



USER MANUAL

Sanch-Manyata (Version 1.)

School Education And Sports
Department
Government of Maharashtra

January 2015

(NIC-PUNE-G3-SANCHMANYATA-UM001)

© National Informatics Centre, Pune



Prepared By	Approved By
Veena Patil	Dr..Swati Sardesai

**No part of this document shall be reproduced
without prior permission of
DDG,
Software Development Unit,
National Informatics Centre, Pune 411 007.**

National Informatics Centre
Software Development Unit
Department of Information Technology
Ministry of Communication & Information Technology
Government of India
Ganesh Khind Road
Pune 411 007



Amendment Log

Version Number	Date	Change Number	Brief Description	Sections Changed
1.	20/12/2014		Draft	-
2.	05/01/2015		Final	-



User's Manual Authorization Memorandum

I have carefully assessed the User's Manual for the (*SanchManyata*). This document has been completed in accordance with the requirements of the Education Department Primary and Secondary specifications.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME
Project Leader

DATE

NAME
Department Coordinator

DATE

NAME
Director Primary

DATE

NAME
Director Secondary

DATE



TABLE OF CONTENTS

1 GENERAL INFORMATION	6
1.1PURPOSE	6
1.2AUDIENCE	6
1.3 PROBLEM REPORTING:	6
1.4 POINTS OF CONTACT	7
2 SYSTEM FEATURES	8
2.1 RESPONSIBLE ORGANIZATIONS	9
2.2 SYSTEM NAME :	9
2.3 SYSTEM CATEGORY:	9
2.4 USER ACCESS MODE:	9
2.5 OPERATIONAL STATUS:	9
2.6 SYSTEM ENVIRONMENT:	9
2.7 AUTHORIZED USE PERMISSION	10
2.9 ORGANIZATION OF THE MANUAL	10
2.10 ACRONYMS AND ABBREVIATIONS	11
2.11CONTINGENCIES AND ALTERNATE MODES OF OPERATION	11
3 SYSTEM SUMMARY	12
3.1 USER ACCESS LEVELS	12
4 FUNCTIONS	12
4.1.Login.....	15Error! Bookmark not defined.
4.2 School Information	16Error! Bookmark not defined.
4.3 Student Details	Error! Bookmark not defined.
4.4 Sanctioned teaching Staff	Error! Bookmark not defined.
4.5 Sanctioned Non Teaching Staff	Error! Bookmark not defined.
4..6 Working teaching Staff	Error! Bookmark not defined.
4.7 Working Non Teaching Staff	Error! Bookmark not defined.
4.8 XI XII Details	Error! Bookmark not defined.
4.9 Workload Details.....	Error! Bookmark not defined.
4 ADMINISTRATION	ERROR! BOOKMARK NOT DEFINED.
4.1 CHANGE PASSWORD.....	31
4.2 PROGRESS BAR	ERROR! BOOKMARK NOT DEFINED.
5 REPORTS	30
5.1 USER MANUAL.....	ERROR! BOOKMARK NOT DEFINED.
EXIT SYSTEM	33
FREQUENTLY ASKED QUESTIONS (FAQ) :	34
ANNEXURE – A.....	34
ANNEXURE – SMS	36
ERROR CODES :	36



1 GENERAL INFORMATION

1.1 Purpose

The purpose of this document is to provide an interface between the user and the Sanch Manyata system. It will help the school authorities, cluster officer, Block level Officer, Education officer Primary and Education Officer Secondary to understand the S/w for doing the Sanch Manyata on computer. It will also explain the workflow involved in the system.

1.2 Audience

This manual is meant for the user i.e., school authorities, cluster officers, Block level Officers, Education officer Primary and Education Officer Secondary and Education Inspector, Dy. Director of Education, All State Level Officers. The users defined by the Education Department can access this module. The users of this system should have basic working knowledge of computers and well versed with the manual or computerized system. The office wise and role wise access is been provided to the following users.

