



**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"><li>• Train CRCCs, HMs, school users. Resolve operational and technical issues in using MIS</li><li>• Ensure compliance to state guidelines and timelines. Monitor coverage and data quality through MIS</li><li>• Coordinate operational support from district office and technical support from state MIS</li></ul>
 District MIS	<ul style="list-style-type: none"><li>• Support user training, resolve block escalated operational and technical issues</li><li>• Ensure compliance to state guidelines and timelines. Monitor data quality through MIS</li><li>• Coordinate technical support from state MIS</li></ul>
 State MIS	<ul style="list-style-type: none"><li>• Consolidate Master entities collecting from Districts.</li><li>• Provide Technical support</li><li>• Followup Districts and Blocks to complete the work in time</li></ul>

# 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/>



**Login**

Username

Password

CUWR1MBT

ENTER CAPTCHA

Remember Me

[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

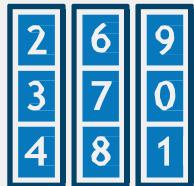
**Step 7** Disburse Incentive to students

**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 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

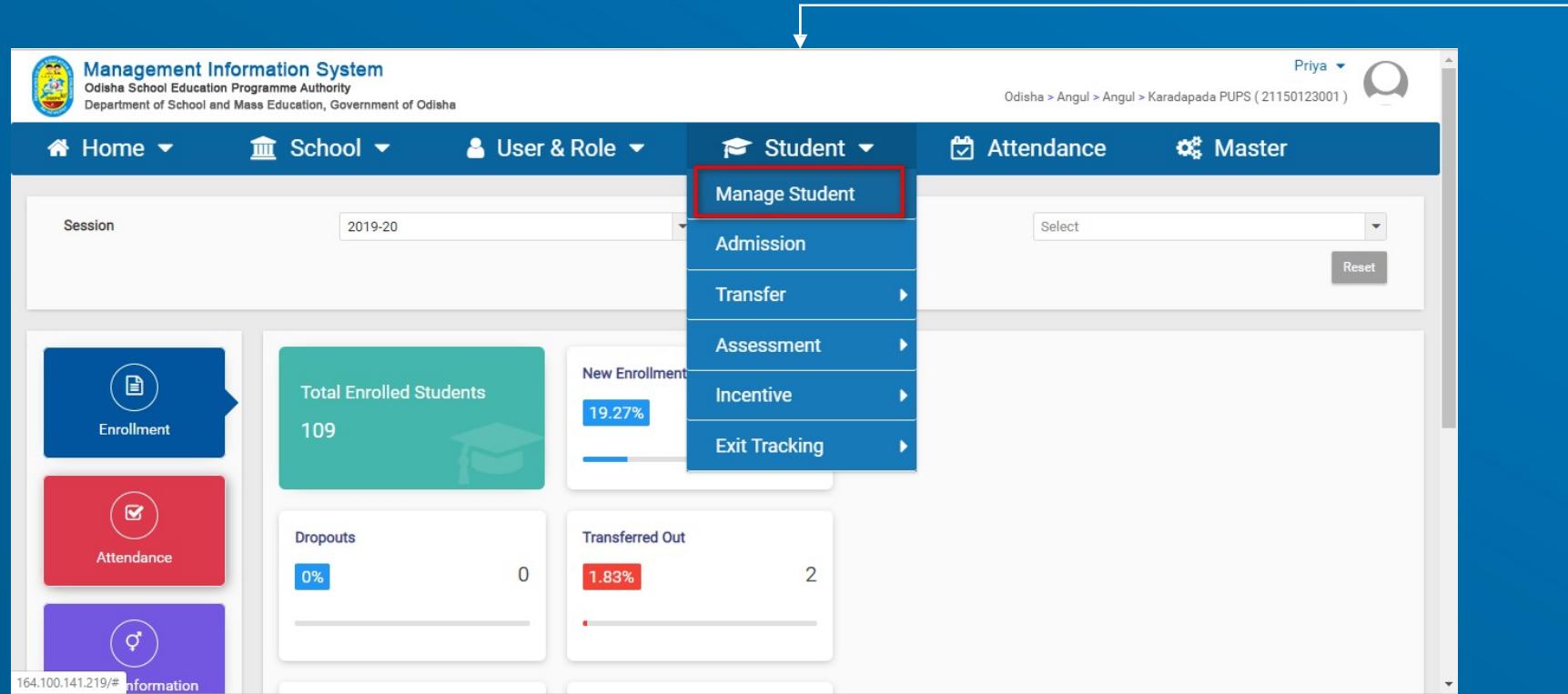
## Admission reference number

- 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

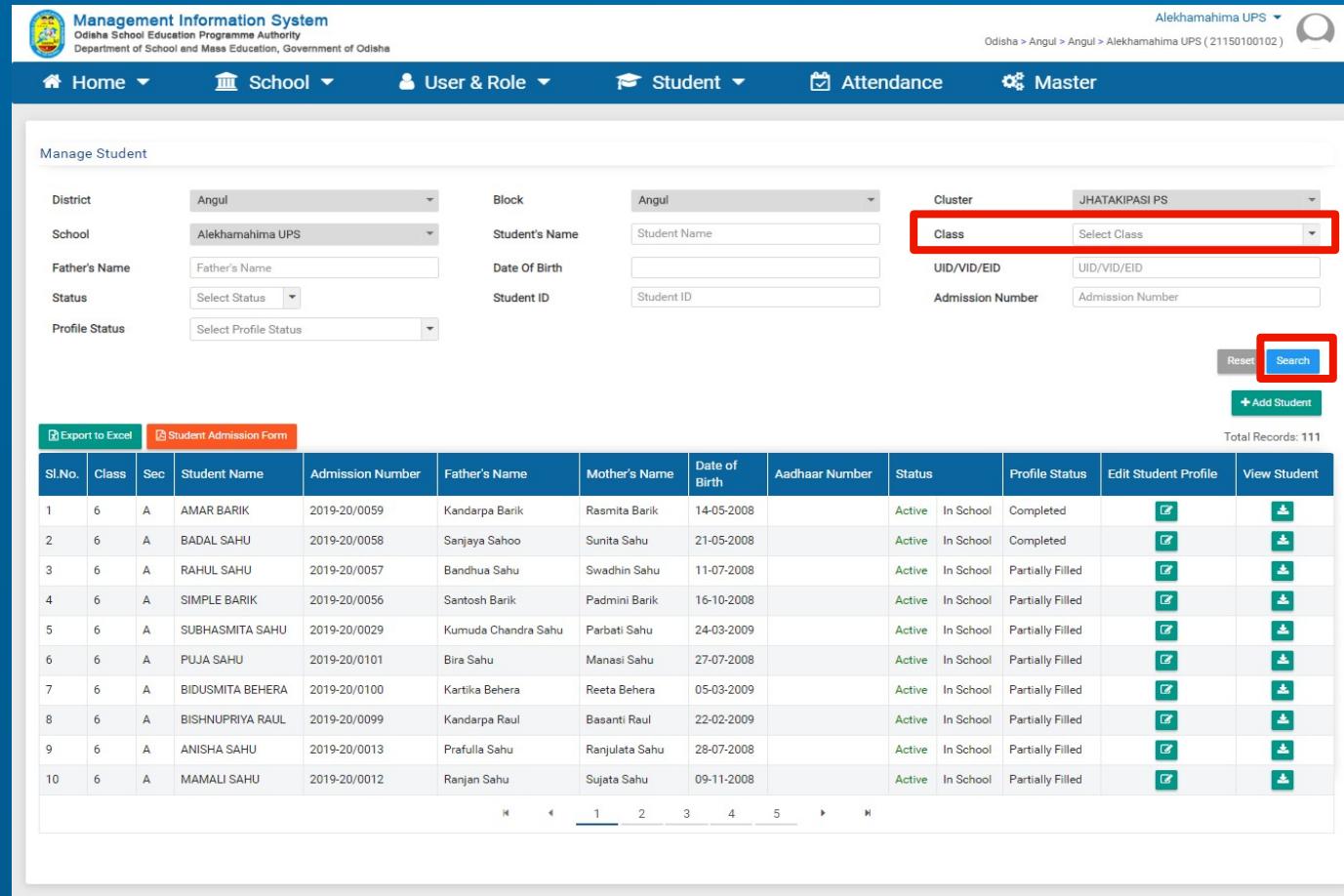
# View and edit the students in your school, by class (1/4)



The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes links for Home, School, User & Role, and Student. The Student menu is open, with 'Manage Student' highlighted with a red box. Other options in the Student menu are Admission, Transfer, Assessment, Incentive, and Exit Tracking. The main content area displays various student statistics: Total Enrolled Students (109), New Enrollment (19.27%), Dropouts (0%), and Transferred Out (1.83%). A legend at the bottom indicates that blue represents males and red represents females.

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

Alekhmahima UPS Odisha > Angul > Angul > Alekhmahima UPS (21150100102)

Home School User & Role Student Attendance Master

Manage Student

District: Angul Block: Angul Cluster: JHATAKIPASI PS

School: Alekhmahima UPS Student Name:

Father's Name: Father's Name Date of Birth:

Status: Select Status Student ID:

Profile Status: Select Profile Status

Class: Select Class

UID/VID/EID:  Admission Number:

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	Bandhu 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	SUBHASMITA 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 Search by Class filter  
2 Click on Search Button

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

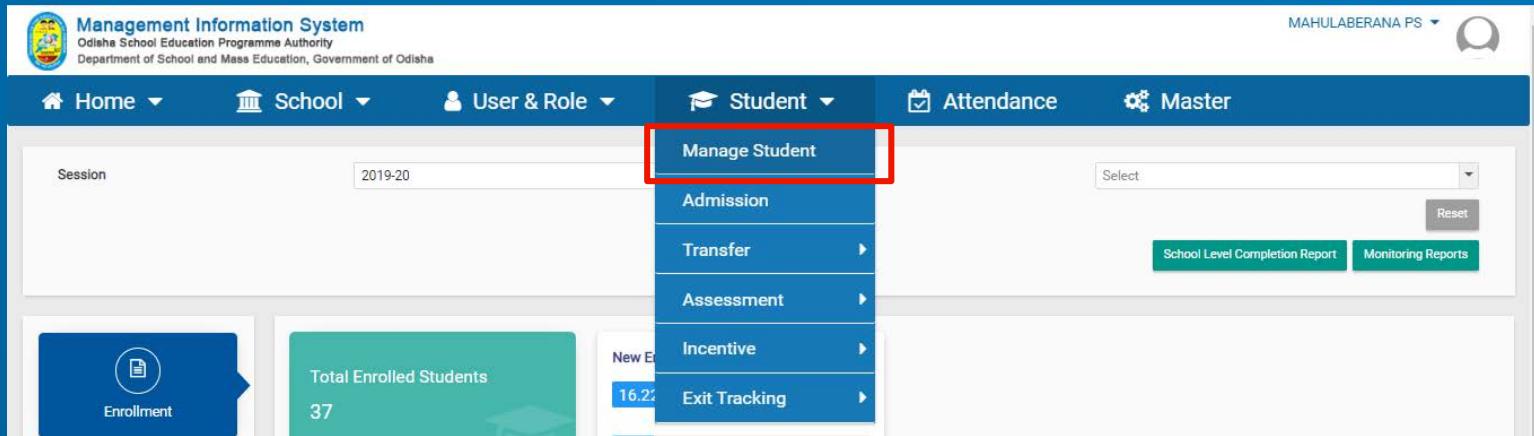
Date of Birth	Aadhaar Number	Status		Profile Status	Edit Student Profile	View Student
14-05-2008		Active	In School	Completed		
21-05-2008		Active	In School	Completed		
11-07-2008		Active	In School	Partially Filled		
16-10-2008		Active	In School	Partially Filled		

