



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?

 **P. N. P. S. H. S. Parakalai** Logged in as: [School Admin](#) | [Log out](#)

Dashboard | [Students](#) | [Admission](#) | [Human Resource](#) | [Class and Divisions](#) | [ID Card](#) | [Reports](#) ✉ 1 [← Back](#)

P. N. P. S. H. S. Parakalai

12063

[School Admission](#) [Edit School Detail](#) [More ▼](#)

⚠ School data Not confirmed. [Mark as Confirmed.](#)

IT@school

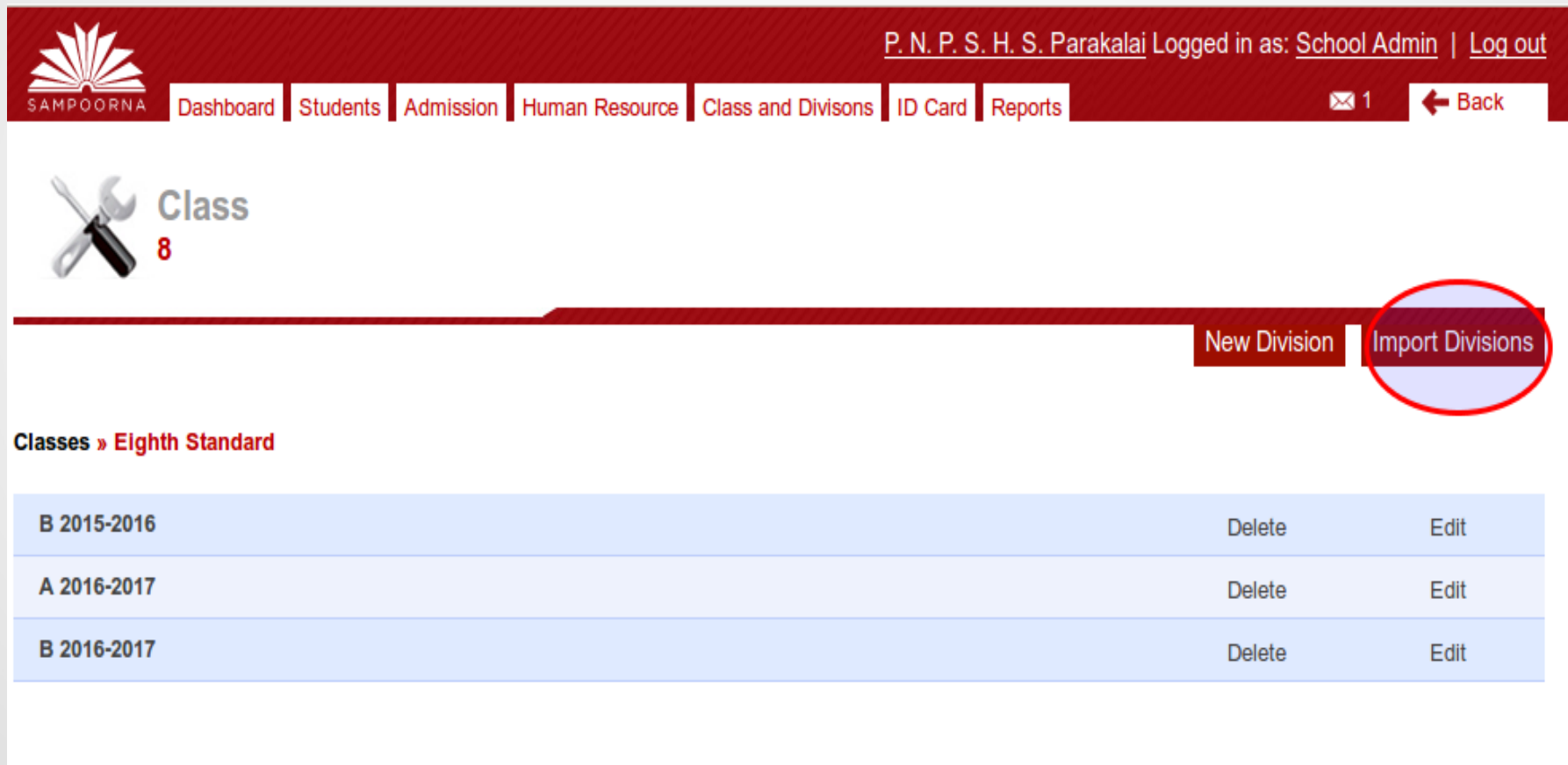
School Name	P. N. P. S. H. S. Parakalai
School Code	12063
Sub District	Hosdurg
Edu District	Kanhangad
Revenue District	Kasaragod
Street	Parakalai
Grama Panchayath	Kodombellur
Parliamentary Constituency	Kasaragod
Assembly Constituency	Kanhangad
Taluk	Hosdura



