Our Vision : "Empower every educator with the right technology to accelerate learning." Our Mission: "Empower educators, inspire learners, change the future.

Administration Module

Getting Started with Admin V4

What is the use of this menu 'settings?'

★ In the V4 module, we have tried simplifying administration activities by introducing role management.

★ We can assign roles to anyone according to their needs. It's no longer restricted to HOD, Super Admins, or Normal staff roles.

★ We already have a *set of predefined roles* with reasonable menu selections already enabled. They are:-

➔ **SUPER ADMINS**

➔ **FACULTIES**

➔ **STUDENTS**

★ College requires another role to perform some functions that can also be done through this feature.

★ Let's illustrate with an example:

the college assigns an office staff to take the attendance reports.in our current module, we can't assign menus according to their interest. *NOW* we can create a role for this staff and assign whichever menus this staff needs to perform their actions.

★ Let's look into it for assigning roles.

How do we create a role other than super admins, normal faculties, and students?

create privileges and access permissions for various users. In settings, there are 3 menus.

- User Permission Management
- Manage Roles
- Assign Roles.

Manage Roles

★ We already have a *set of predefined roles* with reasonable menu selections already enabled. They are:-

➔ **SUPER ADMINS**

➔ **FACULTIES**

➔ **STUDENTS**

★ If we need to assign a person to these roles, just simply assign this role in the "Assign roles" section.

★ In this section, we create a role that is other than super admin, Teaching faculties, and students.

★ Admins (those has the settings menu in their left pane) can create roles for staff and students by selecting **Create New Role.**

★ Enter the role name and description. We can set the type of role whether it is for a super admin or a faculty or a student.

★ Admin menus will be shown in the permission section (User Permission Management) if we set the type as super admin or if we set the role type as a student in the permission section (User Permission Management), students menus will be displayed. and select **Create** to create the role.

User Permission Management

In this section, all the menus in the academics will be listed. We need to set the permissions for each role that we created. Admin can select the permissions according to the User Role we created in the Manage Roles and determine what menu should be visible for the respective user.
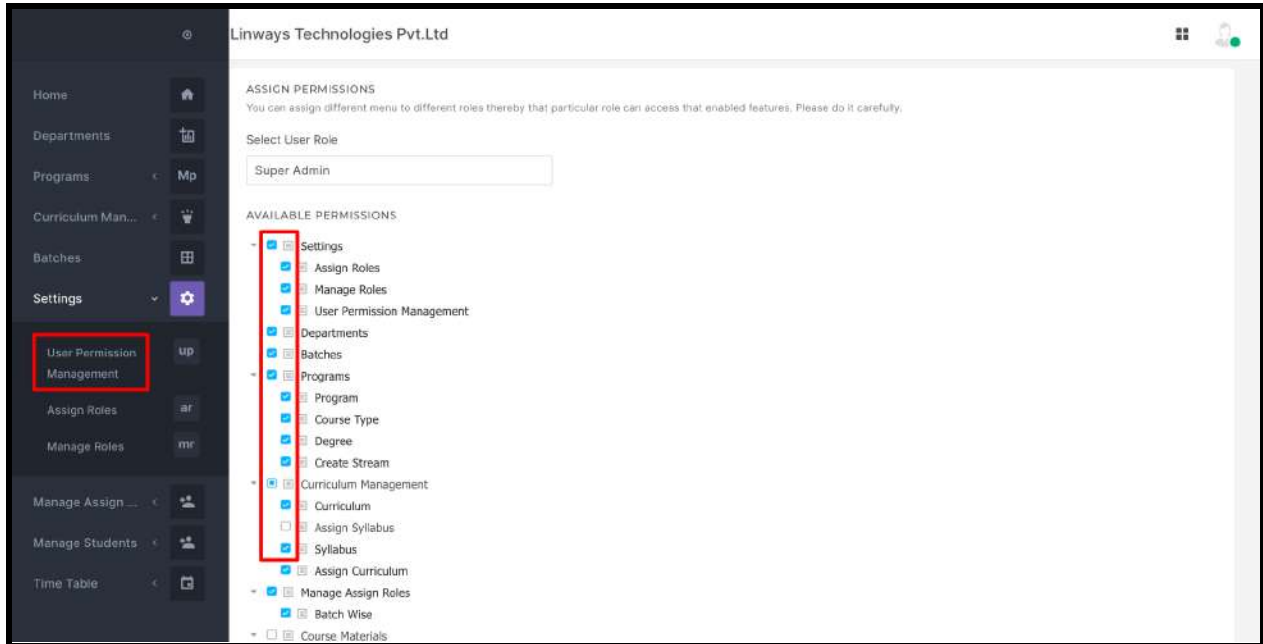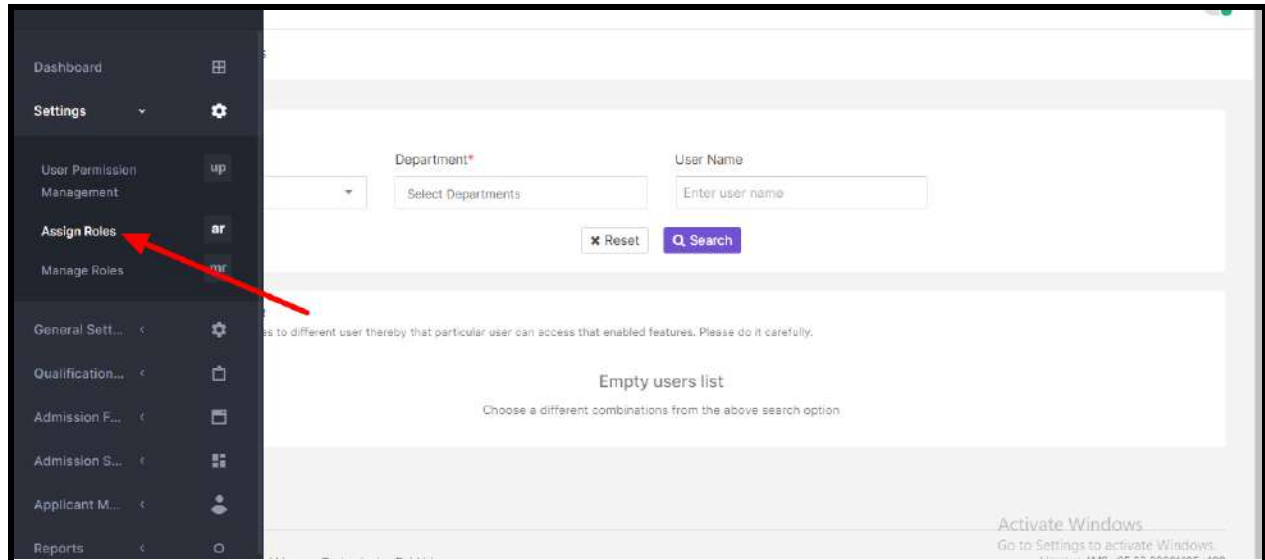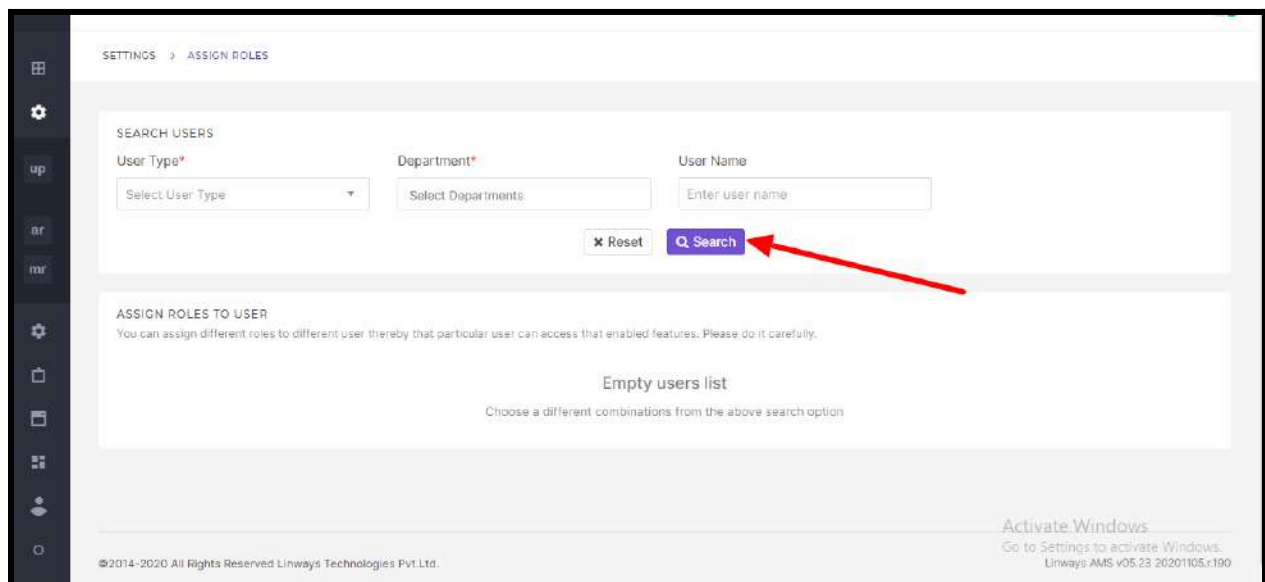
After enabling the features click on **Save**.
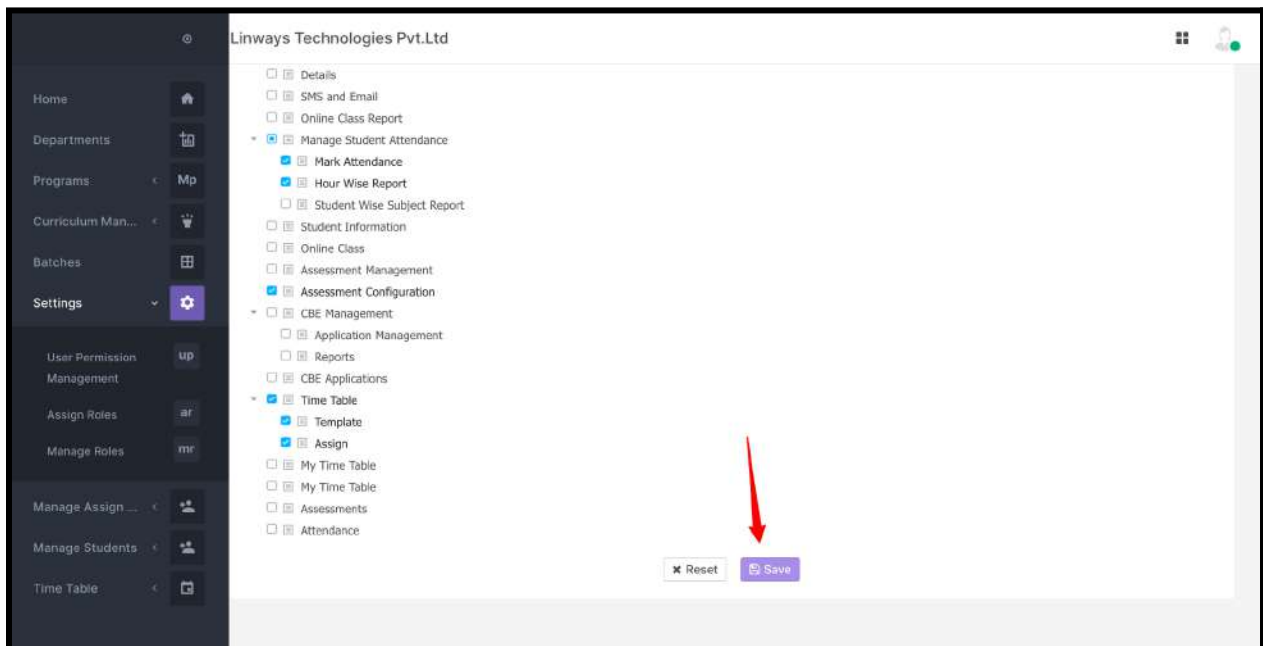
Assign Roles

Admin can assign different roles to different users thereby that particular user can access the enabled features..

Admin can select the user role from the **User Type** drop-down, department from the **Department** dropdown, and search it by selecting **Search.**

Admin can assign roles to the users by clicking on **Assign Roles**. Already assigned roles can be changed by selecting **Change Roles.** Also, multi-select option is available to assign the same role to more than one user.

Admin can assign roles by clicking on the '**+**' symbol and save it by clicking on the **Save** button.
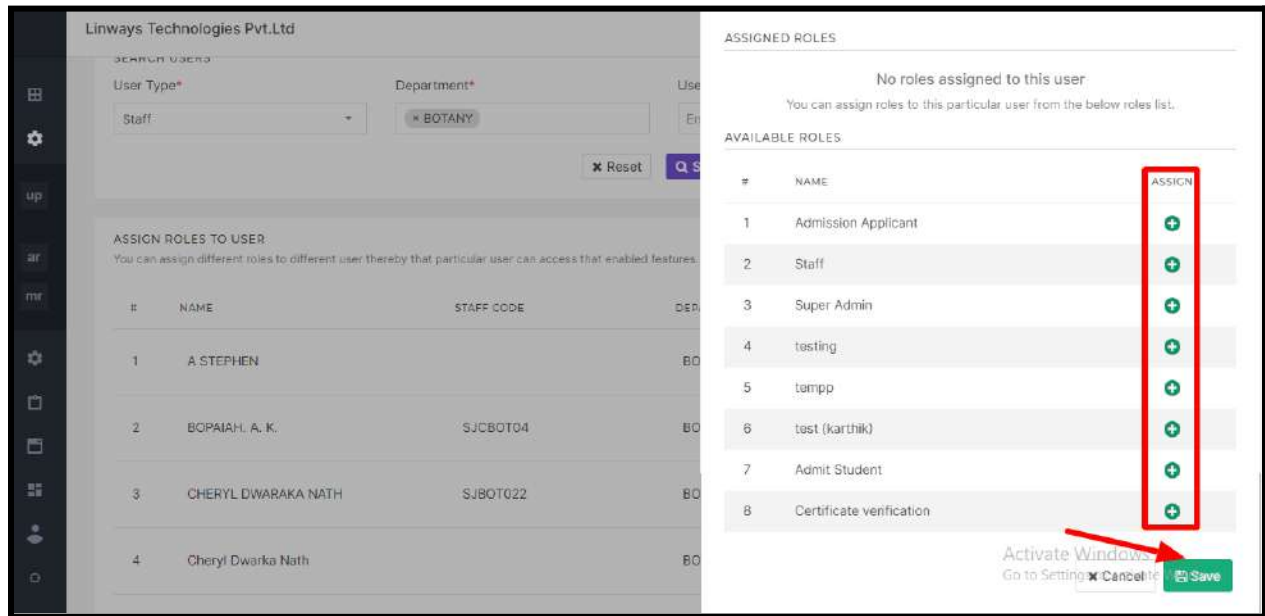
STAFF/SUPER ADMIN LOGIN

- Login to the Academic Module with your credentials
- Refer [Login video](#)

- **Single Sign-on (SSO)**
  We can easily switch between roles if staff is assigned multiple roles. if the staff has access to multiple modules like admission, fees, etc.. instead of going to separate URLs.

Refer to this role-switching video
Refer to this module switching video

If a user is assigned Faculty and Admin roles when they click on the role-switching icon (four square button), the roles and modules details will be displayed.
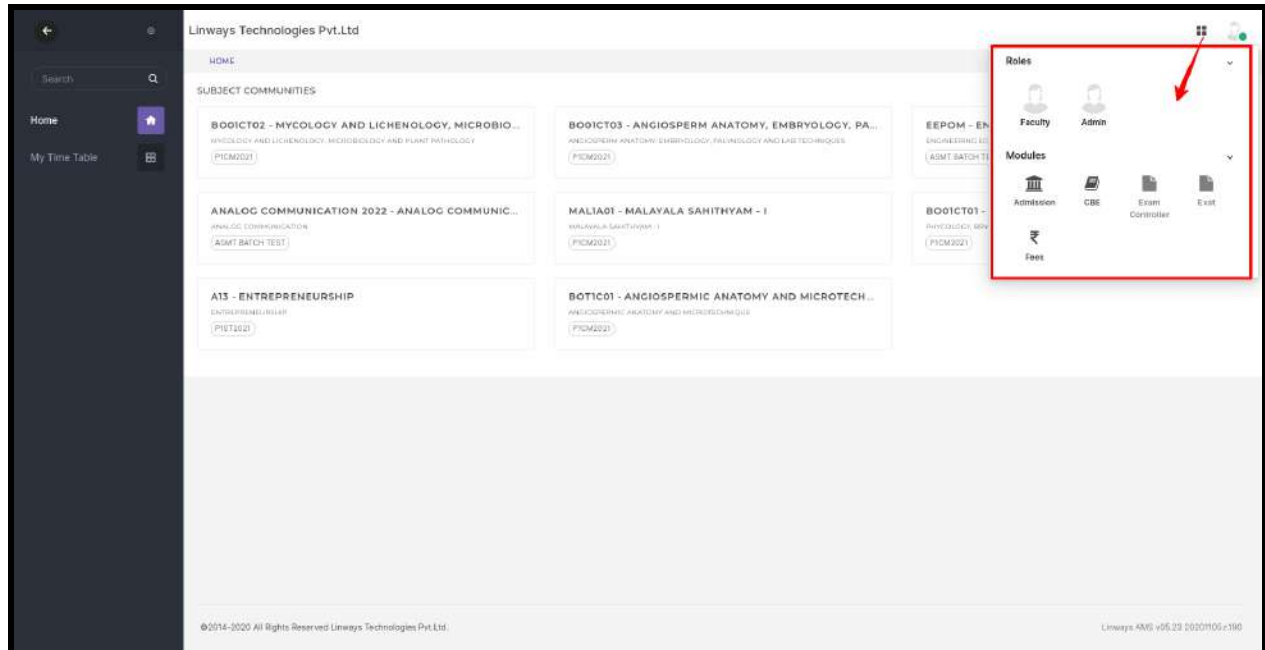
If a normal faculty (no admin privilege) log in to the academics module, he/she doesn't get access to the admin role.
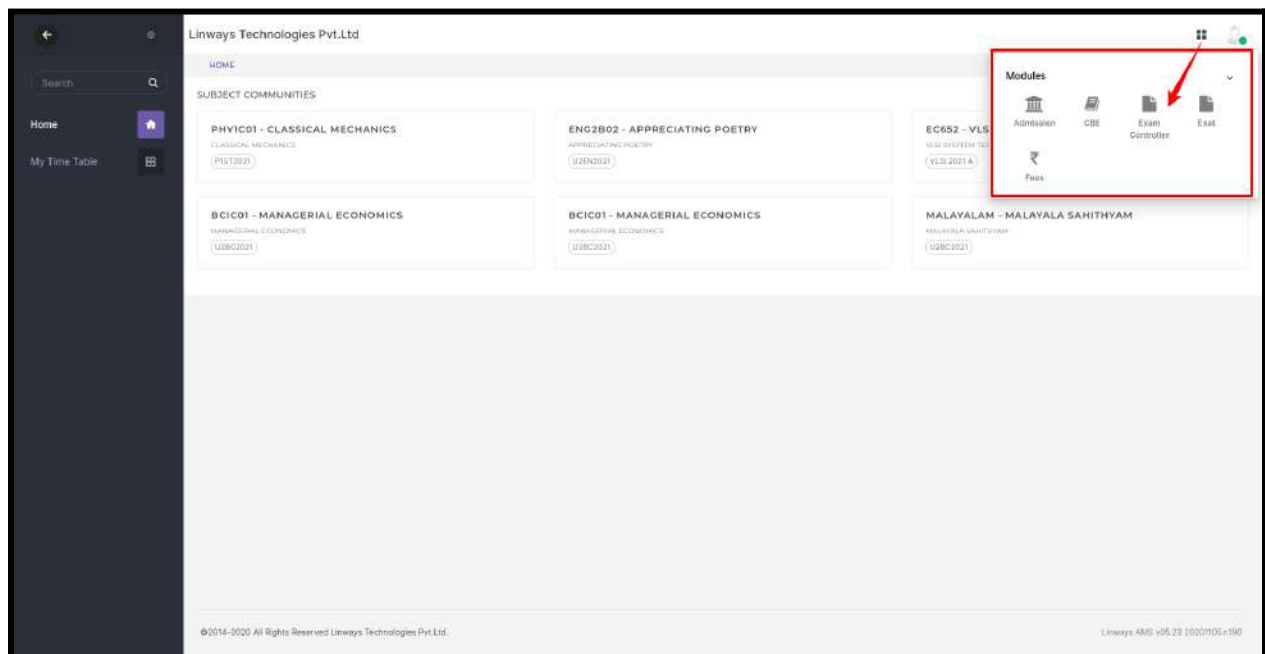
Curriculum Designing

➔ How to design a curriculum for a program?

Steps for designing the curriculum

- Creating Curriculum -
  Curriculum Management -> Curriculum
- Creating Syllabus
  Curriculum Management -> Syllabus
- Academic Terms assigned with Syllabus
  Select the desired syllabus and create Terms
- Academic Paper in Terms and Assigning Subjects
  Syllabus -> select syllabus -> select terms
- Assign Curriculum to Batches
  Curriculum Management -> Assign Curriculum
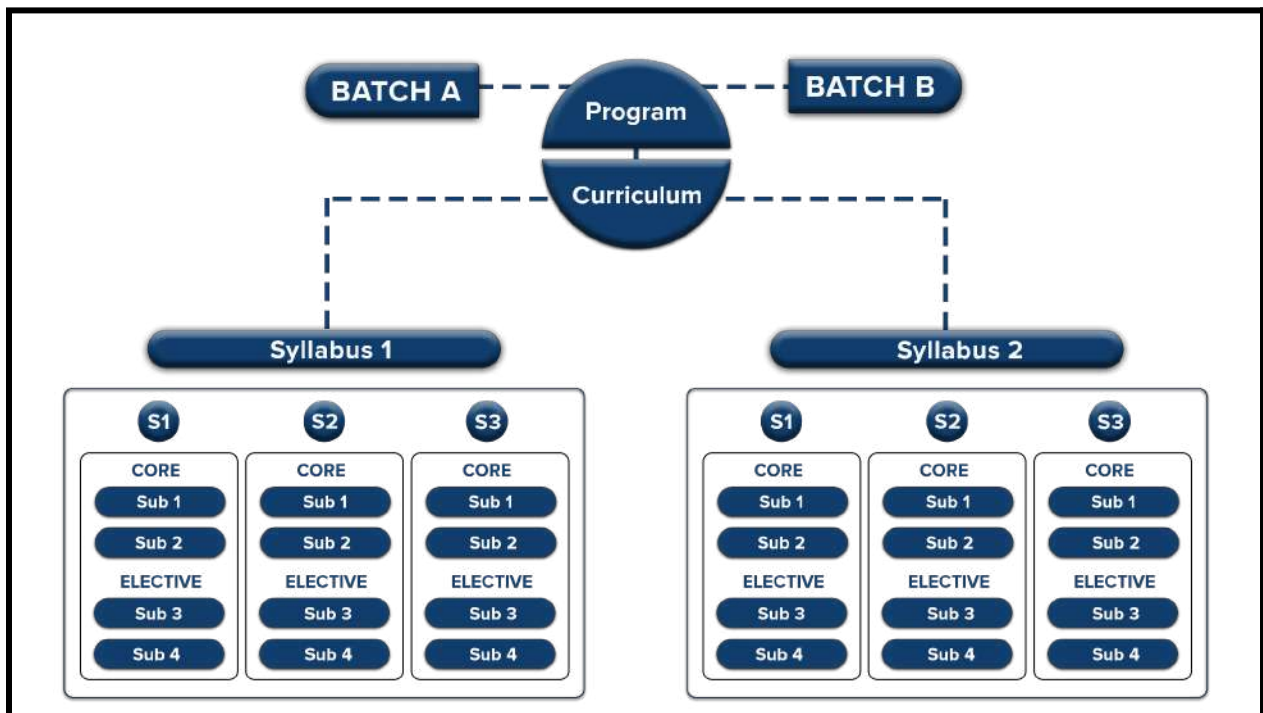
Click on the "Curriculum Management" on the left side menu > Curriculum

★ *Curriculum management -> curriculum -> create new*
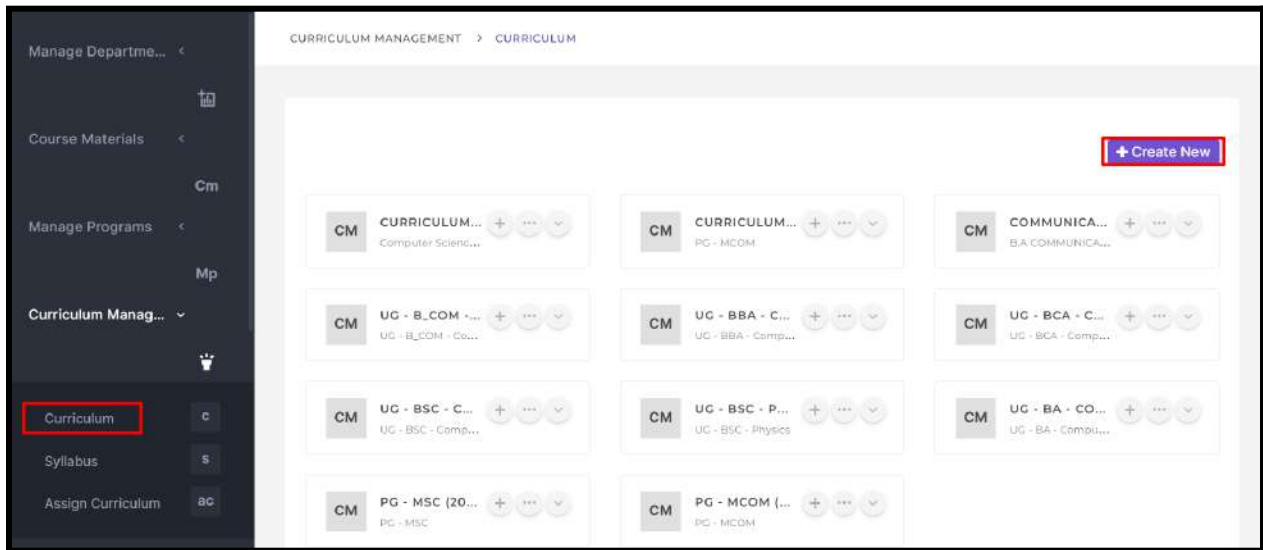
- We can provide the curriculum name in the text box. If the course is single-major, we can choose the **type** as single-major, or if the course is multi-major, we can update it as multi-major.
- We can give the curriculum starting and ending year period.
- There is also provision for setting the passing criteria for a curriculum e.g.: Grade, Percentage, and Maximum failed subjects.
- Grade scheme values can be assigned in this section, and this data is fetched to the exam controller side. If the college uses the controller side, values will be shown in the exam module grade schemes.
- Click on **Save** after you have entered all the necessary information.

Passing Criteria & Grading Schemes

Backlog:
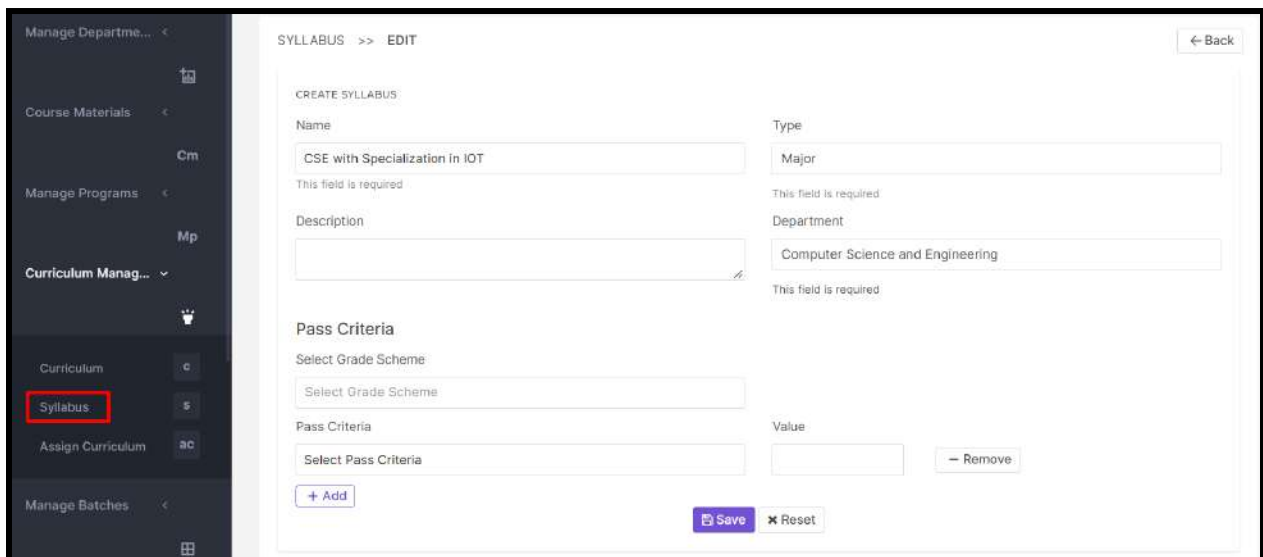Need to add credits to the passing criteria

Syllabus

➔ What is a syllabus and why is it important?

➢ It sets the tone for the course by streamlining the content of the course.
➢ A syllabus is a document that outlines all the essential information about a college course. It lists the topics you will study as a part of program.
➢ The syllabus lets students know what the program is about, why the course is taught, where it is going, and what will be required for them to be successful in the course.

➔ How do we create a Syllabus?

★ *Curriculum management -> syllabus -> create*

● Click on the "Curriculum Management "tab on the left panel > Syllabus.
● Input the syllabus name and description and also choose the type, whether it's major/minor/honours.
● Similar to *curriculum* we can set the passing criteria to the syllabus also.
● Click on **Save** after you have entered all the necessary information.

CREATE SYLLABUS

Name | Type
Enter The Name Of Syllabus | Select Type
This field is required | This field is required

Description | Department
| Select Department
| This field is required

Pass Criteria

Select Grade Scheme
Select Grade Scheme

Pass Criteria | Value
Select Pass Criteria | | — Remove

+ Add

[Save] [× Reset]

Backlog:

We will enable a section to add Topic-wise subject descriptions in the syllabus. It will be easy for a staff when she/he comes to add a lesson plan for that subject. Automatically these module-wise topics will be available in the lesson planner.

Academic Term & Paper

Why we brought the paper concept to the syllabus?

Why we add subjects inside a paper is that, if there is a selection between subjects we can use paper concepts,
for a program there are some subjects offered for electives but the students not going to study all the subjects listed. there should be a selection between the subjects so that we can use this paper and add the subjects to this paper.

- By **selecting the Syllabus**, we will be redirected to the page where we can create the academic terms.
- Academic terms here mean a portion of an academic year, the time during which an educational institution holds classes. Most of the colleges' modes of classes are **Semester-wise or Year wise.**
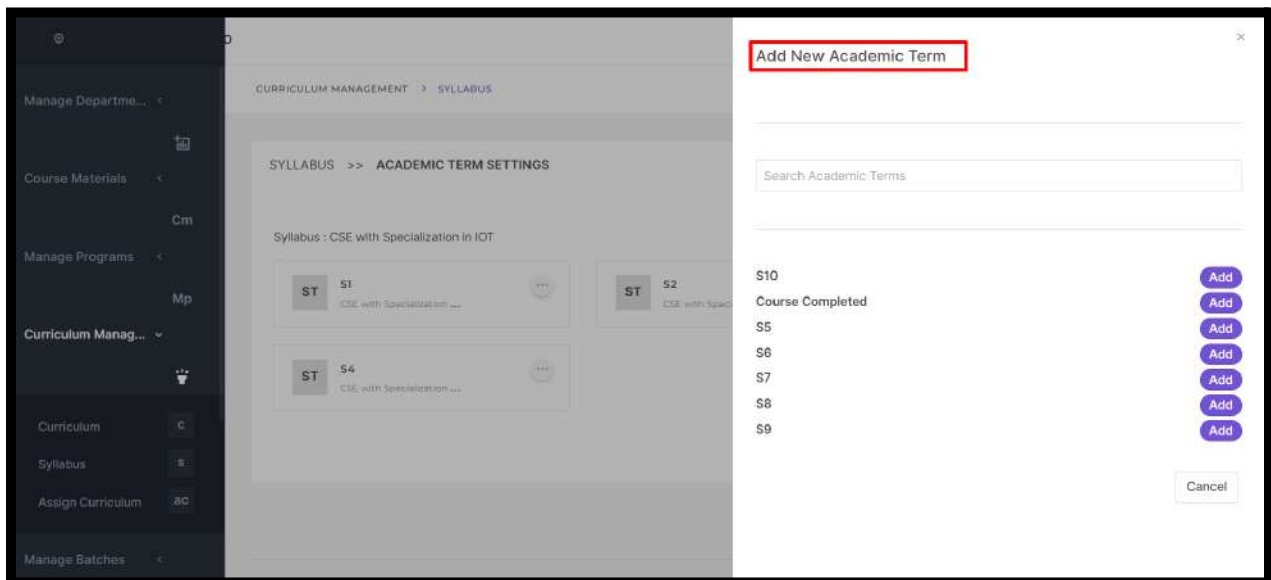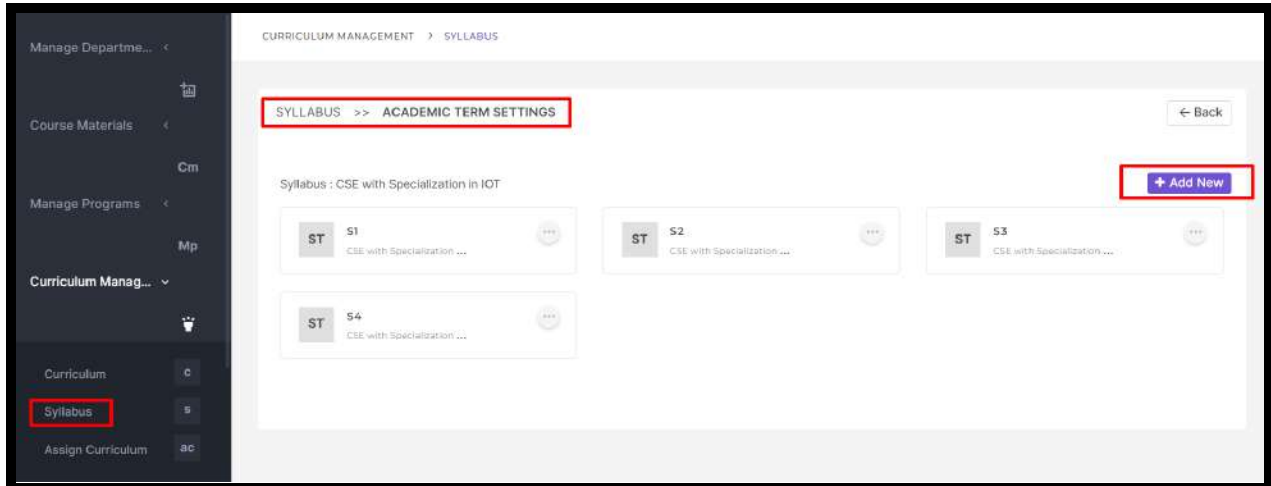
- After adding the semesters (Academic Terms), the next step is to add academic term papers in each academic term by clicking *'Add New'* Button.
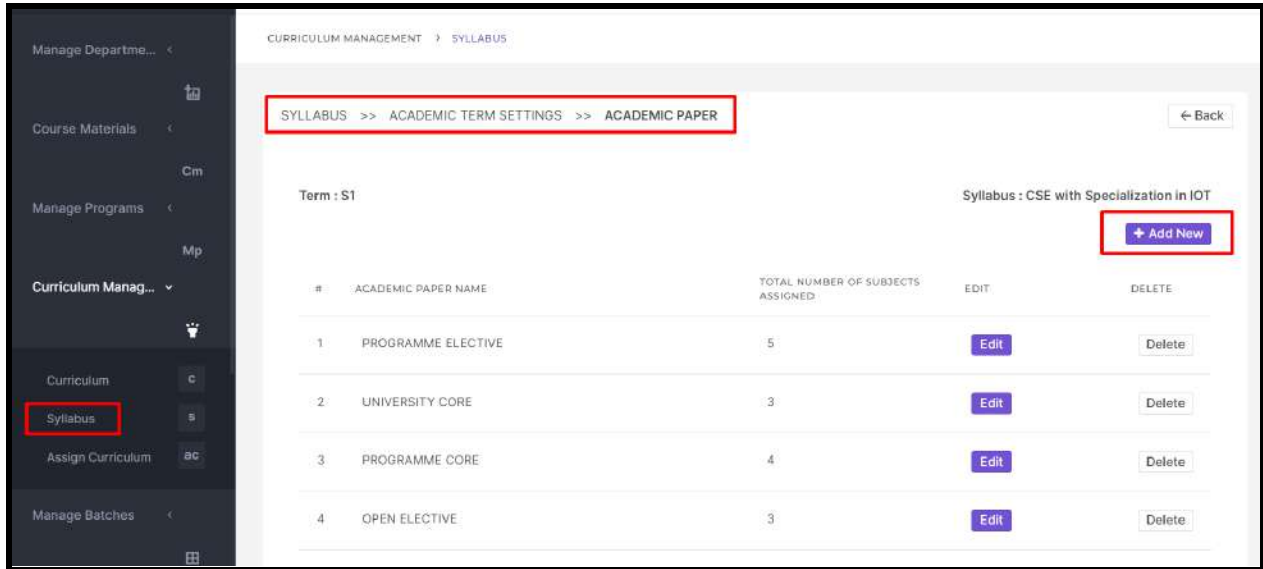
- Input the name for the paper and click on *'Add Subjects'* to assign subjects to the papers.
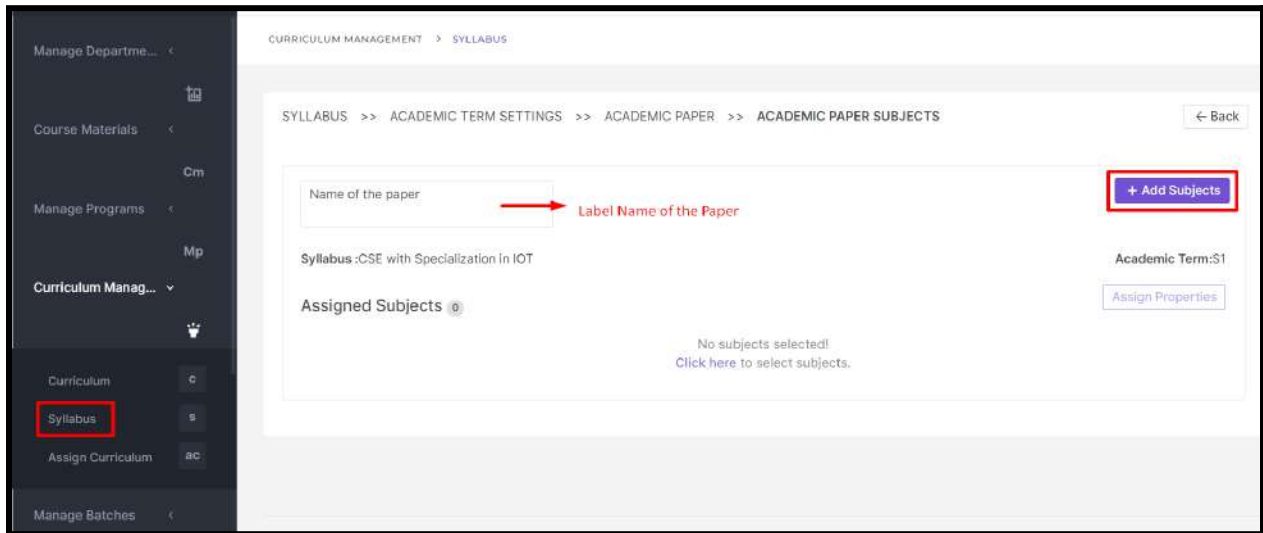

- First, we have to *create a Paper,* and then we can *assign subjects* to the paper.
- Each program can have core, elective and open elective subjects, and subjects will be added to papers.
- We can add more than one subject to a paper if there is a grouping or selection between the subjects. For eg: the department offers 5 elective subjects and each student picks one subject as an elective so that students can study as a part of the program.
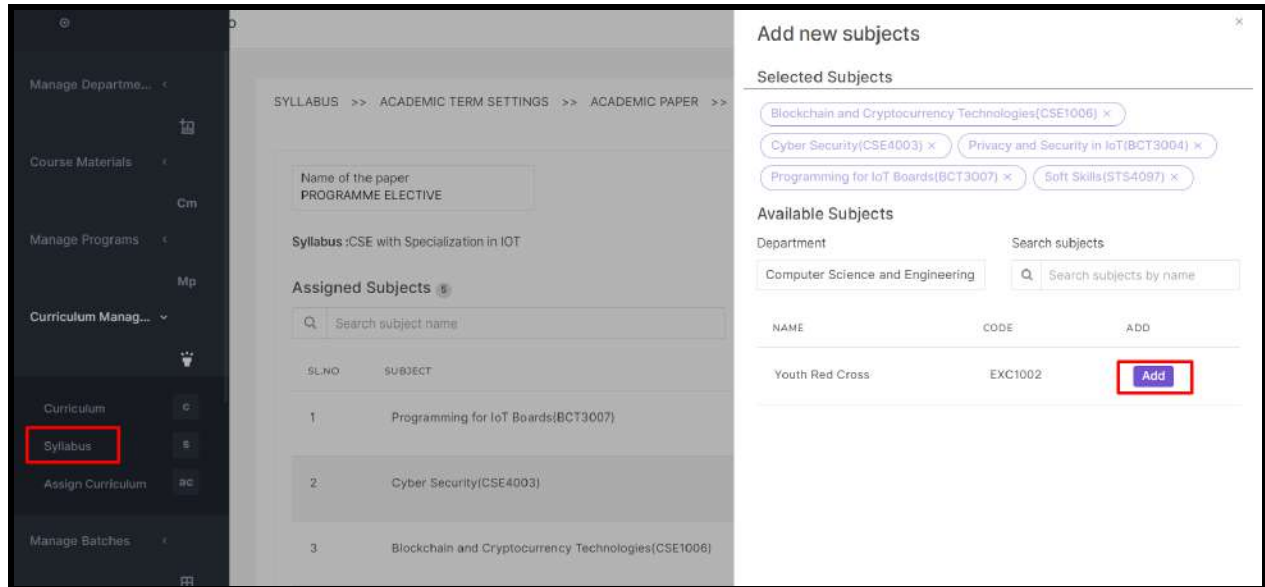
For example,

BCA program curriculum is attached below,

We have the semester-wise subjects that the students study as a part of the program. certain subjects are mandatory for the students and some are electives in wich students pick subject based on their interest, that are also given in the curriculum.
We should design this in our software exactly the same.
semester /year/Trimester wise, we can add subjects to papers;

Syllabus -> Academic Term -> Academic Paper -> Academic Paper Subject

Consolidated Scheme – I to VI Semesters of BCA

Sem	Title with Course Code	Course Category	Hours per week	Credit	Marks Intl	Marks Extl	Marks Total
I	English-I	Common	5	4	20	80	100
	Mathematics	Complementary	4	4	20	80	100
	Basic Statistics	Complementary	4	4	20	80	100
	CA1CRT01 -Computer Fundamentals and Digital Principles	Core	4	4	20	80	100
	CA1CRT02-Methodology of Programming and C Language	Core	4	3	20	80	100
	CA1CRP01-Software Lab I (Core)	Core	4	2	20	80	100
II	English-II	Common	5	4	20	80	100
	Discrete Mathematics	Complementary	4	4	20	80	100
	CA2CRT03 -Data Base Management Systems	Core	4	3	20	80	100
	CA2CRT04-Computer Organization and Architecture	Core	4	4	20	80	100
	CA2CRT05-Object oriented programming using C++	Core	3	4	20	80	100
	CA2CRP02-Software Lab- II	Core	5	2	20	80	100
III	Advanced Statistical Methods	Complementary	4	4	20	80	100
	CA3CRT06-Computer Graphics	Core	4	4	20	80	100
	CA3CRT07-Microprocessor and PC Hardware	Core	3	4	20	80	100
	CA3CRT08-Operating Systems	Core	4	4	20	80	100
	CA3CRT09-Data Structure using C++	Core	4	3	20	80	100
	CA3CRP03-Software Lab III	Core	6	2	20	80	100
IV	Operational Research	Complementary	4	4	20	80	100
	CA4CRT10-Design and Analysis of Algorithms	Core	4	4	20	80	100
	CA4CRT11- System Analysis & Software Engineering	Core	4	4	20	80	100
	CA4CRT12-Linux Administration	Core	4	4	20	80	100
	CA4CRT13-Web Programming using PHP	Core	3	3	20	80	100
	CA4CRP04-Software Lab IV	Core	6	2	20	80	100

● *Syllabus -> Academic Term -> Academic Paper -> Academic Paper Subjects*

This is the proper workflow for creating a course syllabus,
- we can assign properties to a paper.
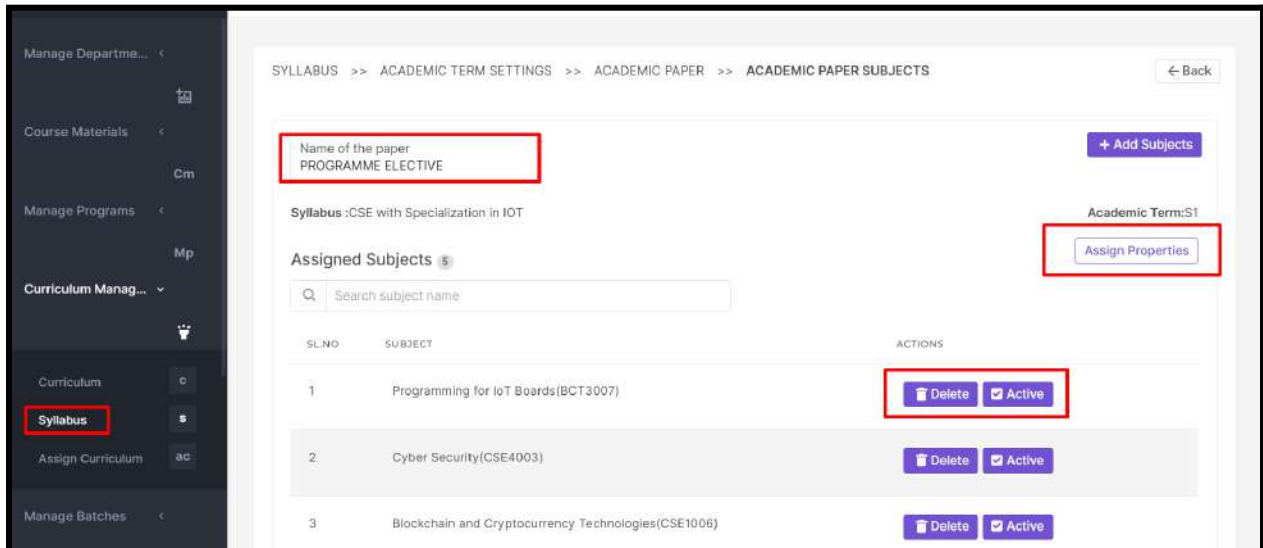
Backlog:

- We need to add slot-wise subjects to the papers.
- Workflow for Minors /Honours
- Course registration – credits validation
- Refer ⬛ MINOR_HONORS COURSES.docx

Academic Paper Properties

Admin can assign subject properties to respective papers. Given below are the properties added to the corresponding Academic Term Papers
- ❖ Credits
- ❖ Subject Type
- ❖ Grade Scheme
- ❖ No of the subjects that a student can choose in a paper
- ❖ able to set the internal and external maximum marks
- ❖ Passing criteria
- ❖ We can set a subject as active/inactive, which reflects on the student side.

Assign details to selected subjects

×

Credit Disable

Disable

Select Credit

☐ Exclude Subject From Total

Subject Type Disable

Disable

Select Subject Type

☐ Internal

Grade Scheme Disable

Disable

Select Grade

☐ External

No.of subject that a student can choose Disable

1

Internal Maximum Mark

External Maximum Mark

0

0

Internal Pass Criterias

Pass Criteria

Value

Select Pass Criteria

− Remove

+ Add

External Pass Criterias

Pass Criteria

Value

Select Pass Criteria

− Remove

+ Add

Aggregate Pass Criterias

Pass Criteria

Value

Select Pass Criteria

− Remove

+ Add

Submit Reset

Clicking submit button will not permanently save the properties.Please make sure to click save below

After we create the entire syllabus for a program, we need to assign the syllabus to the curriculum.

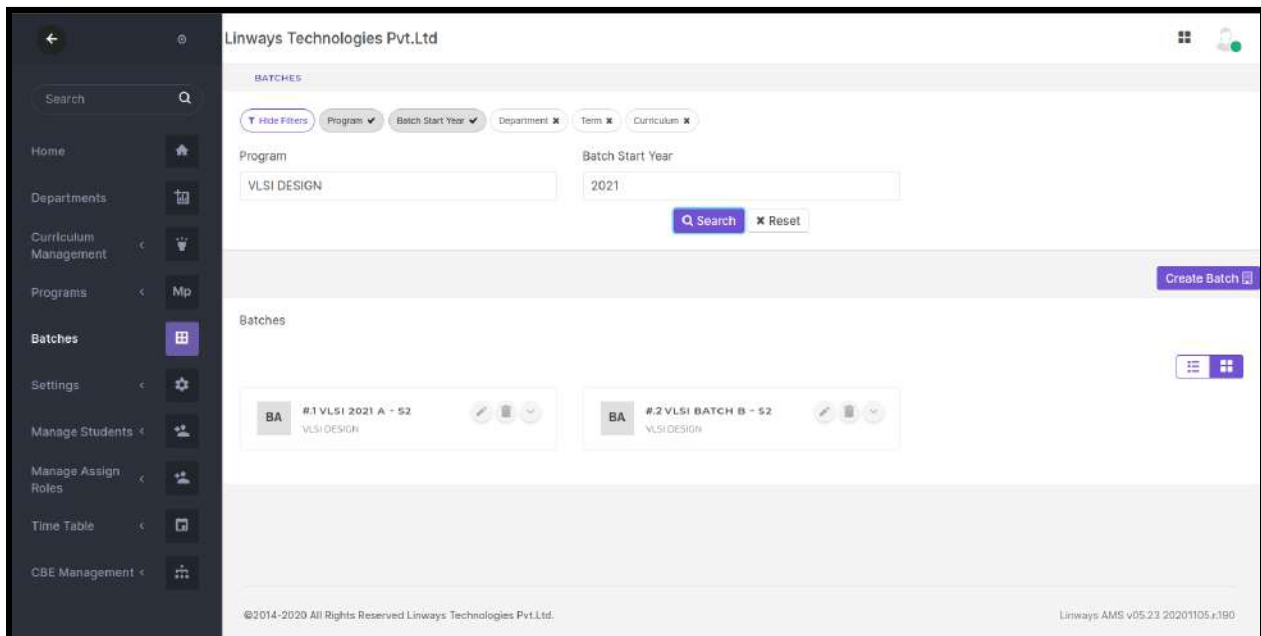# A quick guide to adding a new batch

- Log in to the module and switch to the Administrator role.
- Click on the Batches tab on the left panel.

Note: If the user role doesn't have permission to access the Batches menu, it won't be seen. (Settings -> User permission Management)

Refer settings

- We can use filter options to get the list of the created batches.
- Select the desired filters,and click show filters.
- And last Click search button.

Refer Filter

- You can add new batches by clicking on the create batch button.
- Enter Batch Name and description.
- Select a department for the batch you are creating by clicking on the department dropdown (required field)
- Select the Course Type, Program Name, & Campus Type, which are created in the Program section.
- Select the <mark>curriculum</mark> for the batch we created
- Select course type, Batch year (Start and End Year) (required), and current Term. However, when a batch advances to a new semester, it should be updated in the Current Semester field.
- We also has 🗐 BATCH PROMOTION option to upgrade the Term/Semester.
- Select the Final Semester of the batch. If the batch is a pass-out batch, select Is PassOut.
- Set the TC Issue Date for each batch so that while generating TC, student status will be considered as Failed/Course Completed based on this.
- Select the University from the drop-down.
- Select Student Sort Order Criteria so that students will be listed based on it while marking attendance.
- Select the field to be displayed in Show Field In Attendance Marking while marking attendance along with the student name.
- Click on Submit after you've entered all the necessary information.

➔ How do we asssign syllabus to curriculum?
➔ Why do we assign separate syllabuses in curriculum?

> In the case of multi major courses, we can easily analyse the core courses academic data separately,
> For Eg: if we assign physics , chemistry, and maths core course syllabus separately in the curriculum for the course *Bsc Physics Maths Chemistry* , we can simply analyse the assessment, and academic like details for single core courses. If we want to find the top scorer in physics we can easily get that data.

Click on the curriculum management on the left side panel and select curriculum menu. The curriculums which we created will be listed.

● Add Syllabus, Edit/Delete and Preview buttons are added on each Curriculum.
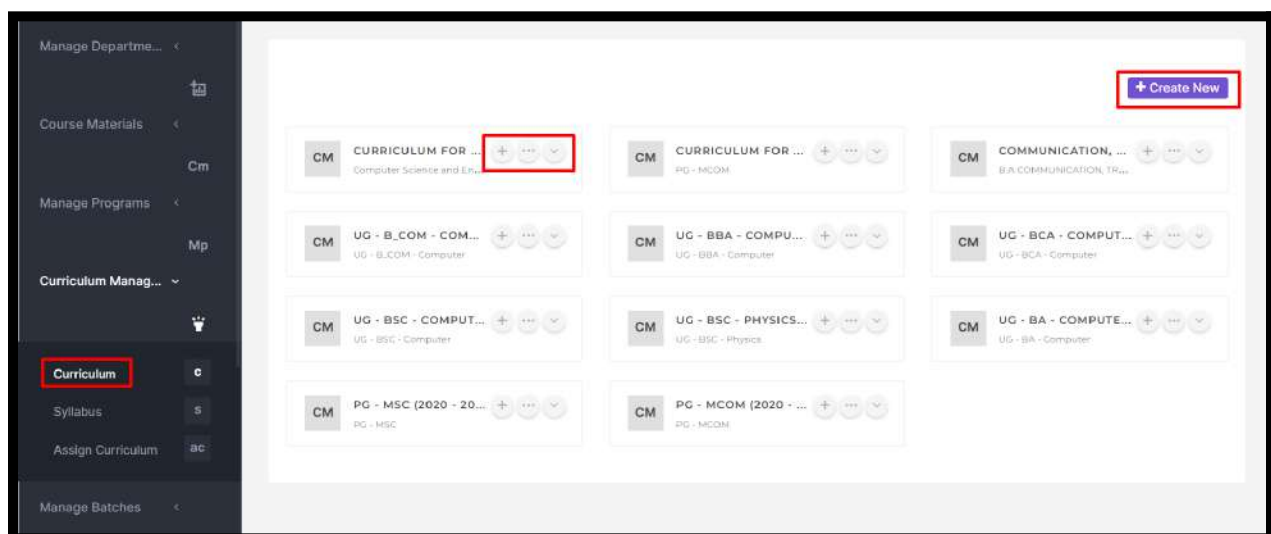
● By clicking on the "+" button, Syllabus which we have created for the program will be automatically shown and we can add the syllabus to the curriculum.
● By clicking on the "..." button, we can edit the curriculum's basic details, which we have provided at the time of creation.

