



USER MANUAL

Admission Portal
(Version 1.)

School Education And Sports Department
Government of Maharashtra

June 2015

(NIC-PUNE-G2-StudentPortal-UM001)

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1. Purpose

The purpose of this document is to provide help to the Head masters and teachers in the school to enter student details on student portal.

2. Contact details:

Help desk facility –

List of region wise coordinators –

Technical support - For any technical problem faced, please mail the details to nandini.ksagar@nic.in / vimesh.jadhav@nic.in

3. SYSTEM URL

- To login in to the system type the appropriate location in the address bar as student.maharashtra.gov.in.



4. Student Database / Student Portal

4.1 Purpose –

The system will be operated by all schools head masters and teachers. It facilitates the information entry for all students studying in Maharashtra till 12th standard.

In phase I the personal information and family details of the student are collected through the system. System will generate a unique student ID which will be used by student throughout his education tenure.

In phase II all the processes related to students like maintaining health parameters, report card, scholarships etc. will be covered.

4.2 Alternate ways to access the portal –

The portal can be accessed through browser where internet connectivity is available.

The portal can be accessed through smartphone / tab.

Students data entry can be made into preformatted excel sheets (which can be downloaded through student portal) and then same can be uploaded.

4.3 Key words used -

5. Online student portal –

5.1 – Login

Student Portal

Login Here

-- Select Role --

Username

Password

2 8 8 8

[Reload Captcha](#)

Enter Captcha

Login Reset

About System **Contact Us** **Related GR** **Counts** Change Language To : **मराठी**

Nearly 2.25 Crore students are studying in Government & Local body schools, Aashram Shala, private aided, permanent un-aided & self-financed schools across the Maharashtra state.

Various Schemes are implemented for the benefit of students by School Education & Sports Department. While implementing these schemes various type of information is frequently collected at School level. Teachers, Headmaster and administrative officers need to invest a lot of time while preparing all the required information & provide it to their administrative offices. For saving this time and utilizing the same in improving the quality of education, Student database application is developed. Various Schemes beneficial for students can be effectively implemented by making use of student database portal. All sort of Student related information will be made available to teachers, parents, and an entire administrative system of school education sports department at a single click on this portal. We believe that everyone will benefit from

Knowledge can only be got in one way, the way of experience, there is no other way to know.

Swami Vivekanand

Schools Counter 000009 **Students Counter** 00000036

MHRD Government of India Ministry of Human Resource Development
Government of Maharashtra Official website of Government of Maharashtra
india.gov.in National Portal of India
myGov GOOD GOVERNANCE WITH YOUR PARTNERSHIP
Maharashtra State Board of Secondary & Higher Secondary Education, Pune

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Website Contents and Data Provided & Maintained by Department of Education and Sports, Government of Maharashtra
Best Viewed in IE-9 and Above, Google Chrome and Mozilla Firefox.



5.1.1 – Login Here

Select Role from Head master , Class teacher.

Enter username / user id. If you are in the role of head master enter udise code of school as username. If you are in the role of class teacher, enter user name as communicated by head master of the school.

Enter password. If password is invalid, system will display alert 'Invalid username / password.'

For first time head master login, a default password will be communicated to you by education department. Enter the password.

Enter captcha.

Select Login.

If you are logging in for the first time as a new user or after resetting your password, system will display change password screen.

Changing of password and Confirming School Details is mandatory on first time logging in.

| | | | |
|--------------|--|---------------------|--------------------------|
| Udise | <input type="text" value="27250100401"/> | Old password | <input type="password"/> |
| New password | <input type="password"/> | Retype New Password | <input type="password"/> |

Password Policy:

- * Minimum Length of New Password should be 8 characters.
- * Maximum Length of New Password can be 15 characters.
- * New Password must contain 1 number, 1 lowercase character and 1 Uppercase character.

Enter old password.

Enter new password and retype the new password for confirmation.

Form the new password according to the password policy mentioned on the screen. You password must contain 1 number, 1 lowercase and 1 uppercase character. Do not share password with others.

Select change password.

5.1.2 – About system

Details about the system are shown in the tab.



5.1.3 - Contact us

In case of any problem you can contact to the members listed with your district name.

[About System](#) | [Contact Us](#) | [Related GR](#) | [Counts](#)
Change Language To : [मराठी](#)

SCHOOL EDUCATION AND SPORTS DEPARTMENT RELATED QUERY

Mumbai (MNP)

Contact Person : Education Officer (BMC)

Help Number : (022) - 24145922
Email Id : eomcgm@gmail.com

Pune (ZP)

Contact Person : Education Officer (Primary)

Help Number : (020) - 26114525
Email Id : ssapune1@yahoo.co.in

Amravati

Contact Person : Education Officer (Primary)

Nagpur

Contact Person : Education Officer (Primary)

5.1.4 - Related GRs

GRs related to Students are made available in this tab.

5.1.5 – Counts

System will display district wise counts for number of schools and number of students entered in the system.

[About System](#) | [Contact Us](#) | [Related GR](#) | [Counts](#)
Change Language To : [मराठी](#)

| District | Data entered by No of Schools | No of Students Entered |
|-----------|-------------------------------|------------------------|
| Pune | 6 | 12 |
| Nandurbar | 3 | 24 |

5.1.6 – Total number of schools who have started the data entry and total number of students for entire state will be displayed by the system.



Schools Counter 00009

Students Counter 00000036

5.2 – Logging in the role of Head master

System will display menus available for head master. By default quick help menu will be displayed.

Quick Help

Keywords

Online Data Entry

Excel Data Entry

Commonly Used Keyword

Student ID – Unique id given to every student. It will consists of his admission year to present school, udise code of school and serial number.

Head master user ID – It is a udise code of the school.

Teacher user ID – Head master will create teacher user after logging in to Student Portal. It will consists of udise code and serial number.

5.2.1 – School details

Udise: 27251400108 School Name: D A V Public School Role: Head Master

Board: CBSE Management Type: Permanent Unaided School Type: Co-Education

Principal Details

| | | | |
|-------------------|---|---|------------------------|
| Principal's Name: | Joshi Last Name * | Devika First Name * | Vinayak Middle Name |
| | जोशी आडनाव | देविका प्रथम नाव | विनायक वडिलांचे नाव |
| Contact Details: | joshidevika@gmail.com School E-mail Id * | 020 25282813 Code School Landline | STD- |
| | 8446028872 Principal's Mobile Number * | 01/01/1960 Principal's Date of Birth * | |

Note: Principal's Mobile Number and Principal's Date of Birth are required for password maintenance.

Save



Board, management type and school type will be displayed by the system. If the information displayed is not matching please contact help desk or write a mail to school.student@maharashtra.gov.in

Enter Principal's name and contact details.

Note that mobile number entered here will be used for all system communications.

Enter birth date of Principal. Birth date will be used by the system to validate the authenticity of the user for password reset. Password can be reset using forgot password link on first page.

