



Central Portal User Manual

School Level Users

Release v1.0

December, 2018

School Education Department
Government of West Bengal

User Manual of Central Portal, Release 1.0

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Document Revision History

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v1.0	December 2018	Ashish kumar sau (Documentation) & Dibyendu Aich (SME), Krishnendu Das (SME)	Created	Dr. Subrata Roy Gupta
v1.1				

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1 HOI (SCHOOL) login

With unique access credentials available to the HOI's Office (Head of Institution), the page available to the HOI on login is shown below.

The screenshot displays the School Portal interface for the Head of Institution (HOI) login. The page is titled "School Portal" and "KOLSUR HIGH SCHOOL". The main content area shows the "Head of Institution" dashboard with the following statistics:

- Enrolment:** 1790 (Boys - 1567, Girls - 223)
- Staff:** 32 (Teaching - 27, Non-Teaching - 5)
- School Grant:** 51 (Grants received - 51, Grants spent - 320)
- Board Exam Result (Regular):** 0 (Appeared - 0, Passed - 0)

Below the statistics is a table titled "UDISE Details" with the following data:

Section No.	Name	Action
1	School Profile (Location, Structure, Management and Medium of Instruction)	View, Edit
2	Physical Facilities and Equipment in Schools	View, Edit
3	Physical Facilities and Equipment in Schools with Secondary/Hr. Secondary section.	View, Edit
4	Teaching and Non- Teaching Staff	View
5	New Admissions, Enrolment, Repeaters, Incentives and Facilities	View
6	Annual exam result at Elementary	View, Edit
7	Annual exam result at Secondary	View, Edit
8	Board Examination Results	View, Edit
9	Receipts and Expenditures	View, Edit
10	Supplementary Variables as per state requirement	
11	Full Details	View

The footer of the page includes the text: "Designed & Developed by National Informatics Centre, West Bengal State Centre. | Legal Disclaimer" and "Version 2.0".

Fig.1. The HOI Login view

The left menu has quite a few items, with submenus. The menu items are:

- Dashboard
- Student Management
 - Student Admission
 - Add Student
 - View Profile
 - List Student
 - Student Transfer

- Move to Dropbox
- Generate Transfer Certificate
- Fetch from Dropbox
- Update Student Profile
- View Student List
- Update Student Profile
- View Student List
- Update Result
- Apply for Schemes / Entitlement
- Manage Incentive
- Student Approval
- List of Passed Repeater Student
- Update of Passed Student
- Update of Repeater Student
- Teacher Management
 - Add Teacher
 - Teacher Appointment
 - Update Teacher Profile
 - List Teacher
 - View Teacher List
 - Lesson Plan
 - Update Student Marksheet
 - Update Study Material for Student
 - Question Bank
 - Training / Certifications
 - Deputed Teacher List
 - Transfer
 - Promotion
 - Salary
 - Payslip
 - Awards and Recognition
 - Teacher Blog
 - Teacher Paper Submission, Publications
- School Details
 - Notice Board
 - Image and Address Update
 - View School Profile
 - Schemes
 - Inspection
 - Academics / Examination
 - Insert School Specific Awards, Nominations, Scholarships

- School Inspection
- School Infrastructure
 - Status of School Building (Private, Rented, Government)
 - Details of Classroom and Furniture
 - School Boundary Wall
 - Source of Drinking Water
 - Facility of Library / Book Bank / Reading Corner
 - Details of Computers (For Teaching and Learning Purpose)
 - Equipments in working / usable condition
- Report
 - View List of Schools with Single Teacher
- Export
- Academics Management
- Incentives
- Parent
- Attendance System
- Collaborations
- eHRMS
- Kanyashree
 - Renewable Upgradation
 - Status of Data Entry

1.1 Dashboard

The **Dashboard** view is the default view, as shown below.

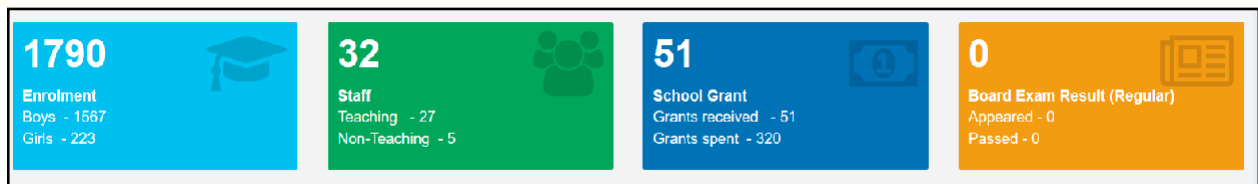


Fig.2 The HOI Dashboard view

1.2 Student Management

The **Student Management** link has the following sub-menu items,

- Student Management
 - Add Student
 - Upgrade Student

- List Student
- Transfer Out
- Transfer In
- Apply for Schemes / Entitlement
- Update Result
- Manage Incentive
- Student Approval
- List of Passed and Repeater Student
- Update of Passed Student
- Update of Repeater Student

