

Steps to Enable the Grace Mark Entry Module

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Requirement: InitiatorUser employee who enter the details (confirm level)

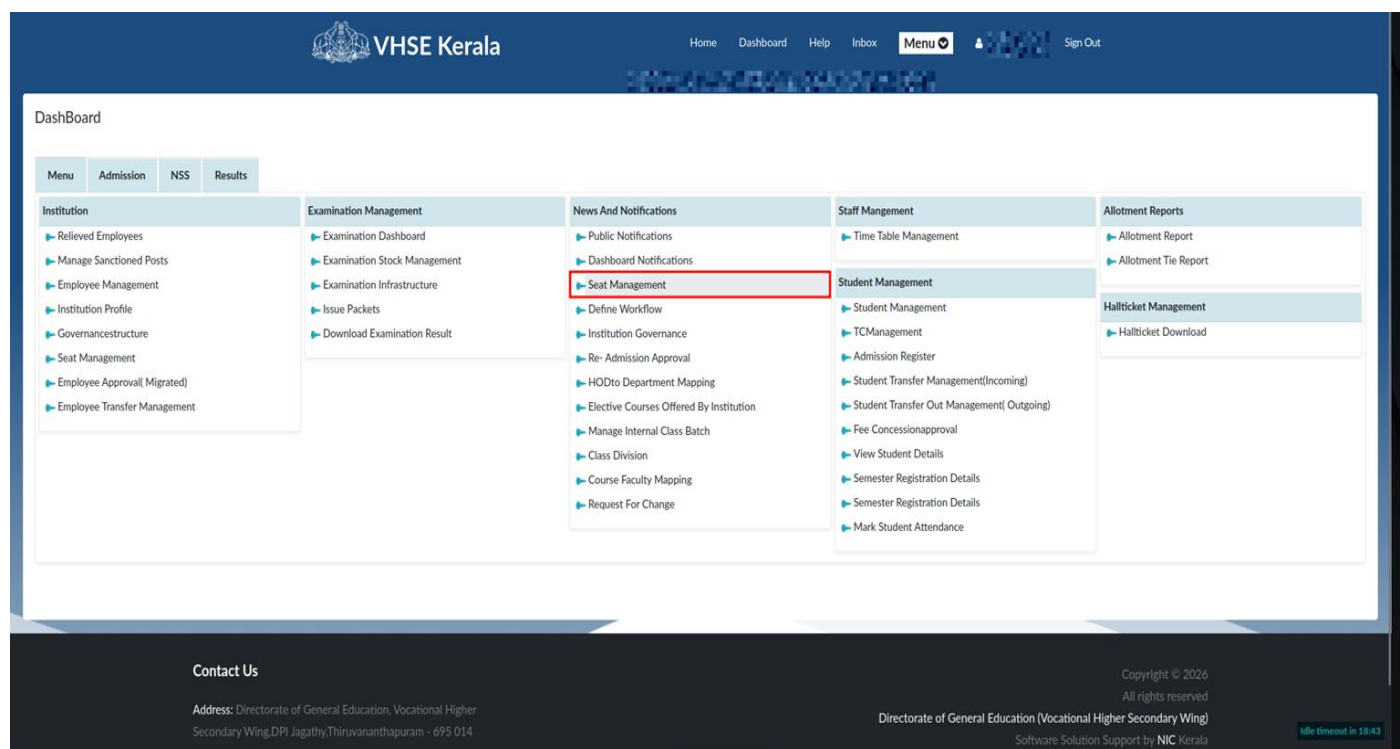
VerifierUser employee who verify the data (verification level usually principal)