5.2.2 Student entry –

5.2.2.1 New student details –

Regular

Note that student entry cannot be started unless standard wise divisions are entered in the system using Masters -> division menu.

| | Regular | Address | Birth Details | Disability |
|------------------------------|---|-----------------------------|---|------------|
| Personal Details | | | | |
| Student Name | First Name * | Middle Name * | Last Name | |
| विद्यार्थ्याचे नाव | पहिले नाव | मधले नाव | आडनाव | |
| Mother's Name | First Name * | Middle Name | Last Name | |
| आईचे नाव | पहिले नाव | मधले नाव | आडनाव | |
| UID | UID UID UID | EID | EID | |
| Birth Date* | (DD-MM-YYYY) | Gender* | <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender | |
| Blood group* | Not Available | Standard * | -- Select Standard -- | |
| Division* | --Select Division-- | | | |
| Medium* | -- Select Medium -- | | | |
| Date of Admission* | (DD-MM-YYYY) | Initial Admission Standard* | -- Select Standard -- | |
| General Reg. No.* | Enter Gen. Reg. No. | | | |
| Is Student CWSN (Disable)? | <input type="radio"/> Yes <input type="radio"/> No | | | |
| Category* | --Select Category-- | | | |
| Previous Year Standard* | -- Select Standard -- | | | |
| Annual family income(Rs.)* | Income Rs. | | | |
| Staying in Hostel? | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| Home Language * | --Select Language-- | | | |
| Religion* | --Select Religion-- | | | |
| Caste* | --Select Caste-- | | | |
| Parents below poverty line* | <input type="radio"/> Yes <input type="radio"/> No | | | |
| Student Attendance in School | <input checked="" type="radio"/> Regular <input type="radio"/> Absent for more than 30 days | | | |
| | <input type="button" value="Save"/> <input type="button" value="Delete"/> | | | |



- Enter all data as required.
- Red star indicates that field is compulsory.
- Birth date and standard will be validated against the following age rule. The reference date will be considered as 1st July of the current academic year.
- Date of admission and standard of admission in the logged in school will be validated against the following age rule. The reference date will be considered as 1st July of the admitted academic year.
- If age rule is violated, system will display error.

| Sr. No. | Standard | Age from | Age To |
|---------|------------------|----------|----------|
| 1. | 1 st | 5 years | 7 years |
| 2. | 2 nd | 6 years | 8 years |
| 3. | 3 rd | 7 years | 9 years |
| 4. | 4 th | 8 years | 10 years |
| 5. | 5 th | 9 years | 11 years |
| 6. | 6 th | 10 years | 12 years |
| 7. | 7 th | 11 years | 13 years |
| 8. | 8 th | 12 years | 14 years |
| 9. | 9 th | 13 years | 18 years |
| 10. | 10 th | 14 years | 19 years |
| 11. | 11 th | 15 years | 20 years |
| 12. | 12 th | 16 years | 21 years |

- Date of admission and standard of admission details are to be filled in for the school in which student is currently studying.

Address

Current Address

| | | | | | |
|--|--------------|--------------------|--------------|-----------|-------------|
| House Number | Enter Value | Street Name | Enter Value | Land Mark | Enter Value |
| Locality | Enter Value | Pin code* | Enter Value | Post* | Select Pos |
| State* | Maharashtr | District* | -- Select -- | Taluka* | Select Talu |
| Village/At* | Select Villa | Habitation/Muhalla | Select Wasti | | |
| Check Address Location | Latitude | Longitude | | | |
| Is Permant Address Same As Current Address? <input type="radio"/> Yes <input type="radio"/> No | | | | | |

Permanent Address

| | | | | | |
|---------------|----------------|--------------------|----------------|-----------|---------------|
| House Number | Enter Value | Street Name | Enter Value | Land Mark | Enter Value |
| Locality | Enter Value | Pin code* | Enter Value | Post* | Select Post |
| State* | Select State | District* | Select Distric | Taluka* | Select Taluka |
| Village/At* | Select Village | Habitation/Muhalla | Select Wasti | | |
| Check Address | | | | | |



- Enter address details of student.
- If current address is same as permanent address, select yes. System will copy same address into permanent address.
- Click on Google map to locate student's house. This is optional.

This page uses the Google Maps API to find out accurate geographical coordinates (latitude and longitude) for any place on Earth. It provides two ways to search, either by moving around the map and zooming in, or by typing an address if the place is unknown. The default location and address is before selected. **Find coordinates by moving around the map** 1. Drag and drop the map to broad location. 2. Zoom in for greater accuracy. 3. Drag and drop the marker to pinpoint the place. The coordinates are refreshed at the end of each move. **Find coordinates using the name and/or address of the place** Submit the full location : number, street, city, country. For big cities and famous places, the country is optional.

Bhusari Colony, Pune, Maharashtra, India Save & Close

latitude:
18.5082124

longitude:
73.79043960000001

- Enter the landmark near house in address bar. Google will list all possible landmarks in the list. Use Up / down arrow to select the exact location from the list.
- The area will be shown in Google map.
- Locate the house exactly by dragging the balloon to exact location.

Birth

| | | | |
|-----------------|---------------|--------------|-----------------|
| Birth Date* | (DD-MM-YYYY) | Birth Place* | Enter Value |
| Birth Unique ID | Enter Value | Country | India |
| State* | Select State | District* | Select District |
| Taluka* | select taluka | Village/At* | Select Village |

- The birth date will be displayed by the system as entered in personal tab.
- Enter Birth place. Enter Birth unique Id if available.
- Select country. If within India select State / district / taluka. If outside India enter the address.



Disability

| | | | |
|--------------------|---|-------------------|--------------|
| Disability* | <input type="radio"/> Permanent <input type="radio"/> Temporary | | |
| Type* | Select Type | Percentage(%)* | % |
| Certificate No* | Certificate No | Certificate Date* | (DD-MM-YYYY) |
| Issuing Authority* | Authority | | |
| CWSN facilities* | Select CWSN | | |

- If student is disabled, this tab will be displayed by the system.
- Select whether disability is permanent or temporary.
- Select type of disability and its percentage.
- Enter certificate issuing authority.
- Select the CWSN facilities given to student.

5.2.2.2 Update Students Details-

List View

Select Standard and Division

| | | | | |
|----------|--------------|----------|---|----|
| Standard | 6th Standard | Division | A | Go |
|----------|--------------|----------|---|----|

Existing Student List

| Student ID | Student Name | Gender | DOB | Verification Status | View Student Data |
|---------------------|----------------------|--------|------------|---------------------|-------------------|
| 2015272501001020001 | Sarika Sandip Dagade | Female | 09-06-2004 | Not Verified | View |

Existing Students

Enter Student ID

Student ID

Submit

- To update the information select standard, division.
- System will display list of students already entered. Select the student for whom you want to update the information.
- Or you can directly enter the student id to update the information of the student.



