

From

Director Secondary Education,  
Haryana, Panchkula

To

All District Education Officers in the State  
All District Elementary Education Officers in the State

Memo No. 1-67/2015-IT Cell  
Dated 13th July, 2015

**Subject: Data completion and data quality management process enforcement for MIS portal**

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Kindly refer to the subject cited above.

As you are aware, Govt. of Haryana, School Education Department vide letter no. 1/26-2014-IT Cell dated 27.03.2015 has issued detailed order regarding implementation of the Management Information System (MIS). As per the order, all data pertaining to Student admissions along with school definition data is to be uploaded on the MIS Portal by **31st-July-2015**.

In this regard, please note the following:

Completion of School Information Section

As per the letter cited above and a letter dated 24th-June-2015, all schools were required to complete data uploading pertaining to Basic Information, Vision and Mission, Address, Wing and Contact details in the MIS by 30th-June-2015. It has been observed that majority of schools have not uploaded the said data. Hence, concerned **DEOs, DEEOs, BEOs and BEEOs are required to ensure that all schools complete data update for all sections in 'Define School' sub-section within 'School definition' section on the portal before 20th July-2015.**

Filling of non-mandatory fields of students

All DEO, DEEO, BEO, and BEEOs are required to ensure that data for non-mandatory fields within student admissions section is uploaded in respect of students already admitted on the MIS portal. These fields were made non-mandatory only to account for cases where such data was not available at that time. Schools and parents should be instructed to arrange for required information as soon possible to ensure 100% completion of non-mandatory fields also. Proper filling up of these fields will ensure that the data from MIS can be used for multiple purposes, thus enhancing future benefits. **All non-mandatory fields for student admissions should be completed in the MIS latest by 31st-July-2015.** A list of such non-mandatory fields is included in 'Annexure 1' for your reference.

Data quality management

Letter no. 1/26-2014-IT Cell dated 27.03.2015 also detailed out the process for data quality management. In order to ensure that the data updated by schools is accurate and usable for official purposes, the formal process to verify records will now be enforced. All DEO, DEEO,

BEO, and BEEOs are required to complete the following requirements as per the deadlines mentioned.

*For Student admissions*

School heads are required to submit the 'Students Record Certificate (School Level Report)' as per 'Annexure 2' to the concerned BEEO / BEO after the admissions are complete and data for all enrolled students is updated on the MIS Portal. This certificate should be submitted by the School Heads to BEOs/BEEOs by **31st-July-2015**.

BEOs and BEEOs are responsible to ensure completeness and accuracy of data for their block and submit a 'Students Record Certificate (Block Level Report)' as per 'Annexure 3' to the DEOs and DEEOs latest by **7th-August-2015**. DEOs and DEEOs should further submit the 'Students Record Certificate (Block Level Report)' to the Directorate latest by **14th-August-2015** through email at [hrymis@gmail.com](mailto:hrymis@gmail.com). This data update and approval process will be followed every month for student admissions data

*For School Definition*

Similarly, all DEOs and DEEOs are also required to submit MIS data authenticity certificate for all school definition data as per 'Annexure 4' after review with respective school heads and block officers. Please note that all sections of the school definition must be completed and a certificate should be submitted to ensure completion and accuracy by the DEO/DEEOs by **7th August-2015** to the Directorate.

In case of any discrepancies in the above data, the respective DEO/DEEOs will be liable. The reports on student admissions and school data update status are available in the respective School/block/district login at <http://sch.hryedumis.gov.in/> for your reference.



**Technology Officer  
for Director of Secondary Education,  
Haryana, Panchkula**

Endst. No. 1/67-2015-IT Cell

Dated 13.07.2015

A copy is forwarded to the following for information:

1. PS/PSSE for kind information of W/PSSSE.
2. PA/DSE for kind information of W/DSE.
3. PA/DEE for kind information of W/SPD.



**Technology Officer  
for Director of Secondary Education,  
HSSPP, Panchkula**

**Annexure 1**

List of Non-Mandatory Fields

<b>Entity/Service</b>	<b>Data Category</b>	<b>Field</b>
Student- - Student Admission	Personal Details	Name in local language
		Aadhaar Number
		EID Number
	Parent/ Gaurdian Details	Father's Aadhaar Number
		Father's Pan Number
		Mother's Aadhaar Number
		Mother's Pan Number
		Guardian's Full Name as on Aadhaar Card
		Guardian's Aadhaar Number
		Relation of Guardian
		Occupation of Guardian
	Siblings Details	
	Contact Details	Residential Landline number
		Email ID
		Mobile Number
	Reservation Details	Caste Certificate Number
		Certificate Issuing Authority
		Certificate Issued Date
	Disabilities	Disability
		Percentage of Impairment
		Do you have the disability certificate issued by district civil surgeon?
		Upload the Disability Certificate issued by district civil surgeon
	Genetic Disorder	Genetic Disorder
	Other Details	Hobbies
		Student's Past Achievements (SPAT/Sports/Scholarships)
	Student Bank Account Details	<Full section not mandatory for SRN generation>

**Annexure 2**

**Students Record Certificate (School Level Report)**

<b>Students Record Certificate</b> 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 3**

**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 4

### Quarterly MIS Data Authenticity Certificate to be submitted by District Officers

<b>Management Information System (MIS) – Quarterly Data Authenticity Certificate</b> Department of School Education, Haryana				
Reference no. _____		Report Date: <u>DD / MM / YYYY</u>		
Period of reporting: <u>&lt;Start Month&gt;</u> to <u>&lt;End Month&gt;</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>				