



School Management Information System

- User Guide for MIS Client

Department of School Education, Haryana | 0-Apr-15

Versions

Version	Comments
1.1	New Entry, View, Upload

About School Management Information System

MIS Is an initiative to build a comprehensive and integrated system for school for transforming public school education in Haryana, to ensure high-learning level outcomes sustainably. In order to ensure ready availability of authentic data while simplifying data collection processes, the Department of School Education seeks to create a consolidated and comprehensive Management Information System as a single source of authentic data.

Stakeholders of the system:

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

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About MIS Client

This 'MIS School Client' software is provided to schools for fast and easy data entry of students seeking fresh admissions. For one-time initial activation from the main MIS server, this software requires good and stable internet connection for few minutes. The username and password given by department for MIS portal login, will work for this software also. After activation, data entry can be done without internet. However, after data entry is completed, it requires good and stable internet connection again to upload the data to main MIS server.

A school can install this software on any number of computers for data entry. While using multiple installations, ensure that data entry of one student is done only on one computer. A unique admission number given to student by school will be used to identify a unique data entry.

After uploading the data through this software, it can be seen under 'pending admissions' on portal. School has to update 'Sibling details', if any, on the portal as it cannot be updated from this software. Do not enter the admission data of same student on MIS Portal as well as MIS School Client software. The admission data entered directly on the portal will not be seen in this software. However the data entered from this software will be seen in pending admissions section on MIS portal.

How to download and install MIS Client?

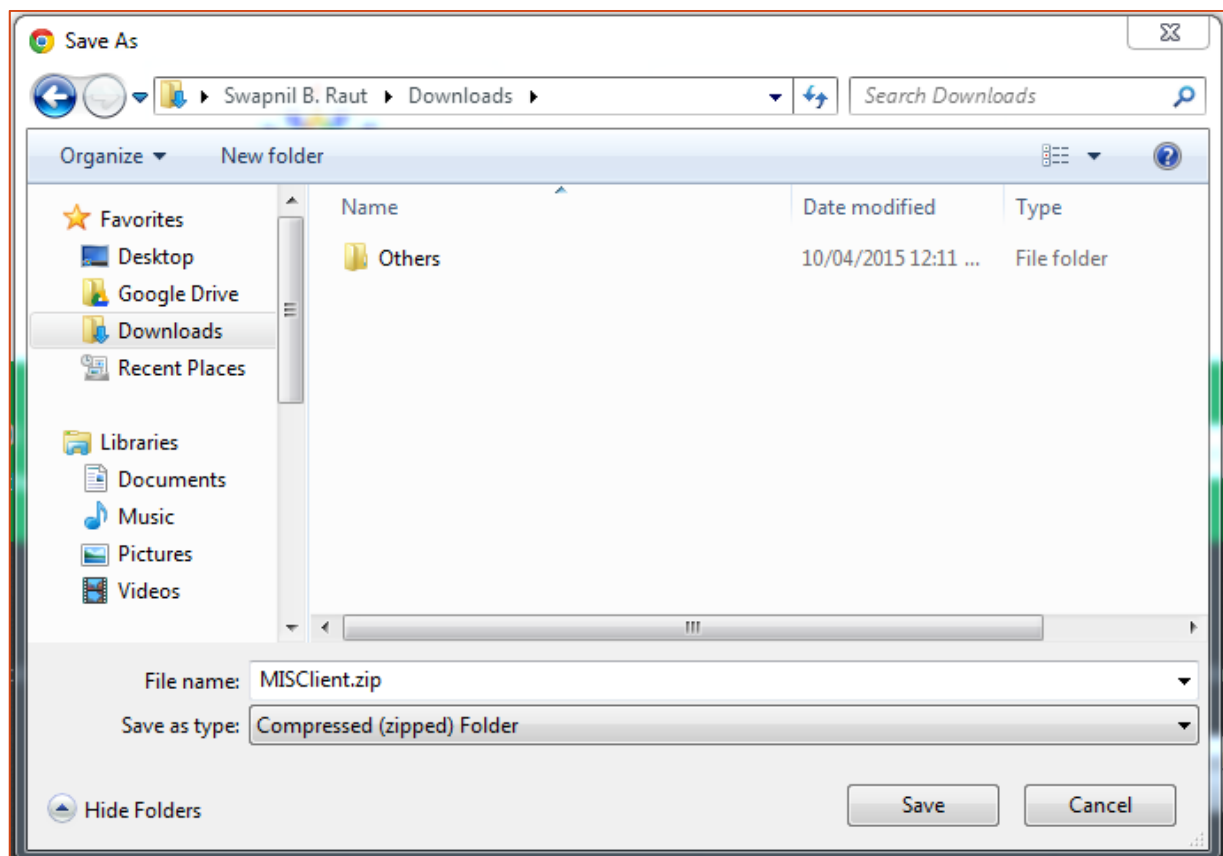
- I. Go to <http://180.179.68.221/>

The screenshot shows the homepage of the Government of Haryana School Management Information System (MIS). The browser address bar displays 180.179.68.221. The website features a header with a navigation menu including 'Home', 'About us', 'Filter', 'Statistics', and 'Notice Board'. Below the header is a large banner image showing a group of smiling school children. Underneath the banner is a 'Related Links' section with three links: 'Sarva Shiksha Abhiyan', 'Rashtriya Madhyamik Siksha Abhiyan', and 'Dept. of School Education & Literacy'. A green section titled 'Find Your School on Map' includes a search box with the placeholder text 'Enter Your School name' and a 'Search' button. At the bottom, there is a 'Contact Us' section with the address 'Directorate of School Education, Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula, Haryana, India.', phone number '0172-2560269', and email addresses 'eduprimaryhry@gmail.com' and 'edusecondary@hry.nic.in'. To the right of the contact information is a 'Latest Blog Posts' section with the heading 'Welcome to Government of Haryana, School Management information system' and two buttons: 'Schools: Download MIS Remote Support from here!' and 'Schools: Download MIS Client from here!'.

