Admission Portal
(Version 1.)

School Education And Sports Department
Government of Maharashtra

January 2015

(NIC-PUNE-G3-AdmissionPortal-UM001)
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1. Purpose

The purpose of this document is to provide help to the schools (Head masters) and cluster heads for registration and verification of school under RTE 25% reservation.

2. Problem Reporting:

Refer to FAQ available on first page to get answer to frequently asked questions.

The problems faced while operating the system can be communicated to the help centers listed on first page through personal or telephonic communication.

A mail can be written to the email id mentioned on the Contact us form on first page to the corresponding district id.

3. SYSTEM URL

- To login in to the system type the appropriate location in the **address bar as rte25admission.maharashtra.gov.in**.
- Select the option of **school login** for filling up information by head masters of school and verification of the information filled by cluster head.
4. Functions

Type the following URL in the address bar of the browser:

rte25admission.maharashtra.gov.in

Select the language as per your convenience

Education department users will select school login in the dropdown menu of school or will select the link given on the right side corner of the page.

Parents / Guardians will select online application in the dropdown menu of application.

Links given on first page –
1) GRs related to RTE25% reservation.
2) GF for centralised age rule and its correction GR.
3) Required documents for applying to RTE 25% reservation.
4) List of all schools and schools available for RTE reservation.
5) List of district wise help centres.
4.1 School Login

**Option - 1**
Select the role. Select state / district / Block / village or cluster depending on the role selected. Select school / cluster or district to list schools, clusters, districts or verification users in the list below.

**Option - 2**
Type user id in the user id box
Enter the password and the Captcha code
Note that the user ids and passwords are used as set in Sanch Manyata system.

Enter User ID, Password, Enter Captcha and click on **Login** button

**Access to the system is not possible without the valid user id and password so remember your password.**
4.1.1 School head master Login

4.1.1.1 School Details

Enter following details

**Board:** Select appropriate Board from the list of Boards.

**Management Type:** Select Appropriate Management Type from List. (Note that For RTE 25% reservation quota only "Self Finance", “Unaided”, Permanent Unaided” are eligible)

**School Type:** Select appropriate school type.

**Principal Details:** Enter Principal’s Last name, first name and Middle name. Press tab after you enter the name, which will automatically populate the Marathi name. To edit Marathi name, press space in the text box for Marathi name. System will display all possible options to change the name. Select the appropriate name

**Contact Details:** Enter principal’s mobile no., school email id, School Land Line no and Mobile number for contact (as alternative contact number)
### 4.1.1.2 School Address

**School Address**: Enter school address, pin code; after pin code is entered you will be shown a list of Posts related to the pin code; select the nearest post office. System will display District, Block and Village of the school as per the UDISE. Select appropriate census code for Block, Village for the school.

<table>
<thead>
<tr>
<th>School Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Address</strong>: D.P. ROAD AUNDH PUNE 411007</td>
</tr>
<tr>
<td><strong>Pin Code</strong>: 411007</td>
</tr>
<tr>
<td><strong>Nearest Post Office</strong>: Aundh</td>
</tr>
<tr>
<td><strong>District</strong>: Pune</td>
</tr>
<tr>
<td><strong>Taluka</strong>: Aundh</td>
</tr>
<tr>
<td><strong>Village</strong>: Aundh Gaon</td>
</tr>
<tr>
<td><strong>As per U-DISE</strong>: District : Pune, Taluka : Aundh, Village : Aundh Gaon</td>
</tr>
<tr>
<td><strong>As per Census</strong>: District : Pune City, Taluka : Village</td>
</tr>
<tr>
<td><strong>Latitude</strong>: 18.59986084</td>
</tr>
<tr>
<td><strong>Longitude</strong>: 73.80425870</td>
</tr>
</tbody>
</table>

Verify School Location

**Whether the distance between Pre-primary & Primary Classes is More than 1 KM Away?** (As per UDISE, the distance between Pre-primary & Primary Classes should not be more than 1 KM away from each other), 

- Yes (Yes) 
- No (No)
Verification of Latitude and Longitude:
System will display the Latitude and Longitude of the school already captured in the system through school mapping application by MRSAC. Click on “Verify School Location Link”, to open a Google map.

Check “Balloon” position on the Map to be exactly placed on your school building. Select ‘Yes’ if the position is correct, select ‘No’ if the position is not correct.

If lat long data is not available in the system,
- Enter the nearest landmark in the address bar. Google will display the available locations. Select the location displayed in the list using up and down arrow.
- Select the appropriate location and press enter. Google map will display the landmark given. Drag the balloon exactly on the school location.

‘Save’ the data.
4.1.1.3 RTE Details

RTE 25% Quota Admissible:
Answer this question appropriately. If you select “No” system will display List of Exemptions. Select appropriate reason and upload the document for the same.

School Category:
Select school Category applicable.

Entry Level:
Select the Entry Level of the school

Defining Age for Entry level and First Standard:
Enter the Minimum and Maximum Date of Birth for the Entry level and First Standard of the school
4.1.1.4 Vacancies

Select The Medium of Instructions and enter the Total Strength, Intake, Filled and Vacancies. This has to be as per the data mentioned on the form.

Filled: 'Students in Sr. Kg (1 year before 1’st standard) as per RTE 25% reservation' who are going to be in std 1 for the academic year for admission process.
4.1.1.5 Forward to Cluster Head

On this page you will be shown all the details that you have entered so far.
Submit & Forward if you have finished entry of all the details. A message will show you to which Cluster Head your details have been forwarded.

4.1.2 Cluster head Login

4.1.2.1 Approve school details

Select list of schools to know the status of school details submission. You can view and approve the forwarded schools.

Select View to check and approve the school.

System will display all details entered by schools as shown in

4.1.1.1 School Details

4.1.1.2 School Address

In school address select verify school location. Check the school location on Google map accurately. Change the location if required. To change the location, either you can drag the balloon on exact location or to find the location type the address in the address bar, get the location and then move the balloon as per the requirement. Select verify once you have marked the school location accurately. Select Save and submit to save the location.

4.1.1.3 RTE Details

4.1.1.4 Vacancies

Select ‘Edit’ on the page to change the information.
4.1.2.2 School Approval

Check the information displayed. Select ‘Verify’ to approve the school. System will display the alert of ‘School approved’. After the approval, system will make the school available for school selection in online application module. Pdf of school summary can be printed in head master login as well as cluster login.

4.1.2.2 Create verification users

![Image of verification user creation screen]

Enter user name (last name / first name / middle name)
Enter his / her sevaarth or shalaarth id if available.
Enter designation
Enter office
Enter email id and mobile number.
System validates mobile number, if wrong gives alert.
Select register to create the application verification user.

User id and password will be generated by the system and will be sent to the mobile number of verification user.

To change any details about the user, select the user id in right hand side box.