Ref. No. HSSPP/2019/IT/-1112-33   Dated: 12|4|19

To

    All District Project Coordinators,
    HSSPP, Haryana.

Subject: Activities time schedule and Roles & Responsibilities of field staff for data collection under UDISE+ for the year 2018-19.

R/s Sir/Ma'am,

    I have been directed to inform you that the "Roles & Responsibilities" and "Time Schedule" for timely implementation of activities has been fixed for collection of UDISE+ data for the year 2018-19. The details of activities calender and Roles & Responsibilities will reain as under for above said work.

District Level: DPC will be **Nodal Officer** at district level for collection and submission of UDISE+ data 2018-19. DPC will be responsible to finalize and freeze the data for district and also to submit requisite Certificate online for final data. DPC will be assisted by APC planning (who is looking after UDISE work) for this activity. DEOs and DEEOs will provide their support in collection of DCFs from all Govt. as well as Non-Govt. Schools. For non-submission of DCF by any Govt. or Non-Govt. Schools, DEO, DEEO and DPC would be responsible. Meeting the timeline of the activities for submission of the UDISE+ data, will be the sole responsibility of DPC. Primarily Computer Programmer would be the **Technical Nodal Person** for this activity at district level. In case of non-availability of Computer Programmer, DPC will identify one employee working in his/her office to act as Technical Nodal Person for completing the task of collection and submission of UDISE+ data for year 2018-19. In case no such person is available in the office of DPC, he/she may assign this task to a competent person working at Block level of that district. Concerned DEO, DEEO and DPC would submit a list of schools along with a certificate that they have checked the DCF of these schools personally and found correct. Such number of schools should not be less than 10% of the filled-in UDISE+ DCFs of the district.

Block Level: BRC will be **Nodal Officer** at Block level for collection, online submission, finalization and freezing the data of Block for UDISE+ 2018-19. BRC will submit the requisite online Certificate for finalization of data in the prescribed format. BEOs and BEEOs will provide their support in collection of DCFs from all Govt. as well as Non- Govt. School. For non-submission of DCF by any Govt. or Non-Govt.

Schools, BEO, BEEO and BRC would be responsible. Completing the activities within the prescribed timeline for submission of the UDISE+ data, will be the sole responsibility of BRC.

Distribution of DCF and training for filling up of DCF by BRC: Both activities would

be conducted simultaneously at Block level with prior notice to be given to all schools well in time (last minute notice should be avoided). BRC will obtain signature from the representative of concerned school for receipt of the DCF. The format of such attendance cum receipt register will be as attached (Annexure –'A'). Copy of such attendance cum receipt report will be maintained by BRC in its office and a copy will be provided to O/o DPC which will be shared by DPC to the State Hqrs in a compiled manner for all blocks.

BRC will identify two persons who are well versed with the UDISE+ DCF as Master Trainers (MTs) who will be trained by State Hqrs for UDISE+ DCF 2018-19. These MTs, in turn will provide training to the schools and BLQC members. A Block Level Quality Control Team (BLQC) consisting of 5-8 members will be constituted by BRC. This team will include ABRCs, BRPs, Special Teachers for CWSN data, Junior Engineer (Civil) for civil works data and Master Trainers mentioned above. The team shall be responsible for checking 100% filled in UDISE+ DCFs in the presence of school. After this, 20% sample checking of filled-in UDISE+ DCFs will be checked mandatorily by BEO, BEEO and BRC. Such officers would also sign the DCFs checked by them and maintain a list of DCFs checked by them.

BRC will ensure that sufficient skilled manpower (equal to number of users created for each block) is deployed for online data punching at Block level and necessary infrastructure (computer/laptop, printer and internet facility etc.) is made available in his/her office for accomplishing the data entry work at block level. Such requirement of skilled staff would be met out of the staff working under BRC i.e. MIS Coordinator and Data Entry Operator. In case such staff is not available in the BRC office in the requisite quantity, only in that case Assistant Managers (MIS) working in the nearest cluster school can be deputed for this task. While doing so, it may be ensured that original task of the Assistant Manager (MIS) does not suffer.

Cluster Level: Concerned Cluster Head will be responsible for 100% coverage of all the schools for UDISE+ 2018-19 and 100% checking of filled-in UDISE+ DCFs is mandatory by Cluster Head. Concerned ABRC and Assistant Manager (MIS) would support the cluster head for checking the DCFs. School will submit the filled-in DCFs to Cluster Head. Cluster Head may visit the school to verify the accuracy of data of UDISE+ DCF 2018-19 as per record. Final signed DCF would be handed over to the school, which, in turn will submit to the O/o BRC.

