



User Manual of Mid Day Meal Scheme

School Level User

These are some School level functionalities.

1. School Data Entry
 1. Annual Data Entry
 2. Monthly Data Entry
 3. Health Data Entry
2. Fund Management
 1. Fund Receive Details
3. Food Grains Management
 1. Food Grain Receive Details
4. User Management
 1. Change Password

1. School Data Entry:

School data entry module of Mid Day Meal application is managing all school level entry. User fills all data related to school.

1.1. School Annual Data Entry:

For filling school annual data user login in the system

User---->School Data Entry ---> Annual Data Entry---->Selects financial year ---->Search

School will be populated in search list with status either **complete or pending**.

Complete status means that data of that school has been saved.

Pending status means that data of that school has not been saved so far.

User Clicks on **Pending** link, a form which consist of following sections will appear.

1. School Enrollment Details
2. School Kitchen Type Details
3. School Bank Account Details
4. Cook Cum Helper Details
5. Weighting and Height Measurement Machine Status.
6. Infrastructure Details
7. Teacher Details
8. Kitchen Utensils
9. Kitchen Cum Store-Physical Progress
10. Kitchen Cum Store Status
11. School Geographical Location

School Annual Data for Financial Year - 2013-2014

Print

Instructions :

- 1.Keep Enrolment Register at the time of entry.
- 2.Keep Account Register at the time of entry.

School Details			
School Code	21120501602	School Name	NAGESWARNATH PS
School Type	Govt.	Category	Primary
State	Odisha	District	CUTTACK
Area	Rural	Block	CUTTACK SADAR
Village/Ward	DAMODARPUR-II		

Enrolment Details*				[-] Collapse
Category	Primary		Total	
	Boys	Girls		
SC	4	3	7	
ST	0	0	0	
OBC	0	0	0	
General	9	4	13	
Total	13	7	20	

School Kitchen		[-] Collapse
Type of Kitchen	School Kitchen	
Mode of Cooking	Fire Wood	

School Bank Account Details*				[-] Collapse
Separate Bank Account for MDM Scheme	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Mode of Receiving of Funds	Bank	CBS Account	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Bank Name	Others	Branch	Kandarpur	
IFS Code	UCBAORRBKGB	Account Number	40020100000166	

Cook Cum Helper Details *							[-] Collapse
	Cook Name	Gender	Category	Below Poverty Line	Mode of Payment	Honorarium Per Month	Remarks
Remove	Minati Nayak	Female	General	Yes	Bank	1000.00	
							Add New Row

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Weighing and Height Measurement Machine Status [-] Collapse

Weighing Machine available in School	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, Year of Procurement	--Select--
Height Measurement Tool	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, Year of Procurement	2012-2013

Infrastructure Details [-] Collapse

Drinking Water Source	Hand Pump
Toilets	Common
Electricity	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Other

Teacher Details* [-] Collapse

	Teacher Name	Designation	Mobile Number	Email
Remove	Pitambar Jena	Teacher	+91 7873856974	
Remove	Victoria Jena	Head Master	+91 9861515069	

[Add New Row](#)

Kitchen Utensils [-] Collapse

Utensils for Cooking/Serving	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, Year of Procurement	2012-2013
Utensils for Eating	<input checked="" type="radio"/> Yes <input type="radio"/> No		
If Utensils for Eating 'Yes'	By Community		

Kitchen Cum Store-Physical Progress [-] Collapse

Sanctioned	<input checked="" type="radio"/> Yes <input type="radio"/> No		
If 'Yes'	In progress		

Kitchen Cum Store Status [-] Collapse

Kitchen Cum Store	--Select--
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School Geographical Location [-] Collapse

School Geographical Location	Normal
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[Save](#) [Close](#)

User can take the print on clicking "**Print**".

User has to fill all required data and click on **save**. A confirmation Popup message "data saved successfully" will appear to user.

Status against that school will get convert from pending to **Complete** as shown in figure.

School Annual Data

Search & View

Search Criteria

Financial Year*	2012-2013	Search Clear
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List of Searched Records

[Export to Excel](#) | [Print](#)

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School Name	Village/Ward	School Type	Category	Status
AKS VIDYA MANDIR	GALWADA NIRANKAL	Govt	Primary	Completed

If user wishes to change the annual data he/ she have to click on **complete** link. Annual data of that school will get populated to user. He can make the changes in that & can save again on clicking "**Save**" button.

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To fill monthly data user has to click on **pending** link, following screen will appear to him.

