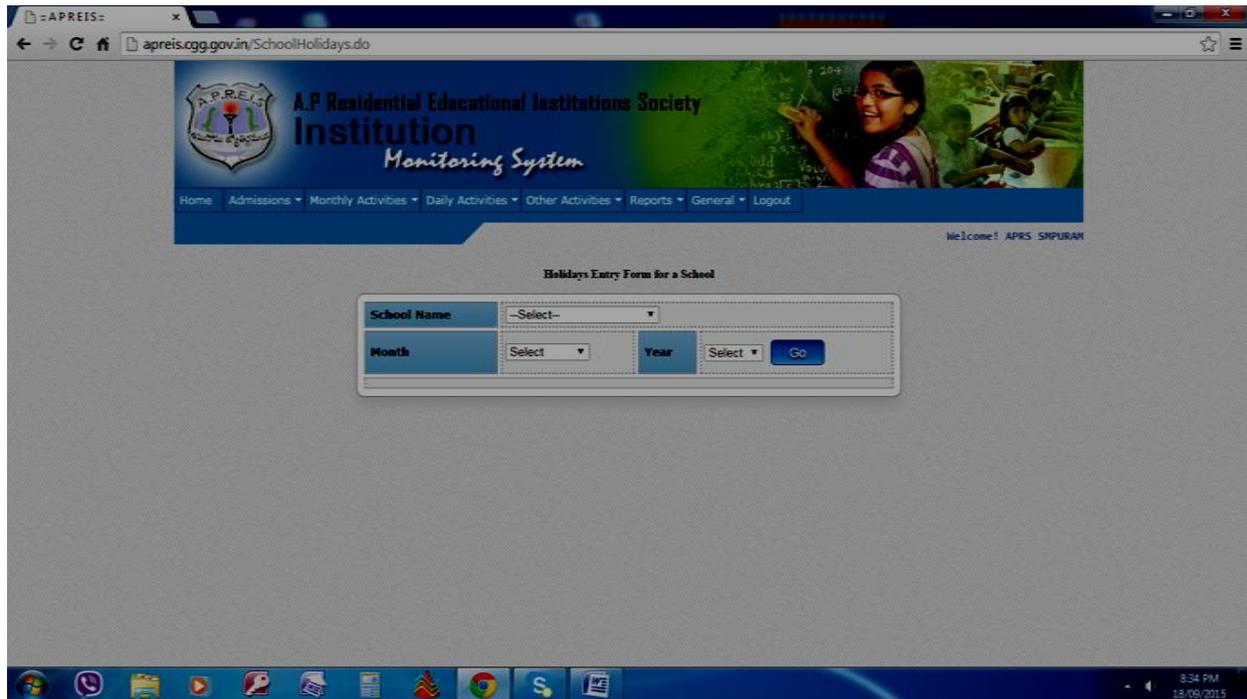


For entering School holidays

Go to mail menu

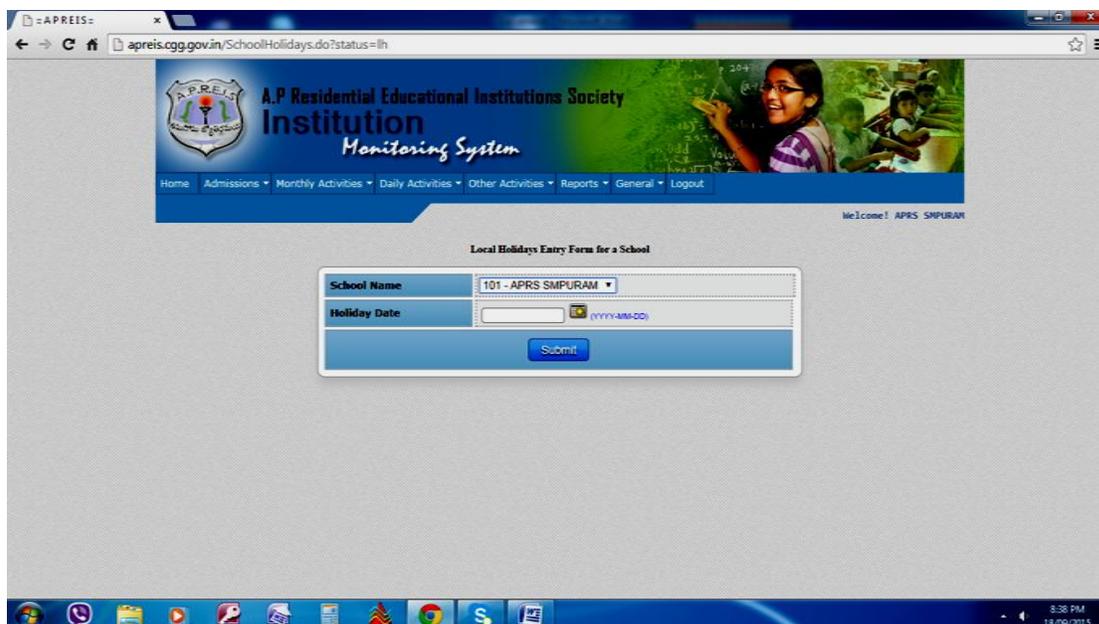
Click on Monthly Activities and go for School holidays you can see the following



Then Select School and Month and year

Then add Sundays as holidays

Similarly School Local Holidays then Select your school and holidays date and submit



