

From

Director Secondary Education, Haryana, Panchkula

To

All District Education Officers

All District Elementary Education Officers

Memo No. KW1/101-2022-egov

Dated: 02/11/2023

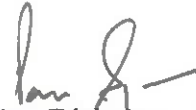
Sub: Regarding implementation of Student Attendance Module developed on MIS portal

Please refer to the subject cited above.

The Department has developed Students Attendance Module on MIS portal for marking daily attendance of students studying in Government Schools.

You are requested to direct all Heads of Institutions to mark the attendance of all students studying in their school on daily basis. Class incharge of every class shall be responsible to mark daily attendance on the portal using his/her login id. The user manual is attached herewith for convenience of the teachers.

This may be treated as most urgent.

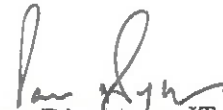


Joint Director - IT
For Director Secondary Education
Haryana, Panchkula

Dated: 02/11/2023

Endst. No. even

A Copy is forwarded to the following for information and necessary action to Director Elementary Education, Haryana, Panchkula.




Joint Director - IT
For Director Secondary Education
Haryana, Panchkula

Dated: 02/11/2023

Endst. No. even

A Copy is forwarded to the following for information: -

1. Secretary/ Education Minister, Haryana
2. PS/ACSSE



Joint Director - IT
For Director Secondary Education
Haryana, Panchkula

GOVERNMENT OF HARYANA

Department of School Education



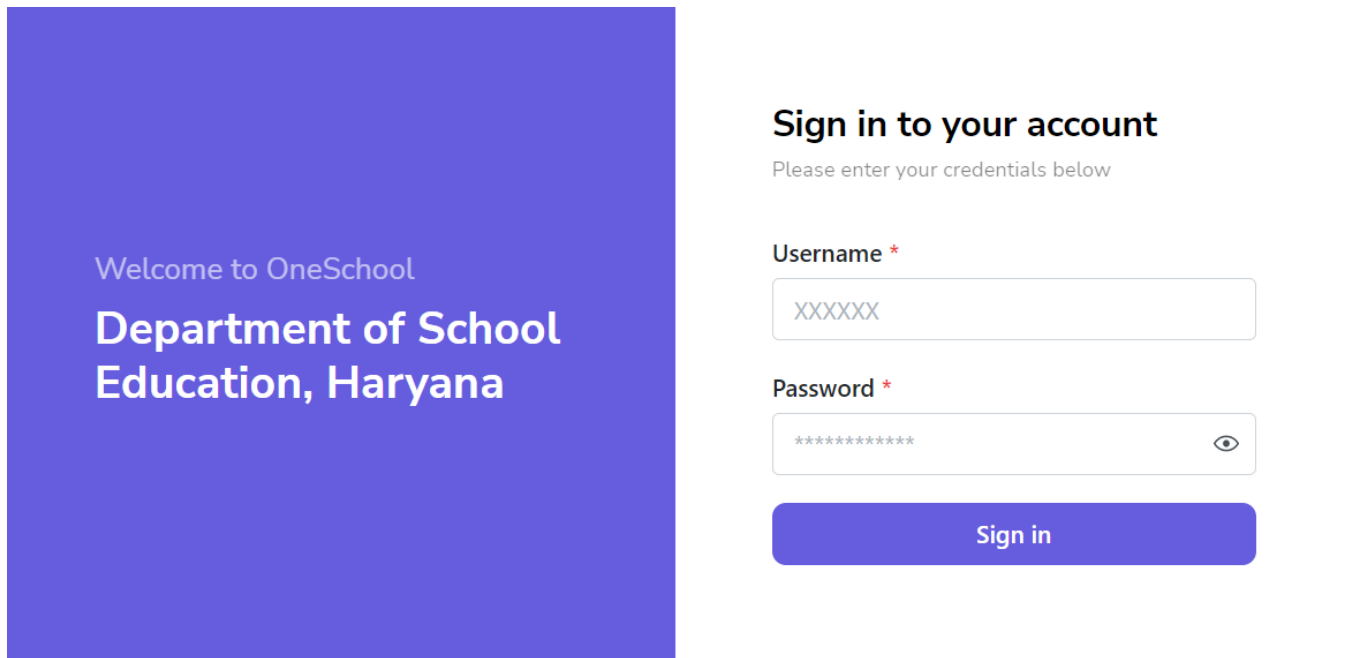
[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

