



महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन
(शिक्षा मंत्रालय, भारत सरकार का स्वायत्तशासी संस्था)
Maharshi Sandipani Rashtriya Vedavidya Pratishthan, Ujjain
(An autonomous Organization under Ministry of Education, Govt. of India)

प.सं.17-3/2026(प्र./वि.) /मसारावेविप्र/2170

दिनांक : 13/10/2026

अधिसूचना

विषय: UDISE+ पोर्टल पर नए छात्रों के प्रवेश (Form S02) एवं कक्षा परिवर्तन/संशोधन (Form S03) के संबंध में आवश्यक सूचना।

उपर्युक्त विषयांतर्गत सत्र 2026-27 के लिए UDISE+ पोर्टल पर छात्र मॉड्यूल (Student Profile/Module) के अद्यतनीकरण हेतु निर्देशित किया जाता है कि जिन विद्यालयों को छात्रों के नाम जोड़ने अथवा कक्षा संशोधन की आवश्यकता है, वे निम्नलिखित दिशा-निर्देशों के अनुसार निर्धारित प्रपत्र भरकर प्रतिष्ठान के ई-मेल udisemsvvp@gmail.com पर शीघ्र प्रेषित करें:

1. नए छात्रों के नवीन प्रवेश हेतु (Form S02):

जिन छात्रों का पूर्व से PEN (Permanent Education Number) जनरेट नहीं हुआ है (अर्थात् जिन्होंने पहली बार विद्यालय में प्रवेश लिया है या जिनका UDISE पर पूर्व में रिकॉर्ड नहीं है), उनके लिए निर्धारित Form S02 पूर्ण रूप से भरकर निर्धारित ई-मेल पर प्रेषित करें।

2. वर्तमान में दर्ज छात्रों के कक्षा परिवर्तन / संशोधन हेतु (Form S03):

जो छात्र वर्तमान में विद्यालय के UDISE पोर्टल पर पहले से दर्ज हैं, परंतु उनकी कक्षा (Class/Section) में परिवर्तन या संशोधन किया जाना है, उनके लिए Form S03 भरकर निर्धारित ई-मेल पर प्रेषित किया जाए।

कृपया प्रतिष्ठान के परिपत्र दिनांक 06-10-2026 के संदर्भ में शीघ्र कार्रवाई कर पोर्टल पर डेटा प्रविष्टि पूर्ण करें।

संलग्न:- Form S02 एवं Form S03

(संजय श्रीवास्तव)

सहायक निदेशक एवं राज्य एम.आई.एस. प्रभारी

प्रतिलिपि :

1. प्रतिष्ठान से संबद्ध समस्त वेद पाठशालाओं को सूचनार्थ एवं पालनार्थ प्रतिष्ठान की वेबसाइट पर प्रकाशित।
2. कार्यालय आदेश पत्रावली।

FORM S02/UDISE+**FORMAT TO ADD A STUDENT (ONLY FOR CLASS-2 TO CLASS-12)***for a student whose profile was not yet created/missing in the UDISE+ SDMS**(For School records and submission to the Block/District Education Officer or Equivalent authority)***SUBMITTED BY**

Current Academic Year: _____

UDISE Code: _____ School Name: _____

Head of the School (HoS) Contact Details: _____

State: _____ District: _____ Block: _____

Student Details

Name					
Gender		Date of Birth		Is CWSN?	
Class		Section		Admission Date	
Father's Name			Mother's Name		
Mobile Number			Guardian's Name (if applicable)		
AADHAAR Number			Name as per AADHAAR		

Reason of non-creation of Student profile in UDISE+ till date: _____

*(1-Student Rejoining After Dropping Out, 2-Student Admitted from Unrecognized/Open School, 3-Profile Not Created by Current School in Previous Year, 4-Profile Not Created by Previous School in Previous Year, 5-Student from Other Country)***Tick Document(s) Attached:**

- ☐ Copy of School Register/ Admission Register attested by HoS (for Verification of Enrolment, Student's Name, Gender and Date of Birth as per School Record) – **MANDATORY DOCUMENT**
- ☐ Copy of Birth Certificate attested by HoS (for Date of Birth)
- ☐ Copy of Transfer Certificate/School Leaving Certificate (if applicable)

Undertaking by Head of the School (HoS)/Block Level Education Officer or Equivalent/District level Education officer or Equivalent

I hereby undertake that the information provided for creation of the student profile is correct and verified. I confirm that all applicable supporting documents, including School Records, Birth Certificate, and Transfer Certificate (where applicable) have been duly verified and attached. I further confirm that the student has been searched in the Global Search module of UDISE+ Student Module and no existing profile was found.

I shall be responsible for the correctness and authenticity of the information and documents submitted.

Head of the School Details

☐ I have read and agree to the above undertaking

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Block Education Officer of Equivalent

☐ I have read and agree to the above undertaking

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

District Education Officer or Equivalent

☐ I have read and agree to the above undertaking

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Form S03/UDISE

**Format for STUDENT Name Change, Class Change and other Basic Details Change in
UDISE+ SDMS**

(to be Submitted to Block/District Education Officer or Equivalent)

Submitted By

UDISE Code: _____ School Name: _____

UDISE Block: _____ District : _____

For

Student's 11 Digit National ID : _____

Student's Current Name : _____ Student's Class: _____

Choose Options from Below where Changes are required:

Change required in	[v] Tick if Changes required	OLD PARTICULARS	NEW PARTICULARS
NAME		OLD NAME:	NEW NAME:
DATE OF BIRTH (DOB)		OLD DOB:	NEW DOB:
GENDER		OLD GENDER:	NEW GENDER:
AADHAAR		OLD AADHAAR:	NEW AADHAAR:
NAME AS PER AADHAAR		OLD NAME AS PER AADHAAR:	NEW NAME AS PER AADHAAR:
CLASS & SECTION		OLD CLASS AND SECTION:	NEW CLASS AND SECTION:

Head of the School Details:

Signature:

Name:

Designation:

Seal:

Details of Block Education Officer or Equivalent:

Signature:

Name:

Designation:

Seal: