

GOVERNMENT OF HARYANA
SCHOOL EDUCATION DEPARTMENT

ORDER

No. 1/26-2014 IT Cell

Dated: 27.03.2015

The Department of School Education, Government of Haryana conceptualized the development of a comprehensive Management Information System (MIS) in 2014, with the objective that it becomes the single source for all information for the data required by the Department to function efficiently and effectively. The MIS will serve to **reduce repeated data requests from schools**, hence freeing up time of teaching staff to focus on academics. It will also help **streamline the Department's administrative processes (e.g. teacher transfers, student admissions etc.) through automation.**

2. The MIS is being organized around three main entities – **Schools, Students and Employees**. It shall facilitate to capture and update regularly, relevant information related to these three entities. Various components of the MIS will be launched in three phases. The First phase of this project is scheduled to be launched in the month of April, 2015. Creation of School Profile coupled with **Students Admissions is the first service that is being supported by the MIS as part of phase 1 of the project.** From the academic session 2015-16 onwards, all the information of students obtained at the time of his/her admission will be digitized and a Student Registration Number (SRN) will be generated as a unique identifier for each student. For this purpose, application modules have been developed in the MIS.


3. For all fresh admissions, schools must upload the information as and when the student is admitted in the school. In addition, as a one-time exercise, the same information must also be entered for all existing students in the MIS. Student data previously received by the Department, from the field during the academic year 2014-15, pertaining to scholarship beneficiaries will be pre-populated in the MIS with their Student Registration Numbers, hence preventing any duplicity of data entry effort in the field. The School Head would be **provided a Login and Password** to access the MIS portal. The school head may utilize the services of competent faculty members of the school or ministerial staff to feed information in the MIS. However, the school head would be solely responsible for any changes made to the information of the school or any student information using the Schools' login account. **An offline utility** has also been provided which can be downloaded on a computer. This utility would allow feeding necessary information about student admissions even without internet access. As and

when the school has access to internet connectivity, this data can be uploaded in multiples of 25 students.

4. The Student Admission Form and School Leaving Certificate have been amended and are included in **Annexure-A (MIS Forms Compendium)**, being sent along with this letter. The Student Admission Format is consistent with the online form available in the MIS. The School Leaving Certificate will help streamline the process of student transfer from one school to another. Some other formats to be used for submission of different reports have also been designed and attached in Annexure A and shall be used by different stakeholders.

5. It is hereby ordered that with effect from the academic session 2015-16, **data of all students shall be captured on the central MIS portal** and will act as the single source of student data for reference to conduct all key activities, including student admissions described as above, disbursement of incentives such as scholarships and text books, management of the Mid-Day Meal scheme, budget projections under various schemes, redistribution of teachers on the basis of student enrolment, integration of enrolment of students of classes 9th to 12th with the Board of School Education, Haryana, constitution of teams for various sports activities etc. Accuracy of information in the MIS is, therefore, of utmost priority.

6. Details of activities including student admissions to be taken up as part of the deployment of 1st phase of MIS along-with timelines, guidelines regarding how to use the MIS system and roles of various stakeholders in the implementation of this system are attached with this order at **Annexure-B (MIS Deployment phase I guidelines)**. All the annexures are a part of this order and must be read carefully. A detailed user-manual for the MIS will subsequently be shared with all concerned.


(T C GUPTA, IAS)

Principal Secretary, School Education,
Government of Haryana, Chandigarh

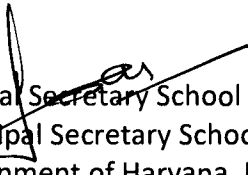

Endst. No.:

Dated:

A copy is forwarded to the following for information and necessary action:-

1. Secretary, Board of School Education, Haryana, Bhiwani.
2. Director SCERT, Haryana, Gurgaon.
3. All District Education Officers

4. All District Elementary Education Officers,
5. All Principals, DIET/GETTIs in the state.
6. All District Project Coordinators of SSA/RMSA in the State.
7. All Block Education Officers/Block Elementary Education Officers in the State.


Special Secretary School Education
For Principal Secretary School Education,
Government of Haryana, Panchkula



Endst.No.

Dated:


A copy is forwarded to the following for information and necessary action:-

1. Director Elementary Education, Haryana, Panchkula
2. Director Secondary Education, Haryana, Panchkula
3. State Project Director, HSSPP, Panchkula.

The order may be brought to the notice of all concerned.


