



School Management Information System

- User Guide for Student Admission

Department of School Education, Haryana

26-Mar-15

Versions

Version	Comments
VI.5	Following things are included in this version : Fresh Admission , Pending Admission , Re Admission , Section Allocation & Subject Selection , Roll Number Allocation , Edit Student Profile , Student Attendance , Marks Entry
VI.6	Following things are included in this version : Updated screen shots, updated screens of Disability & Genetic Disorder, Next Previous buttons.
VI.7	Following things are included in this version : Updated screen shots.
VI.8	Following things are included in this version : School Leaving, Student Transition, Updated Re admission screen.
VI.9	Following things are included in this version : Updated photo upload functionality
VI.10	Following things are included in this version : Updated Section Allocation and Subject Selection functionality. Stream/subject change functionality.
VI.11	Following things are included in this version : Updated functionalities and screen shots.

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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Student Admission

Following are menus under Student Admission:

- **Fresh Admission:** It is an admission process for students who do not have Student Registration Number (SRN) and whose records will be entered in the system for the first time.
- **Pending Admission:** It is an admission process for students who do not have Student Registration Number (SRN) but their partial / complete records are entered in the system.
- **School Leaving:** With the help of this menu, a student can be relieved from the school.
- **Re Admission:** It is an admission process for students who have Student Registration Number (SRN) generated and wish to transfer from other school to your school.
- **Student Transition:** students are shifted to next higher class. The student must have 'Student Registration Number for this process. Note that the class and sections must be already defined before performing the Student Transitions.
- **Edit Student Profile:** Edit required details of already admitted students.
- **Section Allocation and Subject Selection:** Subjects and section can be allocated to a student once the Student Registration Number (SRN) is generated.
- **Roll Number Allocation:** In order to allocate roll numbers, Section Allocation & Subject Selection step should be completed in advance.
- **Stream / Subject Change:** This menu enables the user to change stream and subjects for all classes.

Note: All the above admissions would be done in current academic year only.

Student Management

Following are menus under Student Management:

- **Student Attendance:** Attendance can be marked for a section of a class over a range of date. Only students who are on leave and absent are to be entered. It is implied that rest are present for the day.

Fresh Admission

It is an admission process for students who do not have Student Registration Number (SRN) and whose records will be entered in the system for the first time.

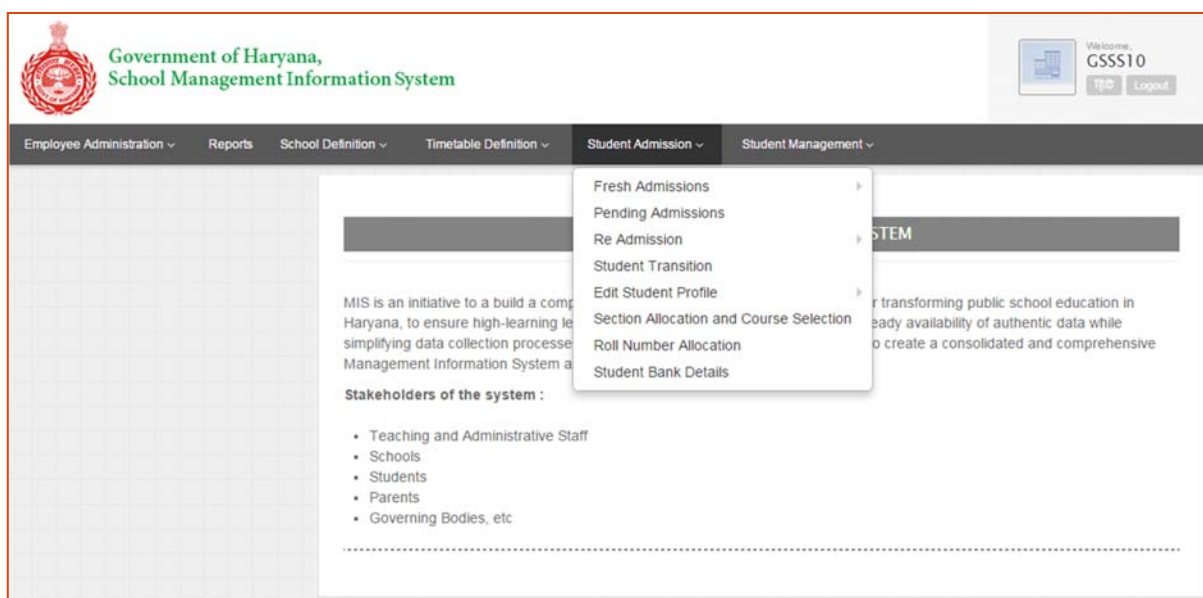
In Fresh Admission, students' personal details, parent/guardian details, sibling details, address details, contact details, photo details, reservation details, disabilities/genetic disorder etc. are captured. It is advised that the duly filled student admission form of particular student should be with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

Once all the relevant details of the student are entered by the user in the system, Admission Review menu allows the user to revise the entered information of the student. Once the duly filled information is confirmed by the user, SRN generation menu generates unique 10 digit number.

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

How to go to Fresh Admission?

- Student Admission >> Fresh Admission




Class Selection

Class Selection

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016


Select class *

Date Of Birth * 

Student's age as on 01-Apr-2015

[View Age/Class Appropriateness Criteria](#)

Enrollment Details

Date of admission for this class * 

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. To view the age appropriateness criteria, click on 'View Age/Class Appropriateness Criteria'.
3. Student's 'Age' as on date will automatically be calculated once Date of Birth of student is entered.
4. Select the 'Date of Admission for this class'. 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.

Personal Details

Personal Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Admission Number * 123

Title *

Full Name as on Aadhaar Card *

Name in local Language

(**Note** : Please press 'Space' after typing a complete word. For eg. Rohit 'space' Sharma 'space', so that the output will be 'रोहित शर्मा'.

Please do not press 'Space' after typing a letter. For eg. R 'space' O 'space' H 'space' and so on. The output here will be 'र ओ ह ई टी स ह अ र म अ')

Date Of Birth 01-May-2003

Age 11

Gender * ☒ Male ☐ Female

Aadhaar Number (if any)

EID Number (if any)

(**Note** :Please enter your complete 28 digit EID number above.

Eg. If your Enrollment no. is 1234/10480/02615 and Date Time is 2010/08/31 15:05:00

(YYYY/MM/DD HHMMSS),

Your EID will be 1234104800261520100831150500.)

Domicile Of Haryana? * ☒ Yes ☐ No

Nationality *

India

Place Of Birth *

Country *

India

State *

Haryana

District *

Ambala

Sub-district/Tehsil *

Ambala

City/Village/Town *

Ambala (M CI)

Save and Proceed

Clear

Skip

Please follow below mentioned steps for filling Personal Details:

1. Enter unique 'Admission Number' maintained in Admission Register at School level.
2. Select the 'Title'. E.g., Mr., Ms.
3. Enter Student's 'Full name as on Aadhaar card'.
4. Enter student's 'Name in local language'. Please press 'Space' after typing each word which will convert the word in English to local language automatically.
5. Student's 'Date of Birth' and 'Age' will be auto filled from previous page.
6. Gender will be auto selected once you select the title.
7. Enter 'Aadhaar number' of student if available.
8. Enter student's 'EID number' if available (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.
9. Select whether the student is 'Domicile of Haryana' or not.
10. Select the 'Nationality' of the Student from dropdown. Default is India.
11. Select the 'Place of birth' details:
 - 11.1. Select 'Country'. Default is India. If selected other than India, then only 'City/Village/Town' is to be entered.
 - 11.2. Select 'State'. Default is Haryana.
 - 11.3. Select 'District' from the list which is populated according to the State selected above.

► Page 9

11.4. Select 'Sub District' from the list which is populated according to the District selected above.

Sub District means Tehsil.

11.5. Select the Birth 'City/ Village/ Town'.

12. Review again that the information filled in is correct.
13. Click on 'Save and Proceed' button to save above entered information. 'Record Added/Updated successfully' message will be displayed.
14. Click on 'Skip' to skip this page and go to next page.
15. To clear the entered information, click on 'Clear' button.

