

**GOVERNMENT OF HARYANA**  
**Department of School Education**



**[Management Information System]**

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

**USER MANUAL FOR SCHOOL PROFILE**

**This module will be available in the login id of School and their teachers. User will login to the account of concerned School and shall follow the steps given below to update School Profile: -**

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

Welcome to OneSchool

## Department of School Education, Haryana

### Sign in to your account

Please enter your credentials below

Username \*

XXXXXX

Password \*

\*\*\*\*\*



Sign in

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

**MIS - Portal** | 01-08-2023, 2:41:15 pm

Welcome Back, [User Name]

Print Logout

- School Dashboard
- Student Management
- Add Private School Teacher
- Add Classwise Monthly Tuition Fee
- Edit School Information
- School Profile**

### School Profile

**Basic Information**

School Name	School is named after	School Short Name	School Photograph
[Redacted]	--	--	
School Code	UDISE Code	School Ownership	
[Redacted]	[Redacted]	Non-Government Un-Aided	
Zone	School Type	School Category	
--	Common School	Middle	
School For	Affiliated To	School Minority Status	
Co-ed	--	Non Minority	
School Code given by Affiliated Board	Is this School for Special Education Facilities (CWSN)?	Is School with National Skills Qualification Framework (NSQF)?	
0	No	No	
Does School have playground?	Is School Residential?	Whether School is approachable by roads in all seasons?	
Yes	No	Yes	
Does School have NCC Unit?			
No			

Previously Selected Applicable Cadres

**Previously Selected Available Cadres**

- Class-II Ministerial Sub Offices
- Class IV-Sub Offices
- Class III-Ministerial Sub Offices
- Class III-Vocational
- Class III-Educationist

**EDP DDO Details**

User ID	Dept Code	DTO Code
--	--	--
STO Code	DDO Code	Level Code
--	--	--

**EDS DDO Details**

User ID	Dept Code	DTO Code
--	--	--
STO Code	DDO Code	Level Code
--	--	--

Step 3: - Fill Vision & Mission: - In School Profile, user will update Vision & Mission

**MIS - Portal** | Change Password

Welcome Back, [User Name]

Print Logout

- School Dashboard
- Student Management
- Add Private School Teacher
- Add Classwise Monthly Tuition Fee
- Edit School Information
- School Profile**

### School Profile

- Basic Information
- Vision & Mission**
- Wing
- Address
- Contact
- Bank Account
- School Development Plan
- Other Details

#### Vision & Mission

**Vision \***

Provide improve all kinds of knowledge among students

**Mission \***

Lorem ipsum

Save

Step 4: - **Fill Wing Details:** - In this user will be presented “Wing” Details of the school

**MIS - Portal** | Change Password

Welcome Back, [User Name]

Print Logout

- School Dashboard
- Student Management
- Add Private School Teacher
- Add Classwise Monthly Tuition Fee
- Edit School Information
- School Profile**

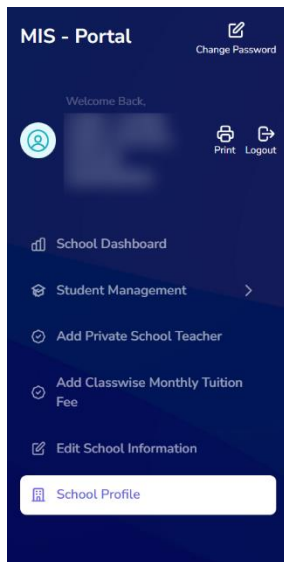
### School Profile

- Basic Information
- Vision & Mission
- Wing**
- Address
- Contact
- Bank Account
- School Development Plan
- Other Details

#### Wing Details

Wing	Class(es)	Stream	Shift (in which wing works)	Upgradation Order Number	Upgradation Date	Academic Year
Middle	[Redacted]	-	General	Testing	29-Dec-2022	2022-2023
Primary	[Redacted]	-	General	Testing	29-Dec-2022	2022-2023

Step 5: - Fill Address Details: - User will be presented address details



01-08-2023, 3:31:01 pm

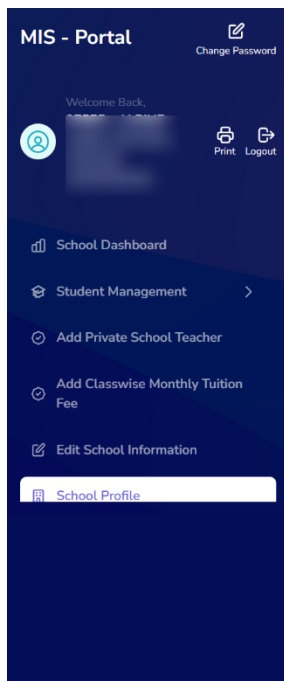
### School Profile

- Basic Information
- Vision & Mission
- Wing
- Address**
- Contact
- Bank Account
- School Development Plan
- Other Details

#### Address Details

Address	Habitation Name	Ward Number	Local Governing Body
--	-	0	Panchayat
District	Sub-District/Tehsil	City/Village/Town	State
Gurugram	Pataudi	Pataudi (MC)	Haryana
Country	Panchayat Name	PIN	Educational Block
India	--	123503	--
CD Block	Assembly Constituency	Parliamentary Constituency	Police Station
--	69	136	435
Treasury Office	DDO Code	Nearest Bus Stop	Nearest Railway Station
680	--	Pataudi	Pataudi
Latitude	Longitude		
--	--		

Step 6: - **Fill Contact details:** - User will add contact details, Email Id and School Website of school.