How to import Class and Divisions:

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


How to import Class and Divisions:



The screenshot shows a web application interface for a school management system. At the top, there is a red navigation bar with the logo 'SAMPOORNA' on the left and the user information 'P. N. P. S. H. S. Parakalai Logged in as: School Admin | Log out' on the right. Below the navigation bar, there are several menu items: 'Dashboard', 'Students', 'Admission', 'Human Resource', 'Class and Divisions', 'ID Card', and 'Reports'. A notification icon with '1' and a 'Back' button are also present. The main content area is titled 'Class 8' with a wrench and screwdriver icon. Below this, there are two buttons: 'New Division' and 'Import Divisions', with the latter being circled in red. Underneath, there is a breadcrumb trail 'Classes » Eighth Standard' and a table listing existing classes.

Class	Actions
B 2015-2016	Delete Edit
A 2016-2017	Delete Edit
B 2016-2017	Delete Edit

How to import Class and Divisions:

 P. N. P. S. H. S. Parakalai Logged in as: [School Admin](#) | [Log out](#)

[Dashboard](#) | [Students](#) | [Admission](#) | [Human Resource](#) | [Class and Divisions](#) | [ID Card](#) | [Reports](#) ✉ 1 [← Back](#)

Eighth Standard

Import Divisions

Select start date

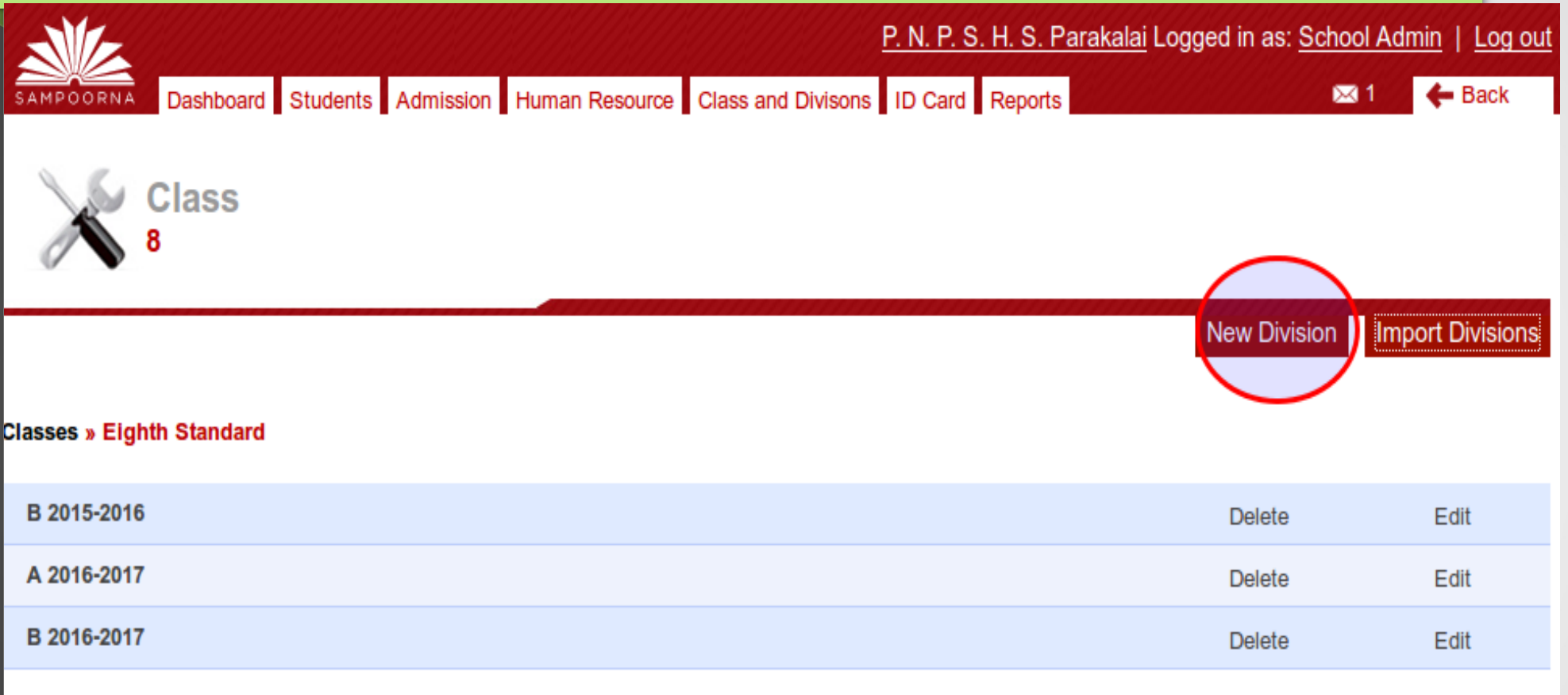
Select end date

Divisions to import. Select **(NONE)**

B 2015-2016


Give 'Start Date and 'End Date' and Submit.
New Divisions created

How to create New



P. N. P. S. H. S. Parakalai Logged in as: [School Admin](#) | [Log out](#)

SAMPOORNA Dashboard Students Admission Human Resource Class and Divisions ID Card Reports ✉ 1 [← Back](#)

 **Class 8**

[New Division](#) [Import Divisions](#)

Classes » Eighth Standard

B 2015-2016	Delete	Edit
A 2016-2017	Delete	Edit
B 2016-2017	Delete	Edit

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

How to create New



P. N. P. S. H. S. Parakalai Logged in as: [School Admin](#) | [Log out](#)

[Dashboard](#) | [Students](#) | [Admission](#) | [Human Resource](#) | [Class and Divisions](#) | [ID Card](#) | [Reports](#)

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Classes New Division

Division name

Start date

1 Jun 2016

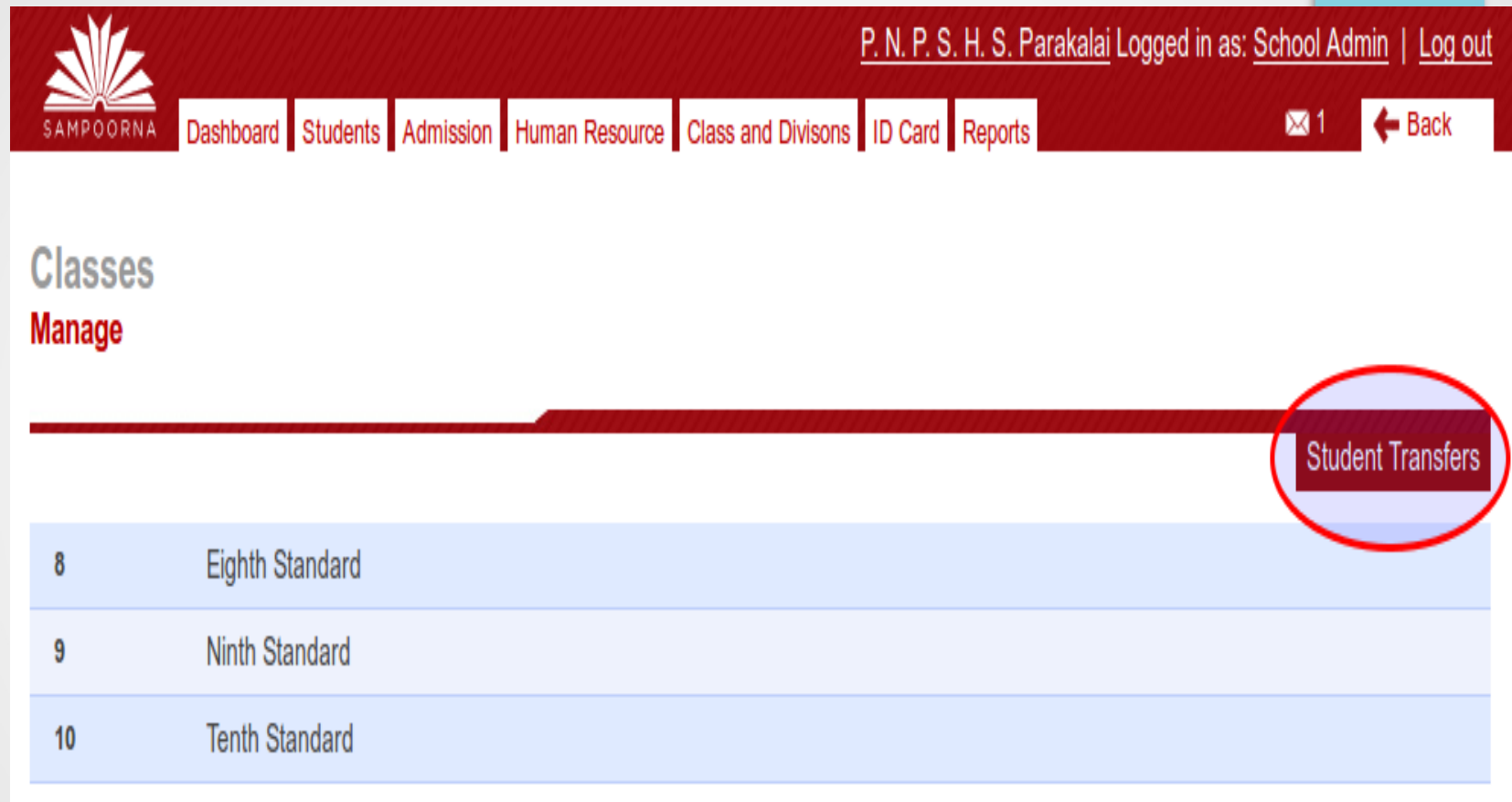
End date

31 May 2017

▶ Save

Enter the Division Name, Start Date and End Date

How to promote Students:



