



Management Information System Introduction and Phase 1 training

April, 2015

Agenda for today's training workshop

1. Introduction to MIS

2. Overview of Phase 1 processes

3. Process deep dive

4. Recap



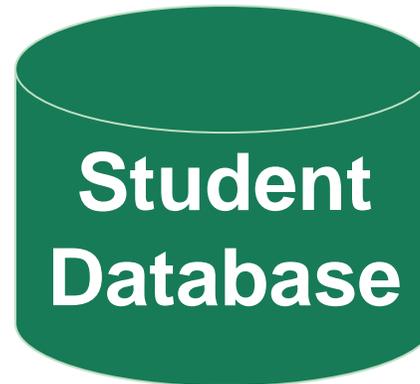
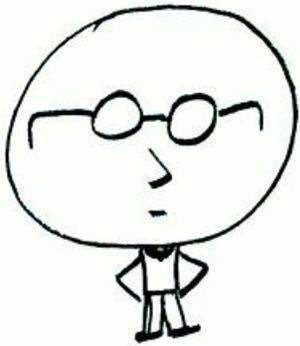
1. Introduction to MIS

Background and Objectives

Management Information System (MIS) was Conceptualized in 2014, with the objective of :-

- Becoming the single source for all information for the data required by the Department
- Reducing repeated data requests from the schools
- Freeing up time of teaching staff to focus on academic activities
- Streamlining the Department's administrative processes (e.g. teacher transfers, student admissions etc.) through automation

The MIS is organized around three main entities



It shall facilitate to capture and update regularly, relevant information related to these three entities

Data and services on the MIS will be built over 3 phases

Illustrative

Phase 1

- Student Admissions, re-admission and transition
- School definition and basic schools information
- Basic employees information

Our Current Focus

Phase 2

- School infra data
- Student extra-curricular activities
- Student benefits
- Monthly test data
- Board enrollment integration
- Staff entitlements, transfer mgmt
- APAR data

Phase 3

- Schemes status and schemes utilization
- Employee trainings management
- Active leave management

Schedule of MIS Phase 1 roll-out

Scope of
Phase 1 rollout

Creation of school profile
Student Admissions

Dates

MIS Phase 1 activities

1-Apr '15

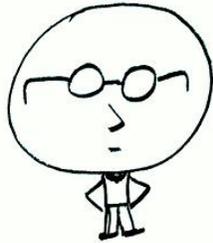
Start of admissions in all schools

1-11 Apr '15

Use of MIS in 504 select pilot schools
(24 in each district) for new
admissions as well as existing
students

12 Apr
onwards

All other schools to also start using
MIS for student admissions



2. Overview of processes for phase 1

List of processes to be carried out using MIS

School Definition

Student Fresh Admissions

Student Re-admission

Student Transition

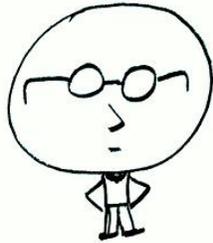
Section Allocation

Roll Number Allocation

Student leaving school

How to access the MIS

- Login to **<http://180.179.68.221/>**
- Enter your school login area (**by clicking on login button on top left**) and do the activities as shown in **User Manual** using the Login ID and password of your school
- **Offline utility** can also be downloaded on the computer desktop to enter the students information and upload later on as and when internet connectivity is available
 - However, SRN shall be generated only after uploading the data on the portal.



3. Process deep-dive

**School
Definition**

Using the MIS: School and section definition

- **First define your school** by adding:-
 - Basic information, address and contact details under 'School Definition' Tab
- **Then define sections for all classes**
 - Use 'Section Definition' sub-section under 'School Definition' for this purpose

School Definition is a main tab in MIS



Government of Haryana, School Management Information System

Employee Administration ▾

Reports

School Definition ▾

Timetable Definition ▾

Student Admiss

School Definition > Define School > Basic Information

> Basic Information

> Vision and Mission

> Wing

> Address

> Contact

> Committees & Associations

> Bank Account

School Basic Information

School Name * Govt senior secondar

School is Named after Mahatma

School Short Name * GSSS

School Code * 90

UDISE Code * 12777777778

Use this tab to update basic school details

School Definition > Define School > Basic Information

Basic Information

Vision and Mission

Wing

Address

Contact

Committees & Associations

Bank Account

School Code By Affiliation Board * 12121

Date of Establishment * 02-Feb-2010

Date of Recognition 16-Jul-2014

Directorate * DEE DSE

School Minority Status * Minority Non-Minority

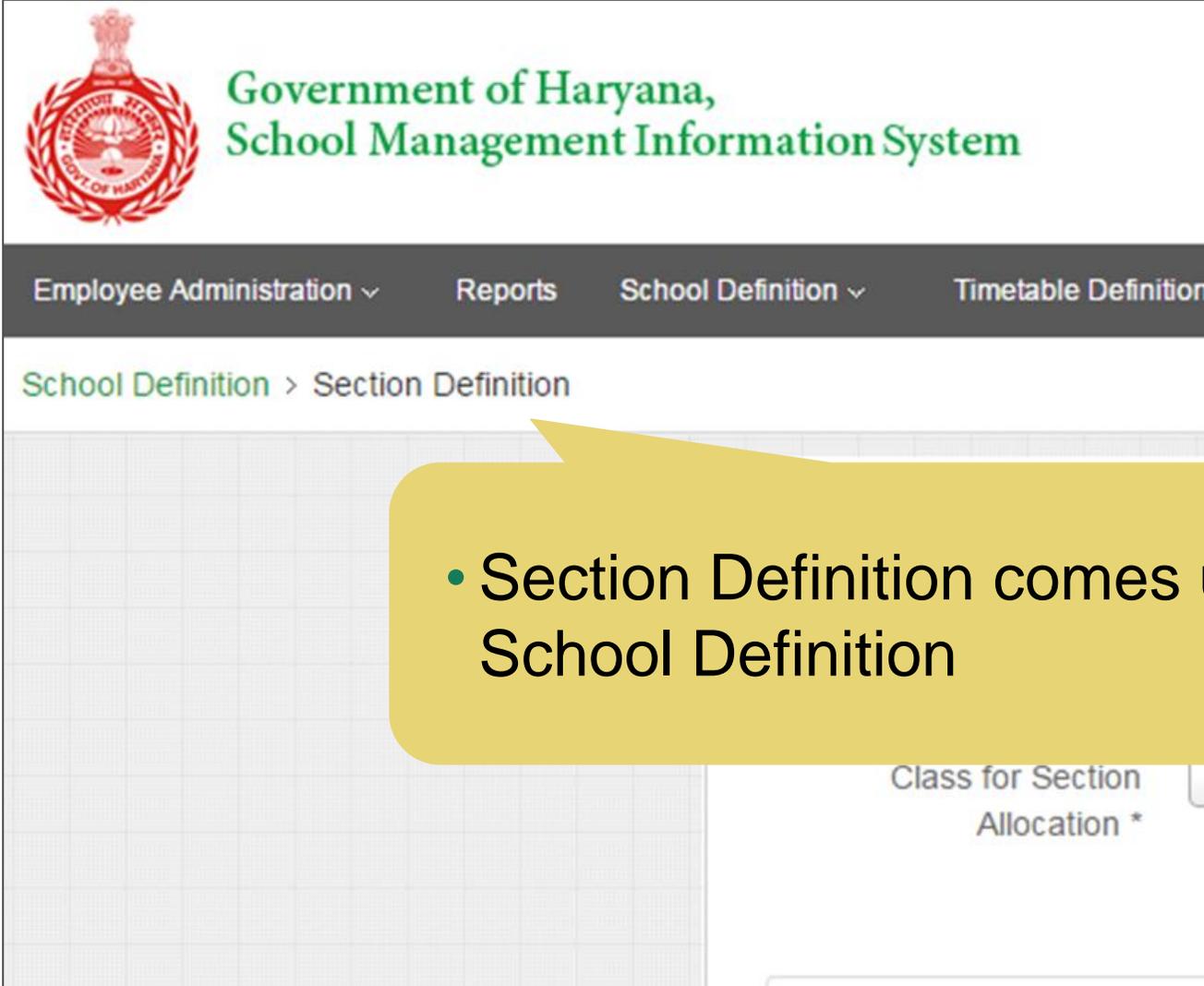
Is this School a Special Educational Needs School? Yes No

No

No

- Many fields will be already pre-filled in the system – verify them
- Fill all other fields correctly

An important step is section definition



The screenshot displays the Government of Haryana School Management Information System (MIS) interface. At the top left is the Government of Haryana logo. The main header reads "Government of Haryana, School Management Information System". Below this is a navigation bar with four items: "Employee Administration", "Reports", "School Definition", and "Timetable Definition". The "School Definition" item is expanded, showing a sub-menu with "Section Definition". A yellow callout box points to the "Section Definition" link, containing the text: "• Section Definition comes under School Definition". Below the navigation bar, the breadcrumb "School Definition > Section Definition" is visible. The main content area shows a grid with a label "Class for Section Allocation *".