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		

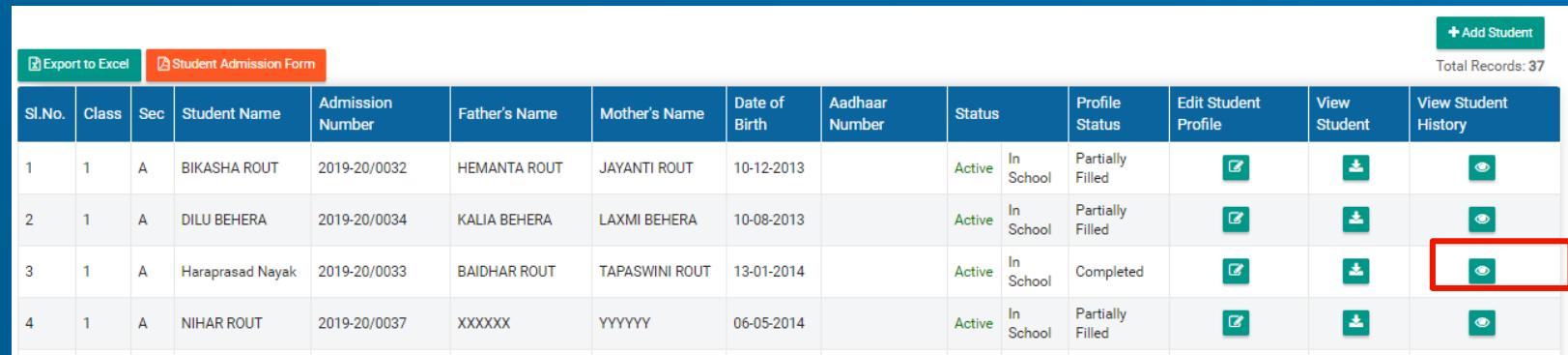
2 Click on **Edit** Button to update partially filled profiles

# Manage Student History: Viewing Student History



The screenshot shows the Odisha School Education Programme Authority's Management Information System. The top navigation bar includes 'Home', 'School', 'User & Role', 'Student' (with a dropdown menu), 'Attendance', and 'Master'. The 'Student' menu is open, and 'Manage Student' is highlighted with a red box. The dashboard displays session information (2019-20), a 'Total Enrolled Students' count of 37, and various reporting buttons like 'School Level Completion Report' and 'Monitoring Reports'. A sidebar on the left shows 'Enrollment' and 'Exit Tracking' options.

1 Click on Manage Student

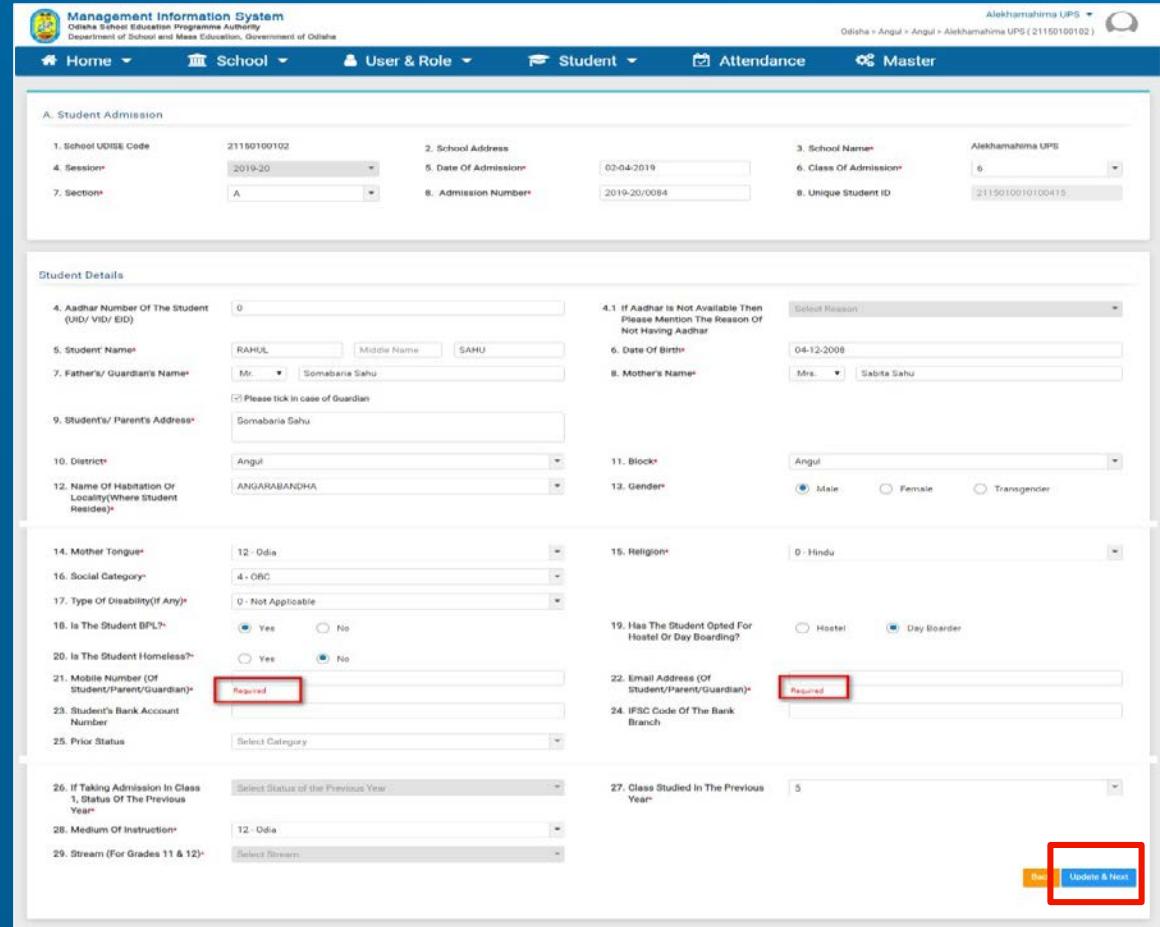


The screenshot shows the 'Manage Student' page with a table of student records. The columns include Sl.No., Class, Sec, Student Name, Admission Number, Father's Name, Mother's Name, Date of Birth, Aadhaar Number, Status, Profile Status, Edit Student Profile, View Student, and View Student History. The table lists four students with their respective details. The 'View Student History' button for the third student is highlighted with a red box.

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

Alekhambhima UPS  
Odisha > Angul > Angul > Alekhambhima UPS (21150100102)

Home School User & Role Student Attendance Master

**A. Student Admission**

1. School UDISE Code: 21150100102 2. School Address: 3. School Name: Alekhambhima 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: 2115010010100415

**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. Father's/ Guardian's Name: Mr. Somabaria Sahu  
7. Date Of Birth: 04-12-2008  
8. Mother's Name: Mrs. Sabita Sahu  
9. Please tick in case of Guardian  
9. Student/ Parents Address: Somabaria Sahu  
10. District: Angul 11. Block: Angul  
12. Name Of Habitation Or Locality(Where Student Resides): ANGARABANDHA 13. Gender: Male  
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  
19. Has The Student Opted For Hostel Or Day Boarding?: Hostel  
20. Is The Student Homeless?: 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

**Update & Next**

1 Enter Required fields

2 Click on Submit to update profile

## Step-2 : Add students through Admission



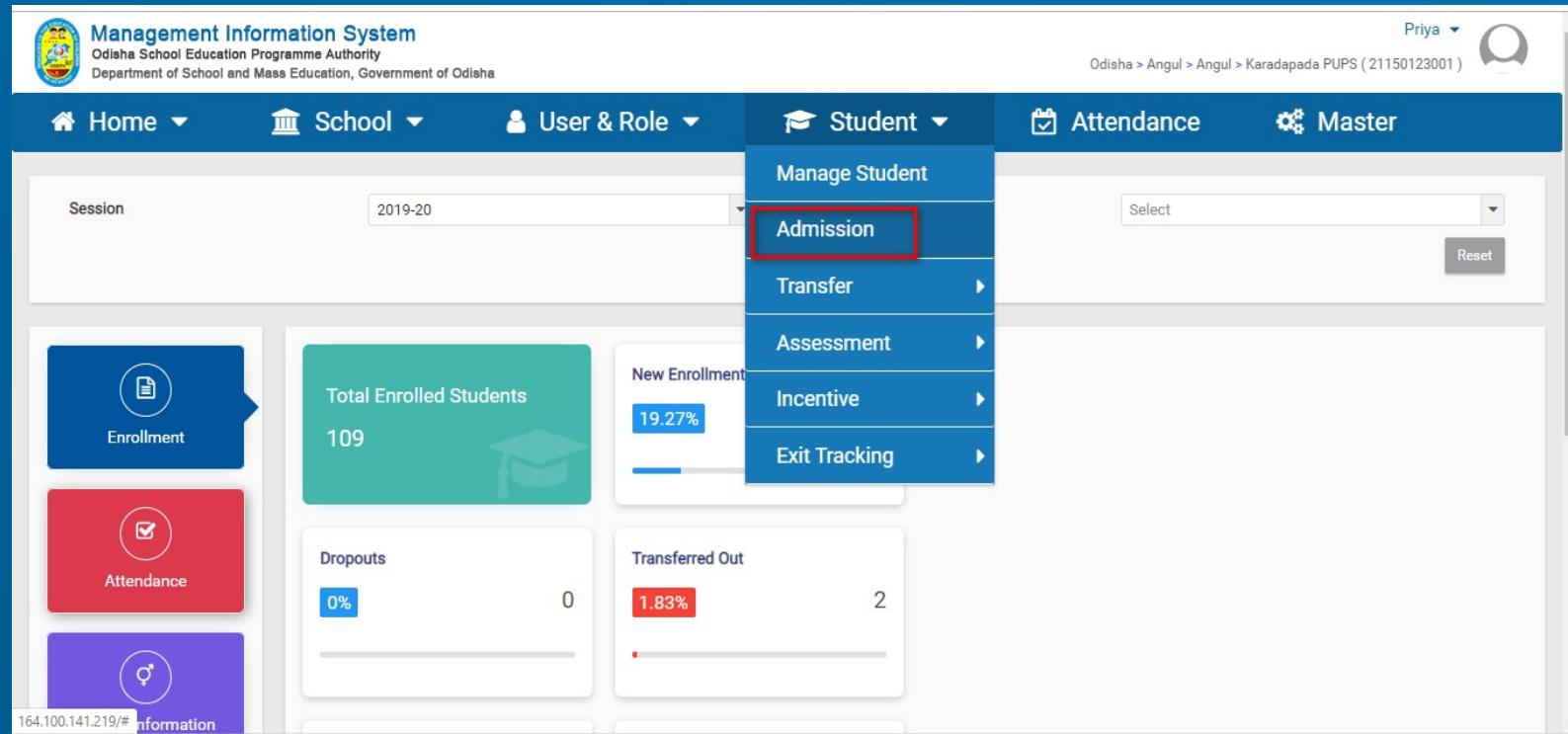
Scenario 1: Adding a new student in extended MIS



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)



The screenshot shows the Odisha Management Information System (MIS) interface. The top navigation bar includes links for Home, School, User & Role, Student, Attendance, and Master. The Student menu is open, showing options: Manage Student, Admission (which is highlighted with a red box), Transfer, Assessment, Incentive, and Exit Tracking. The main content area displays various student statistics: Total Enrolled Students (109), New Enrollment (19.27%), Dropouts (0%), and Transferred Out (1.83%). A legend indicates that blue represents males and red represents females. The URL in the address bar is 164.100.141.219/#.

