

GOVERNMENT OF HARYANA

Department of School Education



[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

USER MANUAL FOR PROFILE CORRECTION REQUEST APPROVAL MODULE

- Users need to login into **MIS** with their **Employee code and password**. Open the Haryana MIS portal official website or click [here](#) to open the page directly.

Government of Haryana,
School Management Information System

User Name

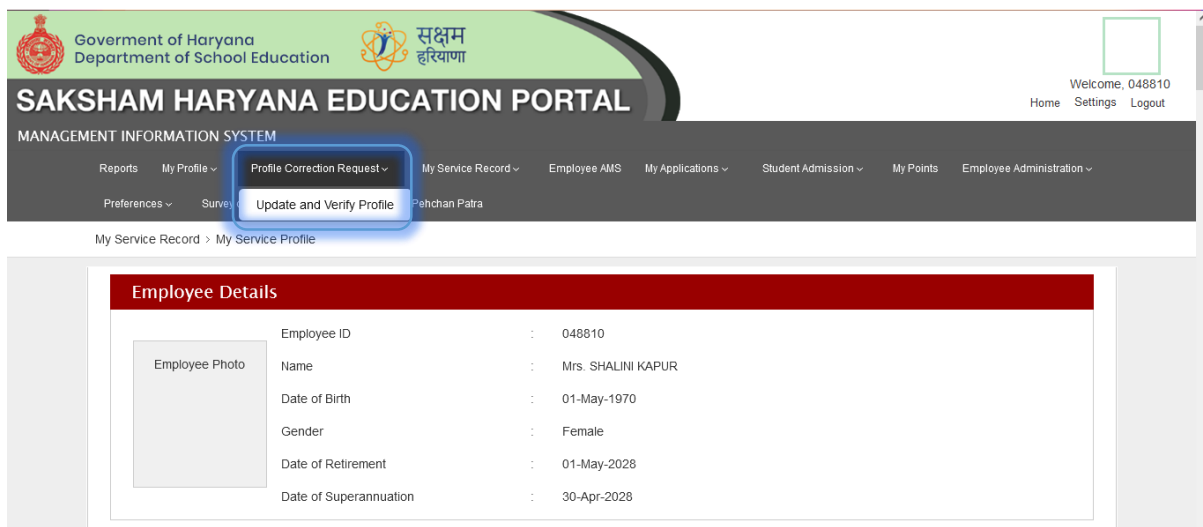
Password

Login

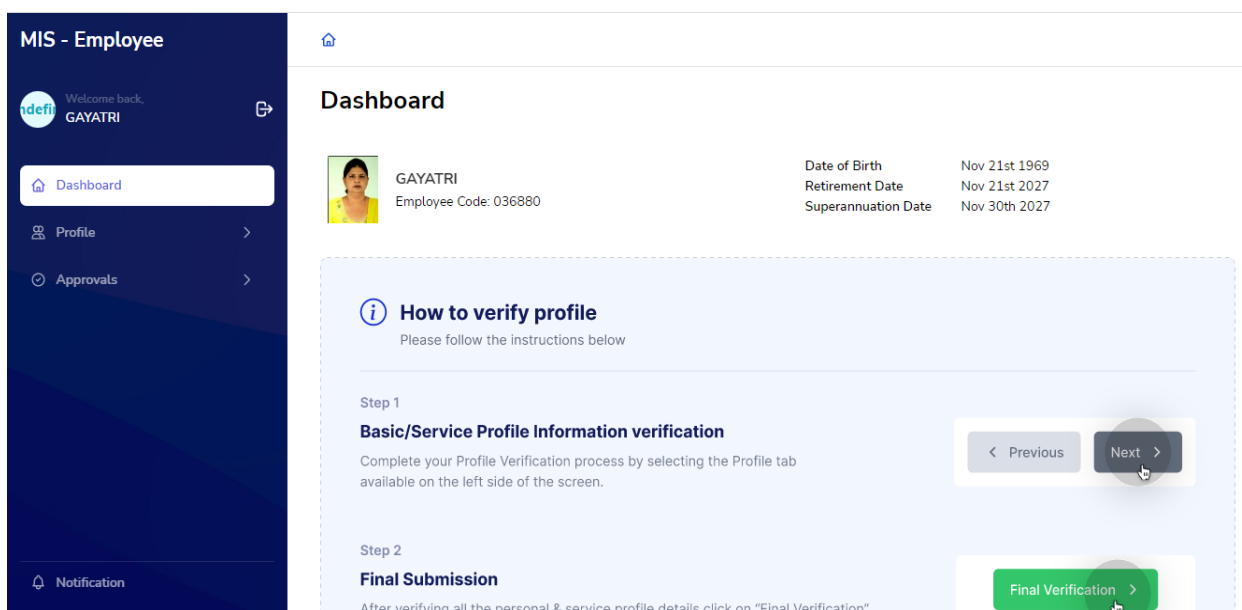
[Forgot Password?](#) | [Check Compatibility](#)

