

Department of School Education, TG

User Manual for

“Visit Report – Mobile App”

By

The logo for TGOonline, featuring the letters 'TGO' in blue and 'online' in black, with a green and yellow globe icon integrated into the letter 'O'.

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## 1. INTRODUCTION

Department of school education portal <http://schooledu.telangana.gov.in/ISMS/> was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

## 2. OBJECTIVE

To capture the Visit report which is conducted by Visiting officer through Mobile App.

## 3. SCOPE

The scope of this document is to explain the process flow in capturing School visit report through Mobile App.

## 4. ABBREVIATIONS

SIS	School information System
TIS	Teacher information System

Table 1 : Abbreviations

## 5. PROCESS – Capturing of details by User

This service is Applicable for Visiting officer (Identified officers).

### Visiting officer Login: -

- **Down load and Install "Telangana School Education" All in One Mobile App from Play store.**
- Once installed Click on Telangana School education icon as depicted in the below figure.



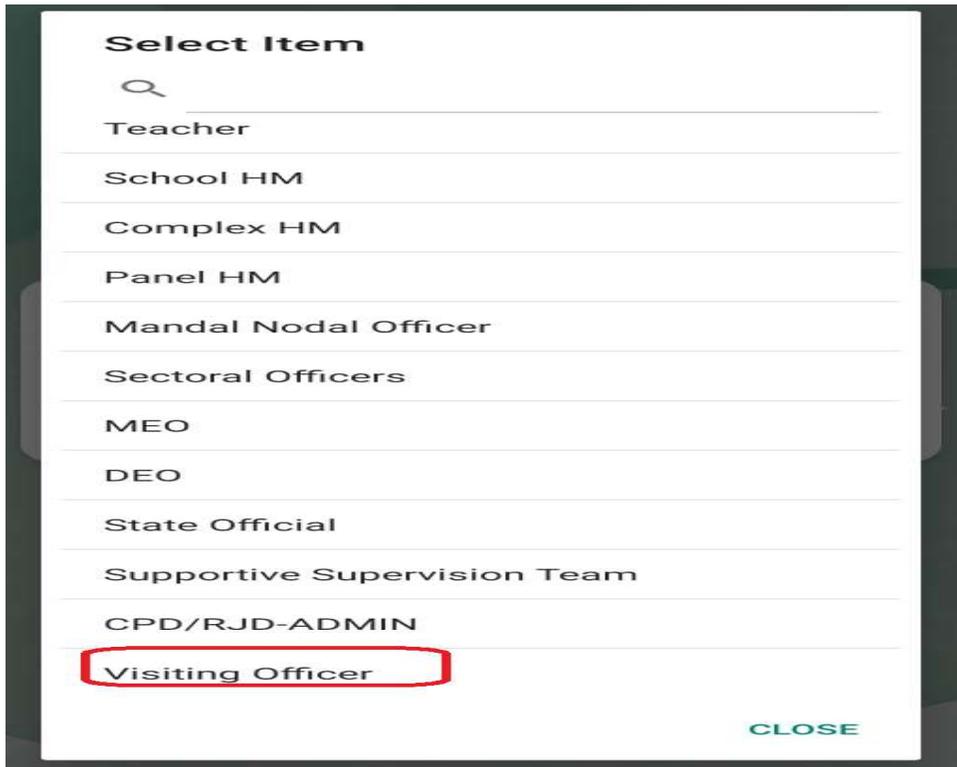
Figure 1 : App Selection

- Below screen is displayed, select User type as depicted in the below figure.



Figure 2 : User Type Details

- Here Selects User Type as Visiting officer as depicted in the figure below.



