

Department of School Education, TS

User Manual for

“Pillala kosam Community Movement (Tholimettu)”

By

TSOnline

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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

Department of school education would like to appoint independent volunteers those associated with PO's to fill in the teaching gap. For this, the department is desirous to having an online application.

3. SCOPE

This document explains the process of registering and approving the volunteer, Super 15 student's process flow and Admin user activities.

4. ABBREVIATIONS

PO	Program Officer

Table 1 : Abbreviations

5. PROCESS – Volunteer Registration

- Browse <https://schooledu.telangana.gov.in/ISMS/>, below screen displayed select Pillala kosam Community Movement under Online services as depicted in the below figure.

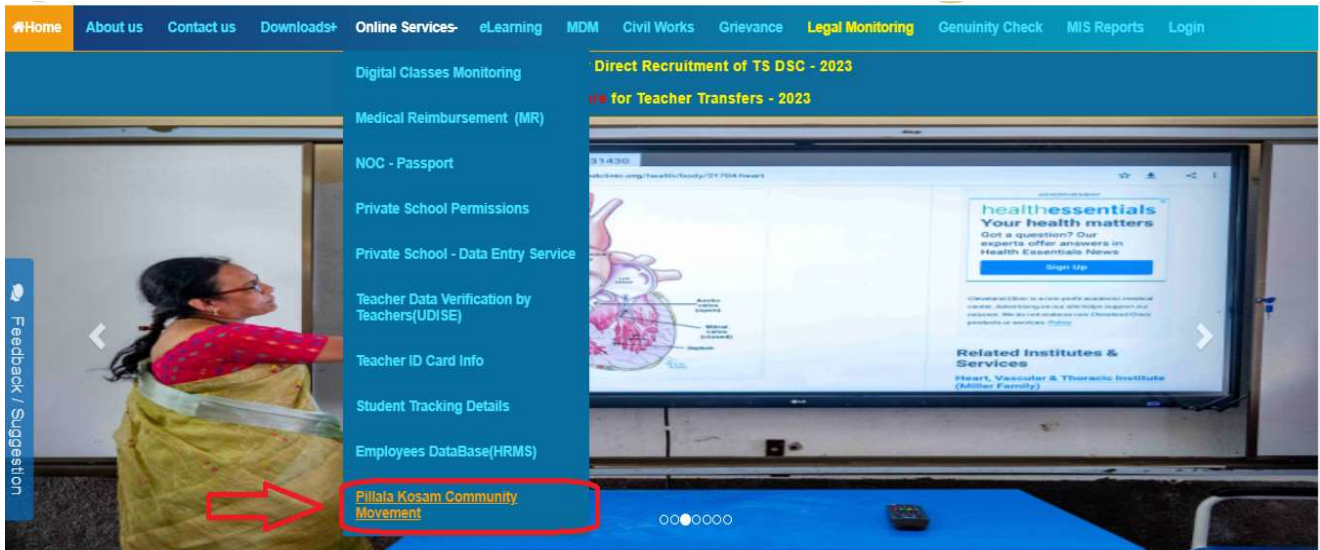


Figure 1 : Service details

- Below screen displayed & click on Volunteer Registration as depicted in the below figure.



Figure 2 : Volunteer Registration service selection

- Below screen displayed, enter the Volunteer mobile number and click on submit as depicted in the below figure.

The screenshot shows a light blue header with navigation links: Home, Volunteer Registration, and Services with a dropdown arrow. Below the header is a dashed line and the text "Volunteer Registration Form". The main form area has a dark blue background on the left with the label "Mobile Number:" and a white input field on the right. A red box highlights the input field. Below the input field is a blue "Submit" button, also highlighted with a red box.

Figure 3 :- Volunteer Mobile Number Entry

- Below screen displayed & Enter the OTP which is received on entered mobile number and click on submit as depicted in the below figure.

The screenshot shows the same header and "Volunteer Registration Form" text as Figure 3. Below this, there is a green instruction: "Enter the OTP sent to the Registered 85XXXXXX07 Mobile Number to Login". The main form area has a dark blue background on the left with the label "OTP:" and a white input field on the right. A red box highlights the input field. Below the input field is a blue "Submit" button, also highlighted with a red box.

Figure 4 :- OTP entry

- Below Volunteer Registration screen displayed. Fill and select all fields and click on submit button to complete the Volunteer Registration process as depicted in the figure below.

Full Name: *	<input type="text"/>
Gender: *	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Mobile Number: *	<input type="text" value="9876543210"/>
Aadhaar Number:	<input type="text"/>
Did you completed Intermediate?: *	<input type="text" value="YES"/>
What category of Volunteers do you belongs to?: *	<input type="text" value="NSS"/>
University Name: *	<input type="text" value="Kakatiya University"/>
College Name: *	<input type="text" value="GOVERNMENT DEGREE C"/>
PO Name: *	<input type="text" value="M. K. KUMAR"/>
PO Mobile Number:	<input type="text"/>
<input type="button" value="Submit"/>	

Figure 5 : Volunteer Registration form

- Clicks on Submit button below alert message displayed click on ok as depicted in the below figure.

NGO Registration Form

uat2schooledu.telangana.gov.in says
Details submitted successfully

Name: *	<input type="text"/>
Registration Number: *	<input type="text"/>
Registration Year: *	<input type="text" value="2018"/>
Authorized Person Name: *	<input type="text" value="Sreeram"/>

Figure 6 : Alert message

- Clicks on Print button below alert message for registered application print as depicted in the below figure.

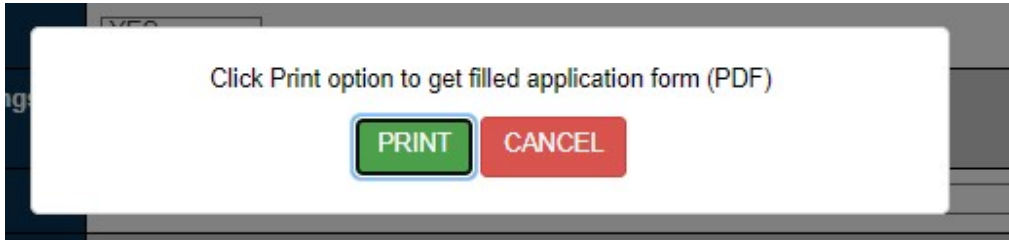


Figure 7 : Alert message for Print Application

- Below registered application will be displayed for print as depicted in the below figure.

