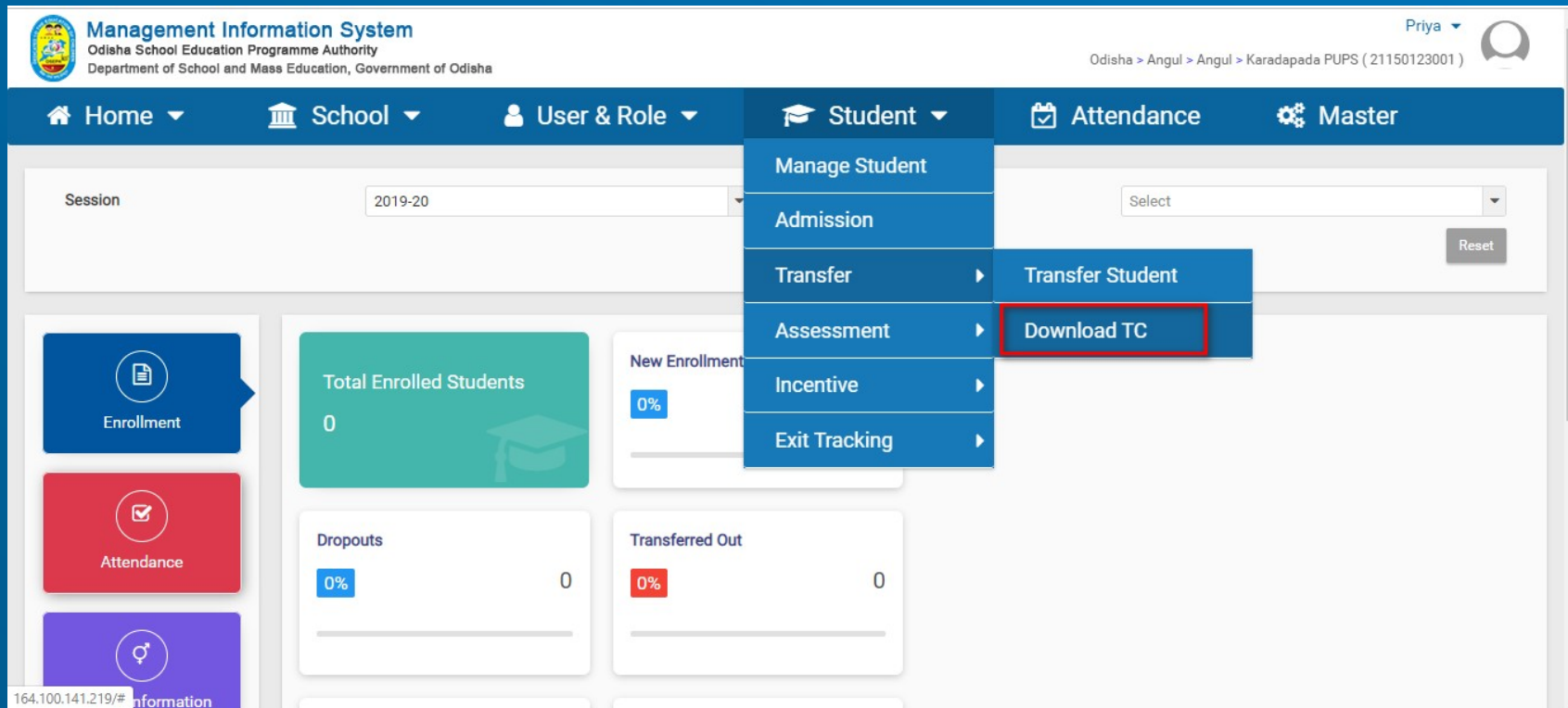
Sl.No.	Class	Sec	Student Name	Admission Number	Father's Name	Mother's Name	Date of Birth	Aadhaar Number	Status	Profile Status	View Student	
1	1	A	RANI MARANDI	2019-20/0106	BIDI MARANDI	KABITA MARANDI	15-08-2012		Active	In Transfer	Completed	
2	7	A	PRIYADARSHINI BHANJA	2019-20/0022	PRAMOD BHUNJA	SABITA BHANJA	31-10-2007		Active	In Transfer	Partially Filled	
3	7	A	SUNANDA DASH	2019-20/0021	BIJAYA DASH	SIMA DASH	28-03-2008		Active	In Transfer	Partially Filled	
4	7	A	SUBHALAXMI SETHI	2019-20/0020	NIMEICHARAN SETHI	MAMINA SETHI	12-02-2007		Active	In Transfer	Partially Filled	
5	7	A	KUMARI BISWAL	2019-20/0019	BINOD BISWAL	RITANJALI BISWAL	30-03-2008		Active	In Transfer	Partially Filled	
6	7	A	PIALI SWAIN	2019-20/0018	RABINDRA SWAIN	MAMATA SWAIN	05-03-2008		Active	In Transfer	Partially Filled	
7	1	A	SWETALIN BHOI	2019-20/0040	KRUSHNA BHOI	TIKILI BHOI	06-11-2013		Active	In Transfer	Completed	
8	1	A	SAI BHOI	2019-20/0036	PRASANT BHOI	RASMITA BHOI	29-03-2014		Active	In Transfer	Partially Filled	
9	5	A	OMM BHOI	2019-20/0009	GANESH CH. BHOI	SABITA BHPOI	08-09-2009		Active	In Transfer	Partially Filled	
10	5	A	RAMACHANDRA SAHOO	2019-20/0008	RASHMIKANTA SAHOO	SANJUKTA SAHU	13-05-2009		Active	In Transfer	Partially Filled	