Parent / Guardian Details

Parent/Guardian Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Is Father alive? * ☒ Yes ☐ No

Title * ▼

Father's Full Name as on Aadhaar Card *

Father's Aadhaar Number

Is Father involved in unclean occupation? * ☐ Yes ☒ No

Father's Occupation * ▼

Father's Highest Qualification * ▼

Father's PAN

Is Income Tax Payer? * ☒ Yes ☐ No

Is Mother alive? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Title *	<input type="text" value="Mrs."/> ▼
Mother's Full Name as on Aadhaar Card *	<input type="text" value="ANITA"/>
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="Haryana State Govt. Empl..."/> ▼
Mother's Highest Qualification *	<input type="text" value="Master's Degree Holder"/> ▼
Mother's PAN	<input type="text" value="Mother's Permanent Account Nu"/>
Is Income Tax Payer? *	<input checked="" type="radio"/> Yes <input type="radio"/> No

Local Guardian of student is other than parents *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Title *	<input type="text" value="Mr."/> ▼
Guardian's Full Name as on Aadhaar Card *	<input type="text" value="Amar"/>
Guardian's Aadhaar Number	<input type="text" value="Enter Guardian's Aadhaar Numb"/>
Relation of Guardian *	<input type="text" value="Uncle"/> ▼
Guardian's Occupation *	<input type="text" value="Haryana State Govt. Empl..."/> ▼

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

12344

Does the student belong
to Below Poverty Line
family? *

☒ Yes ☐ No

Below Poverty Line
Certificate Number *

xc234

Certificate Issuing
Authority *

State Magistrate

Certificate Issued Date *

25-Jul-1986

Prev

Save and Proceed

Clear

Skip

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

Father's / Mother's Details:

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

Guardian Details (if applicable):

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

Annual Income Details:

16. Enter annual income of the family (parents together or guardian).
17. If annual income is less than Rs.2 lakhs, then only user can enter 'below poverty line' details of the student.
18. Select whether the student belong to Below Poverty Line family.

BPL Certificate Details (if applicable)

19. Enter 'Below Poverty Line Certificate number'.
20. Enter the name of Certificate Issuing Authority.
21. Enter Certificate Issuing Date.
22. Review again that the information filled in is correct.
23. Click on 'Prev' (Previous page) button to go back to the previous page.
24. Click on 'Save and Proceed' button to save above entered information. 'Record Added/Updated successfully' message will be displayed.
25. Click on 'Skip' to skip this page and go to next page.
26. To clear the entered information, click on 'Clear' button.

Siblings Details

Search Sibling

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

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 be admitted after this student, then skip this for now and add this student as sibling later to him/her.

Already added siblings:

CopyPrintSave

Search: Search by name

Sr.No.	SRN	Name	Father's Name	Date of birth	Class	Relation
1	1503987074	ARSH	KEWAL KRISHAN	07-Apr-2000	Tenth	Brother

Add new sibling:

Student Registration Number (SRN) of the sibling

Advance Search

Prev

Search

Clear

Skip

Please follow below mentioned steps for Sibling Details.

1. If no sibling is studying in this school, then skip this section.
2. Sibling can only be assigned to a student if sibling's SRN (Student Registration Number) is generated (i.e. sibling's admission is complete)
3. User can find a sibling by searching either by SRN (if known) or by Aadhaar number/Class/Section/Name. Then user can assign him/her as sibling to a student.
4. Review again that the information filled in is correct.
5. Click on 'Prev' (Previous page) button to go back to the previous page.
6. Click on 'Save and Proceed' button to save above entered information. 'Record Added/Updated successfully' message will be displayed.
7. Click on 'Skip' to skip this page and go to next page.
8. To clear the search & entered information, click on 'Clear and Go Back' button.

Address Details

Address Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Current Residential Address *

Country * India

State * Haryana

District * Ambala

CD Block * Ambala-I

Sub-district/Tehsil * Ambala

City/Village/Town * Ambala (M CI)

Address : * MG Road

Enter Address Line 2

Enter Address Line 3

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

Pincode : 123123

Distance of Current Residential Address from school (in Kms): * 4

(Note: Please enter the distance between 0.01 KM to 99.99 KM.)

Is permanent address same as current residential address. * ☐ Yes ☒ No

Permanent Address *

Country *	<input type="text" value="India"/>
State *	<input type="text" value="Haryana"/>
District *	<input type="text" value="Ambala"/>
CD Block *	<input type="text" value="Ambala-I"/>
Sub-district/Tehsil *	<input type="text" value="Ambala"/>
City/Village/Town *	<input type="text" value="Ambala (M CI)"/>
Address : *	<input type="text" value="Sector 17"/>
	<input type="text" value="Enter Address Line 2"/>
	<input type="text" value="Enter Address Line 3"/>
Pincode :	<input type="text" value="123432"/>
<div><input type="button" value="Prev"/> <input type="button" value="Save and Proceed"/> <input type="button" value="Clear"/> <input type="button" value="Skip"/></div>	

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.
12. Click on 'Prev' (Previous page) button to go back to the previous page.
13. Click on 'Save and Proceed' button to save above entered information. 'Record Added/Updated successfully' message will be displayed.
14. Click on 'Skip' to skip this page and go to next page.
15. To clear the search & entered information, click on 'Clear' button.

Contact Details

Contact Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

(Note: Please do not prepend '0' in area code.)

Residential Landline number

+91 - 214 2231212

Email ID

Mobile No.

Student

abhishek@a.com

+91 - 9090909090

Father

amit@a.com

+91 - 9090909090

Mother

anita@a.com

+91 - 9090909090

Guardian

amar@a.com

+91 - 9090909090

Prev

Save and Proceed

Clear

Skip

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

1. 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.
2. Enter Email ID and Mobile No. of Student/Father/Mother/Guardian (if any). Do not enter mobile number more than 10 digits.
3. Review again that the information filled in is correct.
4. Click on 'Prev' (Previous page) button to go back to the previous page.
5. Click on 'Save and Proceed' button to save above entered information. 'Record Added/Updated successfully' message will be displayed.
6. Click on 'Skip' to skip this page and go to next page.
7. To clear the search & entered information, click on 'Clear' button.

Photo Details

Upload Photo

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Guidelines for Photograph:
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.

Browse Photograph * No file selected.

Please follow below guidelines for uploading a photo of student.

1. Go to Student Admission > Fresh Admission > Photo Details.
2. Click on Browse button.
3. Click on 'Prev' (Previous page) button to go back to the previous page.
4. Click on 'Skip' to skip this page and go to next page.
5. Select a photo from your computer.
6. Once a photo is selected, Image Crop tool is displayed.
7. For cropping an image, please perform below steps:
 - 7.1. Drag the bottom right corner of the image selector to bottom/right. Drag it to the extent that after repositioning the selected area to the center of the image, student's face is clearly visible.