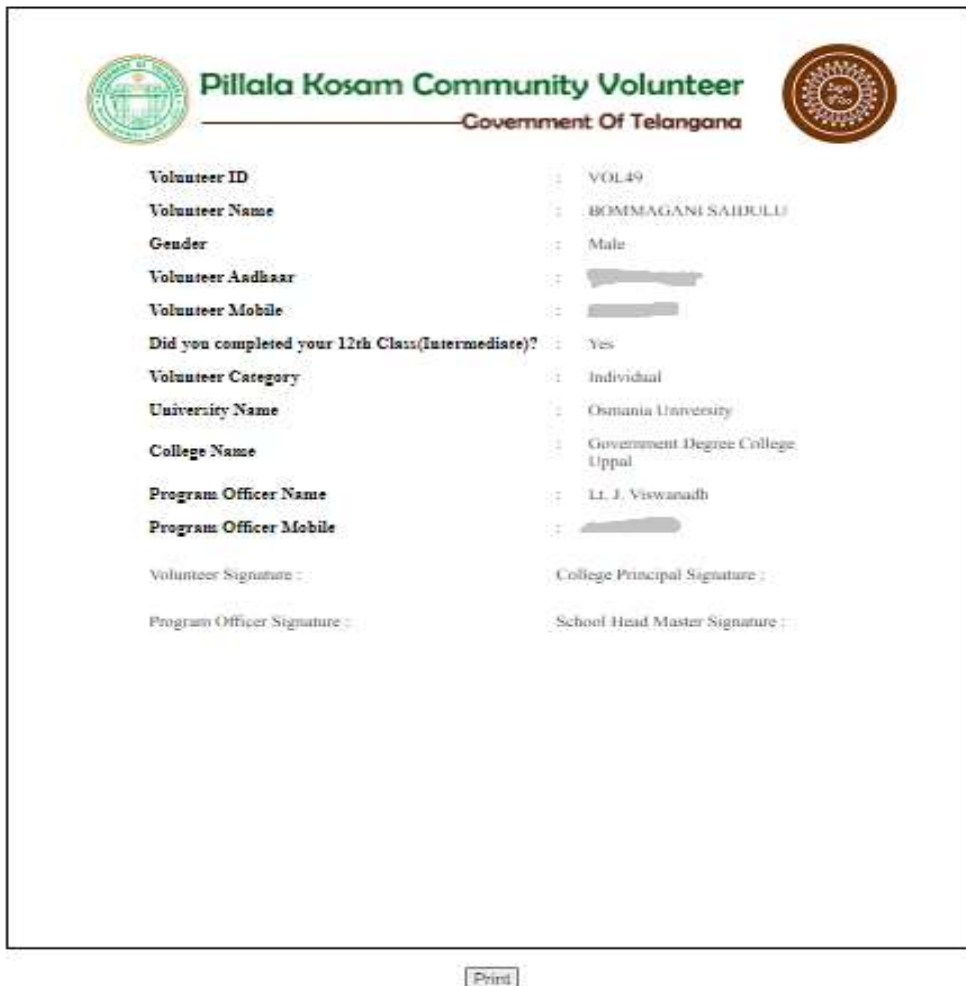
A preview of a volunteer application form. At the top, there are two circular logos: one on the left and one on the right. Between them is the text "Pillala Kosam Community Volunteer" in green, with "Government Of Telangana" in black below it. The form contains a list of fields and their values, separated by colons. Some fields are redacted with grey bars. At the bottom of the form, there are two rows of signature lines: "Volunteer Signature" and "Program Officer Signature" on the left, and "College Principal Signature" and "School Head Master Signature" on the right. Below the form is a small "Print" button.

Figure 8 : Application Preview for Print

6. PROCESS – Volunteer Update by PO

- Once Volunteer registered successfully, PO need to update the Volunteers trained, Placed to school and Placement confirmation details in PO login
- In home page enter PO User Id, password and Captcha and click on login button as depicted in the below figure.



Figure 9 : PO login Page

- Select Update Volunteer Details under the Services tab as depicted in the below figure.

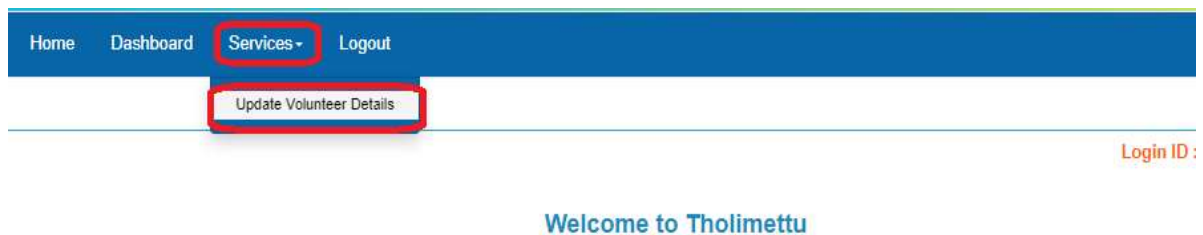


Figure 10 : Update Service selection

- Below screen displayed and click on Update as depicted in the below figure.

S.No	Volunteer ID	Volunteer Name	Gender	Volunteer Mobile	School Details	Placed
1	VOL49	BOMMAGANI SAIDULU	Male	[REDACTED]	Update	NO

Figure 11 : Volunteer School Details Update

- Below screen displayed, select Trained, Assigned to school from drop down list, if assigned school details for which the volunteer is going to work and click on Update as depicted in the below figure.

Update Volunteer Details					
Volunteer Name:	BOMMAGANI SAIDULU		Gender:	Male	
Mobile Number:	XXXXXXXXXX	Aadhaar Number:	XXXXXXXXXX	Did you completed Intermediate?:	Yes
What category of Volunteers do you belongs to?:	Individual	University Name:	OSMANIA UNIVERSITY		
College Name:	Government Degree College Uppal				
Trained:	YES	Whether Assigned to school:	YES		
District:	KARIMNAGAR	Mandal:	361304-KARIMNA	School:	36130401206-ZPH
<input type="button" value="Update"/>					

Figure 12 : Volunteer Details Update

Note:- Here No. of times you can change the schools before placement confirmation. Once placement confirmed there is no edit, option will be available.

- Below alert message will be displayed and click on OK button as depicted in the below figure.

