

GOVERNMENT OF HARYANA
Department of School Education



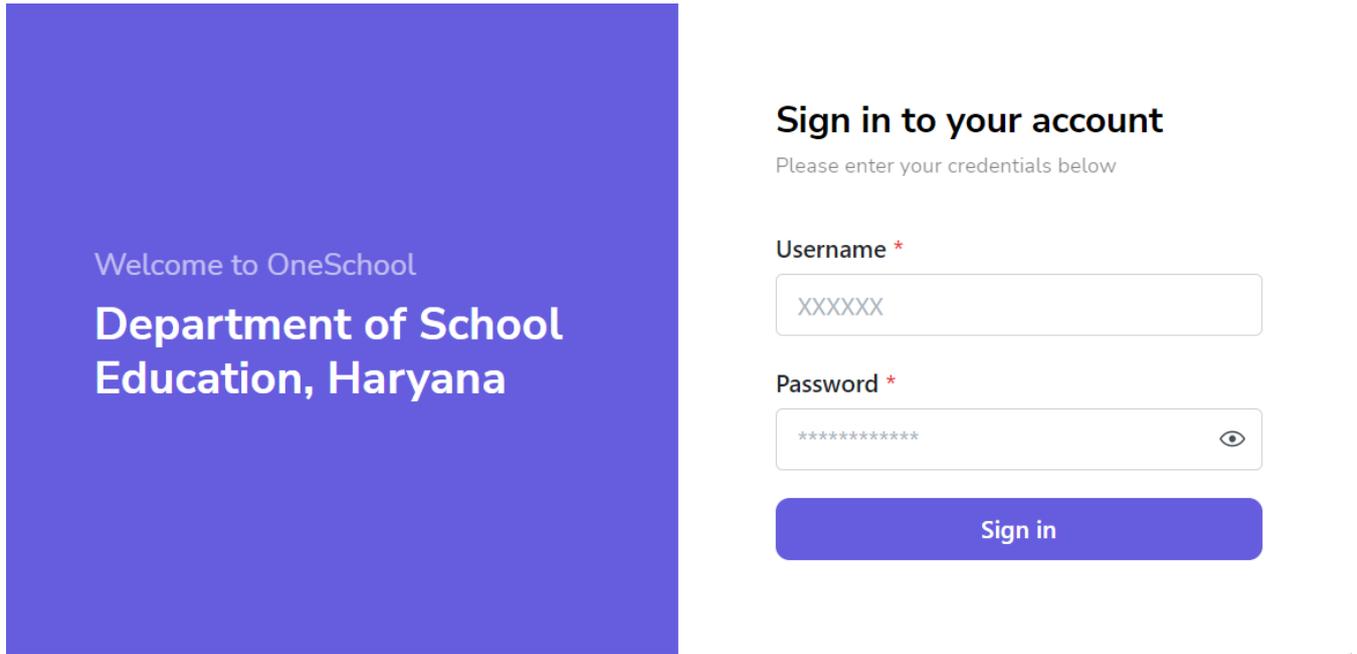
[Management Information System]

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.