- Section Definition comes under School Definition

This step is required before student admissions can begin

Sections and Medium of Instruction

Academic Year *

Class for Section Allocation *

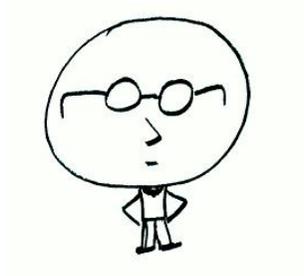
[Add More Section](#)

Section Name *	Medium of Instruction *	Remove
<input type="text" value="Enter Section Name"/>	<input type="text" value="--Select--"/>	Remove

[Save](#) [Clear](#)

Sr.No.	Academic Year	Class for Section Allocation	Stream	Section Name	Update
1	2014-2015	Twelfth	Science	A(English)	Update

- Sections allocated to students must first be defined under Section Definition



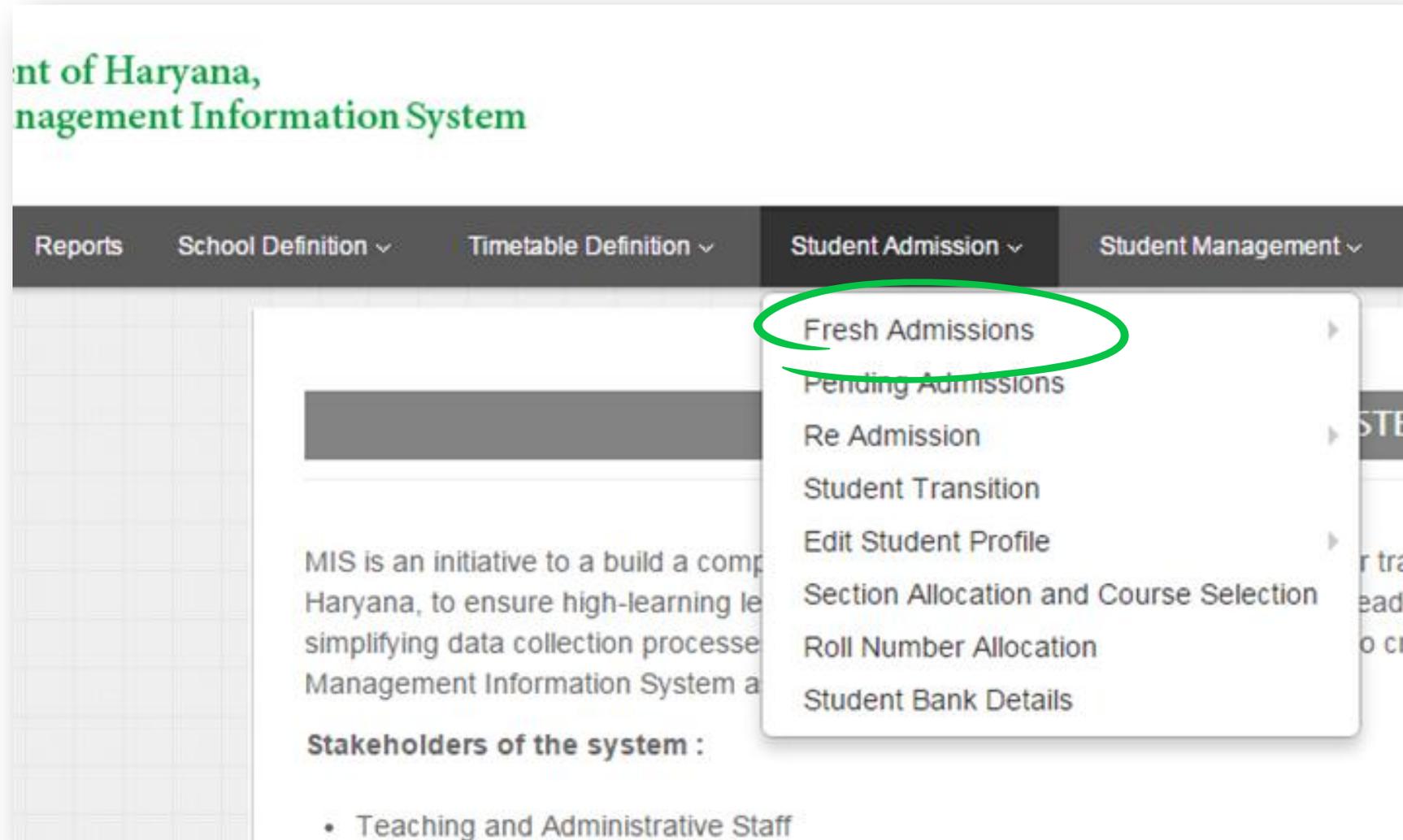
3. Process deep-dive

**Fresh
admissions**

Using the MIS: Fresh Admissions

- **Fresh Admissions:** For all new admissions and admission of those students already studying in the school but their data not digitized during the year 2014-15
- Steps to be taken:
 - Do offline admission using new admission form
 - Then feed the student data in 'Student Admission' section of MIS portal to generate unique 'Student Registration Number' (SRN)
 - Make note of this SRN in student's admission form

Go to Student Admission-> Fresh Admissions section



The screenshot shows the 'Student Admission' menu in the MIS system. The menu is open, and the 'Fresh Admissions' option is highlighted with a green circle. The menu items are: Fresh Admissions, Pending Admissions, Re Admission, Student Transition, Edit Student Profile, Section Allocation and Course Selection, Roll Number Allocation, and Student Bank Details. The background shows the 'Management Information System' header and a navigation bar with 'Reports', 'School Definition', 'Timetable Definition', 'Student Admission', and 'Student Management'.

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nagement Information System

Reports School Definition v Timetable Definition v Student Admission v Student Management v

Fresh Admissions
Pending Admissions
Re Admission
Student Transition
Edit Student Profile
Section Allocation and Course Selection
Roll Number Allocation
Student Bank Details

MIS is an initiative to a build a comp
Haryana, to ensure high-learning le
simplifying data collection processe
Management Information System a

Stakeholders of the system :

- Teaching and Administrative Staff

Select class for student

Class Selection

School Name	Govt. Senior Secondary School
-------------	-------------------------------

Admissions for Academic Year

Select class *

Date Of Birth *

Student's age as on date of admission *

Fill enrollment and personal details

Enrollment Details

Admission sequence number *

Enter admission sequence numt

Date of admission *

19-Feb-2015



Personal Details

Aadhaar Number

Enter aadhaar number

Title *

Select

Full Name as on Aadhar Card *

Enter Full Name as on Aadhar C

Name in local Language *

Enter name in local Language

(Note: Please press 'Space' after typing each word.)