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



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

Transfer: Download a TC

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

Alekhamahima UPS
Odisha > Angul > Angul > Alekhamahima UPS (21150100102)

Home School User & Role Student Attendance Master

List of Students Transferred

Search Student

SchoolAlekhamahima UPS

U-DISE Code21150100102

ClassSelect Class

SectionSelect Section

Admission Number

Student Name

From Date


To Date

Student ID

ResetSearch

Export to Excel

Total Records: 1

S.No	Student Name	Admission Number	Class	Section	Student D.O.B	Father's/ Guardian Name	Date of Transfer	Reason for TC	T.C Number	Download T.C
1	JHARANA NAIK	2019-20/0014	7	A	20-09-2007		28-11-2019	School Closure	2115010010219001	

10

1

Click on this button to download TC

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

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

System Admin | Odisha

Home | School | User & Role | **Student** | Attendance | Master

School Profile

School Management

- Number of total schools: 68196
- New School opened (19-20): 10
- Schools Closed (19-20): 0
- Number of Schools having Toilet facility: 38
- Number of Schools having Drinking water facility: 63027

Student Management

- Number of Total Students:
- Boys:
- Girls:
- Students Enrolled:
- Students Transferred:
- Students Drop out:

Student Menu

- Manage Student
- Admission
- Transfer
- Assessment
- Incentive
- Exit Tracking

Exit Tracking Sub-menu

- Exit Tracking
- Probable Dropout
- Probable Duplicate

Outcomes

- GER:
- Primary:
- Secondary:
- PTR:
- Primary:

Session: Select | Month: | Reset


Level: | State: | District: | Select: | Go

Block: | Select: |

164.100.141.219/# Wise Share

1 Go to Exit tracking sub-menu of student menu

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



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

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

Bishnu Priya

Home

School

User & Role

Student

Attendance

Master

Exit Tracking

Search Student

School

BANKUAL U G U P S

U-DISE Code

21170500902

Class

Select Class

Section

Select Section

Student ID

Student Name

Reset

Search

Total Records: 100

Sl.No	Student Name	Student ID	Class	Section	Student D.O.B	Father's Name	Number of days the school was open	Number of days attended the school	Initiate Exit	Remark
							In current academic year	In current academic year		
1	SRI BHANJA	2117050090100474	1	A	18-10-2013	GOBINDA BHANJA			<div>Dropout Missing Fake Death</div>	
2	SRI BEHERA	2117050090100473	1	A	18-10-2013	PRATAP BEHERA			Select ExitType	
3	SRI RAUTA	2117050090100472	1	A	07-01-2014	ASHOK RAUTA			Select ExitType	
4	BARSA NATHA	2117050090100471	1	A	22-05-2013	PRAKASH NATH			Select ExitType	
5	REENA BHOI	2117050090100470	1	A	28-02-2014	KARTIKA BHOI			Select ExitType	
6	SARSWATI PARIDA	2117050090100469	1	A	20-11-2013	KALANDI PARIDA			Select ExitType	
7	BISHNUPRIYA RAUTA	2117050090100468	1	A	09-11-2013	SURESH RAUTA			Select ExitType	
8	SAI BHANJA	2117050090100457	3	A	30-10-2010	HEMANTA BHANJA			Select ExitType	
9	PAYAL NAYAK	2117050090100456	3	A	30-04-2012	PRATAP NAYAK			Select ExitType	
10	SUSANTA SAHOO	2117050090100455	5	A	12-12-2009	NARENDRA SAHOO			Select ExitType	

Reset

Submit

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)

