



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan
असौजन्य मानव संसाधन विकास विभाग, भारत सरकार, Under Ministry of HRD, Govt of India
क्षेत्रीय कार्यालय, जम्मू / Regional Office (Jammu),
राजकीय चिकित्सालय मार्ग, / Govt Hospital Road,
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F. 240373/2017/Adm//KVS(JR)

Date: 09-05-2017

E-mail only

The Principal
All Kendriya Vidyalayas
Jammu Region

Subject : Updating KV Shaala Darpan – Activity Plan - reg

Madam/Sir,

With reference to KVS(HQ), New Delhi letter No F.6-1/2017/KVS(HQ)/EDP/2016/KV Shaaladarpan dated 09-05-2017 (Copy enclosed) on the subject cited above and to say that **New Academic session has begun since 1st April 2017. All teachers need to update data of students in the portal:**

- Posting of data of registered students from OLA to SES.
- Entry of fresh admission/Students came on transfer.
- Upload photograph of students and employees.
- Events/Awards for students/House allocation.
- Class teacher to complete promotion activity.
- Installation of Biometric Machines.(If delivered by MGRM)
- Restricted holiday updation.
- Students attendance.
- Use of SMS facility.
- Allocation of multiple roles to users as required.
- Entry of Aadhaar number in the portal.

Examination screen will be changed as per new directions issued vide KVS(HQ), New Delhi letter NO F.110331-01/2017-KVS/ACad/CBSE dated 26-04-2017. **An activity schedule is attached.**

All Principals are directed to adhere the activity schedule and submit **Action Taken Report (ATR) to this Office on or before 15-06-2017.**

Yours faithfully,

(D R Meena)

Assistant Commissioner

Copy for information to:

1. The PA to Dy Commissioner, KVS(RO) Jammu.
2. Ms Indu Kaushik, Assistant Commissioner(Acad.), KVS(HQ), New Delhi for information.





F. No.6-1/KVS (HQ)/EDP/2016/KV Shaaladarpan

Dated 09.05.2017

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional offices

Subject: Updating KV Shaala Darpan – Activity Plan - reg.

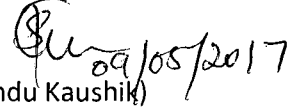
Madam/Sir,

It has been observed that connectivity issue with shaaladarpan portal has improved to some extent by addressing the technical requirements. Now new academic session has begun since 1 April 2017. All teachers need to update data of students in the portal.

- Posting of data of registered students from OLA to SES.
- Entry of fresh admission/Students came on transfer.
- Upload photograph of students and employees.
- Events / Awards for students /House allocation.
- Class teacher to complete promotion activity.
- Installation of Biometric Machines (if delivered by MGRM)
- Restricted holiday updation.
- Student attendance.
- Use of SMS facility.
- Allocation of multiple roles to users as required.
- Entry of Aadhaar number in the portal.

Examination screen will be changed as per new directions issued vide F.No.110331-01/2017-KVS/Acad/CBSE dated 26.04.2017. An activity schedule is attached. You are requested to instruct Vidyalayas to update portal to generate real time report at KVS(HQ).

Your's faithfully,


(Indu Kaushik)

Assistant Commissioner (Acad.)

Encl: Activity Schedule

Copy to:

1. PS to Commissioner, KVS.
2. PS to Additional Commissioner (Acad.), KVS (HQ)
3. PS to Joint Commissioner (Acad.), KVS (HQ)
4. Ms. Ruchika Gupta, MGRM
5. Mr. Rajeev Karnail, MGRM.

KV SHAALA DARPAN - ACTIVITY PLAN

	WEEK 1	WEEK 2	WEEK 3	WEEK 4
GENERAL	<p>New Academic Year data verification: Verification checklist will be shared by MSED</p> <p>Responsibility: Schools</p>			
	<p>Student Preparation</p> <p>Schools</p>			
	<p>Student data updation - Student Enquiries, New student/ entries</p> <p>Schools</p>	<p>Listing of registered students from OLA to SES (Reports will be published for schools shortly)</p> <p>Schools</p>		
	<p>Photo upload for students</p> <p>Schools</p>		<p>Events and fees to students for students</p> <p>Schools</p> <p>Student fee updation</p> <p>Student fee updation</p> <p>Schools</p> <p>Student fee updation for the new Academic year</p> <p>Schools</p>	
ADMISSION	<p>Class teacher allocation</p> <p>Schools</p>			
FINETS				

MAY 2017		WEEK 1	WEEK 2	WEEK 3	WEEK 4
		Highmark teachers by schools for installation by Mehta			
CONFIGURATION			Midweek update (M)		
ATTENDANCE		Student Attendance marking and report generation			
SMS				SMS sending as per requirement of schools	
SYSTEM ADMINISTRATION			Release of Multiple user/role access to users		Allocate multiple roles / privileges to user of multiple schools
EXAMINATION		Exam policy confirmation			
		PAS 452 / Mehta			
		Subject Confirmation			
		PAS 452 / Mehta			

* Schools which are closed for vacations, can continue their 'May 2017' target in 'June' once they open

KV SHAALA DARPAN - ACTIVITY PLAN

JUNE 2017	WEEK 1	WEEK 2	WEEK 3	WEEK 4
HRMS	Leave Policy Configuration		Employee Leaves Entry – Leave Entitlement, Leaves Posting	
		KVS HQ & MGRM	Schools	
			OD application and approval	
			Schools	
PAYROLL	Employee Qualification Records			
	Schools			
	Last Employment History			
FINANCIALS	Schools			
	Monthly Payroll processing			
	Schools			
	Vouchers entry and updation			
	Schools			

* Schools which are not closed for vacations, can continue their 'May 2017' target