Edit View

Student ID: 2015272501001020001 Student Name: Sarika Sandip Dagade

| Regular | | | | Address | | | | Birth Details | | | | Disability | | | |
|----------------------------|---|------|------|------------------------------|--|--|--|---------------|--|---|--|------------|------------------------|--|--|
| Personal Details | | | | | | | | | | | | | | | |
| Student Name | Sarika | | | Sandip | | | Dagade | | | | | | | | |
| विद्यार्थ्याचे नाव | सारिका | | | संदीप | | | दगडे | | | | | | | | |
| Mother's Name | chandrika | | | sandip | | | dagade | | | | | | | | |
| आईचे नाव | चंद्रिका | | | संदीप | | | दगडे | | | | | | | | |
| UID | 2342 | 2343 | 3243 | EID | | | EID | | | | | | | | |
| Blood group* | AB+ | | | Gender* | | | <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Transgender | | | | | | | | |
| Birth Date* | 09/06/2004 | | | Standard * | | | 6th Standard | | | | | | ? Help | | |
| Division* | A | | | Semi-English | | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | | | | |
| Medium* | Marathi | | | Initial Admission Standard* | | | -- Select Standard -- | | | | | | | | |
| Date of Admission* | 03/06/2015 | | | Is RTE 25% Quota Admission* | | | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | | | | | | |
| General Reg. No.* | 4445554 | | | Religion* | | | Sikh | | | | | | | | |
| Is Student CWSN (Disable)? | <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Caste* | | | Bhraman | | | | | | | | |
| Category* | General | | | Previous Year Standard* | | | -- Select Standard -- | | | | | | | | |
| Annual family income(Rs.)* | 50,000 | | | A-1 | | | Parents below poverty line* | | | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | | | |
| Staying in Hostel? | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | Student Attendance in School | | | <input checked="" type="radio"/> Regular <input type="radio"/> Absent for more than 30 days | | | | | | | | |
| Home Language * | Marathi | | | | | | | | | | | | | | |

If Marathi name is not displayed by the system, Click in the text of of English name at the end of the word and then press tab or enter. This will populate the Marathi name in Marathi name text box.

Family

| Sr. No. | Relationship | Name | Mobile Number | Edit Data |
|---------|--------------|-----------------------|---------------|-----------|
| 1 | Mother | Sarika Sandeep Dagade | | Edit |

Relationship*

| | | | |
|---------------|--|--|---|
| Status | <input checked="" type="radio"/> Alive <input type="radio"/> Not Alive | | |
| Name | First Name <input type="text"/> First Name | Middle Name <input type="text"/> Middle Name | Last Name <input type="text"/> Last Name |
| Mobile Number | In india / Out of Country | <input type="radio"/> Yes <input type="radio"/> No | <input type="text"/> |



- Add family details using Family tab.
- Select relationship from Mother / Father / Guardian / Sibling / Care taker.
- Entry of mother and father is compulsory.
- Select Father. Select check box of not known if information about student's father is not known.
- If Guardian, select relation of Guardian with Student.
- If sibling, select yes if the sibling is studying in school and is below or in 12th standard.
- If no then select the reason.
- If yes, then enter student id of sibling if available. Enter udise code of school where sibling is studying. Select standard in which he is studying.
- Select gender for sibling.
- Enter name. Mother's name will be populated by the system as fed into the personal tab for student.
- Select whether mobile number is within India or outside India.
- Enter mobile number accordingly.

Bank

| Account List | | | |
|-------------------------------------|---------------------|-----------------------|--------------------|
| Serial No | Account Holder Name | Relation With student | Account Number |
| No Data Available | | | |
| Account holder relation | Mother | | |
| Mother Account holder name | Sarika | Sandeep | Dagade |
| Bank Name | --Select Bank-- | Branch Name | -- Select Branch-- |
| IFSC | Enter Value | Account No | Enter Value |
| <input type="button" value="Save"/> | | | |

- Enter bank details using bank details tab.
- Select account holder's relation with student. These bank details will be utilized for direct transfer in future hence enter exact details.
- Select relation for whom the bank account information is given.
- After selecting relation, name will be displayed by the system.
- Select bank name and branch name.
- IFSC will be displayed by the system. Enter valid account number.



5.2.2.3 Verify Students Details

Select Standard and Division

Standard: 6th Standard Division: A [GO](#)

Verification Student List

How many entries: 10 Search:

| Student ID | Student Name | Gender | DOB | Verification Status | View Student Data |
|---------------------|----------------------|--------|------------|---------------------|----------------------|
| 2015272501001020001 | Sarika Sandip Dagade | Female | 09-06-2004 | Not Verified | VIEW |

Showing 1 to 1 of 1 entries First Previous 1 Next Last

[VERIFY ALL](#)

- Data entered for a student cannot be updated once it is verified by Head master.
- To verify student details, select standard and division. System will display list of students. System will also display verification status i.e. whether the student's entry is verified or not verified or data not filled properly.
- Data not filled properly will be displayed by the system, if any of the compulsory fields are not entered or any of the entered data is not valid.
- Please note that, if the data is uploaded through excel then caste and Marathi names for student and mother should be updated by the head master.
- After the data available is correct, verify all button will be displayed by the system.
- Select verify all to freeze the data.
- After verification student's personal information will be locked and is not made available for updation.

5.2.3 Excel Data

The facility is provided for the schools where online connectivity is not available. But the schools should have computers loaded with Microsoft office (excel) available for data entry.

Before downloading excel, create divisions for all standards available in the school.

Download separate excel sheet per standard and per division.

Downloaded excel sheet is named as **27250100102-06-3-0-2015.xls**

27250100102 – Udise code of the school

06 – Standard for which data entry is to be done

3 – Number of the divisions for the standard selected



**0 - Stream number (0 – Not applicable, 1 – Arts, 2 – Commerce, 3 – Science, 4 – Composite, 5 – Vocational)
2015 – Academic year**

One readme.txt will also be downloaded along with excel sheet. Readme.txt will have detailed information about operating the excel sheet. Check Annexure-I for sample readme.txt file.

5.2.3.1 Download Excel

| Download Excel Sheet | |
|-------------------------------|-------------------|
| Select Standard | Select Standard ▼ |
| Stream | Select Stream ▼ |
| Please Click On Download link | DOWNLOAD FILE |

- Select standard, stream and division for downloading excel.
- Click on download file. File will be downloaded on desktop.
- Use the same file for entering data.

5.2.3.1 Upload Excel

After preparing the excel sheet with data, upload the same excel sheet.

- Select upload excel option. System will display browse window. Select the file which you want to upload. System will check the authenticity of the file before uploading the data.
- System will display already existing records for the standard selected in the system. System will also display the records to be uploaded through excel file.
- Select confirm to upload data.
- If the same entry is uploaded again, (same entry is checked on school udise code and general register number), data for the student will be updated.