Gender *

Male Female

Save

Clear

*Fields marked with * are compulsory*

Fill personal details

Name in local Language स्वप्निल राऊत

Gender Male

Date Of Birth * 15-Nov-1989 

Age 25

EID Number(if any) Enter EID Number

Domicile Of Haryana? * Yes No

Nationality * India ▼

Place Of Birth *

Country India ▼

State Haryana ▼

District --Select District-- ▼

Sub District --Select Sub District-- ▼

City --Select City-- ▼

Next, update parent/guardian details (1/3)

Father's Full Name as on Aadhaar Card	<input type="text" value="Enter Father's Legal Full Name"/>
Father's Aadhaar Number	<input type="text" value="Enter Father's Aadhaar Number"/>
Is Father involved in unclean occupation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Father's Occupation	<input type="text" value="--Select Occupation--"/>
Father's Highest Qualification	<input type="text" value="--Select Education--"/>
Father's PAN	<input type="text" value="Father's Permanent Account Nun"/>
Is Income Tax Payee?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Next, update parent/guardian details (2/3)

Mother's Full Name as on Aadhaar Card	<input type="text" value="Enter Mother's Legal Full Name"/>
Mother's Aadhaar Number	<input type="text" value="Enter Mother's Aadhaar Number"/>
Is Mother involved in unclean occupation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Mother's Occupation	<input type="text" value="--Select Occupation--"/>
Mother's Highest Qualification	<input type="text" value="--Select Education--"/>
Mother's PAN	<input type="text" value="Mother's Permanent Account Nur"/>
Is Income Tax Payee?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Next, update parent/guardian details (3/3)

Local Guardian of student is other than parents

Yes No

Annual Income of Family (Parent's together OR Guardian's) (in Rs.)

0.0

Does the student belong to Below Poverty Line family?

Yes No

Save

Clear

Add sibling information if they are studying in Haryana Govt schools

Search Sibling

School Name	Govt. Senior Secondary School
Location	,Ambala
Admissions for A	
Applicant	Mr. Abhishek Rai

Check

1. If no sibling is studying in this school, then skip this section.
2. Sibling can be added only if his or her SRN exists. Therefore, if sibling is going to skip this for now and add this student as sibling later to him/her.

Student Registration Number (SRN) of the sibling

Advance Search

Prev Search Clear Next

Search for sibling using Student Registration Number

Next, update address information..

Current Residential Address

Country *

State *

District *

CD Block *

Sub District *

City *

Address : *

(Note: In Address field, do not write State/District/Sub District/Pin code. Enter building number etc.)

Pincode : *

Distance of Current Residential Address from school (in Kms): *

Note that fields with * are mandatory here

.. and contact information

Residential Landline number

+91 - Area Code Enter Landline Number

Student

Email ID Enter Email ID

Mobile No. +91 - Enter Mobile

Save Clear

Before finalizing admissions, update student photo

Upload Photo

School Name	Government Girls Primary School
Location	Kaithal (M CI) , Kaithal
Admissions for Academic	
Applicant	Mr. Swapnil

[Check Admission Status](#)

Guidelines for Photograph:

1. File should be in *.jpg, *.jpeg and *.png format only.
2. Size of the file should not exceed 50 KB.
3. Image size should be 100 pixel by 128 pixel with tolerance of Plus Minus 2 pixels.

Browse Photograph * No file chosen

JPG or PNG
File smaller
than 50 KB

Add student reservation details

Student's Reservation Details	
School Name	Govt. Senior Secondary School
Location	,Ambala
Admissions for Academic Year 2014-2015	
Applicant	Mr. Abhishek Rai
<input type="button" value="Check Admission Status"/>	
Religion *	<input type="text" value="Hindu"/>
Category *	<input type="text" value="SC"/>
Caste *	<input type="text" value="Ad Dharmi"/>
Caste Certificate Number *	<input type="text" value="xd12"/>
Certificate Issuing Authority *	<input type="text" value="District Magistrate"/>
Certificate Issued Date *	<input type="text" value="09-Feb-2010"/> 
<input type="button" value="Prev"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Next"/>	

Update any disabilities for the student

Personal Details	Part Det	Photo	Reservation Details
✓		✗	✗

Disability

Percentage of Impairment *

Do you have the disability certificate issued by district civil surgeon?
 Yes No

Select disability from drop-down

Select genetic disorders if any

<input type="checkbox"/> Color Blindness	<input type="checkbox"/> Haemophilia
<input type="checkbox"/> Deletion syndrome	<input type="checkbox"/> Angelman syndrome
<input type="checkbox"/> Canavan disease	<input type="checkbox"/> Charcot-Marie-Tooth disease
<input type="checkbox"/> Cri du cha	<input type="checkbox"/> Cystic fibrosis
<input type="checkbox"/> Down syndrome	<input type="checkbox"/> Duchenne muscular dystrophy
<input type="checkbox"/> Haemochromatosis	<input type="checkbox"/> Klinefelter syndrome
<input type="checkbox"/> Neurofibromatosis	<input type="checkbox"/> Phenylketonuria
<input type="checkbox"/> Polycystic kidney disease	<input type="checkbox"/> Prader-Willi syndrome
<input type="checkbox"/> Sickle-cell disease	<input type="checkbox"/> Tay-Sachs disease

Update additional information regarding the student (optional)

Admission Status

Person Details	Photo	Re De
✓	✗	

These are optional right now

Student's Hobbies

Student's Past Achievements (SPAT/Sports/Scholarships)

Add bank details from the relevant section in the portal

Find Your Bank

- If you are aware of the IFSC Number please input the same in the IFSC Number field
- If you do not know the IFSC Number please search using the Bank Name and Branch Name

IFSC Number *

OR

Bank Name *

AND Branch Name

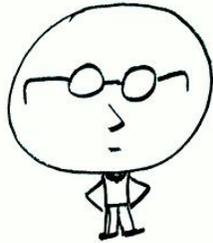
This data should be filled after Student Registration Number (SRN) generation

Finally, review the admission data before generating SRN

Personal Details	Edit
Parent/Guardian Details	Edit
Sibling Details	Edit
Address Details	Edit
Contact Details	Edit
Photo Details	Edit
Reservation Details	Edit
Disabilities	Edit

Student Registration Number (SRN) is unique and final for the student – cannot change even if student changes school