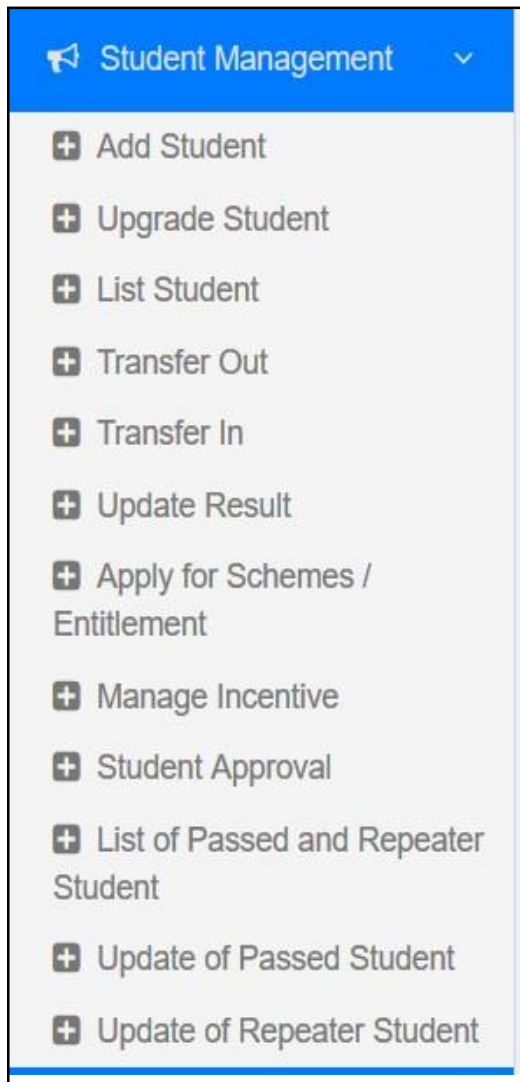


Fig.3. The Student Management sub-menu

1.2.1 Add Student

Click the **Add Student** link to open the following Add Student form in the right pane.

The screenshot shows the 'Add Student' form in the School Portal. The form is organized into four main sections:

- Basic Information:** Includes fields for Name, Aadhaar Number, Religion (with a dropdown), Gender (with a dropdown), Student Image (with a 'Browse...' button), DOB, Contact, Mother Tongue (with a dropdown), Social Category (with a dropdown), and Disability Type (with a dropdown).
- Guardian Information:** Includes fields for Father's Name, Mother's Name, Guardian's Name, Guardian's Contact no, Guardian's Qualification (with a dropdown), and Guardian's Yearly Income (with a dropdown).
- Educational Information:** Includes fields for Studying in class, Class studied previous year, and No. of days child attended school in previous year.
- Facilities:** Includes fields for Habitation or Locality, Admission No, Disadvantaged group (with a dropdown), Medium of instruction (with a dropdown), Complete set of free Textbook (with a dropdown), Free Escort facility (with a dropdown), Special training facility (with a dropdown), Date of Admission, Whether belong to Below Poverty Line (with a dropdown), Getting free education as per RTE Act. (with a dropdown), No. of uniform sets received (with a dropdown), Free Transport facility (with a dropdown), Free Hostel facility (with a dropdown), and Whether the child is homeless (with a dropdown).

A 'Save Details' button is located at the bottom right of the form area.

Fig.4. The Add Student form

The HOI user has to follow the steps below to carry out this very important function.

1. Click on the **Student Management** menu item on the left pane. It drills down to open a **Student Admission** menu item.
2. Click on the **Student Admission** menu item. The **Add Student** form opens in the middle pane.
3. Type in, or select from the options, the relevant information in the following fields on the **Add Student** form:
 - **Basic Information:**
 - i. **Name *** = (Textbox. Type in the name of the student)
 - ii. **DOB *** = (Date box. Select the date from the pop-up calendar)
 - iii. **Aadhar Number** = (Textbox. Type in the Aadhar Number of the student)
 - iv. **Contact *** = (Textbox. Type in the contact phone number of the student)
 - v. **Religion** = (Drop Down list. Select the student's religion from the list)
 - vi. **Mother Tongue** = (Drop Down list. Select the student's mother tongue from the list)
 - vii. **Gender** = (Drop Down list. Select the student's gender from the list)
 - viii. **Social Category** = (Drop Down list. Select the student's social category from the list)
 - ix. **Student Image ***: (Upload button. Browse the computer to Select the student's picture to upload)
 - x. **Disability Type:** (Drop Down list. Select the student's Disability Type from the list)
 - **Guardian Information:**
 - i. **Father's Name** = (Textbox. Type in the father's name of the student)
 - ii. **Mother's Name** = (Textbox. Type in the mother's name of the student)
 - iii. **Guardian's Name** = (Textbox. Type in the guardian's name of the student)
 - iv. **Guardian's Contact Number** = (Textbox. Type in the guardian's contact number)
 - v. **Guardian's Qualification** = (Textbox. Type in the guardian's qualification)
 - vi. **Guardian's Yearly Income** = (Textbox. Type in the guardian's yearly income)
 - **Educational Information:**
 - i. **Studying in Class *** = (Drop Down list. Select the student's current class from the list)
 - ii. **Class Studied in Previous Year *** = (Drop Down list. Select the student's previous class from the list)
 - iii. **If studying in class 1, give status of previous year** = (Drop Down list. Select the relevant answer from the list)
 - iv. **No. of days child attended school in previous year *** = (Textbox. Type in the relevant number of the student)
 - **Facilities:**
 - i. **Habitation or Locality** = (Textbox. Type in the locality of the student)
 - ii. **Date of Admission *** = (Date box. Select the date from the pop-up calendar)

- iii. **Admission No.** = (Textbox. Type in the admission no. of the student)
- iv. **Whether Belong to Below Poverty Line** = (Drop Down list. Select either YES or NO from the list)
- v. **Disadvantaged Group** = (Drop Down list. Select either YES or NO from the list)
- vi. **Getting Free Education as per RTE Act** = (Drop Down list. Select either YES or NO from the list)
- vii. **Medium of Instruction** = (Drop Down list. Select the relevant language from the list)
- viii. **No. of uniform sets received** = (Drop Down list. Select the relevant answer from the list)
- ix. **Complete set of free textbook** = (Drop Down list. Select either YES or NO from the list)
- x. **Free Transport Facility** = (Drop Down list. Select the relevant answer from the list)
- xi. **Free Escort Facility** = (Drop Down list. Select the relevant answer from the list)
- xii. **Free Hostel Facility** = (Drop Down list. Select the relevant answer from the list)
- xiii. **Special Training Facility** = (Drop Down list. Select the relevant answer from the list)
- xiv. **Whether the child is homeless** = (Drop Down list. Select the relevant answer from the list)

1.2.2 List Student

Click the **List Student** link to open the following page.