The screenshot shows a web application interface for a school management system. At the top, there is a red navigation bar with the logo 'SAMPOORNA' on the left and the user information 'P. N. P. S. H. S. Parakalai Logged in as: School Admin | Log out' on the right. Below the navigation bar, there are several menu items: 'Dashboard', 'Students', 'Admission', 'Human Resource', 'Class and Divisions', 'ID Card', and 'Reports'. A notification icon with the number '1' and a 'Back' button are also present. The main content area is titled 'Classes Manage' and contains a table with three rows representing different standards: '8 Eighth Standard', '9 Ninth Standard', and '10 Tenth Standard'. A red circle highlights the 'Student Transfers' button located on the right side of the table.

Class	Standard
8	Eighth Standard
9	Ninth Standard
10	Tenth Standard

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

How to promote Students:

P. N. P. S. H. S. Parakalai Logged in as: School Admin | Log out

SAMPOORNA Dashboard Students Admission Human Resource Class and Divisons ID Card Reports 1 Back

Transfer and Promotion

Reason (Reason for the transfer.) **Class Transfer**

Select a Class Select a Class

Select a Division No Divisions in class

No students in the list.


Select Destination Class No class

Select Destination Division No Divisions in class

Submit

Then select reason, Class and Div.
Name of student appears.

How to promote Students:

 G. V. H. S. S. Mogral Logged in as: [School Admin](#) | [Log out](#)

[Dashboard](#) | [Students](#) | [Admission](#) | [Human Resource](#) | [Class and Divisions](#) | [ID Card](#) | [Reports](#) ← Back

Transfer and Promotion

Reason (Reason for the transfer.)

Select a Class

Select a Division

Select students.

Sl No	Full Name	Admission No	Student Code	Gender	Select (NONE)
1	AHAMED KABEER	9505	110299505	M	<input checked="" type="checkbox"/>
2	ANWAR SHAREEF M H	9507	110299507	M	<input checked="" type="checkbox"/>
3	AYSHATH SHABEEBA M	9503	110299503	M	<input checked="" type="checkbox"/>
4	KHADEEJATH SAFREENA	9396	110299396	M	<input checked="" type="checkbox"/>
5	MOHAMMED THANSHEER K	9506	110299506	M	<input checked="" type="checkbox"/>
6	MOHAMMED MURSHID	10274	1102910274	M	<input checked="" type="checkbox"/>
7	MUHAMMED RAFIK N	10974	1102910974	M	<input checked="" type="checkbox"/>
8	NABEESATH MISIRIYA A	10310	1102910310	F	<input checked="" type="checkbox"/>
9	SAJIDA MA	10323	1102910323	F	<input checked="" type="checkbox"/>
10	SALMAN FARIS M	9504	110299504	M	<input checked="" type="checkbox"/>

Select Destination Class

Select Destination Division

Select Destination class and Div. 'Submit'.

Students are transferred to that class/Div.

