

SAMAGRA SHIKSHA MISSION, KOLKATA

27A, Bosepukur Road, (Kasba) Kolkata - 700 042 (2nd Floor), "SHIKSHA BHAVAN", E-Mail: kolkatassm1917@gmail.com

Date: 17.07.2026

Memo No.: 1431 / 2026 / SSM / KOL

To
The Head of the Institution,
All Schools [except Kendriya Vidyalayas (KVs)]
Kolkata District.

Sub: Onboarding to the Central UDISE+ Portal (including SD MIS & Teacher Module) 2026-27.
Ref.: Letter from Addl. Chief Secretary, School Education Dept., Memo No. 24/MIS/PBSSM,
dated 08.07.2026.

Madam/ Sir,

This is to formally inform you regarding the mandatory onboarding process of the **Unified District Information System for Education Plus (UDISE+)** and the **Student Database Management System (SD MIS)** for the academic session 2026-27.

As you may be aware, UDISE+ is the single most important repository of school education data in the country. It serves as the foundation for policy formulation, resource allocation, and the assessment of educational outcomes at both National and State levels. Crucial educational indicators—such as Gross Enrolment Ratio (GER), Net Enrolment Ratio (NER), Retention Rate, and Dropout Rate—are derived directly from the parameters reported through this portal.

Please note that from the current academic session (2026-27) onwards, all must input their data directly into the **Central UDISE+ Portal (<https://udiseplus.gov.in>)**. Through this portal the school will then be able to:

- Add or release student (who come from other state or transfer to other state) directly to and from the school database;
- Automatic PEN creation of all students;
- Create or Generate APAAR ID of all students;
- Throughout the year correction of School Related Information.

To facilitate this transition, individual School Level User credentials (User IDs and Passwords) are being generated. These system-generated credentials will be automatically forwarded via SMS directly to the registered mobile number of the Head of the Institution (HOI).

To ensure uninterrupted reachability and secure delivery of credentials, all Institutions are directed to ensure that their active contact information is updated and valid in the existing UDISE+ records. In case where the contact details are required to be changed, immediately request the Block MIS Coordinator for the update.

To support your institution through this transition, comprehensive training sessions for the Heads of Institutions (HOIs) are currently underway. You are requested to attend your designated slot as per the schedule communicated by your circle/block office.

Additionally, we highly encourage school users to explore the interactive training modules available in video format directly within the UDISE+ portal dashboard. For your immediate reference, detailed operational guidelines, step-by-step circulars, and the contact directory of your respective Block/District MIS teams can also be seen/downloaded directly from our district repository at <https://www.kolkatassm.in/>.

See
17/07/2026

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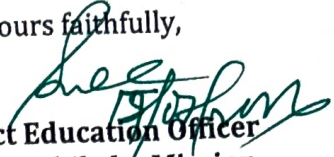
Further detailed guidelines regarding the school-level user roles, responsibilities, data entry modules (Profile & Facilities, Teacher Module, and Student Module), and timeline constraints are annexed herewith for your strict compliance.

Your proactive cooperation is highly solicited to ensure error-free, timely, and successful data synchronization with the national framework.

With thanks and regards,

Encl.: As stated above.

Yours faithfully,


District Education Officer
Samagra Shiksha Mission,
Kolkata

Memo No.: 1421(8)/MS/SSM/Kol

Date: 17.07.2026

Copy forwarded to: -

1. The Commissioner, Kolkata Municipal Corporation;
2. The State Project Director, PBSSM;
3. The Chairman, KPSC;
4. The District Inspector of Schools, Secondary Education, Kolkata;
5. The District Inspector of Schools, Primary Education, Kolkata;
6. The Circle Project Coordinator, All Circles, Kolkata, with the request to:
 - a. monitor the activities;
 - b. inform those schools who do not have an UDISE code, to apply for UDISE code immediately;
 - c. inform those schools who have UDISE code, but not submitted DCF in the previous year, to complete UDISE+ this year positively
7. The Block MIS Coordinators, All Circles, SSM, Kolkata;
8. Office Copy.


District Education Officer
Samagra Shiksha Mission,
Kolkata



Paschim Banga Samagra Shiksha Mission
School Education Department
Govt. of West Bengal

Memo No. 24/MIS/ PBSSM

Date: 08.07.2026

To

1. Municipal commissioner, KMC
2. Principal Secretary, GTA
3. District Magistrate (all districts)

Madam/ Sir,

As you are aware, UDISE+ is the single most important repository of school education data in the country and serves as the foundation for policy formulation, resource allocation and assessment of educational outcomes at both the State and National levels. Key indicators such as Gross Enrolment Ratio (GER), Net Enrolment Ratio (NER), Retention Rate, Transition Rate, Dropout Rate and several other educational parameters are derived from the data reported through UDISE+.

