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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 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:

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

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

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

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)

18. Click each section to open it and complete the information.
19. Some sections have sub-sections. For example, under the **Student related data** section, you will see the **Pre-Primary Education** sub-section.

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

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

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**.
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**.