

GOVERNMENT OF ASSAM  
DIRECTOR OF **HIGHER EDUCATION**.....ASSAM  
KAHILIPARA, GUWAHATI-19

No. PC/HE/Misc.87/2018/3

Dated kahilipara the 07/08/2018

From: Smti. G. Phukan, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To, ✓ 1. The Principals, all Govt./Provincilased/Private/Venture Colleges  
of Assam.  
✓ 2. The Pradhan Adhyapak, (all) Sanskrit Tols (Provincialised and  
Venture) of Assam.

Ref:- Letter No.RMSA/child tracking/100/2011, dtd.27/7/2018

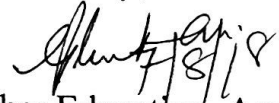
Sub:- Regarding submission of student-wise data of respective Colleges.

Sir,

With reference to the letter on the subject cited above, I have the honour to request you to submit the student-wise data of your College/Tol to the respective District Mission Co-Ordinator, SSA, Assam within 10 August, 2018 in given format alongwith Softcopy and hardcopy.

This has a reference to the meeting held on SDMIS in the State Mission Office, SSA on 27/07/2018.

Yours faithfully,

  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

Memo No. PC/HE/Misc.87/2018/3-A

Dated kahilipara the 07/08/2018

Copy to:-

1. The P.S to the Principal Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwatai-6.
2. The P.S to the Mission Director, SSA and RMSA, Assam, Kahilipara, Guwahaati-19
3. The Deputy Director of Sanskrit Education, Assam, Kahilipara, Guwahatu-19 .He is requested to instruct all the Pradhan Adhyapak, Sanskrit Tols (Provincialised and Venture) for necessary compliance.

Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

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**Minutes of the meeting held on SD MIS in the Conference hall of State Mission Office,  
SSA, Assam on 27<sup>th</sup> July 2018, at 3:30 pm.**

The meeting was presided over by Smti. Aruna Rajoria, IAS, Mission Director, SSA & RMSA, Assam. The members present were:

1. Smti. Aruna Rajoria, IAS, Mission Director, SSA & RMSA, Assam
2. Mr. RAM VEER, Regional Officer, CBSE, Regional Office, Panjabari, Guwahati.
3. Smti Chinmoyee Talukdar, Dy. Director, Higher Education, Assam, Kahilipara.
4. Smti Dipika Choudhury, Dy. Director, Secondary Education, Assam
5. Sri Rajsree Saikia, System Analyst, SSA, Assam
6. Sri Jitendra Kakati, State Programmer, RMSA, Assam. outset

*The list of members attending meeting is: at Annexure I.*

At the outset MD, SSA, Assam welcomed all members & elucidated the importance of SD MIS (Student Database Management Information System) thoroughly and discussed on total coverage of all students from grade I to XII from all Institutions having Secondary and Higher Secondary Classes (schools/colleges). Individually with each stakeholder, she discussed about the strategy to be adopted for collection of data. She also spoke on another important aspect which is cross checking of students data with student registration of SEBA, CBSE and AHSEC to have an error free database of schools/colleges of the state. Hence co-operation from all sectors are solicited.

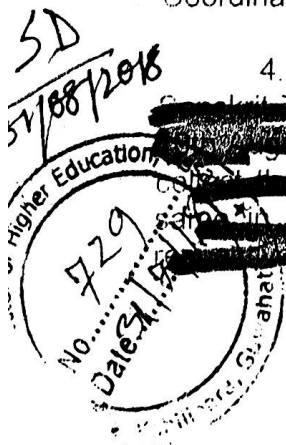
**After through deliberation following decisions are taken:**

1. All departments- Director of Secondary Education, Director of Higher Education and Regional Director of CBSE, Guwahati Region have agreed to co-operate to make error free students database (SD MIS).

2. The Director of Secondary Education, Assam will circulate an order to all Secondary and Higher Secondary schools, Junior Colleges and Sr. Madrasa/Arabic Colleges (irrespective of Govt., venture and private) to submit the student-wise data within 10th August 2018 at Office of the District Mission Coordinator, SSA, Assam. The Head Master/Principal shall collect the student data from their respective school in the given format and submit the same in softcopy and hardcopy at the Office of the District Mission Coordinator, SSA of their respective district.

3. The Regional Director, CBSE will provide the students data of class IX to XII in the Academic year 2017 and 2018 from registration data under CBSE in Assam. The Regional Office, CBSE, Guwahati will circulate an order to all the CBSE schools in Assam to submit the student-wise data within 10th August 2018 at Office of the District Mission Coordinator, SSA, Assam. The Principal shall collect the student data from their respective school in the given format and submit the same in softcopy and hardcopy at Office of the District Mission Coordinator, SSA of their respective district.

4. The Director of Higher Education, Assam will circulate an order to all Colleges and Universities (irrespective of Govt., venture and private) to submit the student-wise data within 10th August 2018 at Office of the District Mission Coordinator, SSA, Assam. The Principal shall collect the student data from their respective College/University in the given format and submit the same in softcopy and hardcopy at Office of the District Mission Coordinator, SSA of their respective district.



5. The District Programmer, MIS, SSA will upload the collected data in the Portal. The District Programmer, SSA will compare the collected data with the data of SEBA, CBSE and AHSEC. The District Programme Coordinator cum Inspector of schools will reconcile data through field survey if any mismatch/discrepancy is found between school's data and SEBA's data.

6. All the representative, present in the meeting are the nodal officer of SDNIS for their respective department.

The meeting ended with a vote of thanks from the chair.

  
(Smti. Aruna Rajoria, IAS)  
Mission Director, SSA & RMSA, Assam.

Memo No. RMSA/Child tracking/100/2011/..

Dated 27<sup>th</sup> July 2018 November 2016

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, Secondary & Elementary Education Deptt., Dispur-05 for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, Higher Education Deptt., Dispur-05 for kind information.
3. The Director of Secondary Education, Assam, Kahilipara for information and necessary action.
- ✓ 4. The Director of Higher Education, Assam, Kahilipara for information and necessary action.
5. The Regional Director, CBSE, Regional Office, Guwahati, Assam for information and necessary action.
6. MIS, SSA & RMSA, Assam for information and necessary education.

  
Mission Director,  
SSA & RMSA, Assam.