	Sanch manyata	Enter/ Update	View
School	NO	Yes	Yes
Cluster Officer	NO	Yes	Yes
Block Level Officer	NO	NO	Yes
Education officer Primary	Yes	NO	Yes
Education officer Secondary	Yes	NO	Yes
Education Inspector	Yes	NO	Yes
Regional Dy. Director	Yes (only higher Secondary)	Yes	Yes
Joint Director Primary	NO	NO	Yes
Joint Director Secondary	NO	NO	Yes
Joint Director Admin.	NO	NO	Yes
Director Primary	NO	NO	Yes
Director Secondary	NO	NO	yes
Commissioner	NO	NO	Yes

1.3 Problem Reporting:

The Education department has formulated a Core Group, which provides the assistance to the users of the Sanch Manyata. Wherever possible this team solves the problem onsite. Other technical problems in the software are reported to System Administration Group,



Pune, which in turn communicates to NIC, Pune either by mail or letter in the following error report format.s

Module Name
User level & User ID
Functional Details,
Location
Detail Description of Error.

1.4 Points of Contact

Help Desk

List of personnel phone numbers for emergency assistance.

Organization/person	Phone No	Email id
National Informatics Centre, Pune		
Shri.B.D.Phadatare, Deputy Director, Mumbai	022-23630081	dd.mumbai@mahedu.gov.in dydemumbai@yahoo.com
Shri.R.V.Godhane, Deputy Director, Pune	020-26125696	dd.pune@mahedu.gov.in dydpune@gmail.com
Shri.B.S.Suryavanshi, Deputy Director, Nashik	0253-2454910	dd.nashik@mahedu.gov.in dydenskest@yahoo.com
Shri.M.K.Gondhali, Deputy Director, Kolhapur	0231-2543894	dd.kolhapur@mahedu.gov.in dydkop@gmail.com
Shri.Sudhakar Banate, Deputy Director, Aurangabad	0240-2331034	dd.aurangabad@mahedu.gov.in rmsadydeaurangabad@gmail.com
Shri.Ram Pawar, Deputy Director, Amravati	0721-2553605	dd.amravati@mahedu.gov.in dydamt@gmail.com
Shri.A.V.Pardhi, Deputy Director, Nagpur	0712-2561398	dd.nagpur@mahedu.gov.in dydnagpur@rediffmail.com
Shir.V.K.Khandake, Deputy Director, Latur	02382-256582	dd.latur@mahedu.gov.in dydelatur@gmail.com



2 System Features

Sanch manyata ---features

Functionality	Benefits
Accessibility	
Information Management	<ul style="list-style-type: none">- Decreased paperwork and filing.- Data accessibility and data accuracy.- Timely collection, analysis, and systematic distribution of information and report generation.- Improved Transparency
Reporting Accessibility, User-friendly System	<ul style="list-style-type: none">- Increased reporting functions and decreased amount of time for report generation.- Eliminates the need for continuous staff training.- Provides Menu Items to navigate through the system quickly to easily find links to important information.
Increased Productivity	<ul style="list-style-type: none">- User community satisfaction- User motivation- Ability to access data in a timely manner- Ability to make timely decisions due to increased reporting functions and improved data validation- Identifies the specific steps in bill processing- Supplements user knowledge



2.1 Responsible Organizations

Directorate of Primary Education and Directorate of Secondary Education of Maharashtra for smooth operational support
National Informatics Centre, Pune for Development Support
Red Hat Linux, India for critical OS support
Enterprise DB for database Support
SDC for Hardware suppliers & Network

2.2 System Name :

Sanch Manyata

2.3 System Category:

Major System

2.4 User Access Mode:

The users defined by the Education Department can access this module.

2.5 Operational Status:

Operational

2.6 System Environment:

Sanch Manyata is a web-based application. Any browser can be used to access the S/w.
Red Hat AS operating system;
apache,
PHP.
Database



2.7 Authorized Use Permission

Unauthorized usage of Sanch Manyata is not permitted. All users of Sanch Manyata are required to obtain a valid User ID and password to access the system. The SAG must assign and maintain the user account for Sanch Manyata users.

Unauthorized usage of the system and making unauthorized copies of data, software, reports, and documents, if applicable termed as **cyber crime** subject to punishments and jurisdiction for computer related crimes under Indian Penal Code, 1860 and departmental disciplinary action.

If waiver use or copy permissions need to be obtained, such permission can be taken from the higher officials.

2.9 Organization of the Manual

Kindly refer subpart **Responsible Organization** under section 1.1. The concern telephone number and e-mail addresses for the concerned parties can be obtained from Education Department, Pune.

