

# linways

learn in new ways

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."***



# 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**.

Linways Technologies Pvt.Ltd

SETTINGS > MANAGE ROLES

MANAGE ROLES  
You can add/delete roles from the below list. Please do it carefully.

[+ Create New Role](#)

| #  | NAME                     | DESCRIPTION              | EDIT | DELETE |
|----|--------------------------|--------------------------|------|--------|
| 1  | Admission Applicant      | No description           |      |        |
| 2  | Super Admin              | No description           |      |        |
| 3  | Staff                    | No description           |      |        |
| 4  | Testing                  | Testing                  |      |        |
| 5  | Reports-Sunil            | Reports                  |      |        |
| 6  | Reports                  | Reports                  |      |        |
| 7  | Rank List                | Rank List                |      |        |
| 8  | Helps                    | Helps                    |      |        |
| 9  | Reports S                | Reports S                |      |        |
| 10 | Admission Denny          | Admission Denny          |      |        |
| 11 | Certificate Verification | Certificate Verification |      |        |
| 12 | Staff Verification       | Staff Verification       |      |        |
| 13 | SF_Office                | SF_Office                |      |        |
| 14 | Enquiry Student          | No description           |      |        |
| 15 | Library Manager Role     | Library Manger 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.

The screenshot displays a web application interface for 'Linways Technologies Pvt.Ltd'. The main area is titled 'MANAGE ROLES' and contains a table of existing roles. A 'Create New Role' modal is open on the right side of the screen.

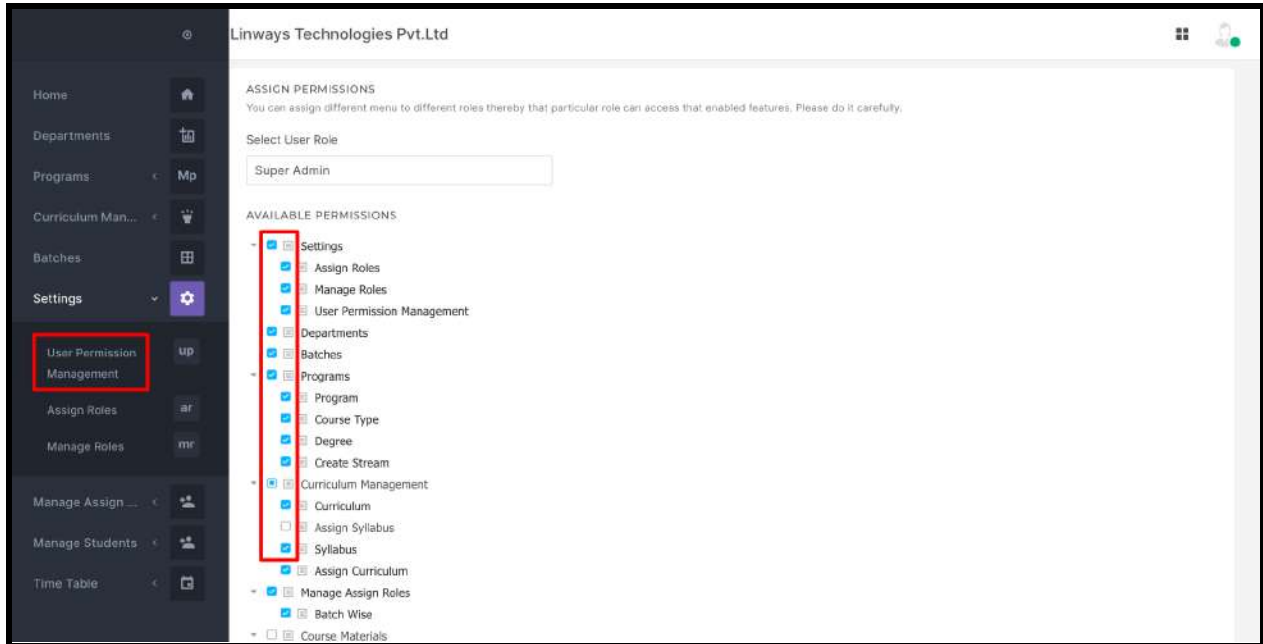
| #  | NAME                     | DESCRIPTION              |
|----|--------------------------|--------------------------|
| 1  | Admission Applicant      | No description           |
| 2  | Super Admin              | No description           |
| 3  | Staff                    | No description           |
| 4  | Texting                  | Texting                  |
| 5  | Reports-Suail            | Reports                  |
| 6  | Reports                  | Reports                  |
| 7  | Rank List                | Rank List                |
| 8  | Helps                    | Helps                    |
| 9  | Reports S                | Reports S                |
| 10 | Admission Denny          | Admission Denny          |
| 11 | Certificate Verification | Certificate Verification |
| 12 | Staff Verification       | Staff Verification       |
| 13 | SF_Office                | SF_Office                |
| 14 | Enquiry Student          | No description           |
| 15 | Library Manager Role     | Library Manger Role      |
| 16 | Student                  | Student                  |

The 'Create New Role' modal includes the following fields and options:

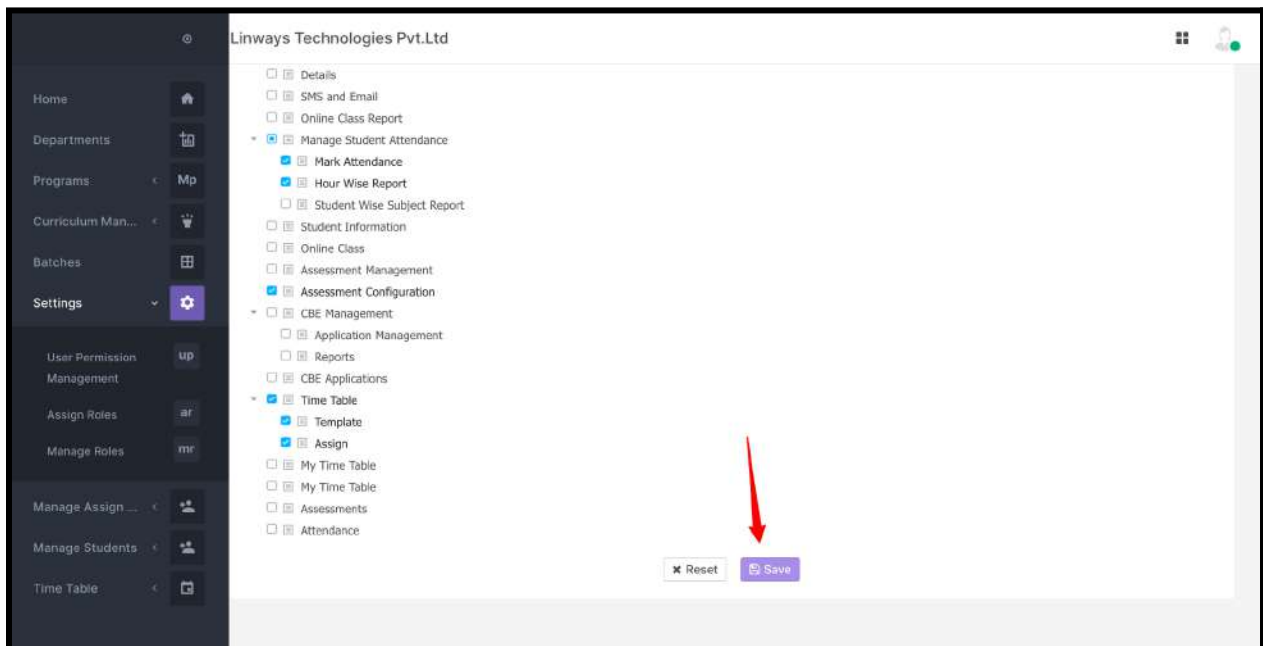
- Role name:** A text input field with a placeholder 'Enter role name' and a note 'Role name should be unique'.
- Role description:** A text input field with a placeholder 'Enter role description' and a note 'Enter a short description about the role'.
- User Type of Role:** A dropdown menu with the option 'Choose User Type'.
- Buttons:** 'Cancel' and 'Create' buttons.

## 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.

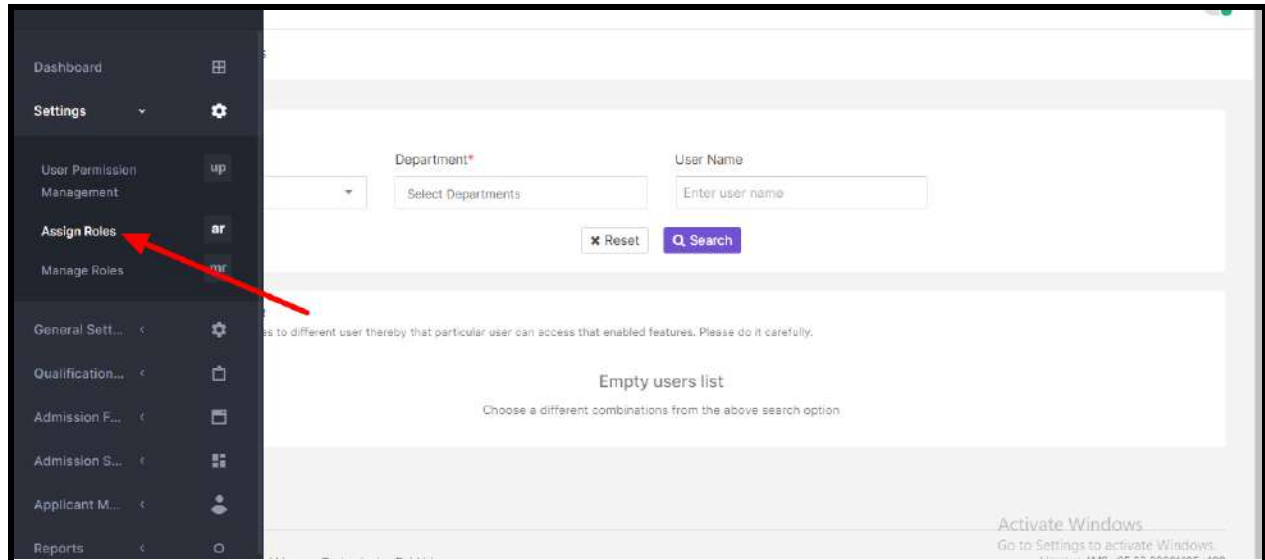


After enabling the features click on **Save**.

