

eVarsity®

ERP for Educational Institutions

Academic Module

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I. General

1. Login

1.1. Intended Audience

All users

1.2. Usage

Login provides access to e-Varsity ERP.

1.3. Dependency

None

1.4. To Login please follow steps below

Step 1: Enter Your ID.

Step 2: Enter the Password.

Step 3: Click “Log In” button

1.5 On Successful login, user can have access to their home page as shown in figure 1.2.

The screenshot shows the login interface for the eVarsity ERP system at Loyola College. On the left, there is a banner for Loyola College, Chennai, with its logo and contact information. On the right, the login form is titled 'eVarsity ERP for Education' and prompts the user to 'Enter your User ID and password to login'. The form has two input fields: 'Your ID' and 'Password'. A 'Log In' button is located below the password field. Three callout boxes labeled 'Step 1', 'Step 2', and 'Step 3' are overlaid on the form to guide the user through the login process: Step 1 points to the 'Your ID' field, Step 2 points to the 'Password' field, and Step 3 points to the 'Log In' button. At the bottom of the page, there is a footer with developer information: 'Developed By: Firstline Infotech Pvt Ltd, Nandanam Extn., Chennai-600 035. Tel: + 91-44-24342709 Web: www.firstlineservice.com' and a date: 'Date: 30/04/2013'.

Figure 1.1

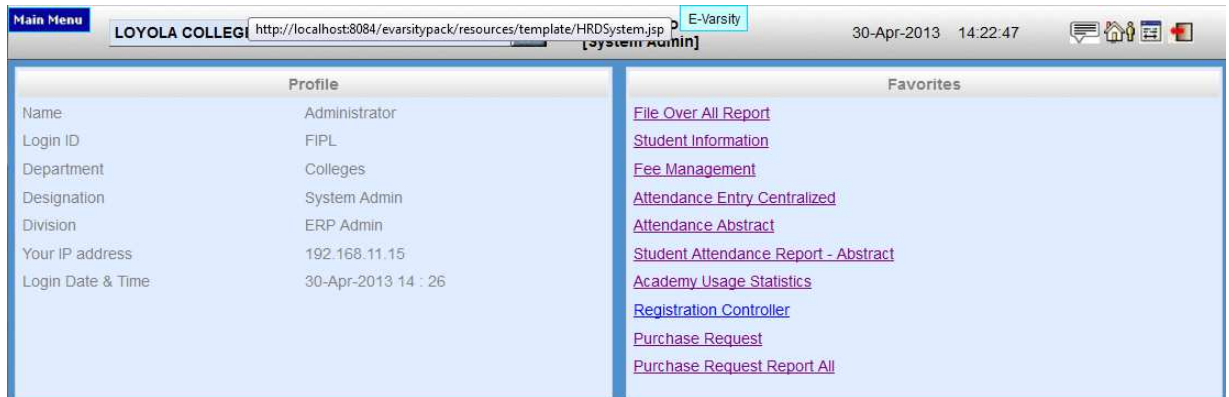


Figure 1.2

2. Changing password

2.1. Intended Audience

All users

2.2. Usage

Creates new password for the login User

2.3. Menu Access

Main Menu >> User Manager >> Change Password

2.4. Dependency

Login

2.5. Follow steps below to change your password

Step 1: Enter Current Password

Step 2: Enter New Password

Step 3: Enter Confirm New Password

Step 4: Click “Save” button to save the password to database

- User Manager

[Change Password](#)

[Date Configuration](#)

[Program Authorization](#)

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[Attendance Group Authorization](#)

Change Password	
Login Name:	FIPL
Employee Name:	Administrator -
Designation:	System Admin
Login Creation Date:	30-04-2009
Current Password	<input type="password"/> Step 1
New Password	<input type="password"/> Step 2
Confirm New Password	<input type="password"/> Step 3
Step 4 <input type="button" value="Save"/> <input type="button" value="Exit"/>	

Figure 2.1

3. Adding to favorite menu

3.1. Intended Audience

All users

3.2. Usage

Adding menu to Favorites

3.3. Menu Access

Favorites menu

3.4. Dependency

None

3.5. To Add menu in Favorites follow step below

Step 1: Click menu in the check box to be your favorite menu

Step 2: “Click Add to Favorites” button as in figure 3.1

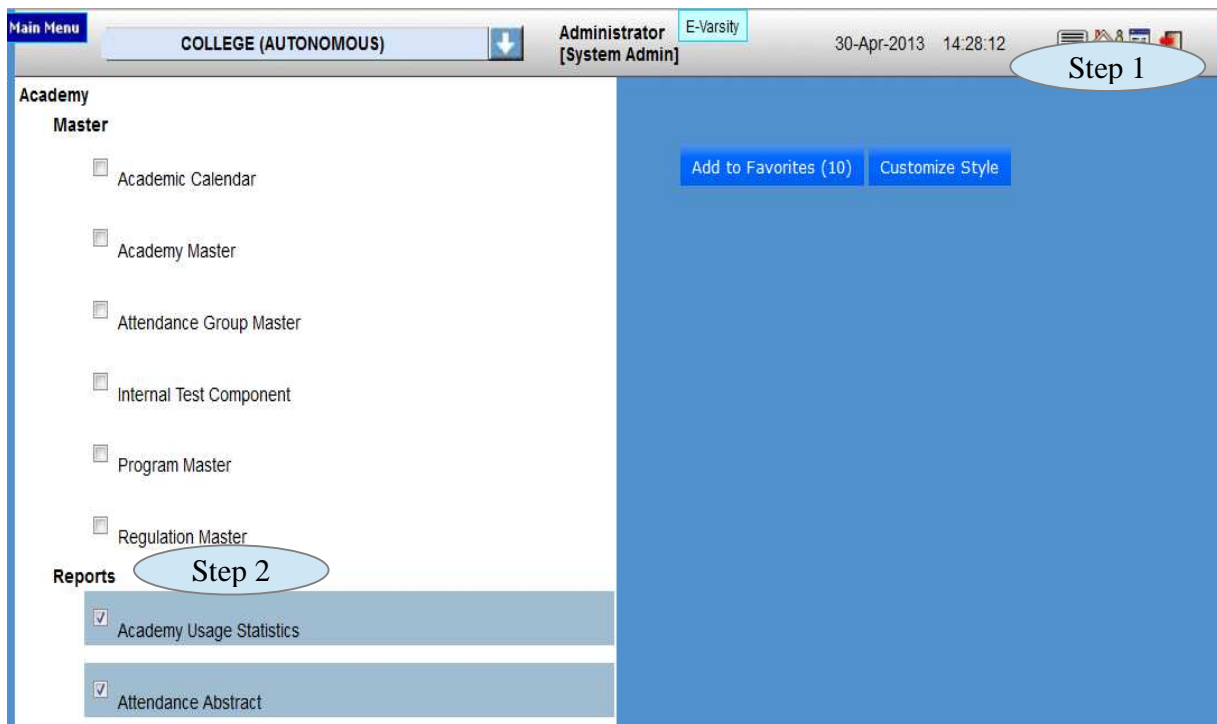


Figure 3.1

4. Adding new user

4.1 Intended Audience

System administrator

4.2 Usage

Creates new user from existing employee List in e-Varsity ERP

4.3 Menu Access

Main Menu >> User Rights >> User Registration

4.4 Dependency

Employee List

The screenshot displays a web interface for user registration. At the top, there is a navigation bar with tabs: Administrator (highlighted in green), User Registration, Office, Module, Menu, StudentInfo, Section, and Password. Below the navigation bar, there is a 'Select Employee:' dropdown menu with 'Administrator' selected. To the right of the dropdown is a blue button labeled 'View Already Registered User Details'. Below these elements is a table showing the details of the selected user.

Code	
Designation	System Admin
Divisionname	ERP Admin
Fathername	dfgdfgf
Date of Birth	01-Jan- 1975
Gender	Male

Figure 4.1

5. Module access privilege

5.1. Intended Audience

System administrator

5.2. Usage

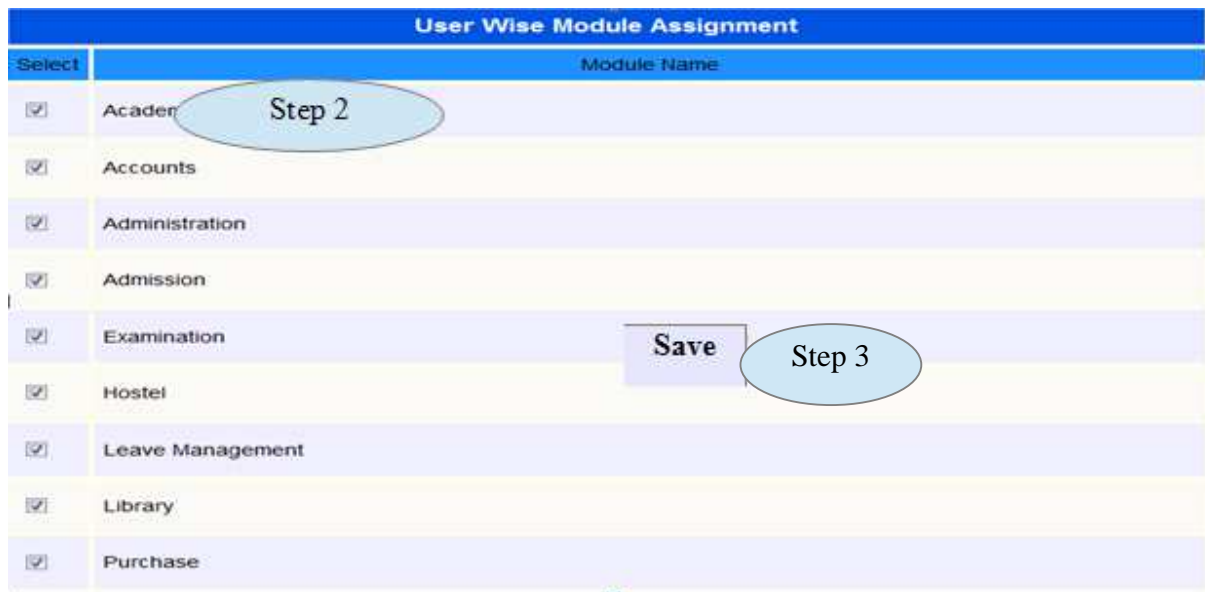
This interface provides module wise user access, only users with module level privilege can be assigned menu access

5.3. Menu Access

Main Menu >>User Rights >>Module

5.4. Dependency

None



Select	Module Name
<input checked="" type="checkbox"/>	Academic
<input checked="" type="checkbox"/>	Accounts
<input checked="" type="checkbox"/>	Administration
<input checked="" type="checkbox"/>	Admission
<input checked="" type="checkbox"/>	Examination
<input checked="" type="checkbox"/>	Hostel
<input checked="" type="checkbox"/>	Leave Management
<input checked="" type="checkbox"/>	Library
<input checked="" type="checkbox"/>	Purchase

Figure 5.1

5.5. Follow steps below to **assign module access**,

Step1: *select employee from the available employee list.*

Step2: *Select module tab and select the required modules for the user access.*

Step3: *click “save” button to complete user wise module assignment.*

6. Menu access privilege

6.1. Intended Audience

System administrator

6.2. Usage

This interface provides menu level access to users

6.3. Menu Access

Main Menu >> User Rights >> Menu

6.4. Dependency

User Wise Module Assignment



Figure 6.1

6.5. Follow steps below to **assign menu access**,

Step1: *Select the employee to whom menu access right is required.*

Step2: *Select the module to which menu access right is required for the user.*

Step3: *Select the required menu access right to be provided for the selected user..*

Step4: *Click “save” button to complete user wise menu allotment.*

7. Program access privilege

7.1. Intended Audience

System administrator

7.2. Usage

This interface provides program wise access to the users

7.3. Menu Access

Main Menu >> User Rights >> Program Authorization

7.4. Dependency

User Registration and Office

The screenshot displays the 'Program Authorization' interface. At the top, there are two dropdown menus: 'Select Employee' with 'Administrator' selected (Step 1) and 'Select Office' with 'LOYOLA COLLEGE (AUTONOMOUS) SHIFT I' selected (Step 2). Below these are 'Save', 'View', and 'Refresh' buttons. The main area is a table with two columns: 'Program' and 'Regulation'. The 'Program' column lists 'B.A.-Economics' with checkboxes, two of which are checked (Step 3). The 'Regulation' column lists 'Regulation 2001' through 'Regulation 2006'. A 'Step 4' callout points to the 'Program' header area.

Program	Regulation
<input checked="" type="checkbox"/> B.A.-Economics	Regulation 2001
<input checked="" type="checkbox"/> B.A.-Economics	Regulation 2002
<input type="checkbox"/> B.A.-Economics	Regulation 2003
<input type="checkbox"/> B.A.-Economics	Regulation 2004
<input type="checkbox"/> B.A.-Economics	Regulation 2005
<input type="checkbox"/> B.A.-Economics	Regulation 2006

Figure 7.1

7.5 Follow Steps below to assign program for the employees.

Step 1: Select Employee from the list.

Step 2: Select Office from the list

Step 3: Click the Check Box to select the programs

Step 4: Click "Save" button to assign the programs for the selected employee

8. Section Authorization

8.1. Intended Audience

Timetable coordinator

8.2. Usage

This interface is used to assign rights on program wise sections to particular staff.

8.3. Menu Access

Main Menu >> User Rights >> Section Authorization

8.4. Dependency

program access privilege

User Wise Section Authorization	
Select Employee	Ramamurthy
Select Office	LOYOLA COLLEGE (AUTONOMOUS) SHIF
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	
Section Description	
<input type="checkbox"/>	12CIP-BBA - B.B.A-FRANCE Business administration 2nd Semester-A
<input type="checkbox"/>	12CIP-BBA - B.B.A-FRANCE Business administration 4th Semester-A
<input checked="" type="checkbox"/>	12CS - B.Sc. Computer science 4th Semester-Shift I A
<input type="checkbox"/>	12EC - B.A. Economics 2nd Semester-A
<input type="checkbox"/>	12EC - B.A. Economics 2nd Semester-B
<input type="checkbox"/>	12EC - B.A. Economics 2nd Semester-Shift I A
<input type="checkbox"/>	12EC - B.A. Economics 2nd Semester-Shift I B
<input type="checkbox"/>	12EL - B.A. English 2nd Semester-A

Figure 8.1

8.5 Follow Steps below to assign program for the employees.

Step 1: Select Employee from the list.

Step 2: Select Office from the list

Step 3: Click the Check Box to select the programs

Step 4: Click "Save" button to assign the programs for the selected employee

II Academic Master

9. Academic Calendar

10.1. Intended Audience

Academic committee and System Administrator

10.2. Usage

This master interface records Day Status and Day Order Name.

10.3. Menu Access

Main Menu >> Academic>> Academic Calendar

10.4. Dependency

None

ACADEMIC CALENDER CONFIGURATION						
Academic Year *	2012-2013					
Semester Type *	<input type="radio"/> Odd Semester <input checked="" type="radio"/> Even Semester					
From Date *	29-04-2013	To Date *	29-04-2013			
Date	Day	Day Status	Week	Day Order Name	Remarks	Save / Modify
29-04-2013	Monday	Working Day	0	1st Day		Save

Figure 9.1

10. Regulation Master

10. A. University Master

10.1. Intended Audience

Academic committee and System Administrator

10.2. Usage

This master interface records course related details.

10.3. Menu Access

Main Menu >> Academic>> Regulation Master >> University Master

10.4. Dependency

None

UNIVERSITY MASTER			
University Name *	university of madras Step 1		
Address *	chennai Step 2 (Entered 7 of 200 characters)		
Location	Chennai	Fax Number	77808
Pin Code	8979878	Email ID	msuniv@gmail.com
Phone No.	987098	Website	www.msuniv.com Step 4
Step 3 Save View Cancel			

Figure 10.A.1

- 10.5. To make a new entry follow these steps,
 Step 1: Enter University name
 Step 2: Enter Address
 Step 3: Click “Save” button to add the university to database.
 Step 4: Click “view” button to view earlier existing university details and to edit the existing university details as in Figure 10.A.2
 Step 5: Click “Modify” button to update the university details.

UNIVERSITY MASTER			
University Name	<input type="text" value="Madras University"/>		
Address	<input type="text" value="Adampakkam
chennai - 20"/> (Maximum of 200 characters)		
Location	<input type="text" value="St Thomas Mount"/>	Fax Number	<input type="text" value="987879789"/>
Pin Code	<input type="text" value="600020"/>	Email ID	<input type="text" value="msuniv@gmail.com"/>
Phone No.	<input type="text" value="9884123808"/>	Website	<input type="text" value="www.msuniv.com"/>
<input type="button" value="Modify"/> <input type="button" value="Cancel"/>			

Step 5

Figure 10.A.2

10. B. Regulation Master

10.1. Intended Audience

Academic committee and System Administrator

10.2. Usage

This master interface records Regulation related details.

10.3. Menu Access

Main Menu >> academic master >> Regulation Master>> Regulation

10.4. Dependency

University Master

The screenshot shows the 'REGULATION MASTER' interface. It has a blue header with the title 'REGULATION MASTER'. Below the header are three input fields: 'University' with the value 'UNIVERSITY OF MADRAS', 'Regulation' with the value 'Regulation 2012', and 'Regulation Year' with the value '16-07-2014'. At the bottom of the form are three buttons: 'Save', 'View', and 'Cancel'. Four blue ovals with white text label the steps: 'Step 1' points to the University dropdown, 'Step 2' points to the Regulation text field, 'Step 3' points to the Regulation Year text field, and 'Step 4' points to the Save button.

Figure 10.B.1

10.5. To make a new entry follow these steps,

Step 1: Select University from the list

Step 2: Enter Regulation

Step 3: Enter Regulation Year

Step 4: Click “Save” button to add the Regulation to database

Step 5: Click “View” button to view the list and to edit the details as in Figure 10.B.2

Step 6: Click “Modify” button to update the Regulation Details as in Figure 10.B.3

REGULATION MASTER

University*

Regulation*

Regulation Year* [Select One] (DD/Month/YYYY)*

Step 5

SL.No	Regulation	University
1	CIP Regulation	Lille Catholic University
2	Regulation 2001	UNIVERSITY OF MADRAS
3	Regulation 2009	UNIVERSITY OF MADRAS
4	Regulation 2010	UNIVERSITY OF MADRAS
5	Regulation 2011	UNIVERSITY OF MADRAS

Figure 10.B.2

REGULATION MASTER

University* UNIVERSITY OF MADRAS

Regulation* Regulation 2012

Regulation Year* 01-01-2012

Step 6

Figure 10.B.3

10. C. Graduation Master

10.1. Intended Audience

Academic committee and System Administrator

10.2. Usage

This master interface records Graduation details.

10.3. Menu Access

Main Menu >> academic master >> Regulation Master>> Graduation

10.4. Dependency

None

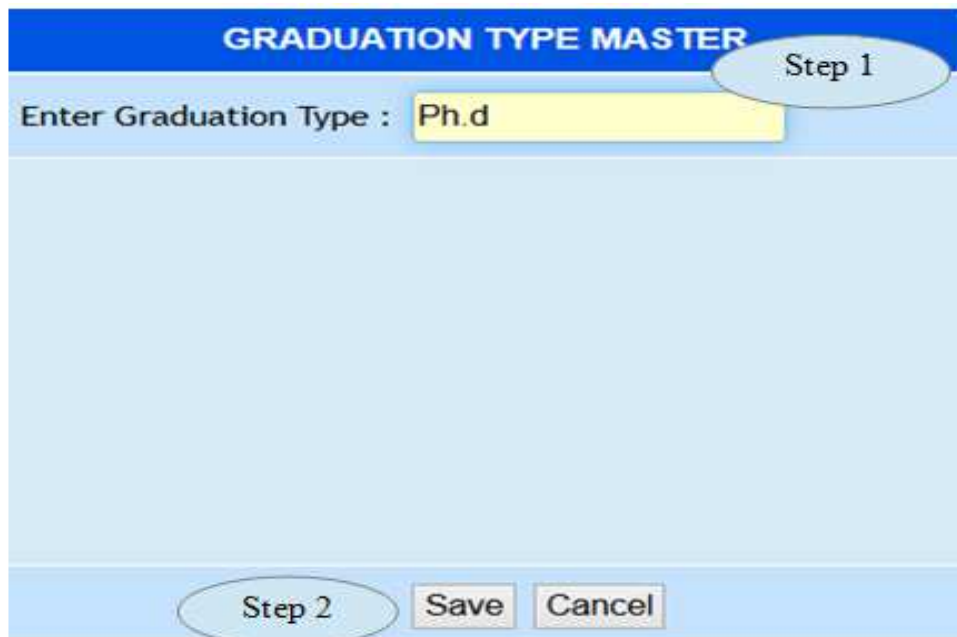


Figure 10.C.1

10.5. To make entry follow these steps,

Step 1: Enter Graduation Type

Step 2: Click “Save” button to add the record to database.

Step 3: Click “View” button to view the Graduation Type list and to edit the Graduation type as in Figure 10.C.2

Step 4: Click “Modify” button to update the modified record.



Figure 10.C.2

10. D. Branch Master

10.1. Intended Audience

Academic committee and system administrator

10.2. Usage

This master interface records of Branch Master.

10.3. Menu Access

Main Menu >> academic master >>Regulation master >>Branch

10.4. Dependency

None

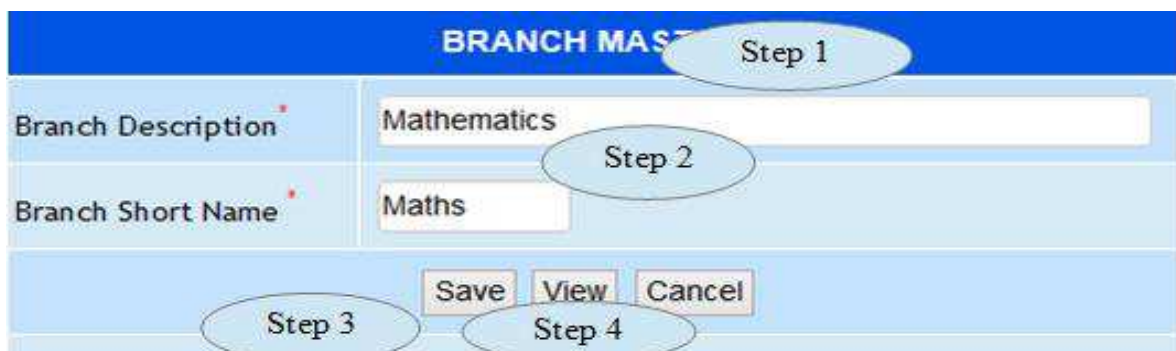


Figure 10.D.1

10.5. To make entry follow the steps,

Step 1: Enter Branch Description

Step 2: Branch Short Name.

