

# Karnataka Public School Master Plan Creation User Manual

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# Karnataka Public School Master Plan Creation User Manual

## A) Overview:

This master plan will help in comprehensive development of the school, including but not limited to financial, academic, and administrative planning, increase in enrolment at all levels, better teaching-learning experience, facilities, and improved results. The best practices shared here will be useful for existing and upcoming schools across the state.

Further, once the master plan and needs are made public, external agencies such as corporates, NGOs, alumni association, etc., can support school in these activities.

## B) Pre-requisites:

It is advisable to have the following key information ready before you start creating the master plan to save time.

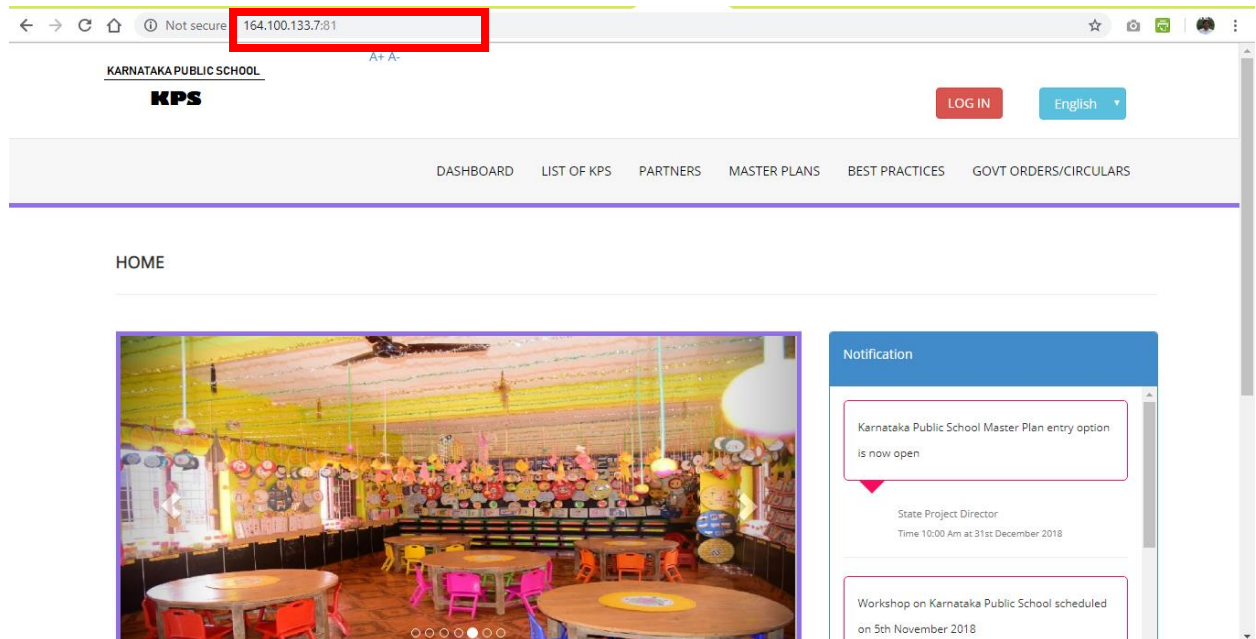
1. History of the school
2. Year of the establishment, Year of upgradation, and total enrolment of Anganawadi, Elementary, Secondary, and Higher Secondary.
3. Total number of working days of Elementary, Secondary, and Higher Secondary schools in the previous year.
4. Last three years' enrolment in other anganawadis and pre-primary schools in and around your school.
5. Average enrolment in each class, including anganawadi.
6. No. of CWSN students and the type of disability in each class, including anganawadi.
7. No. of SC, ST, OBC and Other category students in each class, including anganawadi.
8. Last month's average attendance of SC, ST, OBC and Other category students in each class, including anganawadi.
9. No. of current year dropouts of SC, ST, OBC and Other category students in each class.
10. Total land, constructed area, playground area, kitchen garden, anganawadi play area, and land available for expansion in the school for each level (Elementary, Secondary, and Higher Secondary).
11. Total length of boundary wall, pucca wall, wired fencing wall, other boundary wall, wall in good condition, required length of wall.
12. Sports equipment list.
13. Grant received from government to maintain science lab.
14. Computer: Student ratio in the computer lab
15. Periods allotted for library
16. NSQF enrolment details
17. Previous year's NSQF class details.
18. Previous year's NSQF Class X and Class XII results
19. Vocational/ Skill Training Provider's certification/ accreditation number and certifying agency