01-08-2023, 3:33:32 pm

### School Profile

- Basic Information
- Vision & Mission
- Wing
- Address
- Contact**
- Bank Account
- School Development Plan
- Other Details

#### Contact Details

**Head Of School**

Area Code  Enter Landline Number

**Respondent**

Area Code  Enter Landline Number

**Registered Mobile Number \***

+91  Enter Number

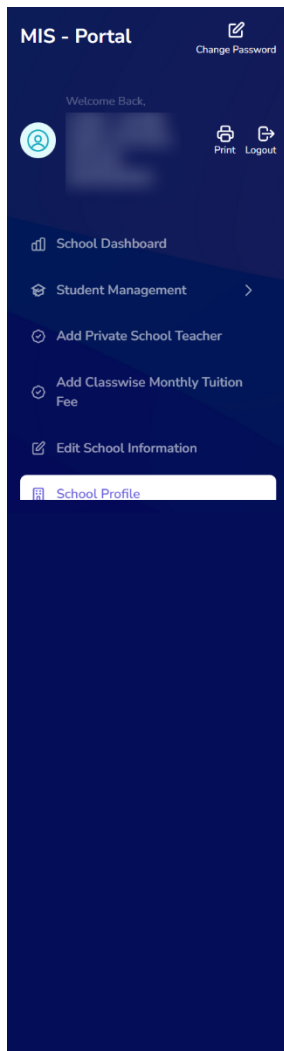
**Email ID 1 \***

**Email ID 2 (if any)**

**School Website**

**Save**

Step 7: - **Bank Account:** - User will update/delete the bank account details and IFSC CODE. The name of account should be same as mentioned in Passbook.



01-08-2023, 3:38:02 pm

### School Profile

- Basic Information
- Vision & Mission
- Wing
- Address
- Contact
- Bank Account**
- School Development Plan
- Other Details

#### Bank Account Details

Account Name as on Passbook / Chequebook \*

Account Number \*

Re-Enter Account Number \*

Account Purpose \*

Account Type \*

Savings  Current

IFSC Number \*      Bank Name      Branch Name

MICR Code      Branch Code      Branch Address

Account Status \*

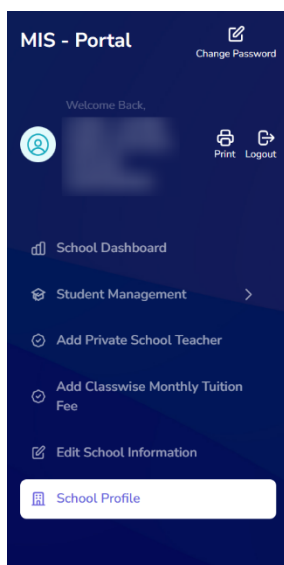
Active  Inactive

**Save**

#### Bank Account Listing

Account Number	Bank Name	Account Status	Account Purpose	Action
██████████	██████████	1	██████████	<b>Update</b> <b>Delete</b>

**Step 8: - Update School Development Plan:** - User will upload the school development plan file. User will upload the file in JPEG/PNG/PDF format



01-08-2023, 3:57:15 pm

### School Profile

- Basic Information
- Vision & Mission
- Wing
- Address
- Contact
- Bank Account
- School Development Plan**
- Other Details

#### School Development Plan

Is School Development Plan Prepared? \*

Yes  No

Upload School Development Plan \*

No file selected **Select**

Note :

- File should be in JPEG / JPG / PDF format.
- \* File size should not exceed 100 KB.\*

**Save**

**Step 9: - Other Details:** - User needs to provide updated information, including details about

the distance to the nearest school

The screenshot displays the 'MIS - Portal' interface. On the left is a dark blue sidebar with navigation options: School Dashboard, Student Management, Add Private School Teacher, Add Classwise Monthly Tuition Fee, Edit School Information, and School Profile (highlighted). The main content area is titled 'School Profile' and includes a sidebar menu with categories: Basic Information, Vision & Mission, Wing, Address, Contact, Bank Account, School Development Plan, and Other Details. The 'Other Details' section is active, showing the 'Nearest School Distance Details' form. This form contains four input fields, each with the value '1': Primary School, Middle School, High School, and Senior Secondary School. A 'Save' button is located at the bottom of the form. The top of the page shows the date and time as '01-08-2023, 4:01:53 pm'.