SAMPOORNA

Updation- Why and When?:

SAMPOORNA is the database for other sites related to school such as 6th working day strength, UID, Textbook Management, Uniform Indent,Kalolsavam, Sasthrolsavam, Sports and Games etc... So, it should be updated time to time.

Send all the issues only to the mail ID:

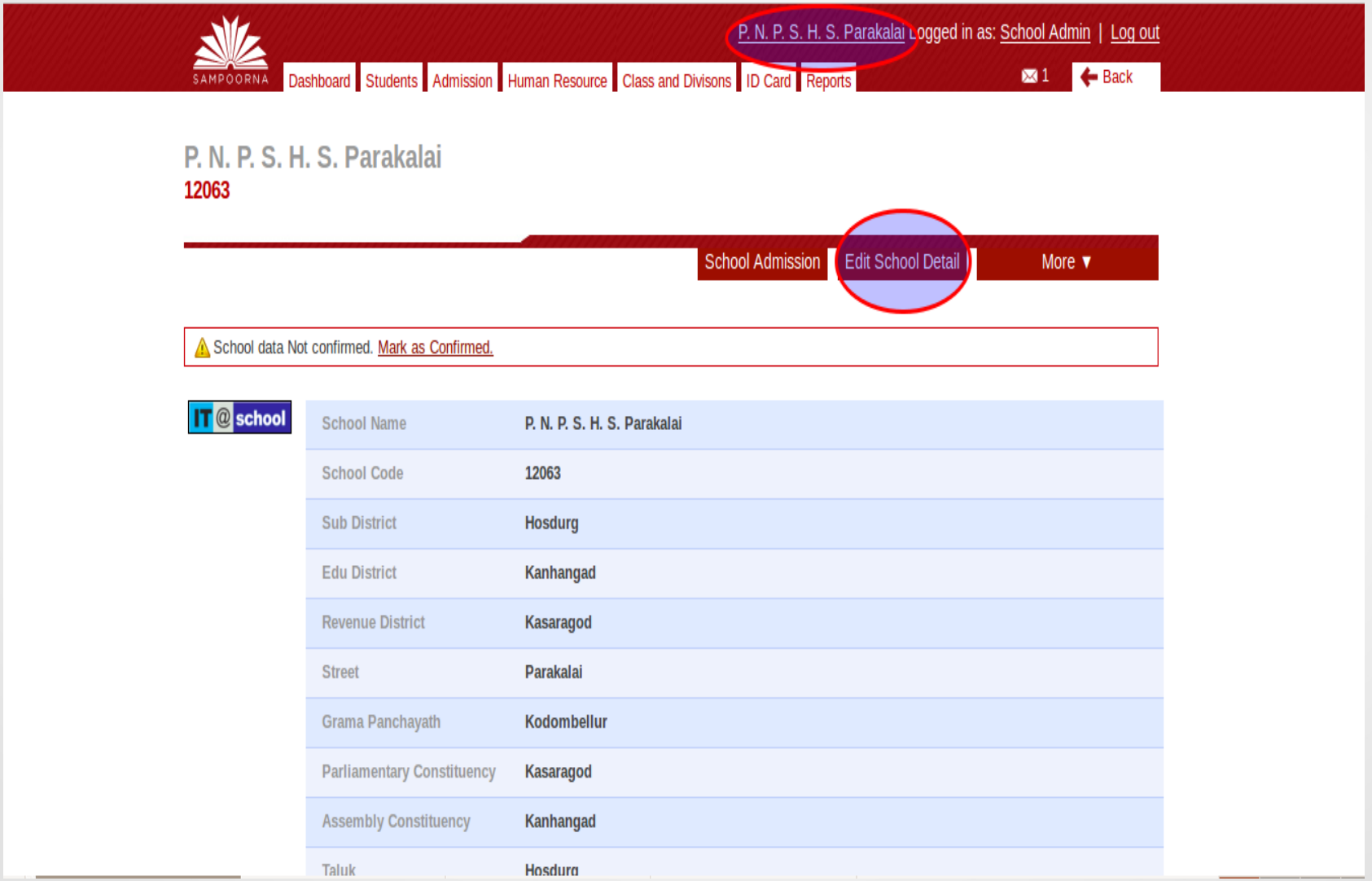
sampoornaksd@gmail.com

Office Phone: 04994 225931

School Details Updation- How?

Click School name and then click 'Edit School Detail'. Editing mode appears. Give the details, such as the name of HM, phone number etc.. and then click the 'Update School Detail' button at the bottom of the page

School Details Updation- How?



How to import Class and Divisions:

Click 'Class and Divisions' and Select a class, then click 'Import Divisions'.

