

From
Mrs. K.Sasikala
Joint Director (NSS).
Directorate of School Education.
Chennai-06.

To
All Chief Educational Officers,
All districts.

R.C.No.032841/ M1/E1/2024. Dated. 12.11.2024

- Sub : School Education- –Leadership development in schools “ Magizh Mutram” establishing students group- reg.
- Ref 1. The Proceeding of the Directorate of School Education from letter no. 32841/M1/S1/2024, dated. 01.10.2024.

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It is informed to all Chief Educational Officers that the manual for updating data related to house system is enclosed herewith. It is instructed that the selection of house captain, House class leader, House head teacher and house system in charge to be completed in all schools by November 13th and on the occasion of children's day, in assembly , the house in charges are introduced and the swearing in ceremony is held. The drive link of the ceremony's photos and videos should be uploaded in the EMIs by 19.11.2024.


Joint Director

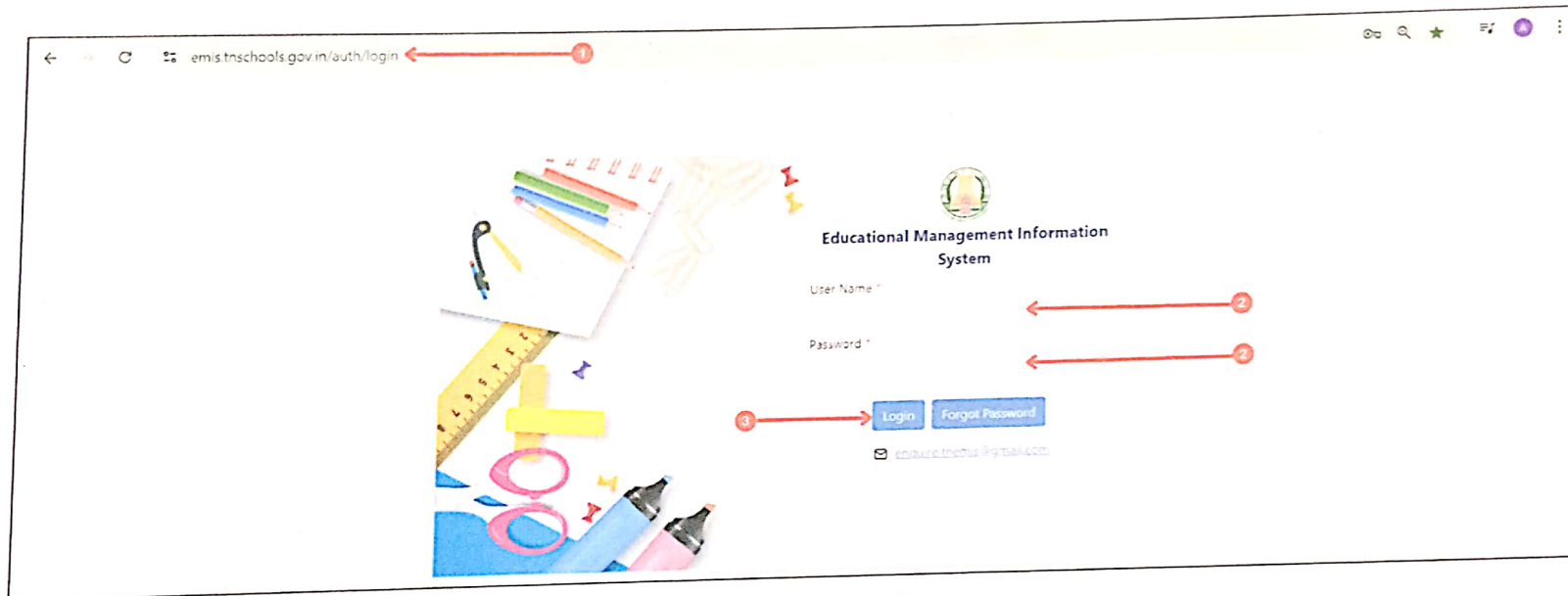
Copy to

1/11
12/11

1. State Project Director.
Samagra Shiksha,
Chennai -06 - for information



User Manual for House System



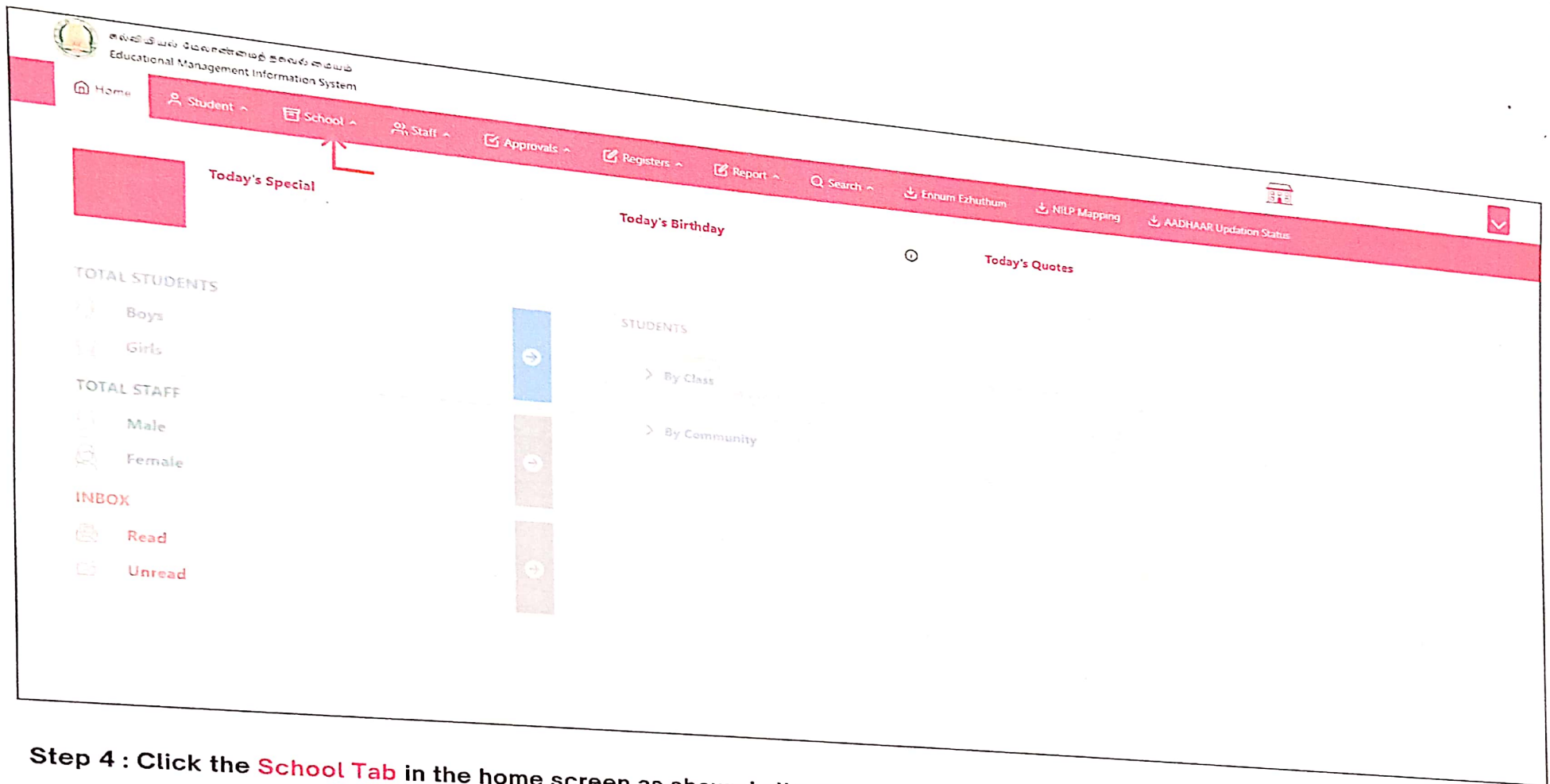
Step 1 : Search <https://emis.tnschools.gov.in/auth/login>

