

**Revised Calendar/Schedule for implementation of UDISE Activities 2015-16**

S.N.	Activities	Time Line	Responsibility	Remarks
1	2	3	4	5
1	Meeting of HSSPP, DSE & DEE officials to finalize the UDISE DCF 2015-16	14 <sup>th</sup> August 2015	State MIS & Planning Branch	State Level variables for UDISE DCF 2015-16 has been finalized.
2	Finalization of UDISE 2015-16 DCF and will be provided to districts	By 21 <sup>st</sup> August	State MIS & Planning Branch	UDISE DCF 2015-16 alongwith help module has been finalized and has already been sent to the districts
3	Training of District Level MIS Staff on UDISE DCF 2015-16	8 <sup>th</sup> Sept	State MIS & Planning Branch	Training has already been organized for district level MIS staff on UDISE DCF.
4	Training for Block Level Master Trainers	15 <sup>th</sup> to 18 <sup>th</sup> Sept	State MIS & Planning Branch	3 MT from each block has been trained by organizing division wise training. MTs will provide the training to School Heads & ABRCs and also check the filled-in DCFs
4	To provide the UDISE 2015-16 software to districts for printing of UDISE DCF	21 <sup>st</sup> Sept	State MIS & NUEPA	Software has been finalized for DCF printing and has been provided to districts.
6	Printing of UDISE DCFs from Printing press as well as Software at district level	Upto 24 <sup>th</sup> Sept	District MIS	The UDISE DCF 1st Part will be printed from software and 2nd part of DCF and help module will be got printed from printing press at district level.
7	Video conference on UDISE implementation of DEO, DEEOs, DPCs, BEOs & BEEOs	24 <sup>th</sup> to 30 <sup>th</sup> Sept	State MIS & Planning Branch	For UDISE data collections and implementation of activities.
8	Training of Schools Heads at Block level by Master Trainers and Distribution of DCFs to Schools.	29 <sup>th</sup> & 30 <sup>th</sup> Sept	BRC-cum-BEEO	Training will be imparted to all school heads at block level by Master Trainers on fixed date. The UDISE DCFs will also be distributed to all school during training. Training will be provided to SIMs, BRPs & ABRCs on UDISE DCFs.
9	Filling of UDISE DCFs by School Heads <b>(Reference date 30 September, 2015)</b>	Upto 10 <sup>th</sup> Oct	School heads	Every school will fill the UDISE DCF 2015-16 during this period as per record and physical facilities available in school.
10	DCFs checking at CRCs Level by Cluster Head/ABRC	Upto 12 <sup>th</sup> Oct	CRC and School Heads	Cluster Incharge or ABRC will check 100% UDISE DCFs of their respective clusters. It will be the duty of school head to contact the cluster head/ABRC for checking of UDISE DCF before submission.

## Annexure-‘B’

11	Technical Workshop of District & Block level MIS Staff on UDISE technical issues	Upto 12 <sup>th</sup> Oct		State MIS as per finalization of software by NUEPA as per requirement
12	Submission, checking, Data Entry of DCFs and Printing of School Report Cards (SRC) at Block Level simultaneously in presence of school head/teacher:  <u>Schedule:</u> All Schools	12 <sup>th</sup> to 29 <sup>th</sup> Oct	BRC and School Heads	<p><b>Process:</b></p> <p>1. School Head/teacher will come at Block Level alongwith required school record and filled-in UDISE DCF for checking and submission of UDISE DCF.</p> <p>2. Block Level Quality Control Team will check the DCFs with records in the presence of school head/respondent.</p> <p>3. After checking, Data Entry Operator will feed the UDISE DCF in software in the presence of school head/respondent.</p> <p>4. After feeding of DCF in software, two copies of School Report Card (SRC) will be printed.</p> <p>5. After correction in the SRC, the one copy of SRC will be handed over to school head/respondent and second copy of SRC having signature of school head/respondent will be kept by at block level for record.</p>
13	Physical verification of schools by DEOs, DEEOs, DPCs and BEOs & BEEOs. (one school from each block by every DEO, DEEO & DPC and 10% Govt. schools by concerned BEEO & BEO each)	12 <sup>th</sup> - 29 <sup>th</sup> Oct	District Administration	10% DCFs will be checked by district level officers and 20% DCFs will be checked by block level officers in total.
14	After Physical verification, submission of compiled report in the given format at State Level by DEOs, DEEOs & DPCs	By 31 <sup>st</sup> Oct	District Administration	
15	Finalization of UDISE data at Block Level (After consistency checking & verification of data)	Upto 31 <sup>st</sup> Oct	BRC Level MIS	
16	Merging, Inconsistency Checking and Removal of Errors/Inconsistency at District Level.	1 <sup>st</sup> -10 <sup>th</sup> Nov	District MIS	
17	Submission of UDISE Data by Districts at State Level	11 <sup>th</sup> Nov	District MIS	
18	Merging of all districts, consistency checking and Data Validation & Corrections, if any, by State Team	11 <sup>th</sup> - 20 <sup>rd</sup> Nov	State / District MIS Coordinator	

## Annexure-‘B’

19	Sharing of UDISE Report with Districts before submission of data at National level.	21 <sup>th</sup> -25 <sup>th</sup> Nov	State MIS Coordinator + District MIS Coordinator	The activities to achieve the said objectives may include: Compilation, Report Generation & Sharing of Reports with District officials
	Final data sharing of data with SPD & District MIS in-charges	26 <sup>th</sup> -30 <sup>st</sup> Nov		
20	<b>Submission of Consistent data to MHRD, NUEPA</b>	<b>By 15<sup>th</sup> Dec.</b>	<b>State MIS Coordinator</b>	
21	Printing of Schools Report Cards at Block Level from <a href="http://www.schoolreportcards.in">www.schoolreportcards.in</a> as per final data submitted to NUEPA and Sharing of the same with Schools	By 31 <sup>st</sup> Dec	District & Block MIS Team	After submission of final data at National Level, the final school report card will be printed by block MIS staff from NUEPA website i.e. <a href="http://www.schoolreportcards.in">www.schoolreportcards.in</a> and will be shared with schools
22	Data Analysis at District level (Block and Cluster wise)	By 20 <sup>th</sup> January	District MIS Coordinator	
23	Publication of Time Series Reports and Analytical Report (Block and Cluster wise)	By 31 <sup>th</sup> January	District MIS Coordinator	
24	Data Analysis by State (Districts and Blocks wise)	By 31 <sup>th</sup> January	State MIS Coordinator	
25	Publication of Time Series Reports and Analytical Report by State level	20 <sup>th</sup> February	State MIS Coordinator	
26	Sharing of Data at all levels	21 <sup>st</sup> to 28 February	State, District MIS Coordinator, BRC & CRC Coordinators	