SRM UNIVERSITY
DELHI-NCR, SONEPAT

User Manager

User Manual

Contents

1. Change Password

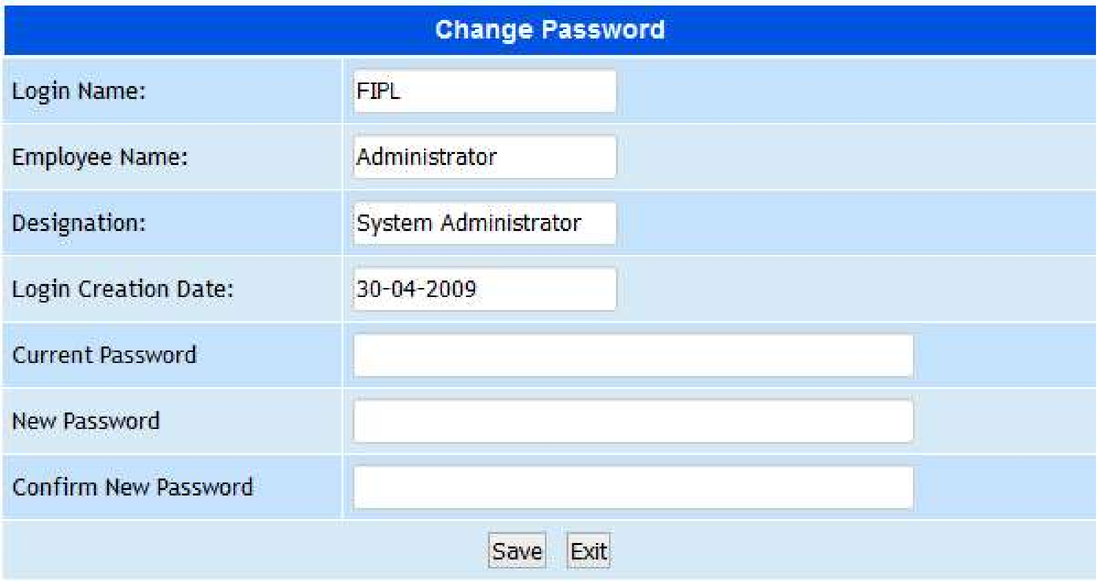
- **Intended Audience**

  All Users
- **Usage**

  This interface enables the user to change the login password.
- **Menu Access**

  Main Menu >>User Manager >>Change Password
- **Dependency**

  None



Change Password	
Login Name:	FIPL
Employee Name:	Administrator
Designation:	System Administrator
Login Creation Date:	30-04-2009
Current Password	
New Password	
Confirm New Password	
Save Exit	

- **To change password follow steps below**

  1) Enter Current Password.

  2) Enter New Password.

  3) Enter Confirm New Password.

  4) Click “Save” button to complete Change Password.

2. Date Configuration

- **Intended Audience**

  Administrator
- **Usage**

  This master enables the user to configure the Date, restrict Future and Past dates.
- **Menu Access**

  Main Menu >>User Manager >>Date Configuration
- **Dependency**

  None

Date Configuration

Module Name	Interface Name: All Interface	Field Name	Previous Days Allowed	Current Date	Future Days Allowed	
Administration	File Tracker	From Date	365	Allowed	[illegible]	Edit
Administration	File Overall Report	From Date	365	Allowed	0	Edit
Administration	SMS Report	To Date	365	Allowed	30	Edit
Administration	Fee Structure	Last Date	365	Allowed	365	Edit
Administration	SMS Report	From Date	365	Allowed	0	Edit

- **To make entry on Date Configuration follow steps below**

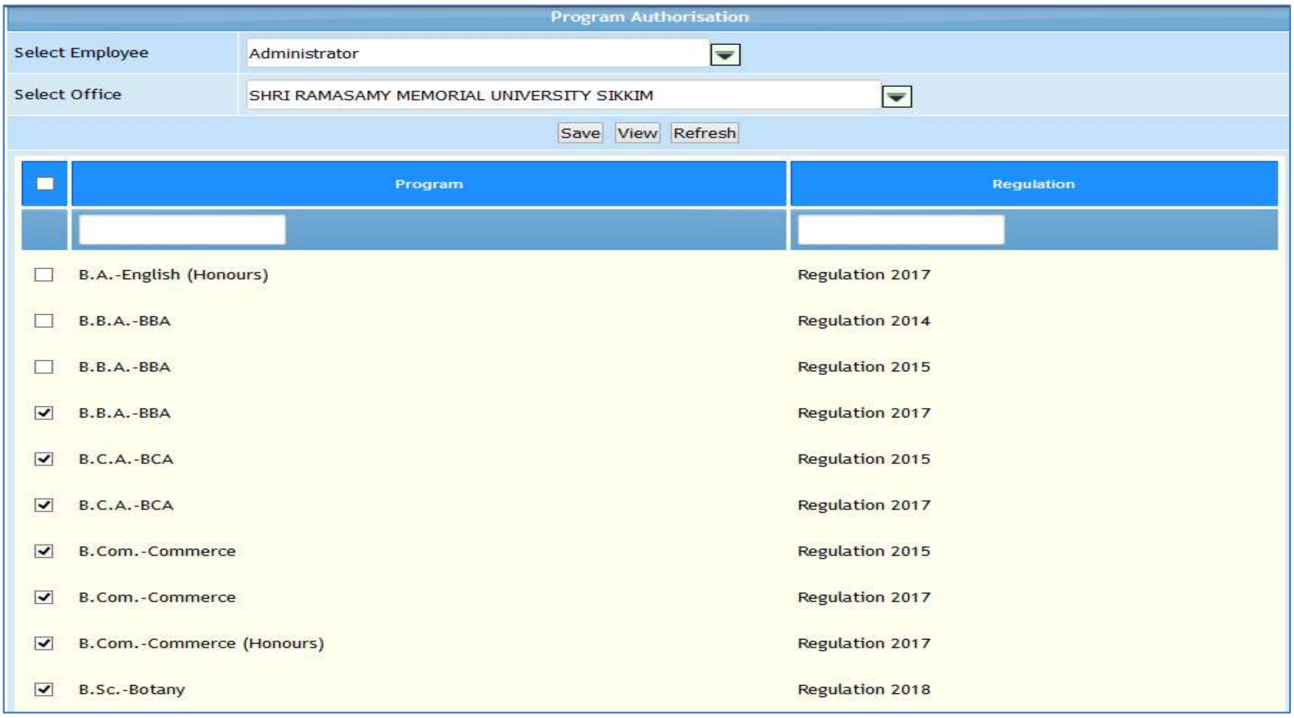
  1) Select the interface for Date Configuration.

  2) Click “Edit” button to config dates for the selected interface.

  3) Click “Update” button to complete the Date Configuration.

3. Program Authorization

- **Intended Audience**
  Administrator
- **Usage**
  This master enables the user to assign Program for the selected employee.
- **Menu Access**
  Main Menu >> User Manager >> Program Authorization
- **Dependency**
  User Rights



- **To authorise program follow steps below**

  1) Select Employee from the list to whom the program authorization is required.

  2) Select Office from the list.

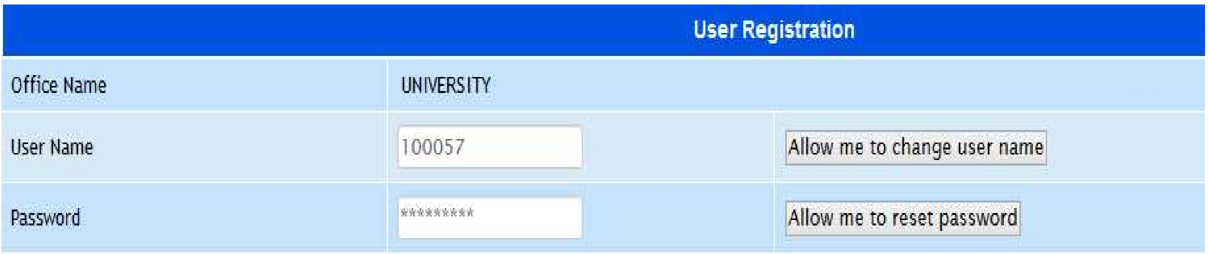
  3) Select Program available in the selected office.

  4) Click “Save” button to complete Program Authorization process.

4. User Rights

4a. User Registration

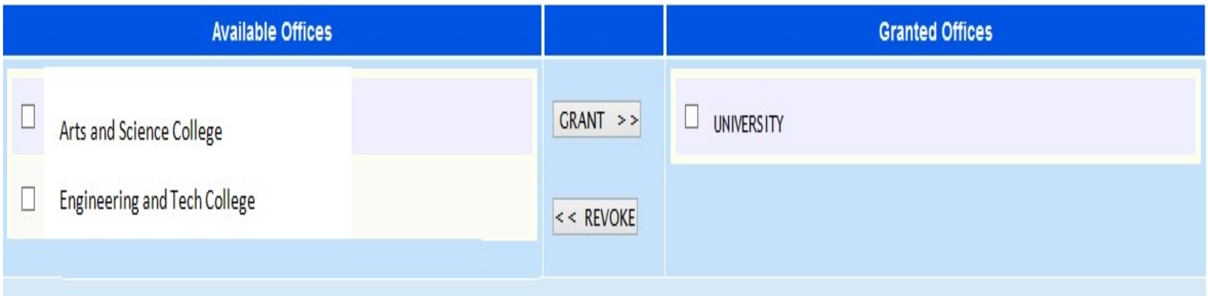
- **Intended Audience**
  Administrator
- **Usage**
  This interface is used in the process of User Registration.
- **Menu Access**
  Main Menu >> User Manager >>User Rights>> User Registration
- **Dependency**
  Employee Master



- **To authorise program follow steps below**
  1) Enter User Name and Password for the selected employee.
  2) Click “Save” button to complete User Registration Process.

4b. Office

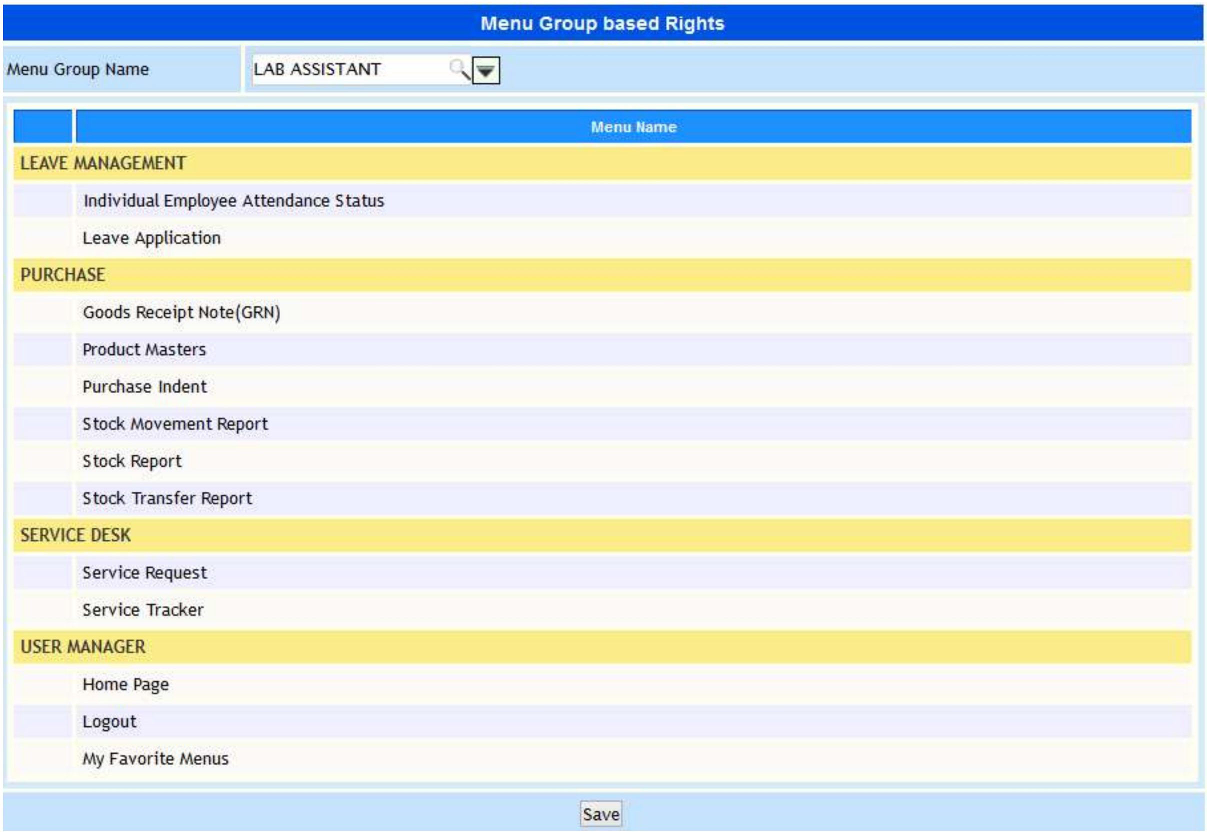
- **Intended Audience**
  Administrator
- **Usage**
  This interface enables the user to assign Office rights for the selected employee.
- **Menu Access**
  Main Menu >> User Manager >> User Rights>> User Office
- **Dependency**
  User Registration



- **To authorise Office follow steps below**
  1) Select the Offices from the available offices.
  2) Click “Grant” button to grant the selected offices.
  3) Click “Revoke” button to revoke the selected offices.

4c. Menu (Group)

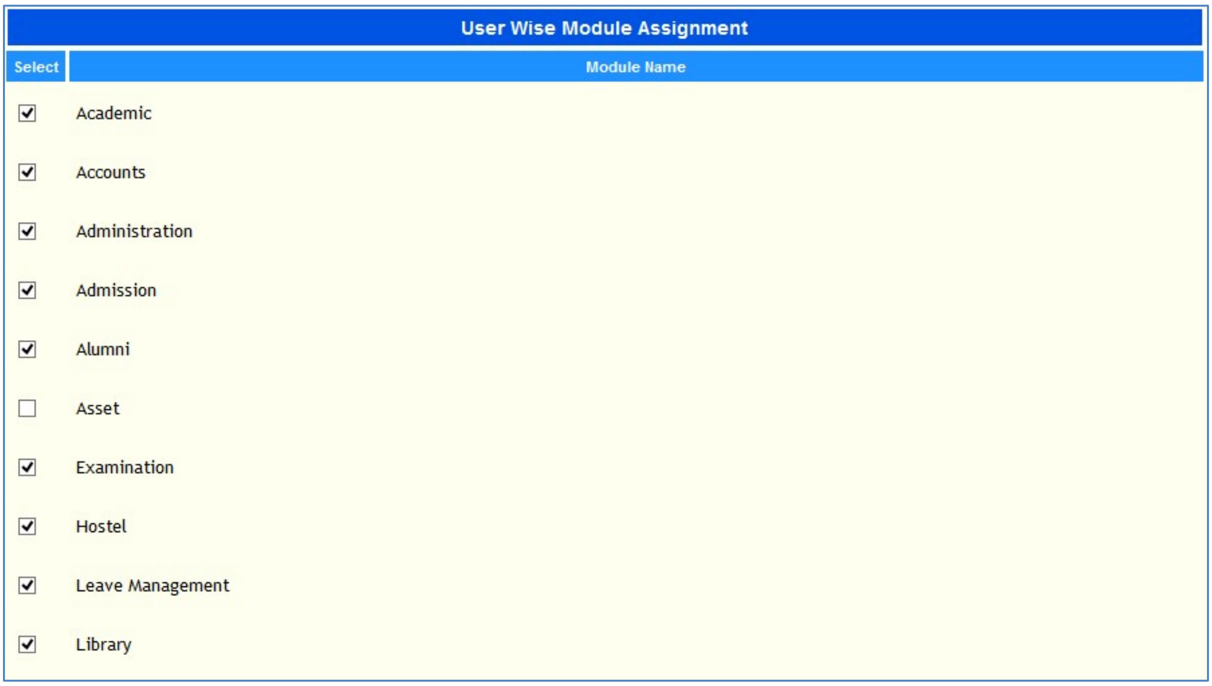
- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to assign the Menu Group to users.
- **Menu Access**
  Main Menu >> User Manager >> User Rights>> Menu (Group)
- **Dependency**
  User Registration



- **To assign Menus follow steps below**
  1) Select the Menu Group Name from the list.
  2) Click “Save” button to complete the menu rights process.

4d. Module (Individual)

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to assign Module rights for the user.
- **Menu Access**
  Main Menu >> User Manager >> User Rights>> Module (Individual)
- **Dependency**
  User Registration



- **To assign Modules follow steps below**

  1) Select the Module Name from the available list.

  2) Click “Save” button to complete the Module Assignment.

4e. Menu (Individual)

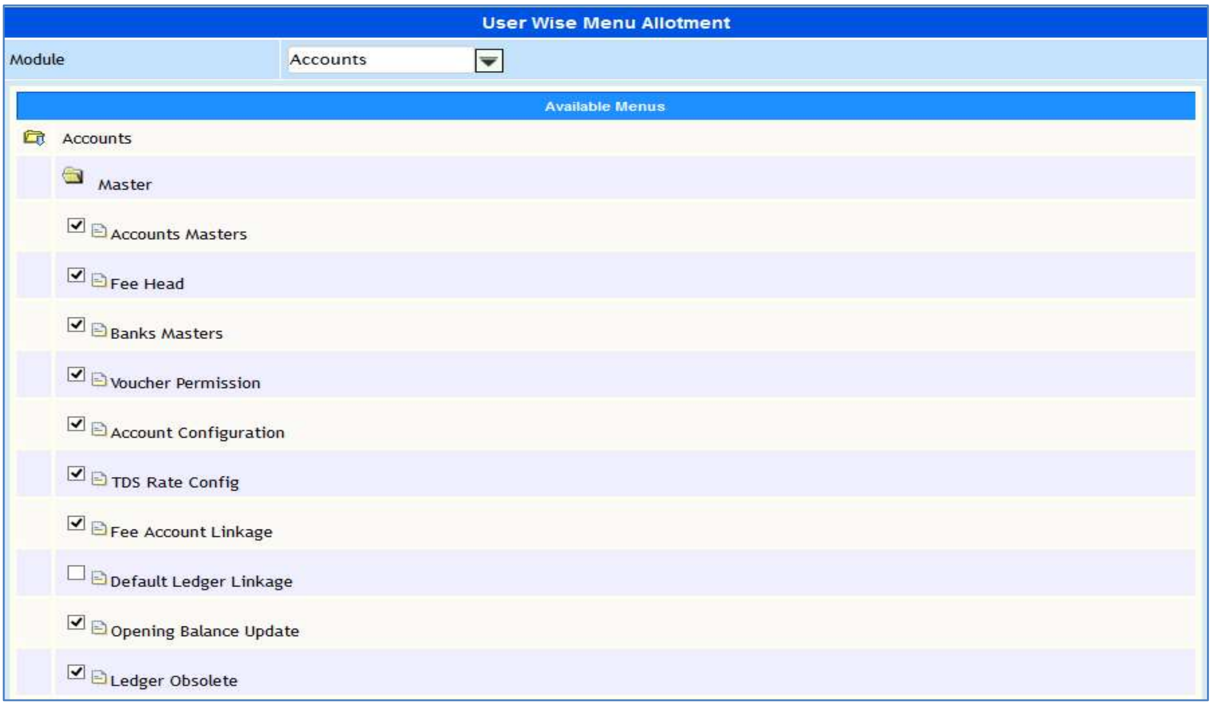
- **Intended Audience**

  Administrator
- **Usage**

  This interface is used to assign Menus for the user.
- **Menu Access**

  Main Menu >> User Manager >> Menu (Individual)
- **Dependency**

  Module Assignment



- **To assign Menus follow steps below**

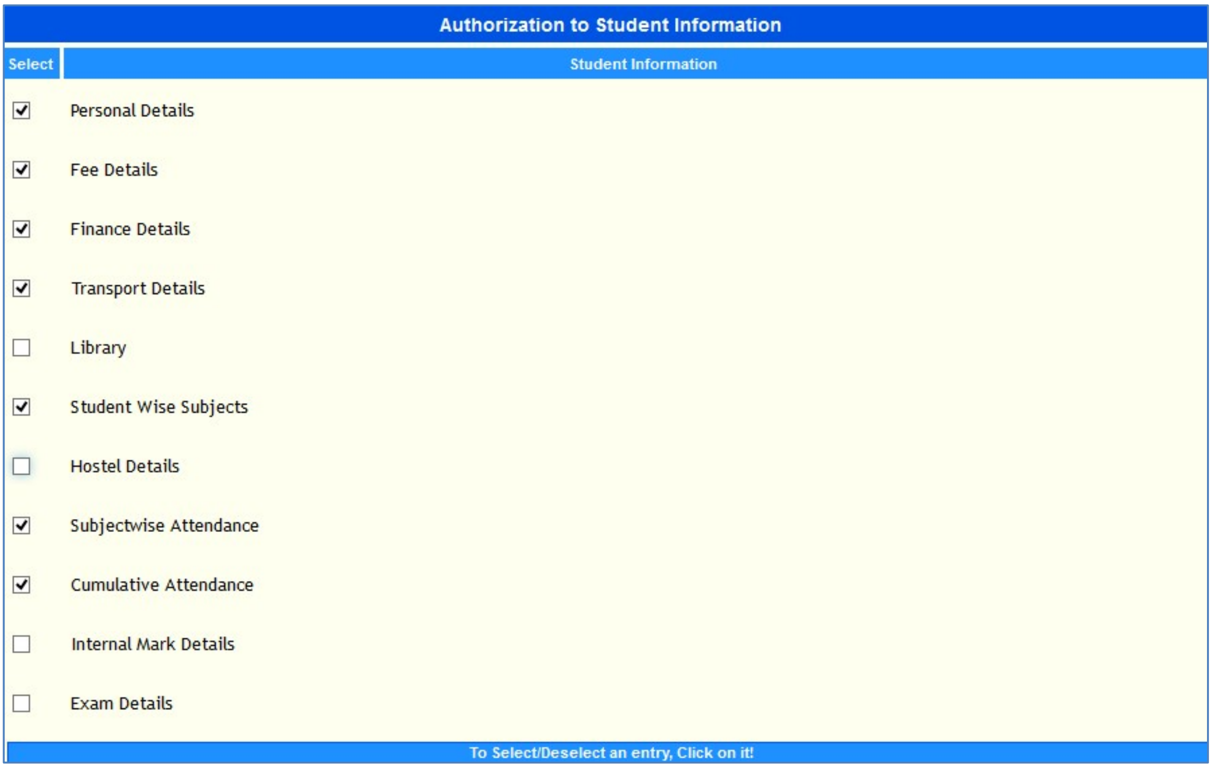
  1) Select the Module Name from the list.

  2) Select the menus from the available list.

  3) Click "Save" button to complete the Menu Assignment.

4f. Student Information

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to authorize details of Student Information for the selected user.
- **Menu Access**
  Main Menu >> User Manager >> User Rights>>Student Information
- **Dependency**
  Menu Assignment



- **To assign Menus follow steps below**

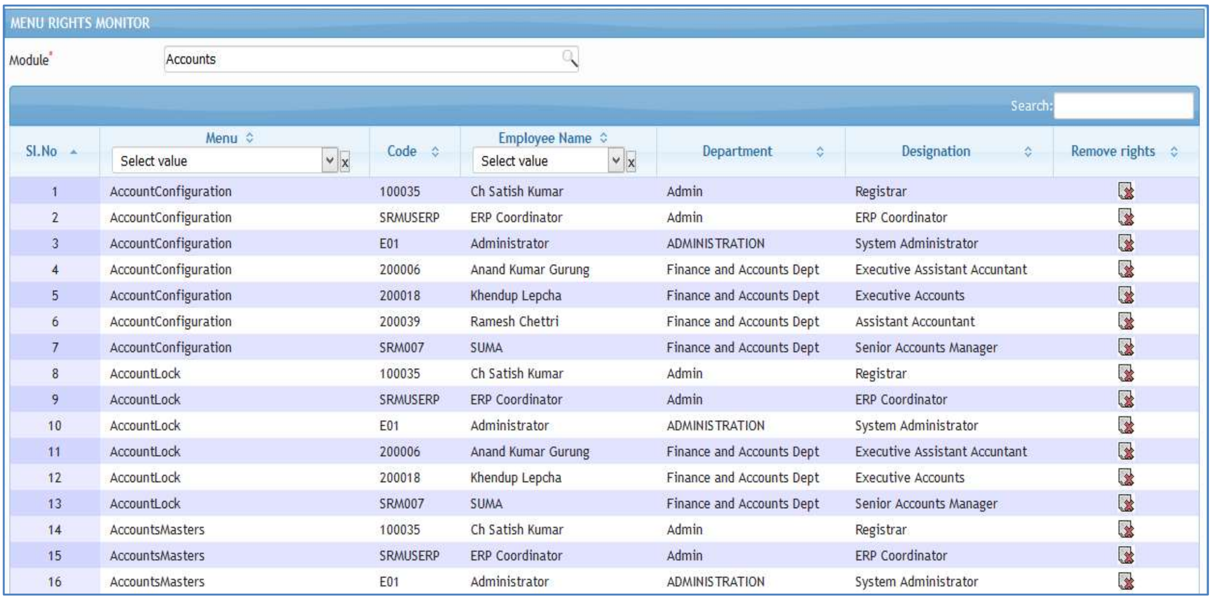
  1) Select the Module Name from the list.

  2) Select the menus from the available list.

  3) Click “Save” button to complete the Menu Assignment.

5. Menu Rights Monitor

- **Intended Audience**
  Administrator
- **Usage**
  This interface enables the user to monitor the Menu rights given to the user.
- **Menu Access**
  Main Menu >> User Manager >> Menu Rights Monitor
- **Dependency**
  Menu Assignment


MENU RIGHTS MONITOR

Module* Accounts

Search:

Sl.No	Menu	Code	Employee Name	Department	Designation	Remove rights
	Select value		Select value			
1	AccountConfiguration	100035	Ch Satish Kumar	Admin	Registrar	
2	AccountConfiguration	SRMUSERP	ERP Coordinator	Admin	ERP Coordinator	
3	AccountConfiguration	E01	Administrator	ADMINISTRATION	System Administrator	
4	AccountConfiguration	200006	Anand Kumar Gurung	Finance and Accounts Dept	Executive Assistant Accuntant	
5	AccountConfiguration	200018	Khendup Lepcha	Finance and Accounts Dept	Executive Accounts	
6	AccountConfiguration	200039	Ramesh Chettri	Finance and Accounts Dept	Assistant Accountant	
7	AccountConfiguration	SRM007	SUMA	Finance and Accounts Dept	Senior Accounts Manager	
8	AccountLock	100035	Ch Satish Kumar	Admin	Registrar	
9	AccountLock	SRMUSERP	ERP Coordinator	Admin	ERP Coordinator	
10	AccountLock	E01	Administrator	ADMINISTRATION	System Administrator	
11	AccountLock	200006	Anand Kumar Gurung	Finance and Accounts Dept	Executive Assistant Accuntant	
12	AccountLock	200018	Khendup Lepcha	Finance and Accounts Dept	Executive Accounts	
13	AccountLock	SRM007	SUMA	Finance and Accounts Dept	Senior Accounts Manager	
14	AccountsMasters	100035	Ch Satish Kumar	Admin	Registrar	
15	AccountsMasters	SRMUSERP	ERP Coordinator	Admin	ERP Coordinator	
16	AccountsMasters	E01	Administrator	ADMINISTRATION	System Administrator	

- **To monitor Menu Rights follow steps below**

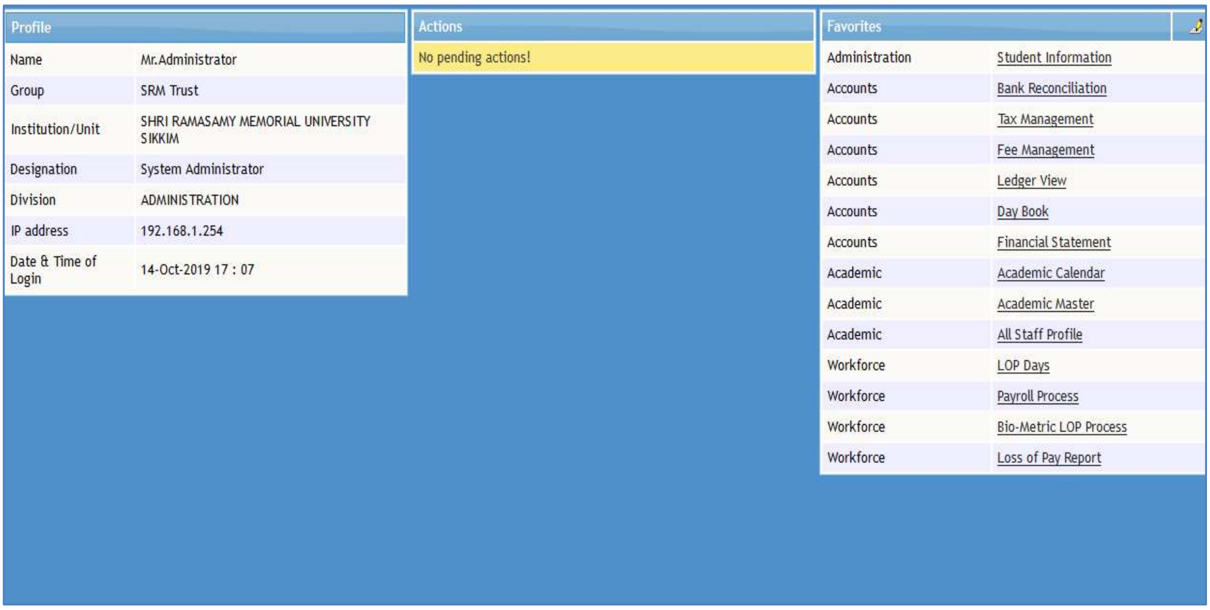
  1) Select the Module Name from the list.

  (list of menus with Employee Name for the selected module would appear)

  2) Click “Remove Rights” option to delete the menu rights.

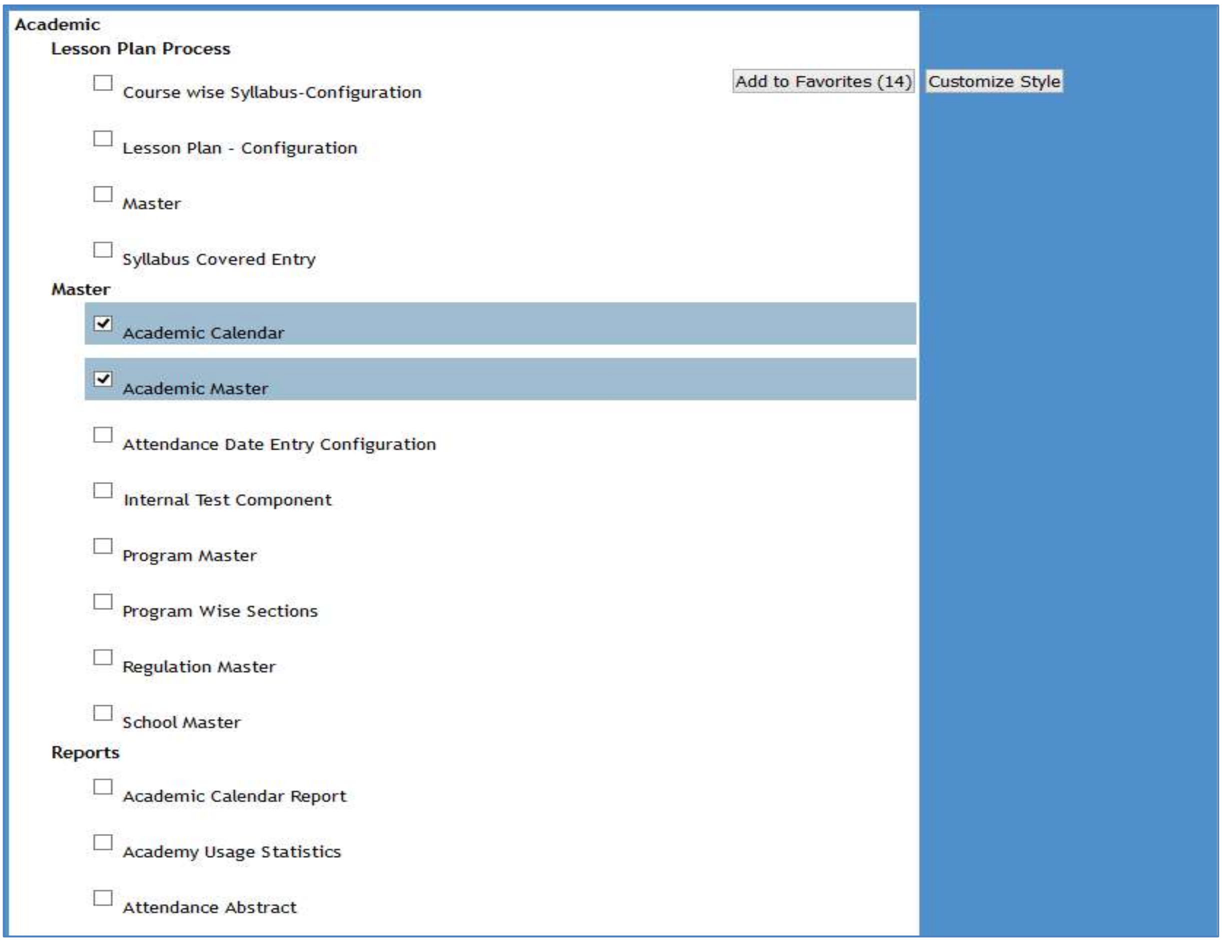
6. Home Page

- **Intended Audience**
  Administrator
- **Usage**
  This interface enables the user to access Home Page.
- **Menu Access**
  Main Menu >> User Manager >> Home Page
- **Dependency**
  Menu Assignment



7. My Favourites Menu

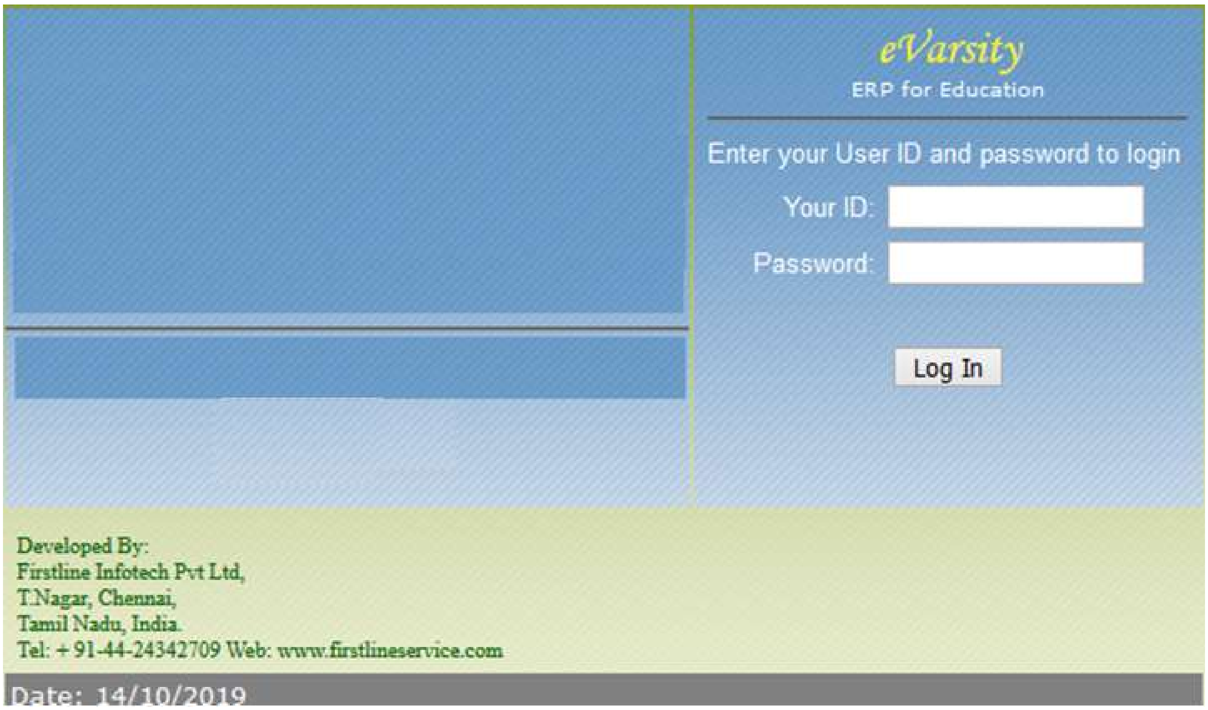
- **Intended Audience**
  Administrator
- **Usage**
  This interface enables the user to add menus to the Favourites.
- **Menu Access**
  Main Menu >> User Manager >> My Favourites Menu
- **Dependency**
  Menu Assignment



- **To make entry on Favourites follow steps below**
  1) Select the menu from the available list.
  2) Click "Add to Favourites" button to add the selected menus in Favourites.

8. Logout

- **Intended Audience**
  Administrator
- **Usage**
  This interface enables the user to logout the session.
- **Menu Access**
  Main Menu >> User Manager >> Logout
- **Dependency**
  Menu Assignment



Admission Module

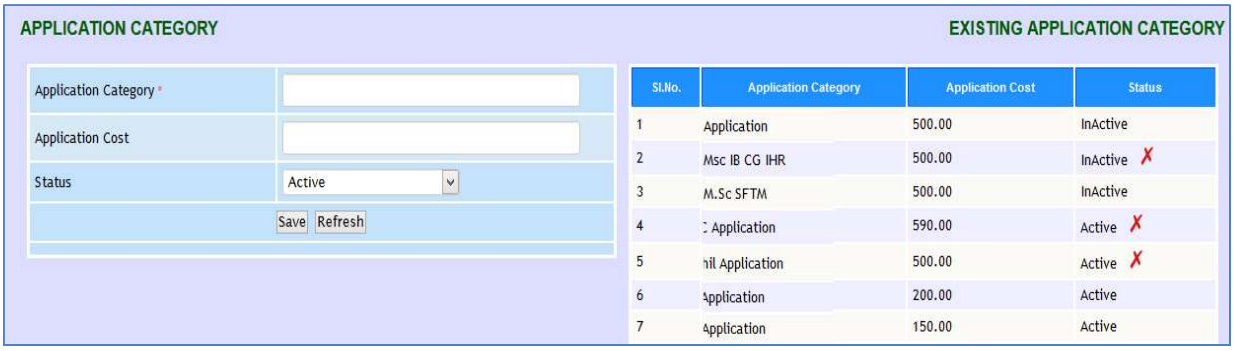
User Manual

Contents

1. Application Master

1a.Application Category

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Application Category details.
- **Menu Access**
  Main Menu >> Application Master >> Application Consultancy
- **Dependency**
  Application Category, Regulation Master



To make entry on Application Category follow steps below

1) Enter Application Category required to create.

2) Enter Application Cost.

3) Select the Status from the list.

4) Click “Save” button to complete the Application Category.

1b.Application Category Wise Courses

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Application for Category Wise Courses.
- **Menu Access**
  Main Menu >> Application Master >> Application Category Wise Courses
- **Dependency**
  Application Category, Course Master

To make entry on Application Category Wise Courses follow steps below

1) Select Office Name from the list.

2) Select the Academic Year.

3) Select Application Category from the list.

4) Select the courses and assign for the selected office.

5) Click “Save” button to complete Application Category wise Courses.

1c. Application Stock

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Application Stock details.
- **Menu Access**
  Main Menu >> Application Master >> Application Stock
- **Dependency**
  Application Category

To make entry on Application Stock follow steps below

1) Select Academic Year from the list.

2) Select the Application Category from the list.

3) Enter Number of Application for the selected Application Category.

4) Click "Save" button to complete Application Stock.

2. Admission Master

2a.Admission Type

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Admission Type Details.
- **Menu Access**
  Main Menu >> Admission Master >> Admission Type
- **Dependency**
  None

To make entry on Admission Type follow steps below

1) Enter Admission Type required to create.

2) Select Parent Admission Type from the list if required.

3) Enter Admission Code.

4) Click “Save” button to complete Admission Type.

2b.Admission Year Creation

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Admission Year Configuration details.
- **Menu Access**
  Main Menu >> Admission Master >> Admission Year Creation
- **Dependency**
  Office

To make entry on Academic Year Configuration follow steps below

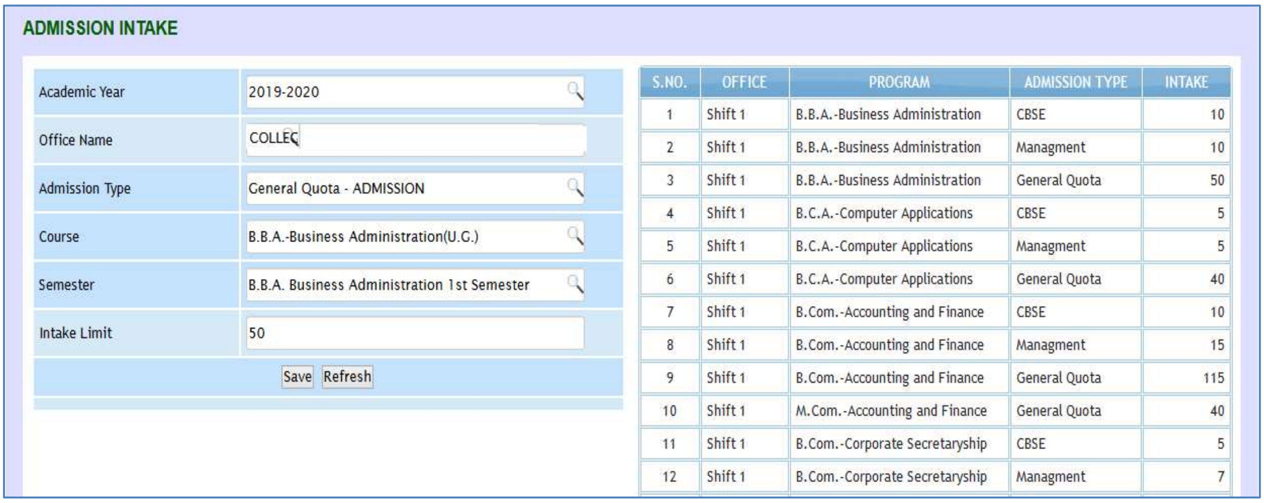
1) Enter Admission Type required to create.

2) Select Office Name from the list.

3) Click “Save” button to complete the Academic Year Creation.

2c.Admission Intake

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Admission Intake details.
- **Menu Access**
  Main Menu >> Admission Master >> Admission intake
- **Dependency**
  Admission Type, Program



ADMISSION INTAKE

Academic Year	2019-2020
Office Name	COLLEG
Admission Type	General Quota - ADMISSION
Course	B.B.A.-Business Administration(U.G.)
Semester	B.B.A. Business Administration 1st Semester
Intake Limit	50

Save Refresh

S.NO.	OFFICE	PROGRAM	ADMISSION TYPE	INTAKE
1	Shift 1	B.B.A.-Business Administration	CBSE	10
2	Shift 1	B.B.A.-Business Administration	Managment	10
3	Shift 1	B.B.A.-Business Administration	General Quota	50
4	Shift 1	B.C.A.-Computer Applications	CBSE	5
5	Shift 1	B.C.A.-Computer Applications	Managment	5
6	Shift 1	B.C.A.-Computer Applications	General Quota	40
7	Shift 1	B.Com.-Accounting and Finance	CBSE	10
8	Shift 1	B.Com.-Accounting and Finance	Managment	15
9	Shift 1	B.Com.-Accounting and Finance	General Quota	115
10	Shift 1	M.Com.-Accounting and Finance	General Quota	40
11	Shift 1	B.Com.-Corporate Secretaryship	CBSE	5
12	Shift 1	B.Com.-Corporate Secretaryship	Managment	7

To make entry on Admission Intake follow steps below

1) Select Academic Year from the list.

2) Select Office Name and Admission Type.

3) Select Course and Semester from the list.

4) Enter Intake Limit for the selected course.

5) Click "Save" button to complete Admission Intake.

2d.Admission Course Fee

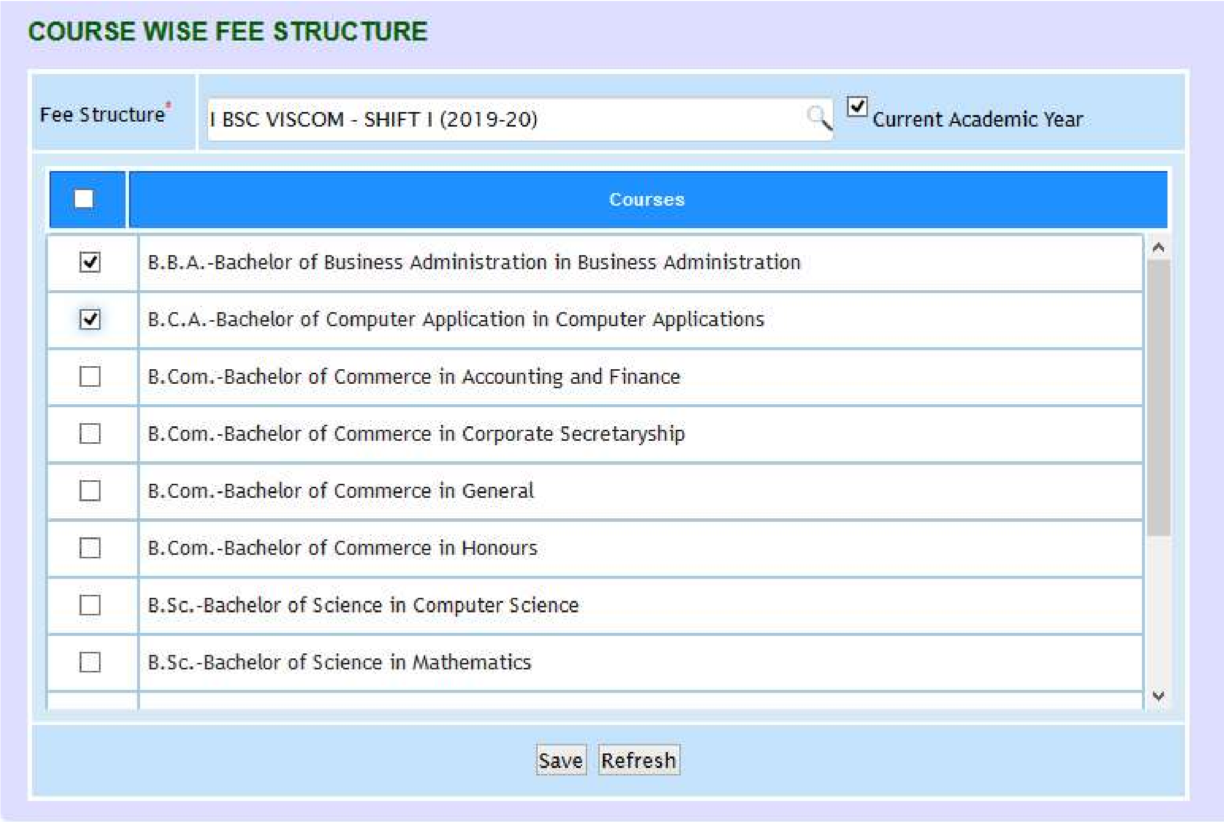
- **Intended Audience**

  Admission Coordinator
- **Usage**

  This master interface records the Course Wise Fee Structure details.
- **Menu Access**

  Main Menu >> Admission Master >> Admission Course Fee
- **Dependency**

  Fee Structure, Program



To make entry on Admission Course Fee follow steps below

1) Select Fee Structure from the list.

2) Select the Course from the list of courses displaying.

3) Click “Save” button to complete Admission Course Fee.

3. General Master Filter

3a.Admission Religion

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Religion details.
- **Menu Access**
  Main Menu >> Admission Master >> Admission Religion
- **Dependency**
  None

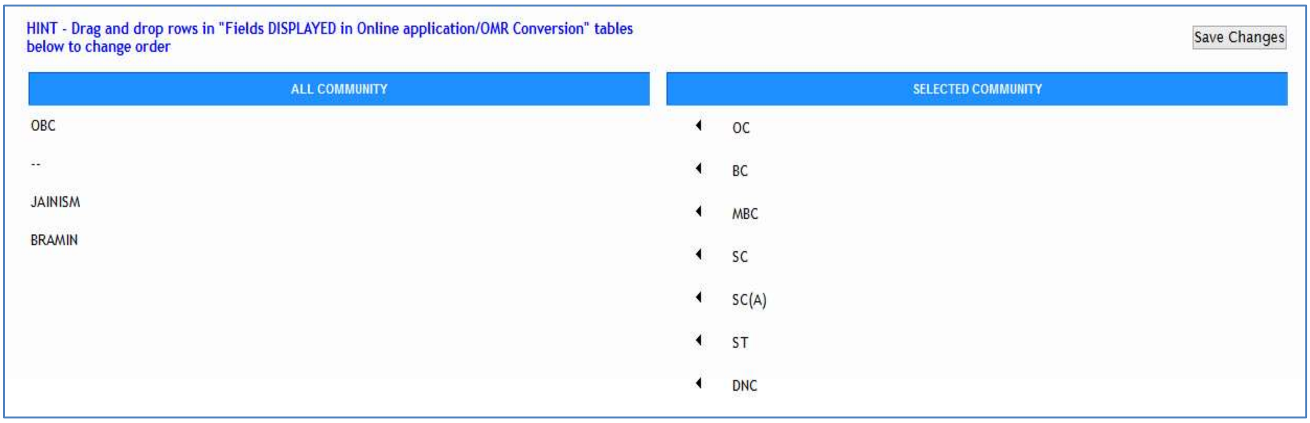
To make entry on Admission Religion follow steps below

1) Drag the religion from the left side.

2) Click “Save Changes” button to complete Admission Religion.

3b.Admission Community

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Community details.
- **Menu Access**
  Main Menu >> Admission Master >> Admission Community
- **Dependency**
  None



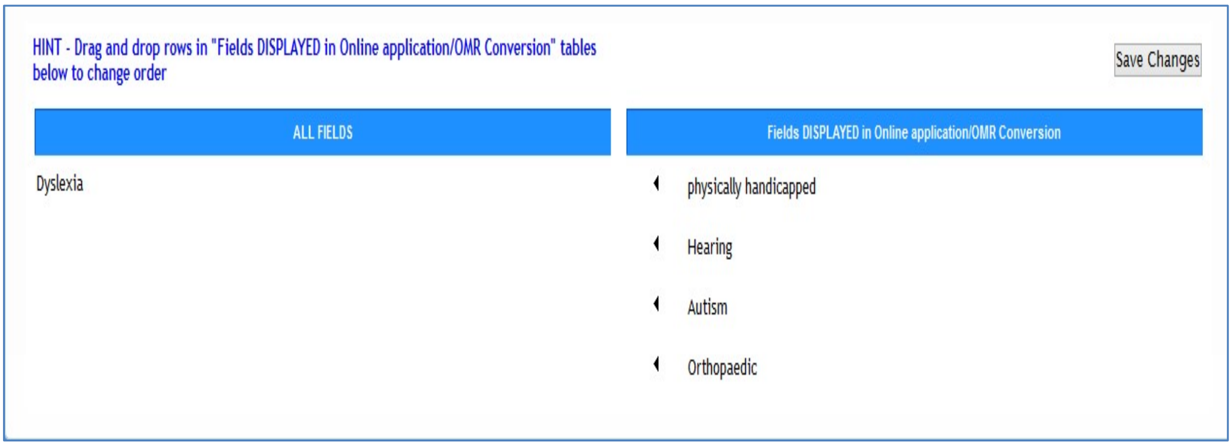
To make entry on Admission Community follow steps below

1) Drag the religion from the left side.

2) Click “Save Changes” button to complete Admission Community.

3c.Admission Differently able

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the differently able details.
- **Menu Access**
  Main Menu >> General Master >> Admission Differently able
- **Dependency**
  None



To make entry on Admission Differently able follow steps below

1) Drag the religion from the left side.

2) Click "Save Changes" button to complete Admission Differently Able.

3d.Admission Occupation

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Parent's Occupation details.
- **Menu Access**
  Main Menu >> General Master >> Admission Occupation
- **Dependency**
  None

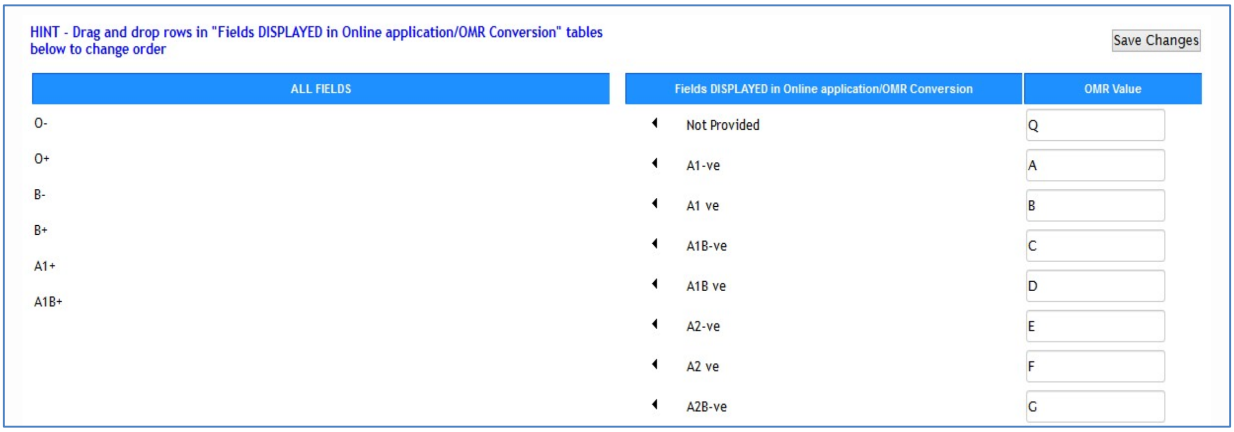
To make entry on Admission Differently able follow steps below

1) Drag the religion from the left side.

2) Click "Save Changes" button to complete Admission Occupation.

3e.Admission Blood Group

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This master interface records the Blood Group details.
- **Menu Access**
  Main Menu >> General Master >> Admission Blood Group
- **Dependency**
  None



To make entry on Admission Blood Group follow steps below

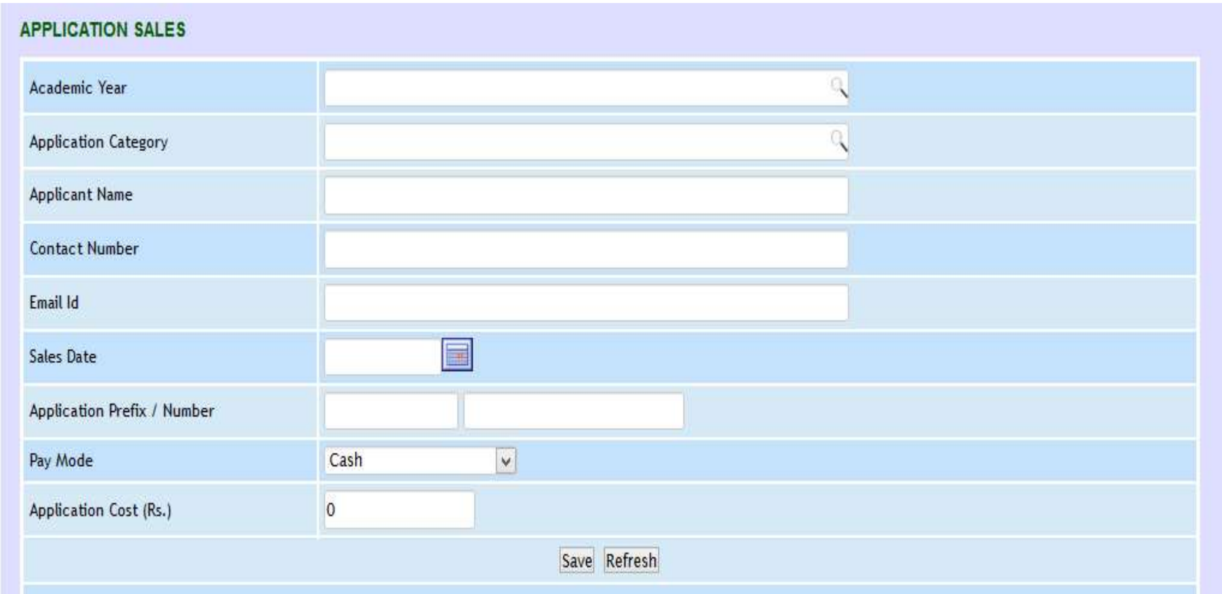
1) Drag the religion from the left side.

2) Enter OMR value for the Blood group.

3) Click “Save Changes” button to complete Admission Blood Group.

4. Application Sales

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to enter the Application Sales process.
- **Menu Access**
  Main Menu >> General Master >> Application Sales
- **Dependency**
  Application Category



To make entry on Application Sales follow steps below

1) Select Academic Year and Application Category from the list.

2) Enter Applicant Name , Contact Number, Email ID.

3) Select the Sales Date.

4) Enter Application Prefix Number.

5) Select Pay Mode.

6) Enter Application Cost.

7) Click “Save” button to complete Application Sales.

5. Application Entry – Mandatory Fields

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Application Entry Mandatory Field process.
- **Menu Access**
  Main Menu >> Transaction >> Application Entry – Mandatory Fields
- **Dependency**
  Application Category

To make entry on Application Entry – Mandatory Fields follow steps below

1) Select Academic Year and Application Category from the list.

2) Enter Application No. to process.

3) Click “Edit Application” to update the Application Entry.

.

6. Online Application – DD Receipt

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Online Application-DD Receipt process.
- **Menu Access**
  Main Menu >> Transaction >> Online Application – DD Receipt
- **Dependency**
  Application Category

To make entry on Online Application –DD Receipt follow steps below

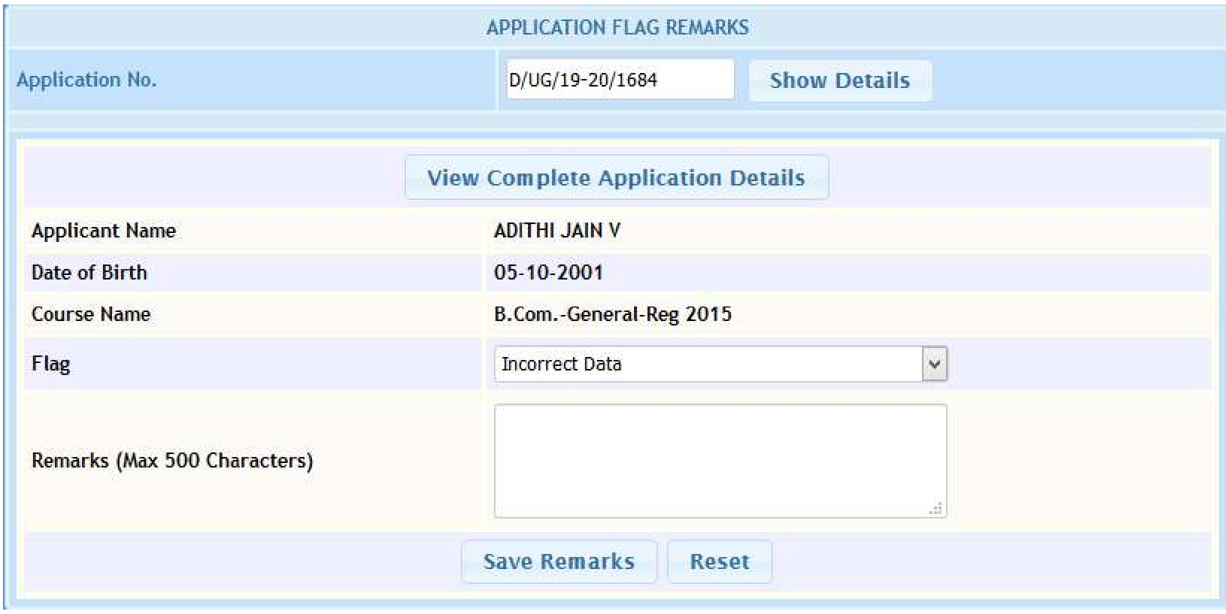
1) Select Academic Year and Application Category from the list.

2) Enter Application No. to process.

3) Click "Go" button to process DD Receipt Entry.

7. Application Flag

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Application Flag process.
- **Menu Access**
  Main Menu >> Transaction >> Application Flag
- **Dependency**
  Application Submission



To make entry on Application Flag follow steps below

1) Enter Application No.

2) Click "Show Details" button to show details of the applicant.

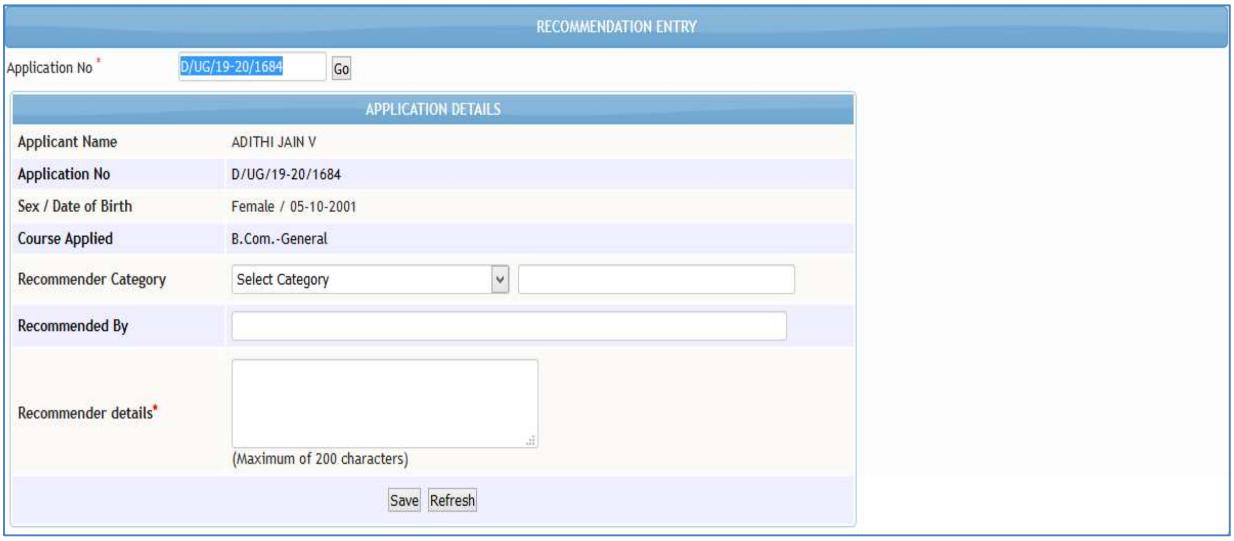
3) Select the Flag option from the list.

4) Enter Remarks for the applicant.

5) Click "Save Remarks" button to complete Application Flag.

8. Application Recommendations

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Application Recommendation process.
- **Menu Access**
  Main Menu >> Transaction >> Application Recommendations
- **Dependency**
  Application Flag



To make entry on Application Recommendations follow steps below

1) Enter Application No.

2) Select Recommender Category from the list.

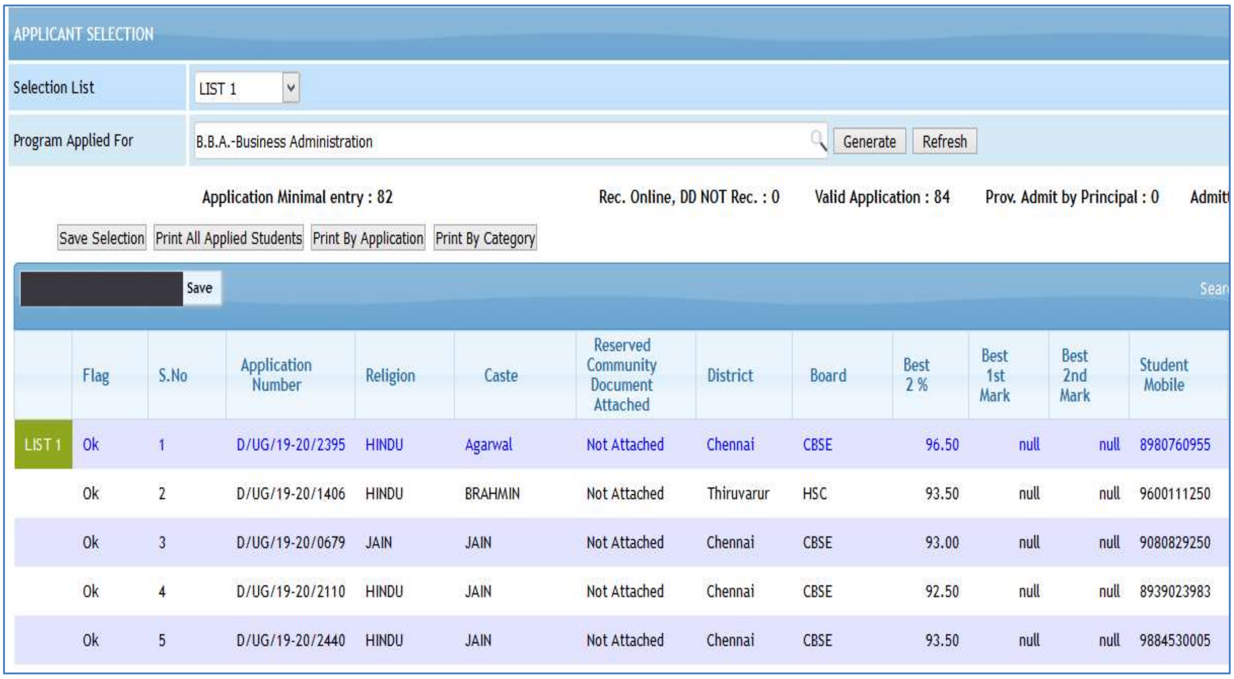
3) Enter Recommended By.

4) Enter Recommender details.

5) Click "Save" button to complete Application Recommendation.

9. Applicant Selection

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Provisional Selection process.
- **Menu Access**
  Main Menu >> Transaction >> Applicant Selection
- **Dependency**
  Application Flag



APPLICANT SELECTION

Selection List: LIST 1

Program Applied For: B.B.A.-Business Administration [Generate] [Refresh]

Application Minimal entry : 82 Rec. Online, DD NOT Rec. : 0 Valid Application : 84 Prov. Admit by Principal : 0 Admit

[Save Selection] [Print All Applied Students] [Print By Application] [Print By Category]

[Save]

	Flag	S.No	Application Number	Religion	Caste	Reserved Community Document Attached	District	Board	Best 2 %	Best 1st Mark	Best 2nd Mark	Student Mobile
LIST 1	Ok	1	D/UG/19-20/2395	HINDU	Agarwal	Not Attached	Chennai	CBSE	96.50	null	null	8980760955
	Ok	2	D/UG/19-20/1406	HINDU	BRAHMIN	Not Attached	Thiruvarur	HSC	93.50	null	null	9600111250
	Ok	3	D/UG/19-20/0679	JAIN	JAIN	Not Attached	Chennai	CBSE	93.00	null	null	9080829250
	Ok	4	D/UG/19-20/2110	HINDU	JAIN	Not Attached	Chennai	CBSE	92.50	null	null	8939023983
	Ok	5	D/UG/19-20/2440	HINDU	JAIN	Not Attached	Chennai	CBSE	93.50	null	null	9884530005

To make entry on Applicant Selection follow steps below

1) Select the Selection List.

2) Select Program Applied for from the list.

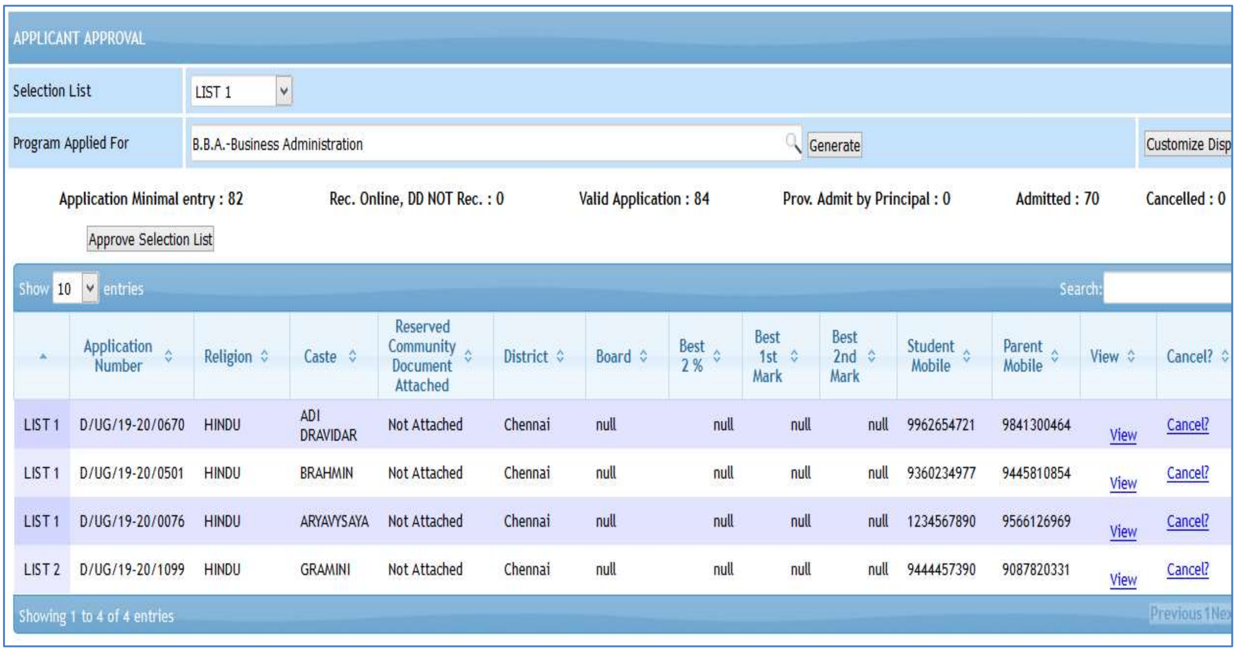
3) Click “Generate” button, display the students for the selected program.

4) Select the students for selection process.

5) Click “Save Selection” to complete Applicant Selection.

10. Selection List Approval

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Selection List Approval process.
- **Menu Access**
  Main Menu >> Transaction >> Selection List Approval
- **Dependency**
  Applicant Selection


APPLICANT APPROVAL

Selection List: LIST 1

Program Applied For: B.B.A.-Business Administration [Generate] [Customize Disp

Application Minimal entry : 82 Rec. Online, DD NOT Rec. : 0 Valid Application : 84 Prov. Admit by Principal : 0 Admitted : 70 Cancelled : 0

[Approve Selection List]

Show 10 entries Search:

	Application Number	Religion	Caste	Reserved Community Document Attached	District	Board	Best 2 %	Best 1st Mark	Best 2nd Mark	Student Mobile	Parent Mobile	View	Cancel?
LIST 1	D/UG/19-20/0670	HINDU	ADI DRAVIDAR	Not Attached	Chennai	null	null	null	null	9962654721	9841300464	View	Cancel?
LIST 1	D/UG/19-20/0501	HINDU	BRAHMIN	Not Attached	Chennai	null	null	null	null	9360234977	9445810854	View	Cancel?
LIST 1	D/UG/19-20/0076	HINDU	ARYAVYSAYA	Not Attached	Chennai	null	null	null	null	1234567890	9566126969	View	Cancel?
LIST 2	D/UG/19-20/1099	HINDU	GRAMINI	Not Attached	Chennai	null	null	null	null	9444457390	9087820331	View	Cancel?

Showing 1 to 4 of 4 entries Previous 1 Nex

To make entry on Applicant Selection follow steps below

1) Select the Selection List.

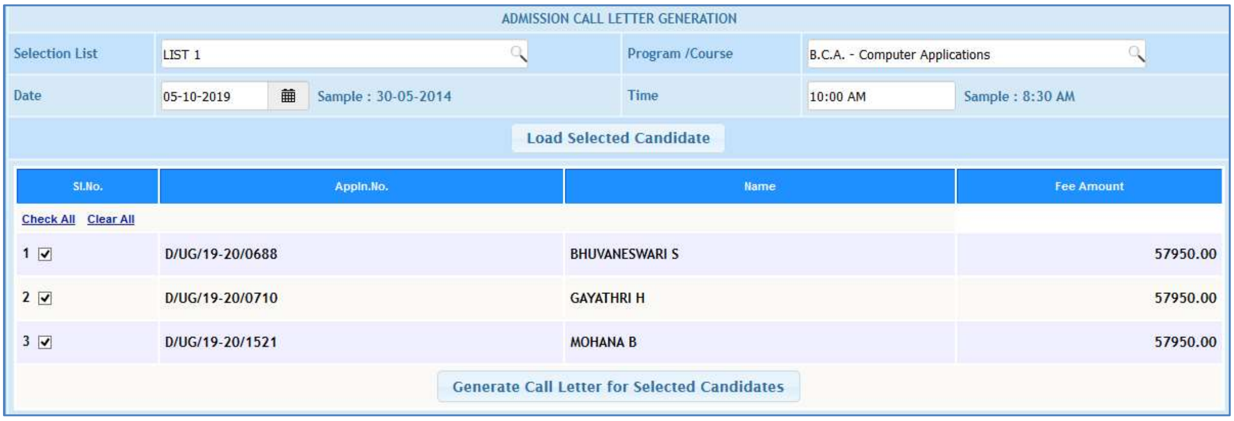
2) Select Program Applied for from the list.

3) Click “Generate” button, display the students for the selected program.

4) Click “Approve Selection List” to approve the selection list.

11. Call Letter Generation

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Call Letter Generation process.
- **Menu Access**
  Main Menu >> Transaction >> Call Letter Generation
- **Dependency**
  Selection List Approval



To make entry on Call Letter Generation follow steps below

1) Select the Selection List.

2) Select Program Applied for from the list.

3) Select Date and Time.

4) Click "Load selected Candidate" button to display the students.

5) Select the students for those to generate letter.

6) Click "Generate Call Letter for selected Candidates" button to generate admission letter.

12. HOD/ Coordinator Verification and Remarks

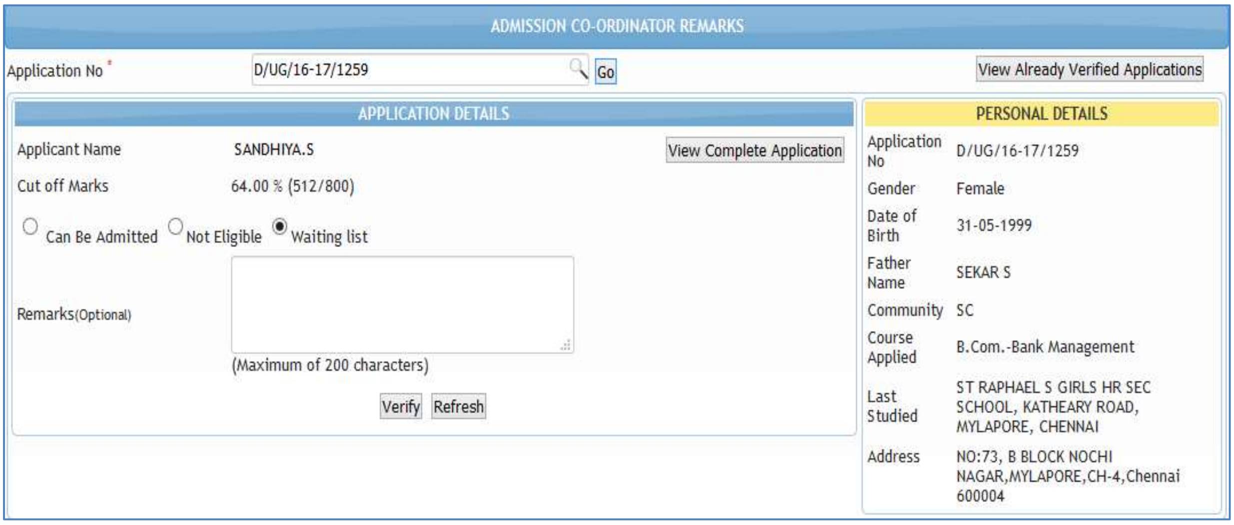
- **Intended Audience**

  Admission Coordinator
- **Usage**

  This interface used to perform the HOD/Coordinator Verification and Remarks process.
- **Menu Access**

  Main Menu >> Transaction >> HOD / Coordinator Verification and Remarks
- **Dependency**

  Selection List Approval



To make entry on HOD/Coordinator Verification and Remarks follow steps below

1) Select the Application No.

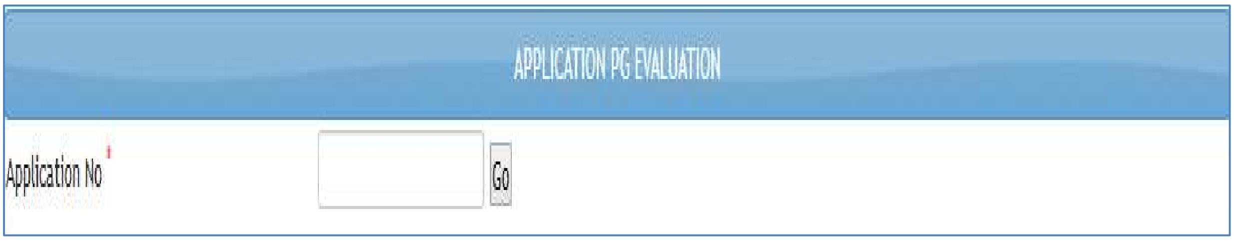
2) Click “Go” button to view the details of applicant.

3) Enter Remarks for the selected applicant.

4) Click “Verify” button to complete HOD/Coordinator Verification and Remarks.

13. PG Evaluation

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the PG Evaluation process.
- **Menu Access**
  Main Menu >> Transaction >> PG Evaluation
- **Dependency**
  HOD Verification and Remarks



To make entry on Application PG Evaluation follow steps below

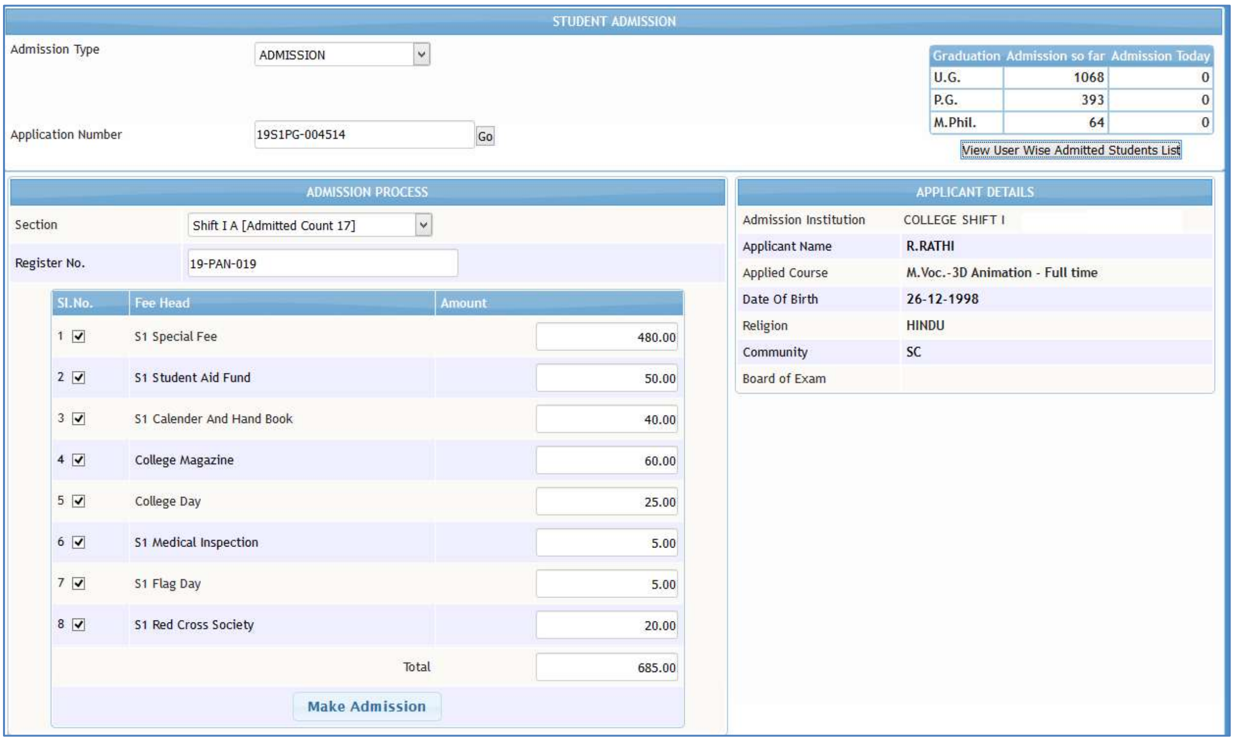
1) Enter the Application No.

2) Click "Go" button to view the details of applicant.

3) Click "Evaluate" button to process PG Evaluation.

14. Student Admission

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Student Admission process.
- **Menu Access**
  Main Menu >> Transaction >> Student Admission
- **Dependency**
  PG Evaluation



To make Student Admission follow steps below

1) Enter the Admission Type and Application No.

2) Click “Go” button to view the details of applicant.

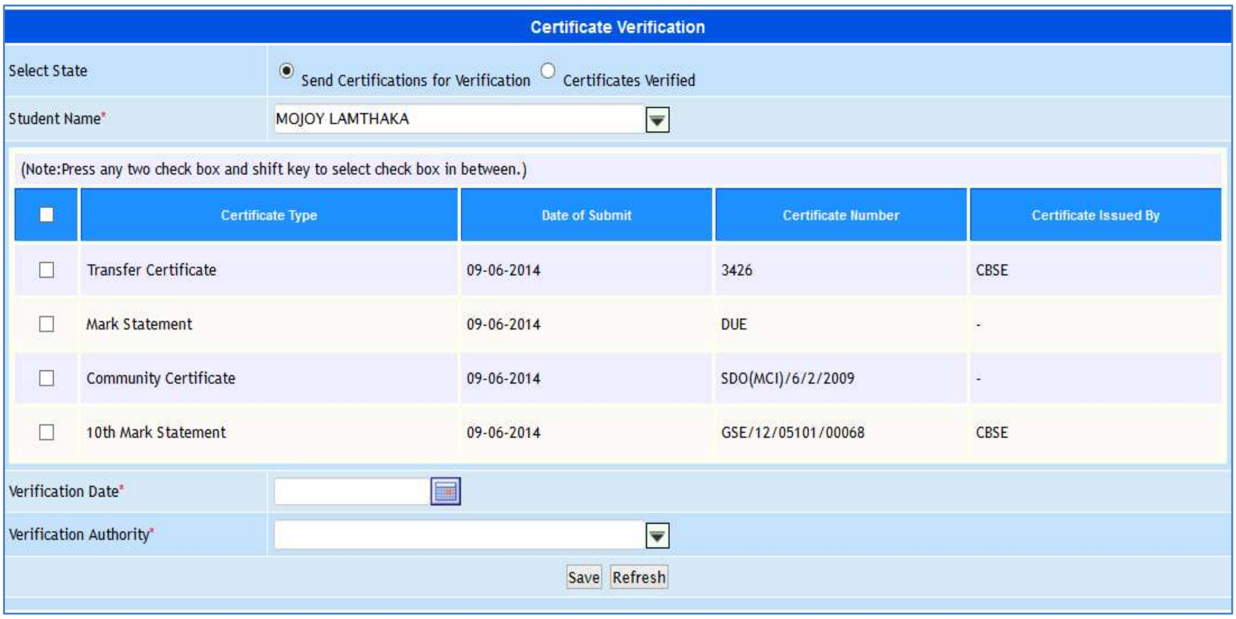
3) Select Section from the list.

4) Select the Fee Head.

5) Click “Make Admission” to make student admission.

15. Certificate Repository

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Certificate Verification process.
- **Menu Access**
  Main Menu >> Transaction >> Certificate Repository
- **Dependency**
  Student Admission



To make Student's Certificate Verification follow steps below

1) Select the Status of Certificate option.

(Send Certifications for Verifications or Certificates Verified.)

2) Select the student name from the list.

3) Select the Certificate Type for verification.

4) Select Verification Date and Verification Authority.

5) Click "Save" button to complete Certification Verification.

16. ID card Information

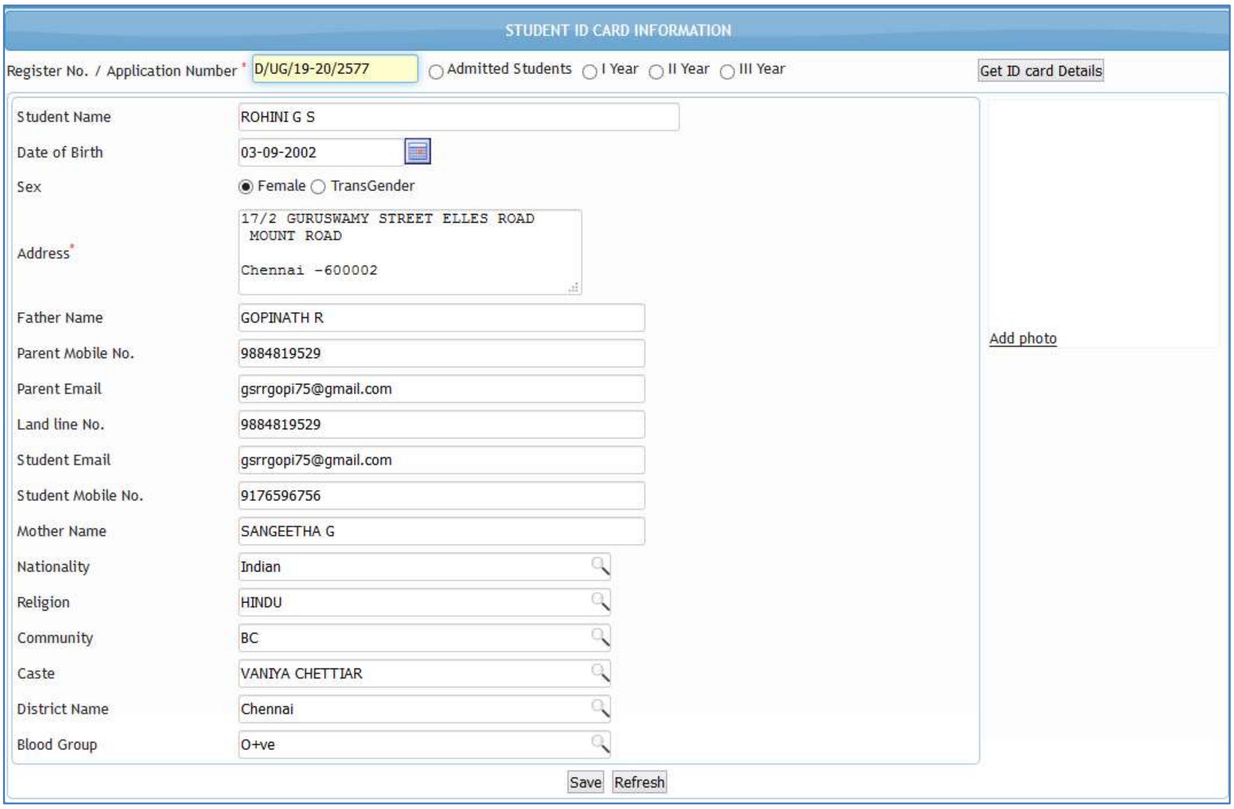
- **Intended Audience**

  Admission Coordinator
- **Usage**

  This interface used to get the ID Card Information process.
- **Menu Access**

  Main Menu >> Transaction >> ID Card Information
- **Dependency**

  Student Admission



To make Student's Certificate Verification follow steps below

1) Enter Register No. or Application Number.

2) Modify the necessary fields.

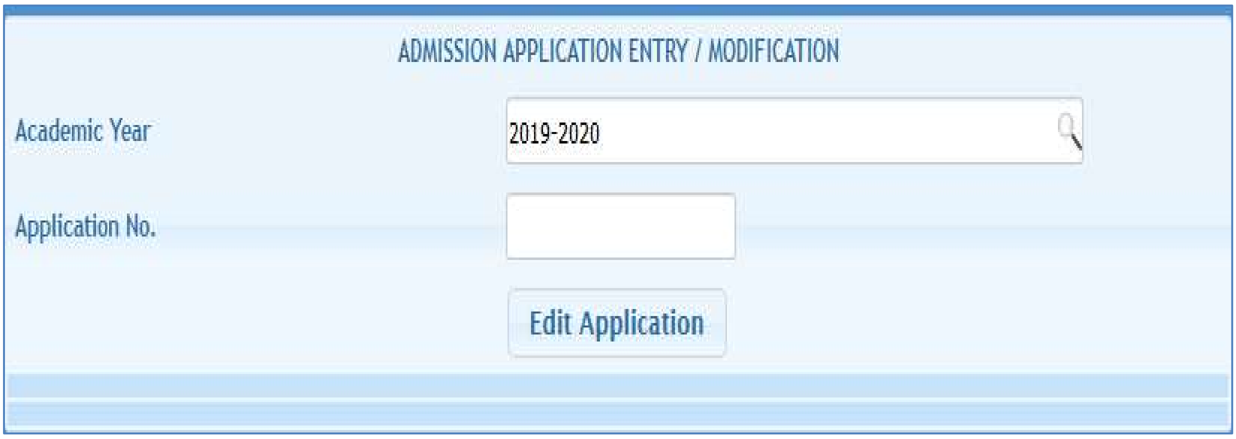
3) Click "Save" button to complete Student ID Card Information.

2) Select the option Admitted Students, I Year , II Year or III Year.

3) Click "Get ID card Details" to view the student details in Excel format.

17. Program Change

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Program Change process.
- **Menu Access**
  Main Menu >> Transaction >> Program Change
- **Dependency**
  Student Admission



To change the program of admitted students follow steps below

1) Select Academic Year.

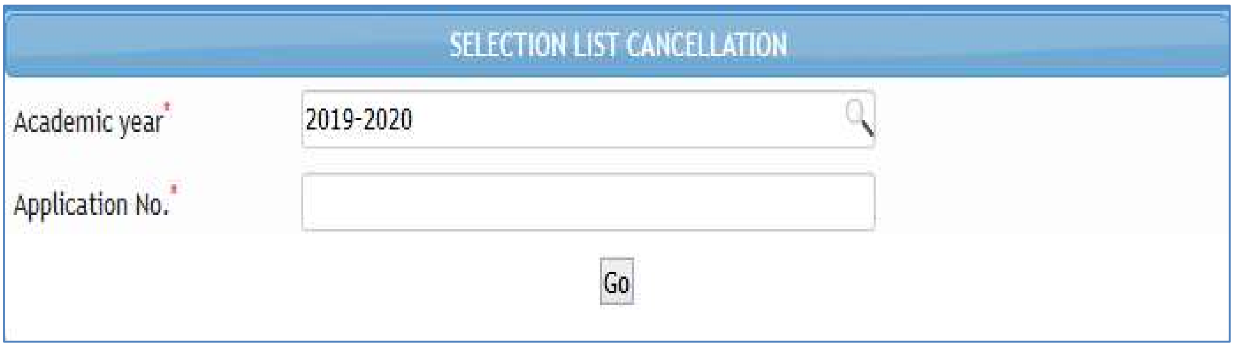
2) Enter Application No. to change the program of admitted students.

3) Click "Edit Application" button to change the program in the application.

4) Click "Save" button to complete Program Change.

18. Selection List Cancellation

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface used to perform the Selection List Cancellation process.
- **Menu Access**
  Main Menu >> Transaction >> Selection List Cancellation
- **Dependency**
  Selection List Approval



To cancel the Admission follow steps below

1) Select Academic Year.

2) Enter Application No. for cancelling the selection list.

3) Click "Go" button to view the applicant details.

4) Click "Cancel Selection" button to complete Selection List Cancellation.

19. Admission Cancellation

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This interface is used to perform the Admission Cancellation process.
- **Menu Access**
  Main Menu >> Transaction >> Admission Cancellation
- **Dependency**
  Selection List Approval

To cancel the Admission follow steps below

1) Enter Application No.

2) Click "Show Details" button to view the student details.

3) Enter Cancellation Remarks for the selected Application No.

4) Click "Cancel Admission" button to complete Admission Cancellation.

20. Application Report – Application Submitted

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to view details of Application Submitted.
- **Menu Access**
  Main Menu >> Report >> Application Report
- **Dependency**
  Application Submission

From Date 01-08-2019 To Date 24-10-2019 Refresh Result

Appln.Date	Appln.No.	Applicant Name	DOB	SEX	Course	STATUS
03-08-2019	19S1UG-016170	MESHACH	30-06-2001	Male	B.Sc.-Statistics	Admitted
08-08-2019	19S1UG-016173	SIBI ANTONY	13-09-1995	Male	B.A.-History	Admitted
08-08-2019	19S1UG-016171	SWAMINATHAN R	07-04-1996	Male	B.A.-Sociology	Admitted
08-08-2019	19S1UG-016172	YUKESH G	13-08-1997	Male	B.A.-History	Admitted
19-08-2019	19S2UG-017699	KIRUBA G	28-01-1998	Male	B.A.-History	Admitted
19-08-2019	19S2PG-001700	SATHISH KUMAR S	21-07-2019	Male	M.A.-Applied History	Admitted

To view Application Submitted report follow steps below

1) Select From Date and To Date.

2) Click "Generate" button to view the application submitted details.

21. Admission List

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to view details of Admission.
- **Menu Access**
  Main Menu >> Report >> Admission List
- **Dependency**
  Student Admission

From Date	01-01-2018	To Date	24-10-2019	Refresh Report
Academic Year	2018-2019			Get Result

Sl.No	Application Number	Student Name	Admission Number	Dept.No.	Date of Join	Date of Birth	Admission Type	Agent	Agent Descript
B.A. - Economics(U.G.)									
1	18S1UG-000107	ADITHYA M	13148	18-UEC-001	01-06-2018	07-10-2000	ADMISSION	Direct	
2	18S1UG-003171	DHIVAGAR R	13149	18-UEC-002	01-06-2018	07-08-2000	ADMISSION	Direct	
3	18S1UG-011800	NAVEENKUMAR M	13152	18-UEC-003	01-06-2018	02-04-2000	ADMISSION	Direct	
4	18S1UG-012945	GOWTHAM S	13182	18-UEC-005	01-06-2018	31-07-2000	ADMISSION	Direct	
5	18S1UG-012378	MOHAMED ASHIQUE S	13193	18-UEC-006	01-06-2018	11-07-2000	ADMISSION	Direct	
6	18S1UG-000214	JAGADESHWARAN C	13200	18-UEC-008	01-06-2018	18-07-2000	ADMISSION	Direct	
7	18S1UG-007646	TINU JIJO	13205	18-UEC-009	01-06-2018	26-09-1999	ADMISSION	Direct	
8	18S1UG-004406	ABINAV R	13210	18-UEC-010	01-06-2018	16-07-2001	ADMISSION	Direct	
9	18S1UG-012974	M.MELWIN RICHARD	13239	18-UEC-011	01-06-2018	26-07-2001	ADMISSION	Direct	
10	18S1UG-002491	JUDE ROBINSON S	13255	18-UEC-012	01-06-2018	16-07-2001	ADMISSION	Direct	
11	18S1UG-000977	KELWIN FERRDI J	13258	18-UEC-013	01-06-2018	18-10-2000	ADMISSION	Direct	
12	18S1UG-000401	SHOBAN RAJ K V	13290	18-UEC-014	01-06-2018	17-06-2001	ADMISSION	Direct	
13	18S1UG-012186	SURESH A	13296	18-UEC-015	01-06-2018	18-04-2001	ADMISSION	Direct	
14	18S1UG-003949	ANTHONY ABINASH R	13311	18-UEC-016	01-06-2018	07-11-2000	ADMISSION	Direct	

To view Admission List follow steps below

1) Select From Date and To Date.

2) Select Academic Year from the list.

3) Click "Get Result" button to view the admission list for the selected period.

22. Admission Abstract

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to view abstract details of Admission.
- **Menu Access**
  Main Menu >> Report >> Admission Abstract
- **Dependency**
  Student Admission

All Institutions											
BOARD WISE ADMISSION COUNT U.G. 2019-2020											
S.No	Program	Shift	HSC-Tamilnadu	CBSE	ICSE	Other Board/State	AISSE	IB	ISC	Total
1	B.B.A-FRANCE-Business Administration	LIAC	10	24	3	2	0	0	0	39
Sub Total			10	24	3	2	0	0	0	39
2	B.A.-Economics	SHIFT I	49	14	0	16	0	1	0	80
3	B.A.-English Literature	SHIFT I	50	12	0	12	1	0	0	75
4	B.A.-History	SHIFT I	56	1	0	20	0	0	1	78
5	B.A.-Sociology	SHIFT I	44	13	0	14	0	0	2	73
6	B.A.-Tamil Literature	SHIFT I	69	0	0	7	0	0	2	78
7	B.Com.-Commerce	SHIFT I	133	12	0	16	0	0	0	161
8	B.Sc.-Advanced Zoology and Biotechnology	SHIFT I	30	4	0	7	0	0	1	42
9	B.Sc.-Chemistry	SHIFT I	45	2	0	3	0	0	0	50
10	B.Sc.-Mathematics	SHIFT I	67	5	0	3	0	0	0	75
11	B.Sc.-Physics	SHIFT I	39	5	0	4	0	0	2	50

To view Admission Abstract follow steps below

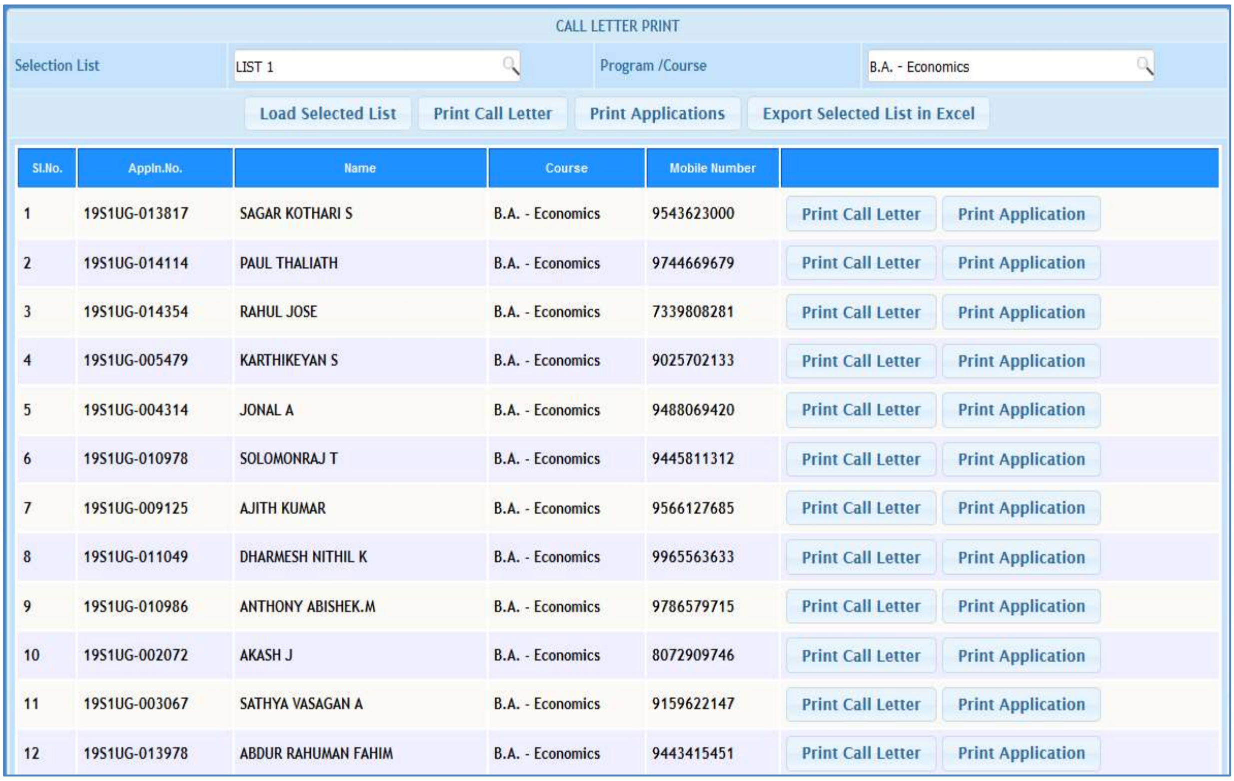
1) Select Academic Year and Institution Name from the list.

2) Select Graduation from the list.

2) Click “Get Result” button to view the admission list for the selected period.

23. Call Letter Printing

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to print Call Letter.
- **Menu Access**
  Main Menu >> Report >> Call Letter Printing
- **Dependency**
  Call Letter Generation



CALL LETTER PRINT

Selection List: LIST 1 | Program /Course: B.A. - Economics

Load Selected List | Print Call Letter | Print Applications | Export Selected List in Excel

Sl.No.	Appln.No.	Name	Course	Mobile Number	
1	19S1UG-013817	SAGAR KOTHARI S	B.A. - Economics	9543623000	Print Call Letter / Print Application
2	19S1UG-014114	PAUL THALIATH	B.A. - Economics	9744669679	Print Call Letter / Print Application
3	19S1UG-014354	RAHUL JOSE	B.A. - Economics	7339808281	Print Call Letter / Print Application
4	19S1UG-005479	KARTHIKEYAN S	B.A. - Economics	9025702133	Print Call Letter / Print Application
5	19S1UG-004314	JONAL A	B.A. - Economics	9488069420	Print Call Letter / Print Application
6	19S1UG-010978	SOLOMONRAJ T	B.A. - Economics	9445811312	Print Call Letter / Print Application
7	19S1UG-009125	AJITH KUMAR	B.A. - Economics	9566127685	Print Call Letter / Print Application
8	19S1UG-011049	DHARMESH NITHIL K	B.A. - Economics	9965563633	Print Call Letter / Print Application
9	19S1UG-010986	ANTHONY ABISHEK.M	B.A. - Economics	9786579715	Print Call Letter / Print Application
10	19S1UG-002072	AKASH J	B.A. - Economics	8072909746	Print Call Letter / Print Application
11	19S1UG-003067	SATHYA VASAGAN A	B.A. - Economics	9159622147	Print Call Letter / Print Application
12	19S1UG-013978	ABDUR RAHUMAN FAHIM	B.A. - Economics	9443415451	Print Call Letter / Print Application

To print Call Letter follow steps below

1) Select Selection List from the list.

2) Select Program/Course from the list.

3) Click "Load Selected List" button to view details of students.

4) Click "Print Call Letter" to print Call Letter.

24. Admission Cancellation Report

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to print Call Letter.
- **Menu Access**
  Main Menu >> Report >> Admission Cancellation Report
- **Dependency**
  Admission Cancellation

Admission Cancellation Report

From Date* 01-08-2019 To Date* 24-10-2019

Generate Print Refresh

SL.No	Register No.	Student Name	Application Number	Admission Number	Admission Date	Course Joined	Cancel Date	Remarks
1	19-UTL-045	YUGABHARATHI S	19S1UG-015936	689	28-05-2019	B.A.-Tamil Literature	01-08-2019	GC TO S-I UDJ ON 31/07/2019(19-UDJ-054)
2	19-UTL-068	SELVAKUMAR G	19S1UG-016031	1240	20-06-2019	B.A.-Tamil Literature	01-08-2019	GC TO S-II HT ON 30/07/2019
3	19-UAZ-053	JOHN KENNADY G	19S1UG-016113	1421	08-07-2019	B.Sc.-Advanced Zoology and Biotechnology	05-08-2019	GC TO S-II HT ON 01/08/2019 (19-UHT-281)
4	19-UPH-034	NIRMAL NATHAN A	19S1UG-007201	345	21-05-2019	B.Sc.-Physics	20-08-2019	GC TO S-I CH ON 28/05/2019
5	19-UPH-011	SREEHARI R S	19S1UG-015371	177	21-05-2019	B.Sc.-Physics	22-08-2019	ADMISSION CANCEL ON 08/07/2019 PERSONAL
6	19-UMT-012	CHAKRAVARTHY P	19S1UG-010354	91	13-05-2019	B.Sc.-Mathematics	28-08-2019	ADMISSION CANCEL ON 27/08/2019
7	19-UST-011	ABHII LOWANG	19S1UG-014511	69	13-05-2019	B.Sc.-Statistics	28-08-2019	ADMISSION CANCEL ON 27/08/2019
8	19-UEC-014	PARTHIVA BHAUMIK	19S1UG-015653	334	21-05-2019	B.A.-Economics	28-08-2019	ADMISSION CANCEL ON 27/08/2019
9	19-UEL-006	SUGREEBA KANDHA	19S1UG-007534	92	13-05-2019	B.A.-English Literature	28-08-2019	ADMISSION CANCEL ON 27/08/2019
10	19-UEL-054	BADHAN KHAN	19S1UG-008945	704	28-05-2019	B.A.-English Literature	28-08-2019	ADMISSION CANCEL ON 27/08/2019
11	19-PAN-016	RENO	19S1PG-004497	1325	28-06-2019	M.Voc.-3D Animation	28-08-2019	ADMISSION CANCEL ON 27/08/2019
12	19-PZO-003	AKHILA GEORGE	19S1PG-001810	917	10-06-2019	M.Sc.-Zoology	28-08-2019	ADMISSION CANCEL ON 27/08/219

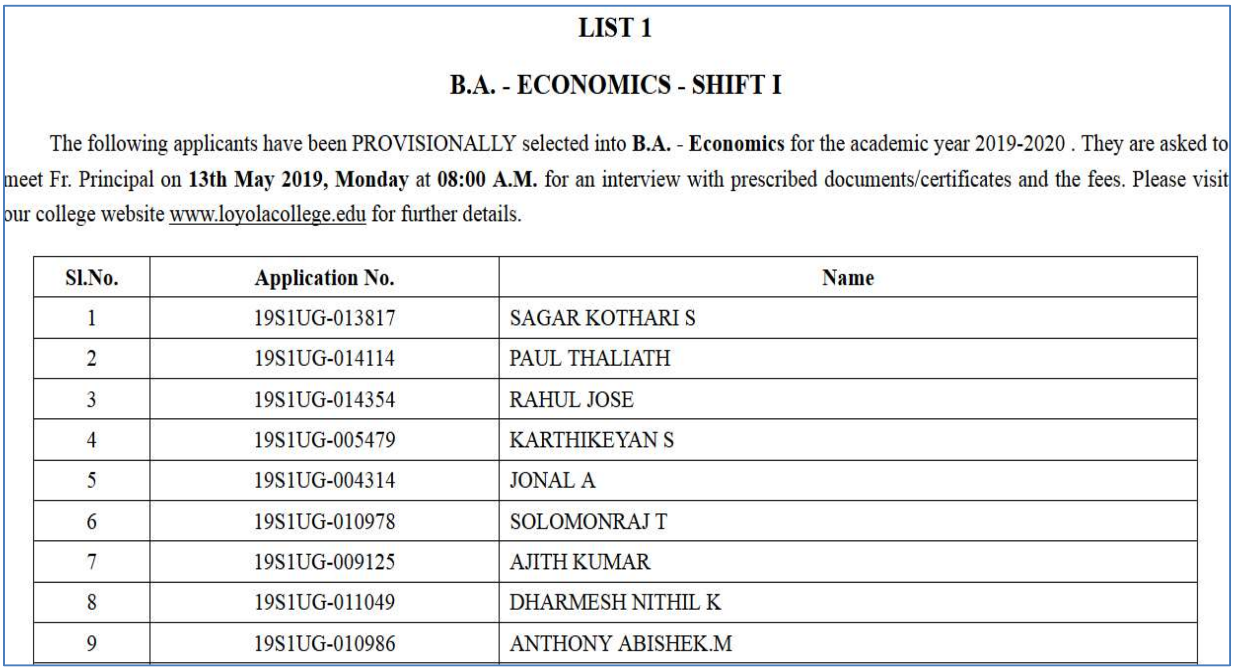
To view Admission Cancellation report follow steps below

1) Select From Date and To Date.

2) Click “Generate” button to view Admission Cancellation Report.

25. Selection List Print

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to print Selection List.
- **Menu Access**
  Main Menu >> Report >> Selection List Print
- **Dependency**
  Selection List



LIST 1

B.A. - ECONOMICS - SHIFT I

The following applicants have been PROVISIONALLY selected into **B.A.** - **Economics** for the academic year 2019-2020 . They are asked to meet Fr. Principal on **13th May 2019, Monday** at **08:00 A.M.** for an interview with prescribed documents/certificates and the fees. Please visit our college website www.loyolacollege.edu for further details.

Sl.No.	Application No.	Name
1	19S1UG-013817	SAGAR KOTHARI S
2	19S1UG-014114	PAUL THALIATH
3	19S1UG-014354	RAHUL JOSE
4	19S1UG-005479	KARTHIKEYAN S
5	19S1UG-004314	JONAL A
6	19S1UG-010978	SOLOMONRAJ T
7	19S1UG-009125	AJITH KUMAR
8	19S1UG-011049	DHARMESH NITHIL K
9	19S1UG-010986	ANTHONY ABISHEK.M

To print Selection List follow steps below

1) Select Selection List.

2) Select Program/Course from the list.

3) Select From Date and To Date.

4) Click “Print Selection List” button to print Selection List.

26. Admission Feedback History

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to view Admission Feedback.
- **Menu Access**
  Main Menu >> Report >> Admission Feedback History
- **Dependency**
  Admission Feedback

Applicant Feedback History

From Date* 01-05-2019 To Date* 24-10-2019

Generate Refresh

Feedback Date	Subject	Feedback Desc	Applicant Name	Replied Date	Reply Desc	Replied By
04-May-2019	Too much information	I request the management of the online application portal to make it simpler and easier to apply for the courses. It is asking for too much information which takes too long to complete. Hoping for the difference. Yours respectfully Shankar vel M	SHANKAR VEL M	05-May-2019	Dear ApplicantThank you for your suggestion.	Rajasekaran S-Administrator
05-May-2019	Attachment file format reg	Please provide option to attach documents in PDF format also.	JEGAN RAJAKUMAR	05-May-2019	Dear ApplicantThank you for your suggestion.	Rajasekaran S-Administrator
05-May-2019	Last date for PG Application	Hello sir What is the last date for UG and PG Application form.	BANSHBAHADUR NAGVANSHI	05-May-2019	Dear ApplicantThe last date for UG 04-05-2019 and for PG 27-05-2019.	Rajasekaran S-Administrator

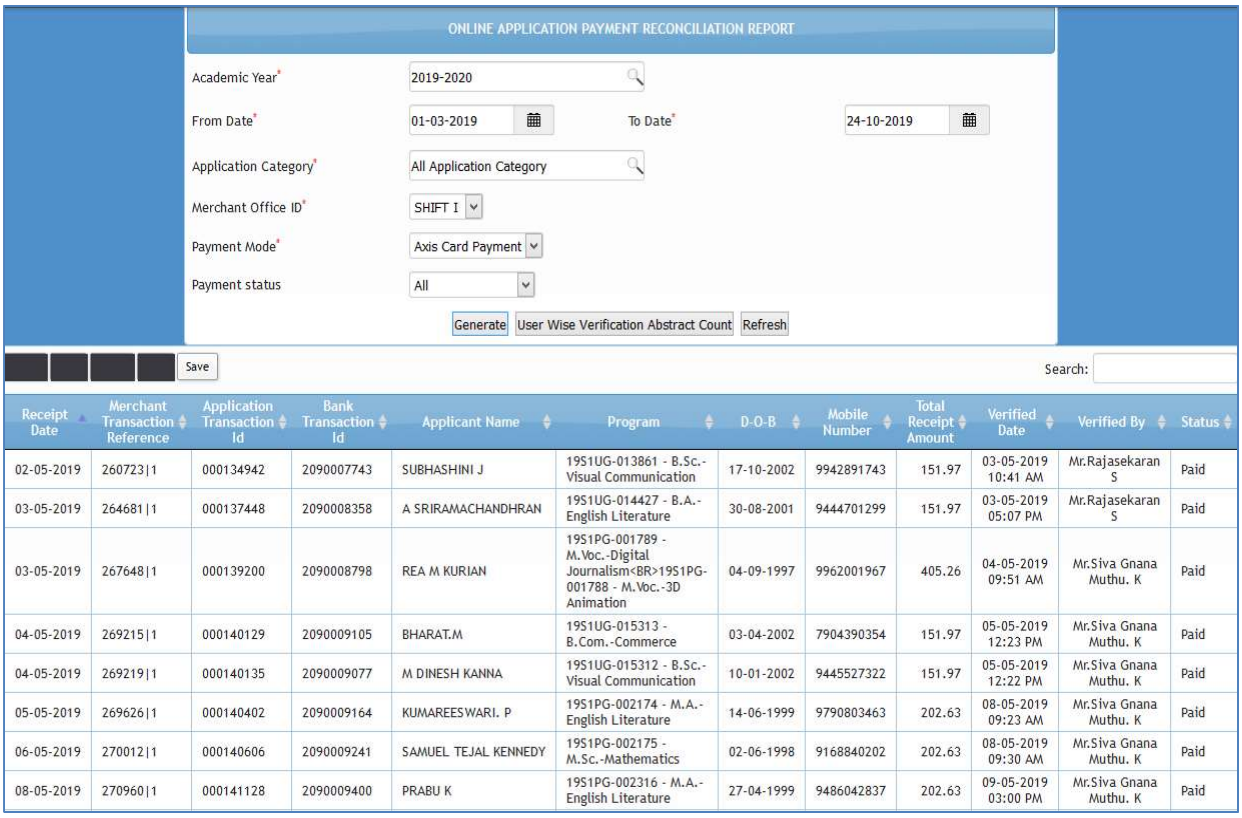
To view Admission Feedback History follow steps below

1) Select From Date and To Date.

2) Click “Generate” button to view Admission Feedback History.

27. Online Payment Verification Report

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to view Online Payment Verification Report.
- **Menu Access**
  Main Menu >> Report >> Online Payment Verification Report
- **Dependency**
  Online Application Payment Verification



Receipt Date	Merchant Transaction Reference	Application Transaction Id	Bank Transaction Id	Applicant Name	Program	D-O-B	Mobile Number	Total Receipt Amount	Verified Date	Verified By	Status
02-05-2019	260723|1	000134942	2090007743	SUBHASHINI J	19S1UG-013861 - B.Sc.-Visual Communication	17-10-2002	9942891743	151.97	03-05-2019 10:41 AM	Mr.Rajasekaran S	Paid
03-05-2019	264681|1	000137448	2090008358	A SRIRAMACHANDHRAN	19S1UG-014427 - B.A.-English Literature	30-08-2001	9444701299	151.97	03-05-2019 05:07 PM	Mr.Rajasekaran S	Paid
03-05-2019	267648|1	000139200	2090008798	REA M KURIAN	19S1PG-001789 - M.Voc.-Digital Journalism 19S1PG-001788 - M.Voc.-3D Animation	04-09-1997	9962001967	405.26	04-05-2019 09:51 AM	Mr.Siva Gnana Muthu. K	Paid
04-05-2019	269215|1	000140129	2090009105	BHARAT.M	19S1UG-015313 - B.Com.-Commerce	03-04-2002	7904390354	151.97	05-05-2019 12:23 PM	Mr.Siva Gnana Muthu. K	Paid
04-05-2019	269219|1	000140135	2090009077	M DINESH KANNA	19S1UG-015312 - B.Sc.-Visual Communication	10-01-2002	9445527322	151.97	05-05-2019 12:22 PM	Mr.Siva Gnana Muthu. K	Paid
05-05-2019	269626|1	000140402	2090009164	KUMAREESWARI. P	19S1PG-002174 - M.A.-English Literature	14-06-1999	9790803463	202.63	08-05-2019 09:23 AM	Mr.Siva Gnana Muthu. K	Paid
06-05-2019	270012|1	000140606	2090009241	SAMUEL TEJAL KENNEDY	19S1PG-002175 - M.Sc.-Mathematics	02-06-1998	9168840202	202.63	08-05-2019 09:30 AM	Mr.Siva Gnana Muthu. K	Paid
08-05-2019	270960|1	000141128	2090009400	PRABU K	19S1PG-002316 - M.A.-English Literature	27-04-1999	9486042837	202.63	09-05-2019 03:00 PM	Mr.Siva Gnana Muthu. K	Paid

To view Online Payment Verification Report follow steps below

1) Select Academic Year from the list.

2) Select From Date and To Date.

3) Select Application Category from the list.

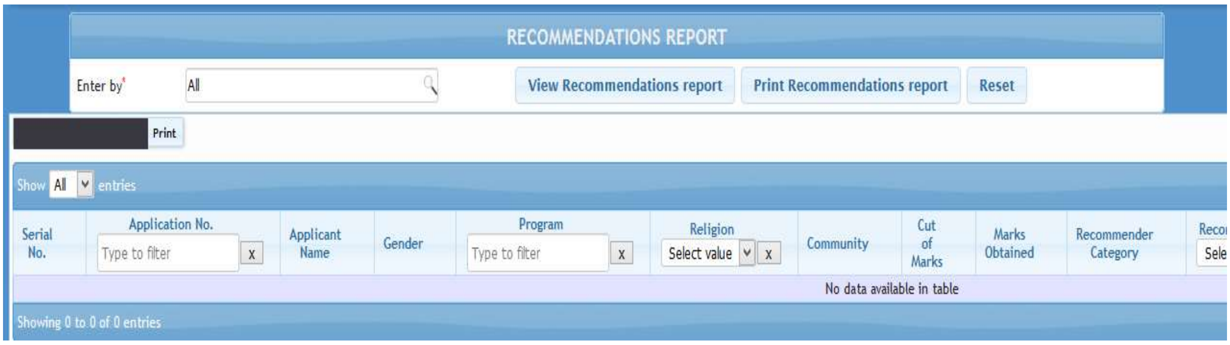
4) Select Merchant Office from the list.

5) Select Payment Mode and Payment Status

2) Click "Generate" button to view Online Payment Verification Report.

28. Application Recommendation Report

- **Intended Audience**
  Admission Coordinator
- **Usage**
  This report is used to view Application Recommendation Report.
- **Menu Access**
  Main Menu >> Report >> Application Recommendation Report
- **Dependency**
  Application Recommendation



To view Application Recommendation Report follow steps below

1) Select From Enter by for the recommendations report.

2) Click "View Recommendation report" button to view the Recommendation Report.

Academic Module

User Manual

Version	**1.0.**
Updated on	**June – 2019**
Released By	**Firstline Infotech Pvt. Ltd., Chennai.**

Contents

Authorization

Role	Name	Signature with date

1. Academic Master

1. Academic Calendar Configuration

- Intended Audience

  Academic Coordinator

- Usage

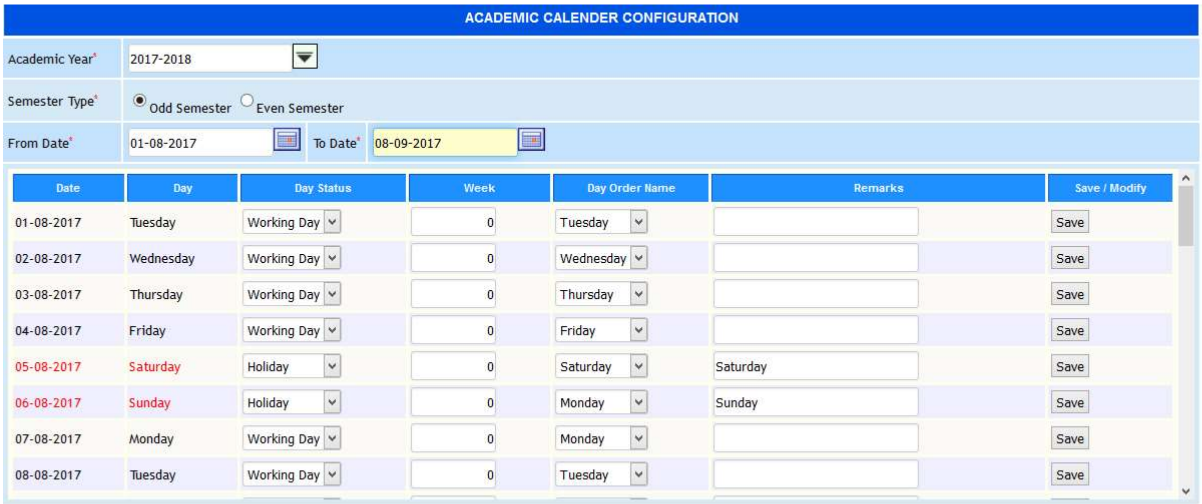
  This master interface used to configure the academic calendar.

- Menu Access

  Main Menu >> Academic >>Master>>Academic Calendar Configuration

- Dependency

  None



ACADEMIC CALENDER CONFIGURATION

Academic Year* 2017-2018

Semester Type* Odd Semester Even Semester

From Date* 01-08-2017 To Date* 08-09-2017

Date	Day	Day Status	Week	Day Order Name	Remarks	Save / Modify
01-08-2017	Tuesday	Working Day	0	Tuesday		Save
02-08-2017	Wednesday	Working Day	0	Wednesday		Save
03-08-2017	Thursday	Working Day	0	Thursday		Save
04-08-2017	Friday	Working Day	0	Friday		Save
05-08-2017	Saturday	Holiday	0	Saturday	Saturday	Save
06-08-2017	Sunday	Holiday	0	Monday	Sunday	Save
07-08-2017	Monday	Working Day	0	Monday		Save
08-08-2017	Tuesday	Working Day	0	Tuesday		Save

Revised Note: We changed Saturday as holiday by default

Remarks	

2. University Master

- Intended Audience

  Academic Coordinator

- Usage

  This master interface records University details.

- Menu Access

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

- Dependency

  None

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 F*

Step 5: Click "Modify" button to update the university details.

3. Regulation Master

- Intended Audience

  Academic Coordinator

- Usage

  This master interface records Regulation details.

- Menu Access

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

- Dependency

  University Master

- Component Details

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.

Step 4: Click "Modify" button to update the Regulation Details .

4. Graduation Type

- Intended Audience

  Academic Coordinator

- Usage

  This master interface records Graduation type details.

- Menu Access

  Main Menu >> Academic >>Master>>Regulation Master >> Graduation Type

- Dependency

None

To make entry follow these steps,

Step 1: Enter Graduation Type required to create.

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

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

5. Branch Master

- Intended Audience

  Academic Coordinator

- Usage

  This master interface records branch details

- Menu Access

  Main Menu >> Academic >>Master>>Regulation Master>> Branch Master

- Dependency

  None

- Component Details

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

Step 5: Cick "Modify" button to update the Branch.

Remarks	

6. Program Pattern Master

- Intended Audience
  Academic Coordinator
- Usage
  This master interface used to create program pattern details.
- Menu Access
  Main Menu >> Academic >>Master>> Program Master >> Program Pattern
- Dependency
  None
- Component Details

PROGRAM PATTERN MASTER

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

Program Description * (Eg : Bachelor of Technology)

Modify Cancel

Sl.No.	Program Pattern Short Name	Program Pattern Description	Can Edit?
1	B.B.A.	Bachelor of Business Administration	No
2	B.C.A.	Bachelor of Computer Application	No
3	B.Com.	Bachelor of Commerce	No

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 .

Step 4: Click"View" button to view the existing programs and to edit the program

Step 5: Click "Modify" button to update the record as in

7. Program Type Master

- Intended Audience

  Academic Coordinator

- Usage

  This interface links program, branch and graduation type together

- Menu Access

  Main Menu >> Academic >>Master>> Program Master >> Program Type Master

- Dependency

  Program master, Branch master and Graduation Type

PROGRAM TYPE MASTER

Program *

Branch*

Graduation Type*

Save View Refresh

SL.No.	Program	Branch	Graduation
1	B.B.A.	Business Administration	U.G.
2	B.C.A.	Computer Applications	U.G.
3	B.Com.	Accounting & Finance	U.G.
4	B.Com.	Bank Management	U.G.
5	B.Com.	Computer Applications	U.G.
6	B.Com.	Corporate Secretaryship	U.G.

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

8. Program Master

- Intended Audience

  Academic Coordinator

- Usage

  This interface used to create programs

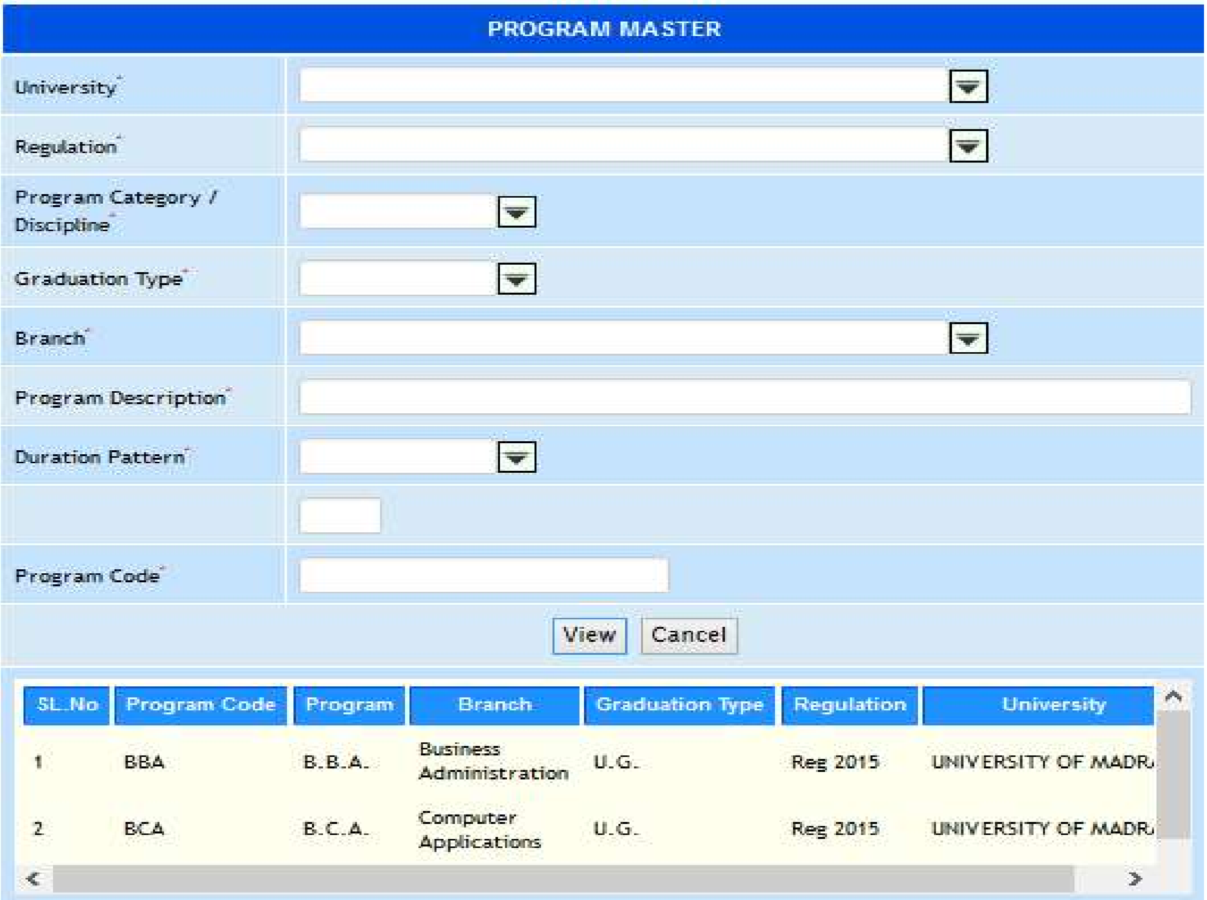
- Menu Access

  Main Menu >> academic >>Master >> Program master >> Program

- Dependency

  University master, Regulation master, Graduation type and Branch Master

- Component Details



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

Step 11: Click "Modify" button to save the modified details in to database.

Remarks	

9. Institution Program

- Intended Audience

  Academic Coordinator

- Usage

  This interface provides program wise access to one or more Institutions.

- Menu Access

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

- Dependency

  Program master, University Master

Institution Programs			
Program Available in University		Program Granted to Institution	
B.Com.-Bank Management	Reg 2015	B.B.A.-Business Administration	Reg 2015
B.Com.-Computer Applications	Reg 2015	B.C.A.-Computer Applications	Reg 2015
B.Com.-Information System Management	Reg 2015	B.Com.-Accounting & Finance	Reg 2015
M.Sc.-Computer Science	Reg 2015	B.Com.-Corporate Secretaryship	Reg 2015
P.G.D-Jainology	Reg 2015	B.Com.-General	Reg 2015
		B.Com.-Honours	Reg 2015
		B.Sc.-Computer Science	Reg 2015
		B.Sc.-Mathematics	Reg 2015
		B.Sc.-Psychology	Reg 2015
		B.Sc.-Visual Communication	Reg 2015
		M.Com.-Accounting & Finance	Reg 2015

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

10. Course Type Master

- Intended Audience

  Academic Coordinator

- Usage

  This master interface records course type details.

- Menu Access

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

- Dependency

  None component

- Component Details

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 data.

11. Course Master

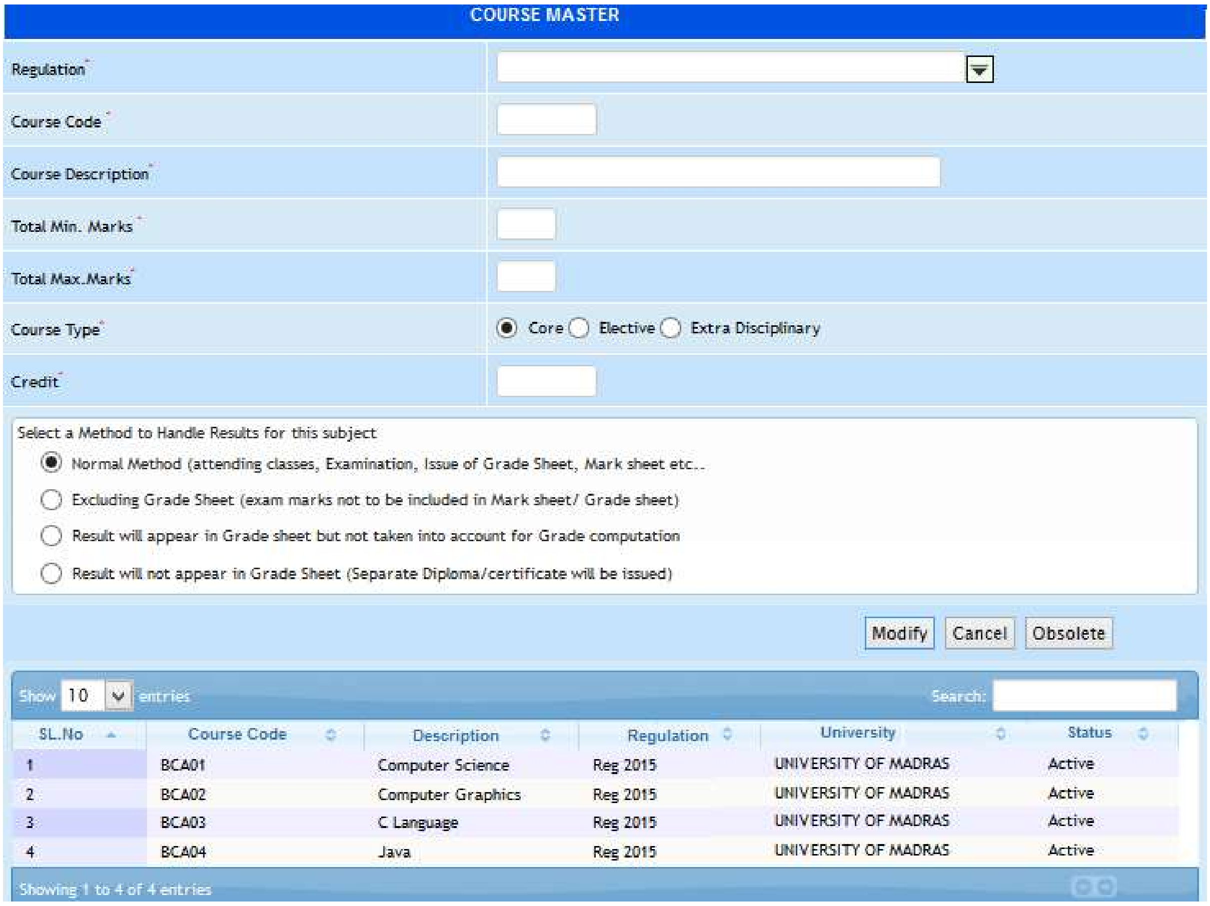
- Intended Audience

  Academic Coordinator
- Usage

  This master interface records course details.
- Menu Access

  Main Menu >> academic >>Master >> academic master >> Course Master
- Dependency

  Regulation Master


COURSE MASTER

Regulation*

Course Code*

Course Description*

Total Min. Marks*

Total Max.Marks*

Course Type* Core Elective Extra Disciplinary

Credit*

Select a Method to Handle Results for this subject

Normal Method (attending classes, Examination, Issue of Grade Sheet, Mark sheet etc..

Excluding Grade Sheet (exam marks not to be included in Mark sheet/ Grade sheet)

Result will appear in Grade sheet but not taken into account for Grade computation

Result will not appear in Grade Sheet (Separate Diploma/certificate will be issued)

Modify Cancel Obsolete

Show 10 entries Search:

SL.No	Course Code	Description	Regulation	University	Status
1	BCA01	Computer Science	Reg 2015	UNIVERSITY OF MADRAS	Active
2	BCA02	Computer Graphics	Reg 2015	UNIVERSITY OF MADRAS	Active
3	BCA03	C Language	Reg 2015	UNIVERSITY OF MADRAS	Active
4	BCA04	Java	Reg 2015	UNIVERSITY OF MADRAS	Active

Showing 1 to 4 of 4 entries

Revised Note : Changed Curriculum Master to Regulation Master in Dependency

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

12. Course Master Details

- Intended Audience

  Academic Coordinator

- Usage

  This master interface links the courses with course types.

- Menu Access

  Main Menu >> academic >>Master >> Academic Master >> Course Master Details

- Dependency

  Course master and Course Type

.To make entry follow step below

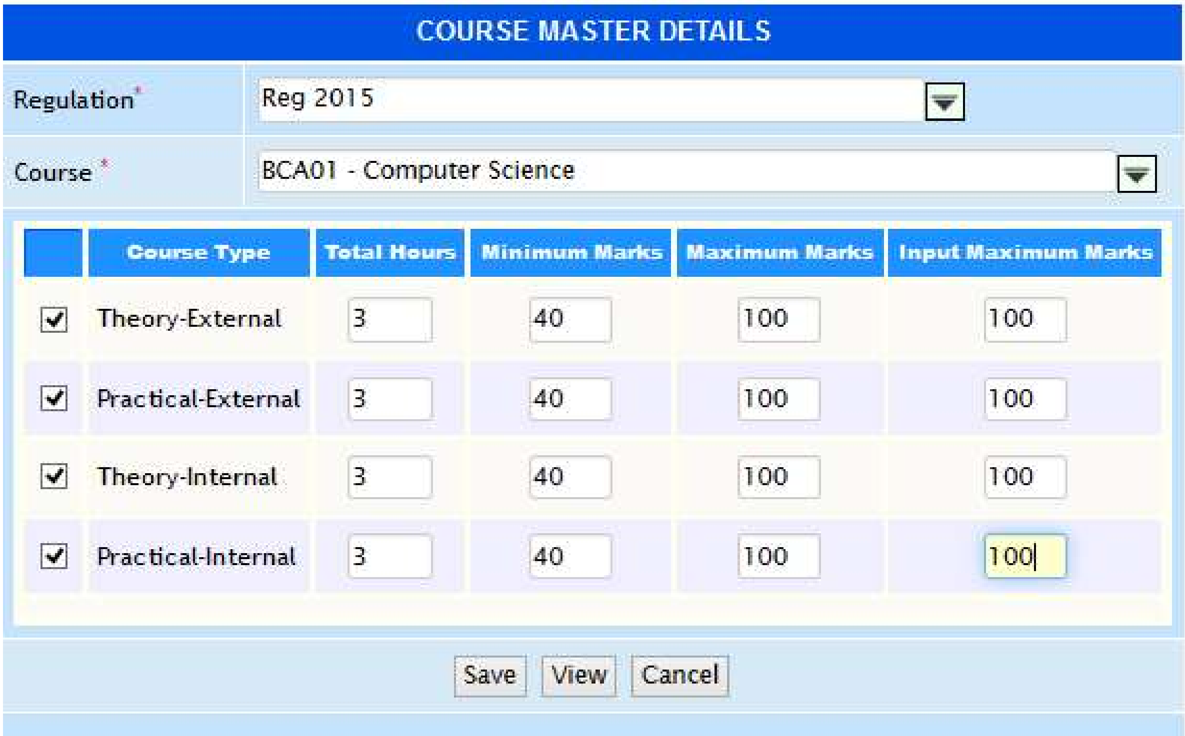
Step 1: Select Regulation from the list

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

Step 3: Click the check Box to selelct 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



Remarks	

13. Program Wise Courses

- Intended Audience

  Academic Coordinator

- Usage

  This master interface links Program and Courses.

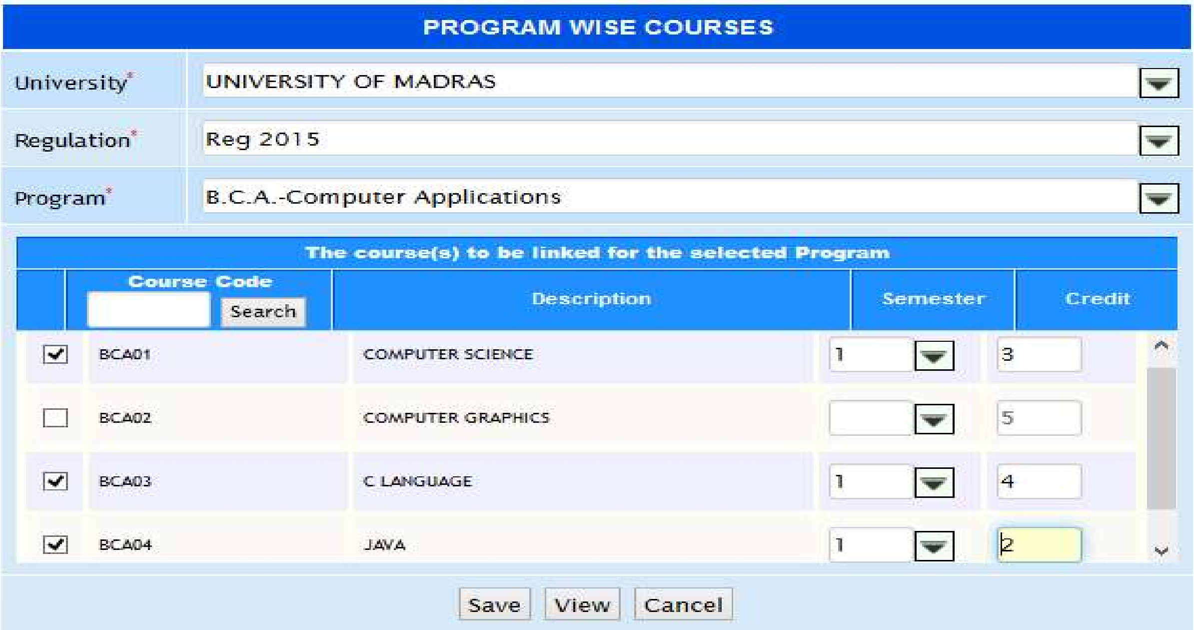
- Menu Access

  Main Menu >> academic>>Master >> academic master >> Program Wise Course

- Dependency

  Regulation Master, Program and Course

- Component fields



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.

14. Section Master

- Intended Audience

  Academic Coordinator

- Usage

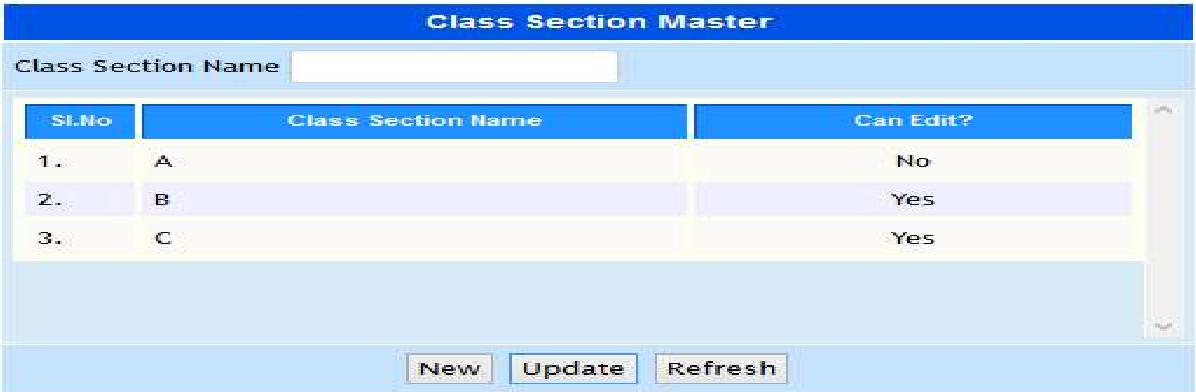
  This interface allows user to create a new class section and modifying existing sections.

- Menu Access

Main Menu >> academic >>Master >> academic master>> Class Section Master

- Dependency

  None



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.

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

c) Edit the Class Section Name.

d) Click “Update” button to complete modification

15. Lab Group

- Intended Audience

  Academic coordinator

- Usage

  This interface allows user to create a new Lab Group.

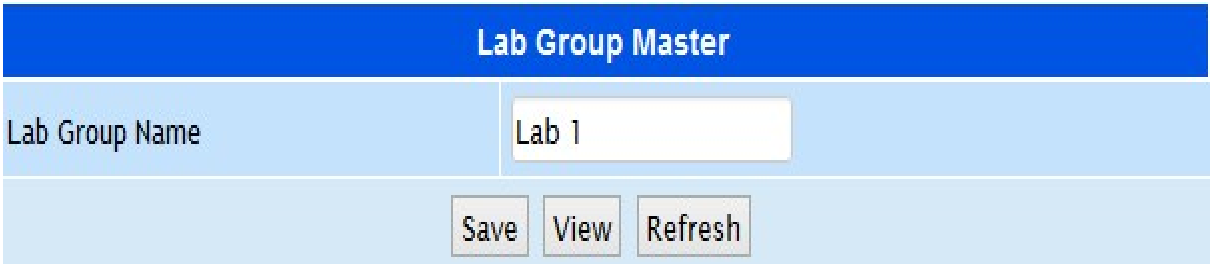
- Menu Access

Main Menu >> Academic >>Master>> Lab Group

- Dependency

  None

- Component Fields



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.

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

c) Edit the Lab Group Name.

d) Click “Update” button to complete modification.

16. Test Component Master

- Intended Audience

  Academic Coordinator

- Usage

  This master interface creates evaluation components.

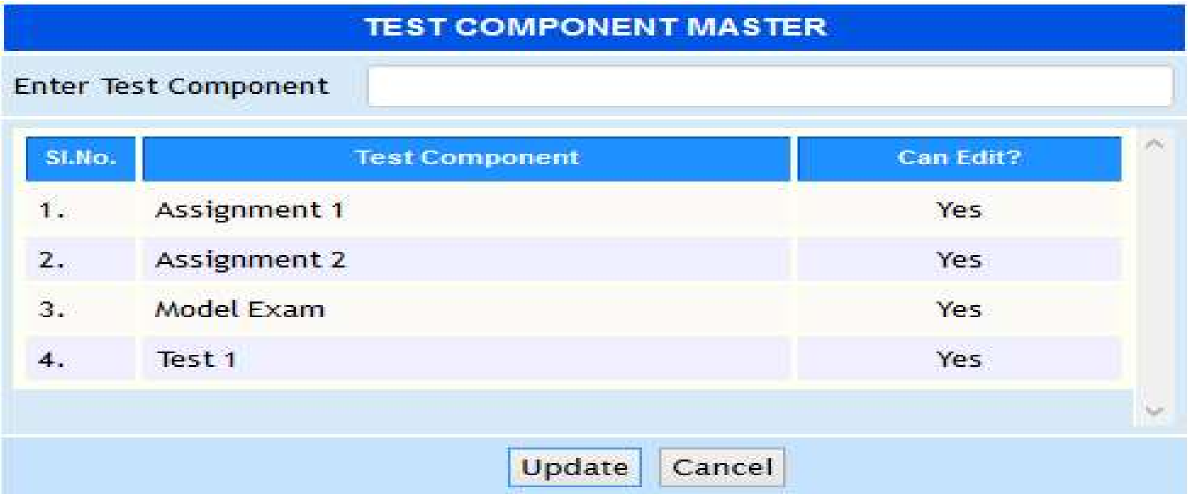
- Menu Access

  Main Menu >> academic >> master>> Test Component Master

- Dependency

  None

- Component Fields



To make entry follow steps below

Step 1: Enter Test Component

Step 2: Click “Save” button to complete the Test Component.

17. Course Wise Test Component

- Intended Audience

  Academic Coordinator

- Usage

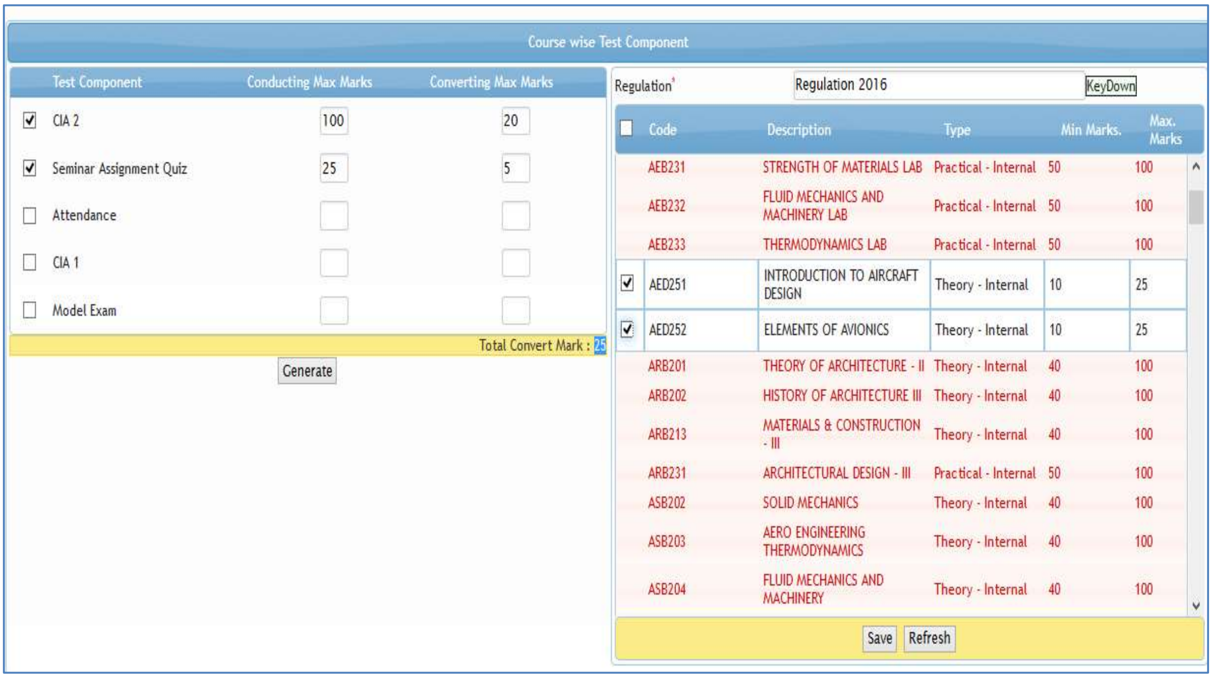
  This interface links Courses and Test Components.

- Menu Access

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

- Dependency

  Course and Test Component



Revised Note: Test Component assigned to multiple Courses at a time.

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 Coursewise Test Components.

18. Multi Course Wise Test Component

- Intended Audience

  Academic Coordinator

- Usage

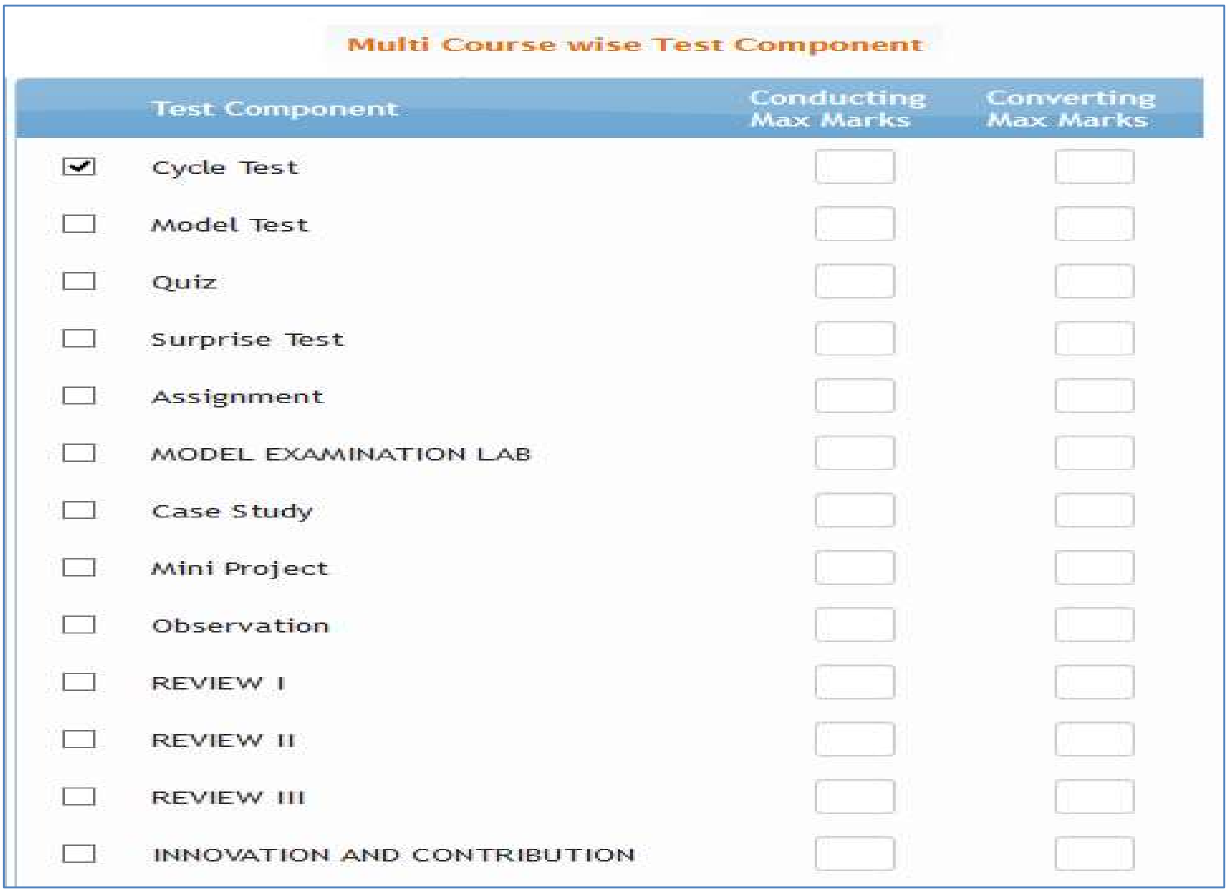
  This interface links Multi Courses and Test Components.

- Menu Access

Main Menu >> academic >> master>> Multi Course Wise Test Component

- Dependency

  Course and Test Component



19. Cancel Course Wise Test Component

- Intended Audience

  Academic Coordinator

- Usage

  This interface used to Cancel Course Wise Test Component.

- Menu Access

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

- Dependency

  Course Wise Test Component

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 Coursewise Test Components

20. Program wise Section

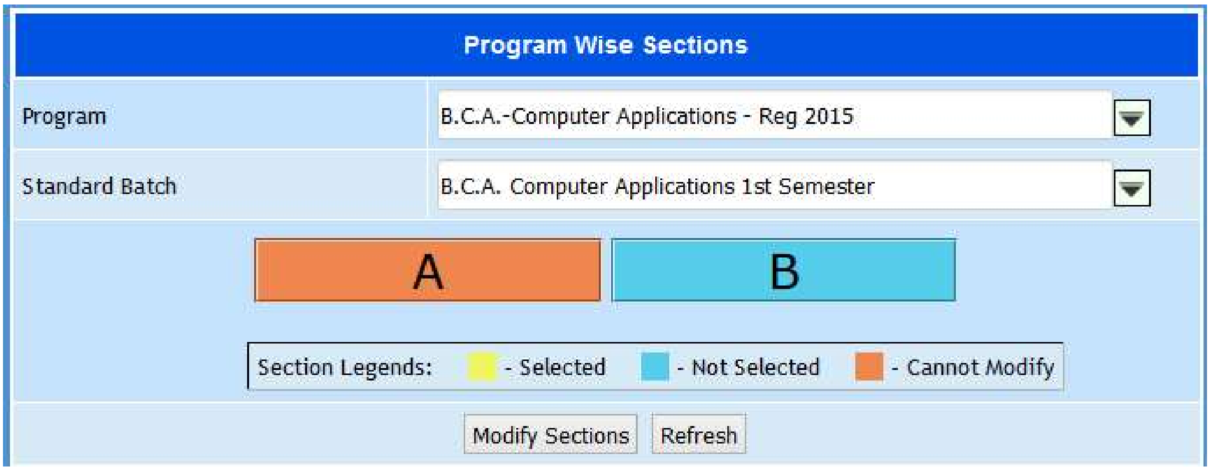
- Intended Audience

  Academic coordinator
- Usage

  This interface links sections to respective programs.
- Menu Access

  Main Menu >> Academic >>Master>> Program wise Sections
- Dependency

  Program, Standard batch master and Section Master



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.

6. Academic Transaction

21. Student Section Allocation

- Intended Audience

  Academic coordinator

- Usage

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

- Menu Access

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

- Dependency

  Program wise section and student master

To allocate students to a program section

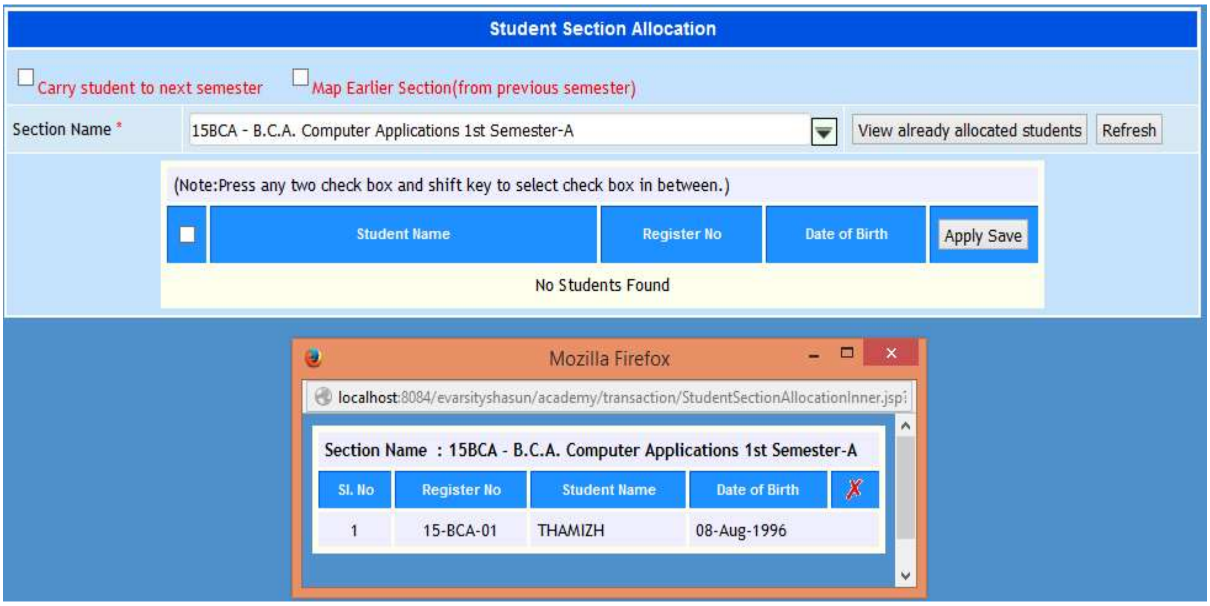
Step1:*click the check box named **carry student to next semester.***

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.*



22. Common Elective Course Registration

- Intended Audience

  Academic coordinator

- Usage

  This interface enables the user to register Common Elective Course.

- Menu Access

  Main Menu >> Academy >>Transaction>> Common Elective Course Registration

- Dependency

  Program wise section and student master

Extra Disciplinary Subject Registration

Program, Semester & Section*	2015 Regulation B.B.A. Bachelor of Business Administration 5th Semester-A
Extra Disciplinary Subject*	BANKING SERVICES AND OPERATIONS

☐	Student Name	Register No
☐	CHICHULA AJAY BABU	3021610002
☐	HRICHA DHUNGEL	3021610003
☐	SNEHLATA KUMARI	3021610004
☐	PRAZWAL GURUNG	3021610006
☐	SANJIT KUMAR GUPTA	3021610008
☐	SURAJ SHAH	3021610009
☐	PRIYA KESHRI	3021610010
☐	REKHA KUMARI PRASAD	3021610011
☐	NIMITA SHARMA	3021610012

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.

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.

23. Section Transfer

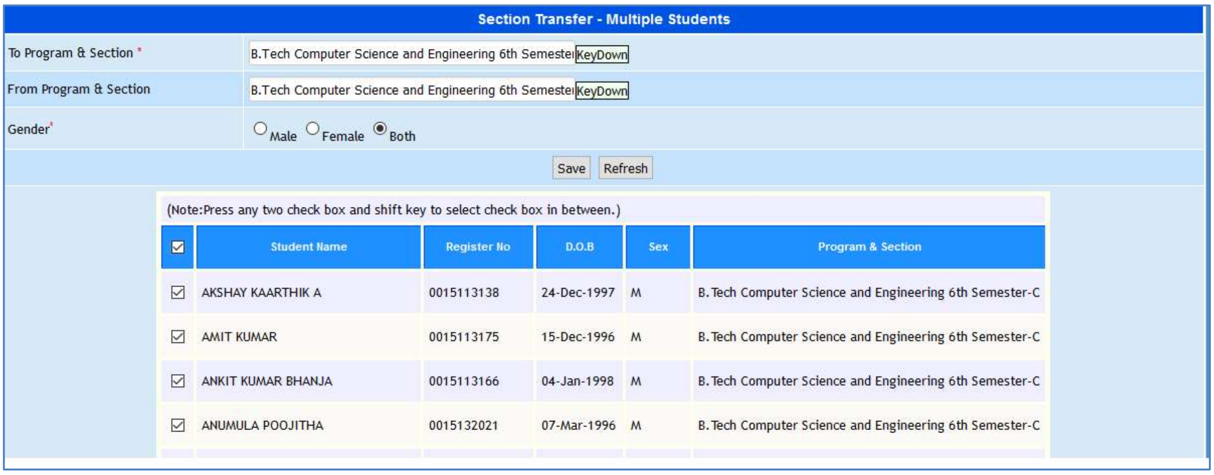
- Intended Audience

  Academic Coordinator
- Usage

  Using this interface, user can transfer the students to the multiple sections.
- Menu Access

  Main Menu >> academic >> Transaction>> Section Transfer
- Dependency

  Program Sections



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.

24. All Staff Profile

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the all staff profile.

- Menu Access

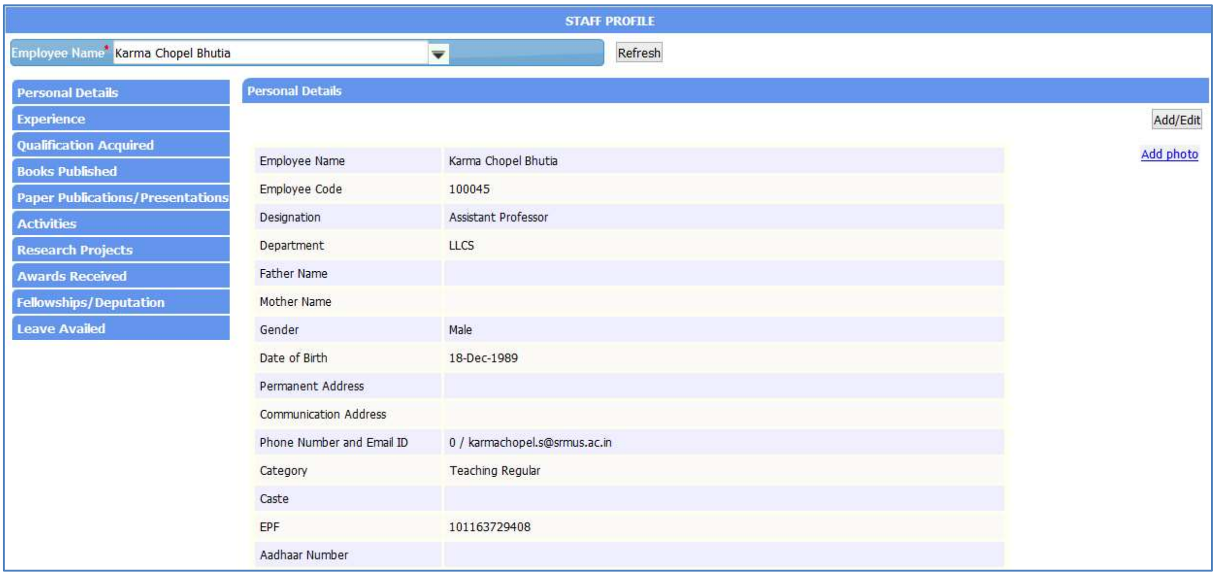
  Main Menu >> academic >> Transaction>> Staff Profile

- Dependency

Employee Master

- Component Fields

Component Id	Caption	Type	Maximum Input Size	Can Select	Can Edit	Can Delete
AM_FR_26_C1	Employee Name	Drop Down		Y	Y	-



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.

25. Class Time Table

- Intended Audience

  Academic Coordinator

- Usage

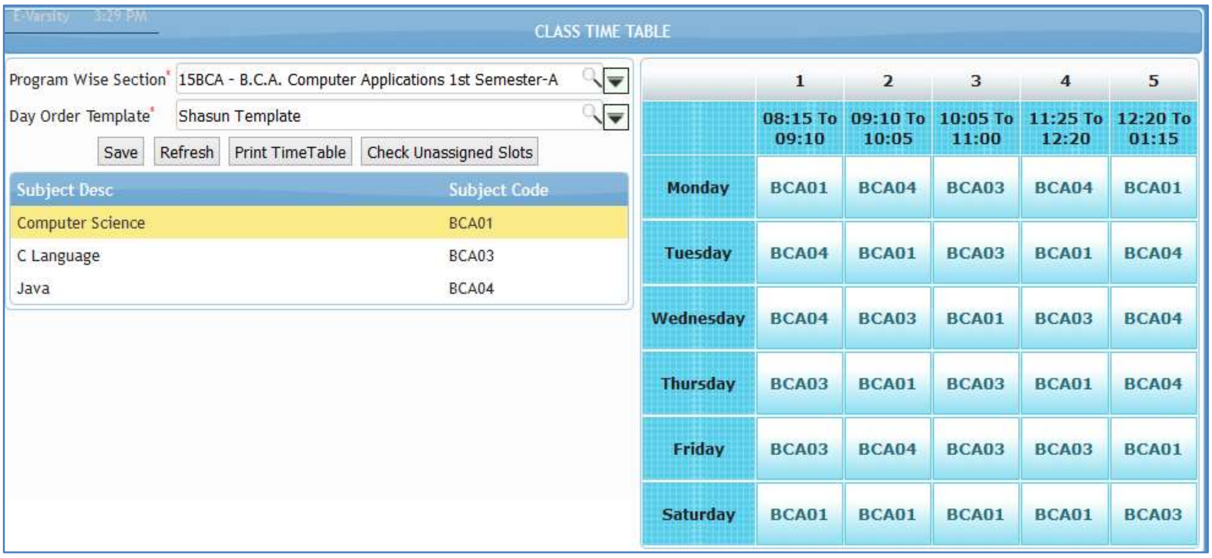
This interface is used to create class time table for the program sections. Credit based restriction also to be checked while creating time table. In Class timetable print, both subject and staff details are displayed in each time slot

- Menu Access

  Main Menu >> academic >> Transaction>> Class Time Table

- Dependency

  Program Sections and Course Master



Revised Note : Changed to new one

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.*

To deselected a cell

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.*

26. Student Courses

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to assign courses to the Student.

- Menu Access

  Main Menu >> academic >> Transaction>> Student wise Courses

- Dependency

  Course Master and Student Wise Section

- Component Details

STUDENT WISE COURSES

Program, Semester & Section' *	B.Tech Electronics and Communication Engineering 4th Semester-B	KeyDown

SL.No.	Register No.	Name of the Student	Course(s)'
1	0016121057	KANDHI VENKATA PRADEEP KUMAR REDDY [09-Jul-1999]	ECB205 - LINEAR INTEGRATED CIRCUITS ECB206 - CONTROL SYSTEMS ECB207 - ANALOG COMMUNICATION ECB233 - LINEAR INTEGRATED CIRCUITS LAB ECB234 - MATLAB AND SIMULINK LAB ECB235 - ANALOG COMMUNICATION LAB MAA204 - RANDOM PROCESSES SSA232 - APTITUDE - II VAC - VALUE ADDED COURSE
2	0016121058	KEERTHIPATI UDAYKUMAR [16-Oct-1998]	ECB205 - LINEAR INTEGRATED CIRCUITS ECB206 - CONTROL SYSTEMS ECB207 - ANALOG COMMUNICATION ECB233 - LINEAR INTEGRATED CIRCUITS LAB ECB234 - MATLAB AND SIMULINK LAB ECB235 - ANALOG COMMUNICATION LAB MAA204 - RANDOM PROCESSES SSA232 - APTITUDE - II VAC - VALUE ADDED COURSE

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.

27. Faculty Courses

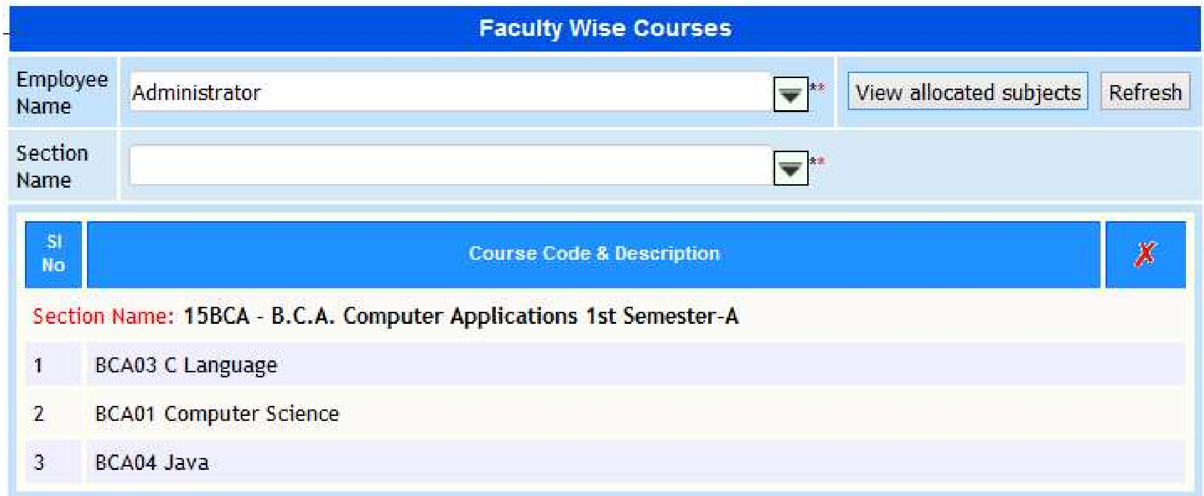
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to assign courses to the Faculty.
- Menu Access

  Main Menu >> academic >> Transaction>> Faculty wise Courses
- Dependency

  Course Master and User wise section authorization
- Component Details



To assign Courses to the Faculty

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.

28. Faculty Time Table

- Intended Audience

  Academic Coordinator

- Usage

This interface is used to create Faculty Time table based on the class time table. In Staff timetable print, both class and subject details are displayed in each time slot

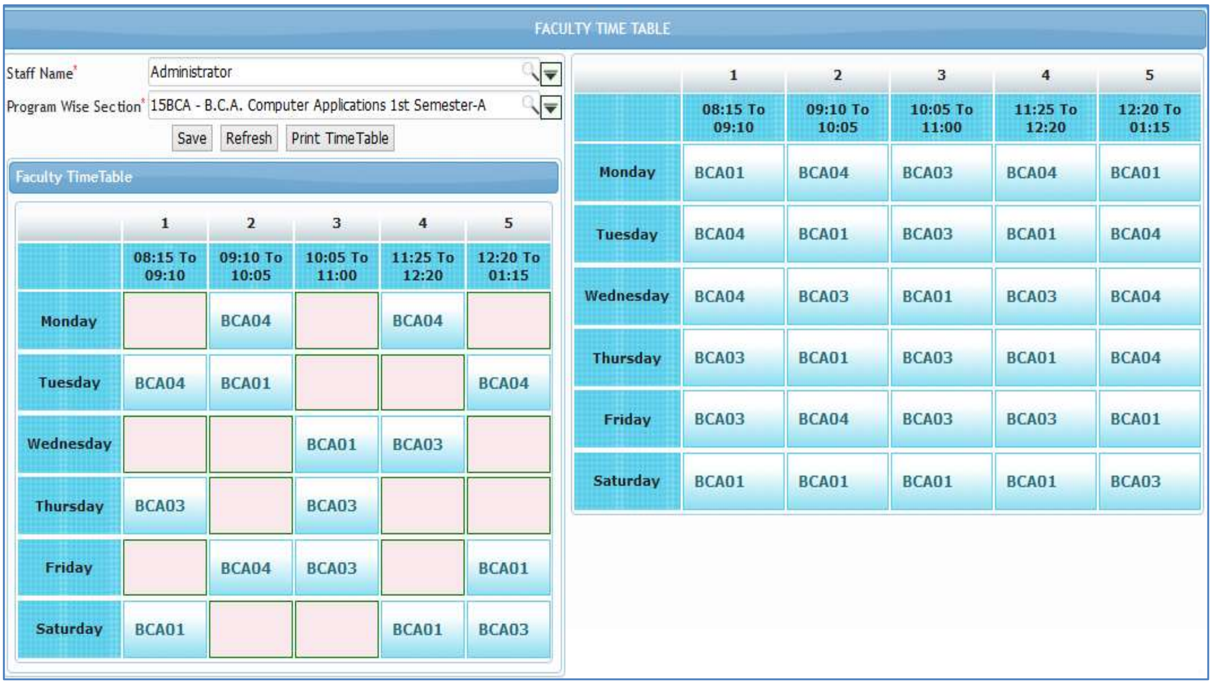
- Menu Access

  Main Menu >> academic >> Transaction>> Faculty Time table

- Dependency

  Class Time Table, Faculty Wise Courses

- Component Details



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.

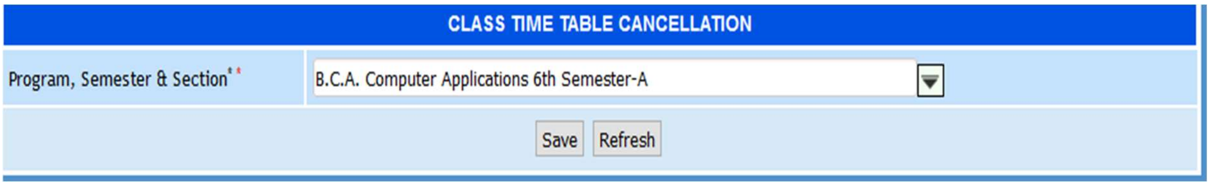
In the timetable, the enabled cell indicates the subjects assigned to the selected staff.

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.

29. Cancel Class Timetable

- Intended Audience
  Academic coordinator
- Usage
  Using this interface, user can cancel time table for the particular faculty.
- Menu Access
  Main Menu >> Academic >>Transaction>>Cancel Class Timetable
- Dependency
  Class Time Table



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.

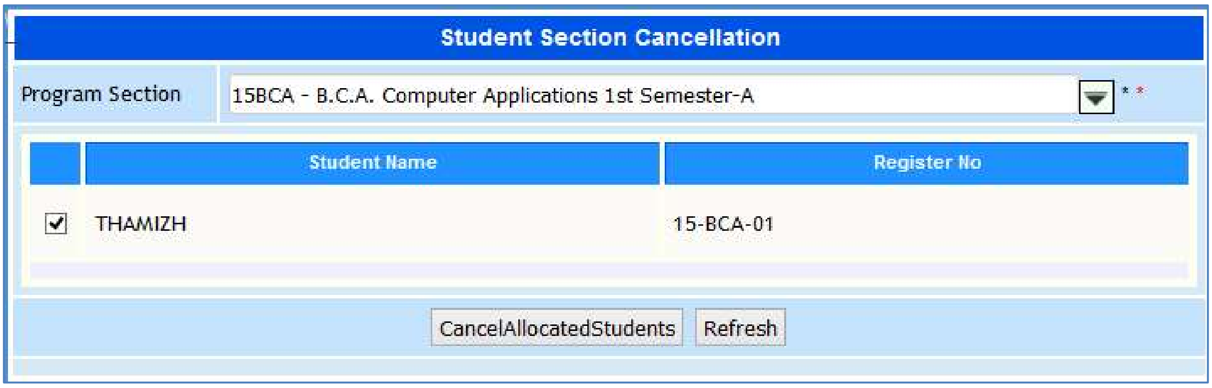
30. Cancel Student Section

- Intended Audience
  Academic coordinator

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

- Menu Access
  Main Menu >> Academic >>Transaction>>Cancel Student Section

- Dependency
  Student Section Allocation



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

31. Program Lab Group

- Intended Audience

  Academic Coordinator

- Usage

  This interface allows user to create Program Section Subject wise Lab Group Master.