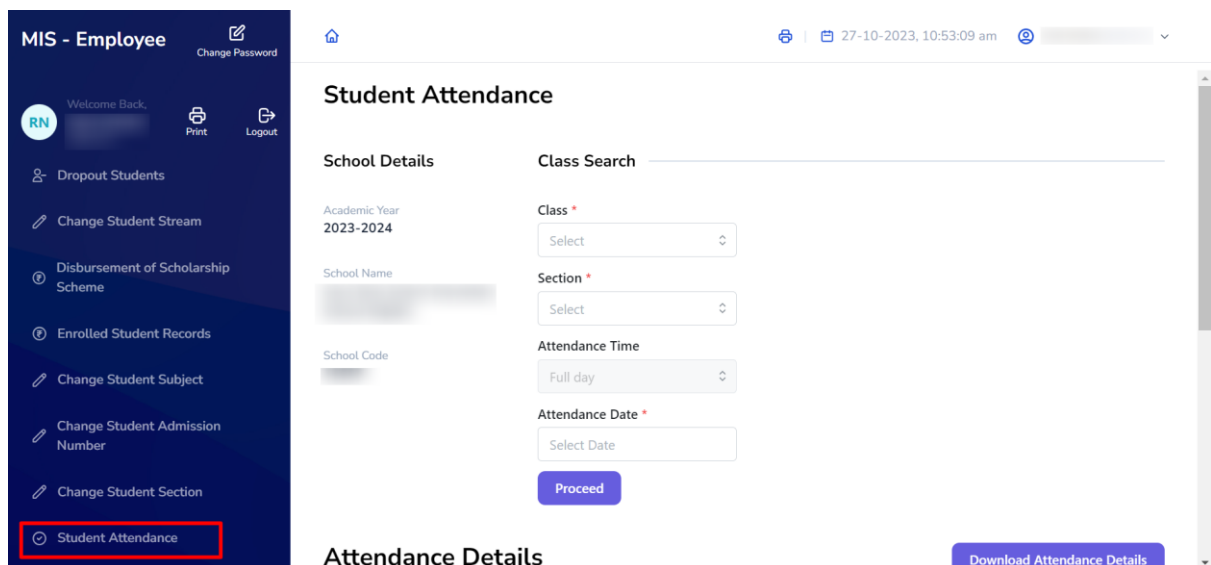
USER MANUAL FOR STUDENT ATTENDANCE

This module will be available in the login id of all teachers working in School. User will login to the account and shall follow the steps given below to mark Student Attendance: -

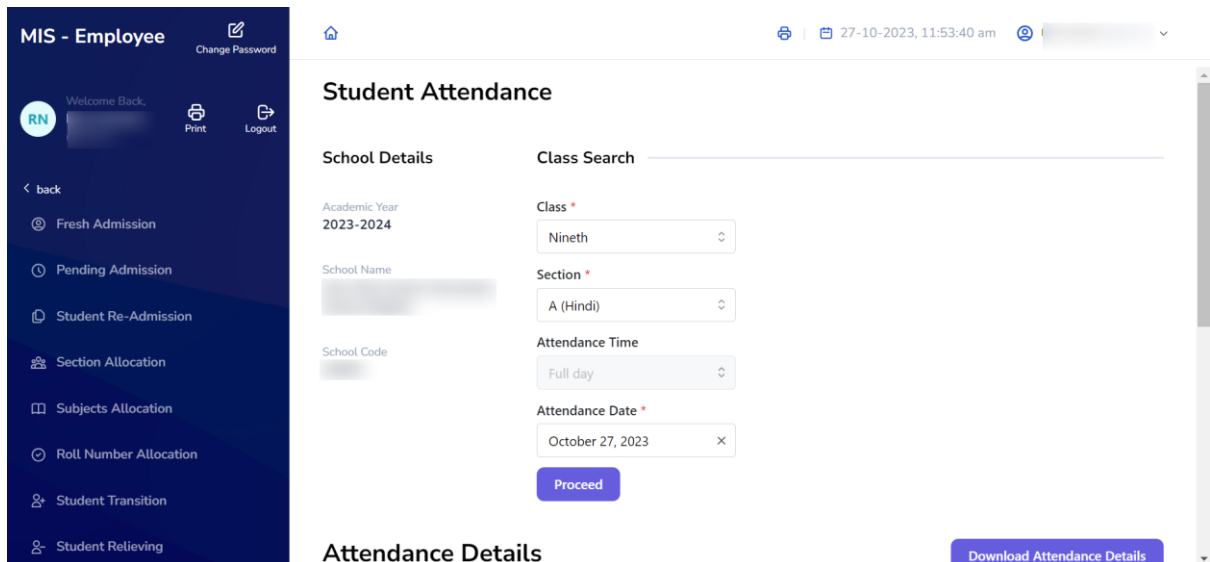
Step 1: - **Login:** User must login to the School account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