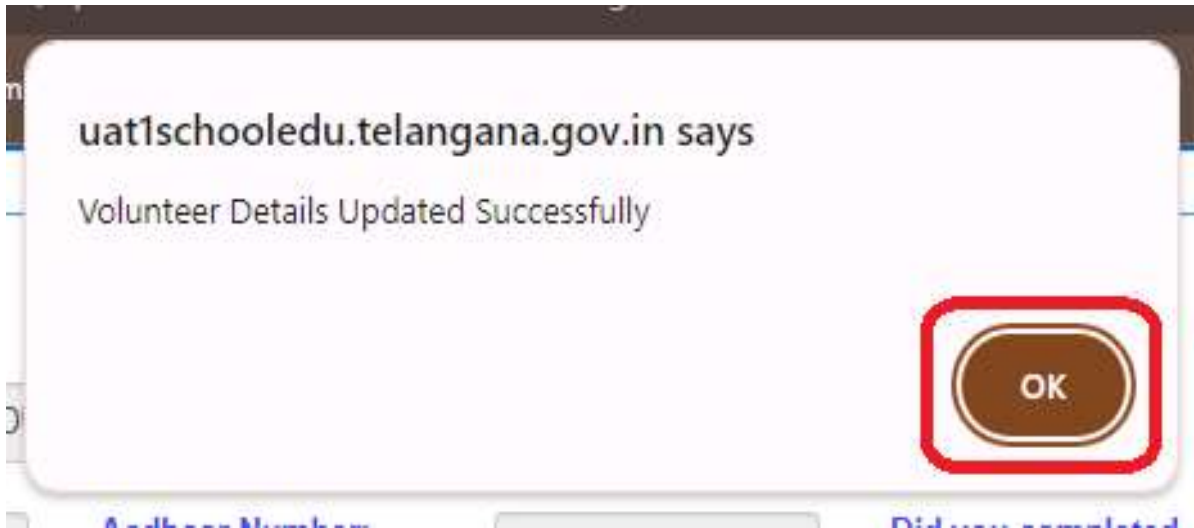


Figure 13 : Alert message

- Below Application, print option displayed. If you want print then click on PRINT button for preview the application as depicted in the below figure.

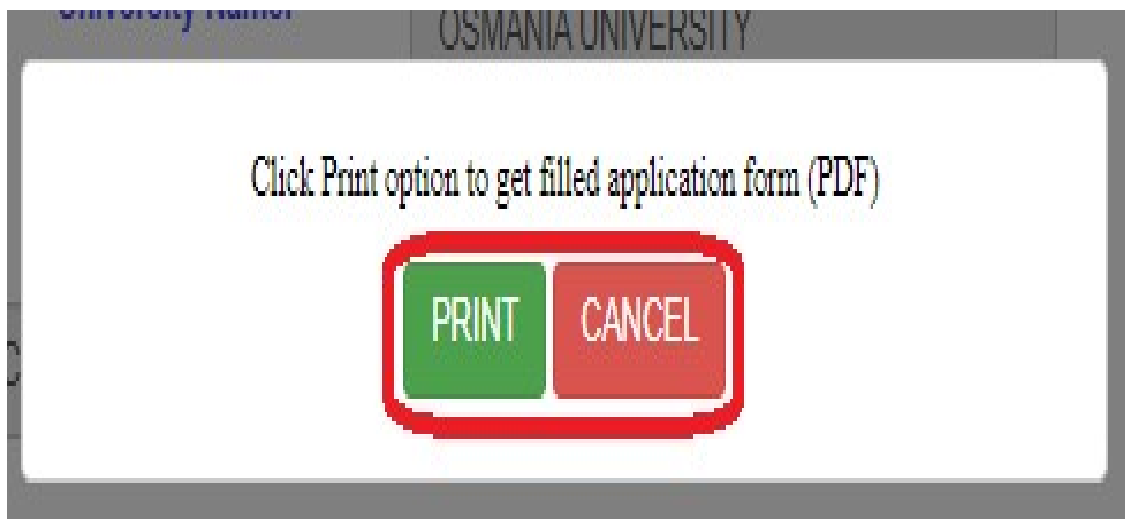




Figure 14 : Volunteer previous organization details

- After click on print button below application form will be displayed and click on print for take the print of the application as depicted in the below figure.



Pillala Kosam Community Volunteer

Government Of Telangana



Volunteer ID	: VOL49
Volunteer Name	: BOMMAGANI SAIDULLI
Gender	: Male
Volunteer Aadhaar	: XXXXXXXXX
Volunteer Mobile	: XXXXXXXXX
Did you completed your 12th Class(Intermediate)?	: Yes
Volunteer Category	: Individual
University Name	: Osmania University
College Name	: Government Degree College Uppal
Program Officer Name	: L. J. Viswanadh
Program Officer Mobile	: XXXXXXXXX
Trained	: Yes
Placed(Assigned To School)	: Yes
District Name	: KARIMNAGAR
Mandal Name	: KARIMNAGAR (RURAL)
School Name	: ZPHS DURSHEED
UDISE Code	: 36130401206
Confirm Placement	: No
Super 15 Survey Update	: No
Volunteer Signature :	College Principal Signature :
Program Officer Signature :	School Head Master Signature :

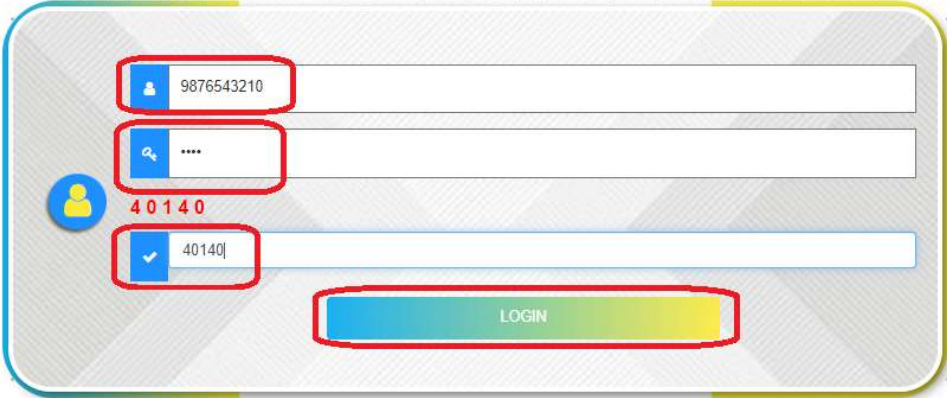
Print

Figure 15 : Volunteer Application Print Screen

7. Placement Confirmation in PO login

After the school assigned to volunteer, this option will be enabled as Edit. In home page enter User Id, password and Captcha of the PO and click on login button as depicted in the below figure.

Home Volunteer Registration Services -



The screenshot shows a login form with three input fields and a button. The first field contains the user ID '9876543210'. The second field contains a masked password '****'. The third field contains the captcha '40140'. A 'LOGIN' button is located below the input fields. Red boxes highlight the user ID, password, captcha, and login button.

Figure 16 : PO login Page

- Select Update Volunteer Details under the Services tab as depicted in the below figure.



Welcome to Tholimettu

Figure 17 : Update Service selection

- Below screen displayed and click on Edit as depicted in the below figure.

