

# **User Manual for Teacher Module (For School Users)**



सत्यमेव जयते

Version 1.0

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## 1. Introduction

The **Teacher Module** facilitates the management of Teaching, Non-Teaching, and Vocational Training Provider (VTP) staff data. This manual provides step-by-step instructions for utilizing the functionalities of this module.

## 2. Getting Started

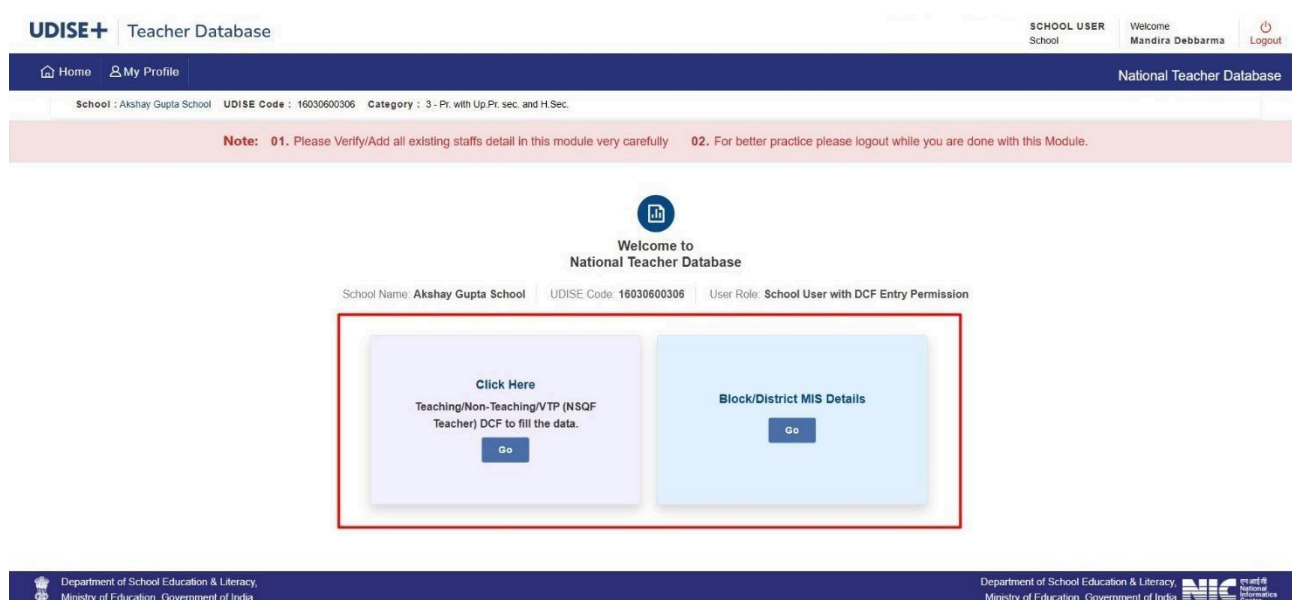
### 2.1 Logging In

- **Open URL** – Enter the provided URL into the address bar.
- **Enter Credentials** – Input username and password.
- **Click 'Login'** – Dashboard

## 3. Welcome to the National Teacher Database

### 3.1 Click here for Teaching, Non-Teaching

- ❖ **Step 1:** The User clicks on the “Teaching/Non-Teaching/VTP (NSQF Teacher) DCF to fill in the data”.
- ❖ **Step 2:** The system will redirect to the Dashboard.



**Note:** To view MIS's details, click on the “Go” button of “Block/District MIS Details.”

### 3.2 Add Teaching Staff

- ❖ **Step 1:** The user will click on the “Add Teaching Staff” Button.



- ❖ **Step 3:** After filling in the information click on the “Save & Next” Button
- ❖ **Step 4:** A prompt will be displayed to confirm the details that the user has entered, click on the “Confirm” Button.
- ❖ **Step 5:** The system will redirect to the next page.

### 3.2.2 Appointment and Teaching Profile

- ❖ **Step 1:** The User will enter the following details about the Appointment and teaching profile.
  - ✓ Type of Teacher
  - ✓ Class Taught
  - ✓ Appointed for level
  - ✓ Appointed for Subject
  - ✓ Main subject taught 1
  - ✓ Main subject taught 2
  - ✓ Whether the teacher is on Deputation in this School from other schools?
  - ✓ Whether Teacher is teaching at other school as a Guest/Contractual/Deputation?
- ❖ **Step 2:** After filling in all information user will click on the “Update” button.
- ❖ **Step 3:** A successful message will be displayed and redirected to the next page.

### 3.2.3 Training and Other Details

- ❖ **Step 1:** The User will fill in the following details about the teacher.
  - ✓ Trained for teaching CWSN
  - ✓ Trained in Computer for use in teaching?
  - ✓ Training Received
  - ✓ Training Needs
  - ✓ Whether Teacher received training under NISHTHA (1-Yes/2-No)
  - ✓ Working days spent on NON-Teaching Assignments
- ❖ **Step 2:** Languages in which the teacher has working knowledge?
  - ✓ Language 1
  - ✓ Language 2
  - ✓ Language 3
  - ✓ Whether trained in safety and security audit of school for ensuring child safety?
  - ✓ Whether received training on cyber safety and psycho-social aspects?
  - ✓ Whether received training in early identification support and classroom support of CWSN?
  - ✓ Whether the Teacher is CTET/STET qualified?
  - ✓ Whether capable of handling digital devices and VC applications? (Mobile, Laptops, Smart Boards, Desktops, Projectors, the use of computers to retrieve, assess, store, produce, present, and exchange information, and to communicate and participate in collaborative networks via the Internet, interacting through digital technologies, Protecting personal data and privacy)
- ❖ **Step 3:** After filling in all information, the User will click the “Update” Button.
- ❖ **Step 4:** A successful message will be displayed and redirected to the next page.

