VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)
AFFILIATED TO BHARATHIAR UNIVERSITY
KOVAIPUDUR, COIMBATORE - 42

AQAR – 2021-2022 **CRITERIA –VI**

Metric-6.2.3 E-Governance Manuals

The following details are provided as sample document 1. About us

1 Examination Software Manual
2.Purchase Software Manual
3. Fees collection Software Manual

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
Autonomous
Re-Accredited with 'A' Grade by NAAC. An ISO 9001:2008 Certified Institution
Kovaipudur, Coimbatore – 42

EXAMINATIONS SOFTWARE MANUAL

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Office of the Controller of Examinations

Examination Automation Software

Office of the controller of Examination of VLB Janakiammal College of Arts And Science is running the following software for complete automation process.

S.No	Batch of Students	Technology	Vendor	Automation
1	Students Admitted from 2018 Batch and also Migrated 2011 – 2017 batch students as integrated.	**Web Based Application:** Apache Web Server on Linux Platform with PHP, MySQL Server, JavaScript, AJAX, jQuery	ESSVEE Systems and Software, Coimbatore	100%

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1. Global Master Information

It stores the basic details about students, staffs, subjects and an institution.

It will carry forward the details to further all process.

The different types of entries are listed below:-

- Programmes & Branches
- Subject Details
- Students Details
- Staffs Details
- Classification of Non-Letter Grades[ECA Classification]
- Classification of Semester Grades
- Classification of Final Grades
- Exam Hall Settings
- Entity Settings
- Global Settings

1.1 Programmes and Branches

Introduction:

- Programmes and Branches is the first master module of this software. All the information about the programmes offered by the autonomous institutions is being kept this module.
- The Name of the programme, degree, branch, short name, academic duration (years and semesters), default valuation schema, default fee structure related to the examination of the each programme is configured in this module.
- There is no limitation on adding number of programmes. The number of courses offered in their college to be specified here. It will take the individual programmes and branches into next function (or) process.

Code:

- Enter the code for particular course in short form.
- Enter the correct code in a code column and it will be maintaining it properly, and once the error is occurred it collapse the all stage of student's data particulars.
- It will turns into disable mode.
- You can enter the code with a maximum of 5 characters length.
- The code may be the part of the students register number.

Ex: BCM (Here B denotes the Bachelor's degree and CM denotes Commerce)

Ex: MMA (Here M denotes the Masters degree and MA denotes Mathematics)

Full Name:

- Enter the particular Department (or) Course Name

  Ex: B.A English

Programme:

- Enter the programme Name

  Ex: B.A

Branch:

- Enter the branch Name

  Ex: B.A English Literature

Academic Details:

No. of Years:

- Enter the total No .of Year / Academic Duration for an Individual Course.

Semester:

- Enter the total No. of Semester Period to be taken for each Course.

Need Part No:

- For UG
- To be considered in their Mark Statement.
- For PG
- It will be not considered in their Mark Statement.

Default Exam-Fee Structure:

Application Fee:

- Enter the amount to be collected for each Major/ Courses as application fees.

Theory Fee:

- Enter the amount to be collected for each Theory Paper.

Practical fee (Regular hours):

- Enter the amount of each practical paper fee to be collected for Regular Hours.

Practical fee (Special hours):

- Enter the amount of each practical paper fee to be collected for Special Hours.

Project/viva voce fee:

- Enter the amount of each practical / viva voce fee to be collected as per their Department.

Internship /in plant /Soft Skill Fee:

- Enter the amount to be collected for an Individual students for their Internship / In plant / Soft Skill Fees.

Additional fee to Arrears per paper:

- Enter the Exam fees will be collected as Additional Fee for Arrear per paper.

Semester Mark Sheet fee:

- Enter the amount to be received from students for their Semester Mark Sheets.

Consolidated mark sheet fee:

- Enter the amount to be received from students for their consolidated mark sheets.

Improvement Fee:

- If the students were interested to write their improvement exam.
- They have to pay the amount for an improvement fees as per the interested subjects

Late Fee:

- Enter the Fee to be collected for Late appearance of the individual students.

College certificate fees:

- Enter the amount to be collected for their college certificates like pass certificate / course completion certificate.

University certificate fees:

- Enter the amount to be collected for their university certificates like provisional and degree certificate.

Miscellaneous Fee:

- Enter the additional fees to be collected.

Specify other fees:

- Enter the extra fee to be collected in specify other fees column / box.

Default Valuation scheme:

- The maximum and minimum mark of individual subject based both internal and external mark to be entered.

Default ETC (Examination Term Captions) for all Reports:

- Default Report Caption for all odd semester (regular), odd semester (supplementary), even semester (regular), even semester (supplementary).
- In such cases the odd semester examination will be postponed to next calendar year box. Please put a tick mark in Check box.

Default ETC (Examination Term Caption) for semester mark / grade sheets:

- The semester held month to be entered in their individual examination terms.

Default ETC (Examination Term Caption) for consolidated mark / grade sheet:

- The calendar month of the semester to be entered as " short form" in their individual examination terms.

1.2 Subject Details

Introduction

- The subject title will be entered along with a part number, serial number and paper number. The subject type will be depend on more number of students will chosen their subjects it will be most common paper and remaining will be the optional paper .
- The part number will be **considered** for all **UG Arts and Science** and **Commerce** students and it will **not be considered** for **UG in Engineering** and **all PG** Students and automatically it will be considered as part 3 (Core paper) and disabled.
- Don't use **single quotes and double quotes** for enter the subjects or any other column, in subject information
- It will carry forward the list of courses that you have mention in programmes and branches.
- Select the present year from the first drop-down box.
- Select the suitable course from the second drop down box.
- Select the current semester from third drop down box.

Semester Number:

- Enter the current semester number.

Part Number:

- Part no-1 represents Language
- Part no-2 represents English
- Part no-3 represents core and allied paper
- Part no-4 represents EVS/CC/LOE
- Part no-5 represents Extension Activities
- So, entered the correct part no f or the individual subjects.

Serial Number:

- Enter the correct serial number for each subject.
- The serial number is used to print the subjects in order.

Paper Number:

- The paper number is mainly for an optional subject paper.
- The paper number is also used to print the subjects in order.

Subject code:

- Enter the subject code for an individual subject to be mentioned

Alias Name:

- Enter the alias name of the subject.

Subject Name:

- Enter the Full name for each subject.

Subject type:

- Tick the required subject type.

Paper type:

- Tick the required paper type.

Component:

- Part no-1 represents LNG.
- Part no-2 represents ENG.
- Part no-3 represents CORE, IDC, ITDC, AOC, TDC
- Part no-4 represents EVS, CC, LOE
- Part no-5 represents SFA, CCA, EXA, and ALC.
- So, click the required component type as per the subject-basis.

Scheme of Examination:

- It will take the data automatically that you have mentioned in programs and branches.

External Valuation:

- Click the required valuation system.

Less: online max-mark:

- If online exams to be conducted the maximum mark to be entered

Credit point:

- Enter the individual subject's credit point.

Exam Fee:

- Enter the exam fee to be collected for above mentioned subjects.

Arrear Fee:

- Enter the arrear fee to be collected for current subjects.

Department / Board:

- The department/ board to be selected by drop down box.
- Adding new department/ board click '+' symbol and enter a new one.

Handling staffs detail:

- Click '+' symbol, it will indicate section, staff -name, login.
- Select section by drop down box.
- Select staff- name by drop down box.
- Then automatically login can be created.

1.3 Students Details

Introduction

- The student information will be used to store with a format of respective Register number, Name in Tamil, Aadhar number, **Part-I Language** selected and so as., The part-I key will be mentioned in students bio-data profile to prevent from any other error occurrences in subject information with their mark statements.
- Don't use single quotes and double quotes for entering the address or any other column in the student information.
- The basic information about the students can be Mention here.
- Select the suitable year from the first drop-down box
- Select the suitable course from the second drop down box
- If the section of the students can be mention, if you have to check by third drop down box.

Admission Number:

- The Admission Number is auto increment.

Admission date:

- Enter the date of admission to be register by student and click on admission date column box and the month of calendar will be appeared and select the suitable one.

Roll Number:

- Enter the Roll Number

Section:

- Click'+' icon to adding section allocated for a student.

Register Number:

- Enter the register number

Full Name:

- Enter the name of a student.

In Tamil:

- In first box -enter the initial of a student.
- In second box-enter the name in Tamil.
- Use **BAMINI-Font** to enter the name in Tamil

Gender:

- Click the type of gender.

Blood Group:

- Enter the blood group of a student with a maximum **10- Character** Length.

Date of Birth:

- Click the drop-down box , on that select "year-month-date" (format) of a student date of birth.
- D.O.B with a **4** character length.

Medium in HSC:

- Click the medium of instruction in HSC.

Part-I Selected:

- Select the part-I language from drop down box , to be chosen by a student.
- Select the proper part-I key paper and in its error occur it will raise fault in all mark statements and Nominal roll process.

Nationality:

- Click '+' icon to enter the Nationality of a student. Once you entered the drop down list box will be appeared and select the suitable one.

Religion and community:

- Select the required Religion and community of a student, by click drop down box.

Caste:

- Click '+' icon to enter the Caste of a student

Parent / Guardian Name:

- Enter the Student Parent / Guardian Name.

Door No. & Street:

- Enter the Door No& Street name.

Town/ Taluk:

- Enter the Town/ Taluk name.

City/District:

- Enter the City/District name.

State:

- Enter the State name.

Country:

- Enter the Country name.

Pin code:

- Enter the Pin code name.

Phone No.:

- Enter the Phone number of a parent / student.

E-Mail Address:

- Enter the email-Id.

Aadhar No.:

- Enter the Aadhar No. of a student with a maximum **15- Character** Length.

Boarding Status:

- Click the Boarding Status-type of a student.

Admission Quota:

- Click the Admission Quota of a student as like management, government, sports, etc..,

Mode of admission:

- Click the Mode of admission of a student like as regular, lateral, rejoin categories etc..,

Semester No. Admitted:

- It will automatically disable.
- For **Regular category** it will automatically disabled into **1** and for **Lateral category** it will automatically disabled into **3.**
- For **Rejoin and Transfer** category students that you have to enter in a suitable semester box.

Status:

- The student status to be click.
- If it is Alive it will be automatically disabled.
- If Break and discontinued, the semester no. to be entered in semester column.

1.4 Staffs Details

Introduction

- The staff details will be collected for required valuation process and the given login id is used to access the external staffs to enter the marks with suitable subject that you have be select in a board/department.
- The staff will be able to handle more than one subject it will be access by a same login id to enter the marks in a web portal.
- The both Internal and External staff details to be mentioned here.

Id:

- The Staff -Id will be auto incremented.

Category:

- Select the category of the staff will be internal / external.
- The category of the staff is very important to examiner-ship process to Q.P Setting, valuation, viva voce etc..,

Name of Staff:

- Enter the Staff name.

Gender:

- Select the type of gender.

Date of Birth:

- On click D.O.B box the month of calendar is appeared, To be select the suitable one.

Date of Retirement:

- On click D.O.R box the month of calendar is appeared, To be select the suitable one.

Hint:

- D.O.B & D.O.R are not mandatory.

Qualification:

- Enter the qualification of each respective staff.

Designation:

- Enter the designation of the staff

Year of Experience:

- Enter the Year of Experience.

Board /Department:

- On Click drop-down box to choose the required Board / Department of the staff.

- To select the board/department with a proper one it will takes the department to valuation process and so on.

Institution:

- Enter the name of institution.

Location:

- Enter the location of a staff.
- Location of the staff is mandatory for travelling allowance.

Fare (Travelling Allowance):

- Enter the Travelling Allowance for above entered location.
- It will be vary depends upon their location with a particular distances.

College Address:

- Enter the college address with respective pin code, contact no. and email Id.

Residential Address:

- Enter the Residential address with respective pin code, contact no. and email Id.

Preferred Contact:

- Select the preferred contact of the staff.

Preferred Examiner ship for UG:

- Select the suitable (or) proper Valuation scheme for UG-programs.
- It will carry forward the details to pre-phase exam process.

Preferred Examiner ship for PG:

- Select the suitable (or) proper Valuation scheme for PG-programs.
- It will carry forward the details to pre-phase exam process.

Subject Handling:

- It will carry forward the subjects with respective board/ department.
- To **hold control key** and click subjects to be select.
- Enter the clear information about handling subject staff and it takes the respective subjects to further process like as valuation, practical, viva voce etc..,

Bank A/C No. :

- Enter the bank A/C No. of a staff.

Bank A/C Name:

- Enter the type of Account Name.

Bank Name:

- Enter Name of the Bank.

Branch:

- Enter the Branch Name.

IFSC Code:

- Enter IFSC Code of the bank.

Login Id:

- The Staffs Log-in Id will be Auto-Generated.
- Login Id is used to enter the mark in an exam mark entry portal.
- It can be also used to multiple subjects handling staff to access their multiple subjects with a single login id.

1.5 Classification of Non-Letter Grades [ECA Classification]

Introduction

- It is used to assign a result in description value with Non-letter grades. Click the required result as **pass/reappear** that you have entered in a description value. In this classification the following code/ description for the Extra-Curricular Activities

Code:

- The code is assigned as Auto- increment value.

Description:

- Enter the type of description as you want.
- As like:-Absent, Average, Good, Very Good etc..,

Result:

- Select the suitable result as **Pass/Reappear** that you have entered a term in **description.**

1.**6 Classification of Semester Grades**

Introduction

- It is used to Assigned a grade value with required grade points and suitable classification with point scale.
- In this classification the Grade will be entered correctly , it will carry forward the Grade Points into Semester mark sheet , consolidated mark sheet etc..,

With Effect From:

- Enter the with-effect from /current semester year.

Mark Range From:

- Enter the Range From and Range To Marks.

Classification:

- Enter the mode of classification.

- Ex: Outstanding, Excellent, distinction etc..,

Grade:

- Enter the Letter Grade as value, as mentioned in above classification.

Grade Points:

- Enter the Grade Points be allotted for each classification.

NOTE: "If grade points as **10-point scale", No need to mentioned** in grade point box.

1.7 Classification of Final Grades

Introduction

- It is used to assign a CLASSIFICATION from CGPA Range along with First attempt, Arrear, Rejoin category.
- In this classification of final grades with different classes to be carry forward the each value into semester, consolidated and suitable mark sheet.

With Effect From:

- Enter the with-effect from year.

CGPA From:

- Enter the "From and To" CGPA points.

Grade:

- Enter the correct grade value which is suitable for above CGPA point value.

Classification: First Attempt:

- The classification for the CGPA range and those students clear all the papers in first attempt.

Classification: Cleared with Arrear:

- The classification for the CGPA range and those students clear all the papers with arrears.

Classification: for Rejoin Categories:

- The classification for the CGPA range and those students who are rejoin and clear all the papers.

1.8 Exam Hall Settings

Introduction

- It is used to assign the examination halls with a proper dimension with a Galley View.
- It is used to allot the Exam-hall for students with seating arrangements.
- It will carry forward to print hall ticket with seating arrangement.

Hall Name:

- Enter the hall name.

Dimension:

- Enter the proper dimension of rows and columns of each exam halls. Each cell of the table is being considered as a single seat.

Numbering order:

- Select the numbering order with the seating allotted as vertical or horizontal.

Direction:

- Select the suitable direction as straight or curved one.

Number of Occupants:

- It will be automatically enable values as you entered in dimension.

Galley View:

- By clicking the seat number in the table, you can make it use or not of the individual seat in the hall. The red colored seat is indicating 'not in use' and automatically the number of occupants will be decreased.

1.9 Entity Settings

Introduction

- It is used to collect the basic information about the institute with an affiliation board, accreditation were given by other organization.
- It can also used to store the valuation fee for the answer script and valuation for both UG and PG.

Name of the institution:

- Enter full name of the institution.

Affiliation:

- Enter the affiliated university.

Approval:

- Enter the institution approved by any other organization.

Accreditation:

- Enter the Accreditation were given by any other organization.

Address:

- Enter the address.

Location:

- Enter the location.

State:

- Enter the state name.

Pin code:

- Enter the Pin code.

Phone Number:

- Enter the Phone Number.

Fax Number:

- Enter the Fax Number.

Website URL:

- Enter the URL of the institution.

E-mail Address:

- Enter the E-mail Address of the institution.

Password:

- Enter the password.

Year of Established:

- The establishment year of institution.

Registration No. & DATE:

- The registration No. of this institution and date will be mentioned as "YYYY-MM-DD".

Enrollment Gender:

- Select the Enrollment Gender of the institution.

Category of the Institution:

- Select the Category of the Institution.

Map Student's photo by:

- Select the Map Student's photo by Admission Number / Roll Number / Register Number.

Admission Starting Month:

- Enter the starting Month of Admission.

Name of the Principal:

- Enter the Principal Name.

Name of the COE:

- Enter the COE Name.

Principal's Signature:

- Click Change button then select Principal Signature image then "Browse and Submit file."
- Select the Principal Signature to be print in a mark statement.

COE's Signature:

- Click Change button then select COE signature image then "Browse and Submit file."
- Select the COE signature to be print in a Mark Statement.

QP Setting for UG Programmers:

- Enter the Q.P Setting Charges for UG Programmers.

Q.P Setting for PG Programmers:

- Enter the Q.P Setting Charges for PG Programmers.

Q.P Setting Postal Charges:

- Enter the Q.P Setting Charges for Postal.

Scheme of Valuation per Set:

- Enter the scheme of valuation per set.

Q.P Translation Fee:

- Enter the Q.P Translation Fee (If you are Translating the question paper from English to other Language).

UG Theory valuation fee /script:

- Enter the UG theory valuation fee.

PG Theory valuation fee /script:

- Enter the PG theory valuation fee.

Minimum UG valuation fee/day:

- Enter Minimum UG valuation fee/day.

Minimum PG valuation fee/day:

- Enter Minimum PG valuation fee/day.

D.A Rate for staffs from local station:

- Enter the D.A Rate for staffs from local station.

D.A Rate for staffs from out local station:

- Enter the D.A Rate for staffs from out of the local station.

T.A Fixed Amount:

- Enter the T.A Fixed Amount.

1.10 Global Settings

Introduction

- It is used to store the overall information of all exam bases with a Grade point and their respective Grade values at decimal places.
- It is used to store the temporary mode of each semester period / duration.
- It can be re-arranged by each and every semester period/duration.

Exam Name:

- Enter the Exam name.

Current Exam year:

- Enter the current exam year.

Semester:

- Tick the suitable semester period as Odd / Even.

Term:

- Mode of exam as End semester (or) supplementary.

No. of ACC offered to Students / semester:

- The No. of ACC Courses will be allotted for individual major courses.

Enroll register and arrear subject:

- It will enroll both register and arrear subject in nominal roll process.

FN Time Table semester-order:

- The FN Time Table order will be selected by sorting as ASC/ DEC Order.

AN Time Table semester-order:

- The AN Time Table order will be selected by sorting as ASC/ DEC Order.

Register order by No. of Right side character:

- To be enter the register order by No. of Right side character by range as **"0 to 4".**

No. of decimal places required in marks (both internal & external):

- If required No. of decimal places can be entered by range as **"0 to2".**

No. of decimal places required in total marks:

- If required No. of decimal places in total marks can be entered by range in as **"1 to 3".**

No. of decimal places required in Grade points:

- If decimal places will be required in Grade points can be entered by range in as **"1 to 3".**

No. of decimal places required in CGPA:

- If decimal places will be required in CGPA can be entered by range in as **"1 to 3".**

Fast track Examination feature required:

- Tick the suitable box if fast track exam feature will be required.

No. of Attempt to carry the internal marks:

- If necessary No. of attempt to carry the internal marks to be entered.
- Otherwise entered '0' (zero) to disabled this feature.

Preferred dummy numbered mark entry feature for theory subjects:

- If dummy number mark entry will be preferred in external marks, Tick the suitable one.

Dummy No. Auto shuffle mode

- Tick the suitable yes/no box as you need dummy number in auto shuffle mode.

Grade letter for Absent in a subject:

- Enter the suitable Grade Letter for 'absent' students it will take the letter to be print in all mark sheets.

Grade letter for Reappear in a subject:

- Enter the suitable Grade Letter for 'Reappear' students it will take the letter to be print in all mark sheets.

Grade letter for With Held in a subject:

- Enter the Letter Grade for With-held students.

Grade letter for With Draw in a subject:

- Enter the Letter Grade for With Draw students.

Set current valuation As @ Mark Entry Panel:

- Choose the Current Valuation as First/Second/Third.

2. Pre-Exam Phase

It contains the Initial step process for Conducting Exams.

- Nominal Roll Process
- Question paper code Assignments
- Question Paper Setting
- Examination Timetable
- Hall Seating Arrangements
- Internal Marks Consolidated

2.1 Nominal Roll Process

Introduction

- Nominal Roll Process is particularly used to **list the No. of current semester** and **arrear list paper** for each student with different semester duration.

- It will carry forward the details into further process into next level.
- Select the suitable Exam's held year from the first drop down box.
- Select the suitable Batch from the second drop down box.
- Click the Current semester as odd semester or even semester.
- Select the suitable Major from the drop down box.
- Click the suitable Term as End semester or Supplementary.

Auto:

- On Click the Auto button it will generate the No. of registered papers for this semester.

Semester Number:

- Current semester number can be listed in first row and arrear semester number with their respective subject's can be listed below for respective each students.

Paper Type:

- Part no-1 represents Language
- Part no-2 represents English
- Part no-3 represents core and allied paper
- Part no-4 represents EVS/CC/LOE
- Part no-5 represents Extension Activities

So, entered the correct part no f or the individual subjects.

- Paper 1 belongs to part 1
- Paper 2 belongs to part 2
- Paper 3 belongs to part 3
- Paper 4 belongs to part3
- Paper 5 belongs to part 4
- Paper 6 belongs to part 4

You can additionally add the paper with respective part number.

In this one those who **choose the optional paper** they need to **verify the suitable language and core paper** will be generate correctly for each and every students in the nominal roll list.

Edit:

On Click the Edit button four different boxes will be appear.

Edit Nominal Roll by Student:

- It is mainly used for ignoring the unregistered subjects.
- Select the required register number.
- It will display the total No. of papers for above select students.

- You can select the particular check box for individual subject to ignore unregistered subject.
- On click the Save button to save the unregistered subjects.

Un-tick Subjects only to be considered, it should be present in the other tickets and certificates and **tick mark subjects cannot be enrolled** in Nominal Roll Process.

Delete subjects changed by student:

- In this one, you can delete the subject and select the new one as you need.
- Select the suitable register number
- You can change the subject by total No. of Credit in previous one and select the subject to balancing the credit value

Ex: Delete →Tamil and it Change → Malayalam

Select the Agree to cancel subject information, and then select yes to confirm.

Add improvement Subject to students:

- Select the Suitable register number.
- On that Number of subject's to be listed.
- To select the required subject's to be added as improvement one.

Edit Nominal roll by subject:

In this No. of students will be listed with respective subject code.

- Select the suitable subject code and then number of students will be listed.
- The red mark will be appearing those students were chosen other subject as in optional paper.
- On click the save button to save the unregistered subjects.

Save:

- The **first two processes** will be perfectly executed well.
- Then click AUTO button the **nominal roll will be generate**, those who made change to **verify it correctly** and then **save button** to be click.

Load:

- On Click LOAD button the small window will be appeared.
- On Click Load Nominal Roll and it will load all the students for Nominal list and for further process.

Export:

- On click export button the excel sheet will be generate.
- In that you can verify the students list were present in the Nominal Roll process.

Print:

- It will generate the each student with a number of subjects and their corresponding exam fee to be paid and it generate into a PDF Form.

Option:

- In this total No. of Additional Credit Course will be mention here.
- Enter the No. of ACC allowed per semester.
- If you need Enroll regular and arrear subjects mandatorily and click yes otherwise No.
- Then last Click the save button.

Hint:

- For Optional paper you may double click on the respect subject code.
- Choose optional (Alternate) Subject
- If you can view the respective student with register number and name.
- The Actual subject code with subject name will be appeared below as alternate subjects.
- Select the alternate subject with On Click the empty box with subject code and subject name.
- The total credit selected will be appeared you can change the subject by total No. of Credit in previous one and select the subject to balancing the credit value. And click the save changes icon.

2.2 Question Paper Code Assignments

Introduction

- Q.P Code is particularly assign for Q.P Setting and paper valuation and enters mark in web portal.
- It will automatically generate the Course, Batch, Name of the subject with Units and Subject code will be displayed.
- You can list the Q.P Code assign by..,
- In first row→ Registered/Un-Registered/Both.
- In second row → both/Arrears &ALC/Regulars.
- Enter the Q.P Code for respective subject code.
- The right side pop-up menu will be appearing on that click **save icon** to save the Q.P Code.

2.3 Question Paper Setting

Introduction

- It is the most important process for conducting exams and it will maintain the information about question paper setter
- It is fill with No. of set and No. of Scheme.
- It will generate the Q.P Code with respective subjects.
- Double click on the respective subject.
- The new Q.P Setting offer and receipt window will be appearing.
- On that QP Code Subject name and No. of Students registered will be disabled.

Select task:

- You can select the task as new setting (or) Use existing.

Select Setter:

- On that select the setter by drop-down list.

Profile:

- The profile will be automatically short listed and disabled.

Maximum marks:

- The maximum mark of subject will be appeared automatically.

No. of set and No. of Scheme:

- You can enter the No. of set and No. of Scheme.

Expect Date:

- The calendar month will be appeared and select the suitable date as you need as Expect date.

Save offer:

- On Click the save offer to save the staff detail for Q.P Setting.

Print (Single):

- To be print the offer for individual subjects.

Print (multiple):

- To be print the offer for multiple subjects.

Mail this:

- Send the mail to Q.P Setter.

Delete Offer:

- On Click the Delete offer to delete the staff detail for Q.P Setting.

Right panel:

A) Subject history:

- The Subject with a respective staff will be appeared and version number.

B) Setter history:

- Q.P code with Subject will be appeared.

QP Receipt:

- Q.P Receipt version with remarks will be appeared.
- Enter remarks rating scheme, select make use and upload PDF.
- At last save receipt.

Use Existing:

- Select the use existing it will already exist in previous year.
- On that enter the version number.
- On click use now button (or) to refuse icon.

2.4 Examination Timetable

Introduction

- It will extract the list of time tables with respective subject code, Q.P code and subject name.

Courses:

- Select the suitable course from the drop down list box.
- You can select the both/Arrears& ALC /Regulars/Practical the click load button.
- For **separate course** the FN-(Current Subject) and AN-(Arrear Subject) can be Classified.
- The Exam date blank box, to click the blank box the calendar month will be appeared and select the suitable Exam-date.
- For **All courses** the **exam date** can be modified and also **session** can be filtered.

Save:

- Click save button, to save the exam-date.

Holidays:

- For any sudden change in an exam date, due to any other courses mark it as holiday.

Export:

- To export the exam time table in the excel Format.

Print:

- To be print the timetable in PDF-form.

2.5 Hall Seating Arrangements

Introduction

- It is mainly used for hall seating with a galley arrangement to be listed with register number and hall name.

Examination Date:

- On Click the blank box the month of calendar will be appeared and select the suitable date.

Session:

- On click the drop down box the session will be filtered and select the suitable one

In QP Code:

- The No. of Q.P Code with required chair will be displayed.

Seed:

- You can select the seed as none/branch/section/gender wise.

Spilt-up:

- The spilt up will be listed below, as you mentioned in the seed

Hall order:

- In left panel the hall listed will be mentioned.
- You can select the available seats as allotted one.

Hint:

- You can add the extra seats for easier fit numbers.

Fit option:

- Choose the fit option as A, B→ B, A (OR) A, B→A, B

Run

- The register number will be placed in a suitable hall.

Load:

- Load option to view the No. of students to be allotted in a hall.

Print Roll:

- It is used to print PDF with No. of subject with list of registered students.

Print department galley:

- It is used to print the PDF with department wise.
- List of students with hall number to be allotted for each student with respective department.

Print student galley:

- It is used to print the PDF with course wise.
- Total number of students in a class will be listed here.

Print attendance:

- It is used for print the PDF with course wise to make attendance.
- It is easier to understand **the details about number of students will be present and absent.**

Q.P Cover label:

- It contains the details about Q.P Code.
- The Q.P .Code is mentioned in label is **easier for valuations process.**

2.6 Internal Marks Consolidated

Introduction

- In is mainly used **to load the internal marks** for all the major courses.
- In this you can **import marks** from **test wise and subject wise** mark portal.

Batches:

- Select batch from the first drop down list box.

Major:

- Select the major from the second drop down list box.

Sections:

- You can also filter a section from third drop down list box.

Load:

- The student name will be listed in disable mode.

Export blank:

- It generate excel file
- Enter the internal mark for each student with different subject

Import Excel:

- Select file from browse and select the excel file to be save in excel report and it to be uploaded.

Import TWMP:

- On click Import TWMP(Test-wise mark entry Portal)
- To click proceed button it will import the mark from TWMP.

Import SWMP:

- On click Import SWMP(Subject-wise mark entry Portal)

- To click proceed button it will import the mark from SWMP.

Save:

- Save the internal mark.

Export Excel:

- To be export the internal mark and it formatted as excel file.

Print PDF:

- Print in as internal test mark in PDF format.

Print TWMP:

- Print TWMP in PDF form.

Print SWMP:

- Print SWMP in PDF form.

3. Exams and Valuations

It contains the both exam conducting work with starting the initial level of Valuation process.

- Exam Attendance Entry
- Dummy Numbering
- Mark Entry (Both Int & Ext Final)
- Update Practical/External Marks
- Update External Marks (Dummy Numbered)
- Moderation Eligibility and analysis
- Revaluation Application and Marks

3.1 Exam Attendance Entry

Introduction

- It gives the clear format of the **student Attendance list**.
- It is used to **mark the attendance during exams**, to know how many candidates should write their exams.
- In these Exams held year, Semester and Term are automatically appeared and it goes to disabled state.

Examination date:

- On click Examination date the month of the calendar will be appeared, to select the required one.

Sessions:

- Session can be filtered from the first drop down list box**Q.P code:**
- Select the Q.P code from the second drop down list box.

In Left Panel:

- The number of exam candidate will be listed here.
- Check box with **tick mark** will be shown and it to be considered as **Candidate will be present.**
- On click check box the **blank box** will be appeared and it to be considered as **Candidate will be absent**.

On Right Dashboard:

- It will display the total No. of Registered students with a count of present and absent candidates.
- The Number of students will be absent for an exam will be listed in this column.

Load:

- To Load the student's Attendance.

Save:

- To save the student's Attendance.

Print Attendance Report:

- It will print the Attendance Report in PDF Form.

Print Answer Booklet Cover:

- It will print the Booklet Cover with Attendance List.

3.2 Dummy Numbering

Introduction

- Dummy numbering is useful to protect the paper from any malfunctions.
- The complete valuation process will be done without knowing the Student Register Number.
- Dummy number is mainly used to **enter the student's marks in web portal.**

In LEFT Panel:

- It will automatically display the Q.P code, subject name with register number of students list, absentees and appearance of students.You can enter the dummy number from range and it automatically increases its value to number.
- The symbol represents to extract the students with dummy number order.

In RIGHT Panel:

- It will enroll the student's list with a dummy number.

OAD

- To load the student's with dummy number.

Ordered:

- To ordered a dummy number in proper list.

Shuffled:

- You can shuffle the dummy number in incorrect order.

Save:

- To save the list of student's with corresponding dummy numbers.

Sticker:

- To be print the dummy number list in a sticker format.

3.3 Mark Entry (Both Int & Ext Final)

Introduction

The mark entry field contains both internal and external staffs are able to upload both the marks at in a same column.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Subject:

- Select the Subject from the drop down list box.

In Left Panel:

- The Subject code, semester will be automatically enabled.

Valuation Details:

- The internal and External mark with minimum and maximum range will be automatically appeared and disable.
- The credit Point for above selected subject will be automatically appeared and it is disabled.

External Valued to:

- Choose the required External Valuation Mark.

Mark Entry Option:

- Choose the category for mark entry option as like Internal/External/both.

In Right Dashboard:

- Enter the Internal mark in First column.
- Enter the External mark in third column.
- Then it gives the total value as a result.

Hint:

- To make student as absent by Click Present button and it automatically changes into absent.

Print:

- To be print the student mark list.

Save:

- To be saved both internal and external marks list of student's.

3.4 Update Practical/External Marks

Introduction

- In this Exam's held year, batch, semester and term will be automatically display and disable.

Batch:

- Select Batch from first drop down list box.

Major:

- Select Major from the second drop down list box.

Papers:

- Choose the Paper type as Regular/arrear/both

Subject code:

- Choose Subject code from the drop down list box.

List:

- The update practical/external marks with a contain list of Register number, Batch, Major, Subject code, CR,CIA max, CIA min, CIA mark, EAE max, EAE min, Val max, Val mark, Con-max, Con mark, Total max, Total Min, EAE mark, Total mark, Results, GR,GP.

Export:

- To export the Practical/External marks.

Update:

- To update Practical/External marks.

Print mark check-list:

- It will be generate the Practical/External mark check list in a PDF form.

3.5 Update External Marks (Dummy Numbered)

Introduction

In this Exam's held year, batch, semester and term will be automatically display and disable

Batch:

- Select Batch from first drop down list box.

Major:

- Select Major from the second drop down list box.

Papers:

- Choose the Paper type as Regular/arrear/both.

QP code:

- Choose Q.P code from the drop down list box.

List:

- The update External marks (dummy numbered) with a contain list of dummy number, register number, Batch, Major, Q.P code, subject code, CR, internal-max, internal-min ,internal-mark, external-max, external-min, OEX-max, OEX-mark, valuation-max, valuation-mark, con-max, con-mark, total-max, total-min, EXT-mark, Total mark, Result, GR., GP

Export:

- To export the dummy numbered marks.

Update:

- To update dummy numbered marks.

Check Roll Vs dummies:

- It will generate only the roll number/register number and dummy number in the PDF form.

Check Dummy Vs mark:

- It will generate only the dummy number and mark in the PDF Form.

