

From

Director Secondary Education, Haryana, Panchkula

To

All District Education Officers
All district Elementary Education Officers

Memo No.:1/27-2017-e.Gov. Cell

Dated:03.04.2017

Subject: Admissions of students on MIS Portal during the academic session 2017-18.

Kindly refer to the subject cited above.

The new academic session 2017.18 has been started with effect from 01.04.2017 and accordingly, schools are doing admission process on MIS portal for new admissions, transitions, re-admissions, issuance of school leaving certificate etc. Although detailed instructions regarding admissions on MIS portal have been issued by the Department vide letter No. 1/26-2014-IT Cell dated 27.03.2015, however, some important guidelines are hereby reiterated.

To admit the student in new class and new academic session on MIS portal, the following processes may be adopted: -

1. First of all school leaving certificate (SLC) may be issued by all schools, if
 - a. any student passed the highest class of that school e.g. i) 5th class if school is a primary school, ii) 8th class if the school is a middle school, iii) 10th class if the school is a high school and iv) 12th class if the school is a senior secondary school.
 - b. Any students seeks school leaving certificate to take admission to another school (either in Govt. or in Private school).
2. If admission of a student is done on MIS portal earlier (during 2016-17) by any school, he should be admitted through transition in the same school or through re-admission, if the student takes admission in another school. In second case, SLC may be issued by the school where the student was admitted earlier. If this process is not adopted, the schools and students would face complications in future at the time of adding their Aadhaar number or bank details etc. etc.
3. If the student is transited from one class to another class in the same school, his admission may be done by adopting "Transition" process on the portal.
4. If the student has passed a class from a different school and takes admission in higher class in another school, the first school shall issue SLC to him and the second school shall admit him through "re-admission" process.
5. If the student has never been admitted on MIS portal by any school (either Govt. or private), his admission on MIS portal may be done under "New admission" process in the class he is being admitted.
6. In no case a student be admitted afresh on MIS portal, if he has ever been admitted earlier on MIS portal by any school. Such a step would increase the complications for the schools (duplicate aadhaar number and duplicate bank details etc. etc. would be shown at the time of adding aadhaar number or bank details).



7. Some schools didn't describe the section of students during academic session 2016-17 on the MIS portal, which is technically a compulsory process for transition / issuance of SLC. Such students have been put in a section named as 'Z' created in relevant class in the schools wherever required so that schools do not face any difficulty in transition/issuance of SLC.

For detailed process, kindly go through annexure 'B' of the instructions issued vide order No.1/26-2014 IT Cell dated 27.03.2015 which can be viewed by visiting http://schooleducationharyana.gov.in/downloads_pdf/MIS/GO_MIS_27032015.PDF. Various training videos and instructions are also available on <http://schooleducationharyana.gov.in/mismaterial.html>.

This may be brought to the notice of all schools (Govt. as well as Private) running in your district.

For any technical support or any query please call 0172-5206666 on Monday to Saturday between 9.00 AM to 5.00 PM.



Technology Officer
for Director Secondary Education,
Haryana, Panchkula

Endst NO. 1/27-2017 e.Gov. Cell

Dated, Panchkula the 03.04.2017

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

1. Secretary School Education Board, Haryana, Bhiwani.
2. Director SCERT, Haryana, Gurgaon.
3. All Principals, DIETs/GETTIs/BIETs.
4. All Block Education Officers and Block Elementary Education Officer.



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for Director Secondary Education,
Haryana, Panchkula

Endst NO. 1/27-2017 e.Gov. Cell

Dated, Panchkula the 03.04.2017

A copy of above is forwarded to the following for information, please: -

1. PS/ACS(SE) for kind information of ACS(SE).
2. PA/DSE for kind information of DSE.
3. PA/DEE for kind information of DEE.
4. AM/SPD for kind information of SPD.
5. PA/AD (Admn.)/JD(Admn.), Directorate of Secondary Education.
6. PA/AD-I & AD-II, Directorate of Elementary Education.
7. All Head Quarter Officers of the Directorates of Secondary & Elementary Education and HSSPP.



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for Director Secondary Education,
Haryana, Panchkula