



No-EDN-U-(DIET) Dehlan/SSA/MIS-SDMIS /2017-18 **2742**
 Office of the Principal-Cum- District Project Officer SSA-RMSA
 Distt Institute of Education & Training Una at Dehlan
 Dated: Dehlan, the **23** Feb 2018

To

All the Principal/ Headmaster/ Incharge/ CHT,
 Govt/ JNV/ KVV/ Local Body/ Pvt- Unaided,
 Sen. Sec/High/Middle/ Primary/ Pre-Primary Schools,
 Edu. Block Amb/Bangana/Gagret-1/Gagret-2/Haroli/Una
 District Una H.P.

Sub:-
 Memo:

Regarding Updation and Promotion of students in SDMIS thereof;

In continuation to the previous exercise regarding uploading of students wise data in Student Data Management information System (SDMIS, UDISE, IN) in 2016-17 as student tracking system.

This year i.e., 2017-18 for updating and promoting of students in next class with section or transfer of students with or without transfer certification - two utilities has been provided offline (through Excel) and online mode (web interface), as per the facilities available to the school any one or both utilities can be adopted.

For the accessing the portal, user credentials are already provided in block level training imparted for 2016-17. You are hereby directed to start the process of SDMIS by promoting / adding/ updating the student in web interface or in excel template.

For promoting the students in online module or offline (excel) module /template you can use DropBox feature of SDMIS portal. Through DropBox feature each student can be tracked if student migrates or moves to another school. We can fetch the student from other school also using this Dropbox facility. For implementation of complete process User Manual is attached herewith. As it is student depended utility following dates are fixed in which it should be complete.

S/ No	Type of Institute	Period from to and upto	Activity	Remarks
01	JNV/ KVV/ Local Body/ Pvt- Unaided/ CBSE/ICSE	24 th Feb - 11 th March 2018	Promotion, marking attendance, %of marks, updating Dropbox.	All such activities must be done in stipulated period.
02	Govt Primary Schools	27 th Feb - 8 th March 2018	Fetching Students,	
03	Govt Middle Schools	9 th March - 15 th March 2018	Generating Transfer Certificate etc	
04	Govt High School	12 th March -17 th March 2018		
05	Govt Sen. Sec. School	15 th March - 23 rd March 2018		

You are therefore once again directed to complete this work on priority basis immediately. *Please give it personal attention.*

Yours faithfully,

[Vikas Labroo]
 Deputy Commissioner
 Chairman SSA/RMSA District Una HP