1. Login as Institution-Level Approver (Principal)

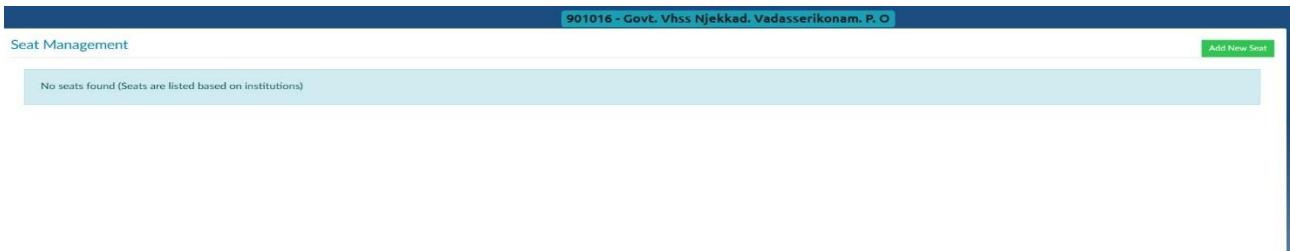
Log in to the system using the Institution-Level Approver credentials.

2. Create Seats for Grace Initiator and Grace Verifier

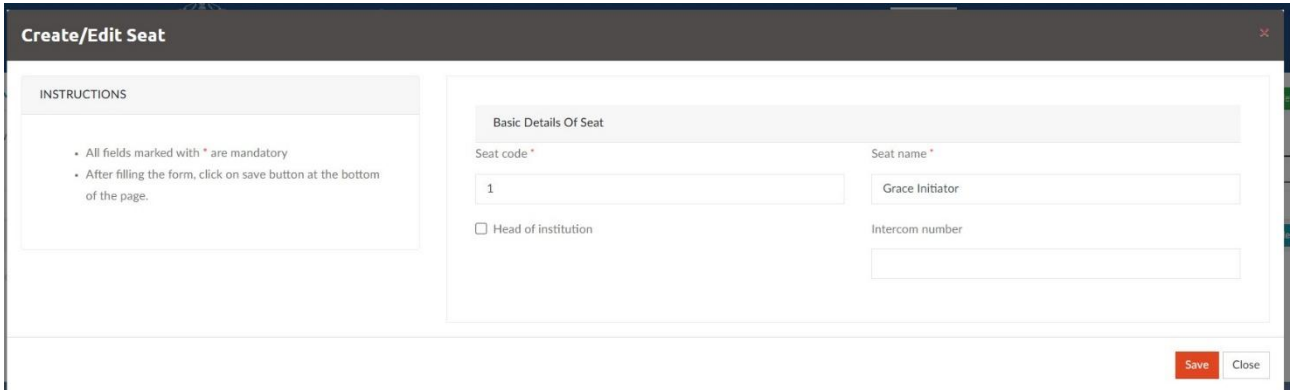
Navigate to News and Notifications → Seat Management.



