

To

All District Education Officers  
All District Elementary Education Officers  
All Block Education Officers  
All Block Elementary Education Officers

Memo No. 1-67/2015-IT Cell  
Dated 29th July, 2015

**Subject: Management Information System – Completion of Section Allocation, Subject Selection and Roll Number allocation for all students by 7th August**

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Kindly refer letter no. 1/26-2014-IT Cell dated 27.03.2015 on the subject cited above.

Vide letter under reference detailed guidelines regarding implementation of the Management Information System (MIS) were issued.

In furtherance of the above letter, it is informed that Student Academic Linked Services like Section Allocation, Subject Selection and Roll Number allocation have been made available on the portal. The above functionalities should be used in the following order:-

- 1) Define Section using 'Section Definition' functionality with in School Definition.
- 2) Allocate section to students as given in user manual using the 'Section Allocation and Subject Selection' functionality with in Student Admissions Section on the school login.
- 3) Immediately after section allocation, subjects should be selected for the students. Schools are required to select the indicated number of compulsory and optional subjects and complete subject selection
- 4) Allocate roll number using 'Roll Number Allocation' functionality within Student Admission.

**All DEOs, DEEOs, BEOs and BEEOs should ensure that all schools complete Section Allocation, Subject Selection and Roll Number allocation for all students by 7th August, 2015.** Detailed training material and training videos are available on the website <http://schooleducationharyana.gov.in/mismaterial.html> for reference.



**State Project Director  
HSSPP, Panchkula**

**Dated: 29.07.2015**

Endst. No. Even

A copy is forwarded to the following for information:

1. PS/PSSE for kind information of W/PSSSE.
2. PA/DSE for kind information of W/DSE.
3. PA/DEE for kind information of W/DEE.



**State Project Director  
HSSPP, Panchkula**