Special Secretary School Education
for Principal Secretary School Education,
Government of Haryana, Panchkula

Annexure A1: Student Admission Form

	School Name: _____ School Code: _____ U-DISE Code: _____ Status: Government	Form No: _____	Please paste passport size (35 mm (w) x 44 mm (H)) colored photograph with white background here. Photo should not exceed borders. Do NOT staple.
	School Admission Number: _____ Admission Date: / / Session: _____		
	Type of Admission: New / Re-admission/ Transition		
	If re-Admission, Old Admission No: _____		
	Unique SRN (Student Registration Number) generated by MIS: _____		
	Enrollment No if allotted by Board: _____		
# Please read the following instructions carefully before filling Admission Form.			
1. Use CAPITAL letters only. 2. Tick (e.g. <input checked="" type="checkbox"/>) wherever applicable and strike-off (e.g. Male / Female) whichever not applicable. 3. Fields marked with * are mandatory.			
Students/Parents shall fill in the form from section '1. Student Information' onwards			
1. Student Information			
Class of Admission: _____		Stream (for 11 th /12 th): Arts/Commerce/Science	
Name* (as on Aadhaar): _____		Mr/Miss/Mrs _____	
Date of Birth*: _____ / _____ / _____		Gender*: Male/Female	
Aadhaar No: _____		EID No (if Aadhaar is not available): _____	
Place of Birth*	Country*: _____	State*: _____	
	District*: _____	Tehsil*: _____	City/Village*: _____
Email ID: _____		Mobile No: _____	
Nationality*: _____		Domicile of Haryana*? Yes/No	
2. Parent/Guardian Information			
Father's Name (as on Aadhaar)*: _____		Father's Aadhaar No: _____	
Father's Occupation*: _____		Mobile No*: _____	
Office Address of Father (if working): _____		Agriculture (Farmer)/ Laborer/ Self Employed/ Private Job/ Haryana State Govt. Employee/ Other State Govt. Employee/ Central Govt. Employee/ Military Personnel/ Para-military Personnel/ PSU Employee	
Father's Highest Education Qualification: _____		Illiterate / Schooling / 10 Pass / 10+2 Pass / Certificate Holder / Diploma Holder / Bachelor's Degree Holder / Master's Degree Holder / Doctor's Degree Holder	
Father's PAN: _____		Income Tax Payee: Yes/No Email ID: _____	
Mother's Name (as on Aadhaar)*: _____		Mother's Aadhaar No: _____	
Mother's Occupation*: _____		Mobile No*: _____	
Office Address of Mother (if working): _____		House Wife/Agriculture (Farmer)/ Laborer/ Self Employed/ Private Job/ Haryana State Govt. Employee/ Other State Govt. Employee/ Central Govt. Employee/ Military Personnel/ Para-military Personnel/ PSU Employee	
Mother's Highest Education Qualification: _____		Illiterate / Schooling / 10 Pass / 10+2 Pass / Certificate Holder / Diploma Holder / Bachelor's Degree Holder / Master's Degree Holder / Doctor's Degree Holder	
Mother's PAN: _____		Income Tax Payee: Yes/No Email ID: _____	
Whether, Parents engaged in 'Unclean Occupation'? _____		Yes / No	
Parents Annual Income* (in Rs.): _____			
Student belongs to 'Below Poverty Line' (BPL) family*? _____		Yes / No	
If 'Yes':	BPL Certificate No: _____	Issuing Authority: _____	Issued Date: / /
3. Information of Siblings studying in this School (mandatory if student has sibling, mention details of siblings)			
1 st Sibling's Full Name: _____		Class: _____	
Student Registration Number of Sibling (SRN): _____		Relation: _____	
2 nd Sibling's Full Name: _____		Class: _____	
Student Registration Number of Sibling (SRN): _____		Relation: _____	
4. Student's Address Information			
Correspondence Address*: _____		Distance from School (KMs)*: _____	

City/Village/Town*:		Tehsil*:	Block:	
Area of living	Rural / Urban			
District*:		State*:		PIN*:

Landline Number:	STD:	Phone:	
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Is 'Permanent Address' same as Correspondence Address? * Yes/No (If No, fill in Permanent Address details below)

Permanent Address*:

City/Village/Town*:		Tehsil*:	Block:	
Area of living	Rural / Urban			
District*:		State*:		PIN*:

5. Reservation Information

Religion*:	Hindu/ Muslim/ Christian/ Jain/ Sikhs/ Parsi/ Buddhist			
Category*:	General / SC / SBC / BC-A / BC-B / ST	Caste (if Reserved Category) :		
If Reserved Category :	Certificate No:	Issuing Authority:	Issued Date: / /	

Physically Handicapped? Yes/No (If yes, type)	<input type="checkbox"/> Blindness	<input type="checkbox"/> Low-vision	<input type="checkbox"/> Hearing Disability	<input type="checkbox"/> Speech Disability	<input type="checkbox"/> Loco motor Disability
Percentage (%)→					