Print mark check-list:

- It will be generate the dummy number mark check list in a PDF form.

3.6 Moderation Eligibility & Analysis

Introduction

- Moderation is a useful tool for **increasing the passing percentage.**
- Moderation can be altered/ change as per the course wise or subject wise.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even

Degree:

- Select the Degree from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Semester:

- It will automatically display and it is disappeared.

Moderations:

- It is based on with mark and subject to maximum per student.

In LEFT Panel:

- The programmers with register number with respective subject code will be displayed.

No. of students registered:

- The total number of registered students will be displayed here.

Passed:

- Numbers of student were pass will be display here.

Beneficiary:

- It will displayed the number of students will be benefit with increasing mark and subject to maximum per student.

After Moderation:

- It will display the number of students were pass after modulation.

Pass:

- It will display the overall pass percentage of the degree.

Course wise analysis:

- It will display the total number of pass percentage in course wise.

Subject wise analysis:

- It will display the total number of pass percentage in subject wise

Run:

- Run the moderation mark.

Update:

- Update the moderation mark.

Reverse:

- It will reverse the moderation mark.

PDF:

- To be print the moderation mark in PDF format.

Hint:

- The check box with a tick mark to indicate a student with only one arrear.

3.7 Revaluation Applications and Marks

Introduction

The subject to be registered for revaluation and it's verifying through dummy numbered marks. The revaluation result will be announced through this application.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

In LEFT Panel:

Sort by:

- Select the category as register number or dummy number.

Register number:

- Select the register number from the drop down list box.

Subject:

- Select the subject from the drop down list box.

Dummy number:

- The dummy number will be automatically appeared and disabled.

Save:

- At last save the entered data.

Remove:

- If you need to remove the details, on click the remove icon.

In RIGHT Dashboard:

Dummy Number:

- Enter the dummy number.

Revaluation Mark:

- Enter the revaluation mark for respective dummy number.

Export Result:

- Export the revaluation result.

Export List:

- Export the total number of registered revaluation list with obtain marks.

4. Result Analysis and Publication

In this one is used to publish the Results with both Marks & Grade and with a Consolidated Arrear Abstract and List.

- Result Publication (Marks/Ind.sem)
- Result Publication (Grade/Ind.sem)
- Result Publication (Marks/All.sem)
- Result Publication (Grade/All.sem)
- Mark Statement Register
- Consolidated Arrear Abstract
- Consolidated Arrear List
- Courses Vs Results (Format I)
- Courses Vs Results (Format II)
- Subjects Vs Results
- Consolidated Result Analysis

4.1 Result Publication (Marks/Ind.Sem)

Introduction

- It will generate the result with total number students under in one major with number of subjects registered.
- It will publish both internal and external marks with a result for an individual semester and subjects.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Semester:

- It will be automatically appeared on the screen.

At last two-column

Result:

- It will publish the result as **pass or Reappear**.

  No. of subject reappear:

- It will display the **count** of the no. of subject to be reappearing.

RUN:

- It will generate the result on screen

Excel:

- It will generate the result in Excel form.

PDF:

- It will generate the result in PDF format.

4.2 Result Publication (Grade/Ind.Sem)

Introduction

- It will generate only GPA and CGPA grade calculations for an individual semester at all students under in one major.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Semester:

- It will be automatically appeared on the screen.

At last two-column:

GPA:

- It will display the GPA grade points for current semester.

CGPA:

- It will display the CGPA grade points up to this semester.

RUN:

- It will generate the Result on screen.

Excel:

- It will generate the Result in Excel form.

PDF:

- It will generate the Result in PDF format.

4.3 Result Publication (Marks/All.Sem)

Introduction

- It will generate the result with total number students under in one major with number of subjects registered.
- It will publish both internal and external marks with a result for an individual subjects.
- And **all the semester marks** to be displayed.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Semester:

- It will be automatically appeared on the screen.

At last two-column:

Result:

- It will publish the result as **Pass or Reappear**

No. of subject reappear:

- It will display the **count** of the no. of subject to be reappearing.

RUN:

- It will generate the result on screen.

Excel:

- It will generate the result in Excel form.

PDF:

- It will generate the result in PDF format.

4.4 Result Publication (Grade/All Sem)

Introduction

- It will generate only GPA and CGPA grade calculations for all students under in one major.
- And **all the semester grade** to be displayed.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Semester:

- It will be automatically appeared on the screen.

At last two-column:

GPA:

- It will display the GPA grade points for all semester.

CGPA:

- It will display the CGPA grade points for all semester.

RUN:

- It will generate the result on screen.

Excel:

- It will generate the result in Excel form.

PDF:

- It will generate the result in PDF format.

4.5 Mark Statement Register

Introduction

- It will generate the individual semester mark statement.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

In left panel:

- In mark statement register the student with subject list a selected semester category marks to be displayed.
- In this semester number, part number, subject code with a subject name to be displayed.
- With CR, CIA, ESE, Total, Result, GR, GP, CGP Points to be displayed.

In Right side:

- With part number, the total credit with CGPA and GPA points from current semester and up to this semester.

RUN:

- It will generate the Mark statement on screen.

Excel:

- It will generate the Mark statement Excel in form.

PDF:

- It will generate the Mark statement in PDF format.

4.6 Consolidated Arrear Abstract

Introduction

- It will generate the arrear paper list with a count-basis.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Paper type:

- Select the paper type from the drop down list box

Batch Cumulative:

- Choose the Batch Cumulative from yes/no combo box.

RUN:

- It will generate the Consolidated Arrear Abstract on screen.

Excel:

- It will generate the Consolidated Arrear Abstract Excel in form.

PDF:

- It will generate the Consolidated Arrear Abstract in PDF format.

4.7 Consolidated Arrear List

Introduction

- It will generate the list of arrear papers.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Paper type:

- Select the Paper type from the drop down list box.

Batch Cumulative:

- Choose the Batch Cumulative from yes/no combo box.

RUN:

- It will generate the Consolidated Arrear List on screen.

Excel:

- It will generate the Consolidated Arrear List Excel in form.

PDF:

- It will generate the Consolidated Arrear List in PDF format.

4.8 Courses Vs Results (Format I)

Introduction

- It will be Generate the result in report analysis.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Section:

- Select the Section from the drop down list box.

Semester:

- It will automatically display and it is disappeared.

Moderations:

- Enter the maximum moderation mark. It will display the table of analysis list for individual subject.

Total number of students:

- The total number of student's under in one batch.

Number of students registered:

- The number of students registered their subjects.

Number of students appeared:

- The number of students was appeared in their exams.

Number of student's absentees:

- The number of students was absent in their exams.

Number of students with-held:

- The number of students was with-held in their exams.

Number of students Pass:

- The numbers of students were passed in their exams.

Pass Percentage:

- The numbers of students were passed in percentage.

Numbers of students fail:

- The numbers of students were failed in their exams.

Fail Percentage:

- The numbers of students were failed in percentage.

No. of students passed in 'O' Grade:

- The numbers of students were passed in 'O' Grade.

No. of students passed in 'D+' Grade:

- The numbers of students were passed in 'D+' Grade.

No. of students passed in 'D' Grade:

- The numbers of students were passed in 'D' Grade.

No. of students passed in 'A+' Grade:

- The numbers of students were passed in 'A+' Grade.

No. of students passed in 'A' Grade:

- The numbers of students were passed in 'A' Grade.

No. of students passed in 'B' Grade:

- The numbers of students were passed in 'B' Grade.

No. of students passed in 'C' Grade:

- The numbers of students were passed in 'C' Grade.

Maximum of CIA Secured:

- The maximum CIA mark secured in individual subject.

Average of CIA Secured:

- The average CIA mark secured in individual subject

Maximum of ESE Secured:

- The maximum ESE mark secured in individual subject.

Average of ESE Secured on overall:

- The Average ESE secured on overall marks in individual subjects.

Average of ESE Secured on pass:

- The Average ESE secured on pass in individual subjects.

RUN:

- It will generate the result analysis on screen.

Excel:

- It will generate the result analysis in Excel form.

PDF:

- It will generate the result analysis in PDF format.

4.9 Courses Vs Results (Format II)

Introduction

- It will generate the overall result in count basis.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Section:

- Select the section from the drop down list box.

Semester:

- It will automatically display and it is disappeared.

Moderations:

- Enter the maximum moderation mark.
- In this only subject code and subject name with a **list of count-wise result analysis** to be displayed.

Strength:

- The total No. of students in above selected major.

Registered:

- The total number of students registered their subjects.

Appeared:

- The total number of students was appeared in their exams

Absentees:

- The total number of students was absent in their exams.

With-held:

- The total number of students was with-held in their exams.

Pass:

- The total numbers of students were passed in their exams.

Pass%:

- The total numbers of students were passed in percentage.

Fail:

- The total numbers of students were failed in their exams.

Fail%:

- The numbers of students were failed in percentage.

>=75%:

- The numbers of students were passed in >=75%.

60-74%:

- The numbers of students were passed in 60-74%.

50-59%:

- The numbers of students were passed in 50-59%.

40-49%:

- The numbers of students were passed in 40-49%.

RUN:

- It will generate the result analysis on screen.

Excel:

- It will generate the result analysis in Excel form.

PDF:

- It will generate the result analysis in PDF format.

4.10 Subjects Vs Results

Introduction

- It will be Generate the Subject-wise result in report analysis.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Subject:

- Select the Subject from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Moderations:

- Enter the maximum moderation mark.
- It will display the table of analysis **list for each selected subject**.

Number of students registered:

- The number of students registered in this subject.

Number of students appeared:

- The number of students was appeared in this subject.

Number of student's absentees:

- The number of students was absent in this subject.

Number of students with-held:

- The number of students was with-held in this subject.

Number of students Pass:

- The numbers of students were passed in this subject.

Pass Percentage:

- The numbers of students were passed in percentage for selected subject.

Numbers of students fail:

- The numbers of students were failed in this subject.

Fail Percentage:

- The numbers of students were failed in percentage for selected subject.

No. of students passed in 'O' Grade:

- The numbers of students were passed in 'O' Grade in this subject.

No. of students passed in 'D+' Grade:

- The numbers of students were passed in 'D+' Grade in this subject.

No. of students passed in 'D' Grade:

- The numbers of students were passed in 'D' Grade in this subject.

No. of students passed in 'A+' Grade:

- The numbers of students were passed in 'A+' Grade in this subject

No. of students passed in 'A' Grade:

- The numbers of students were passed in 'A' Grade in this subject.

No. of students passed in 'B' Grade:

- The numbers of students were passed in 'B' Grade in this subject.

No. of students passed in 'C' Grade:

- The numbers of students were passed in 'C' Grade in this subject.

RUN:

- It will generate the result analysis for selected subject on screen.

Excel:

- It will generate the result analysis for selected subject in Excel form.

PDF:

- It will generate the result analysis for selected subject in PDF format.

4.11 Consolidated Result Analysis

Introduction

- It will generate the result based on degree category as selected as UG/PG with different major/courses.
- It will mainly display the number of students failed in their Subject with a count basis.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree from the drop down list box.

Term:

- Choose the Term as end semester or supplementary

Semester:

- It will automatically display and it is disappeared.

Moderations:

- Enter the maximum moderation mark.
- It will display the table of analysis **list for each major under one category**

Total number of students:

- The total number of student's in each course.

Number of students registered:

- The number of students registered their subjects in each course.

Number of students appeared:

- The number of students was appeared in their exams in each course

Number of student's absentees:

- The number of students was absent in their exams in each course.

Number of students with-held:

- The number of students was with-held in their exams in each course.

Number of students Pass:

- The numbers of students were passed in their exams in each course.

Pass Percentage:

- The numbers of students were passed in percentage in each course.

Numbers of students fail:

- The numbers of students were failed in their exams in each course.

Fail Percentage:

- The numbers of students were failed in percentage in each course.

No. of students Failed in 1 subject:

- The numbers of students were failed in only one subject.

No. of students Failed in 2 subjects:

- The numbers of students were failed in two subjects.

No. of students Failed in 3 subjects:

- The numbers of students were failed in three subjects.

No. of students Failed in 4 subjects:

- The numbers of students were failed in four subjects.

No. of students Failed in 5 subjects:

- The numbers of students were failed in five subjects.

No. of students Failed in >5 subjects:

- The numbers of students were failed in more than five subjects.

RUN:

- It will generate the consolidated result analysis on screen.

Excel:

- It will generate the consolidated result analysis in Excel form.

PDF:

- It will generate the consolidated result analysis in PDF format.

5. Students Forms and Reports

In this one the students form and reports are used to store.

- Exam Applications
- Hall Tickets
- Semester Mark-sheet
- Consolidated Mark sheet

5.1 Exam Applications

Introduction

- The Exam Application Form to be provided only for External Examination.
- It will generate the application form with Exam fee details and Fee payment particulars.
- It will list the number of registered subjects for this current semester.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary

Students:

- Select **ALL-Box** to list all the students in one particular major.
- If you need only particular students form details means then select the **range from and to** in the blank box.

Application Size:

- It will generate the application form in two- different ways:
  With-out receipt (A4-size):
- It will generate the application form in With-out receipt (A4-size).
  with receipt (legal size)
- It will generate the application form in With receipt (legal size).

ISO Number:

- If you need, Enter the ISO Number in the blank box and it is not mandatory.

Print:

- Print the Exam Application Form.

5.2 Hall Tickets

Introduction

- Hall ticket is the most important one in student's forms and reports.
- It will contain the student data with number of registered subjects, date-session and also with exam hall name and seating arrangement number.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Students:

- Select **ALL-Box** to list all the students in one particular major.
- If you need only particular students form details means then select the **range from and to** in the blank box.

Hall Ticket size:

- Hall ticket can be generating in different ways:

  A5 size:

- It will print the hall ticket in A5 size.

  A4 size:

- It will print the hall ticket in A4 size.

  User-Format:

- It will print the hall ticket in user format.

  with Seating:

- It will print the hall ticket with seating.

  Choose the hall ticket size as required one.

ISO Number:

- If you need, Enter the ISO Number in the blank box and it is not mandatory.

Print:

- Print the Hall-Tickets.

5.3 Semester Mark-Sheet

Introduction

- It will generate the semester mark-sheet with different identification methods by Register Number, Q.R code and bar code.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Students:

- Select **ALL-Box** to list all the students in one particular major.
- If you need only particular students form details means then select the **range from and to** in the blank box.

Print with BG image:

- Click **yes** combo box to print the semester mark sheet with back ground image.

Date:

- It will generate the Current Date automatically.

Prints-Duplicate:

- If you need duplicate Mark-sheet click yes to print, otherwise leave the blank-box

Print:

- Print the semester mark-sheet.

5.4 Consolidated Mark Sheet

Introduction

- It will generate all semester marks combined together to be produced in single mark sheet. It is the easier format to know all the marks and grades for individual students.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Major:

- Select the Major from the drop down list box.

Term:

- Choose the Term as end semester or supplementary.

Students:

- Select **ALL-Box** to list all the students in one particular major.
- If you need only particular students form details means then select the **range from and to** in the blank box.

Print with BG image:

- Click **yes** combo box to print the semester mark sheet with back ground image.

Date:

- It will generate the Current Date automatically.

Print:

- Print the Semester mark-sheet

6. MIS Report

It will contain the student's strength with a "tentative fee-report and abstract" and valuation among dummy numbers with valuation claims and reports.

- Subject-wise Registered Strength
- Tentative EFC-Report
- Tentative EFC-Abstract
- Marks not entered Against Dummy
- Marks not entered Against Dummy List
- Third Valuation Report

- Valuation Claim Forms and Payment

6.1 Subject-Wise Registered Strength

Introduction

- It will generate strength details depends on number of registered students for an individual subjects or Q.P code.

For the Exam's Held:

- Select the Exam's held year from the first drop down list box

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree as UG/PG from the drop-down list box.

Term:

- Choose the Term as end semester or supplementary.

Sort by:

- Choose the subject strength details sort by Exam-date/Q.P code/subject-code.

Run:

- To run the subject-wise registered student strength.

Excel:

- To print the subject-wise registered student strength in excel form.

PDF:

- To be print the subject-wise registered student strength in PDF- form.

6.2 Tentative EFC-Report

Introduction

It will generate the excel file report based on total list of **fee-statement** to be collected in order of **student-wise.**

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree as UG/PG from the drop-down list box.

Term:

- Choose the Term as end semester or supplementary.

Run:

- To run the Tentative EFC-Report.

Excel:

- To print the Tentative EFC-Report in excel form.

PDF:

- To be print the Tentative EFC-Report in PDF- form.

6.3 Tentative EFC-Abstract

Introduction

It will generate the excel file report based on total list of **fee-statement** to be collected in order of **department-wise.**

For the Exam's Held:

- Select the Exam's held year from the first drop down list box.

Batch:

- Select the Batch from the second drop down list box.

Semester:

- Choose the Semester category as odd or even.

Degree:

- Select the Degree as UG/PG from the drop-down list box.

Term:

- Choose the Term as end semester or supplementary.

Run:

- To run the Tentative EFC-Abstract.

Excel:

- To print the Tentative EFC-Abstract in excel form.

PDF:

- To be print the Tentative EFC-Abstract in PDF- form

6.4 Marks Not Entered Against Dummy

Introduction

- It will generate the dummy number mark abstract with **Number of script to be valued with pending scripts.**
- In this Exam held year, Semester, Terms are automatically appeared and disabled.

Batch:

- Select the Batch from the drop down list box.

Major:

- Select the Major from the drop down list box.

Paper:

- Select the Paper type as Regular/arrear/both.

Date:

- The current date will be automatically displayed. You want to made change click 'X' mark the calendar month will be appeared and then select the required one.

Valuation:

- Choose the correct valuation type as first (I) or second (II).

RUN:

- To run the Marks not entered Against Dummy.

Export:

- To export the Marks not entered Against Dummy.

6.5 Marks Not Entered Against Dummy List

Introduction

- It will generate the dummy number list for each student based on

Q.P code with pending script

Batch:

- Select the Batch from the drop down list box

Major:

- Select the Major from the drop down list box.

Paper:

- Select the Paper type as Regular/arrear/both.

Valuation:

- Choose the correct valuation type as First (I) or Second (II).

Q.P code:

- Select the Q.P code from the drop-down list box.
- It will automatically list the students were above selected Q.P code.
- To change the Q.P code, you need to click the **refresh button** and select the required Q.P code.

Export:

- To Export the Marks not entered Against Dummy-List.

6.6 Third Valuation Report

Introduction

The difference in mark, more than in given range to be proposed for third valuation.

In this Exam held year, semester, terms are automatically appeared and disabled

Batch:

- Select the Batch from the drop down list box.

Major:

- Select the Major from the drop down list box.

Paper:

- Select the Paper type as Regular/arrear/both.

Range:

- Select the Range from and to marks in the drop-down list box.

Q.P code:

- Select the Q.P code from the drop-down list box.
- It will automatically list the students were above selected Q.P code.
- To change the Q.P code, you need to click the **refresh button** and select the required Q.P code.
- The difference in students mark list to be display on the screen.

Export:

- To Export the Marks not entered Against Dummy-List.

6.7 Valuation Claim Forms and Payment

Introduction

- It will generate the theory and practical valuation claims and payment based on Number of Scripts.
- In this Exam held year, Semester, Terms are automatically appeared and disabled.

Valuation:

- Choose the correct valuation type as First (I) or Second (II).
- It will automatically generate the Valuation date, Session, Q.P code, Name of the paper, Examiner, Chief with number of Scripts.

LOAD:

- Load the Theory and Practical valuation claims and payments.

CF-I:

- It will generate the claim form for only one-session.

CF-II:

- It will generate the claim form for only two days.

CF-III:

- It will generate the claim form for more than two days.

CF-Abstract:

- It will generate the claim form for all the paper valued staffs.

7. MIS Tool

The MIS-Tool is basically used for Back-up, Restore and Update database.

- Back-up database
- Restore database
- Update

7.1 Back-up Database:

- It is used to Back-up database

7.2 Restore Database

- It is used to restore database.

7.3 Update:

- It is used to update database.

For ESSVEE SYSTEMS & SOFTWARE
(S. Vennilaveni)
Proprietrix

Purchase and Inventory Module

User Guide Document

V 1.0

Document History

Version	Editor	Date	Version Summary
V 1.0	AES Team	Jul 11, 2019	User guide document

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User Login

User login in to the application using credentials. Enter user name, password and select the unit. One user can have multiple selections of units.

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Home page

The user can view/change the unit. Based on the units the menus will be displayed.

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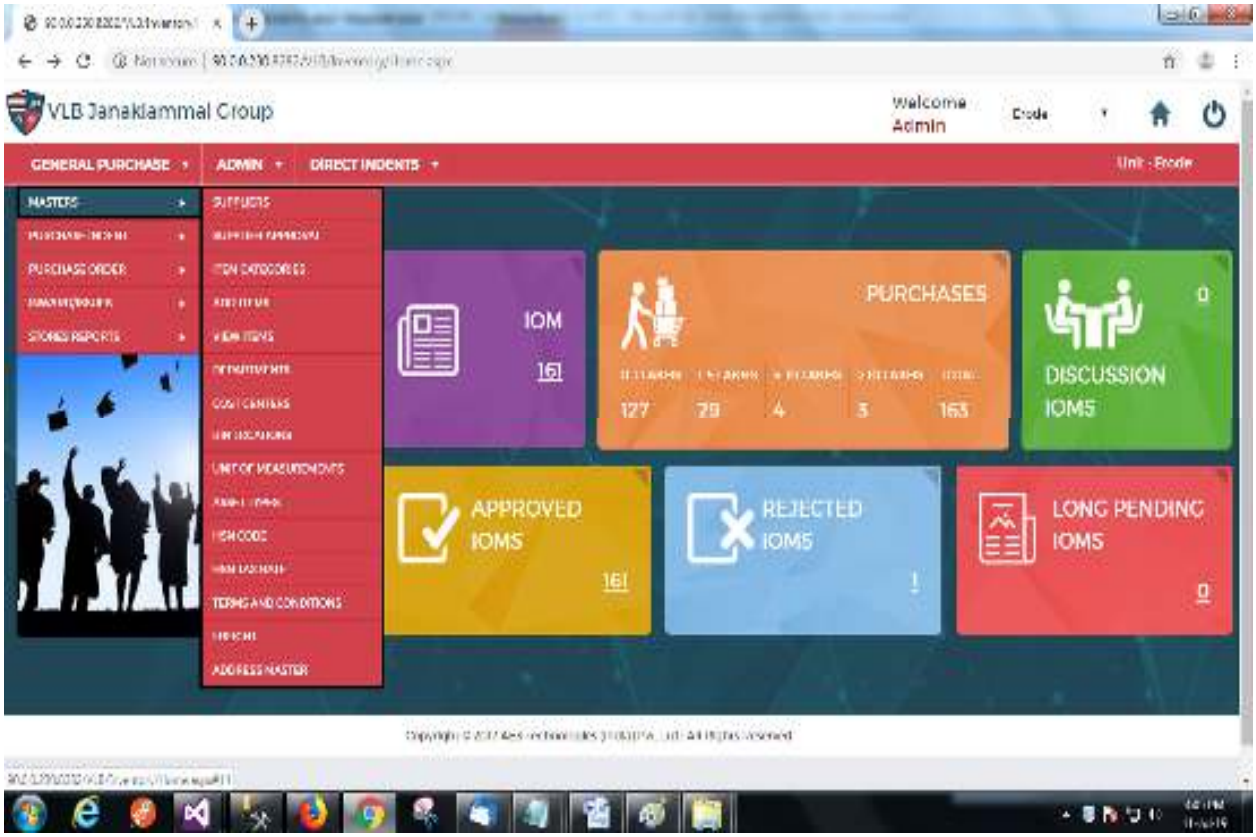
General Purchase

Masters

Masters holds the following sub menus:



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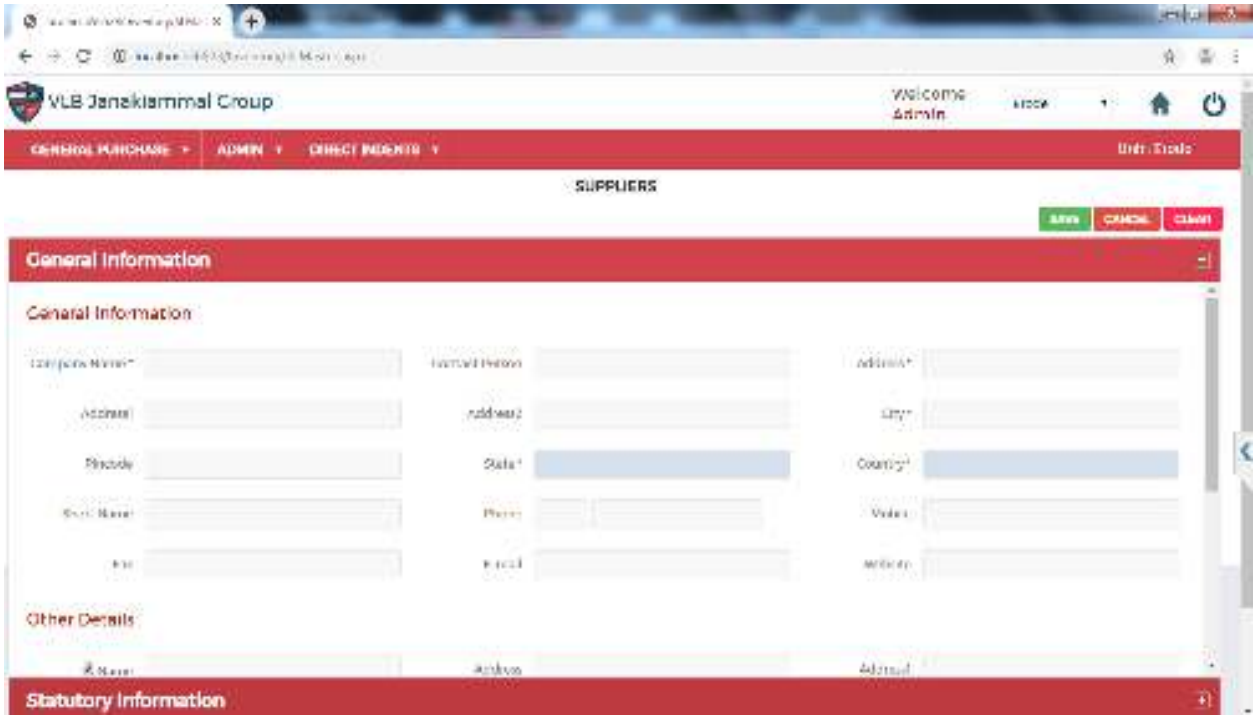
Suppliers

Able to View / Search/Cancel/ Add Supplier.

On clicking Add Supplier, supplier creation will open, where we can Create/Edit/Cancel. After filling all the mandatory fields in each tab click Save button. Supplier will be created successfully.



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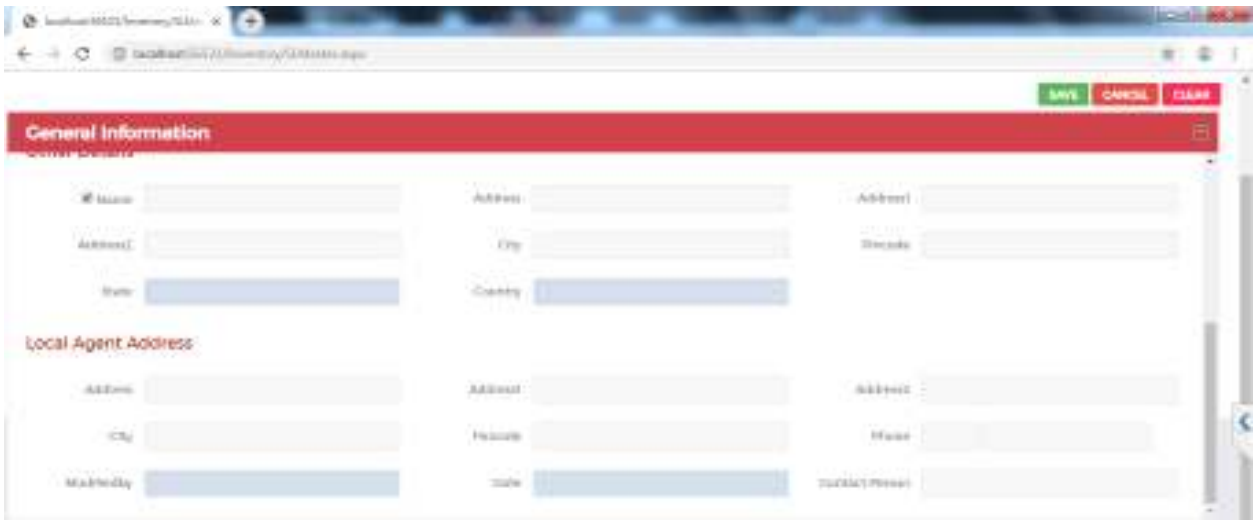

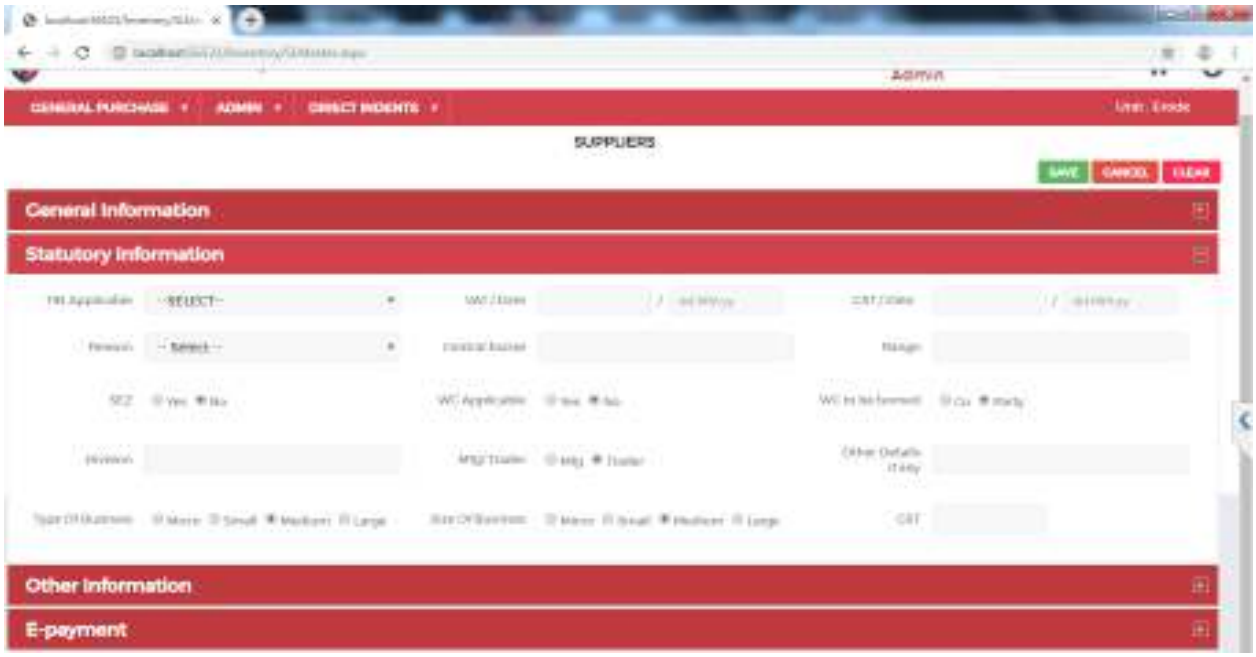

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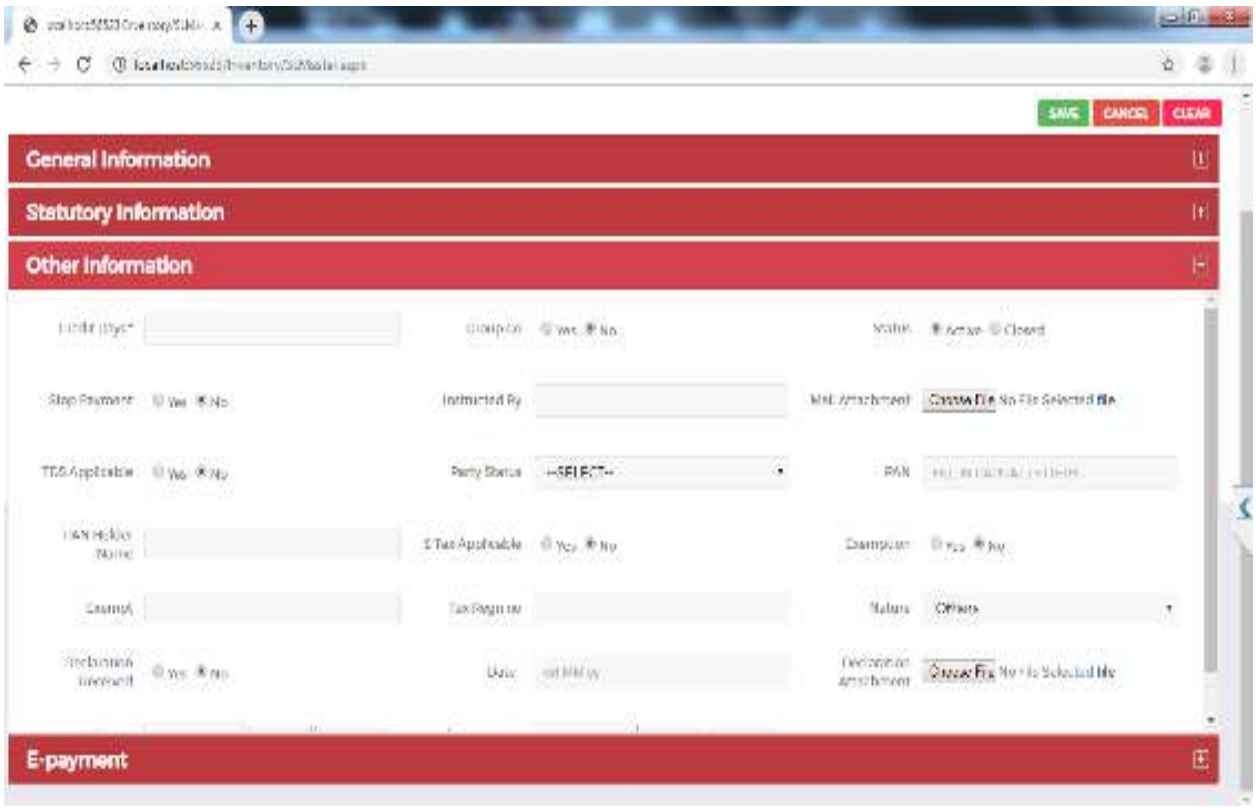