ATTENDANCE MARKING

- Login to your profile, and you will redirect to the home page where your subjects will be listed there.
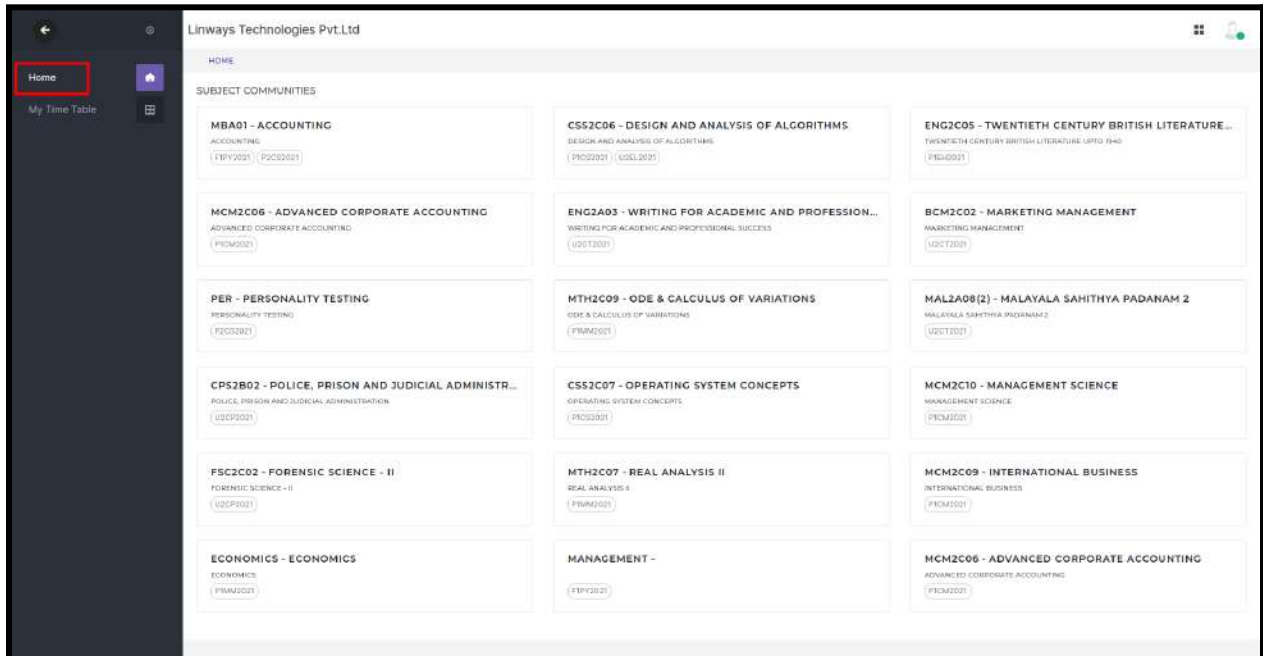
- Click on the "My Timetable" menu on the left side menu.
- The timetable set for particular faculty for the selected date will be shown here.
- Here is the week in which selected date timetable will be displayed.
- From the time table hour tile you can click on the icon and mark attendance
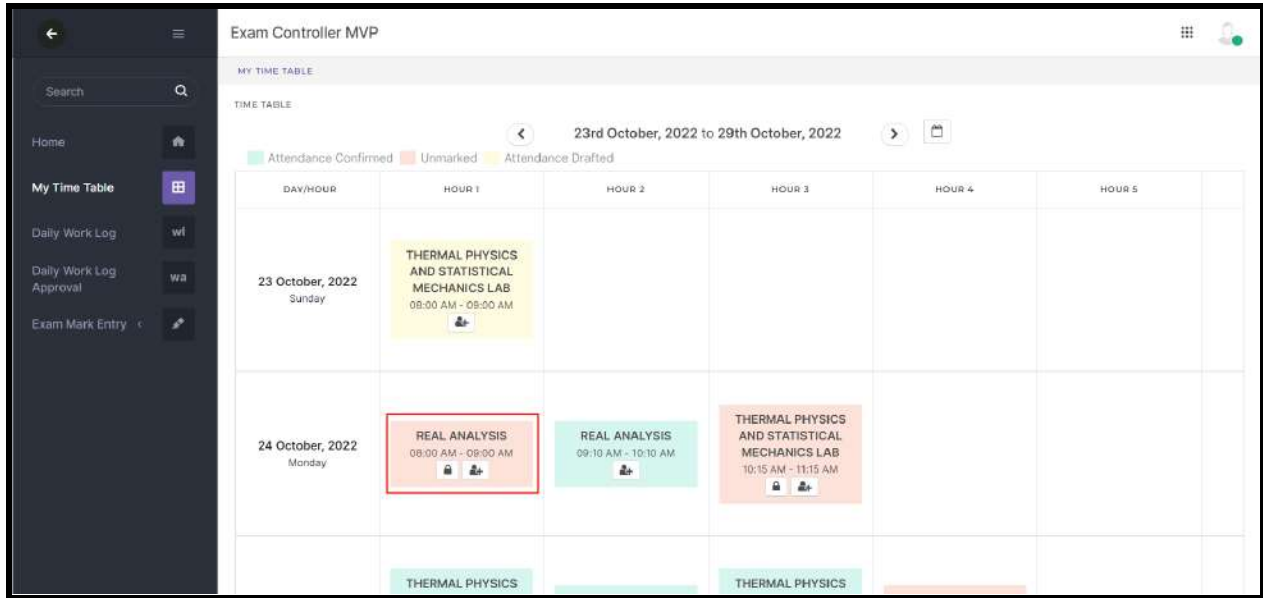
- In my timetable menu, attendance confirmed hour will be in Green, attendance drafted hour in Yellow and unmarked hour in Red.
- Click the person icon to mark attendance.
- Click the lock icon to unlock the hour to other faculties teaching in the same batch.
- You can unlock the hour by open to all faculties or by unlock the hour to specific faculty options —---> Submit.
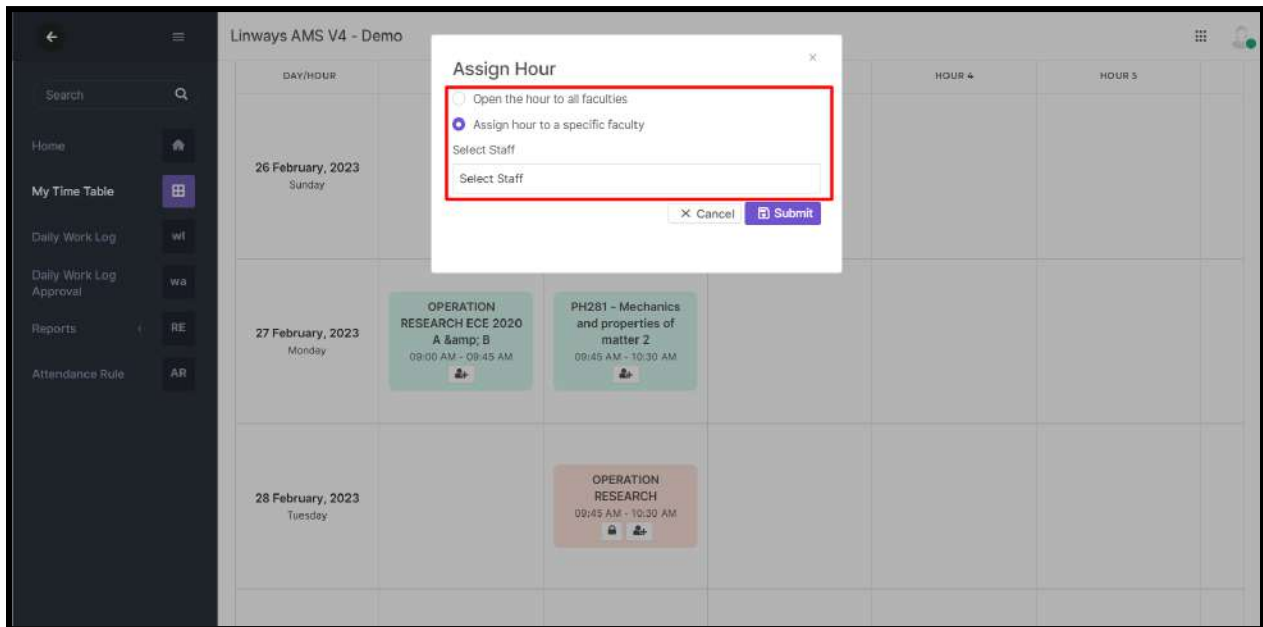
➔ HOW TO MARK AN UNLOCKED HOUR

- The unlocked hour will be visible in the allocated faculty's hour tile as the hour tile of exchanged faculty.
  For example, If staff A unlocked an hour to staff B. Then in staff B's Login under My timetable, hour tile we will be visible with staff A's subject community and staff A's name.
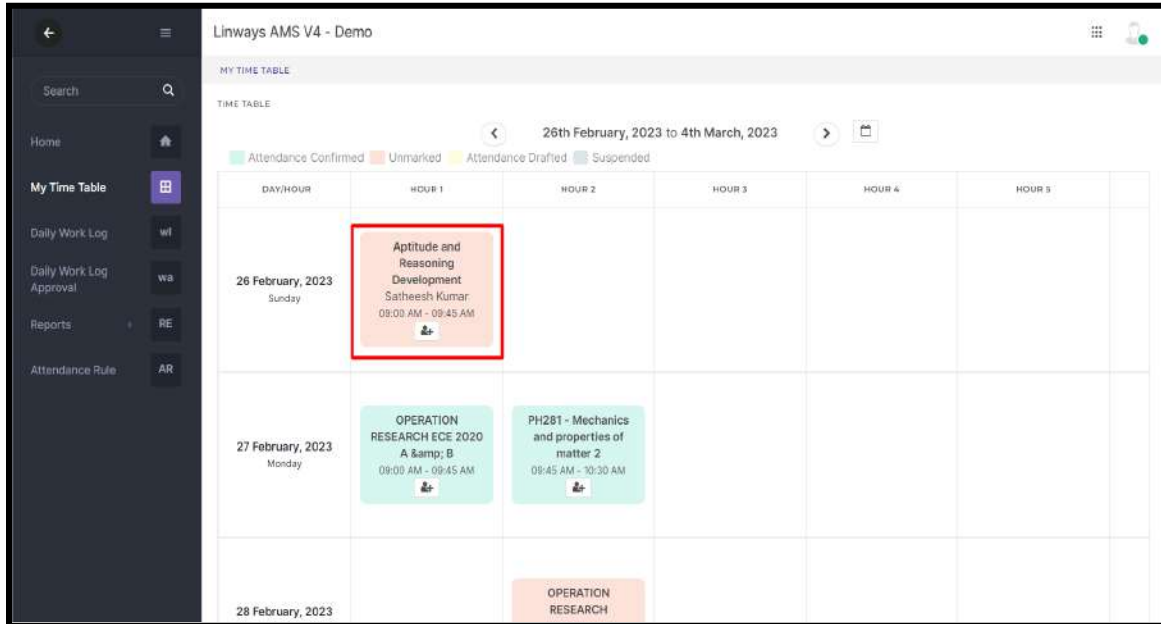
- Click on the person icon to mark the attendance.
- If the faculty handles multiple subject communities in the batch, select the subject community to mark the attendance.
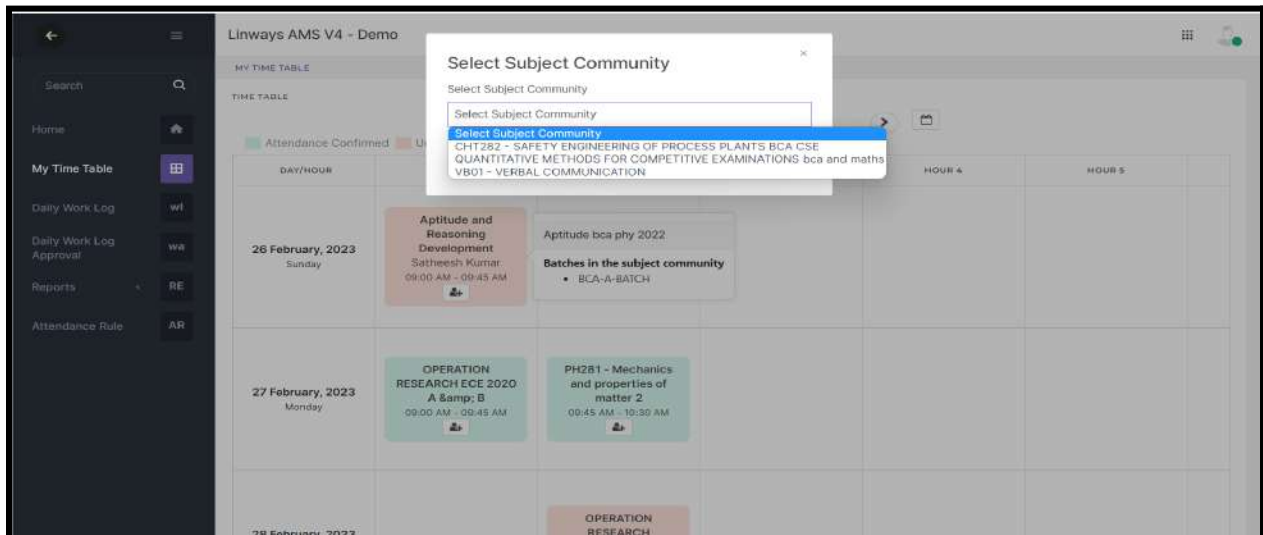
- After drafting or confirming the attendance, hour tile will be changed to the faculty's selected subject community.
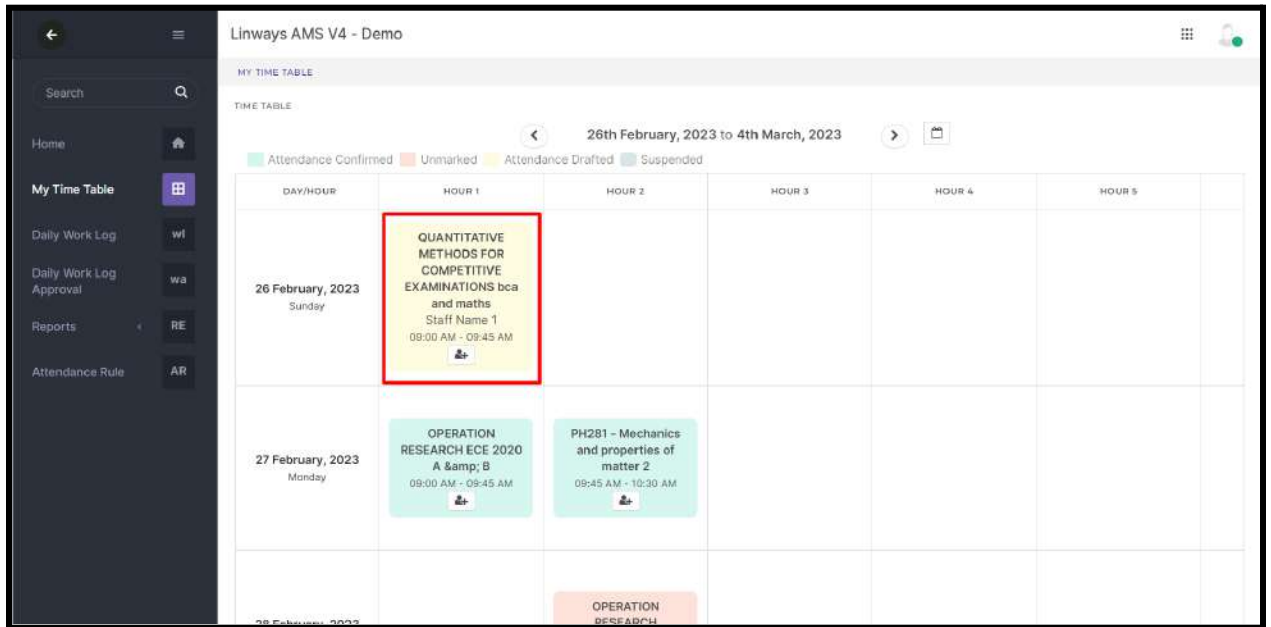
- The lock icon will be only available in **unmarked hours**.
- We will automatically redirect into the attendance marking screen which is inside the subject cluster.
- In the Timetable Method, select the date for marking attendance.When you go inside the mark attendance menu rather than from the time table. Unmarked hours will be shown in Blue, marked in Green, unlocked hours that are given to staff shown in purple.
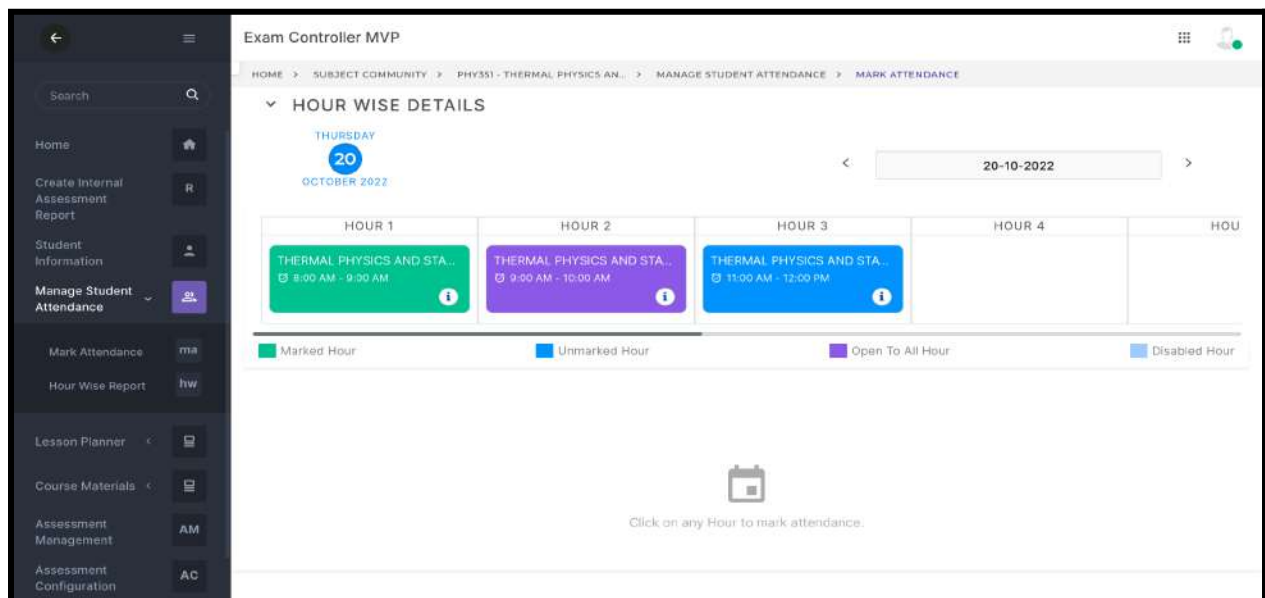
- Students will be listed down when we click on each hour tile and the assigned hour row will be hidden.
- Click on the upside arrow button to show the subject and hour details with date picker.

- By default students will be listed in student name order. You can sort the student by roll number and register number using the sorting order option.

- Click on the student to mark absent, by default all the students will be present.
- There is a Mark All Absent and Mark All Present option if you want to mark all absent/present, no need to go to each student.

- Roll no marking method - You can enter absentees roll number in Absentees roll no: field >Submit. That roll numbers will be marked absent.

- Once you marked attendance, click on the Confirm button to complete the attendance marking.
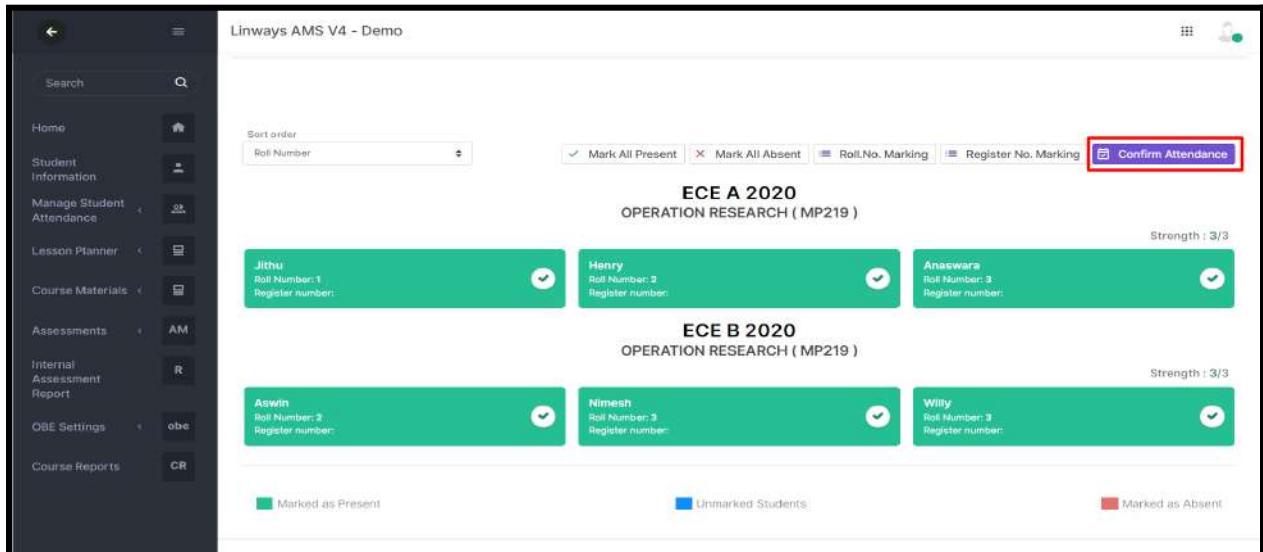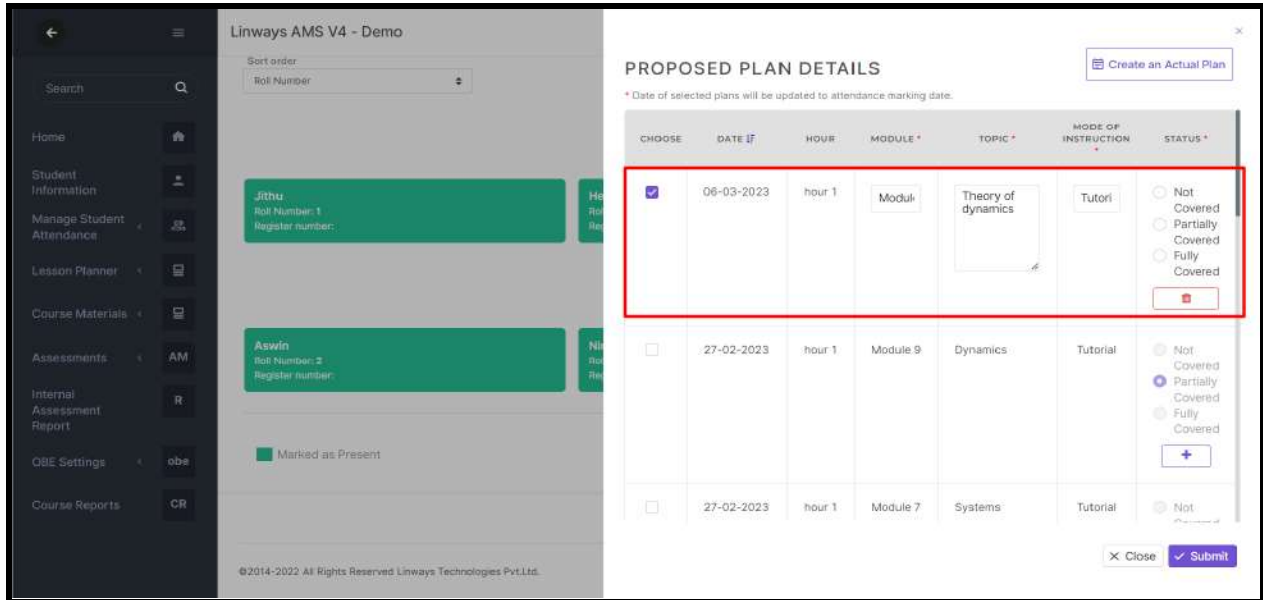

NOTE: Confirmed attendance can't be edited.
- The daily work log of attendance confirmed hours automatically updated.

- After confirming attendance, you will see a pop-up for updating actual plans. You can update it from here or through the Lesson Planner menu.
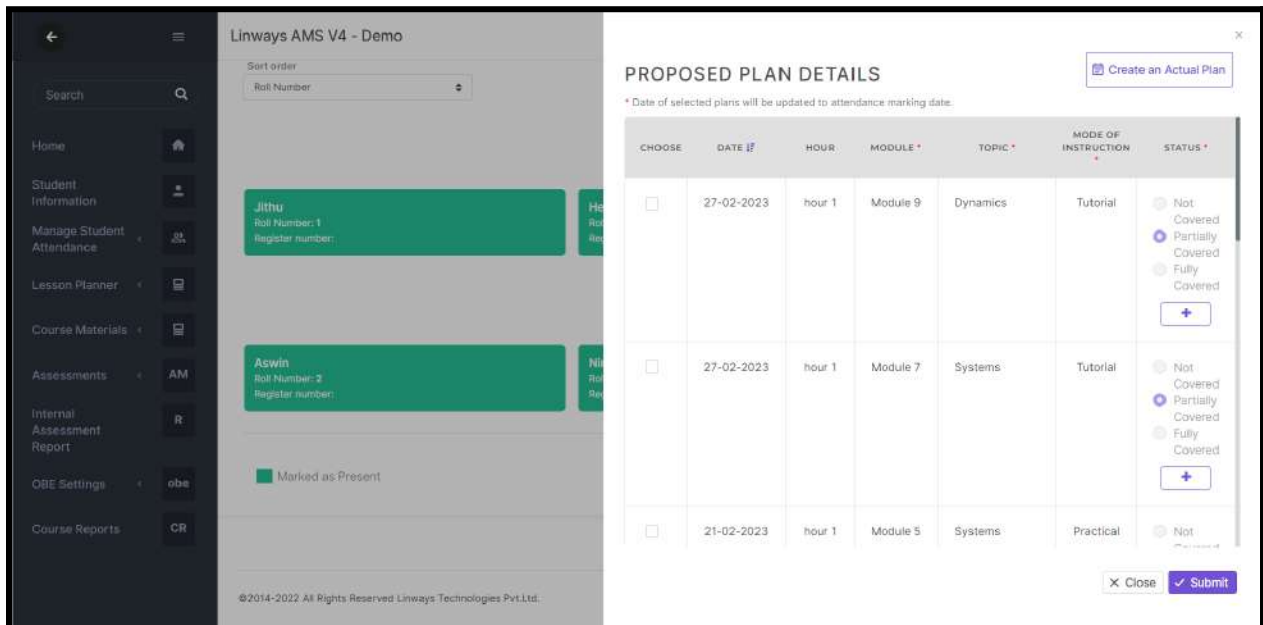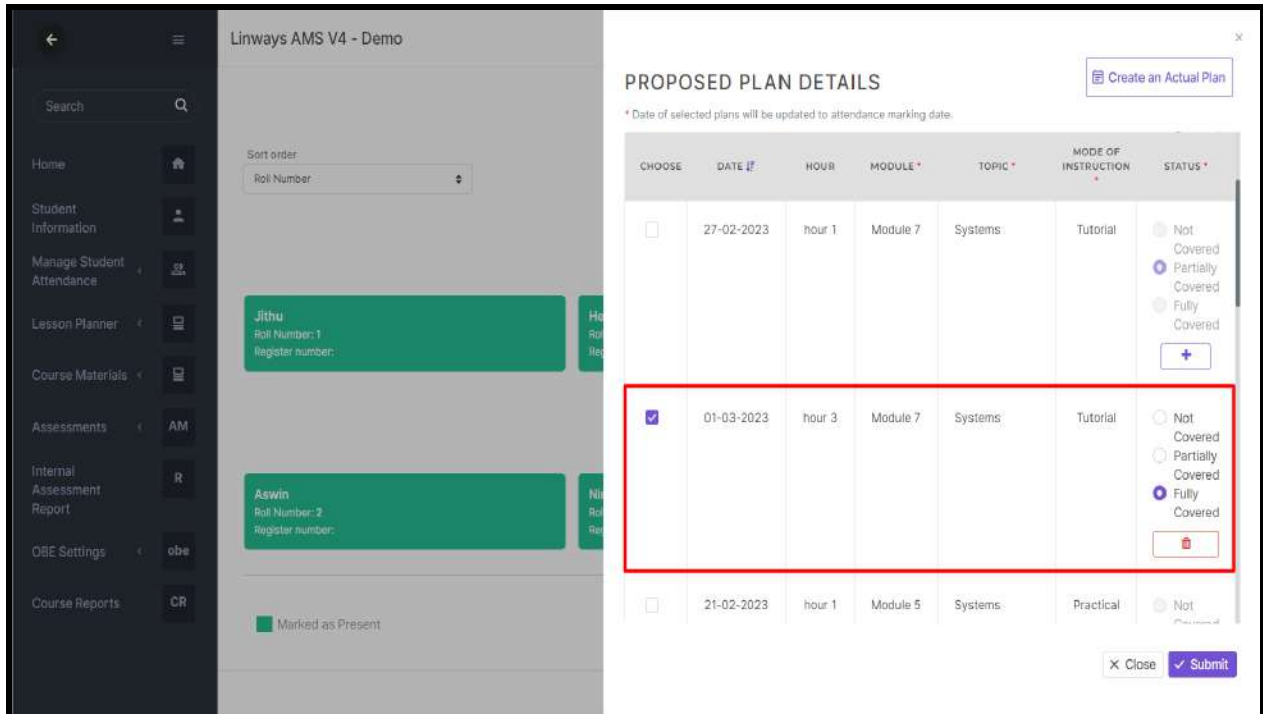

- Click on *create an actual plan* option to add a new actual plan while attendance marking.

- Choose the module, Topic
- Select the plan >> update the status >> submit.
- The status of the proposed plan will be updated.
- Click on **+** icon to update the status of topics that were partially covered or in not covered status.
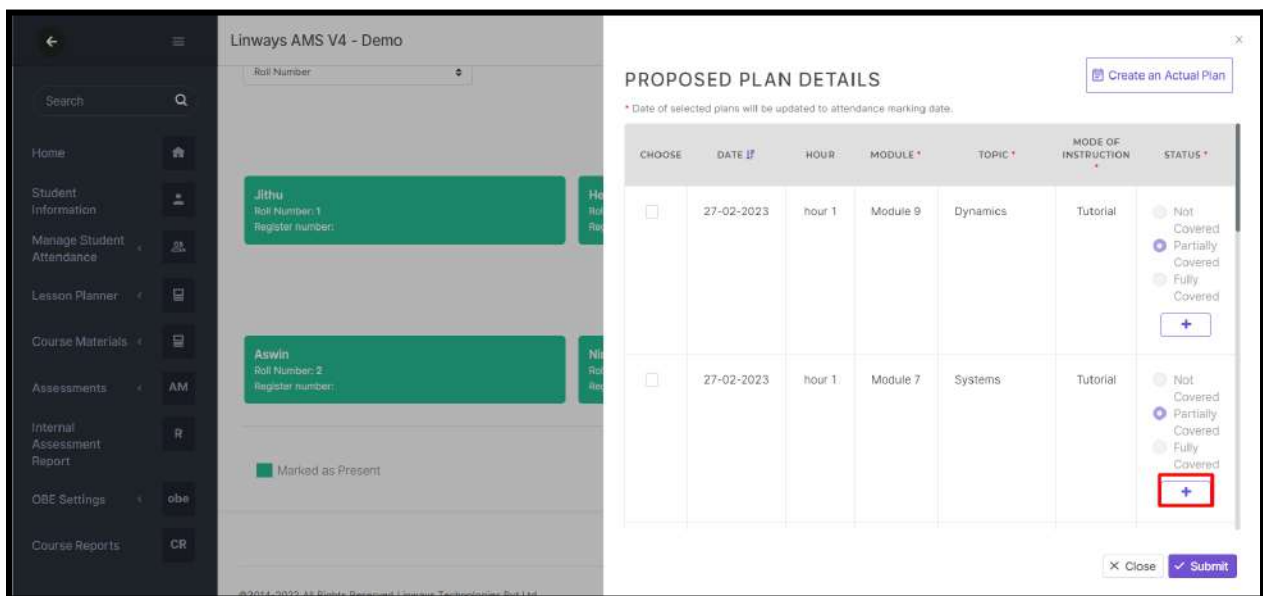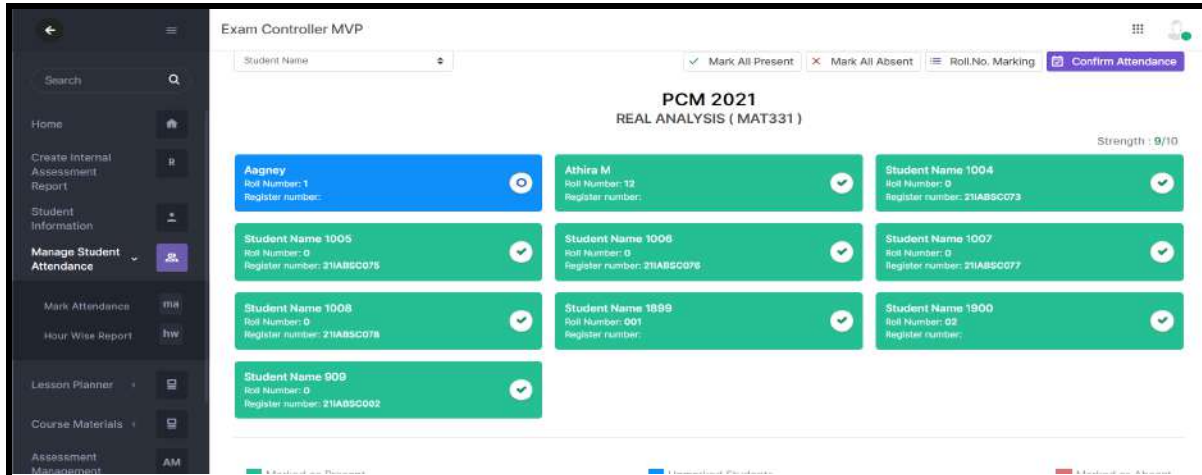

- Updated the status of extended plan.
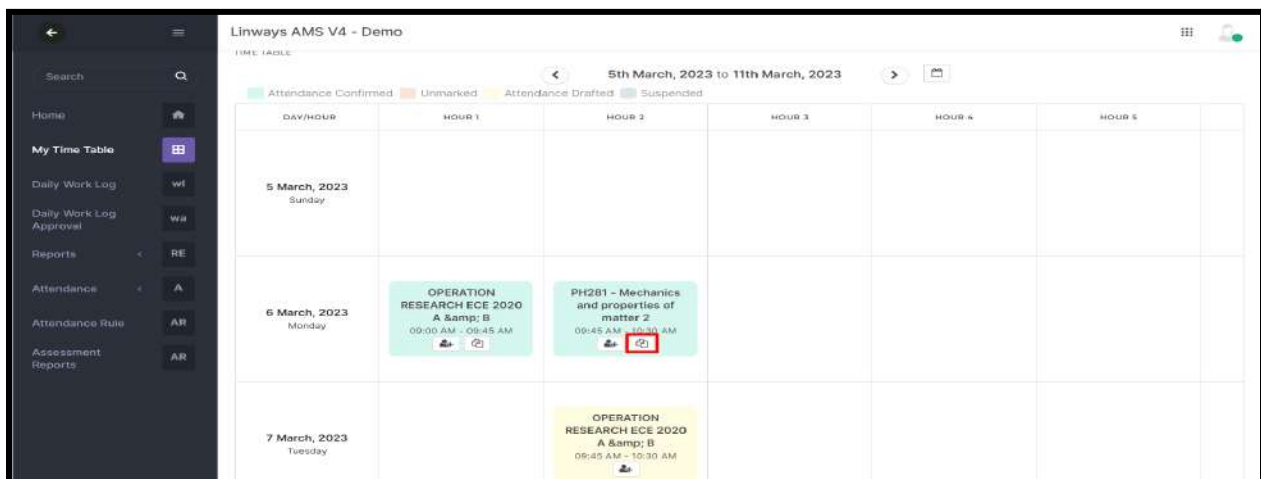
- Click on submit to update the status.
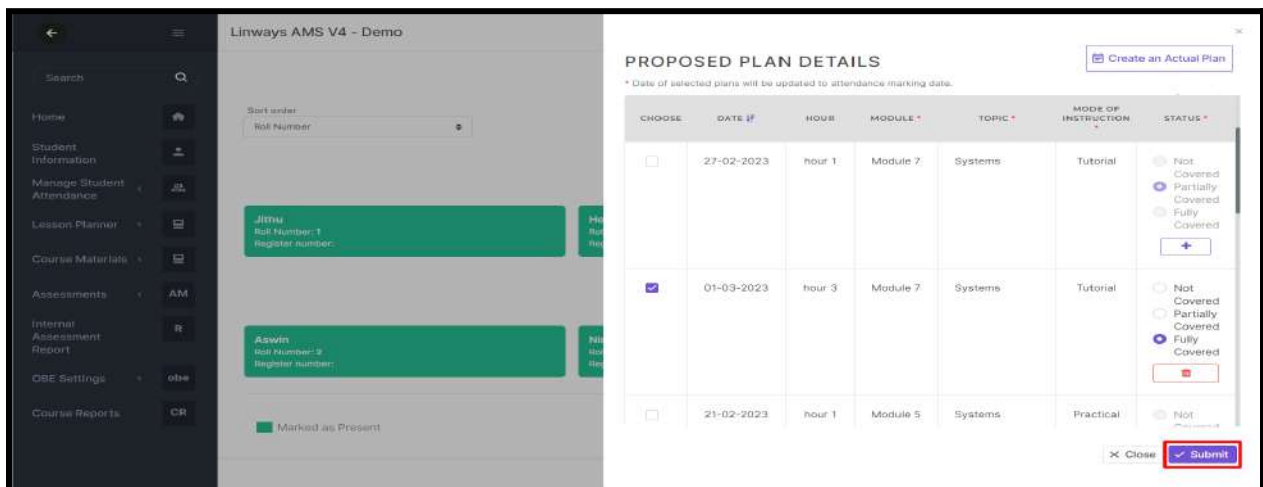
NOTE:
New students were added to a batch that started taking attendance. Then the new student is shown in blue color in the attendance marking page.
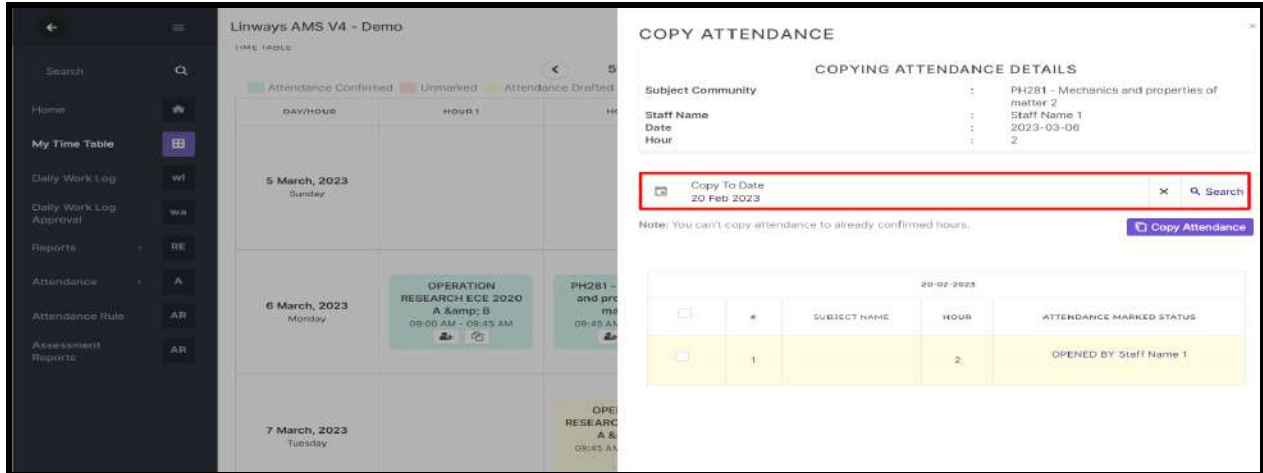
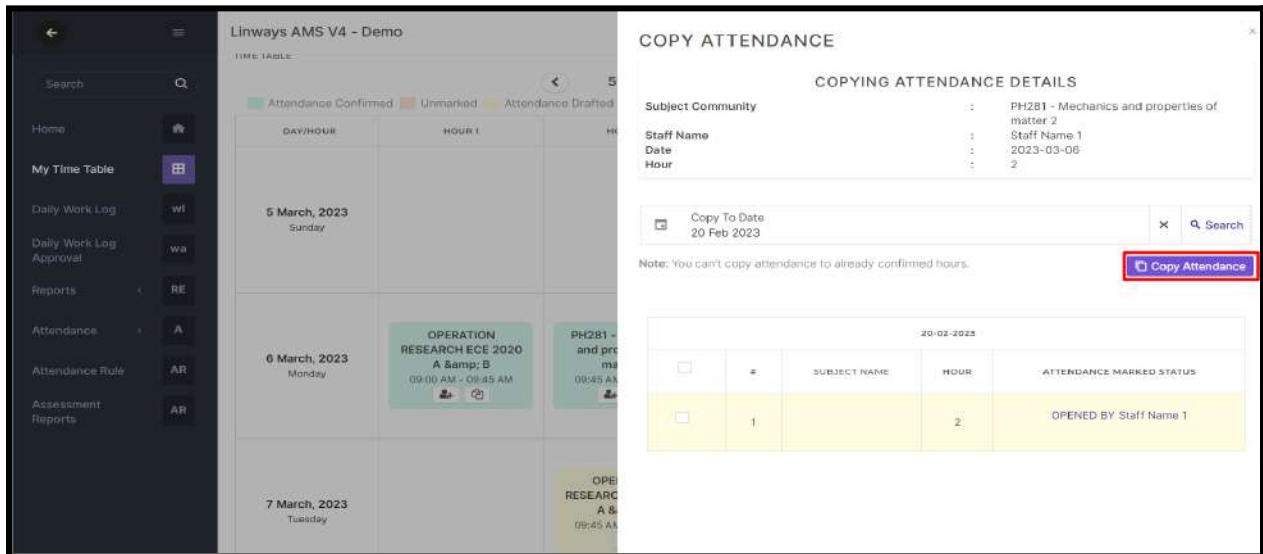- Mark attendance for new students >> confirm attendance.

COPY ATTENDANCE

- Click on the copy icon in the confirmed hours.

- Copying attendance will be visible and select the date ===> Click on *Search* option.
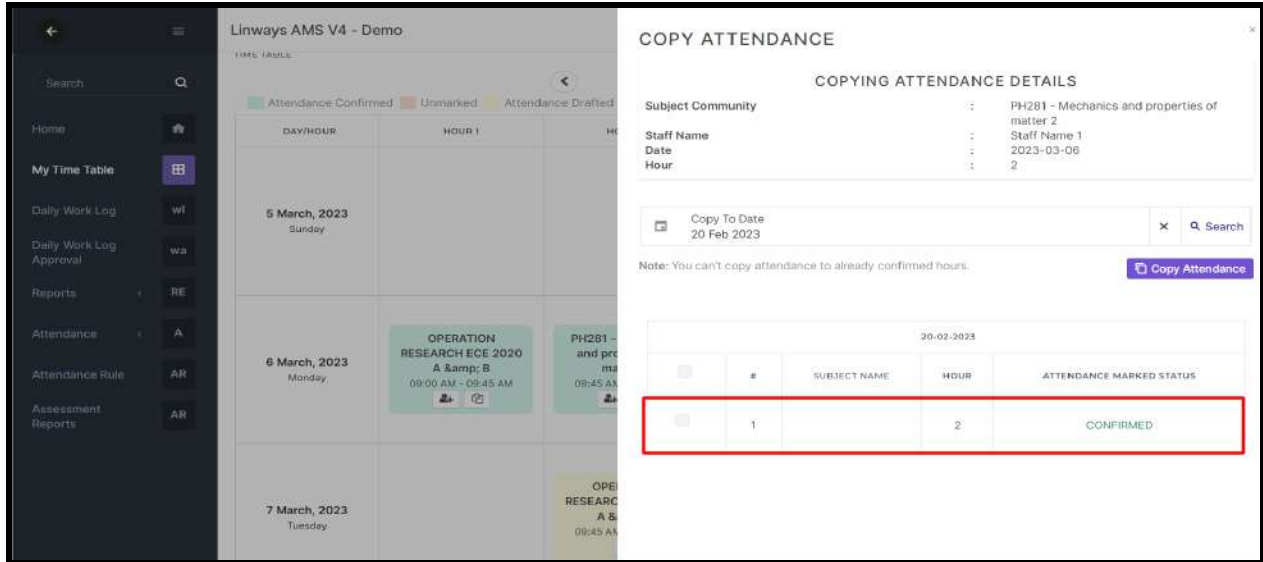
- Select the hour to which to copy the attendance and click on copy attendance option.
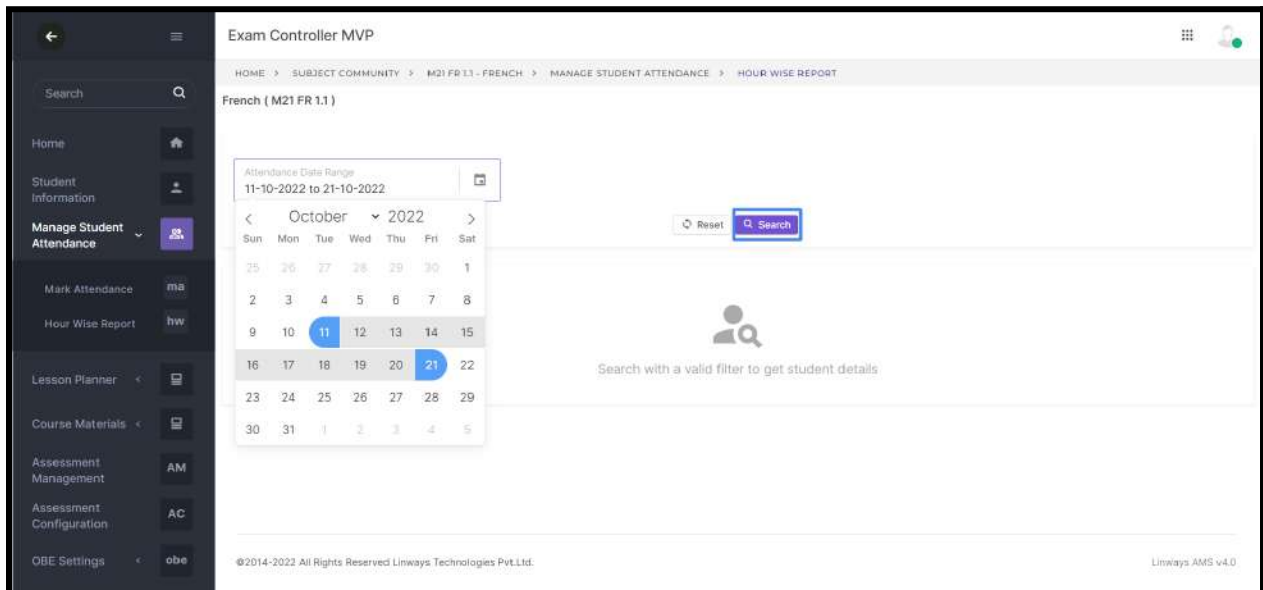

- The attendance will get copied and the hour status will be in confirmed status.

- Faculty can view the hour wise report in manage attendance menu, the hourwise attendance details and consolidated attendance percentage against each student will be listed in the report.
- In the hour wise report option, we will get the report by selecting the date range and search.

Select the options to table for the attendance report and view the hourwise attendance report.

You can sort the student by student name, roll number or register number wise.

● Click the export option to export the hour wise attendance report.

STUDENT LOGIN

- In the attendance menu, students can access the student wise attendance report including attended hours, total hours and attendance percentage against each subject.
- Login to the student profile >> click Attendance in the left pane.
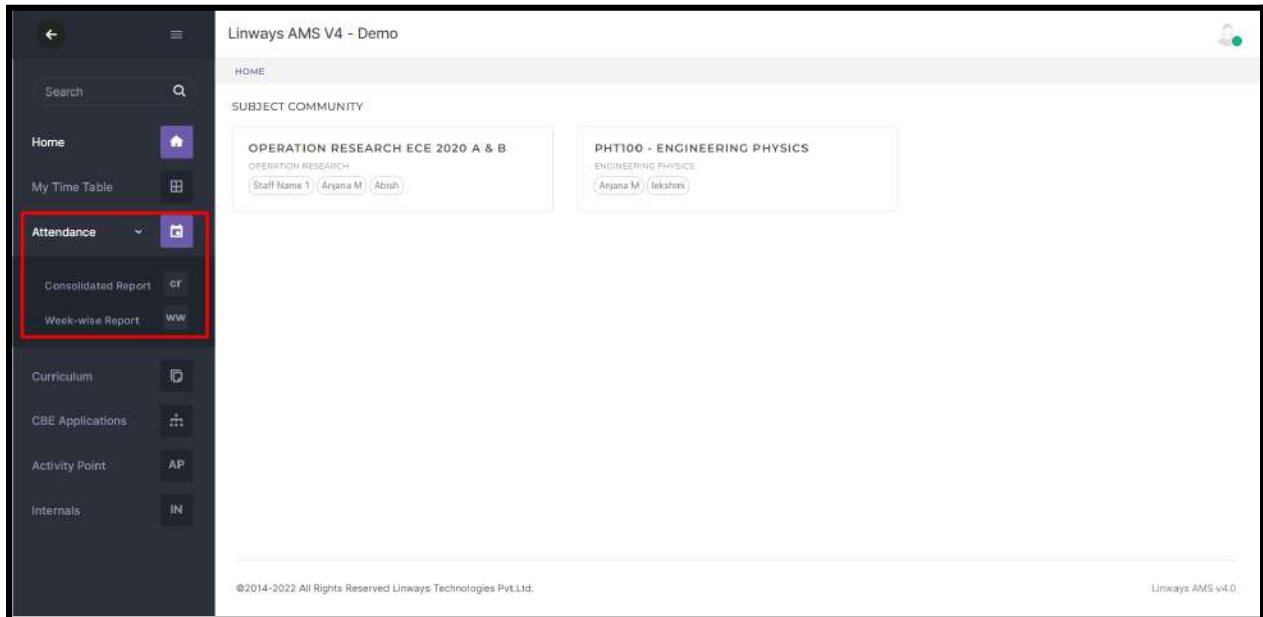
- Click on the consolidated Report menu
- Select the attendance till date and term >> search to get the subject wise attendance report of that semester.

- Subject Wise consolidated attendance report will be displayed. Click on *Export* option to export the report.

- Click on the Week wise report menu.
- Select the term and attendance week >> search to get the week wise attendance report of that term against each subject.

● Click on Export option to export the attendance report.

BATCH PROMOTION

Promotion of batches is an essential activity when it comes to academic management software. After the Current Term/Semester ends we need to update the batches to their upcoming term.

An academic term (or simply term) is a portion of an academic year, the time during which an educational institution holds classes. Mostly the programs/courses offered by the colleges will be split into Terms/Semesters. Assessments and Subjects will be assigned for each semester.

After the current semester ends, need to update to next semester for that we need **batch promotion.** So the batch and students will be promoted to next term.

Steps for promoting the batches

- Click on the Batches from the left pane

- Use the filters to get the desired batch
- Select the upside arrow button to collapse the batch card and click on the promote batch button.
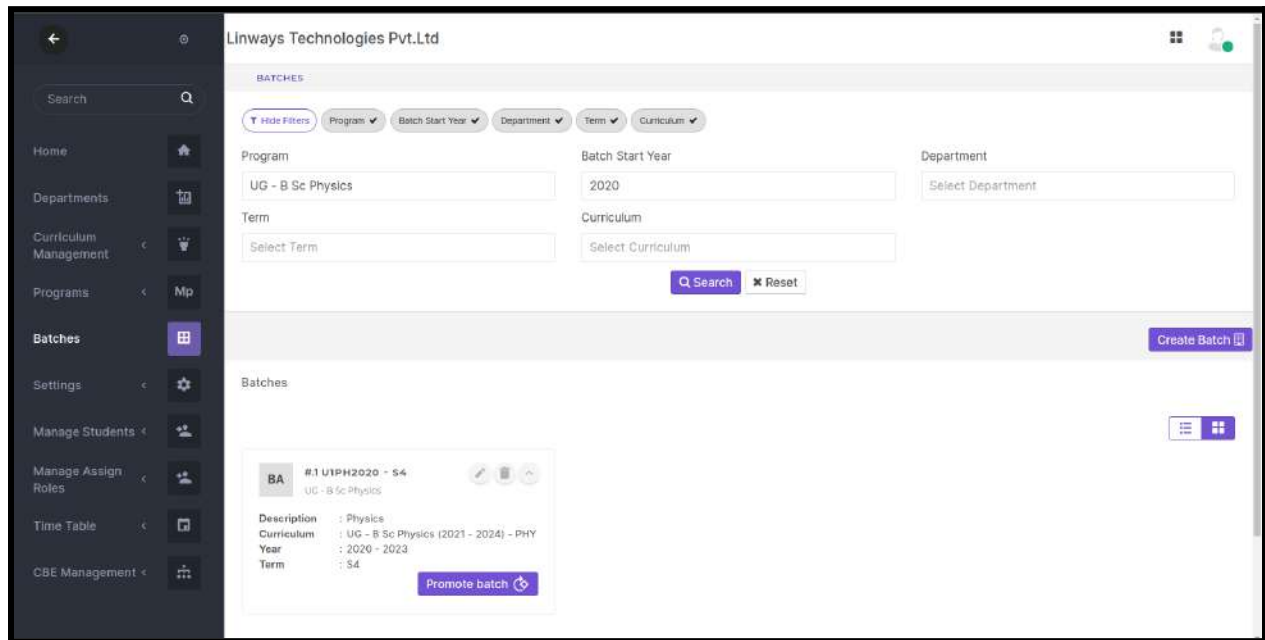
- Submit the confirmation message for promoting the batch to next term.
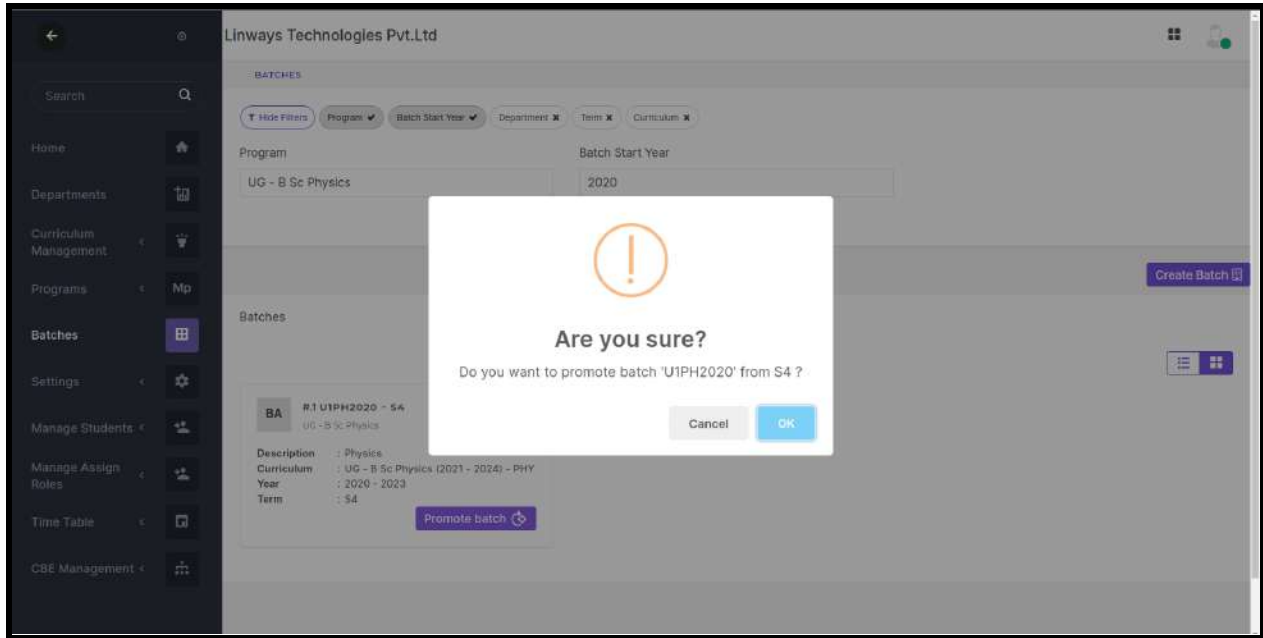
if they are promoted the batch then why do they edit the batch and changed the semester

ADMIN SIDE

Step 1: *Creating an Application Form*

- Select CBE Management→ Application Management
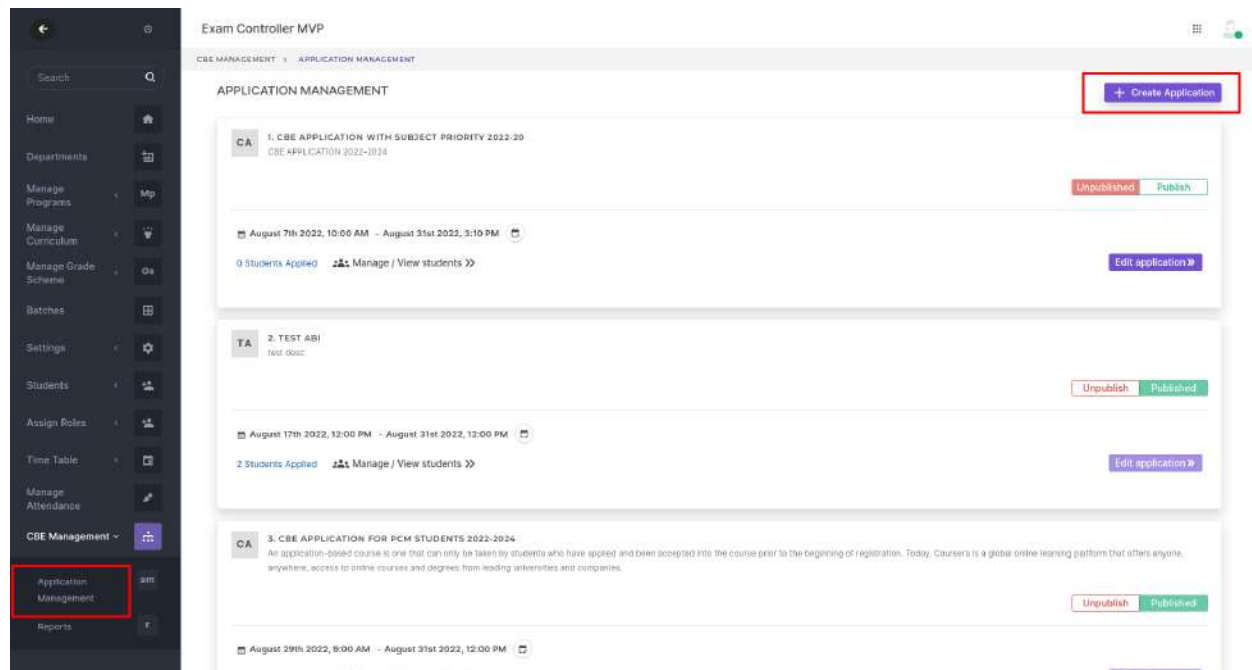
- Click on the " Create Application" menu.
- Enter the Application Name and Description in the text box provided.
- Click on the subject type from the dropdown menu. The subject Type refers to the type/category of the subject.
- We can select the method by which the subject allocation takes place.

First Come First Serve

Selection will be purely based on the order in which the student applies for an elective. Once the seat of a particular subject is filled, the subject will not be available for succeeding applicants.

In the case of first come first serve, disable the subject priority setting option since students applied for available seats

- Set the Application Start and End Date Time.
- Click Create Application & proceed to the next section.

NOTE:
One CBE application deals with one subject type. The subject type of the papers and the CBE application should be the same.

