

Online ICT MIS User Manual

Online ICT MIS is a web based MIS to manage operations in all schools and also at central level. The software has –

For School Login:-

- **Change Password** – In this, password can be changed from time to time
- **Student Information Module** – This module includes complete student tracking like their details, attendances, student performance through Online Exam etc.
- **School Information / History / Detail Report** – This report includes school information, student details in various classes, items issued / returned details, teacher details, school related follow ups etc.
- **Computer Instructor Information Module** – It includes teacher details, their attendance and related reports.
- **Training & Feedback Module** – This module have feedback questions related entry form and report and students feedback entry form and report.
- **Infrastructure Module** – This module includes infrastructure report, issues related entry forms and reports.

For Administrator Login:-

- **Division / District / Block Wise School Summary** – This module keeps the track of schools, students, Items issued and open issue details.

Now we see how to use this software:-

1. First of all type <http://203.129.200.135/OnlineICTMIS/> on your browser, you will get **Online ICT MIS** window.

Select District, Block, School from select box and type Login Name **S-<School Code>** and Password **123**.

District Name	AJMER1
Block Name	AJMER CITY
School Name--(Code)	GOVT. SECONDARY SCHOOL PEEPAL KA KUAA,AJMER--(4123)
Login Name	S-4123
Password	

After login your school window will open as below –



[Change Password](#)

[Student Information Module](#)

[School Information / History / Detail Report](#)

[Computer Instructor Information Module](#)

[Training & Feedback Module](#)

[Infrastructure Module](#)

2. Change Password – In this, user can change password whenever needed.

Change Password

Login Name	S-4123
Old Password	***
New Password	*****
Confirm New Password	*****

Rules For Password :-

- 1. Minimum 8 characters.**
- 2. At least one character should be Numeric.**
- 3. No space is allowed.**
- 4. These special characters are not allowed :- _ , & , = , " , ' and %.**

3. Student Information Module – This module includes complete student tracking like their details, attendances, student performance through Online Exam etc.

Student Information Module

Entry
Add / Edit Student Entry
Topic Entry
Sub Topic Entry
Lab Attendance Entry
Online Examination Module

Report
Student Report
Monthly Lab Attendance Report
Lab Attendance Report
Lecture Taken Report

A) Add / Edit Student Entry – This form is used for student related details entry.

Add / Edit Student Entry

Note:-Fields marked with asterisk (*) are mandatory.

Student Details			
Student-- (Code)	<input type="text" value="AJAY KHANDELWAL --(70)"/>	Class *	<input type="text" value="XI"/>
Reg. Year *	<input type="text" value="2012"/>	Reg. Date *	<input type="text" value="9/20/2012"/>
Personal Details			
Student Name *	<input type="text" value="AJAY KHANDELWAL"/>		
Father's Name *	<input type="text" value="SUBHASH KHANDELWAL"/>		
Mother's Name *	<input type="text" value="DAYA KHANDELWAL"/>		
Date of Birth *	<input type="text" value="9/20/2012"/>	Gender *	<input type="text" value="MALE"/>
Category *	<input type="text" value="GENERAL"/>	Parent's Occupation	<input type="text"/>

Parent's Mob. No. *	<input type="text" value="9413052730"/>	Telephone No.	<input type="text"/>
Permanent Address	<input type="text" value="1128 BARKAT NAGAR JAIPUR, JAIPUR, RAJ., INDIA"/>		
<input type="checkbox"/>	Check if Correspondence Address is same as Permanent Address.		
Correspondence Address	<input type="text" value="1128 BARKAT NAGAR JAIPUR, JAIPUR, RAJ., INDIA"/>		
Educational Details			
Last School Attended	<input type="text"/>		
Last Class Percentage	<input type="text"/> %	Last Class Attended	<input type="text"/>
Admission Details			
Present Status	<input type="text" value="CONTINUE"/>	Status Change Date	<input type="text" value="9/20/2012"/>
Roll No. if any	<input type="text"/>		
Remarks if any	<input type="text"/>		
<input type="button" value="Submit"/>			

B) Topic Entry – This is used for entry of topics according to which lectures will be taken.