Mentally Challenged? Yes/No (If yes, type)	<input type="checkbox"/> Mental Retardation	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Autism
Percentage (%)→				

Genetic Disorder:	<input type="checkbox"/> Color Blindness / <input type="checkbox"/> Haemophilia / <input type="checkbox"/> Deletion syndrome / <input type="checkbox"/> Angelman syndrome / <input type="checkbox"/> Canavan disease / <input type="checkbox"/> Charcot-Marie-Tooth disease / <input type="checkbox"/> Cri du chat / <input type="checkbox"/> Cystic fibrosis / <input type="checkbox"/> Down syndrome / <input type="checkbox"/> Duchenne muscular dystrophy / <input type="checkbox"/> Haemochromatosis / <input type="checkbox"/> Klinefelter syndrome / <input type="checkbox"/> Neurofibromatosis / <input type="checkbox"/> Phenylketonuria / <input type="checkbox"/> Polycystic kidney disease / <input type="checkbox"/> Prader-Willi syndrome / <input type="checkbox"/> Sickle-cell disease / <input type="checkbox"/> Tay-Sachs disease / <input type="checkbox"/> Turner syndrome				
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6. Medium of Instruction*: Hindi / English

Compulsory & Optional Subjects taken for class being admitted (for classes VI to XII only)

Compulsory Subjects:

a.	b.	c.	d.
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Optional Subjects:

e.	f.	g.	h.
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7. Past School Information: (Applicable to students who already have Student Registration No and getting Re-Admitted in this school)

Student Registration Number (SRN, if available):		
Name of Previous School:	School code:	
Last class attended:	Date of leaving: / /	% Marks/Grade Obtained:

8. Student's Bank Account Information (Mandatory if student already has a bank account)

Account Holder Name / Joint Account Holder Name (if any):			
Relation of Joint account holder with student:	Mother / Father / Brother / Sister / Grand-Father / Grand-Mother / Aunt / Uncle		
A/c No:	IFSC Code:		
Bank Name:	Branch Name & Code:		

9. Other Information

Student's Hobbies:	
Student's Past Achievements (SPAT/Sports/Scholarships):	

10. Declaration by Parent/Guardian*

I hereby declare that all the information given here is true. I take full responsibility of my child to behave sincerely. We will abide by all the rules and regulation of the institution. Please admit my child in class _____.

Place:

Date:

Signatures of the Parent/Guardian

11. Attached Documents and Certificates Section:

1.	2.
3.	4.
5.	6.

For Office Use Only

Permission granted to admit in class:	
DEO	BEO
Signatures of Head of Institution (with Full name and Seal)	

Note: Parents/Student may retain photocopy of completely filled in admission form for future reference.

Government Primary/Middle/ High/ Senior Secondary School

School Name.....[School name]....., UDISE Code.....[UDISE code]....., Deptt. School Code.....[School code].....

SCHOOL LEAVING CERTIFICATE**(Academic Year: -)**
[YYYY] [YYYY]

File No.

Date of issue:.....

Pupil's Name.....

Student Registration No. (SRN) o. in Admission Register.....

Name of Father/Guardian.....[Name].....

Mother.....[Name].....

Date of birth.....[DD/MM/YYYY].....

Certified that.....[Name of pupil]..... attended this school up-to[DD/MM/YYYY] He/she has paid all sums due to the school, and was allowed on the above date to withdraw his/her name. He/she was reading in Class[Class] in this school.

1. He/she was examined in[Class] and

 a. Was allowed/promised promotion to Class.....[Class] OR b. Passed the examination in the highest class available in the school, OR c. Left the school mid-session to join a different school, OR d. Failed in.....[Subject] subject(s)*Note: (please tick and fill whichever is applicable):*

The following particulars are certified to be correct according to the registers of the school and the certificate/s produced from previous school/s attended during the school year:

No	School	Date of admission	Date of withdrawal	Date of attendance during the current school-year		No. of total attendances during the current school year	Pupil's attendance during the current school year	Leaves taken during the current school year
				From	To			
1								
2								
3								
4								

Date of issue:.....

Signatures and seal of Head of Institution

For Scholarship-Holders Only

Kind of scholarship Value..... <Amount>..... Year of award..... DD/MM/YYYY.....

Date up-to which drawn..... DD/MM/YYYY..... By whom payable.....

Note: Entries checked and found correct:

Signatures and seal of Head of Institution

For office use only:

Certified that..... [Student name] S/o-D/o- ward of [Father/guardian name]

and a student of the [Class] class who left the..... [School Name]

School (School Code.....) District with Transfer Certificate No.