Upload Excel Sheet

Select File: No file selected.

Data Uploaded Successfully

Recently Uploaded Data

Show 10 entries

Search:

| Student ID | School Code | General Register No. | Student Name |
|------------------|-------------|----------------------|-----------------|
| 2002272501001021 | 27250100102 | 0055441 | Suvarna R Hinge |
| 2004272501001021 | 27250100102 | 0044552 | Sandip R Hinge |

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Already Existing Data

Show 10 entries

Search:

| Student ID | School Code | General Register No. | Student Name |
|---------------------|-------------|----------------------|----------------------|
| 2015272501001020001 | 27250100102 | 4445554 | Sarika Sandip Dagade |

Showing 1 to 1 of 1 entries

First Previous **1** Next Last



5.2.4 Master

5.2.4.1 Division

Assigning divisions to standards

| | | | | | | | |
|----------|--------------|----------|---|--------|-------|----------|----|
| Standard | 6th Standard | Division | C | Medium | Hindi | Strength | 25 |
|----------|--------------|----------|---|--------|-------|----------|----|

Note : To Update or Delete The Division Click on Standard Of The Following Table.

| Standard | Stream | Division | Medium | Strength |
|--------------|----------------|----------|---------|----------|
| 6th Standard | Not Applicable | A | Marathi | 10 |
| 6th Standard | Not Applicable | B | English | 114 |
| 6th Standard | Not Applicable | D | Bengali | 25 |

- Select standard for which you want to add divisions.
- Enter division code as used in school.
- Select medium.
- Enter number of student in the standard and in the division.
- Select Add to add division entry.

5.2.4.2 Assign Class Teacher

Assigning class teacher

| | | | | | | |
|----------|--------------|----------|---|---------|---------------|---------------------------------------|
| Standard | 6th Standard | Division | D | Teacher | Nilesh K Auti | <input type="button" value="Assign"/> |
|----------|--------------|----------|---|---------|---------------|---------------------------------------|

List of Assigned Class Teacher to Respective Division

| Standard | Division | Teacher ID | Teacher Name |
|---------------|----------|----------------|------------------|
| 7th Standard | A | 27250100102002 | Auti Nilesh K |
| 11th Standard | A | 27250100102001 | Auti Suv Rohidas |

- Before assigning class teacher, it is mandatory to create class teacher's user ids for the school.
- Select standard, division and class teacher and select Assign.
- Note that more than one standard and one division can be assigned to the same class teacher.



5.2.5 Maintenance

5.2.5.1 Create Teacher User

| Add New Teacher | | | |
|--------------------------|-----------------------|-----------------------|----------------------|
| Teacher Name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Last Name * | First Name * | Middle Name * |
| Sevaarth / shalaarth id | <input type="text"/> | Designation | <input type="text"/> |
| Office | <input type="text"/> | Email ID | <input type="text"/> |
| Mobile number * | <input type="text"/> | | |
| Standard | -- Select Standard -- | Division | |
| Register | | Reset | |

- Create class teacher id using this form.
- Enter class teacher's name.
- Enter shalarth id if available.
- Enter designation, office and email id if available.
- Enter valid mobile number. Enter number correctly as all communication will be done on this mobile number.
- Select standard and division to be assigned to the class teacher. This can also be assigned using assign class teacher option in master.

5.2.5.2 View Teacher User

| Teacher List | | | |
|-----------------|------------------------------|---------------|-------------------------|
| Show 10 entries | Search: <input type="text"/> | | |
| User ID | User Name | Designation | View and reset password |
| 27250100102001 | Auti Suv Rohidas | Class Teacher | View |
| 27250100102002 | Auti Nilesh K | HM | View |

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

- System will display all teacher users created for the school.
- To reset the passwords for the teacher, select view.
- System will display the information about the teacher. Select reset password. System will send the new password on teacher's mobile number.



5.2.5.3 Feedback

| Feedback Form | |
|---------------------------------------|---|
| Type of Feedback * | <input type="radio"/> Convey Error <input type="radio"/> Convey Additional Requirements |
| Module Type * | --Select Module-- |
| Type More Details | <div style="border: 1px solid #ccc; height: 40px;"></div> |
| Personal Details | |
| Name * | <input type="text"/> |
| Phone Number * | <input type="text"/> <input type="text"/> |
| Mobile Number | <input type="text"/> |
| Email Id | <input type="text"/> |
| <input type="button" value="Submit"/> | |

- Use feedback option, to convey errors or additional requirements to the core committed.
- Select the option accordingly.
- Select the module as per requirement.
- In more details –
- Give the detailed information either about the error or new requirement.

5.2.6 Reports

5.2.6.1 Data Entry Status

| Data Entry Status | | | |
|-------------------|------------------------------|--------------------------------|-----------------|
| Show 10 entries | Search: <input type="text"/> | | |
| Expand | Udise Code | School Name | No. Of Students |
| - | 27250100102 | Vidya Vikas High Sch Avsari Bu | 3 |
| | | Data Entry Source | No. Of Students |
| | | Excel | 2 |
| | | Webpage | 1 |
| | | TOTAL | 3 |
| TOTAL | | | 3 |

Showing 1 to 2 of 2 entries

First Previous **1** Next Last



5.2.6.2 State Level Master

5.2.6.2.1 State Level Master-Feedback

Feedback Module Master

Show 10 entries Search:

| Sr. No. | Feedback Module Id | Description |
|---------|--------------------|--------------------------------------|
| 1 | 1 | School Details |
| 2 | 2 | Excel Download |
| 3 | 3 | Excel Upload |
| 4 | 4 | Excel Sheet Data Entry |
| 5 | 5 | On Line Student Basic Entry |
| 6 | 6 | On Line Student Family Details Entry |
| 7 | 7 | On Line Student Bank Details Entry |
| 8 | 8 | Mobile App Data Entry |

Showing 1 to 8 of 8 entries First Previous 1 Next Last

5.2.6.2.2 State Level Master-Grade

Grade Master

Show 10 entries Search:

| Sr. No. | Grade Id | Percentage From | Percentage To | Grade Description | Result |
|---------|----------|-----------------|---------------|-------------------|--------|
| 1 | 0 | 0 | 0 | Not Applicable | |
| 2 | 1 | 91 | 100 | A-1 | Pass |
| 3 | 2 | 81 | 90 | A-2 | Pass |
| 4 | 3 | 71 | 80 | B-1 | Pass |
| 5 | 4 | 61 | 70 | B-2 | Pass |
| 6 | 5 | 51 | 60 | C-1 | Pass |
| 7 | 6 | 41 | 50 | C-2 | Pass |
| 8 | 7 | 31 | 33 | D | Fail |
| 9 | 8 | 21 | 32 | E-1 | Fail |
| 10 | 9 | 0 | 20 | E-2 | Fail |