If any operational problems like errors, warnings, malfunctioning operations kindly contact SAG at Central Location.



2.10 Acronyms and Abbreviations

Type of	Description
AS	Advance server
IE	Internet Explorer
NIC	National Informatics Center
PDF	Portable Document Format
SAG	System Administrator Group

2.11 Contingencies and Alternate Modes of Operation

- Offline Data entry



3 SYSTEM SUMMARY

System Configuration

To login in the system type the **school.maharashtra.gov.in/shala/** in the address bar of the browser.

The System Administrator Group will provide the username and password.

Note:

1. User should download the necessary software required to operate the application like the latest version of browser, acrobat reader for report viewing/printing, plug-in, necessary patches and fixes for the operating system.

1.1 User Access Levels

	Sanch manyata	Enter/ Update	View
School	NO	Yes	Yes
Cluster Officer	NO	Yes	Yes
Block Level Officer	NO	NO	Yes
Education officer Primary	Yes	NO	Yes
Education officer Secondary	Yes	NO	Yes
Education Inspector	Yes	NO	Yes
Regional Dy. Director	Yes (only higher Secondary)	Yes	Yes
Joint Director Primary	NO	NO	Yes
Joint Director Secondary	NO	NO	Yes
Joint Director Admin.	NO	NO	Yes
Director Primary	NO	NO	Yes
Director Secondary	NO	NO	yes
Commisioner	NO	NO	Yes



4 Functions

Type the following url in the address bar of the browser:

school.maharashtra.gov.in/shala/

Select the language as per your convenience

User can click on the PPT option to view a Power Point presentation of Sanch Manyata

The user will be prompted to select the module.

Select the module Sanch Manyata

Government of Maharashtra
School Education And Sports Department Mantralaya, Mumbai

SARVA SHIKSHA ABHIYAN
EDUCATION FOR ALL

सत्यमेव जयते

Change Language To: Marathi

SHALA-SCHOOL

SANCH MANYATA

OFF LINE DATA ENTRY

SHALA-STUDENT

PPT

Welcome to the Department of School Education and Sports, Government of Maharashtra

Key Persons

Shri Devendra Fadnavis
Hon'ble Chief Minister,
Maharashtra State

Shri. Vinod Tawde
Hon'ble Minister, School
Education & Sports
Department

Shrimati. Ashwini Bhide
(I.A.S.)
Secretary, School
Education & Sports
Department

Shri. S. Chockalingam
(I.A.S.)
Commissioner, School



4.1 Login

User will enter the UDISE code of his school in the user id field. The initial password will be entered as given by cluster officer

Enter User ID, Password, Enter Captcha and click on **Login** button

After login to the system the user has to register by entering his name and mobile no. Change of Password is compulsory on first login.

After change of password on first login the user has to login using his new password.

Access to the system is not possible without the password so remember your password.



Data entry will be done by schools

4.2.1 Basic Information

Basic Information		Update	Finalize
Name of school*	MAHATMA FULE V.SUGAON BUK		
School Management*	Private (Education Dept.)		
Management details*	Private Aided		
School category*	Pr. Up Pr. and Secondary Only		
Lowest Class*	5		
Highest Class*	10		
1) Boys 2) Girls 3) Co Ed*	<input type="radio"/> Boys <input type="radio"/> Girls <input checked="" type="radio"/> Co Ed		
Shifts*	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Existing Teaching rooms I-V*	2		
Existing Teaching rooms VI-VIII*	1		
Existing Teaching rooms IX*			
Existing Teaching rooms X*			
Existing Teaching rooms XI*			
Existing Teaching rooms XII*			
Night School*	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this a Minority school*	<input type="radio"/> NA <input type="radio"/> Religious <input type="radio"/> Linguistic		
Type of minority	--Select Option--		
	Elementary	Secondary	Higher Secondary
Medium 1*	--Select Option--	--Select Option--	
Medium 2*	--Select Option--	--Select Option--	
Medium 3*	--Select Option--	--Select Option--	
Medium 4*	--Select Option--	--Select Option--	



The information already entered in the system will be flashed on the screen. This information is as it was entered from the UDISE form filled by you. In case you see any discrepancy please correct it.