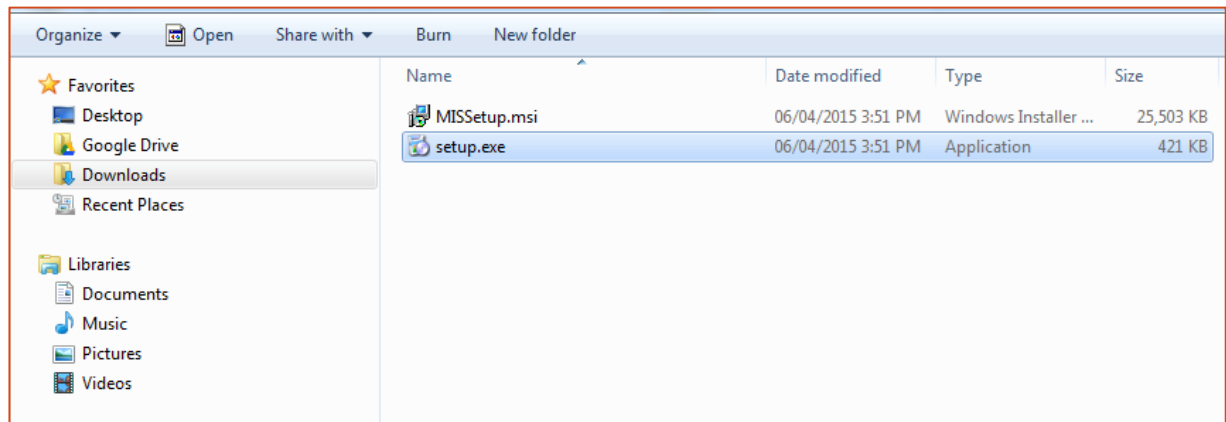
2. Click on 'Download MIS Client from here' button.



3. Click on 'Save' button.



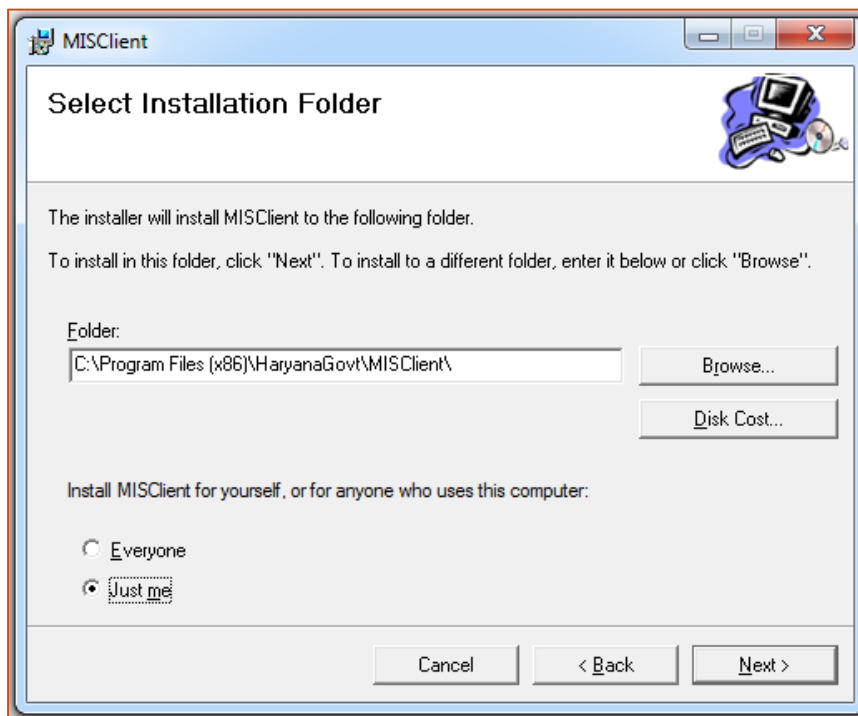
4. Unzip / extract the folder and click on 'setup.exe'. This will initiate the setup of MIS Client.



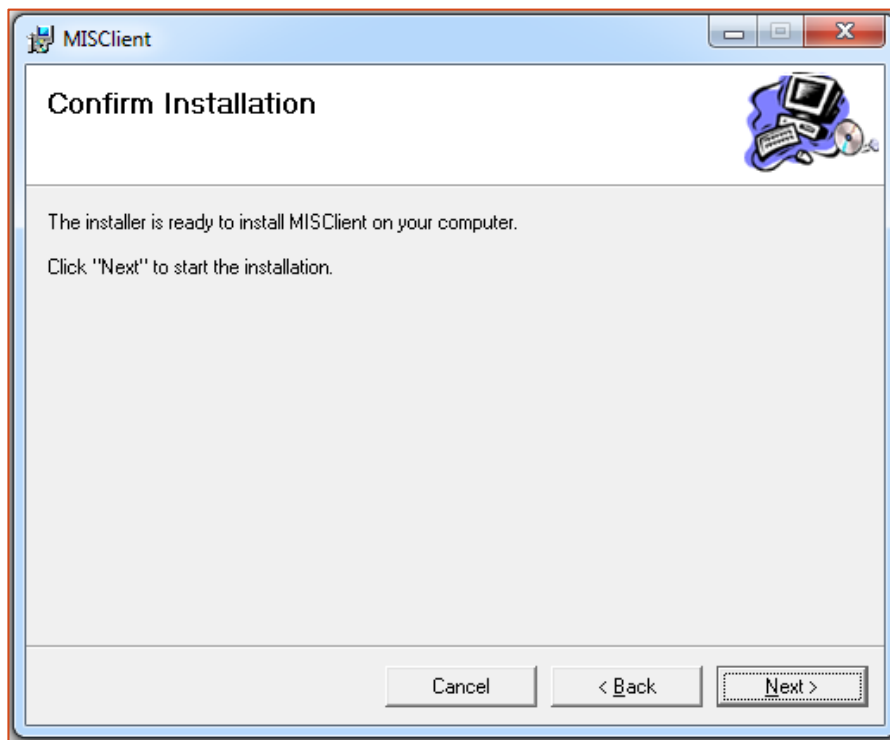
5. Click on 'Next' button.



