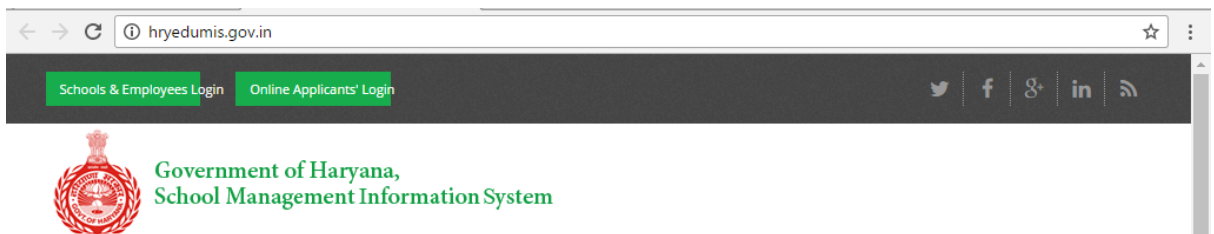


## User manual to guide Private Schools to fill FORM VI “Online”

1. Visit MIS Portal i.e. [hryedumis.gov.in](http://hryedumis.gov.in) from your browser
2. **Or** visit website of School Education Department i.e. [www.schooleducationharyana.gov.in](http://www.schooleducationharyana.gov.in).
3. Click on “Form6 (Pvt. School)” link on the right side of. You will be redirected to the webportal on the URL from where you can login to MIS Portal
4. Both steps i.e. step mentioned at Sr. No. 1 and steps mentioned at Sr. No. 2 and 3 above will redirect you on MIS Portal i.e. [hryedumis.gov.in](http://hryedumis.gov.in) screen shot of which is given below:

### Home page of MIS Portal



5. Click on School & Employees Login. You will be directed to Login page , SCREEN Shot of which is given below

### Login Page of MIS Portal

6. Enter your Username and Password to login page
7. After successfully login you reached to your account’s home page, screen shot of which is given below:

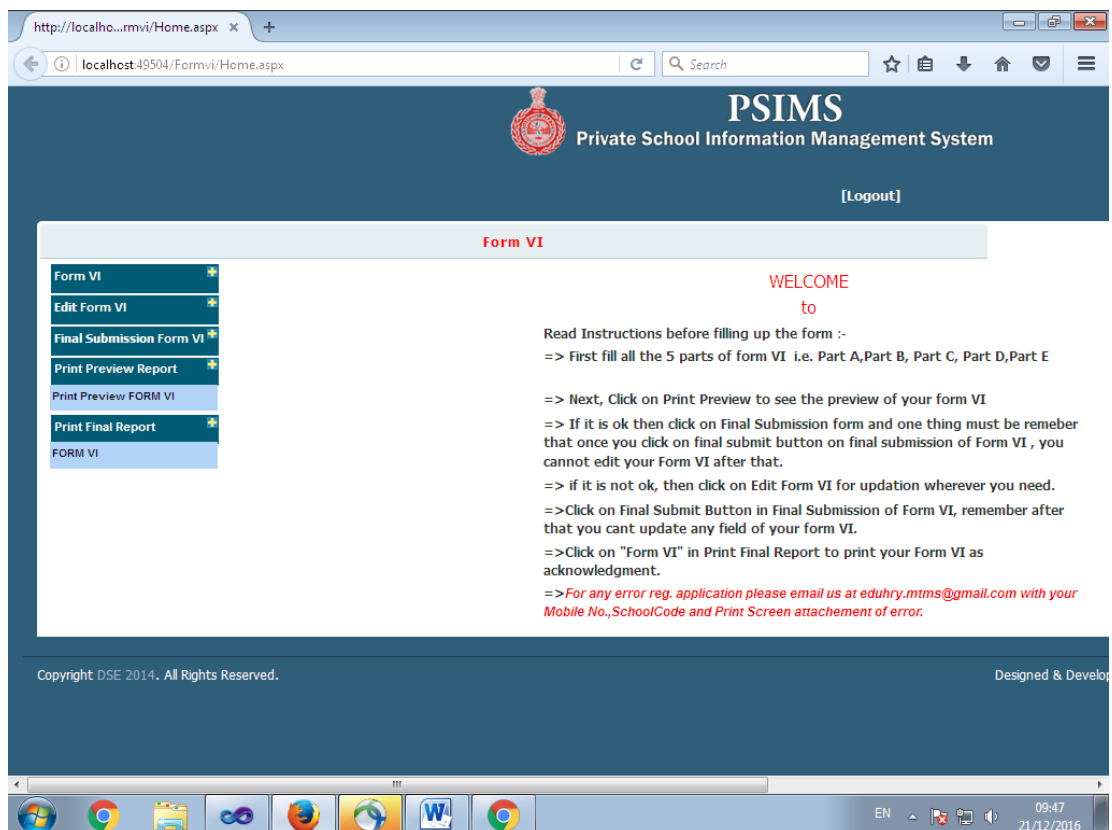
## Home page of School Login



Figure 1 Home page of School login

8. Click on "Form VI" and follow instructions to fill up various parts of Form VI in respect of your School.

## Home Page for PSIM



9. In the application, you have five parts i.e. Part A, Part B, Part C, Part D and Part E and all of them are mandatory to fill .

