

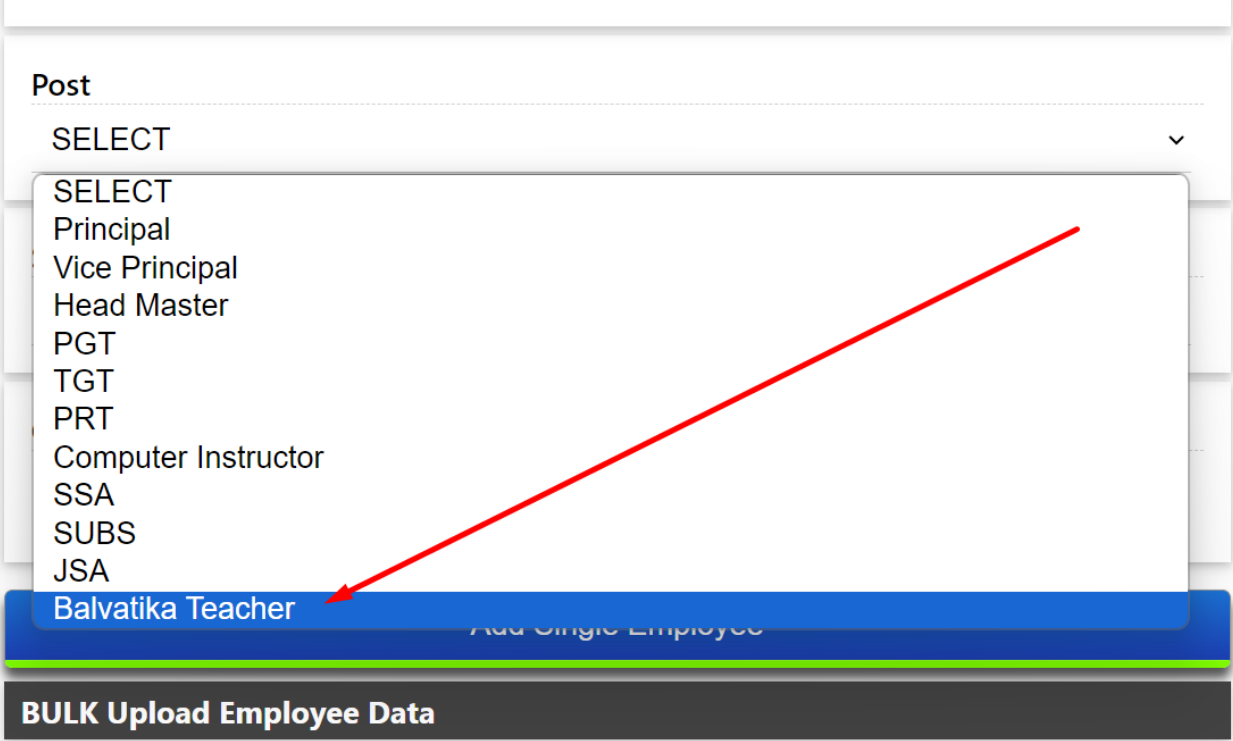
# Employee Management

## Adding Balvatika Teacher

### Adding Balvatika Teacher

Go to Employee Management and Add Employee.

Select "**Balvatika Teacher**" in Post. Subject can be left empty.



The screenshot shows the 'Add Single Employee' form. The 'Post' dropdown menu is open, displaying a list of roles: SELECT, Principal, Vice Principal, Head Master, PGT, TGT, PRT, Computer Instructor, SSA, SUBS, JSA, and Balvatika Teacher. A red arrow points to 'Balvatika Teacher'. Below the dropdown is a 'BULK Upload Employee Data' button. A red banner at the bottom states: 'IMPORTANT: Contractual Employees should be added using the above form and should'.

Balvatika Teachers are listed at the end of the page in "Manage Employees" Page.

Step-IN		PRAVEEN JAISWAL	Subjects	Co Scholastics	M	SSA
			Class Teacher / Checker / Medical Staff			
Step-IN		RAJEEV KUMAR JAIN	Subjects	Co Scholastics	M	JSA
			Class Teacher / Checker / Medical Staff			
Step-IN		KEERTI SINGH	Assign/Manage Balvatika Class		F	Balvatika Teacher
Step-IN		URVASHI SINGH	Assign/Manage Balvatika Class		F	Balvatika Teacher
Step-IN		RAJESH KUMAR	Assign/Manage Balvatika Class		F	Balvatika Teacher

### Assigning Balvatika Class to Balvatika Teacher

Click on the "Assign / Manage Balvatika Class" button

# Employee Management



**Balvatika Teacher**



MANSI SONI [ Balvatika Teacher ]

Current Classes

Class Teacher B3 A **Un-Assign**

Assign Class

Class **B1**  Section **A** 

 Class Teacher  Checker

**Assign Balvatika Class**

Select applicable information and Assign the class.

Next [Selecting Competencies](#)

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