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

Priya

Odisha > Angul > Angul > Kandapada PUPS (21150123001)

Home School User & Role Student Attendance Master

**A. Student Admission**

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

**B. Quick Fill**

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

**Student Details**

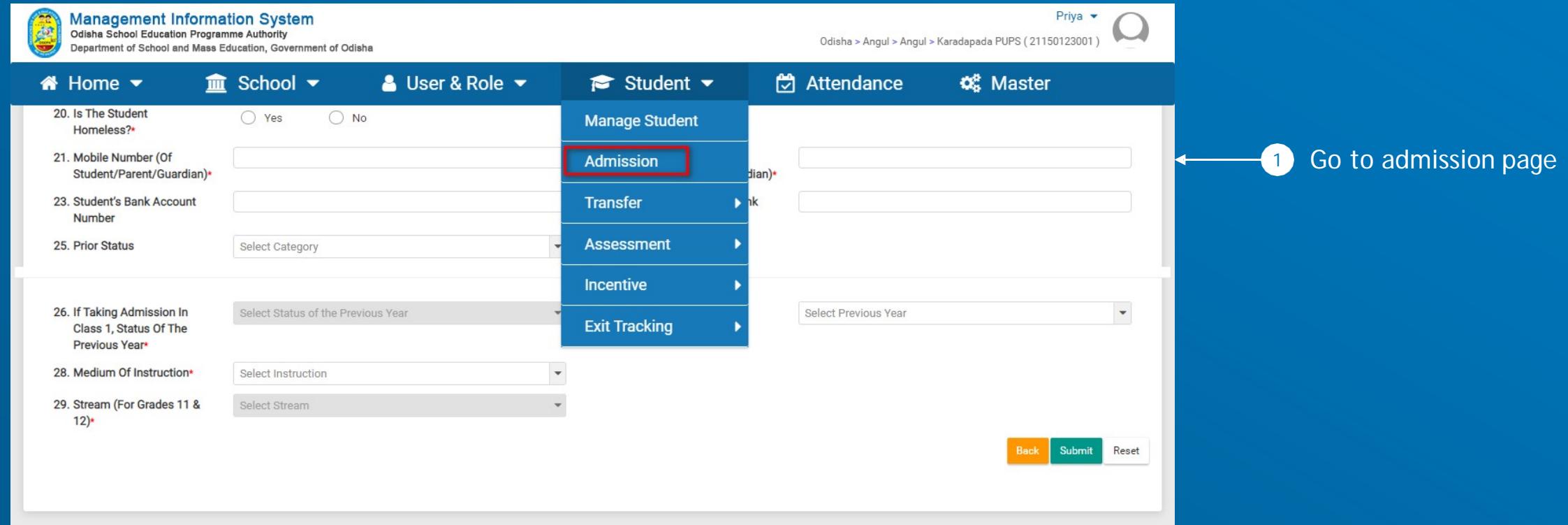
4. Aadhar Number Of The Student (UID/ VID/ EID)  
5. Student Name\*: First Name: Middle Name: Last Name  
6. Date Of Birth  
7. Father's/ Guardian's Name\*: Please tick in case of Guardian  
8. Mother's Name\*: Date of birth  
9. Student's/ Parents' Address\*: District: Block: Block  
10. District: Habitation Name: 11. Block: Block  
12. Name Of Habitation Or Locality(Where Student Resides): 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 Boarder  
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  
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  
29. Stream (For Grades 11 & 12): Select Stream

Back 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 Select Category

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

28. Medium Of Instruction\* Select Instruction

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

Manage Student

Admission

Transfer

Assessment

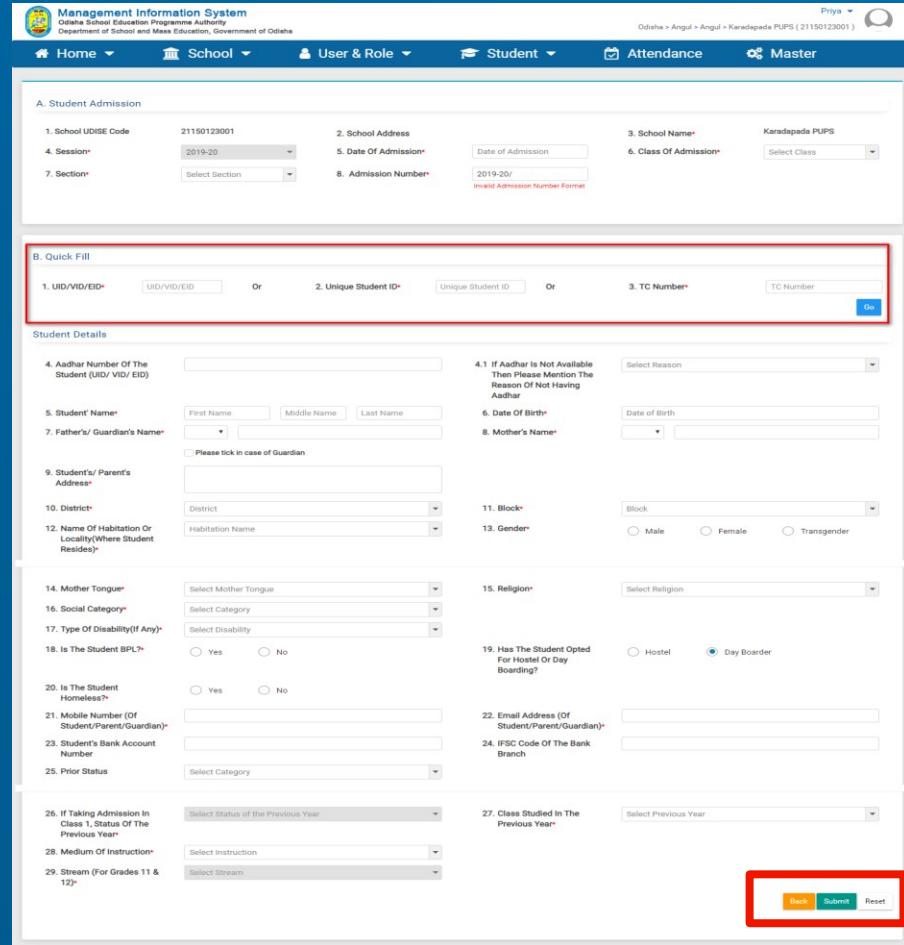
Incentive

Exit Tracking

Back Submit Reset

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 Schools and Mass Education, Government of Odisha

Priya Odisha > Angul > Angul > Karadipada PUPs (21150123001)

Home School User & Role Student Attendance Master

A. Student Admission

1. School UDISE Code: 21150123001 2. School Address: 3. School Name: Karadipada PUPs

4. Session\*: 2019-20 5. 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

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: Select Reason

5. Student's Name: First Name: Middle Name: Last Name: 6. Date Of Birth: Date of Birth

7. Father's/ Guardian's Name: 8. Mother's Name: 9. Student's/ Parent's Address: Please tick in case of Guardian

10. District: 11. Block\*: Block: 12. Name Of Habitation Or Locality(Where Student Resides)\*: 13. Gender: Male Female Transgender

14. Mother Tongue: 15. Religion\*: Select Religion

16. Social 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 Boarder

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: 24. IFSC Code Of The Bank Branch

25. Prior Status: Select Category

26. If Taking Admission In Class 1, Status Of The Previous Year: 27. Class Studied In The Previous Year: Select Previous Year

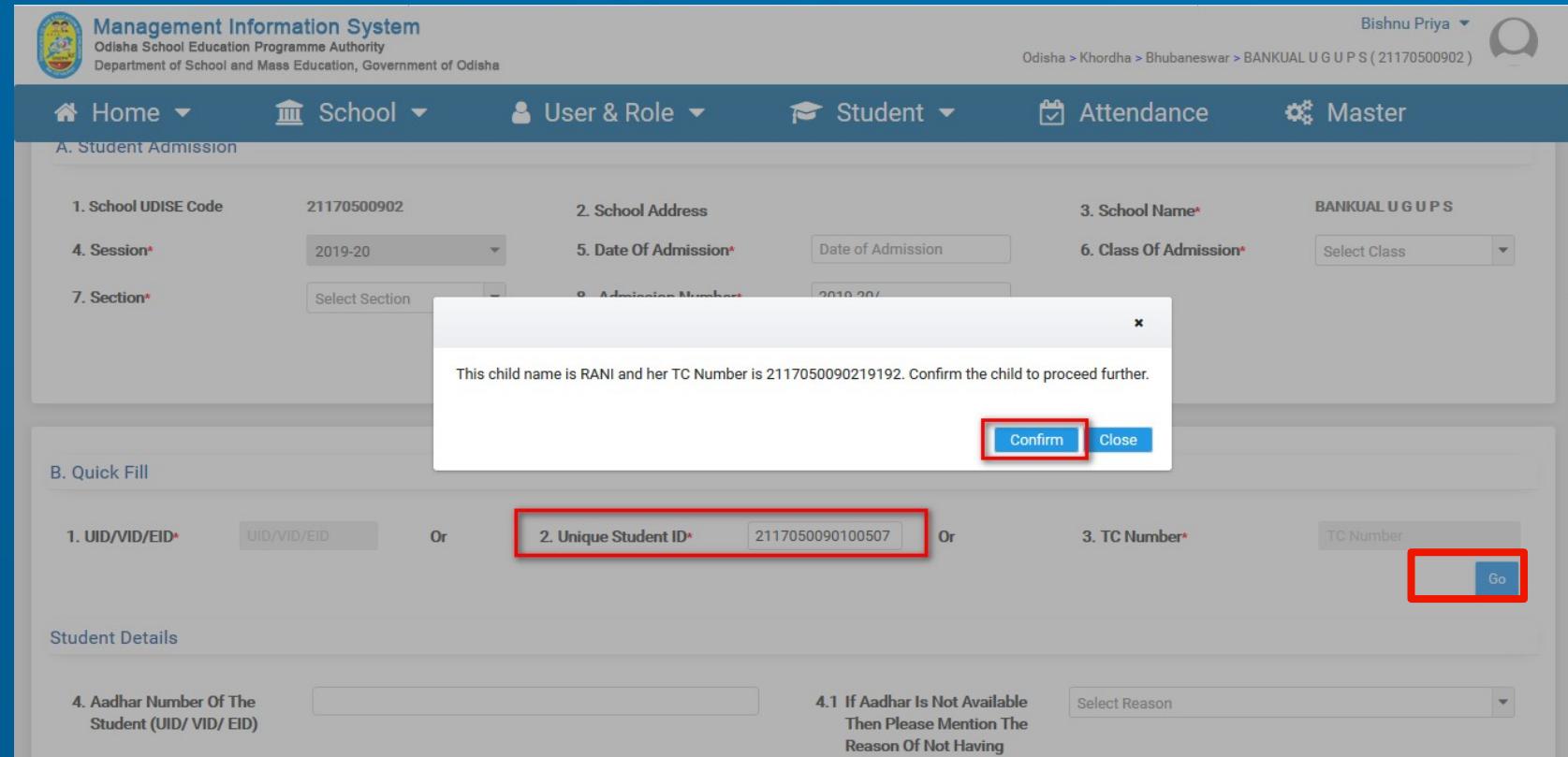
28. Medium Of Instruction: 29. Stream (For Grades 11 & 12): Select Stream

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 ▾ Q

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)

The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes links for Home, School, User & Role, Student, Attendance, and Master. The Student menu is currently active. The main content area is titled 'A. Student Admission' and shows fields for School UDISE Code (21170500902), School Address, School Name (BANKUAL U G U P S), Session (2019-20), Date of Admission, Class of Admission, and Section. A modal dialog box is displayed, asking for confirmation to admit a student named RANI with TC Number 2117050090219192. The 'Confirm' button is highlighted with a red box. Below the modal, the 'B. Quick Fill' section is visible, with the '1. UID/VID/EID\*' field (containing 478583546109) highlighted with a red box. A 'Go' button is also highlighted with a red box. The bottom section is for Student Details and includes fields for Aadhar Number and a dropdown for 'Reason Of Not Having'.

