

## RTE - MIS Portal Document

### Table of Content

1.	<a href="#"><u>Process flow</u></a>	2
2.	<a href="#"><u>Introduction</u></a>	3
3.	<a href="#"><u>Purpose of Document</u></a>	3
4.	Web Road Map	
4.1.	<a href="#"><u>Home (public)</u></a>	3
4.2.	Logins (public)	
4.2.1.	<a href="#"><u>State Admin</u></a>	5
4.2.2.	<a href="#"><u>District Admin</u></a>	24
4.2.3.	<a href="#"><u>Block Admin</u></a>	31
4.2.4.	<a href="#"><u>School Admin</u></a>	36
4.3.	<a href="#"><u>School (public page)</u></a>	37
4.4.	<a href="#"><u>Student (public page)</u></a>	43

## **Process Flow**

To conduct a proper review of the RTE-MIS, follow this process:

### **State Admin (Basic setups)**

1. [Log in](#) as the State Admin.
2. [Create Locations](#): Add locations based on your preferred state or enter sample locations as outlined in the following steps.
3. [Create User Accounts](#): Create at least one user account for a district and one for a block.
4. [Add an Academic Session](#): Add an academic session to gain access to all modules necessary for further actions.

### **Adding and Registering a New School:**

1. Log in as Block admin.
2. [Add new school](#): Navigate to the School → Add New School menu and add new school basic details.
3. [Verify new School](#): After adding the school, log in as District Admin and approve it using the school→ Verify New School menu.
4. [Create School Account](#): Once the application is verified, the school can create an account from the public page under School → Create School Account.
5. [School Registration](#): After creating the school account, the admin will log in and complete the registration process.
6. [Review School Registration \(Block Admin\)](#): Once the school registration is completed, it will verify it from the School → Review School Registration menu.
7. [Review School Registration \(District Admin\)](#): In the second phase, the District Admin will verify the registration from the School → Review School Registration menu.
8. [Neighborhood Mapping](#): Once both levels of verification are completed, the Block Admin will perform neighborhood mapping for the school using the School → Neighborhood Mapping menu.

### **Student Registration Process:**

1. [Apply Online](#): The applicant must visit the portal and go to the Student → Student Application menu on the public page.

2. **Submit Documents:** After completing the online registration, the applicant must print out the application and submit it, along with the necessary documents, to the Block Admin.
3. **Review Student Application:** The Block Admin will verify the application and documents and update the information online from the Student → Review Student Application menu.

## Introduction

The Indian Parliament passed the RTE Section 12(1)(c) act on 4 August 2009, which came into effect on 1 April 2010. Under Section 12 (1)(c), 25% of seats are reserved for the children of weak and disadvantaged families in the elementary classes of all non-aided and non-minority private schools. Under this act, children between 3 and 6½ years old can be admitted to any private school's elementary class.

In Chhattisgarh, the benefit of Section 12 (1) (c) act is given from the session 2010-11. Earlier, the benefit of the act was given only to class VIII, but now, by amending it (Chhattisgarh at the state level), its recognition has been extended up to class XII in session 2019.

## Purpose of the Document

The purpose of this user manual is to serve as a comprehensive guide that empowers users to utilize a product's features and functionalities effectively. It aims to provide clear instructions, step-by-step procedures, troubleshooting tips, and relevant information to maximize users' understanding and proficiency with this product.

The user manual ensures that users can confidently and efficiently interact with the product by outlining how to operate, maintain, and troubleshoot it. This ultimately enhances their overall experience and satisfaction. The manual also acts as a reference point, offering valuable insights and answers to common queries, fostering user independence and minimizing support needs.

## Web Road Map

### Home (Public page)

The home page is the screen where the user first interacts with the portal. Here, users can see all recent notifications. Instructions for different actions like the school registration process, student application process, document verification process and Reimbursement claim

procedure. From the home page, users can move to any pages they want to work on and get all the necessary information from the home page directly.

From the home page, user can have access to the following information -

1. **About** - From this page, users can get all the information about section 12(1)(c) scheme and all eligibility information.
2. **School** - New schools can register using this menu to participate in the RTE section 12(1)(c) scheme.
3. **Student**- This menu allows students to apply to participate in this scheme, view the status of their application, take printouts, and modify existing applications.
4. **Report** - From this menu, applicants can see the school and seat information and map the neighborhood school information.
5. **Grievance** - From here, any user from any level can raise a grievance and see the status of the grievances raised.
6. **Login** - From here, schools, blocks, districts, states, and app admins can log in and take any action in the relevant area.

## Logins (Public page)

### 1. State Admin

In State admin, the state government officers log in to their admin panel, and they can manage the roles of the other government authorities and their rights, schedule the campaign cycle, trigger different lottery rounds, send SMS to allotted students, and perform the reimbursement process to the beneficiaries' (schools) accounts.

Home      About      School      Student      Report

Username (UDISE / Email Address)\*

You can use your username or email address to login.

Password\*

.....

CAPTCHA

e N jW g c

eNjW8

Enter the characters shown in the image.

By continuing, you are agree to our [Terms & Conditions](#) & [Privacy Policy](#).

[Forgot Password?](#)

**Log In**

After logging in, the State admin can see all the brief information about all modules in the dashboard.

The screenshot shows the 'State Dashboard' interface. At the top, there's a blue header bar with icons and the title 'State Dashboard'. Below it, a breadcrumb navigation shows 'Home >> Dashboard >> State Dashboard'. The main content area has two sections: 'Tasks Status' (which displays 'No Tasks') and 'District Wise Details' (a table with columns: Districts, Blocks, School, Register, Approved (BEO), Approved (DEO), Reject, Pending (BEO), and Pending (DEO). All values in the table are 0).

Districts	Blocks	School	Register	Approved (BEO)	Approved (DEO)	Reject	Pending (BEO)	Pending (DEO)
0	0	0	0	0	0	0	0	0

A state administrator can manage location information, language information, user accounts, academic sessions, and lottery and allotment information. Below are the detailed roles and responsibilities of State administration.

#### a. Add Modify Regional Languages

- The state admin can translate the portal from the base language, English, to their regional language. By following the given path: Master **Entry** → **Add / Modify** languages, the user can access the below panel.
- To change the language, users must add the word they want to modify in the **String contains** field. Then, select the language the user wants to translate in the **Translation language** dropdown and click the **Filter** button.
- Clicking the **Filter** button will display all similar words in the **Source string** section. The user can then write the translation in the **Translation for [regional\_language]** section.
- After writing all translations, clicking the **Save Translation** button will save them and make them visible on the portal.

This page allows a translator to search for specific translated and untranslated strings, and is used when creating or editing translations. (Note: Because translation tasks involve many strings, it may be more convenient to [export](#) strings for offline editing in a desktop Gettext translation editor.) Searches may be limited to strings in a specific language.