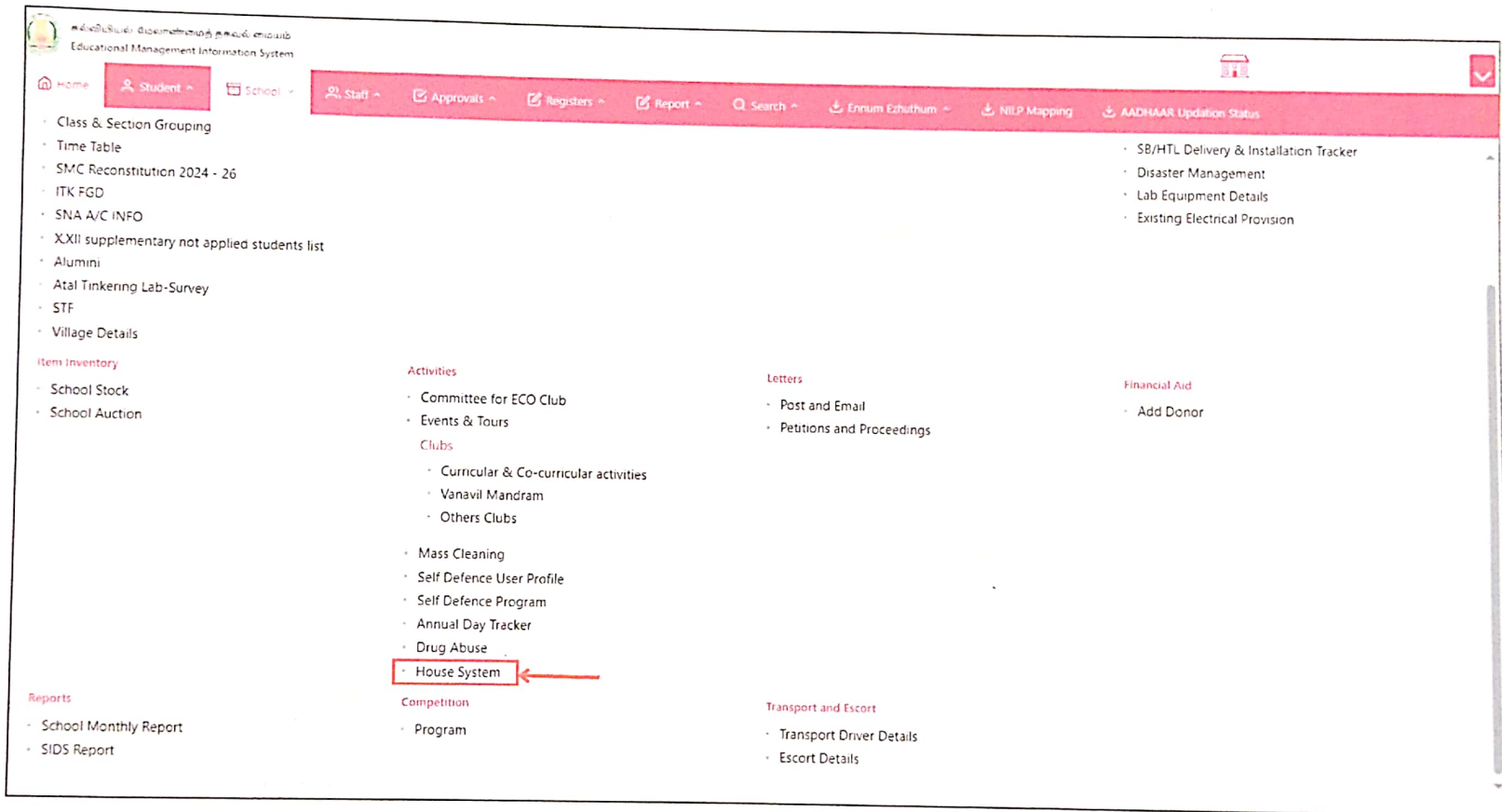
Step 2 : Enter the User name and the Password.

Step 3 : Click the Login button.

Page no :







Step 5 : Click the **House System** Header in the home screen as shown in the image.

கல்வித் துறை மேலாண்மை தகவல் அமைப்பு
Educational Management Information System

Home Student School Staff Approvals Registers Report Search NILP Mapping AADHAAR Updation Status

School > House System

குறிஞ்சி Points : 0
House Captains Not yet assigned
House Head Teacher Not yet assigned
Total Students - 0

முல்லை Points : 0
House Captains Not yet assigned
House Head Teacher Not yet assigned
Total Students - 0

மருதம் Points : 0
House Captains Not yet assigned
House Head Teacher Not yet assigned
Total Students - 0

நெய்தல் Points : 0
House Captains Not yet assigned
House Head Teacher Not yet assigned
Total Students - 0

பாலை Points : 0
House Captains Not yet assigned
House Head Teacher Not yet assigned
Total Students - 0

மகிழ் குற்றம் விடா ஆவணம் *
Enter or Paste your google drive URL

Save

Set House

Step 6 : Click the **Set House** button in the screen as shown in the image to allocate the students to the houses.