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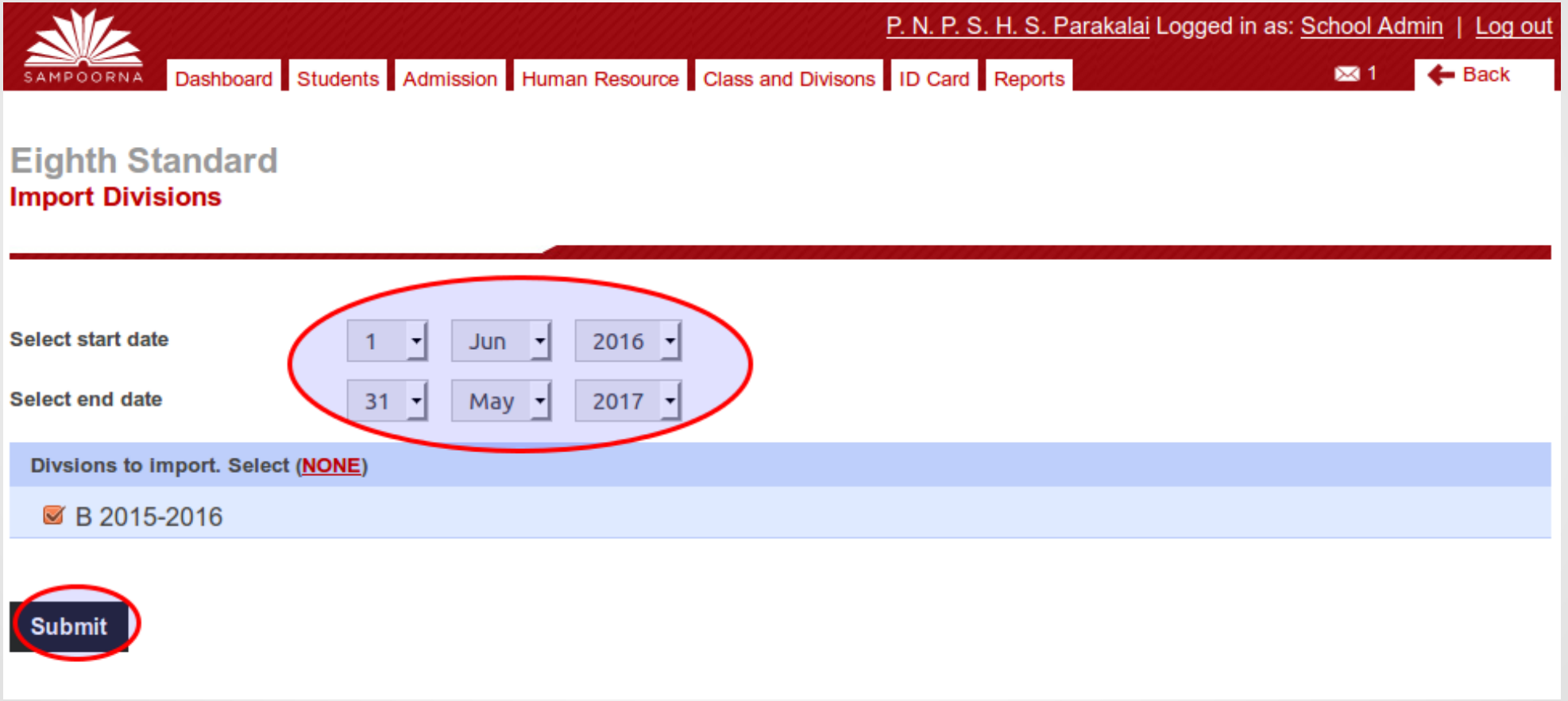
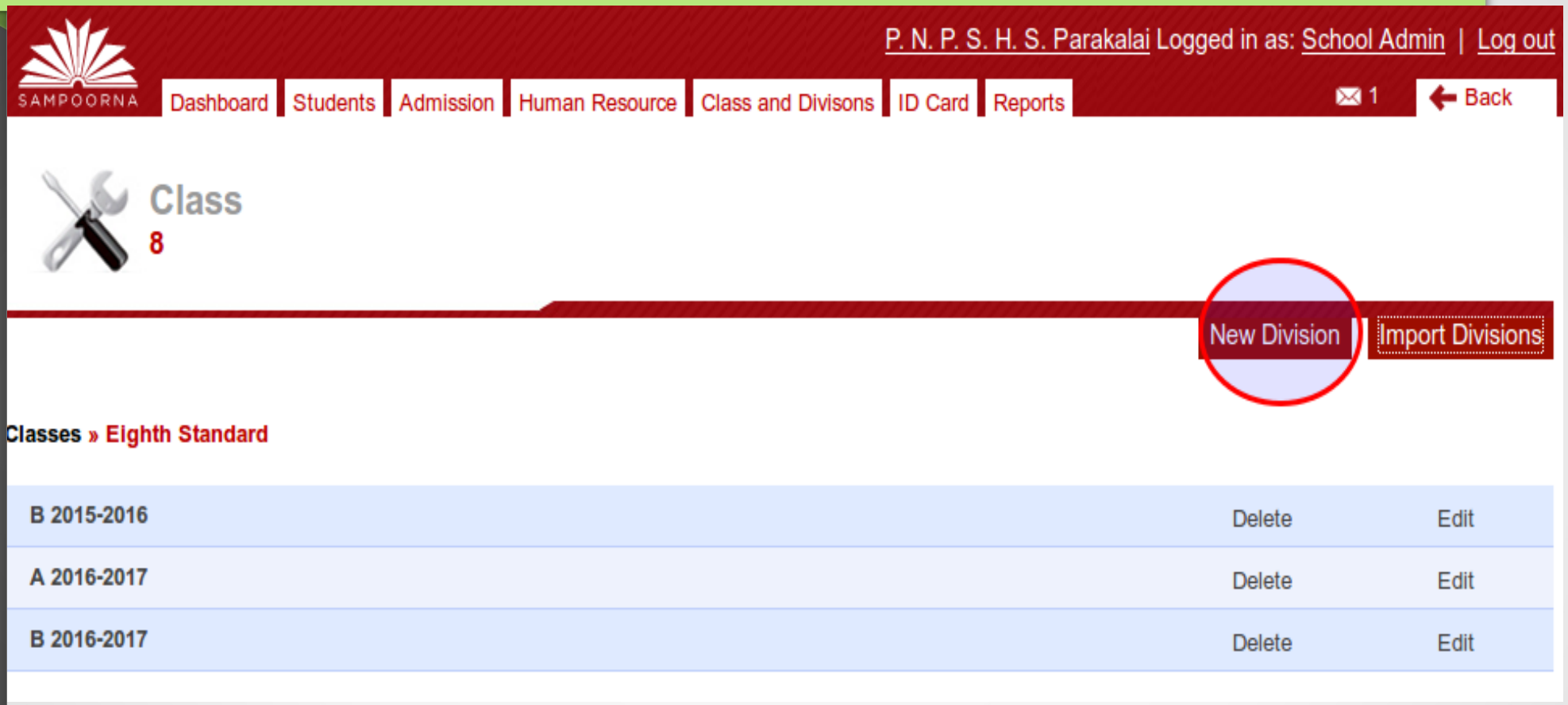


Give 'Start Date and 'End Date' and Submit.