The screenshot shows a user interface for filtering translatable strings. At the top, there's a header with the title 'Filter translatable strings'. Below it, there are two main sections: 'String contains' (with an input field) and 'Translation language' (set to 'Hindi'). A dropdown menu labeled 'SEARCH IN' is open, showing 'Both translated and untranslated strings' as the selected option. A blue 'Filter' button is located below these controls. The main content area displays a table with five rows, each containing a source string and its corresponding translation in Hindi. The columns are 'Source string' and 'Translation for Hindi'. The rows are:

Source string	Translation for Hindi
@count items added to @container	
Status message	स्थिति संदेश
Error message	त्रुटि संदेश
Warning message	चेतावनी संदेश
An AJAX HTTP error occurred.	एक AJAX HTTP त्रुटि हुई.

#### a. Add Locations (Single & bulk)

State admins upload, update, and modify their State's location. They can do this in two ways: uploading the location in bulk or using a single creation option.

- **Bulk Upload Location:** In this section, the State admin can upload all locations.

- To upload a location in bulk, go to the **Master Entry → Add Location (bulk upload)**.

Add multiple location by uploading the template file provided below the field. Data should be in same format as in template while uploading the locations.

Upload file \*

No file chosen

Download the [Template](#) file. Max 5 MB allowed  
(Only .csv, .xlsx, .xls files are allowed).

- Now, download the **template** using the upload file option and add location details in the given format.
- Once all locations are updated on the template, upload the Excel file from the **Upload file** field.

Add multiple location by uploading the template file provided below the field. Data should be in same format as in template while uploading the locations.

Upload file \*

 [multi\\_location\\_sample\\_\(1\).xlsx](#)  
(6.28 KB)

Download the [Template](#) file. Max 5 MB allowed  
(Only .csv, .xlsx, .xls files are allowed).

- Once the file is uploaded, then click on the **Save** button.

- e. Once the file is uploaded, you will receive a confirmation message of the uploaded file.

The screenshot shows a progress bar at the top with the text "Importing location." and "Completed 1 out of 1". Below it, a status message box says "5 locations imported successfully." with a green checkmark icon and a close button. The main area contains instructions to add multiple locations by uploading a template file, a file upload input field ("Choose File No file chosen"), a note about the template file being a .csv, .xlsx, or .xls file, and a "Save" button.

Importing location.

Completed 1 out of 1

00% complete. Time elapsed: 0 sec, estimated time remaining: 0 sec. 100%

Status message X

5 locations imported successfully.

Add multiple location by uploading the template file provided below the field. Data should be in same format as in template while uploading the locations.

Upload file \*

Choose File No file chosen

Download the [Template](#) file. Max 5 MB allowed  
(Only .csv, .xlsx, .xls files are allowed).

Save

- **Single Upload Location:** In this section, the State admin can upload or update locations individually.
  - a. To upload a location, go to the **Master Entry → Location (Create/Update/Delete)**.
  - b. Then click the + add location button from the panel, as shown in the image below.

+ Add Location

Home >> Location List

You can reorganize the terms in *Location* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

Name	Status	Operations	Weight
No terms available. <a href="#">Add location.</a>			

- c. Once you click the + add location button, a new panel will open, as shown below.

Name\*

Language

English

Please select the language for which you want to add location.

Type of Area

N/A  
 Urban  
 Rural

Select the type of area.

Relations

Parent terms

<root>  
Mahasmund  
-Mahasamund  
--MAS

Save Save And Go To List

- d. In this panel, enter the location's name in the **Name** field and select the **language** from the list to determine in which language the location name will be written.
- e. In the **Type of area** section, if adding a district name, select N/A; for other locations, choose any one that is rural or urban.
- f. In the **Relations** section, for District, select root and choose the specific location level from the given lists for other locations.
- g. After selecting all necessary information, click on the **Save** button. After saving, the location will start displaying for users.
- h. If the user wants to go to the list, then the user can click on the **Save And go to List** button.

**b. Account Creation (District & block Admin)**

The State admin can create accounts for both District admins and Block admins. Only one account can be created per district, whereas multiple accounts can be created for block admins. Block admins often handle multiple tasks concurrently and may need to authorize various operators for the same work. Multiple separate accounts can be made for one block to identify specific individuals, each managed by different operators.

**District Admin Account Creation**

- To create an account for the district admin, go to the **Master Entry → District Admin (Create / Update/ delete)** menu.

- Click the **+ Add District User** button, and a new panel will appear.
- Now, create a **new password** for the district admin and re-enter the new password.
- Mark the **status** to Active.
- The user **role** should be fixed for the district admin.
- If you want to send **email notifications**, enable that by clicking the button.
- Enter the district admin's **email address**, which will be the login user id for the district admin.
- From the **location** field, select the district name to create the user account.
- Enter the **designation** of the district admin or the person to whom the account was created.
- Enter **phone number**.
- Enter the **captcha** and accept the **declaration** by clicking the enable button.

- Once you accept the declaration, the **Create New Account** button will be enabled, and by clicking on that button, a login account will be created for the selected district.

<p><b>Password*</b></p> <input type="password"/>	<p><b>Confirm password*</b></p> <input type="password"/>
<p>Your password must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Be at least 6 characters long</li> <li>• Contain at least one letter</li> <li>• Contain at least one number</li> <li>• Contain at least one special character</li> </ul>	
<p><b>Status</b></p> <p><input type="radio"/> Blocked</p> <p><input checked="" type="radio"/> Active</p>	
<p><b>Role</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">District Admin</div>	
<p><input type="checkbox"/> Notify user of new account *</p>	
<p><b>Email ID*</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Enter email ID</div> <p>The email address is not made public. Please use official email, this email will be used for future communication.</p>	
<p><b>Location Details</b></p> <p><b>District</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">- Please select - ▾</div>	
<p><b>Admin Details</b></p> <p><b>Designation</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"></div>	
<p><b>Mobile Number*</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Phone number</div>	
<p><b>CAPTCHA</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; height: 100px;">   <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; height: 30px;"></div> <p>Enter the characters shown in the image.</p> </div>	
<p><input checked="" type="checkbox"/> Please confirm your agreement to our platform's term and conditions by checking this box, acknowledging the rules for using the Right to Education *</p>	

[Create New Account](#)

### **Block Admin Account Creation**

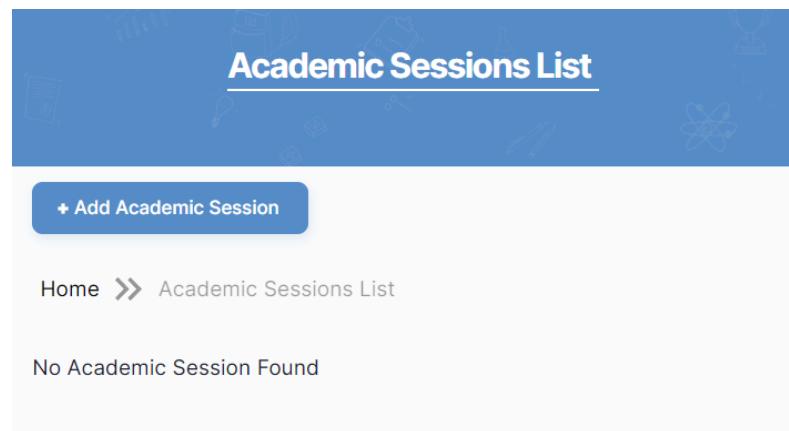
- To create an account for the block admin, go to the **Master Entry → Block Admin (Create / Update/ delete)** menu.
- Click the + Add Block User button, and a new panel will appear.
- After this, the same information is needed to create the block admin as we must make a district admin account.