School : Akshay Gupta School    Category : 3 - Pr. with Up Pr. sec. and H Sec.    UDISE Code : 1603060306    [School Dashboard](#)

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Training And Other Details [← Back To Staff List](#)

National Code :    Teacher Name : MAYANK TYAGI

3.2.22 Trained for teaching CWSN <input type="radio"/> 1-Yes <input checked="" type="radio"/> 2-No	3.2.23 Trained in Computer for use in teaching? <input checked="" type="radio"/> 1-Yes <input type="radio"/> 2-No	3.2.24 (a) Training Received 1-Subject knowledge
3.2.24 (b) Training Needs 1-Subject knowledge	3.2.24 (c) Whether Teacher received training under NISHTHA (1-Yes/2-No) <input type="radio"/> 1-Yes <input type="radio"/> 2-No	3.2.25 Working days spent on NON-Teaching Assignments 0

3.2.26 Languages in which the teacher is having working knowledge?

(a) Language 1 Select	(b) Language 2 Select	(c) Language 3 Select
--------------------------	--------------------------	--------------------------

3.2.27 Whether trained in safety and security audit of school for ensuring child safety?  
☐ 1-Yes ☐ 2-No

3.2.28 Whether received training on cyber safety and psycho-social aspects?  
☐ 1-Yes ☐ 2-No

3.2.29 Whether received training in early identification support and classroom support of CWSN?  
☐ 1-Yes ☐ 2-No

3.2.30 Whether Teacher is CTET/STET qualified?  
☐ 1-Yes ☐ 2-No

If yes, Year of Qualifying  
5

3.2.31 Whether capable of handling digital devices and VC applications? (Mobile, Laptops, Smart Boards, Desktops, Projectors, the use of computers to retrieve, assess, store, produce, present and exchange information, and to communicate and participate in collaborative networks via the Internet, interacting through digital technologies, Protecting personal data and privacy) (1-Yes, 2-No)  
☐ 1-Yes ☐ 2-No

[Previous](#) [Update](#)

### 3.3 Send to Dropbox/Left School

- ❖ **Step 1:** Click on the counting icon located beneath the red rectangular area.

Home My Profile National Teacher Database

School : GPS HIND Category : 12 - Pre-Primary Only UDISE Code : 02011405801

Staff Summary Report

Import Staff Staff Global Search View Inactive/Dropbox Staffs List of Inactive/Deleted Staffs USER MANUAL

Certification Status : **Not Certified** [Click Here for Certification](#)

Note: Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

Head of the School (HoS) Details  
Name - HIND KUMAR Teacher Type - 6-Principal  
Assistant HoS Details  
Not Available

Data Entry is Currently Active Select Language English

\*Please click refresh for updated statistics

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1 Incomplete 0 <a href="#">+ Add Teaching Staff</a>
(c) NON-TEACHING STAFFS	Total 1 Incomplete 0 <a href="#">+ Add Non-Teaching Staff</a>

Department of School Education & Literacy, Ministry of Education, Government of India

- ❖ **Step 2:** The option labeled "Download Excel" (refer to rectangular 1.2) allows users to download the list of teachers along with their details in Excel format.
- ❖ **Step 3:** A list of teaching staff is displayed with a button labeled "Left School" (refer to rectangular 1.1). Click this button, and the system will redirect you to the next page.

Home My Profile National Teacher Database

School : Akshay Gupta School Category : 3 - Pt. with Up.Pt. sec. and H.Sec. UDISE Code : 16030600006

3.3 TEACHER DETAILS (Including Head Master/Mistress/Principal/HoS)

Add Teaching Staff Import Staff **Download Excel**

Sl.No	Basic Details	Qualification	Aadhaar Verified Status	Type of Staff	Update	Status / Action
1	National Code : HP12345615 Staff Name : GOPI Staff State Code : 1234564989 Gender : 1-Male Date of Birth : 30/12/1988 Date of Joining in Service : 01/10/2024 Date of Joining in Present School : 08/10/2024 Mobile : 8997988865 <b>Suspected Duplicate</b>	Main Subject 1 : 11-Biology Nature of Appointment : 1-Regular Type of Teacher : 26-Asst. HM-HS Professional Qualification : 2-Bachelor of Elementary Education(B.El.Ed.) Academic Qualification : 6-M.Phil. Appointment Subject : 18-Geography Class Taught : 7-Upper primary and Secondary	Aadhaar No : XXXX-XXXX-3789 Verification Status : <b>Verification Under Process</b> <a href="#">Verify Aadhaar From UIDAI</a>	Teaching Staff	<a href="#">General Profile</a> <a href="#">Appointment And Teaching Profile</a> <a href="#">Training And Other Details</a>	Completed Last Modified : 19/11/2024 <b>Left School</b>
2	National Code : HP12345617 Staff Name : GOPI Staff State Code : 1234564989 Gender : 1-Male Date of Birth : 30/12/1988 Date of Joining in Service : 09/09/2010 Date of Joining in Present School : 21/06/2016 Mobile : 8158564166 <b>Suspected Duplicate</b>	Main Subject 1 : 1-Regular Nature of Appointment : 1-Regular Type of Teacher : 8-Lecturer Professional Qualification : 7-Diploma/degree in special education Academic Qualification : 5-Post Graduate Appointment Subject : 22-Physics Class Taught : 8-Secondary and Higher secondary	Aadhaar No : Not Provided	Teaching Staff	<a href="#">General Profile</a> <a href="#">Appointment And Teaching Profile</a> <a href="#">Training And Other Details</a>	Completed Last Modified : 10/10/2024 <b>Left School</b>
3	National Code : Will Be Generated Shortly Staff Name : MAYANK Staff State Code : JH Gender : 1-Male Date of Birth : 01/10/1990 Date of Joining in Service : 25/10/2018 Date of Joining in Present School : 19/10/2020 Mobile : 8534635746	Main Subject 1 : 1-All subjects Nature of Appointment : 3-Guest Faculty /Part-Time Type of Teacher : 2-Acting Head Teacher Professional Qualification : 6-None Academic Qualification : 7-Ph.D. Appointment Subject : 6-Sports Class Taught : 3-Primary and Upper primary	Aadhaar No : Not Provided	Teaching Staff	<a href="#">General Profile</a> <a href="#">Appointment And Teaching Profile</a> <a href="#">Training And Other Details</a>	Completed Last Modified : 29/10/2024 <b>Left School</b>
4	National Code : Will Be Generated Shortly Staff Name : HP TEST TWO Staff State Code : JH Gender : 2-Female Date of Birth : 01/05/1987 Date of Joining in Service : 07/10/2024 Date of Joining in Present School : 14/10/2024	Main Subject 1 : 1-All subjects Nature of Appointment : 1-Regular Type of Teacher : 3-Teacher Professional Qualification : 1-Diploma or certificate in basic teacher training of a duration not less than two years Academic Qualification : 1-Below secondary	Aadhaar No : Not Provided	Teaching Staff	<a href="#">General Profile</a> <a href="#">Appointment And Teaching Profile</a> <a href="#">Training And Other Details</a>	Completed Last Modified : 29/10/2024 <b>Left School</b>