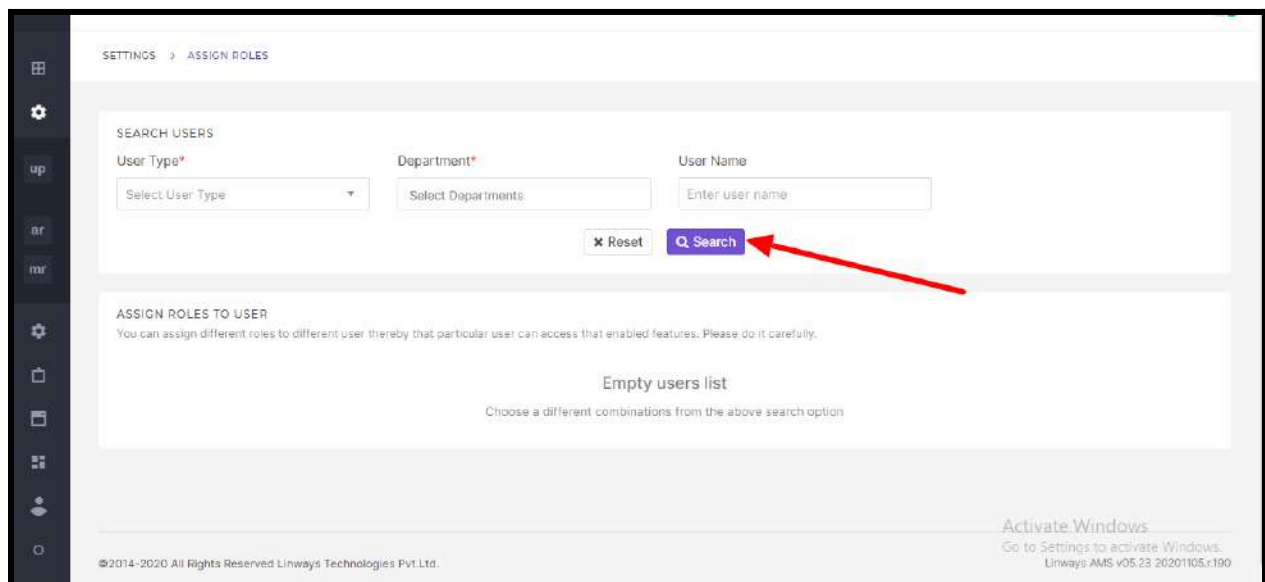


## Assign Roles

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.

Linways AMS V4 - Demo

SETTINGS > ASSIGN ROLES

SEARCH USERS

User Type\*  Department\* BCA BCOM CSE ECE Economi User Name

ASSIGN ROLES TO USER

You can assign different roles to different user thereby that particular user can access that enabled features. Please do it carefully.

| <input type="checkbox"/> | # | NAME                 | STAFF CODE | DEPARTMENT | ASSIGNED ROLES                       | ASSIGN ROLE                                 |
|--------------------------|---|----------------------|------------|------------|--------------------------------------|---|
| <input type="checkbox"/> | 1 | AARON V VARGHESE     | AVV        | Economics  | 1. Staff                             | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 2 | Adarsh S R           | ASR        | MAT        | 1. Staff                             | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 3 | Anjana M             | AM         | ECE        | 1. Staff                             | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 4 | Cyriac Joseph Mathew | CJ         | ECE        | 1. Staff<br>2. Academics Admin       | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 5 | Joseph Kanju Paul    | JK         | BCA        | 1. Academics Admin<br>2. Staff<br>3. | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 6 | KAIVASREE ASHOK      | KA         | Economics  | 1. Staff                             | <input type="button" value="Change Roles"/> |

Linways AMS V4 - Demo

SETTINGS > ASSIGN ROLES

SEARCH USERS

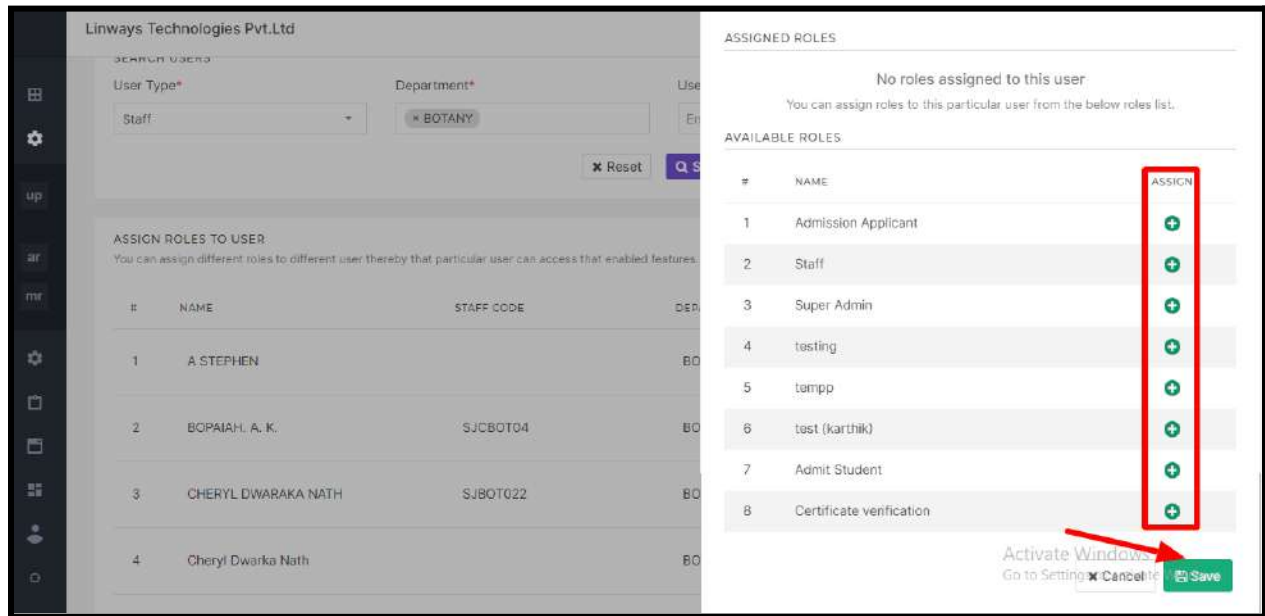
User Type\*  Department\* BCA BCOM CSE ECE Economi User Name