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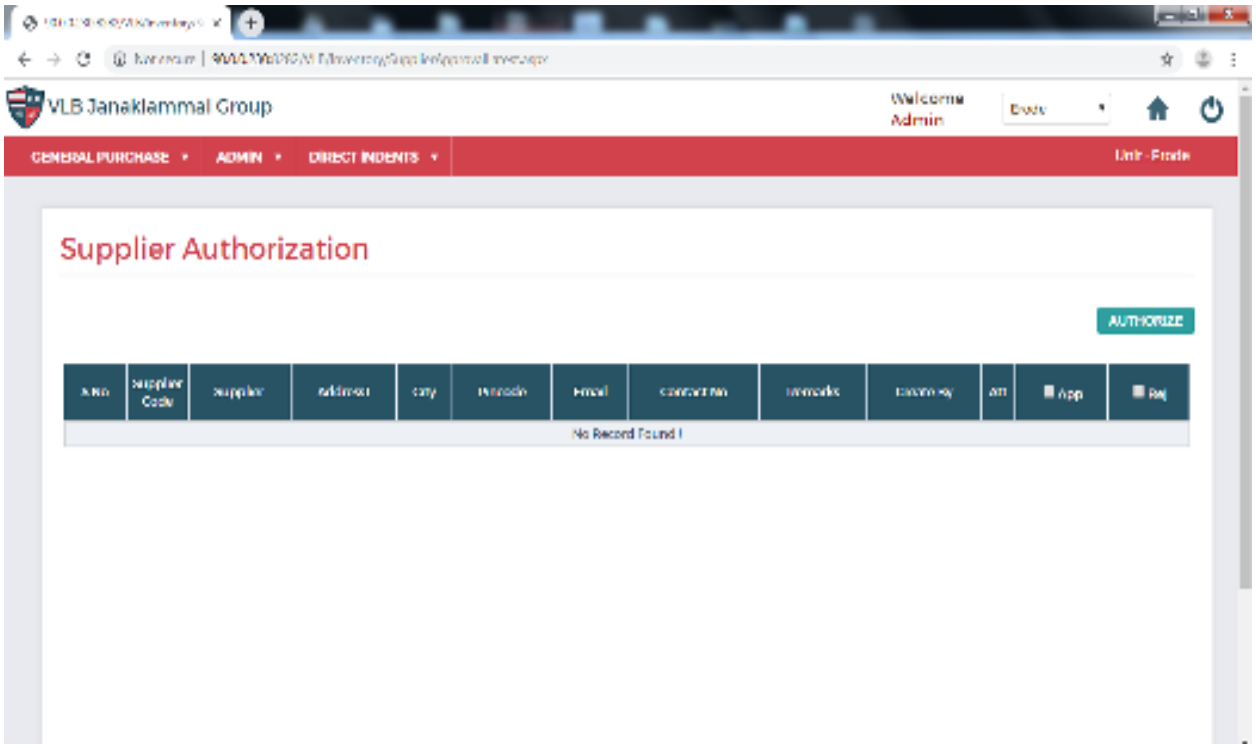
Supplier Approval

Created Suppliers need to be authorized in this screen



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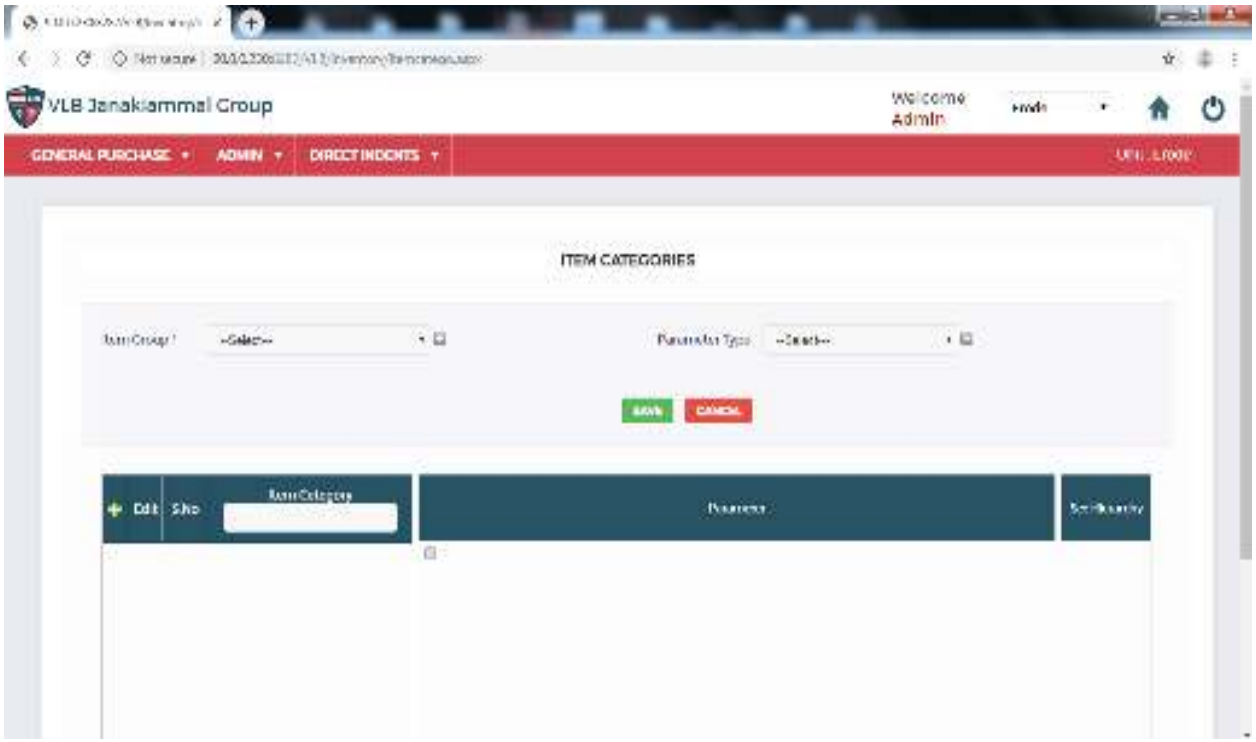
Item Category

In this screen we can set the Group, Parameter Type, and Category for the items. While Adding Items these fields are required.



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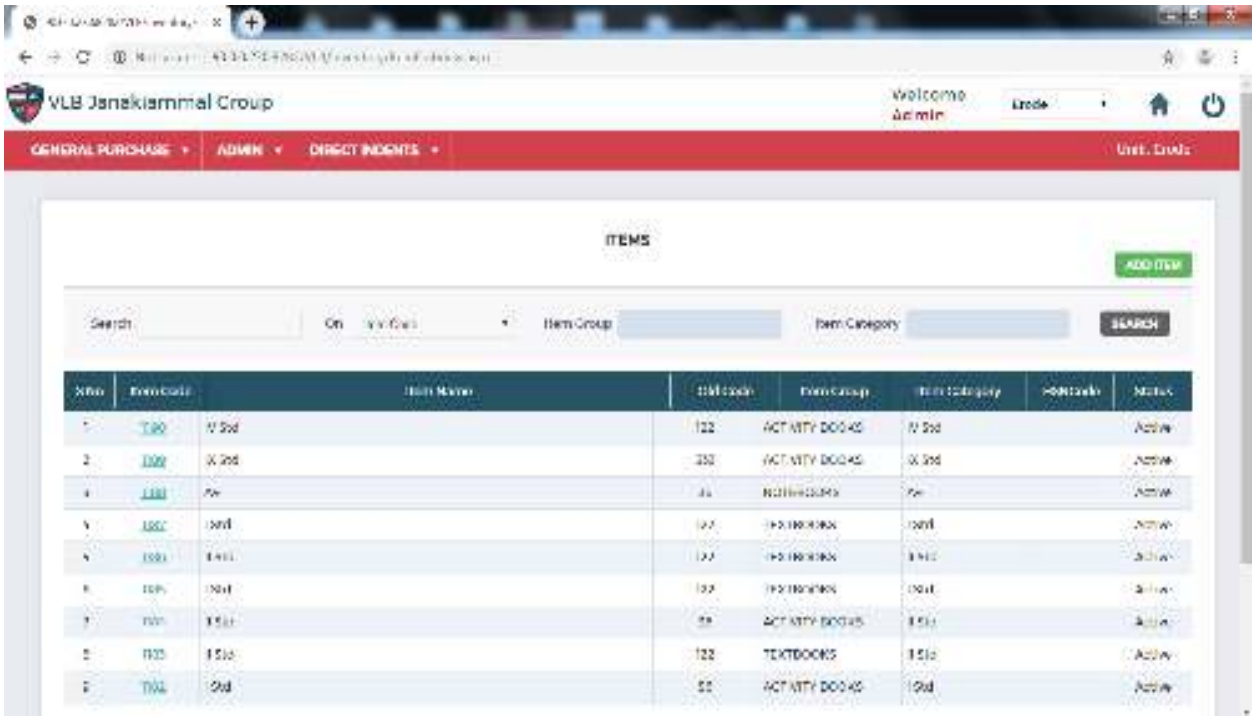
Add Items

User can View/Search /Add Items.



On clicking Add Item a new screen opens where we can create items by filling the mandatory fields such as Item Group, Item Category, Item Description, UOM .If u have parameters for the particular item it will be displayed in right top. Item Code is auto generated and cannot be edited; all the other fields are auto complete.

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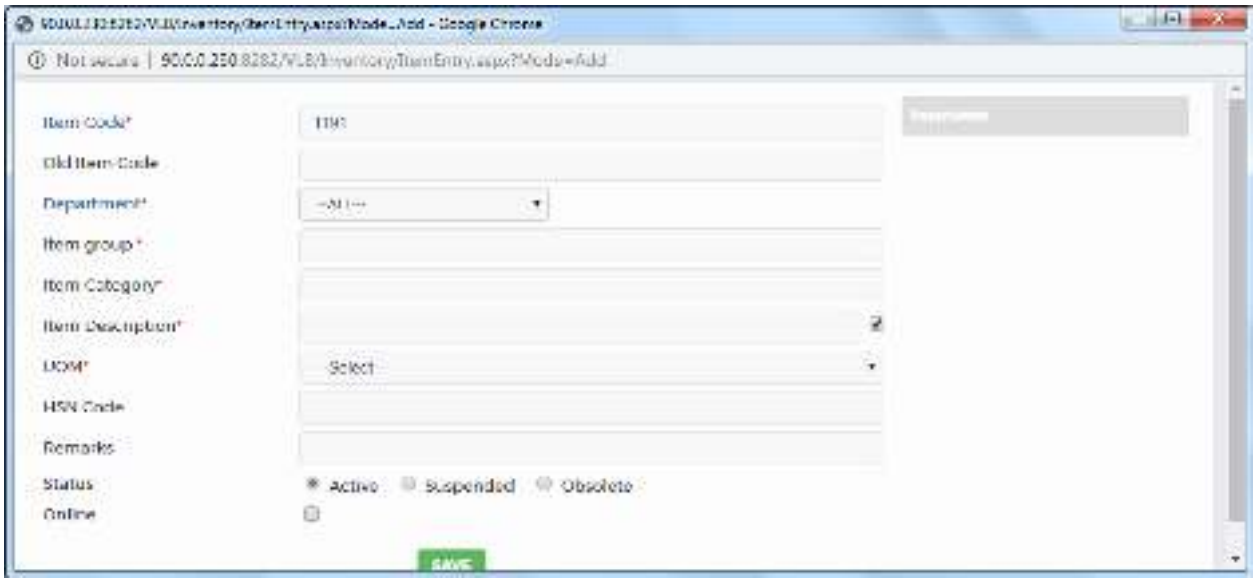
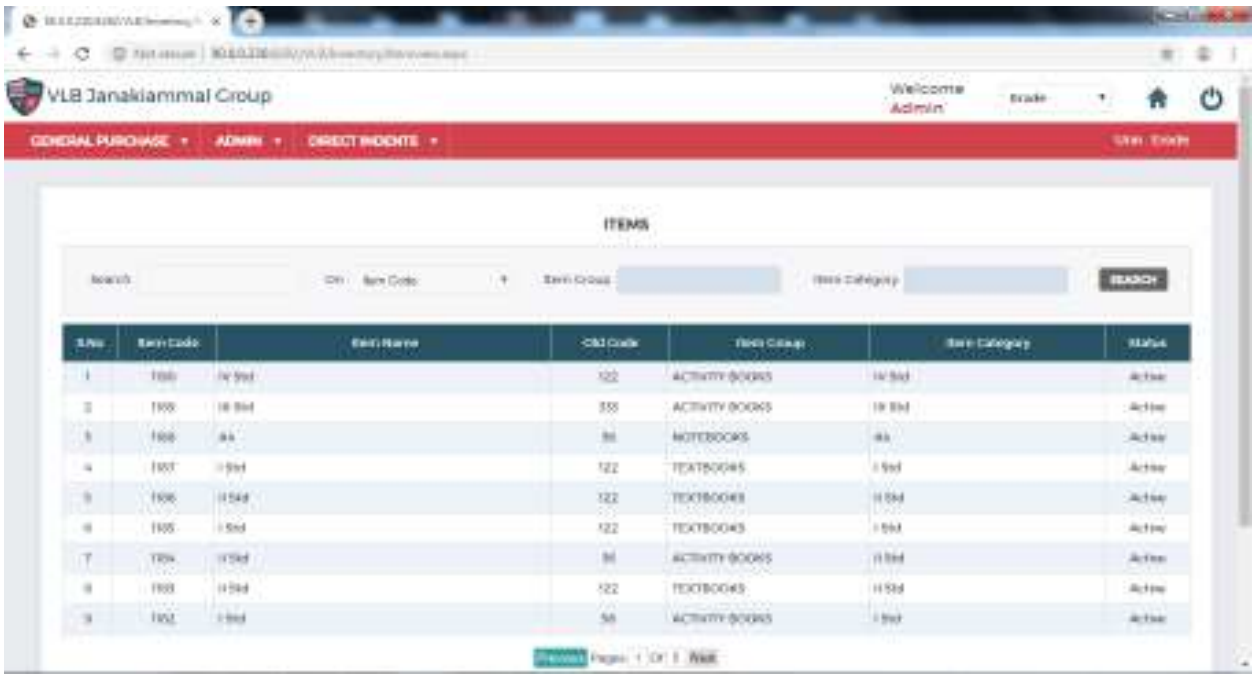


View Items

Items created in the previous screen can be View/Search based on the Item code, Item name, and Old item code.



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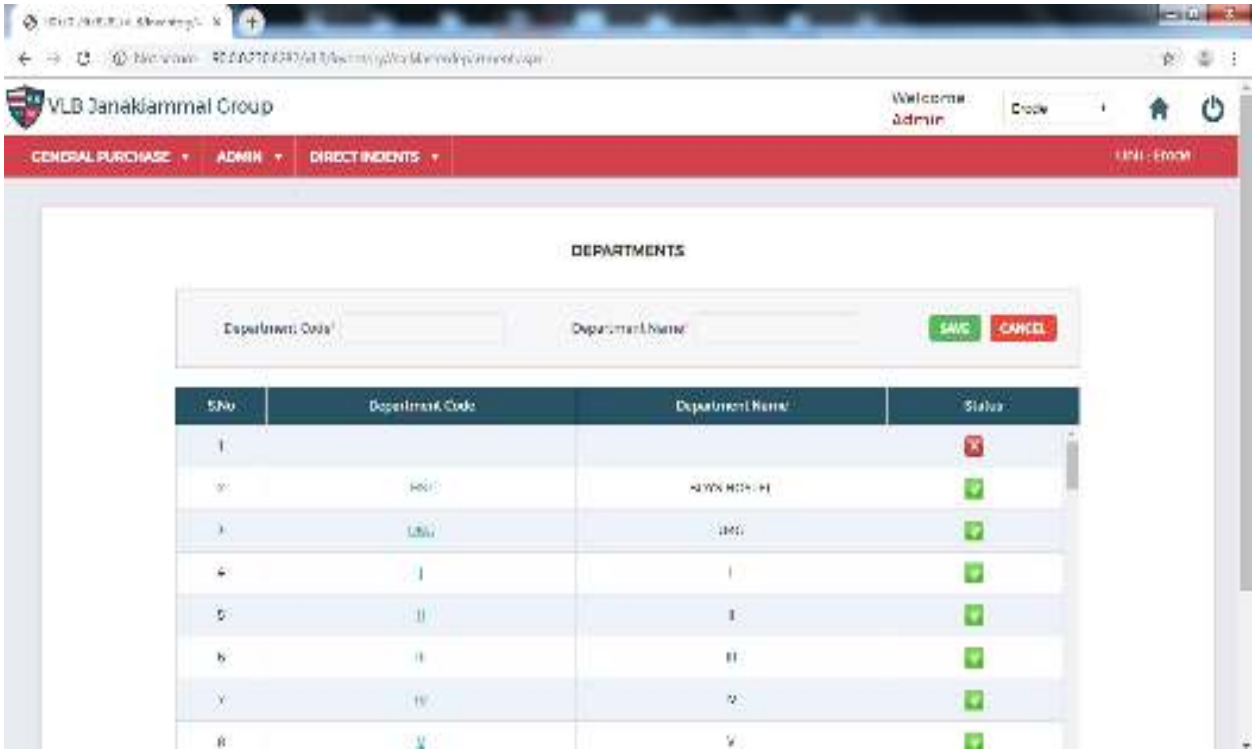
Departments

User can Create/View/Edit/Cancel department code and name. Status can be changed by clicking



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Cost Center

User can Create/View/Edit/Cancel cost center code and name. Status can be changed by clicking

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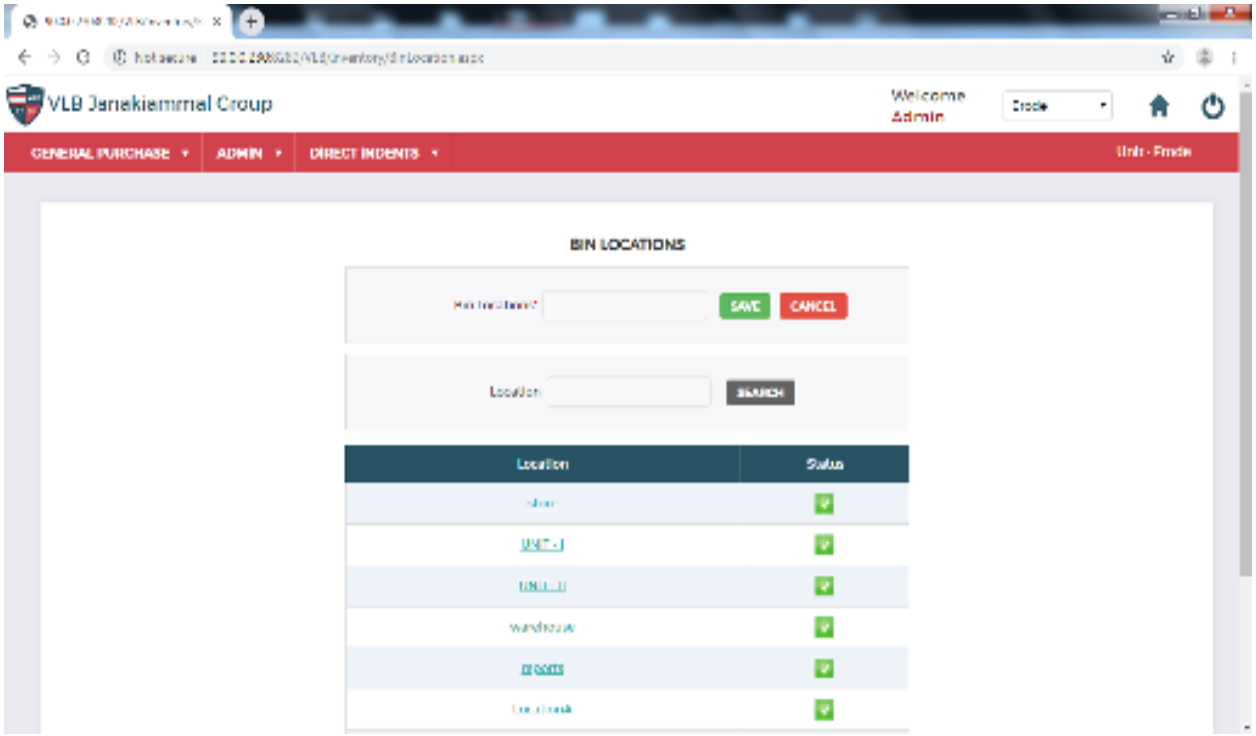
Bin Location

Users can Create/View/Edit/Cancel Location. Based on the location stocks will be stored. Status can be changed by clicking .



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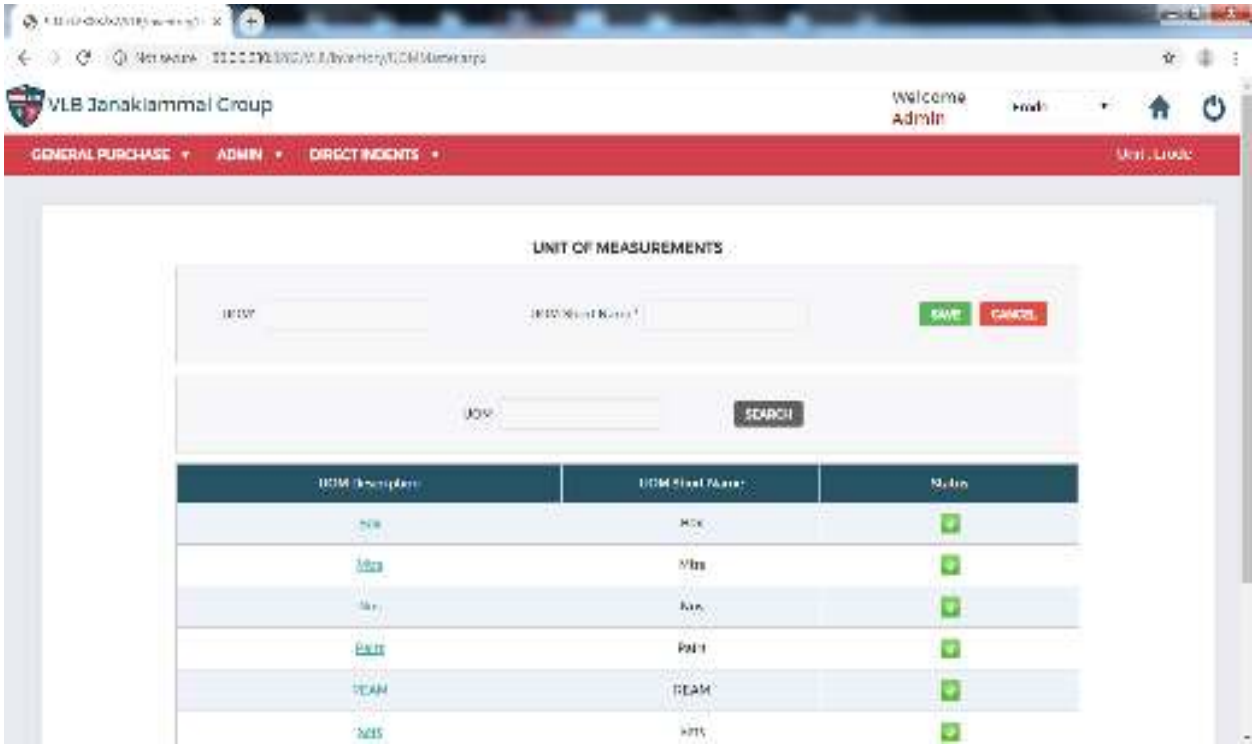
Unit of Measurement

Users can Create/View/Edit/Cancel Location. UOM is needed while add item. Status can be changed by clicking ✅.



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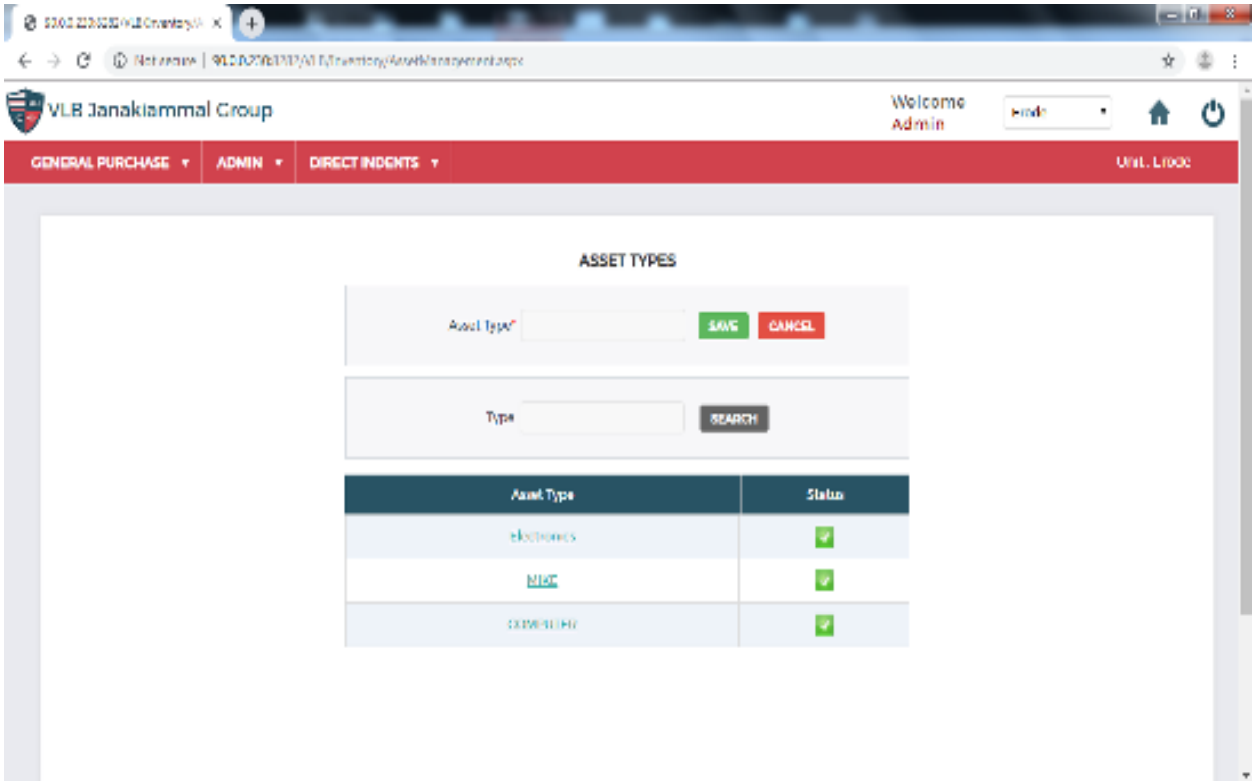
Asset Types

Users can Create/View/Edit/Cancel assets. Status can be changed by clicking .



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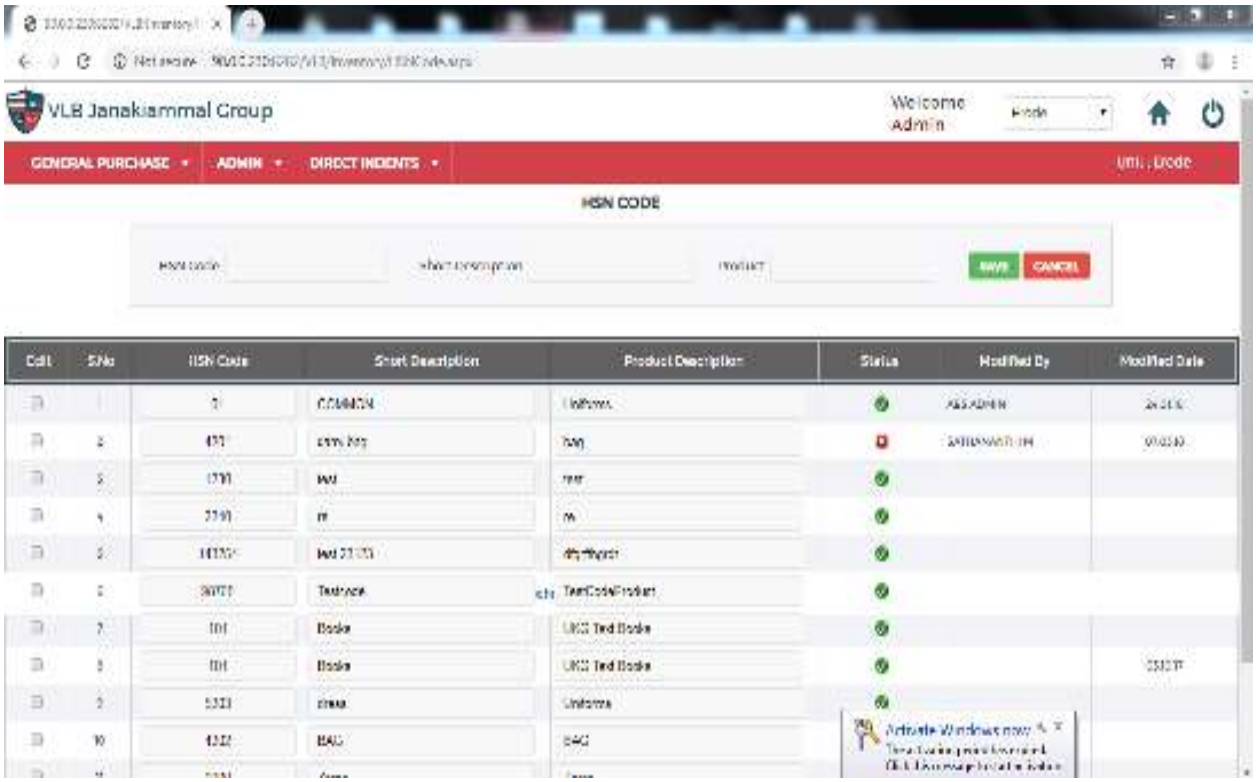
Asset Types

Users can Create/View/Edit/HSN Code. Save can by clicking for save Record



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HSN CODE

Users can Create/View/Edit/HSN Tax Rate. Save can by clicking for save Record

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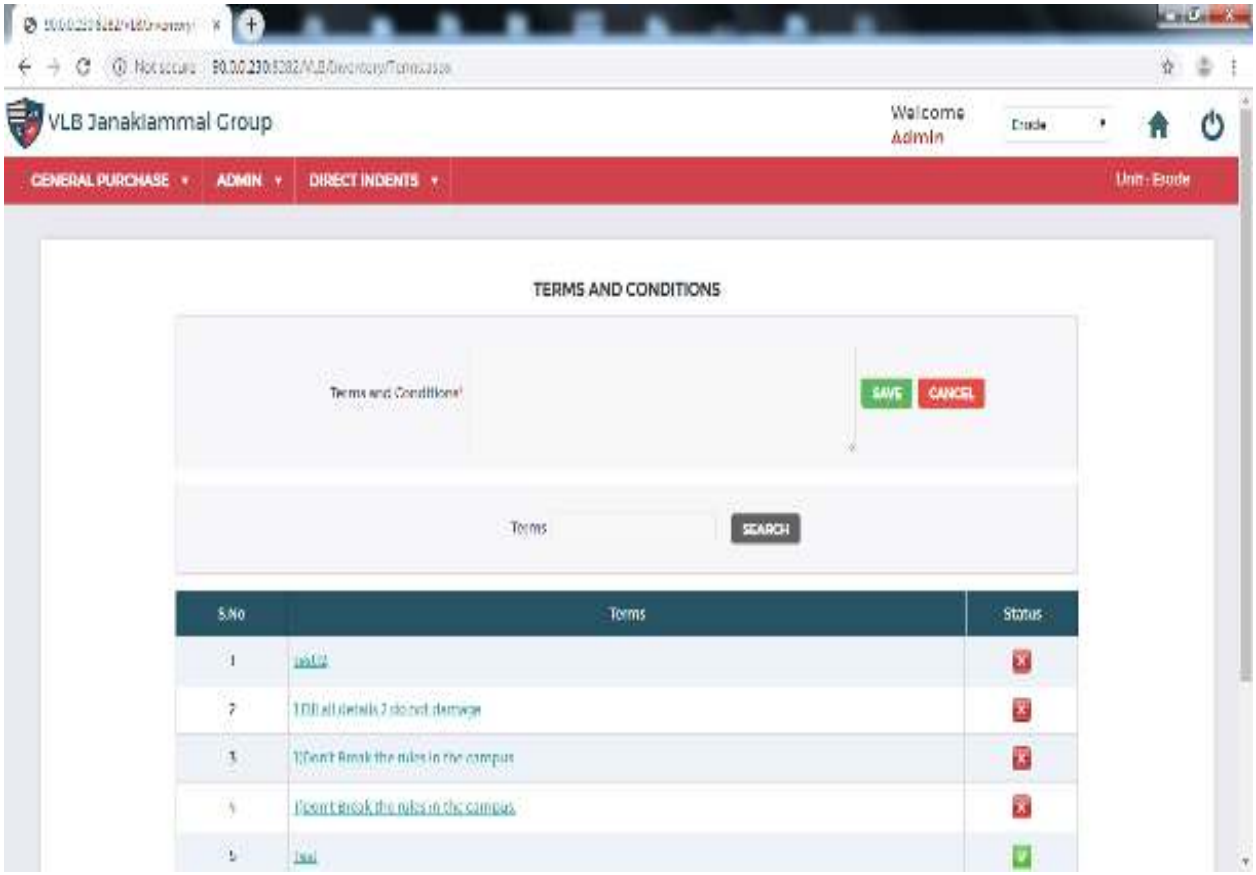
TERMS AND CONDITIONS