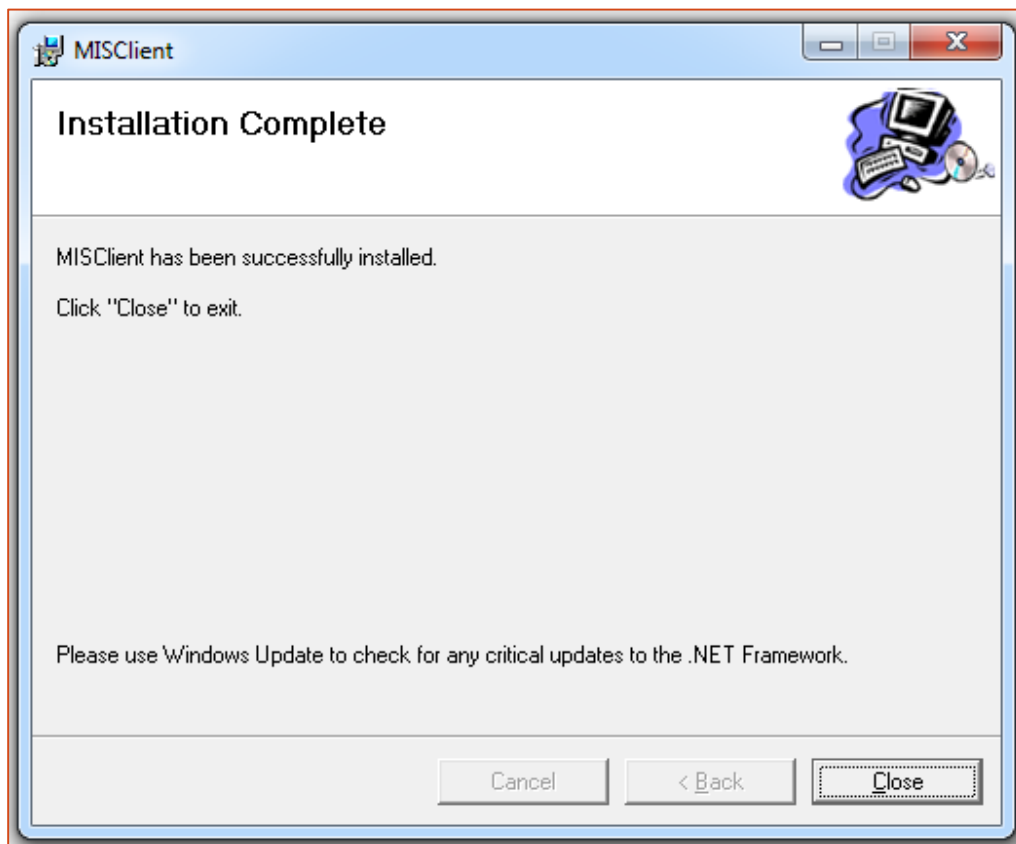
6. Browse the path where you want to install MIS Client. Click on 'Next' button.



7. Confirm the installation.




8. This will complete the installation of MIS client completely. Click on 'Close' button.



Introduction of MIS Client

1. Please read the instructions given on login screen carefully. Enter the credentials given by the department. Click on Register.

MISClient

 **Government of Haryana,
School Management Information System**

MANAGEMENT INFORMATION SYSTEM

About 'MIS School Client'
This 'MIS School Client' software is provided to schools for fast and easy data entry of students seeking fresh admissions. For one-time initial activation from the main MIS server, this software requires good and stable internet connection for few minutes. The username and password given by department for MIS portal login, will work for this software also. After activation, data entry can be done without internet.
However, after data entry is completed, it requires good and stable internet connection again to upload the data to main MIS server. A school can install this software on any number of computers for data entry. While using multiple installations, ensure that data entry of one student is done only on one computer.
A unique admission sequence number given to student by school will be used to identify a unique data entry. After uploading the data through this software, it can be seen under 'pending admissions' on portal. School has to update 'Sibling details', if any, on the portal as it cannot be updated from this software. Do not enter the admission data of same student on MIS Portal as well as MIS School Client software. The admission data entered directly on the portal will not be seen in this software. However the data entered from this software will be seen in pending admissions section on MIS portal.


Please enter your credentials

Username : Password :


MISClient Version :- 1.0.5574.28539


2. Home screen will open. It consists of 6 different tiles – New Entry, View List, Updates, Upload, Download, and Master Sync.


MISClient_Staging_Server


 **Government of Haryana,
School Management Information System**


Current Date Time : 10-APR-2015 06:06:04 PM
Welcome, Government Senior Secondary S...
[Go to Menu](#)


 New Entry

 View List

 Updates

 Upload

 Download

 Master SYNC

MISClient Version :- 1.0.5577.28559

New Entry

With the help of this tile, fresh admission entry can be done. This process is same as that of the online fresh admission entry except sibling details. Sibling details entry is to be done on online portal only. Do not enter the admission data of same student on MIS online portal as well as MIS School Client software.

The entry of only those students is to be done who do not have Student Registration Number (SRN) and whose records will be entered in the system for the first time.

Over here students' personal details, parent/guardian details, address details, contact details, photo details, reservation details, disabilities/genetic disorder, bank and other details etc. are captured. It is advised that the duly filled student admission form of particular student should be with the user along with scanned copy of student photo and relevant certificate.

The duly filled student admission form of particular student should be with the user along with scanned copy of student photo and relevant certificate.

Once all the relevant details of the student are entered in the system, the user can click on 'Add New Student' button to do new admission entry. Once the particular details such as personal details are filled by the user, the same is reflected in the status bar and the color of the bar turns green for that particular section. The green color shows that the data entry is complete for that section. All fields marked with * are compulsory.