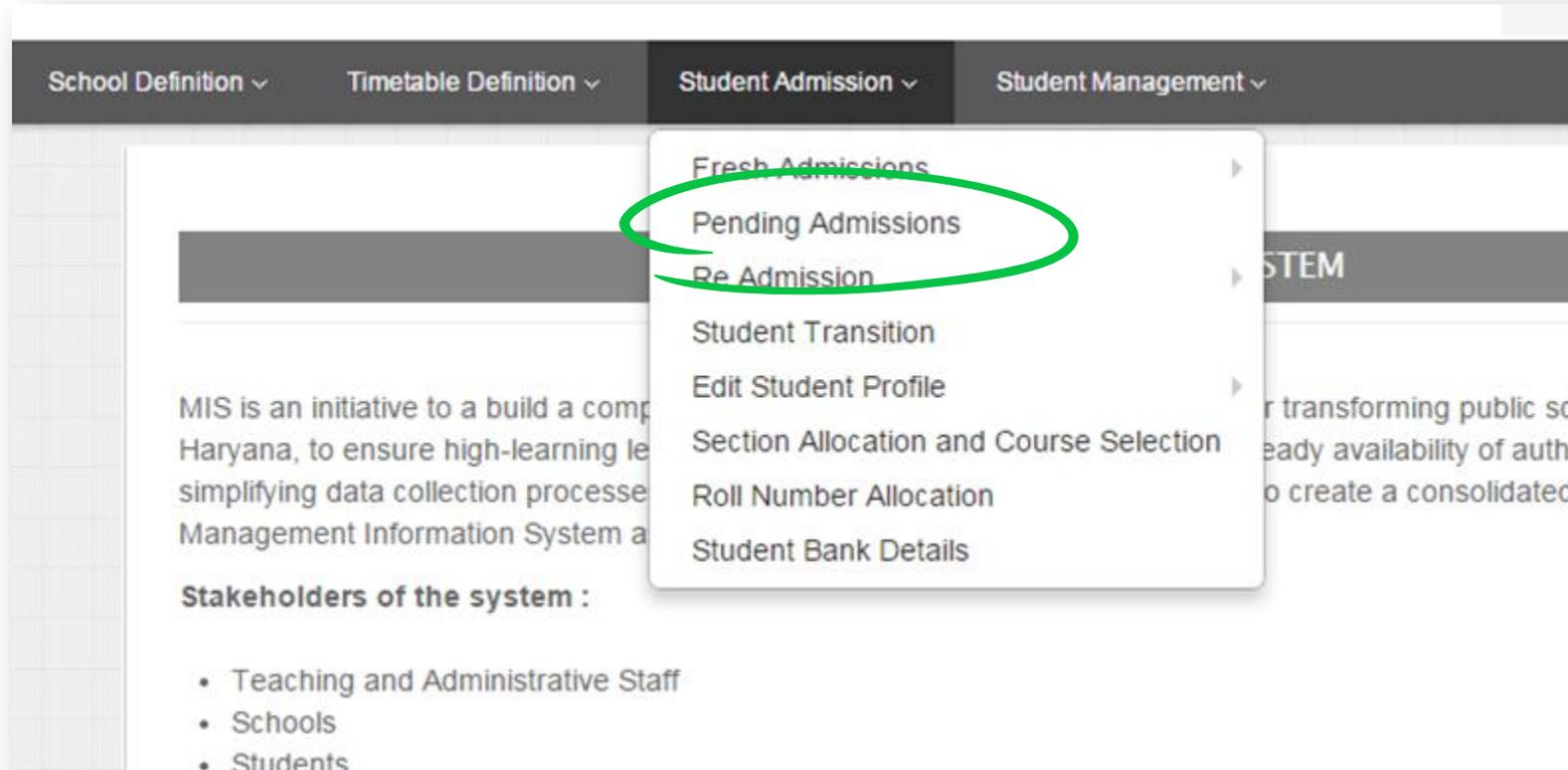
Generate SRN



3. Process deep-dive

**Pending
admissions**

Pending admission feature allows completing admission process in parts



Select a class to view pending admissions

Pending Admissions

School
Name

Govt. Senior Secondary School

School
Code

4

Pending Admissions for Academic Year 2014-2015

Select class *

Twelfth

Select Stream *

Arts

Proceed

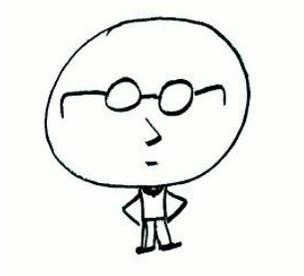
Clear

Edit remaining details and then proceed for SRN generation

Pending Admissions								
School Name	Govt senior secondary School			School	90			
Pending Admissions for Academic Year 2014-2015								
<input type="text"/>								
<input type="button" value="Go!"/>								
Details	Details	Contact Details	Photo	Reservation Details	Disability Details	Genetic Disorder	Generate SRN	Delete
Edit	Edit	Edit	Edit	Edit	Edit	Edit	<input type="button" value="Generate SRN"/>	<input type="button" value="Delete"/>
Edit	Edit	Edit	Edit	Edit	Edit	Edit	<input type="button" value="Generate SRN"/>	<input type="button" value="Delete"/>
Edit	Edit	✓	Edit	✓	✓	✓	<input type="button" value="Generate SRN"/>	<input type="button" value="Delete"/>

Edit remaining information for student

Possible to delete erroneous data before SRN generation



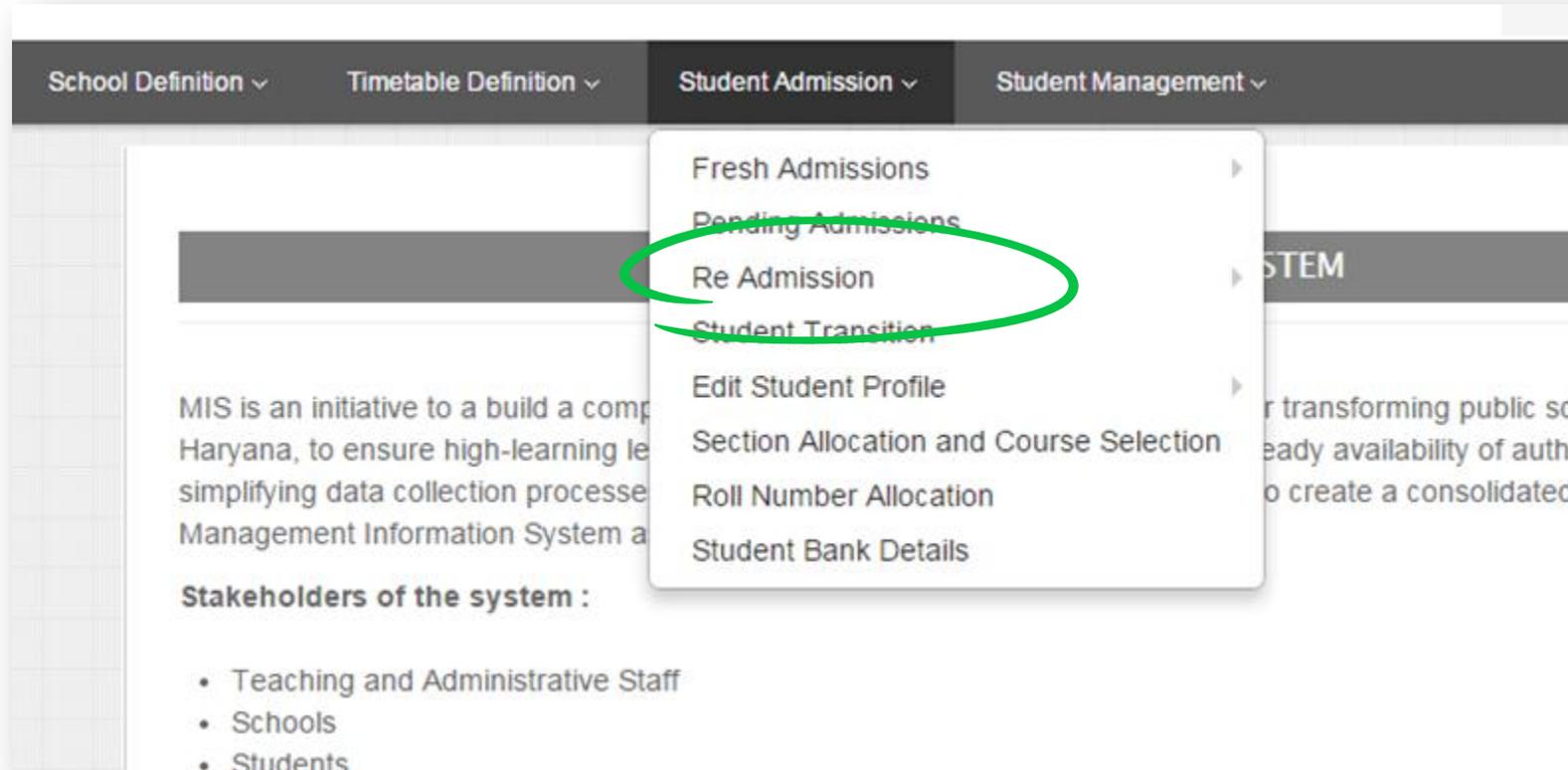
3. Process deep-dive

Re-admission

Using the MIS: Re-admission

- **Re-admission:** If a student whose data was digitized during 2014-15 and “Student Registration Number” is generated, takes admission in another Government school after taking SLC or without SLC
- Steps to be taken:
 - Get admission form filled by student with valid SRN ID included – may or may not have SLC
 - Go to 'Re Admission' section of MIS and search for student's record by using SRN ID
 - Carry out re-admission from the 'Re Admission' section of MIS after verifying student's data

Re-admission feature can be used to transfer students from one school to another



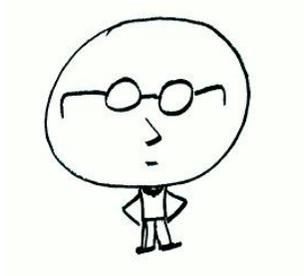
Search for the student under re-admission section using SRN

Student Details	
School Name	Govt senior secondary School
School Code	90
Admissions for Academic Year	2014-2015

SRN of Student *

Assign a class for the student and proceed

Student Registration Number	1400043253	
Student Name	Ram	
Previous School Name	Govt. Senior Secondary School	
Previous School code	5	
Student academic details		
Last Class Attended	Sixth	
Admit in this School		
Admit Student in this School in Class	<input type="text" value="Sev..."/>	
<input type="button" value="Proceed"/> <input type="button" value="Clear"/>		