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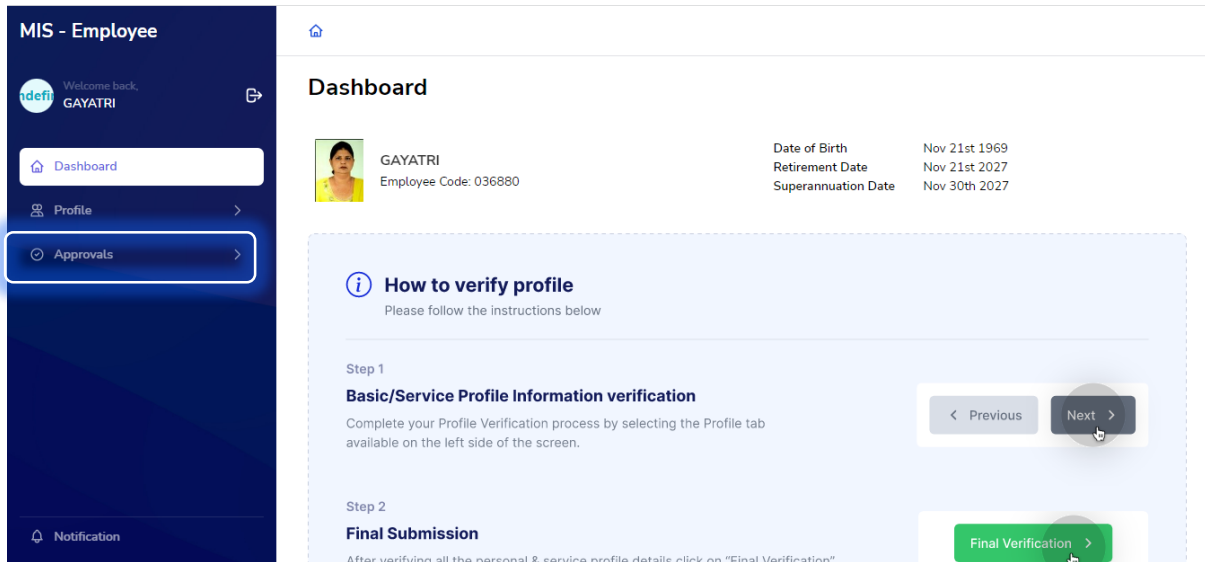
- After Successful Login, user needs to click on **Profile correction Request** button for **Approvals and rejections** of Personal Profile correction requests. Next step is to click on **Update and Verify profile** for further actions.



- On clicking update and verify profile button, user will be able to view the following screen.



- User can select **Approvals** Button available on the left side of the screen to see the Correction requests.



- If user selects Approvals Button, he/she will be able to view the following screen with **Profile Correction Requests** distributed in multiple sections i.e. Basic details, Health Details, Family Details, Spouse Details, Awards and Contact Details. Officer can view the correction requests made by an employee by navigating to each section. The requests are displayed in the form of a summary report as below.

The screenshot shows the 'MIS - Employee' interface. On the left sidebar, there's a 'Profile Corrections' button. The main content area is titled 'Profile Correction Requests' and has a tabbed interface with 'Basic Profile' selected. Below the tabs is a 'Basic Profile Correction Request Summary' table. The table has columns: Request Type, Created On, Action Type, Status, and View Changes. A single row is visible with 'Personal Information' as the request type, 'Jul 11th 2022' as the creation date, 'UPDATE' as the action type, and 'PENDING' as the status. A 'View' button is present in the 'View Changes' column.

Request Type	Created On	Action Type	Status	View Changes
Personal Information	Jul 11th 2022	UPDATE	PENDING	View

- In order to view the correction request details of each section, Officer needs to select **View** button present in View changes column in the summary report.