Showing 1 to 10 of 10 entries First Previous 1 Next Last



5.2.6.2.3 State Level Master-Relationship

Relationship Master

Show 10 entries Search:

| Sr. No. | Relationship Id | Description |
|---------|-----------------|-------------|
| 1 | 1 | Father |
| 2 | 2 | Mother |
| 3 | 5 | Guardian |
| 4 | 6 | Sibling |
| 5 | 7 | Care Taker |

Showing 1 to 5 of 5 entries First Previous 1 Next Last

5.2.6.2.4 State Level Master-Religious Minority

Religious Minority Master

Show 10 entries Search:

| Sr. No. | Religion code | Description |
|---------|---------------|-------------------|
| 1 | 1 | Muslim |
| 2 | 2 | Christian |
| 3 | 3 | Sikh |
| 4 | 4 | Buddhist |
| 5 | 5 | Jain |
| 6 | 6 | Zorastrian(parsi) |
| 7 | 7 | Hindu |
| 8 | 8 | Jew |
| 9 | 9 | Other |

Showing 1 to 9 of 9 entries First Previous 1 Next Last



5.2.6.2.5 State Level Master-School Class Master

School Class Master

Show entries

Search:

| Sr. No. | Class code | Description |
|---------|------------|-----------------------------------|
| 1 | 1 | 1st Standard |
| 2 | 2 | 2nd Standard |
| 3 | 3 | 3rd Standard |
| 4 | 4 | 4th Standard |
| 5 | 5 | 5th Standard |
| 6 | 6 | 6th Standard |
| 7 | 7 | 7th Standard |
| 8 | 8 | 8th Standard |
| 9 | 9 | 9th Standard |
| 10 | 10 | 10th Standard (ssc) |
| 11 | 11 | 11th Standard |
| 12 | 12 | 12th Standard(hsc) |
| 13 | a | Senior Kg (1 Year Before 1st Std) |
| 14 | d | Playgroup (4 Year Before 1st Std) |
| 15 | c | Pre Kg (3 Year Before 1st Std) |
| 16 | b | Junior Kg (2 Year Before 1st Std) |

Showing 1 to 16 of 16 entries

First Previous **1** Next Last

5.2.6.2.6 State Level Master-School Stream

School Stream Master

Show entries

Search:

| Sr. No. | Religion code | Description |
|---------|---------------|-------------|
| 1 | 1 | Arts |
| 2 | 2 | Commerce |
| 3 | 3 | Science |
| 4 | 4 | Composite |
| 5 | 5 | Vocational |

Showing 1 to 5 of 5 entries

First Previous **1** Next Last



5.2.6.2.7 State Level Master-Sibling Not Studying

Show 10 entries

Sibling Not studying Master

Search:

| Sr. No. | sibling_study_id | Description |
|---------|------------------|---|
| 1 | 1 | Poor Economical Condition |
| 2 | 10 | Poor Sanitation In Schools |
| 3 | 11 | No School Building |
| 4 | 12 | Poor Infrastructure Facilities/conditions In School |
| 5 | 13 | Family Reasons |
| 6 | 2 | Inappropriate Age |
| 7 | 3 | Physically Disabled |
| 8 | 4 | Mentally Disabled |
| 9 | 5 | Not Interested In Studying |
| 10 | 6 | Pursuing Higher Studies |

Showing 1 to 10 of 13 entries

First Previous **1** 2 Next Last

5.2.6.2.8 State Level Master-School Medium

Show 10 entries

School Medium Master

Search:

| Sr. No. | Medium Code | Description |
|---------|-------------|-------------|
| 1 | 10 | Marathi |
| 2 | 15 | Sindhi |
| 3 | 16 | Tamil |
| 4 | 17 | Telugu |
| 5 | 18 | Urdu |
| 6 | 19 | English |
| 7 | 2 | Bengali |
| 8 | 3 | Gujarati |
| 9 | 4 | Hindi |
| 10 | 5 | Kannada |

Showing 1 to 10 of 10 entries

First Previous **1** Next Last



5.2.6.2.9 State Level Master-School Category

Show entries

School Category Master

Search:

| Sr. No. ▲ | Category Code ▼ | Description | From Class ▼ | To Class ▼ |
|-----------|-----------------|-----------------------------------|--------------|------------|
| 1 | 0 | All Categories | | |
| 2 | 1 | Primary | 1 | 5 |
| 3 | 2 | Primary With Upper Primary | 1 | 8 |
| 4 | 3 | Pr. With Up.pr. Sec. And H.sec. | 1 | 12 |
| 5 | 4 | Upper Primary Only | 6 | 8 |
| 6 | 5 | Up. Pr. Secondary And Higher Sec | 6 | 12 |
| 7 | 6 | Pr. Up Pr. And Secondary Only | 1 | 10 |
| 8 | 7 | Upper Pr. And Secondary | 6 | 10 |
| 9 | 8 | Secondary Only | 9 | 10 |
| 10 | 9 | No Response | | |
| 11 | 10 | Secondary With Higher Secondary | 6 | 12 |
| 12 | 11 | Higher Secondary Only/jr. College | 11 | 12 |

Showing 1 to 12 of 12 entries

First Previous **1** Next Last

5.2.6.2.10 State Level Master-Age Rule

Show entries

Age Rule Master

(Is Calculated with Reference Date as 1st July)

Search:

| Sr. No. ▲ | Class Code ▼ | Age From Years ▼ | Age From Months ▼ | Age From Days ▼ | Age To Years ▼ | Age To Months ▼ | Age To Days ▼ |
|-----------|--------------|------------------|-------------------|-----------------|----------------|-----------------|---------------|
| 1 | a | 2 | 0 | 0 | 5 | 0 | 0 |
| 2 | b | 2 | 0 | 0 | 5 | 0 | 0 |
| 3 | c | 2 | 0 | 0 | 5 | 0 | 0 |
| 4 | d | 2 | 0 | 0 | 5 | 0 | 0 |
| 5 | 1 | 5 | 0 | 0 | 7 | 0 | 0 |
| 6 | 2 | 6 | 0 | 0 | 8 | 0 | 0 |
| 7 | 3 | 7 | 0 | 0 | 9 | 0 | 0 |
| 8 | 4 | 8 | 0 | 0 | 10 | 0 | 0 |
| 9 | 5 | 9 | 0 | 0 | 11 | 0 | 0 |
| 10 | 6 | 10 | 0 | 0 | 12 | 0 | 0 |

