



## ODISHA PRIMARY EDUCATION PROGRAMME AUTHORITY

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

Ph. No. 0674-2395325, Fax- 06742392721, e-Mail : opepaedu@yahoo.co.in

Letter No. 8491 / MIS / 2012

Dated: 13 Sept., 2012

KRISHNA GOPAL MOHAPATRA, IAS  
STATE PROJECT DIRECTOR

To.

The State Project Director, RMSA  
The Director, Secondary Education  
The Director, Elementary Education

Sub: Modalities for implementation of U-DISE.

Sir,

With reference to the subject cited above, the approved proceeding of the meeting held on 07.09.2012 carrying the modalities for implementing Unified DISE (U-DISE) for both Elementary and Secondary Schools of Odisha is enclosed here for your kind reference. As directed by the Commissioner-cum-Secretary, S&ME Department in concerned file, different activities as mentioned in the said proceeding may be jointly monitored from SSA & RMSA for successful completion of the data collection and compilation. Support from your field functionaries may be extended for the successful completion of the U-DISE activity in time.

Enclosure : Proceeding of the meeting.

Memo. No. 8492

Copy forwarded to all the Collector-cum-Chairperson, SSA/RMSA for kind information and necessary action.

Yours faithfully,  
  
State Project Director

Dated 13/09/12

State Project Director

Memo. No. 8493

Copy forwarded to all the District Project Coordinator, SSA/RMSA for kind information and necessary action. They are requested to extend a copy of this letter with proceeding to all the DEOs/DI of Schools for their information.

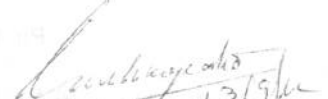
Dated 13/09/12

State Project Director

Memo. No. 8494

Dated 13/09/12

Copy forwarded to Dr. Arun C. Mehta, Professor & Head, Department of EMIS, NUEPA, New Delhi for information and necessary action.

  
State Project Director

Memo. No. 8495

Dated 13/09/12

Copy forwarded to Shri Shalender Sharma, Chief Consultant (MIS), TSG, RTE-SSA, New Delhi, for information and necessary action.

  
State Project Director

## PROCEEDINGS OF THE MEETING HELD ON 07.09.2012 TO FINALISE THE MODALITIES OF IMPLEMENTING UNIFIED DISE IN THE STATE OF ODISHA

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As per the direction of the Commissioner-cum-Secretary, S&ME Dept. in the file M(UDS)-292/2010 named "Unified Data System through DISE", a meeting was held on 07.09.2012 in the office chamber of the State Project Director, OPEPA under his Chairmanship to finalize the modalities of implementing U-DISE in the State of Odisha from 2012-13 and the following officials were present in the meeting.

1. Shri Narayan Chandra Jena, State Project Director, OMSM
2. Shri Sukadev Das, Director, Elementary Education
3. Shri Hrudaya Ranjan Satpathy, Additional Director (Planning), OPEPA
4. Shri Kedarnath Acharya, Deputy Director (Sc.), Secondary Education
5. Mrs. Manaswini Dash, Deputy Director, Elementary Education
6. Mrs. Supriya Mallik, Deputy Director, Elementary Education
7. Shri Pravat Kumar Mishra, Assistant Director (MIS), OPEPA

Other officers who attended the meeting are as follows.

1. Mrs. Smita Mohanty, Programmer, OPEPA
2. Shri Bibhuti Bhusan Dash, Programmer, OMSM
3. Mrs. Juthika Acharya, Programmer, OPEPA

Assistant Director, MIS, OPEPA appraised the members regarding the existing data collection procedure for DISE for SSA & SEMIS for RMSA separately and the proposed procedure for data collection through U-DISE for the year 2012-13. The following points emerged during the meeting.

1. MIS for SSA and RMSA should be one unit even though the information will be used for different directorates. There must be one Data Collection Format to collect the annual information from Primary to Secondary Schools and analysis may be made on the type of requirements related to SSA & RMSA separately.
2. The U-DISE format prescribed by NUEPA along with the software should be used from 2012-13 for data collection and compilation both for Elementary Schools and Secondary Schools simultaneously.
3. The existing manpower of DPCs & DEOs and infrastructure of SSA from State to Block level are to be utilized for timely completion of data collection and data entry.
4. As the SEMIS data for 2011-12 has been collected but not yet computerized by OMSM, the database of SEMIS 2010-11 with Secondary School list for 2011-12 will be provided to OPEPA by OMSM on 10<sup>th</sup> September, 2012.