Schools: It is the responsibility for all management schools (including un-recognized schools and recognized & un-recognised Madrasa's) to submit UDISE+ data 2018-19. Every school will update the existing data, if already submitted in 2017-18 and provide the fresh data for all variables for 2018-19. One person i.e. School Head/In-charge /Respondent from every school must attend the training programme at Block level as per schedule. School will submit data in UDISE+ DCF 2018-19 as per 30th Sept 2018 as per record. School will submit the filled-in DCF to Cluster Head. After verification by Cluster Head, the school will visit the office of BRC with requisite record and submit the filled-in UDISE DCF+ to BLQC team which will check the filled-in DCF in the presence of school.

To carryout the above activities said activies, the following schedule will be followed:

SN	Activities	Time Line	Responsibility
1	Printing of UDISE DCFs & Help Modules from Software & Printing Press	5th-14th April 2019	DPC Office with help of BRC Staff
2	Training Programme on UDISE+ DCF 2018-19 (for APC & Computer Programmer/Technical Person)	11th April 2019	State Team at State Hqrs
3	Training Programme on UDISE+ DCF 2018-19 for Master Trainers (May include 2 person from each block)	By 15th April 2019	State Team (Venue to be identified)
4	One day Block Level Training Programme on UDISE+ DCF for 2018-19 of all School Heads/In-Charge/Respondent & BLQC team and distribution of DCFs to Schools.	16th–22nd April 2019	DPCs & BRCs
5	Finalization of software for Data Entry of UDISE 2018-19	By 22nd April 2019	NIC New Delhi & State Team
6	Filling of UDISE DCFs by School Heads	22nd–25th April 2019	School Level
7	100% DCFs checking/verification of filled in DCFs by Cluster Head	29th-April 2019	Schools and Cluster Heads

SN	Activities	Time Line	Responsibility
8	One day Technical Training Programme for District & Block level technical staff which includes (Computer programmers, MIS Coordinators, Data Entry Operators & Technical Persons dealing with UDISE)	By 29th April	State Team at State Hq
9	Submission of filled in UDISE+ DCFs 2018-19 by all schools at BRC Office after checking/verification by Cluster Head	By 30th April 2019	Schools, Cluster Head & BRC
10	100% Data checking at Block Level by Block Level Quality Team (BLQC) as well as 10% DCF checking by BEO, BEEO & BRC.	1st – 10th May 2019	BEO, BEOO, BRC & BLQC team
11	**Online data punching of UDISE DCFs in www.udiseplus.gov.in.portal.** Inconsistency checking, corrections in data from schools, if required and digital certification by Data Entry Staff for UDISE+ 2018-19 data.	1st – 20th May 2019	BRC Office Data Entry Staff
12	**Sharing of reports with BEO & BEEO, online Certificate submission and freezing Block data by BRC**	By 22th May 2019	Concerned BRC
13	Online inconsistency checking, data comparison with last year, reports checking, de-freezing Blocks data for corrections, if required. Finalization of data by District level Computer Programmer/Technical Person.	By 31st May 2019	DPC Office Computer Programmer/Technical Person
14	**Sharing of reports with DEO & DEEO of district and freezing of district data online with Certificate by DPC**	By 5th June 2019	Concerned DPC
15	Online inconsistency checking, data comparison with last year, reports checking, de-freezing Districts data, if required. Finalization of data by **State Technical Team**	By 15th June 2019	State / District Computer Programmer/Technical Person
16	**Freezing consistent UDISE+ data 2018-19 to MHRD.**	By 20th June 2019	SPD Office

All officer/officials are requested to strictly follow the above said timelines and comply the work as assigned for collection of UDISE+ data for the year 2018-19.

Deputy Director (IT)
For State Project Director

Endst No. HSSPP/2019/IT/ 1134-92

Dated: 12|4|19

1. All ADCs-cum-Chairman, Samagra Shiksha, Haryana.
2. All District Education Officers, School Education, Haryana
3. All District Elementary Education Officers, School Education, Haryana
4. All Block Education Officers, School Education, Haryana
5. All Block Elementary Education Officers , School Education, Haryana
6. All Block Resource Coordinators, School Education, Haryana.
7. PA to SPD.

Deputy Director (IT)
For State Project Director