We are conducting an *open elective* event in college. We have already added subjects to the papers that are chosen by the students.
In the paper properties, the subject type should be *Open Elective,* and also, the subject type asks for the creation of the CBE application should be *open elective.*

Similar cases:
Department elective selection
Add on course
Minor / Honor subject selection process

Step 2: *Batches Assigning*

- Choose the desired filter and select the Program, Batch start year, Department, or Term.
- Click on the batches that are participating in the Subject selection process.
- Selected batches will be shown in green.
- There is an option to select which semester want to participate in this application, student profiles will display selected semester subjects for each batches.
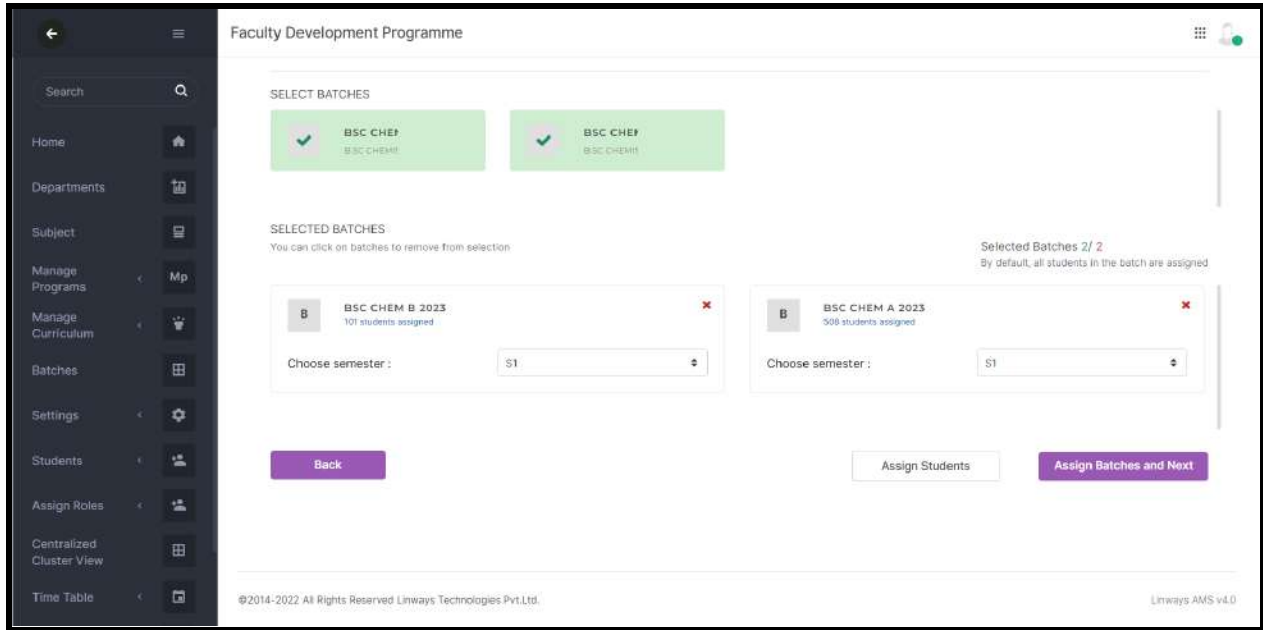
- By default, all the students in the batches are selected. student information will be available if we select that batch. If we want to select a specific set of students, click on the menu "assign students".
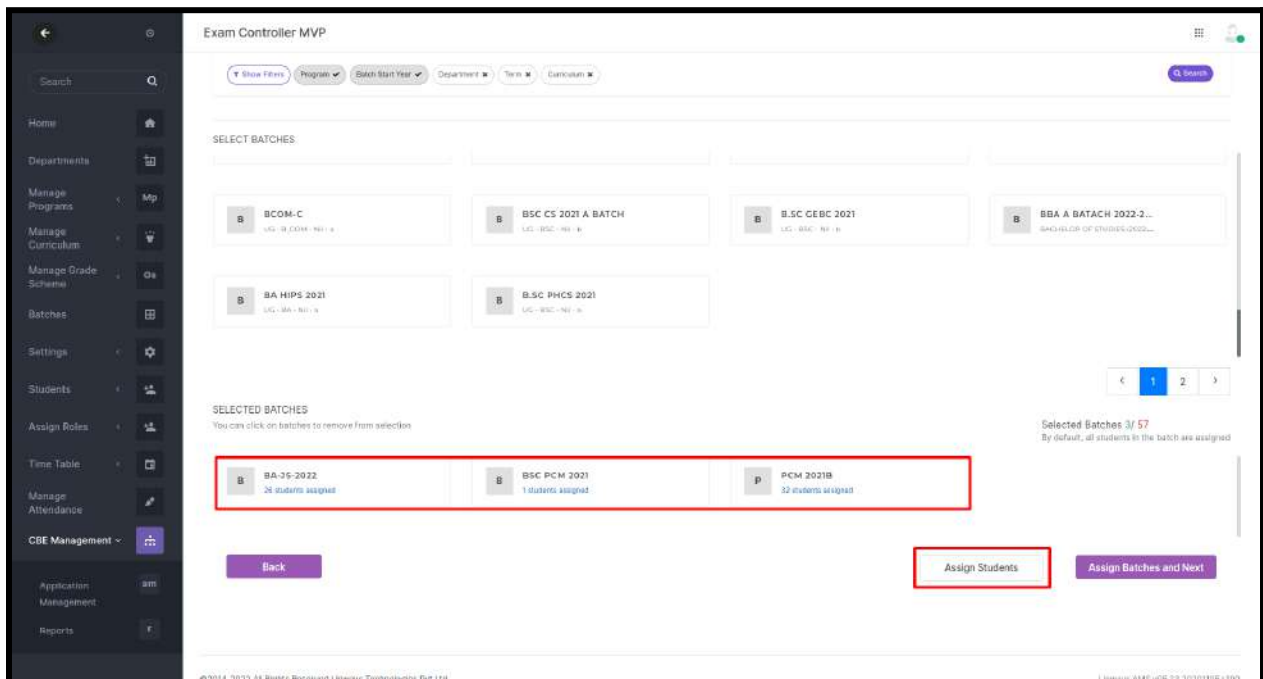
- In the box that appears, select the students and click save.

- Proceed to the next section by clicking on "Assign batches and Next".
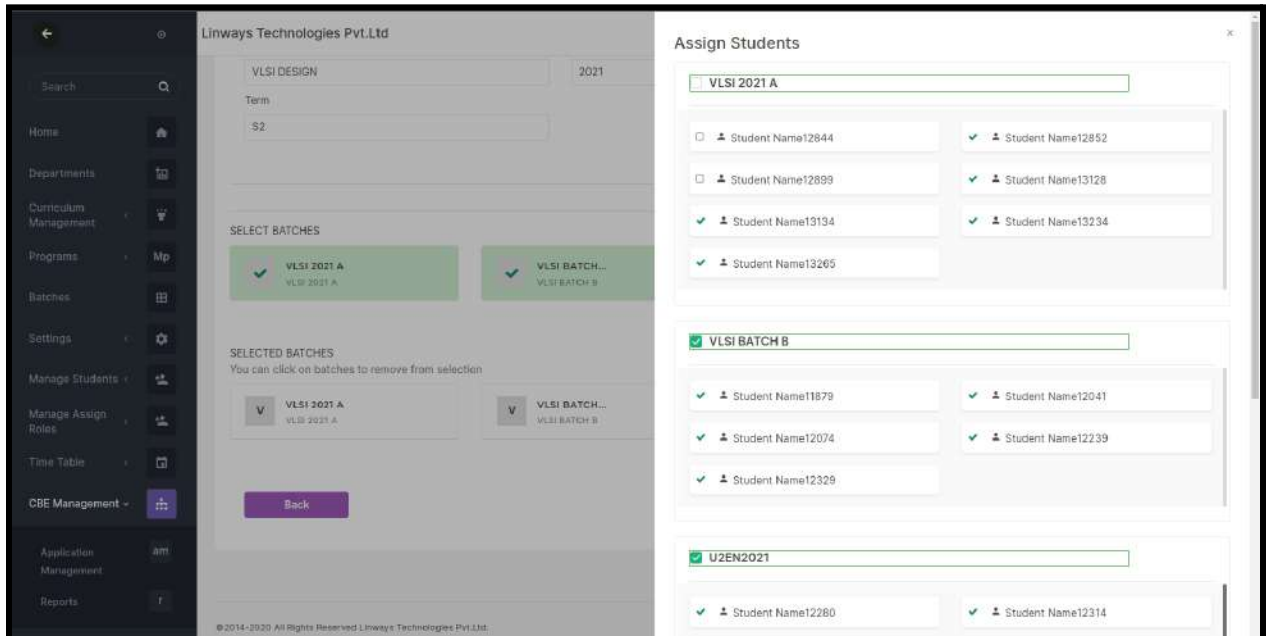
Note: once the application is published and students applied then we edit the application to **remove batches**, we can't remove batches since the students applied.
The only way to remove the batches is to cancel the students who applied in that batch and then remove the batch.

Similar case for **removing students** in the application.

Step 3: Academic Subjects Assigning

- In this section, we will list the subjects in the syllabus for the paper.
- Papers whose subject types are the same as that of the CBE applications will be shown in this section.
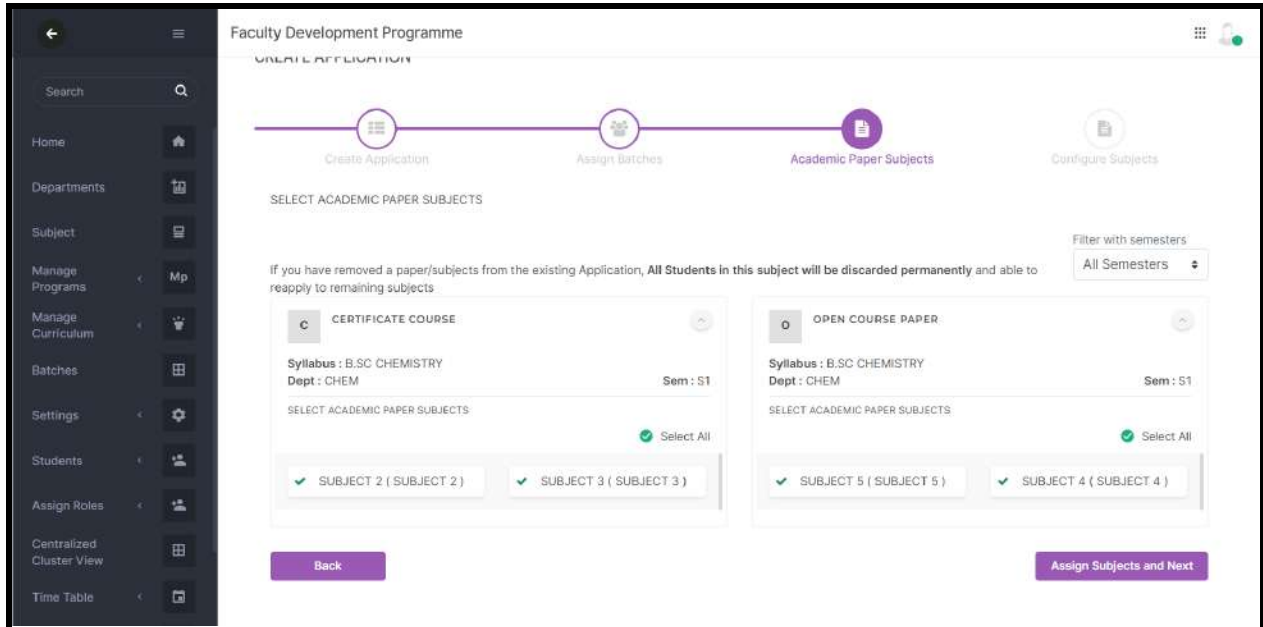
- Click on the arrow button to select the subjects, we can remove the subjects by unselecting the subject.
- If the **papers have the same subject** and are selected, they will be considered as *one* for the seat count and fee.
- Click on "Assign Subjects and next" to save the details.

Note:
★ In the event that a college decides to **remove one or more subjects from the CBE application** because of the low number of students applying for that particular subject.
★ Removing a subject from an application will result in that student's entire application being lost and their status being changed to REAPPLY.
★ Students who applied for the removed subjects can reapply for the rest.

Also, we can give **reapply feature (Application management -> Manage/View Students)** to specific students if the students take special approval from the higher authorities to change their subjects.
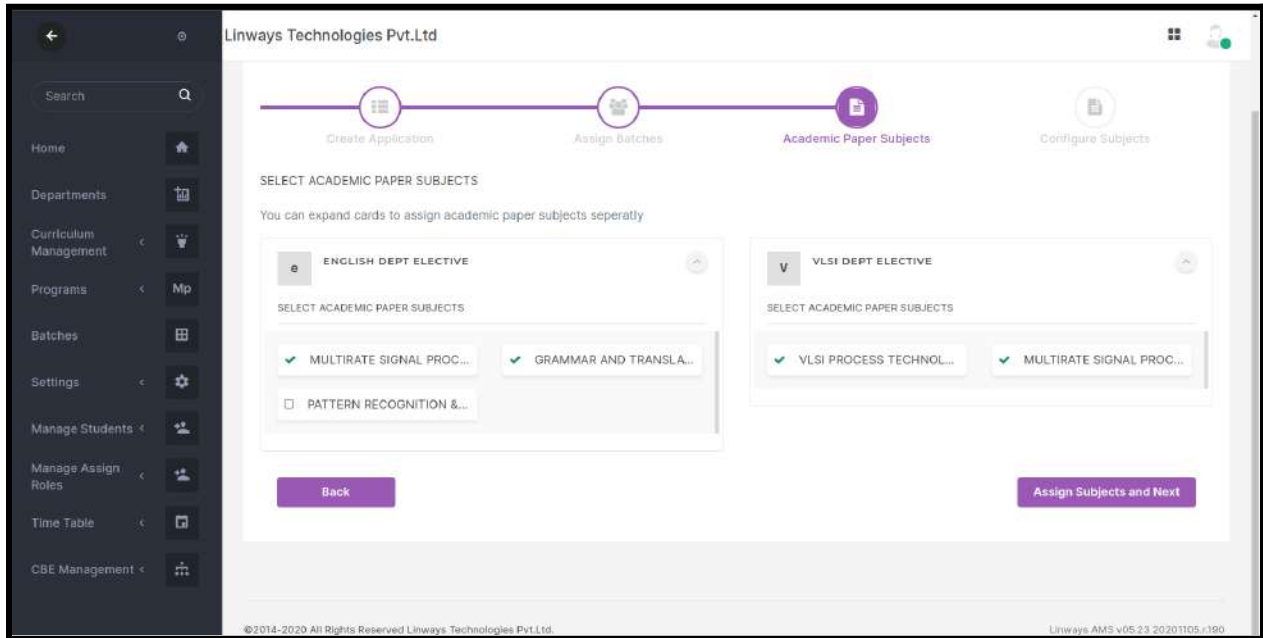
Step 4: *Academic Paper Subjects*

Currently, the fee module setup is not completed. If integrated this should be the process

- We can enter the number of seats for each subject in this section.
- Also, You can enable the payment section for this application. So that you can assign an amount to each subject.
- Payment modes integrated with your academic system will be listed and you can select one. When students opting the subjects, the system will calculate the amount to be paid.
- So that the student can pay the calculated amount through the selected payment mode.
- Click on the finish button after we provide the necessary details.
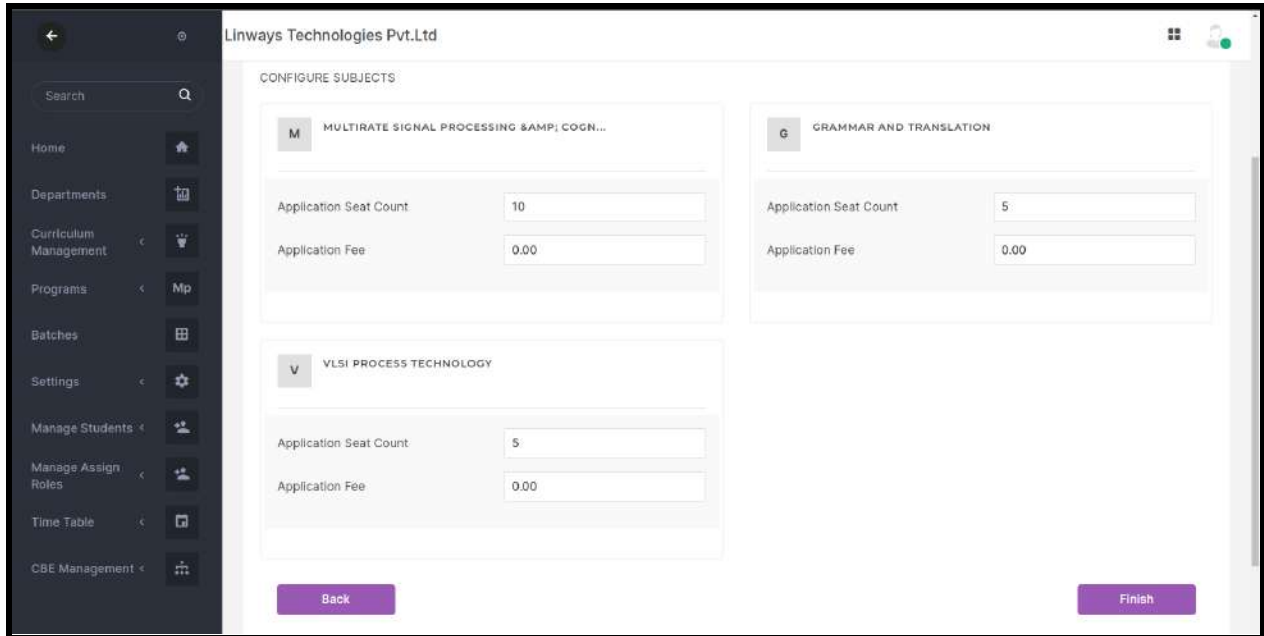
Step 5: *Publishing Application*

- Click on the Publish Button Shown for Publishing the application.
- Only then can students view the applications and be able to apply.
- Edit Application is enabled only when the application is in the "Unpublished" state.
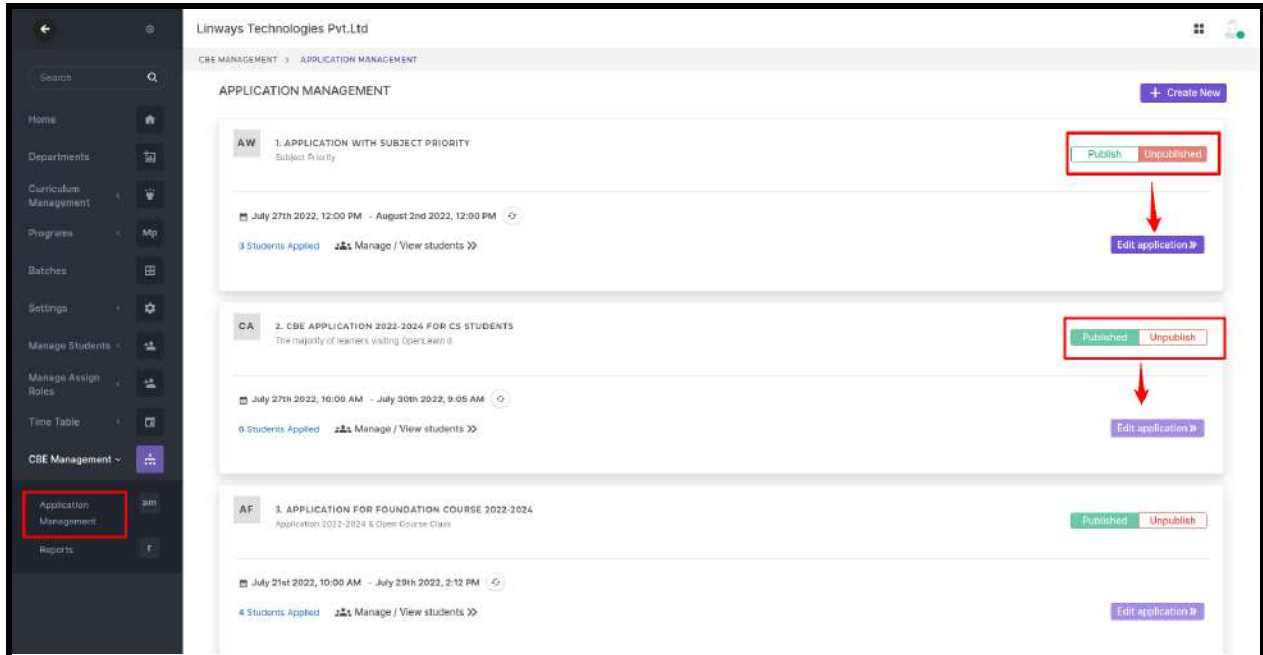
- Click on the "edit application" button to make changes to the application.
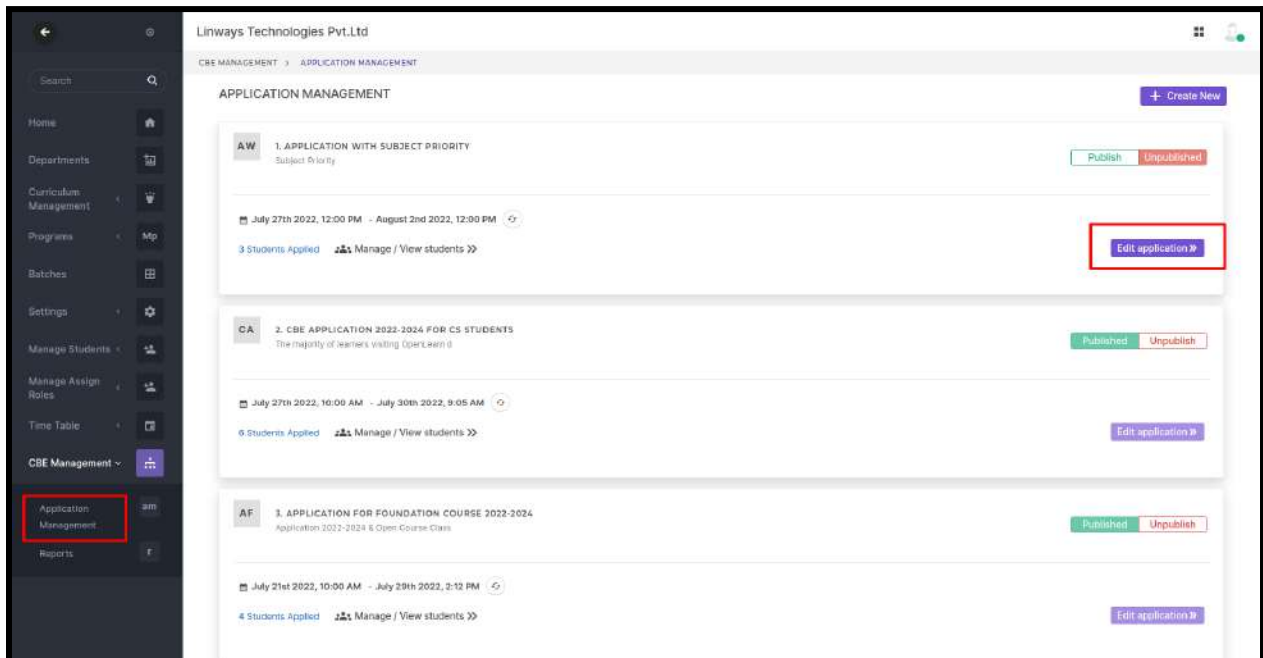
● Application start time and end time can be changed by clicking the "update time" button.

● Click on the "Update" button after providing the details.
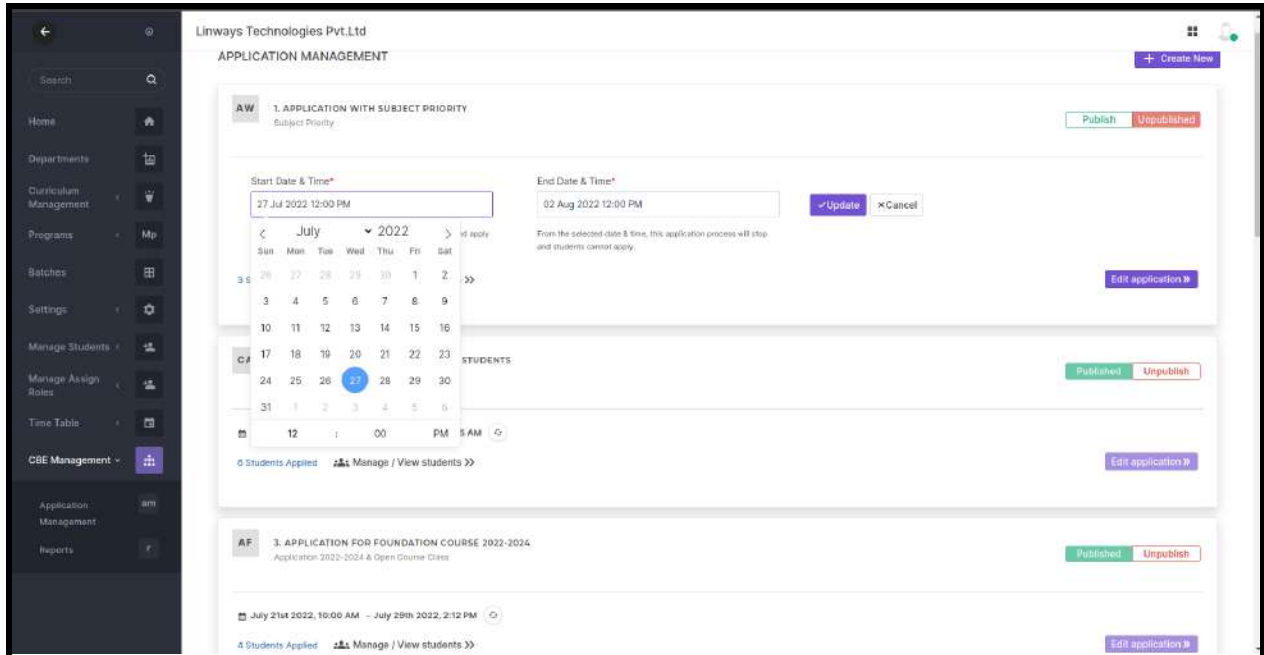
Reports of Application

1. The subject-wise student applied report
2. All students list

● Click on the "manage/view students" button of the required application to get subject-wise applied students and all student's list
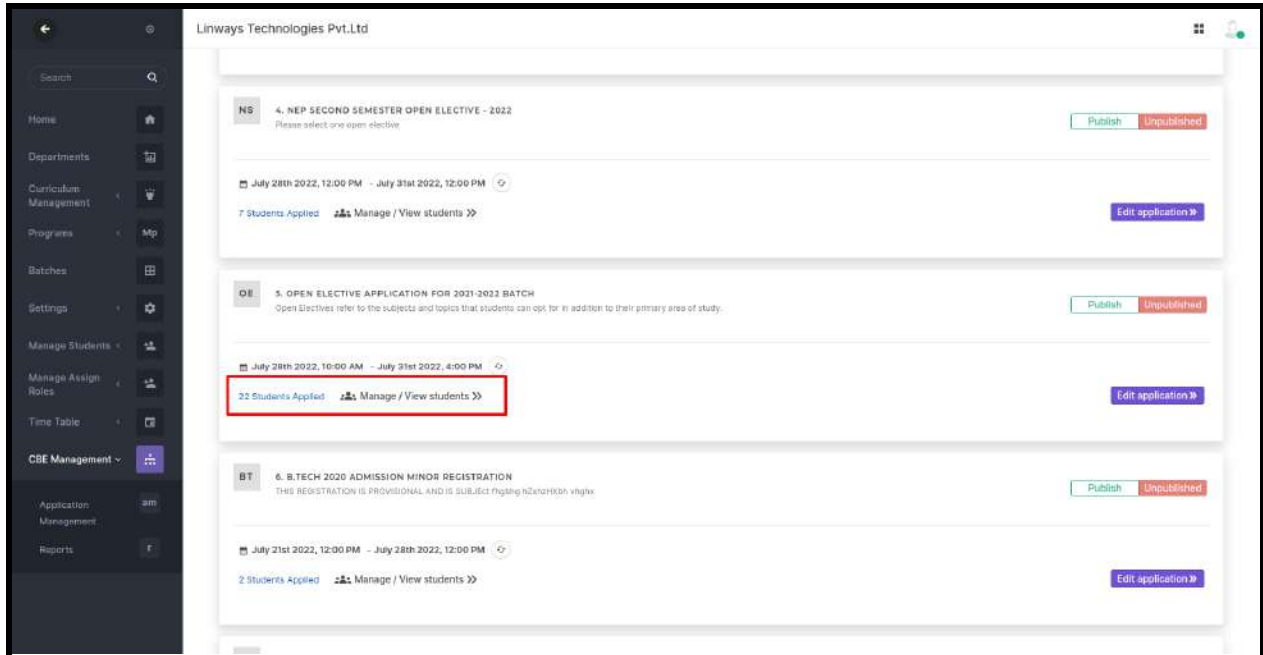
- Click on the "More Details" of the subjects to view or export the student's list.
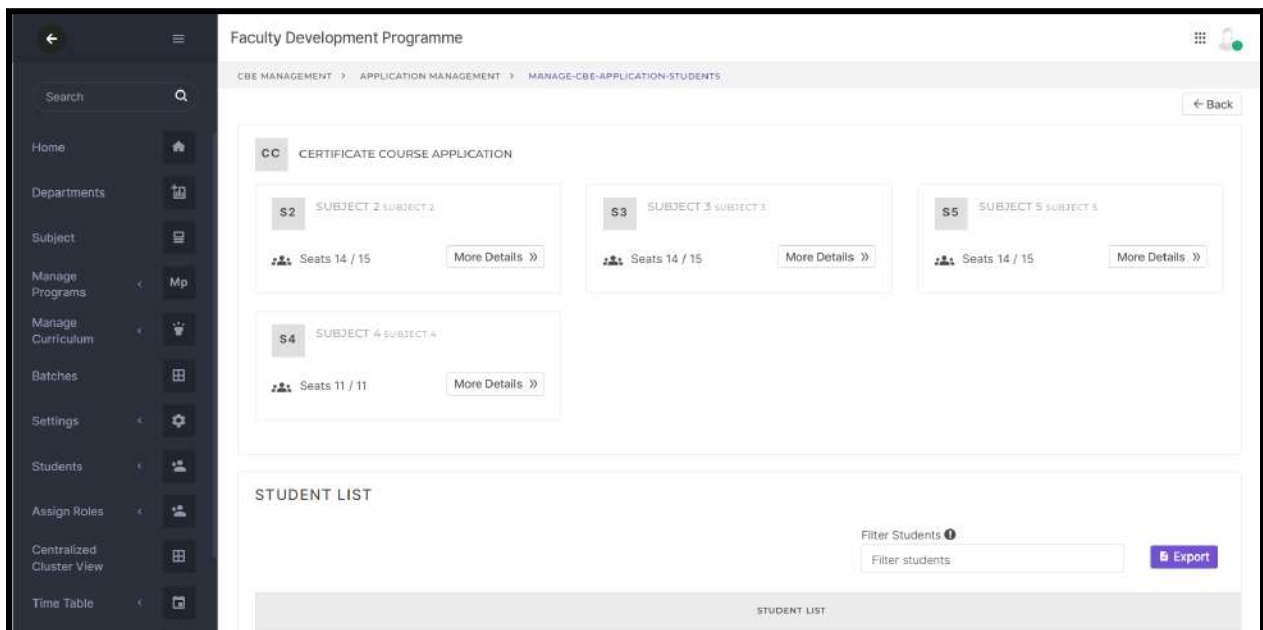
- We can view the student's list and be able to delete a student application against that particular subject by clicking on "Cancel Application".

For batch removal and student removal situations, we need to cancel the student application and then proceed to batch or student removal steps.

Applied students list:
- Click on the "manage/view students" button of the required application to get all student's list

● We can export the all-student list by clicking on the 'Export' option.

Reapply:

The purpose of re-apply feature for specific students is to take special approval from the higher authorities to change their applied subjects.
So that they can change their subjects and save their subjects.
Basically, we are giving one more chance to the students who wish to apply again.

- Click on the Manage/View Students button in each application.
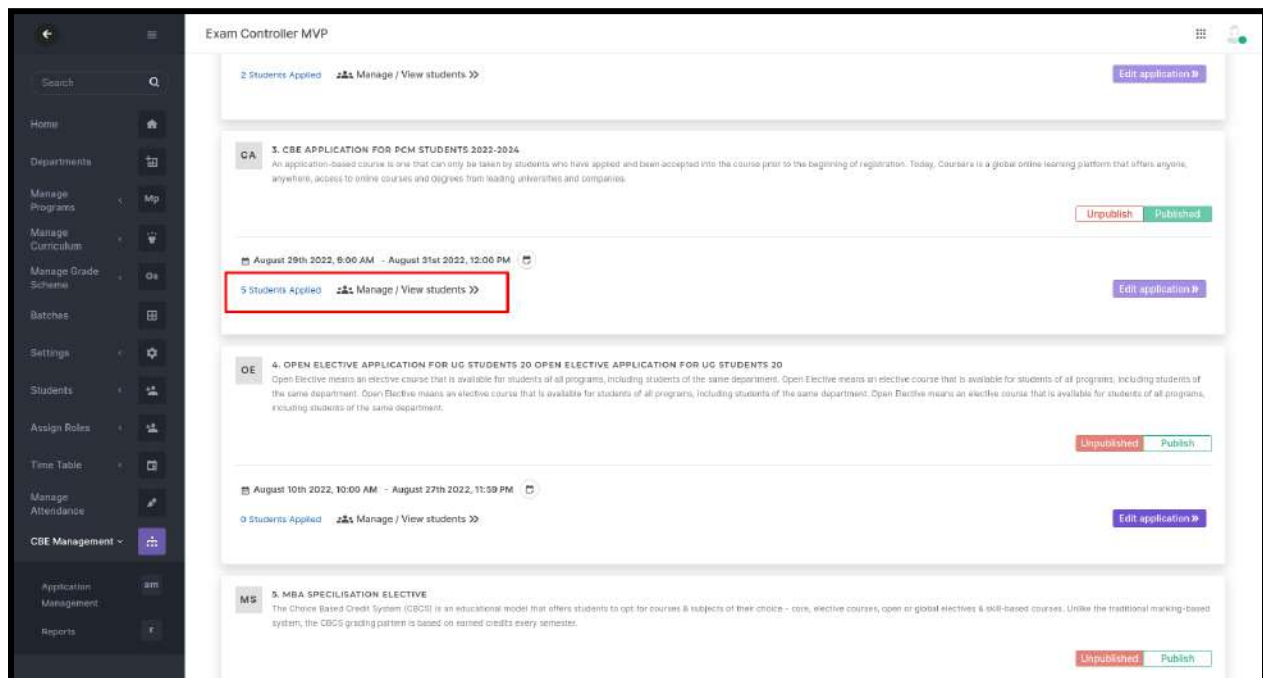
- All student details will be listed there and also reapply feature to each student.
- Make desired changes in the confirmation message that shows after clicking reapply button.
- The selected student has the option to enter the application once more and update the changes.

Subject Community formation

- Once the application process has been completed and the form is in an unpublished state, admin can move the applied students to the subject community.

-

- The subject community formation reflected in assign roles should be

STUDENT SIDE

CENTRALIZED ASSIGN ROLES

In centralized assign roles, subject centric assign roles are introduced. We are assigning faculty and students for a particular subject and creating a corresponding subject community.

Prerequisites

Before assigning faculties and students for a subject, we have to set up curriculum for each program and assign the created curriculum to respective batches.

- Login to admin profile.
- Click the Assign **roles** menu ⇒ Centralised.
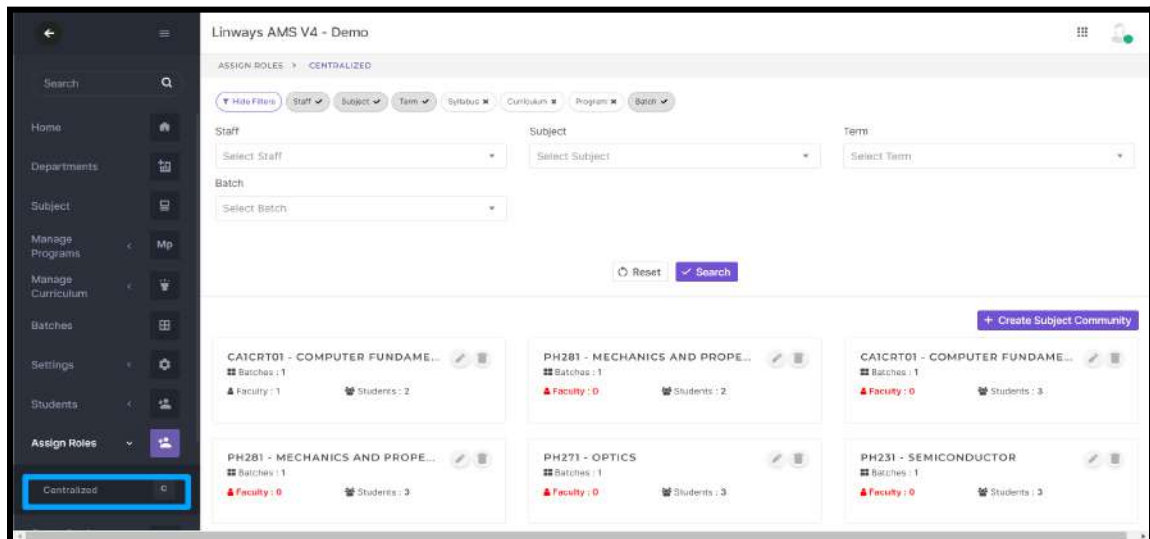
- Click **Create subject community** option to create a new subject community by assigning faculties and students against the subject.
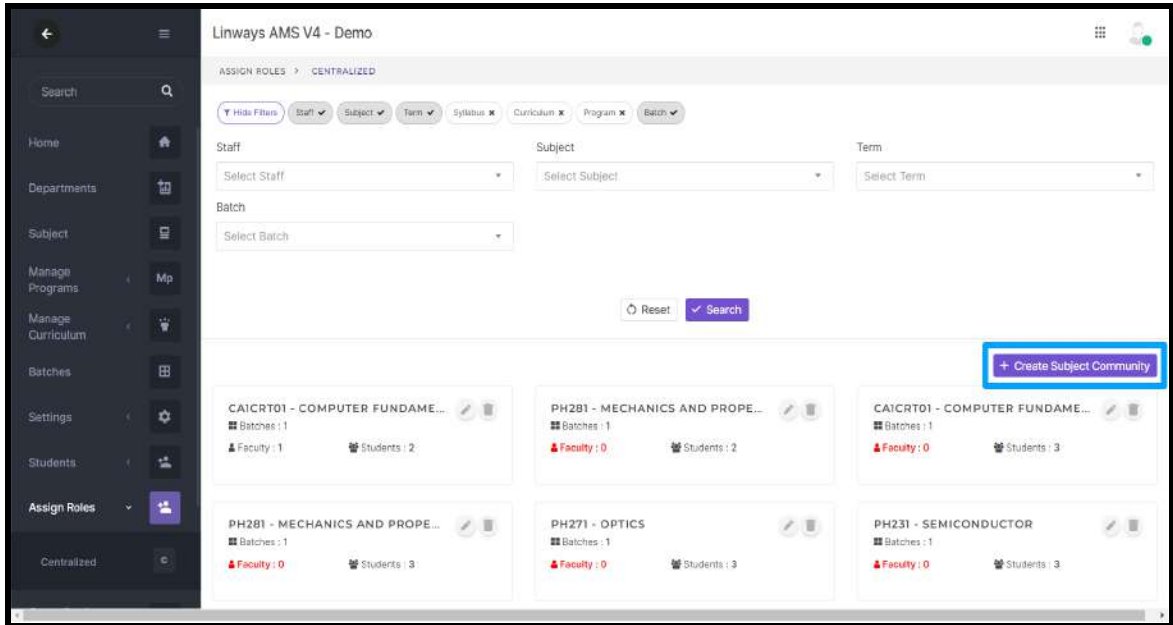
Step 1 : Assign Subject

Subjects added in the current semester of batches in the curriculum will list out. Select the subject to be assigned.
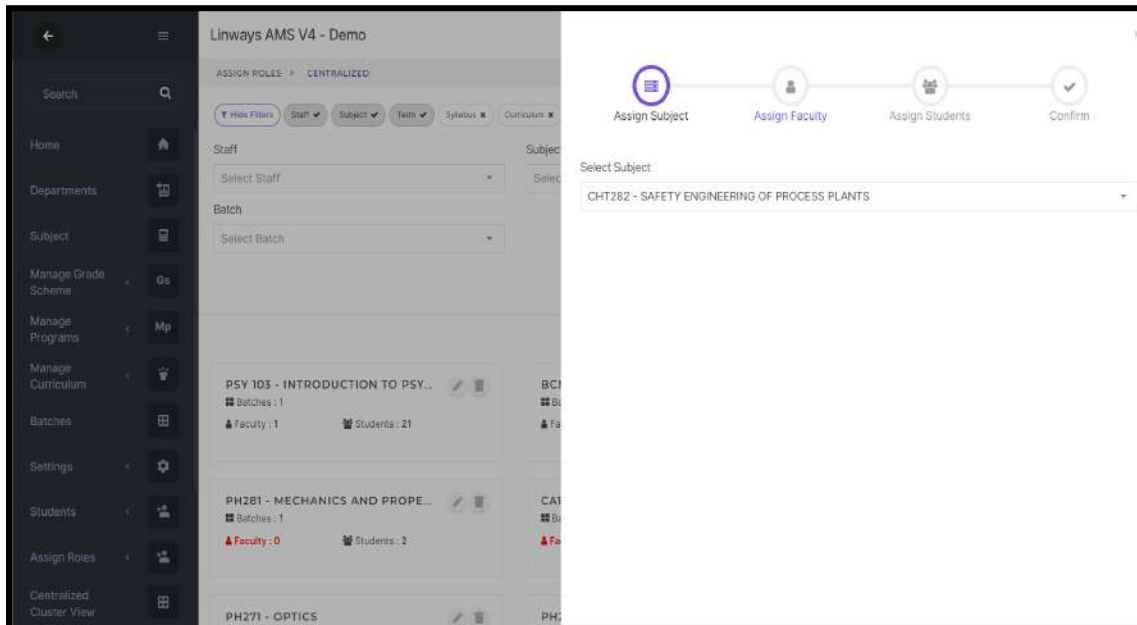
Step 2: Assign Faculty

Select the faculty to be assigned for the selected subject.
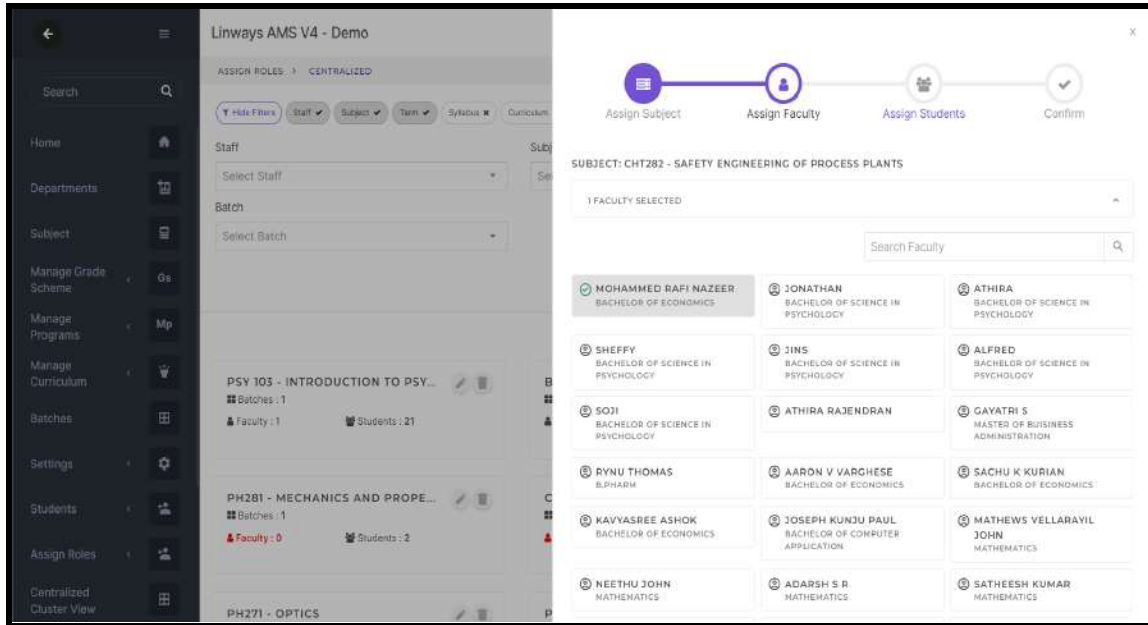
NOTE:

- The faculties belonging to the subject's handling department will list out first in assign faculty.
- Multiple faculties can be selected from the faculty list.
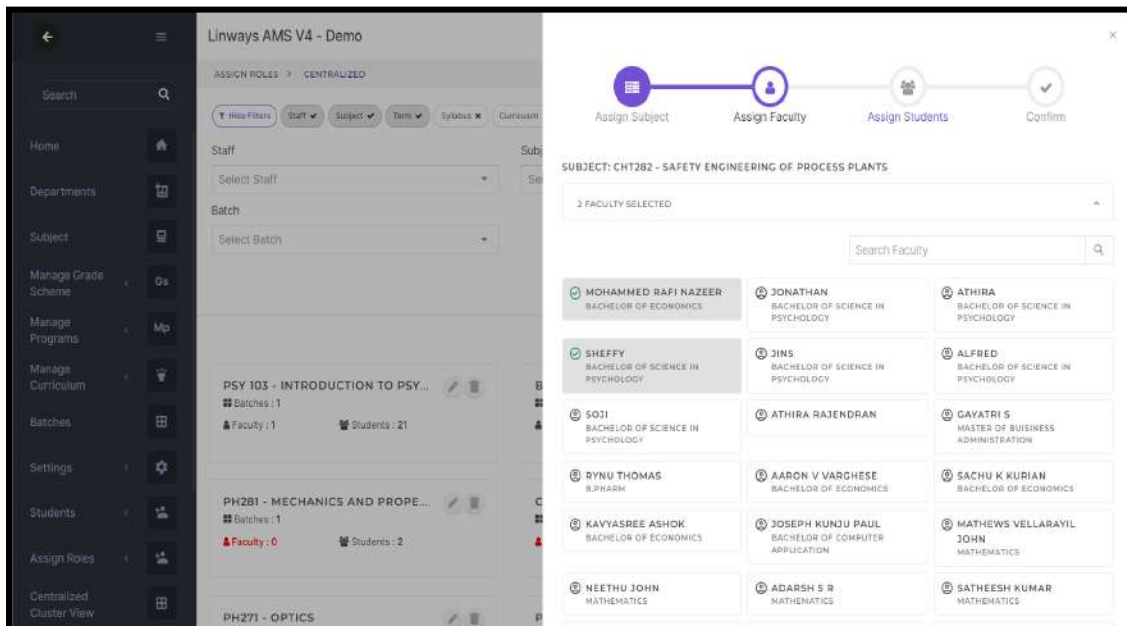
Enter faculty name in **search faculty** field to search a particular faculty.
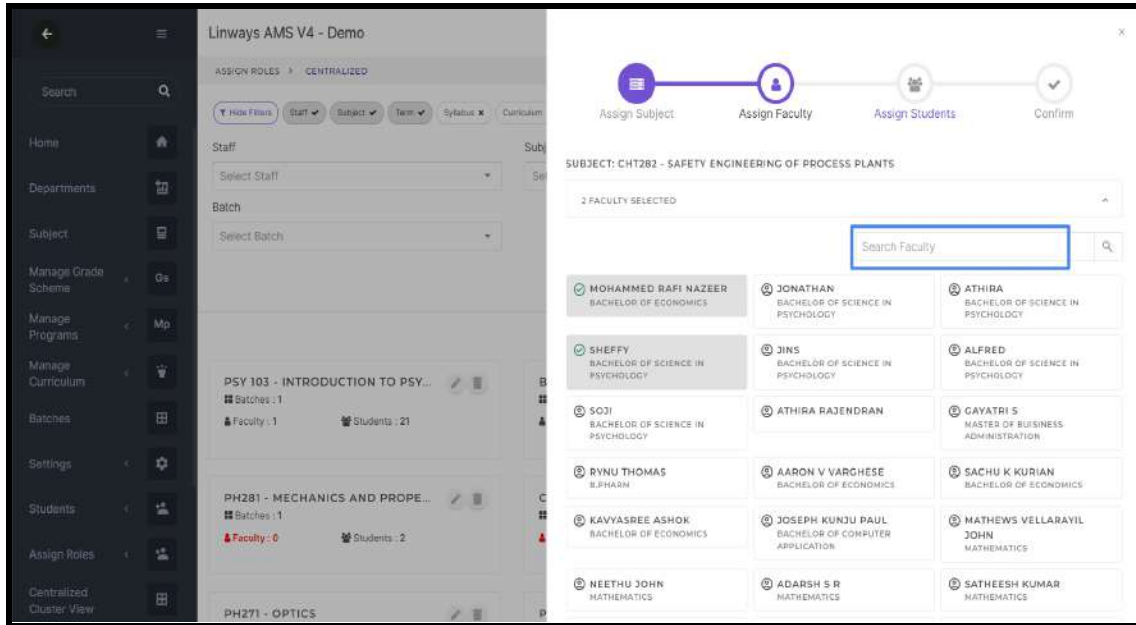
There will be a preview of selected faculties on the top in a collapsible box. Unwanted faculties can be removed from selected faculties here. Count of faculties assigned will be shown.
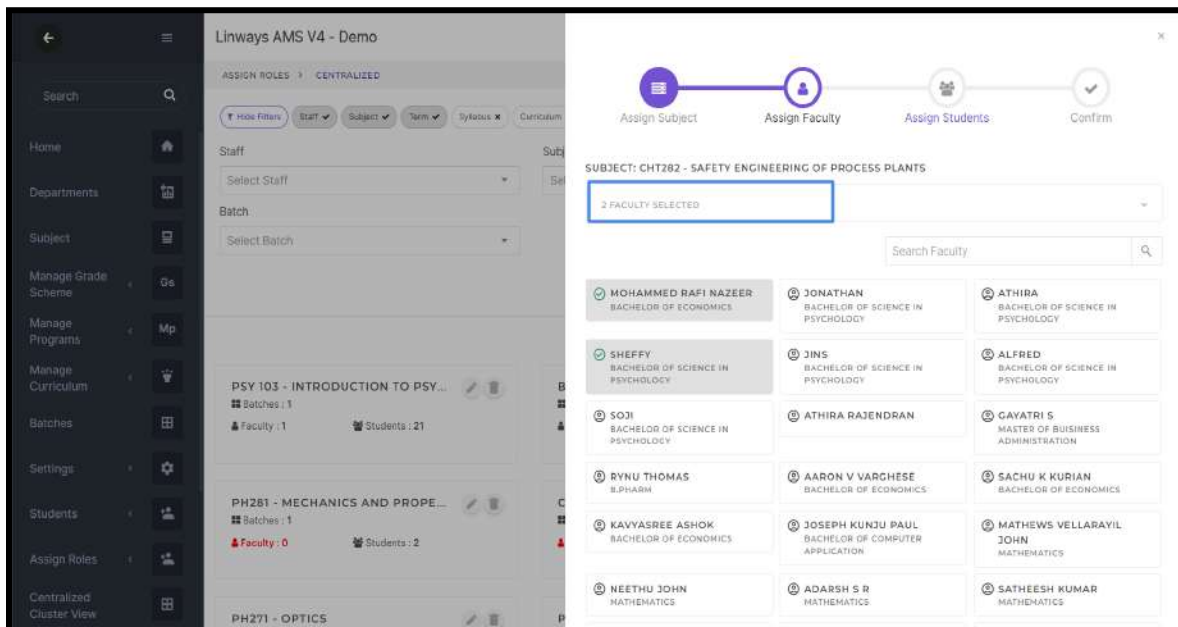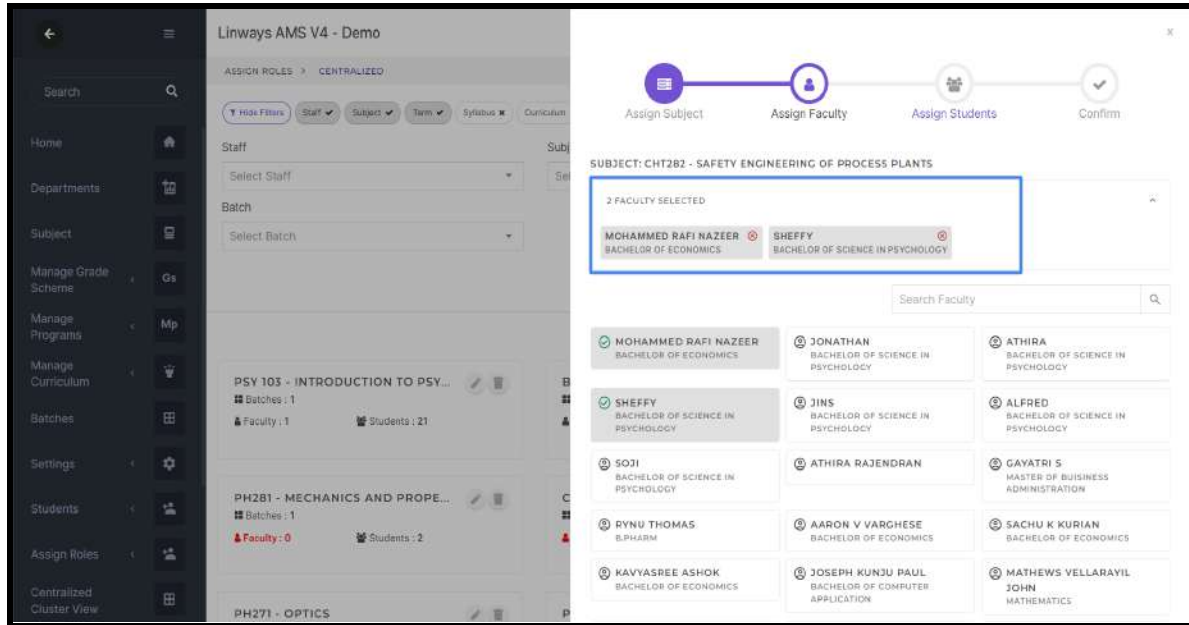
Step 3: Assign students

Select the students to be assigned to the subject from desired batches.

NOTE: Students listed out batch wise in assign role page. The listed batches will be assigned with a curriculum consisting of selected subject.
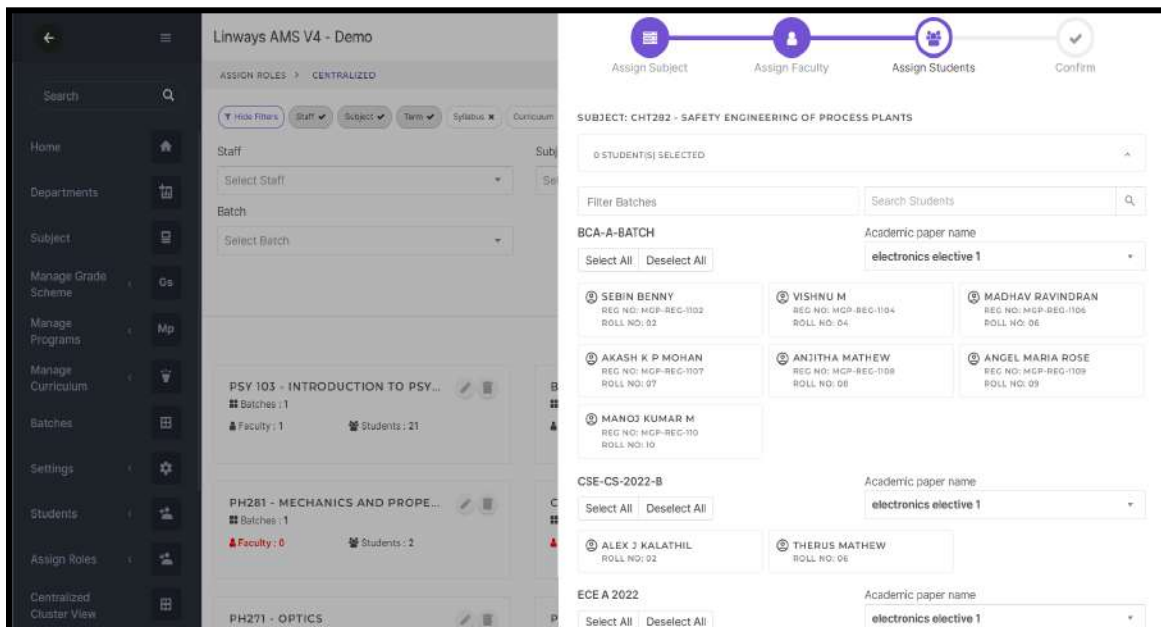
Students can be selected from the list available batchwise.