3. Process deep-dive

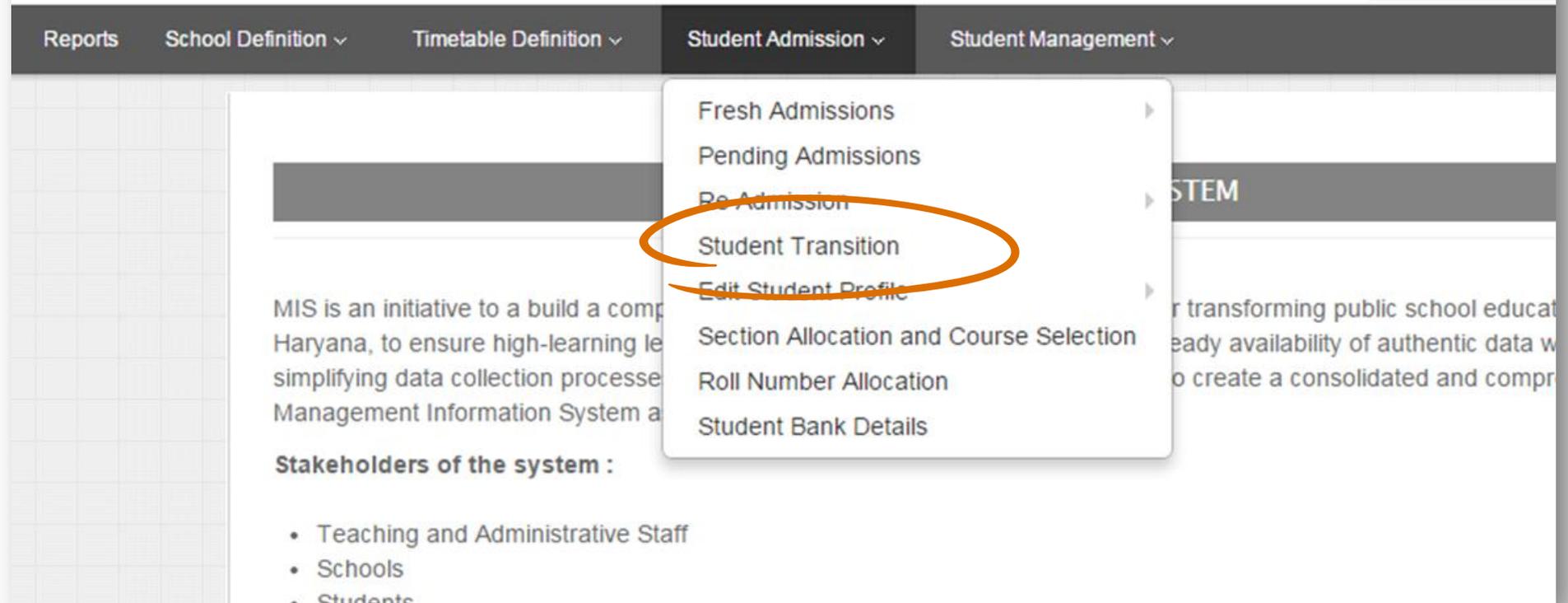
Transition

Using the MIS: Transition

- **Transition:** Transition from one class to another in the same school for those students whose data was digitized during 2014-15 (15.53 lakh such students) and their “Student Registration Number” is already generated
- Steps to be taken:
 - Go to 'Student Transition' sub-section under 'Student Admission' tab
 - Select Class and section to see list of students
 - Select students from list and click on 'Transit' option if student moving to next class or 'Repeat' option if student to be retained in class

Go to transition sub-tab under Student Admissions

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anagement Information System



The screenshot displays the navigation menu of the Management Information System (MIS) for Haryana. The 'Student Admission' dropdown menu is open, showing several options. The 'Student Transition' option is circled in orange, indicating the target of the instruction. The background shows a grid layout with a header bar and a main content area.

Reports School Definition ▾ Timetable Definition ▾ **Student Admission ▾** Student Management ▾

- Fresh Admissions ▶
- Pending Admissions
- Re-Admission ▶
- Student Transition**
- Edit Student Profile ▶
- Section Allocation and Course Selection
- Roll Number Allocation
- Student Bank Details

MIS is an initiative to build a comprehensive Management Information System for Haryana, to ensure high-learning level and simplifying data collection processes.

Stakeholders of the system :

- Teaching and Administrative Staff
- Schools
- Students

Select class from which students are to be transitioned

Student Transition			
School Name	Govt. High School	School Code	3
Location	Ambala (M CI) , Ambala		
Admissions for Academic Year 2015-2016			
Class *	<input type="text" value="Select"/>		
<input type="button" value="Proceed"/>			

Select section to transit students from

Student Transition			
School Name	Govt. High School	School Code	3
Location	Ambala (M CI) , Ambala		
Admissions for Academic Year 2015-2016			
Select Section to transit/Repeat students from			
Section	Medium of Instruction	Student Count	Select
A	English	1	<input type="radio"/>
Proceed			

Select student(s) to be transitioned or repeated

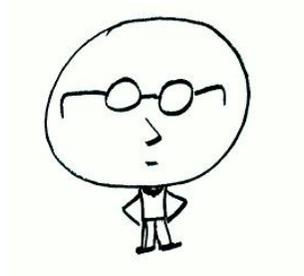
Multiple students can be selected

Those Students whose profile is incomplete cannot be selected. If you wish to update a student's Profile Status. You will be redirected to 'Edit Student Profile'.

Select All <input type="checkbox"/>	SRN	Student Name	Student Name	Date of Birth	Gender	Profile Status
<input type="checkbox"/>	1400001677	Steven Smith	Steven Smith	01-Mar-2010	MALE	Complete Student Profile
<input type="checkbox"/>	1400001677	Steven Smith	Steven Smith	01-Mar-2010	MALE	Complete Student Profile

[Back](#) [Transit](#) [Repeat](#)

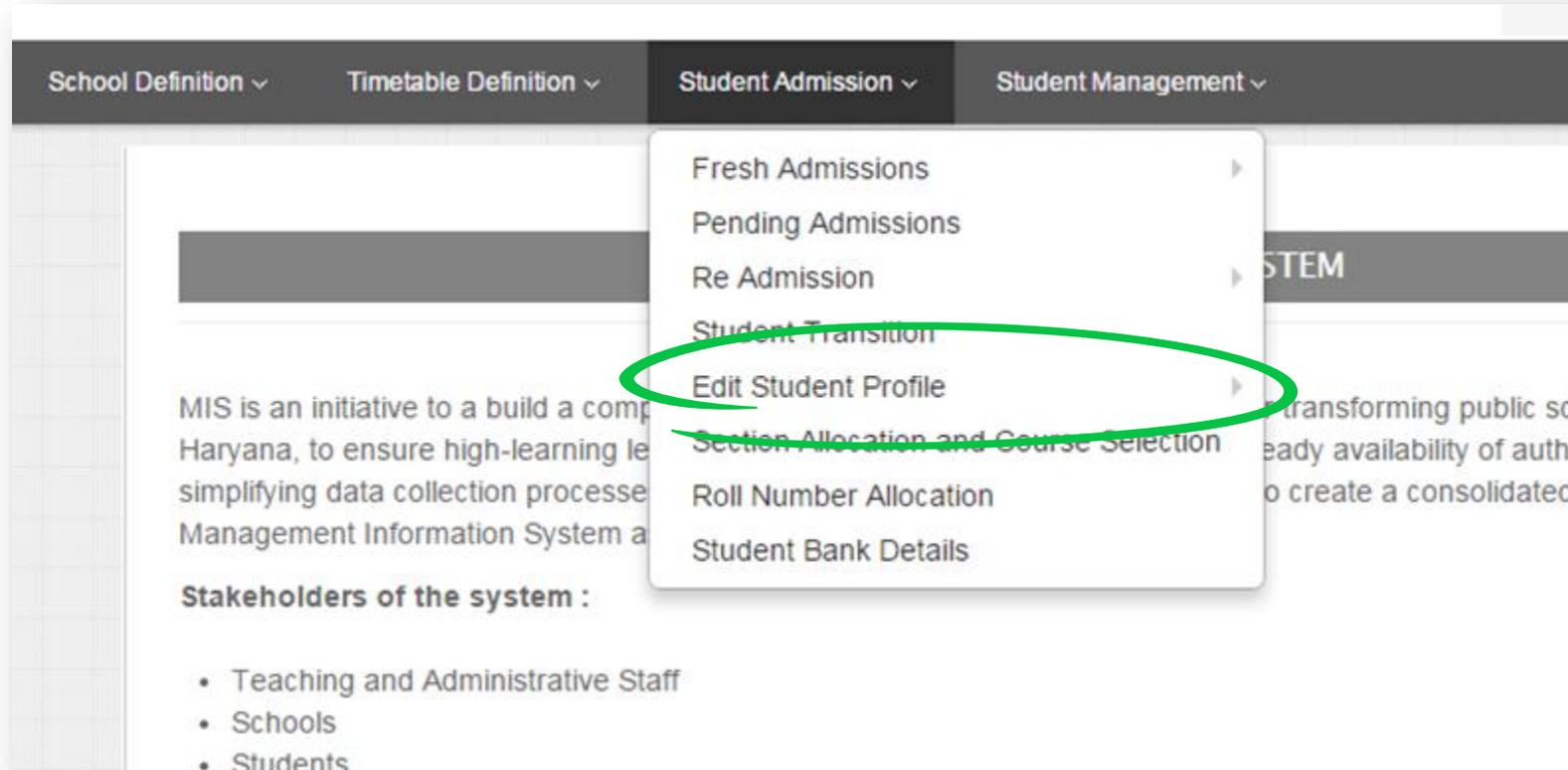
Repeat option only for Class 9 and above