- ❖ **Step 4:** The user will choose one of the following reasons from the dropdown list:
  - ✓ Dropbox - Active - Due to Retirement
  - ✓ Dropbox - Active - Transferred/Shifted to Another School
  - ✓ Dropbox - Active - Due to Job-Left
  - ✓ Dropbox - Active - Wrongly Imported/Restored
  - ✓ Dropbox - Inactive - Due to Death
  - ✓ Dropbox - Inactive - Wrongly Inserted/Duplicate
- ❖ **Step 5:** After selecting a reason, the user will enter remarks.
- ❖ **Step 6:** Select the "Last Date in Service School" and click the "Left School" button.

**Note:** The "Last Date in Service" field is not displayed for the following reasons:

- Dropbox - Active - Wrongly Imported/Restored

- Dropbox – Inactive – Wrongly Inserted/Duplicate

**UDISE+ Teacher Database**

SCHOOL USER: School | Welcome: Mandira Debbarma | Logout

Home | My Profile | National Teacher Database

School : Akshay Gupta School | Category : 3 - Pr. with Up.Pr. sec. and H.Sec. | UDISE Code : 16030600306 | School Dashboard

**Left School** | < Back To Staff List

Staff Name	GOP!	National Code	HP12345615
Gender	1-Male	Date of Birth	30/12/1988
Date of Joining in Present School	08/10/2024	Mobile	8997986865
Academic Qualification	6-M.Phil	Professional Qualification	2-Bachelor of Elementary Education(B.El.Ed.)

Are you sure to send the particular Staff to Dropbox ?

Select Reason: Select

Remarks:

Back Left School

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- ❖ **Step 7:** A prompt will be displayed to confirm the details that the user has entered, click on the “Confirm” Button.
- ❖ **Step 8:** A Successful message will be displayed.

**Note:** The procedure is the same for Non-Teaching Staff and VTP Staff when sending to Dropbox or marking as "Left School."

### 3.4 Add Non-Teaching Staff

- ❖ **Step 1:** The user clicks the “Add Non-Teaching Staff” Button.

**UDISE+ National Teacher Database**

Home | My Profile | School Dashboard

School : GPS HIND | Category : 12 - Pre-Primary Only | UDISE Code : 02011405801

**Staff Summary Report** | Data Entry is Currently Active | Select Language: English

Import Staff

Staff Global Search

View Inactive/Dropbox Staffs

List of Inactive/Deleted Staffs

USER MANUAL

Certification Status : **Not Certified** | [Click Here for Certification](#)

**Note:** Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

**Head of the School (HoS) Details**  
Name - HIND KUMAR | Teacher Type - 6-Principal | [Map](#)

**Assistant HoS Details**  
Not Available

\*Please click refresh for updated statistics | Refresh

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1   Incomplete 0   <a href="#">+ Add Teaching Staff</a>
(c) NON-TEACHING STAFFS	Total 1   Incomplete 0   <a href="#">+ Add Non-Teaching Staff</a>

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#### 3.4.1 Enter the Non-Teaching Staff Details

- ❖ **Step 1:** The user will enter the non-teaching staff details such as:
  - ✓ Name
  - ✓ Gender
  - ✓ Date of Birth (DD/MM/YYYY)
  - ✓ Staff Code of /UT (if Available)



- ✓ Social Category
  - ✓ Highest Academic Qualification
  - ✓ Trade/Degree
  - ✓ Highest Professional Qualification
  - ✓ Mobile Number
  - ✓ Email
  - ✓ Aadhaar no. of staff
  - ✓ Name as per Aadhaar
  - ✓ Type of Disability (If any)
  - ✓ Nature of Appointment
  - ✓ Date of Joining in Service (DD/MM/YYYY)
  - ✓ Date of Joining in Present School (DD/MM/YYYY)
- ❖ **Step 3:** After filling in the information click on the “Save & Next” Button
  - ❖ **Step 4:** A prompt will be displayed to confirm the details that the user has entered, click on the “Confirm” Button.
  - ❖ **Step 5:** The system will redirect to the next page.