Sl No.	Name	Contact Number	DOB	Father's Name	Mother's Name	Action
1.	ABBASUDDIN MONDAL	NA	20-11-1999	SAYED ALI MONDAL	SERINA BIBI	[Add] [Edit] [Delete] [Print] [Refresh]
2.	ABDULLA BISWAS	NA	29-09-2002	BARKAT ALI BISWAS	NA	[Add] [Edit] [Delete] [Print] [Refresh]
3.	ABDULLA KAZI	9563317573	09-05-2002	ABDUL AZIZ KAZI	MAMTAJ BIBI	[Add] [Edit] [Delete] [Print] [Refresh]
4.	ABDULLA MONDAL	NA	22-05-1999	ABDUL GAFFAR MONDAL	BABI BIBI	[Add] [Edit] [Delete] [Print] [Refresh]
5.	ABDUL MOMIN	NA	01-11-2000	MOSAREFF	SAKHILA BIBI	[Add] [Edit] [Delete] [Print] [Refresh]
6.	ABDUL SOHEL MONDAL	9735636972	03-10-2002	ABDUL KARIM MONDAL	HAMIDA BIBI	[Add] [Edit] [Delete] [Print] [Refresh]
7.	ABHAY KISHOR ACHARYA	NA	09-08-2000	GOPAL KISHOR ACHATRYA	NA	[Add] [Edit] [Delete] [Print] [Refresh]
8.	ABHAY RANA	NA	16-11-2004	TAPAS RANA	PAMPA RANA	[Add] [Edit] [Delete] [Print] [Refresh]

Fig.6. The List Student page

The following are the information available in the **List Student** page:

- Sl. No.
- Name
- Contact Number
- DOB
- Father's Name
- Mother's Name

The following are the actions which can be done in the **List Student** page for each student:

- View Student Details
- Edit Student Details
- Download ID Card
- Download Student Details
- Download Character Certificate

The actions listed above by clicking the appropriate button for each in the **Action** column.

1.2.3 Upgrade Student

Click the **Upgrade Student** link to open the following page

Sl No.	Name	Contact Number	DOB	Father's Name	Mother's Name	Action
1.	ABBASUDDIN MONDAL	NA	20-11-1999	SAYED ALI MONDAL	SERINA BIBI	
2.	ABDULLA BISWAS	NA	29-09-2002	BARKAT ALI BISWAS	NA	
3.	ABDULLA KAZI	9563317573	09-05-2002	ABDUL AZIZ KAZI	MAMTAJ BIBI	
4.	ABDULLA MONDAL	NA	22-05-1999	ABDUL GAFFAR MONDAL	BABI BIBI	
5.	ABDUL MOMIN	NA	01-11-2000	MOSAREFF	SAKHILA BIBI	
6.	ABDUL SOHEL MONDAL	9735636972	03-10-2002	ABDUL KARIM MONDAL	HAMIDA BIBI	
7.	ABHAY KISHOR ACHARYA	NA	09-08-2000	GOPAL KISHOR ACHATRYA	NA	
8.	ABHAY RANA	NA	16-11-2004	TAPAS RANA	PAMPA RANA	
9.	ABHIJIT MUKHERJEE	9647150018	02-12-2004	APARESH MUKHERJEE	SAMPA MUKHERJEE	
10.	ABHILAL MURMU	9593057164	18-12-2004	CHANDAN MURMU	JOYANTI HEMRAM	
11.	ABIR SOSSAIN	NA	29-08-1999	ZAKIR HOSSAIN	TONUJA BIBI	

Fig.5. The Upgrade Student page

1.2.4 Transfer Out

Click the **Transfer Out** link to open the following page.

The screenshot shows the 'School Portal' interface for 'KOLSUR HIGH SCHOOL'. The main content area is titled 'List of Dropbox Students' and features a search bar and a table with the following data:

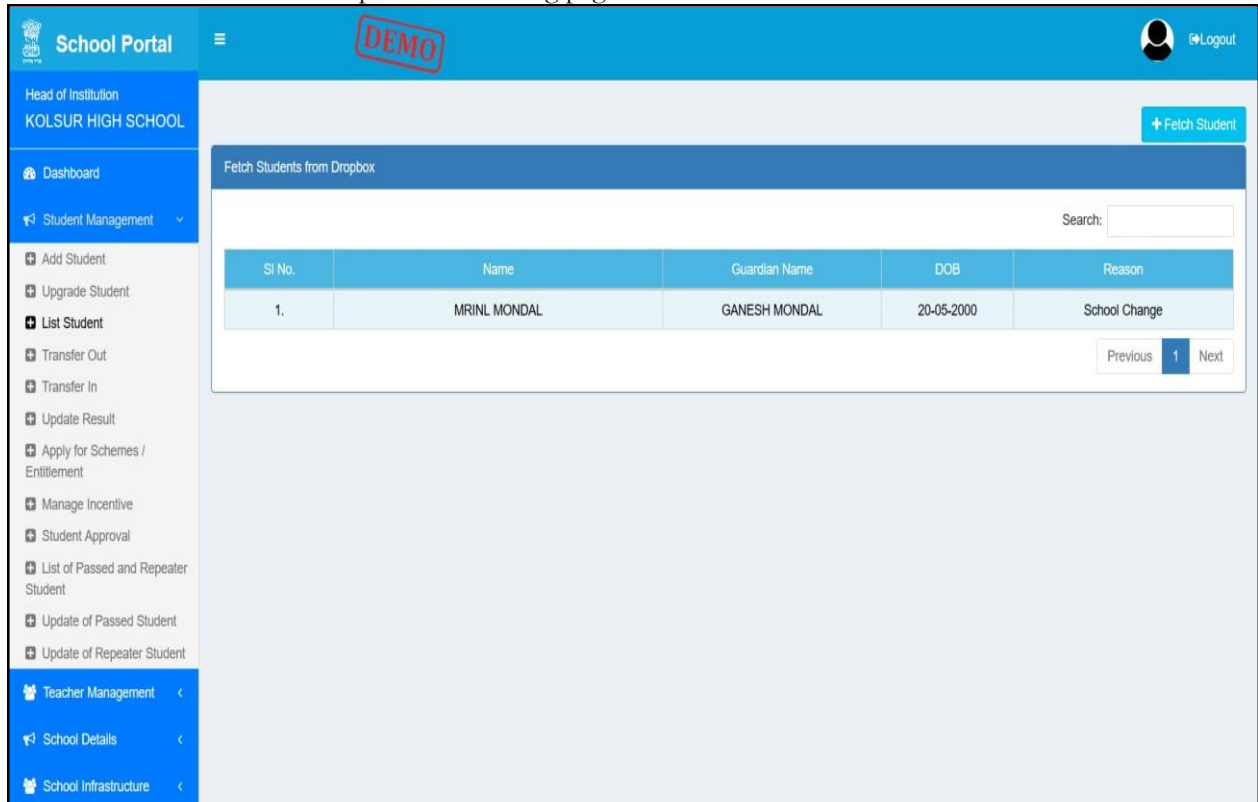
SI No.	Name	Guardian Name	DOB	Reason	Action
1.	MRINL MONDAL	GANESH MONDAL	20-05-2000	School Change	

Below the table are 'Previous', '1', and 'Next' pagination controls.

Fig.7. The Transfer Out Student page

1.2.5 Transfer In

Click the **Transfer In** link to open the following page.



The screenshot displays the 'Transfer In Student' page in the School Portal. The page features a blue sidebar with navigation options, a header with the school name 'KOLSUR HIGH SCHOOL', and a main content area with a table of students. The table has columns for SI No., Name, Guardian Name, DOB, and Reason. A single student is listed: SI No. 1, Name MRINL MONDAL, Guardian Name GANESH MONDAL, DOB 20-05-2000, Reason School Change. There is a search bar and pagination controls (Previous, 1, Next).

SI No.	Name	Guardian Name	DOB	Reason
1.	MRINL MONDAL	GANESH MONDAL	20-05-2000	School Change

Fig.8. The Transfer In Student page

1.2.6 Apply for Schemes / Entitlement

Click the **Apply for Schemes / Entitlement** link to open the following page.

The screenshot displays the 'Apply for Schemes / Entitlement' page in the School Portal. The page is titled 'Head of Institution' and shows the school's name 'KOLSUR HIGH SCHOOL' and its ID '19110414103'. A 'Student Admission' button with a 'NEW' badge is visible. The dashboard features four key statistics:

- Enrolment:** 1790 (Boys - 1567, Girls - 223)
- Staff:** 32 (Teaching - 27, Non-Teaching - 5)
- School Grant:** 51 (Grants received - 51, Grants spent - 320)
- Board Exam Result (Regular):** 0 (Appeared - 0, Passed - 0)

Below the statistics is a table titled 'UDISE Details' with the following data:

Section No.	Name	Action
1	School Profile (Location, Structure, Management and Medium of Instruction)	
2	Physical Facilities and Equipment in Schools	
3	Physical Facilities and Equipment in Schools with Secondary/Hr. Secondary section.	
4	Teaching and Non-Teaching Staff	
5	New Admissions, Enrolment, Repeaters, Incentives and Facilities	
6	Annual exam result at Elementary	
7	Annual exam result at Secondary	
8	Board Examination Results	
9	Receipts and Expenditures	
10	Supplementary Variables as per state requirement	
11	Full Details	

The footer of the page includes the text 'Designed & Developed by National Informatics Centre, West Bengal State Centre. | Legal Disclaimer' and 'Version 2.0'.

Fig.9. The Apply for Schemes / Entitlement page

1.2.7 Update Result

Click the **Update Result** link to open the following page.

Fig.10. The Update Result page

1.2.8 Manage Incentive

Click the **Manage Incentive** link to open the following page.

Sl No.	Student Name	KP	Sabooj Sathi	MDM	Shikyashree	Uniform	Shoe	Textbook
1	Test1	✓	✓	✓	✓	✗	✗	✓

Fig.11. The Manage Incentive page

1.2.9 Student Approval

Click the **Student Approval** link to open the following page.

The screenshot shows the 'List of Students for Approval' page in the School Portal. The page has a blue header with the school name 'KOLSUR HIGH SCHOOL' and a 'Logout' button. A left sidebar contains navigation options like 'Dashboard', 'Student Management', 'Teacher Management', 'School Details', and 'School Infrastructure'. The main content area is titled 'List of Students for Approval' and contains a search bar and a table. The table has columns for 'Sl No.', 'Name', 'Contact Number', 'DOB', 'Father's Name', 'Mother's Name', 'Status', and 'Action'. The table is currently empty, displaying the message 'No data available in table'.

Fig.12. The Student Approval page

1.2.10 List of Passed and Repeater Student

Click the **List of Passed and Repeater Student** link to open the following page.

