Orders related to Job Profile of Assistant Managers (MIS)

Finance Department vide U.O. No. 50/01/16-4FD-II/27844 dated 20.09.2016 had created 1487 posts of Assistant Managers (MIS) on contract basis on year-to-year basis. But against these 1487 posts, 855 School Information Managers, who were already working and relieved, have been redeployed afresh on the post of Assistant Managers (MIS). These Assistant Managers (MIS) are working at a cluster level in Govt. Schools for uploading the online data of a school as a whole. Keeping in view the best use of their services, the duties to be performed by them are defined as under:

Office Management

E-Mails

- Assistant Managers (MIS) will **create the e-mail** address (Include school name and School Code) for their cluster schools.
- Assistant Managers (MIS) will **design (create) website** for their cluster schools.
- Assistant Managers (MIS) will **check the e-mails** from Block Resource Center (BRC) related to student's details, staff details, Various Competitions to be held in the schools, other co curricular activities performed by schools.
- Assistant Manager (MIS) will **forward these mails** to their cluster school on the e-mail ID created for cluster schools. Cluster Head will direct Schools Heads / In charges of the Schools under the concerned Cluster to provide the required data and information in proper formats and on time only through e-mails to the Assistant Manager (MIS), So that information required by the higher authority could be provided on time from the cluster level.
- Assistant Manager (MIS) will **compile the data** and information received from the cluster schools and will send the information through e-mails to the higher authority i.e. BRC.
- Assistant Manager (MIS) will **provide necessary training** to the staff of their cluster schools for operating e-mails.

Aadhaar Enabled Biometric Attendance System (AEBAS)

- Assistant Managers (MIS) will support the cluster Head and cluster schools regarding issues related to software problems to the Cluster school heads and In charges for proper working of the AEBAS.
- Cluster school heads and Schools In-charge will make sure that they will provide information to the Assistant Manager (MIS) of their cluster regarding non-working of the AEBAS and Assistant Manager (MIS) will support the School's Head in troubleshooting the problem.
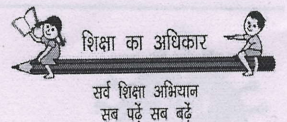
HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD
(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505,2586055 2586026(F) | E-mail: simrmsa@gmail.com| Website: www.hsspp.in

- Assistant Manager (MIS) will register new Teaching and Administrative staff joined in their cluster schools on ABEAS.

Internet Services

- Assistant Manager (MIS) will support in troubleshooting the problems related to internet working in their cluster schools.

- Assistant Manager (MIS) will update the operating systems and software of the digital systems of their cluster schools.

Data Capturing/Record Keeping

Management Information System Portal (MIS)

- Assistant Managers (MIS) will update and maintain students detail on Management Information System (MIS) portal for the cluster schools like Students Fresh Admission, Students Re admission, Students Transition, Relieving students, Issue SLC, Edit student profile, Allocate Roll Number, Allocate Section and Subject Allocation and other features that will be added in future for students details on the MIS portal for school information.

- Assistant Managers (MIS) will update and maintain school details on Management Information System (MIS) portal for the cluster schools i.e. School Basic Information, Committee/Association Details, Bank Account Details, School Infrastructure Details and other features that will be added in future on the MIS portal for school information.

- Assistant Managers (MIS) will also update employees joining and relieving on MIS Portal.

- Assistant Managers (MIS) will generate reports from MIS portal for Students data records and school data records required by the Heads/In-charges of their cluster schools and by the higher authorities.

Monthly Test Monitoring System (MTMS)

- Assistant Managers (MIS) will update and maintain student's monthly and annual tests data on MTMS Portal.

Public Fund Management System (PFMS)

- Assistant Managers (MIS) will update and maintain receipts and utilization of funds on PFMS Portal.

School Data Management Information System (SDMIS)

- Assistant Managers (MIS) will complete SDMIS work of cluster schools as and when required.
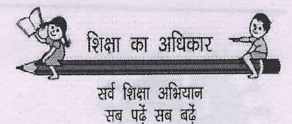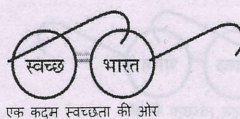
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सब पढ़ें सब बढ़ें

Record Keeping

- Assistant Manager (MIS) will keep digital record of the Status and Information of various activities in school, for example; various co-curricular activities held at school level and Results/Photographs of competitions held at the school level, Staff Statement, Monthly Students Enrollment.

U-DISE

- Assistant Managers will assist in the work related to the U-dise to the District Project Coordinators as well as to the Head Quarter.
- Assistant Managers (MIS) will provide the required information from record maintained by him/her to fill U-DISE.
- Assistant Managers (MIS) will check & verify the U-DISE of their cluster schools at cluster level.

Developmental

Training:

- In case any improvement in system for better development is required, AMs (MIS) will provide training to all concerned officials falling under their cluster.

Future Readiness:

- Assistant Managers (MIS) will keep track of the changes in IT field i.e. visit the websites related to School Education Department, HBSE (Haryana Board of School Education) etc.

Dated: 17.11.2017

Dr. K.K. Khandelwal, IAS,
Additional Chief Secretary to Govt. Haryana,
School Education Department.

Endst. No.: Admn./RMSA/AM (MIS)/2017/ 38155-75   Dated: 21-11-2017

A copy of the above is forwarded to all District Project Coordinators, Haryana for information and necessary action. They are requested to provide copy of above orders to all Principals and all AMs (MIS) also under their control for their information and necessary action.

Coordinator, AM (MIS),
For State Project Director,
HSSPP, Panchkula.

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