Select batch from filter batches to list students from selected batch.
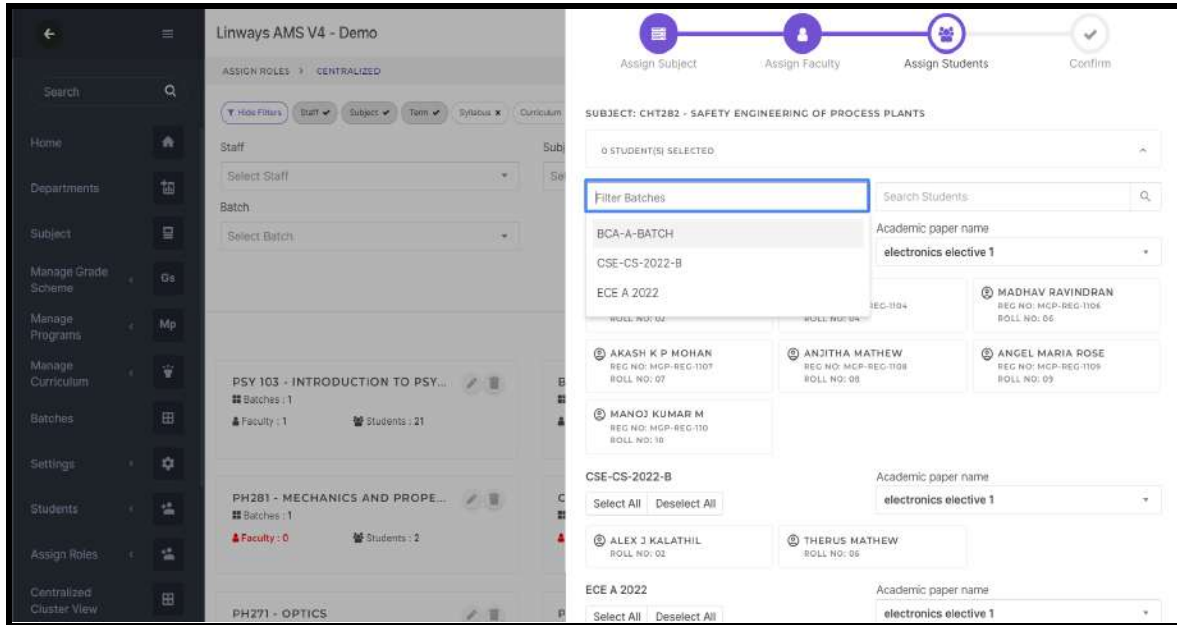
Enter student name in the search student field to search for a particular student.
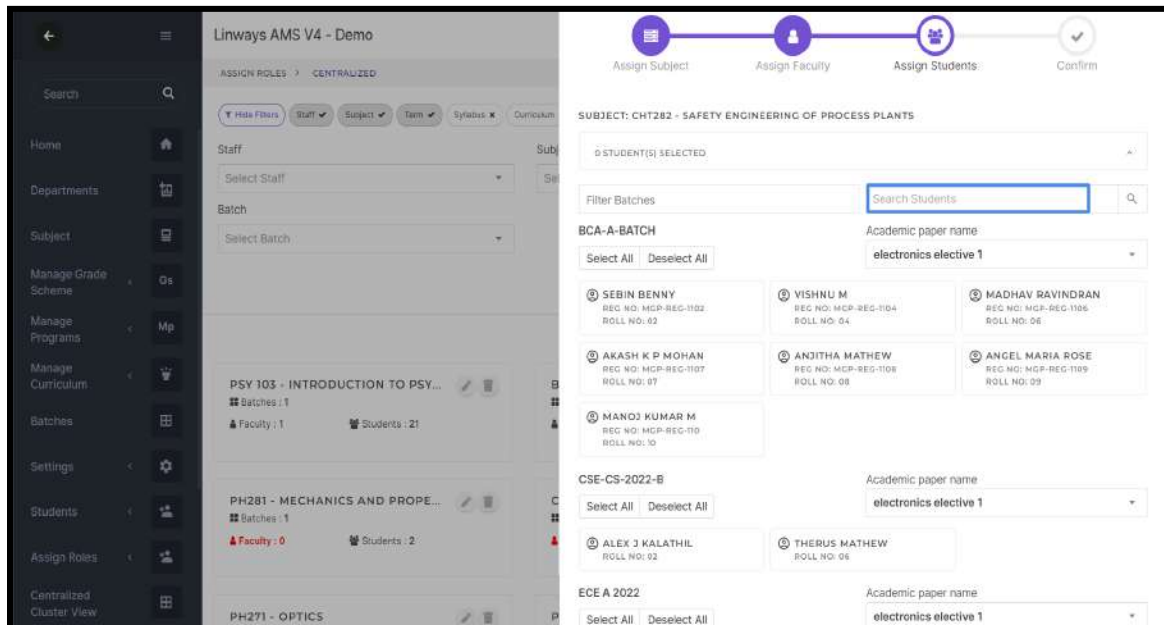
We can select all or deselect all students by clicking the corresponding option in a batch.
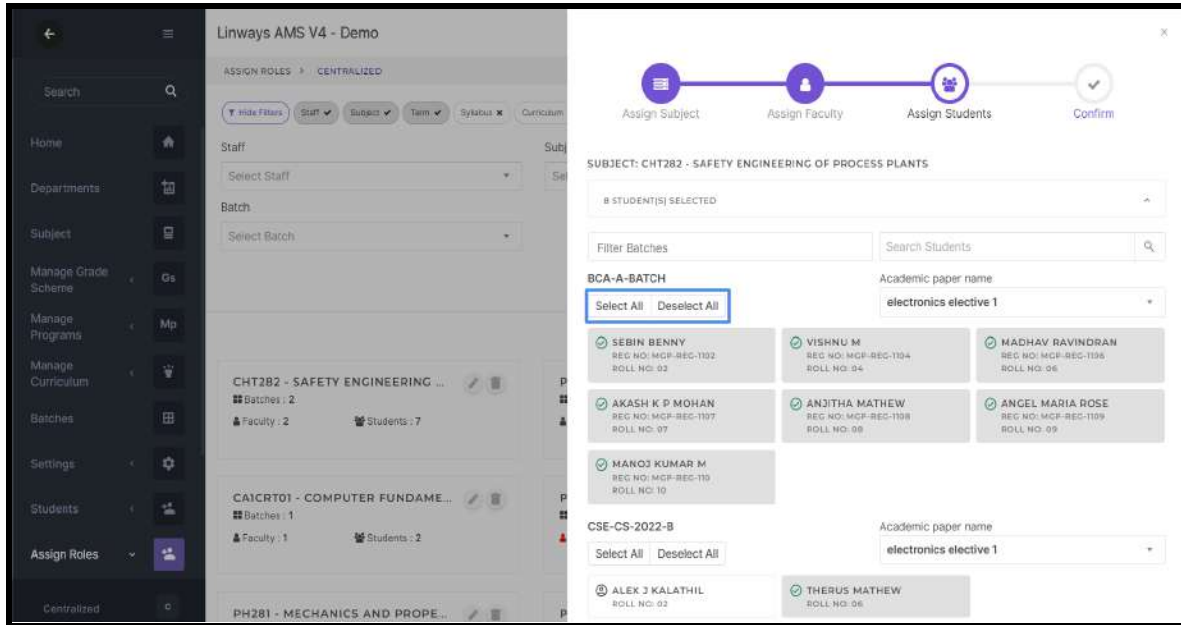
There will be a preview of selected faculties on the top in a collapsible box. Unwanted faculties can be removed from selected faculties here. Count of faculties assigned will be shown.
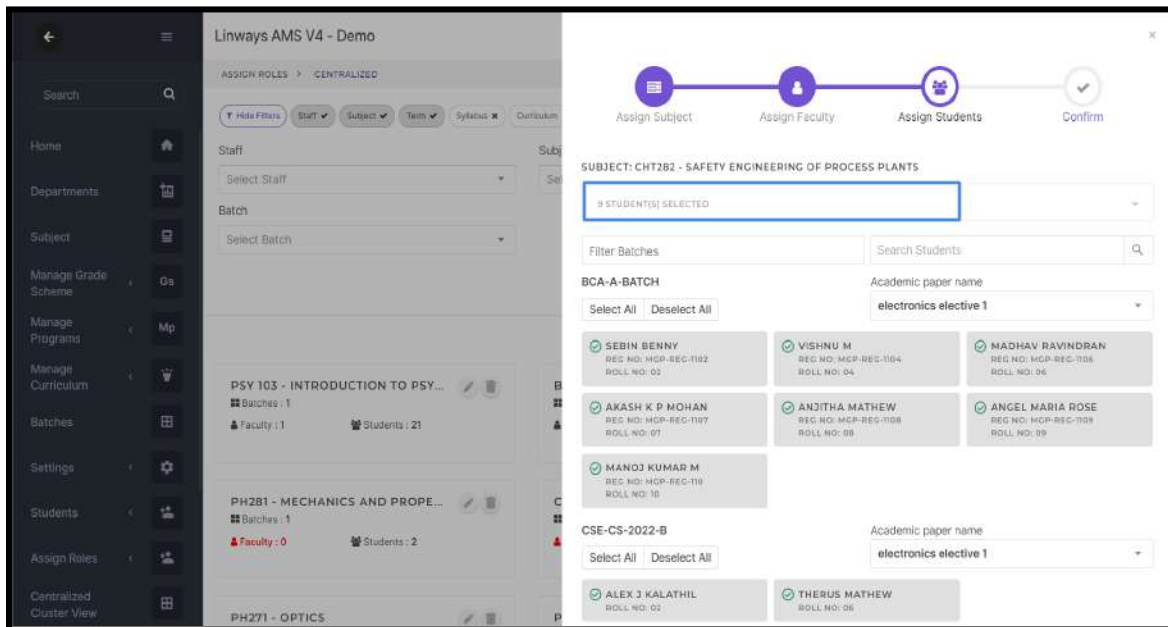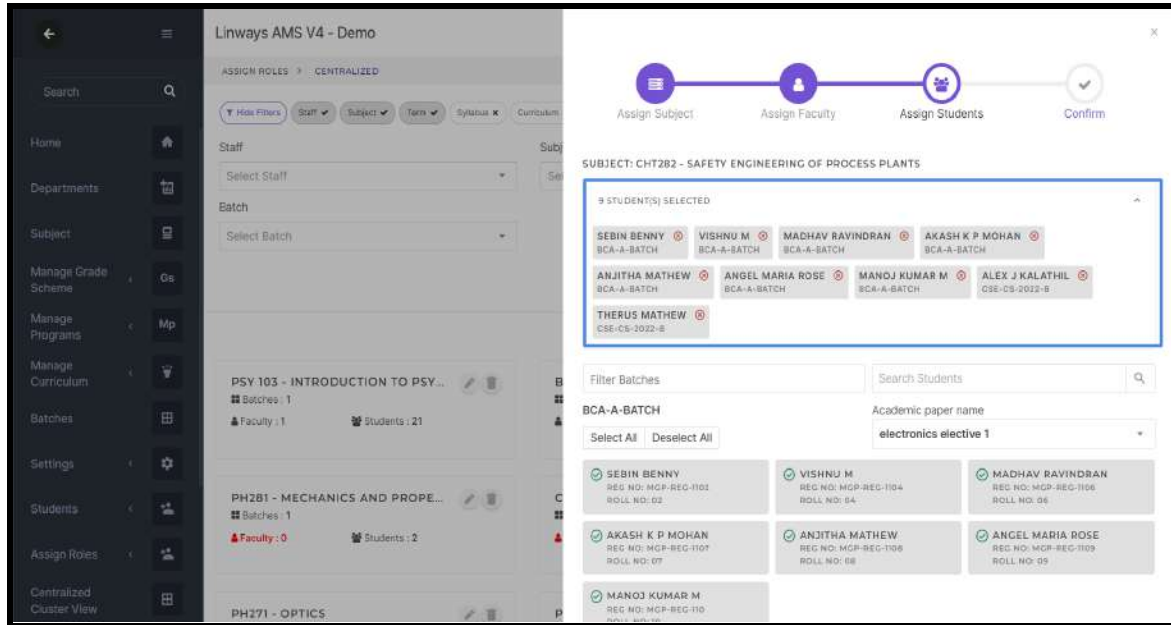
NOTE:

- For normal subjects, filter the students by filter batches and select all students from the batch by select all option.
- For pseudo subjects, select the students from required batches.
- For creating sub batches, select the students to be in a sub batch.

Step 4: Confirm

A preview of selected faculties and batch wise selected students will be shown. Also the count of faculties and batchwise and total student count available in the confirmation page.
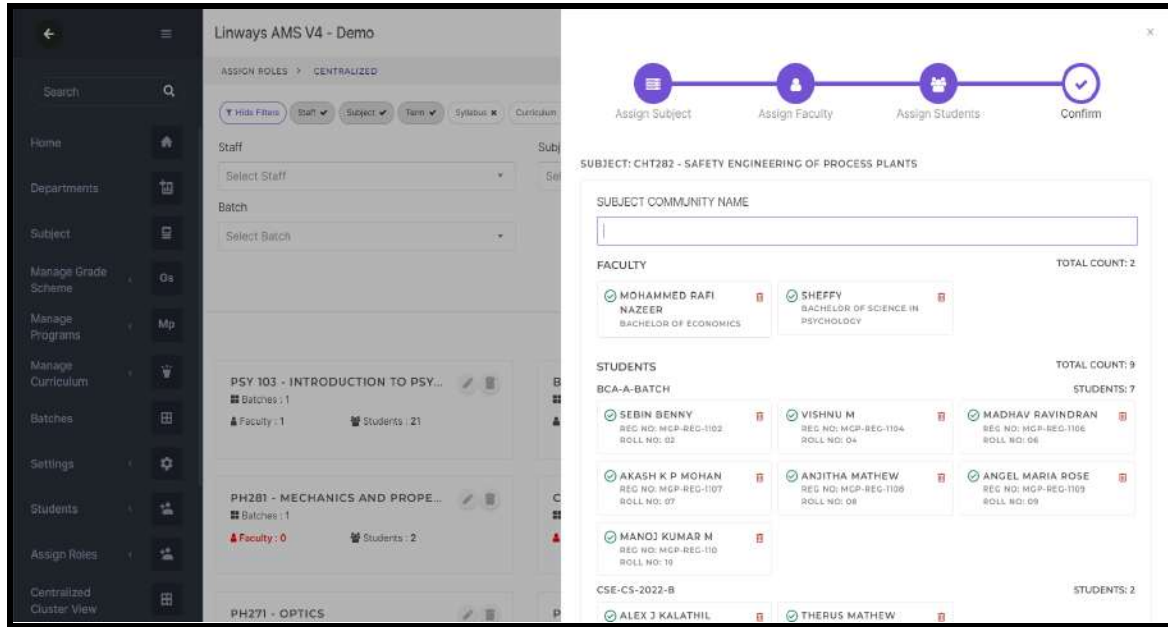
Verify the details and enter a subject community name in the subject community name field.
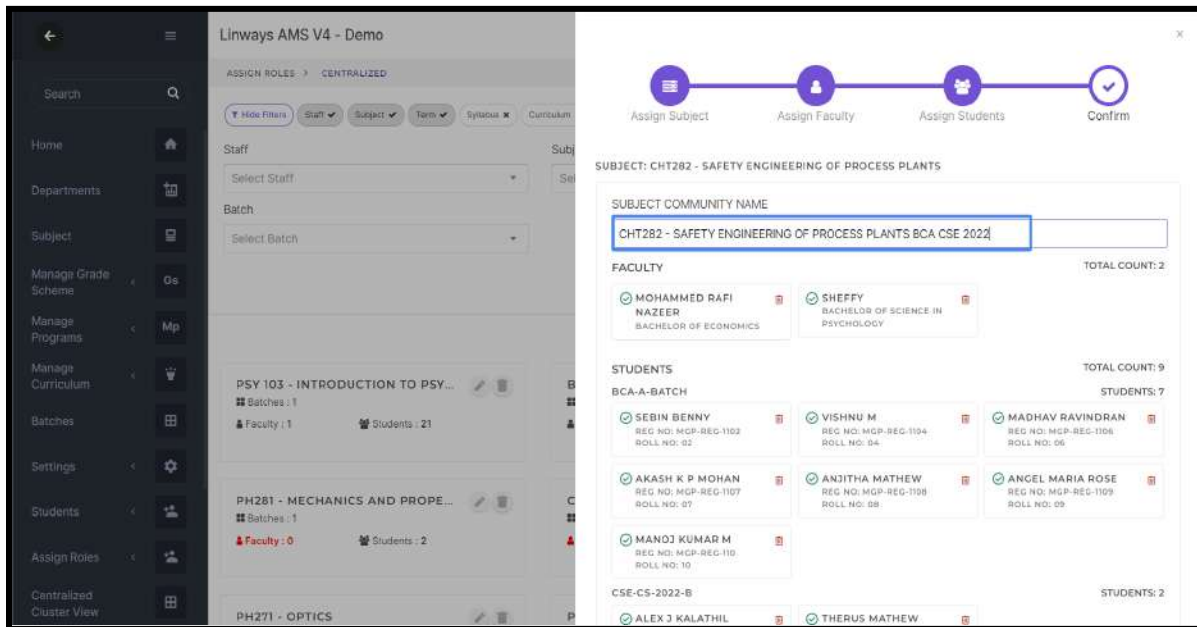
Click confirm to create subject community.
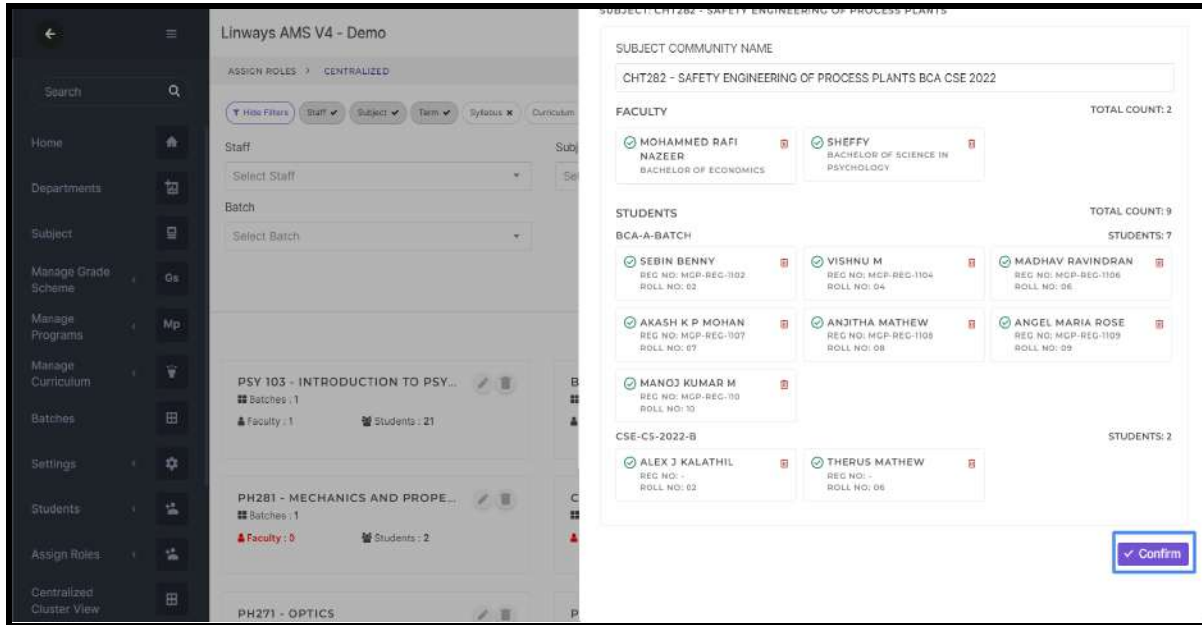
The created subject communities will be listed as subject community tiles.

Number of batches involved, number of faculties assigned and number of students assigned details will be available in subject community tile.
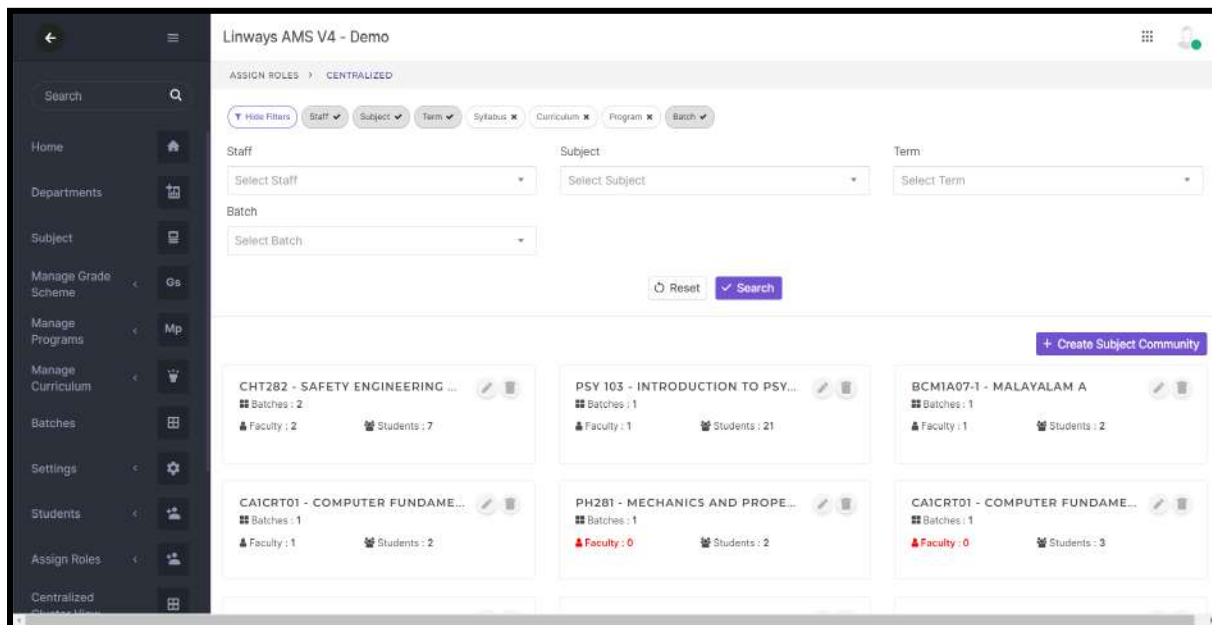
The subject community details like faculty count, total students count, batchwise students count, name of faculties assigned and name of students assigned can be viewed by clicking on the subject community tile.

Common Hour

We can set the common time for the batches in Common Hour Menu

Admin → Time Table → Common Hour
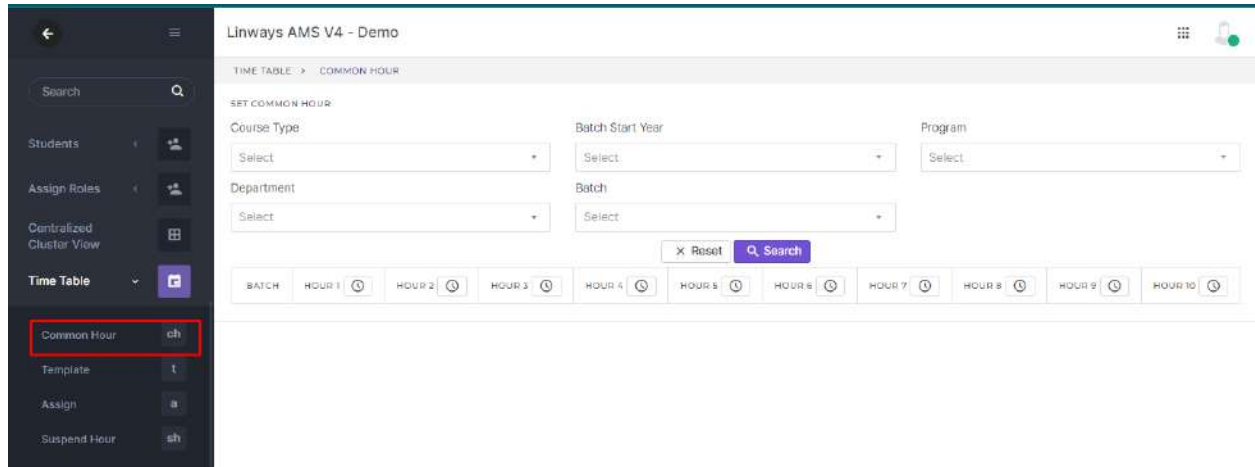
Here we can filter using Course Type ,Batch Start Year Program etc.

If we want set common hour for a particular batch we can search the batch according to filter and we can set from and to time corresponding to the batch.
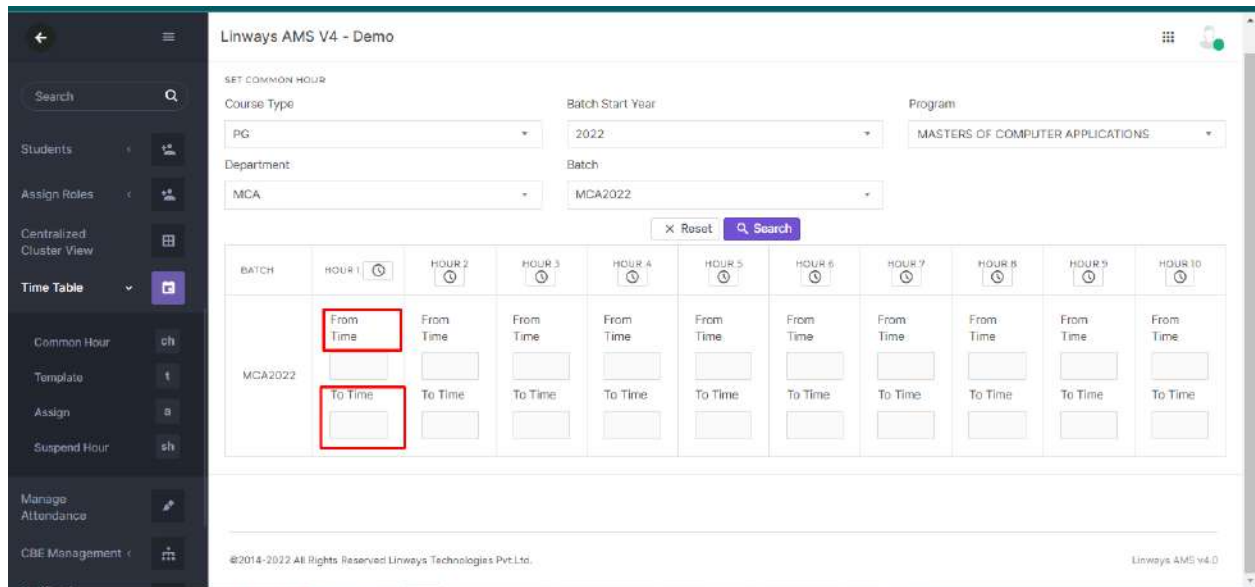
If we want to set common time for multiple batches We can click on the Clock Icon corresponding to the hour

And we can set the timings accordingly and this should be reflected to all the batches listed .

Note : We can also set common time for all the batches by selecting the corresponding course type in filter

COURSE MATERIALS

➔ Relevance of Course Materials?

- Information materials faculties use in class or recommend to their students, comprising scripts, course slides, readers, books, etc., are referred to as course materials.
- Students can access the course materials uploaded by the faculty under course materials and also in the subject planner

➔ How to upload Course Materials?

- Login to staff profile -> click on the subject.
- Click on Course materials tab on the left pane > Manage Course Materials.
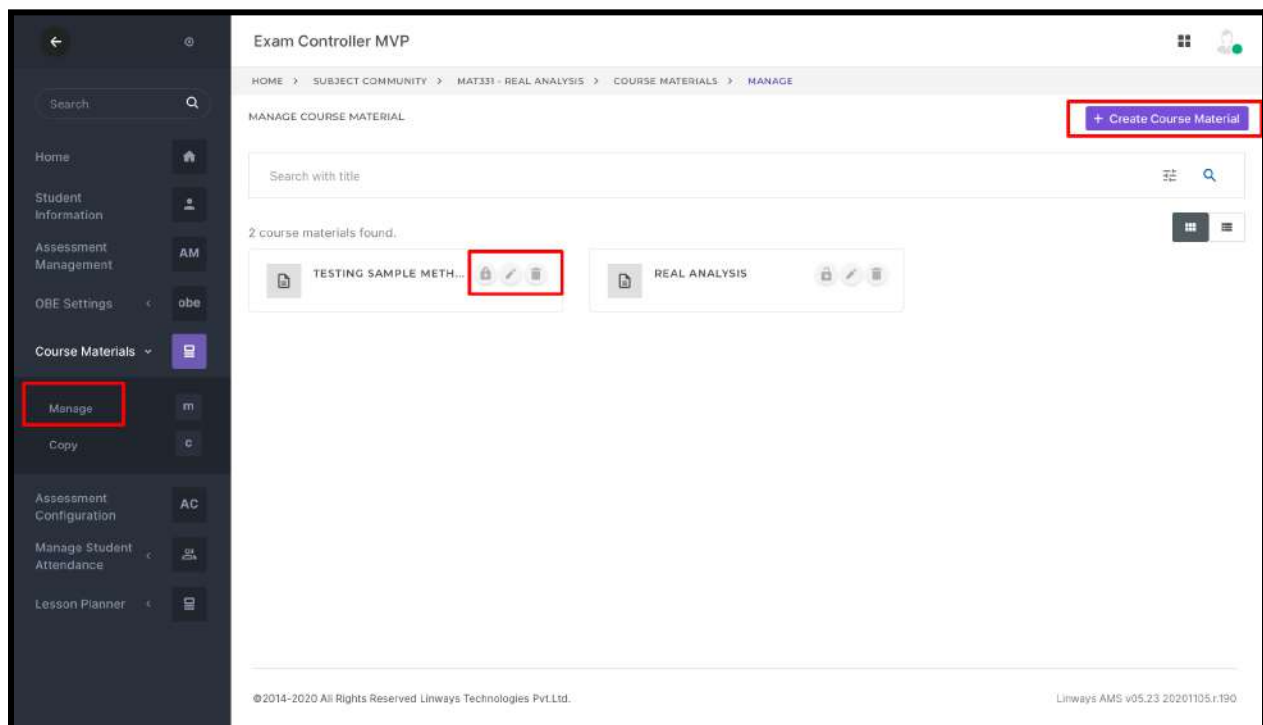
- Click on " Create New " and click on the type of materials (Document/Video).
- We can also upload the materials from our system or Google Drive.

- Give course material Title, Topic, and Description.
- If it's a video, we can enter Title, URL, Description, and Keywords.
- Finally, click on Submit.
- Lock\Unlock option represents Publish\Hide the course materials/coursewares respectively.
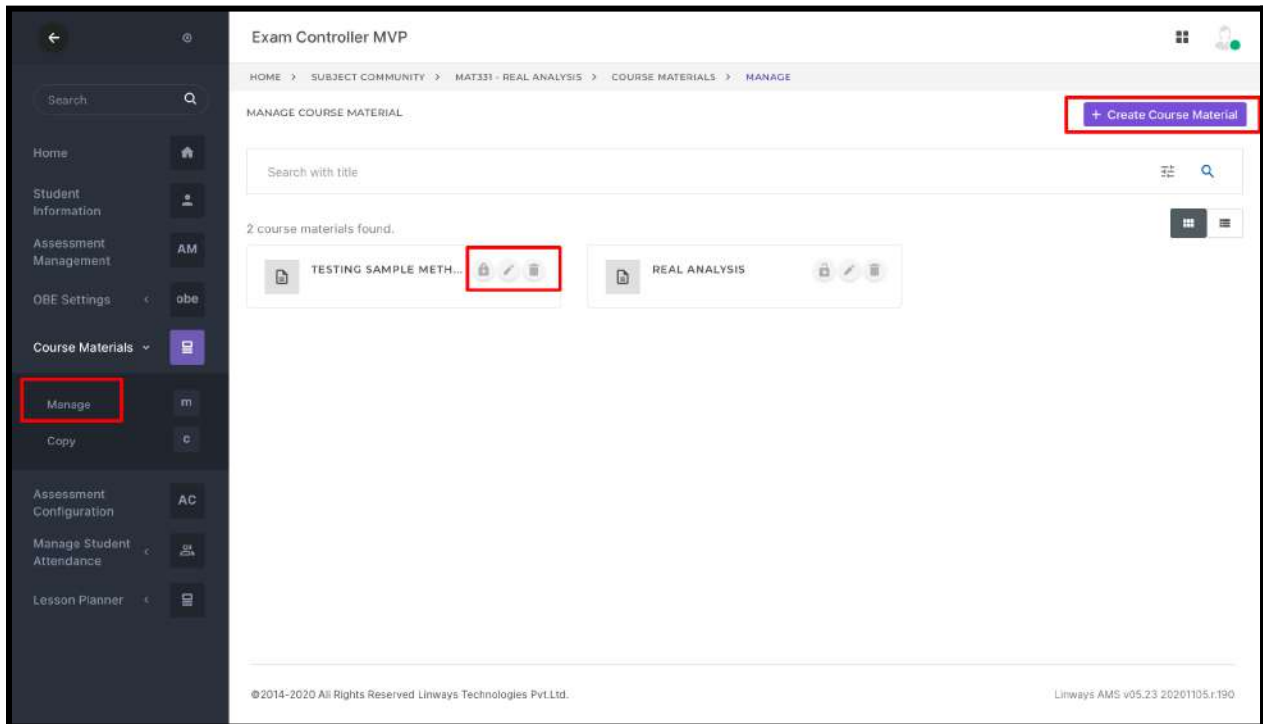
- Uploaded Course Materials will be listed on the same page.
- if you want to make any changes, click on Edit option >submit
- If you want to delete the course material, select the Files to be deleted and click > Delete Selected.

NOTE: materials that is uploaded through planners will show in course materials.

➜ Is it possible to share the course materials?

- Yes, we can share/copy the course materials that other faculty have uploaded.
- You can only copy a course material if it is shared (The checkbox, 'share with others in the subject group' is checked).

- If a course material is added to the subject community, the staff who are handling the same subject will be able to copy them.
- Course Materials -> Create New -> Share with others in the subject group.
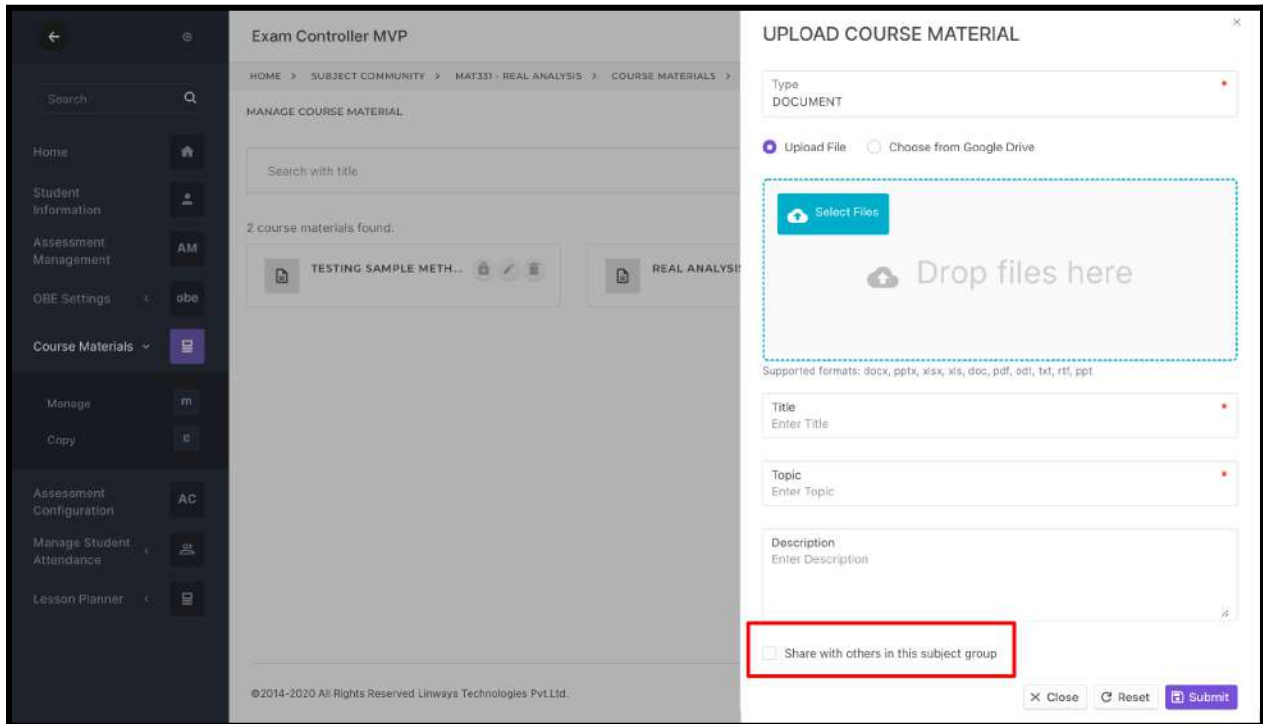
Copy Materials

- We can copy course materials in 3 ways:
  1. Copy from own course materials
  2. Copy from same subject community
  3. Copy other staff's materials

- Click on the copy menu in the left pane.

- Collapse the filter button to copy the materials

- Choose your copying method and click on the search button.
- Shared materials will be displayed, and click on the Copy button to show the materials in your profile.

STUDENT SIDE

- Login to the student profile, and we will see the Home page listing the subjects the student needs to study in their current semester.
- Click on the subject to get the respective subject materials.
- Search with the filters to get the materials.
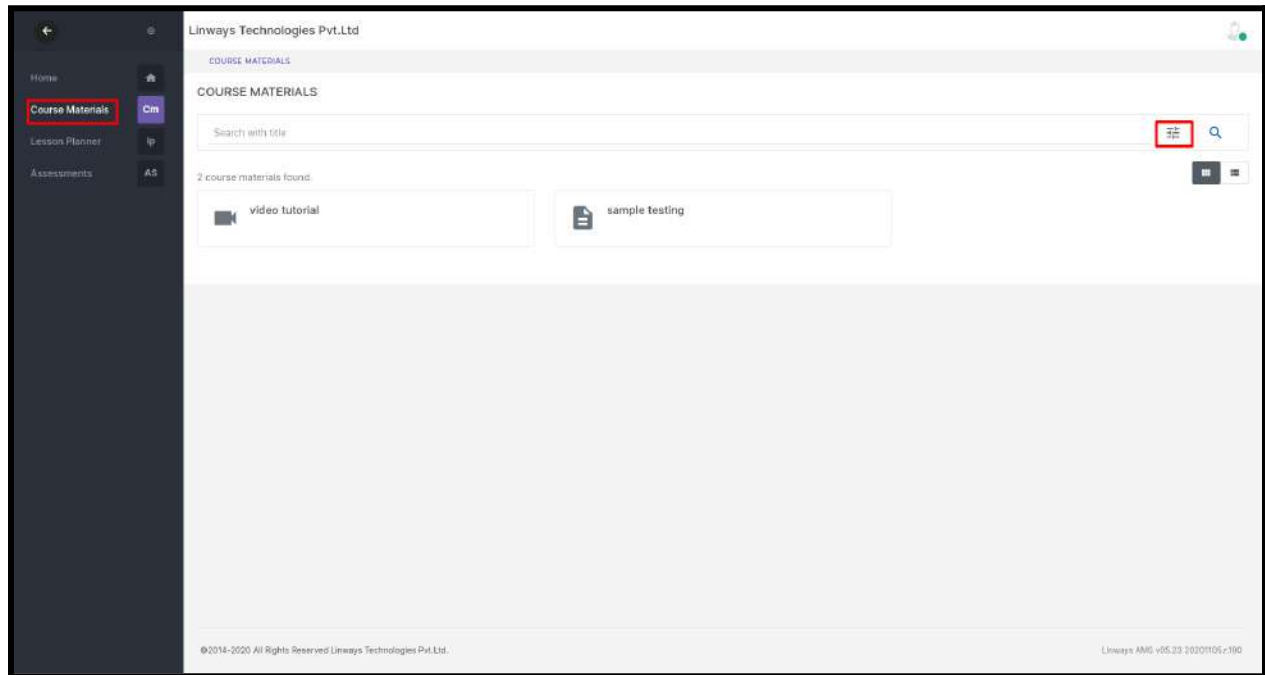
- Click on the materials to see the details and also download the file.
- Student can like the reference material and give comments for this file,and the respected faculty can see this likes and comments.

Home

Course Materials — Cm

Lesson Planner — lp

Assessments — AS

VIDEO TUTORIAL ✕

Uploaded on: 04-07-2022 01:33:05 PM

▶ WATCH VIDEO

0 likes   0 comments

👍 Like

No comments yet

Type your comments here...   ➤

➔ How do we Assign Curriculum to Students?

- After assigning the syllabus to the curriculum, we need to assign the curriculum to the batches.
- So that the students in the batches can access the curriculum.
- Refer Curriculum Designing and Assigning Syllabus to Curriculum
- We also have the feature to assign the same curriculum to multiple batches.
- Select the batches which have the same curriculum and click on the "Assign to selected batches"
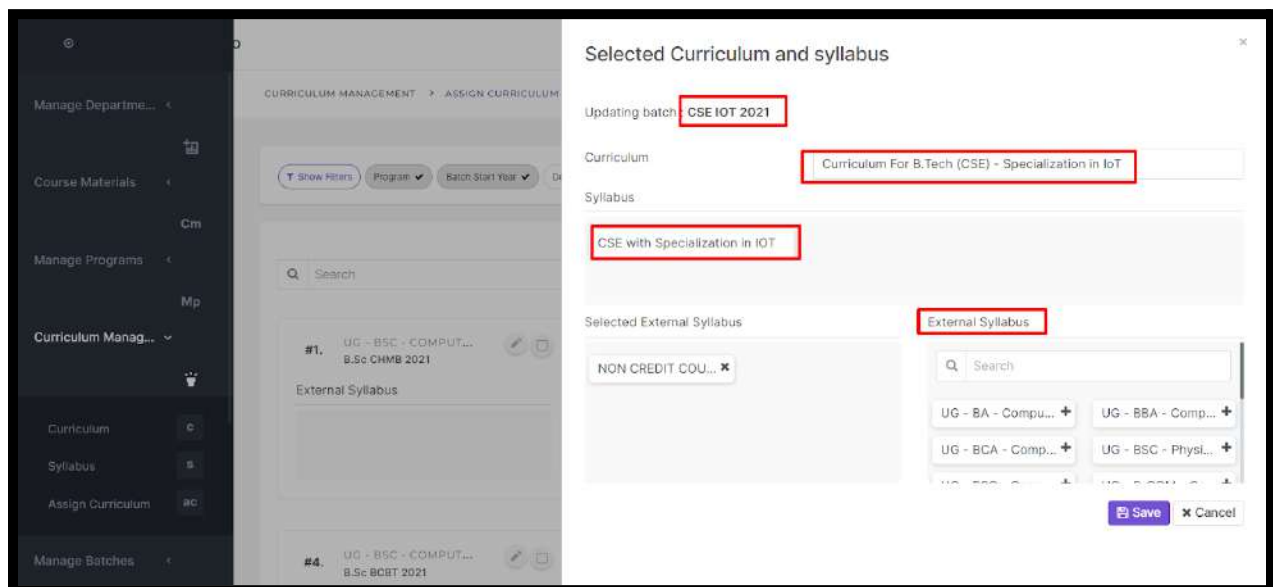
- The assigned Curriculum and Syllabus will be shown and also we have the option to add *External Syllabuses* for this batch.

LESSON PLANNER

➔ What is a lesson planner and what is the benefit of designing a lesson planner?

❖ Creating a lesson plan is an important aspect of instructional design. Lesson plans allow professors to create learning objectives, organize and deliver course content, and plan and prepare learning activities and materials. It also outlines the type of informal or formal assessment methods, professors will use in their classrooms.

❖ Through Linways Academic Management Module, we can easily create subject plans.

❖ **Benefits:-**

- Enhancing Professional Practice
- Teaching Strategies
- Assessing Students
- Creating Learning Materials
- Curriculum Designing
- Engaging Learning Environment and Applying Technology

❖ Faculties are required to organize their activities for each subject, and these plans are recorded in the Subject Plan.

❖ We made your work simple through a few steps.

❖ Faculties can create Proposed plans and Actual plans, now let's look at how to create these plans.

Before the class
- Identify the learning objectives
- Plan the specific learning activities, assessments, and the sequence of the lesson
- Create a realistic timeline
- Plan for a lesson closure

During the class
- Share the lesson plan with your students helps keep them more engaged and on track

After the class
- Reflect on what worked well and why, and what you could have done differently

➔ Proposed Plans & Actual Plans

Proposed plans are the study plans prepared by the faculties for their subjects in the upcoming classes. Also, faculties can plan subjects according to the hours they get. Also can upload reference materials so that students can refer before the class and get an idea about the portion, teacher will teach in the class.

The actual Plan is what you have taught in the classroom after preparing the plan .Mostly, all the proposed plans will become actual plans. Take a few minutes after each class to reflect on what worked well and why, and what you could have done differently. We can Update the actual plan status like covered, not covered or fully covered based on the class you have taken.

We have two methods to schedule teaching plan for the faculties.
- ➔ Date wise planner
- ➔ Session wise planner

Through Date wise planner, faculties can plan their lessons based on the timetable, if colleges follow proper timetable. They create or update the plans in **date and hour.**

And in the Session method, some colleges don't have a timetable or they prepare plans before assigning timetables. In such cases faculties need a session wise planning method. In this method they can prepare their plans as **sessions**.(date and hour is not necessary).

- ➔ How do we create proposed plans in a date wise method?

On the home page list of subject communities that are handled by particular staff will be listed. Select the required subject.

- Click on the Lesson Planner -> Proposed Plans on the left pane.
- It has two methods: Table view & Calendar method
- In the Table view, the plans we have created will be displayed. If not created, we can create the plan by providing the basic details.
- **Date wise hours** will be displayed. You can select the module and enter the topic you covered. Click the Tick button to save.

- In the calendar method we can upload documents and video materials.
- After saving the plan which we created through the table method, we can edit it by clicking on the edit button, it will then redirect to the detailed plan preparing page.There will be a check box for upload documents and video by enabling it.
- You can sort the displayed list by Date and Hour.
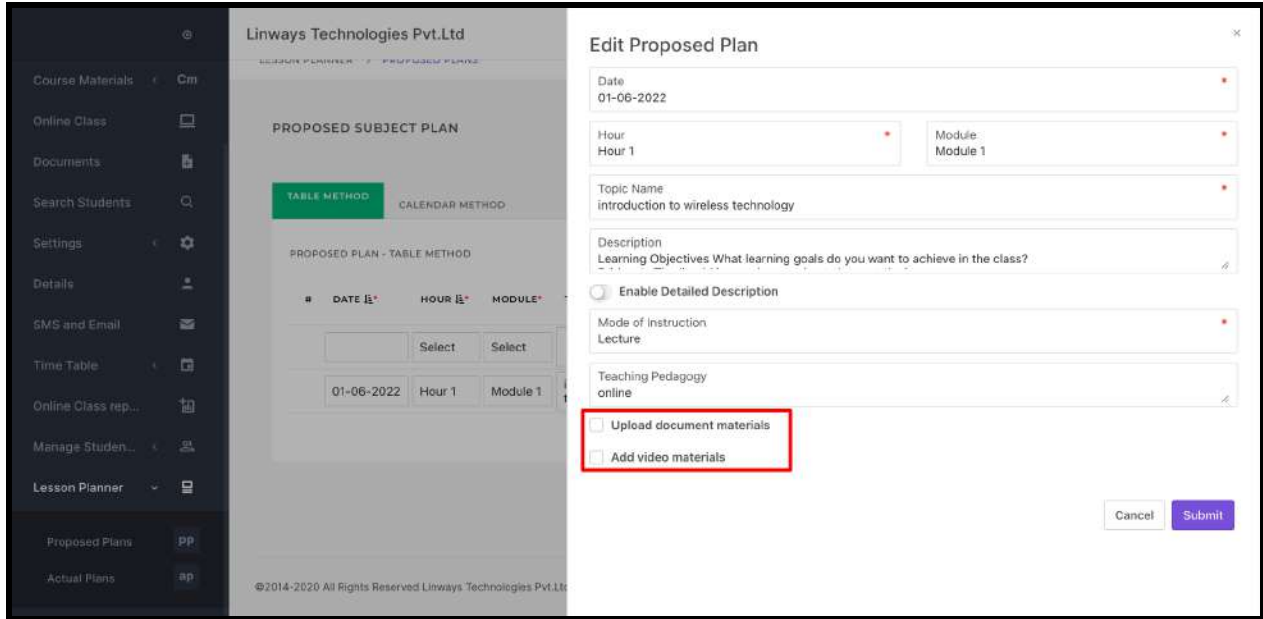
- In the Calendar Method, we can create and edit the proposed plan by selecting the date tile.
- The current day will be highlighted with a light yellow color.
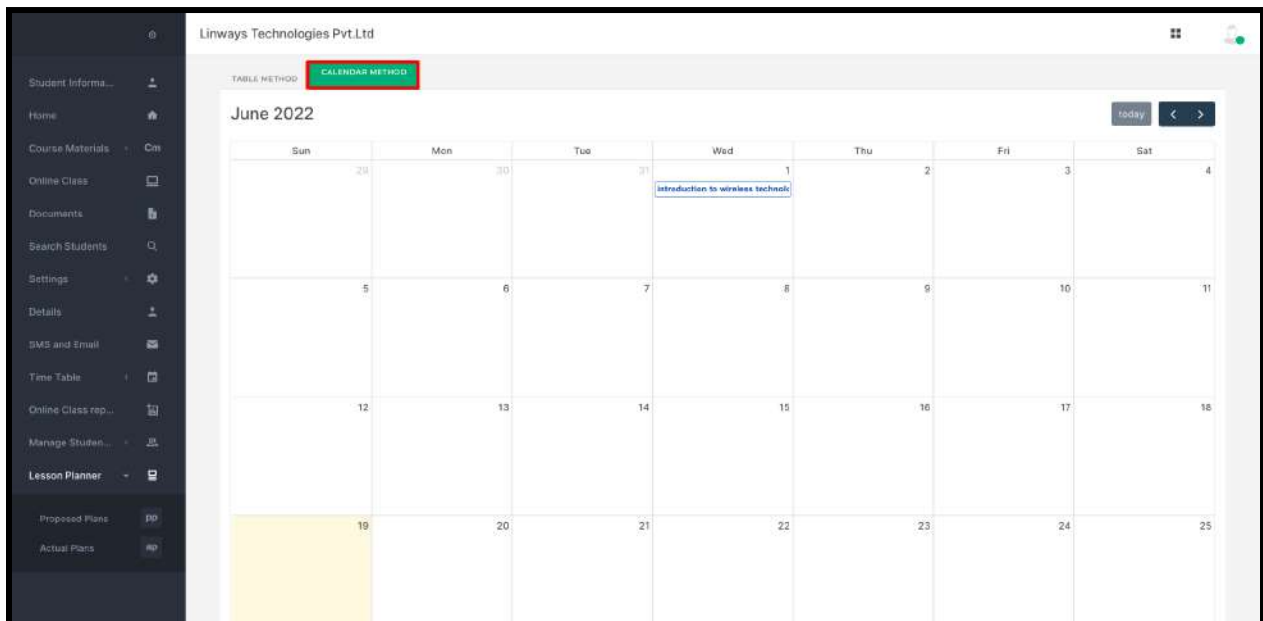
- Set the Date and Hour of your class
- you can select the Module, Mode of Instruction, and give the Topic, Description, and Teaching Pedagogy of plans. There is an option to add course material, select

the course material upload and upload the required files (supported formats of files are listed there). Click on the Submit button.

- The Added proposed plan will be displayed in blue outlined tile in the calendar on the specific date.
- If you want to make any changes to created plans, click on the blue tile, update the details, and Click on the Submit button.

A quick guide to adding an actual plan

- Click on the Lesson Planner -> Actual Plans
- Actual plans can be created by the **Table method or Calendar Method**.
- We can view the created proposed plans in the actual plans. Also, we can update the portion status of the plan by selecting each proposed plan.
- Once the plan is saved, it turns to green color if you set the status as fully covered.
- You can also add the current day's plan by selecting the current date.

SESSION WISE PLANNER

- In the Table view, the plans we have created will be displayed. We can create the plan by providing the basic details if not created.
- If you follow the session method, you can select **Sessions** and You can select the module and enter the topic you plan to cover.

- Input Mode of Instruction, Description, and Teaching Pedagogy of plans.
- Click the Tick button to save the proposed plans.
- Click on the Edit button to upload the materials and to give a detailed description.
- You can sort the displayed list by Sessions.

- In the Calendar Method, **the proposed plan details will not be available** since we create the proposed plan by sessions. If we create the plan with the date then details will be available in the calendar but in this method, sessions are used to prepare plans.
- You can create plans in the calendar method by clicking on any date tile.

A quick guide to adding an actual plan

- Click on the Lesson Planner -> Actual Plans
- Actual plans can be created by the **Table method or Calendar Method**.
- We can view the created proposed plans in the actual plans. Also, we can update the portion status of the plan by selecting each proposed plan.
- You can update each plan against a date on which they are covered or take the sessions.

- Click on the Edit button to upload the materials and to give a detailed description in the actual plan - table method

- In the calendar method, **Only plans that are created against a date will be shown in the calendar.**
- Once the plan is updated to a date in the actual plan, it will show in the calendar
- it turns to green color if you set the status as fully covered. And blue for partially covered and last gray for not covered.
- You can also add the actual day's plan by selecting the date in the calendar.
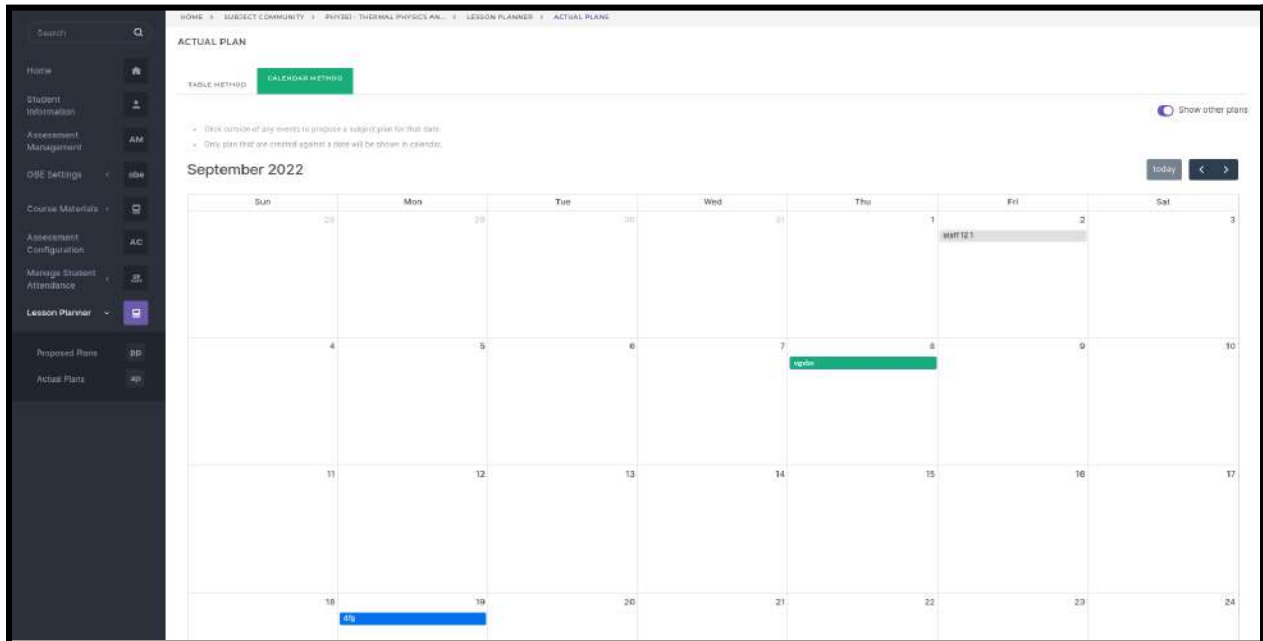
Assessment mapping in lesson planner

We can map the assessments in the lesson planner by clicking on the **map** option available in proposed plans.
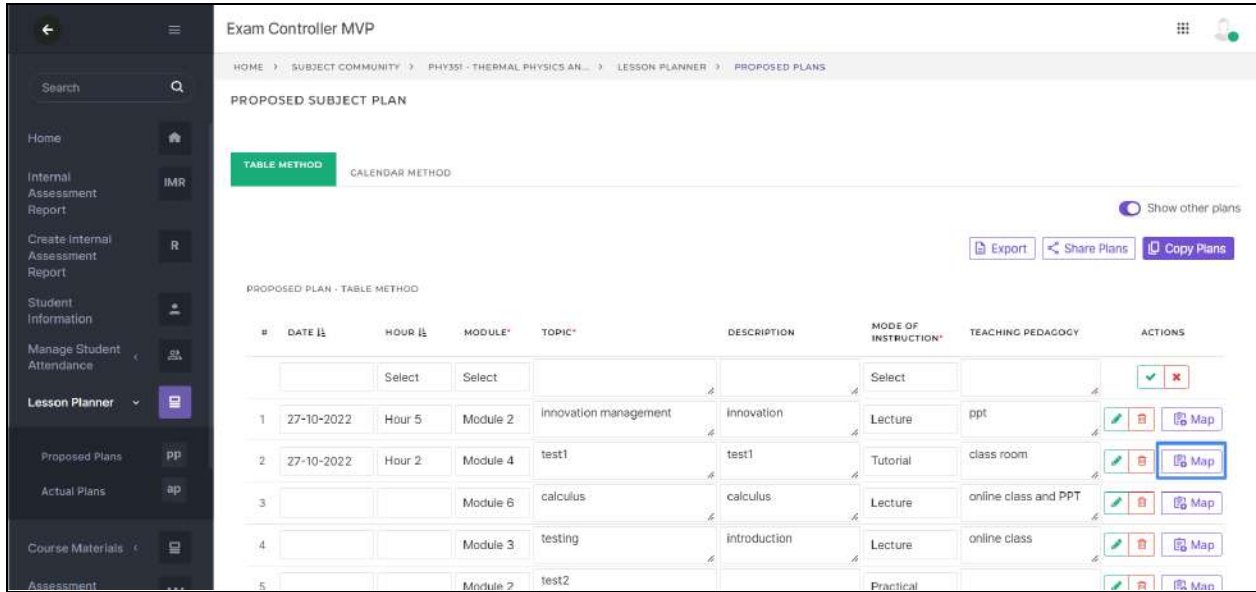
Select the assessment to be mapped and click the submit button to map the assessment to the proposed plan.
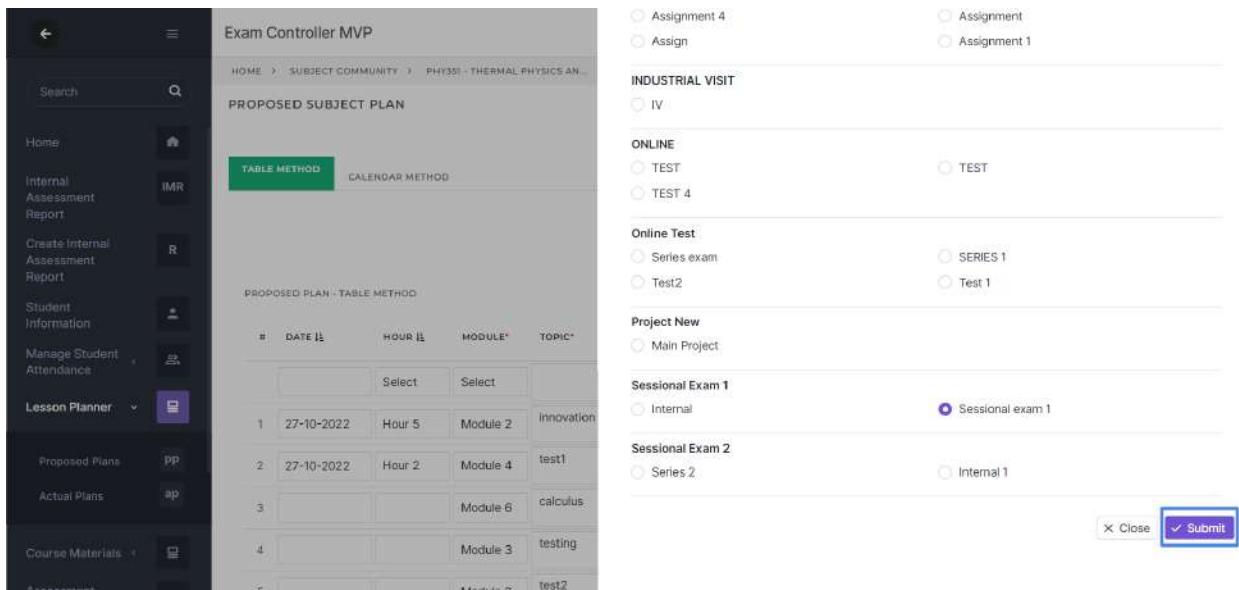
We can share the proposed plan to faculties in the same subject community by clicking the **share plans** option.
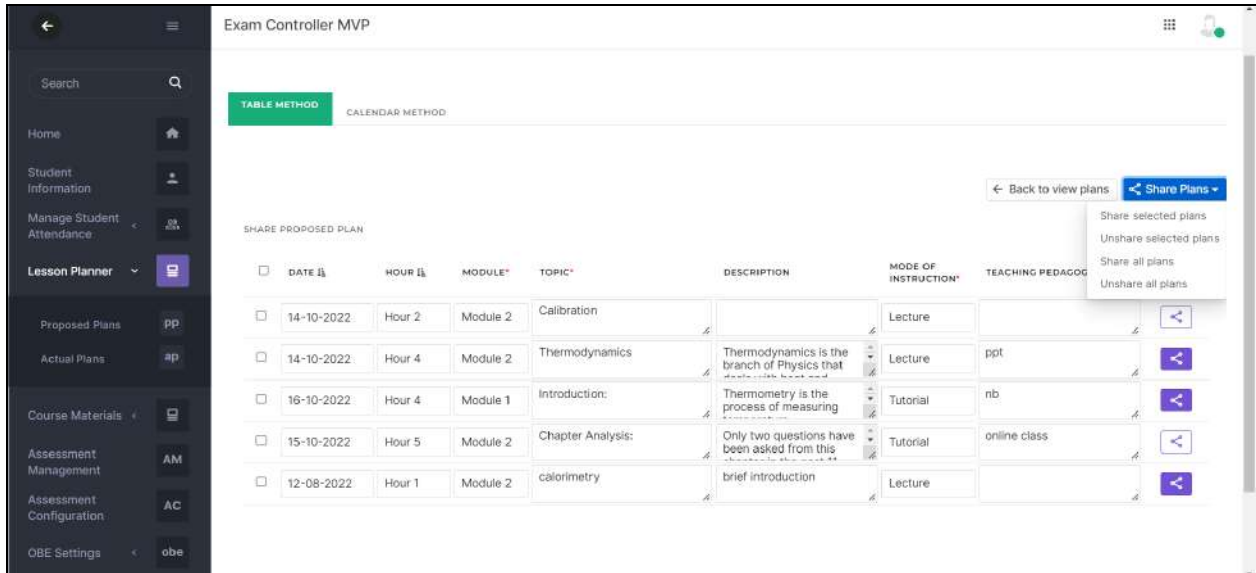
We can also copy the plans shared by other faculties in the same subject community by clicking the **copy plans** option.