..... Dated DD/MM/YYYY..... has joined the class.....

Of [School Name] School (school code),

..... District..... on..... DD/MM/YYYY

His/her date of birth mentioned in the Transfer Certificate is..... DD/MM/YYYY

Signatures and seal of Head of Institution

Handwritten signature

Annexure A3

Students Record Certificate (School Level Report)

Students Record Certificate Department of School Education, Haryana											
Reference no. _____						Date: _____					
School Name: _____						School Code: _____					
This is to certify that the number of students enrolled in the _____ School, UDISE Code(_____), Deptt. School Code: (_____) as on (Date: _____) for each Class is as under:											
Class I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
The enrollment listed above is consistent with the Students List Report attached here-with. This Students List Report is accurate as on _____ to the best of my knowledge and ability.											
_____ (Name of School Head)				_____ (Designation of School Head)				_____ (Signatures of School Head)			
Seen and countersigned											
_____ BEO/BEEO Signatures with date and seal											

Annexure A4

Students Record Certificate (Block level Report)

Report as on <Date>

Reference no. _____

Date: _____

Block Name: _____

District: _____

This is to certify that the number of students enrolled in Schools of <Name of Block> Block, < Name of District> District as on <Date> for each Class is as under:

Class I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

The enrollment listed above is consistent with the Students List Report. This Students Report is accurate as on _____ to the best of my knowledge and ability.



(Name of BEEO/BEO)

BEO/BEEO Signatures

DEO/DEEO Signatures

Annexure A5

Quarterly MIS Data Authenticity Certificate to be submitted by District Officers

Management Information System (MIS) – Quarterly Data Authenticity Certificate Department of School Education, Haryana				
Reference no. _____		Report Date: <u>DD/MM/YYYY</u>		
Period of reporting: <u><Start Month></u> to <u><End Month></u> , Year: <u>YYYY</u>		District: _____		
<p>This is to certify that the data available in the Management Information System (MIS) portal for Schools, Students and Employees is accurate and up-to-date as on (Date : _____) for the _____ District. Further, information contained in the MIS is certified to be accurate for the following classes (please cross classes that do not apply):</p>				
Serial no.	Classes	School-level data is accurate and up-to-date	Student-level data is accurate and up-to-date	Employee-level data is accurate and up-to-date
1	Elementary section (Classes 1-8)	Yes/No	Yes/No	Yes/No
2	Secondary and Senior Secondary (Classes 9-12)	Yes/No	Yes/No	Yes/No
<p>_____ (Signature of District Education Officer / District Elementary Education Officer)</p>				

Annexure B:

Management Information System (MIS) –Deployment of Phase-I Implementation Guidelines

Background

The Management Information System (MIS) for the School Education Department, Haryana will be implemented in three phases in 2015-16. This document focuses on some key **processes and activities** like Profile Creation by schools and Student Admissions to be taken up as part of deployment in the 1st phase of the MIS along-with timelines, guidelines to use the MIS system and roles & responsibilities of various key stakeholders in the implementation of this system.

This document has five subsequent sections, as summarized below:

- **Section 1** explains different modules to be developed and **data fields** to be captured in the MIS with respect to three entities – **Schools, Students and Employees**. This section also lays out a **schedule** to be followed for capturing the data in the MIS over a period of time.
- **Section 2** details out different **processes to be followed for School Profile Creation/ Student Admissions** using the MIS portal w.e.f. the academic session 2015-16 onwards. This will be the primary focus of Phase 1 of the MIS implementation.
- **Section 3** provides guidelines regarding **Data Quality Management Methodology** for maintaining high quality data in the MIS. This includes a **data approval process** to be followed by different stakeholders to formally approve the data digitized into the MIS, **on-call support** to MIS users, **reminders** for timely data updates and **regular data quality reviews**.
- **Section 4** provides an overview of **how the data and reports from the MIS will be used** for key planning, academic and administrative processes, **and how it will benefit various stakeholders**.
- **Section 5** explains **roles and responsibilities** of different stakeholders in **uploading the data, submission of reports etc.**

1. Major Data parameters included in MIS and digitization schedule

The MIS will be used to capture information pertaining to **Schools, Students and Employees** belonging to the School Education Department, Haryana. An initial effort will be done to verify and upload all the data on the portal, and then a periodic discipline would be maintained for its accuracy in the MIS over the period of time. The one time uploading process will take a few months. However, thereafter, it will streamline all further processes for fulfilling the data needs of various stakeholders, thereby **making data management simpler** for the schools as well as for the Department.