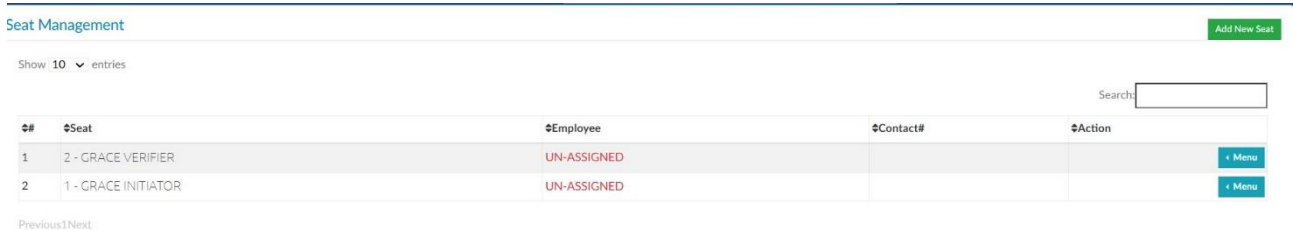
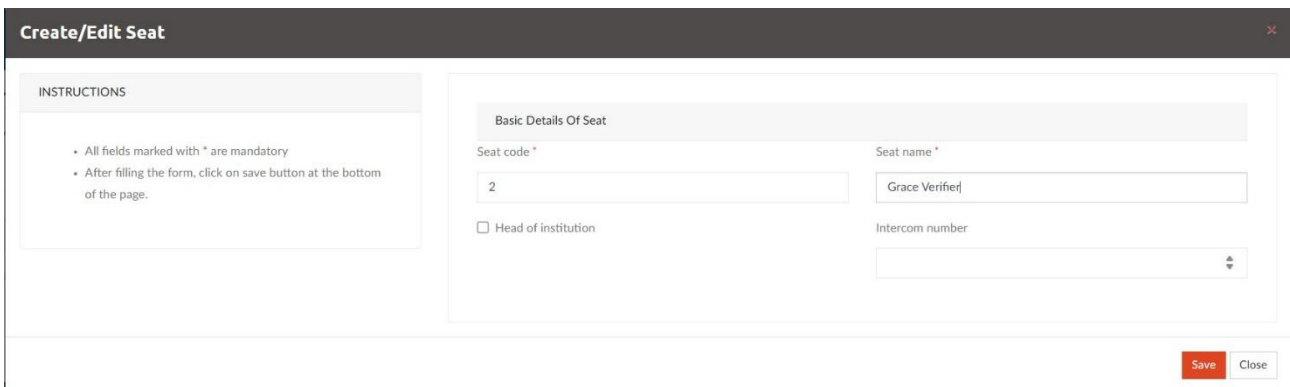
The screenshot displays the VHSE Kerala dashboard interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Help', 'Inbox', 'Menu', and 'Sign Out' options. The main content area is titled 'DashBoard' and features a grid of menu categories: 'Institution', 'Examination Management', 'News And Notifications', 'Staff Management', and 'Allotment Reports'. The 'News And Notifications' category is expanded, showing a list of sub-items. The 'Seat Management' item is highlighted with a red rectangular box. Other sub-items include 'Public Notifications', 'Dashboard Notifications', 'Define Workflow', 'Institution Governance', 'Re- Admission Approval', 'HODto Department Mapping', 'Elective Courses Offered By Institution', 'Manage Internal Class Batch', 'Class Division', 'Course Faculty Mapping', and 'Request For Change'. The footer contains contact information for the Directorate of General Education (Vocational Higher Secondary Wing) and copyright details for 2026.



Step 1: 'Add new seat', Seat code = 1, Seat Name = Grace Initiator and save details



Step 2: Add new seat, Seat code = 2, Seat Name = Grace Verifier and save details



Initiator and Verifier created

Step 3: Assign suitable employees initiator and Verifier (Role to enter and verify data) for activity

Menu >>>>Assign employee

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Seat Management Add New Seat

Show 10 entries

#	Seat	Employee	Contact#	Action
1	2 - GRACE VERIFIER	UN-ASSIGNED		Menu
2	1 - GRACE INITIATOR	UN-ASSIGNED		Menu

Previous | Next

Contact Us

Address: Directorate of General Education, Vocational Higher Secondary Wing, DPI, Jagathy, Thiruvananthapuram - 695 014

