Instruction

for

Certifying

Student Data

UDISE+ SDMS

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.