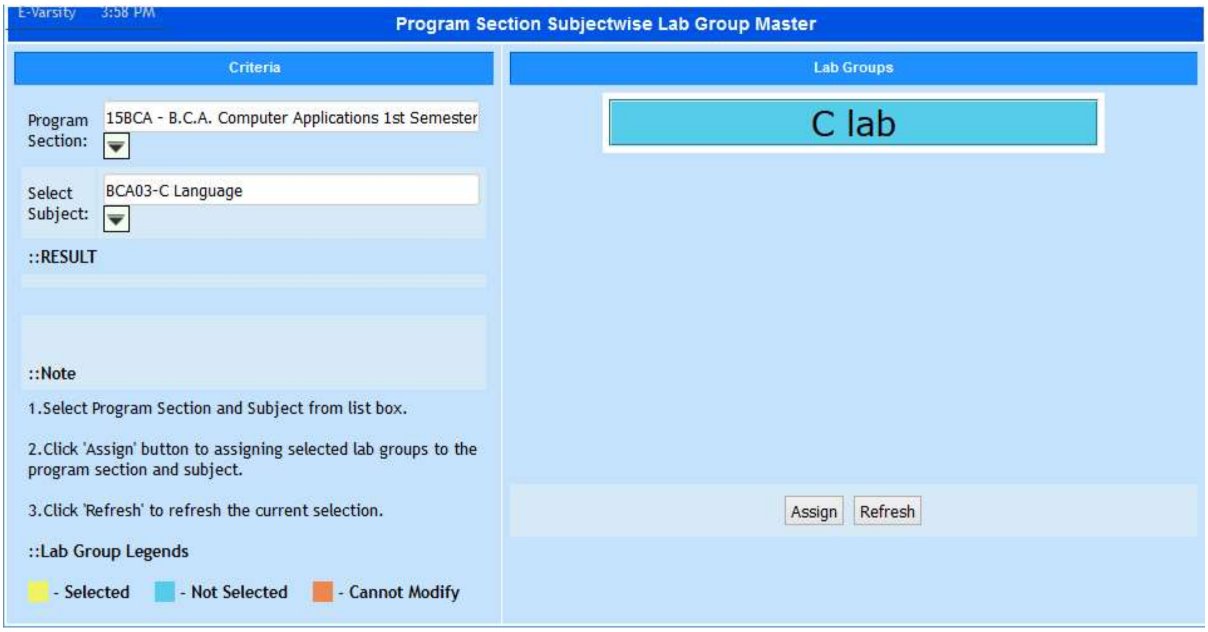
- Menu Access

  Main Menu >> academic >> Transaction>> Program Lab Group Master

- Dependency

  Program Section, Course Master

- Component Fields



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

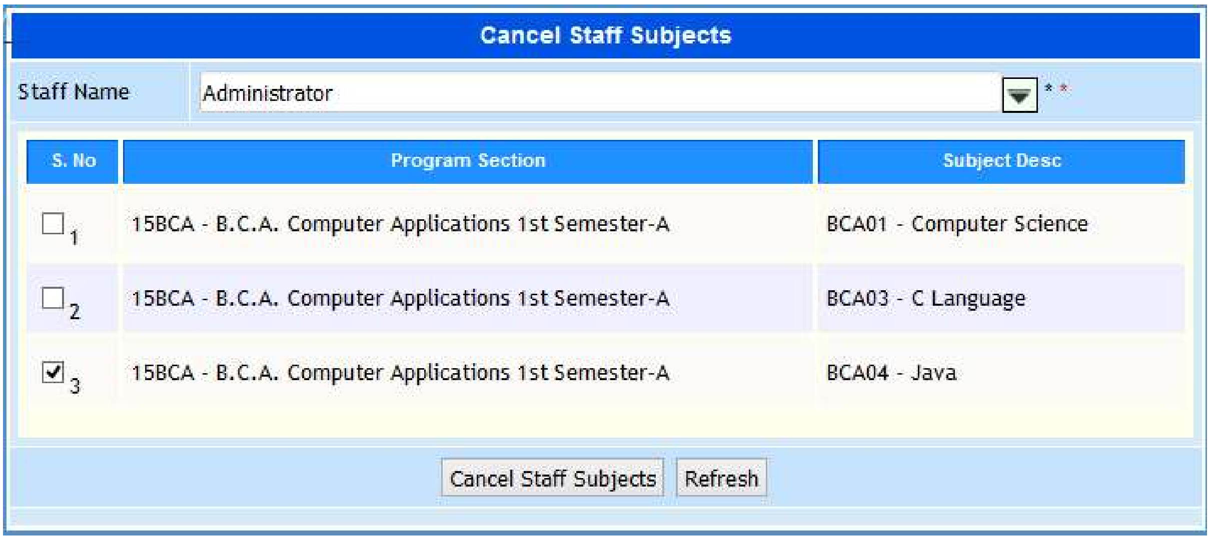
32. Cancel Staff Subjects

- Intended Audience
  Academic coordinator

- Usage
  This interface used to cancel the courses for respective Faculty.

- Dependency
  Faculty Courses

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



To cancel Staff Subjects Follow steps as below

Step 1: Select staff from the list.

Step 2: Select the subjects to cancel.

Step 3: Click “Cancel Staff Subjects” to cancel the staff subjects.

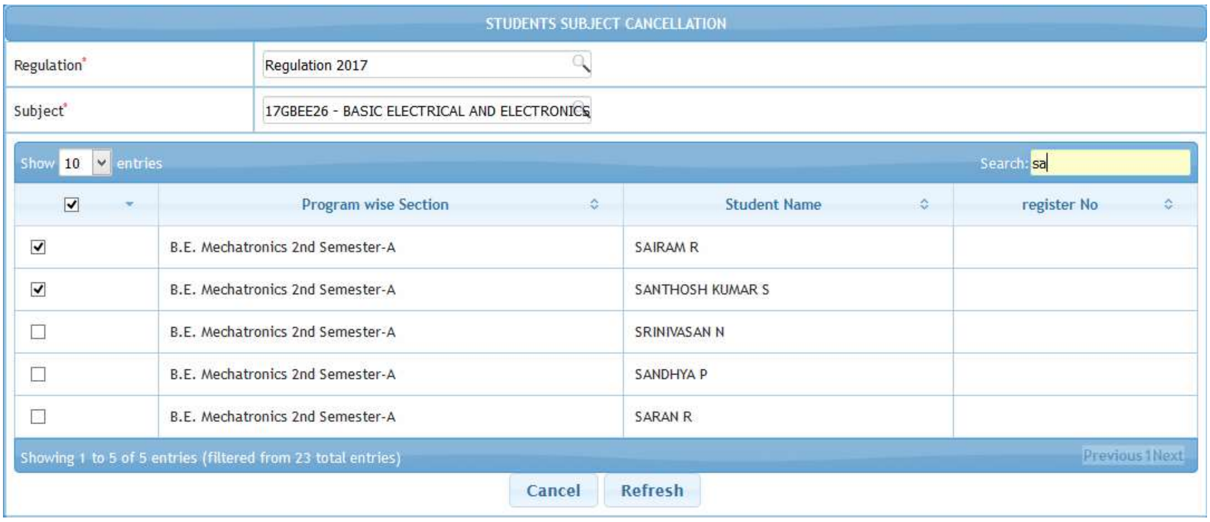
33. Cancel Student Wise Subjects

- Intended Audience
  Academic coordinator

- Usage
  User can cancel the student wise courses for the term.

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

- Dependency
  Student Course



To cancel Student Subjects Follow steps as below

Step 1: Select Regulation from the list.

Step 2: Select Subject from the list for cancellation.

Step 3: Select the student for the selected subject.

Step4: Click “Cancel” button to cancel the student wise subjects.

34. Lab Group Students

- Intended Audience

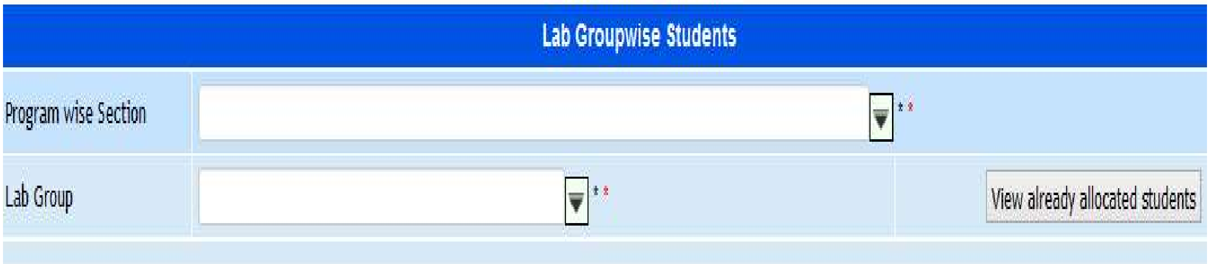
  Academic Coordinator

- Usage
  This interface is used to link Program wise Section with Lab Group.

- Menu Access

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

- Dependency
  Lab Master



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.*

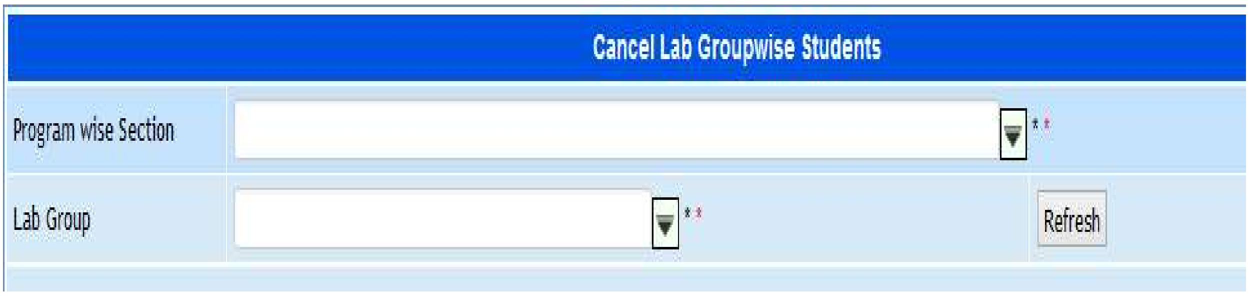
35. Cancel Lab Group Students

- Intended Audience
  Academic Coordinator

- Usage
  This interface is used to cancel Lab Group Students

- Menu Access
  Main Menu >> Academic >> Transaction>>Cancel Lab Group Students

- Dependency
  Lab Master



To cancel Lab Groupwise 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: Click "Cancel "button to cancel the Groupwise Students.

36. Attendance Entry

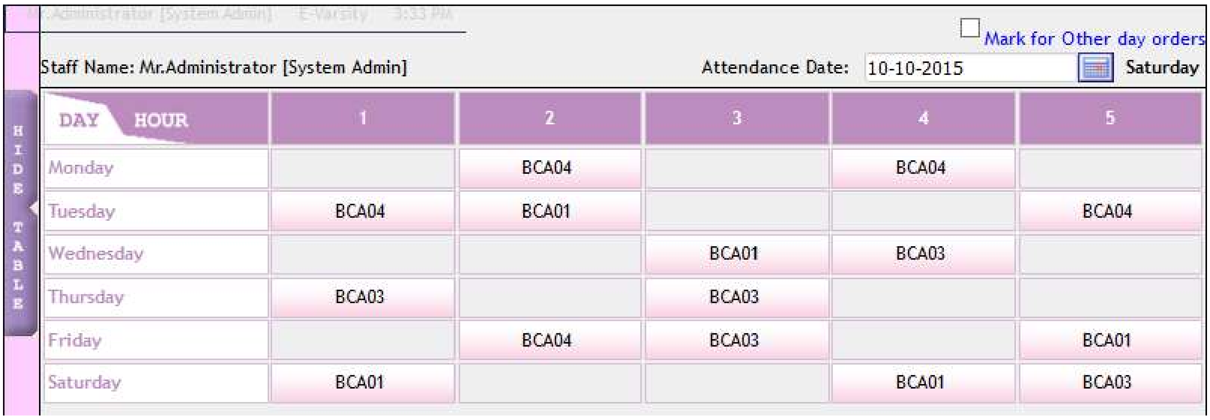
- Intended Audience

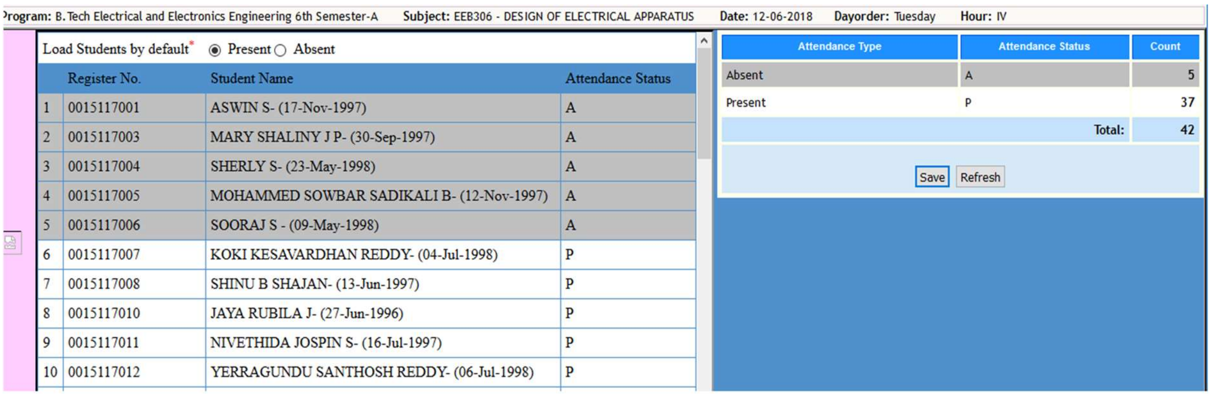
  Faculty
- Usage

  Concerned teaching faculty can mark their student attendance for their appropriate session. Possible options for marking attendance are Present / Absent / Late (to be considered as present, Report to be generated for late comers). Long Absentees report to be generated. Absentee SMS to be generate automatically for the absentee students.
- Menu Access

  Main Menu >> Academy >> Transaction >> Attendance Entry
- Dependency

  Student wise courses, Student section allocation and Class timetable
- Component Fields





To make Attendance Entry follow steps below

Step1: Select the Attendance Date.

Step2: Select the period for attendance.

Step3: Select the students for absent, by default all students would display as present.

Step4: Click "Save" button to complete the Attendance Entry.

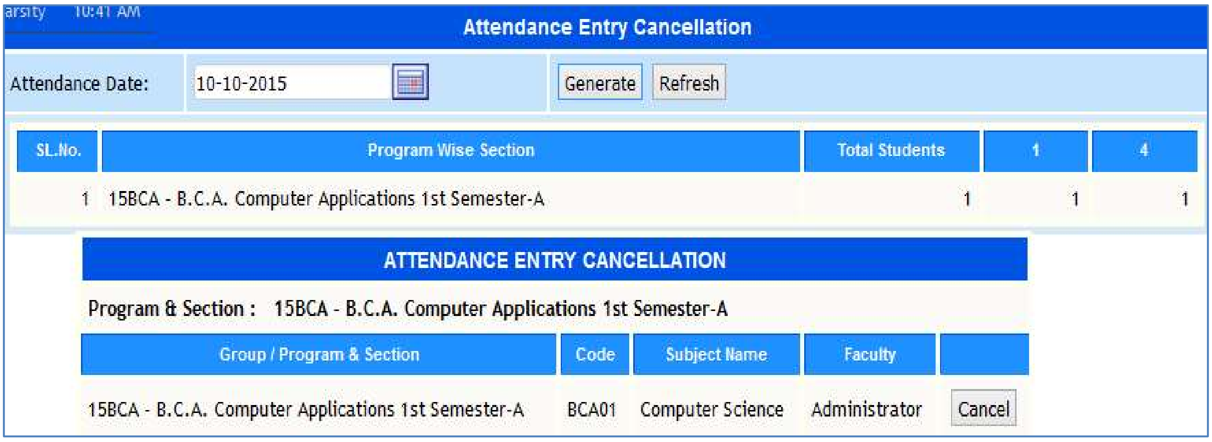
37. Cancel Attendance Entry

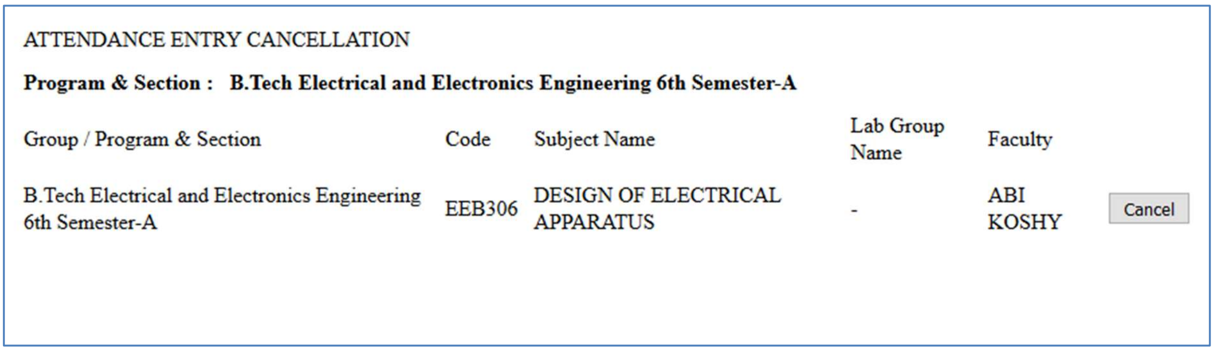
- Intended Audience
  Academic coordinator

- Usage
  This interface used to cancel the students attendance entry.

- Menu Access
  Main Menu >> Academic>> Transaction >> Attendance Entry Cancellation

- Dependency
  Attendance Entry





To cancel Attendance Entry follow steps below

Step1: Select the Attendance Date.

Step2: Click "Generate" button to display the programwise section students.

Step3: Select the programwise section for which the attendance to be cancel.

Step4: Click "Cancel" button to cancel the Attendance Entry.

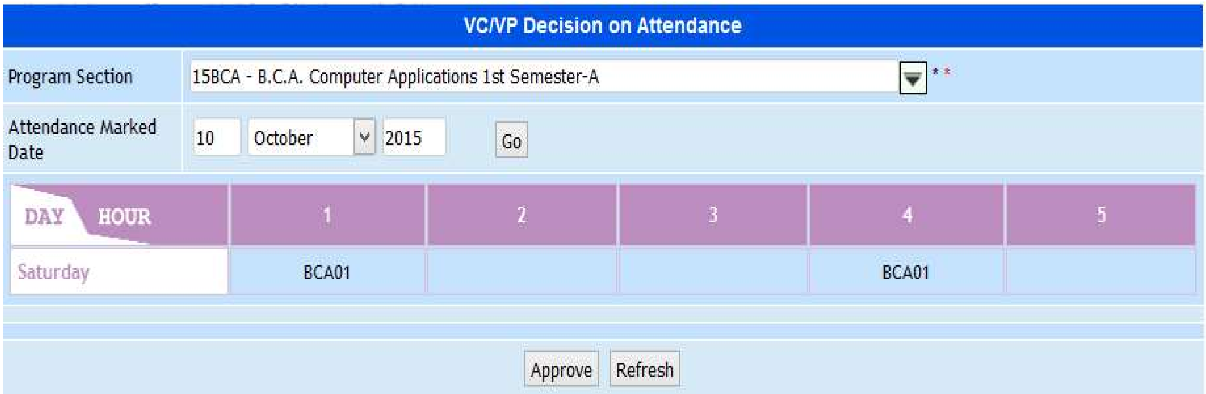
38. Decision on Attendance

- Intended Audience
  Academic coordinator

- Usage
  This interface used to approve the students attendance entry by VC/VP.

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

- Dependency
  Attendance Entry, Program Selection.



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.*

39. Delegation Entry

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to delegate one staff attendance data entry to another staff by the HOD/Academic Coordinator.

- Menu Access

  Main Menu >> academic >> Transaction>> Delegation Entry

- Dependency

  Faculty Timetable and Employee Master

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]

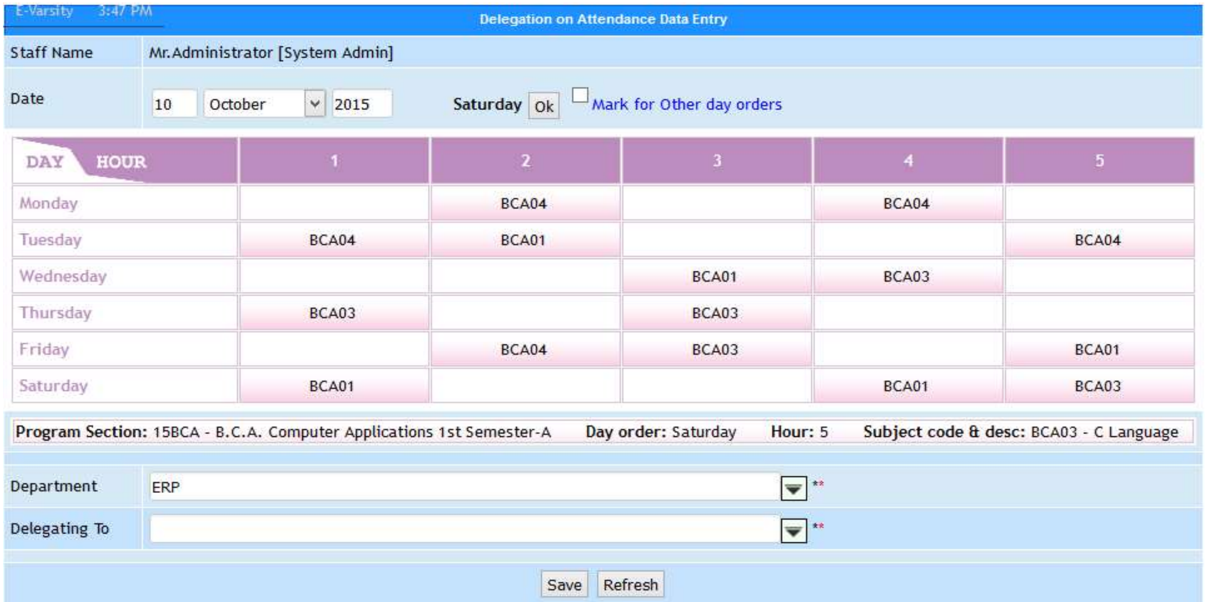
Step 2: Click on the 'Ok' button to change the day order displayed appropriate to the changed attendance date.

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 delegate.

Step 5: Select the Delegating To staff from the list

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



40. Delegation Entry by HOD

- Intended Audience

  Academic Coordinator

- Usage

  This interface allows user to create a Delegation Entry by HOD.

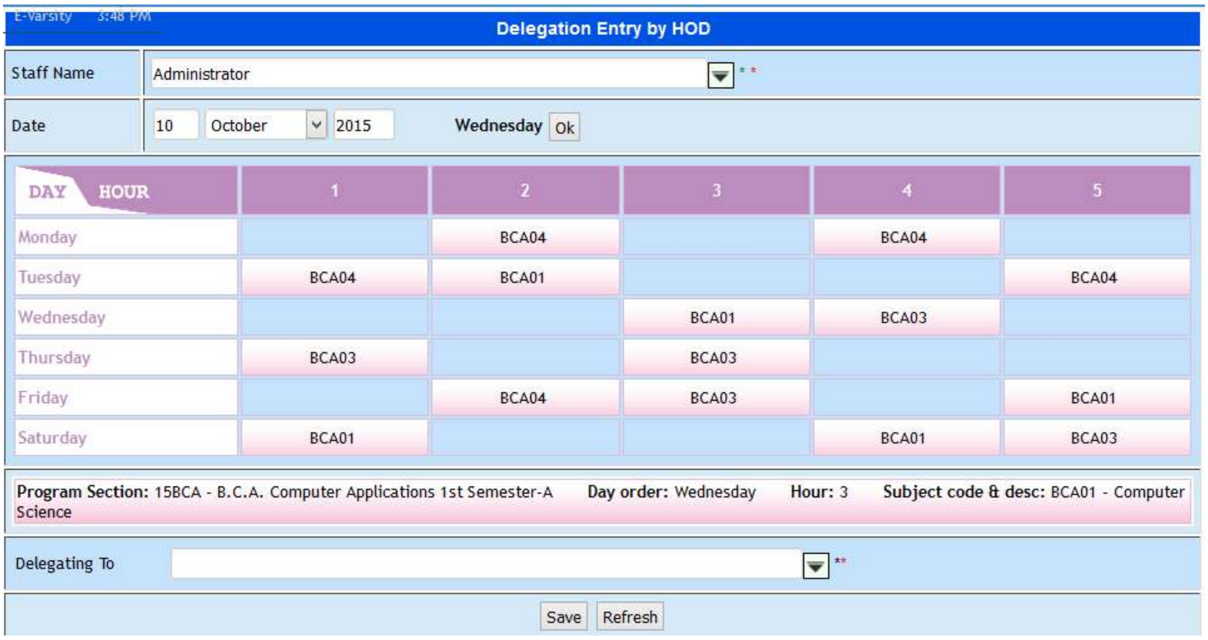
- Menu Access

  Main Menu >> academic >> Transaction>> Delegation Entry by HOD

- Dependency

  Faculty Timetable and Employee Master

- Component Details



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 dattendance 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.*

41. Delegation Approval

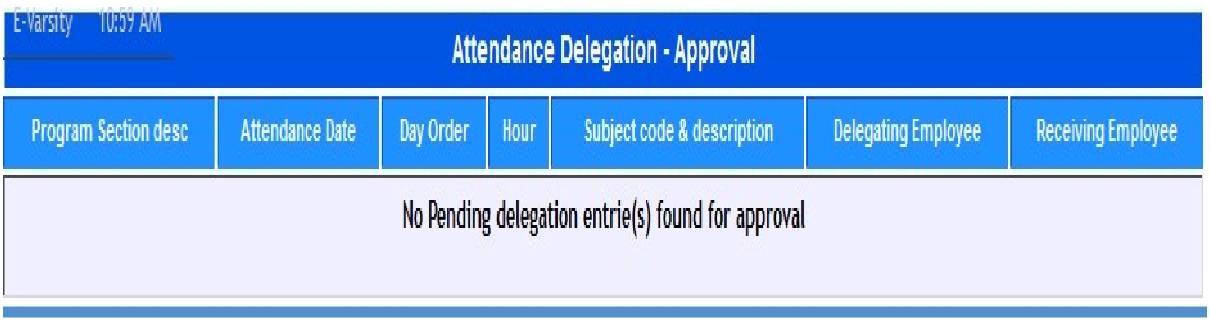
- Intended Audience
  Academic coordinator

- Usage
  This interface used to approve the delegation entry.

- Menu Access
  Main Menu >> Academic>> Transaction >> Delegation Approval

- Dependency
  Delegation Entry

- Component Details



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.*

42. Missing Attendance Details Entry

- Intended Audience

  Academic Coordinator

- Usage

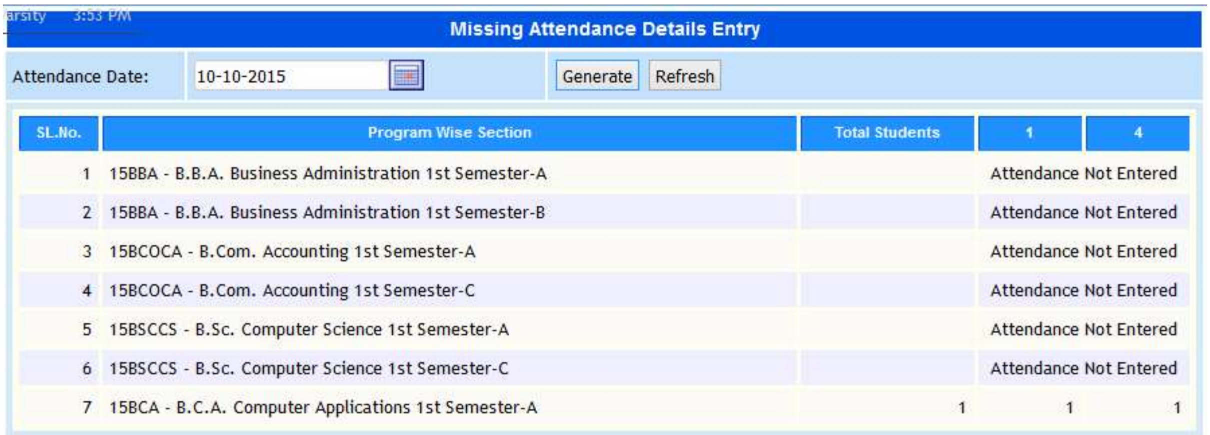
This interface allows user to enter the missing attendance details.

- Menu Access

  Main Menu >> academic >> Transaction>> Missing Attendance Details Entry

- Dependency

  Attendance Entry



Missing Attendance Details Entry

Attendance Date: 10-10-2015 Generate Refresh

SL.No.	Program Wise Section	Total Students	1	4
1	15BBA - B.B.A. Business Administration 1st Semester-A		Attendance Not Entered	
2	15BBA - B.B.A. Business Administration 1st Semester-B		Attendance Not Entered	
3	15BCOCA - B.Com. Accounting 1st Semester-A		Attendance Not Entered	
4	15BCOCA - B.Com. Accounting 1st Semester-C		Attendance Not Entered	
5	15BSCCS - B.Sc. Computer Science 1st Semester-A		Attendance Not Entered	
6	15BSCCS - B.Sc. Computer Science 1st Semester-C		Attendance Not Entered	
7	15BCA - B.C.A. Computer Applications 1st Semester-A	1	1	1

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.

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.

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

43. Absentee SMS

- Intended Audience

  Academic coordinator

- Usage

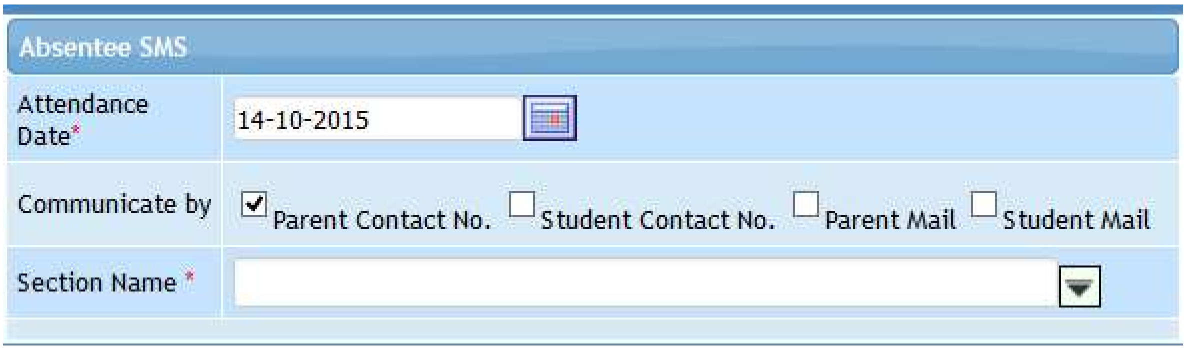
  This interface used to send SMS to absentee and long absentee list of students.

- Menu Access

  Main Menu >> Academic>> Transaction >> Absentee SMS

- Dependency
  Program Sections

- Component Details



To send Absentee SMS follow steps below

Step 1: Select the Attendance Date.

Step 2: Select the option Communicate by for the selected date.

Step 3: Select the section Name from the list.

Step 4: Click “Send SMS” button to send sms for the absentee students.

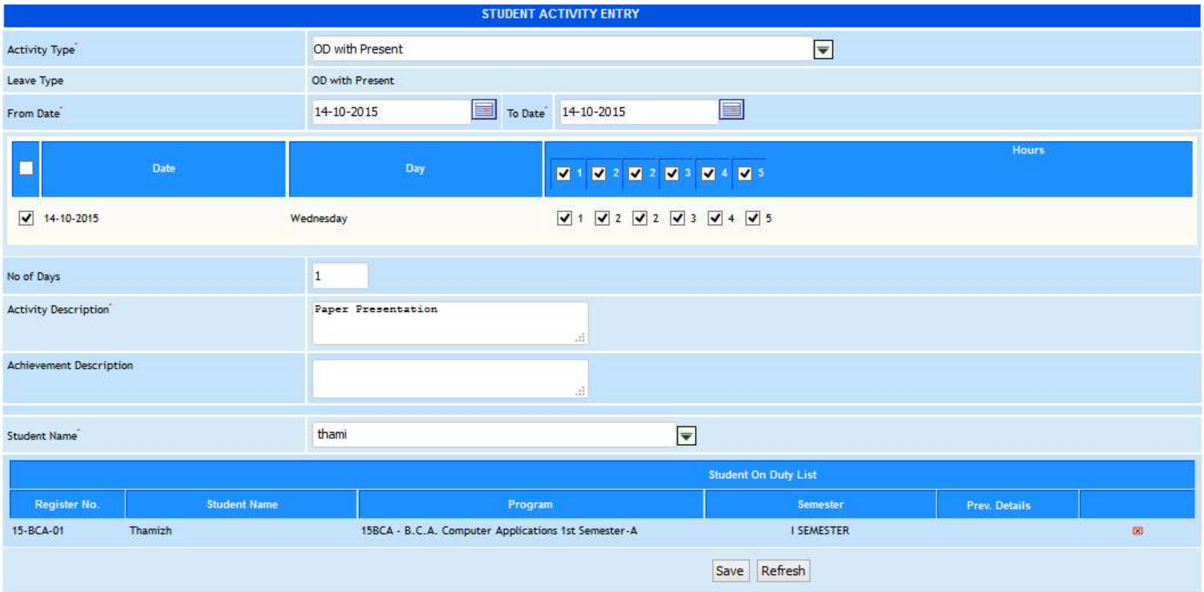
44. Student Activity Entry

- Intended Audience
  Academic coordinator

- Usage
  This interface enables user to record Student Activity Entry.

- Menu Access
  Main Menu >> Academic>> Transaction >> Student Activity Entry

- Dependency
  Activity Type, Leave type



Revised Note : Added Activity type like Technical OD , Other OD and Sports OD

To make entry follow steps below

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.

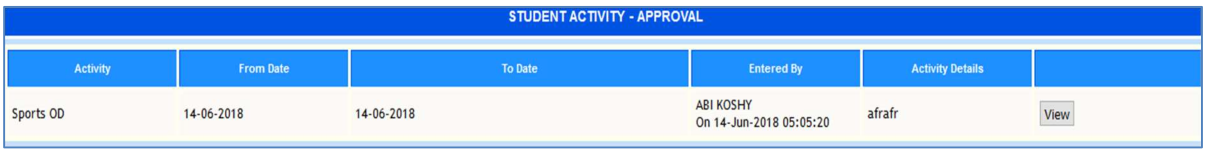
45. Student Activity - Approval

- Intended Audience
  Academic coordinator

- Usage
  This interface used to approve the entered student activities.

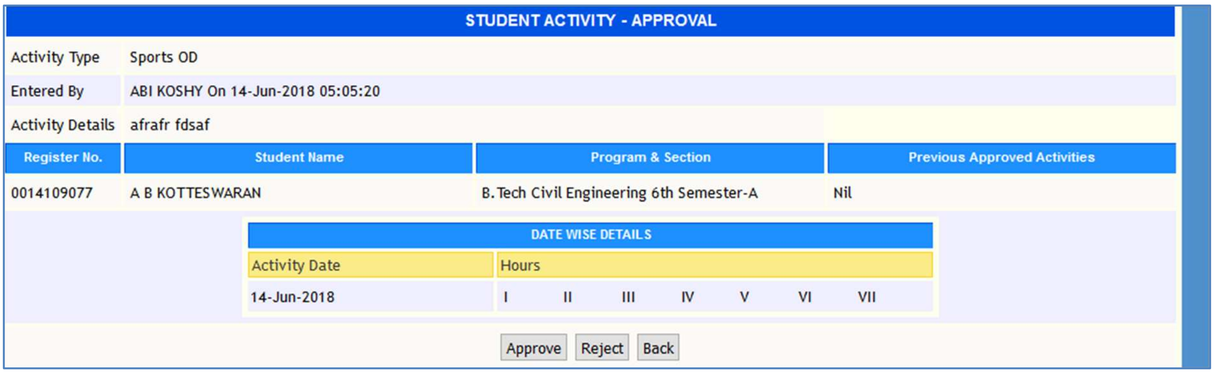
- Menu Access
  Main Menu >> Academic>> Transaction >> Student Activity - Approval

- Dependency
  Student Activity Entry



STUDENT ACTIVITY - APPROVAL

Activity	From Date	To Date	Entered By	Activity Details	
Sports OD	14-06-2018	14-06-2018	ABI KOSHY On 14-Jun-2018 05:05:20	afrafr	View



To approve the student Activity follow steps below

Step 1: Select the record waiting for student activity approval.

Step 2: Click "Approve" button to approve the Student Activity.

46. Internal Mark Entry

- Intended Audience
  Academic coordinator

- Usage
  This interface used to enter the internal marks of the students.

- Menu Access
  Main Menu >> Academic>> Transaction >> Internal Mark Entry

- Dependency
  Test Component

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.

47. Internal Mark Modification

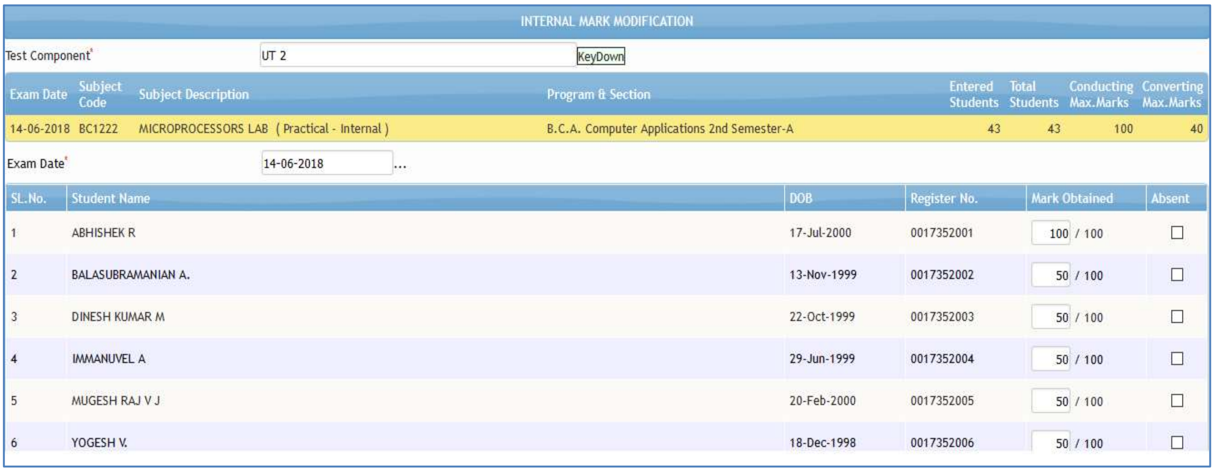
- Intended Audience
  Academic coordinator

- Usage
  This interface used to modify the internal marks of the students.

- Menu Access
  Main Menu >> Academic>> Transaction >> Internal Mark Modification

- Dependency
  Test Component, Internal mark entry

- Component Details



INTERNAL MARK MODIFICATION

Test Component* UT 2 KeyDown

Exam Date	Subject Code	Subject Description	Program & Section	Entered Students	Total Students	Conducting Max.Marks	Converting Max.Marks
14-06-2018	BC1222	MICROPROCESSORS LAB (Practical - Internal)	B.C.A. Computer Applications 2nd Semester-A	43	43	100	40

Exam Date* 14-06-2018 ...

SL.No.	Student Name	DOB	Register No.	Mark Obtained	Absent
1	ABHISHEK R	17-Jul-2000	0017352001	100 / 100	☐
2	BALASUBRAMANIAN A.	13-Nov-1999	0017352002	50 / 100	☐
3	DINESH KUMAR M	22-Oct-1999	0017352003	50 / 100	☐
4	IMMANUVEL A	29-Jun-1999	0017352004	50 / 100	☐
5	MUGESH RAJ V J	20-Feb-2000	0017352005	50 / 100	☐
6	YOGESH V.	18-Dec-1998	0017352006	50 / 100	☐

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.

48. Internal Mark Cancellation

- Intended Audience
  Academic coordinator

- Usage
  This interface used to cancel the internal marks of the students.

- Menu Access
  Main Menu >> Academic>> Transaction >> Internal Mark Cancellation

- Dependency
  Internal Mark Entry

Internal Mark Cancellation

Program Section	B.C.A. Computer Applications 2nd Semester-A	KeyDown
Subjects	BC1222 - MICROPROCESSORS LAB	KeyDown Regulation 2017
Test Component	UT 2	KeyDown
Exam Date		

Sl No	Student Name	DOB	Register No.	Mark Obtained
1	ABHISHEK R	17-07-2000	0017352001	100 / 100
2	BALASUBRAMANIAN A.	13-11-1999	0017352002	50 / 100
3	DINESH KUMAR M	22-10-1999	0017352003	50 / 100
4	IMMANUVEL A	29-06-1999	0017352004	50 / 100
5	MUGESH RAJ V J	20-02-2000	0017352005	50 / 100
6	YOGESH V.	18-12-1998	0017352006	50 / 100
7	SUGUMAR N	22-06-2000	0017352007	50 / 100

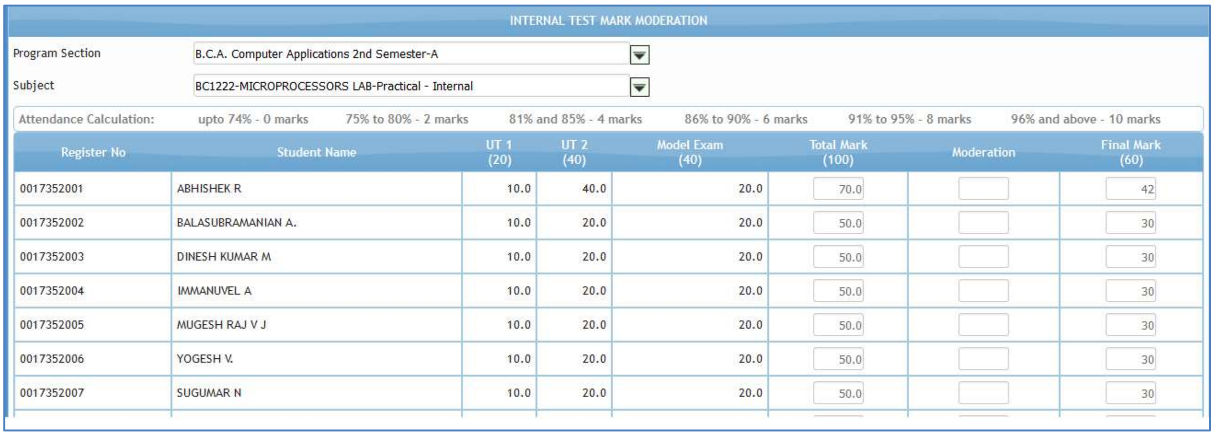
49. Internal Mark Moderation

- Intended Audience
  Academic coordinator

- Usage
  This interface used to change the Internal Marks.

- Menu Access
  Main Menu >> Academic>> Transaction >> Internal Mark Moderation

- Dependency
  Internal Mark Entry



INTERNAL TEST MARK MODERATION

Program Section: B.C.A. Computer Applications 2nd Semester-A

Subject: BC1222-MICROPROCESSORS LAB-Practical - Internal

Attendance Calculation: upto 74% - 0 marks 75% to 80% - 2 marks 81% and 85% - 4 marks 86% to 90% - 6 marks 91% to 95% - 8 marks 96% and above - 10 marks

Register No	Student Name	UT 1 (20)	UT 2 (40)	Model Exam (40)	Total Mark (100)	Moderation	Final Mark (60)
0017352001	ABHISHEK R	10.0	40.0	20.0	70.0		42
0017352002	BALASUBRAMANIAN A.	10.0	20.0	20.0	50.0		30
0017352003	DINESH KUMAR M	10.0	20.0	20.0	50.0		30
0017352004	IMMANUVEL A	10.0	20.0	20.0	50.0		30
0017352005	MUGESH RAJ V J	10.0	20.0	20.0	50.0		30
0017352006	YOGESH V.	10.0	20.0	20.0	50.0		30
0017352007	SUGUMAR N	10.0	20.0	20.0	50.0		30

50. Debar / Discontinue students

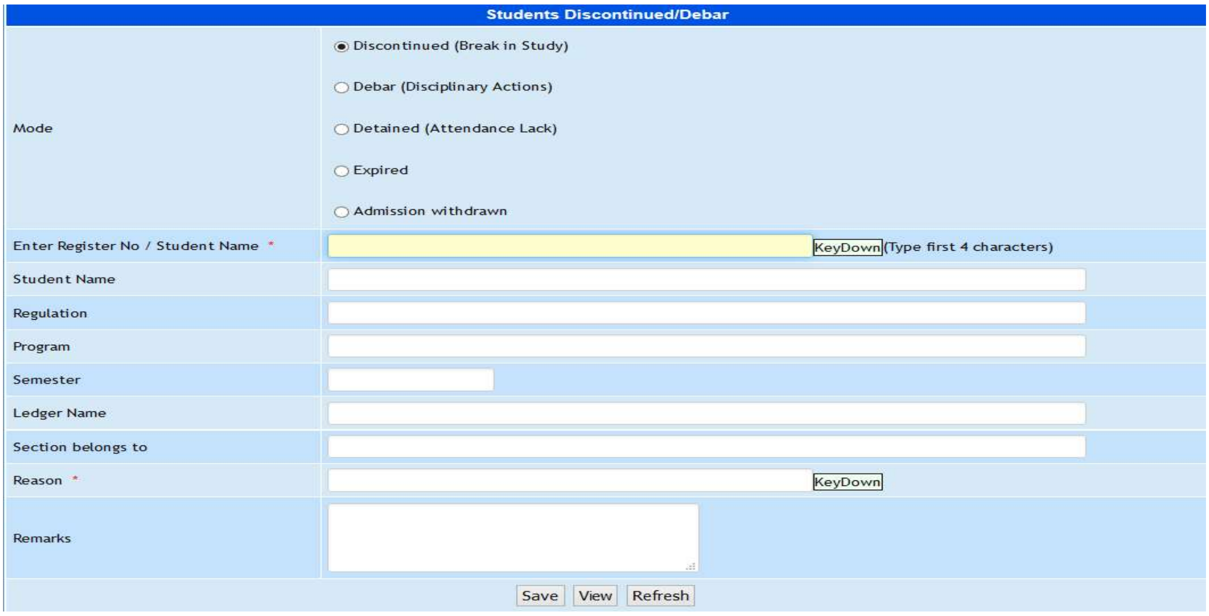
- Intended Audience
  Academic Coordinator

- Usage
  This interface is used to enter the debar/Discontinue details

- Menu Access
  Main Menu >> Academic >> Transaction>> Debar / Discontinue Students

- Dependency
  Student Section Allocation, Student Master

- Component Details



Revised Note: Added one more option like Admission withdrawn

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. End Semester Archive

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to archive the academic details section wise at the end of every semester.

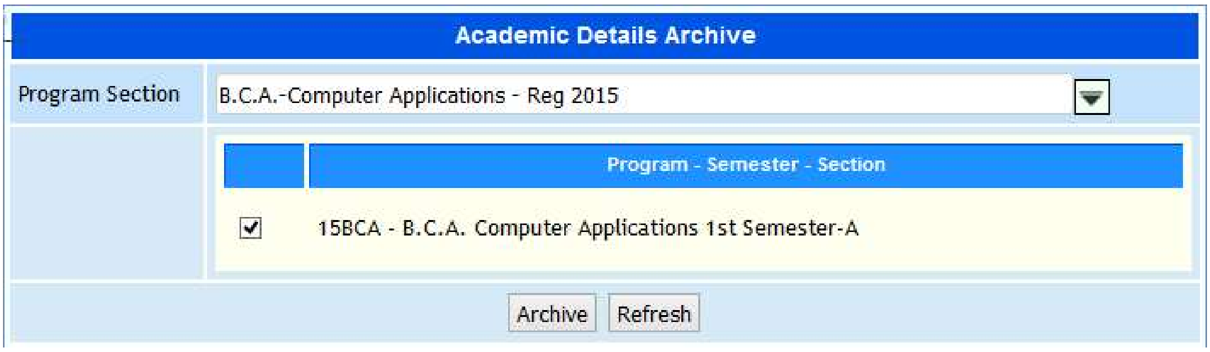
- Menu Access

  Main Menu >> academic >> Transaction>> End Semester Archive

- Dependency

  All transactions under Academic Modules

- Component Details



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.

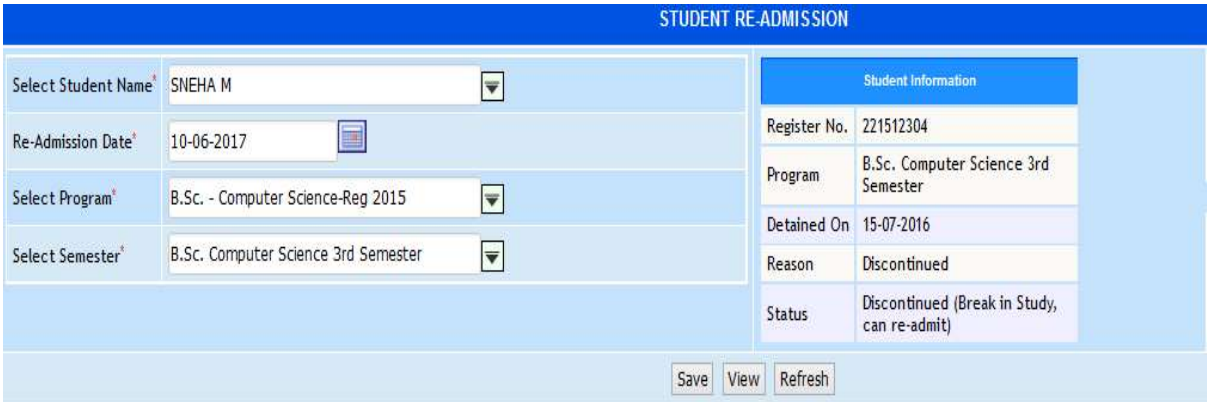
52. Readmission

- Intended Audience
  Academic Coordinator

- Usage
  This interface is used in the process of Readmission.

- Menu Access
  Main Menu >> Academic >> Transaction>> Readmission

- Dependency
  Student Admission



To Readmit the Student follow the steps below

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

53. Student promotion / De - promotion

- Intended Audience
  Academic Coordinator
- Usage
  This interface is used in the process of student promotion / De - promotion details
- Menu Access
  Main Menu >> Academic >> Transaction>> Student Promotion/ De-Promotion
- Dependency
  Student Master

To Promote or Depromote the Student follow steps below

Step 1: Select the promoting Academic Year.

Step 2: Select the Regulation from the list.

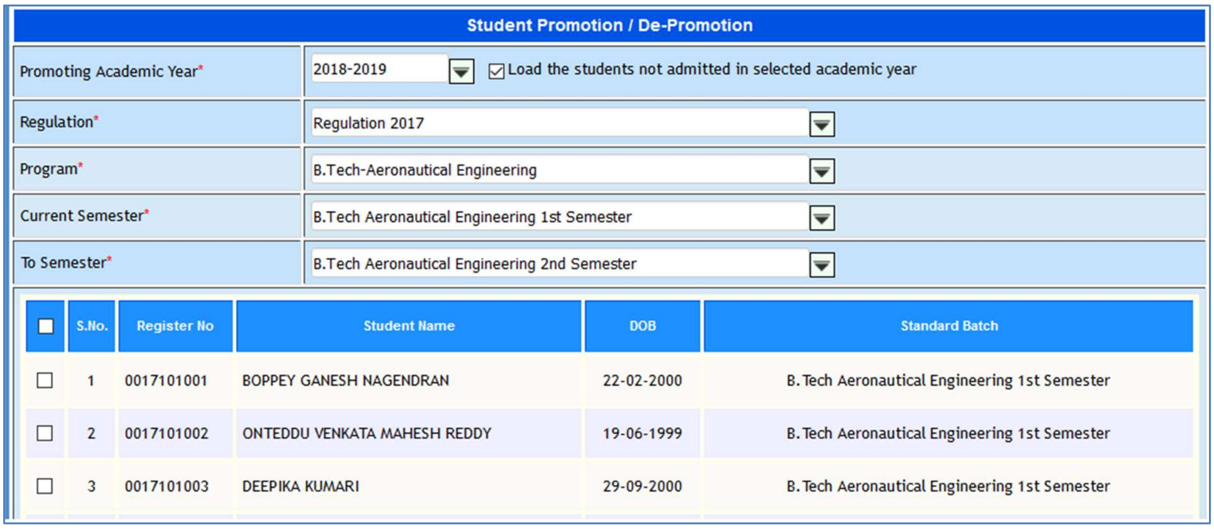
Step 3: Select the Program from the list.

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



Remarks	

54. Program Change

- Intended Audience
  Academic Coordinator
- Usage

This interface allows users to change the program.

- Menu Access

  Main Menu >> academic >> transaction>> Program Change

- Dependency

  Student Master

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.

55. Student Activity Cancellation

- Intended Audience

  Academic coordinator

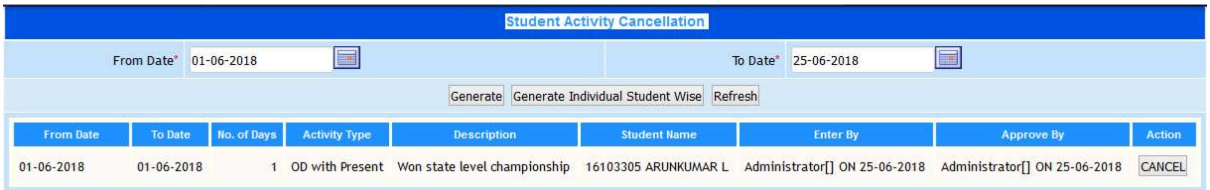
- Usage

This interface used to cancel the student activity

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

- Dependency
  Student Activity Entry, Student Activity Approval

- Component Details



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.

56. Individual Student Attendance

- Intended Audience

  Academic Coordinator

- Usage

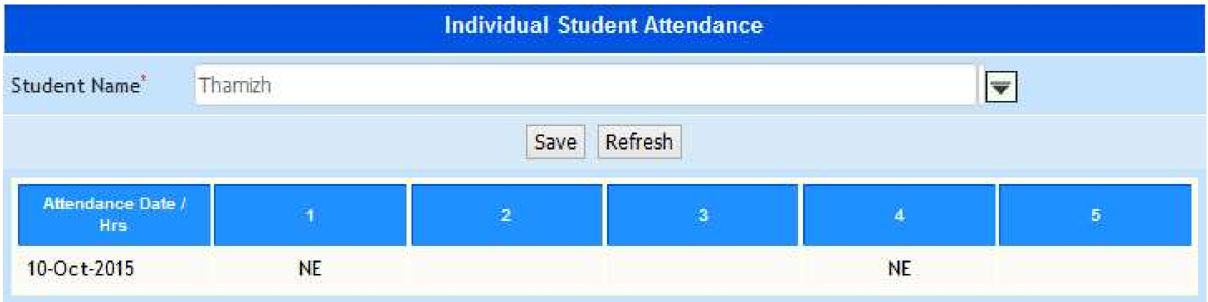
  This interface allows users to record attendance entry for the individual students.

- Menu Access

  Main Menu >> academic >> transaction>> Individual Student Attendance

- Dependency

  Student section allocation and student courses



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.

57. Condonation Fee Due Raising

- Intended Audience

  Academic Coordinator
- Usage

  Students with low percentage attendance are allowed to write exam by raising condonation fee due. This is purely management decision
- Menu Access

  Main Menu >> academic >> transaction>> Condonation Fee Due Raising
- Dependency

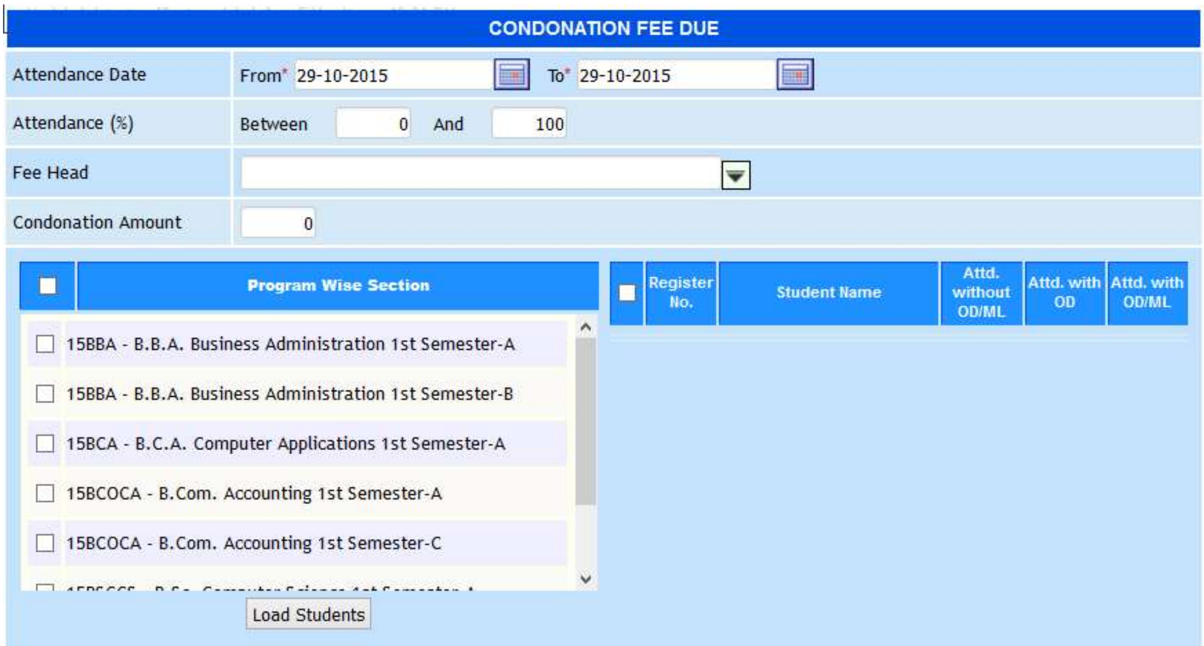
  Attendance Entry

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 Programwise Section by clicking the check Box.
Step6: Click “Load Students” button, students from selected programwise sections will be listed.

Step7: Select the Students by clicking check Box.

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



58. Cancel Delegation Entry

- Intended Audience

  Academic Coordinator

- Usage

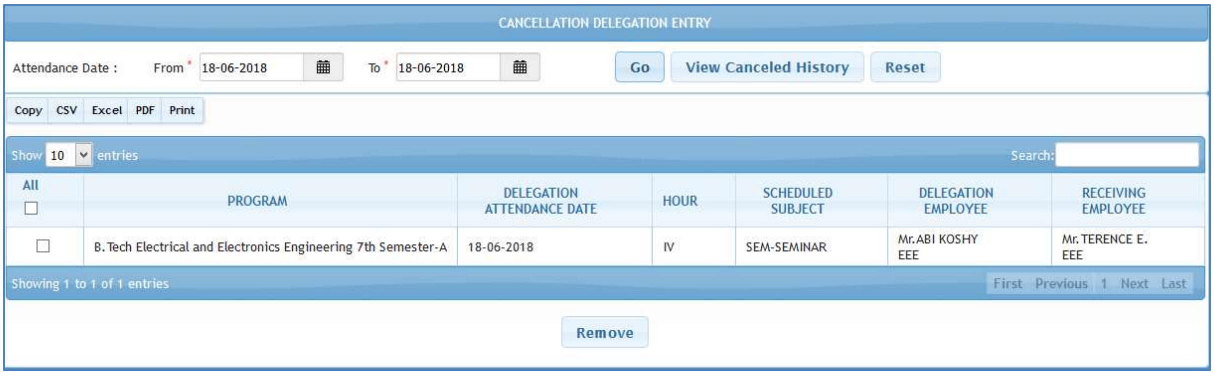
  This interface is used to cancel the delegation entry

- Menu Access

  Main Menu >> academic >> transaction>> Cancel Delegation Entry

- Dependency

  Delegation Entry



59. Department wise Delegation Approval

- Intended Audience

  Academic Coordinator

- Usage

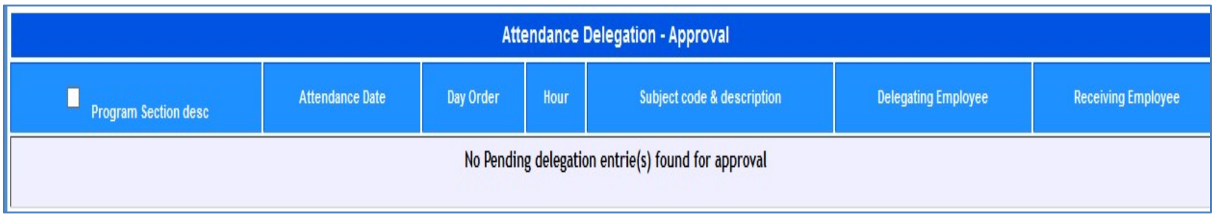
  This interface is used to approve the Department wise Delegation Entry.

- Menu Access

  Main Menu >> academic >> transaction>> Department wise Delegation Approval

- Dependency

  Department wise Delegation Entry



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.*

60. Attendance Date Configuration (Internal Exams)

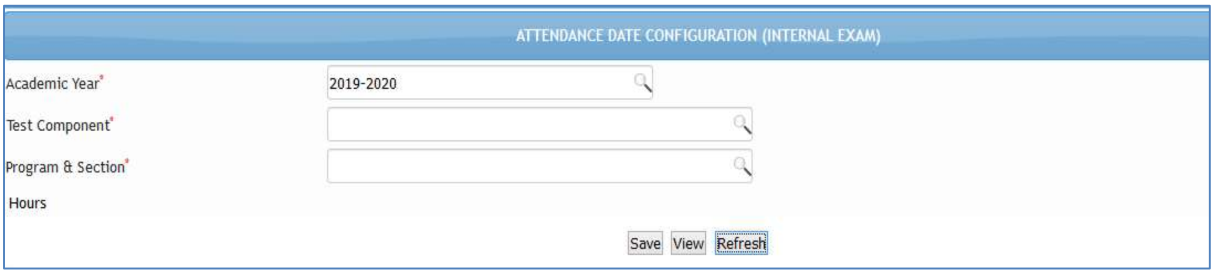
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used in the process of configuration of Exam Attendance Date.
- Menu Access

  Main Menu >> academic >> transaction>> Attendance Date Configuration (Internal Exams)
- Dependency

  Test Component, Programwise Section



To configure the Attendance Date for the Internal Exams Follow steps below

Step1: *Select Test Component from the list*

Step2: *Select the Program & Section from the list.*

Step3: *Click on 'Save' button to complete the configuration.*

61. Attendance Entry (Internal Exam Dates)

- Intended Audience

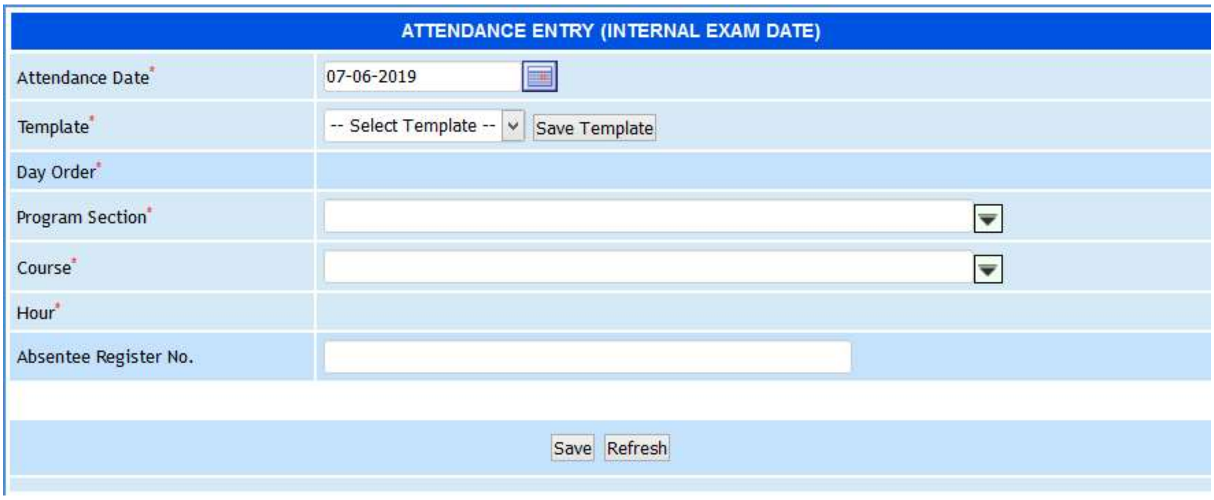
  Academic Coordinator
- Usage

  This interface is used to make Attendance Entry.
- Menu Access

  Main Menu >> academic >> transaction>> Attendance Entry (Internal Exam Dates)

- Dependency

  Test Component, Programwise Section



To make Attendance Entry Follow steps below

Step1: *Select Attendance Date from the list.*

Step2: *Select the Template from the list.*

(Day Order would display)

Step3: *Select Program Section from the list.*

Step4: Select Course from the list.

(list of students would appear for the selected course)

Step5: Select the students for Absentee Entry.

Step6: Click "Save" button to complete Attendance Entry.

62. Register Number Assigning

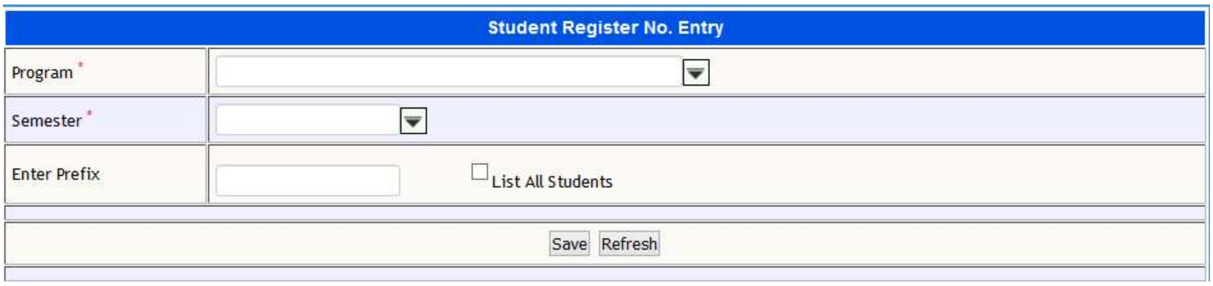
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to assign Student Register Number.
- Menu Access

  Main Menu >> academic >> transaction>> Register Number Assigning
- Dependency

  Programwise Section



To make Attendance Entry Follow steps below

Step1: *Select Program from the list.*

Step2: *Select Semester from the list.*

Step3: *Enter Prefix of Register Number.*

Step4: *Select the option List of Students if required.*

Step5: Select the students for assigning Register No..

Step6: Click on "Save" button to complete Student Register No. Entry.

63. Centralized Attendance Entry

- Intended Audience

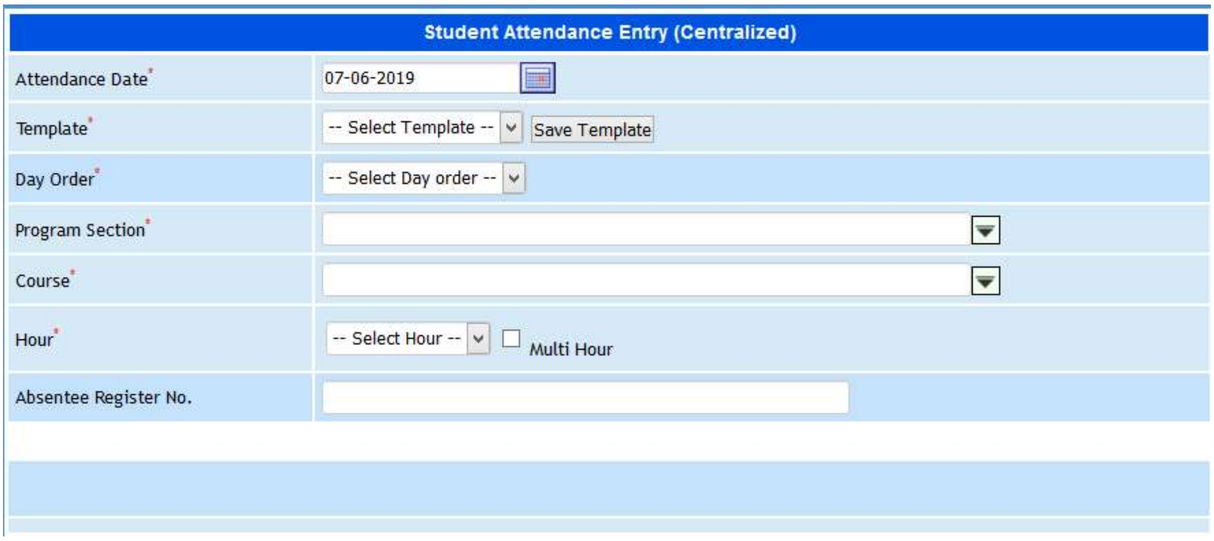
  Academic Coordinator
- Usage

  This interface is used to make Centralized Attendance Entry.

- Menu Access

  Main Menu >> academic >> transaction>> Centralized Attendance Entry
- Dependency

  Programwise Section



To make centralized Attendance Entry Follow steps below

Step1: *Select Attendance Date from the list.*

Step2: *Select the Template from the list.*

Step3: *Select the Day Order from the list.*

Step3: *Select Program Section from the list.*

Step4: Select Course from the list.

(list of students would appear for the selected course)

Step5: Select the students for Absentee Entry.

Step6: Click "Save" button to complete Attendance Entry.

64. Attendance Alert to Staffs by Mail

- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to send Attendance Alert to Staffs by Mail.
- Menu Access

  Main Menu >> academic >> transaction>> Attendance Alert to Staffs by Mail
- Dependency

  Attendance Entry

To make Attendance Alert to Staffs by Mail Follow steps below

Step1: *Select Attendance Date.*

Step2: *Select the Division from the list.*

Step3: Click on "Load Employees" , list of employees would display.

Step4. Select the employees (staffs) for sending attendance alert by mail.

Step5: Click on "Send" button to send attendance alert by mail.

65. Attendance Not Entered List to Officials by Mail

- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to send the details of missing Attendance Alert to officials by Mail.
- Menu Access

  Main Menu >> academic >> transaction>> Attendance Not Entered List of Officials by Mail
- Dependency

  Attendance Entry

To make Attendance Not Entered List to Officials by Mail Follow steps below

Step1: *Select the Official for sending mail.*

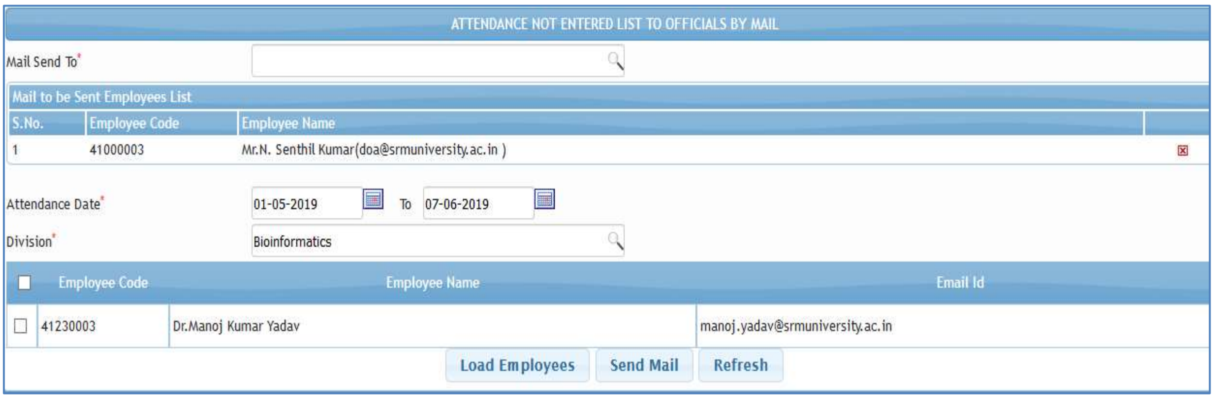
Step2: *Select the Attendance Date.*

Step3: Select the Division from the list.

Step4: Click "Load Employees" to load the employees those who not entered the attendance.

Step5: Select the Employees.

Step6: Click on "Send Mail" button to send mail for the selected employees.



7. Academic Reports

66. Letter Generation to Parents

- Intended Audience

  Academic Coordinator

- Usage

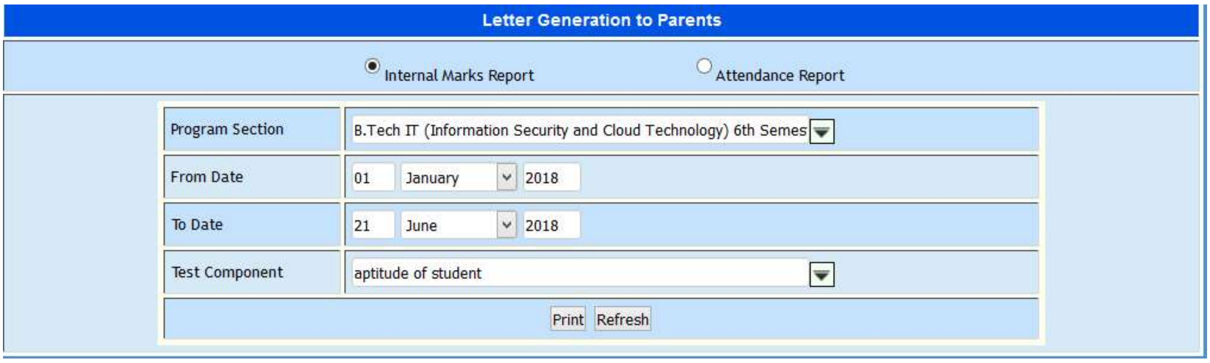
  This interface is used to generate letter to parents.

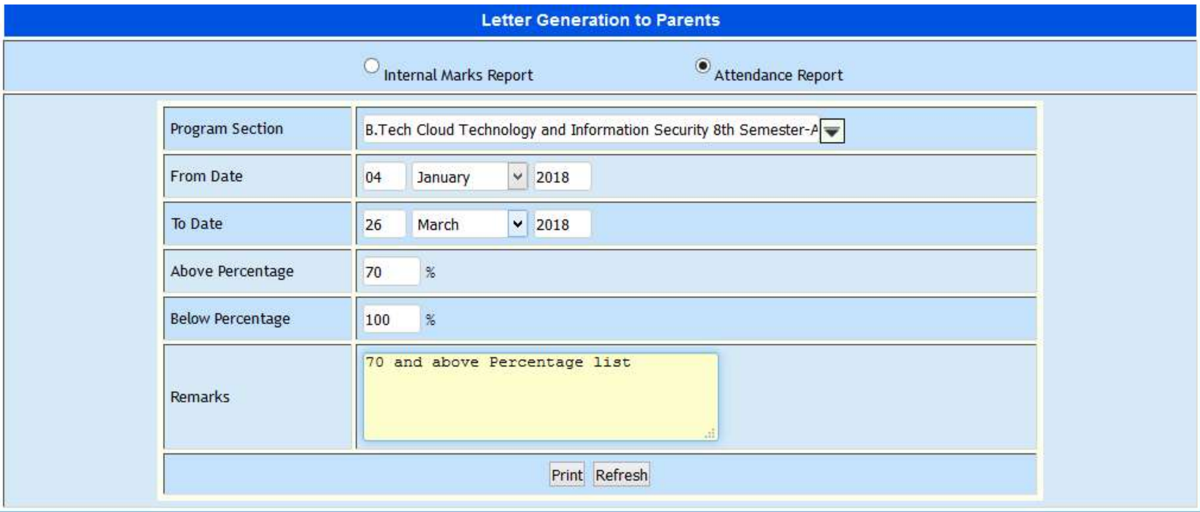
- Menu Access

  Main Menu >> academic >> Report>> Letter Generation to Parents

- Dependency

  Program Section, Internal Test Component





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.

67. TLP1-Master Attendance List

- Intended Audience

  Academic Coordinator

- Usage

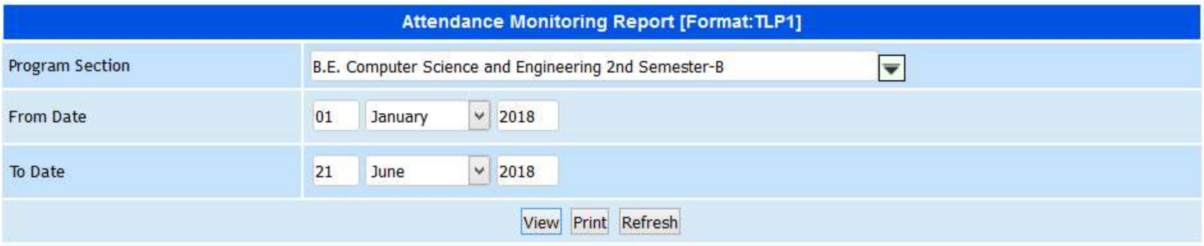
  This interface used to show the attendance monitoring report

- Menu Access

  Main Menu >> academic >> Report>> TLP1-Master Attendance List

- Dependency

  Attendance Entry



Fomat No: TLP1 **Attendance Monitoring Sheet** **Revised on:** 2018-06-21

Program: B.E. Computer Science and Engineering 2nd Semester-B **Semester:** 2

Sl No	Reg. No	Name	03-01-2018			04-01-2018						05-01-2018						06-01-2018	08-01-2018						09-01-2018						10-01-2018				11-01-2		
			II 0	III 0	IV 0	I 0	II 0	III 0	IV 0	V 0	VI 0	I 0	II 0	III 0	IV 0	V 0	VI 0	III 0	I 0	II 0	III 0	IV 0	V 0	VI 0	I 0	II 0	III 0	IV 0	V 0	VI 0	I 0	II 0	III 0	IV 0	I 0	II 0	III 0
1	17602201	PAVITHRA G K -(18-09-1999)	P	P	P	P	P	P	P	P	P				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A
2	17602202	PRAMOD SRINIVAS S-(09-10-1999)	P	P	P	A	A	A	A	A	A				A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A
3	17602203	PRAVEEN RAJU V-(14-02-1998)	A	A	P	A	A	P	A	A	A				A	A	A	P	A	P	A	A	A	A	A	A	A	P	A	A	A	A	A	A	A	A	A
4	17602204	RAGGAVENDER V G-(30-11-1999)	P	P	P	P	A	P	A	A	A				P	P	A	P	P	P	P	P	A	A	P	P	P	A	P	P	P	P	P	A	P	P	P
5	17602205	RAHUL KRISHNA N-(13-08-1999)	P	P	P	P	P	P	P	P	P				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
6	17602206	RAJAVARSHINI K A-(22-02-2000)	P	P	P	P	P	P	P	P	P				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P
7	17602207	RAVIN K PON J G-(29-11-1999)	A	P	P	P	P	P	P	P	P				P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	A	A	A	A	P

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

68. TLP2-Fortnight Attendance Report

- Intended Audience

  Academic Coordinator

- Usage

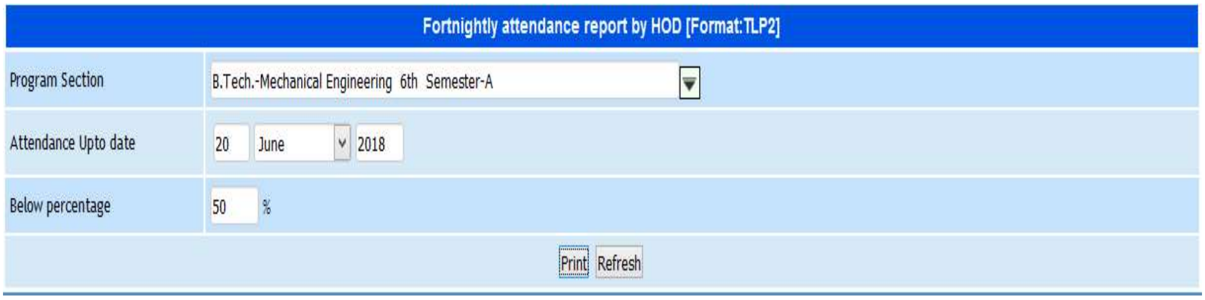
  This interface is used to show the Fortnight Attendance Report

- Menu Access

  Main Menu >> academic >> Report>> TLP2 - Fortnight Attendance List

- Dependency

  Attendance Entry



Student Attendance Abstract Below 50%

Program B.Tech.-Mechanical Engineering 6th Semester-A

Semester: 6

Student Strength : 19 of 65

Format:TLP2

TOTAL NUMBER OF HOURS HANDLED FROM DAY ONE: 206

Sl No	Register No	Student Name	Attendance upto 20-06-2018			No. of hrs of leave sanctioned as		
				Hrs	%	ML	OD	%
1	102152100	ABHISHEK SINGH		98	47.57	0	0	0.00
			ME 0048	17	47.22	0	0	0
			ME 0302	11	36.67	0	0	0
			ME 0304	32	82.05	0	0	0
			ME 0307	7	41.18	0	0	0
			ME 0308	18	43.90	0	0	0
			ME 0322	0	0	0	0	0
			ME 0328	5	27.78	0	0	0
			ME 0332	8	33.33	0	0	0
2	102152100	AMAN		64	31.07	0	0	0.00
			ME 0048	12	33.33	0	0	0
			ME 0302	2	6.67	0	0	0

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

69. T1 (Master timetable print)

- Intended Audience

  Academic Coordinator

- Usage

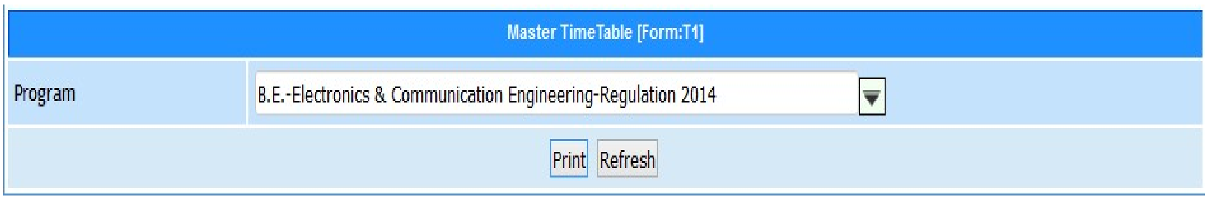
  This interface is used show the master timetable

- Menu Access

  Main Menu >> academic >> Report>> T1- (Master timetable print)

- Dependency

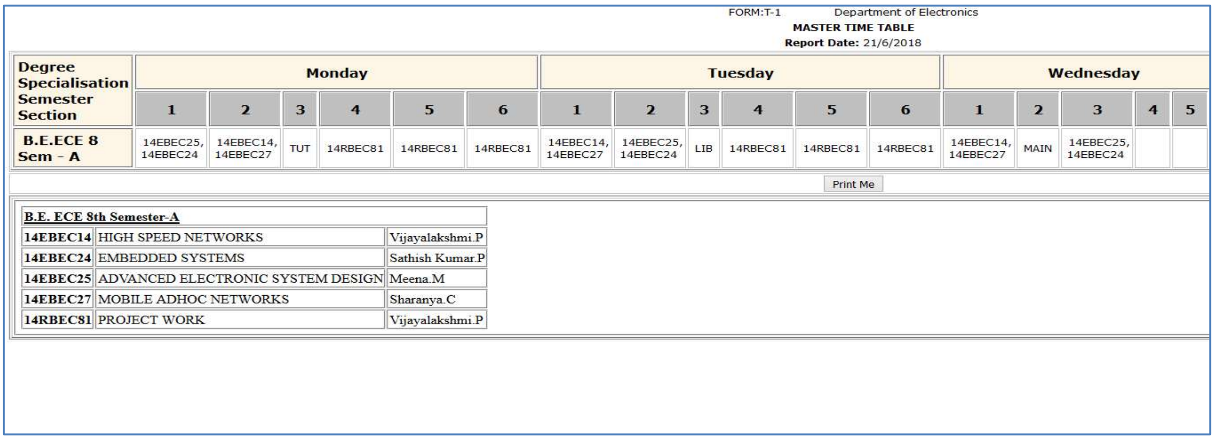
  Timetable



Master TimeTable [Form:T1]

Program	B.E.-Electronics & Communication Engineering-Regulation 2014

Print Refresh



FORM:T-1 Department of Electronics

MASTER TIME TABLE

Report Date: 21/6/2018

Degree Specialisation Semester Section	Monday						Tuesday						Wednesday				
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5
B.E.ECE 8 Sem - A	14EBEC25, 14EBEC24	14EBEC14, 14EBEC27	TUT	14RBEC81	14RBEC81	14RBEC81	14EBEC14, 14EBEC27	14EBEC25, 14EBEC24	LIB	14RBEC81	14RBEC81	14RBEC81	14EBEC14, 14EBEC27	MAIN	14EBEC25, 14EBEC24		

Print Me

B.E. ECE 8th Semester-A		
14EBEC14	HIGH SPEED NETWORKS	Vijayalakshmi.P
14EBEC24	EMBEDDED SYSTEMS	Sathish Kumar.P
14EBEC25	ADVANCED ELECTRONIC SYSTEM DESIGN	Meena.M
14EBEC27	MOBILE ADHOC NETWORKS	Sharanya.C
14RBEC81	PROJECT WORK	Vijayalakshmi.P

To view Master Timetable Print follow steps below

Step1: Select Program from the list.

Step2: Click "Print" button to view the Master Timetable.

70. T2 (Section timetable print)

- Intended Audience

  Academic Coordinator

- Usage

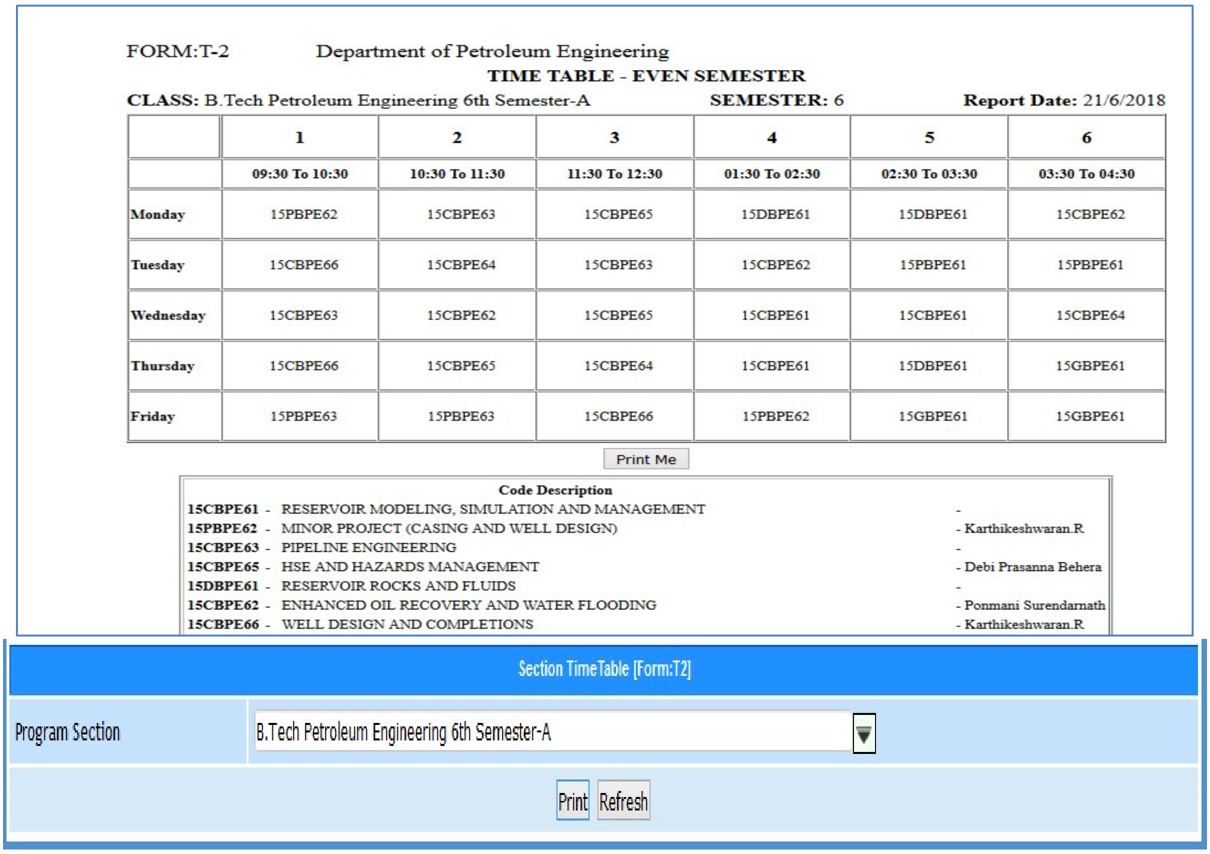
  This interface is used to view the T2 section timetable

- Menu Access

  Main Menu >> academic >> Report>> T2-(Section timetable print)

- Dependency

  Program Section



FORM:T-2 Department of Petroleum Engineering

TIME TABLE - EVEN SEMESTER

CLASS: B.Tech Petroleum Engineering 6th Semester-A SEMESTER: 6 Report Date: 21/6/2018

	1	2	3	4	5	6
	09:30 To 10:30	10:30 To 11:30	11:30 To 12:30	01:30 To 02:30	02:30 To 03:30	03:30 To 04:30
Monday	15PBPE62	15CBPE63	15CBPE65	15DBPE61	15DBPE61	15CBPE62
Tuesday	15CBPE66	15CBPE64	15CBPE63	15CBPE62	15PBPE61	15PBPE61
Wednesday	15CBPE63	15CBPE62	15CBPE65	15CBPE61	15CBPE61	15CBPE64
Thursday	15CBPE66	15CBPE65	15CBPE64	15CBPE61	15DBPE61	15GBPE61
Friday	15PBPE63	15PBPE63	15CBPE66	15PBPE62	15GBPE61	15GBPE61

Print Me

Code Description

15CBPE61 - RESERVOIR MODELING, SIMULATION AND MANAGEMENT -
15PBPE62 - MINOR PROJECT (CASING AND WELL DESIGN) - Karthikeshwaran.R
15CBPE63 - PIPELINE ENGINEERING -
15CBPE65 - HSE AND HAZARDS MANAGEMENT - Debi Prasanna Behera
15DBPE61 - RESERVOIR ROCKS AND FLUIDS -
15CBPE62 - ENHANCED OIL RECOVERY AND WATER FLOODING - Ponmani Surendarnath
15CBPE66 - WELL DESIGN AND COMPLETIONS - Karthikeshwaran.R

Section TimeTable [Form:T2]

Program Section: B.Tech Petroleum Engineering 6th Semester-A

Print Refresh

To view Section Timetable Print T2 follow steps below

Step1: Select the Program Section from the list.

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

71. T5 (Staff Workload)

- Intended Audience

  Academic Coordinator

- Usage

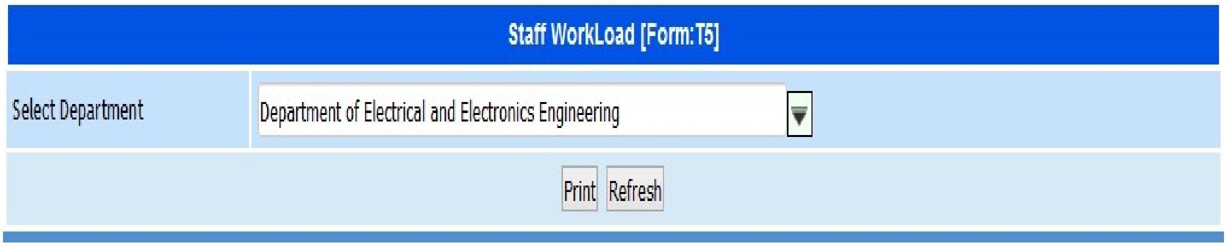
  This interface is used to view the T5 staff workload

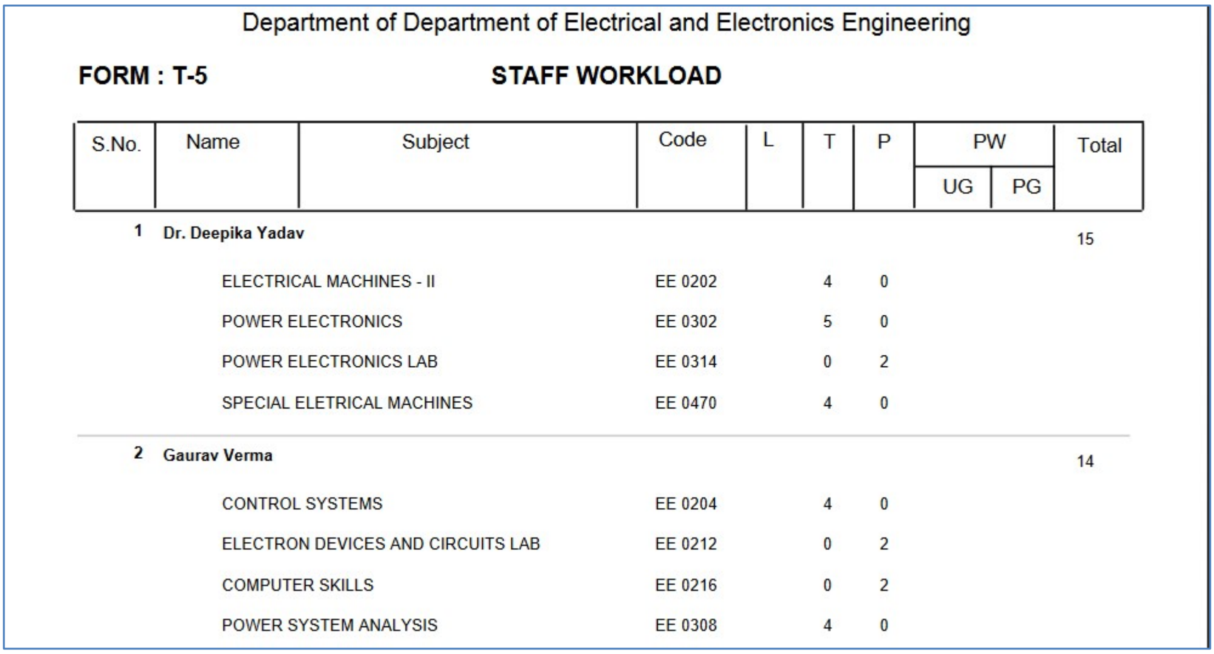
- Menu Access

  Main Menu >> academic >> Report>> T5-(Staff Workload)

- Dependency

  Program Section





Department of Department of Electrical and Electronics Engineering

FORM : T-5 **STAFF WORKLOAD**

S.No.	Name	Subject	Code	L	T	P	PW UG	PW PG	Total
1	Dr. Deepika Yadav								15
		ELECTRICAL MACHINES - II	EE 0202		4	0			
		POWER ELECTRONICS	EE 0302		5	0			
		POWER ELECTRONICS LAB	EE 0314		0	2			
		SPECIAL ELETRICAL MACHINES	EE 0470		4	0			
2	Gaurav Verma								14
		CONTROL SYSTEMS	EE 0204		4	0			
		ELECTRON DEVICES AND CIRCUITS LAB	EE 0212		0	2			
		COMPUTER SKILLS	EE 0216		0	2			
		POWER SYSTEM ANALYSIS	EE 0308		4	0			

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.

72. TLP4- Course Coverage Report

- Intended Audience

  Academic Coordinator

- Usage

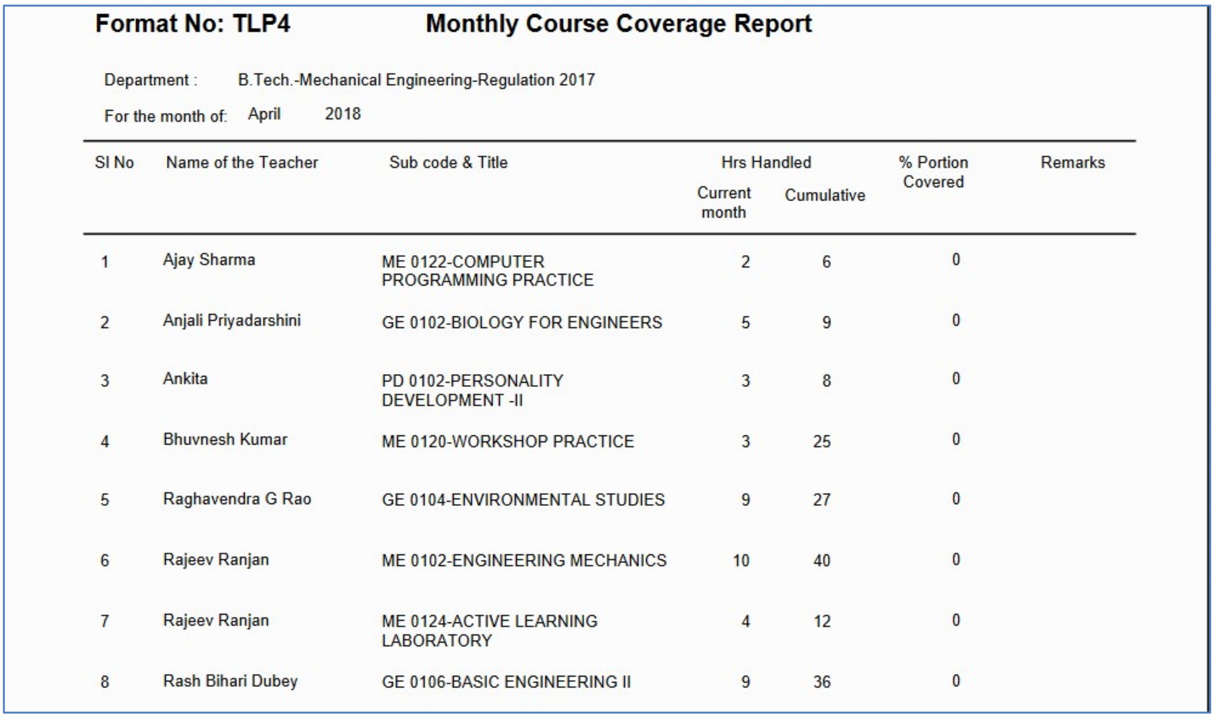
  This interface is used to view the overall course coverage

- Menu Access

  Main Menu >> academic >> Report>> TLP4-(Course Coverage Report)

- Dependency

  Program Section



Format No: TLP4 **Monthly Course Coverage Report**

Department : B.Tech.-Mechanical Engineering-Regulation 2017

For the month of: April 2018

Sl No	Name of the Teacher	Sub code & Title	Hrs Handled Current month	Hrs Handled Cumulative	% Portion Covered	Remarks
1	Ajay Sharma	ME 0122-COMPUTER PROGRAMMING PRACTICE	2	6	0	
2	Anjali Priyadarshini	GE 0102-BIOLOGY FOR ENGINEERS	5	9	0	
3	Ankita	PD 0102-PERSONALITY DEVELOPMENT -II	3	8	0	
4	Bhuvnesh Kumar	ME 0120-WORKSHOP PRACTICE	3	25	0	
5	Raghavendra G Rao	GE 0104-ENVIRONMENTAL STUDIES	9	27	0	
6	Rajeev Ranjan	ME 0102-ENGINEERING MECHANICS	10	40	0	
7	Rajeev Ranjan	ME 0124-ACTIVE LEARNING LABORATORY	4	12	0	
8	Rash Bihari Dubey	GE 0106-BASIC ENGINEERING II	9	36	0	

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.

73. TLP5-Internal Marks List

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the TLP5 internal marks list

- Menu Access

  Main Menu >> academic >> Report>> TLP5-Internal Marks List

- Dependency

  Program Section, Internal mark entry

[FORMAT:TLP5] Marks List (Internal Test)	
Program section	Certificate Course Bakery and Confectionery 1st Year-A
Subject	15703P1-BAKERY AND CONFECTIONERY (Practical)-Practical - Internal
Test Component	aptitude of student
	Print Marks List Refresh

aptitude of student - MARK LIST

Program Section: Certificate Course Bakery and Confectionery 1st Year-A

Faculty In-charge: Mr. Manivel.A

Subject Code & Title: 15703P1-BAKERY AND CONFECTIONERY (Practical)-Practical - Internal

Conducted Date: 27-Apr-2016 **Submitted Date:** 27-Apr-2016 **Conducted Max. Mark :** 10

Register No	Student Name	Marks	Register No	Student Name	Marks
	RAVIKUMAR GANGADHARA	A	15703101	ANISH BABU W	7
15703102	SENTHAN. M	8	15703103	SUBA B	A
15703104	VIGNESHVARAN M	9	15703105	APPU B	7
15703106	DHAMODARAN G	8	15703107	KOLUSU UDAYA SRI	8
16703101	DISHA	7	16703102	KANDOI GAURAV ASHWIN	9
16703103	PARTHIBAN J I	5	16703104	SAMUEL BENJAMIN	7
16703105	SATHISH M	9			

SIGNATURE OF FACULTY IN-CHARGE SIGNATURE OF HOD

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.

74. TLP6- Analysis Report

- Intended Audience

  Academic Coordinator

- Usage

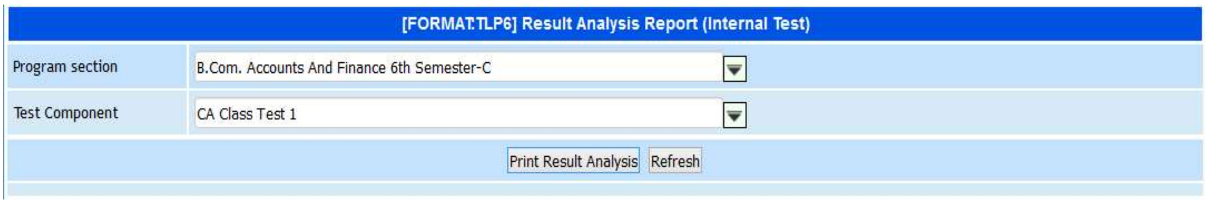
  This interface is used to view the TLP6 internal mark analysis

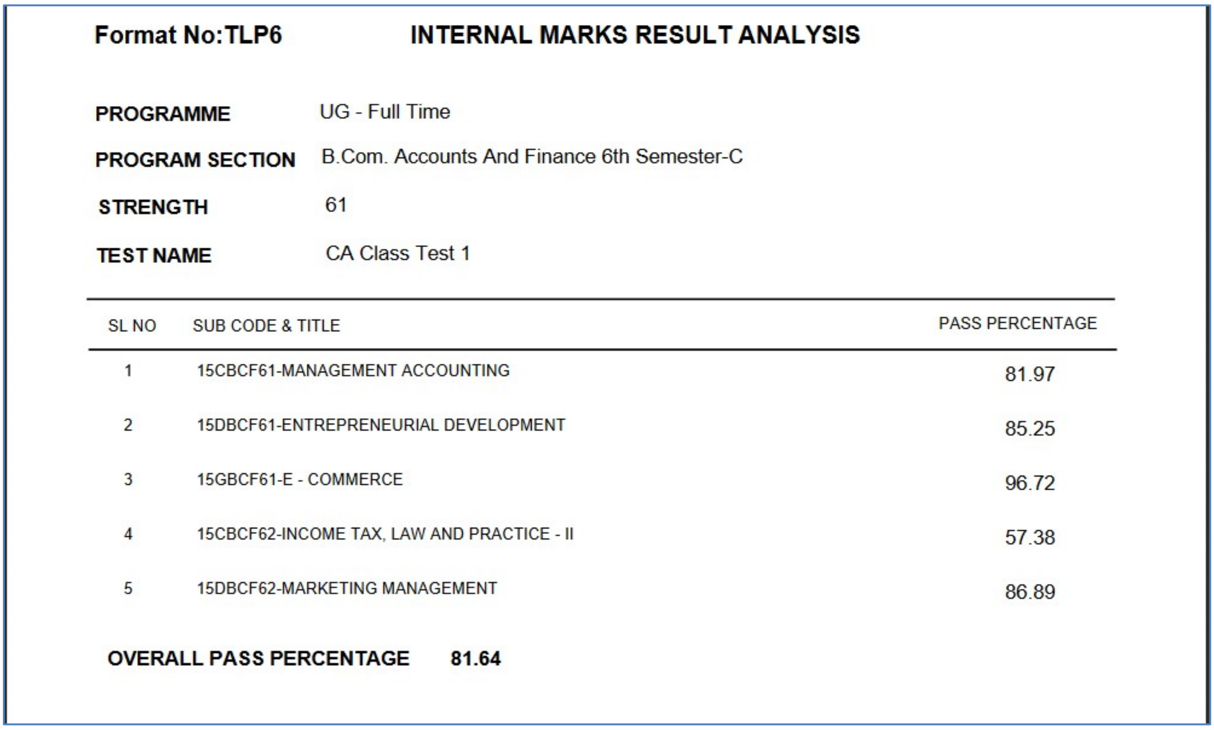
- Menu Access

  Main Menu >> academic >> Report>> TLP6-(Analysis Report)

- Dependency

  Program Section, Internal mark entry





Format No:TLP6 **INTERNAL MARKS RESULT ANALYSIS**

PROGRAMME	UG - Full Time
PROGRAM SECTION	B.Com. Accounts And Finance 6th Semester-C
STRENGTH	61
TEST NAME	CA Class Test 1

SL NO	SUB CODE & TITLE	PASS PERCENTAGE
1	15CBCF61-MANAGEMENT ACCOUNTING	81.97
2	15DBCF61-ENTREPRENEURIAL DEVELOPMENT	85.25
3	15GBCF61-E - COMMERCE	96.72
4	15CBCF62-INCOME TAX, LAW AND PRACTICE - II	57.38
5	15DBCF62-MARKETING MANAGEMENT	86.89

OVERALL PASS PERCENTAGE **81.64**

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*

75. Attendance Abstract

- Intended Audience

  Academic Coordinator

- Usage

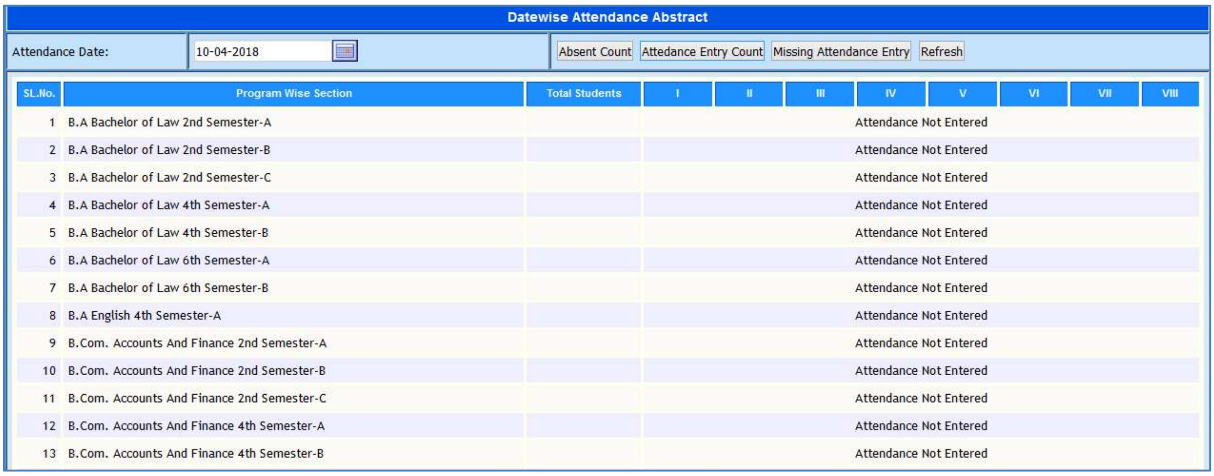
  This interface is used to view the attendance in Date wise

- Menu Access

  Main Menu >> academic >> Report>> Attendance Abstract

- Dependency

  Attendance Entry



Datewise Attendance Abstract

Attendance Date: 10-04-2018 | Absent Count | Attedance Entry Count | Missing Attendance Entry | Refresh

SL.No.	Program Wise Section	Total Students	I	II	III	IV	V	VI	VII	VIII
1	B.A Bachelor of Law 2nd Semester-A					Attendance Not Entered				
2	B.A Bachelor of Law 2nd Semester-B					Attendance Not Entered				
3	B.A Bachelor of Law 2nd Semester-C					Attendance Not Entered				
4	B.A Bachelor of Law 4th Semester-A					Attendance Not Entered				
5	B.A Bachelor of Law 4th Semester-B					Attendance Not Entered				
6	B.A Bachelor of Law 6th Semester-A					Attendance Not Entered				
7	B.A Bachelor of Law 6th Semester-B					Attendance Not Entered				
8	B.A English 4th Semester-A					Attendance Not Entered				
9	B.Com. Accounts And Finance 2nd Semester-A					Attendance Not Entered				
10	B.Com. Accounts And Finance 2nd Semester-B					Attendance Not Entered				
11	B.Com. Accounts And Finance 2nd Semester-C					Attendance Not Entered				
12	B.Com. Accounts And Finance 4th Semester-A					Attendance Not Entered				
13	B.Com. Accounts And Finance 4th Semester-B					Attendance Not Entered				

Datewise Attendance Abstract

Attendance Date: 10-04-2018 | Absent Count | Attedance Entry Count | Missing Attendance Entry | Refresh

SL.No.	Program Wise Section	Total Students	I	II	III	IV	V	VI	VII	VIII
1	B.A Bachelor of Law 2nd Semester-A					Attendance Not Entered				
2	B.A Bachelor of Law 2nd Semester-B					Attendance Not Entered				
3	B.A Bachelor of Law 2nd Semester-C					Attendance Not Entered				
4	B.A Bachelor of Law 4th Semester-A					Attendance Not Entered				
5	B.A Bachelor of Law 4th Semester-B					Attendance Not Entered				
6	B.A Bachelor of Law 6th Semester-A					Attendance Not Entered				
7	B.A Bachelor of Law 6th Semester-B					Attendance Not Entered				
8	B.A English 4th Semester-A					Attendance Not Entered				
9	B.Com. Accounts And Finance 2nd Semester-A					Attendance Not Entered				
10	B.Com. Accounts And Finance 2nd Semester-B					Attendance Not Entered				
11	B.Com. Accounts And Finance 2nd Semester-C					Attendance Not Entered				
12	B.Com. Accounts And Finance 4th Semester-A					Attendance Not Entered				
13	B.Com. Accounts And Finance 4th Semester-B					Attendance Not Entered				

SL.No.	Program & Section	Total Students	I	II	III	
1	B.A Bachelor of Law 2nd Semester-A	60	0 Faculty not linked	0 Faculty not linked	0 Faculty not linked	Facul
2	B.A Bachelor of Law 2nd Semester-B	60	0 Faculty not linked	0 Faculty not linked	0 Faculty not linked	Facul
3	B.A Bachelor of Law 2nd Semester-C	13	0 Faculty not linked	0 Faculty not linked	0 Faculty not linked	Facul
4	B.A Bachelor of Law 4th Semester-A	57	0 Faculty not linked	0 Faculty not linked	0 Faculty not linked	Facul
5	B.A Bachelor of Law 4th Semester-B	38	0 Faculty not linked	0 Faculty not linked	0 Faculty not linked	Facul
6	B.A Bachelor of Law 6th Semester-A	41	0 Faculty not linked	0 Faculty not linked	0 Faculty not linked	Facul

To View Attendance Abstract Report follow steps below

Step1: Select Attendance Date by default Current Date would display.

Step2: Click "Attendance Entry Count" button to view the Attendance Abstract.

76. Staff Attendance Entry Status

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the detailed staff attendance entry status

- Menu Access

  Main Menu >> academic >> Report>> Staff Attendance Entry Status

- Dependency

  Attendance Entry

Staff Attendance Entry status

From Date 01-06-2017 To Date 21-06-2018

Generate

ATTENDANCE DATE	DAY / HOUR	I	II	III	IV	V	VI	VII	VIII
01-06-2017	Thursday		EEB306						
02-06-2017	Friday						EEB306		
06-06-2017	Tuesday				EEB306			EEB306	
08-06-2017	Thursday		EEB306						
09-06-2017	Friday						EEB306		
13-06-2017	Tuesday				EEB306			EEB306	
15-06-2017	Thursday		EEB306						
16-06-2017	Friday						EEB306		
20-06-2017	Tuesday				EEB306			EEB306	
22-06-2017	Thursday		EEB306						
23-06-2017	Friday						EEB306		
27-06-2017	Tuesday				EEB306			EEB306	
29-06-2017	Thursday		EEB306						

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.

77. Department Wise Staff Attendance Entry Status

- Intended Audience
  Academic Coordinator

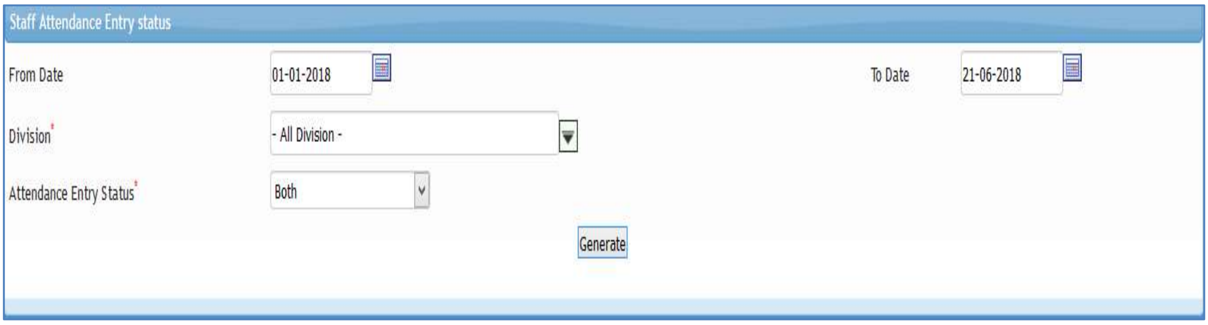
- Usage

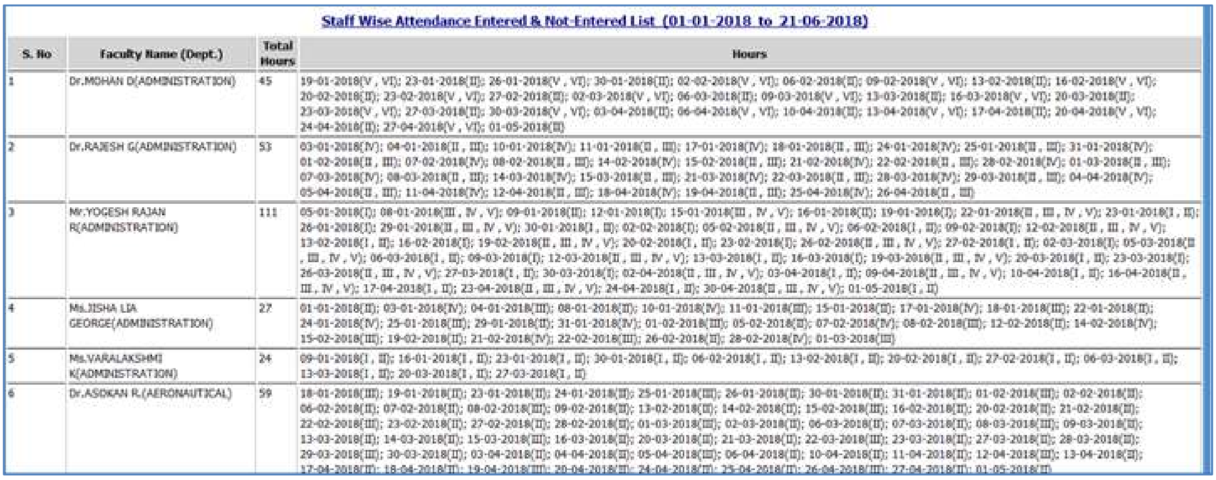
  This interface is used to view the department wise staff attendance entry status.

- Menu Access

  Main Menu >> academic >> Report>> Department Wise Staff Attendance Entry Status

- Dependency
  Attendance Entry





Staff Wise Attendance Entered & Not-Entered List (01-01-2018 to 21-06-2018)

S. No	Faculty Name (Dept.)	Total Hours	Hours
1	Dr.MOHAN D(ADMINISTRATION)	45	19-01-2018(V , VI); 23-01-2018(II); 26-01-2018(V , VI); 30-01-2018(II); 02-02-2018(V , VI); 06-02-2018(II); 09-02-2018(V , VI); 13-02-2018(II); 16-02-2018(V , VI); 20-02-2018(II); 23-02-2018(V , VI); 27-02-2018(II); 02-03-2018(V , VI); 06-03-2018(II); 09-03-2018(V , VI); 13-03-2018(II); 16-03-2018(V , VI); 20-03-2018(II); 23-03-2018(V , VI); 27-03-2018(II); 30-03-2018(V , VI); 03-04-2018(II); 06-04-2018(V , VI); 10-04-2018(II); 13-04-2018(V , VI); 17-04-2018(II); 20-04-2018(V , VI); 24-04-2018(II); 27-04-2018(V , VI); 01-05-2018(II)
2	Dr.RAJESH G(ADMINISTRATION)	53	03-01-2018(IV); 04-01-2018(II , III); 10-01-2018(IV); 11-01-2018(II , III); 17-01-2018(IV); 18-01-2018(II , III); 24-01-2018(IV); 25-01-2018(II , III); 31-01-2018(IV); 01-02-2018(II , III); 07-02-2018(IV); 08-02-2018(II , III); 14-02-2018(IV); 15-02-2018(II , III); 21-02-2018(IV); 22-02-2018(II , III); 28-02-2018(IV); 01-03-2018(II , III); 07-03-2018(IV); 08-03-2018(II , III); 14-03-2018(IV); 15-03-2018(II , III); 21-03-2018(IV); 22-03-2018(II , III); 28-03-2018(IV); 29-03-2018(II , III); 04-04-2018(IV); 05-04-2018(II , III); 11-04-2018(IV); 12-04-2018(II , III); 18-04-2018(IV); 19-04-2018(II , III); 25-04-2018(IV); 26-04-2018(II , III)
3	Mr.YOGESH RAJAN R(ADMINISTRATION)	111	05-01-2018(I); 08-01-2018(III , IV , V); 09-01-2018(II); 12-01-2018(I); 15-01-2018(III , IV , V); 16-01-2018(II); 19-01-2018(I); 22-01-2018(II , III , IV , V); 23-01-2018(I , II); 26-01-2018(I); 29-01-2018(II , III , IV , V); 30-01-2018(I , II); 02-02-2018(I); 05-02-2018(II , III , IV , V); 06-02-2018(I , II); 09-02-2018(I); 12-02-2018(II , III , IV , V); 13-02-2018(I , II); 16-02-2018(I); 19-02-2018(II , III , IV , V); 20-02-2018(I , II); 23-02-2018(I); 26-02-2018(II , III , IV , V); 27-02-2018(I , II); 02-03-2018(I); 05-03-2018(II , III , IV , V); 06-03-2018(I , II); 09-03-2018(I); 12-03-2018(II , III , IV , V); 13-03-2018(I , II); 16-03-2018(I); 19-03-2018(II , III , IV , V); 20-03-2018(I , II); 23-03-2018(I); 26-03-2018(II , III , IV , V); 27-03-2018(I , II); 30-03-2018(I); 02-04-2018(II , III , IV , V); 03-04-2018(I , II); 09-04-2018(II , III , IV , V); 10-04-2018(I , II); 16-04-2018(II , III , IV , V); 17-04-2018(I , II); 23-04-2018(II , III , IV , V); 24-04-2018(I , II); 30-04-2018(II , III , IV , V); 01-05-2018(I , II)
4	Ms.JISHA LIA GEORGE(ADMINISTRATION)	27	01-01-2018(II); 03-01-2018(IV); 04-01-2018(III); 08-01-2018(II); 10-01-2018(IV); 11-01-2018(III); 15-01-2018(II); 17-01-2018(IV); 18-01-2018(III); 22-01-2018(II); 24-01-2018(IV); 25-01-2018(III); 29-01-2018(II); 31-01-2018(IV); 01-02-2018(III); 05-02-2018(II); 07-02-2018(IV); 08-02-2018(III); 12-02-2018(II); 14-02-2018(IV); 15-02-2018(III); 19-02-2018(II); 21-02-2018(IV); 22-02-2018(III); 26-02-2018(II); 28-02-2018(IV); 01-03-2018(III)
5	Ms.VARALAKSHMI K(ADMINISTRATION)	24	09-01-2018(I , II); 16-01-2018(I , II); 23-01-2018(I , II); 30-01-2018(I , II); 06-02-2018(I , II); 13-02-2018(I , II); 20-02-2018(I , II); 27-02-2018(I , II); 06-03-2018(I , II); 13-03-2018(I , II); 20-03-2018(I , II); 27-03-2018(I , II)
6	Dr.ASOKAN R.(AERONAUTICAL)	59	18-01-2018(III); 19-01-2018(II); 23-01-2018(II); 24-01-2018(II); 25-01-2018(III); 26-01-2018(II); 30-01-2018(II); 31-01-2018(II); 01-02-2018(III); 02-02-2018(II); 06-02-2018(II); 07-02-2018(II); 08-02-2018(III); 09-02-2018(II); 13-02-2018(II); 14-02-2018(II); 15-02-2018(III); 16-02-2018(II); 20-02-2018(II); 21-02-2018(II); 22-02-2018(III); 23-02-2018(II); 27-02-2018(II); 28-02-2018(II); 01-03-2018(III); 02-03-2018(II); 06-03-2018(II); 07-03-2018(II); 08-03-2018(III); 09-03-2018(II); 13-03-2018(II); 14-03-2018(II); 15-03-2018(III); 16-03-2018(II); 20-03-2018(II); 21-03-2018(II); 22-03-2018(III); 23-03-2018(II); 27-03-2018(II); 28-03-2018(II); 29-03-2018(III); 30-03-2018(II); 03-04-2018(II); 04-04-2018(II); 05-04-2018(III); 06-04-2018(II); 10-04-2018(II); 11-04-2018(II); 12-04-2018(III); 13-04-2018(II); 17-04-2018(II); 18-04-2018(II); 19-04-2018(III); 20-04-2018(II); 24-04-2018(II); 25-04-2018(II); 26-04-2018(III); 27-04-2018(II); 01-05-2018(II)

To View Attendance Status of Staff follow steps below

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

Step2: Select the Division of staff from the list.

Step3: Select Attendance Entry Status

Step4: Click "Go" button to view Attendance Status of Staff.

78. TLP7-Student Attendance Report – Abstract

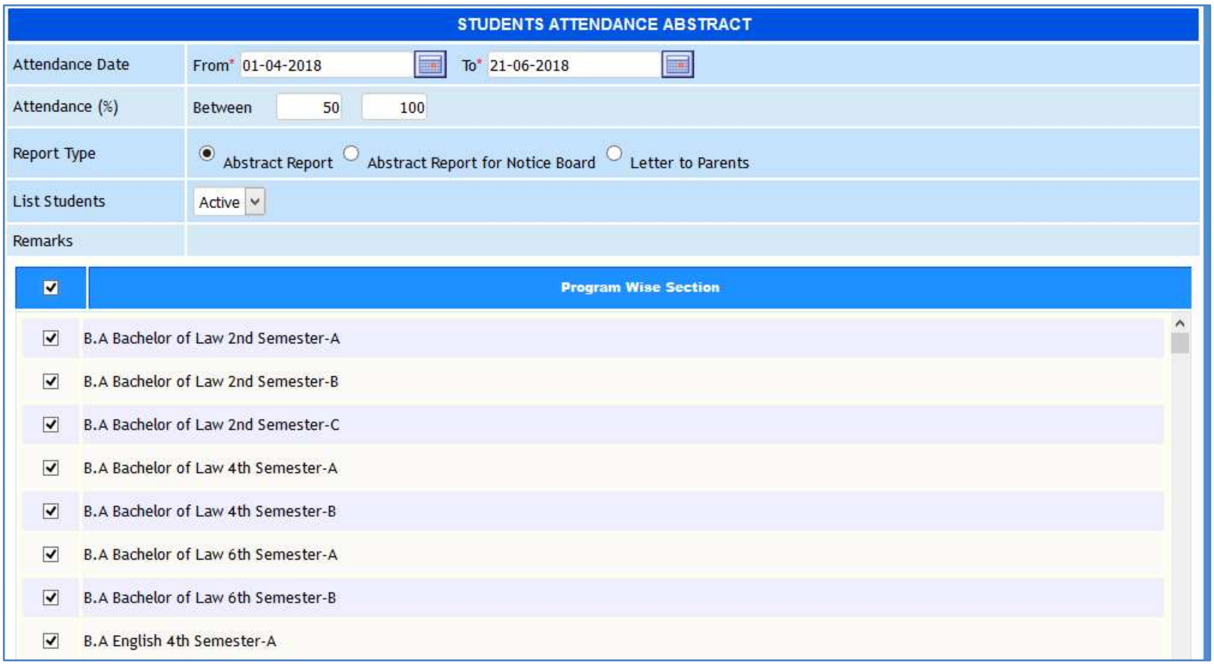
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to view the student attendance report in abstract mode
- Menu Access

  Main Menu >> academic >> Report>> TLP7-Student Attendance Report- Abstract
- Dependency

  Attendance Entry



STUDENTS ATTENDANCE BETWEEN 0 and 100 %

ATTENDANCE DATE BETWEEN 25-06-2017 and 25-06-2018

*TH-Total Hour, *THP-Total Hour Present, *THA-Total Hour Absent, *OD-On Duty, *DA-Disciplinary Actions, *ML-Medical Leave [49hrs]
*foreign students highlighted with gray color.

CALCULATION - Att.(%) Without OD & ML : 100-((THA+OD+ML+DA)/TH*100)

CALCULATION - Overall Att.(%): 100-((THA+(ML-49)+DA)/TH*100) [ML till 49 hrs considered as present]

S.No.	Register No.	Student Name	*TH	*THP	Att.(%) Without OD & ML	*THA	*OD Tech	*OD Sports	*OD Other	*DA	*ML	Overall Att.(%)
B.E. Computer Science and Engineering 2nd Semester-A												
1	17602101	ABHIJITH SURESH	1	1	100	0	0	0	0	0	0	100
2	17602102	ADITHYA K	1	1	100	0	0	0	0	0	0	100
3	17602103	AHJAYRAM K	1	1	100	0	0	0	0	0	0	100
4	17602104	AISHWARYA L	1	0	0	1	0	0	0	0	0	0
5	17602105	AKASH KUMAR S	1	0	0	1	0	0	0	0	0	0
6	17602106	AKASH V	1	1	100	0	0	0	0	0	0	100
7	17602107	AKSHARADEVI R	1	1	100	0	0	0	0	0	0	100
8	17602108	ARCHANA C	1	1	100	0	0	0	0	0	0	100
9	17602109	ARUN M	1	1	100	0	0	0	0	0	0	100
10	17602110	BALAJI S	1	1	100	0	0	0	0	0	0	100
11	17602111	BHAVANI S	1	1	100	0	0	0	0	0	0	100
12	17602112	DEEPA U	1	1	100	0	0	0	0	0	0	100
13	17602113	DHANALAKSHMI S	1	1	100	0	0	0	0	0	0	100
14	17602114	DHARINISH R	1	1	100	0	0	0	0	0	0	100

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

79. Cumulative Attendance

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the Cummulative Attendance.

- Menu Access

  Main Menu >> academic >> Report>> Cummulative Attendance

- Dependency

  Attendance Entry

Student Attendance Cumulative

Program Section: 2015 Regulation B.B.A. Bachelor of Business Administration 5th Semester-A *

SL.No	Register No	Student Name	Total Hrs	Absent		Present	
				in (Hrs)	in (%)	in (Hrs)	in (%)
1	3021610002	CHICHULA AJAY BABU	36	8	22.22	28	77.78
2	3021610003	HRICHA DHUNGEL	36	31	86.11	5	13.89
3	3021610004	SNEHLATA KUMARI	36	2	5.56	34	94.44
4	3021610006	PRAZWAL GURUNG	36	25	69.44	11	30.56
5	3021610008	SANJIT KUMAR GUPTA	36	2	5.56	34	94.44
6	3021610009	SURAJ SHAH	36	6	16.67	30	83.33
7	3021610010	PRIYA KESHRI	36	0	0.00	36	100.00
8	3021610011	REKHA KUMARI PRASAD	36	19	52.78	17	47.22
9	3021610012	NIMITA SHARMA	36	5	13.89	31	86.11
10	3021610013	KRITESH BANIYA	36	9	25.00	27	75.00
11	3021610014	PRIYA SHARMA	36	6	16.67	30	83.33
12	3021610015	DEPISHA THAPA	36	16	44.44	20	55.56
13	3021610016	ROJEE SHARMA	36	11	30.56	25	69.44
14	3021610017	SACHITA BHUJEL	36	5	13.89	31	86.11
15	3021610018	ANJALI KUMARI	36	8	22.22	28	77.78

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.

80. Sections Report - Program wise

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the program wise section list.

- Menu Access

  Main Menu >> academic >> Report>> Sections Report - Programwise

- Dependency

  Program wise Section

Program wise sections list - Report

Sl.No.	Program Name	Regulation	Semester	Section	No.of Males	No.of Females	Total Students
1	B.A.-English (Honours)	2017	3	A	14	35	49
2	B.B.A.-BBA	2017	3	A	21	17	38
3	B.B.A.-BBA	2015	5	A	27	31	58
4	B.C.A.-BCA	2017	3	A	29	7	36
5	B.C.A.-BCA	2015	5	A	32	16	48
6	B.Com.-Commerce	2017	3	A	5	3	8
7	B.Com.-Commerce	2015	5	A	19	3	22
8	B.Com.-Commerce (Honours)	2017	3	A	17	11	28
9	B.Sc.-HTM	2017	1	A	0	0	0
10	B.Sc.-HTM	2017	3	A	24	34	58
11	B.Sc.-HTM	2015	5	A	20	14	34
12	B.Sc.-IT	2017	3	A	11	5	16
13	B.Sc.-IT	2015	5	A	16	4	20
14	B.Voc.-Pharma.Mfg	2017	3	A	5	5	10
15	M.B.A.-MBA	2017	3	A	21	9	30
16	M.Com.-Commerce	2017	3	A	9	5	14

STUDENTS ATTENDANCE ABSTRACT

Attendance Date	From* 01-04-2018 To* 21-06-2018
Attendance (%)	Between 50 100
Report Type	○ Abstract Report ○ Abstract Report for Notice Board ◉ Letter to Parents
List Students	Active
Remarks	We regret to inform you that your sondaughter has been irregular in attending classes during NOVEMBER 22, 2012 to FEBRUARY 22, 2013 (60 days). Hisher attendance for the first 60 days is less then 50 due to which your ward may not be allowed to take up the Second C.A.Tests starting from MARCH 21, 2013. This will eventually affect hisher chances of appearing for the semester examination in APRIL 2013. In this connection, we have already despatched a warning letter to you, dated 22.01.2013, at the end of 30 days.You can visit the following Website to know your ward`s attendance position (www.loyolacollege.edu). Meet Vice-Principal (Admin) in this regard on 4th or 5th March 2013 between 3.00 p.m. to 5.00 p.m.

☑	Program Wise Section
☑	B.A Bachelor of Law 2nd Semester-A
☑	B.A Bachelor of Law 2nd Semester-B
☑	B.A Bachelor of Law 2nd Semester-C
☑	B.A Bachelor of Law 4th Semester-A

81. Academic Module Usage Statistics

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the statistics of Academic Module

- Menu Access

  Main Menu >> academic >> Report>> Academic Module Usage Statistics

- Dependency

  Program Section, Student courses

ACADEMY USAGE STATISTICS

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)

School of Hospitality and Tourism Studies

		Student Count		Timetable Slot		Attendance			
S.No.	Program Semester Section	Section Allocated	Subject Allocated	Count	Allocated to faculty	Min Date	Max Date	Entered	Approved
1	2015 Regulation B.Sc. Hospitality and Tourism Management 5th Semester-A	34	34	35	31	18-07-2018	03-08-2018	68	68
2	2017 Regulation B.Sc. Hospitality and Tourism Management 1st Semester-A	0	0	0	0			0	0
3	2017 Regulation B.Sc. Hospitality and Tourism Management 3rd Semester-A	58	58	35	35	18-07-2018	03-08-2018	76	76

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)

School of Information Technology

		Student Count		Timetable Slot		Attendance			
S.No.	Program Semester Section	Section Allocated	Subject Allocated	Count	Allocated to faculty	Min Date	Max Date	Entered	Approved
4	2015 Regulation B.C.A. Bachelor of Computer Application 5th Semester-A	48	48	35	24	18-07-2018	03-08-2018	51	51
5	2017 Regulation B.C.A. Bachelor of Computer Application 3rd Semester-A	36	36	34	20	18-07-2018	03-08-2018	51	51
6	2015 Regulation B.Sc. Information Technology 5th Semester-A	20	20	35	29	18-07-2018	03-08-2018	60	60
7	2017 Regulation B.Sc. Information Technology 3rd Semester-A	16	16	35	26	18-07-2018	03-08-2018	56	56

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)

School of Language, Literature and Culture Studies

		Student Count		Timetable Slot		Attendance			
S.No.	Program Semester Section	Section Allocated	Subject Allocated	Count	Allocated to faculty	Min Date	Max Date	Entered	Approved
8	2017 Regulation B.A. English (Honours) 3rd Semester-A	49	49	30	23	18-07-2018	03-08-2018	19	19

82. Internal Mark Entry – Status

- Intended Audience

  Academic Coordinator

- Usage

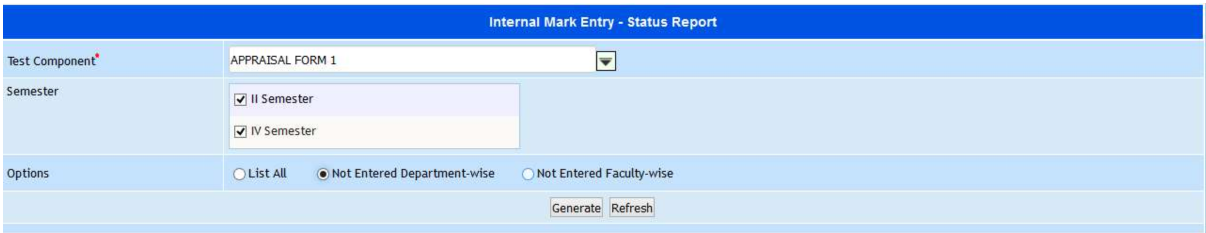
  This interface is used to view the internal mark entry status

- Menu Access

  Main Menu >> academic >> Report>> Internal Mark Entry-Status

- Dependency

  Internal Test Component



72.5 To view Internal Mark Entry Status, follow steps below

Step1: Select the Test Component from the list.

Step2: Select the Semester from the list.

Step3: Select the Options.

Step4: Click “Generate” button to view the Internal Mark Entry Status.

83. Internal Mark Consolidated Report

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the internal mark consolidated form.

- Menu Access

  Main Menu >> academic >> Report>> Internal Mark Consolidated Report

- Dependency

  Internal Mark Entry

INTERNAL MARKS - CONSOLIDATED REPORT

Program Section: B.Com. Accounts And Finance 6th Semester-C

Subject: 15CBCF62-INCOME TAX, LAW AND PRACTICE - II-Theory - Internal

Generate | CA Mark Statement | Refresh

Register No	Student Name	CA Class Test 1 (5)	CA Class Test 2 (5)	CA Class Test 3 (5)	Assignment or Class Seminar (5)	Model Examination (10)	Assessment by Faculty (5)	Attendance (5)	Attendance (%)	Moderation	Total Mark (40)
15102301	ABDUL AZEEZ. A	3.2	2.0	4.2	3.0	0.7	2.0	2.0		0	18
15102302	AMAR SINGH SAINI	1.6	2.0	2.4	2.0	6.7	3.0	3.0		0	21
15102303	ASHWIN KUMAR C K	3.0	2.2	3.4	3.0	6.7	2.0	3.0		0	24
15102304	ASHWIN S	4.0	2.2	4.2	3.0	5.3	2.0	3.0		0	24
15102305	BALAJI S	1.8	1.8	2.2	2.0	3.5	2.0	2.0		0	16
15102306	BHARATH.B	2.0	1.8	3.2	2.0	3.2	2.0	2.0		0	17
15102307	B.SATHISH	2.4	1.8	3.2	2.0	3.8	2.0	2.0		0	18
15102308	DEVENDRAN.M	1.6	1.8	2.2	2.0	3.3	2.0	2.0		0	15
15102309	GOKULPRASSAD.D	2.0	1.6	2.8	2.0	3.8	2.0	3.0		0	18
15102310	HARITHA R	1.8	4.6	3.2	2.0	4.3	2.0	3.0		0	21
15102313	JOHN BRITTO S	3.4	1.6	3.2	2.0	7.3	2.0	3.0		0	23

To view Internal Mark Consolidated Report

Step1: Select the Program Section from the list.

Step2: Select the Subject from the list.

Step3: Click "Generate" button to view the consolidated report.

84. Student Debar Discontinued Detained Report

- Intended Audience

  Academic Coordinator

- Usage

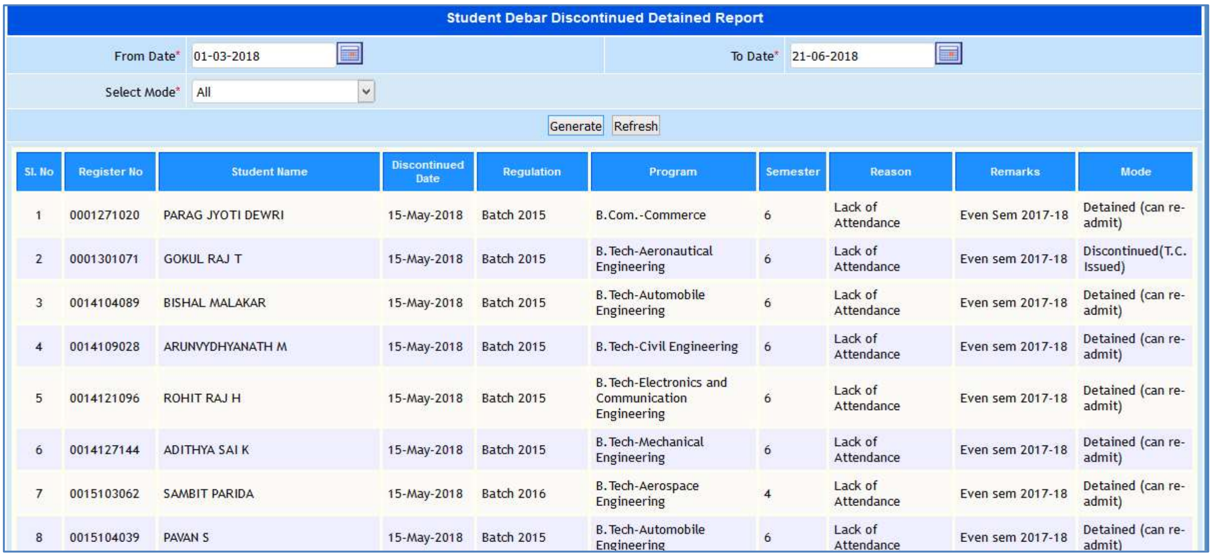
  This interface is used to view the discontinued student.

- Menu Access

  Main Menu >> academic >> Report>> Student Debar Discontinued Detained Report

- Dependency

  Debar / Discontinue Students



Student Debar Discontinued Detained Report

From Date* 01-03-2018 To Date* 21-06-2018

Select Mode* All

Generate Refresh

Sl. No	Register No	Student Name	Discontinued Date	Regulation	Program	Semester	Reason	Remarks	Mode
1	0001271020	PARAG JYOTI DEWRI	15-May-2018	Batch 2015	B.Com.-Commerce	6	Lack of Attendance	Even Sem 2017-18	Detained (can re-admit)
2	0001301071	GOKUL RAJ T	15-May-2018	Batch 2015	B.Tech-Aeronautical Engineering	6	Lack of Attendance	Even sem 2017-18	Discontinued(T.C. Issued)
3	0014104089	BISHAL MALAKAR	15-May-2018	Batch 2015	B.Tech-Automobile Engineering	6	Lack of Attendance	Even sem 2017-18	Detained (can re-admit)
4	0014109028	ARUNVYDHYANATH M	15-May-2018	Batch 2015	B.Tech-Civil Engineering	6	Lack of Attendance	Even sem 2017-18	Detained (can re-admit)
5	0014121096	ROHIT RAJ H	15-May-2018	Batch 2015	B.Tech-Electronics and Communication Engineering	6	Lack of Attendance	Even sem 2017-18	Detained (can re-admit)
6	0014127144	ADITHYA SAI K	15-May-2018	Batch 2015	B.Tech-Mechanical Engineering	6	Lack of Attendance	Even sem 2017-18	Detained (can re-admit)
7	0015103062	SAMBIT PARIDA	15-May-2018	Batch 2016	B.Tech-Aerospace Engineering	4	Lack of Attendance	Even sem 2017-18	Detained (can re-admit)
8	0015104039	PAVAN S	15-May-2018	Batch 2015	B.Tech-Automobile Engineering	6	Lack of Attendance	Even sem 2017-18	Detained (can re-admit)

To view Student Debar Discontinued Detained Report follow steps below

Step1: Select From Date from the list.

Step2: Select To Date from the list.

Step3: Click "Generate" button to view the Debar Discontinued Detained Report

85. Student Activity Report

- Intended Audience

  Academic Coordinator

- Usage

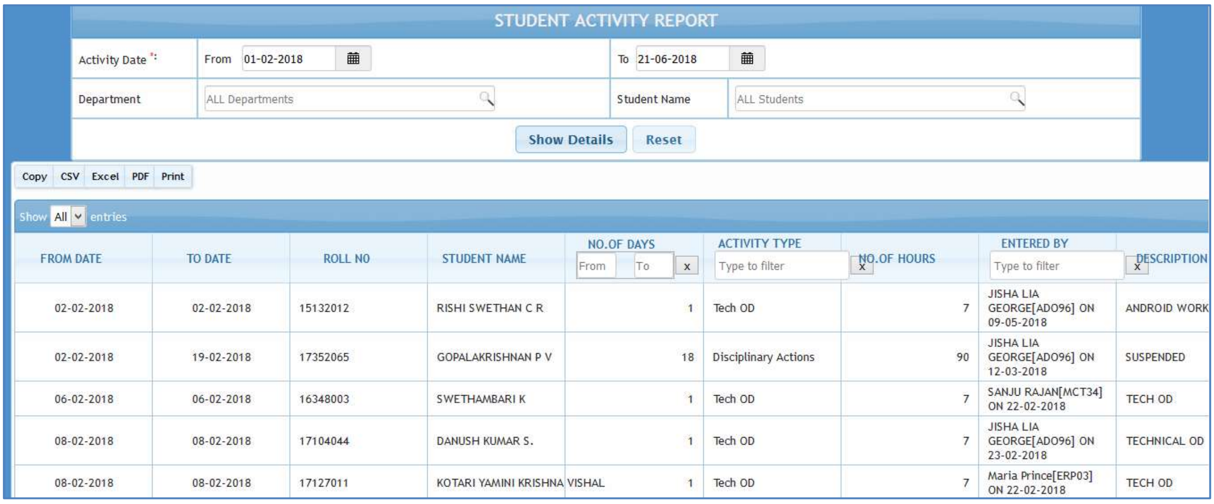
  This interface is used to view the student activity

- Menu Access

  Main Menu >> academic >> Report>>Student Activity Report

- Dependency

  Student Activity Entry



To view Student Activity Report follow steps below

Step1: Select Activity From and To Date from the list.

Step2: Select Department from the list.

Step3: Select Student Name from the list.

Step4: Click "Show Details" button to view the Student Activity Report

86. Staff Wise Delegation Status Report

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the delegation status

- Menu Access

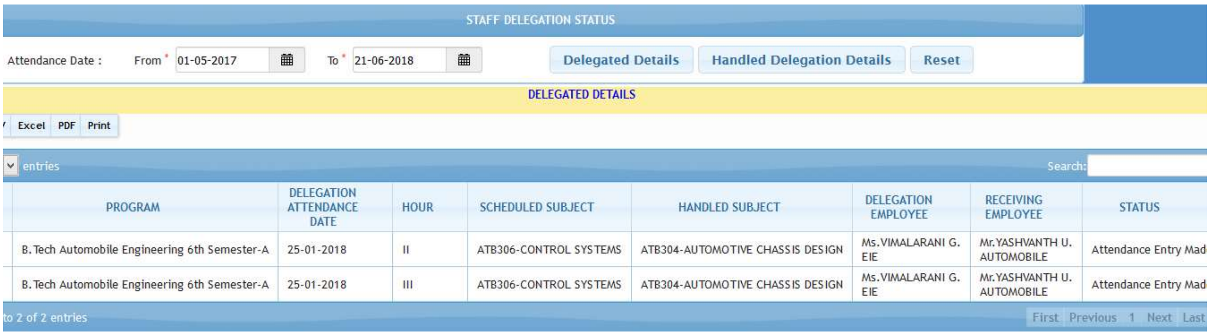
  Main Menu >> academic >> Report>> Staff wise Delegation Status Report

- Dependency

  Delegation Entry

- Component Details

Component Id	Caption	Type	Maximum Input Size	Can Select	Can Edit	Can Delete
AM_FR_82_C1	Attendance Date - From Date	Date		Y	Y	-
AM_FR_82_C2	Attendance Date - To Date	Date		Y	Y	-



To view Staffwise Delegation Status Report follow steps below

Step1: Select the Attendance Date.

Step2: Click “Delegated Details” button to view Staffwise Delegation Status.

87. Faculty Time Table Print

- Intended Audience

  Academic Coordinator

- Usage

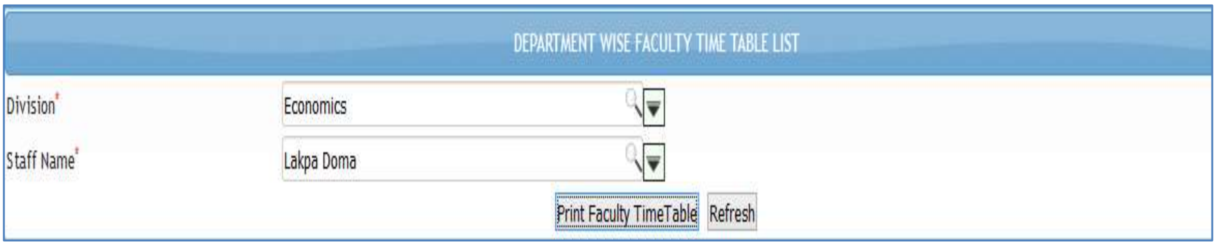
  This interface is used to Print Faculty Time Table.

- Menu Access

  Main Menu >> academic >> Report>> Faculty Time Table Print

- Dependency

  Faculty Time Table



Faculty Time table

Lakpa Doma

Assistant Professor (OG)

	1	2	3	4	5	6	7
	09:30 10:20			12:10 01:00	02:00 02:45	02:45 03:30	03:30 04:15
Day 1	M.Com.-Commerce 3-A MCO1731			B.Com.-Commerce 5-A BCO1553			
Day 2	M.Com.-Commerce 3-A MCO1731			B.Com.-Commerce 5-A BCO1553			
Day 3					B.Com.-Commerce 5-A BCO1553	M.Com.-Commerce 3-A MCO1731	
Day 4	M.Com.-Commerce 3-A MCO1731				B.Com.-Commerce 5-A BCO1553		
Day 5					B.Com.-Commerce 5-A BCO1553		M.Com.-Commerce 3-A MCO1731

Firstline Infotech Pvt., Ltd., Chenna

Print Me

Code	Description
MCO1731	RESEARCH METHODOLOGY
BCO1553	RESEARCH METHODOLOGY

To view Faculty TimeTable Print Delegation Status Report follow steps below

Step1: Select the Division from the list.

Step2: Select the Staff Name from the list.

Step3: Click "Print Faculty TimeTable" to view Faculty Timetable print.

88. Test Component Wise Internal Mark Report

- Intended Audience

  Academic Coordinator

- Usage

  This interface is used to view the internal marks.

- Menu Access

  Main Menu >> academic >> Report>> Test Component Wise Internal Mark Report

- Dependency

  Internal Mark Entry

To view Test Component wise Internal Report follow steps below

Step1: Select the Program & Section from the list.

Step2: Select Test Component from the list.

Ste[3: Click "Generate" button to view the Internal Report.

89. Students Attendance Abstract Report

- Intended Audience

  Academic Coordinator

- Usage

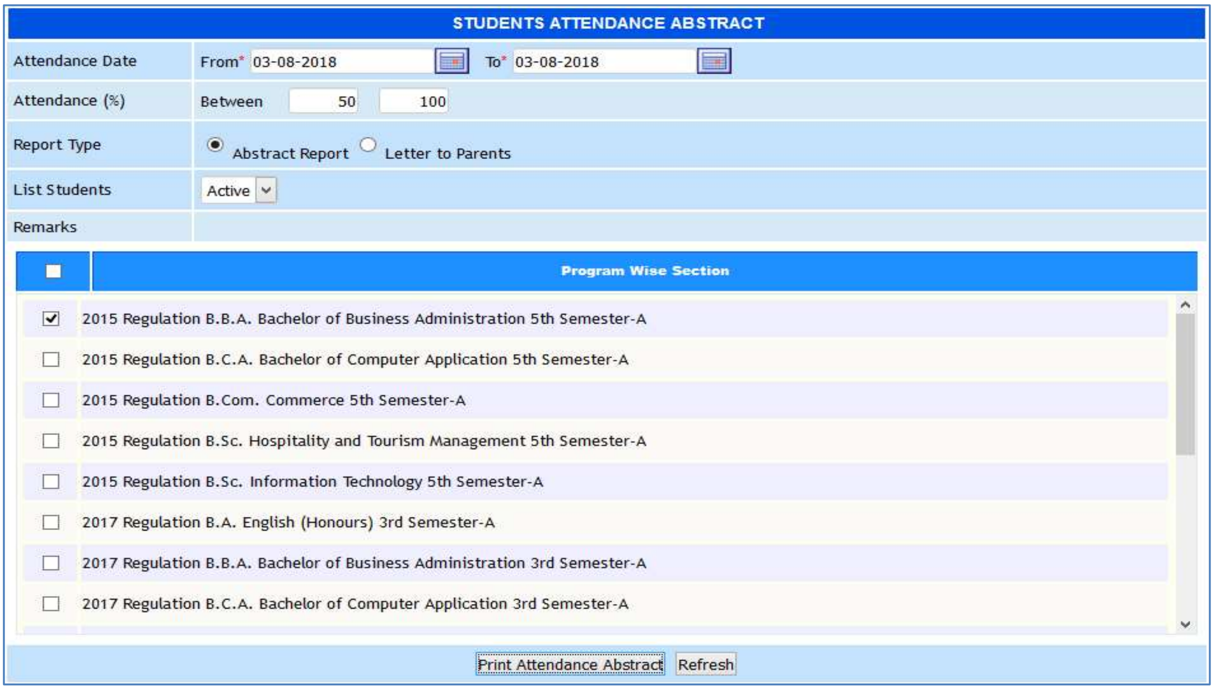
  This interface is used to view the Students Attendance Abstract Report.

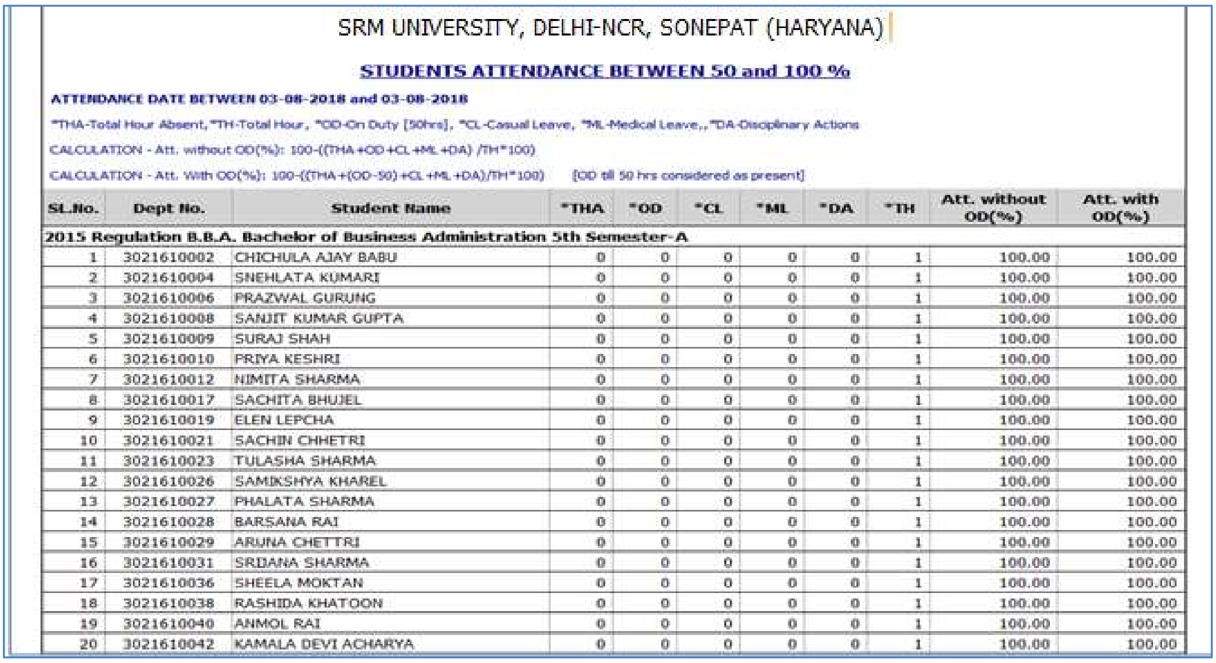
- Menu Access

  Main Menu >> academic >> Report>> Students Attendance Abstract Report

- Dependency

  Attendance Entry





SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)

STUDENTS ATTENDANCE BETWEEN 50 and 100 %

ATTENDANCE DATE BETWEEN 03-08-2018 and 03-08-2018

*THA-Total Hour Absent,*TH-Total Hour, *OD-On Duty [50hrs], *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-50)+CL+ML+DA)/TH*100) [OD till 50 hrs considered as present]

SL.No.	Dept No.	Student Name	*THA	*OD	*CL	*ML	*DA	*TH	Att. without OD(%)	Att. with OD(%)
2015 Regulation B.B.A. Bachelor of Business Administration 5th Semester-A										
1	3021610002	CHICHULA AJAY BABU	0	0	0	0	0	1	100.00	100.00
2	3021610004	SNEHLATA KUMARI	0	0	0	0	0	1	100.00	100.00
3	3021610006	PRAZWAL GURUNG	0	0	0	0	0	1	100.00	100.00
4	3021610008	SANJIT KUMAR GUPTA	0	0	0	0	0	1	100.00	100.00
5	3021610009	SURAJ SHAH	0	0	0	0	0	1	100.00	100.00
6	3021610010	PRIYA KESHRI	0	0	0	0	0	1	100.00	100.00
7	3021610012	NIMITA SHARMA	0	0	0	0	0	1	100.00	100.00
8	3021610017	SACHITA BHUJEL	0	0	0	0	0	1	100.00	100.00
9	3021610019	ELEN LEPCHA	0	0	0	0	0	1	100.00	100.00
10	3021610021	SACHIN CHHETRI	0	0	0	0	0	1	100.00	100.00
11	3021610023	TULASHA SHARMA	0	0	0	0	0	1	100.00	100.00
12	3021610026	SAMIKSHYA KHAREL	0	0	0	0	0	1	100.00	100.00
13	3021610027	PHALATA SHARMA	0	0	0	0	0	1	100.00	100.00
14	3021610028	BARSANA RAI	0	0	0	0	0	1	100.00	100.00
15	3021610029	ARUNA CHETTRI	0	0	0	0	0	1	100.00	100.00
16	3021610031	SRIJANA SHARMA	0	0	0	0	0	1	100.00	100.00
17	3021610036	SHEELA MOKTAN	0	0	0	0	0	1	100.00	100.00
18	3021610038	RASHIDA KHATOON	0	0	0	0	0	1	100.00	100.00
19	3021610040	ANMOL RAI	0	0	0	0	0	1	100.00	100.00
20	3021610042	KAMALA DEVI ACHARYA	0	0	0	0	0	1	100.00	100.00

To view Students Attendance Abstract follow steps below

Step1: Select the "Attendance Date" from the list.

Step2: Enter the Attendance Percentage (%) .

SteP3: Select the Report type to view the Internal Report.

Step4: Select the programwise sections.

Step5: Click "Print Attendance Abstract" button to print Attendance Abstract.

90. CA Mark Statement – Print

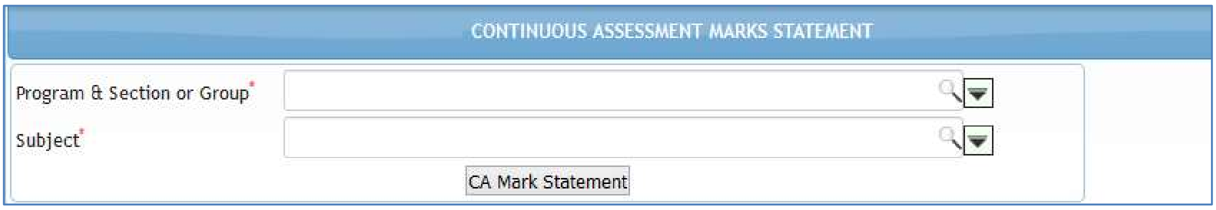
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to view the Continuous Assessment mark statement.
- Menu Access

  Main Menu >> academic >> Report>> CA Mark Statement - Print
- Dependency

  Internal Mark Entry



To print of CA Mark Statement follow steps below

Step1: Select the "Program & Section or Group" from the list.

Step2: Select Subject from the list.

Step3: Click "CA Mark Statement" button to print.

91. Faculty wise Courses Status

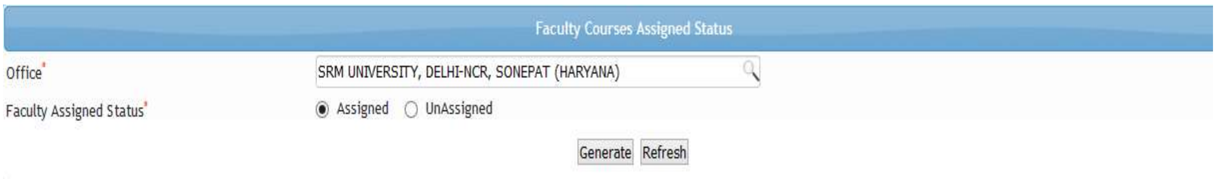
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to view the Faculty wise Courses Status.
- Menu Access

  Main Menu >> academic >> Report>> Faculty wise Courses Status
- Dependency

  Faculty wise Courses
- Component Details



To view Faculty Courses Assigned Status follow steps below

Step1: Select the "Office" from the list.

Step2: Select the option of "Faculty Assigned Status".

Step3: Click "Generate" to view the Faculty Courses Assigned Status.

92. Subject wise Attendance Percentage

- Intended Audience

  Academic Coordinator

- Usage

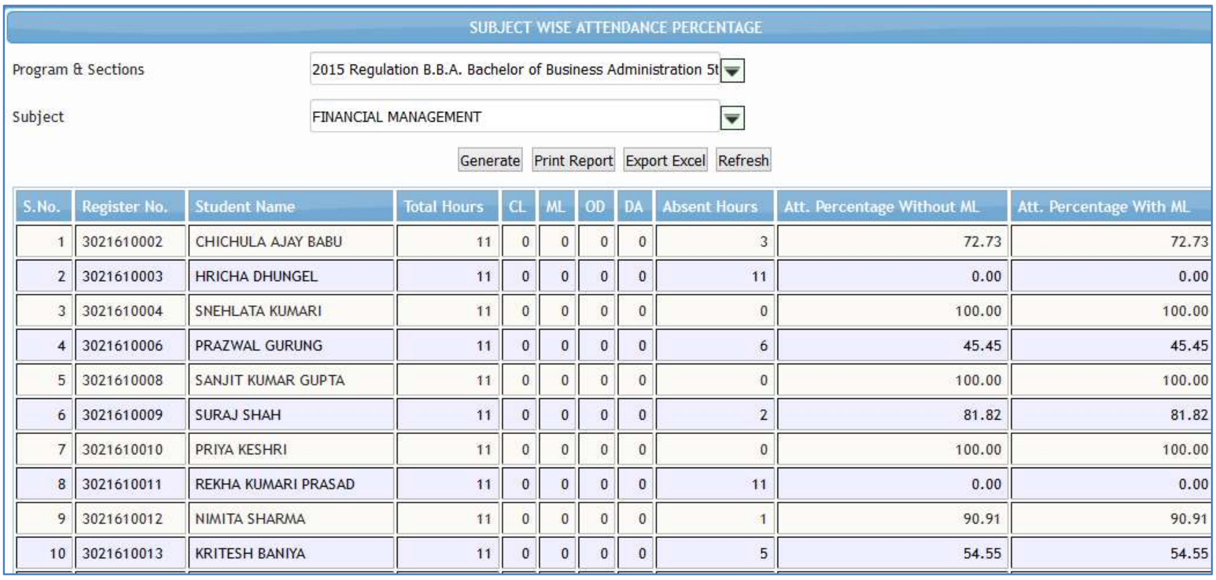
  This interface is used to view the subject wise attendance percentage.

- Menu Access

  Main Menu >> academic >> Report>> Subject wise Attendance Percentage

- Dependency

  Attendance Entry



S.No.	Register No.	Student Name	Total Hours	CL	ML	OD	DA	Absent Hours	Att. Percentage Without ML	Att. Percentage With ML
1	3021610002	CHICHULA AJAY BABU	11	0	0	0	0	3	72.73	72.73
2	3021610003	HRICHA DHUNGEL	11	0	0	0	0	11	0.00	0.00
3	3021610004	SNEHLATA KUMARI	11	0	0	0	0	0	100.00	100.00
4	3021610006	PRAZWAL GURUNG	11	0	0	0	0	6	45.45	45.45
5	3021610008	SANJIT KUMAR GUPTA	11	0	0	0	0	0	100.00	100.00
6	3021610009	SURAJ SHAH	11	0	0	0	0	2	81.82	81.82
7	3021610010	PRIYA KESHRI	11	0	0	0	0	0	100.00	100.00
8	3021610011	REKHA KUMARI PRASAD	11	0	0	0	0	11	0.00	0.00
9	3021610012	NIMITA SHARMA	11	0	0	0	0	1	90.91	90.91
10	3021610013	KRITESH BANIYA	11	0	0	0	0	5	54.55	54.55

To view Subjectwise Attendance Percentage Status follow steps below

Step1: Select the "Subjectwise Attendance Percentage" from the list.

Step2: Select the "Subject" from the list.

Step3: Click "Generate" button to view the Subjectwise Attendance Percentage.

93. Master Time Table Print

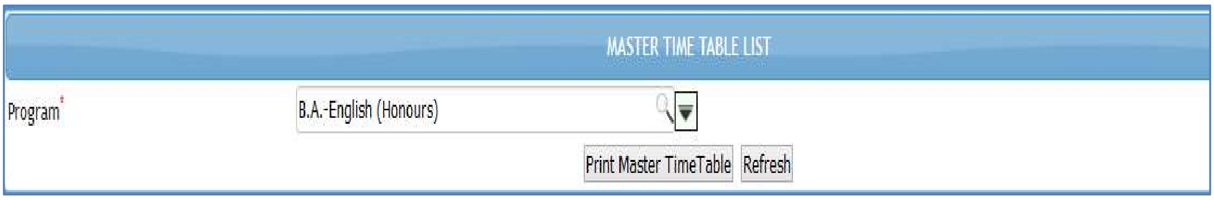
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to view the Master Time Table.
- Menu Access

  Main Menu >> academic >> Report>> Master Time Table Print
- Dependency

  Faculty Time Table



To print Master Time Table follow steps below

Step1: Select "Program" from the list.

Step2: Click "Print Master Timetable" button to view the Master Time Table List.

SRM UNIVERSITY SIKKIM

SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM
MASTER TIME TABLE - B.A.-English (Honours)

Day Order / Hour	I	II	III	IV	V	VI	VII
1st Semester A							
Day 1	Dr.Sonal ENGH1712-INTRODUCTION TO LITERARY STUDIES	Ms.Manisha Thakuri LAE1711-ALTERNATIVE ENGLISH - I		Mr.Anup Sharma ENGH1713-LITERATURE FROM THE MEDIEVAL PERIOD TO THE JACOBEAN PERIOD			Ms.Manisha CUA-Curriculum Activity
Day 2	Ms.Manisha Thakuri LAE1711-ALTERNATIVE ENGLISH - I	Dr.Sonal ENGH1712-INTRODUCTION TO LITERARY STUDIES			Mr.Anup Sharma GEN1716-ENVIRONMENTAL STUDIES, Ms.Manisha Thakuri GEN1716-ENVIRONMENTAL STUDIES	Dr.Sonal COUNS-COUNSELLING	Ms.Manisha CUA-Curriculum Activity
Day 3	Dr.Sonal ENGH1712-INTRODUCTION TO LITERARY STUDIES	Ms.Manisha Thakuri LAE1711-ALTERNATIVE ENGLISH - I	Mr.Anup Sharma ENGH1713-LITERATURE FROM THE MEDIEVAL PERIOD TO THE JACOBEAN PERIOD				Ms.Manisha CUA-Curriculum Activity
Day 4	Mr.Anup Sharma ENGH1713-LITERATURE FROM THE MEDIEVAL PERIOD TO THE JACOBEAN PERIOD	Mr.Anup Sharma GEN1716-ENVIRONMENTAL STUDIES, Ms.Manisha Thakuri GEN1716-ENVIRONMENTAL STUDIES		Mr.Anup Sharma GEN1716-ENVIRONMENTAL STUDIES, Ms.Manisha Thakuri GEN1716-ENVIRONMENTAL STUDIES			Ms.Manisha CUA-Curriculum Activity
Day 5	Dr.Sonal ENGH1712-INTRODUCTION TO LITERARY STUDIES	Mr.Anup Sharma ENGH1713-LITERATURE FROM THE MEDIEVAL PERIOD TO THE JACOBEAN PERIOD			Ms.Manisha Thakuri LAE1711-ALTERNATIVE ENGLISH - I	Dr.Sonal COUNS-COUNSELLING	Ms.Manisha CUA-Curriculum Activity
1st Semester B							
Day 1	Mr.Anup Sharma ENGH1713-LITERATURE FROM THE MEDIEVAL PERIOD TO THE JACOBEAN PERIOD	Ms.Smita ENGH1712-INTRODUCTION TO LITERARY STUDIES	Ms.Manisha Thakuri LAE1711-ALTERNATIVE ENGLISH - I			Ms.Smita COUNS-COUNSELLING	Ms.Smita CUA-Curriculum Activity
Day 2	Ms.Smita ENGH1712-INTRODUCTION TO LITERARY STUDIES	Mr.Anup Sharma ENGH1713-LITERATURE FROM THE MEDIEVAL PERIOD TO THE JACOBEAN PERIOD			Ms.Manisha GEN1716-ENVIRONMENTAL STUDIES	Ms.Manisha CUA-Curriculum Activity, Ms.Smita CUA-Curriculum Activity	Ms.Smita CUA-Curriculum Activity

94. Internal Marks Statement – Parent Test Component

- Intended Audience

  Academic Coordinator

- Usage

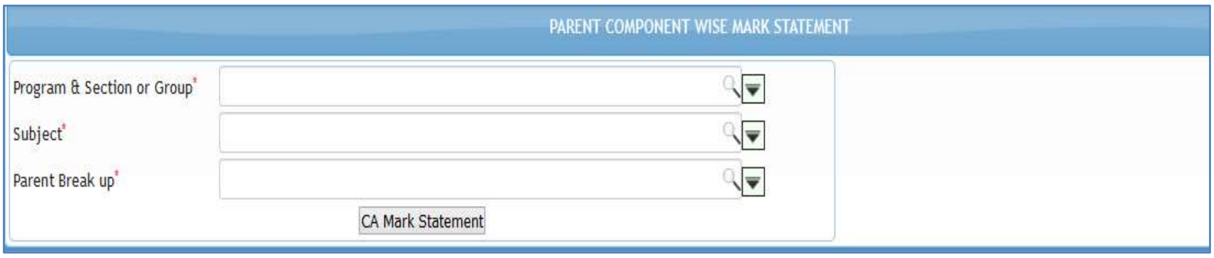
  This interface is used to view the Internal Marks Statement – Parent Test Component.

- Menu Access

  Main Menu >> Academic >> Report>> Internal Marks Statement – Parent Test Component

- Dependency

  Internal Mark Entry



To view Parent Component Wise Mark Statement follow steps below

Step1: Select "Program & Section or Group" from the list.

Step2: Select "Subject" from the list.

Step3: Select "Parent Break up" from the list.

Step4: Click "CA Mark Statement" button to view Parent Component Wise Mark Statement.

95. Internal Results – Sending to Parents

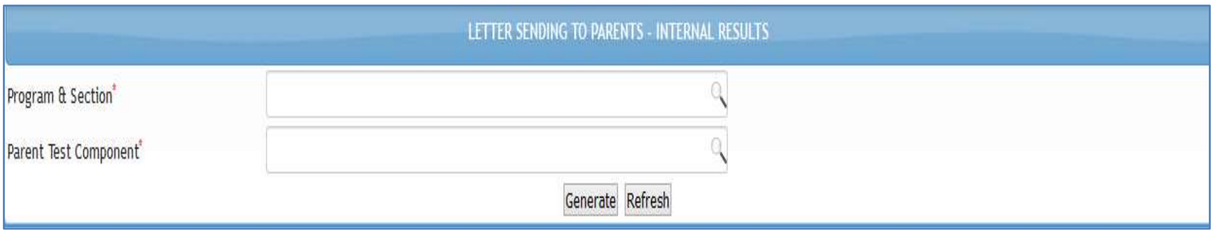
- Intended Audience

  Academic Coordinator
- Usage

  This interface is used to view the Internal Results – Sending to Parents.
- Menu Access

  Main Menu >> academic >> Report>> Internal Results – Sending to Parents
- Dependency

  Internal Mark Entry



To view Internal Results – Sending to Parents follow steps below

Step1: Select "Program & Section" from the list.

Step2: Select "Parent Test Component" from the list.

Step3: Click "Generate" button to view the report of Internal Results – Sending to Parents..

eVarsity®

Accounts Module

User Manual

Version	**1.0**
Updated on	**Nov – 2014**
Released By	**Firstline Infotech Pvt. Ltd., Chennai.**

CONTENTS

I Accounts Master

1. Accounts Master

1.A. Financial Master

1.A.1. Intended Audience

Accounts Manager

1.A.2. Usage

This centralized master interface records unit of measurement class common for all the institutions.

1.A.3. Menu Access

Main Menu >> Accounts Master>>Accounts Master>> Financial Master

1.A.4. Dependency

None

1.A.5 To create Financial Year follow steps below

Step1: Enter Financial Year required to create.

Step2: Select Start Date and End Date, by default current date would appear.

Step3: Click “Save” button to complete Financial Year.

Step4: Click “View” button to view the existing Financial Years as in Figure 1.A.1.

Figure 1.A.1

Financial Year List		
Financial Year	**Starting Date**	**Ending Date**
2014 - 2015	01-Apr-2014	31-Mar-2015
2013-2014	01-Apr-2013	31-Mar-2014
2012-2013	01-Apr-2012	31-Mar-2013
2011-2012	01-Apr-2011	31-Mar-2012
2010-2011	01-Apr-2010	31-Mar-2011
2009-2010	01-Apr-2009	31-Mar-2010
2008-2009	01-Apr-2008	31-Mar-2009
2007-2008	01-Apr-2007	31-Mar-2008
2006-2007	01-Apr-2006	31-Mar-2007
		Back

Figure 1.A.2

1.B Account Head

1.B.1. Intended Audience

Accounts Manager

1.B.2. Usage

This centralized master interface enables the user to create Account Head.

1.B.3. Menu Access

Main Menu >> Accounts Master>>Accounts Master>> Account Head

1.B.4. Dependency

Financial Year, Nature of Accounts

Figure 1.B.1

1.B.5. To make a **new entry** follow these steps,

Step1: *Select Financial Year for creating Account Head.*

Step2: *Enter Account Head required to create.*

Step3: *Select Is Parent Head from the option **Parent Group** or **Sub Group** by radio button.*

Step4: Select Nature of Account *if Parent Head option is **Parent Group** or Select Parent Group if Parent Head option is **Sub Group.***

Step5*: Click "Save" button to complete the Account Head Creation.*

Step6*: Click "View" button to view the existing Account Heads as in Figure 1.B.2.*

Account Head	Parent Group	Sub Group	Nature of Accounts
Branch / Divisions	YES	No	Liabilities
Capital Account	YES	No	Liabilities
Current Assets	YES	No	Assets
Current Liabilities	YES	No	Liabilities
Direct Expenses	YES	No	Expenses
Direct Incomes	YES	No	Income
Fixed Assets	YES	No	Assets
Indirect Expenses	YES	No	Expenses
Investments	YES	No	Assets
Loans (Liability)	YES	No	Liabilities

Figure 1.B.2

1.C. Account Sub Head

1.C.1. Intended Audience

Accounts Manager

1.C.2. Usage

This centralized master interface enables the user to create Account Sub Head.

1.C.3. Menu Access

Main Menu >> Accounts Master>>Accounts Master>> Account Sub Head

1.C.4. Dependency

Account Head

Figure 1.C.1

1.C.5. To make a **new entry** follow these steps,

Step1: *Select Financial Year for creating Account Sub Head.*

Step2: *Select Account Head from the list.*

Step3*: Enter Account Subhead required to create.*

*Step4: Select Yes or No option for **Maintain Balance Bill-by-Bill** and **Maintain Cost Center.***

Step5: Enter Opening Balance for the Account Sub Head.

Step6: Click "Save" button to complete the Account Sub Head.

Step7: Click "View" button to view the existing Account Sub Heads.

1.D. Opening Balance

1.D.1. Intended Audience

Accounts Manager

1.D.2. Usage

This centralized master interface enables the user to update Opening Balance for the Account Sub Head.

1.D.3. Menu Access

Main Menu >> Accounts Master>>Accounts Master>> Opening Balance

1.D.4. Dependency

Account Head

1.D.5 To make new entry follow steps below

Step1: Select Financial Year for updating Opening Balance.

Step2: Select Account Sub Head from the list.

Step3: Account Head will be displayed Automatically.

Step4: Enter the Amount for the selected Account Subhead.

Step5: Select the Option Debit or Credit for the entered Amount.

Step6: Click “Update” button to complete the Opening Balance updation.

Figure 1.D.1

2. Bank Master

2.A. Bank Master

2.A.1. Intended Audience

Accounts Manager

2.A.2. Usage

This centralized master interface enables the user to create Bank.

2.A.3. Menu Access

Main Menu >> Accounts Master>>Bank Master>> Bank Master

2.A.4. Dependency

None

Figure 2.A.1

2.A.5 To create Bank follow steps below

Step1: Enter Bank Name required to create.

Step2: Enter Bank Short Name.

Step3: Click “Save” button to complete Bank Master.

Step4: Click “View” button to view the existing Banks.

2.B. Bank Branch

2.B.1. Intended Audience

Accounts Manager

2.B.2. Usage

This centralized master interface records Branch of the Bank.

2.B.3. Menu Access

Main Menu >> Accounts Master>>Bank Master>> Bank Branch

2.B.4. Dependency

Bank Master

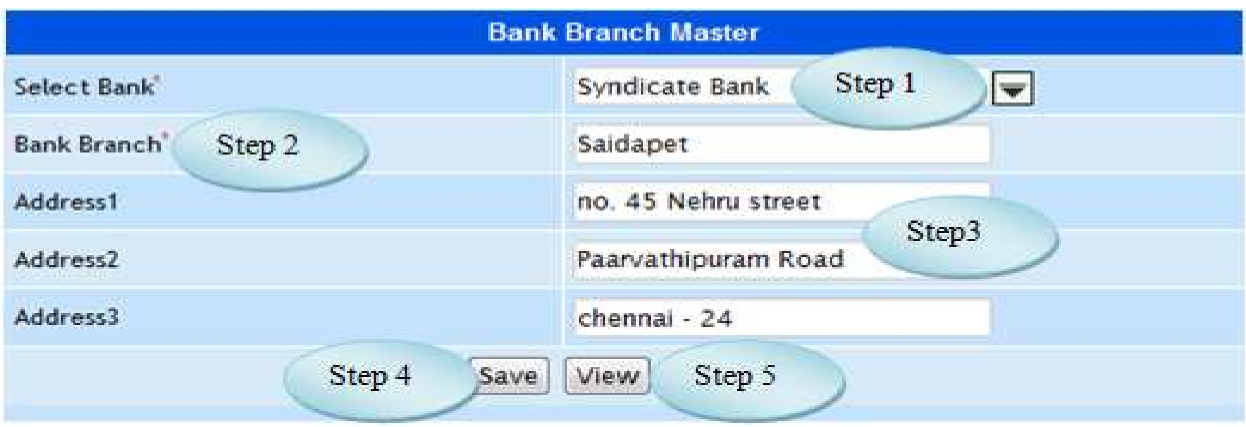


Figure 2.B.1

2.B.5. To make a **new entry** follow these steps,

Step1: *Select Bank from the list.*

Step2: *Enter Bank Branch for the selected Bank.*

Step3: *Enter Address1, Address2 and Address3 for the Branch.*

Step4: *Click "Save" button to complete the Bank Branch.*

Step5: *Click "View" button to view the existing Bank Branches.*

2.C. Bank Account

2.C.1. Intended Audience

Accounts Manager

2.C.2. Usage

This interface enables users to create Bank Account.