Step 3: Click “Save” button to add the record

Step 4: Click “View” button to view the branch list and to edit the record as in figure

10.D.2

Step 5: Click “Modify” button to update the Branch.

The screenshot shows the 'BRANCH MASTER' interface. At the top, there is a blue header with the text 'BRANCH MASTER'. Below the header, there are two input fields: 'Branch Description' with the value 'Computer Application MS' and 'Branch Short Name' with the value 'CA MS'. Below these fields are two buttons: 'Modify' and 'Cancel'. A red circle highlights the 'Modify' button, with the text 'Step 5' written inside it. Below the buttons is a table with two columns: 'Branch Description' and 'Branch Short Name'. The table contains the following data:

Branch Description	Branch Short Name
Central Board Secondary Education	CBSE
Commerce	Commerce
Computer Application MS	CA MS
Computer Applications	CA

Figure 10.D.2

11. Program Master

11.A. Program Pattern

11.1. Intended Audience

Academic committee and system administrator

11.2. Usage

This master interface records program pattern master.

11.3. Menu Access

Main Menu >> academic master >> Program master >> Program Pattern

11.4. Dependency

None

PROGRAM PATTERN MASTER

Program Short Name * (Step 1) (Eg: B.Tech., M.C.A, B.Sc.)

Program Description * (Step 2) (Eg: Bachelor of Technology)

(Step 3) (Step 4)

Figure 11.A.1

11.5. To make entry follow the steps,

Step 1: Enter Program short name.

Step 2: Enter Program Description.

Step 3: Click "Save" button to add the record as in Figure 11.A.1.

Step 4: Click "View" button to view the existing programs and to edit the programs as in Figure 11.D.2.

Step 5: Click "Modify" button to update the record as in Figure 11.A.2

PROGRAM PATTERN MASTER

Program Short Name * (Eg: B.Tech., M.Tech., M.C.A, B.Sc.)

Program Description * (Eg: Bachelor of Technology)

(Step 5)

Sl.No.	Program Pattern Name	Program Pattern Description	Can Edit?
1	B.A.	Bachelor of Arts	No
2	B.B.A.	Bachelor of Business Administration	No
3	B.B.A-FRANCE	Bachelor of Business Administration	No
4	B.C.A.	Bachelor of Computer Application	No

Figure 11.A.2

11. B. Program Type

11.1. Intended Audience

System Administrator

11.2. Usage

This interface links program, branches and Graduation Type together

11.3. Menu Access

Main Menu << academic <<Program master << Program Type

11.4. Dependency

Program master, Branch master and Graduation Type

The screenshot shows a web form titled "PROGRAM TYPE MASTER". It has three main input fields: "Program" with the value "B.A.", "Branch" with the value "Advanced Zoology & Biotechnology", and "Graduation Type" with the value "U.G.". Below these fields are three buttons: "Save", "View", and "Refresh". Four blue ovals with white text are overlaid on the form to indicate steps: "Step 1" is over the Program dropdown, "Step 2" is over the Branch dropdown, "Step 3" is over the Graduation Type dropdown, and "Step 4" is over the Save button.

Figure 11.B.1

11.5. To make entry follow the steps,

Step 1: Select the program from the list

Step 2: Select the Branch from the list

Step 3: Select the Graduation Type from the S List

Step 4. Click "Save" button to add the record to database.

Step 5: Click "View" button to view the existing list as shown in the figure 11.B.2

PROGRAM TYPE MASTER

Program *	<input type="text"/>
Branch *	<input type="text"/>
Graduation Type *	<input type="text"/>

Save
View
Refresh

SL.No.	Program	Branch	Graduation
1	B.A.	Economics	UG - Full Time
2	B.A.	English Literature	UG - Full Time
3	B.A.	French Literature	UG - Full Time
4	B.A.	History	UG - Full Time
5	B.A.	Sociology	UG - Full Time
6	B.A.	Tamil Literature	UG - Full Time
7	B.A.	...	UG - Full Time

Figure 11.B.2

11.C. Program Master

11.1. Intended Audience

System Administrator

11.2. Usage

This interface links program and Branch with Regulation

11.3. Menu Access

Main Menu >> academic master >> program master >> Program

11.4. Dependency

University master, Regulation master, Graduation type and Branch master

11.5. To make entry follow steps below

Step 1: Select University from the list.

Step 2: Select Regulation from the list

Step 3: Select Program Category

Step 4: Select Graduation Type

Step 5: Select Branch

Step 6: Enter Program Description

Step 7: Select Duration Pattern

Step 8: Enter Program Code

Step 9: Click “Save” button to add the program into Database

Step 10: Click “View” button to view the program details and to edit the program details as in figure 11.C.1

Step 11: Click “Modify” button to save the modified details in to database as in figure 11.C.2

The screenshot shows a web form titled "PROGRAM MASTER" with the following fields and annotations:

- University**: Text input field with a red asterisk, annotated with "Step 1".
- Regulation**: Text input field with a red asterisk, annotated with "Step 2".
- Program Category / Discipline**: Dropdown menu with a red asterisk, annotated with "Step 3".
- Graduation Type**: Dropdown menu with a red asterisk, annotated with "Step 4".
- Branch**: Text input field with a red asterisk, annotated with "Step 5".
- Program Description**: Text input field with a red asterisk, annotated with "Step 6".
- Duration Pattern**: Text input field with a red asterisk, annotated with "Step 7".
- Program Code**: Text input field with a red asterisk, annotated with "Step 8".

At the bottom of the form are three buttons: "Save" (annotated with "Step 9"), "View" (annotated with "Step 10"), and "Cancel".

Figure 11.C.1

PROGRAM MASTER						
University*	UNIVERSITY OF MADRAS					
Regulation*	Regulation 2009					
Program Category / Discipline*	B.A.					
Graduation Type*	UG - Full Time					
Branch*	Economics					
Program Description*	Bachelor of Arts In Economics					
Duration Pattern*	Semester					
Total No.Of Semesters*	6					
Program Code*	EC					
<input type="button" value="Modify"/> <input type="button" value="Cancel"/>						
Step 11						
SL.No	Program Code	Program	Branch	Graduation Type	Regulation	University
1	EC	B.A.	Economics	UG - Full Time	Regulation 2009	UNIVERSITY OF MADRAS
2	EC	B.A.	Economics	UG - Full Time	Regulation 2010	UNIVERSITY OF MADRAS
3	EC	B.A.	Economics	UG - Full Time	Regulation 2011	UNIVERSITY OF MADRAS

Figure 11.C.2

11.D Institution Program

11.1. Intended Audience

System administrator

11.2. Usage

This interface provides program wise access to the Institution.

11.3. Menu Access

Main Menu >> academic >> program master >> Institution Program

11.4. Dependency

Program master and Branch master

11.5 To make entry follow steps below

Step 1: Click the available programs to grant program access for the selected Institution

Step 2: Click the Program Granted to Institution to revoke the program access for the selected Institution as in Figure 11.D.1

Institution Programs		
Program Available in University	Program Granted to Institution	
Step 1	B.A.-Economics	Regulation 2009
	B.A.-Economics	Regulation 2010
	B.A.-Economics	Regulation 2011
	B.A.-Economics	Regulation 2012
	B.A.-English Literature	Regulation 2009
	B.A.-English Literature	Regulation 2010
	B.A.-English Literature	Regulation 2011
	B.A.-English Literature	Regulation 2012
	B.A.-French Literature	Regulation 2009
	B.A.-French Literature	Regulation 2010
	B.A.-French Literature	Regulation 2011
	B.A.-French Literature	Regulation 2012
	B.A.-History	Regulation 2009
	B.A.-History	Regulation 2010

Figure 11.D.1

12. Academic Master

12. A. Course Type

12.1. Intended Audience

Academic committee and System Administrator

12.2. Usage

This master interface records course Type details.

12.3. Menu Access

Main Menu >> academic >> academic master >> Course Type

12.4. Dependency

None

COURSE TYPE MASTER

Course Type Name* Eg., Theory-External, Theory-Internal etc., **Step 1**

Exam Type* Internal External **Step 2**

Fly Slip Procedure Required* Yes No **Step 3**

Step 4

Figure 12.A.1

12.5. To make entry follow steps below

Step 1: Enter Course Type Name

Step 2: Select Exam Type

Step 3 : Click “Save” button to add the record in to database

Step 4: Click “View” button to view the records and to edit the records

Step 5 : Click “Modify” button to update the modified records as in Figure 12.A.2

COURSE TYPE MASTER

Course Type Name* Eg., Theory-External, Theory-Internal etc.,

Exam Type* Internal External

Fly Slip Procedure Required* Yes No

Course Type	Exam type	Fly Slip Procedure Required
Practical - External	External	No
Practical - Internal	Internal	No
Theory - External	External	Yes
Theory - Internal	Internal	No
Vivavoce	External	No

Step 5

Figure 12.A.2

12. B. Course Master

12.1. Intended Audience

Academic committee and System Administrator

12.2. Usage

This master interface records course related details.

12.3. Menu Access

Main Menu >> academic >> academic master >> course master

12.4. Dependency

Regulation master

COURSE MASTER	
Regulation *	<input type="text"/> Step 1
Course Code *	<input type="text"/> Step 2
Course Description *	<input type="text"/> Step 3
Total Min. Marks *	<input type="text"/> Step 4
Total Max.Marks *	<input type="text"/>
Course Type *	<input checked="" type="radio"/> Core <input type="radio"/> Elective Step 5
	<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Cancel"/> Step 7

Figure 12.B.1

12.5 To make entry follow steps below

Step 1: Select the Regulation

Step 2: Enter Course Code

Step 3: Enter Course Description

Step 4: Enter Total Min. and Max. Marks

Step 5: Select Course Type.

Step 6: Click “Save” button to add the Courses in to database

Step 7: Click “View” button to view the existing Courses and to edit the courses

Step 8: To Modify, click the record in the view list and make the necessary changes and click “Modify” button to update the modified record as in Figure 12.B.2

COURSE MASTER

Regulation *	<input type="text"/>
Course Code *	<input type="text"/>
Course Description *	<input type="text"/>
Total Min. Marks *	<input type="text"/>
Total Max. Marks *	<input type="text"/>
Course Type *	<input checked="" type="radio"/> Core <input type="radio"/> Elective

Step 8
Modify
Cancel
Obsolete

SL.No	Course Code	Description	Regulation	University	Status
1	-	Physics for Maths	Regulation 2011	UNIVERSITY OF MADRAS	Active
2	01	RURAL PACKAGE	Regulation 2010	UNIVERSITY OF MADRAS	Active
3	02	URBAN PACKAGE	Regulation 2010	UNIVERSITY OF MADRAS	Active

Figure 12.B.2

12. C. Course Details

12.1. Intended Audience

Academic committee and System Administrator

12.2. Usage

This master interface records course related details.

12.3. Menu Access

Main Menu >> academic >> academic master >> course details

12.4. Dependency

Regulation Master, Course master and Course Type

12.5. To make entry follow step below

Step 1: Select Regulation from the list

Step 2: Select Course from the list, display all the course type details

Step 3: Click the check box to select the Course type

Step 4: Enter Details of Course Type for the selected Course type.

Step 5: Click “Save” button to add Course Details in to database

Step 6: To view the Details

a) Select the Regulation from the list

b) Click “View” button, display existing Details of Course Master as in Figure 12.C.2

Step 7: To Modify the existing Course Master Details

a) Select the Course from the view list for modification as in figure 12.C.2

b) Modify the required fields to be modified as in Figure 12.C.3

c) Click “Modify” button to update the Course Master Details as in Figure 12.C.3

COURSE MASTER DETAILS

Regulation * Step 1

Course * Step 2

	Course Type	Total Hours	Minimum Marks	Maximum Marks	Input Maximum Marks
<input type="checkbox"/>	Theory - External	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Step 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Practical - External	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Practical - Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Vivoce	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Vivoce - Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Skill Based Project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 5

Figure 12.C.1

COURSE MASTER DETAILS

Regulation *

Course *

Step 6

Course Code	Description	Total Min.Marks	Total Max.Marks
AZ 1503	INVERTEBRATA	40	100
AZ 1504	INVERTEBRATA - LAB. COURSE	40	100
AZ 1505	BASIC BIOTECHNOLOGY	40	100
AZ 2102	ANIMAL DIVERSITY	40	100
AZ 2103	ANIMAL DIVERSITY LAB COURSE	40	100
AZ 2301	CLINICAL TECHNOLOGY	40	100

Figure 12.C.2

COURSE MASTER DETAILS					
Regulation *	School Regulation				
Course *	AV - Audio Visual				
	Course Type	Total Hours	Minimum Marks	Maximum Marks	Input Maximum Marks
<input type="checkbox"/>	Theory - External	0	0	0	0
<input checked="" type="checkbox"/>	Theory - Internal	100	30	100	100
<input type="checkbox"/>	Practical - External	0	0	0	0
<input checked="" type="checkbox"/>	Practical - Internal	100	30	100	100
<input type="checkbox"/>	Vivavoce	0	0	0	0
<input type="checkbox"/>	MS Theoretical	0	0	0	0
		<input type="button" value="Modify"/> <input type="button" value="Cancel"/>			

Step 7

Figure 12.C.3

12.D. Program Course

12.1. Intended Audience

Academic committee and System Administrator

12.2. Usage

This master interface links Program and Courses belongs to same Regulation.

12.3. Menu Access

Main Menu >> academic >> academic master >> Program course

12.4. Dependency

Regulation Master, Program and Course



Figure 12.D.1

12.5 To make entry follow steps below

Step 1: Select University from the list

Step 2: Select Regulation from the list

Step 3: Select Program from the list, displaying the available courses to be linked for the selected program

Step 4: Click the courses to be linked for the selected program

Step 5: Select the Semester and modify the credits if necessary as in Figure 12.D.1

Step 6: Click “Save” button to add the programwise courses in to database.

Step 7: To view the Program wise courses

a) Select university, Regulation and Program

b) Click “View” button to view the courses for the selected program as in Figure

12.D.2

PROGRAM WISE COURSES			
University *	UNIVERSITY OF MADRAS		
Regulation *	Regulation 2012		
Program *	B.Sc.-Mathematics		
Available course(s) for the selected Program			
Semester	Course Code	Description	Credit
1	FR 1091	ADVANCED FRENCH - I (FESTIVAL I)	3
1	LH 1084	HINDI - I (PROSE & FUNCTIONAL HINDI)	3
1	EL 1050	GENERAL ENGLISH - I	3
1	MT 1503	ANALYTICAL GEOMETRY OF 2D, TRIG. & MATRICES	4
1	MT 1502	ALGEBRA AND CALCULUS - I	5
1	TL 1085	GENERAL TAMIL - I	3
1	FR 1090	REFRESHING FRENCH - I (INITIAL)	3
Back			

Figure 12.D.2

12. E. Section

12.1. Intended Audience

System Administrator

12.2. Usage

This interface allows user to create a new class section and modifying existing sections.

12.3. Menu Access

Main Menu >> academic >> academic master>> Section

12.4. Dependency

None

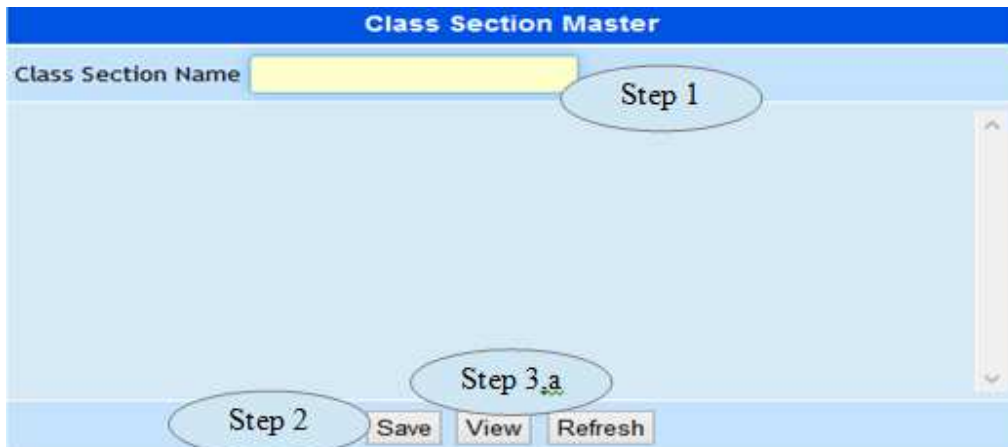


Figure 12.E.1

12.5 To make entry follow steps below

Step 1: Enter Class Section Name

Step 2: Click “Save” button to add the Class Section into database

Step 3: To modify Class Section follow steps below

a) Click “View” button, will list existing Class Sections as in Figure 12.E.2

b) Select the Class Section with status “Can Edit?” is Yes

c) Edit the Class Section Name

d) Click “Update” button to complete modification



Figure 12.E.2

12. F. Lab Group

12.1. Intended Audience

System Administrator

12.2. Usage

This interface allows user to create a new Lab Group and modifying existing Lab Groups.

12.3. Menu Access

Main Menu >> academic >> academic master>> Lab Group

12.4. Dependency

None

12.5. To make entry follow steps below

Step 1: Enter Lab Group Name

Step 2: Click “Save” button to add the Lab Group into database

Step 3: To modify Lab Group follow steps below

a) Click “View” button, will list existing Lab Groups as in Figure 12.F.2

b) Select the Lab Group with status “Can Edit?” is Yes

c) Edit the Lab Group Name

d) Click “Update” button to complete modification

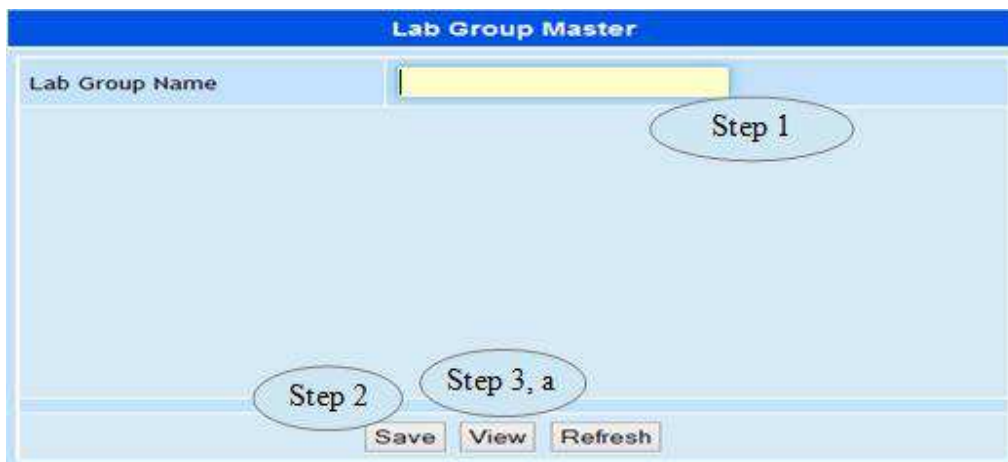


Figure 12.F.1



Figure 12.F.2

12.G.Programwise Section

12.1. Intended Audience

Timetable coordinator

12.2. Usage

This interface links sections to respective programs.

12.3. Menu Access

Main Menu >> Academic > Program wise Sections

12.4. Dependency

Program, Standard batch master and Section Master

12.5 To make entry follow steps below

Step 1: Select the Program from the list

Step 2: Select the Standard Batch for the selected program from the list

Step 3: click on the required section to be assigned for the selected program.

Step4: click on 'Assign' button to save into database as in figure 12.G.1

Step5: Already assigned sections are displayed in 'Yellow' Color and click the same will change the status as 'not selected'.