20. Number of students eligible for scholarship, number of students who applied for scholarship, and number of students to whom the scholarship was sanctioned.
21. Date, duration, teacher and student participation, objective and outcome of interventions held in the school.
22. Details of book fairs held in the school and their impact
23. Details of book fairs held in the school and their impact
24. Number of NCC and NSS students, along with achievements.
25. Frequency and outcome of staff meetings
26. Details of the work done with NGOs to develop school, including the amount received
27. Details of training programmes attended by in-service teachers and principal in the last three years
28. Improvement in teaching-learning process due to CCE implementation (if applicable)
29. Photos (to be uploaded)
30. Budget required for each area of development

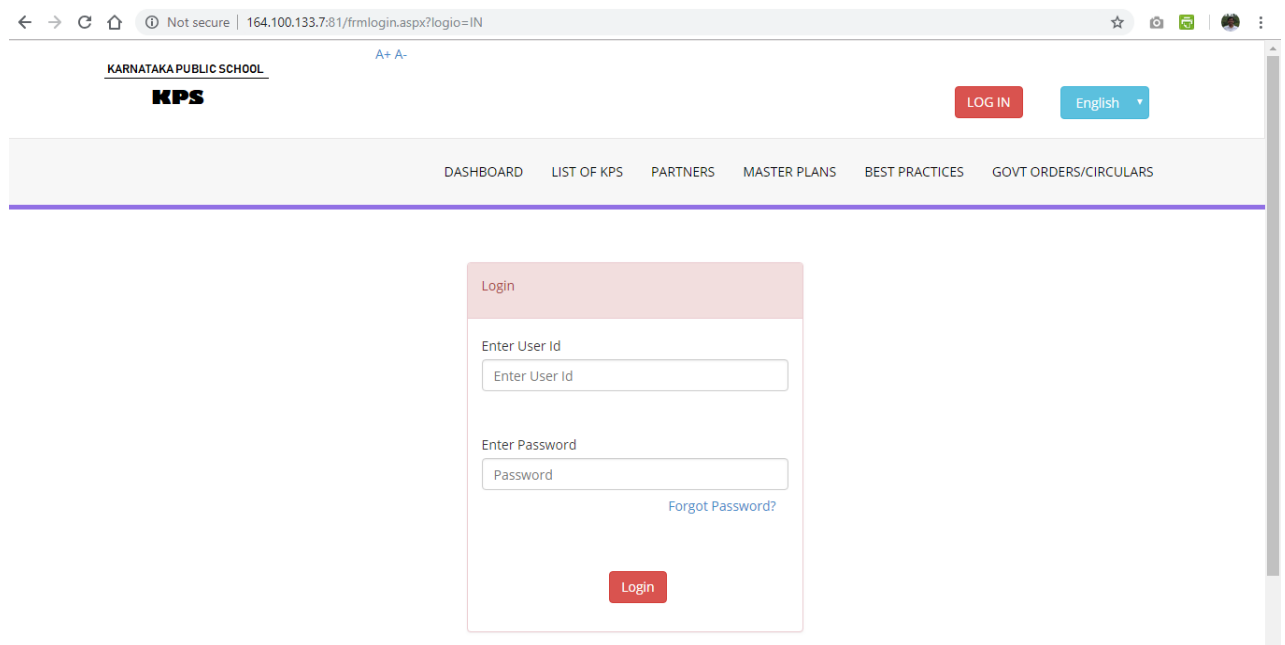
## C) Creating the master plan:

Before you begin, ensure that you have access to your mobile and email. You will receive a code to change your passwords

1. Launch your browser.
2. Enter the website [www.schooleducation.kar.nic.in](http://www.schooleducation.kar.nic.in) and click on Karnataka public school link (Given towards right side of the screen) OR <http://164.100.133.7:81/>, in the address field. The Karnataka Public School portal is launched.



3. Click **LOG IN**. The log in page opens.



4. To Login **Enter User ID:** As **Dise Code** of the respective High School which is available in the List of KPS.

**Enter Password: Ssk@123** (This Default password will be common to all KPS )

After entering the USER ID and Default Password, click the button **Login, Account Setting** screen will appear:

ACCOUNT SETTINGS

Please provide the following information

New Password	<input type="password"/>
Re-type Password	<input type="password"/>
eMail-ID	<input type="text"/>
Mobile No.	<input type="text"/>

Caution: Don't share your Password with anyone.

