



Shikshashree

User Manual



DCG Datacore Systems (India) Pvt. Ltd



SCHOOL LEVEL



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Each school will be provided with two types of user id profile: (a) Uploader user id (b) Approver user id

1.0 USER PROFILE: UPLOADER

Data can be uploaded in two ways a) ONLINE b) OFFLINE.

1.1 Data Uploading

Follow step by step direction to upload data with unique uploader user id.

Step 1: Open internet browser (preferably Chrome/Mozilla Firefox for better performance). Log on to Shikshashree web portal.

The screenshot shows the login interface for the Shikshashree portal. It features a white login box on a dark background. The title 'Shikshashree' is at the top. Below it, there is a 'User Type' dropdown menu with the text 'Select User Type' and a downward arrow. A red instruction 'Please choose user type for login' is positioned below the dropdown. The 'User Id' field is a text input box with 'User Id' as a placeholder. The 'Password' field is a text input box with 'Password' as a placeholder. Below the password field is a captcha image displaying the characters '41fae9'. A blue link 'Refresh Captcha' is located below the captcha image. The 'Captcha' field is a text input box with 'Captcha' as a placeholder. At the bottom of the form are two blue buttons: 'Login' and 'Reset'.

Step 2: Insert school credentials.

- a) Select 'SCHOOL LEVEL' from 'USER TYPE'.

This screenshot shows a close-up of the 'User Type' dropdown menu. The dropdown is open, displaying the text 'Select User Type' and a downward arrow. Below the dropdown, there is a red instruction: 'Please choose user type for login'.

- b) Select district where the school is located.

This screenshot shows a close-up of the 'District' dropdown menu. The dropdown is open, displaying the text 'Select District' and a downward arrow.

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- c) Select Subdivision where the school is located.

Sub-division

- d) Select Block/Municipality where the school is located.

Block / Municipality

- e) Select name of the school.

School

- f) Enter user id and password for school log in. ****School user id and password for individual school to be collected from P.O or D.W.O office. Each school will receive 2 sets of confidential user id and password, one for Approver and another one for Uploader.**

User Id

Password

- g) **Enter captcha, as it appears.** ****Note:** This field is case sensitive. If the code cannot be read, click on refresh Captcha.

[Refresh Captcha](#)

Hit LOGIN. After logging dashboard page will appear.

1.1.1 Dashboard

A. Online Data Uploading

Click on the first icon 'ALL APPLICATION LIST' and follow step by step direction to enter student details.

Step 1: Click on Application form.

Step 2: Enter Student details in the Application form. ****Note that any field which is marked with (*) is considered as mandatory field, thus cannot be skipped.**

- a) Type name of the applicant. Note: **** Special attention to be given while typing the applicant name. After school approval, this field would not get modified.**

Name of the Applicant * :

- b) Type applicant's father/guardian's name.

Father/Guardian's Name * :

- c) Type the postal address of the applicant.

Address :

- d) Select the district of applicant's postal address.

District * :

- e) Select the sub-division of applicant's postal address.

Sub-division * :

- f) Select the block/municipality of applicant's postal address.

Block/Municipality * :

- g) Type post office of applicant's postal address.

Post Office * :

- h) Type PIN Code (Non-mandatory)

Pin :

- i) Select Gender

Gender * :

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- j) Click date of birth field to load the calendar. Select month and year from the calendar and then click on the date to choose.

Date of birth * :

- k) Select applicant Type, either CASTE or TRIBE.

Applicant Type * :

- l) Select sub-caste or sub-tribe from the drop down menu.

Sub-Caste/Sub-Tribe * :

- m) These four fields are inter-related. If information is inserted in any of this field, then note that all other three fields need to be filled up accordingly.

Caste/Tribe Certificate No. :
Issue Date :
Issuing Authority District :
Issuing Authority Sub-division :

- n) Type Annual Family income. ****Note: Family income should not exceed Rs. 2,50,000. If family income is more than 2.5 lakh then the applicant is not eligible for the scheme.**

Annual Family Income * :

- o) Type applicant's Aadhaar No.

Aadhaar No. :

- p) Provide mobile number.

Mobile No. * :

- q) Select last class passed.

Last class passed * :

- r) Select year of last class passing.

Year of last class passing * :

- s) Type attendance percentage in last session. ****Note: If last class passed is IV, then the attendance should be 0.**

% of attendance in last session * :

- t) Do not need to fill the field 'CLASS READING IN' as this is a self-populated field connected to last class passed.

Class reading in * :

- u) Select the Bank name where the applicant has account. **** Special attention to be given while selecting the applicant bank name. After school approval, this field would not get modified.**

Bank Name * :

- v) Type Bank IFSC code. Note: IFSC Code is normally found in cheque book. **** Special attention to be given while typing the applicant bank IFSC. After school approval, this field would not get modified.**

Bank IFSC * :

- w) Bank branch name and address is self-populated once the correct IFSC code is provided.