School Monthly Data for Mar 2013-2014					Print				
Instructions :									
1. Keep Attendance Register and Cash Book Register at the time of entry.									
2. Keep Stock Register at the time of entry.									
Monthly Data of current month can be filed next month only.									
School Details									
School Code	21140112706	School Name	KUNDIGODA PROJECT PS						
School Type	Govt.	Category	Primary						
State	Odisha	District	DHENKANAL						
Area	Rural	Block/Taluka/Mandal	BHUBAN						
Village/Ward	Surapatap Pur	Total Enrolment	59						
Type of Kitchen	School Kitchen	NGO/SHG							
Meals Awaikd Status [-] Collapse									
	Primary		Upper Primary						
Number of School Days During Month	<input type="text"/>		<input type="text"/>						
Actual Number of Days Mid Day Meal Served	<input type="text"/>		<input type="text"/>						
Total Meals Served During the Month	<input type="text"/>		<input type="text"/>						
Cook Cum Helper Amount Details (In Rs.) [-] Collapse									
Opening Balance		Received during the Month		Expenditure during the Month		Closing Balance			
-22000.00		<input type="text" value="0.00"/>		2000		-24000			
Name	Gender	Category	Mode Of Payment	Amount Received during the month(In Rs)					
NAMITA BARIK	Female	OBC	Bank	<input type="text" value="1000"/>					
RANGA MAHARANA	Female	OBC	Bank	<input type="text" value="1000"/>					
Cooking Cost (In Rs.) [-] Collapse									
Primary				Upper Primary					
Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance	Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance		
-7715.89	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-7715.89	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00		
Whether the Sum of above Closing Balance matches with Bank Account Closing Balance. <input checked="" type="radio"/> Yes <input type="radio"/> No									
School Expenses : Management, Monitoring and Evaluation Expenses (In Rs.) [-] Collapse									
Opening Balance		Received during the Month		Expenditure during the Month		Closing Balance			
0.00		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		0.00			
Details of Foodgrain (In Klograms) [-] Collapse									
Primary					Upper Primary				
Food Item	Opening Balance	Received during the Month	Consumption during the Month	Closing Balance	Food Item	Opening Balance	Received during the Month	Consumption during the Month	Closing Balance
Wheat	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	Wheat	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00
Rice	-499.50	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-499.50	Rice	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00
School Inspection [-] Collapse									
School Inspection		<input type="radio"/> Yes <input checked="" type="radio"/> No							
Name	In Number								
By Members of Task Force	<input type="text"/>								
By District Officials	<input type="text"/>								
By Block/Taluka Level Officials	<input type="text"/>								
By SMC Members	<input type="text"/>								
Untoward Incidents (If Any) [-] Collapse									
Number of Untoward Incidents Occurred.		<input type="text"/>							
Save as Draft		Freeze		Close					

User has to fill all required data and click on **save as Draft / Freeze**. A confirmation Popup message " data saved successfully" will appear to user.

Status again that school will get convert from pending to **Draft/Freeze** as shown in figure.

The screenshot shows a web application interface for 'School Monthly Data'. At the top, there is a navigation bar with 'Home', 'User Mgmt', 'School Data Entry', 'Food', and 'Fund'. Below this is a search section with a 'Financial Year' dropdown set to '2012-2013' and 'Search' and 'Clear' buttons. The main area is titled 'List of Searched Records' and contains a table with the following data:

School Name	Village/Ward	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
AKS VIDYA MANDIR	GALWADA NIRANKAL	Freeze	Draft	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending

If user wishes to change the Monthly data he/ she have to click on **Draft** link. Monthly data of that school will get populated to user. He can make the changes in that & can **Freeze** on clicking "**Freeze**" button After Freezing the Monthly Data it can't be changed User can view the monthly data after clicking on **freeze** link.

1.3. School Health Data Entry

For health data entry

User---->School Data Entry ---> Health Data Entry---->Selects financial year---
→Search

A list as shown in following figure will appear.

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Mid Day Meal Scheme
Ministry of Human Resource Development
Department of School Education & Literacy
Government of India

State: Odisha | District: BARGARH | Block: BARGARH | School: KALAPANI CHHAK P.S.
User: baragr_h_bt - Role: SCHOOLADMIN [Logout](#)

[Home](#) | [User Mgmt](#) | [School Data Entry](#) | [Fund](#) | [Foodgrains Release](#) | [General](#) | [Notice Board](#)

School Health Data

Search & View

Search Criteria

Financial Year*

List of Searched Records

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School Name	Village/Ward	School Id	Quarter I	Quarter II	Quarter III	Quarter IV
KALAPANI CHHAK P.S.	KALAPANI	1051798	Pending	Pending	Pending	Pending

Health entry is done at quarter level. By default first quarter will enable. If first quarter data entered and frozen then second quarter link for data entry will be available.

When User clicks on “**Pending**” link, following screen for data entry will appear to user.

