# User Manual for Profile & Facility Module



Version 1.0

# **Table of Contents**

1. I	ntroduction3
2. (	Getting Started3
2.1	Logging In3
3. <b>S</b>	Section 1- School Profile (Location, Structure, Management and Medium of Instruction)3
3.1	Section 1A - Basic School Profile (Location, Management, Medium of Instruction, etc)3
3.2	School Others Details
3.3	Anganwadi, SMC/SMDC & Others5
3.4	Availability of free textbooks, Teaching Learning Materials, etc
3.5	Key Performing Indicators (KPI) on teaching, learning (in Previous Academic Year), materials, etc7
3.6	Section 1B School Safety and Other Parameters
3.7	Section 1C - Receipts and Expenditure9
3.8	Section 1D- Vocational Education under NSQF at Institutional level
4. Section 2 - Physical Facilities, Equipment, Computer and Digital Initiatives	
4.1	Classroom
4.2	Toilet Facility11
4.3	Physical Facilities and Equipment in Schools
4.4	ICT and Digital Initiatives
4.5	LIST OF QUESTIONS TO BE ADDED IN UDISE PORTAL AS STATE SPECIFIC QUESTIONS 14
5. Inconsistency, Certification & Report Downloads	
5.1	Inconsistency Details
5.2	School Certification
6. I	Download

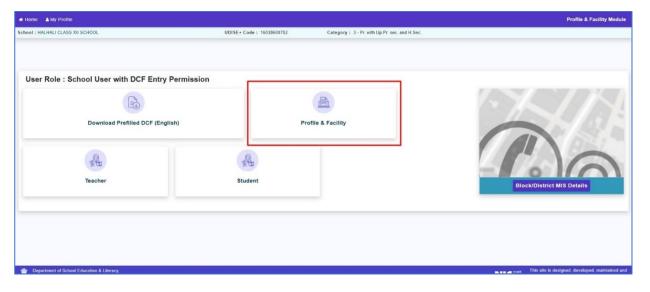
#### 1. Introduction

The School Profile Module is designed to capture and manage detailed information about individual schools. It serves as a centralized repository for all school-related data, ensuring that accurate and up-to-date records are maintained. The module plays a crucial role in supporting various administrative, reporting, and planning activities.

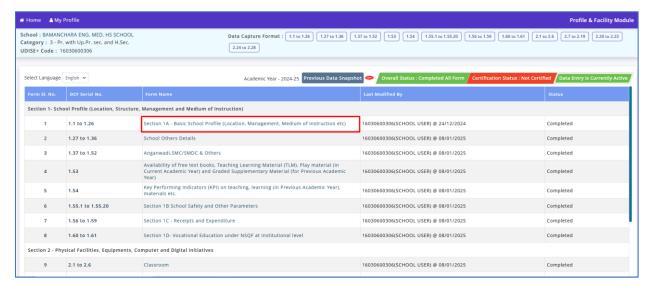
#### 2. Getting Started

#### 2.1 Logging In

- ➤ Open URL Enter the provided URL into the address bar.
- **Enter Credentials -** Input username and password.
- Click 'Login' Dashboard >> Profile & Facility

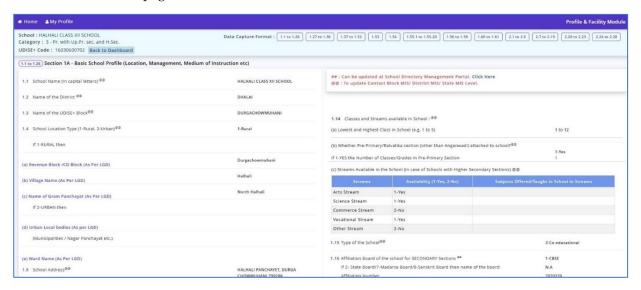


- 3. Section 1- School Profile (Location, Structure, Management and Medium of Instruction)
  - 3.1 Section 1A Basic School Profile (Location, Management, Medium of Instruction, etc)
    - **Step 1:** The User clicks the above link DCF to fill in the data".
    - Step 2: The system will redirect to the Page.