- x) Type in the Bank Account number of the applicant. **** Special attention to be given while typing the applicant Bank Account Number. After school approval, this field would not get modified.**

Bank Account No. * :

y) Retype Bank Account number of the applicant.

Retype Bank Account No. * :

z) Enter captcha, as it appears. ****Note:** This field is case sensitive. If the code cannot be read, click on refresh Captcha.

b29745 * :

Click on SUBMIT.



Once clicked on 'SUBMIT' system alert message will appear 'Are you sure you want to submit the application form as once submitted you can't able to modify certain fields.' Click on 'OK' if you are sure otherwise cancel it.

To run a search on a specific application you can use the inbuilt search engine under 'ALL APPLICATION LIST'. After putting the criteria, hit 'SEARCH' to find the application. To reset click on 'RESET' button.

Search Criteria

District	: <input type="text" value="Select District"/>	Sub-division	: <input type="text" value="Select Sub-division"/>
Block / Municipality	: <input type="text" value="Select Block/Municipality"/>	Schools	: <input type="text" value="Select School"/>
Class	: <input type="text" value="Select Class"/>	Application Type	: <input type="text" value="Select Applicant Type"/>
Applicant Name	: <input type="text"/>	Gender	: <input type="text" value="Select Gender"/>
Application Id	: <input type="text"/>	Bank Acct. No	: <input type="text"/>
Application Status	: <input type="text" value="Select Application Status"/>		

Individual applications can be viewed any time but modification can be done only prior to school approval. Once the data is submitted, it is getting auto validated by the system. To view specific applications click on the 'magnifying glass' icon under Action Column.

To edit click on the pencil icon under Action Column.

Serial.	Application Id	Applicant Name	School Name	Block/Municipality	Class Reading In	Caste/Tribe	Application Status	Submitted on	Action
1.	APP/071217/00324/5379006	DEEP SARDARBB	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(KAORA)	Application Approved	12-07-2017 11:54:06	
2.	APP/071217/00324/3455615	ROKI SARDAREE	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(KAORA)	Rejected by School	12-07-2017 11:54:06	
3.	APP/071217/00324/2327025	JAYASHREE KAYALBB	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(BAGDI)	School Approval pending	12-07-2017 11:54:06	
4.	APP/071217/00324/2325986	RAHJAN SARDAREE	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(KAORA)	School Approval pending	12-07-2017 11:54:06	
5.	APP/071217/00324/1640655	PALLAB GAYENBB	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(KAORA)	School Approval pending	12-07-2017 11:54:06	
6.	APP/071217/00324/1129349	KABITA WIEEYEA	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(JALIA KAIBARTTA)	School Approval pending	12-07-2017 11:54:06	

B. Pending App List

To view the application status of each student click on icon 'PENDING APP LIST'.



C. Offline Data Uploading

There is an option to upload application offline. The offline template will be circulated from the department or can be downloaded from Shikshashree web portal. Instruction to fill up is more or less same as online except the field '% of attendance in last session' where it is manually needed to type '0' if last class passed is IV. Once the entries are completed, the file can be uploaded in the system.

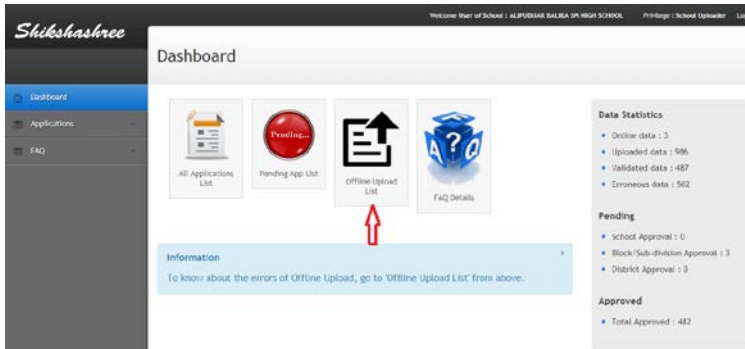
****Note:** 1. Unlike online system offline template wouldn't give any error message if mandatory fields are left blank.

2. Always use the latest template version; right now it is Offline template version 7.0. Updated version will be available with the department or can be downloaded.