Directorate of General Education

Software Solution Support by NIC Kerala

Get employees on the basis of designation

Assign/Un-Assign Employee

Designation

Lab Tech Asst (EGG & AMT) Get Employees

ASWINI A(9847598549)
Lab Tech Asst (EGG & AMT) Assign

No Records Found

Close

Employees assigned as initiator and verifier

Seat Management Add New Seat

Show 10 entries

#	Seat	Employee	Contact#	Action
1	2 - GRACE VERIFIER	DR VIKAS K S		Menu
2	1 - GRACE INITIATOR	ASWINI A		Menu

Previous | Next

Normally verifier is Principal

STEP 4 : Workflow setting

Navigate to News and Notifications → Define Workflow

Command Center Enter Command # X

Menu	Admission	NSS	Results	
Institution <ul style="list-style-type: none">Relieved EmployeesManage Sanctioned PostsEmployee ManagementInstitution ProfileGovernancestructureSeat ManagementEmployee Approval(Migrated)Employee Transfer Management	Examination Management <ul style="list-style-type: none">Examination DashboardExamination Stock ManagementExamination InfrastructureIssue PacketsDownload Examination Result	News And Notifications <ul style="list-style-type: none">Public NotificationsDashboard NotificationsSeat ManagementDefine Workflow Command code is #245InstitutionRe- Admission ApprovalHODto Department MappingElective Courses Offered By InstitutionManage Internal Class BatchClass DivisionCourse Faculty MappingRequest For Change	Staff Mangement <ul style="list-style-type: none">Time Table Management Student Management <ul style="list-style-type: none">Student ManagementTCManagementAdmission RegisterStudent Transfer Management(Incoming)Student Transfer Out Management(Outgoing)Fee ConcessionapprovalView Student DetailsSemester Registration DetailsSemester Registration DetailsMark Student Attendance	Allotment Reports <ul style="list-style-type: none">Allotment ReportAllotment Tie Report Hallticket Management <ul style="list-style-type: none">Hallticket Download

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Define Workflow

No Data Found

Search Download New

Step 5 : Seat 1 (Initiator) should be set as Confirm level

Define Workflow

It Is Mandatory To Define The Entry Point Workflow Action. The Action 'CONFIRM' Is Currently Defined As The Entry Point Action. This Is Where First Level Processing Of Applications Takes Place.