ASSIGN ROLES TO USER

You can assign different roles to different user thereby that particular user can access that enabled features. Please do it carefully.

| <input type="checkbox"/> | # | NAME                 | STAFF CODE | DEPARTMENT | ASSIGNED ROLES                       | ASSIGN ROLE                                 |
|--------------------------|---|----------------------|------------|------------|--------------------------------------|---|
| <input type="checkbox"/> | 1 | AARON V VARGHESE     | AVV        | Economics  | 1. Staff                             | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 2 | Adarsh S R           | ASR        | MAT        | 1. Staff                             | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 3 | Anjana M             | AM         | ECE        | 1. Staff                             | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 4 | Cyriac Joseph Mathew | CJ         | ECE        | 1. Staff<br>2. Academics Admin       | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 5 | Joseph Kanju Paul    | JK         | BCA        | 1. Academics Admin<br>2. Staff<br>3. | <input type="button" value="Change Roles"/> |
| <input type="checkbox"/> | 6 | KAIVASREE ASHOK      | KA         | Economics  | 1. Staff                             | <input type="button" value="Change Roles"/> |

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](#)



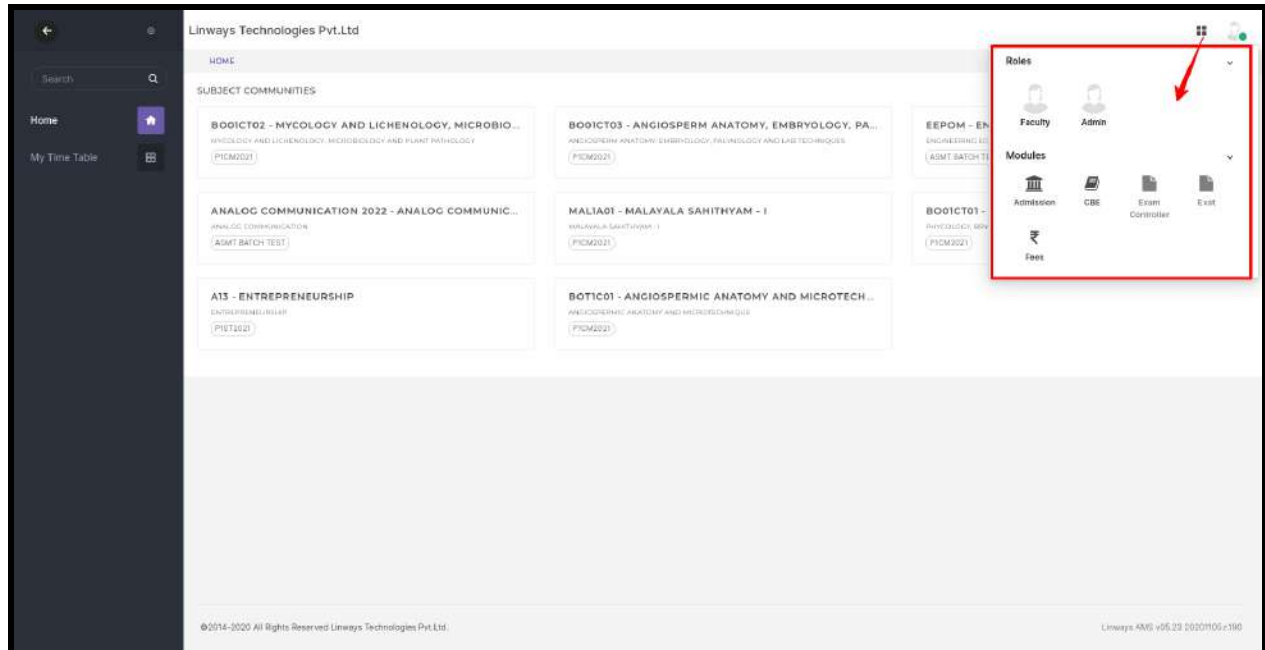
- **Single Sign-on (SSO)**

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.

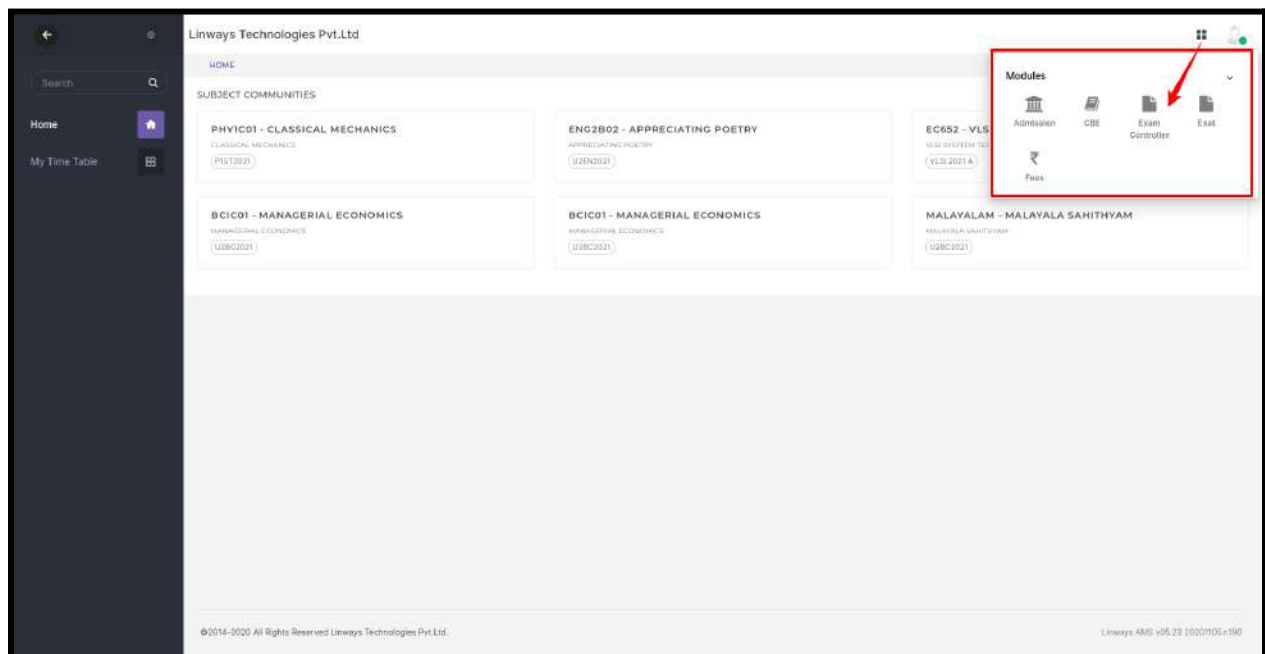
[Refer to this role-switching video](#)