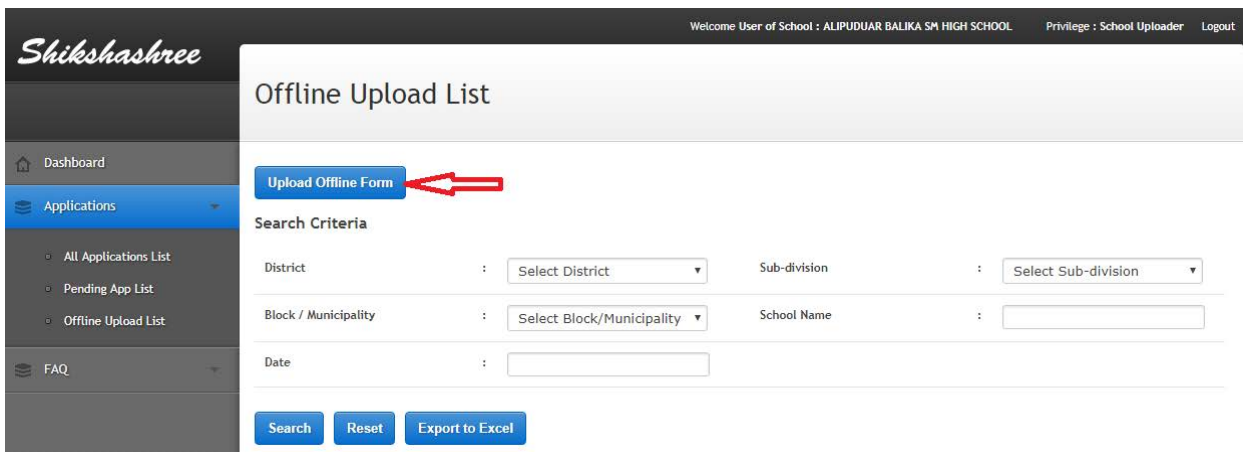
3. Please make sure that before uploading or copying the file to the external drive e.g. pen drive or CD, the opened excel file must be saved and closed properly otherwise the system may not read the file.

Follow the steps for uploading offline file.

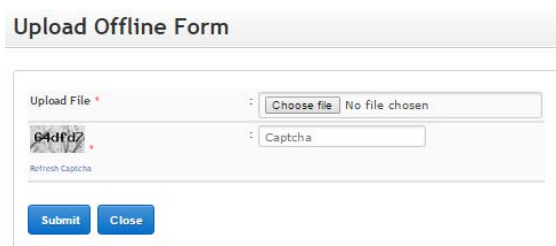
Step 1: Click on the Offline Upload List from dashboard.



Step 2: Click upload offline form button.



Step 3: Click on 'choose file' to browse and select the 'Offline template file'.




Step 4: Enter captcha, as it appears. **Note: This field is case sensitive. If the code cannot be read, click on refresh Captcha.



Step 5: Hit SUBMIT

Once clicked on SUBMIT system alert message will appear. Click on OK if you are sure otherwise cancel it. After validated by the system, it will show the count validated and erroneous data. To view the error details, click on the magnifying glass icon.

D. FAQ Details

To view Frequently Asked Questions, click on 'FAQ DETAILS'  icon.

E. Data Statistics

In the extreme right side of dashboard, there is a section of statistical data count which shows the following:

Online data (how many data got filled up through Online).

Uploaded data (how many data got filled up through offline template).

Validated data (how many data got verified by the system).

Erroneous data (how many out of offline data has error on it).

It also shows the Pending status.

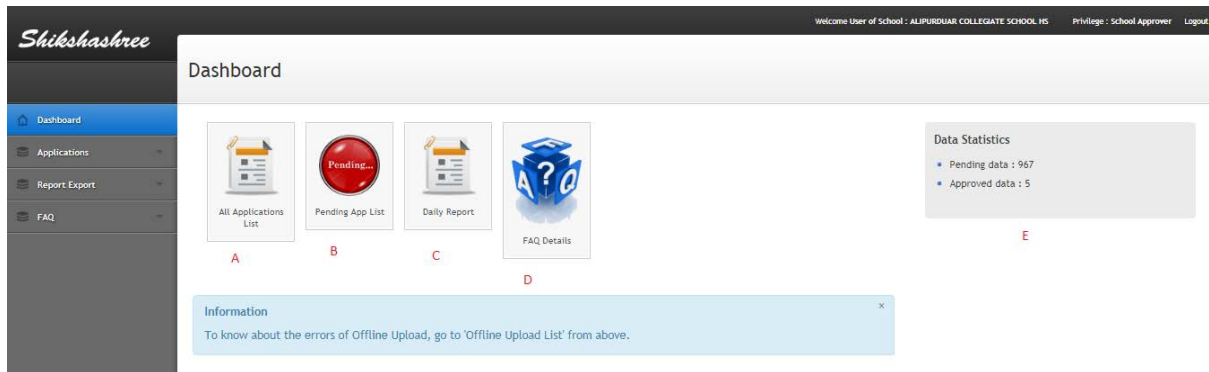
School approval (how many are pending with school)

Block/Sub-Division Approval (How many are pending with Block/Sub-Division)

District Approval (How many are pending with District)

2.0 USER PROFILE: APPROVER

Follow step 1 and step 2 as mentioned in section 1.1. Log on to Shikshashree web portal with unique approver user id and password.



