



GOVERNMENT OF HARYANA / हरियाणा सरकार

# Directorate of Secondary Education

## विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास  
Education, Culture and Development

School Education, Haryana  
विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय  
Lead me from Darkness to Light

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To

- i. All District Education Officers,
- ii. All District Elementary Education Officers,  
in the State of Haryana
- iii. Concerned Schools Heads/ Principals

Memo No. KW 13/8-2016 ICT (2)

Dated: 19-02-26

**Sub: Regarding collection of details of in-position Computer faculty and Computer Lab Attendants.**

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Reference on the subject cited above.

It is intimated that the details of in-position Computer Faculty and Computer Lab Attendants are to be collected for which a link is provided in the Menu of MIS Portal ([www.mis.oneschoolsuite.com](http://www.mis.oneschoolsuite.com)) in the School Login.

The details are to be filled up by today end of day i.e. 19.02.2026. A user manual for filling up the details is attached for ready reference.

NOTE:

1. The salutation Sh./Smt./Mr./Mrs. etc. is not to be filled up in the name field of employee.
2. The details of Computer Faculty and Computer Lab Attendants deputed in some other schools/ offices shall be filled up by the concerned DDO's/ Heads of Schools of their posting (i.e. the school from where the remuneration is being drawn).
3. The concerned DDO/ Schools Head shall be responsible for ensuring the accuracy & correctness of the details being filled up of Computer Faculty and Computer Lab Attendants.
4. The details of only in-position Computer Faculty and Computer Lab Attendants are to be filled.

Encl: As above

*19/2/26*  
Superintendent IOT  
for Director General Secondary Education  
Haryana, Panchkula

# USER MANUAL

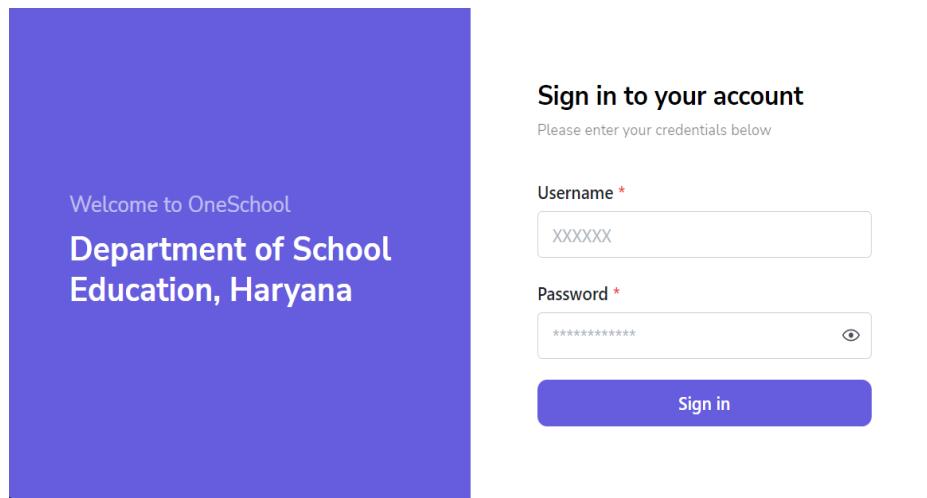
## For Details of Computer Faculty / Computer Lab Attendants

### Introduction

This user manual provides step-by-step instructions for managing computer faculty and lab attendants in the MIS Portal. It covers Adding New Employee, Viewing Added Employee, Editing and Deleting entries. Only DDO/Heads of Schools from the posting school can fill these details. The details must not be added for employees from other schools.

### Step 1. Login to the System

- Navigate to the **OneSchool Portal**.
- Enter School's **Username** and **Password** in the respective fields.
- Click **Sign In**.



Sign in to your account  
Please enter your credentials below

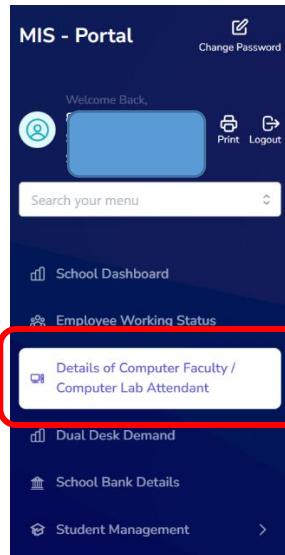
Username \*

Password \*

Sign in

### Step 2. Navigate to the Module

- From the left sidebar, select **Details of Computer Faculty / Computer Lab Attendants**.
- Alternatively, use the top search menu: **MIS Portal > Details of Computer Faculty / Computer Lab Attendants**.



### Step 3: View Added Faculty List

- The page by default shows a button “**View Added Faculty**” on top right of dashboard to view the previously added members.