The screenshot shows a user interface for managing block users. At the top, there is a blue button labeled '+ Add Block User'. Below it, a breadcrumb navigation shows 'Home >> People'. On the left, there is a search bar labeled 'Search (Name/Email)' and a dropdown labeled 'Status' with the option '- Any -'. On the right, there is a dropdown labeled 'Role' set to 'Block Admin', and two buttons: 'Filter' and 'Reset'.

### **c. Create Academic Sessions**

The State admin can create an academic session for their state. After finalizing the timeline for a particular academic session, the State admin can provide all the necessary details in this section and turn functionalities on/off based on requirements.

- To enter and update the academic session details, go to the **master entry → Create / Modify academic cycle**.



- A new panel will be opened.

Academic Year\*

- Select a value -

Select the academic year for which the academic session is begin created.

**Session Details\***

Timeline

Event Type\*

- Select -

Select the event type from the pre-defined list.

Start date\*

dd-mm-yyyy

End date\*

dd-mm-yyyy

Select the start & end date of the event.

Define the different session items here. Like 'Student Registration', 'School Registration', 'School Verification', etc.

[Add Timeline](#)

Published

[Save](#)

- Users should select the current **academic year** from the drop-down menu.
- Add a timeline for different **events or tasks**. Tasks are:
  - a. School Registration
  - b. School Renewal
  - c. School Verification

- d. School mapping
- e. Student Application
- f. Student Verification
- g. Lottery
- h. School admission
- i. Student Tracking
- j. Reimbursement
- Users must provide the **Start and End dates** for that particular event or task by selecting a timeline.
- To select the timeline for another task, click the **Add Timeline** button and provide the **Start and End dates**. The process will repeat until the timeline for all events or tasks is entered.
- Once all entries are done, if the user wants to activate the timeline, click the **publish** and **save** buttons.
- Once you click the **save** button, that timeline will be saved and enabled for the particular academic cycle.

Academic Year	Session Details	Action										
2024-25	<table border="1"> <thead> <tr> <th>Event Type</th><th>Date</th></tr> </thead> <tbody> <tr> <td>School Registration</td><td>24 Jul 2024 - 31 Jul 2024</td></tr> <tr> <td>School Renewal</td><td>24 Jul 2024 - 31 Jul 2024</td></tr> <tr> <td>School Verification</td><td>24 Jul 2024 - 31 Jul 2024</td></tr> <tr> <td>School Mapping</td><td>24 Jul 2024 - 31 Jul 2024</td></tr> </tbody> </table>	Event Type	Date	School Registration	24 Jul 2024 - 31 Jul 2024	School Renewal	24 Jul 2024 - 31 Jul 2024	School Verification	24 Jul 2024 - 31 Jul 2024	School Mapping	24 Jul 2024 - 31 Jul 2024	Edit
Event Type	Date											
School Registration	24 Jul 2024 - 31 Jul 2024											
School Renewal	24 Jul 2024 - 31 Jul 2024											
School Verification	24 Jul 2024 - 31 Jul 2024											
School Mapping	24 Jul 2024 - 31 Jul 2024											

- Users can create multiple timelines for multiple rounds of the academic cycle. However, it can enable or publish only one cycle at a time.

d. **School Information**

The state admin can see all the school's information and take some necessary actions. To get an update on schools and reviews, the State admin needs to go to the different menus of the **School** menu. Which are:

**1. All Schools**

- From here, the state admin can view the list of all schools in their state, and there are various filter options to view a specific school from the list.

The screenshot shows a search interface for schools. At the top, there is a text input field labeled "Udise Code". Below it are two dropdowns: "School Name" and "Upload Type" (with options like "Individual", "Approved", and "Rejected"). There is also a "Current Status" dropdown and an "Apply" button. Below the search bar is a table with columns: UDISE Code, School Name, Upload Type, Current Status, and Created By. The table contains three rows of data, each with redacted school names and names for the other columns.

UDISE Code	School Name	Upload Type	Current Status	Created By
[REDACTED]	[REDACTED]	Individual	Approved	dindori_ac
[REDACTED]	[REDACTED]	Individual	Approved	dindori_ac
[REDACTED]	[REDACTED]	Individual	Approved	dindori_ac

- The state admin can also add new schools in bulk for the initial entry if multiple schools need to be uploaded simultaneously.

+ Add Schools In Bulk

Home >> Schools

Udise Code

School Name

Upload Type

- Any -

Current Status

- Any -

**Apply**

- Users must click the **+Add Schools in Bulk** button to upload schools in bulk. Once you click it, a new panel will open.
- From here, users must download the **template** and upload the sheet in that particular format after providing all the school information.
- To upload the school lists, click on the **choose file** option from the **upload file** field, select the Excel file from the list, and then click the **Submit** button.
- School information will be saved once you click the submit button, and the user will get a **confirmation message**.

Upload file \*

**Choose File** No file chosen

Download the **Template** file. Max 5 MB allowed  
(Only .csv, .xlsx, .xls files are allowed).

**Submit**

## 2. Neighborhood Mapping status

The state admin can see the school's neighborhood mapping status from here.

- The State admin must select the **district and block** to view the school mapping status.
- Then, select a school from the **Available school** field.
- Then, to view the mapping status, select different layers of the locations nesting and see the mapping status of the school.

District

Block

Available Schools\*

Type of Area\*

Nagriya Nikaye

Wards

Habitation Mapping

Available Options

Selected Options

Sardar Vallabhbhai Patel Ward

## 3. Review school registration

From here, the state admin can view the school's verification status and use a different filter to view schools based on their current status.

Current Status  
- Any -

UDISE Code	School Name	Current Status	Location	Approval Date	Action
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	08-07-2024	<input type="button" value="View"/>
[REDACTED]	[REDACTED]	Pending	[REDACTED]	N/A	<input type="button" value="View"/>
[REDACTED]	[REDACTED]	Pending	[REDACTED]	N/A	<input type="button" value="View"/>
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	05-07-2024	<input type="button" value="View"/>

- If the State admin wants to view the complete information of a particular school, then they can click on the **View** button.
- After clicking the **View** button, the full details of the selected school will be displayed on a different screen.

School UDISE Code	[REDACTED]					
Academic Year	2024-25					
School Name	[REDACTED]					
Education Details						
Board Type	Category	Medium	Education level	From class	Up to class	Fee De

#### e. Student Information

The state admin can see all the details of the students and can take necessary action regarding students' information, status, etc. To get an update on students, the state admin needs to go to the different menus on the student menu. Which are:

##### 1. All Students

- From here, the State administration can see the lists of all students who are registered to participate in the RTE scheme.