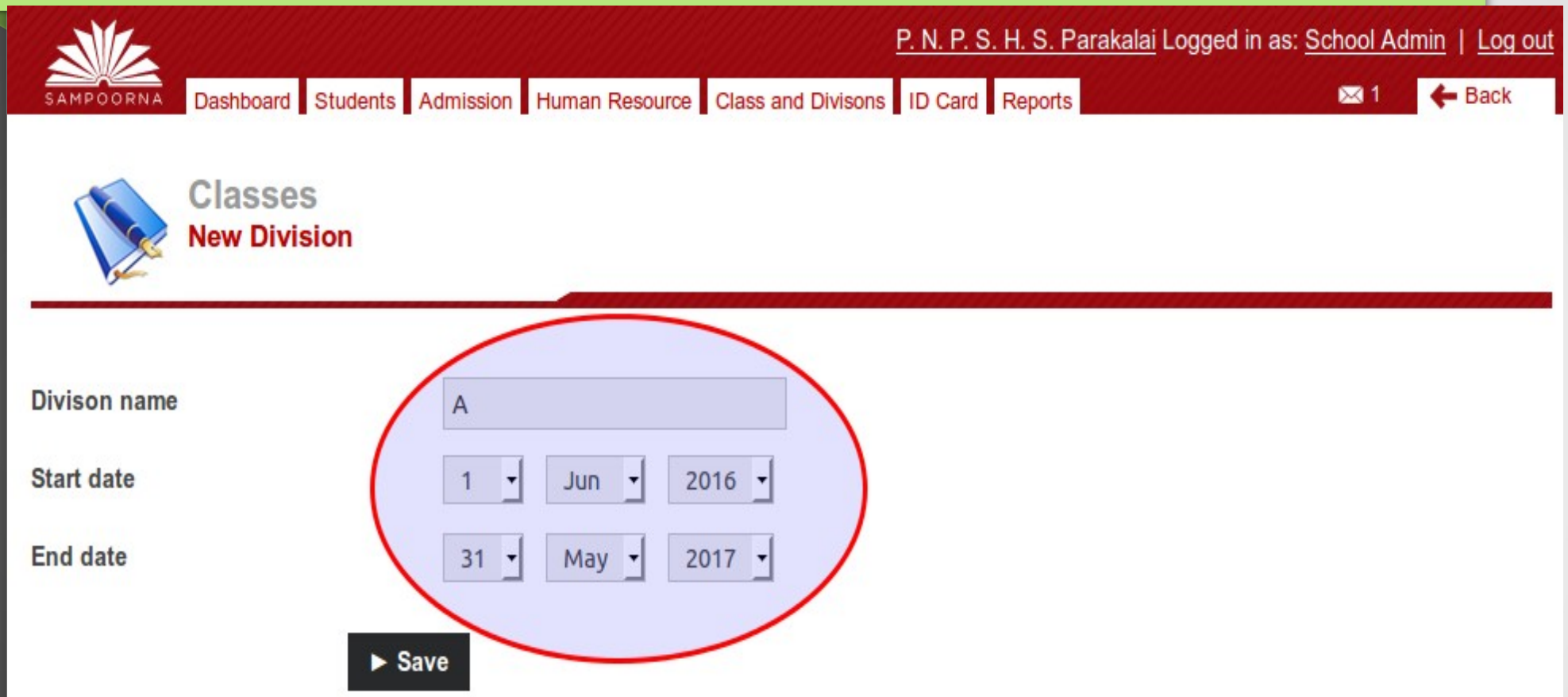
New Divisions created

How to create New



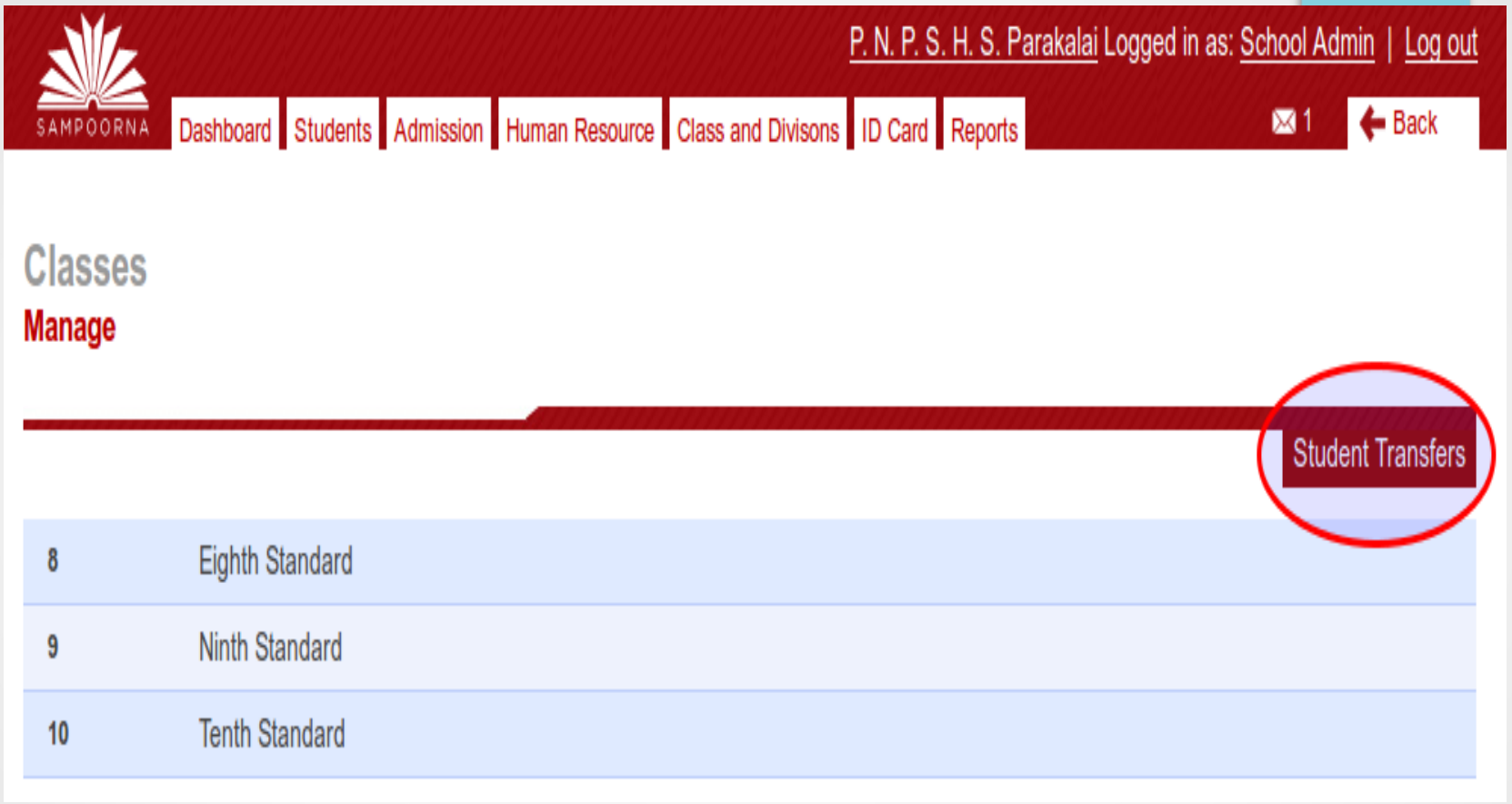
If the class has no previous divisions, it can be created clicking the button 'New Division' or clicking 'CreateNew'

How to create New



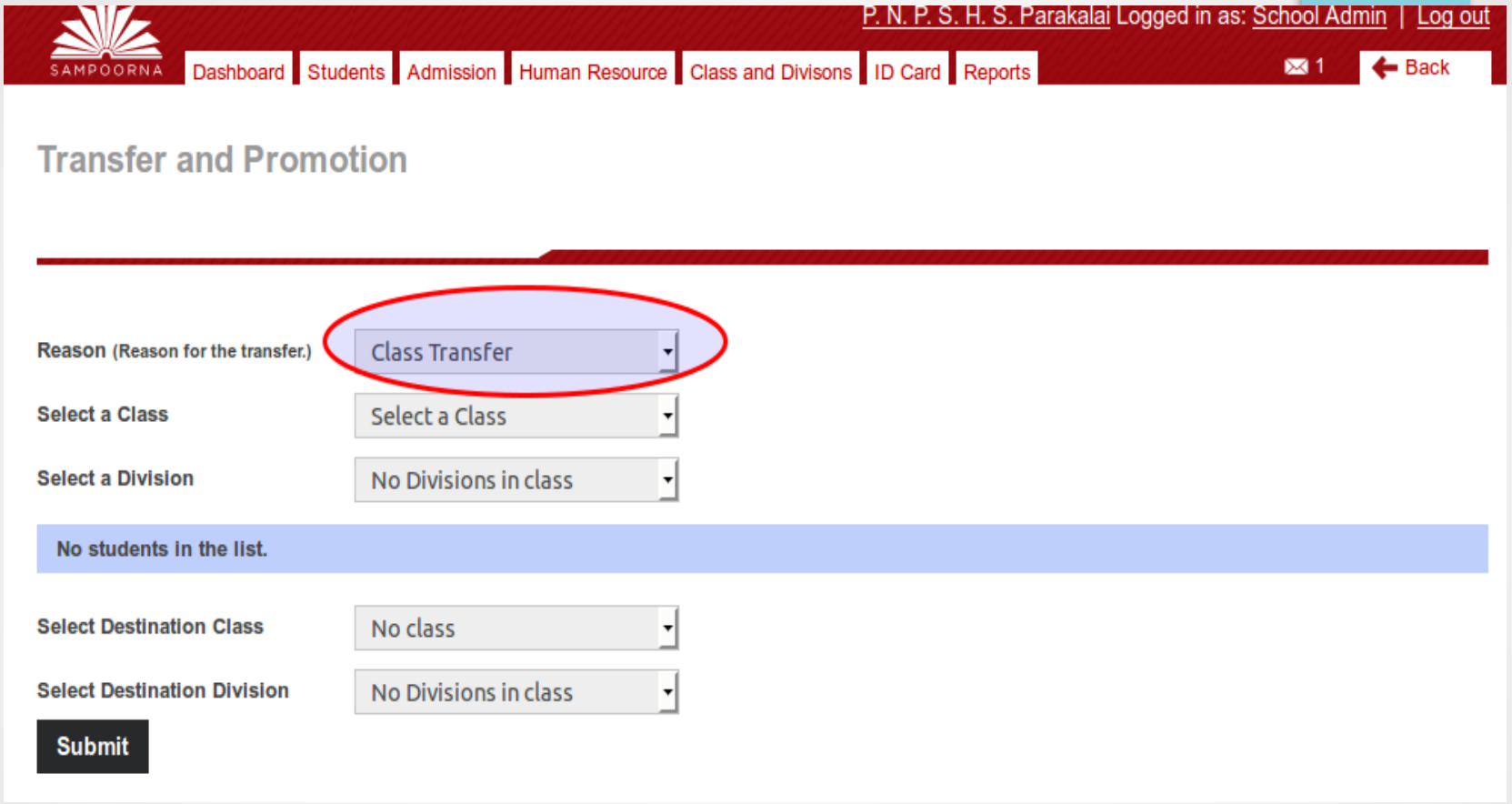
Enter the Division Name, Start Date and End Date

How to promote Students:



Click 'Class and Divisions' and 'Student Transfers'.