[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.

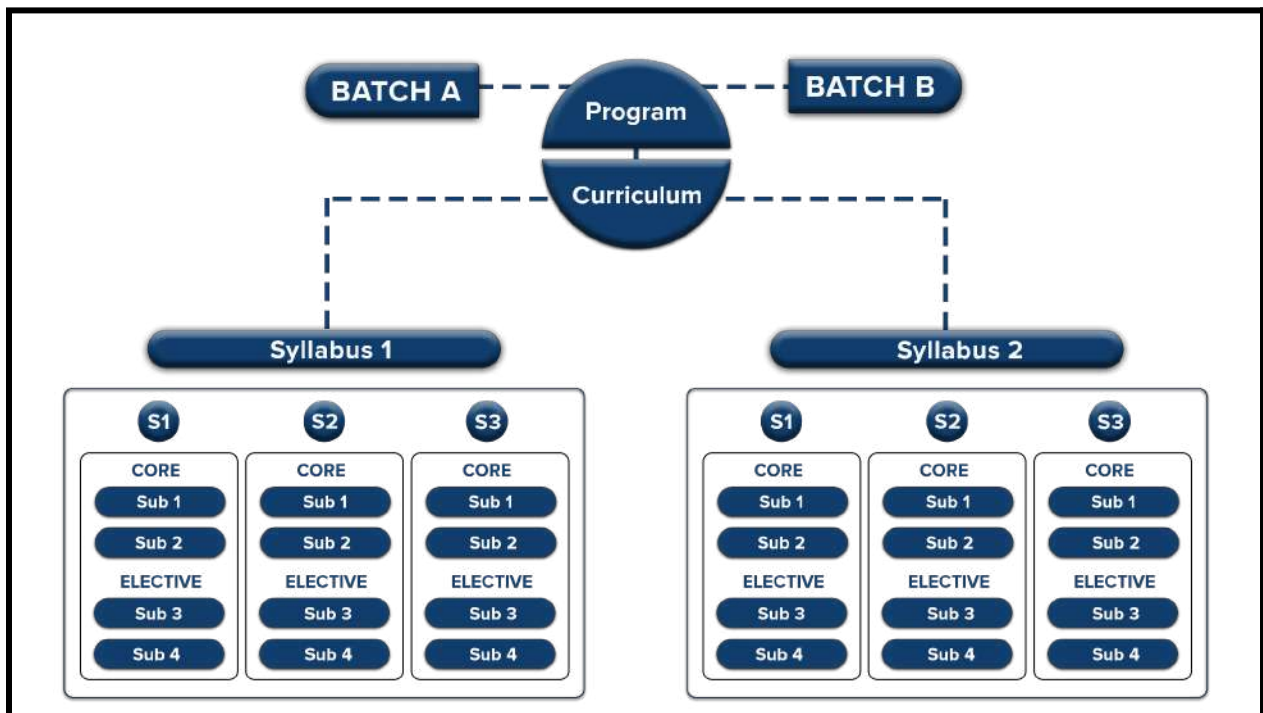


# Curriculum Designing

→ How to design a curriculum for a program?