Image Editor

 Apply

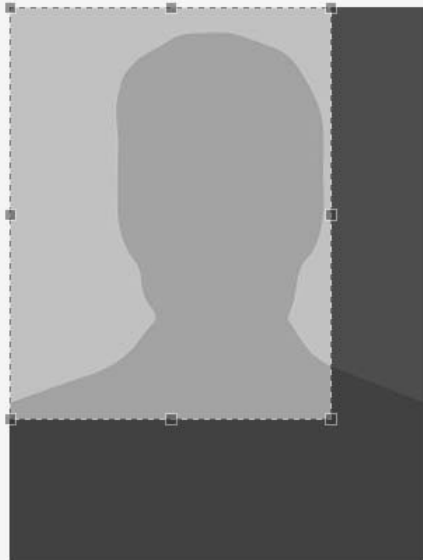
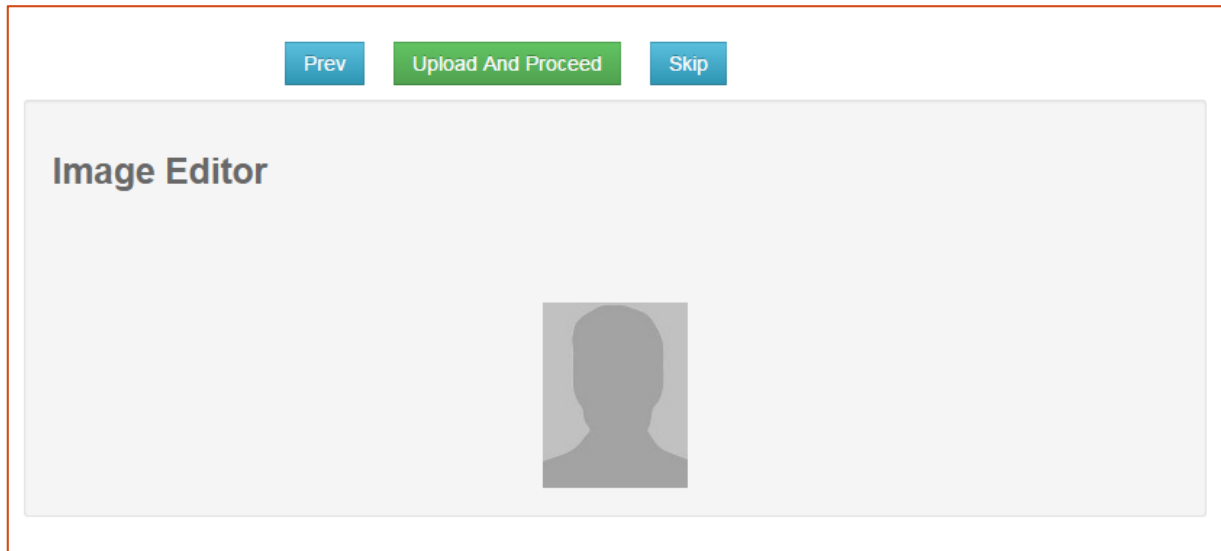


Image Editor

 Apply



7.2. Click on Apply button to crop an image.



- 7.3. Finally click on Upload and Proceed button to upload a photo and proceed to Reservation Details.
8. If the uploaded photo is to be changed or removed, click on Photo Details again. Click on Change button to delete the previous photo and upload another photo of the student.
OR click on Remove button to delete the existing photo of the student.
9. If Change button is selected in above step, perform the same procedure from point no.2 mentioned above.

Reservation Details

Student's Reservation Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Religion * Hindu

Category * SC

Caste * Ad Dharmi

Caste Certificate Number cv12

Certificate Issuing Authority State Magistrate

Certificate Issued Date 11-Apr-2007

Prev

Save and Proceed

Clear

Skip

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.
8. Click on 'Prev' (Previous page) button to go back to the previous page.
9. Click on 'Save and Proceed' button to save above entered information. 'Record Added/Updated successfully' message will be displayed.
10. Click on 'Skip' to skip this page and go to next page.
11. To clear the search & entered information, click on 'Clear' button.

Note: If the caste is not found in the dropdown, please contact the administrator through email given on the portal.

Disabilities

Disability Profile

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Is Student Disabled? ☒ Yes ☐ No

Prev

Proceed

Skip

Note : You can select multiple disabilities.

Disability *

Percentage of Impairment *

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

(**Note :** 1. File should be in *.jpeg *.jpg *.pdf format only.
2. File size should not exceed 100KB.)

Prev

Save

Clear

Skip

Copy Print Save ▼

Search: Go!

Sr.No.	Disability	Percentage of Impairment	Disability Certificate	Update	Delete
No data available in table					

Please follow below mentioned steps for entering disability details of student (if any).

1. If student is disabled, select Yes and click 'Proceed'.
2. If student is not disabled, select No and click 'Proceed'.
3. If student is disabled, select disability from the dropdown.
4. Enter the percentage of the impairment that student has. E.g., 10.0
5. Select whether the student has disability certificate issued by the district civil surgeon.
6. If yes, browse and upload the scanned copy of the certificate.
7. Review again that the information filled in is correct.
8. Click on 'Save' button to save above entered information. 'Record added successfully' message will be displayed.
9. Click on 'Prev' (Previous page) button to go back to the previous page.
10. Click on 'Skip' button to skip this go to next page.
11. To clear the entered information, click on 'Clear' button.

Genetic Disorder

Genetic Disorder

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Does Student have
Genetic Disorder?

☒ Yes ☐ No

Prev

Proceed

Skip

☐ Color Blindness

☐ Haemophilia

☐ Deletion syndrome

☐ Angelman syndrome

☐ Canavan disease

☐ Charcot-Marie-Tooth disease

☐ Cri du cha

☐ 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

Prev

Save and Proceed

Clear

Skip

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

1. If student has genetic disorder, select Yes and click 'Proceed'.
2. If student does not have genetic disorder, select No and click 'Proceed'.
3. If student has genetic disorder, select the Genetic Disorder from the list.
4. Review again that the information filled in is correct.
5. Click on 'Save and Proceed' button to save above entered information. 'Record added successfully' message will be displayed.
6. Click on 'Prev' (Previous page) button to go back to the previous page.
7. Click on 'Skip' button to skip this and go to next page.
8. To clear the entered information, click on 'Clear' button.

Other Details

Other Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Student's Hobbies

Drawing

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

Enter past achievement details

Prev

Save and Proceed

Clear

Skip

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

1. Enter Student's hobbies if any in the text area.
2. Enter Student's Past Achievements (SPAT/Sports/Scholarships) if any.
3. Review again that the information filled in is correct.
4. Click on 'Save and Proceed' button to save above entered information. 'Record added successfully' message will be displayed.
5. Click on 'Prev' (Previous page) button to go back to the previous page.
6. Click on 'Skip' button to skip this and go to next page.
7. To clear the entered information, click on 'Clear' button.

Student Bank Details

Student Bank Account Details

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Name as on Passbook /
Cheque book *

Account Number *

Re-enter Account
Number *

Is this Joint Account * ☐ Yes ☒ No

Account Type * ☒ Savings ☐ Current

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

Account Status * ☒ ACTIVE ☐ INACTIVE

Find Your Bank

- 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 *

IFSC Number	Bank Name	Branch Name	Address	Select
HDFC0000131	HDFC BANK LTD	AMBALA CANTT	SHINGAR PALACE COMPLEXNICHOLSON ROADAMBALA CANTONM	Select
HDFC0000654	HDFC BANK LTD	AMBALA CITY - HARYANA	SCO NO.1 AND 2~SECTOR-7~VIVEK NAND CLOTH MARKET~OP	Select
HDFC0002562	HDFC BANK LTD	AMBALA CANT	HDFC BANK LTD.~ GREEN PARK~ MAHESH NAGAR~ AMBALA C	Select

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

1. Enter account holder/ joint account holder's name as on Passbook / Cheque book.
2. Enter Account Number.
3. Re-enter Account Number.
4. Select if it's a joint account.
5. Enter joint account holder's name if applicable and select relation of the student with the joint account holder.
6. Select account type e.g. savings account.
7. Click on the hyper link '**Click here to select your Bank**'. A pop up '**Find your bank**' will appear.
8. Enter IFSC number OR enter bank name and branch name. Click on search.
9. Select your bank from the list.
10. Select the account status.
11. Review again that the information filled in is correct.
12. Click on 'Save and Proceed' button to save above entered information. 'Record added successfully' message will be displayed.
13. Click on 'Prev' (Previous page) button to go back to the previous page.
14. Click on 'Skip' button to skip this and go to next page.
15. To clear the entered information, click on 'Clear' button.

Admission Review

Admission Review

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

Personal Details

Edit

Parent/Guardian Details

Edit

Sibling Details

Edit

Address Details

Edit

Contact Details

Edit

Photo Details

Edit

Reservation Details

Edit

Disabilities and Genetic Disorder

Edit

Other Details

Edit

Student Bank Details

Edit

Prev

Generate SRN

Below mentioned are the guidelines for entering details in Admission Review:

1. Review all the details of the student against each section.
2. Review the details by expanding the menus and edit the required once by clicking on 'Edit' button against each menu.
3. Click on 'Prev' (Previous page) button to go back to the previous page.
4. Click on 'Generate SRN' to go to SRN Generation page.

Student Registration Number Generation

Student Registration Number Generation

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Applicant	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123		

Profile Completion Status

Discard this entry & go to new admission

☒ I hereby confirm to generate the Student Registration Number.