Showing 1 to 10 of 16 entries

First Previous **1** 2 Next Last



5.2.6.2.12 State Level Master-Division

Division Master

Show 10 entries Search:

| Sr. No. | Udise | Academic Year1 | Academic Year2 | Class Code | Class Name | Division Name | Strength | Stream Code | Division Code |
|---------|-------------|----------------|----------------|------------|---------------------|---------------|----------|-------------|---------------|
| 1 | 27250100101 | 2015 | 2016 | 1 | 1st Standard | B | 30 | 0 | 2 |
| 2 | 27251400108 | 2015 | 2016 | 1 | 1st Standard | A | 1 | 0 | 1 |
| 3 | 27250315601 | 2015 | 2016 | 1 | 1st Standard | B | 80 | 0 | 3 |
| 4 | 27250315601 | 2015 | 2016 | 1 | 1st Standard | C | 50 | 0 | 2 |
| 5 | 27251400208 | 2015 | 2016 | 1 | 1st Standard | a | 50 | 0 | 1 |
| 6 | 27250315601 | 2015 | 2016 | 1 | 1st Standard | A | 24 | 0 | 1 |
| 7 | 27250100101 | 2015 | 2016 | 1 | 1st Standard | A | 30 | 0 | 1 |
| 8 | 27251400208 | 2015 | 2016 | 10 | 10th Standard (SSC) | B | 50 | 0 | 2 |



Teacher Division Mapping

Show 10 entries

Teacher Division Mapping

Search:

| Sr. No. | Udise | Academic Year1 | Academic Year2 | Class Code | Teacher Id | Division Id | Stream Code |
|---------|-------------|----------------|----------------|------------|----------------|-------------|-------------|
| 1 | 27250100102 | 2015 | 2016 | 11 | 27250100102001 | 1 | 1 |
| 2 | 27250315601 | 2015 | 2016 | 5 | 27250315601007 | 1 | 0 |
| 3 | 27250100101 | 2015 | 2016 | 5 | 27250100101003 | 1 | 0 |
| 4 | 27250315601 | 2015 | 2016 | 7 | 27250315601006 | 1 | 0 |
| 5 | 27250100102 | 2015 | 2016 | 7 | 27250100102002 | 1 | 0 |
| 6 | 27251400108 | 2015 | 2016 | C | 27251400108008 | 1 | 0 |
| 7 | 27250315601 | 2015 | 2016 | C | 27250315601003 | 2 | 0 |
| 8 | 27251400108 | 2015 | 2016 | D | 27251400108001 | 5 | 0 |

Showing 1 to 8 of 8 entries

First Previous 1 Next Last



5.2.6.3 District Level

District Master

Show entries

Search:

| Sr. No. | District Code | District Name |
|---------|---------------|---------------|
| 1 | 2726 | Ahmadnagar |
| 2 | 2705 | Akola |
| 3 | 2707 | Amravati |
| 4 | 2719 | Aurangabad |
| 5 | 2710 | Bhandara |
| 6 | 2727 | Bid |
| 7 | 2704 | Buldana |
| 8 | 2713 | Chandrapur |
| 9 | 2702 | Dhule |
| 10 | 2712 | Gadchiroli |
| 11 | 2711 | Gondiya |
| 12 | 2716 | Hingoli |
| 13 | 2703 | Jalgaon |
| 14 | 2718 | Jalna |
| 15 | 2734 | Kolhapur |
| 16 | 2728 | Latur |
| 17 | 2722 | Mumbai (bmc) |
| 18 | 2723 | Mumbai (dyd) |
| 19 | 2709 | Nagpur |
| 20 | 2715 | Nanded |
| 21 | 2701 | Nandurbar |
| 22 | 2720 | Nashik |
| 23 | 2729 | Osmanabad |
| 24 | 2717 | Parbhani |
| 25 | 2725 | Pune |
| 26 | 2724 | Raigarh |
| 27 | 2732 | Ratnagiri |
| 28 | 2735 | Sangli |
| 29 | 2731 | Satara |
| 30 | 2733 | Sindhudurg |
| 31 | 2730 | Solapur |
| 32 | 2721 | Thane |
| 33 | 2708 | Wardha |
| 34 | 2706 | Washim |
| 35 | 2714 | Yavatmal |

Showing 1 to 35 of 35 entries

First Previous Next Last



5.2.6.4 Cluster Level

5.2.6.5 HM Level (Report Not available)

5.2.6.5.1 Teacher User

| Teacher Master | | | | | | | |
|----------------|----------------|----------------------------------|------------------------|-------------------|------------|----------------------|--|
| Sr. No. | User Id | Password | Name | Designation | Mobile No. | Email | |
| 1 | 27250100101002 | 13ebf692383e6b368f686c9ea1b85d4d | Bandgar Nikita Prakash | Hod | 8087124230 | Abcde567@gmail.com | |
| 2 | 27250100101003 | 50a462c7961f75c399c9f84c9a95ab55 | Shinde Kishor Prasad | Co-ordinator | 8087124230 | Lmn@gmail.com | |
| 3 | 27250100102001 | e64b78fc3bc91bcbc7dc232ba8ec59e0 | Auti Suv Rohidas | Class Teacher | 9096100178 | Asd@gmail.com | |
| 4 | 27250100102002 | d9bd3ed3d5b66251e78f32b876002999 | Auti Nilesh K | Hm | 9096100178 | Asda@gmail.com | |
| 5 | 27250315601001 | e57f5ac830f186a72f18114ab955caa7 | Jadhava Ashok N | Assistant Teacher | 9860483138 | Assteacher@gmail.com | |
| 6 | 27250315601003 | a9e24849145d3dc2c3abab54e3cbb4bc | Khutwad Vikas Bajrao | Asst teacher | 9552352550 | Zpssarole@gmail.com | |
| 7 | 27250315601006 | c48f765fe7c238e32e7064cee010f689 | Shitole Amit S | Assistant Teacher | 9898989898 | Assteacher@gmail.com | |

5.2.6.5.2 Teacher Division Mapping

| Teacher Division Mapping | | | | | | | |
|--------------------------|-------------|----------------|----------------|------------|----------------|-------------|-------------|
| Sr. No. | Udise | Academic Year1 | Academic Year2 | Class Code | Teacher Id | Division Id | Stream Code |
| 1 | 27250100102 | 2015 | 2016 | 11 | 27250100102001 | 1 | 1 |
| 2 | 27250315601 | 2015 | 2016 | 5 | 27250315601007 | 1 | 0 |
| 3 | 27250100101 | 2015 | 2016 | 5 | 27250100101003 | 1 | 0 |
| 4 | 27250315601 | 2015 | 2016 | 7 | 27250315601006 | 1 | 0 |
| 5 | 27250100102 | 2015 | 2016 | 7 | 27250100102002 | 1 | 0 |
| 6 | 27251400108 | 2015 | 2016 | C | 27251400108008 | 1 | 0 |
| 7 | 27250315601 | 2015 | 2016 | C | 27250315601003 | 2 | 0 |
| 8 | 27251400108 | 2015 | 2016 | D | 27251400108001 | 5 | 0 |

Showing 1 to 8 of 8 entries

First Previous **1** Next Last



5.2.7 Quick Help

Quick Help

- Keywords
- Online Data Entry
- Excel Data Entry

Commonly Used Keyword

Student ID – Unique id given to every student. It will consists of his admission year to present school, udise code of school and serial number.

