

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA MISSION  
(SSA), ANDHRA PRADESH, HYDERABAD**

*Present; Smt.V.Usha Rani, I.A.S*

**Rc.No. 484/RVM(SSA)/C2/2012**

**Dated:12 -04-2013.**

Sub:- A.P. RVM (SSA) Hyderabad – Collection and data entry of students profile – orders – issued – Regarding.

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All the Project Officers of RVM (SSA) and District Educational Officers in the state are aware that, MHRD, Government of India has decided to collect Aadhar friendly Students Profile from all the schools along with U-DISE data during 2012-13. Instructions have already been issued to collect students profile in the prescribed format along with U-DISE data and keep ready at school level as it was decided to enter the data of students profile through online by developing software exclusively for this purpose. Accordingly an online application has been developed in convergence with NIC, Hyderabad and now it is ready for utilization.

In view of this, it is decided to conduct the following workshops at various levels to explain the usage of software and enter the data of students profile in the state as shown below.

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| 1 | 15.04.2013 | One day state level workshop with MIS and Planning Coordinators and ASO/APO at State Project Office (two members from each district)  |
| 2 | 17.04.2013 | FN- Video Conference with Mandal MIS Coordinators from 11.00 am to 01.00 pm to be conducted from State Project Office to discuss on software<br>AN- workshop with mandal MIS Coordinators at District Level to provide hands on experience in utilization of software |
| 3 | 20.04.2013 | AN- Mandal level meeting with Head Masters for collection of filled in students profile formats.  |

Hence, all the Project Officers of RVM (SSA) in the state are requested to depute the MIS and Planning Coordinators and ASO/APO to the one day state level workshop scheduled at State Project Office, RVM (SSA) AP, Hyderabad on 15.04.2013 (two members only from each district who are familiar with computer usage). Further, the Project Officers are also requested to conduct the district level workshop and Video conference on 17.04.2013 and issue necessary instructions to the Mandal Educational Officers to conduct a meeting with Headmasters on 20.04.2013 at mandal level for receipt of filled in formats from all the schools functioning under Government, Local body, Aided and Un-Aided managements without fail as it is difficult to collect the formats after closer of the schools. They are also permitted to pay TA, DA and arrange working lunch, refreshments to the participants as per the existing norms for the workshop scheduled on 17.04.2013. Further the following guidelines are issued for completion of data entry of students profile.

1. Mandal Educational Officers shall be instructed to get the filled in formats from all the Headmasters of their concerned mandals by 20<sup>th</sup> April 2013 without fail and get the data entered in software with the help of MIS Coordinator and Computer Operator at MRC during the months of May/June. The MEO shall also be instructed to complete the work by 11<sup>th</sup> June 2013 i.e by the re-opening of schools for the next academic year. (A copy of the format is enclosed herewith for ready reference).

2. The information of children studying in classes I-IV in primary schools, I-VI in upper primary schools & VI-IX in High schools only should be collected & entered. The details of newly admitted children will be entered later in the next academic year.
3. In case of high schools where ICT is being implemented, the Head Masters may be instructed to enter the data of children in their schools itself.
4. The managements of private schools shall also be requested to enter the data of their children by the end of May 2013 by making own arrangements.
5. Each Sectoral Officer may be made in charge of certain mandals in the district to monitor the data entry at concerned Mandal Resource Center so as to complete the entire process by 11<sup>th</sup> June, 2013 positively.
6. The information of all children shall be collected and entered without insisting for Aadhar Number as all the children were not provided the same. If Aadhar number is available enter in relevant column in the format.

This has got the approval of the State Project Director, RVM (SSA) Andhra Pradesh, Hyderabad.

Sd/- Dr.Y.Akbar Ali Basha  
for **STATE PROJECT DIRECTOR.**

**Encl: (format)**

To

All the Project Officers of RVM (SSA) and District Educational Officers in the state.

Copy to the RJDSEs with a request to give instructions to the managements of private schools to coordinate with the Mandal Educational Officers concerned in this regard.

Copy forwarded to the C&DSE, AP, Hyderabad with a request to instruct the District Educational Officers for completion of data entry of Child Info.

// t.c.attested//

**Planning Coordinator**