Save the data by clicking on the update button after entering all the information and doing the changes wherever required.

Click on Finalize button only after you are sure you have entered complete and correct information.

No change can be done to the data after you click on the Finalize button.



4.2.2 School Address

Home School Information Student Details Sanctioned Teaching Staff Sanctioned Non Teaching Staff Working Teaching Staff Working Non Teaching Staff X-XII Workload Details Reports

U-DISE CODE : 27251401205 School Name : HUTATMA RAJGURU HIGHSCH BOY'S Academic Year :2014-15 Last Login : 2015-01-25 11:44:01 Last Login IP : 10.153.7.140 Progress Bar Change Password Logout

Address Data is finalized!

Address

Distinct* PUNE

Block* BHOR

Village/Ward* WARVAND

Landmark* Pandavnagar, Pune

Pincode* 411015

Name of Sanstha* Rajot Shikshan Sanstha, Satara

Name of Head Master* Jadhav Chandrakant Sepan

Create new gmail id Create new yahoo mail id

Create new rediff mail id

	STD Code	Phone No.	Mobile No.	email id.
School				* vsena.patil@nic.in
Head Master			* 9881493611	* vsena.patil@nic.in

The information already entered in the system will be flashed on the screen. This information is as it was entered from the UDISE form filled by you. In case you see any discrepancy please correct it.

Save the data by clicking on the update button after entering all the information and doing the changes wherever required.

User will enter Landmark of the school.

Name of Sanstha is compulsory for Private Aided schools only.

User will enter name of Sanstha wherever applicable.

User will enter the name of Head master or Acting Head master whichever is applicable.

User will enter the contact details of landline phone no, mobile no, email id.

Click on Finalize button only after you are sure you have entered complete and correct information.

No change can be done to the data after you click on the Finalize button.



Student Details
Standard I – VIII

No of student totals in class I,II,III,IV,V,VI,VII,VIII as per enrollment register as on 30th September of current academic year.

The facility to enter data will be activated depending on the low class and high class of the school. The total no of students (of all management type) in the class has to be entered.

The user will save the screen and finalize to submit to the cluster head for further processing.

The Total enrolment of I- V and VI – VIII will be displayed.

Student Details I-VIII

Update

Finalize

NO OF STUDENTS as on 30 September 2014	
I*	<input type="text"/>
II*	<input type="text"/>
III*	<input type="text"/>
IV*	<input type="text"/>
V*	<input type="text"/>
VI*	<input type="text"/>
VII*	<input type="text"/>
VIII*	<input type="text"/>



Standard IX X

Data of IX and X standard to be entered for the following fields
 No of divisions for IX and X standard for previous year (2013-14),
 No of Students for IX and X standard for previous year (2013-14),
 No of Students for IX and X standard for this year as on 30th September 2014

Enter the information Aid wise

- Aided (for all local body schools and Private Aided schools)
- Partially aided (for all Partially Aided schools or partially aided divisions of Private Aided schools)
- Unaided (for all Unaided schools or Unaided divisions of Private Aided or Partially Aided schools)
- Permanent Unaided (for all Permanent Unaided schools or Permanent Unaided divisions of Private Aided or Partially Aided or Unaided schools or local body aided school)
- Self financed (for all Self Financed schools or Self Financed divisions of Private Aided or Partially Aided or Unaided schools or local body schools)

The user will click on update button and to save the data
 The user will click on finalize button after verification to submit to the cluster head for further processing.

Student Details IX-X						
	IX Divisions Previous year(2013-14)	IX No of Students Previous Year (2013-14)	IX No of Students Current Year(30-09-2014)	X Divisions Previous Year (2013-14)	X No of Students Previous Year(2013-14)	X No of Students Current Year(30-09-2014)
Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Partially Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UnAided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent UnAided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Self Financed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0	0	0	0



Sanctioned teachers for standard I – X

Data of previous academic year calculated by our Software implemented last year will be displayed.

This data will not be displayed for the local body schools having standard I to VIII. It will only be displayed for Private schools and Local Body schools having IX and X Standard)

Changes if any will be done by the school which will be later verified by the Cluster officer/ Block Officer/Education Officer.

The user will save the screen and finalize to submit to the cluster head for further processing.