S.No	Volunteer ID	Volunteer Name	Gender	Volunteer Mobile	School Details	Placed
1	VOL49	BOMMAGANI SAIDULU	Male	XXXXXXXX	Edit	NO.

Figure 18 : Volunteer School Details Edit

- Below screen displayed and select Confirm Placement after the school is confirmed by the volunteer as depicted in the below figure.

Home Dashboard Services - Others - Logout

Update Volunteer Details

Volunteer Name: BOMMAGANI SAIDULU Gender: Male

Mobile Number: XXXXXXXXXX Aadhaar Number: XXXXXXXXXX Did you completed Intermediate?: Yes

What category of Volunteers do you belongs to?: Individual University Name: OSMANIA UNIVERSITY

College Name: Government Degree College Uppal

Trained: YES Whether Assigned to school: YES

District: KARIMNAGAF Mandal: 361304-KARIM School: 36130401206-

Confirm Placement: YES

[Update](#)

Figure 19 : Volunteer School Confirmation

Note:- Once placement confirmed there is no edit, option will be available for selection of other schools.

- Below alert message will be displayed and click on OK button as depicted in the below figure.

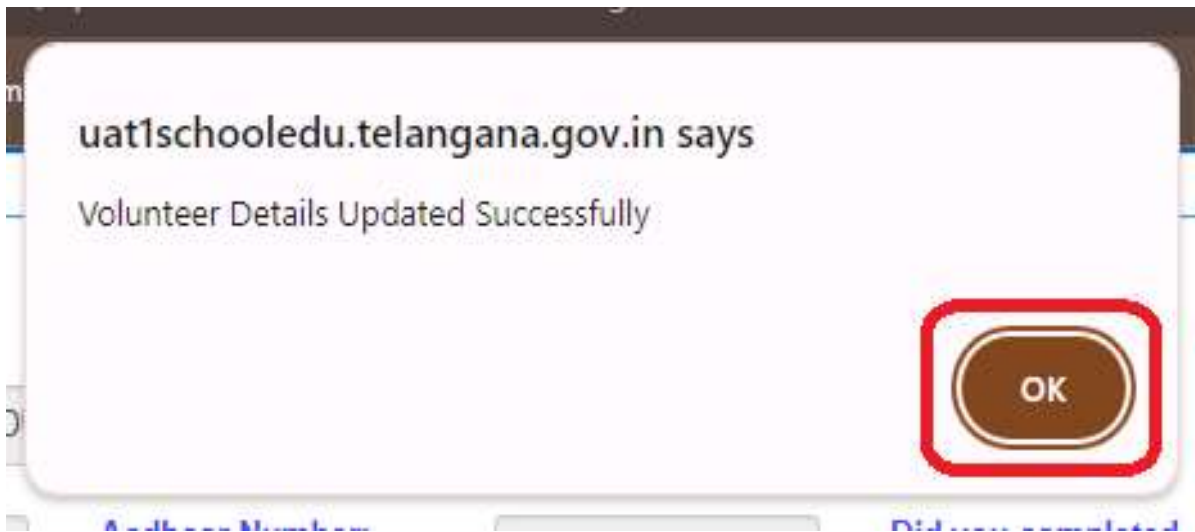


Figure 20 : Alert message

- Below Application, print option displayed. If you want print then click on PRINT button for preview the application as depicted in the below figure.

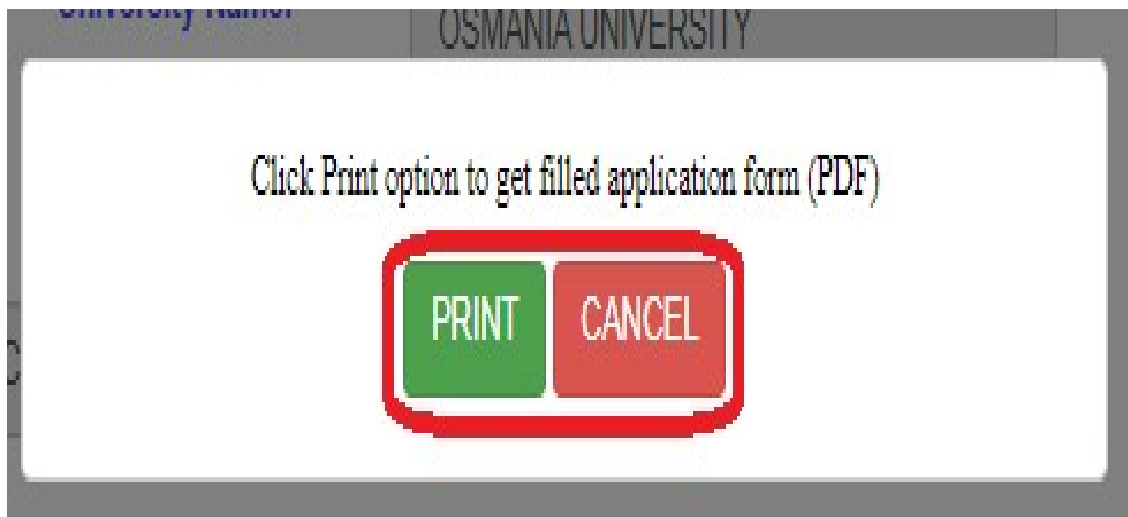


Figure 21 : Volunteer previous organization details

- After click on print button below application form will be displayed and click on print for take the print of the application as depicted in the below figure.

Pillala Kosam Community Volunteer
Government Of Telangana

Volunteer ID	:	VOL49
Volunteer Name	:	BOMMAGANI SAIDULU
Gender	:	Male
Volunteer Aadhaar	:	[REDACTED]
Volunteer Mobile	:	[REDACTED]
Did you completed your 12th Class(Intermediate)?	:	Yes
Volunteer Category	:	Individual
University Name	:	Osmania University
College Name	:	Government Degree College Uppal
Program Officer Name	:	L. L. Viswanadh
Program Officer Mobile	:	[REDACTED]
Trained	:	Yes
Placed(Assigned To School)	:	Yes
District Name	:	KARIMNAGAR
Mandal Name	:	KARIMNAGAR (RURAL)
School Name	:	ZPHS DURSHEED
UDISE Code	:	36130401206
Confirm Placement	:	Yes
Super 15 Survey Update	:	No
Volunteer Signature :		College Principal Signature :
Program Officer Signature :		School Head Master Signature :

Print

Figure 22 : Volunteer Application Print Screen

- After print below screen will be displayed as depicted in the below figure.