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

Odisha > Khordha > Bhubaneswar > ✓ Successfully Done

Bishnu Priva

Home School User & Role Student Attendance Master

3	<input type="checkbox"/>	BARSA NATHA	2117050090100471	1	A	22-05-2013	PRAKASH NATH			Select ExitType	
4	<input type="checkbox"/>	REENA BHOI	2117050090100470	1	A	28-02-2014	KARTIKA BHOI			Select ExitType	
5	<input type="checkbox"/>	SARSWATI PARIDA	2117050090100469	1	A	20-11-2013	KALANDI PARIDA			Select ExitType	
6	<input type="checkbox"/>	BISHNUPRIYA RAUTA	2117050090100468	1	A	09-11-2013	SURESH RAUTA			Select ExitType	
7	<input type="checkbox"/>	SAI BHANJA	2117050090100457	3	A	30-10-2010	HEMANTA BHANJA			Select ExitType	
8	<input type="checkbox"/>	PAYAL NAYAK	2117050090100456	3	A	30-04-2012	PRATAP NAYAK			Select ExitType	
9	<input type="checkbox"/>	SUSANTA SAHOO	2117050090100455	5	A	12-12-2009	NARENDRA SAHOO			Select ExitType	
10	<input type="checkbox"/>	ANKITA NAYAK	2117050090100454	4	A	21-10-2010	SANTOSH KU NAYAK			Select ExitType	

1

Reset Submit

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 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.

Exit: Probable Duplicate



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

GORAKHAPALLI UPS 

Home

School

User & Role

Student

Attendance

Master

Probable Student Duplicate Report

Export to Excel

Total Records: 11

Sl.No.	Student Name	Student ID	Aadhaar Number (UID/VID/EID)	Father Name	Date of Birth	Mother Name	District	Block	Habitation	School Udise
1	DEEPTI MADI	2130070450100278	300078832078	GANGA MADI	02/04/2010	BAIDEHI MADI	Malkangiri	Podia	GORAKHAPALLI	21300704501
2	KAME MADI	2130070450100282	829224126454	IRMA MADI	02/02/2011	DULE MADI	Malkangiri	Podia	GORAKHAPALLI	21300704501
3	BINOTI MADI	2130070450100066	831983292166	IRMA MADI	26/03/2009	DULE MADI	Malkangiri	Podia	GORAKHAPALLI	21300704501
4	SUKANTI KURMI	2130070450100068	135861167032	BOJA KURMI	15/12/2010	MANGI KURMI	Malkangiri	Podia	GORAKHAPALLI	21300704501
5	DEVA KARAM	2130070450100346	664868038550	KAMA	01/01/2009	PODIE	Malkangiri	Podia	GORAKHAPALLI	21300704501
6	LAXMI KURMI	2130070450100053	790205259935	BOJA KURMI	16/05/2008	MANGI KURMI	Malkangiri	Podia	GORAKHAPALLI	21300704501
7	PADMA GUTA	2130070450100054	887987581535	ERMA GUTA		GANGI GUTA	Malkangiri	Podia	GORAKHAPALLI	21300704501
8	SONIYA GUTA	2130070450100055	887987581535	ERMA GUTA	06/08/2010	GANGI GUTA	Malkangiri	Podia	GORAKHAPALLI	21300704501
9	NIHARIKA CHINAM	2130070450100090	522601901484	DANARAO CHINAM	03/04/2008	MANI CHINAM	Malkangiri	Podia	GORAKHAPALLI	21300704501
10	ERMA JALI	2130070450100284	426947042083	KANA JALI	12/05/2004	DULE JALI	Malkangiri	Podia	GORAKHAPALLI	21300704501

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1

2

10

← 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



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

GORAKHAPALLI UPS



Home

School

User & Role

Student

Attendance

Master

Probable Student Dropout Report

District

Malkangiri

Block

Podia

Cluster

SIMILIBANCHHA PUPS

School

GORAKHAPALLI UPS

U-DISE Code

21300704501

Class

Choose

Section

Choose

Session

Select Session

Reset

Search

Export to Excel

Sl.No.	Student Name	Student ID	Class	Section	No of Schooling Days	No of Days Present
1	BHANU BETI	2130070450100072	5	A	356	0
2	BINOTI MADI	2130070450100066	5	A	356	0
3	DESA TELAM	2130070450100104	5	A	356	0
4	DULA KURMI	2130070450100065	5	A	356	0

