

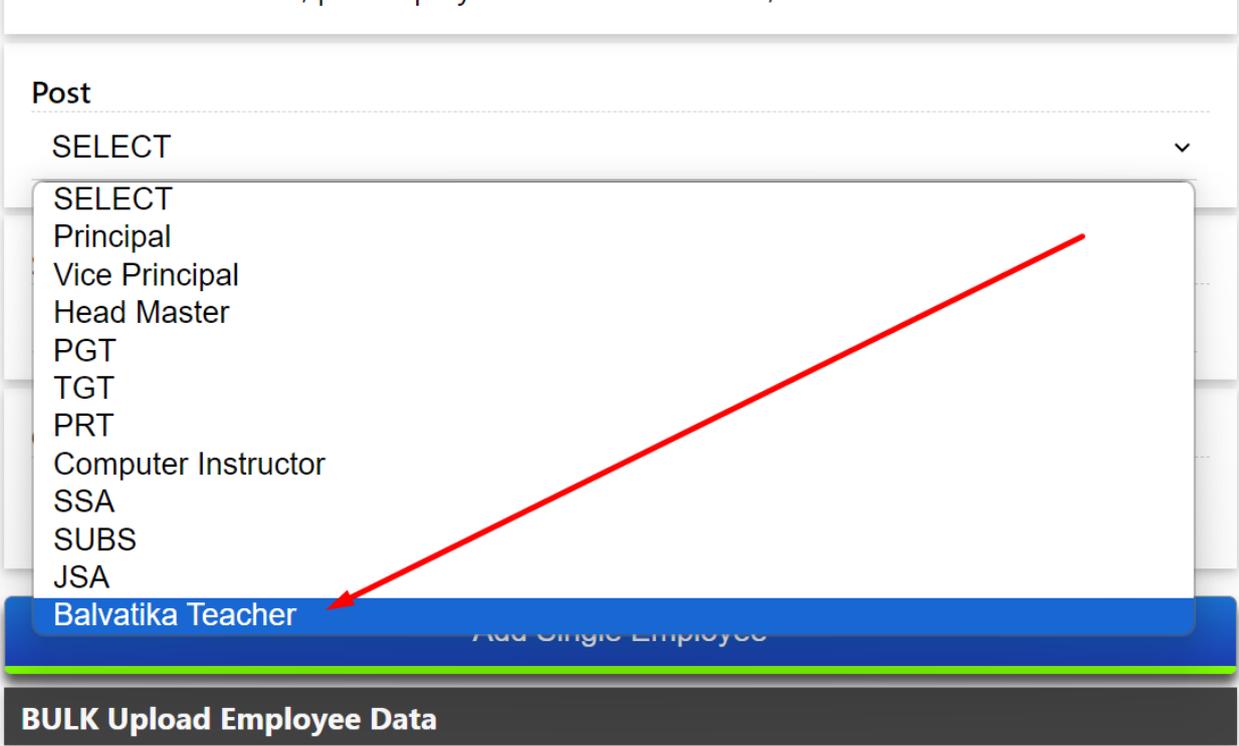
Employee Management

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 a form titled "Add Single Employee". The "Post" dropdown menu is open, displaying a list of job titles: SELECT, Principal, Vice Principal, Head Master, PGT, TGT, PRT, Computer Instructor, SSA, SUBS, JSA, and Balvatika Teacher. A red arrow points to the "Balvatika Teacher" option. Below the dropdown is a "BULK Upload Employee Data" button. A red banner at the bottom of the form contains the text: "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
Step-IN		RAJEEV KUMAR JAIN	Subjects Co Scholastics	M	JSA
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

Page 1 / 2

(c) 2026 Medialab® <sg@medialab.in> | 15 Mar 2026, 06:15

URL: <https://kb.medialab.in/index.php?action=artikel&cat=10&id=99&artlang=en>

Employee Management

Balvatika Teacher

MANSI SONI [Balvatika Teacher]

Current Classes

Class Teacher B3 A

Assign Class

Class B1 Section A

Class Teacher Checker

Select applicable information and Assign the class.

Next [Selecting Competencies](#)

Unique solution ID: #1102

Author: Medialab®

Last update: 2024-03-02 04:14