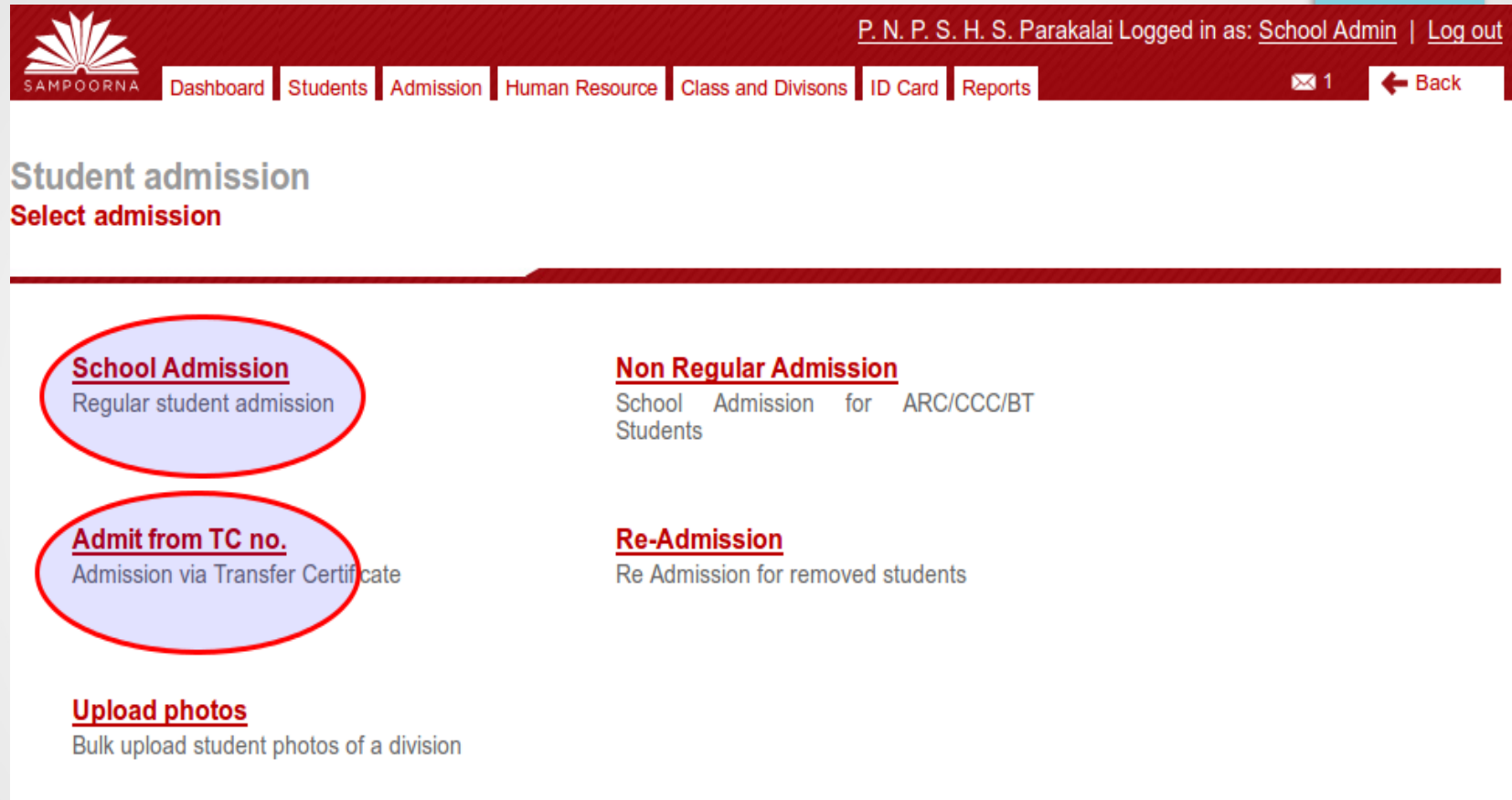
How to admit a new

The screenshot shows the SAMPOORNA school management system interface. At the top, there is a navigation menu with the following items: Dashboard, Students, Admission, Human Resource, Class and Divisons, ID Card, and Reports. The user is logged in as 'School Admin' and has 1 notification. The main content area is titled 'Student admission' and contains the following options:

- School Admission**
Regular student admission
- Admit from TC no.**
Admission via Transfer Certificate
- Non Regular Admission**
School Admission for ARC/CCC/BT Students
- Re-Admission**
Re Admission for removed students
- Upload photos**
Bulk upload student photos of a division

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

Admit with TC



The screenshot shows the SAMPOORNA school management system interface. At the top, there is a navigation bar with the SAMPOORNA logo on the left and the user name 'P. N. P. S. H. S. Parakalai' logged in as 'School Admin' on the right. The navigation bar includes links for 'Dashboard', 'Students', 'Admission', 'Human Resource', 'Class and Divisons', 'ID Card', and 'Reports'. There is also a notification icon with '1' and a 'Back' button.

The main content area is titled 'Student admission' and has a sub-section 'Select admission'. Below this, there are four main options, each with a red underline:

- School Admission**
Regular student admission
- Admit from TC no.**
Admission via Transfer Certificate
- Non Regular Admission**
School Admission for ARC/CCC/BT Students
- Re-Admission**
Re Admission for removed students

At the bottom left, there is an option: **Upload photos**
Bulk upload student photos of a division

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

Admit with TC

The screenshot shows the SAMPOORNA web application interface. At the top, there is a navigation bar with the SAMPOORNA logo on the left and the user information 'P. N. P. S. H. S. Parakalai Logged in as: School Admin | Log out' on the right. Below the navigation bar, there is a menu with options: Dashboard, Students, Admission, Human Resource, Class and Divisions, ID Card, and Reports. On the right side of the menu, there is a notification icon with the number '1' and a 'Back' button. The main content area is titled 'Admit From Transfer Certificate' and 'Step 1'. Below this, there is a red horizontal bar. Underneath the bar, there is a text label 'Enter tc number' followed by a text input field. The input field is highlighted with a red oval. Below the input field, there is a 'Submit' button.