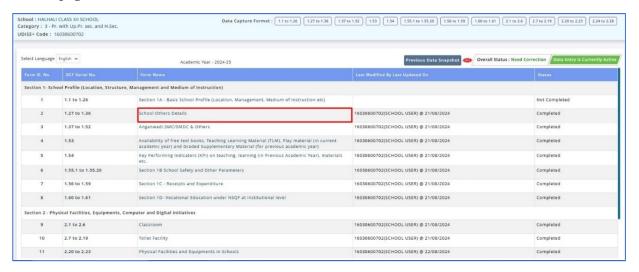
- Step 3: The User can check the following pre-filled data on this page.
  - ✓ School Name (In capital letters)
  - ✓ Name of the District
  - ✓ Name of the UDISE+ Block
  - ✓ School Location Type
  - ✓ School Address
  - ✓ Pin Code
  - ✓ Name of the Cluster Resource Centre
  - ✓ Name of the Assembly Constituency

- ✓ Name of the Parliamentary Constituency
- ✓ Geographical Location
- ✓ School Contact Details
- ✓ Head of School (HoS)/In-charge Details
- ✓ Management Group of School
- ✓ School Category (code)
- ✓ Classes and Streams available in School
- ✓ Type of the School
- ✓ Affiliation Board of the school for Secondary Sections
- ✓ Affiliation Board of the school for Higher Secondary Sections
- ✓ Respondent Details (\*Respondent = Person Responsible for filling this form)
- ✓ When does the academic session Start and End Date?
- ✓ Year of Establishment of school
- ✓ 1.21Year of Recognition (For Govt. Aided / Pvt. Unaided / Others Management Group Schools)
- ✓ Year of upgradation of the school (if applicable)
- ✓ Medium of instruction(s) in the school [Mention Mediums (if more than one) according to the Number of Students taught in any particular Medium in descending order. Largest Medium should come first.]
- ✓ Language(s) taught as a subject [Mention Maximum 3(three) Languages]
- ✓ Is this a Special School for CWSN?
- ✓ Is this a minority-managed school?
- ❖ Step 4: The User will click on the Button "Mark as Complete" and click on the "Next" Button at the bottom of the page.



#### 3.2 School Others Details

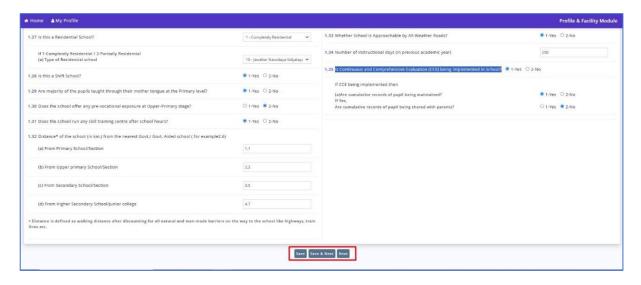
Step 1: The user will click on the "School Others Details" Button and the link will be redirected to the page.



- ❖ Step 2: The user will enter the following details such as:
  - ✓ Is this a Residential School?
  - ✓ Is this a Shift School?
  - ✓ Are the majority of the pupils taught through their mother tongue at the Primary level?
  - ✓ Does the school offer any pre-vocational exposure at the Upper-Primary stage?
  - ✓ Does the school run any skill training centre after school hours?
  - ✓ Distance\* of the school (in km.) from the nearest Govt./ Govt. Aided school
  - ✓ Whether School is Approachable by All-Weather Roads?
  - ✓ Number of instructional days (in the previous academic year)
  - ✓ Is Continuous and Comprehensive Evaluation (CCE) being implemented in Schools?
- ❖ Step 3: After filling in all the information user will click on the "Save & Next" Button.

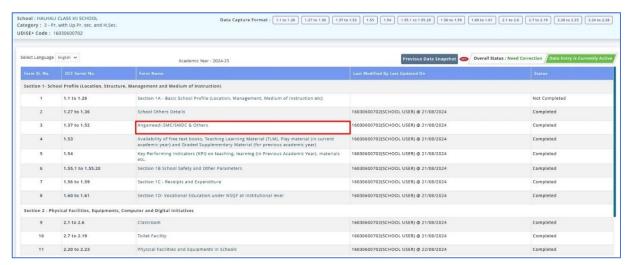
#### Note:

- ➤ If the user clicks the "Save" button, the entered information will be saved, and the user will remain on the same page.
- ➤ If the user clicks the "Next" button, the page will navigate to the next section without saving the entered details



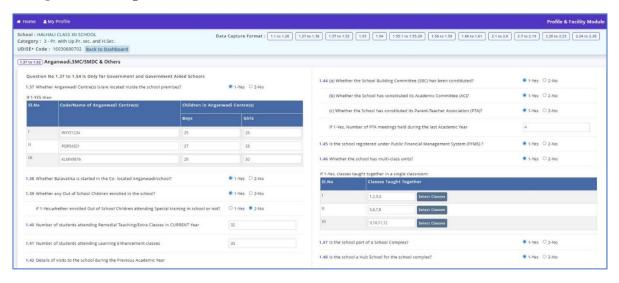
# 3.3 Anganwadi, SMC/SMDC & Others

❖ **Step 1:** The user will click on "Anganwadi, SMC/SMDC & Others" and the link will be redirected to the page.