Don't enter any garbage data.

MISClient_Staging_Server

Government of Haryana,
School Management Information System

Current DateTime : 10-APR-2015 05:40:05 PM
Welcome, Government Senior Secondary S...

Go to Menu

Student Name : Reyansh
Class : Sixth Admission Number : 1

Data Entry Incomplete ☐ Data Entry Complete ☒ Fresh Mode

Add New Student


Personal Parent/Guardian Address Contact Photo Reservation Disabilities Genetic Disorder Other Bank Account

Father Details :-
Is Alive? : Y
Title : Mr.


Note : All fields marked with * are compulsory

Personal Details

MISClient_Staging_Server

 **Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 05:42:41 PM
Welcome, Government Senior Secondary S...

 [Go to Menu](#)

Data Entry Incomplete ☐ Data Entry Complete ☒ Fresh Mode

[Add New Student](#)

Personal Parent/Guardian Address Contact Photo Reservation Disabilities Genetic Disorder Other Bank Account

Select Class : Sixth *
Date of Birth : 16/02/2001 * Age : 14
Admission Number : 11
Admission Date : 10/04/2015 *
Do you have Aadhaar Number? : ☐ Yes ☒ No
Aadhaar Number : EID :
Full Name as on Aadhaar Card : Reyansh *
Name in local Language : रीयंश
Gender : Male *
Domicile Of Haryana? : Y * Nationality : India *
Birth Address :
Country : India * State : Haryana * District : Ambala *
Sub District : Ambala * Birth City/Village/Town : Addu Majra (278) *
[Save & Continue](#)

Note : All fields marked with * are compulsory


MISClient Version :- 1.0.5577.28659

Please follow below mentioned steps for class selection screen:

1. Select 'Class' in which student is to be admitted. Only wing wise classes will be shown to the user. E.g. For a primary school, only First to Fifth classes will be shown.
2. Select the 'Date of Birth' of student from calendar icon button. Age appropriateness criteria must be complied.
3. Student's 'Age' as on date will automatically be calculated once Date of Birth of student is entered.
4. Enter unique 'Admission Number' maintained in Admission Register at School level.

5. Select the 'Date of Admission'. The default date is today. User can select any date between Academic year start Date and today's Date on the basis of his/her admission in the class.
Do not enter future date.
6. Select whether the student has Aadhaar card or not.
7. Enter 'Aadhaar number'/'EID' number of student whichever applicable. (Only in case student is enrolled for Aadhaar and his/her Aadhaar No. is not allotted yet, in that case EID is to be entered).
Note: Enrolment Identification Number (EID) is a 28 digit numeric character. The format of the same is EA Code - 4 digit, Station Code - 5 digit, Sequence - 5 digit, YYYYMMDD - 8 digit and HH:MM:SS - 6 digit.
8. Enter Student's 'Full name as on Aadhaar card'. Note that if the name of student is different on Aadhaar and any other certificate, then the name on Aadhaar is to be considered as valid and the same is to be entered in the system.
9. Enter student's 'Name in local language'. For this, you may use google input tool for Hindi typing.
10. Select the 'Gender'.
11. Select whether the student is 'Domicile of Haryana' or not.
12. Select the 'Nationality' of the Student from dropdown. Default is India.
13. Select the 'Place of birth' details:
 - a. Select 'Country'. Default is India. If selected other than India, then only 'City/Village/Town' is to be entered.
 - b. Select 'State'. Default is Haryana.
 - c. Select 'District' from the list which is populated according to the State selected above.
 - d. Select 'Sub District' from the list which is populated according to the District selected above. Sub District means Tehsil.
 - e. Select the Birth 'City/ Village/ Town'.**# Note:** If any of the value of Country, City/Village/Town, State, District, and Sub-district is not found then please put a request to the call center. The same will be added in the master if valid.
14. Review again that the information filled is correct. Click on 'Save & Continue' button.


Parent / Guardian Details



**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 06:21:23 PM

Welcome, **Government Senior Secondary S...**

 [Go to Menu](#)

Student Name : Reyansh

Class : Sixth **Admission Number :** 11

Data Entry Incomplete ☐ Data Entry Complete ☒

[Edit Mode](#)

Personal | Parent/Guardian | Address | Contact | Photo | Reservation | Disabilities | Genetic Disorder | Other | Bank Account

[Add New Student](#)

Note : All fields marked with * are compulsory

Father Details :-

Is Alive? : *

Title : *

Father's Full Name as on Aadhaar Card : *

Father's Aadhaar Number :

Is Father involved in unclean Occupation? : *

Father's Occupation : *

Father's Highest Qualification : *

Father's PAN :

Is income Tax Payee? : *

Mother Details :-

Is Alive? : *

Title : *

Mother's Full Name as on Aadhaar Card : *

Mother's Aadhaar Number :

Is Mother involved in unclean Occupation? : *

Mother's Occupation : *

Mother's Highest Qualification : *

Mother's PAN :

Is income Tax Payee? : *

Local Guardian Of Student is other than parents : Y

Title : Mr.

Guardian's Full Name as on Aadhaar Card : Rupak Rakesh Gupta

Guardian's Aadhaar Number :

Relation of Guardian : Uncle

Guardian's Occupation : Haryana State Govt. Employee

Annual Income of Family (Parent's together OR Guardian's) (in Rs.) : 5000000

Does the student belong to Below Poverty Line family? : N

Below Poverty Line Certificate Number :

Certificate Issuing Authority :

Certificate Issued Date : 01/01/1990

Save & Continue

Please follow below mentioned steps for filling Parent/Guardian Details.

Father's / Mother's Details:

1. Enter Father's/Mother's full name as on Aadhaar card.
2. Enter Father's/Mother's Aadhaar number if any.
3. Select whether Father/Mother is involved in unclean occupation or not.
4. Select Father's/Mother's Occupation.
5. Select Father's/Mother's Highest Educational Qualification.
6. Enter Father's/Mother's Permanent Account Number issued by Income Tax Department.
7. Select whether Father/Mother is Income tax payee or not.