Head master user ID – It is a udise code of the school.

Teacher user ID – Head master will create teacher user after logging in to Student Portal. It will consists of udise code and serial number.

5.3 – Logging in the role of Class teacher

For logging in as class teacher, select role of class teacher on first login page. Refer to new student details and update student details in Head master log in mentioned above. Class teacher will be restricted to the standards and divisions as authorized by head master. He will be able to enter the information of students only for those standards and divisions.



6. Accessing student portal through Excel –

Open the same excel sheet which you have downloaded by logging in through online module for the selected standard and division.

Excel sheet can be opened in Microsoft excel 2005, 2007 or 2010. The instructions to be followed for different versions are mentioned in readme.txt file listed as Annexure-1.

6.1 Welcome Page- Options (Insert , Update , Delete)

The screenshot shows a window titled "Student Database - School Education and Sports Department" overlaid on an Excel spreadsheet. The window displays the following information:

- School Education and Sports Department**, Government of Maharashtra
- District: Pune
- Academic Year: 2015-2016
- UDISE No.: 27250100102
- Welcome To Excel Student Database
- Three main buttons: **Insert** (green), **Update** (blue), and **Delete** (red).
- A **Quit** button in the bottom right corner.

The background Excel spreadsheet has columns for "General Register No.", "Stream", "Name of Student", "Gender", "Blood Group", and "Religion".

6.2 Insert student Data in excel

Academic Year: 2015-2016 Standard: 6th Standard District: Pune UDISE No.: 27250100102

| Personal | General |
|---|---|
| Name of Student First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> | General Register No. <input type="text"/> Stream: <input type="text" value="Not Applicable"/> |
| Date of Birth --Day-- --Month-- --Year-- | Date of Admission --Day-- --Month-- Year |
| Gender: --Select Gender-- Blood Group: --Select-- | Standard of Adm.: --Select Standard of Admission-- |
| Religion: --Select Religion-- | Medium: --Select Medium-- Semi English: --Select-- |
| Category: --Select Category-- | Standard: 6th Standard |
| Disability: No | Division: --Select Division-- |
| Disability Type: - | Marks & Grades |
| Family | Previous Academic Year: 2014-2015 |
| Mother's Name First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> | Standard: 5th Standard |
| Annual Income: <input type="text"/> | Marks: <input type="text"/> % Grade: --Select Grade-- |
| BPL: --Select BPL-- BPL Number: <input type="text"/> | Other |
| <input type="button" value="Clear"/> | Staying in Hostel?: No |
| <input type="button" value="Save"/> | Student Attendance in School: Regular |
| <input type="button" value="Cancel"/> | |



Enter all data correctly. Validations for the fields are inbuilt in excel sheet.

6.3 Update Data Form in Excel

Academic Year: 2015-2016 Standard: 6th Standard District: Pune UDISE No.: 27250100102

General Register No.: 0055441

Personal

Name of Student: Suvarna R Hinge
Date of Birth: 02/02/2004
Gender: Female Blood Group: A+
Religion: Hindu
Category: SC
Disability: No
Disability Type: -

Family

Mother's Name: Jaya R Hinge
Annual Income: 50000
BPL: No BPL Number: -

General

General Register No.: 0055441 Stream: Not Applicable
Date of Admission: 01/01/2002
Standard of Adm.: Playgroup (4 Year Before 1st Std)
Medium: Marathi Semi English: Yes
Standard: 6th Standard
Division: 1

Marks & Grades

Previous Academic Year: 2014-2015
Standard: 5th Standard
Marks: -- . -- % Grade: A-1

Other

Staying in Hostel?: Yes
Student Attendance in School: Regular

To update data entered in excel sheet, enter general register number and click on get data. All fields will be populated by the system. Edit the field as per requirement and click on update.

7. Accessing student portal through smart phone / tab –

Open the browser in smart phone or tab. Type the URL as student.maharashtra.gov.in. The web page will be automatically diverted to the mobile version.

Mobile version will facilitate entering student's personal information and listing of the students for a particular standard and division.



6.4 Delete Data Form in Excel

Academic Year: 2015-2016 Standard: 6th Standard District: Pune UDISE No.: 27250100102

General Register No.: 0055441

Personal

Name of Student: First Name: Suvarna, Middle Name: R, Last Name: Hinge
Date of Birth: 02 / 02 / 2004
Gender: Female, Blood Group: A+
Religion: Hindu
Category: SC
Disability: No
Disability Type: -

General

General Register No.: 0055441, Stream: Not Applicable
Date of Admission: 01 / 01 / 2002
Standard of Adm.: Playgroup (4 Year Before 1st Std)
Medium: Marathi, Semi English: Yes
Standard: 6th Standard
Division: 1

Marks & Grades

Previous Academic Year: 2014-2015
Standard: 5th Standard
Marks: -- . -- %, Grade: A-1

Other

Staying in Hostel?: Yes
Student Attendance in School: Regular

To delete data entered in excel sheet, enter general register number and click on get data. All fields will be populated by the system. Click on delete to delete the row from excel.



Annexure - I

You have downloaded excel sheet for student data entry of

School Code : 27250100102
School Name : Vidya Vikas High Sch Avsari Bu
Standard : 11th Standard
Number of Divisions : 3

This excel file can be opened in 'Microsoft Office (Excel)' version 2003,2007,2010 or 2013

After opening excel sheet in Microsoft Office 2003

- 1) Navigate to 'Tools' tab > 'Macro' > 'Security'.
- 2) Click on 'Security' option. A Security window will open.
It will show you all the security levels that you can select for your macros.
- 3) Select 'Low' Option - This setting allows all macros to run.

After opening excel sheet in Microsoft Office 2007

- 1) With an excel file opened click on the 'Office' button.
- 2) Click on 'Excel Options' (present at the bottom).
- 3) Select the 'Trust Center' > 'Trust Center Settings'.
- 4) Click on the 'Macro Settings'. Choose the security level for running macros.
- 5) Enable all macros (not recommended, potentially dangerous code can run)

OR

- 1) When you open an excel file in security warning pop-up for enable macro, click > Option
- 2) Select Enable Content and press OK

After opening excel sheet in Microsoft Office 2010 and 2013

- 1) Open a Microsoft Excel file, and navigate to 'File' > 'Options' > 'Trust Center'.
Click 'Trust Center Settings'
- 2) Select the 'Macro Settings' option.
- 3) Choose the security setting that you want to be applicable on macro execution.
- 4) Enable all macros (not recommended, potentially dangerous code can run)

OR

- 1) When you opening an excel file their is one security warning pop-up for enable macro,
click > Enable Content
- 2) Then select Eanble Content and press OK

After opening the excel file you will get 'Visual Form' for student data entry. Form will have button as 'Insert',' Update' and 'Delete'

***** INSERT *****

- 1) Click on insert button to add students in the list.
- 2) To fill all the fields properly and click on SAVE, a record will be save in excel



file.