1

10

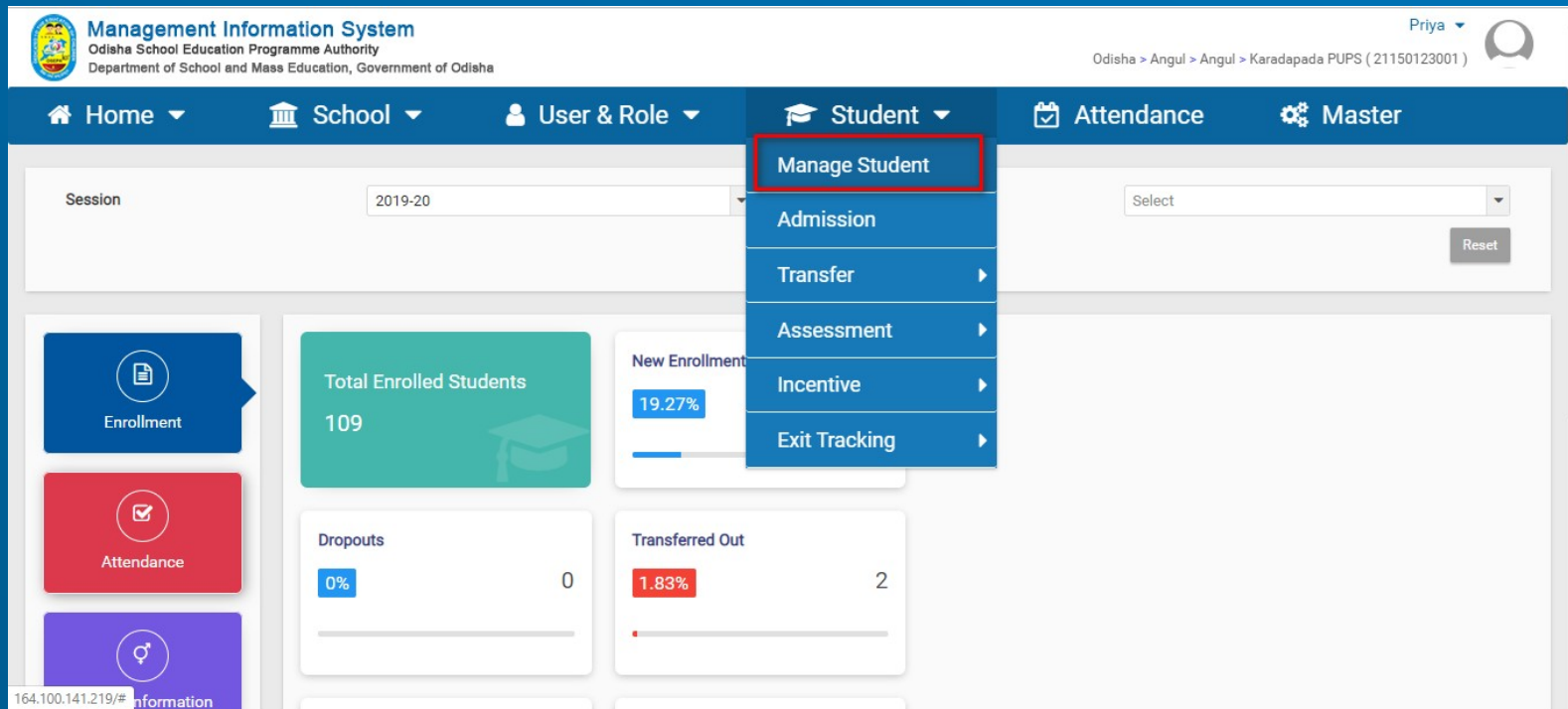
List of generated probable dropout students



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)

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)

Home School User & Role Student Attendance Master

Manage Student

District: Khordha Block: Bhubaneswar Cluster: BANKUAL U G U P S

School: BANKUAL U G U P S Student's Name: Student Name Class: Select Class

Father's Name: Father's Name Date Of Birth: UID/VID/EID: UID/VID/EID

Status: **Active** Select Status Admission Number: Admission Number

Profile Status: Select Profile Status

Reset Search

+ Add Student

Export to Excel Student Admission Form

Total Records: 106

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
1	1	A	RANI MARANDI	2019-20/0106	BIDI MARANDI	KABITA MARANDI	15-08-2012		Active In Transfer	Completed		
2	1	A	SRI BHANJA	2019-20/0105	GOBINDA BHANJA	BILASA BHANJA	18-10-2013		Active In School	Completed		
3	1	A	SRI BEHERA	2019-20/0104	PRATAP BEHERA	PRAVASINI BEHERA	18-10-2013		Active In School	Partially Filled		
4	1	A	SRI RAUTA	2019-20/0103	ASHOK RAUTA	AMITA RAUTA	07-01-2014		Active In School	Partially Filled		
5	1	A	BARSA NATHA	2019-20/0102	PRAKASH NATH	PRAVATI NATH	22-05-2013		Active In School	Partially Filled		
6	1	A	REENA BHOI	2019-20/0101	KARTIKA BHOI	JHUMURI BHOI	28-02-2014		Active In School	Partially Filled		