The screenshot shows the 'List of Upgraded Students' page in the School Portal. The page has a blue header with the school name 'KOLSUR HIGH SCHOOL' and a 'Logout' button. A left sidebar contains navigation options like 'Dashboard', 'Student Management', 'Teacher Management', 'School Details', and 'School Infrastructure'. The main content area is titled 'List of Upgraded Students' and contains a search bar and a table. The table has columns for 'Sl No.', 'Name', 'DOB', 'Father's Name', 'Mother's Name', and 'Status'. The table contains 11 rows of student data.

Sl No.	Name	DOB	Father's Name	Mother's Name	Status
1.	SURYA	08-11-1990	test	test	Repeater
2.	DEBJIT	01-11-2018			Repeater
3.	KUMAL	01-11-1990			Passed
4.	YEAKUB MONDAL	26-03-2000	HAMID MONDAL	HALIMA BIBI	Repeater
5.	KAMARUL MONDAL	21-09-2005	NAJMUL MONDAL	NAJIRA BIBI	Repeater
6.	MILON MONDAL	14-06-1999	RAJU RAHAMAN	TANJIRA BIBI	Repeater
7.	KASH MAJUL ISLAM	21-06-2003	ANANDA MAJUMDER	LXMI MAJUMDER	Repeater
8.	SURAJIT SARDAR	13-12-2002	AJIT SARDAR	ANITA SARDAR	Repeater
9.	SARIFUL ISLAM	13-08-2004	SJAHAN MANDAL	NA	Repeater
10.	MUNSHI SAJID	23-06-2004	MUNSHI BANDEGIR	ARJU KHATUN	Repeater
11.	KOUSHIK MONDAL	23-07-2005	KISHOR MONDAL	LILU MONDAL	Repeater

Fig.13. List of Passed and Repeater Student page

1.2.11 Update of Passed Student

Click the **Update of Passed Student** link to open the following page.

The screenshot displays the 'List of Students' page in the School Portal. The page header includes 'School Portal', a 'DEMO' watermark, and a 'Logout' button. The left sidebar shows the user role as 'Head of Institution KOLSUR HIGH SCHOOL' and a navigation menu with 'Update of Passed Student' highlighted. The main content area features a search bar and a table of student details.

Sl No.	Name	DOB	Father's Name	Mother's Name
1.	SUBIR PAL	08-11-1982		
2.	SUBIR KUMAR ROY	08-11-1990	test	test
3.	KUMAL	01-11-1990		
4.	ABHILAL MURMU	18-12-2004	CHANDAN MURMU	JOYANTI HEMRAM
5.	SOMAN DAY BISWAS	25-09-2000	TARUN DEY BISWAS	PAPIYA DEY BISWAS
6.	KUMAL	02-11-2018	ff	fdff
7.	ANISH SADHUKHAN	15-09-2005	BISWAJIT SADHUKHAN	SUBHKA SADHUKHAN
8.	SUDIPTO KARMAKAR	27-12-2001	PROSANTA KARMAKAR	MOUSUMI KARMAKR
9.	MOUMITA MUNSURTI	12-12-1999	MUNSI AJOMGIR	NA
10.	RAJA BISWAS	01-01-2001	USHA RANI BISWAS	NA
11.	MRINL MONDAL	20-05-2000	GANESH MONDAL	ILA MONDAL
12.	RAKIBUL MONDAL	19-02-2001	NAJMUL MONDAL	NAJIA BIBI
13.	MD MAMUN AL AMIN	09-03-2005	RUHUL AMIN MONDAL	MONOWARA BIBI

Fig.14. The Update of Passed Student page

1.2.12 Update of Repeater Student

Click the **Update of Repeater Student** link to open the following page.



The screenshot displays the 'List of Students' page in the School Portal. The page header includes the school name 'KOLSUR HIGH SCHOOL' and a 'Logout' button. The left sidebar contains a menu with options like 'Add Student', 'List Student', 'Upgrade Student', 'Transfer Out', 'Transfer In', 'Update Result', 'Apply for Schemes / Entitlement', 'Manage Incentive', 'Student Approval', 'List of Passed and Repeater Student', 'Update of Passed Student', and 'Update of Repeater Student' (which is highlighted). The main content area shows a table of student details with a search bar and a table with the following data:

SI No.	Name	DOB	Father's Name	Mother's Name
1.	SURYA	08-11-1990	test	test
2.	SUBIR PAL	08-11-1982		
3.	DEBJIT	01-11-2018		
4.	SUBIR KUMAR ROY	08-11-1990	test	test
5.	KUMAL	01-11-1990		
6.	ABHILAL MURMU	18-12-2004	CHANDAN MURMU	JOYANTI HEMRAM
7.	MAMPAI MONDAL	03-09-1999	ASHIM MONDAL	ANIMA MONDAL
8.	SOMAN DAY BISWAS	25-09-2000	TARUN DEY BISWAS	PAPIYA DEY BISWAS
9.	KUMAL	02-11-2018	ff	fdff
10.	ANISH SADHUKHAN	15-09-2005	BISWAJIT SADHUKHAN	SUBHKA SADHUKHAN
11.	SUDIPTO KARMAKAR	27-12-2001	PROSANTA KARMAKAR	MOUSUMI KARMAKR
12.	MOUMITA MUNSRUTI	12-12-1999	MUNSI AJOMGIR	NA
13.	MOUMITA MUNSRUTI	14-11-2018	MUNSI AJOMGIR	Moulika AJMGIR