- The state admin can see the application details and the students' current status here.
- On a requirement basis, state admin can modify the student information.
- The state admin can use different filters to get the appropriate information.

Student Name	Application Number	Mobile Number	Class	School
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Any -	- None -

Student Name	Application Number	Current Status	Action
[REDACTED]	[REDACTED]	Submitted	<button>View</button>

## 2. Student Review Status

- The state admin can review students' application verification process status and monitor their progress.

Student Registration

Home >> Students

Student Name	Application Number	Mobile Number	Class	School
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Any -	- None -

Student Name	Application Number	Current Status	Action
[REDACTED]	[REDACTED]	Submitted	<button>View</button>

- They can view the full details of applicants' applications by clicking the **view** button in the **action** tab.
- The state admin can view the application details by clicking the view button.

Student Application Number [REDACTED]	Academic Year 2024-25	Mobile Number [REDACTED]
Parent Type Father & Mother	Father's Name [REDACTED]	Father's Aadhar Number [REDACTED]
Mother's Name [REDACTED]	Mother's Aadhar Number [REDACTED]	Student Name [REDACTED]
Gender Boy	Caste GEN	Religion Hindu
Is Single Girl Child? No	Has HIV? No	Is Orphan? No
Has Siblings? No	Location Balrampur » Ramachandrapur (Ramanujaganj) » Jamwantpur » Jamwantpur	Residential Address address
Date Of Birth [REDACTED]	Birth Proof ANM Registered Card	Address Proof Farmer Photo Passbook (KCC Card)

## 2. District Admin

### a. Create Block admin account

The district admin can create accounts for their respective block admins. The district admin must follow the process explained earlier in **State Admin's point C** to create a login account for block admins.

To go to the block admin account creation, follow the following path: **Master Entry → Block Admin (Create / Update / Delete)**

Show.all.columns	Username	Roles	Operations
<input type="checkbox"/>	[REDACTED]	• Block Admin	<button>Edit</button>
<input type="checkbox"/>	[REDACTED]	• Block Admin	<button>Edit</button>

### b. View locations

The district admin can view location information. They can access their district's information and all locations at all levels.

To view locations, go to the **Master Entry** → **View locations**.

c. Schools

## **1. All Schools**

- From here, the district admin can view the list of all schools in their district, and there are various filter options to view a specific school from the list.
  - The district admin can also add new schools in bulk or individually for their district. For the first-time entry, the district admin can do the bulk upload of schools and, from the further year, can do the entry of schools individually.

<a href="#">Home</a>	<a href="#">Schools</a>	<a href="#">+ Add Single School</a>	<a href="#">+ Add Schools In Bulk</a>	
Udise Code	School Name	Upload Type	Current Status	
<input type="text"/>	<input type="text"/>	- Any - <input type="button" value="▼"/>	- Any - <input type="button" value="▼"/> <input type="button" value="Apply"/>	
UDISE Code	School Name	Upload Type	Current Status	Action
<input type="text"/>	<input type="text"/>	Bulk Upload	Approved	<input type="button" value="Edit"/> <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	Bulk Upload	Approved	<input type="button" value="Edit"/> <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	Bulk Upload	Approved	<input type="button" value="Edit"/> <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	Bulk Upload	Approved	<input type="button" value="Edit"/> <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	Bulk Upload	Approved	<input type="button" value="Edit"/> <input type="button" value="▼"/>

Schools					
Udise Code	School Name	Upload Type	Current Status		
		- Any -	- Any -	Apply	
<a href="#">UDISE Code</a>	<a href="#">School Name</a>	<a href="#">Upload Type</a>	<a href="#">Current Status</a>	<a href="#">Created By</a>	<a href="#">Action</a>
		Bulk Upload	Approved		<a href="#">Edit</a>
		Bulk Upload	Approved		<a href="#">Edit</a>
		Bulk Upload	Approved		<a href="#">Edit</a>
		Bulk Upload	Approved		<a href="#">Edit</a>
		Bulk Upload	Approved	Q	<a href="#">Edit</a>

- The district admin must click the **+Add Schools in Bulk** button to upload schools in bulk. Once you click, a new panel will open.

Upload file \*

No file chosen

Download the [Template](#) file. Max 5 MB allowed  
(Only .csv, .xlsx, .xls files are allowed).

[Submit](#)

- After that, the district admin can download the bulk upload **template**. And upload the sheet with the school's information.
- To upload the school lists, click on the **choose file** option from the **upload file** field, select the Excel file from the list, and then click the **Submit** button.
- After submitting, the school information will be saved, and the user will get a **confirmation** message.
- The district admin must click the **+Add Single Schools** button to upload schools individually. Once you click it, a new panel will open to fill in the school details. (See the below image for reference)

School UDISE Code\*

UDISE Code limited to 11 characters, remaining: 11

School Name\*

Name of School

Aid Status\*

Select the type of Aid.

Type of Area\*

Urban  
 Rural

Select the type of area.

Minority Status\*

Select the status of Minority.

Location\*

District

Block

Select the location.

NOTE: Newly added UDISE will be visible in the UDISE list only after the approval of District Admin.

Save

- **Aid status and Minority status** are by default set to unaided and non-minority status, as only these schools can participate.
- In the location field, **District** is fixed for district admin; District and block are both fixed and non-changeable for block admin.
- After providing all necessary information, the district admin clicks the **save** button. The school's data is stored in the record, and the school can now participate in the scheme.

## 2. Review school Registration (District)

- From here, the District admin can view the school-wise verification status. Also, schools can be filtered by their **current status**.

Current Status				Approval Date	Action
UDISE Code	School Name	Current Status	Location		
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	08-07-2024	<button>View</button>
[REDACTED]	[REDACTED]	Pending	[REDACTED]	N/A	<button>View</button>
[REDACTED]	[REDACTED]	Pending	[REDACTED]	N/A	<button>View</button>
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	05-07-2024	<button>View</button>

- To view a particular school's complete information, click the **View** button.
- By clicking on the **view** button, the full details of the selected school will be displayed on a different screen.

School UDISE Code  
[REDACTED]

Academic Year  
2024-25

School Name  
[REDACTED]

Education Details

Board Type	Category	Medium	Education level	From class	Up to class	Fee De
------------	----------	--------	-----------------	------------	-------------	--------

- After reviewing the application, the District admin needs to change the school registration status. To do this, scroll down to the view panel at the bottom of the page and update the school registration status accordingly.

**School Verification History**

- From Submitted to Approved By BEO at Wed, 07/24/2024 - 17:33 via [REDACTED]  
Comment: Approved
- From Pending to Submitted at Wed, 07/24/2024 - 17:30 via [REDACTED]  
Comment: Submitted by school
- From Creation to Pending at Thu, 07/04/2024 - 21:44 via Anonymous

**School Verification**

Change state

Back to BEO

Approved By BEO

Approved By DEO

Rejected

Comment \*

Briefly describe the changes you have made.

