

Instruction for Certifying Student Data

UDISE+ | **SDMS**



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Version 1.0

1. Disabled "Submit" button

Error: "The All forms (GP, EP, FP, VE, and Finalize) not completed for the students"

Steps to Resolve:

Before certifying, ensure all student details are completed, including GP, EP, FP, and VE (if applicable).

To check the status, follow these steps:

- a. Navigate to the left side menu **List of all Students>>Active Students**.
- b. Locate the column named "Entry Status".
- c. Ensure that the status is marked as "Completed" for all students.

Alternative Method:

- a. Go to the **List of Active Students**.
- b. Download the Excel file from the top corner of the page.
- c. Open the spreadsheet and filter the data accordingly.
- d. Identify students whose form details are not completed.
- e. Complete their details and save the changes.

2. Class 11th and 12th for Academic Streams as per the school

Error: "Students having an Invalid Academic Stream"

Step to Resolve:

- a. Review the **School Profile** to verify the Academic Stream.
- b. Download the Report "**List of Active Students**" in the **Reporting Module**.
- c. Open the Spreadsheet and filter the data.
- d. Compare and identify the student whose academic Stream is mismatched with the School Profile.
- e. Access the **Enrolment Profile** and modify the appropriate "**Academic Stream opted by the student**".
- f. Save the changes.

3. Medium of Instruction

Error: "Students having an Invalid Medium of Instruction (MOI)"

Steps to Resolve:

- a. Review the **School Profile** to verify the valid MOI for different classes.
- b. Download the Report "**List of Active Students**" in the **Reporting Module**.
- c. Compare the MOI listed in the spreadsheet with the school's MOI.
- d. Open the Spreadsheet and filter the data, then identify students whose MOI is incorrect.
- e. Access the **Enrolment Profile** for the student in the **SDMS**.
- f. Select the appropriate MOI from the available options.
- g. Save the changes.

4. Invalid Section

Error: **"Students enrolled in a valid class but an invalid section"**

Steps to resolve:

- a. Download the **"List of Active Students"** from the **Reporting Module**.
- b. Open the spreadsheet and filter the data by section.
- c. Verify whether the section currently exists.
- d. If the section does not exist, the school user can reassign the student to a different section using the **"Section Shift Module"**.

5. Vocational Issues

Error: **"Number of Students not having vocational details updated (for schools having vocational courses only)"**

Steps to Resolve:

- a. Check the **School Profile** in SDMS to identify the vocational courses (sectors and job roles) applicable for secondary and higher secondary classes.
- b. Download the **"List of Active Students"** from the **Reporting Module**.
- c. Open the spreadsheet and filter the data for **Classes 9, 10, 11, and 12** to compare with the valid vocational courses.
- d. Identify students with incorrect or missing vocational details.
- e. Access the **Vocational Education Details** for the respective student in SDMS.
- f. Update the form with the correct **sector and job role**, then save the changes.

6. Language Issues

Error: **"Students are assigned an invalid language based on the school's profile."**

Steps to Resolve:

- a. Access the School Profile and verify the valid languages available for each educational stage (Pre-Primary, Primary, Upper Primary, Secondary, Higher Secondary).
- b. Download the Report **"List of Active Students"** in the **Reporting Module**.
- c. Open the spreadsheet, filter the data by educational stage, and identify students assigned an invalid language.
- d. Find the student's record in **SDMS**.
- e. Open the Student Form and select the correct language based on the school's profile.
- f. Save the changes.

7. Sector (Trade/Sector)

Error: “Students having an Invalid Sector”

Steps to Resolve:

- a. Review the school profile to confirm the valid sector.
- b. Download the Report “**List of Active Students**” in the **Reporting Module**.
- c. Open the spreadsheet and filter the data accordingly.
- d. Identify any missing or incorrect Trade/Sector details.
- e. Navigate to the **Vocational Education Details** section and update the Trade/Sector and select the Job Role accordingly.
- f. Save the changes.

8. Sub Sector (Trade Sector)

Error: “Students having an Invalid Sub Sector”

Steps to Resolve:

- a. Review the school profile to confirm the valid sector.
- b. Download the Report “**List of Active Students**” in the **Reporting Module**.
- c. Open the spreadsheet and filter the data accordingly.
- d. Identify any mismatched or incorrect Trade/Sector details.
- e. Navigate to the **Vocational Education Details** section and update the **Job Role**.
- f. Save the changes.