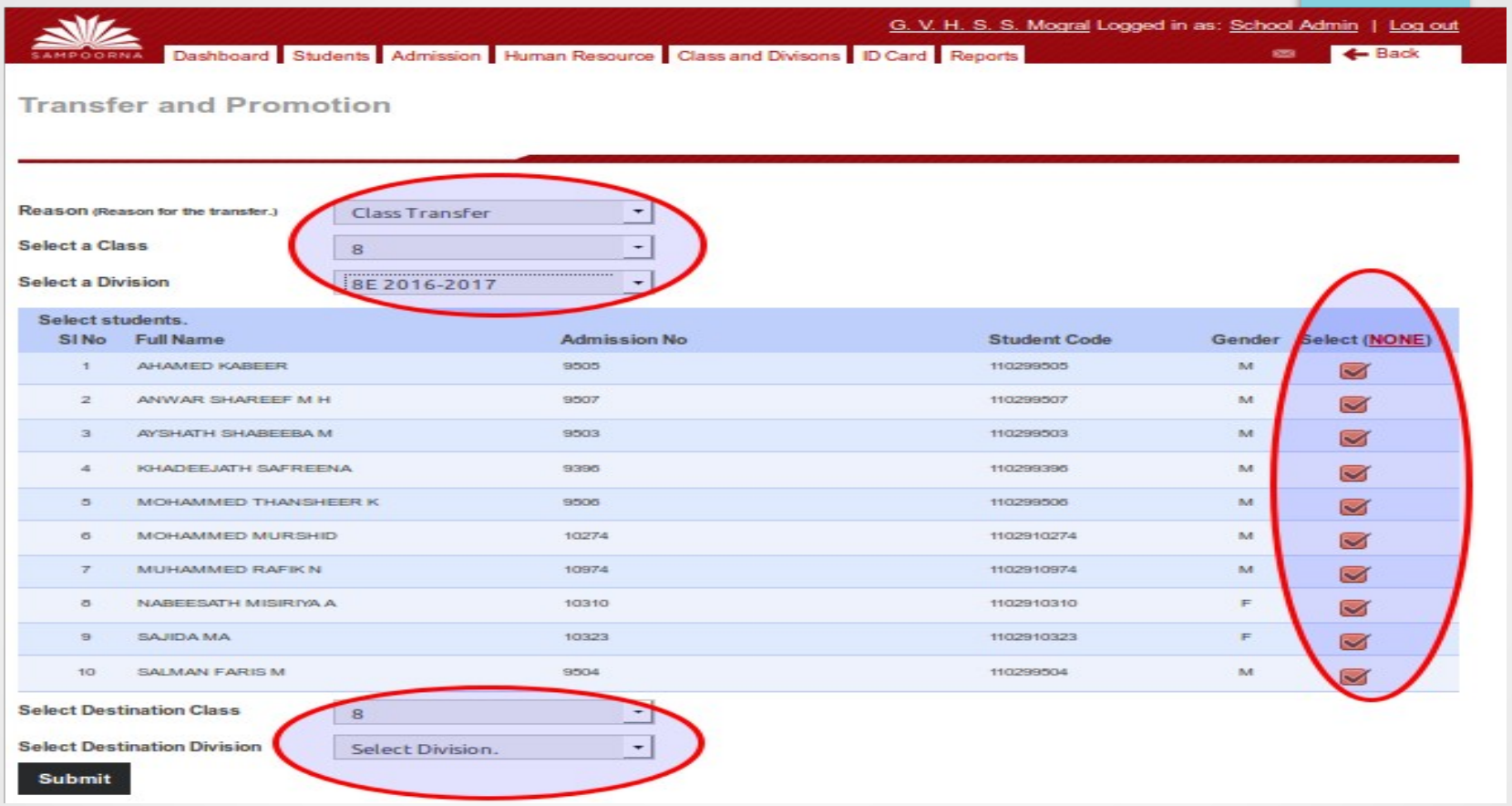
How to promote Students:



Then select reason, Class and Div.

Name of student appears.

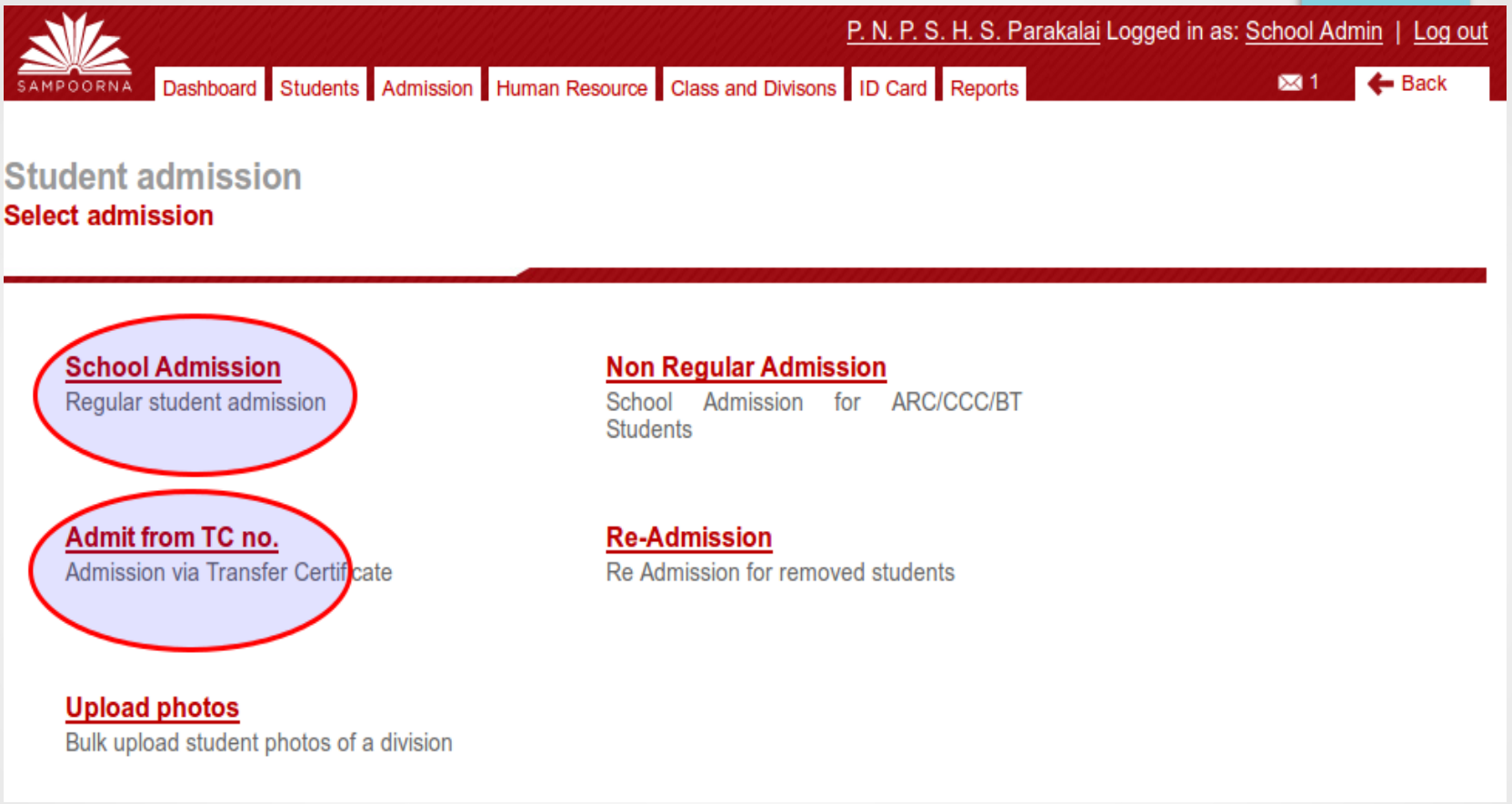
How to promote Students:



Select Destination class and Div. 'Submit'.