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

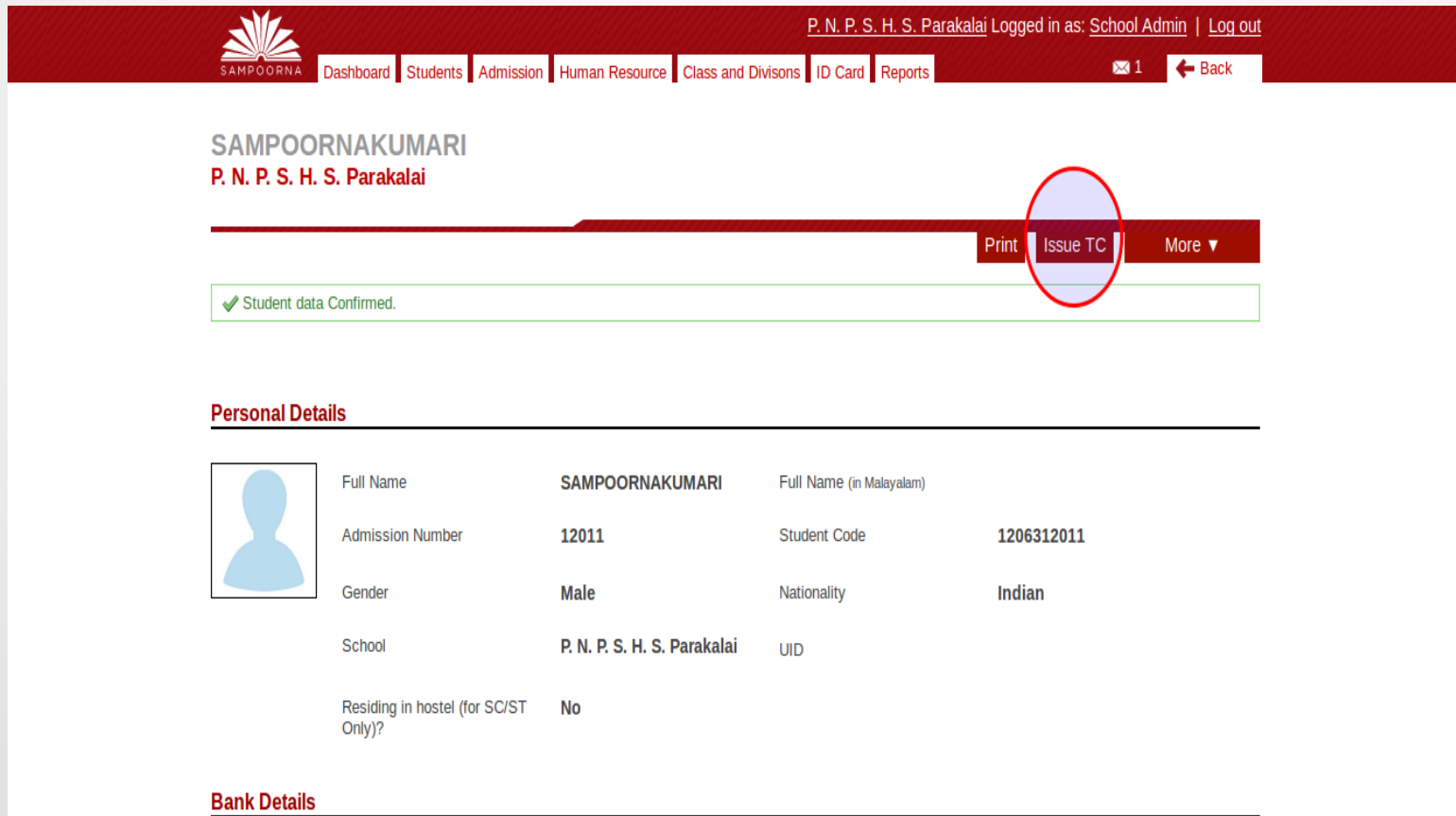
Admit with TC

- **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.



The screenshot shows a web application interface for a school. At the top, there is a navigation bar with the school name 'SAMPOORNA' and a logo. The user is logged in as 'School Admin' for 'P. N. P. S. H. S. Parakalai'. The main content area displays the student's name 'SAMPOORNAKUMARI' and school 'P. N. P. S. H. S. Parakalai'. A red circle highlights the 'Issue TC' button in the action menu. Below this, a green message box states 'Student data Confirmed.' The 'Personal Details' section contains a table with the following information:

	Full Name	SAMPOORNAKUMARI	Full Name (in Malayalam)	
	Admission Number	12011	Student Code	1206312011
	Gender	Male	Nationality	Indian
	School	P. N. P. S. H. S. Parakalai	UID	
	Residing in hostel (for SC/ST Only)?	No		

At the bottom, there is a section for 'Bank Details'.