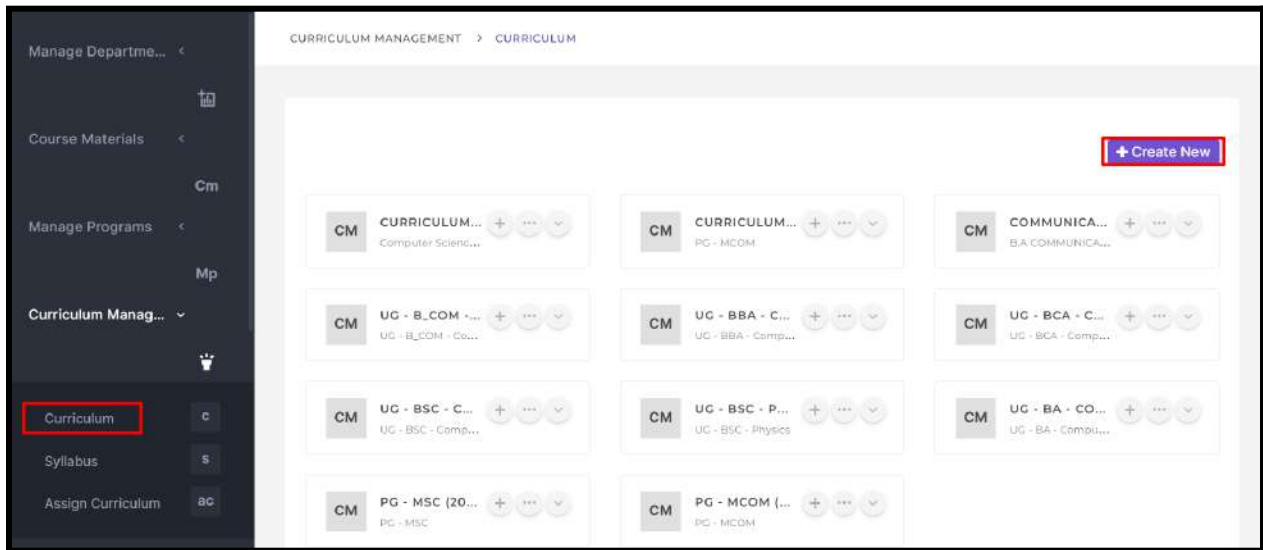
## Steps for designing the curriculum

- 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.

**CREATE CURRICULUM**

Name: Curriculum For B.Tech (CSE) - Specialization in IoT  
This field is required

Description: B. Tech. Computer Science and Engineering with Specialization in IoT

Type: Single Major  
This field is required

Select Program: Computer Science and Engineering with Specialization in IoT  
This field is required

Year

Start Year: 2022  
This field is required

End Year: 2026  
This field is required

**Pass Criteria**

Select Grade Scheme: Select Grade Scheme

| Pass Criteria | Value |          |
|---------------|-------|----------|
| Percentage    | 70    | - Remove |

+ Add

Save Reset

**Pass Criteria**

Select Grade Scheme: Select Grade Scheme

| Pass Criteria | Value |          |
|---------------|-------|----------|
| Percentage    | 70    | - Remove |

Select Pass Criteria

- Percentage
- Grade
- Maximum Failed Subjects

Reset

### ***Passing Criteria & Grading Schemes***

Backlog:  
Need to add credits to the passing criteria

### ***Syllabus***

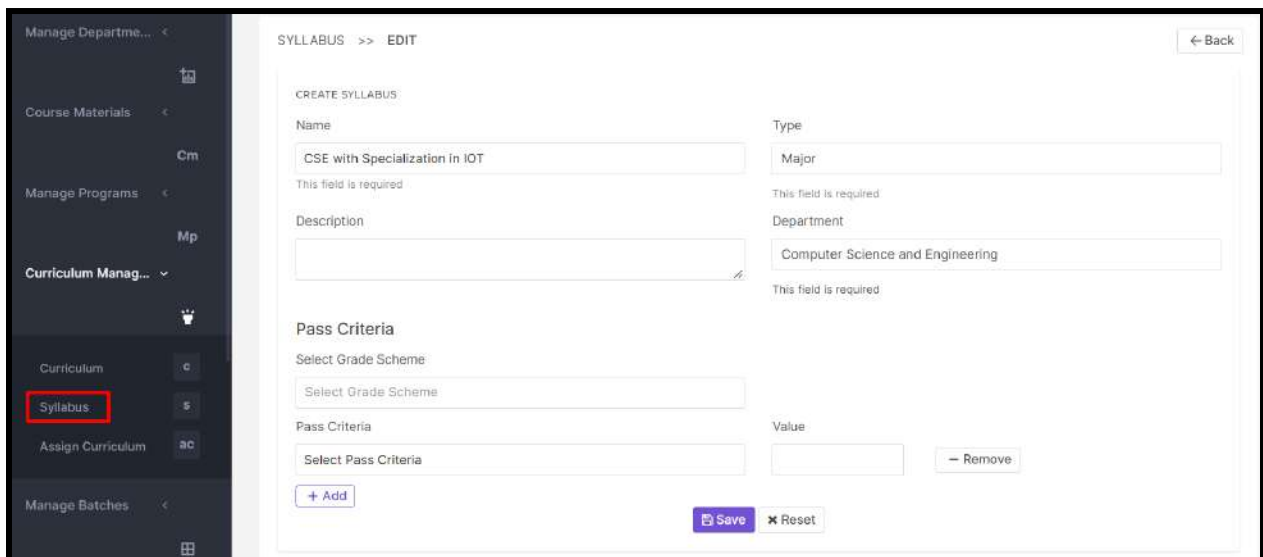
→ What is a syllabus and why is it important?

- 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.



The screenshot shows a web application interface for creating a syllabus. On the left is a dark sidebar with navigation items: 'Manage Departments', 'Course Materials', 'Manage Programs', 'Curriculum Management' (expanded), 'Curriculum', 'Syllabus' (highlighted with a red box), 'Assign Curriculum', and 'Manage Batches'. The main content area is titled 'SYLLABUS >> EDIT' and contains a 'CREATE SYLLABUS' form. The form has the following fields and values:

- Name:** CSE with Specialization in IOT (This field is required)
- Type:** Major (This field is required)
- Description:** (Empty)
- Department:** Computer Science and Engineering (This field is required)
- Pass Criteria:**
  - Select Grade Scheme: Select Grade Scheme
  - Pass Criteria: Select Pass Criteria (with a Value field and a '- Remove' button)

At the bottom of the form are buttons for '+ Add', 'Save', and 'Reset'. A 'Back' button is located in the top right corner of the form area.