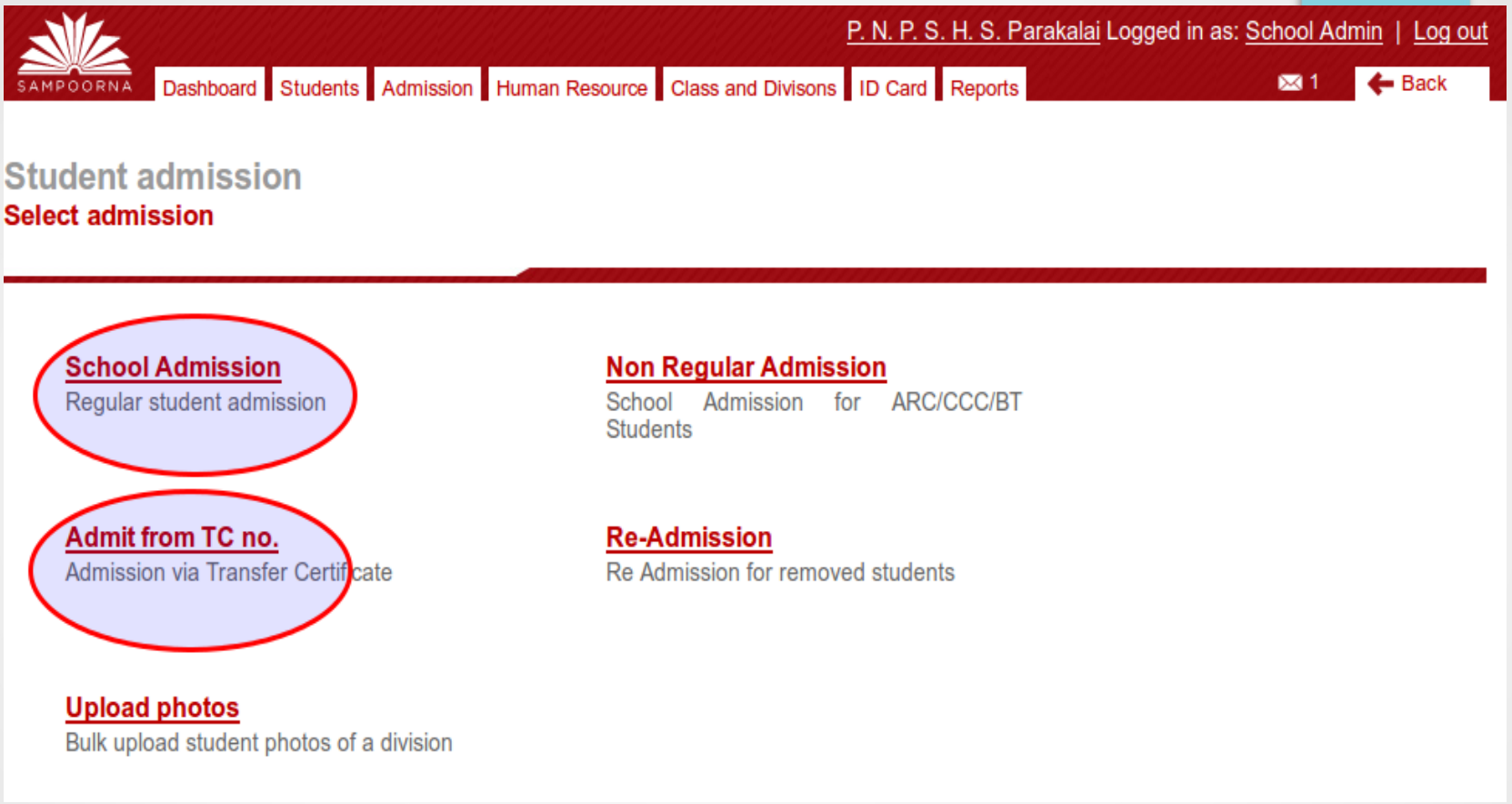
Students are transferred to that class/Div.

How to admit a new



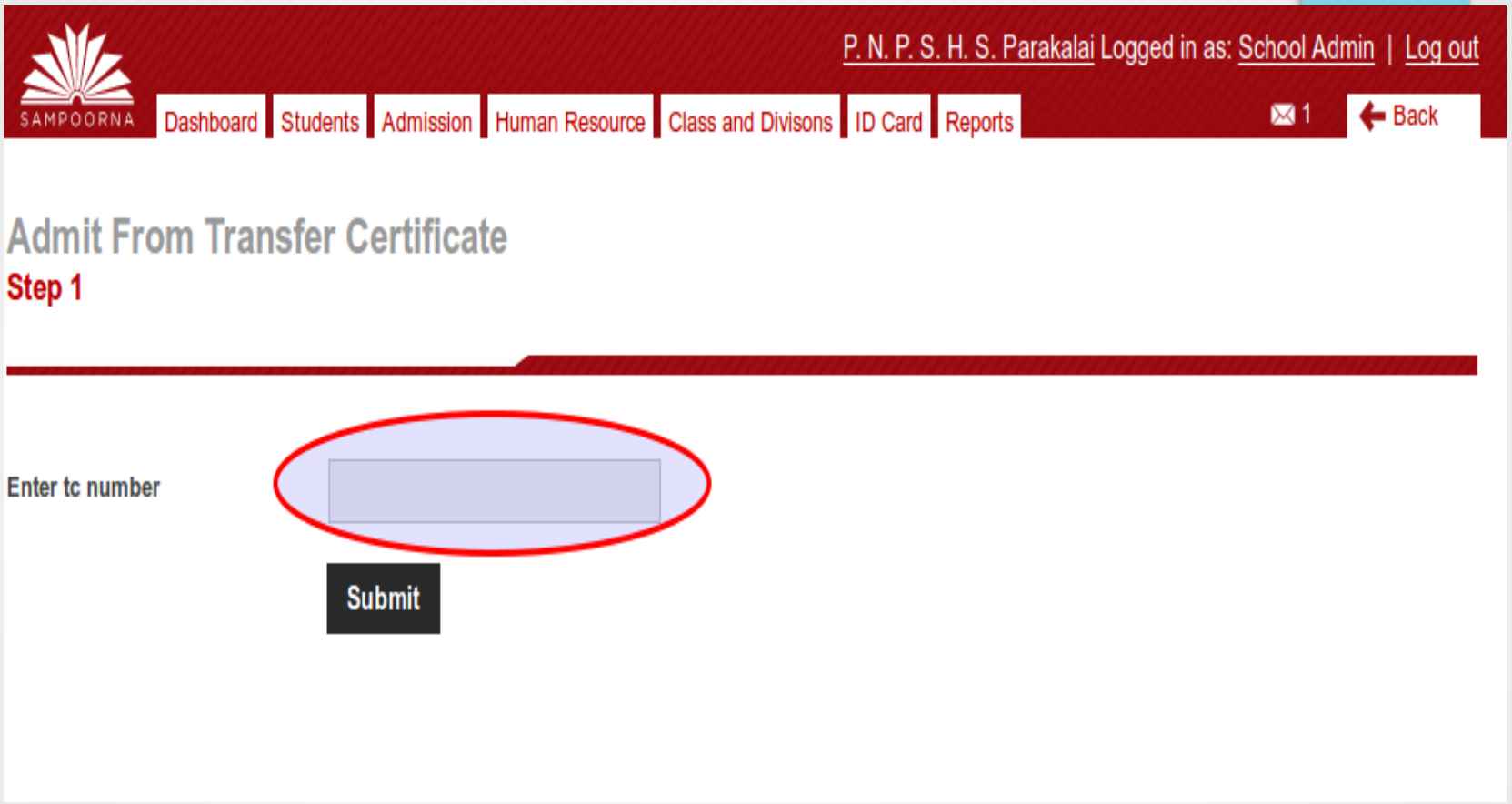
Click 'Admission'. Then 'School Admission' . Fill the details and 'Admit Student'. Class 1 students are admitted in this manner.