Topic Entry

Class

Note:-Fields marked with asterisk (*) are mandatory.

Sn.	Topic Name *	Duration
1	<input type="text"/>	<input type="text" value="1"/>
2	<input type="text"/>	<input type="text" value="1"/>
3	<input type="text"/>	<input type="text" value="1"/>

C) Sub Topic Entry – It is a subset of Topic Entry in which sub topics are entered.

Sub Topic Entry

Class

Topic Name--(Code) *

Note:-Fields marked with asterisk (*) are mandatory.		
Sn.	Sub Topic Name *	Duration
1	<input type="text"/>	1 <input type="text"/>
2	<input type="text"/>	1 <input type="text"/>
3	<input type="text"/>	1 <input type="text"/>

D) Lab Attendance Entry – This form is used for Attendance of students.

Lab Attendance Entry	
Note:-Fields marked with asterisk (*) are mandatory.	
Class *	IX <input type="text"/>
Atten. Date *	9/26/2012 <input type="text"/>
Topic Covered--(Code) *	COMUPUTER BASIC--(36) <input type="text"/>
Sub Topic Covered--(Code) *	BINARY CODE--(18) <input type="text"/>
<input type="button" value="Show"/>	

After Click on Show Button, you will get –

Class	IX	Atten. Date	26/9/2012
Topic Covered--(Code)	COMUPUTER BASIC--(36)		
Sub Topic Covered--(Code)	BINARY CODE--(18)		
Remarks (if any)	<input type="text"/>		

Sn.	Student Name--(Code)	Roll No.	Atten. Status	Check *
				<input type="checkbox"/>
1	AMIT KUMAR--(5)	11ECIEE001	P <input type="text"/>	<input checked="" type="checkbox"/>
2	AMIT KUMAR GUPTA --(4)	11ECIEE002	P <input type="text"/>	<input checked="" type="checkbox"/>
3	ANURAG UPADHYAY --(6)	11ECIEE004	P <input type="text"/>	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>				

E) Online Examination Module – This web based module is used to monitor student performance.

Online Examination Module

Entry
<u>Question Master</u>
<u>Exam. Master</u>
<u>Question Paper</u>
<u>Eligible Candidate</u>
<u>Online Exam.</u>
Report
<u>Marks Report</u>

a) Online Question Master – In this, questions are added for online exam.

Note:-Fields marked with asterisk (*) are mandatory.			
Total Question(s) Available :- <u>11</u>			
Class *	<input type="text" value="--"/>	Level *	<input type="text" value="--Select--"/>
Question *	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		
Option1 *	<input type="text"/>		
Option2 *	<input type="text"/>		

Option3 *	<input type="text"/>		
Option4 *	<input type="text"/>		
Answer	<input type="text" value="1"/>	Status	<input type="text" value="Active"/>

[Click here for more Symbols](#)

B) Online Exam Master – In this, exam description is entered.

Online Exam. Master

Note:-Fields marked with asterisk (*) are mandatory.

Class *	<input type="text" value="IX"/>
Exam Name *	<input type="text" value="--New --"/>

After Click on Button, you will get,

Class IX

Note:-Fields marked with asterisk (*) are mandatory.			
Exam. Name *	<input type="text" value="unit test-I"/>	Status *	<input type="text" value="Active"/>
Start Time *	<input type="text" value="9/22/2012 12:34:13 PM"/>	End Time *	<input type="text" value="9/22/2012 2:34:13 PM"/>
Number of Question(s) *	<input type="text" value="3"/>	Per Question Marks *	<input type="text" value="1"/>

c) Online Exam Question Paper – This is used for selecting questions which will come in online exam.