The screenshot displays the 'Add New Non-Teaching Staff' form in the UDISE+ Teacher Database. The form is titled '3.3 General Profile - Add New Non-Teaching Staff' and includes a 'Back To Staff List' link. The form fields are organized as follows:

- 3.2.1 Name (in Capital Letter):** Text input field.
- 3.2.2 Gender:** Dropdown menu with 'Select' option.
- 3.2.3 Date of Birth (DD/MM/YYYY):** Date picker.
- 3.2.4 Staff Code of State/UT (if available):** Text input field.
- 3.2.5 Social Category:** Dropdown menu with 'Select' option.
- 3.2.6 Highest Academic Qualification:** Dropdown menu with 'Select' option.
- 3.2.6 (b) Trade / Degree:** Dropdown menu with 'Select' option.
- 3.2.7 (a) Mobile Number:** Text input field.
- 3.2.7 (b) Email:** Text input field.
- 3.2.8 (a) Aadhaar No. of Staff:** Text input field.
- 3.2.8 (b) Name as per Aadhaar:** Text input field.
- 3.2.9 Type of Disability, If any:** Dropdown menu with 'Select' option.
- 3.2.12 Nature of Appointment:** Dropdown menu with 'Select' option.
- 3.2.10 Date of Joining in Service (DD/MM/YYYY):** Date picker.
- 3.2.15 Date of Joining in Present School (DD/MM/YYYY):** Date picker.

A red box highlights the 'Save & Next' button at the bottom center of the form.

### 3.4.2 Part A: General Profile

- ❖ **Step 1:** The user will select the “Current Post Held” from the Dropdown list.
- ❖ **Step 2:** After selection, the user will click on the “Update” Button.
- ❖ **Step 3:** The system will display the Successful message.

Home

My Profile

National Teacher Database

School : Akshay Gupta School

Category : 3 - Pr. with Up.Pr. sec. and H.Sec.

UDISE Code : 16030600306

School Dashboard

Back To Staff List

3.3 - Edit Other Details Non Teaching Staff

Non Teaching Staff Name - MAYANK TYAGI

National Staff Code -

PART A : GENERAL PROFILE

3.3.1 Current Post Held

Select

Previous

Update

Department of School Education & Literacy

Ministry of Education, Government of India

Department of School Education & Literacy

Ministry of Education, Government of India

NIC

National Informatics Centre

### 3.5 Add VTP Staff

- ❖ **Step 1:** The user will click on the “Add VTP Staff” Button.

UDISE+

Teacher Database

Login IP

Mobile No.

SCHOOL USER

Welcome

Logout

10.23.252.66

8564564465

School

Abhishek

Home

My Profile

National Teacher Database

School : Testing School

Category : 11 - Higher Secondary only/Jr. College

UDISE Code : 99010200105

School Dashboard

Staff Summary Report

Data Entry is Currently Active

Select Language

English

Import Staff

Staff Global Search

View Inactive/Dropbox Staffs

List of Inactive/Deleted Staffs

USER MANUAL

Certification Status : Not Certified

Click Here for Certification

Note:

Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

Head of the School (HoS) Details

Name - WAMIQUE

Teacher Type - 1-Head Teacher

Map

Assistant HoS Details

Not Available

Please click refresh for updated statistics

Refresh

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	2
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	1
Total Teaching Staff in Position [(a)+(b)]	Total 3 Incomplete 0 <a href="#">Add Teaching Staff</a>
(c) NON-TEACHING STAFFS	Total 3 Incomplete 0 <a href="#">Add Non-Teaching Staff</a>
(d) Resource Persons (Teachers/Skill training providers/Guest Faculty) for VOCATIONAL/NSQF Courses	Total 0 Incomplete 0 <a href="#">Add VTP Staff</a>

Department of School Education & Literacy

Ministry of Education, Government of India

Department of School Education & Literacy

Ministry of Education, Government of India

NIC

National Informatics Centre

#### 3.5.1 General Profile - Add New VTP Staff

- ❖ **Step 1:** The user will enter the new VTP staff details such as:
  - ✓ Name
  - ✓ Gender

- ✓ Date of Birth (DD/MM/YYYY)
  - ✓ Staff Code of /UT (if Available)
  - ✓ Social Category
  - ✓ Highest Academic Qualification
  - ✓ Trade/Degree
  - ✓ Highest Professional Qualification
  - ✓ Mobile Number
  - ✓ Email
  - ✓ Aadhaar no. of staff
  - ✓ Name as per Aadhaar
  - ✓ Type of Disability (If any)
  - ✓ Nature of Appointment
  - ✓ Date of Joining in Service (DD/MM/YYYY)
  - ✓ Date of Joining in Present School (DD/MM/YYYY)
- ❖ **Step 3:** After filling in the information click on the “Save & Next” Button
- ❖ **Step 4:** A system will display the successful message and redirect to the next page.

The screenshot shows the '3.4 General Profile - Add New VTP Staff' form in the UDISE+ Teacher Database. The form is organized into a grid of 15 input fields, each with a label and a help icon. The fields are: 3.2.1 Name (in Capital Letter), 3.2.2 Gender, 3.2.3 Date of Birth (DD/MM/YYYY), 3.2.4 Staff Code of State/UT (if available), 3.2.5 Social Category, 3.2.6 Highest Academic Qualification, 3.2.6 (b) Trade / Degree, 3.2.7 Highest Professional Qualification, 3.2.8 (a) Mobile Number, 3.2.8 (b) Email, 3.2.9 (a) Aadhaar No. of Staff, 3.2.9 (b) Name as per Aadhaar, 3.2.10 Type of Disability, If any, 3.2.12 Nature of Appointment, 3.2.11 Date of Joining in Service (DD/MM/YYYY), and 3.2.15 Date of Joining in Present School (DD/MM/YYYY). A 'Save & Next' button is located at the bottom center of the form, highlighted with a red box. The top of the page shows the UDISE+ logo, 'Teacher Database', and user information: 'SCHOOL USER School', 'Welcome Mandira Debbarna', and 'Logout'. The bottom of the page features the Department of School Education & Literacy, Ministry of Education, Government of India, and the NIC logo.