How to issue TC


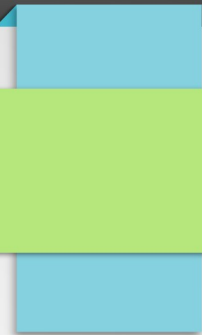
Make sure that all the details of the student are as per the admission register of the school.

Confirm it. Then click issue TC.

Students

Issue TC

Student Name	Sampoornakumari
Admission Number	12011
TC Number (Format:School Code/TC No/Current Year)	12063/ 21/2016
Whether qualified for promotion to a higher standard	Yes <input checked="" type="radio"/> No <input type="radio"/> Vide SSLC Book <input type="radio"/>
Whether the pupil has paid all the fees due to the school	Yes <input checked="" type="radio"/> No <input type="radio"/>
Whether the pupil was in receipt of fee concession	Yes <input checked="" type="radio"/> No <input type="radio"/>
Date of the pupil's last attendance at school	6 Jun 2016
Date of admission or promotion to that standard	2 May 2016
Date on which the name was removed from rolls	6 Jun 2016
Date of application for certificate	6 Jun 2016
Date of issue of certificate	6 Jun 2016

- 
- 
- 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?

The screenshot shows a web application interface for a school. At the top, there is a navigation bar with the school logo (SAMPOORNA) and the name 'G. H. S. S. Ravaneshwar'. The user is logged in as 'School Admin' and can click 'Log out'. The navigation menu includes 'Dashboard', 'Students', 'Admission', 'Human Resource', 'Class and Divisions', 'ID Card', and 'Reports'. There is also a notification icon with '1' and a 'Back' button.

The main content area is titled 'Student Details' with a sub-link 'View Details'. Below this, there is a horizontal bar with two buttons: 'Search Former Students' (highlighted with a red circle) and 'Non Regular Students'.

Below the bar, there is a search form for the school 'G. H. S. S. Ravaneshwar'. The form includes the following fields:

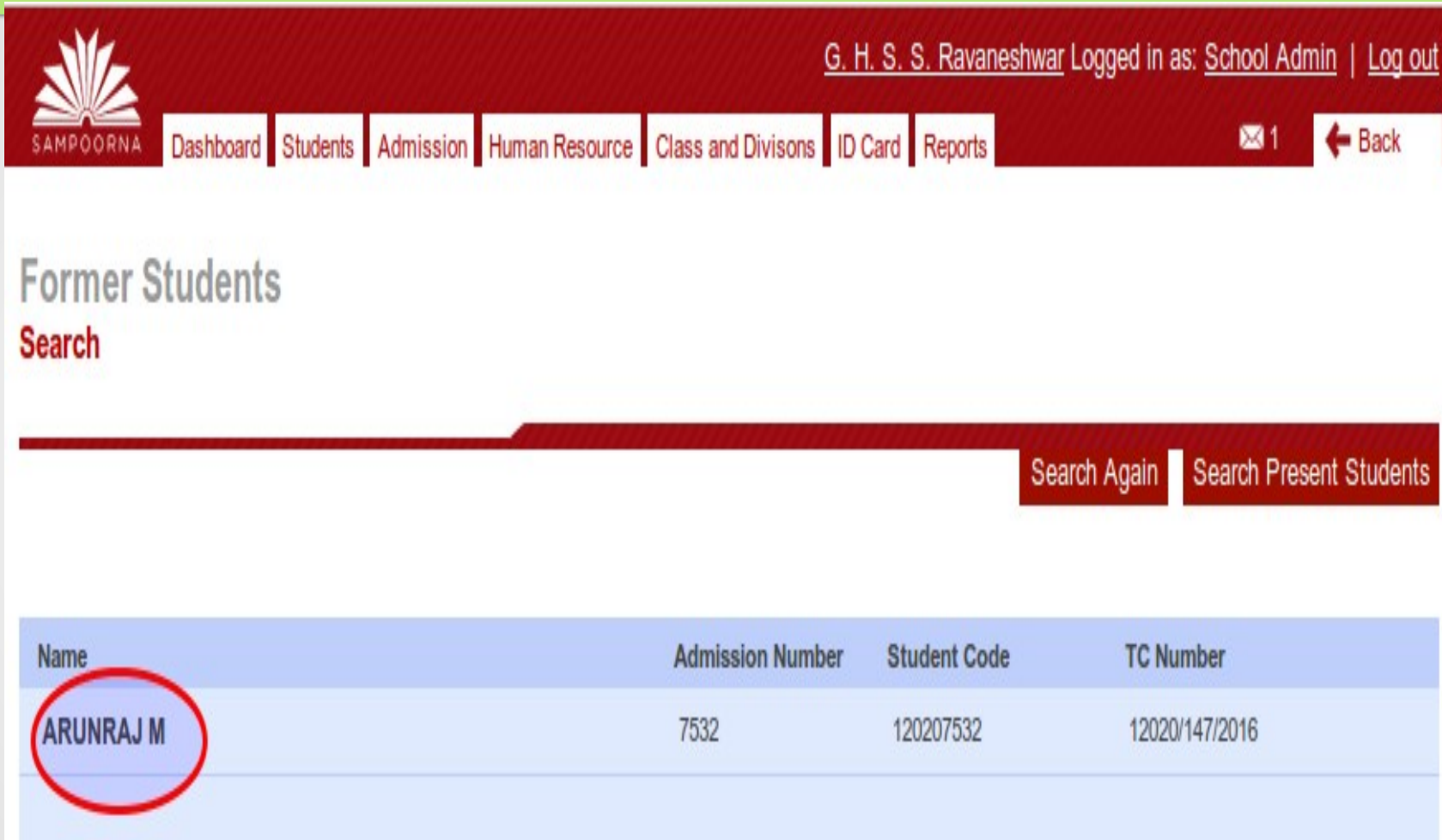
- Select a Class:** A dropdown menu with 'Select a Classes' as the current selection.
- Select a Division:** A dropdown menu with 'All' as the current selection.
- Confirmation Status:** A dropdown menu with 'All' as the current selection.
- Student Name:** A text input field.
- Admission Number:** A text input field.
- Student Code:** A text input field.
- UID:** A text input field.