2.C.3. Menu Access

Main Menu >> Accounts Master>>Bank Master>> Bank Account

2.C.4. Dependency

Bank Master

2.C.5. To create new Bank Account follow these steps,

Step1: *Select Bank Name from the list.*

Step2: *Enter Account Number required to create.*

Step3: *Bank Account Ledger displayed automatically while entering Account Number.*

Step4: *If required, Select Account Ledger by clicking Link with existing bank Account ledger.*

Step5: *Select Account Opening Date and Closing Date.*

Step6: *Click "Save" button to complete the Bank Accounts.*

Figure 2.C.1

2.D. Cheque Book Details

2.D.1. Intended Audience

Purchase Requestor and System Administrator.

2.D.2. Usage

This centralized master interface records Cheque Book Detaisl.

2.D.3. Menu Access

Main Menu >> Accounts Master>>Bank Master>> Cheque Book Details

2.D.4. Dependency

Bank Account

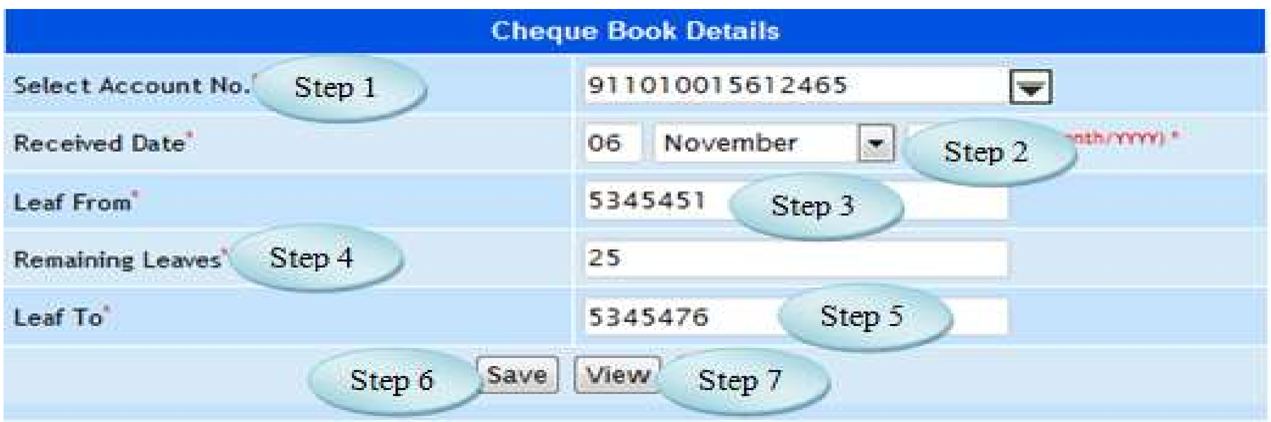


Figure 2.D.1

2.D.5. To make a **new entry** follow these steps,

Step1: *Select Account No. from the list for updating cheque details.*

Step2: *Select Received Date for the Cheque Book.*

Step3: *Enter Leaf From for the selected Bank Account.*

Step4: *Enter Remaining Leaves for the Bank Account.*

Step5: *Enter Leaf To for the selected Bank Account.*

Step6: *Click "Save" button to complete Cheque Book Details.*

Step7: Click "View" button to view and modify the Cheque Book Details as in Figure 2.D.2.

Sl.No.	Bank	Account No	Cheque Leaf From	Cheque Leaf To	Remaining Leaves	Received Date
1.	Axis Bank-Madipakkam	911010014364240	1401	1420	19	04-Jan-2013
2.	Axis Bank-Madipakkam	911010014364240	10221	10240	20	17-Jan-2013
3.	Axis Bank-Madipakkam	911010014364240	17754	17754	0	21-Aug-2012

Figure 2.D.2

2.E. Damage Cheque

2.E.1. Intended Audience

Accounts Manager

2.E.2. Usage

This interface enables users to entry on Damage Cheque.

2.E.3. Menu Access

Main Menu >> Accounts Master>>Bank Master>> Damage Cheque

2.E.4. Dependency

Cheque Book Details

2.E.5 To make entry on Damage Cheque follow steps below

Step1: Select Account No. from the list, remaining cheque leaf for the selected account would appear.

Step2: Select the Cheque Cancel Date, by default Current date would appear.

Step3: Select the Damage Cheque No. by clicking check box.

Step4: Enter Remarks for the Damaged Cheque.

Step5: Click “Save” button to complete the Damaged Cheque.

Step6: Click “View” button to view the existing Damaged Cheque.

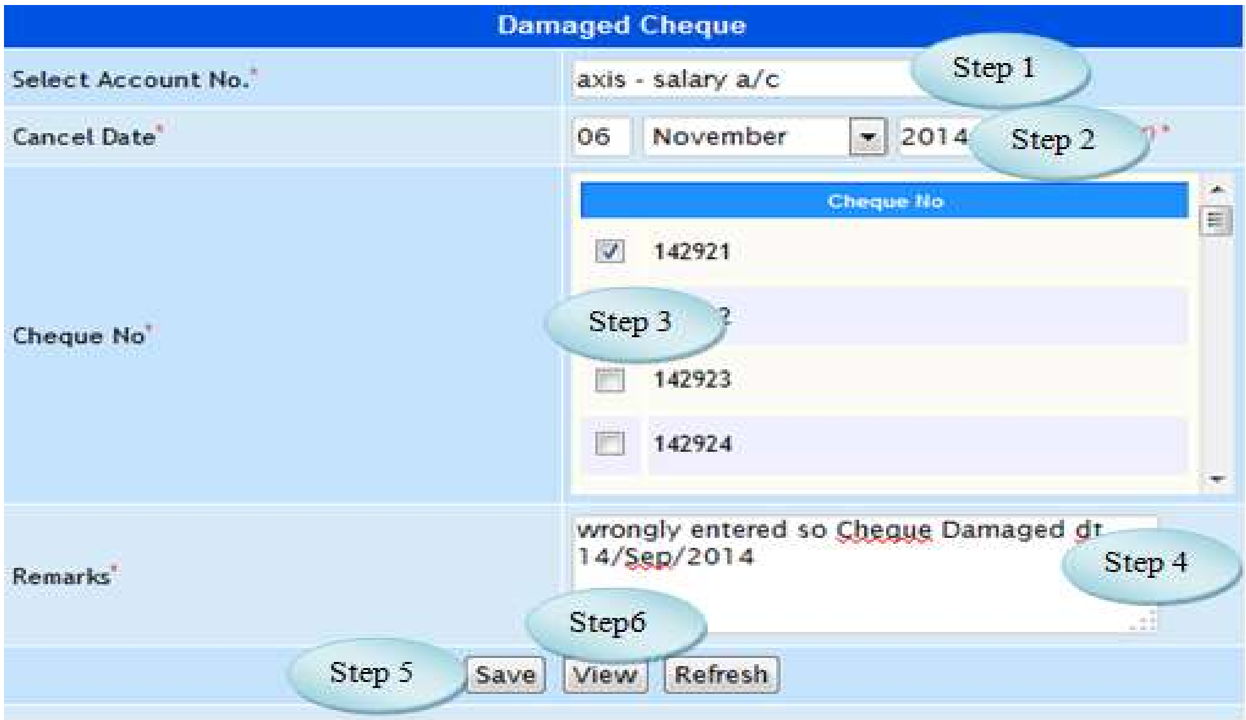


Figure 2.E.1

3. Fee Head

3.1. Intended Audience

Accounts Manager

3.2. Usage

This interface enables users to create Fee Head for Fee Management.

3.3. Menu Access

Main Menu >> Accounts>> Accounts Masters >> Fee Head

3.4. Dependency

None

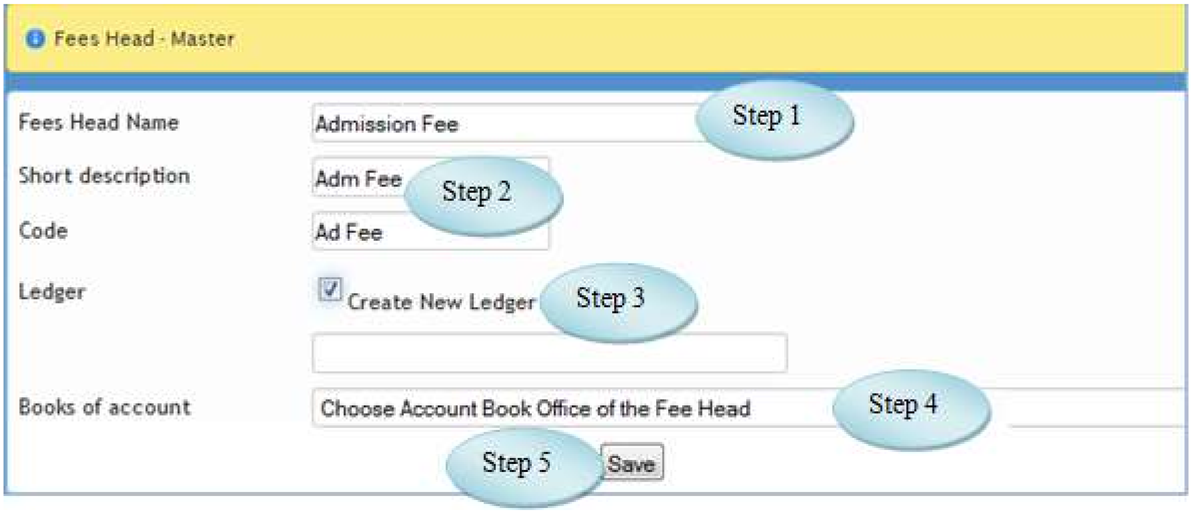


Figure 3.1

3.5 To make new entry follow steps below

Step1: Enter Fee Head Name required to create.

Step2: Enter Short description and code for the entered Fee Head Name.

Step3: Click on the Check box to create New Ledger and select the ledger from the list.

Step4: Otherwise, select Books of account from the list

Step5: Click "Save" button to complete Fee Head.

4. Voucher Permission

4.1 Intended Audience

Accounts Manager

4.2 Usage

This interface enables the users to give Voucher Permission for voucher Entry

4.3 Menu Access

Main Menu >> Accounts>> Accounts Masters >> Voucher Permission

4.4 Dependency

Employee Master, Voucher Types, Menu Rights

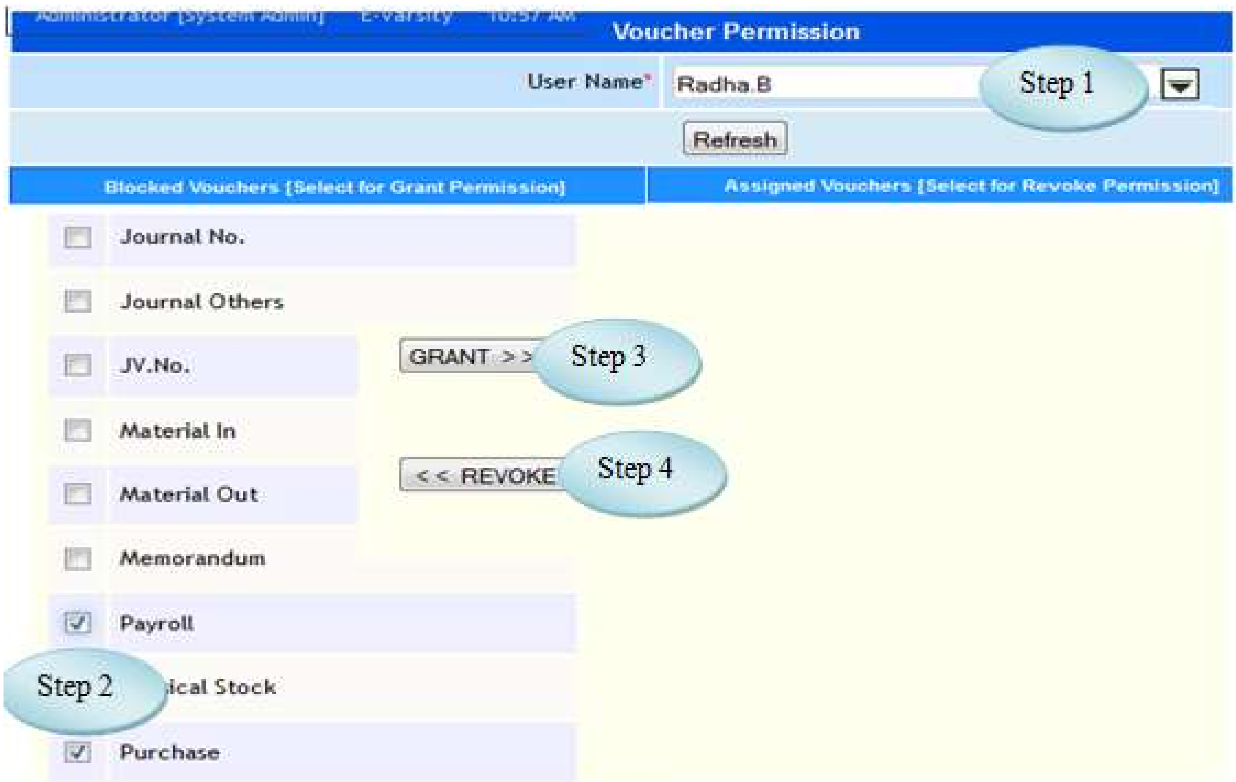


Figure 4.1

4.5 To make entry on Voucher Permission follow steps below

Step1: Select the User Name from the list.

Step2: Select the Vouchers by clicking the check box for Voucher Permission.

Step3: Click "GRANT" button to complete the Voucher Permission.

(Vouchers granted would appear on the Assigned Vouchers as in Figure 4.2)

Step4: Click "REVOKE" button to unassign the vouchers from the Assigned Vouchers.

Step5: Enter No. of Back Days for the vouchers and use Tab Key to save the No. of Back Days Allowed.

Figure 4.2

5. Cost Category

5.1. Intended Audience

Accounts Manager

5.2 Usage

This interface enables users to create Cost Category.

5.3 Menu Access

Main Menu >> Accounts >>Master >> Cost Category

5.4 Dependency

None

Figure 5.1

5.5 To Add Cost Category follow steps below

Step1: Enter Cost Category required to create.

Step2: Select Revenue or Non Revenue by clicking the check box.

Step3: Click “Save” button to complete Cost Category.

Step4: Click “Update” button after modifying the Existing Cost Categories.

Step5: Click “Delete” button to delete the Existing Cost Categories.

6. Cost Center

6.1. Intended Audience

Accounts Officer

6.2 Usage

This interface enables users to create Cost Center.

6.3 Menu Access

Main Menu >>Accounts>> Master >>Cost Center

6.4 Dependency

Cost Category

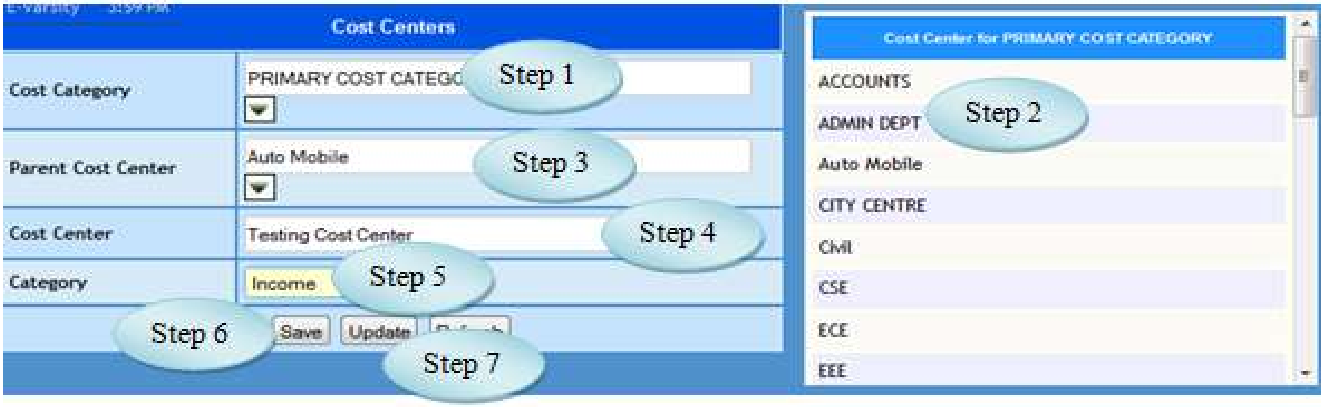


Figure 6.1

6.5 To make entry follow steps below

Step1: Select Cost Category from the list,

Step2: List of existing Cost Center for the selected Cost Category would appear.

Step3: Select the Parent Cost Center from the list.

Step4: Enter Cost Center required to create.

(No need to select Parent Cost Center if the creating Cost Center is parent Cost Center)

Step5: Select Category option Income or Expenses.

Step6: Click "Save" button to complete Cost Center.

Step7: Click "Update" button after modifying the existing Cost Center.

7. TDS Rate Config

7.A. TDS Nature of Payment

7.A.1. Intended Audience

Accounts Manager

7.A.2 Usage

This interface enables users to create TDS Nature of Payment.

7.A.3 Menu Access

Main Menu >>Accounts Master >> TDS Rate Config>> TDS Nature of Payment

7.A.4 Dependency

Account Subhead

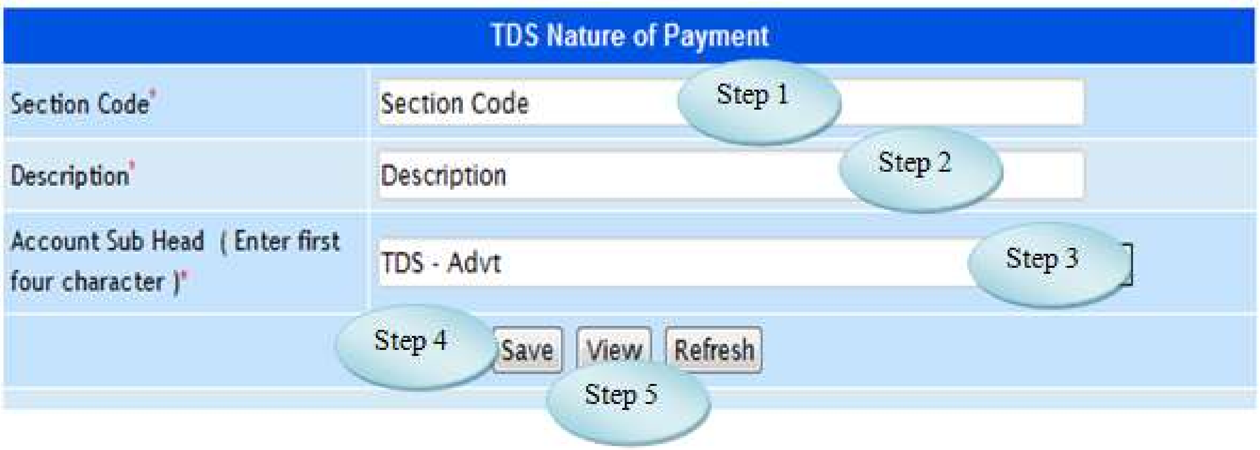


Figure 7.A.1

7.A.5 To make entry on TDS Nature of Payment follow steps below

Step1: Enter Section Code required to create.

Step2: Enter Description for the Section Code.

Step3: Select the Account Sub Head from the list.

Step4: Click “Save” button to complete TDS Nature of Payment.

Step5: Click “View” button to view and modify the existing TDS Nature of Payments.

7.B. TDS Party Type

7.B.1. Intended Audience

Accounts Manager

7.B.2 Usage

This interface enables users to create TDS Party Type.

7.B.3 Menu Access

Main Menu >>Accounts Master >> TDS Rate Config>> TDS Party Type

7.B.4 Dependency

None

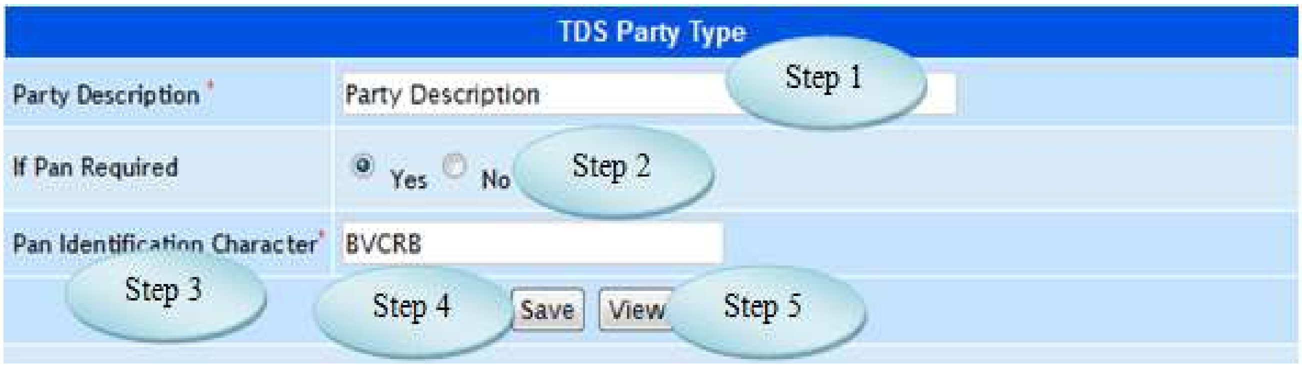


Figure 7.B.1

7.B.5 To make entry follow steps below

Step1: Enter Party Description required to create.

Step2: Select if Pan Required Option Yes or No.

Step3: Enter Pan Identification Character for the TDS Party Type.

Step4: Click "Save" button to complete TDS Party Type.

Step5: Click "View" button to view the existing TDS Party Type.

7.C Property Type Master

7.C.1. Intended Audience

Accounts Manager

7.C.2 Usage

This interface enables users to create Property Type Master.

7.C.3 Menu Access

Main Menu >>Accounts Master >> TDS Rate Config>> Property Type Master

7.C.4 Dependency

None

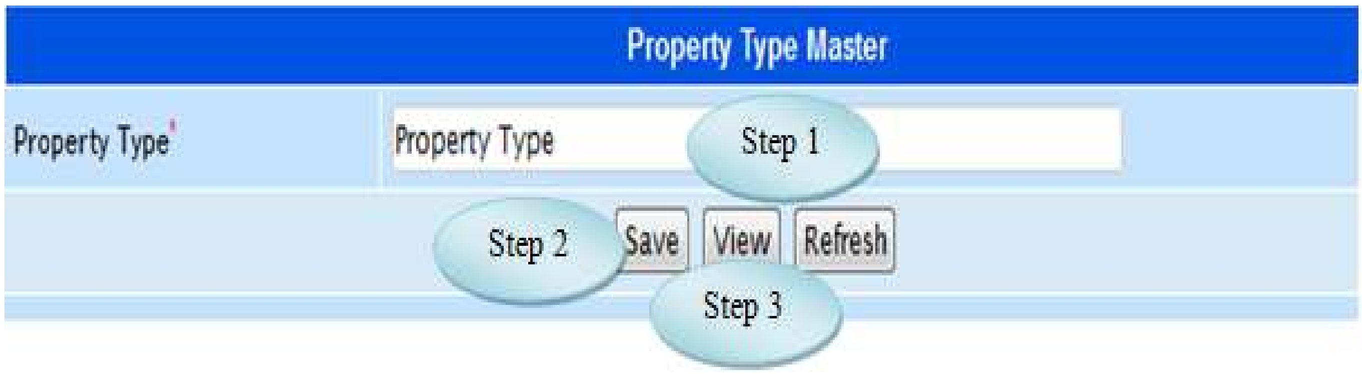


Figure 7.C.1

7.C.5 To Make new entry follow steps below

Step1: Enter Property Type required Name.

Step2: Click "Save" button to complete Property Type Master.

Step3: Click "View" button to view and modify the existing Property Type.

7.D TDS Supplier Linkage

7.D.1. Intended Audience

Accounts Manager

7.D.2 Usage

This interface enables users to link Supplier ledger with TDS.

7.D.3 Menu Access

Main Menu >>Accounts Master >> TDS Rate Config>> TDS Supplier Linkage

7.D.4 Dependency

Supplier Master, Account Subhead

Figure 7.D.1

7.D.5 To Link TDS Supplier follow steps below

Step1: Select the Supplier Name from the list.

Step2: Supplier Ledger would displayed for the selected Supplier.

Step3: Select TDS Ledger from the list.

Step4: Enter TDS Rate for the selected Supplier.

Step5: Click “Save” button to Link Supplier TDS.

Step6: Click “View” button to view and modify the existing TDS Rate for the suppliers.

8. Ledger Wise Property

8.1. Intended Audience

Accounts Manager

8.2. Usage

This interface used to link Ledger with Property type.

8.3. Menu Access

Main Menu >> Accounts >> *Masters* >> Ledger Wise Property

8.4. Dependency

Nature of Payment, Account subhead

8.5. To make entry follow steps below

Step1: Select the option Nature of Payment.

a) Select the Nature of Payment from the list

b) Select Account Head from the list.
   (list of Account Subhead would appear)

c) Select the Account Subhead by clicking check box.

d) Click “Save” button to complete Nature of Payment as in Figure 8.1.

Step2: Select the option Property Type.

e) Select Property Type from the list.

f) Select Acounts Head from the list.
   (list of Account Subheads would appear)

g) Enter the New Value for the Account Subhead.

h) To Save the New Value, Use Tab Key as in Figure 8.2.

Figure 8.1

Figure 8.2

9. Default Leder Linkage

9.1. Intended Audience

Accounts Officer

9.2. Usage

This interface enables the user to link default Ledger for the Login User.

9.3. Menu Access

Main Menu >> Accounts >>*Masters*>> *Default Ledger Linkage*

9.4. Dependency

Offices, Voucher Type, Ledger Name

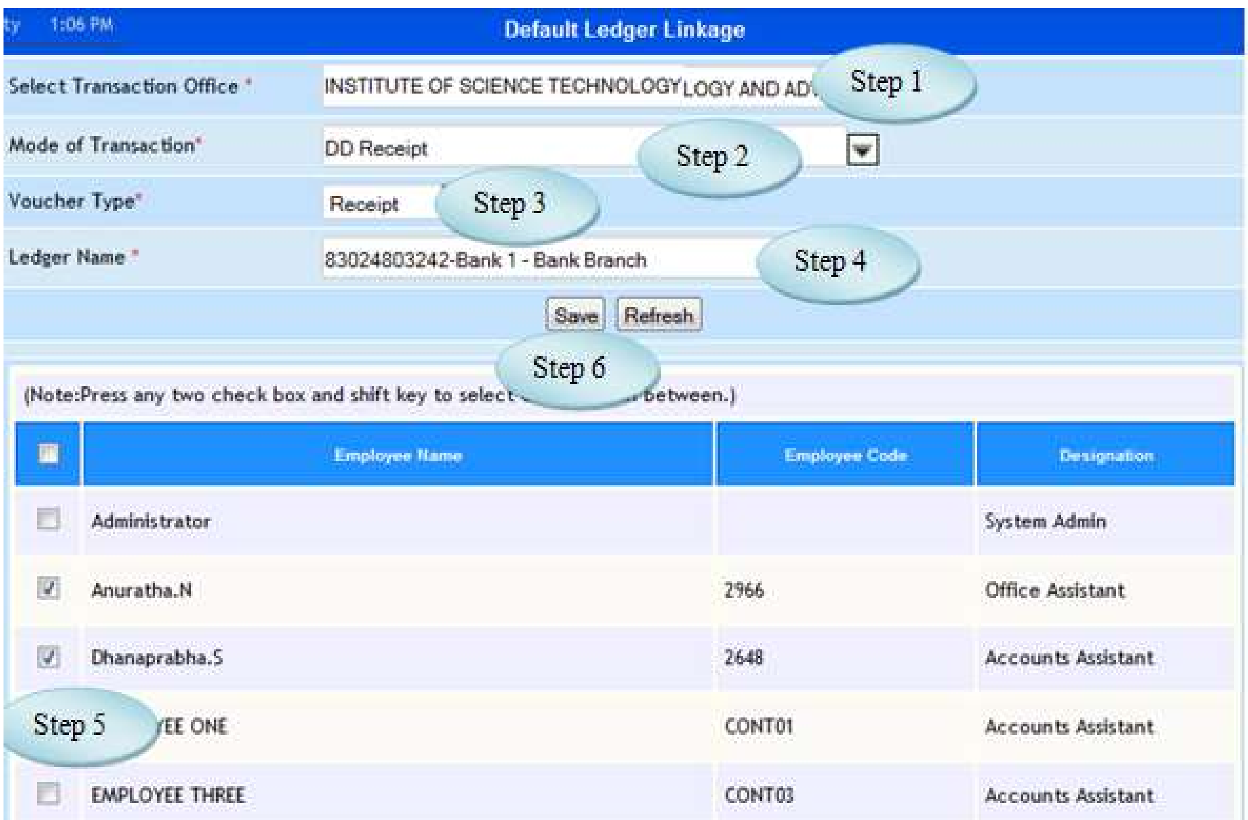


Figure 9.1

9.5 To make new entry follow steps below

Step1: Select Transaction Office from the list.

Step2: Select Mode of Transaction from the list.

Step3: Select Voucher Type from the list.

Step4: Select Ledger Name from the list.

(The Employee list along with the Employee Code and Designation would appear)

Step5: Select the Employee by clicking check box to whom the default ledger should linked.

Step6: Click "Save" button to complete Default Ledger Linkage.

II Accounts Transaction

10. Voucher Entry

10.1 Intended Audience

Accounts Officer

10.2 Usage

This interface enables the user to enter Voucher.

10.3 Menu Access

Main Menu >> *Accounts* >> *Transactions* >>Voucher Entry

10.4 Dependency

Account Subhead, Voucher Permission

10.5 To make Voucher Entry follow Steps below

Step1: Select the Voucher type from the list.

Step2: By default current date would appear.

Step3: Select the Debit ledger from the list and enter corresponding Debit amount.

Step4: Select the Credit ledger from the list and enter corresponding Credit amount.

Step5: Enter Narration for the voucher.

Step6: Click "Generate Payment" button to complete Voucher Entry

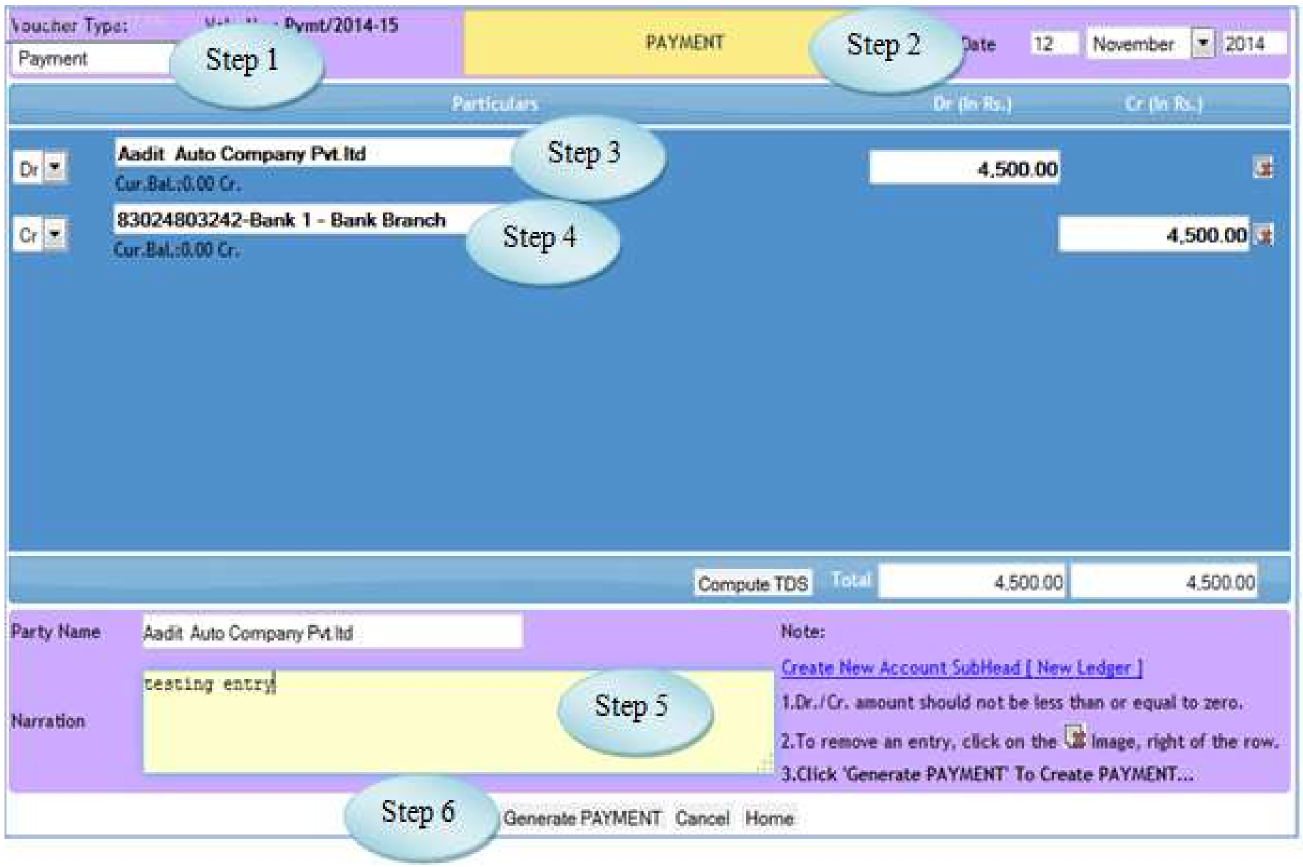


Figure 10.1

11. Bank Reconciliation

11.1 Intended Audience

Accounts Officer

11.2 Usage

This interface enables the user to Reconcile the Bank Transactions.

11.3 Menu Access

*Main Menu >> Accounts >> Transactions >>*Bank Reconciliation

11.4 Dependency

Voucher Entry, Bank Accounts

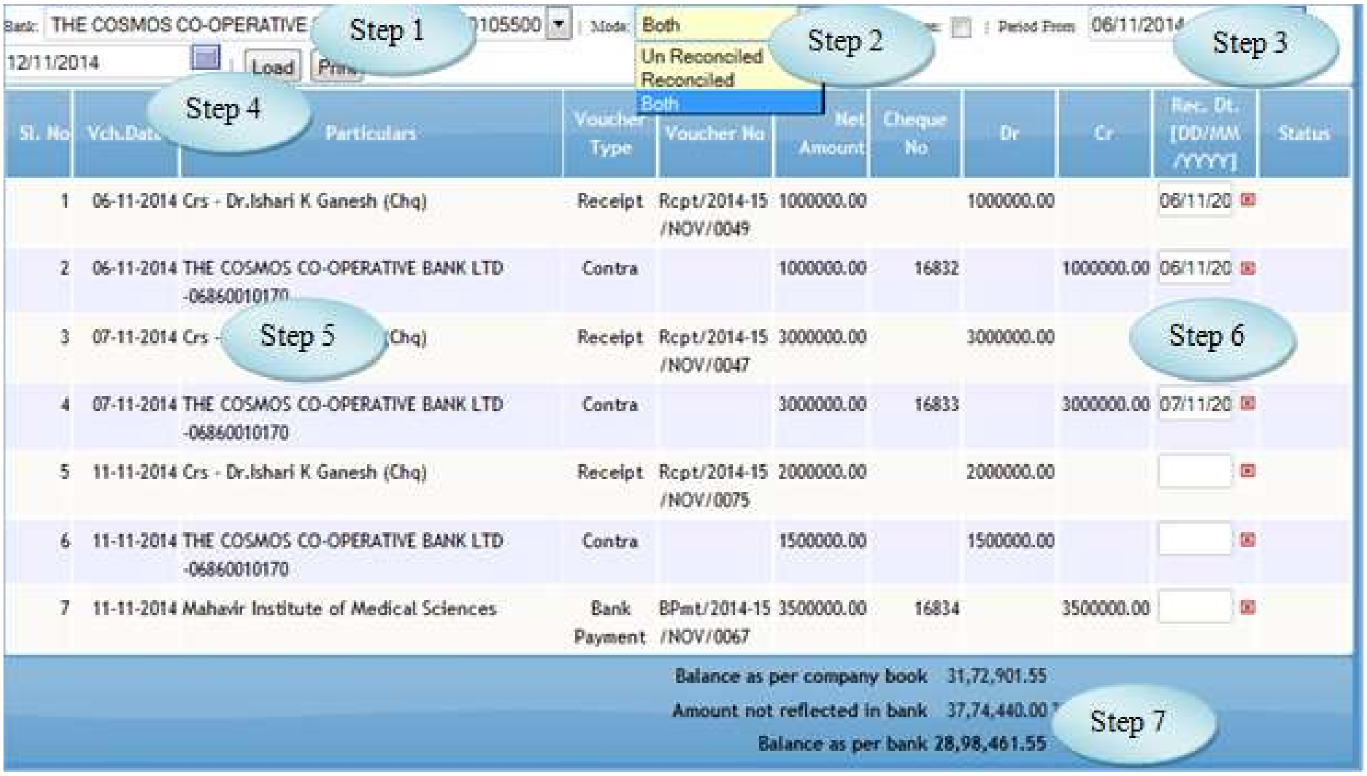


Figure 11.1

11.5 To make entry on Bank Reconciliation follow steps below

Step1: Select the Bank from the list to Reconcile

Step2: Select the Mode Option Reconcile or un Reconciled

Step3: Select the Period From Date and To Date.

Step4: Click “Load” button to view the voucher details for the selected Bank.

Step5: List of voucher details for the selected Bank would appear.

Step6: Enter Reconcile Date from the Bank Statement.

Step7: The Balance Amount as per company book and as per Bank would appear.

12. Fee Management

12. A Collections

12.A.1. Intended Audience

Accounts Department

12.A.2. Usage

This interface is used to receive Fees Collection for the admitted students.

12.A.3. Menu Access

Main Menu >> Accounts >> Transactions >>Fee Management >> Collections

12.A.4. Dependency

Student Master, Fee Head

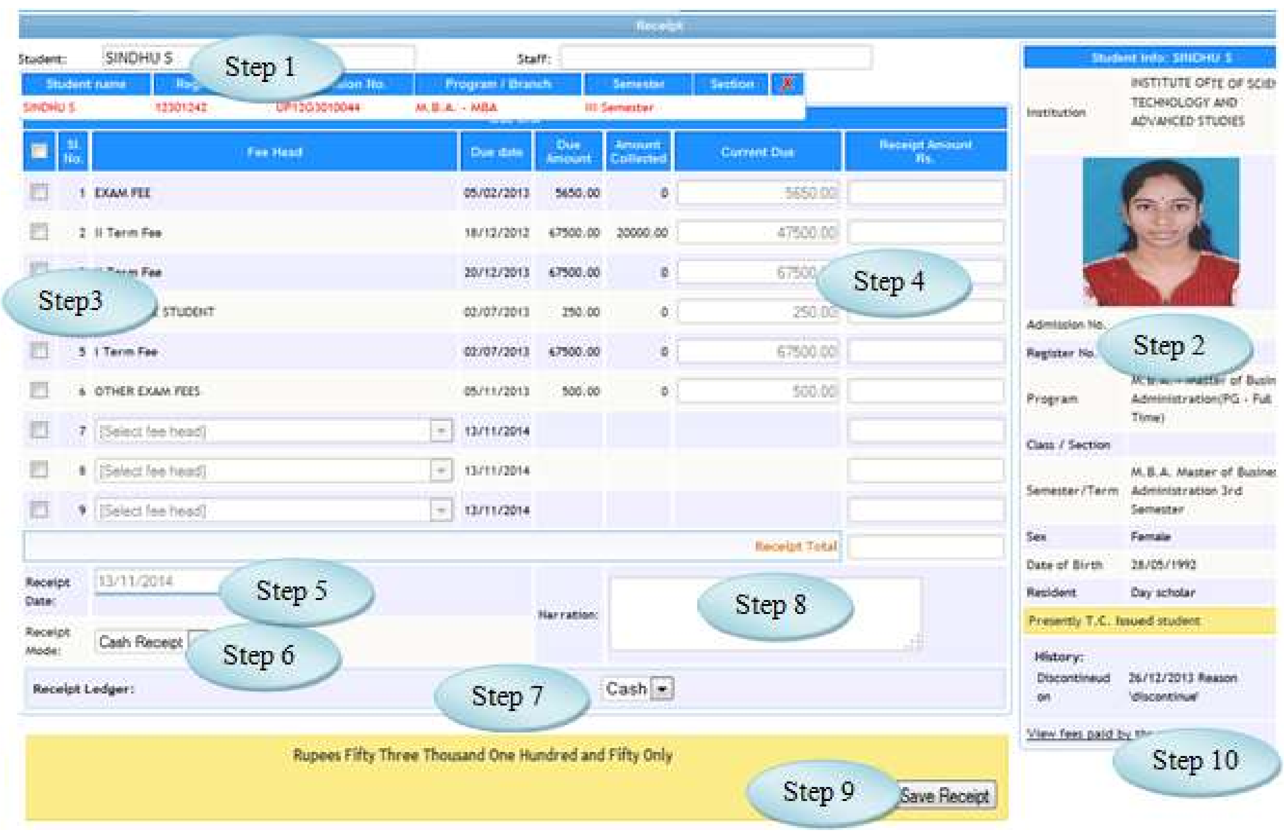


Figure 12.A.1

12.A.5 To make entry follow steps below

Step1: Select the student from the list to receive fees.

Step2: The Student information along with the Reg. No., Program, Class/Section and Semester would appear.

Step3: Select the Fee Head by clicking check box.

Step4: Enter Receipt Amount for the selected Fee Head.

Step5: Select the Receipt Date by default current date would appear.

Step6: Select the Receipt mode from the list.

Step7: Select Receipt Ledger from the list corresponding to the Fee Head.

Step8: Enter Narration for the Fees Collection.

Step9: Click “Save Receipt” button to complete the Fee Management.

Step10:Click “View fees paid by the student” link to view the existing fee details.

12.B Refund

12.B.1. Intended Audience

Accounts Department

12.B.2. Usage

This interface is used to Refund the fee amount.

12.B.3. Menu Access

Main Menu >> Accounts >> Transactions >>Fee Management >> Refund

12.B.4. Dependency

Fee Management - Collections

Figure 12.B.1

12.B.5 To make Refund follow steps below

Step1: Select the Student from the list who wants to Refund the fees.

Step2: The Student information along with the Reg. No., Program, Class/Section and Semester would appear.

Step3: Select the Fee Head by clicking check box.

Step4: Enter the Refund amount for the selected Fee Head.

Step5: Select the Payment Date by default current date would appear.

Step6: Select the Payment Mode from the list.

Step7: Select the Payment Ledger from the list.

Step8: Enter Narration for the Refund amount.

Step9: Click “Save Payment” button to complete the Refund process.

Step10: Click “View fees paid by the student” link to view the existing fee details

12.C Reports

12.C.1. Intended Audience

Accounts Department.

12.C.2. Usage

This interface is used to view the Fees Receipt details.

12.C.3. Menu Access

Main Menu >> Accounts >> Transactions >>Fee Management >> Reports

12.C.4. Dependency

Fee Management - Collections

Figure 12.C.1

Figure 12.C.2

12.C.5 To view the Report follow steps below

Step1: Select the office from the list.

Step2: Select Detailed or Abstract option from the list to view the report.

Step3: Select Receipt Period (From Date and To Date) by default current date would appear.

Step4: Select entered by and type option.

Step5: Click “Go” button to view the Report.

Step6: The Fee Receipt details for the selected period would appear.

Step7: By clicking the Receipt details, Cash Receipt would generate as in Figure 12.C.2.

13. Fee Posting

13.1. Intended Audience

Accounts Department

13.2. Usage

This interface is used to post the fees to Accounts.

13.3. Menu Access

Main Menu >>Accounts >> Transaction >>Fee Posting

13.4. Dependency

Fee Management – Collections

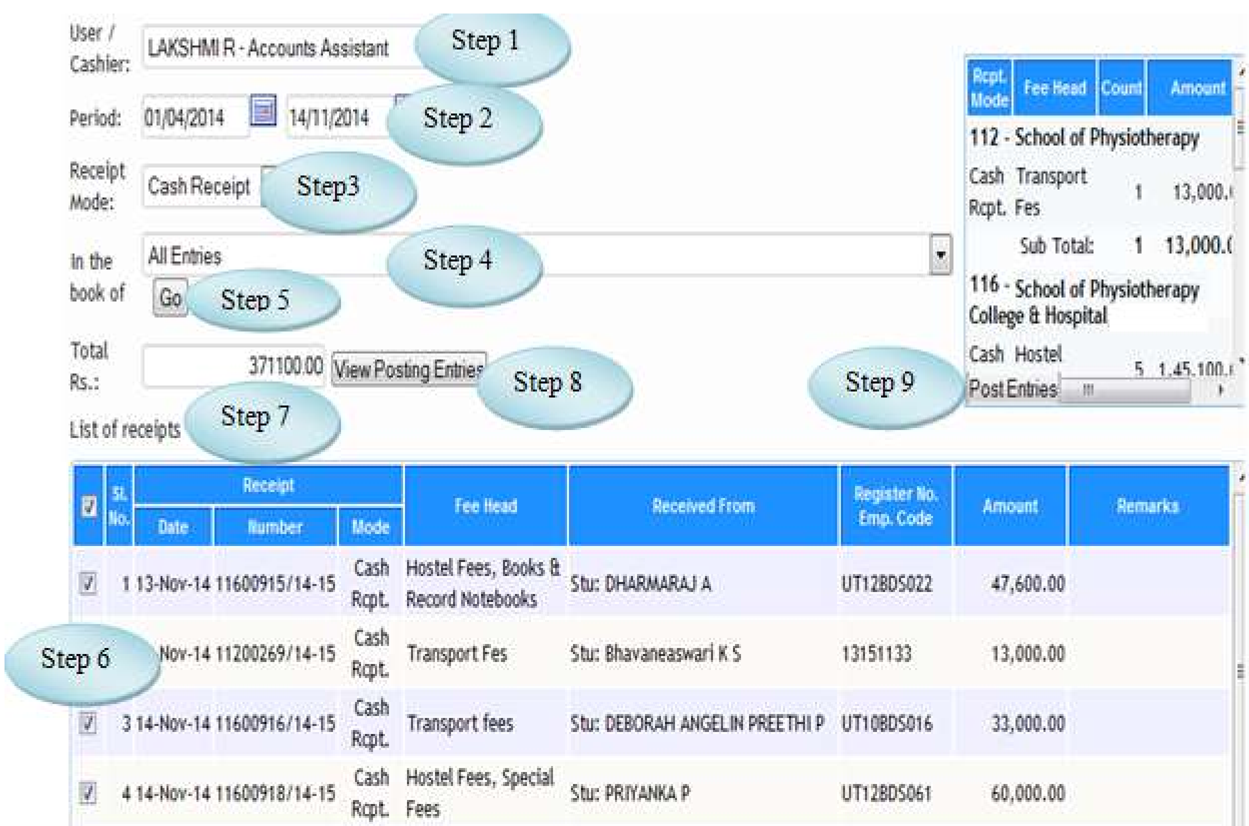


Figure 13.1

13.5 To make entry follow steps below

Step1: Select the Cashier from the list.

Step2: Select the period by default current date would appear.

Step3: Select the Receipt Mode from the list.

Step4: Select the Office Name from the list to post the fees.

Step5: Click "Go" button to view the list of receipts.

(list of Receipts would appear)

Step6: Select the Receipts by clicking the check box.

` Step7: By the selection of Receipts Total Rs would appear automatically.

Step8: Click "View Posting Entries" button to view the voucher as in Figure 13.1.

Step9: Click "Post Entries" button to post the Receipt details to Accounts.

14. Fine Due Raise

14.1. Intended Audience

Accounts Department

14.2. Usage

This interface is used to Raise Fine Due.

14.3. Menu Access

Main Menu >>Accounts >> Transaction >>Fine Due Raise

14.4. Dependency

Fee Head, Fine Head

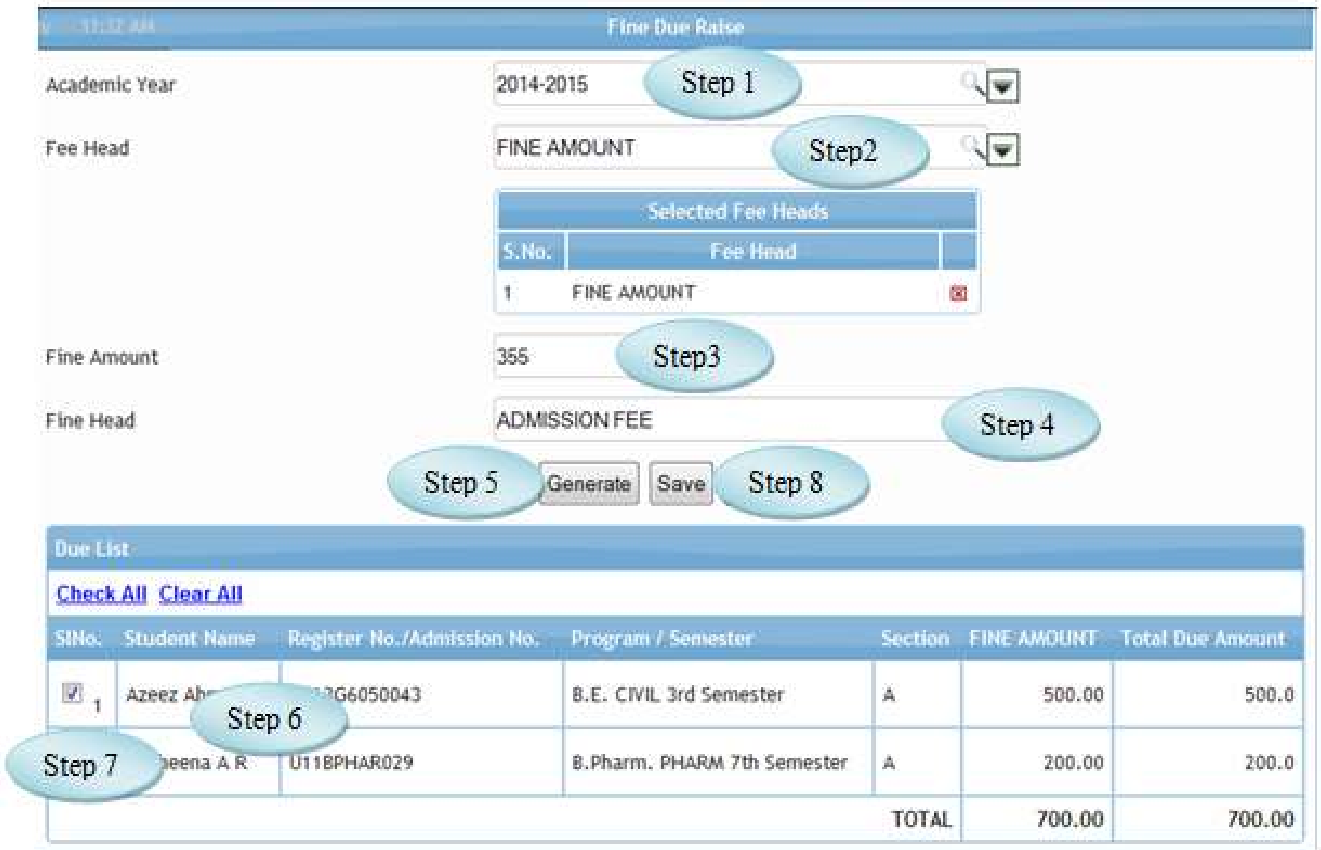


Figure 14.1

14.5 To Raise Due follow steps below

Step1: Select Academic Year from the list.

Step2: Select the Fee Head for those having due amount.

Step3: Enter Fine Amount required.

Step4: Select Fine Head to raise the Due.

Step5: Click “Generate” button to view the students due list for the selected Fee Head.

Step6: The Student Due list along with the Register No. and Program would appear.

Step7: Select the students by clicking check box.

Step8: Click “Save” button to complete the Fine Due Raise.

15. Fund Transfer

15.1. Intended Audience

Accounts Manager

15.2. Usage

This interface is used to transfer the fund from one office to other.

15.3. Menu Access

Main Menu >>Accounts >> Transaction >>Fund Transfer

15.4. Dependency

Account Subhead

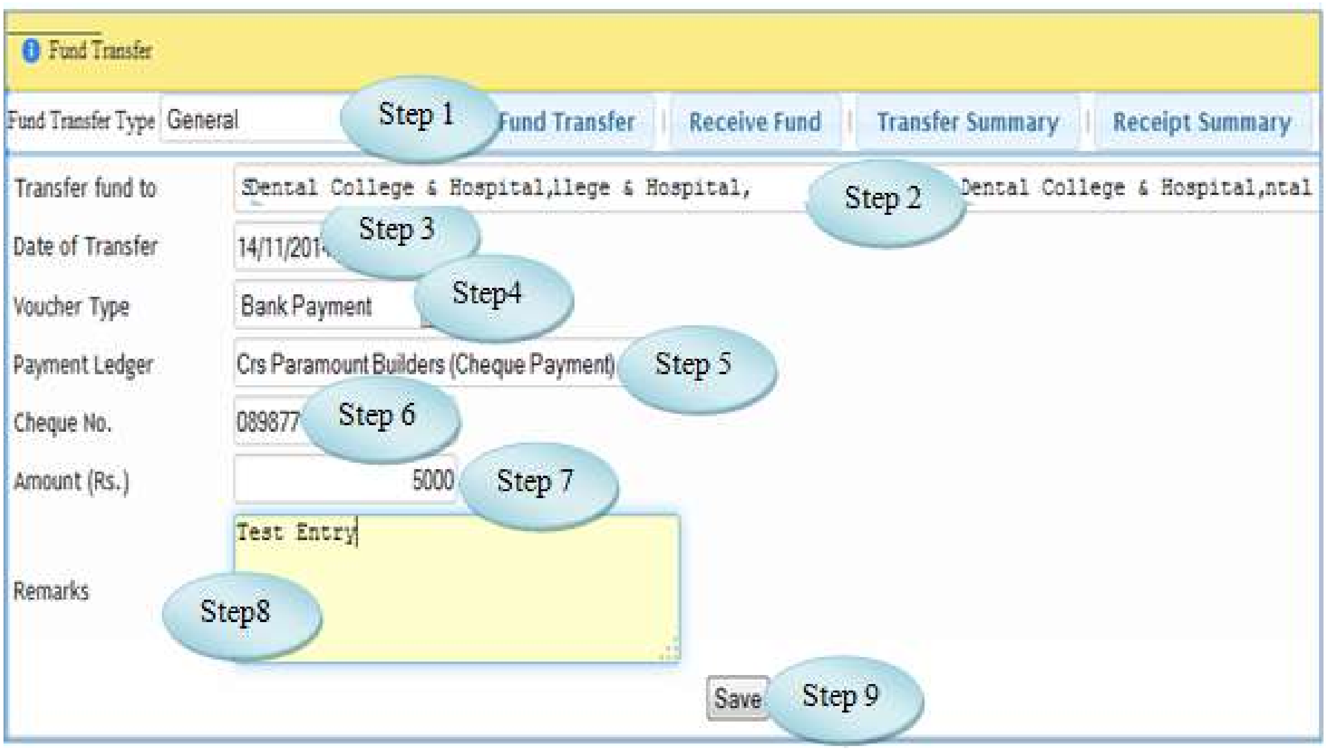


Figure 15.1

15.5 To Transfer the fund follow steps below

Step1: Select Fund Transfer Type option.

Step2: Select Transfer fund to from the list to which the fund is going to transfer.

Step3: Select the Date of Transfer by default current date would appear.

Step4: Select the Voucher Type.

Step5: Select the Paymet Ledger from the list.

Step6: Enter Cheque No. for the transferring amount.

Step7: Enter Amount (Rs.) to transfer.

Step8: Enter Remarks for the transferring amount.

Step9: Click "Save" button to complete the Fund Transfer.

16. Tax Managements

16.1. Intended Audience

Accounts Manager

16.2. Usage

This interface is used to process challan information.

16.3. Menu Access

Main Menu >>Accounts >> Transaction >>Tax Management

16.4. Dependency

TDS Payment Voucher

Figure 16.1

16.5 To make entry follow steps below

Step1: Select the Tax Option.

Step2: Click “Create Challan” button, list of TDS voucher would appear.

Step3: Select the payment voucher by clicking the radio button to add challan information.

Step4: Enter BSR Code and Challan Number.

Step5: Click “Save Challan” button to complete the challan details.

Step6: Select the Challan entry from the lists.

Step7: Select the Period by default current date would appear.

Step8: Click “Generate Records” to list the records of the selected period.

Step9: Select the records to apply the selected challan details by clicking check box.

(The message “Challan Applied Successfully” would display)

Step10:The Balance amount will be adjusted as in Figure 16.2

Figure 16.2

17. Fee Challan Collection

17.1. Intended Audience

Accounts Officer

17.2. Usage

This interface is used to collect fees for Bank entry adjustment.

17.3. Menu Access

Main Menu >>Accounts >> Transaction >>Fee Challan Collection

17.4. Dependency

Student Master

Figure 17.1

17.5 To make entry follow steps below

Step1: Select the Academic Year.

Step2: Select the Student from the list for challan collection.

(The Student information along with the Register No., program and Semester would appear)

Step3: Select the Fee Head for Bank entry adjustment.

Step4: Select the Challan Date.

Step5: Enter the Amount from the challan.

Step6: Enter Remarks for Fee Collection.

Step7: Click “Save” button to complete the Fee Challan Collection.

Step8: Click “View” button to view the existing records.

18. Student Fee Collection Modification

18.1. Intended Audience

Accounts Department

18.2. Usage

This interface is used to modify the Fee Collection of Students.

18.3. Menu Access

Main Menu >>Accounts >> Transactions >> Student Fee Collection Modification

18.4. Dependency

Fee Collection

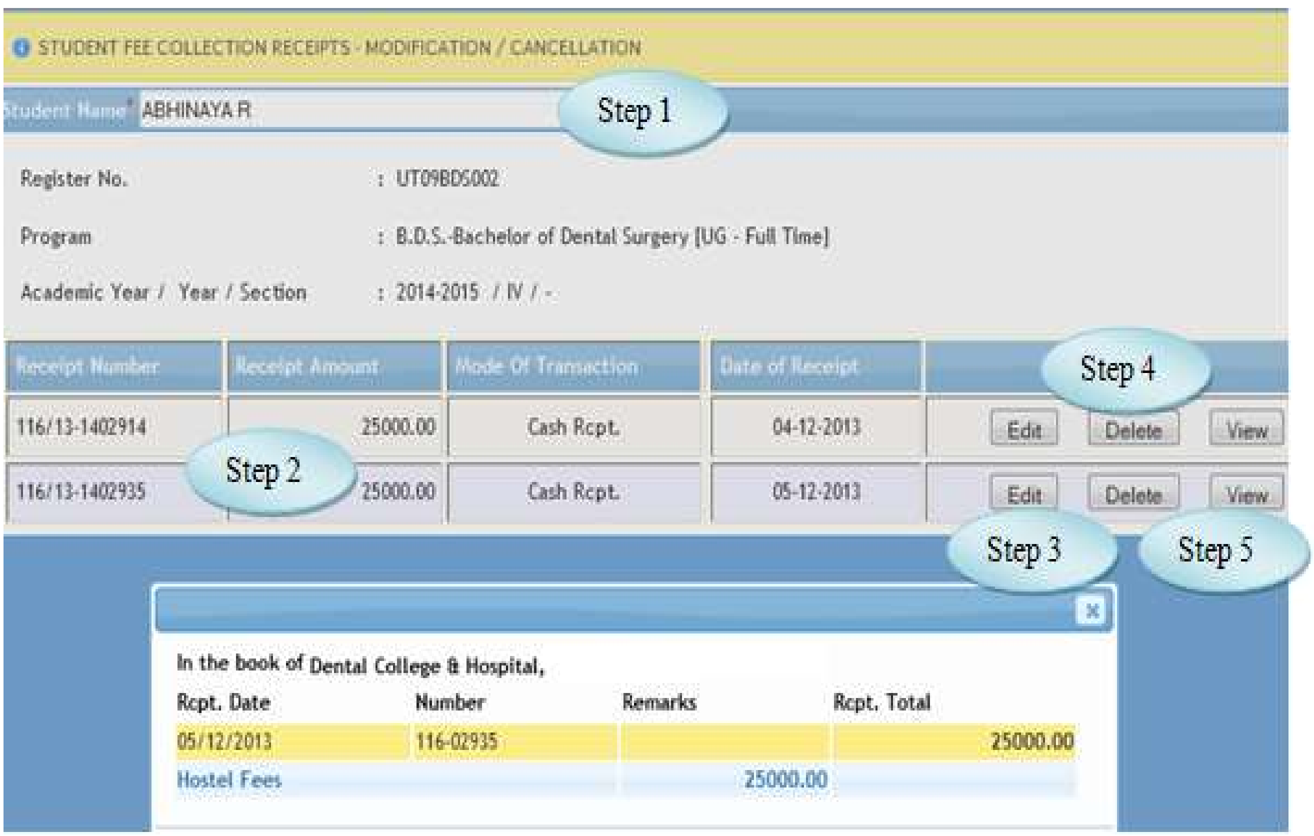


Figure 18.1

18.5 To make entry follow steps below

Step1: Select the Student Name from the list.

Step2: The Receipt Details along with the Receipt amount would appear.

Step3: Click “Edit” button to modify and update the Date of Receipt.

Step4: Click “Delete” button to delete the transaction for the particular date.

Step5: Click “View” button to view the Fee details for the selected student.

19. Salary Posting

19.1. Intended Audience

Accounts Department

19.2. Usage

This interface is used to post the Salary to accounts

19.3. Menu Access

Main Menu >>Accounts>> Transactions >>Salary Posting

19.4. Dependency

Payroll Process

19.5 To Post Salary follow steps below

Step1: Select Pay Period from the list.

Step2: The details of Pay Structure along with employees would appear.

Step3; Click “post” button for posting processes.

Step4: Cost centre wise details would appear.

Step5: Click “Post Salary vouchers” button to post the salary details to Accounts.

(“Salary posted successfully” message would appear)

Figure 19.1

III Accounts Reports

20. List of Accounts

20.1. Intended Audience

All Users

20.2. Usage

This interface is used to view the list of Accounts.

20.3. Menu Access

Main Menu >>Accounts>> Reports >>List of Accounts

20.4. Dependency

Account Head, Account Subhead

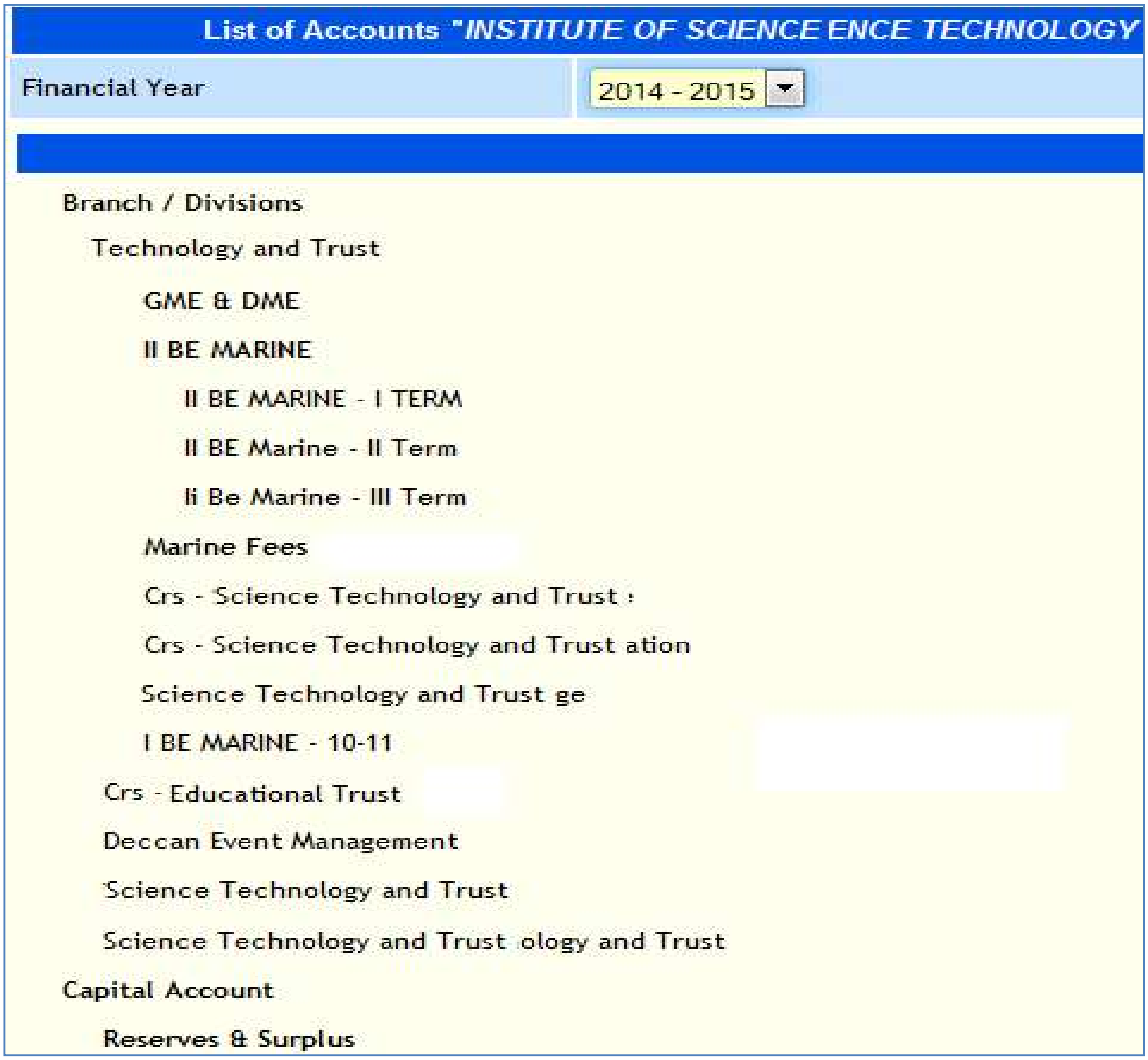

List of Accounts "INSTITUTE OF SCIENCE ENCE TECHNOLOGY
Financial Year
2014 - 2015
Branch / Divisions
Technology and Trust
GME & DME
II BE MARINE
II BE MARINE - I TERM
II BE Marine - II Term
Ii Be Marine - III Term
Marine Fees
Crs - Science Technology and Trust
Crs - Science Technology and Trust ation
Science Technology and Trust ge
I BE MARINE - 10-11
Crs - Educational Trust
Deccan Event Management
Science Technology and Trust
Science Technology and Trust ology and Trust
Capital Account
Reserves & Surplus

Figure 20.1

21. Ledger View

21.1. Intended Audience

All Users

21.2. Usage

This interface enables users to view Ledger wise details for the selected period.

21.3. Menu Access

Main Menu >> Accounts >> Reports >> Ledger View

21.4. Dependency

Voucher Entry

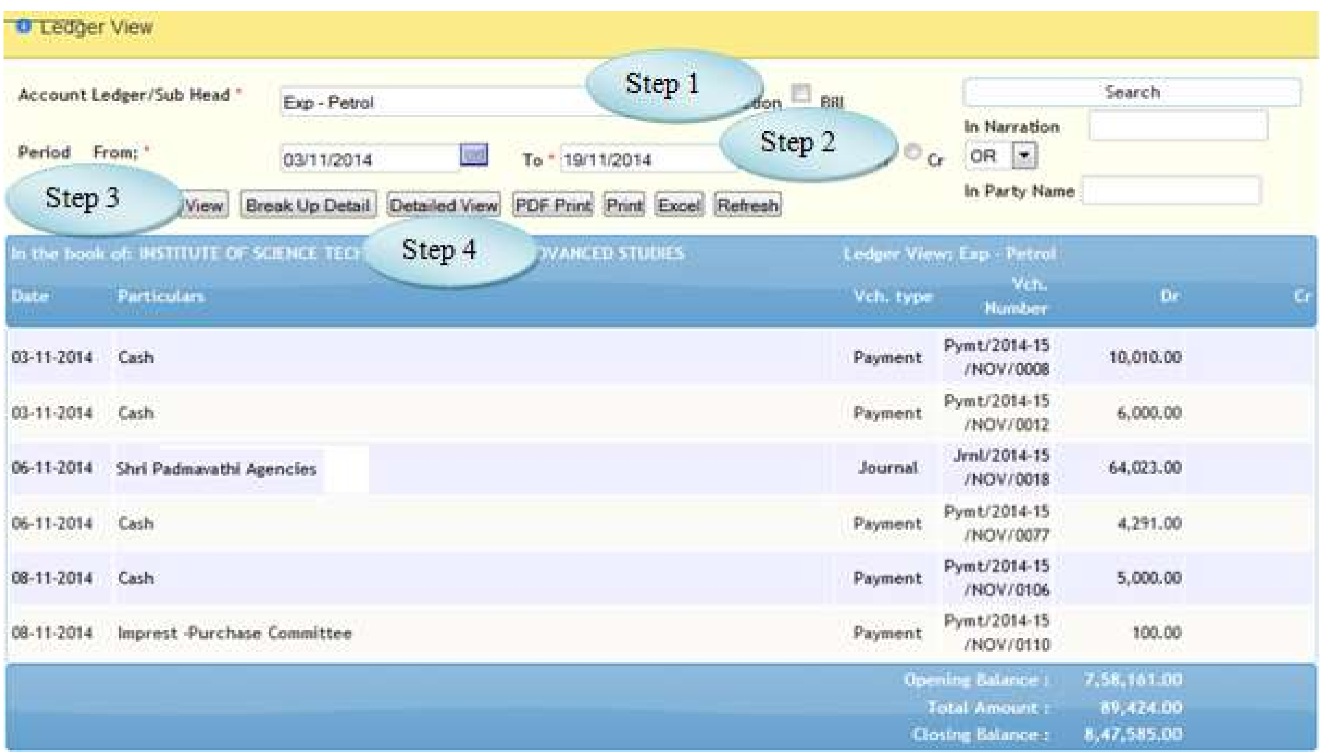


Figure 21.1

21.5 To view Ledger View follow Steps below

Step1: Select Account Ledger/Sub Head from the list.

Step2: Select Period From and To Date by default current date would appear.

Step3: Click "View" button to view the Ledgerwise transaction.

Step4: Click "Detailed View" button to view the Ledgerwise transaction in detailed.

22. Group Summary

22.1. Intended Audience

All Users

22.2. Usage

This interface enables users to view Group Summary Details.

22.3. Menu Access

Main Menu >> Accounts >> Reports >> Group Summary

22.4. Dependency

Voucher Entry

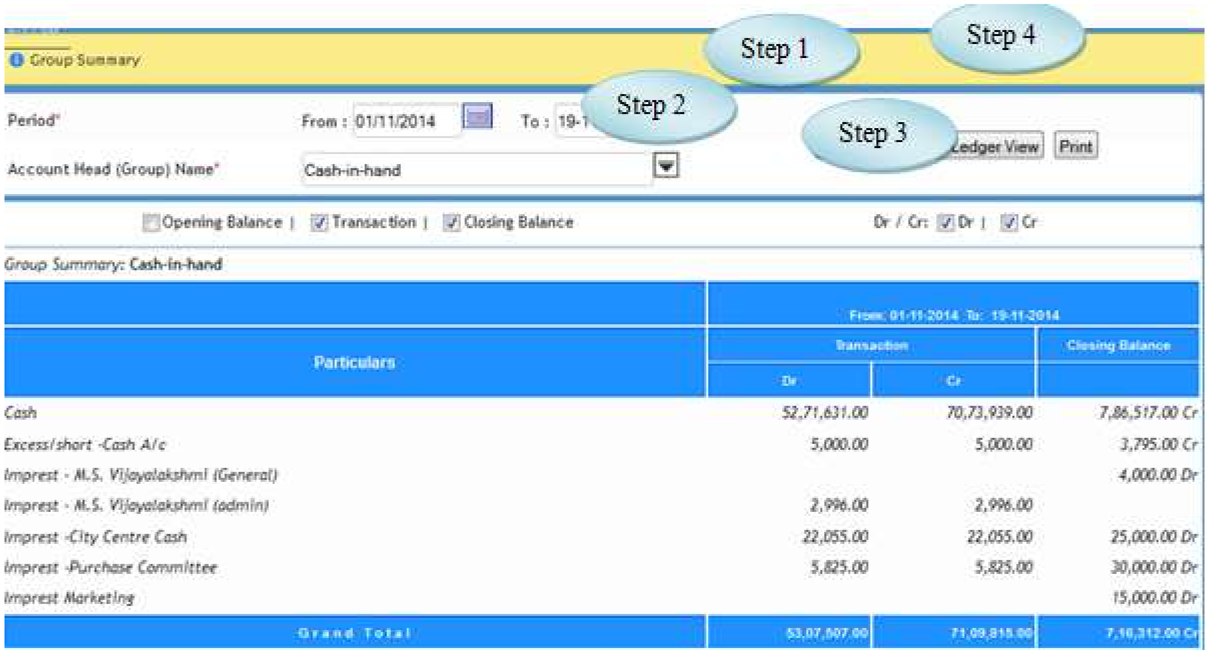
22.5 To view Group Summary follow steps below

Step1: Select the Period by default current date would appear.

Step2: Select the Account Head from the list.

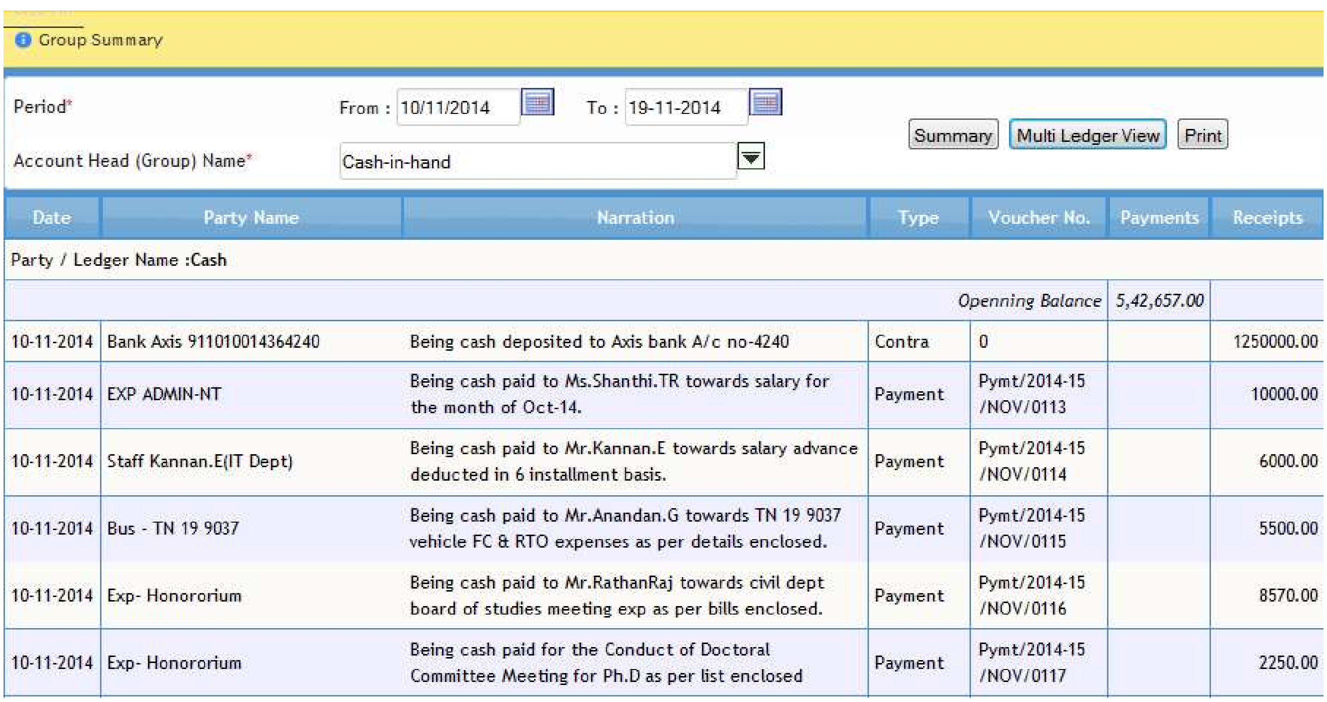
Step3: Click "Summary" button to view the transaction details for the selected Account Head.

Step4: Click "Multi Ledger View" to view the Multiple Ledger details as in Figure 22.2



Particulars	From: 01-11-2014 To: 19-11-2014		
	Transaction		Closing Balance
	Dr	Cr	
Cash	52,71,631.00	70,73,939.00	7,86,517.00 Cr
Excess/short -Cash A/c	5,000.00	5,000.00	3,795.00 Cr
Imprest - M.S. Vijayalakshmi (General)			4,000.00 Dr
Imprest - M.S. Vijayalakshmi (admin)	2,996.00	2,996.00	
Imprest -City Centre Cash	22,055.00	22,055.00	25,000.00 Dr
Imprest -Purchase Committee	5,825.00	5,825.00	30,000.00 Dr
Imprest Marketing			15,000.00 Dr
Grand Total	53,07,507.00	71,09,815.00	7,10,312.00 Cr

Figure 22.1



Date	Party Name	Narration	Type	Voucher No.	Payments	Receipts
Party / Ledger Name :Cash						
				Openning Balance	5,42,657.00	
10-11-2014	Bank Axis 911010014364240	Being cash deposited to Axis bank A/c no-4240	Contra	0		1250000.00
10-11-2014	EXP ADMIN-NT	Being cash paid to Ms.Shanthi.TR towards salary for the month of Oct-14.	Payment	Pymt/2014-15 /NOV/0113		10000.00
10-11-2014	Staff Kannan.E(IT Dept)	Being cash paid to Mr.Kannan.E towards salary advance deducted in 6 installment basis.	Payment	Pymt/2014-15 /NOV/0114		6000.00
10-11-2014	Bus - TN 19 9037	Being cash paid to Mr.Anandan.G towards TN 19 9037 vehicle FC & RTO expenses as per details enclosed.	Payment	Pymt/2014-15 /NOV/0115		5500.00
10-11-2014	Exp- Honororium	Being cash paid to Mr.RathanRaj towards civil dept board of studies meeting exp as per bills enclosed.	Payment	Pymt/2014-15 /NOV/0116		8570.00
10-11-2014	Exp- Honororium	Being cash paid for the Conduct of Doctoral Committee Meeting for Ph.D as per list enclosed	Payment	Pymt/2014-15 /NOV/0117		2250.00

Figure 22.2

23. Daybook

23.1. Intended Audience

All Users

23.2. Usage

This interface is used to view day to day voucher transactions.

23.3. Menu Access

Main Menu >>Accounts>> Reports >> Daybook

23.4. Dependency

Voucher Entry

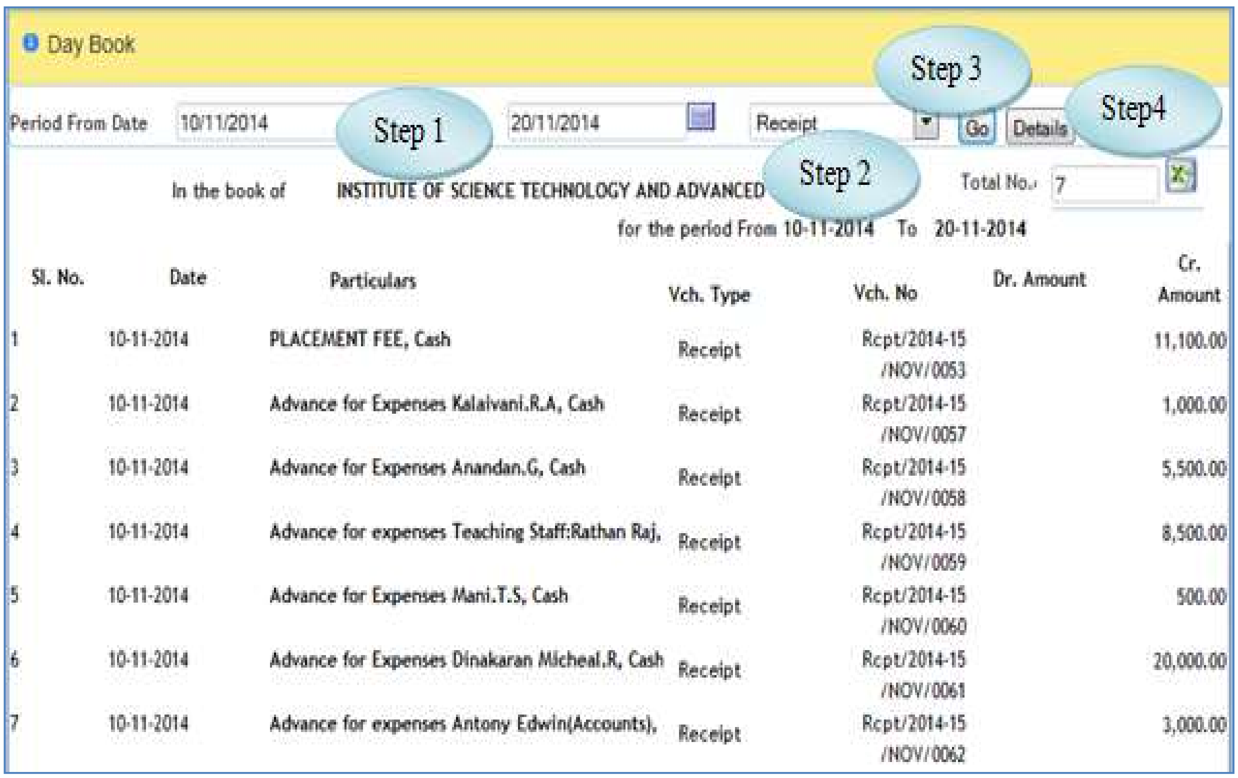


Figure 23.1

23.5. To view Daybook follow steps below

Step1: Select the Period From Date and To Date.

Step2: Select the Voucher Type option.

Step3: Click “Go” button to view the transactions for the selected period.

Step4: Click “Details” button to view the transactions in detailed.

(Voucher view would appear by clicking the particular transaction.)

Note: Total No. of vouchers displayed as in Figure 23.1

24. Cost Center Summary

24.1. Intended Audience

All Users

24.2. Usage

This interface is used to view Cost Center Summary.

24.3. Menu Access

Main Menu >>Accounts >> Reports>> Cost Center Summary

24.4. Dependency

Voucher Entry

24.5 To view Cost Center Summary follow steps below

Step1: Select From Date and To Date by default current date would appear.

Step2: Select Cost Center Name from the list to view the details.

Step3: Click “Show Details” button to view the details of Cost Center.

Step4: Click “Export” button to export the data’s to excel.

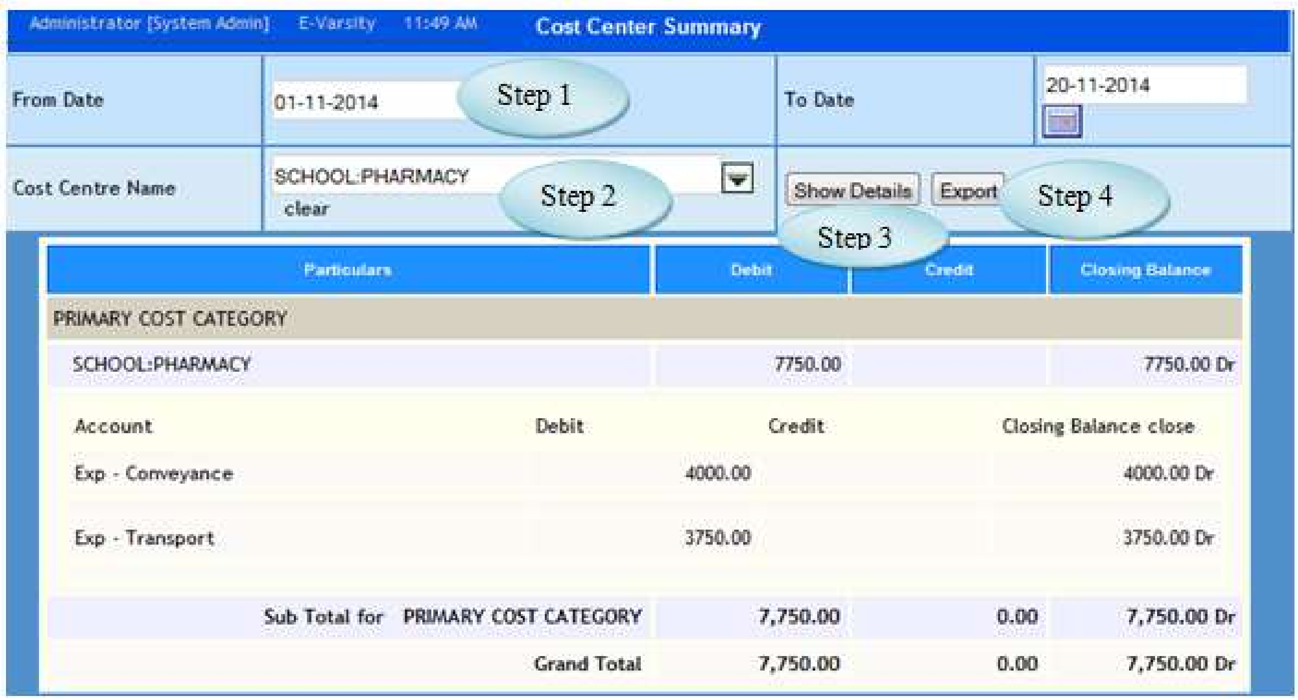


Figure 24.1

25. Due List

25.1. Intended Audience

All Users

25.2. Usage

This interface is used to view the Due of Students.

25.3. Menu Access

Main Menu >>Accounts >> Reports>> Due List

25.4. Dependency

Voucher Entry

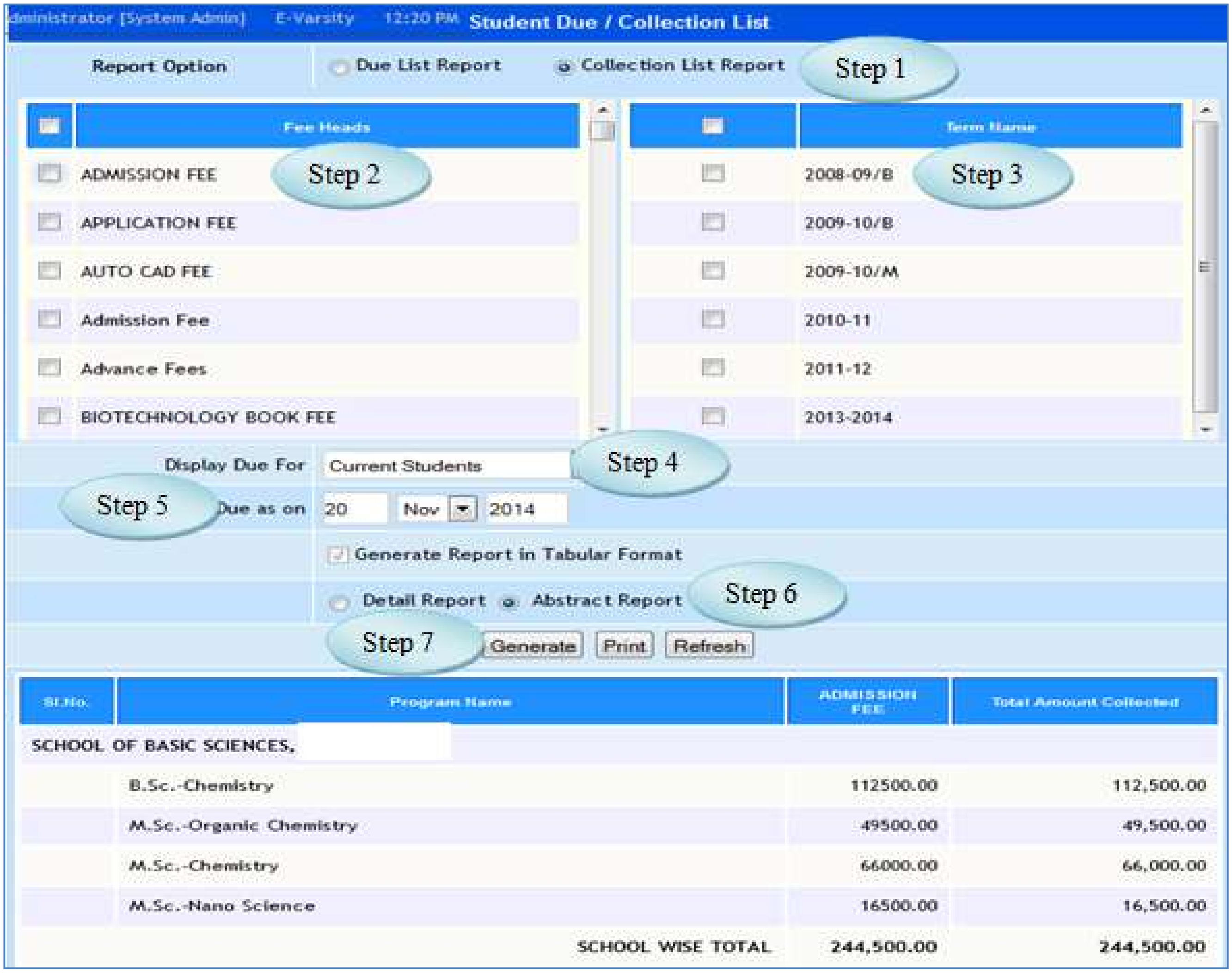


Figure 25.1

25.5 To view Student Due list follow steps below

Step1: Select the Report Option Due List Report or Collection List Report.

Step2: Select the Fee Heads by clicking the check box.

Step3: Select the Term Name by clicking the check box.

Step4: Select the Display Due For option from the list for Display the reports.

Step5: Select the Due as on to list the due records.

Step6: Select the option Detail Report or Abstract Report to view in detail or abstract.

Step7: Click “Generate” button to view the students Due list.

26. DD Deposited Report

26.1. Intended Audience

All Users

26.2. Usage

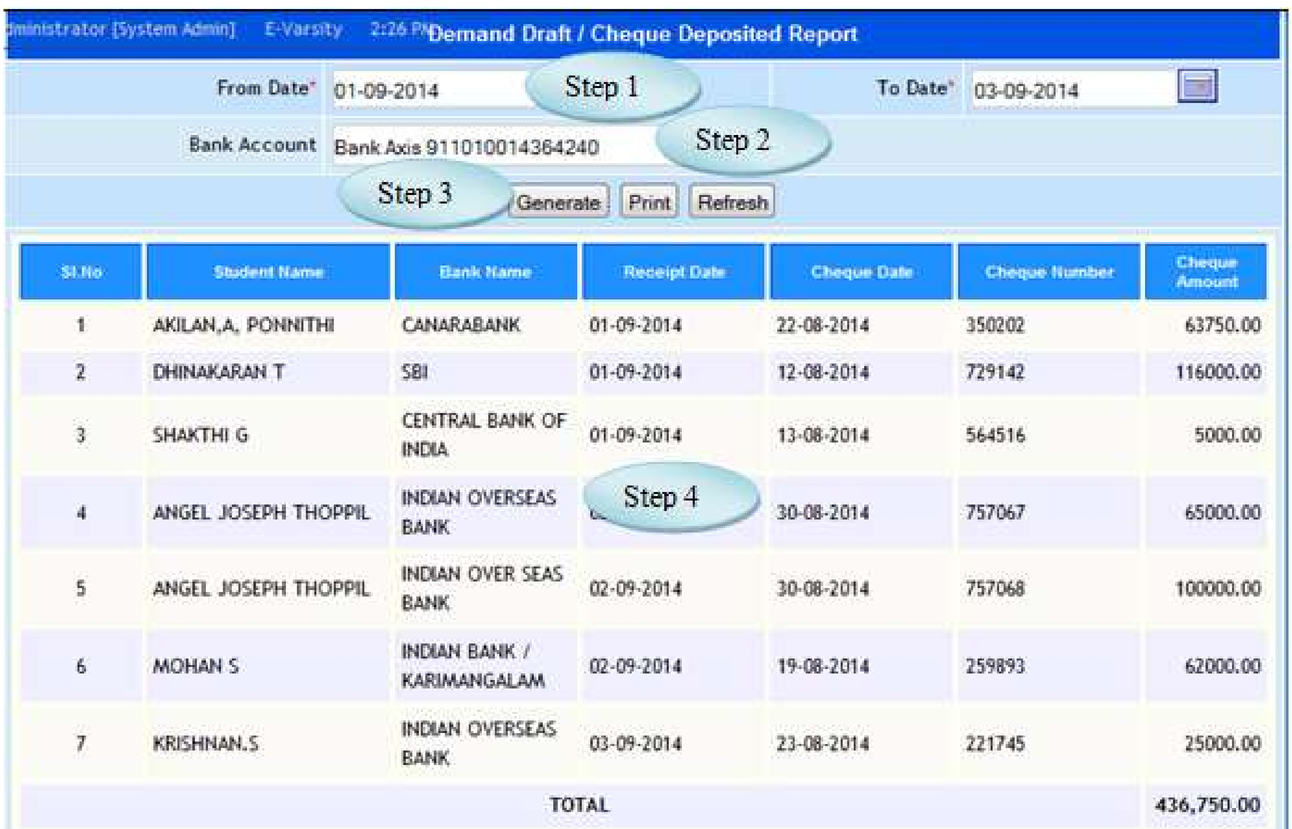
This interface is used to view DD Deposited Report.

26.3. Menu Access

Main Menu >>Accounts >> Reports>> DD Deposited Report

26.4. Dependency

Fee Management



Sl.No	Student Name	Bank Name	Receipt Date	Cheque Date	Cheque Number	Cheque Amount
1	AKILAN,A, PONNITHI	CANARABANK	01-09-2014	22-08-2014	350202	63750.00
2	DHINAKARAN T	SBI	01-09-2014	12-08-2014	729142	116000.00
3	SHAKTHI G	CENTRAL BANK OF INDIA	01-09-2014	13-08-2014	564516	5000.00
4	ANGEL JOSEPH THOPPIL	INDIAN OVERSEAS BANK	[illegible]	30-08-2014	757067	65000.00
5	ANGEL JOSEPH THOPPIL	INDIAN OVER SEAS BANK	02-09-2014	30-08-2014	757068	100000.00
6	MOHAN S	INDIAN BANK / KARIMANGALAM	02-09-2014	19-08-2014	259893	62000.00
7	KRISHNAN.S	INDIAN OVERSEAS BANK	03-09-2014	23-08-2014	221745	25000.00
	TOTAL					436,750.00

Figure 26.1

26.5 To view DD Deposited Report follow steps below

Step1: Select From Date and To Date by default current date would appear.

Step2: Select Bank Account from the list.

Step3: Click "Generate" button to view the DD Deposited report.

Step4: List of students along with the DD details would appear.

27. Fees Collection Abstract

27.1. Intended Audience

All Users

27.2. Usage

This interface is used to view Fees Collection Abstract Report.

27.3. Menu Access

Main Menu >>Accounts>>Reports>>Fees Collection Abstract Report

27.4. Dependency

Fees Management

27.5 To view Fees Collection Abstract Report follow steps below

Step1: Select Transaction or Accounts Book Office Wise option.

Step2: Select the Fees Collected Dates.

Step3: Select Transaction Office from the list.

Step4: Select the Cashier from the list.

Step5: Select the Mode of Amount Collected.

Step6: Select Fee Receipt Details from the list to view the Fees Collection Abstract report.


Fee Collection Abstract Report
Step 1
Transcation Office Wise
Accounts Book Office Wise
Step 2
Fee Collected Dates *
From
01-10-2014
To
20-11-2014
Select Transaction Office *
Step 3
INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES
Select Cashier *
Lalitha Poornima.S - Accounts Assistant
Step 4
Mode of Amount Collected*
All Mode
Step5
Account Books
Fee Receipt Details
Step 6
Refresh
Sl.No | Student Name | Register No | Program | Section | Receipt Date | Receipt No | Receipt Amount
Print
1 | Arun Ramanathan S | 11603012 | B.E. ECE 7th Semester | A | 30-10-2014 | 18365 | 1950.00
2 | SATHISHKUMAR C | 13102337 | B.Com. ACCFIN 3rd Semester | C | 30-10-2014 | 18366 | 2600.00
3 | ADHIKARI MAYUM SANDEEP SHARMA | 14101202 | B.B.A. Bachelor of Business Administration 1st Semester | B | 30-10-2014 | 18367 | 950.00
4 | 11604022 | B.E. MECH 7th Semester | A | 30-10-2014 | 18368 | 100.00
5 | 11604050 | B.E. MECH 7th Semester | A | 30-10-2014 | 18369 | 100.00
6 | Thangaraj M | 11602088 | B.E. CSE 5th Semester | B | 30-10-2014 | 18370 | 9500.00
7 | AMUTHA G | 14109106 | B.Sc. Hotel and Catering Management 1st Semester | A | 30-10-2014 | 18371 | 1700.00
8 | KARTHIK S | 14109139 | B.Sc. Hotel and Catering Management 1st Semester | B | 30-10-2014 | 18372 | 1700.00
9 | PRASANNA B | 14109213 | B.Sc. Hotel and Catering Management 1st Semester | C | 30-10-2014 | 18373 | 1700.00
10 | GOTTIMUKKALA ESWARKUMARRAJU | 14109122 | B.Sc. Hotel and Catering Management 1st Semester | B | 30-10-2014 | 18374 | 1700.00
Total | 22,000.00

Figure 27.1

28. Cheque Search

28.1. Intended Audience

All Users

28.2. Usage

This interface enables users to search the Cheque from Current Office and All Offices by entering the Cheque Number.

28.3. Menu Access

Main Menu >> Accounts>>Reports>>Cheque Search

28.4. Dependency

Voucher Entry

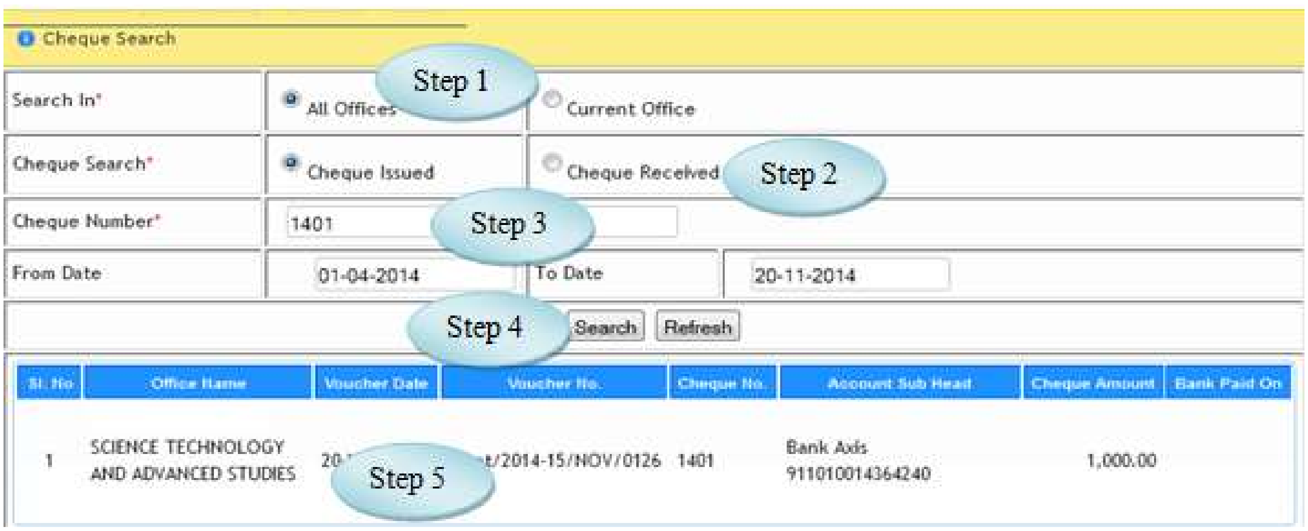


Figure 28.1

28.5 To Search the cheque follow steps below

Step1: Select the option All Offices or Current Offices.

Step2: Select Cheque Search option Cheque Issued or Cheque Received.

Step3: Enter Cheque Number for searching the cheque.

Step4: Select the Period From Date and To Date.

Step5: Click "Search" button to view the cheque details for the entered Cheque Number.

29. Cheque Issued

29.1. Intended Audience

All Users

29.2. Usage

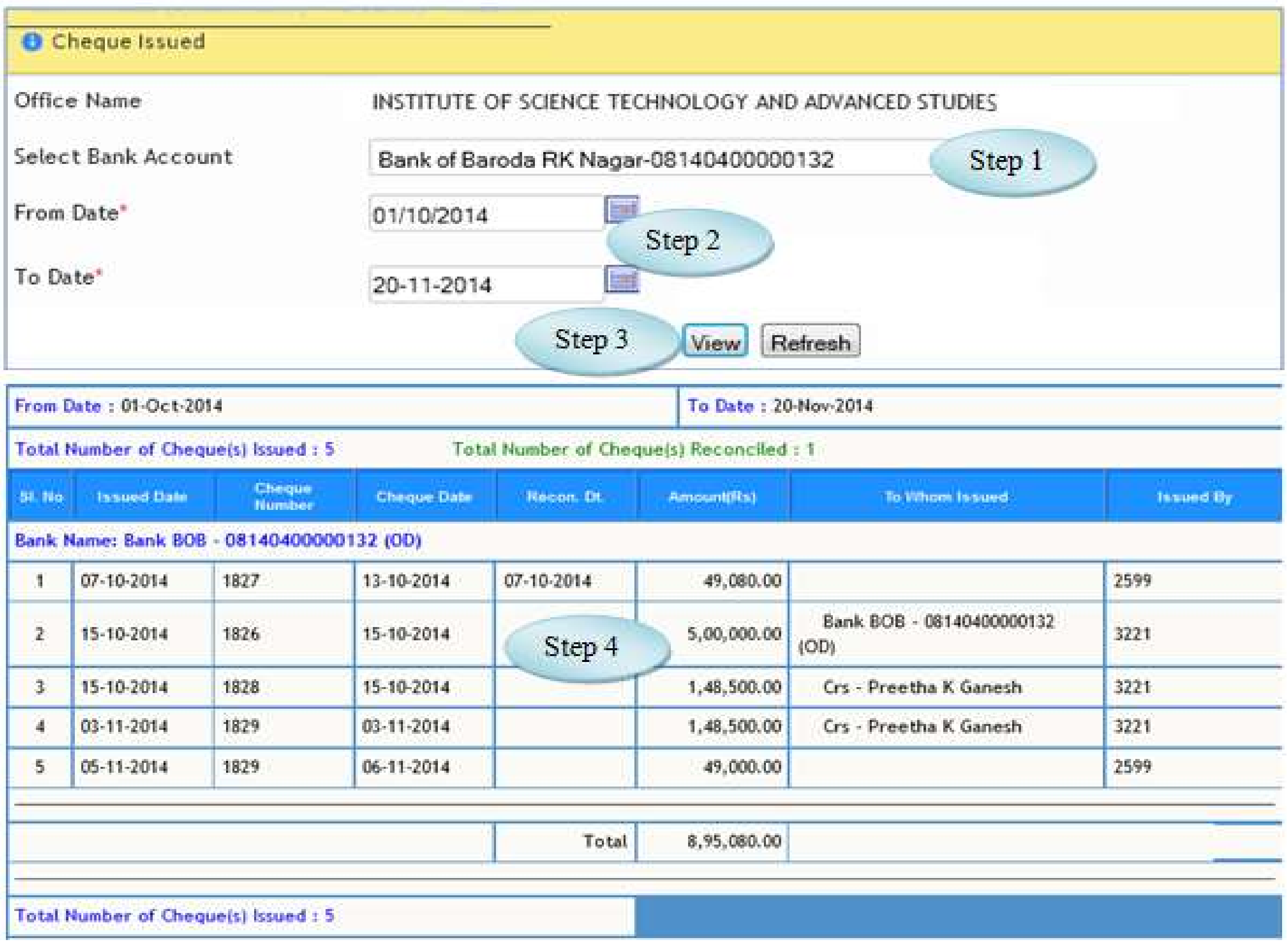
This interface enables users to view the Cheque Issued report for the selected period.

29.3. Menu Access

Main Menu >> Accounts>>Reports>>Cheque Issued

29.4. Dependency

Voucher Entry



Sl. No	Issued Date	Cheque Number	Cheque Date	Recon. Dt.	Amount(Rs)	To Whom Issued	Issued By
Bank Name: Bank BOB - 08140400000132 (OD)							
1	07-10-2014	1827	13-10-2014	07-10-2014	49,080.00		2599
2	15-10-2014	1826	15-10-2014		5,00,000.00	Bank BOB - 08140400000132 (OD)	3221
3	15-10-2014	1828	15-10-2014		1,48,500.00	Crs - Preetha K Ganesh	3221
4	03-11-2014	1829	03-11-2014		1,48,500.00	Crs - Preetha K Ganesh	3221
5	05-11-2014	1829	06-11-2014		49,000.00		2599
				Total	8,95,080.00		

Figure 29.1

29.5 To view the Cheque Issued report follow steps below

Step1: Select the Bank Account from the list.

Step2: Select the period From Date and To Date by default current date would appear.

Step3: Click "View" button to view the Cheque Issued for the selected Bank.

Step4: The Cheque Issued details along with the party name would appear.

30. Fees Collection Summary Sheet

30.1. Intended Audience

All Users

30.2. Usage

This interface enables users to view the Fees Collection Summary Sheet report .

30.3. Menu Access

Main Menu >> Accounts>>Reports>>Fees Collection Summary Sheet

30.4. Dependency

Fee Management

30.5 To view Fees Collection Summary Sheet follow steps below

Step1: Select the Program Name from the list.

Step2: Select Year / Standard for the selected program.

Step3: Select the Term Description from the list. (Academic Year)

Step4: Select the Fee Heads by clicking the check box.

Step5: Click "Generate" button to view the Fees Collection Summary Sheet.

(The Fee Details for the selected program along with the Concession amount would appear)

Step6: Click the records to view the student details.

(The Student details would appear as in Figure 30.2)

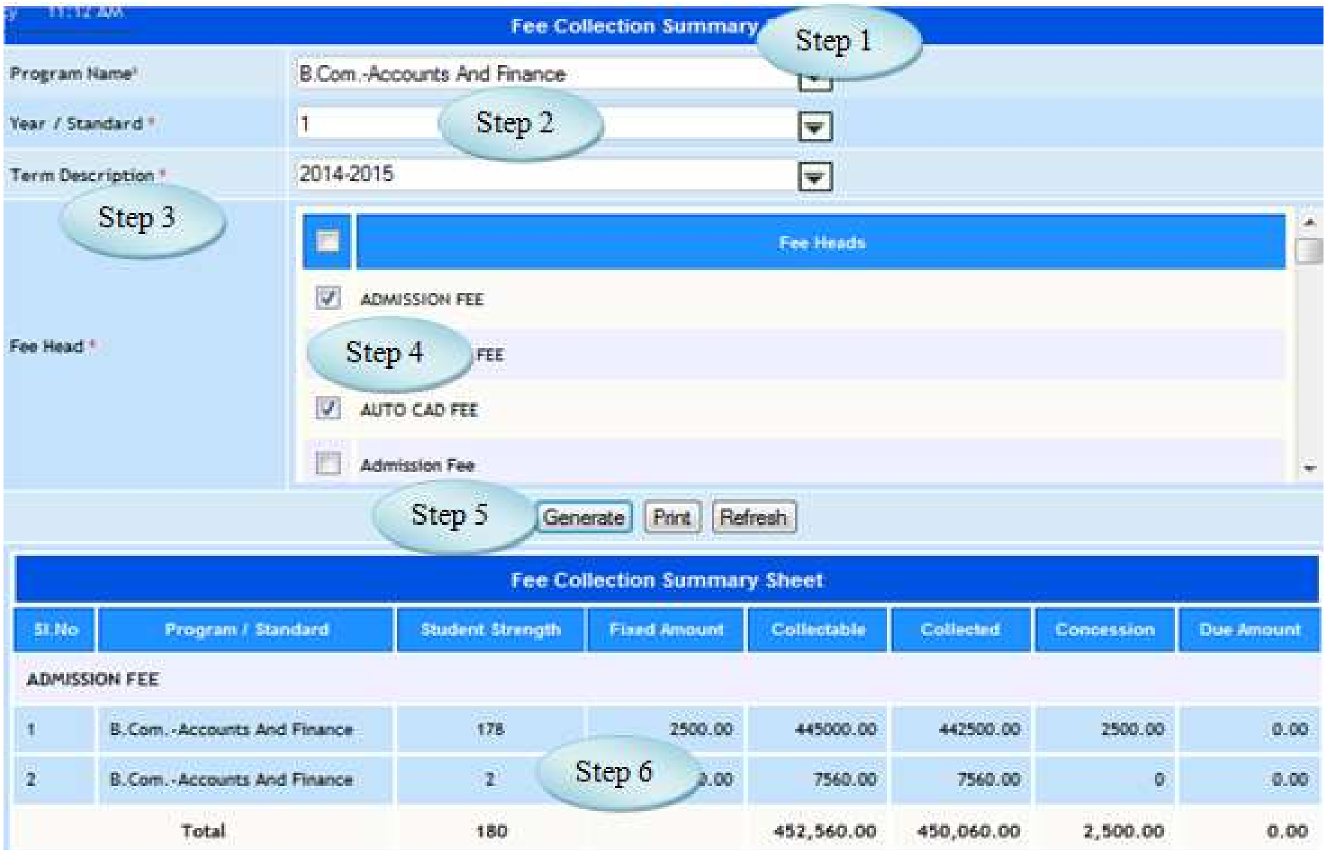


Figure 30.1

INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES

SL.No.	Student Name	Admission No.
1	SASIREKHA S K	UP14G1020001
2	DILIP S	UP14G1020002
3	GOPINATHAN J	UP14G1020003
4	MOHAN S	UP14G1020004
5	ROBIN RAJU	UP14G1020005
6	BENAZIR BEGAM G	UP14G1020007
7	DHANAPRIYA G	UP14G1020008
8	RISWANA I	UP14G1020009
9	NAVEEN KUMAR M	UP14G1020010
10	PREM KUMAR K	UP14G1020011
11	BOOOATHI K P	UP14G1020012

Figure 30.2

31. Bills Outstanding

31.1. Intended Audience

All Users

31.2. Usage

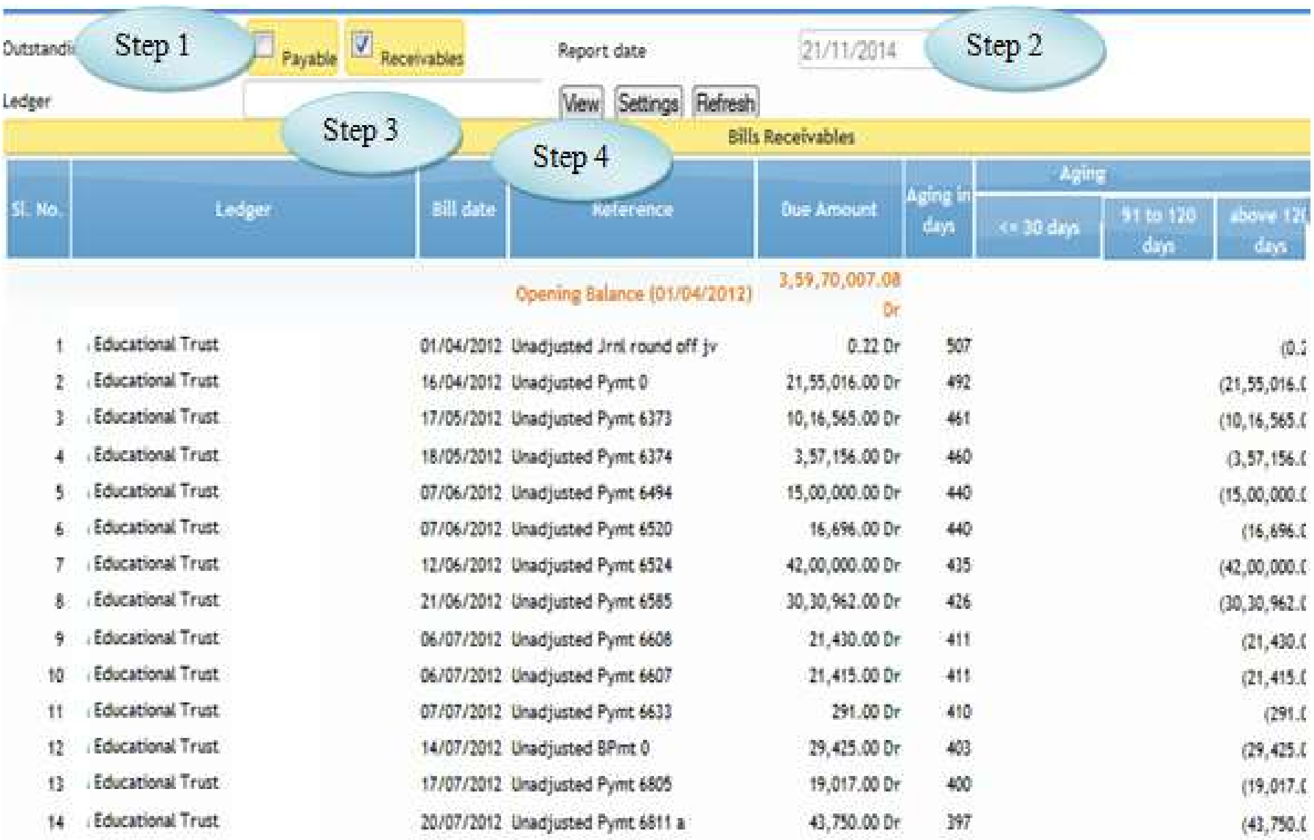
This interface enables users to view the Bills Outstanding of Receivables and Payables.

31.3. Menu Access

Main Menu >> Accounts>>Reports>>Bills Outstanding

31.4. Dependency

Purchase and Sales Vouchers



Sl. No.	Ledger	Bill date	Reference	Due Amount	Aging in days	Aging <= 30 days	91 to 120 days	above 120 days
			Opening Balance (01/04/2012)	3,59,70,007.08 Dr				
1	Educational Trust	01/04/2012	Unadjusted Jrnl round off jv	0.22 Dr	507			(0.2
2	Educational Trust	16/04/2012	Unadjusted Pymt 0	21,55,016.00 Dr	492			(21,55,016.(
3	Educational Trust	17/05/2012	Unadjusted Pymt 6373	10,16,565.00 Dr	461			(10,16,565.(
4	Educational Trust	18/05/2012	Unadjusted Pymt 6374	3,57,156.00 Dr	460			(3,57,156.(
5	Educational Trust	07/06/2012	Unadjusted Pymt 6494	15,00,000.00 Dr	440			(15,00,000.(
6	Educational Trust	07/06/2012	Unadjusted Pymt 6520	16,696.00 Dr	440			(16,696.(
7	Educational Trust	12/06/2012	Unadjusted Pymt 6524	42,00,000.00 Dr	435			(42,00,000.(
8	Educational Trust	21/06/2012	Unadjusted Pymt 6585	30,30,962.00 Dr	426			(30,30,962.(
9	Educational Trust	06/07/2012	Unadjusted Pymt 6606	21,430.00 Dr	411			(21,430.(
10	Educational Trust	06/07/2012	Unadjusted Pymt 6607	21,415.00 Dr	411			(21,415.(
11	Educational Trust	07/07/2012	Unadjusted Pymt 6633	291.00 Dr	410			(291.(
12	Educational Trust	14/07/2012	Unadjusted BPmt 0	29,425.00 Dr	403			(29,425.(
13	Educational Trust	17/07/2012	Unadjusted Pymt 6805	19,017.00 Dr	400			(19,017.(
14	Educational Trust	20/07/2012	Unadjusted Pymt 6811 a	43,750.00 Dr	397			(43,750.(

Figure 31.1

31.5 To view the report follow steps below

Step1: Select the Outstanding Option Payables or Receivables.

Step2: Select the Report Date by default current date would appear.

Step3: Select the Ledger from the list to check the outstanding bills.

Step4: Click "View" button to view the outstanding bills.

32. Financial Statement

32.1. Intended Audience

All Users

32.2. Usage

This interface enables users to view the Financial Statement of Trial Balance, Balance Sheet and Income & Expenditure.

32.3. Menu Access

Main Menu >> Accounts>>Reports>>Financial Statement

32.4. Dependency

Voucher Entry

32.5 To view Financial Statement follow steps below

Step1: Select the period From and To Date.

Step2: Click "Generate" button to view the Trial Balance for the selected period.

(The transaction details would appear along with the grand total for Transaction and Closing Balance.)

Step3: Click "Setting" button and select the Report type from the list.

(Tiral Balance, Balance Sheet and Income & Expenditure Report can be viewed from Financial Statement.)

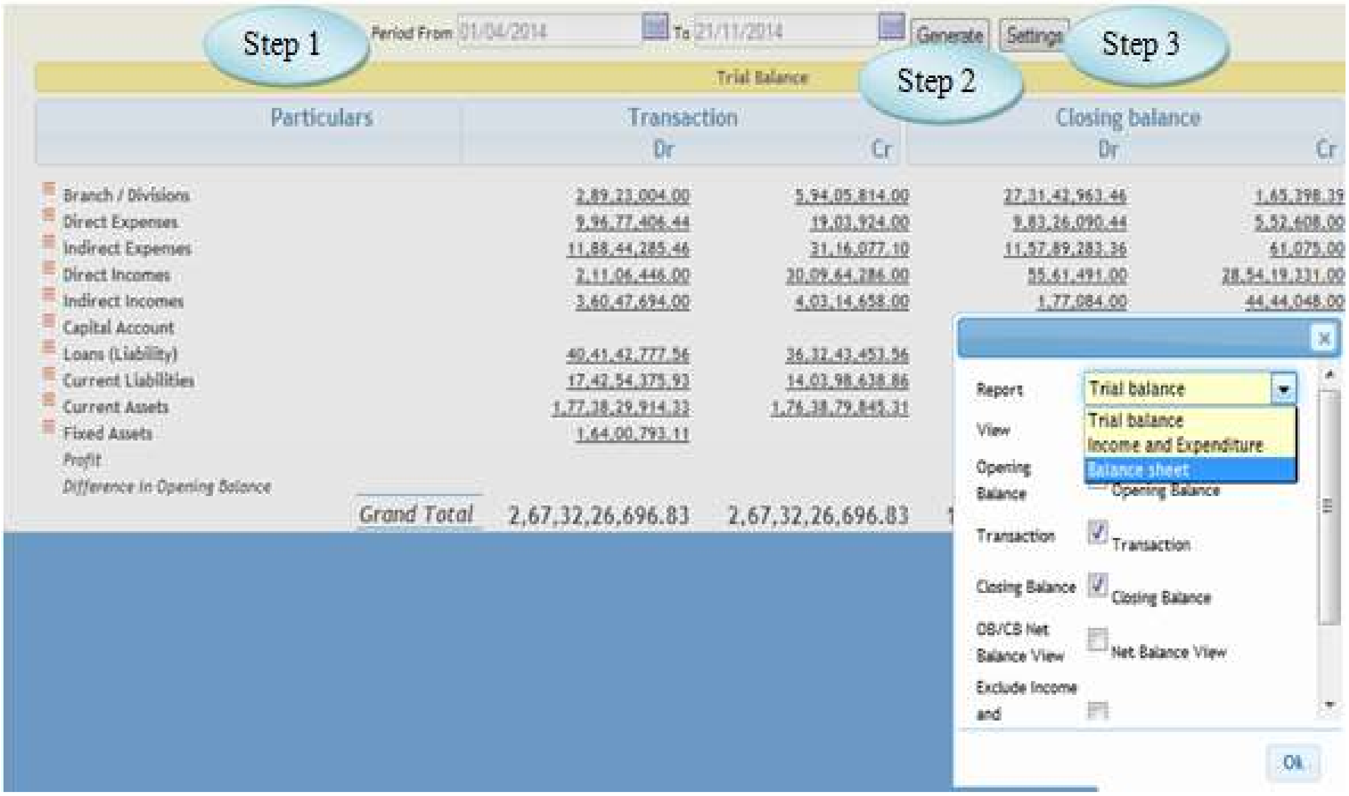

Step 1
Period From 01/04/2014
To 21/11/2014
Generate
Settings
Step 3
Trial Balance
Step 2
Particulars
Transaction
Dr
Cr
Closing balance
Dr
Cr
Branch / Divisions
Direct Expenses
Indirect Expenses
Direct Incomes
Indirect Incomes
Capital Account
Loans (Liability)
Current Liabilities
Current Assets
Fixed Assets
Profit
Difference in Opening Balance
Grand Total
2,67,32,26,696.83
2,67,32,26,696.83
Report
Trial balance
Trial balance
Income and Expenditure
Balance sheet
View
Opening Balance
Opening Balance
Transaction
Transaction
Closing Balance
Closing Balance
OB/CB Net Balance View
Net Balance View
Exclude Income and
Ok

Figure 32.1

EXAMINATION AUTOMATION SYSTEM (EAS) (2017-2022)

MANUAL

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

INDEX

Foreword

Swami Vivekananda ji, the great saint of India, said: “Education is the manifestation of the perfection already present in man”. But one needs a right place, guidance and opportunity to grow and come out with full potential. If a person avails the proper opportunity at the right time and place under the right guidance, he can “learn, leap and lead”, and convert his potential into success so as to fulfil his dream. I am indeed very happy to introduce the SRM Group of Institutions to you, whose insignia inscribes “learn, leap and lead”.

With New Education Policy-2020 in place, SRMUH is committed to provide outcome based learning and pedagogy, extensive use of ICT to the learners, holistic approach of interdisciplinary curriculum, research oriented programs with mandatory internships, hands on project based academic activities, continuous formative assessments leading to develop good human beings capable of rational thoughts and action, compassion and empathy, courage, scientific temper, creativity and imagination with ethical values.

Professor (Dr.) Paramjit S. Jaswal

Vice-Chancellor, SRM University Delhi-NCR, Sonepat, Haryana

Message from CoE

Assessment & Evaluation is a continuous process, to establish mastery on a particular subject/ course/ programme and the grade card is a reflection of knowledge and skills. It is indeed an evolving process which changes, with commitment & seriousness towards learning new skills, and acquiring more knowledge.

Controller of Examinations

SRM University, Delhi-NCR, Sonepat is a completely ICT enabled university and the examination system is part of the ICT design. The following diagram represents the digital work flow of the entire examination system. The diagrammatic representation integrates ICT tools which have modernized the entire examination process. The automation of examination has led to improvement in the efficiency, optimum utilization of resources, remove of manual intervention, speeding up of error-free functioning mechanism while making the whole process transparent and digitalized.

Digital Work Flow Diagram

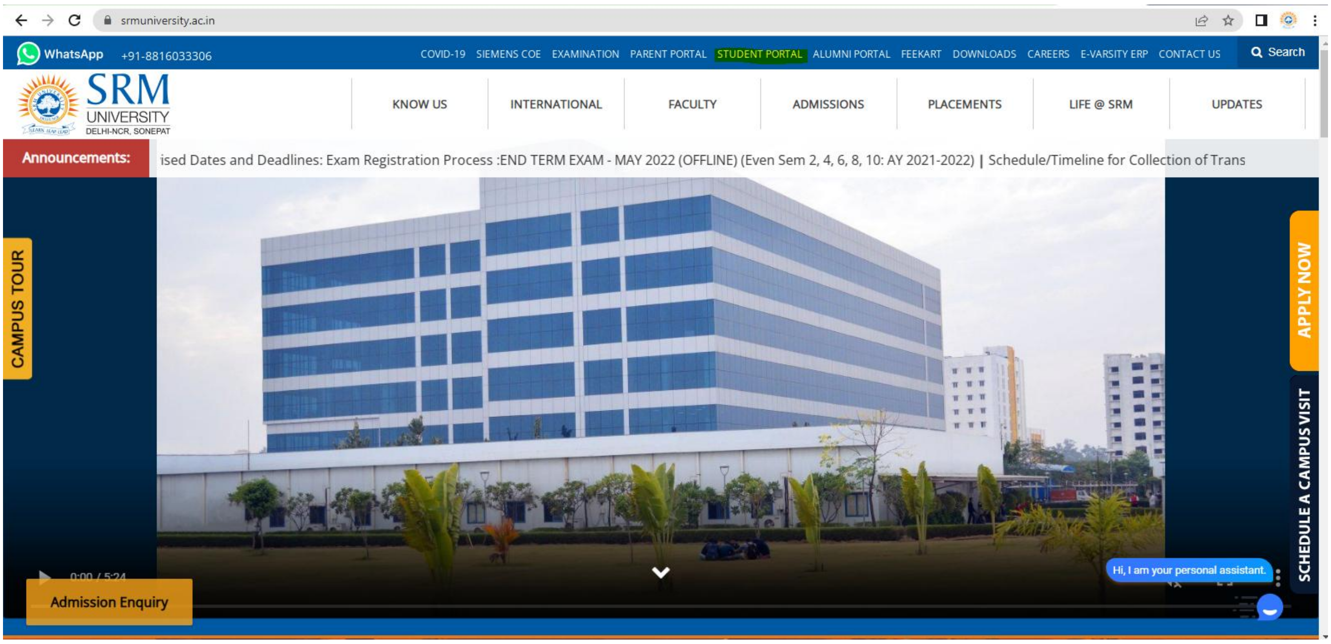
EAS-ERP at SRMUH- Evolution (2015-2022)	
Year	**Interfaces/Updates**
2021-2022	Result publication for students with no dues Internal marks entry controller – Programme wise and semester wise Attendance Average report Malpractice Enquiry- Update Result Analysis- Histogram and Pie chart Academic Progression report
2020-2021	Programme wise result abstract Exam Registration status – Regular and arrear batches Moderation statistics report – Average internal, end term marks
2019-2020	Special Class attendance Entry in ERP Faculty wise result abstract Gender wise result abstract End term marks entry through Academic ERP (for online exams)
2018-2019	CGPA secured list Degree Completed list Certificate serial No. Key-in Reissue of Grade cards Admit Card number generation Detaining students NoC processing through ERP Academic Promotion Exam Time table Automation
2017-2018	Registration details under Course wise appearance count Foil Cord printing- Practical attendance and award list

	Exam Registration Configuration Rank list Malpractice list Admit Card- Student's instruction update
2016-2017	Moderation and Grace process
	Semester score modification- Dummy no. Wise
	Grade Cards printing
	Cumulative Grade Card printing
	Class / Division classification
	Hall Plan generation
2015	Consolidation and publication of the May 2015 semester Exam results

1. Students Registration and Subject allocation

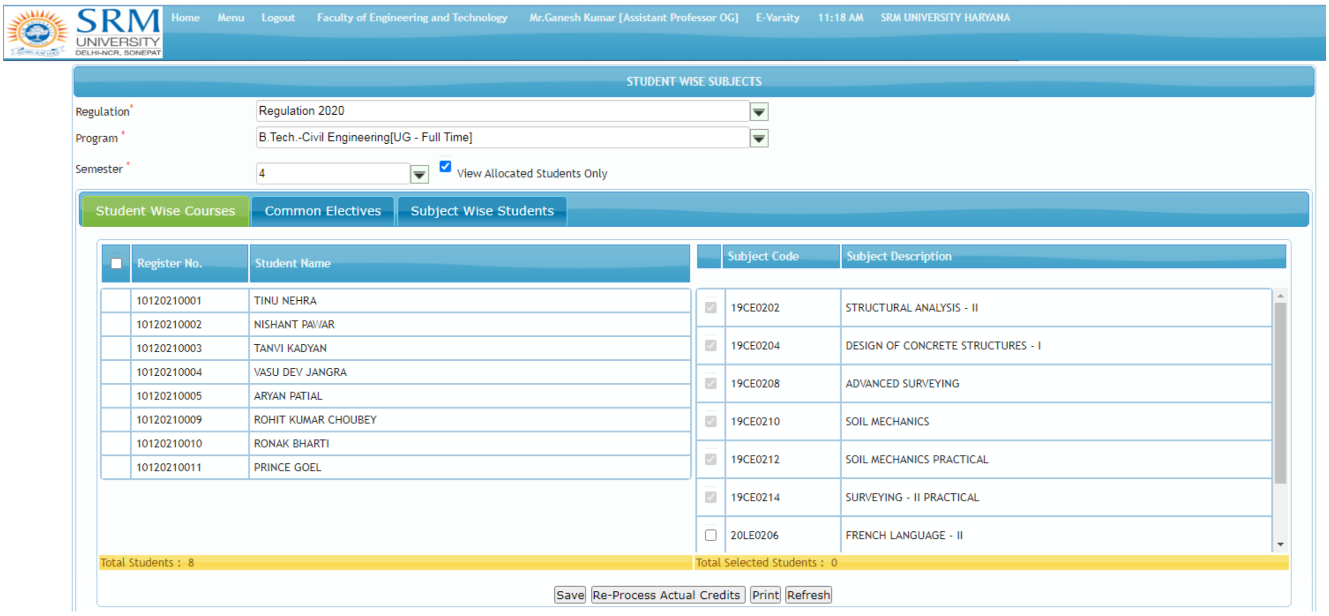
Student registration is mandatory for all enrolled students. Students are required to register themselves on Student Portal through the STUDENT PORTAL link provided on the University website(www.srmuniversity.ac.in). After registration they are assigned subjects for which they have opted including all core, departmental electives, seminars and open electives. Students are able to view every detail on Student Portal about the subject and attendance after the registration.

Student Portal link:

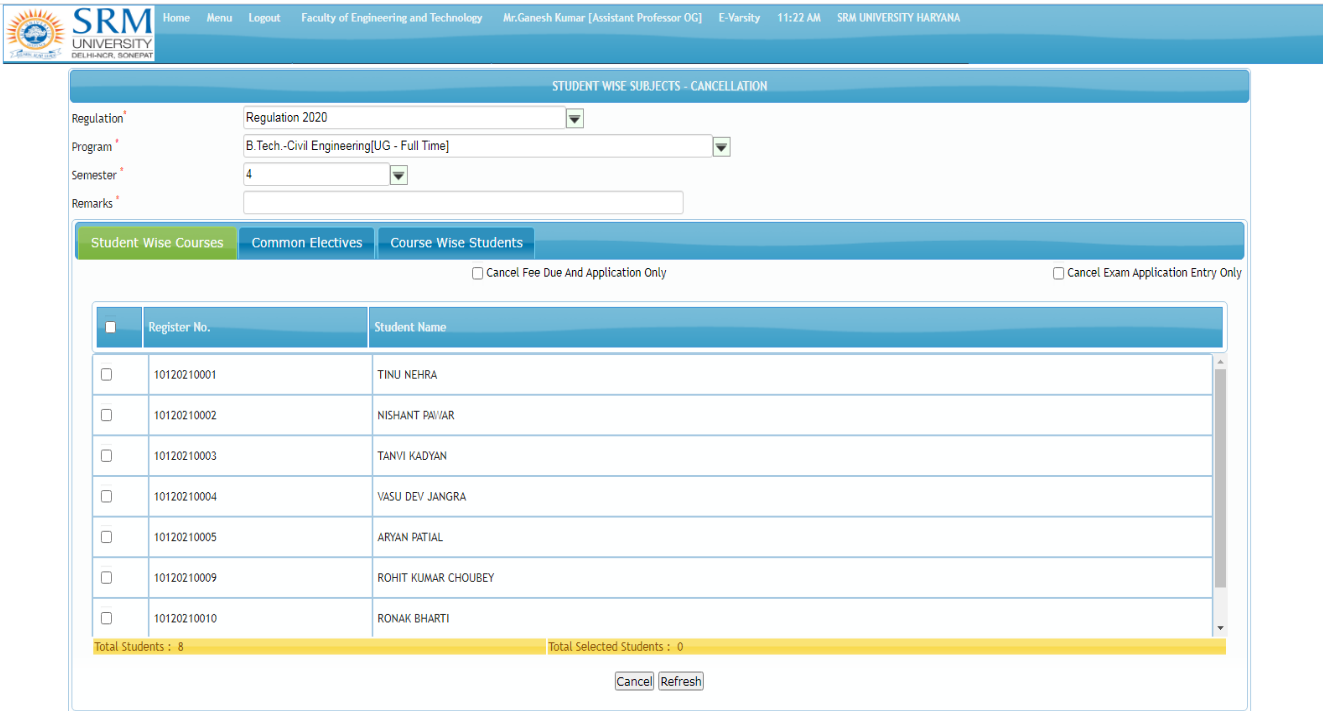


Student Portal Login:

Subjects allocation:



Subjects cancellation:



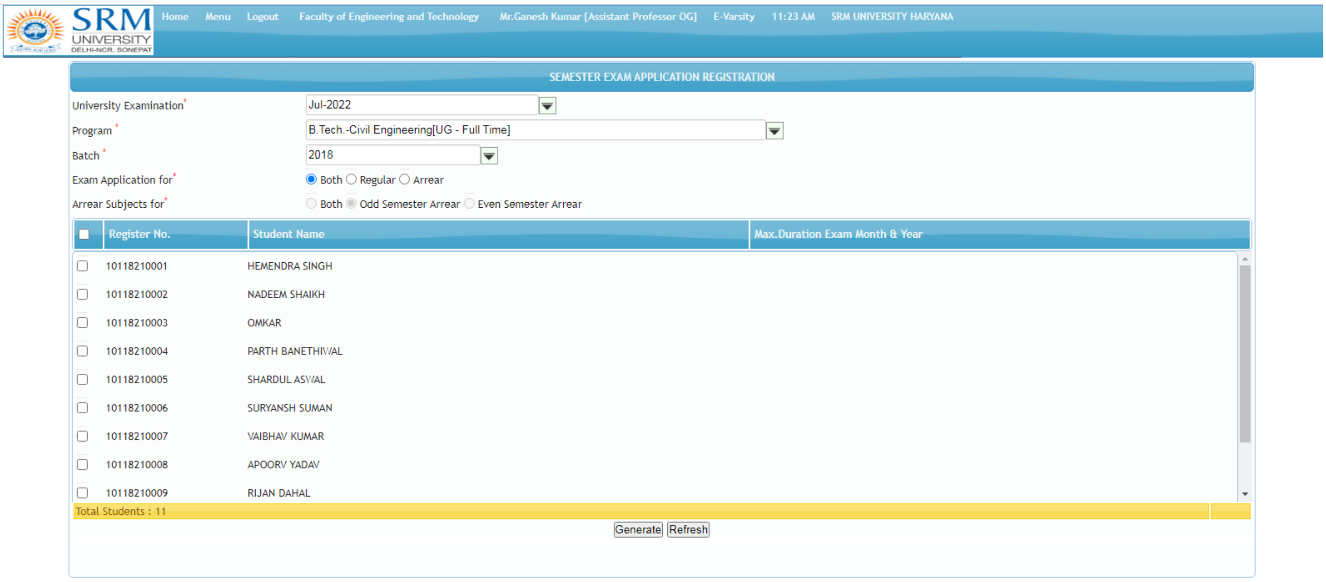
2. Exam Application Registration

For Students Appearing in Regular / Arrear Exams, the students will be registered by the Examination Department and theApplication Forms are filled automatically by the system. The registration details will be available under Exam Registration tab on Student Portal, where registered subjects details and exam fee details are displayed.

Students will have to verify all the details and then pay the Examination fee through the Fee due details option on student portal or Feekart link available on the University website. No need for the student to fill the form manually.

Exam Application Registration & Exam Fee Due generation:

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana



SRM UNIVERSITY DELHI-NCR, SONEPAT | Home | Menu | Logout | Faculty of Engineering and Technology | Mr.Ganesh Kumar [Assistant Professor OG] | E-Varsity | 11:23 AM | SRM UNIVERSITY HARYANA

SEMESTER EXAM APPLICATION REGISTRATION

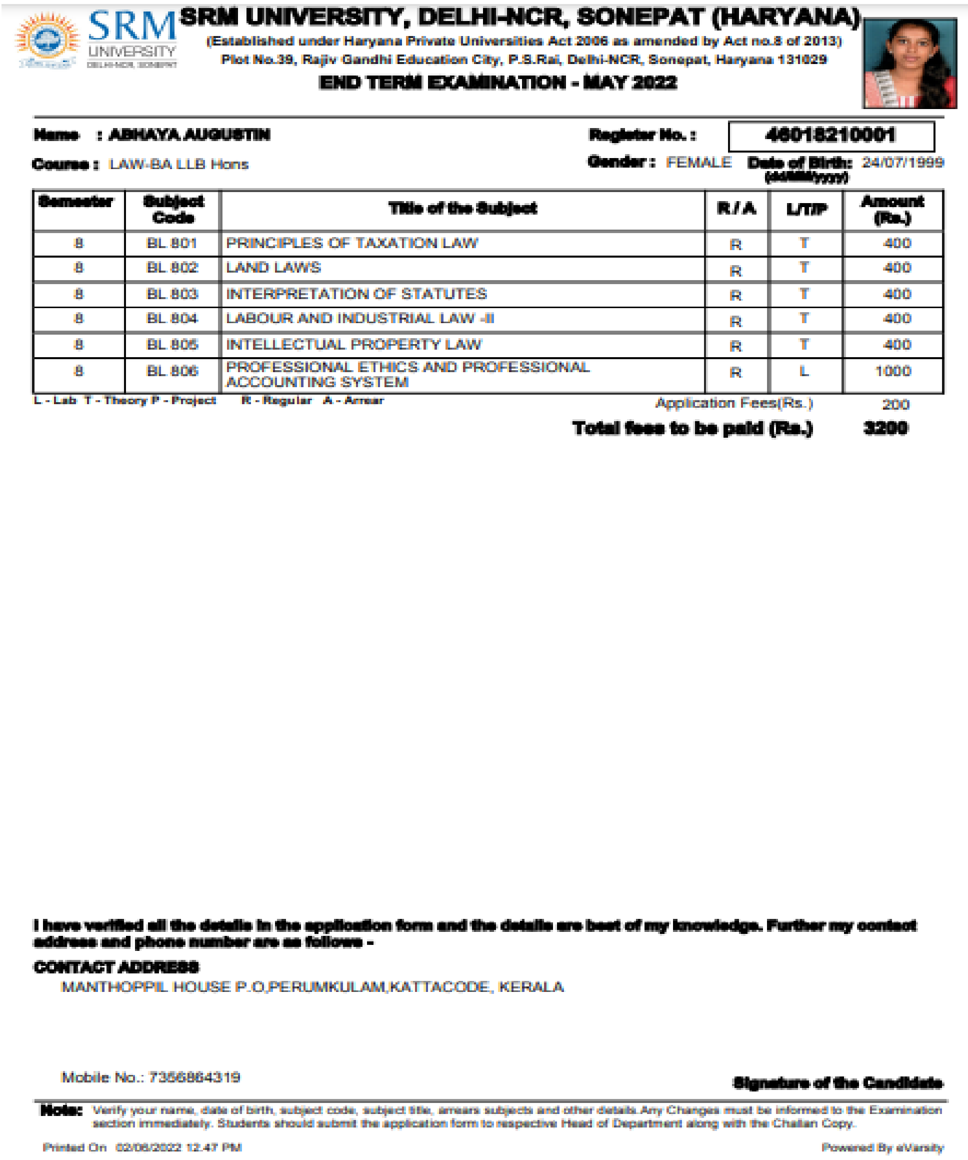
University Examination* : Jul-2022
Program* : B.Tech.-Civil Engineering[UG - Full Time]
Batch* : 2018
Exam Application for* : Both / Regular / Arrear
Arrear Subjects for* : Both / Odd Semester Arrear / Even Semester Arrear

Register No.	Student Name	Max.Duration Exam Month & Year
10118210001	HEMENDRA SINGH	
10118210002	NADEEM SHAIKH	
10118210003	OMKAR	
10118210004	PARTH BANETHIWAL	
10118210005	SHARDUL ASWAL	
10118210006	SURYANSH SUMAN	
10118210007	VAIBHAV KUMAR	
10118210008	APOORV YADAV	
10118210009	RIJAN DAHAL	

Total Students : 11

Generate | Refresh

Exam Application:



SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)
(Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013)
Plot No.39, Rajiv Gandhi Education City, P.S.Rai, Delhi-NCR, Sonepat, Haryana 131029
END TERM EXAMINATION - MAY 2022

Name : ABHAYA AUGUSTIN **Register No. :** 46018210001
Course : LAW-BA LLB Hons **Gender :** FEMALE **Date of Birth: (dd/MM/yyyy)** 24/07/1999

Semester	Subject Code	Title of the Subject	R / A	L/T/P	Amount (Rs.)
8	BL 801	PRINCIPLES OF TAXATION LAW	R	T	400
8	BL 802	LAND LAWS	R	T	400
8	BL 803	INTERPRETATION OF STATUTES	R	T	400
8	BL 804	LABOUR AND INDUSTRIAL LAW -II	R	T	400
8	BL 805	INTELLECTUAL PROPERTY LAW	R	T	400
8	BL 806	PROFESSIONAL ETHICS AND PROFESSIONAL ACCOUNTING SYSTEM	R	L	1000

L - Lab T - Theory P - Project R - Regular A - Arrear

Application Fees(Rs.) 200

Total fees to be paid (Rs.) 3200

I have verified all the details in the application form and the details are best of my knowledge. Further my contact address and phone number are as follows -

CONTACT ADDRESS

MANTHOPPIL HOUSE P.O,PERUMKULAM,KATTACODE, KERALA

Mobile No.: 7356864319

Signature of the Candidate

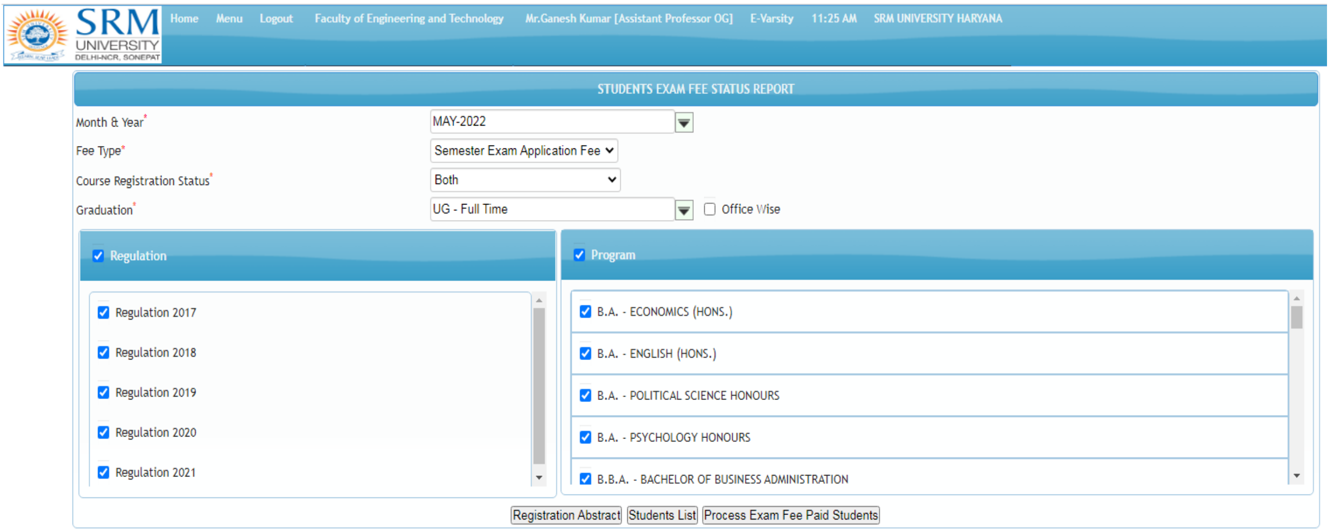
Note: Verify your name, date of birth, subject code, subject title, arrears subjects and other details Any Changes must be informed to the Examination section immediately. Students should submit the application form to respective Head of Department along with the Challan Copy.

Printed On 02/06/2022 12.47 PM

Powered By eVarsity

2.1 Student Exam Registration Status

Lists of all students are registered for End Term Examinations are accessible to the Exam Superintendent through the Examination Department to plan and make necessary arrangements for the assessment and evaluation of End Term Examination



All Offices

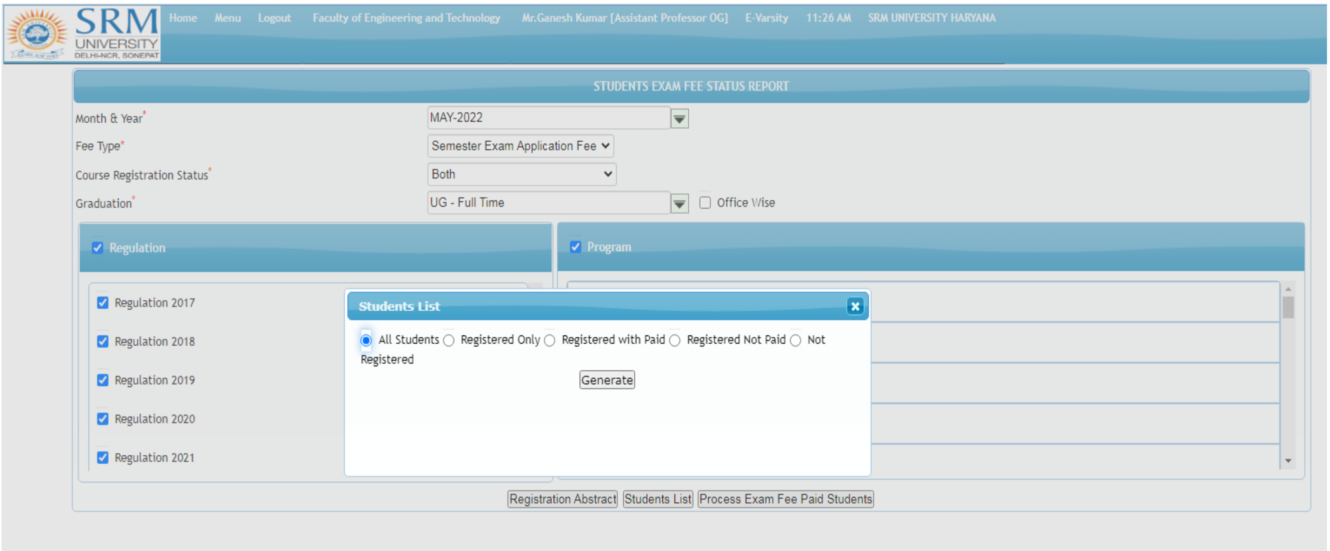
APRIL-2022

PROGRAM WISE REGISTERED STATUS REPORT (PG - Full Time)

Course	2021			
	Total	Registered	Paid	Hall Ticket Approved
LAW-LLM	13	13	13	13
Grand Total	13	13	13	13

SUMMARY	
TOTAL STUDENTS	13
TOTAL REGISTERED STUDENTS	13
TOTAL PAID STUDENTS	13
TOTAL HALL TICKET ISSUED STUDENTS	13

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana



Registered List of students:

All Offices

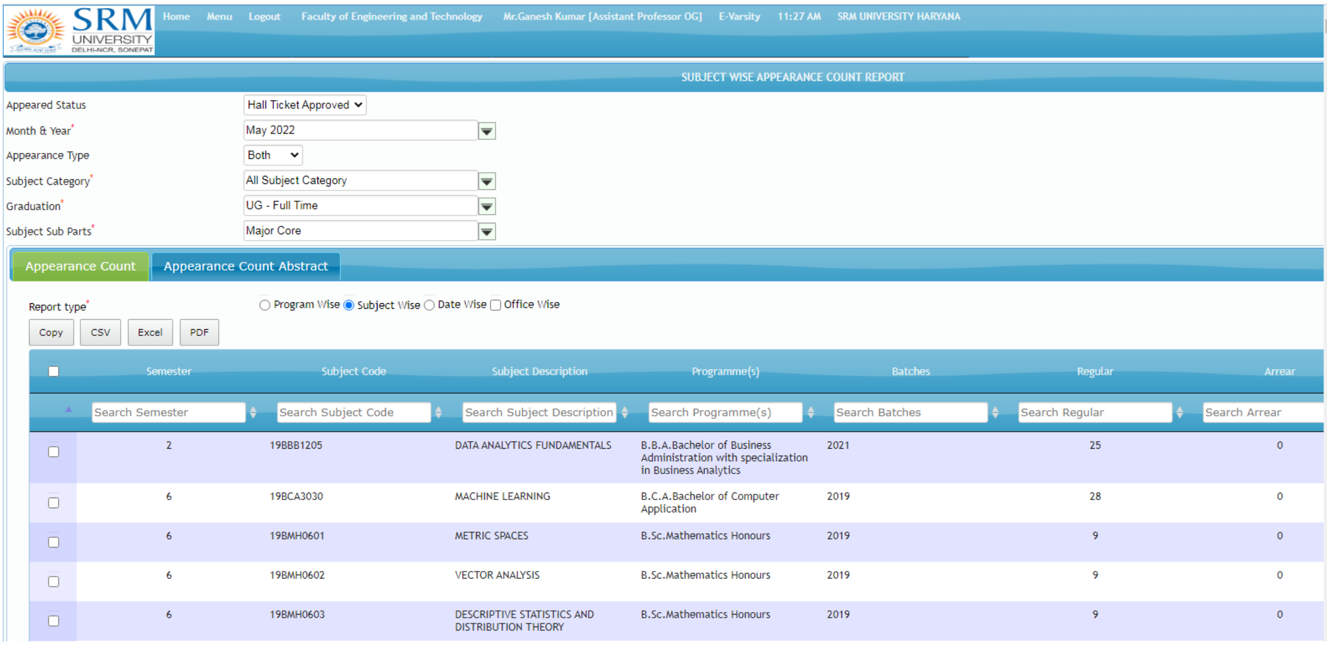
PROGRAM WISE REGISTERED STATUS REPORT (PG - Full Time)

(Exam Fees Paid Students List)

SL.No.	Register No.	Student Name	Contact Address	Contact Number	Email Id	Total Amount	Status
LAW-LLM							
1	45821210001	DEEPANSHU	H.NO.809,Sector 23,SONEPAT,Sonepat ,Haryana,India	9466894668		1800	Paid
2	45821210003	SHIKHA MAAN	Hamidpur Delhi , Main bus stand -110036 House no.55,Near Allahabaad bank,,New Delhi ,New Delhi,India	7678238311		1800	Paid
3	45821210004	GOURAV GUPTA	15/1206 MC coloney,,Subhash chowk sonipat,,Sonepat ,Haryana,India	8168539298		1800	Paid
4	45821210005	NISHANT KAUSHIK	H.N 67,TDI,Nangal kalan,Sonepat ,Haryana,India	9050045264		1800	Paid
5	45821210006	DIVYA GUPTA	H.no 47/22 Kathmandi,AREY gali,,Sonepat ,Haryana,India	8700648555		1800	Paid
6	45821210007	AVANTIKA SINGH	FLAT NUMBER 104, ORCHID GREENS,ARADHANA GARDEN, GMS ROAD, OPP OLYMPUS HIGH SCHOOL,Dehradun	7060915545		1800	Paid
7	45821210008	MOHINI SHARMA	241 B,Bank Colony,,Hissar ,Haryana,India	7830995773		1800	Paid
8	45821210009	SHIRIN	House no- 3248,SECTOR-15,SONEPAT,Sonepat ,Haryana,India	8930526989		1800	Paid
9	45821210010	RAJAT RATHEE	209/28 DEV NAGAR Sonipat,sonipat,,Sonepat ,Haryana,India	9896686998		1800	Paid
10	45821210011	HARSHITA .	1999 urban estate jind haryana,JIND,,Jind ,Haryana,India	9729136919		1800	Paid
11	45821210012	SHRUTI SHARMA	House no 20/26 Braham Nagar Sonipat,navjivan hospital ,,Sonepat ,Haryana,India	8816832691		1800	Paid
12	45821210013	KRITIKA MEHTA	Hno 1593 sector -15 , sonipat,,haryana,Sonepat city ,Sonepat ,Haryana,India	9992422220		1800	Paid
13	45821210014	UPENDRA VIRENDRA PANDEY	FLAT NO 1103 D/2 WING HYDEPARK RESIDENCY,GHODBUNDER RAOD THANE WEST,thane,Thane ,Maharashtra ,India	9820006725		1800	Paid
					Sub Total	**13**	

Course Wise Appearance Count:

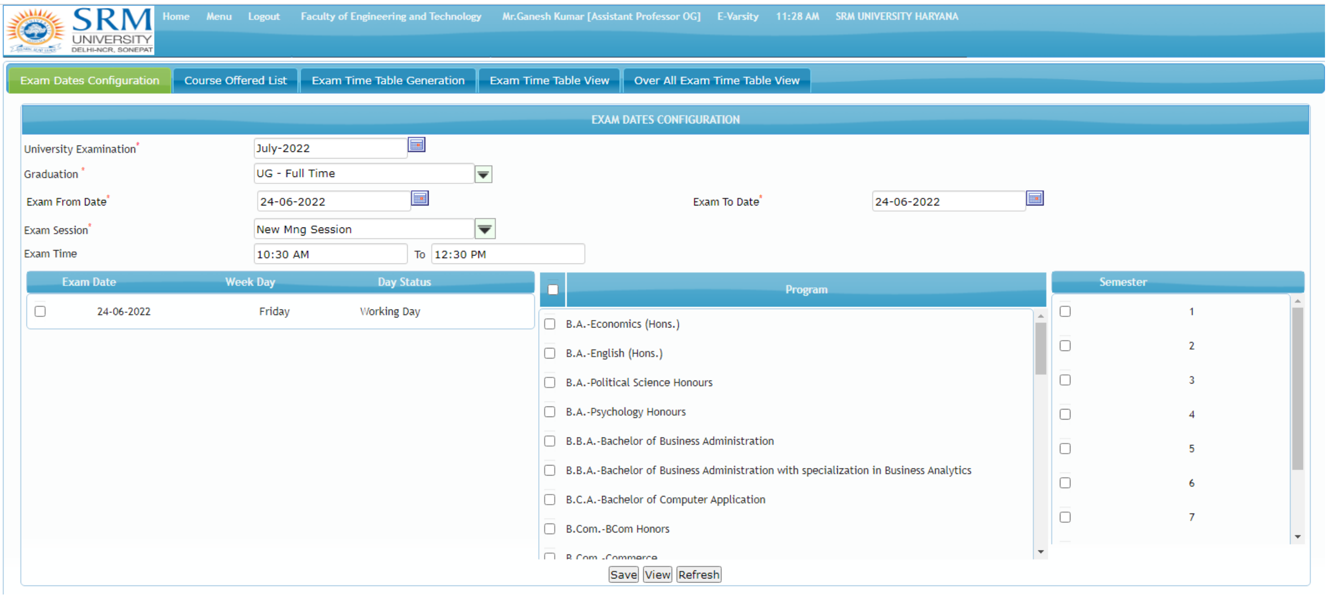
SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana



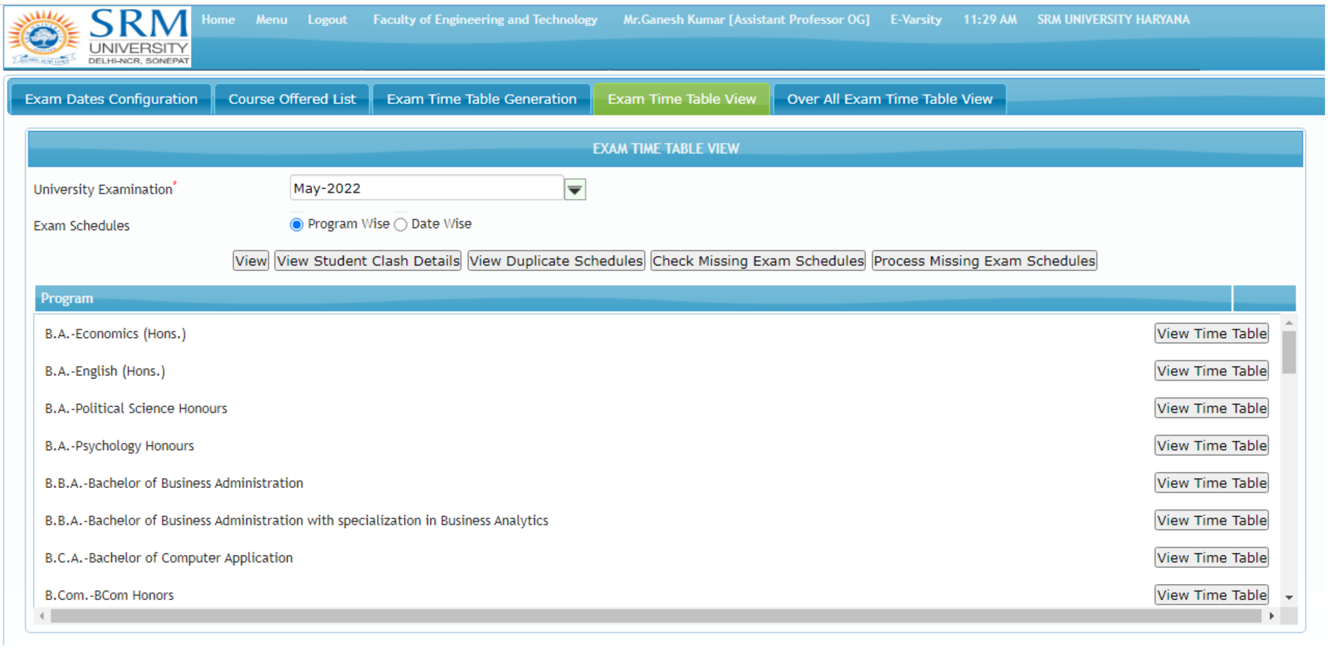
3. Examination Schedule

Based on the students subjects allotted and exam registration, the examination schedule for theory subjects will be generated through “Exam Time Table Automation” interface. The generated exam schedule will be uploaded on the University website where students can download and refer to their respective subject’s exam schedule.

Exam Time Table Automation:



Programme-wise Exam Schedule:



Exam Schedule:

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)
Plot No.39, Rajiv Gandhi Education City, PS.Rai, Sonepat
Haryana 131029

END TERM EXAMINATION - APRIL 2022

EXAM SCHEDULE

Program : LAW-LLM

Sub Code	Name of the Subject	Exam Date	Session	Batches
	Semester : II			
21LLM202-A	FUNDAMENTAL RIGHTS AND DIRECTIVE PRINCIPLES	25-04-2022	AN (01:30-04:30)	2021
21LLM203-A	GENERAL PRINCIPLES OF CRIMINAL LAW	25-04-2022	AN (01:30-04:30)	2021
21LLM202-B	ADMINISTRATIVE LAW	27-04-2022	AN (01:30-04:30)	2021
21LLM203-B	INTERNATIONAL CRIMINAL LAW	27-04-2022	AN (01:30-04:30)	2021
21LLM202-C	CONSTITUTIONAL AMENDMENTS IN INDIA	29-04-2022	AN (01:30-04:30)	2021
21LLM203-C	SCIENTIFIC AND FORENSIC TECHNIQUES IN INVESTIGATION	29-04-2022	AN (01:30-04:30)	2021
21LLM202-D	SERVICE AND ELECTION LAWS	02-05-2022	AN (01:30-04:30)	2021
21LLM203-D	ADMINISTRATION OF CRIMINAL JUSTICE-CUSTODIAL AND NON-CUSTODIAL	02-05-2022	AN (01:30-04:30)	2021

Note : Students, Kindly refer to your respective program and batch.

Page : 1 Printed On : 04/05/2022 1.19 PM

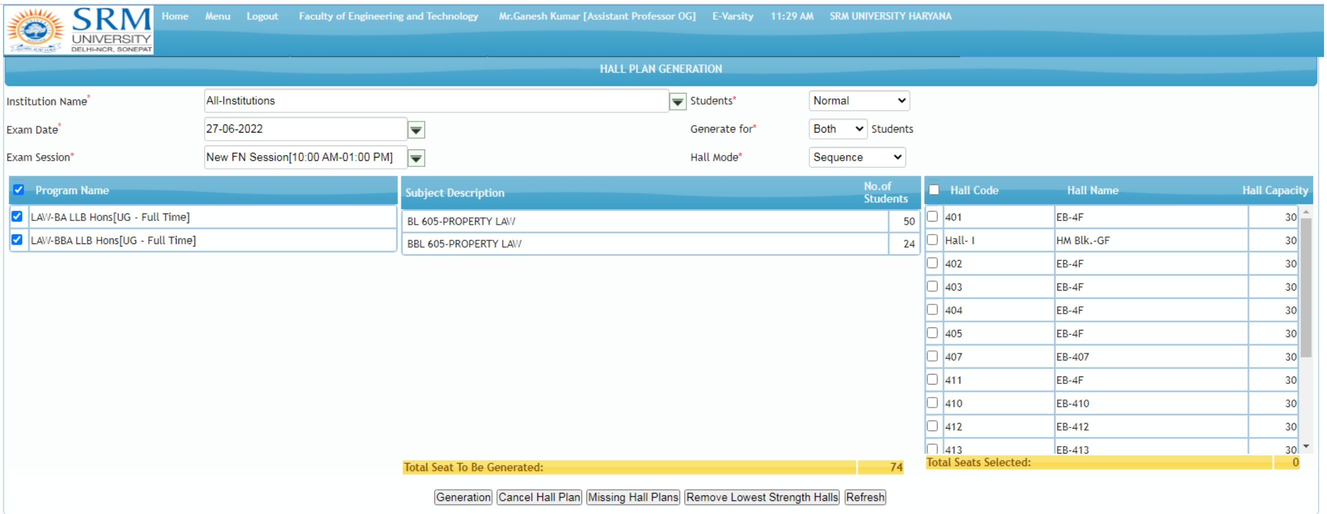
Overall Exam Schedule view:

SEMESTER EXAMINATION April-2022

25/04/2022 New AN Session [01:30 PM to 04:30 PM]	27/04/2022 New AN Session [01:30 PM to 04:30 PM]	29/04/2022 New AN Session [01:30 PM to 04:30 PM]	02/05/2022 New AN Session [01:30 PM to 04:30 PM]
21LLM202-A	21LLM202-B	21LLM202-C	21LLM202-D
21LLM203-A	21LLM203-B	21LLM203-C	21LLM203-D

4. Hall Plan Generation

Seating arrangements can be generated using “Hall Plan Generation” interface after the exam schedule is prepared, students are allotted the exam halls with reference to the seating capacity of each hall and total students registered for the exams. Associated reports such as seating arrangement, Seating Arrangement Abstract, exam Hall wise attendance are generated through the “Hall Plan Reports” interface.



Seating Arrangement:

SRM UNIVERSITY, DELHI-NCR, SONEPAT
Plot No.39, Rajiv Gandhi Education City, PS.Rai, Sonepat
Haryana 131029
END TERM EXAMINATION - APRIL-2022

Hall : HM Blk.-GF (Hall- I)(Hall- I) **DATE : 25-04-2022** **SESSION : New AN Session[01:30 PM-04:30 PM]**

A1 1 45821210004 21LLM202-A	B1 1 45821210007 21LLM202-A	C1 1 45821210011 21LLM202-A	D1 1	E1 1
A1 2 45821210001 21LLM203-A	B1 2 45821210014 21LLM203-A	C1 2	D1 2	E1 2
A1 3 45821210005 21LLM202-A	B1 3 45821210009 21LLM202-A	C1 3 45821210012 21LLM202-A	D1 3	E1 3
A1 4 45821210003 21LLM203-A	B1 4	C1 4	D1 4	E1 4
A1 5 45821210006 21LLM202-A	B1 5 45821210010 21LLM202-A	C1 5 45821210013 21LLM202-A	D1 5	E1 5
A1 6 45821210008 21LLM203-A	B1 6	C1 6	D1 6	E1 6

Program	Branch	Semester	Name of the Subject	No.of Students
LAW	LL.M.	2	21LLM202-A-FUNDAMENTAL RIGHTS AND	9
LAW	LL.M.	2	21LLM203-A-GENERAL PRINCIPLES OF CRIMINAL	4

Note : If found "====" on student's register number, he is restricted to write this

CONTROLLER OF EXAMINATIONS

Seating Arrangement Abstract:

SRM UNIVERSITY, DELHI-NCR, SONEPAT
Plot No.39, Rajiv Gandhi Education City, PS.Rai, Sonepat
Haryana 131029
END TERM EXAMINATION - APRIL-2022
SEATING ARRANGEMENT

DATE : 25-04-2022 **SESSION : AN(01:30 PM-04:30 PM)**

SL.No.	Hall Name	Register Number	Branch	Total
1	HM Blk.-GF(Hall- I)	45821210001-45821210014	LAW-LL.M.(13)	13

CONTROLLER OF EXAMINATIONS

Seating arrangement abstract details are uploaded on the University's website during exams on daily basis, where student can find their exact exam hall information.

Hall wise Attendance

SRM UNIVERSITY, DELHI-NCR, SONEPAT

Plot No.39, Rajiv Gandhi Education City, PS Rai, Sonepat

Haryana 131029

END TERM EXAMINATION - APRIL 2022

HALL WISE ATTENDANCE SHEET

HALL : HM Blk.-GF(Hall- I) **EXAM DATE : 25/04/2022** **SESSION : New AN**

SL.No.	Register No.	Subject Code	Admit Card No.	Ans.Booklet	Signature
1	45821210004	21LLM202-A	36FAIEKD		
2	45821210001	21LLM203-A	XWVX2C6R		
3	45821210005	21LLM202-A	QCMLNKI8		
4	45821210003	21LLM203-A	9JHWTFMZ		
5	45821210006	21LLM202-A	YWMHB7TI		
6	45821210008	21LLM203-A	FYMRT55R		
7	45821210007	21LLM202-A	WEIXPNNC		
8	45821210014	21LLM203-A	BTPXSHWV		
9	45821210009	21LLM202-A	QAFJN2IL		
10	45821210010	21LLM202-A	2Q8BVZTL		
11	45821210011	21LLM202-A	UUZ6NBXQ		
12	45821210012	21LLM202-A	MSCBCUID		
13	45821210013	21LLM202-A	7JBV26H8		

Subject Code	21LLM202	21LLM203
Total Registered	9	4
Total Absent		
Total Present		

21LLM202-A-FUNDAMENTAL RIGHTS AND DIRECTIVE PRINCIPLES
21LLM203-A-GENERAL PRINCIPLES OF CRIMINAL LAW

Name and Signature of Faculty with date

5. Admit Card

Admit cards are enabled by the Examination Department and all the students appearing in End Term Exams have access to download the admit card from their own student portal.

Admit Card Approval:

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Home Menu Logout Faculty of Engineering and Technology Mr.Ganesh Kumar [Assistant Professor OG] E-Varsity 11:30 AM SRM UNIVERSITY HARYANA

HALL TICKET APPROVAL

Month & Year*: May-2022
Program *: B.Tech.-Biomedical Engineering[UG - Full Time]
Semester *: 8
Fee Due Check up to*: 24-06-2022

Register No	Student Name	Total Due Amount	Amount Collected	Current Due Amount
10918210001	AISHEE BHADURI	1063766.00	1063766.00	0.00
10918210002	AKANKSHA AGGARWAL	798760.00	798760.00	0.00
10918210003	ASTHA MATHUR	1054762.00	1254762.00	-200000.00
10918210004	B JYOTSNA	799105.00	799105.00	0.00
10918210005	MANUKA BHATIANI	831778.00	831778.00	0.00
10918210006	NEHA AGGARWAL	1013913.00	1012813.00	1100.00
10918210007	SAMIKSHA BELBASE	705651.00	705651.00	0.00
10918210008	SHREYANSH SHUBHAM	994015.00	992915.00	1100.00
10918210009	SUHASINI SINGH	1093704.00	1232604.00	-138900.00
10918210010	NIKHIL BHATIA	704800.00	704800.00	0.00
10918210011	AMRO YAHIA MOHAMED MUKHTAR ABDELRAHIM	1426520.00	246800.00	1179720.00

Semester	Subject Code	Subject Description	Subject Type
6	BI 0302	PERL PROGRAMMING AND BIOPERL	Theory - External
6	BI 0302	PERL PROGRAMMING AND BIOPERL	Theory - Internal
6	BI 0312	PERL LAB	Practical - External
6	BI 0312	PERL LAB	Practical - Internal
6	BM 0302	NUCLEAR MEDICINE	Theory - External
6	BM 0302	NUCLEAR MEDICINE	Theory - Internal
6	BM 0304	GENOMICS AND PROTEOMICS	Theory - External
6	BM 0304	GENOMICS AND PROTEOMICS	Theory - Internal
6	BM 0306	HOSPITAL SAFETY AND MANAGEMENT	Theory - External
6	BM 0306	HOSPITAL SAFETY AND MANAGEMENT	Theory - Internal
6	BM 0314	PROTEOMICS LAB	Practical - External

Approval Refresh

Admit Card

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)
Plot No.39, Rajiv Gandhi Education City, PS Rai, Sonepat
Haryana 131029
END END TERM EXAMINATION - JANUARY 2022

ADMIT CARD

Registration No.	10320210002	Admit Card No.	3INI488J
Student Name	ROHAN GIDEON B SANGMA		
Semester	IV	Gender	MALE
Program / Branch	B.Tech.-COMPUTER SCIENCE AND ENGINEERING		
Exam Venue	SRM UNIVERSITY Delhi NCR Sonepat		

SEM	SUB	SUBJECT DESCRIPTION	R/A	INVIGILATOR
3	20MA 0310	TRANSFORMS AND BOUNDARY VALUE PROBLEMS	R	
3	CS 2003	DISCRETE STRUCTURES	R	
3	CS 2005	DATABASE MANAGEMENT SYSTEMS	R	
3	CS 2007	COMPUTER ARCHITECTURE AND ORGANIZATION	R	
3	20CS 2009	PYTHON USING OOP	R	
3	20LE 0201	GERMAN LANGUAGE - I	R	
3	CS 2111	DATABASE MANAGEMENT SYSTEMS LAB	R	
3	20PD 0201	PERSONALITY DEVELOPMENT - III	R	
3	20CS 2117	PYTHON USING OOP LAB	R	
3	CS 2115	PROGRAMMING USING MATLAB	R	

Signature of the Candidate

Controller of Examinations

INSTRUCTIONS TO THE CANDIDATES

1. **Examination Department/ ERP will automatically decline assessment/evaluation/result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in Exam.**
2. **Watch (Any Kind), Mobile Phones or any other electronic gadgets are strictly prohibited inside the Examination Hall.**
3. The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the Hall invigilator/frisking team, before entering into the Exam Hall.
4. Candidate must write his/her Admit Card Number and Registration Number on the front page of the Answer Booklet.
5. Candidate must reach Examination Hall 15 minutes before the scheduled time of commencement of Exam
6. Candidate should sign at the time when the Admit Card is issued to him/her by the Dean/HoD/ Printed.
7. Candidate must bring his/her Admit Card & University ID to the Examination Hall and it should be retained till the announcement of the results. Also, he/she should ensure the invigilator's sign on both Answer Sheet and Admit Card.
8. Candidate should ensure that they have received correct question paper and answer booklet.
9. Neat presentation of answers is important. Illegible handwriting will not be evaluated. Rough work must be done on the specified page only.

R - Regular A - Arrears

DETAILED INSTRUCTIONS

- **Examination Department/ ERP will automatically decline assessment/evaluation/result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in exam.**
- **Watch (Any Kind), Mobile Phones or any other electronic gadgets are strictly prohibited inside the Examination Hall.**
- The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the Exam Hall invigilator/frisking team, before entering into the exam Hall.
- The candidate shall write his/her Admit card/ registration number, subject code, subject title and date of the examination on the front page of his/her answer book before he/she starts answering the question paper. He/she shall also write down his/her registration number, on the question paper meant for / given to him/her.
- The examination Hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination Hall by that time. No candidate, who is late by more than half an hour, shall be admitted to the examination Hall (except for reasons/circumstances beyond his/her control- Contact Exam Superintendent)
- When a candidate leaves the examination Hall, he/she shall, before doing so, hand over his/her answer book to the Assistant Superintendent/ Invigilator concerned. After having left the Hall as such, he/she will not be re-admitted and no extra time shall be allowed to a candidate who arrives late in the examination Hall.
- The candidate shall not be permitted to leave before an hour after the distribution of question paper. **He/she will only be allowed to take the question paper with him/her after the exam is over.**
- The candidate is required to bring his/her own pens (BLACK/BLUE ONLY) and is never allowed to tear off any leaf from his/her answer-books.
- No candidate shall write answers or rough work on the question paper and his/her name / registration number on any page of the answer-book except the title page on which only Admit Card/ registration number is desired/allowed to be written in the relevant column.
- The candidate shall show his/her identity card (issued by the university)/ admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre/ Exam Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
- If the candidate has not brought the Admit Card/ University ID, he/ she can approach the Centre/ Exam Superintendent/ Department, for getting the duplicate Admit Card/ University ID, after the payment of prescribed fees.
- The candidate is required to identify the seat number from the seating arrangement notice displayed outside the examination Hall: identify the correct Hall Number from the Display/Notice board/ University web site, before going to the examination Hall. If the number is not displayed, contact the Chief/ Exam Superintendent immediately.
- The candidate is requested to deposit his/her bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOTKEEP VALUABLE THINGS in the bag (University is not responsible)
- The candidate is forbidden to TALK / GESTURE inside the examination Hall.
- If the candidate is in the need of any special material (data book etc.), he/she has to ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued.
- The candidate is required to check whether he/she has collected the correct question paper with proper printing. If not so, the Hall invigilator must be intimated immediately.
- DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTERATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
- Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
- Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and you are told that you may leave the Hall.
- Severe penalties" apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors. "FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.

6. Conduct of Examination

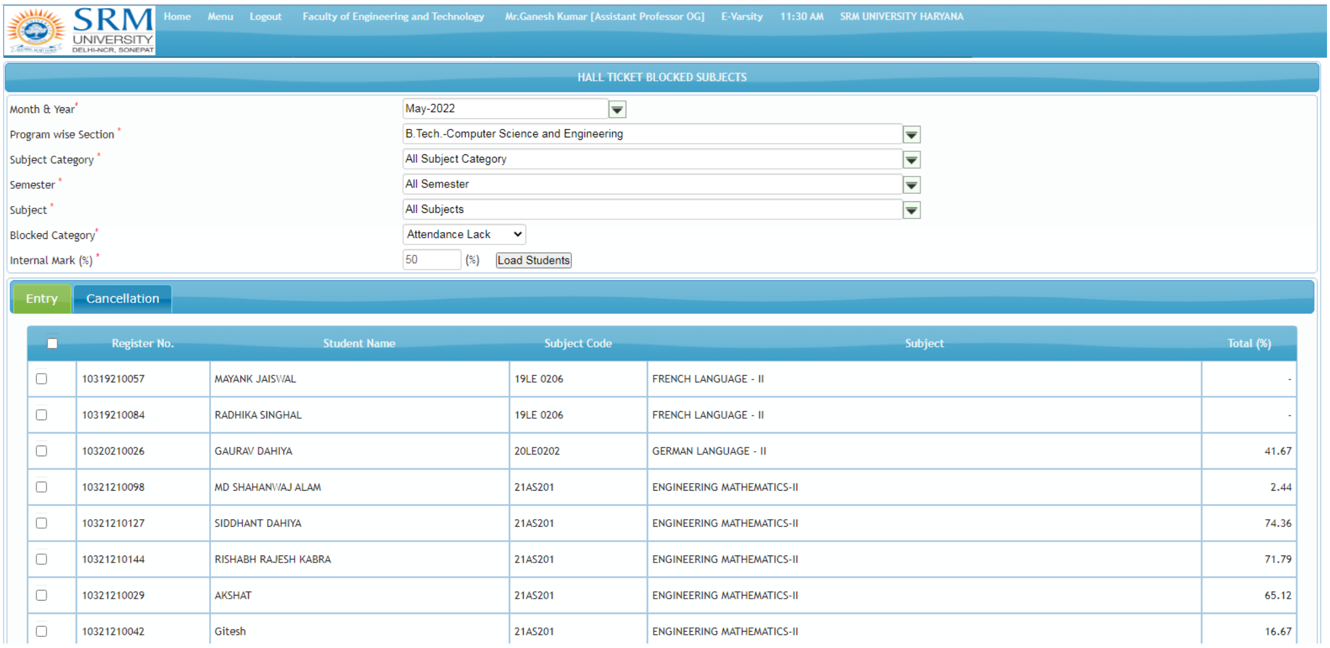
6.1 Allowing / detaining students to appear in Exams

On the basis of following eligibility criteria, student will be allowed for appearing in End Term Examination- Theory/ Non Theory Subjects- Practical/ Clinical etc. (Regular semester).