CREATE SYLLABUS

|  |   |   |  |   |
|--|---|---|--|---|
| <p>Name</p> <input style="width: 90%;" type="text" value="Enter The Name Of Syllabus"/> <p><small>This field is required</small></p> <p>Description</p> <input style="width: 90%; height: 30px;" type="text"/>   | <p>Type</p> <input style="width: 90%;" type="text" value="Select Type"/> <p><small>This field is required</small></p> <p>Department</p> <input style="width: 90%;" type="text" value="Select Department"/> <p><small>This field is required</small></p> |   |  |   |
| <p><b>Pass Criteria</b></p> <p>Select Grade Scheme</p> <input style="width: 90%;" type="text" value="Select Grade Scheme"/> <p>Pass Criteria</p> <input style="width: 90%;" type="text" value="Select Pass Criteria"/> <p><input type="button" value="+ Add"/></p> |   |   |  |   |
| <table style="width: 100%;"> <tr> <td style="width: 40%;">Value</td> <td style="width: 30%;"><input style="width: 90%;" type="text"/></td> <td style="width: 30%; text-align: right;"><input type="button" value="- Remove"/></td> </tr> </table>                  |   | Value                                   | <input style="width: 90%;" type="text"/> | <input type="button" value="- Remove"/> |
| Value  | <input style="width: 90%;" type="text"/>  | <input type="button" value="- Remove"/> |  |   |
| <input type="button" value="Save"/> <input type="button" value="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.

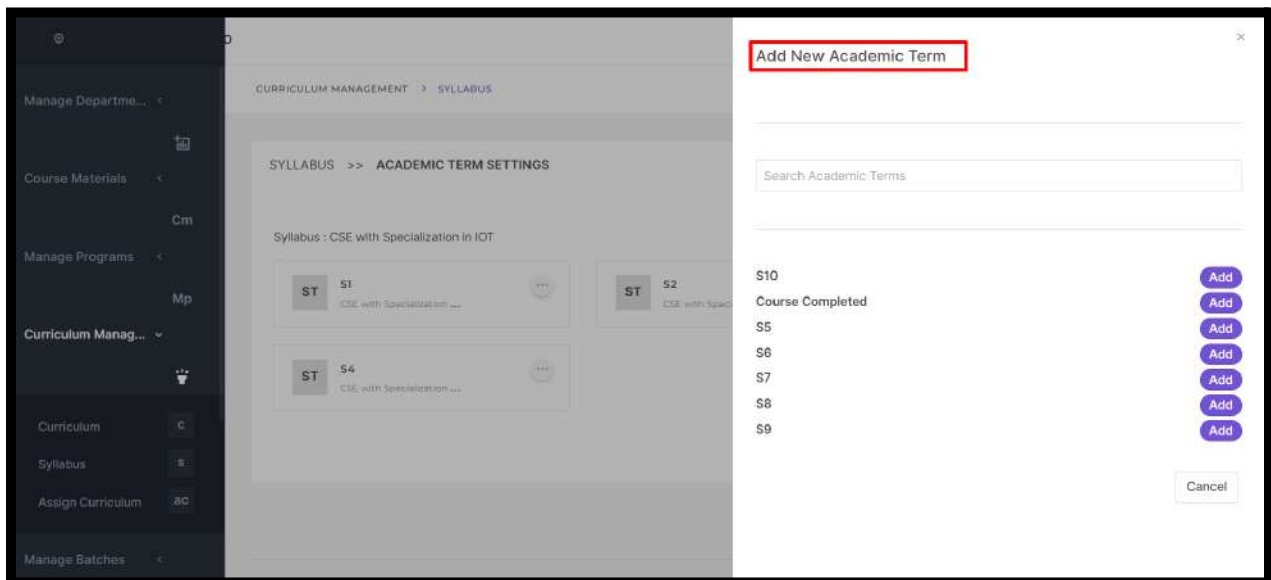
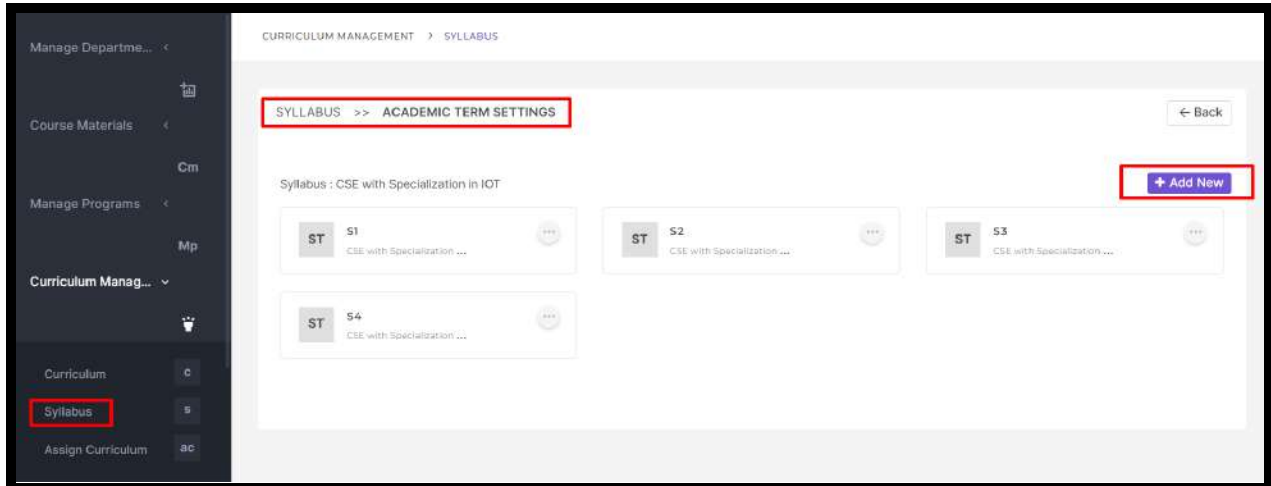
## ***Academic Term & Paper***