It has, however, been observed that a number of private and other non-government managed schools in the State either do not submit their UDISE+ data or submit incomplete/inaccurate information. Consequently, a sizeable number of enrolled students remain outside the UDISE+ database, resulting in an understatement of actual enrolment and distortion of the State's educational indicators. This adversely affects the true representation of West Bengal's performance in the education sector and may also have implications for planning and policy decisions.

In this context, I would like to draw your attention to sub section (3) of section 12 of the Right of Children to Free and Compulsory Education Act, 2009 which casts a statutory obligation on every recognized school, irrespective of its management, to furnish such information as may be required by the competent authority.

I shall be grateful if you could personally oversee this matter and ensure that every private and other non-government managed school in your district submits complete, accurate and timely UDISE+ data. The concerned district authorities may be directed to undertake intensive follow-up with such schools and provide all necessary facilitation for timely compliance.

Paschim Banga Samagra Shiksha Mission
School Education Department
Govt. of West Bengal

Where any school fails to comply despite repeated communication, appropriate action may be initiated by issuing a show-cause notice. The concerned school should also be informed that continued non-compliance or furnishing of incorrect information may compel us to take appropriate penal steps.

I am confident that, the district administration will ensure complete coverage and accuracy of UDISE+ data, thereby enabling a true and fair reflection of the educational achievements of West Bengal.

Yours faithfully,



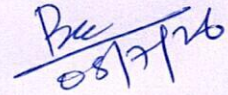
Additional Chief Secretary
to the Government of West Bengal
School Education Department

Memo No. **24** /1(4)/MIS/ PBSSM

Date: **08.07.2026**

Copy forwarded for information and necessary action to:

- 1) Commissioner of School Education
- 2) State Project Director , PBSSM
- 3) District Education Officer , SSM (All districts)
- 4) District Inspector of Schools (PE & SE) (All districts)



Additional Chief Secretary
to the Government of West Bengal
School Education Department

SDMS SCHOOL ACTIVITIES



BEGINNING OF THE ACADEMIC SESSION



- 1 Check School Details:** Ensure correct school profile details are saved, which includes school category, classes, management, type, etc.



- 2 Create Sections:** School should create required sections in each class to add students in the new academic year.



- 3 Add New Student:** Pre-Primary to Class 1 students who are not onboarded in the system can be added by the school. For such students from Class 2 to 12, the school should approach the block/district-level officer. Permanent Education Number for these students will be auto-generated.



- 4 Add/Import students (who have come from other school):** Transferred/ admitted students should be added. This can be done only if they have a PEN. Students can be tracked using PEN within the system.



- 5 Fill Student Profile:** School must ensure that the profile details of students are filled correctly and submitted for record.



- 6 AADHAAR – MBU & APAAR Generation:** School should complete AADHAAR-MBU verification for students whose AADHAAR details are recorded. School should initiate APAAR generation request for AADHAAR-verified students (if they do not have an APAAR ID.)



THROUGHOUT ACADEMIC SESSION (IF AND WHEN REQUIRED)



- 1 Add and release students from the system:** Students admitted during the academic session should be added in the database and their profiles completed. Students who discontinue before the end of the academic session should be removed from the database on time.



- 2 Update/Modify Student details:** If a student's demographic details are found to be incorrect after profile submission, or is mapped to an incorrect class in the system, school must contact their block or district level official to update the details.



- 3 Remove students who are no longer in formal education system:** Such students should be moved to the dropbox to maintain updated records and enable tracking.



END OF THE ACADEMIC SESSION



- 1 Student Promotion:** After the final examination, school should update students' examination result in the database, and record whether the student will continue in the same school in the next academic year. Sections creation in the next academic year should be done along with (preferably before) student's promotion to the next academic year.



- 2 Review student data:** Student data recorded in the outgoing academic year should be reviewed and certified by schools for submission to state administration.

The Profile Module captures **real time** of school details.

A. CAPTURE REAL TIME DATA RELATED WITH SCHOOL THROUGH DATA CAPTURE FORMAT

- Basic School Profile (Location, Management, Medium etc.) and other school details.
- Aanganwadi, SMC/SMDC & other details.
- Availability of Free Text Books, Teaching Learning Material, Play Material and Graded Supplementary Material.
- Key Performing Indicators on Teaching & Learning,
- School Safety and other parameters.
- Receipt and Expenditure
- Vocational Education under NSQF.
- Physical Facilities, Equipments, Computer and Digital Initiatives.
- School Certification of entered data by School Head.
- Download Detailed and School Report Card of all filled data.
- Video Tutorial also prepared and uploaded in school login to provide step-by-step visual guidance for users to understand and perform system functions easily and effectively.

B. PREFILLED DCF

- ✓ Instead of entering all details again every year, the system automatically fills previously available data which are available in pre-filled DCF.
- ✓ This reduce duplicate data entry, saves time of schools, improve data accuracy and minimizes Manual Errors.

C. MASTER DATA

- Master Data refers to the predefined and centrally maintained reference information used across all modules and forms of the system.
- Master Data is having information of codes and its values used in system for the login state.
- Master Data is having Uniform codes, categories, and dropdown values which helps in Error-free and consistent reporting.

