Office Automation

Better Data, Better Outcomes

Education Management Information System

Delhi Public School Bhilai

Open Compas is an Online Education Management Information System (EMIS) designed to collect and report data on education system of Delhi Public School Bhilai. It manages a broad range of information, including data on:

- ✓ Classes
- ✓ Time Table
- ✓ Examination
- ✓ Transport
- ✓ Health
- ✓ Homework

- ✓ Enrollment
- ✓ Lesson Planning
- ✓ CCE
- ✓ Hostel
- ✓ Inventory
- ✓ News

- ✓ Finances
- ✓ Attendance
- ✓ Front Office
- ✓ Extra Curricular Activity
- ✓ Human Resource
- ✓ Library

Student Profile Editing Process

Please follow below mentioned steps for editing the Student Profile of the students of your class:

1. After you login, click Manage School in the Employee Dashboard.
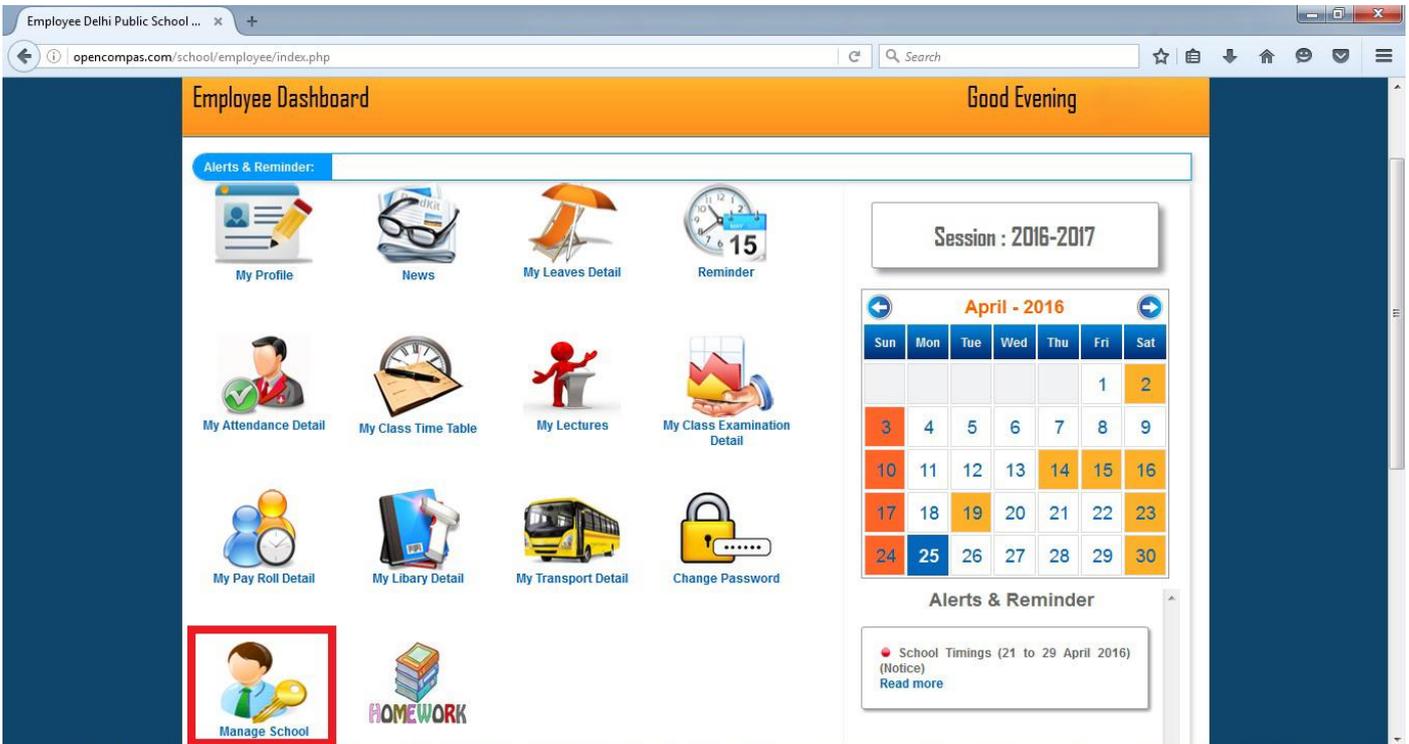
2. In the page that follows, click Students icon.