Generate SRN

Student Registration Number Generation

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Academic Year 2015-2016

Student	Mr. ABHISHEK RAI	Class	Sixth
Admission Number	123	SRN	1505713299

Profile Completion Status

Search Another Student

Student Registration Number	1505713299	
Registration SMS and email is sent to:		
Student	+91- 9090909090	abhishek@a.com
Father	+91- 9090909090	amit@a.com
Mother	+91- 9090909090	anita@a.com
Uncle	+91- 9090909090	amar@a.com

Prev

Below mentioned are the guidelines for SRN Generation:

1. Please check on the confirmation check box.
2. Click on Generate SRN button.
3. Click on 'Prev' (Previous page) button to go back to the previous page.
4. Allocate section and subjects to the admitted student from 'Section Allocation and Subject Selection' menu.

Pending Admission

It is an admission process for students who do not have Student Registration Number (SRN) but their partial / complete records are entered in the system.

The student can be found in pending admissions if at least the student's 'Class Selection' details are saved successfully but the Student registration Number (SRN) is not generated. If the student's mandatory information is not filled completely, student's admission shall remain incomplete.

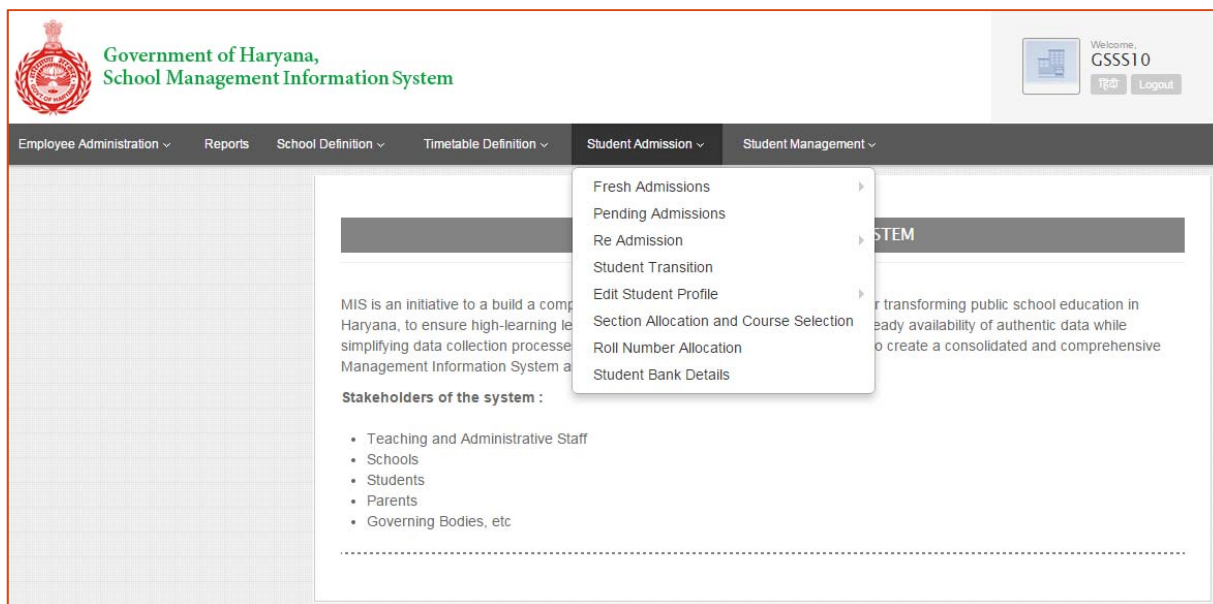
*If complete information of a student is not available, user can save the available data and update it later from **Pending Admission** menu.*

Pending Admission menu is designed to overcome below possible circumstances:

- Power cut in the midst of admitting a student
- If student's complete data is not available with the user etc.

How to go to Pending Admission?

- Student Admission >> Pending Admission



Pending Admissions

School Name	Govt. Senior Secondary School	School Code	10
Location	Pataudi (MC) , Gurgaon		
Pending Admissions for Academic Year 2014-2015			

Select class *

Select Stream *

[Proceed](#)

[Clear](#)

Pending Admissions

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

Search: [Go!](#)

Sibling Details	Address Details	Contact Details	Photo	Reservation Details	Disability Details	Genetic Disorder	Generate SRN	Delete
Edit	Edit	Edit	Edit	Edit	Edit	Edit	Generate SRN	Delete
Edit	Edit	Edit	Edit	Edit	Edit	Edit	Generate SRN	Delete
Edit	Edit	✓	Edit	✓	✓	✓	Generate SRN	Delete

Please follow below mentioned steps to complete pending admissions:

1. Select Class from which student's pending admission is to be completed.
2. Click on Proceed. Students from the selected class whose admission is pending will be listed in a tabular format.
3. Completed information is shown with '✓' mark in the corresponding menu for that student and incomplete information is shown with a link 'Edit' in the corresponding menu.
4. In order to edit a particular menu, click on corresponding 'Edit' link. The particular details will be shown. Enter the details and click on 'Save' button. Fill in all the applicable details and Generate Student Registration number.
5. Once the Student Registration number is generated, the Student's details can be edited from Edit Student Profile menu.
6. If all the details are filled then only 'Generate SRN' button will be in active mode. The user can click on 'Generate SRN' button and generate SRN.
7. If the user wants to delete a record of particular student whose SRN is not generated then click on 'Delete' button.

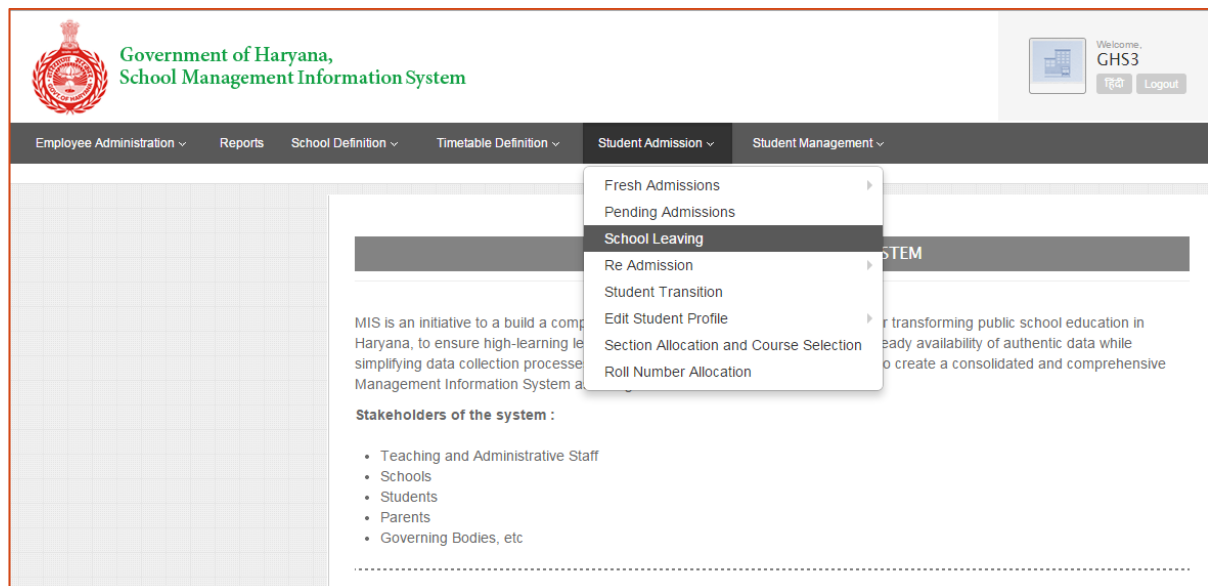
School Leaving

With the help of this menu, a student can be relieved from the school. The reason for the same can be one of the following:

- Name struck off due to absence.
- Name struck off due to punishment.
- On student's request.

How to go to School Leaving?

- Student Admission >> School Leaving



School Leaving

Student Registration Number

Enter Student Registration Numt

Advance Search

Get Information

Clear

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 'Edit Student Profile' to complete student's profile.

School Leaving

Student Registration Number

1500000038

Advance Search

Get Information

Clear

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 'Edit Student Profile' to complete student's profile.