Users can Create/View/Edit/Terms and Condition. Save can by clicking for save Record



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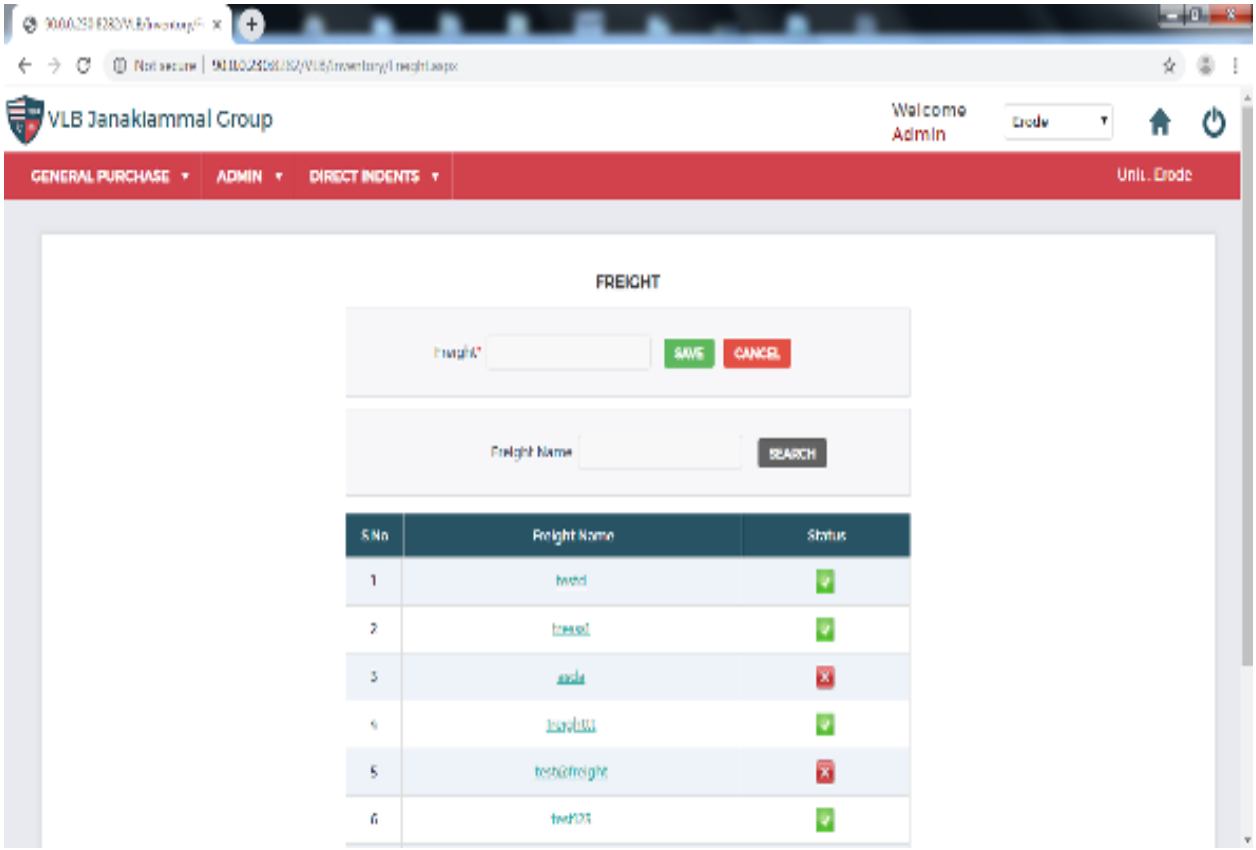
TERMS AND CONDITIONS

Users can Create/View/Edit/Terms and Condition. Save can by clicking for save Record



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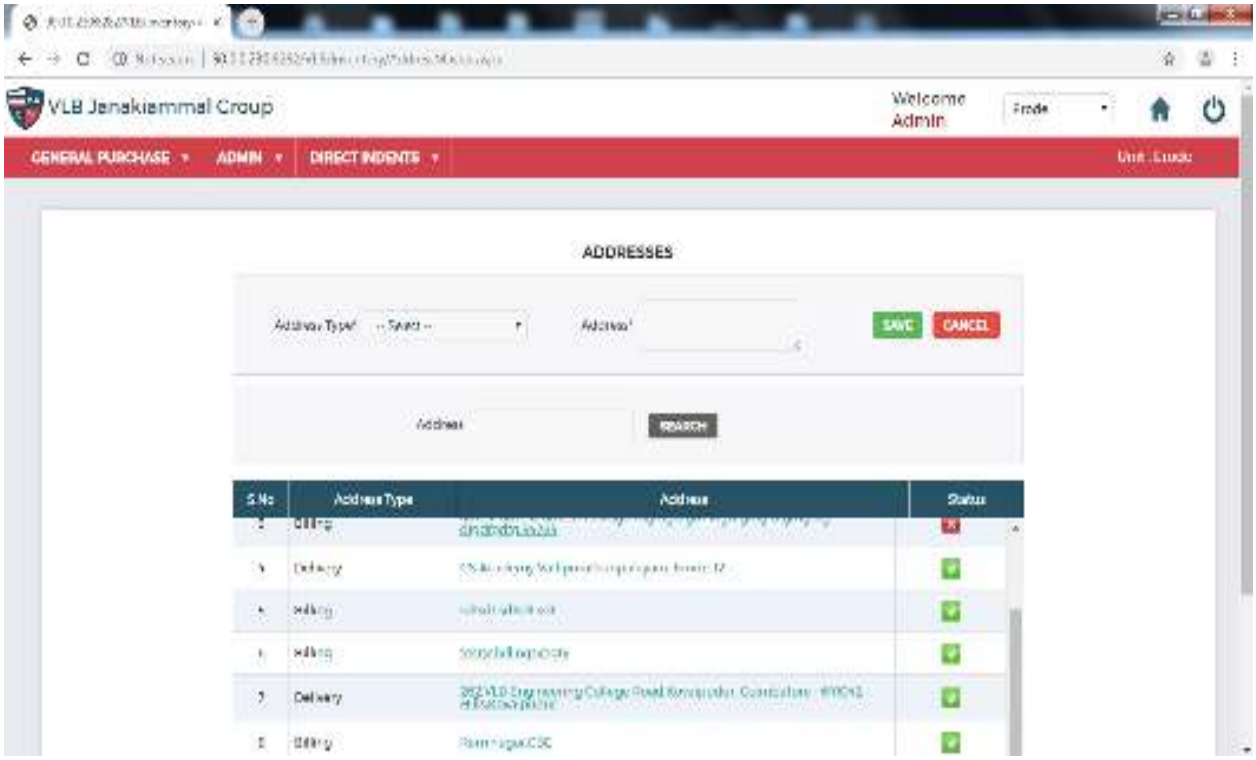
TERMS AND CONDITIONS

Users can Create/View/Edit/Terms and Condition. Save can by clicking for save Record



Purchase Indent

Purchase Indent holds the following sub menus.

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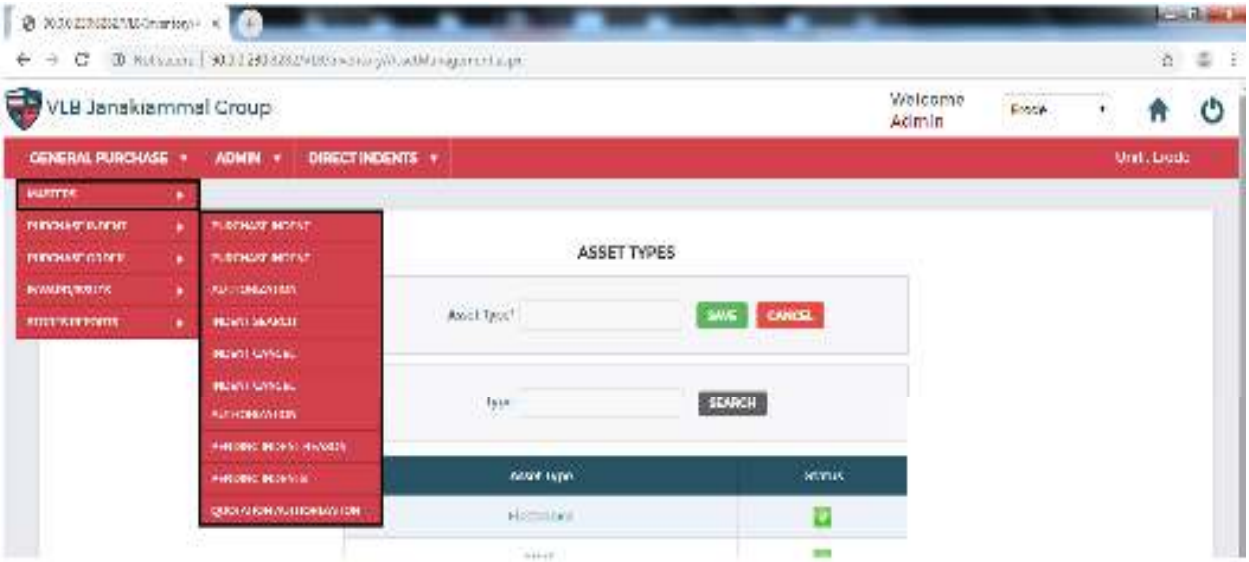

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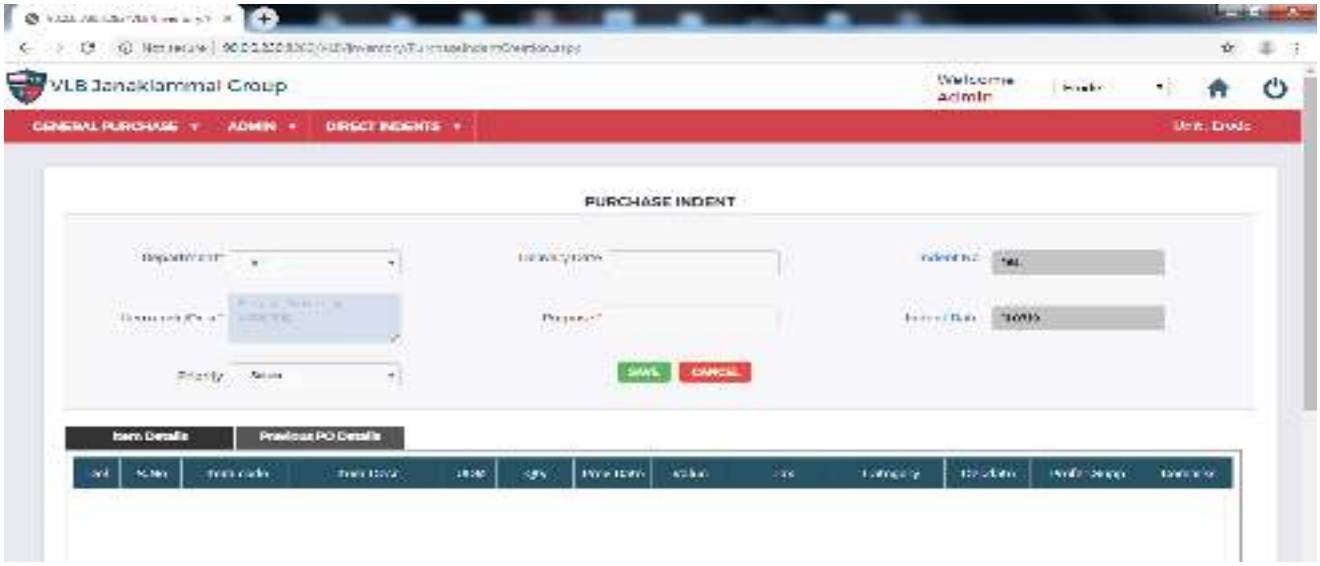
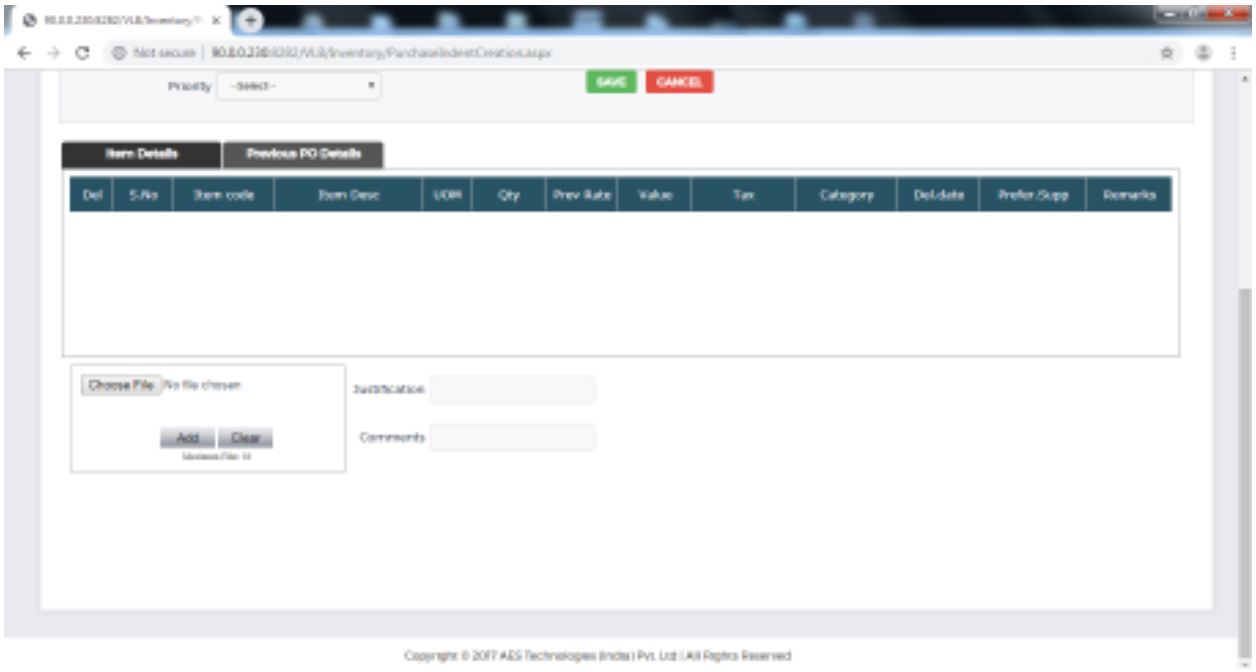
Purchase Indent

Select the Department, Delivery date, and choose the Item Code/Desc click enter. Item will be loaded in the grid. In the grid fill the Quantity, then choose the Category, Cost Center, and fill the remarks. Click save button. Indent will be created successfully. Indent No and Indent Date are auto generated fields.



If we have any Previous Po Details for the particular item, it can be viewed in this tab. User can also browse and attach files by clicking the Add button, Clear button is to remove the attached files.



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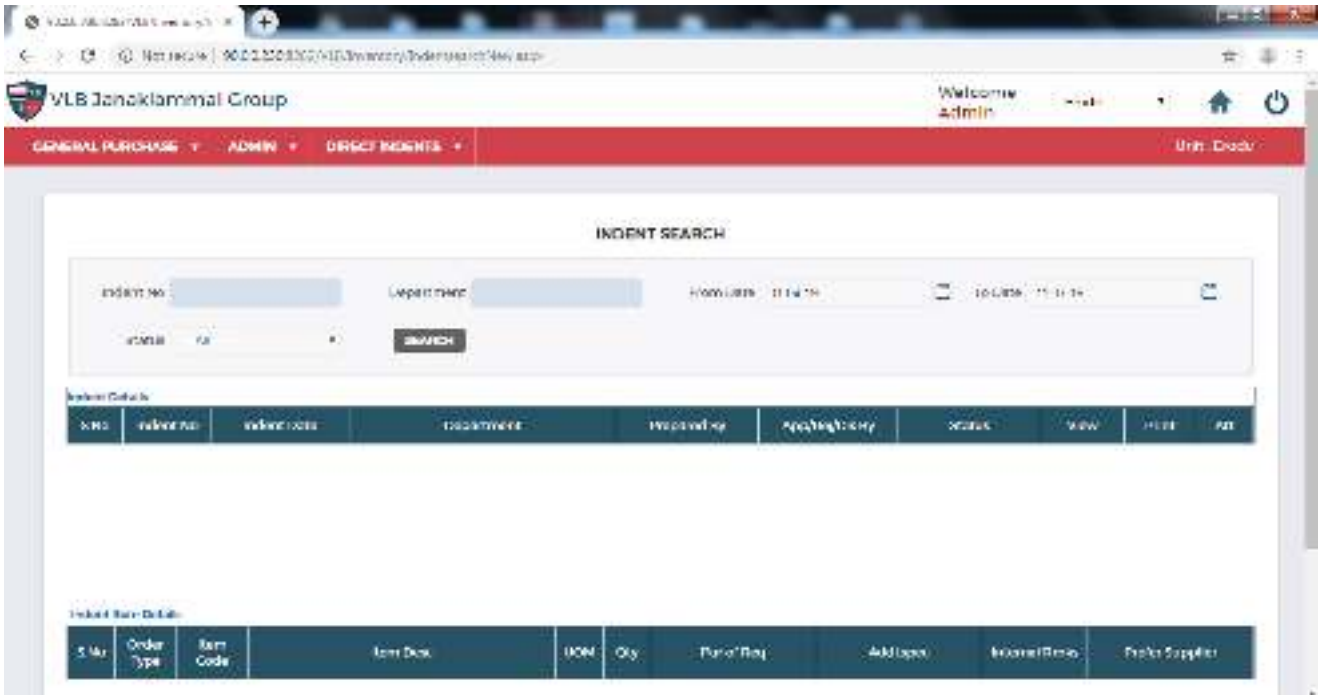
Purchase Indent Authorization

Created indents can be Approved, Rejected or kept under Discussion in this screen.

Indent Search

Indents can be searched based on the Indent No, Department, From Date, To Date, and Status.



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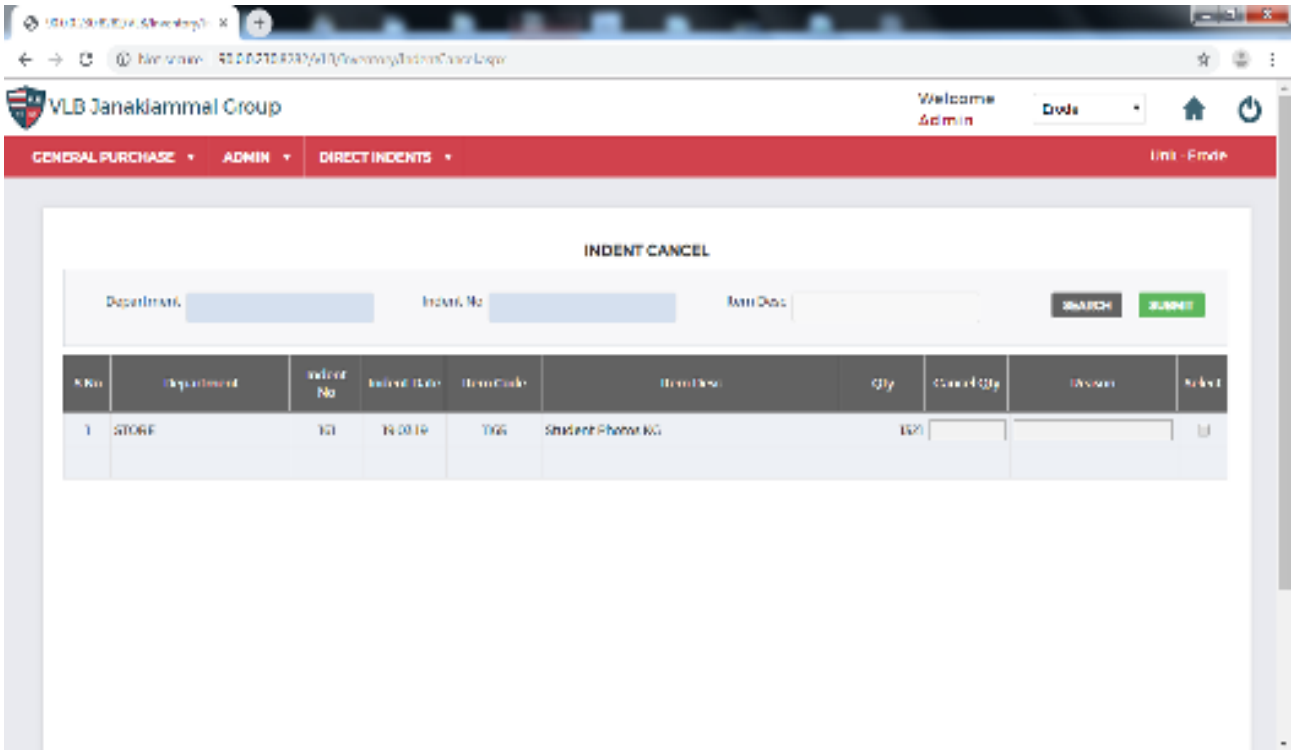
Indent Cancel

The quantity can be cancelled partially or the whole indent can also be cancelled.



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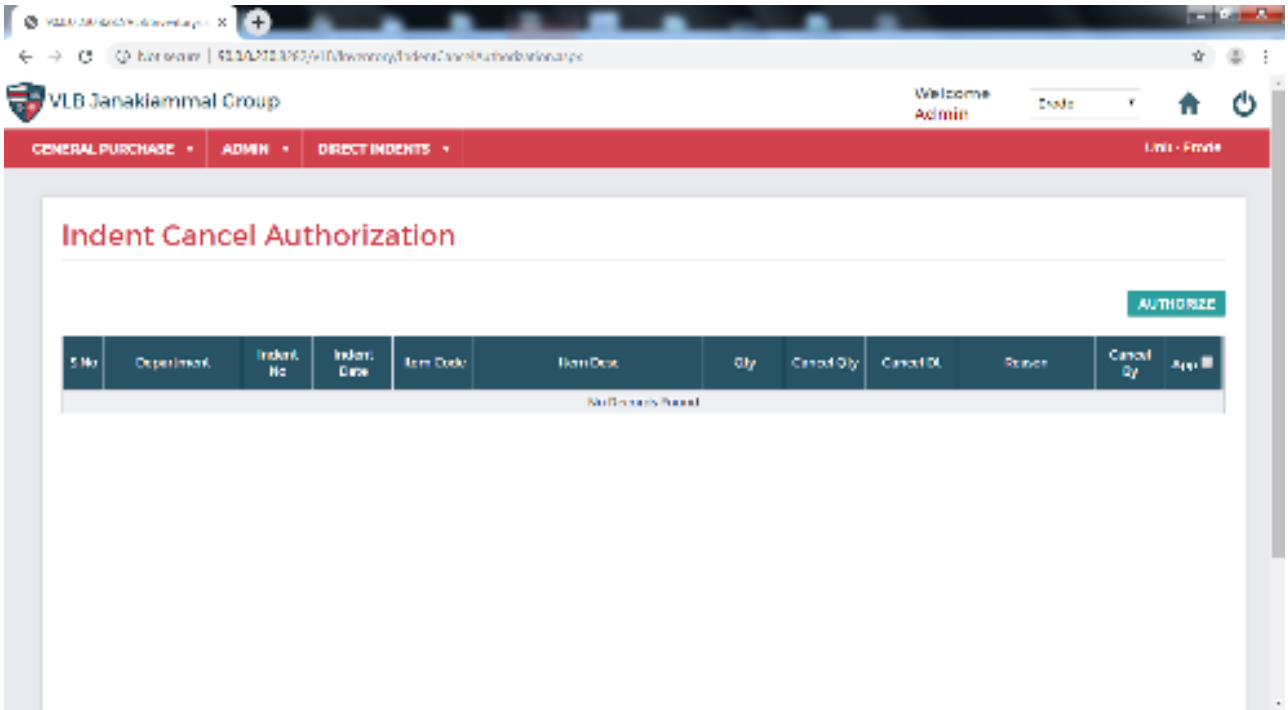
Indent Cancel Authorization

The partially cancelled quantity and indent cancelled as a whole must be approved in this screen.



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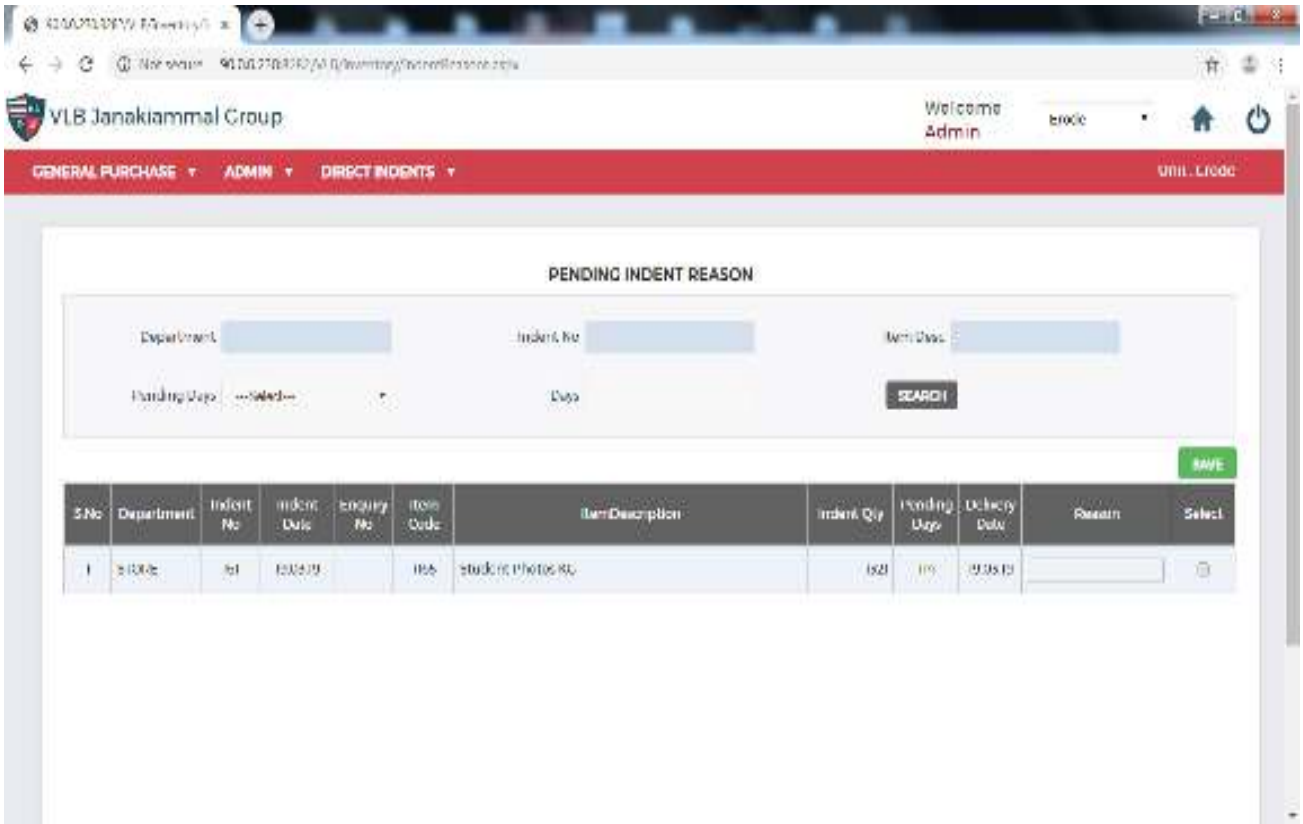
Pending Indent Reason

The pending reasons can be specified in this screen.



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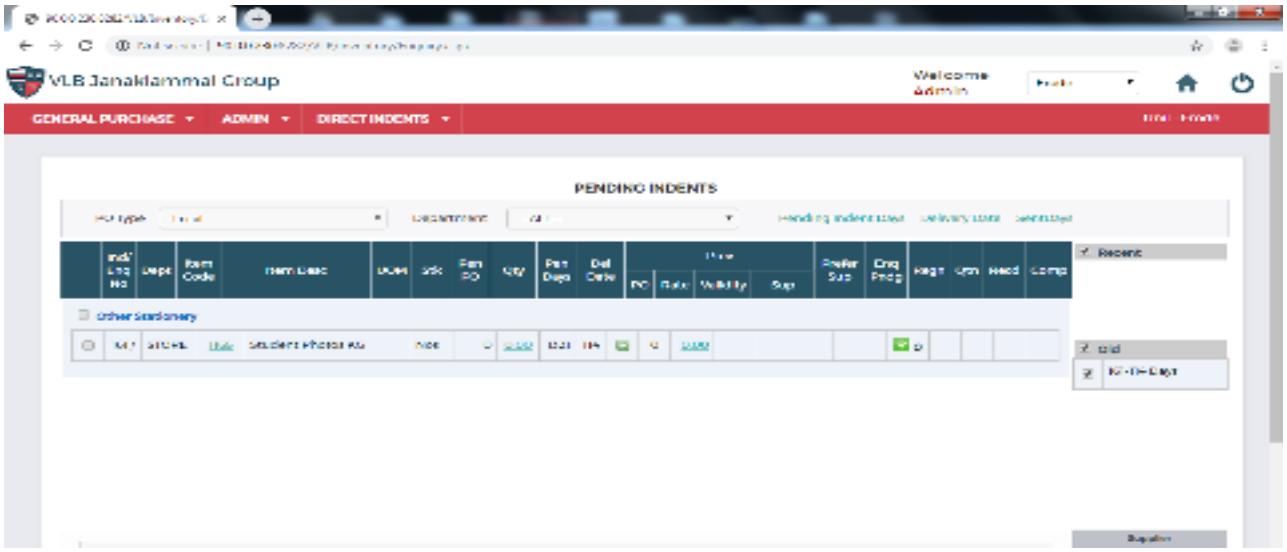
Pending Indents

The pending indents will be shown in this screen.



Choose an item, and choose the supplier then click Enquiry button. Mail will be sending to the supplier. Multiple selections of items and supplier can also be done. Enquiry will be generated successfully.

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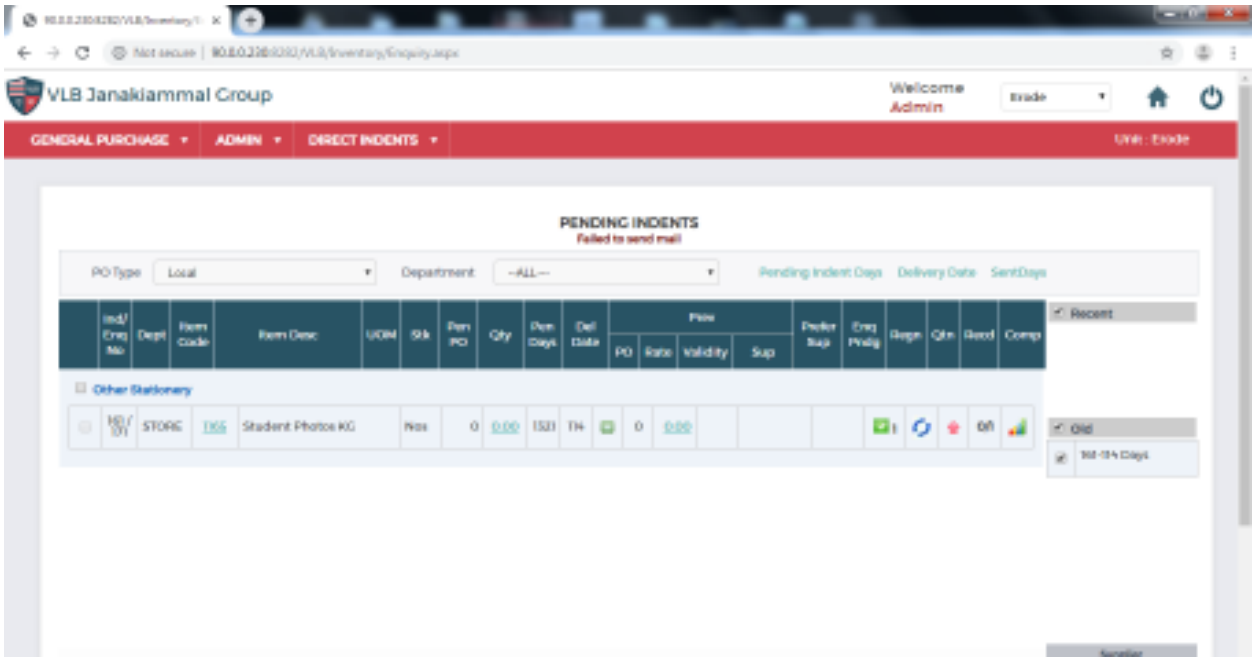
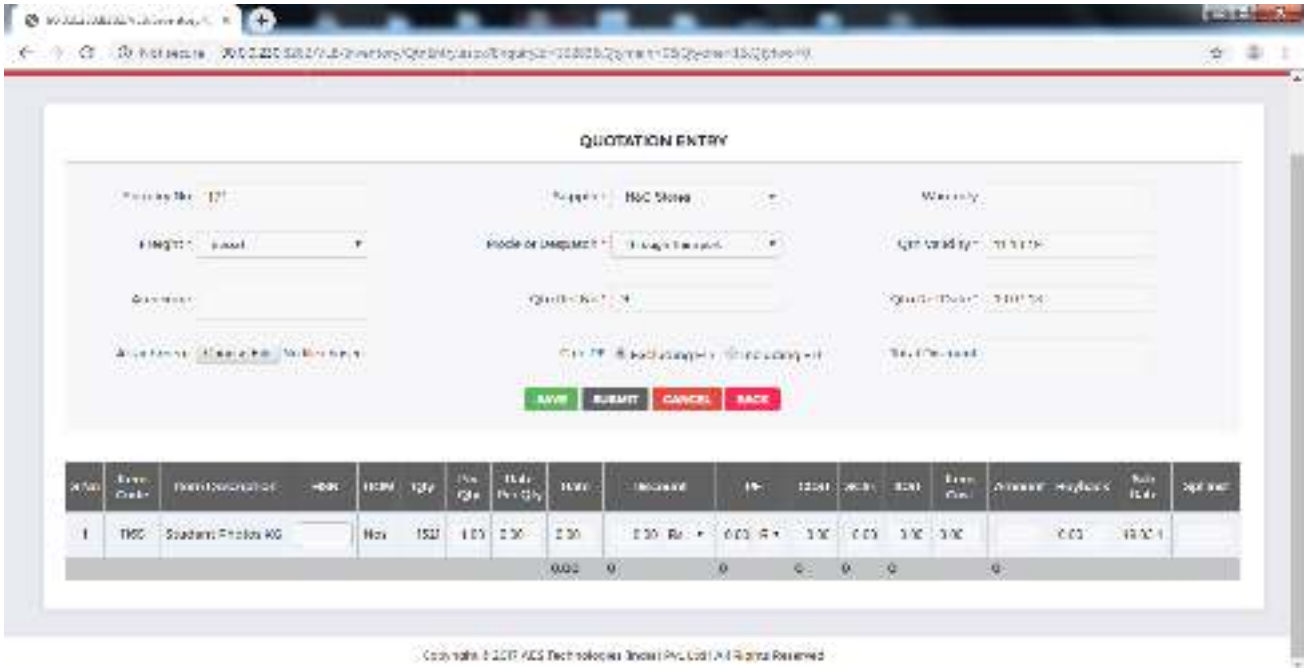
After the Enquiry is generated the Quotation appears on the screen. Click the specified icon, page will be redirected to Quotation Entry screen



After filling all the mandatory fields,give the RatePerQty in the grid then click Save button. If you click Save button datas can be edited.After clicking Submit button the Quotation moves on to the Quotation Authorization screen. Quotation can be created for multiple suppliers by filling the respective fields.