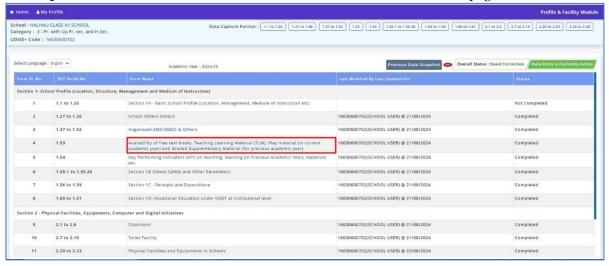


- ❖ **Step 2:** The user will enter the following details such as:
  - ✓ Whether Anganwadi Centre(s) is/are located inside the school premises?
  - ✓ Whether Balavatika is started in the Co-located Anganwadi/school?
  - ✓ Whether any Out of out-of-school children enrolled in the school?
  - ✓ Number of students attending Remedial Teaching/Extra Classes in CURRENT Year
  - ✓ Number of students attending Learning Enhancement classes
  - ✓ Details of visits to the school during the Previous Academic Year

- ✓ Whether the School Management Committee (SMC) has been constituted as per RTE norms?
- ✓ Whether School Development and Management Committee have been Constituted as per Samagra Shiksha guidelines?
- ✓ Number of SMC/SDMC Meetings Conducted in Previous Academic Year
- ✓ Whether SMC/SDMC has prepared the School Development Plan?
- ✓ Whether the School Building Committee (SBC) has been constituted?
- ✓ Whether the School has constituted its Academic Committee (AC)?
- ✓ Whether the School has constituted its Parent-Teacher Association (PTA)?
- ✓ Is the school registered under the Public Financial Management System (PFMS)?
- ✓ Whether the school have multi-class units?
- ✓ Is the school part of a School Complex?
- ✓ Is the school a Hub School for the school complex?
- ✓ Whether the school has undertaken any activity under "Ek Bharat Shreshtha Bharat" (EBSB)?
- ✓ Is the School certified as Fit India School?
- ✓ Is the school providing a Holistic Report Card for every learner based on peer/self/teacher assessment?
- ✓ Number of days Mid-day Meal served under PM-POSHAN (in Last Academic year)
- ✓ If Mid-day Meal Extended to Pre-Primary Section/ Balavatika
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.

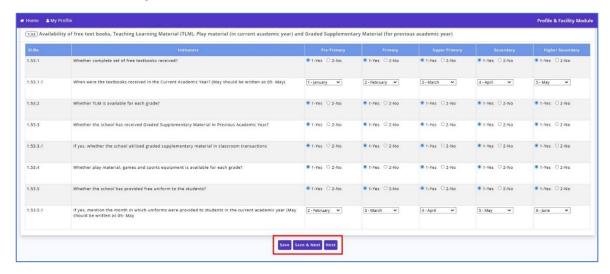


#### 3.4 Availability of free textbooks, Teaching Learning Materials, etc.

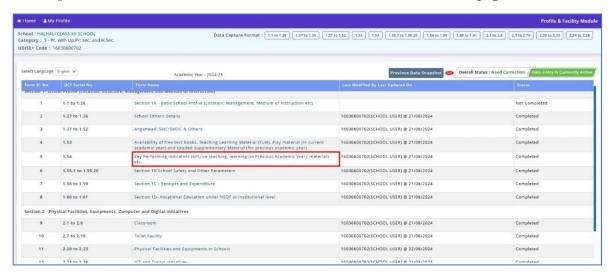


- Step 2: The user will enter the following details for the class Pre-primary, Primary, Upper-primary, Secondary, and Higher Secondary such as:
  - ✓ Whether complete set of free textbooks received?
  - ✓ When were the textbooks received in the Current Academic Year? (May should be written as 05-May)
  - ✓ Whether TLM is available for each grade?
  - ✓ Whether the school has received Graded Supplementary Material in Previous Academic Year?

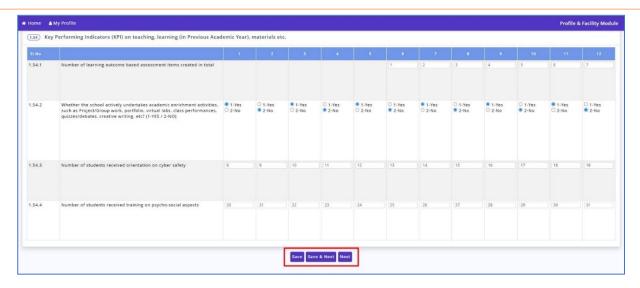
- ✓ If yes, whether the school utilised graded supplementary material in classroom transactions
- ✓ Whether play material, games and sports equipment is available for each grade?
- ✓ Whether the school has provided free uniform to the students?
- ✓ If yes, mention the month in which uniforms were provided to students in the current academic year (May should be written as 05- May
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.



