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GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SCHOOL EDUCATION & LITERACY
SHASTRI BHAVAN
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D. O. No. 1-79/2012-RMSA-1

18th September, 2012

Dear

Subject: Implementation of U-DISE for 2012-13

The school education statistics is presently being collected separately through DISE and SEMIS for Elementary and Secondary sector. To avoid duplicity of efforts, the Ministry has decided to merge these two systems from the year 2012-13 onwards through U-DISE. This would ensure that one school fills up only one Data Capture Format and data is entered into a single software. The implementation of U-DISE would entail taking following steps at State/District level: -

- 1. Printing of Data Capture Format (DCF):** The DCF should be printed from the U-DISE software for all categories of schools i.e. Primary, Upper Primary, Secondary and Higher Secondary school by all Districts. It is clarified that this does not involve any change in the existing Data Capture Formats (DCFs) being used for Elementary Schools. The software has a provision for printing of DCFs separately for Elementary, Secondary, Higher Secondary and Composite Schools.
- 2. Distribution of DCF:** States already have a system of distributing the DISE DCFs to elementary schools and secondary and higher secondary schools having elementary sections through Block Resource Centres (BRCs) and Cluster Resource Centres (CRCs). DISE DCFs for Secondary and Higher Secondary schools would also need to be distributed and can be done so using the same institutions or Block/Sub-Divisional Education Officers (BEOs) as per the States/UT's decision. The orders in this regard should be issued by the Secretary School Education, in-charge of Elementary Education/SSA (or/and where necessary by Secretary, Secondary Education) in the State and the decision should be communicated to all secondary and higher secondary schools in government and private sector to avoid any communication gap.
- 3. Collection of filled-in DCFs from Schools:** It will be the responsibility of school Heads to submit filled-in DCFs to the CRC or BEO concerned as determined by the State/UT. The CRCs or BEO as laid down by State/UT shall verify coverage and that all the data fields in the DCFs have been filled, before sending them to the BRCs.
- 4. Data entry:** If data entry of DCFs is arranged at Block level, the filled-in formats should be kept at Block level and exported computer file be forwarded to District level for compilation. In case, the data entry is to be carried out at District level, the BRC Coordinator should submit the formats at District level for data entry.
- 5. Manpower:** The manpower available for MIS under RMSA at the district level should be made available to the MIS Unit of SSA for data entry work. If additional manpower is required to complete the work in the given timeframe, the cost towards the data entry shall be borne proportionately by SSA and RMSA. State RMSA will notify a Nodal Officer for U-DISE in each district

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& send the list to state & district offices of SSA programme. SSA programme will similarly inform RMSA state & district offices of the EMIS in-charge at state & district levels.

- 6. **Data compilation:** After completion of data entry, MIS Unit of SSA, will be responsible for compilation, consistency checking and merging of entire database. MIS Unit, RMSA, should support this process at the SSA office by deputing their MIS staff to the SSA office.
- 7. **Data sharing:** After merging and compilation, the database should be shared with RMSA society and sent to NUEPA for compiling the National level database and also to the TSG's of SSA & RMSA respectively.
- 8. **Sample checking:** The SSA societies conduct Post Enumeration Survey on Five Percent Random Sample basis, through third party. The sample check shall now include all categories of schools i.e. Primary, Upper Primary, Secondary and Higher Secondary. This will involve the revision of the MoU and cost of the sample checking exercise. State Project Director, SSA should coordinate with State Project Director, RMSA and arrive at a mutually agreed format and get it approved by the Executive Committee of SSA.
- 9. **Cost Sharing:** Printing and data entry of DCFs and sample checking has cost implications, the decision on sharing of the cost between SSA and RMSA will have to be worked out. It may be considered to constitute a Committee with State Project Directors of SSA and RMSA and Financial Advisors of Elementary, Secondary Education Departments, where necessary to finalize the cost sharing arrangement.
- 10. **Data usage:** The final database shall be used by both SSA and RMSA for preparation of their Annual Work Plan, identifying gaps, bringing out publications and policy analysis.
- 11. NUEPA shall provide software support for printing of DCFs, data entry, margining and compilation of data and generation of analytical reports. NUEPA and TSG of SSA & RMSA would provide any training which may be needed in the State/UTs upon such a request being made.
- 12. SPD SSA & RMSA under their joint leadership must set up a Coordination Committee for implementation of U-DISE, which must meet every 2 months or less if needed, to ensure smooth implementation of the unified data gathering and compilation of educational statistics for school education.

With regards,

Yours sincerely,

(Vrinda Sarup)

All State Education Secretaries, - 4/2
All SPDs of SSA and RMSA. 25/9/12

CC:

- 1. Vice Chancellor, NUEPA - 54447
- 2. Joint Secretary (SE-I)
- 3. Dr. Arun Mehta, Professor & Head, NUEPA 54449
- 4. Director (PKT)
- 5. Shri Vijay Goyal, DDG, Statistics Division
- 6. MIS Consultants, TSG, SSA
- 7. MIS Consultants, TSG, RMSA