Guardian Details (if applicable):

8. Select if Local Guardian of student is other than parents.
9. Enter Guardian's full name as on Aadhaar card.
10. Enter Guardian's Aadhaar number if any.
11. Select Relation of Guardian with the student.
12. Select Guardian's Occupation.

Annual Income Details:


13. Enter annual income of the family (parents together or guardian).

14. If annual income is less than Rs.2 lakhs, then only user can enter 'below poverty line' details of the student.
15. Select whether the student belong to Below Poverty Line family.


BPL Certificate Details (if applicable)

16. Enter 'Below Poverty Line Certificate number'.
 17. Enter the name of Certificate Issuing Authority.
 18. Enter Certificate Issuing Date.
-
15. Review again that the information filled in is correct. Click on 'Save & Continue' button.

Address Details

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 06:31:58 PM
Welcome, Government Senior Secondary S...

 Go to Menu

Student Name : Reyansh
Class : Sixth Admission Number : 11

Data Entry Incomplete ☐ Data Entry Complete ☒ Edit Mode

Add New Student

PersonalParent/GuardianAddressContactPhotoReservationDisabilitiesGenetic DisorderOtherBank Account

Current Residential Address :
Country : India
State : Haryana
District : Ambala
CD Block : AMBALA-I
Sub District : Ambala
Birth City/Village/Town : Addu Majra (278)
Address Line 1 : Behind Green Cafe, Station Road
Address Line 2 :
Address Line 3 :
Pincode : 324568
Distance of Current Residential Address from school (in Kms) : 1.1

Note : All fields marked with * are compulsory


Country : India
State : Haryana
District : Ambala
CD Block : AMBALA-I
Sub District : Ambala
Birth City/Village/Town : Addu Majra (278)
Address Line 1 : Behind Green Cafe, Station Road
Address Line 2 :
Address Line 3 :
Pincode : 324568

Save & Continue


Please follow below mentioned steps for filling Address Details of student.

1. Enter current residential address of student
2. Country and State are selected as India and Haryana respectively by default
3. Select District from the list which is populated according to the State that the user has selected earlier.
4. Select Community Development Block from the list which is populated according to the District that the user has selected earlier.
5. Select Sub District from the list which is populated according to the District that the user has selected earlier.(Sub-District means Tehsil for this purpose).
6. Select City/Village/Town from the list which is populated according to the Sub District that the user has selected earlier.
7. Enter Address. In Address field, do not write State/District/Sub District/Pin code. Enter building number, ward number etc.
8. Enter Pin Code.
9. Enter the distance between the current residential address of student and school in Kilometers. Do not enter distance more than 99.99 kms.
10. Enter the Permanent address details separately if those are not same as current residential address entered above.
11. Review again that the information filled in is correct. Click on 'Save & Continue' button.

Contact Details

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 06:38:50 PM
Welcome, Government Senior Secondary S...

 Go to Menu

Student Name : Reyansh Rahul Rai
Class : Sixth Admission Number : 11

Data Entry Incomplete ☐ Data Entry Complete ☒

Edit Mode

Add New Student

Personal Parent/Guardian Address Contact Photo Reservation Disabilities Genetic Disorder Other Bank Account

Area Code Landline No.

Residential Landline number : 172 24578925

Student's Mobile Number : 9420145678

Student's Email Id : reyansh@mail.com

Father's Email Id : rahul@mail.com

Mother's Email Id : nisha@mail.com

Guardian's Email Id : rupak@mail.com

Father's Mobile Number : 9420145678

Mother's Mobile Number : 9420145678


Guardian's Mobile Number : 9420145678

Save & Continue


Please follow below mentioned steps for filling Contact Details of student.

1. This section is non mandatory. You may skip this. You may update this section later.
2. Enter Area STD code and residential landline number of the student (if any). Do not enter STD code which is less than 2 digits or more than 5 digits. Do not enter landline number more than 8 digits.
3. Enter Email ID and Mobile No. of Student/Father/Mother/Guardian (if any). Do not enter mobile number more than 10 digits.
4. Review again that the information filled in is correct. Click on 'Save & Continue' button.

Photo Details

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 06:41:06 PM
Welcome, Government Senior Secondary S...

 Go to Menu

Student Name : Reyansh Rahul Rai
Class : Sixth Admission Number : 11

Data Entry Incomplete ☐ Data Entry Complete ☒ Edit Mode

Add New Student

Personal Parent/Guardian Address Contact Photo Reservation Disabilities Genetic Disorder Other Bank Account

Note : All fields marked with * are compulsory

Browse and select students photo:-

Browse

Photo :-






Photo Upload Guidelines and Validations :
1. File should be in *.jpeg, *.jpg 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.

Save & Continue

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 06:42:14 PM
Welcome, Government Senior Secondary S...

 Go to Menu

Student Name : Reyansh Rahul Rai
Class : Sixth Admission Number : 11

Data Entry Incomplete ☐ Data Entry Complete ☒ Edit Mode

Add New Student

Personal Parent/Guardian Address Contact Photo Reservation Disabilities Genetic Disorder Other Bank Account

Note : All fields marked with * are compulsory

Browse and select students photo:-

E:\MIS\PHOTO and SIGN for testing\Student_Demo_Pic.jpg Browse

Photo :-




Photo Upload Guidelines and Validations :
1. File should be in *.jpeg, *.jpg 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.

Save & Continue


Please follow below guidelines for uploading a photo of student.


Note: The guidelines for the photograph are as follows:

- a) File should be in *.jpeg, *.jpg and *.png format only.
- b) Size of the file should not exceed 50 KB.
- c) Image size should be 100 pixels by 128 pixels with tolerance of plus minus 2 pixels.

