

State / District / Block level flow chart of U-DISE and Aadhar DISE Time line

| क्र.सं. | Name of Activity | Responsible Authority | Date of Starting activity | Date of completion of Activity |
|---------|--|---------------------------------|---------------------------|--------------------------------|
| 1 | State will provide DISE software to all the Districts | State MIS | 28.09.2012 | 28.09.2012 |
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| 2 | Celebration of DISE WEEK during 8th October'12 to 15th October'12 in all the Districts. | Dist. MIS | 08.10.2012 | 18.10.2012 |
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| 3 | Organise a workshop of all BRCs, CRCs, Block MIS Co-ordinators and Data entry operators of at one place on 8.10.2012. The agenda will be (i) Training of U-DISE (ii) Review of Consistancies of the DISE during the year 2011-12 by a presentation (iii) Discussion of time schedule of U-DISE (iv) Distribution of DISE forms to all CRCs | Dist. MIS | 08.10.2012 | 08.10.2012 |
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| 4 | Data entry of form deployment in Web portal | Block MIS | 08.10.2012 | 12.10.2012 |
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| 5 | CRC will call meeting of all Headmasters on 9.10.2012 for DISE form filling training. Special instruction will be given to HM that the form should be filled up in colloboration with SMC member. CRC will collect the DISE from of all the schools with in 4 days personally, and will orient them on AADHAR form | Block MIS BRC Co. CRC Co. | 09.10.2012 | 12.10.2012 |
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| 6 | All SMC mebers should remain present during the visit of CRC for DISE form collection, and CRC will do "JAN VANCHAN" of filled DISE form in presence of all SMC members (A documentation of "JAN VANCHAN" with photograph will be done) Block MIS and BRC Coordinator of the concern district will also participate in this activity. | CRC Co. BRC Co. | 13.10.2012 | 16.10.2012 |
| ↓ | | | | |
| 7 | CRC will submit the form to BRC on the same day when the DISE form collected from the school BRC will check the from and if the details are found correct, the form will be given to Block MIS Coordinator | CRC Co. BRC Co. | 16.10.2012 | 20.10.2012 |

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| 8 | Data entry of DISE form will be done by Block Data entry operator in presence of BRC and CRC Coordinator | Block MIS BRC Co. CRC Co. | 18.10.2012 | 20.10.2012 |
| 9 | Block MIS Coordinator will verify that the form is entered correctly | Block MIS | 16.10.2012 | 20.10.2012 |
| 10 | On the completion of the data entry of DISE form, BRC coordinator will give print out of the DISE form to the concerned CRC Coordinator | Block MIS | 16.10.2012 | 20.10.2012 |
| 11 | Enter the date of form received and date of data entry of DISE form in WEB PORTAL | Block MIS | 12.10.2012 | 20.10.2012 |
| 12 | CRC will submit the printed DISE form to School, and comparison will be made of Manually filled DISE form and printed DISE form, if any corrections are found, the same will be updated. | BRC Co. CRC Co. | 17.10.2012 | 22.10.2012 |
| 13 | After corrections done, if any, CRC, in coordination with BRC, will give the form to Block MIS | CRC Co. BRC Co. | 17.10.2012 | 22.10.2012 |
| 14 | Changes will be updated in software by Block MIS in coordination with CRC | Block MIS | 17.10.2012 | 22.10.2012 |
| 15 | Block MIS Coordinator will update the status of the DISE data entry online on portal | Dist. MIS, Block MIS | - | - |
| 16 | Resend details will be updated in portal | Block MIS | - | - |
| 17 | CRC will once again ensure that all the schools of his/her cluster are included in DISE | CRC Co. BRC Co. | 22.10.2012 | 30.10.2012 |
| 18 | CRC should make efforts to make sure that each and every school is submitting DISE form with information. On frequent visit of CRC also, if any school is not submitting filled DISE form then this should be informed to BRC Coordinators | CRC Co. BRC Co. | 22.10.2012 | 30.10.2012 |
| 19 | If any school is not supporting to CRC, then BRC Coordinator will have to personally visit the school and orient the school staff regarding importance of DISE | BRC Co. | 22.10.2012 | 30.10.2012 |