Copy Print Save ▼

Search: Search Criteria

Sr.No.▲	Student Registration Number↕	Student Name↕	Gender↕	Class↕	Section↕	Status↕	Select	Profile Status
1	1500000038	Ram	Male	First	-	Studying	Select	Complete

Showing 1 - 1 Of 1

School Leaving

School Name	Govt. Senior Secondary School	School Code	4
Location	Ambala Cantt. (CB) , Ambala		
Admissions for Academic Year 2015-2016			

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

Proceed

Clear

Back

Student Details

Student Registration Number	1500000038	
Student Name	Ram	
Date Of Birth	17-Mar-2010	
Father's Name	Father	
Class	First	
Section		
Gender	Male	
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 *		<div>Choose File No file chosen</div> <p>(Note : 1. File should be in *.jpeg *.jpg *.pdf format only. 2. File size should not exceed 100KB.)</p>
<input type="checkbox"/> I hereby confirm that <u>Ram</u> has been relieved from this school on <u>31-Mar-2015</u> for <u>On Student's Request</u>		
<div>Save Back</div>		

Message

Ram (1500000038) has been relieved from this school successfully.

School Leaving

Student Registration Number

Advance Search

Get Information

Clear

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 'Edit Student Profile' to complete student's profile.

Please follow below mentioned steps for school leaving:

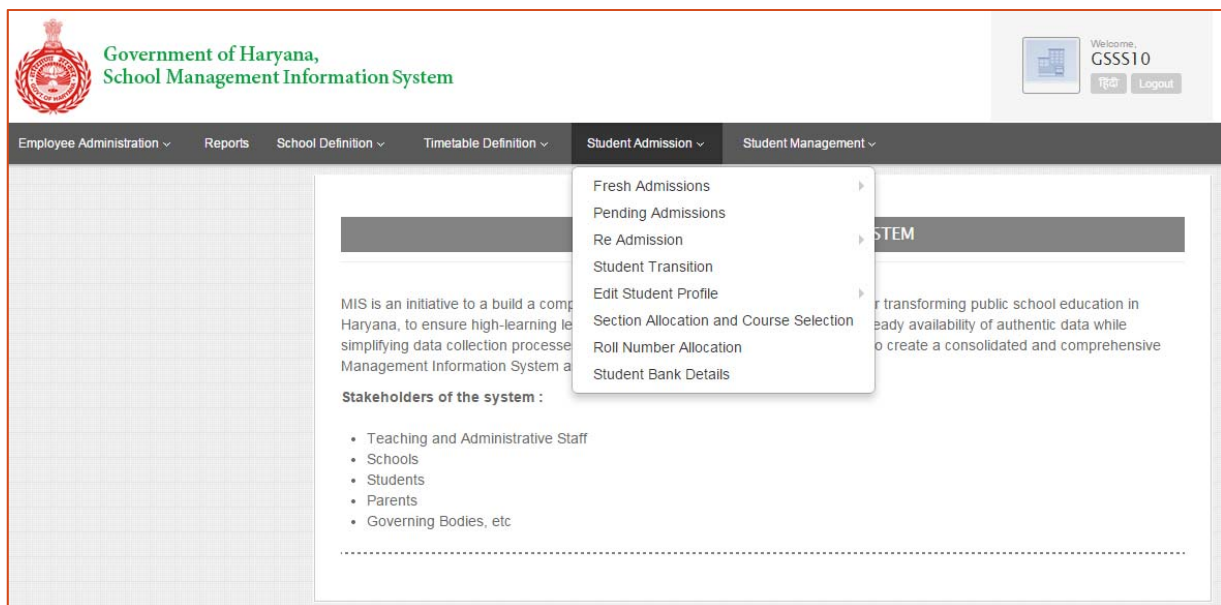
1. Search Student by 'Student Registration Number'. If Student Registration Number is not available, click on 'Advance Search'. You can search by Aadhaar Card Number, Class, Section, and Student Name.
2. Click on Search. A table showing Student Registration Number, Student Name, Gender, Class, and Section shall appear. Select the student.
3. Student's basic details will be shown.
4. Select the reason for leaving.
5. Enter the school leaving certificate number.
6. Click on Proceed.
7. Attach scanned copy of school leaving certificate.
8. Review the scanned copy after uploading on clicking 'Click here to review'. The scanned copy gets opened in a pop up. (Please check that your browser allows pop ups to open)
9. Please check to confirm.
10. Click on Save.
11. Success message will be shown.

Re Admission

Re admission is a mode of admission in which an already admitted student can be transferred from one school to another.

How to go to Re Admission?

- Student Admission >> Re Admission >> Student Details




Student Details

School Name	Govt. Senior Secondary School	School Code	4
Location	Ambala Cantt. (CB) , Ambala		
Admissions for Academic Year 2015-2016			

Student Registration
Number *

Get Information

Student Name	Ram				
Previous School Name	Govt. Senior Secondary School				
Previous School code	4				
Previous School Address Details					
Address	ambala ambala ambala ambala 55				
City/Village/Town	Ambala Cantt. (CB)				
Sub District	Ambala	District	Ambala		
State	Haryana	Country	India		
PIN	420556				

Previous School Contact Details	
Head of School	+91 1212 - 88888888
Respondent	+91 2222 - 99999999
Email ID 1	gss4@khcl.org
Email ID 2 (if any)	gss4@mkcl.org
Previous school Academic Details of student	
Academic year in which last class attended	2015-16
Last Class Attended	First
Date of Leaving previous school	31-Mar-2015
Reason for Leaving	On Student's Request
School leaving certificate number	xs1
Attachment	Click here to view certificate
Readmission in this School	
Admission Number *	<input type="text" value="Enter admission number"/>
Admit Student in this School in Class *	<input type="text" value="First"/> ▼
<input type="button" value="Proceed"/> <input type="button" value="Clear"/>	

Message

Re-Admission is Complete.
Ram is Re-Admitted from Govt. Senior Secondary School to Govt. Senior Secondary School in First

Student Details

School Name	Govt. Senior Secondary School	School Code	4
Location	Ambala Cantt. (CB) , Ambala		
Admissions for Academic Year 2015-2016			

Student Registration Number *

Get Information

Please follow below mentioned steps to re admit a student:

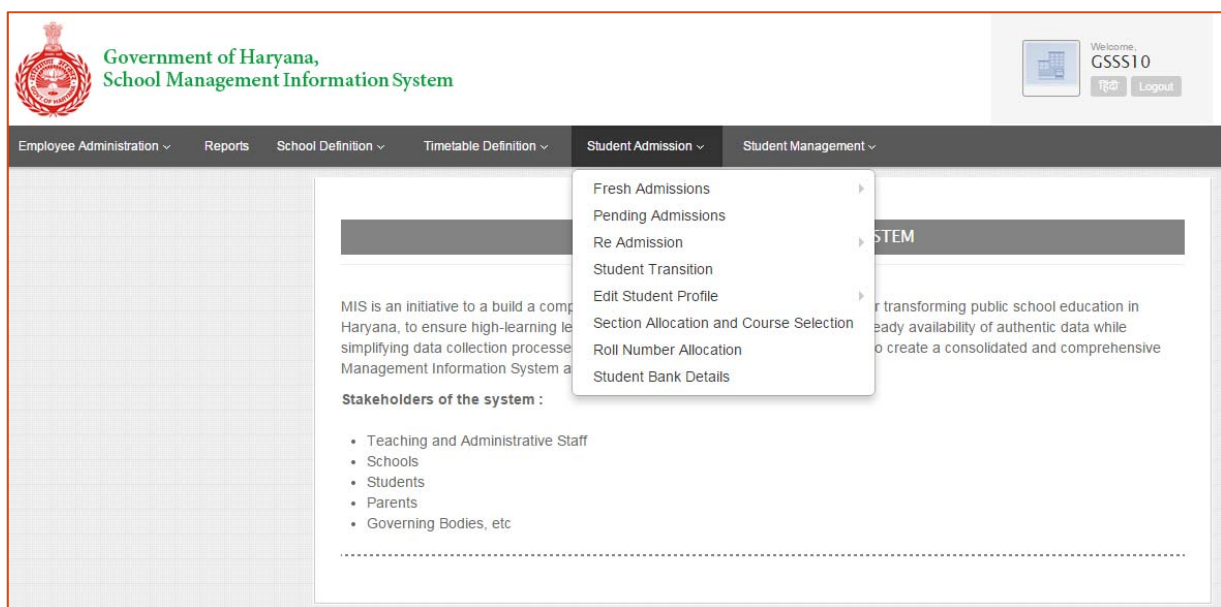
1. Enter SRN of the student who is to be re admitted in this school.
2. Click on 'Get Information'.
3. Student's information and previous school information will appear. This includes previous school's address details, contact details, past year in which student attended the school, the past class in which student attended the school, date of leaving the previous school, reason for leaving, school leaving certificate number and certificate attachment etc.
4. If the student has not left the previous school yet, user cannot readmit the student in this school. User will get a message from the system suggesting that this school should contact the previous school to relieve the student.
5. Enter new unique Admission Number for the student.
6. Select class, stream (for 11th and 12th only) in which the student is to be admitted in this school. The stream in which student left the previous school, will be shown default selected.
7. Allocate section and subjects to the admitted student from 'Section Allocation and Subject Selection' menu.

