

From

Director Secondary Education, Haryana  
Panchkula

To

All District Education Officers  
All District Elementary Education Officers  
All Block Education Officers  
All Block Elementary Education Officers  
All School Head Teachers

Memo No.: 1/48-2016-e.Gov. Cell

Date: 31.03.2016

**Subject: Student transition and fresh admissions for upcoming academic session 2016-17.**

With the start of new academic year on April 1, 2016 – all schools are to ensure updation of student records on MIS for which following processes is to be adopted:

- **Student Transition:** For existing students whose data is pre-populated in the MIS during the academic session 2015-16 (Updating records regarding promotion or retention of student from one class to another) If the student is continuing in the same school, the school should complete their transition to the next class in the new session (2016-17) using the transition process described in Section 1 of Annexure.

**Mandatory fields of Student Profile need to be completed before undertaking the student transition.** Also in case of class wise transition, you need to ensure that appropriate number of Sections have been defined and allocated as per the student strength of the class being transitioned.

- **Student readmission:** All students of class 5<sup>th</sup> of govt. schools as well as of private schools in Haryana are to be admitted through readmission as they are passing highest class of Primary School. Similarly students of 8<sup>th</sup> class and 10<sup>th</sup> class of Independent Middle & High schools shall also be

re-admitted in another school. For this purpose, He/She need the SLC from previous school. For SLC generation, school must issue online SLC to the student using process in Section 2 of the annexure. New 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 3 of the Annexure.

- **Fresh Admission:** Students of Class I and students who have not been issued SRN, are to be admitted afresh in MIS. For all the students seeking admission for first time in any Govt. school as well as in private schools and do not have Student Registration Number (those coming from other states for the first time). Such students may be admitted afresh. If fresh admission of the student who has SRN is tried to do in MIS, that will not be allowed and will be restricted based on duplicate Aadhar number.
- **Online Application:** Students parents/guardian may now apply for first time admission in Govt. schools using an online utility available on MIS portal. They would fill up the data online and then submit the downloaded application from MIS for their children's admission in a school as described in section 4 of Annexure. Please note the application is to be used for first time admissions only i.e. if the applicant does not have an existing SRN number in MIS.

In addition to above activities for student data updation, section allocation, subject allocation and roll number allocation exercise also need to be completed.

**All school heads to ensure completion of the transition process for the existing students by 10<sup>th</sup> April 2016. Section allocation and subject selection exercise may be completed latest by 20<sup>th</sup> April 2016.**

These instructions may be brought in the notice of all concerned for compliance. All DEOs/ DEEOs/ BEOs /BEEOs are requested to ensure compliance of the above instructions.



**Technology Officer  
For Director Secondary Education,  
Haryana, Panchkula**

## **Annexure**

### **1 Student Transition:**

**Please follow below mentioned steps for student Transition:**

1. Select Class from which the students are to be transited to next higher class.
2. Click on Proceed.
3. Select section form which the students are to be transited.
4. Click on Proceed.
5. Select student/s which are to be transited. You can only select student/s whose profile is complete. First complete the profiles of students whose profile is not complete, by going to edit student profile.
6. Click on Transit after selecting students.
7. Please check to confirm.
8. Success message is shown.
9. Repeat functionality is only applicable for 9<sup>th</sup> and onwards standards. Select student/s and click on Repeat.

### **2 SLC Generation**

**Please follow below mentioned steps to generate SLC of a student:**

1. Go to Student Admission->School Leaving Tab
2. Enter Student Registration Number for whom SLC is to be generated.
3. Click on 'Get Information'.
4. Click on "Select" button. This button will be disabled if student profile is not completed.
5. Student's basic details appears, select the reason for leaving the current school i.e. "On Student's Request" and click on "Proceed" button.
6. Click on confirmation message and after that click on "Save" button.
7. A message appears i.e. "<student name> has been relieved from this school successfully". After that click on "Click here to generate SLC for this student".

8. Then enter the file number that is given in hard copy of SLC and “Save” the information.
9. Then again click on confirmation message and click on “Save And Proceed” button.
10. School Leaving Certificate generates.
11. To download SLC, Click on “Download” button.

### **3 Student Readmission**

**Please follow below mentioned steps to re admit a student:**

1. Enter SRN of the student who is to be re admitted in this school.
2. Click on ‘Get Information’.
3. Student’s information and previous school information will appear. This includes previous school’s address details, contact details, past year in which student attended the school, the past class in which student attended the school, date of leaving the previous school, reason for leaving, school leaving certificate number and certificate attachment etc.
4. If the student has not left the previous school yet, user cannot readmit the student in this school. User will get a message from the system suggesting that this school should contact the previous school to relieve the student.
5. Select class, stream (for 11<sup>th</sup> and 12<sup>th</sup> only) in which the student is to be admitted in this school. User can only admit student in the same class (class in which the student left the previous school) or higher class (if applicable according to age – class appropriateness criteria). The stream in which student left the previous school, will be shown default selected.
6. Allocate section and subjects to the admitted student from ‘Section Allocation and Subject Selection’ menu.

### **4 Online Application**

**Please follow below mentioned steps to apply online for admission:**

1. Click on Online Application link in top menu at home page of MIS portal.

2. Click on instructions and application process flow. A sign up form will be opened.
3. Fill all the information i.e. I am (Father, Mother, Guardian, Student), Full name of the user, Email (if any), Mobile number (if any), user name, password, confirm password, word verification and click on sign up button. User will be registered with given user name and password.
4. Go to Login page and login with registered user name and password.
5. Complete all the information i.e. Personal Details, Parent/Guardian Details, Address Details, Contact Details, Photo Details, Reservation Details, Disabilities, Genetic Disorder, Other Details, Applicant Bank Details.
6. All information can be reviewed before generating application number. If all information is correct, click on "Generate Application Number" button.
7. Application number will be generated and application form can also be downloaded. To download application form, click on "Download Application" button.
8. To admit a student in a school who has application number, school will enter application number of the student mentioned in the downloaded application form, the name of the class in which student will get admitted and click on submit button. Student Registration Number will be generated for that student.
9. Please note all the schools need to review the details filled in the form and verify the same with certificates provided before SRN generation.
10. If any information related to student has to be changed, school can change it via "Edit Student Profile".

For detailed instructions user manuals and videos for student admissions, re-admissions and transitions are available on MIS microsite on <http://schooleducationharyana.gov.in/mismaterial.html> . Schools can also reach out to MIS help desk in case of any system related issues

Direct link for Student admissions user manual:

[http://schooleducationharyana.gov.in/downloads\\_pdf/MIS/MIS\\_UserManualStudents\\_v2.pdf](http://schooleducationharyana.gov.in/downloads_pdf/MIS/MIS_UserManualStudents_v2.pdf)

**Helplines**

Helpline Number – 01725206666; Helpline Email ID: [hrymis@gmail.com](mailto:hrymis@gmail.com)

**Issues in Student Admission (Fresh Admission/Transition/Re-admission) Module in MIS**

1. Not able to transit students from one class to another without profile completion. (issue with ported students)
2. Not able to generate SLC without student profile completion.
3. Updated videos for student transition and re-admission processes.
4. No report for how many students profile is completed.