This screenshot shows the 'MIS - Employee' interface with the 'Health' tab selected under 'Profile Correction Requests'. The 'Health Profile Correction Request Summary' table is displayed. It has columns: Request Type, Created On, Action Type, Status, and View Changes. A row shows 'Vital Signs' as the request type, 'Jul 10th 2022' as the creation date, 'UPDATE' as the action type, and 'PENDING' as the status. A 'View' button is highlighted in the 'View Changes' column.

Request Type	Created On	Action Type	Status	View Changes
Vital Signs	Jul 10th 2022	UPDATE	PENDING	View

Change Request

×

New cut scar mark near lateral side of left eye

Height

150

10

Weight

55

70

Blood Group

AB +ve

A +ve

Date of Measurement

18 Dec, 2017

16 Dec, 2017

Reject

Approve

- On selecting View button, all the change requests are visible to the Officer along with the option to Approve or Reject the requests. In case, Officer selects Approve button, the Correction will be made and the request will be closed. On selecting Reject button, Officer needs to fill the Remarks (reason of rejection).

Change Request



New cut scar mark near lateral side of left eye

Height

150

10

Weight

55

70

Blood Group

AB +ve

A +ve

Date of Measurement

18 Dec, 2017

16 Dec, 2017

Reject

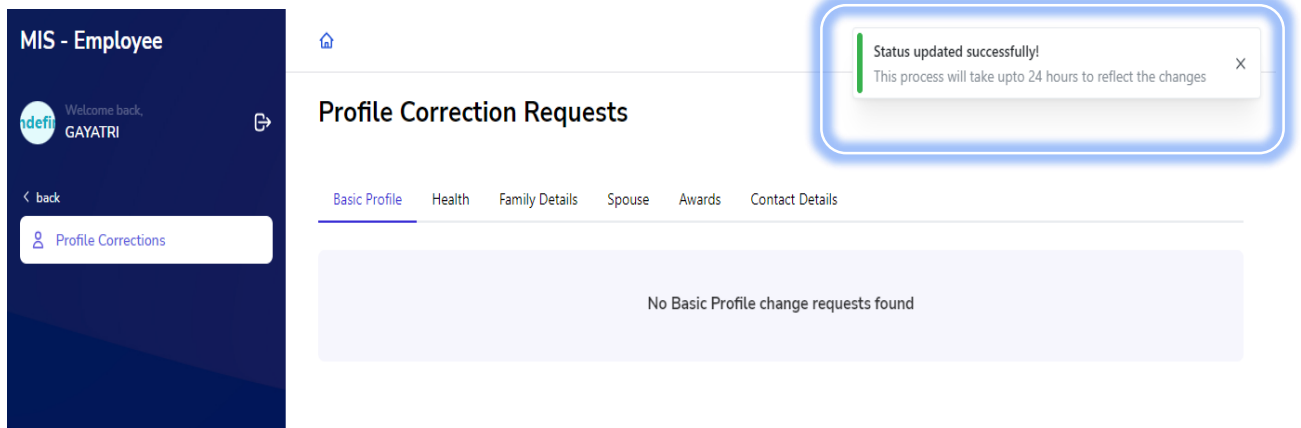
Approve

Reason for Reject? *

Add your comments here for rejecting this request

Back

Reject Request



- If there is any change request for disability or chronic disease, officer needs to click on **View** button to verify the certificate uploaded by the employee as per the existing rules mentioned in transfer policy. Officer will approve such change only if the certificate is valid.

Profile Correction Requests

Basic Profile Health Family Details Spouse Awards Contact Details

Spouse Profile Correction Request Summary

Request Type	Created On	Action Type	Status	View Changes
Spouse Profile	Jul 10th 2022	UPDATE	PENDING	View
Spouse Disease Details	Jul 11th 2022	ADD	PENDING	View
Spouse Profile	Jul 11th 2022	UPDATE	PENDING	View

- After clicking on **View** button user needs to click on New certificate link to see the uploaded certificate.

Change Requests:



Old Value

New Value

Chronic Disease Name Arthritis

Chronic Disease Description 12ass

This Chronic Disease
occurred on 01 Jul, 2022

Frequency of Dialysis (If
present) FORTNIGHTLY

Certificate Copy

[New Certificate](#)

Reject

Approve

This certificate is valid upto five year from the date of issue.

Note:-

1. This certificate is valid for medical treatment purpose only.
2. This certificate based upon the reports provided by the applicant related to disease.

Civil surgeon
Sonipat

Distt Medical Officer
Sonipat

Specialist, Distt Civil Surgeon
Sonipat

- On approving the request a slider pop up will appear on the screen **Status updated successfully.**