3. Process deep-dive

**Edit student
profile**

A student's data can be edited even after SRN generation



The screenshot displays a web application interface with a navigation bar at the top containing four menu items: 'School Definition', 'Timetable Definition', 'Student Admission', and 'Student Management'. The 'Student Admission' menu is expanded, showing a list of options: 'Fresh Admissions', 'Pending Admissions', 'Re Admission', 'Student Transition', 'Edit Student Profile', 'Section Allocation and Course Selection', 'Roll Number Allocation', and 'Student Bank Details'. The 'Edit Student Profile' option is circled in green. Below the navigation bar, the main content area contains text describing the MIS initiative and a list of stakeholders.

School Definition ▾ Timetable Definition ▾ Student Admission ▾ Student Management ▾

- Fresh Admissions ▶
- Pending Admissions
- Re Admission ▶
- Student Transition
- Edit Student Profile** ▶
- Section Allocation and Course Selection
- Roll Number Allocation
- Student Bank Details

MIS is an initiative to build a comprehensive Management Information System for Haryana, to ensure high-learning level and simplifying data collection processes.

Stakeholders of the system :

- Teaching and Administrative Staff
- Schools
- Students

Possible to select student in class-list or search using SRN

Student Registration Number

Advance Search

Aadhar Card Number

Class

Section

Student Name

Search:

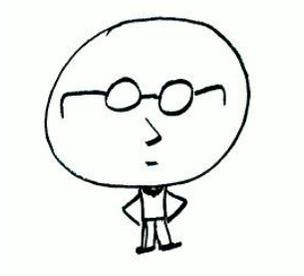
Sr.No	Student Registration Number	Student Name	Gender	Class	Section	Select
1	1400042165	Amit Desai	Male	Sixth	-	<input type="button" value="Select"/>
2	1400042149	Amit Desai	Male	Sixth	-	<input type="button" value="Select"/>

Select set of fields can be edited

Name in local Language	amit desai
Gender	Male
Date Of Birth *	02-Feb-2004
Age	11
EID Number(if any)	<input type="text" value="Enter EID Number"/>
Domicile Of Haryana? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Nationality *	<input type="text" value="India"/>
Place Of Birth *	
Country *	<input type="text" value="India"/>
State *	<input type="text" value="Haryana"/>
District *	<input type="text" value="Gurgaon"/>
Sub District *	<input type="text" value="Gurgaon"/>

While some important fields are not editable

.. others are



3. Process deep-dive

**Section
allocation**

Using the MIS: Section allocation

- **Section-allocation:** to be allocated to all students whose valid SRN ID has been generated
- Steps to be taken:
 - Go to 'Section Allocation and Course selection' sub-section under 'Student Admission' tab
 - Search for student using SRN ID or other details
 - Select student and allocate them a section from the list of available sections
 - Also select subjects for the student
 - Please don't forget to define sections for the class before doing this step!

Remember: define sections before allocating them to students

Define sections under 'School Definition' before this step

Sections and Medium of Instructions Definition

Academic Year* 2014-2015

Class for Section Allocation* **Nineth**

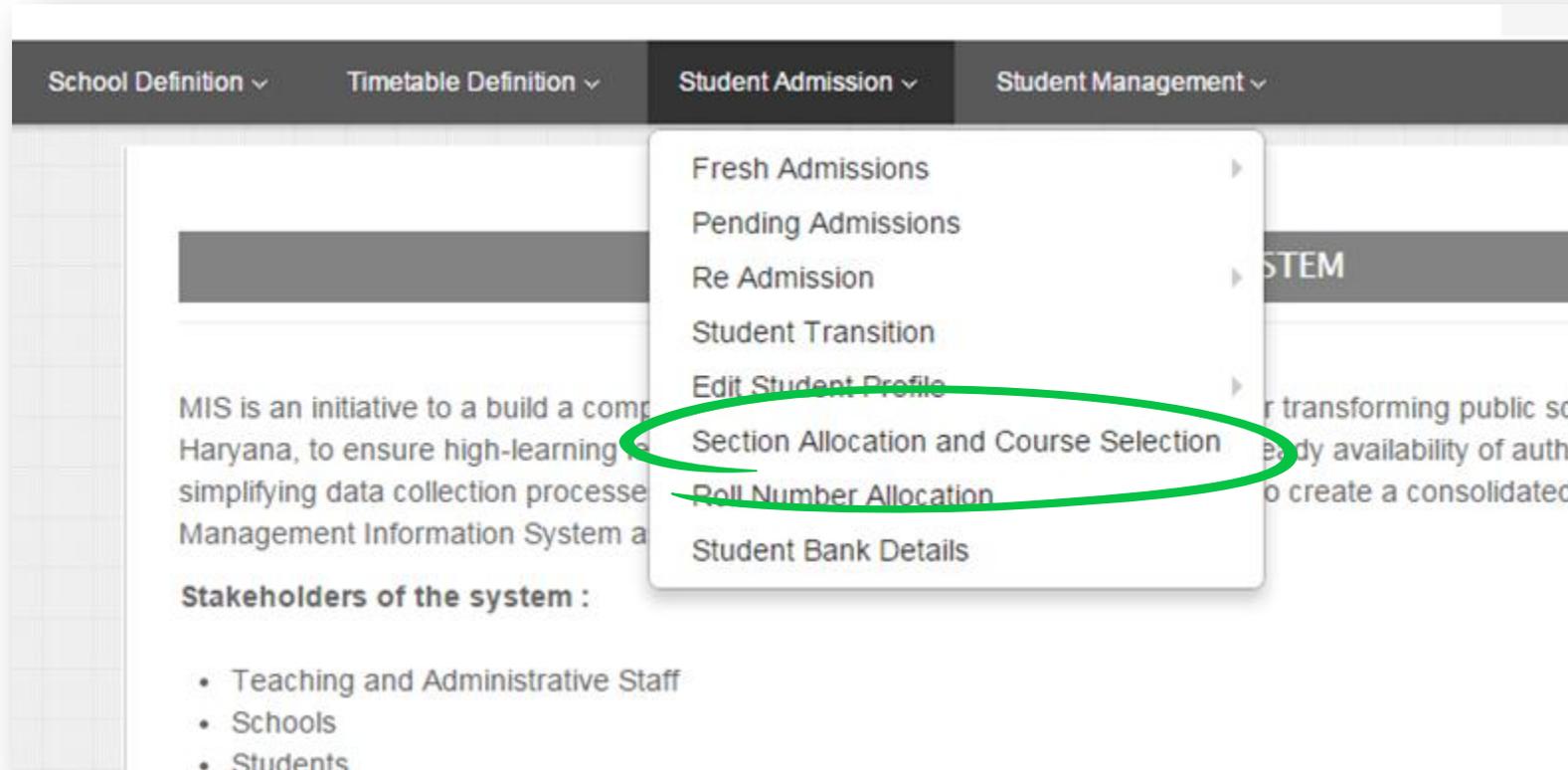
Add More Section

Section Name *	Medium of Instruction *	Remove
<input type="text" value="Enter Section Name"/>	--Select--	Remove