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)

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)

Home School User & Role Student Attendance Master

Manage Student

District: Khordha Block: Bhubaneswar Cluster: BANKUAL U G U P S

School: BANKUAL U G U P S

Student's Name: Student Name

Class: Select Class

Father's Name: Father's Name

Date Of Birth:

UID/VID/EID: UID/VID/EID

Admission Number: Admission Number

Status: Active Select Status

Profile Status: Partially Filled

Reset Search

+ Add Student

Export to Excel Student Admission Form

Total Records: 103


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	
1	1	A	SRI BEHERA	2019-20/0104	PRATAP BEHERA	PRAVASINI BEHERA	18-10-2013		Active	In School	Partially Filled		
2	1	A	SRI RAUTA	2019-20/0103	ASHOK RAUTA	AMITA RAUTA	07-01-2014		Active	In School	Partially Filled		
3	1	A	BARSA NATHA	2019-20/0102	PRAKASH NATH	PRAVATI NATH	22-05-2013		Active	In School	Partially Filled		
4	1	A	REENA BHOI	2019-20/0101	KARTIKA BHOI	JHUMURI BHOI	28-02-2014		Active	In School	Partially Filled		


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)

**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)

[Home](#) [School](#) [User & Role](#) [Student](#) [Attendance](#) [Master](#)

Manage Student

District

Khordha

School

BANKUAL U G U P S

Father's Name

Father's Name

Status

Active

Select Status

Profile Status

Partially Filled

Block

Bhubaneswar

Student's Name

Student Name

Date Of Birth

Student ID

Student ID

Cluster

BANKUAL U G U P S

Class

Select Class

UID/VID/EID

UID/VID/EID

Admission Number

Admission Number

Reset





Search

+ Add Student

Export to Excel

Student Admission Form

Total Records: 103

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
1	1	A	SRI BEHERA	2019-20/0104	PRATAP BEHERA	PRAVASINI BEHERA	18-10-2013		Active	In School	Partially Filled		
2	1	A	SRI RAUTA	2019-20/0103	ASHOK RAUTA	AMITA RAUTA	07-01-2014		Active	In School	Partially Filled		

Click on edit students, to update partially filled profiles

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

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

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code	21170500902	2. School Address		3. School Name	BANKUL U G U P S
4. Session	2019-20	5. Date Of Admission	04-04-2019	6. Class Of Admission	1
7. Section	A	8. Admission Number	2019-20/0104	8. Unique Student ID	2117050090100473

Student Details

4. Aadhar Number Of The Student (UID/VID/ED)	0	4.1 If Aadhar Is Not Available Then Please Mention The Reason Of Not Having Aadhar	Select Reason
5. Student Name	SR	6. Date Of Birth	10-10-2013
7. Father's/Guardian's Name	Mr. PRATAP BEHERA	8. Mother's Name	Mrs. PRASAD BEHERA
9. Student's/Parent's Address	Please tick in case of Guardian		
10. District	Khordha	11. Block	Bhubaneswar
12. Name Of Habitation Or Locality (where Student Resides)	BANKUL	13. Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
14. Mother Tongue	12 - Odia	15. Religion	0 - Hindu
16. Social Category	2 - SC	19. Has The Student Opted For Hostel Or Day Boarding?	<input type="radio"/> Hostel <input checked="" type="radio"/> Day Boarding
17. Type Of Disability (if Any)	0 - Not Applicable	20. Is The Student Homeless?	<input checked="" type="radio"/> Yes <input type="radio"/> No
18. Is The Student BPL?	<input type="radio"/> Yes <input checked="" type="radio"/> No	21. Mobile Number (Of Student/Parent/Guardian)	Present
22. Email Address (Of Student/Parent/Guardian)	Present		
23. Student's Bank Account Number			
24. IFSC Code Of The Bank Branch			
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	01 - Assamese		
29. Stream (For Grades 11 & 12)	Select Stream		

Save Update & Reset

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

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

System Admin

Home School User & Role Student Master

School Profile

School Management

- Number of total schools: 67258
- New School opened (19-20): 493
- Schools Closed (19-20): 0
- Number of Schools having Toilet facility: 53077
- Number of Schools having Drinking water facility: 63949

Student Management

- Number of Total Students:
- Boys:
- Girls:
- Students Enrolled:
- Students Transferred:
- Students Drop out:

Manage Student

Admission

Transfer

Assessment

Exit Tracking

Assessment 1

Session: Select Month: Select Reset

School Wise Share


Level: State Block: Select District: Select Go

Management wise share of school (In %)