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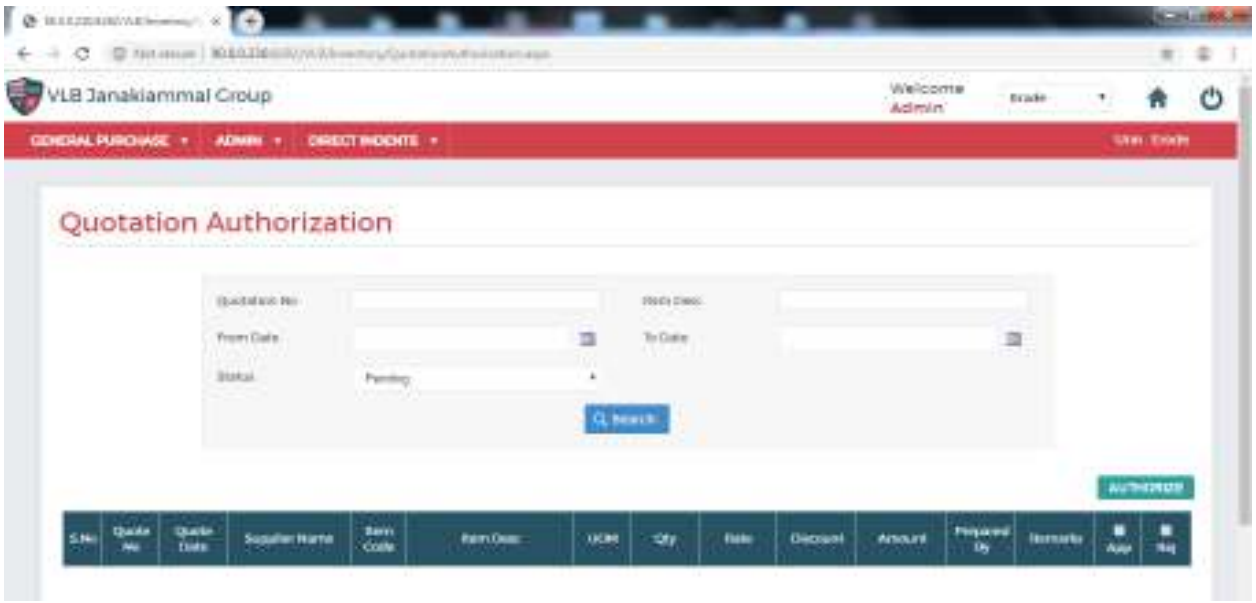
Quotation Authorization

Created quotations need to bed approved, rejected in this screen.



After clicking Submit button the color of the Quotation icon changes from Red to Green.

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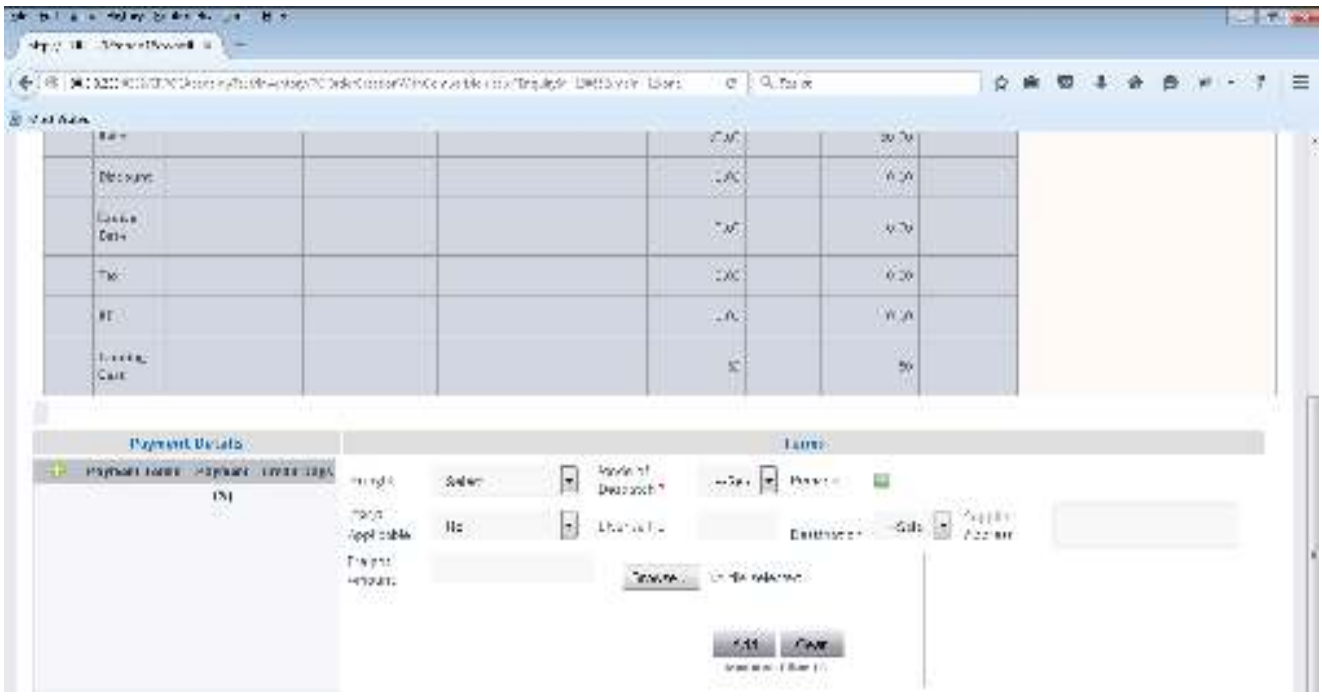
PO can be created only for the Authorized Quotations. By clicking on the comparison icon PO comparison screen will open as shown below. If you quote for more than one supplier, the supplier who quote lowest rate will be selected by default. You can also change the default chosen supplier.



Select the checkbox, then fill all the fields then click Create PO button. PO will be generated successfully.

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Purchase Order

Purchase Order holds the following sub menus.

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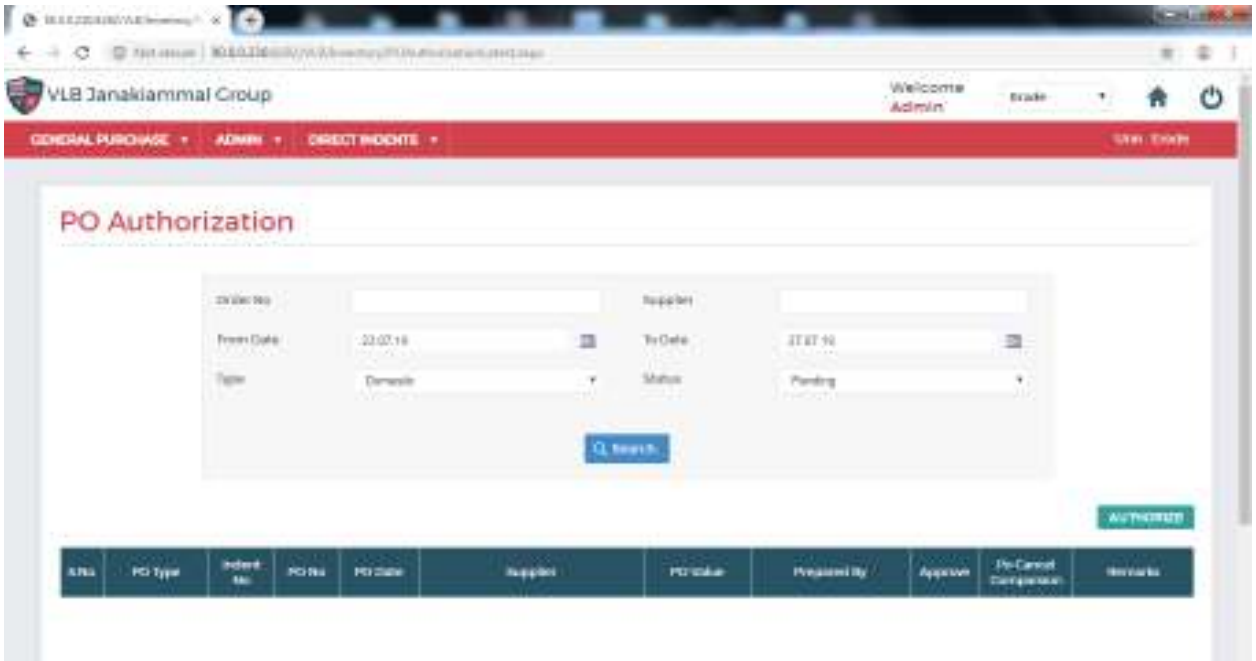
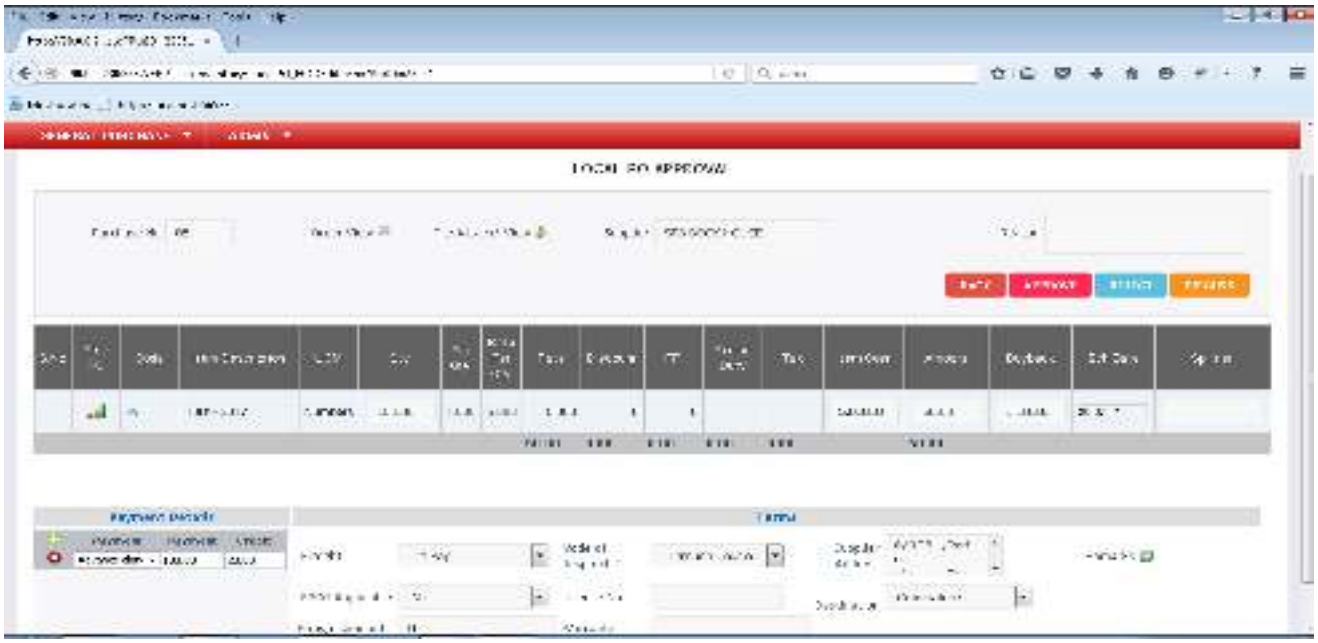
PO Authorization

Created PO's can be authorized in this screen.



If you click on the PO number in the PO Authorization screen, it redirects to a new screen Local PO Approval. In this screen we can Approve/Reject/Discuss PO. If u click Order View icon you can able to view the PO in the report format. Files can be attached by clicking on the File Attach/View icon.



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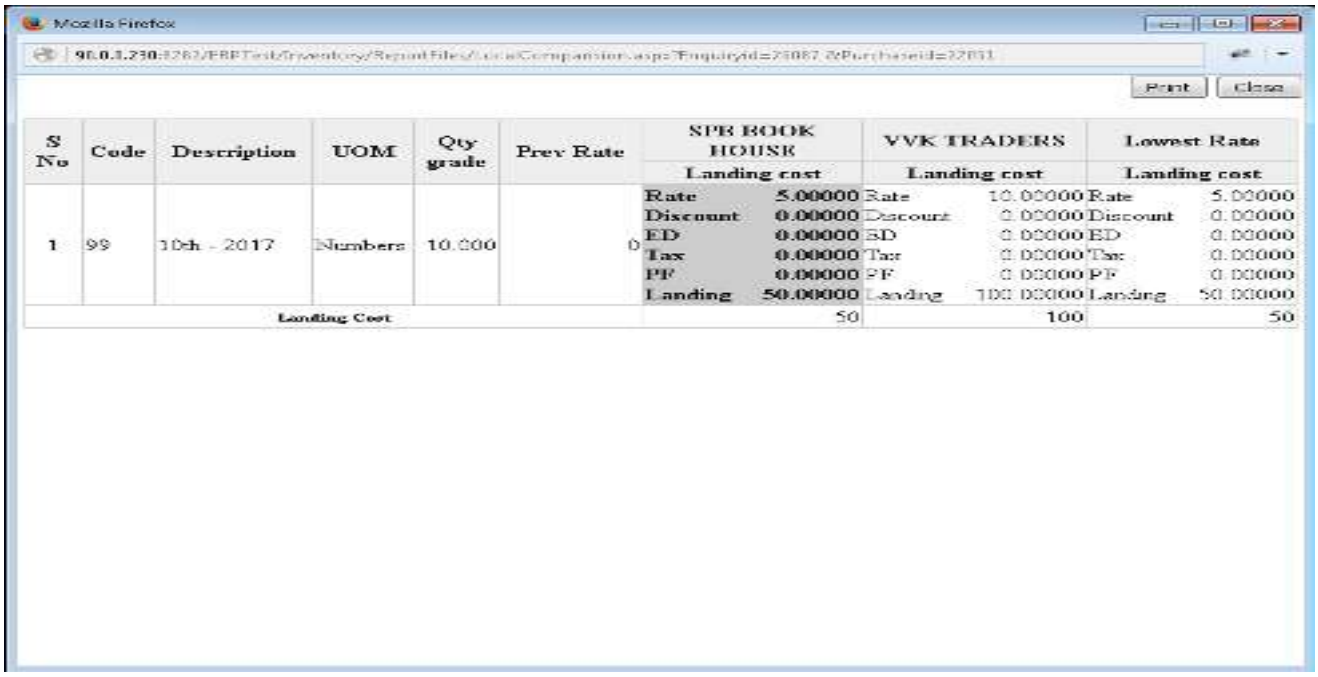
If you click PO Cancel Comparison icon PO authorization screen, a new report open as shown below,



Print Close

S No	Code	Description	UOM	Qty grade	Prev Rate	SPR BOOK HOUSE		VVK TRADERS		Lowest Rate	
						Landing cost		Landing cost		Landing cost	
1	99	10th - 2017	Numbers	10.000	0	Rate	5.00000	Rate	10.00000	Rate	5.00000
						Discount	0.00000	Discount	0.00000	Discount	0.00000
						ED	0.00000	ED	0.00000	ED	0.00000
						Tax	0.00000	Tax	0.00000	Tax	0.00000
						PF	0.00000	PF	0.00000	PF	0.00000
						Landing	50.00000	Landing	100.00000	Landing	50.00000
Landing Cost							50		100		50

This screen is for taking a print purpose.

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Final PO Approval

For Purchase Order two level of authorization is there. This is the final level of Authorization.

Attachments found can be viewed by clicking the Attachment icon .If u click Approve All, multiple PO's can be approved at a time.

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Pending PO Reason

The reason for the pending PO's can be specified in this screen.

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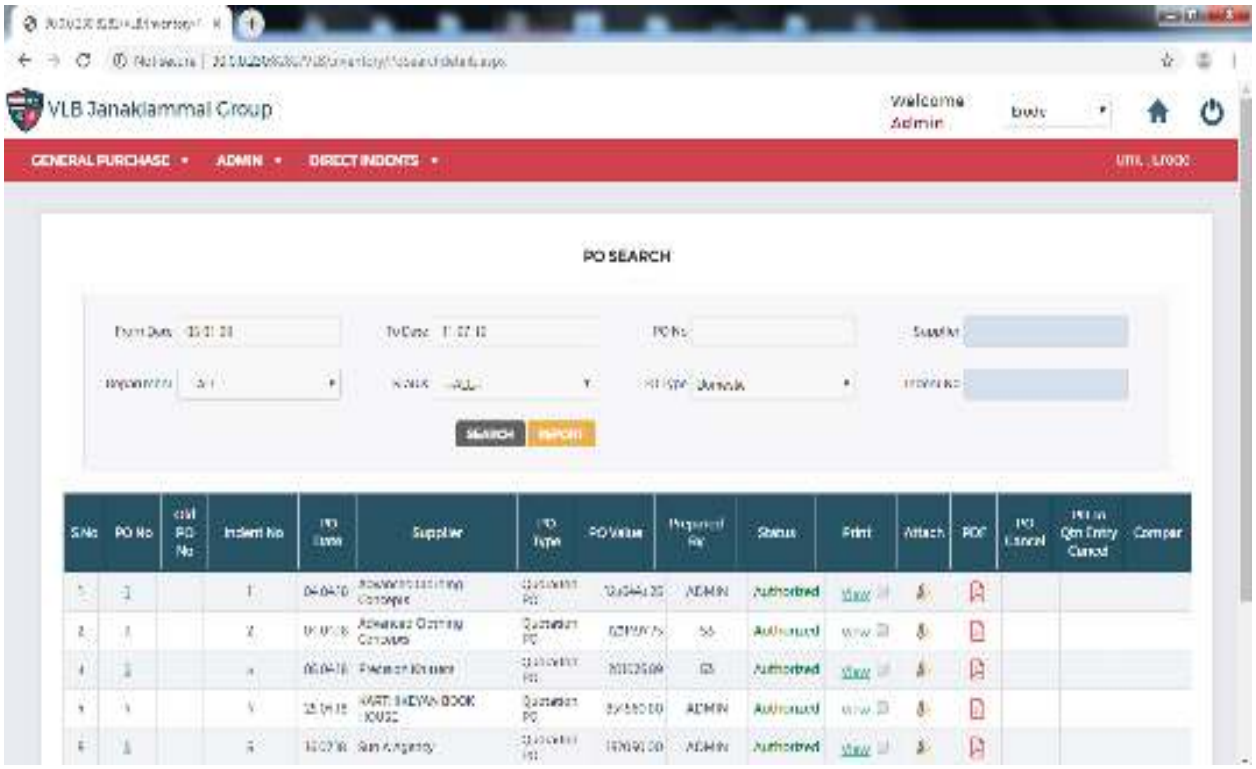
PO Search

The authorized and pending PO's can be viewed and searched in this screen. Attached files can be seen by clicking Attachment icon .The Purchase Order can be viewed in PDF format.



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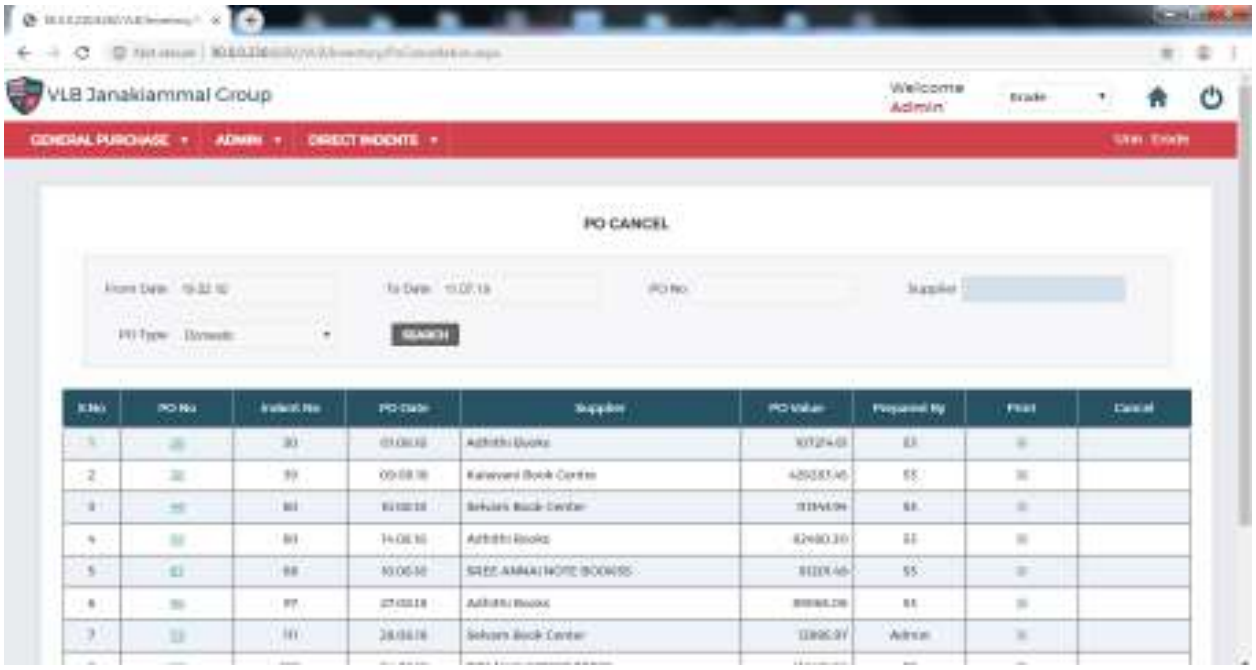
PO Cancel

The PO can be cancelled by clicking the Cancel icon .



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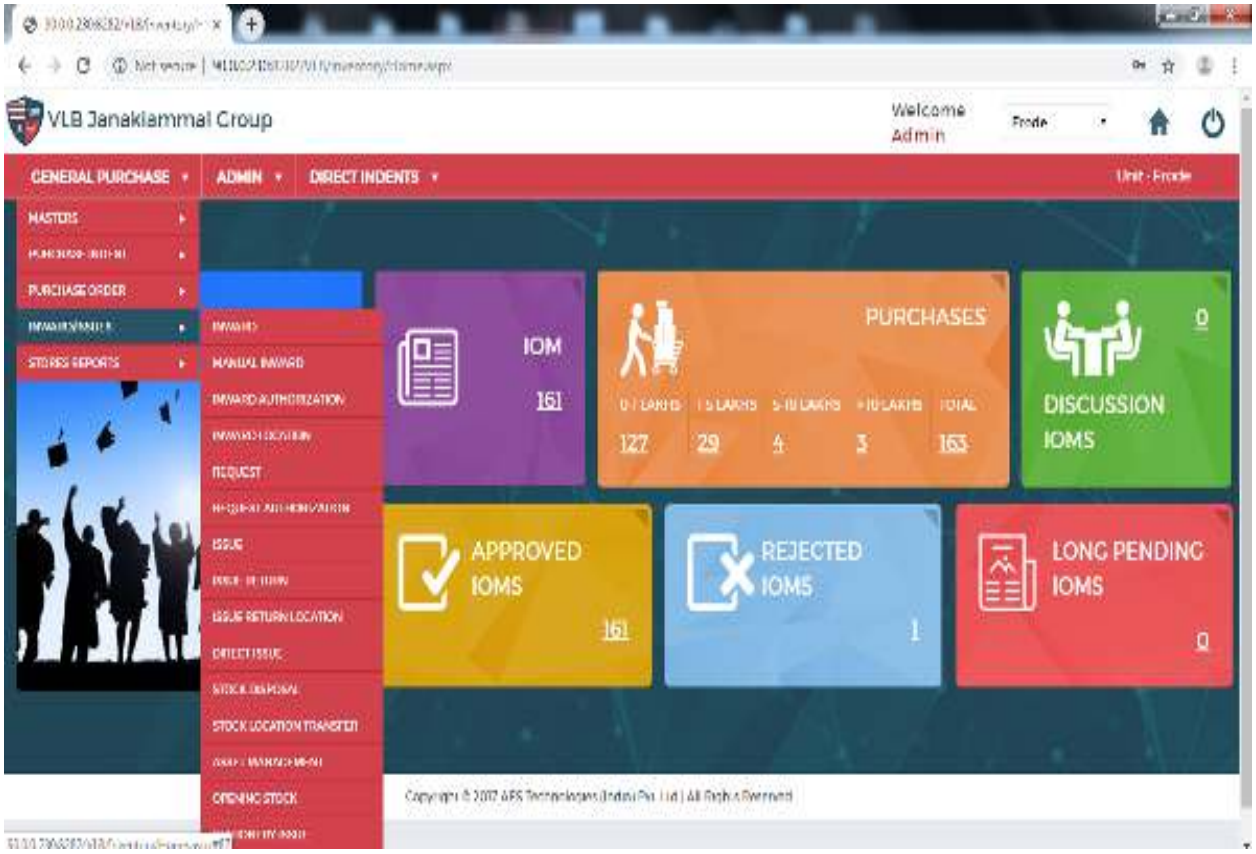
GRN/Issues

GRN/Issues hold the following sub menus.



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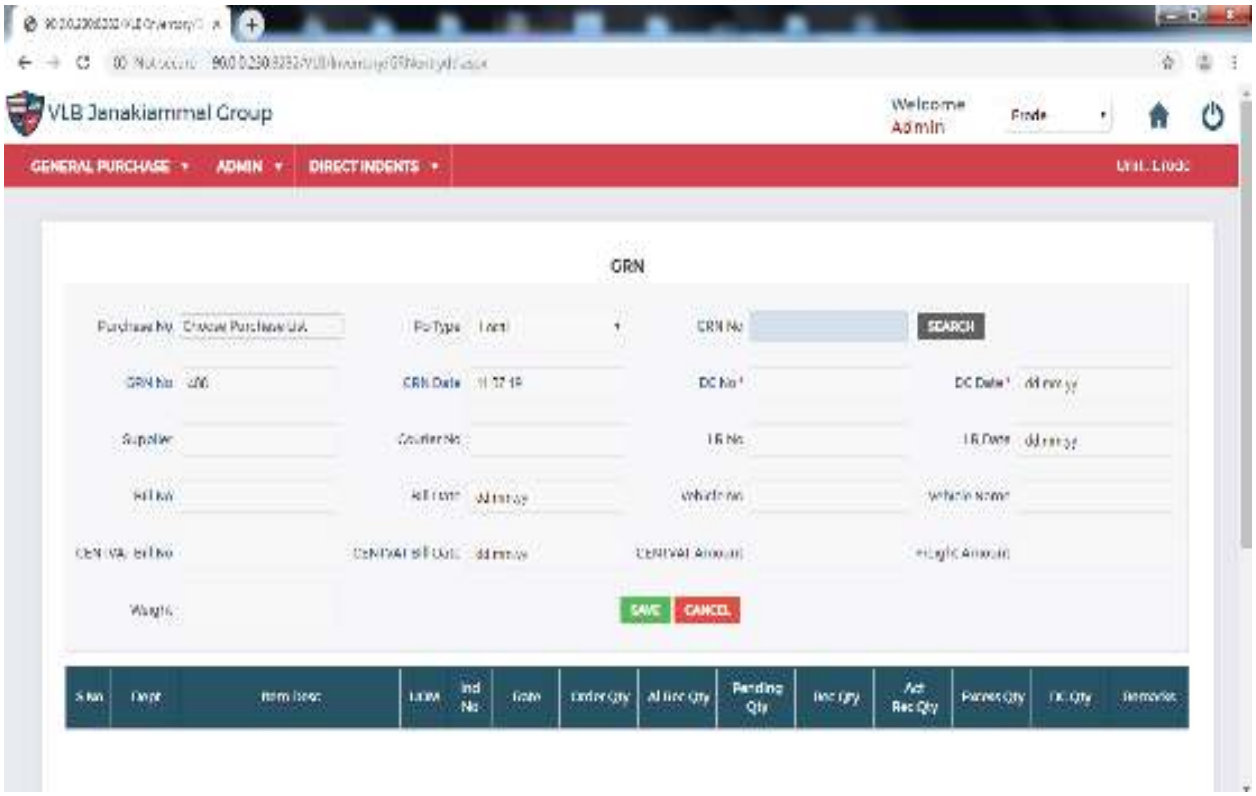
GRN

GRN must be generated against the Purchase Order. After filling all the mandatory fields and the grid click Save button.



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Manual GRN

GRN can also be generated manually as shown below.

In Category Match page, category of the items can be compared.

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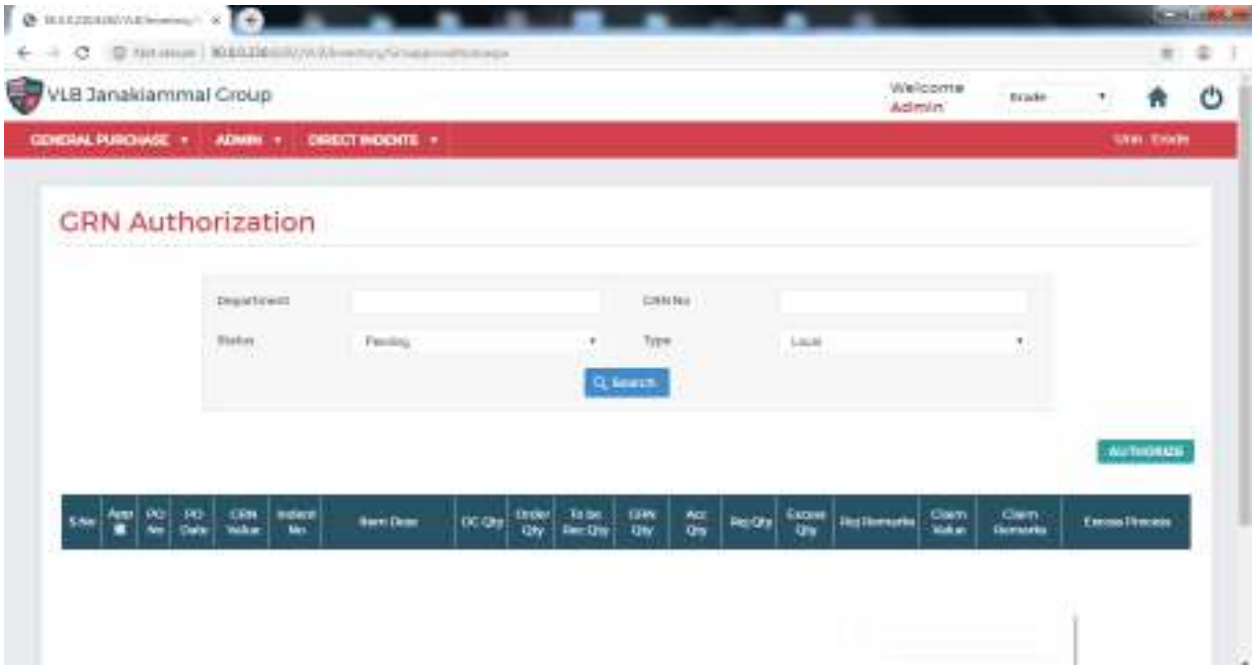
GRN Authorization

Created GRN can be authorized in this screen.



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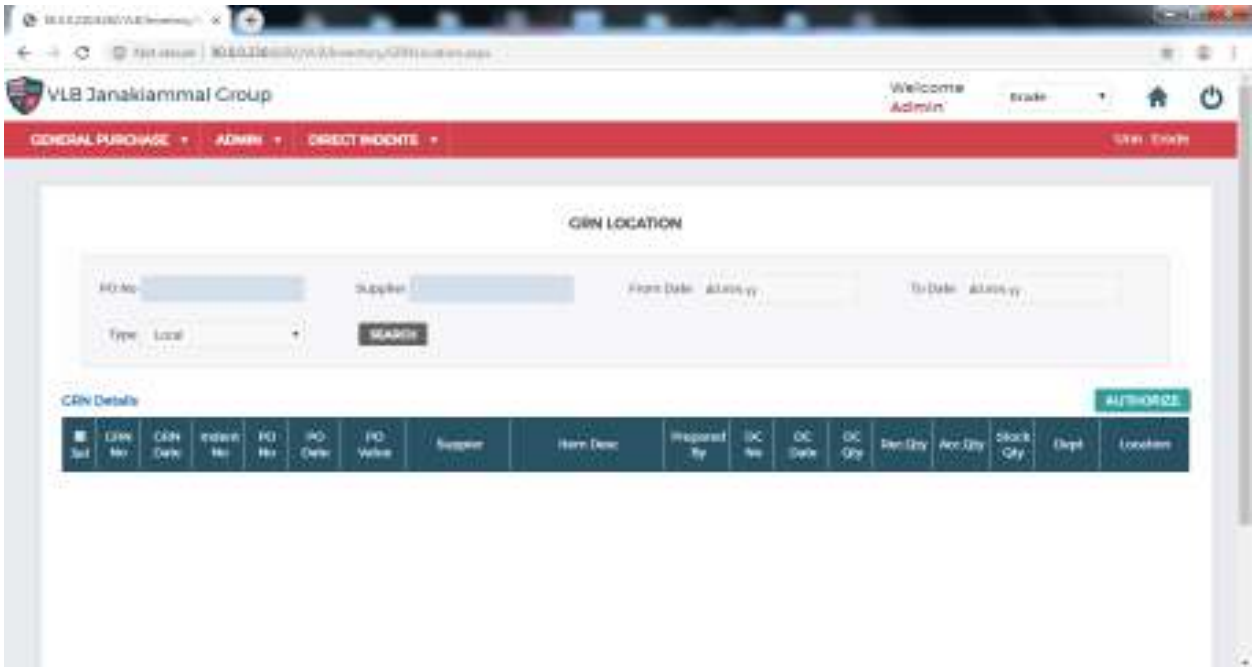
GRN Location

In this screen, for both the GRN's we need to select the location and then Authorize.