- Exam Registration is mandatory, irrespective of student appearing/not appearing, eligible/not eligible, for the exam/ assessment and evaluation.
- NOC- Finance/ Accounts Department
- Minimum 75% attendance
- Minimum 50% score in internal/formative assessment (Individual subject- Theory/ Non Theory Subjects- Practical/ Clinical etc.)

ERP / Exam Department will automatically decline assessment/evaluation/result, for those subjects/ students, falling short of eligibility.

Hall Tickets Blocked subjects- Attendance Basis


Home Menu Logout Faculty of Engineering and Technology Mr.Ganesh Kumar [Assistant Professor OG] E-Varsity 11:30 AM SRM UNIVERSITY HARYANA

HALL TICKET BLOCKED SUBJECTS

Month & Year*: May-2022
Program wise Section*: B.Tech.-Computer Science and Engineering
Subject Category*: All Subject Category
Semester*: All Semester
Subject*: All Subjects
Blocked Category*: Attendance Lack
Internal Mark (%)*: 50 (%) Load Students

Entry Cancellation

Register No.	Student Name	Subject Code	Subject	Total (%)
10319210057	MAYANK JAISWAL	19LE 0206	FRENCH LANGUAGE - II	-
10319210084	RADHIKA SINGHAL	19LE 0206	FRENCH LANGUAGE - II	-
10320210026	GAURAV DAHIYA	20LE0202	GERMAN LANGUAGE - II	41.67
10321210098	MD SHAHANWAJ ALAM	21AS201	ENGINEERING MATHEMATICS-II	2.44
10321210127	SIDDHANT DAHIYA	21AS201	ENGINEERING MATHEMATICS-II	74.36
10321210144	RISHABH RAJESH KABRA	21AS201	ENGINEERING MATHEMATICS-II	71.79
10321210029	AKSHAT	21AS201	ENGINEERING MATHEMATICS-II	65.12
10321210042	Gitesh	21AS201	ENGINEERING MATHEMATICS-II	16.67

Hall Tickets Blocked subjects- Internal Marks Basis

SRM UNIVERSITY DELHI-NCR, SONEPAT | Home | Menu | Logout | Faculty of Engineering and Technology | Mr.Ganesh Kumar [Assistant Professor OG] | E-Varsity | 11:31 AM | SRM UNIVERSITY HARYANA

HALL TICKET BLOCKED SUBJECTS

Month & Year*	May-2022
Program wise Section*	B.Tech.-Computer Science and Engineering
Subject Category*	All Subject Category
Semester*	All Semester
Subject*	All Subjects
Blocked Category*	Internal Marks Break
Internal Mark (%)*	50 (%) Load Students

Entry | Cancellation

	Register No.	Student Name	Subject Code	Subject	Obtained Mark	% Of Mark
☐	10315210020	ARPIT SHEEL	CS 0444	SOFTWARE RELIABILITY	0	0.00
☐	10315210020	ARPIT SHEEL	CS 0424	DATA MINING	0	0.00
☐	10315210020	ARPIT SHEEL	CS 0402	SCRIPTING LANGUAGE AND WEB TECHNOLOGY	12	40.00
☐	10315210020	ARPIT SHEEL	CS 0444	SOFTWARE RELIABILITY	0	0.00
☐	10315210020	ARPIT SHEEL	CS 0424	DATA MINING	0	0.00
☐	10315210020	ARPIT SHEEL	CS 0402	SCRIPTING LANGUAGE AND WEB TECHNOLOGY	12	40.00

6.2 Hall wise attendance Entry

Immediately after the conduct of Exam, hall wise attendance is uploaded on ERP for each student by the Exam superintendent.

SRM UNIVERSITY DELHI-NCR, SONEPAT | Home | Menu | Logout | Faculty of Engineering and Technology | Mr.Ganesh Kumar [Assistant Professor OG] | E-Varsity | 11:32 AM | SRM UNIVERSITY HARYANA

HALL WISE ATTENDANCE ENTRY

Institution Name*	All-Institutions
Semester Examination*	May-2022
Exam Date*	24-06-2022
Exam Session*	New FN Session[10:00 AM-01:00 PM]
Hall*	EB-4F ☐ Load halls already made attendance

SL.No.	Seat No.	Register No.	Subject Code	Attendance Status	Status
1	A1 1	46019210001	BL 604	Present	Not Entered
2	A1 2	46019210002	BL 604	Present	Not Entered
3	A1 3	46019210003	BL 604	Present	Not Entered
4	A1 4	46019210004	BL 604	Present	Not Entered
5	A1 5	46019210005	BL 604	Present	Not Entered
6	A1 6	46019210006	BL 604	Present	Not Entered
7	A1 7	46019210007	BL 604	Present	Not Entered
8	A1 8	46019210008	BL 604	Present	Not Entered
9	A1 9	46019210009	BL 604	Present	Not Entered
10	A1 10	46019210010	BL 604	Present	Not Entered
11	B1 1	46019210011	BL 604	Present	Not Entered
12	B1 2	46019210013	BL 604	Present	Not Entered

Present Count:30
Absent Count :0

Save

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Detained students information are reflected in the individual student's admit card, Seating arrangement and the Hall wise attendance sheet.

Detained information in Student's Admit Card:

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)

Plot No.39, Rajiv Gandhi Education City, PS.Rai, Sonepat
Haryana 131029

END END TERM EXAMINATION - DECEMBER 2021

ADMIT CARD

Registration No.	**10718210011**	Admit Card No.	**AAJX6MSY**
Student Name	**HIMANSHU CHOUHAN**		
Semester	VIII	Gender	MALE
Program / Branch	B.Tech.-COMPUTER SCIENCE AND ENGINEERING WITH SPECIALIZATION IN CLOUD AND MOBILE BASED APPLICATION		
Exam Venue	SRM UNIVERSITY Delhi NCR Sonepat		

SEM	SUB	SUBJECT DESCRIPTION	R/A	INVIGILATOR
~~7~~	~~CCM 4003~~	~~FOUNDATION COURSE IN APPLICATI~~ON AND CLOUD SECURITY	~~R~~	CANCELED
7	CCM 4001	BLOCK CHAIN	R	
7	CS 4025	DATA WAREHOUSING AND DATA MINING	R	
5	CS 3005	COMPUTER BASED NUMERICAL AND STATISTICAL TECHNIQUES	A	
7	CS 4021	BIG DATA AND ANALYTICS	R	
5	CBD 3007	ESSENTIALS OF HADOOP	A	
5	CCM 3001	ENTERPRISE MOBILE APPLICATION	A	
7	CS 4117	MINOR PROJECT	R	
7	CS 4115	INDUSTRIAL TRAINING - II	R	
7	CCM 4119	CLOUD SECURITY LAB	R	
7	CCM 4117	BLOCK CHAIN LAB	R	
7	CCM 4121	IS BI OF IOT BA IN MAINSTREAM INDUSTRY	R	

Signature of the Candidate

Controller of Examinations

INSTRUCTIONS TO THE CANDIDATES

1. **Examination Department/ ERP will automatically decline assessment/evaluation/result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in Exam.**
2. **Watch (Any Kind), Mobile Phones or any other electronic gadgets are strictly prohibited inside the Examination Hall.**
3. The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the Hall invigilator/frisking team, before entering into the Exam Hall.
4. Candidate must write his/her Admit Card Number and Registration Number on the front page of the Answer Booklet.
5. Candidate must reach Examination Hall 15 minutes before the scheduled time of commencement of Exam
6. Candidate should sign at the time when the Admit Card is issued to him/her by the Dean/HoD/ Printed.
7. Candidate must bring his/her Admit Card & University ID to the Examination Hall and it should be retained till the announcement of the results. Also, he/she should ensure the Invigilator's sign on both Answer Sheet and Admit Card.
8. Candidate should ensure that they have received correct question paper and answer booklet.
9. Neat presentation of answers is important. Illegible handwriting will not be evaluated. Rough work must be done on the specified page only.

R - Regular A - Arrears

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Detained information in Seating Arrangement:

SRM UNIVERSITY, DELHI-NCR, SONEPAT
Plot No.39, Rajiv Gandhi Education City, PS.Rai, Sonepat
Haryana 131029
END TERM EXAMINATION - DECEMBER-2021

Hall : EB-4F (401)(401) **DATE : 27-12-2021** **SESSION : New FN Session[10:00 AM-01:00 PM]**

A1 1 **11018210001** CDS 4001	B1 1 **11018210006** CDS 4001	C1 1 **11018210011** CDS 4001
A1 2 **10318210002** CS 4001	B1 2 **10318210007** CS 4001	C1 2 **10318210012** CS 4001
A1 3 **11018210002** CDS 4001	B1 3 **11018210007** CDS 4001	C1 3 **11018210012** CDS 4001
A1 4 **10318210003** CS 4001	B1 4 **10318210008** CS 4001	C1 4 **10318210013** CS 4001
A1 5 **11018210003** CDS 4001	B1 5 **11018210008** CDS 4001	C1 5 **11018210013** CDS 4001
A1 6 **10318210004** CS 4001	B1 6 **10318210009** CS 4001	C1 6 **10318210014** CS 4001
A1 7 **11018210004** CDS 4001	B1 7 **11018210009** CDS 4001	C1 7 **11018210014** CDS 4001
A1 8 **10318210005** CS 4001	B1 8 **10318210010** CS 4001	C1 8 **10318210015** CS 4001
A1 9 **11018210005** CDS 4001	B1 9 **11018210010** CDS 4001	C1 9 **11018210015** CDS 4001
A1 10 **10318210006** CS 4001	B1 10 **10318210011** CS 4001	C1 10 **10318210016** CS 4001

Program	Branch	Semester	Name of the Subject	No.of Students
B.Tech.	CSE	7	CS 4001-NETWORK SECURITY AND CRYPTOGRAPHY	15
B.Tech.	CSE-DSAI	7	CDS 4001-DATA SCIENCE	15

Note : If found "====" on student's register number, he is restricted to write this

CONTROLLER OF EXAMINATIONS

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Detained information in Hall wise Attendance sheet:

SRM UNIVERSITY, DELHI-NCR, SONEPAT
Plot No.39, Rajiv Gandhi Education City, PS.Rai, Sonepat
Haryana 131029
END TERM EXAMINATION - DECEMBER 2021
HALL WISE ATTENDANCE SHEET

HALL : EB-410(410) **EXAM DATE : 27/12/2021** **SESSION : New FN**

SL.No.	Register No.	Subject Code	Admit Card No.	Ans.Booklet	Signature
1	10717210055	CCM 4003	4NPQT8S3		
2	10718210001	CCM 4003	2XKRNISE		
3	10718210002	CCM 4003	KX9Q2XDY		
4	10718210004	CCM 4003	XUIHI8YY		
5	10718210005	CCM 4003	N7ZDKJMP		
6	10718210006	CCM 4003	XSYZMWGN		
7	10718210007	CCM 4003	VWY67RQ3		
8	10718210008	CCM 4003	JZ2M3CIE		
9	10718210009	CCM 4003	UZFHI7VF		
10	10718210010	CCM 4003	VR6LFWHW		
11	46018210030	BL 701	BVREPU6F		
12	46018210031	BL 701	GKPUNN3B		
13	46018210032	BL 701	MY2YQX2S		
14	46018210033	BL 701	QCWK9TIK		
15	46018210034	BL 701	XC89HLY9		
16	46018210035	BL 701	ULBKJBCA		
17	46018210036	BL 701	Z9X6PMHU		
18	46018210037	BL 701	PP54WZHK		
19	46018210038	BL 701	D8GIG76M		
20	46018210039	BL 701	C85L4U4S		
21	~~10718210011~~	~~CCM 4003~~	~~AAJX8MSY~~		Subject
22	10718210013	CCM 4003	79U6XG87		
23	10718210014	CCM 4003	8WDWE23Y		
24	10718210015	CCM 4003	JQIE5DSC		
25	10718210018	CCM 4003	7QGI74PM		
26	10718210021	CCM 4003	VVA3729X		
27	10718210022	CCM 4003	RCC8TB4Y		
28	~~10718210023~~	~~CCM 4003~~	~~DGEJAFQU~~		Subject
29	10718210024	CCM 4003	KVYRR4UP		
30	10718210025	CCM 4003	U4BRAUMR		

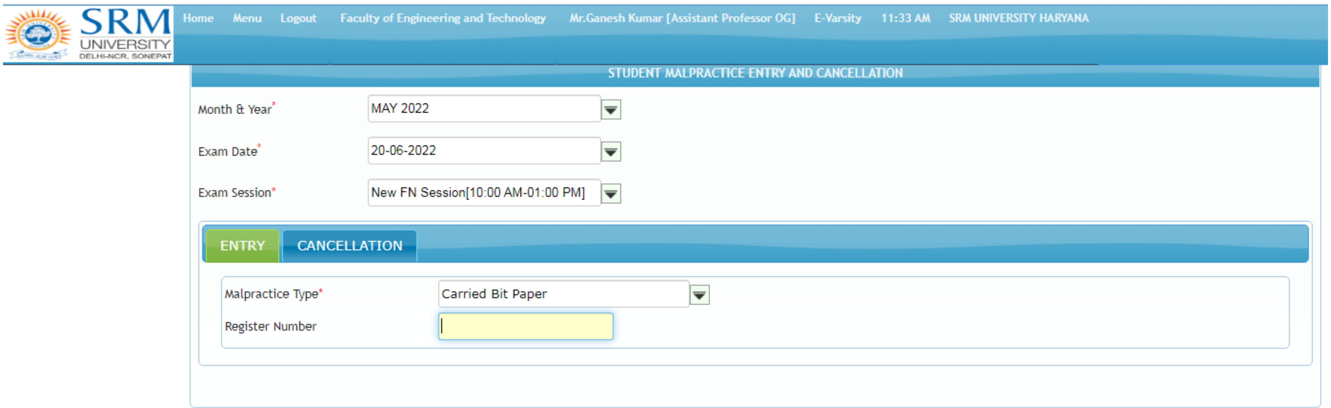
Subject Code	BL 701	CCM 4003
Total Registered	10	20
Total Absent		
Total Present		

BL 701-CYBER LAWS
CCM 4003-FOUNDATION COURSE IN APPLICATION AND CLOUD SECURITY

6.3 Malpractice Entry:

Students involved in any kind of malpractice during the conduct of exams, are entered in the 'Malpractice Entry' interface by the Exam superintendent and the complete list of such students will be produced to Unfair Means review committee for enquiry.

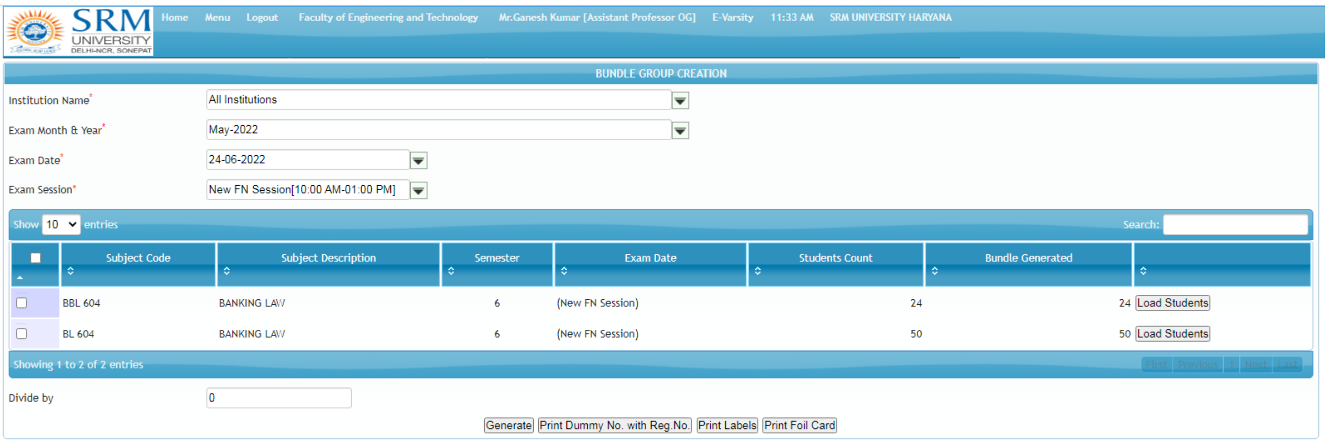
Malpractice Entry:



7. Answer sheets Evaluation

After the conduct of examination, the answer sheets are handed over to the Chief evaluation coordinator by the Examination superintendent for further process of answer sheets evaluation and result preparation. Dummy numbers are generated, subject wise, for all the registered / appeared students to hide the identity information of the students from examiners, and all the answer sheets are encodedfor the evaluation by the examiners

Dummy Number Generation:



Labels:

Program	LAW-LLM		Semester : 2
Subject	21LLM202-A-FUNDAMENTAL RIGHTS AND DIRECTIVE PRINCIPLES		Bundle No. 21LLM20-1

45821210004	4243740	4243740	4243740
45821210005	9519980	9519980	9519980
45821210006	1211510	1211510	1211510
45821210007	5158806	5158806	5158806
45821210009	9163721	9163721	9163721
45821210010	3754091	3754091	3754091
45821210011	5648135	5648135	5648135
45821210012	5982407	5982407	5982407
45821210013	9330183	9330183	9330183

Award list with Dummy Number:

SRM UNIVERSITY, DELHI-NCR, SONEPAT (HARYANA)

Plot No.39, Rajiv Gandhi Education City, P.S.Rai, Sonepat

HARYANA, SONEPAT

END TERM EXAMINATION - APRIL 2022

END SEMESTER MARK (THEORY EXTERNAL)

Program LAW-LLM Semester : 2

Subject 21LLM202-A-FUNDAMENTAL RIGHTS AND DIRECTIVE Bundle No. 21LLM20-1

SL.No.	Dummy No.	Marks(100)	In Words
1	1211510		
2	3754091		
3	4243740		
4	5158806		
5	5648135		
6	5982407		
7	9163721		
8	9330183		
9	9519980		

Name and Signature of Examiner with date Chairman of the valuation

Semester Score Entry- Dummy No. wise:

After the Evaluation of answer sheets by the respective examiners, end term dummy number wise marks are entered into the ERP system. The ERP system automatically decodes the dummy number and will assign marks to the students.

SRM UNIVERSITY DELHI-NCR, SONEPAT

Home Menu Logout Faculty of Law Mr.Ganesh Kumar [Assistant Professor OG] E-Varsity 11:35 AM SRM UNIVERSITY HARYANA

END SEMESTER MARK ENTRY - BUNDLE GROUP WISE

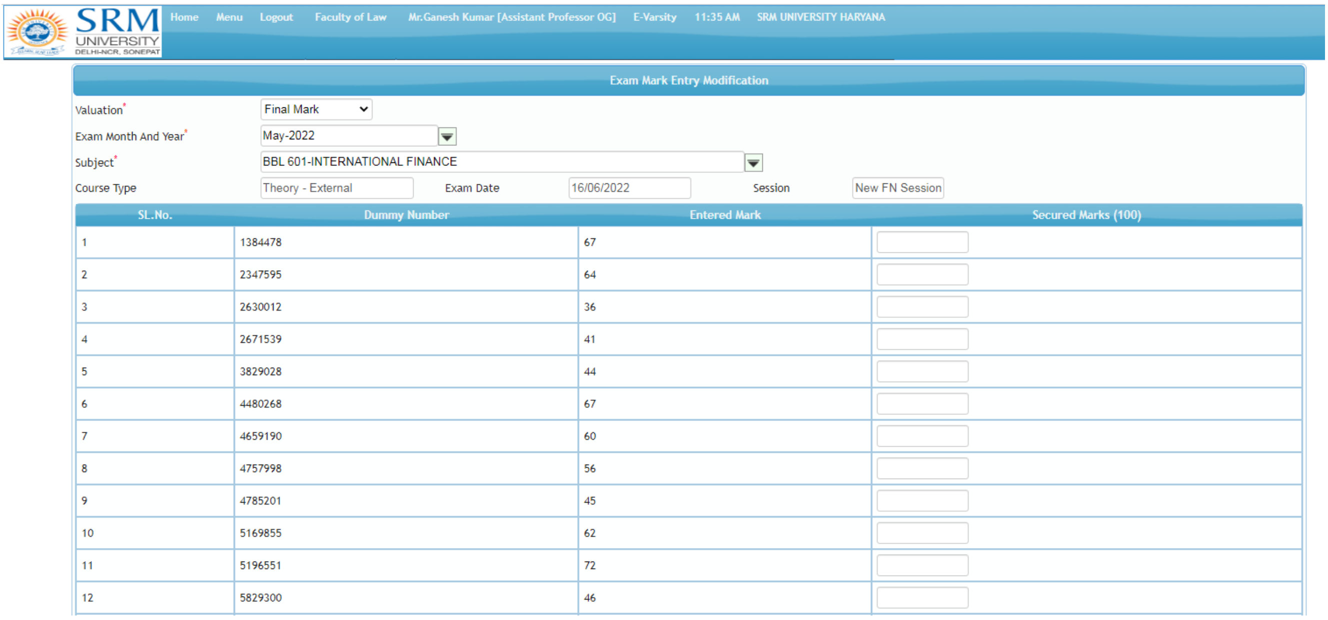
Month & Year* May-2022

Bundle Number* BBL 604-1 Go Course : BBL 604-BANKING LAW

Course Type Theory - External Exam Date 24-06-2022 Session New FN Session

SL.No.	Dummy Number	Secured Marks (100)	Converted Marks (50)
1	1402483		
2	1731266		
3	2672399		
4	2731187		
5	2794066		
6	2971408		
7	3490281		
8	3814263		
9	4120737		
10	4536039		
11	4566795	Hall Ticket Blocked	
12	4845412		
13	4883965		
14	5182346		

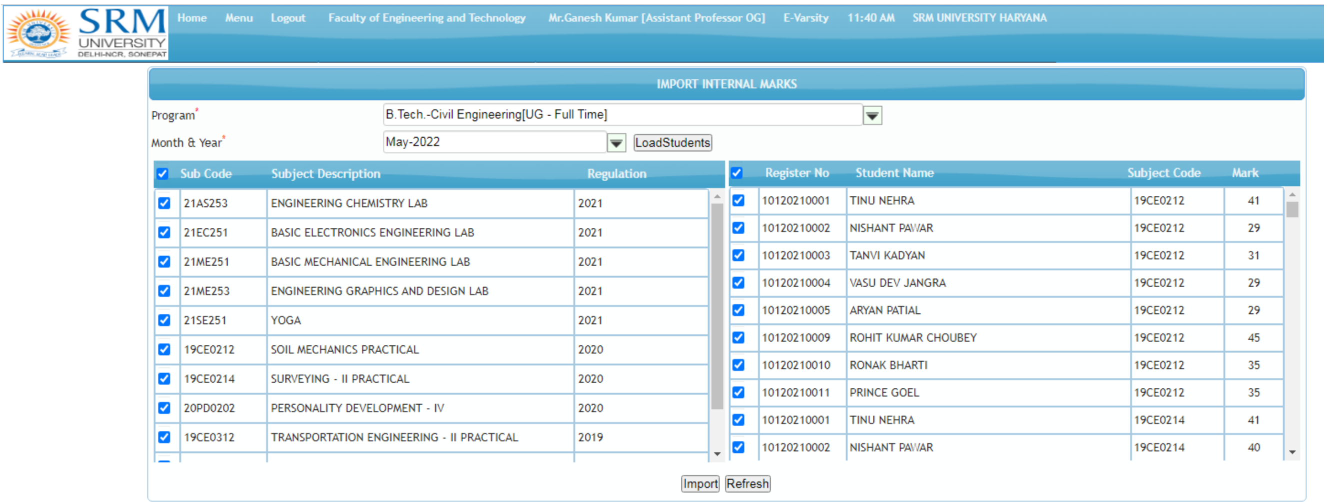
Semester Score Modification / Dummy No. wise



SL.No.	Dummy Number	Entered Mark	Secured Marks (100)
1	1384478	67	
2	2347595	64	
3	2630012	36	
4	2671539	41	
5	3829028	44	
6	4480268	67	
7	4659190	60	
8	4757998	56	
9	4785201	45	
10	5169855	62	
11	5196551	72	
12	5829300	46	

Internal marks import

The formative /continuous/internal assessment marks are entered by the respective faculty members in the Academic ERP portal. The marks are imported into EAS portal for result preparation.



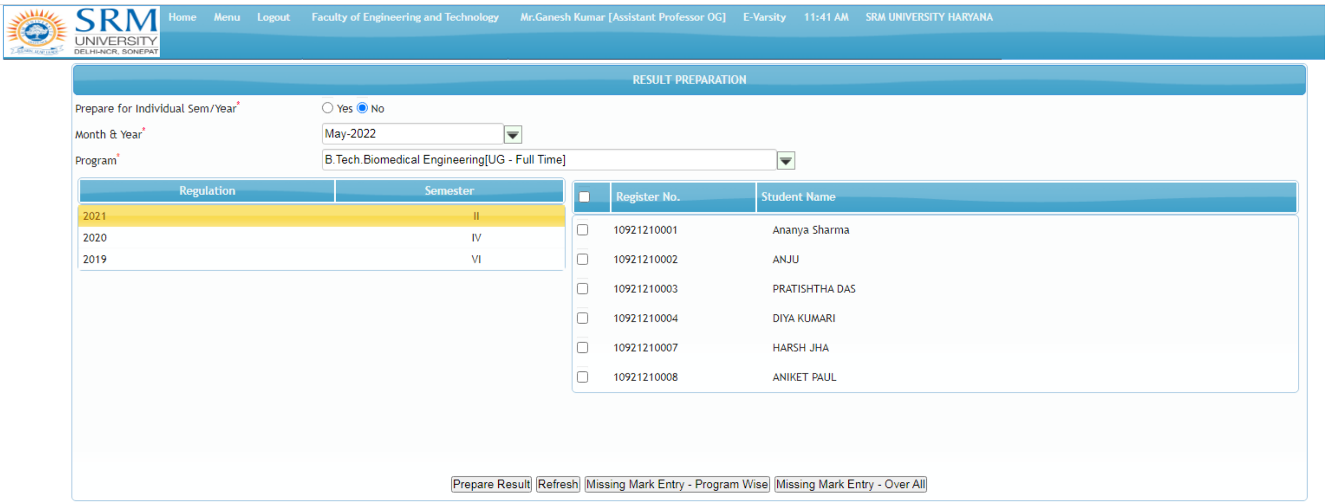
Sub Code	Subject Description	Regulation
21AS253	ENGINEERING CHEMISTRY LAB	2021
21EC251	BASIC ELECTRONICS ENGINEERING LAB	2021
21ME251	BASIC MECHANICAL ENGINEERING LAB	2021
21ME253	ENGINEERING GRAPHICS AND DESIGN LAB	2021
21SE251	YOGA	2021
19CE0212	SOIL MECHANICS PRACTICAL	2020
19CE0214	SURVEYING - II PRACTICAL	2020
20PD0202	PERSONALITY DEVELOPMENT - IV	2020
19CE0312	TRANSPORTATION ENGINEERING - II PRACTICAL	2019

Register No	Student Name	Subject Code	Mark
10120210001	TINU NEHRA	19CE0212	41
10120210002	NISHANT PAWAR	19CE0212	29
10120210003	TANVI KADYAN	19CE0212	31
10120210004	VASU DEV JANGRA	19CE0212	29
10120210005	ARYAN PATIAL	19CE0212	29
10120210009	ROHIT KUMAR CHOUBEY	19CE0212	45
10120210010	RONAK BHARTI	19CE0212	35
10120210011	PRINCE GOEL	19CE0212	35
10120210001	TINU NEHRA	19CE0214	41
10120210002	NISHANT PAWAR	19CE0214	40

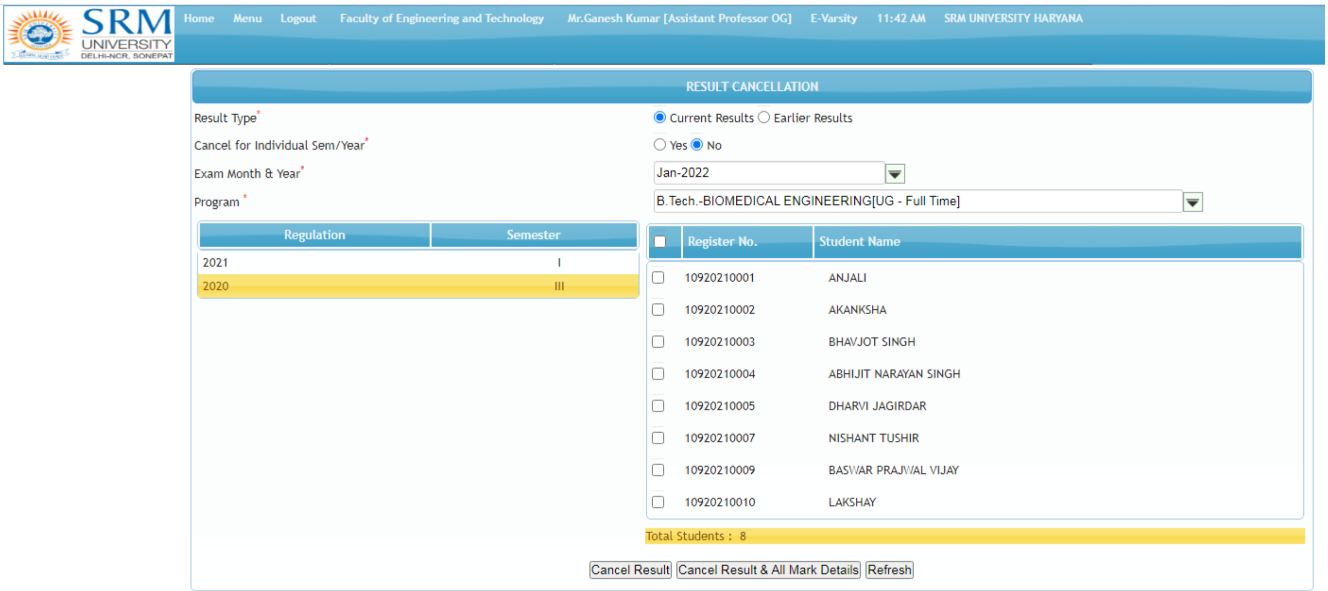
8. Result Preparation

On the basis of formative /continuous/internal assessment marks imported and the End Term marks entered, the results are prepared for the complete Programme/ individual student wise / individual subject wise using the Result Preparation/Result Preparation and cancellation for individual students / subjects interface.

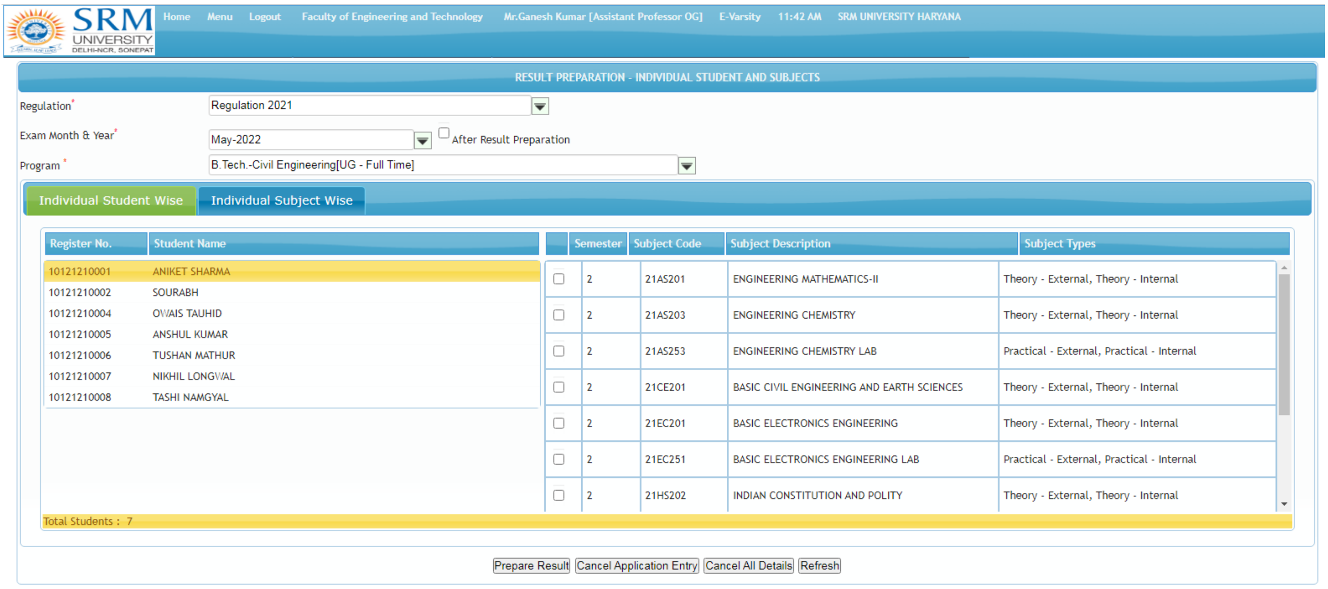
Result Preparation



Result cancellation



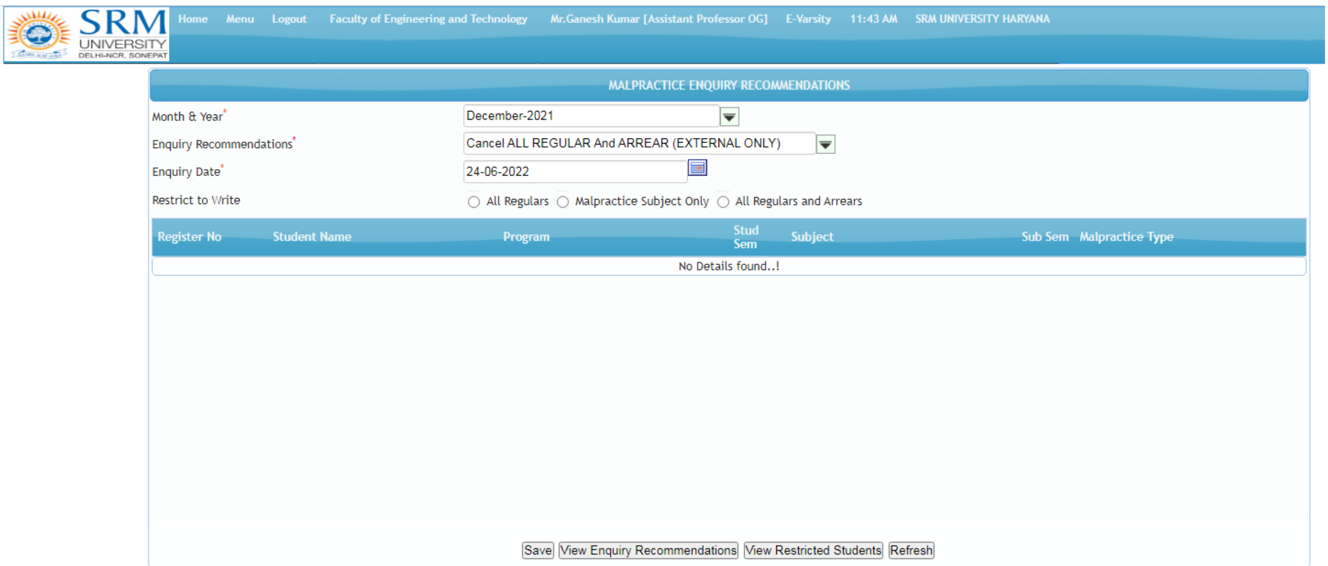
Result Preparation and cancellation for individual students / subjects



Malpractice Enquiry:

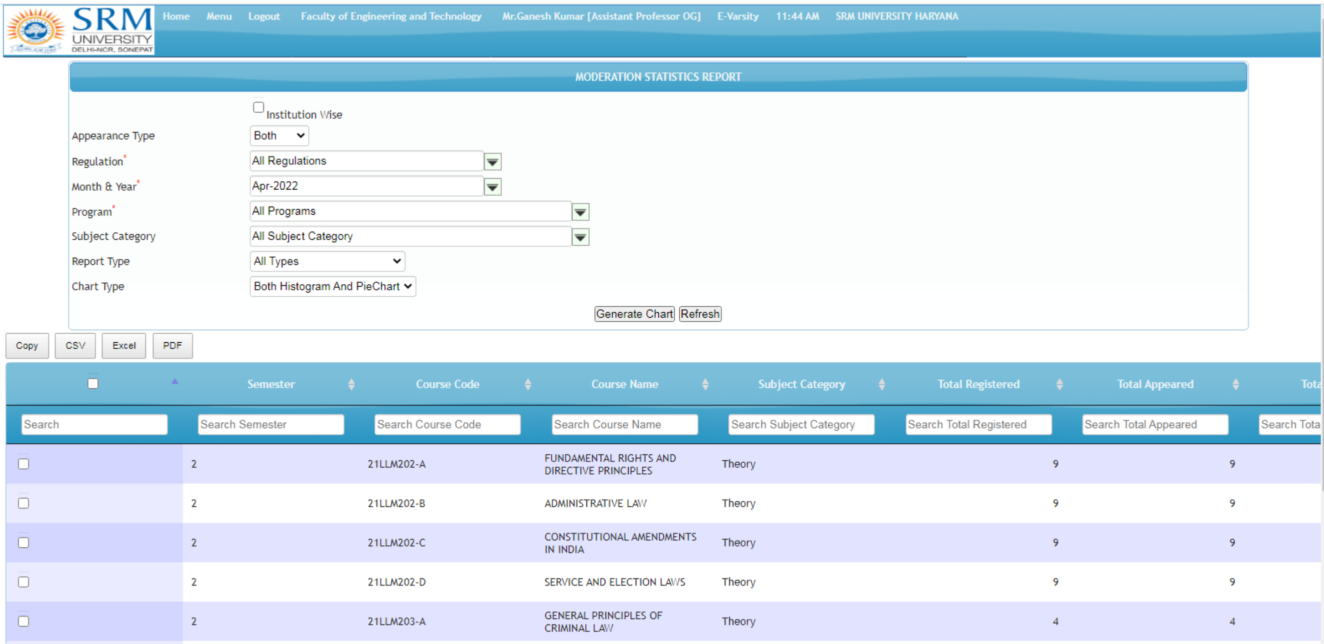
After approval of the recommendations by the UFM review committee, by the competent authority, action on such case(s) will reflect in exam results, through the Malpractice Enquiry interface.

Malpractice Enquiry:



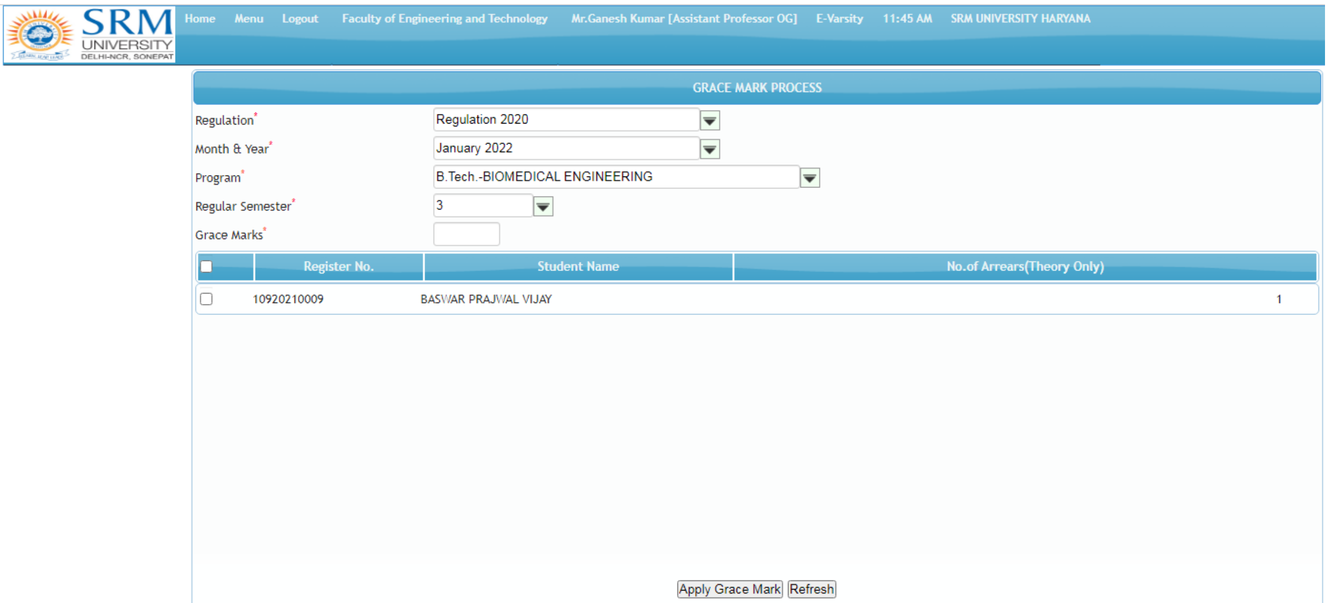
Result Analysis:

After the results are prepared, the result analysis is performed with the assistance of Moderation Statistics report interface tocreates the details of results Faculty-wise / Programme wise / subject's wise



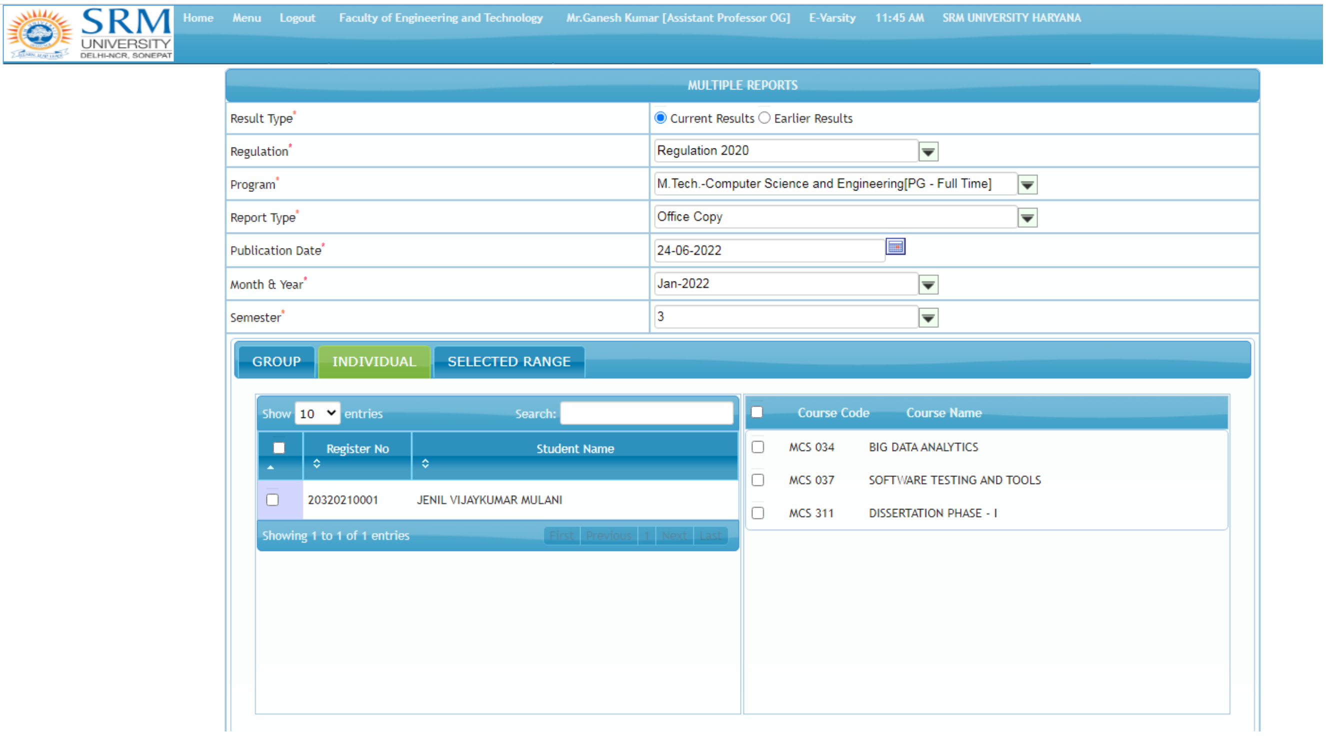
Moderation Process & Grace Process:

According to the University Policy, grace marks are applied to the eligible students through the Grace Mark Process interface.



Multiple Reports

Various reports such as Office copy of results, Display copy of results, Grade cards / Provisional certificate printing are done using the multiple reports interface.

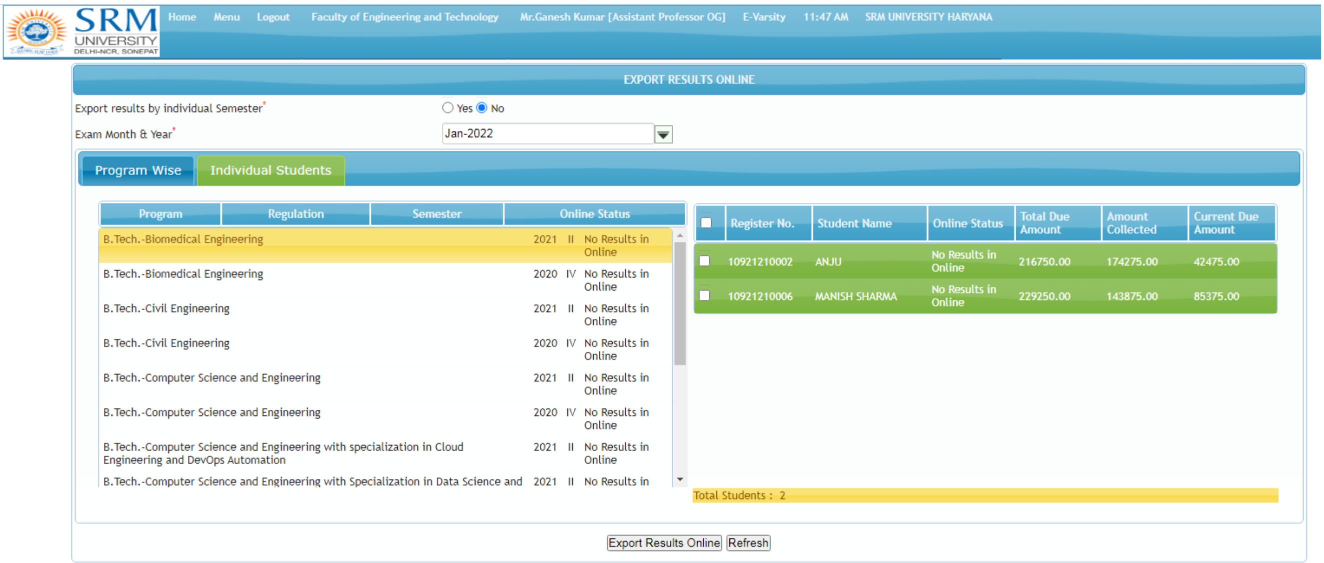


9. Result Publication

On completion of Result preparation and the result analysis, the result will be published by exporting the result online through “Export Results online”. Result can be exported for the complete Faculty/ Programme wise / individual student wise. Result of those students having any dues can be held automatically, upon approval by the competent authority

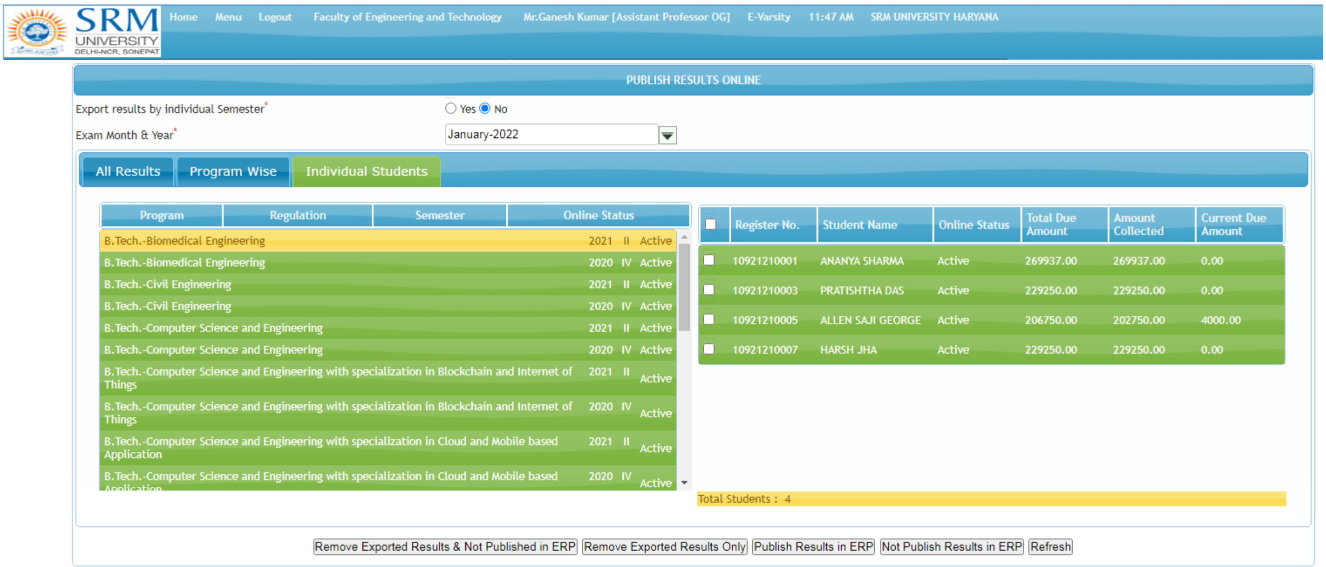
Export Results online:

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana



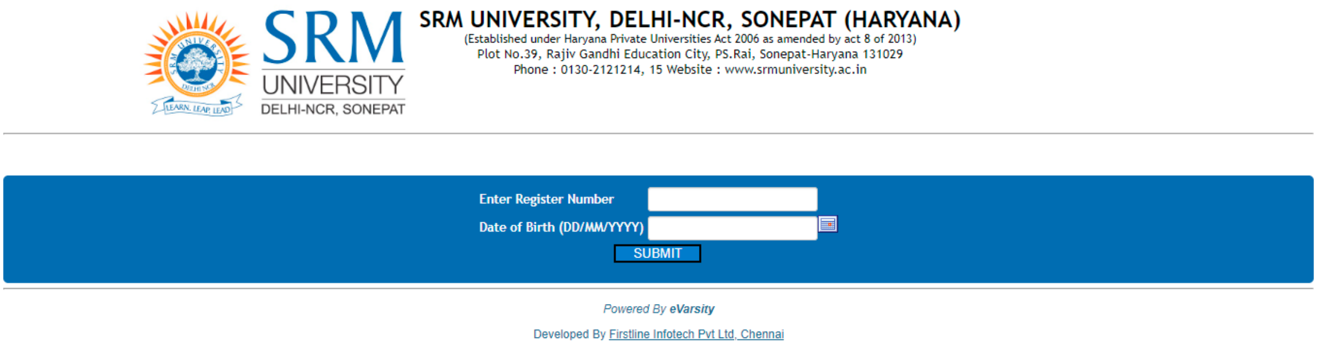
Publish results:

The exported results are published on the student portal using the Publish results interface.



Check result through University Website:

A specific link for result declaration is given on the University website through which students can check their results by entering the Registration number and the Date of Birth



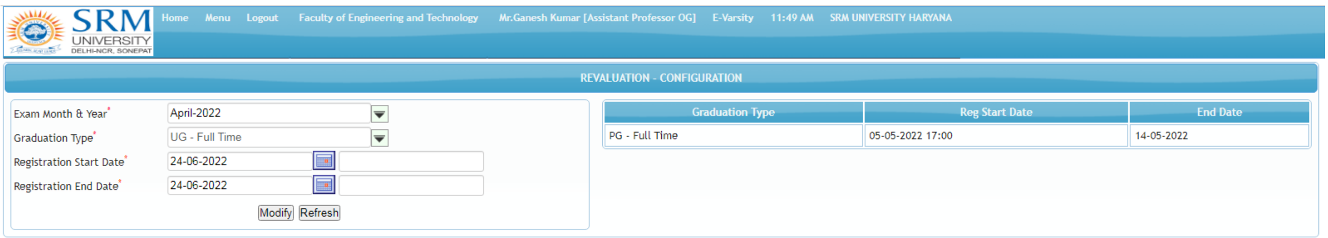
10.Retotaling/Photocopy Process

After results publication, a circular regarding the Retotaling/Photocopy /discrepancy reporting is published on the University website. Students will be able to register for Retotaling/Photocopy through the student portal, within the timeline specified in the circular published by the Exam Department.

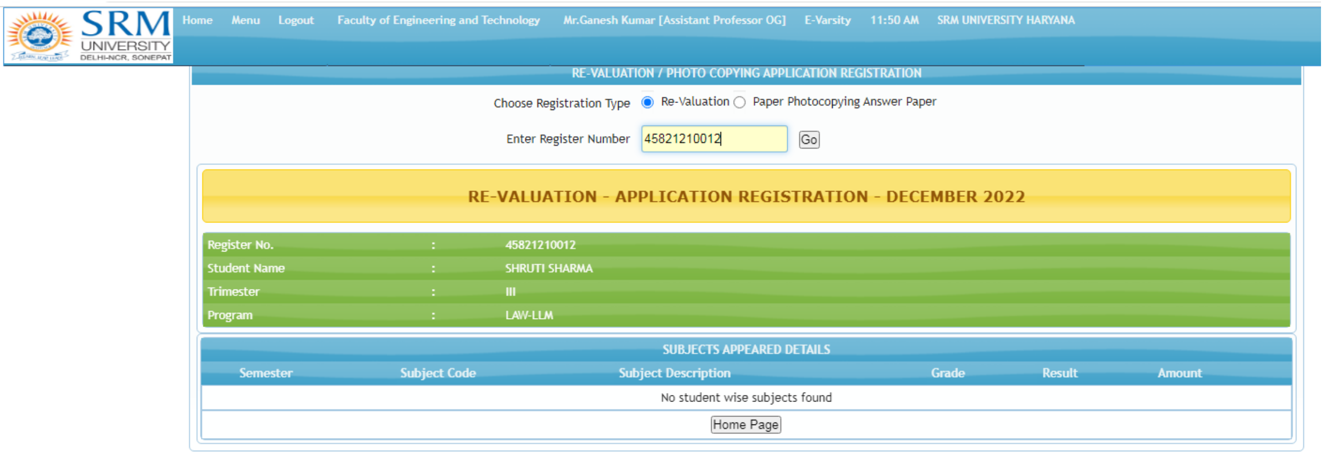
Re-Valuation(Retotaling/Photocopy) Controller:

Timelines for Retotaling/Photocopy are configured through the Re-Valuation(Retotaling/Photocopy) Controller interface.

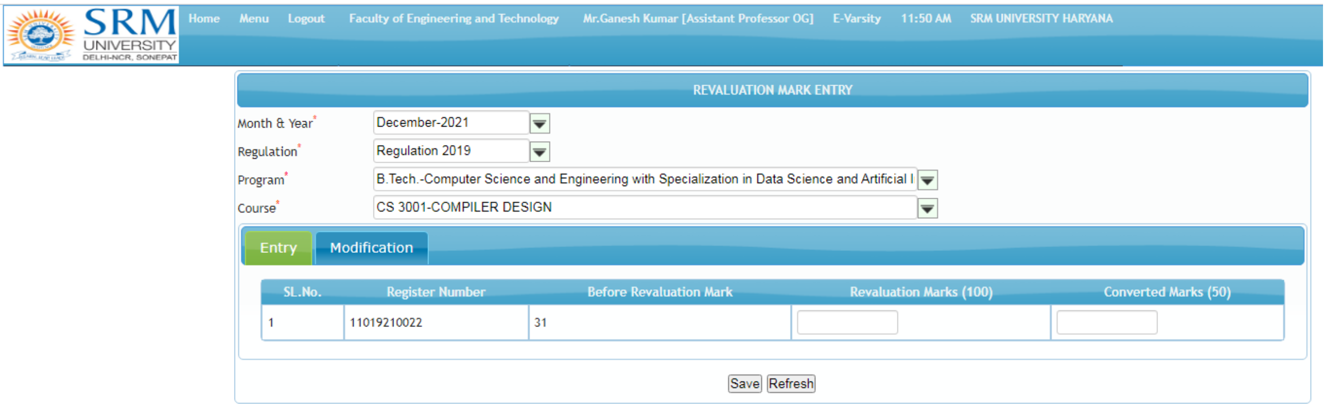
Re-Valuation(Retotaling/Photocopy) Controller interface:



Re-Valuation Registration(Retotaling/Photocopy)



Re-Valuation Mark Entry:



Feedback of the Retotaling/photocopy/discrepancy reporting applications are notified to the appropriate students through emails and if there are any changes in grades, the amended results will be updated & published in the student portal / University website.

11.Transcripts Generation

After publication of End Term Exam results followed by addressing the queries/applications regarding Retotaling/Photocopy /discrepancy reporting, Transcripts, such as Semester Grade cards/Cumulative Grade cards/ Provisional Certificates/ Character and Migration certificates are generated using the Multiple reports interface / Consolidated issued students list / Character and Migration certificateinterface and the documents are issued to students.

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Semester Grade Card:

B.Tech. DEGREE EXAMINATIONS

NAME OF THE STUDENT	REGISTER NUMBER	SEMESTER
AADITYA GOSWAMI	**10316210198**	**VIII**
BRANCH / SPECIALIZATION	EXAM FOLIO NO.	MONTH & YEAR
COMPUTER SCIENCE AND ENGINEERING	**JM210034**	**MAY 2021**

SEMESTER	COURSE CODE	COURSE DESCRIPTION	CREDIT	GRADE POINT	GRADE	RESULT
8	CS 4002	MOBILE COMPUTING	3	7	C	PASS
8	CS 4026	GRID COMPUTING	3	8	B	PASS
8	CS 4034	CYBER SECURITY	3	7	C	PASS
8	CS 4112	MOBILE COMPUTING LAB	1	8	B	PASS
8	CS 4114	PROJECT	10	9	A	PASS
6	PD 0302	PERSONALITY DEVELOPMENT - VI	2	9	A	PASS
		*** End of the Statement ***				

SGPA : 8.200

26-Jun-2021

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Cumulative Grade Card:

B.Tech. DEGREE EXAMINATIONS

CMS No. : J210031

Name : ABHAYENDRA JUNG
Registration No. : 10317210001

Branch : COMPUTER SCIENCE AND ENGINEERING
Completed Month & Year : MAY 2021

Sub Code	Name of the Subject	CR	GP	GR	M&Y
	I SEMESTER SGPA : 6.19				
MA 0101	MATHEMATICS - I	4	5.00	E	NOV 2018
GE 0101	BASIC ENGINEERING - I	4	6.00	D	NOV 2017
CS 1001	INTRODUCTION TO COMPUTERS AND PROGRAMMING	3	6.00	D	NOV 2017
PH 0102	MATERIAL SCIENCE	3	6.00	D	NOV 2017
GE 0102	BIOLOGY FOR ENGINEERS	2	5.00	E	NOV 2017
LE 0101	TECHNICAL ENGLISH - I	2	7.00	C	NOV 2017
GE 0104	ENVIRONMENTAL STUDIES	3	5.00	E	NOV 2017
PH 0104	MATERIAL SCIENCE LABORATORY	1	8.00	B	NOV 2017
CS 1111	COMPUTER PROGRAMMING LAB	1	10.00	S	NOV 2017
ME 0120	WORKSHOP PRACTICE	2	7.00	C	NOV 2017
GE 0107	YOGA	1	8.00	B	NOV 2018
PD 0101	PERSONALITY DEVELOPMENT - I	1	8.00	B	NOV 2017
	II SEMESTER SGPA : 6.15				
MA 0102	MATHEMATICS -II	4	5.00	E	MAY 2018
CY 0101	CHEMISTRY	3	5.00	E	MAY 2018
PH 0101	PHYSICS	3	5.00	E	MAY 2018
CS 1004	OBJECT ORIENTED PROGRAMMING	3	6.00	D	MAY 2018
LE 0102	TECHNICAL ENGLISH - II	2	6.00	D	MAY 2018
GE 0106	BASIC ENGINEERING II	4	6.00	D	MAY 2018
GE 0108	VALUE EDUCATION	1	6.00	D	MAY 2018
PH 0103	PHYSICS LABORATORY	1	9.00	A	MAY 2018
CY 0103	CHEMISTRY LABORATORY	1	8.00	B	MAY 2018
CS 1114	OOPS LAB	1	8.00	B	MAY 2018
PD 0102	PERSONALITY DEVELOPMENT -II	1	10.00	S	MAY 2018
ME 0130	ENGINEERING GRAPHICS	3	7.00	C	MAY 2018
	III SEMESTER SGPA : 6.41				
MA 0211	MATHEMATICS - III	4	5.00	E	NOV 2019
CS 2001	DATA STRUCTURES USING C	4	6.00	D	NOV 2018
CS 2003	DISCRETE STRUCTURES	4	6.00	D	NOV 2018
CS 2005	DATABASE MANAGEMENT SYSTEMS	4	6.00	D	NOV 2018
CS 2007	COMPUTER ARCHITECTURE AND ORGANIZATION	4	6.00	D	NOV 2018
LE 0205	FRENCH LANGUAGE- I	2	7.00	C	NOV 2018
CS 2115	PROGRAMMING USING MATLAB	2	9.00	A	NOV 2018
CS 2111	DBMS LAB	1	8.00	B	NOV 2018
CS 2113	DATA STRUCTURES LAB	1	8.00	B	NOV 2018
PD 0201	PERSONALITY DEVELOPMENT- III	1	9.00	A	NOV 2018
	IV SEMESTER SGPA : 5.88				
CS 2002	MICROPROCESSOR AND INTERFACING	3	5.00	E	MAY 2019
CS 2006	OPERATING SYSTEMS	3	6.00	D	MAY 2019
LE 0206	FRENCH LANGUAGE - II	2	6.00	D	MAY 2019
CS 2004	THEORY OF COMPUTATION	4	5.00	E	MAY 2019
CS 2008	ANALYSIS AND DESIGN OF ALGORITHMS	4	5.00	E	MAY 2019
CS 2010	JAVA PROGRAMMING	4	6.00	D	MAY 2019
CS 2112	MICROPROCESSOR LAB	1	8.00	B	MAY 2019
CS 2114	OPERATING SYSTEM LAB	1	8.00	B	MAY 2019
CS 2116	JAVA PROGRAMMING LAB	1	9.00	A	MAY 2019
PD 0202	PERSONALITY DEVELOPMENT - IV	1	7.00	C	MAY 2019
	V SEMESTER SGPA : 6.92				
CS 3001	COMPILER DESIGN	4	8.00	B	NOV 2019
CS 3003	COMPUTER NETWORKS	4	6.00	D	NOV 2019
CS 3005	COMPUTER BASED NUMERICAL AND STATISTICAL TECHNIQUES	4	5.00	E	NOV 2019
CS 3007	COMPUTER GRAPHICS	4	8.00	B	NOV 2019
CS 3027	SOFT COMPUTING	4	6.00	D	NOV 2019
CS 3113	COMPUTER NETWORK LAB	1	7.00	C	NOV 2019
CS 3115	INDUSTRIAL TRAINING - I	1	10.00	S	NOV 2019
CS 3117	COMPILER DESIGN LAB	1	7.00	C	NOV 2019
CS 3119	COMPUTER GRAPHICS LAB	1	8.00	B	NOV 2019
PD 0301	PERSONALITY DEVELOPMENT V	2	8.00	B	NOV 2019
	VI SEMESTER SGPA : 8.65				
CS 3114	ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEM LAB	1	9.00	A	MAY 2020
CS 3116	MULTIMEDIA AND WEB TECHNOLOGIES LAB	1	8.00	B	MAY 2020
PD 0302	PERSONALITY DEVELOPMENT - VI	2	9.00	A	MAY 2020
CS 3002	ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEMS	4	8.00	B	MAY 2020
CS 3004	SOFTWARE ENGINEERING	4	9.00	A	MAY 2020
CS 3008	DISTRIBUTED OPERATION SYSTEM	4	9.00	A	MAY 2020
CS 3010	MULTIMEDIA AND WEB TECHNOLOGIES	3	8.00	B	MAY 2020
CS 3028	OBJECT ORIENTED ANALYSIS AND DESIGN	3	9.00	A	MAY 2020
CS 3112	COMPREHENSION	1	9.00	A	MAY 2020
	VII SEMESTER SGPA : 8.00				
CS 4001	NETWORK SECURITY AND CRYPTOGRAPHY	3	6.00	D	NOV 2020
CS 4003	CLOUD COMPUTING	3	7.00	C	NOV 2020
CS 4025	DATA WAREHOUSING AND DATA MINING	3	7.00	C	NOV 2020
CS 4027	OPEN SOURCE SOFTWARE	3	8.00	B	NOV 2020
CS 4113	CLOUD COMPUTING LAB	1	9.00	A	NOV 2020
CS 4115	INDUSTRIAL TRAINING - II	1	9.00	A	NOV 2020
CS 4117	MINOR PROJECT	5	10.00	S	NOV 2020
	VIII SEMESTER SGPA : 8.85				
CS 4002	MOBILE COMPUTING	3	8.00	B	MAY 2021
CS 4024	UNIX AND LINUX PROGRAMMING	3	9.00	A	MAY 2021
CS 4034	CYBER SECURITY	3	9.00	A	MAY 2021
CS 4112	MOBILE COMPUTING LAB	1	9.00	A	MAY 2021
CS 4114	PROJECT	10	9.00	A	MAY 2021

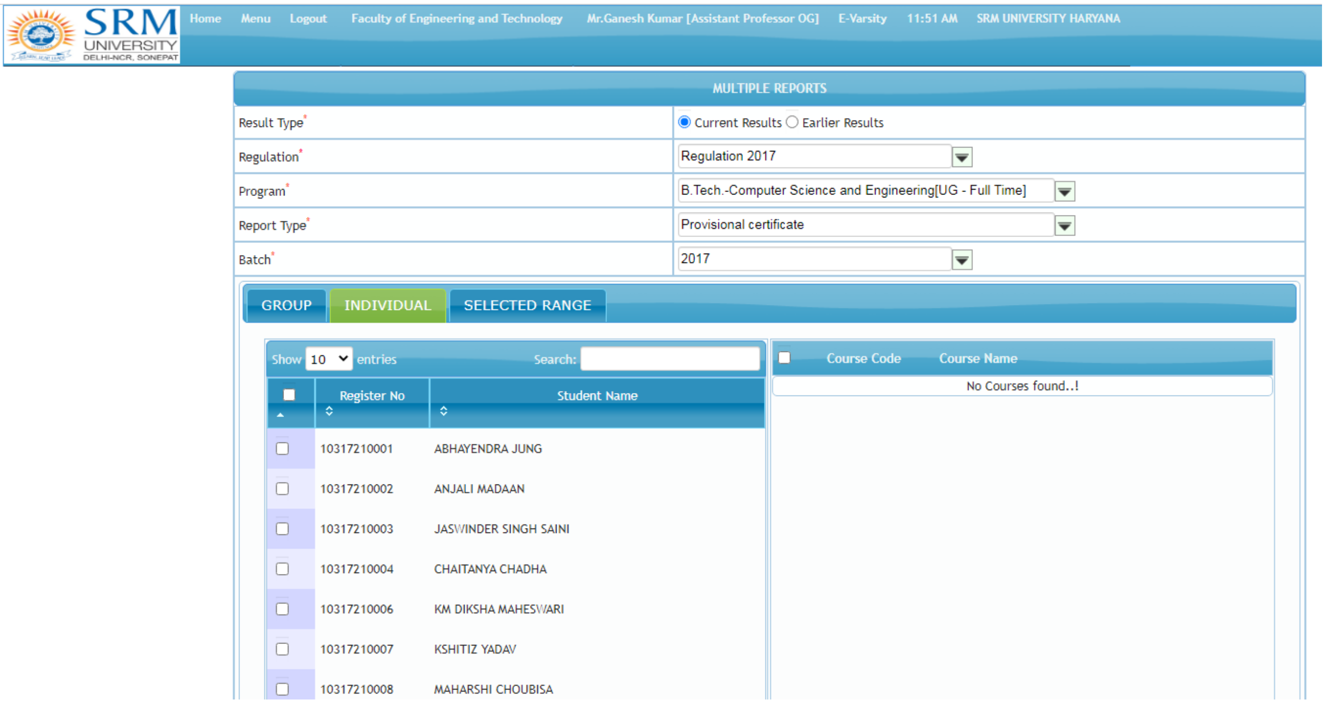
C.G.P.A. : 7.02 **FIRST CLASS**

CR - CREDIT GP - GRADE POINT GR - GRADE M&Y- Month & Year Mode of Instruction : Regular Medium of Instructions: English

02/07/2021

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Provisional Certificate


SRM UNIVERSITY DELHI-NCR, SONEPAT
Home Menu Logout Faculty of Engineering and Technology Mr.Ganesh Kumar [Assistant Professor OG] E-Varsity 11:51 AM SRM UNIVERSITY HARYANA

MULTIPLE REPORTS

Result Type*	Current Results / Earlier Results
Regulation*	Regulation 2017
Program*	B.Tech.-Computer Science and Engineering[UG - Full Time]
Report Type*	Provisional certificate
Batch*	2017

GROUP INDIVIDUAL SELECTED RANGE

Show 10 entries Search:

	Register No	Student Name
	10317210001	ABHAYENDRA JUNG
	10317210002	ANJALI MADAAN
	10317210003	JASWINDER SINGH SAINI
	10317210004	CHAITANYA CHADHA
	10317210006	KM DIKSHA MAHESWARI
	10317210007	KSHITIZ YADAV
	10317210008	MAHARSHI CHOUBISA

	Course Code	Course Name
No Courses found..!		

Report:

20319210001

20319210001

MAYURI NEERAJ MATHUR

MAYURI NEERAJ MATHUR

M.Tech.-CSE

NEERAJ MATHUR

20319210001

MAY 2021

JUL-2019 **MAY-2021**

04/05/2022

FINAL **M.Tech.-CSE**

20319210001 **9.44**

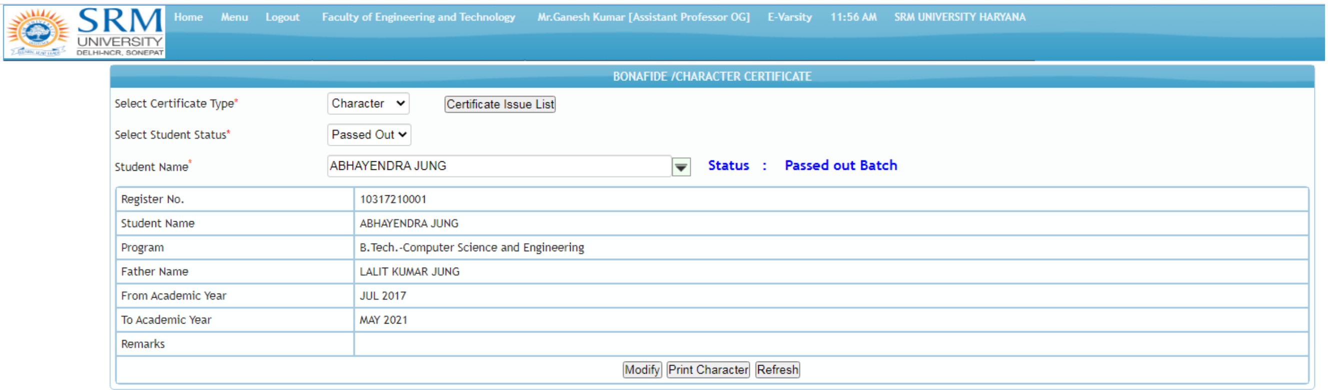
FIRST CLASS WITH DISTINCTION

10 **02-07-2021**

04/05/2022

SRM UNIVERSITY
Delhi-NCR Sonepat, Haryana

Character Certificate


Home Menu Logout Faculty of Engineering and Technology Mr.Ganesh Kumar [Assistant Professor OG] E-Varsity 11:56 AM SRM UNIVERSITY HARYANA

BONAFIDE /CHARACTER CERTIFICATE

Select Certificate Type* Character Certificate Issue List

Select Student Status* Passed Out

Student Name* ABHAYENDRA JUNG Status : Passed out Batch

Register No.	10317210001
Student Name	ABHAYENDRA JUNG
Program	B.Tech.-Computer Science and Engineering
Father Name	LALIT KUMAR JUNG
From Academic Year	JUL 2017
To Academic Year	MAY 2021
Remarks	

Modify Print Character Refresh

Report:

10317210001 **10317210001**

ABHAYENDRA JUNG

ABHAYENDRA JUNG

B.Tech.-CSE **LALIT KUMAR JUNG**

10317210001

MAY 2021 **JUL 2017** **MAY 2021**

04/05/2022 **ABHAYENDRA JUNG**

Migration certificate

Home Menu Logout Faculty of Engineering and Technology Mr.Ganesh Kumar [Assistant Professor OG] E-Varsity 11:56 AM SRM UNIVERSITY HARYANA

MIGRATION CERTIFICATE

Select Student Name / Register No.* ABHAYENDRA JUNG

Name of the Degree	B.Tech.-Computer Science and Engineering
Year of Admission	JUL 2017 - MAY 2021
Register No.	10317210001
Reason	GRADUATED
Certificate issue Date	15-12-2021

Modify Print

Report:

10317210001 **10317210001**

ABHAYENDRA JUNG

10317210001

B.Tech.-CSE **B.Tech.**

B.Tech.-CSE

MAY 2021 **JUL 2017 - MAY 2021**

04/05/2022

ABHAYENDRA JUNG

LALIT KUMAR JUNG

e-mail: examcellsrmh@srmuniversity.ac.in Phone: 0130-2203371/ 72

Office: G-12, Ground Floor, Engineering Block

SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA

Plot no.39, Rajiv Gandhi Education city, PS Rai Sonepat – 131029, Haryana

Leave Management

User Manual

CONTENTS

Leave Management

I Master

1. Leave Type

1.1. Intended Audience

HR Executive

1.2. Usage

This centralized master interface records Leave Type for the institutions.

1.3. Menu Access

Main Menu >>Leave Management >>Master>> Leave Type

1.4. Dependency

none

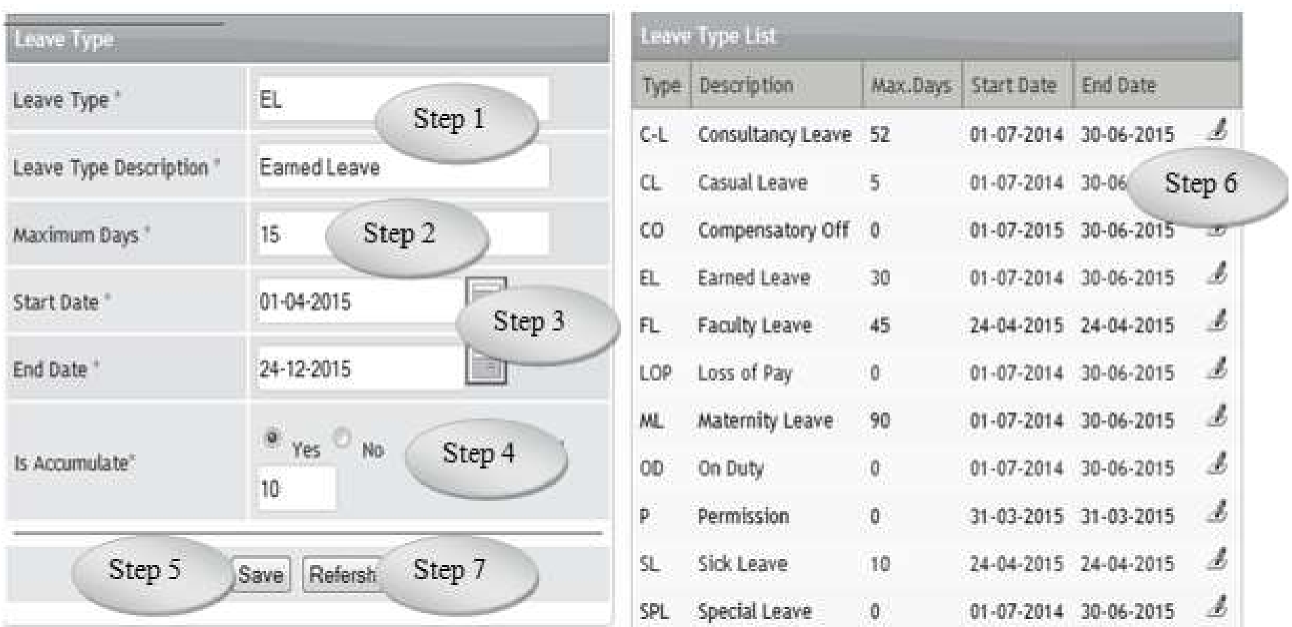


Figure 1.1

1.7. To make entry on Leave Type, follow these steps.

Step1: *Enter Leave Type and Leave Type Description required to create.*

(Existing Leave Type will be listed on the right side)

Step2: *Enter Minimum Days for the Leave Type.*

Step3: *Select Start Date and End Date for the Leave Type.*

Step4: *Select the option Yes or No for the field Is Accumulated .*

Step5: *click "Save" button to save the Leave Type.*

Step6: Click "Refresh" button to re-enter the fields or refresh the page.

2. Employee Wise Leave Approval Officer

2.1. Intended Audience

HR Executive

2.2. Usage

This centralized master interface used to link Employee wise Leave Approving Officers.

2.3. Menu Access

Main Menu >>Leave Management >>Master>> Employee Wise Leave Approval Officer

2.4. Dependency

None

Figure 2.1

2.5. To make a **new entry** follow these steps,

Step1: *Select Employee Category from the list.*

Step2: *Select Reporting Employee Name from the list*

(The Employee name along with the Designation will be listed.)

Step3: *Select the Reporting employees by clicking the check box.*

Step4: *Click "save" button to save the Employeewise Leave Approval Officer*

Step5: Click "Refresh" button to re-enter the fields or refresh the page.

3. Employees Recommending Officer

3.1. Intended Audience

HR Executive

3.2. Usage

This centralized master interface records employee wise recommending officers

3.3. Menu Access

Main Menu >> Leave Management >> Master >>Employees Recommending Officer

3.4. Dependency

None

Figure 3.1

3.5. To make a **new entry** follow these steps,

Step1: *Select Employee Category from the list.*

Step2: Enter Recommending Level (1 or 2) required to create.

Step3: *Select Recommending Employee Name from the list.*

(The Employee name along with the Designation will be listed.)

Step4: *Select the Employee's, to be recommended by the selected employee.*

Step5: *Click "save" button to save the Employee wise Leave Recommending Officer*

Step6: Click "Refresh" button to re-enter the fields or refresh the page.

4. Alternate Leave Approval Officer

4.1. Intended Audience

HR Executive

4.2. Usage

This centralized master interface records Alternate Approving employee for a specific period

4.3. Menu Access

Main Menu >>Leave Management >>Maser>> Alternate Leave Approval Officer

4.4. Dependency

None

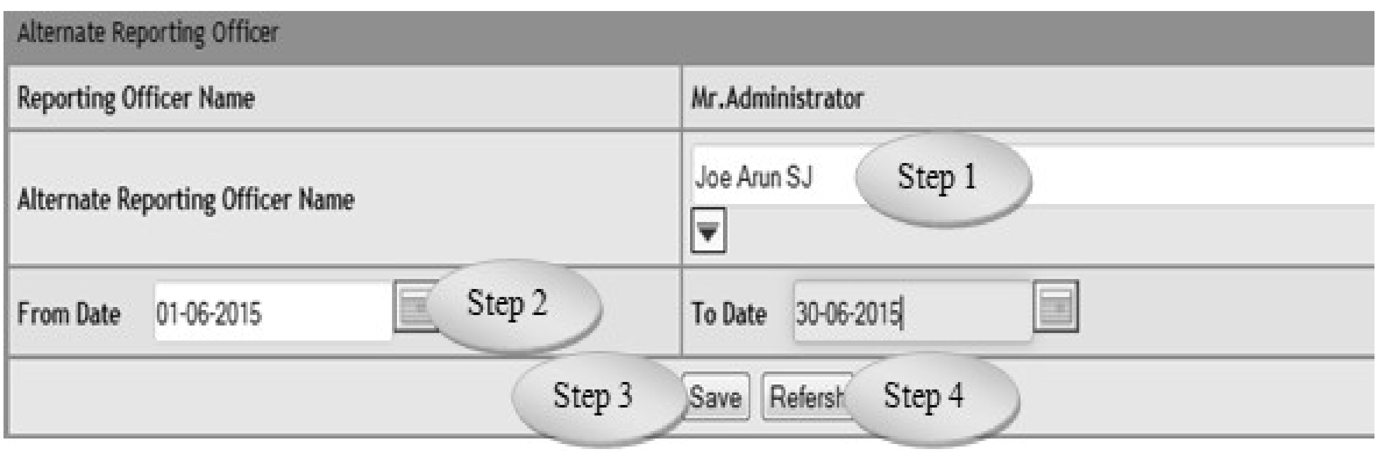


Figure 4.1

4.5. To make an entry follow steps below.

Step1: *Select Alternate Reporting Officer Name from the list.*

Step2: *Select From Date and To Date by default current date would be loaded.*

Step3: *click "Save" button to save the Alternate Reporting Officer Details*.

Step4: *Click "Refresh" button to re-enter the fields or refresh the page.*

5. Employee Wise Leave Type

5.1. Intended Audience

HR Executive

5.2. Usage

This interface enables users to create Employee wise Leave Type.

5.3. Menu Access

Main Menu >>Leave Management >>Master >>Employee wise Leave Type

5.4. Dependency

None

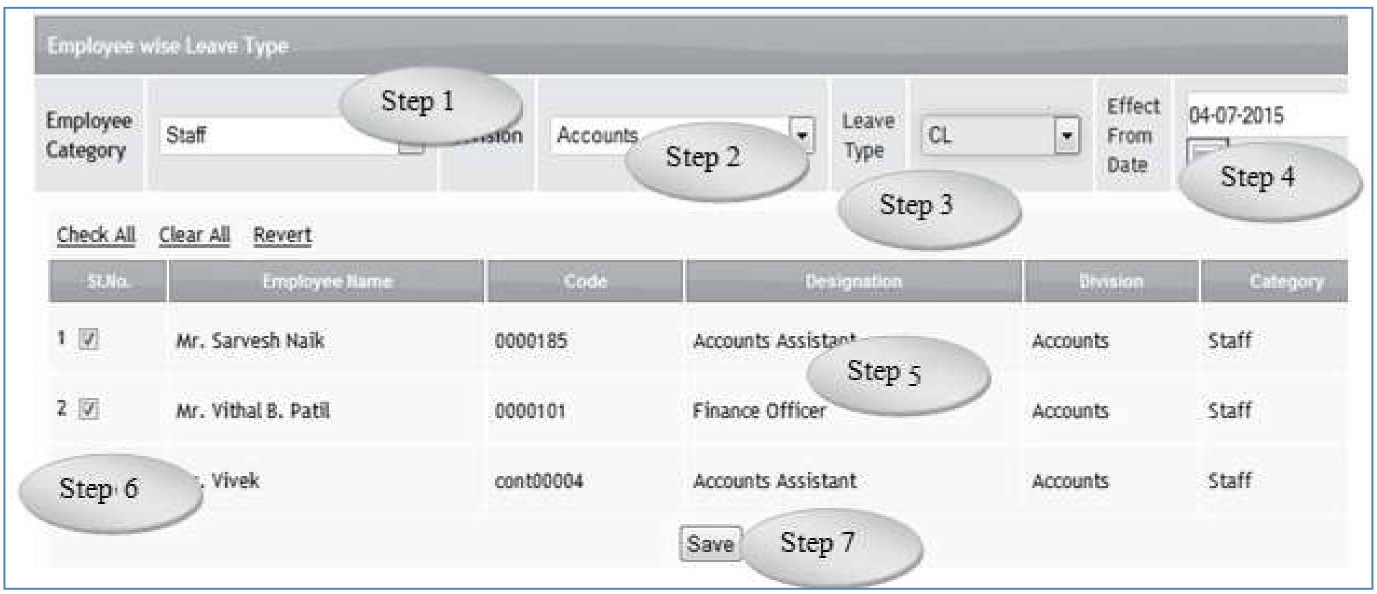


Figure 5.1

5.5. To make a **new entry** follow these steps,

Step1: *select Employee Category from the list.*

Step2: Select Division from the list.

Step3: Select Leave Type from the list.

Step4: Enter the effective date for the selected Leave type.

Step5: Employee listed along with the Designation and Code.

Step6: Select the Employee for the selected Leave type.

Step7: Click "Save" button to save the Employee wise Leave type.

6. Employees Leave Eligibility

6.1. Intended Audience

HR Executive

6.2. Usage

This interface enables users to create / Modify Leave Eligibility for the Employees.

6.3. Menu Access

Main Menu >>Leave Management >>Masters>>Employees Leave Eligibility

6.4. Dependency

Employee wise Leave Type

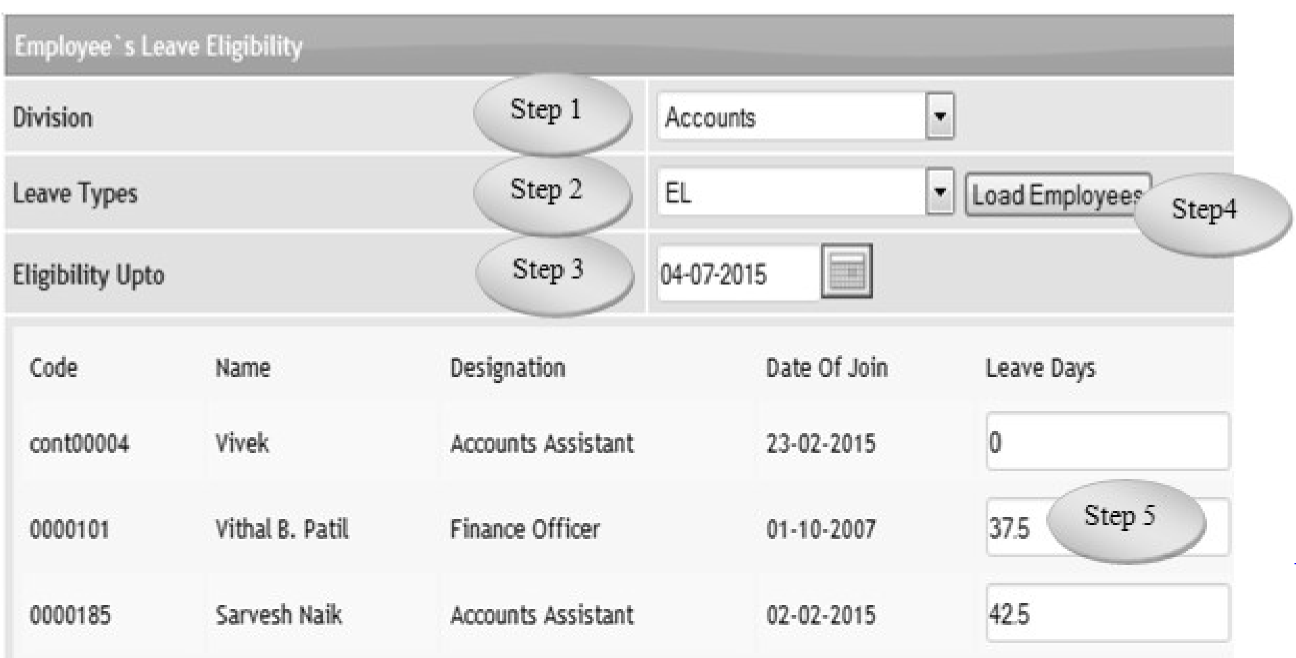


Figure 6.1

6.5. To make a **new entry** follow these steps,

Step1: *Select Division from the list.*

Step2: *Select Leave Types from the list.*

Step3: S*elect Eligibility Upto by default current date would appear.*

Step4: *Click "Load Employees", list of employees for the selected Leave Types would appear.*

Step5: Enter Eligible Leave Days for the selected Leave Type.

(click Tab Key to Save the Leave Days)

II Transaction

7. Leave Application

7.1. Intended Audience

Individual Employees (Staffs, Faculties etc)

7.2. Usage

This interface enables users to apply for leave.

7.3. Menu Access

Main Menu >>Leave Management >>Transaction>>Leave Application

7.4. Dependency

Leave Type

7.5. To make a **new entry** follow these steps,

Step1: Select Leave Type from the list.

Step2: Select From Date and To Date.

Step3: Leave Applied calculated based on the from and to dates

Step4: Enter Reason for Leave.

Step5: Enter Leave Contact Number.

Step6: Enter Leave Contact Address.

Step7: Leave Availability for the employee will be displayed on the right side.

Step8: Click "Apply Leave" to apply leave.

Step9: Click "Refresh" button to re-enter the fields or refresh the page.

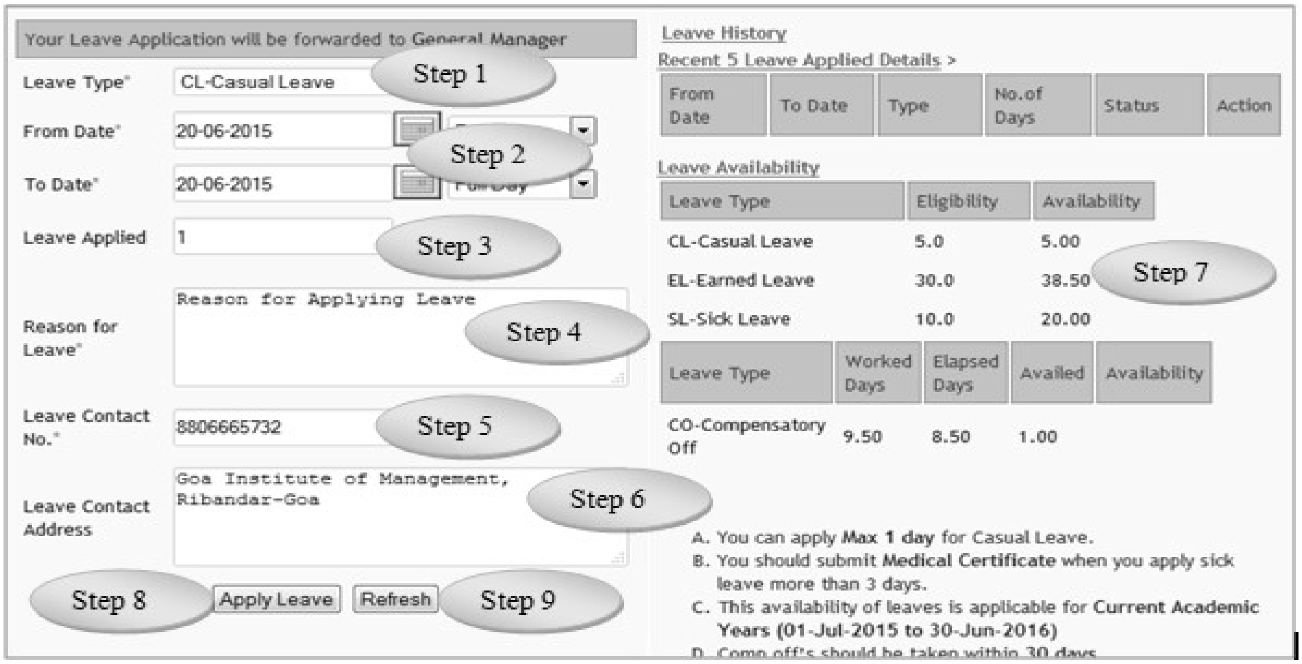

Your Leave Application will be forwarded to General Manager
Leave Type*
CL-Casual Leave
Step 1
From Date*
20-06-2015
Step 2
To Date*
20-06-2015
Leave Applied
1
Step 3
Reason for Leave*
Reason for Applying Leave
Step 4
Leave Contact No.*
8806665732
Step 5
Leave Contact Address
Goa Institute of Management, Ribandar-Goa
Step 6
Step 8
Apply Leave
Refresh
Step 9
Leave History
Recent 5 Leave Applied Details >
From Date
To Date
Type
No.of Days
Status
Action
Leave Availability
Leave Type
Eligibility
Availability
CL-Casual Leave 5.0 5.00
EL-Earned Leave 30.0 38.50
SL-Sick Leave 10.0 20.00
Step 7
Leave Type
Worked Days
Elapsed Days
Availed
Availability
CO-Compensatory Off 9.50 8.50 1.00
A. You can apply Max 1 day for Casual Leave.
B. You should submit Medical Certificate when you apply sick leave more than 3 days.
C. This availability of leaves is applicable for Current Academic Years (01-Jul-2015 to 30-Jun-2016)

Figure 7.1

8. Interim Leave Recommendation

8.1. Intended Audience

Employees Assigned as interim-Recommenders

8.2. Usage

This interface enables users to Recommend the leave Application

8.3. Menu Access

Main Menu >> Leave Management >> Transaction>>Interim Leave Recommendation

8.4. Dependency

Leave Application

Leave Applications Waiting for Your Recommendation

Sl.No.	Employee Name	Division	Designation	From Date	To Date	Leave Type	Reason	No.of Days	Status	
1	Mukesh Kumar	IT Department	Chief Technical Officer	20-06-2015	20-06-2015	Casual Leave	Reason for Applying Leave	1.00	Full Day	✓ ✗

Figure 8.1

8.5 To make an entry on Interim Leave Application follow steps below

Step1: Click icon to Recommend the Leave Application.

Step2: Click icon to reject the Leave Application.

9. Leave Approval

9.1 Intended Audience

Employees Assigned as Approver

9.2 Usage

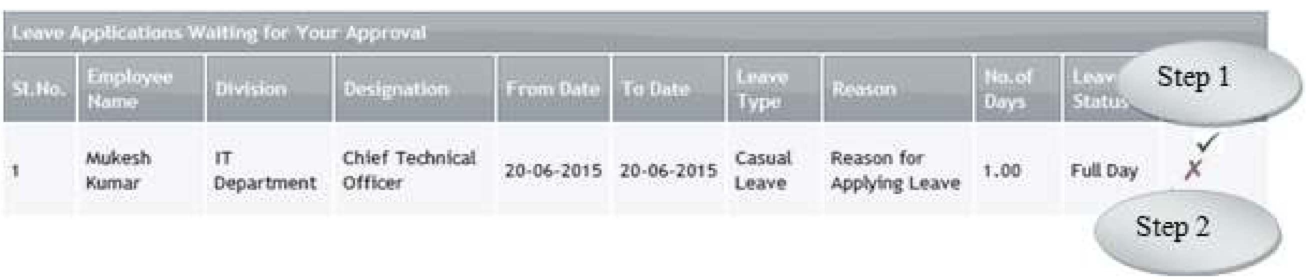
This interface enables users to Approve the Leave Application

9.3 Menu Access

Main Menu >>Leave Management >> Transaction>>Leave Approval

9.4 Dependency

Interim Leave Recommendation or Leave Application



Leave Applications Waiting for Your Approval

Sl.No.	Employee Name	Division	Designation	From Date	To Date	Leave Type	Reason	No.of Days	Leav Status	
1	Mukesh Kumar	IT Department	Chief Technical Officer	20-06-2015	20-06-2015	Casual Leave	Reason for Applying Leave	1.00	Full Day	✓ ✗

Figure 9.1

9.5 To make Leave Approval follow steps below

Step1: Click ✓ icon to Approve the Leave Application.

Step2: Click ✗ icon to Reject the Leave Application.

10. Leave Entry by HR

10.1. Intended Audience

HR Executive

10.2 Usage

This interface enables HR to apply Leave on behalf of the employees

10.3 Menu Access

Main Menu >>Leave Management >>Master>> Leave Application by HR

10.4 Dependency

Leave Type

Figure 10.1

10.5 To make an entry follow these steps

Step1: Select the Applicant Name from the list.

(The details of Eligibility and Availability of leave type for the selected applicant would appear on the rights side of the screen)

Step2: Select the Leave Type from the list.

Step3: Select From Date and To Date.

(Automatic leave applied will be displayed)

Step4: Enter Reason for the leave

Step5: Enter Leave Contact No. and Leave Address for the selected applicant.

Step6: Click "Apply Leave" button to save the Leave Application.

Step 7: Click "View" button to view and edit the Leave application.

11. Leave Approval by HR

11.1. Intended Audience

HR Executive

11.2 Usage

This interface enables HR to Approve the Leave Applications

11.3 Menu Access

Main Menu >>Leave Management >>Transaction>> Leave Approval by HR

11.4 Dependency

Leave Entry by HR

11.5 To make entry follow steps below

Step1: Click ✓ icon to Approve the Leave Application.

Step2: Click ✗ icon to Reject the Leave Application.

Leave Applications Waiting for Approval - HR

Sl.No.	Employee Name	From Date	To Date	Leave Type	Reason	No.of Days	Status	
1	Roopali Sawant	07-07-2015	18-07-2015	Casual Leave	Casual Leave . ..	12.00	Waiting for Approval	✓ ✗
2	Mukesh Kumar	20-06-2015	20-06-2015	Casual Leave	Reason for Applying Leave	1.00	Waiting for Approval	✓ ✗

Figure 11.1

III Report

12. Leave Availability

12.1. Intended Audience

HR Executive

12.2 Usage

This report is used to view Leave Availability.

12.3 Menu Access

Main Menu >>Leave Management >>Report>> Leave Availability

12.4 Dependency

Employee wise Leave Eligibility

Leave Availability Abstract

Show Details

Sl.No.	Emp. Code	Emp. Name	Division	Designation	CL	SL	EL	FL
Division : Accounts								
1	0000101	Vithal B. Patil	Accounts	Finance Officer	5.00	40.00	37.50	0
2	0000185	Sarvesh Naik	Accounts	Accounts Assistant	5.00	10.00	42.50	0
3	cont00004	Vivek	Accounts	Accounts Assistant	0	0	2.00	0
Division : Administrative Staff								
4	-cont00001	Nilufar Shaikh	Administrative Staff	Clerical Assistant	0	0	32.00	0
5	-cont00002	Sudakshina Desarkar	Administrative Staff	Academic Assistant	5.00	0	30.00	0
6	-cont00003	Karishma Blaggan	Administrative Staff	Administrative & Executive Assistant	5.00	0	28.50	0
7	0000021	Steve Fernandes	Administrative Staff	Administrator	5.00	40.00	120.00	0
8	0000027	Leslie Lobo	Administrative Staff	Office Assistant	5.00	40.00	120.00	0
9	0000098	Palak Pangam	Administrative Staff	Administrative & Executive Assistant to Faculty	5.00	10.00	30.00	0

Figure 12.1

12.5 To view Leave Availability follow steps below

1) By clicking the menu display the leave availability details.

13. Travel Request Details

13.1. Intended Audience

HR Executive

13.2 Usage

This report is used to Travel Request Details.

13.3 Menu Access

Main Menu >>Leave Management >>Report>> Travel Request Details

13.4 Dependency

Travel Request

Travel Details

Sl.No.	Emp. Code	Name	Travel Date	From	To	Start Time	Return Time	Reason	Status
1	0000087	Divya Singhal	07-07-2015	Sanqulin		09:15 AM	06:30 PM	To conduct a seminar	Action Taken
2	0000045	Mukesh Kumar	09-07-2015	Sanqulien		06:00 AM		To conduct a seminar	Action Taken
3	0000087	Divya Singhal	15-07-2015	Sanqulin		10:00 AM		Seminar`s	Action Taken
4		Administrator	06-07-2015	Goa		10:56 AM	5 30 pm	Regarding Gim University Meeting	Approved
5		Administrator	07-07-2015	Goa		10:56 AM	6 20 PM	Reg: Special Meeting on Development of GIM University	Approved

Figure 13.1

13.5 To view Travel Request follow steps below

1) By clicking the menu display the details of Travel Request.

14. Leave Application Details

14.1. Intended Audience

HR Executive

14.2 Usage

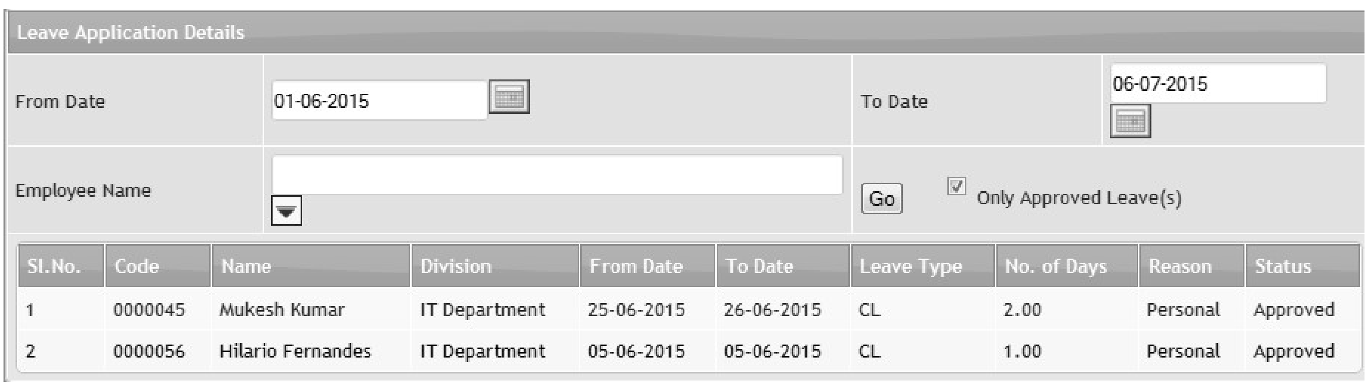
This report is used to view Leave Application Details.

14.3 Menu Access

Main Menu >>Leave Management >>Report>> Leave Application Details

14.4 Dependency

Leave Application



Leave Application Details

From Date 01-06-2015 To Date 06-07-2015

Employee Name Go Only Approved Leave(s)

Sl.No.	Code	Name	Division	From Date	To Date	Leave Type	No. of Days	Reason	Status
1	0000045	Mukesh Kumar	IT Department	25-06-2015	26-06-2015	CL	2.00	Personal	Approved
2	0000056	Hilario Fernandes	IT Department	05-06-2015	05-06-2015	CL	1.00	Personal	Approved

Figure 14.1

14.5 To view Leave Application Details follow steps below

1) Select From Date and To Date.
2) Select Employee Name from the list.
3) Click “Go” button to view the details of Leave Application.

15. Compensatory Work Detail

15.1. Intended Audience

HR Executive

15.2 Usage

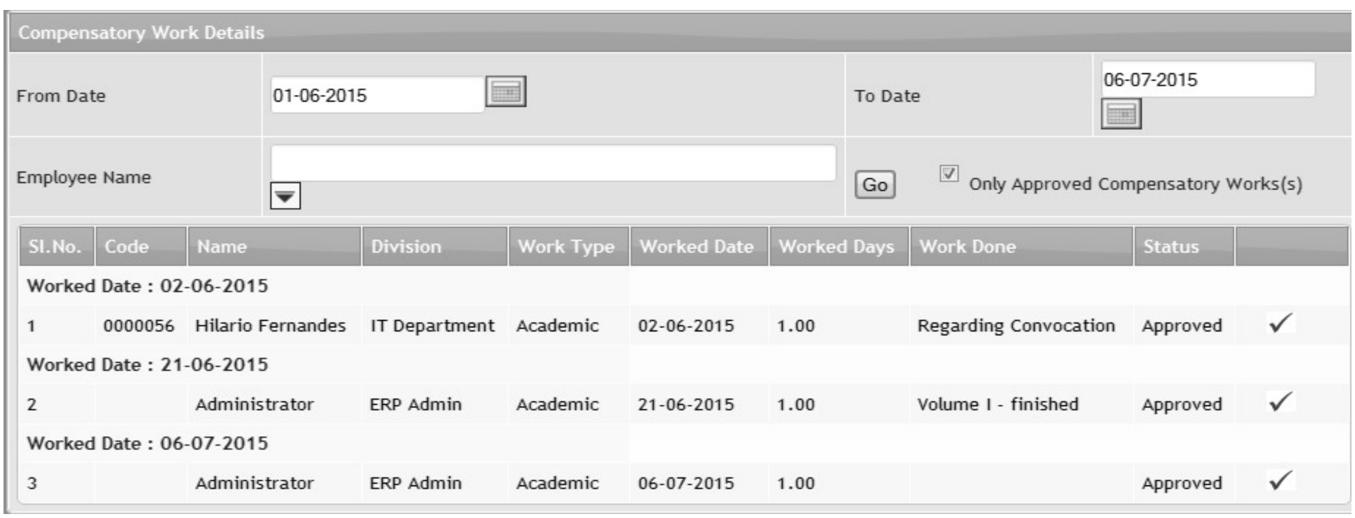
This report is used to view Compensatory Work Detail.

15.3 Menu Access

Main Menu >>Leave Management >>Report>> Compensatory Work Detail

15.4 Dependency

Compensatory Work Done



Compensatory Work Details

From Date 01-06-2015 To Date 06-07-2015

Employee Name Go Only Approved Compensatory Works(s)

Sl.No.	Code	Name	Division	Work Type	Worked Date	Worked Days	Work Done	Status	
Worked Date : 02-06-2015									
1	0000056	Hilario Fernandes	IT Department	Academic	02-06-2015	1.00	Regarding Convocation	Approved	✓
Worked Date : 21-06-2015									
2		Administrator	ERP Admin	Academic	21-06-2015	1.00	Volume I - finished	Approved	✓
Worked Date : 06-07-2015									
3		Administrator	ERP Admin	Academic	06-07-2015	1.00		Approved	✓

Figure 15.1

15.5 To view Compensatory Work Details follow steps below

1) Select From Date and To Date.
2) Select Employee Name from the list.
3) Click “Go” button to view the details of compensatory work.

16. Faculty Leave Application Status

16.1. Intended Audience

HR Executive

16.2 Usage

This report is used to view the status of Faculty Leave Application.

16.3 Menu Access

Main Menu >>Leave Management >>Report>> Faculty Leave Application Status

16.4 Dependency

Leave Application

Faculty Leave Application Status

Sl.No.	Name	Division	Designation	Applied Date	From Date	To Date	No. of Days	Status
1	Divya Singhal	General Management & Economics	Assistant Professor	06-07-2015	10-07-2015	10-07-2015	1.00	

Figure 16.1

16.5 To view status of Faculty Leave Application follow steps below

1) By clicking the menu display the status of Faculty Leave Application.

Administration Module

User Manual

CONTENTS

I. Masters

1. Employee Master

1.1. Intended Audience
HR Manager
1.2. Usage
This centralized master interface records Employee details
1.3. Dependency
None
1.4. Menu Access
Main Menu >> Administration >> Master>> Employee Master
1.5. To enter employee details please follows steps below
Step 1: Enter All Required fields
Step 2: Click 'Save' button to add the record as in Figure 1.1
Step 3: Click 'View' button to view the existing programs and to edit the programs as in Figure 1.2
Step 4: Click "Update" button to update the record as in Figure 1.3

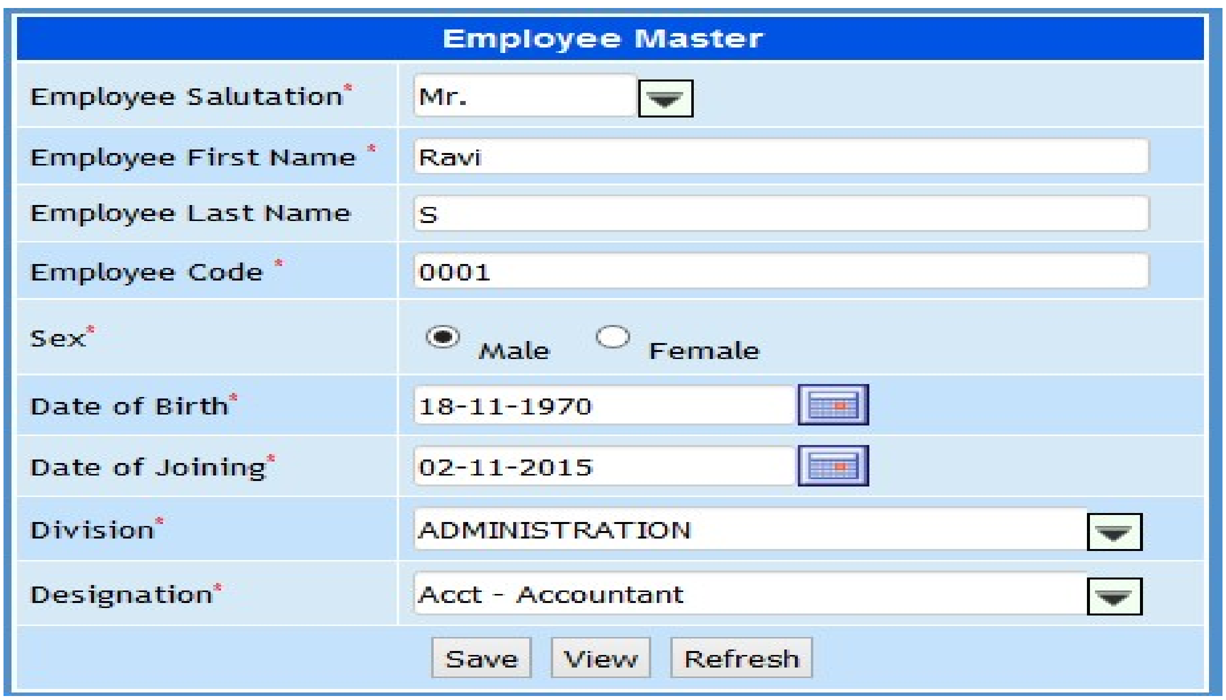


Figure 1.1

Employee Master

Sl. No	Division	Employee Code	Employee Name	Sex	Date of Birth	Date of Joining	Designation
1	ADMINISTRATION	076	SWARNALATHA. R.	2	29-Sep-1981	09-Apr-2008	Accountant
2	ADMINISTRATION	080	MANIKANDAN A V	1	05-Apr-1978	01-Apr-2008	System Admin
3	ADMINISTRATION	081	SRINIVASAN P	1	14-Jul-1979	01-Jun-2005	OFFICE ASST.
4	ADMINISTRATION	082	DAMODARAN V	1	26-May-1978	01-May-2006	OFFICE BOY
5	ADMINISTRATION	083	RAJESWARI	2	27-Jan-1964	01-Oct-2007	Attender
6	ADMINISTRATION	093	MUTHULAKSHMI A	2	12-Nov-1964	03-Sep-2010	ADMIN
7	ADMINISTRATION	124	VIJAYALAKSHMI. V.R.	2	04-May-1973	11-Jul-2008	ADMIN

Back

Figure 1.2

Employee Master

Employee Salutation*	Mrs.
Employee First Name *	SWARNALATHA. R.
Employee Last Name	
Employee Code *	076
Sex*	○ Male ◉ Female
Date of Birth*	29-09-1981
Date of Joining*	09-04-2008
Division*	ADMINISTRATION
Designation*	Accountant

Update Refresh

Figure 1.3

2. Student Master

2.1. Intended Audience

Admission representative Staff

2.2. Usage

This centralized master interface records Student master details.

2.3. Menu Access

Main Menu >>Administration >> Master>> Student Master

2.4. Dependency

Login

2.5. To store student's details please follows steps below

Step 1: Enter All Required fields
Step 2: Click 'Save' button to add the record as in Figure 2.1
Step 3: Click 'View' button to view the existing Students as in Figure 2.2
Step 4: Click "Modify" button to search the student name we want to update the record as in Figure 2.3

Step 5: Again Click 'Save' Button to update the records

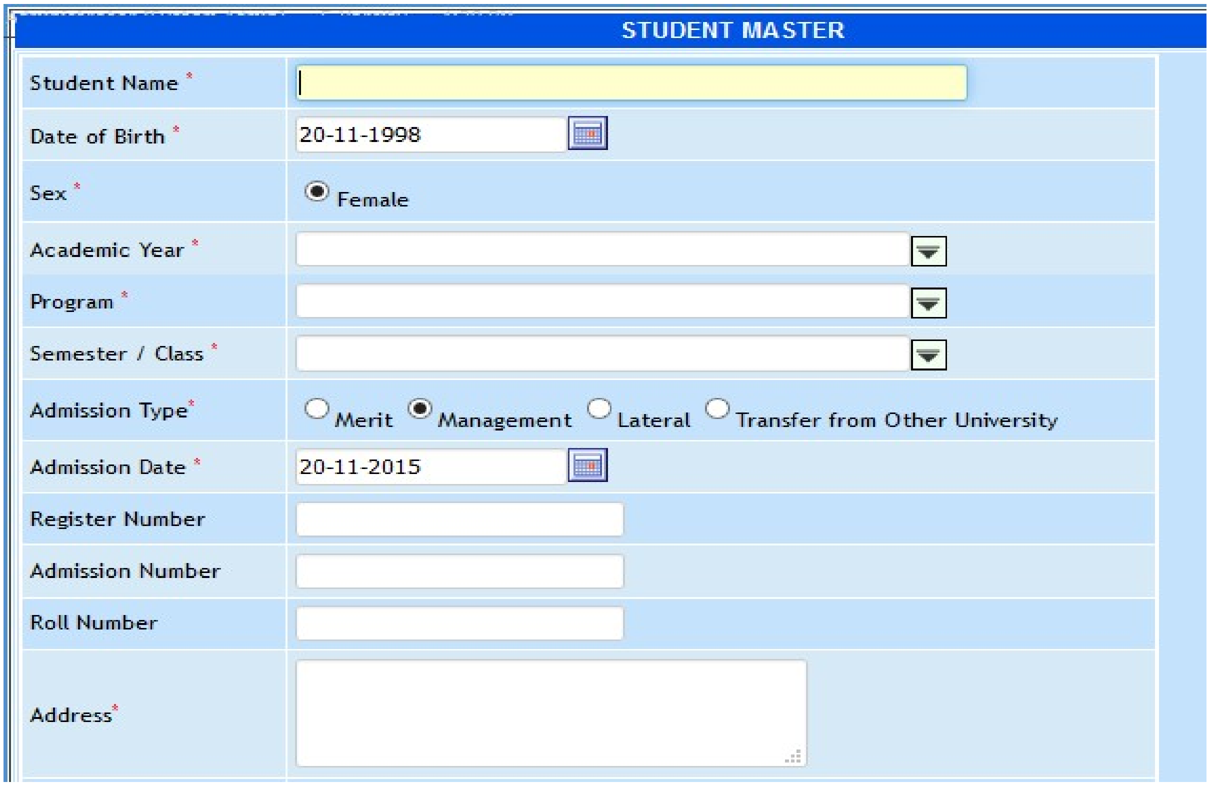
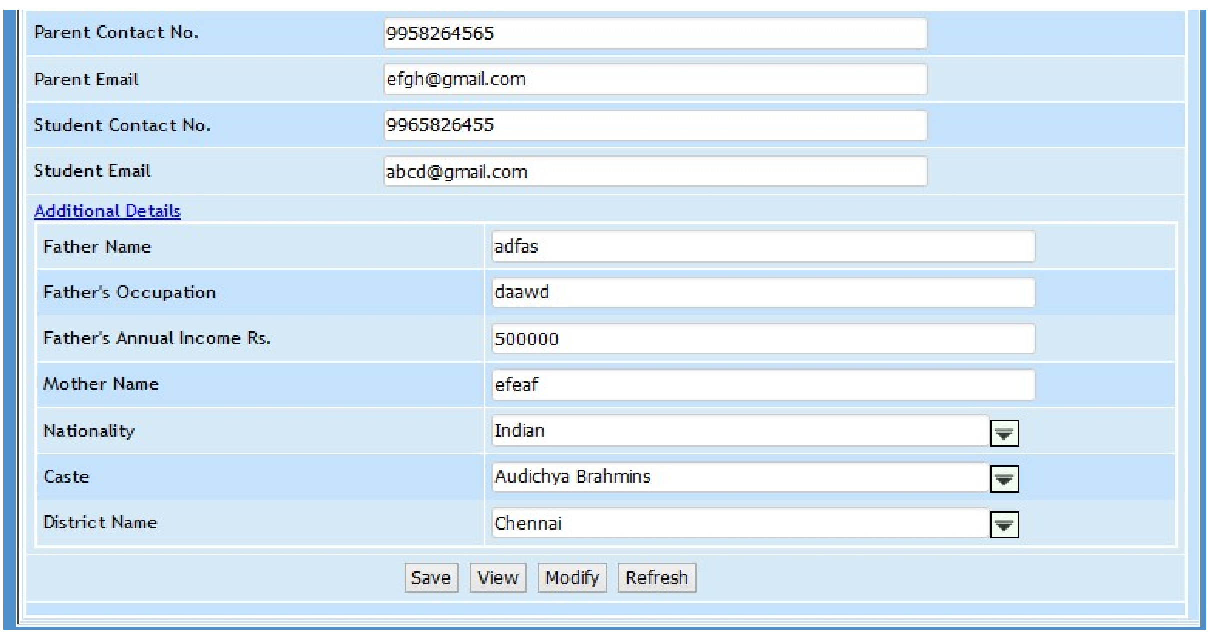
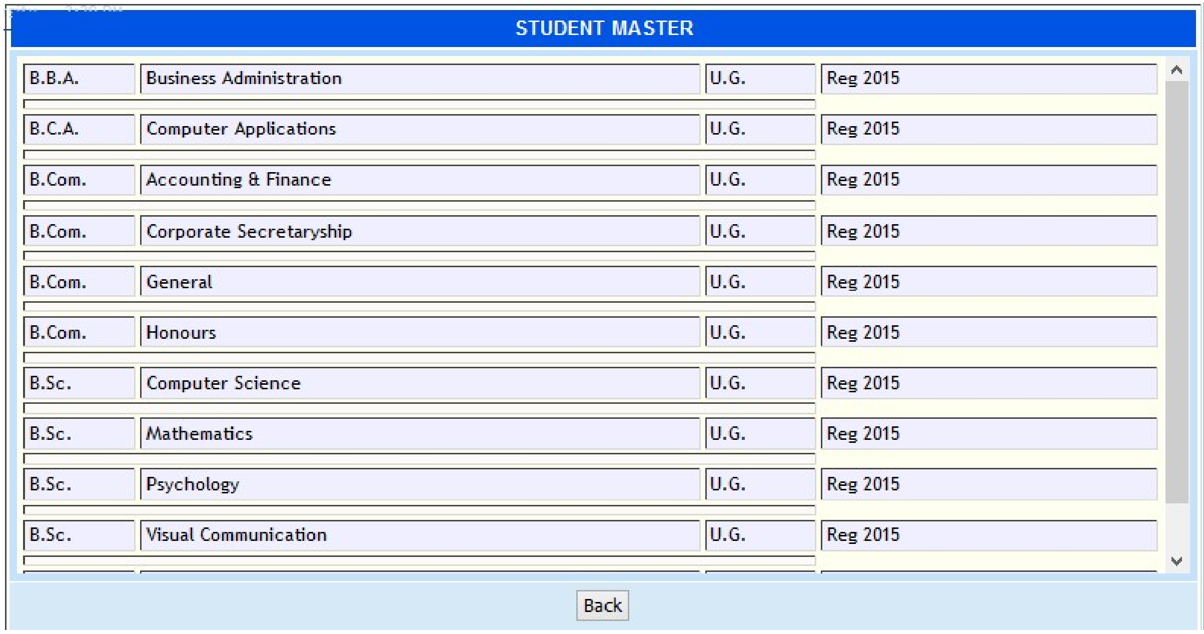

STUDENT MASTER
Student Name *
Date of Birth *
20-11-1998
Sex *
Female
Academic Year *
Program *
Semester / Class *
Admission Type*
Merit
Management
Lateral
Transfer from Other University
Admission Date *
20-11-2015
Register Number
Admission Number
Roll Number
Address*

Figure 2.1


Parent Contact No.
9958264565
Parent Email
efgh@gmail.com
Student Contact No.
9965826455
Student Email
abcd@gmail.com
Additional Details
Father Name
adfas
Father's Occupation
daawd
Father's Annual Income Rs.
500000
Mother Name
efeaf
Nationality
Indian
Caste
Audichya Brahmins
District Name
Chennai
Save
View
Modify
Refresh

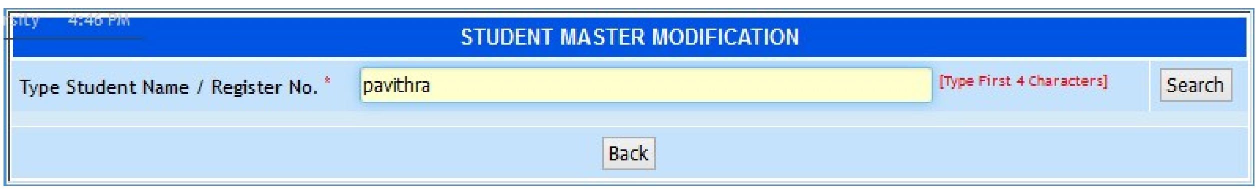


STUDENT MASTER

B.B.A.	Business Administration	U.G.	Reg 2015
B.C.A.	Computer Applications	U.G.	Reg 2015
B.Com.	Accounting & Finance	U.G.	Reg 2015
B.Com.	Corporate Secretaryship	U.G.	Reg 2015
B.Com.	General	U.G.	Reg 2015
B.Com.	Honours	U.G.	Reg 2015
B.Sc.	Computer Science	U.G.	Reg 2015
B.Sc.	Mathematics	U.G.	Reg 2015
B.Sc.	Psychology	U.G.	Reg 2015
B.Sc.	Visual Communication	U.G.	Reg 2015

Back

Figure 2.2

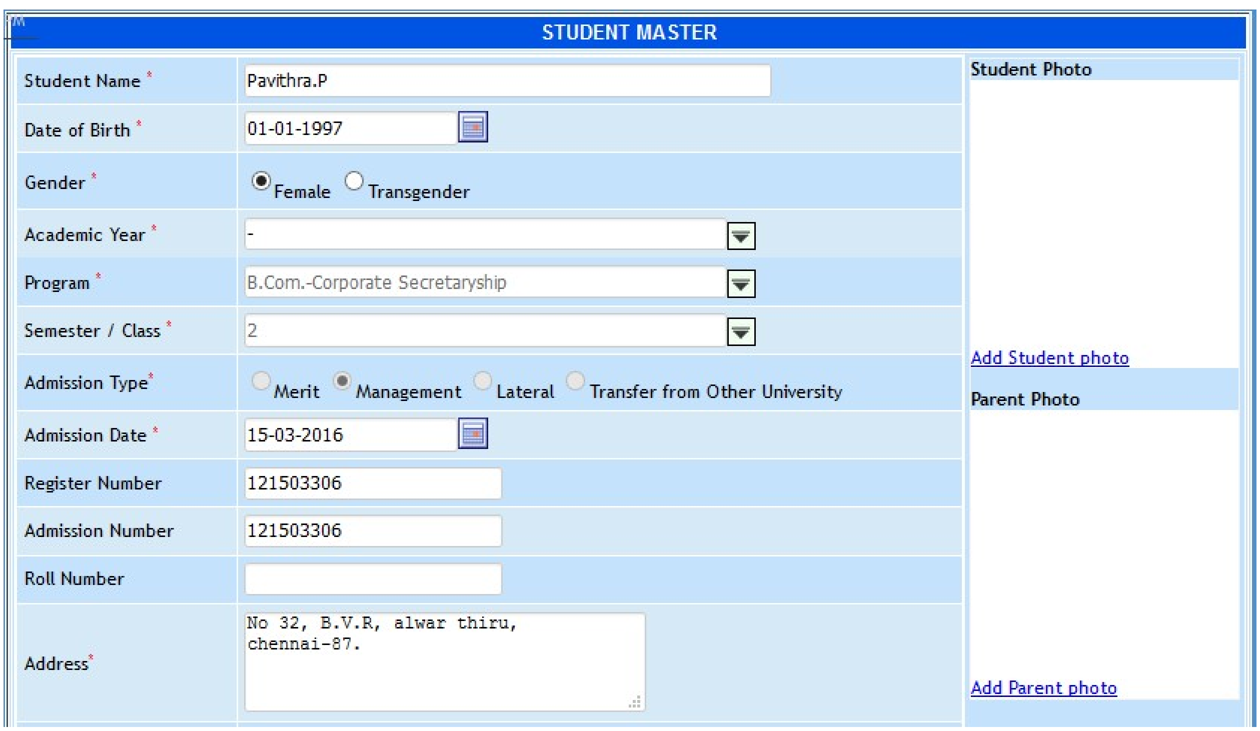


STUDENT MASTER MODIFICATION

Type Student Name / Register No. * pavithra [Type First 4 Characters] Search

Back

Figure 2.3



STUDENT MASTER

Student Name *	Pavithra.P
Date of Birth *	01-01-1997
Gender *	Female / Transgender
Academic Year *	-
Program *	B.Com.-Corporate Secretaryship
Semester / Class *	2
Admission Type*	Merit / Management / Lateral / Transfer from Other University
Admission Date *	15-03-2016
Register Number	121503306
Admission Number	121503306
Roll Number	
Address*	No 32, B.V.R, alwar thiru, chennai-87.

Student Photo

Add Student photo

Parent Photo

Add Parent photo

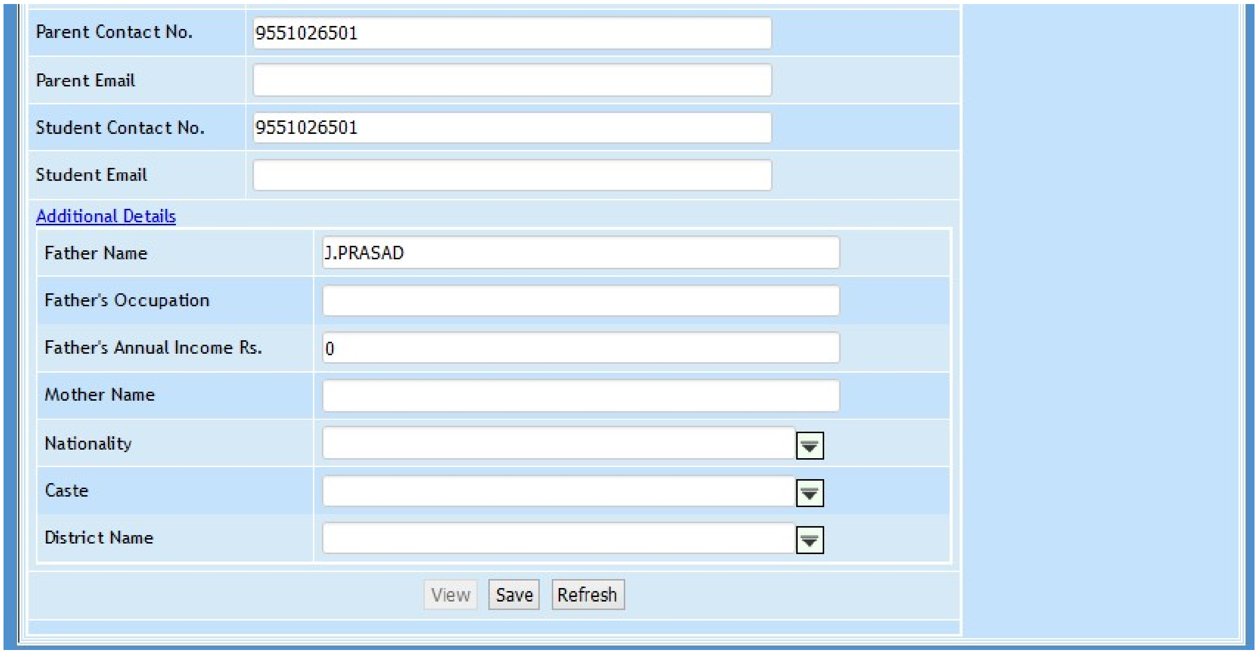

Parent Contact No.
9551026501
Parent Email
Student Contact No.
9551026501
Student Email
Additional Details
Father Name
J.PRASAD
Father's Occupation
Father's Annual Income Rs.
0
Mother Name
Nationality
Caste
District Name
View
Save
Refresh

Figure 2.4

3. General Master

3. a. Blood Group Master

3.a.1. Intended Audience
ERP Admin

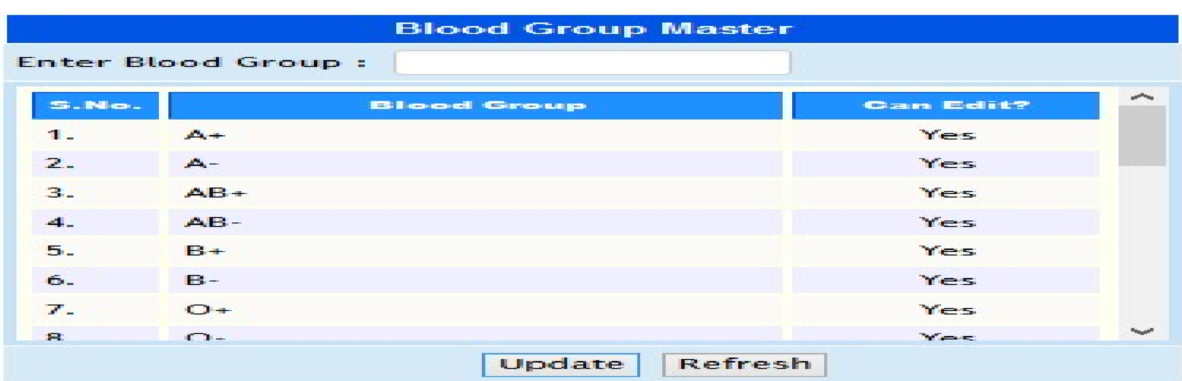
3.a.2. Usage
This centralized master interface records Blood Group details.

3.a.3. Menu Access
Main Menu >> Administration >> Master>> General Master>>Blood Group Master

3.a.4. Dependency
None

3.a.5. To enter Blood Group please follows steps below
Step 1: Click ‘New’ button to Enter Blood Group
Step 2: Click ’Save’ button to add the record as in Figure 3.a.1
Step 3: Click ’View’ button to view the existing stored details and to edit the record.
Step 4: Click “Update” button to update the record as in Figure 3.a.2

Figure 3.a.1



S.No.	Blood Group	Can Edit?
1.	A+	Yes
2.	A-	Yes
3.	AB+	Yes
4.	AB-	Yes
5.	B+	Yes
6.	B-	Yes
7.	O+	Yes

Figure 3.a.2

3. b. Nationality Master

3.b.1. Intended Audience

ERP Admin

3.b.2. Usage

This centralized master interface records Nationality Master Details.

3.b.3. Menu Access

Main Menu >> Administration >> Master>> General Master>>Nationality Master

3.b.4. Dependency

None

3.b.5. To enter Nationality please follows steps below

Step 1: Click 'Save' button to add the record as in Figure 3.b.1

Step 2: Click 'View' button to view the existing stored details and to edit the record.

Step 3: Click "Update" button to update the record as in Figure 3.b.2

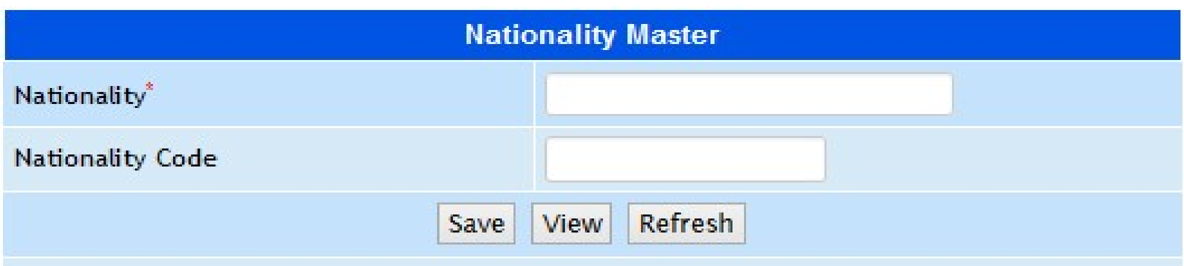


Figure 3.b.1

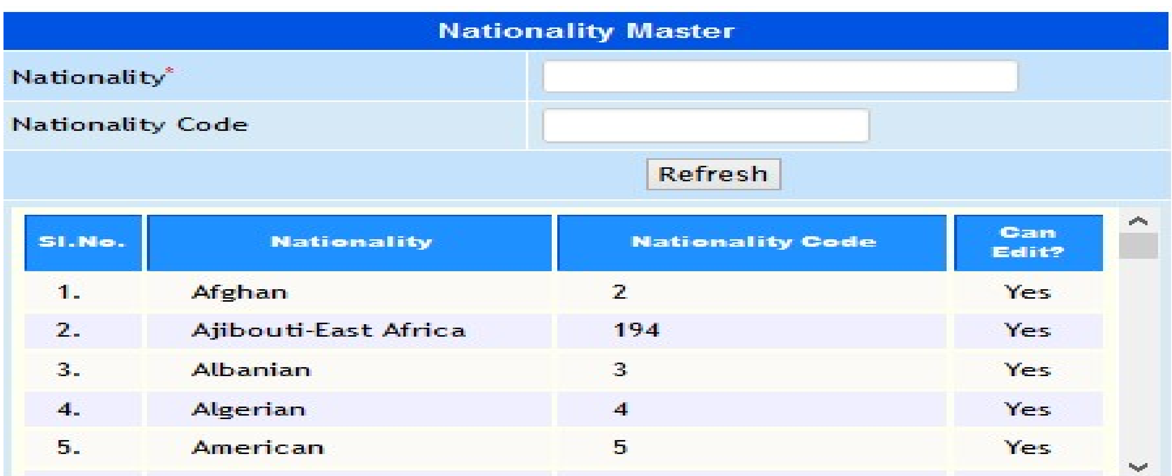


Figure 3.b.2

3. c. Language Master

3.c.1. Intended Audience
ERP Admin

3.c.2. Usage
This centralized master interface records Language details.

3.c.3. Menu Access
Main Menu >>Administration >> Master>> General Master>>Language Master

3.c.4. Dependency
None

3.c.5. To enter Language please follows steps below
Step 1: Click ‘New’ button to Enter Blood Group
Step 2: Click ’Save’ button to add the record as in Figure 3.c.1
Step 3: Click ’View’ button to view the existing stored details and to edit the record.
Step 4: Click “Update” button to update the record as in Figure 3.c.2

Figure 3.c.1

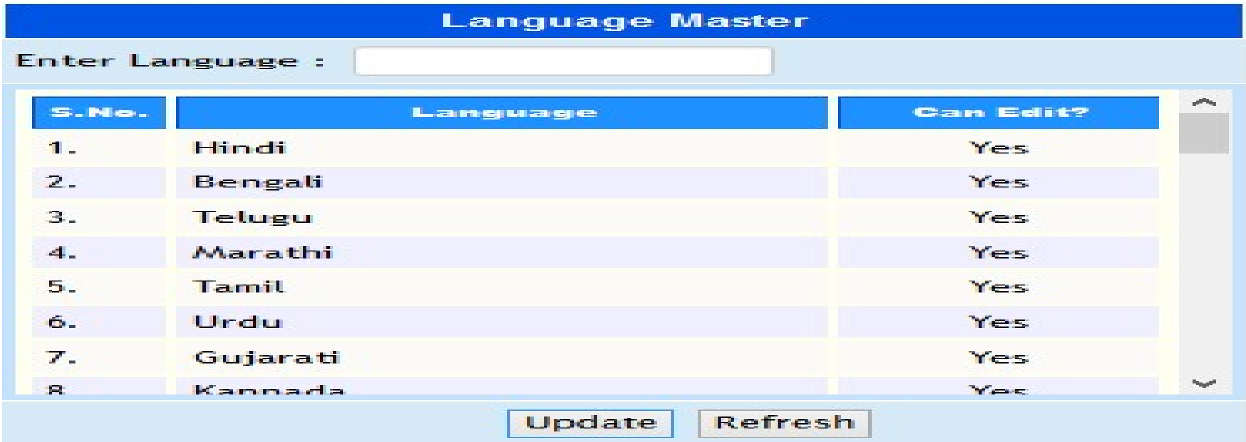

Language Master
Enter Language :
S.No.
Language
Can Edit?
1.
Hindi
Yes
2.
Bengali
Yes
3.
Telugu
Yes
4.
Marathi
Yes
5.
Tamil
Yes
6.
Urdu
Yes
7.
Gujarati
Yes
Update
Refresh

Figure 3.c.2

3. d. Caste Category Master

3.d.1. Intended Audience

ERP Admin

3.d.2. Usage

This centralized master interface records Caste Category details.

3.d.3. Menu Access

Main Menu >>Administration >> Master>> General Master>>Caste Category Master

3.d.4. Dependency

None

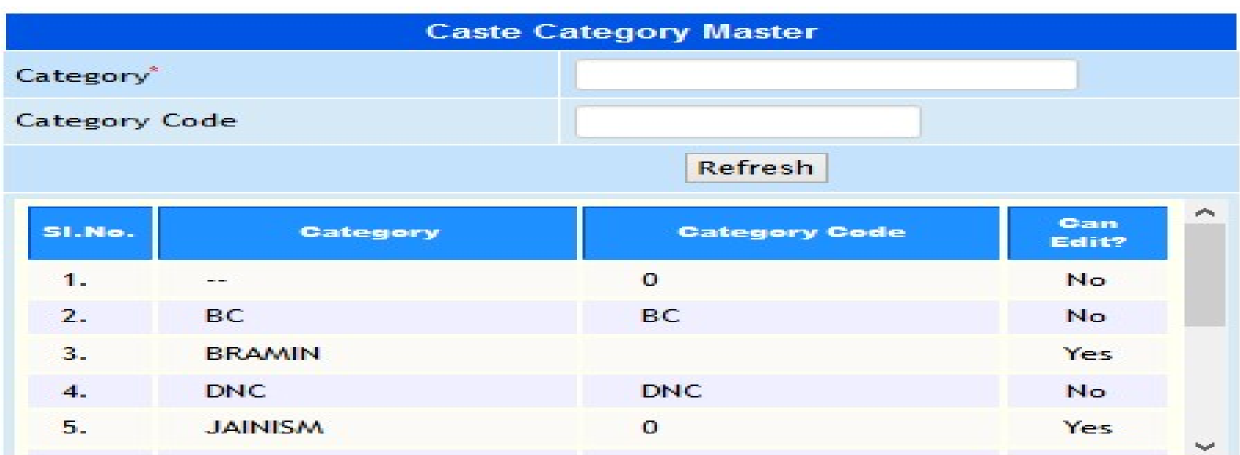
3.d.5. To enter Caste Category please follows steps below

Step 1: Click 'Save' button to add the record as in Figure 3.d.1

Step 2: Click 'View' button to view the existing stored details and to edit the record.

Step 3: Click "Update" button to update the record as in Figure 3.d.2.

Figure 3.d.1



Sl.No.	Category	Category Code	Can Edit?
1.	--	0	No
2.	BC	BC	No
3.	BRAMIN		Yes
4.	DNC	DNC	No
5.	JAINISM	0	Yes

Figure 3.d.2

3. e. Religion Master

3.e.1. Intended Audience
ERP Admin

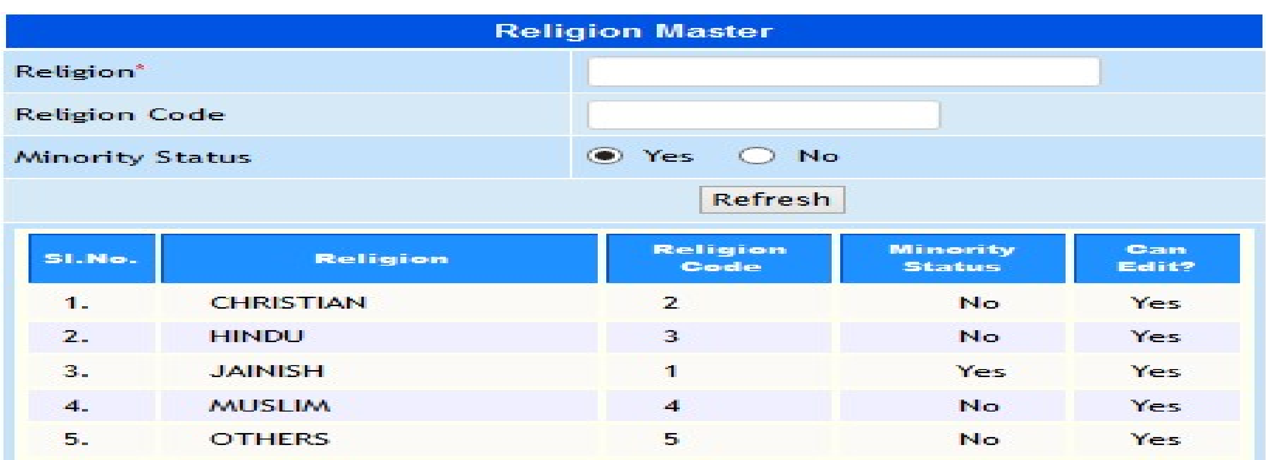
3.e.2. Usage
This centralized master interface records Religion details.

3.e.3. Menu Access
Main Menu >> Administration >> Master>> General Master>>Religion Master

3.e.4. Dependency
None

3.e.5. To enter Religion please follows steps below
Step 1: Click 'Save' button to add the record as in Figure 3.e.1
Step 2: Click 'View' button to view the existing stored details and to edit the record.
Step 3: Click "Update" button to update the record as in Figure 3.e.2

Figure 3.e.1



Sl.No.	Religion	Religion Code	Minority Status	Can Edit?
1.	CHRISTIAN	2	No	Yes
2.	HINDU	3	No	Yes
3.	JAINISH	1	Yes	Yes
4.	MUSLIM	4	No	Yes
5.	OTHERS	5	No	Yes

Figure 3.e.2

3. f. Caste Master

3.f.1. Intended Audience
ERP Admin

3.f.2. Usage
This centralized master interface records Caste details.

3.f.3. Menu Access
Main Menu >> Administration >> Master>> General Master>>Caste Master

3.f.4. Dependency
None

3.f.5. To enter Caste Group please follows steps below
Step 1: Click “Save” button to add the record as in Figure 3.f.1
Step 2: Click “View”’ button to view the existing stored details and to edit the record.
Step 3: Click “Update” button to update the record as in Figure 3.f.2

Figure 3.f.1

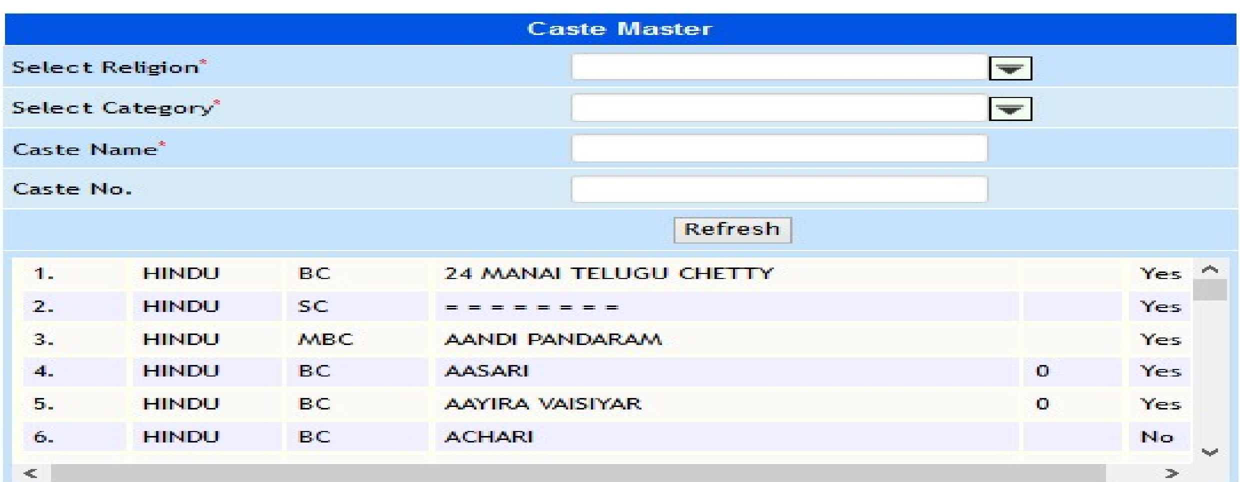


Figure 3.f.2

3. g. Country Master

3.g.1. Intended Audience
ERP Admin

3.g.2. Usage
This centralized master interface records Country details.

3.g.3. Menu Access
Main Menu >>Administration >> Master>> General Master>>Country Master

3.g.4. Dependency
None

3.g.5. To enter Country please follows steps below
Step 1: Click ‘New’ button to Enter Blood Group
Step 2: Click ’Save’ button to add the record as in Figure 3.g.1
Step 3: Click “View” button to view the existing stored details and to edit the record.
Step 4: Click “Update” button to update the record as in Figure 3.g.2

Figure 3.g.1

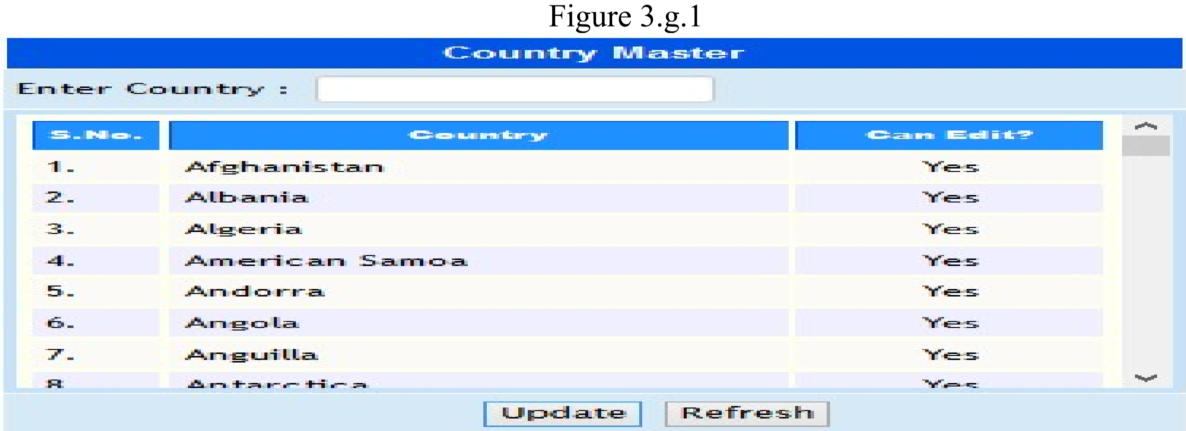


Figure 3.g.2

3. h. State Master

3.h.1. Intended Audience
ERP Admin

3.h.2. Usage
This centralized master interface records State Master details

3.h.3. Menu Access
Main Menu >>Administration >> Master>> General Master>>State Master

3.h.4. Dependency
Country Master

3.h.5. To enter State please follows steps below
Step 1: Click 'Save' button to add the record as in Figure 3.h.1
Step 2: Click "View" button to view the existing stored details and to edit the record.
Step 3: Click "Update" button to update the record as in Figure 3.h.2

Figure 3.h.1

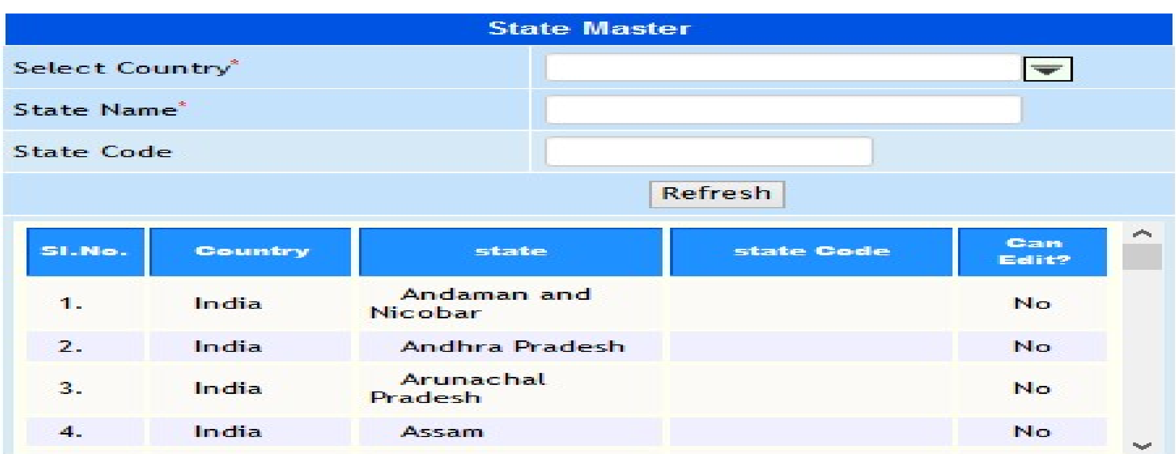


Figure 3.h.2

3. i. District Master

3.i.1. Intended Audience

ERP Admin

3.i.2. Usage

This centralized master interface records District details.

3.i.3. Menu Access

Main Menu >> Administration >> Master>> General Master>>District Master

3.i.4. Dependency

State Master

3.i.5. To enter District please follows steps below

Step 1: Click 'Save' button to add the record as in Figure 3.i.1

Step 2: Click 'View button to view the existing stored details and to edit the record.

Step 3: Click "Update" button to update the record as in Figure 3.i.2

Figure 3.i.1

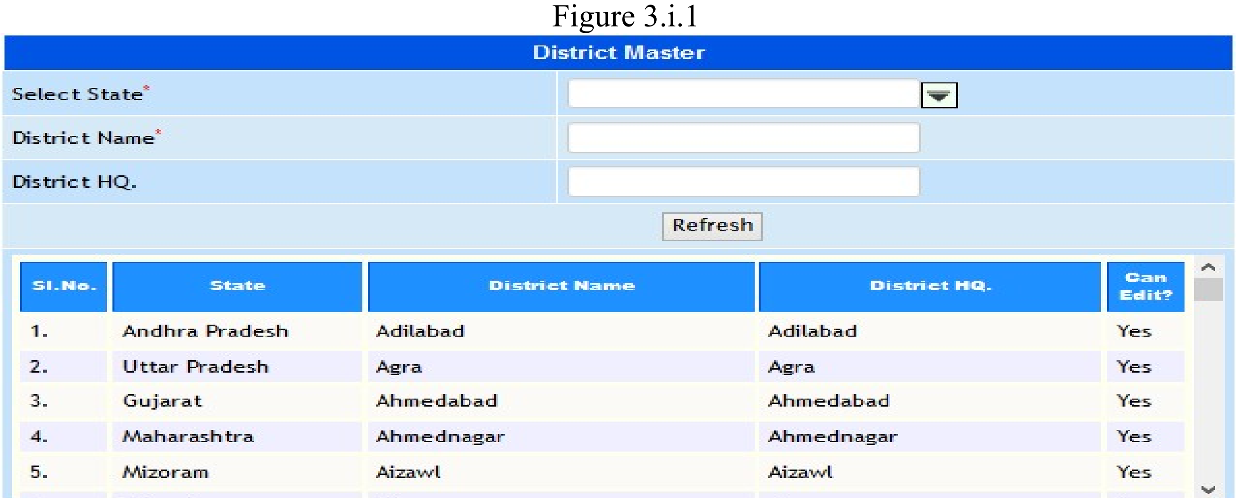


Figure 3.i.2

4. Work Flow Engine

4.1 Intended Audience

System administrator

4.2 Usage

This centralized master interface records Work Flow Engine details

4.3 Menu Access

Main Menu >> Administration >> Master>> Work Flow Engine

4.4 Dependency

None

4.5. To Set work flow please follows steps below

Step 1: Select Menu interface, user and authorization fields

Step 2: Then select forward to employees

Step 3: Click 'Save' button to add the record

Step 4: Click "Update" button to update the record as in Figure 4.1

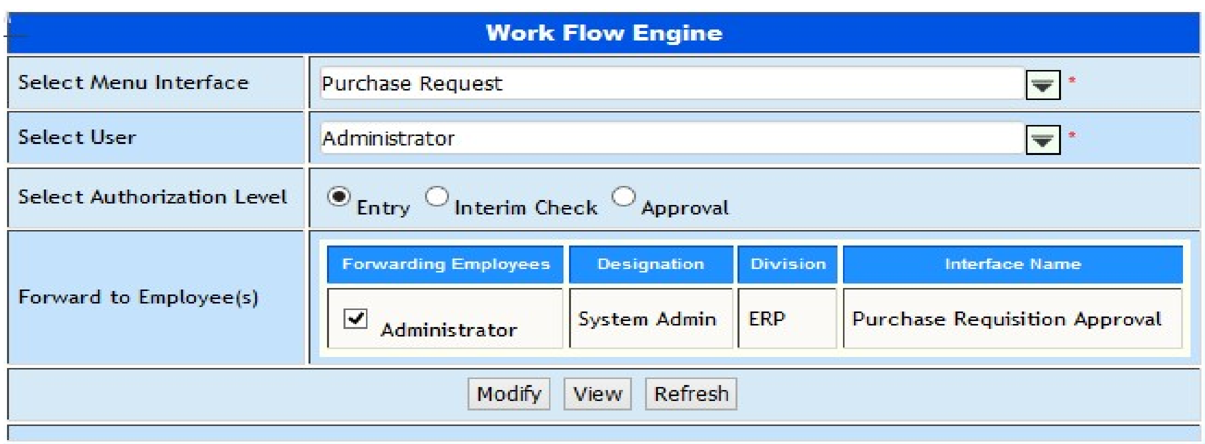


Figure 4.1

5. Student Strength Report

5.1. Intended Audience

Staff members

5.2. Usage

This centralized master interface used to view the program wise student strength report.

5.3. Menu Access

Main Menu >> Administration >> Master>> Student Strength Report

5.4. Dependency

Student section allocation

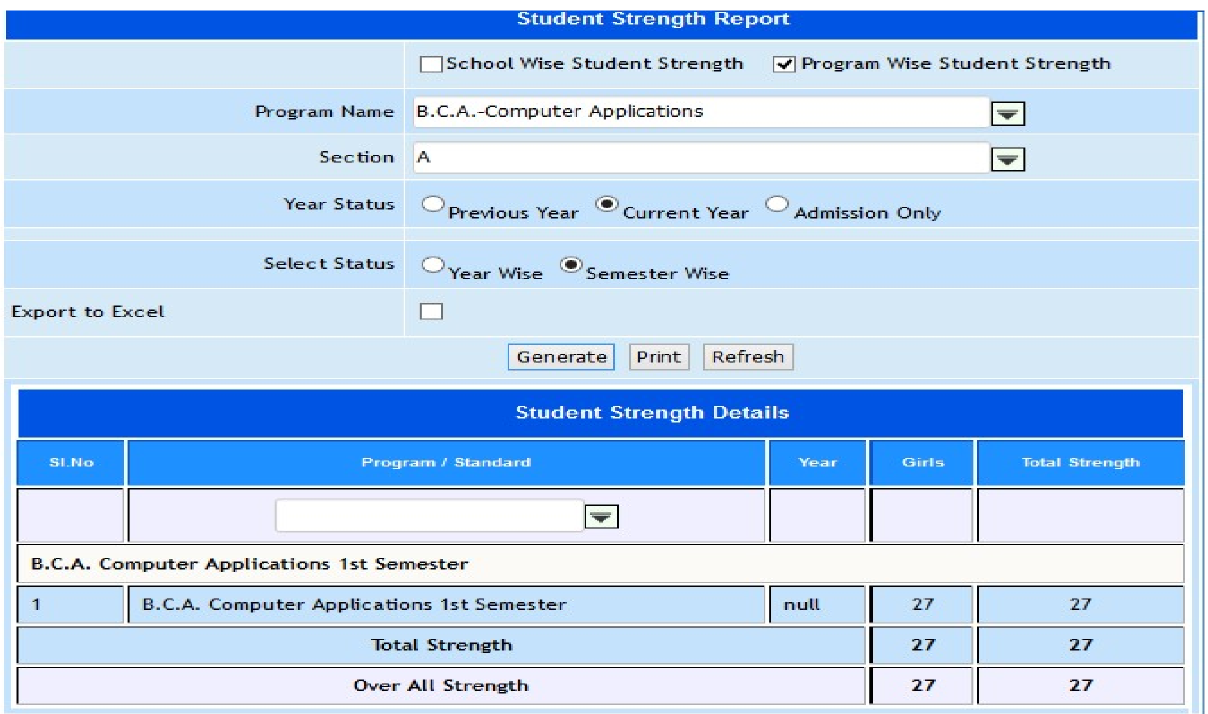


Figure 5.1

5.5. To Check Student Strength please follows steps below

Step 1: Select Required program name, section, year status
Step 2: Then select Status
Step 3: Click 'Generate' button to get the student strength details as in Figure 5.1

6. Fee Structure

6.1. Intended Audience

System administrator / ERP Admin / Accountant

6.2. Usage

This centralized master interface records the program wise fee structure details for the academic year.

6.3. Menu Access

Main Menu >> Administration >> Master>> Fee Structure

6.4. Dependency

None

Figure 6.1

6.5. Follow steps below to **Create Fee Structure,**

Step1: Select academic year and enter fee structure description

Step2: Select the fee head, fee amount due date and last date then add to the list.

Step3: Click “save” button to create the fee structure.

7. Concession Type Master

7.1. Intended Audience

System administrator

7.2. Usage

This centralized master interface records Concession Type details.

7.3. Menu Access

Main Menu >> Administration >> Master>> Concession Type Master

7.4. Dependency

None

7.5 Follow Steps below to Create concession type.

Step 1: Enter concession type.

Step 2: Click “Save” button to add the concession type

Step 3: Click ’View’ button to view the stored details programs and to edit the records.

Step 4: Click “Modify” button to update the record as in Figure 3.2

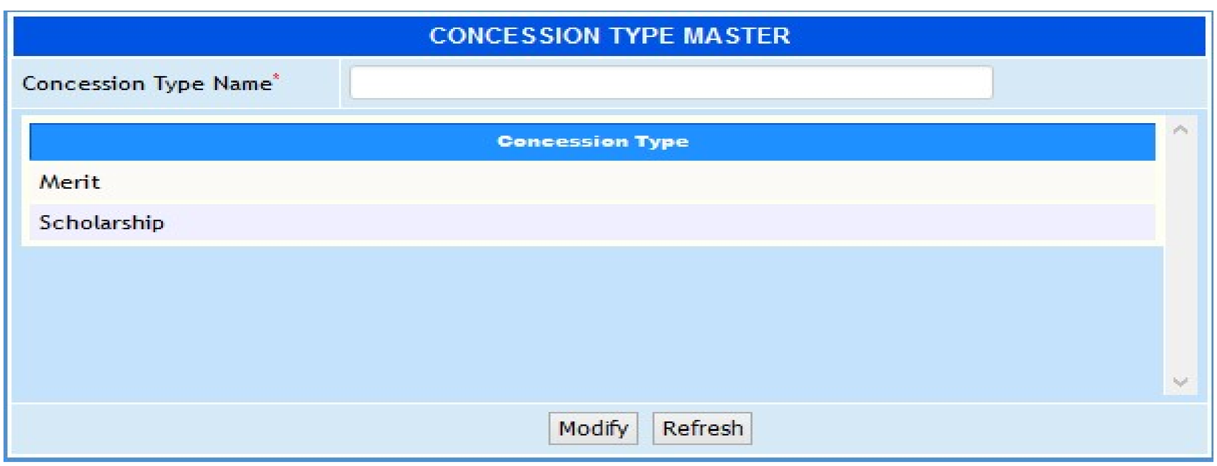


Figure 7.1

8. Fee Structure Modification

8.1. Intended Audience

Time table coordinator

8.2. Usage

This centralized master interface records the fee structure modification details.

8.3. Menu Access

Main Menu >> Administration >> Master>> Fee Structure Modification

8.4. Dependency

Fee Structure

8.5 Follow Steps below to assign program for the employees.

Step 1: Select Academic year and fee structure.

Step 2: Select the fee head to modify the details.

Step 3: Click "Save" button to save the modified details.

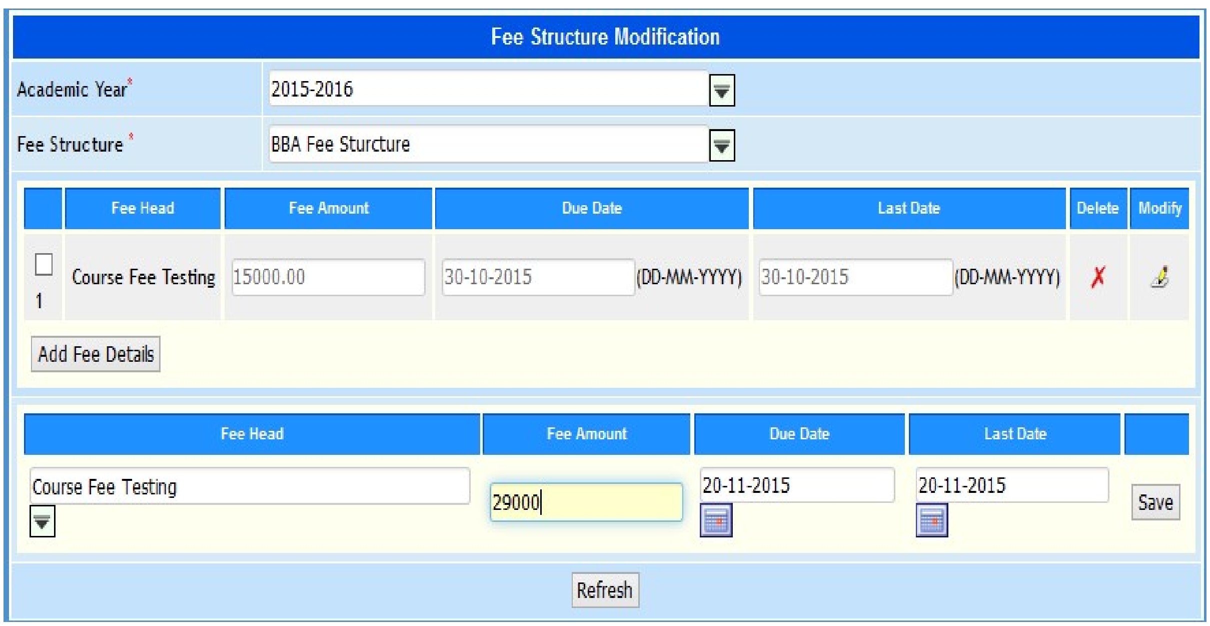


Figure 8.1

II. Transactions

9. Student Wise Fee Dues

9.1. Intended Audience

System Administrator

9.2. Usage

This transaction menu used to raise the fee dues for the students.

9.3. Menu Access

Main Menu >>Administration >> Master>> Student Wise Fee Dues

9.4. Dependency

Fee Structure and Student admission

9.5 Follow Steps below to assign Fee structure to the students.

Step 1: Select Academic year and fee structure.

Step 2: Select the fee head which are assign the students.

Step 3: Select Program and semester.

Step 4: Now the selected program students are listed below, we can check the students to assign fee structure.

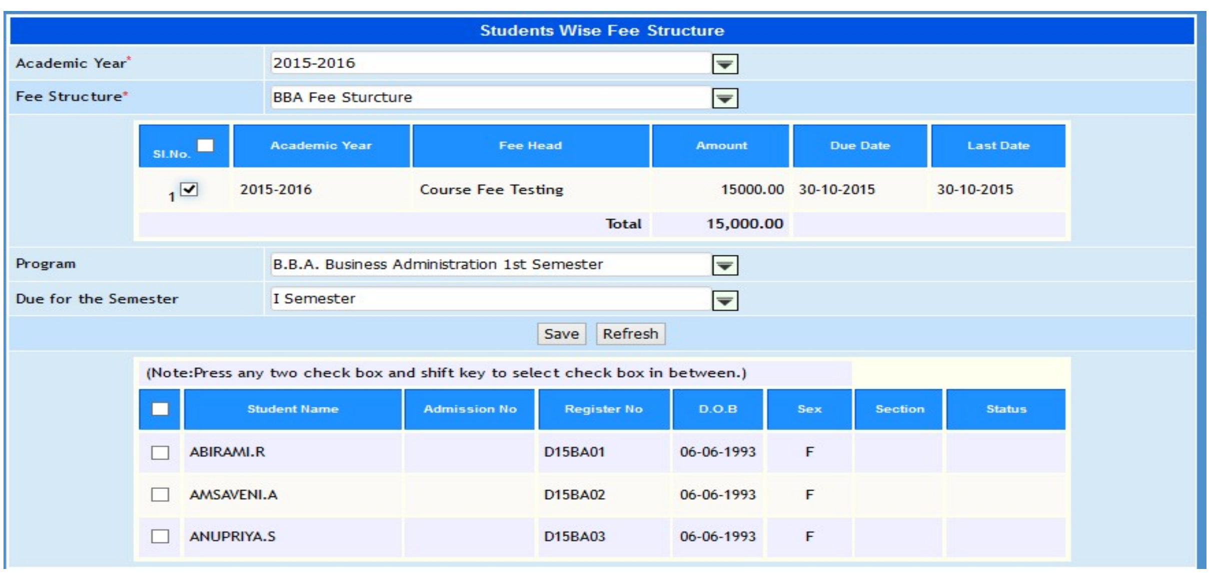


Figure 9.1

10. Student Fee Concession

10.1. Intended Audience

System Administrator

10.2. Usage

This transaction menu used to enter the concession on students fee.

10.3. Menu Access

Main Menu >> Administration >> Master>> Student Fee Concession

10.4. Dependency

Student Master, Concession Type Master

10.5. To make student fee concession follow these steps,

Step 1: Enter Student name, term name and concession type staff name.
Step 2: Select the fee head to enter the concession amount for the particular student.
Step 3: Enter authorized person and remarks.
Step 4: Click “Save” button to add the Student fee concession as in the figure 10.1.

Figure 10.1

11. Transfer Certificate

11.1. Intended Audience
System administrator

11.2. Usage
This transaction menu used to enter the details of transfer certificate.

11.3. Menu Access
Main Menu >> Administration >> Master>> Transfer Certificate

11.4. Dependency
Student Master

11.5. To make Transfer Certificate follow the steps below,
Step 1: Select the student name.
Step 2: Enter the all required fields in the TC form.
Step 4: Click "Save" button to generate the Transfer Certificate for the student as in the Figure 11.1

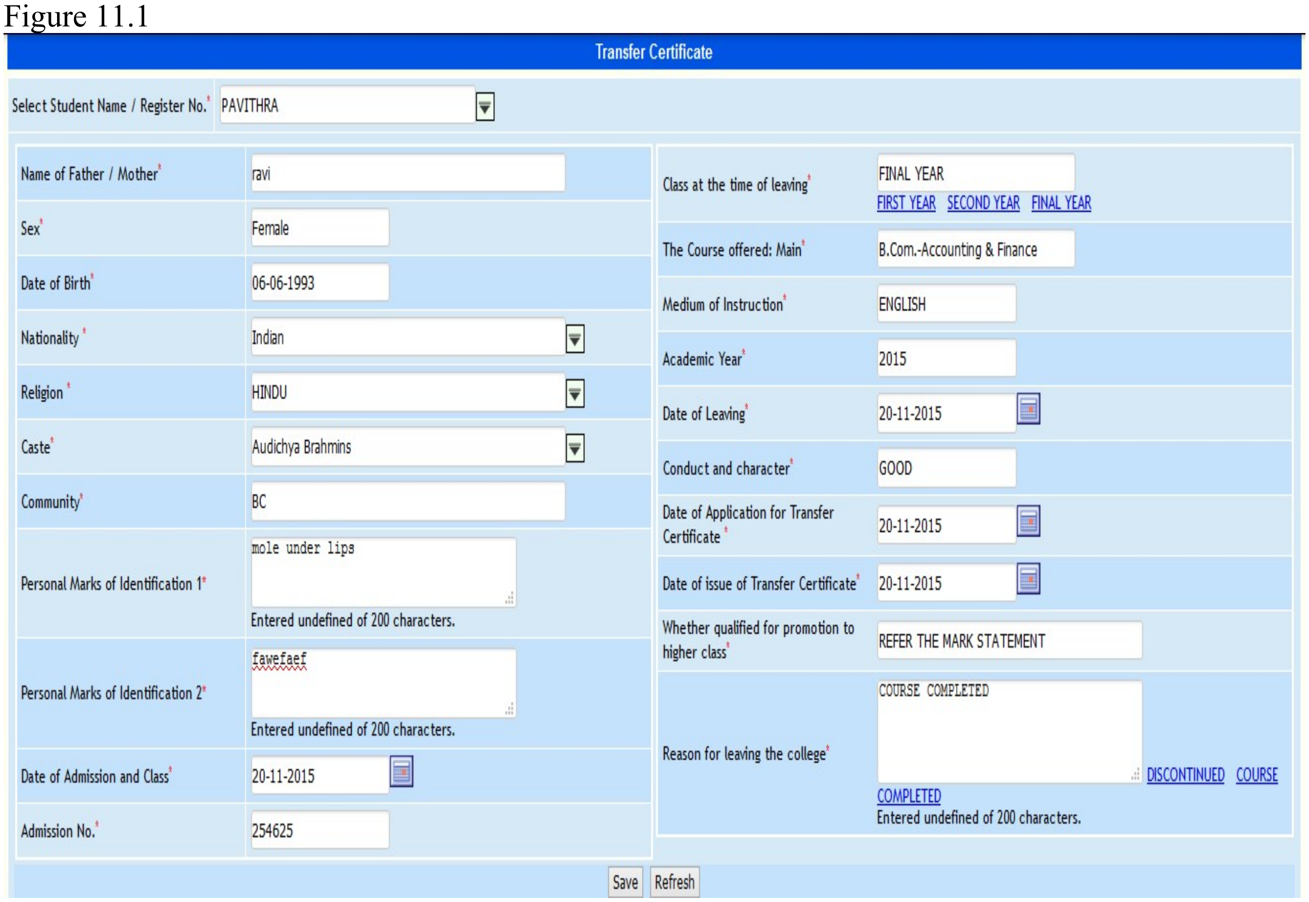


Figure 11.1

12. Transfer Certificate Issue

12.1. Intended Audience

Admin Staff

12.2. Usage

This transaction menu is used to issue the transfer certificate.

12.3. Menu Access

Main Menu >> Administration >> Master>> Transfer Certificate Issue

12.4. Dependency

Transfer Certificate, Program Master

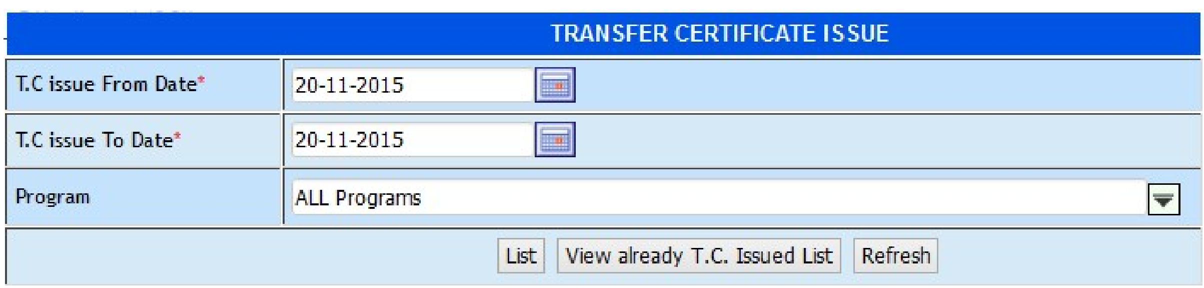


Figure 12.1

12.5. To make Transfer Certificate Issue follow the steps below,

Step 1: Select the TC issue from and to dates.

Step 2: Select the program for which we need to issue the TC.

Step 3: Click “List” button to show the list of students in the program to get the TC.

Step 4: Click ‘View already TC Issued List’ to view existing list as in the Figure 12.1

13. SMS from Template

13.1. Intended Audience
System Administrator

13.2. Usage
This transaction module used to send SMS from template.

13.3. Menu Access
Main Menu >> Administration >> Master>> SMS from template

13.4. Dependency
None

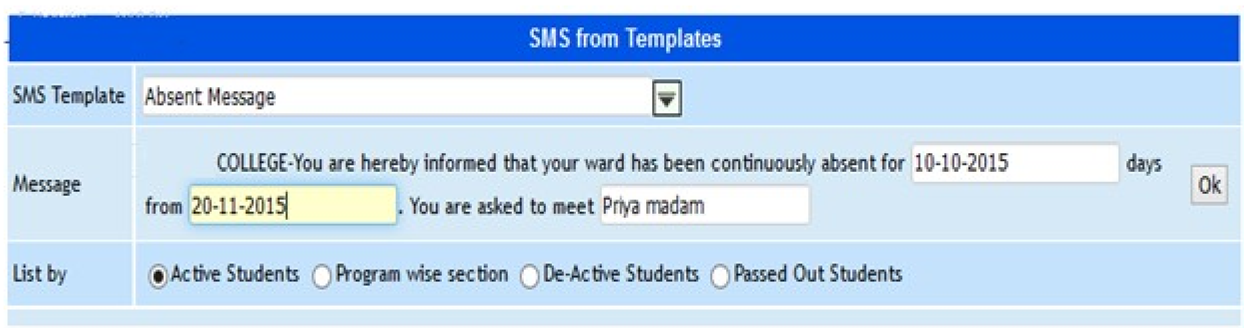


Figure 13.1

13.5 To Send SMS follow steps below
Step 1: Select SMS Template and list by type.
Step 2: Get the selected list of students.
Step 3: Send the SMS to the selected list.

14. SMS from Staff

14.1 Intended Audience

System Administrator

14.2 Usage

This transaction menu used to send SMS from staff.

14.3 Dependency

None

14.4 Menu Access

Main Menu >> Administration >> Master>> SMS from Staff

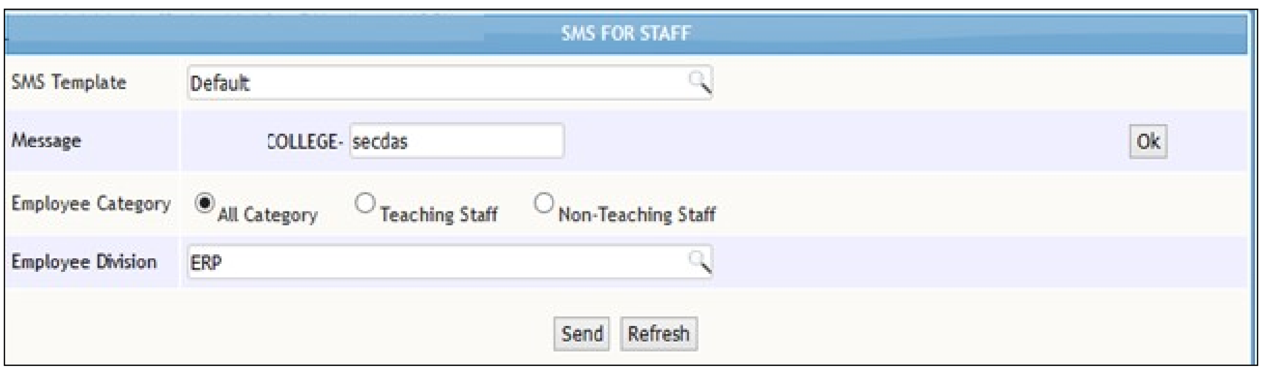


Figure 14.1

14.5. To make SMS for staff the follow steps below,

Step 1: Select SMS Template and employee category employee division.
Step 2: Get the selected list of Employees.
Step 3: Click ‘Send’ the SMS to the selected list of employees.

III. Reports

15. Student Information

15.1 Intended Audience

System Administrator / Staff Members

15.2 Usage

This Report is used to get the entire information about the students.