This section details out parameters to be captured in Phase 1 of the MIS and provides a schedule to be followed to update data for those parameters in the system. Similar information for Phase 2 and 3 will be shared subsequently. Further, the information that has previously been collected from the field will be pre-populated in the MIS and will be available for review by different stakeholders.

Table 1: Major MIS data parameters and digitization schedule

Entity	Data category	Data fields to be captured by MIS in Phase 1 (not exhaustive)	Name of MIS Module and Sub-Module to be used for capturing the details	Time-frame for data digitization
Student	Student Admission: Student Information, Parent/Guardian Information, Information of siblings studying in the school, Student address information, Reservation Information, Medium of instructions and subjects, Past school information, Bank Account Information	Class of admission, Name of student, Date of Birth, Aadhaar/ EID number, Place of birth, Nationality, Parent/Guardian details, Sibling details, Address/Contact, Photograph, Adding reservation details, CWSN status, BPL status, Student Registration Number (SRN) – data captured or generated at time of admission	Class Selection, Personal Details Parent/Guardian Details, Sibling Details, Address Details, Contact Details, Photo Details, Reservation Details, Disabilities, Genetic Disorder, Student Bank Details.	1-11 th April, 2015 pilot in select 504 schools 12 April, 2015 to 31 st July 15 for all schools. <i>(Data for both existing and new students to be captured)</i>
	Student Academics-linked	Sections allocated and subjects opted by student	Section Allocation and Course Selection.	As above

Employee	Basic Profile and Family details	Employee ID, Aadhar Number, other identifiers like GPF/EPF number, Bank details, basic family information, basic health profile	Basic Profile, Identity Profile, Medical Profile, Family Profile, Bank Account Details	July to August 15 (employees to verify existing data) September 15 (Employees to complete any remaining family details / health profile data)
	Educational, Professional Background	Level of education, prior work-experience	Educational Profile	September to October '15 (verify existing data and update any incomplete information)
Schools	School Definition	School Name, School is Named After, School Short Name, School code, UDISE Code, School Type (Common/KGBV/KV etc), School For (Boys/Girls/Co-ed), Affiliated to, School Code by Affiliated Board, Date of Establishment, School Minority Status, location, School Address / Contact, Streams/ subjects available, sections information	Basic Information, School Wing Details, School Address Details, School Contact Details, Section Definition	April to June '15 (Schools to verify basic info already present in MIS)
	School Academics Summary	Bank Account Details, Committees and Associations, Number of sanctioned posts and working teachers	Bank Account Details, Committees & Associations	July to September '15

Note: The above list of data parameters is indicative and not exhaustive.

School heads and teachers will be provided support in multiple ways to help them use the MIS more easily:

- A User Manual for the MIS will be shared on the portal itself.

- MIS coaching videos will be shared with schools using the EDUSAT network as well as social media like you-tube etc.
- A team of Master Trainers at District level will provide support in resolving day to day queries for MIS users
- FAQs and their answers to be made available on the portal.
- A dedicated telephone helpline will be made available to address any issues faced by schools in using the MIS.

2. Key processes to be followed with support of MIS

The first phase of the MIS will primarily focus on digitization of School Definition and students' data using the Student Admissions utility. The MIS portal has dedicated tabs for "School Definition" and "Student Admission" with specific sub-sections for key Student Admission processes as described below:

All schools shall complete the School Definition exercise within the month of April and May, 2015 as per procedure detailed out in section 2.1 below. From 1st April 2015 to 31st July 2015, schools would be required to upload students' information in the MIS as described in section 2.2, 2.3, 2.4 below. Thereafter the Formal Approval process as described in section 2.5 shall be followed.

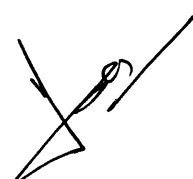
Schools shall carry out the following processes for admission of different types of students:

- **School Definition:** Use "School Definition" section to update basic information about the school, as described in section 2.1 below.
- **Fresh admissions:** Use the fresh admissions process described in section 2.2 below to carry out admissions for newly admitted students. **Even for existing students whose data is not available in the MIS before-hand**, the school should carry out fresh admissions in the new session (2015-16) using the Fresh admissions process described in section 2.2.
- **Re-admission and Transition (For existing students whose data is pre-populated in the MIS during the academic session 2014-15):** If the student is continuing in the same school, the school should complete their **transition** to the next class in the new session (2015-16) using the **transition process** described in section 2.4. When such a student reports to another Govt School for admission, the school should carry out the **re-admission** of the student from the previous school to the current school using the Re-admission process described in section 2.3.