Online Exam. Question Paper

Class *	<input type="text" value="IX"/>
Exam Name *	<input type="text" value="unit test-I"/>
Level	<input type="text" value="--All--"/>

After Click on button

Class	IX	Level	--All--
Exam Name	UNIT TEST-I		

Sn.	Question	Level	Check
1	what is H ₂ O ?	Beginner	Selected

d) **Eligible Candidate** - Used for selecting whether the student is eligible for exam. or not.

Eligible Candidate

Class *	IX
Exam Name *	unit test-I

After click on submit button

Class	IX	Exam Name	UNIT TEST-I
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Sn.	Student Name--(Code)	Roll No.	Check
1	AMIT KUMAR--(5)	11ECIEE001	<input type="checkbox"/>
2	AMIT KUMAR GUPTA --(4)	11ECIEE002	<input type="checkbox"/>
3	ANURAG UPADHYAY --(6)	11ECIEE004	<input type="checkbox"/>

e) **Online Exam** - Online Exam Form will be displayed on student's login in two parts -

- Full
- Part

F) **Student Report** – This is used for viewing student details.

Student Report

Class	IX
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Sn .	Stude nt Name -- (Code)	Roll No.	Fathe r Name	Mother Name	DOB	Gend er	Catego ry	Address	Contact No.
1	AMIT KUMAR --(5)	11ECIEE001	RAMES H KUMAR	KAUSHALI YA DEVI	16/2/2000	M	GENERA L	BEHIND BSNL OFFICE,WA RD NO.1,NOHAR, NOHAR, RAJASTHAN , INDIA, 335523	9414990031

G) Lab Attendance Report – This is used for viewing attendance of students.

Lab Attendance Report	
Note:-Fields marked with asterisk (*) are mandatory.	
Class *	IX
Atten. Date *	9/26/2012
<input type="button" value="Show"/>	

After click on Show button, you will get -

Class	IX	Atten. Date	26/9/2012
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Sn.	Student Name--(Code)	Roll No.	Atten. Status
1	AMIT KUMAR--(5)	11ECIEE001	P
2	AMIT KUMAR GUPTA --(4)	11ECIEE002	P
3	ANURAG UPADHYAY --(6)	11ECIEE004	P

H) Lecture Taken Report – This report is used for viewing which lecture is taken on a particular date.

Lecture Taken Report	
Note:-Fields marked with asterisk (*) are mandatory.	
Class *	IX
Lecture Taken Date *	9/26/2012
<input type="button" value="Show"/>	

After click on Show button you will get -

Sn.	Lecture Taken Date	Topic Covered	Sub Topic Covered	Entered Date
1	26/9/2012	COMPUTER BASIC	COMPUTER FUNDAMENTAL	21/9/2012

4. School Information / History / Detail Report – This report includes school information, student details in various classes, items issued / returned details, teacher details, school related follow ups etc.

School Information / History / Detail Report

Division Name	AJMER	District Name	AJMER1	Block Name	AJMER CITY
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School Name--(Code)	School Address	Phone No.
GOVT. SECONDARY SCHOOL PEEPAL KA KUA, AJMER-- (4123)	रामावि पीपल का कुंआ अजमेर	

Sn.	Designation	Name	Mobile/Landline No.
1.	Principal	BHAGCHAN MANDAVERIYA	9413828269 /
2.	Computer Teacher	MR. AJAY KUMAR JAIN	9929835948 / 9929835948
3.	Block Incharge	RAJANI BUNDAL	9461274843 /
4.	District Coordinator	NARENDRA KUMAR	9785643417 / 9982969742
5.	Zone Manager	REVAI SINGH	9785643446

5. Computer Instructor Information Module - It includes teacher details, their attendance and related reports.

A) Create Teacher - This form is used for create teacher in school.

Teacher Entry

Note:-Fields marked with asterisk (*) are mandatory.