கல்வித் தகவல் மேலாண்மைத் தகவல் மையம்
Educational Management Information System

Home Student School Staff Approvals Registers Report Search NILP Mapping AADHAAR Updation Status

School > House System

Set House Confirmation

Student allocation to houses was done randomly. Once you submit, you can't edit. Are you sure you want to set the house?

S.No	Student Name	EMIS ID	Class	Section	Gender
1	Student 1	1234567899	1	A	Gender
2	Student 1	1234567899	1	A	Gender
3	Student 1	1234567899	1	A	Gender
4	Student 1	1234567899	1	A	Gender
5	Student 1	1234567899	1	A	Gender
6	Student 1	1234567899	1	A	Gender
7	Student 1	1234567899	1	A	Gender
8	Student 1	1234567899	1	A	Gender
9	Student 1	1234567899	1	A	Gender
10	Student 1	1234567899	1	A	Gender

« < 1 > 3 4 5 > »

Yes

Set House

Points : 0

House Captains
Not yet assigned

House Head Teacher
Not yet assigned

Students - 0

Step 7 : And Finally Click the **YES** button to allocate the students to the houses as shown in the image.

Note : The house will be allocated automatically after choosing the YES button.

கல்வியியல் மேலாண்மைத் தகவல் அமைப்பு
Educational Management Information System

Home Student School Staff Approvals Registers Report Search Ennum Ezhuthum NILP Mapping AADHAAR Updation Status

School > House System

Set House

குறிஞ்சி	முல்லை	மருதம்	நெய்தல்	பாலை
Points : 0	Points : 0	Points : 0	Points : 0	Points : 0
House Captains AISHWARYA V	House Captains ISHWARYA R & ELIZABATH RANI R	House Captains AATHAVAN P A & AATHIYA B	House Captains HASIKA R & KEERTHANA S	House Captains JEEVITHA V & KOUSHIK PV
House Head Teacher A MUNIKANTHAM	House Head Teacher AGHILABANURANJANI A	House Head Teacher AMUDHA A	House Head Teacher VALLINAYAKI A	House Head Teacher BREMALATHA R
Total Students - 92	Total Students - 92	Total Students - 92	Total Students - 91	Total Students - 91

மகிழ் முற்றம் விழா சுவணம் *

<https://drive.google.com/drive/folders/1-IWxca76XMLsWxNT5BhiMvrA> Save

Step 8 : Click House name to choose the House captains and the House Head Teacher.

Set House Confirmation ✕

House Captain 1 *

Select Captain
▼

House Captain 2

Select Captain
▼

House Head Teacher *

Select Staff
✕ ▼
Submit

Search KeyWord
EXCEL

S.No	Student Name	EMIS ID	Class	Section	Gender
1	Student 1	1234567899	1	A	Gender
2	Student 1	1234567899	1	A	Gender
3	Student 1	1234567899	1	A	Gender
4	Student 1	1234567899	1	A	Gender
5	Student 1	1234567899	1	A	Gender
6	Student 1	1234567899	1	A	Gender
7	Student 1	1234567899	1	A	Gender
8	Student 1	1234567899	1	A	Gender
9	Student 1	1234567899	1	A	Gender
10	Student 1	1234567899	1	A	Gender

« ‹ 1 2 3 4 › »

Cancel

Step 9 : Click House captain 1 dropdown and choose the House captain 1 - Follow the same for all the houses

Note : If the enrollment is below 10 then 1 house captain per house can be selected for each house.

If the enrollment is 10 and above 10, then 2 house captains must be selected.