Home Dashboard Services - Others - Logout

Update Volunteer Details

S.No	Volunteer ID	Volunteer Name	Gender	Volunteer Mobile	School Details	Placed
1	VOL49	BOMMAGANI SAIDULU	Male	9912906164	Confirmed	YES

Figure 23 : Volunteer Updated Screen

8. PROCESS – School HM Login

- After the school is assigned to volunteer by PO successfully follow the below steps in School HM login for Volunteer Attendance and Reported to School services.

Volunteer reported School

- In HM login under the services select Volunteer Reported School service and select the drop down options for Reported to School(Placed) and Conducted Super 15 Survey and click on Submit button as depicted in the below figure.

Volunteer ID	Volunteer Name	Gender	Aadhaar Number	Mobile Number	University Name	College Name	Program Officer Name	Program Officer's Mobile Number	Reported to School(Placed)	Conducted Super 15 Survey
DL49	BOMMAGANI SAIDULU	Male	469679468528	9912906164	Osmania University	Government Degree College Uppal	Lt. J. Viswanadh	8686939844	YES	YES

Figure 24 :- Alert message

- Below Application, print option displayed. If you want print then click on PRINT button for preview the application as depicted in the below figure.

uat1schooledu.telangana.gov.in says
Are you Sure, You want to Submit?

Volunteer ID	Volunteer Name	Gender	Aadhaar Number	Mobile Number	University Name	College Name	Program Officer Name	Program Officer's Mobile Number	Reported to School(Placed)	Conducted Super 15 Survey
DL49	BOMMAGANI SAIDULU	Male	469679468528	9912906164	Osmania University	Government Degree College Uppal	Lt. J. Viswanadh	8686939844	YES	YES

Figure 25 : Alert Message

Volunteer Attendance Update

- In home page enter User Id, password and Captcha of the School HM and click on login button as depicted in the below figure.

Note: - Here HM's User ID and Passwords are same which are using in ISMS portal.

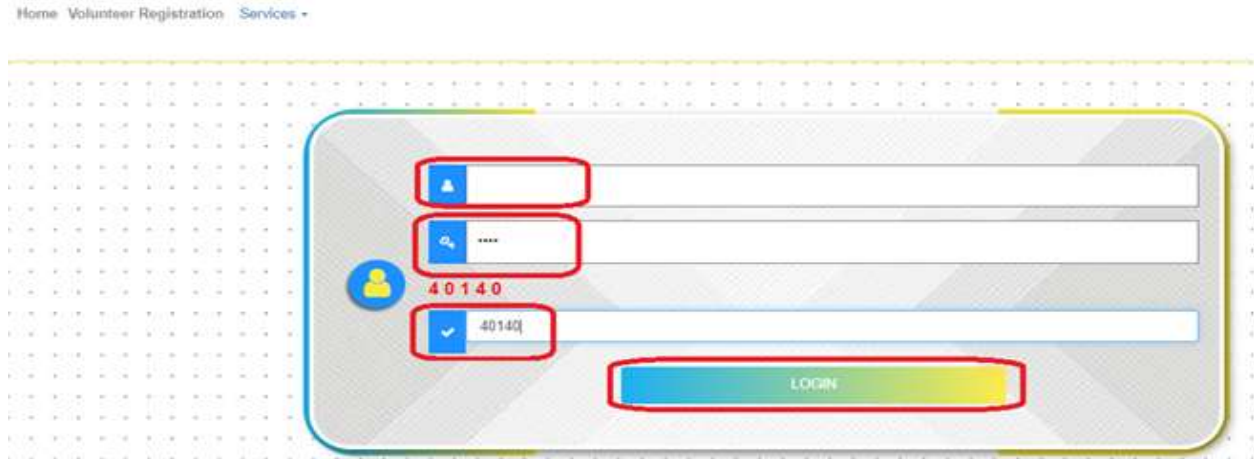


Figure 26 : School HM login Page

- Select Volunteer Attendance and then select the Year and Month and click on submit as depicted in the below figure.

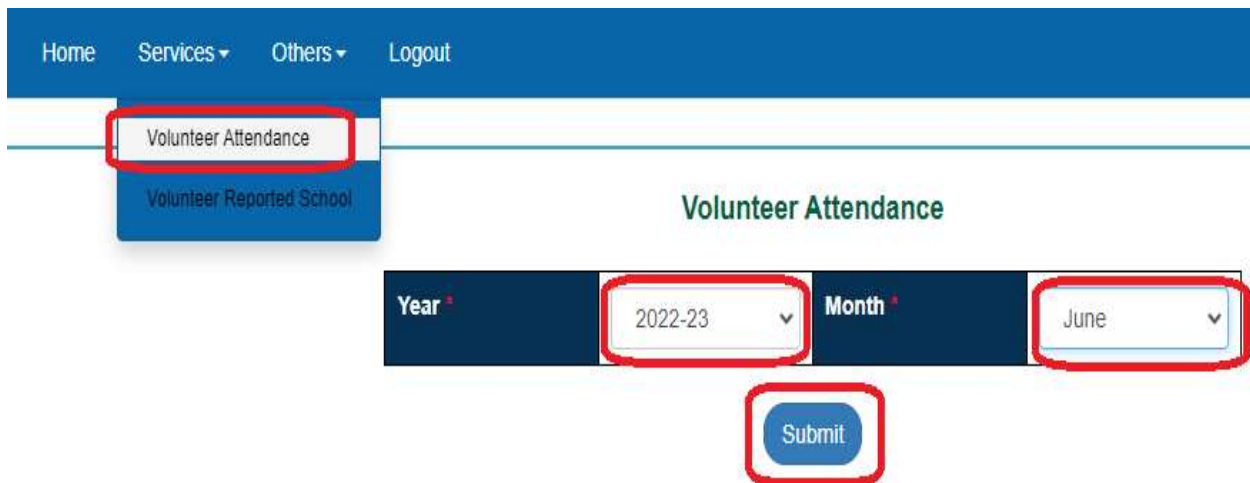


Figure 27 : Attendance Update Service selection

- Below screen displayed and select Attendance from drop down list and click on submit as depicted in the below figure.

Home Services Others Logout

Volunteer Attendance

Year: 2022-23 Month: June

Submit

S.No	Volunteer ID	Volunteer Name	Gender	Aadhaar	Mobile Number	University Name	College Name	Program Officer Name	Program Officer's Mobile Number	Attendance
1	VOL49	BOMMAGANI SAIDULU	Male	469679468528	9912906164	Osmania University	Government Degree College Uppal	Lt. J. Viswanadh	8686939844	Dropped(did not ---Select--- Regular(present for >3 weeks) Irregular(present for <3 weeks) Dropped(did not come after Reporting)

Submit

Figure 28 : Volunteer Attendance Update

- Click on OK button to confirm in the alert message to confirm the Volunteer Attendance as depicted in the below figure.

uat1schooledu.telangana.gov.in/VOLUNTEER_UAT/volunteerAttendance.xls

uat1schooledu.telangana.gov.in says
Are you Sure,You want to Submit?