*Teacher Name	<input type="text"/>
Teacher Address1	<input type="text"/>
Teacher Address2	<input type="text"/>
Teacher Telephone No.	<input type="text"/>
*Gender	<input type="text" value=""/>
*Qualification	<input type="text" value=""/>
*Salary	<input type="text" value="1800"/>
*Teacher Mobile No.	<input type="text"/>
Payment Teacher Type	<input type="text" value="Paid By BI"/>
*Teacher Status	<input type="text" value="Active"/>
*Date of Joining	<input type="text" value="9/26/2012"/> 

Payment Status	Green	Recommended By	Account A/C
Teacher Type	Teacher	Location	
Payable At		A/c Number	
Bank Name			
Confirm Password			

B) Edit Teacher –This form is used for Update / Edit teacher details.

Edit Teacher Entry	
Select Teacher To Edit	KIRTI MISHRA--(1099)

Note:-Fields marked with asterisk (*) are mandatory.			
*Teacher Name	KIRTI MISHRA		
Teacher Address1			
Teacher Address2			
*Qualification	Not Mention	Bank Name	
Teacher Telephone No.		*Teacher Mobile No.	9999999999
*Gender	Male	Payment Teacher Type	Paid By BI
*Teacher Status	Active	*Date of Joining	11/1/2010 (mm/dd/yyyy)
*Salary	1800	Inactive Date	(mm/dd/yyyy)
Payment Status	Green	Recommended By	
Payable At		Location	
Fixed Salary	No	A/c Number	

C) Attendance Entry Form- This form is used for attendance entry par day.

Teacher Attendance Entry			
Teacher Name	--Select--		
From Date	9/26/2012 (mm/dd/yyyy)	To Date	9/26/2012 (mm/dd/yyyy)

Sn.	Attendance Date	Attendance Type	Remarks
1	WEDNESDAY, SEPTEMBER 26, 2012	FULL DAY WITH SANCTION	

D) Teacher History- This form shows Teacher history Report.

Teacher Report						
Sn.	Teacher Name-- (Id)	Contact No.	Qualification	Joining Date (mm/dd/yyyy)	Status	Address
1	KIRTI MISHRA-- (1099)	9999999999	NOT MENTION	11/1/2010	ACTIVE	
2	MR. AJAY KUMAR JAIN -- (2955)	9929835948	M.SC.	9/21/2012	ACTIVE	23, BALVIHAR COLONY, NEAR TO BYEPASS, KALWAR ROAD, JHOT
3	MR. ANAND-- (2956)	9797654353	O-LEVEL	9/21/2012	ACTIVE	R- 5/5 , SHASTRI CRICLE , JODHPUR

E) Teacher Attendance Report- It is used for viewing teacher's attendance status for particular month.

Teacher Attendance Report			
Class *	IX		
Year - Month	2012	-	SEP
Teacher Name	KIRTI MISHRA		
Total Month Days	Present Days	Leave With Sanction Days	Leave Without Sanction Days
3	3	0	0

Sn.	Attendance Date	Attendance Type	Remarks
1	SATURDAY, SEPTEMBER 01, 2012	PRESENT	
2	SUNDAY, SEPTEMBER 02, 2012	SUNDAY	
3	MONDAY, SEPTEMBER 03, 2012	PRESENT	

6) **Training & Feedback Module** – This module have feedback questions related entry form and report and students feedback entry form and report.

Training & Feedback Module

Entry

[Feedback Question Entry](#)

[Student Feedback Entry](#)

Report

[Feedback Question Report](#)

[Student Feedback Report](#)

A) Feedback Question Entry: This form is used for Feedback question According to Teacher performance and Student performance wise.

Feedback Question Entry

Class

Note:-Fields marked with asterisk (*) are mandatory.

Feedback Type *	<input type="text" value="TEACHER FEEDBACK REPORT"/>		
From Date *	<input type="text" value="9/26/2012"/>	To Date *	<input type="text" value="9/26/2012"/>

Sn.	Question *
1	<input type="text" value="CLASS STRUCTURE ?"/>
2	<input type="text" value="HAS TEACHER GOOD KNOWLEDGE IN SUBJECT ?"/>
3	<input type="text"/>

B) Student Entry Form- This form is used for getting a response from per Students in class wise.