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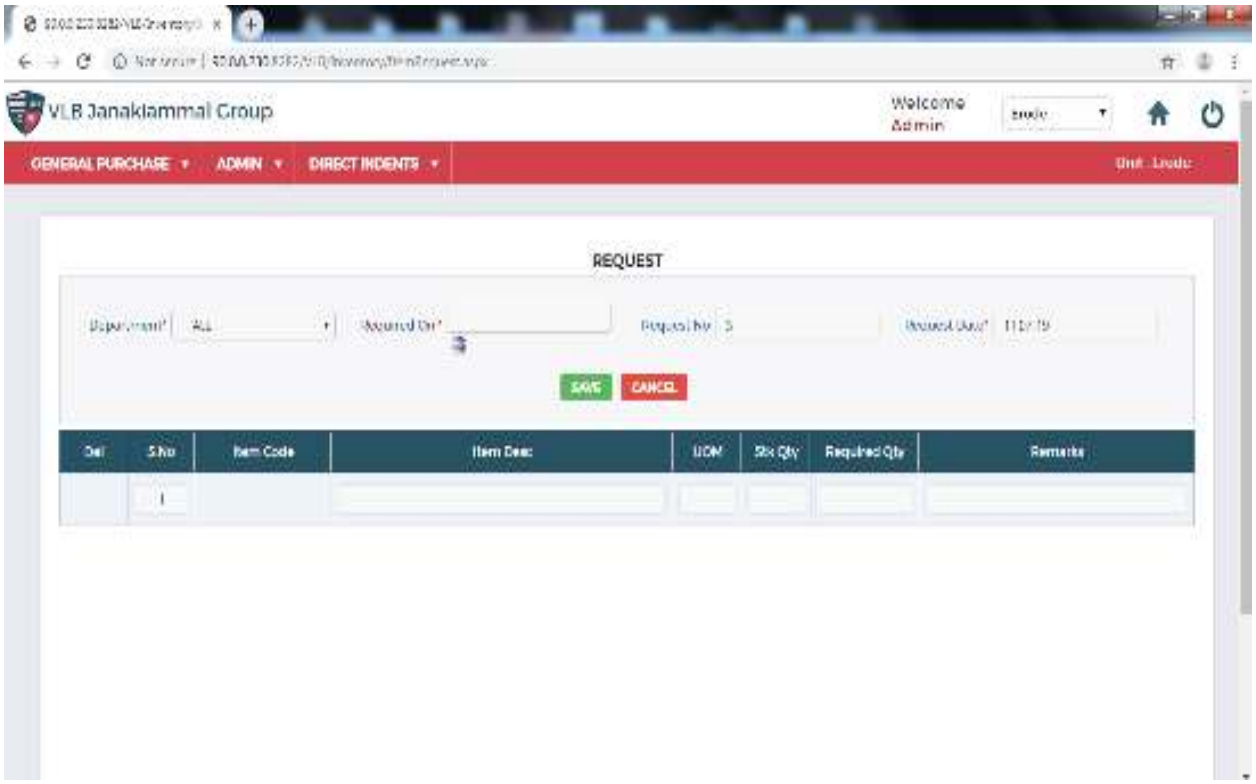
Request

Items which are required can be stores using this screen.



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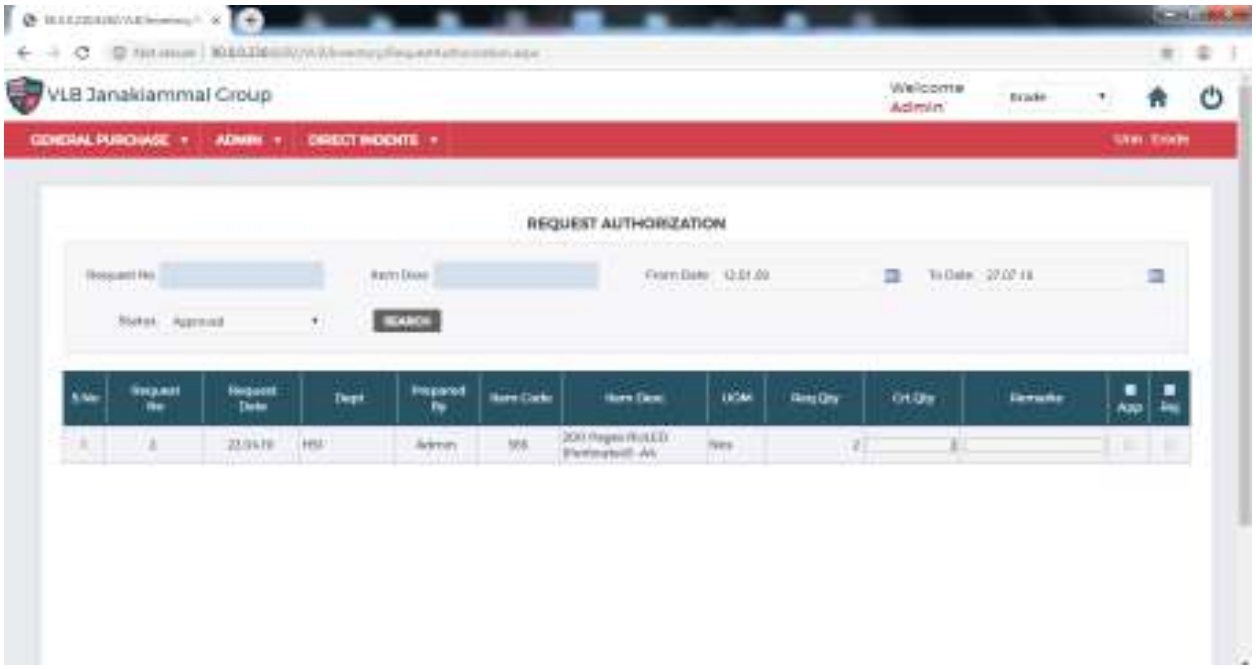
Request Authorization

Requested items can be approved or rejected in this screen.



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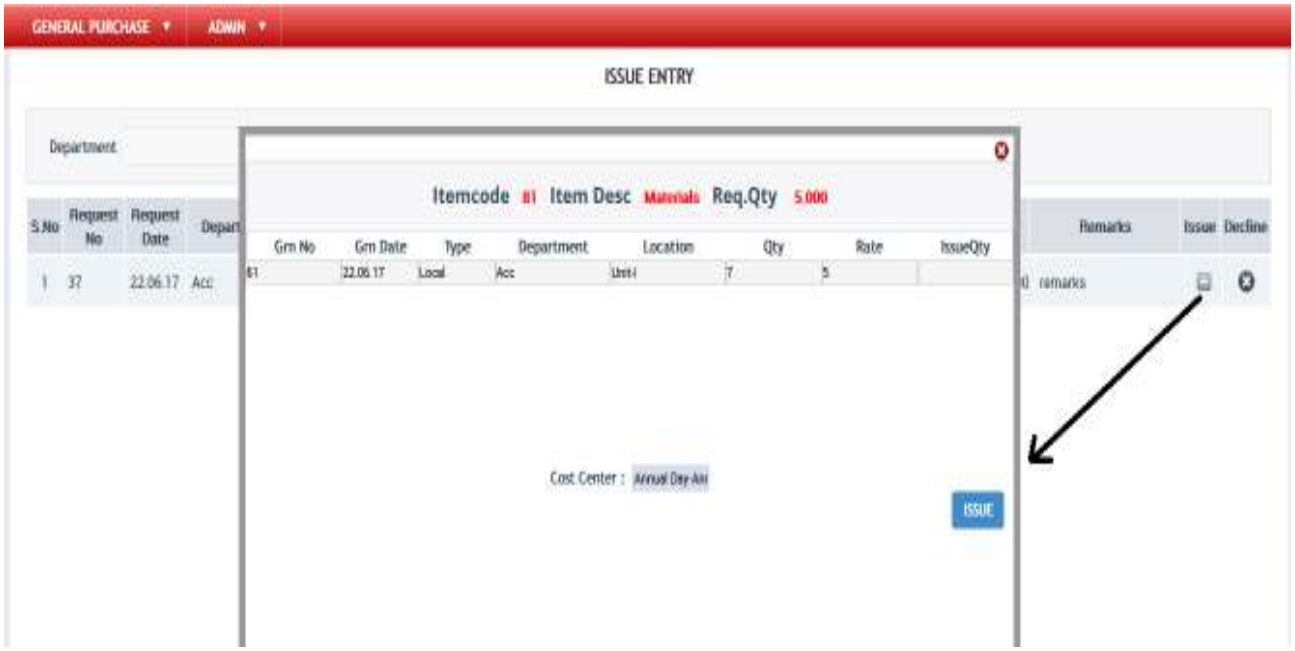
Issue

Items can be issued by clicking the Issue icon, here the quantity need to be issued can be specified.

Items can be declined by clicking the Decline icon.



After entering the issue quantity the balance stock quantity will be visible in this screen

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Issue Return

After issuing, the quantity of the item can be decreased by filling the Return Quantity and reason in this page.

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Issue Return Location

User can choose the location where the issue returned items need to be stored. After choosing the location it has to be Authorized.

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Direct Issue

Stocks can be issued to the concern departments directly as shown below.

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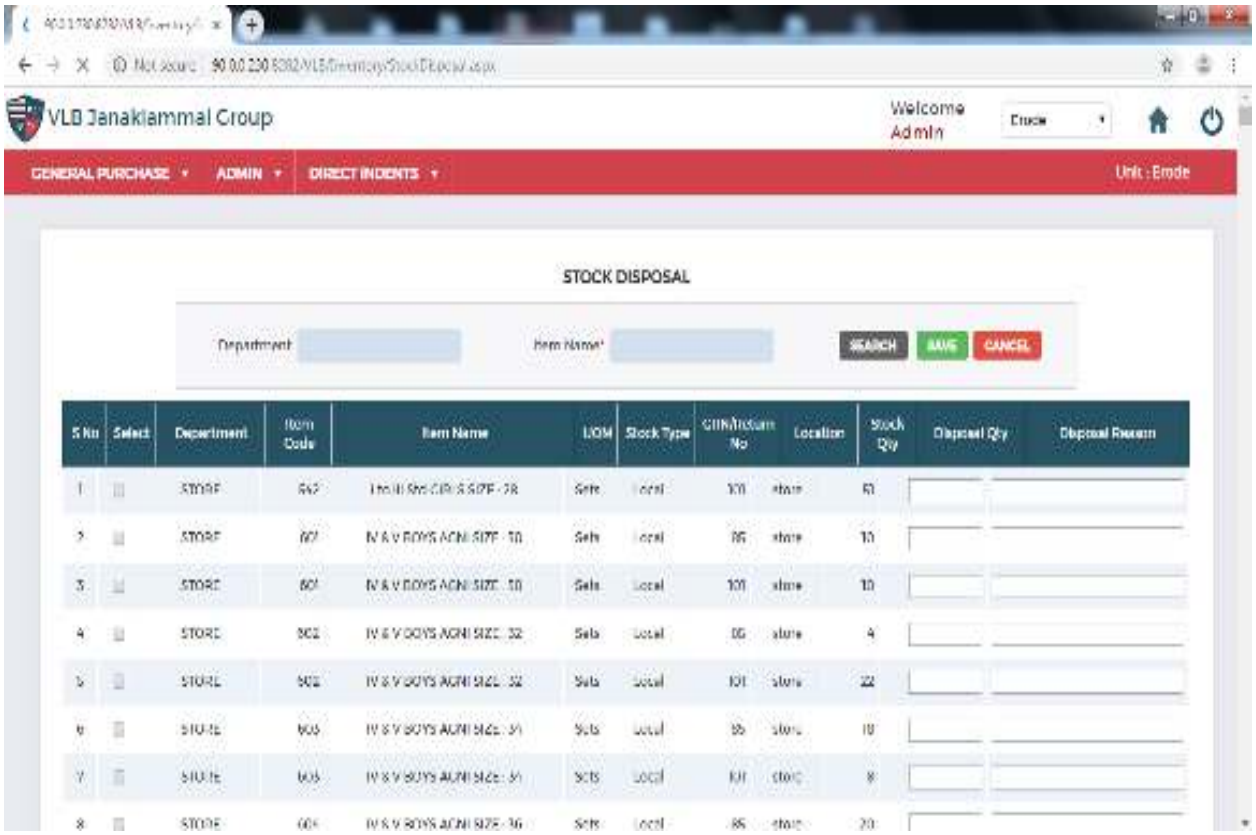
Stock Disposal

Stocks can be disposed in this screen based on the departments.



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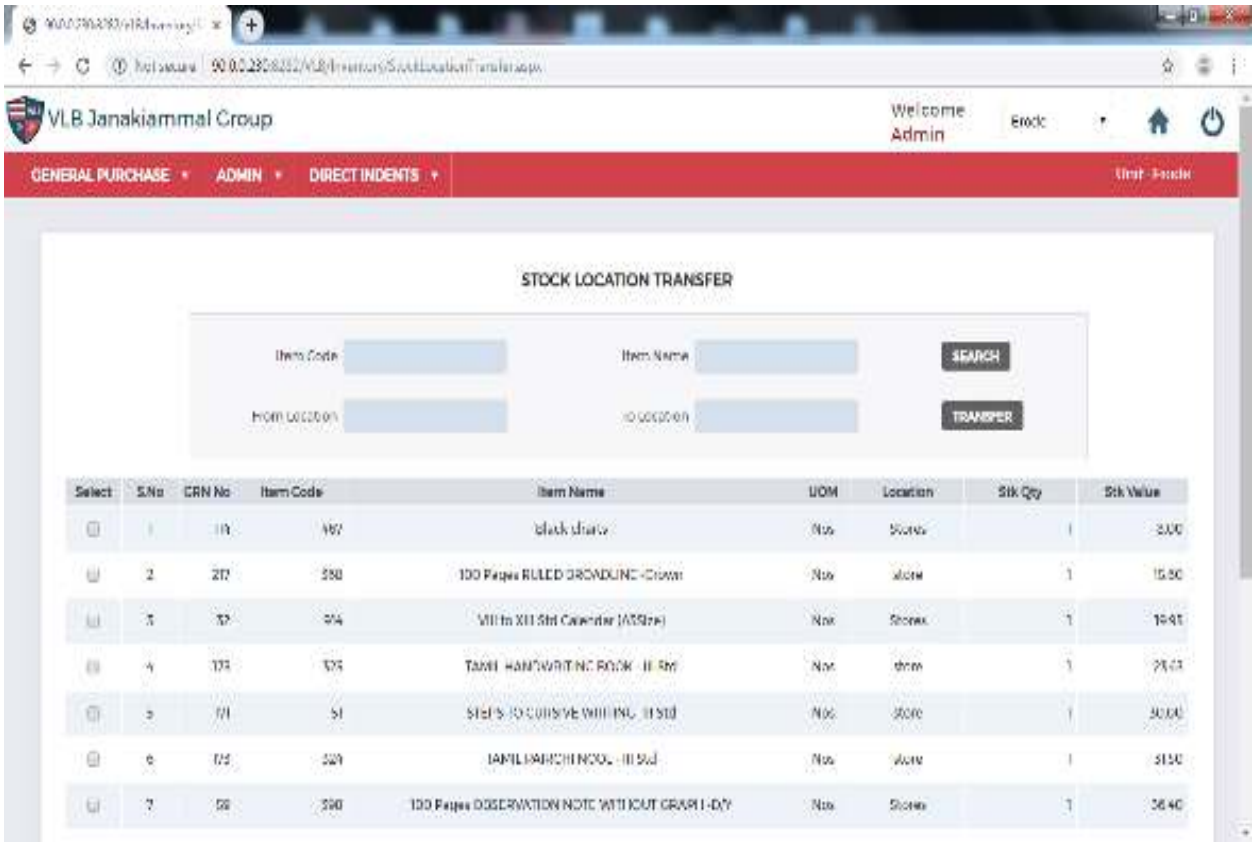
Stock Location Transfer

Disposed stocks can be transferred from one location to another.



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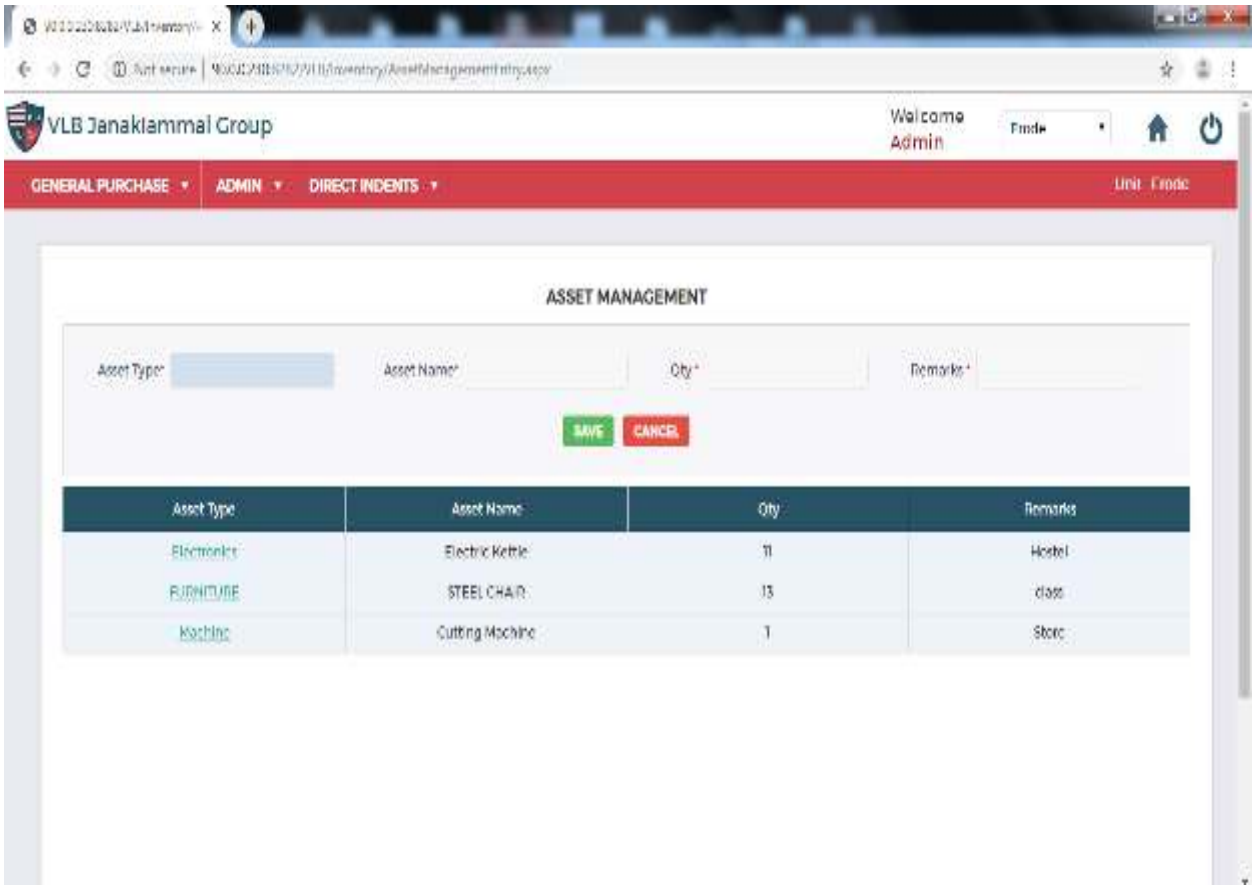
Asset Management

Asset items are managed in this screen.



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Direct Indents

Direct indents contains the following sub menus.

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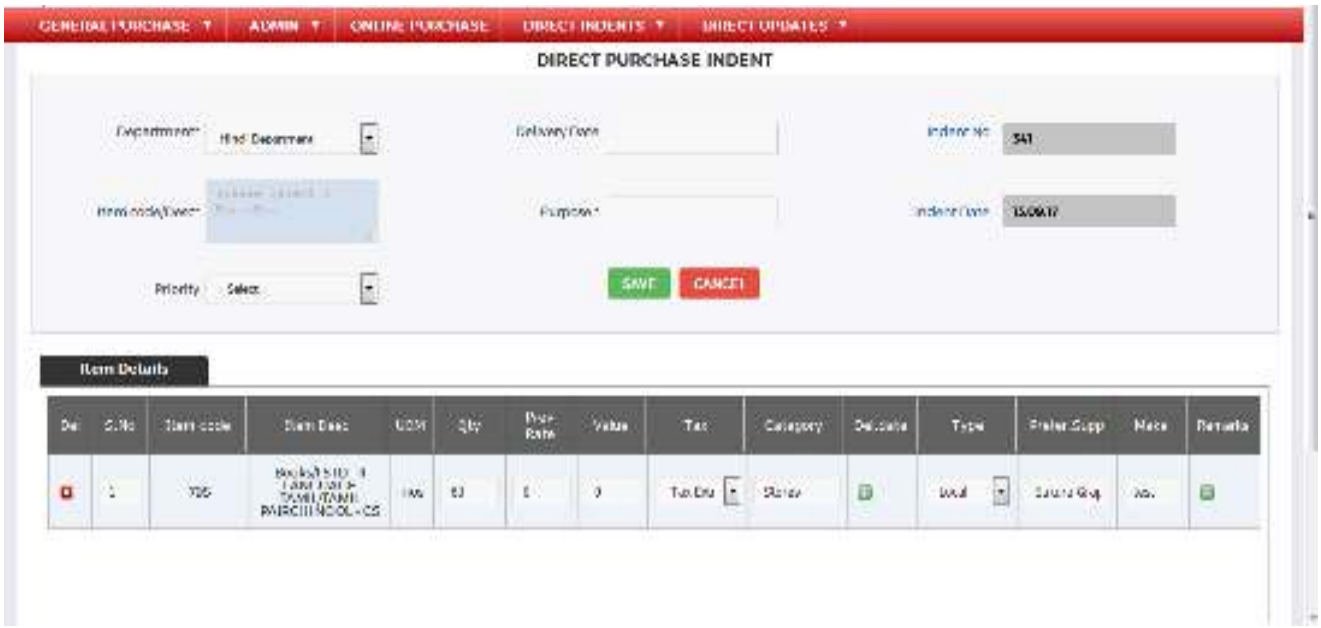
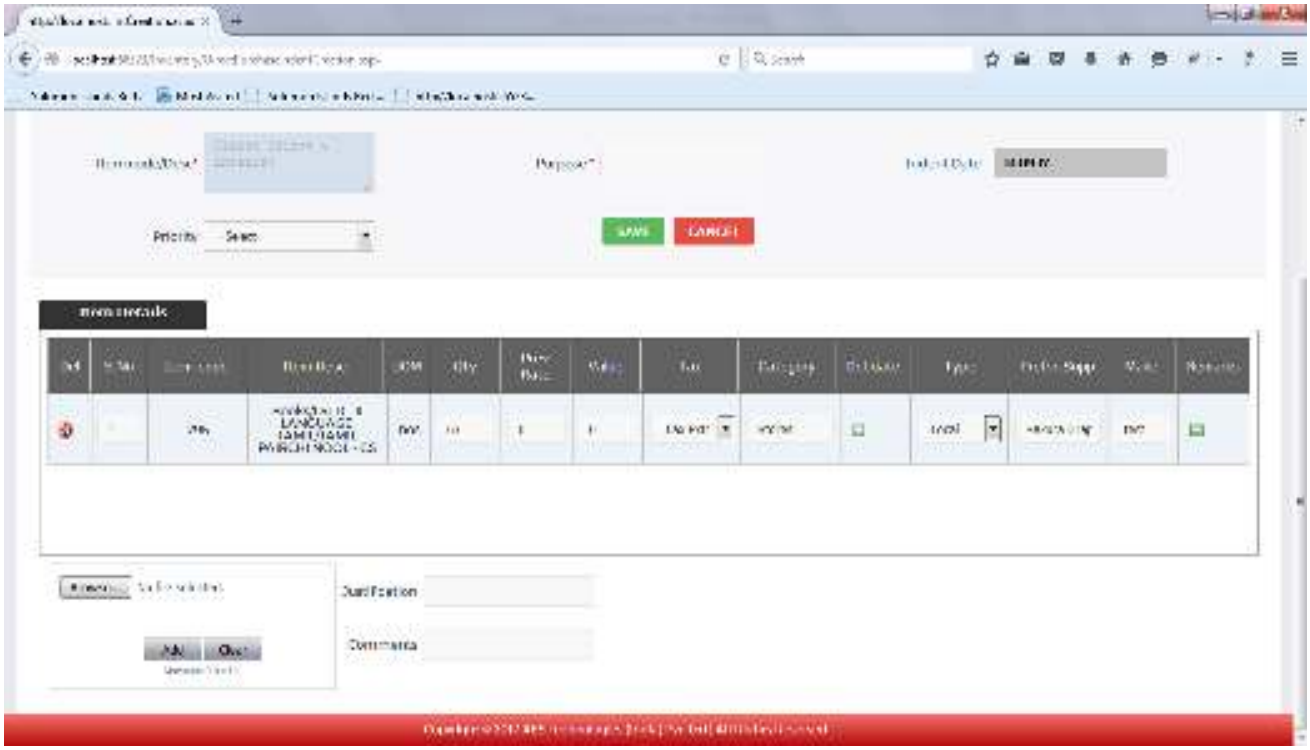
DIRECT PURCHASE INDENT





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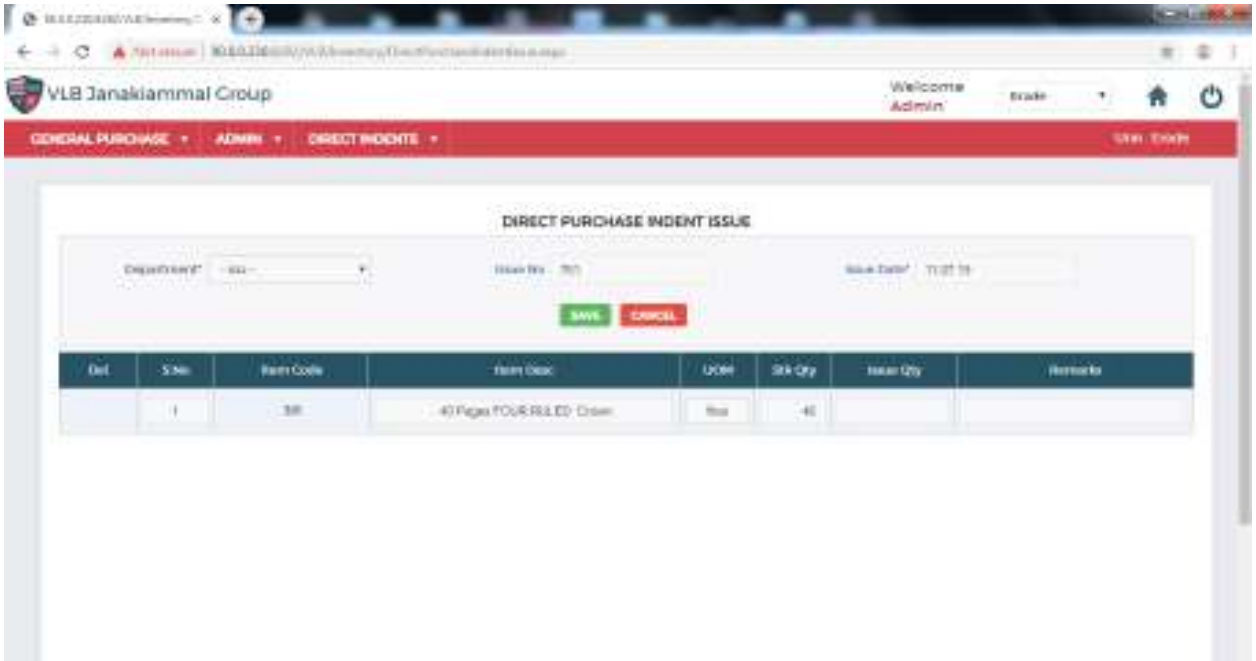
Direct Purchase Indent Authorization

Direct Indent Issue



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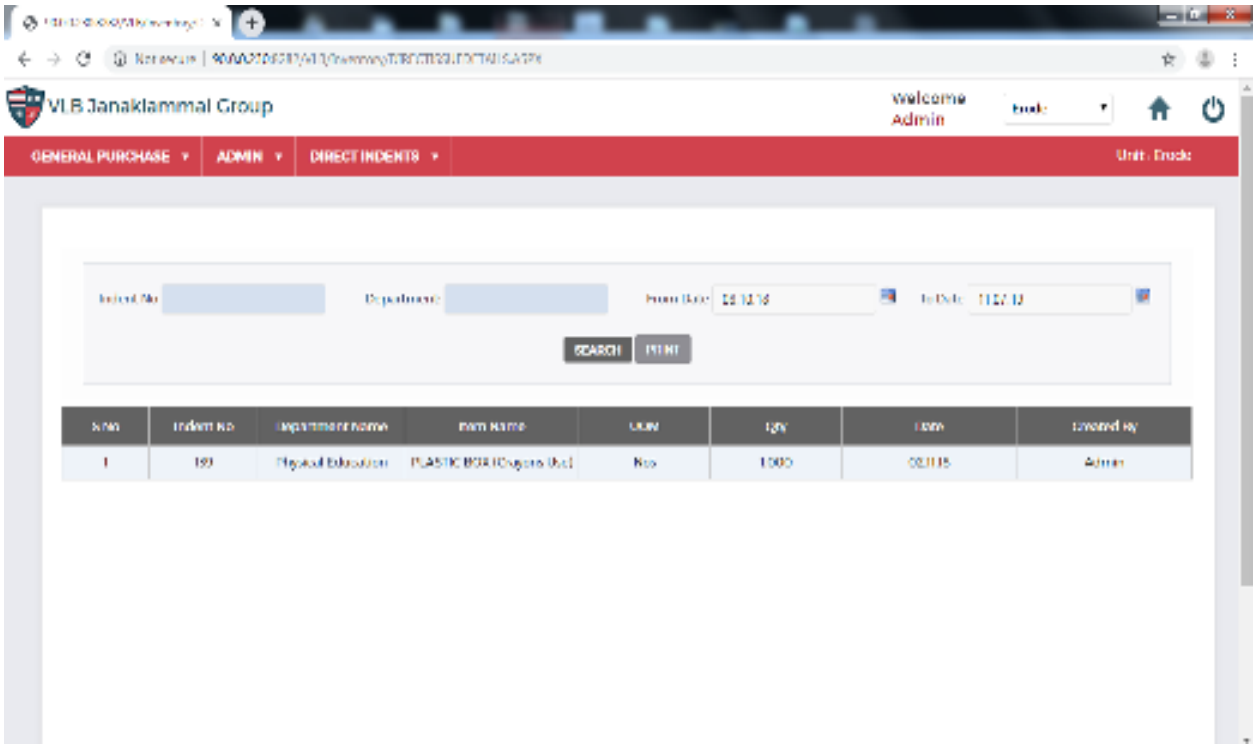
Direct Indent Report



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Reports

All the above process can be viewed as Reports individually in

- Stores Reports and
- MIS Reports.

Stores Reports

Store report contains the following reports in it.

- Stock View.
- Store Ledger.
- Pending Indents.
- Issue Details.
- GRN Details.
- Supplier Payments Report.

MIS Reports

MIS Reports contain the following reports in it.

- Purchase Indent.
- Purchase orders.
- Item Receipt.
- Stock Report.
- Issue Report.

Admin

User Management

Able to create / edit / view / cancel users. These users can be able to login using the given credentials. The rights / approvals will be set to these users.

