

GOVERNMENT OF HARYANA
Department of School Education



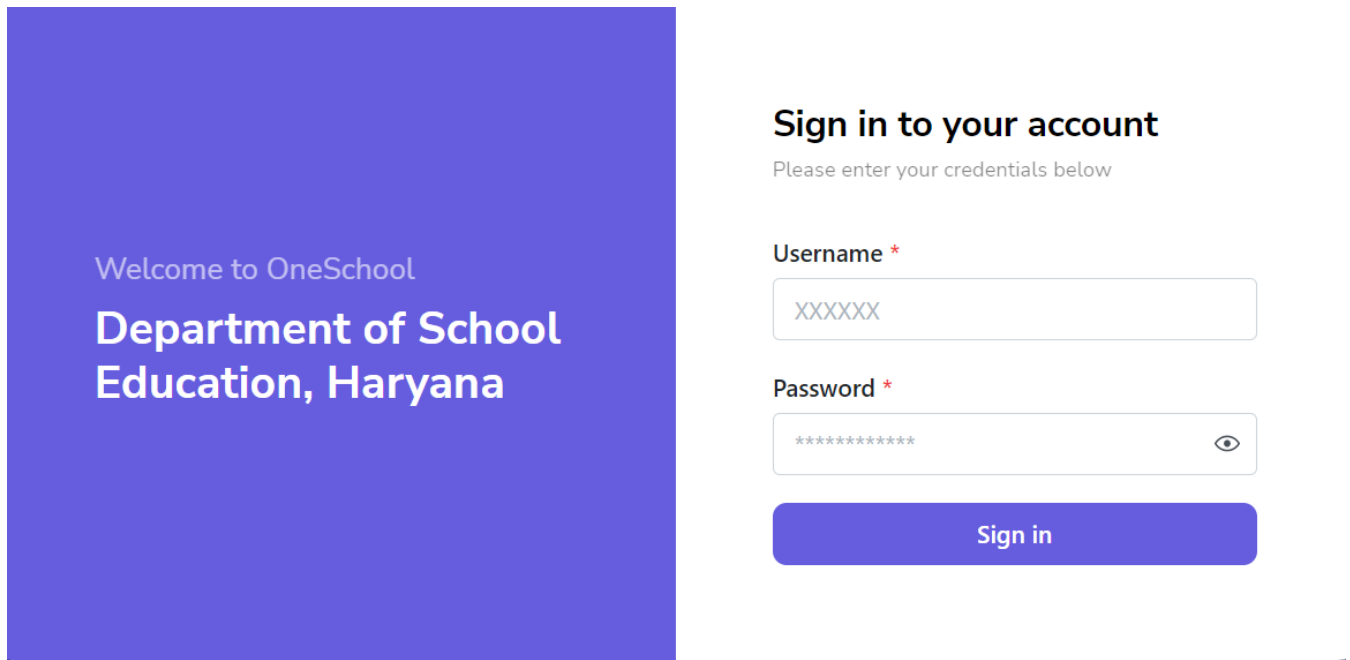
[Management Information System]

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.