NOTE: Staff 1 and staff 2 are teaching the subject 'CALCULUS'. Staff 1 prepared the subject plan and staff 1 shared the subject plan by share option. Then staff 2 can copy the shared plan by using the copy plan option. There is no need to prepare the proposed plan separately.

Click details to select the plans to copy.
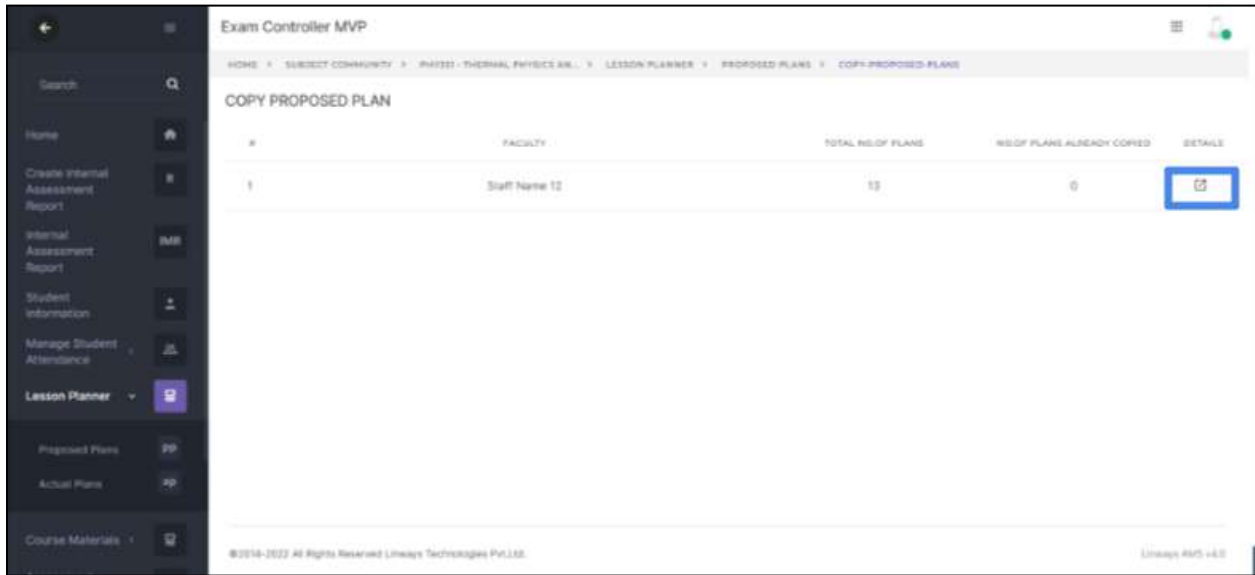
Click the copy option to copy the selected plans.
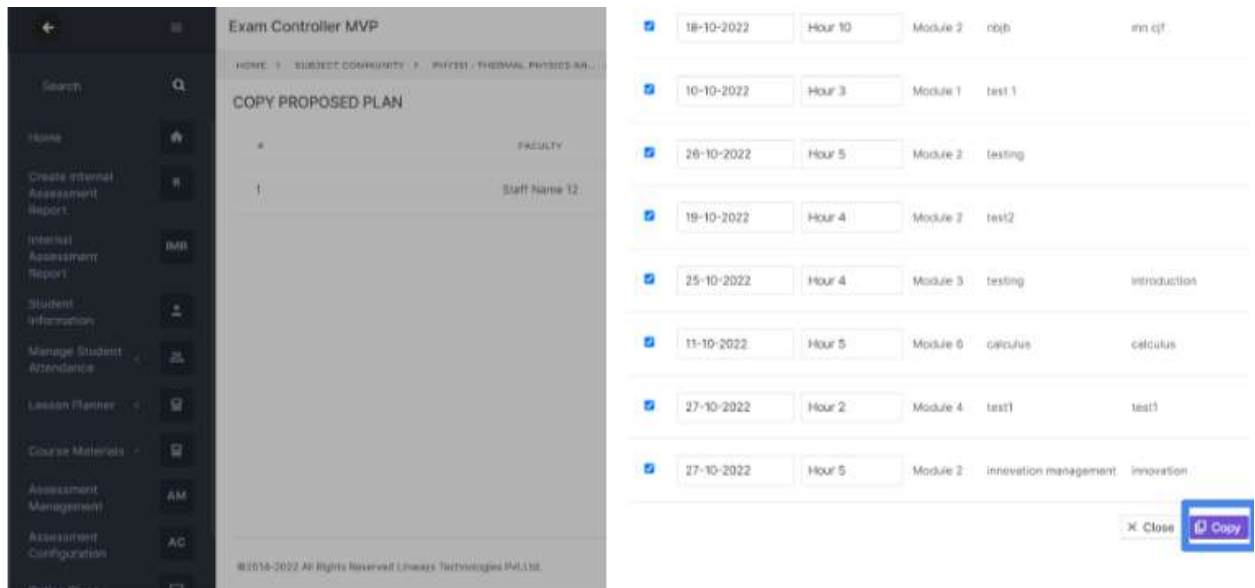
STUDENT SIDE

- The subject Planner feature helps students to see the topics which are updated by staff.
- Log in to the student profile and click on the subject
- Click on the lesson planner on the left pane.
- Select the date range of proposed plans to be viewed and it will list out the proposed plan added by faculty.

CURRICULUM

➔ What is Curriculum?

● A curriculum refers to an interactive system of instruction and learning with specific goals, contents, strategies, measurements, and resources.
● The desired outcome of the curriculum is the successful transfer and/or development of knowledge, skills, and attitudes.
● A curriculum is a program of study, the subjects comprising a course of study in a school or college.
● Used to plan teaching
● It spells out the details of what topics will be taught and in which order they plan to teach.

We mainly see three types of curriculums. Through linways, we can handle all three curriculums.

1. **SUBJECT CENTERED DESIGN**

➔ Our old module focuses on this method.
➔ Focus on the subject rather than the students
➔ Currently, this type of curriculum is used in the K-12 schools (Core Curriculum)

2. **LEARNER-CENTERED DESIGN**

➔ Each individual's needs, interests, and goals are taken into consideration
➔ This type of design is meant to empower learners and allow them to shape their education through choices
➔ It depends on the student's wants and interests
➔ We handle this through our SUBJECT SELECTION MODULE

3. **PROBLEM CENTERED DESIGN**

➔ How to look at a problem and come up with a solution to the problem

➔ Students are exposed to real-life issues, which help them develop skills that are applicable in the real world.

We design a curriculum for a program offered in the colleges/universities.
We can create programs in the admin module. We support both multi and single-major programs.

You can refer to the file for [create program](#)

Grant Duty Leave

Grant Duty Leave

In our Linways AMS V4, We have a provisions to grant duty leave to students, In the staff login there is a menu named Attendance under that menu there is sub menu named Grant Leave Faculty Home → Attendance → Grant Leave.
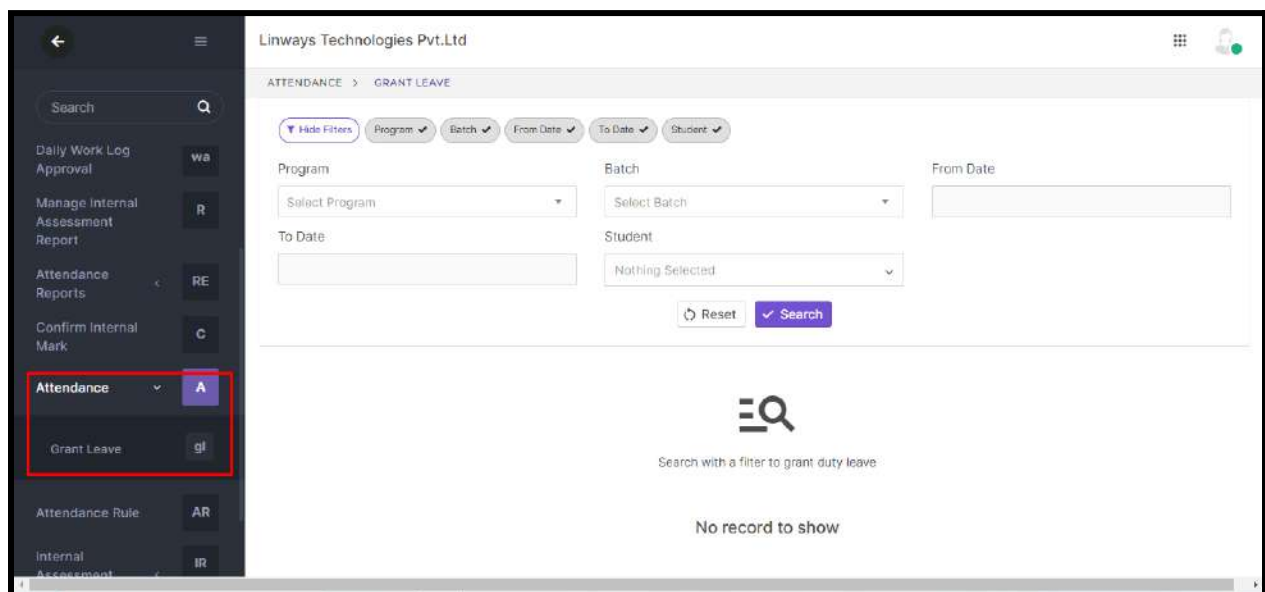
We can search students using the filters, We can search with Program , Batch , From date & To date. We can grant duty leave for absentees. On applying desired filters the absent students will be listed.
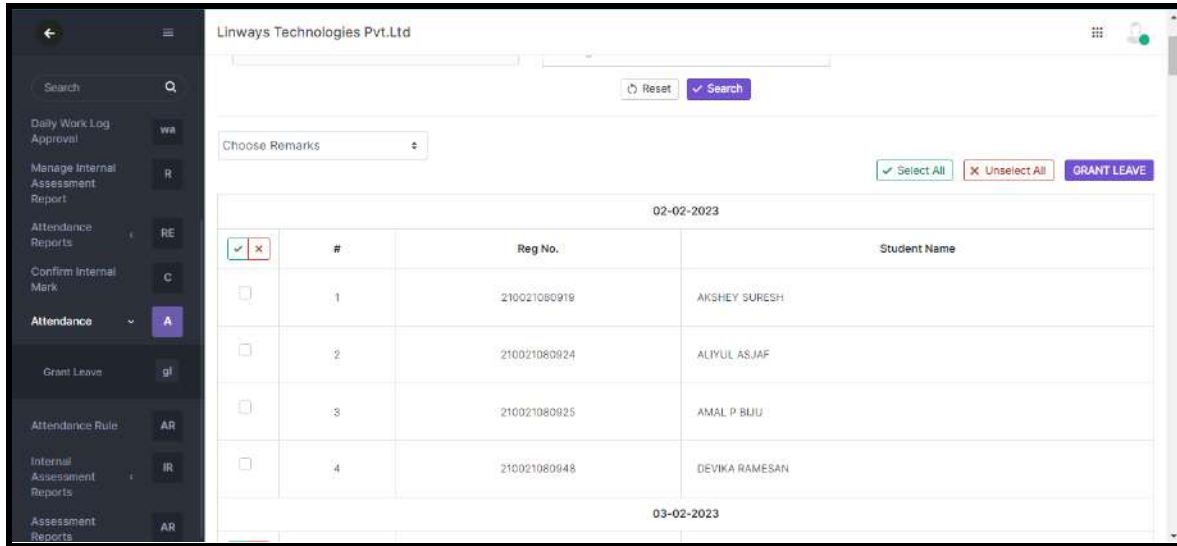
For granting leave to students first we have to choose the corresponding remarks
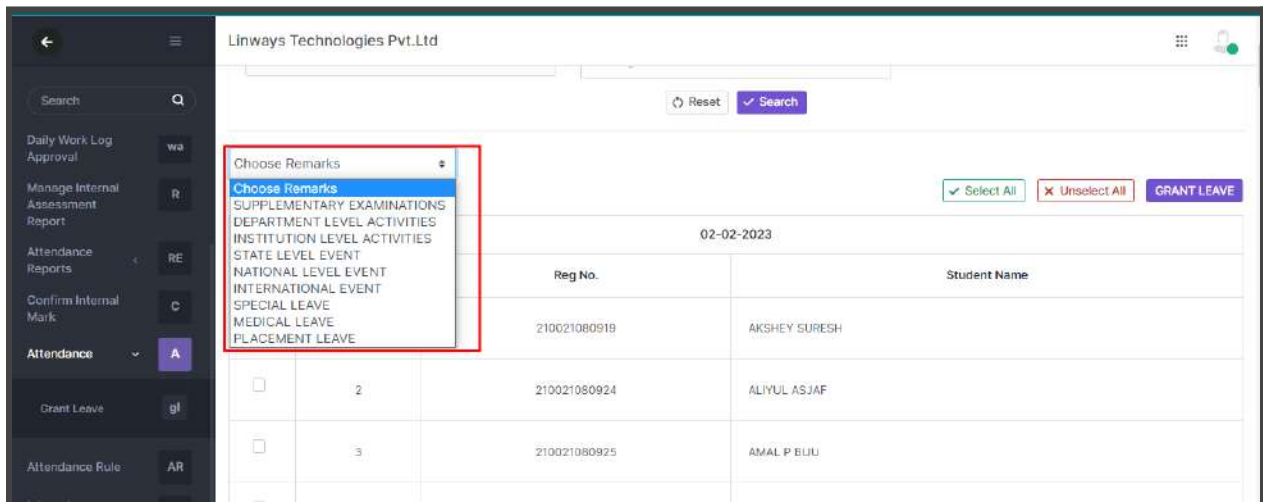
For granting duty leave to all the students for corresponding from and to date , We can use the select all button and click on the Grant Leave Button.

For granting leave to the particular date we can use the tick button corresponding to the dates

For granting leave to particular student, we can use the checkbox corresponding to the student name

Note : Only Absentees students are listed in the Grant Leave Option

linways
learn in new ways

Our Vision : "Empower every educator with the right technology to accelerate learning."

Our Mission: "Empower educators, inspire learners, change the future".

Lesson Planner - Import from timetable

In the Proposed Plan, We have an option to import date and hours directly from the time table. While clicking on the Import Timetable button , New plans will be added as per the timetable.

Plans that are imported from timetable will be listed like this ,Faculties can select the corresponding module ,mode of instruction and add also can add the description accordingly .

6	23-02-2023	Hour 1	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
7	20-02-2023	Hour 3	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
8	20-02-2023	Hour 2	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
9	20-02-2023	Hour 1	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
10	15-02-2023	Hour 3	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
11	15-02-2023	Hour 2	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
12	15-02-2023	Hour 1	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
13	14-02-2023	Hour 3	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
14	14-02-2023	Hour 2	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
15	14-02-2023	Hour 1	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
16	09-02-2023	Hour 3	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
17	09-02-2023	Hour 2	Select	Copied from timetable		Select		✏ 🗑	🖻 Map
18	09-02-2023	Hour 1	Select	Copied from timetable		Select		✏ 🗑	🖻 Map

PROGRAM

Colleges offer flexible programs that allow students to tailor their education to fit their needs. Let's look at how to create a program in linways;

Different types of programs

In Kerala, We mainly see single core programs known as Single Major courses. In other states, most colleges/universities offer multi-major programs known as Double Majors, Triple Majors, etc.

A single major concentrates on one area of specialization, whilst a **Double major** focuses on two areas of specialization. A double major will allow a student to complete study in those two separate areas under the same award.

For example,
- *BSC Physics* is a single major course where students will study subjects related to physics.
- *BSC Physics, Mathematics, and Chemistry* is a triple major course where students will study subjects related to physics, mathematics, and chemistry.

We've probably heard of a double major, but have you heard of a dual degree? In a dual degree program, you'll study two academic fields at once, and earn two separate degrees.

A **dual degree, or double degree**, is when you study two, usually very different, fields at the same time and receive two separate degrees (one per discipline). For example, if you studied psychology and business in a dual degree program, you'd graduate with two degrees (that is, two diplomas): a Bachelor of Arts (BA) in Psychology and a Bachelor of Business Administration (BBA).

In a dual degree program, you're studying two (likely different) fields in order to earn two separate degrees. These are usually different types of degrees, too, such as a BA and a BS. However, with a double major, you're studying two related fields to earn a single degree. This also means that you're receiving just one type of degree, such as a BA, BS, BFA, etc.
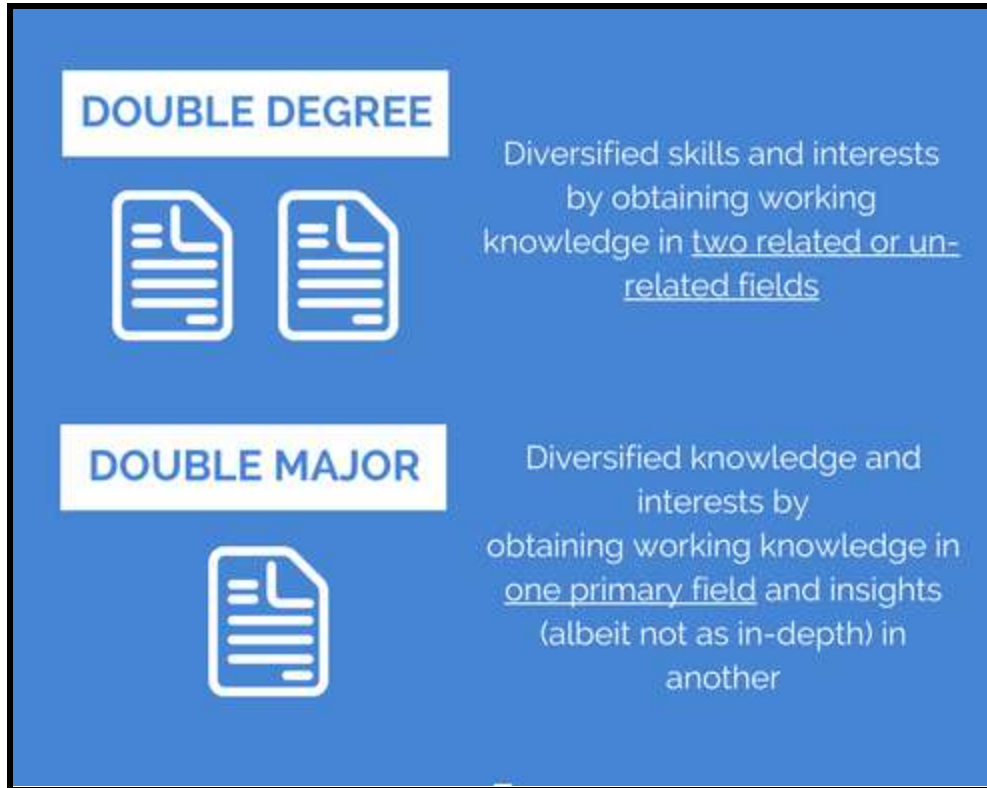
Department

A department constitutes a group of faculty members with expertise in a specific academic field (or discipline) who offer courses (and usually degrees) in that field.

- To create a new Department, select on the Department menu -> Create Department. Provide the name and description for the department and click on save.
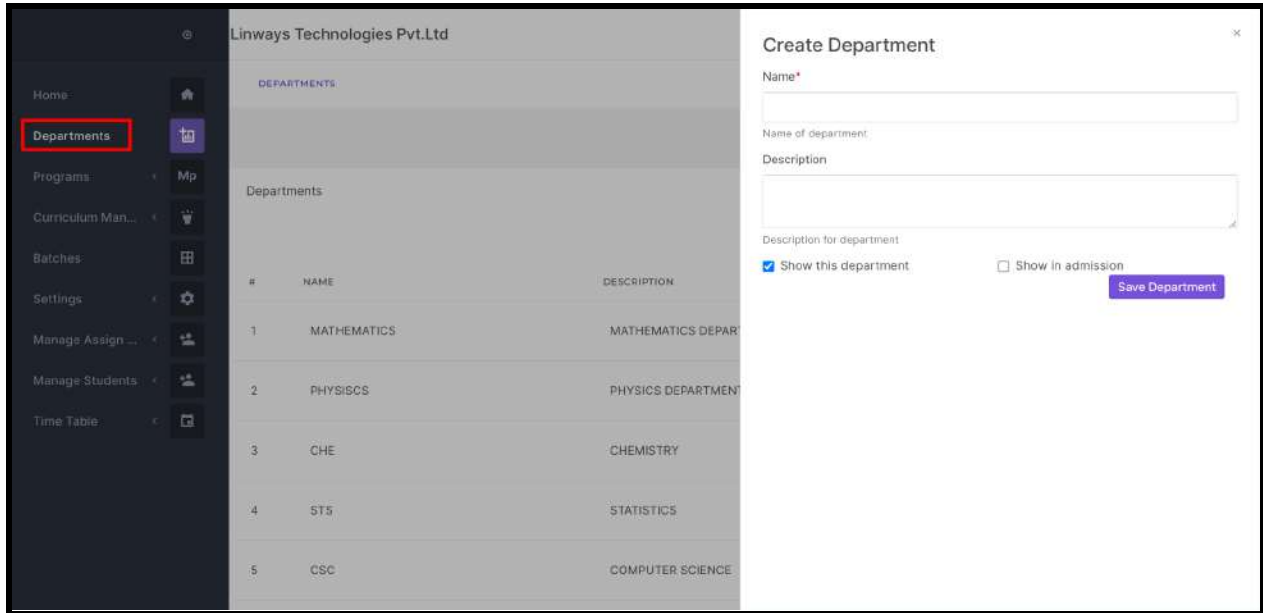
➔ How do we create programs?

- Log in to the Admin Module, and we will be able to see the Left pane.
- Click on Manage Programs to create the program.
  Note: If the user role doesn't have permission to access the program menu, it won't be seen. (Settings -> User permission Management)
- Before creating a program, we must set the *course type, degree, and stream.*
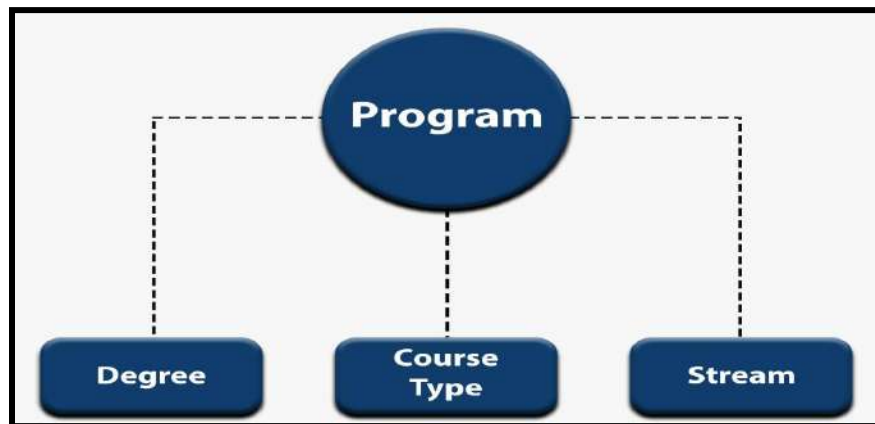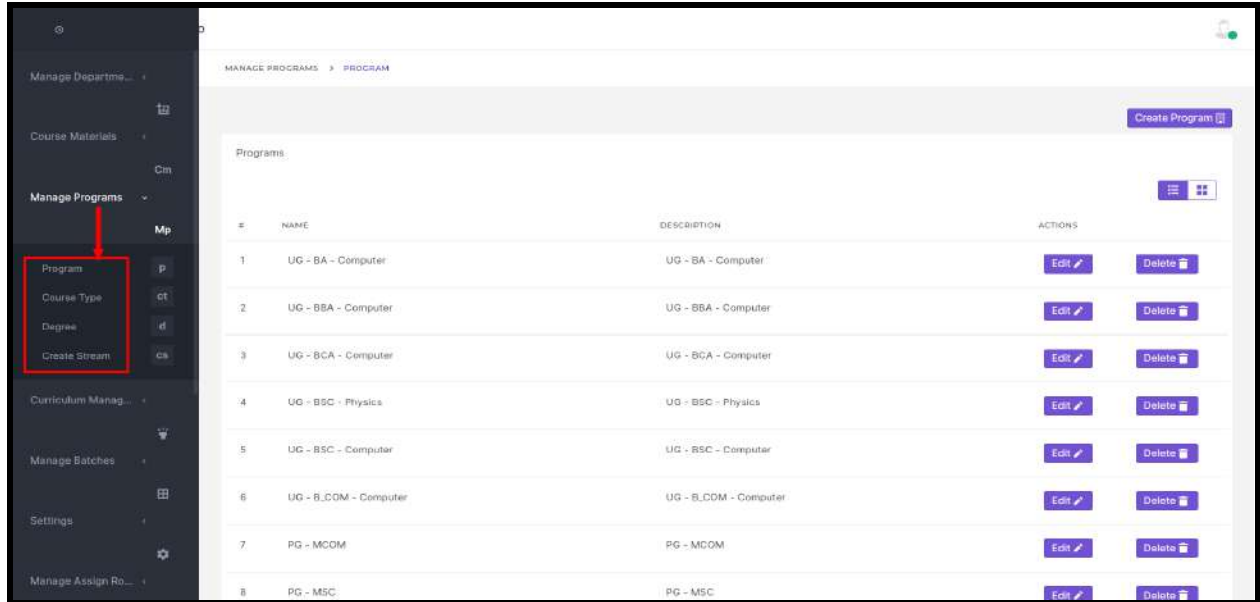
- Course Type: 'type of course' means what your degree or course taken is, that is, UG/PG/Diploma, etc.
- Stream: A specific course or a certain academic field chosen by a student. Furthermore, a student takes a particular stream to pursue a specialization in that field.
  Example: Mechanical Engineering, Computer Engineering, Electronics Engineering, Civil Engineering, and Electrical Engineering are the famous engineering streams

- Degree: it will be understandable to start with an example,
  A Bachelor of Engineering (BE or BEng) or a Bachelor of Science in Engineering (BSE or BSc(Eng)) is an academic undergraduate degree awarded to a student after three to five years of studying engineering at an accredited college or university.
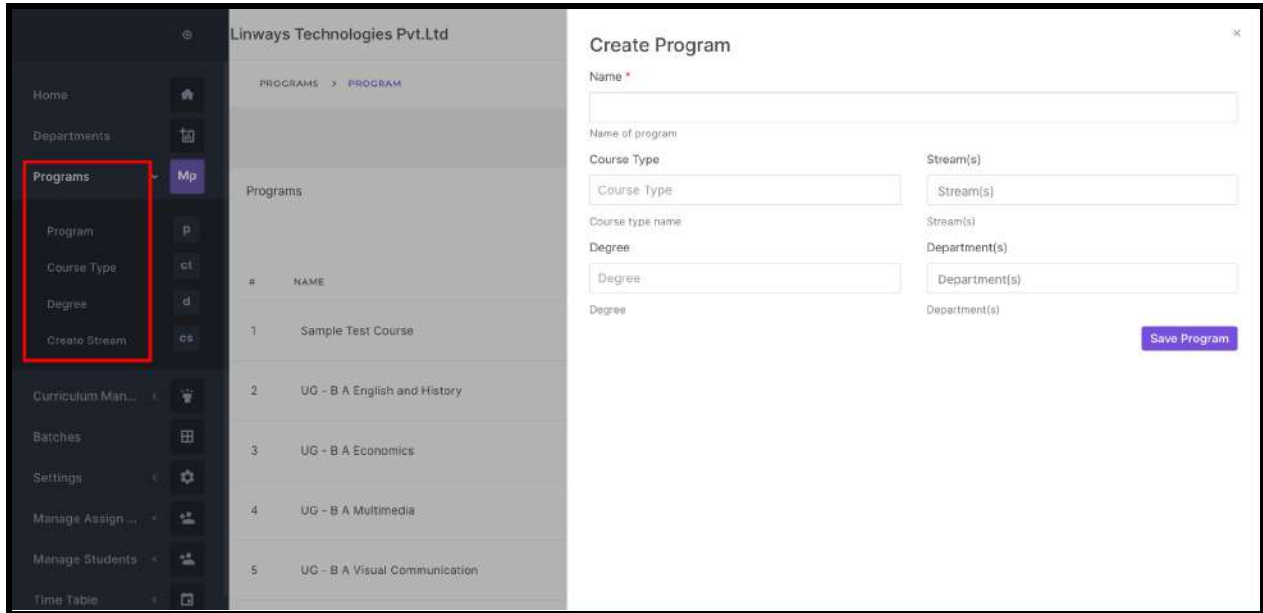
REFER TO THE FOLLOWING IMAGES FOR COURSE TYPE, DEGREE & STREAM CREATION.

1. Attendance through Sessions

➔ How can we mark attendance for the sessions?

Session-wise Attendance Marking
- Some colleges don't have a proper timetable to follow. Their mode of teaching will depend on the availability of teachers/staff.
- In this method, staff has the access to create sessions or classes for their subjects.
- Faculty will have to create Sessions and be able to mark the attendance. This method is for the colleges that are not taking classes through the timetable.
- Faculty can create sessions at their own convenience. They can also see the session details of

We can create Sessions under the **My Timetable** and **Mark Attendance** menu which is inside each subject cluster.

Login as Staff. Click on the My Timetable from the left side menu.

- An overview of the total sessions that are created by the staff under their own subject communities will be displayed here.
-
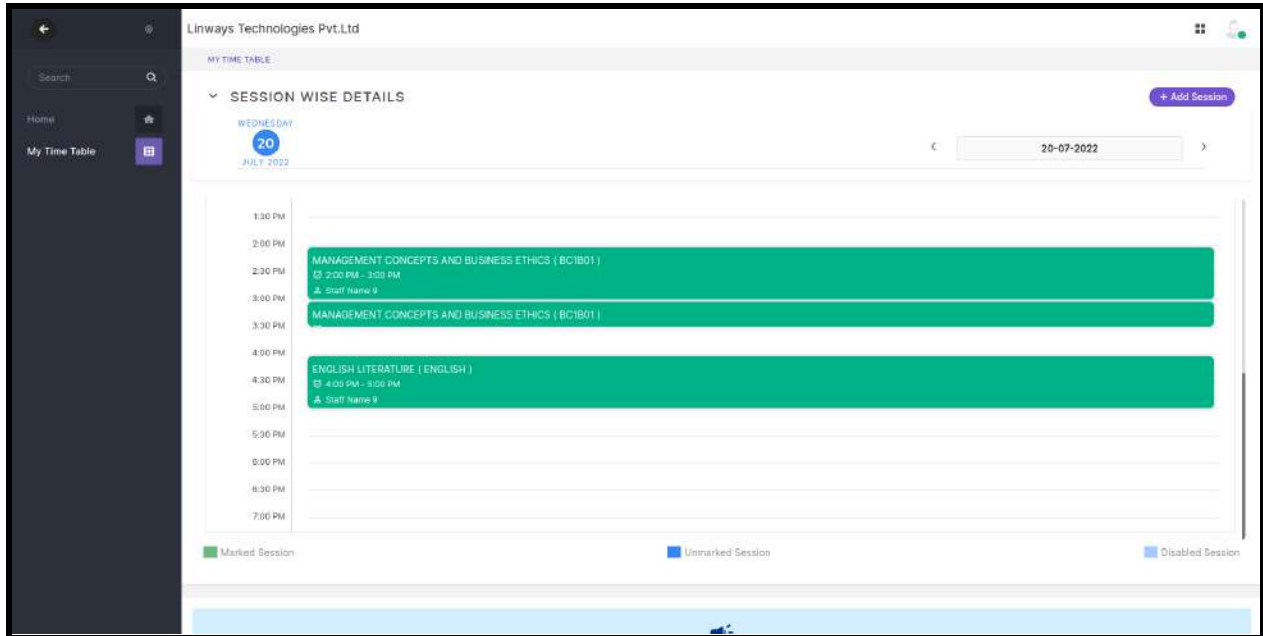
- We can create a session by clicking on "Add Session".
- Click on the Add Session for creating a session.
- Assigned subjects will be displayed there, choose the subject for which we want to create the session and Date also input the start time & End time for the session.
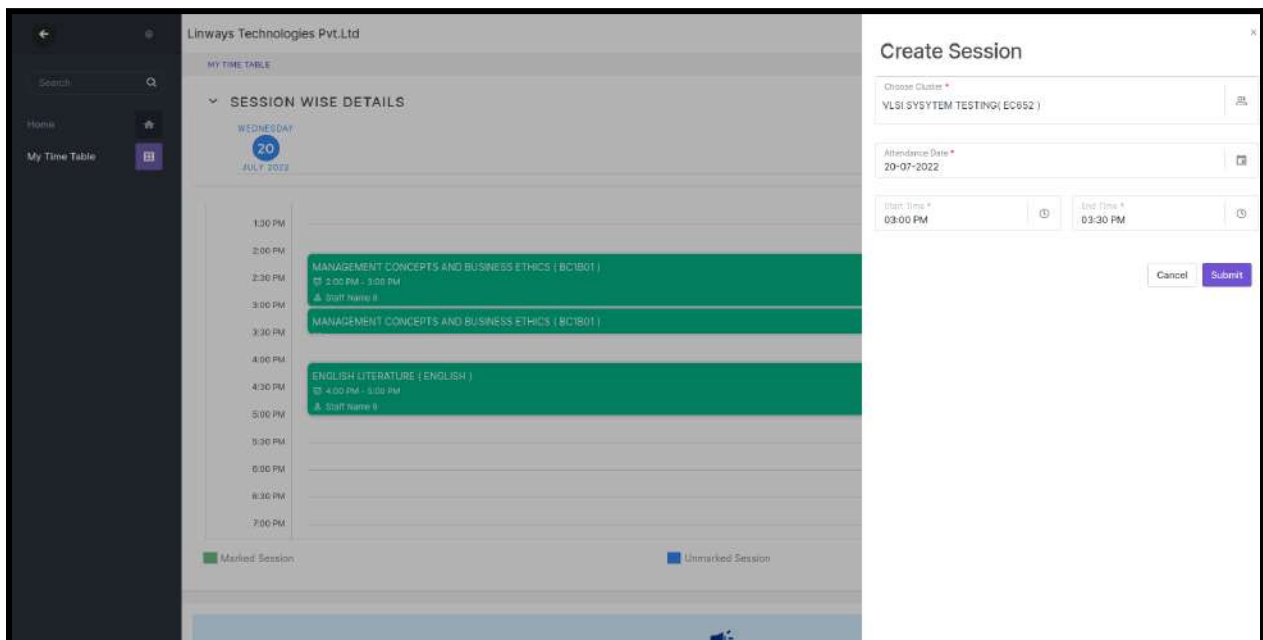
- Unmarked sessions are in red and changed to green after confirming attendance.
- Students will be listed down when we click on each session tile, and the session details will be hidden.
- Click on the upside arrow button to show the session, subject details will be shown at the center along with the date picker.
- Click on the session, student list will be displayed. There is *Mark All Absent* and *Mark All Present* option if you want to mark all absent/present, no need to go to each student.
- Roll no marking method - You can enter the absentee's roll number in Absentees roll no: field >Submit That roll number will be marked absent.
- Once you marked attendance, click on Confirm button to complete the attendance marking.
- By default, all students are in the present state.
- Once confirmed attendance can't be changed or edited.

EDIT Attendance privilege will be given to Admins

Mark Attendance -< Subject Cluster

- In this, We can create sessions inside a subject cluster, by clicking "Add Session".
- The subject will be automatically selected because we created a session inside a subject community.
- The rest of the cases are similar, follow the above-mentioned steps to create sessions and mark attendance.
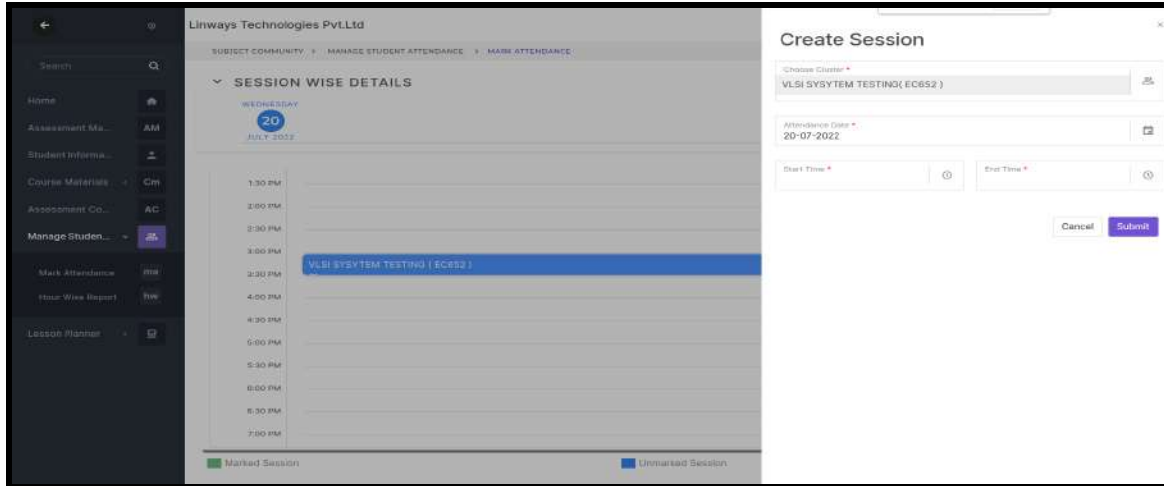
Draft Attendance: Multiple Sessions (same subjects or different subjects) having same students created at the same time.

When One faculty let's say staff 1 and staff 2 have the session from 10 am to 11 am. staff 1 created the session firstly so automatically the attendance status is drafted when staff 2 clicks on the session, it will be shown as Attendance is drafted by staff 1

Attendance Cases–
https://docs.google.com/document/d/1FtuFDBnVjwAJ_luTi2ftviNRKvOR4jZTTlCt
RJoS5IA/edit?usp=sharing

STUDENTS LIST

- Let's try to view added students:
- From the left panel, expand the **Students** and click on **Assign/Unassign** students.

- You can search students by filtering their Program, Department, Term, and Batch.
- We can move the students to *FAILED* list, the *DISCONTINUED* list, and to *another* batch.
- Multi-Select the students and click on the "Actions" button on the right side for performing the functions.
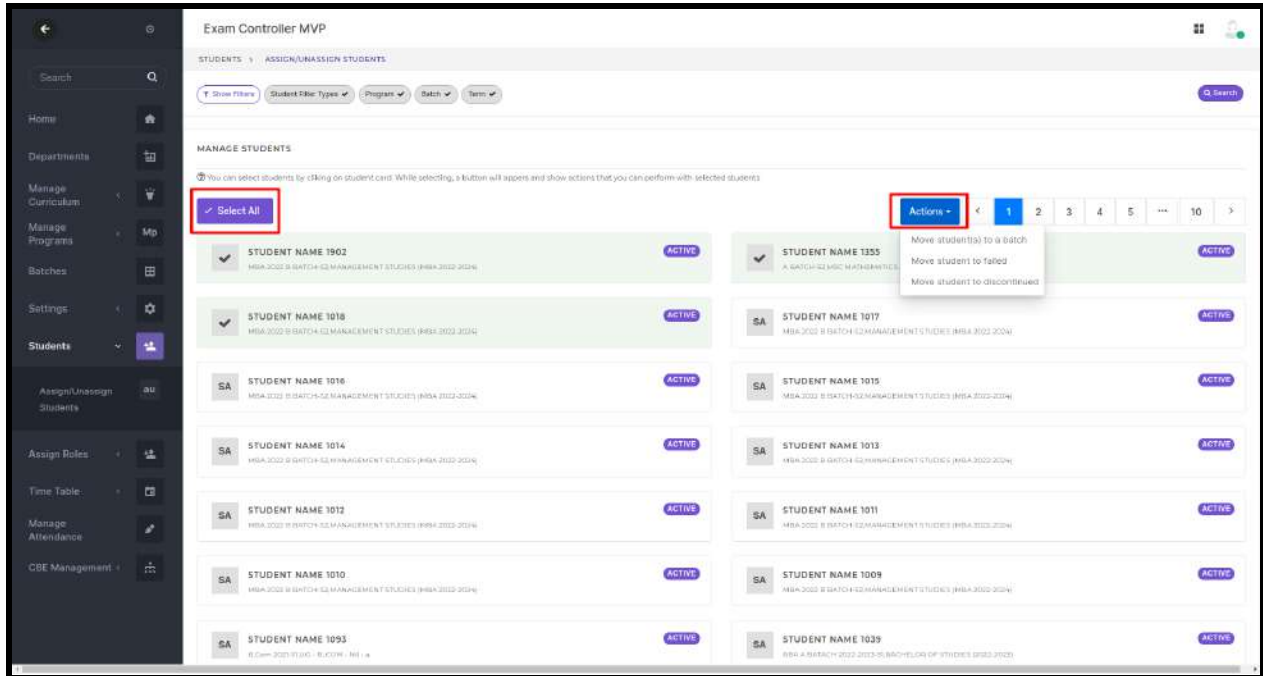
Transferring the students:

Note:
we can move students to another batch if their **course type and semester** match.

- Click on the students we wish to transfer and select " move students to a batch " from the actions menu.
- From the slider that opens, we can search with the filters and select the batch.
- Proceed to the next step if you select your desired batch.

The batches that will be shown have the same **course type or semester** with respect to the student's current batch.
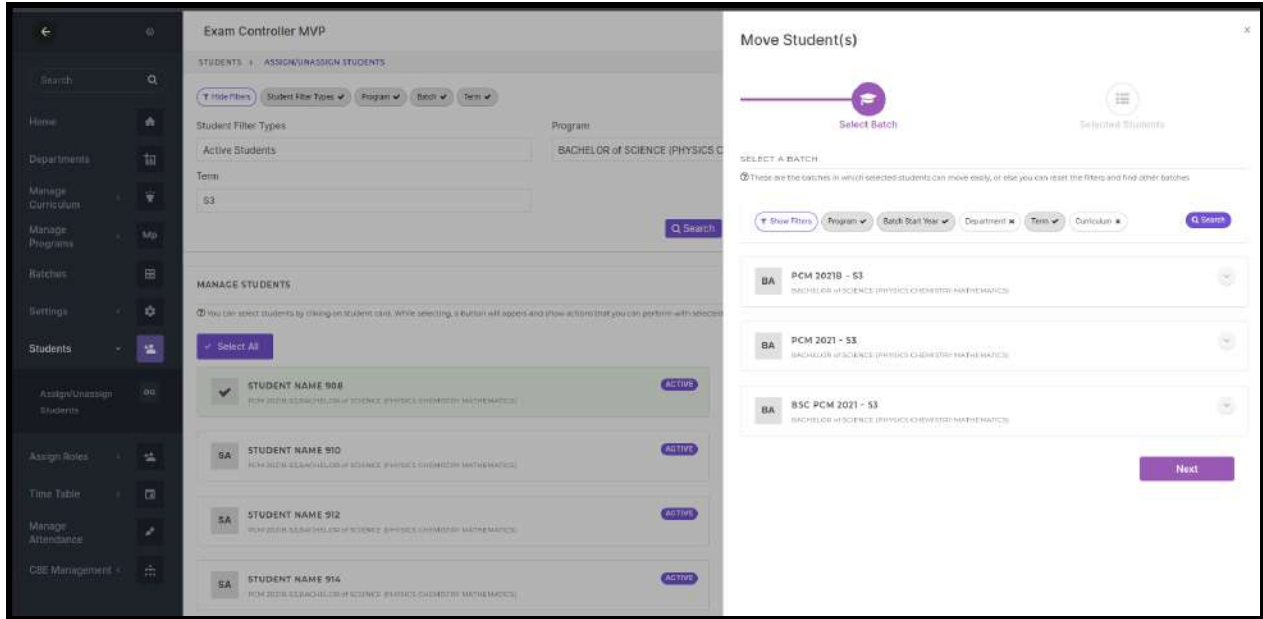
- Confirm the students that we are already selected and click on the submit button.
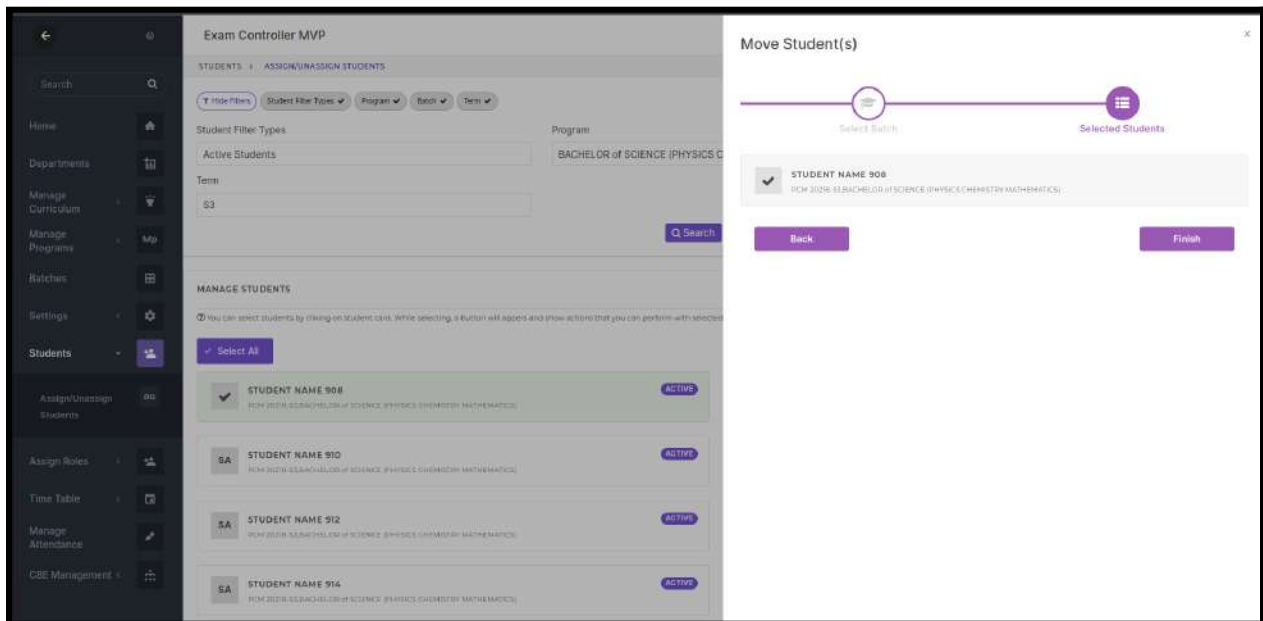
- Students will be moved to the selected batch successfully.

Suspend Hours

In the Admin Panel → Time Table , There is an option to Suspend Hours
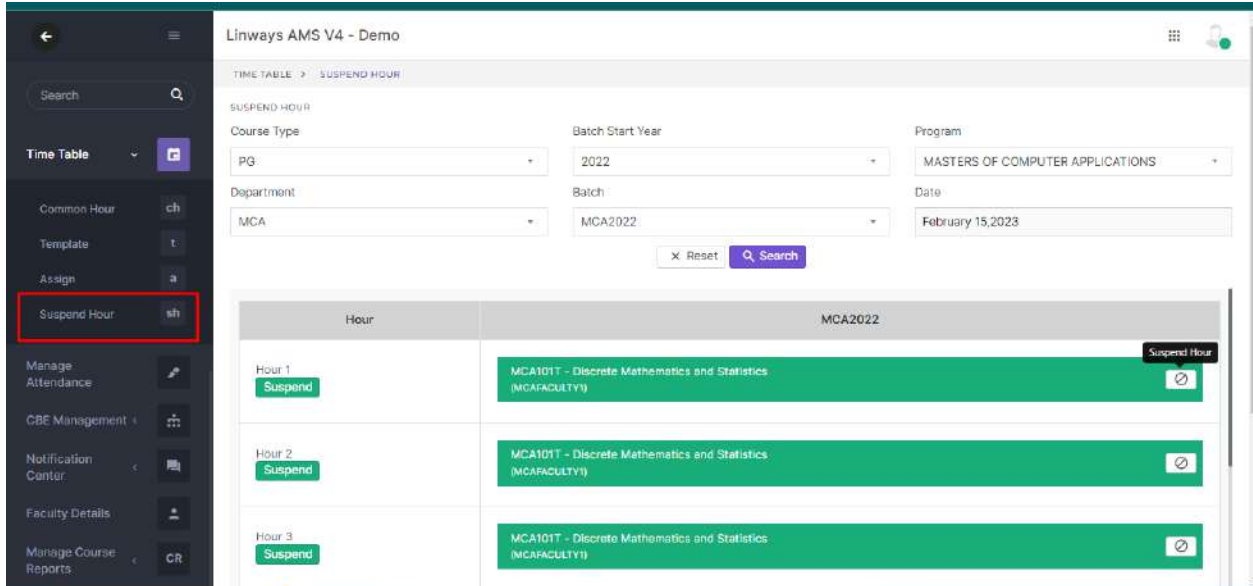
'Here we can search hours using the filters,
And Corresponding to filter Hours will be listed and we can suspend hours using the Suspend
Button.
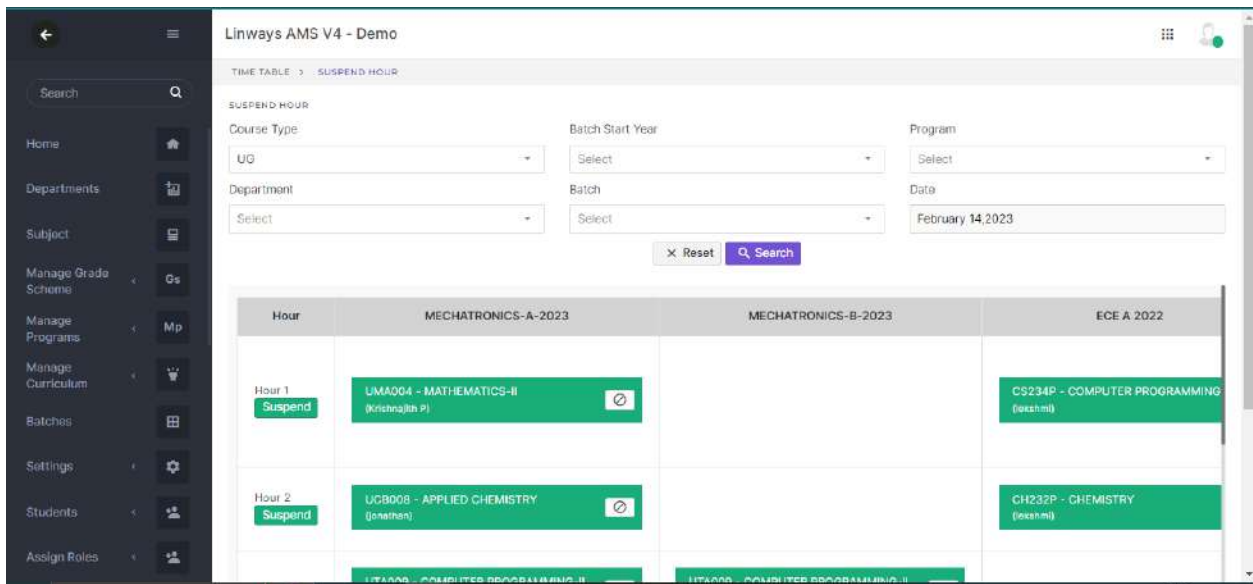
While Clicking on Suspend Button We can Suspend Hours for All the listed batches
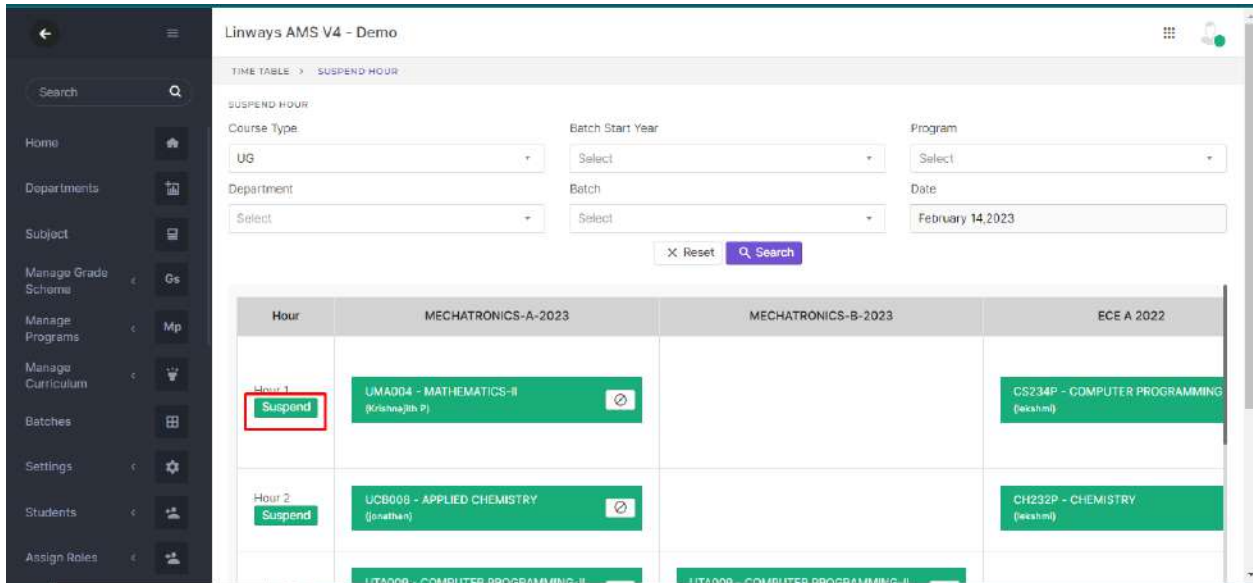
For suspending the hours for the Specified Batch we can use the button corresponding to the subject details
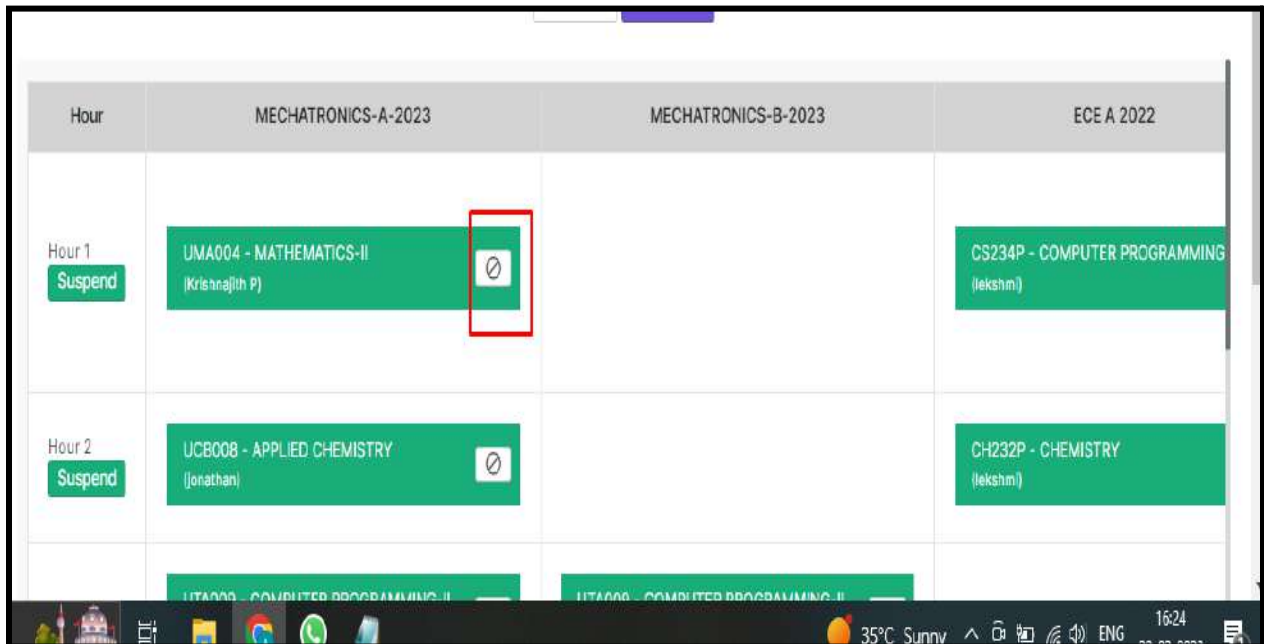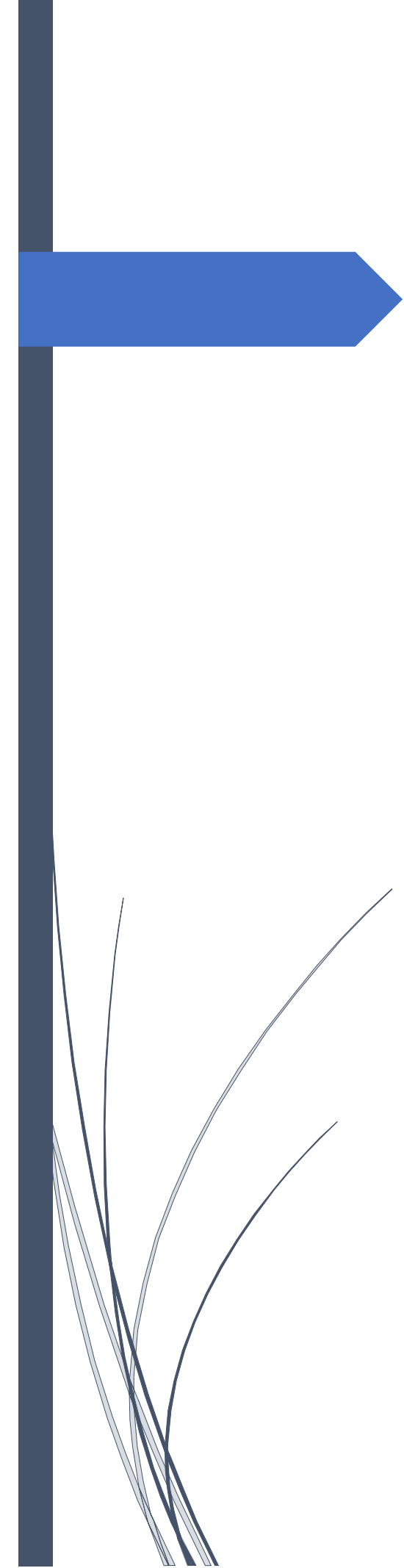
Suspend Hours are denoted in Gray Color

Student Admission and Support Module

LINWAYS TECHNOLOGIES PVT LTD

Admission Module

Contents

INTRODUCTION

For any educational institution Admission Module acts as a face for the AMS used by the institution as it comes in contact with a large number of applicants each year who are trying to get admitted to the institution. So keeping that in mind Linways Technologies has come up with an Admission Module which provides all the basic needs that should be included in any admission module as well as many more advanced features. The Admission Module provided by Linways includes features such as Customisable Dash Board, Customisable application form creation options with no limitation in number, Master Data Creation options from UI, Custom Report options, Moderately Customisable applicant side user interface, Customisable stage creation/management options for handling admission procedures etc. This document is intended to give an overview of all the features available in Linways Admission Module.