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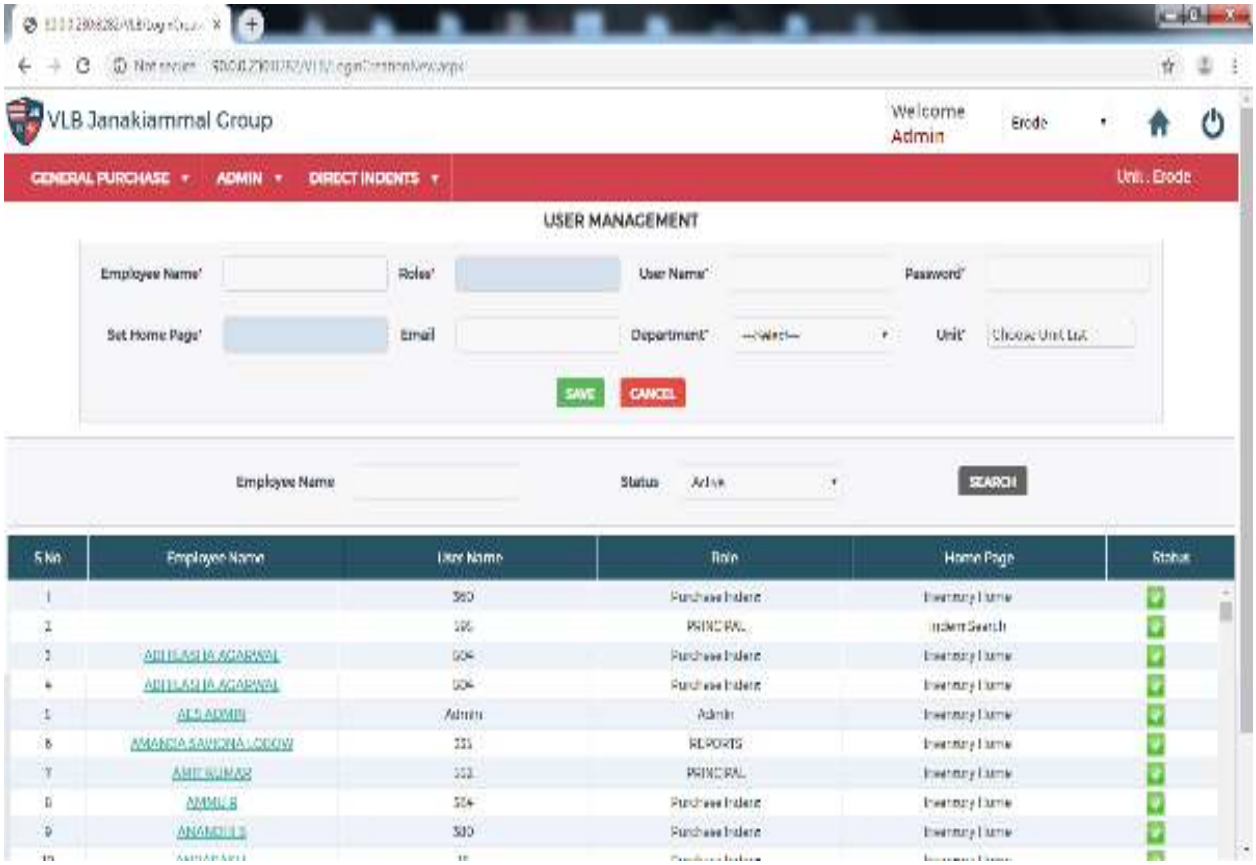

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Approval Settings

It is a set up page for authorizing based on the departments and users. User can able to set multi-level Authorizations here.

Roles

Able to create / view / edit / cancel roles. Based on these only we can able to create users.

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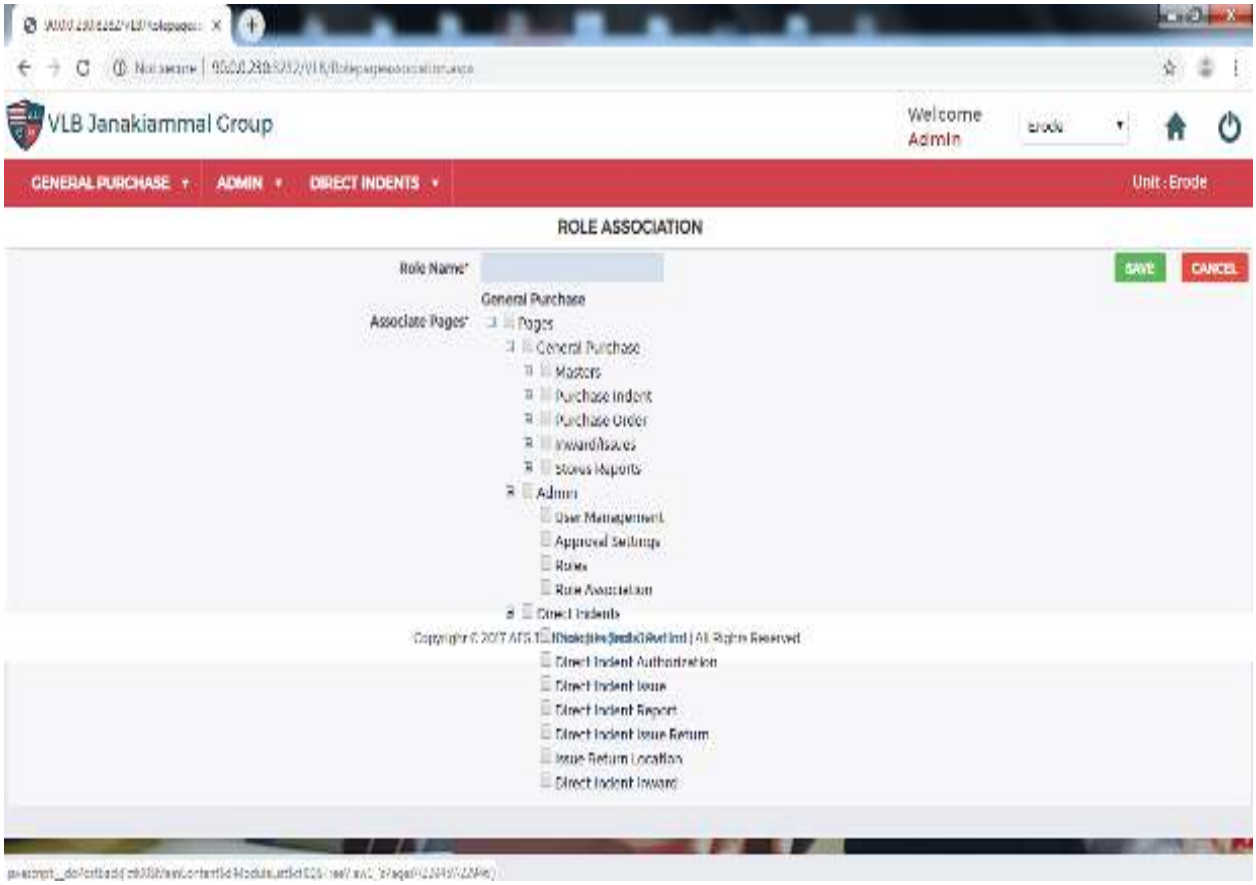
Role Association

Pages can set up based on the roles that are created by the user.



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FEE MODULE – BRAINSTEM ERP

Brainstem incorporates a comprehensive fee module solution to automate and transfer fee processes that drives efficiency with reduced costs. It generates reports on fee paid and dues and send reminders to parents to pay the fees on time.

Fee Management System

The Fee Module of Brainstem is the one of the most automated fee calculation module on hand in the market. Apart from being automated it is, at the same time, flexible enough to accommodate the varying nature of fee payments that most of the educational institutions come across. Fee calculation is done on the basis of Category selected for the student.

The module automatically calculates the pending fees, previous fee payment details, deductions and concessions if any applicable to the selected student. In addition to the above, the user is also given the option to allow payment of more than one month/fee-cycle either applicable.

User-defined fee structure and category can be maintained. Automated bill generation option enhances the system dependability. Fee Receipt can be accepted by the system with few mouse clicks. At any point of time, user can verify collections made and outstanding with single click.

Fee collection

In **Fee Collection Software**, you can effortlessly manage student Fee Collection and maintain fees related data. You can view college/school wise total fee collected in selected date range. This module displays total fee collected in particular date range by cash, card, cheque, Bank Transfer etc. You can also export the complete data to an excel file.

This Feature Allows You to:

- View Fees collected for a Specific School.
- View Fees collected for a date range or fees collected today.
- At a glance get to view the cash, card, cheque, bank transfer, Advance/Excess amount or discount/Concession provided.
- There are many different reports that Brainstem software offers the complete summary of students pending fees and collected amount.
- Month wise outstanding fee details.
- Daily fee collection particulars.
- Student wise outstanding fee particulars.
- Online and Offline Fee collection

Manage Fee

In **Fee Management Software** you can define the type of College/School fees (example: Tuition, Stationery, Uniform) to be collected from a specific year/semester. This module allows you define fee groups according to your school rules and apply the different fees defined to the students as

required. For example, you can build 'fee group' with fee types as 'Tuition Fee', 'Stationery fee', 'Uniform Fee', 'Transportation Fee' etc.

THIS FEATURE ALLOWS YOU TO:

- Define different Fee groups for transportation Fees, Nursery to UKG Fees, Primary section fees (I to IV). If College department wise fee maintained.
- Define penalty or late payment fees that get applied daily, weekly etc.
- Accept Fee in installments.
- At a glance get to view the cash, card, cheque, bank transfer, Advance amount or disc
- Obtain Fees in cash, credit card, NEFT, Cheque.
- Swiftly update enhancement in fees.
- Apply the different fees defined to the students as necessary
- Student wise outstanding fee particulars.
- Online and Offline Fee collection.

Receive Fee

This **School Fees Collection Software** calculates the pending fee and penalty if any applicable to the selected student based on fee structure assigned. You can accept the fee payments from student/parents from various payment modes such as Cash, Card, Cheque, Bank Transfer etc. You can also collect the fee from multiple payment modes example, cash and card etc. **Brainstem** also records all the transactions you made and involuntarily updates the respective accounts and at any given point of time you can view ledgers of the selected account, you can even print the ledger of the selected account.

THIS FEATURE ALLOWS YOU TO:

- Print fee receipt in customized formats.
- SMS/Email fee receipt to student/Parent.
- Adjust penalty amounts if any.
- Give concession if any applicable to the selected student.

Fees Master : Yearly fee structure with valuable date creation. Fee information repeatedly circulated to Parents

Fees Configuration: Multiple Entity bank accounts with multiple type of fees configuration.

Fees Collection: Fees Collections for current in addition as next financial year / Collection at each defined.

Optional Fees: Optional and Extra-Curricular activities mapping with students and gathering of fees towards such activities.

Transport Fees: Transport fees configuration and its payment collection. Online Payment (Mobile APP / Parent Portal): Online Payment option with payment confirmation with receipt generation.

Fee Collections Features

Service Based Fees

Charges for facilities provided based on specific serviceable timetables can be also charged separately.

Miscellaneous Fees

All the miscellaneous services provided by the school is also an added cost to the institute and needs to be maintained in a central location. Fee management software powered by MyClassboard is a central location to update and track all costs involved in such utilities.

Transport Fee

Transportation provided to students and staff can be charged accordingly and our school fee software will help you in managing the accounts for such charges with ease.

Multiple fee accounts

Multiple auditable accounts can be maintained for each organization using our school accounting software enabling you to oversee all the accounts effectively and ensure transparency to financial auditors.

Fee Concession

There is three concession in Brainstem fee module. There are follows

1) Merit Concession

2) Sports Concession

3) Staff Concession

Custom Fee Receipt

Dynamic Receipt Numbering

Based on your preference our fee management system can use automated receipt numbers or use the receipt numbers already printed on your preferred stationary.

Hardware Compatibility

Our school fee management software is an industry first in being compatible with both laser printers and dot matrix printer enabling you to use your existing print technology and not having to invest again.

Multi Account

Multiple accounts holding organizations for the purpose of simplified auditing can generate all the fee receipts and collate them on the basis of the account using our accounting software.

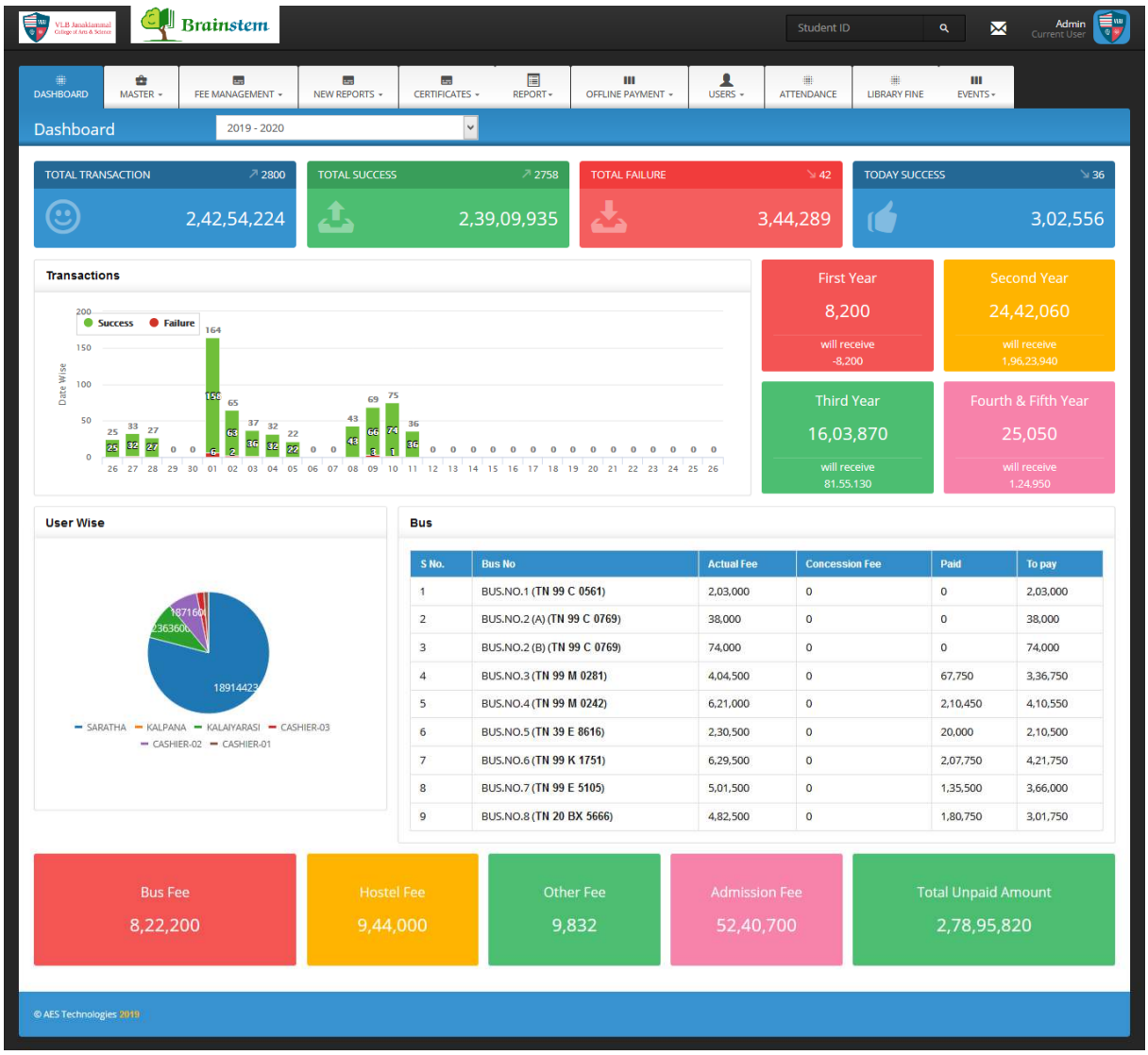
Bulk Receipt Printing

Fee receipt generation during audits need not be a hassle anymore as our Fee Management application can easily generate and print all fee receipts in bulk mode.

Multiple Payment Modes

Digital Technology allows you to attract parents with the comfort of paying fees at their convenience using any of the possible listed avenues
in our school payment system with minimum charges levied to the school/college.

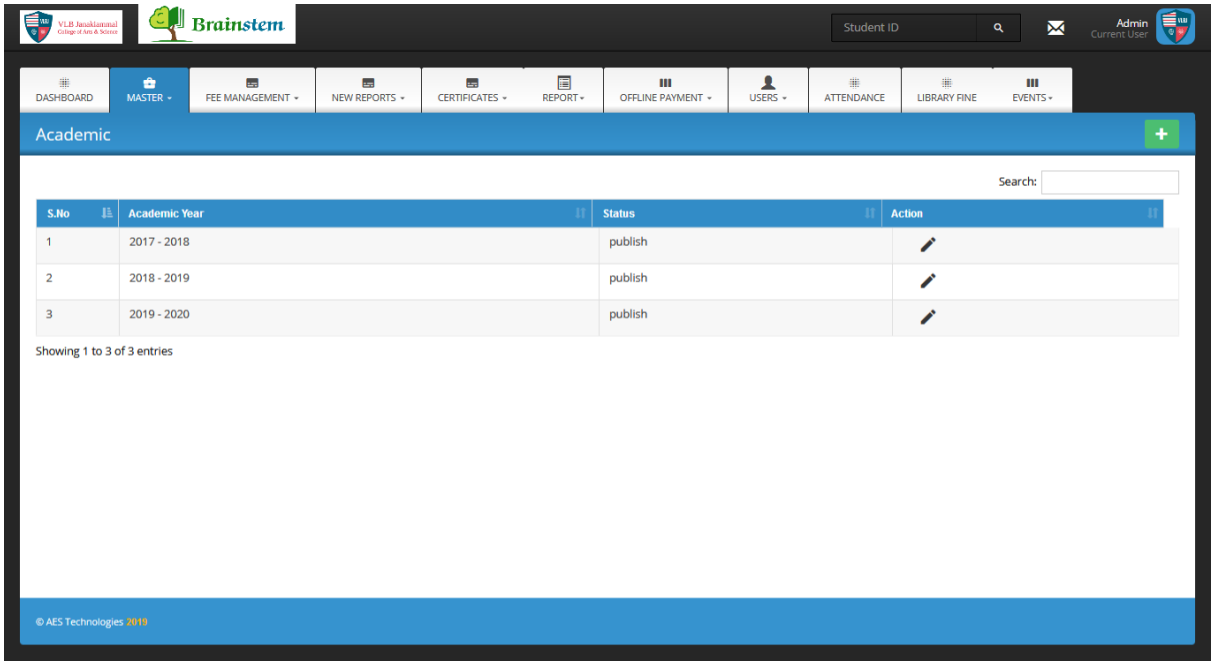
User Manual



Here we have a dashbaord for fetching small amout of data sharing to user. We can able to check Total transation with how much success and failed.

In right top corner, there is today success and collection details found. We can able to settle the daily collection by cashier based.

Academic Creation

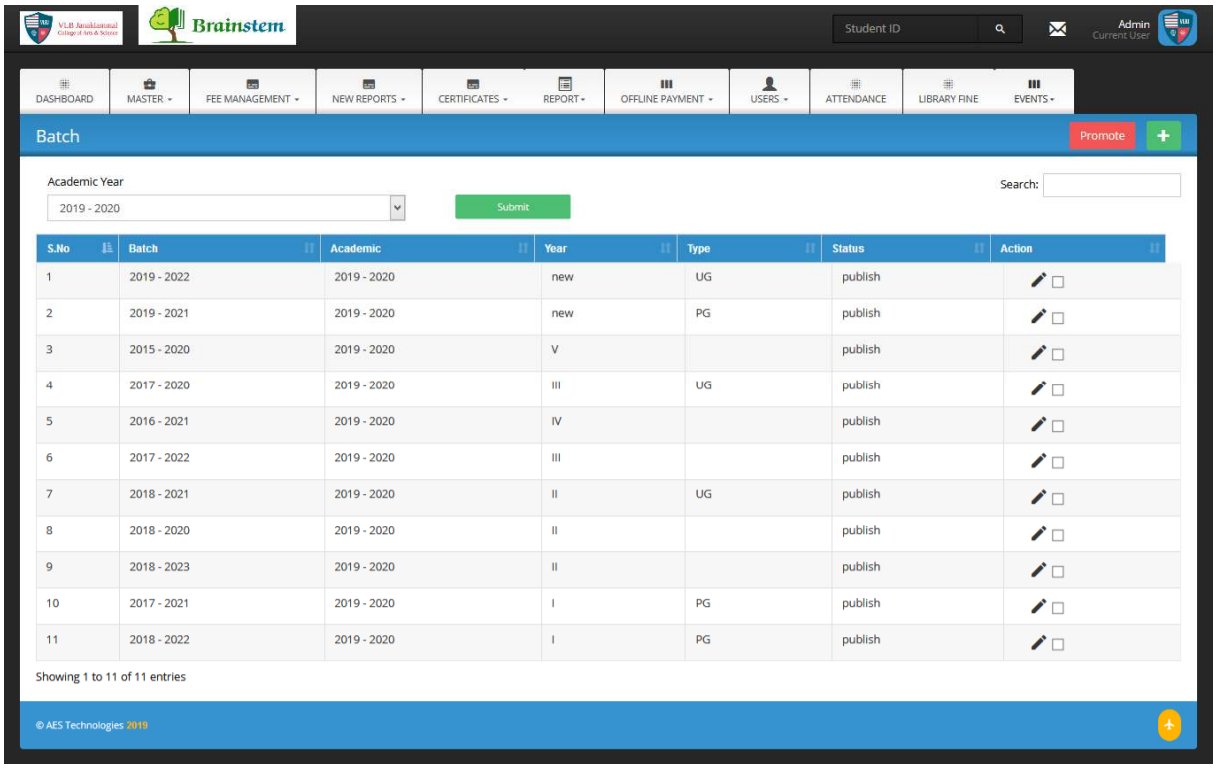


In the above screen, appeared by **Master / Academic** clicked.

1) List out already created academic year.

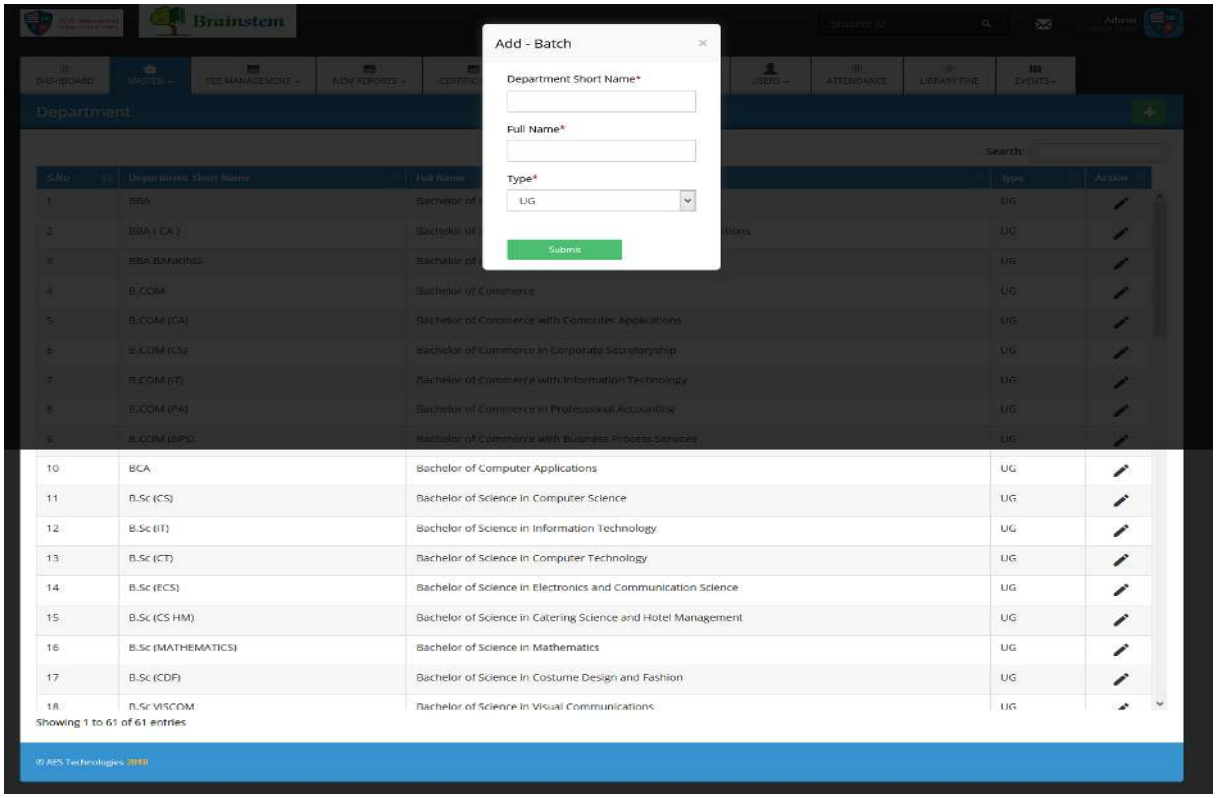
2) For create new academic year.

Batch Creation



We need create batch for every academic year. Example if 2018-2021 batch is now II year for current academic year. We need to declare the academic year wise batch in the system.

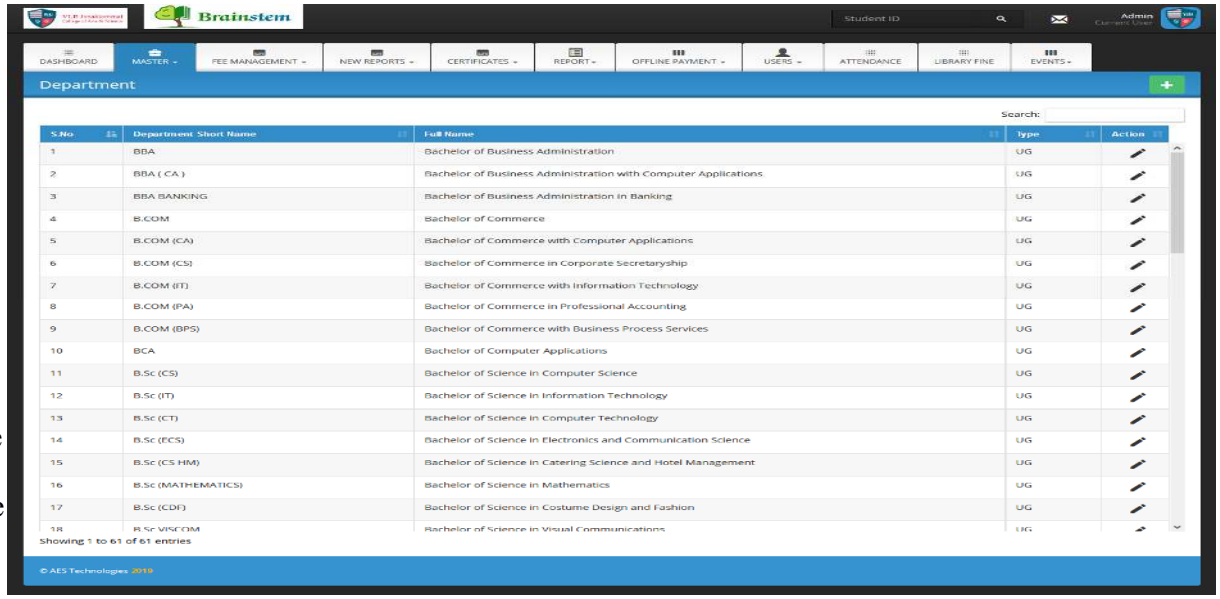
1) Promote button for changing batch to next year. Example if I year to II Year.
2) Plus button for create new batch. If you click the button the below screen appear.



3) Edit option for each row in the list. You can able to edit the batch.

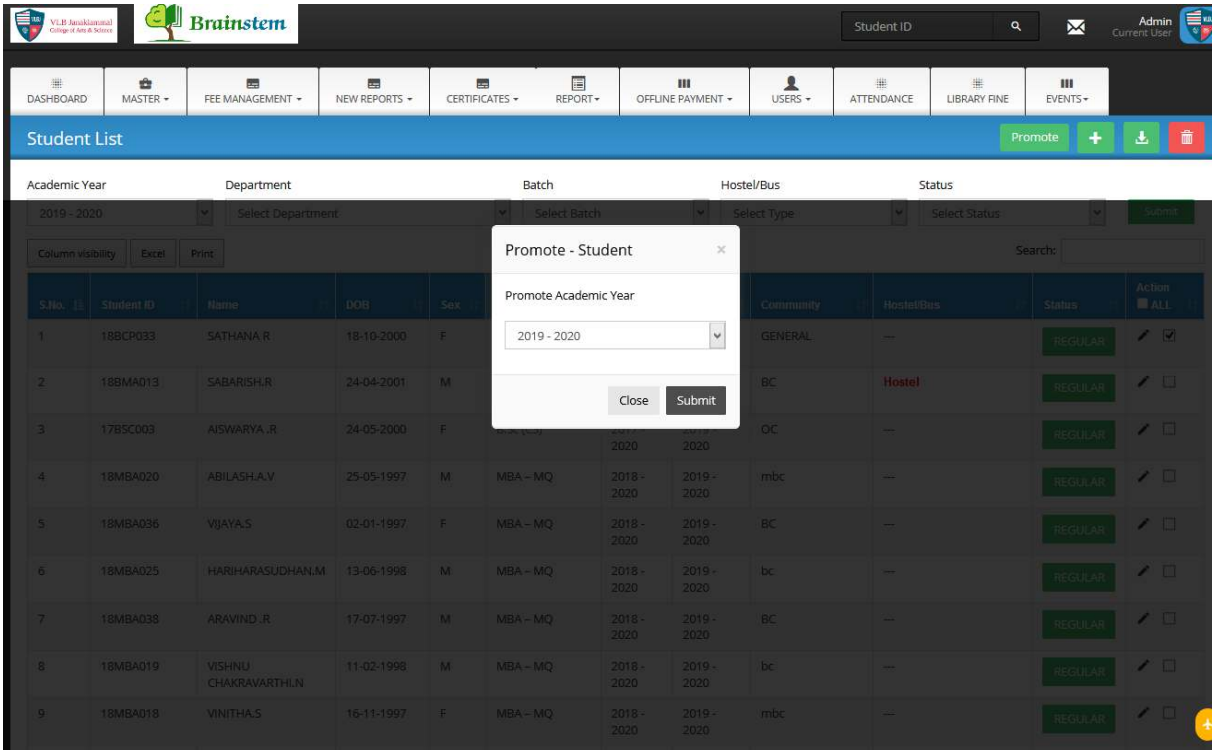
Department Creation

In Department master we can able to create our department details like shortname, fullname, types.



Student Creation

In Student master we can create student based on academic year and batch and course. This master have all the details about student. Example their parent details and academic details. Here we can choose transport and hostel for the student.



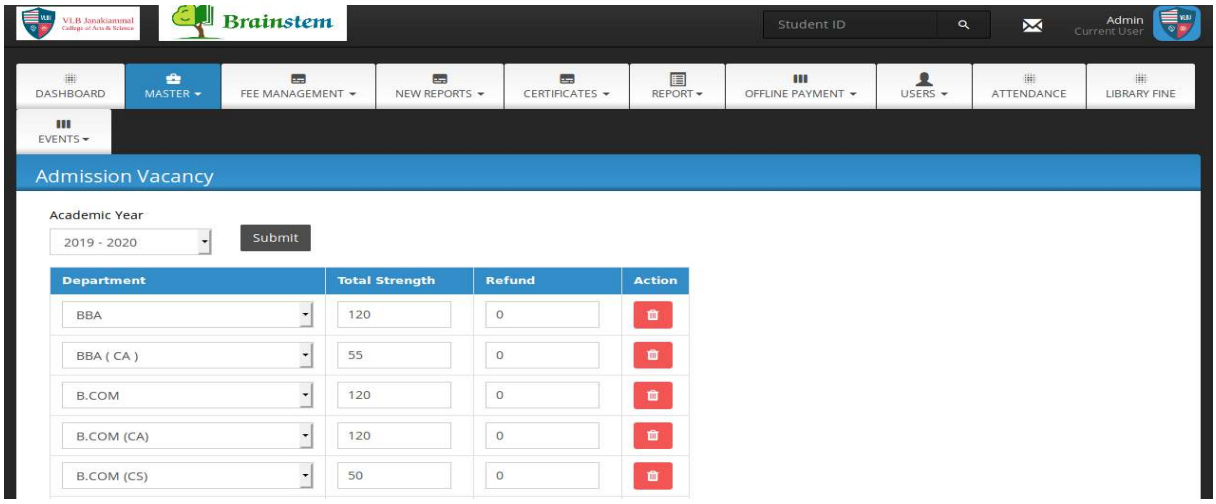
1) Using Promote button we can promote the student to the next academic year.

2) Using Plus button we can able to create a student.

3) Additional option also here for creating student using upload a excel file (In software format).

4) We can delete a single or mulitple student choosing a checkbox and after that click a delete button. This permission only provided for admin role.

Admission Vacancy Creation



In admission vacancy, There is list of department found, you can set the total strength and how much we have refunded in the admission list. This for admission and report purpose.

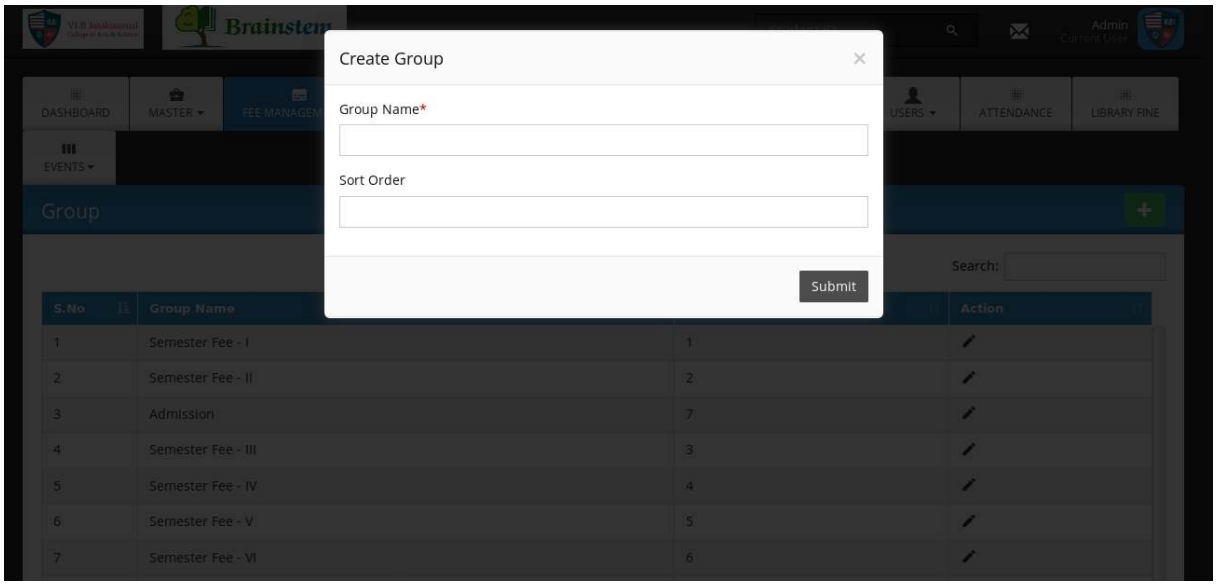
FEE Management

In fee mananegement, we have following page for create fee structure, concession and miscellenous fees.