A 'Search' button is located at the bottom of the form.

Click students ==> 'Search Former Student'

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

Can I Edit TC?




The screenshot shows a web application interface for a school management system. At the top, there is a navigation bar with the logo 'SAMPOORNA' and a user profile 'G. H. S. S. Ravaneshwar Logged in as: School Admin | Log out'. Below the navigation bar, there are several menu items: Dashboard, Students, Admission, Human Resource, Class and Divisions, ID Card, and Reports. A notification icon shows 1 message, and a 'Back' button is present. The main content area is titled 'Former Students' and includes a 'Search' section. Below the search section, there are two buttons: 'Search Again' and 'Search Present Students'. A table displays the following data:

Name	Admission Number	Student Code	TC Number
ARUNRAJ M	7532	120207532	12020/147/2016

Click on the name of the student

Can I Edit TC?

 G. H. S. S. Ravaneshwar Logged in as: [School Admin](#) | [Log out](#)


[Dashboard](#) | [Students](#) | [Admission](#) | [Human Resource](#) | [Class and Divisions](#) | [ID Card](#) | [Reports](#) ✉ 1 [← Back](#)

ARUNRAJ M
G. H. S. S. Ravaneshwar

[Print TC](#) | [Conduct Certificate](#)

✓ TC Issued. [Mark as not issued.](#)

Personal Details


	Full Name	ARUNRAJ M	Full Name (in Malayalam)	അരുൺരാജ് എം
	Admission Number	7532	Student Code	120207532
	Gender	Male	School	G. H. S. S. Ravaneshwar
	Nationality	Indian		

Parent Details

Name of Mother	USHAKUMARI.N	Name of Mother (in Malayalam)	ഉഷാകുമാരി.എൻ
Name of Father	RAJESH.M	Name of Father (in Malayalam)	രാജേഷ്.എം

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

Can I Edit TC?

 **G. H. S. S. Ravaneshwar** Logged in as: [School Admin](#) | [Log out](#)


[Dashboard](#) | [Students](#) | [Admission](#) | [Human Resource](#) | [Class and Divisons](#) | [ID Card](#) | [Reports](#) ✉ 1 [← Back](#)

ARUNRAJ M
G. H. S. S. Ravaneshwar

[Print TC](#) | [Edit TC](#) | [Conduct Certificate](#)

⚠ TC Not Issued. [Mark as Issued.](#)

Personal Details

	Full Name	ARUNRAJ M	Full Name (in Malayalam)	അരുൺരാജ് എം
	Admission Number	7532	Student Code	120207532
	Gender	Male	School	G. H. S. S. Ravaneshwar
	Nationality	Indian		

Parent Details

Name of Mother	USHAKUMARI.N	Name of Mother (in Malayalam)	ഉഷാകുമാരി.എൻ
Name of Father	RAJESH.M	Name of Father (in Malayalam)	രാജേഷ്.എം

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