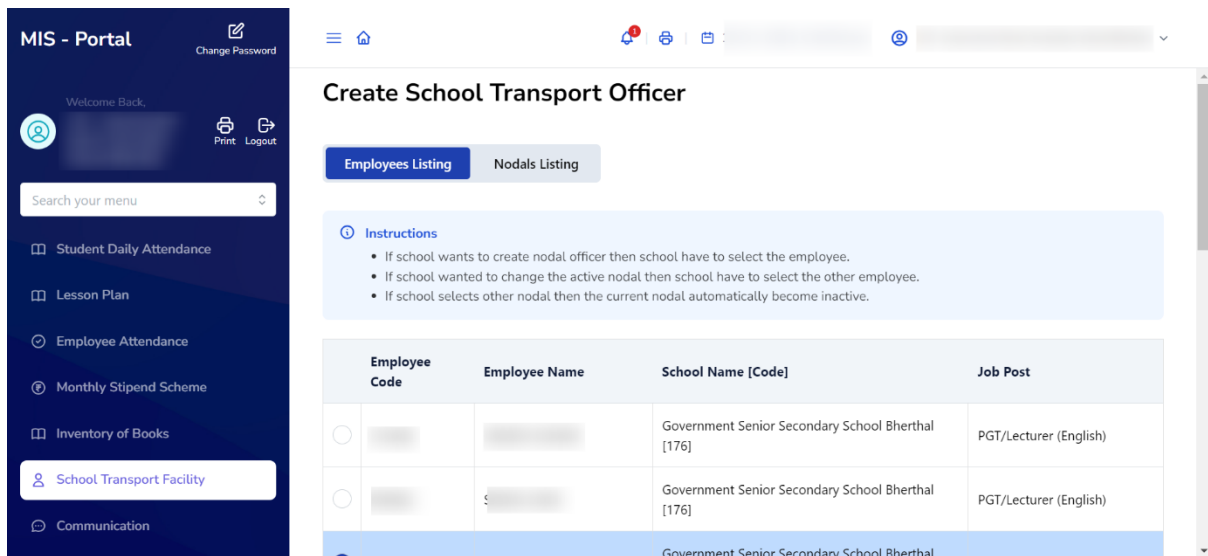
USER MANUAL FOR SCHOOL TRANSPORT FACILITY

This module will be available in the login id of School and active nodal employee. User will login to his account and shall follow the steps given below

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



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



Step 3: Choose Nodal Officer: - Select "Nodal Officer" from the list of employees.

"Note that only one employee can be appointed as the Nodal Officer at a time. If the user chooses another Nodal Officer, the previous one will become inactive."

MIS - Portal

Welcome Back, [User Name]

Search your menu

- Student Daily Attendance
- Lesson Plan
- Employee Attendance
- Monthly Stipend Scheme
- Inventory of Books
- School Transport Facility**
- Communication

Create School Transport Officer

Employees Listing | **Nodals Listing**

Instruction

- The highlighted employee is currently the active nodal.

Employee Code	Employee Name	School Name [Code]	Job Post	Created On	Action
[Redacted]	[Redacted]	Government Senior Secondary School Bherthal [176]	PGT/Lecturer (Punjabi)	18-01-2024 11:21 am	Active
[Redacted]	[Redacted]	Government Senior Secondary School Bherthal [176]	PGT/Lecturer (English)	09-01-2024 11:08 am	Inactive
[Redacted]	[Redacted]	Government Senior Secondary School Bherthal [176]	PGT/Lecturer (Punjabi)	09-01-2024 11:03 am	Inactive

Step 4: - The active nodal employee must log in to their MIS account. After logging in, navigate to "Transport Vehicle Master" section on the left panel. In Vehicle master, Fill in the vehicle details, driver details and click on "Proceed."

MIS - Employee

Welcome Back, [User Name]

Search your menu

- back
- Vehicle Master**
- Identify Eligible Students
- Students Route Mapping
- Students Distance Route Mapping

Vehicle Master

View Route List

Vehicle Details

Assigned Route Code *
Enter Route Code

Vehicle Type *
Bus/Mini Bus

Does this vehicle belongs to haryana government? *
 Yes No

Vehicle Number *
Enter Vehicle Number

Vehicle Model Name *
Enter Model Name

Vehicle Make Year *
Enter Make Year

Insurance Number *
Enter Insurance Number

Insurance Expiry Date *
Choose date

Fuel Type *
Select

Seating Availability (Min 4 & Max 54) *
Min 4 Max 54

Driver Name *
Enter Driver Name

Driver Contact Number *
Enter Contact Number

Helper/Alternate Driver Name (Optional)
Enter Helper Name

Helper/Alternate Driver Contact Number (Optional)
Enter Contact Number

Vehicle Owner Name *
Enter Owner Name

Vehicle Owner Contact Number *
Enter Owner Contact Number

Vehicle Owner Email
Enter Owner Email

Vehicle Owner Address
Enter Owner Address

Proceed

Step 5: Identify Eligible Students: - Identify students from the list provided who wish to use the transport facility based on the distance from their homes.