Seat * Activity *

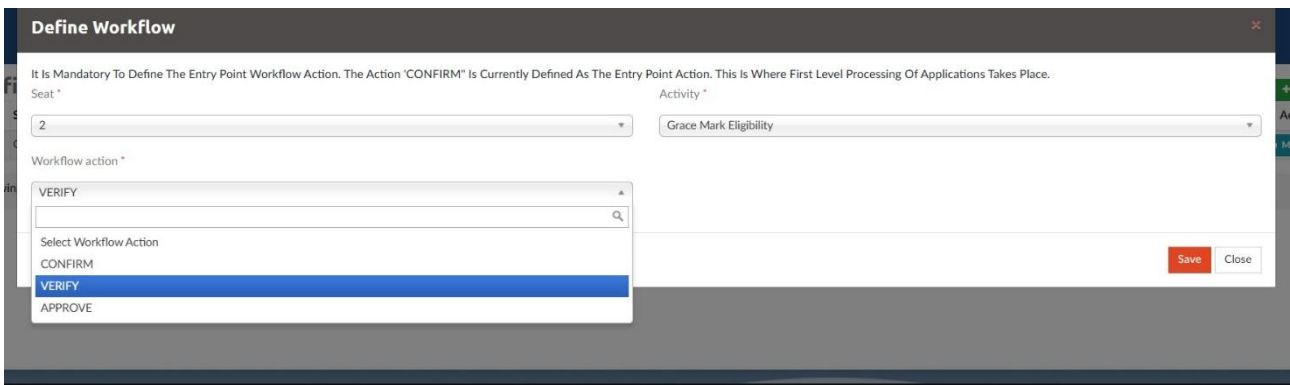
Workflow action *

Select Workflow Action

- Select Workflow Action
- CONFIRM**
- VERIFY
- APPROVE

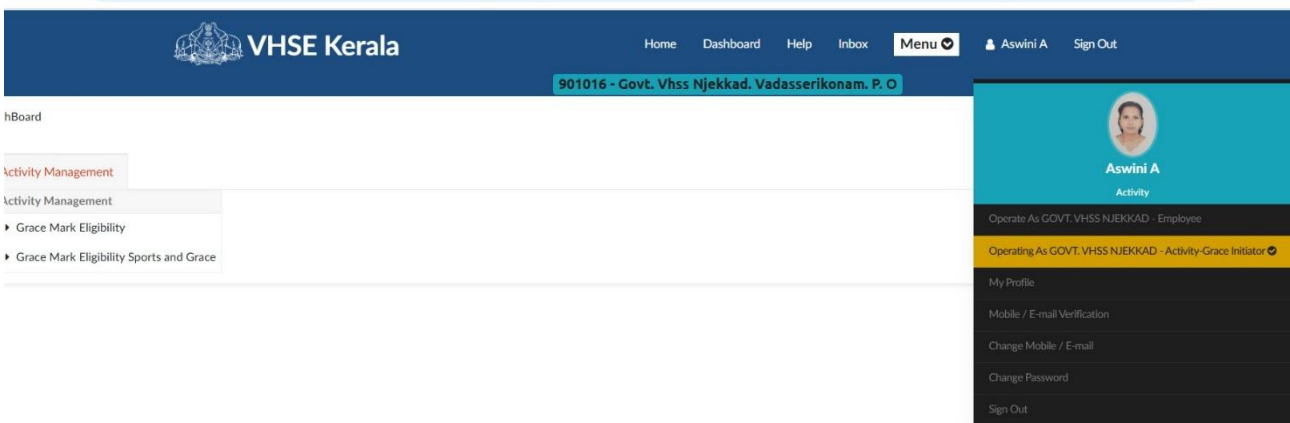
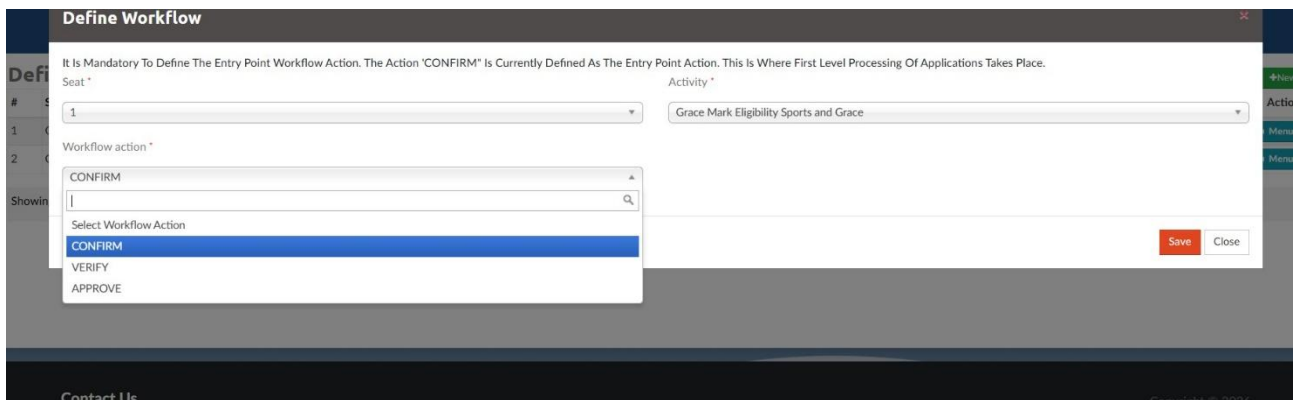
Save Close

Step 6 : Seat 2(Verifier) should be set as the Verify level



Step 7 : The process should be repeated for each category

- a) Grace mark eligibility
- b) Grace mark eligibility NCC
- c) Grace mark eligibility NSS
- d) Grace mark eligibility Sports and games



Total 8 rows will be created (4 confirm + 4 Verify level)

#	Seat	Activity	Level	Workflow Action	Is Entry Level	Action
1	Grace Initiator	Grace Mark Eligibility Sports and Grace	5	CONFIRM	Yes	Menu
2	Grace Initiator	Grace Mark Eligibility	5	CONFIRM	Yes	Menu
3	Grace Initiator	Grace Mark Eligibility NCC	5	CONFIRM	Yes	Menu
4	Grace Initiator	Grace Mark Eligibility NSS	5	CONFIRM	Yes	Menu
5	Grace Verifier	Grace Mark Eligibility	20	VERIFY	-	Menu
6	Grace Verifier	Grace Mark Eligibility NSS	20	VERIFY	-	Menu
7	Grace Verifier	Grace Mark Eligibility Sports and Grace	20	VERIFY	-	Menu
8	Grace Verifier	Grace Mark Eligibility NCC	20	VERIFY	-	Menu