Sanctioned Teaching Staff 2013-14

Update

Finalize

	Aided	Partially Aided	UnAided	Permanent Unaided	Self Financed	Total
Headmaster	0	0	0	0	0	0
Assistant Headmaster	0	0	0	0	0	0
Supervisor	0	0	0	0	0	0
Graduate Teacher std(9-10)	0	0	0	0	0	0
Graduate Teacher std(6-8)	0	0	0	0	0	0
Under Graduate Teacher std(1-4/5)	0	0	0	0	0	0
Special Teacher(Arts)	0	0	0	0	0	0
Special Teacher(Music+Vajali)	0	0	0	0	0	0
Special Teacher(Physical Education)	0	0	0	0	0	0
Part time teacher	0	0	0	0	0	0
Special Craft	0	0	0	0	0	0
Farming Teacher	0	0	0	0	0	0
Farming Assistant	0	0	0	0	0	0
Typing Instructor	0	0	0	0	0	0
Commandant	0	0	0	0	0	0
Computer Instructor	0	0	0	0	0	0
Education Instructor	0	0	0	0	0	0



Sanctioned non teaching staff for standard I – X

Data of previous academic year calculated by our Software implemented last year will be displayed.

This data will not be displayed for the local body schools having standard I to VIII. It will only be displayed for Private schools and Local Body schools having IX and X Standard)

Changes if any will be done by the school which will be later verified by the Cluster officer/ Block Officer/Education Officer.

The user will save the screen and finalize to submit to the cluster head for further processing.

Sanctioned Non Teaching Staff 2013-14 Update Finalize

	Aided	Partially Aided	UnAided	Permanent Unaided	Self Financed	Total
Superintendent						
Head Clerk						
Senior Clerk	1					1
Junior Clerk	1					1
Lab Assistant	1					1
Librarian(Full Time)	1					1
Librarian(Part Time)						
Class IV Employee	3					3



Working teachers for standard I – X (For all Schools)

Data of previous academic year entered in our Software implemented last year will be displayed.

Changes if any will be done by the school which will be later verified by the Cluster officer/ Block Officer/Education Officer.

The user will save the screen and finalize to submit to the cluster head for further processing.

Working Teaching Staff 2013-14

Update

Finalize

	Aided	Partially Aided	UnAided	Permanent Unaided	Self Financed	Total
Headmaster ¹	0	0	0	0	0	0
Assistant Headmaster ²	0	0	0	0	0	0
Supervisor ³	0	0	0	0	0	0
Graduate Teacher std(9-10) ⁴	0	0	0	0	0	0
Graduate Teacher std(6-8) ⁵	0	0	0	0	0	0
Under Graduate Teacher std(1-4/5) ⁶	0	0	0	0	0	0
Special Teacher(Arts) ⁷	0	0	0	0	0	0
Special Teacher(Music+tabalji) ⁸	0	0	0	0	0	0
Special Teacher(Physical Education) ⁹	0	0	0	0	0	0
Part time teacher ¹⁰	0	0	0	0	0	0
Special Craft ¹¹	0	0	0	0	0	0
Farming Teacher ¹²	0	0	0	0	0	0
Farming Assistant ¹³	0	0	0	0	0	0
Typing Instructor ¹⁴	0	0	0	0	0	0
Commandant ¹⁵	0	0	0	0	0	0
Computer Instructor ¹⁶						
Education Instructor ¹⁷						
Part time Instructor ¹⁸						



Working non teaching for standard I – X (For all Schools)

Data of previous academic year will be displayed.

Changes if any will be updated by the school and verified by the Cluster officer/ Block Officer/Education Officer.

School Education Department, GOM

Setting
Progress Bar

Home	School Information	Student Details	Sanctioned Teaching Staff	Sanctioned Non Teaching Staff	Working Teaching Staff	Working Non Teaching Staff	XI-XII	Workload Details	Reports
------	--------------------	-----------------	---------------------------	-------------------------------	------------------------	----------------------------	--------	------------------	---------

U-DISE CODE : 272614010209 School Name : HJTATMA RAJGURU HIGHSCH BOYS Academic Year :2014-15 Last Login Date Time : 2014-12-20 11:42:15 Last Login IP : 10.153.7.140

Working Non Teaching Staff as on 1st January 2015 Data is finalized.