**Submit**

- The district admin can change the status from Approved by BEO to Approved by DEO from the **School Verification** field.
- Then, write a comment in the **comment box** and click on the **Save** button.
- Once the district admin saves the record, then they cannot change the status further but can view the details from the view school details section.

School Verification History	School Verification
<p>• From Approved By BEO to Approved By DEO at Wed, 07/24/2024 - 17:35 via [REDACTED] Comment: Approved</p> <p>• From Submitted to Approved By BEO at Wed, 07/24/2024 - 17:33 via [REDACTED] Comment: Approved</p> <p>• From Pending to Submitted at Wed, 07/24/2024 - 17:30 via [REDACTED] Comment: Submitted by school</p> <p>• From Creation to Pending at Thu, 07/04/2024 - 21:44 via Anonymous</p>	Approved By DEO

### 3. Review Neighborhood mapping

- In the neighborhood mapping, the district admin can view the schools' neighborhood mapping status and verify the mapping.
- To view the neighborhood mapping, go to the **school → Review Neighborhood mapping**.
- To view the mapping in detail, the admin must select the district first, then block, and then choose a school from the list.
- Then, to view the mapping status, select different layers of the locations nesting and you can see the school's mapping status.

District: [REDACTED] Block: [REDACTED]

Available Schools\*: [REDACTED]

Type of Area\*: Urban

Nagriya Nikaye: [REDACTED] Wards: [REDACTED]

Habitation Mapping:

Available Options	Selected Options
[REDACTED]	Sardar Vallabhbhai Patel Ward

#### 4. Verify New School

- The district admin must verify schools newly added to the portal by the Block admin.
- The district admin verifies the school through an external portal where the school's recognition is obtained and then completes the verification on the portal.
- To do this, the district admin must navigate to the school → **verify the new school** menu.
- The district admin can change the status of the school addition from the **action** field in the view panel. After providing a proper **comment**, they should click the **Update workflow** button.
- After verification, the school can participate in the scheme, create their account, and complete the registration process.

Filter Code: [REDACTED] Apply

UDISE Code	Upload Type	Created By	Modified By	Action
[REDACTED]	Individual	[REDACTED]	[REDACTED]	Change state <input checked="" type="radio"/> Pending <input type="radio"/> Rejected <input type="radio"/> Approved Comment * Briefly describe the changes you have made. Update Workflow

#### d. Students

The district admin can see all the details of the students and can take necessary action regarding students' information, status, etc. To get an update on Students, the District admin needs to go to the different menus of the Student menu. Which are:

### 1. All Students

It is the same as the State admin's point f of point 1.

### 1. Review Student Status

It is the same as the State admin's point f of point 2.

## 3. Block Admin

### a. School

#### 1. Review School Registration

The block admin will be the first authority for the school to verify their registered information. Block admin will collect all the school documents, verify them, and then verify the registration.

- To verify the school, the block admin goes to the **School** → **Review school Registration** menu, and then they can see the list of schools on their login.

UDISE Code	School Name	Current Status	Location	Approval Date	Action
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	24-07-2024	<button>View</button>
[REDACTED]	[REDACTED]	Approved By DEO	[REDACTED]	05-07-2024	<button>View</button>

- To verify the school registration, the block admin must click the **view** button in the **action tab** to open a detailed view of the application.
- To change the status of the school registration, the block admin has to scroll down the form to the bottom, where they can modify the status. After changing the status from the **School verification** tab and adding a **comment**, they must click the **save** button.

- Once the block admin changes the school registration status, the school's review will proceed to the next level of verification by the District admin.

The screenshot shows a two-column form. The left column, titled 'School Verification History', lists two events: 'From Pending to Submitted at Wed, 07/24/2024 - 17:30 via [REDACTED]' and 'From Creation to Pending at Thu, 07/04/2024 - 21:44 via Anonymous'. It also includes a 'Comment' field with the placeholder 'Comment: Submitted by school'. The right column, titled 'School Verification', contains a 'Change state' section with four radio buttons: 'Send back to school' (unselected), 'Submitted' (selected), 'Approved By BEO' (unselected), and 'Rejected' (unselected). Below this is a 'Comment\*' text area with the placeholder 'Briefly describe the changes you have made.' A blue 'Submit' button is located at the bottom right of the right column.

## 2. Add new school

- Block admin can add newly recognized schools to the portal and allow them to participate in the schemes.
- To add the new School, the block admin can navigate to the **School → Add new school** menu.
- After clicking on this menu, the block admin can enter the necessary details about the school and then click on the save button. (Field details are already mentioned in **District admin's Point C's + Add Single Schools** sections.)
- Once the school is added, it will become visible to the district admin upon verifying their login.

## 3. All School

The block admin can view the list of all schools in their respective block. The block admin can see the school's name, upload type, current status, and uploaded details here.

Also, they can apply different filtration to view filtered views of schools.

#### 4. Search For school by Name or Udise

The block admin can search for the school by its name or UDISE code from the abovementioned panel.

This link redirects to the page mentioned above; the name has been separately mentioned to enhance accessibility for end users.

#### 5. Neighborhood Mapping

- The block admin can conduct neighborhood mapping once the district admin verifies a school.
- The block admin can map by navigating to **School** → **Neighborhood Mapping**.
- The **district and block fields** are fixed and disabled for the block admin, indicating they can only map schools within their respective block.
- They then select the school from the **Available school** field, which lists only those schools verified by the district admin.
- Next, they choose the **location details** to which they want to map the selected school.
- After selecting the location and moving habitation to the **selection option** field, they click the **submit Mapping** button to finalize the mapping of the school to a particular habitation.
- This allows applicants from that habitation to choose the school for admission.

District  Block

Available Schools \*

Type of Area \*  Rural

Gram Panchayat

Habitation Mapping

Available Options  Selected Options

[Submit Mapping](#) Looking for the habitation mapping logs? [Click Here](#)

## b. Student

### 1. All Student

It is the same as the State admins point f's point 1.

### 2. Review Student application

- From here, the block admin can view the list of students who have applied to schools belonging to a particular block.

Student Name	Application Number	Mobile Number	Class	School	Apply
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Any - <input type="button"/>	- None - <input type="button"/>	<input type="button"/>
Student Name	Application Number	Current Status	Action		
<input type="text"/>	<input type="text"/>	Submitted	<input type="button"/> View		

- Clicking on the view button opens a detailed view of the application, allowing them to review the entire application and compare the details with the actual (physical) copy of documents provided by the applicant.

Student Application Number [REDACTED]	Academic Year 2024-25	Mobile Number [REDACTED]
Parent Type Father & Mother	Father's Name [REDACTED]	Father's Aadhar Number [REDACTED]
Mother's Name [REDACTED]	Mother's Aadhar Number [REDACTED]	Student Name [REDACTED]
Gender Boy	Caste GEN	Religion Hindu
Is Single Girl Child? No	Has HIV? No	Is Orphan? No
Has Siblings? No	Location [REDACTED]	Residential Address address

- After verifying the application, the block admin scrolls down to the bottom of the application, selects the desired application status and clicks the submit button.
- The application status is updated upon clicking the **submit** button, and the application proceeds to the next step.