Category wise share of school (In %)


1 Go to student menu, click on "Assessment 1" sub menu

Assessment: Updating SA1



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

GOVT. PRIMARY SCHOOL KHANDIA DANDA



Home
School
User & Role
Student
Master

Assessment

Summative Assessment 1

SchoolSATKABADA PROJECT UP S
U-DISE Code21170107702
Examination TypeSummative Assessment 1

School Management1-Dept. of Edn
School Category2-Primary with Upper Primary(1-8)
Class1

SectionSelect Section
Session2019-20

Reset
Search

Export to Excel

Total Records: 5

Sr. No.	Student Name	Student ID	Session	Class	Section	Summative Assessment 1						
						First Language Total Marks (50)	Mathematics Total Marks (50)	EVS Total Marks (50)	Drawing Total Marks (50)	Overall Marks Obtained	Total Marks	Percentage of Marks %
						Marks Secured	Marks Secured	Marks Secured	Marks Secured			
<input checked="" type="checkbox"/> Select All			Year									
1	<input type="checkbox"/>	BASUDEB JENA	2117010770100340	2019-20	1	A						
2	<input type="checkbox"/>	PRAKASH DAS	2117010770100342	2019-20	1	A						
3	<input type="checkbox"/>	SAI JENA	2117010770100338	2019-20	1	A						
4	<input type="checkbox"/>	SAI MAJHI	2117010770100339	2019-20	1	A						
5	<input type="checkbox"/>	SUMAN BIRA	2117010770100341	2019-20	1	A						

1
10

Save

Select Class from here

Enter
Assessment 1
results here

Once data entered, please click on the save button

Click on checkbox
to enter marks

Assessment: Updating SA2

The screenshot displays the Management Information System (MIS) interface for the Odisha School Education Programme Authority. The top navigation bar includes links for Home, School, User & Role, Student, Attendance, and Master. The Student menu is expanded, showing options like Manage Student, Admission, Transfer, Assessment, Incentive, and Exit Tracking. The Assessment sub-menu is further expanded, highlighting Assessment 1 and Assessment 2. The main content area shows a session dropdown set to 2019-20, a total enrolled students count of 24, and a dropdown menu for New Enrollments. A sidebar on the left contains icons for Enrollment, Attendance, and Gender Information. A right sidebar contains buttons for School Level Completion Report and Monitoring Reports, along with a Reset button.

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

ANTHUARY P S

Home School User & Role Student Attendance Master

Session: 2019-20

Enrollment

Attendance

Gender Information

Total Enrolled Students: 24

New Enrollments: 16.6%

Dropouts: 0%

Assessment 1

Assessment 2


School Level Completion Report

Monitoring Reports

Reset

1 Go to student menu, click on "Assessment 2" sub menu

Assessment: Updating SA2



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

ANTHURY P S

Home
School
User & Role
Student
Attendance
Master

Assessment

Summative Assessment 2

School
ANTHURY P S

School Management
1-Dept. of Edn

Section
Select Section

U-DISE Code
21170106001

School Category

Session
2019-20

Examination Type
Summative Assessment 2

Class
1

Reset
Search

Export to Excel

Total Records: 2

Sr. No.	Student Name	Admission Number	Session	Summative Assessment 2									Summative Assessment 1						Result		Reason	Next Class	Enrolment section	Repo Card
				Odia Total Marks (50)	Mathematics Total Marks (50)	Social Study / Social Science /EVS Total Marks (50)	Drawing Total Marks (50)	tilak Total Marks (20)	Overall Marks Obtained	Total Marks	Percentage of Marks %	Odia Total Marks (50)	Mathematics Total Marks (50)	Social Study / Social Science /EVS Total Marks (50)	Drawing Total Marks (50)	tilak Total Marks (20)	Overall Marks Obtained	Total Marks	Percentage of Marks %	Promotion (P) / Repetition (R)				
				Marks Secured	Marks Secured	Marks Secured	Marks Secured	Marks Secured				Marks Secured	Marks Secured	Marks Secured	Marks Secured	Marks Secured				Select (P) or (R)				
1	LIPSA MUDULI	2019-20/0021	2019-20						0	0	0%	45	45	45	44	20	199	220	90.45%	P O R				
2	RAHUL MUDULI	2019-20/0020	2019-20	12	34	34	31	12	123	220	55.91%	12	13	14	11	16	66	220	30%	P O R		2	A	