### 3.5.2 Details of Resource persons including teachers/skill trainers, skill training providers, guest faculty for NSQF Vocational Courses

- ❖ **Step 1:** The user will select the following options from the Dropdown list.
- ✓ Industry Experience
    - Less than 1 year
    - 1 to less than 2 years
    - 2 to less than 3 years
    - 3 to 3+ years
  - ✓ Training Experience

- Less than 1 year
- 1 to less than 2 years
- 2 to less than 3 years
- 3 to 3+ years

✓ Classes Taught

- Secondary only
- Higher secondary only
- Secondary and Higher Secondary only

✓ Sector for which Appointed

- Agriculture
- IT-ITES

✓ Received Induction Training

- Yes
- No

❖ **Step 2:** After selection, the user will click on the “Save” Button.

❖ **Step 3:** The system will display the Successful message.

The screenshot displays the National Teacher Database (NTD) interface. At the top, there is a navigation bar with 'Home' and 'My Profile' links. Below this, a header bar shows the school name 'Alkshay Gupta School', category '3 - Pr. with Up.Pr. sec. and H.Sec.', and UDISE Code '16030600306'. A 'School Dashboard' button is also present.

The main content area is titled '3.3 Details of Resource persons including teachers/skill trainers, skill training provider, guest faculty for NSQF Vocational Courses'. It features a 'Back To Staff List' button. Below this, the '3.4 - Edit Other Details' form is shown for staff member RAHUL TYAGI. The form includes the following fields:

- Industry Experience: Select
- Training Experience: Select
- Classes Taught: Select
- Sector for which Appointed: Select
- Received Induction Training: Select

At the bottom of the form, there are 'Previous' and 'Save' buttons. The 'Save' button is highlighted with a red box.

The footer of the page contains the Department of School Education & Literacy, Ministry of Education, Government of India, and the NTD logo.

## 3.6 Import Staff

- ❖ The **Import Staff Module** allows schools to import staff members who have been moved to Dropbox by another school. This feature ensures smooth transitions by enabling the receiving school to retrieve staff profiles, including teaching and non-teaching personnel, from the Dropbox list.

**Staff Summary Report**

Import Staff

Staff Global Search

View Inactive/Dropbox Staffs

List of Inactive/Deleted Staffs

USER MANUAL

Certification Status : **Not Certified** [Click Here for Certification](#)

Note: Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

Head of the School (HoS) Details  
Name - HIND KUMAR Teacher Type - 6-Principal  
Assistant HoS Details  
Not Available

\*Please click refresh for updated statistics

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1 Incomplete 0 <a href="#">+ Add Teaching Staff</a>
(c) NON-TEACHING STAFFS	Total 1 Incomplete 0 <a href="#">+ Add Non-Teaching Staff</a>

### 3.6.1 Get National Code

- ❖ If the user does not have the staff's national code, they can click the "Get National Code" button and retrieve it by entering the Aadhaar number and date of birth.

UDISE+ Teacher Database

SCHOOL USER Welcome Mandira Debbarma Logout

Home My Profile

National Teacher Database

School : Akshay Gupta School Category : 3 - Pr. with Up.Pr. sec. and H.Sec. UDISE Code : 16030600306

Import Staff

National Code TR00000002 Date of Birth 08/11/1992 Go [Get National Code](#)

National Code TR00000002	Staff Name WAMIQUE	Staff Type 1-Teaching Staff	Date of Birth 08/11/1992	Date of Joining in Service 14/09/2017	Date of Joining in Previous School 04/09/2024
Nature of Appointment 2-Contract	Current Status DropBox-Active	Reason of Relieving Transferred/Shifted to Another School	Date of Relieving 23/09/2024	Previous UDISE Code 02010107905	Previous School Name BPS BANIKHET
Date of Joining in Present School dd/mm/yyyy	Date of Relieving 23/09/2024	Remarks Remarks	<input type="checkbox"/> Want to Change Nature of Appointment? Select		
			<input type="checkbox"/> Want to change Staff Type ? Select		

Import Staff

### 3.6.2 For import enter the National code and Date of Birth

- ❖ **Step 1:** Enter the National Code and the staff's DOB to be imported.
- ❖ **Step 2:** Click on the "Go" Button
- ❖ **Step 3:** After clicking on the "Go" Button, the user will get the following details of the staff.
  - ✓ National Code
  - ✓ Staff Name
  - ✓ Staff Type
  - ✓ Date of Birth
  - ✓ Date of joining in service

- ✓ Date of joining in the previous school
  - ✓ Nature of appointment
  - ✓ Current Status
  - ✓ Reason of Relieving
  - ✓ Date of Relieving
  - ✓ Previous UDISE Code
  - ✓ Previous School Name
- ❖ **Step 4:** Select the “Date of Joining in Present School” from the given calendar.
  - ❖ **Step 5:** Select the “Date of Relieving” from the given calendar.
  - ❖ **Step 6:** Enter Remarks.
  - ❖ **Step 7:** Mark Enable to select “Want to Change Nature of Appointment?” from the Dropdown list.
    - ✓ Regular
    - ✓ Contract
    - ✓ Guest Faculty/Part-time
  - ❖ **Step 8:** Mark Enable to select “Want to Change Staff Type?” from the Dropdown list.
    - ✓ Teaching Staff
    - ✓ Non-Teaching Staff
    - ✓ VTPS Staff
  - ❖ **Step 9:** Click on “Import Staff” Button.
  - ❖ **Step 10:** A prompt will be displayed to confirm the details that the user has entered, click on the “Confirm” Button.
  - ❖ **Step 11:** A Successful Message will be displayed.