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:



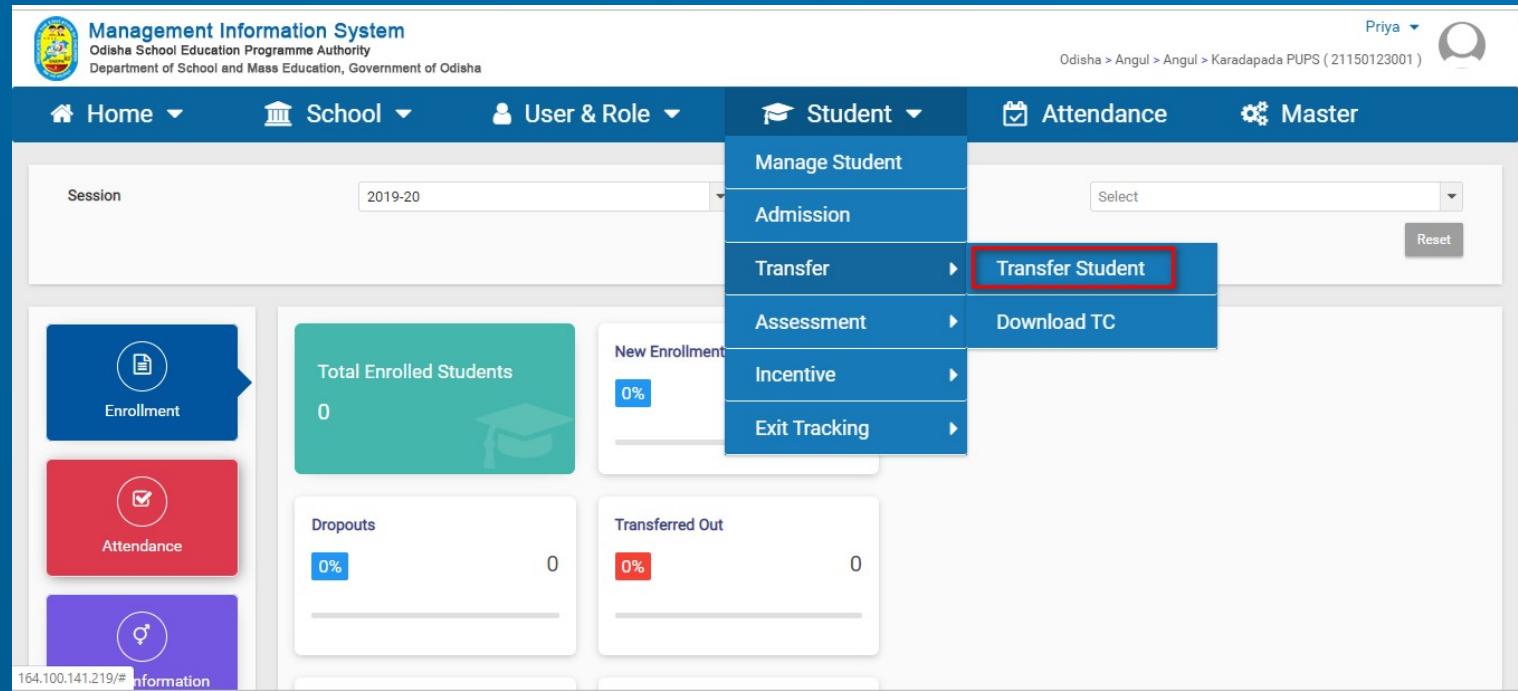
Transfer: When students transfer to another school, requests a TC and during school closure.



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

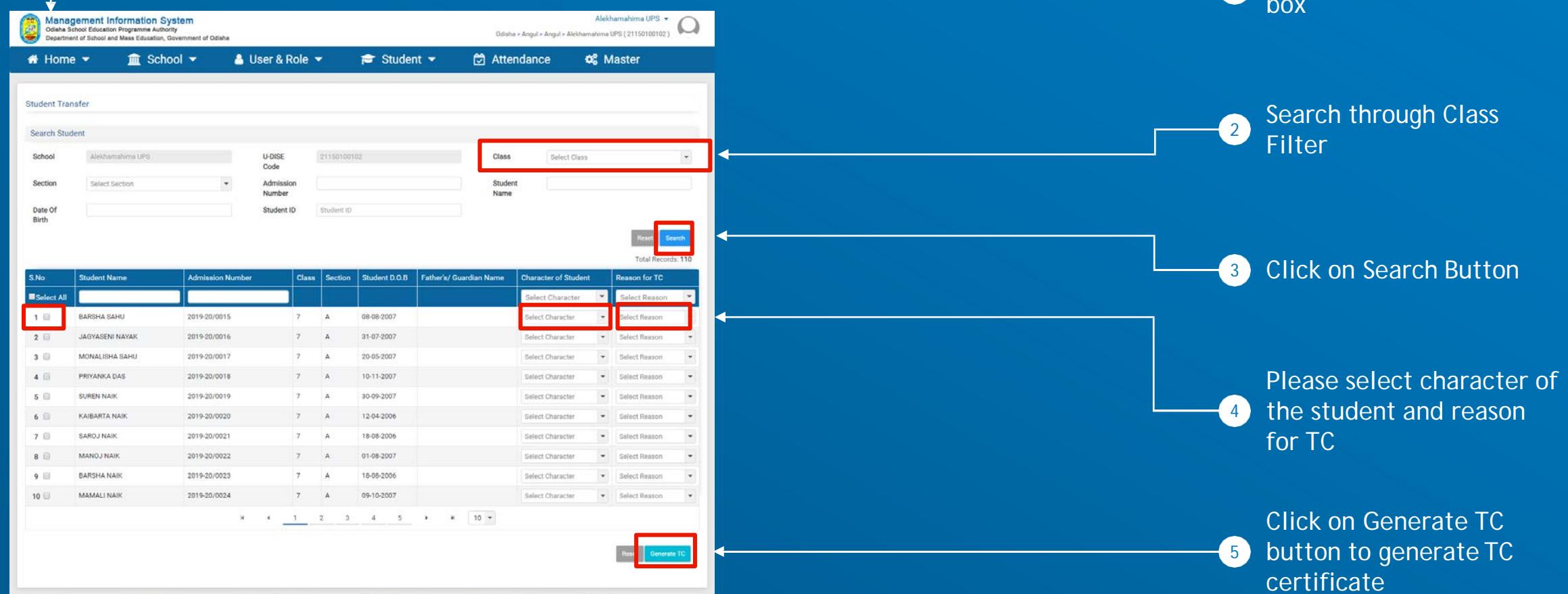
# Transfer: Transferring out a student (1/2)



The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes links for Home, School, User & Role, Student, Attendance, and Master. The Student menu is open, showing sub-options: Manage Student, Admission, Transfer, Assessment, Incentive, and Exit Tracking. The 'Transfer' option is highlighted, and its sub-menu 'Transfer Student' is also highlighted with a red box. The main content area displays various student statistics: Session 2019-20, Total Enrolled Students (0), New Enrollment (0%), Dropouts (0%), and Transferred Out (0%).

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

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

Alekharnahima UPS Odisha > Angul > Angul > Alekharnahima UPS (21150100102)

Home School User & Role Student Attendance Master

Student Transfer

Search Student

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

Section: Select Section Admission Number: Student Name: Student ID: Student ID: Date Of Birth: Student ID: Total Records: 110

Reset Search

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	PRIYANNAK 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	KAIARTA 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

1 2 3 4 5 10

Reset Generate TC

# 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, School: Choose, Father's Name: Father's Name, Status: Active (highlighted with a red box), Profile Status: Select Profile Status, Block: Choose, Cluster: Choose, Student's Name: Student Name, Date Of Birth: Date Of Birth, UID/VID/EID: UID/VID/EID, Student ID: Student ID, Admission Number: Admission Number, Reset, Search

Export to Excel, Student Admission Form

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	

Total Records: 10

1 Select Active—In Transfer student from this filter

2 Click on this search button

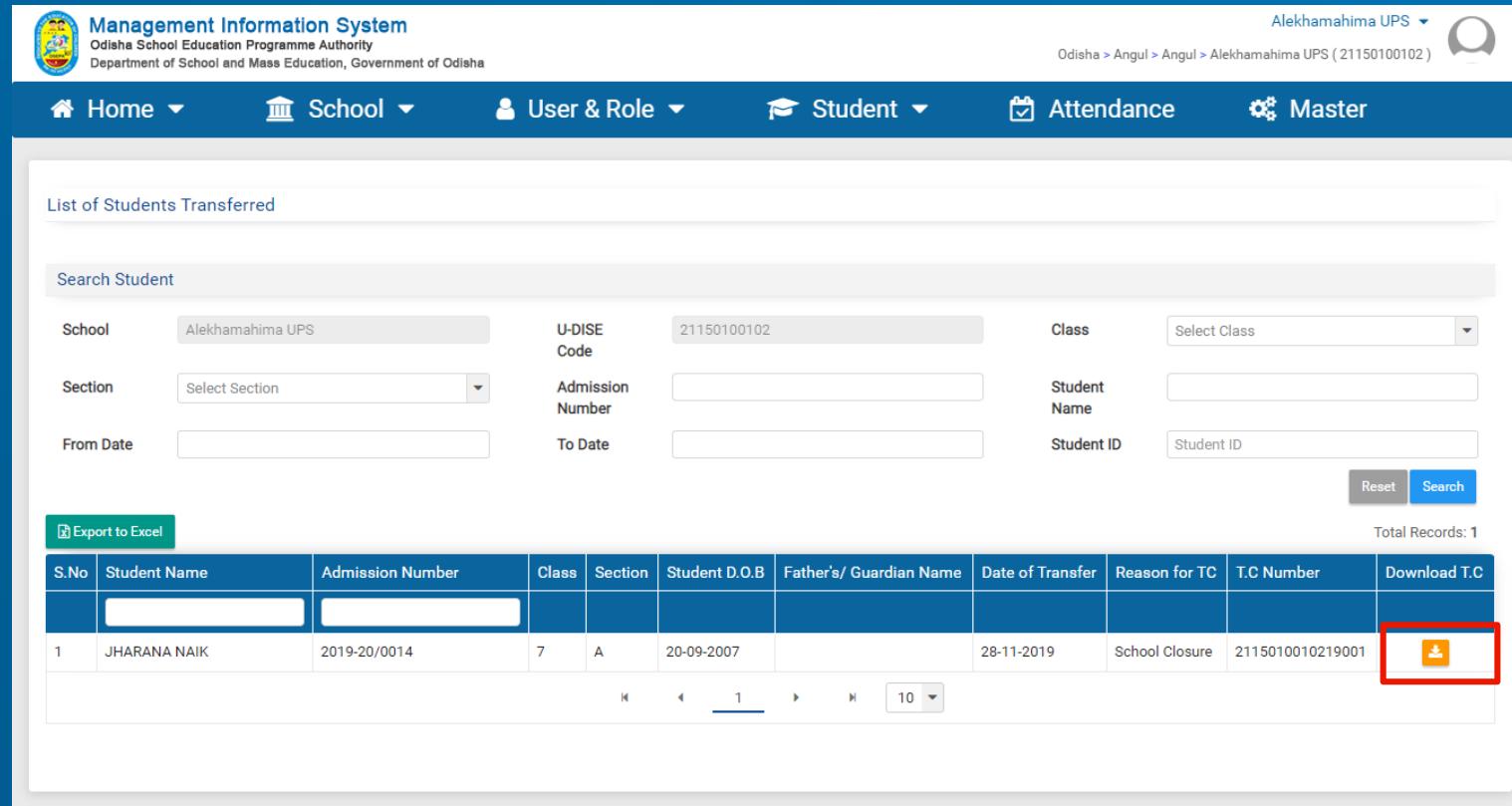
3 List of Active , In-Transfer students

# Transfer: Download a TC

The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes 'Home', 'School', 'User & Role', 'Student' (selected), 'Attendance', and 'Master'. The 'Student' menu is expanded, showing 'Manage Student', 'Admission', 'Transfer' (selected), 'Assessment', 'Incentive', and 'Exit Tracking'. The 'Transfer' menu is expanded, showing 'Transfer Student' and 'Download TC' (highlighted with a red box). The main dashboard displays session information (2019-20), student enrollment (0), dropouts (0%), transferred out (0%), and other metrics. A user profile for 'Priya' is visible in the top right.