2.1.Detailed steps for defining the School's Profile

1. **School definition is an important activity** to be completed before using any other functionality in the MIS. As a first step of school definition, the school head should first check the correctness of the information which is already populated in the MIS. Some of this information is directly editable by the school. School may edit and correct the information which is incorrect and save it. Once the school profile is completely filled and submitted, it will be locked and information shall be edited only following the due procedure, which shall be communicated separately.
2. The school definition will be used for automating and validating the admission data of students. In future, the school infrastructure definition will also be used by schools for the day to day management such as time tables, requirement estimation, and up-keep of records digitally. It will be used by the department to estimate infrastructure requirement for schools, for budgeting and allocating funds to schools etc. The following items are available under "Define School" sub section of "School Definition" section.

- 
- a. Basic Information
 - b. Vision and Mission
 - c. Wing
 - d. Address
 - e. Contact
 - f. Committees & Associations
 - g. Bank Account

Note: As of now, schools may update as much information as is available with them.

3. Section Definition:

Another feature within the "School Definition" Section is "Section Definition". In this sub-section, **the school should define the sections for each class**, normally starting with notations such as 'A', 'B', 'C' and so on. It is recommended that one class teacher should be assigned to each section of a class. If the school supports both the Hindi and English medium of instructions, each section should be associated with only one medium of instruction (such as Hindi or English). Students of one section may have chosen different optional subjects (wherever

applicable) but the medium of instruction shall be same for all students in that section.

4. **Class Teacher Definition:**

Under "Class-teacher Definition" sub section of School Definition section, Class teachers should be assigned to each section. The list of teachers will be populated automatically based on the employee data in MIS.

2.2. **Detailed steps for carrying out Fresh admissions using MIS**

1. As a first step, an offline admission form will be filled, duly signed and submitted by the student / student's parent or guardian, to the school. The Student Admission Form, shared in '**Annexure A1**', shall be used for this purpose. The school head should review the filled admission form before processing the admission. In order to ensure that the **credentials of the students mentioned in the admission format are correct** and are not contrary to RTE norms / any other statutory provisions notified by the Government from time to time, the Head of institution should may request for requisite documents that are legally acceptable for the said purpose. These documents could be as mentioned below:
 - a. Photocopy of ration card or other document required for residential proof
 - b. Photocopy of Birth Certificate of student or any other document prescribed for date of birth for proof of date of birth
 - c. Caste Certificate in case of SC/BC-A/BC-B status of student
 - d. BPL Card in case of BPL status of the family of the student
 - e. Medical certificate in case the student is physically handicapped
 - f. School Leaving Certificate (SLC) in case the student was previously studying in a different school (Government/non-Government of Haryana school) – Format for the SLC is available in **Annexure A2**.
2. **After accepting the offline admissions form, the school shall decide the category under which the admission should be processed - i.e. Fresh Admission, Re-admission or Transition.** Detailed steps for Fresh Admissions is as given below, while steps for carrying out Student Re-admission and Transition are described in subsequent sections.
3. If the applicant is a new entrant then the school should enter the information in the Admission/Withdrawal register as per existing practice. Next, they should log in to the MIS portal using the school's login ID / password and navigate to the Student Admission section of the portal. In this section, an online admissions

form, identical to the physical Students Admission Form (see Annexure A1), will be visible and it should be filled up completely.

Note: The MIS portal will guide the user to upload the information by dividing it into sub-sets. User can enter partial student information and save it, allowing **remaining information to be filled separately later using the 'Pending Admissions'** sub-section. This sub-section allows the user to update any missing information for a student at later stage. However, it may be noted that until the complete mandatory information is uploaded, the Student's admission process shall not be completed and "Student Registration Number" would not be generated.

4. After filling up the information mentioned in the admission form, a **unique Student Registration Number (SRN)** will be generated by the MIS for the student. The SRN shall be communicated to the student and his/her parents/guardians through SMS on the mobile number provided at the time of admission. In future, the Student Registration Number would be mandatory while issuing the "School Leaving Certificate" to a student or while enrolling with the Board of School Education, Haryana.

Note: Student Registration Number (SRN) will be unique for every student and shall remain un-changed for his whole school life-cycle even if the student takes transfer from one Government School to another Government School.

5. After the SRN is generated for a student, the school can assign a section to the student. This exercise should be done for all students after completion of admission process as in the case of offline admissions. This step should be carried out using the 'Section Allocation and Course Selection' sub-section under the "Student Admission" Section of the MIS portal.