**UDISE+ Teacher Database**

SCHOOL USER: School | Welcome: Mandira Debbarma | Logout

Home | My Profile

School: Akshay Gupta School | Category: 3 - Pr. with Up Pr. sec. and H.Sec. | UDISE Code: 16030600306 | School Dashboard

**Import Staff**

National Code: TR00000002 | Date of Birth: 08/11/1992 | Go | Get National Code

National Code TR00000002	Staff Name YAMIQUE	Staff Type 1- Teaching Staff	Date of Birth 08/11/1992	Date of Joining in Service 14/09/2017	Date of Joining in Previous School 04/09/2024
Nature of Appointment 2- Contract	Current Status DropBox-Active	Reason of Relieving Transferred/Shifted to Another School	Date of Relieving 23/09/2024	Previous UDISE Code 02010107905	Previous School Name BPS BANIKHET

Date of Joining in Present School: dd/mm/yyyy | Date of Relieving: 23/09/2024 | Remarks: | Want to Change Nature of Appointment?: Select | Want to change Staff Type?: Select

**Import Staff**

Department of School Education & Literacy, Ministry of Education, Government of India | Department of School Education & Literacy, Ministry of Education, Government of India | NIC

### 3.7 Staff Global Search

- ❖ **Step 1:** The user will click on the “Staff Global Search” option from the left side menu.

[Home](#)
[My Profile](#)

National Teacher Database

School : GPS HIND
Category : 12 - Pre-Primary Only
UDISE Code : 02011405801
[School Dashboard](#)

Import Staff

**Staff Global Search**

View Inactive/Dropbox Staffs

List of Inactive/Deleted Staffs

USER MANUAL

Certification Status : **Not Certified**
[Click Here for Certification](#)

**Note:** Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

Head of the School (HoS) Details
Name - HIND KUMAR
Teacher Type - 6-Principal

Assistant HoS Details
Not Available

Data Entry is Currently Active
Select Language
English

Please click refresh for updated statistics

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	<div>Total 1</div> <div>Incomplete 0</div> <a href="#">+ Add Teaching Staff</a>
(c) NON-TEACHING STAFFS	<div>Total 1</div> <div>Incomplete 0</div> <a href="#">+ Add Non-Teaching Staff</a>

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- ❖ **Step 2:** The User will enter the State, Staff Name, and Date of Birth.
- ❖ **Step 3:** Click on the “Go” Button.
- ❖ **Step 4:** Step 3: After clicking on the “Go” Button, the user will get the following details of the staff.
  - ✓ National Code
  - ✓ Staff Name
  - ✓ Date of Birth
  - ✓ Date of Joining in Service
  - ✓ Mobile no.
  - ✓ UDISE Code
  - ✓ School Name
  - ✓ Status
  - ✓ Staff Type

**UDISE+** Teacher Database

SCHOOL USER School Welcome Wamique Hussain Logout

Home My Profile National Teacher Database

School : TEST CATEGORY SCHOOL-5 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. UDISE Code : 99010200105 School Dashboard

Staff Global Search

State: TEST STATE Staff Name: MOHAN SWAMI Date of Birth: 01/01/1988 Go

Show 10 entries

Sr.no	National Code	Staff Name	Date of Birth	Date of Joining in Service	Mobile	UDISE Code	School Name	Status	Staff Type
1	TP51125547	MOHAN SWAMI	01/01/1988	01/10/2014	99XXXXXX99	99010200105	TEST CATEGORY SCHOOL-5	Active-In School	1- Teaching Staff

Showing 1 to 1 of 1 entries

Previous 1 Next

Department of School Education & Literacy, Ministry of Education, Government of India

Department of School Education & Literacy, Ministry of Education, Government of India

### 3.8 View Inactive/Dropbox Staffs

- ❖ **Step 1:** The user will click on the “View Inactive/Dropbox Staffs” option from the left side menu.

Home My Profile National Teacher Database

School : GPS HIND Category : 12 - Pre-Primary Only UDISE Code : 02011405801 School Dashboard

Staff Summary Report

Data Entry is Currently Active Select Language English

Import Staff Staff Global Search View Inactive/Dropbox Staffs List of Inactive/Deleted Staffs USER MANUAL

Certification Status : Not Certified Click Here for Certification

Note: Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from “Certified” to “Not Certified”.

Head of the School (HoS) Details Name : HIND KUMAR Teacher Type : 6-Principal Assistant HoS Details Not Available Map

Please click refresh for updated statistics Refresh

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1 Incomplete 0 Add Teaching Staff
(c) NON-TEACHING STAFFS	Total 1 Incomplete 0 Add Non-Teaching Staff

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#### 3.8.1 Search Details

- ❖ **Step 1:** The user can search through option 1 – “Search by UDISE Code”.
- ❖ **Step 2:** The user can also search through the option 2 – “Search by National Code”
- ❖ **Step 3:** The user can also search through option 3 – Search by School, Select Block, select District, and Select School.
- ❖ **Step 4:** Click on the “Go” Button.
- ❖ **Step 5:** After clicking on the “Go” Button User will get the following details of the staff who are in Dropbox.
  - ✓ National Code



- ✓ Staff Name
- ✓ Staff Type
- ✓ Date of Joining in Service
- ✓ Date of Joining in Last School
- ✓ Date of Relieving in Last School
- ✓ Reason for Inactive
- ✓ View Details

Home My Profile National Teacher Database

School : TEST CATEGORY SCHOOL-5 Category : 3 - Pr. with Up.Pr. sec. and H.Sec. UDISE Code : 99010200105 School Dashboard

View Inactive/Dropbox Staffs

Option 1: Search By UDISE Code  
 Go

OR

Option 2: Search By National Code  
 Go

OR

Option 3: Search By School  
 State  District   
 Block  School   
 Go

Show 10 entries Search

Sl.No	National Code	Staff Name	Staff Type	Date of Joining in Service	Duration in Last School		Reason for Inactive	View Details
					Date of Joining in Last School	Date of Relieving in Last School		
No data available in table								

Showing 0 to 0 of 0 entries No Record Found For this School Previous Next

### 3.9 List of Inactive/Deleted Staffs

- ❖ **Step 1:** The user will click on the option “List of Inactive/Deleted Staffs” option from the left side menu.