D. VIEW BLOCK/DISTRICT MIS INFO

- School user can view the name and contact number of their Block and District MIS for communication.
- Block / District details available for schools for communication and support coordination between schools and Block/District administration.

E. USER MANUAL

- User Manual prepared and uploaded into school login to provide clear step-by-step guidance for understanding and using the system effectively and efficiently.

F. PROFILE

It displays the school profile which consist of following:

- School Head details
- Basic Information of School
- Category of School
- Classes available in school
- School status, classification of school
- Session Start and End Date
- Medium of Instruction available in school
- Vocational courses available in school and details of Vocational Courses
- Languages Group studied at different level



सत्यमेव जयते

Ministry of Education
Government of India

UDISE+ TEACHER MODULE

UDISE+



SCHOOL LOGIN

Collect information of all Teaching, Non-Teaching and Vocational Skill Trainer Staff working in school along with details of Head of School and staff a school associated with other schools.

A.

CAPTURE REAL TIME IN-POSITION STAFF DETAILS



- To capture complete details of Teaching, Non-Teaching and VTP staff working in school.
- User can add / delete / import/ modify details of staff on real time basis.
- Capture all details of staff in terms of nature of appointment. Gender, Social category, mobile number, Aadhaar details, academic & professional qualification, type of disability, date of joining in service & data of joining in present school.
- Also captures type of teacher, class taught, appointed for subject, subject taught by a teaching staff along with other details such as trained for teaching CWSN/ Computer handling digital devices, training details, working knowledge of languages and qualification of Teacher Eligibility Test along with year.
- Staff record should be verified by school user from UIDAI based on Name as per UIDAI, provided Aadhaar No, DOB & Gender.
- It also captures no. of teaching staff required in the school by education level.
- Each Teaching Staff is given a unique National Code. It will remain same for the service history of teacher for tracking of staff history.

D.

STAFF GLOBAL SEARCH



- School users can search staff records from any State by entering the staff name (minimum 3 characters required) and optional Date of Birth.
- The feature helps schools identify whether a staff record already exists in the system and shows the current status of the staff as Active, Dropbox, or Inactive.
- If a staff member is active in another school but has joined a new school, the concerned school can request the previous school to send the staff record to Dropbox for import.
- If the staff record is already available in Dropbox, the school can directly import the staff using National Code and Date of Birth.
- If the staff status is Inactive, the school user must coordinate with the Block User to change the status from Inactive to Dropbox for importing the record.
- For changes related to Staff Type or Nature of Appointment of Dropbox/Inactive staff belonging to another State, the School User must coordinate with the Block User.

B.

LEFT SCHOOL / SEND TO DROPBOX



- If a staff left the school due to retirement, promotion, transfer, left school etc. then school can send staff to DropBox or Inactive in case of death.
- Staff moved to Dropbox will no longer appear in the school's active staff list.
- The staff record will remain in the school's Dropbox until it is imported again by the school or by other school from Dropbox.

E.

VIEW DROPBOX AND INACTIVE STAFF



- School users can search Dropbox or Inactive staff records using UDISE Code or National Code.
- Users can also search Dropbox/Inactive staff records of any State through the drill-down option: State → District → Block → School.
- Staff records can be directly imported through the Import Staff option available in the module.
- School users can also contact the HoS/MIS of the concerned Dropbox staff, if required.

C.

IMPORT STAFF



- If a staff transferred to another school or join another school due to job left, transferred, re-join after retirement then school where the staff is currently working will import by that school from DropBox.
- Staff can be imported from Dropbox by Searching National Code along with DOB or School UDISE Code by entering date of joining in present school along with remarks.
- After import, the staff record is moved from Dropbox to the Active Staff List, and the concerned school can update and complete the staff profile details.
- Schools can import staff records from the Dropbox of any school across different States.
- This process helps maintain and track the complete service history of staff.

F.

LIST OF STAFF MOVED TO DROPBOX



- School users can view staff records that have been moved to Dropbox and are yet to be imported by any school.
- Users can also search Dropbox/Inactive staff records of any State through the drill-down option: State → District → Block → School.
- Staff records can be directly imported using the Import Staff option available in the module.



USER MANUAL

- User Manual prepared and uploaded into school login to provide clear step-by-step guidance for understanding and using the system effectively and efficiently.



VIDEO TUTORIALS

- Video Tutorial also prepared and uploaded in school login to provide step-by-step visual guidance for users to understand and perform system functions easily and effectively.

Timeline UDISE+ 2026-27 (Tentative)

Activity	Tentative Date of Completion
School User ID creation	20.07.2026
Training to All HOI	22.07.2026
Transfer (Out of state-sending to dropbox)	30.07.2026
Progression	13.08.2026
Update details of all students (correction, inclusion etc.)	20.08.2026
New Entry	10.08.2026
UDISE School info update	30.09.2026
UDISE teacher info update	30.09.2026
Finalization	05.10.2026