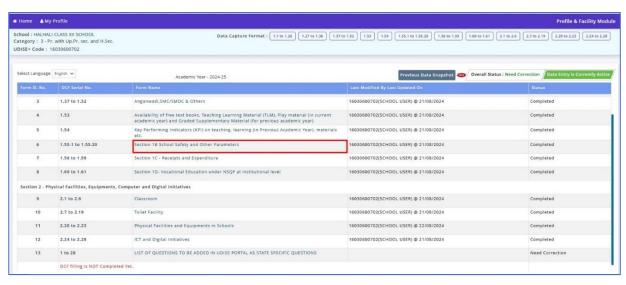
- 3.5 Key Performing Indicators (KPI) on teaching, learning (in Previous Academic Year), materials, etc.
  - ❖ **Step 1:** The user will click on the link and the link will be redirected to the page.



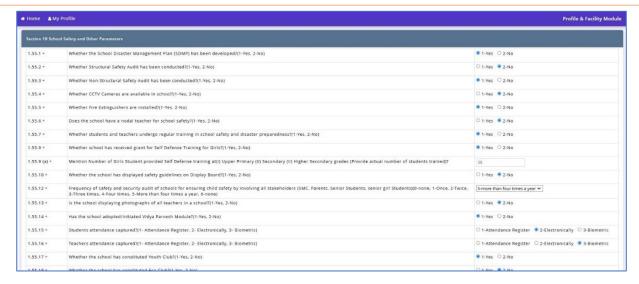
- Step 2: The user will enter the following details for the class Pre-primary, Primary, Upper-primary, Secondary, and Higher Secondary such as:
  - ✓ Number of learning outcome-based assessment items created in total
  - ✓ Whether the school actively undertakes academic enrichment activities, such as Project/Group work, portfolio, virtual labs, class performances, quizzes/debates, creative writing, etc? (1-YES / 2-NO)
  - ✓ Number of students received orientation on cyber safety
  - ✓ Number of students received training on psycho-social aspects
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.



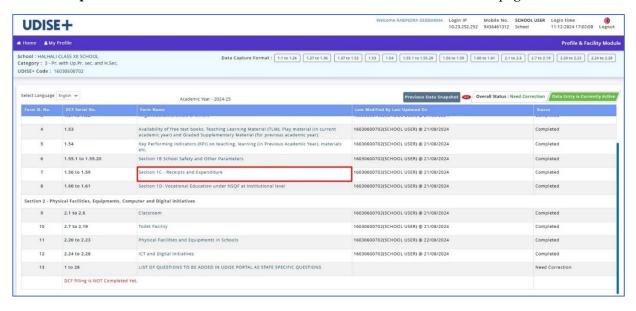
#### 3.6 Section 1B School Safety and Other Parameters



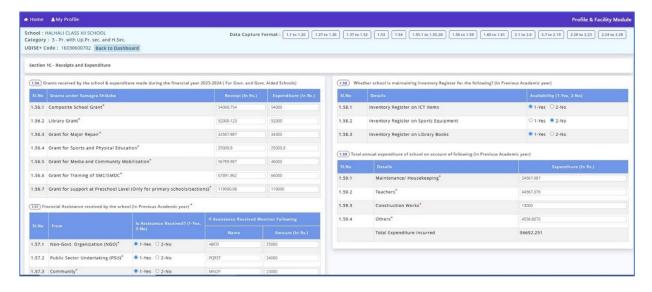
- **Step 2:** The user will enter the following such as:
  - ✓ Whether the School Disaster Management Plan (SDMP) has been developed? (1-Yes, 2-No)
  - ✓ Whether Structural Safety Audit has been conducted? (1-Yes, 2-No)
  - ✓ Whether Non-Structural Safety Audit has been conducted? (1-Yes, 2-No)
  - ✓ Whether CCTV Cameras are available in school? (1-Yes, 2-No)
  - ✓ Whether Fire Extinguishers are installed? (1-Yes, 2-No)
  - ✓ Does the school have a nodal teacher for school safety? (1-Yes, 2-No)
  - ✓ Whether students and teachers undergo regular training in school safety and disaster preparedness? (1-Yes, 2-No)
  - ✓ Whether school has received grant for Self Defense Training for Girls? (1-Yes, 2-No)
  - Mention Number of Girls Student provided Self Defense training at(i) Upper Primary (ii) Secondary (ii) Higher Secondary grades (Provide actual number of students trained)?
  - ✓ Whether the school has displayed safety guidelines on Display Board? (1-Yes, 2-No)
  - ✓ Frequency of safety and security audit of schools for ensuring child safety by involving all stakeholders (SMC, Parents, Senior Students, senior girl Students)(0-none, 1-Once, 2-Twice, 3-Three times, 4-Four times, 5-More than four times a year, 6-none)
  - ✓ Is the school displaying photographs of all teachers in a school?(1-Yes, 2-No)
  - ✓ Has the school adopted/initiated Vidya Parvesh Module?(1-Yes, 2-No)
  - ✓ Students attendance captured?(1- Attendance Register, 2- Electronically, 3- Biometric)
  - ✓ Teachers attendance captured?(1- Attendance Register, 2- Electronically, 3- Biometric)
  - ✓ Whether the school has constituted Youth Club?(1-Yes, 2-No)
  - ✓ Whether the school has constituted Eco Club?(1-Yes, 2-No)
  - ✓ Whether Teacher Identity Cards are issued to all teachers in the school?(1-Yes, 2-No)
  - ✓ State School Standard Authority (SSSA) self-certification obtained? (1-Yes, 2-No)
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.