Home My Profile National Teacher Database

School : GPS HIND Category : 12 - Pre-Primary Only UDISE Code : 02011405801 School Dashboard

Staff Summary Report Data Entry is Currently Active Select Language English

Import Staff >

Staff Global Search >

View Inactive/Dropbox Staffs >

List of Inactive/Deleted Staffs >

USER MANUAL

Certification Status : Not Certified Click Here for Certification

Note: Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

Head of the School (HoS) Details  
 Name - HIND KUMAR Teacher Type - G-Principal Map

Assistant HoS Details  
 Not Available

Please click refresh for updated statistics Refresh

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1 Incomplete 0 + Add Teaching Staff
(c) NON-TEACHING STAFFS	Total 1 Incomplete 0 + Add Non-Teaching Staff

- Step 2:** The user will have access to a list of teachers who are currently active in the school, as well as those who have left. This option is designed to help the school maintain comprehensive records of its staff.

List of Inactive/Deleted Staffs

Sl.No	Basic Details	Qualification	Type of Staff	Reason/Last Date in Service School /Remarks
1	National Code : TP76502562 Name of the Staff : SONAL Staff State Code : ewf4gthhigh Gender : 2-Female Date of Birth : 11/01/1995 Date of Joining in Service : 03/01/2023 Date of Joining in Present School : 28/10/2023 Mobile : 7876767676	Academic Qualification : 6-M.Phil. Nature of Appointment : 1-Regular Professional Qualification : 11-Diploma of 2 Years or more from NCTE recognized inst. Type of Teacher : 1-Head Teacher Classes Taught : 1-Upper primary and Secondary Appointment Subject : 7-Science Main Subject 1 : 7-Science	1- Teaching Staff	Reason For Delete : - NA Relieving Date : 30/04/2024 Last Update Date : 10/07/2024 10:35:01 AM
2	National Code : TP92235948 Name of the Staff : MADHUBAN SINGH JODHA Staff State Code : MAD-123123 Gender : 1-Male Date of Birth : 22/05/2004 Date of Joining in Service : 28/10/2023 Date of Joining in Present School : 28/01/2024 Mobile : 6000025700	Academic Qualification : 6-M.Phil. Nature of Appointment : 1-Regular Professional Qualification : 5-B.Ed. or equivalent Type of Teacher : 1-Head Teacher Classes Taught : 3-Primary and Upper primary Appointment Subject : 5-Sports Main Subject 1 : 5-Sports	1- Teaching Staff	Reason For Delete : DropBox-Active - Transferred/Shifted to Another School Relieving Date : 01/09/2024 Last Update Date : 26/09/2024 04:36:48 PM
3	National Code : National Code Not Generated Name of the Staff : SJDHGF Staff State Code : Gender : 1-Male Date of Birth : 12/04/1984 Date of Joining in Service : 01/02/2008 Date of Joining in Present School : 04/07/2018 Mobile : 6786575776	Academic Qualification : 4-Graduate Nature of Appointment : 1-Regular Professional Qualification : 7-Diploma/degree in special education Type of Teacher : 1-Head Teacher Classes Taught : 8-Secondary and Higher secondary Appointment Subject : 3-Mathematics Main Subject 1 : 3-Mathematics	1- Teaching Staff	Reason For Delete : - NA Relieving Date : 12/07/2024 Last Update Date : 12/07/2024 03:30:20 PM
4	National Code : National Code Not Generated Name of the Staff : ABCDE Staff State Code : Gender : 1-Male Date of Birth : 01/07/1997 Date of Joining in Service : 11/07/2019 Date of Joining in Present School : 01/04/2022 Mobile : 7888011100	Academic Qualification : 6-M.Phil. Nature of Appointment : 1-Regular Professional Qualification : 3-B.Ed. or equivalent Type of Teacher : 1-Head Teacher Classes Taught : 8-Secondary and Higher secondary Appointment Subject : 4-Environment studies Main Subject 1 : 4-Environment studies	1- Teaching Staff	Reason For Delete : - NA Relieving Date : 19/07/2024 Last Update Date : 19/07/2024 12:28:50 PM
5	National Code : TP72859001 Name of the Staff : MANSI Staff State Code : Hpr445 Gender : 2-Female	Academic Qualification : 6-M.Phil. Nature of Appointment : 1-Regular Professional Qualification : 4-M.Ed. or equivalent Type of Teacher : 1-Head Teacher	1- Teaching Staff	Reason For Delete : - NA Relieving Date :

### 3.10 Map Head of the School (HoS)

❖ **Step 1:** The user will click on the Button “Map”.