I. Browse the photograph. Click on 'Save & Continue' button.

Reservation Details

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 07:01:04 PM
Welcome, Government Senior Secondary S...
 [Go to Menu](#)

Student Name : Reyansh Rahul Rai
Class : Sixth **Admission Number :** 11

Data Entry Incomplete ☐ Data Entry Complete ☒ [Edit Mode](#)

[Add New Student](#)

[Personal](#) [Parent/Guardian](#) [Address](#) [Contact](#) [Photo](#) [Reservation](#) [Disabilities](#) [Genetic Disorder](#) [Other](#) [Bank Account](#)

Note : All fields marked with * are compulsory

Religion :

Category :

Caste :

Caste Certificate Number :

Certificate Issuing Authority :

Certificate Issued Date :

[Save & Continue](#)

Please follow below mentioned steps for filling reservation details of student.

1. Select Religion of the student from the dropdown.
2. Select Category.
3. Select Caste from the list which is populated according to the Category that the user has selected earlier.
4. Enter Caste Certificate Number if student belongs to reserved category.
5. Enter the name of Caste Certificate Issuing Authority.
6. Enter Caste Certificate Issued Date.
7. Review again that the information filled in is correct. Click on 'Save & Continue' button.

Note: If the caste is not found in the dropdown, please contact the call center, if valid, the caste will be added in the master.

Disabilities

[illegible]

Disabilities of Garima Singh

Disability :

Vision Impairment (Blindness)

Percentage of Impairment :

1

Do you have the disability certificate issued by district civil surgeon?:

Y

Upload the Disability Certificate issued by district civil surgeon :

C:\Users\swapnilra\Desktop\073-Disability-Certificate.jpg

Browse

Note : All fields marked with * are compulsory

Certificate Preview :-

DISABILITY CERTIFICATE

Date _____

This is to certify that _____

has been under my professional care and was totally incapacitated.

from _____ to _____

REMARKS _____

DR. _____


Note : Attaching certificate does not mean saving certificate details, one needs to click Save button to save certificate details.

Save

If student is not disabled, select No and click 'Save & Continue'

- # **Notes:** For disability certificate only, jpg, jpeg and pdf file types are accepted and the file size


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**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 07:28:43 PM

Welcome, **Government Senior Secondary S...**

 [Go to Menu](#)

Student Name : Reyansh Rahul Rai

Class : Sixth **Admission Number :** 11

Data Entry Incomplete ☐ Data Entry Complete ☒ [Edit Mode](#)

[Add New Student](#)

[Personal](#) [Parent/Guardian](#) [Address](#) [Contact](#) [Photo](#) [Reservation](#) [Disabilities](#) [Genetic Disorder](#) [Other](#) [Bank Account](#)

Note : All fields marked with * are compulsory

Does Student have Genetic Disorder? :

Genetic Disorder :


☒ Color Blindness
☐ Haemophilia
☐ Deletion syndrome
☐ Angelman syndrome
☐ Canavan disease
☐ Charcot-Marie-Tooth disease
☐ Cri du chat
☐ Cystic fibrosis
☐ Down syndrome
☐ Duchenne muscular dystrophy
☐ Haemochromatosis
☐ Klinefelter syndrome
☐ Neurofibromatosis
☐ Phenylketonuria
☐ Polycystic kidney disease
☐ Prader-Willi syndrome
☐ Sickle-cell disease
☐ Tay-Sachs disease
☐ Turner syndrome


[Save & Continue](#)

Please follow below mentioned guidelines for entering Genetic Disorder details (if any).

1. If student does not have genetic disorder, select No and click 'Save & Continue'.
2. If student has genetic disorder, select yes and then select the Genetic Disorder from the list.
3. Review again that the information filled in is correct. Click on 'Save & Continue'.

Other Details

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 07:33:16 PM
Welcome, **Government Senior Secondary S...**
 **Go to Menu**

Student Name : Reyansh Rahul Rai
Class : Sixth Admission Number : 11

Data Entry Incomplete ☐ Data Entry Complete ☒ [Edit Mode](#)

[Add New Student](#)

[Personal](#) [Parent/Guardian](#) [Address](#) [Contact](#) [Photo](#) [Reservation](#) [Disabilities](#) [Genetic Disorder](#) [Other](#) [Bank Account](#)

Student's Hobbies :

Playing Carrom

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


BNP Scholarship

[Save & Continue](#)

Please follow below mentioned steps for filling other details of the student.

1. This section is non mandatory. You may skip this. You may update this section later.
2. Enter Student's hobbies if any in the text area.
3. Enter Student's Past Achievements (SPAT/Sports/Scholarships) if any.
4. Review again that the information filled in is correct. Click on 'Save & Continue'.

Student Bank Details



**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 07:35:23 PM

Welcome, **Government Senior Secondary S...**

[Go to Menu](#)

Student Name : Reyansh Rahul Rai

Class : Sixth **Admission Number :** 11

Data Entry Incomplete ☐ Data Entry Complete ☒ [Edit Mode](#)

[Add New Student](#)

Personal

Parent/Guardian

Address

Contact

Photo

Reservation

Disabilities

Genetic Disorder

Other

Bank Account

Name as on Passbook / Cheque book :

Account Number :

Re-enter Account Number :

Is this Joint Account :

Account Type : ☒ Saving ☐ Current

[Click here to select your bank...](#)

IFSC Number :

Bank Name :

Branch Name :

Branch Address :

Joint Account Holder Name :

Account Relation :

[Save & Continue](#)

Find Your Bank

Note : Press Esc to close the form

. If you are aware of the IFSC Number please input the same in the IFSC Number, keep the other fields blank and click on search.

. If you do not know the IFSC Number please search using the Bank and branch name fields.

☐ IFSC Number :

OR


☒ Bank Name : **AND** Branch Name :

[Search](#)

[Close](#)

Note : Double click row to select bank


Sr No.	Bank Name	IFSC Code	Branch Name	Address
1	AXIS BANK	UTIB0000067	PANCHKULA	S.C.O 11~SECTOR 10 PAN...
2	AXIS BANK	UTIB0001132	SECTOR 20~ PANC...	GROUND FLOOR & BASEM...
3	AXIS BANK	UTIB0001752	PANCHKULA	GROUND FLOOR~ FIRST F...