Submit

Activate Windows  
Go to PC settings to activate Windows.

5. Once you log in, you will receive a confirmation code on Email and mobile. A window indicating that you will receive two different codes on Email and SMS is displayed.

KARNATAKA PUBLIC SCHOOL  
**KPS**

164.100.133.7:81 says  
Confirmation code is sent to your registered email id -  
principalgcmasthi@gmail.com and to your mobile number ending with  
152 separately. Both are different.

OK

KPS Masthi LOG OUT English

BEST PRACTICES GOVT ORDERS/CIRCULARS

ACCOUNT SETTINGS

Please provide the following information

New Password	<input type="password"/>
Re-type Password	<input type="password"/>
eMail-ID	principalgcmasthi@gmail.com
Mobile No.	152...

Waiting for 164.100.133.7...

6. Click OK.

The screenshot shows a web browser window with the URL `164.100.133.7:81/finmyacctset.aspx`. The page displays the KPS Masthi logo and a navigation bar with links for **BEST PRACTICES** and **GOVT ORDERS/CIRCULARS**. A sidebar on the left contains **ACCOUNT SETTINGS**. A confirmation dialog box is overlaid on the page, titled **Confirmation**. The dialog box contains the following text:

164.100.133.7:81 says  
Confirmation code is sent to your registered email id -  
principalgimasthi@gmail.com and to your mobile number ending with 152 separately. Both are different

Confirm your email id and Mobile number

Enter Confirmation code sent to your email id

Enter Confirmation code sent to your Mobile

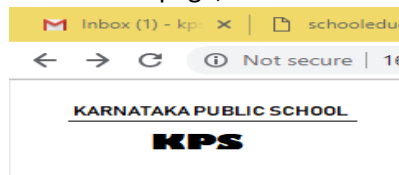
If you have not received the confirmation code then click on Close and recheck your email id and mobile number for correctness.

The dialog box has **Submit** and **Close** buttons. The background page also has a **LOG OUT** button and a language selector set to **English**.

7. In the Confirmation window, enter the code sent to email ID and mobile and click **Submit**. The Account Settings page opens.

*Note: Due to network issues, SMS might take some time. Please wait till you receive it.*

8. In the ACCOUNT SETTINGS page, change the default password by entering a new password of your choice.
9. In the **New Password** field, enter the password you want to use.
10. In the **Re-type Password** field, enter the same password again to confirm the password.
11. Do not change the eMail ID and Mobile No. values.
12. Click **Submit**.
13. At any instance, In order to access to **HOME** page, click on the below KPS image.



← → × ⌂ Not secure | 164.100.133.7:81/firmmyacctset.aspx

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### ACCOUNT SETTINGS

Please provide the following information

New Password	<input type="password"/>
Re-type Password	<input type="password"/>
eMail-ID	<input type="text" value="██████████@mail.com"/>
Mobile No.	<input type="text" value="██████████"/>

Caution: Don't share your Password with anyone.

Submit

Waiting for 164.100.133.7...

14. A message confirming password change is displayed. Click **OK**.

← → × ⌂ Not secure | 164.100.133.7:81/firmmyacctset.aspx

KARNATAKA PUBLIC SCHOOL  
**KPS**

164.100.133.7:81 says  
Password is changed. An email is sent to your email id mentioned and SMS is sent to mobile number ending with 152