[Home](#)
[My Profile](#)

National Teacher Database

School : GPS HIND
Category : 12 - Pre-Primary Only
UDISE Code : 02011405801
[School Dashboard](#)

Import Staff

Staff Global Search

View Inactive/Dropbox Staffs

List of Inactive/Deleted Staffs

USER MANUAL

Certification Status : **Not Certified**
[Click Here for Certification](#)

**Note :** Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

**Head of the School (HoS) Details**  
 Name - HIND KUMAR    Teacher Type - 6-Principal  
**Assistant HoS Details**  
 Not Available

[Map](#)

\*Please click refresh for updated statistics

Teaching/Non-Teaching Staff in Position

Count

(a) REGULAR TEACHING STAFFS

1

(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)

0

Total Teaching Staff in Position [(a)+(b)]

Total 1    Incomplete 0    [+ Add Teaching Staff](#)

(c) NON-TEACHING STAFFS

Total 1    Incomplete 0    [+ Add Non-Teaching Staff](#)

❖ **Step 2:** The user can assign the role of Head of the School (HoS) and Acting Head Details within the school by selecting a teacher from the dropdown list.

[Home](#)
[My Profile](#)

National Teacher Database

School : Akshay Gupta School
Category : 3 - Pr. with Up.Pr. sec. and H.Sec.
UDISE Code : 16030600306
[School Dashboard](#)

From Block Level

Name : dfgldgdf  
 Designation : utlhighly  
 Mobile : 7564563456

☒ Within the school    ☐ From other school    ☐ From block level

**Head of the School (HoS) Details :**  
 GOPI(26-Assl. HM-HS)

**Acting Head Details :**  
 GOPI(8-Lecturer)

[Update](#)

❖ **Step 3:** The user can assign the role by entering the national code from another school, ensuring that the block should be the same.

Home My Profile National Teacher Database

School : Akshay Gupta School Category : 3 - Pt. with Up.Pt. sec. and H.Sec. UDISE Code : 16030600306 School Dashboard

Map Head of the School (HoS)

**HOS Details**

Name : GOPI  
Designation : 26-Assst. HM-HS  
Mobile : 8997986865  
Email : gopi.jitin@gmail.com  
National Teacher Code : HP12345617

**Asistance HOS Details**

Name : GOPI  
Designation : 8-Lecturer  
Mobile : 9158564156  
Email : gopi@gmail.com  
National Teacher Code : HP12345617

☐ Within the school
 ☒ From other school
 ☐ From block level

National Code

Update

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Department of School Education & Literacy, Ministry of Education, Government of India

❖ **Step 4:** The user can assign the role at the block level by entering the following details:

- ✓ Block Staff Name
- ✓ Block Staff Designation
- ✓ Mobile

Home My Profile National Teacher Database

School : Akshay Gupta School Category : 3 - Pt. with Up.Pt. sec. and H.Sec. UDISE Code : 16030600306 School Dashboard

Map Head of the School (HoS)

**HOS Details**

Name : GOPI  
Designation : 26-Assst. HM-HS  
Mobile : 8997986865  
Email : gopi.jitin@gmail.com  
National Teacher Code : HP12345617

**Asistance HOS Details**

Name : GOPI  
Designation : 8-Lecturer  
Mobile : 9158564156  
Email : gopi@gmail.com  
National Teacher Code : HP12345617

☐ Within the school
 ☐ From other school
 ☒ From block level

Block Staff name

Block Staff Designation

Mobile

Update

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Department of School Education & Literacy, Ministry of Education, Government of India

### 3.11 Certification Status

❖ **Step 1:** Click on the button “Click here for the Certification” then the system will be redirected to the next page.

Home My Profile National Teacher Database

School : GPS HIND Category : 12 - Pre-Primary Only UDISE Code : 02011405801 School Dashboard

Staff Summary Report

Data Entry is Currently Active Select Language English

Import Staff

Staff Global Search

View Inactive/Dropbox Staffs

List of Inactive/Deleted Staffs

USER MANUAL

Certification Status : Not Certified [Click Here for Certification](#)

Note: Add New or Delete or Any Changes, in Teaching or Non-Teaching or VTP Details will automatically change the school status from "Certified" to "Not Certified".

Head of the School (HoS) Details  
Name : HIND KUMAR Teacher Type : 6-Principal

Assistant HoS Details  
Not Available

\*Please click refresh for updated statistics Refresh

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1 Incomplete 0 <a href="#">Add Teaching Staff</a>
(c) NON-TEACHING STAFFS	Total 0 Incomplete 0 <a href="#">Add Non-Teaching Staff</a>

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- ❖ **Step 2:** The user fills in the remarks and marks on the declaration then click on the “Certify” Button.
- ❖ **Step 3:** A prompt will be displayed click on the “Confirm” Button then the system will show the successful message.

[Home](#)
[My Profile](#)

National Teacher Database

School : GPS HIND
Category : 12 - Pre-Primary Only
UDISE Code : 02011405801
[School Dashboard](#)

School Certification Status

Teaching/Non-Teaching Staff in Position	Count
(a) REGULAR TEACHING STAFFS	1
(b) NON-REGULAR TEACHING STAFFS : (Contract, Part Time, Guest Teacher, Para Teacher etc.)	0
Total Teaching Staff in Position [(a)+(b)]	Total 1 Incomplete 0
NON-TEACHING STAFFS	Total 0 Incomplete 0

Remarks

☐ I hereby declare and certify the following points and Mark Data of staffs Updated and Completed till date.

- 1. Data is entered for all staffs for this school. Not a Single Staff is there whose data is not entered in this portal.
- 2. I shall update the Staff information in regular basis in case of any information update for any staff.
- 3. Information will be updated in case of Joining of New Staff in School or transfer of existing staff of similar kind of activities.

Certify

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Department of School Education & Literacy,  
Ministry of Education, Government of India

□ **Note:**

- ✓ To change the status from "Not Certified" to "Certified," the school must ensure that all teacher details, including HoS information, are accurately completed.
- ✓ Any addition, deletion, or modification in Teaching, Non-Teaching, or VTP details will automatically change the school status from "Certified" to "Not Certified."

Follow these steps to access your school's teacher-related tasks. To ensure security, be sure to log out of your session once you have finished.