



सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें

OFFICE OF THE U.E.E. MISSION

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CIRCULAR

Sub: Student Data synchronization with Aadhar in UDISE 2017-18.

This is in continuation of this office Circular No. F-DE/IT/Misc/2015/110 dated 24.10.2017 wherein it was stated to complete the UDISE student data by 27.10.2017.

As per directives from MHRD regarding UDISE 2017-18, all Head of Schools of all Management DoE, DoE-Aided, DoE Un-Aided, MCD, MCD-Aided, MCD Un-Aided, DCB, NDMC, KVS, JNV, DSW and Jamia have been directed to ensure the Aadhar Number of all students and teacher are to be entered/ up-dated in UDISE 2017-18.

It has been observed that UDISE data & Student data are **mismatched and inconsistent in all schools.** Discrepancies have been found in UDISE while filling student data particularly Adhaar data of student being uploaded by the schools

All HoS are directed to review the data regarding school information, teachers and students. Accuracy should be maintained while filling up online data pertaining to students, teachers and details of school information on UDISE link in Edudel portal (www.edude.nic.in) using school login.

UDISE & Student Data needs to be synchronized with other modules available in Edudel portal. Therefore the authenticity of the data entered at the school is of critical importance. The work should be completed by **20.12.2017**

The guidelines/steps for uploading online student data in UDISE explained in **Annexure-I**

(MOHAMMED A. ABID)
SPL.DE./SPD (SSA)

Encl: Annexure-I

Copy to: -

1. All Head of Schools of all management DoE, DoE-Aided, DoE Un-Aided, MCD, MCD-Aided, MCD Un-Aided, DCB, NDMC, KVS, JNV, DSW and Jamia.
2. All DDEs/DDEs Zone Directorate of Education to issue necessary instruction to all schools under their jurisdiction to finish data submission within stipulated time.
3. All DURCCs/CRCCs for immediate compliance through their respective DPOs/DDEs
4. All Education Officers of MCD, NDMC, DCB, KVS, JNV, DSW and Jamia.
5. P.S to Secretary Education old Sectt. Delhi for favor of Information please.

(MOHAMMED A. ABID)
SPL.DE./SPD (SSA)

Guidelines / Steps to be followed to avoid duplicate student entry in UDISE for all management of all schools DoE, DoE-Aided, DoE Un-Aided, MCD, MCD-Aided, MCD Un-Aided, DCB, NDMC, KVS, JNV, DSW and Jamia.

Step-1 Process of Upgradation: upgrade each and every student of each class by click on upgrade link then "Edit" put the details of each child as below: -

- a. No. of days child attended school (in the previous year)
- b. In the last Examination - Appeared
- c. In the last Examination passed
- d. In the last Examination - % of Marks obtained
- e. Schooling Status in (2017-18)

Step-2 Edit : Updating of Aadhar & student's detail

If any correction required or Aadhar update through Edit Link of Student Information Format. Details related to correction of student through Edit link with the help of Student ID except current class & previous class. This two columns (Current class & Previous class) automatically changed at the time of changing **Schooling Status in (2017-18)** column.

Step-3: Searching of Student for New Entry in Schools/ Plan admission/Transfer case admission

Those students where details are already available online in any school then New Entry need not require to be filled up of 44 columns; these columns can be edited/up-dated after taking admission.

Use link first: Add student in my school from other school (Searching & Adding of Student)

School can search any students for submitting through details of mandatory three columns

- a. Student's First Name
- b. Date of Birth: dd/mm/yyyy
- c. Gender of Student

This link will be used only when current status of student possessing two options-(i.e. left with-TC or left without-TC). If this link could not be operated then school may contact parents of student and previous where child already enrolled.

A list will appear on screen and school can take admission of the student on 14-digit Student-ID and submitting by clicking button 'Add in My School' with correct value of three parameter: -

- a. current class
- b. current section
- c. current stream (only for class XIth & XIIth)
- d. current remark

Any modification required of student's detail follow **Step-2** above.

Step-4: Entry of New Student in Schools/Fresh Admission (Those students who has never ever taken admission in any schools in Delhi)

- a. School can submit 44 parameters of new student with Aadhar.
- b. School can also submit 44 parameters of those new student whose Aadhar not created till date by Unique Identification Authority of India (UIDAI).

Q
Gov (MIS).
15/12/17