**Details of Computer Faculty / Computer Lab Attendants** View Added Faculties

**Note:**

- The salutation Sh./Smt./Mr./Mrs. etc. is not to be filled up in the name field of employee.
- The details of Computer Faculty and Computer Lab Attendants deputed in some other schools/ offices shall be filled up by the concerned DDO's/ Heads of Schools of their posting (i.e. the school from where the remuneration is being drawn).
- The concerned DDO/ Schools Head shall be responsible for ensuring the accuracy & correctness of the details being filled up of Computer Faculty and Computer Lab Attendants.

- From the list, one can click **View** button to see the complete details of the employee.

**MIS - Portal** Change Password

Inter District List 19-02-2026, 11:54:52 am Helpdesk: 0172-5049801

**Details of Computer Faculty / Computer Lab Attendants** Add New Faculty

**List Of Added Computer Faculty / Computer Lab Attendants**

S/No.	Name	Gender	Designation	DOJ by Service Provider	DOJ by Department	Family ID	Mobile Number	Actions
1	Aa	Female	Computer Faculty	Feb 11th 2026	May 17th 2000	NA		View Delete

**Details of Computer Faculty / Computer Lab Attendant**

**School Dashboard** **Employee Working Status** **Dual Desk Demand** **School Bank Details** **Student Management**

Computer Faculty Details

Name Aa	Gender Female	Designation Computer Faculty	Father Name We
Mother Name Ss	Spouse Name Ad	Date of Birth Jan 4th 1989	Date of Joining (while engagement through service provider) Feb 11th 2026
Date of Joining (while engagement by Department) May 17th 2000	Aadhaar Number XXXXXXXX7058	Payee Code [Redacted]	Family ID ---
Mobile Number [Redacted]	PAN Number XXXXXX768H	Email ID [Redacted]	Remarks ---

**Close**

- Popup shows details (read-only).
- Click **View** icon next to an entry to open details in a popup.

## Step 4: Add New Faculty / Lab Attendant

- Click the **Add Faculty** button on top-right.

### Details of Computer Faculty / Computer Lab Attendants

Add New Faculty

#### List Of Added Computer Faculty / Computer Lab Attendants

- A form opens with required fields.
- Fill all required fields accurately.
- Click **Submit** at the bottom.

MIS - Portal

Change Password

Welcome Back

Print Logout

FAQ

Inter District List

19-02-2026, 11:05:31 am

Helpdesk 0172-5049801

Name \* Aa Gender \* Female Designation \* Computer Faculty Father Name \* We

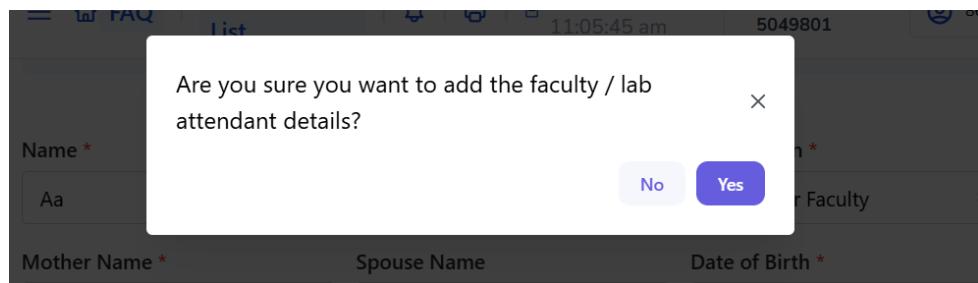
Mother Name \* Ss Spouse Name Ad Date of Birth \* January 4, 1989 Date of Joining (while engagement through service provider) \* February 11, 2026

Date of Joining (while engagement by Department) \* May 17, 2000 Aadhaar Number \* [Redacted] UCP / Payee Code \* T6YT67 Family ID Enter family id

Mobile Number \* [Redacted] PAN Number \* [Redacted] Email ID of Employee Enter email id Remarks (if any) Enter remarks

**Submit Details** **Reset**

- Confirmation popup: "Are you sure you want to add the faculty/lab attendant details?" Click **Yes** to confirm (or **No** to cancel).



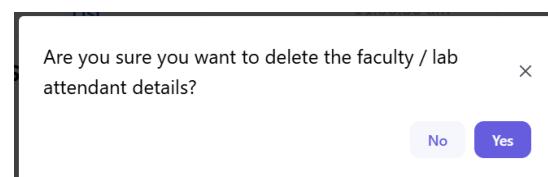
- Success message: "Faculty details saved successfully." The entry appears in the list.



## Step 5: Delete Faculty / Lab Attendant

- From the list, click **Delete** icon next to the entry.
- of the employee.

S/No.	Name	Gender	Designation	DOJ by Service Provider	DOJ by Department	Family ID	Mobile Number	Actions
1	Aa	Female	Computer Faculty	Feb 11th 2026	May 17th 2000	NA	<a href="#">View</a> <a href="#">Delete</a>	



- Confirmation popup: "Are you sure you want to delete the faculty/lab attendant details?"
- Click **Yes** to delete.
- Click **No** to cancel