### 3.7 Section 1C - Receipts and Expenditure

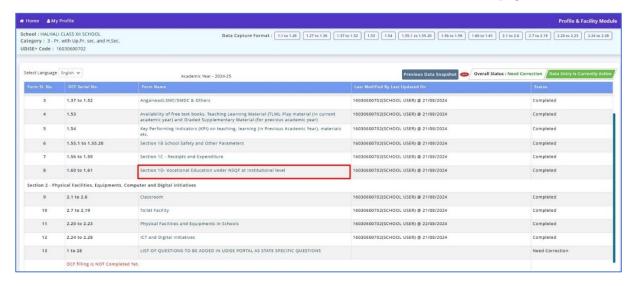


- **Step 2:** The user will enter the following such as:
  - ✓ Grants received by the school & expenditure made during the financial year 2023-2024 (For Govt. and Govt. Aided Schools)
  - ✓ Financial Assistance received by the school (In Previous Academic year)
  - ✓ Whether school is maintaining Inventory Register for the following? (In Previous Academic year)
  - ✓ Total annual expenditure of school on account of following (In Previous Academic year)
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.

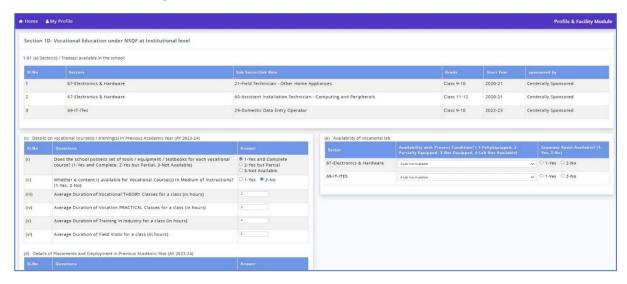


#### 3.8 Section 1D- Vocational Education under NSQF at Institutional level

❖ Step 1: The user will click on the link and the link will be redirected to the page.

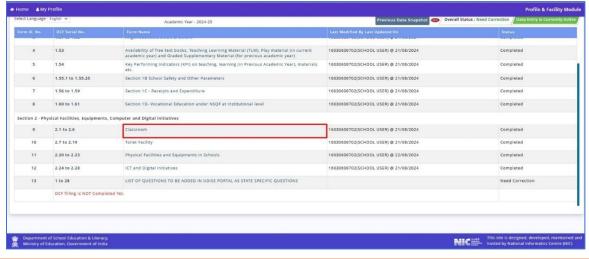


- ❖ Step 2: The user will enter the following such as:
  - ✓ Sector(s) / Trade(s) available in the school:
  - ✓ Details on vocational course(s) / training(s) in Previous Academic Year (AY 2023-24)
  - ✓ Details of Placements and Employment in Previous Academic Year (AY 2023-24)
  - ✓ Availability of vocational lab
- Step 3: After filling in the all information the user will click on the "Save & Next" Button.

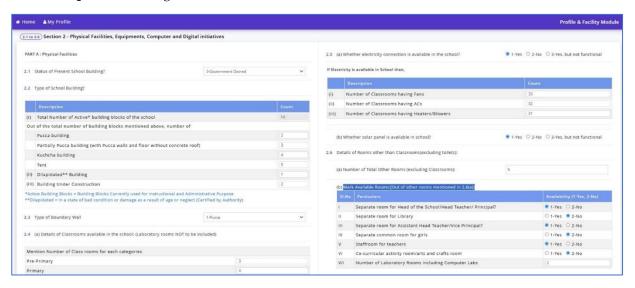


#### 4. Section 2 - Physical Facilities, Equipment, Computer and Digital Initiatives

#### 4.1 Classroom



- **Step 2:** The user will enter the following such as:
  - ✓ Sector(s) / Trade(s) available in the school:
  - ✓ Status of Present School Building?
  - ✓ Type of School Building?
  - ✓ Type of Boundary Wall
  - ✓ Details of Classrooms available in the school: (Laboratory rooms NOT to be included)
  - ✓ Details of Classrooms by Condition: ([out of classrooms for instructional purposes as per No 2.4(a)(i)])
  - ✓ Whether electricity connection is available in the school?
  - ✓ Whether solar panel is available in school?
  - ✓ Details of Rooms other than Classrooms (excluding toilets):
  - ✓ Number of Total Other Rooms (excluding Classrooms):
  - ✓ Mark Available Rooms: [Out of other rooms mentioned in 2.6(a)]
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.