2.3.Detailed steps for managing student Re-admission

Re-admission of students will occur only when a **student leaves a school to take admission in another school after obtaining the SLC** (School Leaving Certificate) along-with a valid Student Registration Number from the earlier school and submitting the same in the new school, **either for admission in a new class (e.g. from class 5 to 6, 8 to 9, 10 to 11 wherein school is to be changed) or in the same class which he/she was studying in the earlier school.** This process shall be implemented through a dedicated sub-section on the MIS portal for student "Re-

admission" under the "Student Admissions" Section. The re-admission process should be carried out through the following steps:

1. At the time of admission, the student may or may not have a School Leaving Certificate (SLC) from the previous school. In either case, **if the student provides a valid SRN ID in the filled admission form**, the school head should search for the record of this student in the 'Re-admission' section of the MIS by using the SRN ID of the student. If the student's record is found in the MIS, his/her previous school's name and ID would be visible in the search result.
2. However, before carrying out re-admission for the student, the school head should **verify the student's data** by comparing information in the offline admission form with data stored in the MIS for the student and ensure that the data belongs to the same student who is seeking admission on transfer basis. If the student's data is found to be valid, the re-admission process should be executed using the Re-admission section of the MIS portal.
3. If the **previous school states that the student has not been issued SLC yet**, the admission should be accepted with an undertaking from the student/ parents that he/she wants to change his/her school.

2.4.Procedure for carrying out student Transition

"Transition" of a student shall happen **from one class to the next higher class** in the same school at the end of the current academic session and start of new academic session, for those students who have already been issued Student Registration Numbers (SRNs). This process should be carried out using the "Student Transition" sub-section under the "Student Admission" tab, which will allow choosing the new class and section to which the child has to be transitioned. The portal will also allow selecting a list of students for each class and section that can be transitioned in bulk to another class and section.

Note: For existing students whose information is pre-populated in the MIS, schools should follow the "Student Transition" step to move the students to the next higher class, if eligible.

2.5.Student admissions data – formal approval process

In order to ensure that the data updated by schools is accurate and usable for official purposes, a **formal process to verify student records** would be followed after the

completion of the admission process. This process would involve ratification of school-wise and Block-wise No. of students by Block and District level officers as per Annexure A3 and A4 to this document as follows:

1. School heads shall generate a 'Students Record Certificate' (School Level Report) as per "Annexure A3" which contains a summary of the number of students enrolled in the school for each class. This report will be available in the MIS Portal for downloading under the reports section. School Heads shall review this school report to ensure completeness and accuracy of the data and submit it to the concerned BEEO/ BEO.
2. In case any changes are required in the data due to errors, School Heads may make the changes using the 'Edit Student Profile' sub-section under the "Student Admission" section of the MIS portal.
3. The BEO/BEEO shall then review the reports of the Schools falling in his/her Block. Block-wise report shall also be shared with the District level officer (DEO/DEEO) by the BEO/BEEO concerned. The District level officer shall review and approve the School level and block level reports and issue a 'Students Record Certificate' (Block Level Report) (Annexure A4).



3. Data quality management

Data quality in the MIS will be ensured and managed through three key methods:

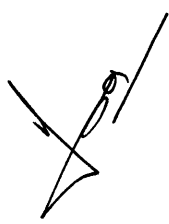
- **Data approvals:** Process for reviewing and approving the authenticity of the MIS data (as described in section 2.5 above for student admissions)
- **On-call support and reminders:** Dedicated call-centre support to address issues faced by schools while using the MIS and sending regular reminders to schools through multiple channels to update their data in a timely manner as detailed out in sub section 3.2 below.
- **Data quality review:** Periodic review of the MIS data by School Head/ BEEO/BEO and DEEO/DEO to verify the consistency and accuracy of the data.
- Further, information received through School Inspection Reports would be compared with MIS data to cross-check the data for correctness.

3.1.Data update frequencies

The following data management grid provides guidelines on the required frequency of data updates and approvals across data categories:

Table 2: Data updates and approval process for MIS (Data Management Grid)

Entity	Data category	Data updates		Review/Approvals process	
		Owner	Schedule	Owner	Schedule
Schools	School definition data	Institution head	Real time – after every change; Ensure up to date	BEO/BEE0, and DEO/DEEO to verify and finally approve	Once a year In September
	School Academic data (streams / sections)	Institution head	Real time– after every change Ensure up to date	BEO/BEE0, and DEO/DEEO to verify and finally approve	Every 6 months in March and September
Students	Basic Student data and progression to next class	Institution head	Real time Other student details to be verified annually – ensure up to date every month	BEO/BEE0, and DEO/DEEO to verify and finally approve	Every month for admissions data Once a year for other details
Employees	Basic Profile and bank details	Institution head, concerned employee	Refresh whenever changed	BEO/BEE0, and DEO/DEEO to verify and finally approve	Once a year – in September / October
	Health profile and family information		Verify annually in September		
	Educational & professional background	Institution head, concerned employee	update whenever changed Verify annually in September	BEO/BEE0 and DEO/DEEO to verify and finally approve	Once a year – in September / October



3.2. On-call support and reminders

The MIS Operations team will have a dedicated call-centre line to provide on-call support to MIS users. This call-centre will be accessible to School Heads and any other employees given responsibility for managing the MIS data of their institutions.