**Select Item**

Teacher

School HM

Complex HM

Panel HM

Mandal Nodal Officer

Sectoral Officers

MEO

DEO

State Official

Supportive Supervision Team

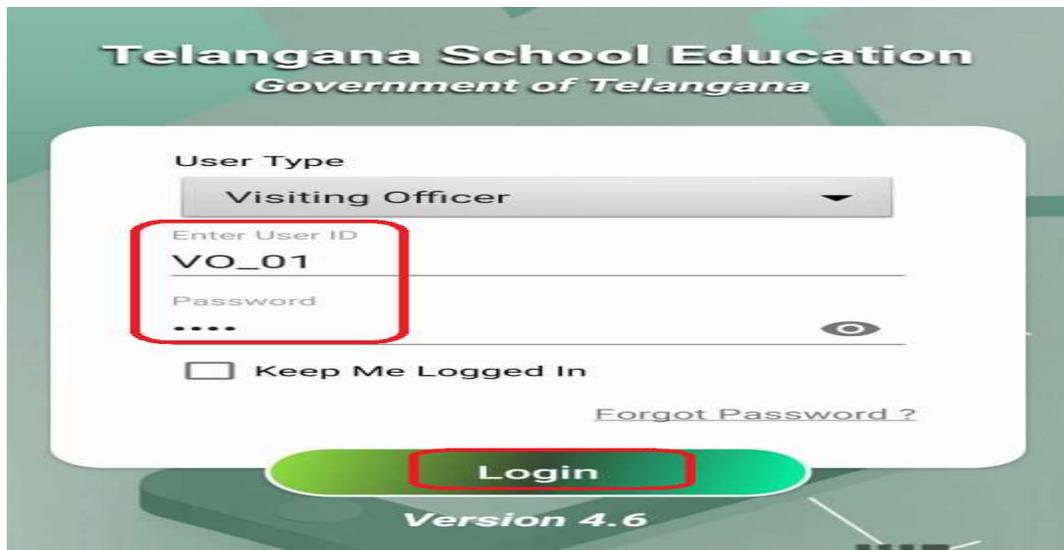
CPD/RJD-ADMIN

**Visiting Officer**

CLOSE

Figure 3 : Select User Type Details

- Enter User ID, Password and click login button as depicted in the below figure.



**Telangana School Education**  
*Government of Telangana*

User Type  
Visiting Officer

Enter User ID  
VO\_01

Password  
.....

Keep Me Logged In

[Forgot Password ?](#)

**Login**

Version 4.6

Figure 4 : Login Details

- Select the **Visit Report** module in homepage of all in one app as depicted in the below figure.

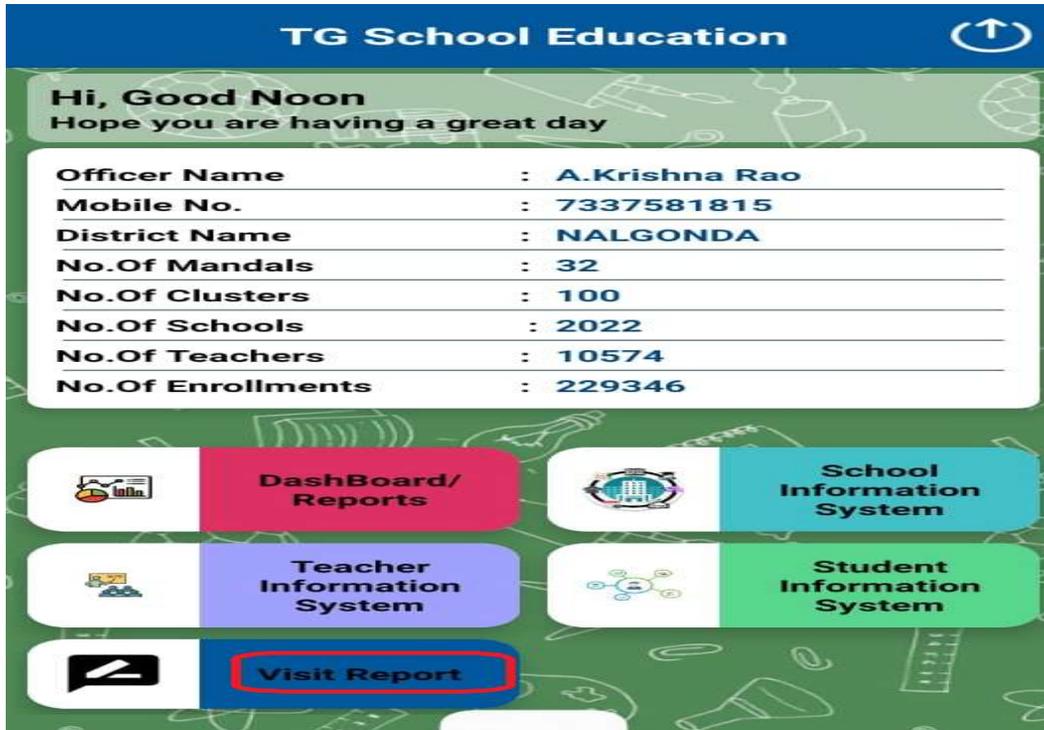


Figure 5 : Module Selection

- Below screen displayed Select School Details as depicted in the below figure.

The screenshot shows the 'Visit Report' screen with a blue header and a back arrow. A red rectangle highlights the 'School Details' section. The form contains the following fields:

District Name	NALGONDA
Select Mandal	362901 - CHITYALA
Select Cluster	3629010001 - ZPHS CHITYALA
Select School	ZPHS AEPOOR
UDISE Code	36290100303
Address	Aipoor CHITYALA NALGONDA, 508114

Figure 6 : School details

- Enter Class wise student's strength like Present, MDM taken, all prescribed Text books supplied to all the students of class and Two Pairs Uniforms supplied details as depicted in the below figure.

Class Wise Strength Particulars						
Class	Total Enrollment	Present	Absent	MDM Taken	All Prescribed Text books supplied to all the students of class	Two Pairs uniform supplied
Class 6	8	8	0	3	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> None <input type="radio"/> One Pair <input checked="" type="radio"/> Two Pair
Class 7	15	14	1	6	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> None <input checked="" type="radio"/> One Pair <input type="radio"/> Two Pair
Class 8	12	10	2	6	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> None <input checked="" type="radio"/> One Pair <input type="radio"/> Two Pair
Class 9	16	15	1	9	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> None <input checked="" type="radio"/> One Pair <input type="radio"/> Two Pair
Class 10	15	15	0	15	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> None <input checked="" type="radio"/> One Pair <input type="radio"/> Two Pair

Figure 7 : Class wise strength particulars Details

**Note:** - Here Based on Present entries, absent details auto populated

- Enter Staff Particulars and Teacher profile in Remarks column and click on Next button as depicted in the below figure

Staff Particulars

<b>Total No. of Teachers on Roll</b>	4
<b>No. of Teachers Present</b>	3
<b>No. of Teachers Absent</b>	1

Teachers Profile

Teacher Name and Designation	Remarks
BURRI GOPAL REDDY (School Assistant / TGT ( Phy.Science ))	Test remarks
CHINTHA REDDY SUDHAKAR REDDY (School Assistant / TGT ( Mathematics ))	Test remarrks
A CHANDRA SHEKAR (Language Pandit ( Telugu ))	Test remarks
KONATHAM SOUJANYAVATHI (School Assistant / TGT ( Bio.Science ))	Test remarks

Next

Figure 8 : Staff particulars

- Enter School Feedback which is absorbed wise and click on Next button as depicted in the below figure.

The screenshot shows a 'School Feedback' form with the following fields and selected values:

Category	Selected Value
PM – POSHAN (MDM) Quality	Satisfactory
Sanitation	Satisfactory
Vanamahotsavam	To be Improved
School safety	Satisfactory
Student health (RBSK)	Very Good
Promotion of science activities	Good
Promotion of sports activities	Good
Co – curricular activities	Satisfactory
Vocational education	Good

The 'School FeedBack' title and the 'Next' button are highlighted with red boxes.

Figure 9 : School Feedback

- Enter Academic, Administration, Accommodation, Infra and Specific observations if any as depicted in the below figure.

12:54 PM School Feedback Visit Report 30-Jul-2024 12:54 PM

**Academic**  
Test

**Administration**  
Test

**Accommodation**  
Test

**Infra**  
Test

**Any specific observation in any of the item shown above may be elaborated as a suggestion**  
Test

Figure 10 :Academic, Administration and other details

- Upload Photos and Physical Application Form and submit the same as depicted in the below figure.