Login to Admission Module

- Login to Linways AMS using staff account.

- Click on redirect to admission on staff home page.

- Then Click on proceed button in the confirmation pop up box.

Dashboard

The Dashboard of Linways Admission module will help to analyse and get clear picture on admission related data just by looking at the screen as the data is represented in graphical and tabular formats. Also some additional features are also included here as shown below.

➢ Applicant Count Tiles
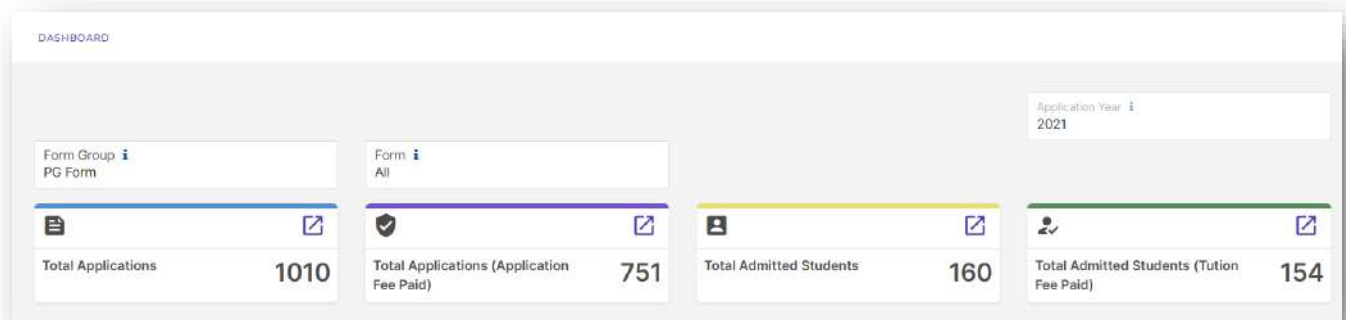
➢ Currently five tiles are available.
   o Total Applications
   o Total Applications (Application Fee Paid)
   o Total Applications (Application Fee Not Paid)
   o Total Admitted Students
   o Total Admitted Students (Tuition Fee Paid)

➢ Stage Details – Optional feature which can be used to access stages directly, also shows count of applicants currently in the stage.
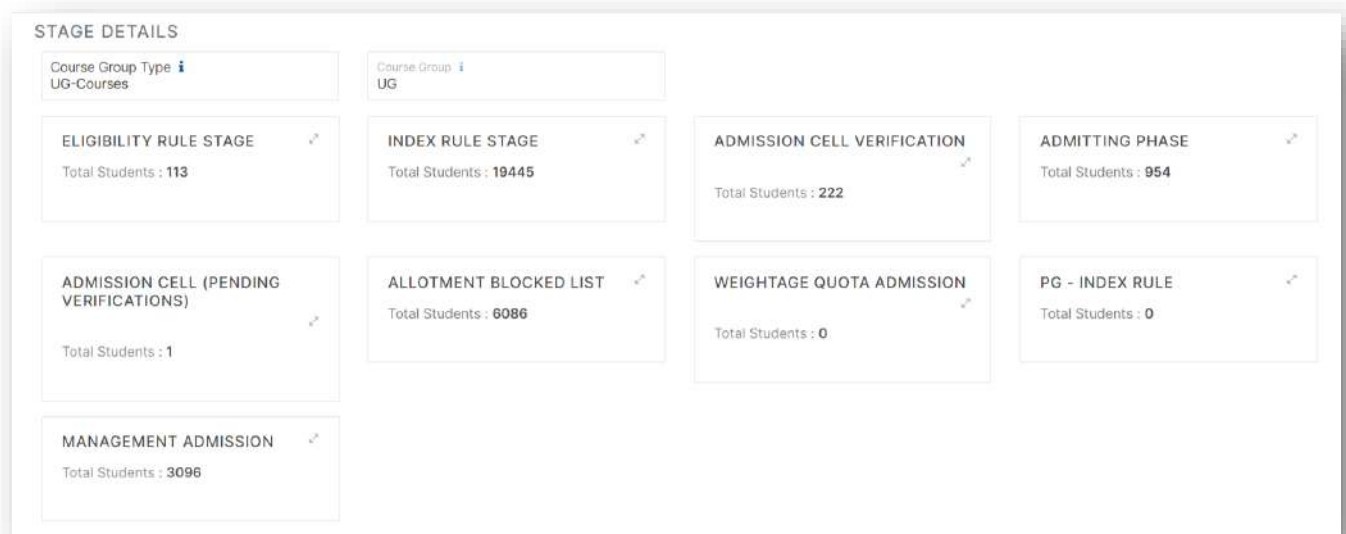
➤ Application count graphical representation, course wise and form wise (Available as pie chart and bar chart)

➤ Application Details – Application count in tabular format with settings option to add counts based on different fields.

➢ Admit Count Details – In Tabular Format with settings option to add counts based on different fields.

➢ Clicking on settings button and then enabling available fields will include counts based on newly enabled fields in the table. Also option to divide each field count based on gender is also available here.

Settings (User Privilege)

This option is used to create and assign user privileges for each staff who have access to admission module. Mainly three sub menus are available under Settings option. They are as follows

Manage Roles

➢ This option is used to create different staff roles.

➢ Here click on Create New Role button to create roles, click on edit option edit role name and click on delete option to delete roles.

Assign Roles

➢ This option is used to assign roles to particular staffs. Roles can be assigned to staff accounts created in Linways AMS.

➢ Here use available filters (User Type, Department, User Name) to find the user.
➢ Then click on Assign Roles button.

> Then click on the plus button against the role and save to assign that role to the staff.

User Permission Management

> This option is used to assign menu permission to each role.

> Here filter out the role for which menu is being assigned and then assign the menus by selecting check boxes against the menu and save.

General Settings

This option is mainly used for master data update. Also some configuration settings related to admission module management is available under this option.

Dashboard Settings

This option contains some configuration settings that can be used to customize the dashboard.

➢ Add Sections option lets the user to enable/disable the features currently available on dashboard.
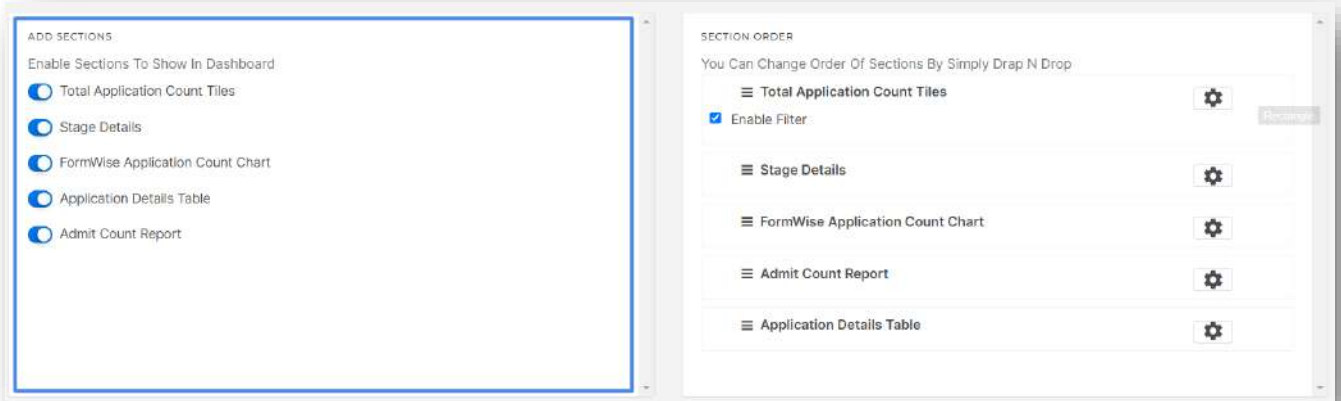
➢ Section Order option lets the user to rearrange the enabled sections in dashboard by drag and drop mechanism.
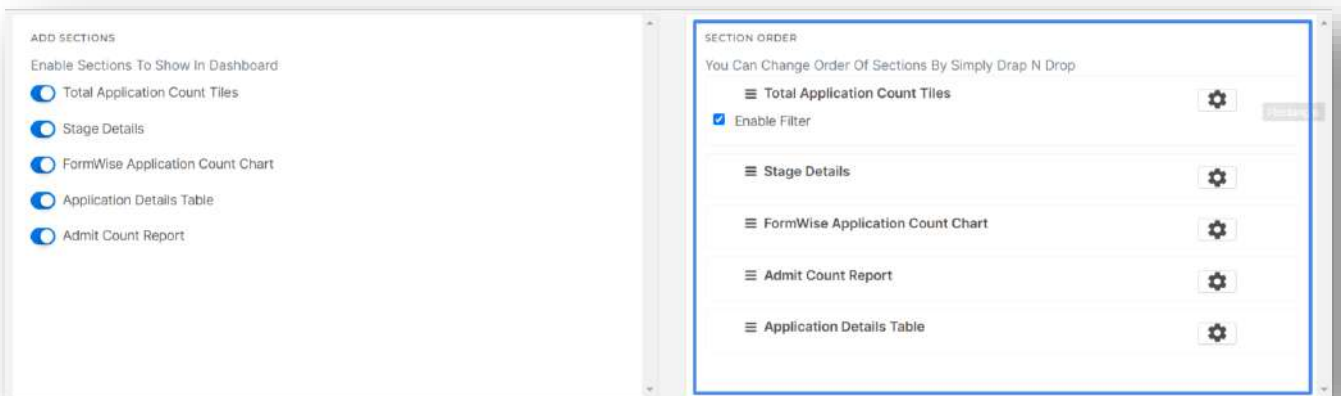
➢ Also by clicking on the gear icon against each feature individual feature wise configuration can be done.
➢ Settings for Total Application Count Tiles

➢ Settings for Stage Details

➢ Settings for Application Count Details Table

➢ Course Table Settings lets user to enable stage wise columns in application count table.

➢ Stage Order lets the user to arrange the order of said stage wise columns in application count table.
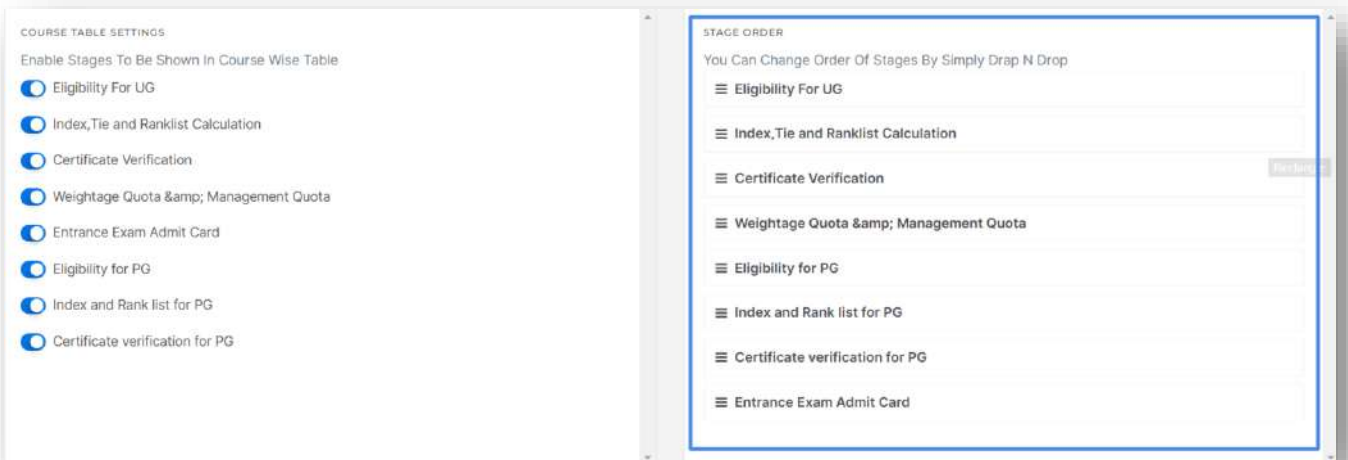
➢ Applicant Side Settings lets the user to enable options like admit details, stage details in applicant side home page. Also it lets the user to switch between tile view and default view for forms in Apply Online menu.
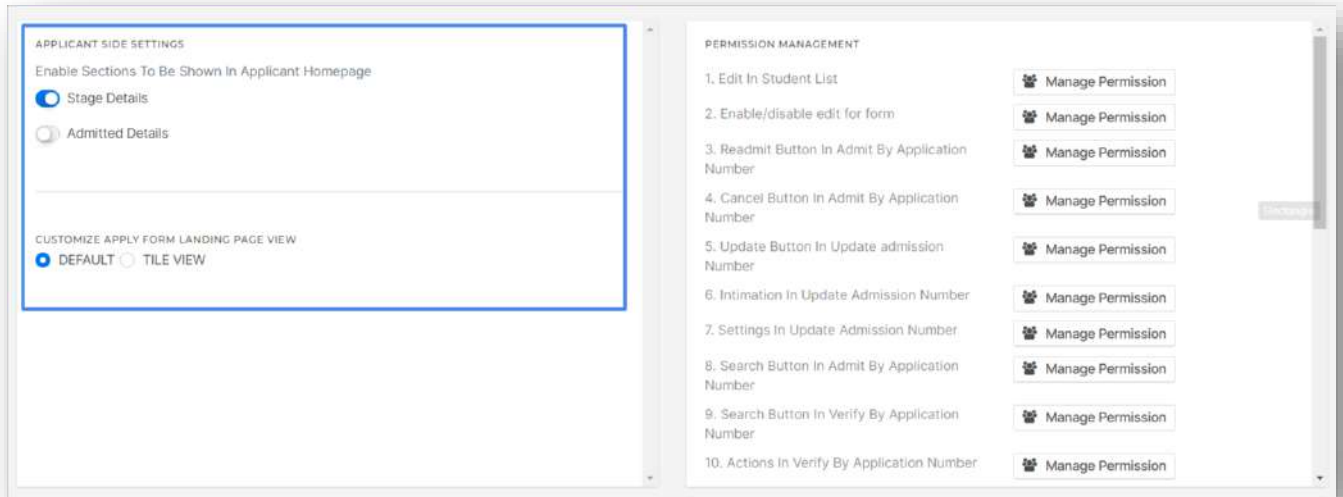
- Permission Management menu lets the user to add assign permissions for staffs for options throughout the admission module such as
  - Permission for Edit option in student list
  - Permission for Enable/Disable edit option for applicants from student list.
  - Permission for Readmit button in Admit student by application number.
  - Permission for Cancel button in Admit student by application number.
  - Permission for Update button in Update Admission number.
  - Permission for Intimation option in Update Admission number.
  - Permission for Settings button in Update Admission number.
  - Permission for Search button in Admit student by application number.
  - Permission for Search button in Verify student by application number.
  - Permission for Actions in Verify student by application number.
  - Permission for Block/Unlock by course in Verify student by application number.
  - Permission for Cancel option (Block by course) in Update admission number.
  - Permission for update reservation for students who were admitted through allotment in admit student by application number.
  - Permission for option to enable edit of application forms once the forms are unpublished.
  - Permission for Enable additional fee in admit student by application number.
  - Permission for Set as last section submitted button in student list.
  - Permission for Offline payment option from student list.
  - Permission for Check Status option from student list.
  - Permission for Offline payment option from student list.
  - Permission for Preview option from student list.
  - Permission for Print option from student list.
  - Permission for Admission form column in student list.
  - Permission for Applied Course column in student list.
  - Permission for Verified status column in student list.
  - Permission for Application bulk download option in student list.
  - Permission for Admit Slider option from student list.
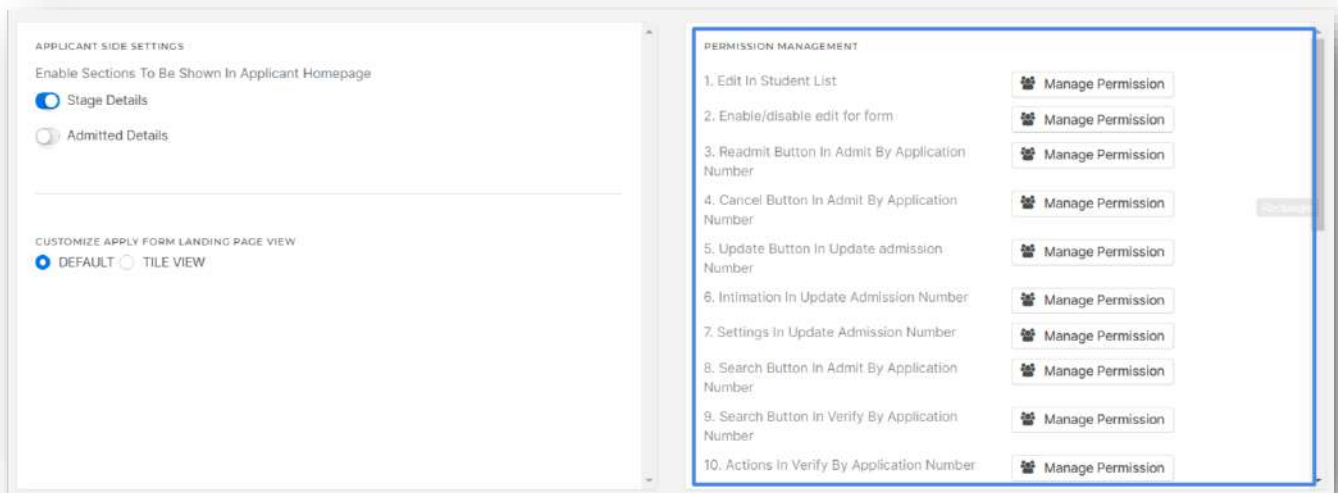
Religion

- ➢ This option allows the user to create, edit and delete religion master data.
- ➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
- ➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
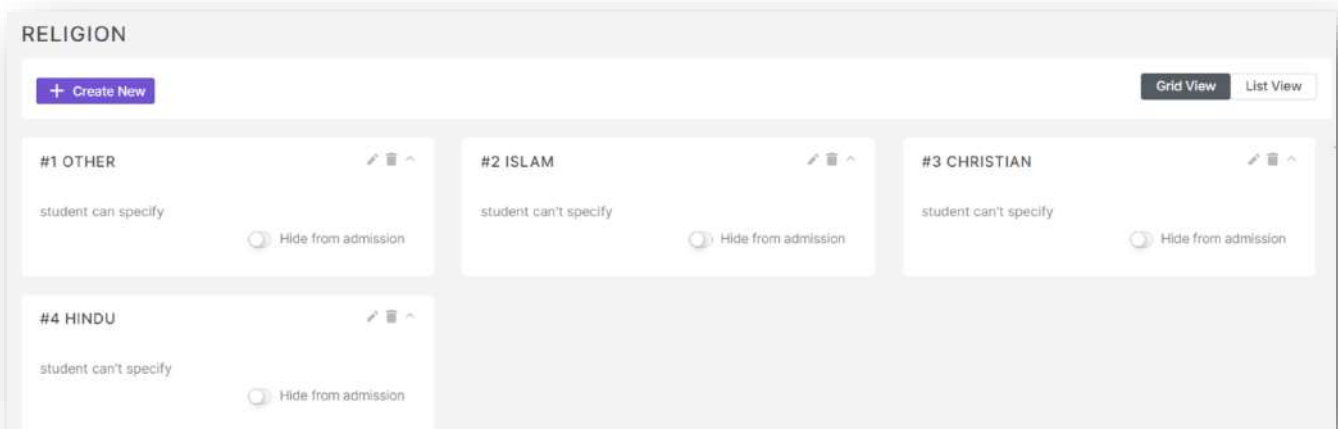
Caste

- ➢ This option allows the user to create, edit and delete caste master data.
- ➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
- ➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
- ➢ Caste is mapped to Religion when created.
- ➢ Also add sub caste option is there to create and map sub caste to corresponding caste values.

Nationality

- This option allows the user to create, edit and delete nationality master data.
- Hide from admission option is there to hide the specific master data from applicant side drop down.
- Also "is student specify" option can be enabled for option other so that applicants can type in their own value.

Country

- This option allows the user to create, edit and delete country master data.
- Hide from admission option is there to hide the specific master data from applicant side drop down.
- Also is student specify option can be enabled for option other so that applicants can type in their own value.

State

➢ This option allows the user to create, edit and delete state master data.
➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
➢ State is mapped to Country when created.
➢ Also add district option is there to create and map district to corresponding state values.

Mother Tongue

➢ This option allows the user to create, edit and delete mother tongue master data.
➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.

Weightage Quota

➢ This option allows the user to create, edit and delete mother tongue master data.

➢ The plus button can be used to add sub levels for the weightage quota.
➢ Assign to specific form button can be used to limit displaying the weightage quota to specific forms.
➢ Also while creating weightage quota an option to set is unique is there to limit the applicant from choosing same weightage quota multiple times.
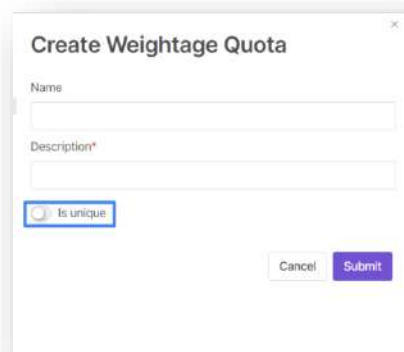
Certificates

➢ This option allows the user to create, edit and delete certificate master data.
➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
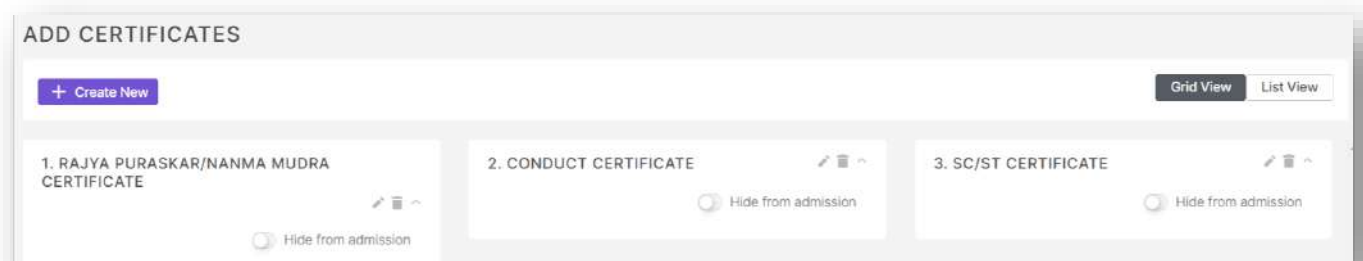
Student Reservation

- ➢ This option allows the user to create, edit and delete student reservation master data.
- ➢ Hide from admission option is there to hide the specific master data from applicant side drop down.

Seat Reservation

- ➢ This option allows the user to create, edit and delete seat reservation master data.
- ➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
- ➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
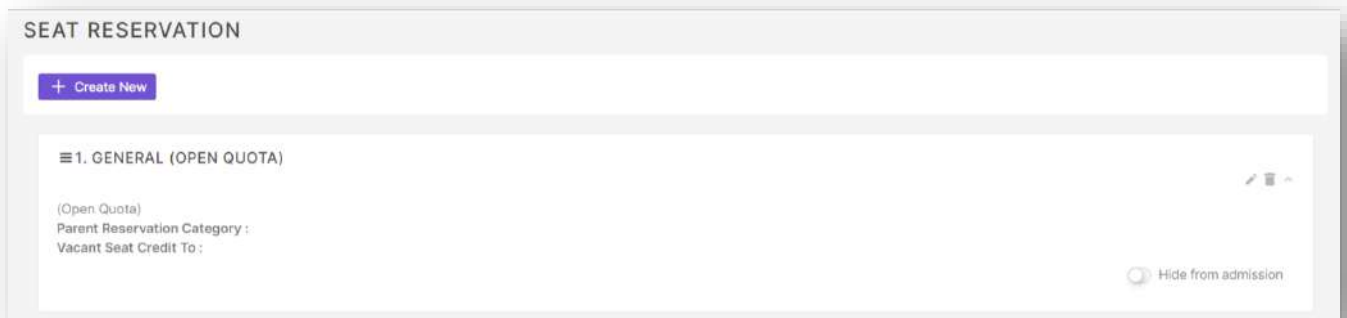
- ➢ When creating a seat reservation option to set parent seat reservation and to which seat reservation vacant seats needs to be credited to is also there.

Courses and Seats

- This option lists out all courses available in the college.
- Drag and drop option is there to order the course listing in payment section course selection mechanism when enabled for a form.
- Also only when open admission button is enabled the applicants will be able to apply for that course.
- Similarly, only when open for late admission option is enabled applicants who needs to apply after the application has been unpublished will be able to apply.

- The allocate seat button lets the user to allocate number of seats for each available seat reservation as well as management and weightage seats.

Application Fee Category

- This option allows the user to create, edit and delete application fee category master data.
- Hide from admission option is there to hide the specific master data from applicant side drop down.
- Also options to map the category to student reservation and seat reservation is also available here.
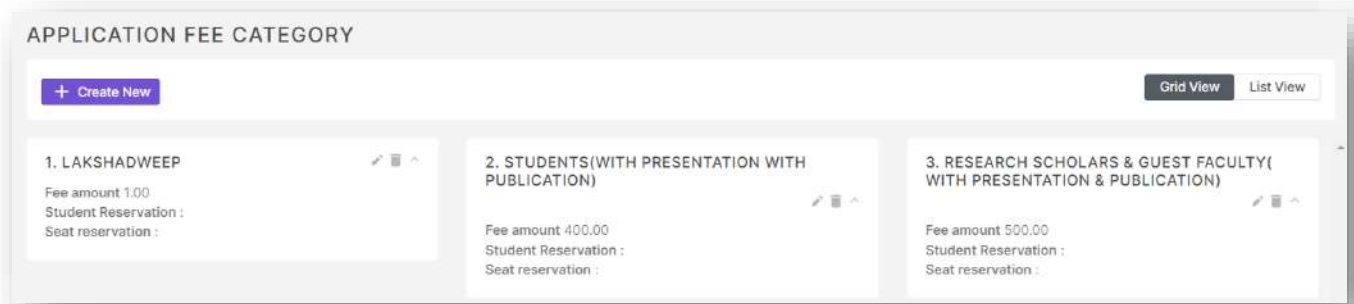
Application Fee

- This option allows the user to create, edit and delete application fee type master data.
- Hide from admission option is there to hide the specific master data from applicant side drop down.
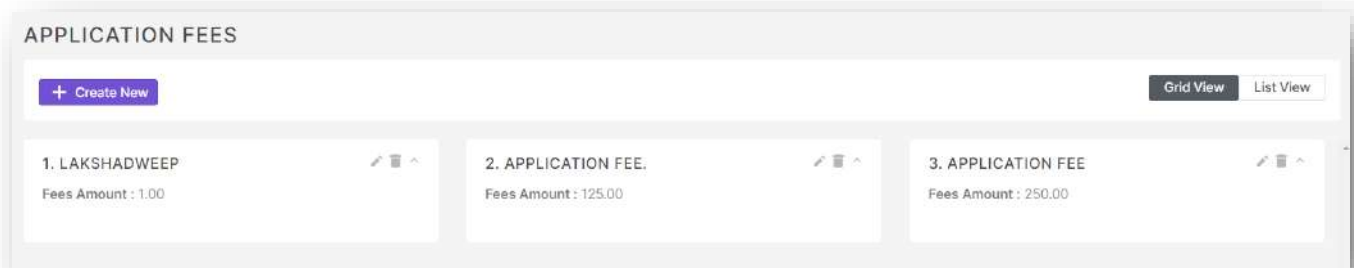
- Also while creating the application fee type we can set it in such a way that it only applies to students with given matching conditions.
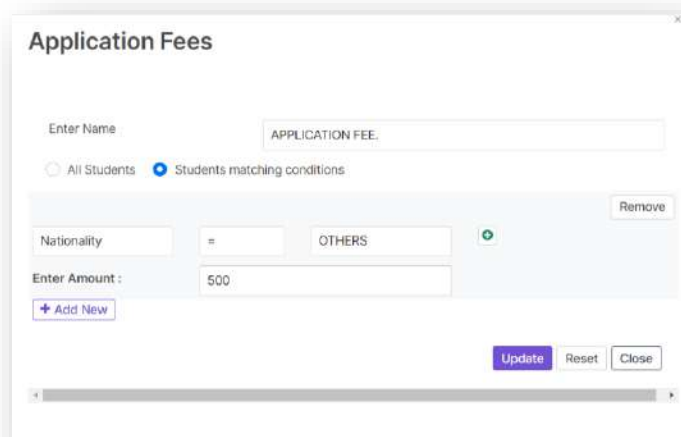
Reservation and Fee

➢ This option allows the user to enable application fee form wise, course wise also it allows the user to map the application fee type to a particular application fee category.

Content Templates

➢ This option allows the user to set content for different sections and intimation options.
➢ All the options available here are
  - Content for apply online screen in student portal.
  - Content for home page in student portal.
  - Content for my application screen in student portal.
  - Content for allotment screen header in student portal.
  - Content for student reset password email intimation.
  - Content for student reset password sms intimation.
  - Content for email intimation sent during registration.
  - Content for sms intimation sent during registration.
  - Content for email intimation sent during offline payment.
  - Content for sms intimation sent during offline payment.
  - Content for certificate upload section instructions in applicant side.
  - Content for payment page header in student portal.
  - Content for payment proceed instructions in student portal.
  - Content for application fee payment success message in student portal.
  - Content for email intimation sent after successfully completing application fee online.
  - Content for sms intimation sent after successfully completing application fee online.
  - Content for email intimation sent when last section in application form has been submitted.
  - Content for sms intimation sent when last section in application form has been submitted.
  - Content for header in student portal login page.
  - Content for footer in student portal login page.
  - Content for email intimation sent when an applicant is admitted.
  - Content for sms intimation sent when an applicant is admitted.
  - Content for email intimation sent when fee is assigned to an applicant.
  - Content for sms intimation sent when fee is assigned for an applicant.
  - Content for email intimation sent when an applicant is admitted through allotment.
  - Content for sms intimation sent when an applicant is admitted through allotment.
  - Content for sms intimation sent to admins when new applications are submitted.
  - Content for email intimation sent when applicants are blocked from manual admit.

- o Content for sms intimation sent when applicants are blocked from manual admit.
- o Content for email intimation sent when an applicant gets into merit seat during an allotment.
- o Content for sms intimation sent when an applicant gets into merit seat during an allotment.
- o Content for student portal home page for specific forms.

Blood Group

- ➢ This option allows the user to create, edit and delete blood group master data.
- ➢ Hide from admission option is there to hide the specific master data from applicant side drop down.

Other Filed Dropdowns

➢ This option allows the user to create, edit and delete new master data drop down fields with options.

➢ Also the user can specify whether a given option should be collected as value from applicant as well.

Taluk

➢ This option allows the user to create, edit and delete taluk master data.

➢ Hide from admission option is there to hide the specific master data from applicant side drop down.

➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.

➢ Taluk is mapped to district when created.

Admission General Settings

➢ This option lets the user configure multiple settings throughout the admission module.

➢ The options include in this menu are as follows
➢ Option to set current active year. Can add multiple active year in case admission is currently open for multiple academic years' parallelly.
➢ Option to include new fields in registration page to collect from applicants.
➢ Option to set intimations options during registration (sms, email).
➢ Option to include multiple application fee payment options (online, voucher, challan).
➢ Options to set intimation options after application fee payment (sms, email).
➢ Option to change password resetting method for applicants.
➢ Option to customise login page header.
➢ Option to switch between to user interface for login page.
➢ Option to switch between different print taking conditions in applicant side.
➢ Option to customize applicant fee payment proceed function.
➢ Option to set intimation options for admit student process.
➢ Option to customize update admission number screen.
➢ Option to configure some custom settings.
➢ Option to add multiple offline payment methods.
➢ Option to customize the choice name displayed in applicant side.
➢ Option to enable assign fee and confirm and admit options in admit procedure.
➢ Option to choose the times at which intimation is sent while an applicant is admitted.
➢ Option to set intimation options during last section submission (sms, email).
➢ Option to add redirect to admission, redirect to verification buttons in student list.
➢ Option to set intimation options during allotment admission (sms, email).
➢ Option to set intimation options for forgot password function from applicant side (sms, email).
➢ Option to show/hide courses offered pdf in landing page.
➢ Option to enable application fee receipt in student list.
➢ Option to set prefix for application fee receipt.
➢ Option to set application fee receipt number format.
➢ Option to customize certificate formats accepted from application form.
➢ Option to show password directly in applicant side while registering.
➢ Option to customize course name shown in admit side filters.
➢ Option to enable intimation to be sent to specified number on receiving new applications.

- Option to customize allotment rank list preview in admin side.
- Option to open/close new applicant registration.
- Option to customize admit student from list feature.
- Option to set intimation options for assign fee function (sms, email).
- Option to set intimation options during manual admit (sms, email).
- Option to set different admit register templates.
- Option to enable the function to show static values entered by applicants in print.
- Option to switch between showing all applied courses or showing all courses in admit student screen while admitting.
- Option to switch between admit status shown in student side.
- Option to enable direct login to applicant home page on registration.
- Option to set intimation options during offline application fee payment (sms, email).
- Option to enable pay later button in payment section.
- Option to set label for showing stage general status in applicant status.
- Option to configure the page to which applicant is redirected to on login.

40	Automatic Login On Register from student side	No	▾
41	Customize Offline Payment Intimation options	select data	
42	Show Pay Later Button In Student Payment Screen	No	▾
43	Applicant side student side text for General status from stage summary	STAGE STATUS	
44	Student Side Login Landing Page	Home Page	▾

Update

Custom Tags

- This option allows the user to create custom tags for fields available in application form which then can be used as a variable to replace with applicant entered values in print and intimations.

ADMISSION CUSTOM TAGS

+ Add New Tag

1 VILLAGE
Code : village
　　　　○ Hide from admission

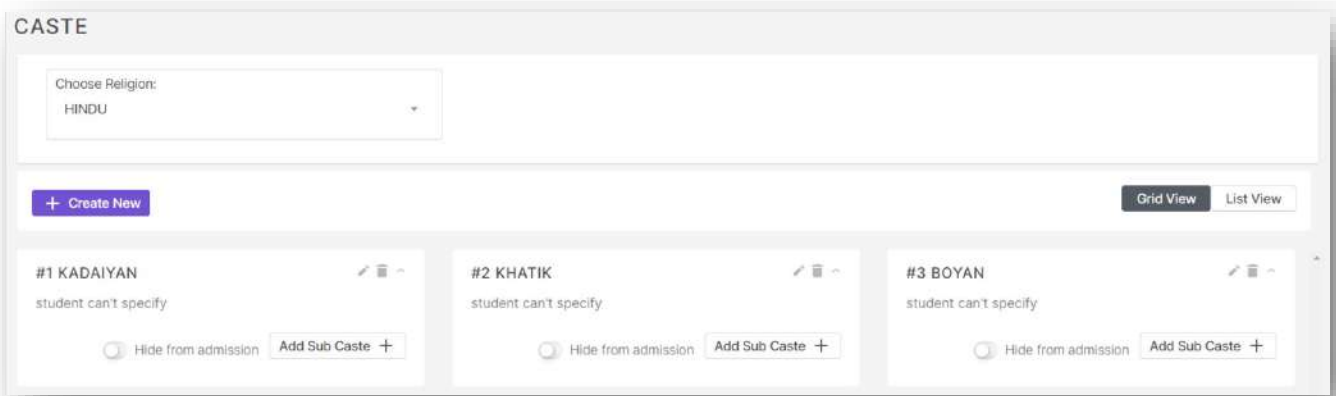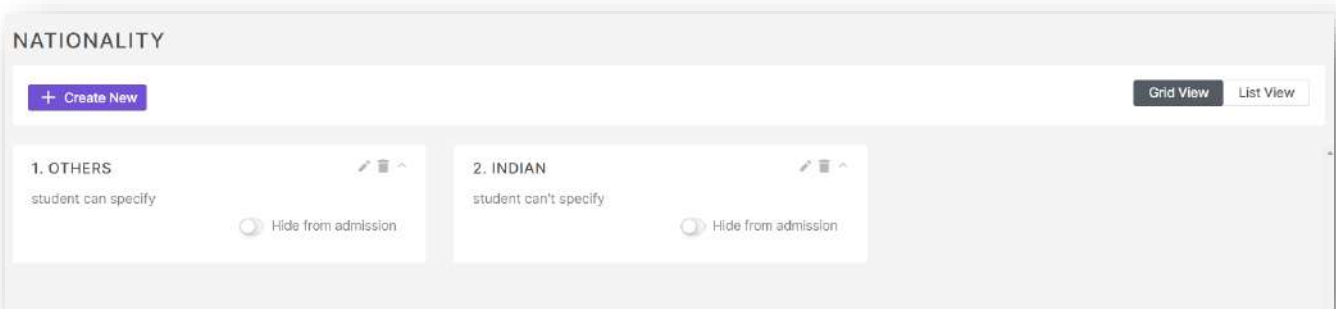- Also this option allows the user to create image custom tags from uploaded image.

Domicile

- This option allows the user to create, edit and delete domicile master data.
- Hide from admission option is there to hide the specific master data from applicant side drop down.

Admission Challan Verification

- This option allows the user to verify application fee payment done through challan mechanism.
- The option includes with a feature to upload challan related file received from the bank.
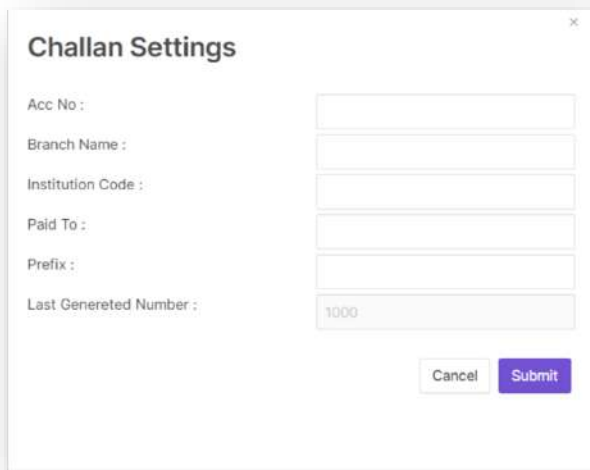
- Also edit settings button allows the user to set values to be shown in challan print taken from applicant side.
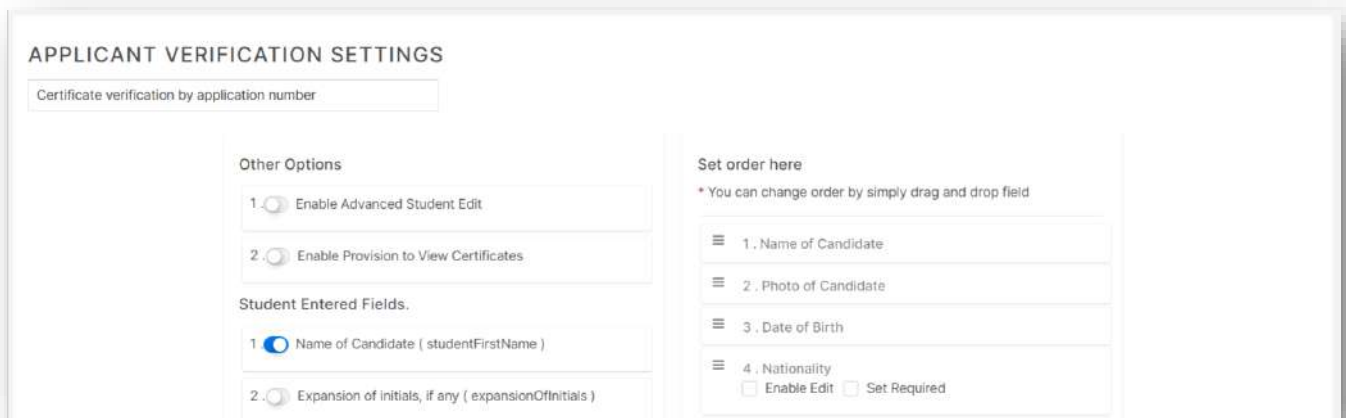
Applicant Verification Settings

➢ This option allows the user to configure field in admit student by application number screen and verify student by application number screen.

➢ Also the option allows the user to configure fields for applicant side extra details screen (screen enabled so that applicants can enter additional data after they have completed application fee payment).
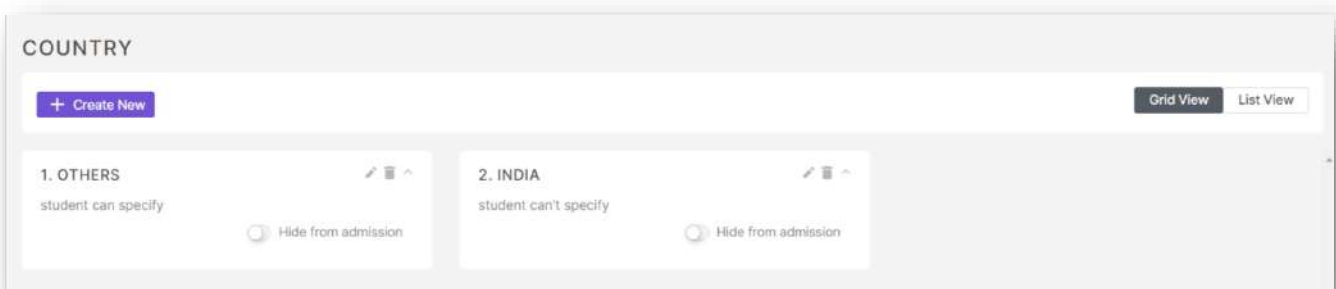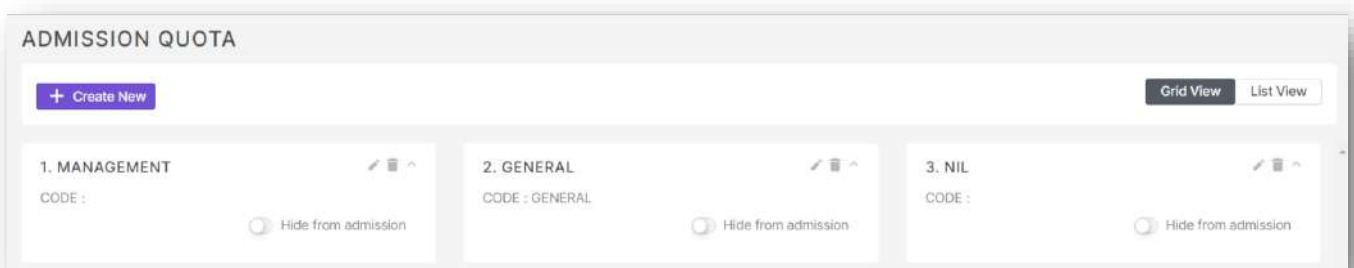

Admission Quota

➢ This option allows the user to create, edit and delete admission quota master data.

➢ Hide from admission option is there to hide the specific master data from applicant side drop down.

Manage Course Group

➢ This option allows the user to create, edit and delete course group types and course groups.
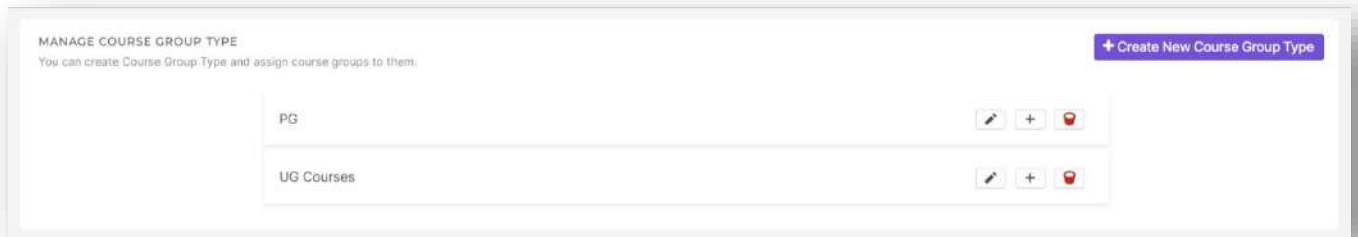
➢ Also it allows the user to map courses under course groups.
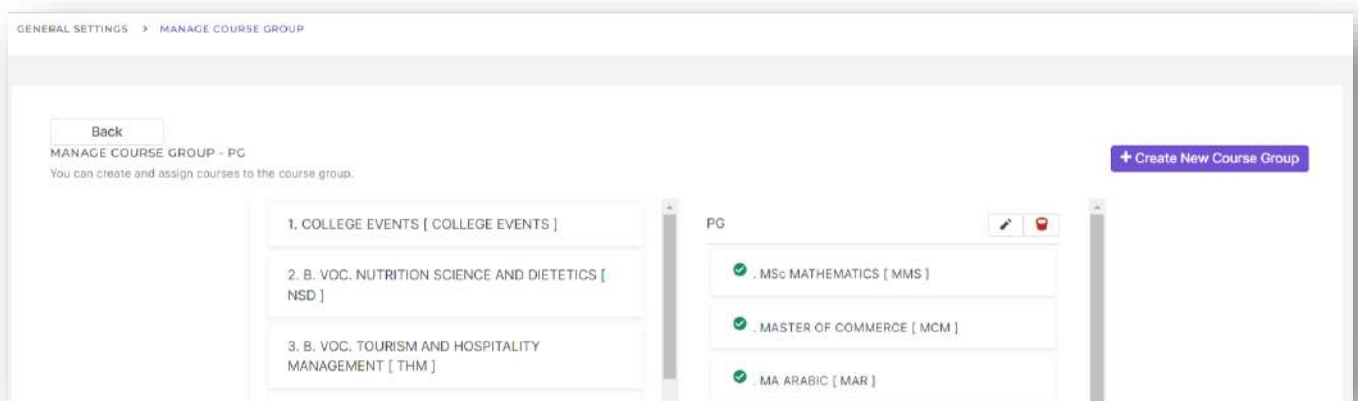
➢ Course groups are used for filtering purposes throughout the admission module.

Qualification Settings

Similar to general settings this option is also used to update master data, with the only difference being the data updated here are related to previous educational details of applicants.

Board/Stream Type

➢ This option allows the user to create, edit and delete board/stream type master data.
➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
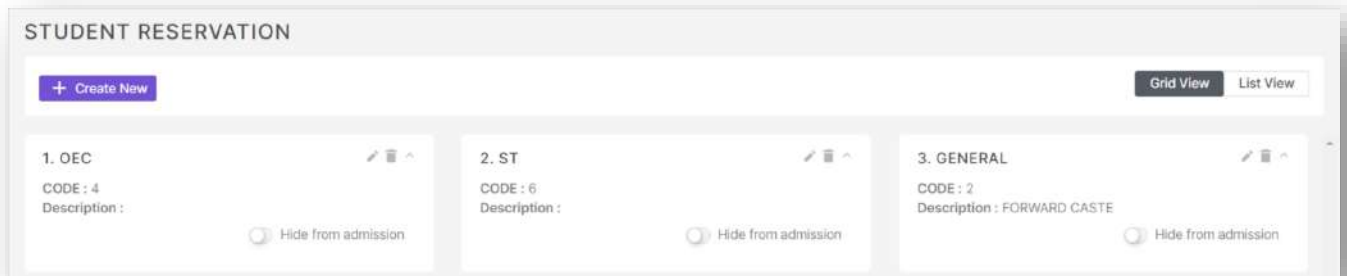➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
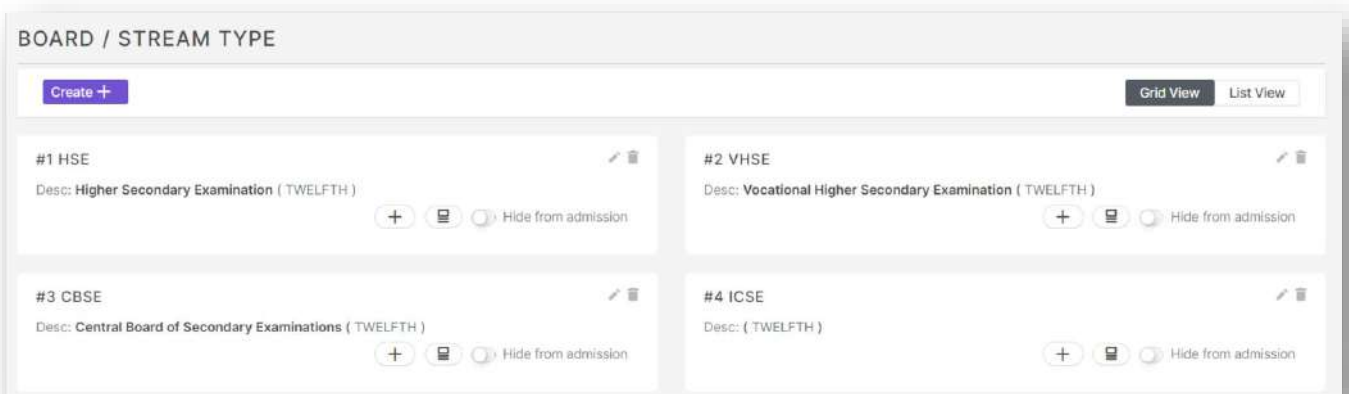
➢ While creating a board/stream type the user can set the mark entry type as subject wise or term wise also the user can set the board stream type to values from 10th to UG.

➢ Once the board/stream type is created, there are options available in this feature to map subject groups to the board/stream type also to configure mark entry for each board/stream type.
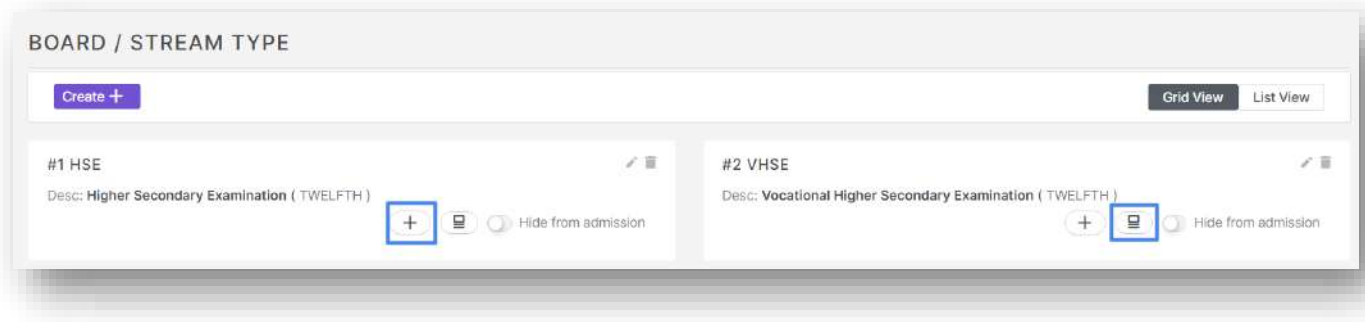
> The subject group mapping screen is shown below.
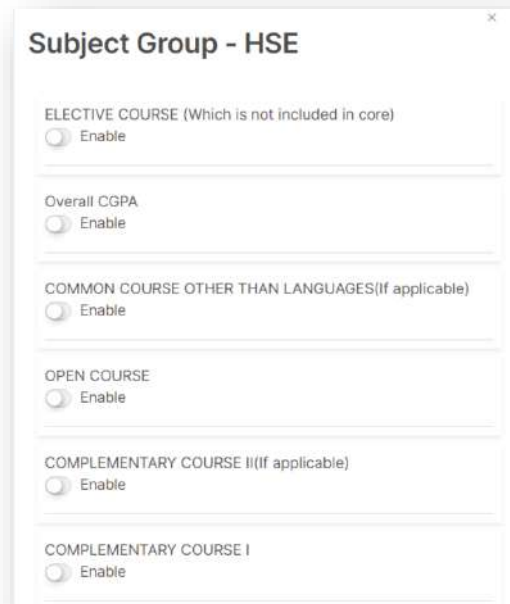
> The feature to configure mark entry component in application form is shown below.
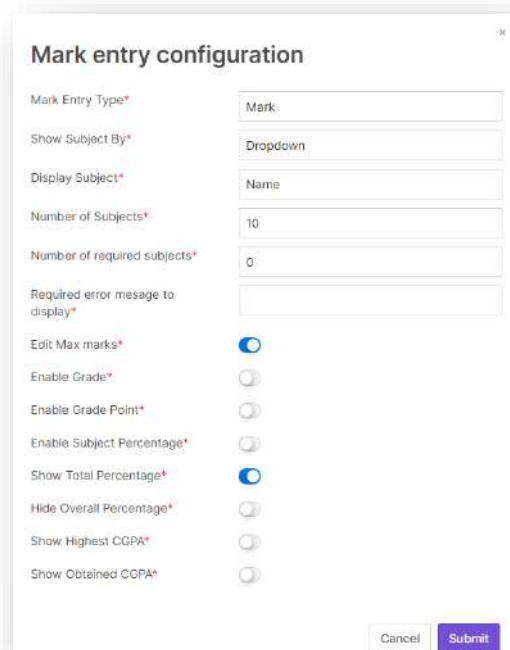
Subjects

➢ This option allows the user to create, edit and delete subject master data.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
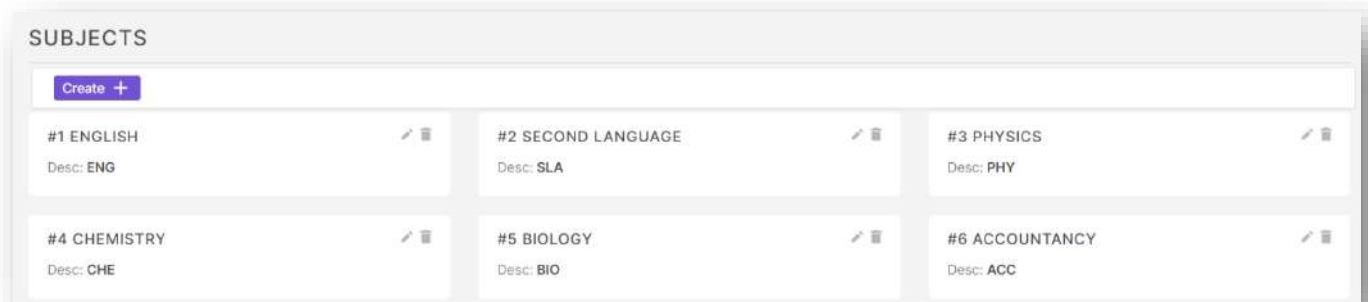
Subject Group

➢ This option allows the user to create, edit and delete subject master data.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
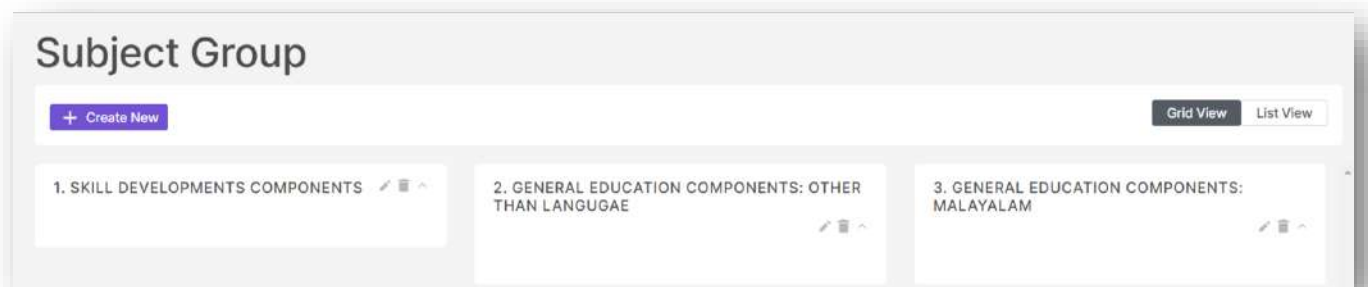
Stream

➢ This option allows the user to create, edit and delete stream master data.
➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.
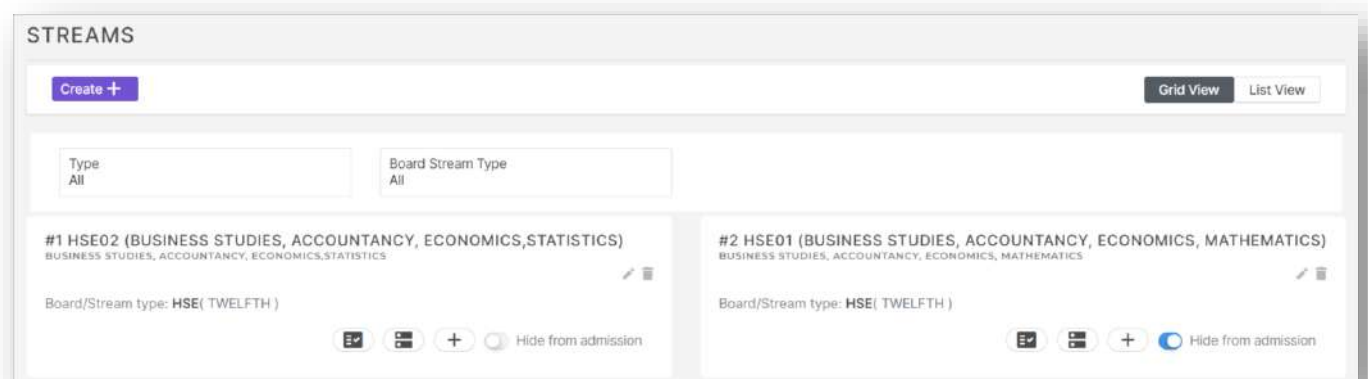
➢ While creating stream the user must map the stream to a board/stream type, also the user has option to set max marks and max credits corresponding to each stream

➢ Also there are three more buttons available in this screen which allows the user to perform the following actions.

      o   Option to hide pattern course from choice option based on stream selected.

o   Option to hide stream based on patter course selected from choice drop down.

o   Option to map subject group to stream.