<b>Student Verification History</b> From Creation to Submitted at Wed, 07/24/2024 - 23:21 via Anonymous	<b>Student Verification</b> Change Student Workflow state <input type="radio"/> Approved <input type="radio"/> Duplicate <input type="radio"/> Incomplete <input checked="" type="radio"/> Rejected <input checked="" type="radio"/> Submitted  Comment * [REDACTED] Briefly describe the changes you have made.  <b>Submit</b>
--	---

### 3. Search For Student by Name

From the panel mentioned above, the block admin can search for the student by their name.

This link redirects to the page mentioned above; the name has been separately mentioned to enhance accessibility for end users.

## 4. School Admin

### a. Profile (Make changes to basic information)

The school admin can view their profile by selecting the "Profile" option from the menu. Here, they can access and review the details of their school profile.

The screenshot shows two main sections: 'User Basic Information' and 'School Basic Information'. In 'User Basic Information', there are fields for 'Email' (redacted) and 'Phone Number' (redacted). In 'School Basic Information', there are fields for 'UDISE Code' (redacted), 'Aid Status' (Unaided), 'District' (redacted), 'Block' (redacted), 'Minority Status' (Non Minority), 'School Name' (redacted), and 'Type of Area' (Rural).

From this panel, school administrators can make necessary changes, such as updating their **password, mobile number, and email address**.

The screenshot shows a form for changing account details. It includes fields for 'Current password' (with a note: 'Required if you want to change the Email address or Password below. [Reset your password](#).'), 'Email address\*' (redacted), 'Username' (redacted), 'Password' (with note: 'Your password must meet the following criteria:

- Be at least 6 characters long
- Contain at least one letter
- Contain at least one number
- Contain at least one special character

'), 'Confirm password' (redacted), 'Mobile Number\*' (redacted), and a 'Save' button.

### b. School Registration

#### 1. view registration

From here, the school admin can view the registration information they previously provided. They can print out the application for any further requirements and also check the current status of their application along with the registration status change history.

Education Details														
Board Type	Category	Medium	Education level	From class	Up to class	Fee Details								
CBSE	Co-Ed	English	Primary	1st	3rd	<table border="1"> <tr> <td><b>Class List</b></td> <td>1st</td> </tr> <tr> <td><b>Total Annual Fees</b></td> <td>5000.00</td> </tr> <tr> <td><b>Class List</b></td> <td>2nd</td> </tr> <tr> <td><b>Total Annual Fees</b></td> <td>5500.00</td> </tr> </table>	<b>Class List</b>	1st	<b>Total Annual Fees</b>	5000.00	<b>Class List</b>	2nd	<b>Total Annual Fees</b>	5500.00
<b>Class List</b>	1st													
<b>Total Annual Fees</b>	5000.00													
<b>Class List</b>	2nd													
<b>Total Annual Fees</b>	5500.00													

**School Verification History**

- From Approved By BEO to Approved By DEO at Fri, 07/05/2024 - 10:47 via [REDACTED]  
Comment: approved
- From Submitted to Approved By BEO at Fri, 07/05/2024 - 09:31 via [REDACTED]  
Comment: approved
- From Pending to Submitted at Fri, 07/05/2024 - 09:29 via [REDACTED]  
Comment: Submitted by school
- From Creation to Pending at Fri, 07/05/2024 - 08:58 via Anonymous

**School Verification**

Approved By DEO

## 2. Print Registration

From here, school registration information can be directly downloaded in PDF format, making it easily printable.

### School (Public page)

From the school tab, there is a submenu called “**Create an account**”. Schools newly recognized or participating in the scheme for the first time must click on this menu to create their account.

- The school admin can create an account only if the block admin in the portal adds the school and is verified by the District admin.
- If a school is added but not verified, its name will not be displayed on the form for creating an account.
- To create an account, the school first chooses their **school UDISE code** from the list, and the **school name** will be read-only.
- Set a strong **password** following the password policy. Enter the **email address** and **mobile number**.
- Enter the **Captcha**, accept the declaration, and click the "**Create New Account**" button.

School UDISE Code\*

School Name\*

Password\*

Confirm password\*

Your password must meet the following criteria:  

- Be at least 6 characters long
- Contain at least one letter
- Contain at least one number
- Contain at least one special character

Email ID\*

The email address is not made public. Please use official email, this email will be used for future communication.

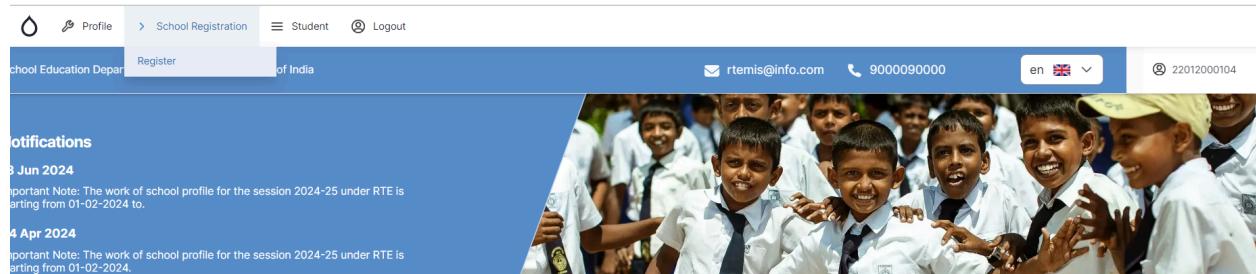
Mobile Number\*

CAPTCHA   
 Enter the characters shown in the image.

Please confirm your agreement to our platform's term and conditions by checking this box, acknowledging the rules for using the Right to Education \*

[Create New Account](#)

- **School Registration:** Once the account is created, the school's account will be set up, and logged in to it, they can proceed to register their school from the School Registration → registration menu.



Now, the application will open in a form view, and the school admin should fill out all the required details and submit them. The Academic year, UDISE code, and school name will be prefilled and non-editable.

Academic Year.\*

Select the academic year for which the school detail is added.

School UDISE Code  
[REDACTED]

School Name  
[REDACTED]

**Education Details**

Enter education detail available in school.

**Add Education Level**

The following details need to be filled by the school admin:

- Education Details:** To fill in the education details, the school admin first needs to click on the **Add education level** button, and then a section to fill in the education level detail will open.

**Education Details**

Board Type	- Select a value - Select Board Type.
Category	- Select a value - Select category.
Medium	- Select a value - Select medium available.
Education level	- Select a value - Select different levels of education.
From class	- None - Select the class start from.
Up to class	- None - Select class are available up to.

Here, the school admin needs to provide the details of

- Board (From which board are they affiliated?),
- Category (Girls, boys, Co-ed),
- Medium (Medium of instruction on which they provide education),
- Education level (What is the level of education? Is it primary, upper primary, secondary, or Sr. Secondary?)
- From class (What is the school's entry class or initial class?)
- To Class (What is the last class of the school?)