**Upload Photos**

**Upload Physical Application Form**

**SUBMIT**

Figure 11 : Upload photos , Form details

- Once click on Submit Button Below alert message displayed Click on YES as depicted in the below figure.

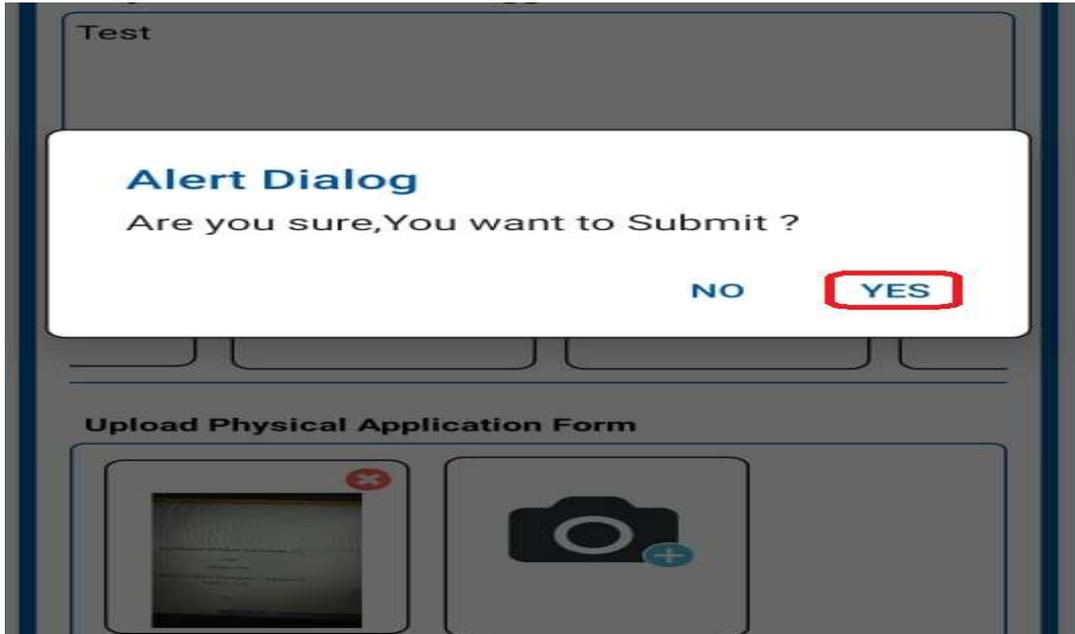


Figure 12 : Alert Message

- On Successful submission below success message displayed,

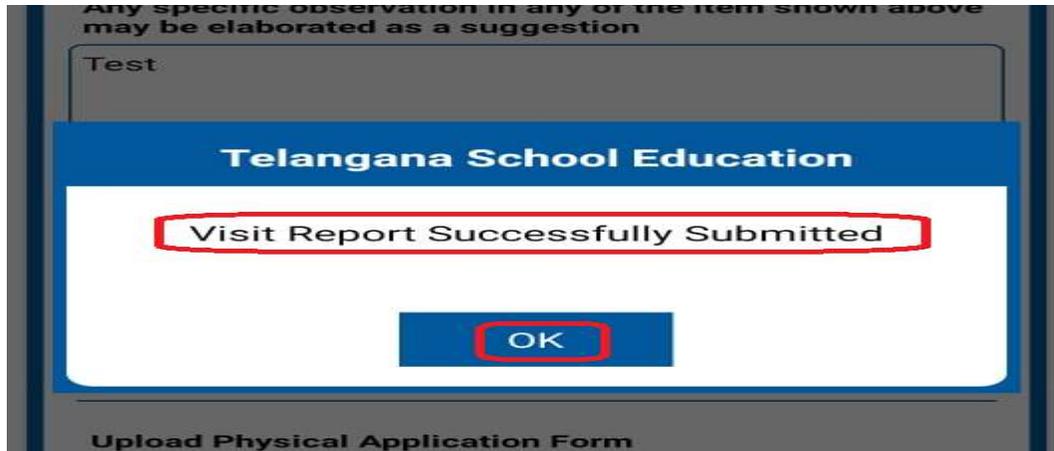


Figure 13 : Success message

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