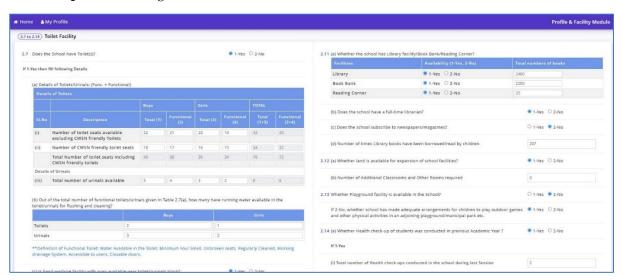


# 4.2 Toilet Facility

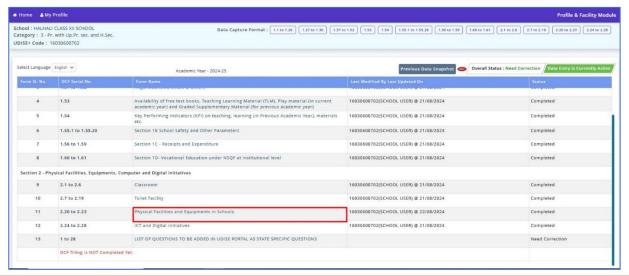


- ❖ Step 2: The user will enter the following such as:
  - ✓ Does the School have Toilet(s)?
  - ✓ Details of Toilets/Urinals: (Func. = Functional)
  - ✓ Out of the total number of functional toilets/urinals given in Table 2.7(a), how many have running water available in the toilet/urinals for flushing and cleaning?
  - ✓ Is hand washing facility with soap available near toilets/urinals block?
  - ✓ Location of the Toilet facility available?
  - ✓ Whether incinerator is available in Girl's toilet?
  - ✓ Whether the school has Sanitary Pad vending machine available?
  - ✓ Whether hand washing facility with soap available for washing hands before and after meal?

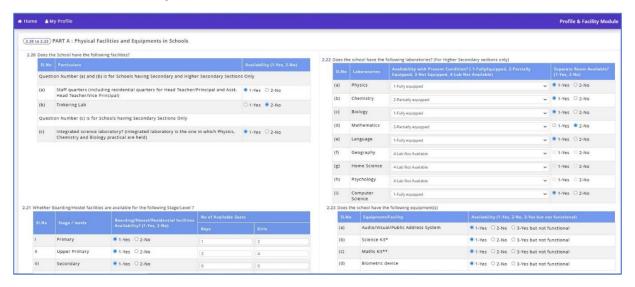
- ✓ Main Source of Drinking Water:
- ✓ Whether water purifier/RO is available in the school
- ✓ Whether Drinking water quality is tested from water testing lab?
- ✓ Does the school has provision for rain water harvesting?
- ✓ Whether the school has Library facility/Book Bank/Reading Corner?
- ✓ Does the school have a full-time librarian?
- ✓ Does the school subscribe to newspapers/magazines?
- ✓ Number of times Library books have been borrowed/read by children
- ✓ Whether land is available for expansion of school facilities?
- ✓ Number of Additional Classrooms and Other Rooms required
- ✓ Whether Playground facility is available in the School?
- ✓ Whether Health check-up of students was conducted in previous Academic Year?
- ✓ De-worming tablets given to children
- ✓ Iron and Folic acid tablets given to children as per guidelines of WCD
- ✓ Whether school maintains Annual health records?
- ✓ Is thermal scanner available in the school?
- ✓ Is First Aid facility available?
- ✓ Is essential medicines available?
- ✓ Whether ramp for disabled children to access school building exists?
- ✓ Whether School has special educator?
- ✓ Whether Kitchen Garden is available in school?
- ✓ Whether Kitchen shed is available in school?
- ✓ Does the school have dustbins for collection of waste?
- ✓ Does the school have furniture for students?
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.