OK

KPS Masthi LOG OUT English

BEST PRACTICES GOVT ORDERS/CIRCULARS

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### ACCOUNT SETTINGS

Please provide the following information

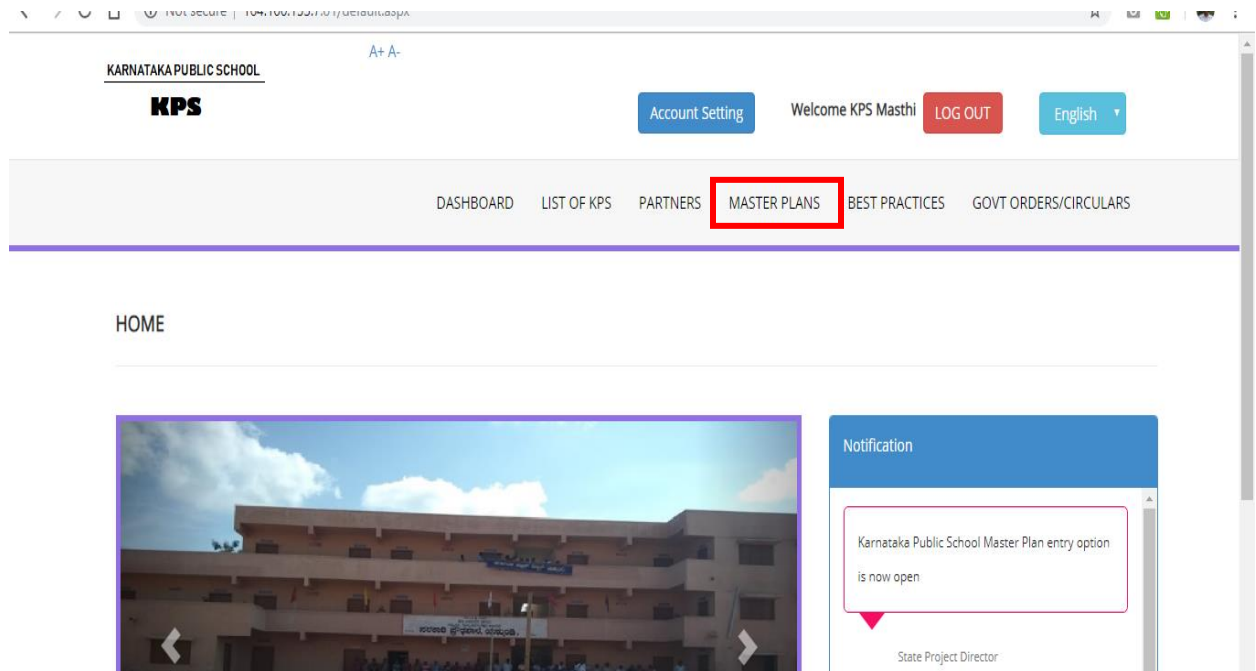
New Password	<input type="password"/>
Re-type Password	<input type="password"/>
eMail-ID	<input type="text" value="██████████@gmail.com"/>
Mobile No.	<input type="text" value="██████████52"/>

Waiting for 164.100.133.7...

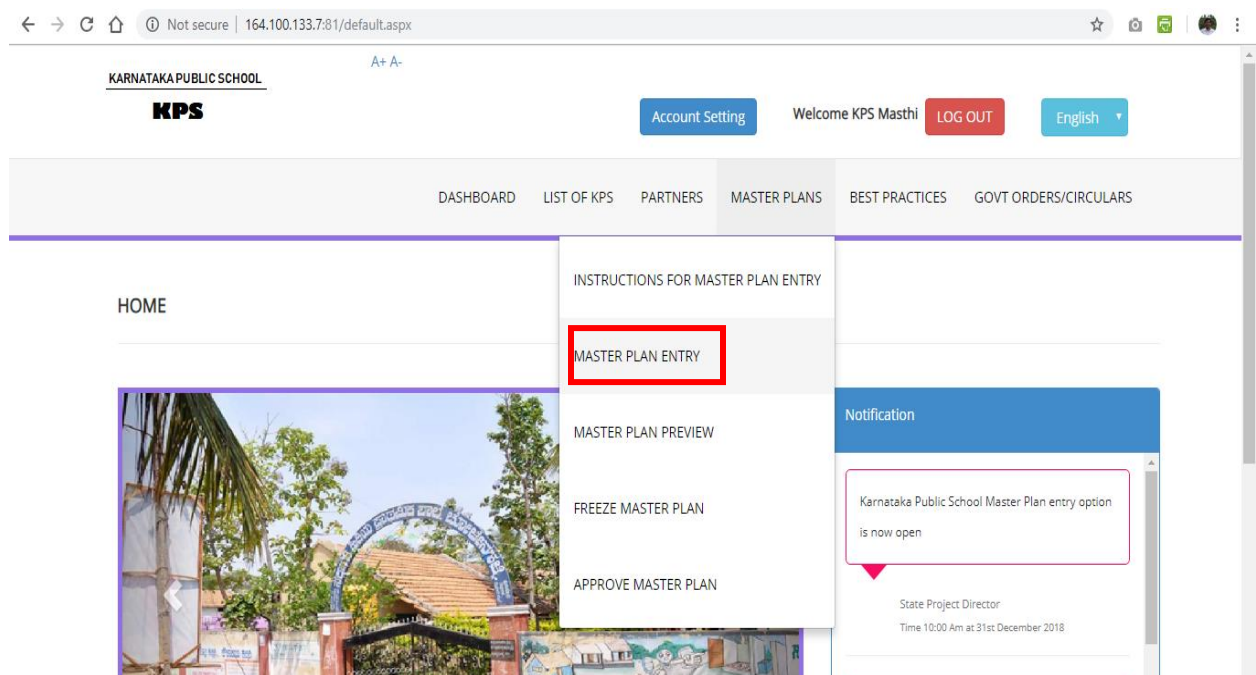
You are now logged in to the KPS website.