Stream Subject

➢   This option allows the user to map subjects to streams and subject groups.

➢ Also while mapping the subjects the user has option to set max marks and min marks for each subjects.

Previous University

➢ This option allows the user to create, edit and delete previous university master data.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.

Second Language

➢ This option allows the user to create, edit and delete second language master data.
➢ Show for admission option is there to show the specific master data in applicant side drop down.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.

➢ The hide for courses button allows the user to hide the second language for specific courses.

Institution

➢ This option allows the user to create, edit and delete institution master data.
➢ Hide from admission option is there to hide the specific master data from applicant side drop down.
➢ Also is student specify option can be enabled for option other so that applicants can type in their own value.

Admission Form Settings

This option allows the user to create, configure and mange admission forms and related settings.

Admission Form

➢ This feature allows the user to mainly create, edit and delete admission forms.
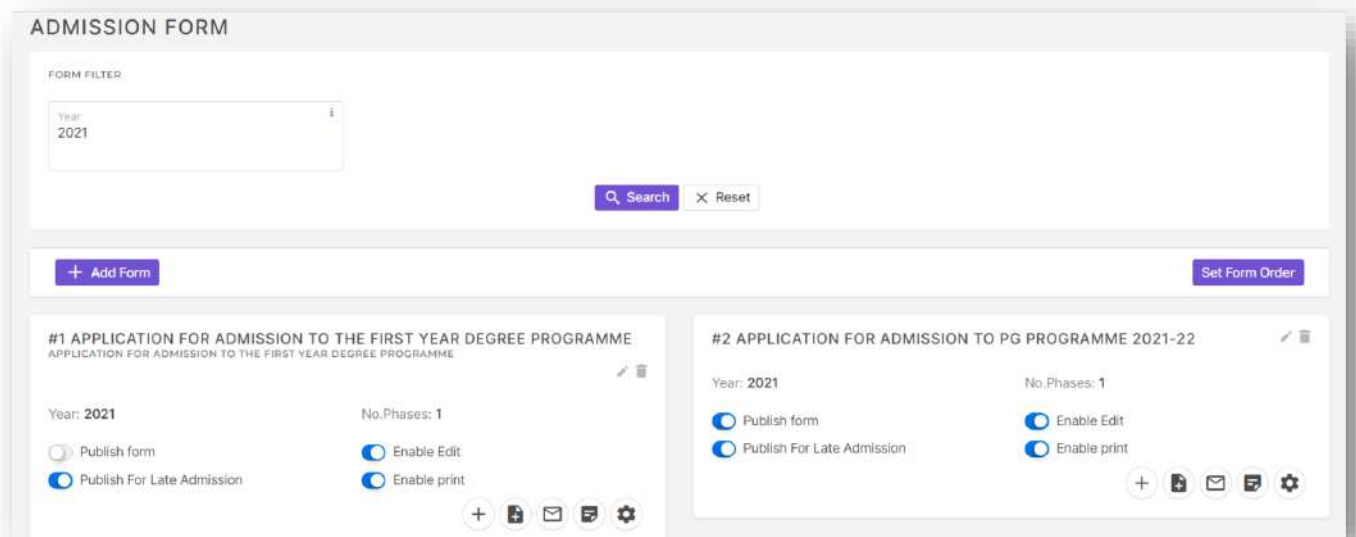
➢ To create a new form, click on add form button.
➢ Then fill in all the details required to create a form as shown in figures below.

Terms & Conditions

File Edit View Insert Format Tools Table Help

↶ ↷ Paragraph ∨ **B** *I* ✎ ∨ ☰ ☰ ☰ ☰ ⛶ ⦿ ⋯

P   0 WORDS POWERED BY TINY

Instructions

File Edit View Insert Format Tools Table Help

↶ ↷ Paragraph ∨ **B** *I* ✎ ∨ ☰ ☰ ☰ ☰ ⛶ ⦿ ⋯
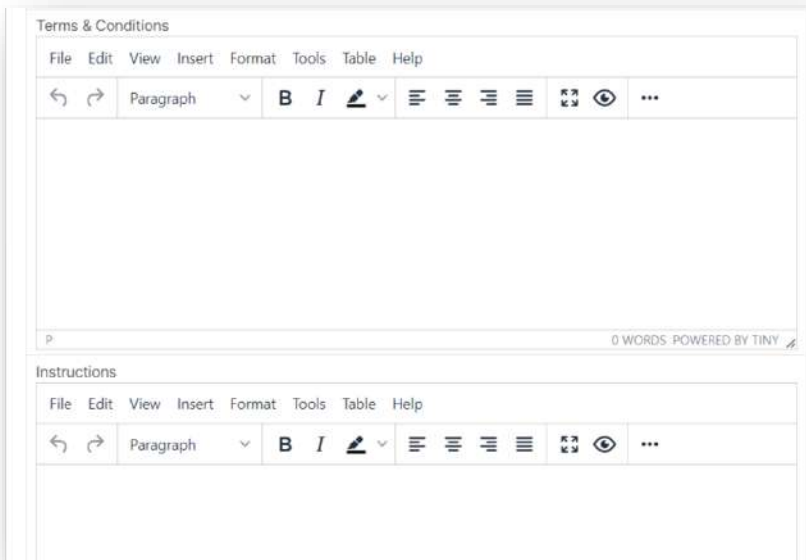
Application Number Generates At   *

After completing payment   ⬍

Application Print   *

Select   ⬍

Allotment Memo Format

Select   ⬍

Additional Allotment Memo Format

                                                             ⬍

☐ Single Print For Multiple Application

☐ Apply Form as lateral if student registered from admin side.

* By enabling this setting, students will be considered as a lateral entry if the form is applied from the student side.

☐ Enable auto admit on final submission
* By enabling this setting, students will be automatically admitted to the course after the final submission of form is done given that only a single course can be selected in the form.

☐ Enquiry Form
* By enabling this setting, students can apply without creating account

Stage Action Type   *

COURSE CENTRIC   ⬍

Apply After ℹ

                                                             ⬍

OPEN FOR   ⌄

                                             Close   Save change

---

➢ Also once a form is created there is a form setting available which allows the form to have an advanced payment section option which allows the applicants to pay for multiple courses from a single form.
➢ The above mentioned option is shown in the image below.

- In admission form listing screen some more buttons are available with the following functions.
    - Set Form Order Button – To change the order in which form are listed here by drag and drop mechanism.
    - Publish Form – To publish form so that applicants can apply to the said form from applicant side.
    - Publish for Late Admission – To publish forms for applicants who apply in late admission phase.
    - Enable Edit – To enable edit form option for applicants.
    - Enable Print – To enable print option in applicant side.

- Similarly, some other buttons are there to configure forms as shown below.

➤ Add/Update Sections button – To create, update and configure sections in a form.

➤ Add Certificate button – To map certificates to form and set rules.

➤ Intimation option for last section submission

➢ Add Affidavit button - to set template for affidavit.

➢ Course wise settings button – to assign course wise application number.

Admission Form Field

- This option allows the user to configure/design each sections in a form by adding different types of fields to the sections.
- There are multiple types of fields available to configure a form which includes basic fields, preset fields, advanced fields etc.

- The copy section field filter and button allows the user to copy the exact copy of another section to the current section.

Admission Form Order

➢ This option allows the user to group and order the forms to display in the applicant side.

Admission Remarks Form

➢ This option allows the user to configure fields to an already existing form to which only the admission admin side faculties can enter any data.

Customize Offline Register Form Fields

➢ This option allows the user to set mandatory and non-mandatory fields during offline registration, form wise.

ADMISSION FORM FIELD (OFFLINE REGISTER)

FORM FILTER

Year	Admission Form	Form Section
2021	Application for Admission to the First Yea	Personal Details

Q Search   ✕ Reset

☐ All

Name of Candidate
Key : studentFirstName   ☑ Required

Expansion of initials, if any
Key : expansionOfInitials   ☐ Required

Admission Stage Settings

This option allows the user to create, configure and delete admission stages which can be helpful to maintain admission procedure according to user requirement.

Stage Process

- ➢ This option allows the user to customize a new screen in stages according to user requirement.
- ➢ These new screens will be able to display applicant details, also we can assign actions to these screens by creating buttons.
- ➢ Create new stage process button allows the user to create a stage process.
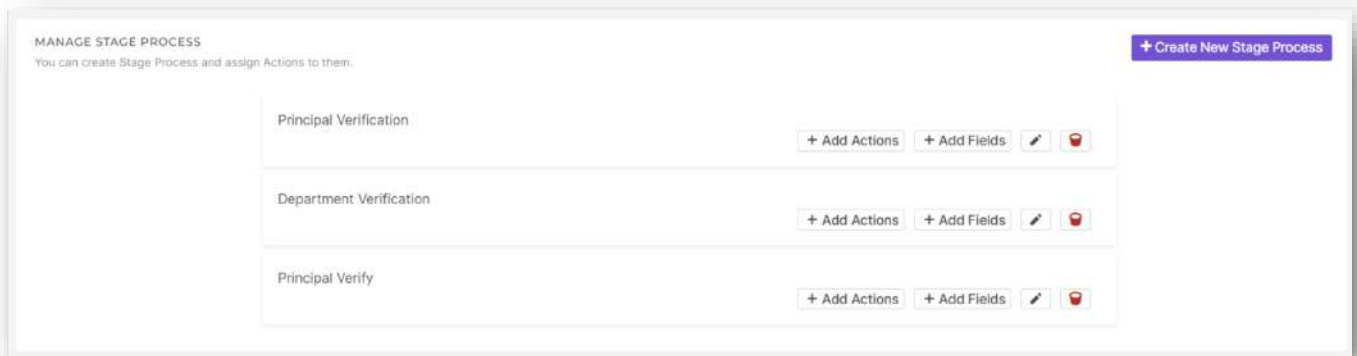
- ➢ Add Actions button allows the user to add/configure the action button.
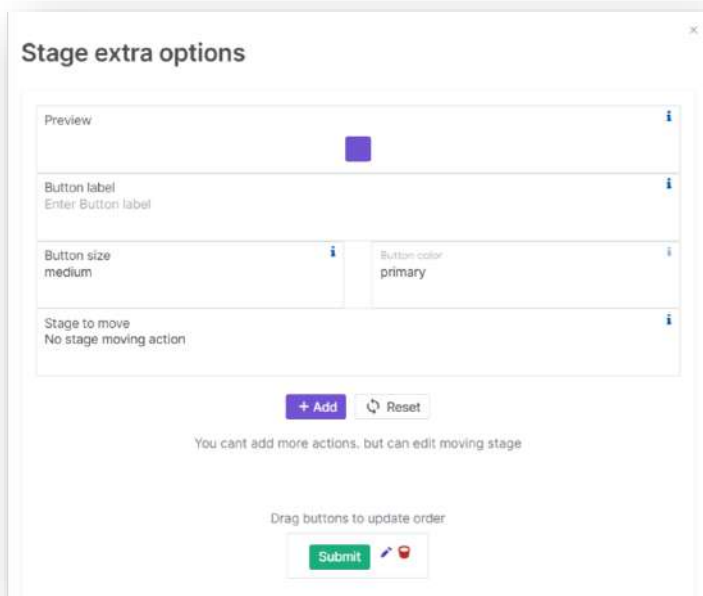
- ➢ Add Fields button allows the user to add/configure fields that needs to be made available in stage process screen.
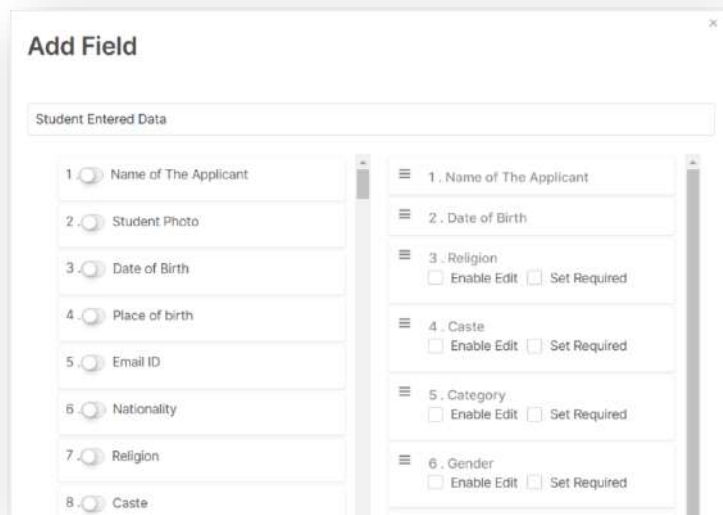
Admission Stage

➢ This option allows the user to create, edit, configure and delete admission stages.
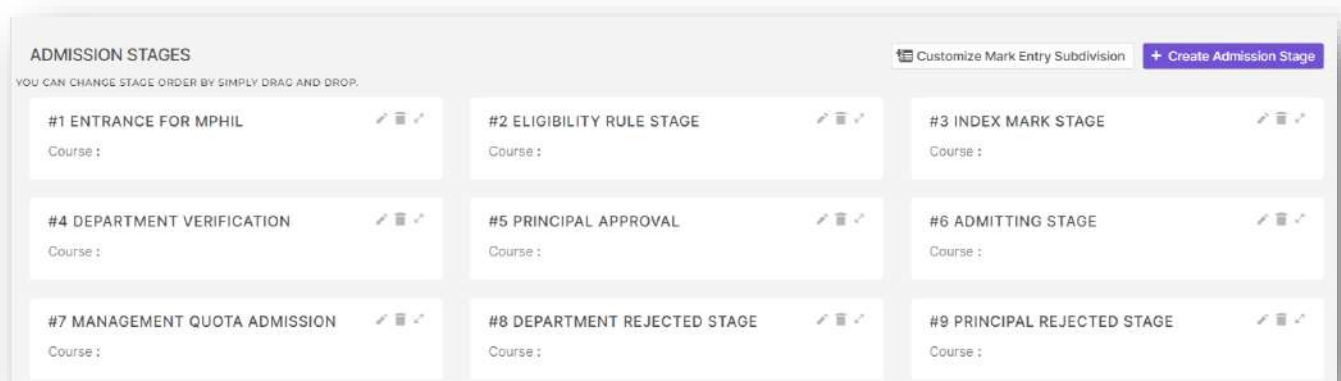
➢ The user can click on create admission stage button to create stages.
- o Avail stages in Verify students enables option to set stage movement based on button actions in verify student by application number screen.
- o Avail stages in Admit Student enables option to set stage movement based on button actions in verify student by application number screen.
- o Show stage in dashboard as name implies displays stage in dashboard.
- o Show stage for applicants as name implies displays stage details in applicant side.
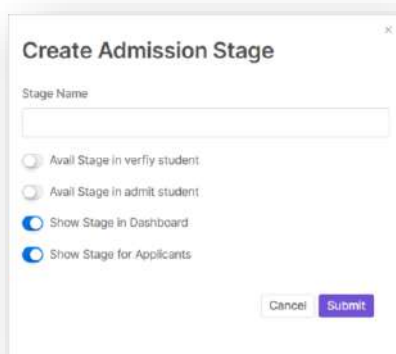
➤ Customize mark entry subdivision button lets the user to add subdivisions for stage mark entry option.

➤ The expand button in stage lets the user to enable multiple stage actions, which can be enables separately or at the same time based on the stage requirements.

➤ The following are the stage action currently available.
   o Time Schedule – Can be used to schedule time for interviews for a set of students. Basic and Advanced options are available here.

   o Grouping Mechanism – Can be used to group a number students and assign them to a particular staff. This mechanism takes effect in stage mark entry (only the staff who has been assigned a group of students can enter marks for that group of students).

o   Mark Entry – Can be enabled to provide the stage mark entry option.
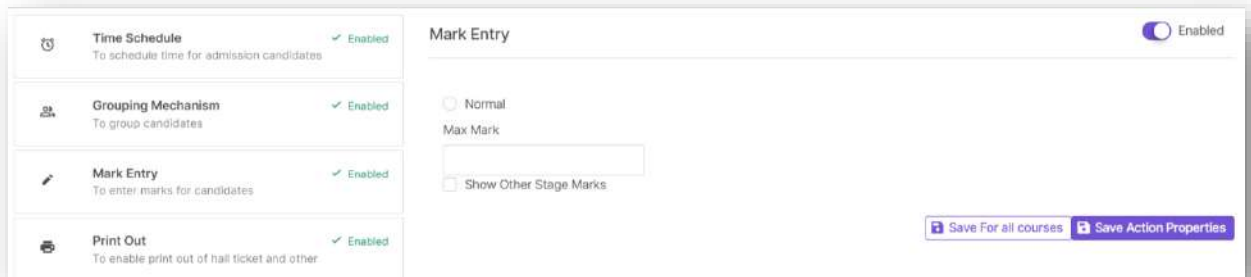
o   Print Out – Can be used to create custom prints for each stages for Hall Tickets, E – Admit Card and similar templates.
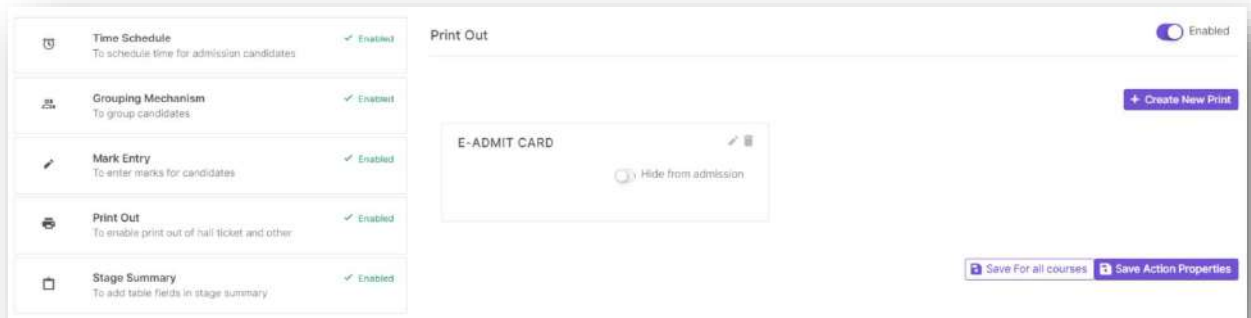
o   Stage Summary – When enabled provides the currently available students in that stage. Stage summary can be customized by adding new columns. Also multiple action buttons are available in this screen.
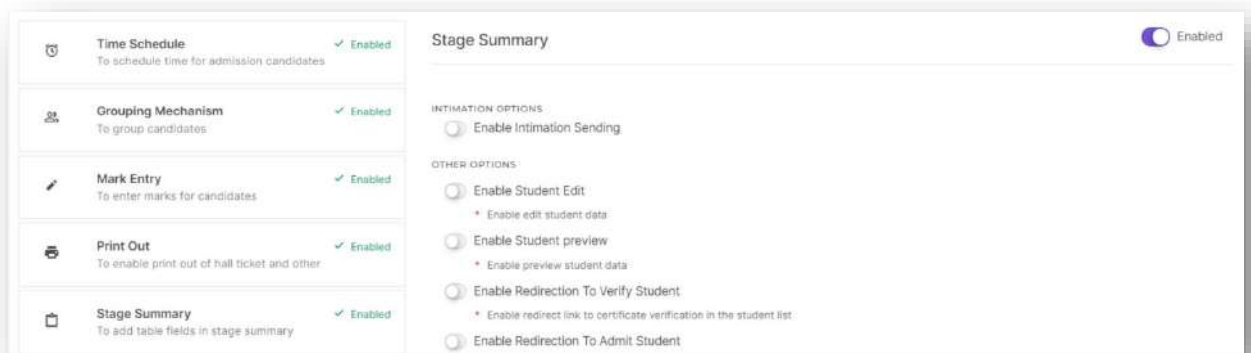
o   Eligibility rule – When enabled this option lets the user to add eligibility rules which can be used to filter eligible students for rank list generation.

#1 ELIGIBILITY RULE STAGE

Course : BA Economics

🕐	**Time Schedule** To schedule time for admission candidates
👥	**Grouping Mechanism** To group candidates
✏️	**Mark Entry** To enter marks for candidates
🖨️	**Print Out** To enable print out of hall ticket and other
📋	**Stage Summary** ✓ Enabled To add table fields in stage summary
📄	**Eligibility Rule** ✓ Enabled To filter students based on some rules

Eligibility Rule   🔵 Enabled

Eligibilty Rule List   [Add Rule]

1. ELIGIBILITY ECONOMICS   ✏️   🗑️

Eligibility Rule   🔵 Enabled

[Back]

Create Eligibity Rule

Rule Name	Required	ELIGIBILITY ECONOMICS
Select Board Type	Required	TWELFTH
Select Stream	Required	× HSE10 (Physics, Chemistry, Biology, Mathematics) × HSE[× Clear Selection ✓ Select All
12th Total Mark Percentage Required	Required	33

Select If Any One Of Subjects

⚪ English	⚪ Second Language	⚪ Physics
⚪ Chemistry	⚪ Biology	⚪ Accountancy

⚪ Statistics	⚪ Computer Science	⚪ Electronics
⚪ Communicative English	⚪ Mathematics	⚪ History
⚪ Business Studies	⚪ Economics	⚪ Computer Application
⚪ Chemistry	⚪ Biology	⚪ Accountancy
⚪ English	⚪ Second Language	⚪ Physics

Select Mandatory Subjects

Individual Mark Percentage For Selected Subjects	Required	0
Number Of Selected Subject Condition [Eg:Any 2 Subject]	Required	0

Select Subjects to be considered for mark percentage		Choose Subjects
Total Mark Percentage For Selected Subjects	Required	0
select category that are ineligible		Choose Weightage Quotas

[Save Changes]

o Index Mark – When enabled this option lets the user to configure index mark rules that when applied will automatically calculate the index mark for students in that stage.
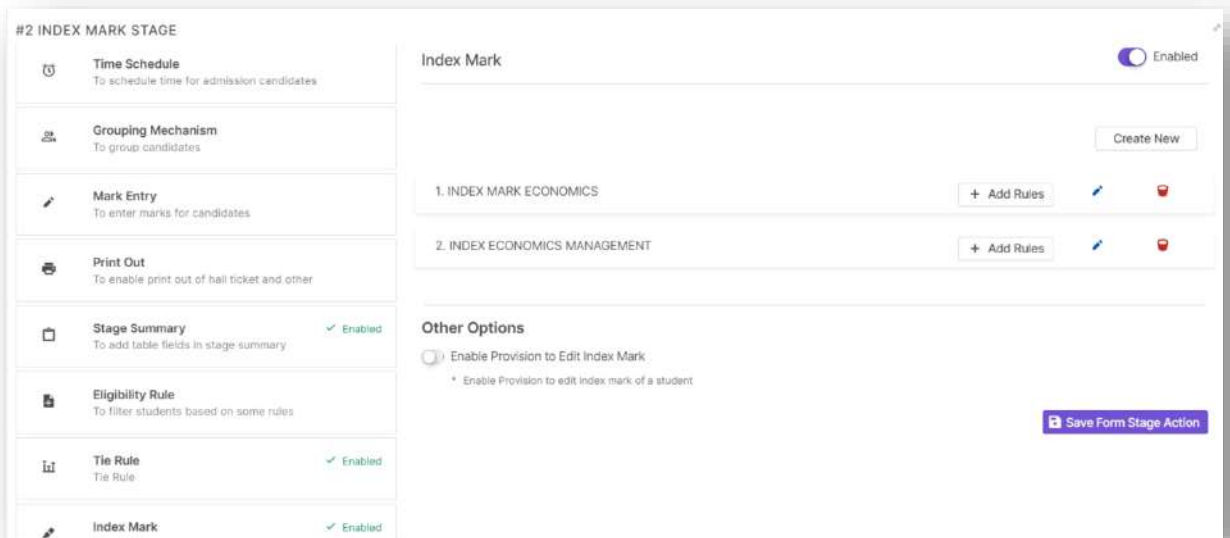
▪ Here click on Create new to create new rule groups.
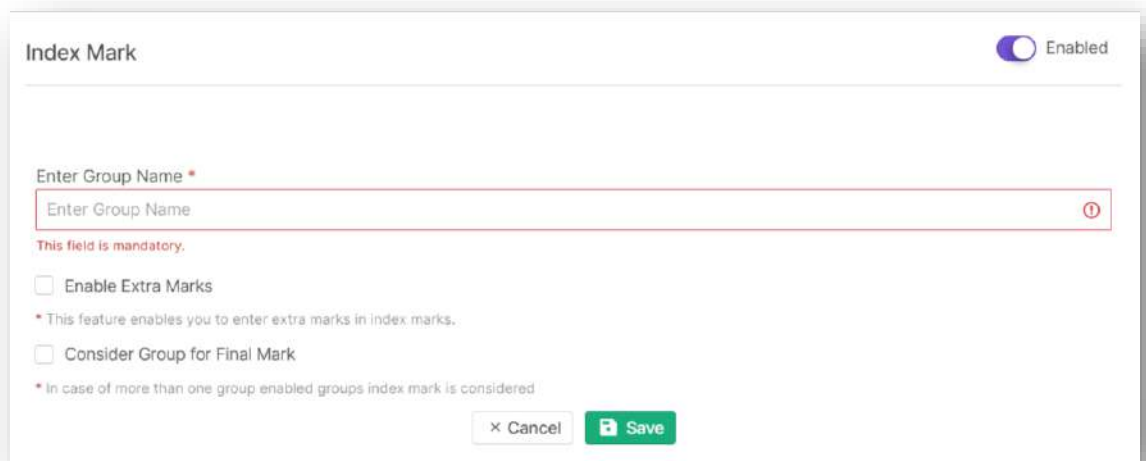
▪ Click on add rules and then click on create new to create rules inside the rule groups.
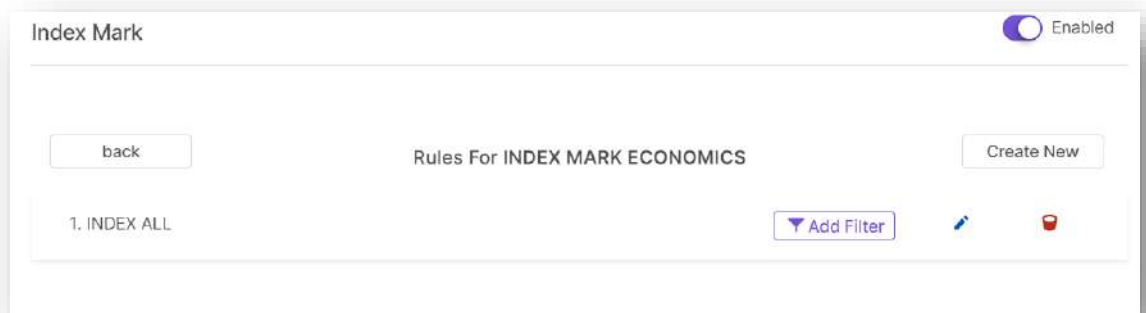
Back

CREATE NEW RULE

Enter Rule Name: *

INDEX ALL

Board Type *

TWELFTH

Board Stream Type

All

VARIABLES

Local Variables: ▮ Public Variables: ▮

+ Add /Edit Variable

TWELFTH_TOTAL ECONOMICS PENALTY EXSERVICE NCC NSS PART_III EXSERVICE NCC NSS
PENALTY SCOUTS CORE_GP CORE_CP COMP1_GP COMP2_GP COMP1_CP COMP2_CP SIX
HUNDRED SIXTY POINT_TWO TWENTY DECI_FIVE TEN POINT_ONE ONE_POINT_FIVEFIVE TWO
ZERO RCG_GP RCG_CP FC_GP FC_CP VP_GP VP_CP CC3_GP CC3_CP EC_GP EC_CP CC2_GP
CC2_CP OVERALL_GP OVERALL_CP COMC_OTHER_GP COMC_OTHER_CP OC_GP OC_CP COMC_ENG_GP
COMC_ENG_CP COMC_LAN_GP COMC_LAN_CP PENALTY UGSTREAM_ECONOMICS PART3MAIN_GP_MARK
PART3MAIN_CP_MARK SUBSIDERY1_GP_MARK SUBSIDERY1_CP_MARK SUBSIDERY2_GP_MARK

PART3MAIN_CP_MARK SUBSIDERY1_GP_MARK SUBSIDERY1_CP_MARK SUBSIDERY2_GP_MARK
SUBSIDERY2_CP_MARK EXSERVICEMAN NSS_PG NCCB NCCC PART_1_ENGLISH_MARK_GP
PART_1_ENGLISH_MARK_CP PART_2_MALAYALAM_MARK_GP PART_2_MALAYALAM_MARK_CP

RULE MAKER

TWELFTH_TOTAL+ECONOMICS+(ECONOMICS>0?50:0)-PENALTY+([!]NCC|NSS|SCOUTS)+EXSERVICE

+ - * / ( ) ! [ ] ? : = < > <= >= |

HERE YOU CAN ADD VARIABLES, THAT DEPENDS UP ON THE TOTAL OF THE FORMULA, THIS WILL BE
ADDED TO THE TOTAL

+ - * / ( ) ! [ ] ? : = < > <= >= |

× Cancel   🖫 Save

- Click on add filter to filter out the applicable students for that rule.

○ Tie Rule – When enabled this option lets the user to crate tie rules based on which when we apply tie rule students with same index mark will be ranked properly.

○ Admitting List – This option when enabled provides the user with a new screen where students applied to a particular course will be displayed based on their rank in merit list and waiting list with option to filter students based on seat reservation.

#2 INDEX MARK STAGE
Course : BA Economics

	Time Schedule	Admitting List			Enabled

Time Schedule
To schedule time for admission candidates

Grouping Mechanism
To group candidates

Mark Entry
To enter marks for candidates

Print Out
To enable print out of hall ticket and other

Stage Summary   ✓ Enabled
To add table fields in stage summary

Eligibility Rule
To filter students based on some rules

Admitting List

Enable Pre Allotment Memo	☐ Enable
Enable Admit Student	☐ Enable
Enable Redirect To Admit Student	☐ Enable
Enable Block Student	☐ Enable
Blocked student automatically move to	[ ]
Enable Stage Move	☐ Enable
Enable Block Student In Waiting List	☐ Enable
Show Weightage Quota	☐ Enable
Show Index Mark Calculaton button	☐ Enable
Show Certificates	☐ Enable
Limit Count of Waiting List Student	☐ Enable
Show Stage Process	☐ Enable

Tie Rule   ✓ Enabled
Tie Rule

Index Mark   ✓ Enabled
Index Mark

Admitting List   ✓ Enabled
Admitting List

Stage Process

[   ]
* Choose stage process here.

ADD FIELDS   CHANGE ORDER BY DRAG AND DROP

1. ⚪ Date of Birth
2. ⚪ Place of birth
3. ⚪ Email ID
4. ⚪ Nationality
5. ⚪ Religion
6. ⚪ Caste
7. ⚪ Category
8. ⚪ Diocese
9. ⚪ Parish
10. ⚪ Marital Status
11. ⚪ Domicile
12. ⚪ Gender

💾 Save Form Stage Action

➢ The update stage order button lets the user to reposition the stages displayed in dashboard.

ADMISSION STAGES   📋 Customize Mark Entry Subdivision   + Create Admission Stage
YOU CAN CHANGE STAGE ORDER BY SIMPLY DRAG AND DROP.

#1 ELIGIBILITY FOR UG	#2 INDEX,TIE AND RANKLIST CALCULATION	#3 CERTIFICATE VERIFICATION
Course :	Course :	Course :

#4 WEIGHTAGE QUOTA & MANAGEMENT QUOTA	#5 ENTRANCE EXAM ADMIT CARD	#6 ELIGIBILITY FOR PG
Course :	Course :	Course :

#7 INDEX AND RANK LIST FOR PG	#8 CERTIFICATE VERIFICATION FOR PG
Course :	Course :

🔄 Update Stage Order

Manage Form Fields for Index Mark

➢ This option allows the user to define which all fields from application form needs to be available for custom variable creation in index mark rule creation screen.

Admission Form Stages

➢ This option allows the user to map required stages to specific forms as well as specific courses in those forms.

➢ Click on the plus button to add stages to corresponding courses in the selected form.

Assign Admission Stage

Form : Application for Admission to the First Year Degree Programme

Phase
1

Course
B.Sc PHYSICS (Mathematics and C

Admission Stages

Entrance Exam Admit Card   +

Eligibility for PG   +

Index and Rank list for PG   +

Certificate verification for PG   +

Assigned Admission Stages

≡ Eligibility For UG   −

≡ Index,Tie and Ranklist Calculation   −

≡ Certificate Verification   −

≡ Weightage Quota & Management Quota   −

➢ Click on the eye button to configure the stages separately for each courses.

ADMISSION FORM STAGES - Application for Admission to the First Year Degree Programme

Back

Admission Form Phase
1

Course
B. VOC. NUTRITION SCIENCE AND DIETETICS

#1 ELIGIBILITY FOR UG	#2 INDEX,TIE AND RANKLIST CALCULATION	#3 CERTIFICATE VERIFICATION
Course : B. VOC. NUTRITION SCIENCE AND DIETETICS	Course : B. VOC. NUTRITION SCIENCE AND DIETETICS	Course : B. VOC. NUTRITION SCIENCE AND DIETETICS
Hide From Applicant	Hide From Applicant	Hide From Applicant

➢ Along with stage actions that can be enabled course wise from the above screen, it also allows the user to set privileges related to stage for
    o Stage view.
    o Stage Intimation.
    o Stage movement.
    o Cancel and block admitted students.
    o Index mark edit.

Add Students to Initial Stage

➢ This option allows the user to move all application verified students to initial stage set for all the courses corresponding to the forms.

ADD STUDENTS TO STAGE

FORM FILTER

Year	Admission Form	Admission Form Phase	Course Group
2021	Application for Admission to the First Ye	All	Select courseGroup

Branch Preferences
Choose Pattern Course

Q Search   X Reset

B.Sc PHYSICS

Total Verified Students : 1599

Total Stage Not Assigned Students : 6

Total Stage Assigned Students : 1593

B.Sc CHEMISTRY

Total Verified Students : 2101

Total Stage Not Assigned Students : 8

Total Stage Assigned Students : 2093

B.Sc ZOOLOGY

Total Verified Students : 2029

Total Stage Not Assigned Students : 8

Total Stage Assigned Students : 2021

Integrated MSc. Biology

Total Verified Students : 513

Total Stage Not Assigned Students : 1

Total Stage Assigned Students : 512

Transfer Students

Admission Stage Actions

➢ This option allows the user to make use of all stage actions enabled for a stage.

➢ The filters allow the user to filter out specific stage, form, course etc. Also an option add custom filters is available here.
➢ The below screen shots will provide the view of different stage actions when enabled.
  o Stage Summary

o   Time Schedule

o   Mark Entry

o   Print Out

o   Eligibility

o   Index Mark

o   Rank List

o   Admitting list

Applicant Manager

This option allows the user to manipulate and retrieve applicant data in large scale formats through different reports and such mechanisms.

Student List

> This option as the name implies allows the user to get the applicant list based on different filters.

- ➢ Other than a basic report multiple action buttons are available in student list. The general buttons include
  - o Export – to take export of the report.
  - o Send Intimation – to send intimation to selected students.
  - o Send Intimation to all – to send intimation to all the students currently filtered in student list.
  - o Settings – Allows the user to add and remove columns from student list.
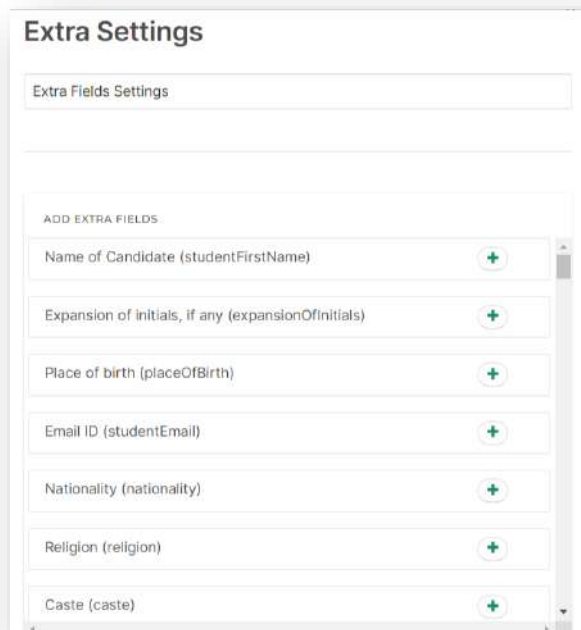
- ➢ Other that the general action buttons if you scroll to the right you can see some student specific action buttons that are available. Some of them are as follows.
  - o Set form submitted – to manually set an applicant's form completion status as submitted from admin side.
  - o Pay offline – to make offline application fee payment against a student.
  - o Check status – to check online payment status of applicant and to retry sending payment status. response query to payment gateway for pending cases.
  - o Edit – to edit application form of a student from admin side.
  - o Print – to take application print from admin side.
  - o To Verify – the button opens a new tab with verify student by application number screen for that student.
  - o To Admit – the button opens a new tab with admit student by application number screen for that student.
  - o Fee Receipt – the button generates the application fee receipt print for that student.

MOBILE NUMBER	DATE OF BIRTH	REGISTER NUMBER	VERIFIED STATUS	APPLIED DATE	VERIFIED DATE	SET AS LAST SECTION SUBMITTED.	OFFLINE PAYMENT	CHECK STATUS	EDIT	PREVIEW	PRINT	REDIRECT TO VERIFICATION	REDIRECT TO ADMIT	APPLICATION FEE RECEIPT
9999999999	15-08-2021	–	Application Fee Paid	31-07-2021 11:05:42 AM	09-09-2021 10:54:24 PM	set form submitted	Pay Offline	Check Status	Edit	preview	Print	To Verify	To Admit	Fee Receipt
9999999999	02-08-2021	–	Application Fee Paid	02-08-2021 04:48:09 PM	15-09-2021 02:23:45 PM	set form submitted	Pay Offline	Check Status	Edit	preview	Print	To Verify	To Admit	Fee Receipt
9999999999	08-08-2021	–	Application Fee Not Paid	07-08-2021 11:54:50 AM		set form submitted	Pay Offline	Check Status	Edit	preview	Print	To Verify	To Admit	Fee Receipt

Offline Register Student

➢ This option allows the user to register new applicants, apply them to required forms and fill up the application all from admin side.

OFFLINE REGISTER STUDENT

Register Student | Apply Form

Candidate Registration

Name of Candidate*	Enter Name
	As per the qualifying examination
Gender*	Select gender
Email address*	Enter Email address
	Use lower-case letters to enter E-Mail ID
Mobile number*	Enter Mobile number

Register Student

OFFLINE REGISTER STUDENT

Register Student | Apply Form

Applying year*	2021
Email address*	admission20@test.com	Q Search

SL.NO	STUDENT NAME	APPLICATION NUMBER	APLLICATION FORM	STUDENT EMAIL	MOBILE NUMBER	APPLIED DATE	OFFLINE PAYMENT	VERIFIED STATUS	EDIT	PREVIEW	PRINT
1	Apply		Application for Admission to PG Programme 2021-22				Pay Offline	✔set verified	Edit	preview	Print
2	Apply		MESMAC 6				Pay Offline	✔set verified	Edit	preview	Print

Reset Password

- This option allows the user to reset password of applicants manually from admin side.

- The set intimation content button lets the user to create/alter and save email and sms content to be sent to the applicant once the password has been reset.

- In the reset password column shown in the image given below the new password can be set and clicking on the lock button lets the user to reset the password.

Create Custom Print

➢ This option allows the user to manage specific printouts that needs to be made available in applicant side.
➢ We can create custom print with and editor or we can upload an existing pdf file here which can be downloaded from applicant side printouts option.

Applied List

➢ This option allows the user to take reports of all the applicants who have registered in the for admission.
➢ Option to export is also available here.

SL.NO.	STUDENT NAME	EMAIL	MOBILE	GENDER	APPLIED DATE	YEAR	APPLIED FORMS
1	TEST	admission10@test.com	9961749375	MALE	15-03-2021 09:03:19 AM	2021	No Forms Applied
2	TEST	admission11@test.com	9961749375	MALE	15-03-2021 09:05:43 AM	2021	
3		admission12@test.com	9447462159	FEMALE	16-03-2021 05:07:52 AM	2021	
4		admission13@test.com	9544649327	FEMALE	16-03-2021 06:21:50 AM	2021	

Certificate Uploaded Report

➢ This option allows the user to view the report on uploaded certificate status of applicants and it allows the user to bulk download required certificates of a maximum number of 200 applicants at a time.

	SI.No.	Student Name	Email	Mobile	Application Number	Application Print	Management Quota Application	DEGREE MARK LIST (CONSOLIDATED)	SIGNED COPY OF ALLOTMENT MEMO
☐	1		admission3901@test.com	9999999999		Uploaded ◉ Not verified	Uploaded ◉ Not verified	Uploaded ◉ Not verified	Uploaded ◉ Not verified
☐	2		admission3877@test.com	9999999999		Uploaded ◉ Not verified	Uploaded ◉ Not verified	Uploaded ◉ Not verified	Uploaded ◉ Not verified
☐	3		admission3905@test.com	9999999999		Uploaded ◉ verified	-	Uploaded ◉ verified	Uploaded ◉ verified
☐	4		admission3908@test.com	9999999999		Uploaded ◉ verified	Uploaded ◉ Not verified	Uploaded ◉ verified	Uploaded ◉ verified

- ➤ To download certificates in bulk the user should first select the required applicants, then click on create zip file and type in a name for the file.
- ➤ Then the user should click on download zip file button, where all the previously created zip file will be listed with status. The user can download the latest file from here once its generated.

Update Student Data

- ➤ This option allows the user to update data for multiple students at a single instance.

➢ The Add New button lets the user to create new student data update options with other fields.

➢ The edit student button redirects to a report like screen where the required students can be filtered out and their data can be updated.

- Buttons to update data for selected students and for all students are available.
- When data needs to be updated for all filtered students click on Click on Update Commonly for All Students button, in the slider that appears edit the fields as per requirement then click on update button.

Admit Procedure

This options contains options for certificate verification, Admit procedure, Data migration etc. Also there are multiple configuration settings related to admission available here.

Admission Settings

➢ This option contains configuration settings for admission related options under admit procedure menu.
➢ Following are the settings currently available here.
- o Option to enable edit admission number facility in admit student by application number screen.
- o Option to enable edit roll number facility in admit student by application number screen.
- o Option to enable edit admitted date facility in admit student by application number screen.
- o Option to enable cancel admission button.
- o Option to enable time limit feature for fee payment once the applicant is admitted.
- o Option to enable allotment memo.
- o Option to enable pre allotment memo (When no allotment).
- o Option to enable additional allotment memo (when two types of allotment memo required).
- o Option to enable allotment memo for not paid applicants in update admission number.
- o Option to enable the button for enabling additional memo.
- o Option to enable validation for unique admission number and roll number for applicants.
- o Option to enable admitting reservation setting in admit student by application number.
- o Option to enable fee recalculation function on re admit button.
- o Option to edit admitted reservation for already admitted student (through allotment).
- o Option to set applicant side allotment rank type.
- o Option to set text to show against applied courses which have been blocked during allotment in applicant side.
- o Option to show rank in applicant side.
- o Options to set auto movement to stages after conditions like allotment payment, allotment block, already admitted student when admitted to another course.
- o Option to enable assigned fee in verify student by application number.
- o Option to enable automatic enabling of allotment memo on admission from admit student by application number screen.
- o Option to show fee head in applicant side.
- o Option to set condition that pending fee should be zero on re admit.
- o Option to enable feature to choose batch before admit.
- o Option to set condition that applicants who get allotment for a course where they have already been allotted in different seat will automatically get confirmed.
- o Option to enable admit type field in admit student by application number screen.
- o Option to enable admission number edit for not payed applicants.
- o Option set mandatory condition for some special fields in admit student by application number.
- o Option to enable permanent and sequential admission number on admitting applicant.
- o Course wise privilege settings for Index mark report and manual admit screen.

ADMISSION ADMIT SETTINGS

Enable Admission Number Edit In Admit By Appication Number	☑ Enable
	*If this feature is enabled, the Admission number will be generated completely depend on the value given by the staff. Below mentioned Generation Methods will become unconsidered
Enable Roll Number Edit In Admit By Appication Number	☑ Enable
Enable Admitted Date Edit In Admit By Application Number	☑ Enable
Cancel Entire admission for student while cancel admission from admit by application number screen	☐ Enable
	*By enabling this setting,the entire admission of the student will be cancelled. You have to choose the course and the type to admit again
Provide Time Limit For Fee Payment After Confirming Seat	☐ Enable
	*By enabling this setting,the user can provide a specific time limit for fee payment, if the time limit exceeds, student fee payment will be restricted
Enable Allotment Memo	☐ Enable
Enable Pre Allotment Memo (Preferred when no allotment is used)	☐ Enable
Enable Additional Allotment Memo (Preferred when two type memos are to be used)	☐ Enable

Show Allotment Memo For Not Paid Students In Update Admission Number	☑ Enable
Provision to Enable / Disable Additional memo	☐ Enable
Enable Validation For Unique Admission No & Roll No For Students	☑ Enable
Option to set admitting reservation in admit	☑ Enable
Recalculate Fee On Re Admit in Admit By Appliation Number Screen.	☑ Enable
	*Fee Recalculation on readmitting won't be performed when this setting is disabled. You can disable this setting if you don't want to edit the already assigned fee while admitting student
Edit Allotment Reservation In Admit Screen for already admitted student	☑ Enable
Student Side Allotment Rank Type	Course Rank
	* Student will be moved to selected stage after successful allotment payment
Blocked Text in student side	Admission to this course is blocked by admin
Show Rank In Student Side	☑ Enable
Stage After Allotment Payment	No stage change
	* Student will be moved to selected stage after successful allotment payment

Stage For allotment block	No stage change
	* Student will be moved to selected stage after blocking in allotment close
Stage For Already Admitted Students Admitted For Other Course	No stage change
	* Student will be moved to selected stage for already admitted Course when when an already admitted student is again admitted for another course.
Show Assigned Fee In Verification By Application Number	☐ Enable
Enable automatic memo (or admit card) on admitting student by application number	☐ Enable
Show fee head in student side	☑ Enable
Remaining Fee Should Be Zero To Readmit	☐ Enable
Choose Batch On Admit By Application Number	☐ Enable
Enable automatic confirmation of student on the allotment for the same course	☑ Enable
	*By enabling this setting, the student will automatically confirm for the obtained reservation in allotment if student was already confirmed in same course

Enable Selection of admit type in admit by application number	☑ Enable
	*By enabling this setting, you can choose admitting type in admit student by application number
Enable Admission Number Edit For Not Paid Students	☐ Enable
	*By enabling this setting, you can edit admission number for not paid students also
Set required for admitting fields in admit student by application no	☐ Admitting Type ☐ Admitting Course ☐ Admitting Reservation ☐ Admitting Weightage Quota
Admission Number Generation Methods	Application Number as Admission Number
	* Admission number will be generated same as student application number.
Enable permanent and sequential admission no on admitting student	☐ Enable

[🖫 Save Changes]

Verification by Application Number

- This option allows the user to verify certificates uploaded by applicants one by one.
- The user can search using application number and details enabled for this screen will be available here.

- When the user clicks on show certificates all the uploaded and not uploaded certificates will be listed and he/she can preview and verify the uploaded certificates.
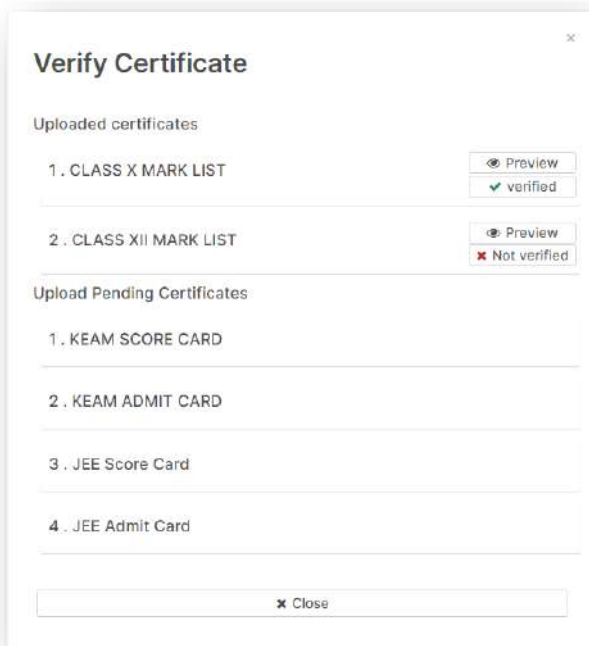
Register Number Prefix

➢ This option allows the user to pre define the prefix for register number based on course.
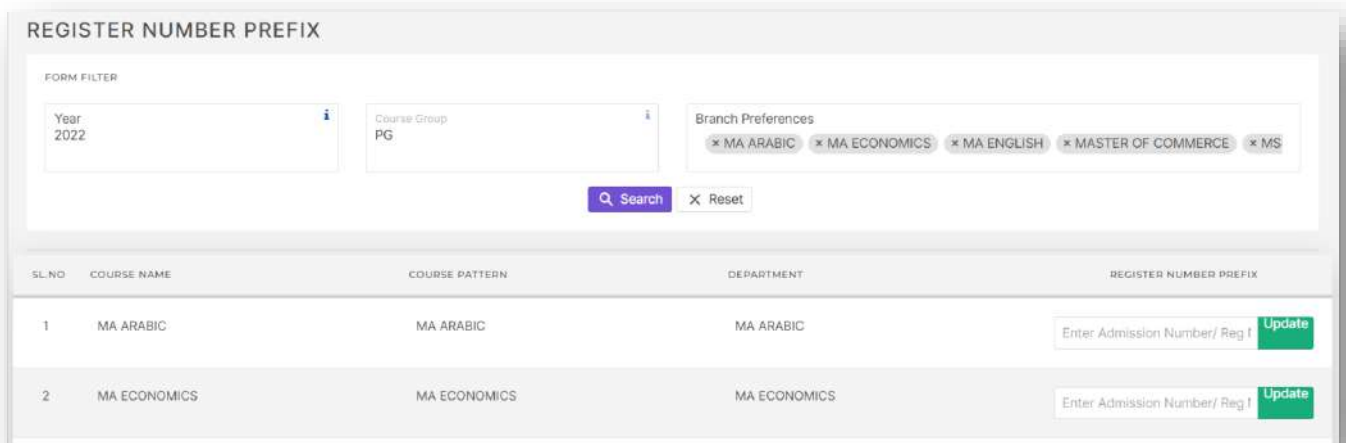
Admit Student by Application Number

➢ This option allows the user to search students by application number and then admit them to the required course and batch.
➢ The user can configure all the details that should be shown on this screen also while admitting or by clicking on update details user can update the editable fields of applicants to required value.
➢ The main fields that are usually update from this screen include admitting course, admitting batch, admitting seat reservation etc.

ADMIT STUDENT BY APPLICATION NUMBER

FORM FILTER

Year	Application Number Prefix	Application Number
2021	1	135

Q Search   **X Reset**

Name of Candidate	:
Expansion of initials, if any	:
Photo of Candidate	
Seat Reservation	: MUSLIM
Reservation	: OBC

Choice 1	: B.Sc CHEMISTRY
Choice 2	: B.Sc ZOOLOGY
Choice 3	: B.Sc PHYSICS
Choice 4	: B.Sc MATHEMATICS
Choice 5	: BA ENGLISH LANGUAGE AND LITERATURE
Sports Quota	: No
Remarks From Certificate Verification	No Remarks Added

Admitting Type	Normal Admit ‡
Admitting Course	B.Sc CHEMISTRY (Mathematics and Physics) (pr ‡
Admitting Reservation	MUSLIM ‡
Remarks	

✏ Edit Student

🗐 View Certificates

✅ Verified Certificates 0
🛡 Non verified certificates 0
❗ Non Uploaded Certificates 14

Show Fee Heads

Update Details   **Admit Student**

- Once an applicant is admitted the Admit student button will change to cancel admission button.
- When an applicant's admission is cancelled the student will move from current batch to failed batch in academics.
- The Show Fee heads button lets the user to see fee details for the currents student.

Update Admission Number

- This option primarily allows the user to update admission number, university register number etc.
- Only admitted students will be shown here, which can be filtered based on different admit status like Paid and Admitted, Not Paid and Admitted, Paid and Not Admitted, Paid and Cancelled etc.
- Also different filters are available here and more can be added using Add custom filter option.

- The settings button allows the user to add more columns to the report, send intimation option allows the user to send intimation to selected or all students, enable/disable pay fee button lets the user to enable/disable pay fee button in applicant side for selected students in bulk and export button lets the user to export the report in excel format.

- In the report option update admission number, register number etc individually for each student is there.
- Also option to individually enable/disable pay fee button in applicant side and admit card print taking option is there.

- Another one of the feature available in Update admission number screen is the option to transfer data in bulk from admission to academic side for Paid and Admitted Students and Not Paid and Admitted Students.

UPDATE ADMISSION NUMBER

FORM FILTER

Year	Admission Form	Admitted date	Admit Paid Status
2021	Application for Admission to the First Yea		PAID AND ADMITTED STUDENTS

Allotment	Admission Confirmed Type	Psid date	Course Group
All	All		BBA

Admitted Course
× BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Add Custom Filter

Q Search   × Reset

#		APPLICATION NO.	STUDENT NAME	ADMITTED COURSE	ADMISSION NUMBER	UNIVERSITY REG. NO	ADMITTED TIME	PAID DATE	ENABLE PAY FEE	ADMIT CARD
1	☐	10021	AADIDEV H MENON	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	210288 Update	MPAVBBAR25 Update	03-10-2021 07:18 Update	03-10-2021 07:58 PM	⬤	Print
2	☐	10014	MOHAMMED MIRSHA.P	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	210307 Update	MPAVBBAR48 Update	03-10-2021 07:21 Update	04-10-2021 04:11 PM	⬤	Print

Copy Student

➤ This option allows the user to copy the applicant data in the applied form of an applicant to another form.
➤ To do this procedure the user will have to search for the applicant, then select form to copy from then click on check box against the form to copy to and then click on copy button.

Admitted Count Status

➤ This option allows the user to get admitted count course wise.
➤ Also the option to show count for each course based on different fields like Religion, second language, seat reservation, student reservation, nationality and tenth board is currently available here.

COURSE NAME	GENDER			
	M	F	O	TOTAL
COURSE WISE TOTAL	325	688	0	1013
COLLEGE EVENTS	0	0	0	0
B. VOC. NUTRITION SCIENCE AND DIETETICS	3	33	0	36
B. VOC. TOURISM AND HOSPITALITY MANAGEMENT	40	1	0	41

Course Group Type **i**
Choose Course Group Type

Course Group **i**
All

⚙ Settings

Export

➢ The settings button allows the user to include counts based on different fields.

Settings

ADD COUNT BY FIELDS

- ◯ Religion
- ◯ Second Language
- ◯ Nationality
- 🔵 Student Reservation
- 🔵 Seat Reservation
- ◯ Tenth Board

ORDER FIELDS

≡ Seat Reservation ⌄
☐ Enable Boys & Girls Seperate Count

≡ Student Reservation ⌄
☐ Enable Boys & Girls Seperate Count

Rank List Final Arrangement

➢ This option allows the user to perform Final arrangement course wise.
➢ Final arrangement is the process carried out after individual course wise rank list is generated in our system.
➢ Final arrangement allocates possible seats to each and every applicant one by one for each course based on their preferences and rank obtained.

Initiate Allotment

➢ This option allows the user to create allotment, add student to allotment, publish allotment and close allotment.
➢ Allotment process is usually carried out on autonomous colleges through our admission module where we once the allotment is published, applicants who have merit will be able to confirm their seats from applicant side.

- ➢ To create an allotment, click on create new button and enter details like allotment name, year, start and end time and also enable publish option and disable confirm and pay button from applicant side if necessary.

- ➢ Add students button lets the user to add students to the allotment based on the final arrangement result or rank list.

- ➢ Enable publish allotment to publish allotment in applicant side and enable disable confirm and pay button to disable the confirm and pay button in applicant side.

Allotment Merit Students

➢ This is a report that can be generated allotment and course wise to get details of merit students.

SHOW ALLOTMENT MERIT STUDENTS

FORM FILTER

Year	Allotment	Course Group
2021	Provisional Allotment t	BCOM

Branch Preferences

× BACHELOR OF COMMERCE (B.Com.Co-operation)   × BACHELOR OF COMMERCE (B.Com

[Q Search]   [× Reset]

[Export]

SL. NO.	STUDENT NAME	APPLICATION NUMBER	MOBILE NUMBER	INDEX MARK	ALOTMENT	SEAT RESERVATION	COURSE
1			9999999999	1258.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co-operation)
2			9999999999	1256.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co-operation)
3			9999999999	1255.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co-operation)
4			9999999999	1255.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co-operation)

Allotment Rank List

➢ This is a rank list report generated based on the allotment and course.
➢ Option to export report into excel and print the report in pdf is available here.

SHOW ALLOTMENT RANK LIST

FORM FILTER

Year	Allotment	Branch Preferences
2021	Provisional Allotment t	B. VOC. NUTRITION SCIENCE AND DIETETICS

[Q Search]   [× Reset]

[Print]   [Export]

➢ The report gives the applicants who are in merit list as well as waiting list for each seat reservation.