3. In the page that follows, click Students List.
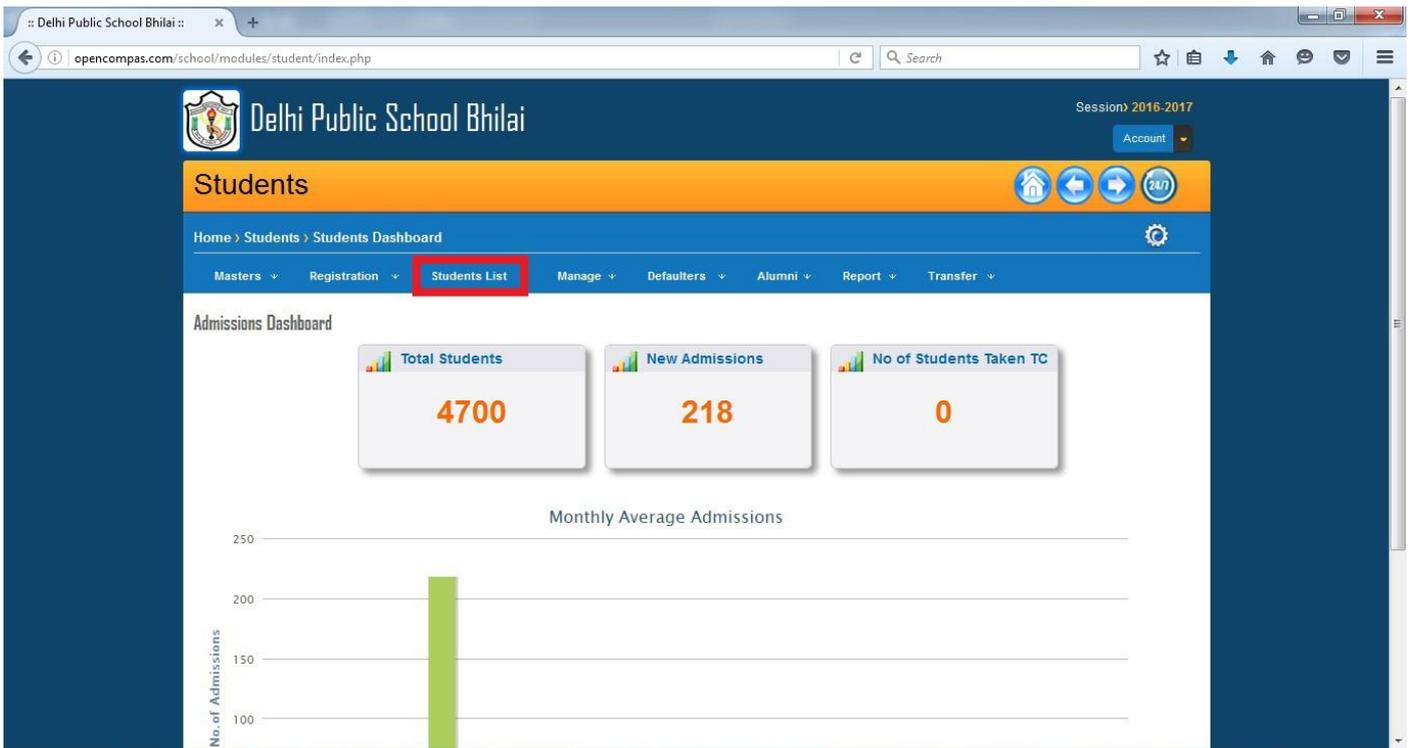
4. In the page that follows, select your Class / Section from the drop down menu.
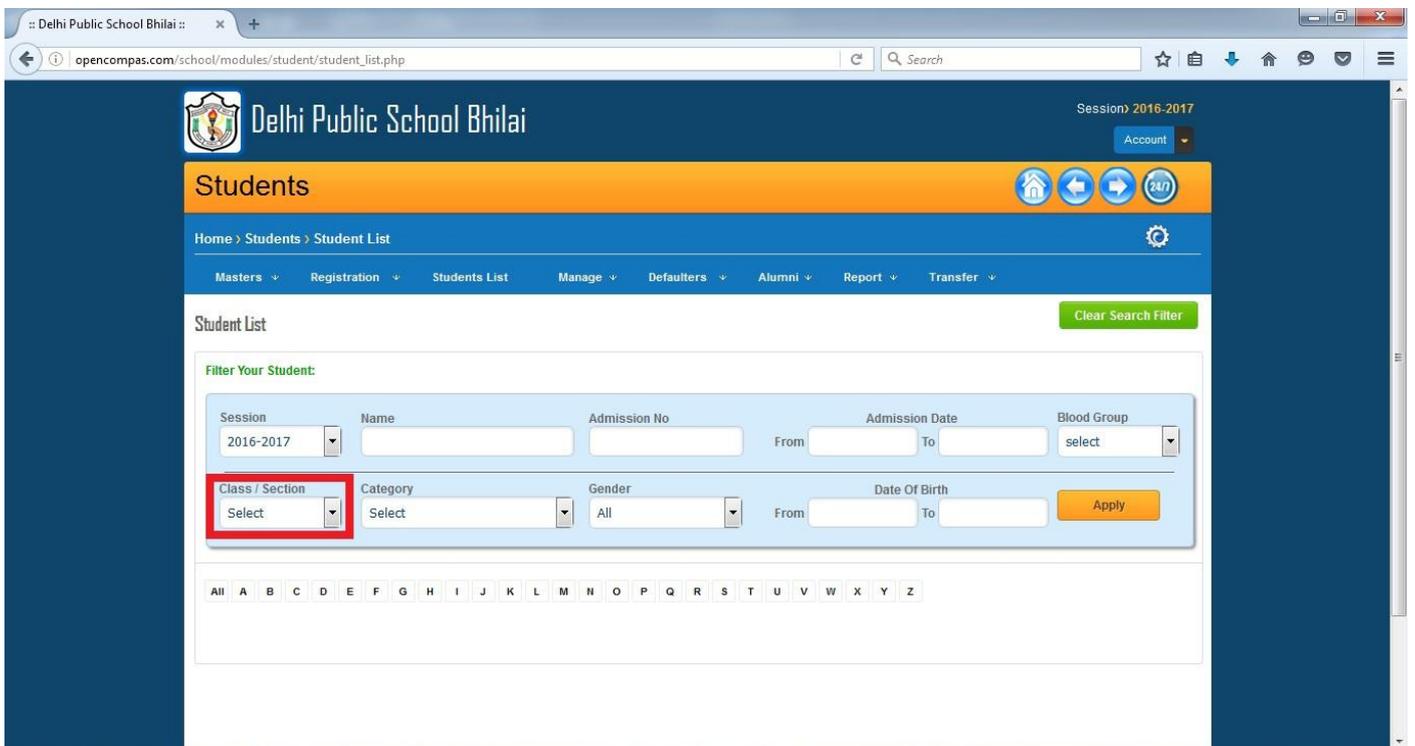
5. The list of the students of your class will appear in the same page below the filters.