Fig.15. The Update of Repeater Student page

1.3 Teacher Management

The **Teacher Management** link has the following sub-menu items,

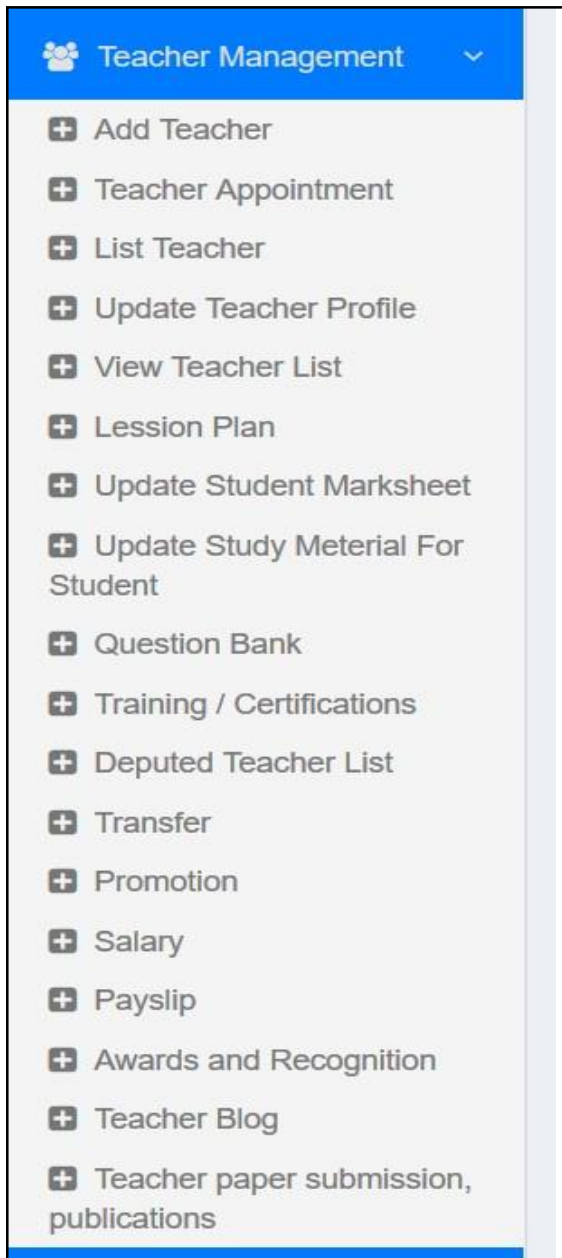


Fig.16. The Teacher Management sub-menu

1.3.1 Teacher Appointment

Click the **Teacher Appointment** link to open the following page.

The screenshot displays the 'Teacher Appointment' page within the 'School Portal' for 'KOLSUR HIGH SCHOOL'. The page is titled 'Head of Institution' and shows the school's home page (19110414103). A 'Student Admission' button with a 'NEW' badge is visible. The dashboard features four main cards:

- Enrolment:** 1790 total (Boys: 1567, Girls: 223)
- Staff:** 32 total (Teaching: 27, Non-Teaching: 5)
- School Grant:** 51 total (Grants received: 51, Grants spent: 320)
- Board Exam Result (Regular):** 0 total (Appeared: 0, Passed: 0)

Below the dashboard is a 'UDISE Details' table:

Section No.	Name	Action
1	School Profile (Location, Structure, Management and Medium of Instruction)	View, Edit
2	Physical Facilities and Equipment in Schools	View, Edit
3	Physical Facilities and Equipment in Schools with Secondary/Hr. Secondary section.	View, Edit
4	Teaching and Non- Teaching Staff	View
5	New Admissions, Enrolment, Repeaters, Incentives and Facilities	View
6	Annual exam result at Elementary	View, Edit
7	Annual exam result at Secondary	View, Edit
8	Board Examination Results	View, Edit
9	Receipts and Expenditures	View, Edit
10	Supplementary Variables as per state requirement	
11	Full Details	View

The footer of the page indicates it is 'Designed & Developed by National Informatics Center, West Bengal State Centre. | Legal Disclaimer' and is 'Version 2.0'.

Fig.17. The Teacher Appointment page

1.3.2 Add Teacher

Click the **Add Teacher** link to open the following page.

The screenshot shows the 'Add Teacher' form in the School Portal. The form is titled 'Teacher Details Add' and is divided into two columns of input fields. The left column includes fields for Name, Pan Number, Caste (dropdown), Gender (dropdown), Qualification (dropdown), Class Taught, Email Id, Religion (dropdown), and an Upload Image button. The right column includes fields for DOB, Contact, Designation (dropdown), Year of Joining, Qualification Proof (dropdown), Working Since, Date of Joining, and Disability Type (dropdown). A 'Save Details' button is located at the bottom right of the form. The sidebar on the left shows the 'Add Teacher' option selected under 'Teacher Management'.

Fig 18 (Add teacher form)

1.3.3 List Teacher

Click the **List Teacher** link to open the following page.

The screenshot displays the 'List of Teachers' page in the School Portal. The page features a sidebar with navigation options and a main content area with a table of teacher details. The table includes columns for SI No., Name, Caste, Designation, Contact Number, and DOB. Each row also has an 'Action' column with edit and delete icons. A search bar is located at the top right of the table area.

SI No.	Name	Caste	Designation	Contact Number	DOB	Action
1.	ANANYA BHATTACHARYYA	ORC	Teacher	94XXXXXX51	27-09-1983	
2.	AVIJIT DEY	General	Teacher	91XXXXXX91	17-01-1985	
3.	BARUN KANTI BALA	SC	Head teacher	NA	02-09-1966	
4.	BASIR AHMED	General	Teacher	97XXXXXX27	14-08-1967	
5.	BISWAJIT KUNDU	General	Teacher	78XXXXXX54	10-02-1990	
6.	BISWA RUP DAS	SC	Teacher	94XXXXXX13	13-01-1960	
7.	DEBASHIS GHOSH	OBC	Teacher	94XXXXXX79	02-01-1980	
8.	DIPANKAR GHOSH	OBC	Teacher	97XXXXXX91	05-04-1981	
9.	INTIKHUB ALAM	General	Teacher	97XXXXXX82	17-04-1968	
10.	JHARNA BISWAS	SC	Teacher	97XXXXXX50	05-05-1972	
11.	KAMAL SEN	General	Head teacher	87XXXXXX54	12-11-2018	

Fig.19. The List Teacher page

1.3.4 Update Teacher Profile

Click the **Update Teacher Profile** link to open the following page.