Step6: Click on 'Modify Sections' button, to update the modified details as in Figure 12.G.2

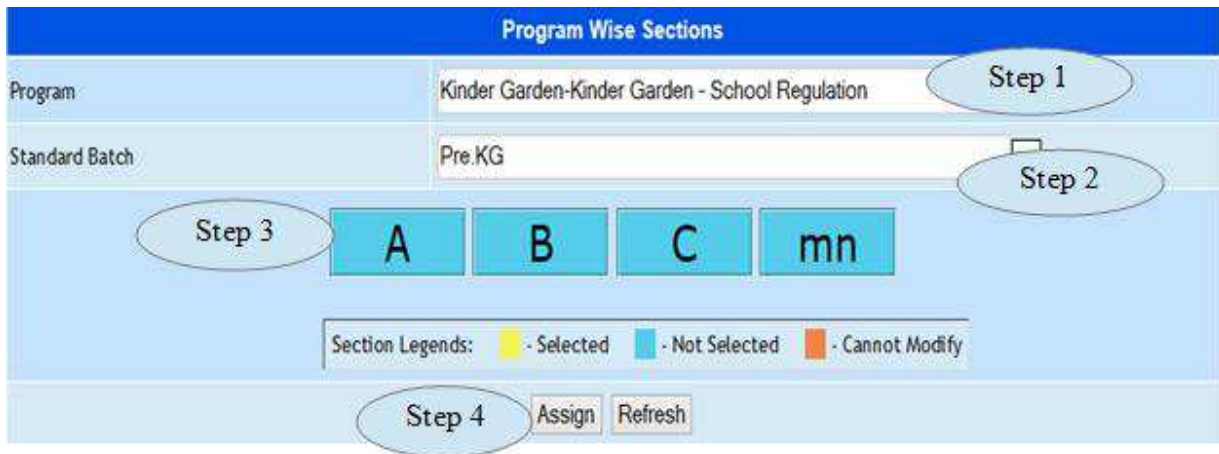


Figure 12.G.1

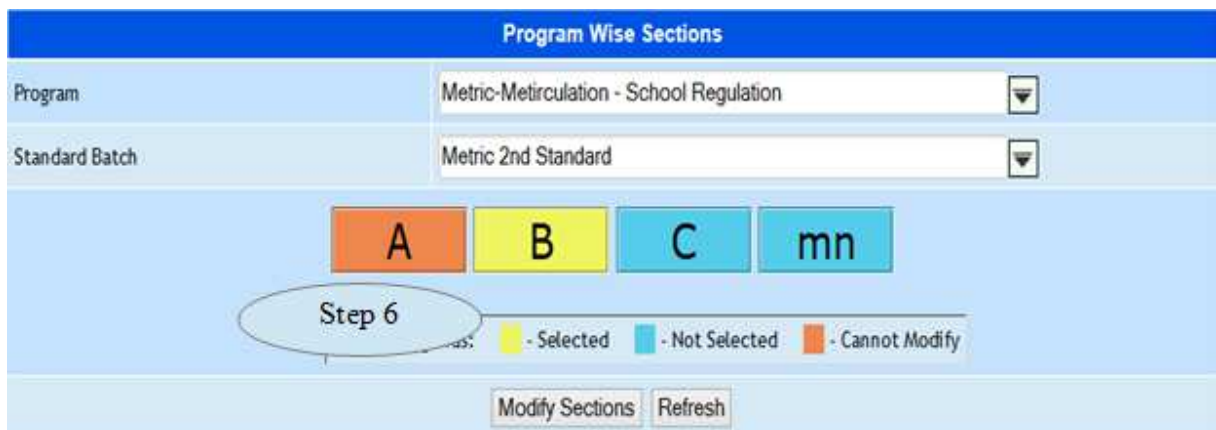


Figure 12.G.2

13. Internal Test Component

13. A. Test Component

13.1. Intended Audience

System Administrator

13.2. Usage

This master interface records further detail related to a course

13.3. Menu Access

Main Menu >> academic >>Internal Test Component

13.4. Dependency

None

13.5 To make entry follow steps below

Step 1: Enter the Test Component

Step 2: Click “Save” button to add a new Test Component in to database.

Step 3: Click “View” button to view the existing test component as in Figure 13.A.2

13.6 To Modify existing Test Components follow below steps

Step 1: Select the Test Component in view list for modification

Step 2: if “Can Edit” status in list is “Yes” it is allowed to modify

Step 3: Modify the Test Component

Step 4: Click “update” button to complete modification.

.

The screenshot shows a web interface titled "TEST COMPONENT MASTER". At the top, there is a blue header bar with the title. Below the header, there is a text input field labeled "Enter Test Component" which is currently empty. The main area of the form is a large, empty light blue rectangle, suggesting a table or list area that is not yet populated. At the bottom of the form, there are two buttons: "Save" and "Cancel".

Figure 13.A.1

The screenshot shows the same "TEST COMPONENT MASTER" interface, but now with a table populated with data. The table has three columns: "Sl.No.", "Test Component", and "Can Edit?". The table contains 8 rows of data. Below the table, there are two buttons: "Update" and "Cancel".

Sl.No.	Test Component	Can Edit?
1.	Assessment by Faculty	Yes
2.	Assignment or Class Seminar	Yes
3.	Attendance	Yes
4.	CA Class Test 1	Yes
5.	CA Class Test 2	Yes
6.	CA Class Test 3	Yes
7.	Field Visit Internship etc	Yes
8.	Model Examination	Yes

Figure 13.A.2

13.b Coursewise Test Component

13.1. Intended Audience

System Administrator

13.2. Usage

This interface links courses and test components together.

13.3. Menu Access

Main Menu >> Academic Master >> Internal Test Component >> Course wise Test component

13.4. Dependency

Course Details Master

Coursewise Test Component	
Regulation*	<input type="text"/>
Course*	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Refresh"/>	

Figure 13.B.1

13.5. To make entry follow step below

Step 1: Select Regulation from the list.

Step 2: Select Course to which Test Components to be linked

Step 3: Select Test Components by clicking the check box

Step 4: Enter Conducting Max Marks and Converting Max Marks for the selected Test Components

Step 5: Click “Save” button to complete Course wise Test Components

Coursewise Test Component			
Regulation*	Regulation 2011		
Course*	COMPUTER ORGANIZATION AND ARCHITECTURE		
Min. Marks:25 Max. Marks:50			
Select	Test Component	Conducting Max Marks	Converting Max Marks
<input checked="" type="checkbox"/> Step 3	CA Class Test 1	100	5 Step 4
<input checked="" type="checkbox"/>	CA Class Test 2	100	5
<input checked="" type="checkbox"/>	CA Class Test 3	100	5
<input checked="" type="checkbox"/>	Assignment or Class Seminar	5	5
<input checked="" type="checkbox"/>	Assessment by Faculty	5	5
<input checked="" type="checkbox"/>	Attendance	5	5
<input checked="" type="checkbox"/> Step 5	Model Ex	100	10
<input checked="" type="checkbox"/>	Field Visit Internship etc	5	5
		Save	Refresh

Figure 13.B.2

13.C. Cancel Course Wise Test Component

13.1. Intended Audience

System Administrator

13.2. Usage

This interface used to Cancel Course Wise Test Component.

13.3. Menu Access

Main Menu >> academic master >> Internal Test Component >> Cancel Course Wise Test Component

13.4. Dependency

Course Wise Test Component

13.5 To make entry follow steps below

Step 1: Select the Course to which the Test Component linked

Step 2: Click “Save Cancellation” button to cancel the Course wise Test Components

Cancel Course-wise Test Component		
Course *	GENERAL CHEMISTRY LAB FOR PHYSICS & MATHS	
Test Component	Conducting Max Marks	Converting Max Marks
Attendance	5	5
CA Class Test 1	40	5
CA Class Test 2	40	5
Assignment or Class Seminar	5	5
Model Examination	60	10
Assessment by Faculty	5	5
Field Visit Internship etc	5	5
<input type="button" value="Save Cancellation"/> <input type="button" value="Refresh"/>		

Figure 13.C.1

14. Attendance Group Master

14.1. Intended Audience

System Administrator.

14.2. Usage

This interface used to create Centralized Attendance Group Master.

14.3. Menu Access

Main Menu >> academic master >> Attendance Group Master

14.4. Dependency

Subject and Staff Name

14.5. To make entry follow steps

Step 1: Enter the Group Name

Step 2: Select the Subject Name from the list

Step 3: Select the Staff Name from the list

Step 4: Click "Save" button to add the Attendance Group master in to database

Figure 14.1

Sl.No	Group Name	Subject	Staff Name
1	01 - RURAL PACKAGE	01-RURAL PACKAGE	Thomas Amirtham
2	02 - URBAN PACKAGE	02-URBAN PACKAGE	Albones Raj .S
3	04 - ACTURIAL STATISTICS	04-ACTURIAL STATISTICS	Ruban Raja. B
	05 - BIO ORGANIC CHEMISTRY	2955-BIO ORGANIC CHEMISTRY	Justin Adaikaia Baskar

Figure 14.2

13.6. To modify the existing Attendance Group Master Follow steps below

- Step 1: Click on “View” button will list the existing Attendance Groups as in figure 14.2
- Step 2: Click the Group Name in list for modification.
- Step 3: Modify the required fields.
- Step 4: Click “Modify” button to complete modification as in figure 14.3

CENTRALIZED ATTENDANCE GROUP MASTER			
Group Name *	A1 Tourism		
Subject Name *	10CHMT04-TOURISM & MARKETING MANAGEMENT		
Staff Name *	ADMINISTRATOR		
			Modify Refresh
Step 4			
SL.No	Group Name	Subject	Staff Name
1	A1 Tourism	10CHMT04-TOURISM & MARKETING MANAGEMENT	ADMINISTRATOR

Figure 14.3

III. Transaction

15. Student Section Allocation

15.1 Intended Audience

Timetable coordinator

15.2 Usage

Using this interface, user can allocate the students to the appropriate program section.

15.3 Dependency

Program wise section and student master

15.4 Menu Access

Main Menu >> Academy >> Transaction >> Student Section Allocation

15.5 To allocate students to a program section

Step1: click the check box named **carry student to next semester**.

Step2: Select a **Program Section** from the drop-down list.

You will see a list of Students belong to the selected program section.

Step3: Select the check boxes of the student records, which you want to allot to the selected program section.

Step4: Click **Save** button to save program section into ERP system.

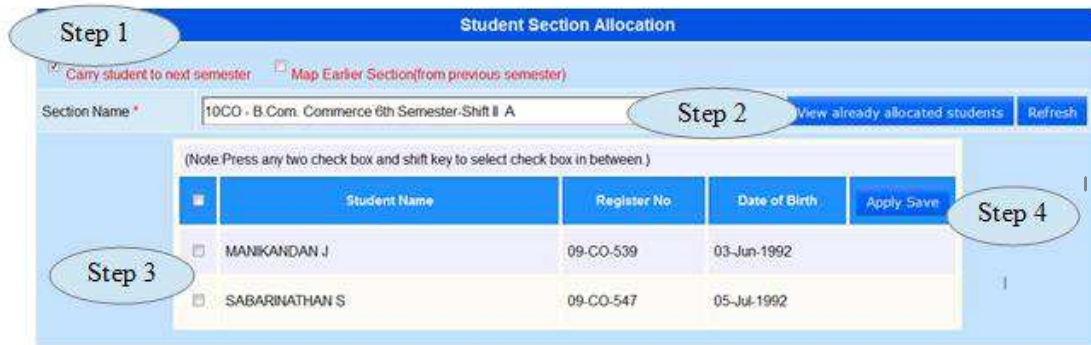


Figure 15.1

Note: Click **View already allocated students** button to view the already allocated students for the selected program section

16. Extra Disciplinary Course Registration

16.1 Intended Audience

Timetable coordinator

16.2 Usage

Using this interface, user can allocate the students to the Extra Disciplinary Course.

16.3 Dependency

Course master, Programwise Section

16.4 Menu Access

Main Menu >> Academy >> Transaction >> Extra Disciplinary Course Registration

16.5 To make entry follow steps below

Step 1: Select Program, semester & Section

Step 2: Select Extra Disciplinary Subject , will display all the student list for the selected Program

Step 3: Click the check box for selecting the students as in Figure 16.2

Step 4: Click “Save” button to complete Extra Disciplinary Subject Registration

Step 5: Click “View” button to view the existing students assigned for the Extra Disciplinary Subject.

The screenshot shows a web form titled "Extra Disciplinary Subject Registration". It has two main input fields: "Program, Semester & Section" and "Extra Disciplinary Subject", both with dropdown arrows. Below the fields are three buttons: "Save", "View", and "Refresh".

Figure 16.1

The screenshot shows the same form as Figure 16.1, but with data entered. The "Program, Semester & Section" dropdown is set to "10BC - B.Com. Corporate secretaryship 6th Semester-Shift II A" (labeled Step 1). The "Extra Disciplinary Subject" dropdown is set to "COMMUNITY SERVICES" (labeled Step 2). Below the form is a table of students with checkboxes in the first column. The first checkbox is highlighted with a callout "Step 3".

<input type="checkbox"/>	Student Name	Register No
<input type="checkbox"/>	MOSES VICTOR PRASANA A	08-BC-063
<input type="checkbox"/>	SHARON SRINIVAS	09-BC-051
<input type="checkbox"/>	RAJASEKARAN S K	09-BC-062
<input type="checkbox"/>	SOLOMON MICHAEL RAJ B	10-BC-002
<input type="checkbox"/>	ABHISHEK S GANAHARI	10-BC-003
<input type="checkbox"/>		10-BC-004

Figure 16.2

17. Section Transfer

17.1 Intended Audience

Timetable coordinator

17.2 Usage

Using this interface, user can re-allocate the students to the appropriate program section.

17.3 Dependency

Program wise section and student master

17.4 Menu Access

Main Menu >> Academy >> Transaction >> Student Section Transfer

17.5 To Transfer students Section follow steps below

Step1: Select a **To Program Section** from the drop-down list.

You will see a list of Students belong to the selected program .

Step2: Select a **From Program Section** from the drop-down list.

Step2: Click the **Gender**.

Step3: Select the check boxes of the student records, which you want to allot to the selected program section.

Step4: Click “**Save**” button to save program section into ERP system.

The screenshot shows the 'Section Transfer - Multiple Students' interface. At the top, there are two dropdown menus: 'To Program & Section' (Step-1) and 'From Program & Section' (Step-2). Below these is a 'Gender' section with radio buttons for 'Male', 'Female', and 'Both'. A 'Save' button (Step-4) and a 'Refresh' button are also visible. The main part of the interface is a table of student records. A callout box labeled 'Step-3' points to the first row of the table. The table has columns for 'Student Name', 'Register No.', 'D.O.B', 'Sex', and 'Program & Section'. The data in the table is as follows:

	Student Name	Register No.	D.O.B	Sex	Program & Section
<input checked="" type="checkbox"/>	PRABHAKARAN J	11101066	07-Jul-1990	M	B.B.A BBA 3rd Semester-B
<input type="checkbox"/>	PRABHU S	11101067	31-Jul-1993	M	B.B.A BBA 3rd Semester-B
<input type="checkbox"/>	PRASHANT TIWARI	11101068	06-Apr-1992	M	B.B.A BBA 3rd Semester-B
<input type="checkbox"/>	PRATIBHA PANDEY	11101069	26-Mar-1990	F	B.B.A BBA 3rd Semester-B
<input type="checkbox"/>	PRIYA K	11101071	13-Aug-1992	F	B.B.A BBA 3rd Semester-B
<input type="checkbox"/>	RAJA SEKAR S	11101073	28-Sep-1992	M	B.B.A BBA 3rd Semester-B

Figure 17.1

18. Student Course

18.1 Intended Audience

Timetable coordinator

18.2 Usage

User can specify student's courses for the semester.

18.3 Dependency

Student section allocation and program wise courses

18.4 Menu Access

Main Menu >>Academy>>Transaction >>Student wise Courses



Figure 18.1

18.5 To make entry follow steps below

*Step1: Select the **Program Section** from the drop-down list.*

You will see the details of the Students and Subjects assigned for the selected program section. only elective subjects are in enabled mode.

Step 2: Select the students records to which you want to assign the elective subjects.

Step 3: Select the check boxes of the appropriate elective subjects to be assigned for the selected students.

*Step 4: Click “**Save**” button to save the student-wise elective course details.*

*Step 5: Click “**View**” button to view the existing studentwise courses*

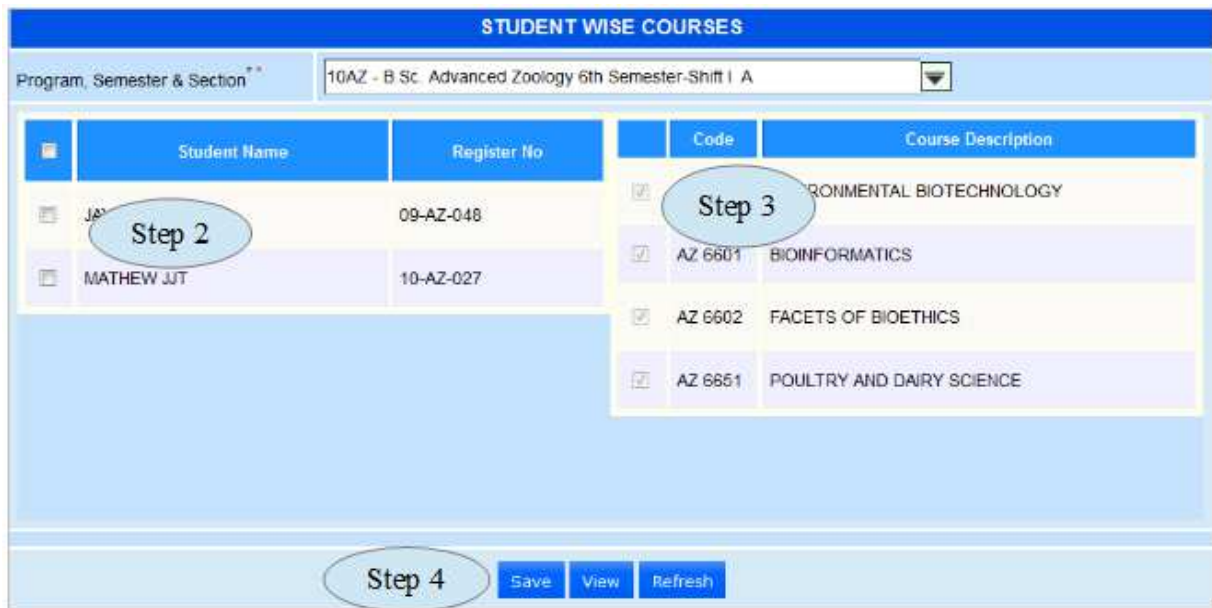


Figure 18.2

19. All Staff Profile

19.1 Intended Audience

HR

19.2 Usage

Using this interface the user can view the Profile of Staff

19.3 Dependency

Employee Master

19.4 Menu Access

Main Menu >> Academy >> Transaction >> All Staff Profile

19.5 To view staff profile follow steps below

Step 1: Select the Employee Name from the list.

You can able to check the full details of the Staff such as Personal Details, Department Details, Experience, Qualification Acquired etc . . . as in figure 19.2



Figure 19.1

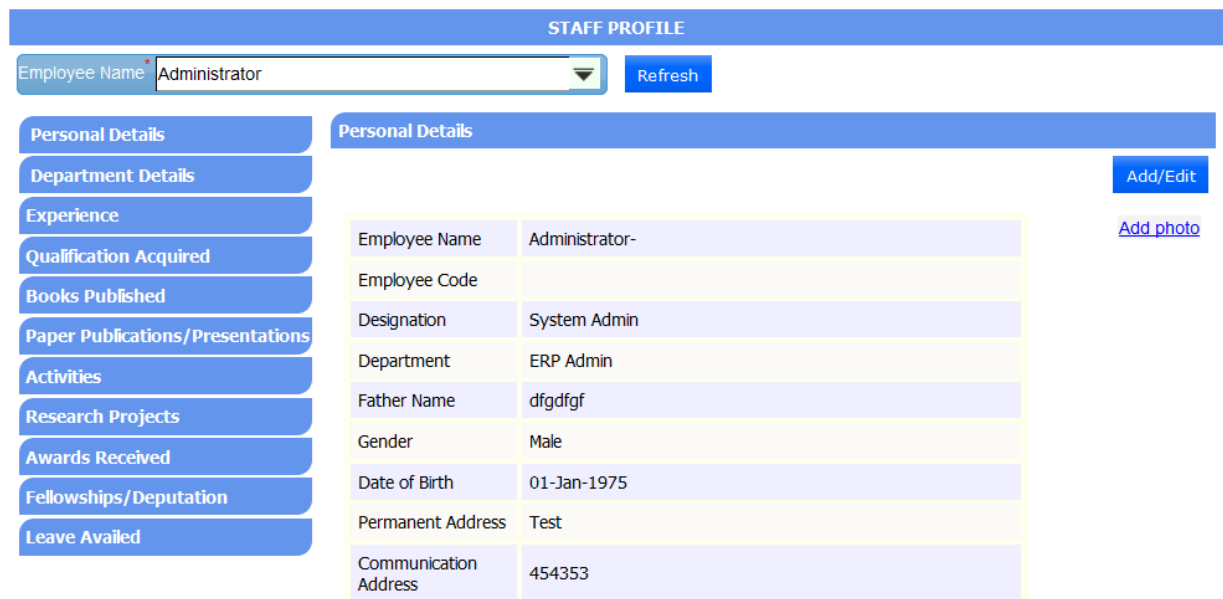


Figure 19.2

20. Class Time Table

20.1 Intended Audience

Timetable coordinator

20.2 Usage

This interface is used to prepare timetable for particular program section.

20.3 Dependency

Program wise courses and program wise sections

20.4 Menu Access

Main Menu >> Academy >> Transaction >> Class Timetable

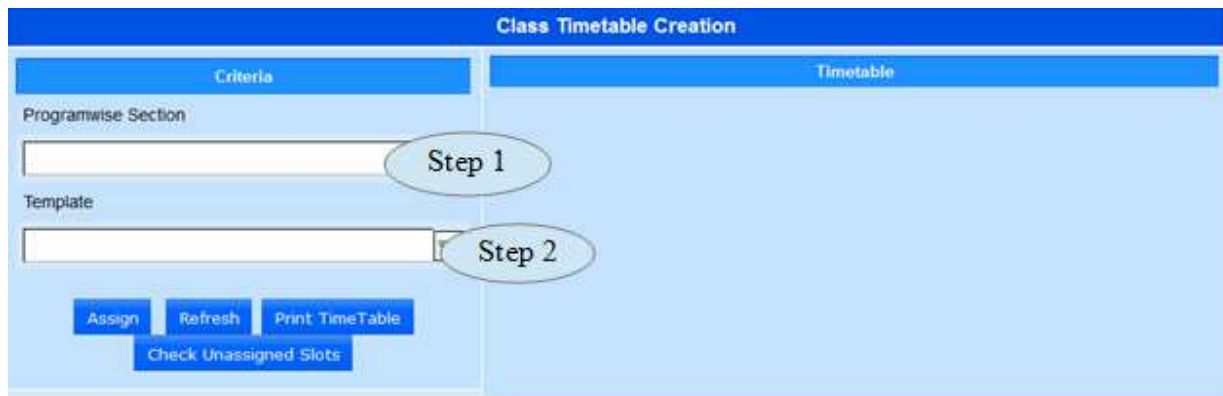


Figure 20.1

20.5 The follow steps to create Time Table for the particular program Section

Step1: *Select Program section from the drop down list*

Step2: *Select Day order template from the drop down list.*

Step3: *Click on the required course, which is to be assigned to the appropriate cell of the selected program section timetable template displayed on the right side.*

Step4: *Click on the appropriate cell to assign the selected subject. (Assignment of the same subject to different cells is possible and also multiple subjects can be assigned to the same cell).*

Step5: *Click on the 'Assign' button to save the generated class timetable for the selected program section into ERP system as in Figure 20.2*

20.6. To deselected a cell (figure 20.2)

Step1: *Click again on the selected subject, it become deselect.*

Step2: *Double click on the subject assigned cell, will remove the subject from the cell means not assigned.*



Figure 20.2

21. Faculty Courses

21.1 Intended Audience

Timetable coordinator

21.2 Usage

This interface links courses to respective faculty.