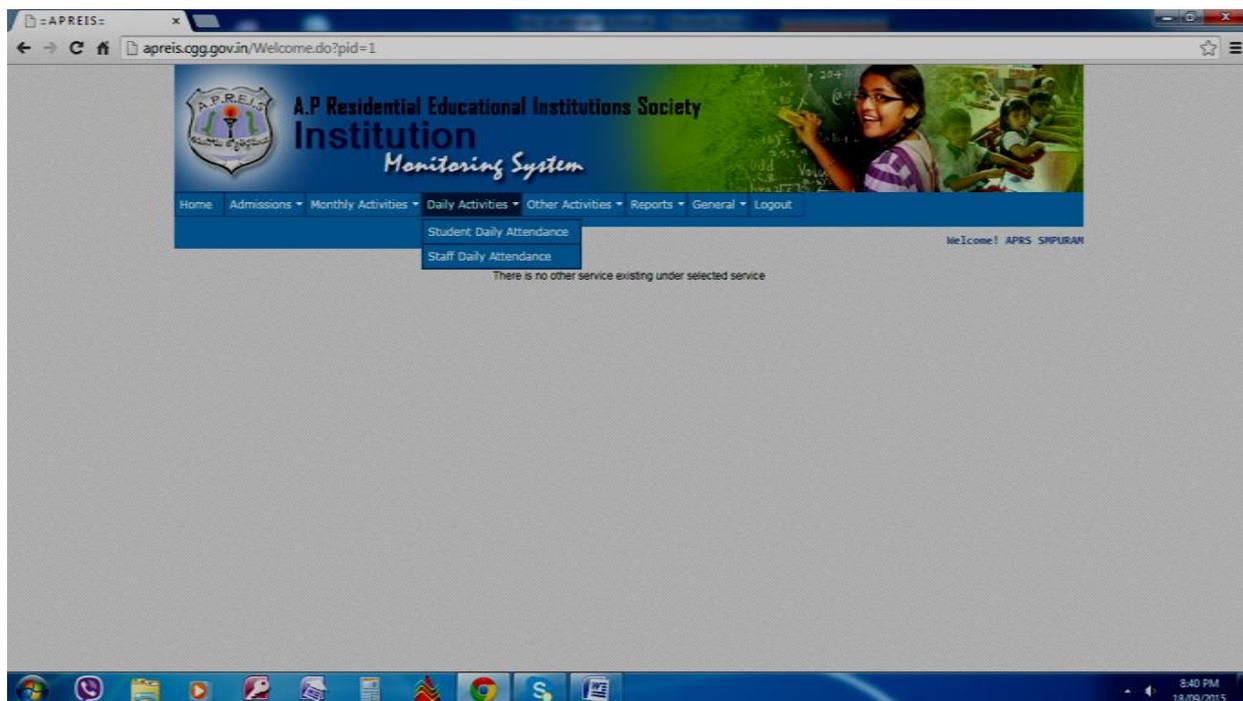
Daily Activity: (1) Students Daily Attendance (2) Staff Daily Attendance

For Posting of Students Attendance: Click on Students Daily attendance ->select Date -> submit ->

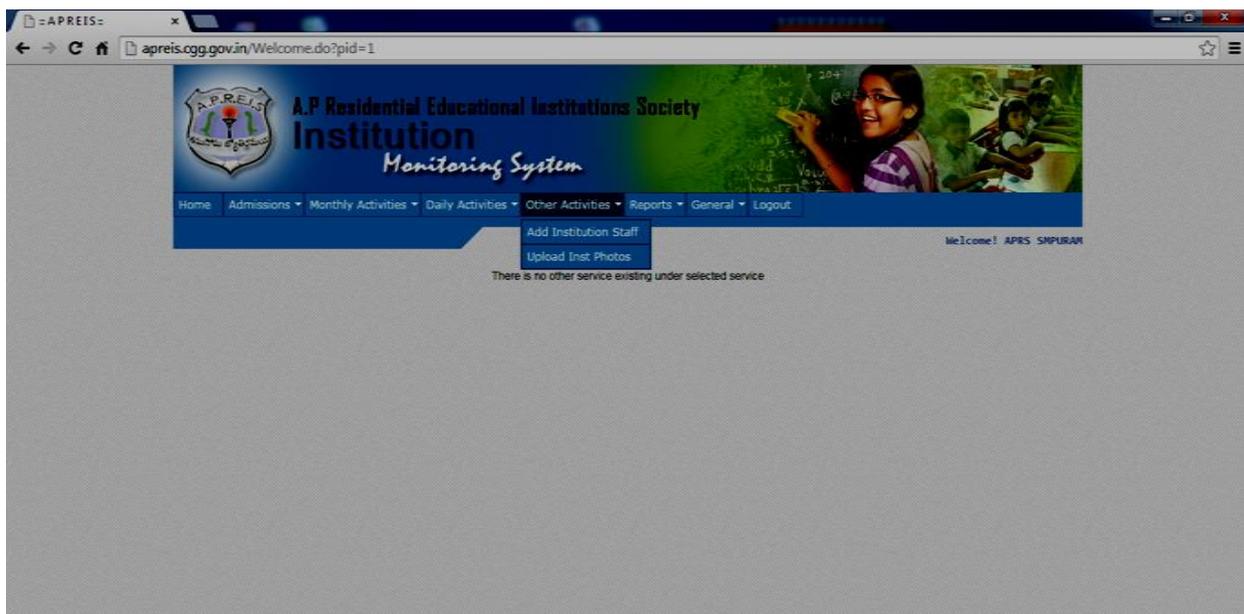
You will find your school students list

Select absentees only and submit the same and all other students by default present

Similarly for staff attendance Select-> Staff daily Attendance-> select absentee of staff and submit the same .



Under other activity you have to upload institutions photo: Select other Activity-> Upload inst.Photo



All the APR Schools/APR Junior colleges and APR Degree College and All KGBVs have to submit the following daily

1) Students attendance

2) Staff Attendance

School photos have to upload once only.

If any activity photos are there then also you can upload that photo too.