15. Click **MASTER PLANS**. List of options appears.



16. Click **MASTER PLAN ENTRY** to start creating the master plan.



17. Master Plan is divided into 10 sections. Click the **vertical scroll bar** on the right to scroll down and view all sections.

- Each section is having subsection links. Clicking on the links will open the concerned form which is to be filled accordingly and to be saved, and Edit option is available for any changes to be done. (Almost all the columns are self explanatory. Definitions of most of the columns are of UDISE)

The screenshot shows the 'KPS Masthi (29190923209) Master Plan Details' page. The page has a header with the KPS logo, 'Account Setting', 'KPS Masthi', 'LOG OUT', and 'English' buttons. Below the header is a navigation bar with links: 'DASHBOARD', 'LIST OF KPS', 'PARTNERS', 'MASTER PLANS', 'BEST PRACTICES', and 'GOVT ORDERS/CIRCULARS'. The main content area is titled 'MASTER PLAN' and contains a list of five sections: 'I. Information about the school', 'II. Student related data', 'III. Infrastructural facilities', 'IV. School Environment', and 'V. Learning Resources'. A red box highlights the vertical scroll bar on the right side of the page.

18. Click each section to open it and complete the information.

This screenshot is identical to the one above, showing the 'KPS Masthi (29190923209) Master Plan Details' page. However, a red box highlights the list of sections: 'I. Information about the school', 'II. Student related data', 'III. Infrastructural facilities', 'IV. School Environment', and 'V. Learning Resources'.

19. Some sections have sub-sections. For example, under the **Student related data** section, you will see the **Pre-Primary Education** sub-section.

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MASTER PLAN

KPS Masthi (29190923209) Master Plan Details

I. Information about the school

II. Student related data

II.1 Pre-Primary Education

II.1.a Details of Pre-Primary/Anganawadi's in and around the school

Name of AnganaWadi/Pre-Primary	No. of children between 3 Years 6 months and 5 Years 6 months age group			Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?
	2016-17	2017-18	2018-19			
Anganwadi Name	Y1 Enrolment	Y2 Enrolment	Y3 Enrolment	Distance	Yes	Yes

Save

II.1.b Pre-Primary Education : Enrolment and Percentage

20. Click **Save** every time you enter data in each section/ sub section.

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MASTER PLAN

164.100.133.7:81 says  
Details of Pre-Primary/Anganawadis in and around the school Data Saved  
OK

KPS, D.Belavangala (29210219006)

I. Information about the school

II. Student related data

II.1 Pre-Primary Education

II.1.a Details of Pre-Primary/Anganawadi's in and around the school

Sl. No.	Name of AnganaWadi/Pre-Primary	Year 1 Enrolment	Year 2 Enrolment	Year 3 Enrolment	Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?	Option
1	Anganwadi 1	12	5	12	1	Yes	Yes	Delete

Name of AnganaWadi/Pre-Primary	No. of children between 3 Years 6 months and 5 Years 6 months age group			Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?
	2016-17	2017-18	2018-19			

21. In order to Add details of Another Anganwadi or Pre-primary school information, Click on save/Add Anganwadi/Pre-primary school option button and click save. (This option applies to all the subsections)

← → ↻ Not secure | 164.100.133.7:81/schooldetails/frmschdetails.aspx

I. Information about the school

II. Student related data

II.1 Pre-Primary Education

II.1.a Details of Pre-Primary/Anganawadi's in and around the school

Sl. No.	Name of AnganaWadi/Pre-Primary	Year 1 Enrolment	Year 2 Enrolment	Year 3 Enrolment	Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?	Option
1	Anganwadi 1	12	5	12	1	Yes	Yes	Delete

Name of AnganaWadi/Pre-Primary	No. of children between 3 Years 6 months and 5 Years 6 months age group			Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?
	2016-17	2017-18	2018-19			
Anganwadi N.	Y1 Enrolm	Y2 Enrolm	Y3 Enrolm	Distance	Yes	Yes

Save/Add Anganwadi/Pre-Primary school

II.1.b Pre-Primary Education : Enrolment and Percentage

		No. of children admitted to 1st Standard after completing Pre-Primary Education
#	Year	

22. At any instance, in order to delete the information, click on Delete button given in the option. The below screen appears, click yes option for deletion.