**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 07:39:10 PM

Welcome, **Government Senior Secondary S...**

 [Go to Menu](#)

Student Name : Reyansh Rahul Rai

Class : Sixth **Admission Number :** 11

Data Entry Incomplete ☐ Data Entry Complete ☒ [Edit Mode](#)

Add New Student

Personal

Parent/Guardian

Address

Contact

Photo

Reservation

Disabilities

Genetic Disorder

Other

Bank Account

Name as on Passbook / Cheque book :

Account Number :

Re-enter Account Number :

Is this Joint Account :

Account Type : ☒ Saving ☐ Current

Click here to select your bank..

IFSC Number :

Bank Name :

Branch Name :


Branch Address :

Joint Account Holder Name :


Account Relation :

Below mentioned are the guidelines for entering students' bank details.

5. This section is non mandatory. You may skip this. You may update this section later.
6. Enter account holder/ joint account holder's name as on Passbook / Cheque book.
7. Enter Account Number.
8. Re-enter Account Number.
9. Select if it's a joint account.
10. Enter joint account holder's name if applicable and select relation of the student with the joint account holder.
11. Select account type e.g. savings account.
12. Click on hyper link '**Click here to select your Bank**'. A pop up '**Find your bank**' will appear.
13. Enter IFSC number OR enter bank name and branch name. Click on search.
14. Select your bank from the list.
15. Select the account status.
16. Click on 'Save and Proceed.'

**Government of Haryana,
School Management Information System**

Current DateTime : 10-APR-2015 07:42:28 PM
Welcome, Government Senior Secondary S...

 Go to Menu

Student Name : Reyansh Rahul Rai
Class : Sixth Admission Number : 11

Data Entry Incomplete ☐ Data Entry Complete ☒ Edit Mode

Add New Student

Personal Parent/Guardian Address Contact Photo Reservation Disabilities Genetic Disorder Other Bank Account


Name as on Passbook / Cheque book : Reyansh Rahul Rai

Account MISClient_Staging_Server

Re-enter Account

Is this Joint

Account

 Bank Account details of Reyansh Rahul Rai saved successfully.
After clicking OK, You will be redirected first section for new data entry

OK

IFSC Number : AXIS BANK

Bank Name : UTIB0000067

Branch Name : PANCHKULA

Branch Address : S.C.O 11~SECTOR 10 PANCHKULA

Save & Continue

17. Click on Ok. This will redirect to new data entry.

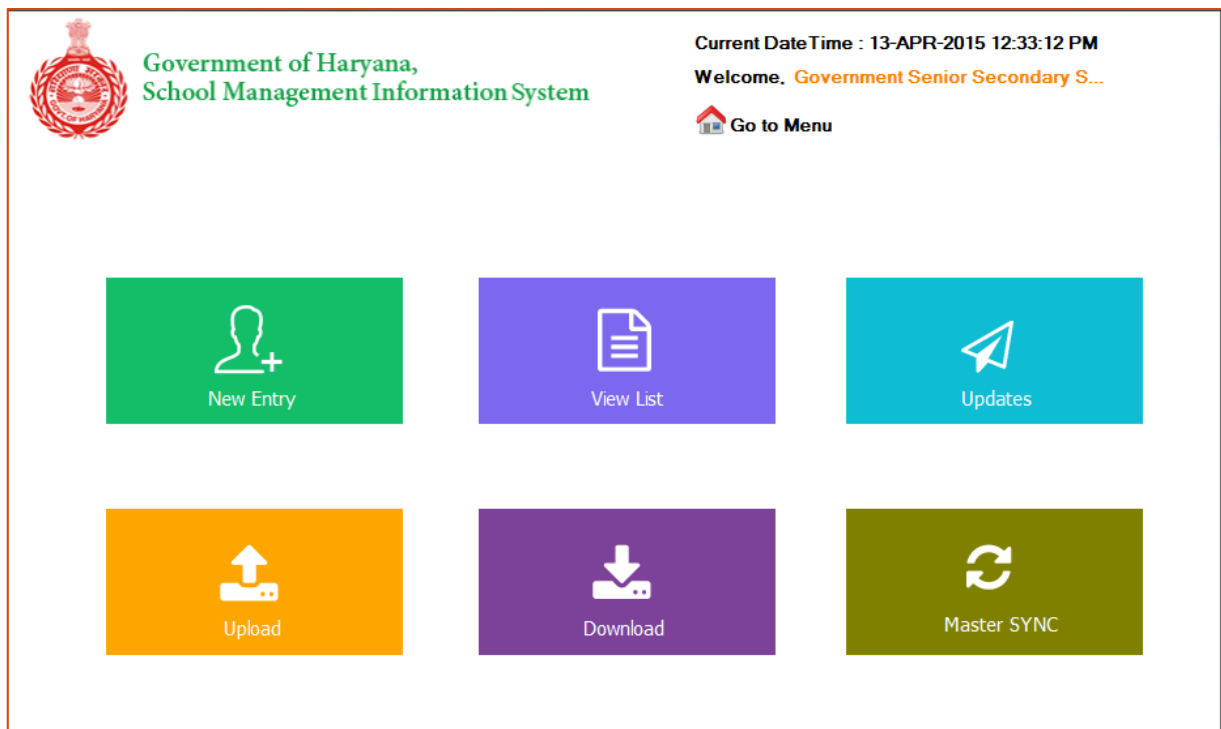
Upload

Once the data entry of student is complete, school must upload the data. The uploaded student data will be reflected under Pending Admission menu on online portal. Note that for uploading the data, internet is required. Uploading the data is a long running operation and may take few minutes. Once you start uploading the data, don't close the application abruptly.