Showing page 1/1 of 8 results

GRACE MARK ENTRY

After completing the Seat management and Work flow,

Initiator employee should be login and select the role as Activity 1 Grace (role below employee)

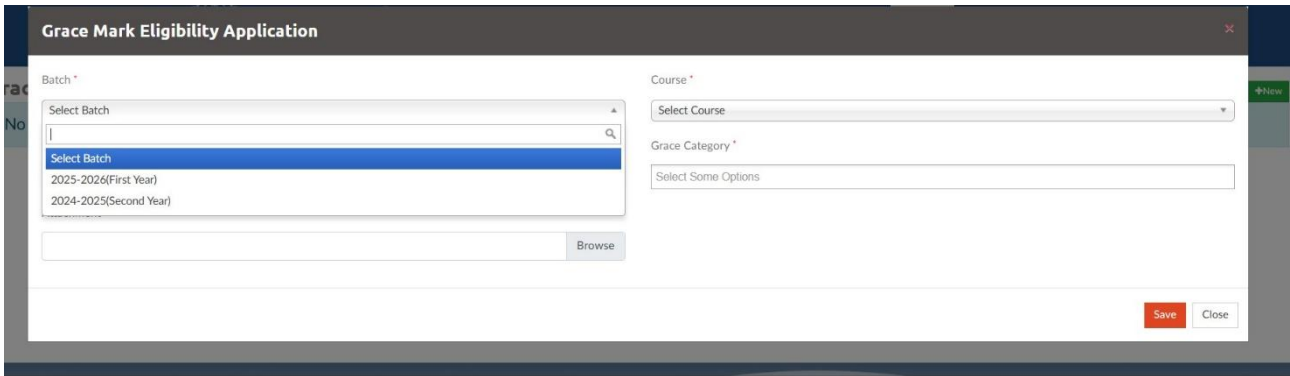
The screenshot shows the VHSE Kerala dashboard. The user is logged in as Aswini A, Employee, GOVT. VHSS NJEKKAD. The dashboard displays various service tiles such as My Profile, Mark attendance, Continuous Evaluation, Rejected CE Marks, Question Paper and Answer Key static, Question Paper & Answer Key, Duty Certificates, and Remuneration Claims. A user profile dropdown menu is open, showing options to operate as an employee or as Activity 1.

The screenshot shows the 'Activity Management' section. It lists the following activities:

- Grace Mark Eligibility
- Grace Mark Eligibility NCC
- Grace Mark Eligibility NSS
- Grace Mark Eligibility Sports and Grace

Select the suitable activity menu

Activity >>>select batch >>course>>name >>Grace category

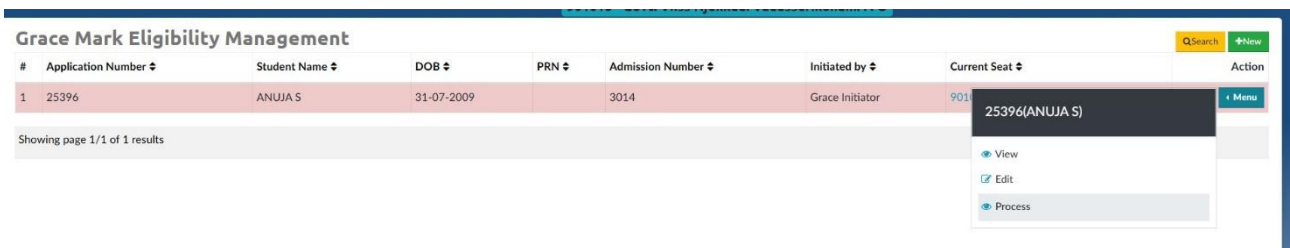


Document upload

Browse >> select Pdf format certificate copy and upload (max 100kb)