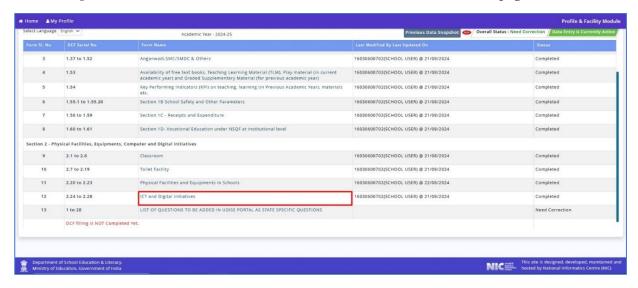
# 4.3 Physical Facilities and Equipment in Schools



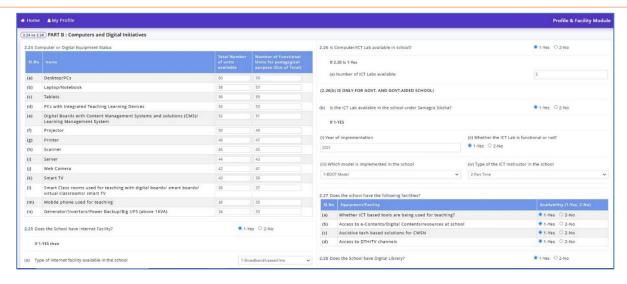
- **Step 2:** The user will enter the following such as:
  - ✓ Does the School have the following facilities?
  - ✓ Whether Boarding/Hostel facilities are available for the following Stage/Level?
  - ✓ Does the school have the following laboratories? (For Higher Secondary sections only)
  - ✓ Does the school have the following equipment(s)
- ❖ Step 3: After filling in the all information the user will click on the "Save & Next" Button.



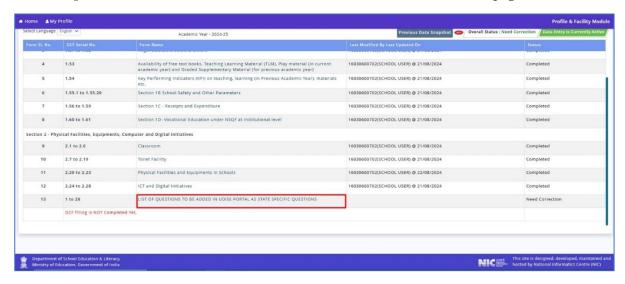
# 4.4 ICT and Digital Initiatives



- ❖ **Step 2:** The user will enter the following such as:
  - ✓ Computer or Digital Equipment Status
  - ✓ Does the School have an Internet Facility?
  - ✓ Type of internet facility available in the school
  - ✓ Is access to internet facilities used for pedagogical purposes?
  - ✓ Is the Computer/ICT Lab available in school?
  - ✓ IS ONLY FOR GOVT. AND GOVT. AIDED SCHOOL)
  - ✓ Is the ICT Lab available in the school under Samagra Siksha?
  - ✓ Does the school have the following facilities?
  - ✓ Does the School have a Digital Library?
  - ✓ Number of e-Books/e-Contents available
- ❖ Step 3: After filling in the all information the user will click on the "Save" Button or Click on the "Back to Dashboard" Button.

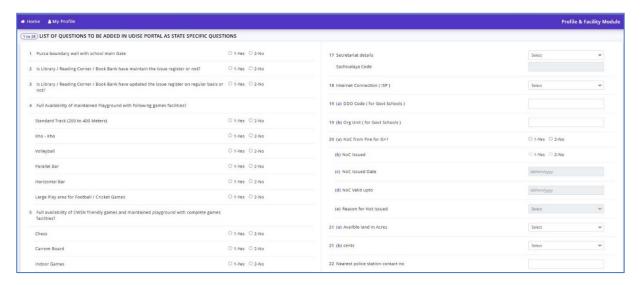


# 4.5 LIST OF QUESTIONS TO BE ADDED IN UDISE PORTAL AS STATE SPECIFIC QUESTIONS



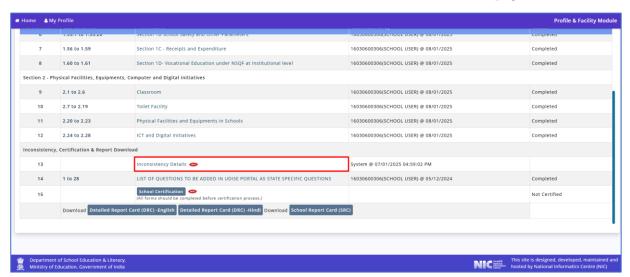
- ❖ **Step 2:** The user will enter the following such as:
  - ✓ Pucca boundary wall with school main Gate
  - ✓ Is Library / Reading Corner / Book Bank have maintain the issue register or not?
  - ✓ Is Library / Reading Corner / Book Bank have updating the issue register on regular basis or not?
  - ✓ Full Availability of maintained Playground with following games facilities?
  - ✓ Full availability of CWSN friendly games and maintained playground with complete games facilities?
  - ✓ Availability of segregated dustbins in classrooms, toilets and common areas?
  - ✓ Availability of functional furniture in all classrooms?
  - ✓ Are safety measures available and in place for science laboratories?
  - ✓ Availability of Interactive Flat Panel (IFPs) in classrooms?
  - ✓ Use of IFPs in classroom for pedagogical purposes?
  - ✓ Availability of Smart TVs in each classroom?
  - ✓ Use of digital library/e-content mediums in school for pedagogical purposes?
  - ✓ Use of digital library/e-content mediums in school for pedagogical purposes for CWSN Students?
  - ✓ Condition of Kitchen Shed within school premises.
  - ✓ Is Kitchen Garden properly maintained?
  - ✓ School belongs to
  - ✓ Secretariat details
  - ✓ Internet Connection (ISP)
  - ✓ DDO Code (for Govt Schools)
  - ✓ Org Unit (for Govt Schools)
  - ✓ NoC from Fire for G+1
  - ✓ NoC Issued