Set House Confirmation
✕

House Captain 1 *

Select Captain ▼

House Captain 2

Select Captain
✕

House Head Teacher *

Select Staff ✕ ▼

Submit

Search keyword

EXCEL

S.No	Student Name	EMIS ID	Class	Section	Gender
1	Student 1	1234567899	1	A	Gender
2	Student 1	1234567899	1	A	Gender
3	Student 1	1234567899	1	A	Gender
4	Student 1	1234567899	1	A	Gender
5	Student 1	1234567899	1	A	Gender
6	Student 1	1234567899	1	A	Gender
7	Student 1	1234567899	1	A	Gender
8	Student 1	1234567899	1	A	Gender
9	Student 1	1234567899	1	A	Gender
10	Student 1	1234567899	1	A	Gender

« < 1 2 3 4 > »

Cancel

Step 10 : Click **House captain 2** dropdown and choose the House captain 2 - **Follow the same for all the houses.**

Note : If the enrollment is below 10 then 1 house captain per house can be selected for each house.
 If the enrollment is 10 and above 10, then 2 house captains must be selected.

Set House Confirmation

House Captain 1 *
Select Captain

House Captain 2
Select Captain

House Head Teacher *
Select Staff

Submit

Search keyword EXCEL

S.No	Student Name	EMIS ID	Class	Section	Gender
1	Student 1	1234567899	1	A	Gender
2	Student 1	1234567899	1	A	Gender
3	Student 1	1234567899	1	A	Gender
4	Student 1	1234567899	1	A	Gender
5	Student 1	1234567899	1	A	Gender
6	Student 1	1234567899	1	A	Gender
7	Student 1	1234567899	1	A	Gender
8	Student 1	1234567899	1	A	Gender
9	Student 1	1234567899	1	A	Gender
10	Student 1	1234567899	1	A	Gender

« < 1 2 3 4 > »

Cancel

Step 11 : Click House **Head Teacher dropdown** and choose the House Head teacher - **Follow the same for all the houses.**

Step 12 : Finally Click the **Submit** button to save the details.

கல்வியியல் மேலாண்மைத் தகவல் முயல்
Educational Management Information System

Home Student School Staff Approvals Registers Report Search Ennum Ethuthum NILP Mapping AADHAAR Update Status

School > House System

குறிஞ்சி Points : 0
House Captains AISHWARYA V
House Head Teacher A MUNIKANTHAM
Total Students - 92

முல்லை Points : 0
House Captains ISHWARYA R & ELIZABATH RANI R
House Head Teacher AGHILABANURANJANI A
Total Students - 92

மருதம் Points : 0
House Captains AATHAVAN P A & AATHIYA B
House Head Teacher AMUDHA A
Total Students - 92

நெய்தல் Points : 0
House Captains HASIKA R & KEERTHANA S
House Head Teacher VALLINAYAKI A
Total Students - 91

பிாலை Points : 0
House Captains JEEVITHA V & KOUSHIK PV
House Head Teacher BREMALATHA R
Total Students - 91

மகிழ் முற்றம் விழா ஆவணம் *

drive://folders/1-Wxca76XMsWxNT5BhiMvrAlxo0Dh3m1usp=drive_link

Save

Step 13 : Upload the மகிழ் முற்றம் பதவி ஏற்பு விழா ஆவணம் (photo / video) in your google drive and copy paste the link of the மகிழ் முற்றம் பதவி ஏற்பு விழா ஆவணம்.

Note : Kindly give view access for your drive folders / Files.

Step 14 : Click the Save button to save the file link.


 Educational Management Information System

[Home](#)
[Student](#)
[School](#)
[Staff](#)
[Approvals](#)
[Registers](#)
[Report](#)
[Search](#)
[Ennum Esthutham](#)
[NLP Mapping](#)
[AADSMAR Updation Status](#)

School : House System

House Name	Points	House Captains	House Head Teacher	Total Students
குறிஞ்சி	0	AISHWARYA V	A MUNKANTHAM	92
முல்லை	0	ISHWARYA R & ELIZABATH RANI R	AGHILABANURANJANI A	92
மருதம்	0	AATHAVAN P A & AATHIYA B	AMUDHA A	92
நெய்தல்	0	HASIKA R & KEERTHANA S	VALLINAYAKI A	91
பாலை	0	JEEVITHA V & KOUSHIK PV	BREMALATHA R	91

[Set House](#)

<https://drive.google.com/drive/folders/1-WWz376XMLsWvNT5hM4rA>
[Save](#)

Step 15 : Click the **view icon**  to view the uploaded file.

Note : If the link is uploaded incorrectly, Kindly delete the link and copy paste the correct folder / file link.

Thank You