OK Cancel

S.No	Volunteer ID	Volunteer Name	Gender	Aadhaar	Mobile Number	University Name	College Name	Program Officer Name	Program Officer's Mobile Number	Attendance
1	VOL49	BOMMAGANI SAIDULU	Male	469679468528	9912906164	Osmania University	Government Degree College Uppal	Lt. J. Viswanadh	8686939844	Regular(present)

Submit

Figure 29 : Alert message

9. PROCESS – Super 15 Students Selection, Attendance and Survey Score Updatons in Volunteer Login

- After the Volunteer placement confirmation done by HM, then Volunteer needs to login and complete the “Super 15 Students Selection, Attendance and Survey Score Updatons”. For this follow the below steps in Volunteer login.
- In home page enter Volunteer User Id, password and Captcha and click on login button as depicted in the below figure.

Home Volunteer Registration Services ▾

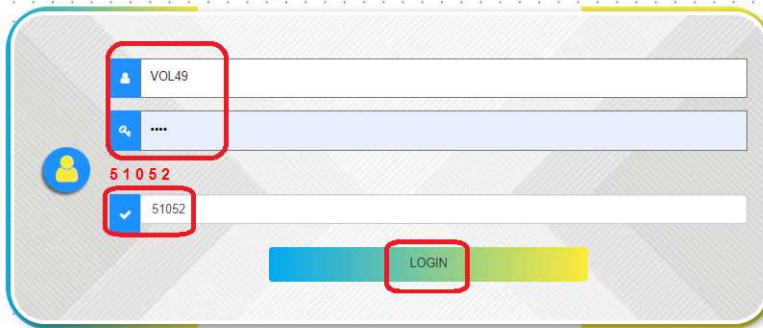


Figure 30 : Volunteer login Page

A. Super 15 Students Selection

- Select Super 15 Students Selection and then select the Class and Medium and click on submit as depicted in the below figure.

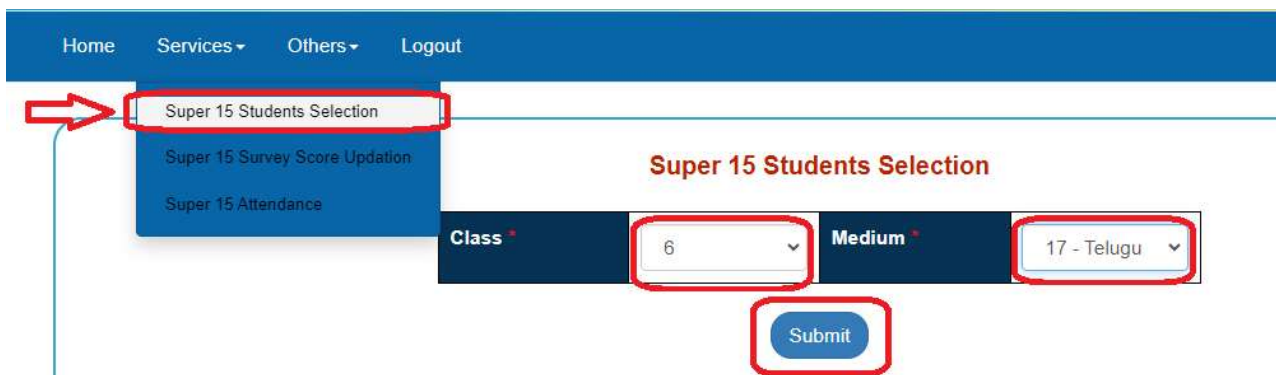


Figure 31 : Super 15 Students Service Selection

- Below screen Students list will be displayed and select check boxes for selecting the students and click on submit as depicted in the below figure.

Home
Services -
Others -
Logout

Super 15 Students Selection

Class *

Medium *

Submit

Sl	SR	1241710000	36130401206	AVULA AKSHAY RAM	Male	8
<input checked="" type="checkbox"/>	33	1241448894	36130401206	AVULA AKSHAY RAM	Male	8
<input type="checkbox"/>	34	1241638483	36130401206	VALABOJU SHIVAKRISHNA TEJ	Male	8
<input checked="" type="checkbox"/>	35	1241769587	36130401206	KANDULA VISHAL	Male	8
<input type="checkbox"/>	36	1241769598	36130401206	KANDHULA VYSHNAVI	Female	8
<input checked="" type="checkbox"/>	37	1242234440	36130401206	MOHAMMED ASADH	Male	8
<input checked="" type="checkbox"/>	38	1243737600	36130401206	CHEANTHALA SAI CHARAN	Male	8
<input checked="" type="checkbox"/>	39	1246371219	36130401206	KEERTHI RISHWANTH	Male	8
<input type="checkbox"/>	40	1502692216	36130401206	NUNE MAHESH	Male	8
<input checked="" type="checkbox"/>	41	1502692402	36130401206	NUNE PALAIAH	Male	8

Submit

Figure 32 : Super 15 Students Selection

Note: - If Super 15 students are from different classes then change the Class, Medium and select students up to overall max 15 students only.

- Below confirmation message will be displayed as depicted in the below figure.

Home
Services -
Others -
Logout

Super 15 Students Selection

Class *

Medium *

Submit

Students Selected Successfully

Figure 33 : Confirmation message

B. Super 15 Survey Score Updation

- In Volunteer login under the services select Super 15 Survey Score Updation service and select the Super 15 Evaluation from drop down and click on Submit as depicted in the below figure.

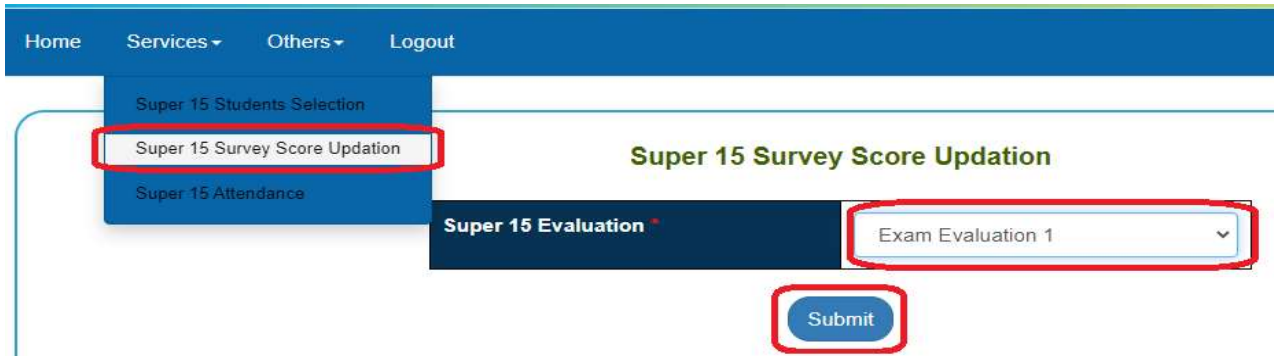


Figure 34 : Super 15 Survey Score Updation

- Now enter the Speaking Score (B/W 6 to 18) and Reading Score (B/W 0 to 4) and then click on Submit button as depicted in the below figure.