Further, regular reminders for data updates would be sent to concerned stakeholders by the State Head-quarters. The following types of reminders would be sent:

- Automated reminders on the online MIS portal, as well as via system generated e-mails
- Regular SMS reminders to school heads to ensure timely data updates
- Telephonic reminders to District and Block level officers to ensure timely approval of data


3.3. Data uploading status and data quality review

MIS data uploading status and data quality will be monitored through a formal process of data quality review, as follows:

- Data completion status reports will be available on the portal for review by the higher authorities. These reports will highlight how many Schools have updated the data in the MIS and which schools have not updated their data on time.
- A detailed data quality review would be carried out every 3 months by using data completion status reports. Initiatives will be taken to fix gaps in completeness and correctness of the MIS data.

4. MIS Data Usage

The last key pillar of Information Management for MIS will be data usage, with the guiding principles that data used regularly for actual processes is of higher quality. Further, the MIS data will be available to stakeholders at State, District, Block and School level so that everyone can view relevant information at their level, assess their own performance and make efforts to improve the same. MIS data will also be utilized for the following activities on a regular basis:

- 
- **In Department processes** (e.g. Management and planning of schemes e.g. Mid-day meal, incentive schemes, text books distribution and other various activities related to students etc).
 - **Usage by stakeholders at all levels**, i.e. by State Headquarters Officers, District Officers, Block Officers, School Heads and Teachers to seek information regarding day to day activities and take decisions regarding key processes such as transfer requests, redistribution of posts, upgradation of schools, filling up of vacant posts, generating reports for Assembly/ Parliament questions, etc. All stakeholders i.e. officers and employees will have login IDs to access the MIS as per their role, where they will be able to view the information and request for correction of any erroneous data.
 - **For performance review** of the School Education System by Department leadership (e.g. attendance of students and teachers, status of infrastructure projects, performance of schools / blocks / districts in academics – including monthly assessments, in sports activities, etc). The MIS portal will provide reports to support these reviews.

We are making a beginning with student admissions, but all these features and processes will become live over a period of time.

5. Roles and Responsibilities of various stakeholders for data updation in MIS

- The Head of Institution/In-Charge concerned shall be responsible for all type of data to be up-loaded/updated by the school. In case of primary schools, concerned DDO (with whom the said Primary school is attached) shall be responsible for every update in the data of the Primary School.
- Concerned BEO and BEEO would be responsible to ensure timely data updates in the MIS for schools under their control, in the block.
- Similarly, concerned DEO and DEEO shall be responsible for the schools under their control. A certificate to the effect that data uploaded on the MIS portal is up-to-date and accurate, shall be given by every DEO and DEEO after the end of each quarter of the academic year i.e. 1st week of July, October, January and April. Format of certificate is attached at **Annexure A5**.
- Officers of State Headquarter, BOSEH, SCERT, District, DIETs, and Block would also be responsible to keep the MIS up to date, with required data, at their level. Concerned controlling officers should submit similar certificates in respect of the branches under their control to the concerned Directors/ Secretary BOSEH.
- Similarly, officers of HSSPP (from State Headquarters to ground level), UTKARSH Society shall also ensure the data uploading and its updation on the MIS portal and submit similar certificates at each level.
- All such certificates shall be consolidated at the level of MIS Operations team which shall submit the same for the information of higher authorities through the respective Directors.

Note: With the MIS portal becoming the single source of data for the School Education Department, the Directorates would strive not to seek any data from field offices or schools separately, as long as it is available in the MIS portal. Data from the MIS portal shall form the only basis of all key decisions in the department – this would further lead to better decision making since the data would be consistent and of higher quality.

Reminder: The School would be provided a Login and Password to access the Student MIS portal. The school head may utilize the services of competent faculty member of the school or Ministerial Staff like Clerk to upload the student information in the MIS – however the school head would be solely responsible for data uploading and its updation, any changes made to information pertaining to Students and schools using the School's login account.

A handwritten signature in black ink, consisting of a vertical line on the left, a horizontal line crossing it, and a long, sweeping horizontal line extending to the right.