21.3 Dependency

Employee master (from HR module), program wise section and program wise courses.

21.4 Menu Access

Main Menu >> Academy >> Transaction >> Staff wise Courses

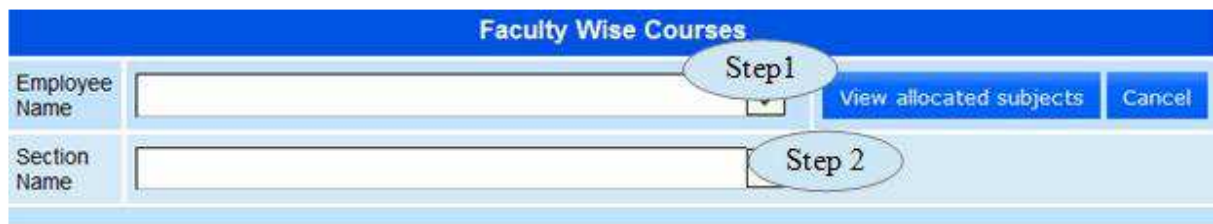


Figure 21.1

21.5 To assign Courses to the Staff

Step1: Select the staff name from the Select Employee Name drop-down list.

Step2: Select the program section that was authorized to the selected employee from the Select Section Name drop-down list.

Step3: Click on the check box associated with the required course to be assigned for the selected staff.

Step4: Click “Apply Save” button to save the details.

Step5: Click “View Allocated subjects” button to view the existing allocated courses.

The screenshot displays the 'Faculty Wise Courses' interface. At the top, there is a blue header with the text 'Faculty Wise Courses'. Below the header, there are two dropdown menus: 'Employee Name' with 'ADMINISTRATOR' selected, and 'Section Name' with 'BCA MS Computer Application MS 1st Grade-B' selected. To the right of these dropdowns are two buttons: 'View allocated subjects' and 'Refresh'. A blue oval labeled 'Step 5' is positioned over the 'View allocated subjects' button. Below the dropdowns, there is a section with a checkbox labeled 'Check for all subjects'. Below this, there is a table with a blue header row containing 'Course Code & Description' and an 'Apply Save' button. A blue oval labeled 'Step 4' is positioned over the 'Apply Save' button. The table has one row with a checked checkbox and the text 'MSCC001 CDiesComputer0001'. A blue oval labeled 'Step 3' is positioned over the checkbox. A blue oval labeled 'Step 5' is also positioned over the 'View allocated subjects' button.

Figure 21.2

22. Faculty Time Table

22.1 Intended Audience

Timetable coordinator

22.2 Usage

This interface is used to prepare staff timetable.

22.3 Dependency

Staff wise courses and class timetable.

22.4 Menu Access

Main Menu >> Academy >> Transaction >> Staff Timetable

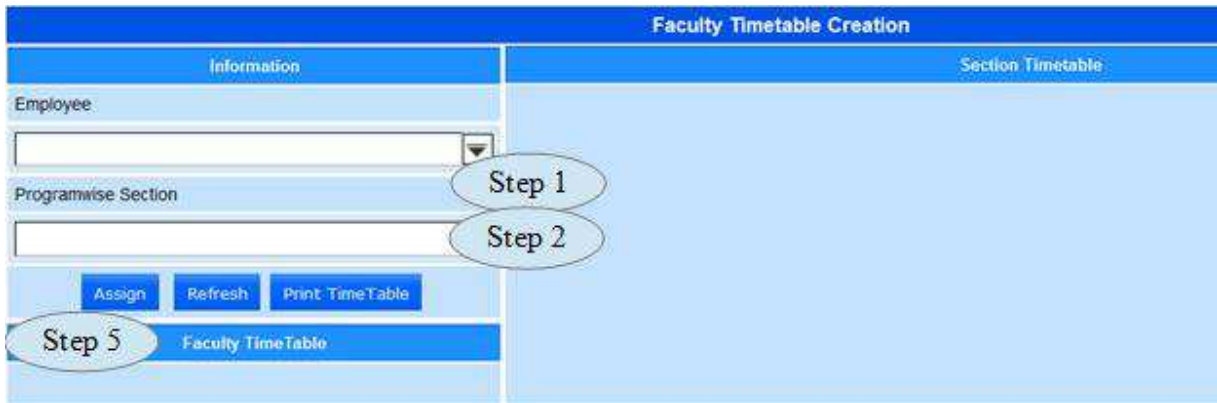


Figure 22.1

22.5 To generate Timetable for a Staff

Step1: Select the staff name from the Employee drop-down list.

Step2: Select the program from the Program wise Section drop-down list.

Step3: You will see the corresponding timetable in the Sections Timetable section on the right. In the timetable, the enabled cell indicates the subjects assigned to the selected staff.

Step4: Click on the enabled cell to prepare the timetable for the selected staff.

Step5: Click Assign button to save the staff timetable in ERP.

You will see the Staff Timetable Master page.

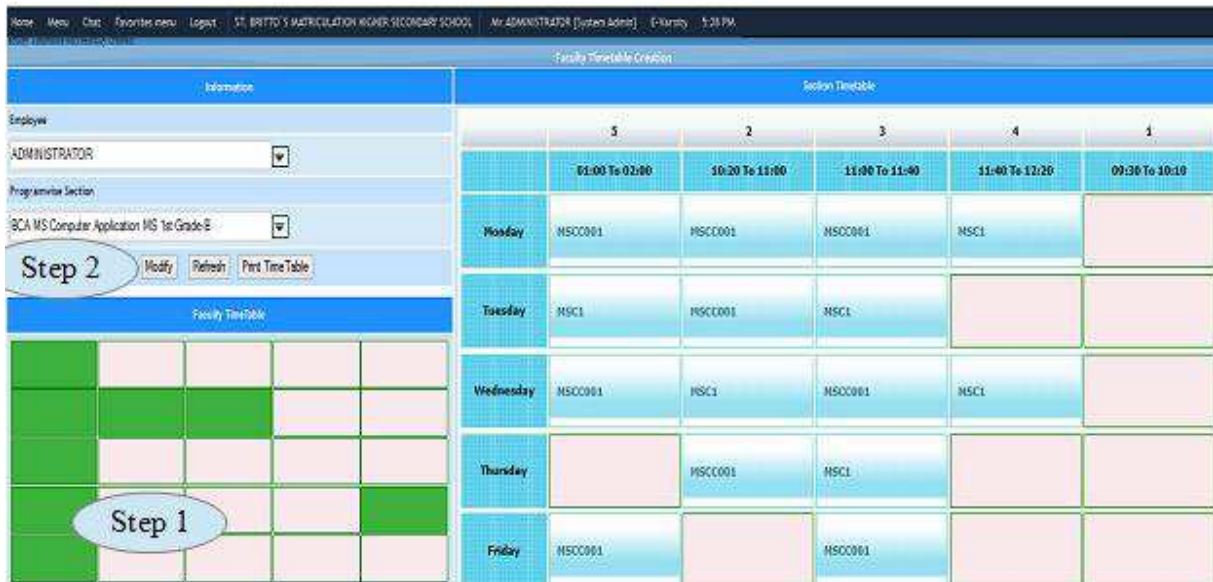


Figure 22.2

Note: Green shaded cell denotes that the slot was assigned to that cell. Double-click on the green cell if you want to remove assigned subject.

22.6 To modify the Faculty Timetable follow steps below

Step 1: *Green shaded cell denotes, the slot was assigned to that cell. If we double click on the green cell will remove the assigned subject.*

Step 2: *Click on the 'Modify' button to update the changes done on the staff timetable.*

23. Attendance Entry

23.1. Intended Audience

Teaching faculty

23.2. Usage

Concerned teaching faculty can mark their student attendance for appropriate day order and hour.

23.3. Menu Access

Main Menu >> Academy >> Transaction >> Attendance Entry

23.4. Dependency

Student wise courses, Student section allocation and Class timetable.

23.5. Follow steps below to mark the attendance for the students.

Step1: By default, the day order should be the appropriate day order for the entered date. If requires, user can check the check box associated with 'Mark for Other day order' option to mark attendance for any other day order.

Step 2: User can click on the appropriate cell for marking attendance of the students. The details in the cell are program section and the course. The students associated with the corresponding slot alone listed. [Shown in Figure 23.2]

Step3: User can click on the attendance status cell to change the attendance status from present to absent or vice versa.

Step4: Click 'Save' button to save the attendance details.

DAY	HOOR	I	II	III	IV	V
Monday		MSCC001	MSC1	SC		
Tuesday		SC	MSC1	MSC1	MSC1	
Wednesday		MSCC001				MSC1
Thursday		MSC1				MSCC001
Friday		MSCC001				

Figure 23.1

Register No	Student Name	Attendance Status
1 345345	ANISULA- (25-Jul-1997)	A
2 545454	JESWIN- (25-Jul-1997)	P

Attendance Type	Attendance Status	Count
Absent	A	
Present	P	1
Total:		2

Figure 23.2

Important Note::

1. Cell displayed in pink color represents for Fresh data entry ie, ready to mark the attendance for the listed students.
2. Cell displayed in red color represents attendance already marked waiting for HOD approval, user can able to modify the attendance status if requires.
3. Cell displayed in green color represents attendance marked and it was approved by the concern HOD. User cannot able to modify the marked attendance.

24. Attendance Entry Centralized

24.1. Intended Audience

Teaching faculty.

24.2. Usage

This interface used to mark the student attendance for any day order and hour.

24.3. Menu Access

Main Menu >> Academy >> Transaction >> Attendance Entry Centralized

24.4. Dependency

Student wise courses, Student section allocation and Class timetable

Student Attendance Entry (Centralized)

Attendance Date: 29-04-2013 (Step 1)

Day Order: 1st Day (Step 2)

Program Section: ENG IV SEM VAGE SEC 6 (Step 3)

Course: IV SEM VAGE-ENGLISH IV SEM VAGE (Step 4)

Hour: 1 (Step 5) Multi Hour

Absentee Register No.:

Present Count: 73
Absent Count: 3

10-CA-026, 11-CA-004, 11-CA-001, (Step 6)

Save Refresh

S.No.	Register No.	Name	Status
1	09-CA-052	AKLILL YEBIYO TEFAY- (21-May-1982)	Present
2	10-CA-026	MANIMARAN R- (14-Dec-1992)	Absent
3	10-CA-050	RAMPRASATH N K- (27-Aug-1989)	Present
4	10-VC-125	IVAN PRAVEEN I- (30-Aug-1991)	Present
5	11-CA-001	EDWIN LOBO- (20-Sep-1993)	Absent
6	11-CA-003	DINESH RAJ S- (25-Feb-1994)	Present
7	11-CA-004	PRADEEP H- (13-Dec-1993)	Absent
8	11-CA-005	PREM ANANDH A- (08-Sep-1992)	Present
9	11-CA-006	TAHA MUAZ T- (18-Feb-1993)	Present
10	11-CA-007	VIGNESH M- (27-Jun-1994)	Present

(Step 7)

Figure 24.1

24.5 To make Student Attendance Entry follow steps below

Step 1: Select the Attendance Date

Step 2: Select Day Order

Step 3: Select Program section from the list

Step 4: Select Course from the list

Step 5: Select Hour or Multi Hour Option , will display students from the selected

Program Section

Step 6: Select the record to change the status Present or Absent

Step 7: Click “Save” button to update the Student Attendance Entry into database.

25. Student Activity Entry

25.1. Intended Audience

Teaching faculty

25.2. Usage

This interface used to update the Student Activity.

25.3. Menu Access

Main Menu >> Academy >> Transaction >> Student Activity Entry

25.4. Dependency

Student wise courses, Student section allocation and Activity Master

25.5. To make entry follow steps below

Step 1: Select the Activity Type

Step 2: Select From Date and To Date, you can able to see the details of the day order and hour

Step3: Select the Date by clicking on the check Box

Step 4: Enter the Activity Description

Step 5: Select the Student from the list

Step 6: Click “Save” button to update student Activity into database

STUDENT ACTIVITY ENTRY

Activity Type* Step 1

Leave Type

From Date* To Date* Step 2

<input checked="" type="checkbox"/>	Day	Hours
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/>	01-04-2013 Monday	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/>	02-04-2013 Tuesday	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/>	03-04-2013 Wednesday	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5

No of Days Step 3

Activity Description* Step 4

Achievement Description

Student Name* Step 5

Student On Duty List				
Register No.	Student Name	Program	Semester	Prev. Details
12-VC-154	AADESH CHANDRA PRAKASH	12VC - B.Sc. Visual communication 2nd Semester-Shift II A	II SEMESTER	<input checked="" type="checkbox"/>

Step 6

Figure 25.1

26. Delegation Entry

26.1. Intended Audience

Teaching faculty

26.2. Usage

Using this interface staff can delegate his/her hour to another staff.

26.3. Menu Access

Main Menu >> Academy >> Transaction >> Delegation Entry

26.4. Dependency

Staff Timetable

The screenshot displays the 'Delegation on Attendance Data Entry' form. At the top, it shows the user 'Mr. Administrator [System Admin]' and the date '05 August 2014'. The day is set to 'Tuesday' with an 'Ok' button and a checked 'Mark for Other day orders' checkbox. A table below lists days from '1st Day' to '6th Day' and columns 1 to 5. Delegation entries are shown as 'PH 3953' in specific cells: 1st Day (col 4), 2nd Day (col 2), and 5th Day (col 3). A summary bar indicates the program section, day order (2nd Day), hour (2), and subject code (PH 3953 - CRYSTAL PHYSICS). The 'Department' is 'ERP Admin' and 'Delegating To' is 'Rajasekaran S (Br. 0062)'. 'Save' and 'Refresh' buttons are at the bottom.

Figure 26.1

26.5. To make delegation entry by Staff follow steps below

Step 1: By default the attendance date should be the current date. If requires, user can change the attendance date. [Optional]

Step 2: Click on the 'Ok' button to change the day order displayed appropriate to the changed attendance date.

Step 3: By default, the day order should be the appropriate day order for the entered date. If requires, user can check the check box associated with "Mark for other day orders" option to delegate the hour.

Step 4: Click the required cell to be delegated as in Figure 26.1

Step 5: Select the Delegating To staff from the list

Step 6: Click 'Save' button to save the delegation entry details.

27. Delegation Entry by HOD

27.1. Intended Audience

Dean and Head of the department.

27.2. Usage

This interface helps authorities to provide class of one faculty to another on absence.

27.3. Menu Access

Main Menu >> Academic >> Transaction >> Delegation Entry By HOD..

27.4. Dependency

Class timetable and staff timetable.

27.5. To Delegate an hour follow steps below

Step 1: select Staff Name from the list whose hour to be delegated to another staff.

Step 2: click on the 'Ok' button to change the day order displayed appropriate to the change attendance date.

Step 3: click on the required cell to be delegated.

Step 4: select the delegating to staff from the list.

Step 5: click 'Save' button to save the delegation entry details. if the selected staff already allocated to the particular hour, system will give alert the user.

The screenshot shows a web-based interface for 'Delegation Entry by HOD'. At the top, there's a blue header with the title. Below it, the 'Staff Name' field is set to 'Administrator' with a dropdown arrow and a 'Step 1' callout. The 'Date' field shows '05 August 2014' and 'Tuesday' with an 'Ok' button and a 'Step 2' callout. A central table has columns for 'DAY', '1', '2', '3', '4', and '5'. The '1st Day' row has 'PH 3953' in column 4. The '2nd Day' row has 'PH 3953' in column 2 and a 'Step 3' callout. The '5th Day' row has 'PH 3953' in column 3. Below the table, a pink summary bar contains: 'Program Section: 13PPH - M.Sc. Physics 3rd Semester-Shift I A', 'Day order: 2nd Day', 'Hour: 2', and 'Subject code & desc: PH 3953 - CRYSTAL PHYSICS'. The 'Delegating To' field is 'Gnana Yuvaraj G' with a dropdown arrow and a 'Step 4' callout. At the bottom, there are 'Step 5', 'Save', and 'Refresh' buttons.

Figure 27.1

28. Internal Mark Entry

28.1. Intended Audience

Teaching Faculty

28.2. Usage

This interface intakes internal mark details of students for a course.

28.3. Menu Access

Main Student section allocation

Menu >> Academic >> Transaction >> Internal Mark Entry

28.4. Dependency

*Program wise sections,
Course Details Master
Course wise Test component*

28.5 To make a **new entry** follow these steps,

Step1: *select Exam Date*

Step2: *select the Test Component to which internal mark is to be entered*

You will have the list of subjects and program sections related to Test Components

Step3: *Select the Subjects, students belong to programwise sections and subject would appear in list*

Step 4: *Enter Mark Obtained by the student in Text boxes*

Step 5: *Click the Check Box if the student was absent*

Step 6: *Click “Save” button to complete the Internal Mark entry*

INTERNAL MARK ENTRY

Exam Date: 11-08-2014 (Step 1)

Test Component: CA Test 1 (Step 2)

Subject Code	Subject Description	Program & Section	Entered Students	Total Students	Conducting Max. Marks	Converting Max. Marks
10C8SD10	JAVA PROGRAMMING TEST (Theory - Internal)	B.Sc. Fashion Design and Technology 3rd Semester-A	7	7	100	50
MSC1	Computer 1 (Theo (Step 3))	BCA MS Computer Application MS 1st Grade-A	0	2	20	70

SL.No.	Student Name	DOB	Register No.	Mark Obtained	Absent
1	ANISULA	25-Jul-1997	345345	20 / 20	<input type="checkbox"/>
2	JESWIN	25-Jul-1997	545454	15 / 20 (Step 4)	<input type="checkbox"/>

Save Refresh (Step 5)

Step 6

Figure 28.1

29. Internal Mark Modification

29.1. Intended Audience

Teaching Faculty

29.2. Usage

This interface used to modify internal mark details of a course.

29.3. Menu Access

Main Menu >> Academic >> Transaction >> Internal Mark Modification.

29.4. Dependency

Program wise sections,

Course Details Master

Course wise Test component

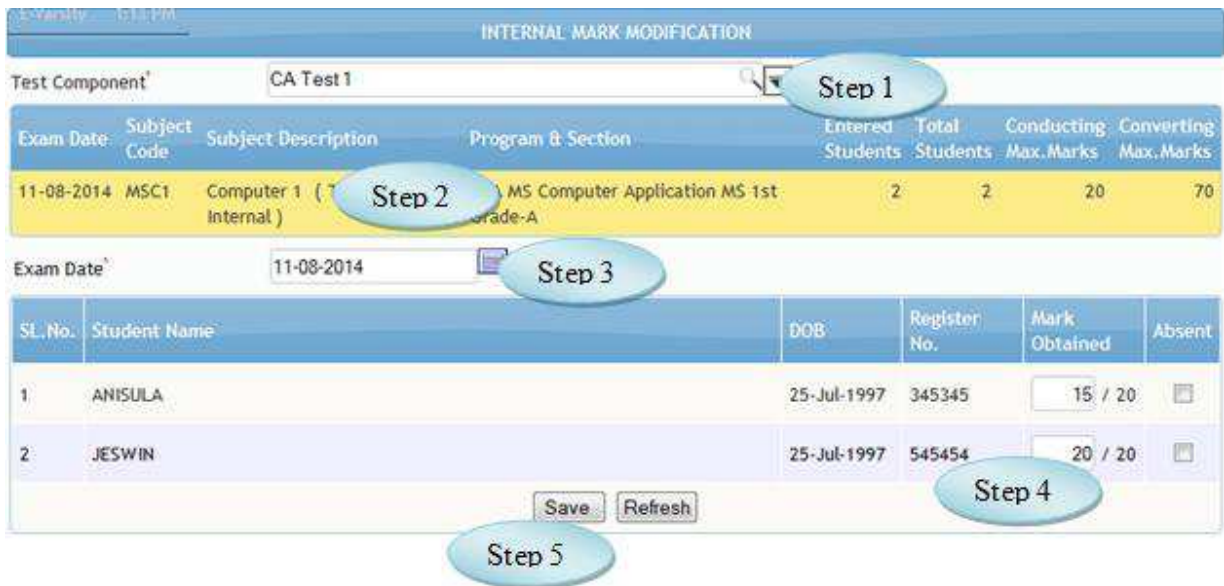


Figure 29.1

29.5 To Modify Internal Mark follow these steps,

Step1: select Test Component from the list

You will have the list of subjects and program section whose internal marks entered.

Step2: Select the subjects, students belong to programwise sections and subject would appear in list

Step3: change the Exam Date if required.

select the Test Component to which internal mark is to be entered

You will have the list of subjects and program sections related to Test Components

Step4: Modify the Internal Mark obtained

Step5: Click "Save" button to update the modified Internal Mark

30. Attendance Approval

30.1. Intended Audience

Dean / Head of the department.

30.2. Usage

This interface is used to approve student's attendance entered by teaching faculty.

30.3. Menu Access

Main Menu >> Attendance >> Approval >> Attendance Approval.

30.4. Dependency

Attendance Entry

30.5. To approve student attendance entry follow the steps,

Step1: Select program section from list.

Step2: Click on a single cell to approve for an Hour.

Step3: Select check box to approve entire day attendance.

Step4: Make changes on attendance entry if required (for hour wise approval only).

Step5: Click "Approve" after necessary changes made

Step 6: Click "Reject" to cancel the attendance entry .

On successful approval "Record Saved successfully" message would appear.