Admit with TC



Click 'Admission'. Then 'Admission from TC no' . Then type the TC Number correctly as shown in the TC and 'Submit

Admit with TC



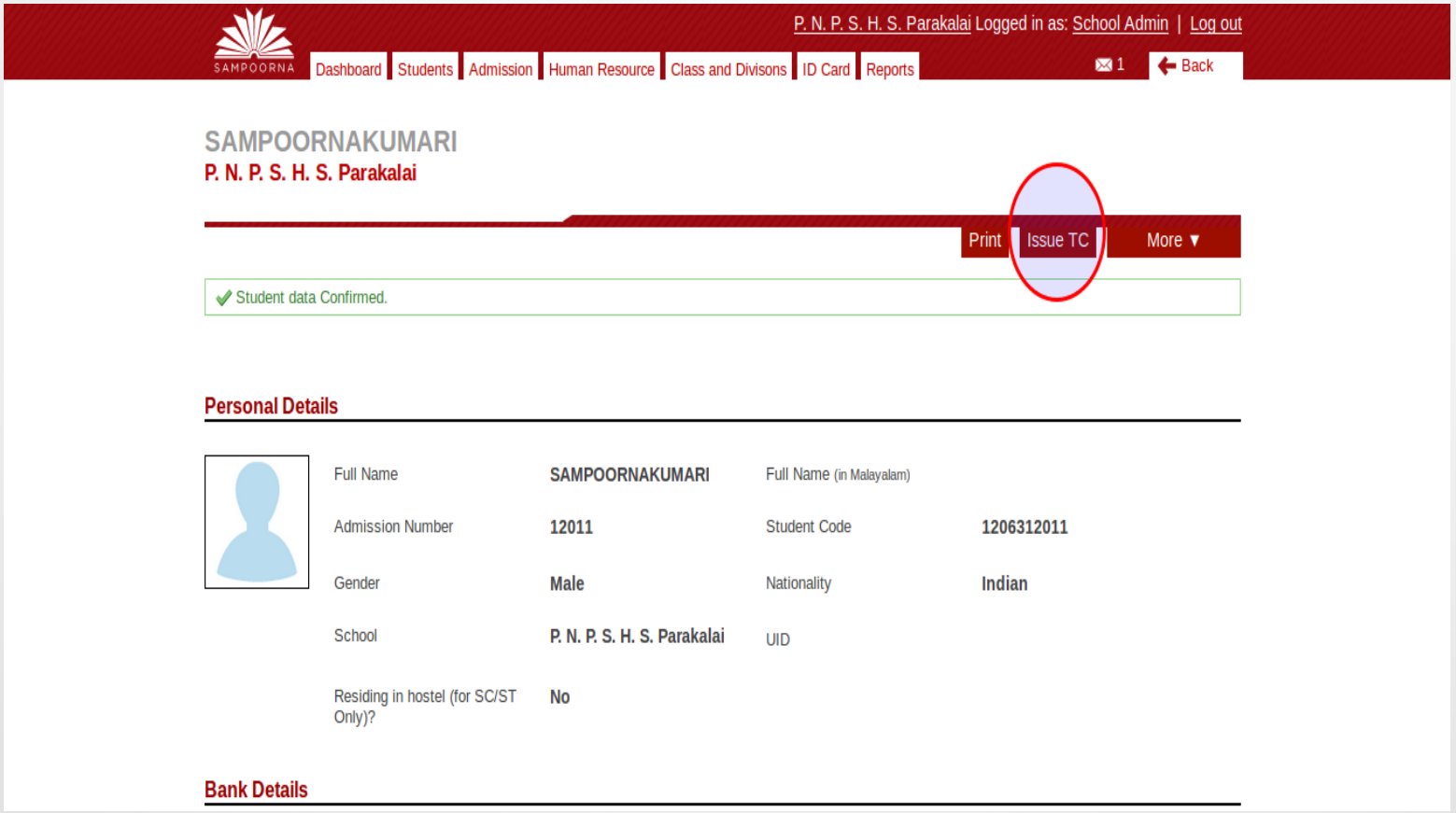
Type the TC Number correctly as shown in the TC and 'Submit'

Admit with TC

- Details of the student appears. Give the new admission number to the student
- Select class and division.
- Then click 'Admit Student'

How to issue TC

Make sure that all the details of the student are as per the admission register of the school. Confirm it. Then click issue TC.



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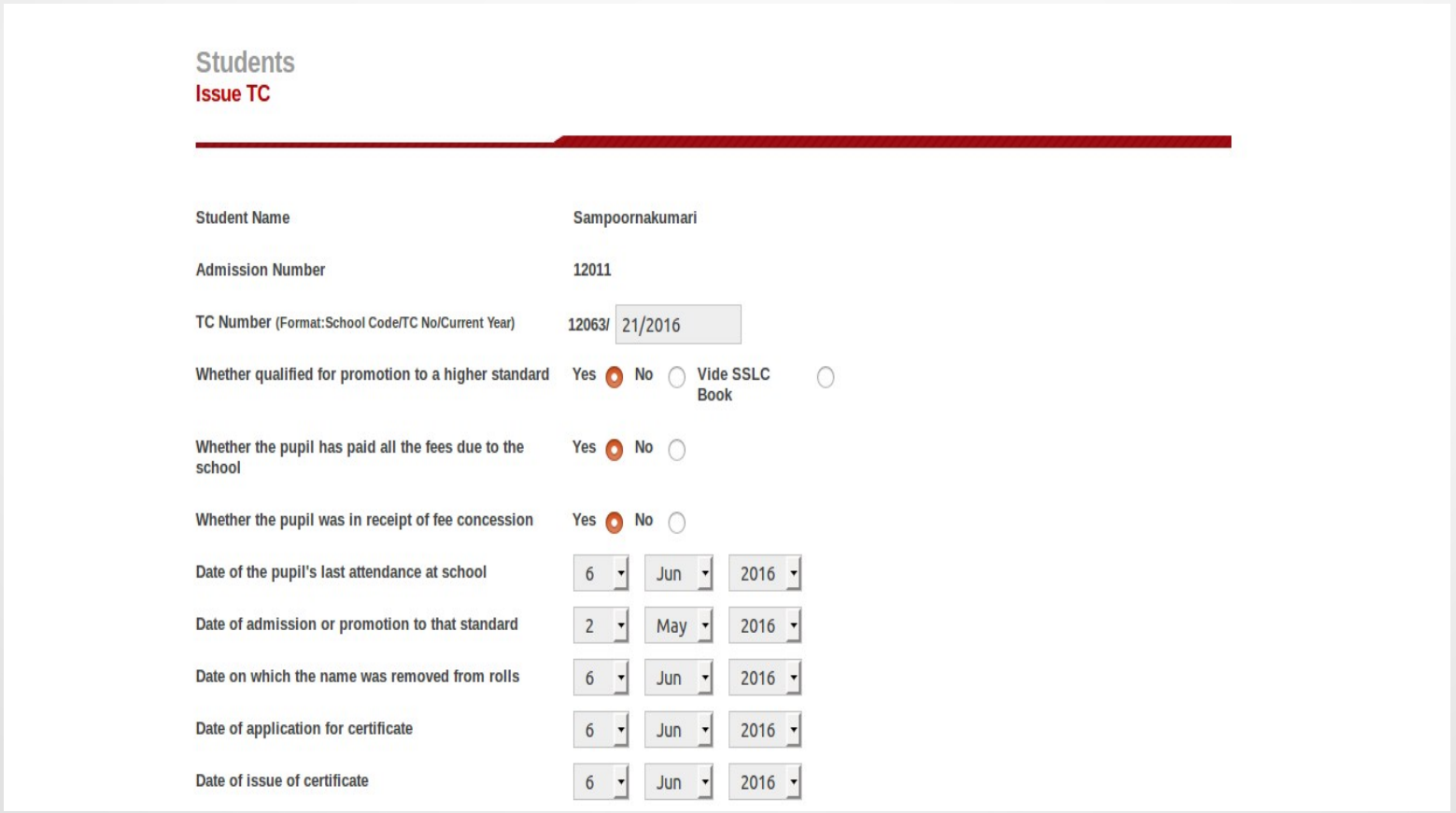
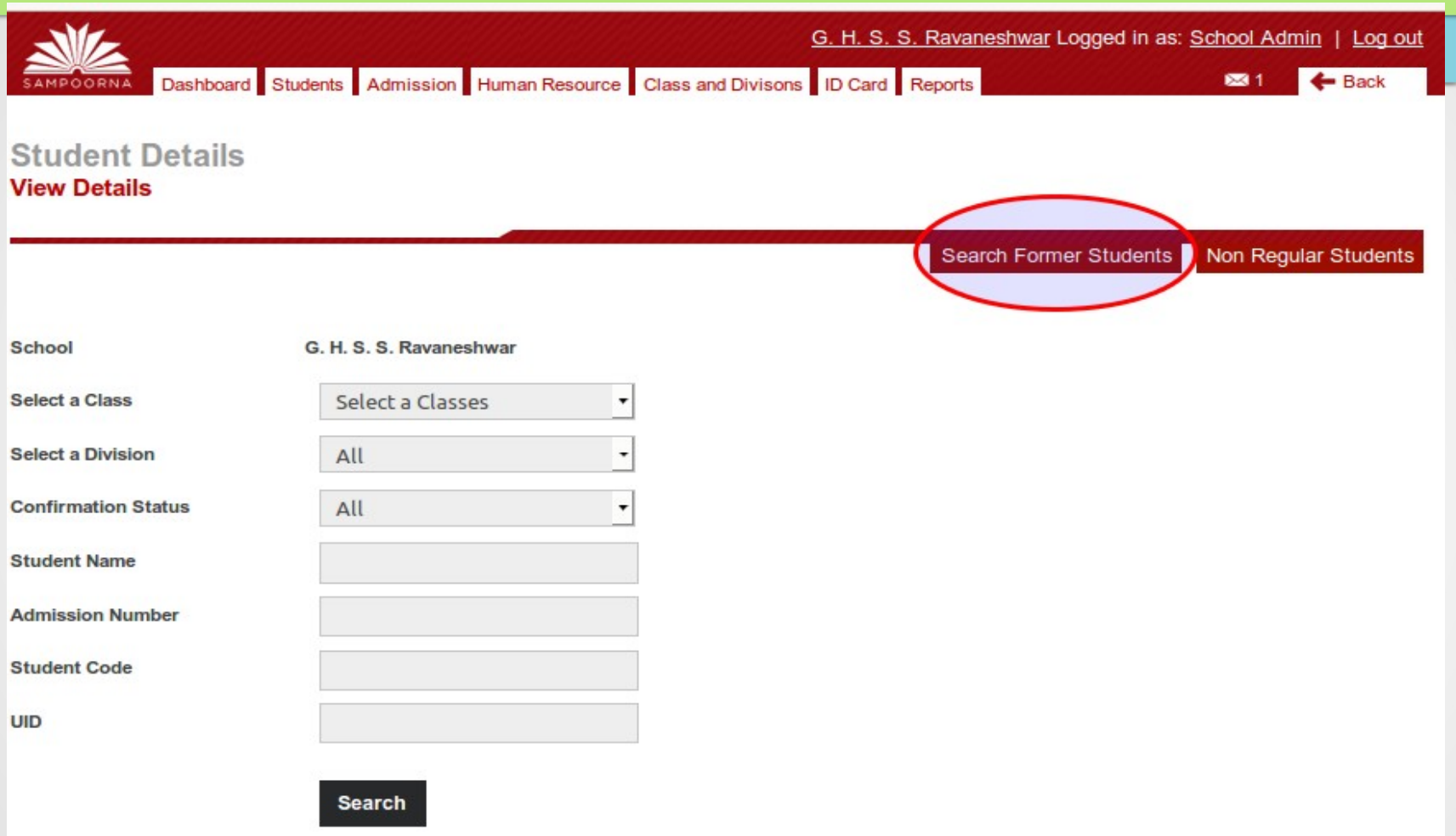