School Health Data For Financial Year - 2011-2012

School Details

School Code	30010204810	School Name	ACDIL ENGLISH PRIMARY SCHOOL
School Type		Category	Primary with Upper Primary
State	Goa	District	NORTH GOA
Location	Rural	Block	BARDEZ
Village/Ward	ALTO BETIM		

Number of children whose anthropometric measurements (height and weight) have been done [-] Collapse

Boys	<input type="text"/>	Girls	<input type="text"/>
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Number of Children stuned (height < -2-SD for age) [-] Collapse

	Primary	Upper Primary
Boys	<input type="text"/>	<input type="text"/>
Girls	<input type="text"/>	<input type="text"/>

Number of Children wasted (BMI < -2-SD for age) [-] Collapse

	Primary	Upper Primary
Boys	<input type="text"/>	<input type="text"/>
Girls	<input type="text"/>	<input type="text"/>

User Manual: Mid Day Meal Scheme

Number of over Nourished Children (BMI >+2SD for age) [-] Collapse		
	Primary	Upper Primary
Boys	<input type="text"/>	<input type="text"/>
Girls	<input type="text"/>	<input type="text"/>

Anemia HB Level
>12gms -normal Between 10-11.9 mild 8.00-9.9 moderate <8 gms.-severe

Anemia HB Level (Optional) [-] Collapse		
	Primary	Upper Primary
Number of Children having HB Level < 8gms	<input type="text"/>	<input type="text"/>

Refractive Errors [-] Collapse		
	Primary	Upper Primary
Number of Children diagnosed with refractive errors	<input type="text"/>	<input type="text"/>
Number of Children provided spectacles	<input type="text"/>	<input type="text"/>

Number of Children with Health Problems detected during School Health Checkup [-] Collapse		
Number of Children Problems treated during School Health Checkup	<input type="text"/>	
Number of Children Problems detected during School Health Checkup and were referred	<input type="text"/>	

Number of Children wasted (BMI <-2-SD for age) [-] Collapse		
	Primary	Upper Primary
Number of Children received weekly Iron and Folic acid tablets in the last 3 months	<input type="text"/>	<input type="text"/>
Number of children received deworming tablets	<input type="text"/>	<input type="text"/>

User can print this record on click on **print** button.

After filling all required data, user can save it as '**Save as draft**' or **Freeze** Button. When user press '**Save as draft**' or '**Freeze**' button a pop up message 'Data has been saved successfully' appears to user.

If user has save it as '**Save as draft**' he/she can modify it further but If user has save it as '**Freeze**' he/she cannot modify. User can view the data on clicking Freeze link.

2. Fund Management

To view the fund released to school

User→Fund ->Fund Receive Details-->Select Financial year---->Search

A screen like this will open to user which shows fund release under different heads to school.

Fund Released To School

Search & View

Search Criteria

Financial Year* 2011-2012

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List Of Searched Records :2011-2012 All Amount in Lacs(Rs)

School	Component	SC (Pry)	SC(U.Pry)	ST (Pry)	ST (U.Pry)	Gen (Pry)	Gen (U.Pry)	Total
BEOHARI CHOWK BARELA NAGAR	Transportation	10.00	20.00	22.00	20.00	22.00	22.00	116.00

3. Food Management:-

To view the food grain allocated to school

User-->Food Grain Release ->Food grain Receive details-->Select Financial year----->Search
 A screen like this will open to user which shows food grain allocated to school.

Mid Day Meal Scheme
 Ministry of Human Resource Development
 Department of School Education & Literacy
 Government of India

State: Odisha | District: BARGARH | Block: BARGARH | School: KALAPANI CHHAK P.S. | User: baragrht_bt - Role: SCHOOLADMIN

Home | User Mgmt | School Data Entry | Fund | Foodgrains Release | General | Notice Board

Foodgrains for School

Search & View

Search Criteria

Financial Year* 2013-2014 | Quarter* Allocation-I

List of Searched Records

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School	Wheat (Pry)in MT	Wheat (U.Pry)in MT	Rice (Pry)in MT	Rice (U.Pry)in MT
KALAPANI CHHAK P.S.	0.000000	0.000000	0.000000	0.000000

4. User Management:-

School level user only can change his password.
User---->User Mgmt----->Change password
Following screen will appear to user.

The screenshot displays the Mid Day Meal Scheme web application interface. At the top, there is a header with the Government of India emblem, the text 'Mid Day Meal Scheme', and the Ministry of Human Resource Development, Department of School Education & Literacy. A navigation menu includes 'Home', 'User Mgmt', 'School Data Entry', 'Fund', 'Foodgrains Release', 'General', and 'Notice Board'. The main content area shows a 'Change Password' form with the following instructions: 'Password length must be minimum 8 characters.', 'Password must contains al least one upper case letters : (A-Z)', 'Password must contains al least one lower case letters : (a-z)', 'Password must contains al least one number : (0-9)', and 'Password must contains al least one special characters: ! % & @ # \$ ^ * ? _ ~ < >] [{ } |'. A note states 'Fields with * are mandatory'. The form contains three input fields: 'Old Password : *', 'New Password : *', and 'Re-enter New Password : *'. At the bottom of the form are two buttons: 'Change' and 'Exit'.

After filling Old Password and new password as per instruction Click on **"Change"**
Pop up will apper with message 'Your password has been changed' Else user can exit by **"Exit"**
Button