The screenshot shows the 'School Portal' interface for 'KOLSUR HIGH SCHOOL'. The user is logged in as 'Head of Institution'. The page features a sidebar with navigation options, a main content area with statistics and a table, and a footer with development information.

Statistics:

- Enrolment:** 1790 (Boys - 1567, Girls - 223)
- Staff:** 32 (Teaching - 27, Non-Teaching - 5)
- School Grant:** 51 (Grants received - 51, Grants spent - 320)
- Board Exam Result (Regular):** 0 (Appeared - 0, Passed - 0)

UDISE Details Table:

Section No.	Name	Action
1	School Profile (Location, Structure, Management and Medium of Instruction)	View Edit
2	Physical Facilities and Equipment in Schools	View Edit
3	Physical Facilities and Equipment in Schools with Secondary/Hr. Secondary section.	View Edit
4	Teaching and Non- Teaching Staff	View
5	New Admissions, Enrolment, Repeaters, Incentives and Facilities	View
6	Annual exam result at Elementary	View Edit
7	Annual exam result at Secondary	View Edit
8	Board Examination Results	View Edit
9	Receipts and Expenditures	View Edit
10	Supplementary Variables as per state requirement	
11	Full Details	View

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Fig.20. The Update Teacher Profile page

1.3.5 View Teacher List

Click the **View Teacher List** link to open the following page.

List of Teachers


Teacher Details						
Sl No.	Name	Caste	Designation	Contact Number	DOB	Action
1.	ANANYA BHATTACHARYYA	ORC	Teacher	94XXXXXX51	27-09-1983	 
2.	AVJIT DEY	General	Teacher	91XXXXXX91	17-01-1985	 
3.	BARUN KANTI BALA	SC	Head teacher	NA	02-09-1966	 
4.	BASIR AHMED	General	Teacher	97XXXXXX27	14-08-1967	 
5.	BISWAJIT KUNDU	General	Teacher	78XXXXXX54	10-02-1990	 
6.	BISWA RUP DAS	SC	Teacher	94XXXXXX13	13-01-1960	 
7.	DEBASHIS GHOSH	OBC	Teacher	94XXXXXX79	02-01-1980	 
8.	DIPANKAR GHOSH	OBC	Teacher	97XXXXXX91	05-04-1981	 
9.	INTIKHUB ALAM	General	Teacher	97XXXXXX82	17-04-1968	 
10.	JHARNA BISWAS	SC	Teacher	97XXXXXX50	05-05-1972	 
11.	KAMAL SEN	General	Head teacher	87XXXXXX54	12-11-2018	 
12.	MADHUMITA MANDAL	General	Para teacher	99XXXXXX15	02-01-1980	 

Fig: 21 (Teacher list page)

From here HOI can download and edit the teacher details.

1.4 School Details

The **School Details** link has the following sub-menu items,

- School Details
 - Notice Board
 - Image and Address Update
 - View School Profile
 - Schemes
 - Inspection
 - Academics / Examination
 - Insert School Specific Awards, Nominations, Scholarships
 - School Inspection

1.5 School Infrastructure

The **School Infrastructure** link has the following sub-menu items,

- School Infrastructure
 - Status of School Building (Private, Rented, Government)
 - Details of Classroom and Furniture
 - School Boundary Wall
 - Source of Drinking Water
 - Facility of Library / Book Bank / Reading Corner
 - Details of Computers (For Teaching and Learning Purpose)
 - Equipment in working / usable condition

1.6 Attendance System

- Update working days:

After click on the link the following page will be open as following:

School Working days successfully updated.

Add Working Days

Select Academic Year: 2018
 Select Academic Month: December
 No. of working days: Enter Working Days
 Save Details

School Working Days

Sl No.	Academic Year	Academic Month	No. of working days
1	2018	July	30
2	2018	January	20
3	2018	February	25
4	2018	March	21
5	2018	April	16
6	2018	May	29

Fig:22

User have to first input the working days' details month wise and year wise.

- Student Attendance

After click on the link the following page will be open as following:

The screenshot shows a web interface with a blue header containing a menu icon and a 'Logout' button. Below the header is a section titled 'Add Working Days'. It contains three dropdown menus: 'Select Academic Year' with '2018' selected, 'Select Academic Month' with 'January' selected, and 'Select Student Class' with '--Select Class--' selected. An orange 'Search' button is positioned below the dropdowns.

Fig:23

After selecting academic year, month and student class the following page will be open as following:

The screenshot shows the same 'Add Working Days' form, but with 'July' selected for the Academic Month and 'V' selected for the Student Class. Below the form is a table titled 'Student Attendance'. The table has five columns: 'SI No.', 'Student Id', 'Name', 'Working Days', and 'Student Attendance'. Each row represents a student with a checkbox in the 'Student Attendance' column.

SI No.	Student Id	Name	Working Days	Student Attendance
1.	191104141031621225	ASIM SAMANTA	30	<input type="checkbox"/>
2.	191104141031621227	KALRA	30	<input type="checkbox"/>
3.	191104141031621224	SOUMEN MONDAL	30	<input type="checkbox"/>
4.	191104141031621218	SUBIR KUMAR ROY	30	<input type="checkbox"/>
5.	191104141031621217	SURYA	30	<input type="checkbox"/>

An orange 'Finalize' button is located at the bottom of the table.