- Destination school can be selected from Database, if the TC to a state school.
- in the case of CBSE/ICSE/Navodaya Vidyalaya etc.. select 'other' and type the name of the school in the space provided.

Take 2 copies of the TC. (1 Office copy and 1 to the student)

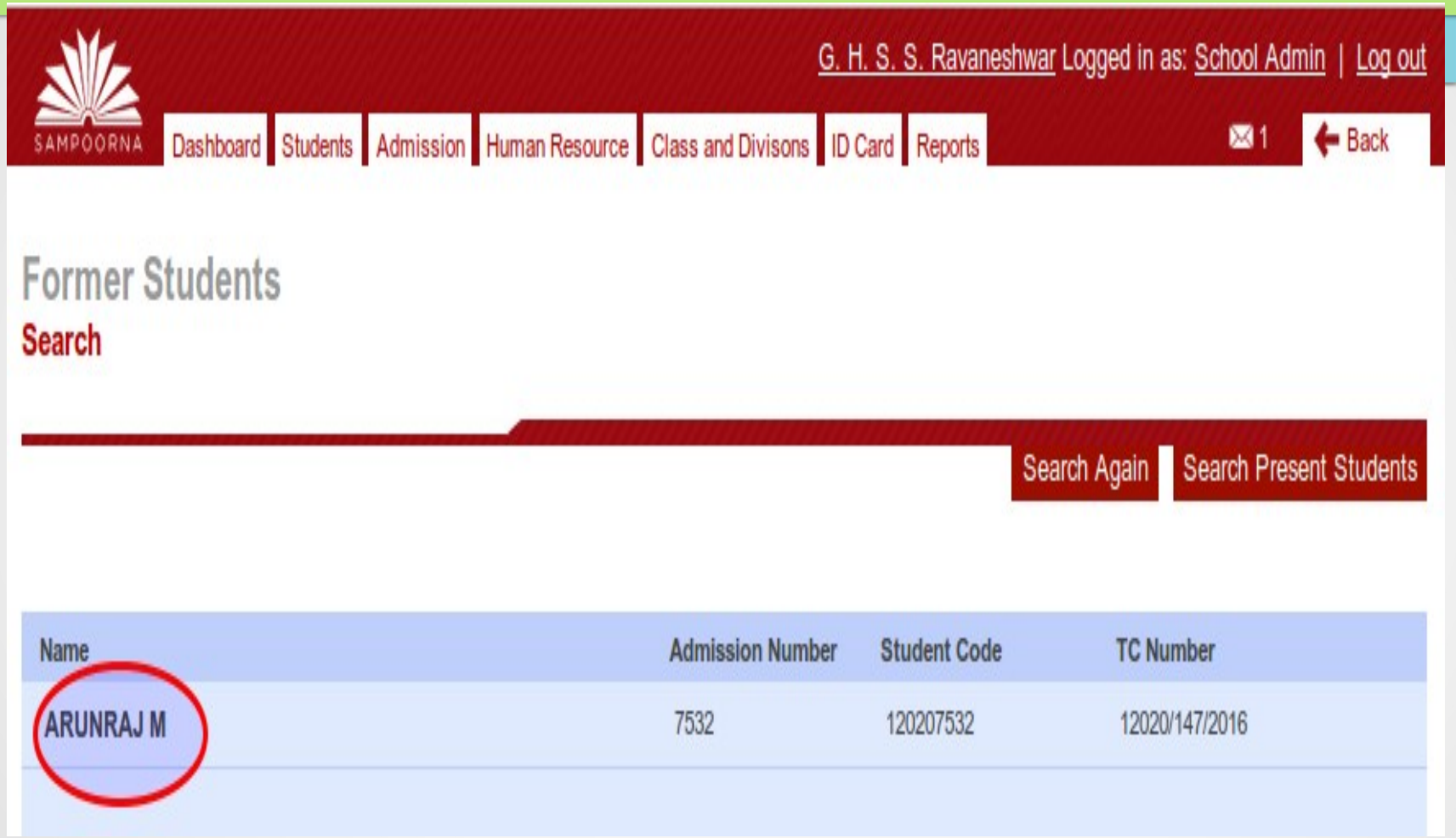
Can I Edit TC?