	Aided	Partially Aided	UnAided	Permanent UnAided	Self Financed	Total
Superintendent						
Head Clerk						
Senior Clerk						
Junior Clerk	1					1
Lab Assistant						
Librarian(Full Time)	1					1
Librarian(Part Time)						
Class IV Employee	5					5



XI- XII

Medium wise

Aid wise(100%Aided, 80%aided, 60%aided, 40%aided, 20%aided, Unaided, Permanent Unaided, Self financed) data of

Stream wise (Arts, Science, Commerce, composite) will be captured for XI and XII standard of no of division, no of girls and no of boys. No of Girls and No of boys field will be enabled after user enters the no of divisions for the particular aid type.

Class Details XI-XII as on 30th September-2014 Update Finalize

Medium* --Select Option--

	Arts XI	Science XI	Commerce XI	Composite XI	Arts XII	Science XII	Commerce XII	Composite XII	Total XI	Total XII
100% Aided Division	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100% Aided No Of Girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100% Aided No Of Boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
80% Aided Division	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
80% Aided No Of Girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
80% Aided No Of Boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60% Aided Division	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60% Aided No Of Girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60% Aided No Of Boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40% Aided Division	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40% Aided No Of Girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40% Aided No Of Boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20% Aided Division	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



XI- XII

Subject wise medium wise stream wise

Data of students as on 30th September 2014

Aid wise(100%Aided, 80%aided, 60%aided, 40%aided, 20%aided, Unaided, Permanent Unaided, Self financed) data of stream wise (Arts, Science, Commerce, composite) will be captured for XI and XII no of Students.

User will first select medium then user will select subject and then enter data of no of students' stream wise.

Subject wise medium wise streams wise students as on 30th September 2014 Update Print

Medium* English

Subject* --Select Option--

	Arts XI	Science XI	Commerce XI	Composite XI	Arts XII	Science XII	Commerce XII	Composite XII	Total XI	Total XII
100% Aided No Of Students										
80% Aided No Of Students										
60% Aided No Of Students										
40% Aided No Of Students										
20% Aided No Of Students										
UnAided No Of Students										
Permanent UnAided No Of Students										
Self Financed No Of Students										
Total No Of Students										



XI- XII
Sanctioned and working teaching staff

User will enter the details of sanctioned and working teaching staff

User will select the Stream

User will select the Subject

User will enter the aid wise data of sanctioned Full time post as on 2013-14

User will enter the aid wise data of sanctioned Part time post as on 2013-14

User will enter the aid wise data of sanctioned CHB post as on 2013-14

User will enter the aid wise data of working Full time post as on 1st January 2015

User will enter the aid wise data of working Part time post as on 1st January 2015

User will enter the aid wise data of working CHB post as on 1st January 2015

User will enter the aid wise data of Proposed Full time post of 2011-12

User will enter the aid wise data of Proposed Part time post as on 2011-12

User will enter the aid wise data of Proposed Full time post of 2012-13

User will enter the aid wise data of Proposed Part time post as on 2012-13

User will enter the aid wise data of Proposed Full time post of 2013-14

User will enter the aid wise data of Proposed Part time post as on 2013-14

School Education Department, GOM

Setting
Progress Bar

Home School Information Student Details Sanctioned Teaching Staff Sanctioned Non Teaching Staff Working Teaching Staff Working Non Teaching Staff XI-XII Workload Details Reports

U:0ISE CODE : 27020201804 School Name : SHIVAJI V.P.M. HIGH SCHOOL Academic Year :2014-15 Last Login Date Time : Last Login IP :

Sanctioned and Working XI-XII (Teaching) Update Finalize

Stream*

Subject*

	Full time post 2013-14	Part time post 2013-14	CHB post 2013-14	Working Full time post as on 01/01/2015	Working Part time post as on 01/01/2015	Working CHB post as on 01/01/2015	Proposed full time post 2011-12	Proposed part time post 2011-12	Proposed full time post 2012-13	Proposed part time post 2012-13	Proposed full time post 2013-14	Proposed part time post 2013-14
100% Aided												
80% Aided												
60% Aided												
40% Aided												
20% Aided												
UnAided												
Permanent UnAided												
Self Financed												
Total Sanctioned post												