## 2. Fees Details

After providing all this information, the school admin needs to enter fee details for all classes as follows:

- a. They must select each class from the **Class List** dropdown menu and enter the declared fees in the **Total Annual Fees** tab.
- b. To add fees for the next class, click the "**Add Fee Details**" button and enter fee details.
- c. This process should be repeated until all school class fee details are entered.

**Note:** If the school offers more than one medium of instruction, they need to click on the "**Add Education Level**" button and provide the same information for each additional medium.

The screenshot shows the 'Fee Details' section of a mobile application. At the top, there is a header bar with the title 'Fee Details'. Below it, the main form area has a title 'Fee Details' on the left. The form contains two fields: 'Class List' and 'Total Annual Fees'. The 'Class List' field is currently set to '- None -' and includes a note: 'You need to update the 'Up to Class' to align with the changes made in the 'Class list''. The 'Total Annual Fees' field is empty and includes a note: 'You need to Enter the Annual fees of the Selected Class.'. At the bottom of the form is a blue button labeled 'Add Fee Details'. Below the form, there is a general note: 'Enter education detail available in school.' and a blue button labeled 'Add Education Level'.

## 3. Entry class

After providing the Education details, the school must declare the entry class for student admissions. Here's the process:

1. Default Entry Class: The school must first declare the default entry class, which could be either single or double. The State admin defines the declaration of the entry class, which the app admin can set up from their login.
2. After declaring the default entry class, click the "**Add Entry Class**" button to fill out the entry class.

3. They need to select the **entry class** name from the dropdown and specify the category applied for that class.
4. In the "**Total Number of Students**" field, enter the total number of students studying in that particular medium and class. Once the total number of students is entered, the system automatically generates the 25% reserved seats for RTE.
5. Dual medium schools must provide seat information separately for both mediums. In the case of a single medium, seats for **other mediums** can be specified as zero (0).
6. If there are dual entry classes, the user needs to repeat the process by clicking on the "**Add Entry Class**" button again.

The screenshot shows a user interface for adding an entry class. At the top left, there is a radio button labeled "1st" under the heading "Default Entry Class \*". Below it is a note: "Default entry class." A large grey header bar contains the text "Entry Class \*". The main form area has several input fields:

- Entry Class:** A dropdown menu with the placeholder "- Select a value -". Below it is a note: "Select entry class."
- Category:** A dropdown menu with the placeholder "- Select a value -". Below it is a note: "Select category."
- Total number of new students of hindi to be enrolled.**: An input field with a note: "Provide the total number of students enrolled for hindi for this academic session."
- Total number of new students of hindi to be enrolled in RTE 12(1)(C)**: An input field with a note: "25% seats will be auto populated here for RTE 12(1)(C)."
- Total number of new students of english to be enrolled.**: An input field with a note: "Provide the total number of students enrolled for english for this academic session."
- Total number of new students of english to be enrolled in RTE 12(1)(C)**: An input field with a note: "25% seats will be auto populated here for RTE 12(1)(C)."

At the bottom left of the form area, there is a note: "Enter the details of entry class." Below that is a blue "Add Entry Class" button.

#### 4. Address and Geolocation details

Next, the school admin needs to provide the location details, address geolocations, and pin code of their school.

- a. **Location** details will assist the block admin in neighborhood mapping the school to nearby areas.
- b. The complete address helps quickly locate applicants and officers reaching the school.

- c. Geolocation is for future use if the State wants to implement GIS mapping.

**Location \***

District  Block  Gram Panchayat  Habitation

Store the full address.

**Full Address \***

Enter the full address.

**Geolocation \***

**Latitude \***

Enter either in decimal 51.47879 or sexagesimal format 51° 28' 43.644"

**Longitude \***

Enter either in decimal -0.010677 or sexagesimal format -0° 38.4372"

Enter the latitude & longitude.

**Pincode \***

## 5. COR details

Finally, the school needs to provide the Certificate of Recognition (COR) details of their school to track their active and inactive records and to indicate when renewal is required. After giving the COR information, the school should click the **save** button.

Once the save button is clicked, the application will be saved, and a download option will be enabled to view the registered information. The school can print out the registered information and other necessary documents and submit them to the respective block admin. The block admin will then verify the school.

Recognition Year\*

- Select -
▼

Select the recognition year.

School recognition certificate number\*

School recognition certificate number.

Full name of school administrator\*

Full name of school administrator.

Designation of school administrator\*

Enter school administrator designation

School website

- Website of school.
- This must be an external URL such as <http://example.com>.

Landline Number

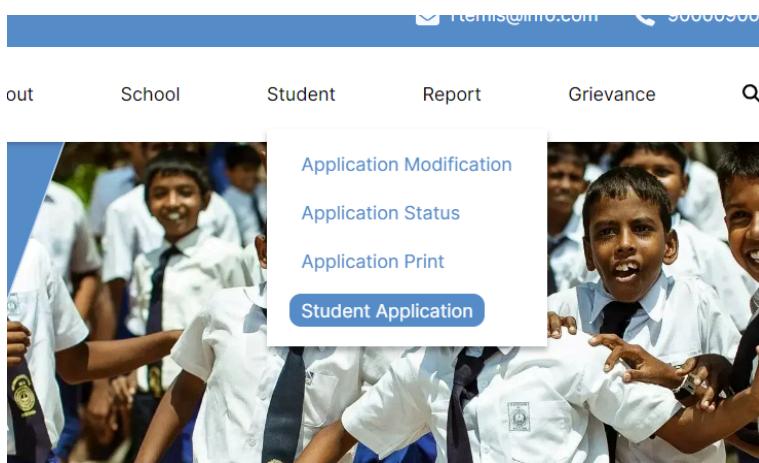
Enter school landline number

NOTE: Once saved, Your school application will be submitted for verification.

Save

## Student (Public page)

- Applicants can register as students via the portal. For student registration, the applicant must click the **Student → student Application** option on the home page, as shown in the image below.



- The form for students to provide their mobile numbers will then open. Their numbers will be registered on the portal for further updates.
- Once the mobile number is entered, it must be verified with an OTP.



Mobile Number

Generate OTP

You can request new OTP in: 19s

Enter OTP

Verify OTP

- Once OTP verification is completed, applicants will be directed to a form to view a list of applications registered with the same mobile number. They will also have the option to fill out a new application.
- **Note:** If an application with the same mobile number already exists, the applicant can modify or submit a new one. However, in the case of a new application, the parents' details will be fixed and cannot be changed.

The screenshot shows a web application interface titled "Student Application". At the top, there is a navigation bar with "Home" and "Student Application". The main content area has a blue header with icons like a hand, a book, and a trophy. Below the header, the title "Student Application" is centered. The main body contains a table with columns: "Student Name", "Application Number", "Current Status", "Action", and "Download Application". A message "No student found." is displayed below the table. At the bottom left, there is a blue button labeled "Add Students".

Student Name	Application Number	Current Status	Action	Download Application
No student found.				

**Add Students**

- If no previous application exists or if the applicant wants to add a new student with the same number, the applicant can click the "**Add Student**" button and begin registration.