Student Transition

In student transition, students are shifted to next higher class. The student must have 'Student Registration Number' for this process. Note that the class and sections must be already defined before performing the Student Transitions.

How to go to Student Transition?

- Student Admission >> Student Transition



Student Transition

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Students to be transited
from class *

Tenth

Proceed

Student Transition

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Previous Class : Tenth


Copy

Print

Save ▼

Search:

Select Section to transit/Repeat students from

Section	Medium of Instruction	Student Count	Select
TRANSIT SECTION (ENGLISH) OR	Hindi	27	

Back

Proceed

Student Transition

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Previous Class : Tenth

Previous Section : TRANSIT
SECTION
(ENGLISH) OR
(Hindi)

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

Select All	SRN	Student Name	Father Name	Birthdate	Gender	Profile Status
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	1400309308	ROHIT RAJ	KARAM RAJ	26-May-1998	MALE	Completed

Back

Transit

Repeat

Student Transition

Government Senior Secondary School, Ambala City (Baldev Nagar) [8]

Admissions for Academic Year 2015-2016

Previous Class : Tenth

Previous Section : TRANSIT
SECTION
(ENGLISH) OR
(Hindi)

Transit to class: **Eleventh**

Transit to stream

Back

Save

Student Transition

1 student(s) are Transited Successfully in Class **Eleventh (Science)**

Please allocate sections and subjects to transited students from 'Section Allocation and Subject Selection' menu. Kindly assign Admission Number to transited students from Edit Student Profile > Personal details.

[Back](#)

Please follow below mentioned steps for student Transition:

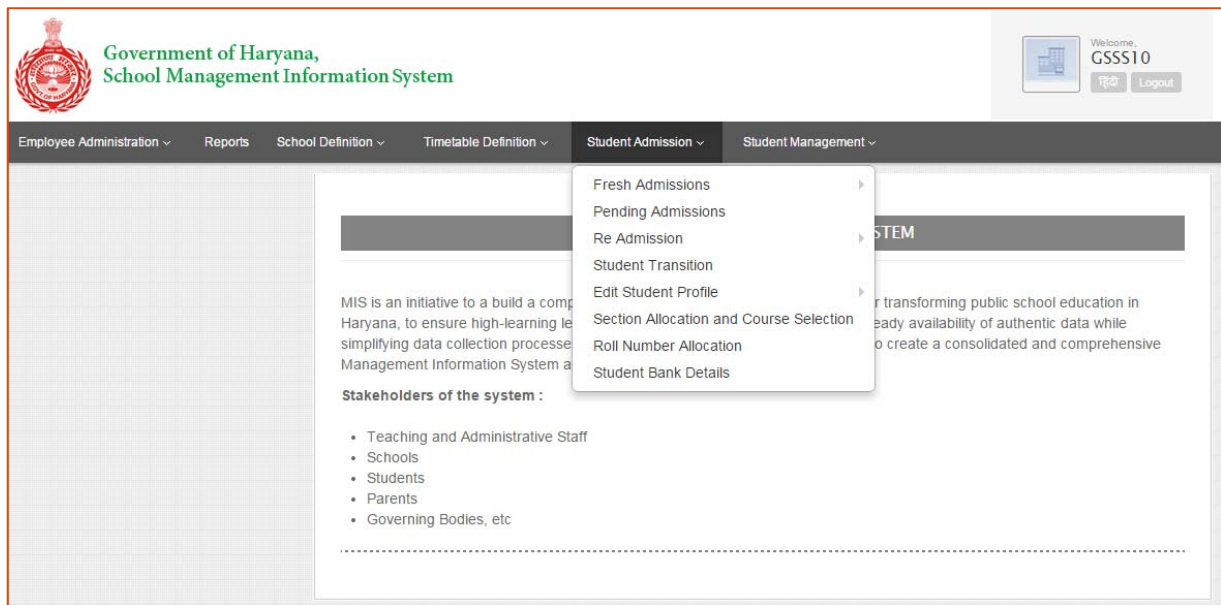
1. Select Class from which the students are to be transited to next higher class.
2. Click on Proceed.
3. Select section form which the students are to be transited.
4. Click on Proceed.
5. Select student/s which are to be transited. You can only select student/s whose profile is complete. First complete the profiles of students whose profile is not complete, by going to edit student profile.
6. Click on Transit after selecting students.
7. Select Stream if you are transiting students to eleventh or twelfth.
8. Click on save.
9. Success message is shown.
10. Repeat functionality is only applicable for 9th and onwards standards. Select student/s and click on Repeat.

Edit Student Profile

Student Registration Number is mandatory for Edit Student Profile.

How to go to Edit Student Profile?

- Student Admission >> Edit Student Profile.



Edit Student Profile

Student Registration Number

Advance Search

Aadhaar Card Number

Class

Section

Student Name

Search

Clear

Copy

Print

Save ▼

Search:

Sr.No. ▲	Student Registration Number	Student Name	Gender	Class	Section	Select
1	1400000524	akshay	Male	Tenth	10	<input type="button" value="Select"/>

Name in local Language अक्षय

Gender Male

Date Of Birth 01-Feb-2000

Age 15

EID Number(if any)

Domicile Of Haryana? * ☒ Yes ☐ No

Nationality *

Place Of Birth *

Country *

State *

District *

Sub District *

City/Village/Town *

Save

Clear

Next

Please follow below mentioned steps for editing a student's profile:

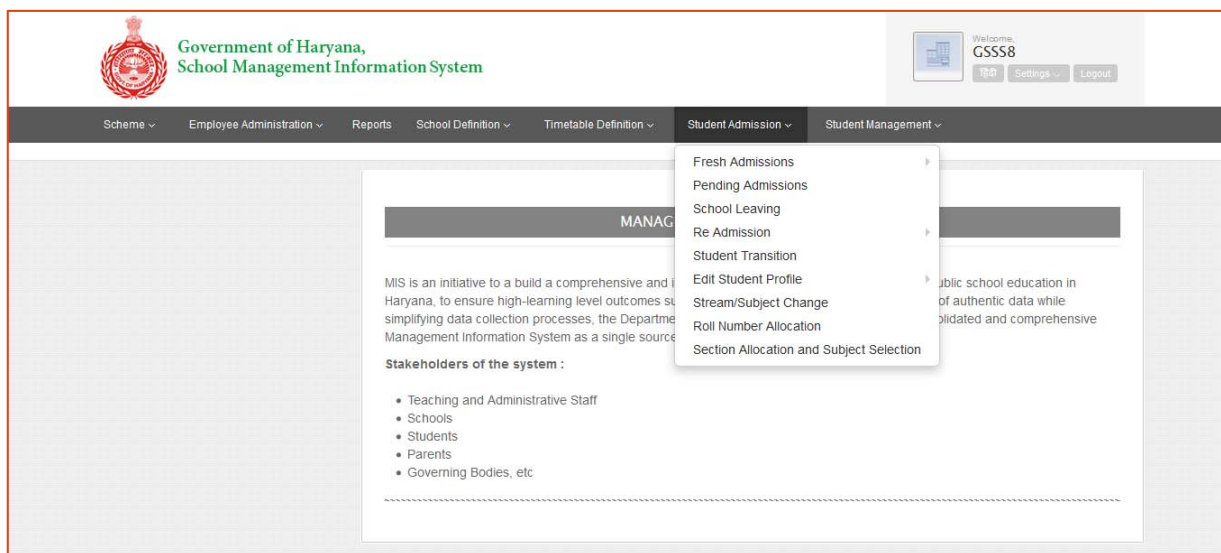
1. Search Student by 'Student Registration Number'. If Student Registration Number is not available, click on 'Advance Search'. You can search by Aadhaar Card Number, Class, Section, and Student Name.
2. Click on Search. A table showing Student Registration Number, Student Name, Gender, Class, and Section shall appear. Select the student.
3. Select the menu which is to be edited.
4. Edit required details and click on Save.