***** UPDATE *****

- 1) Click on update button to update the information for students already inserted.
- 2) Select General Register Number and click on 'Get Data' button.
- 3) Edit the information / fields as required.

***** DELETE *****

- 1) Click on delete button to delete students record.
- 2) Select General Register Number and click on 'Get Data' button.
- 3) Students information entered will be displayed on the form.
- 4) Click on 'Delete' to delete record in excel file.

Select division number as,

| Division Number | Division Name | Medium |
|-----------------|---------------|----------|
| 1 | C | Gujarati |
| 2 | A | Marathi |
| 3 | A | Marathi |

Enter data for all students in the standard and then only upload the excel sheet.

***** DO NOT *****

- 1) Use any other excel sheet for data entry.
- 2) Use the sheet for another standard or another school.
- 3) Enter any invalid or garbage data.
- 4) Rename the file name.

विद्यार्थी संकलित माहिती भरण्यासाठी प्रथम एक्सल शीट डाउनलोड करून घ्या.

शाळा क्रमांक : 27250100102

शाळेचे नाव : Vidya Vikas High Sch Avsari Bu

इयत्ता : 11th Standard

तुकडी संख्या : 3

ही एक्सेल फाइल २००३, २००७, २०१० किंवा २०१३ 'मायक्रोसॉफ्ट ऑफिस' मध्ये उघडणे आवश्यक आहे

मायक्रोसॉफ्ट ऑफिस २००३ एक्सेल शीट मध्ये उघडलेनंतर, खालील चरणांचे अनुसरण करणे

- 1) सर्व प्रथम > 'साधने' टॅब नेव्हिगेट 'मॅक्रो' > 'सुरक्षा'
- 2) 'सुरक्षा' पर्यायावर क्लिक करा. एक सुरक्षा विंडो उघडेल.



हे आहे की आपण ' आपल्या मॅक्रो साठी निवडू शकता की सर्व सुरक्षा पातळी दर्शवेल.

3) 'कमी' पर्याय निवडा - हे सेटिंग सर्व मॅक्रो चालवण्याची परवानगी देईल.

मायक्रोसॉफ्ट ऑफिस २००७ मध्ये पत्रक उघडल्यावर, खालील चरणांचे अनुसरण करणे

- 1) एक्सेल फाईल ओपेन करा आणि 'ऑफिस' बटनवर क्लिक करा.
- 2) 'एक्सेल पर्याय' (तळाशी उपस्थित) वर क्लिक करा.
- 3) 'ट्रस्ट केंद्र' > 'ट्रस्ट केंद्र सेटिंग्ज' निवडा.
- 4) मॅक्रो सेटिंग्ज 'वर क्लिक करा . मॅक्रो कार्यरत सुरक्षा स्तर निवडा .
- 5) सर्व मॅक्रो (शिफारस केली नाही , संभाव्य धोकादायक कोड रन करू शकतात) सक्षम किंवा

- 1) मॅक्रो सक्षम आपण पॉप-अप सुरक्षा चेतावणी एक एक्सेल फाइल उघडता तेव्हा, क्लिक करा > पर्याय निवडा
- 2) सामग्री सक्षम निवडा आणि ओके कळ दाबा

मायक्रोसॉफ्ट ऑफिस २०१० आणि २०१३ मध्ये पत्रक उघडल्यावर, खालील चरणांचे अनुसरण आहेत

1) एक मायक्रोसॉफ्ट एक्सेल फाईल उघडा, आणि 'फाइल'> 'पर्याय'> 'ट्रस्ट सेंटर' नेव्हिगेट करा.

आणि मग 'ट्रस्ट सेंटर सेटिंग्ज' वर क्लिक करा.

- 2) विश्वस्त केंद्र सेटिंग्ज विंडो मध्ये ' मॅक्रो सेटिंग्ज ' पर्याय निवडा.
- 3) आपण मॅक्रो अंमलबजावणी लागू व्हायचे आहे, सुरक्षा सेटिंग निवडा.
- 4) सर्व मॅक्रो सक्षम (शिफारस केली नाही , संभाव्य धोकादायक कोड रन करू शकतात) किंवा

1) जेव्हा आपण एक्सल फाईल उघडल्यास सुरक्षास्तव एनायबल मॅक्रो पॉप-अप चेतावणी मिळेल, > ,

सामग्री सक्षम क्लिक करा

- 2) सामग्री सक्षम निवडा आणि ओके कळ दाबा

एक्सल फाईल उघडल्यानंतर आपणास विद्यार्थी माहिती संकलित करणेसाठी 'व्हिज्युअल फॉर्म' दिसेल.

माहिती भरा, सुधारणा करा व पूसून टाका या कळ सह पान मिळेल.

***** माहिती भरा *****

- 1) विद्यार्थी यादीत समाविष्ट जोडण्यासाठी बटणावर क्लिक करा.



2) व्यवस्थित सर्व फील्ड भरा आणि सेव वर क्लिक करा एक्सेल मध्ये जतन होईल

***** आदयातव/सुधारणा करा *****

- 1) सुधारणा बटणावर क्लिक करा, आपणास डाटा एंट्री फॉर्म मिळेल.
- 2) आपल्याला सामान्य नोंदणी क्रमांक निवडल्यास ' डेटा मिळवा' बटणावर क्लिक करा.
- 3) विशिष्ट जनरल नोंदणी क्रमांक साठी डेटा दर्शवा आणि चूक प्रविष्ट केलेली माहिती सुधारित आणि अद्ययावत करा वर क्लिक करा

***** पुसून टाका / हटवा *****

- 1) पुसून टाका / हटवा बटणावर क्लिक केल्यास आपणास डाटा एंट्री फॉर्म मिळेल.
- 2) पण यावेळी जर तुम्ही जनरल नोंदणी क्रमांक निवडल्यास ' डेटा मिळवा' बटणावर क्लिक करा.
- 3) विशिष्ट जनरल नोंदणी क्रमांक डेटा दाखवा आणि हटवा / पुसून टाका व पुसून टाका वर क्लिक करा
- 4) एक्सेल फाइल वरून डेटा हटवा.

विभाग क्रमांक,

| विभाग_क्रमांक | विभागाचे_नाव | माध्यम |
|---------------|--------------|----------|
| 1 | C | Gujarati |
| 2 | A | Marathi |
| 3 | A | Marathi |

मानक सर्व विद्यार्थ्यांना डेटा प्रविष्ट करा आणि नंतर फक्त एक्सेलची पत्रक अपलोड .

***** करु नका *****

- 1) डाटा एंट्री करीता कोणत्याही इतर एक्सेल पत्रक वापरु नका.
- 2) दुसर्या मानक किंवा दुसरी शाळा साठी पत्रक वापरु नका.
- 3) कोणत्याही अवैध किंवा इतर डेटा प्रविष्ट करु नका.
- 4) फाइलला नविन नाव देऊ नका..