Copyright © School Education and Sports Department. Designed and Developed by NIC, Pune



XI- XII

Sanctioned and working non teaching staff

User will enter the details of sanctioned and working non teaching staff

User will enter data here only if science stream is available

User will enter the aid wise data of sanctioned Lab Assittant 2013-14

User will enter the aid wise data of sanctioned Lab Attendant 2013-14

User will enter the aid wise data of working Lab Assistant as on 01/01/2015

User will enter the aid wise data of working Lab Attendant as on 01/01/2015

Sanctioned and Working XI-XII (Non Teaching)				
	Lab Assit. 2013-14	Lab Attendant 2013-14	Working Lab Assit. as on 01/01/2015	Working Lab Attendant on 01/01/2015
100% Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
80% Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60% Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40% Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20% Aided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UnAided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent UnAided				
Self Financed				
Total Sanctioned post				



XI- XII

Subject wise Teachers sanctioned 13-14

User will enter this information of previous year for the management to understand the clubbing of the workload.

User will select the main subject and the aid provided

In row 1.

The user will enter the total workload in hours and minutes

The main subject will be flashed in row one

User will enter the workload assigned in hours and minutes

The Total workload assigned for the subject selected will be displayed

And the remaining workload for the subject will be displayed

In row 2.

The user will enter the total workload in hours and minutes of second subject the same staff is going to take

User will select the second subject that is to be taken by the staff taking the main subject

User will enter the workload assigned in hours and minutes of the second subject

The Total workload assigned for the second subject selected will be displayed

And the remaining workload for the second subject will be displayed

In row 3.

The user will enter the total workload in hours and minutes of third subject the same staff is going to take

User will select the third subject that is to be taken by the staff taking the main subject

User will enter the workload assigned in hours and minutes of the third subject

The Total workload assigned for the third subject selected will be displayed

And the remaining workload for the third subject will be displayed

Subject wise Teachers sanctioned 13-14 Update Finalize

Subject:

Aided: 100% 80% 60% 40% 20% Unaided Permanent unaided

	Total Workload hours.	Total Workload minutes	Subject	Workload assigned hours.	Workload assigned minutes	Total Workload assigned hours.	Total Workload assigned minutes	Workload remaining hours.	Workload remaining minutes
1.	<input type="text"/>	<input type="text"/>	--Select Option--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	--Select Option--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	--Select Option--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



XI- XII
Workload Details

Home	School Information	Student Details	Sanctioned Teaching Staff	Sanctioned Non Teaching Staff	Working Teaching Staff	Working Non Teaching Staff	XI-XII	Workload Details	Reports
U-DISE CODE : 27251401206 School Name : RUTATIYA RAJGURU HIGHSCH BOYS Academic Year :2014-15 Last Login : 2015-01-25 12:20:09 Last Login IP : 10.153.7.140							Progress Bar Change Password Logout		
Workload Details								<input type="button" value="Update"/>	<input type="button" value="Finalize"/>
Workload taken by HM for Higher Secondary					<input type="text"/>				
Workload taken by AHM for Higher Secondary					<input type="text"/>				
Workload taken by Supervisor for Higher Secondary					<input type="text"/>				
Workload taken by Secondary Teacher of Higher Secondary					<input type="text"/>				
Workload taken by Higher Secondary Teacher of Secondary					<input type="text"/>				
Senior college attached junior college*					<input type="radio"/> Yes <input checked="" type="radio"/> No				
Head Master for independent Higher Secondary (Sanctioned)*					<input type="radio"/> Yes <input type="radio"/> No				
Assistant Head Master for Higher Secondary (Sanctioned)*					<input type="radio"/> Yes <input type="radio"/> No				
Supervisor for Higher Secondary(Sanctioned)*					<input type="radio"/> Yes <input type="radio"/> No				
Clerk for independent Higher Secondary(Sanctioned)*					<input type="radio"/> Yes <input type="radio"/> No				
Class IV for independent Higher Secondary(Sanctioned)*					<input type="radio"/> Yes <input type="radio"/> No				
Head Master's subject for independent Higher Secondary(Working)*									
Assistant Head Master's subject for Higher Secondary(Working)*									
Supervisor's subject for Higher Secondary(Working)*									
Clerk for independent Higher Secondary(Working)*					<input type="radio"/> Yes <input type="radio"/> No				
Class IV for independent Higher Secondary(Working)*					<input type="radio"/> Yes <input type="radio"/> No				



4.3 Change Password

Description- A password can contain any combination of letters, numerals, spaces, and symbols. Passwords are case-sensitive, so if you vary the capitalization when you assign the password, user must type the same capitalization when you enter the password. To change password frequently is good for security reasons. Change Password option is mainly used to change the existing password.