Save **Clear**

Sr.No.	Academic Year	Class for Section Allocation	Stream	Section Name	Update
1	2014-2015	Tenth	-	A (Hindi)	Update

After SRN generation, student should be assigned a section



The screenshot displays a web application interface with a navigation bar at the top containing four menu items: 'School Definition', 'Timetable Definition', 'Student Admission', and 'Student Management'. The 'Student Admission' menu is currently open, showing a list of options: 'Fresh Admissions', 'Pending Admissions', 'Re Admission', 'Student Transition', 'Edit Student Profile', 'Section Allocation and Course Selection', 'Roll Number Allocation', and 'Student Bank Details'. The option 'Section Allocation and Course Selection' is highlighted with a green oval. Below the navigation bar, the main content area contains text describing the MIS initiative and a list of stakeholders.

School Definition ▾ Timetable Definition ▾ Student Admission ▾ Student Management ▾

Fresh Admissions ▶
Pending Admissions
Re Admission ▶
Student Transition
Edit Student Profile ▶
Section Allocation and Course Selection
Roll Number Allocation
Student Bank Details

MIS is an initiative to build a comprehensive Management Information System for Haryana, to ensure high-learning and simplifying data collection processes.

Stakeholders of the system :

- Teaching and Administrative Staff
- Schools
- Students

Select student from class list or search via SRN / Aadhar ID

Student Search

Student Registration Number

Aadhar Card Number

Class

Section

Student Name

Search:

Sr.No	Student Registration Number	Student Name	Gender	Class	Section	Select
1	1400042165	Amit Desai	Male	Sixth	-	<input type="button" value="Select"/>
2	1400042149	Amit Desai	Male	Sixth	-	<input type="button" value="Select"/>

Then assign a section to the selected student

Subject Selection and Section Allocation

Student Registration
Number *

[Search Another Student](#)

Student Name *

Admitted in Class *

Section *

Also allocate subjects to the student

Subject Selection and Section Allocation

Student Registration
Number

1400042843

[Search Another Student](#)

Student Name

Kaustubh Kulkarni

Admitted in Class

First

Section

A (English) ▼

Select Courses

 Compulsory (Min : 3 , Max : 3)



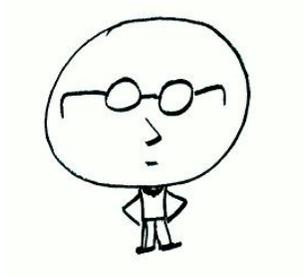
English -I



Hindi -II



Mathematics



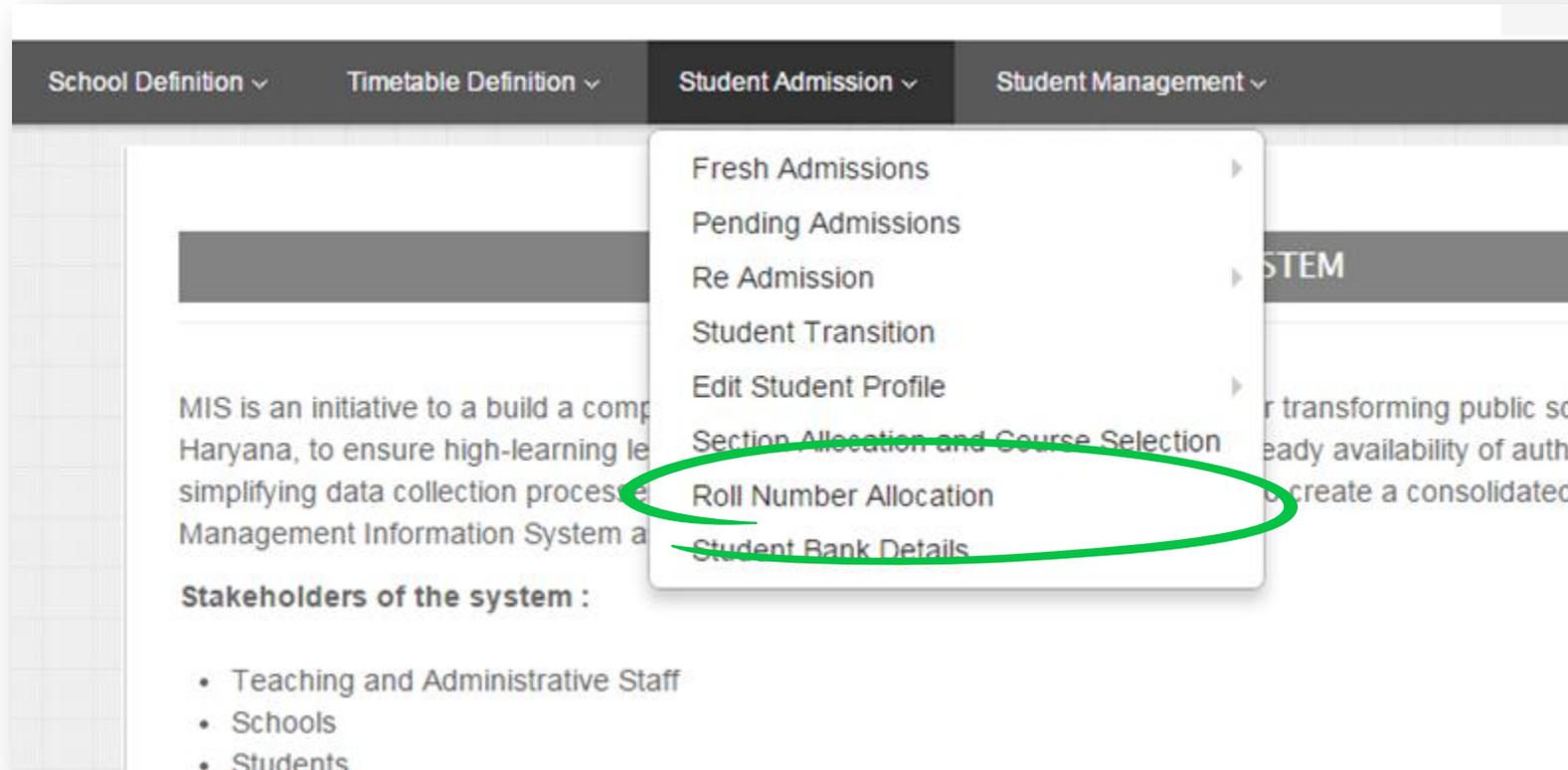
3. Process deep-dive

**Roll-number
allocation**

Using the MIS: Roll number allocation

- **Roll number allocation:** to be done for all students whose section has been allocated
- Steps to be taken:
 - Go to 'Roll number allocation' sub-section under 'Student Admission' tab
 - Select a class and section to view list of students for which roll numbers have to be allocated
 - System will generate roll numbers for students sorted by Name – confirm roll numbers after reviewing them

Go to Roll-number allocation tab under Student Admissions



Select Class and section to allocate roll numbers for

School Name	Govt senior secondary School	School Code	90
Academic Year 2014-2015			

Roll Number Allocation

Select Class *

Sixth

Select Section *

A (English)

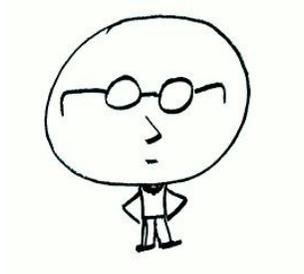
Proceed

View Allocated Roll Numbers

Clear

Roll numbers would be allocated in alphabetical order of Name

Roll Number Allocation			
School Name		School	
Academic Year 2014-2015			
Class	1		
			Search: <input type="text"/>
Roll Number	Name	Gender	SP
4	Kaustubh Kulkarni	Male	14
Proceed			