1

10

Save

Click on checkbox
to enter marks

Enter
Assessment 2
results here

Download Report Card from here

Once data entered, please click on the save button

Step-6 : Attendance: Updating Daily attendance

The screenshot displays the Management Information System (MIS) interface. At the top, the header includes the Odisha School Education Programme Authority logo and name, the user name 'Rathan', and the location 'Odisha > Khordha > Baliana > SARASWATI SHISHU VIDYA MANDIR (21170103204)'. Below the header is a navigation bar with the following menu items: Home, School, User & Role, Student, Attendance (highlighted with a red box), and Master. Below the navigation bar, there are filters for 'Session' (2019-20) and 'Month' (Select), along with a 'Reset' button. The main content area shows a dashboard with several widgets: 'Enrollment' (321), 'New Enrollment' (14.02%, 45), 'Dropouts' (0%), 'Transferred Out' (0%), 'Exit Count', and 'Students Progressed'. A sidebar on the left contains icons for Enrollment, Attendance, and Gender Information.

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

Odisha > Khordha > Baliana > SARASWATI SHISHU VIDYA MANDIR (21170103204)

Rathan

Home School User & Role Student Attendance Master

Session: 2019-20 Month: Select Reset

Enrollment: 321

New Enrollment: 14.02% 45

Dropouts: 0%

Transferred Out: 0%

Exit Count

Students Progressed

Enrollment Attendance Gender Information

1 Go to, attendance menu

Attendance: Updating Daily attendance

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

ANTHUARY P.S.

[Home](#) [School](#) [User & Role](#) [Student](#) [Attendance](#) [Master](#)

Student Attendance

Add Attendance

Class: Section: Select Frequency: ☒ Daily Attendance ☐ Monthly Attendance

[+ Add Student](#)

Total Records: 4

[Export to Excel](#)

Click on these dates to update previous days attendance (1st, 2nd, 3rd, 4th, 5th, 6th, 8th), then only you will be able to update current date

[Back to current date](#)

Sl.No	Student Admission Number	Student Name	June, Annual Year 2020-2021
			Date :Jun 1, 2020
1	2019-20/0021	LIPSA MUDULI	<input type="radio"/> A <input checked="" type="radio"/> P
2	2019-20/0020	RAHUL MUDULI	<input type="radio"/> A <input checked="" type="radio"/> P
3	2019-20/0022	RUPALI MUDULI	<input type="radio"/> A <input checked="" type="radio"/> P
4	2019-20/0024	SUBHANKAR MUDULI	<input type="radio"/> A <input checked="" type="radio"/> P

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

103.205.67.243/#

[Submit](#)

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

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

Odisha > Angul > Angul > Karadapada PUPS (21150123001) Priya

Home School User & Role Student Attendance Master

Student Attendance

Add Attendance

Class: 1 Section: A Select Frequency: ☒ Daily Attendance ☐ Monthly Attendance

[Export to Excel](#) [+ Add Student](#) Total Records: 18

Sl.No	Student Name	Student ID	Class	Section	Annual Year 2019-2020											
					Apr 26 - Days	May 0 - Days	Jun 25 - Days	Jul 27 - Days	Aug 24 - Days	Sep 18 - Days	Oct 24 - Days	Nov 18 - Days	Dec 16 - Days	Jan 27 - Days	Feb 25 - Days	Mar 26 - Days
11	ALEKHA KATHAR	2115012300100095	1	A												
12	LIPSA BEHERA	2115012300100094	1	A												
13	LIPSA BHERA	2115012300100093	1	A									4			
14	JAMUNA BHOI	2115012300100092	1	A									5			
15	SUBHAM BHOI	2115012300100091	1	A									5			
16	ADITYA MUNDA	2115012300100090	1	A									5			
17	MANASI MUNDA	2115012300100089	1	A									5			
18	TILOTTAMA MUNDA	2115012300100088	1	A									5			

1 2 10

Submit

1

Click here for Monthly Attendance

2

Enter Monthly Attendance here

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

The screenshot displays the Management Information System (MIS) interface for the Odisha School Education Programme Authority. The top navigation bar includes 'Home', 'School', 'User & Role', 'Student', 'Attendance', and 'Master'. The 'Student' menu is expanded, showing options like 'Manage Student', 'Admission', 'Transfer', 'Assessment', 'Incentive', and 'Exit Tracking'. The 'Incentive' option is further expanded, highlighting 'Disbursal' (indicated by a red box). The main content area shows the session '2019-20' and a 'Total Enrolled Students' count of 24. A 'Dropouts' section shows 0%.