First user has to enter a new password and reenter to verify it again.

Process

- Select **Change Password** Option from the Setting option
- The system displays Change Password screen for user interaction
- Enter your new password in the **new password** field
- Again enter your new password in **confirm password** field
- Enter the captcha as shown in the image
- Select **Update**

Note: If both new password and confirm password matches then only the original password is replaced by the new password else the old password remains the same.





5 Reports

Sanch manyata reports will be generated by the

Education Officer Primary – for Elementary schools
Education Officer Secondary – for Secondary schools
Deputy Director for Higher Secondary schools.



6. Progress Bar

Click on icon below the setting button to view the progress of the data entry done.

The user will get a scroll bar showing the % of work completed and a list of screens showing which screen is saved and which screen is finalized.

Sr. No	Screen Name	Saved Status	Finalized Status
1	Basic Information	Pending	Pending
2	Address	Pending	Pending
3	Student Details I-VIII as on 30th September-2014	Pending	Pending
4	Student Details IX-X	Pending	Pending
5	Sanctioned Teaching Staff 2013-14	Pending	Pending
6	Sanctioned Non Teaching Staff 2013-14	Pending	Pending
7	Working Teaching Staff as on 1st January 2015	Pending	Pending
8	Working Non Teaching Staff as on 1st January 2015	Pending	Pending

Progress can be alternately monitored with the change in color of the menu item which is saved and finalized.



Exit System

Once the user completes his work or wants to close the system. Use the [Logout] button as shown in following screen. This will require login again if he wants to restart his work.

It is always advisable to close the system if the user wants to move away from the system, this will avoid any misuse of the system by any other unauthorized





Frequently Asked Questions (FAQ) :

If management is shown as unknown then select the proper management type from the drop down.



Annexure – A

Sample data and its description



Annexure – SMS

Elementary school(1-8)

1. SC27171000165, SC = school code - 11 digit udise code
2. MT16, MT - management Type for cross validation
3. LC1, LC lowest class
4. HC8, HC highest class
5. PR0000, 1-5 no of students
6. UP0000, 6-8 no of students
7. CRP00, Total classrooms Primary,
8. CRU00, Total classrooms Upper Primary,
9. SHY/N, Shift Y/N
10. WH0, WH O/1 Working headmaster
11. WN5, WN Working NON graduate teachers
12. WG0 WG Working graduate teachers

Sample

SMGTS

SC2717100165,MT16,LC1,HC8,PR100,UP200,CRP05,CRU05,SHN,WH1,WN5,WG5

Primary school (1-4/5)

1. SC27171000165, SC = school code - 11 digit udise code
2. MT16, MT - management Type for cross validation
3. LC1, LC lowest class
4. HC4, HC highest class
5. PR0000, 1-5 no of students
6. CRP00, Total classrooms Primary,,
7. SHY/N, Shift Y/N
8. WH0, WH O/1 Working headmaster
9. WN5, WN Working NON graduate teachers

Sample

SMGTS SC2717100165,MT16,LC1,HC8,PR100,CRP10,SHN,WH1,WN5



Upper Primary school (6-8)

1. SC27171000165, SC = school code - 11 digit udise code
2. MT16, MT - management Type for cross validation
3. LC1, LC lowest class
4. HC4, HC highest class
5. UP0000, 6-8 no of students
6. CRU00, Total classrooms Upper Primary,
7. SHY/N, Shift Y/N
8. WH0, WH O/1 Working headmaster
9. WG0 WG Working graduate teachers

Sample

SMGTS SC2717100165,MT16,LC1,HC8,UP200,CRU10,SHN,WH1,WG5



Error Codes :

Error no.	Error Description