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Sl. No.	Name of AnganaWadi/Pre-Primary	Year 1 Enrolment	Year 2 Enrolment	Year 3 Enrolment	Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?	Option
1	Anganwadi 1	12	5	12	1	Yes	Yes	Delete

Name of AnganaWadi/Pre-Primary	No. of children between 3 Years 6 months and 5 Years 6 months age group			Distance from KPS in KM	Whether It is located in the premises of the School	Whether own building?
	2016-17	2017-18	2018-19			
Anganwadi N.	Y1 Enrolm	Y2 Enrolm	Y3 Enrolm	Distance	Yes	Yes

Save/Add Anganwadi/Pre-Primary school

II.1.b Pre-Primary Education : Enrolment and Percentage

#	Year	Admission to 1st Standard	No. of children admitted to 1st Standard after completing Pre-Primary Education
1	2016		
2	2017		
3	2018		

Data Once deleted cannot be retrieved back.

Are you sure want to Delete the data ?

Yes No

Save

23. After entering the details, if needed, click on **Budget Requirement**. Keep on adding details in 'Add New activity' for multiple activities.

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### Budget Requirement

Head : Pre-Primary Education							
1	Rooms	classrooms	500000	2	1000000	Two classrooms to be constructed	Delete
Sub Total					1000000.00		

### Add New activity

Budget Estimate				
Areas to be improved	Units in	Unit rate	Physical	Finance(Rs)
Transportation	Bus	1000000	1	2000000

Remarks

Purchase of Mini Bus for Transportation, Including Driver and Cleaner allowance and Maintenance charges making to Rs. 2,00,000 laks