MIS - Employee | Change Password

Welcome Back, PK | Print | Logout

Search your menu

Vehicle Master

Identify Eligible Students

Academic Year: 2023-2024 | Select Class: Twelfth | Select stream: Select stream | Section Name: Select section | [Get Informations](#)

<input type="checkbox"/>	SRN Number	Student Name	Gender	Date of Birth	Admission Date	Father's Name	Standard Name	Distance from Home	Profile Ac
<input type="checkbox"/>	[REDACTED]	ANAMIKA	Female	August 29th 2001	April 19th 2018	RAJENDER SINGH	Twelfth	Distance in km	View Prc
<input type="checkbox"/>	[REDACTED]	ANJU KUMARI	Female	June 19th 1999	April 1st 2015	VED SINGH	Twelfth	Distance in km	View Prc
<input type="checkbox"/>	[REDACTED]	ANKIT YADAV	Male	December 3rd 1998	April 1st 2015	RAMESH KUMAR	Twelfth	Distance in km	View Prc
<input type="checkbox"/>	[REDACTED]	ANMOL SAINI	Male	July 10th 2005	May 4th 2022	SUNIL SAINI	Twelfth	Distance in km	View Prc

Step 6: Student Route Mapping: - In this step, map each student to the appropriate transportation route.

MIS - Employee | Change Password

Welcome Back, PK | Print | Logout

Search your menu

Vehicle Master

Identify Eligible Students

Students Route Mapping

Students Distance Route Mapping

Student Mapping with Routes

Instructions

- Kindly select route first.
- Only after selecting route user can click on the check box to save the students mapping with routes and without checking the check box it will not save the data.

<input type="checkbox"/>	SRN Number	Student Name	Gender	Date of Birth	Admission Date	Father's Name	Standard Name	Distance from Home	Routes	Profile Actions
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Female	September 10th 2008	April 1st 2023	VINOD KUMAR	Tenth	7	10	View Profile
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Female	September 30th 2008	April 1st 2023	SANJAY SINGH URF SANJAY	Tenth	3	Select	View Profile
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Male	December 3rd 1998	April 1st 2015	RAMESH KUMAR	Twelfth	9	Select	View Profile
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Female	June 19th 1999	April 1st 2015	VED SINGH	Twelfth	10	Select	View Profile
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Female	August 29th 2001	April 19th 2018	RAJENDER SINGH	Twelfth	12	Select	View Profile
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Female	September 21st 2007	May 2nd 2023	NARESH KUMAR	Eleventh	15	Select	View Profile

Step 7: - Mapping Student Routes: - Users can access a list of students who are assigned to various routes based on their distance from the school.

MIS - Employee Change Password

Welcome Back, **PK** Print Logout

Search your menu

- < back
- Vehicle Master
- Identify Eligible Students
- Students Route Mapping
- Students Distance Route Mapping

SRN Number	Student Name	Gender	Date of Birth	Admission Date	Father's Name	Standard Name	Distance from Home	Routes	Action
		Male	April 2nd 2006	July 4th 2022	LOKESH	Eleventh	12	12	Edit Delete
		Male	October 29th 2008	April 1st 2023	RAJINDER SINGH	Tenth	12	11	Edit Delete
	A A	Male	August 4th 2008	April 1st 2023	PARVEEN KUMAR ATTRI	Tenth	11	13	Edit Delete
		Female	June 9th 2006	July 5th 2022	BUENDER SINGH	Eleventh	11	13	Edit Delete
		Female	September 24th 2005	July 8th 2022	SATY PARKASH	Eleventh	21	13	Edit Delete
		Female	June 8th 2006	July 4th 2022	YOGESH KUMAR	Eleventh	17	11	Edit Delete
		Male	March 27th 2006	May 4th 2022	RAJENDER PRASAD	Twelfth	13	10	Edit Delete