1) Group & Category
2) Fee Structure
3) Bus and Hostel Fee
4) Concession and Other fee
5) Fine Management

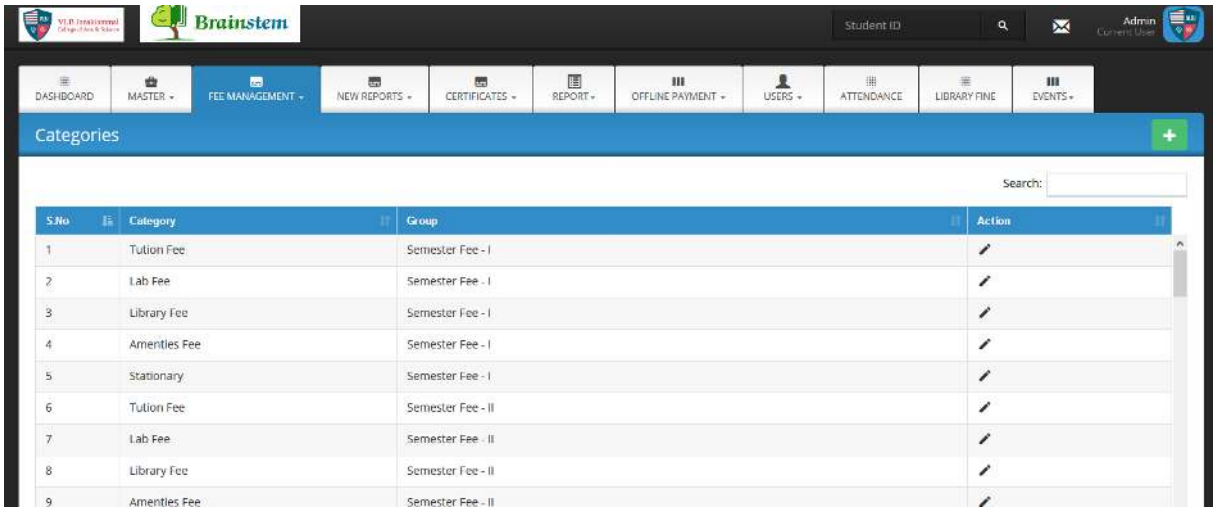
Group Creation

Here we can create a group for collecting fees. Example semester fee, hostel fee, Exam fee like that..



Category Creation

Here we can create a category for the group. Example in semester fee have a tution fee,lab fee etc..



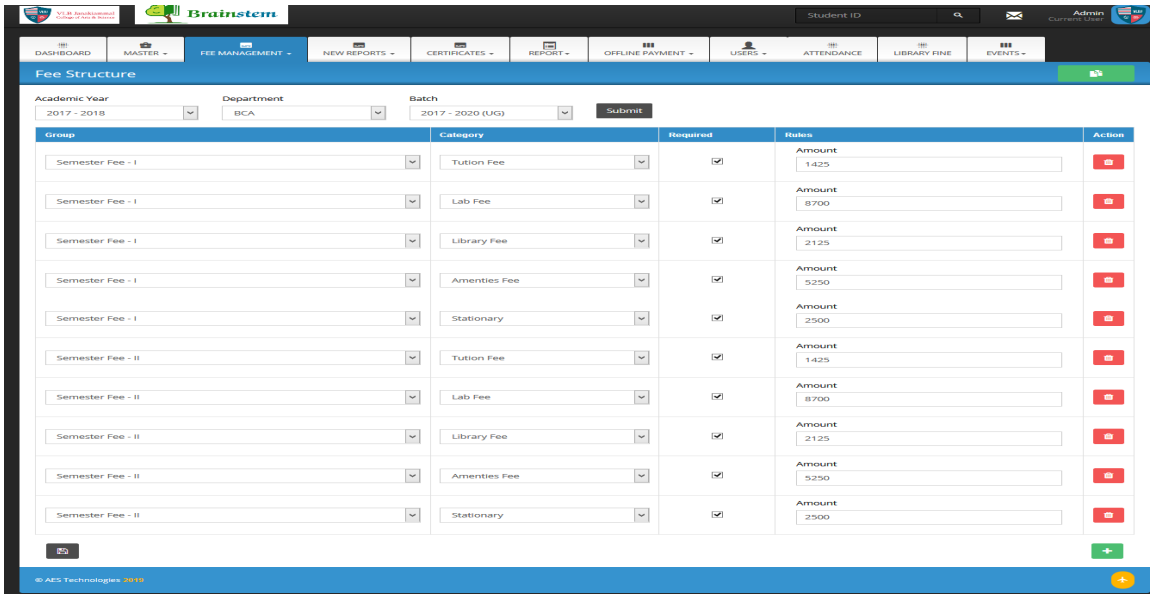
Sem Fee Structure

Sem fee structure is authoritative for fee collecting in offline payment. Here fees set based on academic year and department and batch. It is the reflection of offilne payment.

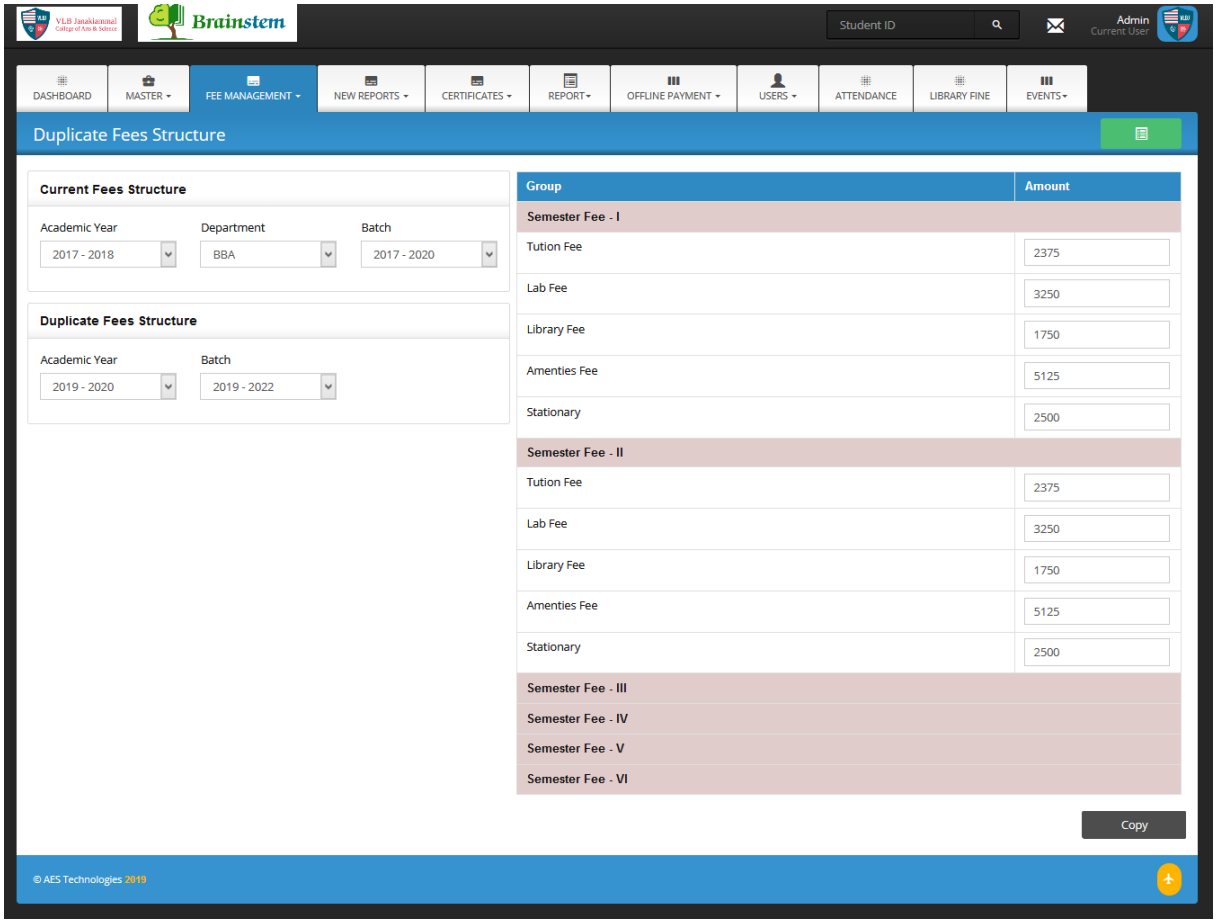
1) set a fee using group and category

2) Click the bottom of plus button we can create another fee.

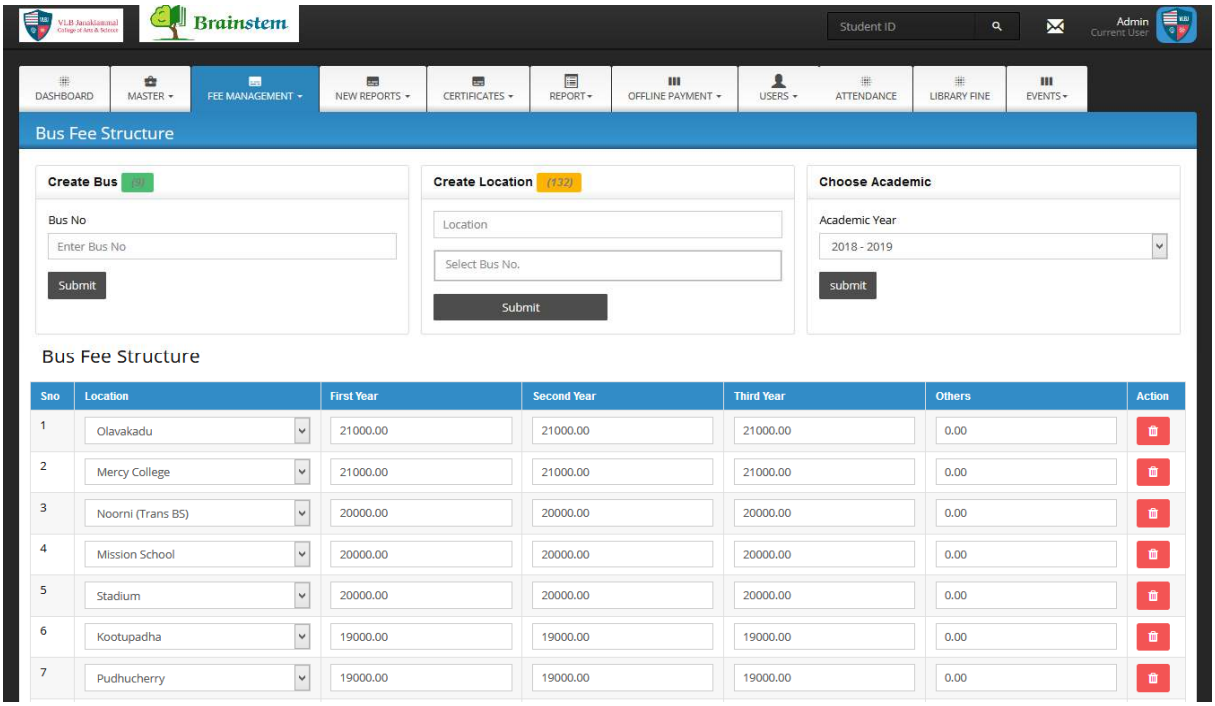
3) The required option denotes the student must pay the fee on offline payment.



3) Using this button we can generate new fees struture from current fees structure



Bus Fee Structure

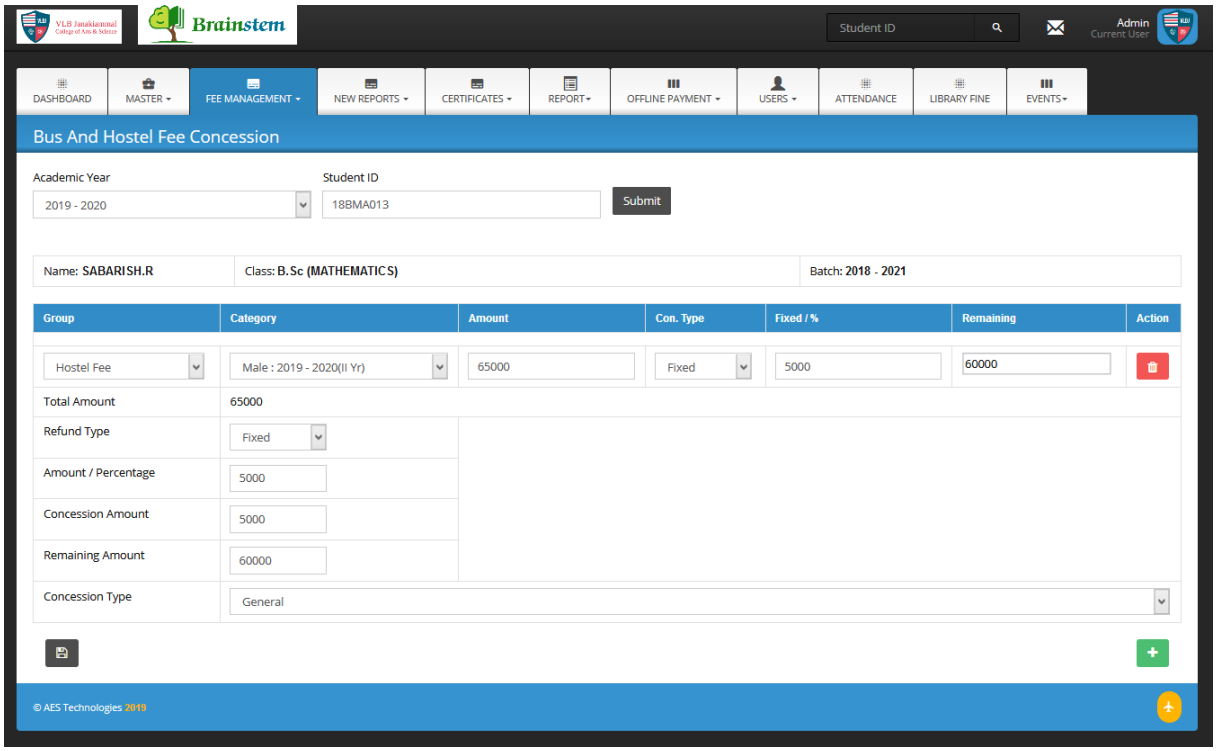


1) Create bus is create bus for transport.

2) Location is the bus where actually have to go.

3) While choosing the academic year we can set fees structure for bus based on location and year based.. example I year, II year, III year and other. Other is It may be a IV or V th year students.

Fee Concession



If the student need concession, here we create a concession for that student based on academic year.. Concession have to create before of the payment. Using the Plus button we choose group and type the amount (Inside Amount/Percentage) box and save the buttom of save button.

Concession can be a percentage or fixed. Like wise we can create bus/hostel Fee concession.

Fine

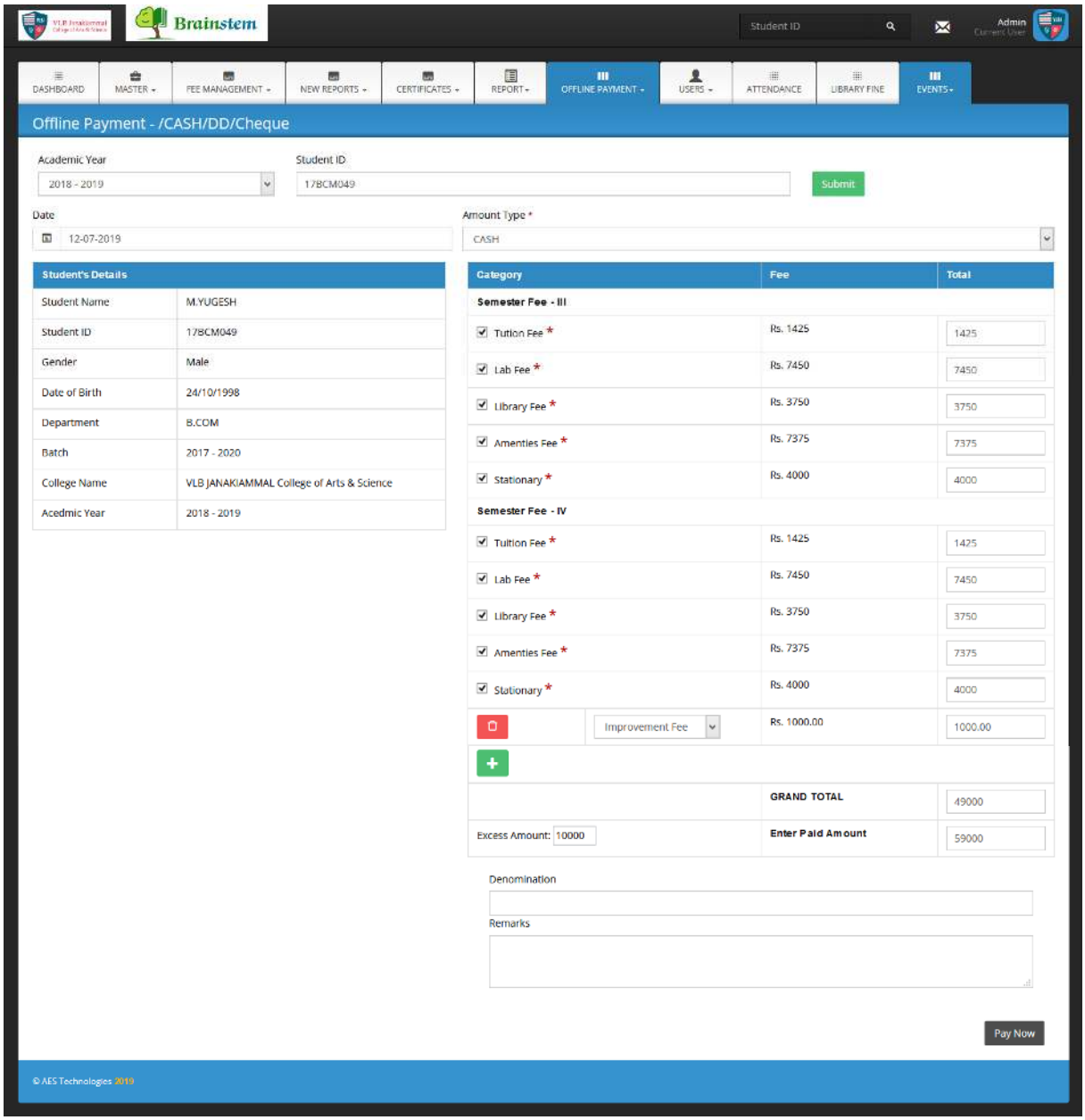
In Fine management we can set a fine based on academic year and category. Example Duplicate id card, Tag Fee....

Offline Payment

In offline payment, we have following payment

1) Sem Fee Collection
2) Exam Fee Collection
3) New Admission Fee Collection
4) Passed Out Student Payment
5) Refund
6) Set Exam Fee Collection
7) Seminar Fee Collection
8) External Receivables
9) Uniform Fee Collection
10) Full Concession

Sem Fee Collection



1) In Offline payment pay the student fee based on academic year.

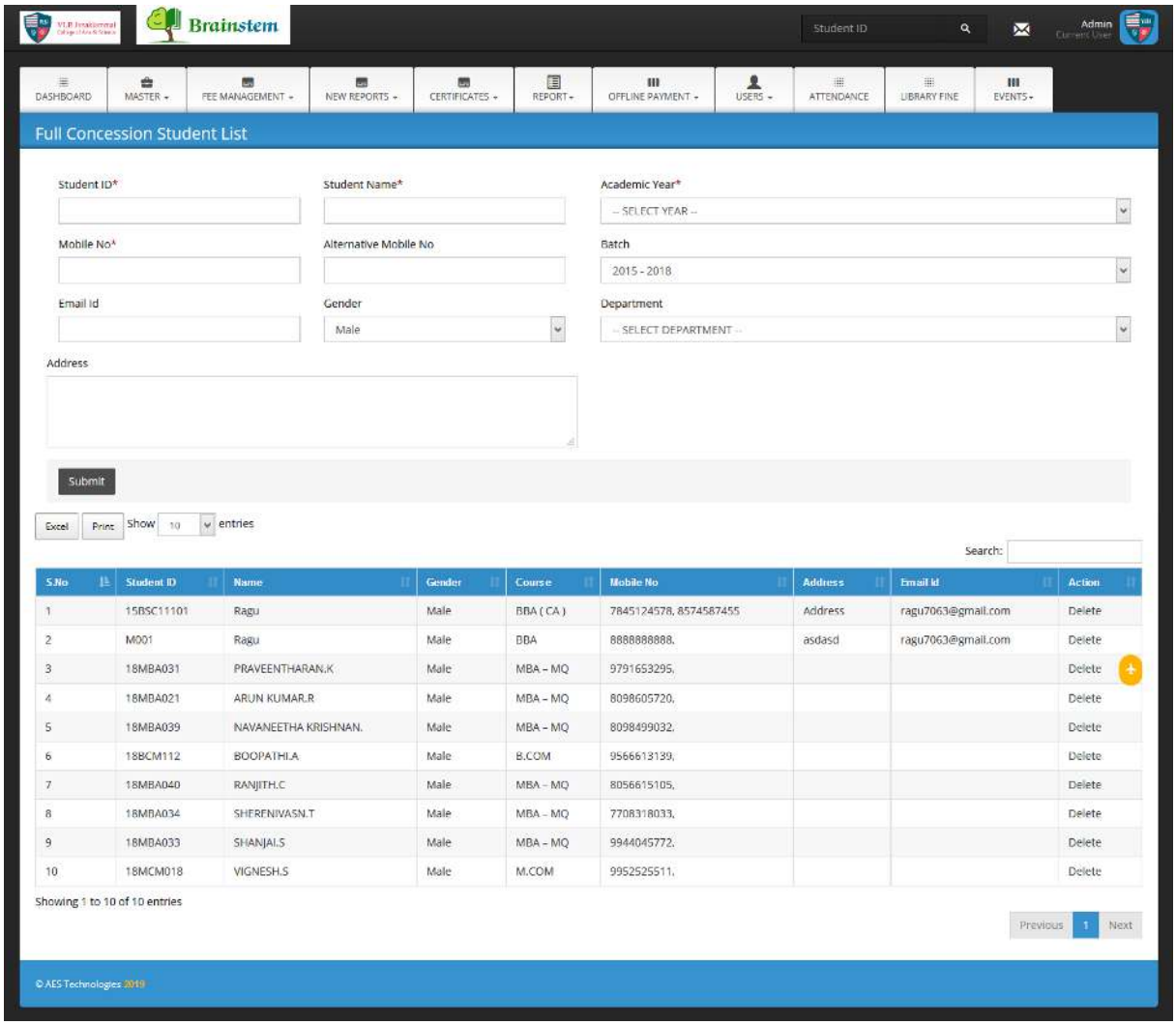
2) Choose the amount type ex : cash,dd,excess and pay the amount based on category or enter the total amount.

3) If we are enter the paid amount greater than the grand total amount, it will be taken as excess amount. Then using this excess amount we can pay the next transaction or else refund the amount using refund page.

4) If we want to pay the fine click the plus button and choose the category and pay the fee.

Full Concession

If the student dont want to pay the any amount, we can give full concession for that student.



Reports

In Reports section, we have multiple reports following here

1) Transaction – Here We can see all the transaction of the payment.

2) DateWise - We can take the report of the particular date of transaction.

3) Date Wise Abstract – This Report show the particular group of total amount. example how much collected for this particular group using dd,cash,cheque,others and excess in the detailed view.

4) Settlement - Settlement Report is for the cashier settled the amount of the selected date.

5) Settlement Abstract - This Report show the particular group of total amount at the time of settlement. example how much settled for this particular group using dd,cash,cheque,others and excess in the detailed view.

6) Category - The transaction listed in category wise.

7) Refund – Refunded students are listed here.

8) Concession – Concession Students are listed here.

9) Full Report – This reports allows you to take batch,acadmic,group,categories wise reports.

10) Excess Report – Excess Amount paid students are listed here.

11) Exam Report – Exam Fess paid students are listed here.

12) Bus/Hostel Admission – List the Bus and hostel admission student count at the time of admission.

3) Admission Student – Admission students are listed here.

14) Reconcilation - Over all received and unpaid amount listed here.

15) Consolidated - Consolidated Admission report.

16) Conslidated Settlement – Cashier settlement abstract Report.

17) Consolidated Cashier Settlement - Cashier settlement conslidated datewise Report.

18) Student Admission - Admitted student report.

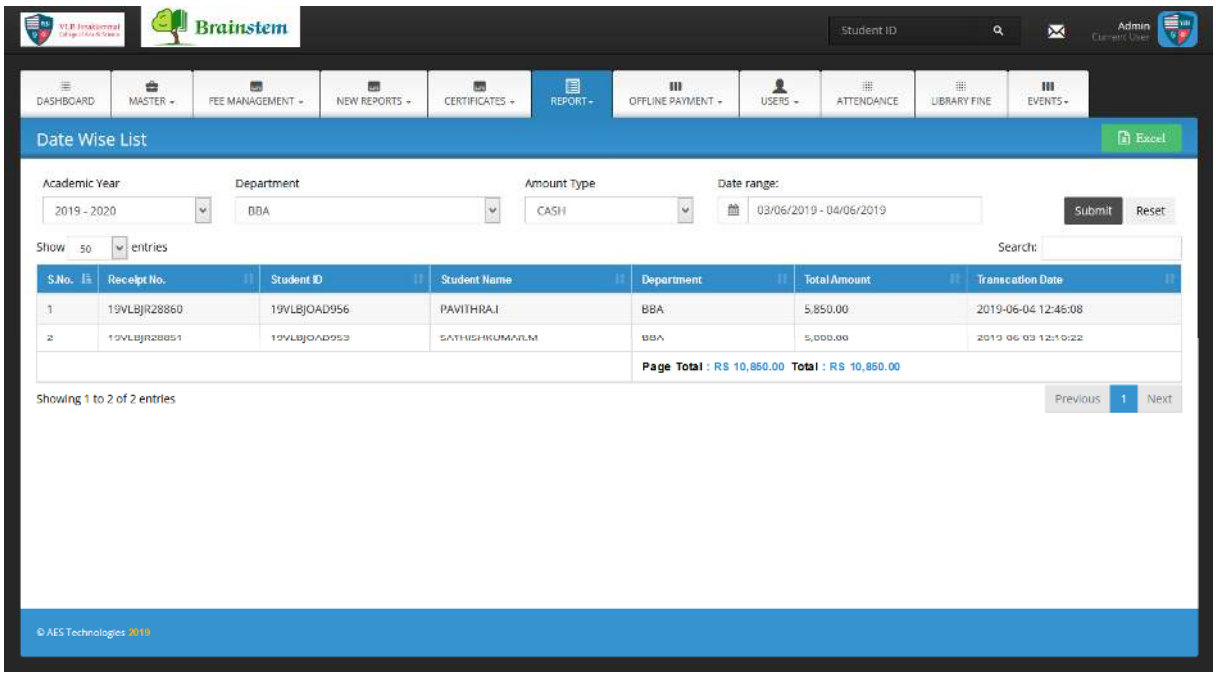
19) Sale of Application – This reports for sale of application at the time of admission.

20) Admission Count - This reports show the available strength and total admission of the year

21) Community – List the student by a community wise

22) Attendance – Attendance of the student are list here.

Date Wise Report



Certificates

In Certificate section, we have three certificates are following here

1) Bonafide Certificate – We can take the bonafide certificate for the student here.

2) Course Completion Certificate - We can take the course completion certificate for the student here.

3) Transfer Certificate - We can take the transfer certificate for the student here.

Role & Users

1) In role we can able to create a role here.

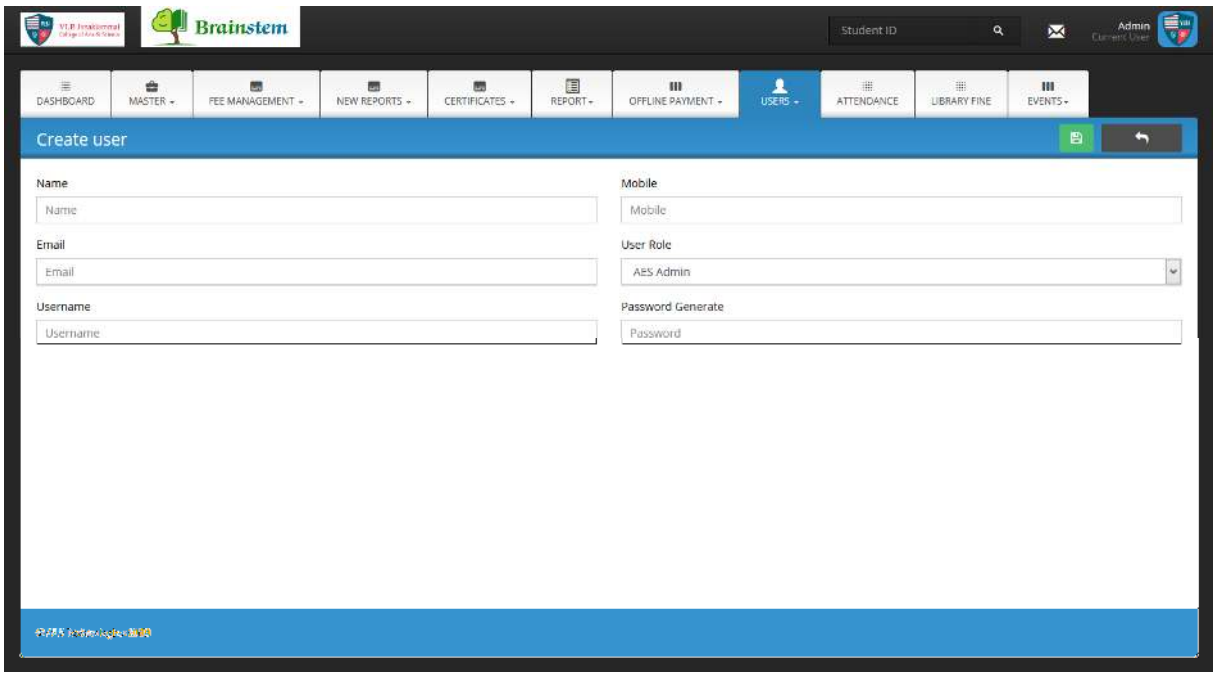
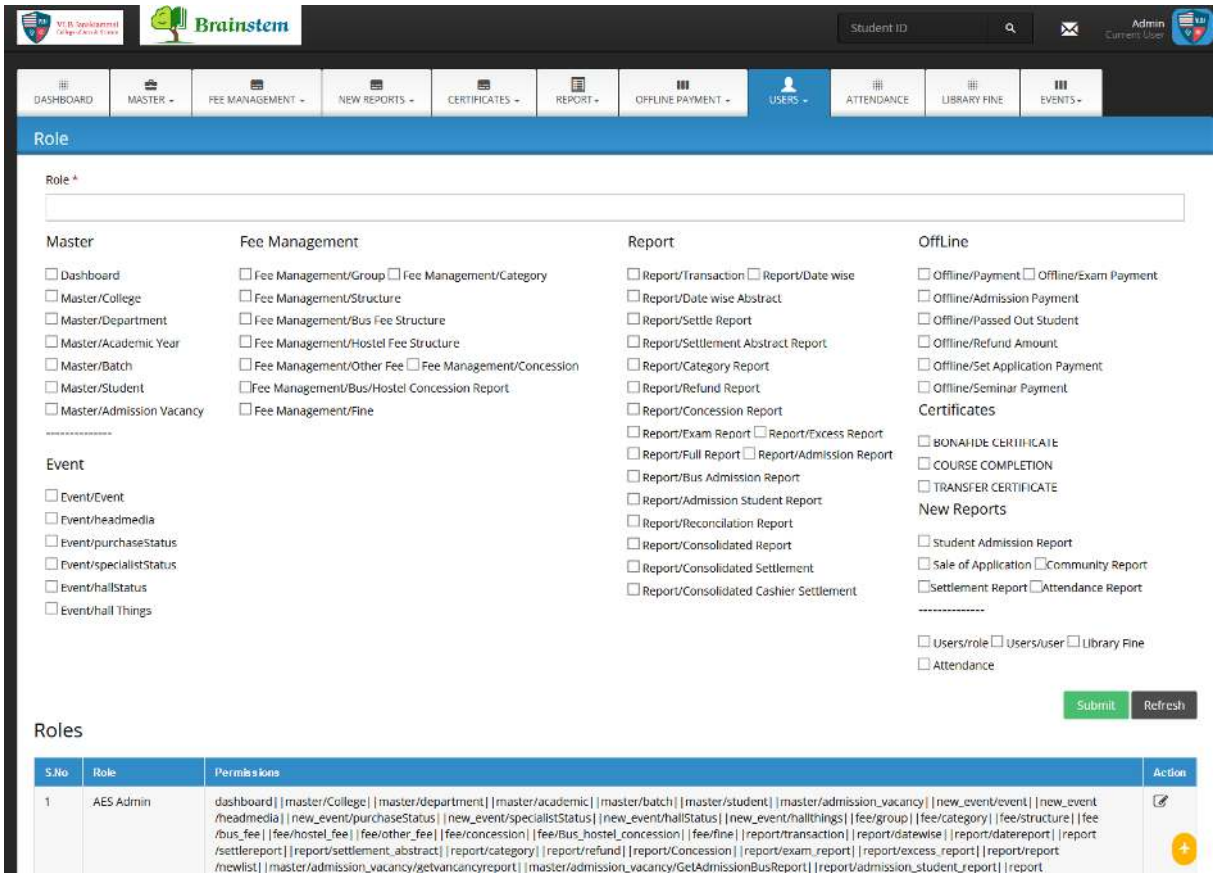
2) We can able to give menu permission for that particular role.

3) Using the edit icon we can edit the role or change the menu permission.

4) In User we can able to create a user based on role.

5) In user, the user have name, mobile no, email, user name and password

User creation



Role Creation