Section Allocation and Subject Selection

Subjects and section can be allocated to a student once the Student Registration Number (SRN) is generated. Ensure that sections are already defined for particular class of which the student's section allocation is to be done.


How to go to Section Allocation and Subject Selection?

- Student Admission >> Section Allocation and Subject Selection





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



Welcome,
GSSS8

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[Student Admission](#) > Section Allocation and Subject Selection

Section Allocation and Subject Selection

Select Class *

[View Student List](#)

Note:

- Select students at a time, who have opted for common subjects. You can anyways select students multiple times.
- Those students whose profile is incomplete cannot be allocated section.
- To complete their profiles, click Incomplete in Profile Status.
- You will be redirected to 'Edit Student Profile' to complete student's profile.

Section Allocation and Subject Selection

Select Class *

[View Student List](#)

Note:

- Select students at a time, who have opted for common subjects. You can anyways select students multiple times.
- Those students whose profile is incomplete cannot be allocated section.
- To complete their profiles, click Incomplete in Profile Status.
- You will be redirected to 'Edit Student Profile' to complete student's profile.

<input type="checkbox"/>	Student Name	Gender	Date of Birth	Date of Admission	Father's Name	Category	Profile Status
<input checked="" type="checkbox"/>	PAWAN KULKARNI	Male	26-Nov-1999	29-Apr-2015	FATHER	GEN	Complete
<input type="checkbox"/>	SUMAN	Male	19-Jul-2002	15-May-2015	SUBODH KUMAR	SC	Complete
<input type="checkbox"/>	BALWINDER SINGH	Male	06-Jul-2002	02-Jun-2015	HARJEET SINGH	SC	Complete

Showing 1 - 3 Of 3

[Proceed](#)

Section Allocation and Subject Selection

Class	Eighth				
Selected Students					
Student Name	Gender	Date of Birth	Date of Admission	Father's Name	Category
PAWAN KULKARNI	Male	26-Nov-1999	29-Apr-2015	FATHER	GEN
Showing 1 of 3					

Proceed to Section Allocation

Edit List

Sections *	<input checked="" type="radio"/> A (Hindi)
Proceed	

Section Allocation and Subject Selection

Class	Eighth				
Below students are allocated section A (Hindi)					
Student Name	Gender	Date of Birth	Date of Admission	Father's Name	Category
PAWAN KULKARNI	Male	26-Nov-1999	29-Apr-2015	FATHER	GEN
Showing 1 of 3					

Proceed to Course Selection

Go back and change section

Course Selection common for selected students

Total Subjects Allowed: (Min : 6,Max : 8)

Compulsory (Min : 5 , Max : 5)

Collapse All

☒ English

☒ Hindi

☒ Mathematics

☒ Science

☒ Social Science

Optional (Min : 1 , Max : 1)

Collapse All

☐ Punjabi

☐ Sanskrit

☐ Urdu

☐ Drawing

☒ Music

☐ Home Science

☐ Agriculture

Save

Clear

Please follow below mentioned steps for allocating section and selecting subjects:

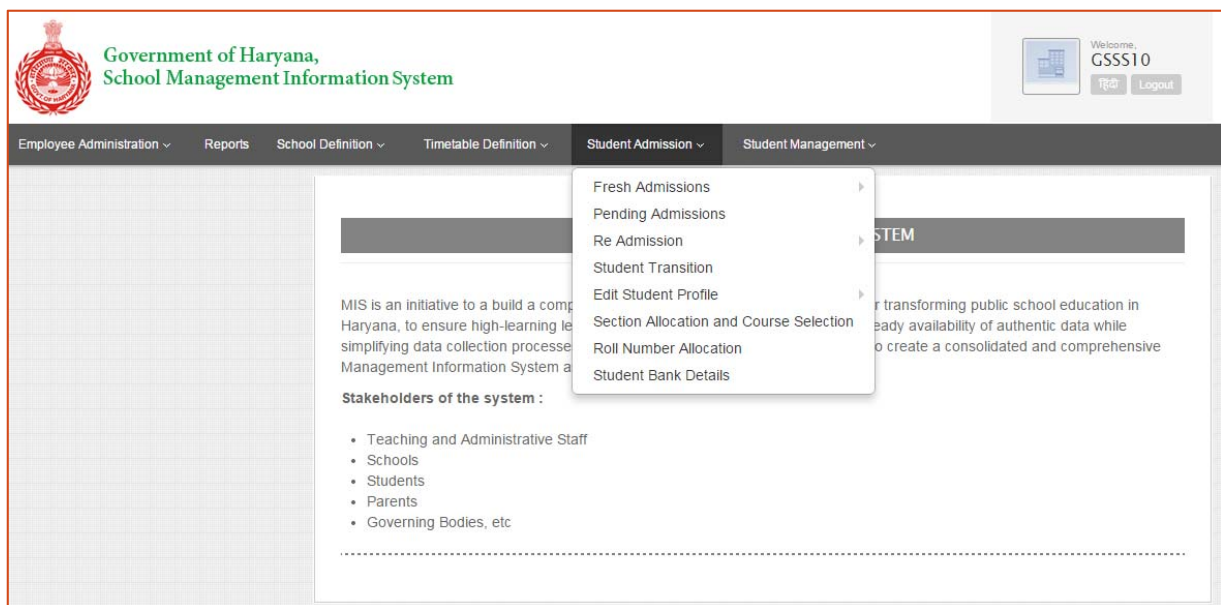
1. Select class from which students are to be allocated sections and subjects.
2. Select Student/s at time so that common subjects can be allocated to them. You can anyways select student/s multiple times.
3. Click on Proceed to Section Allocation. Select Section and click on Proceed.
4. Click on Proceed to Subject Selection.
5. Compulsory subjects will come preselected and auto expanded.
6. Allocate the subjects to the student by selecting the check box against each subject. Take into consideration the minimum and maximum subject selection criteria.
7. Click on 'Save'. Section and Subjects will be assigned to the student.

Roll Number Allocation

In order to allocate roll numbers, Section Allocation & Subject Selection step should be completed in advance.

How to go to Roll Number Allocation?

- Student Admission >> Roll Number Allocation



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 Number Allocation

School Name		School Code	19483
Academic Year 2014-2015			
Class	1	Section	A (English)

Search:
Go!