15.3 Dependency

Student Master

15.4 Menu Access

Main Menu >> Administration >>Reports>>Student Information

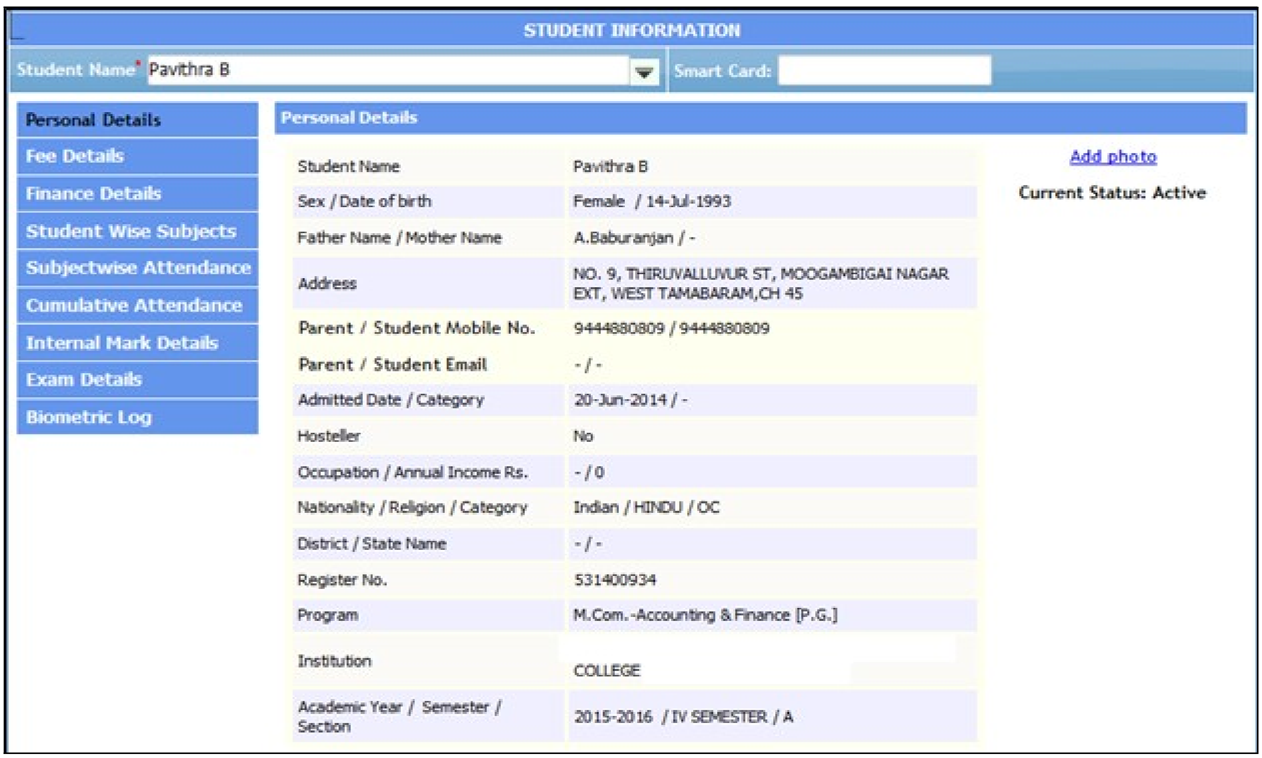


Figure 15.1

15.5. To view Student Information follow steps below,

Step 1: Select Student Name from the list.

Step 2: Select Personal Details, Fee Details, Student wise Subjects, Subjectwise Attendance etc. to view Student Information.

16. Bonafide Certificate

16.1 Intended Audience

System Administrator / Admin Staff

16.2 Usage

This Report is used to print the Bonafide Certificate.

16.3 Dependency

Student Master

16.4 Menu Access

Main Menu >>Administration>>Reports >>Bonafide Certificate

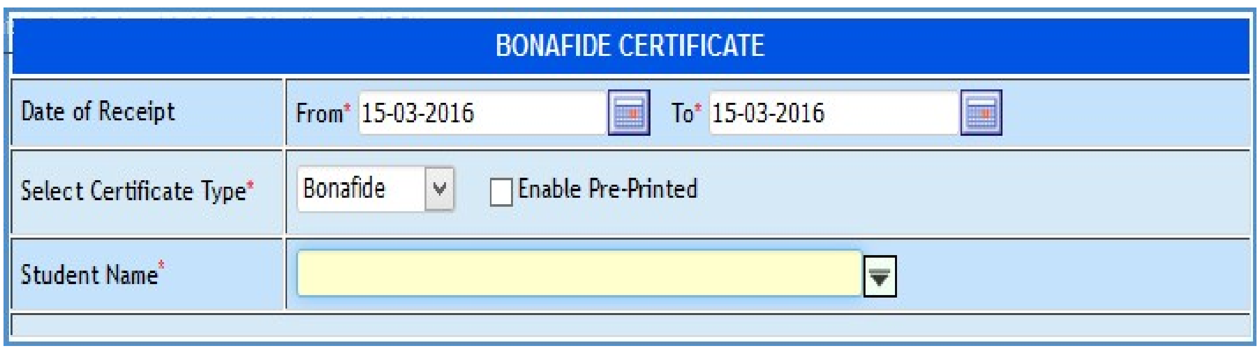


Figure 16.1

16.5. To view Bonafide Certificate follow steps below,

Step 1: Select Date of Receipt.
Step 2: Select Certificate Type.
Step 3: Select Student Name from the list to view Bonafide Certificate.

17. Student Fee and Dues Reports

17.1 Intended Audience

System Administrator

17.2 Usage

This report is used to check the student fee and dues details

17.3 Dependency

Student Fee Dues

17.4 Menu Access

Main Menu >> Administration >>Reports>>Student Fee and Due Reports

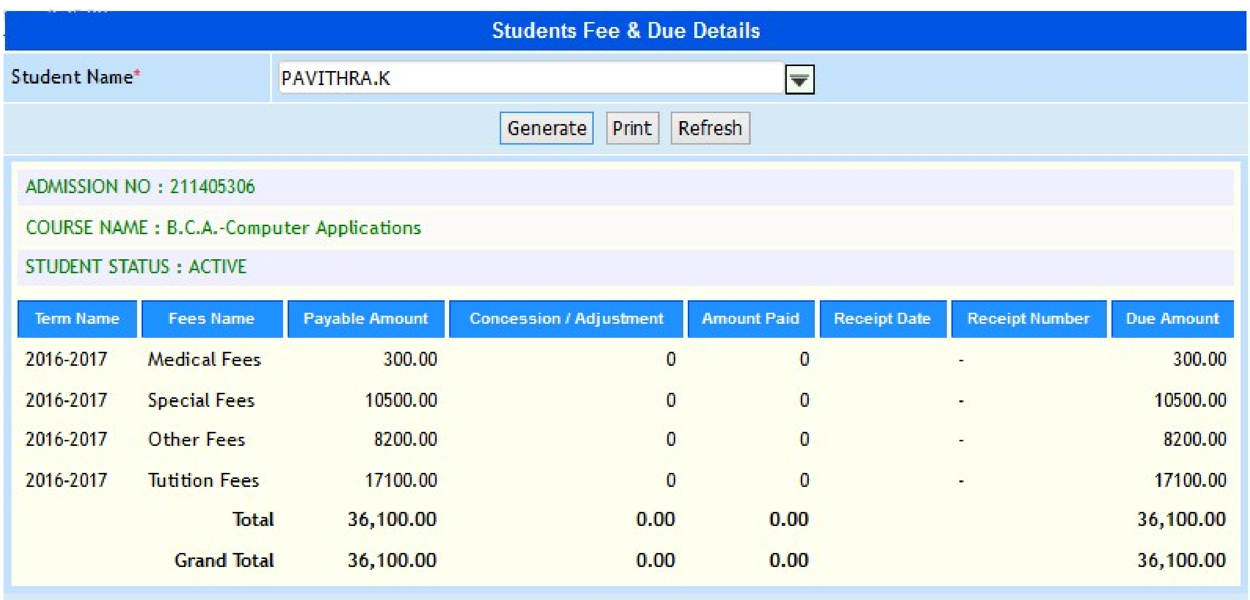


Figure 17.1

17.5. To view Student Fee and Due follow steps below,

Step 1: Select Student Name from the list.
Step 2: Click “Generate” button to view Student Fee & Due Details.

18. Student Concession Reports

18.1 Intended Audience

System Administrator / Admin Staff

18.2 Usage

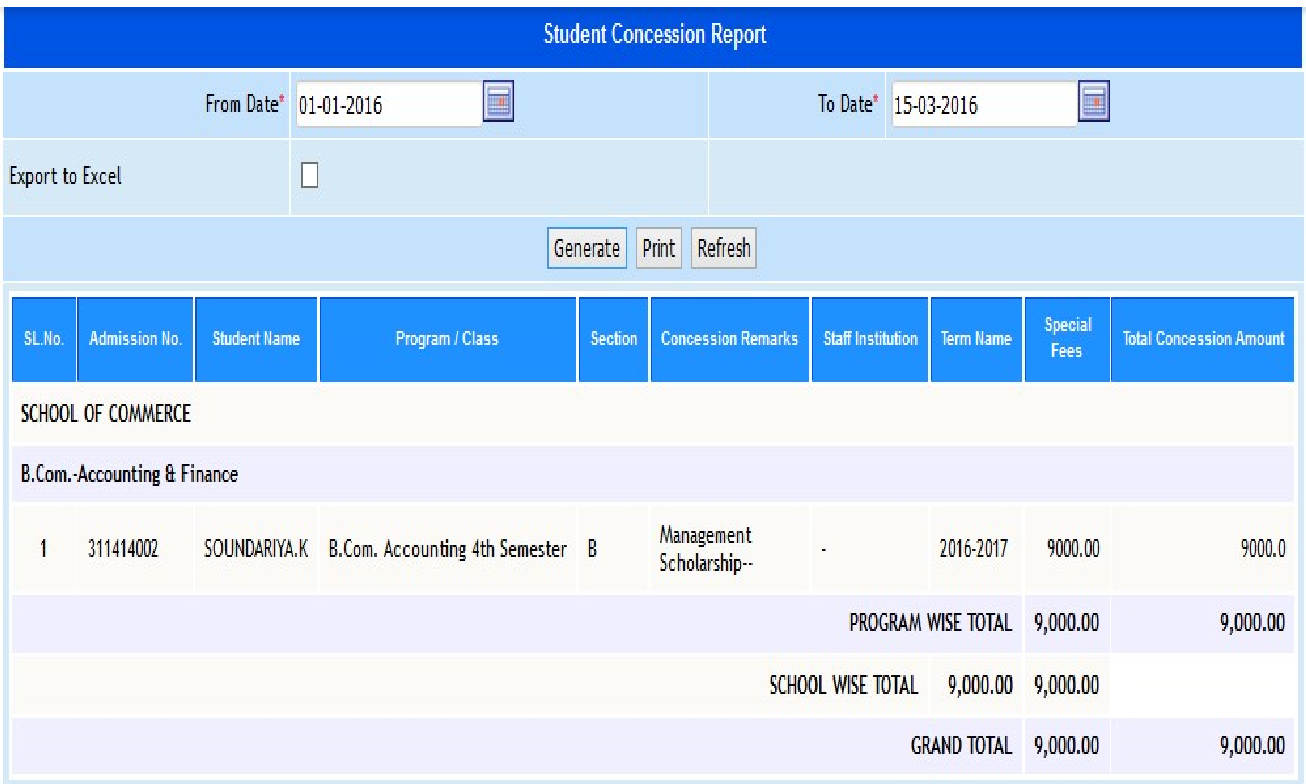
This Report is used to get the student Concession details.

18.3 Dependency

Student Concession

18.4Menu Access

Main Menu >> Administration >> Reports >> Student Concession Reports



Student Concession Report

From Date* 01-01-2016 To Date* 15-03-2016

Export to Excel

Generate Print Refresh

SL.No.	Admission No.	Student Name	Program / Class	Section	Concession Remarks	Staff Institution	Term Name	Special Fees	Total Concession Amount
SCHOOL OF COMMERCE									
B.Com.-Accounting & Finance									
1	311414002	SOUNDARIYA.K	B.Com. Accounting 4th Semester	B	Management Scholarship--	-	2016-2017	9000.00	9000.0
							PROGRAM WISE TOTAL	9,000.00	9,000.00
						SCHOOL WISE TOTAL	9,000.00	9,000.00	
							GRAND TOTAL	9,000.00	9,000.00

Figure 18.1

18.5. To view Student Concession Report follow steps below,

Step 1: Select From Date and To Date.

Step 2: Click “Generate” button to view Student Concession Report.

19. Transfer Certificate Print

19.1 Intended Audience

System Administrator

19.2 Usage

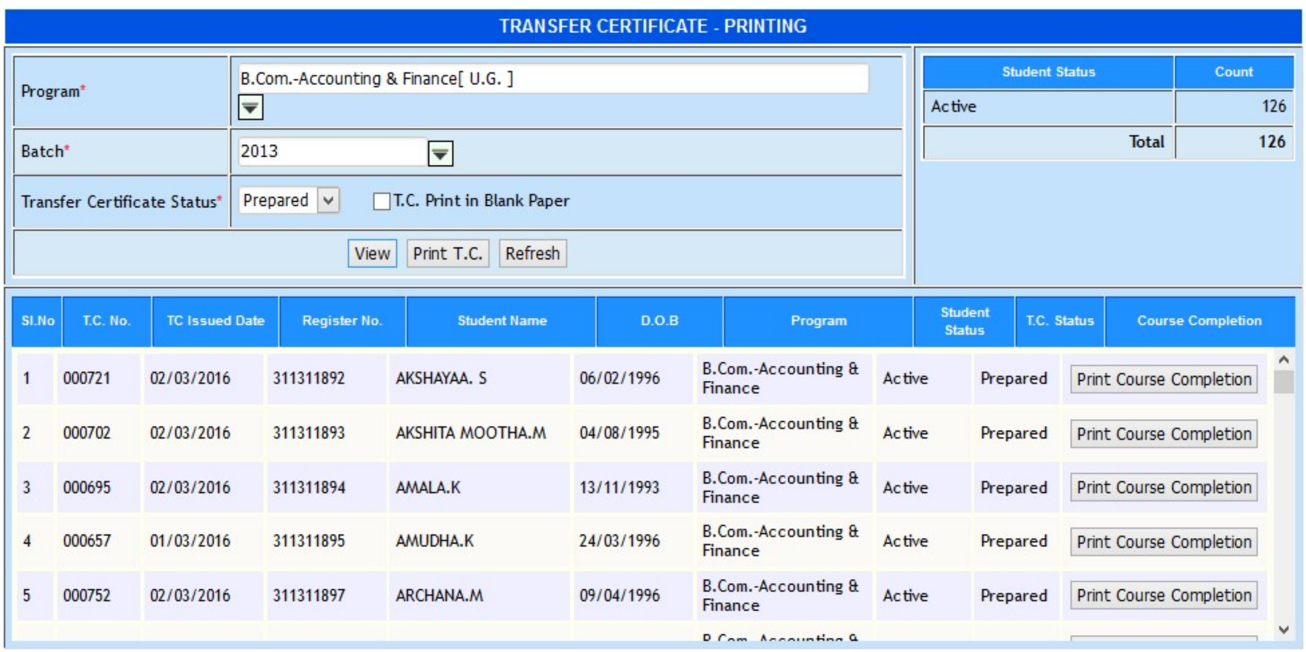
This report is used to print the prepared Transfer Certificate.

19.3 Dependency

Transfer Certificate

19.4 Menu Access

Main Menu >> Administration >> Reports >> Transfer Certificate Print



TRANSFER CERTIFICATE - PRINTING

Program*: B.Com.-Accounting & Finance[U.G.]

Batch*: 2013

Transfer Certificate Status*: Prepared ☐ T.C. Print in Blank Paper

View | Print T.C. | Refresh

Student Status	Count
Active	126
Total	126

Sl.No	T.C. No.	TC Issued Date	Register No.	Student Name	D.O.B	Program	Student Status	T.C. Status	Course Completion
1	000721	02/03/2016	311311892	AKSHAYAA. S	06/02/1996	B.Com.-Accounting & Finance	Active	Prepared	Print Course Completion
2	000702	02/03/2016	311311893	AKSHITA MOOTHA.M	04/08/1995	B.Com.-Accounting & Finance	Active	Prepared	Print Course Completion
3	000695	02/03/2016	311311894	AMALA.K	13/11/1993	B.Com.-Accounting & Finance	Active	Prepared	Print Course Completion
4	000657	01/03/2016	311311895	AMUDHA.K	24/03/1996	B.Com.-Accounting & Finance	Active	Prepared	Print Course Completion
5	000752	02/03/2016	311311897	ARCHANA.M	09/04/1996	B.Com.-Accounting & Finance	Active	Prepared	Print Course Completion

Figure 19.1

19.5. To print Transfer Certificate follow steps below,

Step 1: Select Program from the list.
Step 2: Select Batch from the list.
Step 2: Click “View” button to print the Transfer Certificate.

TRANSFER CERTIFICATE

Serial No. Admission No. 311311892

1. a) Name of the college : **SHRI SHANKARLAL SUNDHARBAI JAIN COLLEGE FOR WEMEN** 3,Madley Road,T.Nagar,Chennai 600 017
   b) Name of the District : **Chennai**
2. Name of the Pupil(in BLOCK LETTERS) : **AKSHAYAA. S**
3. Name of the Father or Mother : **Seshadri. K.R**
4. Nationality,Religion and caste : **indian hindu unknown**
5. Whether she belongs to (Community)
   a) Adi Dravidar(Scheduled Caste of Scheduled :
   b) Backward Class :
   c) Most Backward Class :
   d) Converted to Christianity from Scheduled :
   e) Denotified Tribes :
   If the student belongs to any one of the five categories mentioned above,write 'YES' against :
6. Sex : **Female**
7. Date of Birth as entered in the Admission Register in figures and words : **06-02-1996**
8. Personal Marks of :
   a) **A MOLE IN RIGHT HAND.**
   b) **A SCRATCH IN EAR THE RIGHT EYE.**
9. Date of admission and class in which admitted (the year to be entered in words) : **30-05-2013**
10. a) Class in which the pupil was studying at the time : **FINAL YEAR**
    b) The course offered Main and Ancillary(Allied) : **B.Com.-**
    c) Language offered under Part1 :
    d) Medium of Instruction : **ENGLISH**
11. whether the students has paid all the fees due to the college : **YES**
12. Whether the student was in receipt of any scholarship (Nature of Scholarship to be specified) or any educational concessions : -
13. Whether the student has undergone medical inspection, if any, during the academic year (first or repeat to be :
14. Date on which the student actually left the College : **02-03-2016**
15. The Student's Conduct and : **GOOD**
16. Date on which application for Transfer Certificate was
17. Date of the Transfer Certificate : **02-03-2016**
18. Course of Study : **B.Com.-Accounting & Finance**

Name of the College	Academic	Class	Language	Medium of
Shri Shankarlal Sundarbai Shasun Jain College for Women T.Nagar,Chennai 6000017.	2013 -	B.Com.-Accounting & Finance		ENGLISH

19. Signature of the Principal with date and College :

Note:

a) Erasures and unauthenicated or fraudulent alternations in the certificate will be lead to its cancellation.
b) Should be signed in ink by the Head of institution who will held responsible for the correctness of the entries.
c) Declaration by the Parent or Guardian.

I hereby declare that the particulars recorded against items 2 to 8 are correct and that no change will be demanded by me in future.

Principal
SHRI SHANKARLAL SUNDHARBAI SHASUN JAIN COLLEGE FOR WOMEN
T.Nagar,Chennai 600017.

Signature of the Parent/Guardian

Affiliated to University of Madrag |A Unit of Shri.S.S.Jain Education | Accredited at 'A' grade by NAAC | An Iso 90001-2008

3,Madley Road,T.Nagar,Chennai 600 017,Telephone:24328506/07 | www.shasuncollege.edu.in | Email:info@shasuncollege.edu.in

Figure 19.2

20. Student Fee Due Check

20.1 Intended Audience

System Administrator Admin Staff

20.2 Usage

This Report used to check the student fee dues for each program and fee heads.

20.3 Dependency

Program Master, Fee head.

20.4 Menu Access

Main Menu >> Administration >> Reports >> Student Fee Due Check

Student Fee Due Raised Check

Program Name*	B.C.A.-Computer Applications
Year / Standard *	2
Term Description *	2016-2017
Fee Head *	Medical Fees

Generate Refresh

Fee Due Raised Details

Sl.No	Student Name	Admission No.	Due Amount	Due Raised On
1	AARTHI.M.R.	211504562	300.00	30-01-2016
2	AKSHAYA.M	211504563	300.00	30-01-2016
3	ANITHA.P.L.V	211504564	300.00	30-01-2016
4	APARNA RAMAN	211504565	300.00	30-01-2016
5	ARUNADEVI.V	211504566	300.00	30-01-2016

Figure 20.1

20.5. To check Student Fee Due Raised follow steps below,

Step 1: Select Program Name from the list.
Step 2: Select Year/Standard.
Step 3: Select Term Description.
Step 4: Select Fee Head.
Step 5: Click “Generate” button to check Student Fee Due Raised.

21. SMS Report

21.1. Intended Audience
System Administrator

21.2. Usage
This Report used to get the Sent SMS Details

21.3. Menu Access
Main Menu >> Administration >> Reports >> SMS Reports

21.4. Dependency
SMS Template, Absentee SMS.

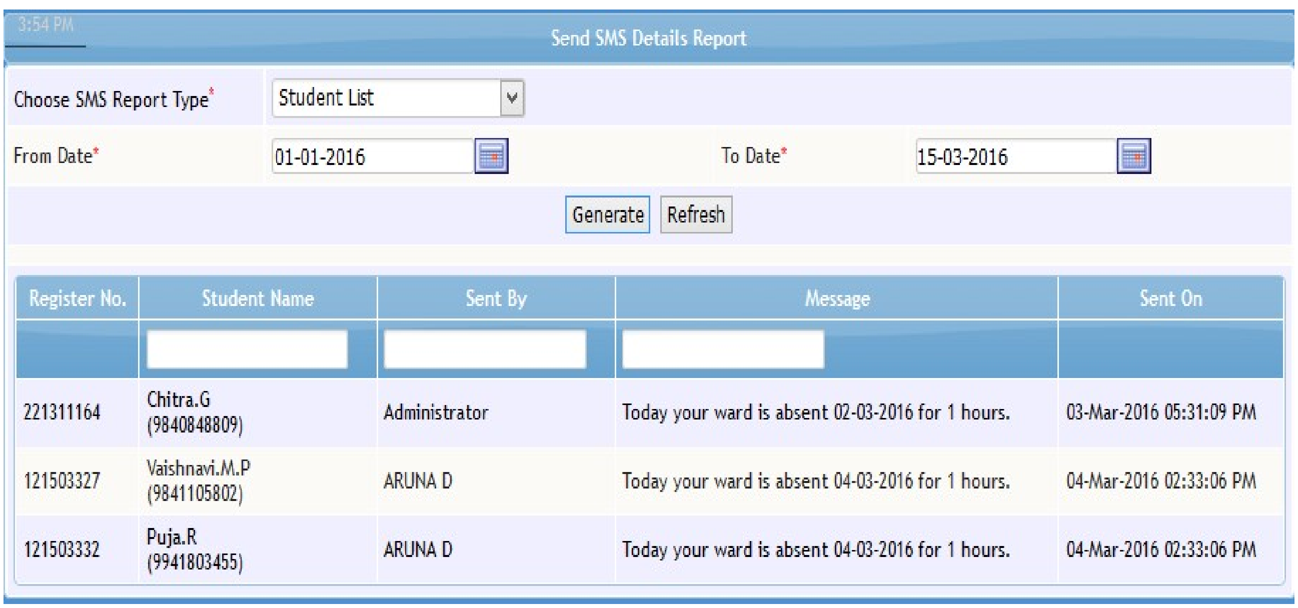


Figure 21.1

21.5. To view SMS Report follow steps below,

Step 1: Select SMS Report Type from the list.
Step 2: Select From Date and To Date.
Step 3: Click “Generate” button to check SMS Report.

22. Students Details Report

22.1. Intended Audience

System Administrator

22.2. Usage

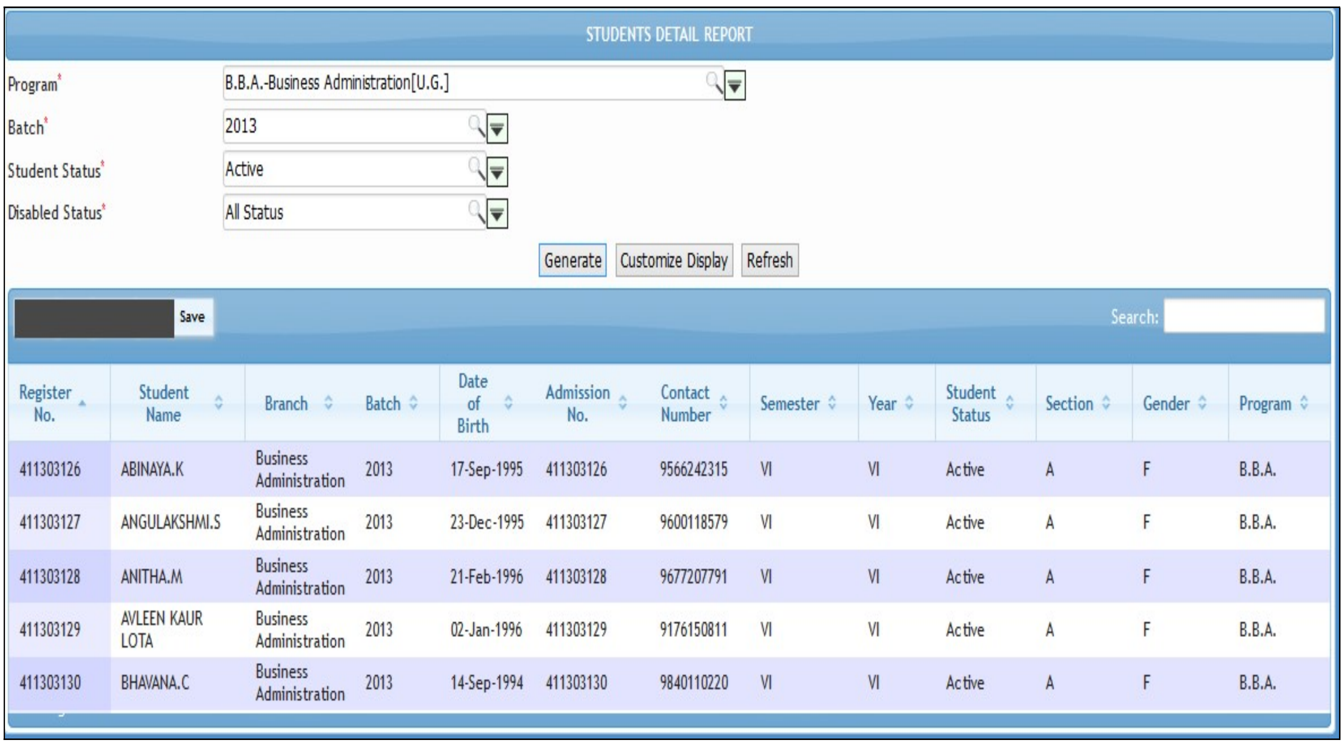
This Report used to get the details of the students in each program.

22.3. Menu Access

Main Menu >> Administration >> Reports >> Student Details Report

22.4. Dependency

Student Master



Register No.	Student Name	Branch	Batch	Date of Birth	Admission No.	Contact Number	Semester	Year	Student Status	Section	Gender	Program
411303126	ABINAYA.K	Business Administration	2013	17-Sep-1995	411303126	9566242315	VI	VI	Active	A	F	B.B.A.
411303127	ANGULAKSHMI.S	Business Administration	2013	23-Dec-1995	411303127	9600118579	VI	VI	Active	A	F	B.B.A.
411303128	ANITHA.M	Business Administration	2013	21-Feb-1996	411303128	9677207791	VI	VI	Active	A	F	B.B.A.
411303129	AVLEEN KAUR LOTA	Business Administration	2013	02-Jan-1996	411303129	9176150811	VI	VI	Active	A	F	B.B.A.
411303130	BHAVANA.C	Business Administration	2013	14-Sep-1994	411303130	9840110220	VI	VI	Active	A	F	B.B.A.

Figure 22.1

22.5. To view Student Details Report follow steps below,

Step 1: Select Program from the list.
Step 2: Select Batch and Student Status.
Step 3: Select Disable Status from the list.
Step 4: Click “Generate” button to view the details report.

Hostel Module

User Manual

Content

I Master

1. Hostel Master

1.A. Hostel

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Hostel.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Hostel

1.4. Dependency

Hostel Type

1.5. To make entry on Hostel Master follow steps below

1. Enter Hostel Name required to create.
2. Enter Hostel Short Name.
3. Select Hostel Type for the Hostel.
4. Click "Save" button to complete Hostel Master.
5. Click "View" button to view existing Hostels.

Figure 1.A.1

1.B. Block

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Block.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Block

1.4. Dependency

Hostel

1.5. To make entry on Block Master follow steps below

1. Select Hostel from the list.
2. Enter Block for the selected Hostel.
3. Click “Save” button to complete Block Master.
4. Click “View” button to view existing Blocks.

Figure 1.B.1

Figure 1.B.2

1.C. Floor

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Floor.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Floor

1.4. Dependency

None

1.5. To make entry on Floor Master follow steps below

1. Enter Floor for the Hostel required to create.
2. Click “Save” button to complete the Floor Master.
3. Click “View” button to view the existing Floors as in Figure 1.C.2.

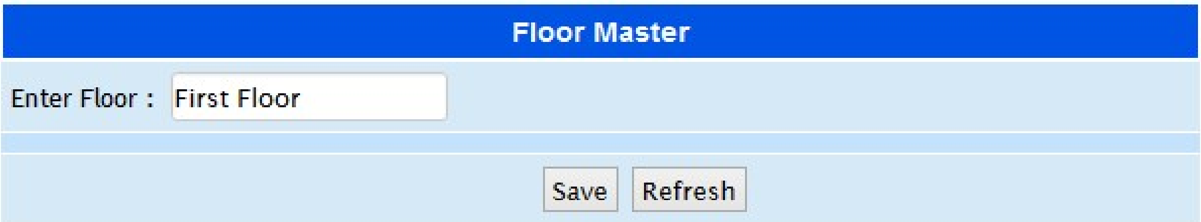


Figure 1.C.1

Figure 1.C.2

1.D. Room Type

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Room Type.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Room Type

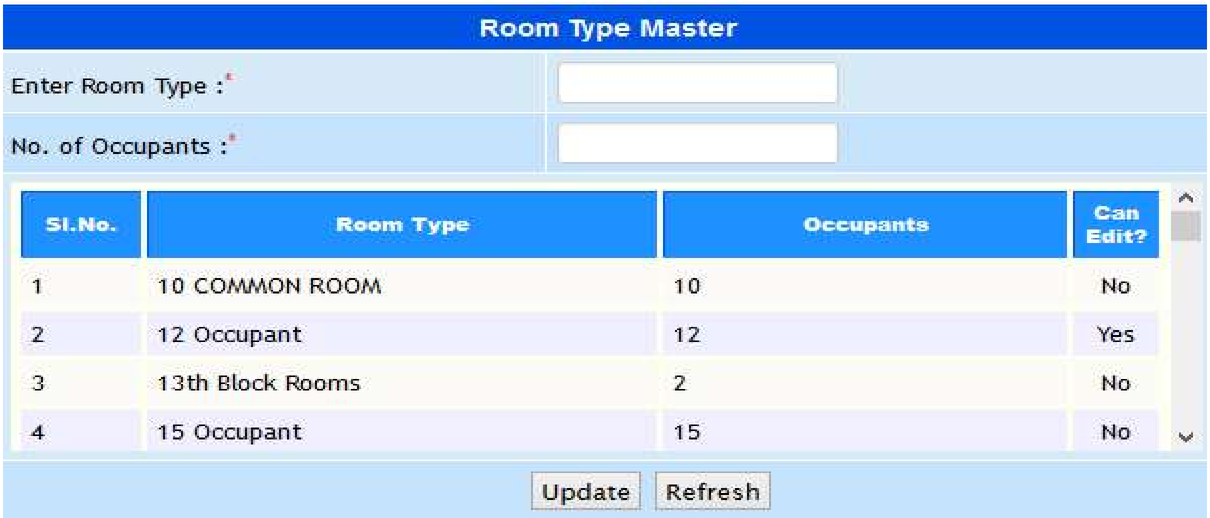
1.4. Dependency

None

1.5. To make entry on Room Type Master follow steps below

1. Enter Room Type for the Hostel required to create.
2. Enter No. of Occupants for the Room Type.
3. Click “Save” button to complete the Room Type.
4. Click “View” button to view the existing Room Type.

Figure 1.D.1



Sl.No.	Room Type	Occupants	Can Edit?
1	10 COMMON ROOM	10	No
2	12 Occupant	12	Yes
3	13th Block Rooms	2	No
4	15 Occupant	15	No

Figure 1.D.2

1.E. Room Master

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Room Master.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Room Master

1.4. Dependency

None

1.5. To make entry on Room Master follow steps below

1. Select Block and Floor Name from the list.
2. Select Room Type and Rent Category from the list.
3. Enter No. of Rooms for the selected Room Type.
4. Enter Prefix for the Room No..
5. Enter Starting Room No..
6. Click “Save” button to complete Room Master.
7. Click “View” button to view the list of rooms along with Total Vacancy as in Figure 1.E.2.

Figure 1.E.1

Room Master							
Hostel Name : BOYS HOSTEL							
Sl. No	Block Name	Floor Name	Room Type	Category	Room Name	No. of Occupants	Can Modify?
1	Block 05	First Floor	Single Occupant	STUDENT	B5F1	1	Yes
2	Block 05	First Floor	Single Occupant	STUDENT	B5F2	1	Yes
3	Block 05	First Floor	Single Occupant	STUDENT	B5F3	1	Yes
4	Block 05	First Floor	Single Occupant	STUDENT	B5F4	1	Yes
5	Block 05	First Floor	Single Occupant	STUDENT	B5F5	1	Yes
					Total Vacancy	5	

Figure 1.E.2

1.F. Asset

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Hostel Asset.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Asset

1.4. Dependency

Account Subhead

1.5. To make entry on Hostel Asset follow steps below

1) Enter Hostel Asset Name required to create.
2) Select Account Sub head from the list.
3) Click “Save” button to complete Hostel Asset.

Figure 1.F.1

1.G. Room wise Assets

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Room Wise Asset.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Room Wise Assets

1.4. Dependency

Room Master

1.5. To make entry on Room wise Assets follow steps below

1) Select Hostel from the list.

2) Select Block from the list.

3) Select Room from the list.
(By selecting the Room Asset list would appear)

4) Enter Quantity for the required asset.

5) Click "Save" button to complete the Room Wise Assets.

Figure 1.G.1

1.H. Expense Heads

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Expense Heads.

1.3. Menu Access

Main menu >> Hostel >> Master >> Hostel Masters >> Expense Heads

1.4. Dependency

Account Sub Head

1.5. To make entry on Expense Heads follow steps below

1) Enter Expense Heads required to create.
2) Enter Expense Heads short name.
3) Select Accounts Sub head from the list.
4) Click "Save" button to complete Hostel Expense Heads.
5) Click "View" button to view the existing Expense Head as in Figure 1.G.2.

Expense Heads	
Expense Heads *	Hostel Expenses
Expense Heads short name *	Hos Exp
Accounts Sub Head *	Hostel
Save View Refresh	

Figure 1.G.1

Expense Heads	
Expense Heads *	
Expense Heads short name *	
Accounts Sub Head *	
Update Refresh	

S.No.	Expense Heads	Expense Heads short name	Account sub head
1.	Electricity	Electricity	Electricity
2.	Labour Charges	Labour Charges	Labour
3.	Maintenance	Maintenance	Maintanance and Misc
4.	Miscellaneous	Miscellaneous	Miscellaneous
5.	Boarding Charges	Boarding Charges	Boarding Charges
6.	Deposit	Deposit	Deposit

Figure 1.G.2

2. Mess Masters

2.A. Mess

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Mess.

1.3. Menu Access

Main menu >> Hostel >> Master >> Mess Masters >> Mess Master

1.4. Dependency

Room Master

1.5. To make entry on Mess Master follow steps below

1) Enter Mess Name required to create.
2) Enter Mess Short Name for the Mess Name.
3) Select Accounts Sub Head from the list.
4) Click “Save” button to complete Mess Master.
5) Click “View” button to view the existing Mess Master.

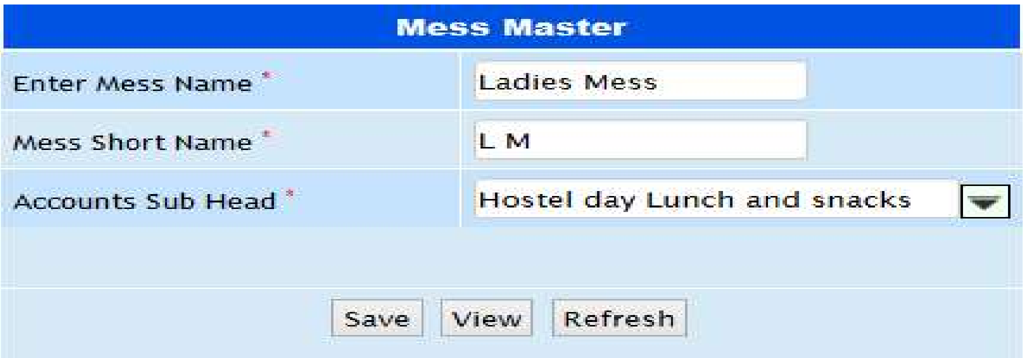


Figure 2.A.1

Figure 2.A.2

2.B. Member Type

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Member Type for the hostel.

1.3. Menu Access

Main menu >> Hostel >> Master >> Mess Masters >> Member Type

1.4. Dependency

Room Master

1.5. To make entry on Member Type Master follow steps below

1) Enter Mess Member Type Name required to create.
2) Enter Mess Member Type Short Name for the Mess Member Type Name.
3) Select List Students from the available list.
4) Click "Save" button to Mess Member Type.
5) Click "View" button to view the existing Member Type.

Figure 2.B.1

Figure 2.B.2

2.C. Mess Amount Categories

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record Mess Amount Categories.

1.3. Menu Access

Main menu >> Hostel >> Master >> Mess Masters >> Mess Amount Categories

1.4. Dependency

None

1.5. To make entry on Mess Amount Categories follow steps below

1) Enter Mess Amount Category required to create.
2) Click “Save” button to complete Mess Amount Category.
3) Click “View” button to view the existing Mess Amount Category.

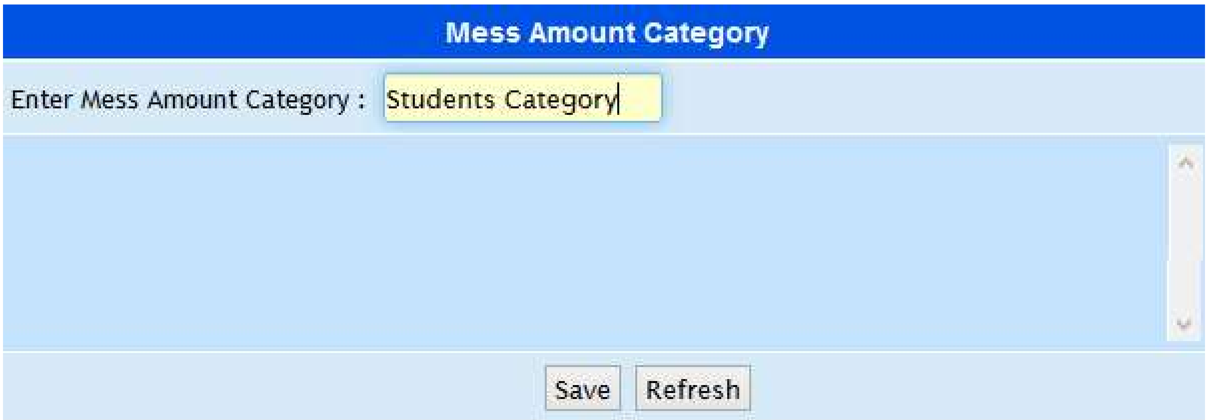


Figure 2.C.1

Figure 2.C.2

2.D. Customer Mess Master

1.1. **Intended Audience**

Hostel In charge

1.2. **Usage**

This centralized master enables the user to record Customer Mess Name.

1.3. **Menu Access**

Main menu >> Hostel >> Master >> Mess Masters >> Customer Mess Master

1.4. **Dependency**

None

1.5. **To make entry on Customer Mess Master follow steps below**

1) Enter Customer Mess Name required to create.
2) Enter Customer Mess Short Name.
3) Click “Save” button to complete Customer Mess Master.
4) Click “View” button to view the existing Mess Amount Category.

Figure 2.D.1

Figure 2.D.2

3. Hostel Member Registration

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to register Hostel Member.

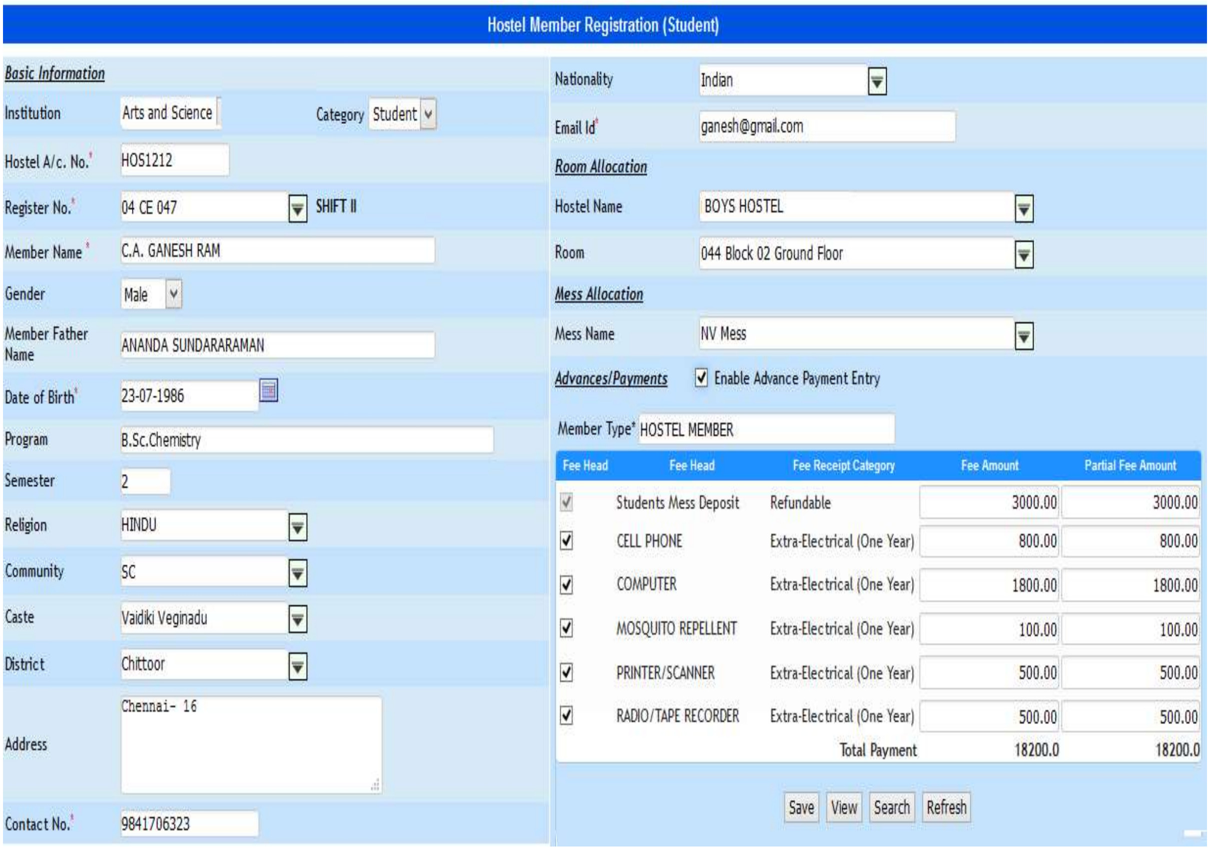
1.3. Menu Access

Main menu >> Hostel >> Master >> Mess Masters >> Hostel Member Registration

1.4. Dependency

Student master

1.5. To make entry on Hostel Member Registration follow steps below



Hostel Member Registration (Student)

Basic Information

Institution: Arts and Science Category: Student

Hostel A/c. No.*: HOS1212

Register No.*: 04 CE 047 SHIFT II

Member Name*: C.A. GANESH RAM

Gender: Male

Member Father Name: ANANDA SUNDARARAMAN

Date of Birth*: 23-07-1986

Program: B.Sc.Chemistry

Semester: 2

Religion: HINDU

Community: SC

Caste: Vaidiki Veginadu

District: Chittoor

Address: Chennai- 16

Contact No.*: 9841706323

Nationality: Indian

Email Id*: ganesh@gmail.com

Room Allocation

Hostel Name: BOYS HOSTEL

Room: 044 Block 02 Ground Floor

Mess Allocation

Mess Name: NV Mess

Advances/Payments Enable Advance Payment Entry

Member Type*: HOSTEL MEMBER

Fee Head	Fee Head	Fee Receipt Category	Fee Amount	Partial Fee Amount
☑	Students Mess Deposit	Refundable	3000.00	3000.00
☑	CELL PHONE	Extra-Electrical (One Year)	800.00	800.00
☑	COMPUTER	Extra-Electrical (One Year)	1800.00	1800.00
☑	MOSQUITO REPELLENT	Extra-Electrical (One Year)	100.00	100.00
☑	PRINTER/SCANNER	Extra-Electrical (One Year)	500.00	500.00
☑	RADIO/TAPE RECORDER	Extra-Electrical (One Year)	500.00	500.00
		Total Payment	18200.0	18200.0

Save View Search Refresh

Figure 2.E.1

1) Select the Institution from the list.
2) Select the Category (ie Student or Staff).
3) Enter Hostel A/c No. required to create.
4) Select the Register No. (details of selected student name and details would appear like Gender, Member Father Name, Date of Birth , Program and Semester etc…
5) Enter the Contact No and Email ID .
6) Select Hostel Name and Room from the list.
7) Select Mess Name from the list.
8) Click the check box Enable Advance payment Entry if required.
9) Select the Member Type from the list.
10) Enter the Fee Amount for the Fee Receipt Category.
11) Click “Save” button to complete Hostel Member Registration.
12) Click “View” button to view the existing Hostel Members as in Figure 2.E.2.

Sl.No.	A/c. No.	Status	Code	Name	Gender	DOB	Contact No.	Institution	Room No.	Mess
1	1004	Left	14-EDT-10	PRABAKARAN S	Male	01-01-1995	-	B.Ed College		
2	1005	Left	14-EDT-11	TAMILVELAN S	Male	01-01-1995	-	B.Ed College		
3	1044	Active	14-PCO-39	ROBIN J	Male	01-06-1994	-	Loyola Arts and Science	082	VegMess
4	1057	Left	11-MT-030	ULAGANATHAN A J	Male	01-05-1994	9442145753	Loyola Arts and Science		

Figure 2.E.2

4. Hostel Member Registration (Staff)

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to register Staff in Hostel.

1.3. Menu Access

Main menu >> Hostel >> Master >> Mess Masters >> Hostel Member Registration (Staff)

1.4. Dependency

Employee Master

1.5. To make entry on Hostel Member Registration (staff) follow steps below

1) Select the Institution from the list.
2) Enter Hostel A/c No. required to create.
3) Select the Employee Code (details of selected employee name and details would appear like Gender, Member Father Name, Date of Birth , Address ...
4) Enter the Contact No and Email ID.
5) Select Hostel Name and Room from the list.
6) Select Mess Name from the list.
7) Click “Save” button to complete Staff Registration.
8) Click “View” button to view the existing staff Registration Details as in Figure

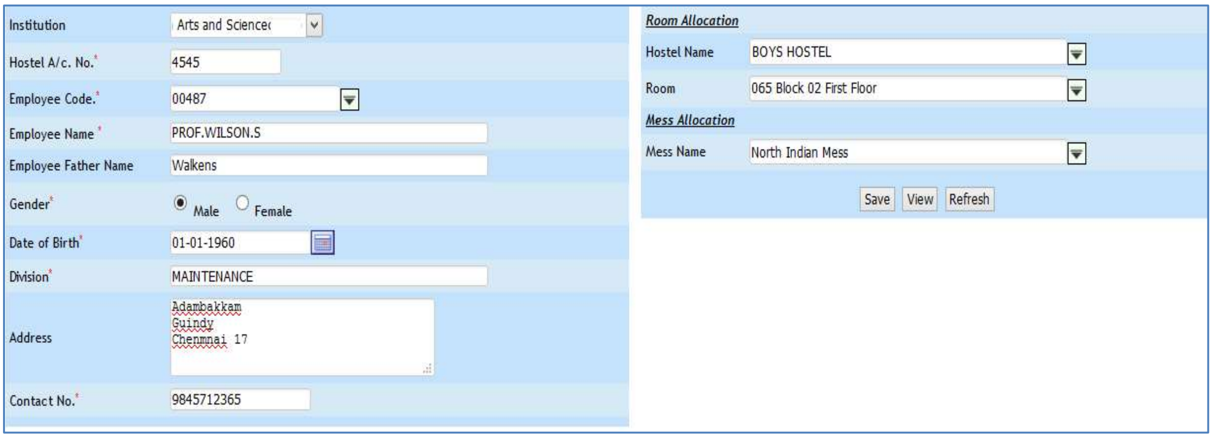


Figure 2.F.1

5. Hostel Member Details

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to update Hostel Member Details.

1.3. Menu Access

Main menu >> Hostel >> Master >> Mess Masters >> Hostel Member Details

1.4. Dependency

Hostel Member Registration

1.5. To make entry on Hostel Member Details follow steps below

1) Select the Room Rent Category from the list.
2) Select Member Name from the list.
3) Update all mandatory fields and personnel details like Phone No. , Nationality, Religion, Caste, Blood Group, Address etc. if required.
4) Click "Save" button to complete Hostel Member Details.

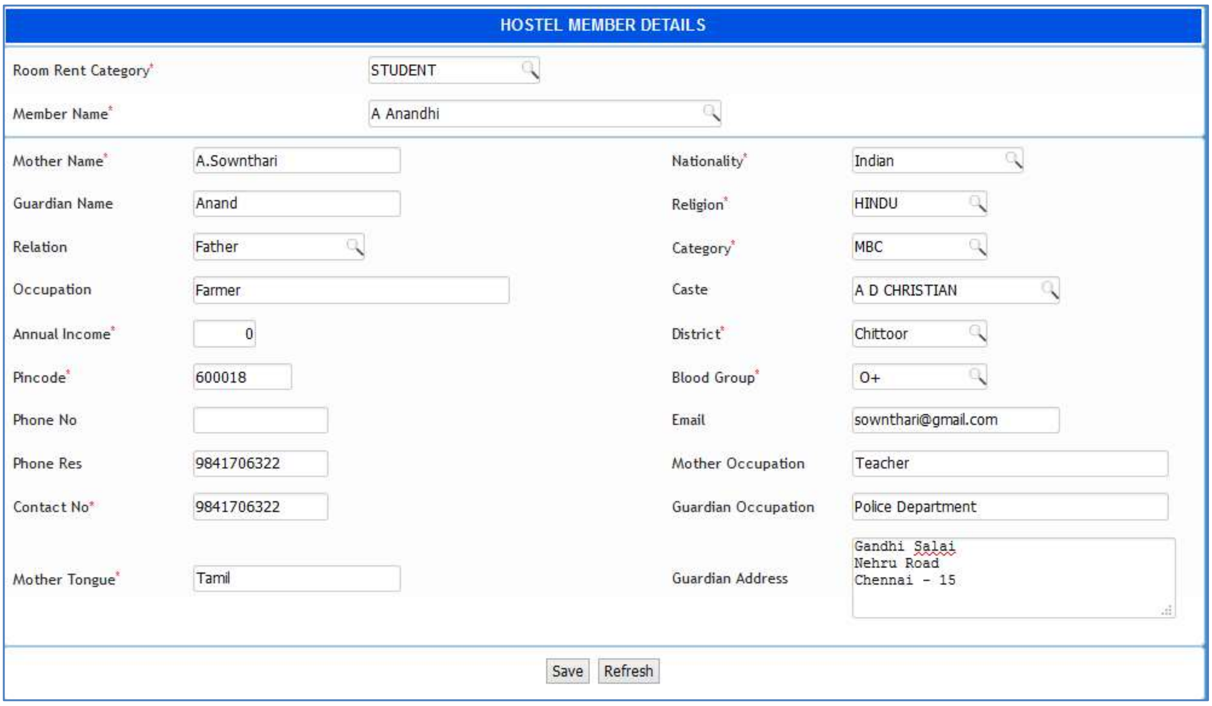


Figure 2.G.1

6. Customer Master

1.1. Intended Audience

Hostel In charge

1.2. Usage

This centralized master enables the user to record hostel Customers.

1.3. Menu Access

Main menu >> Hostel >> Master >> Customer Master

1.4. Dependency

None

1.5. To make entry on Customer Master follow steps below

1) Enter Customer Name required to create.
2) Enter Customer Number for the Customer.
3) Enter Address of Customer.
4) Default ledger will be created.
(otherwise uncheck the check box “Create New Ledger” to select the Account Sub Head)
5) Click “Save” button to complete the Customer Master.

Figure 6.1

II Transaction

7. Room Allocation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface used to Allocate Hostel Room.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Room Allocation

1.4. Dependency

None

1.5. To make entry on Room Allocation follow steps below

1) Select Allocation Date by default current date would appear.
2) Select Rent Category from the list.
3) Select Student Name / Register No. from the list.
4) Select the Room No. from the list.
5) Click "Save" button to complete the Room Allocation.

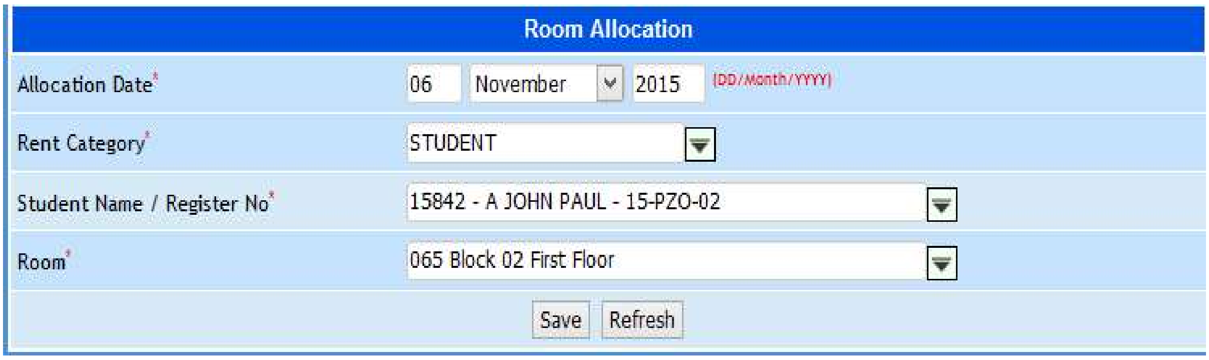


Figure 7.1

8. Mess Allocation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface used to Allocate Mess for Hostel.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Allocation

1.4. Dependency

Mess Master, Mess Type

1.5. To make entry on Mess Allocation follow steps below

1) Select Mess Allocation Date.
2) Select Mess Name from the list.
3) Select Mess Member Type from the list, list of students from Mess Type would appear.
4) Select the Students by clicking check box.
5) Click “Allocate” button to complete Mess Allocation.

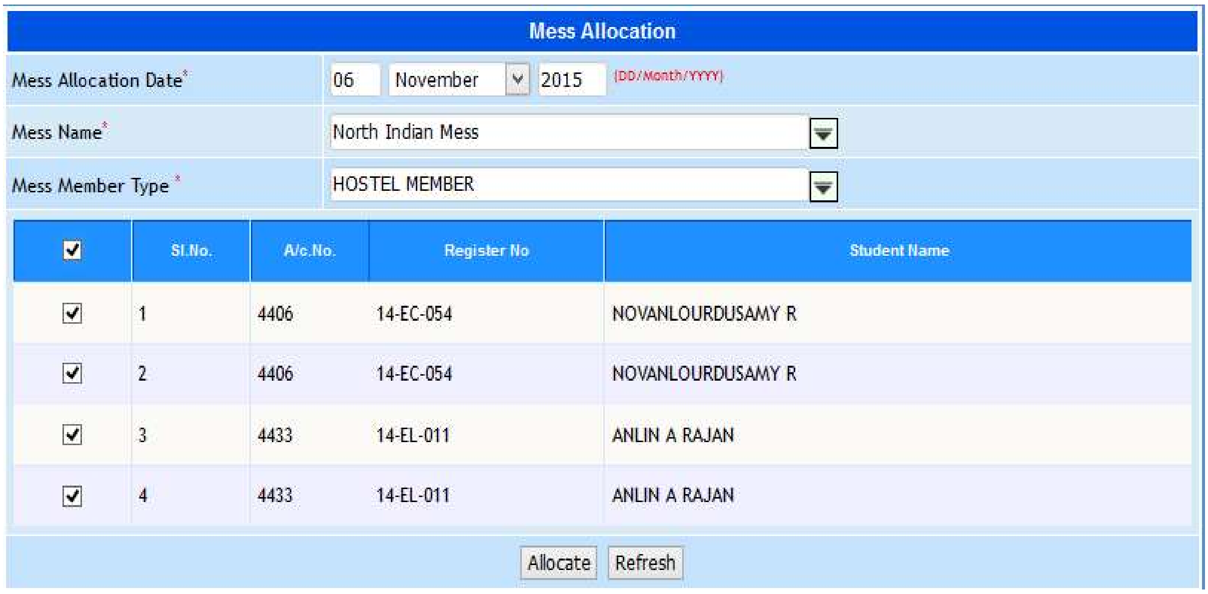


Figure 8.1

9. Mess Transfer

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Transfer Mess.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Transfer

1.4. Dependency

Mess Master, Mess Type

1.5. To make entry on Mess Transfer follow steps below

1) Select Mess Transfer Date.

2) Select Coupon For month.

3) Select Reg. No. / Name from the list.

(Existing Mess Name would appear for the selected student)

4) Select New Mess Name from the list.

5) Click “Save” to complete Mess Transfer.

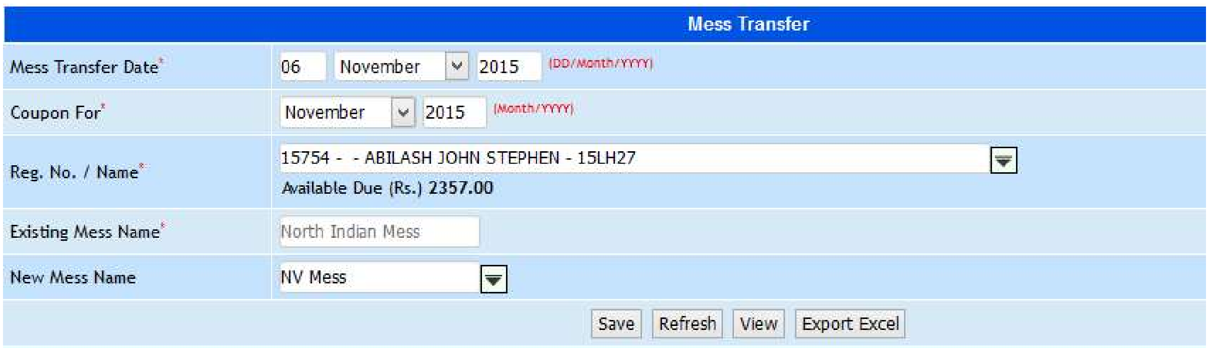


Figure 9.1

10. Room Transfer

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Transfer Room.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Room Transfer

1.4. Dependency

Rent Category, Room Master

1.5. **To make entry on Room Transfer follow steps below**

1) Select Room Transfer Date.

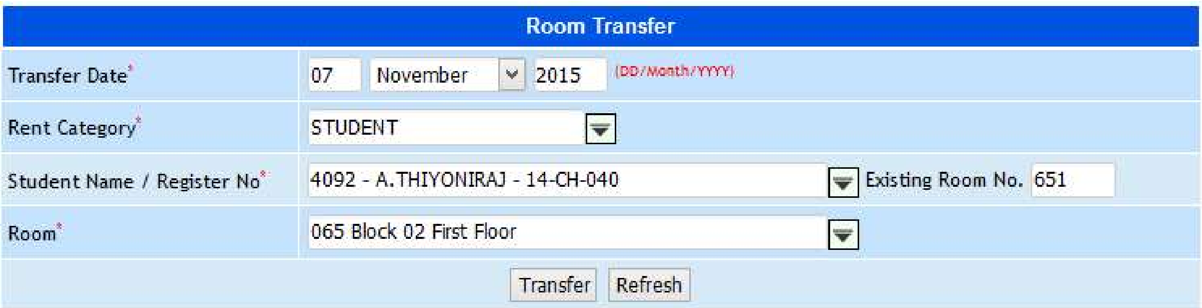
2) Select Rent Category.

3) Select Student Name / Register No. from the list.

(Existing Room No. would appear for the selected student.)

4) Select the Room from the list to transfer the student.

5) Click “Transfer” to complete Room Transfer.



Room Transfer

Transfer Date*	07 November 2015 (DD/Month/YYYY)
Rent Category*	STUDENT
Student Name / Register No*	4092 - A.THIYONIRAJ - 14-CH-040 Existing Room No. 651
Room*	065 Block 02 First Floor

Transfer Refresh

Figure 10.1

11. Room Rent Category

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to record Room Rent Category.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Room Rent Category

1.4. Dependency

Room Type

1.5. To make entry on Room Charges Entry follow steps below

1) Select Account Sub Head.
2) Select Room Type.

(Room Rent Category would appear)

3) Select Room Rent Category.

(Existing Room No. would appear for the selected student.)

4) Select the Room Rent Category by clicking check box.
5) Enter Room Rent for the selected Category.
6) Click “Save” button to complete Room Rent Category.

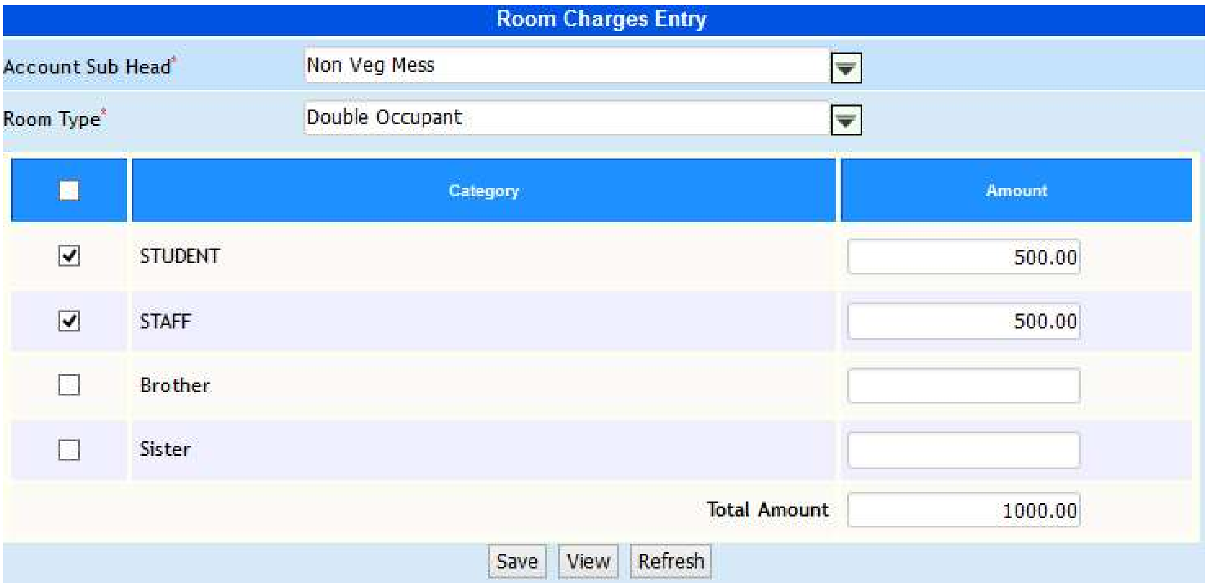


Figure 11.1

12. Mess Amount Entry

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to record Mess Rent Entry.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Amount Entry

1.4. Dependency

Mess Master

1.5. To make entry on Mess Charges follow steps below

1) Select Mess Name from the list.

(The list of category would appear)

2) Select the Category by clicking check box.

3) Enter Amount for the selected category.

4) Click “Save” button to complete Mess Rent Entry.

Figure 12.1

13. Room Allocation Cancellation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Cancel Room Allocation.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Room Allocation Cancellation

1.4. Dependency

Room Allocation

1.5. To make entry on Cancel Room Allocation follow steps below

1) Current Date will be displayed in Room Cancellation Date.

2) Select Student Name / Register No. from the list to cancel the Rooms Allocated.

(Room No. for the selected student would appear)

3) Click "Cancel Allocated Room" to cancel the Room Allocation.

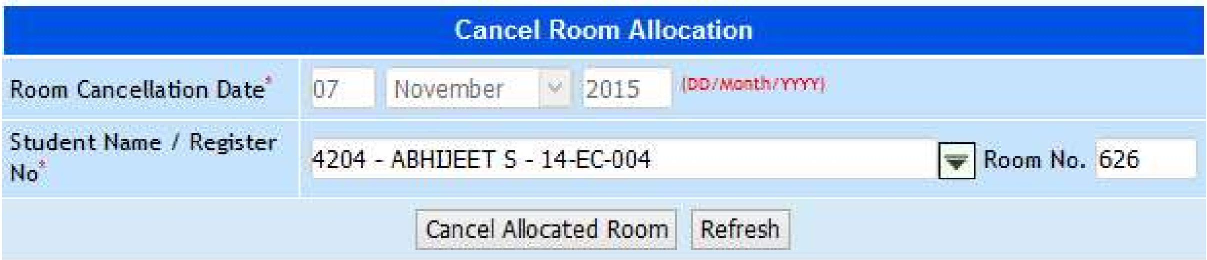


Figure 13.1

14. Mess Allocation Cancellation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Cancel Mess Allocation.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Allocation Cancellation

1.4. Dependency

Mess Allocation

1.5. To make entry on Cancel Mess Allocation follow steps below

1) Current Date will be displayed in Mess Cancellation Date.

2) Select Student Name / Register No. from the list to cancel the Mess Allocation.

3) Click "Cancel Allocated Mess" to cancel the Mess Allocation.

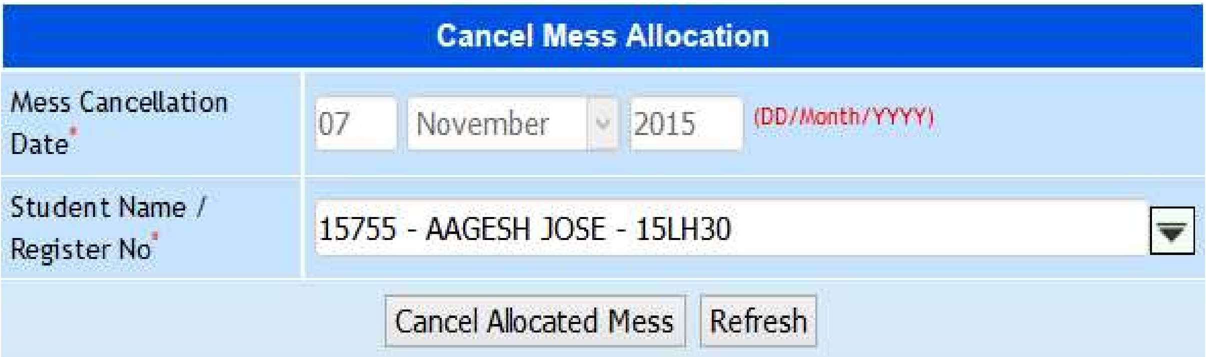


Figure 14.1

15. Hostel Attendance Entry

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to record Hostel Attendance.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Hostel Attendance Entry

1.4. Dependency

Leave Type

1.5. To make entry on Hostel Attendance follow steps below

1) Select the Category from the list.
2) Select Leave Type from the list.
3) Select Attendance Date by default current date would appear.
4) Click “Go” button, list of students would appear.
5) Select the student by clicking check box for the selected leave type.
6) Click “Save” button to complete the Hostel Absentees Entry.

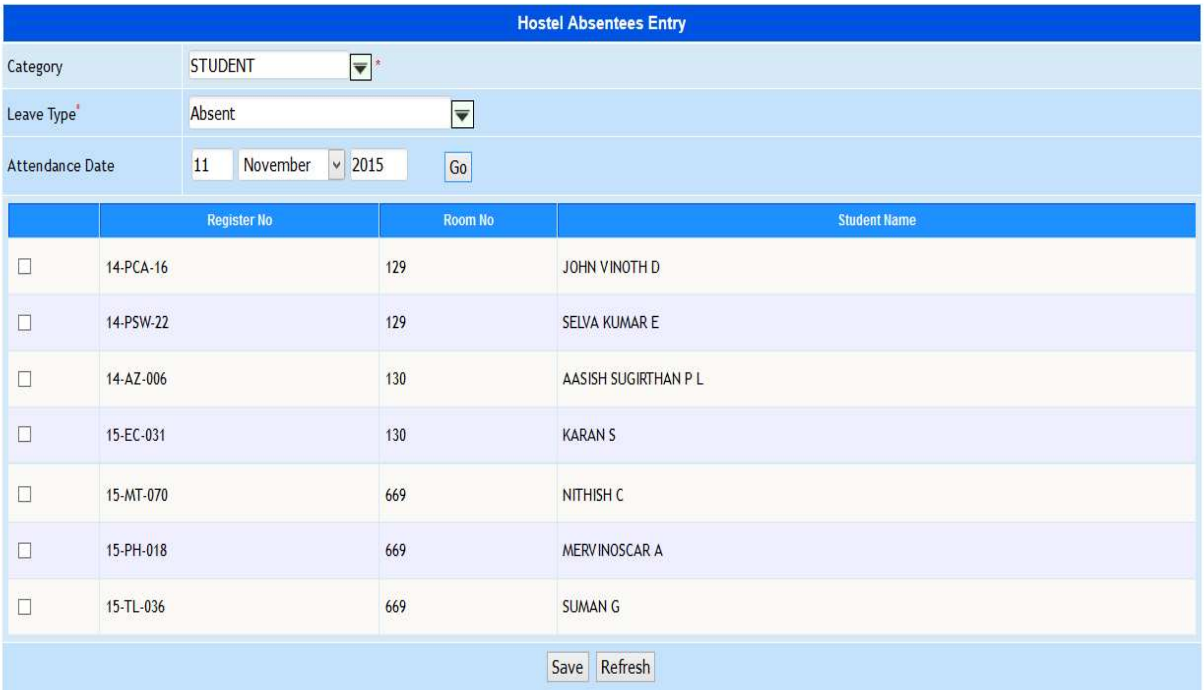


Figure 15.1

16. Hostel Attendance Approval

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Approve Hostel Attendance.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Hostel Attendance Approval

1.4. Dependency

Hostel Attendance Entry

1.5. To Approve Hostel Attendance follow steps below

1) Select the Category from the list.

2) Select Leave Type from the list.

(list of students would appear for the selected Leave Type)

3) Select the Student by clicking the check box to approve Hostel Attendance.

4) Click “Approve” button to Approve Hostel Attendance for the selected student.

Figure 16.1

17. Hostel Suspension

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to suspend Hostel student.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Hostel Suspension

1.4. Dependency

Hostel Member Registration

1.5. To make entry on Hostel Suspension follow steps below

1) Select Suspension Date.

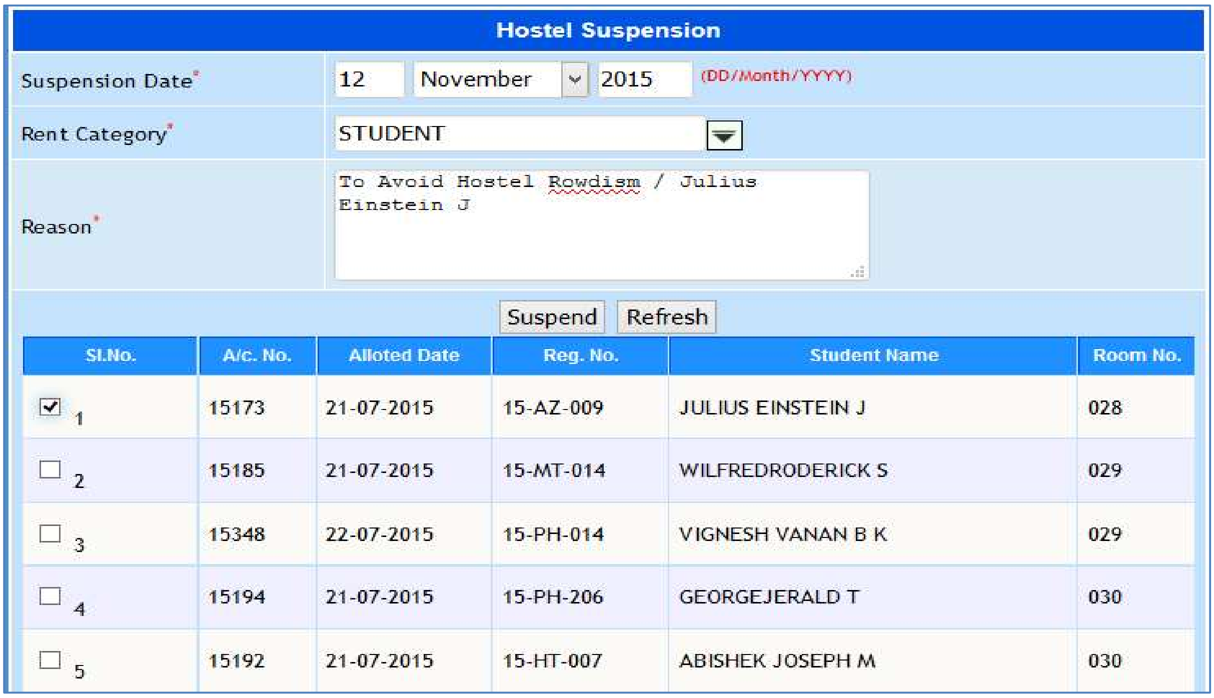
2) Select Rent category from the list.

(List of hostel students would appear along with the Register No. and Allotted Date.)

3) Enter Valid Reason for Hostel Suspension.

4) Select the student for Hostel Suspension.

5) Click "Suspend" button to suspend the student from Hostel.



Hostel Suspension

Suspension Date* 12 November 2015 (DD/Month/YYYY)

Rent Category* STUDENT

Reason* To Avoid Hostel Rowdism / Julius Einstein J

Suspend Refresh

Sl.No.	A/c. No.	Alloted Date	Reg. No.	Student Name	Room No.
☑ 1	15173	21-07-2015	15-AZ-009	JULIUS EINSTEIN J	028
☐ 2	15185	21-07-2015	15-MT-014	WILFREDRODERICK S	029
☐ 3	15348	22-07-2015	15-PH-014	VIGNESH VANAN B K	029
☐ 4	15194	21-07-2015	15-PH-206	GEORGEJERALD T	030
☐ 5	15192	21-07-2015	15-HT-007	ABISHEK JOSEPH M	030

Figure 17.1

18. Revoke Suspension

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to revoke the Hostel Suspension.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Revoke Suspension

1.4. Dependency

Hostel Suspension

1.5. To make entry on Revoke Suspension follow steps below

1) Select the Revoke Date.

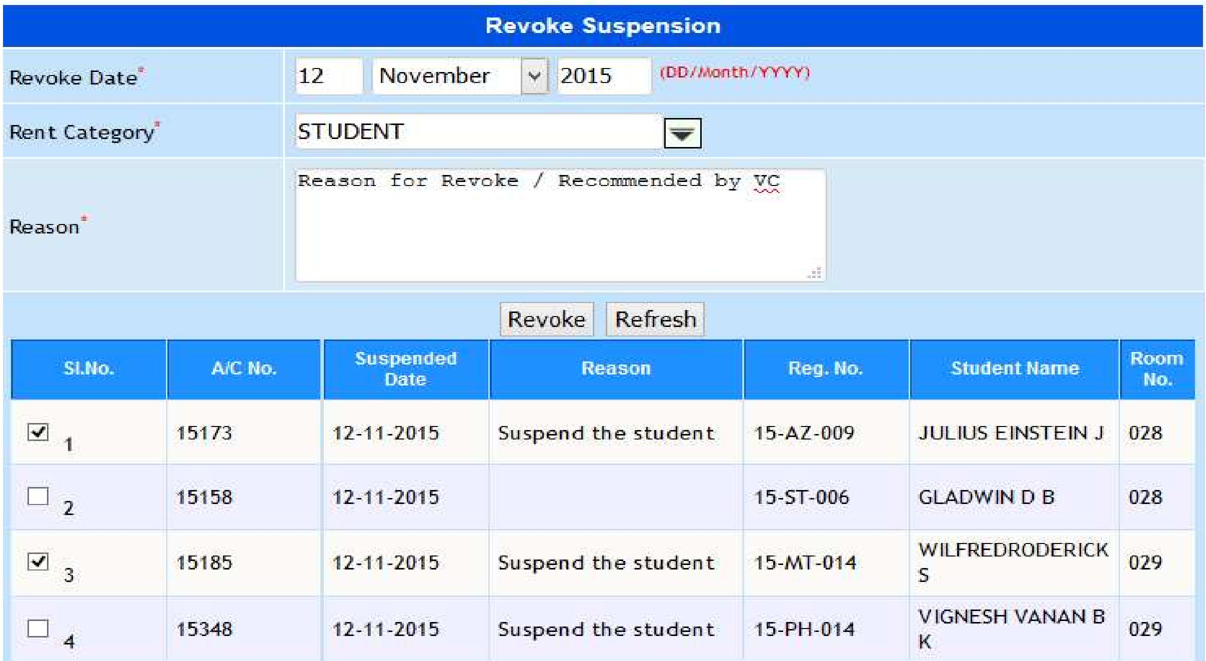
2) Select Rent Category from the list.

(List of hostel suspension students would appear along with the Register No.)

3) Enter Reason for Revoke Suspension.

4) Select the student by clicking check box for revoke the hostel suspension.

5) Click “Revoke” button to complete Revoke Suspension.


Revoke Suspension

Revoke Date* 12 November 2015 (DD/Month/YYYY)

Rent Category* STUDENT

Reason* Reason for Revoke / Recommended by VC

Revoke Refresh

Sl.No.	A/C No.	Suspended Date	Reason	Reg. No.	Student Name	Room No.
☑ 1	15173	12-11-2015	Suspend the student	15-AZ-009	JULIUS EINSTEIN J	028
☐ 2	15158	12-11-2015		15-ST-006	GLADWIN D B	028
☑ 3	15185	12-11-2015	Suspend the student	15-MT-014	WILFREDRODERICK S	029
☐ 4	15348	12-11-2015	Suspend the student	15-PH-014	VIGNESH VANAN B K	029

Figure 18.1

19. Studentwise Assets

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to assign Studentwise Assets.

1.3. Menu Access

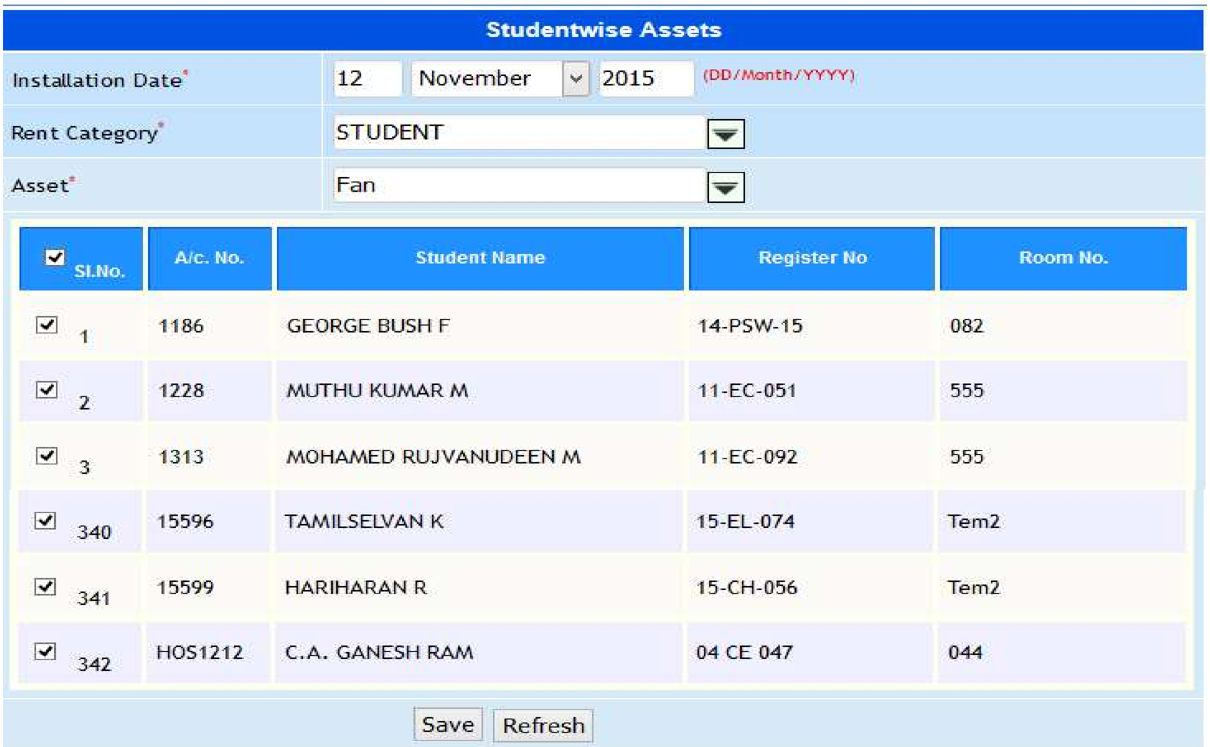
Main menu >> Hostel >> Transaction >> Studentwise Assets

1.4. Dependency

Asset

1.5. To make entry on Studentwise Assets follow steps below

1) Select the Installation Date.
2) Select the Rent Category from the list.
3) Select Asset from the list.
(List of Students would appear along with the Room No.)
4) Select the student to assign the selected Asset .
5) Click “Save” button to complete the Studentwise Assets.


Studentwise Assets

Installation Date* 12 November 2015 (DD/Month/YYYY)

Rent Category* STUDENT

Asset* Fan

Sl.No.	A/c. No.	Student Name	Register No	Room No.
1	1186	GEORGE BUSH F	14-PSW-15	082
2	1228	MUTHU KUMAR M	11-EC-051	555
3	1313	MOHAMED RUJVANUDEEN M	11-EC-092	555
340	15596	TAMILSELVAN K	15-EL-074	Tem2
341	15599	HARIHARAN R	15-CH-056	Tem2
342	HOS1212	C.A. GANESH RAM	04 CE 047	044

Save Refresh

Figure 19.1

20. Studentwise Assets (multiple)

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to assign Studentwise Assets(multiple).

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Studentwise Assets (multiple)

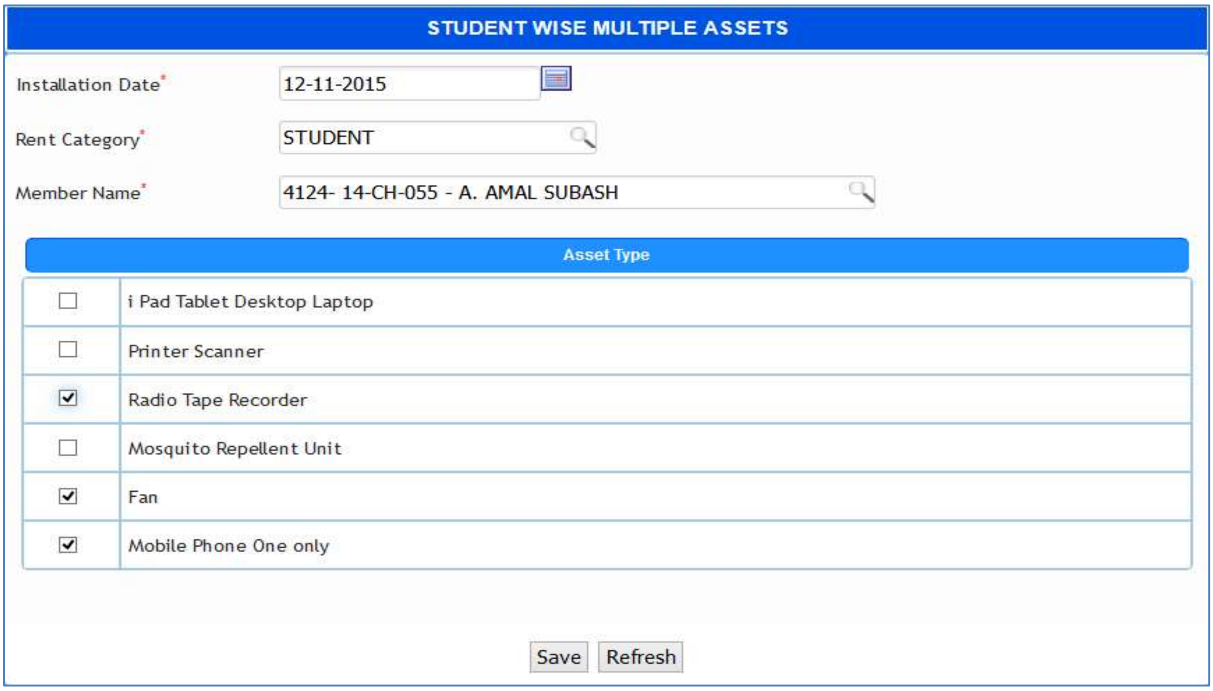
1.4. Dependency

Asset

1.5. To make entry on Studentwise Assets (multiple) follow steps below

1) Select Installation Date.
2) Select Rent Category from the list.
3) Select Member Name from the list.
(List of Assets would appear)
4) Select the Asset required for the selected member.
5) Click “Save” button to assign Student Wise Multiple Assets.

Figure 20.1



21. Mess Reduction

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to process Mess Reduction.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Reduction

1.4. Dependency

Mess Amount Entry

1.5. To process Mess Reduction follow steps below

1) Select Month & Year.
2) Select Student Name from the list to whom the mess reduction has to be done.
3) Select the Date from and To.
4) Click "Save" button to complete Mess Reduction.
5) Click "View" button to view the existing students list of Mess Reduction as in Figure 21.2.
6) Click "Export To Excel" button to view the records in excel.

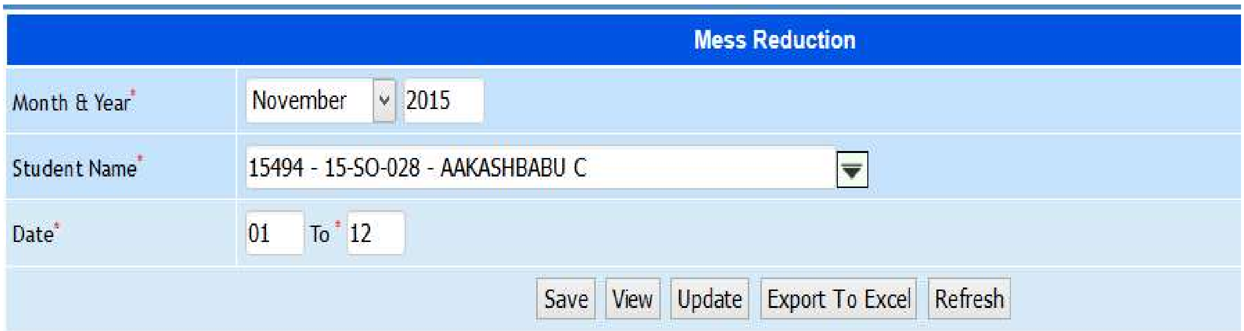
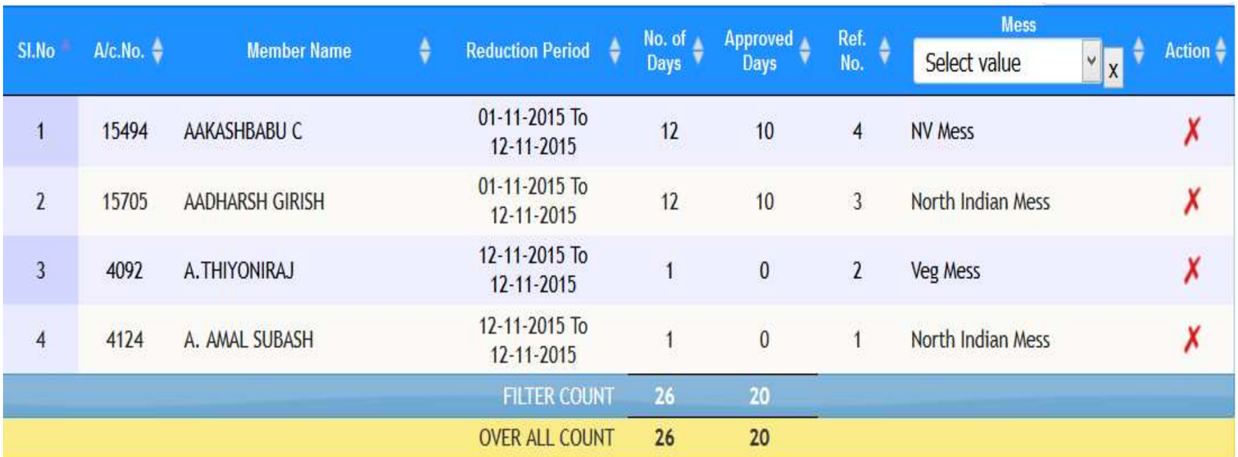


Figure 21.1



Sl.No	A/c.No.	Member Name	Reduction Period	No. of Days	Approved Days	Ref. No.	Mess (Select value)	Action
1	15494	AAKASHBABU C	01-11-2015 To 12-11-2015	12	10	4	NV Mess	✗
2	15705	AADHARSH GIRISH	01-11-2015 To 12-11-2015	12	10	3	North Indian Mess	✗
3	4092	A.THIYONIRAJ	12-11-2015 To 12-11-2015	1	0	2	Veg Mess	✗
4	4124	A. AMAL SUBASH	12-11-2015 To 12-11-2015	1	0	1	North Indian Mess	✗
			FILTER COUNT	26	20			
			OVER ALL COUNT	26	20			

Figure 21.2

22. Common Mess Days

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to process Common Mess Days.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Common Mess Days

1.4. Dependency

Account Sub Head

1.5. To process Common Mess Days follow steps below

1) Select Accounts Sub Head from the list for common mess.

2) Select From Date and To Date. (No. of Days will be displayed automatically)

3) Click "Save" button to Complete Common Mess Days process.

4) Click "View" button to view the existing Common Mess Days records as in Figure 22.2

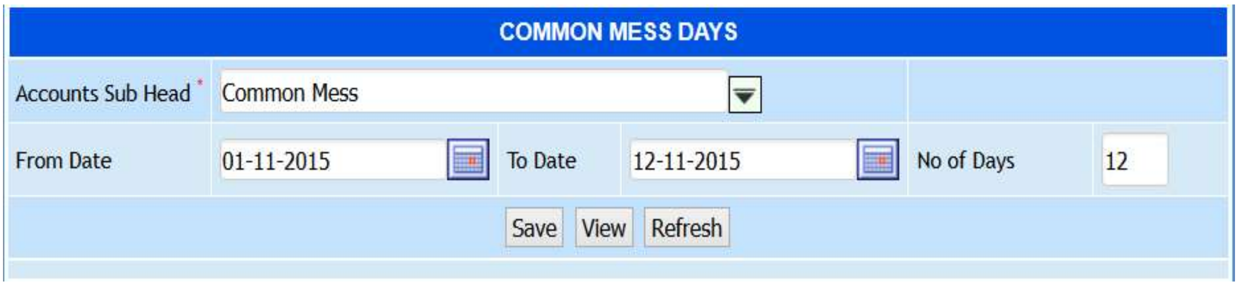
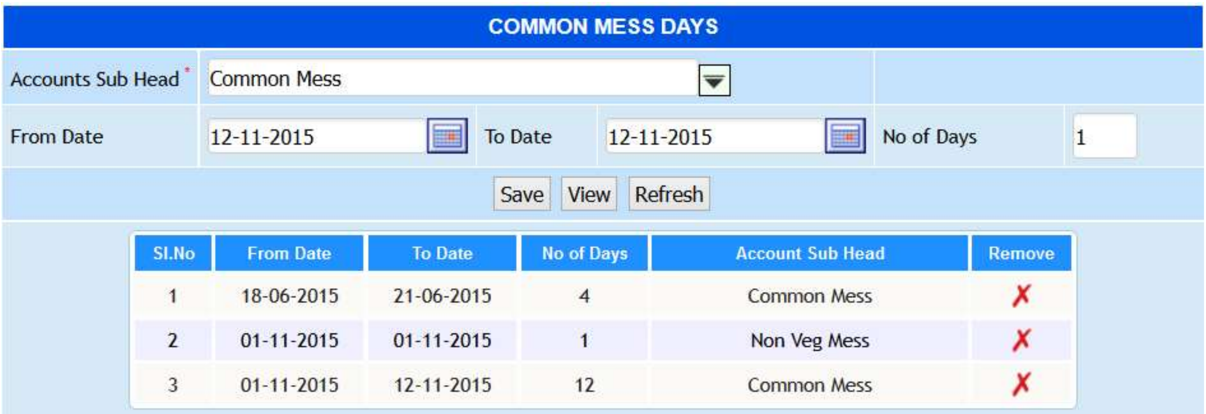


Figure 22.1



Sl.No	From Date	To Date	No of Days	Account Sub Head	Remove
1	18-06-2015	21-06-2015	4	Common Mess	✗
2	01-11-2015	01-11-2015	1	Non Veg Mess	✗
3	01-11-2015	12-11-2015	12	Common Mess	✗

Figure 22.2

24. Common Mess Registration

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Register Common Mess.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Common Mess Registration

1.4. Dependency

Common Mess Days

1.5. To Register Common Mess Registration follow steps below

1) Select Account Subhead from the list.

2) Select Mess Name from the list.

(students list would appear along with the Room Name and Block Name for the selected Mess Name)

3) Select the student by clicking check box.

4) Click "Save" to complete Common Mess Registration.

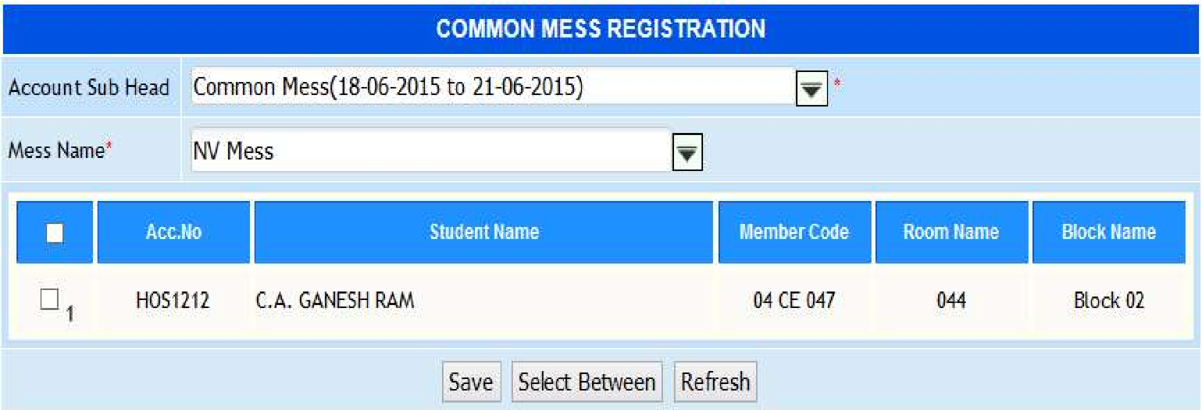


Figure 24.1

25. Mess Days Calculation - Common

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used calculate Mess Days for common mess days.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Days Calculation - Common

1.4. Dependency

Account Sub Head

1.5. To generate Mess Calculation for Common Mess Days follow steps below

1) Select Member Type from the list.
2) Select Account Subhead.
3) Click "Go" button, students would appear for the selected member type.
4) Select the student by clicking the check box.
5) Click "Save" button to complete Common Mess Days Calculation.

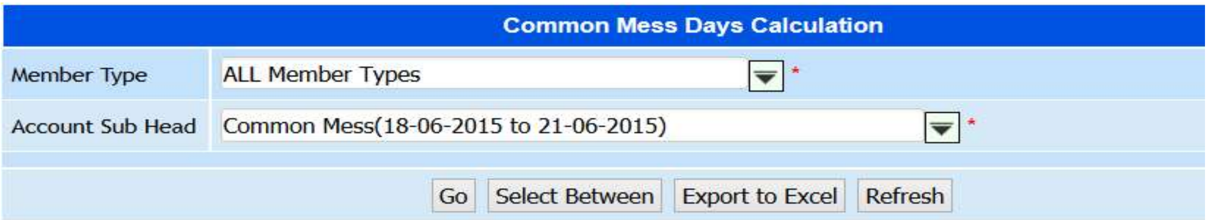


Figure 25.1

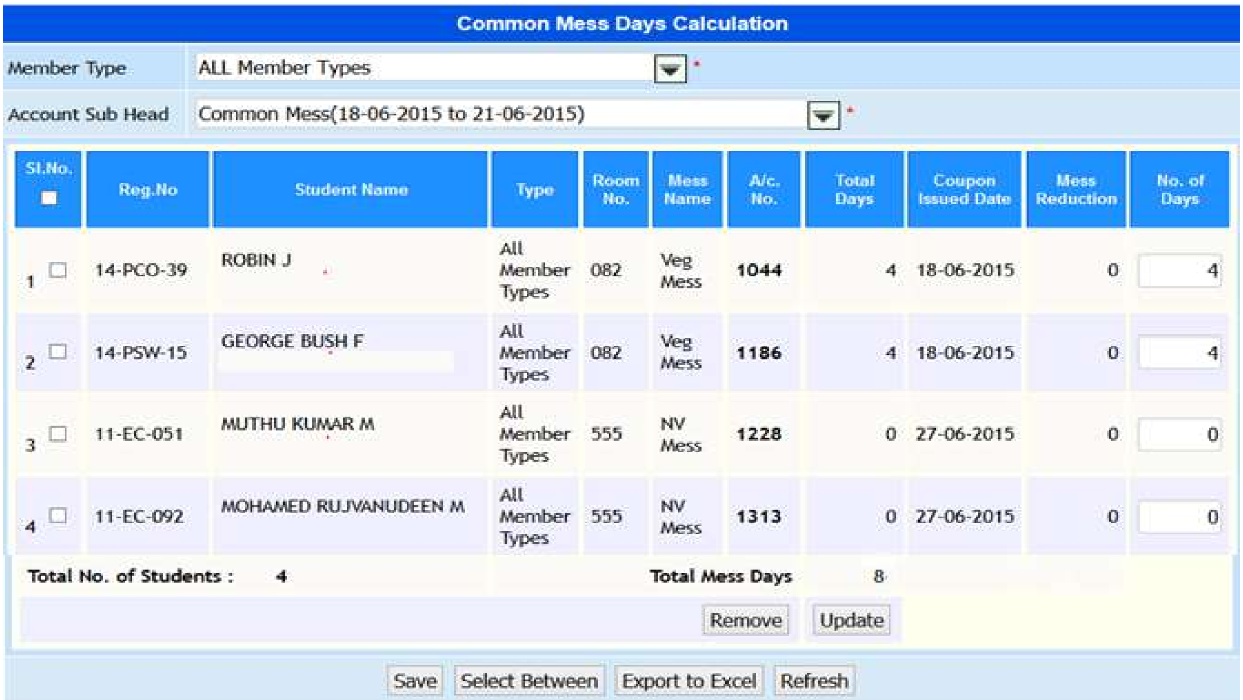


Figure 25.2

26. Mess Bill Generation – Common

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to generate Mess Bill for Common Mess days.

1.3. Menu Access

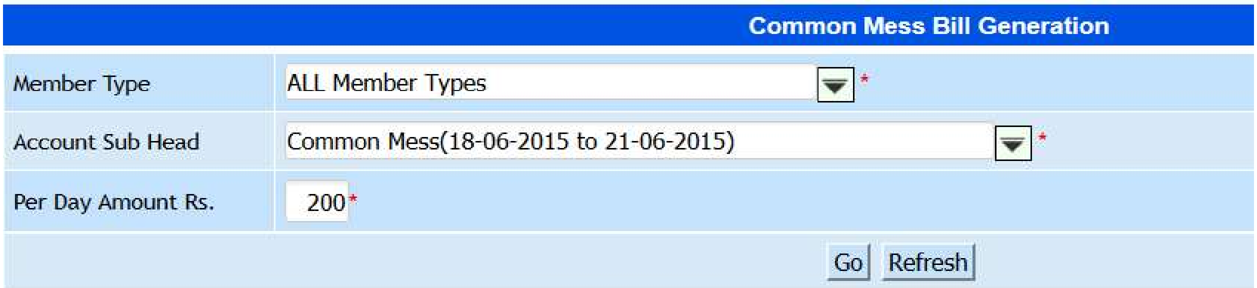
Main menu >> Hostel >> Transaction >> Mess Bill Generation - Common

1.4. Dependency

Account Sub Head

1.5. To generate Mess Bill for Common Mess Days follow steps below

1) Select Member Type from the list.
2) Select Account Sub Head from the list.
3) Enter per Day Amount Rs. for the selected member type.
4) Click "Go" button, students list would appear along with the Mess Fees.
5) Click "Save" button to complete Common Mess Bill Generation.



Common Mess Bill Generation

Member Type	ALL Member Types *
Account Sub Head	Common Mess(18-06-2015 to 21-06-2015) *
Per Day Amount Rs.	200*

Go Refresh

Figure 26.1

Common Mess Bill Generation

Member Type	ALL Member Types *
Account Sub Head	Common Mess(18-06-2015 to 21-06-2015) *
Per Day Amount Rs.	200*

Save Refresh

SL.No.	A/c. No.	Reg.No	Student Name	Type	Room No.	No. of Days	Mess Fees
1	1044	14-PCO-39	ROBIN J	HOSTEL MEMBER	082	4	287.00
2	1186	14-PSW-15	GEORGE BUSH F	HOSTEL MEMBER	082	4	287.00
3	1402	11-HT-096	KAVISELVAM P	HOSTEL MEMBER	550	3	216.00
4	1571	13-MMT-09	ANTONY VINOTH S	HOSTEL MEMBER		2	144.00
5	2505	12-PCO-31	GUHAN K	MESS ONLY MEMBER	533	3	216.00
6	2514	ERI	SYLUESTAR DARVIN.S	HOSTEL MEMBER	136	4	287.00

Figure 26.2

26. Asset Rent Entry

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to record Asset Rent.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Asset Rent Entry

1.4. Dependency

Account Sub Head

1.5. To make entry on Asset Rent follow steps below

1) Select Rent Category from the list.

(list of Assets would appear)

2) Select the Asset by clicking the check box.

3) Enter Amount for the selected Asset.

4) Click “Save” button to complete Asset Rent Entry.

Asset Rent Entry

Rent Category* STUDENT

☐	Asset	Amount
☑	i Pad Tablet Desktop Laptop	1800.00
☑	Printer Scanner	500.00
☑	Radio Tape Recorder	500.00
☑	Mosquito Repellent Unit	100.00
☑	Fan	1000.00
☑	Mobile Phone One only	800.00
	Total Amount	4700.00

Save View Refresh

Figure 26.1

27. Mess Days Calculation

1.1. Intended Audience

Hostel In-charge

1.2. Usage

This interface is used to Calculate Mess Days.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Days Calculation

1.4. Dependency

Mess, Member Type

1.5. To Calculate Mess Days follow steps below

1) Select Member Institution from the list.

2) Select Mess Name and Member Type from the list.

3) Select From Date and To Date to calculate Mess Days.

4) Click “Go” button, students list would appear for mess days calculation.

5) Select the students by clicking the check box .

6) Click “Save” button to complete Mess Days Calculation.

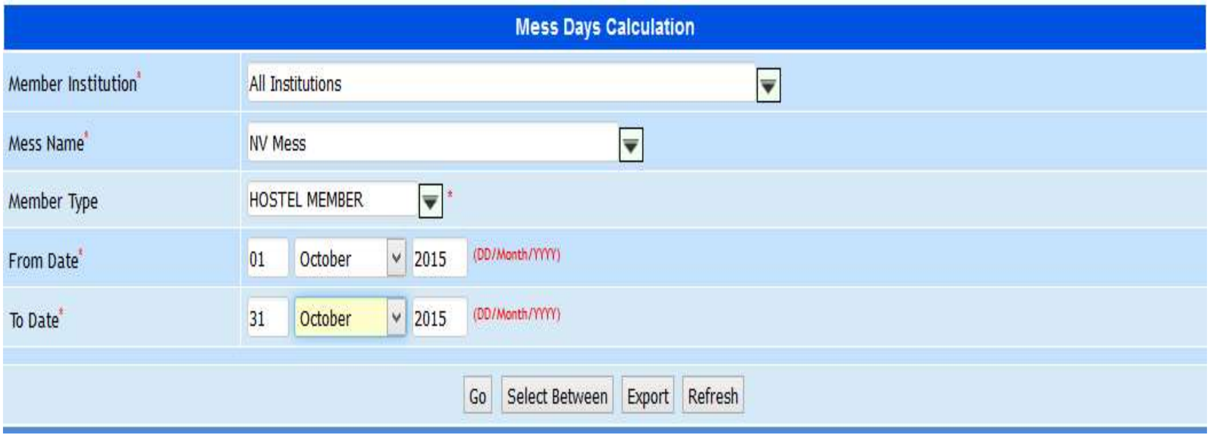


Figure 27.1

Mess Days Calculation

Member Institution*	All Institutions
Mess Name*	NV Mess
Member Type	HOSTEL MEMBER *
From Date*	01 October 2015 (DD/Month/YYYY)
To Date*	31 October 2015 (DD/Month/YYYY)

Sl.No.	Reg.No	Student Name	Mess Coupon	Type	Institution	Mess Name	Room No.	A/c. No.	Mess Coupon Issued Date	Total Days	Common Days	Mess Reduction	No. of Days
1	14-PCO-39	ROBIN J	265	Hostel Member	Arts and Science (Autonomous)	NV Mess	082	1044	01-10-2015	31	5	0	26
2	13-MMT-09	ANTONY VINOTH S	371	Hostel Member	Arts and Science (Autonomous)	NV Mess	654	1571	01-10-2015	31	5	0	26
3	ERI	SYLUESTAR DARVIN.S	1	Hostel Member	Arts and Science (Autonomous)	NV Mess	136	2514	01-10-2015	31	5	0	26
4	14-ERI-007	Ganesan P	2	Hostel Member	Arts and Science (Autonomous)	NV Mess	139	2524	01-10-2015	31	5	0	26
5	11-DZO-01	GANESH.J	360	Hostel Member	Arts and Science (Autonomous)	NV Mess	135	2718	01-10-2015	31	5	0	26

Total No. of Students : 5

Save | Select Between | Export | Refresh

Figure 27.2

28. Credit Bill

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to process Credit Bill.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Credit Bill

1.4. Dependency

Bill Type, Mess Name

1.5. To make entry on Credit Bill follow steps below

1) Select the Bill Date.
2) Select Bill Type Credit Bill or Cash Bill.
3) Select Student Name / A/c. No. required to enter Credit Bill.
4) Enter Bill Amount for the selected student.
5) Select Mess Name from the list.
6) Select the Session.
7) Enter Quantity for the session.
8) Click "Save" button to complete Credit Bill.
(Credit Bill Print would appear as in Figure 28.2)

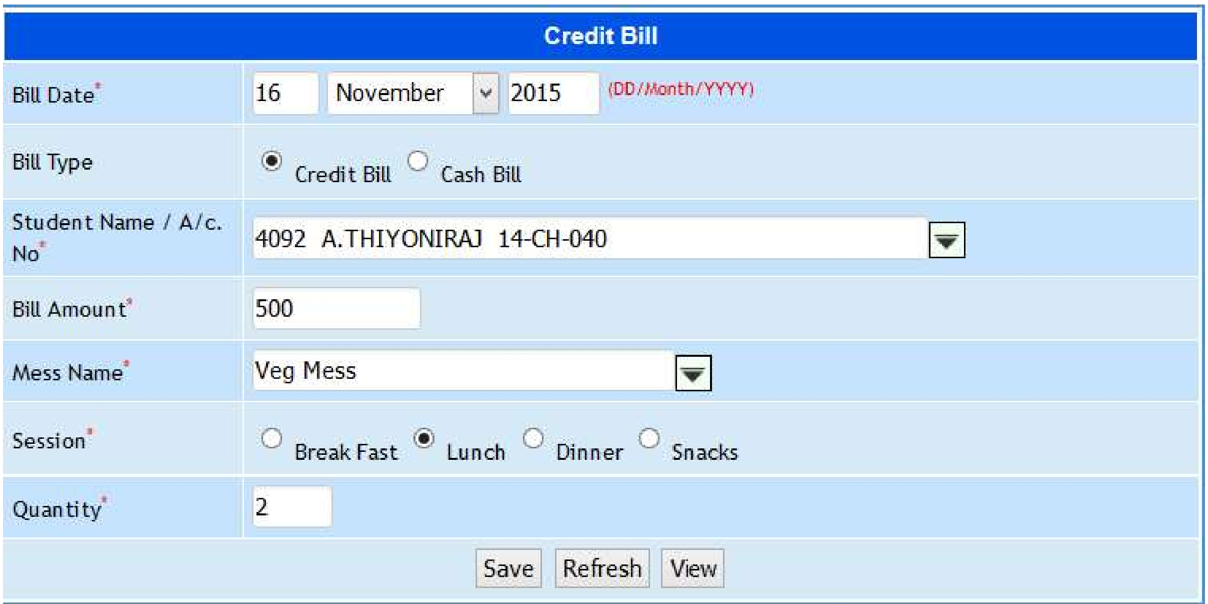
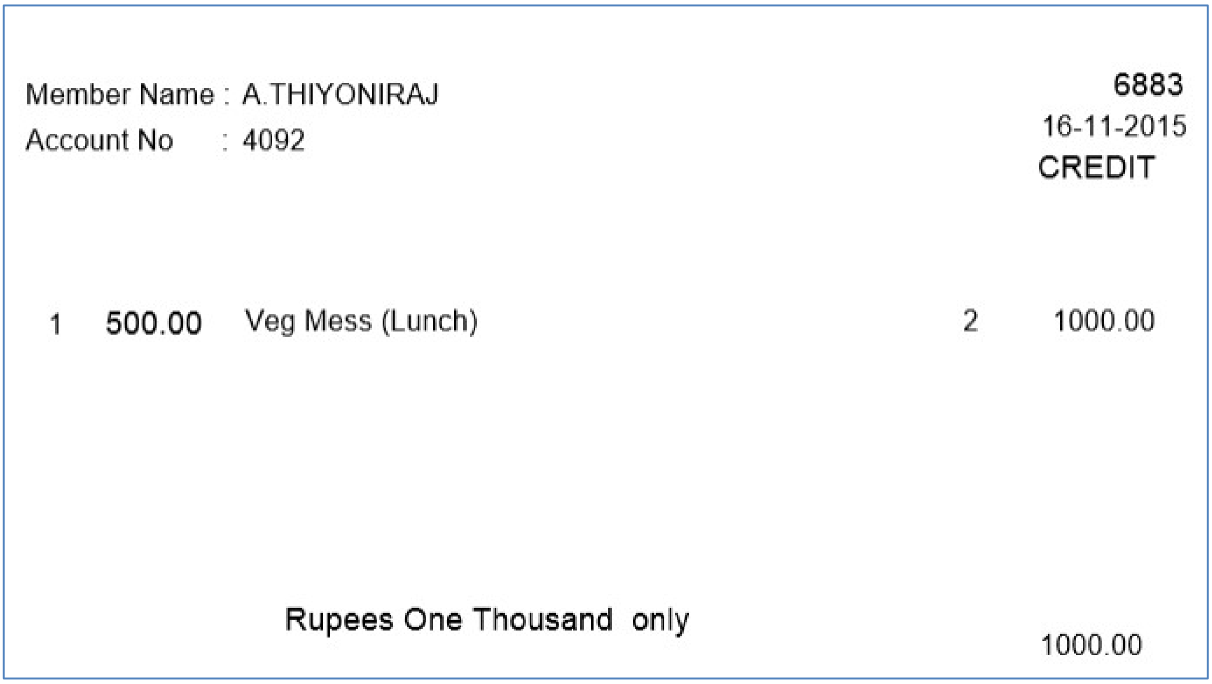


Figure 28.1



Member Name : A.THIYONIRAJ				6883
Account No : 4092				16-11-2015
				CREDIT
1	500.00	Veg Mess (Lunch)	2	1000.00
		Rupees One Thousand only		1000.00

Figure 28.2

29. Mess Bill Generation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to generate Mess Bill.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Bill Generation

1.4. Dependency

Mess, Member Type

1.5. To generate Mess Bill follow steps below

1) Select Mess Name from the list.

2) Select Member Type from the list.

3) Select Mess Month & Year for mess bill.

4) Enter Per Day Amount Rs. for the selected Mess Name.

5) Click “Go” button, students list would appear for the selected member type.

6) Click “Save” button to complete Mess Bill Generation.

Figure 29.1

SL.No.	A/c. No.	Reg.No	Student Name	Type	Room No.	No. of Days	Mess Fee
1	1402	11-HT-096	KAVISELVAM P	Hostel Member	550	14	918.40
2	2501	12-PCO-40	VINOTH P	Hostel Member	548	28	1836.80
3	2514	ERI	SYLUESTAR DARVIN.S	Hostel Member	136	28	1836.80
4	2524	14-ERI-007	Ganesan P	Hostel Member	139	28	1836.80
5	2593	14-MEC-03	KARUNAKARAN R	Hostel Member	132	28	1836.80
6	2758	13-DZO-18	BERTRAND HORNE	Hostel Member	135	28	1836.80
7	2761	12-DCH-05	MICHEAL RAJ.F	Hostel Member	133	28	1836.80

Figure 29.2

30. Room Rent Generation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to generate Room Rent.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Room Rent Generation

1.4. Dependency

Mess, Member Type

1.5. To generate Room Rent follow steps below

1) Select Room Rent Category from the list.
2) Select Mess Month & Year.

(list of students would appear along with the Room No. and Room Rent for the selected Room Rent Category)

3) Update the Room Rent if any changes in Room Rent.
4) Select the student by clicking checkbox.
5) Click "Save" button to generate Room Rent for the selected students.

Room Rent Generation

Room Rent Category: STUDENT *

Mess Month & Year*: MARCH 2015

Sl.No.	A/c. No.	Reg.No	Student Name	Room. Type	Room No.	Room Rent
1	1044	14-PCO-39	ROBIN J	Double Occupant	082	500.0
2	1186	14-PSW-15	GEORGE BUSH F	Double Occupant	082	500.0
3	1228	11-EC-051	MUTHU KUMAR M	Double Occupant	555	500.0
4	1313	11-EC-092	MOHAMED RUJVANUDEEN M	Double Occupant	555	500.0
5	1402	11-HT-096	KAVISELVAM P	Double Occupant	550	500.0

Total No. of Students : 5 Total : 2500.0

Save | Select Between | Refresh

Figure 30.1

31. Misc. Bill Generation (Expense heads wise Expenses)

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to generate Miscellaneous Bill.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Misc. Bill Generation

1.4. Dependency

Mess, Member Type, Expense Head

1.5. To generate Misc. Bill follow steps below

1) Select Mess Name from the list.

2) Select Mess Member Type and Rent Category.

3) Select Institution and Expense head from the list.

4) Select Expense Month/Year.

5) Enter Expense Amount for the selected Expense Head.

6) Click “Go” button , list of students would appear for the selected mess as in Figure 31.2 .

7) Select the Student by clicking Check box those who wants to generate Misc. Bill.

8) Click “Save” button to generate Misc. Bill.

9) Click “Select between” to select more than one student.

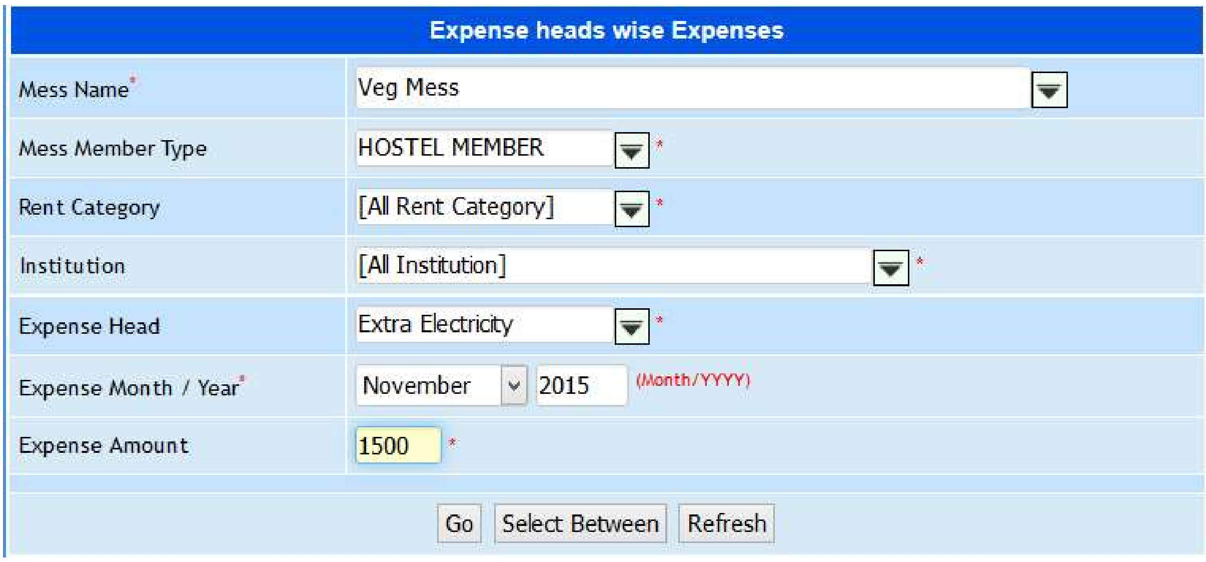


Figure 31.1

Expense heads wise Expenses

Mess Name*	Veg Mess
Mess Member Type	HOSTEL MEMBER *
Rent Category	[All Rent Category] *
Institution	[All Institution]
Expense Head	Extra Electricity *
Expense Month / Year*	November 2015 (Month/YYYY)
Expense Amount	1500 *

Sl.No.	A/c. No.	Member Code	Member Name	Room No.	n	Category	Mess
1	40022	14ME063	DOLLY AUSTEN.T	195		STUDENT	VegMess
2	40026	14ME066	FRANCIS BOSCO.J	245		STUDENT	VegMess
3	40029	14EE065	PRINCE.S.V	234		STUDENT	VegMess
4	40032	E14CS051	AUGUSTUS VIVEK.R	255		STUDENT	VegMess
5	40035	14EE051	IMMANUEL.S	253		STUDENT	VegMess
6	40036	14EE068	SELVA JENNER.S	253		STUDENT	VegMess
7	40038	14EE044	BRITO ALAN.M	237		STUDENT	VegMess
8	40041	14IT057	JOSEPH KISHORE KUMAR.M	218		STUDENT	VegMess
9	40042	14ME158	KINGSLEY LIBERTUS.J	241		STUDENT	VegMess

Save | Select Between | Refresh

Figure 31.2

32. Transfer to Accounts

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to transfer the generation bills to Accounts.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Transfer to Accounts

1.4. Dependency

Mess Bill Generation

1.5. To transfer the bills to Accounts follow steps below

1) Select Mess Month & Year to which month of bill to be process.
2) Select Mess Due Date.
3) Click "Transfer" button to transfer the bills to Accounts
4) Click "Detailed view" to view the bills in detailed as in Figure 32.2.
5) Click "Abstract" to view the bills in abstract as in Figure 32.3.

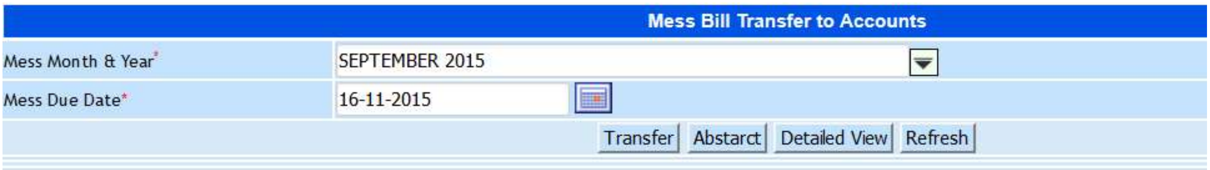
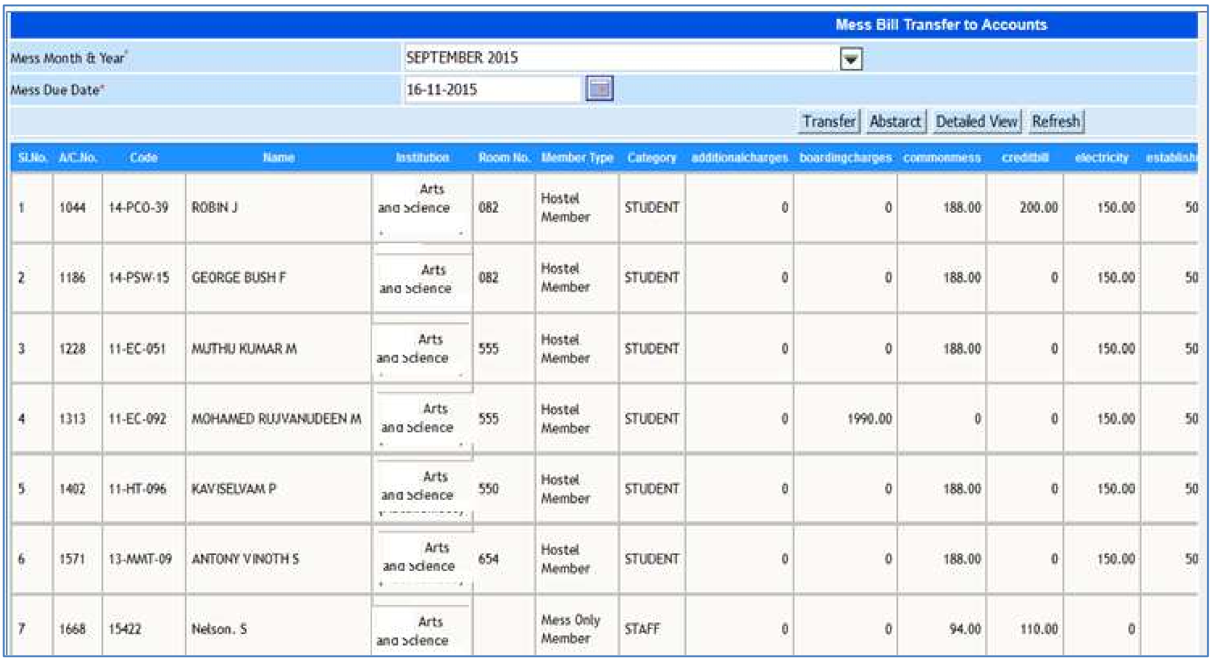


Figure 32.1


Mess Bill Transfer to Accounts

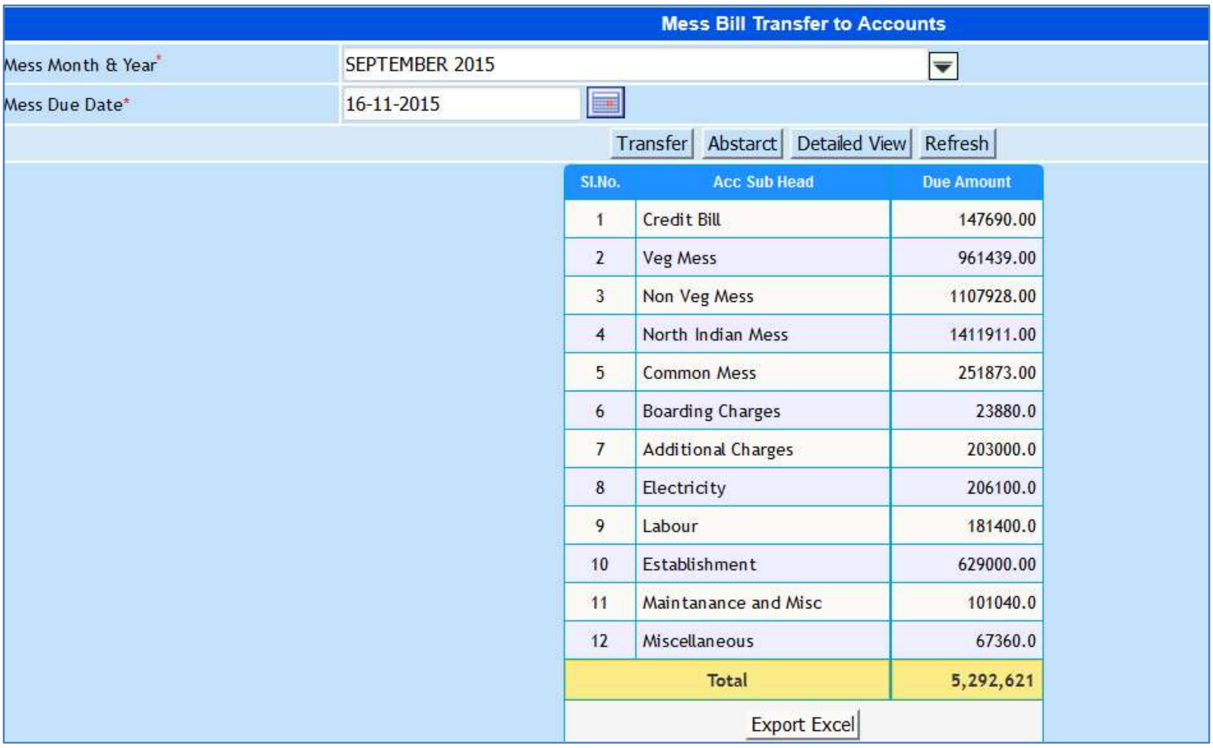
Mess Month & Year* SEPTEMBER 2015

Mess Due Date* 16-11-2015

Transfer | Abstarct | Detailed View | Refresh

Sl.No.	A/C.No.	Code	Name	Institution	Room No.	Member Type	Category	additionalcharges	boardingcharges	commonmess	creditbill	electricity	establish
1	1044	14-PCO-39	ROBIN J	Arts and Science	082	Hostel Member	STUDENT	0	0	188.00	200.00	150.00	50
2	1186	14-PSW-15	GEORGE BUSH F	Arts and Science	082	Hostel Member	STUDENT	0	0	188.00	0	150.00	50
3	1228	11-EC-051	MUTHU KUMAR M	Arts and Science	555	Hostel Member	STUDENT	0	0	188.00	0	150.00	50
4	1313	11-EC-092	MOHAMED RUJVANUDEEN M	Arts and Science	555	Hostel Member	STUDENT	0	1990.00	0	0	150.00	50
5	1402	11-HT-096	KAVISELVAM P	Arts and Science	550	Hostel Member	STUDENT	0	0	188.00	0	150.00	50
6	1571	13-MMT-09	ANTONY VINOTH S	Arts and Science	654	Hostel Member	STUDENT	0	0	188.00	0	150.00	50
7	1668	15422	Nelson. S	Arts and Science		Mess Only Member	STAFF	0	0	94.00	110.00	0	

Figure 32.2



Mess Bill Transfer to Accounts

Mess Month & Year* SEPTEMBER 2015

Mess Due Date* 16-11-2015

Transfer Abstarct Detailed View Refresh

Sl.No.	Acc Sub Head	Due Amount
1	Credit Bill	147690.00
2	Veg Mess	961439.00
3	Non Veg Mess	1107928.00
4	North Indian Mess	1411911.00
5	Common Mess	251873.00
6	Boarding Charges	23880.0
7	Additional Charges	203000.0
8	Electricity	206100.0
9	Labour	181400.0
10	Establishment	629000.00
11	Maintanance and Misc	101040.0
12	Miscellaneous	67360.0
	Total	5,292,621

Export Excel

Figure 32.3

33. Fee Management

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to collect the fees for hostel mess bill.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Fee Management

1.4. Dependency

Transfer to Accounts

1.5. To make entry on Fee Collection follow steps below

1) Select the student to collect the fees.

(The academic detail of student would appear along with the Mess Name and Member Type on the right hand side.)

2) Select the Fee Head required.

3) Select Receipt Date and Receipt Mode.

4) Select Receipt Ledger.

5) Enter Narration for the Receipt.

6) Click “Save Receipt” to complete Fees Collection.

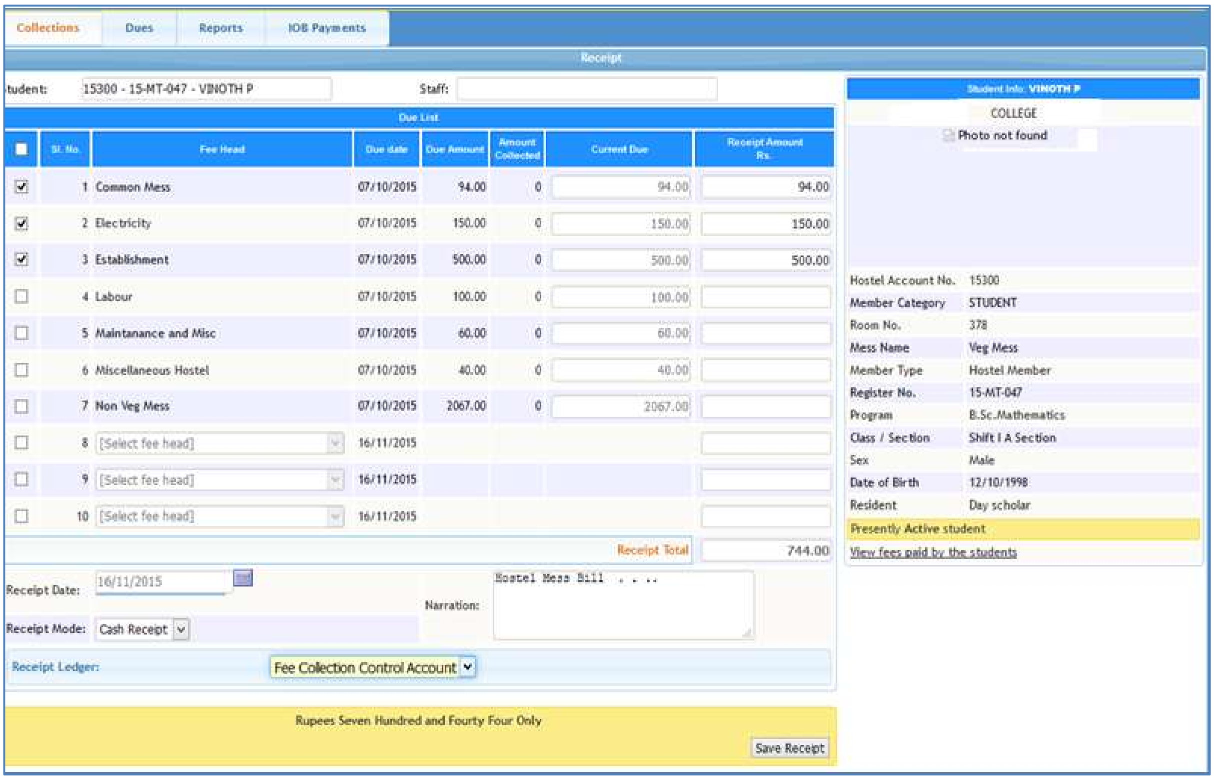


Figure 33.1

34. Hostel Vacation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to collect the fees for hostel mess bill.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Hostel Vacation

1.4. Dependency

Room Allocation

1.5. To make entry on Room Vacation follow steps below

1) Enter Vacation Date.

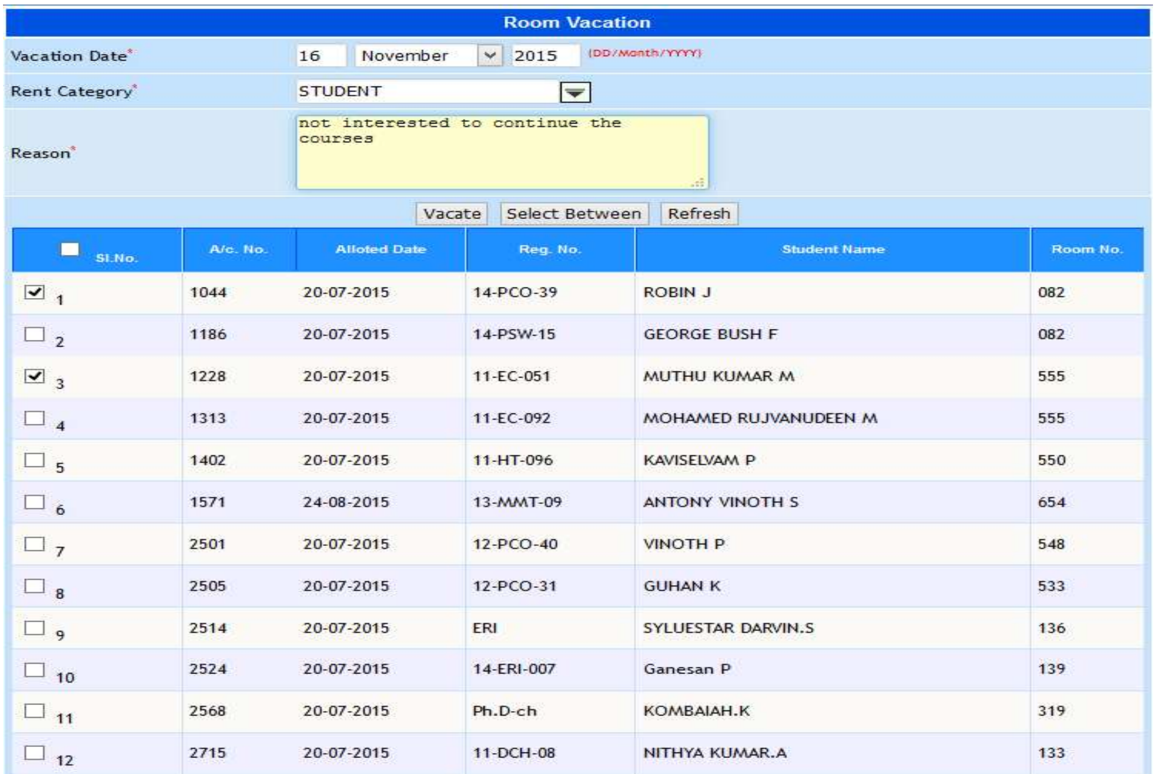
2) Select Rent Category from the list.

(list of students would appear for the Rent Category)

3) Enter Reason for Room Vacation.

4) Select the student by clicking check box.

5) Click “Vacate” button to vacate the Hostel Room.



Room Vacation

Vacation Date* 16 November 2015 (DD/Month/YYYY)

Rent Category* STUDENT

Reason* not interested to continue the courses

Vacate | Select Between | Refresh

Sl.No.	A/c. No.	Alloted Date	Reg. No.	Student Name	Room No.
1	1044	20-07-2015	14-PCO-39	ROBIN J	082
2	1186	20-07-2015	14-PSW-15	GEORGE BUSH F	082
3	1228	20-07-2015	11-EC-051	MUTHU KUMAR M	555
4	1313	20-07-2015	11-EC-092	MOHAMED RUJVANUDEEN M	555
5	1402	20-07-2015	11-HT-096	KAVISELVAM P	550
6	1571	24-08-2015	13-MMT-09	ANTONY VINOTH S	654
7	2501	20-07-2015	12-PCO-40	VINOTH P	548
8	2505	20-07-2015	12-PCO-31	GUHAN K	533
9	2514	20-07-2015	ERI	SYLUESTAR DARVIN.S	136
10	2524	20-07-2015	14-ERI-007	Ganesan P	139
11	2568	20-07-2015	Ph.D-ch	KOMBAIAH.K	319
12	2715	20-07-2015	11-DCH-08	NITHYA KUMAR.A	133

Figure 34.1

34. Member Transaction

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to promote or De-Activate the students.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Member Transaction

1.4. Dependency

Room Allocation

1.5. To make entry on Member Transaction follow steps below

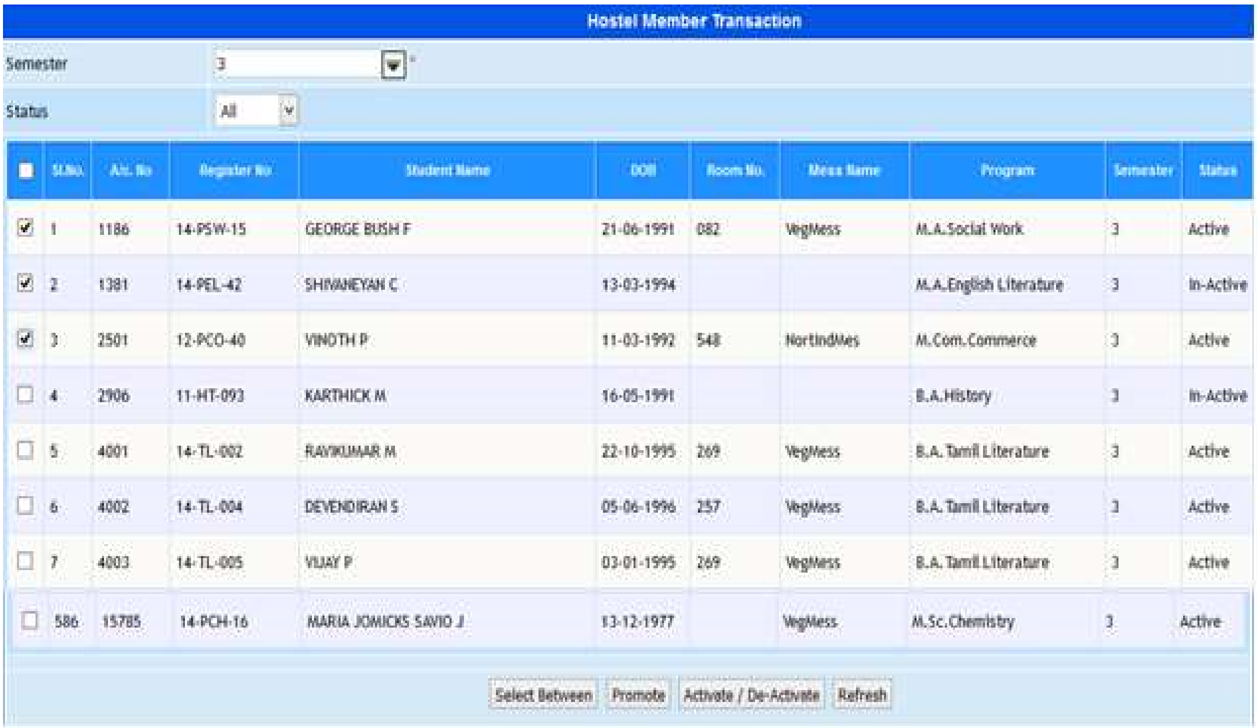
1) Select Semester for which semester students have to promote.

(list of students would appear along with the Room No. Mess Name and Program for the selected semester)

2) Select the students by clicking check box.

3) Click “Promote” button to promote the selected students.

4) Click “De-Activate” button to vacate hostel.


Hostel Member Transaction

Semester: 3

Status: All

	Sl.No.	Adn. No	Register No	Student Name	DOB	Room No.	Mess Name	Program	Semester	Status
☑	1	1186	14-PSW-15	GEORGE BUSH F	21-06-1991	082	VegMess	M.A.Social Work	3	Active
☑	2	1381	14-PEL-42	SHIVANEYAN C	13-03-1994			M.A.English Literature	3	In-Active
☑	3	2501	12-PCO-40	VINOTH P	11-03-1992	548	NortIndMes	M.Com.Commerce	3	Active
☐	4	2906	11-HT-093	KARTHICK M	16-05-1991			B.A.History	3	In-Active
☐	5	4001	14-TL-002	RAVIKUMAR M	22-10-1995	269	VegMess	B.A. Tamil Literature	3	Active
☐	6	4002	14-TL-004	DEVENDIRAN S	05-06-1996	257	VegMess	B.A. Tamil Literature	3	Active
☐	7	4003	14-TL-005	VIJAY P	03-01-1995	269	VegMess	B.A. Tamil Literature	3	Active
☐	586	15785	14-PCH-16	MARIA JOMICKS SAVIO J	13-12-1977		VegMess	M.Sc.Chemistry	3	Active

Select Between | Promote | Activate / De-Activate | Refresh

Figure 34.1

35. Advance Payment Entry

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to make Advance Payment Entry.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Advance Payment Entry

1.4. Dependency

Hostel Member Registration

1.5. To make entry on Advance Payment follow steps below

1) Select the option Advance payment Entry or Fee Head Wise Advance Payment Entry.
2) Select Advance Payment Date.
3) Select Member Type from the list.
4) Select Member Name for those who wants to made advance payment.

(Available Dues will be displayed for the selected member and Fee Head will be displayed along with the Fee Amount)

5) Select the Fee Head for Advance Payment.
6) Click "Save" button to complete Advance Payment Entry.

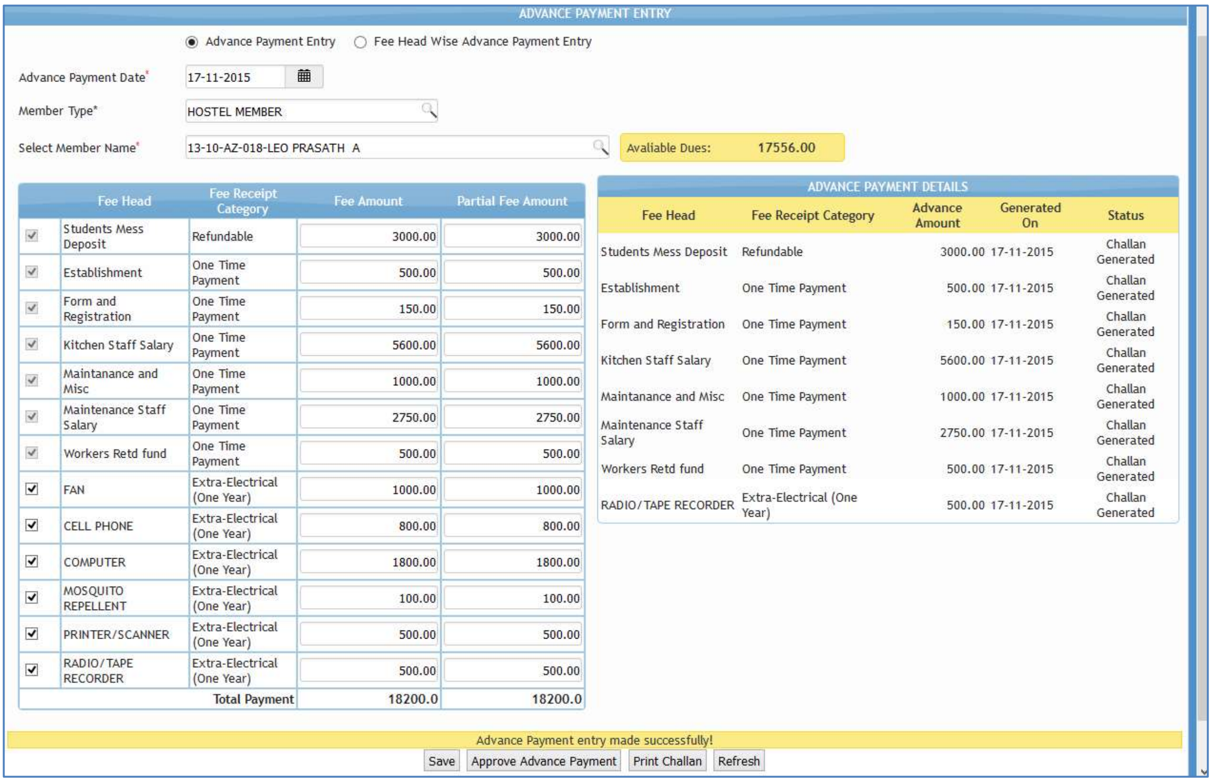


Figure 35.1

36. Advance Payment Approval

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to Approve Advance Payment.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Advance Payment Approval

1.4. Dependency

Advance Payment Entry

1.5. To Approve Advance Payment follow steps below

1) List of Fee Head waiting for Advance Payment Approval.
2) Select the Students by clicking check box.
3) Click "Approve" button to Approve the Advance Payment Entry.

Advance Payment Approval

☑	Member Name	Code	Fee Head	Advance Amount	Received Date	Receipt Date	Amount Collected
☑ 1	LEO PRASATH A	10-AZ-018	Students Mess Deposit	3000.00	17-11-2015	20-11-2015	3000.00
☑ 2	LEO PRASATH A	10-AZ-018	Establishment	500.00	17-11-2015	20-11-2015	500.00
☑ 3	LEO PRASATH A	10-AZ-018	Form and Registration	150.00	17-11-2015	20-11-2015	150.00
☑ 4	LEO PRASATH A	10-AZ-018	Kitchen Staff Salary	5600.00	17-11-2015	20-11-2015	5600.00
☑ 5	LEO PRASATH A	10-AZ-018	Maintanance and Misc	1000.00	17-11-2015	20-11-2015	1000.00
☑ 6	LEO PRASATH A	10-AZ-018	Maintenance Staff Salary	2750.00	17-11-2015	20-11-2015	2750.00
☑ 7	LEO PRASATH A	10-AZ-018	Workers Retd fund	500.00	17-11-2015	20-11-2015	500.00
☑ 8	LEO PRASATH A	10-AZ-018	RADIO/TAPE RECORDER	500.00	17-11-2015	20-11-2015	500.00

Approval Refresh

37. Advance Payment Cancellation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to cancel Advance Payment.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Advance Payment Cancellation

1.4. Dependency

Advance Payment Approval

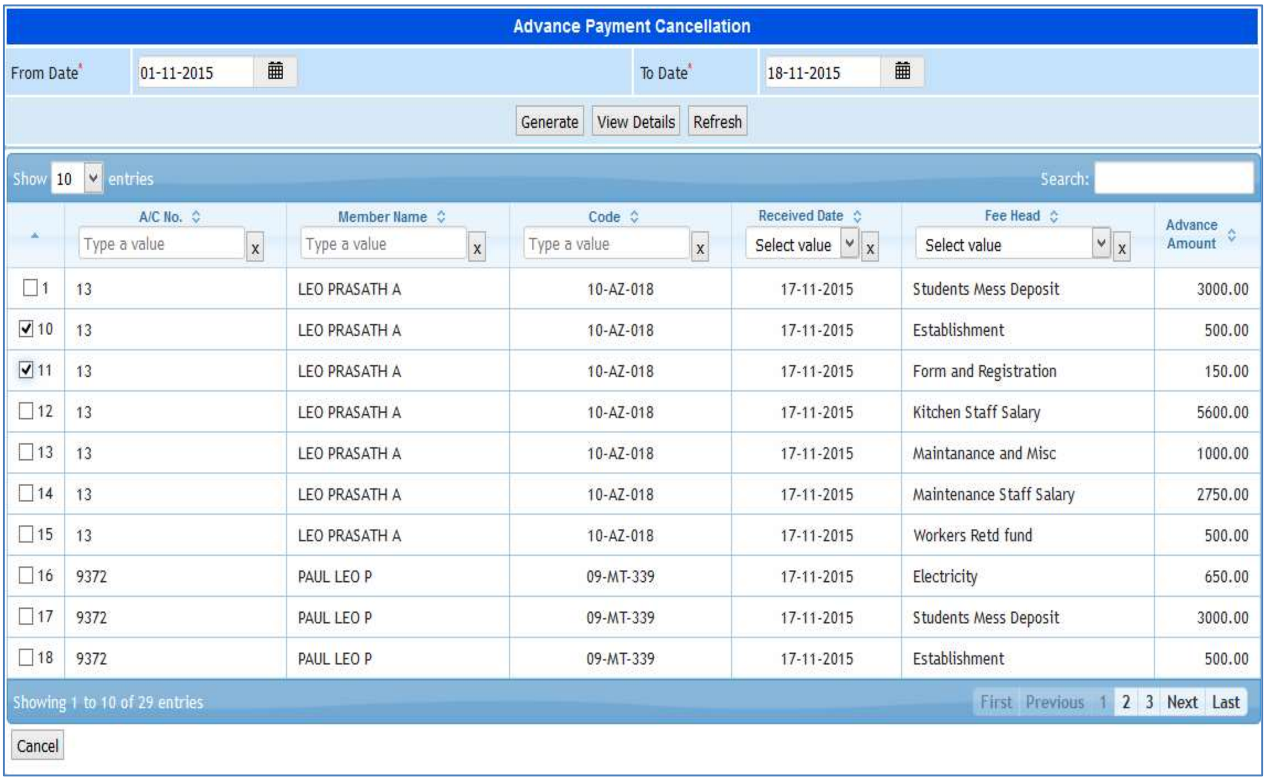
1.5. To cancel Advance Payment Cancellation follow steps below

1) Select From Date and To Date for Advance Payment Cancellation.

2) Click “Generate” button to list the Approved Advance Payment students.

3) Select the students by clicking check box.

3) Click “Cancel” button to complete Advance Payment Cancellation.



Advance Payment Cancellation

From Date* 01-11-2015 To Date* 18-11-2015

Generate View Details Refresh

Show 10 entries Search:

	A/C No.	Member Name	Code	Received Date	Fee Head	Advance Amount
☐ 1	13	LEO PRASATH A	10-AZ-018	17-11-2015	Students Mess Deposit	3000.00
☑ 10	13	LEO PRASATH A	10-AZ-018	17-11-2015	Establishment	500.00
☑ 11	13	LEO PRASATH A	10-AZ-018	17-11-2015	Form and Registration	150.00
☐ 12	13	LEO PRASATH A	10-AZ-018	17-11-2015	Kitchen Staff Salary	5600.00
☐ 13	13	LEO PRASATH A	10-AZ-018	17-11-2015	Maintanance and Misc	1000.00
☐ 14	13	LEO PRASATH A	10-AZ-018	17-11-2015	Maintenance Staff Salary	2750.00
☐ 15	13	LEO PRASATH A	10-AZ-018	17-11-2015	Workers Retd fund	500.00
☐ 16	9372	PAUL LEO P	09-MT-339	17-11-2015	Electricity	650.00
☐ 17	9372	PAUL LEO P	09-MT-339	17-11-2015	Students Mess Deposit	3000.00
☐ 18	9372	PAUL LEO P	09-MT-339	17-11-2015	Establishment	500.00

Showing 1 to 10 of 29 entries First Previous 1 2 3 Next Last

Cancel

Figure 37.1

38. Hostel Fee Structure

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to update Hostel Fee Structure.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Hostel Fee Structure

1.4. Dependency

Fee Heads

1.5. To make entry on Hostel Fee Structure follow steps below

1) Select Institution Name.
2) Select Member Type from the list.
3) Select Receipt Category from the list.
4) Select Fee Heads from the list.
5) Enter Fee Amount for the selected fee heads.
6) Click “Add List” button to add more than one fee heads.
7) Finally Click “Save” to complete Hostel Fee Structure.

Figure 38.1

39. Mess Bill Adjustment

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to adjust the Mess Bill.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Mess Bill Adjustment

1.4. Dependency

Fee Heads

1.5. To make entry on Mess Bill Adjustment follow steps below

1) Select Mess Month & Year from the list.
2) Select Advance Fee Receipt Category from the list.
3) Click "Generate" button.

(list of students would appear along with the Amount Collected and Amount to be Adjusted)

4) Click "Save Mess Bill Adjustment" button to adjust the Mess Bill.

MESS BILL ADJUSTMENT FROM ADVANCE PAYMENT

Mess Month & Year*: AUGUST 2015

Advance Fee Receipt Category*: Refundable

Generate | Refresh

☑	A/C.No.	Member Code	Member Name	Total Advance	Adjusted Amount	Refunded Amount	Mess Due Amount	Amount Collected	Amount to be Adjusted	Remaining Amount
	3028	13-TL-070	DHANAPAL C	0.00	0	0	3280.00	1130.00	2150.00	0.00
☑	15375	15-EC-052	SOOSAIPRAKASH R	3000.00	0	0	3384.00	0	3384.00	3000.00
☑	15262	15-TL-054	AJITH KUMAR K	3000.00	0	0	3000.00	0	3000.00	3000.00
☑	3142	13-VC-040	ABISHEK E	3000.00	0	0	3504.00	0	3504.00	3000.00
☑	4486	14-EL-165	VIJAYAN A	3000.00	0	0	3000.00	0	3000.00	3000.00
☑	3086	13-CH-013	DINESHRAJA P	3000.00	0	0	3140.00	2500.00	640.00	3000.00
☑	3300	13-HT-047	GOKULAKANNAN M	3000.00	0	0	3324.00	3136.00	188.00	3000.00
☑	3720	13-MSW-09	MARTIN MAHIMAIDOSS J	3000.00	0	0	3414.00	0	3414.00	3000.00
☑	4258	14-PH-053	WILLSON RAKESH S	3000.00	0	0	3724.00	2357.00	1367.00	3000.00
☑	4157	14-EL-042	PRASATH M	3000.00	0	0	3324.00	0	3324.00	3000.00
	15454	15-EC-031	KARAN S	0.00	0	0	3924.00	0	3924.00	0.00
☑	15376	15-SO-065	DARVIN CHRISTOBER F	3000.00	0	0	3324.00	0	3324.00	3000.00

Save Mess Bill Adjustment | Select Between

Figure 39.1

40. Due Adjustment

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to adjust the Dues.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Due Adjustment

1.4. Dependency

Fee Heads

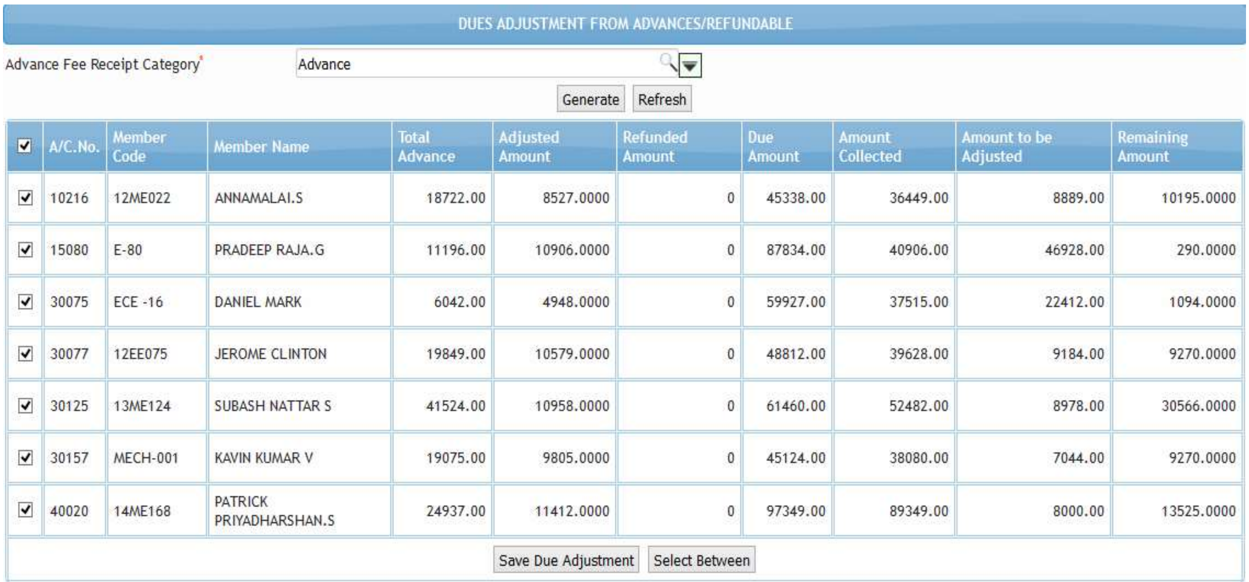
1.5. To make entry on Due Adjustment follow steps below

1) Select Advance Fee Receipt Category from the list.

(List of students would appear along with the Due Amount and Amount to be Adjusted for the selected Fee Receipt Category)

2) Select the student by clicking check box.

3) Click “Save Due Adjustment” button to complete the Due Adjustment.



DUES ADJUSTMENT FROM ADVANCES/REFUNDABLE

Advance Fee Receipt Category* Advance

Generate Refresh

☑	A/C.No.	Member Code	Member Name	Total Advance	Adjusted Amount	Refunded Amount	Due Amount	Amount Collected	Amount to be Adjusted	Remaining Amount
☑	10216	12ME022	ANNAMALAI.S	18722.00	8527.0000	0	45338.00	36449.00	8889.00	10195.0000
☑	15080	E-80	PRADEEP RAJA.G	11196.00	10906.0000	0	87834.00	40906.00	46928.00	290.0000
☑	30075	ECE -16	DANIEL MARK	6042.00	4948.0000	0	59927.00	37515.00	22412.00	1094.0000
☑	30077	12EE075	JEROME CLINTON	19849.00	10579.0000	0	48812.00	39628.00	9184.00	9270.0000
☑	30125	13ME124	SUBASH NATTAR S	41524.00	10958.0000	0	61460.00	52482.00	8978.00	30566.0000
☑	30157	MECH-001	KAVIN KUMAR V	19075.00	9805.0000	0	45124.00	38080.00	7044.00	9270.0000
☑	40020	14ME168	PATRICK PRIYADHARSHAN.S	24937.00	11412.0000	0	97349.00	89349.00	8000.00	13525.0000

Save Due Adjustment Select Between

Figure 40.1

41. Hostel Concession

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used for Hostel Concession.

1.3. Menu Access

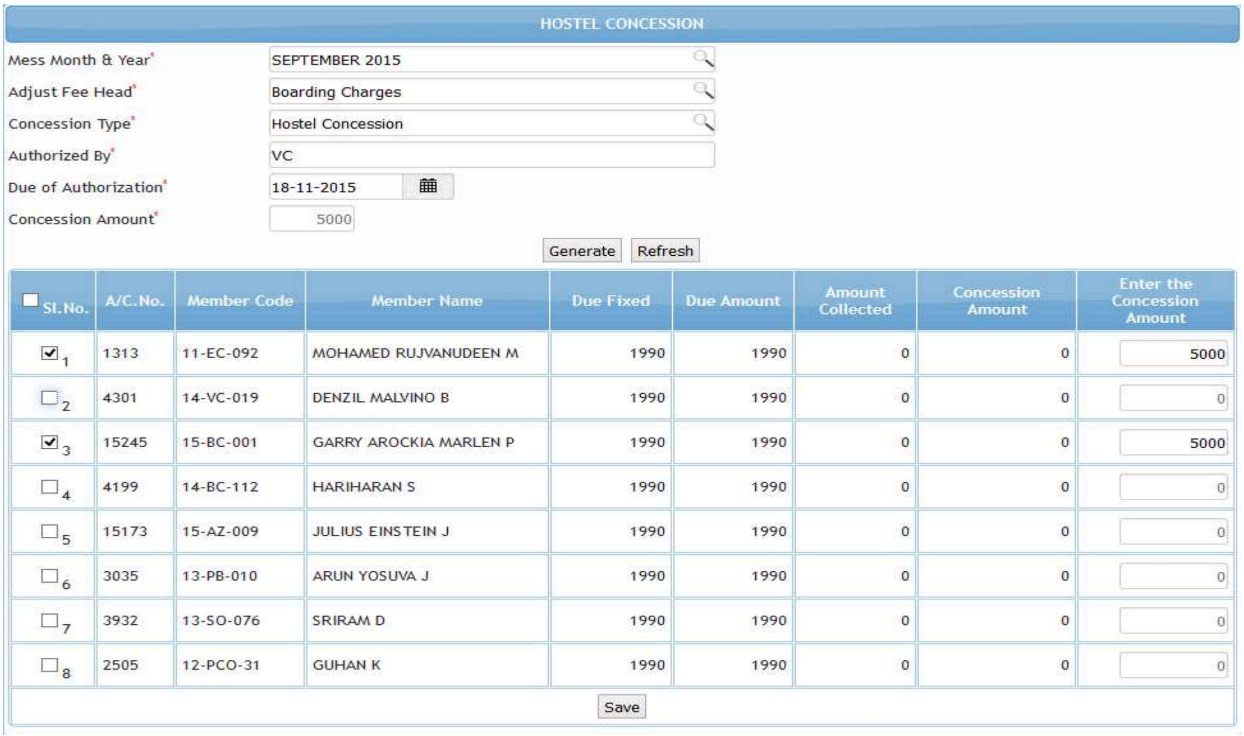
Main menu >> Hostel >> Transaction >> Hostel Concession

1.4. Dependency

Fee Head, Concession Type

1.5. To make entry on Hostel Concession follow steps below

1) Select Mess Month & Year for Hostel Concession.
2) Select Adjust Fee Head and Concession Type from the list.
3) Enter Authorized By for Hostel Concession.
4) Select Due of Authorization Date.
5) Enter Concession Amount for hostel from authorised person.
6) Click “Generate” button to display the students.
7) Select the students by clicking check box.
8) Click “Save” button to complete Hostel Concession.



HOSTEL CONCESSION

Mess Month & Year*: SEPTEMBER 2015
Adjust Fee Head*: Boarding Charges
Concession Type*: Hostel Concession
Authorized By*: VC
Due of Authorization*: 18-11-2015
Concession Amount*: 5000

Generate | Refresh

Sl.No.	A/C.No.	Member Code	Member Name	Due Fixed	Due Amount	Amount Collected	Concession Amount	Enter the Concession Amount
☑ 1	1313	11-EC-092	MOHAMED RUJVANUDEEN M	1990	1990	0	0	5000
☐ 2	4301	14-VC-019	DENZIL MALVINO B	1990	1990	0	0	0
☑ 3	15245	15-BC-001	GARRY AROCKIA MARLEN P	1990	1990	0	0	5000
☐ 4	4199	14-BC-112	HARIHARAN S	1990	1990	0	0	0
☐ 5	15173	15-AZ-009	JULIUS EINSTEIN J	1990	1990	0	0	0
☐ 6	3035	13-PB-010	ARUN YOSUVA J	1990	1990	0	0	0
☐ 7	3932	13-SO-076	SRIRAM D	1990	1990	0	0	0
☐ 8	2505	12-PCO-31	GUHAN K	1990	1990	0	0	0

Save

Figure 41.1

42. Customer Bill Entry

1.1. Intended Audience
Hostel In charge

1.2. Usage
This interface is used to process Customer Bill.

1.3. Menu Access
Main menu >> Hostel >> Transaction >> Customer Bill Entry

1.4. Dependency
Customer Master

1.5. To make entry on Customer Bill follow steps below
1) Select Customer Name from the list.

2) Select Bill Date for customer bill.

3) Select the Mess Name and Mess Date.

4) Enter No. of Persons and Amount per Person required.

(Total Amount will be displayed automatically)

5) Click “Add List” button to add the mess details in list as in Figure 42.1.

6) Click “Save” button to complete Customer Billy Entry.

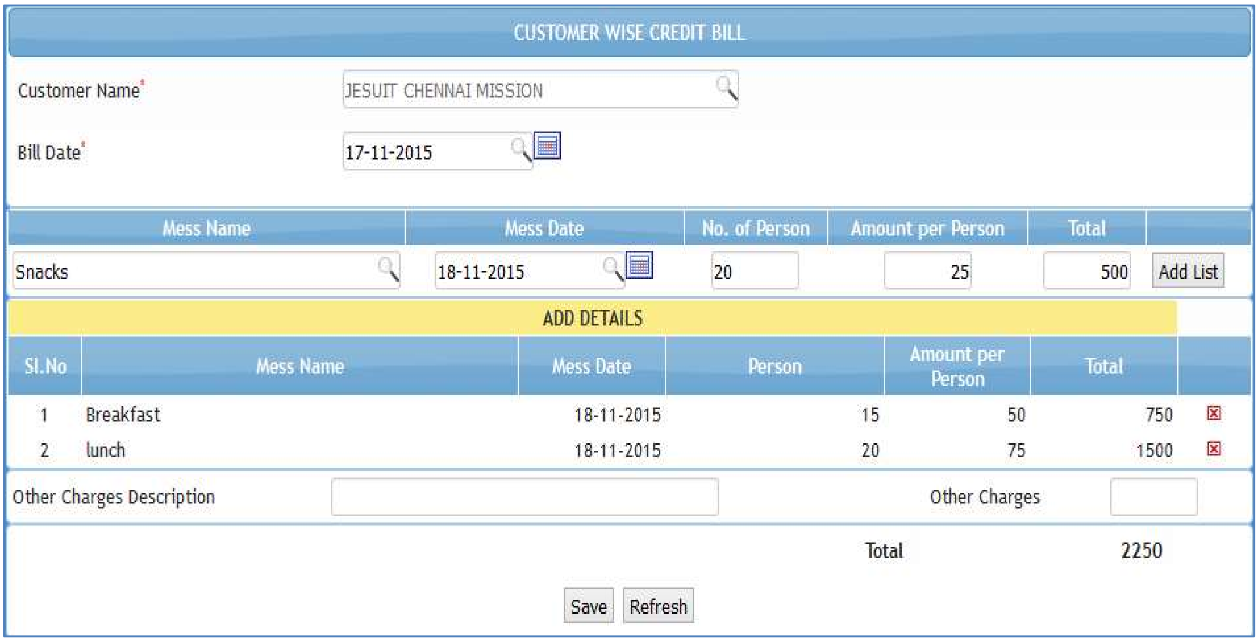


Figure 42.1

43. Customer Bill – Posting To Accounts

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to post Customer Bill to Accounts.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Customer Bill – Posting To Accounts

1.4. Dependency

Customer Bill Entry

1.5. To post Customer Bill to Accounts follow steps below

1) Select Customer Name from the list.

(list of Customer Bill waiting for Posting to Accounts)

2) Select the Customer Name by clicking check box.

3) By clicking "Ok" button, journal voucher would appear as in Figure 43.2.

4) Enter the Narration for the Journal Voucher.

5) Click "Save" button to complete the Posting of Customer Bill to Accounts.

(voucher view displayed as in Figure 43.3)

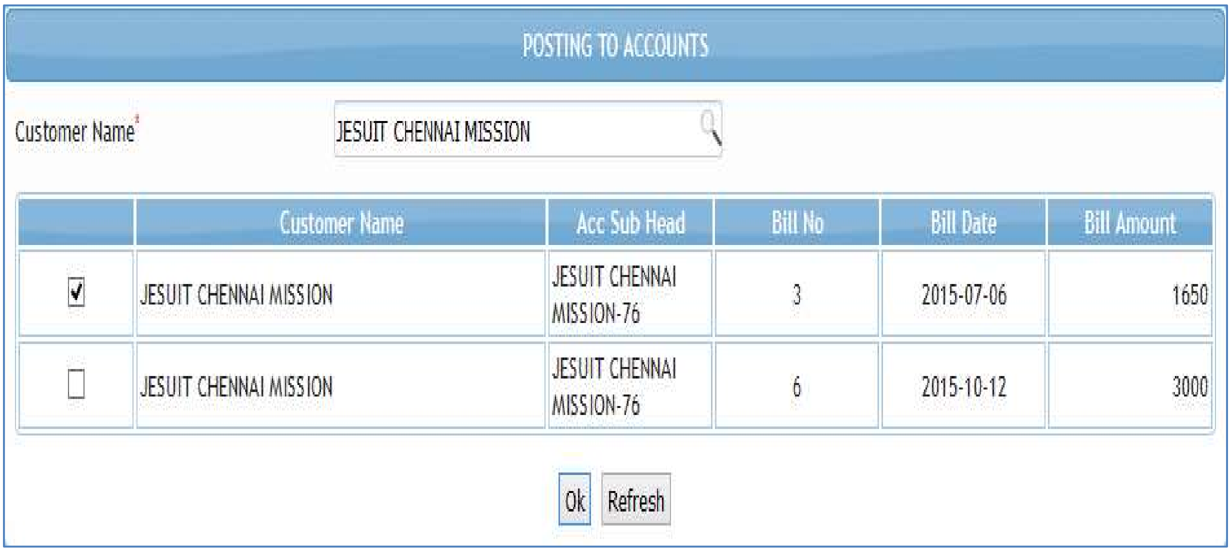


Figure 43.1

Figure 43.2

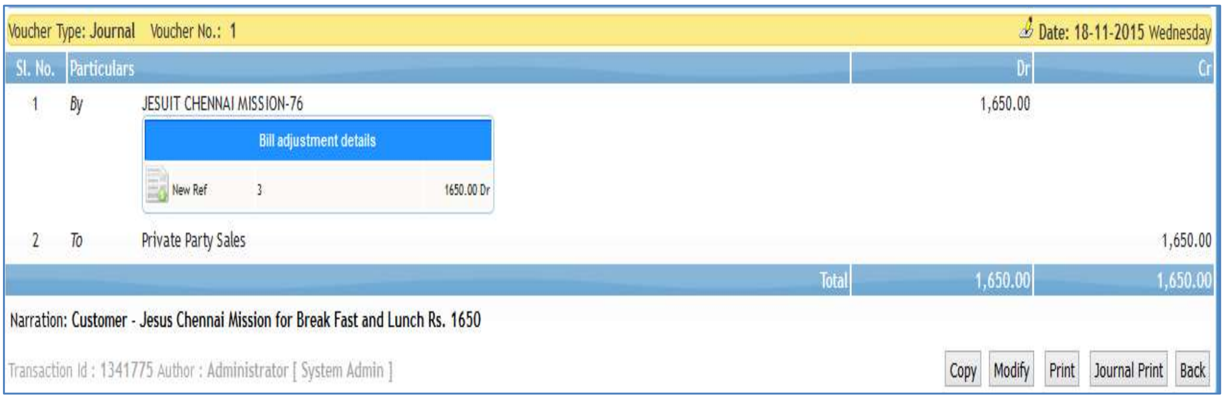


Figure 43.3

44. Expense Head Bill wise Cancellation

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to cancel Expense Head Bill wise.

1.3. Menu Access

Main menu >> Hostel >> Transaction >> Expense Head Bill wise Cancellation

1.4. Dependency

Misc. Bill Generation

1.5. To Cancel the Expense Head Bill wise follow steps below

1) Select the Mess Name and Mess Member Type from the list.
2) Select Rent Category and Institution from the list.
3) Select Expense Head for cancelling the expense bill.
4) Select Expense Month / Year.

(List of students would appear for the selected Expense Head and Expense Month)

5) Select the student by clicking check box.
6) Click "Cancel" button to complete Head wise Expenses Cancellation.

HEADS WISE EXPENSES CANCELLATION	
Mess Name*	[All Mess]
Mess Member Type	[All Member Type] *
Rent Category	[All Rent Category] *
Institution	[All Institution] *
Expense Head*	Extra Electricity *
Expense Month / Year*	November 2015 (Month/YYYY) Cancel All

Sl.No.	A/c. No.	Member Code	Member Name	Room No.	Category	Mess	Expense Amount
☑ 1	4542	14-PPH-25	S.MUTHU PANDI	440	STUDENT	VegMess	1500.0
☑ 2	4543	14-PPH-16	SEBASTIN RAJ V	274	STUDENT	VegMess	1500.0
☐ 3	4544	14-PST-13	JOHN ALEX C.	277	STUDENT	VegMess	1500.0
☐ 4	4545	14-PCO-20	ARUN PRAKASH A	092	STUDENT	VegMess	1500.0
☐ 5	4546	14-PCH-07	JOHNEE BRITTO N	280	STUDENT	VegMess	1500.0
						Total :	7500.0

Cancel | Select Between | Refresh

Figure 44.1

III Reports

45. Room Allocation Report

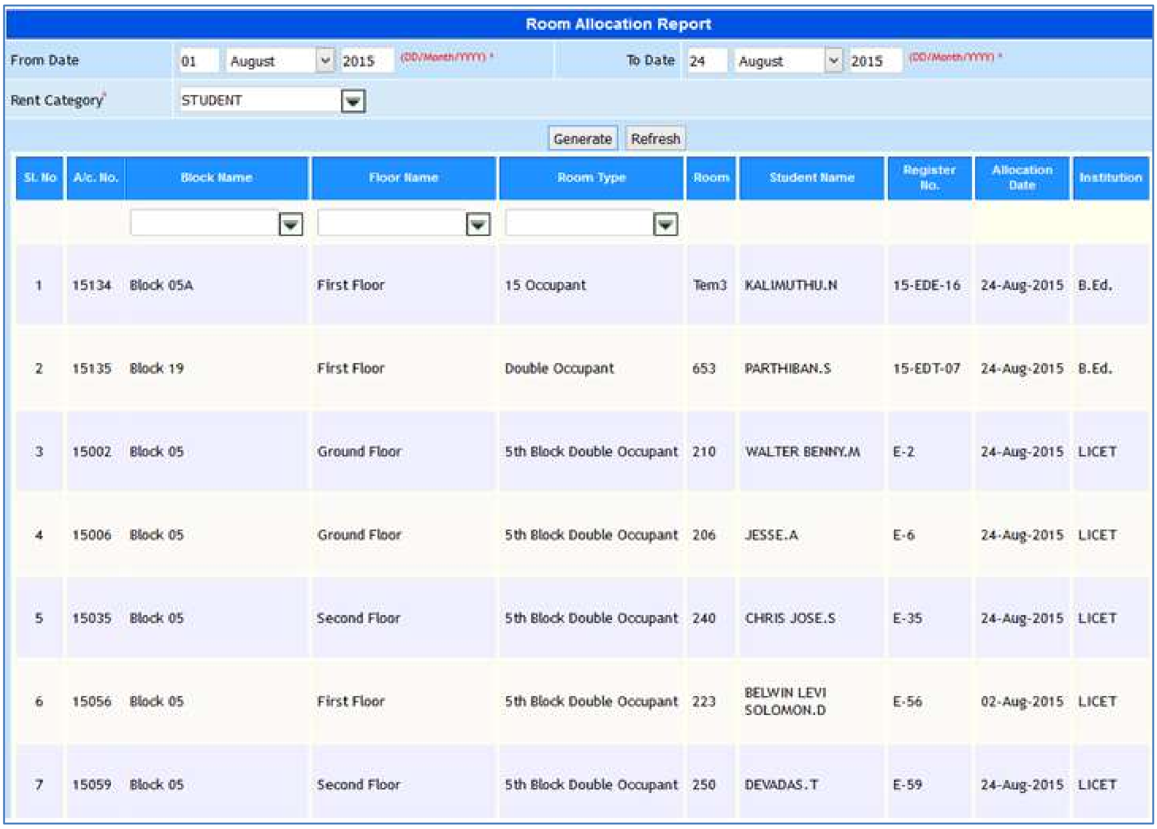
1.1. Intended Audience
All Users

1.2. Usage
This interface is used to view Room Allocation Report.

1.3. Menu Access
Main menu >> Hostel >> Report >> Room Allocation Report

1.4. Dependency
Room allocation

1.5. To view Room Allocation Report follow steps below
1) Select From Date and To Date.
2) Select Rent Category from the list.
3) Click "Generate" button to view the Room Allocation Report as in Figure 45.1



Room Allocation Report

From Date 01 August 2015 (DD/Month/YYYY) * To Date 24 August 2015 (DD/Month/YYYY) *

Rent Category* STUDENT

Generate Refresh

Sl. No	A/c. No.	Block Name	Floor Name	Room Type	Room	Student Name	Register No.	Allocation Date	Institution
1	15134	Block 05A	First Floor	15 Occupant	Tem3	KALIMUTHU.N	15-EDE-16	24-Aug-2015	B.Ed.
2	15135	Block 19	First Floor	Double Occupant	653	PARTHIBAN.S	15-EDT-07	24-Aug-2015	B.Ed.
3	15002	Block 05	Ground Floor	5th Block Double Occupant	210	WALTER BENNY.M	E-2	24-Aug-2015	LICET
4	15006	Block 05	Ground Floor	5th Block Double Occupant	206	JESSE.A	E-6	24-Aug-2015	LICET
5	15035	Block 05	Second Floor	5th Block Double Occupant	240	CHRIS JOSE.S	E-35	24-Aug-2015	LICET
6	15056	Block 05	First Floor	5th Block Double Occupant	223	BELWIN LEVI SOLOMON.D	E-56	02-Aug-2015	LICET
7	15059	Block 05	Second Floor	5th Block Double Occupant	250	DEVADAS.T	E-59	24-Aug-2015	LICET

Figure 45.1

46. Mess Allocation Report

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Mess Allocation Report.

