GOVERNMENT OF HARYANA

Department of School Education
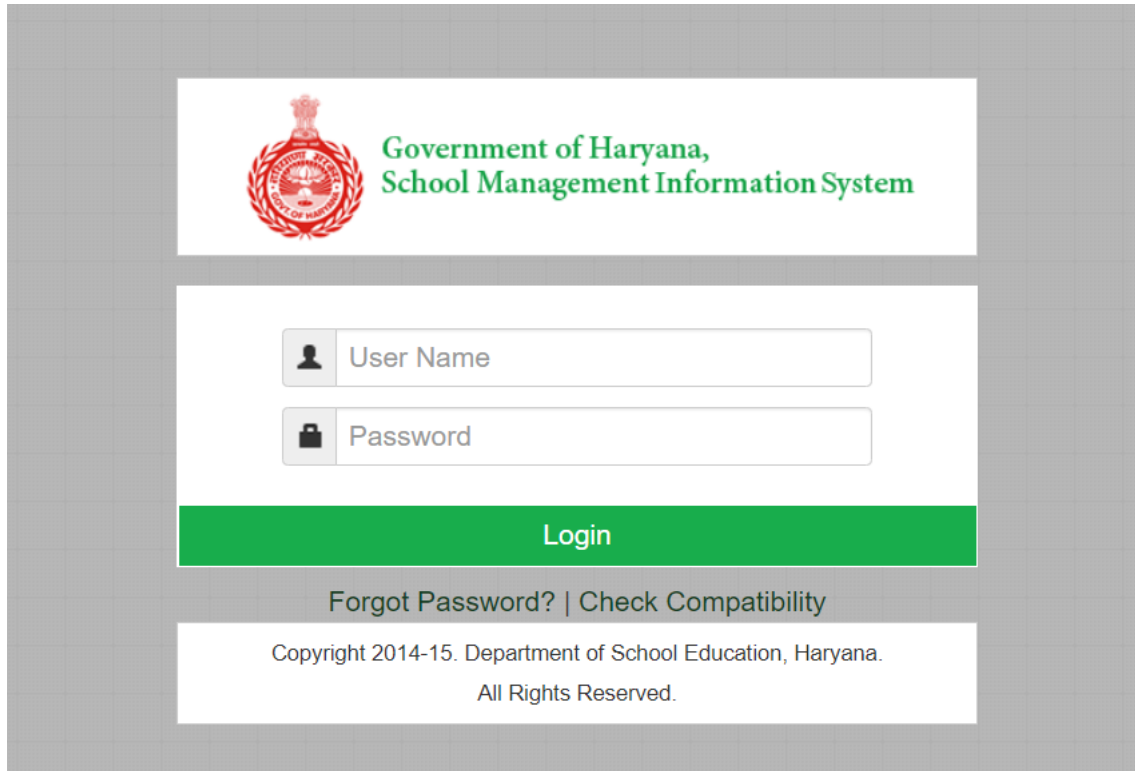

[Management Information System]

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 INITIAL APPOINTMENT (BULK)

This module will be available in the login id of Department. User will login to his account and can search for particular employee and shall follow the steps given below to update the Initial appointment (Bulk): -

Step 1: - **Login**: Employee must login to his account on MIS portal and it will redirect to the Oneschool Suite by Clicking on "Update and Verify Profile" tab under Profile Correction. User can follow the following images
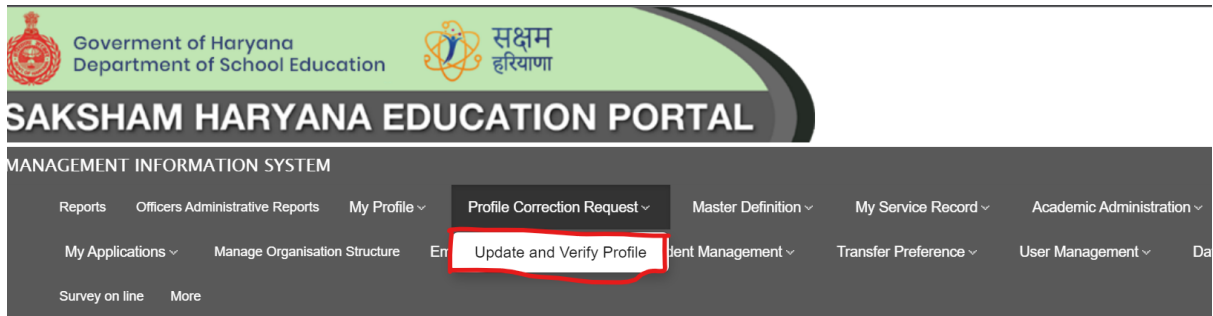
Step 2: **- Navigate to Initial appointment**: After successful login on Oneschool Suite, user will navigate "Initial appointment (Bulk)" tab available on the left side panel

Step 3: - **Upload sheet with details**: - User will **upload** an Excel sheet containing all the necessary details. You can also **download** a sample file to see the fields which are required.

Step 4: - After uploading the file, you can access the details by selecting the "**View Details**" option. You will also have the option to **download** a file containing all the information. To ensure accuracy, you can verify the details by entering the assigned Employee code in the "**Edit Service Profile**" section.

File Name	Total Count	Success Count	Failure Count	Uploaded On	Action	
bulk appnt.xlsx	1	1	0	Fri Apr 28 2023	View Details	Download
ID_26_04-202313.xlsx	1	1	0	Wed Apr 26 2023	View Details	Download
ID06042023.xlsx	8	8	0	Thu May 11 2023	View Details	Download
ID06042023.xlsx	8	8	0	Thu May 11 2023	View Details	Download
ID_12211.xlsx	2	0	2	Thu Feb 09 2023	View Details	Download

Step 5: - The department can review the information of successfully uploaded entries by clicking on the "**View Details**" option.