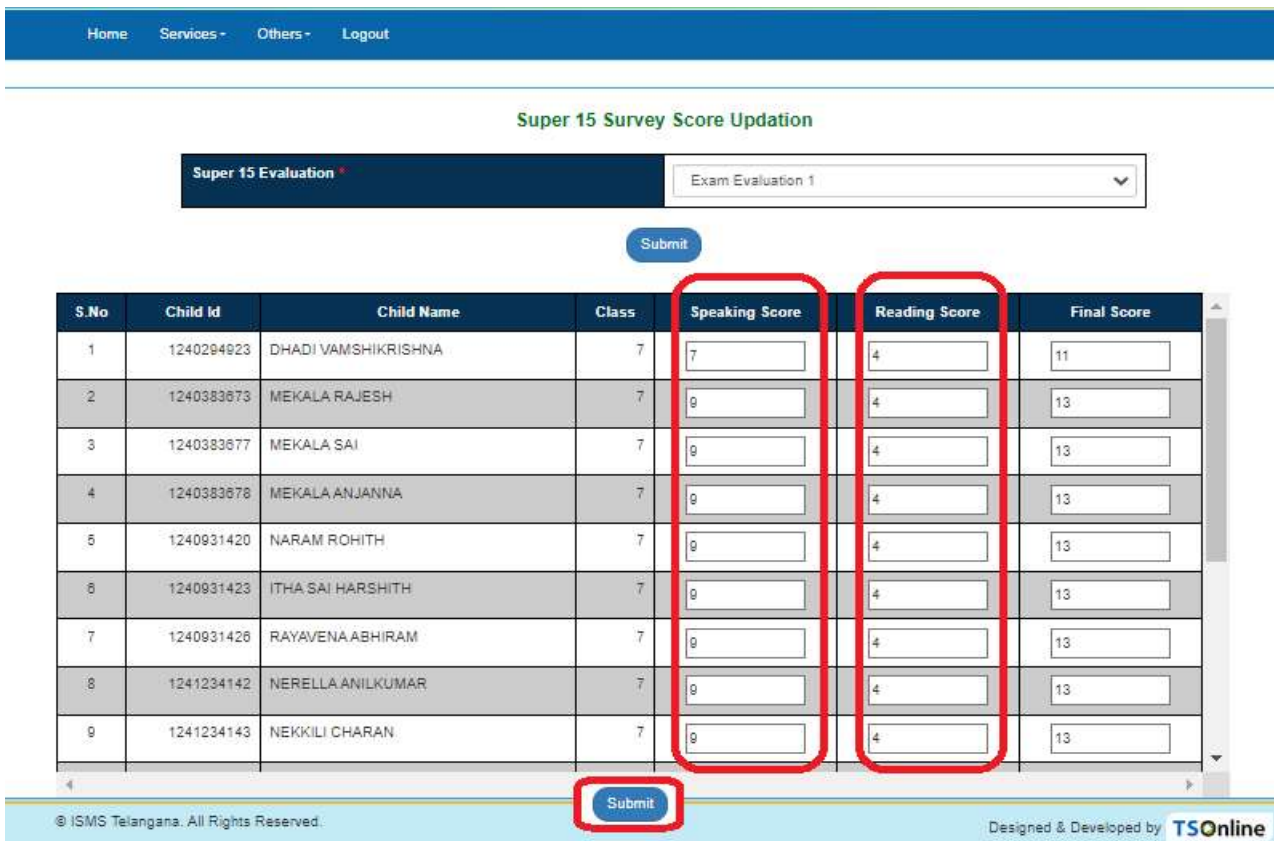


Figure 35 : Super 15 Survey Score Entry

- Below alert message displayed click on ok for confirmation as depicted in the below figure.



Super 15 Survey Score Updation

Super 15 Evaluation * Exam Evaluation 1

Submit

8	1241234142	NERELLA ANILKUMAR	7	<input type="text" value="9"/>	<input type="text" value="4"/>	<input type="text" value="13"/>
9	1241234143	NEKKILI CHARAN	7	<input type="text" value="9"/>	<input type="text" value="4"/>	<input type="text" value="13"/>
10	1241234145	KONDA SINDHUJA	7	<input type="text" value="9"/>	<input type="text" value="4"/>	<input type="text" value="13"/>
11	1241448694	AVULA AKSHAY RAM	6	<input type="text" value="9"/>	<input type="text" value="4"/>	<input type="text" value="13"/>
12	1241638463	VALABOJU SHIVAKRISHNA TEJ	6	<input type="text" value="18"/>	<input type="text" value="4"/>	<input type="text" value="22"/>
13	1241769598	KANDHULA VYSHNAVI	6	<input type="text" value="17"/>	<input type="text" value="3"/>	<input type="text" value="20"/>
14	1243737600	CHEANTHALA SAI CHARAN	6	<input type="text" value="16"/>	<input type="text" value="4"/>	<input type="text" value="20"/>
15	1502692216	NUNE MAHESH	6	<input type="text" value="12"/>	<input type="text" value="2"/>	<input type="text" value="14"/>

Submit

Figure 36 : Alert message

- Below confirmation message will be displayed as depicted in the below figure.

Super 15 Survey Score Updation

Super 15 Evaluation * Exam Evaluation 1

Submit

Super 15 Students Score Submitted Successfully

Figure 37 : Super 15 Survey Score Updation Confirmation Message

C. Super 15 Survey Attendance

- In Volunteer login under the services select Super 15 Survey Attendance service and select the Academic year and Month and click on Submit as depicted in the below figure.

The screenshot shows the TSONline navigation menu with 'Services' selected. A dropdown menu is open, highlighting 'Super 15 Attendance'. Below this, the 'Super 15 Survey Attendance Updation' form is displayed. The 'Year' dropdown is set to '2022-23' and the 'Month' dropdown is set to 'June'. A 'Submit' button is located below the form fields.

Figure 38 : Super 15 Survey Attendance

- Now enter the No. of Days Attended (Attendance Percentage will be auto populated) and then click on Submit button as depicted in the below figure.