1.3. Menu Access

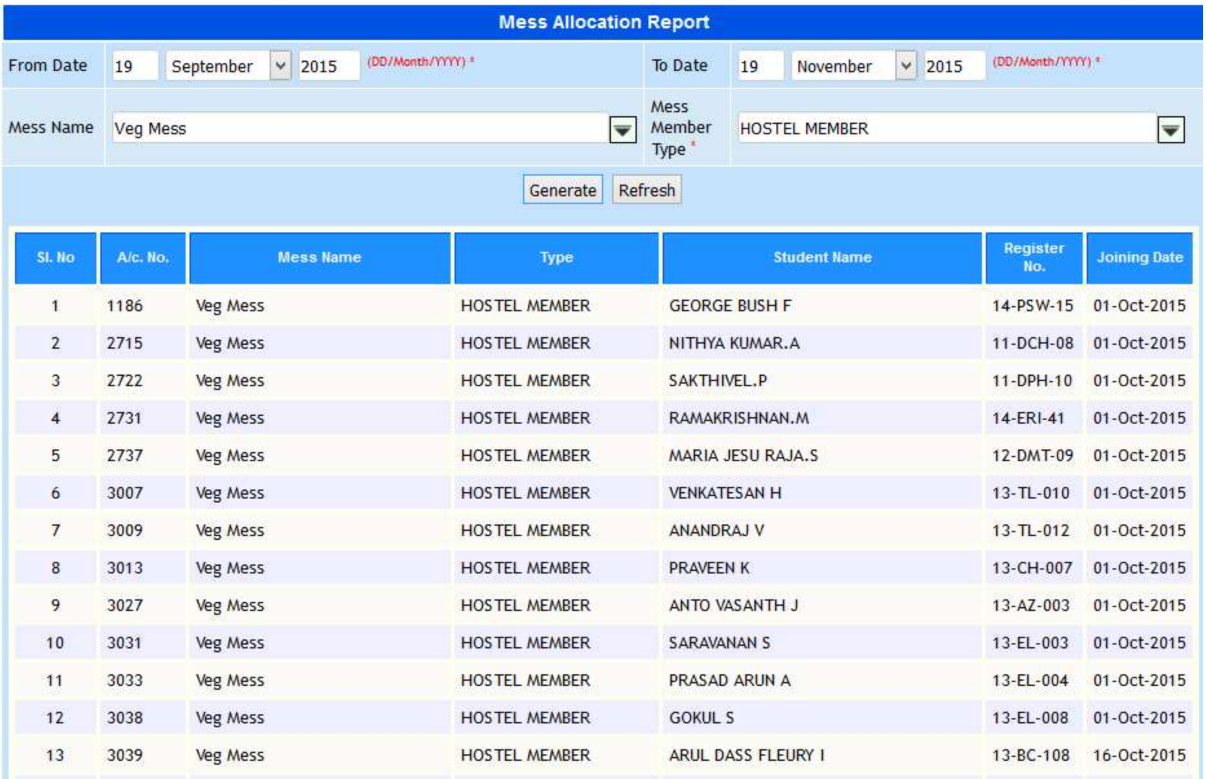
Main menu >> Hostel >> Report >> Mess Allocation Report

1.4. Dependency

Mess allocation

1.5. To view Mess Allocation Report follow steps below

1) Select From Date and To Date.
2) Select Mess Name from the list.
3) Select Mess Member Type from the list.
4) Click “Generate” button to view the Mess Allocation Report



Sl. No	A/c. No.	Mess Name	Type	Student Name	Register No.	Joining Date
1	1186	Veg Mess	HOSTEL MEMBER	GEORGE BUSH F	14-PSW-15	01-Oct-2015
2	2715	Veg Mess	HOSTEL MEMBER	NITHYA KUMAR.A	11-DCH-08	01-Oct-2015
3	2722	Veg Mess	HOSTEL MEMBER	SAKTHIVEL.P	11-DPH-10	01-Oct-2015
4	2731	Veg Mess	HOSTEL MEMBER	RAMAKRISHNAN.M	14-ERI-41	01-Oct-2015
5	2737	Veg Mess	HOSTEL MEMBER	MARIA JESU RAJA.S	12-DMT-09	01-Oct-2015
6	3007	Veg Mess	HOSTEL MEMBER	VENKATESAN H	13-TL-010	01-Oct-2015
7	3009	Veg Mess	HOSTEL MEMBER	ANANDRAJ V	13-TL-012	01-Oct-2015
8	3013	Veg Mess	HOSTEL MEMBER	PRAVEEN K	13-CH-007	01-Oct-2015
9	3027	Veg Mess	HOSTEL MEMBER	ANTO VASANTH J	13-AZ-003	01-Oct-2015
10	3031	Veg Mess	HOSTEL MEMBER	SARAVANAN S	13-EL-003	01-Oct-2015
11	3033	Veg Mess	HOSTEL MEMBER	PRASAD ARUN A	13-EL-004	01-Oct-2015
12	3038	Veg Mess	HOSTEL MEMBER	GOKUL S	13-EL-008	01-Oct-2015
13	3039	Veg Mess	HOSTEL MEMBER	ARUL DASS FLEURY I	13-BC-108	16-Oct-2015

Figure 46.1

47. Hostel Rooms Vacant List

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view vacant list of Hostel Rooms.

1.3. Menu Access

Main menu >> Hostel >> Report >> Hostel Rooms Vacant List

1.4. Dependency

Room Allocation

1.5. To view Hostel Rooms Vacant List follow steps below

1) Select Rent Category from the list.
2) Click “Generate” button to view the Hostel Room Vacancy list.
3) Click “Refresh” button to clear the data.

Hostel Room Vacancy Report

Rent Category* STUDENT

Generate Refresh

Sl.No.	Block	Floor Name	Room No.	Room Type	No. of Vacancy
1	Block 02	Ground Floor	028	2nd Block Rooms	1
2	Block 03	First Floor	091	Double Occupant	1
3	Block 03	First Floor	101	Double Occupant	1
4	Block 03	Ground Floor	071	3 Common Rooms	1
5	Block 03	Ground Floor	080	Double Occupant	1
6	Block 04	First Floor	161	Double Occupant	1
7	Block 04	First Floor	170	Double Occupant	1
8	Block 04	Ground Floor	131	Double Occupant	1
9	Block 04	Ground Floor	132	Double Occupant	1
10	Block 05	First Floor	224	5th Block Double Occupant	1
11	Block 05	First Floor	232	5th Block Double Occupant	2
12	Block 05	Second Floor	251	5th Block Double Occupant	2
13	Block 05A	First Floor	TEM4	10 COMMON ROOM	6
14	Block 05A	Ground Floor	D256	10 COMMON ROOM	2
15	Block 05A	Second Floor	K256	10 COMMON ROOM	1
16	Block 05A	Second Floor	Tem2	Dormitory	1

Figure 47.1

48. Hostel Attendance Report

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Hostel Attendance Report.

1.3. Menu Access

Main menu >> Hostel >> Report >> Hostel Attendance Report

1.4. Dependency

Hostel Attendance Approval

1.5. To view Hostel Attendance Report follow steps below

1) Select Rent Category from the list.
2) Select Leave Type from the list.
3) Select Attendance Marked Date for particular date.
4) Click “Generate” button to view Hostel Attendance Report.

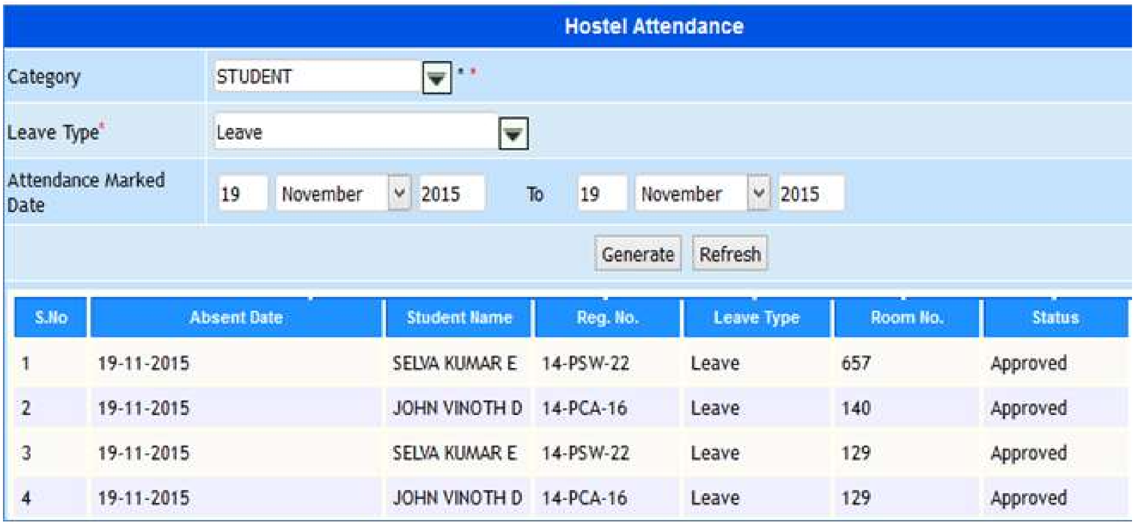


Figure 48.1

49. Mess Coupon

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Mess Coupon.

1.3. Menu Access

Main menu >> Hostel >> Report >> Mess Coupon

1.4. Dependency

Mess Name

1.5. To view Mess Coupon follow steps below

1) Select Mess Coupon for Month / Year.
2) Select Mess Name from the list.
3) Select the option Mess Coupon Received or Mess Coupon Not Received.
4) Click “Generate” button to view Mess Coupon.

Sl. No	A/c. No	Member Code	Member Name	Room No.	Room Rent Category	Mess Name	Coupon No.	Received Date
1	15796	13-ME-075	JERIN.S.J.N		STUDENT	NV Mess	567	25-07-2015
2	15801	15-MT-368	Alstrin Cyrus		STUDENT	NV Mess	566	25-07-2015
3	15951	15-TL-010	RAMU A	52	STUDENT	NV Mess	565	24-07-2015
4	15587	15-SO-073	JESURASA JEYASEELAN	Tem2	STUDENT	NV Mess	564	24-07-2015
5	15588	15-CO-174	ANTROSIYAN	Tem2	STUDENT	NV Mess	563	24-07-2015
6	15589	15-AZ-053	GANESU NIROSHAN	Tem2	STUDENT	NV Mess	562	24-07-2015
7	15590	15-CO-173	BREVONEMIYAN	327	STUDENT	NV Mess	561	24-07-2015
8	15646	15-PCS-03	ANTONY CHANDRA BOSE J	395	STUDENT	NV Mess	560	24-07-2015
9	4488	14-MT-016	ALDRIN LIJO J	288	STUDENT	NV Mess	559	22-07-2015
10	15800	15-DERI-01	AJEESH KRISHNA. T.P		STUDENT	NV Mess	558	22-07-2015
11	15583	15-PH-330	ALEXANDER S	168	STUDENT	NV Mess	557	22-07-2015
12	15594	15-MT-223	JEYPRAKASH S	324	STUDENT	NV Mess	556	22-07-2015
13	15585	15-ST-029	AUGUSTIN R	Tem2	STUDENT	NV Mess	555	22-07-2015
14	15595	15-MM-049	SHARUN RENA UNIVAS RAJ Y	Tem2	STUDENT	NV Mess	554	22-07-2015
15	15593	15-EL-164	SRIGNANAVIGNESH S	52	STUDENT	NV Mess	553	22-07-2015
16	15579	15-CH-204	NISHANTH MS	48	STUDENT	NV Mess	552	22-07-2015
17	15644	15-PCS-14	K.AROKIYA NELSON	49	STUDENT	NV Mess	551	22-07-2015
18	15794	15-BC-219	MANOJ M		STUDENT	NV Mess	550	20-07-2015
19	4038	14-AZ-003	MURALIDHARAN T	TEM1	STUDENT	NV Mess	549	19-07-2015

Figure 49.1

50. Program wise Strength

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Program wise Strength.

1.3. Menu Access

Main menu >> Hostel >> Report >> Program wise Strength

1.4. Dependency

Hostel Member Registration

1.5. To view Program wise Student List follow steps below

1) List of Program would appear along with the Total No. of students.
2) The student Details can be view by selecting the Program as in Figure 50.2

Program wise Student List

Sl. No	Sem.	Program	Boys	Girls	Total
1	7	B.ed-ENG	1	0	1
2	1	ECE	2	0	2
3	3	B.Sc.Plant Biology and Biotechnology	17	0	17
4	7	PD	3	0	3
5	2	B.A.History	1	0	1
6	3	B.Sc.Plant Biology and Plant Biotechnology	1	0	1
7	5	B.Sc.-Plant Biology and Plant Biotechnology	1	0	1
8	5	B.A.Sociology	13	0	13
9	1	B.A.Tamil Literature	31	0	31
10	1	M.Sc.Zoology	2	0	2

Figure 50.1

Program wise Student List

Sl. No	Sem.	Program	Boys	Girls	Total
1	7	B.ed-ENG	1	0	1

Sl. No	Hostel Name	Sem.	A/c. No.	Reg. No.	Student Name	Room No.
1	BOYS HOSTEL	7	15133	15-EDE-24	AROKIA DAVID RAJ	54

Sl. No	Sem.	Program	Boys	Girls	Total
2	1	ECE	2	0	2

Sl. No	Hostel Name	Sem.	A/c. No.	Reg. No.	Student Name	Room No.
1	BOYS HOSTEL	1	15013	E-13	ASWIN.A	227
2	BOYS HOSTEL	1	15014	E-14	JEAN INFANT VISHAL	221

Sl. No	Sem.	Program	Boys	Girls	Total
3	3	B.Sc.Plant Biology and Biotechnology	17	0	17
4	7	PD	3	0	3
5	2	B.A.History	1	0	1
6	3	B.Sc.Plant Biology and Plant Biotechnology	1	0	1

Figure 50.2

51. Hostel Strength

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Hostel Strength.

1.3. Menu Access

Main menu >> Hostel >> Report >> Hostel Strength

1.4. Dependency

Hostel Member Registration

HOSTEL STRENGTH

Sl. No	Hostel Name	Sem.	Boys	Girls	Total
1	BOYS HOSTEL	1	486	0	486
2	BOYS HOSTEL	3	449	0	449
3	BOYS HOSTEL	4	1	0	1
4	BOYS HOSTEL	5	290	0	290
5	BOYS HOSTEL	7	142	0	142
6	Mess Only Members	1	97	0	97
7	Mess Only Members	3	34	0	34
8	Mess Only Members	5	12	0	12
9	Mess Only Members	7	202	0	202
		Total :	1713	0	1713

HOSTEL STRENGTH - [GRADUATION TYPE WISE]

Sl. No	Office Name	Hostel Name	Graduation Type	Total
1	(AUTONOMOUS)	BOYS HOSTEL	M.Phil.	6
2	(AUTONOMOUS)	BOYS HOSTEL	P.G.	87
3	(AUTONOMOUS)	BOYS HOSTEL	U.G.	682
4	(AUTONOMOUS)	Mess Only Member	M.Phil.	4
5	(AUTONOMOUS)	Mess Only Member	P.G.	15
6	(AUTONOMOUS)	Mess Only Member	U.G.	43

HOSTEL STRENGTH [RELIGION / CATEGORY WISE] Export

Sl. No	Office Name	Religion	Category	Count
1	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT			5
2	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	CHRISTIAN	BC	23
3	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	CHRISTIAN	MBC	4
4	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	CHRISTIAN	OC	2
5	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	CHRISTIAN	SC	3
6	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	CHRISTIAN	ST	4
7	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	BC	142
8	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	DNC	1
9	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	MBC	91
10	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	OC	19
11	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	SC	81
12	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	SC(A)	30
13	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	HINDU	ST	6
14	(AUTONOMOUS) SHIFT ONOMOUS) SHIFT	MUSLIM	BC	4

Figure 51.1

52. Student wise Asset List

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Hostel Student wise Asset List.

1.3. Menu Access

Main menu >> Hostel >> Report >> Studentwise Asset List

1.4. Dependency

Studentwise Assets

1.5. To view Studentwise Asset List follow steps below

1) Select Rent Category from the list.

2) Select Asset from the list.

3) Click “Generate” button to view the Studentwise Asset list.


Studentwise Asset List

Rent Category* STUDENT Asset* Radio Tape Recorder

Generate Refresh

Sl.No.	Hostel Name	A/c. No.	Reg. No.	Student Name	Room No.	Asset	Installed Date
1	BOYS HOSTEL	3050	09-EC-076	SUBIN K P	577	Radio Tape Recorder	17-06-2015
2	BOYS HOSTEL	3120	09-EC-170	VINOTH KUMAR J	601	Radio Tape Recorder	17-06-2015
3	BOYS HOSTEL	3186	09-EC-263	KARTHI D	193	Radio Tape Recorder	17-06-2015
4	BOYS HOSTEL	3318	10-EC-064	MANIKANDAN R	473	Radio Tape Recorder	17-06-2015
5	BOYS HOSTEL	3371	10-EC-136	DURGAPRASAD M	435	Radio Tape Recorder	17-06-2015
6	BOYS HOSTEL	4146	10-HT-042	VINOTH KUMAR V	Tem3	Radio Tape Recorder	24-08-2015
7	BOYS HOSTEL	4262	10-HT-136	JOSEPH JEFFERSUN FERNANDO	316	Radio Tape Recorder	16-06-2015
8	BOYS HOSTEL	4319	11-HT-040	ROSHAN GANAWA	090	Radio Tape Recorder	16-06-2015
9	BOYS HOSTEL	15392	ECE -16	DANIEL MARK	124	Radio Tape Recorder	03-07-2015
10	BOYS HOSTEL	15640	RSLH09	JOHN PAUL.A	49	Radio Tape Recorder	03-09-2015

Figure 52.1

53. Miscellaneous Bill

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Miscellaneous Bill.

1.3. Menu Access

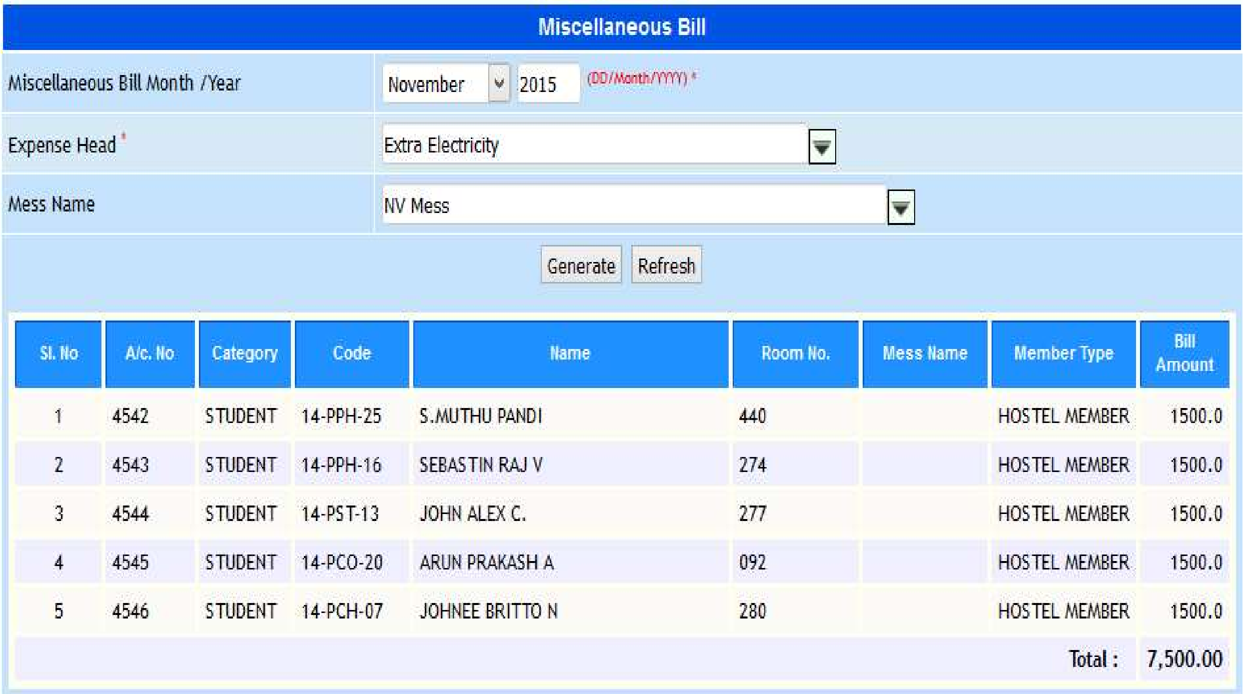
Main menu >> Hostel >> Report >> Miscellaneous Bill

1.4. Dependency

Misc. Bill Generation

1.5. To view Miscellaneous Bill follow steps below

1) Select Miscellaneous Bill Month / Year.
2) Select Expense Head from the list.
3) Select Mess Name from the list.
4) Click "Generate" button to view Miscellaneous Bill


Miscellaneous Bill

Miscellaneous Bill Month /Year: November 2015 (DD/Month/YYYY) *

Expense Head *: Extra Electricity

Mess Name: NV Mess

Generate Refresh

Sl. No	A/c. No	Category	Code	Name	Room No.	Mess Name	Member Type	Bill Amount
1	4542	STUDENT	14-PPH-25	S.MUTHU PANDI	440		HOSTEL MEMBER	1500.0
2	4543	STUDENT	14-PPH-16	SEBASTIN RAJ V	274		HOSTEL MEMBER	1500.0
3	4544	STUDENT	14-PST-13	JOHN ALEX C.	277		HOSTEL MEMBER	1500.0
4	4545	STUDENT	14-PCO-20	ARUN PRAKASH A	092		HOSTEL MEMBER	1500.0
5	4546	STUDENT	14-PCH-07	JOHNEE BRITTO N	280		HOSTEL MEMBER	1500.0
							Total :	7,500.00

Figure 53.2

54. Hostel Due List

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Hostel Due List.

1.3. Menu Access

Main menu >> Hostel >> Report >> Hostel Due List

1.4. Dependency

Mess Bill Generation

1.5. To view Hostel Due List follow steps below

1) Select Account Sub Heads from the list.

2) Click “Generate” button to view the Hostel Due List.


HOSTEL DUE LIST

Account Sub Heads* Veg Mess

Generate Refresh

Sl. No	A/c. No	Code	Name	Room No.	Month/Year	Account Sub Head	Bill Amount
1	1044	14-PCO-39	ROBIN J	082	April/2015	Veg Mess	1234.00
2	1044	14-PCO-39	ROBIN J	082	June/2015	Veg Mess	631.00
3	1044	14-PCO-39	ROBIN J	082	July/2015	Veg Mess	2173.00
4	1044	14-PCO-39	ROBIN J	082	September/2015	Veg Mess	1802.00
5	1186	14-PSW-15	GEORGE BUSH F	082	June/2015	Veg Mess	631.00
6	1186	14-PSW-15	GEORGE BUSH F	082	July/2015	Veg Mess	2173.00
7	1186	14-PSW-15	GEORGE BUSH F	082	September/2015	Veg Mess	1802.00
8	1186	14-PSW-15	GEORGE BUSH F	082	October/2015	Veg Mess	1893.00
9	2715	11-DCH-08	NITHYA KUMAR.A	133	June/2015	Veg Mess	631.00
10	2715	11-DCH-08	NITHYA KUMAR.A	133	July/2015	Veg Mess	2173.00
11	2715	11-DCH-08	NITHYA KUMAR.A	133	August/2015	Veg Mess	2150.00
12	2715	11-DCH-08	NITHYA KUMAR.A	133	September/2015	Veg Mess	1802.00
13	2715	11-DCH-08	NITHYA KUMAR.A	133	October/2015	Veg Mess	1893.00
14	2718	11-DZO-01	GANESH.J	135	June/2015	Veg Mess	631.00

Figure 54.1

55. Room Rent Bill

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Room Rent Bill.

1.3. Menu Access

Main menu >> Hostel >> Report >> Room Rent Bill

1.4. Dependency

Room Rent Generation

1.5. To view Room Rent Bill follow steps below

1) Select Room Rent Bill Month/Year.
2) Select Room Rent Category from the list.
3) Click "Generate" button to view Room Rent Bill.

Room Rent Bill

Room Rent Bill Month /Year: February 2015 (DD/Month/YYYY) *

Room Rent Category *: STUDENT

Generate Refresh

Sl.No	A/c.No.	Code	Name	Hostel Short Name	Block	Floor	Room No.	Room Rent	Maintenence	Bill Amount
1	1004	14-EDT-10	PRABAKARAN S	null	null	null	null	500.00	0.00	500.00
2	1005	14-EDT-11	TAMILVELAN S	null	null	null	null	500.00	0.00	500.00
3	1044	14-PCO-39	ROBIN J	LOHO	null	Ground Floor	082	500.00	0.00	500.00
4	1089	BED.	SATHISH KUMAR S	null	null	null	null	500.00	0.00	500.00
5	1113	11-SO-049	SHANKERSAN R C	null	null	null	null	500.00	0.00	500.00
6	1152	14-EDE-14	KISHORRAM R S	null	null	null	null	500.00	0.00	500.00
7	1186	14-PSW-15	GEORGE BUSH F	LOHO	null	Ground Floor	082	500.00	0.00	500.00
8	1224	14-EDE-22	NAVEEN P J	null	null	null	null	500.00	0.00	500.00
9	1226	11-MT-070	ANANDHASATTHIKRISHNA V	null	null	null	null	500.00	0.00	500.00
10	1228	11-EC-051	MUTHU KUMAR M	LOHO	null	First Floor	555	500.00	0.00	500.00
11	1313	11-EC-092	MOHAMED RUJVANUDEEN M	LOHO	null	First Floor	555	500.00	0.00	500.00
12	1330	11-HT-055	BALAJI P	null	null	null	null	500.00	0.00	500.00

Figure 55.1

56. Room Vacation Report

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Room Vacation students.

1.3. Menu Access

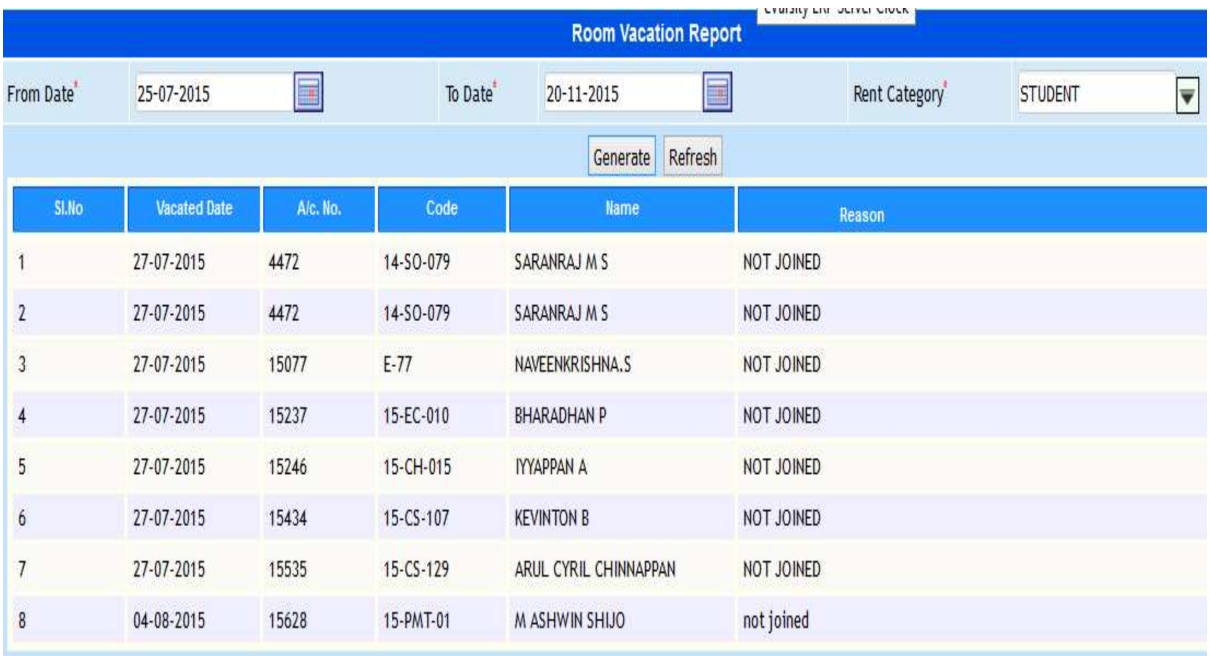
Main menu >> Hostel >> Report >> Room Vacation Report

1.4. Dependency

Room Allocation

1.5. To view Room Vacation Report follow steps below

1) Select Room Rent Bill Month/Year.
2) Select Rent Category from the list.
3) Click “Generate” button to view the Room vacation list.



Sl.No	Vacated Date	A/c. No.	Code	Name	Reason
1	27-07-2015	4472	14-SO-079	SARANRAJ M S	NOT JOINED
2	27-07-2015	4472	14-SO-079	SARANRAJ M S	NOT JOINED
3	27-07-2015	15077	E-77	NAVEENKRISHNA.S	NOT JOINED
4	27-07-2015	15237	15-EC-010	BHARADHAN P	NOT JOINED
5	27-07-2015	15246	15-CH-015	IYYAPPAN A	NOT JOINED
6	27-07-2015	15434	15-CS-107	KEVINTON B	NOT JOINED
7	27-07-2015	15535	15-CS-129	ARUL CYRIL CHINNAPPAN	NOT JOINED
8	04-08-2015	15628	15-PMT-01	M ASHWIN SHIJO	not joined

Figure 56.1

57. Mess Bill

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Mess Bill.

1.3. Menu Access

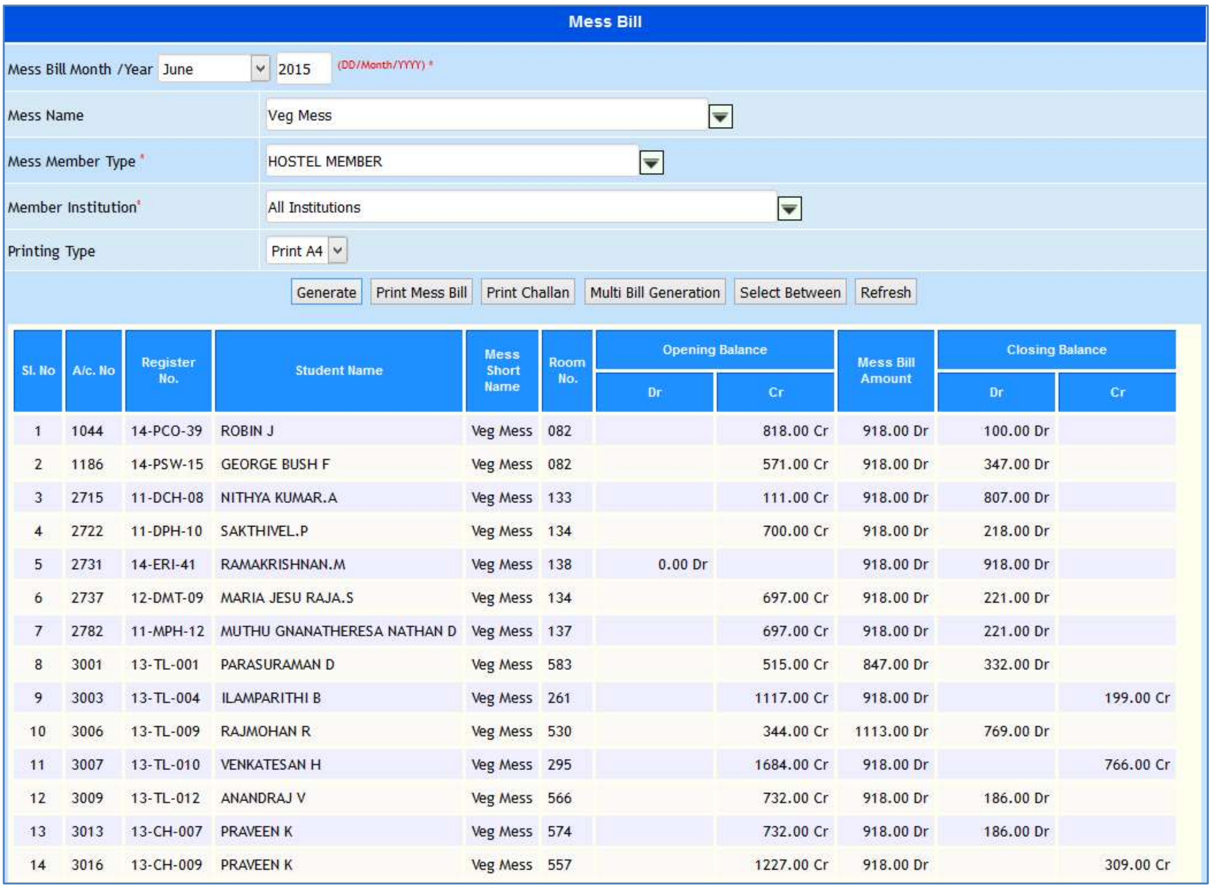
Main menu >> Hostel >> Report >> Mess Bill

1.4. Dependency

Mess Bill Generation

1.5. To view Mess Bill Report follow steps below

1) Select Mess Bill Month/Year.
2) Select Mess Name and Mess Member Type from the list.
3) Select Member Institution from the list.
4) Click “Generate” button to view the Mess Bill Report.



Mess Bill

Mess Bill Month /Year: June 2015 (DD/Month/YYYY) *
Mess Name: Veg Mess
Mess Member Type *: HOSTEL MEMBER
Member Institution*: All Institutions
Printing Type: Print A4

Generate | Print Mess Bill | Print Challan | Multi Bill Generation | Select Between | Refresh

Sl. No	A/c. No	Register No.	Student Name	Mess Short Name	Room No.	Opening Balance		Mess Bill Amount	Closing Balance	
						Dr	Cr		Dr	Cr
1	1044	14-PCO-39	ROBIN J	Veg Mess	082		818.00 Cr	918.00 Dr	100.00 Dr	
2	1186	14-PSW-15	GEORGE BUSH F	Veg Mess	082		571.00 Cr	918.00 Dr	347.00 Dr	
3	2715	11-DCH-08	NITHYA KUMAR.A	Veg Mess	133		111.00 Cr	918.00 Dr	807.00 Dr	
4	2722	11-DPH-10	SAKTHIVEL.P	Veg Mess	134		700.00 Cr	918.00 Dr	218.00 Dr	
5	2731	14-ERI-41	RAMAKRISHNAN.M	Veg Mess	138	0.00 Dr		918.00 Dr	918.00 Dr	
6	2737	12-DMT-09	MARIA JESU RAJA.S	Veg Mess	134		697.00 Cr	918.00 Dr	221.00 Dr	
7	2782	11-MPH-12	MUTHU GNANATHERESA NATHAN D	Veg Mess	137		697.00 Cr	918.00 Dr	221.00 Dr	
8	3001	13-TL-001	PARASURAMAN D	Veg Mess	583		515.00 Cr	847.00 Dr	332.00 Dr	
9	3003	13-TL-004	ILAMPARITHI B	Veg Mess	261		1117.00 Cr	918.00 Dr		199.00 Cr
10	3006	13-TL-009	RAJMOHAN R	Veg Mess	530		344.00 Cr	1113.00 Dr	769.00 Dr	
11	3007	13-TL-010	VENKATESAN H	Veg Mess	295		1684.00 Cr	918.00 Dr		766.00 Cr
12	3009	13-TL-012	ANANDRAJ V	Veg Mess	566		732.00 Cr	918.00 Dr	186.00 Dr	
13	3013	13-CH-007	PRAVEEN K	Veg Mess	574		732.00 Cr	918.00 Dr	186.00 Dr	
14	3016	13-CH-009	PRAVEEN K	Veg Mess	557		1227.00 Cr	918.00 Dr		309.00 Cr

Figure 57.1

58. Members Dynamic Report

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Members Dynamic Report.

1.3. Menu Access

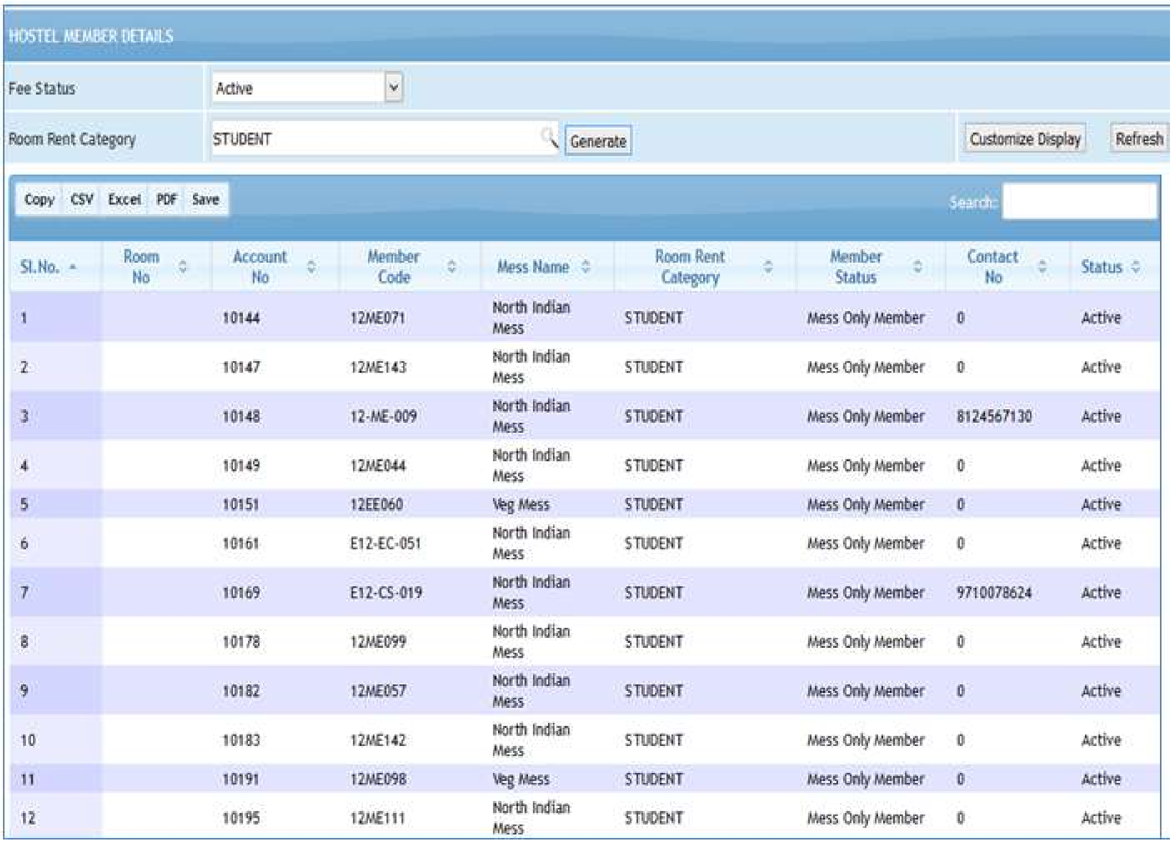
Main menu >> Hostel >> Report >> Members Dynamic Report

1.4. Dependency

Hostel Member Detail

1.5. To view Members Dynamic Report follow steps below

1) Select Fee Status from the list.
2) Select Room Rent Category from the list.
3) Click “Generate” button to view Members Dynamic Report.



Sl.No.	Room No	Account No	Member Code	Mess Name	Room Rent Category	Member Status	Contact No	Status
1		10144	12ME071	North Indian Mess	STUDENT	Mess Only Member	0	Active
2		10147	12ME143	North Indian Mess	STUDENT	Mess Only Member	0	Active
3		10148	12-ME-009	North Indian Mess	STUDENT	Mess Only Member	8124567130	Active
4		10149	12ME044	North Indian Mess	STUDENT	Mess Only Member	0	Active
5		10151	12EE060	Veg Mess	STUDENT	Mess Only Member	0	Active
6		10161	E12-EC-051	North Indian Mess	STUDENT	Mess Only Member	0	Active
7		10169	E12-CS-019	North Indian Mess	STUDENT	Mess Only Member	9710078624	Active
8		10178	12ME099	North Indian Mess	STUDENT	Mess Only Member	0	Active
9		10182	12ME057	North Indian Mess	STUDENT	Mess Only Member	0	Active
10		10183	12ME142	North Indian Mess	STUDENT	Mess Only Member	0	Active
11		10191	12ME098	Veg Mess	STUDENT	Mess Only Member	0	Active
12		10195	12ME111	North Indian Mess	STUDENT	Mess Only Member	0	Active

Figure 58.1

59. Student wise Outstanding Report

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Student wise Outstanding Report.

1.3. Menu Access

Main menu >> Hostel >> Report >> Student Wise Outstanding Report

1.4. Dependency

Advance Payment Entry

1.5. To view Student wise Outstanding Report follow steps below

1) Select Hostel Institution from the list.
2) Select Advance Fee Receipt Category from the list.
3) Click “Generate” button to view the student wise Outstanding Report

STUDENT WISE OUTSTANDING REPORT

Hostel Institution* All Institution

Advance Fee Receipt Category* Advance

Generate Refresh

SL.No.	A/C.No.	Member Code	Member Name	Room No.	Member Type	Rent Category	Advance Amount	Adjust Amount	Refund Amount	Remaining Amount
1	1004	14-EDT-10	PRABAKARAN S		Mess Only Member	STUDENT	2500.00	1768.0000	732.0000	0.0000
2	1005	14-EDT-11	TAMILVELAN S		Mess Only Member	STUDENT	2500.00	1768.0000	732.0000	0.0000
3	1007	11-TL-009	DEIVAM.B		Mess Only Member	STUDENT	2603.00	0	0	2603.00
4	1008	11-MT-007	SIMILON JOHN.L		Mess Only Member	STUDENT	267.00	0	0	267.00
5	1010	11-MT-012	ARUL PORCHEZHIAN J		Mess Only Member	STUDENT	1870.00	0	0	1870.00
6	10131	13ME-	KIRUBA.J		Mess Only Member	STUDENT	4059.00	1896.0000	2163.0000	0.0000
7	10133	12ME066	JEROME BERTRAND RATNAM.J		Mess Only Member	STUDENT	7367.00	1896.0000	5471.0000	0.0000
8	10135	12IT048	JAMES VASANTH RAJ.K		Mess Only Member	STUDENT	4401.00	1760.0000	2641.0000	0.0000
9	10144	12ME071	JUDE ROHIT.R		Mess Only Member	STUDENT	24962.00	12312.0000	0	12650.0000
10	10147	12ME143	SELVAM SAHAYARAJ.F		Mess Only Member	STUDENT	27449.00	10296.0000	0	17153.0000
11	10148	12-ME-009	DANIEL RAJ		Mess Only Member	STUDENT	20800.00	10824.0000	0	9976.0000
12	10149	12ME044	ARPUTHA INFANT.W		Mess Only Member	STUDENT	23300.00	13231.0000	0	10069.0000
13	10151	12EE060	MELVIN JOEL RAYMOND.M		Mess Only Member	STUDENT	25646.00	11826.0000	0	13820.0000
14	10154	ENG1	KARNAM YOGESH		Mess Only Member	STUDENT	3799.00	0	0	3799.00
15	10155	MECH;;	RAJASEKARAN.R		Mess Only Member	STUDENT	438.00	0	0	438.00

Figure 59.1

60. Customer Bill Report

1.1. Intended Audience

All Users

1.2. Usage

This interface is used to view Customer Bill Report.

1.3. Menu Access

Main menu >> Hostel >> Report >> Customer Bill Report

1.4. Dependency

Customer Bill Entry

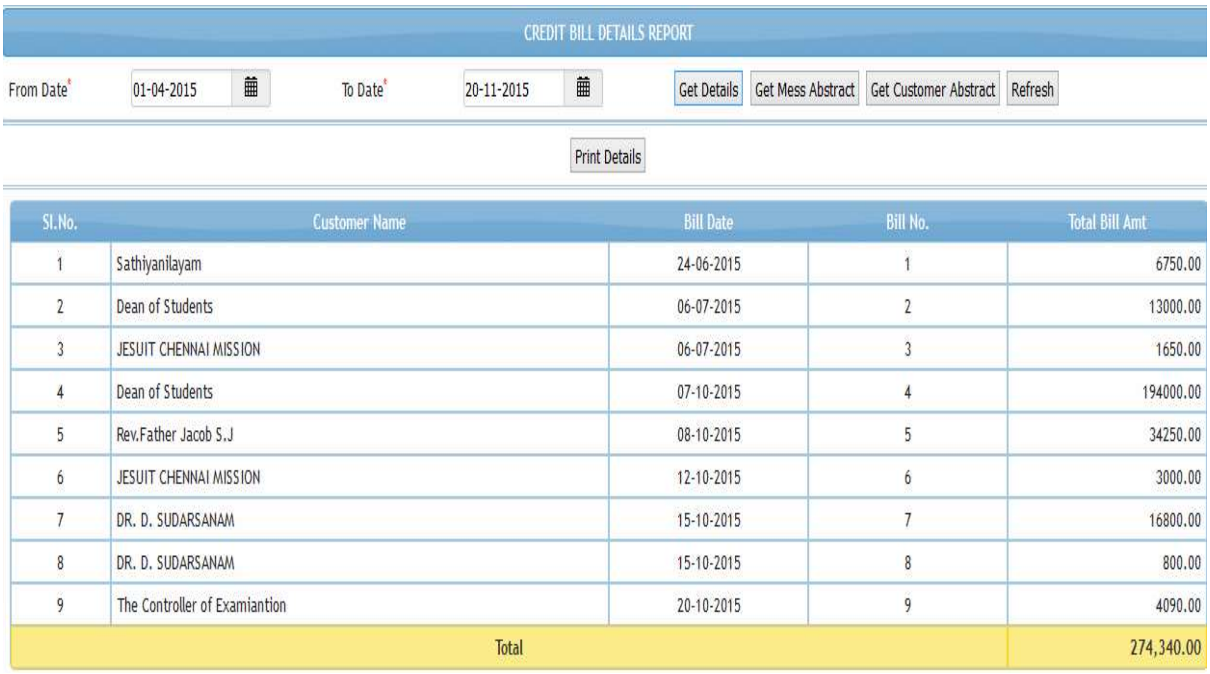
1.5. To view Customer Bill Report follow steps below

1) Select From Date and To Date.

2) Click " Get Details" button to view the Customer Bill Report.

3) Click "Get Mess Abstract" button to view the Mess abstract details as in Figure 60.2.

4) Click "Get Customer Abstract" button to view the Customer abstract details as in Figure 60.3

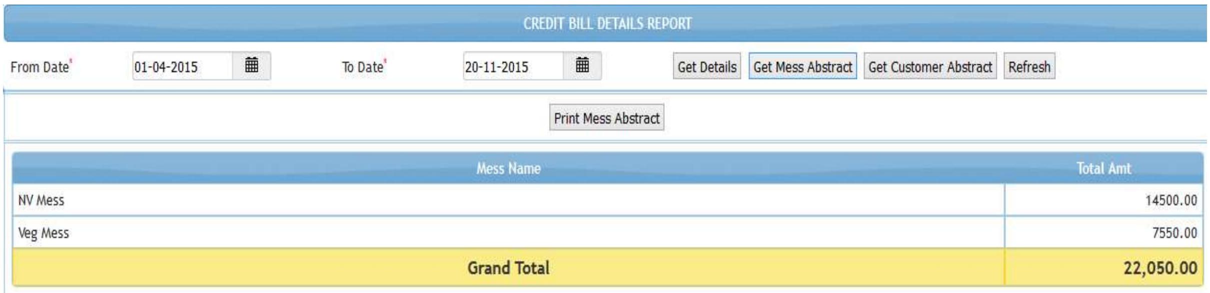

CREDIT BILL DETAILS REPORT

From Date* 01-04-2015 To Date* 20-11-2015 Get Details Get Mess Abstract Get Customer Abstract Refresh

Print Details

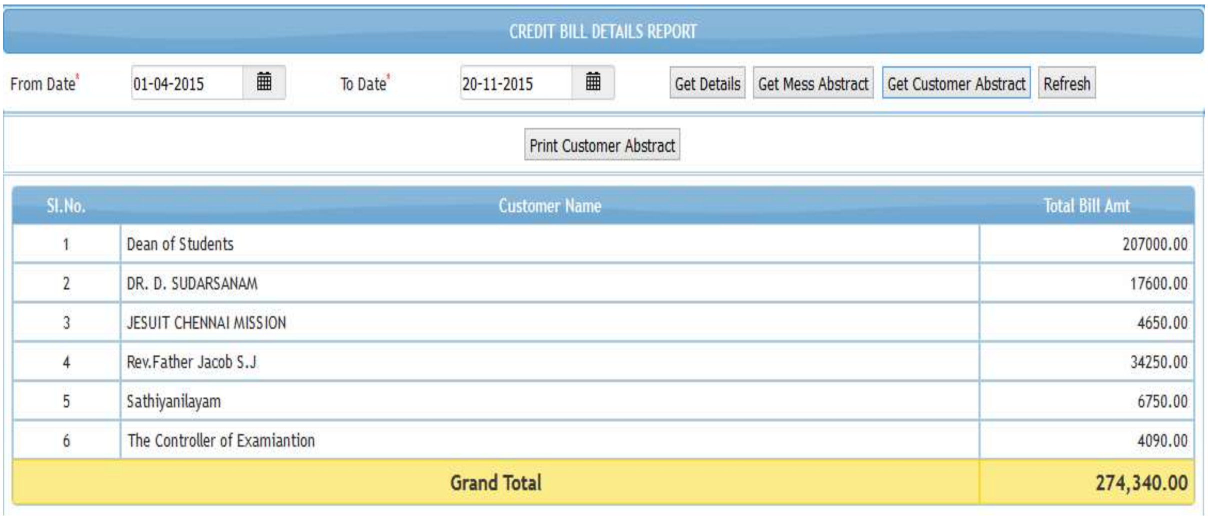
Sl.No.	Customer Name	Bill Date	Bill No.	Total Bill Amt
1	Sathiyanilayam	24-06-2015	1	6750.00
2	Dean of Students	06-07-2015	2	13000.00
3	JESUIT CHENNAI MISSION	06-07-2015	3	1650.00
4	Dean of Students	07-10-2015	4	194000.00
5	Rev.Father Jacob S.J	08-10-2015	5	34250.00
6	JESUIT CHENNAI MISSION	12-10-2015	6	3000.00
7	DR. D. SUDARSANAM	15-10-2015	7	16800.00
8	DR. D. SUDARSANAM	15-10-2015	8	800.00
9	The Controller of Examiantion	20-10-2015	9	4090.00
	Total			274,340.00

Figure 60.1



Mess Name	Total Amt
NV Mess	14500.00
Veg Mess	7550.00
Grand Total	22,050.00

Figure 60.2



Sl.No.	Customer Name	Total Bill Amt
1	Dean of Students	207000.00
2	DR. D. SUDARSANAM	17600.00
3	JESUIT CHENNAI MISSION	4650.00
4	Rev.Father Jacob S.J	34250.00
5	Sathiyanilayam	6750.00
6	The Controller of Examiantion	4090.00
	Grand Total	274,340.00

Figure 60.3

61. Hostel Due Abstract

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to view Hostel Due Abstract.

1.3. Menu Access

Main menu >> Hostel >> Report >> Hostel Due Abstract

1.4. Dependency

Due Adjustment

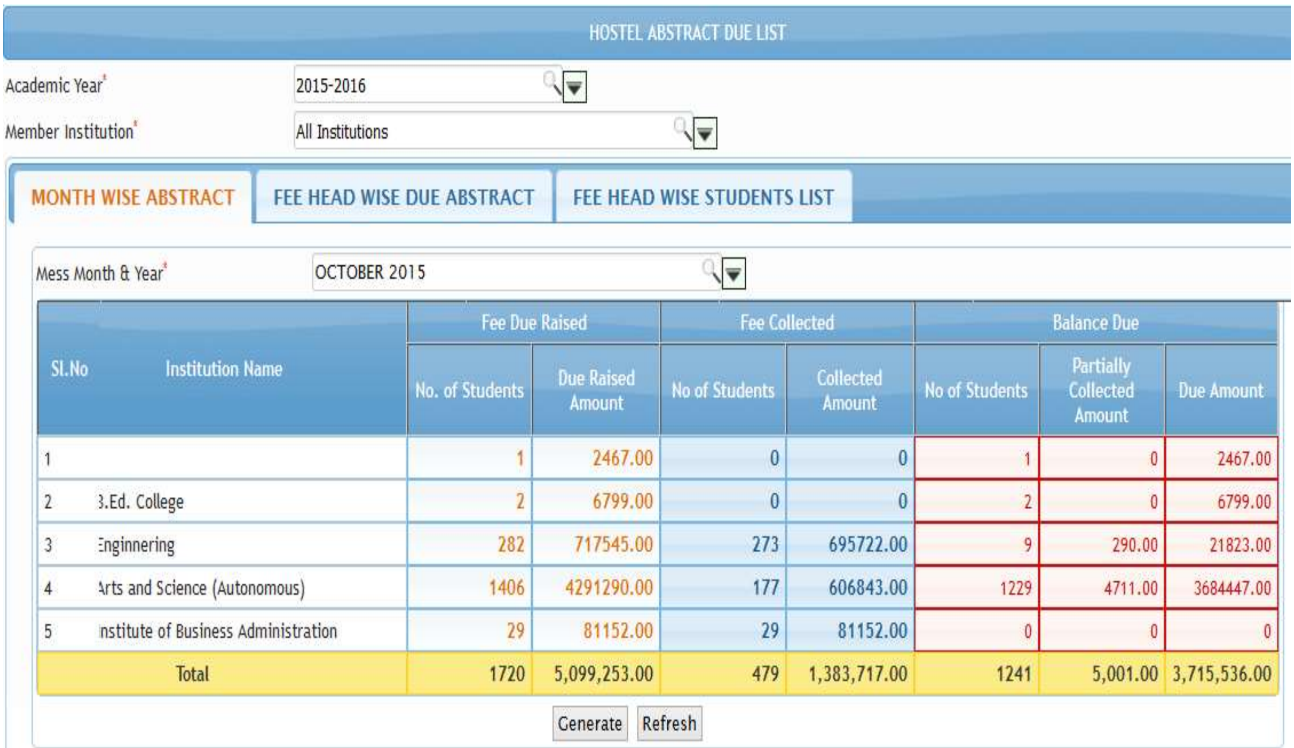
1.5. To view Hostel Due Abstract Report follow steps below

1) Select Academic Year.

2) Select Member Institution from the list.

3) Click "Month Wise Abstract" button to view the Due as Month wise Abstract as in Figure 61.1.

4) Click "Fee Headwise Due Abstract" button to view the Fee Headwise Due Abstract as in Figure 61.2.


HOSTEL ABSTRACT DUE LIST

Academic Year* 2015-2016

Member Institution* All Institutions

MONTH WISE ABSTRACT | FEE HEAD WISE DUE ABSTRACT | FEE HEAD WISE STUDENTS LIST

Mess Month & Year* OCTOBER 2015

Sl.No	Institution Name	Fee Due Raised		Fee Collected		Balance Due		
		No. of Students	Due Raised Amount	No of Students	Collected Amount	No of Students	Partially Collected Amount	Due Amount
1		1	2467.00	0	0	1	0	2467.00
2	B.Ed. College	2	6799.00	0	0	2	0	6799.00
3	Enginnering	282	717545.00	273	695722.00	9	290.00	21823.00
4	Arts and Science (Autonomous)	1406	4291290.00	177	606843.00	1229	4711.00	3684447.00
5	Institute of Business Administration	29	81152.00	29	81152.00	0	0	0
	Total	1720	5,099,253.00	479	1,383,717.00	1241	5,001.00	3,715,536.00

Generate Refresh

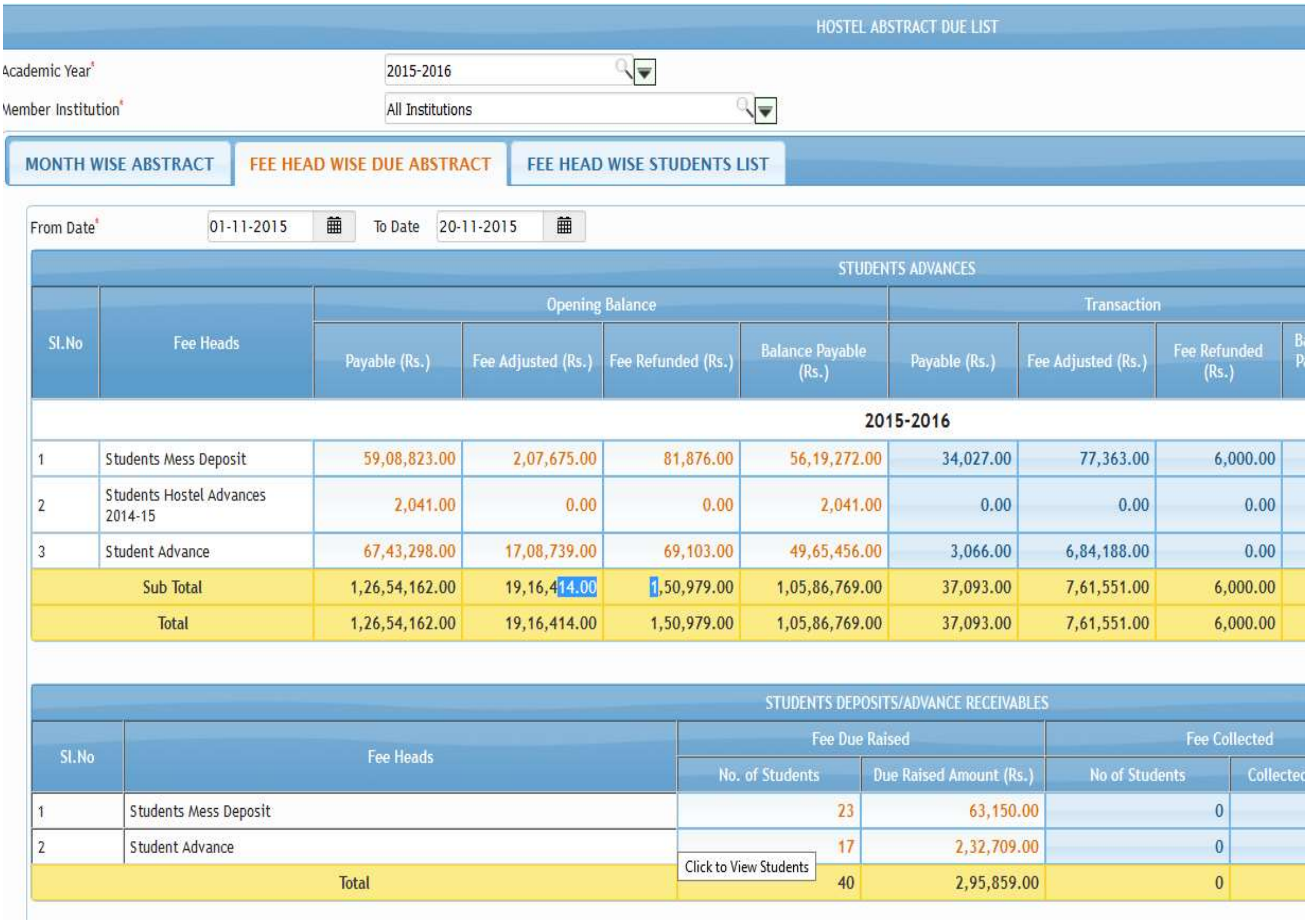

HOSTEL ABSTRACT DUE LIST
Academic Year*
2015-2016
Member Institution*
All Institutions
MONTH WISE ABSTRACT
FEE HEAD WISE DUE ABSTRACT
FEE HEAD WISE STUDENTS LIST
From Date*
01-11-2015
To Date
20-11-2015
STUDENTS ADVANCES
Sl.No
Fee Heads
Opening Balance
Payable (Rs.)
Fee Adjusted (Rs.)
Fee Refunded (Rs.)
Balance Payable (Rs.)
Transaction
Payable (Rs.)
Fee Adjusted (Rs.)
Fee Refunded (Rs.)
2015-2016
1 Students Mess Deposit 59,08,823.00 2,07,675.00 81,876.00 56,19,272.00 34,027.00 77,363.00 6,000.00
2 Students Hostel Advances 2014-15 2,041.00 0.00 0.00 2,041.00 0.00 0.00 0.00
3 Student Advance 67,43,298.00 17,08,739.00 69,103.00 49,65,456.00 3,066.00 6,84,188.00 0.00
Sub Total 1,26,54,162.00 19,16,414.00 1,50,979.00 1,05,86,769.00 37,093.00 7,61,551.00 6,000.00
Total 1,26,54,162.00 19,16,414.00 1,50,979.00 1,05,86,769.00 37,093.00 7,61,551.00 6,000.00
STUDENTS DEPOSITS/ADVANCE RECEIVABLES
Sl.No
Fee Heads
Fee Due Raised
No. of Students
Due Raised Amount (Rs.)
Fee Collected
No of Students
1 Students Mess Deposit 23 63,150.00 0
2 Student Advance 17 2,32,709.00 0
Total 40 2,95,859.00 0
Click to View Students

Figure 61.2

62. Hostel Fee Collection

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to view Hostel Fee Collection.

1.3. Menu Access

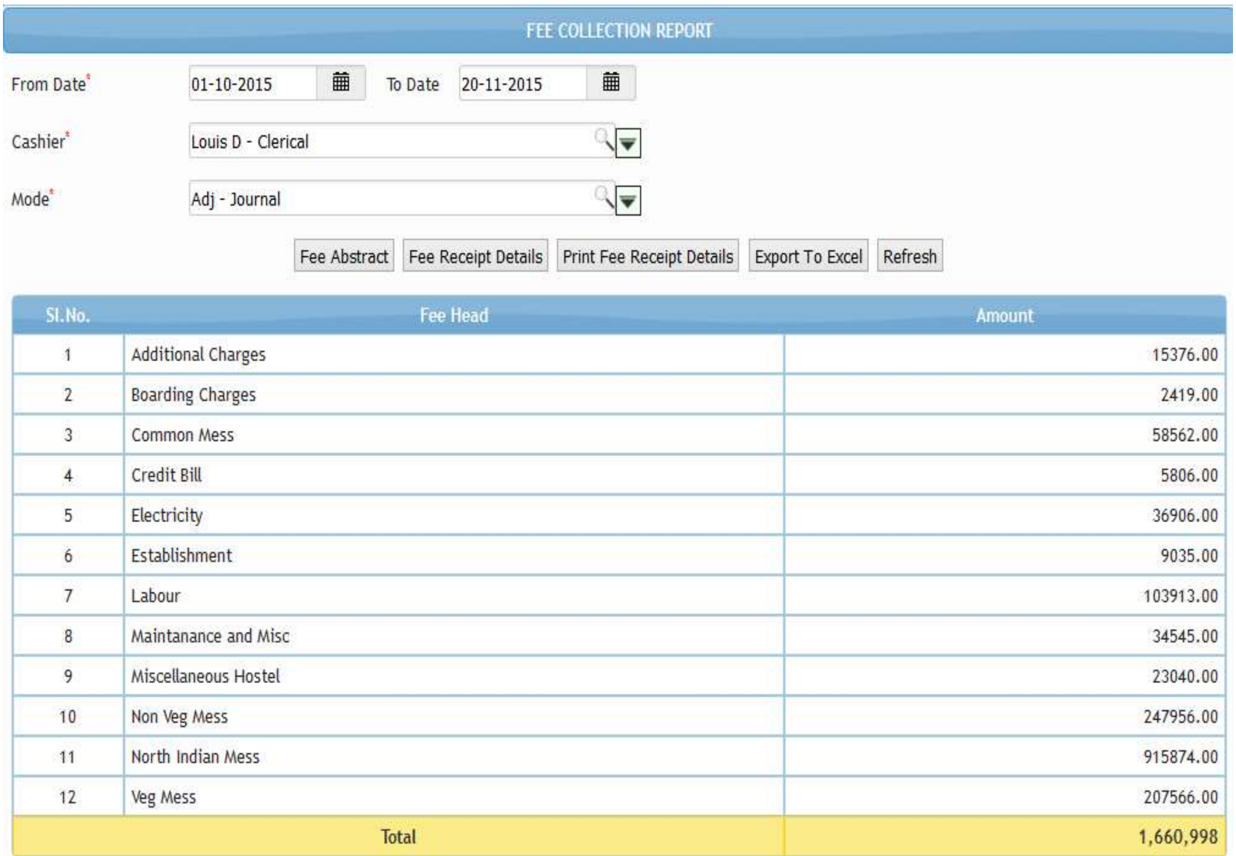
Main menu >> Hostel >> Report >> Hostel Fee Collection

1.4. Dependency

Fee Management

1.5. To view Hostel Fee Collection follow steps below

1) Select From Date and To Date.
2) Select Cashier from the list.
3) Select Mode from the list.
4) Click “Fee Abstract” button to view the Hostel Fee Abstract as in Figure 62.1.
5) Click “Fee Receipt Details” button to view the Fee Receipt Details as in Figure 62.2.



Sl.No.	Fee Head	Amount
1	Additional Charges	15376.00
2	Boarding Charges	2419.00
3	Common Mess	58562.00
4	Credit Bill	5806.00
5	Electricity	36906.00
6	Establishment	9035.00
7	Labour	103913.00
8	Maintanance and Misc	34545.00
9	Miscellaneous Hostel	23040.00
10	Non Veg Mess	247956.00
11	North Indian Mess	915874.00
12	Veg Mess	207566.00
	Total	1,660,998

Figure 62.1

FEE COLLECTION REPORT

From Date* 01-10-2015 To Date 20-11-2015

Cashier* Louis D - Clerical

Mode* Adj - Journal

Fee Abstract | Fee Receipt Details | Print Fee Receipt Details | Export To Excel | Refresh

Sl.No.	Receipt Date	Receipt Number	Receipt Mode	Hostel A/C No.	Received From	Reg No./Emp Code	Remarks	Amount
1	07-Oct-15	11258	Adj Journal	40072	JAWAHAR.A	14ME027	Advance Payment Adjustment	404.00
2	07-Oct-15	11259	Adj Journal	40072	JAWAHAR.A	14ME027	Advance Payment Adjustment	2327.00
3	07-Oct-15	11260	Adj Journal	15046	SEBASTION LENOX	E-46	Advance Payment Adjustment	2881.00
4	07-Oct-15	11261	Adj Journal	30176	ARUL LEO	MEC-...	Advance Payment Adjustment	604.00
5	07-Oct-15	11262	Adj Journal	30176	ARUL LEO	MEC-...	Advance Payment Adjustment	2127.00
6	07-Oct-15	11265	Adj Journal	30077	JEROME CLINTON	12EE075	Advance Payment Adjustment	2731.00
7	07-Oct-15	11266	Adj Journal	15019	SUNIL MARTISH.W	E-19	Advance Payment Adjustment	2881.00
8	07-Oct-15	11268	Adj Journal	40076	VIGNESH.V	14ME125	Advance Payment Adjustment	428.00
9	07-Oct-15	11269	Adj Journal	40076	VIGNESH.V	14ME125	Advance Payment Adjustment	2303.00
10	07-Oct-15	11270	Adj Journal	40040	ANTO DANIEL RAJ.P	14IT043	Advance Payment Adjustment	215.00
11	07-Oct-15	11272	Adj Journal	40040	ANTO DANIEL RAJ.P	14IT043	Advance Payment Adjustment	2451.00
12	07-Oct-15	11273	Adj Journal	40080	JEREMY SUNDAR REEVES R	E14CS007	Advance Payment Adjustment	404.00
13	07-Oct-15	11274	Adj Journal	40080	JEREMY SUNDAR REEVES R	E14CS007	Advance Payment Adjustment	2327.00
14	07-Oct-15	11275	Adj Journal	15017	JOE PRADEEP RAJ.B	E-17	Advance Payment Adjustment	2340.00
15	07-Oct-15	11276	Adj Journal	15729	ALDO JAFFETH.P	13ME010	Advance Payment Adjustment	2455.00
16	07-Oct-15	11278	Adj Journal	30125	SUBASH NATTAR S	13ME124	Advance Payment Adjustment	2731.00

Figure 62.2

63. Overall Dues Credits

1.1. Intended Audience

Hostel In charge

1.2. Usage

This interface is used to view Overall Dues Credits.

1.3. Menu Access

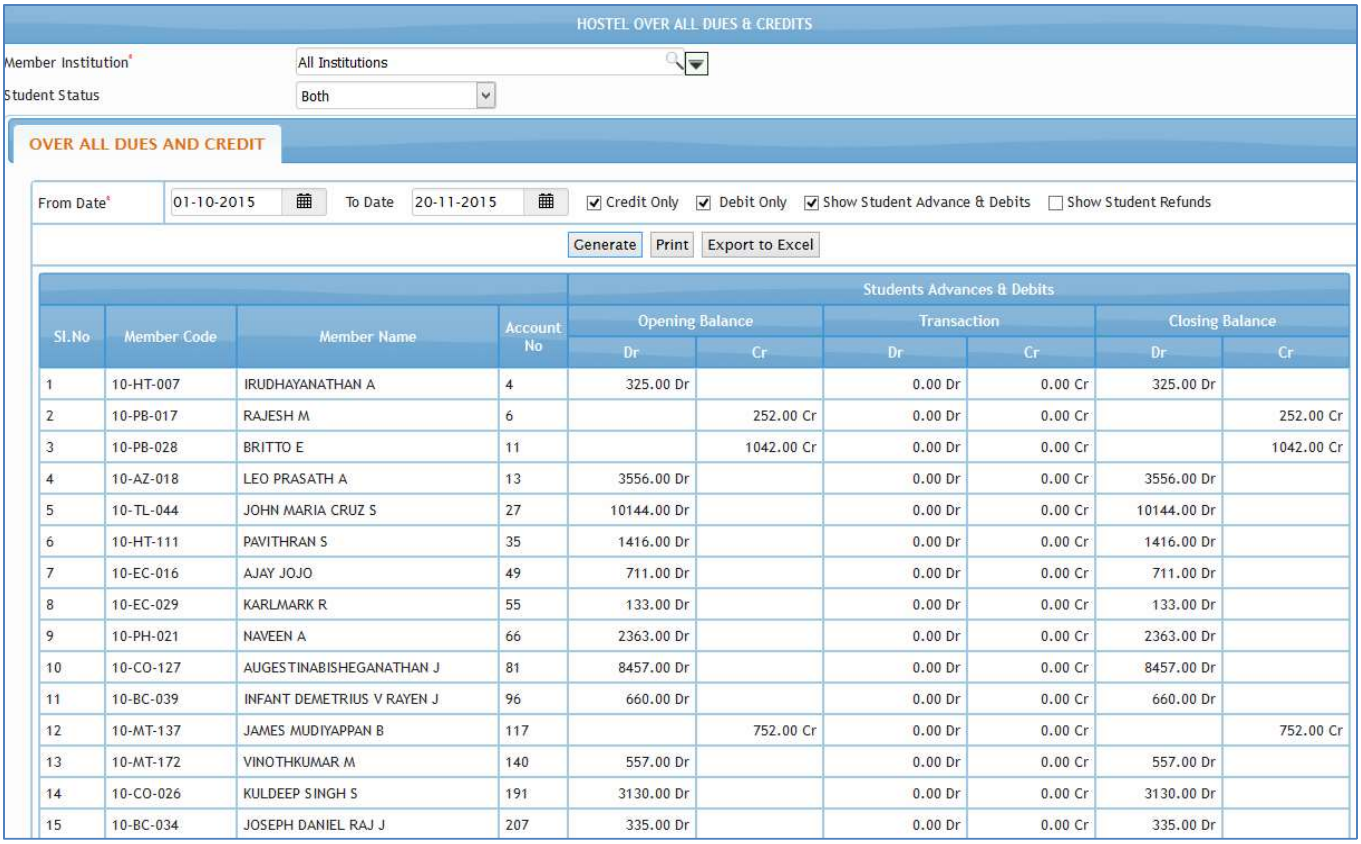
Main menu >> Hostel >> Report >> Overall Dues Credits

1.4. Dependency

Fee Management

1.5. To view Hostel Overall Dues Credits follow steps below

1) Select Institution from the list.
2) Select the Student Status from the list.
3) Select From Date and To Date to view Overall Dues and Credits.
4) Select the options Credit only , Debit only , show student Advance & Debits or Show Student Refunds if required.
5) Click “Generate” button to view the Overall Dues Credits.


HOSTEL OVER ALL DUES & CREDITS

Member Institution* All Institutions

Student Status Both

OVER ALL DUES AND CREDIT

From Date* 01-10-2015 To Date 20-11-2015 ☑ Credit Only ☑ Debit Only ☑ Show Student Advance & Debits ☐ Show Student Refunds

Generate Print Export to Excel

Sl.No	Member Code	Member Name	Account No	Students Advances & Debits					
				Opening Balance		Transaction		Closing Balance	
				Dr	Cr	Dr	Cr	Dr	Cr
1	10-HT-007	IRUDHAYANATHAN A	4	325.00 Dr		0.00 Dr	0.00 Cr	325.00 Dr	
2	10-PB-017	RAJESH M	6		252.00 Cr	0.00 Dr	0.00 Cr		252.00 Cr
3	10-PB-028	BRITTO E	11		1042.00 Cr	0.00 Dr	0.00 Cr		1042.00 Cr
4	10-AZ-018	LEO PRASATH A	13	3556.00 Dr		0.00 Dr	0.00 Cr	3556.00 Dr	
5	10-TL-044	JOHN MARIA CRUZ S	27	10144.00 Dr		0.00 Dr	0.00 Cr	10144.00 Dr	
6	10-HT-111	PAVITHRAN S	35	1416.00 Dr		0.00 Dr	0.00 Cr	1416.00 Dr	
7	10-EC-016	AJAY JOJO	49	711.00 Dr		0.00 Dr	0.00 Cr	711.00 Dr	
8	10-EC-029	KARLMARK R	55	133.00 Dr		0.00 Dr	0.00 Cr	133.00 Dr	
9	10-PH-021	NAVEEN A	66	2363.00 Dr		0.00 Dr	0.00 Cr	2363.00 Dr	
10	10-CO-127	AUGESTINABISHEGANATHAN J	81	8457.00 Dr		0.00 Dr	0.00 Cr	8457.00 Dr	
11	10-BC-039	INFANT DEMETRIUS V RAYEN J	96	660.00 Dr		0.00 Dr	0.00 Cr	660.00 Dr	
12	10-MT-137	JAMES MUDIYAPPAN B	117		752.00 Cr	0.00 Dr	0.00 Cr		752.00 Cr
13	10-MT-172	VINOTHKUMAR M	140	557.00 Dr		0.00 Dr	0.00 Cr	557.00 Dr	
14	10-CO-026	KULDEEP SINGH S	191	3130.00 Dr		0.00 Dr	0.00 Cr	3130.00 Dr	
15	10-BC-034	JOSEPH DANIEL RAJ J	207	335.00 Dr		0.00 Dr	0.00 Cr	335.00 Dr	

Figure 63.1

Library Module

User Manual

Contents

I. Transaction

1. Accession Number Creation

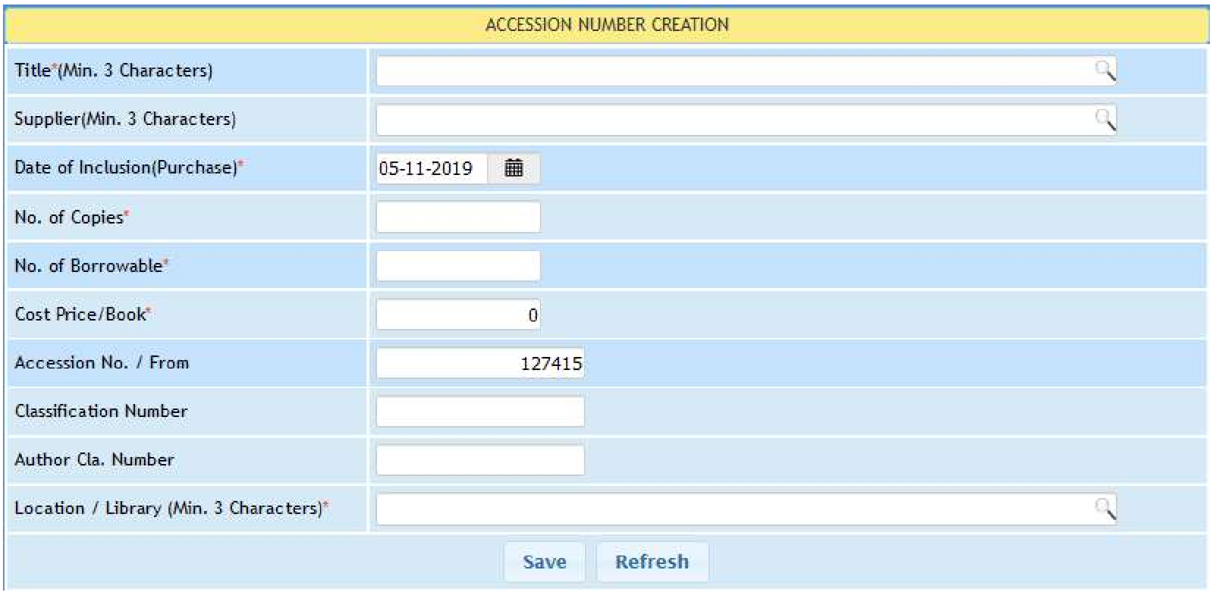
- Intended Audience

  Librarian
- Usage

  This form enables user to create Accession Number.
- Menu Access

  Main Menu >> Library>>Transaction>>Accession Number Creation
- Dependency

  Title Master



ACCESSION NUMBER CREATION	
Title*(Min. 3 Characters)	
Supplier(Min. 3 Characters)	
Date of Inclusion(Purchase)*	05-11-2019
No. of Copies*	
No. of Borrowable*	
Cost Price/Book*	0
Accession No. / From	127415
Classification Number	
Author Cla. Number	
Location / Library (Min. 3 Characters)*	
	Save Refresh

- To create Accession Number follow steps below

1) Select Title from the list.
2) Select Supplier Name.
3) Select Date of inclusion (Purchase).
4) Enter No. of Copies and No. of Borrowable.
5) Enter Cost Price/Book for the selected title.
6) Enter Classification Number and Author Cla. Number.
7) Select Location/Library from the list.
8) Click “Save” button to complete Accession Number Creation.

2. Accession Number Delete

- Intended Audience
  Librarian
- Usage
  This form enables user to delete Accession Number.
- Menu Access
  Main Menu >> Library>>Transaction>>Delete Accession Number
- Dependency
  Accession Number Creation

- To delete Accession Number follow steps below

1) Enter Accession No..
2) Enter Reason for Deleting Accession Number.
3) Click “Delete Current Accession Number” button to delete Accession No..

3. Access Log In

- Intended Audience

  Librarian
- Usage

  This form enables user to access Log In.
- Menu Access

  Main Menu >> Library>>Transaction>>Access Log In
- Dependency

  None

S. No.	Member Code	Member Name	In Time
21	19-UEL-169	VISAKH N R	14:42:44
20	17-UVC-022	AMALANATHAN KINGSLY	14:42:28
19	ECO064	VIJAY DANIEL ANTHONY	14:41:52
18	19-UCO-030	MARCUS DONALD K	14:20:02
17	19-UBC-077	MERLINS RUSKIN.A	14:06:52
16	18-UHT-021	ARUMUGAM P	13:52:11
15	19-UCS-034	JOSEPH T J	13:50:02
14	19-UBC-217	ARUL SANTHOSH V	13:46:35
13	19-UCO-152	ABHISHEK IVON RAJ S	13:46:22
12	19-UBC-013	AUGUSTIN REYMEND S	13:38:06
11	17-UPH-215	BHARATHAPRIYAN R	13:31:18
10	ECO065	Alagiriswamy. J	13:29:49
9	19-UHT-223	KISHORE P	13:03:22
8	19-UBC-007	SARAVANAN D	12:56:52
7	17-USO-004	RAVISANKAR JAYANTH SAI	12:52:18
6	19-UCS-001	ANTONY SANJAY J	11:58:39
5	SEL118	ASHOK KUMAR.P	11:55:14
4	SEL69	GNANAPRAKASAM.D	11:30:44
3	19-UBC-016	THARUN TIMOTHY C	11:28:52
2	19-UCA-004	RISHAB P	11:15:09
1	19-UPH-327	SRI RAM PRASSATTH V A	10:24:52

- To make entry on Access Log follow steps below

1) Enter Card No. for Library Entry Log.
2) The details of Current Status will display on the top of right side.

4. Access Log Out

- Intended Audience

  Librarian
- Usage

  This form enables user to access Log Out.
- Menu Access

  Main Menu >> Library>>Transaction>>Access Log Out
- Dependency

  None

- To make entry on Access Log Out follow steps below

1) Enter Card No. for Library Check Out.
2) The details of Current Status for the card will display.

5. Book/Case Approval

- Intended Audience

  Librarian

- Usage

  This form enables user to Approve Book/Case.

- Menu Access

  Main Menu >> Library>>Transaction>>Book/Case Approval

- Dependency

  Book/Case Requisition

BOOK REQUISITION APPROVAL

Book Requisition List

Sl. No.	Book Requisition Code	Date	Remarks	Request Employee
No Record Found				

- To approve Book/Case follow steps below

1) Select the record available from Book Requisition List.
2) Click “Approve” button to approve the Book/Case.

6. Book/Case Requisition

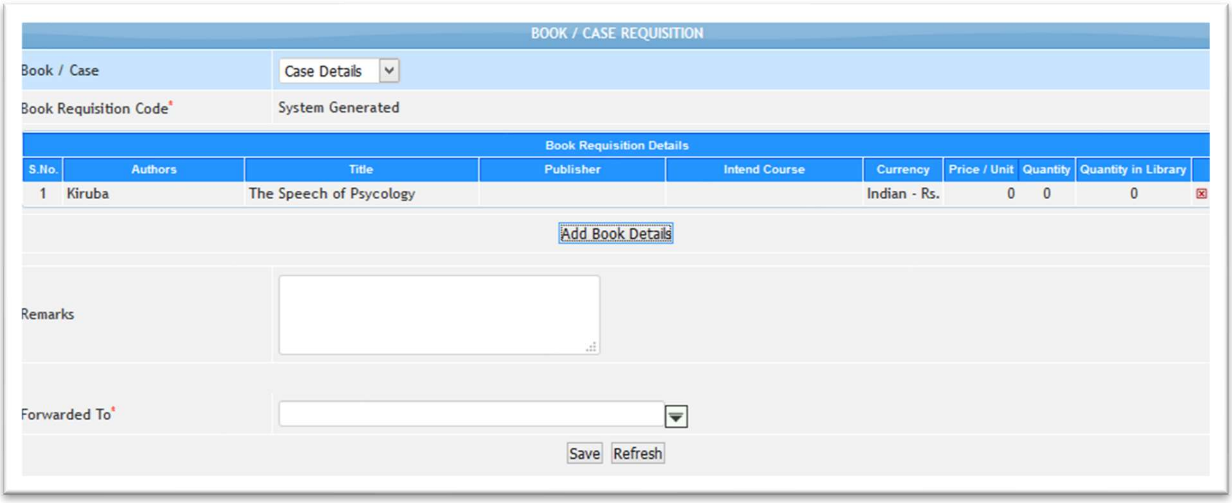
- Intended Audience

  Librarian
- Usage

  This form enables user to request Book/Case.
- Menu Access

  Main Menu >> Library>>Transaction>>Book/Case Requisition
- Dependency

  Book/Case Requisition



- To request Book/Case follow steps below

1) Select the Book / Case from the list.
2) Select the Book Requisition details.
3) Click “Add to List” button to add the Book details.
4) Enter Remarks for the Request.
5) Select the Forward to employee from the list.
6) Click “Save” button to complete Book / Case Requisition.

7. Member Due Cancellation

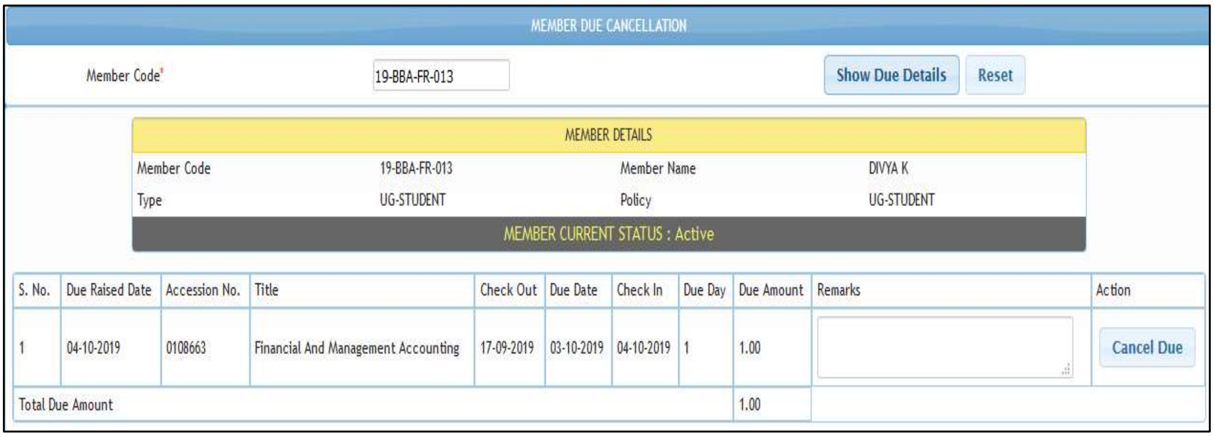
- Menu Access

  Librarian
- Usage

  This form enables user to cancel the member due.
- Menu Access

  Main Menu >> Library>>Transaction>>Member Due Cancellation
- Dependency

  Members



- To cancel Member Due Cancellation follow steps below

1) Enter the Member Code.
2) Click "Show Due Details" button to view the details of member.
3) Click "Cancel Due" button to cancel the Member Due.

8. Book Issue and Return

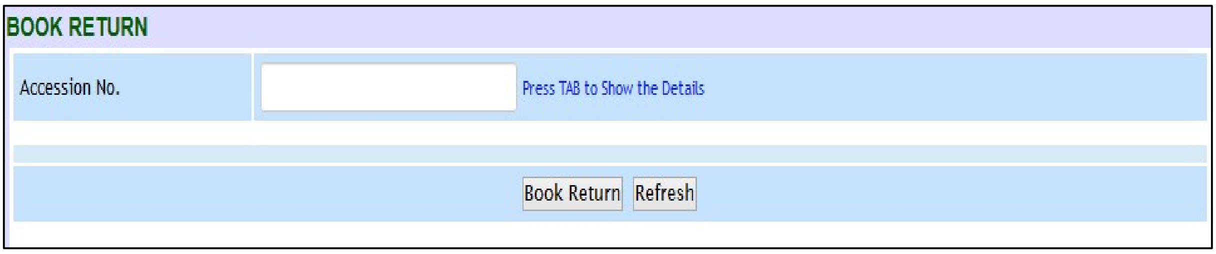
- Menu Access

  Librarian
- Usage

  This form enables user to process Book Issue and Return.
- Menu Access

  Main Menu >> Library>>Transaction>>Book Issue and Return
- Dependency

  Members, Accession Number Creation



- To Issue and Return Book follow steps below

1) Select the Date of Issue and Return.
2) Enter Member Code and Accession No..
3) Select the Due Date.
4) Click “Book Issue” or “Book Return” button to complete Book Issue and Return process.

9. Book Location Change

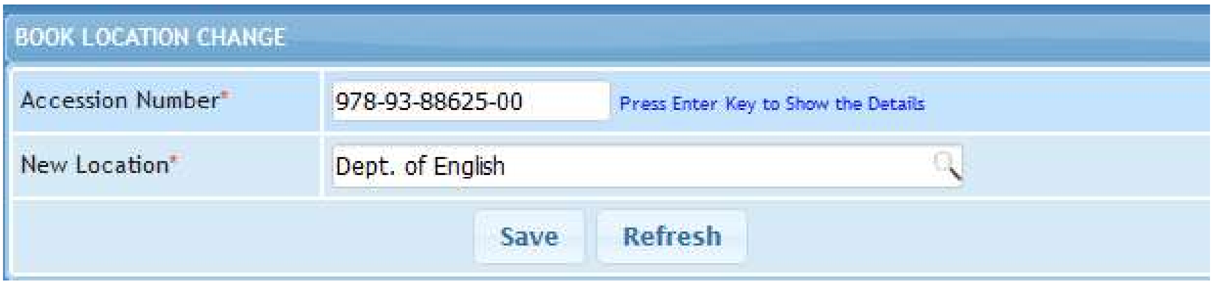
- Menu Access

  Librarian
- Usage

  This form enables user to change the Book Location.
- Menu Access

  Main Menu >> Library>>Transaction>>Book Location Change
- Dependency

  Location Master



- To change Book Location follow steps below

1) Enter Accession Number.
2) Select New Location from the list.
3) Click "Save" button to complete Book Location Change.

10. Book Lost Fine Due Raise

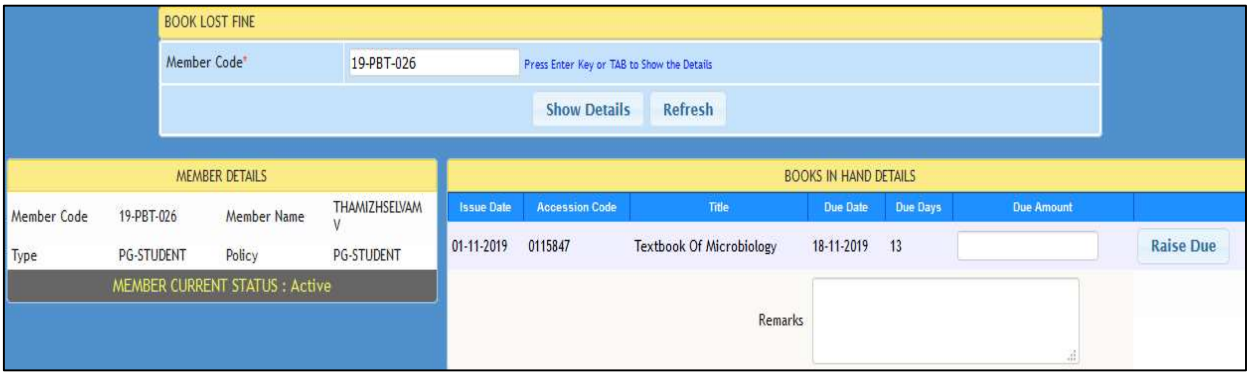
- Menu Access

  Librarian
- Usage

  This form enables user to raise fine for Book lost.
- Menu Access

  Main Menu >> Library>>Transaction>>Book Lost Fine Due Raise
- Dependency

  Book Issue



- To raise fine due for Book lost follow steps below

1) Enter Member Code.
2) Click "Show Details" to view the details of member and Books.
3) Enter Due Amount for the book lost fine.
4) Enter Remarks for the Lost book.
5) Click "Raise Due" button to raise due.

11. Book Return and Renewal

- Menu Access

  Librarian
- Usage

  This form enables user to return and renewal the book.
- Menu Access

  Main Menu >> Library>>Transaction>>Book Return and Renewal
- Dependency

  Book Issue

- To make entry on Book Return and Renewal follow steps below

1) Enter Accession No for the process of Book Return / Renewal.
2) Press Enter key or Tab to show the details.

12. Book Status Change

- Menu Access

  Librarian

- Usage

  This form enables user to change the status of Book.

- Menu Access

  Main Menu >> Library>>Transaction>>Book Status Change

- Dependency

  Book Issue

- To make entry on Book Return and Renewal follow steps below

1) Enter Accession No for the process of Book Return / Renewal.
2) Press Enter key or Tab to show the details.

13. Book Title Edit

- Menu Access

  Librarian
- Usage

  This form enables user to edit the Book Title
- Menu Access

  Main Menu >> Library>>Transaction>>Book Title Edit
- Dependency

  Book Issue

TITLE EDIT DETAILS			
Accession Number*	0107561 Press Enter key to Show Result		
Title*	History Of Ancient India Pre Historic Age To 12	Title Type*	Book
Sub Title		Supplier*	
Publication Year	2008	Publisher*	KONARK PUBLISHERS PVT LTD; NEW DELHI
Place of Publication		Country of Publication	
ISBN	81-220-0462-8	Edition	3
Series		Volume	
Dimension		Pages	
Language	English	Format	
Subject	History	Sub Genre	
Department*	History	Classification No.*	934 Sha.14
Price	200.00	Update Update Individual Refresh	

- To edit the book Title follow steps below

1) Enter Accession No for modifying the Title details.
2) Press Enter key or Tab to show the details.
3) Enter the necessary details to modify.
4) Click “Update” button to complete Book Title Edit.

14. Book Title New

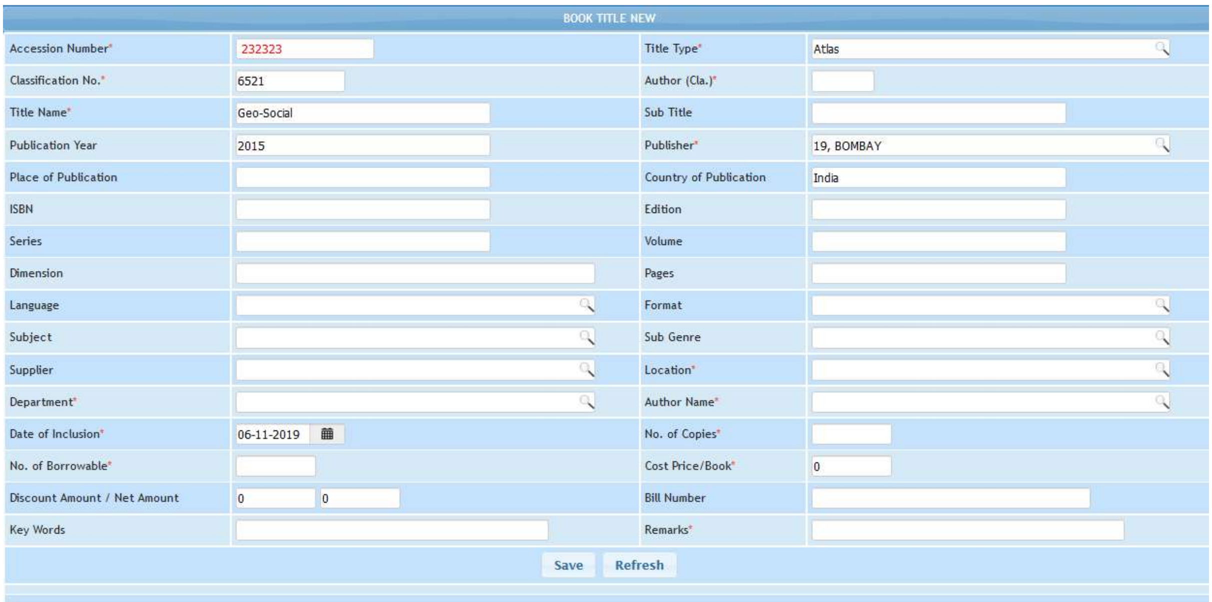
- Menu Access

  Librarian
- Usage

  This form enables user to create new Book Title
- Menu Access

  Main Menu >> Library>>Transaction>>Book Title New
- Dependency

  Publisher and Author master



BOOK TITLE NEW

Accession Number*	232323	Title Type*	Atlas
Classification No.*	6521	Author (Cla.)*	
Title Name*	Geo-Social	Sub Title	
Publication Year	2015	Publisher*	19, BOMBAY
Place of Publication		Country of Publication	India
ISBN		Edition	
Series		Volume	
Dimension		Pages	
Language		Format	
Subject		Sub Genre	
Supplier		Location*	
Department*		Author Name*	
Date of Inclusion*	06-11-2019	No. of Copies*	
No. of Borrowable*		Cost Price/Book*	0
Discount Amount / Net Amount	0 0	Bill Number	
Key Words		Remarks*	

Save Refresh

- To add new book Title follow steps below

1) Enter Accession No.
2) Select Title Type.
3) Enter Title and Sub Title Name from the list.
4) Enter the Book Details like ISBN No, Edition, Volume, Pages, Dimension.
5) Select the Language, Subject, Supplier, Author, Date of inclusion etc.,
6) Enter the No. of Burrowable, Cost price / Book, Bill No., etc.,
7) Enter Key words and Remarks.
8) Click “Save” button to complete Book Title New.

15. Call No. Modification

- Menu Access

  Librarian
- Usage

  This form enables user to modify the Call No.
- Menu Access

  Main Menu >> Library>>Transaction>>Call No. Modification
- Dependency

  Accession Number Creation

CLASSIFICATION NUMBER MODIFICATION

Access No. From 41   Access No. To 50

Show Details for Call No. Modification | Show Details for Remarks Update | Refresh

Press Entry Key to Save Details

S. No.	Acc No.	Title	Author	R/D/BB	Cla. No.	Author Cla.	New R/D/BB	New Cla. No.	New Author Cla.	Book Type	
1	0000041	Canterbury Tales	CHAUCER(G)		821.1	ChG;C.		821.1	ChG;C.	Book	Save
2	0000042	India In Kalidasa	UPADHYAYA(BHAGWAT SARAN)		891.2	Upa		891.2	Upa	Book	Save
3	0000043	Seaweeds Of The Indian Ocean	ARACHI [J.X]	R	580	Ara	R	580	Ara	Book	Save
4	0000044	Introduction To Fluid Dynamics	BATCHELOR(G.K)		532	Bat.		532	Bat.	Book	Save
5	0000045	Cell, Biochemistry,Physiology,Morophology.Vol.6	BRACHET(J); MIRSKY(A)		574	BrJ,6.		574	BrJ,6.	Book	Save
6	0000046	Introduction To Linear Algebra	STEWART(FRANK.M)		512.897			512.897		Book	Save
7	0000047	Dynamics Of The Upper Ocean	PHILLIPS(O.M)		531.3	Phi.		531.3	Phi.	Book	Save
8	0000048	Gramatik Der Deutsche Gegenewartesprache	DUDEN(D.G)		435	Dud.		435	Dud.	Book	Save
9	0000049	Saint Joan:The Girl Soldier	DE WOHL(L)		920	Jo-D.		920	Jo-D.	Book	Save

- To modify Classification Number follow steps below

1) Enter Accession No. from and Accession No. To.
2) Click “Show Details for Call No. Modification” button for modifying the CL No..
3) Click “Save” button to complete Classification Modification.
4) Click “Show Details for Remarks update” button to update the Remarks.

16. Fine Collection in Library

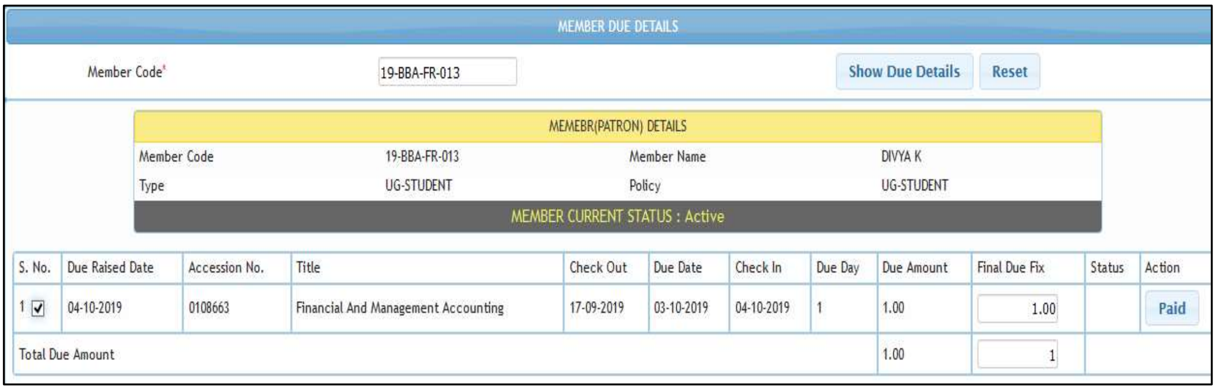
- Menu Access

  Librarian
- Usage

  This form enables user in the process of Fine Collection in library.
- Menu Access

  Main Menu >> Library>>Transaction>>Fine Collection in Library
- Dependency

  Books Issue


MEMBER DUE DETAILS

Member Code* 19-BBA-FR-013 Show Due Details Reset

MEMEBR(PATRON) DETAILS

Member Code	19-BBA-FR-013	Member Name	DIVYA K
Type	UG-STUDENT	Policy	UG-STUDENT

MEMBER CURRENT STATUS : Active

S. No.	Due Raised Date	Accession No.	Title	Check Out	Due Date	Check In	Due Day	Due Amount	Final Due Fix	Status	Action
1	04-10-2019	0108663	Financial And Management Accounting	17-09-2019	03-10-2019	04-10-2019	1	1.00	1.00		Paid
Total Due Amount								1.00	1		

- To make entry on Fine Collection in Library follow steps below

1) Enter Member Code to collect the fine.
2) Click “Show Due Details” button to view member details
3) Select the Accession No. for fine collection.
4) Click “Show Details for Remarks update” button to update the Remarks.
5) Click “Paid” button to complete Fine Collection in Library.

17. Holiday Master

- Menu Access

  Librarian

- Usage

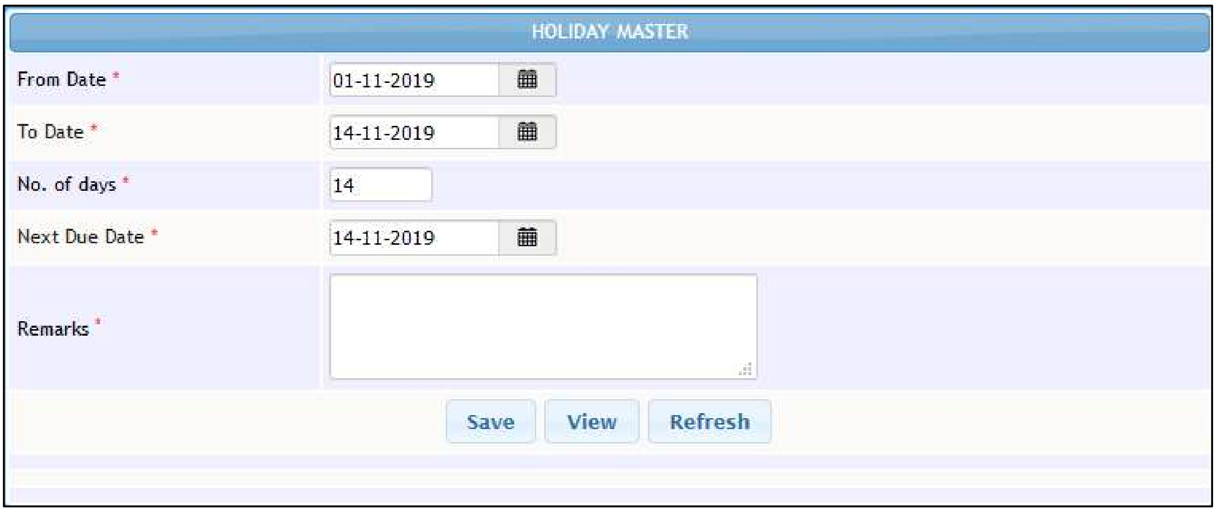
  This form enables user in the process of Holiday Master.

- Menu Access

  Main Menu >> Library>>Transaction>>Holiday Master

- Dependency

  Books Issue



- To make entry on Holiday Master follow steps below

1) Select From Date and To Date.
2) Enter No. of Days.
3) Enter Remarks for the Holiday Master.
4) Click “Save” button to complete Holiday Master.

18. Inventory Period

- Menu Access

  Librarian

- Usage

  This form enables user in the process of Inventory Period.

- Menu Access

  Main Menu >> Library>>Transaction>>Inventory Period

- Dependency

  Books Issue

- To make entry on Inventory Period follow steps below

1) Enter Inventory Period Description.
2) Select From Date and To Date.
3) Click “Save” button to complete Inventory Period.

19. Inventory Process

- Menu Access

  Librarian

- Usage

  This form enables user in the process Inventory.

- Menu Access

  Main Menu >> Library>>Transaction>>Inventory Process

- Dependency

  Books Issue

- To make entry on Inventory Process follow steps below

1) Enter Inventory Period Description.
3) Click “browse” button for uploading file.
3) Click “upload file ” to complete Inventory Process.

.

20. Library Book Due Configuration

- Menu Access

  Librarian

- Usage

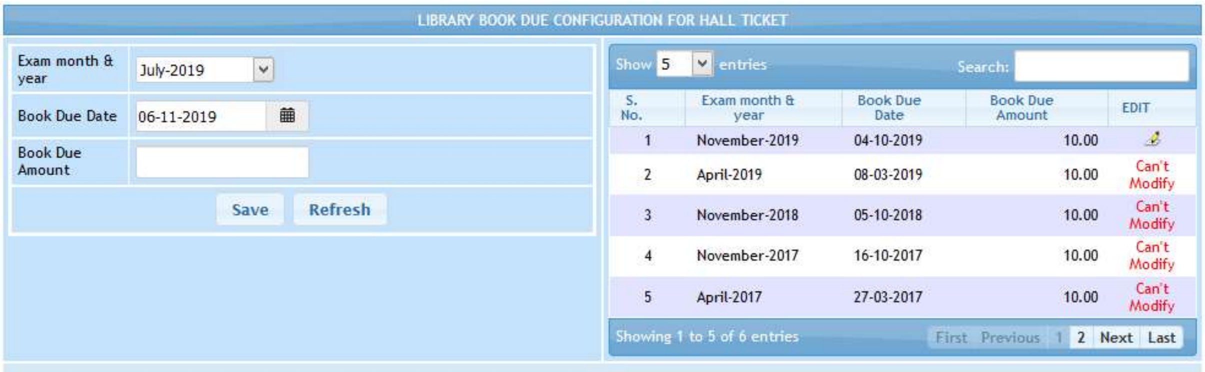
  This form enables user to configure Library Book Due.

- Menu Access

  Main Menu >> Library>>Transaction>>Library Book Due Configuration

- Dependency

  Books Issue



- To configure Library Book Due follow steps below

1) Select Exam month & Year.
3) Select Book Due Date.
3) Enter Book Due Amount.
4) Click “Save” button to complete Library Due Configuration.

21. Library Fees Exemption – Hall Ticket

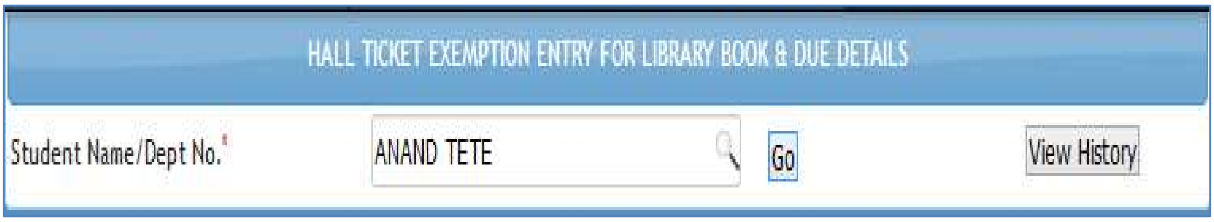
- Menu Access

  Librarian
- Usage

  This form enables user to process Library Fees Exemption – Hall Ticket.
- Menu Access

  Main Menu >> Library>>Transaction>>Library Fees Exemption – Hall Ticket
- Dependency

  Books Issue



- To make entry on Library Fees Exemption – Hall Ticket follow steps below

1) Select Student Name/Dept No. from the list.
2) Click “Go” button to process Hall Ticket Exemption Entry for Library Book and Due details.

22. Library Master

a. Library Master

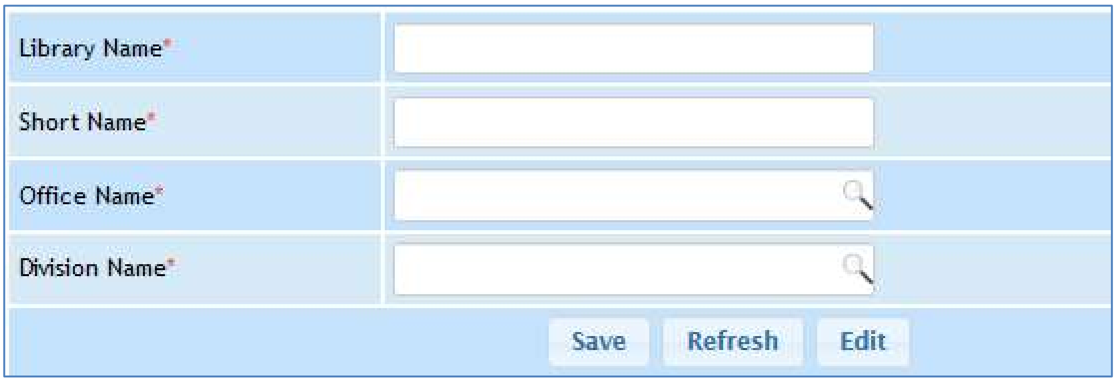
- Menu Access

  Librarian
- Usage

  This form enables the user to record Library Master.
- Menu Access

  Main Menu >> Library>>Transaction>>Library Master>>Library Master
- Dependency

  None



- To make entry on Library Master follow steps below

1) Enter Library Name required to create.
3) Enter Short Name for the library.
3) Select Office Name from the list.
4) Select Division Name from the list.
5) Click “Save” button to complete Library Master.

b. Floors

- Menu Access

  Librarian
- Usage

  This form enables the user to record Floors.
- Menu Access

  Main Menu >> Library>>Transaction>>Library Master>>Floors
- Dependency

  None

- To make entry on Floors follow steps below

1) Enter Floors required to create.
3) Click "Save" button to complete Floors.
3) The list of Existing Floors would appear below the screen.

c. Racks

- Menu Access

  Librarian

- Usage

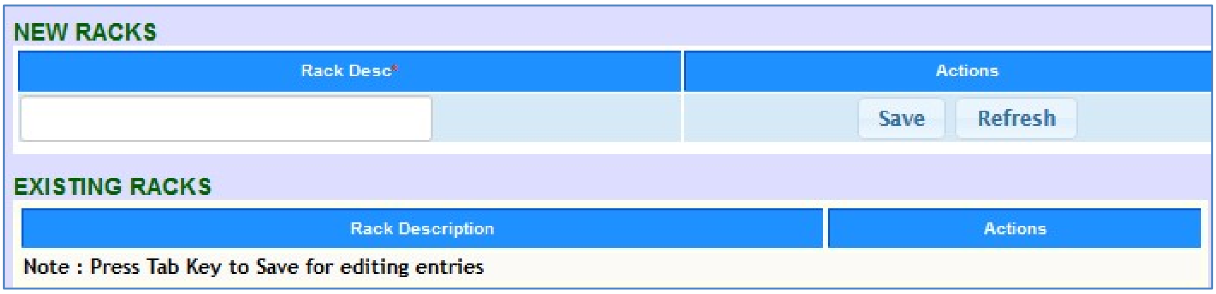
  This form enables the user to record Racks.

- Menu Access

  Main Menu >> Library>>Transaction>>Library Master>>Racks

- Dependency

  None



- To make entry on Racks follow steps below

1) Enter Racks Description required to create.
2) Click "Save" button to complete Racks.
3) The list of Existing Racks would appear below the screen.

d. Shelves

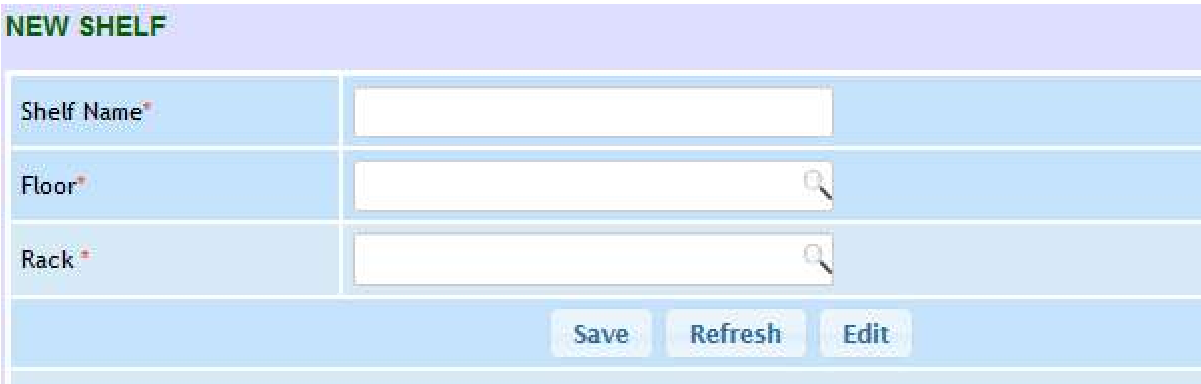
- Menu Access

  Librarian
- Usage

  This form enables the user to record Shelf.
- Menu Access

  Main Menu >> Library>>Transaction>>Library Master>>Shelves
- Dependency

  Floor and Rack



- To make entry on Shelf follow steps below

1) Enter Shelf Name required to create.
2) Select Floor from the list
3) Click “Save” button to complete Shelf.

e. Locations

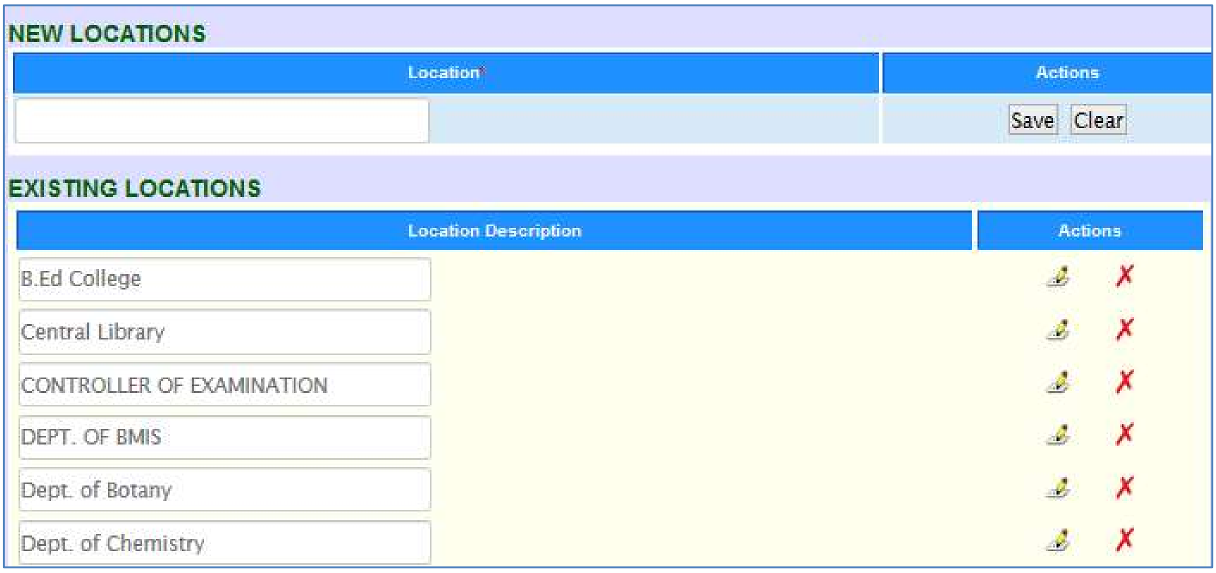
- Menu Access

  Librarian
- Usage

  This form enables the user to record Locations.
- Menu Access

  Main Menu >> Library>>Transaction>>Library Master>>Locations
- Dependency

  None



- To make entry on Locations follow steps below

1) Enter Locations required to create.
2) Click "Save" button to complete Locations.
3) The list of Existing locations would appear below the screen.

23. Link RFID

- Menu Access

  Librarian
- Usage

  This form enables user to link RFID.
- Menu Access

  Main Menu >> Library>>Transaction>>Link RFID
- Dependency

  Member Creation

- To make entry on Link RFID in Library follow steps below

1) Enter Member Code.

2) Click “Show Member Details” button to view Member details along with the Member Current Status of library.

3) Enter RFID required to link card.

4) Click “Link Card” to link RFID.

24. Members

a. Member Type

- Menu Access

  Librarian
- Usage

  This form enables the user to record Member Type.
- Menu Access

  Main Menu >> Library>>Transaction>>Members>>Member Type
- Dependency

  None

- To create Member Type follow steps below

1) Enter Member Type required to create.
2) Click “Save Member Type” button to complete Member Type.
3) The list of Existing Member Type would appear below the screen.

b. Member Policy

- Menu Access

  Librarian
- Usage

  This form enables the user to record Member Policy.
- Menu Access

  Main Menu >> Library>>Transaction>>Members>>Member Policy
- Dependency

  Member Type

- To create Member Policy follow steps below

1) Enter Policy Name required to create.
2) Select Member Type from the list.
3) Enter No. of Tokens and Books per Token.
4) Enter No. of Books Allowed and No. of Day Allowed.
5) Enter "Due Amount and Max. Due Amount"
6) Enter Remarks for Member Policy.
7) Click "Save" button to complete Member Policy.

c. Member Registration

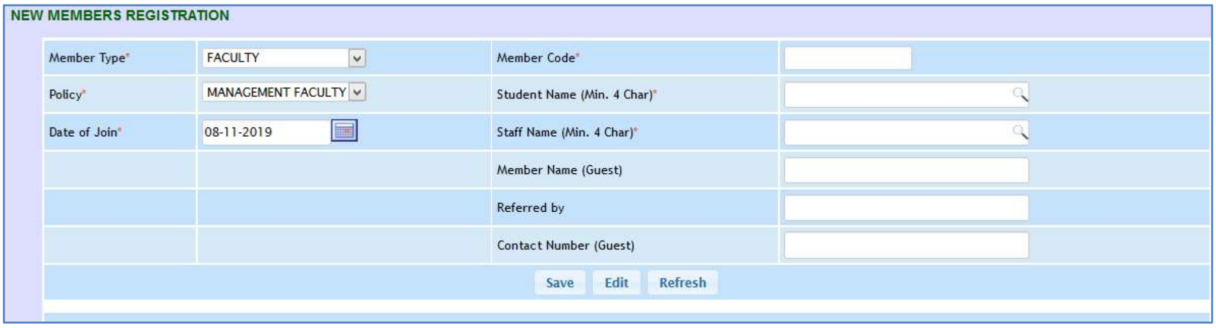
- Menu Access

  Librarian
- Usage

  This form enables the user in the process of Member Registration.
- Menu Access

  Main Menu >> Library>>Transaction>>Members>>Member Registration
- Dependency

  Member Type



- To register Member follow steps below

1) Select Member Type from the list.
2) Enter Member Code require to create.
2) Select Member Policy from the list.
3) Enter Member details required.
4) Click “Save” button to complete Member Registration.

d. New Members Auto Registration

- Menu Access

  Librarian
- Usage

  This form enables the user to register auto Members
- Menu Access

  Main Menu >> Library>>Transaction>>Members>>New Members Auto Registration
- Dependency

  Member Type, Member Policy

- To register Auto Members follow steps below

1) Select the Academic Year and Office from the list.
2) Select the Graduation Type and Member Type.
3) Select Date of Joining.
4) Click “Generate Members” button to process Members Auto Registration.

25. Member Status Change

- Menu Access

  Librarian

- Usage

  This form enables the user to change the status of Member.

- Menu Access

  Main Menu >> Library>>Transaction>>Member Status Change

- Dependency

  Member

- To change the status of Member follow steps below

1) Enter the Member Code.
2) Click “Show Member Details” button to display the details.
3) Enter Reason for the change of member status.
4) Click “Make in-Active (Cancel)” button to change the status of the Member.

26. No Due Certificate

- Menu Access

  Librarian

- Usage

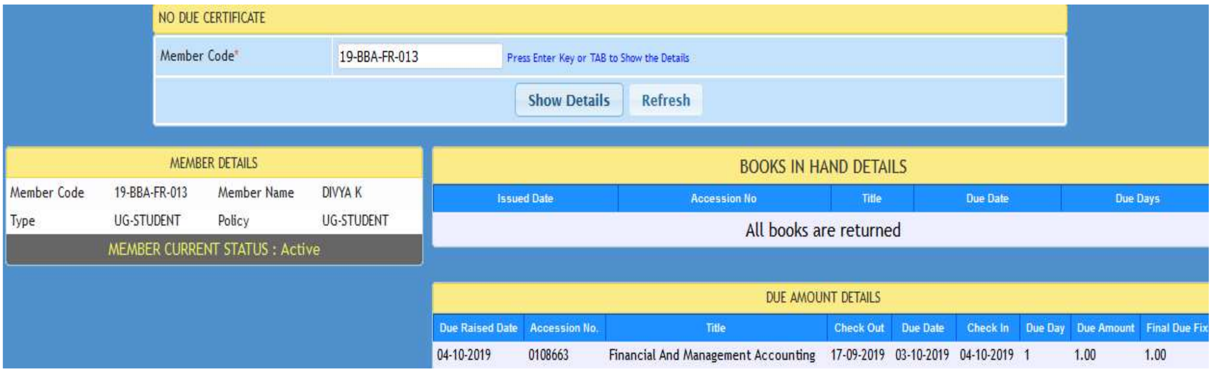
  This form enables the user to print No Due Certificate Member.

- Menu Access

  Main Menu >> Library>>Transaction>>No Due Certificate

- Dependency

  Member



- To print No Due Certificate follow steps below

1) Enter the Member Code.
2) Click “Show Details” button to display the details.
3) The details of member and member current status would display in the left side.
4) Print the No Due Certificate if there is no due.

27. Supplier master

- Menu Access

  Librarian
- Usage

  This form enables the user to record Supplier.
- Menu Access

  Main Menu >> Library>>Transaction>>Supplier Master
- Dependency

  None

- To make entry on Supplier Master follow steps below

1) Enter Supplier Name required to create.
2) Enter Address of the Supplier.
3) Enter Pin Code, Contact Number, Registration No., Fax Number, Pan Number etc.,
3) Click "Save" button to complete Supplier Master.

28. Thesis Entry

- Menu Access

  Librarian

- Usage

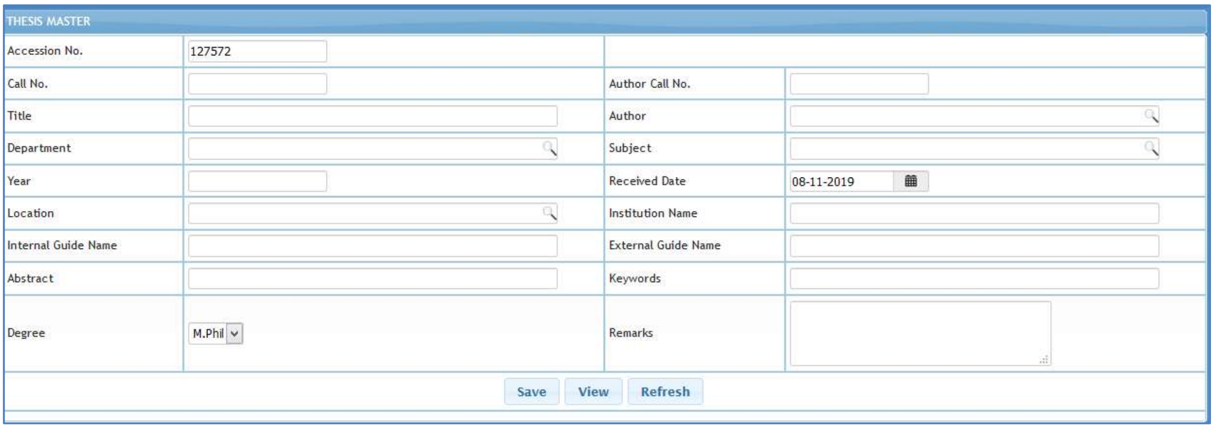
  This form enables the user to make thesis Entry.

- Menu Access

  Main Menu >> Library>>Transaction>>Thesis Entry

- Dependency

  Author, Subject Master



THESIS MASTER

Accession No.	127572		
Call No.		Author Call No.	
Title		Author	
Department		Subject	
Year		Received Date	08-11-2019
Location		Institution Name	
Internal Guide Name		External Guide Name	
Abstract		Keywords	
Degree	M.Phil	Remarks	

Save View Refresh

- To make entry on Thesis Entry follow steps below

1) Enter Accession No.
2) Enter Call No., Author Call No., Title etc
3) Select Department , Author, Subject , Locations, Institution Name Etc
4) Enter Internal and External Guide Name.
3) Enter Keywords and Remarks.
3) Click “Save” button to complete Thesis Entry.

29. Add Title Authors

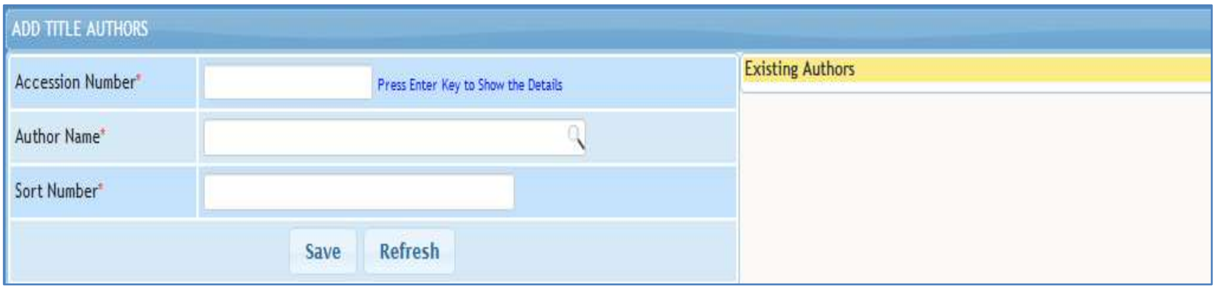
- Menu Access

  Librarian
- Usage

  This form enables the user to record Title Authors.
- Menu Access

  Main Menu >> Library>>Transaction>>Add Title Authors
- Dependency

  None



- To make entry on Title Authors follow steps below

1) Enter Accession No.
2) Select Author Name from the list.
3) Enter Sort Number.
4) Click “Save” button to complete Title Authors.

30. Add Title keyword

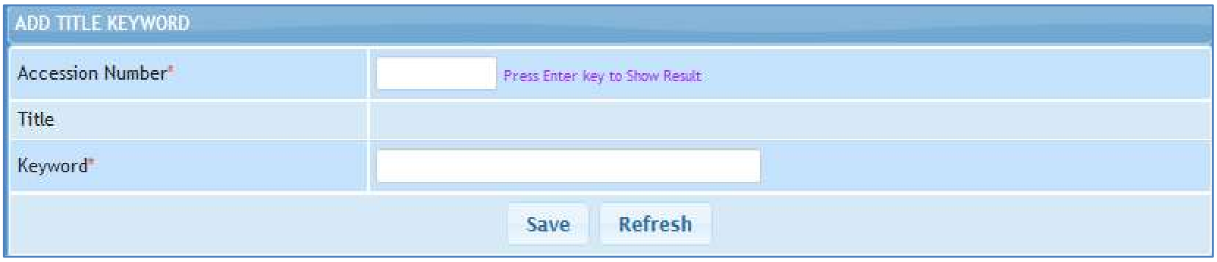
- Menu Access

  Librarian
- Usage

  This form enables the user to record Title Keyword.
- Menu Access

  Main Menu >> Library>>Transaction>>Add Title Keyword
- Dependency

  None



- To make entry on Title Keyword follow steps below

1) Enter Accession No.
2) Enter Title Keyword.
3) Click “Save” button to complete Title Authors.

31. Titles from Library of Congress

- Menu Access

  Librarian

- Usage

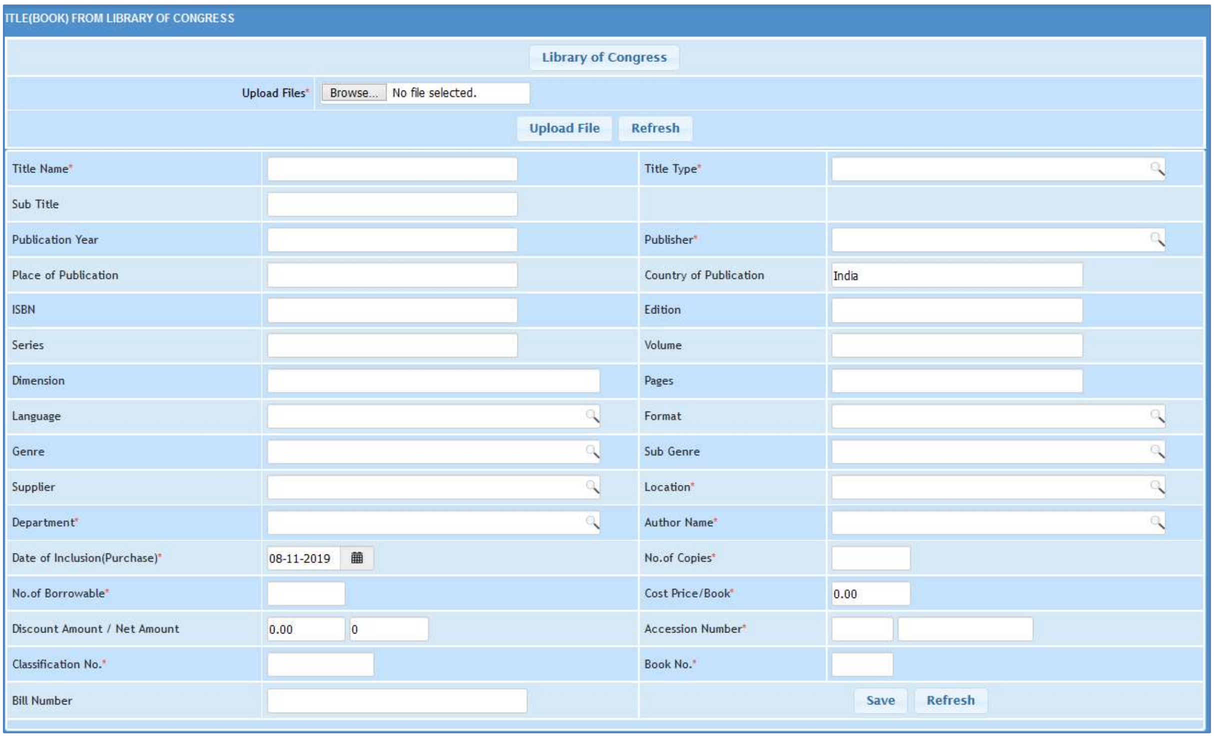
  This form enables the user to record from Library of Congress.

- Menu Access

  Main Menu >> Library>>Transaction>>Titles from Library of Congress

- Dependency

  Supplier, Author, Publisher



- To make entry on Title from Library of Congress follow steps below

1) Enter Title Name and Sub Title required to create.
2) Select Title Type from the list.
3) Select Publication details from the list.
4) Enter ISBN, Edition, Series, Dimension, Pages required to create.
5) Select Language, Format, Genre Supplier, Department and Author Name from the list.
6) Select the Purchase Date of book.
7) Enter No. of Copies and No. of Borrowable.
8) Enter Cost Price and Discount Amount/Net Amount.
9) Enter Classification No. and Book No.
10) Click “Save” button to complete Titles from Library of Congress.

32. Token Management

- Menu Access

  Librarian

- Usage

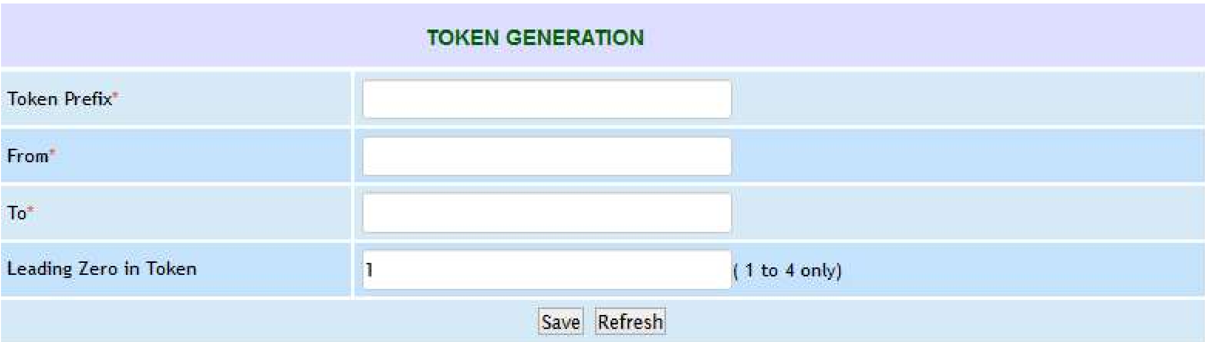
  This form enables the user to generate Token.

- Menu Access

  Main Menu >> Library>>Transaction>>Token Generation

- Dependency

  None



- To make entry on Token Generation follow steps below

1) Enter Token Prefix required to create.
2) Enter From and To of Token Generation.
3) Click “Save” button to complete Token Generation.

33. Update Due Date

- Menu Access

  Librarian
- Usage

  This form enables the user to update Due Date.
- Menu Access

  Main Menu >> Library>>Transaction>>Update Due Date
- Dependency

  None

- To make entry on Due Date Update follow steps below

1) Select Due Date.
2) Select New Due Date.
3) Click “Update Due Date” button to update the Due Date.

II. Periodical

34. Active Periodical List

- Intended Audience

  Administrator

- Usage

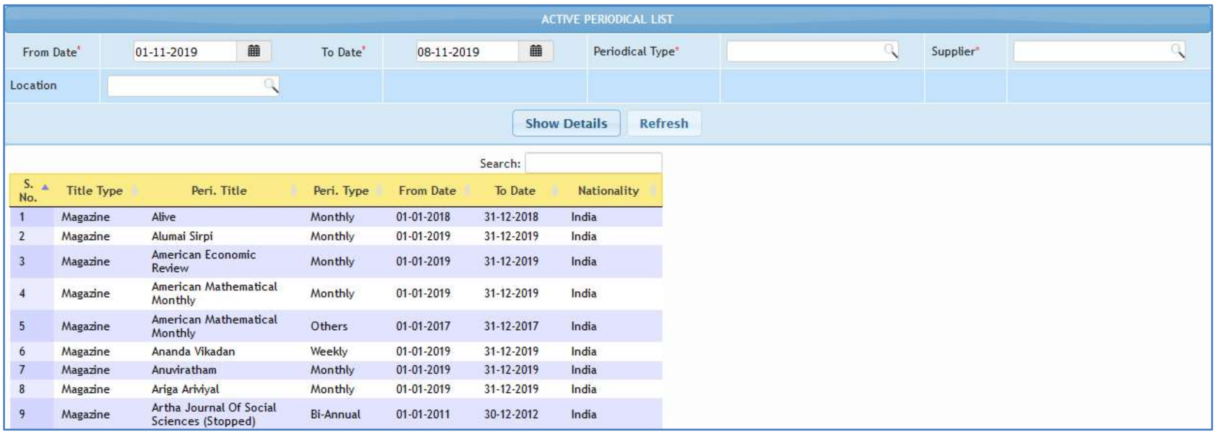
  This interface enables the user to process Active Periodical List.

- Menu Access

  Main Menu>> Library >>Periodical >> Active Periodical List

- Dependency

  Title Master



S. No.	Title Type	Peri. Title	Peri. Type	From Date	To Date	Nationality
1	Magazine	Alive	Monthly	01-01-2018	31-12-2018	India
2	Magazine	Alumai Sirpi	Monthly	01-01-2019	31-12-2019	India
3	Magazine	American Economic Review	Monthly	01-01-2019	31-12-2019	India
4	Magazine	American Mathematical Monthly	Monthly	01-01-2019	31-12-2019	India
5	Magazine	American Mathematical Monthly	Others	01-01-2017	31-12-2017	India
6	Magazine	Ananda Vikadan	Weekly	01-01-2019	31-12-2019	India
7	Magazine	Anuvirattham	Monthly	01-01-2019	31-12-2019	India
8	Magazine	Ariga Arivlyal	Monthly	01-01-2019	31-12-2019	India
9	Magazine	Artha Journal Of Social Sciences (Stopped)	Bi-Annual	01-01-2011	30-12-2012	India

- To view Active Periodical List follow steps below

1) Select From Date and To Date.
2) Select Periodical Type.
3) Select Supplier and Location from the list.
3) Click "Show Details" button to view the Active Periodical List.

35. Articles

- Intended Audience

  Librarian
- Usage

  This interface enables the user to record Articles.
- Menu Access

  Main Menu>> Library >>Periodical>> Articles
- Dependency

  Title Master

- To record Articles follow steps below

1) Select the Title.
2) Enter the Article Title required to create.
3) Enter Author Name for the Article Title.
4) Enter Volume No., Issue No. and Page No., Month and Year and Keyword.
5) Select Subject from the list.
6) Click “Save” button to complete New Articles.

36. Article List

- Intended Audience

  Librarian

- Usage

  This interface enables the user to view Articles List.

- Menu Access

  Main Menu>> Library >>Periodical>> Articles List

- Dependency

  Title Master

ARTICLES LIST

Title (Min. 3 Characters): Acm | Article Name:

Show All Articles | Show Title Wise Articles | Refresh

S. NO.	Title	Articles	Author Name	Volume	Issue No.	Page No.	Month & Year
1	Acm Transactions On Computational Logic	Active sampling for entity matching with guarantees	Bellare(Kedar)	7	3	12-12.24	2013 sep
2	Acm Transactions On Computational Logic	addressing big data time deries minig trillions of imes series subseuences under dynamic time warping	Rathanmanon(Thanawin);zakaria(Jesin)	7	3	10-10.31	2013 Sep
3	Acm Transactions On Computational Logic	algebra proof theory and applications for an intuitionistic logic of prpositons actions and adjoint	Dyckhoff(Roy);Truffaut(Julien)	14	4	34.1-34.37	2013 Oct-Dec
4	Acm Transactions On Computational Logic	Algorithmic analysis of array accessing programs	Alur(Rajeen);Cerny(Pavol)ect	13	3	27.1-27.29	2012 Aug
5	Acm Transactions On Computational Logic	Annotated probabilistic temporal logic; Approximate fixpoint implementation.	Shakarian (P) Simari (G. I)	13	2	13.33	2012 Apri-June
6	Acm Transactions On Computational Logic	Arithmetic complexity via effective names for random sequences	Hanssen(Bjorn KJ-jos);Stephan(Frank)ect	13	3	24.1-24.18	2012 Aug
7	Acm Transactions On Computational Logic	batct mode active sampling based on marginal probabiliy distribution maching	Wang(Zheng);Rita(Chattopadhyay)	7	3	13-13.25	2013 Sep
8	Acm Transactions On Computational Logic	Calculus of cooperation and game based reasoning about protocol privacy	Miner(Sara);Naumov(Pavel)	13	3	22.1-22.21	2012 Aug

- To view Articles list follow steps below

1) Enter Title and Article Name require to view.
2) Click “Show All Articles” button to view all Articles list.
3) Click “Show Title Wise Articles” button to view Title wise Articles.

37. Bundle Journal Register

- Intended Audience

  Librarian

- Usage

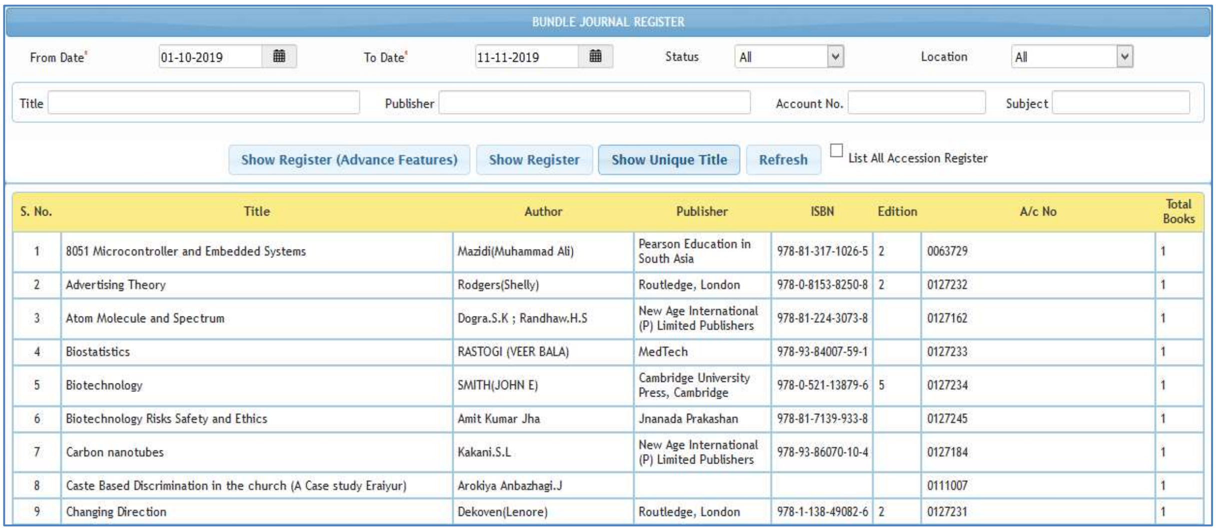
  This interface enables the user to view Bundle Journal Register.

- Menu Access

  Main Menu>> Library >>Periodical>> Bundle Journal Register

- Dependency

  Title Master



S. No.	Title	Author	Publisher	ISBN	Edition	A/c No	Total Books
1	8051 Microcontroller and Embedded Systems	Mazidi(Muhammad Ali)	Pearson Education in South Asia	978-81-317-1026-5	2	0063729	1
2	Advertising Theory	Rodgers(Shelly)	Routledge, London	978-0-8153-8250-8	2	0127232	1
3	Atom Molecule and Spectrum	Dogra.S.K ; Randhaw.H.S	New Age International (P) Limited Publishers	978-81-224-3073-8		0127162	1
4	Biostatistics	RASTOGI (VEER BALA)	MedTech	978-93-84007-59-1		0127233	1
5	Biotechnology	SMITH(JOHN E)	Cambridge University Press, Cambridge	978-0-521-13879-6	5	0127234	1
6	Biotechnology Risks Safety and Ethics	Amit Kumar Jha	Jnanada Prakashan	978-81-7139-933-8		0127245	1
7	Carbon nanotubes	Kakani.S.L	New Age International (P) Limited Publishers	978-93-86070-10-4		0127184	1
8	Caste Based Discrimination in the church (A Case study Eraiyur)	Arokiya Anbazhagi.J				0111007	1
9	Changing Direction	Dekoven(Lenore)	Routledge, London	978-1-138-49082-6	2	0127231	1

- To view Bundle Journal Register follow steps below

1) Select From Date and To Date.
2) Select Status and Location from the list.
3) Enter Title and Publisher.
4) Click “Show Register” button to view Journal Register.

38. New Bound Journal

- Intended Audience

  Librarian

- Usage

  This interface enables the user to add New Bound Journal.

- Menu Access

  Main Menu>> Library >>Periodical>> New Bound Journal

- Dependency

  Title Master

- To add New Bound Journal follow steps below

1) Select Bound Periodical No.
2) Select Title from the list.
3) Enter Bound Periodical Month & Year.
4) Enter Volume Number and Issue Number.
5) Enter Subject and Publish Place required.
6) Select Location and Date of Inclusion.
7) Enter Remarks for new Bound Journal.
4) Click “Save” button to complete Bound Journal.

39. New Periodical

- Intended Audience

  Librarian

- Usage

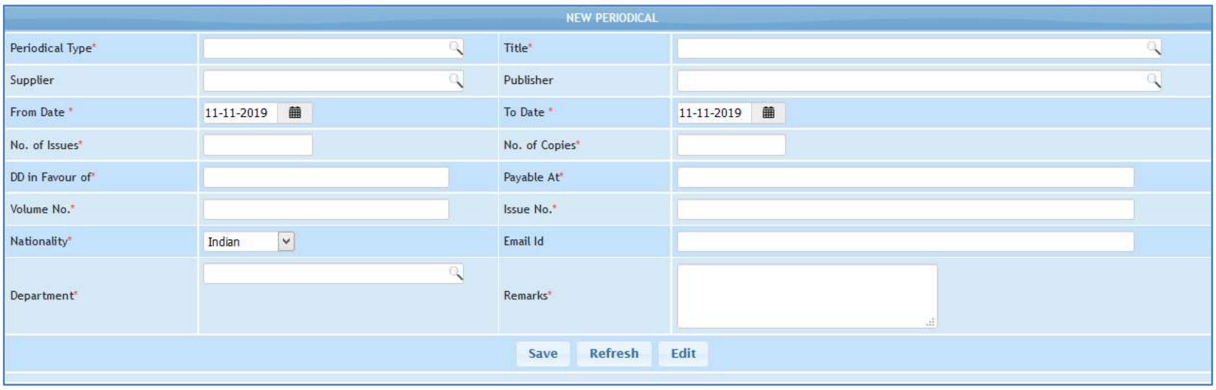
  This interface enables the user to add New Periodical.

- Menu Access

  Main Menu>> Library >>Periodical>> New Periodical

- Dependency

  Title Master



- To add New Periodical follow steps below

1) Select Periodical Type and Title from the list.
2) Select Supplier and Publisher from the list.
3) Select From Date and To Date.
4) Enter No. of Issues and Copies.
5) Enter DD details for the new periodical
6) Enter Remarks for the periodicals.

40. Receive Periodical

- Intended Audience

  Librarian

- Usage

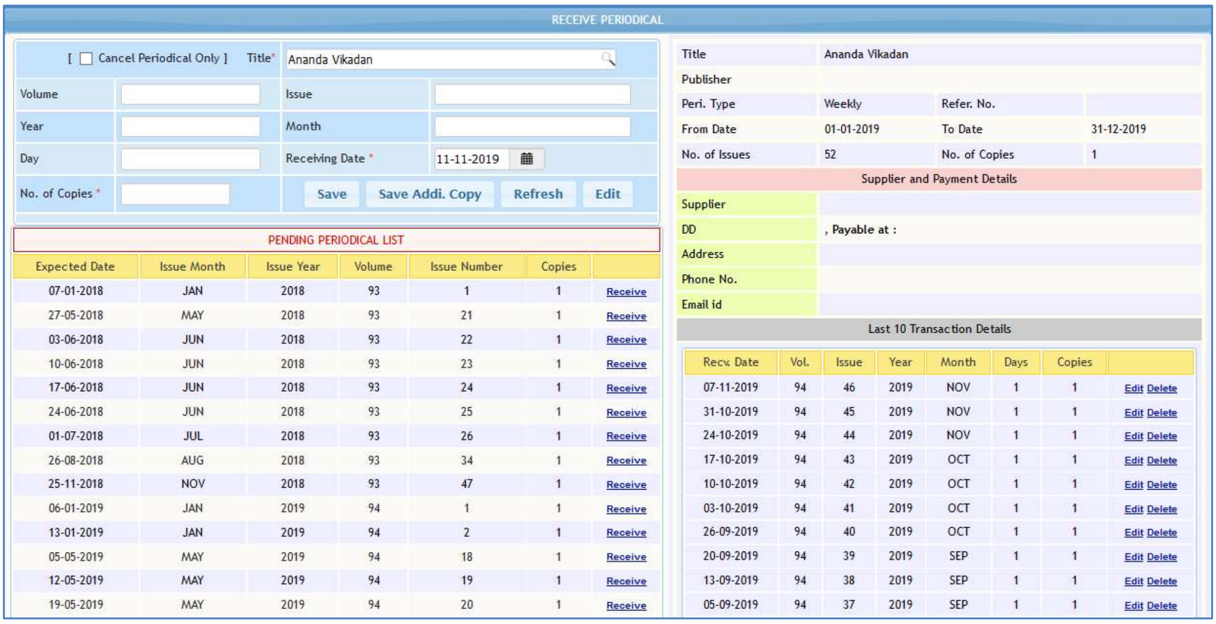
  This interface enables the user to receive Periodical.

- Menu Access

  Main Menu>> Library >>Periodical>> Receive Periodical

- Dependency

  Title Master



- To receive Periodical follow steps below

1) Select Title from the list.
2) The Title details and Supplier details would display.
3) Enter Volume and Issue No..
4) Enter Year, Month and Day for the Title.
5) Enter Receiving Date for the Title periodical.
6) Enter No. of Copies for the Periodical.
7) Click “Save” button to complete receives Periodical.

41. Periodical Cancellation

- Intended Audience

  Librarian

- Usage

  This interface enables the user to cancel Periodical.

- Menu Access

  Main Menu>> Library >>Periodical>> Periodical Cancellation

- Dependency

  New Periodical

- To cancel Periodical follow steps below

1) Select Title from the list.
2) The details of the Title and Supplier would display.
3) Enter Reasons for Cancellation and for the periodical.
2) Select “Periodical Cancellation” button to cancel the periodical.

42. Periodical Payment

- Intended Audience

  Librarian

- Usage

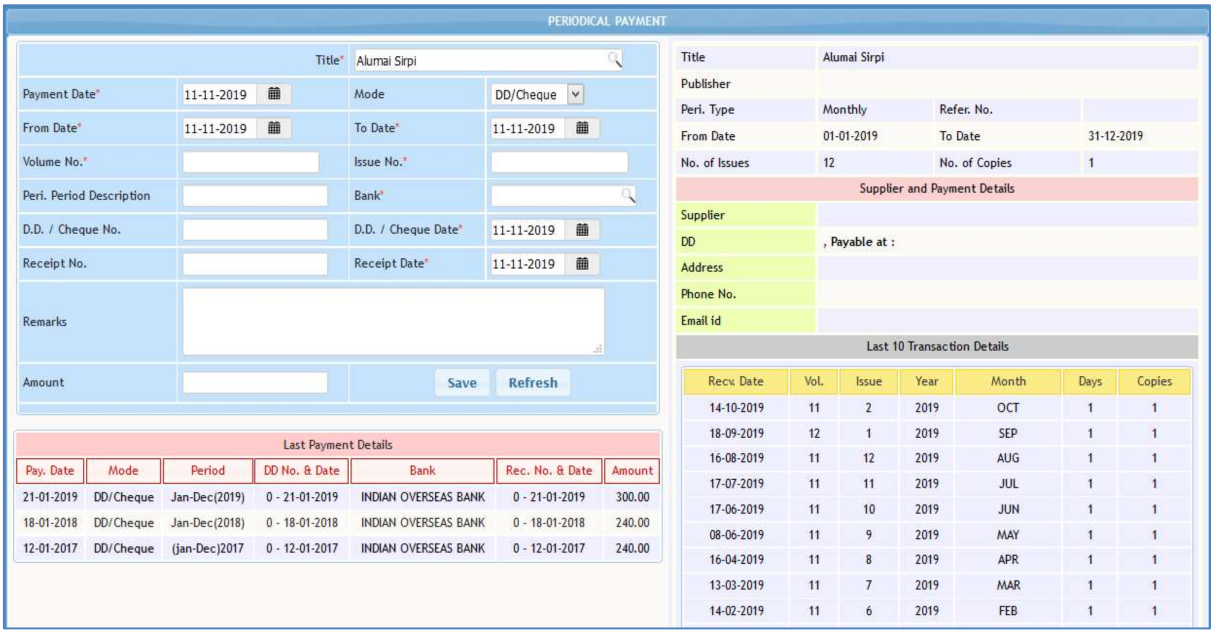
  This interface enables the user to process Periodical Payment.

- Menu Access

  Main Menu>> Library >>Periodical>> Periodical Payment

- Dependency

  New Periodical



- To process Periodical Payment follow steps below

1) Select Title from the list.
2) The details of the Title and Supplier would display.
3) Select Payment Date and Mode.
4) Select From Date and To Date.
5) Enter Volume No. and Issue No..
6) Enter Periodical Period Description.
7) Select Bank Details like Bank, DD / Cheque No. and Date/
8) Enter Remarks and Amount for the Periodical Payment.
9) Click “Save” button to complete Periodical Payment.

43. Periodical Payment list and Modification

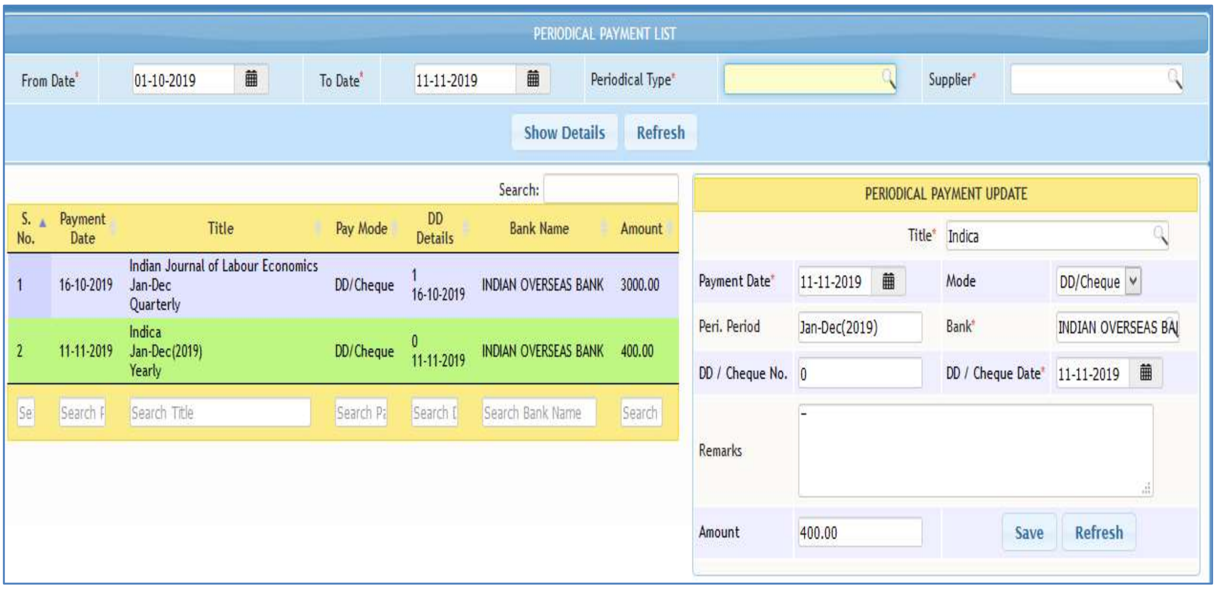
- Intended Audience

  Librarian
- Usage

  This interface enables the user to view the list of Periodical Payment and Modification.
- Menu Access

  Main Menu>> Library >>Periodical>> Periodical Payment list and Modification
- Dependency

  Title Master



- To process Periodical Payment Modification follow steps below

1) Select From Date and To Date.
2) Click “Show Details” button to view the Periodicals payment details.
3) Select the Title for modifying Periodical Payment.
4) Click “Save” button after modifying the payment details

44. Periodical Payment Report

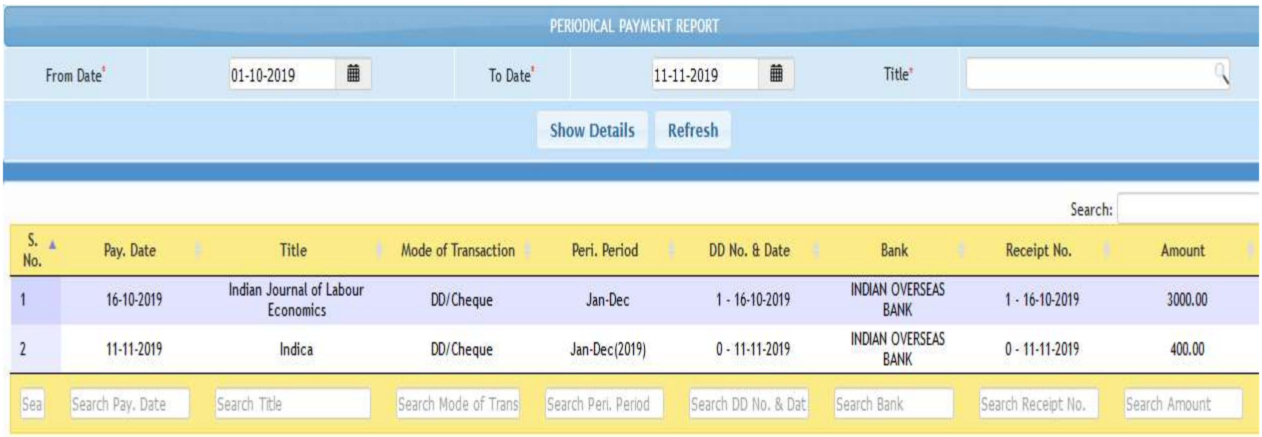
- Intended Audience

  Librarian
- Usage

  This interface enables the user to view the list of Periodical Payment and Modification.
- Menu Access

  Main Menu>> Library >>Periodical>> Periodical Payment Report
- Dependency

  Title Master



- To view Periodical Payment Report follow steps below

1) Select From Date and To Date.
2) Click "Show Details" button to view the Periodicals payment report.

45. Periodical Received Report

- Intended Audience

  Librarian
- Usage

  This interface enables the user to view the list of Periodical Received Report.
- Menu Access

  Main Menu>> Library >>Periodical>> Periodical Received Report
- Dependency

  Title Master

S. No.	Title	Received Date	Volume	Issue	Month	Days	No. of Copies
1	Indica	11-11-2019	56	1	Sep	1	1
2	Pasumai Vikatan	11-11-2019	13	20	OCT	1	1

- To view Periodical Received Report follow steps below

1) Select From Date and To Date.
2) Select Status from the list.
3) Click “Show Details” button to view the Periodicals Received report.

46. Periodical Titles New

- Intended Audience

  Librarian
- Usage

  This interface enables the user to view the list of Periodical Received Report.
- Menu Access

  Main Menu>> Library >>Periodical>> Periodical Titles New
- Dependency

  Title Master

- To add and view Periodical Titles follow steps below

1) Enter Periodical Titles required to create.
2) Click “Save” button to complete New Periodical Titles.
3) Click “View Periodicals Titles” button to view the Periodicals titles.

III. Reports

47. Accession Register

- Intended Audience

  Librarian

- Usage

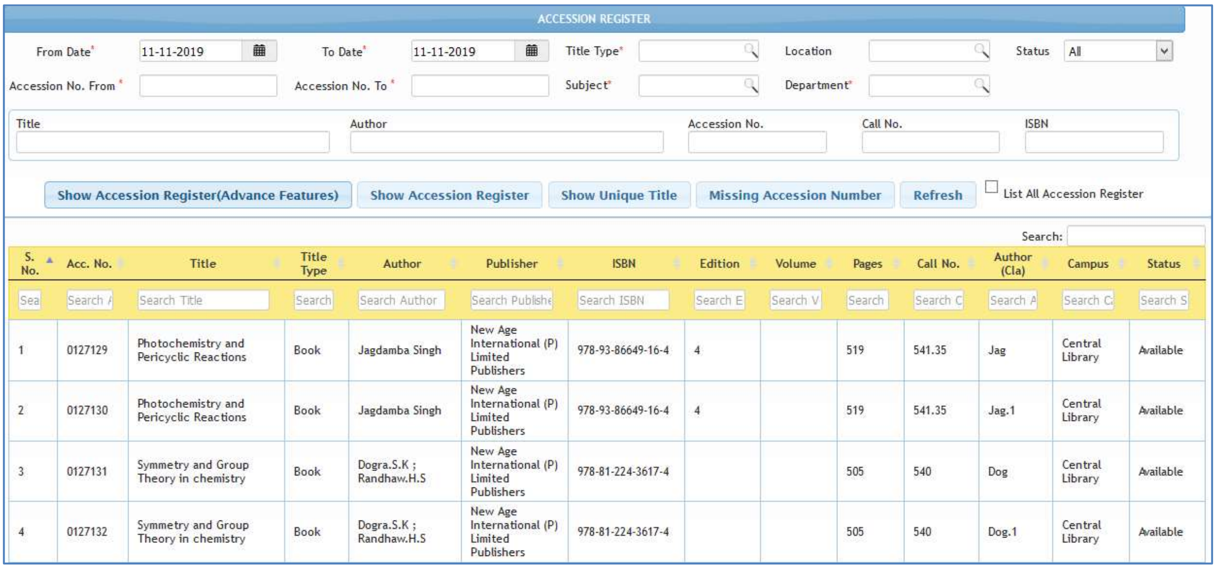
  This report is used to view Accession Register.

- Menu Access

  Main Menu >> Library >>Report>> Accession Register

- Dependency

  Accession No. Creation



- To view Accession Register follow steps below

1) Select From Date and To Date.
2) Select Title Type and Location.
3) Click “Show Accession Register” button to view the Accession Register.
3) Click “Missing Accession Number” button to view the missing Accession Number.

48. Access Log Report

- Intended Audience

  Librarian
- Usage

  This report is used to view Access Log Report.
- Menu Access

  Main Menu >> Library >>Report>> Access Log Report
- Dependency

  Member Type

- To view Access Log Report follow steps below

1) Select From Date and To Date.
2) Select Member Type from the list.
3) Click "Show Details" button to view the Access Log Details.

49. Access Log Statistics

- Intended Audience

  Librarian

- Usage

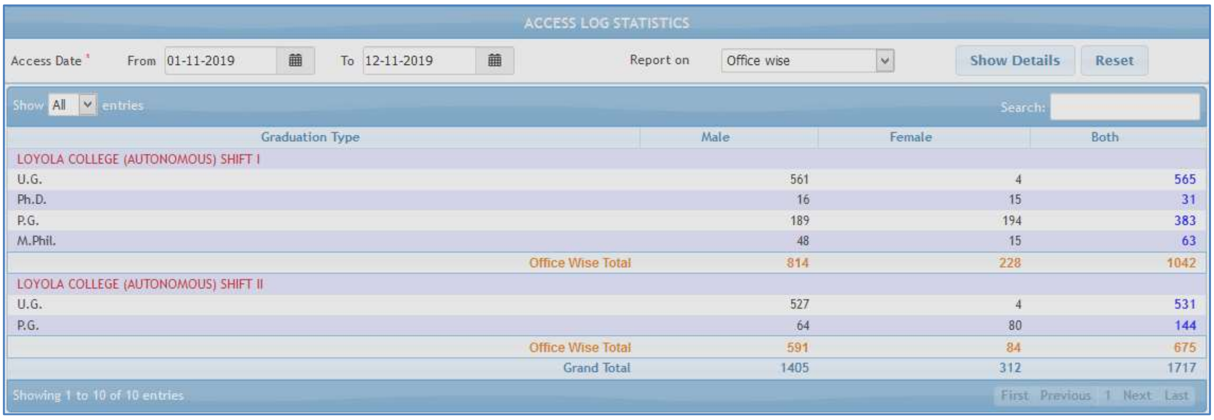
  This report is used to view Access Log Statistics.

- Menu Access

  Main Menu >> Library >>Report>> Access Log Statistics

- Dependency

  Biometric Access



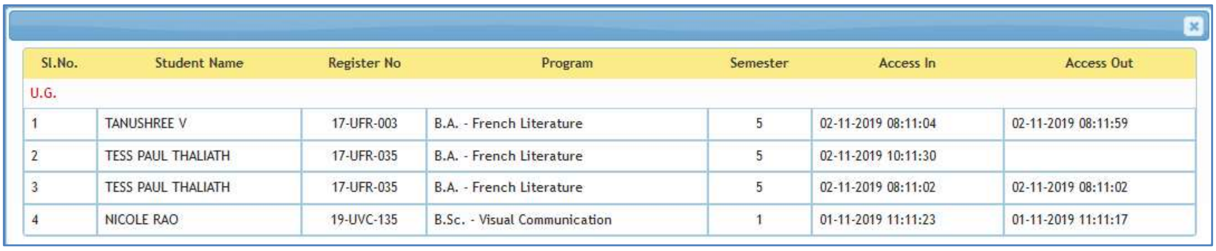
ACCESS LOG STATISTICS

Access Date * From 01-11-2019 To 12-11-2019 Report on Office wise Show Details Reset

Show All entries Search:

Graduation Type	Male	Female	Both
LOYOLA COLLEGE (AUTONOMOUS) SHIFT I			
U.G.	561	4	565
Ph.D.	16	15	31
P.G.	189	194	383
M.Phil.	48	15	63
Office Wise Total	814	228	1042
LOYOLA COLLEGE (AUTONOMOUS) SHIFT II			
U.G.	527	4	531
P.G.	64	80	144
Office Wise Total	591	84	675
Grand Total	1405	312	1717

Showing 1 to 10 of 10 entries First Previous 1 Next Last



Sl.No.	Student Name	Register No	Program	Semester	Access In	Access Out
U.G.						
1	TANUSHREE V	17-UFR-003	B.A. - French Literature	5	02-11-2019 08:11:04	02-11-2019 08:11:59
2	TESS PAUL THALIATH	17-UFR-035	B.A. - French Literature	5	02-11-2019 10:11:30	
3	TESS PAUL THALIATH	17-UFR-035	B.A. - French Literature	5	02-11-2019 08:11:02	02-11-2019 08:11:02
4	NICOLE RAO	19-UVC-135	B.Sc. - Visual Communication	1	01-11-2019 11:11:23	01-11-2019 11:11:17

- To view Access Statistics Report follow steps below

1) Select From Date and To Date.
2) Select Report on option.
3) Click “Show Details” to view the Access Log Statistics.

50. Book Details (Accession No. Ind.)

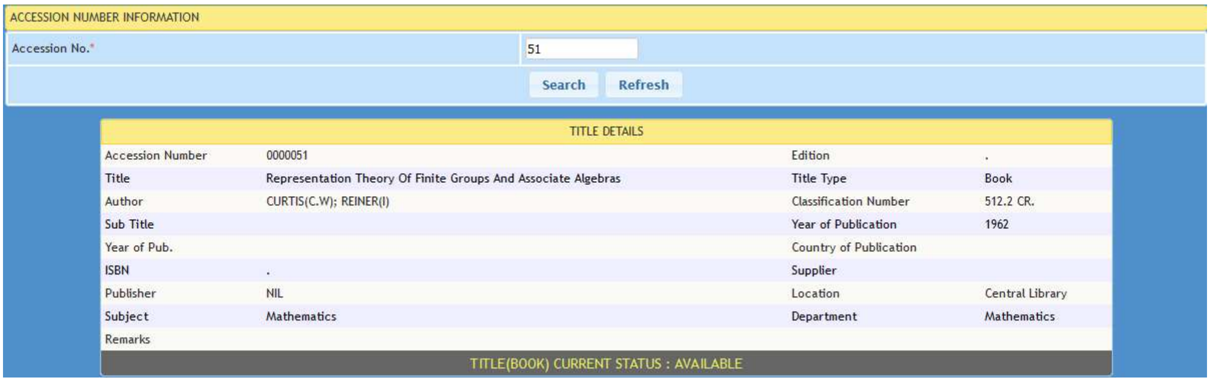
- Intended Audience

  Librarian
- Usage

  This report is used to view Book Details.
- Menu Access

  Main Menu >> Library >>Report>> Book Details (Accession No. Ind.)
- Dependency

  Accession No. Creation


ACCESSION NUMBER INFORMATION

Accession No.*	51

Search Refresh

TITLE DETAILS

Accession Number	0000051	Edition	.
Title	Representation Theory Of Finite Groups And Associate Algebras	Title Type	Book
Author	CURTIS(C.W); REINER(I)	Classification Number	512.2 CR.
Sub Title		Year of Publication	1962
Year of Pub.		Country of Publication	
ISBN	.	Supplier	
Publisher	NIL	Location	Central Library
Subject	Mathematics	Department	Mathematics
Remarks			

TITLE(BOOK) CURRENT STATUS : AVAILABLE

- To view Book Details follow steps below

1) Enter Accession No. required to search.
2) Click “Search” button to view the Accession Number Information.

51. Book Search Advanced

- Intended Audience

  Librarian

- Usage

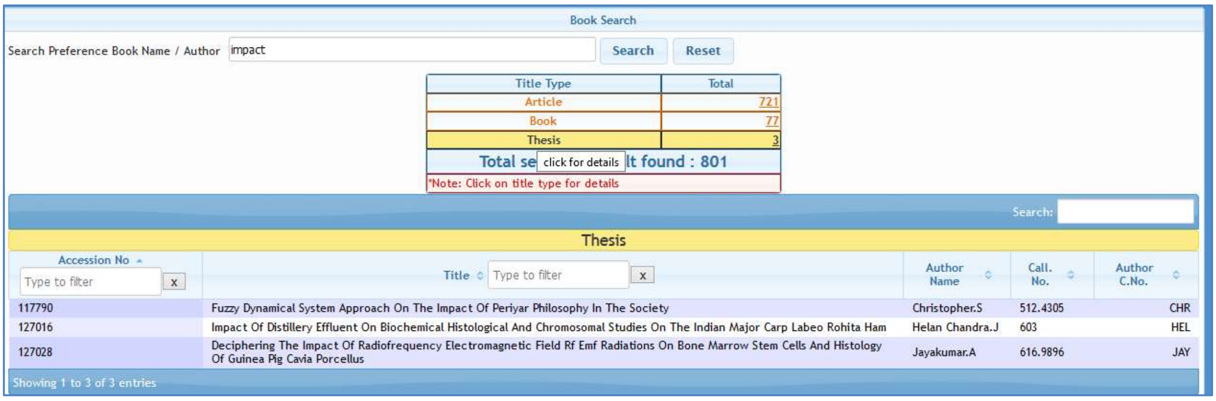
  This report is used to search Book.

- Menu Access

  Main Menu >> Library >>Report>> Book Search Advanced

- Dependency

  Title Master



- To search Books follow steps below

1) Enter Search Preference Book Name / Author.
2) Click “Search” button to search the Books.
3) Click “Title Type” to view the details of Title Type wise.

52. Book Utilization

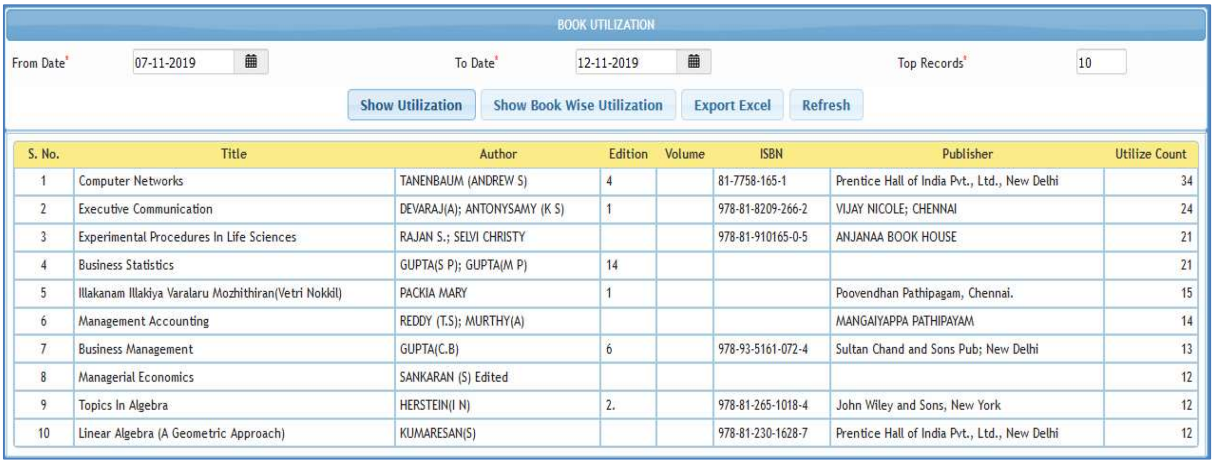
- Intended Audience

  Librarian
- Usage

  This report is used to view the Book Utilization.
- Menu Access

  Main Menu >> Library >>Report>> Book Utilization
- Dependency

  Title Master



BOOK UTILIZATION

From Date* 07-11-2019 To Date* 12-11-2019 Top Records* 10

Show Utilization | Show Book Wise Utilization | Export Excel | Refresh

S. No.	Title	Author	Edition	Volume	ISBN	Publisher	Utilize Count
1	Computer Networks	TANENBAUM (ANDREW S)	4		81-7758-165-1	Prentice Hall of India Pvt., Ltd., New Delhi	34
2	Executive Communication	DEVARAJ(A); ANTONYSAMY (K S)	1		978-81-8209-266-2	VIJAY NICOLE; CHENNAI	24
3	Experimental Procedures In Life Sciences	RAJAN S.; SELVI CHRISTY			978-81-910165-0-5	ANJANAA BOOK HOUSE	21
4	Business Statistics	GUPTA(S P); GUPTA(M P)	14				21
5	Illakanam Illakiya Varalaru Mozhithiran(Vetri Nokkil)	PACKIA MARY	1			Poovendhan Pathipagam, Chennai.	15
6	Management Accounting	REDDY (T.S); MURTHY(A)				MANGAIYAPPA PATHIPAYAM	14
7	Business Management	GUPTA(C.B)	6		978-93-5161-072-4	Sultan Chand and Sons Pub; New Delhi	13
8	Managerial Economics	SANKARAN (S) Edited					12
9	Topics In Algebra	HERSTEIN(I N)	2.		978-81-265-1018-4	John Wiley and Sons, New York	12
10	Linear Algebra (A Geometric Approach)	KUMARESAN(S)			978-81-230-1628-7	Prentice Hall of India Pvt., Ltd., New Delhi	12

- To view Book Utilization follow steps below

1) Select From Date and To Date.
2) Click “Show Utilization” button to view the details.
3) Click “Show Book wise Utilization” to view the details by book wise.

53. Check In Titles (Return)

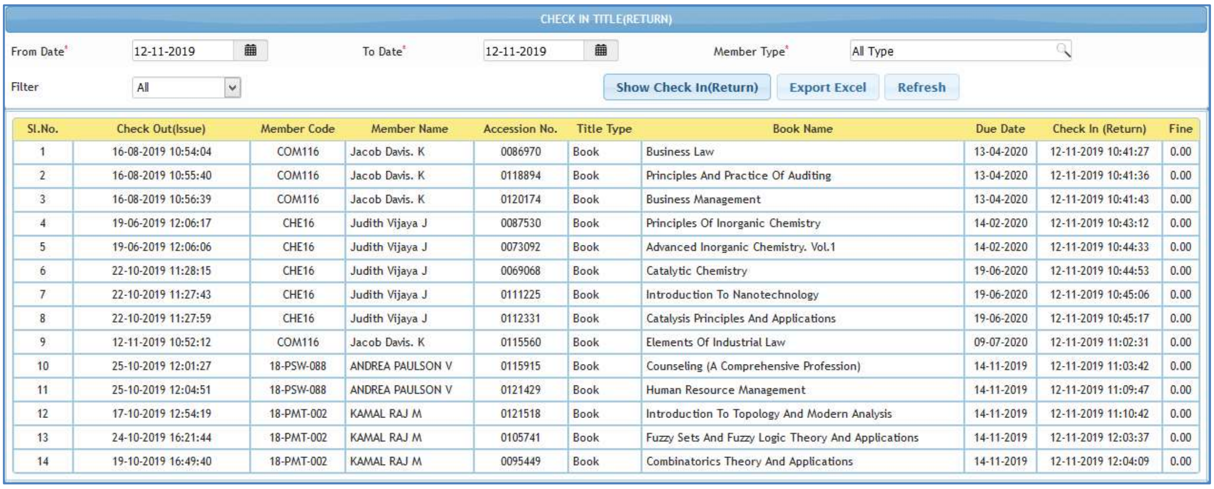
- Intended Audience

  Librarian
- Usage

  This report is used to view the details of Book Return.
- Menu Access

  Main Menu >> Library >>Report>> Check In Titles (Return)
- Dependency

  Book Return



Sl.No.	Check Out(Issue)	Member Code	Member Name	Accession No.	Title Type	Book Name	Due Date	Check In (Return)	Fine
1	16-08-2019 10:54:04	COM116	Jacob Davis. K	0086970	Book	Business Law	13-04-2020	12-11-2019 10:41:27	0.00
2	16-08-2019 10:55:40	COM116	Jacob Davis. K	0118894	Book	Principles And Practice Of Auditing	13-04-2020	12-11-2019 10:41:36	0.00
3	16-08-2019 10:56:39	COM116	Jacob Davis. K	0120174	Book	Business Management	13-04-2020	12-11-2019 10:41:43	0.00
4	19-06-2019 12:06:17	CHE16	Judith Vijaya J	0087530	Book	Principles Of Inorganic Chemistry	14-02-2020	12-11-2019 10:43:12	0.00
5	19-06-2019 12:06:06	CHE16	Judith Vijaya J	0073092	Book	Advanced Inorganic Chemistry. Vol.1	14-02-2020	12-11-2019 10:44:33	0.00
6	22-10-2019 11:28:15	CHE16	Judith Vijaya J	0069068	Book	Catalytic Chemistry	19-06-2020	12-11-2019 10:44:53	0.00
7	22-10-2019 11:27:43	CHE16	Judith Vijaya J	0111225	Book	Introduction To Nanotechnology	19-06-2020	12-11-2019 10:45:06	0.00
8	22-10-2019 11:27:59	CHE16	Judith Vijaya J	0112331	Book	Catalysis Principles And Applications	19-06-2020	12-11-2019 10:45:17	0.00
9	12-11-2019 10:52:12	COM116	Jacob Davis. K	0115560	Book	Elements Of Industrial Law	09-07-2020	12-11-2019 11:02:31	0.00
10	25-10-2019 12:01:27	18-PSW-088	ANDREA PAULSON V	0115915	Book	Counseling (A Comprehensive Profession)	14-11-2019	12-11-2019 11:03:42	0.00
11	25-10-2019 12:04:51	18-PSW-088	ANDREA PAULSON V	0121429	Book	Human Resource Management	14-11-2019	12-11-2019 11:09:47	0.00
12	17-10-2019 12:54:19	18-PMT-002	KAMAL RAJ M	0121518	Book	Introduction To Topology And Modern Analysis	14-11-2019	12-11-2019 11:10:42	0.00
13	24-10-2019 16:21:44	18-PMT-002	KAMAL RAJ M	0105741	Book	Fuzzy Sets And Fuzzy Logic Theory And Applications	14-11-2019	12-11-2019 12:03:37	0.00
14	19-10-2019 16:49:40	18-PMT-002	KAMAL RAJ M	0095449	Book	Combinatorics Theory And Applications	14-11-2019	12-11-2019 12:04:09	0.00

- To view Book Return details follow steps below

1) Select From Date and To Date.
2) Select Member Type from the list.
3) Click “Show Check In(Return)” button to view the Book Return details.