On successful rejection "Attendance Cancelled successfully" message would appear

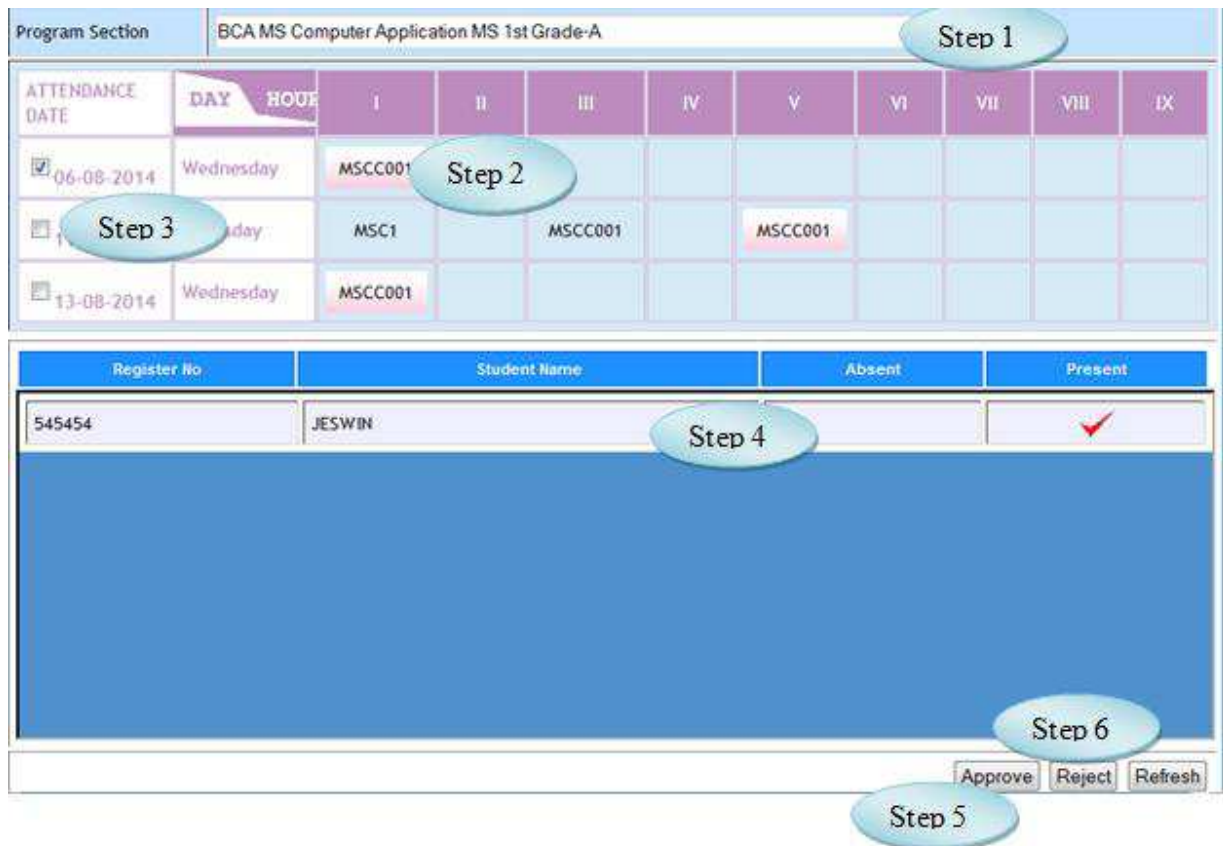


Figure 30.1

31. Decision on Attendance

31.1. Intended Audience

Vice chancellor and Academic Dean

31.2. Usage

This interface is a provision where higher authorities can decide on students' attendance immaterial of attendance entry and approval made thereafter.

31.3. Menu Access

Main Menu >> Academic >> Transaction>> Decision on Attendance

31.4. Dependency

Attendance marking

31.5. To make decision on attendance please follow steps as below,

Step1: *Select Program section.*

Step2: *Enter Attendance Marked date*

Step3: *Click ‘Go’ button to view attendance marked for the selected date.*

Step4: *Select any of the slot*

Step5: *Make changes on Attendance entry.*

Step6: *Click ‘Approve’ button to approve changes done on Attendance entry details.*

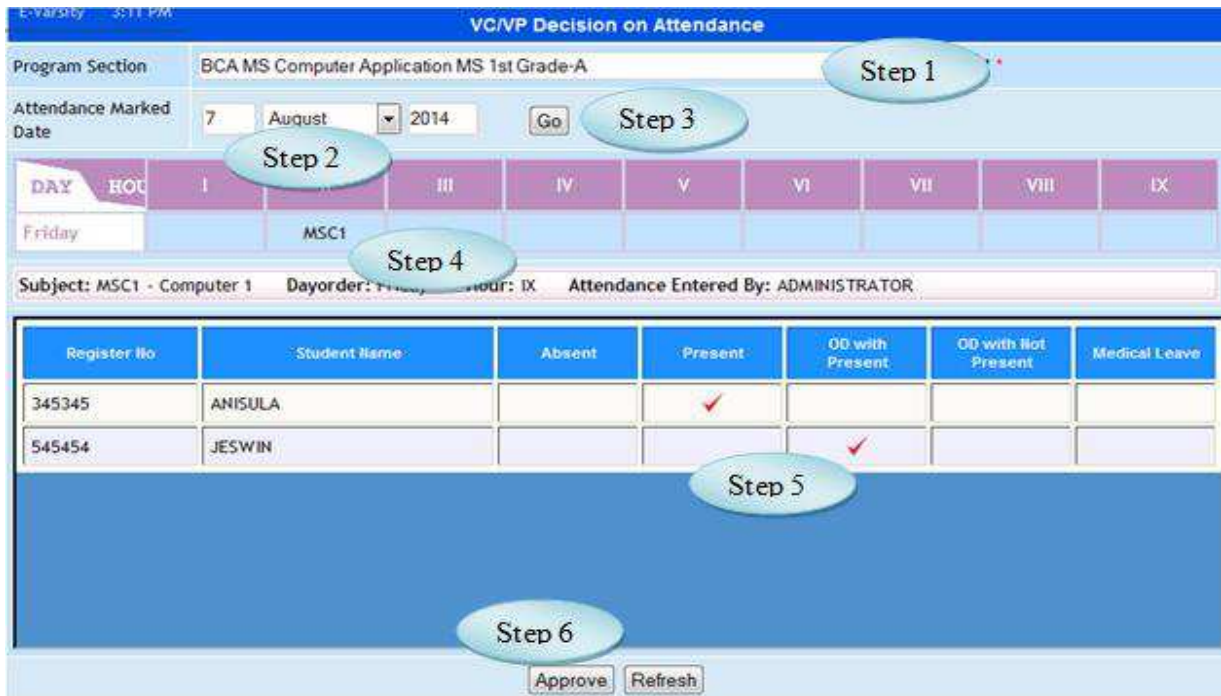


Figure 31.1

32. Cancel Attendance Entry

32.1. Intended Audience

Teaching faculty.

32.2. Usage

Concerned teaching faculty can cancel their student attendance for appropriate hour

32.3. Menu Access

Main Menu >> Academic >> Transaction >> Cancel Attendance Entry

32.4. Dependency

Student wise courses, Student section allocation and Class timetable.

32.5 To Cancel Attendance Entry follow steps below

Step1: Select Attendance Date and click “Generate” button

You will have the list of program wise Section, Total Students and number of students present for the particular hour for the selected Attendance Date.

Step2: Click the hour whose attendance to be cancelled

You will have the Details of the selected hour such as Subject, Subject Code and Faculty

Step3: Click “Cancel” button to Cancel the selected hour

Attendance Entry Cancellation							
Attendance Date: 01-02-2013		Generate					
SL.No.	Program Wise Section	Total Students	1	2	3	4	5
1	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A	40	40	40	40	40	40
2	10BC - B.Com. Corporate secretaryship 6th Semester-Shift II A	66	66	66	66	66	66
3	10BU - B.B.A. Business administration 6th Semester-Shift II A	63	63	63	63	63	63
4	10CA - B.C.A. Computer Applications 6th Semester-Shift II A	42	42	0	0	42	42
5	10CH - B.Sc. Chemistry 6th Semester-Shift I A	46	46	46	46	46	46
6	10CO - B.Com. Commerce 6th Semester-Shift I A	71	71	71	71	71	0
7	10CO - B.Com. Commerce 6th Semester-Shift I B	60	60	60	60	60	0
8	10CO - B.Com. Commerce 6th Semester-Shift II A	68	66	66	66	33	66
9	10CO - B.Com. Commerce 6th Semester-Shift II B	67	0	67	0	40	0
10	10CO - B.Com. Commerce 6th Semester-Shift II C	64	64	64	64	64	64
11	10CO - B.Com. Commerce 6th Semester-Shift II D	66	66	66	66	66	66
12	10CO - B.Com. Commerce 6th Semester-Shift II E	64	64	64	64	64	64

Figure 32.1

ATTENDANCE ENTRY CANCELLATION	
Program & Section : 10CO - B.Com. Commerce 6th Semester-Shift II A	
Group / Program & Section	
S2 10 EXPORT MARKETING SEC NO 1	Cancel
S2 10 INCOME TAX SEC NO 1	Cancel

Figure 32.2

33. Missing Attendance Details

33.1. Intended Audience

Teaching faculty.

33.2. Usage

Concerned teaching faculty can cancel their student attendance for appropriate hour

33.3. Menu Access

Main Menu >> Academic >> Transaction >> Missing Attendance Details

33.4. Dependency

Student wise courses, Student section allocation and Class timetable.

SL.No.	Program Wise Section	Students	1	2	3	4	5
1	10PCA - M.C.A. Computer Applications 6th Semester-Shift II A				Attendance Not Entered		
2	11PBT - M.Sc. Biotechnology 4th Semester-Shift II A				Attendance Not Entered		
3	11PCS - M.Sc. Computer science 4th Semester-Shift II A				Attendance Not Entered		
4	11PML - M.Sc. Medical lab technology 4th Semester-Shift II A				Attendance Not Entered		
5	11PPL - M.A. Philosophy 4th Semester-Shift II A				Attendance Not Entered		
6	11PSO - M.Sc. Medical Sociology 4th Semester-Shift II A				Attendance Not Entered		
7	11PSW - M.A. Social work 4th Semester-Shift I A				Attendance Not Entered		
8	11PVC - M.Sc. Visual communication 4th Semester-Shift II A				Attendance Not Entered		
9	12PFP - M.Sc. Food processing 2nd Semester-Shift II A				Attendance Not Entered		
10	12PMT - M.Sc. Mathematics 2nd Semester-Shift I A				Attendance Not Entered		
11	12PPL - M.A. Philosophy 2nd Semester-Shift II A				Attendance Not Entered		
12	12PST - M.Sc. Statistics 2nd Semester-Shift I A				Attendance Not Entered		
13	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A	40	0	0	38	38	38

Figure 33.1

33.5. To check Missing Attendance follow steps below

Step 1: Select the Attendance Date

Step 2: By clicking “Generate” button, User can have the details of Program wise Sections corresponding with the Attendance details as shown in the Figure 33.1

Step 3: Click on the “Attendance not entered” for the particular program wise section

Step 4: Enter “Not Entered Reason” for selected program wise section as in Figure 33.2

Step 5: Click “Save” button to add the Reason to the database.

The screenshot shows a web form titled "MISSING ATTENDANCE ENTRY REASON". The form contains the following fields and elements:

- Attendance Date:** 30-11-2012
- Program & Section:** 11PBT - M.Sc. Biotechnology 4th Semester-Shift II A
- Hour:** (empty field)
- Not Entered Reason:** A large text input area, highlighted with a blue oval labeled "Step 4".
- Buttons:** "Save" and "Close" buttons at the bottom, with a blue oval labeled "Step 5" pointing to the "Save" button.

Figure 33.2

34. Student Med. Leave Approval

34.1. Intended Audience

Dean /Head of the department.

34.2. Usage

This interface is used to approve student’s general and medical leave.

34.3. Menu Access

Main Menu >> Attendance >> Approval >> Student Med. Leave Approval.

34.4. Dependency

Student leave entry.

<input checked="" type="checkbox"/>	Register No	Student Name	Leave Type Desc	From Date	To Date	No. of Days	Leave Description
<input checked="" type="checkbox"/>	11-AZ-032	EMARSON J	Medical Leave	14-08-2014	14-08-2014	1	Testing Leave
<input checked="" type="checkbox"/>	12-AZ-032	GAUTHAM KRISHNA M G	Medical Leave	14-08-2014	14-08-2014	1	Testing Leave

34.5 To approve student leave follow steps as below,

Step1: Select program section from the drop down list. After program section selected, the students corresponding to the selected program section those who are waiting for leave approval alone listed.

Step2: Check the appropriate students.

Step3: Click on 'Approve' button to approve the student leave details. On successful approval "Record Approved successfully" message would appear.

Step4: Click on 'Reject' button to reject the student leave details. On successful rejection "Record rejected successfully" message would appear

35. Student Activity Approval

35.1. Intended Audience

Teaching faculty.

35.2. Usage

This interface used to Approve the Student Activity.

35.3. Menu Access

Main Menu >> Academy >> Transaction >> Student Activity Approval

35.4. Dependency

Student wise courses, Student section allocation and Student Activity Entry

STUDENT ACTIVITY - APPROVAL					
Activity	From Date	To Date	Entered By	Activity Details	
Disciplinary Actions	06-02-2013	08-02-2013	Rajasekar. A On 09-Apr-2013 02:12:37	suspension	View
Medical Leave	01-04-2013	05-04-2013	Administrator On 29-Apr-2013 02:52:04	Fever	View

[Refresh](#)

Figure 35.1

36. Delegation Approval

36.1. Intended Audience

Dean and Head of the department

36.2. Usage

This interface is used to approve delegation entry made by teaching faculty.

36.3. Menu Access

Main Menu >> Attendance >> Approval >> Delegation Approval

36.4. Dependency

Delegation entry

Attendance Delegation - Approval						
Program Section desc	Attendance Date	Day Order	Hour	Subject code & description	Delegating Employee	Receiving Employee
<input checked="" type="checkbox"/> 13PPH - M.Sc. Physics 3rd Semester-Shift I A	05-08-2014	2nd Day	2	PH 3953-CRYSTAL PHYSICS	Administrator	Rajasekaran S (Br. 0062)

[Approve](#) [Reject](#)

Figure36.1

36.5 To Approve Delegation Follow steps below

Step1: *Select Program Section*

Step2: *Click on 'Approve' button to approve the delegation entry.*

Step3: *Click on 'Reject' button to reject the delegation entry.*

37. Register Number Assigning

37.1. Intended Audience

Teaching Faculty

37.2. Usage

This interface is used to Assign Register Number

37.3. Menu Access

Main Menu >> Academic >> Transaction >> Register Number Assigning

37.4. Dependency

Program Master, Program wise section

37.5 To Assign Register Number follow steps below

Step 1: Select Program from the list

Step 2: Select Semester from the list

Step 3: Select “List All Students” option by clicking Check Box

Students from Selected Program and Semester will be listed

Step 4: Enter “Prefix”

Step 5: Select the Students for whose the Register number to be entered

Step 6: Enter Register number

Step 7: Click “Save” button to save Register Number to the Database

Student Register No. Entry				
Program *	B.Com. Commerce Step 1			
Semester *	5 Step 2			
Enter Prefix	BCOM111 Step 4	<input checked="" type="checkbox"/> List All Students Step 3		
Sl No	Student Name	DOB	Register No	Ledger Name
<input checked="" type="checkbox"/> 1	ABDUL VAHAB K V	23-04-1994	<input type="text" value="BCOM111001"/>	
<input checked="" type="checkbox"/> 2	ADITHYAN GIRIDHAR	01-06-1994	<input type="text" value="BCOM111002"/>	
<input checked="" type="checkbox"/> 3	ADITHYA GIRIDHAR	11-01-1995	<input type="text" value="BCOM111003"/>	
<input checked="" type="checkbox"/> 4	AKSHAY RAJA R	28-05-1995	<input type="text" value="BCOM111004"/>	
<input checked="" type="checkbox"/> 5	ALLFIN JOY V	21-12-1994	<input type="text" value="BCOM111005"/>	
<input type="checkbox"/> 6	ANBAZHAGAN A	20-08-1995	<input type="text" value="12-CO-016"/>	
<input type="checkbox"/> 7	ANDREW AKASH B	11-12-1994	<input type="text" value="12-CO-009"/>	
<input type="checkbox"/> 8	ANTHONY BOSCO F	20-07-1995	<input type="text" value="12-CO-061"/>	
<input type="checkbox"/> 9	ANTONY NAVAROJI	07-03-1995	<input type="text" value="12-CO-151"/>	
<input type="checkbox"/> 10	ARJUN P	24-08-1994	<input type="text" value="12-CO-027"/>	
Step 7			<input type="button" value="Save"/>	<input type="button" value="Refresh"/>

Figure 37.1

38. Cancel Class Timetable

38.1 Intended Audience

Timetable coordinator

38.2 Usage

This interface is used to Cancel timetable for particular program section.

38.3 Dependency

Program wise courses and program wise sections.

38.4 Menu Access

Menu >> Academy >> Transaction >> Cancel Class Timetable

38.5 To Cancel Time Table follow steps below

Step 1: Select Program wise Sections from the list

Step 2: Click “Save” button to cancel the Time Table

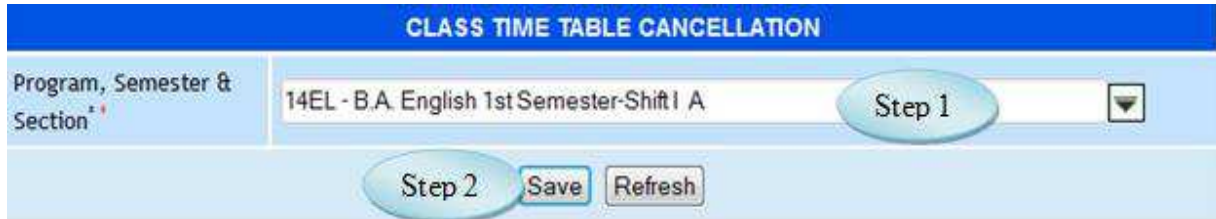


Figure 38.1

39. Cancel Student Section

39.1 Intended Audience

Timetable coordinator

39.2 Usage

Using this interface, user can cancel the Student Section allocation for appropriate Program.

39.3 Dependency

Student Section Allocation

39.4 Menu Access

Main Menu >> Academic >> Transaction >> Student Section

39.5 To Cancel Student Section follow steps below

Step 1: Select the Program wise Section from the list whose section to be cancelled

You will have the list of Studens and Register No. for the selected Program wise

Section

Step 2: Select the Students by clicking check Box whose section to be cancelled

Step 3: Click “Save” button to Cancel Student Section Allocation.

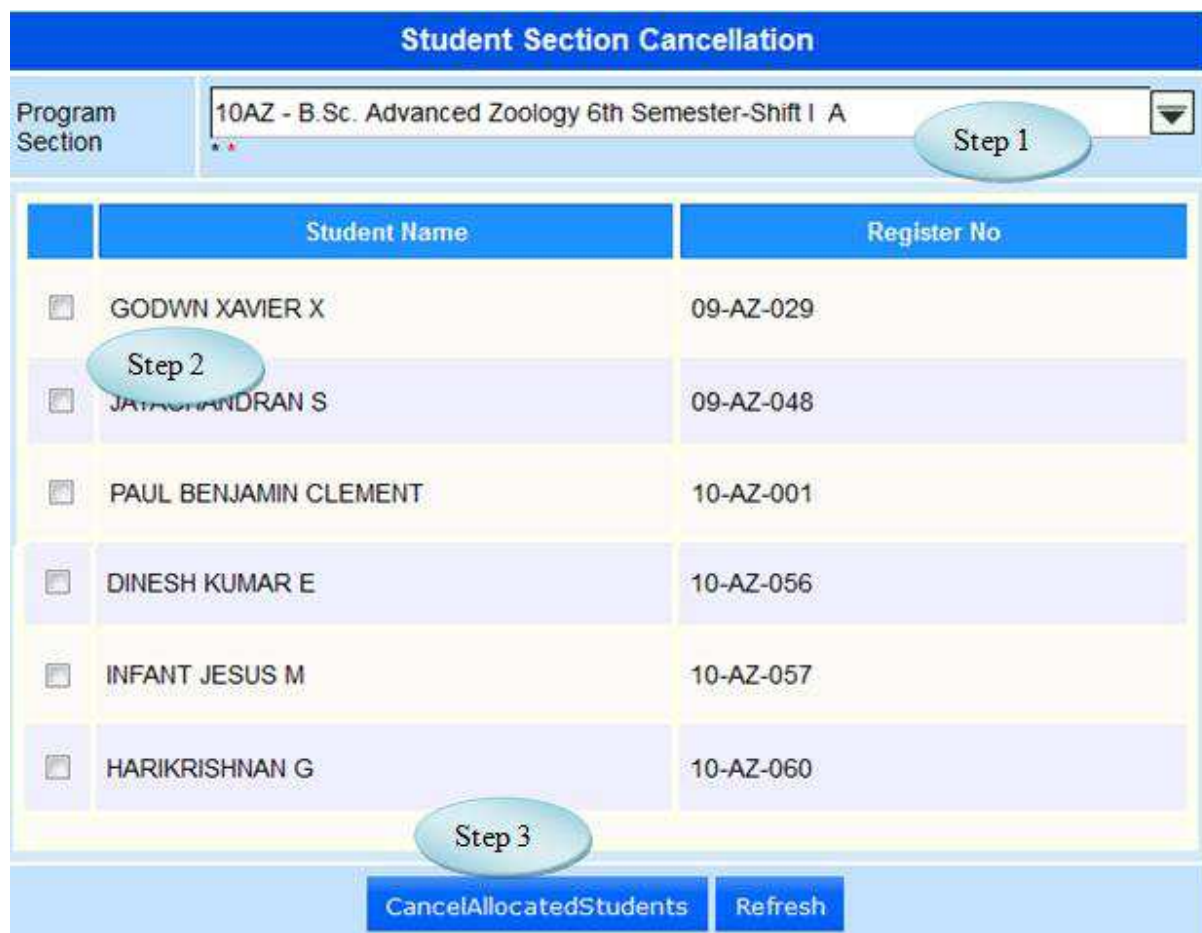


Figure 39.1

40. Program Lab Group

40.1. Intended Audience

Timetable coordinator.

40.2. Usage

User can allocate Lab Group to a program wise section Subjectwise

40.3. Menu Access

Main Menu >> Class Groups >> Program Lab Group.