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| 20 | BRC will ensure that all the schools of the concern block have been covered under DISE. If any school is not responding for DISE even after the personal visit or CRC and BRC Coordinator, then he/she should inform this to the District Level | BRC Co. | 22.10.2012 | 30.10.2012 |
| 21 | District MIS Coordinator should take a serious note of the schools not submitting DISE form, and if the number of schools are less, then district MIS should go personally to the school, organise a meeting and try to get information in DISE format. | Dist. MIS | 22.10.2012 | 30.10.2012 |
| 22 | After the personal visit of District MIC Coordinator also if the school is not submitting the DISE form, then District MIS Coordinator should take initiative to take punitive actions against the school in coordination with DPEO and DEO | Dist. MIS | 28.10.2012 | 30.10.2012 |
| 23 | At the completion of data collection of forms from all the CRCs, Block MIS Coordinator and BRC Coordinator should perform 5% random checking by physically visiting the school, and CRC Coordinator will do 100% physical verification of DISE form | Block MIS BRC Co. | 28.10.2012 | 30.10.2012 |
| 24 | a,MS V[DPVF.PV[;P EFZF 5MTFGF TF,]SFG L TDFD OMD"GL V[g8=L YIF AFN O[8FDF\ ZC[, inconsistency N]Z SZX[P | Block MIS | 01.11.2012 | 05.11.2012 |
| 25 | <p>Block MIS COordinator will submit consistence data to District MIS Coordinator and physical forms at District level office.</p> <p>District MIS Coordinator will physically verify 5% forms randomly</p> <p>Documentation should be done of this activity (Random checking)</p> <p>If any problems found during the visit of District MIS Coordinator, then it should be taken seriously and District MIS Coordinator can also take punitive actions against CRC coordinator, BRC Coordinator or Block MIS Coordinator</p> | Dist. MIS | 30.10.2012 | 05.11.2012 |

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| 26 | District MIS Coordinator should get the certificate from all the BRCs, CRCs declaring the "All the information provided in DISE forms is correct " District MIS Coordinator should also take the certificate from Block MIS declaring the " The data entry is done correctly", and also about "5% schools are visited personally" | Dist. MIS | 30.10.2012 | 04.11.2012 |
| 27 | District MIS Coordinator should check all the parameters and also solve the inconsistency | Dist.MIS | 04.11.2012 | 08.11.2012 |
| 28 | District MIS Coordinator should personally submit the consistent data to State Project Office | Dist.MIS | 12.11.2012 | 18.11.2012 |
| 28 | Send Aadhar DISE forms printout to District level | State MIS | 01.12.2012 | 05.12.2012 |
| 29 | District MIS should prepare CRC wise bunch of Aadhar DISE Form and should be distributed to CRC coordinator in presence of BRC coordinator | Dist.MIS | 06.12.2012 | 11.12.2012 |
| 30 | CRC Coordinator should send the forms to school | CRC | 12.12.2012 | 15.12.2012 |
| 31 | School level, this information should be filled in readable manner | Principal/Teacher | 15.12.2012 | .12.2012 |
| 32 | After filling the Aadhar form manually, if the computer is available in school, then school coordinator or Principal / Teacher should complete the data entry of this form. The online dataentry of this form can be done at BRC level also. | Principal/Teacher | 16.12.2012 | 25.12.2012 |
| 33 | CRC will provide this softcopy of the form to Block MIS Coordinator | CRC | 17.12.2012 | 27.12.2012 |
| 34 | Block MIS Coordinator will merge all the information in the Software, and will make the data consistent | CRC Block MIS | 20.12.2012 | 30.12.2012 |
| 35 | Block MIS Coordinator will see that no school of his block is left out in providing information in Aadhar DISE | Block MIS | 01.01.2013 | 05.01.2012 |
| 36 | The softcopy of the concern block will be submitted to District MIS Coordinator | Block MIS | 06.01.2013 | 10.01.2013 |

| 34 | Name of Activity | Responsible Authority | Date of Starting activity | Date of completion of Activity |
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| 37 | District MIS coordinator will merge all the Block level data | District MIS | 06.01.2013 | 12.02.2013 |
| 38 | District MIS Coordinator will submit the data to State Project Office | District MIS | 15.01.2013 | 15.01.2013 |
| 39 | State will merge all District Data | | | |