Student Feedback Entry

Class	IX	Feedback Type	STUDENT PERFORMANCE
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Student Name-- (Code)	AMIT KUMAR--(5)
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Sn.	Question	Response *
1	STUDENT HOME WORK REGULARLY IN HOME ?	43
2	CLASS REGULAR OR NOT	44

 Click here before click on "Save" button for saving your response(s).

C) Feedback Question Report- This form Shows Feedback Question reports according class wise

Feedback Question Report			
Class	IX	Feedback Type	STUDENT PERFORMANCE

Sn.	Question
1	STUDENT HOME WORK REGULARLY IN HOME ?
2	CLASS REGULAR OR NOT

D) Student Feedback Report- This form shows Student Feedback Question reports according class per Student wise.

Student Feedback Report			
Class	IX	Feedback Type	STUDENT PERFORMANCE
Student Name--(Code)	AMIT KUMAR--(5)		

Sn.	Student Name-- (Code)	Roll No.	Response Detail(s)		
1	AMIT KUMAR--(5)	11ECIEE001	Sn.	Question	Response *
			1	STUDENT HOME WORK REGULARLY IN HOME ?	43
			2	CLASS REGULAR OR NOT	44

7. Infrastructure Module- This module includes infrastructure report, issues related entry forms and reports.

Infrastructure Module

Entry
Create Issue
Post / Check Issue Follow-Up
Edit Issue Master
Report
Infrastructure Report
Issue Report

A) **Create Issue** - This form is used to create a issue related to school and stationary items .

Create Issue			
Issue Code	<input type="text" value="10135"/>	Click here for existing issue detail(s).	
Issue Priority	<input type="text" value="Low"/>	Issue Sensitivity	<input type="text" value="Low"/>
Type of Issue	<input type="text" value="IT-Hardw are"/>	Issue Mode	<input type="text" value="Mail"/>
Creation Date	<input type="text" value="9/26/2012 2"/> (mm/dd/yyyy)	Exp. Closing Date	<input type="text" value="9/27/2012 2"/> (mm/dd/yyyy)
Description	<input type="text" value="Mouse , keyboard"/>		
Confirm Password		<input type="text"/>	

B) **Edit Issue Master**- This form is used for edit Issue.

Edit Issue			
Issue Code	11703	Block Incharge	JITENDRA KUMAR AMETA (BHINDER)
Type of Issue	<input type="text" value="IT-Hardw are"/>	Issue Mode	LETTER
Issue Priority	URGENT	Issue Sensitivity	HIGH
Creation Date(mm/dd/yyyy)	10/29/2010 12:03:06 PM	Exp. Closing (mm/dd/yyyy)	<input type="text" value="10/30/2010"/>

Description

Letter received from school principal regd hardw are problem. there 01

Confirm Password **C) Infrastructure Report-** This form Shows Report of all items Received by School.**Item's Received By School Report**

Sn.	Item Name	Quantity
1	CHAIR	10
2	CPU	3
3	GENERATOR	1
4	KEYBOARD	10

D) Issue Report- This form Shows follow up issue report.**Issue Report**

S n.	Issue No.	Type	Mode	Status	Created By	Create d Date	Priori ty	FollowUp	Last Follow Up	File	Closi ng Date	Up/Do wn Time
1	101337	IT-HARDWARE	OTHERS	OPEN	NA	8/8/2012 4:58:11 PM	LOW	0 Follow Ups	--			--
DESCRIPTI ON		TE-ST										
2	101342	OTHERS	OTHERS	OPEN	NA	8/8/2012 5:21:16 PM	LOW	0 Follow Ups	--	101342.TIF		--
DESCRIPTI ON		TESTING111										
3	101345	IT-HARDWARE	MAIL	OPEN	NA	8/9/2012 11:51:28 AM	LOW	0 Follow Ups	--	101345.TIF		--
DESCRIPTI ON		TESTING										