1 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

School	U-DISE Code	Class
Alekhamahima UPS	21150100102	Select Class

Section	Admission Number	Student Name
Select Section		

From Date	To Date	Student ID
		Student ID

Reset Search

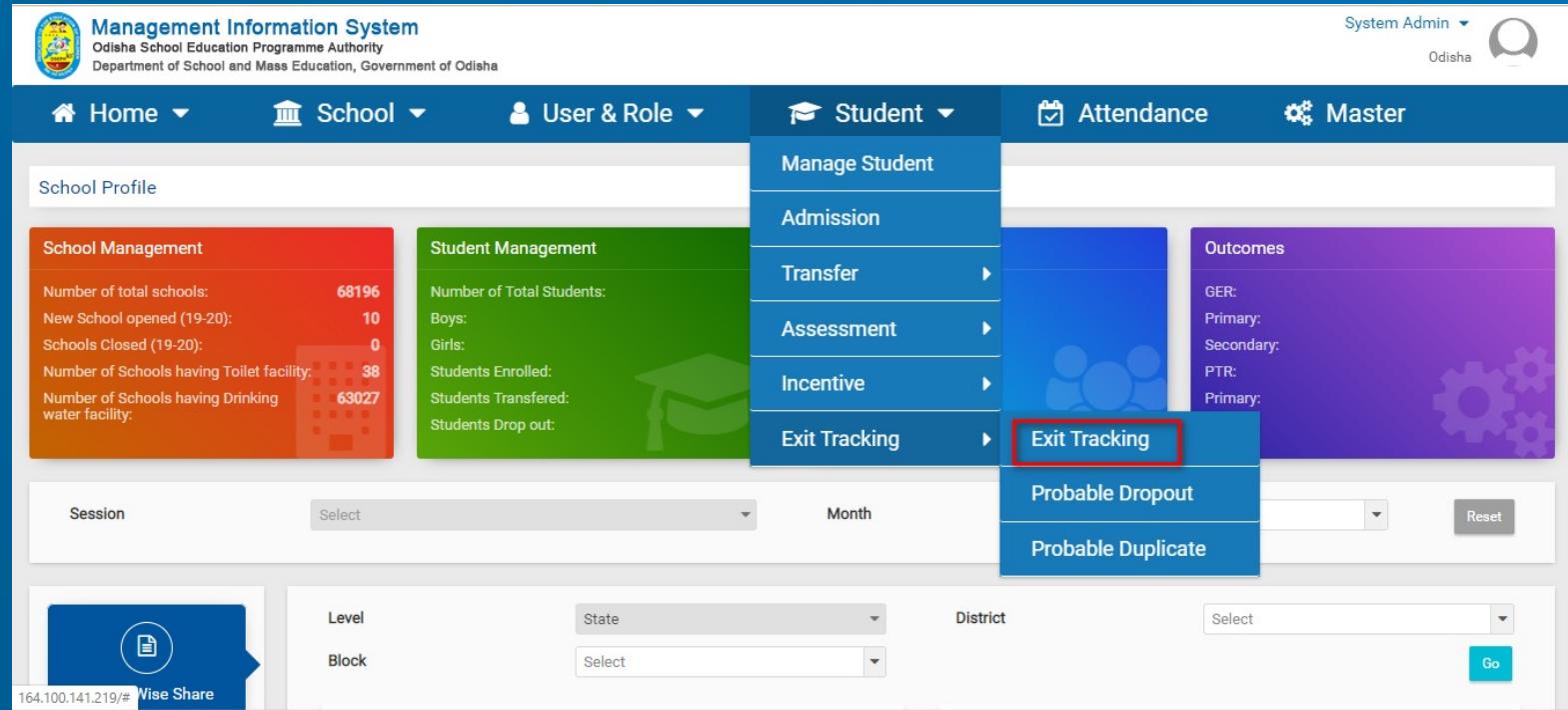
Export to Excel Total Records: 1

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	

1 2 3 4 5 6 7 8 9 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:

Session Select Month

Probable Dropout Probable Duplicate

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

Bishnu Priya

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

Home School User & Role Student Attendance Master

Exit Tracking

Search Student

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
<input checked="" type="checkbox"/> Select All									<input type="button" value="Dropout"/>	
1 <input checked="" type="checkbox"/>	SRI BHANJA	2117050090100474	1	A	18-10-2013	GOBINDA BHANJA			<input type="button" value="Missing"/>	
2 <input type="checkbox"/>	SRI BEHERA	2117050090100473	1	A	18-10-2013	PRATAP BEHERA			<input type="button" value="Fake"/>	
3 <input type="checkbox"/>	SRI RAUTA	2117050090100472	1	A	07-01-2014	ASHOK RAUTA			<input type="button" value="Death"/>	
4 <input type="checkbox"/>	BARSA NATHA	2117050090100471	1	A	22-05-2013	PRAKASH NATH				
5 <input type="checkbox"/>	REENA BHOI	2117050090100470	1	A	28-02-2014	KARTIKA BHOI				
6 <input type="checkbox"/>	SARSWATI PARIDA	2117050090100469	1	A	20-11-2013	KALANDI PARIDA				
7 <input type="checkbox"/>	BISHNUPRIYA RAUTA	2117050090100468	1	A	09-11-2013	SURESH RAUTA				
8 <input type="checkbox"/>	SAI BHANJA	2117050090100457	3	A	30-10-2010	HEMANTA BHANJA				
9 <input type="checkbox"/>	PAYAL NAYAK	2117050090100456	3	A	30-04-2012	PRATAP NAYAK				
10 <input type="checkbox"/>	SUSANTA SAHOO	2117050090100455	5	A	12-12-2009	NARENDRA SAHOO				

Total Records: 100

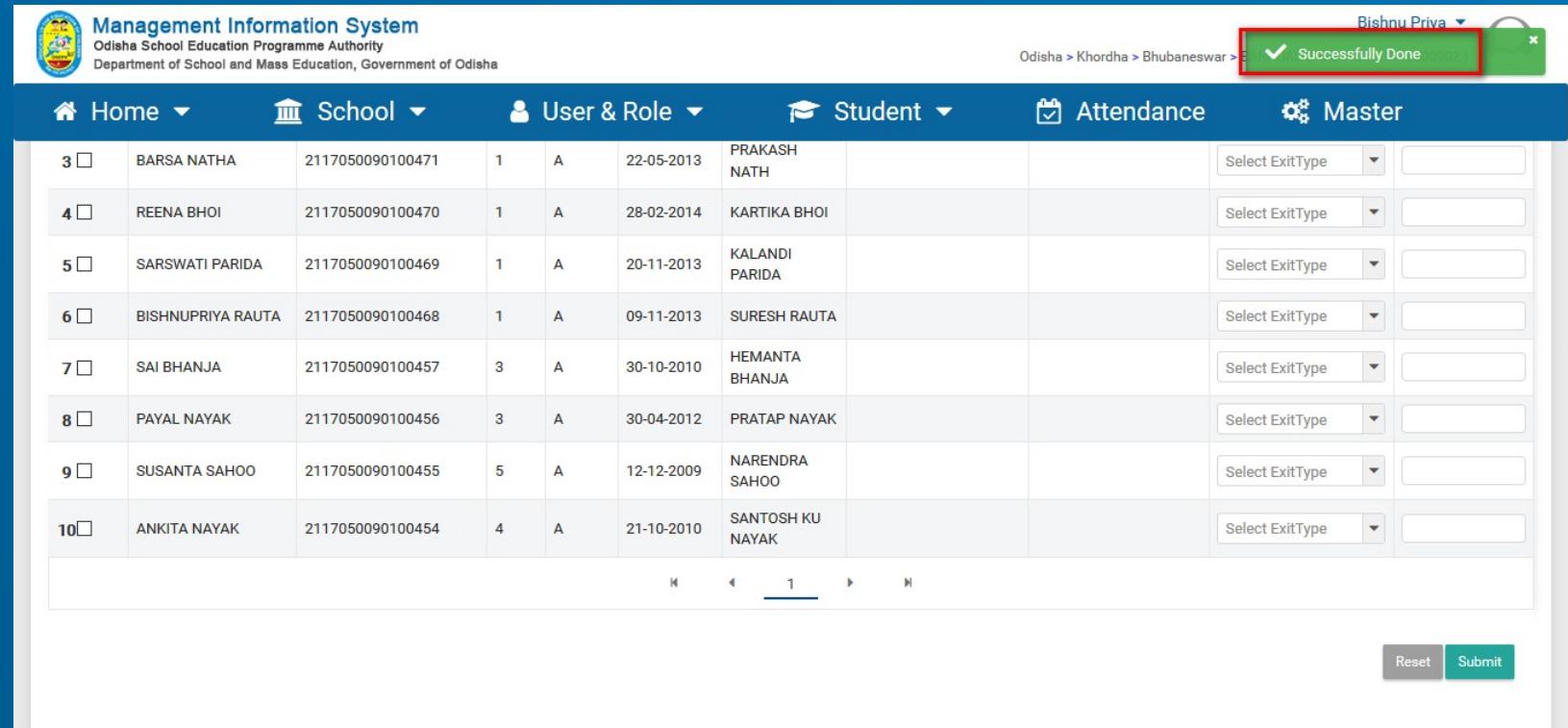
Reset Submit

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)



The screenshot shows a web-based management system for schools. The header includes the logo of the Odisha School Education Programme Authority and the text 'Management Information System'. The top navigation bar has links for Home, School, User & Role, Student, Attendance, and Master. The 'Student' tab is active, showing a list of 10 students with columns for ID, Name, Roll Number, Class, Section, Date of Birth, Name, and Exit Type. Each student row has a checkbox in the first column. The 'Exit Type' column contains dropdown menus. A green success message box at the top right says 'Successfully Done' with a checkmark. At the bottom right are 'Reset' and 'Submit' buttons, with 'Submit' being green.

	Name	Roll Number	Class	Section	Date of Birth	Name	Exit Type
3	BARSA NATHA	2117050090100471	1	A	22-05-2013	PRAKASH NATH	Select ExitType
4	REENA BHOI	2117050090100470	1	A	28-02-2014	KARTIKA BHOI	Select ExitType
5	SARSWATI PARIDA	2117050090100469	1	A	20-11-2013	KALANDI PARIDA	Select ExitType
6	BISHNUPRIYA RAUTA	2117050090100468	1	A	09-11-2013	SURESH RAUTA	Select ExitType
7	SAI BHANJA	2117050090100457	3	A	30-10-2010	HEMANTA BHANJA	Select ExitType
8	PAYAL NAYAK	2117050090100456	3	A	30-04-2012	PRATAP NAYAK	Select ExitType
9	SUSANTA SAHOO	2117050090100455	5	A	12-12-2009	NARENDRA SAHOO	Select ExitType
10	ANKITA NAYAK	2117050090100454	4	A	21-10-2010	SANTOSH KU NAYAK	Select ExitType

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.

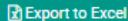
# Exit: Probable Duplicate

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

 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 Uidise
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

103.205.67.243/#

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

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 2 3 4 5 6 7 8 9 10

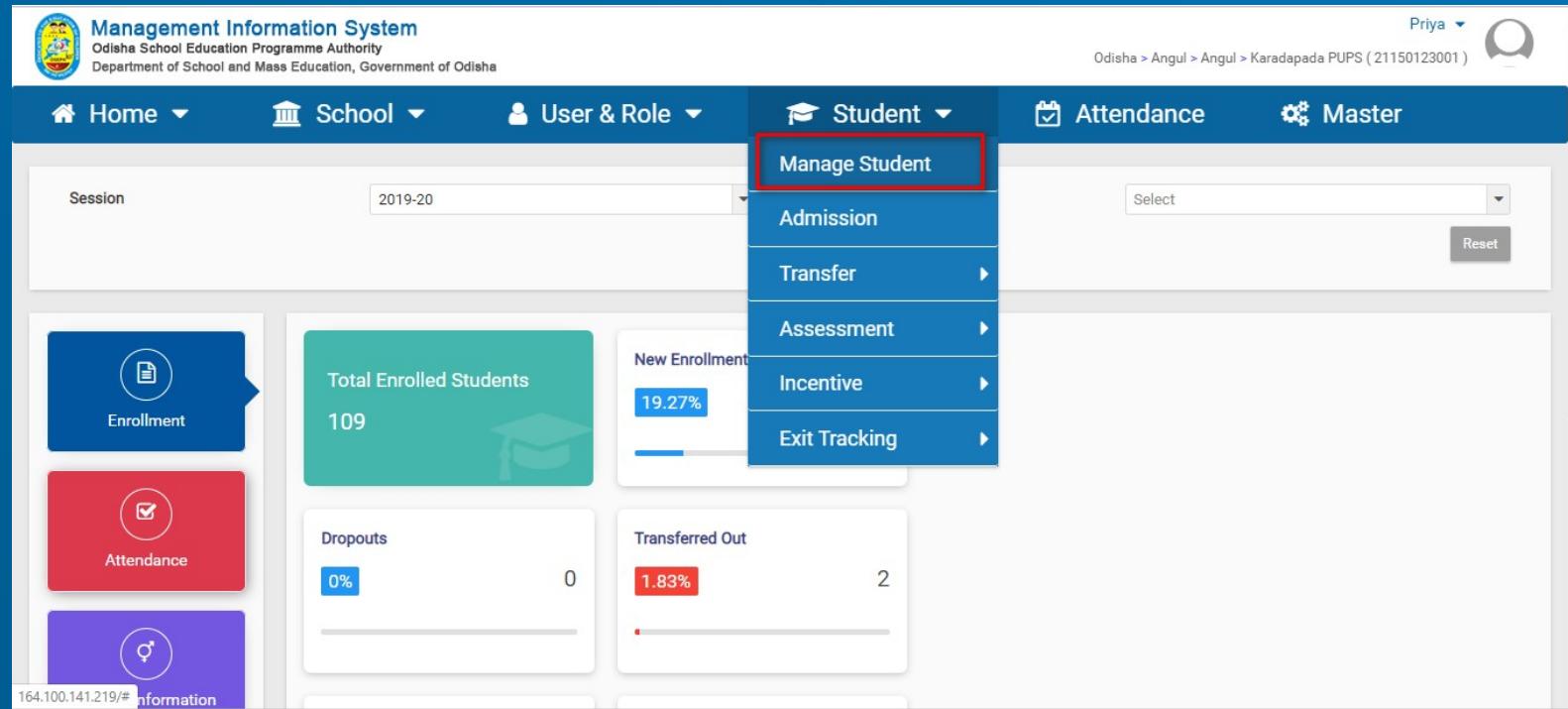
List of generated probable dropout students

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)



The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes links for Home, School, User & Role, and Student. The Student menu is expanded, showing options like Manage Student (which is highlighted with a red box), Admission, Transfer, Assessment, Incentive, and Exit Tracking. Below the menu, there are several data cards: 'Total Enrolled Students' (109), 'New Enrollment' (19.27%), 'Dropouts' (0%), and 'Transferred Out' (1.83%). The top right corner shows the user 'Priya' and a search icon. The URL in the address bar is 164.100.141.219/#information.