40.4. Dependency

Lab Group Master and Program wise subject.

40.5. To assign Program Lab group Follow steps as below

Step 1: Select the Program Section from the list

Step 2: Select Subject from the list

You will have the list of Lab Groups

Step 3: Select the Lab Groups for the Selected Subject

Step 4: Click “Assign” button to assign the selected Lab Groups to the Program Section and Subject



Figure 40.1

41. Cancel Student Wise Subjects

41.1 Intended Audience

Timetable coordinator

41.2 Usage

User can Cancel the student wise Subjects for the semester.

41.3 Dependency

Student Course

41.4 Menu Access

Main Menu >>Academic>>Transaction >>Cancel Student wise Subjects

41.5 To Cancel Student Subjects follow steps below

Step 1: Select the Program Section from the list

You will have the students list along with the Register No.

Step 2: Click “View Subject” to view the subjects assigned for the particular Student

Step 3: Select the Students by clicking Check Box whose Subjects to be cancelled

Step 4: Click “Save” button to Cancel Studentwise Subject for the selected Program

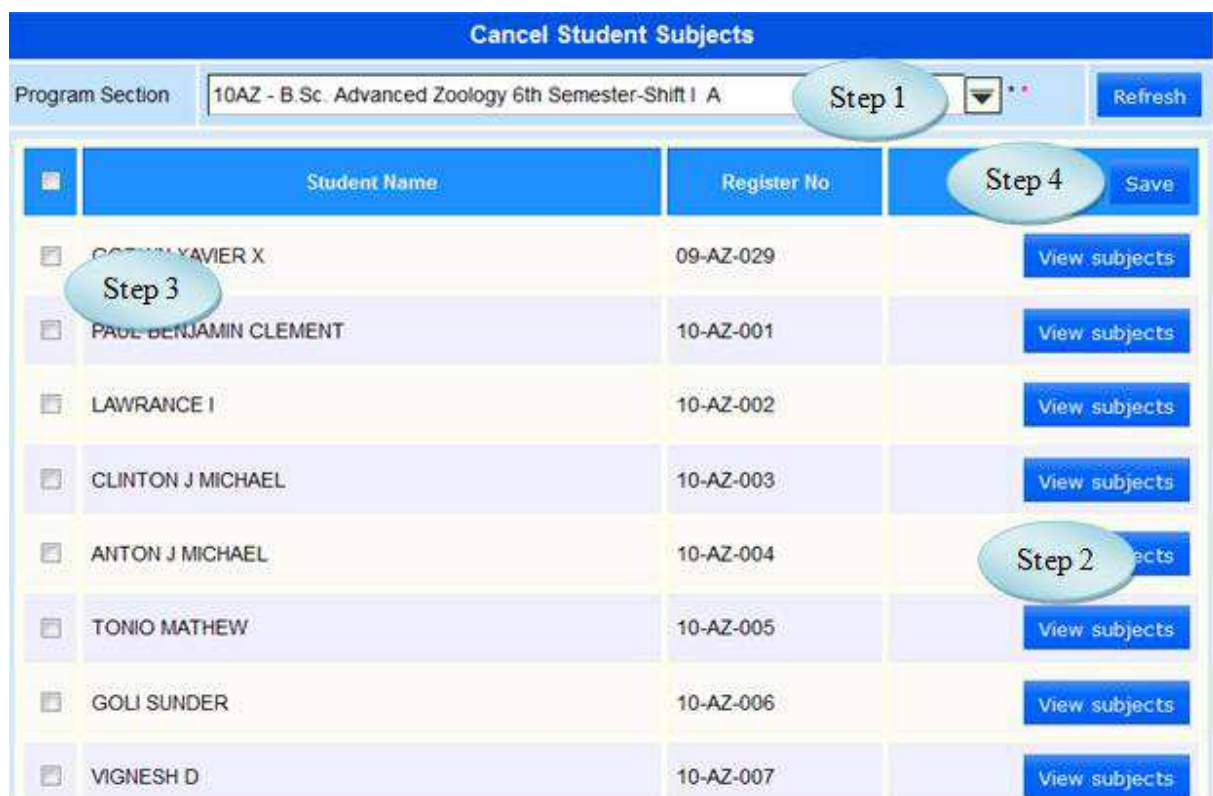


Figure 41.1

42. Cancel Staff Subjects

42.1 Intended Audience

Timetable coordinator

42.2 Usage

This interface used to cancel the courses for respective Staff.

42.3 Dependency

Faculty Courses

42.4 Menu Access

Main Menu >> Academic>> Transaction >> Cancel Staff Subjects

42.5 To Cancel Staff Subjects follow steps below

Step 1: Select the Staff Name.

The user can have the list of Program Section along with the Subjects assigned for the Selected Staff.

Step 2: Select the Program Section whose Subjects to be cancelled

Step 3: Click “Cancel Staff Subjects” to cancel the Subjects assigned for the Selected Staff.

S. No	Program Section	Subject Desc
1	Com. Corporate secretaryship 1st Semester-Shift II A	BC 1503 - BUSINESS ENVIRONMENT
2	14BC - B.Com. Corporate secretaryship 1st Semester-Shift II B	BC 1502 - FINANCIAL ACCOUNTING

Figure 42.1

43. Lab Group Students

43.1. Intended Audience

Timetable coordinator.

43.2. Usage

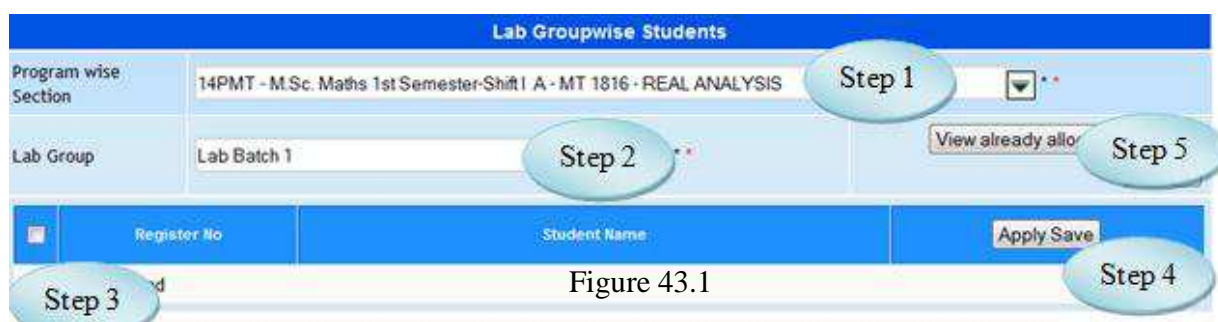
User can allocate single or multiple students to a specific class group.

43.3. Menu Access

Main Menu >> Academic >> Transaction>> Lab Group Students.

43.4. Dependency

Program Lab group and student section allocation



43.5. To allocate students to particular Lab group follow steps below,

Step1: *Select program section from the drop down list.*

Step2: *Select appropriate lab group name from the drop down list.*

Step3: *Check the required students to be allocated to the selected lab group.*

Step4: *Click on 'Apply Save' button to save the checked student Lab group allocation.*

Step5: *Click on 'View already allocated students' to view the already allocated students of the selected program section and Lab group.*

44. End Semester (Archive)

44.1. Intended Audience

Teaching Faculty.

44.2. Usage

User can Archive the Program wise Semester along with the Section from semester to other semester.

44.3. Menu Access

Main Menu >> Academic >> Transaction>>End Semester (Archive).

44.4. Dependency

Program wise Regulation, Program semester Section



Figure 44.1

44.5 To End Semester Archive follow steps below

Step1: Select Program Section from the list.

Step2: Select Programwise semester by clicking the Check Box

Step3: Click “Archive” to save the End Semester

45. Student Promotion

45.1. Intended Audience

Teaching Faculty

45.2. Usage

User can change the student from one semester to another for the selected Program

45.3. Menu Access

Main Menu >> Academic >> Transaction>> Semester change

45.4. Dependency

Regulation, Program wise Students and Program wise Semesters

Student Promotion / De-Promotion					
Promoting Academic Year*	2012-2013				
Regulation*	Regulation 2011				
Program*	B.Sc.-Advanced Zoology				
Current Semester*	B.Sc. Advanced Zoology 3rd Semester				
To Semester*	B.Sc. Advanced Zoology 4th Semester				
<input checked="" type="checkbox"/>	S.No.	Register No.	Student Name	DOB	Standard Batch
<input checked="" type="checkbox"/>	1	10-AZ-024	ARUN R	12-08-1992	B.Sc. Advanced Zoology 3rd Semester
		Save		Refresh	

Figure 45.1

45.5 To Promote or Depromote the Student follow steps below

- Step 1: Select the promoting Academic Year.
- Step 2: Select the Regulation from the list.
- Step 3: Select the Program from the list
- Step 4: Select the Current Semester from the list
- Step 5: Select the To Semester from the list to which the student has to Promote or De-Promote, list the students from the Current Semester for the Selected Program
- Step 6: Select the Students list by clicking the Check Box.
- Step 7: Click “Save” button to save the students from current semester to other semester

46. Program Change

46.1. Intended Audience

Head of the Department

46.2. Usage

User can change the Program before the Fees Paid

46.3. Menu Access

Main Menu >> Academic >> Transaction>> Program Change.

46.4. Dependency

Student Admission

The screenshot shows a web form titled "Program Change". It contains several input fields and buttons. Seven steps are highlighted with blue ovals:

- Step 1:** "From Program" dropdown menu, currently showing "B Sc. Advanced Zoology 3rd Semester".
- Step 2:** "To Program" dropdown menu, currently showing "B.A. Economics 3rd Semester".
- Step 3:** "To Semester" dropdown menu, currently showing "III Semester".
- Step 4:** "Reason to Change" text area, containing the text "testing".
- Step 5:** "Generate" and "Refresh" buttons.
- Step 6:** A table with columns "Student Name", "Register No", and "Section". The first row shows "BALAJI S", "09-AZ-020", and "A".
- Step 7:** "Apply Save" button.

Below the table, there is a note: "(Note: Press any two check box and shift key to select check box in between.)".

Figure 46.1

46.5 To Change the Program of the student before Fee Paid follow the step below

Step 1: Select the **From Program** from which the student wants to change the Program.

Step 2: Select the **To Program** to which the student wants to change the Program.

Step 3: Select the Semester from the list.

Step 4: Enter the Reason to Change the Program.

Step 5: On Clicking the "Generate" button, students will be listed for the Selected From

Program.

Step 6: Select the Students by clicking the Check Box.

Step 7: Click "Apply Save" to save the change of Program before Fee Paid

47. Student Activity Cancellation

47.1. Intended Audience

Teaching Faculty

47.2. Usage

User can cancel the Students Activity.

47.3. Menu Access

Main Menu >> Academic >> Transaction>> Student Activity Cancellation

47.4. Dependency

Student Activity

47.5 To Cancel the Student Activity follow steps below

Step 1: Select the Period “From Date” and “To Date”.

Step 2: Click “Generate” button, Students will be listed for the selected period.

Step 3: Click “Cancel” button to cancel the particular student Activity.

The screenshot shows the 'Student Activity Cancellation' interface. At the top, there are two date input fields: 'From Date*' with the value '15-07-2014' and 'To Date*' with the value '21-08-2014'. Below these are 'Generate' and 'Refresh' buttons. A table displays the following data:

From Date	To Date	No. of Days	Activity Type	Description	Student Name	Action
05-Jul-2014	17-Jul-2014	13	Casual Leave	...	13-EL-024 SUSIL ANANTH M	CANCEL
07-Jul-2014	17-Jul-2014	11	Medical Leave	--	13-CO-071 LIBIN JOHN	CANCEL

Figure 47.1

48. Attendance Group Cancellation

48.1. Intended Audience

Teaching Faculty

48.2. Usage

User can cancel the Students Group Cancellation

48.3. Menu Access

Main Menu >> Academic >> Transaction>> Attendance Group Cancellation.

48.4. Dependency

Attendance Entry Centralized

48.5 To Cancel the Attendance Group follow steps below

Step 1: Select the Group Name from the list.

The students from the corresponding Group listed.

Step 2: Select the Students by clicking Check Box.

Step 3: Click “Cancel” button to cancel the student from the Group

	Register No.	Student Name
<input type="checkbox"/>	10-SO-063	DAVID MINJ
<input type="checkbox"/>	10-SO-067	ALEXANDER G
<input type="checkbox"/>	10-SO-068	SARAVANA KUMAR S R
<input type="checkbox"/>	10-SO-073	SIVA SANGAIAH M S S
<input type="checkbox"/>	10-SO-076	SIDHDHARTHAN D
<input type="checkbox"/>	10-SO-077	RAJ B
<input type="checkbox"/>	10-SO-079	DANIEL BENJAMIN V D
<input type="checkbox"/>	10-SO-081	LALHMINGLIANA P

Figure 48.1

49. Branch Change

49.1. Intended Audience

Teaching Faculty

49.2. Usage

User can change the Branch of students

49.3. Menu Access

Main Menu >> Academic >> Transaction>> Branch Change.

49.4. Dependency

Student Section Allocation, Student wise Semester and Student wise courses

STUDENT BRANCH CHANGE	
Student Name / Register No. *	EZRA E A (Reg No. 09-AZ-001) Step 1 <small>(Maximum No. of Characters 40)</small>
University	UNIVERSITY OF MADRAS
Regulation	2009
Program	B.Sc.-Advanced Zoology [UG - Full Time]
Institution	LOYOLA COLLEGE (AUTONOMOUS)
Semester	7
New Branch *	B.Sc.-Advanced Zoology[UG - Full Time] Step 2
Reason for Branch Change *	Test 1 Step 3 <small>(Maximum No. of Characters 250 Only)</small>
Step 4 Save View Refresh	

Figure 49.1

49.5 To change the students Branch follow steps below

Step 1: Select the Student Name from the list.

The details of Branch will be listed for the selected Student.

Step 2: Select the New Branch from the list.

Step 3: Enter Reason for Branch Change.

Step 4: Click “Save” button to change the student Branch change.

Step 5: Click “View” button to view the history of Student Branch as in Figure 49.2

BRANCH CHANGED STUDENTS LIST							
Academic Year*		2014-2015					
SL.No	Register No.	Student Name	Previous Program	New Program<	University	Reason	Branch Changed Date
1	09-AZ-001	EZRA E A	B.Sc.-Advanced Zoology and Biotechnology [U.G.] - Regulation 2009	B.Sc.-Advanced Zoology and Biotechnology[U.G.] - Regulation 2002	UNIVERSITY OF MADRAS	testing . . .	21-Aug-2014

Figure 49.2

50. Debar / Discontinue Students

50.1. Intended Audience

Head of the Department

50.2. Usage

This interface used to Debar/Discontinue Students

50.3. Menu Access

Main Menu >> Academic >> Transaction>> Debar / Discontinue Students.

50.4. Dependency

Student Section Allocation, Student wise Semester and Student wise courses

The screenshot shows a web form titled "Students Discontinued/Debar". It has a blue header and a light blue background. The form contains several fields and buttons. Five blue ovals with white text label the steps: Step 1 points to the "Mode" section with radio buttons; Step 2 points to the "Enter Register No / Student Name" dropdown; Step 3 points to the "Reason" text input; Step 4 points to the "Remarks" text area; and Step 5 points to the "Save" button. Other fields include "Student Name", "Regulation", "Program", "Semester", "Ledger Name", and "Section belongs to". At the bottom, there are "View" and "Refresh" buttons.

Figure 50.1

50.5 To Debar / Discontinue Students follow below steps

Step 1: Select Debar / Discontinue / Detained by clicking the radio button.

Step 2: Select the Student Name from the list.

The Program Details belongs to the Selected student listed below.

Step 3: Enter Reason for Debar / Discontinue / Detained students.

Step 4: Enter Remarks for Debar / Discontinue / Detained students.

Step 5: Click "Save" button to save the Debar / Discontinue / Detained students.

51. Readmission

51.1. Intended Audience

Head of the Department

51.2. Usage

This interface used to Readmit the Debar/Discontinue Students.

51.3. Menu Access

Main Menu >> Academic >> Transaction>> Readmission

51.4. Dependency

Debar / Discontinue Students

Figure 51.1

51.5 To Readmit the Student follow the steps below

- Step1: Select the Student Name from the list.
- Step2: Select the Readmission Date.
- Step3: Select the Program from the list to which the Readmission Student going to join.
- Step4: Select the Semester from the list.
- Step5: Click “Save” button to readmit the Student.
- Step6: Click “View” button to view the Readmitted Student as in Figure 51.2

Student Re-Admission-View									
Date of Re Admission		From* 22-08-2014		To* 22-08-2014					
						View		Close	
SL.No.	Register No.	Student Name	Program	Re-Admitted Details					Detained By
				Date	Semester	Re-Admitted By	Date	Detained By	
1	11-TL-068	KUMARAN P	B.A. Tamil Literature	22-08-2014	6	Administrator, System Admin	22-08-2014	Administrator, System Admin	

Figure 51.2

52. Semester Allocation

52.1. Intended Audience

Teaching Faculty

52.2. Usage

This interface used to allocate Semester for the Promotion Students

52.3. Menu Access

Main Menu >> Academic >> Transaction>> Semester Allocation

52.4. Dependency

Student Readmission

Student Promotion / De-Promotion

Promoting Academic Year* 2012-2013 Step 1 Add the students not admitted in selected academic year

Regulation* Regulation 2011 Step 2

Program* B.Com.-Commerce Step 3

Current Semester* B.Com. Commerce 2nd Semester Step 4

To Semester* B.Com. Commerce 3rd Semester Step 5

<input type="checkbox"/>	S.No.	Register No	Student Name	DOB	Standard Batch
<input type="checkbox"/>	1	11-CO-009	RAMACHANDRAN V	12-11-1993	B.Com. Commerce 2nd Semester
<input type="checkbox"/>		11-CO-010	ASHWIN R	04-10-1993	B.Com. Commerce 2nd Semester
<input type="checkbox"/>	3	11-CO-101	SATHISH KUMAR T L	06-05-1994	B.Com. Commerce 2nd Semester

Step 6 Step 7 Save Refresh

Figure 52.1

53. Individual Student Attendance

53.1. Intended Audience

Head of the Department

53.2. Usage

This interface used to enter an Individual Attendance of Student

53.3. Menu Access

Main Menu >> Academic >> Transaction>> Individual Student Attendance

53.4. Dependency

Attendance Entry

Individual Student Attendance					
Student Name *	ASHOK KUMAR S				▼
<input type="button" value="Save"/>		<input type="button" value="Refresh"/>			
Attendance Date / Hrs	1	2	3	4	5
22-Nov-2012	P	A	A	A	
23-Nov-2012	A	P	A	A	A
24-Nov-2012	A	A	A	A	
26-Nov-2012	A	A	A	A	A
27-Nov-2012	A		A	A	
28-Nov-2012	P	P	A	P	
29-Nov-2012	A	P	A	A	
30-Nov-2012	P	P	P	P	
03-Dec-2012	P	P	P	P	
04-Dec-2012	A	A	A		A
05-Dec-2012	A	A	A	A	
06-Dec-2012		P			P

Figure 53.1

53.5 To make entry in Individual Student Attendance

Step1: Select the Student Name.

The details of attendance entry for the selected student will be listed

Step2: Click on the particular hour to change the attendance status 'P' or 'A'

Step3: Click "Save" button to save the attendance of Individual Student.

54. Attendance Group Creation

54.1. Intended Audience

Teaching Faculty

54.2. Usage

This interface is used to allocate the students Group

54.3. Menu Access

Main Menu >> Academic >> Transaction>> Attendance Group Creation

54.4. Dependency

Attendance Group Master

54.5 To allocate Group of Students follow steps below

Step1: Select the Group Name from the list

The details of Program wise semester will be listed

Step2: Select the Programs from the available list

Step3: Click "Load Students" button to list the students for the selected program as in

Figure 54.1

Step4: Select the students for group allocation.

Step5: Click "Save" button to allocate group of students.

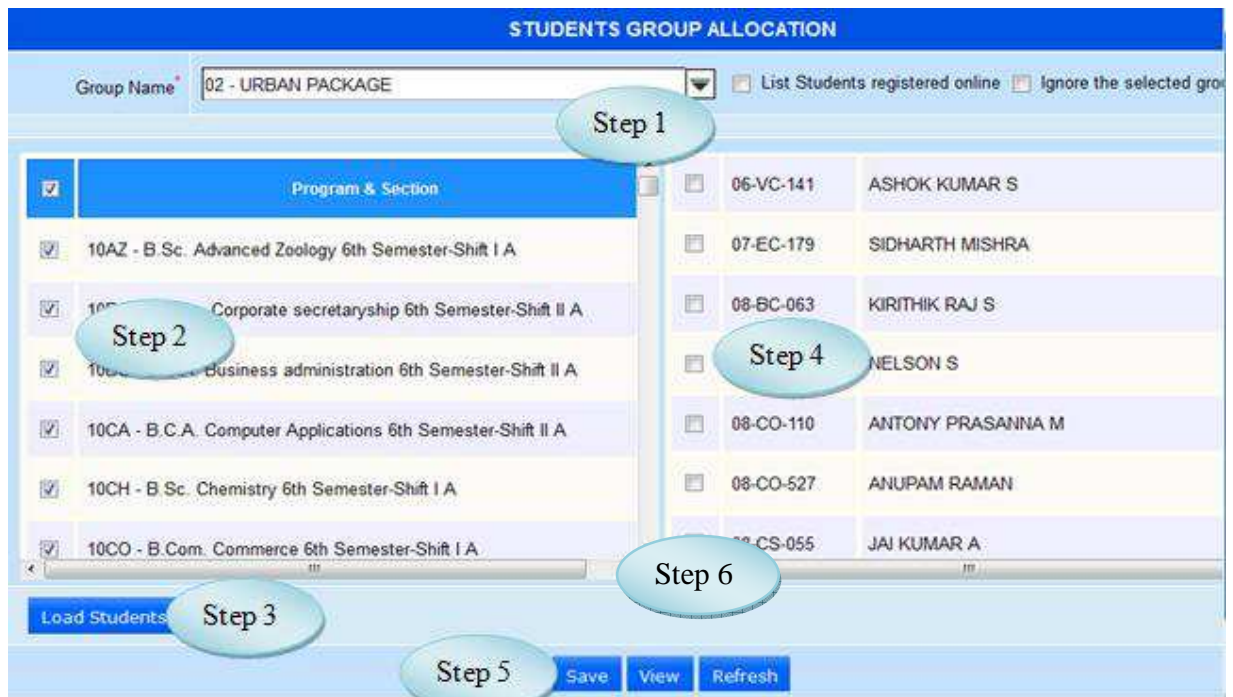


Figure 54.1

Group Name		GROUP WISE STUDENTS LIST		
SL.No.	Register No.	Student Name	D.O.B.	Sex
1	13-PCS-07	VINOTH KUMAR T	30-Apr-1992	M
2	13-PCS-08	THENNARASAN G	20-Apr-1990	M
3	13-PCS-09	FRANKLIN A	12-May-1991	M
4	13-PCS-12	CAROLINE BLESSY J	19-Oct-1992	F
5	13-PCS-18	SIVAGNANAMUTHU K	22-Feb-1993	M
6	13-PCS-19	SRIYOGASHANGAR J	13-May-1992	M
7	13-PCS-20	VIBIN BRIT L	29-Aug-1990	M
8	13-PCS-21	SURESH KUMAR R	22-May-1992	M
9	13-PCS-22	FREDDY WILSON	07-Feb-1989	M

Figure 54.2

55. Condonation Fee Dues Raising

55.1. Intended Audience

Teaching Faculty

55.2. Usage

This interface used to Due Raise for Condonation Fee.