5. Programmer, OMSM will consult Deputy Director (Sc.), Secondary Education for finalization of additional variables in U-DISE format and additional information sheet to be collected with U-DISE for Secondary Schools and submit to OPEPA by 12<sup>th</sup> September, 2012 for integration to the U-DISE Software.
6. OPEPA will ask the District Programmers to come to State office on 14<sup>th</sup> & 15<sup>th</sup> September for technical training on mapping of Secondary Schools into U-DISE database along with existing information in DISE & SEMIS. After integration, they will receive the U-DISE database and the Software for use at their DPOs.
7. All the DPCs, DEOs, DI of Schools and Programmers are to be trained by OPEPA & OMSM jointly at State level on 17<sup>th</sup> & 18<sup>th</sup> September on the data collection procedure through U-DISE Data Collection Formats (DCFs).
8. At District level, the DCFs will be printed from U-DISE Software by SSA using their MFDs and required consumables will be used by DPOs.
9. BRCCs and Nodal Secondary School HMs will be declared as Block Nodal Officers for U-DISE for Elementary & Secondary level respectively. BRCCs will confirm the data collection from Elementary Schools in time through the CRCCs, who will be Cluster Nodal officer for U-DISE. Similarly Nodal Secondary School HM will ensure the data collection from all Secondary Schools in the concerned Block through the respective HMs. A list of Block Nodal Officers with contact mobile nos. will be prepared by DPOs in consultation with the DEOs and be submitted to the State Project Office, OPEPA & OMSM for record.
10. At District level orientation and training to the Block Nodal Officers will be provided by DPOs on U-DISE formats and the formats for respective schools will be handed over to them.
11. At each BRC level, the Block level training to CRCCs & Secondary School HMs will be provided on U-DISE formats. CRCCs will receive the set of DCFs for the Elementary Schools in their cluster and Secondary School HMs will be provided with their own DCFs.
12. All the preliminary works including DCF printing, State & District level trainings, Block level training and DCF distribution etc. must be completed by 30<sup>th</sup> September, 2012.
13. The first week of October, i.e., 1<sup>st</sup> October to 6<sup>th</sup> October will be declared as **U-DISE data collection week**. On the 1<sup>st</sup> day of October, the SMC/SMDC meeting will be conducted by the School HMs to discuss on the U-DISE format and to start the data filling using the Teachers in consultation to the SMC members. On 6<sup>th</sup> day of October, another SMC/SMDC meeting will be held at School to verify and certify the data filled in the DCFs before submission.

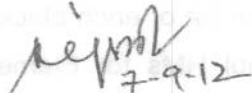
14. It must be ensured by the Block Nodal Officers that the U-DISE formats are supplied to all the Elementary & Secondary Schools in their Blocks, whether running under SME Dept., ST/SC Edu. Dept., Aided, Un-Aided, Recognised, Un-recognized, Permitted or Non-Permitted to provide the information. Not a single school should be left out and in case any school was not identified earlier, must be added to the school list with its management and category. 100% coverage of Schools must be ensured and certified by Block Nodal Officers.
15. All the private Schools must be directed by the DPCs and DEOs to provide the information using U-DISE formats through the Nodal Officers.
16. Each District must come out with publications in local news papers during the period of U-DISE collection and for cooperation of SMCs/SMDCs/School Teachers in providing right information.
17. In between the data collection period, the Block Nodal Officers will make 20% sample checking of the data at School level. Necessary mobility provision will be made for them for field visit.
18. CRCs will make 100% data verification at School point before acceptance of the DCFs from the Elementary Schools and submission to BRCCs. In Secondary Schools, the School HM will verify the authenticity of data before submission to the Nodal School HM appointed as Block Nodal Officer.
19. All the filled-in formats with reference to the school list of each block to be collected and verified by the BRCCs/ Nodal Secondary School HMs for Elementary & Secondary Schools at Block Point and submitted to the Block Programmer-cum-Planning Coordinator, SSA for computerization by 12<sup>th</sup> October, 2012.
20. The Programmer, DPO, SSA will remain as the in-charge for U-DISE data computerization through Block Programmers. However, it is the decision of the DPC to make centralized data entry at DPO level using Block Programmers & Data Entry Operators or to decentralize it to each BRC level. In any case, DPOs must plan to complete the data entry by 20<sup>th</sup> November, 2012 positively.
21. During the data entry, Programmer, SSA should be supported by the Block Nodal Officers for error corrections and consistency checking to make the data authentic. After the data entered, consistency checked and reports generated using U-DISE Software, the Block Nodal Officers & Block Programmers will provide a joint certificate towards 100% Coverage and authenticity of the data for concerned Block and submit the database to District Programmer, SSA for consolidation.

22. At DPO level, the data will be consolidated and further verified for coverage & authenticity. With final certification by Programmer of DPO, DPC & DEO, the outcomes will be submitted to the Collector-cum-Chairperson, SSA for approval and countersignature on the certificate.
23. The approved database along with certificate will be submitted by the DPCs to the SPD, SSA by 30<sup>th</sup> November, 2012.
24. The State consolidation, verification & compilation of U-DISE data will be done at State MIS unit, SSA during the month of December, 2012 for sharing of the information with OPEPA, OMSM, DEE & DSE for final acceptance.
25. The financial provision as provided in the budget of SSA and RMSA will be used at State and District level for the work.

The meeting ended with vote of thanks to the Chair and the members.

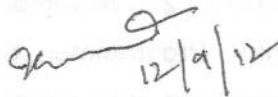
  
(Director, EE)

  
(Deputy Director (Sc.), DSE)

  
(SPD, OMSM)

  
(SPD, OPEPA)

Approved.

  
12/9/12

(Commissioner-cum-Secretary, S&ME Department)