The screenshot shows the 'Super 15 Survey Attendance Updation' form with the 'Year' set to '2022-23' and the 'Month' set to 'June'. Below the form is a table with the following data:

S.No	Child Id	Child Name	Class	Working Days	Attended Days	Attendance Percentage
1	1240294923	DHADI VAMSHIKRISHNA	7	16	15	93.75
2	1240383873	MEKALA RAJESH	7	16	15	93.75
3	1240383877	MEKALA SAI	7	16	12	75.00
4	1240383878	MEKALA ANJANNA	7	16	10	62.50
5	1240931420	NARAM ROHITH	7	16	15	93.75
6	1240931423	ITHA SAI HARSHITH	7	16	6	37.50
7	1240931426	RAYAVENA ABHIRAM	7	16	16	100.00
8	1241234142	NERELLA ANILKUMAR	7	16	15	93.75
9	1241234143	NEKKILI CHARAN	7	16	14	87.50

A 'Submit' button is located below the table. The 'Attended Days' column in the table is highlighted with a red box.

Figure 39 : Super 15 Attendance Entry

- Below alert message displayed click on ok for confirmation as depicted in the below figure.

Super 15 Survey Attendance Updation

Year: 2022-23 Month: June

Submit

8	1241234142	NERELLA ANILKUMAR	7	16	15	93.75
9	1241234143	NEKKILI CHARAN	7	16	14	87.50
10	1241234145	KONDA SINDHUJA	7	16	14	87.50
11	1241448894	AVULA AKSHAY RAM	8	16	15	93.75
12	1241638463	VALABOJU SHIVAKRISHNA TEJ	8	16	14	87.50
13	1241789598	KANDHULA VYSHNAVI	6	16	16	100.00
14	1243737800	CHEANTHALA SAI CHARAN	8	16	15	93.75
15	1502892216	NUNE MAHESH	6	16	16	100.00

Submit

Figure 40 : Alert message

- Below confirmation message will be displayed as depicted in the below figure.

Super 15 Survey Score Updation

Super 15 Evaluation: Exam Evaluation 1

Submit

Super 15 Students Score Submitted Successfully

Figure 41 : Super 15 Attendance Confirmation Message

10. PROCESS – Admin Login

- In admin-Tholimettu there are two services Edit PO Details and Add College Details.
- In home page enter Admin User Id, password and Captcha and click on login button as depicted in the below figure.

Home Volunteer Registration Services ▾

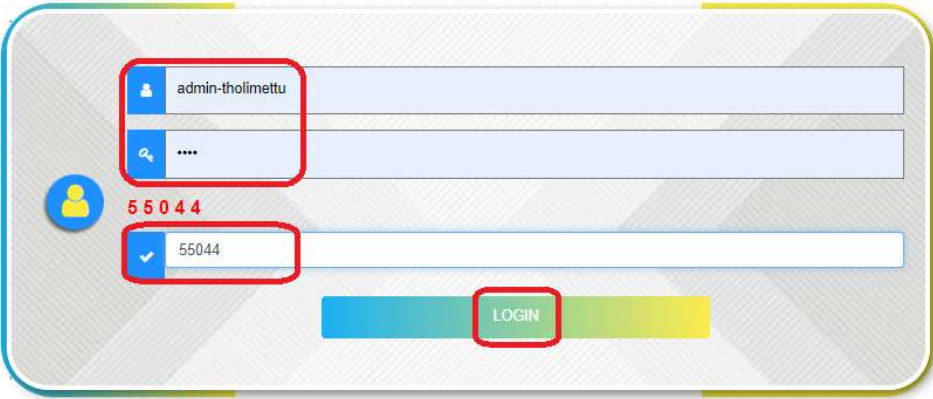


Figure 42 :- Admin login Page

I. Edit Program Officer Details

- Select Edit Program Officer Details and then Enter the PO Mobile number and click on submit as depicted in the below figure.

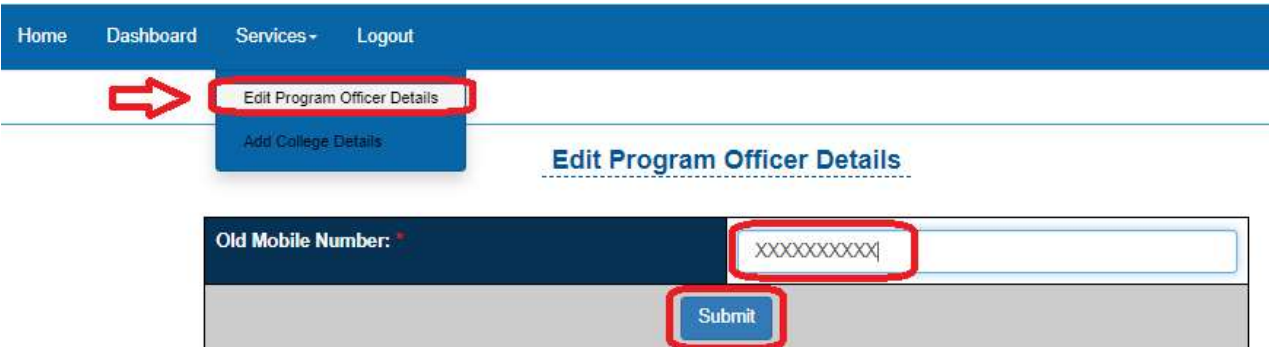


Figure 43 : Edit PO Details Service Selection

- Below screen Students list will be displayed and select check boxes for selecting the students and click on submit as depicted in the below figure.

Edit Program Officer Details

Old Mobile Number: *	<input type="text" value="xxxxxxxxxx"/>
<input type="button" value="Submit"/>	
Mobile Number: *	<input type="text" value="xxxxxxxxxx"/>
Name: *	<input type="text" value="LT. J. VISWANADH"/>
Email:	<input type="text" value="xxxxxxxxxxxxxxxx@gmail.com"/>
College Name: *	<input type="text" value="Government Degree College Uppal"/>
<input type="button" value="Update"/>	

Figure 44 : Edit Po

II. Add College Details

- For adding of the new college select Add College details under the services and then Select the University from dropdown and then enter the college name and click on Submit button as depicted in the below figure.

Home	Dashboard	Services -	Logout
<input type="button" value="Edit Program Officer Details"/>			
<input type="button" value="Add College Details"/>			
<h3><u>Add College Details</u></h3>			
University Name: *	<input type="text" value="OSMANIA UNIVERSITY"/>		
College Name: *	<input type="text" value="OSMANIA DEGREE COLLEGE"/>		
<input type="button" value="Submit"/>			

Figure 45 : Add College Details

--- END ---