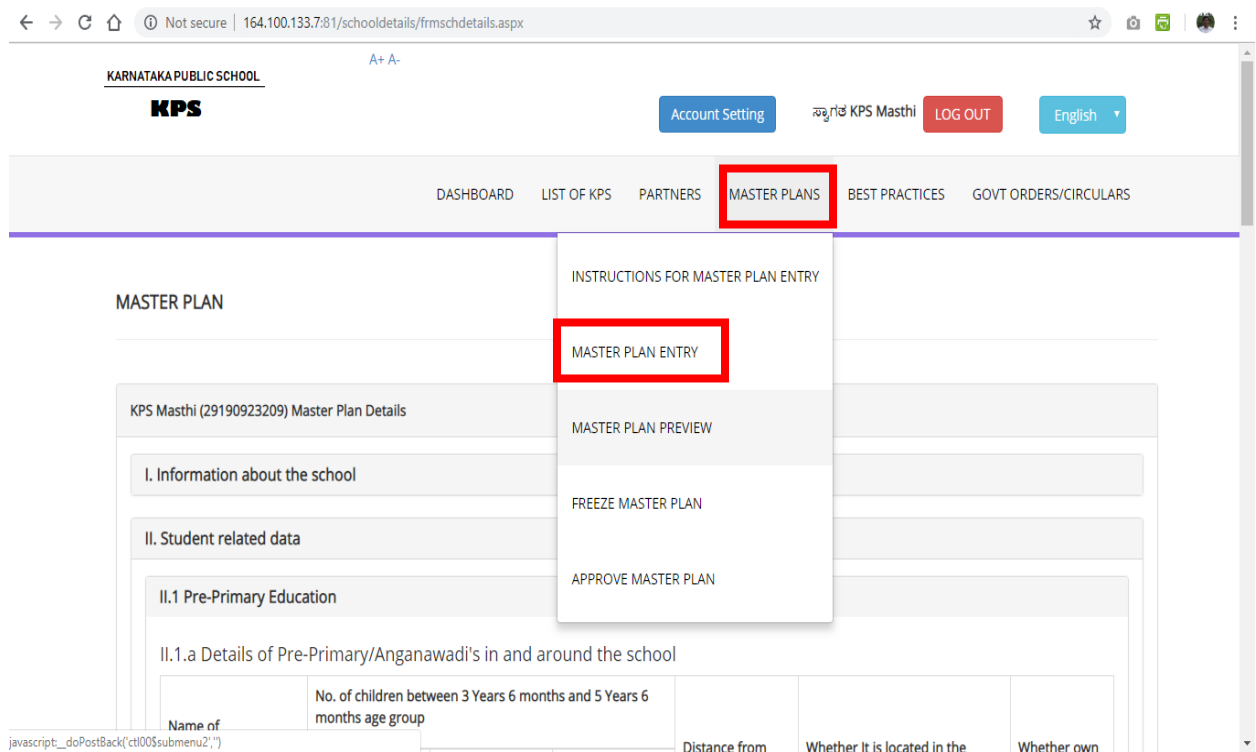
Save

24. Once you are satisfied that the data and enter the Budget estimate in the concerned subsection columns, the Total Budget Estimate will be displayed in the **X th Section of the Budget Estimate**.

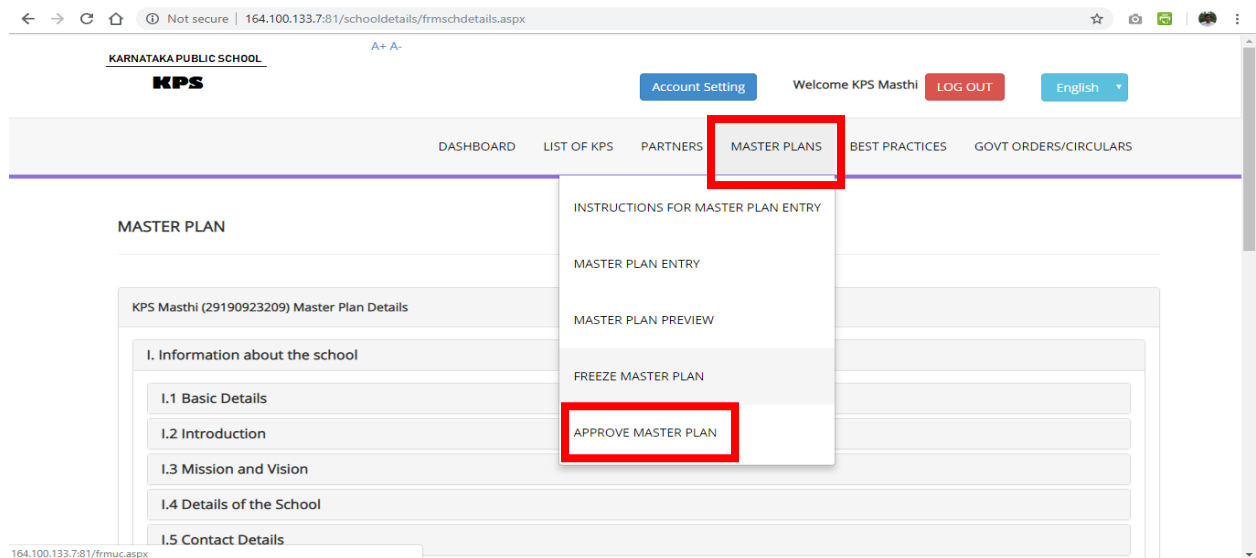
← → ↻ Not secure | 164.100.133.7:81/schooldetails/frmschdetails.aspx ☆ kps

	teachers					
3	Counselling and	3	1000	3	3000	Special guidance for out going students like what next? after their studies
Sub Total					14000.00	
Head : Non-Teaching Staff						
1	computer Faculty	2	15000	2	30000	Computer Faculty is required to maintain computer lab and also to manage administration work so that teaching staff will be to concentrate only on teaching process
2	ATTENDER AND CLERKS FOR PRIMARY	1	100000	1	100000	
Sub Total					130000.00	
Head : CCE						
1	materials for conducting activities	6	10000	6	60000	As the socio economic background is very poor they cannot afford to get their material for learning activities
Sub Total					60000.00	
Grand Total					93672500.00	

25. After you have completed all the sections, click **MASTER PLANS** and click **MASTER PLAN PREVIEW**.



26. Click **MASTER PLANS** and click **FREEZE MASTER PLAN**.



The master plan is now sent to approval by the **SPD**.  
This completes the **master plan creation process**.