A. All Application List

Unlike uploader profile 'ALL APPLICATION LIST' in approver profile doesn't give access to enter any data, or modify it. You can only view each submitted application and follow the steps to Approve or Reject an application.

B. Pending App List

To approve application click on the button 'Pending App List'.

After clicking, Pending Application List this screen will appear.

Serial.	Application Id	Applicant Name	School Name	Block/Municipality	Class Reading In	Caste/Tribe	Application Status	Submitted on	Action
1.	APP/071217/00324/2327025	JAYASHREE KAYALBB	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(BAGDI)	School Approval pending	12-07-2017 11:54:06	
2.	APP/071217/00324/2329586	IBANJAN SARDAREE	ALIPURDUAR COLLEGIATE SCHOOL HS	Alipurduar-Municipality	VI	Caste(KADRA)	School Approval pending	12-07-2017 11:54:06	

Applications can get approved in two ways a) Individual b) Mass approval

Individual Approval

Step 1: To approve individual applicant go to Action column and click on the icon which looks like human

Step 2: A pop up window will appear. Select option to approve or reject application. 'Remarks' is a mandatory field whether or not application is getting approved or rejected. While approving put remarks to validate e.g 'All the data furnished are correct' or 'OK'. While rejecting put reason for rejection. Once done click SUBMIT.

Last class passed : VI
Year of last class passing : 2016
% of attendance in last session : 74
Class reading in : VII
Bank Name : ALLAHABAD BANK
Bank IFSC : ALLA0213203
Branch Name : ALIPURDUAR
Branch Address : STATION ROAD NEAR BATA MORE, PO ALIPURDUAR, DIS T. ALIPURDUAR, PIN 736121, WEST BENGAL
Bank Account No. : 10020030040056789
Scholarship Amount : ₹ 750
Approval type * : Approved Reject **Click to approve or reject application.**
Remarks * :
Submit Close

Mass Approval

To approve or reject all applications together click on Mass Approval Form button.

Mass Approval Form

After clicking, 'Mass Approval Form' screen will appear.

To 'check all' click on the small square button adjacent to Application ID. Hit 'Approve' or 'Reject' for approval or rejection.

Application Id	Applicant Name	DOB	Class	Category	Amount	Bank Name (Branch)	Acct No.
APP/071217/00324/5673068	ISURO ROYC	11-04-2006	VI	CASTE (BAGDI)	750/-	STATE BANK OF INDIA (CHENGAIL)	3,3463723188342E+17
APP/071217/00324/4761815	GKOYAL PAKHIRAA	08-03-2005	VI	CASTE (JALJA KAIBARTTA)	750/-	STATE BANK OF INDIA (CHENGAIL)	3,5323001792116E+17
APP/071217/00324/4926194	ITAHIA DASC	09-09-2006	VI	CASTE (KAORA)	750/-	STATE BANK OF INDIA (BAURIA)	3,6243786103342E+17

C. Daily Reports

To export reports for any specific date or date range follow the steps. Only approved students will be exported.

Step 1: Click on 'From date' to load the calendar, select month and year from the respective drop down menu. Select date. Same way click on 'To date' to load the calendar and select date.

Serial	Application Id	Applicant Name	Block/Municipality	Class Reading In	Caste/Tribe	Application Status	Submitted on
1.	APP/071217/00324/5379006	DEEP SARDARBB	Allpurduar-Municipality	VI	Caste(KAORA)	Application Approved	12-07-2017 11:54:06
2.	APP/071217/00324/3495615	ROKI SARDAREE	Allpurduar-Municipality	VI	Caste(KAORA)	Rejected by School	12-07-2017 11:54:06
3.	APP/071217/00324/2327025	JAYASHREE KAYALBB	ALIPURDUAR COLLEGIATE SCHOOL HS	VI	Caste(BAGDI)	School Approval pending	12-07-2017 11:54:06
4.	APP/071217/00324/2329986	RAHJANI SARDAREE	ALIPURDUAR COLLEGIATE SCHOOL HS	VI	Caste(KAORA)	School Approval pending	12-07-2017 11:54:06

Step 2: Hit 'EXPORT TO EXCEL' to generate report for the selected date range.

D. Data Statistics

In the extreme right hand side of the dashboard in Approver profile Data statistics are displayed.

1. Pending Data (how many are pending for approval)
2. Approved data (how many were approved)

E. FAQ Details



Frequently Asked Question and Answer