http://localho...rmvi/Home.aspx

localhost:49504/Formvi/Home.aspx

PSIMS  
Private School Information Management System

[Logout]

**Form VI**

Form VI  
Part A  
Part B  
Part C  
Part D  
Part E

Edit Form VI  
Final Submission Form VI  
Print Preview Report  
Print Preview FORM VI  
Print Final Report  
FORM VI

**WELCOME**  
to

Read Instructions before filling up the form :-  
=> First fill all the 5 parts of form VI i.e. Part A,Part B, Part C, Part D,Part E

=> Next, Click on Print Preview to see the preview of your form VI

=> If it is ok then click on Final Submission form and one thing must be remeber that once you click on final submit button on final submission of Form VI , you cannot edit your Form VI after that.

=> if it is not ok, then click on Edit Form VI for updation wherever you need.

=>Click on Final Submit Button in Final Submission of Form VI, remember after that you cant update any field of your form VI.

=>Click on "Form VI" in Print Final Report to print your Form VI as acknowledgment.

=> *For any error reg. application please email us at [eduhry.mtms@gmail.com](mailto:eduhry.mtms@gmail.com) with your Mobile No.,SchoolCode and Print Screen attachement of error.*

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localhost:49504/Formvi/Home.aspx#

EN 09:47  
21/12/2016

http://localhost...umFacility.aspx x +

localhost:50129/Formvi/MinimumFacility.aspx

Search

**Minimum Facilities being provided(in case of existing schools,for 2 consecutive years should be given:**

Form VI +  
 Edit Form VI +  
 Final Submission Form VI +  
 Final Submission of Form VI  
 Print Preview Report +  
 Print Preview FORM VI  
 Print Final Report +  
 FORM VI

Date of Recognition of school dd mm yyyy

Previous Year (2015-16) Current Year (2016-17)

(i) Number of Sections

(ii) Number of classrooms

(iii) Details of Furniture, fans etc provided in each classroom

(iv) Other Rooms Available

(a) Library Room  Yes  No  Yes  No

(b) Reading Room  Yes  No  Yes  No

(c) Sports Room  Yes  No  Yes  No

(d) Geography Room  Yes  No  Yes  No

(e) Music Room  Yes  No  Yes  No

(f) Dance Room  Yes  No  Yes  No

(g) Art and Craft Room  Yes  No  Yes  No

(h) Computer Lab  Yes  No  Yes  No

(i) Science Lab  Yes  No  Yes  No

(j) Physics Lab  Yes  No  Yes  No

(k) Chemistry Lab  Yes  No  Yes  No

(l) Biology Lab  Yes  No  Yes  No

(m) Commerce Room  Yes  No  Yes  No

(n) Home Science Room  Yes  No  Yes  No

EN 10:45 21/12/2016

http://localhost...facilities2.aspx x +

localhost:50129/Formvi/Minimumfacilities2.aspx

Search

Welcome to Testing School

**Minimum Facilities being provided(in case of existing schools,for 2 consecutive years should be given:**

Form VI +  
 Edit Form VI +  
 Final Submission Form VI +  
 Final Submission of Form VI  
 Print Preview Report +  
 Print Preview FORM VI  
 Print Final Report +  
 FORM VI

Details of apparatus and equipment for

Previous Year Current Year

(a) Physics

(b) Chemistry

(c) Biology

(d) Science

(e) Home Science

(f) Music

(g) Art and Craft

(h) Geography

(i) Commerce

(j) Computer

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http://localhost:50129/Formvi/MinimumFacilities3.aspx

localhost:50129/Formvi/MinimumFacilities3.aspx

PSIMS  
Private School Information Management System

Welcome to Testing School

**Minimum Facilities being provided (in case of existing schools, for 2 consecutive years should be given:**

|   | Previous Year<br>(2015-16)                         | Current Year<br>(2016-17) |
|---|--|---------------------------|
| (a) Reserve fund                                | <input type="text"/>                               | <input type="text"/>      |
| (b) Average monthly income from                 |  |                           |
| (i) Fees  | <input type="text"/>                               | <input type="text"/>      |
|   | <a href="#">Click here for Details to be given</a> |                           |
| (ii) Other sources<br>(sources to be specified) | <input type="text"/>                               | <input type="text"/>      |
| (iii) Total income                              | <input type="text"/>                               | <input type="text"/>      |
|   | <a href="#">Click here for Details to be given</a> |                           |
| (iv) Total Expenditure                          | <input type="text"/>                               | <input type="text"/>      |
| <b>Details of Fees (stage wise)</b>             | <b>Being charged</b>                               | <b>Proposed</b>           |
| (a) Primary Stage                               | <input type="text"/>                               | <input type="text"/>      |

EN 10:47  
21/12/2016

10. Fill up data in all the parts mandatorily. If any one column is kept blank it will show error.
11. After filling up all the parts, click on **“final submit”** button to submit your application to the department. After Submitting you can't edit/update your application.
12. For any query please email us at [eduhry.ps@gmail.com](mailto:eduhry.ps@gmail.com). Or call at 0172-5206666 at helpdesk