Parents Basic Details \*

Location Information \*

Student Basic Details \*

Document Selection \*

School Selection \*

Mobile Number \*

Detailed Father/Mother/Guardian (It is mandatory to fill the details of atleast one)

Father & Mother     Single Parent     Guardian

**Save**

- **Parent Details:** The first tab will allow applicants to provide parent details in the form. There are three options from which the applicant must choose one:
  1. If the applicant does not live with their parents and resides with a guardian, they should only select the third option and provide the **guardian's information**.
  2. If the applicant has a **single parent**, they should select the second option. Then, they must choose a father or mother and provide their information.
  3. If the applicant lives with **both parents**, they should select the first option and provide details for both parents.

Father & Mother     Single Parent     Guardian

Father's Name \*      Father's Aadhar Number \*

Name of Child's Father.      Enter the last 4 digits of the Aadhar Number.

Mother's Name \*      Mother's Aadhar Number \*

Name of Child's Mother.      Enter the last 4 digits of the Aadhar Number.

Father & Mother     Single Parent     Guardian

Guardian's Name \*      Guardian's Aadhar Number \*

Name of Child's Guardian.      Enter the last 4 digits of the Aadhar Number.

Father & Mother     Single Parent     Guardian

Father's Name \*      Father's Aadhar Number \*

Name of Child's Father.      Enter the last 4 digits of the Aadhar Number.

Father     Mother

Mother's Name \*      Mother's Aadhar Number \*

Name of Child's Mother.      Enter the last 4 digits of the Aadhar Number.

- **Location Information:** In the location detail section, applicants provide their residential location details. Applicants must select the District, Block, Nagariya Nikay/Gram Panchayat, ward, and habitation and enter their residence's full address and pin code.
  1. If the applicant selects the Nagariya Nikay from the list, they must choose the ward and the habitation.

2. If the applicant selects the Gram Panchayat from the list, they must choose the habitation directly.

Parents Basic Details *	Location Information *	Student Basic Details *	Document Selection *	School Selection *
District <input type="text"/>	Block <input type="text"/>	Nagriya Nikaye/Gram Panchayat <input type="text"/>		
Habitation <input type="text"/>				
Residential Address * <input type="text"/>				
Pincode * <input type="text"/>				
Store the pincode.				

- Student Basic Details:** After providing the location details, applicants must give the basic required information about students.

- The following information is required in the student information: Student name, Caste, Religion, Gender, DOB, Adhar number, HIV info, Single girl child, Orphan, and Siblings.
- If the applicant selects siblings, the applicant needs to provide some more details: the sibling's name, current class, school name, and the last four digits of the Adhar card.

Academic Year * <input type="text"/> 2024-25	Student Name * <input type="text"/> Enter the full name.
Caste * <input type="text"/> - Select a value -	Religion * <input type="text"/> - Select a value -
Gender * <input type="text"/> - Select a value -	Select the religion.
Date Of Birth * <input type="text"/> dd-mm-yyyy	
Student Aadhar Number <input type="text"/>	
Enter the last 4 digits of the Aadhar Number.	

Has Siblings? \*

No

Yes

Choose yes, if sibling(own parent) is studying in the same school.  
Please select appropriate Gender, Date of birth, Class, Location before filling sibling details.

Siblings Details

Name	<input type="text"/>
	Enter the name of sibling.
Current Class	<input type="text"/>
	Enter the current class of sibling.
School	- Select - <input type="button" value="▼"/>
	Select the school of sibling.
Aadhaar card(Last 4 digit)	<input type="text"/>
	Enter the last 4 digit of sibling's aadhaar.

#### Notes:

1. If the applicant selects the single girl child, then Orphan and Sibling details are not required.
2. If the applicant selects an orphan, the details of the single girl child and sibling are not required.
3. If the applicant selects Sibling, the details of the orphan and single girl child are not required.
4. HIV detail is required in all situations.
5. The school displayed in the sibling section is the same school where the applicant is eligible to participate. The applicant can only benefit from the Sibling category if their sibling is studying at the same school.

- **Document Section:** In the next step, the applicant needs to select documents for verifying their eligibility:
  1. The applicant must provide the student's student's birth certificate date of birth.
  2. For identity verification, the applicant must provide a proper document that justifies their identity.

3. For residence verification, they must provide a valid document showing the selected address, and the submitted document should match the provided information.
4. Lastly, they must provide information demonstrating the category for which they are applying, which is the primary document required for admission under this scheme.

Parents Basic Details *	Location Information *	Student Basic Details *	Document Selection *	School Selection *
Birth Proof * <input type="text" value="- Select a value -"/> <small>Select the proof of birth.</small>	Identity Proof * <input type="text" value="- Select a value -"/> <small>Select the identity proof.</small>		Address Proof * <input type="text" value="- Select a value -"/> <small>Select the address proof.</small>	
Applied Category(Weaker section/Disadvantage group) * <input type="radio"/> N/A <input type="radio"/> Weaker Section(EWS) <input checked="" type="radio"/> Disadvantage Group(DG)		Ability * <input type="text" value="SC (Scheduled Caste)"/>	Document * <input type="text" value="SC Certificate"/>	

- **School selection:** Once the applicant has completed filling out all sections of the application and reaches the final step of the process, which is selecting the school:

1. The applicant must click the "View school" button, and a table with a list of eligible schools will appear.
2. The applicant can then select the schools and arrange them in order of preference by moving the applications up and down.
3. After finalizing the school choices, click the "Save" button.
4. Clicking on the save button submits the application, and a unique registration number is generated and sent to the registered mobile number.
5. The applicant should print the application and gather all necessary documents to submit to their respective block officer.

Parents Basic Details *	Location Information *	Student Basic Details *	Document Selection *	School Selection *														
Select Nearest school within 1 km from your residence first. You can select more than one school. Use the icon  in the below table to sort the school preferences.																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4f81bd; color: white;">School Name</th> <th style="background-color: #4f81bd; color: white;">UDISE Code</th> <th style="background-color: #4f81bd; color: white;">Medium</th> <th style="background-color: #4f81bd; color: white;">RTE Seat</th> <th style="background-color: #4f81bd; color: white;">Entry Class</th> <th style="background-color: #4f81bd; color: white;">Selected</th> <th style="background-color: #4f81bd; color: white;">Weight</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>English</td> <td>10</td> <td>1st</td> <td><input checked="" type="checkbox"/></td> <td>0</td> </tr> </tbody> </table>					School Name	UDISE Code	Medium	RTE Seat	Entry Class	Selected	Weight	[REDACTED]	[REDACTED]	English	10	1st	<input checked="" type="checkbox"/>	0
School Name	UDISE Code	Medium	RTE Seat	Entry Class	Selected	Weight												
[REDACTED]	[REDACTED]	English	10	1st	<input checked="" type="checkbox"/>	0												
<a href="#" style="color: #4f81bd;">View Schools</a>																		
<a href="#" style="color: #4f81bd;">Save</a>																		