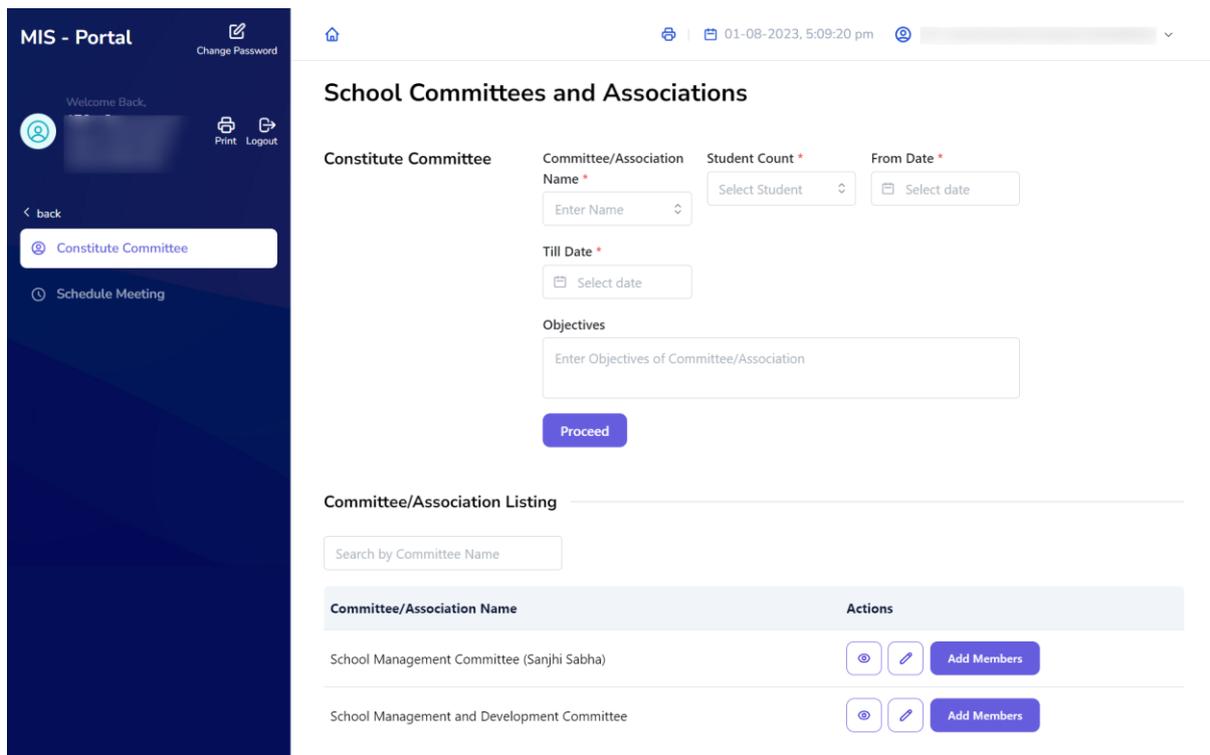
USER MANUAL FOR SCHOOL COMMITTEE

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

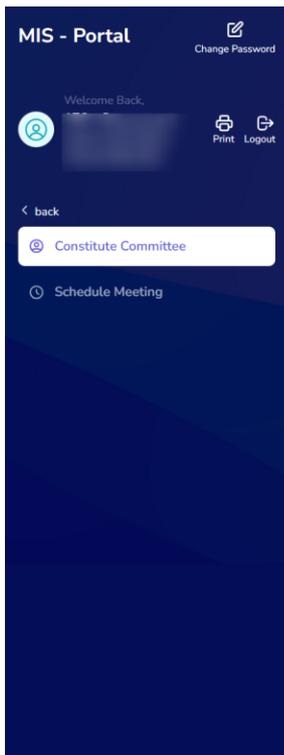
Step 1: - **Login:** User must login to the School account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



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



Step 3: - Add Constitute Committee details: - User will update the information for the "School Committees and Associations" section. Once you have filled in all the necessary details, click on the "Proceed" button to continue.



School Committees and Associations

Constitute Committee

Committee/Association Name *

Student Count *

From Date *

Till Date *

Objectives

[Proceed](#)

Committee/Association Listing

| Committee/Association Name | Actions |
|---|---|
| School Management Committee (Sanjhi Sabha) | View Edit Add Members |
| School Management and Development Committee | View Edit Add Members |

Step 4: - **Add Members:** - After the user has created a Constituent Committee, they will be able to view a list of all the committees. To add members to a committee, simply click on the "Add Member" button.



School Committees and Associations

Add Member

Committee Name
School Management Committee (Sanjhi Sabha)

[Back to Listing](#)

Title *

Full Name *

Aadhar Card Number Mobile Number *

Gender * Male Female Transgender

Designation * Type Of Member *

Category * Membership From *

Membership Till *

Full Address *

State * District *

Sub-District/Tehsil * City/Village/Town *

Postal Code *

[Add New Member](#)

Already Added Members

| Name | Gender | Aadhar Number | Designation | Category | Membership (Start & End Date) | Mobile Number | Actions |
|------|--------|---------------|-------------|----------|-------------------------------|---------------|---|
| test | Female | | Member | General | 01/08/2023-31/08/2023 | | Update Delete |

Step 5: - Add Schedule Meetings: - User has the ability to schedule a meeting by providing the necessary details such as the meeting venue, meeting agenda, and any related documents that need to be discussed during the meeting.

The screenshot shows the 'Schedule Committee Meetings' page in the MIS - Portal. The page has a dark blue sidebar on the left with the following elements:

- MIS - Portal logo and 'Change Password' link.
- Welcome Back message and user profile picture.
- Print and Logout icons.
- Navigation menu: back, Constitute Committee, and Schedule Meeting.

The main content area is titled 'Schedule Committee Meetings' and includes a 'Scheduled Meeting List' button. The form fields are:

- Add Schedule Meeting**
- Committee/Association Name ***: A dropdown menu with 'Select' as the current value.
- Meeting Sr No. ***: A text input field containing '0123'.
- Start Date & Time ***: A date and time picker showing '17:43'.
- End Date & Time ***: A date and time picker showing '-- : --'.
- Venue ***: A text input field with the placeholder 'Please enter Venue'.
- Meeting Agenda ***: A text input field with the placeholder 'Please enter Meeting Agenda'.
- Meeting related Document**: A section with 'No file selected' and a 'Select' button.

At the bottom right, there is a 'Save' button. Below the form, there is a 'Note' section with the following text:

Note :
1. File should be in JPEG / JPG / PDF format.
2. File size should not exceed 500 KB.