55.3. Menu Access

Main Menu >> Academic >> Transaction>> Attendance Condonation Fees Dues

Raising

55.4. Dependency

Attendance Entry

55.5 To make entry on Condonation Fee Dues Raising

Step1: Select the Attendance Date.

Step2: Enter the Attendance (%).

Step3: Select the Fee Head from the list.

Step4: Enter the Condonation Amount.

Step5: Select the Program wise Section by clicking the check Box.

Step6: Click “Load Students” button, students from selected program wise sections will be listed.

Step7: Select the Students by clicking check Box.

Step8: Click “Save” button to save Due raising for the Condonation Fee.

CONDONATION FEE DUE

Attendance Date: From: 30-04-2013 To: 30-04-2013 **Step 1**

Attendance (%): Between 0 And 100 **Step 2**

Fee Head:

Condonation Amount: 0

Program Wise Section	Register No.	Student Name	Attendance (%)
<input type="checkbox"/> 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A			
<input type="checkbox"/> 10CH - B.Sc. Chemistry 6th Semester-Shift I A			
<input type="checkbox"/> 10CO - B.Com. Commerce 6th Semester-Shift I A			
<input type="checkbox"/> 10CO - B.Com. Commerce 6th Semester-Shift I B			
<input type="checkbox"/> 10EC - B.A. Economics 6th Semester-Shift I A			
<input type="checkbox"/> 10EC - B.A. Economics 6th Semester-Shift I B			

Load Students

Figure 55.1

CONDONATION FEE DUE

Attendance Date: From: 22-11-2012 To: 29-04-2013

Attendance (%): Between 50 And 100

Fee Head: Lack of attendance (Condonation) **Step 3**

Condonation Amount: 100 **Step 4**

Program Wise Section	Register No.	Student Name	Attendance (%)
<input checked="" type="checkbox"/> 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A	09-AZ-048	JAYACHANDRAN S	79.57
<input checked="" type="checkbox"/> 10CH - B.Sc. Chemistry 6th Semester-Shift I A	10-AZ-002	LAWRANCE I	94.94
<input checked="" type="checkbox"/> 10CO - B.Com. Commerce 6th Semester-Shift I A Step 5		TON J MICHAEL	92.09
<input type="checkbox"/> 10CO - B.Com. Commerce 6th Semester-Shift I B		TON J MICHAEL	92.41
<input type="checkbox"/> 10EC - B.A. Economics 6th Semester-Shift I A	10-AZ-005	TONIO MATHEW	95.57
<input type="checkbox"/> 10EC - B.A. Economics 6th Semester-Shift I B	10-AZ-006		80.38

Load Students **Step 6**

Save View Refresh

Step 7 **Step 8**

Figure 55.2

IV. REPORTS

56. Cumulative Attendance

56.1. Intended Audience

All Users

56.2. Usage

This interface is used to view Cumulative Attendance.

56.3. Menu Access

Main Menu >>Academic >>Reports>>Cumulative Attendance

56.4. Dependency

Attendance Entry

56.5 To view Cumulative Attendance, follow steps below

Step1: Select the Program Section from the list.

The user can have the Cumulative Attendance of the student.

Student Attendance Cumulative													
Program Section		10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A											
Sl.No	Register No	Student Name	Total Hrs	Absent		Present		On Duty		Medical Leave		Casual Leave	
				in (Hrs)	in (%)	in (Hrs)	in (%)	in (Hrs)	in (%)	in (Hrs)	in (%)	in (Hrs)	in (%)
1	09-AZ-029	GODWN XAVIER X	284	74	26.06	207	72.89	3	1.06	0	0.00	0	0.00
2	09-AZ-048	JAYACHANDRAN S	279	57	20.43	222	79.57	0	0.00	0	0.00	0	0.00
3	10-AZ-001	PAUL BENJAMIN CLEMENT	316	97	30.70	219	69.30	0	0.00	0	0.00	0	0.00
4	10-AZ-002	LAWRANCE I	316	16	5.06	300	94.94	0	0.00	0	0.00	0	0.00
5	10-AZ-003	CLINTON J MICHAEL	316	25	7.91	291	92.09	0	0.00	0	0.00	0	0.00
6	10-AZ-004	ANTON J MICHAEL	316	24	7.59	292	92.41	0	0.00	0	0.00	0	0.00
7	10-AZ-005	TONIO MATHEW	316	14	4.43	302	95.57	0	0.00	0	0.00	0	0.00
8	10-AZ-006	GOLI SUNDER	316	41	12.97	254	80.38	0	0.00	3	0.95	18	5.70
9	10-AZ-007	VIGNESH D	316	76	24.05	240	75.95	0	0.00	0	0.00	0	0.00
10	10-AZ-008	CYRIL SIMON FERNANDO A	316	65	20.57	251	79.43	0	0.00	0	0.00	0	0.00
11	10-AZ-009	JOHN BERKUMANS J	316	46	14.56	270	85.44	0	0.00	0	0.00	0	0.00
12	10-AZ-010	TARUN S	316	72	22.78	244	77.22	0	0.00	0	0.00	0	0.00
13	10-AZ-011	SAM VAISHAK THILAK M S	316	37	11.71	279	88.29	0	0.00	0	0.00	0	0.00

Figure 56.1

57. Sections Report – Program Wise

57.1. Intended Audience

All Users

57.2. Usage

This interface is used to view Program Wise Sections Report.

57.3. Menu Access

Main Menu >>Academic >>Reports>>Sections Report Program Wise

57.4. Dependency

Section Allocation

Program wise sections list - Report			
Sl.No.	Program Name	Semester	Section
1	B.A.-Economics	2	Shift I A
2	B.A.-Economics	4	Shift I A
3	B.A.-Economics	6	Shift I A
4	B.A.-Economics	6	Shift I B
5	B.A.-English Literature	2	Shift I A
6	B.A.-English Literature	4	Shift I A
7	B.A.-English Literature	6	Shift I A
8	B.A.-History	2	Shift I A
9	B.A.-History	4	Shift I A
10	B.A.-History	6	Shift I A
11	B.A.-History	6	Shift I B
12	B.A.-Sociology	2	Shift I A
13	B.A.-Sociology	4	Shift I A
14	B.A.-Sociology	6	Shift I A

Figure 57.1

58. Letter Generation to Parents

58.1. Intended Audience

All Users

58.2. Usage

This interface is used to generate Letter to Parents.

58.3. Menu Access

Main Menu >>Academic >>Reports>>Letter Generation to Parents

58.4. Dependency

Attendance Entry

The screenshot shows a web application interface titled "Letter Generation to Parents". At the top, there are two radio buttons: "Internal Marks Report" (unselected) and "Attendance Report" (selected). Below this, there are several input fields and a text area, each with a blue oval callout indicating a step:

- Step 1:** Points to the "Attendance Report" radio button.
- Step 2:** Points to the "Program Section" dropdown menu, which is currently set to "10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A".
- Step 3:** Points to the "From Date" field, which is set to "22 November 2012".
- Step 4:** Points to the "Above Percentage" field, which is set to "50 %".
- Step 5:** Points to the "Remarks" text area, which contains the text "Test".
- Step 6:** Points to the "Print" button.

At the bottom of the form, there are two buttons: "Print" and "Refresh".

Figure 58.1

58.5 To Generate Letter to Parents follow steps below

Step1: Select the Attendance Report by clicking Radio Button.

Step2: Select the Program Section from the list.

Step3: Enter "From Date" and "To Date", by default current date.

Step4: Enter Above and Below Percentage by default 0 and 100 respectively.

Step5: Enter Remarks for Attendance Report.

Step6: Click "Print" button to print the Report as in figure 58.2

COLLEGE (AUTONOMOUS)			
<u>Attendance Report</u>			
Department of Advanced Zoology			
Name of the student	: GODWN XAVIER X	Register	: 09-AZ-029
Period of attendance	: 22/Nov/2012 - 08/Apr/2013	Class	: 10AZ - B.Sc. Advanced Zoology 6th Semester-
<u>Subject Code &</u>		<u>Percentage</u>	
-			72.89
		Overall	72.89
Remarks: Test			
Date	30-Apr-2013	CLASS IN-CHARGE	HOD
		TO	
		GODWN XAVIER X	

Figure 58.2

59. TLP1 – Master Attendance List

59.1. Intended Audience

All Users

59.2. Usage

This interface is used to view TLP1 – Attendance Report.

59.3. Menu Access

Main Menu >>Academic >>Reports>>TLP1 – Master Attendance List

59.4. Dependency

Attendance Entry

59.5 To view TLP1 Report follow steps below

Step1: Select the Program Section from the list.

Step2: Select From Date and To Date , by default displaying current date.

Step3: Click “View” button to view the Attendance Monitoring Sheet as in figure 59.2

Figure 59.1

COLLEGE (AUTONOMOUS)																											
Fomat No: TLP1		Attendance Monitoring Sheet																Revised on: 2013-04-30									
Program: 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A		Semester: 6																									
Sl No	Reg. No	Name	01-03-2013					04-03-2013					05-03-2013					06-03-2013					07-03-2013				
			1	2	3	4	5	1	2	3	4	5	1	3	4	5	1	2	3	4	5	1	2	3	4	5	1
1	09-AZ-029	GODWN XAVIER X-(12-09-1991)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	A	A	A	
2	09-AZ-048	JAYACHANDRAN S-(08-04-1991)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	10-AZ-001	PAUL BENJAMIN CLEMENT-(04-05-1993)	A	P	P	P	P	P	P	P	A	P	P	P	A	A	A	A	A	A	P	P	P	P	P	P	
4	10-AZ-002	LAWRANCE I-(14-10-1992)	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
5	10-AZ-003	CLINTON J MICHAEL-(30-11-1993)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	10-AZ-004	ANTON J MICHAEL-(30-11-1993)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
7	10-AZ-005	TONIO MATHEW-(23-06-1990)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Figure 59.2

60. TLP2

60.1. Intended Audience

All Users

60.2. Usage

This interface is used to view TLP2

60.3. Menu Access

Main Menu >>Academic >>Reports>>TLP2

60.4. Dependency

Attendance Entry

60.5 To view the attendance report format TLP2 follow

Step1: Select Program Section from the list.

Step2: Select Attendance Upto date.

Step3: Enter Below Percentage.

Step4: Click “Print” button to print the TLP2 as in figure 60.2

Fortnightly attendance report by HOD [Format: TLP2]	
Program Section	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A
Attendance Upto date	22 November 2012
Below percentage	50 %
Print Refresh	

Figure 60.1

College Name							
Student Attendance Abstract Below 100%							
Program 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A				Semester: 6			
Format:TLP2				Student Strength : 38 of 40			
TOTAL NUMBER OF HOURS HANDLED FROM DAY ONE: 3							
Sl No	Register No	Student Name	Attendance upto 22-11-2012		No. of hrs of leave sanctioned as		
			Hrs	%	ML	OD	%
1	10-AZ-001	PAUL BENJAMIN CLEMENT	3	100.00	0	0	0.00
2	10-AZ-002	LAWRANCE I	0	0.00	0	0	0.00
3	10-AZ-003	CLINTON J MICHAEL	0	0.00	0	0	0.00
4	10-AZ-004	ANTON J MICHAEL	0	0.00	0	0	0.00

Figure 60.2

61. T1 (Master Timetable Print)

61.1. Intended Audience

All Users

61.2. Usage

This interface is used to view T1(Master Timetable Print)

61.3. Menu Access

Main Menu >>Academic >>Reports>> view T1(Master Timetable Print)

61.4. Dependency

Class Time Table

61.5 To view Master Timetable Print follow steps below

Step1: Select Program from the list.

Step2: Click “Print” button to view the Master Timetable as in Figure 61.2

Master TimeTable [Form:T1]

Program Step 1

Step 2

Figure 61.1

FORM:T-1 Department of
MASTER TIME TABLE
Report Date: 28/8/2014

Degree specialisation semester section	1st Day					2nd Day					3rd Day				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
B.A.Economics Sem - Shift I	EC 1500	FC 1032		EL 1050		EC 1501		EC 1500		EL 1050	EC 1500	FC 1032			EL 1050
B.A.Economics Sem - Shift II	EC 1500	EL 1050	CO 1102	FC 1032	FR 1091, LH 1084, FR 1090, IL 1085	EC 1501	CO 1102	FR 1090, LH 1084, TL 1085, FR 1091	EL 1050	EC 1501	EC 1500	EL 1050	FC 1032		FR 1090, IL 1085, FR 1091, LH 1084
B.A.Economics Sem - Shift II	EC 1501	EL 1050	CO 1102	FC 1032	TL 1085, FR 1090, LH 1084, FR 1091	EC 1500	CO 1102	LH 1084, FR 1090, TL 1085, FR 1091	EL 1050	EC 1501	EC 1500	EL 1050	FC 1032		FR 1091, TL 1085, FR 1090, LH 1084

4EC - B.A. Economics 1st Semester-Shift I A	14EC - B.A. Economics 1st Semester-Shift II A
EC 1500 MICRO ECONOMICS - I	CO 1102 ACCOUNTING FOR ECONOMISTS
	EC 1500 MICRO ECONOMICS - I
	EC 1501 INDIAN ECONOMY I

Figure 61.2

62. T2 (Section Timetable Print)

62.1. Intended Audience

All Users

62.2. Usage

This interface is used to view T2(Section Timetable Print)

62.3. Menu Access

Main Menu >>Academic >>Reports>> view T2(Section Timetable Print)

62.4. Dependency

Class Time Table

62.5 To view Section Timetable Print T2 folow steps below

Step1: Select the Program Section from the list.

Step2: Click “Print” button to view the Section Timetable Print.

Section TimeTable [Form:T2]

Program Section 13PPH - M.Sc. Physics 3rd Semester-Shift I A

Step 1

Step 2 Print Refresh

Figure 62.1

FORM:T-2

Department of Physics

TIME TABLE - EVEN SEMESTER

CLASS: 13PPH - M.Sc. Physics 3rd Semester-Shift I A
28/8/2014

SEMESTER: 3

Report Date:

	1	2	3	4	5
	08:15 To 09:10	09:10 To 10:05	10:05 To 11:00	11:25 To 12:20	12:20 To 01:15
1st Day				PH 3953	
2nd Day		PH 3953			
3rd Day					
4th Day					
5th Day			PH 3953		
6th Day					

Print Me

Code Description
PH 3953 - CRYSTAL PHYSICS - Administrator

Figure 62.2

63. T5 (Staff Workload)

63.1. Intended Audience

All Users

63.2. Usage

This interface is used to view T5(Staff Workload)

63.3. Menu Access

Main Menu >>Academic >>Reports>> view T5(Staff Workload)

63.4. Dependency

Staff Timetable

63.5 To View Staff Workload follow steps below

Step1: Select Department from the list.

Step2: Click “Print” button to view the Staff Workload T5 for the selected Department.

Staff WorkLoad [Form:T5]	
Select Department	TAMIL
Step 1	Print Refresh

Figure 63.1

64. TLP4

64.1. Intended Audience

All Users

64.2. Usage

This interface is used to view TLP4 Report

64.3. Menu Access

Main Menu >>Academic >>Reports>> TLP4

64.4. Dependency

Staff Timetable

64.5 To View TLP4 follow steps below

Step1: Select Program Section from the list.

Step2: Select Month & Year by default Current Date will be displayed.

Step3: Click “Print” button to view the TLP4 Report.

The screenshot shows a web interface for generating a report. At the top, a blue header bar contains the text "Monthly Course Coverage Report [Format:TLP4]" and a "Step 1" callout pointing to the header. Below the header is a form with three main sections. The first section is labeled "Program Section" and contains a dropdown menu. The second section is labeled "Select month & Year" and contains two dropdown menus, one for the month (currently showing "April") and one for the year (currently showing "2011"). A "Step 2" callout points to the year dropdown. The third section contains two buttons: "Print" and "Refresh". A "Step 3" callout points to the "Print" button.

Figure 64.1

65. TLP5 – Internal Marks List

65.1. Intended Audience

All Users

65.2. Usage

This interface is used to view TLP5 – Internal Marks List.

65.3. Menu Access

Main Menu >>Academic >>Reports>> TLP45 – Internal Marks List

65.4. Dependency

Internal Marks

65.5 To View TLP5 – Internal Marks List follow steps below

Step1: Select Program Section from the list.

Step2: Select Subject from the list.

Step3: Select Test Component from the list.

Step4: Click “Print Marks List” button to view the Internal Marks List.

The screenshot shows a web interface titled "[FORMAT.TLP5] Marks List (Internal Test)". It features three dropdown menus for selection: "Program section", "Subject", and "Test Component". Below these are two buttons: "Print Marks List" and "Refresh". Four blue callout bubbles with white text are overlaid on the interface: "Step 1" points to the "Program section" dropdown, "Step 2" points to the "Subject" dropdown, "Step 3" points to the "Test Component" dropdown, and "Step 4" points to the "Print Marks List" button.

Figure 65.1

66. TLP6 – Analysis Report

66.1. Intended Audience

All Users

66.2. Usage

This interface is used to view TLP6 – Analysis Report.

66.3. Menu Access

Main Menu >>Academic >>Reports>> TLP6 – Analysis Report

66.4. Dependency

Internal Marks

66.5 To View TLP6 – Analysis Report follow steps below

Step1: Select Program Section from the list.

Step2: Select Test Component from the list.

Step3: Click “Print Result Analysis” button to view the TLP6 – Analysis Report

The screenshot shows a web interface for generating a report. It features a blue header bar with the text "[FORMAT:TLP6] Result Analysis Report (Internal Test)". Below the header, there are two input fields. The first field is labeled "Program section" and is marked with a blue oval labeled "Step 1". The second field is labeled "Test Component" and is marked with a blue oval labeled "Step 2". At the bottom of the form, there are two buttons: "Print Result Analysis" (marked with a blue oval labeled "Step 3") and "Refresh".

Figure 66.1

67. TLP7

67.1. Intended Audience

All Users

67.2. Usage

This interface is used to view TLP7 Report.

67.3. Menu Access

Main Menu >>Academic >>Reports>> TLP7 Report

67.4. Dependency

Attendance Entry

67.5 To View TLP7 Report follow steps below

Step1: Select Attendance Percentage option from the list.

Step2: Select Graduation Type from the list.

Step3: Select Program Section from the list.

Step4: Select Semester for the selected Program Section.

Step5: Click “Print” button to view the Semester Attendance Details.

The screenshot shows a web form titled "Semester Attendance Details [Format No: TLP7/TLP8]". The form has four rows of input fields and a bottom row with buttons. Each field is annotated with a blue oval and a "Step" label:

- Attendance Percentage:** A dropdown menu set to "Above" and a text input field containing "50". A blue oval labeled "Step 1" is positioned over the dropdown arrow.
- Graduation Type:** A dropdown menu set to "P.G.". A blue oval labeled "Step 2" is positioned over the dropdown arrow.
- Program Section:** A text input field containing "M.Sc. - Computer Science" and a dropdown arrow. A blue oval labeled "Step 3" is positioned over the dropdown arrow.
- Semester:** A dropdown menu with a yellow background. A blue oval labeled "Step 4" is positioned over the dropdown arrow.
- Buttons:** A "Print" button and a "Refresh" button. A blue oval labeled "Step 5" is positioned over the "Print" button.

Figure 67.1

68. Attendance Abstract

68.1. Intended Audience

All Users

68.2. Usage

This interface is used to view Attendance Abstract.

68.3. Menu Access

Main Menu >>Academic >>Reports>> Attendance Abstract

68.4. Dependency

Attendance Entry

68.5 To View Attendance Abstract Report follow steps below

Step1: Select Attendance Date by default Current Date will be displayed

Step2: Click “Attendance Entry Count” button to view the Attendance Abstract as in

Figure 68.2

Datewise Attendance Abstract			
Attendance Date:	07-01-2013	Step 1	Absent Count
			Attendance Entry Count
			Step 2

Figure 68.1

Datewise Attendance Abstract						
Attendance Date:	07-01-2013	Absent Count	Attedance Entry Count	Refresh		
Program	Total Strength	1	2	3	4	5
B.A.-Economics-Regulation 2010	210	0	0	0	0	0
B.A.-Economics-Regulation 2011	161	29	13	17	9	11
B.A.-Economics-Regulation 2012	209		9	22	18	29
B.A.-English Literature-Regulation 2010	70	4	3	3	3	3
B.A.-English Literature-Regulation 2011	63	10	3	5	9	3
B.A.-English Literature-Regulation 2012	70	21	16	22	15	
B.A.-History-Regulation 2010	105	0	0	0	0	0
B.A.-History-Regulation 2011	68	29	6	12	19	19
B.A.-History-Regulation 2012	75	41	18	29	29	29

Figure 68.2

69. Staff Attendance Entry Status

69.1. Intended Audience

All Users

69.2. Usage

This interface is used to view the Attendance status of staff.