Roll Number	Name	Gender	SRN
4	Kaustubh Kulkarni	Male	1400042843

Proceed

Confirm Roll Number Allocation

Class	1	Section	A (English)
-------	---	---------	-------------

Roll Number	Name	Gender	SRN
4	Kaustubh Kulkarni	Male	1400042843

Confirm Roll Number Allocation

Back

Please follow below mentioned steps for allocating roll numbers to students:

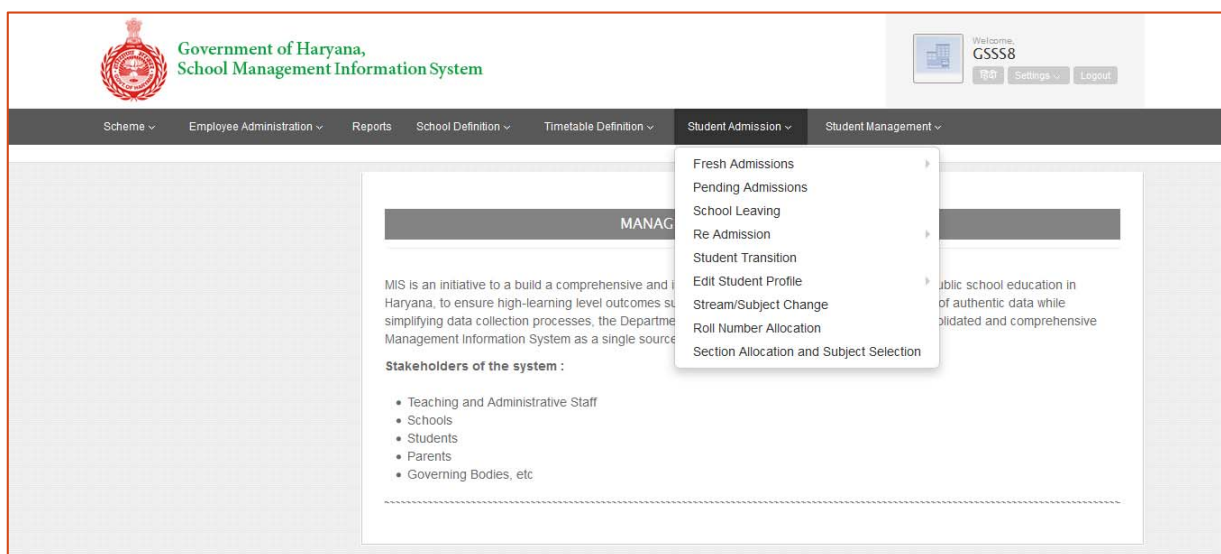
1. Select Class of which students are to be allocated roll numbers.
2. Once Class is selected, sections defined for that class will appear. Select Section.
3. Click on Proceed.
4. All the students admitted in that class in that section will appear. Roll numbers will be allocated according to alphabetical order of the name of the students.
5. Review again that the information filled in is correct.
6. Click on Proceed.
7. Click 'Confirm Roll Number Allocation' to confirm the roll number allocation or 'Back' to change the allocation criteria by sorting the student according to Name, Gender and SRN etc.
8. View allocated roll numbers by clicking 'View Allocated Roll Numbers' after selecting class and section.

Stream / Subject Change

This menu enables the user to change stream and subjects for all classes. For class 1-9 and 11th, stream and subjects can be changed any time during the academic year. However, user can impose date restrictions for stream/subject change for class 12th and 10th.

How to go to Stream / Subject Change?

- Student Admission >> Stream / Subject Change



Student Search

- Subjects can be changed for class Tenth till **12-Jun-2015**
- Stream can be changed for class Twelfth till **04-Jun-2015**
- Subjects can be changed for class Twelfth till **05-Jun-2015**

Student Registration Number

Advance Search

Search

Clear

Stream/Subject Change

Student Registration
Number *

Search Another Student

Student Name *

Admitted in Class *

Admitted in Stream *

Section *

Select

Arts

Commerce

Science

Stream/Subject Change

Student Registration Number [Search Another Student](#)

Student Name

Admitted in Class

Admitted in Stream

Section

Select Subjects

Total Subjects Allowed: (Min : 5, Max : 5)

 Compulsory 1 (Min : 1 , Max : 1)

 Collapse All

☒ English (Core)

☐ English (Elective)

 Compulsory 2 (Min : 1 , Max : 1)

 Collapse All

☐ Hindi (Core)

☐ Hindi (Elective)

☒ English (Special)

Please follow below mentioned steps for changing stream/subject:

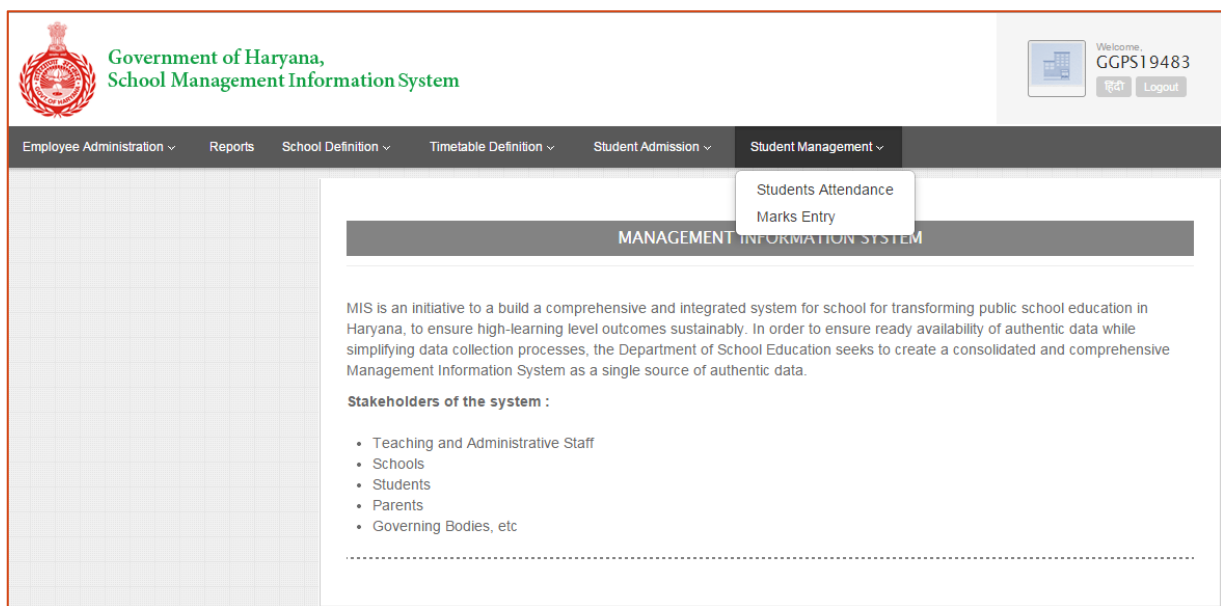
1. Search student whose stream/subjects are to be changed. Please read last dates mentioned above the search functionality. The last dates are only for class 12th and 10th which are set by admin.
2. Click on 'Admitted in Stream' to change the stream (in case of class 11th / 12th). For class 12th, there is a last date set by admin for stream change. If the date is already lapsed, you cannot change the stream.
3. Click on Proceed.
4. Change the subjects. For class 12th and 10th, there are last dates set individually by admin for subjects change. If the dates are already lapsed, you cannot change the subjects.
5. Click on save to change the subjects.

Student Attendance

Attendance can be marked for a section of a class over a range of date. Only students who are on leave and absent are to be entered. It is implied that rest are present for the day.

How to go to Student Attendance?

- Student Management >> Student Attendance.



Students Attendance

School Name

School Code

19483

Academic Year

Select Class *

First

Select Section *

A (English)

Select From Date *

24-Feb-2015



Select To Date *

27-Feb-2015



Next

Clear

Selected Criteria

School Name		School Code	19483
Academic Year			

Class : 1
 Section : A (English)
 Class Teacher :
 Student Count : 4
 From Date : 24-Feb-2015
 To Date : 27-Feb-2015

Change Selection Criteria

Enter Attendance

Note: Attendance for only checked dates will be marked

Date	<input type="checkbox"/>	Roll Numbers On Leave	Roll Numbers Absent
24-Feb-2015	<input type="checkbox"/>	Select RollNumber	Select RollNumber
25-Feb-2015	<input checked="" type="checkbox"/>	Select RollNumber	<input type="text" value="1"/>
26-Feb-2015	<input checked="" type="checkbox"/>	Select RollNumber	<input type="text" value="3"/>
27-Feb-2015	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Select RollNumber
<input checked="" type="checkbox"/> I confirm that remaining students (other than above) were/are present.			

Save

Please follow below mentioned steps for student attendance entry:

1. Select Class.
2. Select Stream if applicable (shown if 11th /12th class is selected).
3. Select Section.
4. Select the dates for which attendance is to be marked.
Note: Attendance can only be marked for a period of one month at the max.
5. Click on 'Proceed'.
6. 'Selected Criteria' screen will appear. To change the selected criteria, click on 'Change Selection Criteria' button.
7. Click on checkbox against the date of which attendance is to be entered.
Note: Attendance for only checked dates will be marked
8. Enter the roll number on leave / absent. Then press 'Enter' button on keyboard.
9. Check to confirm 'I confirm that remaining students (other than above) were/are present'.
10. Click on Save.