GENERAL (Open Quota) - (Confirmed List)

Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission8660@test.com	3	1038.000
2			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission5787@test.com	2	1025.000
3			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission429@test.com	2	1010.000
4			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission8357@test.com	4	1009.000
5			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission7104@test.com	3	1003.000
6			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission2944@test.com	3	999.000
7			GENERAL	GENERAL (Open Quota)	RC	9999999999	admission2822@test.com	3	998.000
8			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	9999999999	admission929@test.com	5	997.000
9			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission4140@test.com	3	994.000
10			GENERAL	GENERAL (Open Quota)	Nair	9999999999	admission50@test.com	4	993.000

GENERAL (Open Quota) - (Waiting List)

Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission727@test.com	2	991.000
2			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission8167@test.com	5	990.000
3			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	9999999999	admission6514@test.com	5	989.000
4			OBC	GENERAL (Open Quota)	Thiyya	9999999999	admission5817@test.com	4	989.000
5			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	9999999999	admission6705@test.com	2	987.000
6			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission7742@test.com	5	987.000
7			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	9999999999	admission3895@test.com	1	985.000

MUSLIM - (Confirmed List)

Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	MUSLIM	Mappila	9999999999	admission8167@test.com	5	990.000
2			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission6514@test.com	5	989.000

MUSLIM - (Waiting List)

Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission6705@test.com	2	987.000
2			OBC	MUSLIM	Mappila	9999999999	admission7742@test.com	5	987.000
3			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission3895@test.com	1	985.000
4			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission7039@test.com	3	985.000

Index Mark Report

➢ This option lets the user generate a report with index mark of each applicable applicant.
➢ Option to filter applicants based on different filters is available here.
➢ Also the option to export report in excel format and take print in pdf format is available here.

Seat Reservation – Admit Count

➢ This is a course wise report which provides seat reservation wise allotted seat count, admitted seat count and the least index mark of the student admitted to that course for that seat reservation.

#	COURSE NAME	EZHAVA, THIYYA AND BILLAVA				GENERAL (OPEN QUOTA)				LATIN CATHOLICS OTHER THAN ANGL		
		SANCTIONED	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	SANCTIONED	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	SANCTIONED	ADMITTED	LAST INDEX MARK
1	MSc CHEMISTRY		0		0	5	5	1052.430	0		0	
2	MSc ZOOLOGY		0		0	5	5	1106.990	0		0	
3	MSc MATHEMATICS		0		0	10	10	1013.888	0		0	
4	MSc FOOD SCIENCE & TECHNOLOGY	1	1	928.733	0	5	5	831.953	0		0	

SPORTS - PG					SCOUTS AND GUIDES				MANAGEMENT				TOTAL	
LAST ERCENTAGE	TOTAL WEIGHTAGE SEAT	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	TOTAL WEIGHTAGE SEAT	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	SANCTIONED	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	SANCTIONED	ADMITTED
0	1	0		0	1	0		0	2	2	903.487	0	13	12
0	1	1	791.255	0	1	0		0	3	3	929.731	0	13	12
0	2	1	715.503	0	2	0		0	5	5	854.529	0	27	24
0	2	0		0	2	0		0	8	8	674.565	0	18	16

Data Migration Settings

➢ This option allows the user to map fields of each forms to corresponding academic side fields which in turn will help to migrate data during admission or from update admission number screen.

➢ The copy option allows the user to copy mapped data of one form to another.

Reports

Reports or more accurately custom reports allows the user to create multiple custom reports and view and export those reports at ease.

Create Reports

- ➢ This option allows the user to create custom reports by adding required fields as columns, adding fields required for sorting and adding fields required as filters.
- ➢ Option to edit existing reports is also available here.
- ➢ There and no restrictions in the number of reports that can be created.

- ➢ The add fields button lets the user to add fields as columns to the report.

- ➢ The add filters button allows the user to add fields as filters for the report.
- ➢ The assign privileges button lets the user to assign view privileges to report.

View Reports

➢ This option allows the user to view and export custom reports that are available for that user with options to filter the report with available filters.

WEIGJTAGE	ADMITTED LIST	STUDENT DETAILS
DATA 1	WEIGHTAGE REPORT	ENTRANCE REPORT

ENTRANCE REPORT

Choices B. VOC. NUTRITION SCIENCE AND DIETETICS	Select Form Choose Item	Choice 1 Stage Choose Item
Choice 2 Stage Choose Item		

Search   Reset
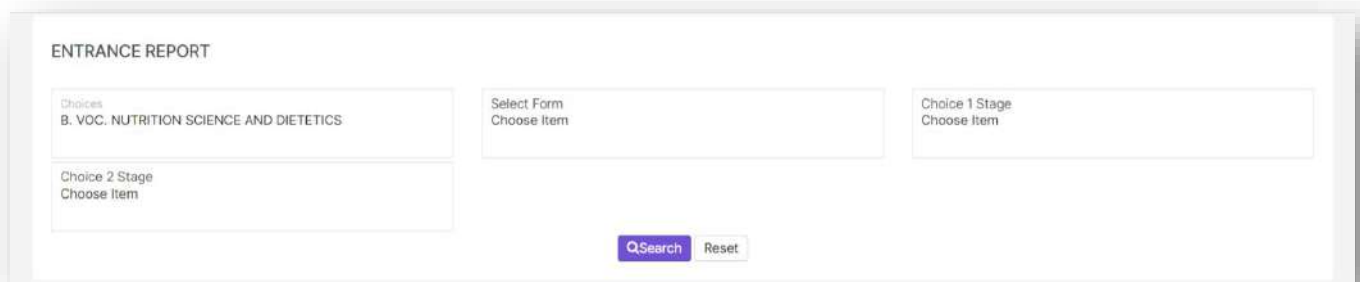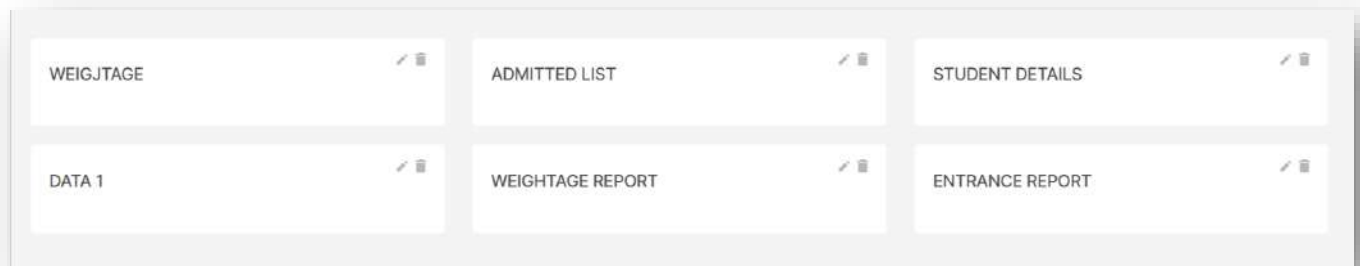
Admit Register

This option allows the user to take admission register report for submitting to university.

Email and SMS

Intimation Log Report

➢ This option allows the user to take log report of all intimation that has been sent from admission module.

Applicant Side

One of the main sections when considering admission module is definitely its applicant side where a large number of applicants will be using different options provided for them. The main features available in our applicant side include application forms, application fee payment, academic fee payment, allotments, file uploads etc.

Registration and Login

> ➤ A registered applicant should input username and password and then click on login button to login to the applicant side.

> ➤ New applicant should click on Register button and then enter required details to register.
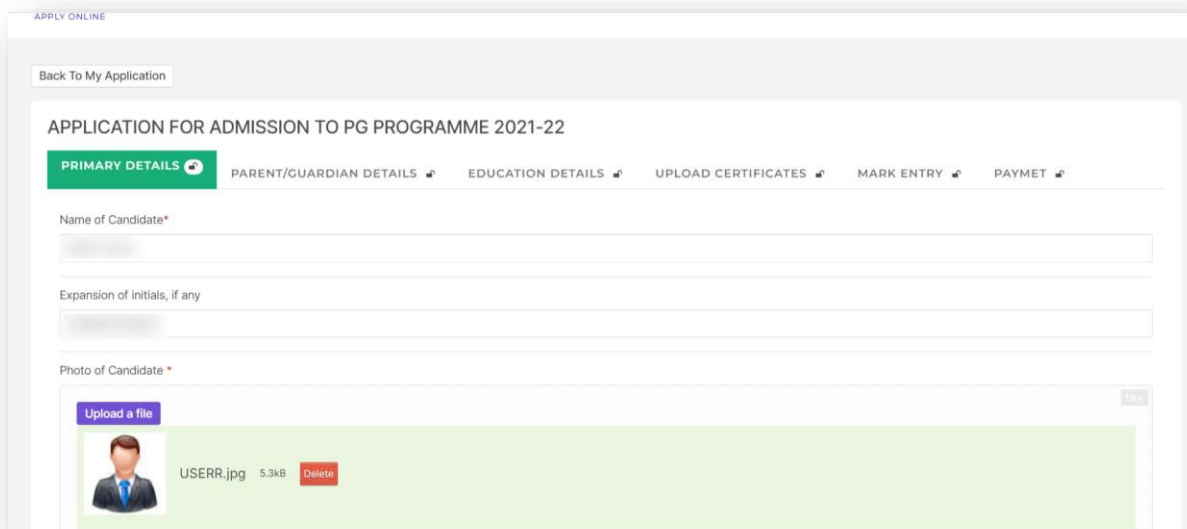
> ➤ Once registered the applicants will get and intimation with username and password which they can use to login to the applicant side.

Apply Online
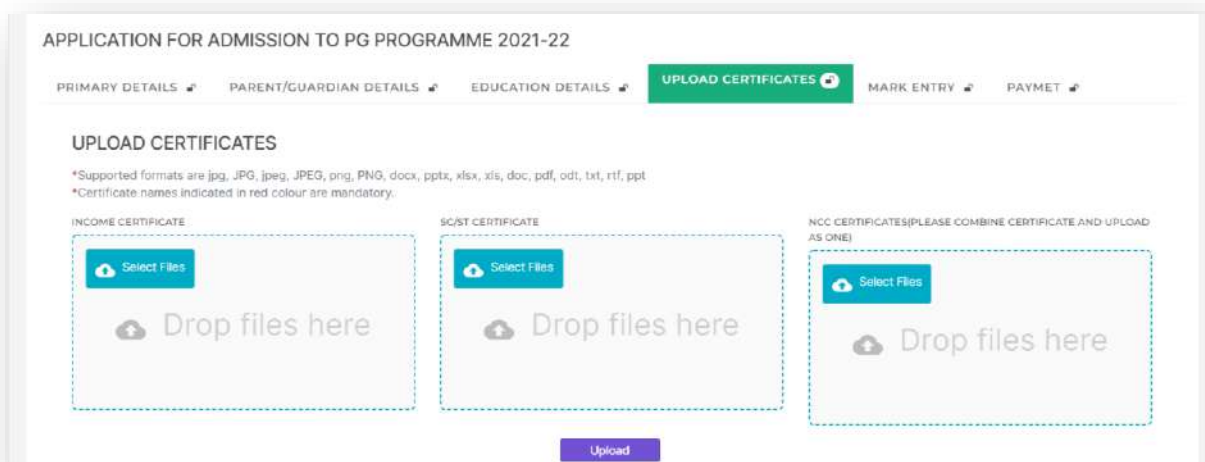
➢ When new applicant logins for the first time he will be directed to the Apply online menu where an applicant form list will be available from where the applicant can choose required application and then apply.
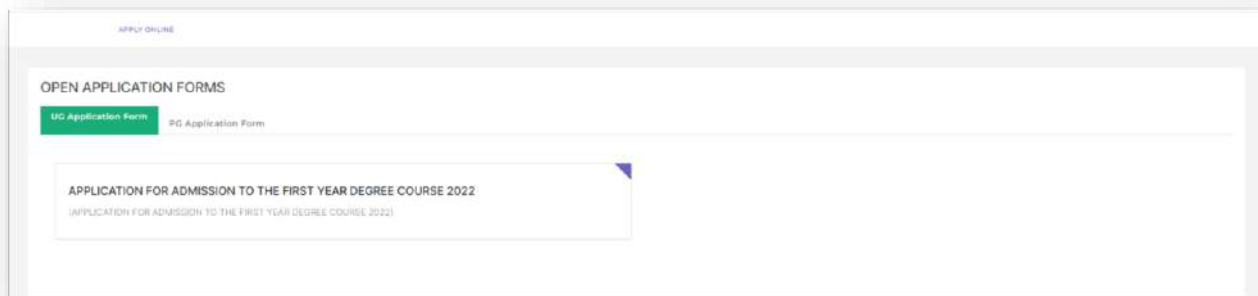
➢ On clicking on the required application the applicant will be asked to confirm terms and conditions.
➢ Then the applicant can fill up the application.

➢ While filling up the application form if certificates are required for the form then they can be uploaded through upload certificates section.

				UPLOADED CERTIFICATES			
#	NAME				PREVIEW		DELETE
1	AADHAR				👁		🗑
2	TC CERTIFICATE ORIGINAL				👁		🗑
3	CONSOLIDATED UG MARKLIST				👁		🗑
4	SSLC CERTIFICATE - ORIGINAL				👁		🗑
5	PLUS TWO CERTIFICATE				👁		🗑

Proceed

➢ For application form that have application fee payment the applicants can complete the payment from payment section.

ONLINE PAYMENT

Amount to be Paid :	Particulars	Amount
	APPLICATION FEE	50.00
	PROCESSING FEE	150.00
	Total	200

Make Payment

Check Previous Payment Status
Click on check status button to update the payment status

No Previous Payment History Available!

➢ Once the application fee payment is completed or final section of application form has been submitted an intimation will be sent to applicants confirming the same.

My Applications

➢ An applicant who has already started applying for a form or has completed applying for a form when loges in again will be directed to my application menu.
➢ This screen will list out all the applications that the applicant has applied to.

MY APPLICATIONS

MY APPLICATIONS

Pay Fee

#	FORM NAME	APPLICATION NUMBER	APPLICATION STATUS	ADD NEW APPLICATION	STAGE STATUS	PAYMENT STATUS	STAGE DETAILS	CHECK PAYMENT STATUS	EDIT	PREVIEW	PRINT
1	APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE COURSE 2022	STC2022UG14	Application Fee Paid			SUCCESS	⊙	⟳	✎	👁	🖨

➢ The applicant can edit, preview and print the application form from this screen.
➢ The Pay Fee button will be available for applicants who have been admitted.
➢ By clicking on the pay fee button the applicant will be redirected to fee module to pay the academic fee.

> ➤ The stage details button allows the applicant to view current stage details of the applicant if stages have been assigned in admin side.

Print and Downloads

> ➤ This option allows the applicant to download available prints that has been activated from admin side.

Allotment

➢ This option allows the applicant to view allotment, confirm and pay for allotted course and view the current admitted course.

➢ Also the option to print allotment memo is available in this screen.

FEE MANAGEMENT SYSTEM

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LINWAYS STUDENT PORTAL

❏ **Login**

➢ Enter the **URL : collegename.linways.com/student.**
➢ Enter the **credentials ➜ Sign In.**

❏ **Fee Payment**

Fee Payment can be done by the following steps:

➢ Click on **My Fees ➜** Fee details will be displayed.
➢ Click on **Pay ➜** Fee Head details and Total Fee details will be displayed.
➢ Select the **Mode** for the payment ➜ Will be redirected to the payment gateway.

❑ **Receipts**

Receipts can be viewed by the following steps:

- ➢ Click on **My Fees ➜ Receipts.**
- ➢ Select the **Semester** and the **Date Range ➜ Search ➜** Receipt details will be displayed.
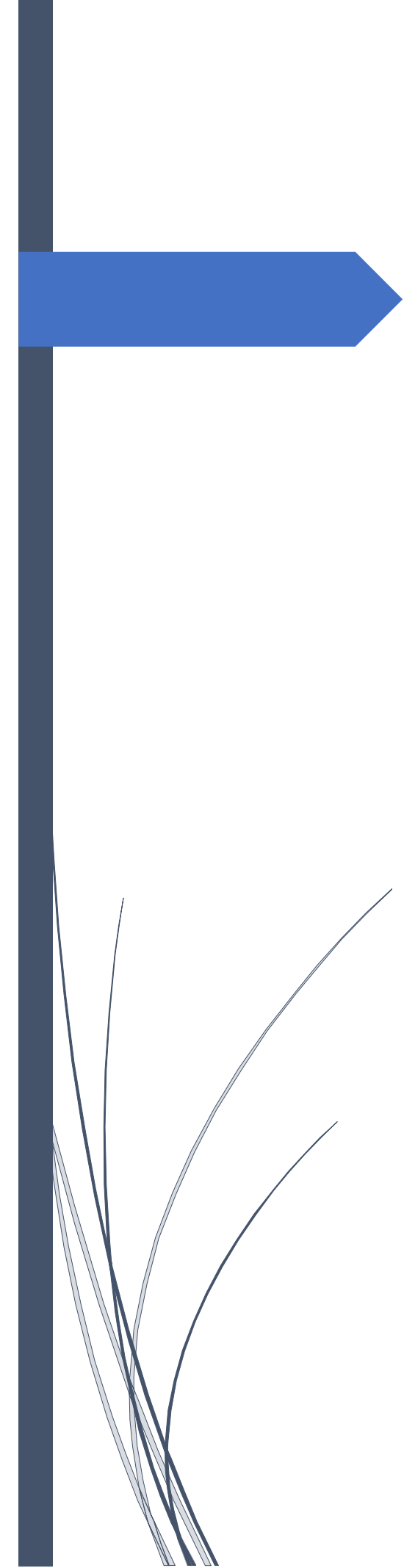
Examination Module

Examination Module

How to create Exams?

- Go to Quick Access. For quick access click on 'My Subjects'
- Click Assessment from the side panel
- The assessment will lead to Assignments, Internal, Online Tests, Project, Seminar
- Under the Internal, the Internal Exam can be created with the OBE mapping
- Under the Online Test, Online exams can be created with OBE mapping
- Ten online and Ten offline assignments, Internal, and Seminar can be created under each heading.
- The question pools can be created and can be accessed by the faculty of the same community.
- The questions for the exams can be selected from the question pools for the exams
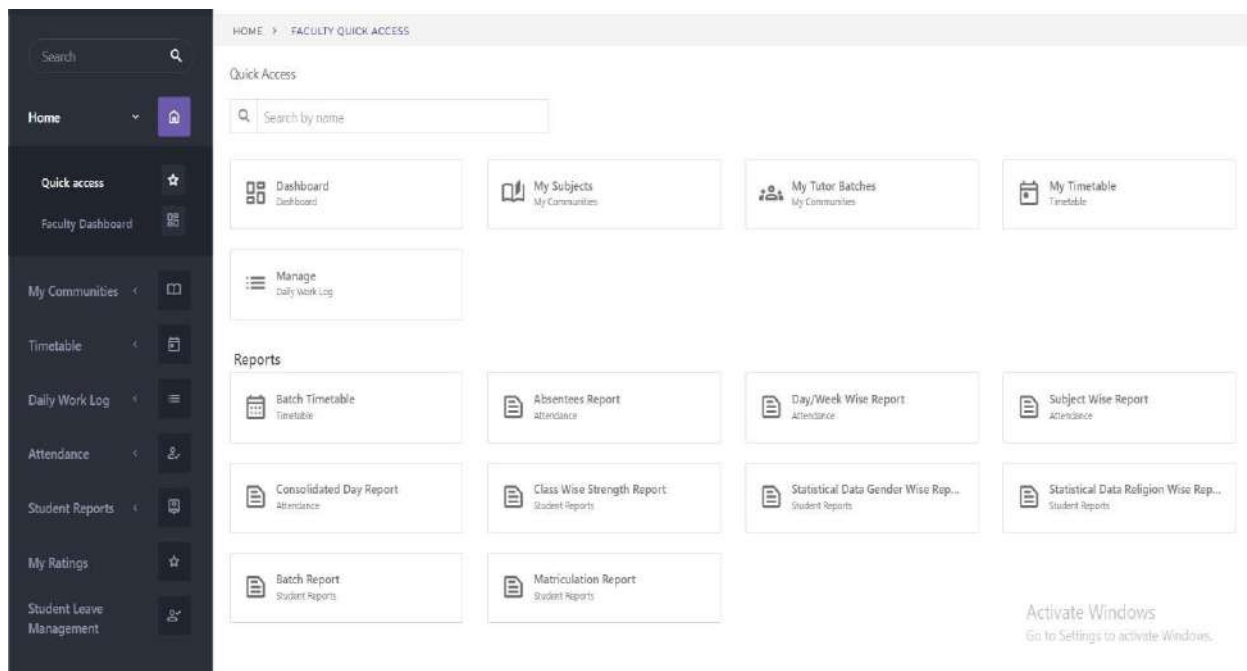
Entry of Marks:

- Marks can be provided under each exam and the same can be verified by the students.
- The faculty can confirm the marks and the HOD can confirm the same
- Under the Internal Marks, marks can be can be consolidated
- The consolidated marks can combine the OBE elements
- The PO/CO can be calculated under the OBE header

Generation of Hall Tickets and mark cards:

- The Hall Tickets will be generated with the approval of the ICT admin
- The mark cards of the assessments can be generated after the approval of the HODs under the HOD panel.

Finance and Accounts

FEE MANAGEMENT SYSTEM

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FEE MANAGEMENT SYSTEM

Linways Fee Module is a comprehensive platform that streamlines your institution's fee management. You can solve all your fee collection and accounting challenges with this single module. It ensures limitless possibilities for the institution by uniting all your fee collection & management requirements into one centralized platform.

Fee Module Login:

- Fee Module login is done through Staff Account by the **URL:collegename.linways.com/fm**

Create account

- The first step is to create an account to identify where the transactions have been done. This account name will be linked to the payment gateway of the corresponding college bank account for enabling online payment in the Student Portal.
- To create an account, click on **Settings** >**Manage Accounts >**Provide the details**.**

Create Fee Heads

- To create **Fee Heads**, click on **Settings** >**Manage Heads > Fee Heads.**
- Provide the details like **Name, Account Type and Fee Type > Submit**.
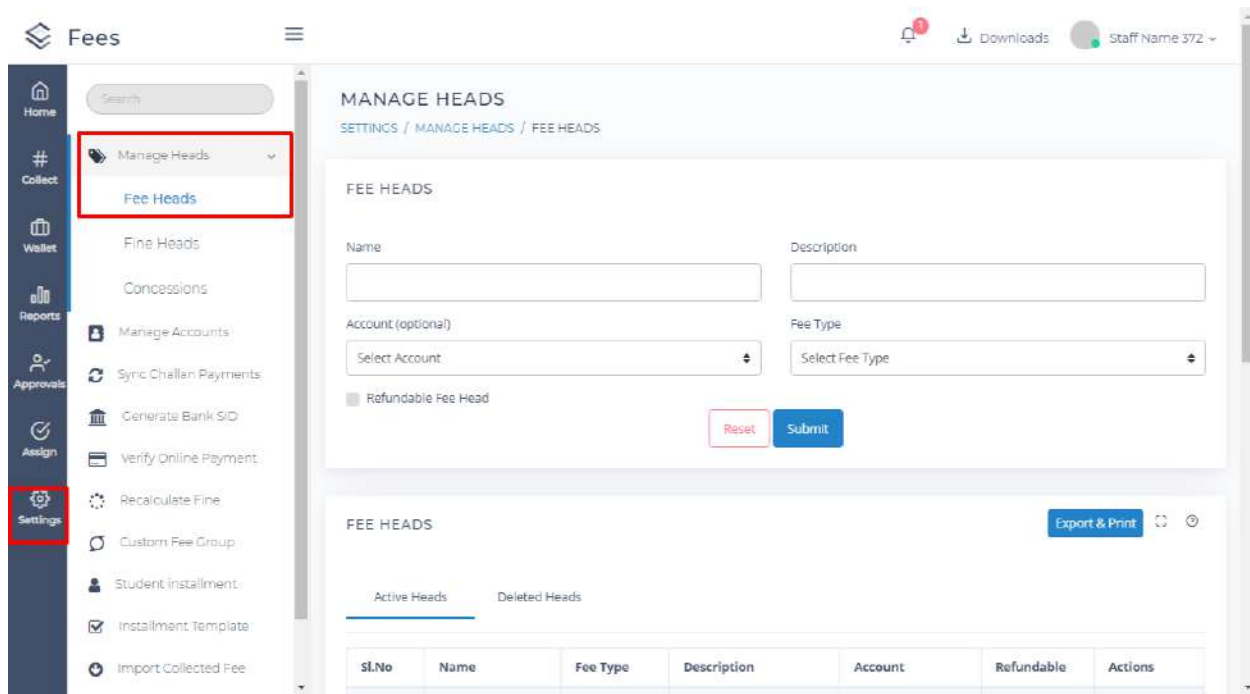
ASSIGN

Under ASSIGN section, we can view:
1. Fee Templates
2. Assigned Fees
3. Assigned Fine
4. Assigned Concession
5. Assigned Concession to
6. Assigned Recurring Fee
7. Fee Unassigned Students
8. Import Assigned Fees

1.Fee Templates

In the fee module, we create fee templates and assign them to specified batches.
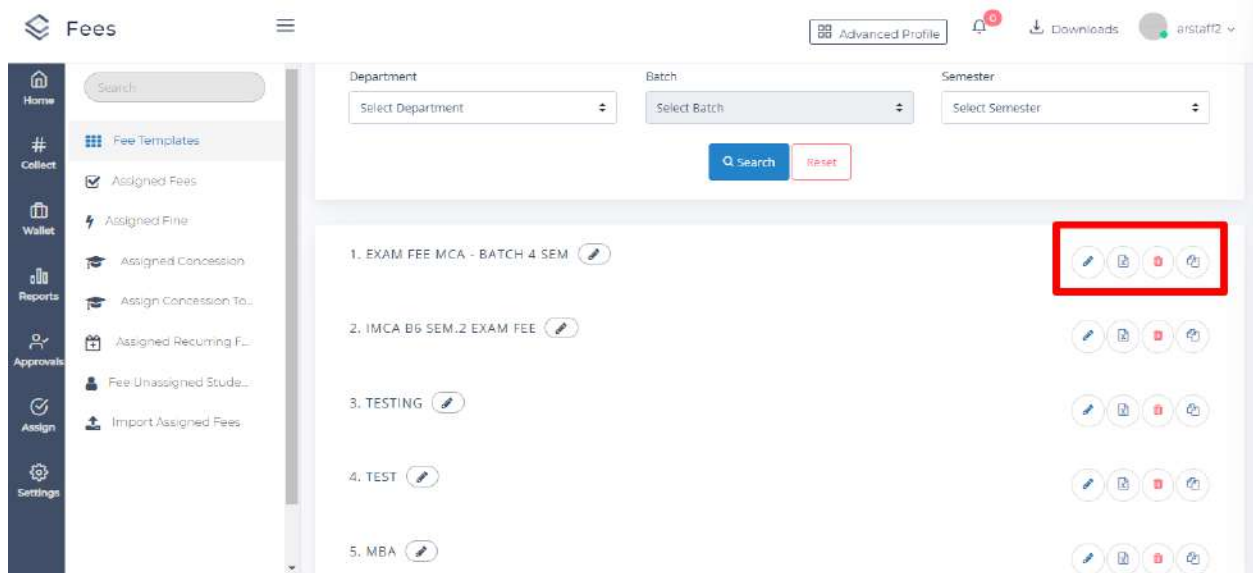
In the fee templates, there are options to edit the fee template, export the template, delete the template and to copy the template.

We provide two types of templates.

1. **Simple Template**:- This template can be used if the fees are the same for all students in a batch. Can add **Fee Head** and **Fine Head** by entering the amount**.**
2. **Advanced Template**s:- Advanced template can be used If the fees are not same for all students in a batch. Here conditions and rules can be given. Adding fee, fine, concession and assigning can be done in a single step.

To create the templates

● Click on the **Assign** tab on the left.
● Click on **Fee Templates**
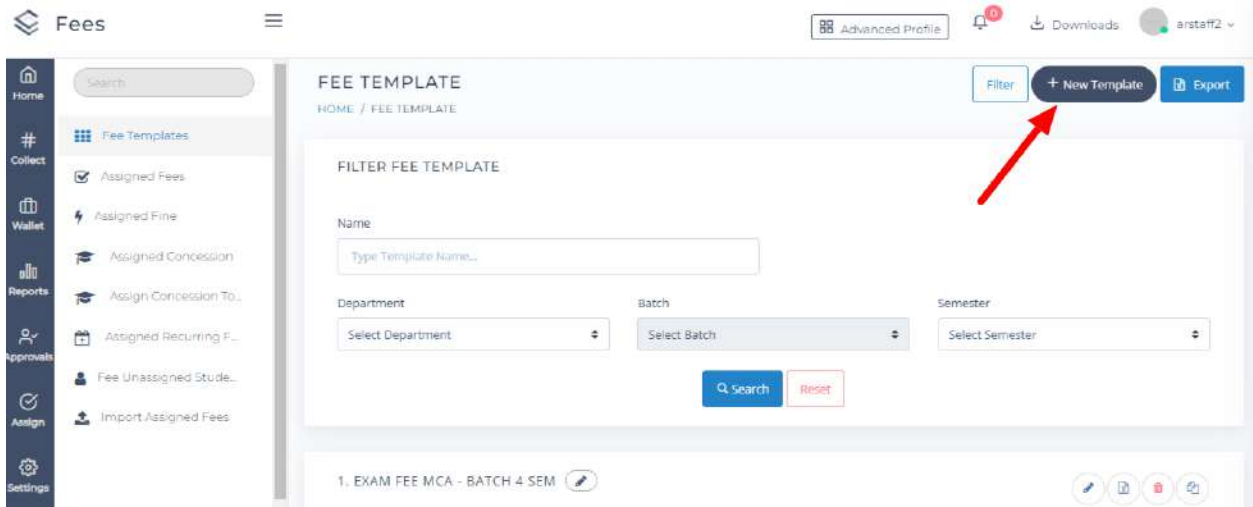
- To create a new fee structure, click on **New Template.**
- Select **Simple** or **Advanced Template.**
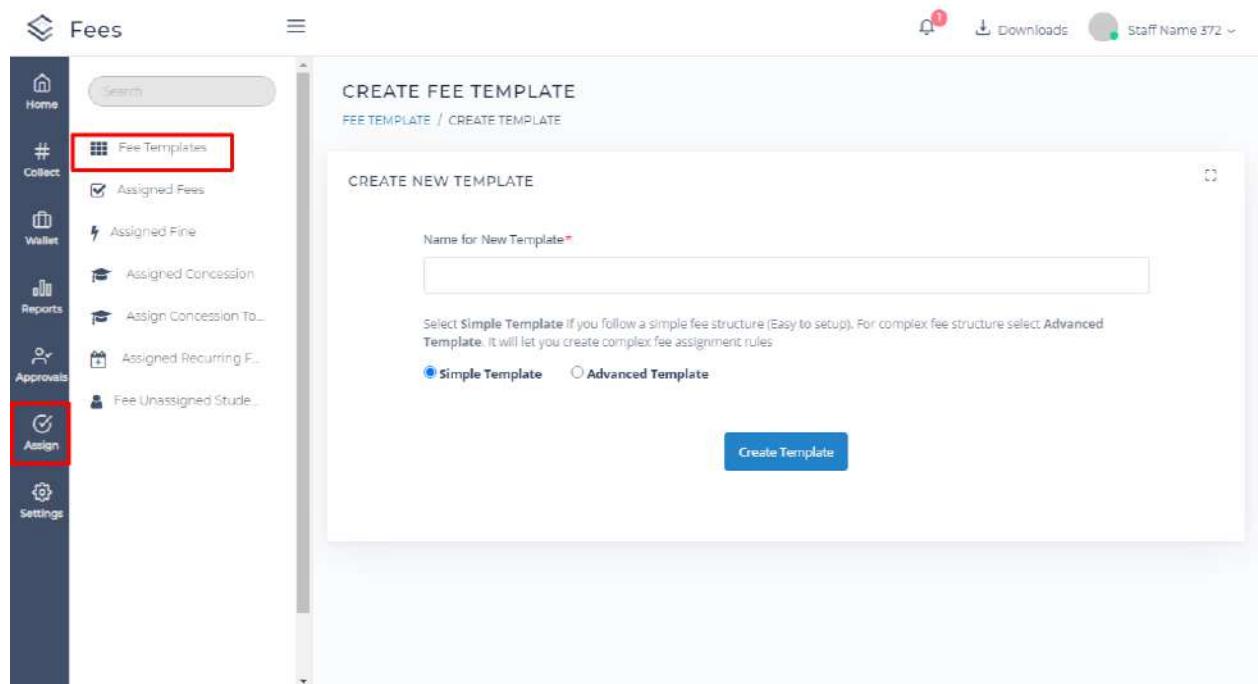
- After creating the templates, click on **Save.**
- Assign template by selecting **Department, Batch** and **Semester.**
- Click on **Assign.**
- **Add another** tab is provided to add another department or batch having the same fee structure**.**
- After assigning the fees, it is possible to View the fees by clicking **Assigned Fee**, **Assigned Fine** tabs on left.

2.Assigned Fees

- Click **Assign** > **Assigned Fees**
- Select the **Department, Batch** and **Semester**
- An **Actions** tab is provided on right side to perform various actions like:
  1. **Assign New Fee Heads** - After assigning the fee template, if any other fee heads need to be added to the batch, we can use this option.
  2. **Assign New Fee Heads to Selected Students** - If we need to add fee heads to particular students, this option can be used. Here, we can select the students having the fee and assign the fee for those students only.
  3. **Copy Assigned Fees to Another Semester** - This option can be used to copy the assigned fees in a particular semester to another semester having the same fee amounts.
  4. **Export** - The assigned fees details can be exported to excel.

3.Assigned Fine

- Click **Assign > Assigned Fine**
- Select the **Department, Batch** and **Semester.** Fine details can be viewed and edited.
- New fine heads can be assigned by clicking on **Assign New Fine Heads**
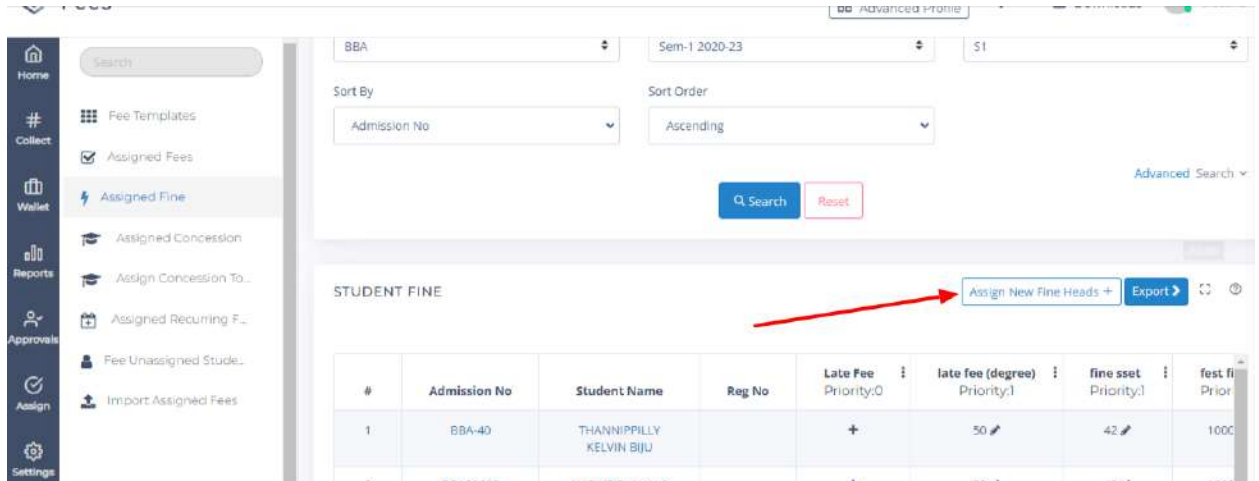
4.Assigned Concession

- We can view concession assigned students by providing details like department, batch and semester.
- Concession under each fee head and total amount can be viewed.
- Concession under each fee head and total amount can be viewed.
- There are tabs to assign new concessions and exports.
- In the Assign New Concession option, we can assign new concessions by providing the amount and specify the fee head.
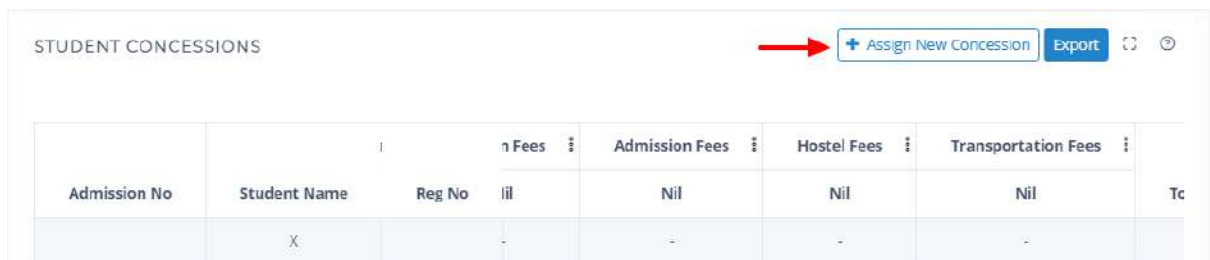
5.Assign Concession To

Here we can give concessions to individual students as well as for the entire batch.
- Search by using department, batch and semester.
- Assign concession by selecting the concession head, student and enter the amount.
- Click on **Save**

6.Assigned Recurring Fee

Here we can view the recurring fee assigned.
- Search by using department, batch, semester and name of the fee head assigned.
- To add a new sub fee head separately, Click on **Assign New Sub Fee Head.**
- Click on **Save**

7.Fee Unassigned Students

- By providing start date, end date, admission number, register number and student name, we can search for students not assigned with fees.
- Select student not assigned with fees
- Assign fees
- Click on save

8.Import Assigned Fees

- This option is used to assign fee heads to students using an excel file. Here we can import and assign different fee amounts to different students without having to set any rules or conditions.
- Click on **Assign > Import Assigned Fee**
- Click on **Download sample here** to get a sample excel format to import assigned fees
- Enter the required details given in the sample file
- Staff can import the file by clicking on the
- icon.
- Click on **Submit**
- The imported fee head details get assigned to the students.

INSTALLMENTS

It is possible to provide installments for students in two ways.

STUDENT INSTALLMENT

- Click on **Settings > Student Installment**.
- Provide department and batch.
- Click on **Actions** tab, provide installment details for selected students
- Admin can restrict the student's installment by date on clicking on **restrict by date**.
- It is possible to allow the students to pay the amount greater than the installment amount by selecting the option **Is minimum amount**
- Multiple installments can be provided to student by clicking on **Add Installments**
- Click on **Save**.
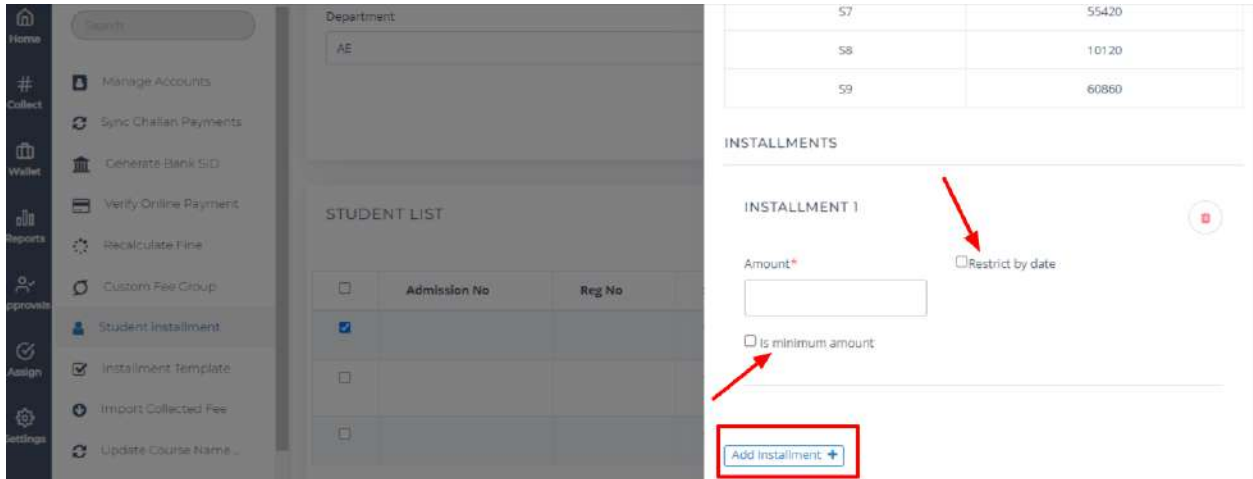
INSTALLMENT TEMPLATE

We can create installment templates and can assign to batches. There are simple and advanced installment templates.

- Click on **Settings** > **Installment Template**.
- Click on **Create New Template**.
- Select **Simple** or **Advanced** template
- Provide the **Installment details** > **Save**.
- Assign it to the respective **Department** and **Batch**.

In a simple installment template, installments can be set on the basis of **amount or count**.
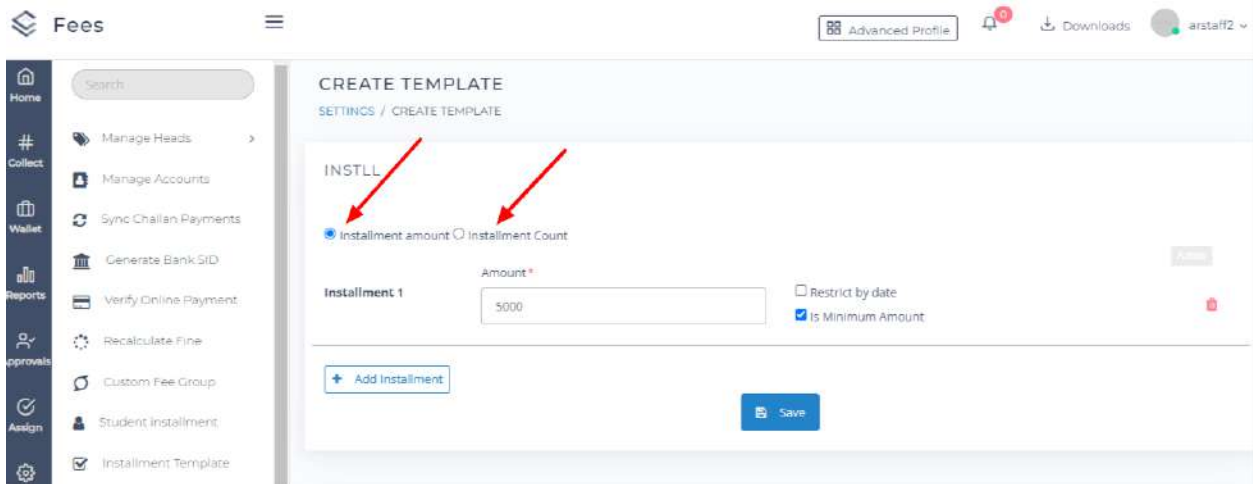
In an advanced installment template, rules and conditions can be given.

IMPORT COLLECTED FEE

- Import Collected Fee option can be used to import the already collected fee details of students into the Fee Module.
- By importing the already collected fee details, receipts get generated for the students.
- Click on **Setting > Import collected fee**
- Click on **Download sample here** to download the sample excel file
- Details can be filled in the excel file according to the sample format
- Click on **Browse** to upload the excel file
- Click on **Submit**
- Details in the excel file will be displayed on the screen.
- Click on the **Submit** button at the bottom.
- After the details are imported, towards each entry the status will be displayed either as success or failed. If failed, the reason will also be displayed.
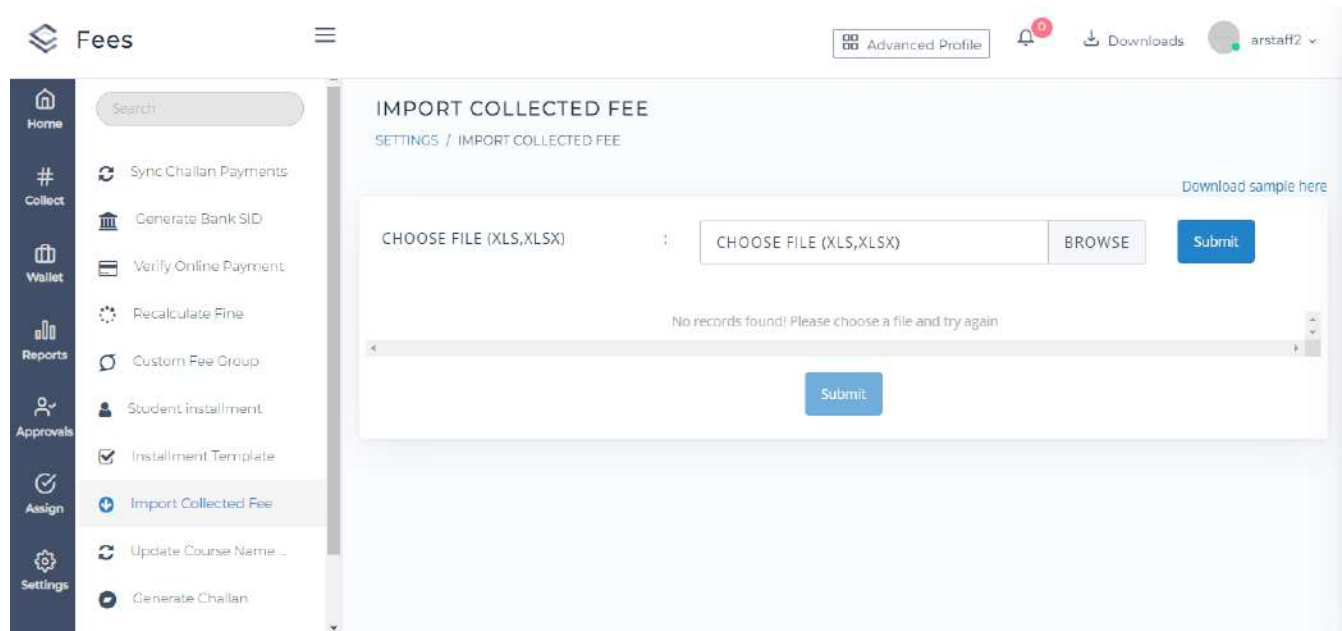
CUSTOM FEE GROUP

- Custom Fee Group is used to customize the fee heads which will be available for the students in their portal.
- Custom fee group can be used to collect the fee like exam fee, supplementary fee, revaluation fee effectively by students selecting the number of papers/subjects.
- Click on **Settings > Custom Fee Group**
- Click on **New Fee Group**
- Give a **name** for the custom fee group. This name will be available in the student portal.
- Select the Fee Head, select the type either as :
    1. **Non Editable** - Staff can fix the amount and students will have to pay this fixed amount
    2. **Student will enter amount** - Student can enter amount for the particular fee head and then pay this amount.
    3. **Student will select Count** - Student can select the count and according to the count the amount gets increased/decreased.
- Click on the **check box for Publish**, so that this will be published in the student portal
- Click on the **check box for Assign to current semester**, if the custom fee group details needs to be assigned to the current semester of the student.
- Click on **Submit**

COLLECT

- Here admin can search by 2 options :

  1 -Admission No /Student Name/ Register No/ Application No/Roll No.

  2 - Batch

- Providing the required details, we can view student details along with **total fee, total fine, remitted fee, remitted fine** and **balance.**

- Under **Actions** tab, there are various options as:
  - ❖ **Pay**
  - ❖ **Payment Details**
  - ❖ **Generate Challans**
  - ❖ **Create NEFT/CHEQUE/DD/IMPS/POS/UPI Request**
  - ❖ **Edit Fee**
  - ❖ **Assign Fee**.
- In the **Pay** option, we can view details of fee and fine. Payment can be done by entering the amount and by selecting any of the modes
- Various modes available - Cash, DD, Cheque,RTGS,POS,NEFT,UPI,Online,Wallet
- In the **Payment Details** option, receipt details of all payments can be viewed.
- In the **Edit Fee option**, fee can be edited and priority can be set.
- In the **Generate Challan** option, challan can be generated by entering the amount.

WALLET

Wallet is a type of account in which money can be deposited and used for payment and also money can be refunded to students.

- Search either by Admission No / Student Name or by Batch.
- Provide details required.
- Advanced search option available for searching by admission number, register number, student name.
- We can view wallet balance.
- Under the **Actions** tab, different actions can be done like:
  Deposit, Refund, Deposit/Refund Receipts.
- In the deposit option, money can be deposited by entering the amount and selecting mode of payment.
- In the refund option, we can request a refund of a particular amount.
- In the deposit/**refund receipt** option, transaction history can be viewed and can print.
- Export and print options available at right side.

APPROVALS

This section approves refund requests.

- In the Refund tab, there are two options: **Wallet and Fee Head.**
- In the wallet option, search by providing required date and details.
- We can view status as open or approved.
- Under the options tab, there are two options: **view, generate receipt.**

- Under view option, details like wallet balance, requested by, approved by, date, payment mode and amount can be viewed.
- In the **generate receipt** tab, receipt can be generated.
- Under the Verify tab, Neft/Rtgs requests can be viewed.
- Search by date.
- We can view the amount, reference ID, remitted date and status.

REPORTS

This section includes all the fee related reports.
Different types of reports available are:

1. **COLLECTION REPORT**

- It includes details about the collected amount.
- It has different sections as:

    CONSOLIDATED REPORT:
- We can search using a date range, payment method can be selected, admission number, reg no, student name can also be selected.
- Advanced search option is available, by which department, batch and semester can also be included for searching.

- We can view student details like student name, semester, admission number, reg number and remitted date, payment method and amount.
- Export and Print options available at right side, in which there are four options:
  - o Summary: summary of the details can be obtained.
  - o Payment method wise: details under each payment method can be obtained.
  - o Summary with wallet: including wallet details can be obtained.
  - o Detailed: detailed information including fines can be viewed.

FEES REPORT

- We can search using a date range, payment method, fee head can be selected, admission number, reg no, student name can also be selected.
- Advanced search option is available, by which department, batch and semester can also be included for searching.
- An option to include installment students is also available.

- We can view student details, payment date, receipt number, mode and amount.
- Amount refunded is displayed on the top right side.
- Export and print options are available, which has four options as:
  - o Summary: summary of the details can be obtained.
  - **o** Head Wise: fee details under different fee heads can be viewed

o   Detailed: detailed information of all fee heads can be viewed.

o   Fee Head Column wise: fee heads can be viewed as columns and corresponding student details will be given.

FINE REPORT

● We can search using a date range, payment method can be selected, admission number, reg no, student name can also be selected.

● Advanced search option is available, by which department, batch and semester can also be included for searching.

● An option to include installment students is also available.

● We can view student details, payment date, receipt number, mode and amount.

● Amount refunded is displayed on the top right side.

● Export and print options are available, which has four options as:

o   Summary: summary of the details can be obtained.

o   Head Wise: fine details under different fine heads can be viewed

o   Detailed: detailed information of all fine heads can be viewed.

o   Fee Head Column wise: fine heads can be viewed as columns and corresponding student details will be given.

COLLECT/REFUND REPORT

● We can search using a date range.

● Advanced option available for searching using batch, department and semester.

● We can view student details, collected amount and refund amount.

● Export and print options available.

2. PENDING REPORT

This includes all the pending fee and fine details of students.

FEE REPORT

● We can search by department, batch, semester and filter by option by which current semester or current year can be selected.

● Advanced search option is available, by which department, batch and semester, fee head, admission quota, gender can also be included for searching.

● An option to include installment students and discontinued students are also available.

● We can view student details, total amount, remitted amount, balance.

● More options are available through which different fee head details can be viewed.

● SMS option is available by which we can send a message reminder about pending fee to either student or parent number.

● Export and print options available as:

- o Summary: summary of details will be given.
- o Detailed Excel: detailed information of pending fee in excel can be viewed.
- o Detailed Excel with Sub Fee Heads: detailed information of pending fee with fee heads in excel can be viewed.
- o Semester wise: semester wise pending fees can be viewed.
- o Fee Head Summary: fee head wise details can be viewed.
- ● Discontinued student details will be shown in specific color.

PENDING FEES

■ Discontinued students

n No	Name	Reg No	Gender	Batch	Semester	Admission Type	Total Amount	Remitted	Balance	More
	aparna			biot20	S1		1000.00	0	1000	More >
	biotstudent1			19/BIOT	S3	MGMT	51000.00	0	51000	More >
	biotstudent2			19/BIOT	S3	MERIT	9000.00	0	9000	More >
	biotstudent3			18/BIOT	S1		38555.00	0	38555	More >
	biotstudent3			18/BIOT	S10		5000.00	0	5000	More >
	biotstudent4			18/BIOT	S10		5000.00	0	5000	More >

FINE REPORT

- ● We can search by department, batch, semester and filter by option by which current semester or current year can be selected.
- ● Advanced search option is available, by which department, batch and semester, fine head, admission quota, gender can also be included for searching.
- ● An option to include installment students and discontinued students are also available.
- ● We can view student details, total amount, remitted amount, balance.
- ● More options are available through which different fine head details can be viewed.
- ● SMS option is available by which we can send a message reminder about pending fee to either student or parent number.
- ● Export and print options available as:
  - o Summary: summary of details will be given.
  - o Detailed Excel: detailed information of pending fine in excel can be viewed.
  - o Semester wise: semester wise pending fine can be viewed.

CONSOLIDATED REPORT

- We can search by batch or batch type, department, batch and semester.
- Advanced option available for searching by admission number, register number, student name, gender and admission quota.
- Option to include discontinued students also available.
- We can view student details, total amount, remitted amount and balance.
- In more tabs, different fee and fine heads can be viewed.
- SMS option available
- Export and print option available as:
    - **o** Summary
    - **o** Detailed excel

3. FEE HEAD WISE REPORT

This includes fee details under different fee heads.
- Search by batch or course type.
- Under course type, campus type, course year and type can be selected.
- Search by providing date range, payment method and fee head.
- Filter by option available for searching by current semester or current year.
- Advanced option available for searching by department, batch and semester.
- We can view fees collected under different fee heads for each student.
- Export and print option available as:
    - o Student wise: fee head wise details for particular students can be viewed.
    - o Summary: summary details can be viewed.
    - o Detailed: each fee head wise details for students can be viewed.
    - o Fee Head Column wise: column wise fee head details for students can be viewed.

4. ACCOUNT WISE REPORT

This includes details under each account.
- We can search by date range and account.
- Advanced search available for batch, department and semester.
- We can view account wise details for student details, payment date and fee head.
- Refund amount details are also shown.
- Export and print options available as:
    - o Summary: summary of details shown.
    - o Fee Head Column wise: fee heads will be shown as column wise for each account.

ACCOUNT WISE FEES REPORT

Refund: ₹1631.00 ⓘ

#	Admission No	Student Name	Reg No	Gender	Receipt	Payment Date	Fee Head
			HOSTEL ACCOUNT				
1	17BCE306	Student Name 520 CE	ASI17CE006	female	2020/26077	25-06-2020	Mess Fee Monthly
							Hostel Others Monthly
							Rent Monthly
							Total

CONSOLIDATED FEE REPORT

This includes all the fee and fine details.

- Search by Batch, Course Type & Batch Start Year or Admission Number/Student Name.
- Search by department, batch and semester.
- Advanced search available for fee head, batch, department and semester.
- We can view total fee, concession, remitted fee and balance for each fee head.
- Wallet balance can also be viewed.
- Export option available.

CONCESSION REPORT

This includes details of concessions provided.

- Select date range, fee head, concession head, and concession type.
- Advanced option available for batch, department and semester.
- We can view the type of concession, fee head and amount.
- Export and print option available as:
  - o Summary: summary of details shown.
  - o Fee Head Column wise: concession fee heads will be shown as column wise for each account.

WALLET

WALLET TRANSACTIONS

- Search by date range, transaction type, admission number, reg number and student name.
- Advanced option available for department, batch and semester.

- We can view transaction date, receipt number, fee head, amount and type ie, if amount is debit or credit to fee transactions.
- Export and print option available.

DEPOSIT/REFUND REPORTS

- Select date range, payment method, deposit or refund, admission number, reg number and student name.
- Advanced option available for department, batch and semester.
- We can view the transaction date, receipt number, payment mode, amount and if it is debit or credit to the student.
- Export and print option available.

PAYMENT REPORTS

RECEIPTS

- Search by a date range, payment method, receipt number, department, batch and semester.
- Option to include auto generated receipts also available.
- We can view student details, payment mode, receipt date and amount.
- Option to print and delete also available.

CHALLAN
- Search by challan number, admission number, register number and student name.
- Search by challan date option is also available.
- We can view challan number, generated date, amount, remitted date, transaction id and status.
- Actions tab available which has two options as:
    - **o** View challan: challan details can be viewed.
    - **o** More details: can verify challan by transaction id.

allan Number	Generated Date	Amount	Remitted Date	Transaction Id	Status	Generated By	More
ET9847	03-07-2020	4339.00	02-07-2020	123	COMPLETED	monica (STUDENT)	Actions ⌄
ET9848	08-08-2020	200.00		-	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ⌄
ET9849	08-08-2020	500.00		-	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ⌄
ET9850	17-08-2020	10000.00	17-08-2020	test	COMPLETED	biotstudent4 (STUDENT)	Actions ⌄
ET9851	18-08-2020	1500.00		-	NOT VERIFIED	abirami (STUDENT)	Actions ⌄
ET9852	18-08-2020	51100.00		-	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ⌄
ET9853	19-08-2020	15400.00		-	NOT VERIFIED	X (STUDENT)	Actions ⌄

Export & Print

ONLINE PAYMENT
- Search by a date range, department, batch and semester.
- We can view online payment transaction date, gateway id, linways transaction id,amount and status of payment.
- Export and print options available.

WORKFLOW

1. Create **Account**
   Settings → Manage Accounts
2. Create **Fee Heads, Fine Heads, Concession**
   Settings → Fee Heads, Fine Heads, Concessions
3. Create and Assigning **Fee Template**
   Simple and Advanced template available
   Assign → Fee Template → Give Template Name → Create → Add fee heads → Assign
   to batches
4. After fee assigning, changes can be done in **Assigned fees**
   Assign → Assigned Fees → Search with department, batch and semester → Can edit
   fee/ Assign new fee head, Assign new fee head to selected students.
5. After Fine assigning, changes can be done in **Assigned Fines**
   Assign → Assigned Fines → Search with department, batch and semester → Can edit
   Fine/ Assign new Fine head
6. Concession can be provided in two ways - **Assigned concession** and **Assign
   Concession to Pending Fee**
   Assign → Assign Concession/ Assign Concession To Pending Fee
7. For Editing the Recurring Fee (Monthly Collected Fee)
   Assign → Assigned Recurring Fee → Search with Department, Batch, Semester and
   Fee Head. Make changes and save.
8. Installments can be provided to students in 2 ways
   Settings → Student Installment/ Installment Template
   Provide Installment to individual students using Student Installment / Create installment
   template and assign it to specific batches using Installment Template
9. Offline Fee Collection can be done using the **Collect**
   Collect → Search with Student data/ batch → Actions → Pay → Select the payment
   mode, enter amount and other details → Pay
   Payment Details Viewing, Generating Challan, Creating Payment Request, Editing Fee,
   assigning New Fee Head can be done using the **Actions** tab in **Collect**
10. Different Reports can be viewed using the **Reports** option.