- ✓ NoC Issued Date
- ✓ NoC Valid upto
- ✓ Reason for Not Issued
- ✓ Available land in Acres
- ✓ cents
- ✓ Nearest police station contact no
- ✓ Nearest hospital contact no
- ✓ Best available mobile signal 1
- ✓ Best available mobile signal 2
- ✓ Daily Attendance displayed on the board for each class?
- ✓ Complaint box with 1089 Childline Displayed on it?
- ✓ Donations received in the last financial year from NGOs/Philanthropists/Alumni/Parents/Other Donors?
- ❖ Step 3: After filling in the all information the user will click on the "Save" Button or Click on the "Back to Dashboard" Button.

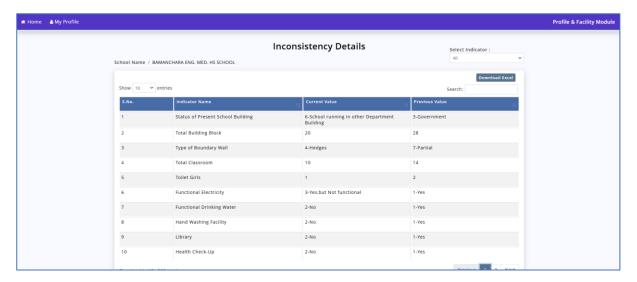


# 5. Inconsistency, Certification & Report Downloads

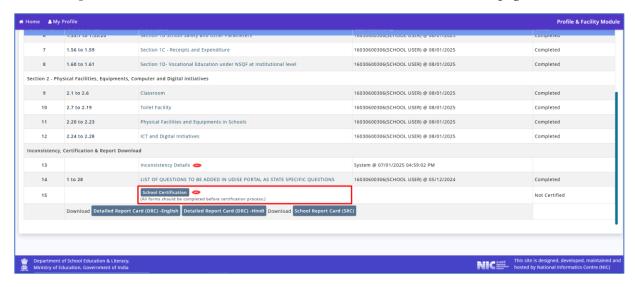
#### 5.1 Inconsistency Details



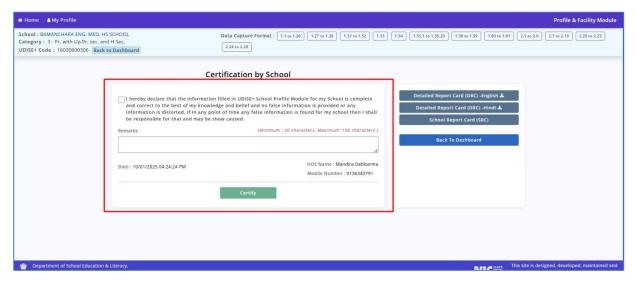
❖ Step 2: The User can see the Inconsistency details such as Indicator name, Current value, and previous value also User can download the excel file.



#### 5.2 School Certification



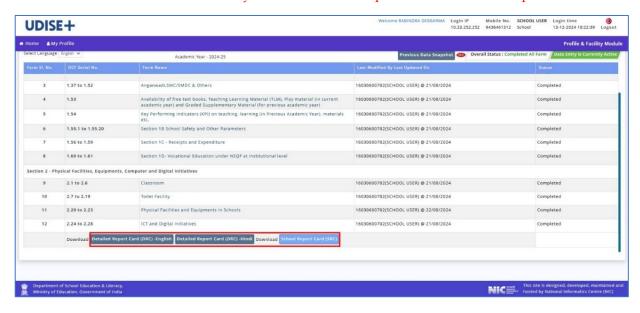
- Step 2: The user will mark the checkbox and enter the remarks then click on the button "Certify".
- ❖ Step 3: A confirmation message will be displayed click on the "Confirm" Button.
- Step 4: A successful message will be displayed.



#### 6. Download

❖ Through this section, users can download the detailed report card in both Hindi and English. They can also download the school report card.

Note: This section is enabled only after users have completed or filled out all required forms.



Follow these steps to access your school's profiles-related tasks. To ensure security, be sure to log out of your session once you have finished.