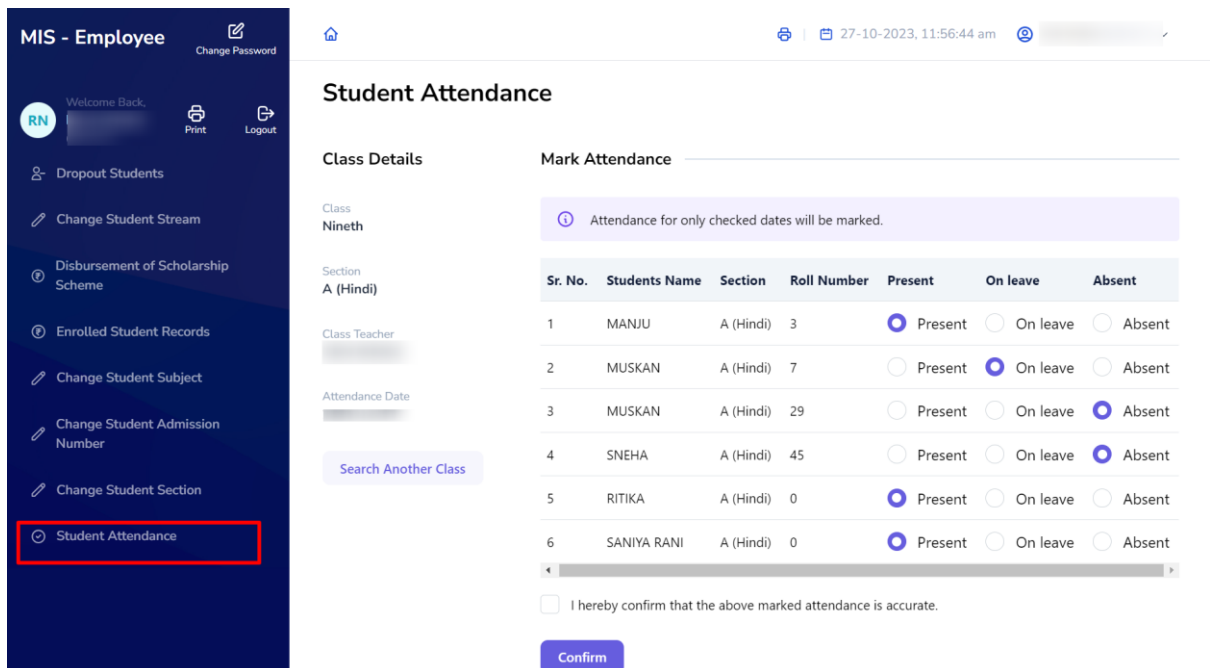
Step 2: - **Navigate to Student Attendance:** - After successful login on Oneschool Suite, user must click on the " **Student Attendance** " tab available under " **Student Management** " on the left side panel.



Step 3:- **Fill Class details:-** The user is required to provide information about the class for which attendance needs to be recorded. This includes section, the time of attendance, and the date of the attendance.



Step 4:- After clicking the **"Proceed"** button, the user can record the attendance of students for the chosen class. They have the options to mark students as **"Present," "Absent,"** or on **"Leave."** Once the attendance is marked, the user should click the **"Confirm"** button to save their selections.



Note: - Users also have the option to check the attendance they have recorded by clicking on the **"View Details"** button. It's important to note that they cannot mark attendance again for the same date.



Welcome Back,



Dropout Students

Change Student Stream

Disbursement of Scholarship Scheme

Enrolled Student Records

Change Student Subject

Change Student Admission Number

Change Student Section

Student Attendance



Marked Date	Class Name	Section Name	Stream	Present Students	Students on Leave	Absent Students	
2023-10-27	Nineth	A	NA	3	1	2	View detail
2023-10-25	Eleventh	D	Commerce	4	1	1	View detail
2023-10-25	Nineth	A	NA	4	1	1	View detail
2023-10-23	Tenth	B	NA	29	1	1	View detail
2023-10-16	Seventh	A	NA	51	0	0	View detail
2023-10-16	Eighth	A	NA	20	2	3	View detail
2023-10-11	Nineth	B	NA	1	1	0	View detail