- 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

Father's Name: Father's Name, Date Of Birth: Date Of Birth

Status: Active (highlighted with a red box), Select Status: Select Status

Profile Status: Select Profile Status

UID/VID/EID: UID/VID/EID, Admission Number: Admission Number

Reset, Search (highlighted with a red box), + 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
Status	Active	Student ID	Student ID	Admission Number	Admission Number
Profile Status	Partially Filled	Reset <b>Search</b> + Add Student			

Export to Excel Student Admission Form

Total Records: 103

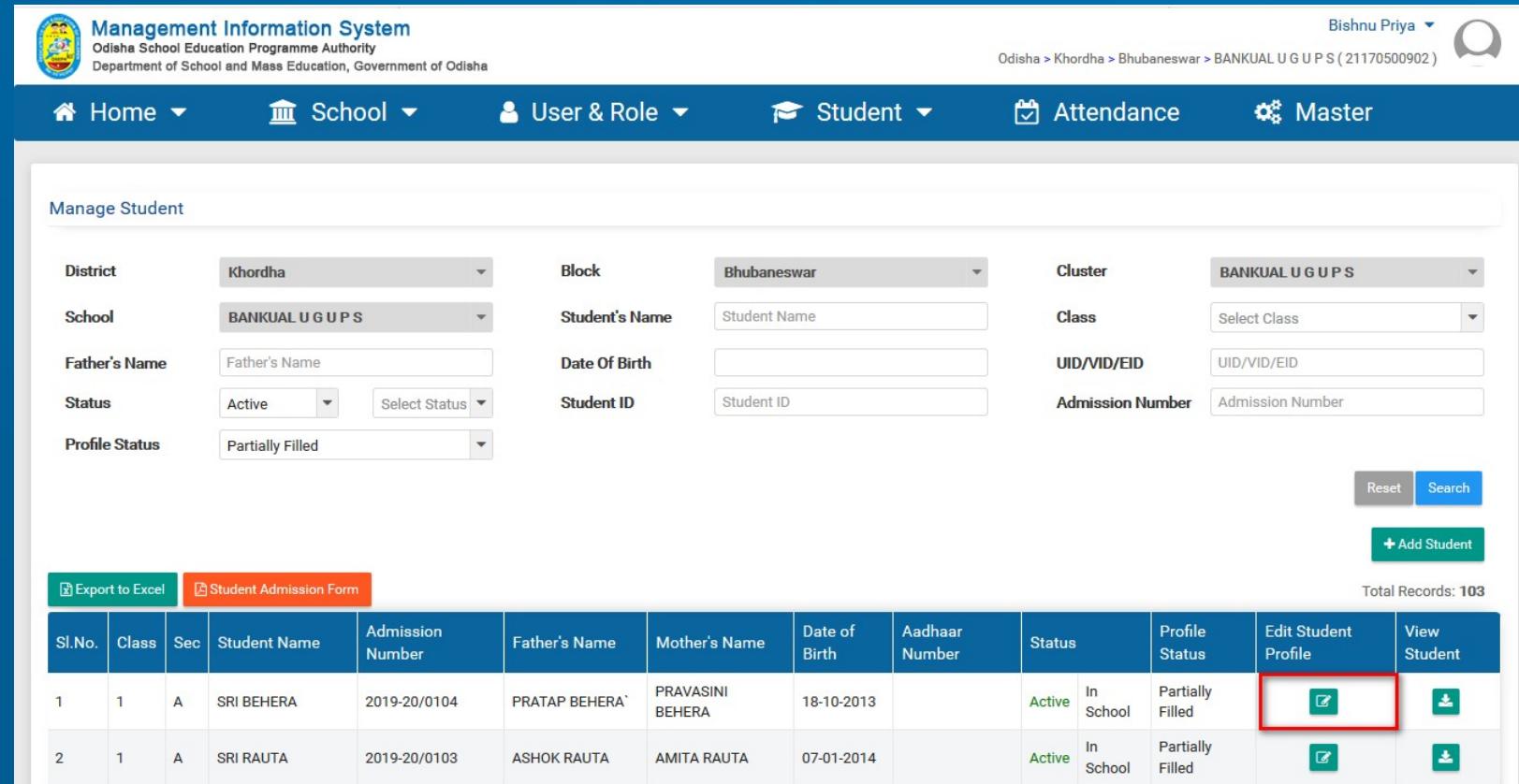
Sl.No.	Class	Sec	Student Name	Admission Number	Father's Name	Mother's Name	Date of Birth	Aadhaar Number	Status	Profile Status	Edit Student Profile	View Student	
1	1	A	SRI BEHERA	2019-20/0104	PRATAP BEHERA*	PRAVASINI BEHERA	18-10-2013		Active	In School	Partially Filled	<input checked="" type="checkbox"/>	<input type="button" value="View"/>
2	1	A	SRI RAUTA	2019-20/0103	ASHOK RAUTA	AMITA RAUTA	07-01-2014		Active	In School	Partially Filled	<input checked="" type="checkbox"/>	<input type="button" value="View"/>
3	1	A	BARSA NATHA	2019-20/0102	PRAKASH NATH	PRAVATI NATH	22-05-2013		Active	In School	Partially Filled	<input checked="" type="checkbox"/>	<input type="button" value="View"/>
4	1	A	REENA BHOI	2019-20/0101	KARTIKA BHOI	JHUMURI BHOI	28-02-2014		Active	In School	Partially Filled	<input checked="" type="checkbox"/>	<input type="button" value="View"/>

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 | Block: Bhubaneswar | Cluster: BANKUAL U G U P S

School: BANKUAL U G U P S | Student's Name: Student Name

Father's Name: Father's Name | Date Of Birth: Date Of Birth

Status: Active | Select Status

Profile Status: Partially Filled | Student ID: Student ID | UID/VID/EID: UID/VID/EID | Admission Number: Admission Number

Reset | Search | + Add Student

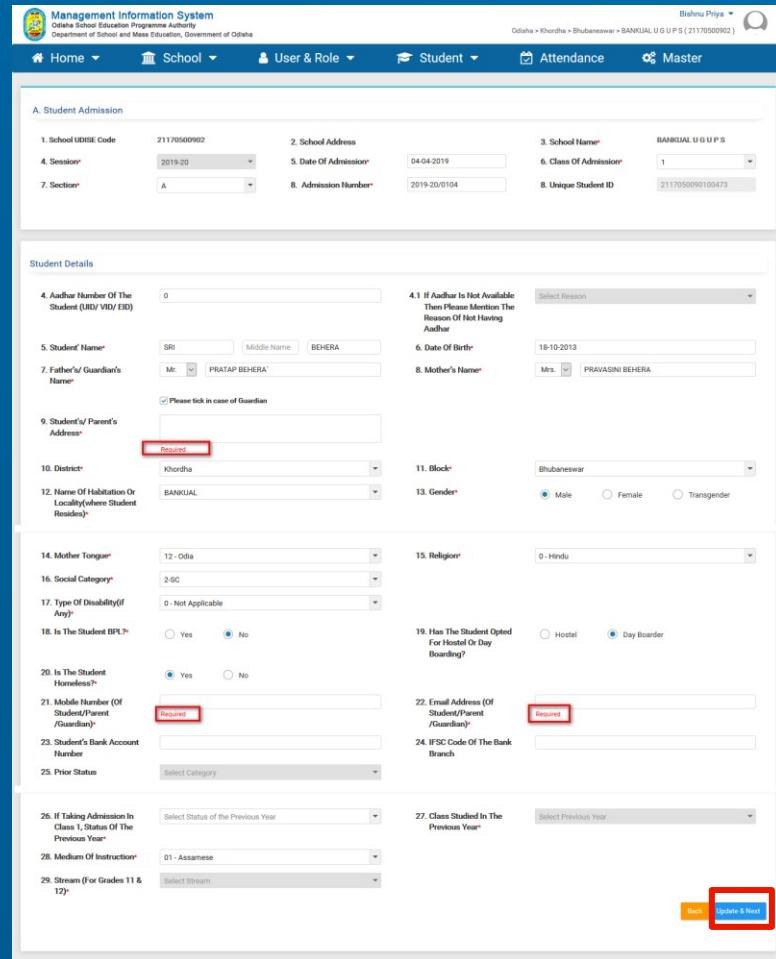
Export to Excel | Student Admission Form

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	<input checked="" type="checkbox"/>	<input type="button" value=""/>
2	1	A	SRI RAUTA	2019-20/0103	ASHOK RAUTA	AMITA RAUTA	07-01-2014		Active   In School	Partially Filled	<input checked="" type="checkbox"/>	<input type="button" value=""/>

1 Click on edit students, to update partially filled profiles

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



The screenshot shows a student profile form with the following fields filled:

- A. Student Admission:**
  - 1. School UDISE Code: 21170500992
  - 2. School Address: Bhubanewar
  - 3. School Name: BANIKAL 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
  - 9. Unique Student ID: 2117050090100473
- 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's Name: SRI
  - 5. Middle Name: BEHERA
  - 6. Date Of Birth: 18-10-2013
  - 7. Father's/ Guardian's Name: Mr. PRATAP BEHERA
  - 8. Mother's Name: Mrs. PRAVASINI BEHERA
  - 9. Student's/ Parent's Address: Required
  - 10. District: Khordha
  - 11. Block: Bhubanewar
  - 12. Name Of Habitation Or Locality(where Student Resides): BANIKAL
  - 13. Gender: Male
  - 14. Mother Tongue: 12- Odia
  - 15. Religion: 0 - Hindu
  - 16. Social Category: 2-SC
  - 17. Type Of Disability(if Any): 0 - not Applicable
  - 18. Is The Student BPL?: No
  - 19. Has The Student Opted For Hostel Or Day Boarding?: Day Boarder
  - 20. Is The Student Homeless?: Yes
  - 21. Model Member (Of Student/Parent /Guardian): Required
  - 22. Model Address (Of Student/Parent /Guardian): Required
  - 23. Student's Bank Account Number: 0000000000000000
  - 24. IFSC Code Of The Bank Branch: 0000000000000000
  - 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. Streams (For Grades 11 & 12): Select Stream

**Buttons at the bottom:**

- Back
- Update & Next** (highlighted with a red box)

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.