No document needed to upload for NSS

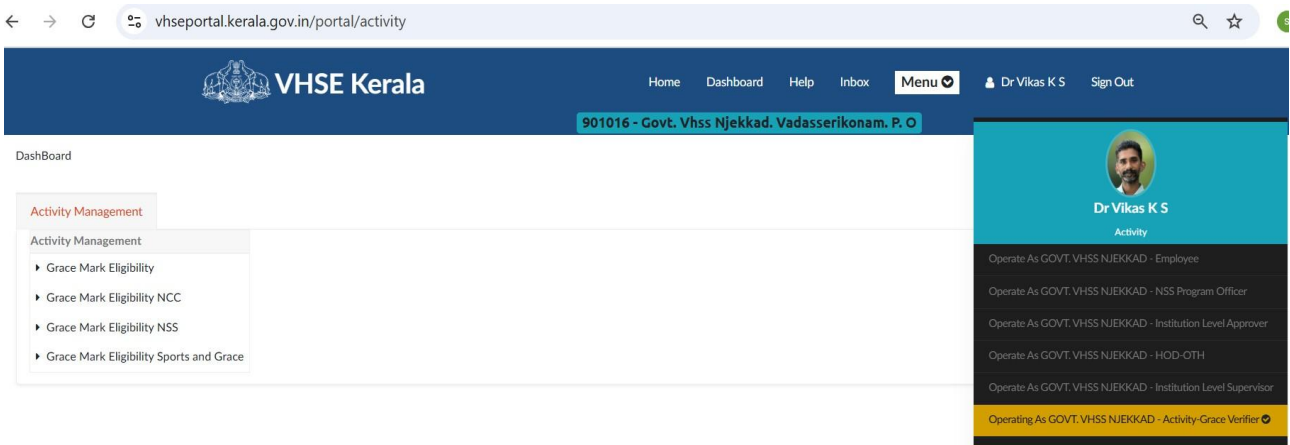
Select student >>menu >>process



#	Application Number	Student Name	DOB	PRN	Admission Number	Initiated by	Current Seat	Action
1	25396	ANUJA S	31-07-2009		3014	Grace Initiator	901	<ul style="list-style-type: none">ViewEditProcess

Verification

On completion of the data entry, the details will be available to Verification user (Principal)



vhseportal.kerala.gov.in/portal/activity

VHSE Kerala

Home Dashboard Help Inbox Menu Dr Vikas K S Sign Out

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Dashboard

Activity Management

- Activity Management
 - Grace Mark Eligibility
 - Grace Mark Eligibility NCC
 - Grace Mark Eligibility NSS
 - Grace Mark Eligibility Sports and Grace

Dr Vikas K S

Activity

- Operate As GOVT. VHSS NJEKKAD - Employee
- Operate As GOVT. VHSS NJEKKAD - NSS Program Officer
- Operate As GOVT. VHSS NJEKKAD - Institution Level Approver
- Operate As GOVT. VHSS NJEKKAD - HOD-OTH
- Operate As GOVT. VHSS NJEKKAD - Institution Level Supervisor
- Operating As GOVT. VHSS NJEKKAD - Activity-Grace Verifier

Verifier user login >> select role activity 2 Verifier and process students (verify)

Process Grace Mark Eligibility Application (ANUJA S/25396)

Application Number	25396
Student Name	ANUJA S
Allotted School	901016 - GOVT. VHSS NJEKKAD, VADASSERIKONAM, P. O
Allotted Course	DIA - Dietetic Aide
Candidate Name	ANUJA S
Grace Marks	<ul style="list-style-type: none">• National Service Scheme• Others

Remarks

VERIFY Return Close

Note : Grace mark entry for NSS Volunteers may be done as per the direction from NSS Cell, VHSE

For any queries mail : apsarapillai@gmail.com, vhscap@gmail.com, nssvhsetvm@gmail.com