Click students ==> 'Search Former Student'

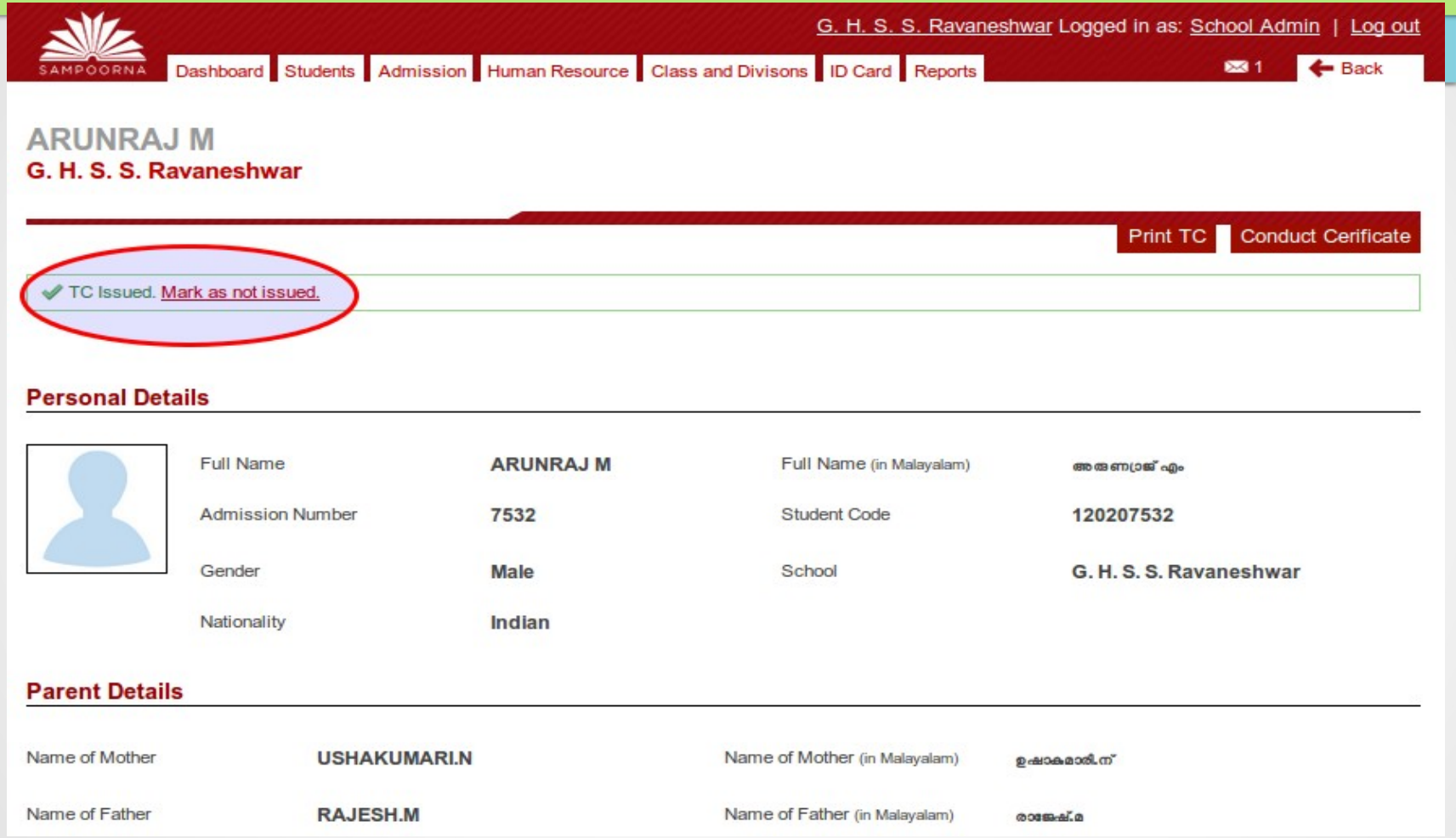
Give only Admission Number in the concerned box and click 'Search'

Can I Edit TC?



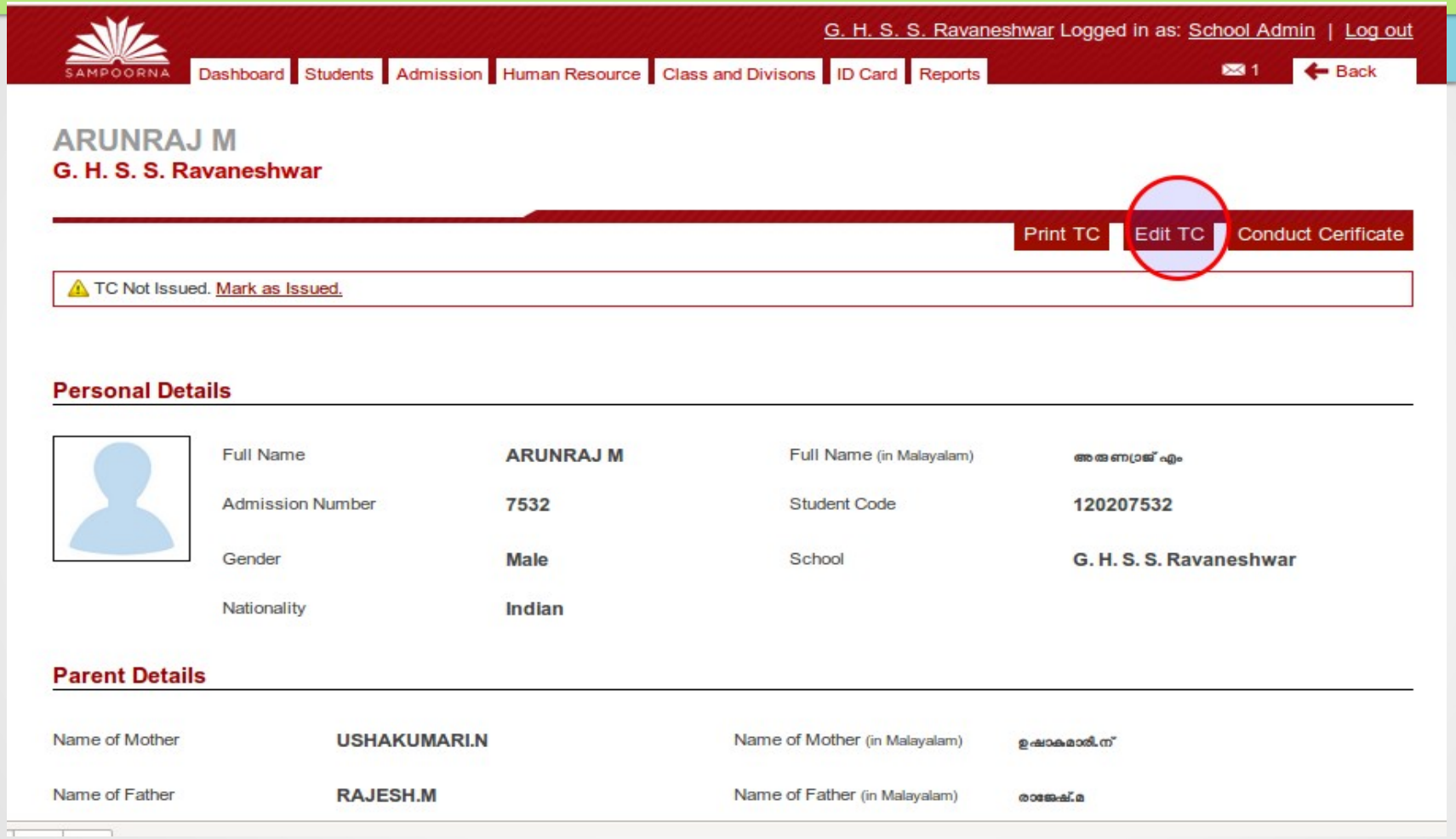
Click on the name of the student

Can I Edit TC?



Click 'Mark as Not Issued' on the top of the page

Can I Edit TC?



Now you can edit the TC usnig 'Edit TC' tab

Can I Edit TC?

Here, we can change the promotion status, date, number of attendance, destination school, TC number etc.. But, not possible to edit the data related to the student. In such cases, send a mail to sampoornaksd@gmail.com

Sampoorna Helpdesk

The mail should clearly show, what to do.

It should have:

1. Name of student
2. Admn Number of the student
3. TC number (If the request is to cancel a TC)
4. Reason for TC cancellation
5. Contact number of the person sending the mail

Refer Our Blog for more details:

www.ksditschool.blogspot.com