54. Check Out Titles (Issue)

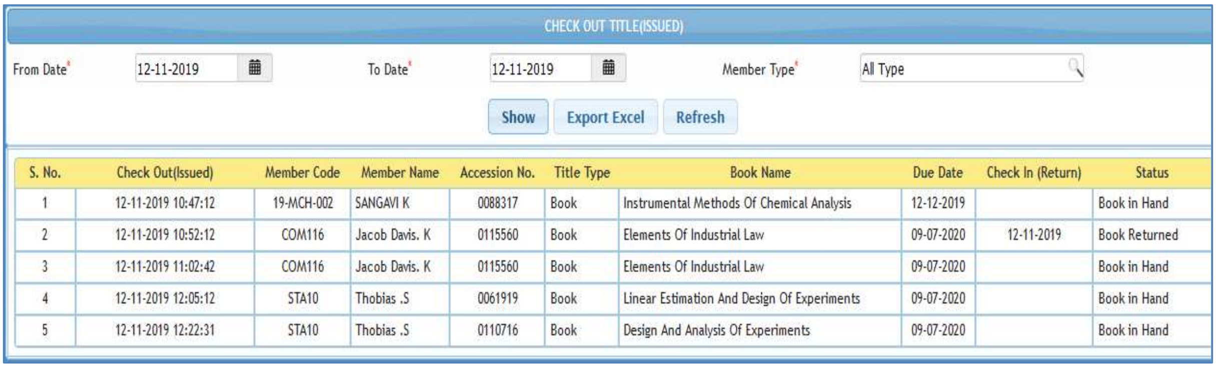
- Intended Audience

  Librarian
- Usage

  This report is used to view the details of Book Issue.
- Menu Access

  Main Menu >> Library >>Report>> Check Out Titles (Issue)
- Dependency

  Book Issue



S. No.	Check Out(Issued)	Member Code	Member Name	Accession No.	Title Type	Book Name	Due Date	Check In (Return)	Status
1	12-11-2019 10:47:12	19-MCH-002	SANGAVI K	0088317	Book	Instrumental Methods Of Chemical Analysis	12-12-2019		Book in Hand
2	12-11-2019 10:52:12	COM116	Jacob Davis. K	0115560	Book	Elements Of Industrial Law	09-07-2020	12-11-2019	Book Returned
3	12-11-2019 11:02:42	COM116	Jacob Davis. K	0115560	Book	Elements Of Industrial Law	09-07-2020		Book in Hand
4	12-11-2019 12:05:12	STA10	Thobias .S	0061919	Book	Linear Estimation And Design Of Experiments	09-07-2020		Book in Hand
5	12-11-2019 12:22:31	STA10	Thobias .S	0110716	Book	Design And Analysis Of Experiments	09-07-2020		Book in Hand

- To view Book Issue details follow steps below

1) Select From Date and To Date.
2) Select Member Type from the list.
3) Click “Show” button to view the Book Issue details.

55. Circulation History

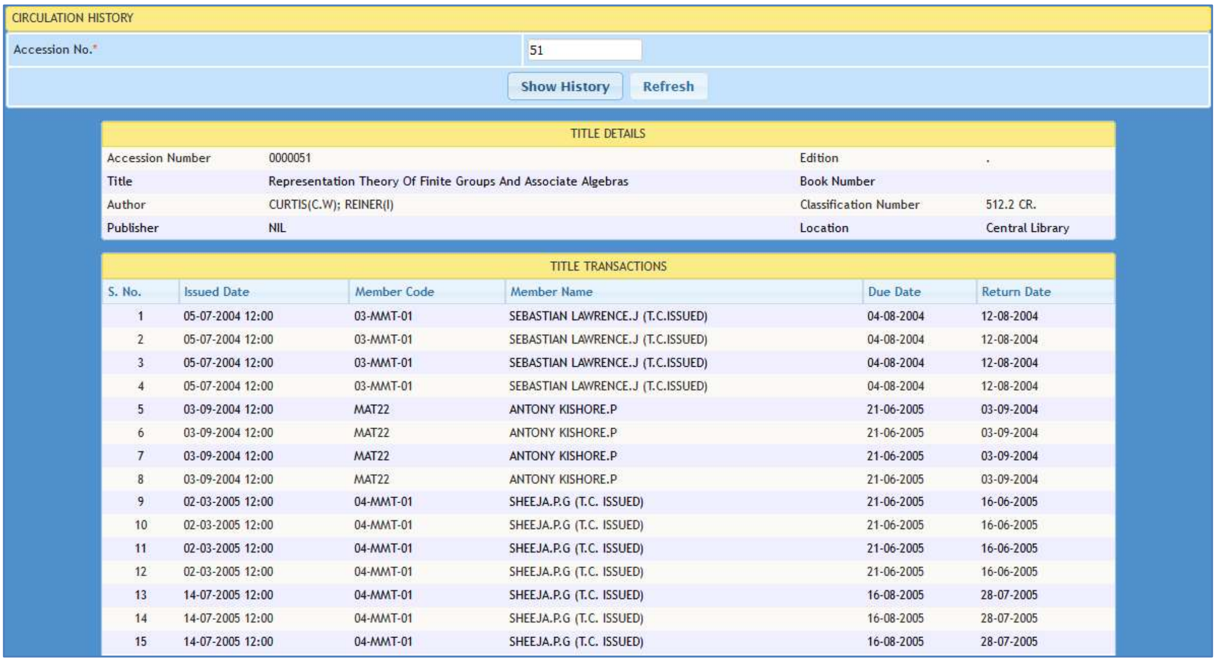
- Intended Audience

  Librarian
- Usage

  This report is used to view the history of the book circulation.
- Menu Access

  Main Menu >> Library >>Report>> Circulation History
- Dependency

  Accession No. Creation



CIRCULATION HISTORY

Accession No.* 51

Show History Refresh

TITLE DETAILS

Accession Number	0000051	Edition	.
Title	Representation Theory Of Finite Groups And Associate Algebras	Book Number	
Author	CURTIS(C.W); REINER(I)	Classification Number	512.2 CR.
Publisher	NIL	Location	Central Library

TITLE TRANSACTIONS

S. No.	Issued Date	Member Code	Member Name	Due Date	Return Date
1	05-07-2004 12:00	03-MMT-01	SEBASTIAN LAWRENCE.J (T.C.ISSUED)	04-08-2004	12-08-2004
2	05-07-2004 12:00	03-MMT-01	SEBASTIAN LAWRENCE.J (T.C.ISSUED)	04-08-2004	12-08-2004
3	05-07-2004 12:00	03-MMT-01	SEBASTIAN LAWRENCE.J (T.C.ISSUED)	04-08-2004	12-08-2004
4	05-07-2004 12:00	03-MMT-01	SEBASTIAN LAWRENCE.J (T.C.ISSUED)	04-08-2004	12-08-2004
5	03-09-2004 12:00	MAT22	ANTONY KISHORE.P	21-06-2005	03-09-2004
6	03-09-2004 12:00	MAT22	ANTONY KISHORE.P	21-06-2005	03-09-2004
7	03-09-2004 12:00	MAT22	ANTONY KISHORE.P	21-06-2005	03-09-2004
8	03-09-2004 12:00	MAT22	ANTONY KISHORE.P	21-06-2005	03-09-2004
9	02-03-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	21-06-2005	16-06-2005
10	02-03-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	21-06-2005	16-06-2005
11	02-03-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	21-06-2005	16-06-2005
12	02-03-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	21-06-2005	16-06-2005
13	14-07-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	16-08-2005	28-07-2005
14	14-07-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	16-08-2005	28-07-2005
15	14-07-2005 12:00	04-MMT-01	SHEEJA.P.G (T.C. ISSUED)	16-08-2005	28-07-2005

- To view circulation history of Book follow steps below

1) Enter Accession No. required to view the details.
2) Click “Show History” button to view the history of the book circulation.
3) The Title details along with the Title transactions would display for the Accession No.

56. Daily Circulation

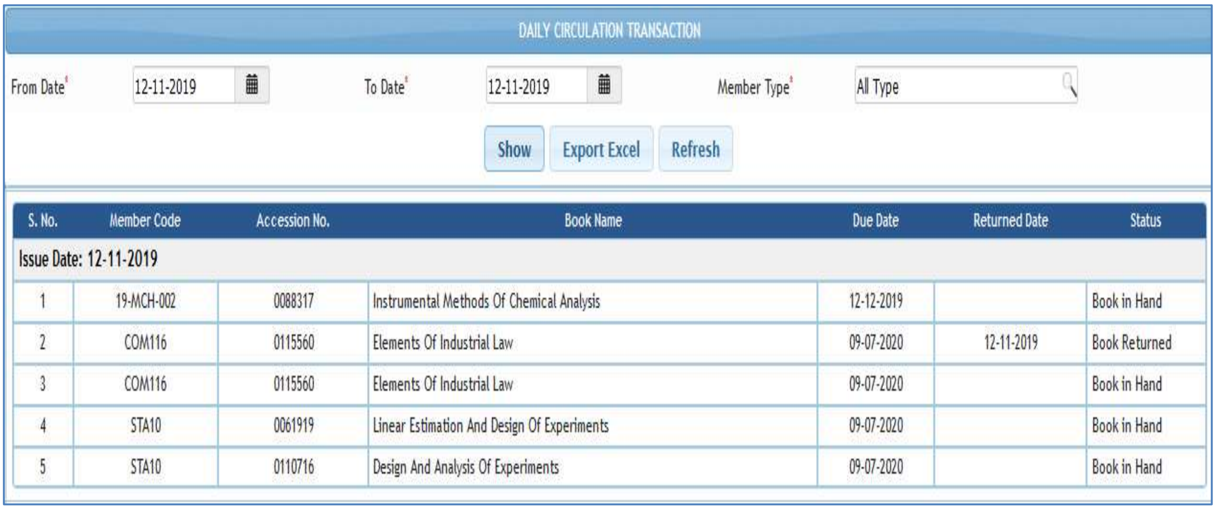
- Intended Audience

  Librarian
- Usage

  This report is used to view the daily circulation of the book.
- Menu Access

  Main Menu >> Library >>Report>> Daily Circulation
- Dependency

  Accession No. Creation



DAILY CIRCULATION TRANSACTION

From Date* 12-11-2019 To Date* 12-11-2019 Member Type* All Type

Show Export Excel Refresh

S. No.	Member Code	Accession No.	Book Name	Due Date	Returned Date	Status
Issue Date: 12-11-2019						
1	19-MCH-002	0088317	Instrumental Methods Of Chemical Analysis	12-12-2019		Book in Hand
2	COM116	0115560	Elements Of Industrial Law	09-07-2020	12-11-2019	Book Returned
3	COM116	0115560	Elements Of Industrial Law	09-07-2020		Book in Hand
4	STA10	0061919	Linear Estimation And Design Of Experiments	09-07-2020		Book in Hand
5	STA10	0110716	Design And Analysis Of Experiments	09-07-2020		Book in Hand

- To view Daily Circulation follow steps below

1) Select From Date and To Date.
2) Select Member Type from the list.
3) Click “Show” button to view the daily circulation details.

57. Dash Board

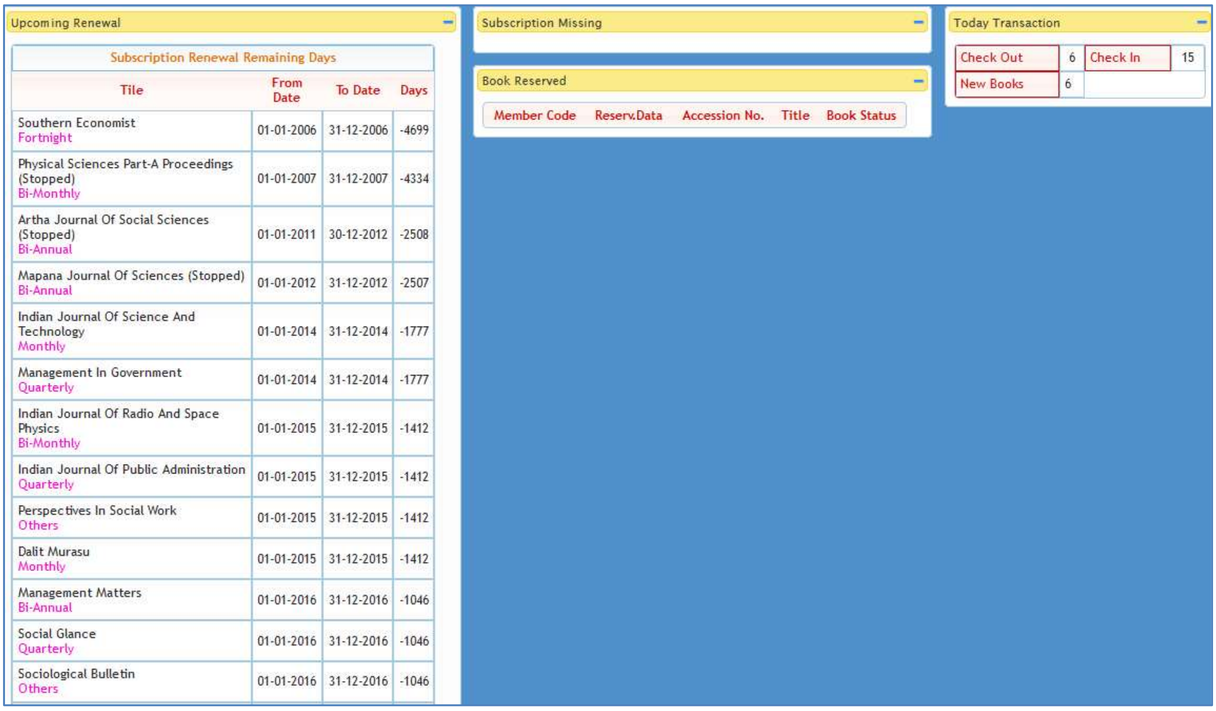
- Intended Audience

  Librarian
- Usage

  This report is used to view the details of Subscription Renewal, Subscription Missing, Book Reserved and current date transaction.
- Menu Access

  Main Menu >> Library >>Report>> Dash Board
- Dependency

  Title



Subscription Renewal Remaining Days

Tile	From Date	To Date	Days
Southern Economist Fortnight	01-01-2006	31-12-2006	-4699
Physical Sciences Part-A Proceedings (Stopped) Bi-Monthly	01-01-2007	31-12-2007	-4334
Artha Journal Of Social Sciences (Stopped) Bi-Annual	01-01-2011	30-12-2012	-2508
Mapana Journal Of Sciences (Stopped) Bi-Annual	01-01-2012	31-12-2012	-2507
Indian Journal Of Science And Technology Monthly	01-01-2014	31-12-2014	-1777
Management In Government Quarterly	01-01-2014	31-12-2014	-1777
Indian Journal Of Radio And Space Physics Bi-Monthly	01-01-2015	31-12-2015	-1412
Indian Journal Of Public Administration Quarterly	01-01-2015	31-12-2015	-1412
Perspectives In Social Work Others	01-01-2015	31-12-2015	-1412
Dalit Murasu Monthly	01-01-2015	31-12-2015	-1412
Management Matters Bi-Annual	01-01-2016	31-12-2016	-1046
Social Glance Quarterly	01-01-2016	31-12-2016	-1046
Sociological Bulletin Others	01-01-2016	31-12-2016	-1046

- Details of Upcoming Renewal , Subscription Missing, Book Reserved and Today Transaction can see in the Dash Board report.

58. Due Collections

- Intended Audience

  Librarian

- Usage

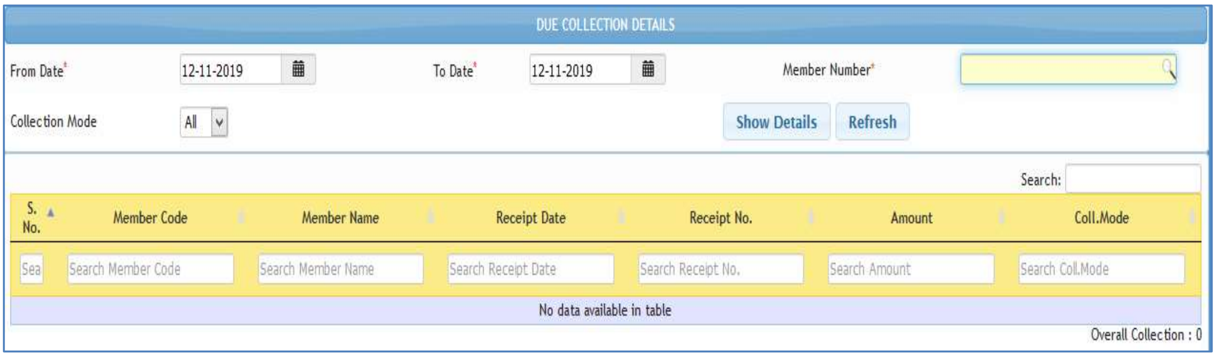
  This report is used to view the details of Due Collections.

- Menu Access

  Main Menu >> Library >>Report>> Due Collections

- Dependency

  Due Fixed



- To view Due Collections follow steps below

1) Select From Date and To Date.
2) Select Member Number from the list.
3) Select Collection Mode.
4) Click “Show Details” button to view the details of Due Collection.

59. Fee Abstract Report

- Intended Audience

  Librarian
- Usage

  This report is used to view the details of Fee Abstract.
- Menu Access

  Main Menu >> Library >>Report>> Fee Abstract Report
- Dependency

  Due Fixed

DUE ABSTRACT DETAILS

Show Due Abstract Details

Search: ja

S. No.	Member Code	Member Name	Due	Due Fixed
1	19-UHT-213	AAHAN RANJAN	9.00	9.00
2	19-UCO-634	AJAY D	2.00	2.00
3	16-DMT-01	AJAY MINJ.FR.	89.00	89.00
4	17-UMT-437	AJAY P	2.00	2.00
5	17-DEL-009	ANTON PUSHPARAJA. M	154.00	154.00
6	16-DPH-01	ASISI JANIFER . M	443.00	443.00
7	15-DEL-03	CHRISTOPHER JAYARAJ S	8.00	8.00
8	19-PCO-030	DALTON BENJAMIN M	6.00	6.00
9	18-UBC-045	JAI ANBIN MILLION B	20.00	20.00
10	14-CO-448	JAMES S	8.00	8.00
11	18-UPH-007	JASE AKILAN M	5.00	5.00
12	19-UCO-068	JAYABAL	1.00	1.00
13	17-UPB-008	JAYABALAN M	11.00	11.00
14	18-UBC-016	JAYAGOKUL S	6.00	6.00
15	18-UCO-128	JAYASEELAN A	6.00	6.00
16	19-PCO-013	JOTHIRAJAN K	7.00	7.00
17	15-EL-031	KARTHICK RAJA K	26.00	26.00
18	18-UMT-379	MANIRAJA S	2.00	2.00
19	12-DMT-009	MARIA JESU RAJA.S	29.00	29.00
20	19-UBC-114	MD JASIRUDDIN K	1.00	1.00
21	17-DPH-07	PADMAJA .S	6.00	6.00
22	15-DEL-05	RAJALAKSHMI R	19.00	19.00
23	15-DCO-02	RAJALAKSHMY B.	1.00	1.00

Book No.	Book Name	Issue Date	Due Date	Return Date	Due	Due Fixed
0050940	Micro Waves	02-02-2017	06-03-2017	17-03-2017	11.00	11.00
0042875	Elements Of Microwave Engineering	02-02-2017	06-03-2017	17-03-2017	11.00	11.00
0102390	Handbook On Nanochemistry	22-03-2017	21-04-2017	20-06-2017	60.00	60.00
0108755	Nanobiotechnology	22-03-2017	21-04-2017	20-06-2017	60.00	60.00
0122886	Elements Of Spectroscopy (Atomic, Molecular And Laser Physics)	22-08-2017	21-09-2017	04-10-2017	13.00	13.00
0122891	Physical Sciences Csir Ugc Jrf Net Slet	06-02-2017	08-03-2017	20-11-2017	257.00	257.00
0122274	Nanotechnology(Nanomaterials And Nanodevices)	18-12-2017	18-01-2018	30-01-2018	12.00	12.00
0122886	Elements Of Spectroscopy (Atomic, Molecular And Laser Physics)	12-12-2017	11-01-2018	30-01-2018	19.00	19.00

- To view Fee Abstract Details follow steps below

1) Click “Show Due Abstract Details” to view the Member and Due Fixed details.
2) Select Member Name to view the details of Book and Due date, Issue Date etc.,

60. Lost Item List

- Intended Audience

  Librarian

- Usage

  This report is used to view the Lost Item List.

- Menu Access

  Main Menu >> Library >>Report>> Lost Item List

- Dependency

  Book Lost Fine Due Raised

LOST ITEMS

From Date* 01-10-2019 To Date* 12-11-2019 Show Lost Item Export Excel Refresh

S. No.	Date	Acc. No.	Title	Author	Publisher	Location	Reason
1	18-10-2019	0008543	Ithayam Pasugirathu	MANIAN	NIL	Central Library	Withdrawn - book old withdrawn
2	31-10-2019	0015079	Monetary Theory	MITHANI(D M)	NIL	Central Library	Withdrawn - book old & unused
3	31-10-2019	0021890	Econometric Analysis And Managerial Decision	RAO(T V S)RAMAMOHAN	NIL	Central Library	Missing - 21809 found, and 21890 changed as missing
4	31-10-2019	0024912	Industrial Relations And Labour Legislation	SINHA(G P); SINHA(P R N)	NIL	Central Library	Withdrawn - book old & unused
5	31-10-2019	0031831	Movement Of Industrial Wages In India	RAGHURAJ SINGH	NIL	Central Library	Withdrawn - book old & unused
6	31-10-2019	0031832	Movement Of Industrial Wages In India	RAGHURAJ SINGH	NIL	Central Library	Withdrawn - book old & unused
7	07-11-2019	0034668	Handbook Of Practical Auditing	TANDON(B N)		Central Library	Withdrawn - book old withdrawn
8	31-10-2019	0038421	Basic Concepts Of Analytical Chemistry	KHOPKAR(S M)	NIL	Central Library	Withdrawn - book old & pages missing
9	31-10-2019	0039985	Business Management	PAGARE(D)	Sultan Chand and Sons Pub; New Delhi	Central Library	Withdrawn - book old & unused
10	07-11-2019	0063395	History Of Medieval India	SHARMA(L P)		Central Library	Withdrawn - book old withdrawn
11	31-10-2019	0068898	Kali Thridayam :Story	CHALAM	Aruna pub, Vijayawada.	Central Library	Withdrawn - book old & unused
12	31-10-2019	0079967	Arasiyal Alaigal	VARADHARASAN(M)	Inba Nilayam, Chennai	Central Library	Withdrawn - book old & unused
13	31-10-2019	0080244	Nadai Vandi	VARADHARASAN(M)	Paari Nilayam, Chennai	Central Library	Withdrawn - book old & unused
14	18-10-2019	0080256	Andal Aruli Cheitha Thirupaavai	ANDAL PRIYADARSHINI PRIYADARSHINI	A.R.G.Atchukudam, Chennai	Central Library	Withdrawn - book old withdrawn

- To view the details of Lost Items follow steps below

1) Select From Date and To Date.
2) Click "Show lost Item" button to view the details of the lost Items.

61. Member Report

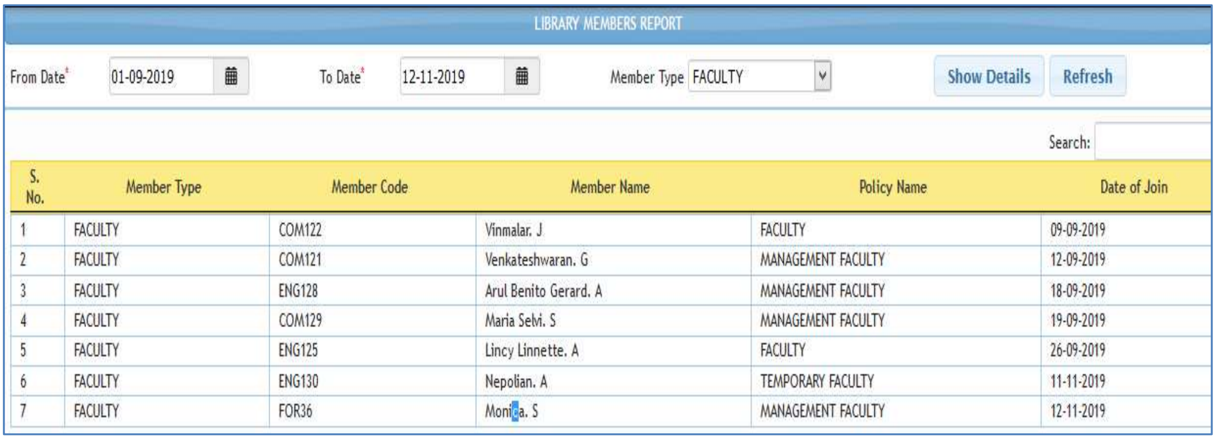
- Intended Audience

  Librarian
- Usage

  This report is used to view the member report of Library.
- Menu Access

  Main Menu >> Library >>Report>> Member Report
- Dependency

  Members



LIBRARY MEMBERS REPORT

From Date* 01-09-2019 To Date* 12-11-2019 Member Type FACULTY Show Details Refresh

Search:

S. No.	Member Type	Member Code	Member Name	Policy Name	Date of Join
1	FACULTY	COM122	Vinmalar. J	FACULTY	09-09-2019
2	FACULTY	COM121	Venkateshwaran. G	MANAGEMENT FACULTY	12-09-2019
3	FACULTY	ENG128	Arul Benito Gerard. A	MANAGEMENT FACULTY	18-09-2019
4	FACULTY	COM129	Maria Selvi. S	MANAGEMENT FACULTY	19-09-2019
5	FACULTY	ENG125	Lincy Linnette. A	FACULTY	26-09-2019
6	FACULTY	ENG130	Nepolian. A	TEMPORARY FACULTY	11-11-2019
7	FACULTY	FOR36	Monica. S	MANAGEMENT FACULTY	12-11-2019

- To view the details of member in library follow steps below

1) Select From Date and To Date.
2) Select Member Type from the list.
3) Click “Show Details” button to view the details of the Library Members.

62. Member Search

- Intended Audience

  Librarian
- Usage

  This report is used to search the member.
- Menu Access

  Main Menu >> Library >>Report>> Member Search
- Dependency

  Members


MEMBER SEARCH

Members Search (Name/Code) abraham | Member Type | Member Policy

Search Members | Refresh | Include Inactive Members

Search:

S. No.	Member Type	Member Code	Member Name	Policy Name	Status
1	UG-STUDENT	09-EL-065	A. ABRAHAM DOSS(TC ISSUED)	UG-STUDENT	In Active
2	UG-STUDENT	10-CO-014	A. ABRAHAM FRANCIS (T.C.ISSUED)	UG-STUDENT	In Active
3	UG-STUDENT	09-CO-301	A. ABRAHAM ROSHAN	UG-STUDENT	In Active
4	UG-STUDENT	04-CA-010	A. ABRAHAM VIMAL KUMAR (T.C. ISSUED)	UG-STUDENT	In Active
5	UG-STUDENT	13-PB-035	ABADYA ABRAHAM MATHEW(T.C.ISSUED)	UG-STUDENT	In Active
6	UG-STUDENT	15-BC-244	ABRAHAM A	UG-STUDENT	In Active
7	PG-STUDENT	18-PML-013	ABRAHAM ALEXANDER SAMUEL J	PG-STUDENT	In Active
8	UG-STUDENT	19-UCO-608	ABRAHAM ANBURAJ R	UG-STUDENT	Active
9	UG-STUDENT	16-UMT-223	ABRAHAM .A. NIJU	UG-STUDENT	In Active
10	UG-STUDENT	18-UDJ-005	ABRAHAM A V	UG-STUDENT	Active

- To search the member follow steps below

1) Enter Members Search (Name/Code) required to search.
2) Select Member Type and Policy from the list.
3) Click “Search Members” button to search the member of Library.

63. Member Transaction Details

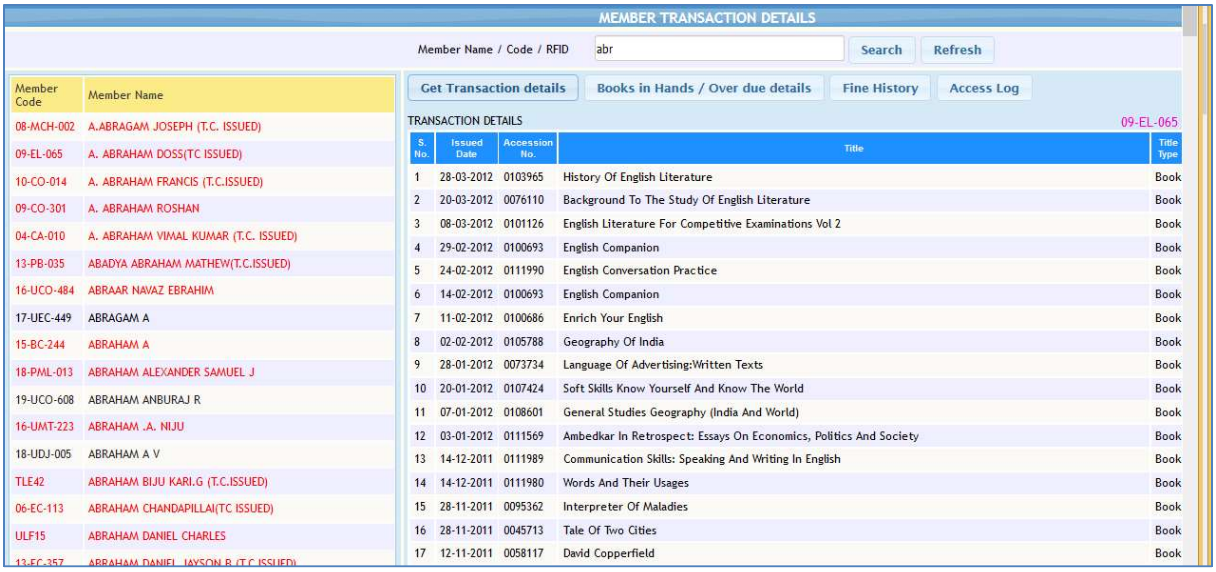
- Intended Audience

  Librarian
- Usage

  This report is used to view the details of Member transaction.
- Menu Access

  Main Menu >> Library >>Report>> Member Transaction Details
- Dependency

  Members



- To view the member transaction details follow steps below

1) Enter Members Search (Name/Code) required to search.
2) Click “Search” button to search the member of Library.
3) Click “Get Transaction details” button to view the transaction details.

64. My Library Activities

- Intended Audience

  Librarian

- Usage

  This report is used to view the activities of Library.

- Menu Access

  Main Menu >> Library >>Report>> My Library Activities

- Dependency

  Titles

MY LIBRARY ACTIVITIES

Accession No.	Title	Borrowed Date	Due Date	Returned Date	Days
0093102	Jane Eyre Charlotte Bronte	07-06-2006 12:00 AM	19-06-2006	07-06-2006	
0093102	Jane Eyre Charlotte Bronte	07-06-2006 12:00 AM	19-06-2006	07-06-2006	
0093102	Jane Eyre Charlotte Bronte	07-06-2006 12:00 AM	19-06-2006	07-06-2006	
0093102	Jane Eyre Charlotte Bronte	07-06-2006 12:00 AM	19-06-2006	07-06-2006	
0093101	Duchess Of Malfi John Webster	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093101	Duchess Of Malfi John Webster	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093101	Duchess Of Malfi John Webster	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093102	Jane Eyre Charlotte Bronte	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093102	Jane Eyre Charlotte Bronte	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093102	Jane Eyre Charlotte Bronte	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093101	Duchess Of Malfi John Webster	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0093102	Jane Eyre Charlotte Bronte	22-04-2006 12:00 AM	19-06-2006	22-04-2006	
0086626	Environmental Economics	10-04-2006 12:00 AM	19-06-2006	10-04-2006	
0086626	Environmental Economics	10-04-2006 12:00 AM	19-06-2006	10-04-2006	
0086626	Environmental Economics	10-04-2006 12:00 AM	19-06-2006	10-04-2006	
0086626	Environmental Economics	10-04-2006 12:00 AM	19-06-2006	10-04-2006	

- Library activities can see in My Library Activities Report

65. New Arrivals

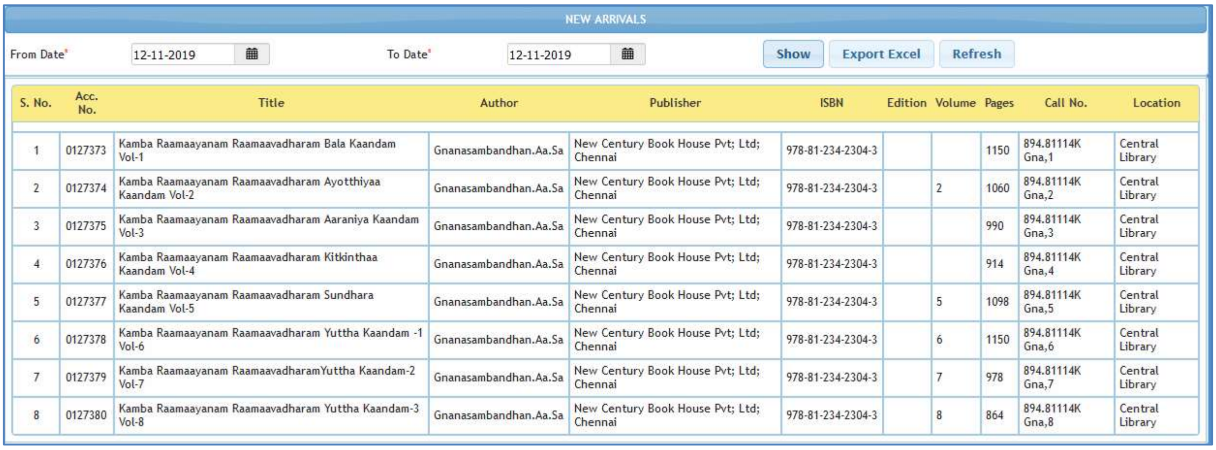
- Intended Audience

  Librarian
- Usage

  This report is used to view New Arrivals of Books.
- Menu Access

  Main Menu >> Library >>Report>> New Arrivals
- Dependency

  Titles



S. No.	Acc. No.	Title	Author	Publisher	ISBN	Edition	Volume	Pages	Call No.	Location
1	0127373	Kamba Raamaayanam Raamaavadharam Bala Kaandam Vol-1	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3			1150	894.81114K Gna,1	Central Library
2	0127374	Kamba Raamaayanam Raamaavadharam Ayotthiyaa Kaandam Vol-2	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3		2	1060	894.81114K Gna,2	Central Library
3	0127375	Kamba Raamaayanam Raamaavadharam Aaraniya Kaandam Vol-3	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3			990	894.81114K Gna,3	Central Library
4	0127376	Kamba Raamaayanam Raamaavadharam Kitkinthaa Kaandam Vol-4	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3			914	894.81114K Gna,4	Central Library
5	0127377	Kamba Raamaayanam Raamaavadharam Sundhara Kaandam Vol-5	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3		5	1098	894.81114K Gna,5	Central Library
6	0127378	Kamba Raamaayanam Raamaavadharam Yuttha Kaandam -1 Vol-6	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3		6	1150	894.81114K Gna,6	Central Library
7	0127379	Kamba Raamaayanam RaamaavadharamYuttha Kaandam-2 Vol-7	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3		7	978	894.81114K Gna,7	Central Library
8	0127380	Kamba Raamaayanam Raamaavadharam Yuttha Kaandam-3 Vol-8	Gnanasambandhan.Aa.Sa	New Century Book House Pvt; Ltd; Chennai	978-81-234-2304-3		8	864	894.81114K Gna,8	Central Library

- To view the New Arrivals of Book follow steps below

1) Select From Date and To Date.

2) Click “Show” button to view the details of new arrivals.

66. No Due Certificate Issue List

- Intended Audience

  Librarian

- Usage

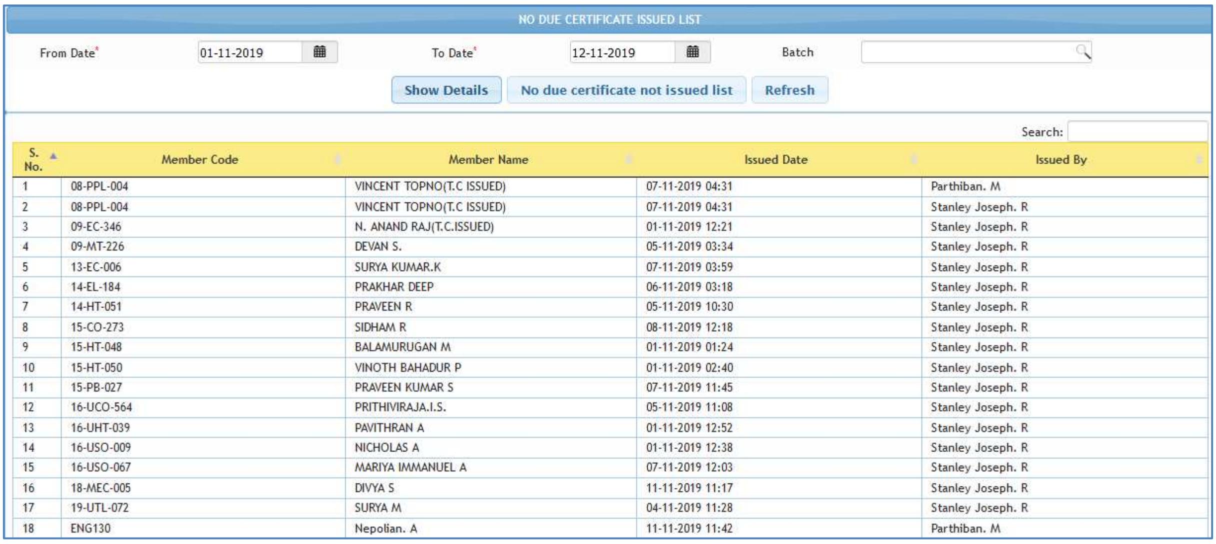
  This report is used to view No Due Certificate Issue List.

- Menu Access

  Main Menu >> Library >>Report>> No Due Certificate Issue List

- Dependency

  Members



S. No.	Member Code	Member Name	Issued Date	Issued By
1	08-PPL-004	VINCENT TOPNO(T.C ISSUED)	07-11-2019 04:31	Parthiban. M
2	08-PPL-004	VINCENT TOPNO(T.C ISSUED)	07-11-2019 04:31	Stanley Joseph. R
3	09-EC-346	N. ANAND RAJ(T.C.ISSUED)	01-11-2019 12:21	Stanley Joseph. R
4	09-MT-226	DEVAN S.	05-11-2019 03:34	Stanley Joseph. R
5	13-EC-006	SURYA KUMAR.K	07-11-2019 03:59	Stanley Joseph. R
6	14-EL-184	PRAKHAR DEEP	06-11-2019 03:18	Stanley Joseph. R
7	14-HT-051	PRAVEEN R	05-11-2019 10:30	Stanley Joseph. R
8	15-CO-273	SIDHAM R	08-11-2019 12:18	Stanley Joseph. R
9	15-HT-048	BALAMURUGAN M	01-11-2019 01:24	Stanley Joseph. R
10	15-HT-050	VINOTH BAHADUR P	01-11-2019 02:40	Stanley Joseph. R
11	15-PB-027	PRAVEEN KUMAR S	07-11-2019 11:45	Stanley Joseph. R
12	16-UCO-564	PRITHIVIRAJA.I.S.	05-11-2019 11:08	Stanley Joseph. R
13	16-UHT-039	PAVITHRAN A	01-11-2019 12:52	Stanley Joseph. R
14	16-USO-009	NICHOLAS A	01-11-2019 12:38	Stanley Joseph. R
15	16-USO-067	MARIYA IMMANUEL A	07-11-2019 12:03	Stanley Joseph. R
16	18-MEC-005	DIVYA S	11-11-2019 11:17	Stanley Joseph. R
17	19-UTL-072	SURYA M	04-11-2019 11:28	Stanley Joseph. R
18	ENG130	Nepolian. A	11-11-2019 11:42	Parthiban. M

- To view details of No Due Certificate Issue List follow steps below

1) Select From Date and To Date.

2) Select Batch from the list.

3) Click "Show Details" button to view the details of No Due Certificate Issue List.

4) Click "No due certificate not Issued list" button to view the details of No Due Certificate not Issue List.

67. Over Due List

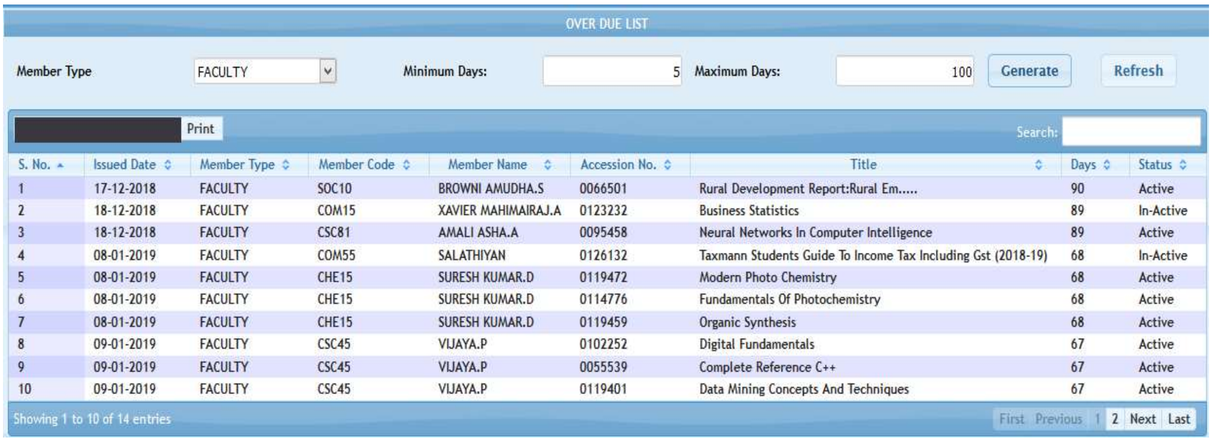
- Intended Audience

  Librarian
- Usage

  This report is used to view details of Over Due List.
- Menu Access

  Main Menu >> Library >>Report>> Over Due List
- Dependency

  Members



S. No.	Issued Date	Member Type	Member Code	Member Name	Accession No.	Title	Days	Status
1	17-12-2018	FACULTY	SOC10	BROWNI AMUDHA.S	0066501	Rural Development Report:Rural Em.....	90	Active
2	18-12-2018	FACULTY	COM15	XAVIER MAHIMAIRAJ.A	0123232	Business Statistics	89	In-Active
3	18-12-2018	FACULTY	CSC81	AMALI ASHA.A	0095458	Neural Networks In Computer Intelligence	89	Active
4	08-01-2019	FACULTY	COM55	SALATHIYAN	0126132	Taxmann Students Guide To Income Tax Including Gst (2018-19)	68	In-Active
5	08-01-2019	FACULTY	CHE15	SURESH KUMAR.D	0119472	Modern Photo Chemistry	68	Active
6	08-01-2019	FACULTY	CHE15	SURESH KUMAR.D	0114776	Fundamentals Of Photochemistry	68	Active
7	08-01-2019	FACULTY	CHE15	SURESH KUMAR.D	0119459	Organic Synthesis	68	Active
8	09-01-2019	FACULTY	CSC45	VIJAYA.P	0102252	Digital Fundamentals	67	Active
9	09-01-2019	FACULTY	CSC45	VIJAYA.P	0055539	Complete Reference C++	67	Active
10	09-01-2019	FACULTY	CSC45	VIJAYA.P	0119401	Data Mining Concepts And Techniques	67	Active

- To view details of Over Due List follow steps below

1) Select Member Type.

2) Enter Minimum Days and Maximum Days.

3) Click “Generate” button to generate the Over Due list depend on the minimum and maximum days.

68. Unique Title

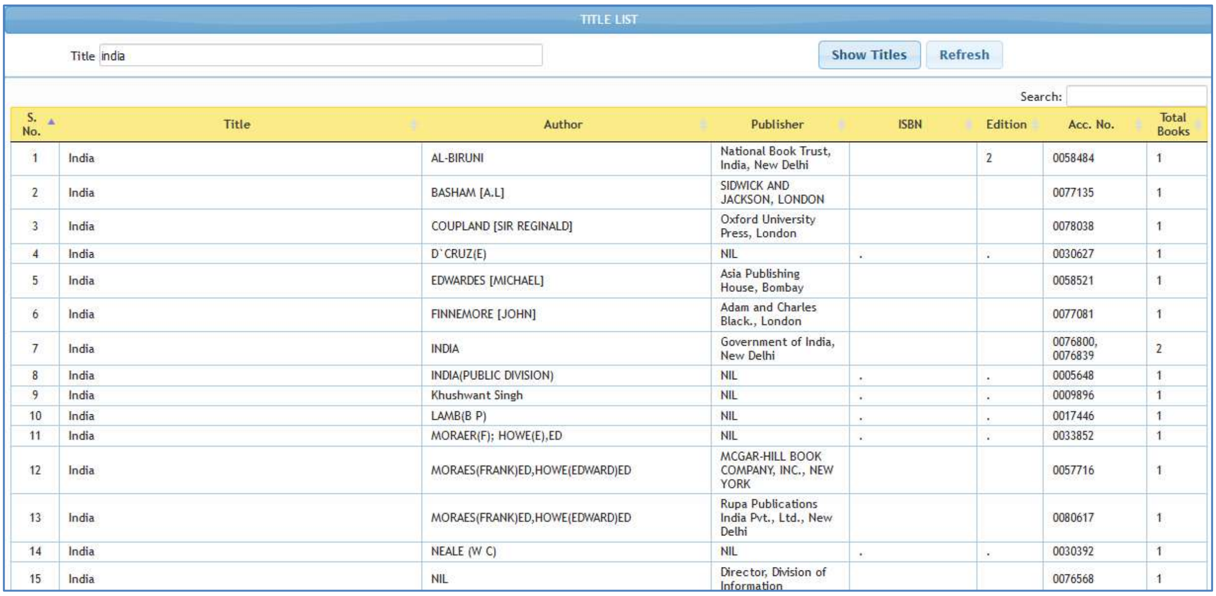
- Intended Audience

  Librarian
- Usage

  This report is used to view details of Unique Title.
- Menu Access

  Main Menu >> Library >>Report>> Unique Title
- Dependency

  Members



S. No.	Title	Author	Publisher	ISBN	Edition	Acc. No.	Total Books
1	India	AL-BIRUNI	National Book Trust, India, New Delhi		2	0058484	1
2	India	BASHAM [A.L]	SIDWICK AND JACKSON, LONDON			0077135	1
3	India	COUPLAND [SIR REGINALD]	Oxford University Press, London			0078038	1
4	India	D`CRUZ(E)	NIL	.	.	0030627	1
5	India	EDWARDES [MICHAEL]	Asia Publishing House, Bombay			0058521	1
6	India	FINNEMORE [JOHN]	Adam and Charles Black., London			0077081	1
7	India	INDIA	Government of India, New Delhi			0076800, 0076839	2
8	India	INDIA(PUBLIC DIVISION)	NIL	.	.	0005648	1
9	India	Khushwant Singh	NIL	.	.	0009896	1
10	India	LAMB(B P)	NIL	.	.	0017446	1
11	India	MORAER(F); HOWE(E),ED	NIL	.	.	0033852	1
12	India	MORAES(FRANK)ED,HOWE(EDWARD)ED	MCGAR-HILL BOOK COMPANY, INC., NEW YORK			0057716	1
13	India	MORAES(FRANK)ED,HOWE(EDWARD)ED	Rupa Publications India Pvt., Ltd., New Delhi			0080617	1
14	India	NEALE (W C)	NIL	.	.	0030392	1
15	India	NIL	Director, Division of Information			0076568	1

- To view details of Unique Title follow steps below

1) Enter Title required.

2) Click “Show Titles” to view the Unique Title.

SRM UNIVERSITY
DELHI-NCR, SONEPAT

Purchase

User Manual

CONTENTS

I. Introduction

Preface

The Purchase process across many organizations continues to be the traditional, paper based, labor intensive practice of procurement, invoice processing, routing and approvals making it a highly inefficient and cumbersome process.

The lack of an automated solution results in inefficiencies and delays in purchase requisition, purchase order placement and delays in payment processing. Numerous hand offs and approval processes reduce productivity across the organization. A prolonged cycle time also implies higher associated risks and costs. Request for Quotation and bidding/negotiation process steps have not yet been automated in many companies.

E-Varsity enhances efficiency and streamlines processes through hi-end automation. Configurable workflow as per client needs once configured, the process is frozen and employees have to rigidly comply with the process.

II Purchase Master

1. Workflow Controller

1.1. Intended Audience

System Administrator

1.2. Usage

This interface controls the flow of purchase request and purchase order. This ensures the workflow automation suggested by the management.

1.3. Menu Access

Main Menu >> Purchase Installation & Masters >> *Workflow Controller.*

1.4. Dependency

None.

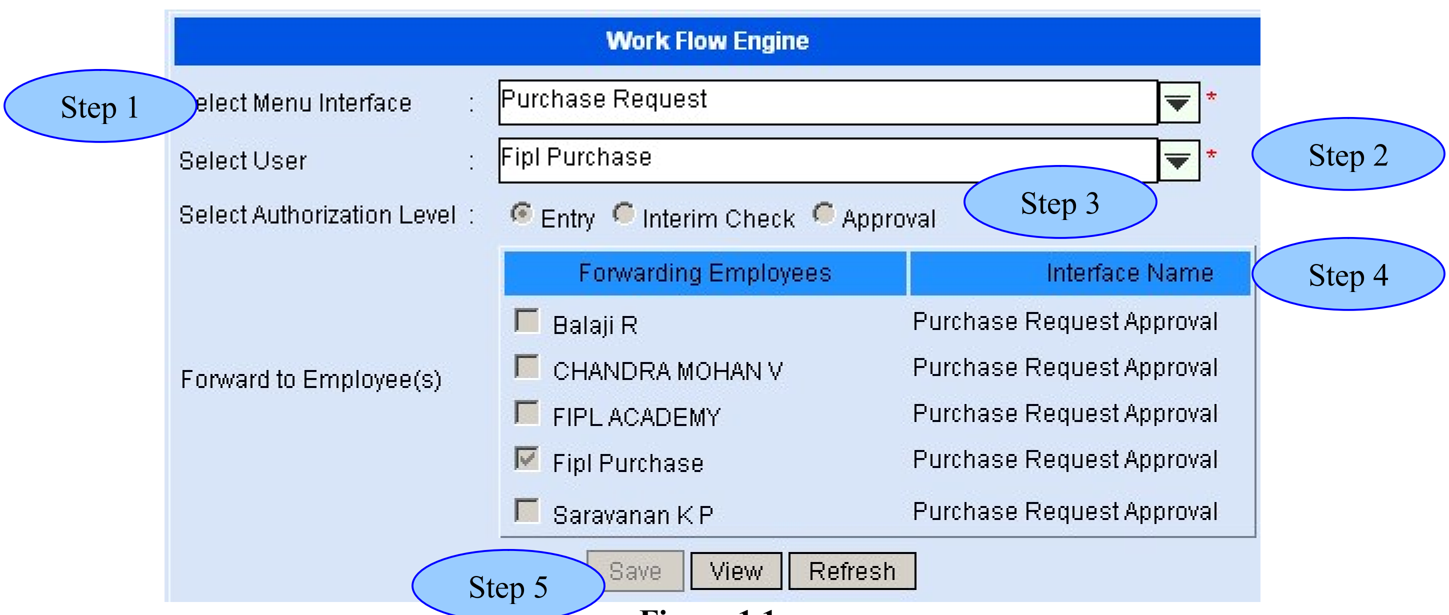


Figure 1.1.

1.5. To make a new entry follow these steps,

Step1: *select interface from menu interface to which work flow is to be simulated.*

Step2: *select user to whom workflow control is to be enabled.*

Step3: *select employee's authorization level whether to be considered entry, interim check or approval.*

Step4: *select employee(s) to whom workflow can be forwarded.*

Step5: *click "Save" button to register the workflow control.*

1.6. To **view** existing course follow these steps,

Step1: click "view" button, list would appear with all available courses as in figure 1.2.

Work Flow View

Sl No	Menu Interface Name	User Name	Authorization Level	Forwarding Users Back
1	Purchase Order	FIPL ACADEMY	Interim Check	Fipl Purchase
2	Purchase Request	Fipl Purchase	Entry	Fipl Purchase
3	Purchase Request	FIPL ACADEMY	Interim Check	FIPL ACADEMY Fipl Purchase

Figure 1.2

1.7. To **modify** existing workflow follow these steps

Step1: select menu interface and user to whom workflow control is to be modified.

Step2: Popup message would appear for confirmation on modification.

Step4: on confirmation, it would display the existing workflow with forwarding employees.

Step5: Modify the existing workflow.

Step7: click "modify" button to complete workflow control modification.

2. Asset Code Prefix

2.1. Intended Audience

system administrator

2.2. Usage

This centralized master interface records institution wise asset code prefix.

2.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Asset Code Prefix

2.4. Dependency

none

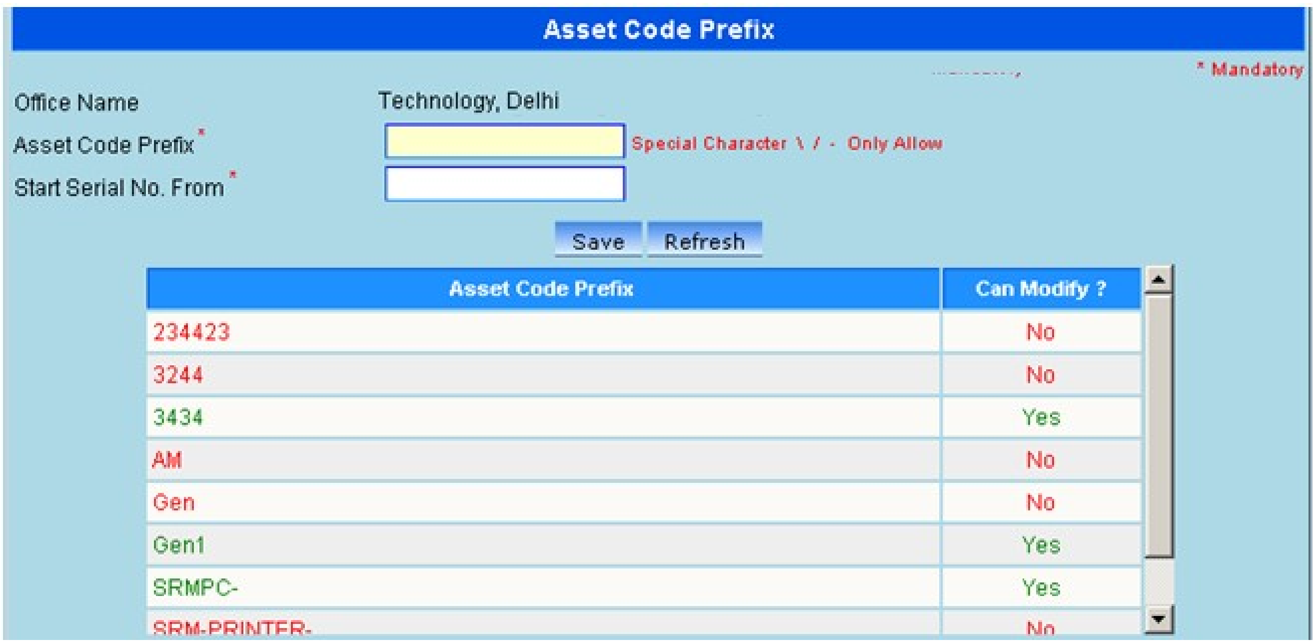


Figure 2.1.

2.5. To make a **new entry** follow these steps

Step1: *enter asset code prefix*

Step2: *start serial no. from would display automatically, or user can give value.*

Step3: *click "Save" button to complete asset prefix code entry.*

2.6. To modify **asset code prefix** follow these steps

Step1: asset code prefix allows modifying, till it has not been linked with office wise products.

Step2: *click on asset code prefix that can able to modify.*

Step3: *modify required fields to be modified.*

Step4: *click on "update" button to complete asset code prefix modifications.*

3. Unit Of Measurement (UOM) Class

3.1. Intended Audience

system administrator

3.2. Usage

This centralized master interface records unit of measurement class common for all the institutions.

3.3. Menu Access

Main Menu >> Purchase Installation & Masters >> UOM Class.

3.4. Dependency

none

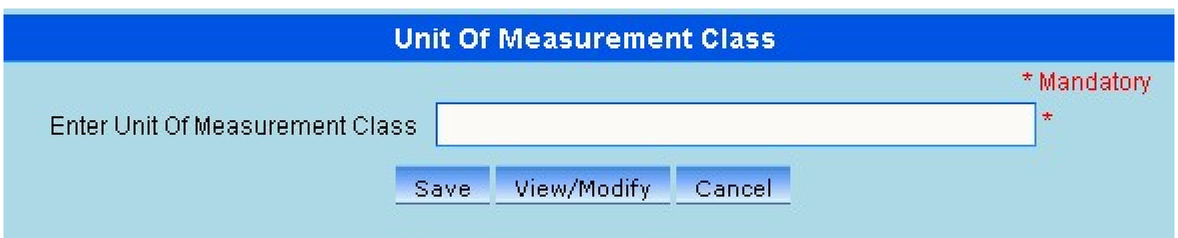


Figure 3.1.

3.5. To make a **new entry** follow these steps,

Step1: *enter unit of measurement class required to create.*

Step6: *click "save" button to complete unit of measurement class creation.*

3.6. To **view** existing product type follow these steps

Step1: *click "view/Modify" button, page would load with all unit of measurement class as shown in figure 3.2.*

Step2: *click "Back" button, initial page would load are shown in figure 3.1.*

Figure 3.2.

3.7. To **modify** existing unit of measurement class, follow these steps.

Step1: *click "view/Modify" button.*

Step2: *page would load with all unit of measurement class available as shown in figure 3.2.*

Step3: *click a unit of measurement class in list to select it for modification.*

Step4: *modify unit of measurement class.*

Step5: *click "modify" button to complete unit of measurement class modification.*

4. Unit Of Measurement (UOM)

4.1. Intended Audience

system administrator

4.2. Usage

This centralized master interface records unit of measurement common for all the institutions.

4.3. Menu Access

Main Menu >> Purchase Installation & Masters >> UOM

4.4. Dependency

UOM Class

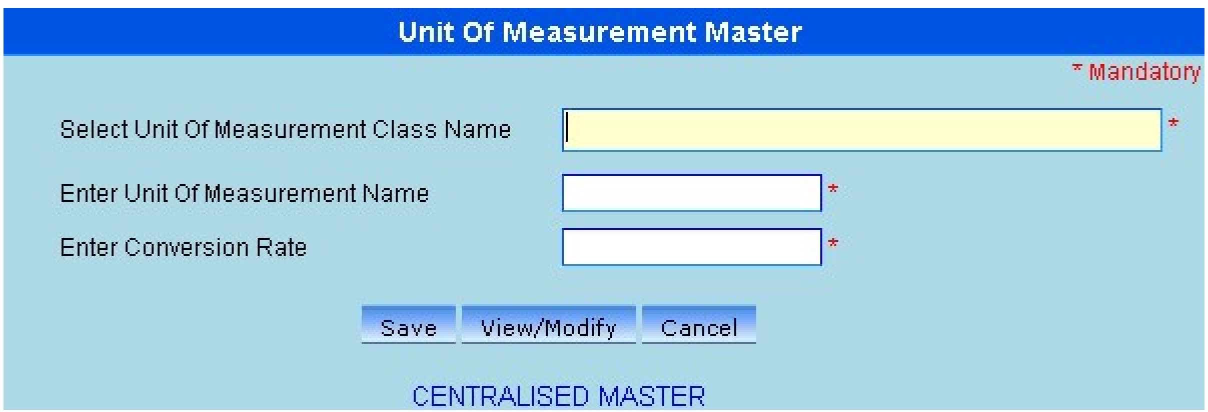


Figure 4.1.

4.5. To make a **new entry** follow these steps,

Step1: *select unit of measurement class.*

Step2: *enter the unit of measurement name.*

Step3: *enter conversion rate.*

Step4: *click "save" button to complete unit of measurement entry.*

4.6. To **view** existing unit of measurement these steps

Step1: *click "view" button, page would load with all unit of measurements. as shown in figure 4.2.*

Step2: *click "Back" button, initial page would load are shown in figure 4.1.*

Unit Of Measurement Master View

Back

Sl No	Unit of Measurement Class Name	Unit of Measurement Name	Conversion Rate
1	Unit	Nos	1.00
2	Unit	Bags	1.00
3	Unit	Box	1.00
4	Unit	cubic mtr	1.00
5	Unit	Length	1.00
6	Unit	packet	1.00
7	Unit	pair	1.00
8	Unit	roll	1.00
9	Unit	set	1.00
10	Unit	Sheet	1.00

Figure 4.2.

4.7. To **modify** existing unit of measurement follow these steps.

Step1: *click "view/Modify" button.*

Step2: *page would load with all unit of measurement available as shown in figure 4.2.*

Step3: *click a unit of measurement in list to select it for modification.*

Step4: *modify required fields to be modified.*

Step5: *click "modify" button to complete unit of measurement modification.*

5. Tax Master

5.1. Intended Audience

system administrator

5.2. Usage

This centralized master interface records tax common for all the institutions.

5.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Tax Master.

5.4. Dependency

none

Figure 5.1.

5.5. To make a **new entry** follow these steps,

Step1: *enter tax name required to create.*

Step2: *click "save" button to complete tax entry.*

5.6. To **view** existing tax follow these steps

Step1: *click "view" button, page would load with all tax as shown in figure 5.2.*

Step2: *click "Back" button, initial page would load are shown in figure 5.1.*

Figure 5.2.

5.7. To **modify** existing product type follow these steps.

Step1: *click "view/Modify" button.*

Step2: *page would load with all tax available as shown in figure 5.2.*

Step3: *click a tax in list to select it for modification.*

Step4: *modify tax.*

Step5: *click "modify" button to complete tax modification.*

6. Product Type Master

6.1. Intended Audience

system administrator

6.2. Usage

This centralized master interface records product type classification common for all the institutions.

6.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Product Type Master.

6.4. Dependency

none

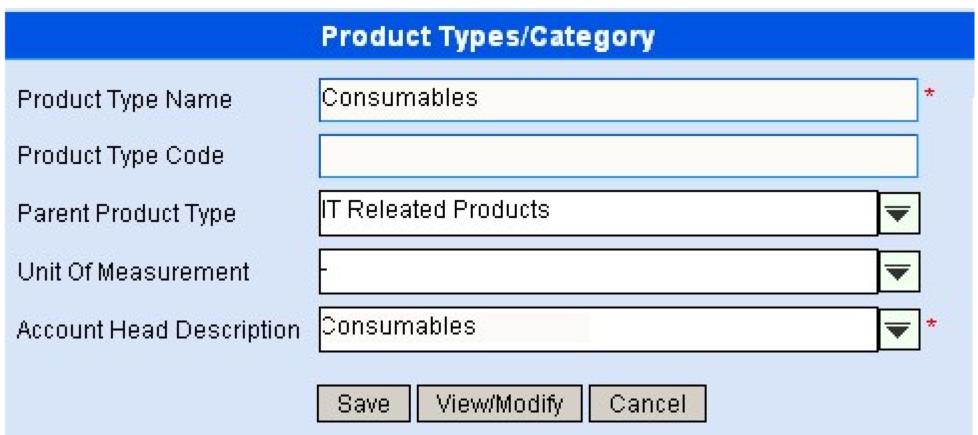


Figure 6.1.

6.5. To make a **new entry** follow these steps,

Step1: *enter product type name required to create.*

Step2: *enter the product type code (if any) available.*

Step3: if required, select parent product type under which new product type is to be created.

Step4: if required, select unit of measurement for the entered product type.

Step5: *select appropriate account head under which product type to be created.*

Step6: *click "save" button to complete product type entry.*

6.6. To **view** existing product type follow these steps

Step1: *click "view" button, list would appear with all product type* *as shown in figure 6.2.*

Product Type Name	Product Type Code	Unit Of Measurement	Account Head Description
BOOK - LIBRARY		Nos	Sundry creditors
Books		Nos	Academic Expenses
CCTV		-	Sundry creditors
CD - Library		Nos	Sundry creditors
Chemicals		-	Sundry creditors
A Chemical		gm	Sundry creditors
B Chemical		gm	Sundry creditors
C Chemical		gm	Sundry creditors
D Chemicals		gm	Sundry creditors
Drugs		gm	Sundry creditors

Figure 6.2.

6.7. To **modify** existing product type follow these steps.

Step1: *click "view" button.*

Step2: *a list would appear will all product type available as shown in figure 6.2.*

Step3: *click a product type in list to select it for modification.*

Step4: *modify required fields to be modified.*

Step5: *click "modify" button to complete product type modification.*

7. Product Master

7.1. Intended Audience

Purchase Requestor and System Administrator

7.2. Usage

This interface enables users to create new product into e-Varsity.

7.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Product Master

7.4. Dependency

Product Type Master

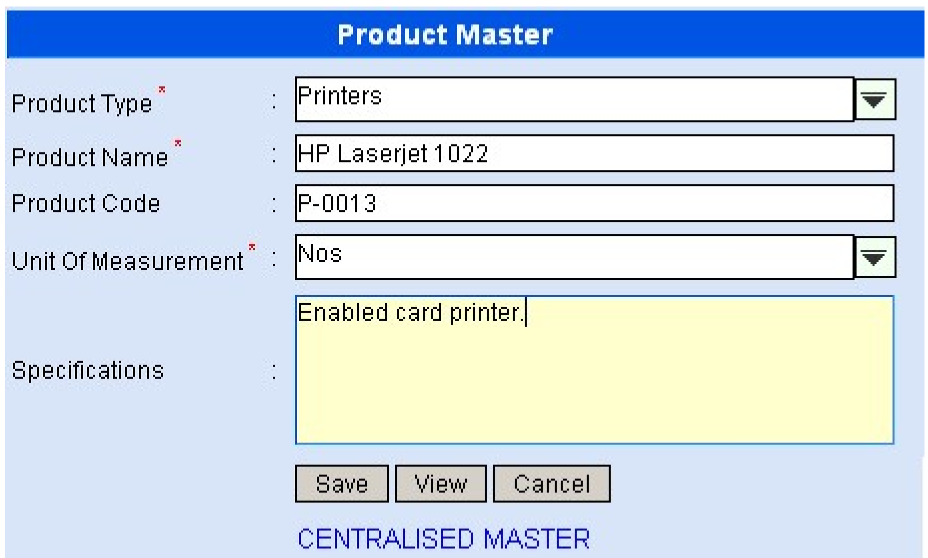


Figure 7.1.

7.5. To make a **new entry** follow these steps,

Step1: *select product type from the list.*

Step2: *enter product name to be created.*

Step3: if any, enter product code.

Step4: *select unit of measure for the product.*

Step5: if any, enter specifications for the product.

Step6: *click "save" button to complete product master entry.*

7.6. To **view** existing products follow these steps

Step1: *select a product type from product type.*

Step2: *click "view" button, list would appear with products available under selected product type as shown in figure 7.2.*

Product Type Name	Product Name	Product Code	UOM	Can Modify?
Printers	Canon BCI-24Black Cartridge		Nos	No
Printers	Canon BCI-24Colour Cartridge		Nos	No
Printers	Canon IR1600		Nos	No
Printers	Canon IR2200		Nos	No
Printers	Canon iR3045		Nos	No

Figure 7.2.

7.7. To **modify** existing products follow these steps

Step1: *select a product type from product type list.*

Step2: *click "view" button.*

Step3: *a list would appear will all products available under selected product type as shown in figure 7.2.*

Step4: *click a product in list to select it for modification.*

Step5: *modify required fields to be modified.*

Step6: *click "modify" button to complete product modification.*

8. Office-wise Products

8.1. Intended Audience

Purchase Requestor and System Administrator

8.2. Usage

This interface enables users to create link between product and office and product and accounts to user who access to respective offices. Only products linked with offices would be listed in all purchase flow i.e. purchase requisition, stock list etc.

8.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Office wise Products.

8.4. Dependency

Product Master, office wise account sub heads and asset prefix.

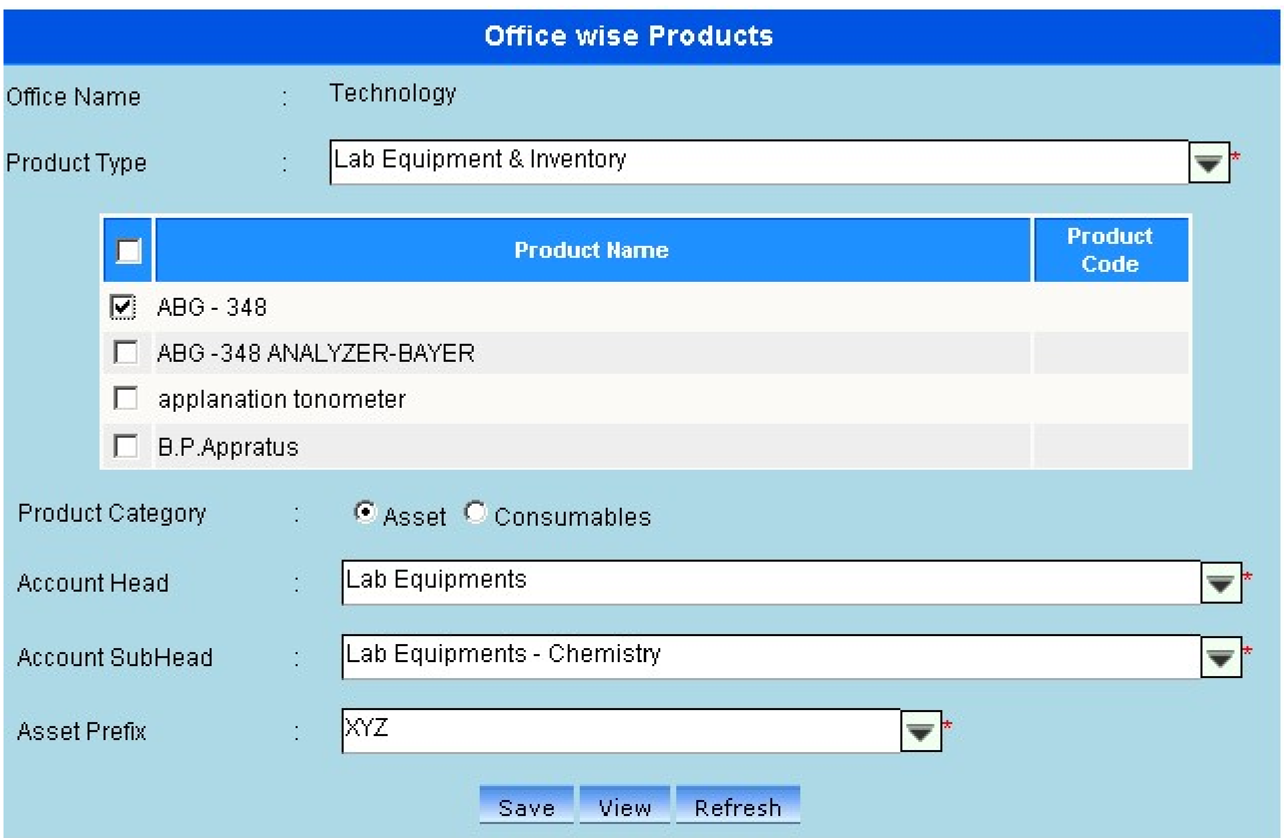


Figure 8.1.

8.5. To make a **new entry** follow these steps,

Step1: *select product type in which products to be linked is available.*

Step2: *select product(s) to be linked with office and accounts*

Step3: *select appropriate product category for the selected product(s).*

Step4: *select appropriate account head for the selected product(s).*

Step5: *select appropriate account sub head for the selected product(s).*

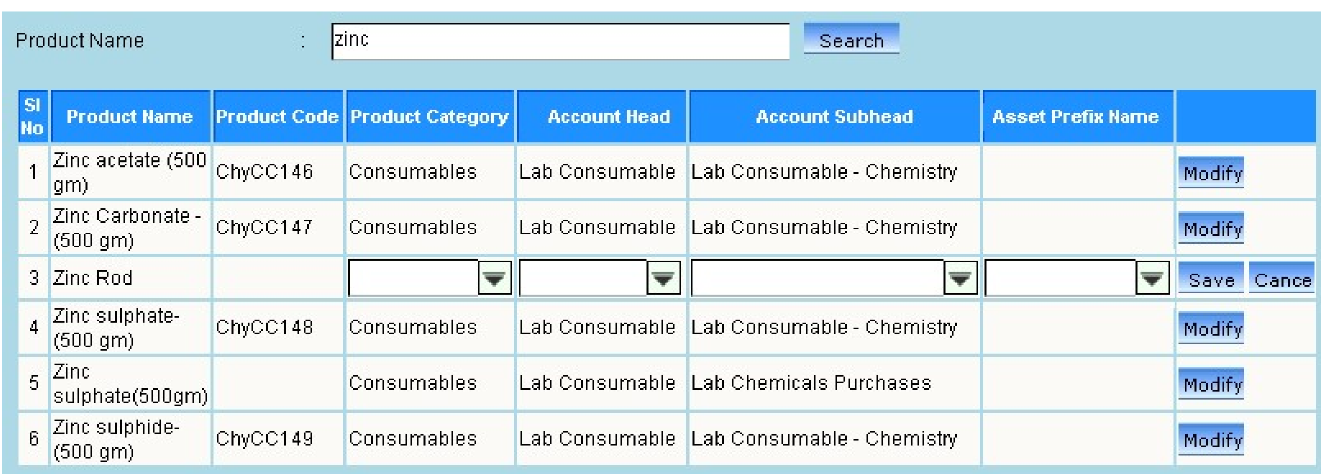
Step6: *select appropriate asset prefix for the selected product(s), if product category is asset*

Step7: *click "save" button to complete link of product to office, accounts and product category.*

8.6. To **view** existing office wise products follow these steps

Step1: *click "view" button, list would appear with available products linked to the login office as shown in figure 8.2.*

Step2: *enter product name to filter if available, else click search. All Products with filter product name entered would appear in list below*


Product Name : zinc Search

Sl No	Product Name	Product Code	Product Category	Account Head	Account Subhead	Asset Prefix Name	
1	Zinc acetate (500 gm)	ChyCC146	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify
2	Zinc Carbonate - (500 gm)	ChyCC147	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify
3	Zinc Rod						Save Cance
4	Zinc sulphate- (500 gm)	ChyCC148	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify
5	Zinc sulphate(500gm)		Consumables	Lab Consumable	Lab Chemicals Purchases		Modify
6	Zinc sulphide- (500 gm)	ChyCC149	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify

Figure 8.2.

9. Place Master

9.1. Intended Audience

System administrator.

9.2. Usage

This centralized master interface records place details..

9.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Place Master.

9.4. Dependency

none

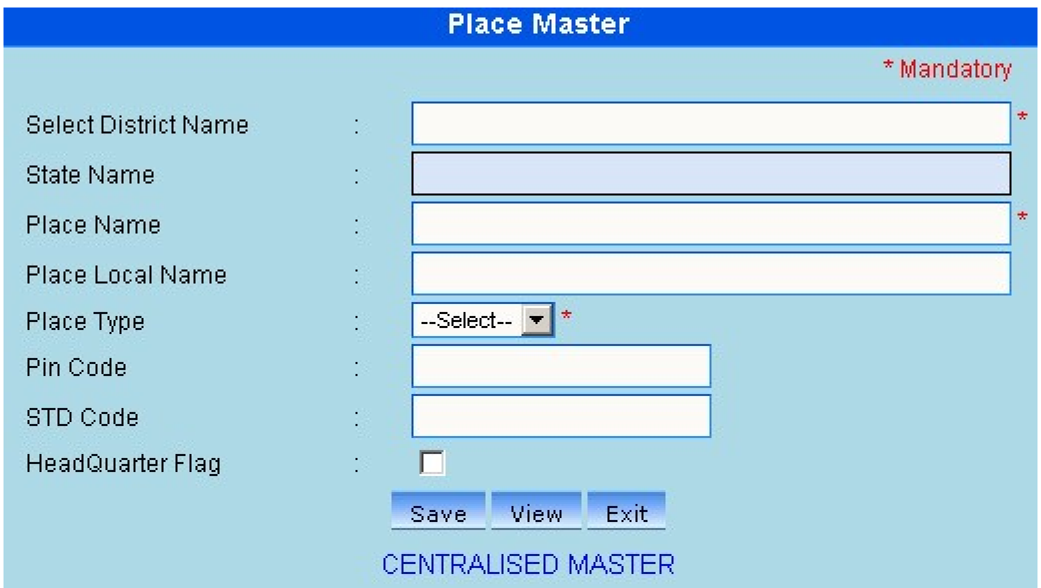


Figure 9.1.

9.5. To make a **new entry** follow these steps,

Step1: *select district name.*

Step2: *enter the place name to be created.*

Step3: if any, enter place local name.

Step4: *select place type.*

Step5: if any enter pin code, STD code.

Step6: if required select head quarter flag.

Step6: *click "save" button to complete place master entry.*

9.6. To **view** existing placename follow these steps

Step1: *click "view" button, page would load with place details.*

as shown in figure 9.2.

Place Master List

District Name	Place Name	Place Local Name	Place Type	Pincode	StdCode	Head Quarter
Agartala	Agartala	-	Urban	799001	-	Yes
Agartala	Gandhi Nagar	Gandhi Nagar	Rural	-	-	-
Ahmedabad	Vastrapur	-	Rural	380015	-	-
Ballia	Waligali		Urban	-	-	-
Bangalore	Bangalore	-	Urban	560001	-	-
Bangalore	Jeevanbema Nagar	-	Urban	-	080	-

Figure 9.2.

9.7. To **modify** existing place name follow these steps.

Step1: *click "view" button.*

Step2: *page would load with all places available as shown in figure 9.2.*

Step3: *click a place name in list to select it for modification.*

Step4: *modify required fields to be modified.*

Step5: *click "modify" button to complete place master modification.*

10. Supplier Master (Client Master)

10.1. Intended Audience

Purchase Requestor and System Administrator

10.2. Usage

This interface enables users to create new supplier and account sub head into e-Varsity.

10.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Supplier Master

10.4. Dependency

Place Master

Figure 10.1.

10.5. To make a **new entry** follow these steps,

Step1: *enter supplier first name.*

Step2: if any, enter supplier last name.

Step3: if any, enter contact person name and contact person designation

Step3: *enter supplier address.*

Step4: *select supplier place from list.*

Step5: if any, enter supplier phone number, supplier email id, supplier website url, pan number, tin number and tan number.

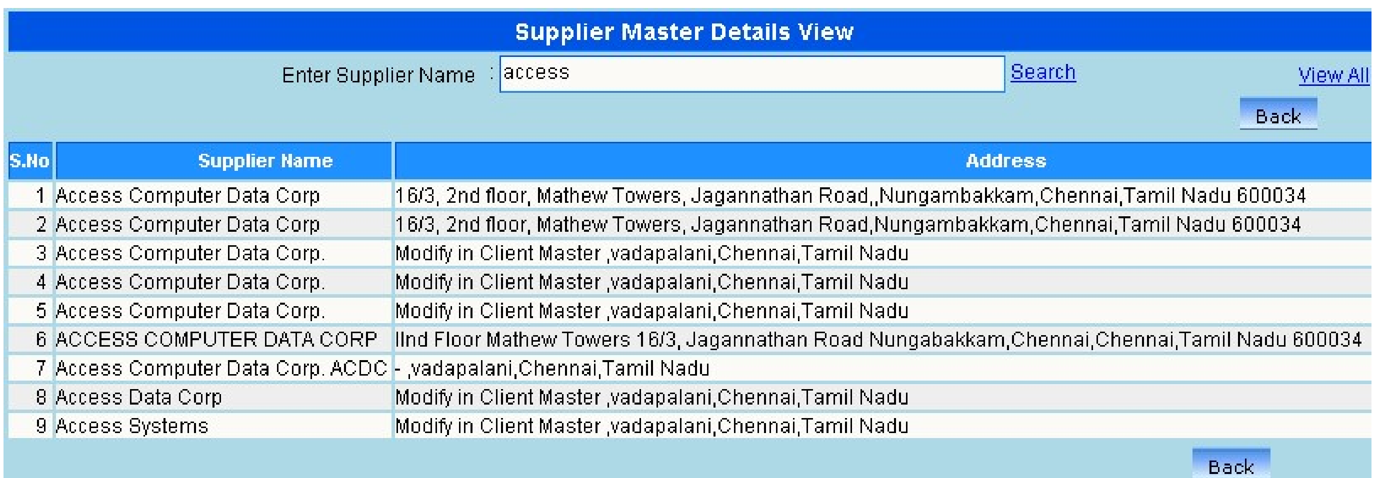
Step6: *click "save" button to complete supplier master entry.*

10.6. To **view** existing products follow these steps

Step1: *click "view/modify" button, new interface would appear as shown in figure 10.2.*

Step2*: enter supplier name to filter if available, else click search. All suppliers with filter supplier name entered would appear in list below.*

Step3: *click "Back" button, initial page would load are shown in figure 10.1.*


Supplier Master Details View

Enter Supplier Name : access Search View All

Back

S.No	Supplier Name	Address
1	Access Computer Data Corp	16/3, 2nd floor, Mathew Towers, Jagannathan Road,,Nungambakkam,Chennai,Tamil Nadu 600034
2	Access Computer Data Corp	16/3, 2nd floor, Mathew Towers, Jagannathan Road,Nungambakkam,Chennai,Tamil Nadu 600034
3	Access Computer Data Corp.	Modify in Client Master ,vadapalani,Chennai,Tamil Nadu
4	Access Computer Data Corp.	Modify in Client Master ,vadapalani,Chennai,Tamil Nadu
5	Access Computer Data Corp.	Modify in Client Master ,vadapalani,Chennai,Tamil Nadu
6	ACCESS COMPUTER DATA CORP	IInd Floor Mathew Towers 16/3, Jagannathan Road Nungabakkam,Chennai,Chennai,Tamil Nadu 600034
7	Access Computer Data Corp. ACDC	- ,vadapalani,Chennai,Tamil Nadu
8	Access Data Corp	Modify in Client Master ,vadapalani,Chennai,Tamil Nadu
9	Access Systems	Modify in Client Master ,vadapalani,Chennai,Tamil Nadu

Back

Figure 10.2.

10.7. To **modify** existing suppliers follow these steps

Step1: *click "view/modify" button, new interface would appear as shown in figure 10.2.*

Step2*: enter supplier name to filter if available, else click search. All suppliers with filter supplier name entered would appear in list below.*

Step3: select any on the listed supplier to enable modification

Step4: *modify required fields to be modified.*

Step6: *click "modify" button to complete supplier modification.*

11. Office-wise Suppliers

11.1. Intended Audience

Purchase Requestor and System Administrator

11.2. Usage

This interface enables users to create link between supplier and office. Only suppliers linked with offices would be listed in all purchase flow i.e. quotation received, purchase order etc.

11.3. Menu Access

Main Menu >> Purchase Installation & Masters >> Office wise Suppliers

11.4. Dependency

Supplier Master and office wise account sub heads.

Figure 11.1.

11.5. To make a **new entry** follow these steps,

Step1: *select supplier(s) to be linked with login office.*

Step2: *click "save" button to complete link of supplier to office.*

11.6. To **view** existing office wise products follow these steps

Step1: *click "view" button, list would appear with available suppliers linked to login office as shown in figure 11.2.*

Sl No	Supplier Name
1	Aarthy Book House
2	AB Samuel
3	Access Computer Data Corp
4	Access Computer Data Corp. ACDC
5	A C E Instruments Services
6	Ace Rasayan
7	ACT INDIA

Figure 11.2.

III Purchase Transactions

12. Purchase Request

Three provisions for generating purchase requisition

12.1. Purchase Request.

12.2. Purchase Request – Embed. Product Master.

12.3. Purchase Request – All Products.

12.1. Purchase Request

12.1.1. Intended Audience

Purchase Requestor.

12.1.2. Usage

This interface is used to raise a purchase requisition in e-Varsity ERP.

12.1.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Requisition.

12.1.4. Dependency

Office wise Products.

Figure 12.1.1.

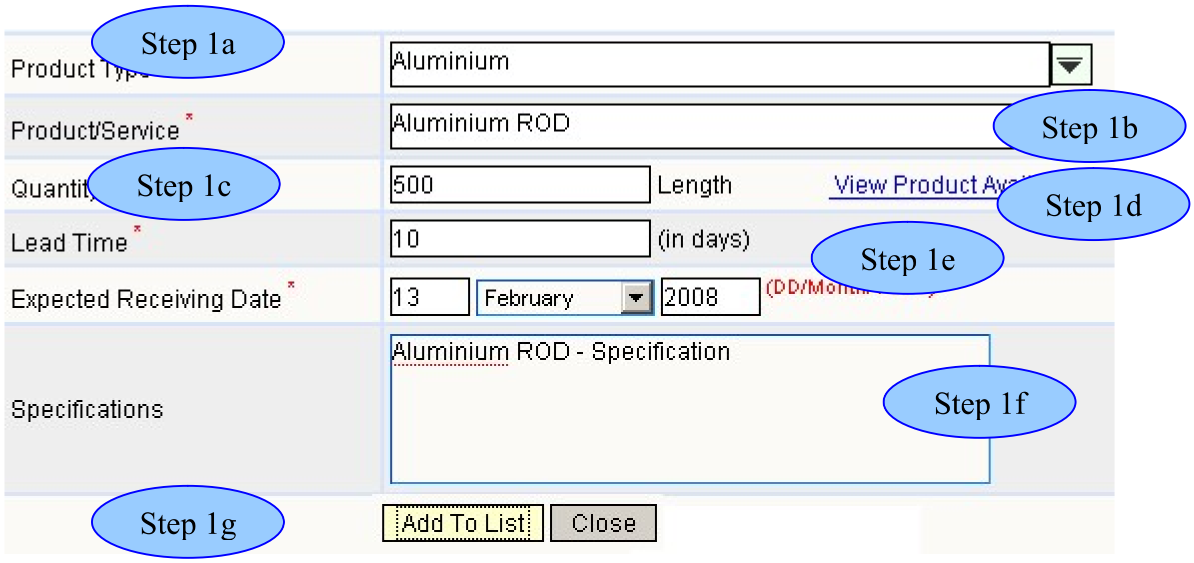


Figure 12.1.2.

12.1.5. To make a **new entry** follow these steps *(Refer Figure 12.1.1 and 12.1.2)*,

Step1: Enter the valid purchase requisition date, by default it would display current date.

Step2: To Add Product Details click “Add Product Details”

Step1a: *select product type.*

Step1b: select product for the product type.

Step1c: enter quantity as per the unit of measurement.

Step1d: if required, click the link “view product availability”, would appear available products for all office.

Step1e: enter lead-time and expected receiving date.

Step1f: if any, enter specifications for the product.

Step1g: click “Add To List” to add product details in the list.

Step3: *select requesting division.*

Step4: *enter delivery address.*

Step5: *if any, enter identified suppliers and other remarks.*

Step6: *select the employee to whom this requisition is to be forwarded.*

Step7: *click “save” button to complete purchase requisition entry.*

12.2. Purchase Request – Embed. Product Master

12.2.1. Intended Audience

Purchase Requestor.

12.2.2. Usage

This interface is used to raise a purchase requisition in e-Varsity ERP.

12.2.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Request – Embed. Product Master.

12.2.4. Dependency

Product Type Master.

To make a **new entry** follow these steps *(Refer Figure 12.1.1 and 12.2.1)*,

Step1: Enter the valid purchase requisition date, by default it would display current date.

Step2: To Add Product Details click “Add Product Details”

Step1a: *select product type.*

Step1b: if any, enter product code.

Step1c: *enter product name to be created.*

Step1d: if any, enter specifications.

Step1e: *enter quantity.*

Step1f: *select unit of measurement.*

Step1g: *enter lead time.*

Step1h: *enter expected receiving date*

Step1i: *select product category.*

Step1j: *select account head.*

Step1k: *select account sub head.*

Step1l: *select asset prefix (if product category is asset)).*

Step1m: click “Add To List” to add product details in the list.

Step3: *select requesting division.*

Step4: *enter delivery address.*

Step5: *if any, enter identified suppliers and other remarks.*

Step6: *select the employee to whom this requisition is to be forwarded.*

Step7: *click "save" button to complete purchase requisition entry.*

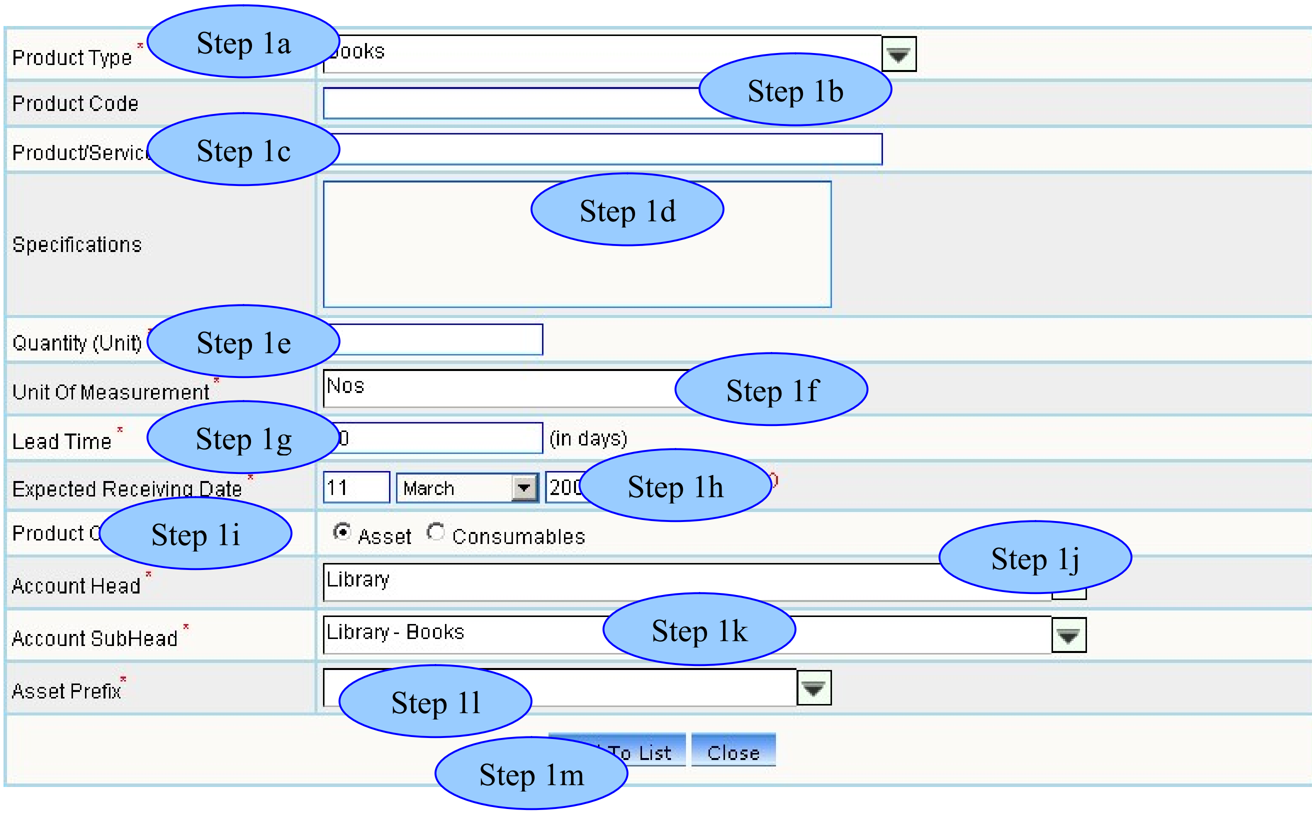


Figure 12.2.1

12.3. Purchase Request – All Products

12.3.1. Intended Audience

Purchase Requestor.

12.3.2. Usage

This interface is used to raise a purchase requisition in e-Varsity ERP.

12.3.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Request – All Products.

12.3.4. Dependency

Office wise Products.

12.3.5. To make a **new entry** follow these steps *(Refer Figure 12.1.1 and 12.3.1)*,

Step1: Enter the valid purchase requisition date, by default it would display current date.

Step2: To Add Product Details click “Add Product Details”

Step1a: *select product type.*

Step1b: *select product for the product type*.

Step1c: *enter quantity as per the unit of measurement.*

Step1d: *enter lead-time and expected receiving date*.

Step1e: if any, enter specifications for the product.

Step1f: click “Add To List” to add product details in the list.

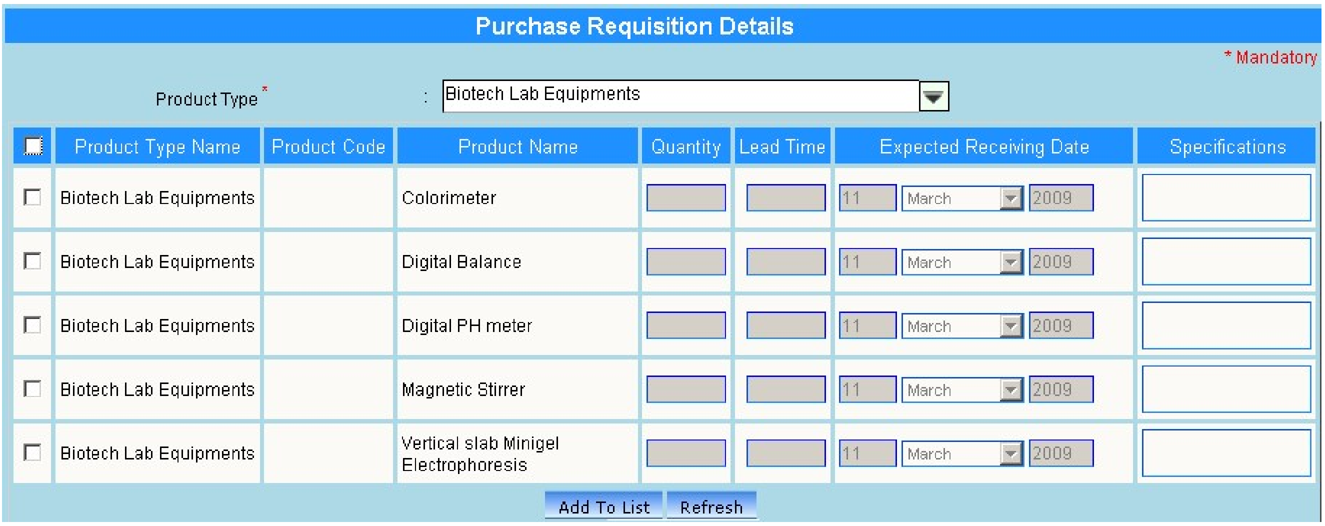
Step3: *select requesting division.*

Step4: *enter delivery address.*

Step5: *if any, enter identified suppliers and other remarks.*

Step6: *select the employee to whom this requisition is to be forwarded.*

Step7: *click “save” button to complete purchase requisition entry.*



Purchase Requisition Details

* Mandatory

Product Type * : Biotech Lab Equipments

	Product Type Name	Product Code	Product Name	Quantity	Lead Time	Expected Receiving Date	Specifications
☐	Biotech Lab Equipments		Colorimeter			11 March 2009	
☐	Biotech Lab Equipments		Digital Balance			11 March 2009	
☐	Biotech Lab Equipments		Digital PH meter			11 March 2009	
☐	Biotech Lab Equipments		Magnetic Stirrer			11 March 2009	
☐	Biotech Lab Equipments		Vertical slab Minigel Electrophoresis			11 March 2009	

Add To List | Refresh

Figure 12.3.1.

13. Purchase Request Approval

13.1. Intended Audience

Principal, Dean, Director and Purchase Department.

13.2. Usage

This interface is used to approve purchase requisition raised by the departments.

13.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Requisition Approval.

13.4. Dependency

Purchase Requisition.

Purchase Requisition Approval			
Purchase Requisition List			
Purchase Requisition Code	Purchase Requisition Date	Requested User	
PR/Feb/07-08/00026	09-02-2008 17:48:32	Fipl Purchase	Approve Reject View/Modify
PR/Feb/07-08/00029	12-02-2008 14:14:43	Fipl Purchase	Approve Reject View/Modify
PR/Feb/07-08/00030	12-02-2008 14:24:22	Fipl Purchase	Approve Reject View/Modify
PR/Feb/07-08/00031	12-02-2008 14:43:35	Fipl Purchase	Approve Reject View/Modify
PR/Feb/07-08/00032	12-02-2008 14:51:43	Fipl Purchase	Approve Reject View/Modify
PR/Feb/07-08/00033	12-02-2008 15:02:03	Fipl Purchase	Approve Reject View/Modify

Figure 13.1.

13.5. To make a **new entry** follow these steps,

Step1: List shows the purchase requisition awaiting for approval.

click "approve" button to approve the purchase requisition in the corresponding row.

Step2: *click "reject" button to reject the purchase requisition in the corresponding row.*

Step3: *click "view/modify" to view/modify the purchase requisition details (Refer Figure 13.2)*

Step 3a: *click "modify" button, which enables to modify quantity, lead-time, expected receiving date and specifications for the particular product.*

Step 3b: *click "save" button to save requisition details for the product*.

Step 3c: *click "exit" button does not allow to save the changes*.

Step 3d: *click "remove" button to remove the product*.

Step 3e: clicking "back" button would let user to view purchase requisition list awaiting for approval.

Purchase Requisition Details

Purchase Requisition Code : PR/Feb/07-08/00032

Purchase Requisition Details

Product Description	Quantity	UOM	Lead Time (in days)	Expected Receiving Date	Specification	
1 . 5 mm L plates WC	57.00	Nos	45	12-02-2008	5464564	Modify Remove
Aluminium ROD	60.00	Length	6	12 February 2008	Aluminium ROD	Save Exit

Back

Figure 13.2.

14. Quotation Initiation

14.1. Intended Audience

Purchase Assistant and Head of the Department.

14.2. Usage

This interface is used to initiate quotation process for one or more requested product from one or more purchase requisitions.

14.3. Menu Access

Main Menu >>Purchase Transactions >> Quotation Process.

14.4. Dependency

Purchase Requisition.

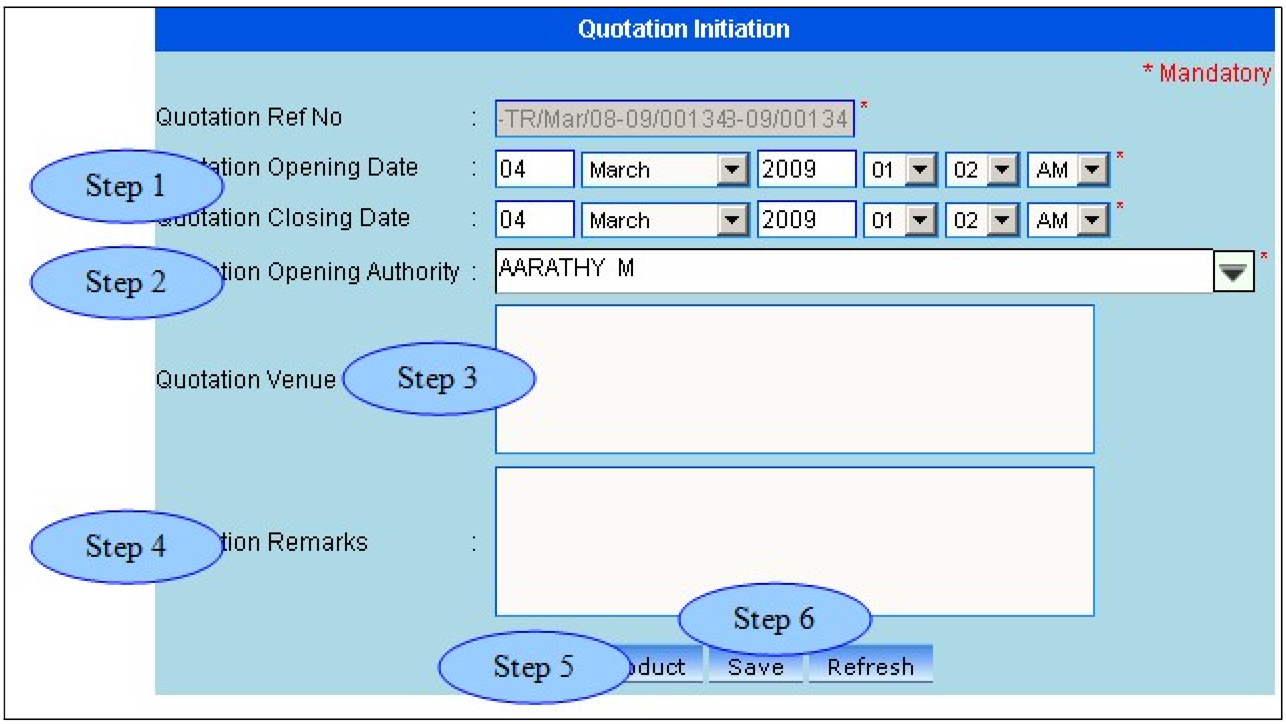


Figure 14.1

14.5. To make a **new entry** follow these steps,

Step1: *select Quotation/Tender opening and closing date*.

Step2: *select Quotation/Tender opening authority.*

Step3: if any, enter Quotation/tender venue

Step4: if any, enter remarks of opening authority.

Step5: *click "Add Product" button to add purchase requisition details (Refer Figure 14.2)*

Step 5a: *select product.*

Step 5b: *select one or more purchase requisition listed for a product.*

Step 5c: User can enter number of quantity to be process in the quotation.

Quantity should not be less than 1 and quantity cannot be greater than total quantity.

Step 5d: if any, enter product specification.

Step 5e: *click "Add To List" button to add the product for the quotation.*

Step 5f: *click "modify" button to modify the quotation quantity value*.

Step 5g: *click "cancel" button to remove from the list*.

Step 6: *click "save" button to complete the quotation initiation process*.

15. Quotation Received Details

15.1. Intended Audience

Head of the Department and Purchase Assistant

15.2. Usage

This interface is used to register the price details for the quotation received from the supplier.

15.3. Menu Access

Main Menu >>Purchase Transactions >> Quotation Received Details.

15.4. Dependency

Quotation Initiation

Quotation Received Details				
Quotation List				
Quotation Ref No	Quotation Date	Venue	Opening Authority	Remarks of TOA
SRMEC(K)-TR/Mar /08-09/00131	03-Mar-2009		Abraham Edinborough K	
SRMEC(K)-TR/Mar /08-09/00119	02-Mar-2009	quotation venue	MURALI N	rem
SRMEC(K)-TR/Mar /08-09/00118	02-Mar-2009	qv	RAMESH-SR R	qv
SRMEC(K)-TR/Mar /08-09/00116	02-Mar-2009		MURALI N	
SRMEC(K)-TR/Mar /08-09/00115	02-Mar-2009		AARATHY M	

Figure 15.1

15.5. To make a **new entry** follow these steps,

Step1: *click on the quotation list that would be listed. (Refer Figure 15.2)*

Step1a: *select supplier.*

Step1b*: enter supplier reference number.*

Step1c: if any, enter terms and conditions.

Step1d*: check on the product from the product list.*

Step 1e: *enter rate per unit, discount per unit and tax details for the selected product*.

(The price details for the selected supplier would appear, if pre-quotation entry completed. Refer 15.6.)

Step 1f: if required, enter description, amount and round off.

Step 1g: *click "save" button to save the quotation received details for the selected supplier*.

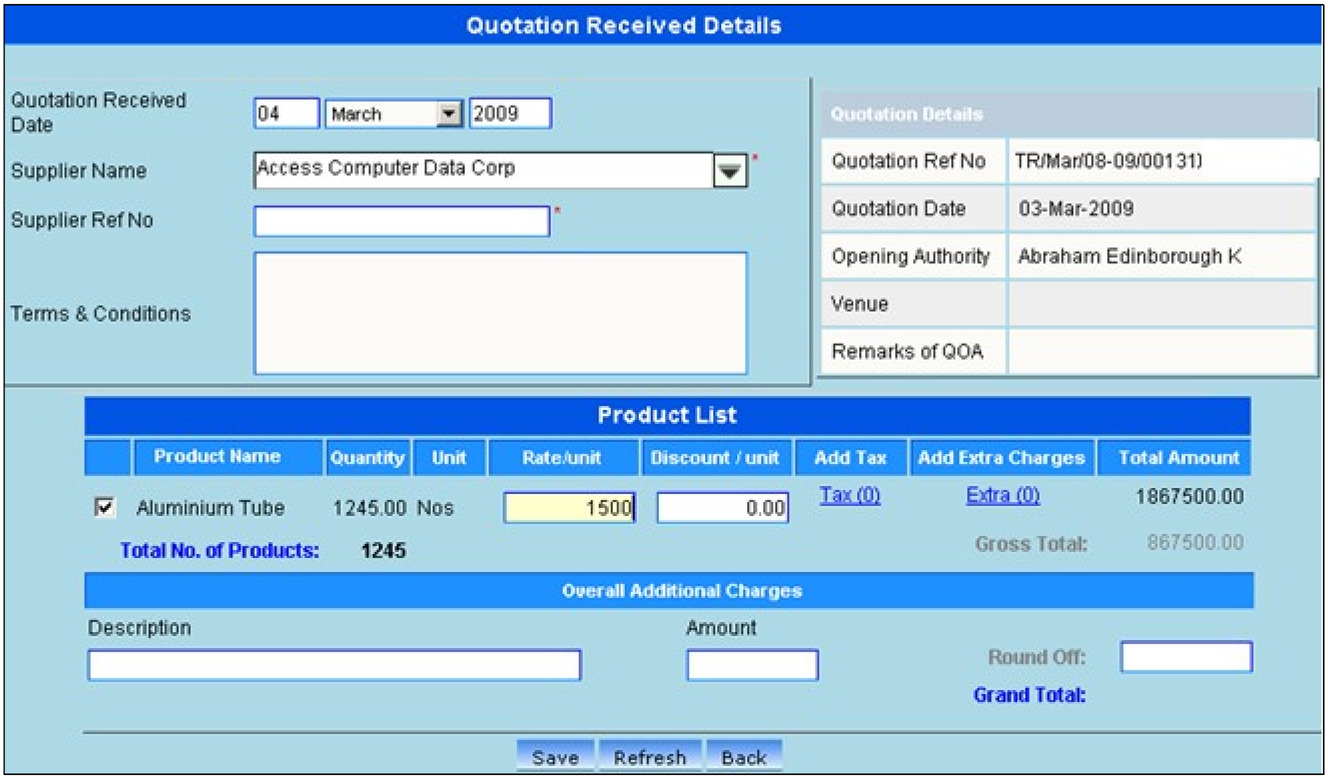


Figure 15.2.

15.6. To Complete Pre – Quotation Entry

1. Supplier wise products
2. Pre – Quotation Entry

1. Supplier wise Products

15.6.1. To create supplier wise products, follow these steps,

Step1: *select supplier name.*

Step2: *select product(s).*

Step3: *click "save" button to complete supplier wise products entry.*

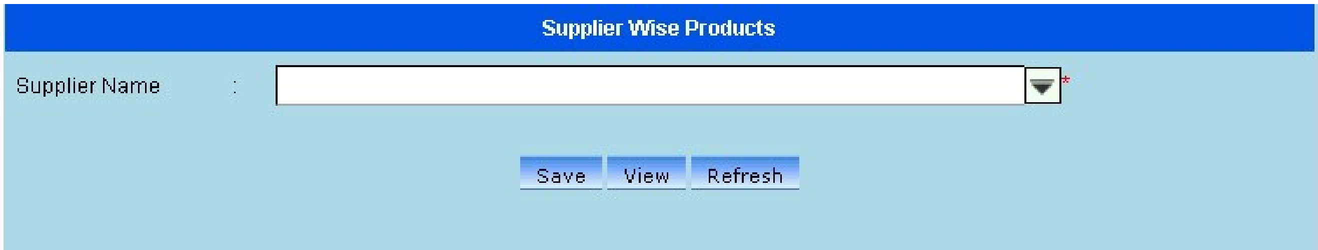


Figure 15.6.1.

15.6.2. To view existing supplier wise products, follow these steps,

Step1: *select supplier name.*

Step2: *click "view" button, a page would appear with supplier wise products available as shown in figure 15.6.2*

Step3: *click "close" button, this page would unload.*

Figure 15.6.2.

2. Pre Quotation - Entry

15.6.3. To make Pre – Quotation Entry, follow these steps,

Step1: *select supplier name.*

Step2: *select product*

Step3: *enter rate/unit*

Step4: if any, enter discount/unit, tax details.

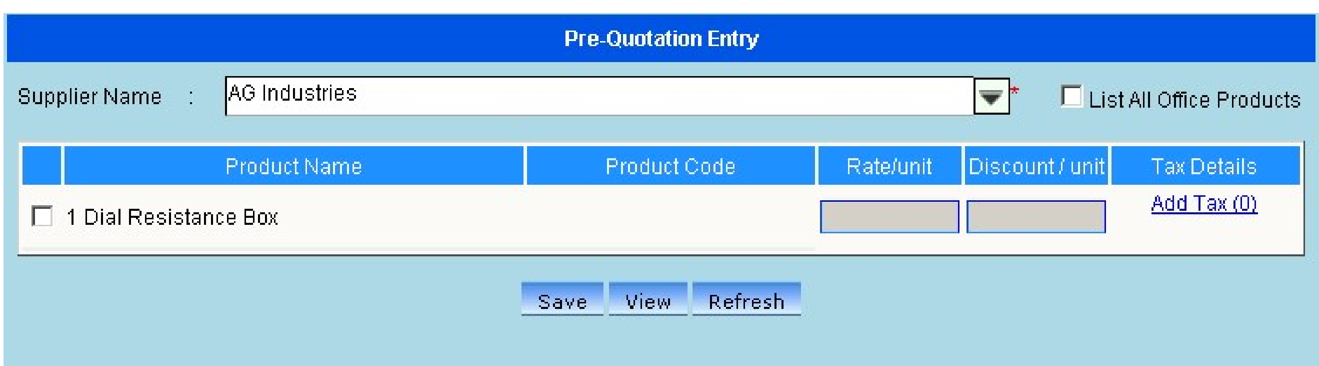


Figure 15.6.3.

15.6.4. To view quotation template details, follow these steps,

Step1: *select supplier name.*

Step2: *click "view" button, a page would appear with quotation template details as shown in figure 15.6.4.*

Step3: *click "close" button, this page would unload.*

QUOTATION TEMPLATE DETAILS

Client Name : AG Industries

Address : Modify in Client Master

vadapalani

Chennai

600093

Contact No. : -

Sl.No	Product Name	Product Code	Unit	Amount Per Unit	Discount Per Unit(%)	Tax Details(%)					Net Amount Per Unit
						CESS	CST	ED	Others	VAT	
1.	1 Dial Resistance Box		Nos	1750.00	1.50	0	0	0	0	2.00	1758.75

Close

Figure 15.6.4.

16. Quotation Finalization

16.1. Intended Audience

Dean, Purchase Department

16.2. Usage

This interface is used to finalize the quotations, by finalizing a bidder, forward them to purchase department to approve the quotations.

16.3. Menu Access

Main Menu >>Purchase Transactions >>Quotation Finalization

16.4. Dependency

Quotation Received Details.

Quotation Finalization - Multiple Supplier Selection				
Quotation Tender List				
Quotation Ref No	Quotation Date	Venue	Opening Authority	Remarks of Authority
RMEC(K)-TR/Mar ar /08-09/00119	02-Mar-2009	quotation venue	MURALI N	rem
RMEC(K)-TR/Mar ar /08-09/00118	02-Mar-2009	qv	RAMESH-SR R	qv
MEC(K)-TR/Mar ug /08-09/00110	22-Aug-2008	Genetic	PARANI M	

Figure 16.1

16.5. To **make quotation finalization,** follow these steps,

Step 1: List of Quotations waiting for approval will be listed *(as shown in Figure 16.1)*

Step 2*: To select a quotation click on respective row with reference to quotation reference number, quotation date etc. On selection, quotation received details with comparative figures on various suppliers as well as products would be listed as show in figure 16.2.*

Step3: *If any, enter approval remarks and click "approve" button.*

Step4: *select forwarding employee*

Step5: *click "Forward" button to forward to purchase officer.*

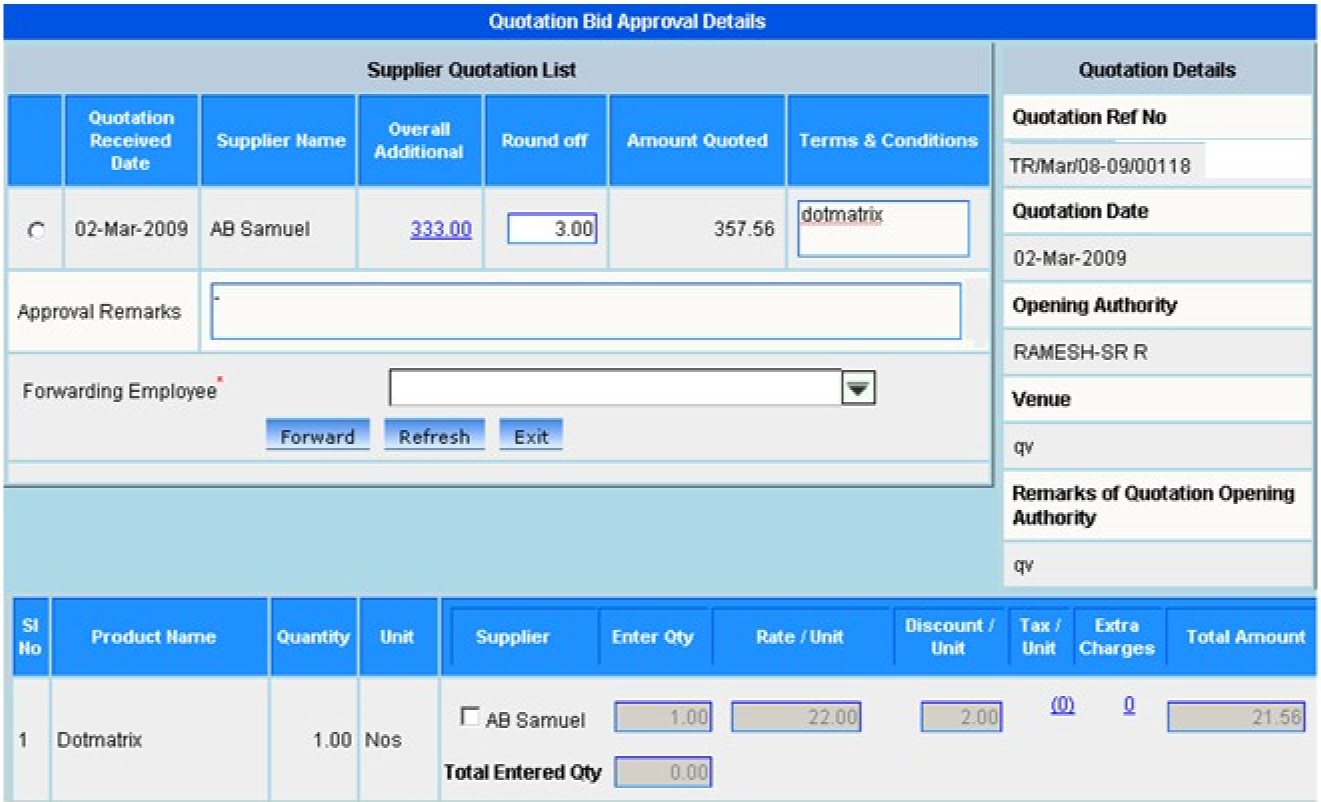

Quotation Bid Approval Details
Supplier Quotation List
Quotation Received Date
Supplier Name
Overall Additional
Round off
Amount Quoted
Terms & Conditions
02-Mar-2009
AB Samuel
333.00
3.00
357.56
dotmatrix
Approval Remarks
Forwarding Employee*
Forward
Refresh
Exit
Quotation Details
Quotation Ref No
TR/Mar/08-09/00118
Quotation Date
02-Mar-2009
Opening Authority
RAMESH-SR R
Venue
qv
Remarks of Quotation Opening Authority
qv
Sl No
Product Name
Quantity
Unit
Supplier
Enter Qty
Rate / Unit
Discount / Unit
Tax / Unit
Extra Charges
Total Amount
1
Dotmatrix
1.00
Nos
AB Samuel
1.00
22.00
2.00
(0)
0
21.56
Total Entered Qty
0.00

Figure 16.2

17. Quotation Approval

17.1. Intended Audience

Dean, Purchase Department

17.2. Usage

This interface is used to approve the quotations

17.3. Menu Access

Main Menu >>Purchase Transactions >>Quotation Approval

17.4. Dependency

Quotation Finalization

Quotation Finalization - Multiple Supplier Selection				
Quotation Tender List				
Quotation Ref No	Quotation Date	Venue	Opening Authority	Remarks of Authority
-TR/Mar /08-09/00118	02-Mar-2009	qv	RAMESH-SR R	qv

Figure 17.1.

17.5. To **approve quotation** follow these steps,

Step 1: List of Quotations waiting for approval will be listed *(as shown in Figure 17.1)*

Step *2: To select a quotation click on respective row with reference to quotation reference number, quotation date etc. On selection, quotation received details with comparative figures on various suppliers as well as products would be listed as shown in figure 17.2.*

Step3: *If any, enter approval remarks.*

Step4: *Check on send back and select send back employee the click on "Send Back" button to complete interim approval.*

Step5: *click "Approve" button to complete quotation approval.*

Step6: *click "View Purchase Flow Details" to view the flow are shown in figure 17.3.*

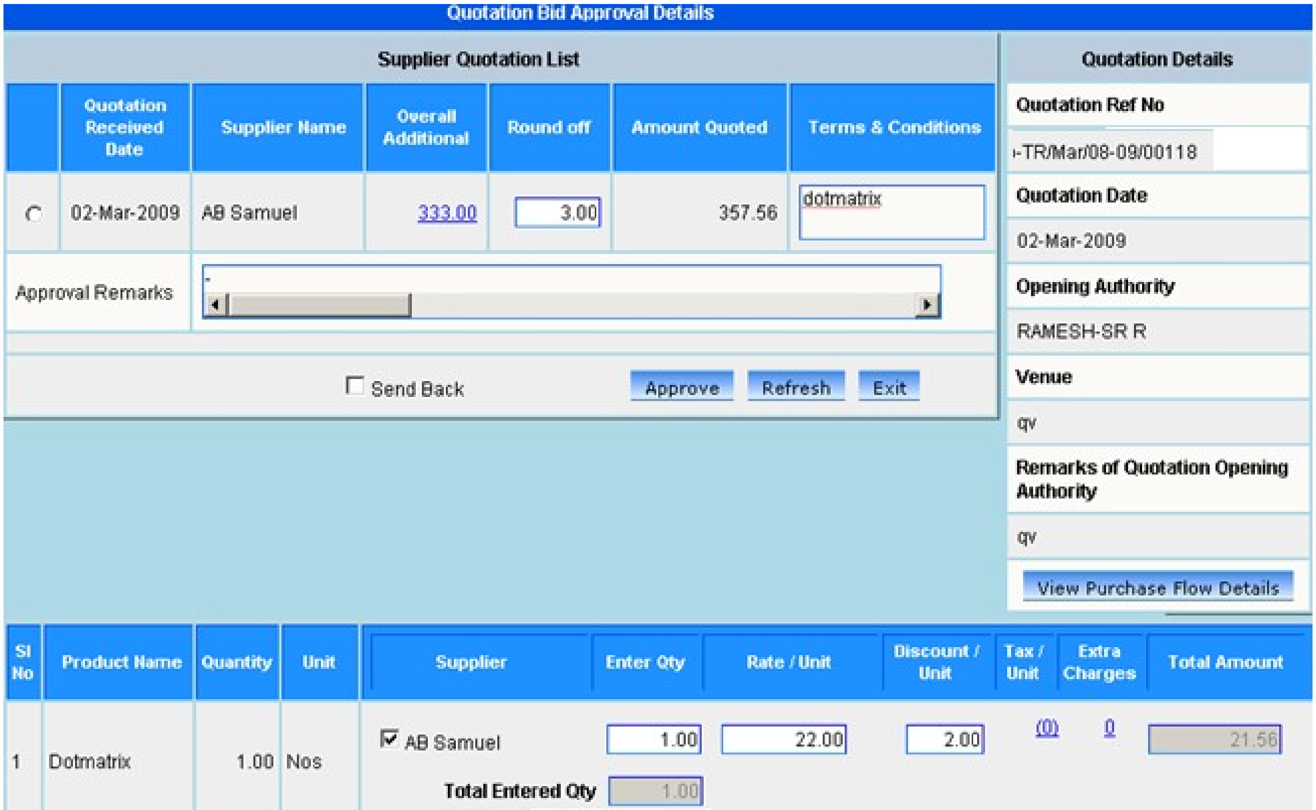


Figure 17.2.

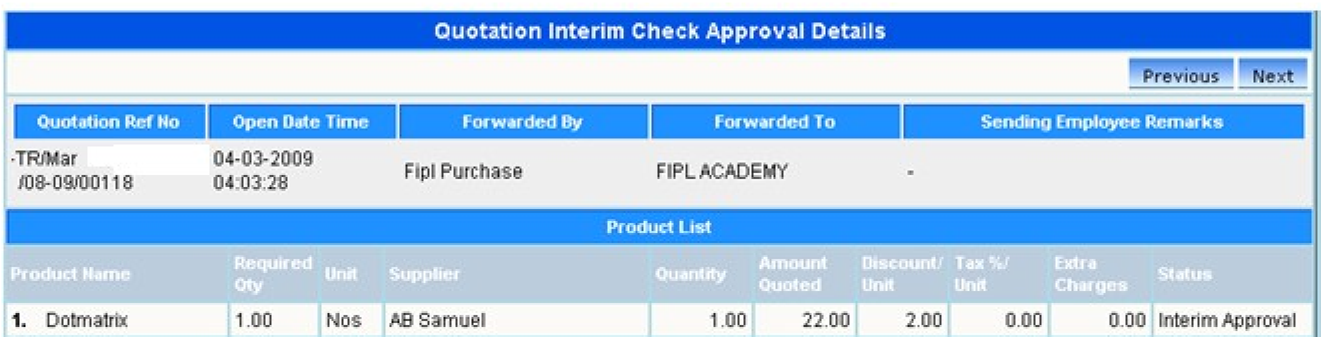


Figure 17.3.

18. Purchase Order Generation

Two provisions for generating purchase order,

18.1. Quotation purchase order generation and

18.2. Direct Purchase Order generation.

18.1. Quotation purchase order generation

18.1.1. Intended Audience

Purchase Officer.

18.1.2. Usage

This interface enables users to generate purchase order for the approved quotation.

18.1.3. Menu Access

Main Menu >> Purchase Transactions >> Purchase Order

18.1.4. Dependency

Quotation Approval

Quotation Purchase Order Generation

Quotation Bidder Approval List

Quotation Ref No	Quotation Received Date	Supplier Name	Quotation Description
TR/Feb/07-08/00016	01-Feb-2008	BVQI (India) Private Limited	
TR/Feb/07-08/00017	01-Feb-2008	Bestmach Engineers	

Figure 18.1.1

18.1.5. To generate **purchase order for the quotation**, follow these steps,

Step1: *Quotations waiting for purchase order generation are listed as shown in Fig 18.1.1.*

Step2: *Click the required quotation, it will open another page which was shown in Fig: 18.1.2.*

Also the selected supplier of the quotation is displayed. Selected quotation details are displayed in the upper right and the products with amount quoted list are displayed in the bottom.

Step3: *Enter delivery address.*

Step4: *Enter payment terms.*

Step5: *Enter Purchase terms.*

Step6: *Enter Purchase Order note and Copy to*.

Step7: *Enter deadline date for each product listed.*

Step8: *Click "Generate Order" button, to generate the purchase order for the quotation selected.*

Step9: *Click "Back" button, to load the initial page as shown in figure 18.1.1.*

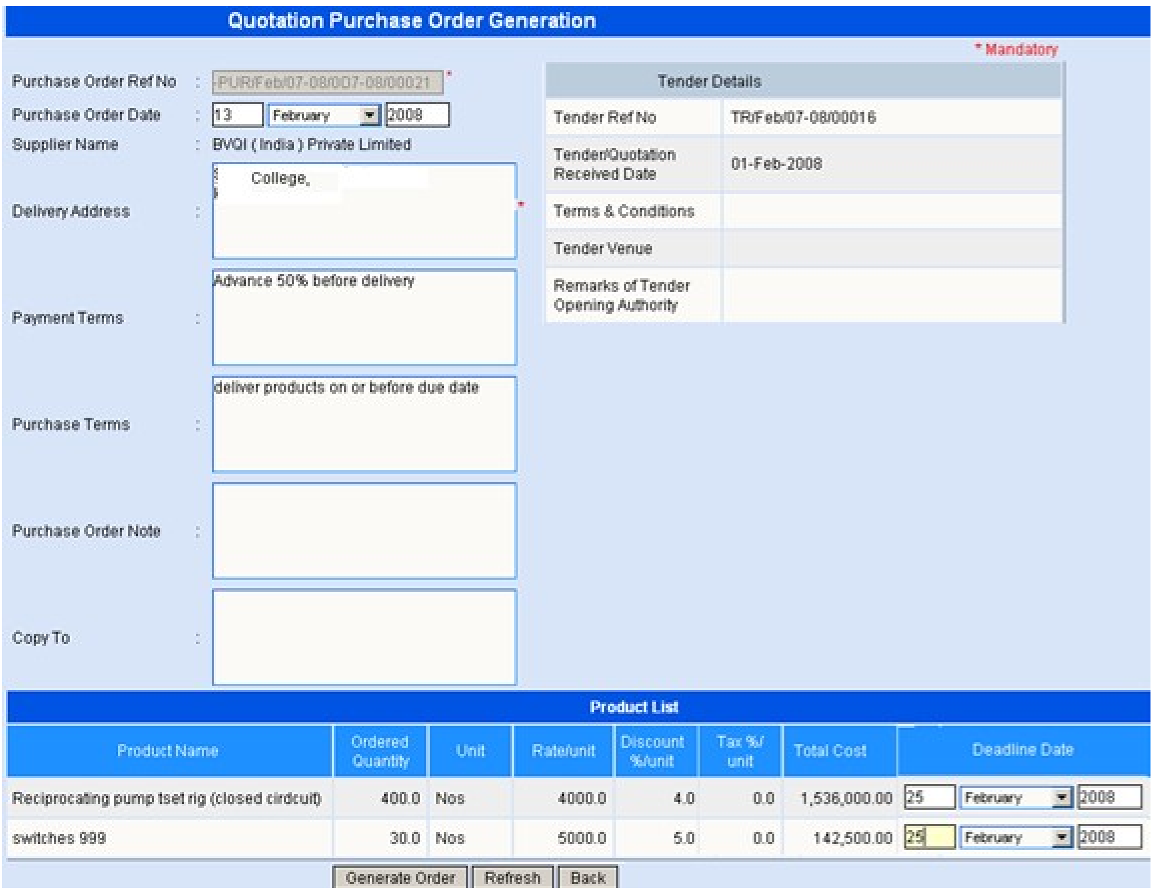


Figure 18.1.2.

18.2. Direct Purchase Order generation

18.2.1. Intended Audience

Purchase Officer

18.2.2. Usage

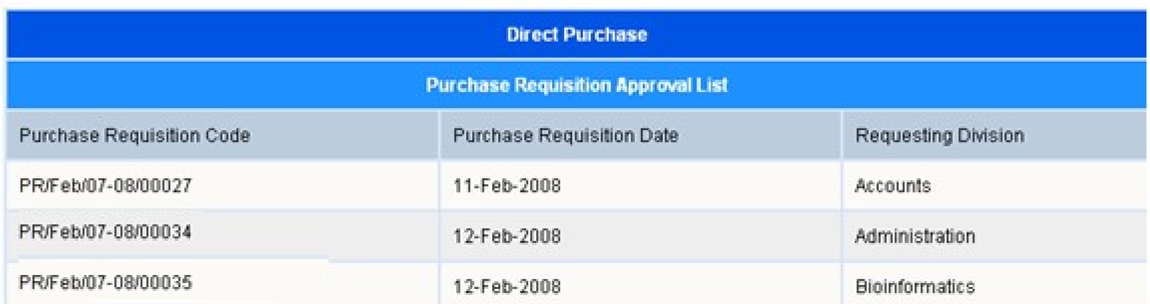
This interface enables users to generate purchase order for the approved purchase requisition.

18.2.3. Menu Access

Main Menu >> Purchase Transactions >> Direct Purchase Order

18.2.4. Dependency

Purchase Requisition Approval



Direct Purchase

Purchase Requisition Approval List

Purchase Requisition Code	Purchase Requisition Date	Requesting Division
PR/Feb/07-08/00027	11-Feb-2008	Accounts
PR/Feb/07-08/00034	12-Feb-2008	Administration
PR/Feb/07-08/00035	12-Feb-2008	Bioinformatics

Figure 18.2.1.

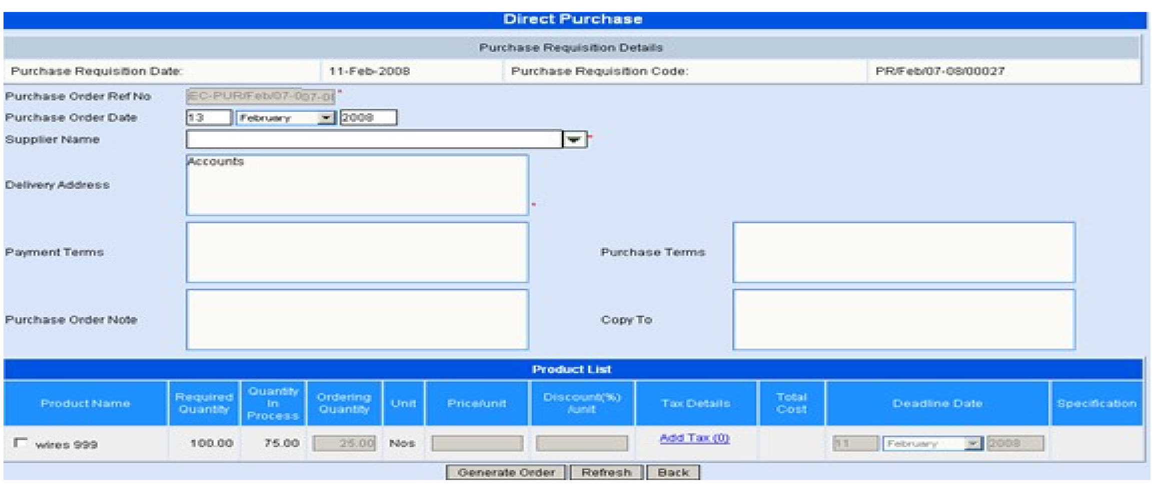


Figure 18.2.2.

18.2.5. To generate **direct purchase order**, follow these steps,

Step1: *Purchase Requisition approval list are listed as shown in Fig: 18.2.1.*

Step2: *When click on a row, it will display the page as shown in Fig: 18.2.2.*

Step3: *Purchase requisition details such as requisition date and requisition code are displayed in the top of the page.*

Step4: *Reference no for purchase order is automatically generated.*

Step5: *Select the supplier to whom the products are to be purchased*.

Step6: *Enter delivery address.*

Step7: *Enter payment terms.*

Step8: *Enter Purchase terms*.

Step9: *Enter Purchase Order note and Copy to*.

Step10: *Enter deadline date for each product listed.*

Step11: *Click Generate Order button, to generate the purchase order for the purchase requisition selected.*

Step12: *Click Back button, to load the initial page as shown in figure 18.2.1.*

19. Gate Pass Generation

19.1. Intended Audience

Purchase Department

19.2. Usage

This interface is used to generate gate pass for the purchase order.

19.3. Menu Access

Main Menu >>Purchase Transactions >> Gate Pass Generation

19.4. Dependency

Quotation/Direct Purchase Order.

Figure 19.1.

19.5. To make a **new entry** follow these steps

Step1: *enter purchase order number.*

Step2: *click on "Submit" button to list purchase order details are shown in figure 19.2.*

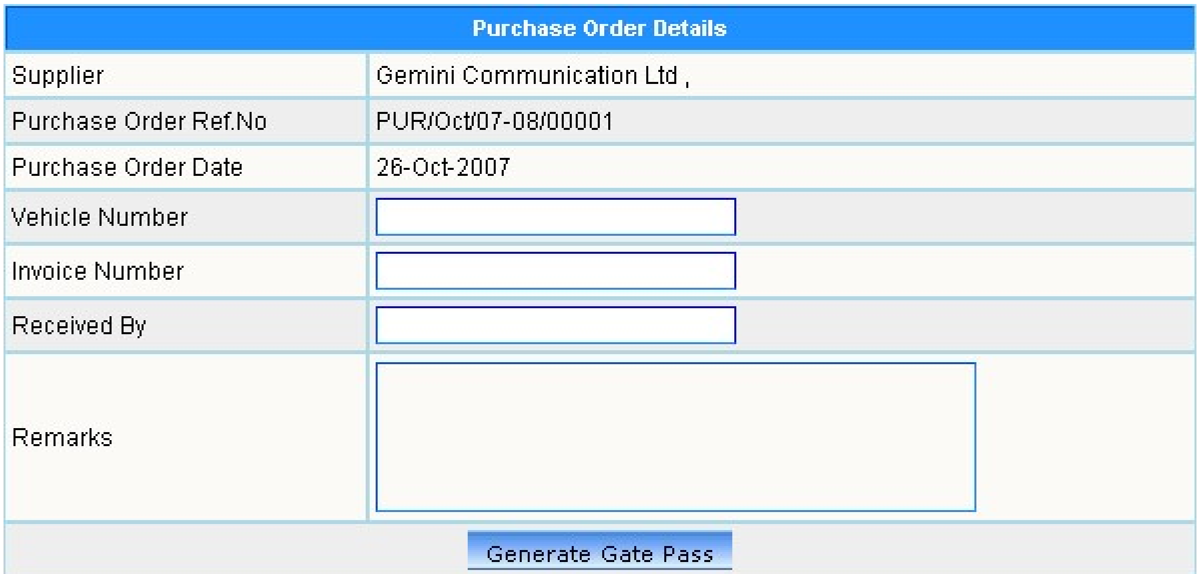


Figure 19.2.

Step3: if any enter vehicle number, enter invoice number, enter received by and remarks.

Step4: *click on "Generate Gate Pass" to complete gate pass generation.*

20. Goods Receipt Note (GRN)

Following are the two different ways to generate GRN,

20.1. GRN without Gate pass.

20.2. GRN from Gate Pass.

20.1. Goods Receipt Note (GRN without Gate pass)

20.1.1. Intended Audience

Purchase Department, Stores In-charge and Head of the Department

20.1.2. Usage

This interface is used to record details when goods received from the supplier.

20.1.3. Menu Access

Main Menu >>Purchase Transactions >> Goods Receipt Note

20.1.4. Dependency

Purchase Order.

Figure 20.1.1.

20.1.5. To select the purchase order, follow these steps,

Step1: *enter from date and to date in which purchase order was issued*.

Step2: *optional filter, select products/goods received*.

Step3: optional filter, select supplier name from whom goods received.

Step4: *click "Go" button to view various purchase order list falling in the selected criteria.*
Step5: select purchase order from list to which goods were delivered.

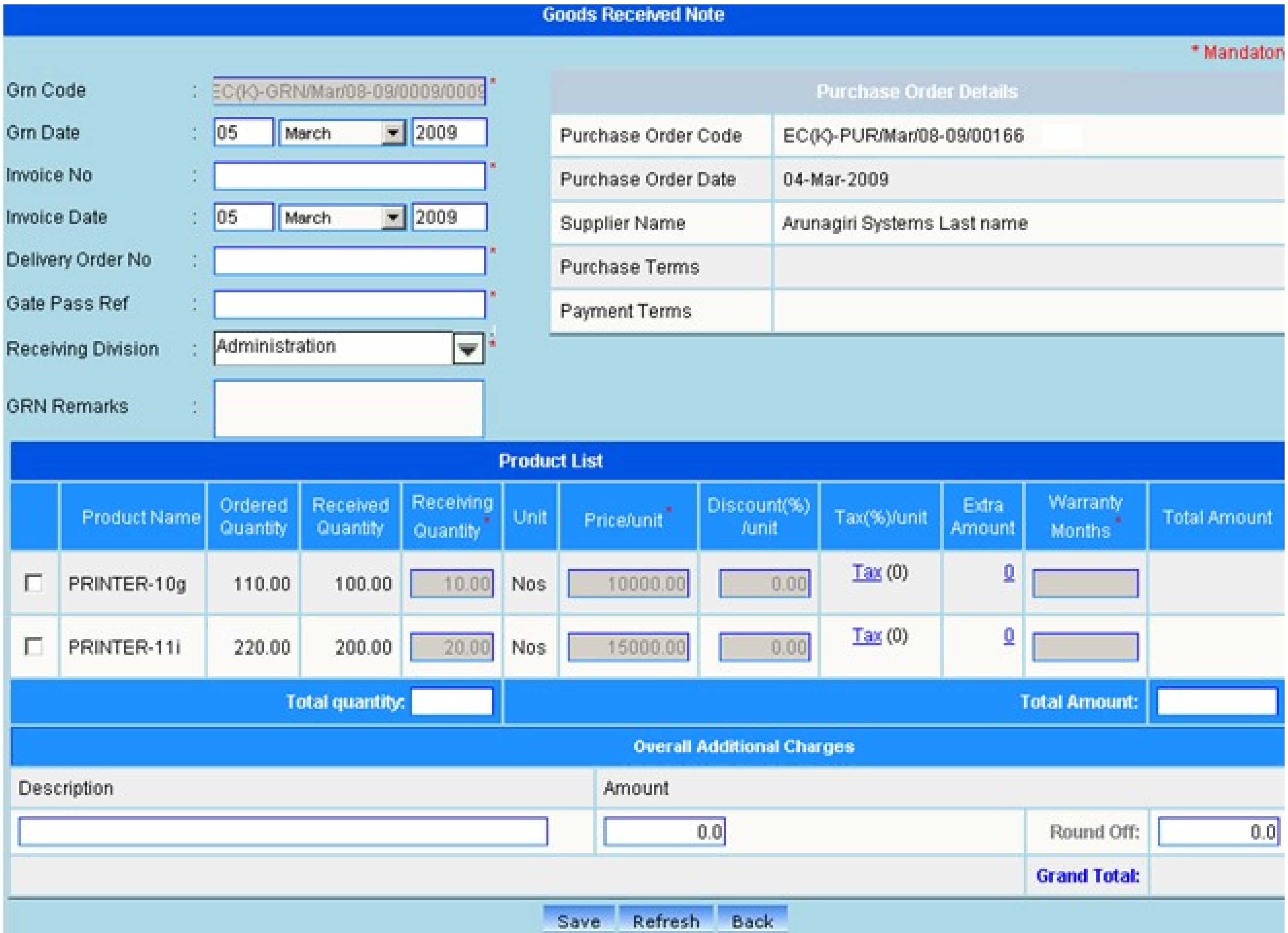


Figure 20.1.2.

20.1.6. To make entry of goods received follow these steps,

Step1: Enter invoice number, invoice date and delivery order number of goods received.

Step2: Select receiving division from the list.

Step3: Select the products received and user have option to change receiving quantity, price as received in bill and discount %.

Step4: enter the warranty in months.

Step5: *click "save" button to complete the goods received process.*

20.2. GRN from Gate Pass

20.2.1. Intended Audience

Purchase Department, Stores In-charge and Head of the Department

20.2.2. Usage

This interface is used to record details when goods received from the supplier.

20.2.3. Menu Access

Main Menu >>Purchase Transactions >> Goods Received Note.

20.2.4. Dependency

Gate Pass


Goods Received Note

Gate Pass Details

* Mandatory

From Date : 05 March 2009 (DD/Month/YYYY)* To Date : 05 March 2009 (DD/Month/YYYY)*

Generate Refresh

Date	Gate Pass Ref.No	Supplier Name	Purchase Order Ref.No	Remarks
05-Mar-2009 14:46	-GP/Mar/08-09/00008	Gemini Communication Ltd ,	PUR/Oct/07-08/00001	
05-Mar-2009 15:17	-GP/Mar/08-09/00009	Gemini Communication Ltd ,	PUR/Oct/07-08/00001	
05-Mar-2009 15:18	-GP/Mar/08-09/00010	Gemini Communication Ltd ,	PUR/Oct/07-08/00001	
05-Mar-2009 15:53	-GP/Mar/08-09/00011	Arunagiri Systems Last name	PUR/Mar/08-09/00166	1865

Figure 20.2.1.

20.2.7. To select gate pass follow these steps,

Step1: *enter from date and to date in which gate pass was generated*.

Step2: *click "Generate" button to view gate pass list falling in the selected criteria.*

Step3: *select gate pass from list.*

Step4: It would display page as shown in Figure 20.1.2.

20.2.8. To make entry of goods received follow these steps,

Step1: Enter invoice number, invoice date and delivery order number of goods received.

Step2: Select receiving division from the list.

Step3: Select the products received and user have option to change receiving quantity, price as received in bill and discount %.

Step4: enter the warranty in months.

Step5: *click "save" button to complete the goods received process.*

21. Goods Issue

21.1. Intended Audience

Purchase Department

21.2. Usage

This interface is used to issue the goods into e-Varsity.

21.3. Menu Access

Main Menu >>Purchase Transactions >> Goods Issue.

21.4. Dependency

Goods Receipt Note.

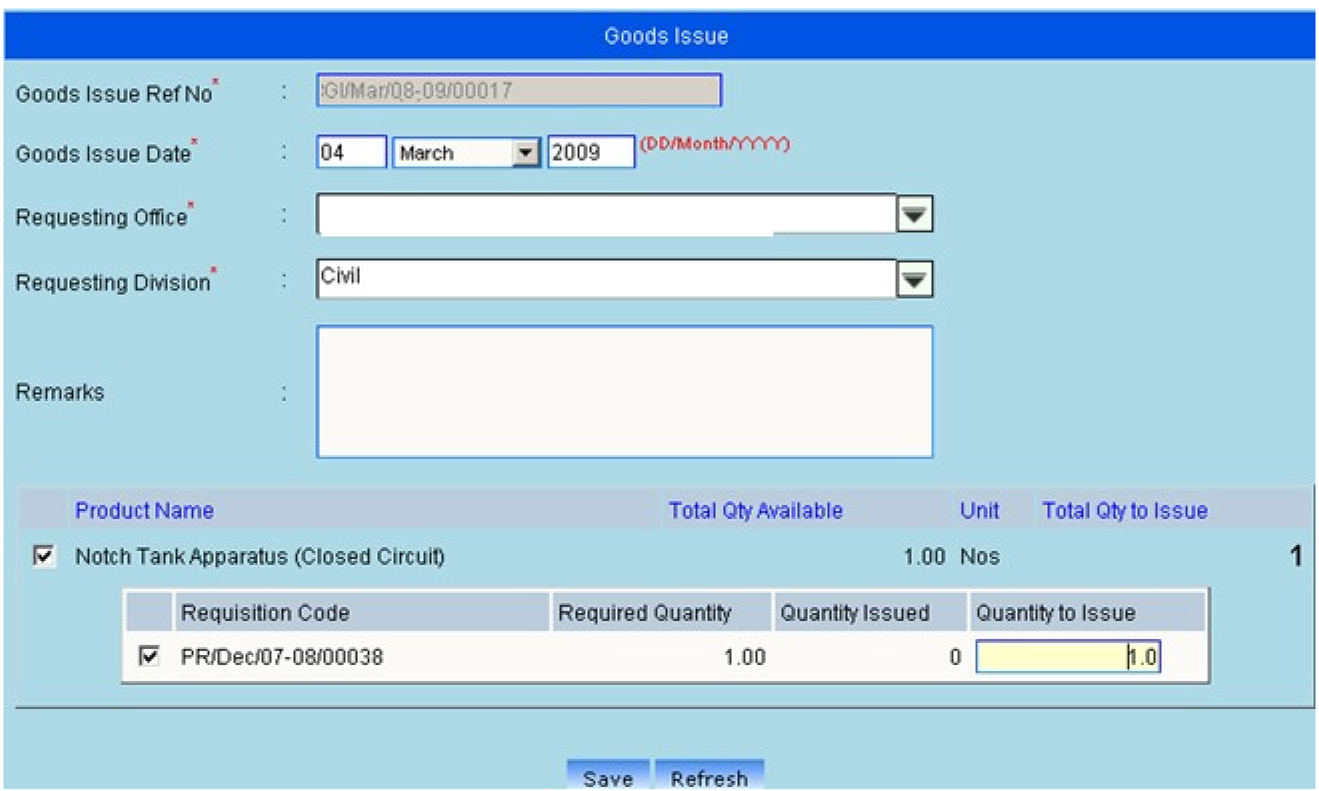


Figure 21.1

21.5. To make a **new entry** follow these steps,

Step1: *enter goods issue date.*

Step2: *select requesting office*.

Step3: *select requesting division, product list would appear*.

Step4: if any, enter remarks.

Step4: *select product*.

Step5: User can enter number of quantity to issue. Quantity should not be less than 1 and quantity cannot be greater than required quantity

Step6: *click "save" button to complete the goods issue process.*

22. Posting to Accounts

22.1. Intended Audience

Accounts Officer.

22.2. Usage

This interface enables users to post Purchase Order Journal for the amount entered to the accounts module.

22.3. Menu Access

Main Menu >> Purchase Transactions >> Posting to Accounts

22.4. Dependency

Purchase Order generation.


Journal Posting

Supplier Name : Aarthy Book House *

Posting Mode : Purchase Journal

Date : 05 March 2009 (DD/Month/YYYY) *

Narration : Testing *

OK

GRN Details

	Invoice Date	Invoice No	Invoice Amount	Delivery Order No	Grn Date	Grn Code
☑	25-Mar-2008	7	170177.15	88	25-Mar-2008	-GRN/Mar/07-08/00023
☑	24-Feb-2009	test	75000	do	24-Feb-2009	-GRN/Feb/08-09/00084

Figure 22.1.

22.5. To Post the Purchased amount to accounts, follow these steps,

Step1: *select supplier name, it lists goods received notes.*

Step2: *enter date.*

Step3: *enter narration.*

Step4: *select goods received note.*

Step5: *click on link to view the Goods Received Note details.*

Step6: *click "ok" button, it loads the page as shown in Fig: 22.2.*

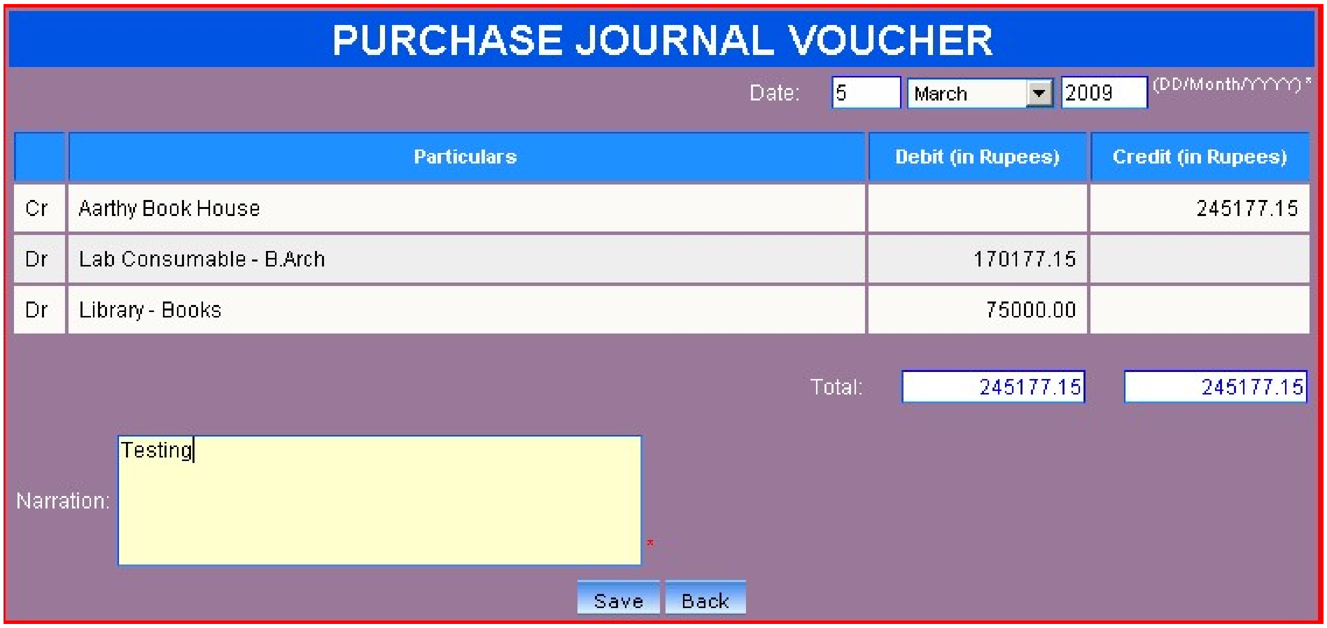


Figure 22.2.

Step7. Click*' save' button, to complete the journal posting details.*

Step8: *click 'Back' button, initial page would load are shown in figure 22.1.*

23. Purchase Request Cancellation

23.1. Intended Audience

Purchase Officer

23.2. Usage

This interface has the provision to cancel the generated purchase request.

23.3. Menu Access

Main Menu >> Purchase Transactions >> Cancellation>> Purchase Request Cancellation

23.4. Dependency

Purchase Request.

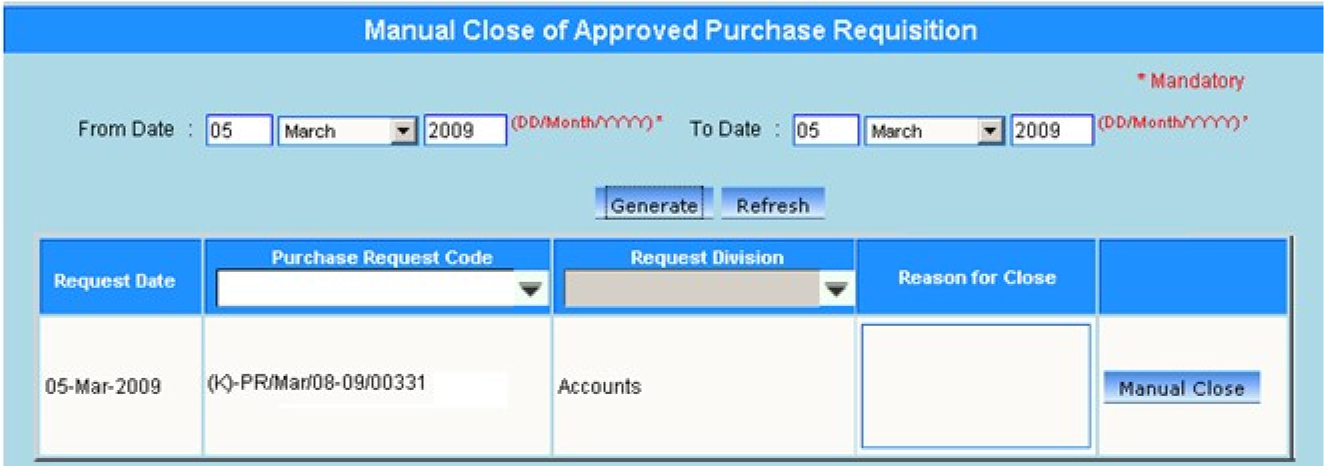


Figure 23.1.

23.5. To cancel the purchase requisition, follow these steps,

Step1*: Enter From date and To date, default current date*

Step2: *Click 'Generate" button, it would list purchase requisition generated for the specified period.*

Step3: *optional filters, select purchase request code.*

Step4: *Click on purchase requisition to view purchase requisition product details are shown in figure 23.2.*

Step5: if any, enter reason for close.

Step6: *Click 'Manual Close' button, to cancel the purchase requisition.*

24. Quotation Cancellation

24.1. Intended Audience

Purchase Officer

24.2. Usage

This interface has the provision to cancel the Quotations.

24.3. Menu Access

Main Menu >> Purchase Transactions >> Quotation Cancellation.

24.4. Dependency

Quotation Initiation/Quotation Received/Quotation Finalization /Quotation Approval

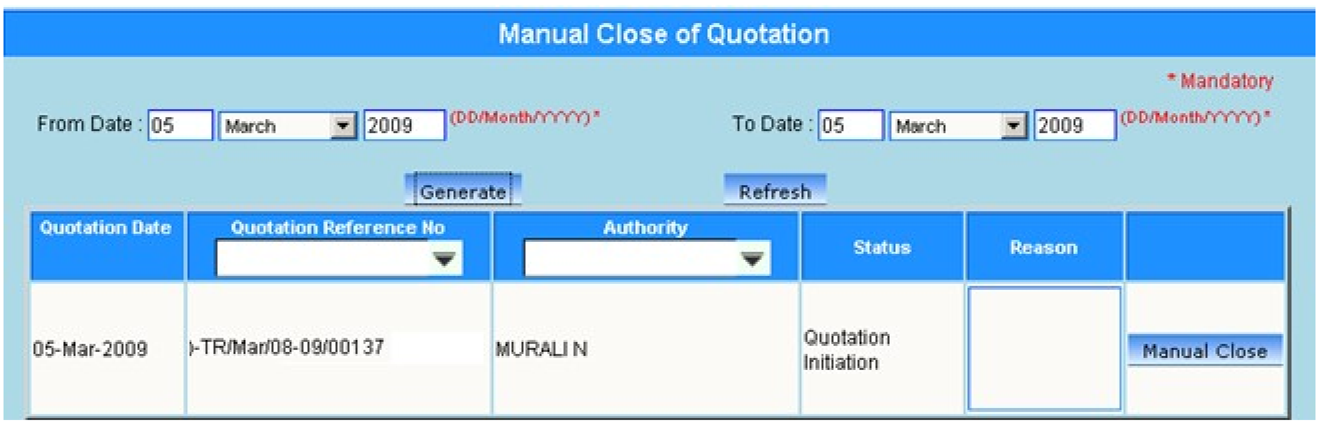


Figure 24.1.

24.5. To cancel the quotation, follow these steps,

Step1: *Enter From date and To date, default current date*

Step2: *Click 'Generate" button, it would list quotations generated for the specified period.*

Step3: *optional filters, select quotation reference number, authority.*

Step4: *Click on quotation to view quotation details*

Step5: if any, enter reason.

Step6: *Click 'Manual Close' button, to cancel the quotation.*

25. Purchase Order Cancellation

25.1. Intended Audience

Purchase Officer.

25.2. Usage

This interface has the provision to cancel the generated purchase order.

25.3. Menu Access

Main Menu >> Purchase Transactions >> Purchase Order Cancellation.

25.4. Dependency

Purchase Order

Purchase Order Cancellation

Purchase Order Date	Purchase Order Code	Supplier Name	Delivery Address	Purchase Terms	Payment Terms	Purchase Mode	
24-Jan-2008	PUR/Jan/07-08/00005	Access Computer Data Corp. ACDC	Administration	tet	rt	Direct Purchase	View Cancel
23-Jan-2008	PUR/Jan/07-08/00003	AB Samuel	rwehrwehi	jhuihih	jhughunhj	Tender Purchase	View Cancel
24-Jan-2008	PUR/Jan/07-08/00004	Biotron Healthcare (India) P. Ltd.	ertreter	tertertert	terter	Tender Purchase	View Cancel
08-Feb-2008	PUR/Feb/07-08/00017	Ali Hardwares Traders	Stores, SRM University, Ramapuram.	Delivery in 10 days	25% Advance	Tender Purchase	View Cancel
09-Feb-2008	PUR/Feb/07-08/00018	CADEM TECHNOLOGIES PVT LTD	njkjkj			Tender Purchase	View Cancel
12-Feb-2008	PUR/Feb/07-08/00020	AB Samuel	asf asf asf			Tender Purchase	View Cancel

Figure 25.1.

Purchase Order Product Details

Product Name	Ordered Quantity	Price / Unit	Tax (%)/Unit	Discount / Unit
2 mm x 6 mm screw	600.00	25.00	0	0.00
2 mm, 3 hole with gap	150.00	70.00	0	0.00
2 mm x 8 mm screw	600.00	25.00	0	0.00
2 mm, 4 hole wo gap	150.00	70.00	0	0.00

Figure 25.2.

25.5. To cancel the generated purchase order, follow these steps,

Step1: *Purchase order generated for the quotations are listed as shown in figure 25.1.*

Step2: *Click 'View' button to view the product details of the selected purchase order. The purchase order product details are shown in fig: 25.2.*

Step3: *Click 'Cancel' button, to cancel the purchase order selected.*

26. Previous Date Cancellation Rights

26.1. Intended Audience

Purchase Department

26.2. Usage

This interface allows the user to cancel GRN and/or Goods Issue for the specified period.

26.3. Menu Access

Main Menu >> Purchase Transactions >> Cancellation >> Previous Date Cancellation Rights

26.4. Dependency

none

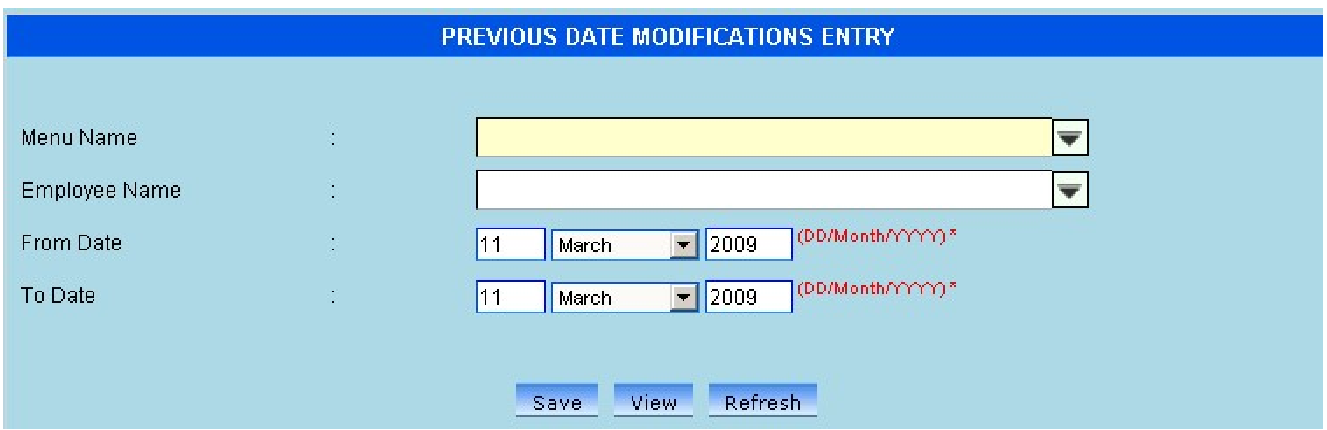


Figure 26.1.

26.2. To make previous date cancellation rights entry, follow these steps,

Step1*: select menu name.*

Step2: *select employee name.*

Step3: *enter from date and to date, by default current date.*

Step4: *Click 'Save" button, to complete previous date cancellation rights entry.*

27. GRN Cancellation

27.1. Intended Audience

Purchase Officer

27.2. Usage

This interface has the provision to cancel the goods received note.

27.3. Menu Access

Main Menu >> Purchase Transactions >> GRN Cancellation

27.4. Dependency

Goods Receipt Note.

Figure 27.1.

27.2. To cancel the GRN, follow these steps,

Step1*: Enter From date and To date, default current date*

Step2: *Click 'Generate" button, it would list goods receipt notes generated for the specified period.*

Step3: *optional filters, select grn code, suppliers, status.*

Step4: *Click on grn to view grn details.*

Step5: *Click 'Cancel' button, to cancel the grn.*

28. Goods Issue Cancellation

28.1. Intended Audience

Purchase Officer

28.2. Usage

This interface has the provision to cancel the goods issue.

28.3. Menu Access

Main Menu >> Purchase Transactions >> Stock Issue Cancellation

28.4. Dependency

Goods Issue

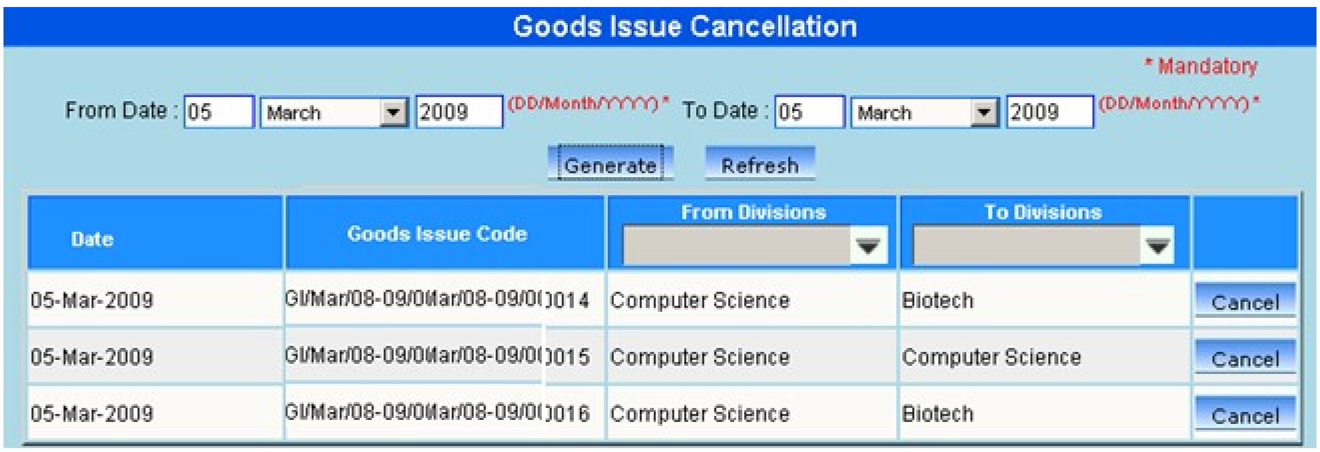


Figure 28.1.

Figure 28.2.

28.5. To cancel the Goods Issue, follow these steps,

Step1*: Enter From date and To date, default current date*

Step2: *Click 'Generate" button, it would list goods issues generated for the specified period.*

Step3: *optional filters, select from divisions, to divisions.*

Step4: *Click on one row to view goods issue details are shown in figure: 28.2.*

Step5: *Click 'Cancel' button, to cancel the goods issue.*

29. Purchase Return

29.1. Intended Audience

Purchase Department

29.2. Usage

This interface is used to return the goods into e-Varsity.

29.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Return

29.4. Dependency

Goods Issue

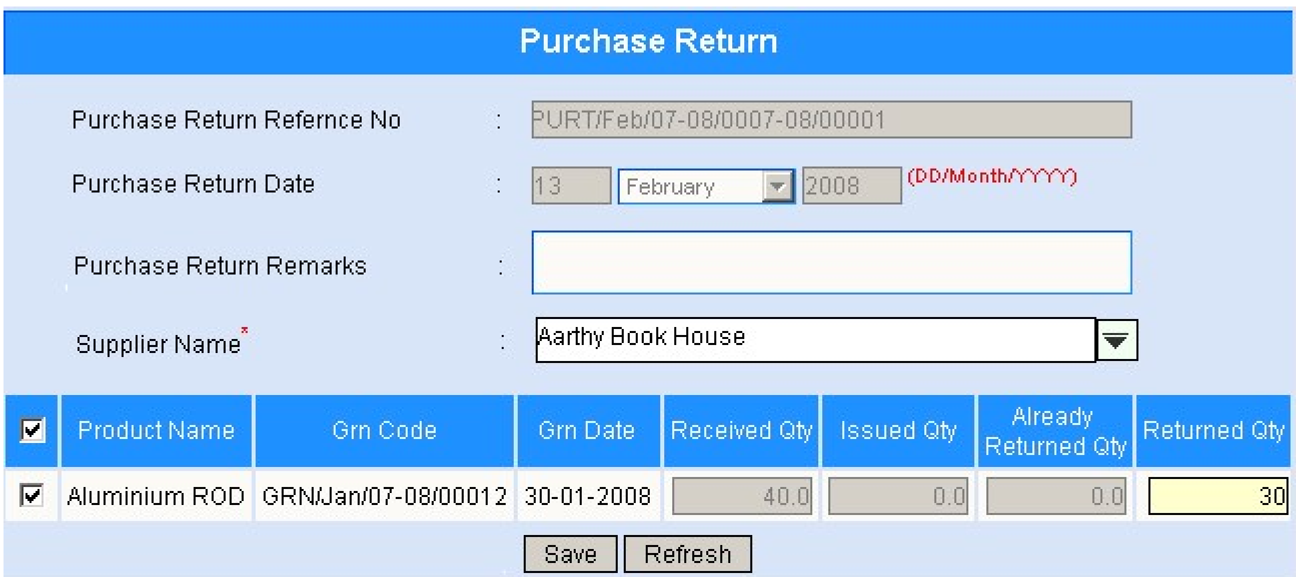


Figure 29.1.

29.5. To make a **new entry** follow these steps,

Step1: *if any, enter purchase return remarks*.

Step2: *select supplier name*.

Step3: *select product, enter quantity to be returned*.

Step4: *click "save" button to save the purchase return entry.*

30. Purchase Return Approval

30.1. Intended Audience

Purchase Department

30.2. Usage

This interface is used to approve the purchase return into e-Varsity.

30.3. Menu Access

Main Menu >>Purchase Transactions >>Purchase Return Approval.

30.4. Dependency

Purchase Return

Purchase Return Approval			
Purchase Return List			
Purchase Return Ref No	Return Date	Return Remarks	
PURT/Feb/07-08/0b/07-08/00001	13-02-2008		Approve Reject View

Figure 30.1

30.5. To Approve the Purchase Return follow these steps,

Step1: *click "approve" button to approve the purchase return*.

Step2: *click "reject" button to reject purchase return*.

Step3: *click "view" button to view the purchase return.*

IV. Purchase Reports

31. Purchase Requisition

31.1. Intended Audience

All Users

31.2. Usage

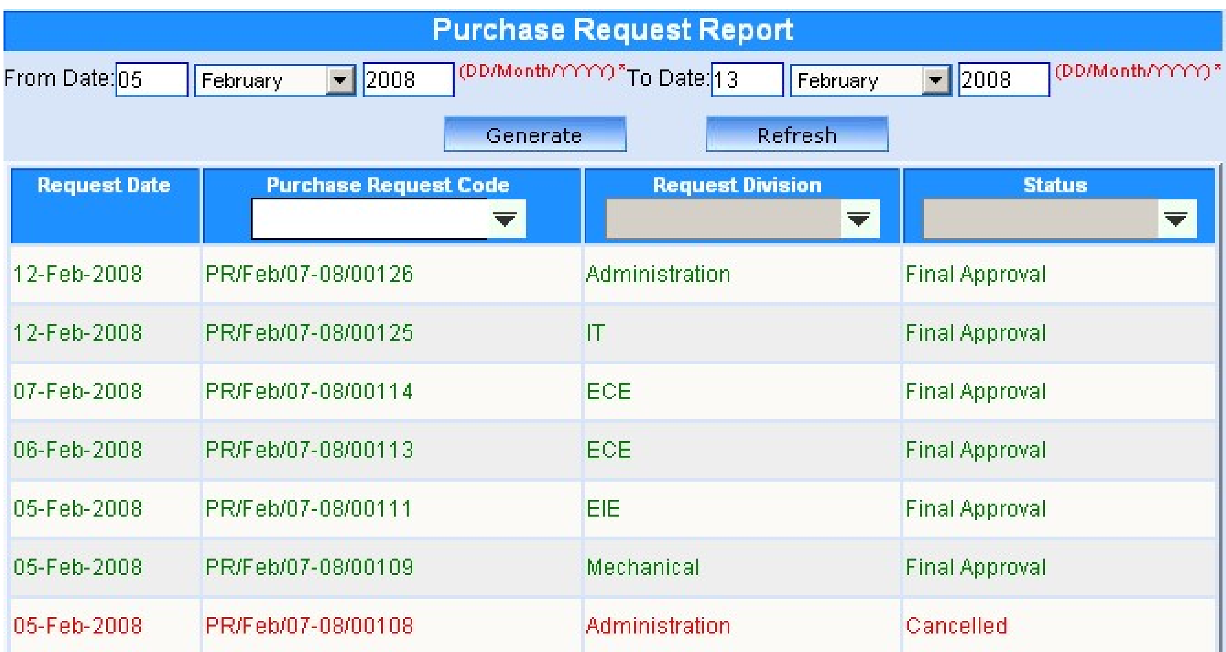
This interface is used to list purchase requisition list and purchase requisition details for a specified period for all users.

31.3. Menu Access

All User → Main Menu >>Purchase Reports >>Purchase Requisition Report

31.4. Dependency

Purchase Requisition


Purchase Request Report

From Date: 05 February 2008 (DD/Month/YYYY)* To Date: 13 February 2008 (DD/Month/YYYY)*

Generate Refresh

Request Date	Purchase Request Code	Request Division	Status
12-Feb-2008	PR/Feb/07-08/00126	Administration	Final Approval
12-Feb-2008	PR/Feb/07-08/00125	IT	Final Approval
07-Feb-2008	PR/Feb/07-08/00114	ECE	Final Approval
06-Feb-2008	PR/Feb/07-08/00113	ECE	Final Approval
05-Feb-2008	PR/Feb/07-08/00111	EIE	Final Approval
05-Feb-2008	PR/Feb/07-08/00109	Mechanical	Final Approval
05-Feb-2008	PR/Feb/07-08/00108	Administration	Cancelled

Figure 31.1

31.5. To view the Purchase Requisitions follow these steps,

Step1: Enter "From Date" and "To Date", by default current date.

Step2: Click "Generate" button, this would list all purchase requisitions generated in the period.

Step3: To view further details of purchase requisition as shown in figure 31.2 click on row Respective to purchase requisition code and requesting division etc.

Purchase Request

Purchase Requisition Code PR/Feb/07-08/00125

Purchase Requisition Date 12-Feb-2008

Requested Division IT

S.No.	Product / Service	Quantity Requested	Leading Days	Due On	Specification
1	CELLO TAPE	3.00 Nos	5	12-Feb-2008	
2	Record Sheets	80000.00 Nos	5	12-Feb-2008	
3	CHALK PIECE	10.00 Box	5	12-Feb-2008	

Delivery Address IT
VEC

Remarks

Requested By

Final Approval

32. Comparative Statement

32.1. Intended Audience

All Users

32.2. Usage

This interface is used to generate comparative statement from quotations received.

32.3. Menu Access

Main Menu >>Purchase Reports >>Comparative Statement

32.4. Dependency

Quotation Received Details.

Comparative Statement

Quotation List

Department	Quotation Ref No	Quotation Date	Opening Authority	Remarks of Authority
Administration	EEC-TR/Apr/08-09 /00002	30-Apr-2008	Venkataramana G	-
Administration	SH-TR/Apr/08-09 /00009	17-Apr-2008	Ramakrishna Raju	
Administration	SH-TR/Feb/07-08 /00001	17-Feb-2008	Thiru. Ravi	
Administration	SH-TR/Mar/07-08 /00034	19-Mar-2008	Ramakrishna Raju	

Figure 28.1.

32.5. To view the Comparative Statement, follow these steps,

Step1: List of quotations received would be listed as shown in figure 32.1.

Step2: Comparative statement would be listed as shown in figure 32.2. On clicking a row respective to quotation reference number and department etc.

33. Quotation Report

33.1. Intended Audience

All Users

33.2. Usage

This interface is used to view Quotation list and quotation details report

33.3. Menu Access

Main Menu >>Purchase Reports >>Quotation Report

33.4. Dependency

Quotation Received Details

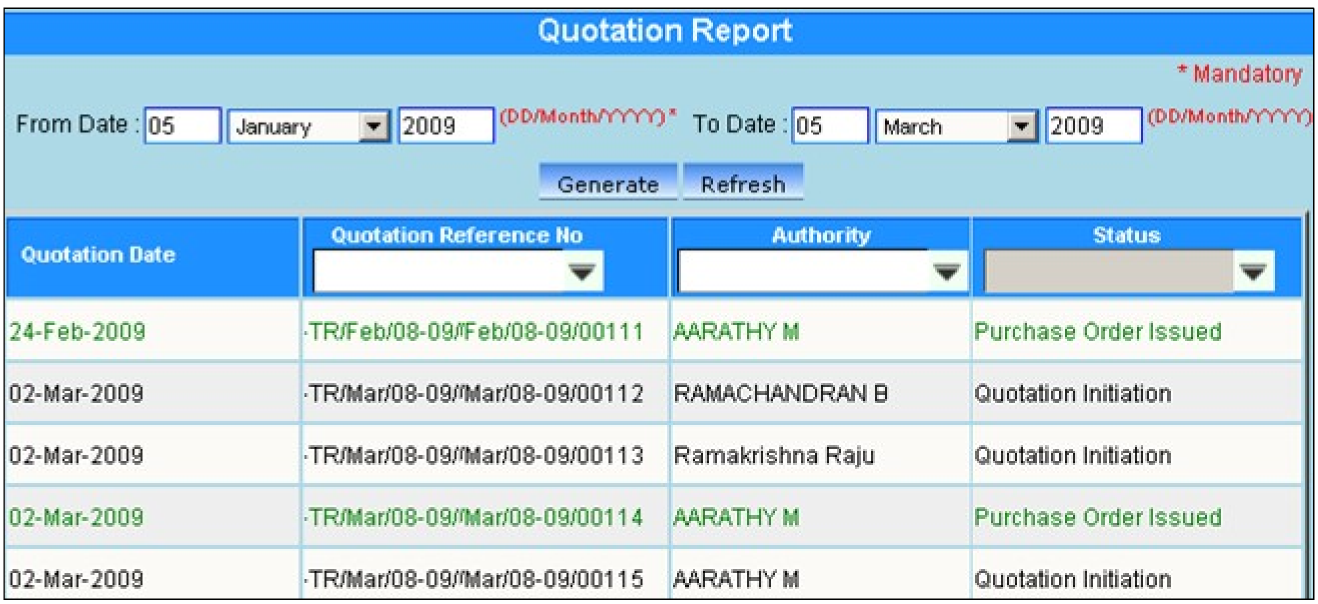


Figure 33.1.