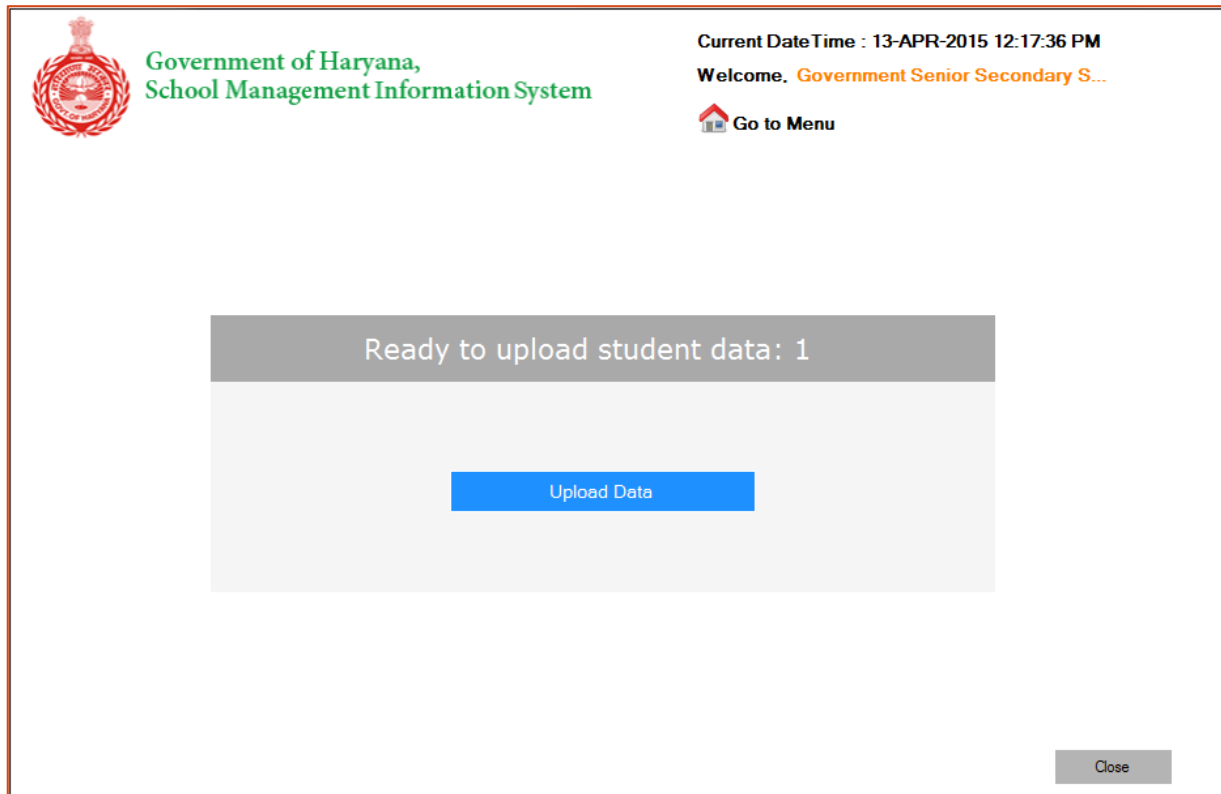
School has to update 'Sibling details', if any, only on the portal.

Below mentioned are the guidelines for uploading the data.

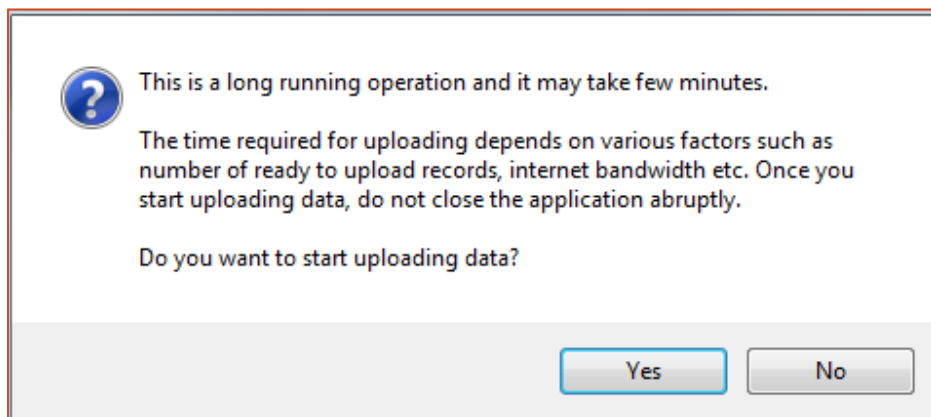
- I. Click on 'Upload' tile.



2. Ready to upload student count will be displayed. Click on 'Upload Data' button.



3. Please read the instructions given on the screen carefully. Click on 'Yes' to start uploading the data. This will initiate the uploading process.



4. 'Student(s) data uploaded successfully!' message will be shown. You may save the log for reference purpose. To save the log, click on 'Save Log' button.

Upload Log

Uploading student data to the server...

1 student record(s) are pending for upload.

Note: Maximum 10 students' data will be uploaded in a packet.

Total 1 packet(s) will be sent.

Sending Packet# 1

Retrieving student details...

Preparing packet...

Uploading the packet...

Server Response: OK

The packet is uploaded successfully!

Downloading admission status, please wait...

1 student(s) details uploaded successfully!

Save Log

Close

5. The uploaded student will be reflected under Pending Admission menu. This may take few minutes to reflect the data. You may update the sibling details (if any) from here. Click on 'Edit' to update the sibling details (if any).

Pending Admissions

School NameGovernment Senior Secondary School, Ambala City (Prem Nagar)School Code9

LocationAmbala

Pending Admissions for Academic Year

CopyPrintSave

Search:Go!

Sr.No.	Student Name	Personal Details	Parent/Guardian Details	Sibling Details	Address Details	Contact Details	Photo	Reservation Details	Disability Details	Genetic Disorder
1	Reyansh Rahul Rai	✓	✓	Edit	✓	✓	✓	✓	✓	✓

Go back to Class Selection

Showing 1 - 1 Of 1