Fig:24

From here HOI can input the attendance days of student and finalize the data with selecting the check box.

2. TTEACHER

2.1 Teacher Login

With unique access credentials available to the Teachers, the page available to the Teacher on login is shown below.

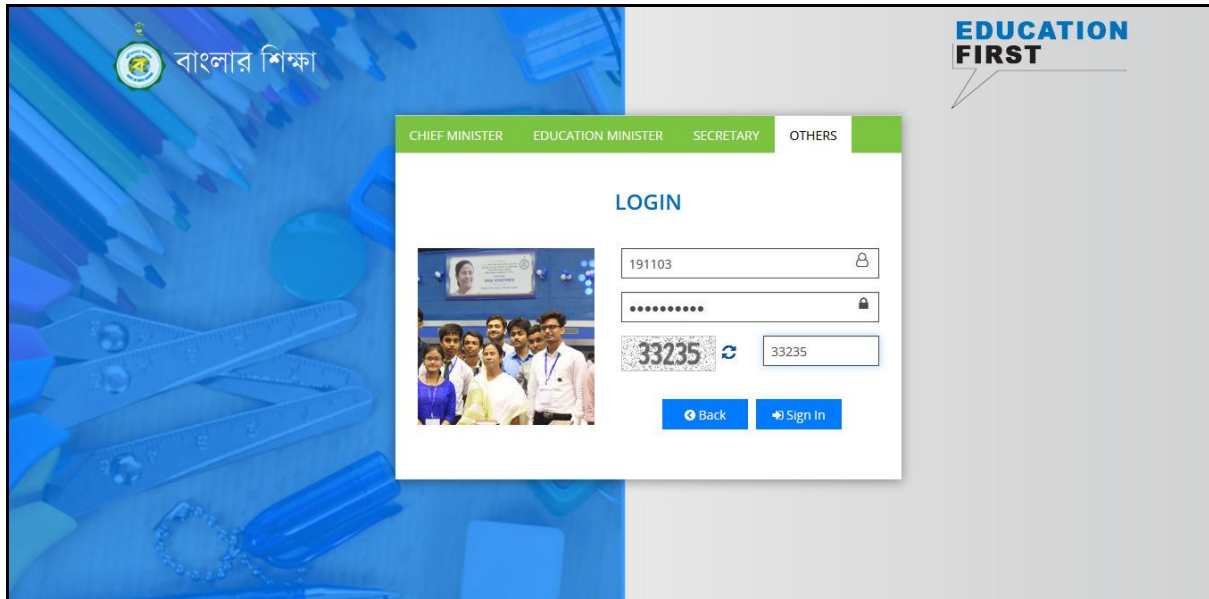


Fig.25 Teacher Login view

2.2 Student Management

2.2.1 Student Admission

After click on the link the following page will be open:

The screenshot shows the 'Add Student' form in the Central Portal. The form is titled 'Add Student' and is part of the 'Student Details Add' section. The form is divided into two columns of input fields. The left column includes fields for Name, Aadhaar Number, Father's Name, Religion, Gender, Habitation or Locality, Admission No, Disadvantaged group, Studying in class, and Medium of instruction. The right column includes fields for DOB, Contact, Mother's Name, Mother Tongue, Social Category, Date of Admission, Whether belong to Below Poverty Line, Getting free education as per RTE Act, Class studied previous year, No. of days child attended school in previous year, and No. of uniform sets received. The form is displayed on a desktop interface with a blue sidebar on the left containing navigation options like 'Dashboard', 'Student Management', 'Student Admission', 'List Student for HOI Approval', and 'Student'. The top header shows 'Central Portal', 'School Education Department', and 'Government of West Bengal'.

Fig 26 (Student add form)

From here a teacher can add a student through this form.

2.2.2 List of student for HOI approval

After click on the link the following page will be open:

Central Portal

School Education Department
Government of West Bengal

Logout

TEACHER
BASIR AHMED

List of Students

Student Profile Sent Successfully for Approval.

Student Details

Search:

SI No.	Name	Contact Number	DOB	Father's Name	Mother's Name	Status	Action
1.	AMIT ROY	9852222222	07-05-2014	AVJIT ROY	SIMA ROY	Profile Not Sent For Approval	
2.	SFSDF	7896547854	04-12-2000	TEST	TEST	Profile Sent For Approval	

Previous 1 Next

Fig 37 (Student list page)

From here teacher can do the followings:

- View the profile of added students
- Send request for student profile approval

3. User Roles

A. Level of permission in case of new school adding:

School Type	Add by	Locking process	Unlocking permission
Primary	SI	Auto	DI Primary
Secondary and others	DI	Auto	Admin

B. Level of permission in respect of data entry:

School Type	Category	Entry/Edit by	Permission for editing	Locking process	Time duration and authority for unlocking
Primary	Student	HOI	HOI	Auto	After 1 year, SI
SI to Create Child Login for HOI and assign responsibilities					
Primary	Teacher	SI	DI Primary	Auto	NA
Secondary	Student	AT	HOI	Auto	After 1 year, DI Secondary
HOI to Create Child Login for AT and assign class-wise responsibilities					
Secondary	Teacher (i-OSMS)	HOI	DDO	Auto	DDO
Secondary	Student (Private)	AT	HOI	Auto	NA
Secondary	Teacher (Private)	HOI	HOI	Auto	NA
Primary	Para Teacher	SI	SI	Auto	NA
Secondary	Para Teacher	HOI	SI	Auto	NA

C. Frequency of data entry

Category	Frequency	Time
Student	Once	Within a week of admission
Para Teacher	When required	Within seven days from date of joining