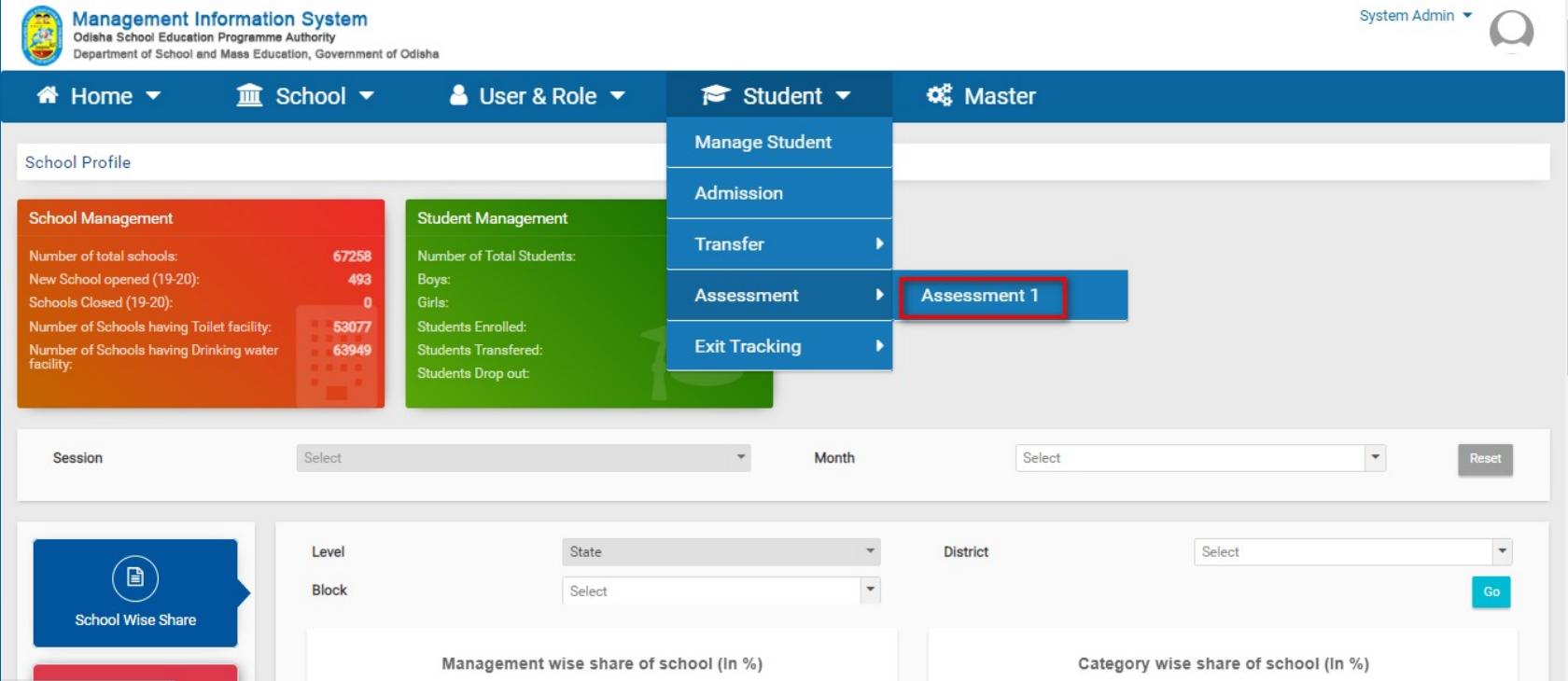
Dependency on Updating SA2:

- 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: 53077
  - Girls: 63949
- Students Enrolled: 53077
- Students Transferred: 63949
- Students Drop out: 0

Session: Select Month: Select Reset

Level: State: Select District: Select Go

Block: Select

School Wise Share

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

Sr. No.	Student Name	Student ID	Session	Class	Section	Summative Assessment 1						
Sr. No.	Student Name	Student ID	Session	Class	Section	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			
1	BASUDEV JENA	2117010770100340	2019-20	1	A							
2	PRAKASH DAS	2117010770100342	2019-20	1	A							
3	SAI JENA	2117010770100338	2019-20	1	A							
4	SAI MAJHI	2117010770100339	2019-20	1	A							
5	SUMAN BIR	2117010770100341	2019-20	1	A							

Export to Excel

Total Records: 5

Reset Search

Save

Click on checkbox to enter marks

2

Select Class from here

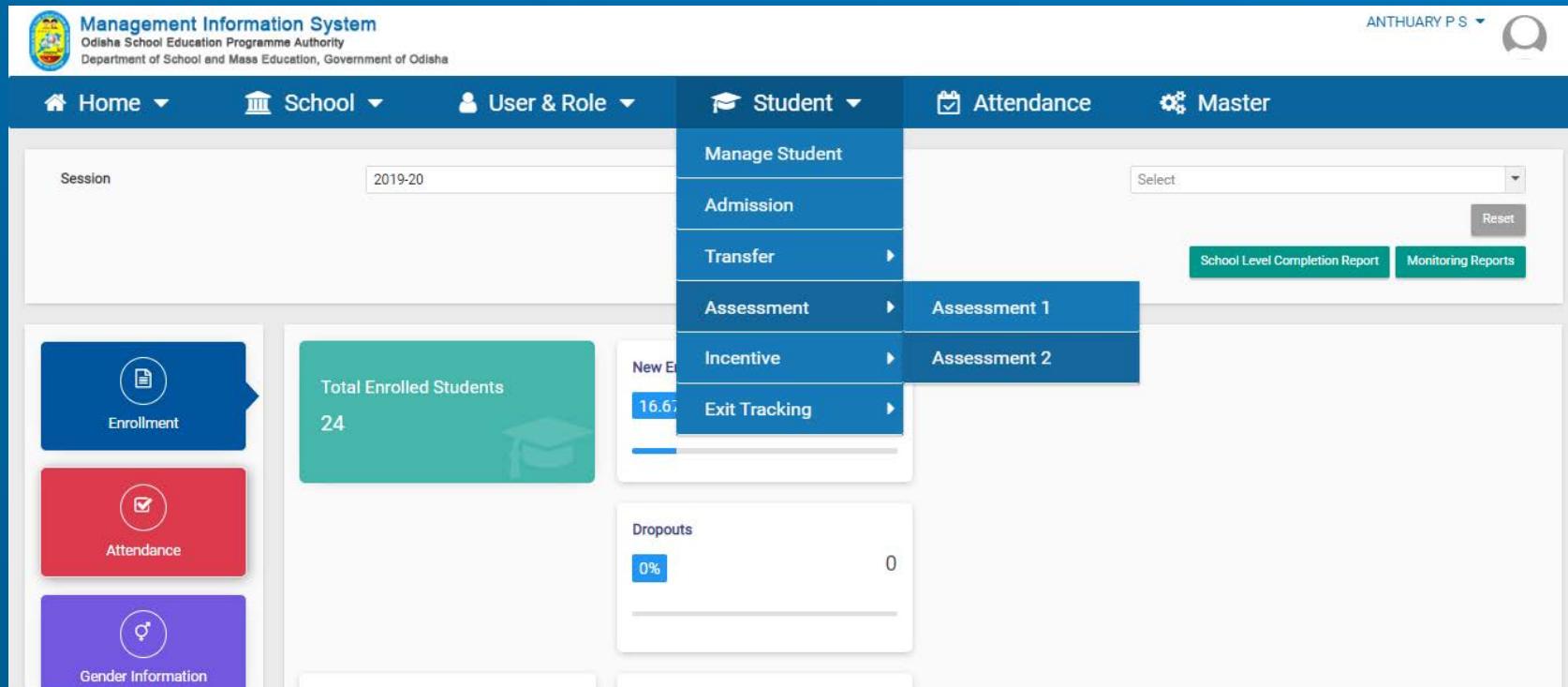
3

Enter Assessment 1 results here

4

Once data entered, please click on the save button

# Assessment: Updating SA2



The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes 'Home', 'School', 'User & Role', 'Student' (selected), 'Attendance' (checked), and 'Master'. The 'Student' menu is open, showing 'Manage Student', 'Admission', 'Transfer', 'Assessment' (selected), 'Incentive', and 'Exit Tracking'. The 'Assessment' menu is expanded, showing 'Assessment 1' (selected) and 'Assessment 2'. The main content area displays session information (2019-20), total enrolled students (24), and dropout statistics (0%).

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

ANTHUARY P S

Home School User & Role Student Attendance Master

Assessment

Summative Assessment 2

Sr. No.	Student Name	Admission Number	Session	Odisha 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 %	Odisha 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 %	Result	Promotion (P) / Repetition (R)	Reason	Next Class	Enrolment section	Report Card
1	LIPSA MUDULI	2019-20/0021	2019-20	0	45	45	45	44	20	199	220	90.45%	0	45	45	44	20	199	220	90.45%	<input type="radio"/> P <input type="radio"/> 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%	<input checked="" type="radio"/> P <input type="radio"/> R			2	A	

Export to Excel

Reset Search Total Records: 2

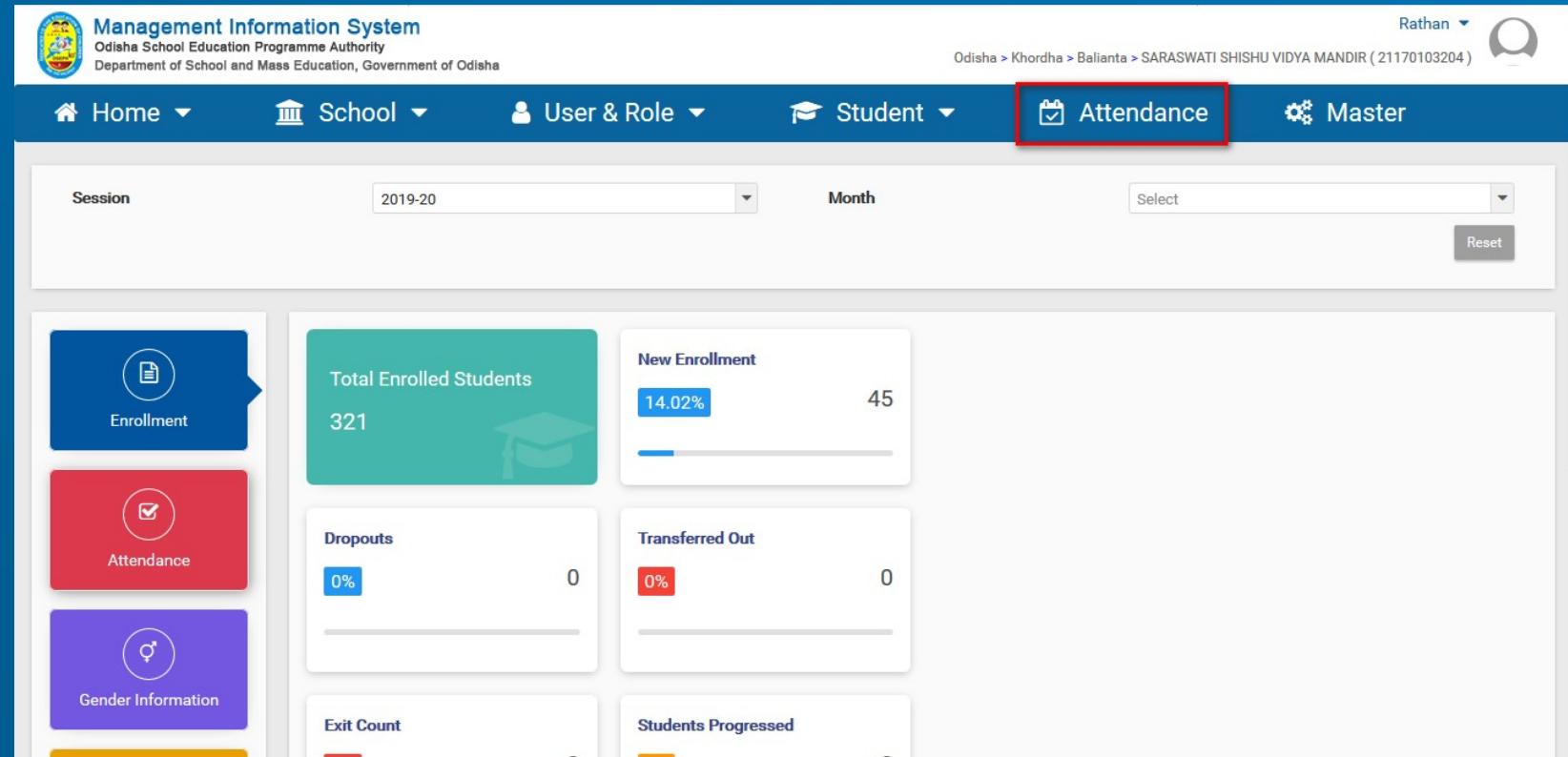
1 Click on checkbox to enter marks

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



The screenshot shows the Odisha School Education Programme Authority Management Information System interface. The top navigation bar includes links for Home, School, User & Role, Student, Attendance (which is highlighted with a red box), and Master. The top right corner shows the user's name 'Rathan' and a search icon. Below the navigation, there are dropdowns for Session (2019-20), Month, and a Select dropdown, along with a Reset button. On the left, there is a sidebar with three main categories: Enrollment (blue), Attendance (red, currently selected), and Gender Information (purple). The main content area displays various student statistics. A callout bubble on the right side of the Attendance button contains the text '1 Go to, attendance menu' with an arrow pointing to the button.