6. Click on any student's name (displayed in orange colour).

7. The profile page of that student will be displayed. Click on Edit button on the top right hand side corner of the page.

8. You will enter the Profile Maintenance page of that student.

9. Now you can edit the profile of the student based on the mandates in the circular sent to your email address.

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CIRCULAR

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In order to make the office automation error-free, you are hereby advised to take care of the following while making entries:

(a) The Student Profile Maintenance Page is divided into four sections: Student Details, Parent Details, Previous Details and Document Details.
(b) **All the entries must be made in CAPITAL LETTERS only to maintain uniformity.**
(c) Office Automation Login Assistance and Student Profile Maintenance Assistance are uploaded in the school website under Home/Counselling/Downloads.
(d) Fields marked with asterisk (*) are to be **COMPULSORILY** filled.

The following fields are already been **LOCKED** for editing:
Student Details such as:
    Admission No., Student Type, Admission Date, First Name, Middle Name, Last Name of the Student, Date of Birth, Quota and Present Class & Section
Parent Details such as: First Name, Middle Name and Last Name of the Father and Mother

In case if you find any discrepancy on any of the fields which are locked, it must be brought to the notice of to Mr A. H. Zunjani or Mr Soju Samuel through a format made available in the school office.

You must check/update **MANDATORILY** the following fields of the students and parents such as:
1.   Category
2.   Salutation (Mr./Miss.)
3.   Gender*
4.   Birth Place
5.   Nationality
6.   Religion
7.   Caste
8.   Mother Tongue
9.   Physically Disabled
10.   Minority
11.   Blood Group
12.   Aadhaar Card No
13.   Admitted Class [Class*, Section, Group (For Class XI only)]
14.   House
15.   Address
16.   Country
17.   State
18.   City
19.   Pin Code
20.   Home Phone
21.   Email ID*
22.   Mobile No (For SMS)* COMPULSORY
23.   Bank Detail (Bank Name, Account Detail, IFSC Code)

Parent Details:
1.   Mother's Occupation Type
2.   Mother's Qualification
3.   Mother's Occupation

4.   Mother's Designation
5.   Mother's Annual Income
6.   Mother's Office Address
7.   Mother's Phone Number
8.   Mother's Mobile Number
9.   Mother's Email ID
10.   Father's Occupation Type
11.   Father's Qualification
12.   Father's Occupation
13.   Father's Designation
14.   Father's Annual Income
15.   Father's Office Address
16.   Father's Phone Number
17.   Father's Mobile Number
18.   Father's Email ID
19.   Residential Address
20.   Phone Number
21.   Permanent Address
22.   Phone Number
23.   Local Guardian Name
24.   Local Guardian Address
25.   Local Guardian Phone Number
26.   Local Guardian Mobile Number

Other details such as: Personal Identification Marks, Emergency Contact Person, Emergency Contact Number and sibling details

You may omit the following fields:
Student Details such as:
    Registration No., Form No., Registration Date, Machine ID, Language/s Known, Elective Subject, Assign Bus To Student (Shift, Vehicle No/Route Name, Stop Name), Concession Detail (Concession)

Previous Details such as:
    Passport & Iqama Details (IQAMA Number, IQAMA Expiry Date, Student Passport Number, Expiry Date, Father's Passport Number, Expiry Date, Mother's Passport Number, Expiry Date)