69.3. Menu Access

Main Menu >>Academic >>Reports>> Staff Attendance Entry Status

69.4. Dependency

Attendance Entry

69.5 To View Attendance Status of Staff follow steps below

Step1: Select From Date and To Date by default current date will be displayed.

Step2: Click “Go” button to view Attendance Status of Staff.



The screenshot shows a web interface titled "Staff Attendance Entry status". It features two date selection fields. The first field is labeled "From Date" and contains the date "22 November 2012". The second field is labeled "Date" and contains the date "30 April 2013". A blue "Go" button is positioned to the right of the second date field. Two callouts are present: "Step 1" is a light blue oval pointing to the "From Date" field, and "Step 2" is a light blue oval pointing to the "Go" button.

Figure 69.1

70. Students Attendance Report

70.1. Intended Audience

All Users

70.2. Usage

This interface is used to view the Students Attendance Report.

70.3. Menu Access

Main Menu >>Academic >>Reports>> Students Attendance Report

70.4. Dependency

Attendance Entry

The screenshot displays the 'STUDENTS ATTENDANCE ABSTRACT' interface. It features a form with the following fields and actions:

- Attendance Date:** From* 01-04-2014 To* 04-09-2014 (Step 1)
- Attendance (%):** Between 0 and 50 (Step 2)
- Report Type:** Radio buttons for 'Abstract Report' (selected) and 'Letter to Pare' (Step 3)
- List Students:** A dropdown menu set to 'Active' (Step 4)
- Remarks:** An empty text area.

Below the form is a table titled 'Program Wise Section' with a 'Program Wise Section' header and a list of sections, each with a checked checkbox (Step 5):

Program Wise Section
<input checked="" type="checkbox"/> History 1st Semester-Shift I B
<input checked="" type="checkbox"/> 14MT - B.Sc. Maths 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14PB - B.Sc. Plant Biology 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14PH - B.Sc. Physics 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14SO - B.A. Sociology 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14ST - B.Sc. Statistics 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14TL - B.A. Tamil liter. 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14VC - B.Sc. Visual communication 1st Semester-Shift I A

At the bottom of the interface are two buttons: 'Print Attendance Abstract' and 'Refresh' (Step 6).

Figure 70.1

70.5 To view the Students Attendance Report follow steps below

Step1: Select the Attendance Date.

Step2: Enter Attendance (%)

Step3: Select Report Type Option Abstract Report or Letter to parents.

Step4: Select List Students from the list.

Step5: Select the Programwise Section as in Figure 70.1

Step6: Click “Print Attendance Abstract” button to view the Attendance Report of students as in Figure 70.2

COLLEGE (AUTONOMOUS)											
<u>STUDENTS ATTENDANCE BETWEEN 50 and 100 %</u>											
ATTENDANCE DATE BETWEEN 22-11-2012 and 30-04-2013											
*THA-Total Hour Absent,*TH-Total Hour, *OD-On Duty [70hrs(14days*5hrs)], *CL-Casual Leave, *ML-Medical Leave, *DA-Disciplinary Actions											
CALCULATION - Att. without OD(%): $100 - ((THA + OD + CL + ML + DA) / TH * 100)$											
CALCULATION - Att. With OD(%): $100 - ((THA + (OD - 70) + CL + ML + DA) / TH * 100)$ [OD till 70 hrs considered as present]											
SL.No.	Dept No.	Student Name	*THA	*OD	*CL	*ML	*DA	*TH	Att. without OD(%)	Att. with OD(%)	
10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A											
1	09-AZ-029	GODWN XAVIER X	74	3	0	0	0	284	72.89	73.94	
2	09-AZ-048	JAYACHANDRAN S	57	0	0	0	0	279	79.57	79.57	
3	10-AZ-001	PAUL BENJAMIN CLEMENT	97	0	0	0	0	316	69.30	69.30	
4	10-AZ-002	LAWRANCE I	16	0	0	0	0	316	94.94	94.94	
5	10-AZ-003	CLINTON J MICHAEL	25	0	0	0	0	316	92.09	92.09	
6	10-AZ-004	ANTON J MICHAEL	24	0	0	0	0	316	92.41	92.41	
7	10-AZ-005	TONIO MATHEW	14	0	0	0	0	316	95.57	95.57	
8	10-AZ-006	GOLI SUNDER	41	0	18	3	0	316	80.38	80.38	
9	10-AZ-007	VIGNESH D	76	0	0	0	0	316	75.95	75.95	
10	10-AZ-008	CYRIL SIMON FERNANDO A	65	0	0	0	0	316	79.43	79.43	
11	10-AZ-009	JOHN BERKUMANS J	46	0	0	0	0	316	85.44	85.44	
12	10-AZ-010	TARUN S	72	0	0	0	0	316	77.22	77.22	
13	10-AZ-011	SAM VAISHAK THILAK M S	37	0	0	0	0	316	88.29	88.29	

Figure 70.2

71. Academy Usage Statistics

71.1. Intended Audience

All Users

71.2. Usage

This interface is used to view the Academy Usage Statistics Report.

71.3. Menu Access

Main Menu >>Academic >>Reports>> Academy Usage Statistics

71.4. Dependency

Attendance Entry

ACADEMY USAGE STATISTICS									
COLLEGE (AUTONOMOUS)									
S.No.	Program Semester Section	Student Count		Timetable Slot		Attendance			
		Section Allocated	Subject Allocated	Count	Allocated to faculty	Min Date	Max Date	Entered	Approved
1	10EC - B.A. Economics 6th Semester-Shift I A	48	46	0	0	22-11-2012	12-04-2013	269	269
2	10EC - B.A. Economics 6th Semester-Shift I B	59	54	0	0	22-11-2012	12-04-2013	311	311
3	11EC - B.A. Economics 4th Semester-Shift I A	65	61	0	0	22-11-2012	08-04-2013	352	352
4	12EC - B.A. Economics 2nd Semester-Shift I A	80	80	0	0	22-11-2012	12-04-2013	342	342
5	B.A.-Economics	0	0	0	0			0	0
6	10EL - B.A. English 6th Semester-Shift I A	70	70	0	0	22-11-2012	08-04-2013	270	270
7	11EL - B.A. English 4th Semester-Shift I A	64	63	0	0	22-11-2012	10-04-2013	338	338
8	12EL - B.A. English 2nd Semester-Shift I A	70	70	0	0	22-11-2012	09-04-2013	323	323

Figure 71.1

V. Students Course Registration

72. Subject Configuration

72.1. Intended Audience

Teaching Faculty

72.2. Usage

This interface is used for Subject Configuration.

72.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Subject Configuration

72.4. Dependency

Programwise Courses

72.5 To Configure Student Subject follow steps below

Step1: Select the Office Name from the list.

Step2: Select the Program Name from the list.

Step3: Select the Semester.

Step4: Select the Regulation from the list.

Step5: Select the Subject from the list.

Step6: Enter the Registration limit.

Step7: Select the Type(Subject Pattern)

Step8: Click “Save” button to save the Student Subject Configuration.

The screenshot shows a web form for subject configuration. The fields and their values are: Office Name (LOYOLA COLLEGE (AUTONOMOUS) SHIFT II), Program Name (B.B.A.-Business Administration [U.G.]), Semester (2), Regulation (2011), Subject (HT 4205-WORLD HISTORY), Registration Limit (115), and Type (Allied Optional). At the bottom, there are buttons for Save, View, and Refresh. Eight blue oval callouts labeled Step 1 through Step 8 are overlaid on the form, indicating the sequence of actions: Step 1 points to the Office Name field, Step 2 to the Program Name dropdown, Step 3 to the Semester field, Step 4 to the Regulation dropdown, Step 5 to the Subject dropdown, Step 6 to the Registration Limit field, Step 7 to the Type dropdown, and Step 8 to the Save button.

Office Name	LOYOLA COLLEGE (AUTONOMOUS) SHIFT II	Step 1
Program Name	B.B.A.-Business Administration [U.G.]	Step 2
Semester	2	Step 3
Regulation	2011	Step 4
Subject	HT 4205-WORLD HISTORY	Step 5
Registration Limit	115	Step 6
Type	Allied Optional	Step 7
		Step 8

Save View Refresh

Figure 72.1

i **Course Registration Slot Master**

Office Name	<input style="width: 90%;" type="text"/>
Program Name	<input style="width: 90%;" type="text"/>
Semester	<input style="width: 90%;" type="text"/>
Regulation	<input style="width: 90%;" type="text"/>
Subject	<input style="width: 90%;" type="text"/>
Registration Limit	<input style="width: 90%;" type="text"/>
Type	<input style="width: 90%;" type="text"/>

SL. No	Program	Office	Subject	Semester	Type	Max. Students Limit	Remove
1	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	PH 3204-PHYSICS FOR BIOLOGY	3	Allied Optional	13	X
2	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	CH 3204-BIOCHEMISTRY FOR BIOLOGISTICS II	3	Allied Optional	13	X
3	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	PB 3206-GENERAL MICROBIOLOGY	3	Allied Optional	13	X
4	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	PB 3300-HERBAL MEDICINE	3	Elective General	50	X

Figure 72.2

73. Limit Configuration

73.1. Intended Audience

Teaching Faculty

73.2. Usage

This interface is used to Configure the Slot Limit.

73.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Limit Configuration

73.4. Dependency

Course Registration Slot Master

73.5 To Configure the Slot Limit follow step below

Step1: Select the Program Name from the list, the details of Semester , Regulation , Type and Office will be displayed.

Step2: Enter the Slot Limit.

Step3: Click “Save” button to Configure the Slot Limit.



Figure 73.1

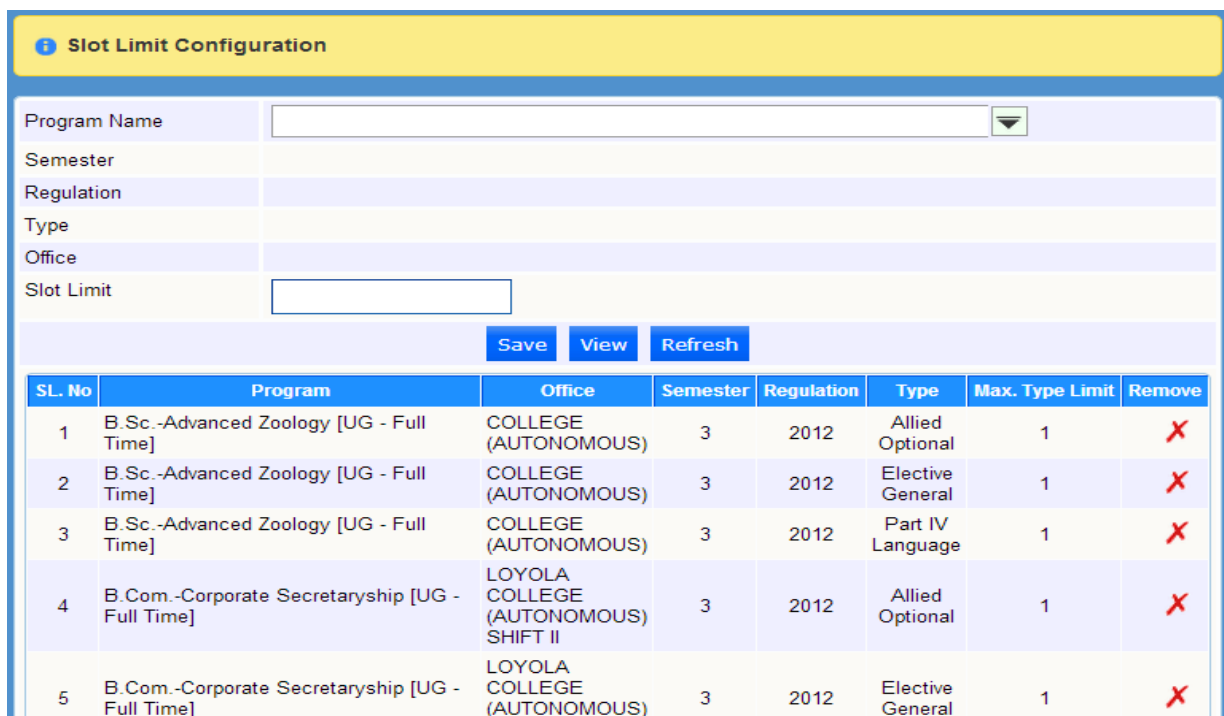


Figure 73.2

74. Compulsory Subjects

74.1. Intended Audience

Teaching Faculty

74.2. Usage

This interface is used for Compulsory Subjects.

74.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Compulsory Subjects

74.4. Dependency

Programwise Subjects

74.5 To assign Compulsory Subjects follow steps below

Step1: Select Subject Name from the list.

Step2: Select Student Name from the list.

Step3: Click “Save” button to assign the Compulsory Subjects

Subject Name	APPLIED MATHEMATICS
Student Name	SAI VARUNAN E
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 74.1

75. Registration Controller

75.1. Intended Audience

System Administrator/Dean

75.2. Usage

This interface is used to Register Student Course.

75.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Registration Controller

75.4. Dependency

Student Master

Student Course Registration Controller			
* Course Registration		Allowed: Students can register courses Restricted: Students are restricted from registering courses SLR: Slot Limit Required	
Office	Program	Semester	Course Registration*
COLLEGE (AUTONOMOUS)	B.A.-Economics	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-English Literature	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-History	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-Sociology	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-Tamil Literature	3	Restricted
COLLEGE (AUTONOMOUS)	B.Com.-Commerce	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Advanced Zoology	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Chemistry	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Mathematics	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Physics	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Plant Biology	3	Restricted

Figure 75.1

76. Student AO / EG Registration

76.1. Intended Audience

Academic Dean of students

76.2. Usage

This interface is used to Register Student Course.

76.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Student Course Registration

76.4. Dependency

Student Master

76.5 To Register Student Course follow steps below

Step1: Select the Student Name from the list.

The Academic Details of Students will be displayed.

Step2: Select the Allied, Elective and Language from the available subjects by clicking check Box.

Step3: Click “Register” button to Register Student Course.

STUDENT COURSE REGISTRATION	
Student Name *	<input type="text"/>
Register No.	<input type="text"/>
Program, Semester & Section	<input type="text"/>
Institution	<input type="text"/>
Shift	<input type="text"/>

Step 1

Figure 76.1

STUDENT COURSE REGISTRATION					
Student Name*	ADHAVAN R				
Register No.	12-EC-055				
Program, Semester & Section	12EC - B.A. Economics 2nd Semester-Shift I A				
Institution	COLLEGE (AUTONOMOUS)				
Shift	COLLEGE (AUTONOMOUS)				
Allied Optional Selected 1 of 1 required					
	Subject Code	Subject Description	Max. Limit	Registered	Available
<input type="checkbox"/>	SO 3202	INDIAN SOCIAL PROBLEMS	35	28	7
<input checked="" type="checkbox"/>	CO 3204	ACCOUNTING FOR MANAGERS	35	35	0
Elective General Selected 1 of 1 required					
	Subject Code	Subject Description	Max. Limit	Registered	Available
<input checked="" type="checkbox"/>	CO 3304	PERSONAL INVESTMENT	70	36	34
<input type="checkbox"/>	VC 3300	FILM APPRECIATION	53	53	0
<input type="checkbox"/>	EL 3300	ENGLISH FOR JOURNALISM	66	61	5
<input type="checkbox"/>	CO 3305	BUSINESS ORGANIZATION AND MANAGEMENT	70	70	0
<input type="checkbox"/>	PB 3300	HERBAL MEDICINE	50	22	28
<input type="checkbox"/>	CH 3300	CHEMISTRY IN EVERYDAY LIFE	40	18	22
Part Step 2 Selected 1 of 1 required					
	Subject Code	Subject Description	Max. Limit	Registered	Available
<input type="checkbox"/>	TL 3302	BASIC TAMIL - I	1000	125	875
<input type="checkbox"/>	LS 3300	SANSKRIT - GEN. ELECTIVE - I	1000	6	994
<input checked="" type="checkbox"/>	FR 3042	BASIC FRENCH	1000	281	719
<input type="checkbox"/>	LH 3300	BASIC ADMINISTRATIVE HINDI	1000	294	706
<div style="text-align: center;"> Step 3 <input type="button" value="Register"/> <input type="button" value="Refresh"/> </div>					

Figure 76.2

77. Report - Overall

77.1. Intended Audience

All Users

77.2. Usage

This interface is used to view Course Registered Report.

77.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Report - Overall

77.4. Dependency

Course Registration

COURSE REGISTERED REPORT										
<input checked="" type="radio"/> Course Registered Students List <input type="radio"/> Course not Registered Students List <input type="radio"/> Both										
Code	Program	Regulation	Subject Code	Subject Description	Regulation	Program & Section				
<input type="checkbox"/>	EC	B.A.-Economics	2012	<input type="checkbox"/>	AZ 3200	AGRICULTURAL ENTOMOLOGY, AGRICULTURAL ENTOMOLOGY LAB	2012	<input type="checkbox"/>	12AZ - B.Sc. Advanced Zoology 2nd Semester-Shift I A	
<input type="checkbox"/>	EL	B.A.-English Literature	2012	<input type="checkbox"/>	AZ 3300	CLINICAL TECHNIQUES	2012	<input type="checkbox"/>	12CH - B.Sc. Chemistry 2nd Semester-Shift I A	
<input type="checkbox"/>	HT	B.A.-History	2012	<input type="checkbox"/>	CH 3204	BIOCHEMISTRY FOR BIOLOGISTS II	2012	<input type="checkbox"/>	12CO - B.Com. Commerce 2nd Semester-Shift I A	
<input type="checkbox"/>	SO	B.A.-Sociology	2012	<input type="checkbox"/>	CH 3300	CHEMISTRY IN EVERYDAY LIFE	2012	<input type="checkbox"/>	12CO - B.Com. Commerce 2nd Semester-Shift I B	
<input type="checkbox"/>	TL	B.A.-Tamil Literature	2012	<input type="checkbox"/>	CO 3204	ACCOUNTING FOR MANAGERS	2012	<input type="checkbox"/>	12EC - B.A. Economics 2nd Semester-Shift I A	
<input type="checkbox"/>	CO	B.Com.-Commerce	2012	<input type="checkbox"/>	CO 3207	PRINCIPLES OF MARKETING	2012	<input type="checkbox"/>	12EL - B.A. English 2nd Semester-Shift I A	
<input type="checkbox"/>	AZ	B.Sc.-Advanced Zoology	2012					<input type="checkbox"/>	12HT - B.A. History 2nd Semester-Shift I A	

Figure 77.1

COURSE REGISTERED STUDENTS LIST				
SL.No.	Register No.	Student Name	Allied Optional	Elective General
B.A.-Economics				
12EC - B.A. Economics 2nd Semester-Shift I A				
1	12-EC-001	MUKILAN P	CO 3204-ACCOUNTING FOR MANAGERS	CO 3305-BUSINESS ORGANIZATION AND
2	12-EC-002	VIGNESHWAR M	CO 3204-ACCOUNTING FOR MANAGERS	SO 3300-SOCIAL BEHAVIOUR
3	12-EC-004	KEVIN ANDREWS A	CO 3204-ACCOUNTING FOR MANAGERS	CO 3304-PERSONAL INVESTMENT
4	12-EC-005	FRANCE ARO STALIN M	CO 3204-ACCOUNTING FOR MANAGERS	CO 3304-PERSONAL INVESTMENT
5	12-EC-006	KARTHIGEYAN S	SO 3202-INDIAN SOCIAL PROBLEMS	SO 3300-SOCIAL BEHAVIOUR
6	12-EC-007	GOPIKRISHNA K R	CO 3204-ACCOUNTING FOR MANAGERS	HT 3300-AMERICAN STUDIES
7	12-EC-008	AGNEL J	SO 3202-INDIAN SOCIAL PROBLEMS	CO 3305-BUSINESS ORGANIZATION AND
8	12-EC-009	RAJKIRAN M	SO 3202-INDIAN SOCIAL PROBLEMS	SO 3300-SOCIAL BEHAVIOUR
9	12-EC-010	GNANASEKAR J	SO 3202-INDIAN SOCIAL PROBLEMS	ST 3301-BASIC STATISTICAL TECHNIQU
10	12-EC-011	SANTHOSH AMBROKE	CO 3204-ACCOUNTING FOR MANAGERS	VC 3300-FILM APPRECIATION
11	12-EC-012	SHIVSHANKER S	SO 3202-INDIAN SOCIAL PROBLEMS	HT 3300-AMERICAN STUDIES

Figure 77.2

78. Report –Subject Wise

78.1. Intended Audience

All Users

78.2. Usage

This interface is used to view Course Registration Subjectwise Report.

78.3. Menu Access

Main Menu >>Academic >>Students Course Registration>>Report-Subject Wise

78.4. Dependency

Course Registration

78.5 To view Course Registration Report – Subjectwise follow steps below

Step1: Select the Subject Name from the list

Step2: Click “Generate Report” button to view the report of Course Registration

Subjectwise as in Figure 78.2

Figure 78.1

ALLIED OPTIONAL REGISTRATION		
Subject : AZ 3200-AGRICULTURAL ENTOMOLOGY, AGRICULTURAL ENTOMOLOGY LAB		
S. No.	Register No.	Student Name
COLLEGE (AUTONOMOUS)		
B.Sc. Chemistry		
1	12-CH-003	MANIVANNAN M
2	12-CH-005	SENTHAMILNATHAN N
3	12-CH-006	SURESHKUMAR D
4	12-CH-008	RAVI P A
5	12-CH-014	KARTHICK V
6	12-CH-017	SEBASTIAN M
7	12-CH-022	JOHN PHILOMIN S
8	12-CH-039	JEGAPRIYAN A
9	12-CH-044	VISHNUKUMAR P
10	12-CH-048	VASANTHA KUMAR D
11	12-CH-052	PETER PRADEEP R
12	12-CH-053	ARUL RAJESH D

Figure 78.2