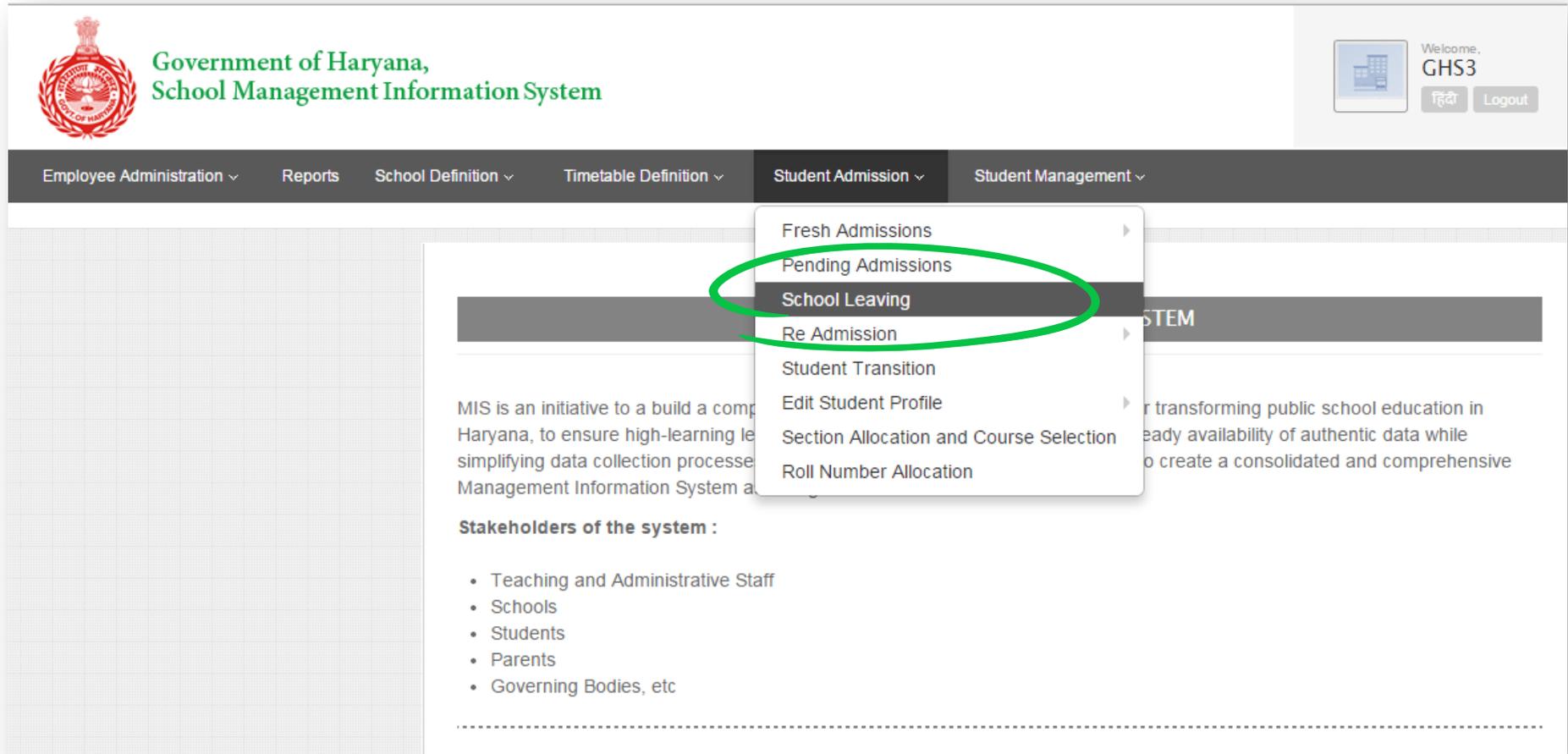
3. Process deep-dive

School Leaving

Using the MIS: If a student leaves the school

- **If a student leaves the school:** if name struck off due to long absence, due to punishment, on student's request or after passing out from highest class
- Steps to be taken:
 - Mention SRN ID in the “School Leaving Certificate” and “Report Card/ Shiksha Setu”
 - Go to 'School Leaving' sub-section under 'Student Admission' tab of MIS
 - Search for student using SRN ID, assign reason for student leaving school and confirm

Go to School Leaving sub-tab under Student Admission



The screenshot shows the GHS3 web application interface. At the top left is the Government of Haryana logo and the text "Government of Haryana, School Management Information System". At the top right, it says "Welcome, GHS3" with "हिंदी" and "Logout" buttons. A navigation bar contains "Employee Administration", "Reports", "School Definition", "Timetable Definition", "Student Admission", and "Student Management". The "Student Admission" dropdown menu is open, listing: "Fresh Admissions", "Pending Admissions", "School Leaving" (circled in green), "Re Admission", "Student Transition", "Edit Student Profile", "Section Allocation and Course Selection", and "Roll Number Allocation". Below the menu, there is a grid and a text area describing the MIS initiative and its stakeholders.

Government of Haryana, School Management Information System

Welcome, GHS3
हिंदी Logout

Employee Administration Reports School Definition Timetable Definition Student Admission Student Management

- Fresh Admissions
- Pending Admissions
- School Leaving**
- Re Admission
- Student Transition
- Edit Student Profile
- Section Allocation and Course Selection
- Roll Number Allocation

MIS is an initiative to build a comprehensive School Management Information System in Haryana, to ensure high-learning levels and simplify data collection processes.

Stakeholders of the system :

- Teaching and Administrative Staff
- Schools
- Students
- Parents
- Governing Bodies, etc

Search for student leaving the school

School Leaving

Student Registration Number

Advance Search

Get Information

Clear

Search for student

Those Students whose profile is incomplete cannot be selected for leaving. To complete their profiles, click Incomplete in Profile Status. You will be redirected to the Student Profile page to complete the student's profile.

Copy

Print

Save ▼

Search:

Select from results

Sr.No.▲	Student Registration Num	Section↕	Status↕	Select	Profile Status			
1	1500000038	Ram	Male	First	-	Studying	Select	Complete

Showing 1 - 1 Of 1

Select reason for student leaving and proceed

Student Details	
Student Registration Number	1500000038
Student Name	Ram
Date Of Birth	17-Mar-2010
Father's Name	Father
Class	First
Section	
Gender	Male
Please enter following details in order to relieve the above student:	
Date of leaving the present school *	31-Mar-2015
Reason for Leaving *	-- Select Reason --
School leaving certificate number *	Enter School leaving certificate number

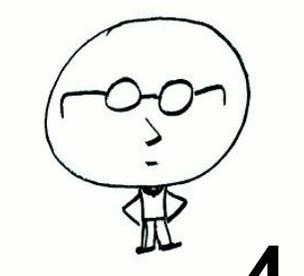


School Leaving Certificate is mandatory

Upload scanned copy of SLC to finish the process

Date of leaving the present school	31-Mar-2015
Reason for Leaving	On Student's Request
School leaving certificate number	xs1
Please attach scanned copy of school leaving certificate *	<input type="button" value="Choose File"/> No file chosen (Note : 1. File should be in *.jpeg *.jpg *.pdf format only. 2. File size should not exceed 100KB.)
<input type="checkbox"/> I hereby confirm that <u>Ram</u> has been relieved from this school on <u>31-Mar-2015</u> <u>On Student's Request</u>	
<input type="button" value="Save"/> <input type="button" value="Back"/>	

Upload scanned copy of SLC to finish the process



4. Recap and best practices

Summary of the scope of student-related processes

For new students

- Carry out Fresh admissions

For existing students

- Edit student details and do student transition/re-admission for students whose data is already present in MIS
- Carry out Fresh admissions for existing students whose data is not present in MIS

Do section allocation and roll number allocation for all students

Utilize MIS resources available

- **Government Order** along-with Guidelines, Annexures and User Manual shared on website
- **Help desk established** to guide the schools in filling up the information (**08237733006**)
- **Frequently Asked Questions** and training videos have been uploaded on the website to guide schools on 'how to use the system'
- Web link for MIS support material is:

<http://schooleducationharyana.gov.in/mismaterial.html>

Thank you!