33.5. To view Quotation Report follow these steps

Step1: *enter quotation from date and to date, by default current date.*

Step2: *click on "Generate" button, it would lists quotations generated in the specified period.*

Step3: *optional filters, select quotation reference number, authority, status.*

Step4: *click on quotation to view quotation details. It would display as shown in figure 33.2.*

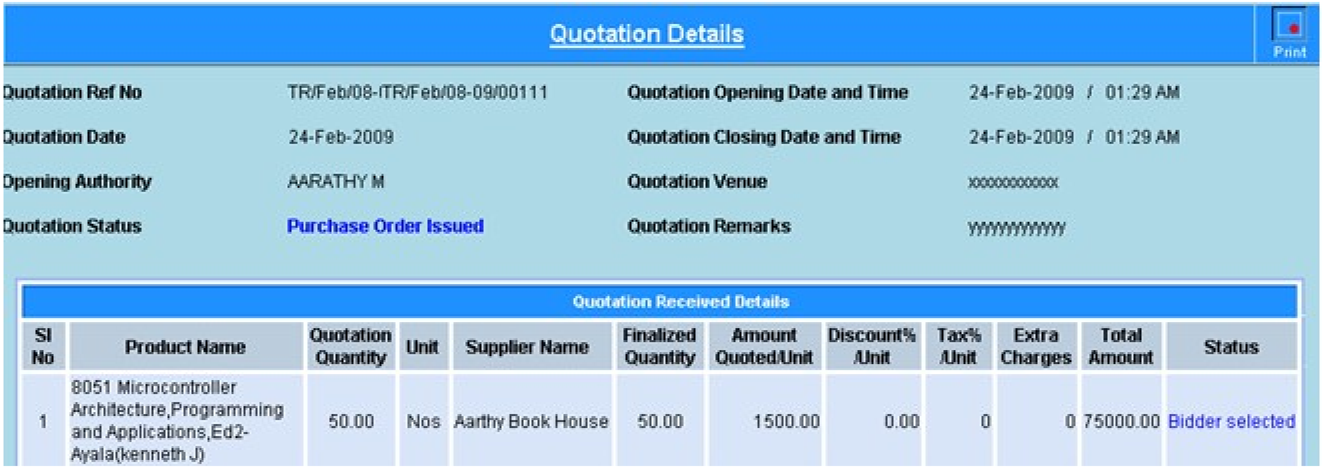


Figure 33.2

34. Purchase Order Report

Tow provisions to view purchase order report

34.1. Purchase Order Report for login Office

34.2. Purchase Order Report for All Office

34.1. Purchase Order Report for login Office

34.1.1. Intended Audience

All Users

34.1.2. Usage

This interface is used to view purchase order list and purchase order details.

34.1.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Order Report

34.1.4. Dependency

Purchase Order

Figure 34.1.1.

34.1.5. To view purchase order report, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button, to list purchase orders generated in the specified period.*

Step3: *click on one row to view purchase order details are shown in figure* 34.*1.2.*

34.2. Purchase Order Report for All Office

34.2.1. Intended Audience

All Users

34.2.2. Usage

This interface is used to view purchase order list and purchase order details for all office.

34.2.3. Menu Access

Main Menu >>Purchase Reports >> All Purchase Order Report

34.2.4. Dependency

Purchase Order

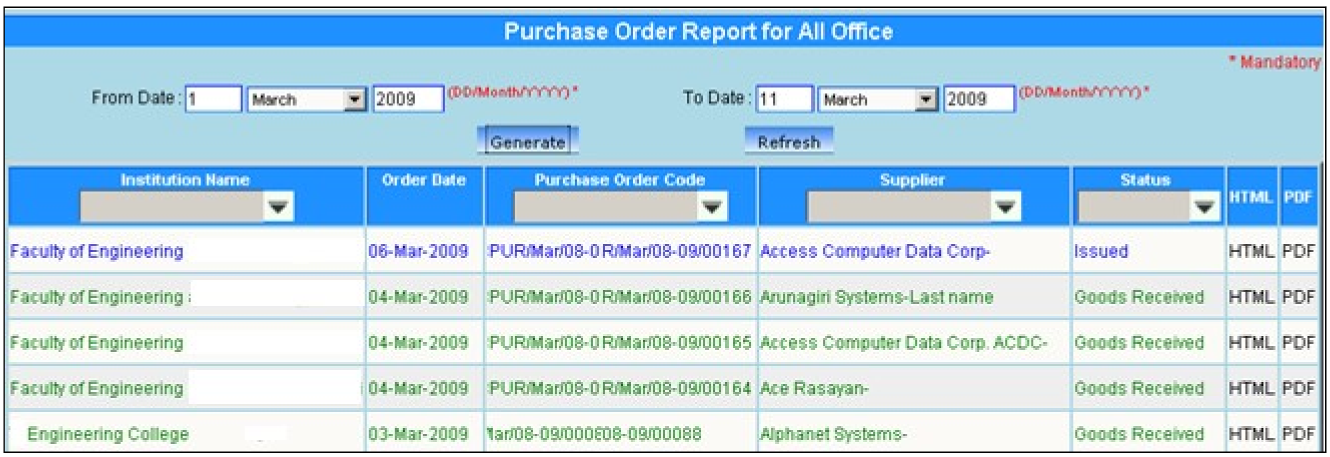


Figure 34.2.1.

34.1.5. To view purchase order report for all office, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button, to list purchase orders generated in the specified period.*

Step3: *optional filters, select institution name, purchase order code, supplier, status.*

Step3: *click on one row to view purchase order details are shown in figure* 34.*1.2.*

35. Gate Pass Report

35.1. Intended Audience

All Users

35.2. Usage

This interface is used to view Gate Pass list and Gate Pass details list.

35.3. Menu Access

Main Menu >>Purchase Reports >>Gate Pass Report

35.4. Dependency

Gate Pass Generation

Figure 35.1.

35.5. To view Gate Pass Note follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" Button to list gate pass generated in the specified period.*

Step3: *click on one row to view gate pass details.*

36. Goods Recevied Note (GRN) Report

Two Provisions to view GRN Report

36.1. Goods Received Note(GRN) Report

36.2. GRN – Product wise

36.1. Goods Received Note(GRN) Report

36.1.1. Intended Audience

All Users

36.1.2. Usage

This interface is used to view Goods received list and goods received details list.

36.1.3. Menu Access

Main Menu >>Purchase Reports >>GRN Report

36.1.4. Dependency

Goods Received Note.

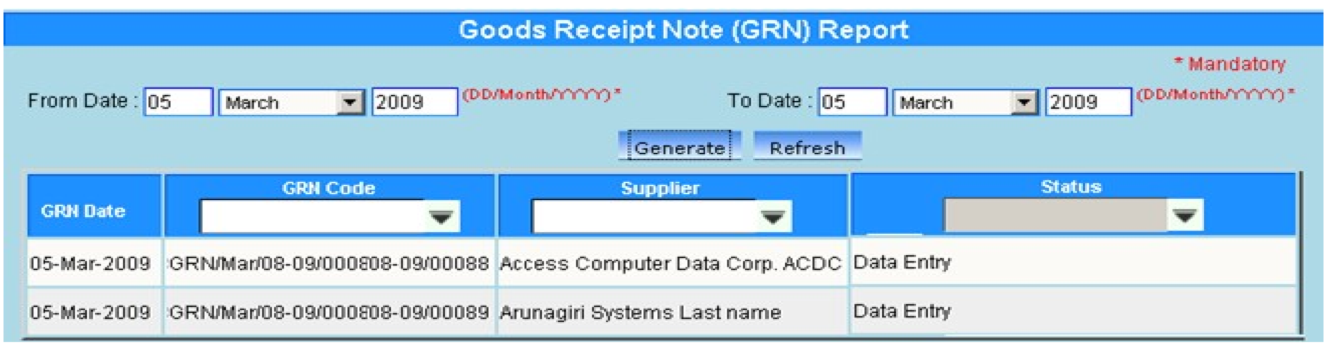


Figure 36.1.1.

36.1.5. To view Goods Receipt Note, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" Button to list goods received notes generated in the specified period.*

Step3: *optional filters, select grn code, supplier, status*.

Step4: *click on one row to view goods received details.*

36.2. GRN - Product Wise

36.2.1. Intended Audience

All Users

36.2.2. Usage

This interface is used to view goods received details list.

36.2.3. Menu Access

Main Menu >>Purchase Reports >>GRN – Product wise

36.2.4. Dependency

Goods Received Note.

36.2.5. To **view GRN – Product Wise details**, follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: if required, select product name, supplier name.

Step3: *click on "Generate" Button to list goods received notes generated in the specified period for the selected product, supplier.*

Step5: *click on one row to view goods received details are shown in figure* 36*.1.2.*

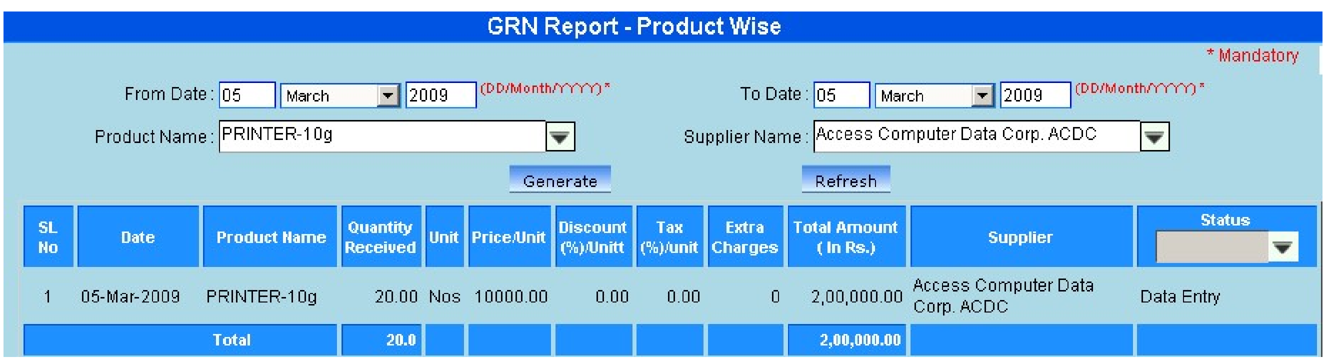


Figure 36.2.3.

37. Goods Issue Report

Two Provisions to view Goods Issue Report

37.1. Goods Issue Report

37.2. Goods Issue – Product wise

37.1. Goods Issue Report

37.1.1. Intended Audience

All Users

37.1.2. Usage

This interface is used to view goods issue and goods issue details list.

37.1.3. Menu Access

Main Menu >>Purchase Reports >>Goods Issue Report

37.1.4. Dependency

Goods Issue

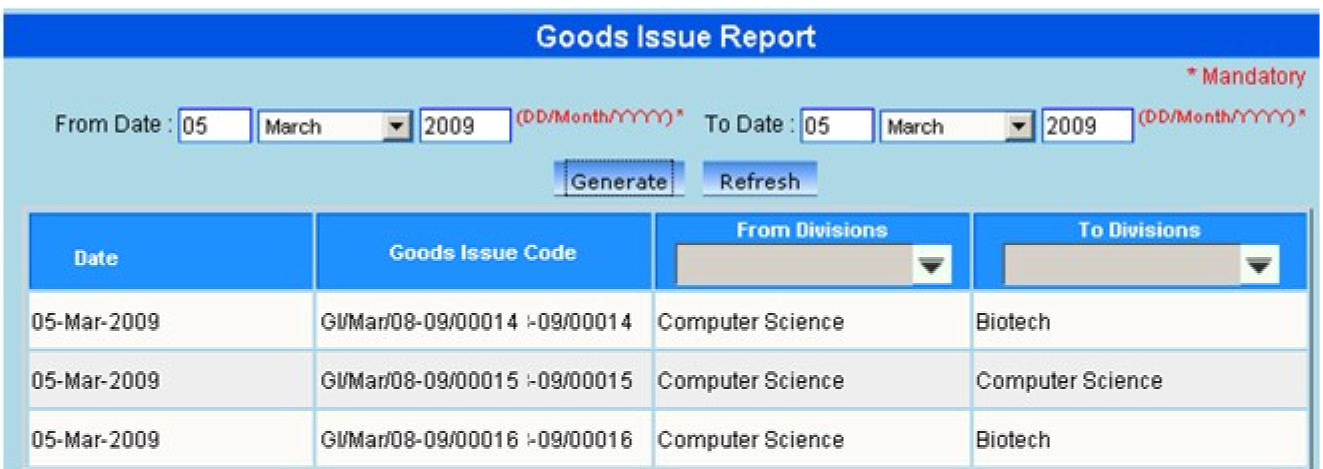


Figure 37.1.1.

37.1.5. To view Goods Issue Details follow these steps

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button, it would list goods issues.*

Step3: select from divisions and to divisions to filter goods issues.

Step4: *click on one row to view goods issue details.*

37.2. Goods Issue – Product wise

37.2.1. Intended Audience

All Users

37.2.2. Usage

This interface is used to view goods issue details list.

37.2.3. Menu Access

Main Menu >>Purchase Reports >>Goods Issue- Product wise

37.2.4. Dependency

Goods Issue

37.2.5. To view Goods Issue Details follow these steps

Step1: *Enter from date and to date, by default current date.*

Step2: if required, select product name, from division, to division.

Step2: *click on "Generate" button, it would list goods issue details.*

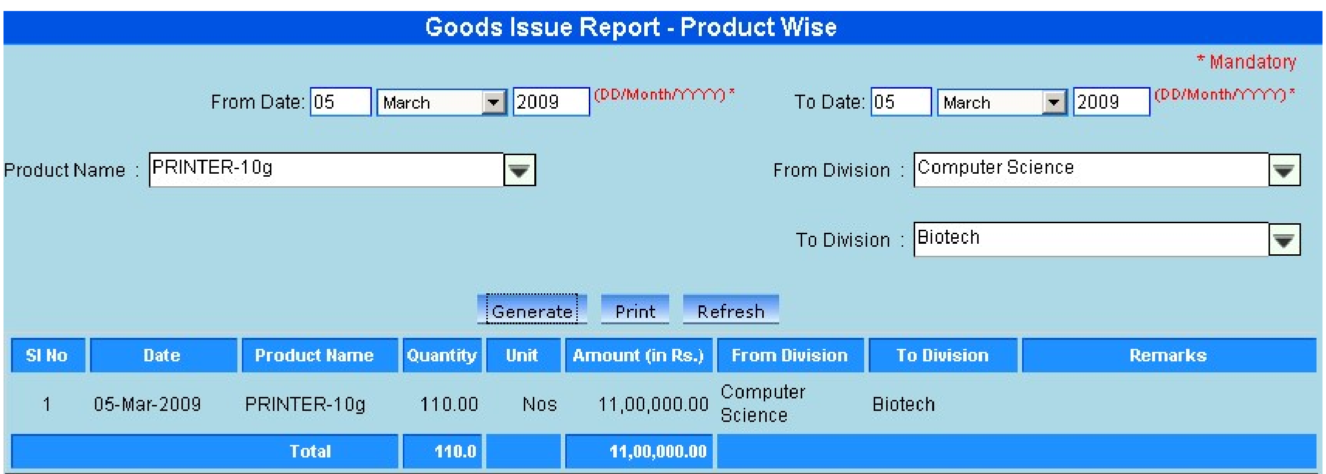


Figure 37.2.1.

38. Stock List Report

38.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department

38.2. Usage

This interface is used to view stock list and stock details list.

38.3. Menu Access

Main Menu >>Purchase Reports >>Stock Report

38.4. Dependency

Goods Received Note, Goods Issue

Figure 38.1.

38.5. To view stock details follow these steps,

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button to view stock details.*

Step3: select division to filter division wise stock details.

Step4: *click on one row, it would list product wise stock details.*

39. Purchase Journal Report

39.1. Intended Audience

All Users

39.2. Usage

This interface is used to view purchase journal list and purchase journal details list.

39.3. Menu Access

Main Menu >>Purchase Reports >>Purchase Journal

39.4. Dependency

Purchase Journal

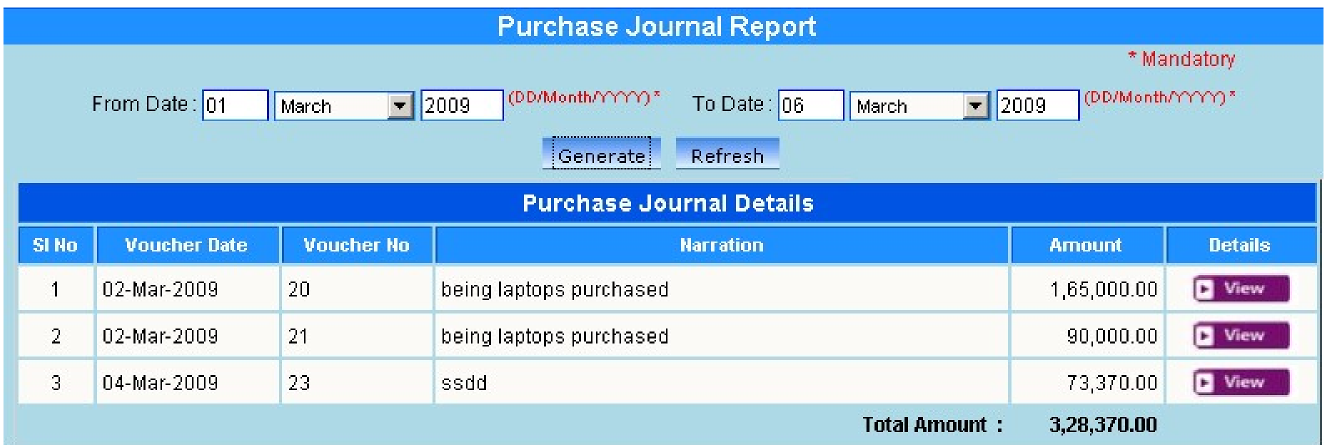


Figure 39.1.

39.5. To view Goods Receipt Note, follow these steps

Step1: *Enter from date and to date, by default current date.*

Step2: *Click on "Generate" Button to list purchase journal details generated in the specified period.*

Step3: *click on one row to view voucher details as shown in figure* 39.2.

Step4: *click "view" button to view purchase journal details are shown in figure* 39.3.

40. Purchase Order Product Price Difference

40.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department

40.2. Usage

This interface is used to view purchase order product price list and grn purchase order product price details list.

40.3. Menu Access

Main Menu >>Purchase Reports >>Price Diff. Report – P.O

40.4. Dependency

Purchase Order

SL. No	Purchase Order Code	Purchase Order Date	Unit Price	Ordered Quantity	Discount	Remarks
Product Name : AMMETER						
1	-PUR/Mar/08-0R/Mar/08-09/00163	03-Mar-2009	100.00	667.00	0.00	
2	-PUR/Mar/08-UR/Mar/08-09/00164	04-Mar-2009	110.00	667.00	0.00	
Product Name : HP Compaq						
1	-PUR/Mar/08-(JR/Mar/08-09/00157	02-Mar-2009	21,500.00	2.00	0.00	Laptop system (HP Compaq nx6120)
2	-PUR/Mar/08-(JR/Mar/08-09/00158	02-Mar-2009	25,000.00	3.00	0.00	Laptop system (HP Compaq nx6120)
3	SRMEC(K)-PUR/Mar/08-09/00159	02-Mar-2009	500.00	622.00	0.00	IBM, DELL, Laptop system (HP Compaq nx6120), Laptop system (HP Compaq nx6120), Laptop system (HP Compaq nx6120)
Product Name : PRINTER-11i						
1	-PUR/Mar/08-UR/Mar/08-09/00165	04-Mar-2009	10,000.00	30.00	0.00	
2	-PUR/Mar/08-(JR/Mar/08-09/00166	04-Mar-2009	15,000.00	220.00	0.00	

Figure 40.1.

40.5. To view purchase order product price details follow these steps,

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button to list purchase order product price difference.*

Step3: *click on one row to view purchase order details are shown in figure* 40.2.


Purchase Order
Client Name & Details : Ace Rasayan
Modify in Client Master
vadapalani
Chennai
Tamil Nadu
Purchase Order Code : /Mar/08-09/00164 08-09/00164
Contact Name : -
Purchase Order Date : 04-Mar-2009
Purchase Order Details
S.No
Product / Service
Due On
Quantity
Price/Unit
Discount/Unit
Extra Charges
Total Price
Remarks
1
ECE Lab Equipments:AMMETER
04-Mar-2009
667.00
110.00
0.00
0
73,370.00
Gross Total 73,370.00
Grand Total 73,370.00
Purchase Terms :
Payment Terms :
Delivery Address : Admission dept - gp
Close
Other Details
Purchase Order Generated By :
Purchase Requistion Code -GRN/Mar/08-09/00088-09/00324
Quotation Reference No :-GRN/Mar/08-09/00008-09/00133
Purchase Order Reference No : SRMEC(K)-PUR/Mar/08-09/00164
GRN Reference No :GRN/Mar/08-09/0008r/08-09/00087
Goods Issue No :-GRN/Mar/08-09/0008-09/00013
Voucher No :

Figure 40.2.

41. GRN Product Price Difference

41.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department

41.2. Usage

This interface is used to view grn product price list and grn product price details list.

41.3. Menu Access

Main Menu >>Purchase Reports >>Price Diff. Report - GRN

41.4. Dependency

Goods Received Note

Figure 41.1.

41.5. To view grn product price details follow these steps,

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button to view GRN product price difference.*

Step3: *click on one row to view goods receipt note details are shown in figure* 41.2.

Goods Receipt Note (GRN) Details

Print

GRN Code	-GRN/Mar/08-09/000r/08-09/00088	**Invoice No**	ewqeaw
GRN Date	05-Mar-2009	**Invoice Date**	05-Mar-2009
Supplier Name	Access Computer Data Corp. ACDC	**Purchase Order Code**	-GRN/Mar/08-09/000r/08-09/00165
GRN Status	**Data Entry**	**Purchase Order Date**	04-Mar-2009
GRN Remarks		**Gate Pass Ref**	eqwrq

Goods Receipt Note (GRN) - Product List

Sl No	Product Name	Quantity Received	Unit	Price/Unit	Discount (%)/Unit	Tax (%)/unit	Extra Charges	Total Amount	Qty Issued
1	PRINTER-10g	20.00	Nos	10000.00	0.00	0	0	200,000.00	20.00
2	PRINTER-11i	30.00	Nos	10000.00	0.00	0	0	300,000.00	30.00
							Gross Total	**500,000.00**	
							Grand Total	**500,000.00**	

Figure 41.2.

42. Undelivered Products Report

42.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department

42.2. Usage

This interface is used to view undelivered products.

42.3. Menu Access

Main Menu >>Purchase Reports >>Undelivered Products Report

42.4. Dependency

Purchase Order.

Date	Purchase Order Code	Supplier Name	Product Name	Order Quantity	Received Quantity	Pending Quantity	Deadline Date
06-Mar-2009	PUR/Mar/08-09/001r/08-09/00167	Access Computer Data Corp	Nitric Acid	100.00	0.00	100.0	06-Mar-2009
			Total	100.00	0.00		

Figure 42.1.

42.5. To view undelivered product details follow these steps,

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button to undelivered product details.*

43. Asset Register

43.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department

43.2. Usage

This interface is used to view asset register details.

43.3. Menu Access

Main Menu >>Purchase Reports >>Asset Register

43.4. Dependency

Goods Receipt Note

Asset Register Report

* Mandatory

From Date : 06 March 2009 (DD/Month/YYYY)*   To Date : 06 March 2009 (DD/Month/YYYY)*

Generate Refresh

Division	Available Qty			Amount		
	Opening Stock	Stock In	Closing Stock	Opening Balance	Stock In	Closing Balance
Administration	59	0	59	330000.00	0.00	330000.00
Laptop	3	0	3	75000.00	0.00	75000.00
BOOK - LIBRARY	50	0	50	75000.00	0.00	75000.00
Chemistry Lab Equipments	6	0	6	180000.00	0.00	180000.00
Laptop system	6	0	6	180000.00	0.00	180000.00
Civil	3	0	3	22261.02	0.00	22261.02

Figure 43.1.

43.5. To view asset register details follow these steps,

Step1: *enter from date and to date, by default current date.*

Step2: *click on "Generate" button to view division wise asset details.*

Step3: *click on division to view product details.*

Workforce Module

User Manual

Contents

I Workforce Masters

1. Division Type

- **Intended Audience**
  HR Manager

- **Usage**
  This centralized master interface records Division Type.

- **Menu Access**
  Main Menu >>Workforce >> Master>> Workforce Masters >> Division Type

- **Dependency**
  None

- To create Division Type follow steps below
  1) Enter Division Type required to create.
  2) Click “Save” button to complete Division Type.

2. Division

- **Intended Audience**

  HR Manager

- **Usage**

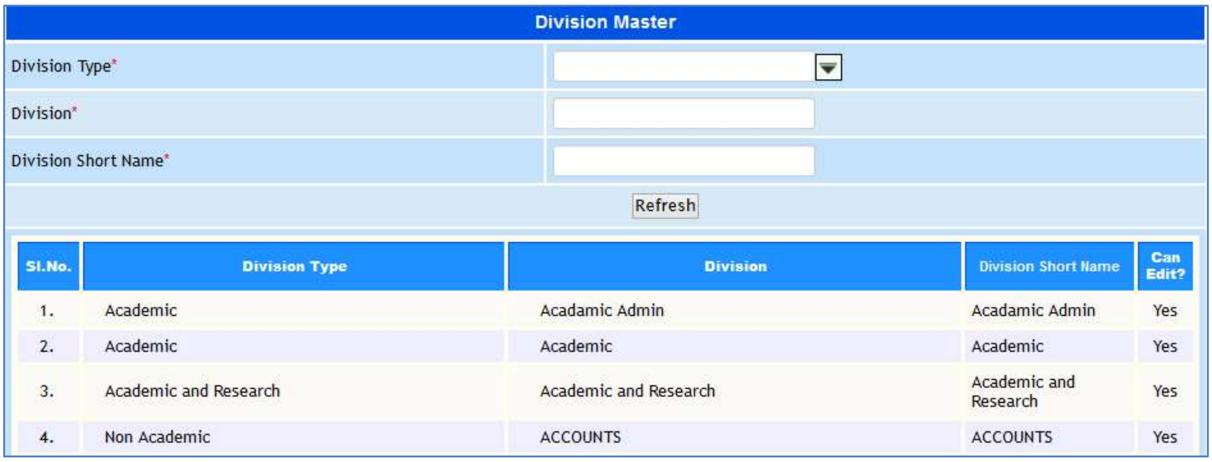
  This centralized master interface records Division.

- **Menu Access**

  Main Menu >> Workforce >> Master>> Workforce Masters >> Division

- **Dependency**

  Division Type



Sl.No.	Division Type	Division	Division Short Name	Can Edit?
1.	Academic	Acadamic Admin	Acadamic Admin	Yes
2.	Academic	Academic	Academic	Yes
3.	Academic and Research	Academic and Research	Academic and Research	Yes
4.	Non Academic	ACCOUNTS	ACCOUNTS	Yes

- To create Division follow steps below
  1) Select Division Type from the list.
  2) Enter Division for the selected Division Type.
  3) Enter Division Short Name.
  4) Click "Save" button to complete Division Type.
  5) Click "View" button to view the existing Divisions.

3. Office Division

- **Intended Audience**
  HR Manager

- **Usage**
  This centralized master records office wise division for this institution.

- **Menu Access**
  Main Menu >> Workforce >> Master>> Workforce Masters >> Office Divisions

- **Dependency**
  Division

- To link Office wise Division follow steps below
  1) Select the Division to assign for the selected office.
  2) Click “Save” button to link the division to the office.
  3) Click “View” button to view the existing divisions for the particular Office.

4. Designation

- **Intended Audience**
  HR Manager

- **Usage**
  This centralized master interface records Designation.

- **Menu Access**
  Main Menu >> Workforce >> Master>> Workforce Masters >> Designation

- **Dependency**
  None

- To create Designation follow steps below
  1) Enter Designation required to create.
  2) Enter Short Designation.
  3) Click “Save” button to complete Designation Master.
  4) Click “View” button to view the existing Designations.

5) Employee Category

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create Employee Category.

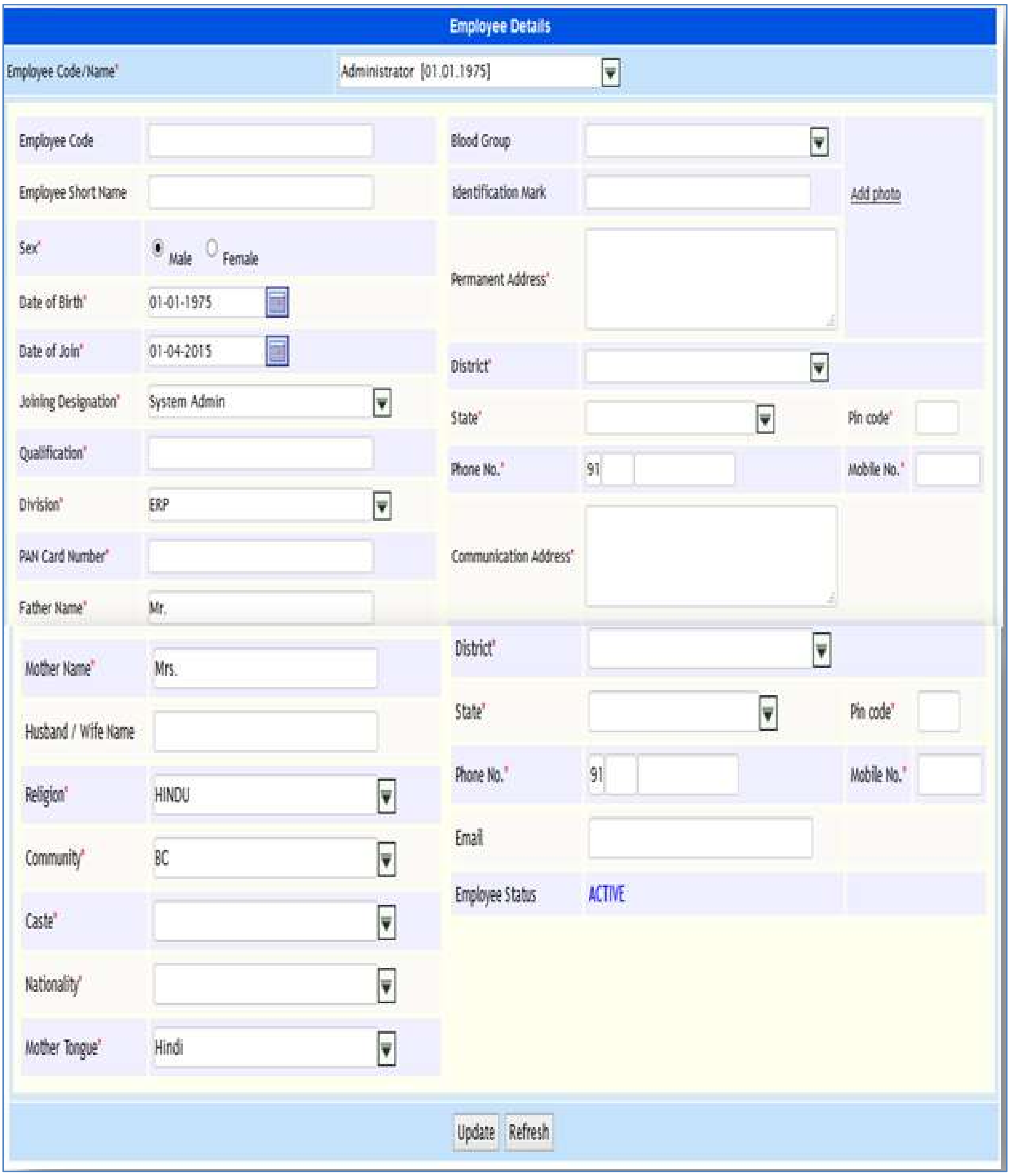
- **Menu Access**
  Main Menu >> Workforce >> Master>> Workforce Masters >> Employee Category

- **Dependency**
  None

- To create Employee Category follow steps below
  1) Enter Employee Category required to create.
  2) Click "Save" button to complete Employee Category.
  3) Click "View" button to view the existing Employee Category.

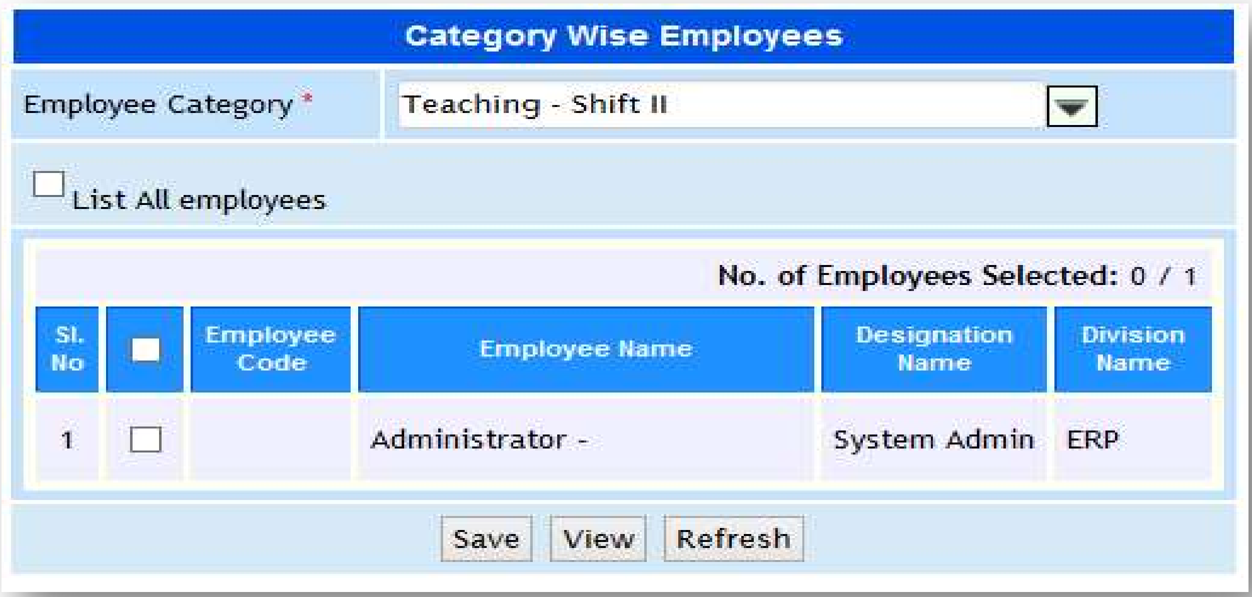
4) Employee Details

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables users to update Employee Details.
- **Menu Access**
  Main Menu >> Workforce >> Master>> Workforce Masters >> Employee Details
- **Dependency**
  Employee Master
- **To create Employee Details follow steps below**
  1) Select Employee from the list to modify or view the details.
  2) Enter and select all the mandatory details required.
  3) The Employee Status would display as Active or Inactive depends on the Employee Resignations.
  4) Click "Update" button to update the Employee Details.


Employee Details
Employee Code/Name* Administrator [01.01.1975]
Employee Code
Employee Short Name
Sex* Male Female
Date of Birth* 01-01-1975
Date of Join* 01-04-2015
Joining Designation* System Admin
Qualification*
Division* ERP
PAN Card Number*
Father Name* Mr.
Mother Name* Mrs.
Husband / Wife Name
Religion* HINDU
Community* BC
Caste*
Nationality*
Mother Tongue* Hindi
Blood Group
Identification Mark
Add photo
Permanent Address*
District*
State*
Pin code*
Phone No.* 91
Mobile No.*
Communication Address*
District*
State*
Pin code*
Phone No.* 91
Mobile No.*
Email
Employee Status ACTIVE
Update Refresh

6) Category Wise Employees

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables users to assign Category Wise Employees
- **Menu Access**
  Main Menu >> Workforce >> Master>> Workforce Masters >> Category Wise Employees
- **Dependency**
  Employee Master, Employee Category.



- **To make entry on Category wise Employees follow steps below**
  1) Select Employee Category from the list.
  2) Select the Employees for the selected Employee Category.
  3) Click "Save" button to complete Category wise Employees.

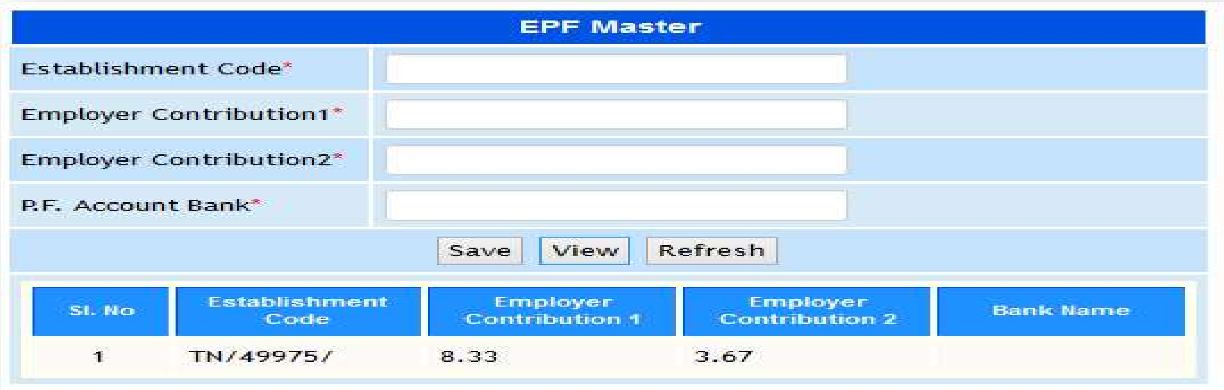
7) EPF Master

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create EPF.

- **Menu Access**
  Main Menu >> Workforce >>Master>>Workforce Masters >> EPF Master

- **Dependency**
  None



- **To make entry on EPF Master follow steps below**
  1) Enter Establishment Code.
  2) Enter Employer Contribution 1and Employer Contribution 2.
  3) Enter P.F Account Bank.
  4) Click "Save" button to complete EPF Master.
  5) Click "View" button to view the records.

8) EPF Account Number Entry

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create EPF Account Number.

- **Menu Access**
  Main Menu >> Workforce >> Master>> Workforce Masters >> EPF Account Number Entry

- **Dependency**
  Employee Master

- **To make entry on EPF Account Number Entry follow steps below**
  1) Enter Employee Name from the list.
  2) Enter EPF Account Number for the selected Employee.
  3) Select the Open Date for the EPF Account.
  4) Click "Save" button to complete EPF Account Number Entry.

9) EPF Pension Account Close

- **Intended Audience**

  HR Manager

- **Usage**

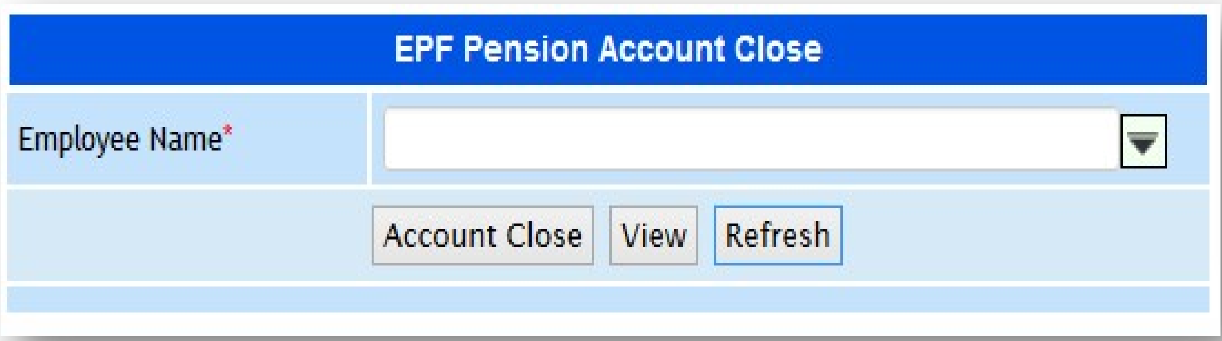
  This interface enables users to close the EPF Pension Account.

- **Menu Access**

  Main Menu >> Workforce >> Master>> Workforce Masters >> EPF Pension Account Close

- **Dependency**

  Employee Master



- **To make entry on EPF Pension Account Close follow steps below**
  1) Enter Employee Name from the list.
  2) Click “Account Close” button to close the EPF Pension for the employee.

10) Bank Account No Entry

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create Employee Wise Bank Accounts.

- **Menu Access**
  Main Menu >> Workforce >> Workforce Masters >> Bank Account No Entry

- **Dependency**
  Bank Master, Employee Master

- **To make entry on Employee Wise Bank Accounts**
  1) Select Office Salary Account Sub Head from the list.
  2) Select Employees Salary Bank Name from the list.
  3) Select Employee Name from the list.
  4) Enter Bank Account No. for the employee.
  5) Select Open Date for the Bank Account.
  6) Click “Save” button to complete Employee wise Bank Accounts.

II. Payroll Masters

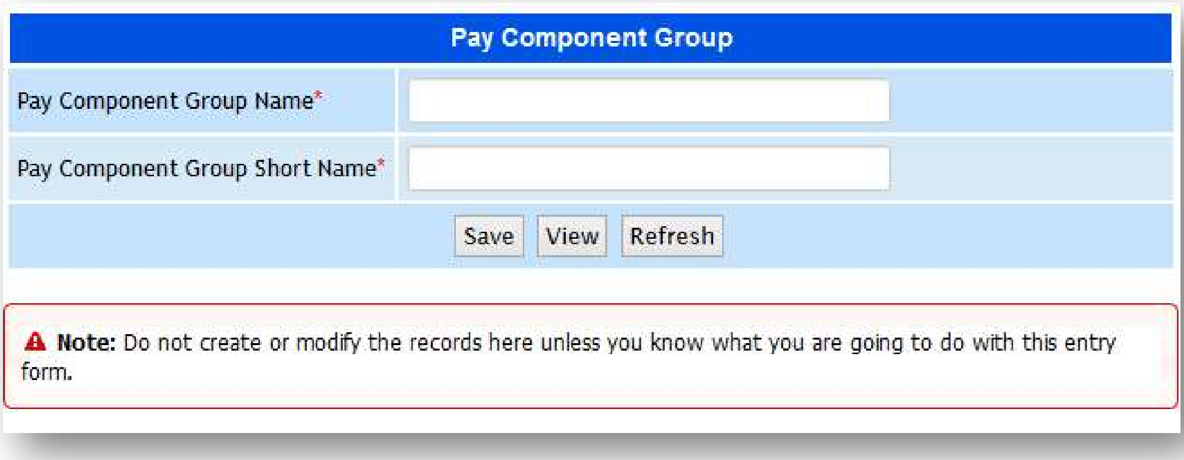
11) Pay Component Group

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create Pay Component Group.

- **Menu Access**
  Main Menu >> Workforce >> Master>> Payroll Masters >> Pay Component Group

- **Dependency**
  None



- **To make entry on Pay Component Group follow steps below**
  1) Enter Pay Component Group Name.
  2) Enter Pay Component Group Short Name.
  3) Click “Save” button to complete Pay Component Group.

12) **Pay Component**

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables users to create Pay Component.
- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >> Pay Component
- **Dependency**
  Pay Component Group.

- **To make entry on Pay Component follow steps below**
  1) Enter Pay Component Name.
  2) Enter Pay Component Short Name.
  3) Enter Pay Component Description.
  4) Select Pay Component Group from the list.
  5) Enter Display Format.
  6) Click “Save” button to complete Pay Component.

13) Pay Type

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables users to create Pay Type.
- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >> Pay Type
- **Dependency**
  None

- **To make entry on Pay Type follow steps below**
  1) Enter Pay Type required to create.
  2) Click "Save" button to complete Pay Type.
  3) Click "View" button to view the existing Pay Type.

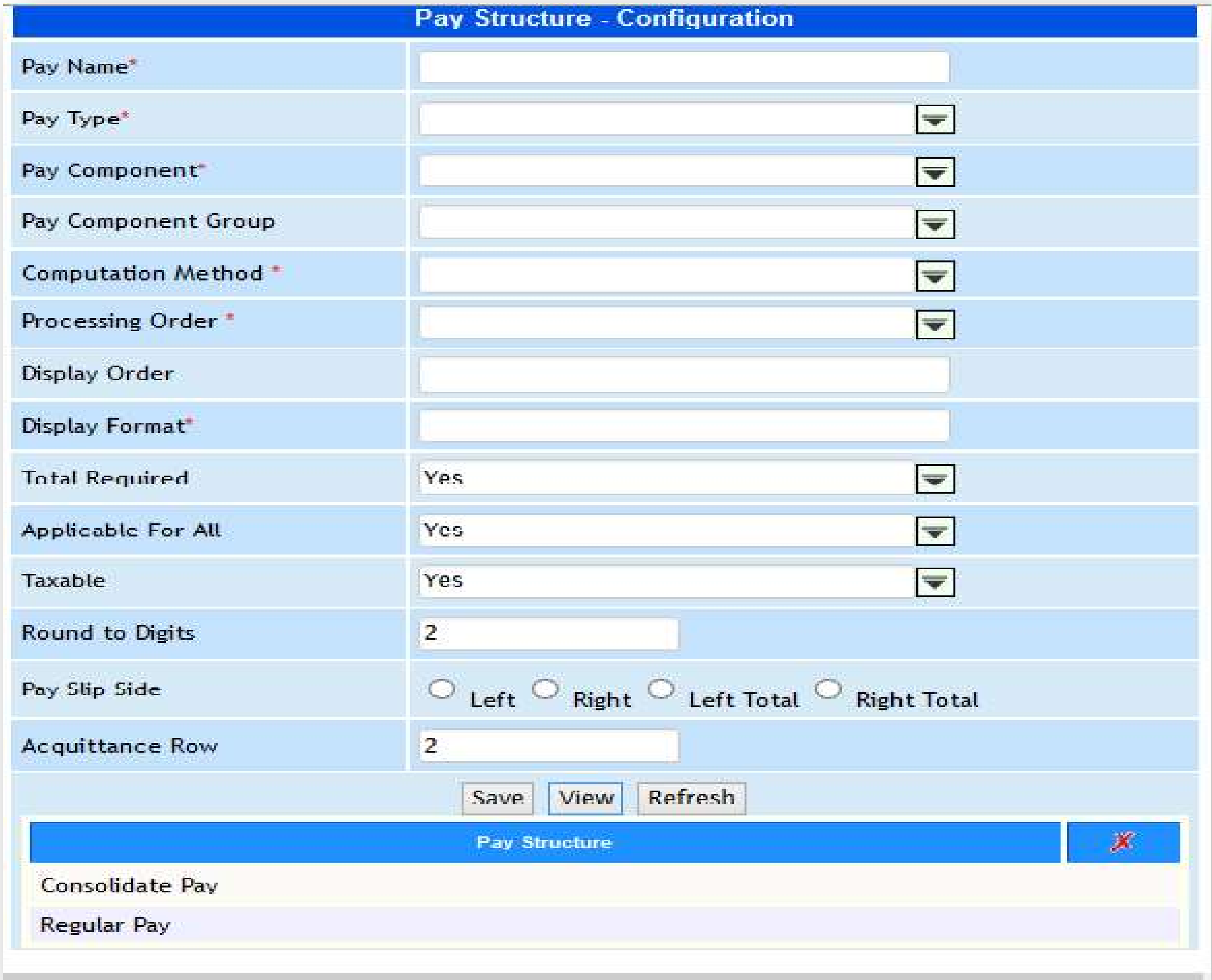
14) Pay Structure

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create Pay Structure.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >> Pay Structure

- **Dependency**
  Pay Type, Pay Component, Pay Component Group



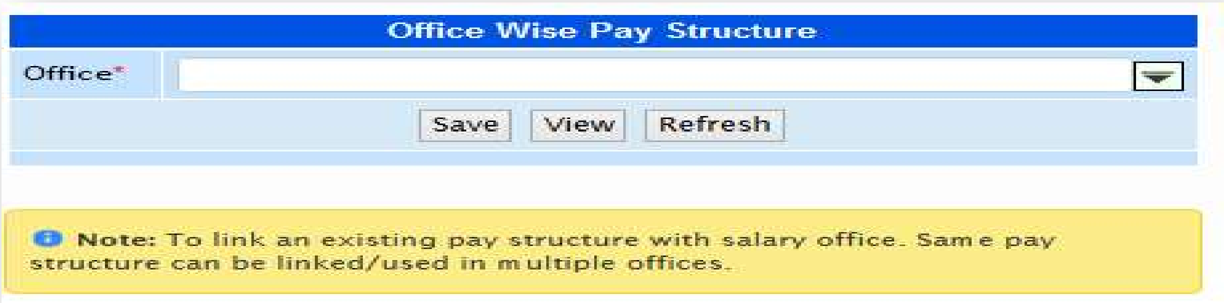
15) Office Wise Pay Structure

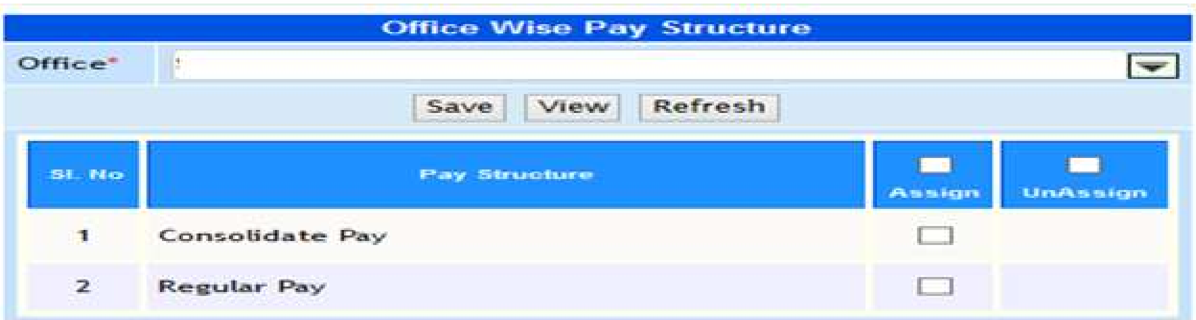
- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to assign Office Wise Pay Structure.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >>Office Wise Pay Structure

- **Dependency**
  Pay Structure





- **To make entry on Office wise Pay Structure follow steps below**
  1) Select the Office from the list.
     (List of Pay Structure would appear)
  2) Select the Pay Structure to assign.
  3) Click "Save" button to complete Office Wise Pay Structure.

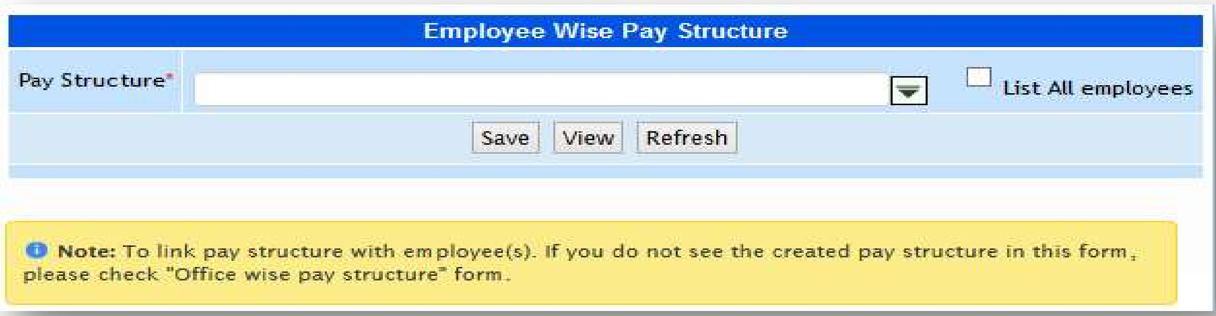
16) Employee Wise Pay Structure

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to assign Employee Wise Pay Structure.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >>Employee Wise Pay Structure

- **Dependency**
  Pay Structure, Employee Master.



17) Employee Wise Pay Component

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to assign Pay Component for employees.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >>Employee Wise Pay Component

- **Dependency**
  Pay Structure, Pay Component

- **To make entry on Employee Wise Pay Component follow steps below**
  1) Select Pay Structure from the list.
  2) Select Pay Component from the list.
  3) Select the employees for the selected pay components.
  4) Click “Save” button to complete Employee Wise Pay Component.

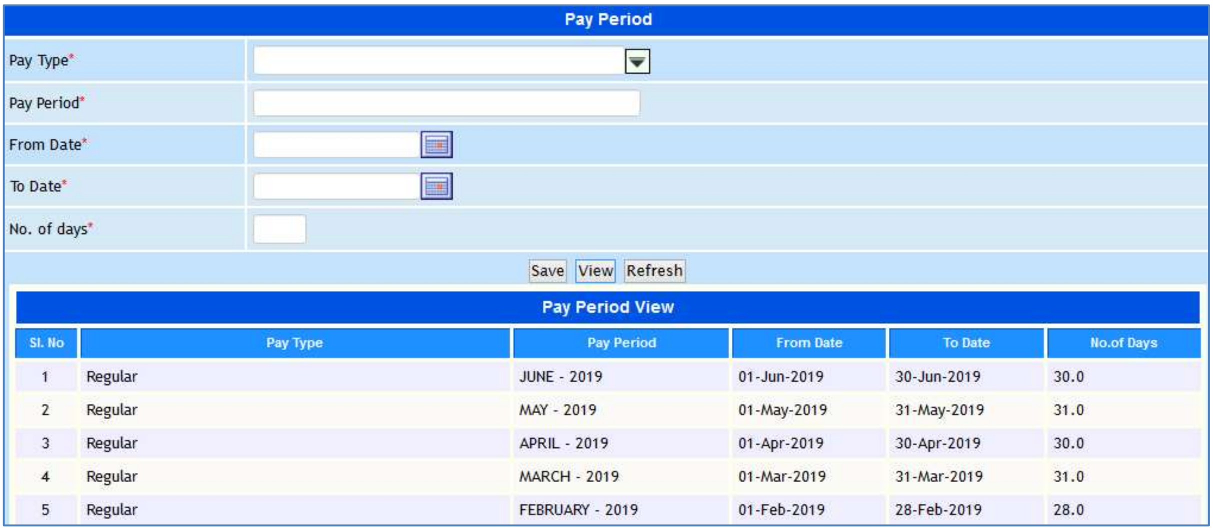
18) **Pay Period**

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to create Pay Period.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Payroll Masters >>Pay Period

- **Dependency**
  Pay Type



Sl. No	Pay Type	Pay Period	From Date	To Date	No.of Days
1	Regular	JUNE - 2019	01-Jun-2019	30-Jun-2019	30.0
2	Regular	MAY - 2019	01-May-2019	31-May-2019	31.0
3	Regular	APRIL - 2019	01-Apr-2019	30-Apr-2019	30.0
4	Regular	MARCH - 2019	01-Mar-2019	31-Mar-2019	31.0
5	Regular	FEBRUARY - 2019	01-Feb-2019	28-Feb-2019	28.0

- **To make entry on Pay Period follow steps below**
  1) Select Pay Type from the list.
  2) Enter Pay Period required to create.
  3) Select From Date and To Date.
  4) No. of day would appear based on From Date and To Date.
  5) Click “Save” button to complete Pay Period.
  6) Click “View” button to view existing Pay Periods.

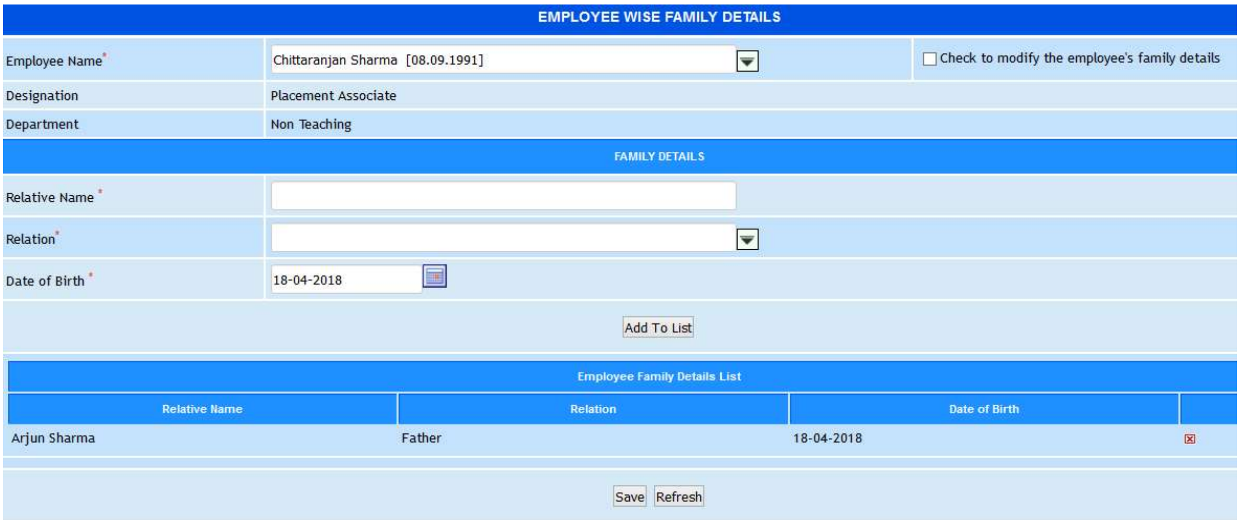
19) Employee Family Member Details

- **Intended Audience**
  HR Manager

- **Usage**
  This interface used to record family member details of employee.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Employee Family Member Details

- **Dependency**
  Employee Master



- **To make entry on Employee Wise Family Details**
  1) Select Employee Name from the list.
  2) Enter Relative Name for the selected employee.
  3) Select the Relation of the relative name.
  4) Select Date of Birth.
  5) Click “Add To List” button to add the details in the list.
  6) Click “Save” button to complete Employee Wise Family Details.

20) Employee Wise Pay Ledger Link

- **Intended Audience**
  HR Manager

- **Usage**
  This interface used to create Employee Wise Pay Ledger Link.

- **Menu Access**
  Main Menu >> Workforce >>Master>> Employee Wise Pay Ledger Link

- **Dependency**
  Employee Pay Structure Link, Ledger Creation Form.

- **To make entry on Employee Wise Pay Ledger Link**

  1) Select the Pay Structure from the list.
  2) Select the Pay Component from the list.
  3) Select Employee Name from the list.
  4) Select Ledger Name from the list.
  5) Click "Save" button to complete Employee Wise Pay Ledger Link.

III. Transaction

21) Multiple Employees Fixed Due Entry

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables the users to enter Fixed Due Entry for multiple employees.

- **Menu Access**
  Main Menu >>Workforce >> Transaction >> Multiple Employees Fixed Due Entry

- **Dependency**
  Pay Structure, Pay Component, Employee Pay Structure Link.

Fixed Due Entry - Multiple Employees

Pay Structure-Pay Component*	Regular Pay - Basic (Full)
List All Office Employees	☐

USE TAB Key for Save

Sl. No	Code	A/c. Number	Employee Name	Designation	Division	Date of Birth	Existing Value	New value	Status
1	41015002	1893862	Rahul Kumar	NE	IT	10-Nov-1987	9300.00	0.00	
2	41015006	500101011004069	Vineet Kumar	Manager	IT	18-Feb-1991	16275.00	0.00	
3	41220001	500101010349834	V.Samuel Raj	Dean	Academic and Research	04-Jun-1967	48822.00	0.00	
4	41230003	500101011942189	Manoj Kumar Yadav	ASSISTANT PROFESSOR	Bioinformatics	01-Oct-1982	15600.00	0.00	
5	41240001	500101012039619	Suresh Kumar	ASSISTANT PROFESSOR	Biomedical Engineering	01-Apr-1988	16915.00	0.00	
6	41315002	500101011003982	Mukesh	Electrician	Construction	03-Apr-1980	7700.00	0.00	

- **To make entry on Employee Fixed Amount Entry follow steps below**

  1) Select the Pay Structure –Pay Component from the list.
  2) Enter New Value for the employees.
  3) Use Tab Key to save the values.

22) Employee Wise Fixed Due Approval

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables user to Approve Multiple Employees Fixed Due Entry.
- **Menu Access**
  Main Menu >> Workforce >> Transaction >> Employee Wise Fixed Due Approval
- **Dependency**
  Multiple Employees Fixed Due Entry

- **To approve Multiple Employees Fixed Due Approval follow steps below**
  1) Select Pay Structure – Pay Component from the list
  2) List of employees waiting for approval for the selected pay component would appear.
  3) Select the employees for approval.
  4) Click “Approve” button to approve the Fixed Due.
  5) Click “Reject” button to reject the Fixed Due.

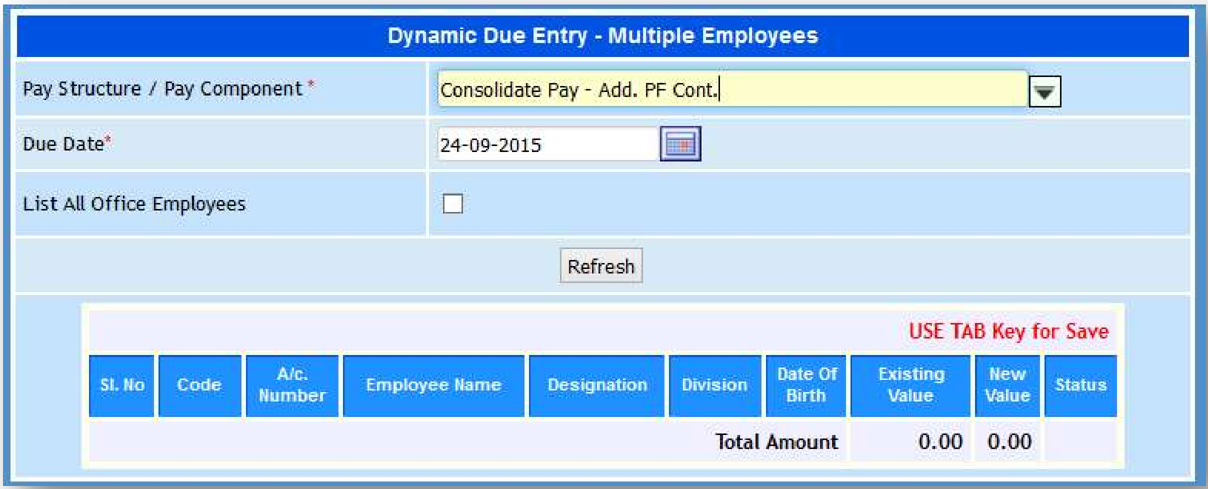
23) Employee Wise Dynamic Due Entry

- **Intended Audience**
  HR Manager / HR Executive

- **Usage**
  This interface enables users to enter Dynamic Due Employee Wise.

- **Menu Access**
  Main Menu >> Workforce >> Transaction >> Employee Wise Dynamic Due Entry

- **Dependency**
  Pay Structure, Pay Component



- **To make entry on Employee wise Dynamic Due Entry**
  1) Select Pay Structure / Pay Component from the list.
  2) Select the Due Date.(date should be within the pay period)
  3) Enter the new value for the employees.
  4) Use Tab Key for Save.

24) Employee wise Dynamic Due Approval

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables user to Approve Employee wise Dynamic Due.

- **Menu Access**
  Main Menu >> Workforce >> Transaction >> Employee Wise Dynamic Due Approval

- **Dependency**
  Employee wise Dynamic Due Entry

- **To approve Dynamic Due Entry follow steps below**
  1) Select Pay Structure / Pay Component from the list.
  2) Select the employees to Approve or Reject.
  3) Click "Approval" button to approve the record.
  4) Click "Reject" button to reject the record.

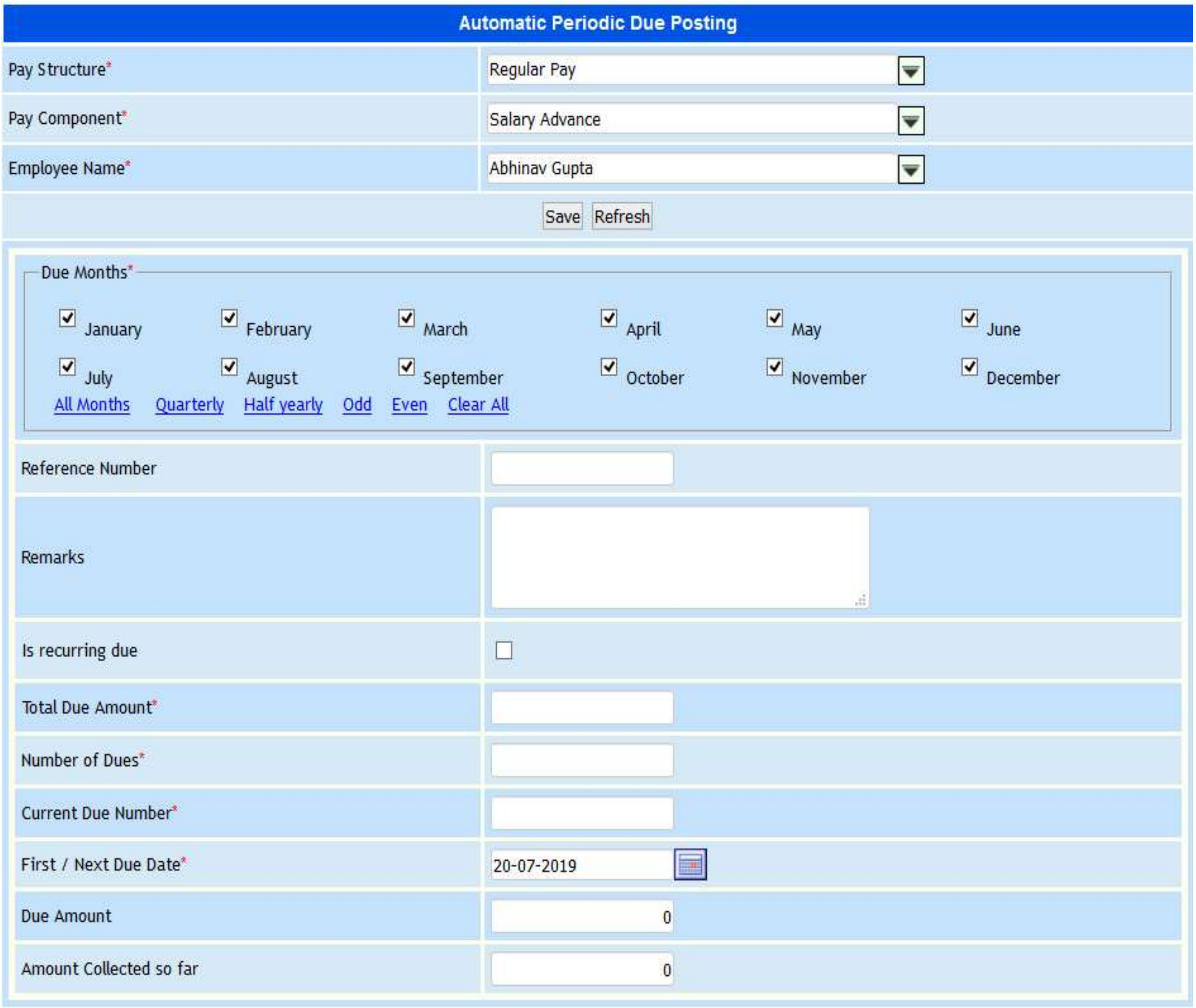
25) Automatic Periodic Due

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to post Automatic Periodic Due.

- **Menu Access**
  Main Menu >>Workforce>> Transactions >>Automatic Periodic Due Posting

- **Dependency**
  Pay Structure, Pay Component, Employee Master



- **To make entry on Automatic Periodic Due Posting follow steps below**

1) Select Pay Structure from the list.
2) Select Pay Component from the list.
3) Select Employee Name from the list.
4) Select the Due months.
5) Enter Total Due Amount and No. of Dues.
6) Enter Current Due Number.
7) Enter Due Amount and Amount Collected so far.
8) Click “Save” button to complete Automatic Periodic Due Posting.

26) Loss of Pay Days

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to enter LOP Days.

- **Menu Access**
  Main Menu >>Workforce>> Transactions >>LOP Days

- **Dependency**
  Pay Structure, Pay Period, Division, Employee Category

- **To make entry on LOP follow steps below**

  1) Select the Pay Structure from the list.
  2) Select Pay Period from the list.
  3) Select the Division and Employee Category.
  4) Enter No. of Days for the employees.
  5) Use Tab key for saving the details.

27) Stop Salary

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables user to stop the Salary from the particular date.

- **Menu Access**
  Main Menu >>Workforce >> Transactions >>Stop Salary

- **Dependency**
  Employee Master, Stop Salary Type

- **To make entry on Stop Salary follow steps below**

1) Select the Employee Name from the list to stop the salary.
2) Select the Stop Date.
3) Select the Stop Salary Type from the list.
4) Click “Save” button to Employee Stop Salary.

28) Employee Re-join

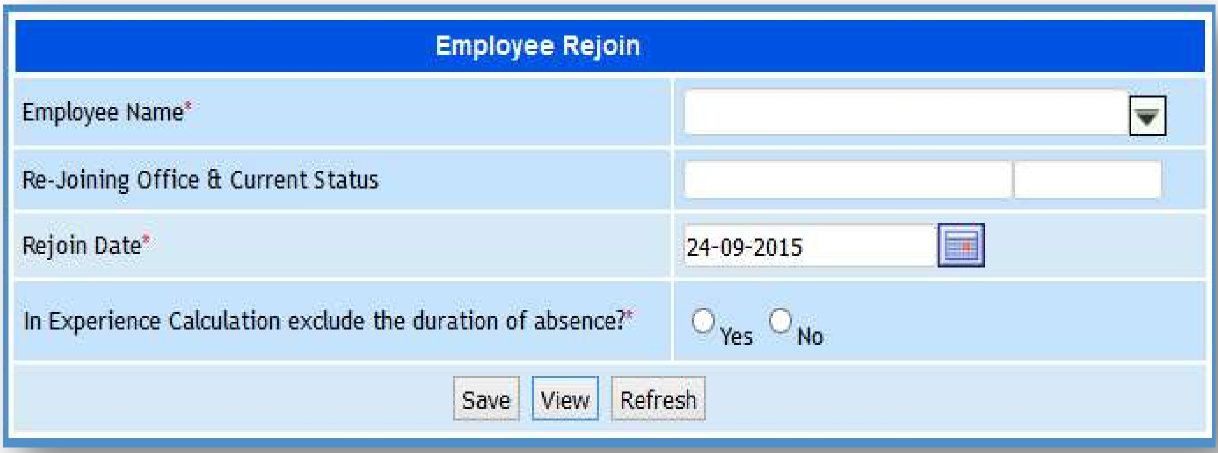
- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to rejoin the Employees.

- **Menu Access**
  Main Menu >> Workforce >>Transactions >> Employee Rejoin

- **Dependency**
  Stop Salary

- **To rejoin the Employee follow steps below**
  1) Select the Employee Name from the list.
  2) Re-Joining Office & Current Status of the employee.
  3) Select Rejoin Data.
  4) Select the option Yes or No for the Experience Calculation.



29) Employee ID Card

- **Intended Audience**
  HR Manager

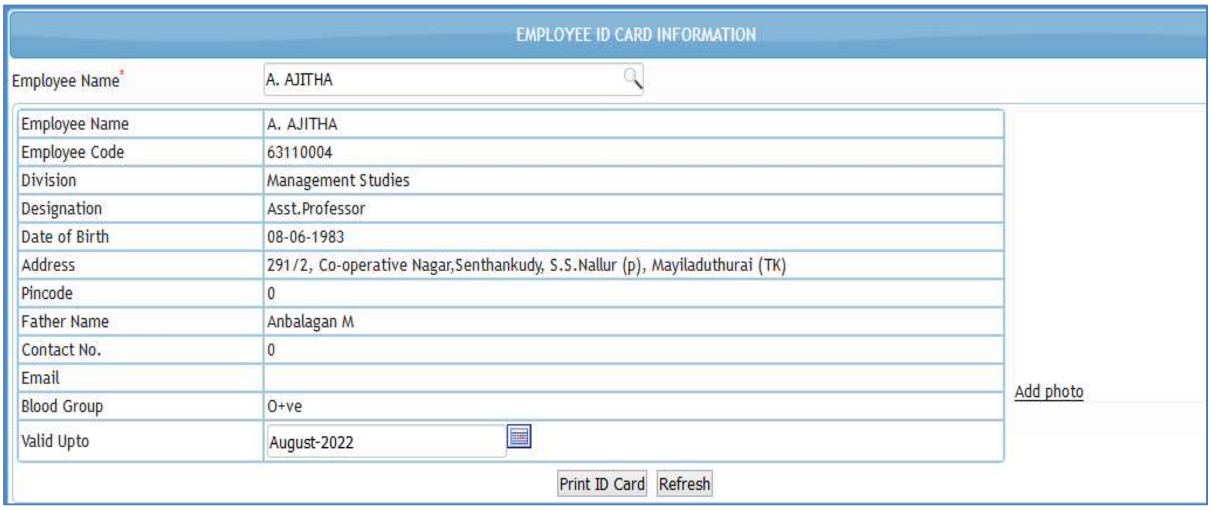
- **Usage**
  This interface enables users to rejoin the Employees.

- **Menu Access**
  Main Menu >> Workforce >>Transactions >> Employee ID Card

- **Dependency**
  Employee Master

- **To print Employee ID Card follow steps below**

  1) Select the Employee Name from the list.
  2) Select Valid Up to from the list.
  3) Click “Add Photo” link to update photo.
  4) Click “Print ID Card” button to print Employee ID Card.



EMPLOYEE ID CARD INFORMATION

Employee Name* A. AJITHA

Employee Name	A. AJITHA
Employee Code	63110004
Division	Management Studies
Designation	Asst.Professor
Date of Birth	08-06-1983
Address	291/2, Co-operative Nagar,Senthankudy, S.S.Nallur (p), Mayiladuthurai (TK)
Pincode	0
Father Name	Anbalagan M
Contact No.	0
Email	
Blood Group	O+ve
Valid Upto	August-2022

Add photo

Print ID Card Refresh

30) Payroll Process

- **Intended Audience**
  HR Manager
- **Usage**
  This interface enables user to Process Payroll.
- **Menu Access**
  Main Menu >>Workforce >>Transactions >> Payroll Process
- **Dependency**
  Fixed Entry Approval, Dynamic Entry Approval

- To make entry on Process Payroll follow steps below
  1) Select Pay Structure from the list.
  2) Select Pay period from the list.
  3) Select Employee Category from the list.
  4) Select the employees to process salary.
  5) Click "Process" button to complete Process Payroll.

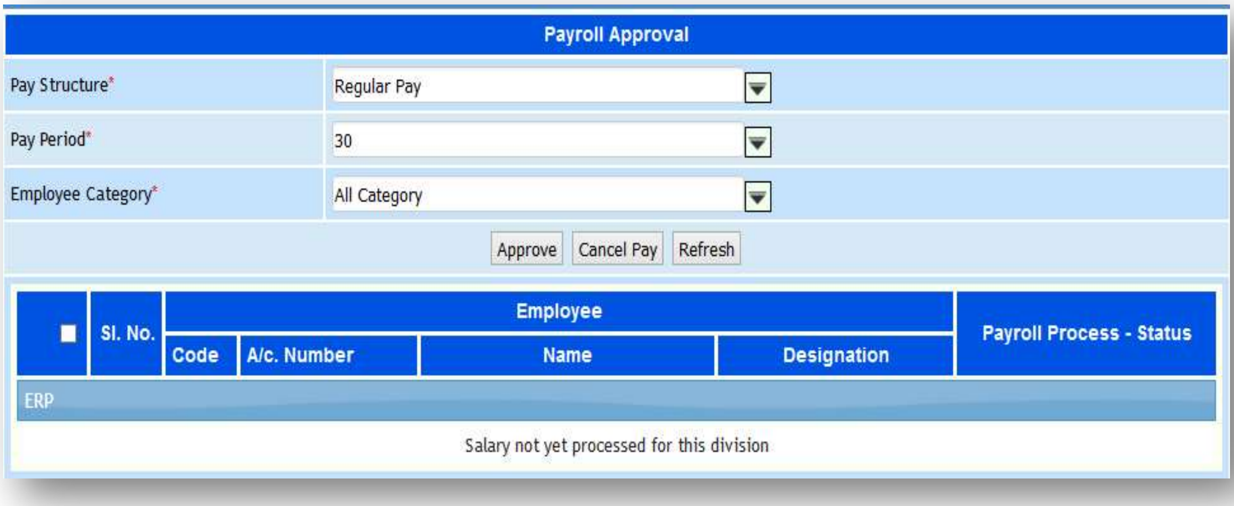
31) Payroll Approval

- **Intended Audience**
  HR Manager

- **Usage**
  This interface enables users to Approve Payroll.

- **Menu Access**
  Main Menu >>Workforce >>Transactions >> Payroll Approval

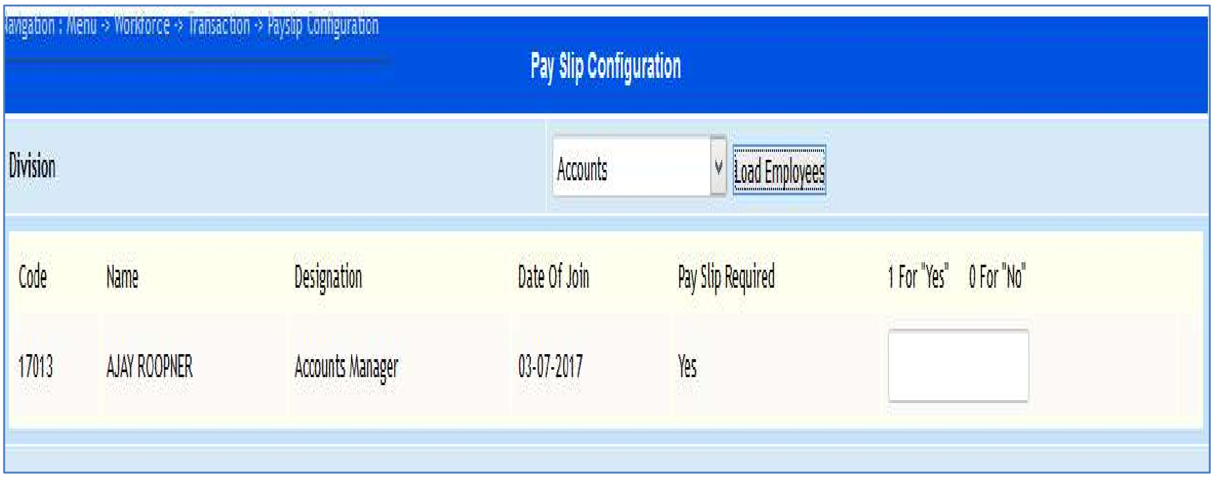
- **Dependency**
  Payroll Process



- **To make Payroll Approval follow steps below**
  1) Select Pay Structure from the list.
  2) Select Pay Period from the list.
  3) Select the Employee Category.
  4) Select the Employees for approving the Payroll.
  5) Click “Approve” button to complete the Payroll Approval.

32) Pay Slip Configuration

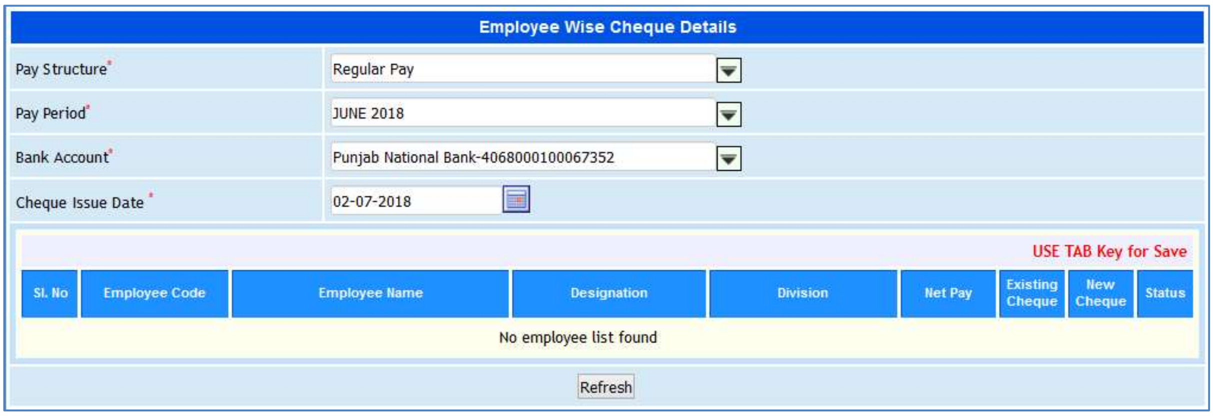
- **Intended Audience**
  HR Manager
- **Usage**
  This interface used to configure the Pay Slip.
- **Menu Access**
  Main Menu >>Workforce >>Transactions >> Pay Slip Configuration
- **Dependency**
  Payroll Process



- **To Configure Pay Slip follow steps below**
  1) Select the Division from the list.
  2) Click "Load Employees" to list the employees.
  3) Enter the values (1 or 0) if pay slip required or not.

33) Employee wise Cheque Detail

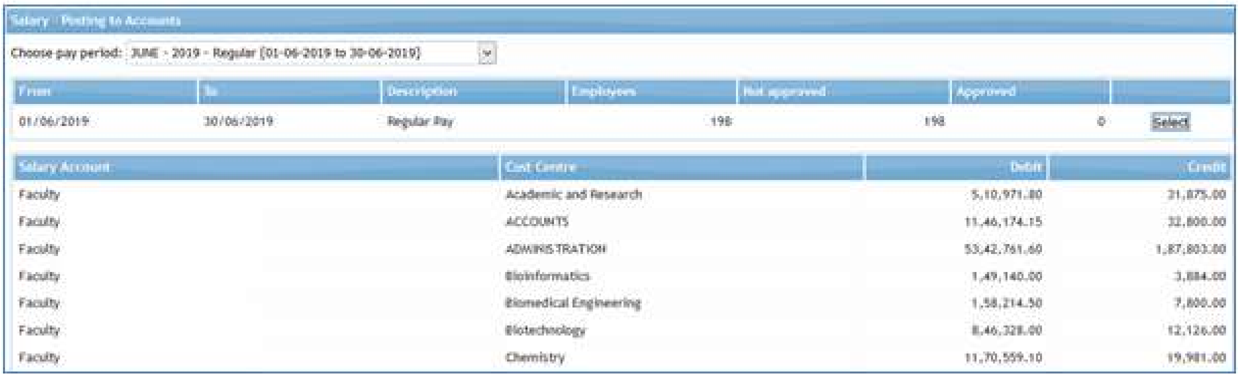
- **Intended Audience**
  HR Manager
- **Usage**
  This interface is used to record cheque details of employee.
- **Menu Access**
  Main Menu >>Workforce >>Transactions >> Employee Wise Cheque Detail
- **Dependency**
  Payroll Process



- **To make entry on Employee wise Cheque details follow steps below**
  1) Select the Pay Structure from the list.
  2) Select Pay Period from the list.
  3) Select Bank Account from the list.
  4) Select Cheque Issue Date.
  5) Enter the cheque no. for the employee.
  6) Use Tab Key for saving the record.

34) Salary Posting

- **Intended Audience**
  HR Manager
- **Usage**
  This interface is used to post the salary to accounts.
- **Menu Access**
  Main Menu >> Accounts >> Transactions >> Salary Posting
- **Dependency**
  Payroll Process


Salary : Posting to Accounts

Choose pay period: JUNE - 2019 - Regular [01-06-2019 to 30-06-2019]

From	To	Description	Employees	Not approved	Approved	
01/06/2019	30/06/2019	Regular Pay	198	198	0	Select

Salary Account	Cost Centre	Debit	Credit
Faculty	Academic and Research	5,10,971.80	21,875.00
Faculty	ACCOUNTS	11,46,174.15	32,800.00
Faculty	ADMINISTRATION	53,42,761.60	1,87,803.00
Faculty	Bioinformatics	1,49,140.00	3,884.00
Faculty	Biomedical Engineering	1,58,214.50	7,800.00
Faculty	Biotechnology	8,46,328.00	12,126.00
Faculty	Chemistry	11,70,559.10	19,981.00

- **To post Salary to accounts follow steps below**
  1) Select Posting Date.
  2) Select Pay Period from the list.
  3) Click "Select" button for processing salary posting.
  4) Click "Post Salary" button to post salary in accounts.

IV. Reports

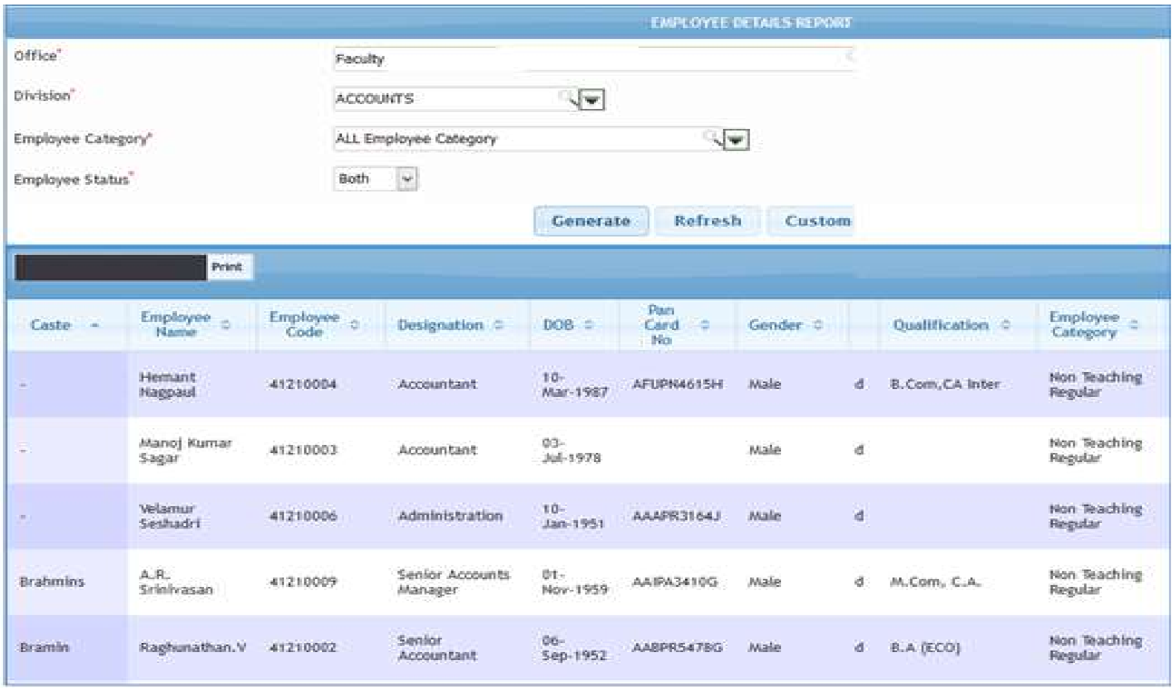
35) List of Employees

- **Intended Audience**
  Administrator

- **Usage**
  This interface is used to view details of employees.

- **Menu Access**
  Main Menu >> Workforce >> Reports>> List of Employees

- **Dependency**
  Employee Master



Caste	Employee Name	Employee Code	Designation	DOB	Pan Card No	Gender		Qualification	Employee Category
-	Hemant Nagpaul	41210004	Accountant	10-Mar-1987	AFUPN4615H	Male	d	B.Com,CA Inter	Non Teaching Regular
-	Manoj Kumar Sagar	41210003	Accountant	03-Jul-1978		Male	d		Non Teaching Regular
-	Velamur Seshadri	41210006	Administration	10-Jan-1951	AAAPR3164J	Male	d		Non Teaching Regular
Brahmins	A.R. Srinivasan	41210009	Senior Accounts Manager	01-Nov-1959	AAIPA3410G	Male	d	M.Com, C.A.	Non Teaching Regular
Bramin	Raghunathan.V	41210002	Senior Accountant	06-Sep-1952	AABPR5478G	Male	d	B.A (ECO)	Non Teaching Regular

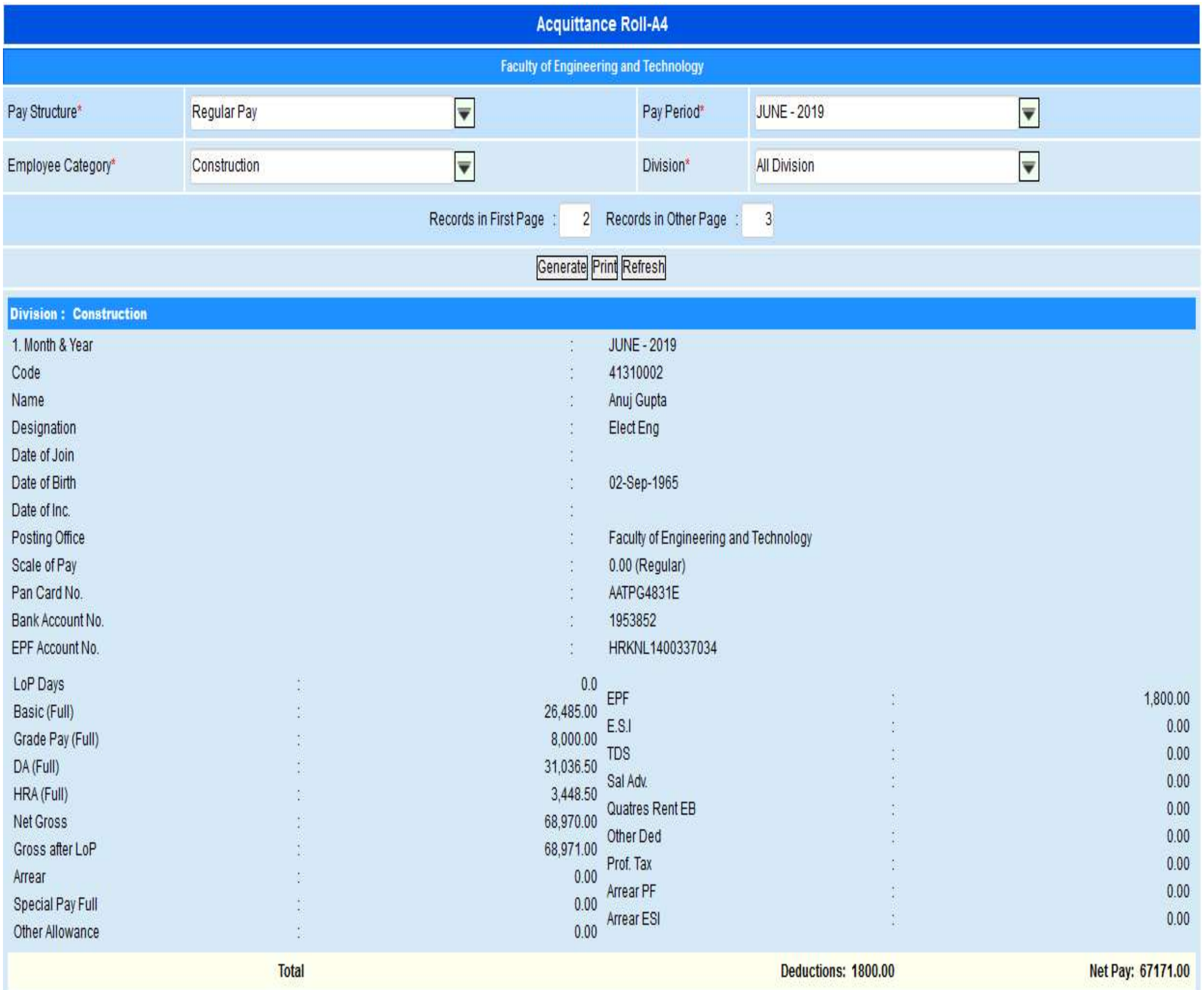
36) Acquittance Roll – A4

- **Intended Audience**
  Administrator

- **Usage**
  This interface is used to view Acquaintance Roll-R4 report

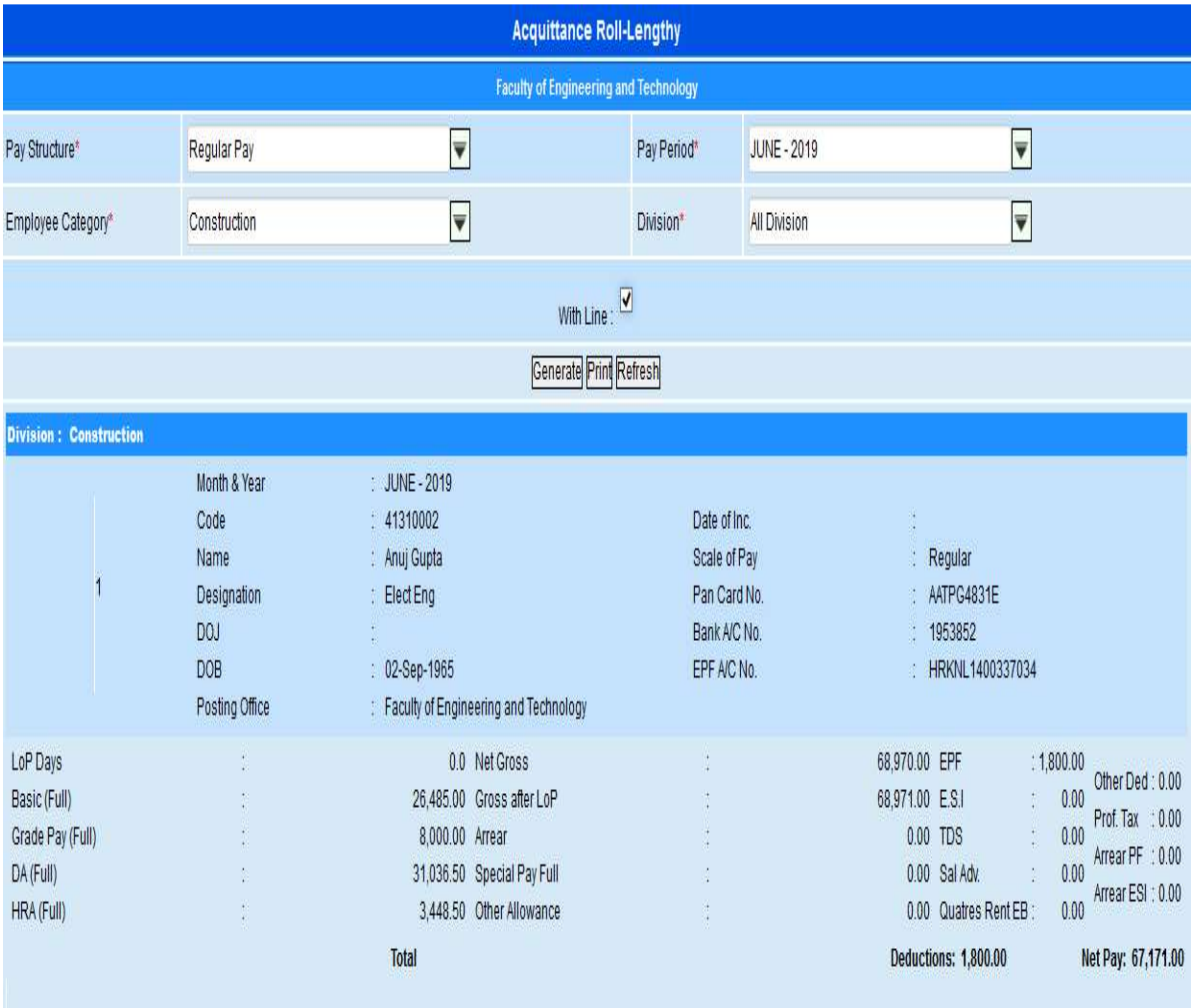
- **Menu Access**
  Main Menu >> Workforce >> Reports>> Acquittance Roll – R4

- **Dependency**
  Payroll Process



37) Acquittance Roll – Lengthy

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Acquaintance Roll- Lengthy report
- **Menu Access**
  Main Menu >> Workforce >> Reports>> Acquittance Roll – Lengthy
- **Dependency**
  Payroll Process



38) Automatic Periodic Due View

- **Intended Audience**

  Administrator

- **Usage**

  This interface is used to view Automatic Periodic Due report

- **Menu Access**

  Main Menu >> Workforce >> Reports>> Automatic Periodic Due View

- **Dependency**

  Payroll Process

39) Employee wise Dynamic Amount

- **Intended Audience**

  Administrator

- **Usage**

  This interface is used to view Employee wise Dynamic Amount report

- **Menu Access**

  Main Menu >> Workforce >> Reports>> Employee wise Dynamic Amount

- **Dependency**

  Payroll Process

40) Automatic Periodic Due Detailed View

- **Intended Audience**

  Administrator

- **Usage**

  This interface is used to view Automatic Periodic Due Detailed View report.

- **Menu Access**

  Main Menu >> Workforce Reports>> Automatic Periodic Due Detailed View

- **Dependency**

  Payroll Process

Automatic Due Detailed View

Pay Structure Name*	Regular Pay
Pay Period*	2018-05-01 - 2018-05-31
Pay Component Name*	Arrear

Sl. No	Account Number	Employee Code	Employee Name	Due Amount	Amount Processed
1		200011	Sagar Sharma	0.00	3,460.00
2		200007	Tek Bahadur Chettri	0.00	1,290.00
3		100031	Sanjiv Kumar Sharma	0.00	2,400.00
				Total:	7,150.00

41) Employee wise Pay Details

- **Intended Audience**

  Administrator

- **Usage**

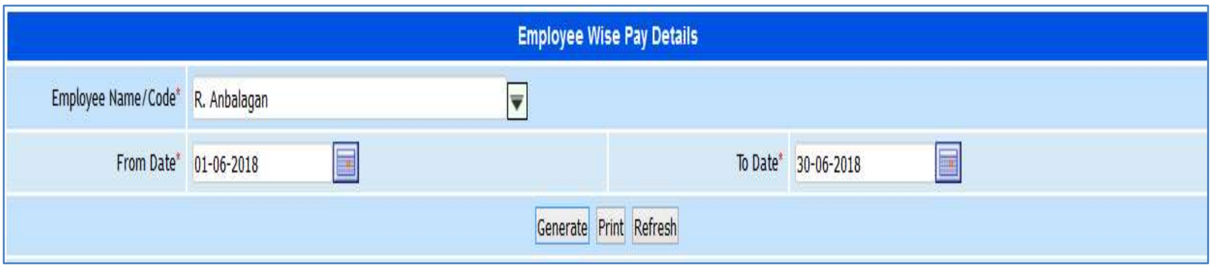
  This interface is used to view Employee wise Pay Details.

- **Menu Access**

  Main Menu >> Workforce >> Reports>> Employee wise Pay Details

- **Dependency**

  Payroll Process



42) Employee ESI Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Employee ESI Report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>> Employee ESI Report
- **Dependency**
  Payroll Process

Employee's ESI Report

Choose Pay Structure	Regular Pay	Select Month & Year*	May	2019	Choose Employee Category*	[All Category]

Generate | Export to Excel | Refresh

Employees E.S.I. Recovery Register

Sl. No	E.S.I No.	Employee Name	Employee Code	Designation	No.of days of Wages	Total Amount Contribution on Wages Paid	Employees ESI Contribution	Whether still continues ESI with in the insurable wage ceiling	Dispensary
1	5127581325	Abhishek Yadav	41200053	Store Keeper	31.00	15,200.00	266.00	Yes	
2	5127474439	Ajmer	41025007	Lab Assistant	31.00	16,215.00	284.00	Yes	
3	5127474455	Amit Kumar	41315009	Electrician	31.00	8,250.00	145.00	Yes	
4	5127474489	Ashok Kumar	41315007	Assistant Electrician	31.00	8,250.00	145.00	Yes	
5	5127474501	Babu Ram	41500006	Priest	31.00	8,500.00	149.00	Yes	
6	5127474524	Davender Singh	41200046	Security Supervisor	31.00	20,000.00	350.00	Yes	
7	5127474544	Jai Parkash	41200044	Office Assistant	31.00	16,480.00	289.00	Yes	
8	5127474551	Jai Prakash	41200061	Office Assistant Library	31.00	10,400.00	182.00	Yes	
9	5127474569	Karamvir	41310018	Fitter	31.00	8,250.00	145.00	Yes	
10	5127474580	Khemraj	41500001	Cook	31.00	17,200.00	301.00	Yes	
11	5127474661	Mohit Kumar	41200037	Office Assistant	30.00	13,742.00	241.00	Yes	
12	5127474672	Mukesh	41315002	Electrician	31.00	7,700.00	135.00	Yes	
13	5127474677	Naveen	41315003	Survey Helper	31.00	7,700.00	135.00	Yes	

43) Employee ESI Half Yearly Report

- **Intended Audience**

  Administrator

- **Usage**

  This interface is used to view Employee ESI Half Yearly Report.

- **Menu Access**

  Main Menu >> Workforce >> Reports>> Employee ESI Half Yearly Report

- **Dependency**

  Payroll Process

Employee's ESI Half-Yeary Report

Choose Pay Structure: Regular Pay | Select From Month & Year*: June 2019 | Choose Employee Category

Generate Refresh

Employee's ESI Half-Yeary Report

Employees E.S. Recovery Register

Sl. No	E.S.I No.	Employee Name	Employee Code	Designation	JUN-2019			JUL-2019			AUG-2019			SEP-2019			OCT-2019			NO	
					Days	Total Wages	Employee Contribution	Days	Total Wages	Employee Contribution	Days	Total Wages	Employee Contribution	Days	Total Wages	Employee Contribution	Days	Total Wages	Employee Contribution	Days	Tota Wag
1	5127581325	Abhishek Yadav	41200053	Store Keeper	0.00	15,200.00	266.00														
2	5127474439	Ajmer	41025007	Lab Assistant	0.00	16,215.00	284.00														
3	5127474455	Amit Kumar	41315009	Electrician	0.00	8,250.00	145.00														
4	5127474489	Ashok Kumar	41315007	Assistant Electrician	0.00	8,250.00	145.00														
5	5127474501	Babu Ram	41500006	Priest	0.00	8,500.00	149.00														
6	5127474524	Devender Singh	41200046	Security Supervisor	0.00	20,000.00	350.00														
7	5127474544	Jai Parkash	41200044	Office Assistant	0.00	16,480.00	289.00														
8	5127474551	Jai Prakash	41200061	Office Assistant Library	0.00	10,400.00	182.00														

44) Establishment Report

- **Intended Audience**

  Administrator

- **Usage**

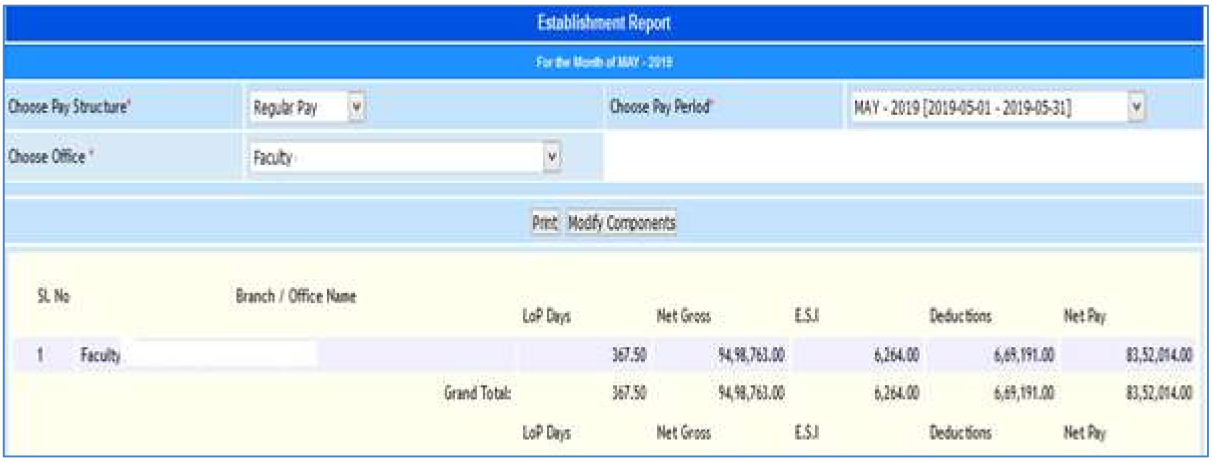
  This interface is used to view Establishment Report.

- **Menu Access**

  Main Menu >> Workforce >> Reports>> Establishment Report

- **Dependency**

  Payroll Process

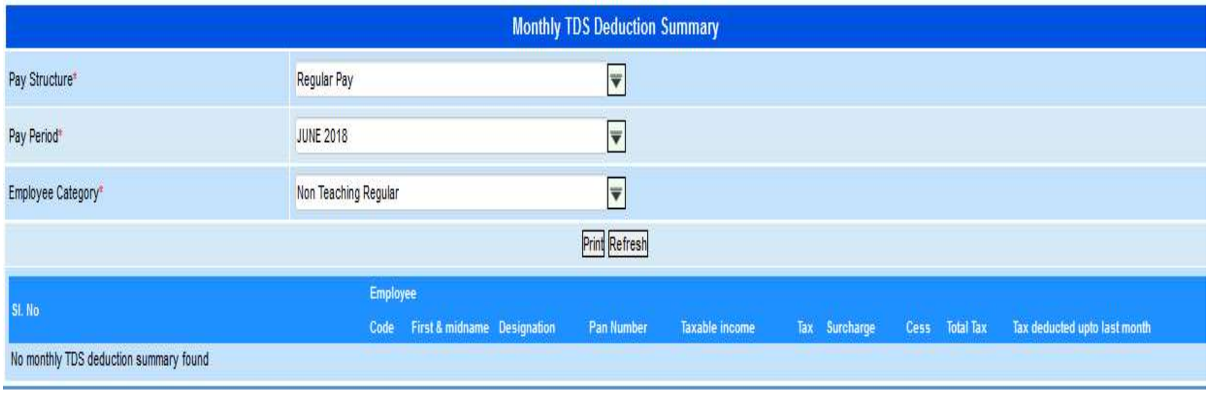


45) Festival Advance Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Festival Advance Report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Festival Advance Report
- **Dependency**
  Payroll Process

46) Monthly TDS Deduction Summary

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Monthly TDS Deduction Summary.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Monthly TDS Deduction Summary
- **Dependency**
  Payroll Process



47) Single Pay Component Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Single Pay Component Report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Single Pay Component Report
- **Dependency**
  Payroll Process

Faculty of Engineering and Technology	
Combined Report (All office)	☐
Export to Excel	☐
Pay Structure*	Regular Pay
Pay Period*	APRIL - 2019
Pay Component*	Net Gross
Employee Category*	Construction
	Print Refresh

Sl. No	Employee					Net Gross
	Branch	Code	Account No.	Name	Designation	
Construction						
1	FET	41310024	102001000311686	M. Anbazhagan	Project Manager	78,217.00
2	FET	41310012	102001001905458	Balinder Kumar	Maintenance Engineer	49,500.00
3	FET	41310018	102001001905489	Karamvir	Fitter	8,250.00
4	FET	41310011	102001002254779	Ranjith Kumar	Asst Engineer Electrical	40,684.00
5	FET	41310022	1893859	Sanjay Kumar	Site Supervisor	14,520.00
6	FET	41310023	1893860	Devender Kumar	Site Supervisor	21,780.00
7	FET	41310007	1953836	Debasish Parida	Store Keeper	36,300.00
8	FET	41310006	1953838	Shashi Mandokhot	SS	37,752.00
9	FET	41310004	1953850	Puneet Kumar	J E	45,738.00
10	FET	41310002	1953852	Anuj Gupta	Elect Eng	68,970.00
11	FET	41310003	1953858	Sivanesan.G	Civil.Engineer	76,984.00
12	FET	41310005	1953899	Palanivel.P	J E	44,500.00
13	FET	41310013	500101010235651	Sushil Kumar	Plumber	11,000.00
14	FET	41310010	838413	K Arumugam	Project Coordinator	52,300.00
					Total:	5,86,495.00
					Grand Total:	5,86,495.00

48) Multiple Pay Component Report

- **Intended Audience**

  Administrator

- **Usage**

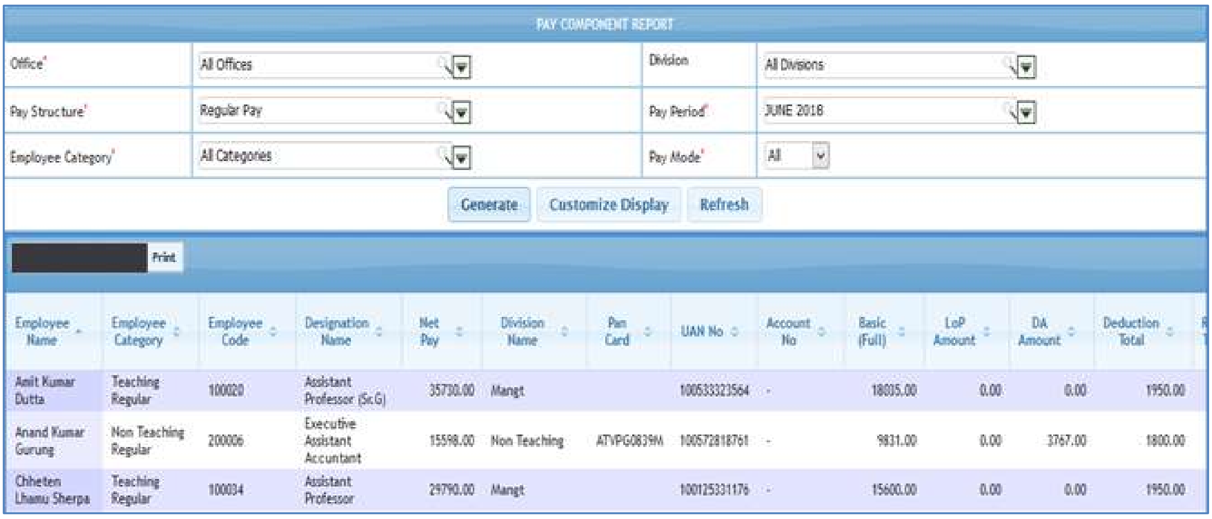
  This interface is used to view Multiple Pay Component Report.

- **Menu Access**

  Main Menu >> Workforce >> Reports>>Multiple Pay Component Report

- **Dependency**

  Payroll Process



49) Bank Statement

- **Intended Audience**

  Administrator

- **Usage**

  This interface is used to view Bank Statement of salary details.

- **Menu Access**

  Main Menu >> Workforce >> Reports>>Bank Statement

- **Dependency**

  Bank Account No. Entry

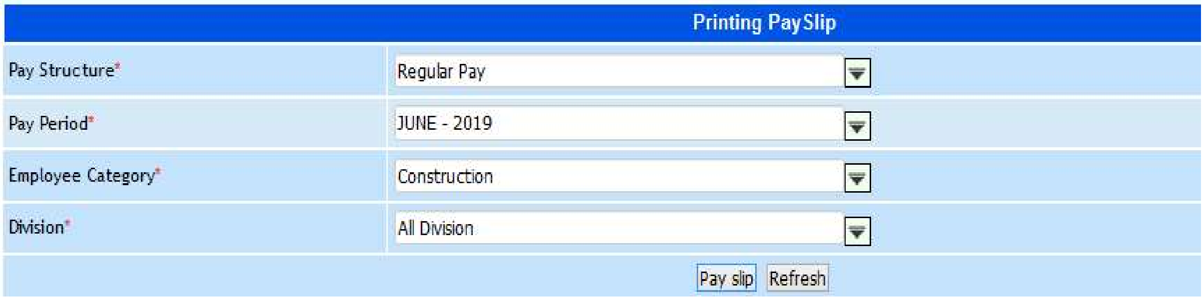
Sl. No	Account No	Employee Name	Net
1	1953852	Mr. Anuj Gupta	67,171.00
2	1953858	Mr. Sivanesan.G	69,184.00
3	1953850	Mr. Puneet Kumar	43,938.00
4	1953899	Mr. Palanivel.P	42,700.00
5	1953838	Mr. Shashi Mandokhot	35,952.00
6	1953836	Mr. Debasish Parida	34,500.00
7	838413	Mr. K Arumugam	50,500.00

50) Employee Stop Salary Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to employee stop salary details.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Employee Stop Salary Report
- **Dependency**
  Bank Account No. Entry

51) Printing Pay Slip

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to print pay slip.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Printing Pay Slip
- **Dependency**
  Payroll Approval



52) Salary Difference Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Salary Difference Report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Salary Difference Report
- **Dependency**
  Payroll Process

Salary Difference Report

Report for the month of*: JUNE 2018

Generate | Refresh | Print

Salary Report

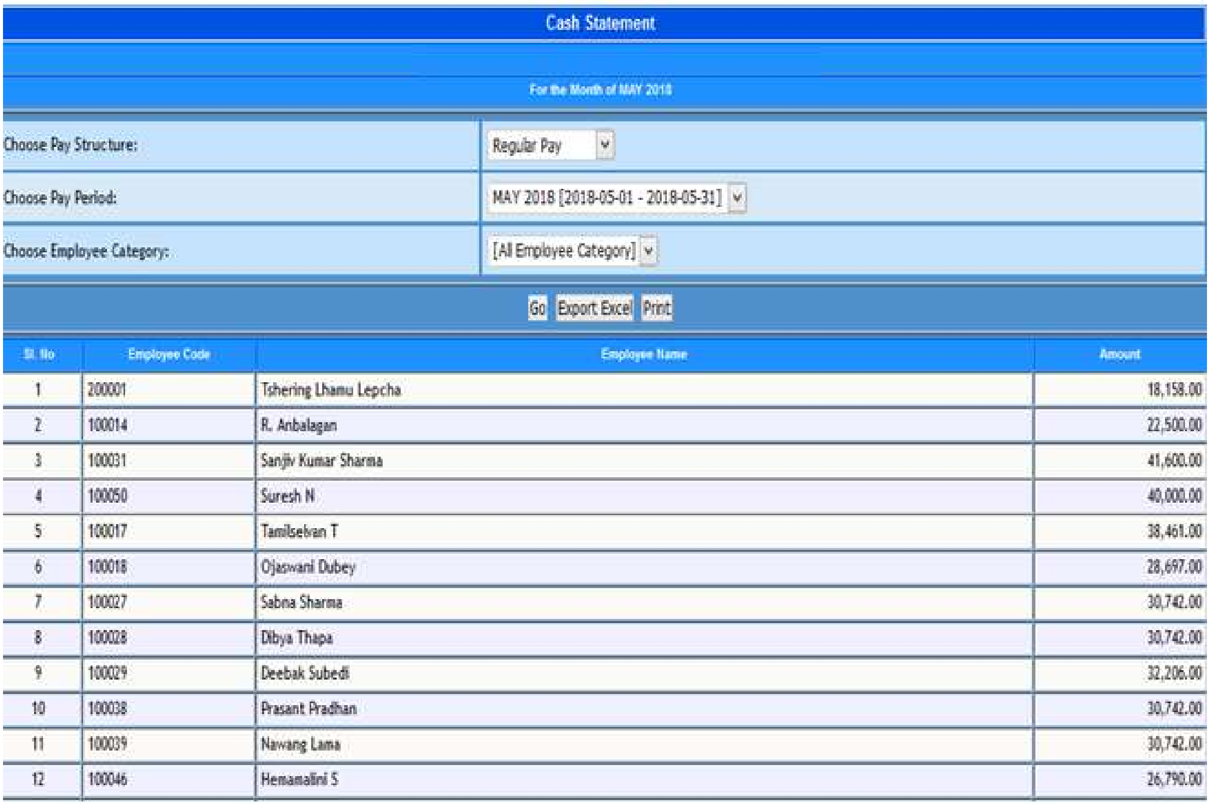
Sl. No	Department	June-2018 Employee Count	June-2018 Gross Pay	May-2018 Employee Count	May-2018 Gross Pay	Difference in Employee Count	Difference in Gross Pay
Employee Category Name : Teaching Regular							
1	Admin	2	2,20,000.00	2	2,22,500.00	0	-2,500.00
2	HTM	3	1,11,200.00	4	1,51,100.00	-1	-39,900.00
3	IT	11	4,31,453.00	11	4,31,453.00	0	0.00
4	LLCS	3	96,581.00	3	96,581.00	0	0.00
5	Mangt	11	3,83,684.00	11	3,85,799.00	0	-2,115.00
6	Skill Building	1	50,000.00	1	50,000.00	0	0.00
	Total	31	12,92,918.00	32	13,37,433.00	-1	-44,515.00
Employee Category Name : Non Teaching Regular							
1	Non Teaching	17	2,50,097.00	17	2,79,867.00	0	-29,770.00
2	ADMINISTRATION	1	19,958.00	1	19,958.00	0	0.00
	Total	18	2,70,055.00	18	2,99,825.00	0	-29,770.00
	Grand Total	49	15,62,973.00	50	16,37,258.00	-1	-74,285.00

Difference Report

Sl. No	Employee Code	Account No.	Employee Name	Designation	May-2018			June-2018			Difference in Gross Pay After LOP	Reason
					LOP Days	LOP Amount	Gross After LOP	LOP Days	LOP Amount	Gross After LOP		
Employee Category Name : Non Teaching Regular												
Department : Non Teaching												
1	200011		Sagar Sharma	Receptionist	0.00	0.00	14,152.00	0.00	0.00	10,692.00	-3,460.00	Decrement
2	200020		Jitumoni Rajkonwar	Admission Coordinator	31.00	25,000.00	25,000.00	0.00	0.00	0.00	-25,000.00	Decrement
3	200007		Tek Bahadur Chettri	Lab Technician	0.00	0.00	17,290.00	0.00	0.00	16,000.00	-1,290.00	Decrement
4	3000003		Kannan K	System Administrator	0.00	0.00	13,020.00	0.00	0.00	13,000.00	-20.00	Decrement
				Total	31.00	25,000.00	69,462.00	0.00	0.00	39,692.00	-29,770.00	
Employee Category Name : Teaching Regular												

53) Cash Statement

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view salary details of Cash Statement.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Cash Statement
- **Dependency**
  Payroll Process



Cash Statement

For the Month of MAY 2018

Choose Pay Structure:	Regular Pay
Choose Pay Period:	MAY 2018 [2018-05-01 - 2018-05-31]
Choose Employee Category:	[All Employee Category]

Go Export Excel Print

Sl. No	Employee Code	Employee Name	Amount
1	200001	Tshering Lhamu Lepcha	18,158.00
2	100014	R. Anbalagan	22,500.00
3	100031	Sanjiv Kumar Sharma	41,600.00
4	100050	Suresh N	40,000.00
5	100017	Tamilselvan T	38,461.00
6	100018	Ojaswani Dubey	28,697.00
7	100027	Sabna Sharma	30,742.00
8	100028	Dibya Thapa	30,742.00
9	100029	Deebak Subedi	32,206.00
10	100038	Prasant Pradhan	30,742.00
11	100039	Nawang Lama	30,742.00
12	100046	Hemamalini S	26,790.00

54) Loss of Pay Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view loss of pay report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Loss of Pay Report
- **Dependency**
  Loss of Pay Entry


Loss of Pay Report

Office Name* Faculty

Pay Period* JUNE - 2019

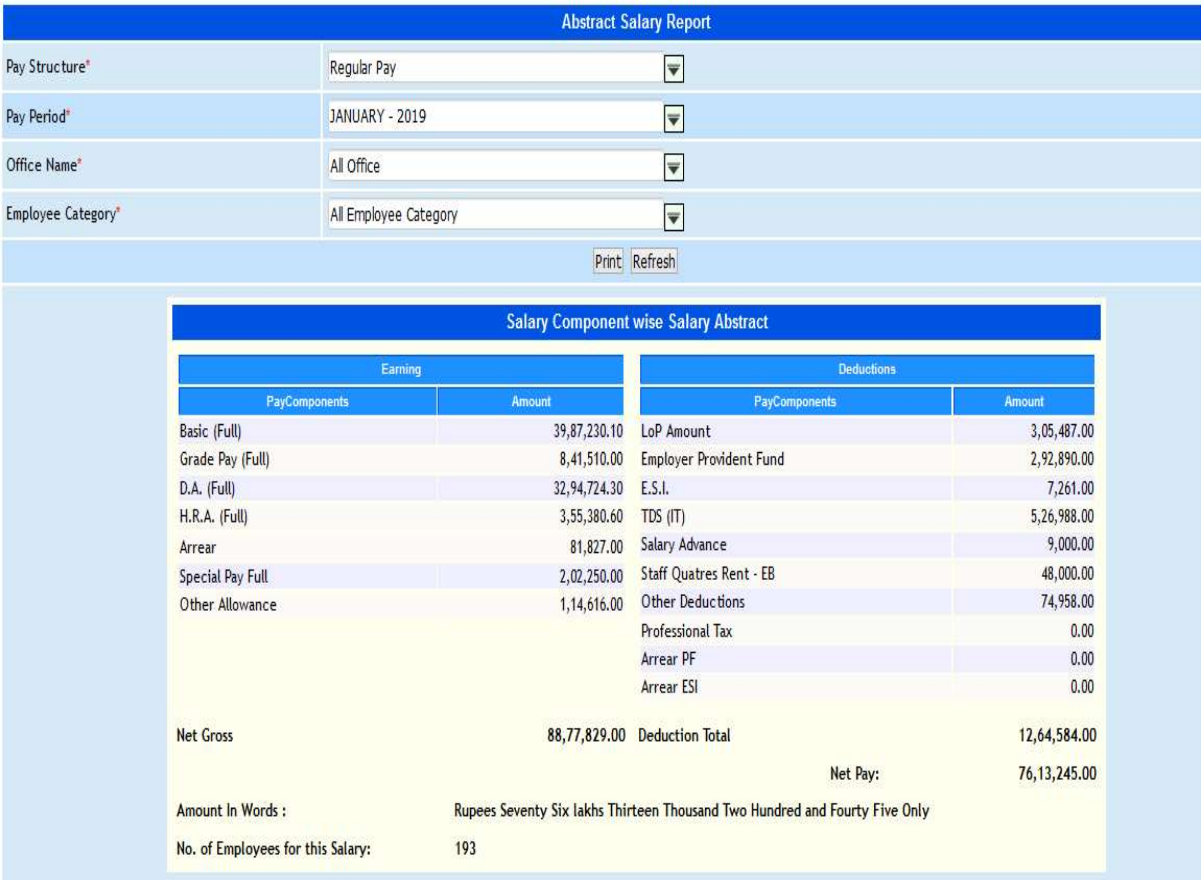
Print Refresh

Loss of Pay List

Sl.No	Code	Name	Designation	L.O.P Days
1	41325014	Vedpal	Ward Boy	1.0
2	41325009	Akhilesh	Staff Nurse	1.0
3	41200006	Smriti Gupta	Academic Councelor	2.5
4	41200001	Ajeet Kumar Sinha	Public Relation Officer	30.0
5	41200062	Gulshan	Assistant Warden	5.0
6	41200060	Meenu Sharma	Front Desk Executive	2.0
7	41200055	Bineeta Gupta	Admission Counsellor	1.0

55) Salary Abstract Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Salary Abstract report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Salary Abstract Report
- **Dependency**
  Payroll Process



Abstract Salary Report

Pay Structure*	Regular Pay
Pay Period*	JANUARY - 2019
Office Name*	All Office
Employee Category*	All Employee Category

Print Refresh

Salary Component wise Salary Abstract

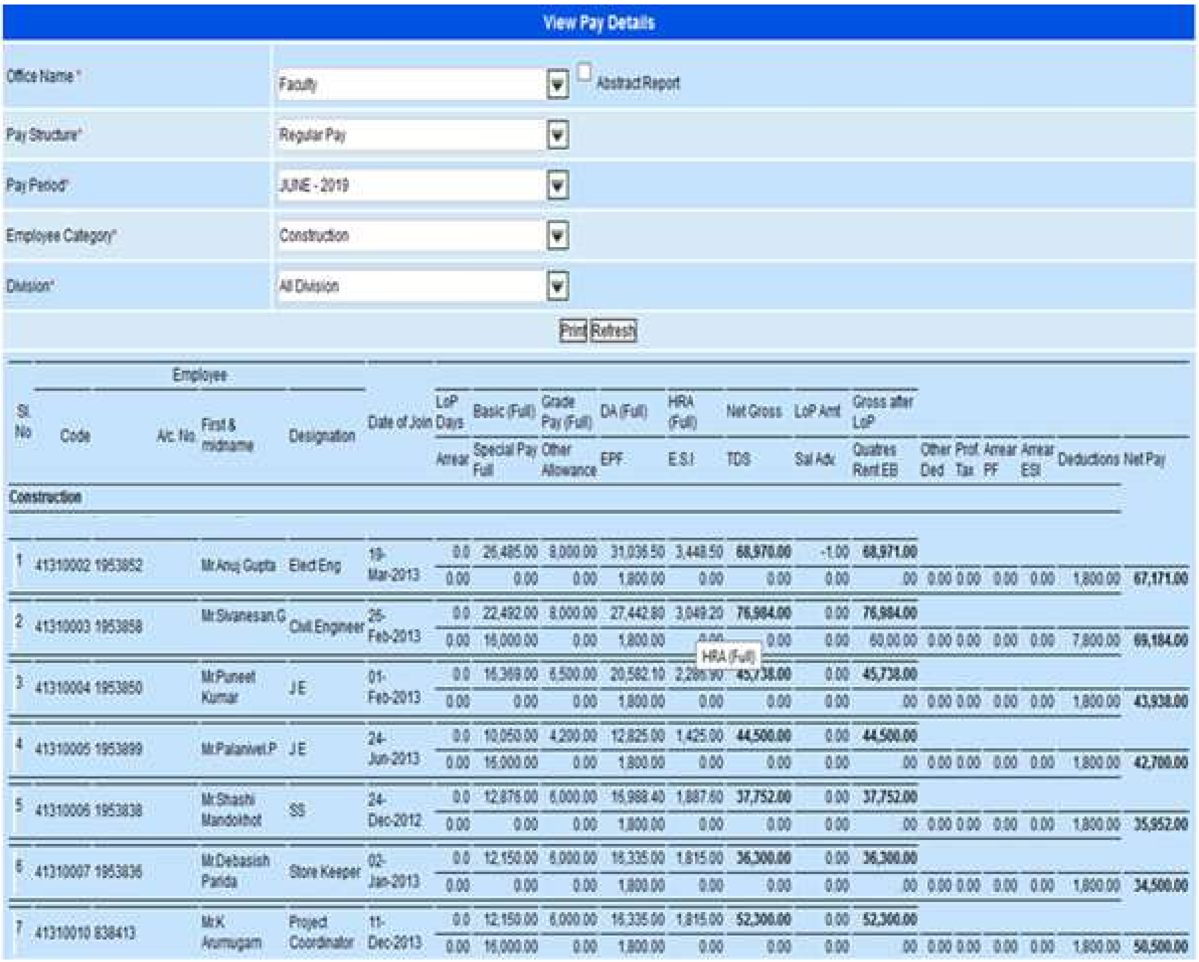
Earning		Deductions	
PayComponents	Amount	PayComponents	Amount
Basic (Full)	39,87,230.10	LoP Amount	3,05,487.00
Grade Pay (Full)	8,41,510.00	Employer Provident Fund	2,92,890.00
D.A. (Full)	32,94,724.30	E.S.I.	7,261.00
H.R.A. (Full)	3,55,380.60	TDS (IT)	5,26,988.00
Arrear	81,827.00	Salary Advance	9,000.00
Special Pay Full	2,02,250.00	Staff Quatres Rent - EB	48,000.00
Other Allowance	1,14,616.00	Other Deductions	74,958.00
		Professional Tax	0.00
		Arrear PF	0.00
		Arrear ESI	0.00
Net Gross	88,77,829.00	Deduction Total	12,64,584.00
		Net Pay:	76,13,245.00

Amount In Words : Rupees Seventy Six lakhs Thirteen Thousand Two Hundred and Fourty Five Only

No. of Employees for this Salary: 193

56) View Pay Details

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Salary details.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>View Pay Details
- **Dependency**
  Payroll Process



View Pay Details

Office Name *	Faculty ☐ Abstract Report
Pay Structure*	Regular Pay
Pay Period*	JUNE - 2019
Employee Category*	Construction
Division*	All Division

Print Refresh

Sl No	Code	A/c No	First & midname	Designation	Date of Join	LoP Days / Arrear	Basic (Full) / Special Pay Full	Grade Pay (Full) / Other Allowance	DA (Full) / EPF	HRA (Full) / E.S.I	Net Gross / TDS	LoP Amt / Sal Adv	Gross after LoP / Quatres Rent EB	Other Ded	Prof. Tax	Arrear PF	Arrear ESI	Deductions	Net Pay
Construction																			
1	41310002	1953852	Mr.Anuj Gupta	Elect.Eng	19-Mar-2013	0.0	26,485.00	8,000.00	31,036.50	3,448.50	**68,970.00**	-1.00	**68,971.00**						
						0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	.00	0.00	0.00	0.00	0.00	1,800.00	**67,171.00**
2	41310003	1953858	Mr.Sivanesan.G	Civil Engineer	26-Feb-2013	0.0	22,492.00	8,000.00	27,442.80	3,049.20	**76,984.00**	0.00	**76,984.00**						
						0.00	16,000.00	0.00	1,800.00	0.00	0.00	0.00	60,00.00	0.00	0.00	0.00	0.00	7,800.00	**69,184.00**
3	41310004	1953850	Mr.Puneet Kumar	J.E	01-Feb-2013	0.0	16,369.00	6,500.00	20,582.10	[illegible]	**45,738.00**	0.00	**45,738.00**						
						0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	.00	0.00	0.00	0.00	0.00	1,800.00	**43,938.00**
4	41310005	1953899	Mr.Palanivel.P	J.E	24-Jun-2013	0.0	10,050.00	4,200.00	12,825.00	1,425.00	**44,500.00**	0.00	**44,500.00**						
						0.00	16,000.00	0.00	1,800.00	0.00	0.00	0.00	.00	0.00	0.00	0.00	0.00	1,800.00	**42,700.00**
5	41310006	1953838	Mr.Shashi Mandolthot	SS	24-Dec-2012	0.0	12,876.00	6,000.00	16,988.40	1,887.60	**37,752.00**	0.00	**37,752.00**						
						0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	.00	0.00	0.00	0.00	0.00	1,800.00	**35,952.00**
6	41310007	1953836	Mr.Debasish Parida	Store Keeper	02-Jan-2013	0.0	12,150.00	6,000.00	16,335.00	1,815.00	**36,300.00**	0.00	**36,300.00**						
						0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	.00	0.00	0.00	0.00	0.00	1,800.00	**34,500.00**
7	41310010	838413	Mr.K Arumugam	Project Coordinator	11-Dec-2013	0.0	12,150.00	6,000.00	16,335.00	1,815.00	**52,300.00**	0.00	**52,300.00**						
						0.00	16,000.00	0.00	1,800.00	0.00	0.00	0.00	.00	0.00	0.00	0.00	0.00	1,800.00	**50,500.00**

HRA (Full)

57) **IT Statement**

- **Intended Audience**

  Administrator

- **Usage**

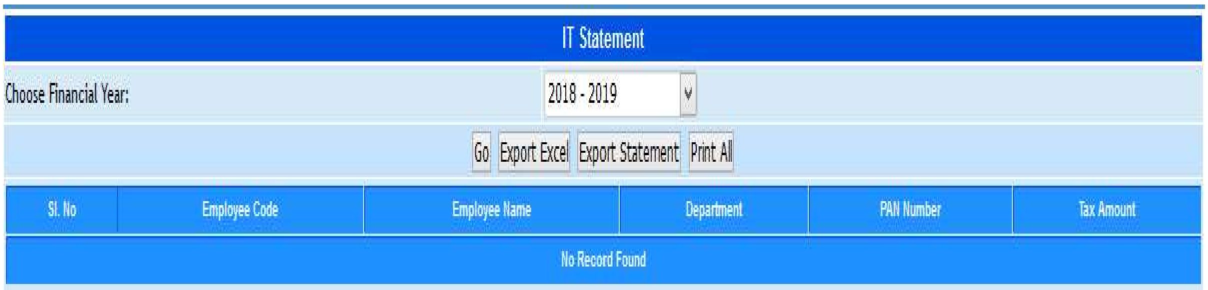
  This interface is used to view IT Statement.

- **Menu Access**

  Main Menu >> Workforce >> Reports>>IT Statement

- **Dependency**

  Payroll Process



58) Salary Register

- **Intended Audience**

  Administrator

- **Usage**

  This interface is used to view Salary details.

- **Menu Access**

  Main Menu >> Workforce >> Reports>>Salary Register

- **Dependency**

  Payroll Process

Salary Register

Choose Financial Year:	2019 - 2020		
From Date	01-06-2019	To Date	30-06-2020
Employee Name	Babu Ram	Go Print	

Employee Name	BABU RAM	Category	Non Teaching Temporary
Date of Birth	01.03.1999	Department	ADMINISTRATION
Date of Appointment	01.04.2017		

Sl.No.	Month	B.Pay	S.Pay	Gr.Pay	D.A.	HRA	CCA	MA	Other Allow.	GROSS	PF Sub
1	JUNE - 2019	8500.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0	1020.00
	Grand Total :	8,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00

59) Professional Tax Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Professional Tax Report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Professional Tax Report
- **Dependency**
  Payroll Process

Professional Tax

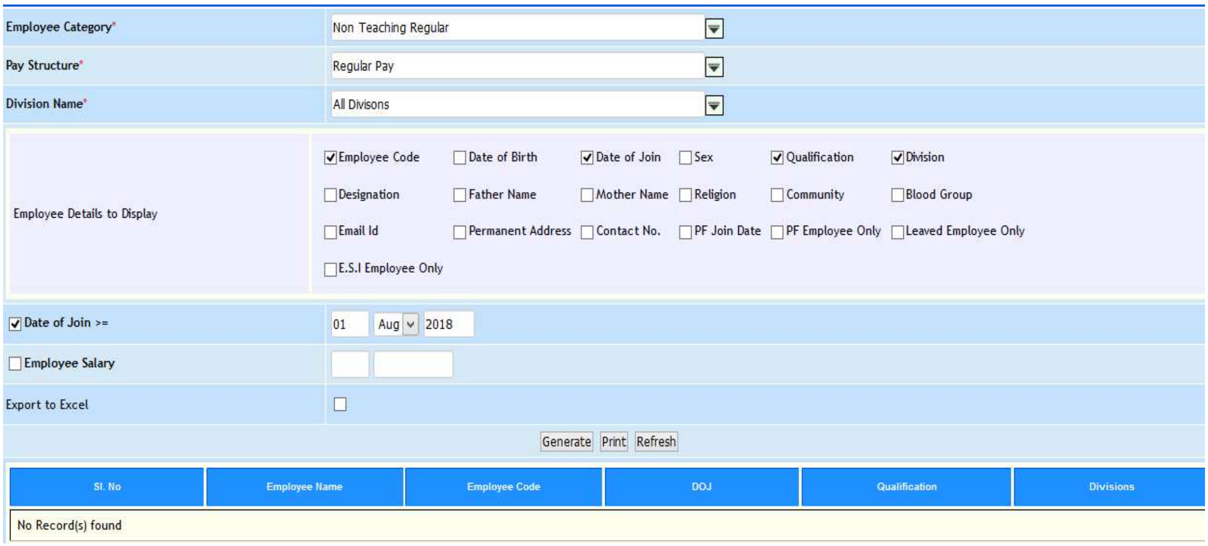
Pay Structure*	Regular Pay
From Pay Period*	MAY - 2019
To Pay Period*	JUNE - 2019
Employee Category*	All Category
Division*	All Division

Generate Print Refresh

Sl.No	Employee Code	Employee Name	Designation	Total Amount	Professional Tax
1	41110005	Abhinav Gupta	Asst.Professor	35,520.00	0.00
2	41200057	Abhishek Raman	Manager	80,000.00	0.00
3	41200053	Abhishek Yadav	Store Keeper	30,400.00	0.00
4	41010001	Ajay Sharma	Associate Professor	85,244.00	0.00
5	41200001	Ajeet Kumar Sinha	Public Relation Officer	0.00	0.00
6	41100001	Ajit Kumar	Associate Professor	85,244.00	0.00
7	41025007	Ajmer	Lab Assistant	11,920.00	0.00
8	41325009	Akhilesh	Staff Nurse	18,323.00	0.00
9	41210005	Akila G	Accountant	19,360.00	0.00
10	41315009	Amit Kumar	Electrician	16,500.00	0.00

60) Employee Details Report

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Employee Details Report.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Employee Details Report
- **Dependency**
  Employee Master



61) Pf Statement

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view PF Statement.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>PF Statement
- **Dependency**
  Process Payroll

Employees Provident Fund Deduction List

Faculty of Engineering and Technology

Establishment Code :

For the Month of JUNE - 2019

Combined Report (All office)	☐	PF Account Number Filter:	
Choose Pay Structure*	Regular Pay	Choose Pay Period for Monthly EPF Statement*	JUNE - 2019 [2019-06-01 - 2019-06-30]
		Click for EPF Yearly Report	Form 3A Revised
Choose Employee Category*	[All Employee Category] Print	☐ Include Lop Days	

Sl. No	Code	EPF Account No.	Universal Account No.	Aadhaar No.	Name of the Member(in Block letter)	Designation	Department	Gross After LOP	DA+Basic+GP	Amount of workers contribution deducted	Employer Share	
											0.0% Rs.	0.0% Rs.
1	41210001	HRKNL1400337001	100643716638	250524096516	VENKATESAN K	MANAGER FINANCE	ACCOUNTS	54,827.00	15,000.00	1,800.00	1250	550.00
2	41010001	HRKNL1400337003	100643688999	479977107115	AJAY SHARMA	Associate Professor	Computer Science and Engineering	87,241.00	15,000.00	1,800.00	1250	550.00
3	41100001	HRKNL1400337004	100643685642	340395625238	AJIT KUMAR	Associate Professor	Chemistry	87,241.00	15,000.00	1,800.00	1250	550.00
4	41200005	HRKNL1400337005	100644059446	216669687951	MANOJ CHOPRA	Admin Assistant	ADMINISTRATION	31,300.00	15,000.00	1,800.00	1250	550.00
5	41010002	HRKNL1400337007	100644050791	415327620481	PALLAVI AGARWAL	Assistant Professor OG	Computer Science and Engineering	45,831.00	15,000.00	1,800.00	1250	550.00
6	41110002	HRKNL1400337008	100643722227	348953526316	KAVITA SINGH	Associate Professor	Management	92,800.00	15,000.00	1,800.00	1250	550.00
7	41070001	HRKNL1400337009	100643539243	317065139072	SUSHIL KUMAR MISHRA	Associate Professor	English and Foreign Language	76,544.00	15,000.00	1,800.00	1250	550.00

62) Automatic Periodic Due Abstract

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to view Automatic Periodic Due Abstract.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Automatic Periodic Due Abstract
- **Dependency**
  Process Payroll

V. Personnel Management Transaction

63) Employee Hierarchy

- **Intended Audience**
  Administrator

- **Usage**
  This interface is used in the process of ordering the employee.

- **Menu Access**
  Main Menu >> Workforce >> Reports>>Employee Hierarchy

- **Dependency**
  Employee Master

Employee Hierarchy

Employee Category* All Category

Division* Admin

Generate Refresh

USE TAB Key for Save

Sl. No.	Employee's					
	Code	First & midname	Designation	DOJ	DOB	Hierarchy No.
1	100001	T.P.Ganesan	Chancellor		15-Nov-1990	9999.0
2	100002	N Sethuraman	Vice Chancellor		07-Dec-1957	9999.0
3	100006	R. Rajagopal	Director Development		10-Feb-1952	9999.0
4	100010	Magila G	Assistant Registrar		16-May-1976	9999.0
5	100014	R. Anbalagan	Dean Academic COE INCHARGE	29-Jun-2018	25-Apr-1946	9999.0
6	100035	Ch Satish Kumar	Registrar	21-Jun-2016	20-May-1960	9999.0

- **To make entry on Employee Hierarchy follow steps below**

  1) Select Employee Category from the list.
  2) Select Division from the list.
  3) Click “Generate” button to list the employees for the selected division.
  4) Enter Hierarchy No. for the corresponding employee.
  5) Use TAB key for saving the record.

64) Employee Posting

- **Intended Audience**

  Administrator

- **Usage**

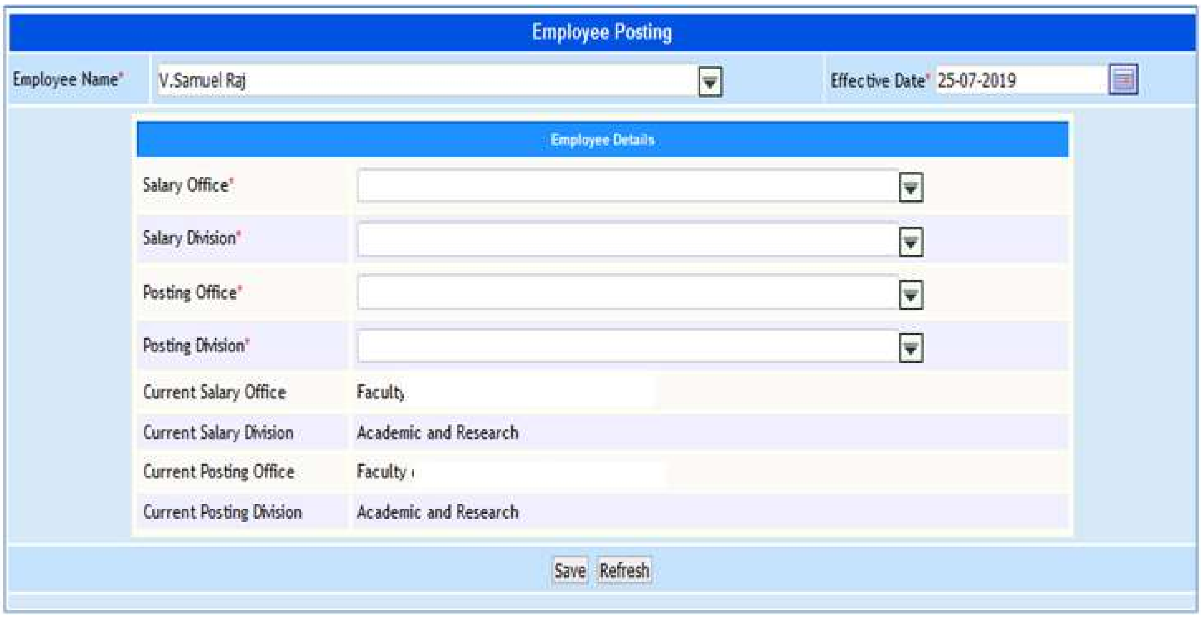
  This interface is used to transfer Employee office.

- **Menu Access**

  Main Menu >> Workforce >> Reports>>Employee Posting

- **Dependency**

  Employee Master



- **To make entry on Employee Posting follow steps below**

  1) Select Employee Name for Employee Posting.
  2) Select the Effective Date.
  3) Select Office and Division from the list.
  4) Select Posting Office and Posting Division from the list.
  5) Click "Save" button to complete Employee Posting.

65) Employee Posting Approval

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to approve the Employee Posting.
- **Menu Access**
  Main Menu >> Workforce >> Reports>>Employee Posting Approval
- **Dependency**
  Employee Posting

- **To make entry on Employee Posting follow steps below**

  1) Select Employee for Employee Posting Approval.
  2) Click “Approve” button to complete Employee Posting Approval.
  3) Click “Reject” button to reject the Employee Posting.

VI. Tax Declaration

66) Tax Declaration

- **Intended Audience**
  Administrator

- **Usage**
  This interface is used in the process of Tax Declaration

- **Menu Access**
  Main Menu >> Tax Declaration>>Tax Declaration

- **Dependency**
  None

- **To make entry on Tax Declaration follow steps below**

  1) Select the Office from the list.
  2) Select Financial Year.
  3) Select Start Date and End Date.
  4) Click “Save” button to complete Tax Declaration.

67) Tax Declaration Controller

- **Intended Audience**

  Administrator

- **Usage**

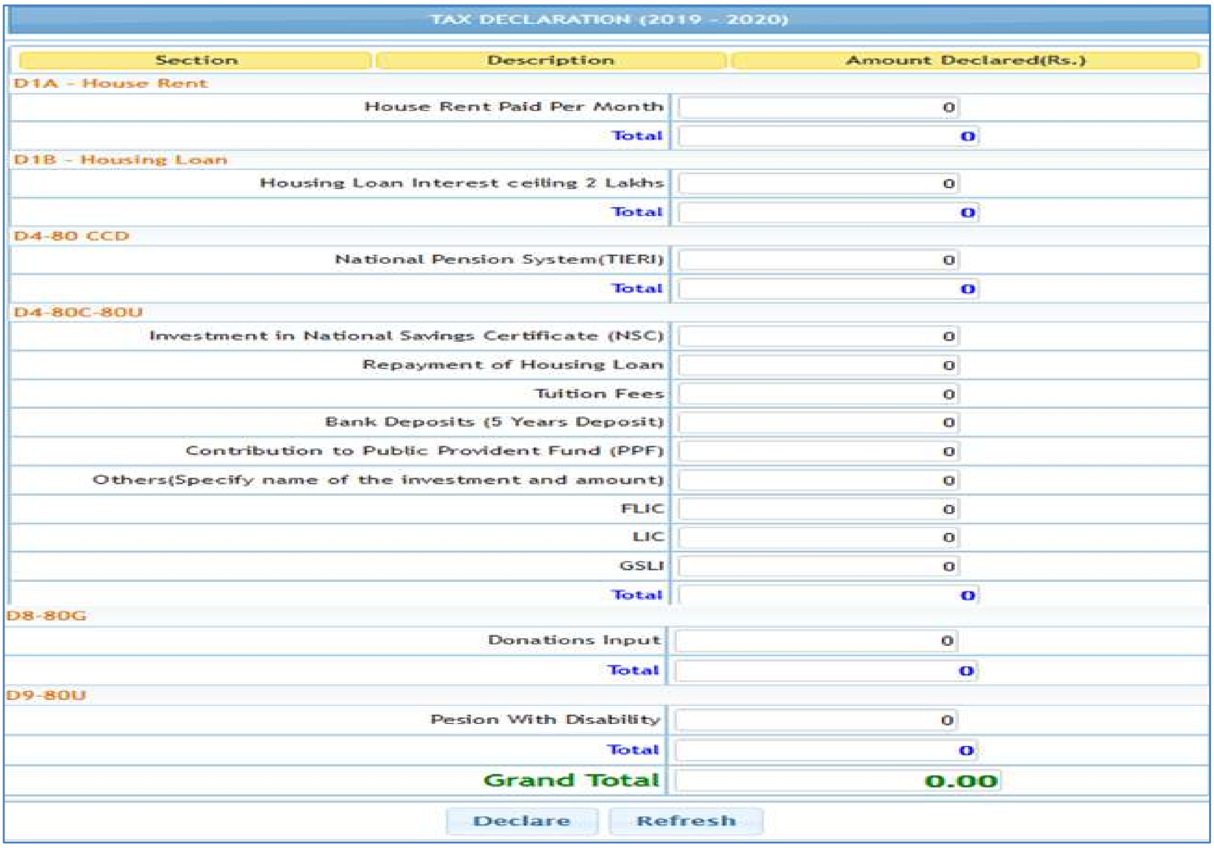
  This interface is used to declare the tax details for the login employees.

- **Menu Access**

  Main Menu >>Tax Declaration>>Tax Declaration Controller

- **Dependency**

  None



TAX DECLARATION (2019 - 2020)

Section	Description	Amount Declared(Rs.)
D1A - House Rent		
	House Rent Paid Per Month	0
	Total	0
D1B - Housing Loan		
	Housing Loan Interest ceiling 2 Lakhs	0
	Total	0
D4-80 CCD		
	National Pension System(TIERI)	0
	Total	0
D4-80C-80U		
	Investment in National Savings Certificate (NSC)	0
	Repayment of Housing Loan	0
	Tuition Fees	0
	Bank Deposits (5 Years Deposit)	0
	Contribution to Public Provident Fund (PPF)	0
	Others(Specify name of the investment and amount)	0
	FLIC	0
	LIC	0
	GSLI	0
	Total	0
D8-80G		
	Donations Input	0
	Total	0
D9-80U		
	Pesion With Disability	0
	Total	0
	Grand Total	0.00

Declare Refresh

- **To make entry on Tax Declaration follow steps below**

  1) Enter the necessary details for Tax Declaration.
  2) Click “Declare” button to declare Tax Declaration.

68) Employee wise Tax Declaration

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to declare the tax details for individual employees
- **Menu Access**
  Main Menu >> Tax Declaration>>Employee wise Tax Declaration
- **Dependency**
  None

69) IT Posting - Multiple

- **Intended Audience**

  Administrator

- **Usage**

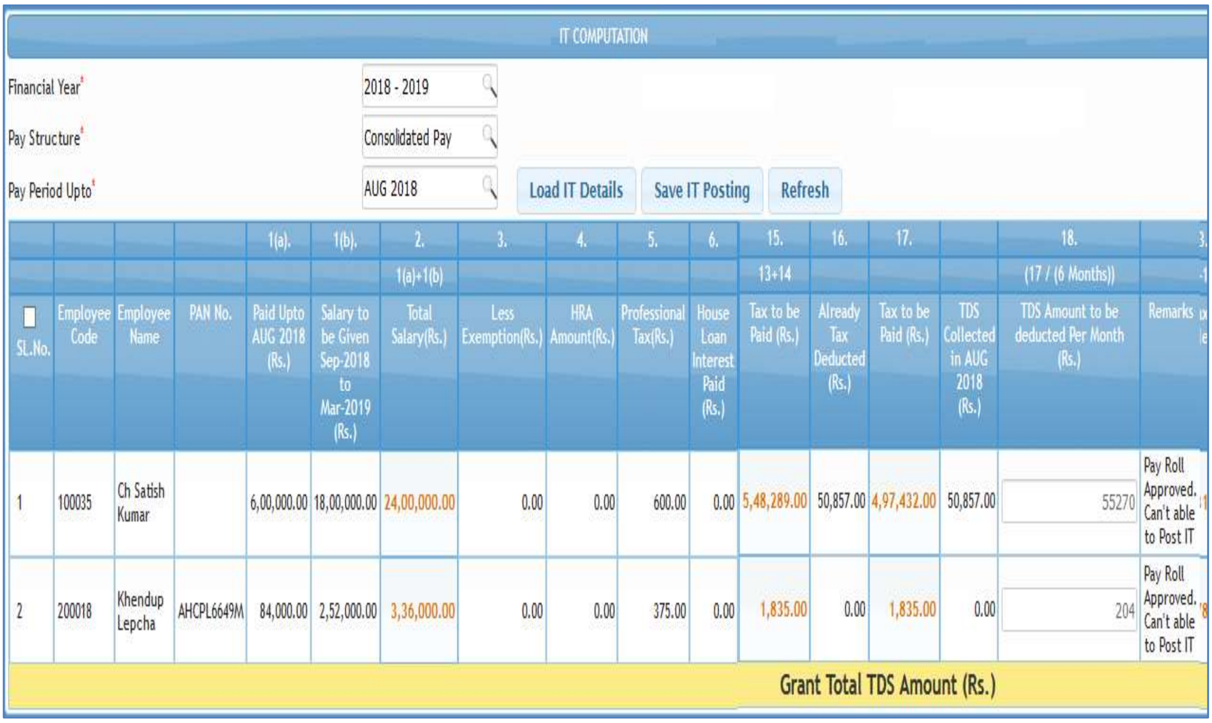
  This interface is used to declare the tax details for individual employees

- **Menu Access**

  Main Menu >>Tax Declaration>>IT Posting - Multiple

- **Dependency**

  None

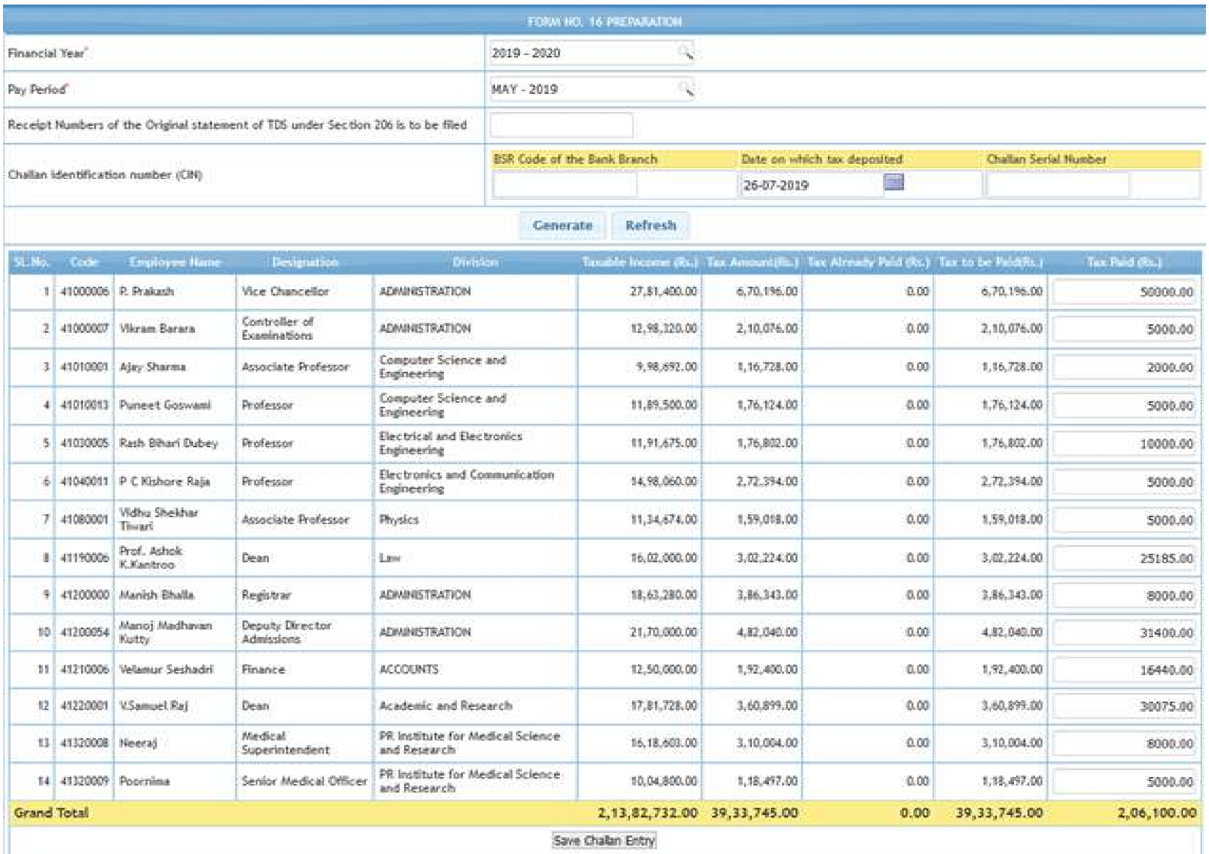


- **To make entry on IT Computation follow steps below**

  1) Select the Financial from the list for processing IT Computation.
  2) Select Pay Structure from the list.
  3) Select Pay Period Upto.
  4) Click "Load IT Details" to the details of employees.
  5) Enter TDS Amount to be deducted Per Months.
  6) Click "Save IT Posting" to complete IT Computation.

70) Form 16 Preparation

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used in the preparation of Form 16.
- **Menu Access**
  Main Menu >> Tax Declaration>>Form 16 Preparation
- **Dependency**
  None



FORM NO. 16 PREPARATION

Financial Year*	2019 - 2020
Pay Period*	MAY - 2019
Receipt Numbers of the Original statement of TDS under Section 206 is to be filed	
Challan identification number (CIN)	BSR Code of the Bank Branch: ; Date on which tax deposited: 26-07-2019; Challan Serial Number:

Generate Refresh

SL.No.	Code	Employee Name	Designation	Division	Taxable Income (Rs.)	Tax Amount(Rs.)	Tax Already Paid (Rs.)	Tax to be Paid(Rs.)	Tax Paid (Rs.)
1	41000006	P. Prakash	Vice Chancellor	ADMINISTRATION	27,81,400.00	6,70,196.00	0.00	6,70,196.00	50000.00
2	41000007	Vikram Barara	Controller of Examinations	ADMINISTRATION	12,98,320.00	2,10,076.00	0.00	2,10,076.00	5000.00
3	41010001	Ajay Sharma	Associate Professor	Computer Science and Engineering	9,98,692.00	1,16,728.00	0.00	1,16,728.00	2000.00
4	41010013	Puneet Goswami	Professor	Computer Science and Engineering	11,89,500.00	1,76,124.00	0.00	1,76,124.00	5000.00
5	41030005	Rash Bihari Dubey	Professor	Electrical and Electronics Engineering	11,91,675.00	1,76,802.00	0.00	1,76,802.00	10000.00
6	41040011	P C Kishore Raja	Professor	Electronics and Communication Engineering	14,98,060.00	2,72,394.00	0.00	2,72,394.00	5000.00
7	41080001	Vidhu Shekhar Tiwari	Associate Professor	Physics	11,34,674.00	1,59,018.00	0.00	1,59,018.00	5000.00
8	41190006	Prof. Ashok K.Kantroo	Dean	Law	16,02,000.00	3,02,224.00	0.00	3,02,224.00	25185.00
9	41200000	Manish Bhalla	Registrar	ADMINISTRATION	18,63,280.00	3,86,343.00	0.00	3,86,343.00	8000.00
10	41200054	Manoj Madhavan Kutty	Deputy Director Admissions	ADMINISTRATION	21,70,000.00	4,82,040.00	0.00	4,82,040.00	31400.00
11	41210006	Velamur Seshadri	Finance	ACCOUNTS	12,50,000.00	1,92,400.00	0.00	1,92,400.00	16440.00
12	41220001	V.Samuel Raj	Dean	Academic and Research	17,81,728.00	3,60,899.00	0.00	3,60,899.00	30075.00
13	41320008	Neeraj	Medical Superintendent	PR Institute for Medical Science and Research	16,18,603.00	3,10,004.00	0.00	3,10,004.00	8000.00
14	41320009	Poornima	Senior Medical Officer	PR Institute for Medical Science and Research	10,04,800.00	1,18,497.00	0.00	1,18,497.00	5000.00
Grand Total					2,13,82,732.00	39,33,745.00	0.00	39,33,745.00	2,06,100.00

Save Challan Entry

- **To make entry on Form 16 Preparation follow steps below**

  1) Select the Financial Year and Pay Period.
  2) Enter Challan Identification Number if required.
  3) Click “Generate” button to load the employee details.
  4) Modify the Tax Paid if required.

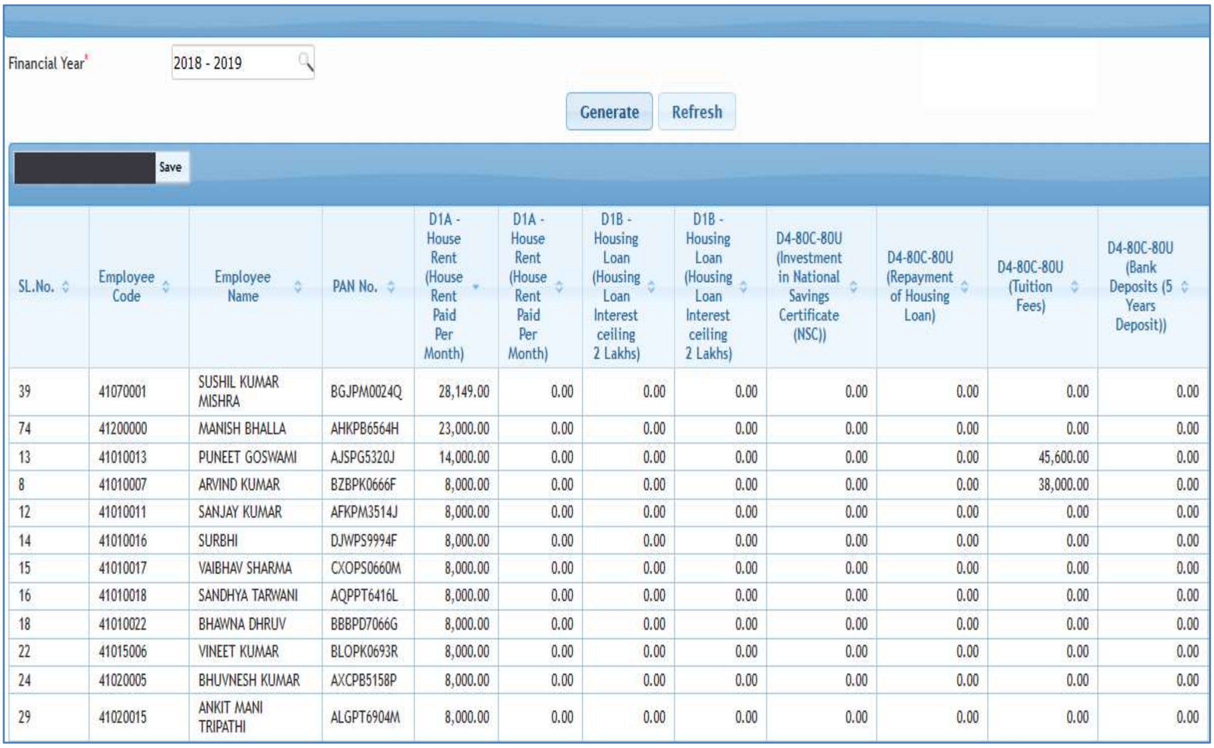
71) Tax Declaration Report

- **Intended Audience**
  Administrator

- **Usage**
  This interface is used to view Tax Declaration report.

- **Menu Access**
  Main Menu >> Tax Declaration>>Tax Declaration Report

- **Dependency**
  Tax Declaration



Financial Year* 2018 - 2019

Generate Refresh

[redacted] Save

SL.No.	Employee Code	Employee Name	PAN No.	D1A - House Rent (House Rent Paid Per Month)	D1A - House Rent (House Rent Paid Per Month)	D1B - Housing Loan (Housing Loan Interest ceiling 2 Lakhs)	D1B - Housing Loan (Housing Loan Interest ceiling 2 Lakhs)	D4-80C-80U (Investment in National Savings Certificate (NSC))	D4-80C-80U (Repayment of Housing Loan)	D4-80C-80U (Tuition Fees)	D4-80C-80U (Bank Deposits (5 Years Deposit))
39	41070001	SUSHIL KUMAR MISHRA	BGJPM0024Q	28,149.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74	41200000	MANISH BHALLA	AHKPB6564H	23,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	41010013	PUNEET GOSWAMI	AJSPG5320J	14,000.00	0.00	0.00	0.00	0.00	0.00	45,600.00	0.00
8	41010007	ARVIND KUMAR	BZBPK0666F	8,000.00	0.00	0.00	0.00	0.00	0.00	38,000.00	0.00
12	41010011	SANJAY KUMAR	AFKPM3514J	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	41010016	SURBHI	DJWPS9994F	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	41010017	VAIBHAV SHARMA	CXOPS0660M	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	41010018	SANDHYA TARWANI	AQPPT6416L	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	41010022	BHAWNA DHRUV	BBBPD7066G	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	41015006	VINEET KUMAR	BLOPK0693R	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	41020005	BHUVNESH KUMAR	AXCPB5158P	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	41020015	ANKIT MANI TRIPATHI	ALGPT6904M	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- **To generate Tax Declaration Report follow steps below**

  1) Select the Financial Year.

  2) Click "Generate" button to generate Tax Declaration Report.

72) TDS 24Q

- **Intended Audience**
  Administrator

- **Usage**
  This interface is used to generate TDS 24Q.

- **Menu Access**
  Main Menu >>Tax Declaration>>TDS 24Q

- **Dependency**
  Tax Declaration

- **To generate TDS 24Q Report follow steps below**

  1) Select the Financial Year.

  2) Select Pay Period from the list.

  3) Click "Generate" button to generate TDS 24Q.

73) TDS Printing

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to print TDS.
- **Menu Access**
  Main Menu >> Tax Declaration>>TDS Printing
- **Dependency**
  Tax Declaration

TDS PRINTING

Financial Year*: 2018 - 2019
Pay Structure*: Regular Pay
Pay Period Based on*: FEBRUARY - 2019
Employee Category*: All Category

Load TDS Employees | Print TDS | Refresh

				1(a).	1(b).	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
						1(a)+1(b)										
SL.No.	Employee Code	Employee Name	PAN No.	Paid Upto FEBRUARY - 2019 (Rs.)	Salary to be Given Mar-2019 to Mar-2019 (Rs.)	Total Salary(Rs.)	Less Exemption(Rs.)	HRA Amount(Rs.)	Professional Tax(Rs.)	House Loan Interest Paid (Rs.)	Medical Premium Paid (Rs.)	Less: D4-80C (Rs.)	Less: D4-80C[1] (Rs.)	Less: D4-80C[2] (Rs.)	Less: Donations (Rs.)	Less: D5-80E (Rs.)
1	41000006	P. Prakash	AAAPP0481E	27,75,150.00	0.00	27,35,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	41000007	Vikram Barara	AJOPB5687R	13,48,320.00	0.00	13,08,320.00	0.00	0.00	0.00	0.00	0.00	1,50,000.00	0.00	0.00	0.00	0.00
3	41004025	Sone Lal		1,74,000.00	0.00	1,34,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	41010001	Ajay Sharma	BCXPS3803D	10,46,892.00	0.00	10,06,892.00	0.00	0.00	0.00	1,98,801.00	15,842.00	1,50,000.00	0.00	0.00	0.00	0.00
5	41010002	Pallavi Agarwal	AIAPA9823F	5,68,137.00	0.00	5,28,137.00	0.00	0.00	0.00	0.00	0.00	1,50,000.00	0.00	0.00	0.00	0.00
6	41010003	Surjeet Dalal	CAKPS1925C	9,80,510.00	0.00	9,40,510.00	0.00	0.00	0.00	2,00,000.00	7,121.00	1,50,000.00	0.00	0.00	0.00	0.00
7	41010004	IYYAPPAN M.	ADOPI8661A	5,43,914.00	0.00	5,03,914.00	0.00	0.00	0.00	1,75,000.00	0.00	1,13,400.00	0.00	0.00	0.00	0.00
8	41010006	BOOPALAN.S	BFZPB5547N	5,27,194.00	0.00	4,87,194.00	0.00	19,232.00	0.00	0.00	0.00	1,50,000.00	0.00	0.00	1,946.00	0.00

- **To print TDS Printing follow steps below**

  1) Select the Financial Year and Pay Structure.

  2) Select Pay Period and Employee Cateogory.

  3) Click “Load TDS Employees” button to display employees.

  4) Select the employees and click “Print TDS” button for TDS Printing.

74) FORM 16 Part B Annexure

- **Intended Audience**
  Administrator
- **Usage**
  This interface is used to print TDS.
- **Menu Access**
  Main Menu >> Tax Declaration>>FORM 16 Part Annexure
- **Dependency**
  Form 16 Preparation

EMPLOYEE WISE FORM 16 PART B

Financial Year*	2018 - 2019
Employee Name*	Ajay Sharma

Generate | Excel | Refresh

Form No.16

[See Rule 31(1)(a)]

Part - B (ANNEXURE)

Name of the Employee:Ajay Sharma	Pan No:BCXPS3803D

Financial Year:2018 - 2019

DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED

1	Gross Salary		
(a)	Salary as per provisions contained in sec.17(1)	1,046,892.00	
(b)	Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)	0.00	
(c)	Profits in lieu of salary under section 17(3)(as per Form No.12BA, wherever applicable)	0.00	
(d)	Total		1,046,892.00
(e)	Reported total amount of salary received from other employer(s)		0.00
2	Less: Allowance to the extent exempt under section 10		
(a)	Travel concession or assistance under section 10(5)	0.00	
(b)	Death-cum-retirement gratuity under section 10(10)	0.00	
(c)	Commuted value of pension under section 10(10A)	0.00	
(d)	Cash equivalent of leave salary encashment under section 10(10AA)	0.00	
(e)	House rent allowance under section 10(13A)	0.00	
(f)	Amount of any other exemption under section 10	0.00	
(g)	Total		0.00
3	Total amount of salary received from current employer(1-2)		1,046,892.00
4	Less: Deductions under section 16		
(a)	Standard deduction under section 16(ia)	40,000.00	
(b)	Entertainment allowance under section 16(ii)	0.00	
(c)	Tax on employment under section 16(iii)	0.00	
5	Total amount of deductions under section 16 [4(a)+4(b)+4(c)]		40,000.00
6	Income chargeable under the head "Salaries" [(3+1(e)-5]		1,006,892.00
7	Add: Any other income reported by the employee under as per section 192 (2B)		
(a)	Income (or admissible loss) from house property reported by employee offered for TDS	- 198,801.00	
(b)	Income under the head Other Sources offered for TDS		
8	Total amount of other income reported by the employee [7(a)+7(b)]		- 198,801.00
9	Gross total income (6+8)		808,091.00
10	Deductions under Chapter VI-A		

- **To print Form 16 follow steps below**

  1) Select the Financial Year and Employee Name.

  2) Click "Generate" button to view Employee wise Form 16.

75) Annexure II Report

- **Intended Audience**

  Administrator

- **Usage**

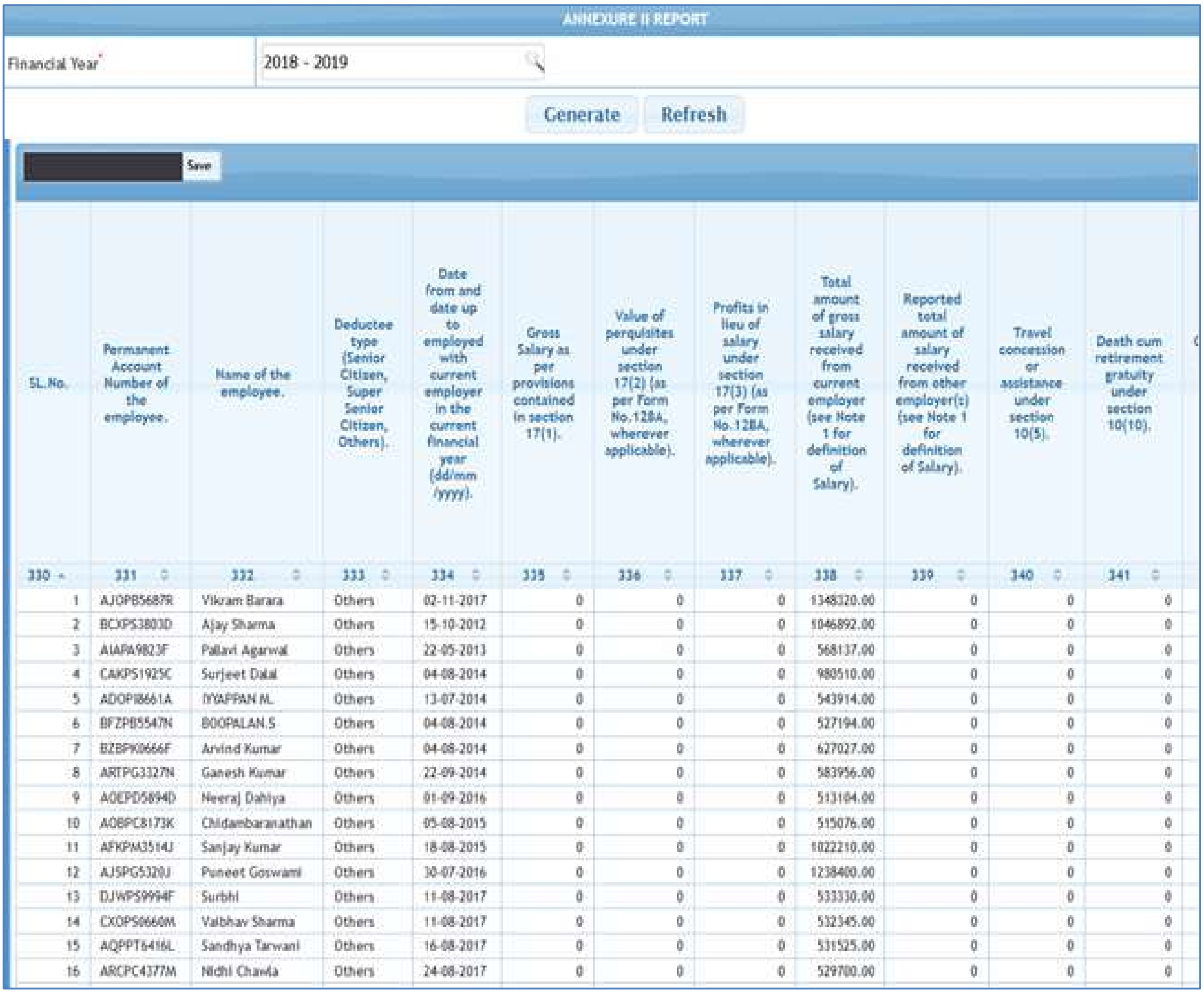
  This interface is used to view and print Annexure II Report.

- **Menu Access**

  Main Menu >>Tax Declaration>> Annexure II Report

- **Dependency**

  Form 16 Preparation



ANNEXURE II REPORT

Financial Year* 2018 - 2019

Generate Refresh

Save

SL.No.	Permanent Account Number of the employee.	Name of the employee.	Deductee type (Senior Citizen, Super Senior Citizen, Others).	Date from and date up to employed with current employer in the current financial year (dd/mm /yyyy).	Gross Salary as per provisions contained in section 17(1).	Value of perquisites under section 17(2) (as per Form No.12BA, wherever applicable).	Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable).	Total amount of gross salary received from current employer (see Note 1 for definition of Salary).	Reported total amount of salary received from other employer(s) (see Note 1 for definition of Salary).	Travel concession or assistance under section 10(5).	Death cum retirement gratuity under section 10(10).
330	331	332	333	334	335	336	337	338	339	340	341
1	AJOPB5687R	Vikram Barara	Others	02-11-2017	0	0	0	1348320.00	0	0	0
2	BCXPS3803D	Ajay Sharma	Others	15-10-2012	0	0	0	1046892.00	0	0	0
3	AIAPA9823F	Pallavi Agarwal	Others	22-05-2013	0	0	0	568137.00	0	0	0
4	CAKPS1925C	Surjeet Dalal	Others	04-08-2014	0	0	0	980510.00	0	0	0
5	ADOPI8661A	IYAPPAN M.	Others	13-07-2014	0	0	0	543914.00	0	0	0
6	BFZPB5547N	BOOPALAN.S	Others	04-08-2014	0	0	0	527194.00	0	0	0
7	BZBPK0666F	Arvind Kumar	Others	04-08-2014	0	0	0	627027.00	0	0	0
8	ARTPG3327N	Ganesh Kumar	Others	22-09-2014	0	0	0	583956.00	0	0	0
9	AOEPD5894D	Neeraj Dahiya	Others	01-09-2016	0	0	0	513104.00	0	0	0
10	AOBPC8173K	Chidambaranathan	Others	05-08-2015	0	0	0	515076.00	0	0	0
11	AFKPM3514J	Sanjay Kumar	Others	18-08-2015	0	0	0	1022210.00	0	0	0
12	AJSPG5320J	Puneet Goswami	Others	30-07-2016	0	0	0	1238400.00	0	0	0
13	DJWPS9994F	Surbhi	Others	11-08-2017	0	0	0	533330.00	0	0	0
14	CXOPS0660M	Vaibhav Sharma	Others	11-08-2017	0	0	0	532345.00	0	0	0
15	AQPPT6416L	Sandhya Tarwani	Others	16-08-2017	0	0	0	531525.00	0	0	0
16	ARCPC4377M	Nidhi Chawla	Others	24-08-2017	0	0	0	529700.00	0	0	0

- **To view Annexure II print follow steps below**

  1) Select the Financial Year from the list.

  2) Click “Generate” button to view Annexure II.