GOVERNMENT OF HARYANA

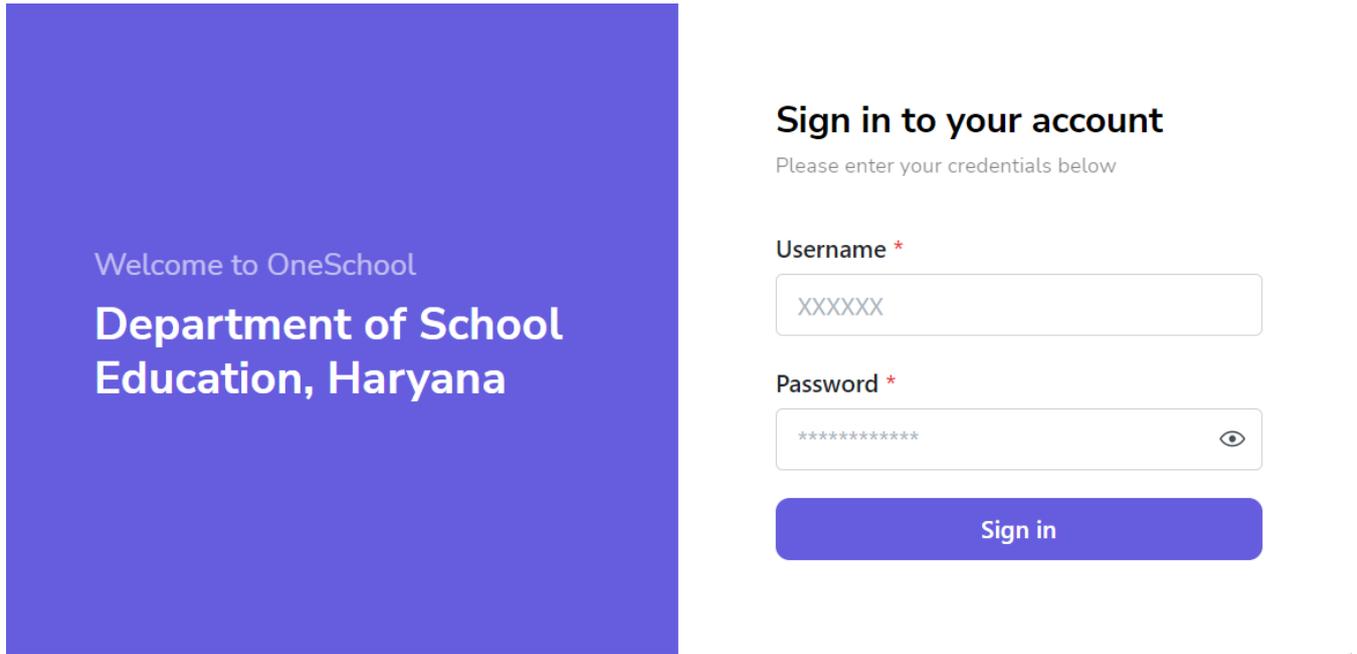# Department of School Education

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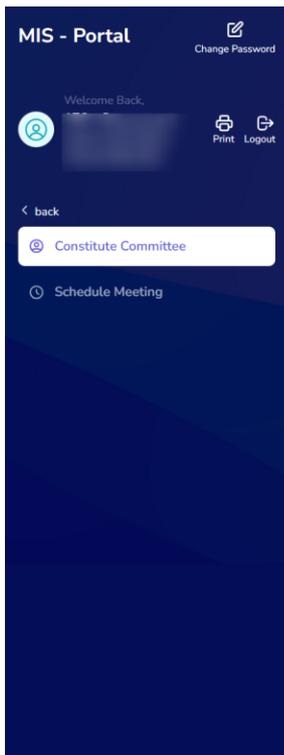
Step 1: - **Login**: User must login to the School account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/

Sign in to your account

Please enter your credentials below

Username *

XXXXXX

Password *

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Sign in

Welcome to OneSchool

Department of School Education, Haryana

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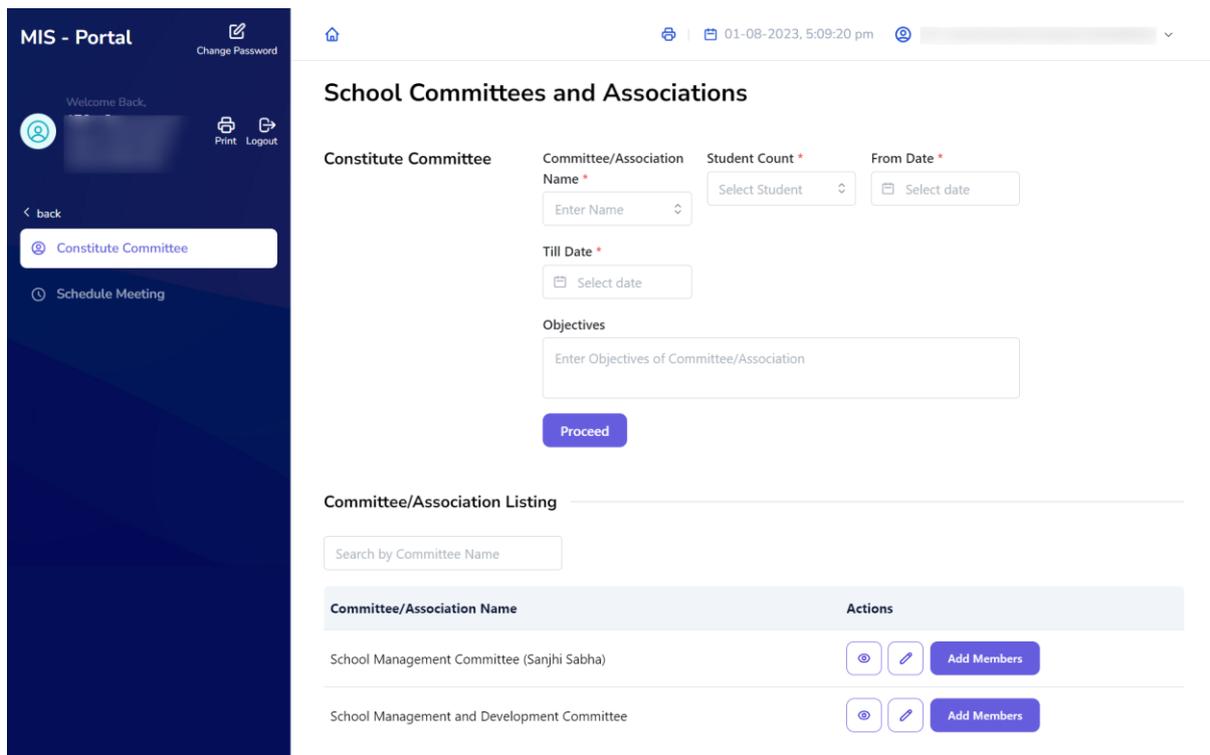
Step 3: - **Add Constitute Committee details**: - User will update the information for the "**School Committees and Associations**" section. Once you have filled in all the necessary details, click on the "**Proceed**" button to continue.

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.

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.