1
Click on
Disbursal Menu

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

ANTHURY P S

[Home](#)
[School](#)
[User & Role](#)
[Student](#)
[Attendance](#)
[Master](#)

Incentive Disbursal

Search Student

District: Khordha
 Block: Balianta
 Cluster: AKHANDALESWAR U P S

School: ANTHURY P S
 U-DISE Code: 21170106001
 Class: Select Class

Section: Select Section
 Student ID:
 Student Name: Student Name

Incentive: Select Incentive Name
 Session: 2019-20

Reset Search

Student List

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	
					Eligibility	Receipt	Eligibility	Receipt	Eligibility	Receipt	Eligibility	Receipt	Eligibility	Receipt	Eligibility	Receipt	Eligibility	Receipt	Eligibility	Receipt
1	LIPSA MUDULI	2019-20/0021	1	A																
2	RAHUL MUDULI	2019-20/0020	1	A																
3	RUPALI MUDULI	2019-20/0022	1	A																
4	SUBHANKAR MUDULI	2019-20/0024	1	A																

1 2 3

10

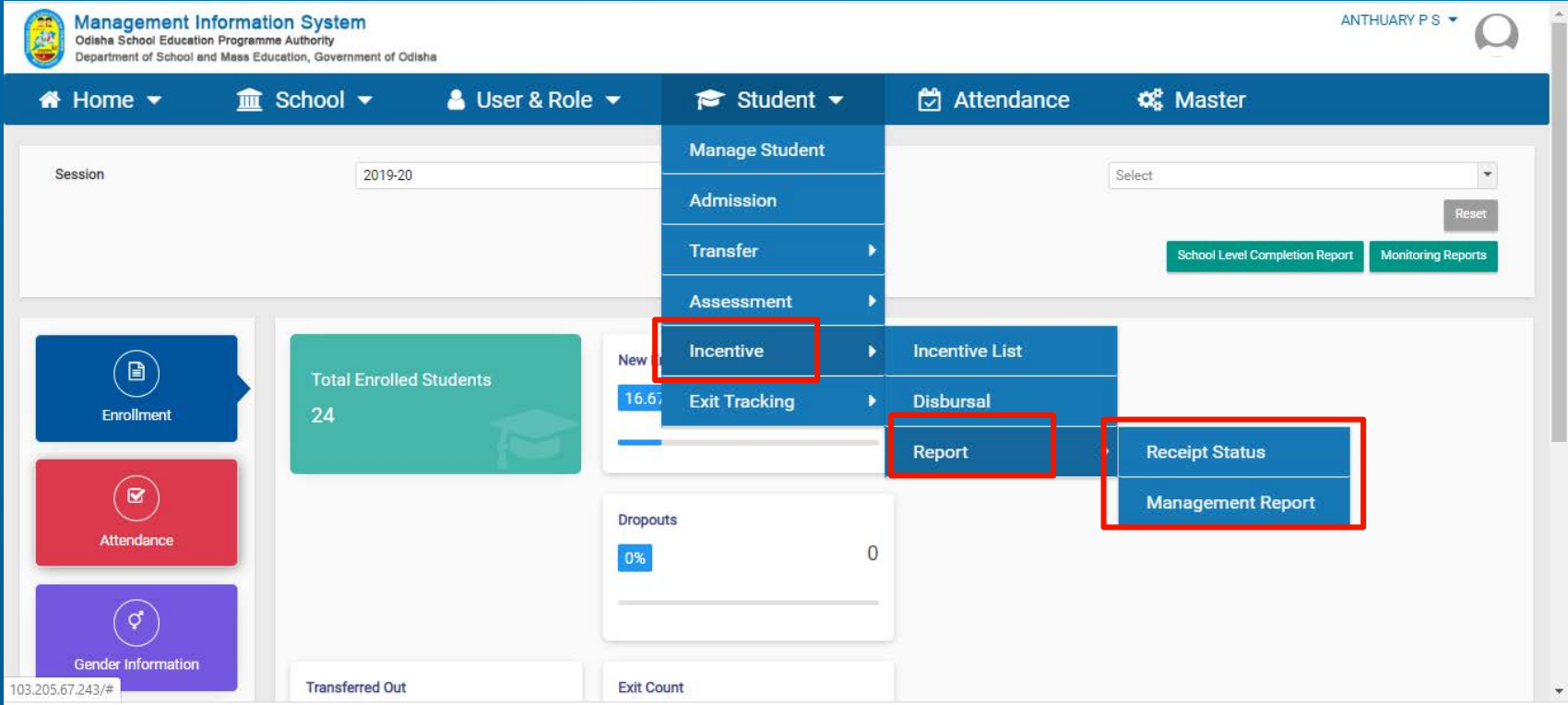
Reset Submit

03.205.67.243/#

3
Click on submit button

2 Disburse Incentives against eligibility incentive by selecting Checkbox

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