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

Rathan

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

1 Go to, attendance menu

Home School User & Role Student Attendance Master

Session: 2019-20 Month: Select Reset

**Attendance**

**Total Enrolled Students:** 321

**New Enrollment:** 14.02% (45)

**Dropouts:** 0% (0)

**Transferred Out:** 0% (0)

**Gender Information:**

Exit Count: 0 Students Progressed: 0

# Attendance: Updating Daily attendance



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

ANTHUAIRY P S ▾

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

### Student Attendance

Add Attendance
+ Add Student

Class
1
Section
A
Select Frequency

Daily Attendance
 Monthly Attendance

 Export to Excel
Total Records: 4

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.

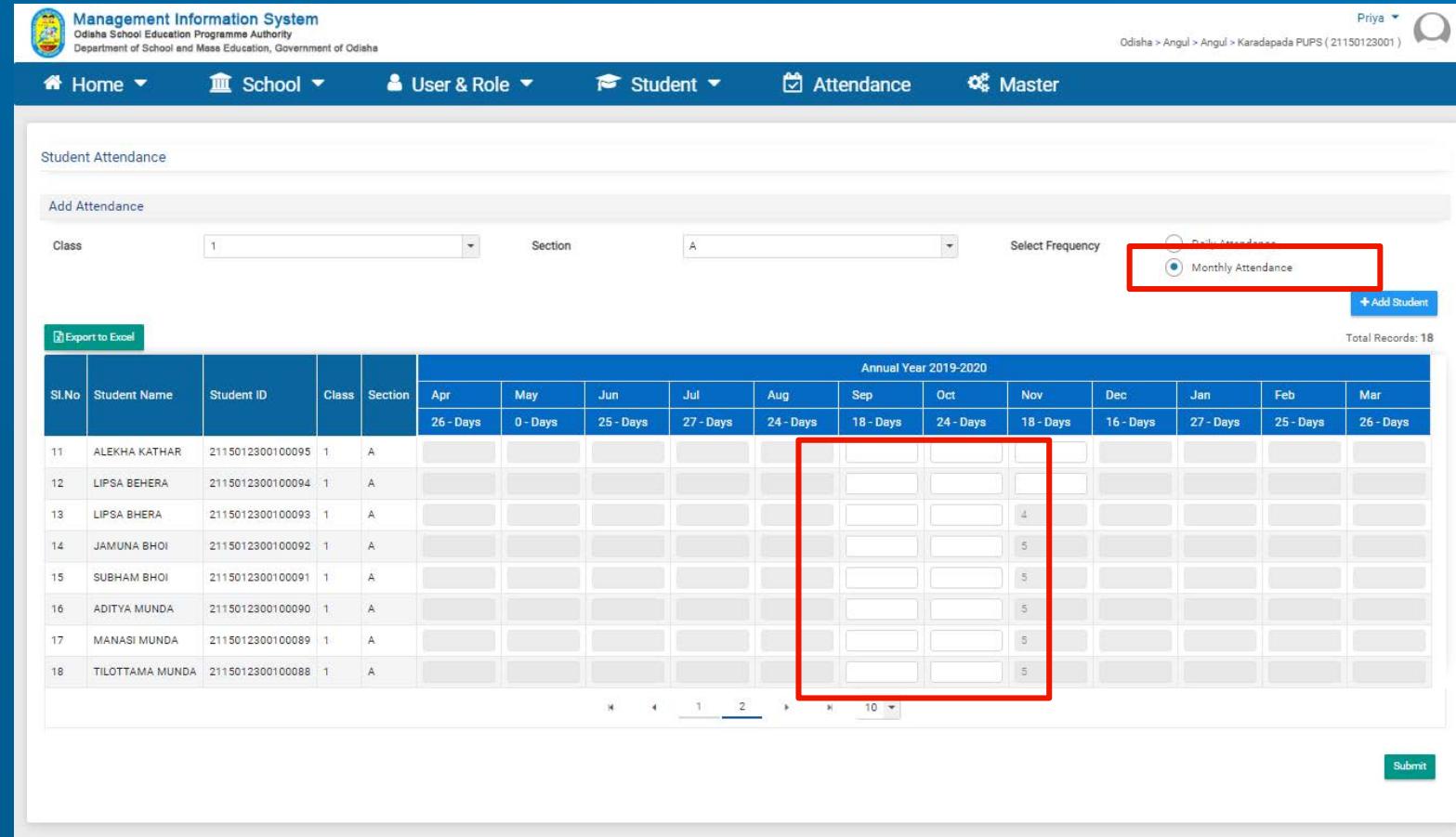
103.205.67.243/#

Submit

## Update attendance by date wise

elect attendance status "P" as present and "A" as absent.

# Attendance: Updating Monthly attendance



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

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

Home School User & Role Student Attendance Master

Student Attendance

Add Attendance

Class: 1 Section: A Select Frequency: Monthly Attendance

Export to Excel Total Records: 18

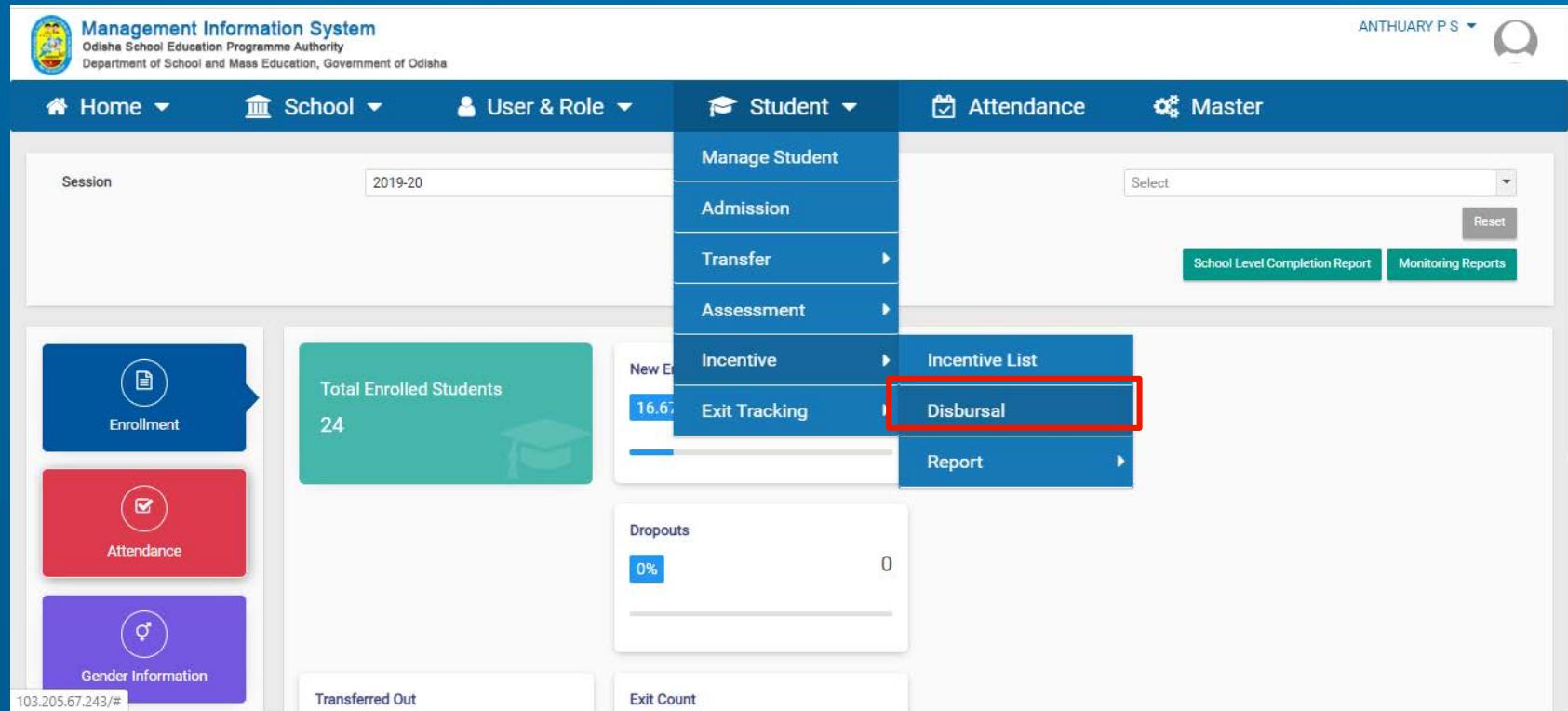
Sl.No	Student Name	Student ID	Class	Section	Annual Year 2019-2020											
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
11	ALEKHA KATHAR	2115012300100095	1	A	26 - Days	0 - Days	25 - Days	27 - Days	24 - Days	18 - Days	24 - Days	18 - Days	16 - Days	27 - Days	25 - Days	26 - Days
12	LIPSA BEHERA	2115012300100094	1	A												
13	LIPSA BEHERA	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			

Submit

1 Click here for Monthly Attendance

2 Enter Monthly Attendance here

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



The screenshot shows the Management Information System (MIS) interface for 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, Exit Tracking, and Report. The 'Incentive' option is further expanded, showing 'Incentive List' and 'Disbursal'. The 'Disbursal' option is highlighted with a red box. On the left, there are three cards: 'Enrollment' (blue), 'Attendance' (red), and 'Gender Information' (purple). The main content area displays session details (2019-20), total enrolled students (24), and dropout statistics (0%).

1  
Click on  
Disbursal Menu

# Incentive: Disbursing Incentives by school level user

The screenshot shows the Management Information System (MIS) interface for disbursing incentives. The top navigation bar includes links for Home, School, User & Role, Student, Attendance, and Master. The current page is 'Incentive Disbursal'.

**Search Student:** This section contains filters for District (Khordha), Block (Balianta), Cluster (AKHANDALESWAR U P S), School (ANTHUAU P S), U-DISE Code (21170106001), Class (Select Class), Section (Select Section), Student ID, Student Name, Incentive (Select Incentive Name), Session (2019-20), and a search button.

**Student List:** This section displays a table of student records. The columns include S.I.No., Student Name, Student Admission Reference Number, Class, Section, and various incentive categories (Laptop, School Bag, school books, Emergency Lamp, Electric Fan, testincent, Eye Kit, xyz). Each category has an 'Eligibility' and 'Receipt' column. The 'Receipt' column for the 'School Bag' category for student 3 is highlighted with a red box. The table also includes an 'Export to Excel' button and a navigation bar at the bottom.

**Buttons:** The interface includes 'Reset' and 'Search' buttons in the search section, and 'Reset' and 'Submit' buttons at the bottom right of the student list table.

**Annotations:**

- 1** → **Provision for search incentive**: Points to the 'Incentive' dropdown in the search section.
- 2** → **Disburse Incentives against eligibility incentive by selecting Checkbox**: Points to the 'Receipt' checkboxes in the student list table.
- 3** → **Click on submit button**: Points to the 'Submit' button at the bottom right.

2 →  
Disburse  
Incentives  
against  
eligibility  
incentive  
by  
selecting  
Checkbox

1 →  
Provision for  
search incentive

3 →  
Click on  
submit  
button

# Incentive: Reports

The screenshot shows the Odisha School Education Programme Authority Management Information System interface. 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, Exit Tracking, Disbursal, Report, Receipt Status, and Management Report. The Incentive, Report, Receipt Status, and Management Report buttons are highlighted with red boxes. On the left, there are three cards: 'Enrollment' (blue), 'Attendance' (red), and 'Gender Information' (purple). The 'Attendance' card displays 'Total Enrolled Students: 24'. The 'Gender Information' card shows '103,205,67,243/#'. The bottom of the screen shows session details: 'Session: 2019-20' and 'New: 16.67'. The 'Attendance' card also shows 'Transferred Out' and 'Exit Count'.

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

2

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