### [Why we brought the paper concept to the syllabus?](#)

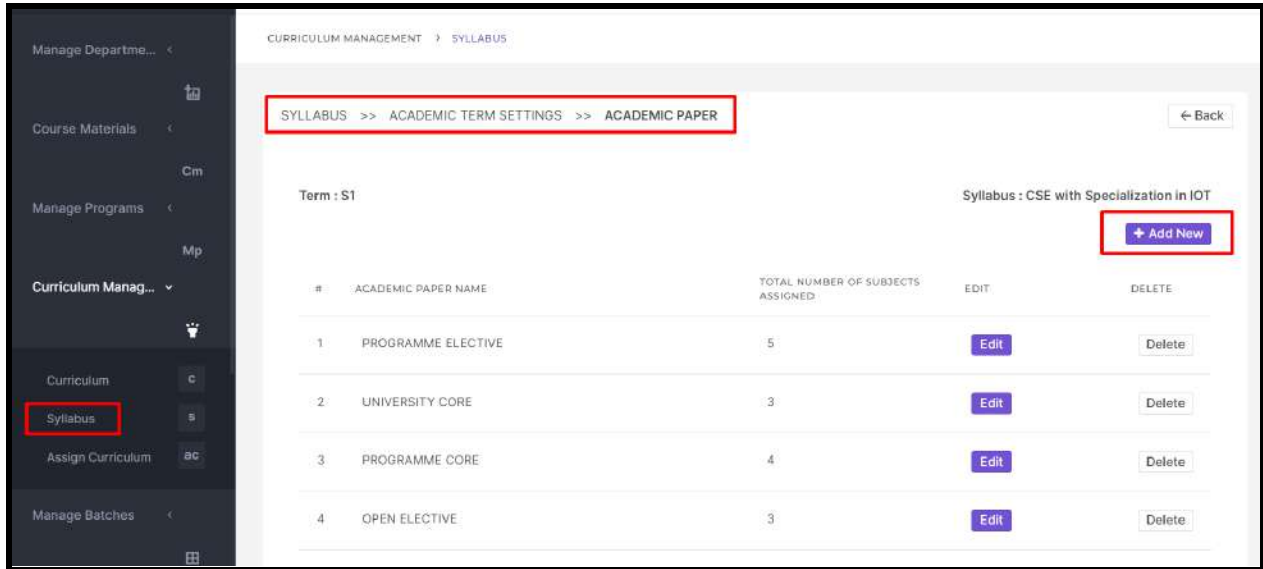
Why we add subjects inside a paper is that, if there is a selection between subjects we can use paper concepts,

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.

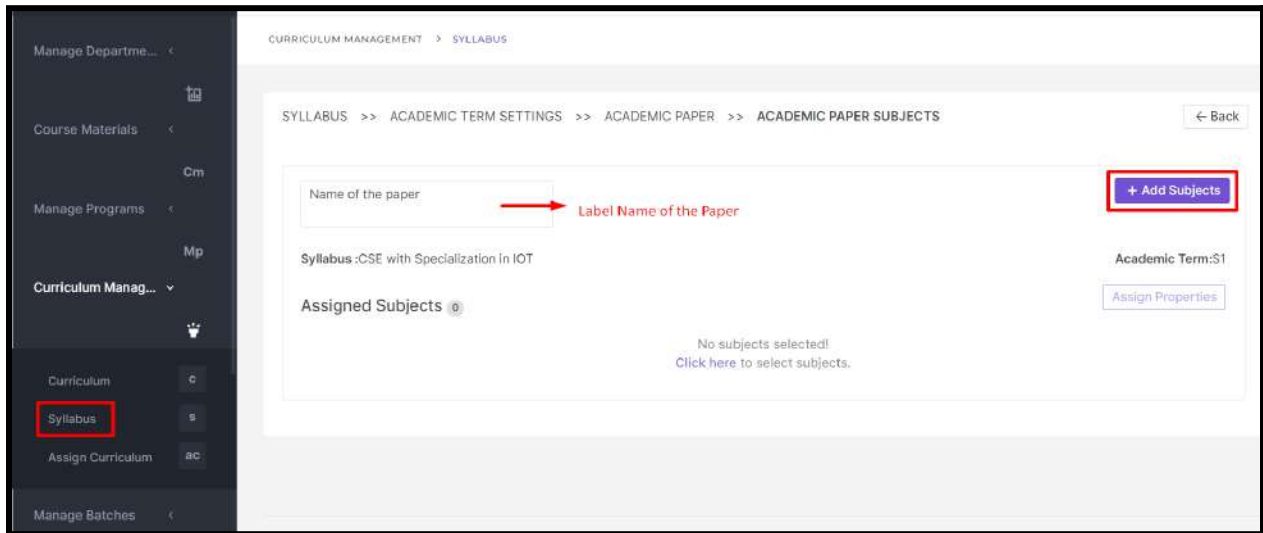
- By **selecting the Syllabus**, we will be redirected to the page where we can create the academic terms.
- Academic terms here mean a portion of an academic year, the time during which an educational institution holds classes. Most of the colleges' modes of classes are **Semester-wise or Year wise**.



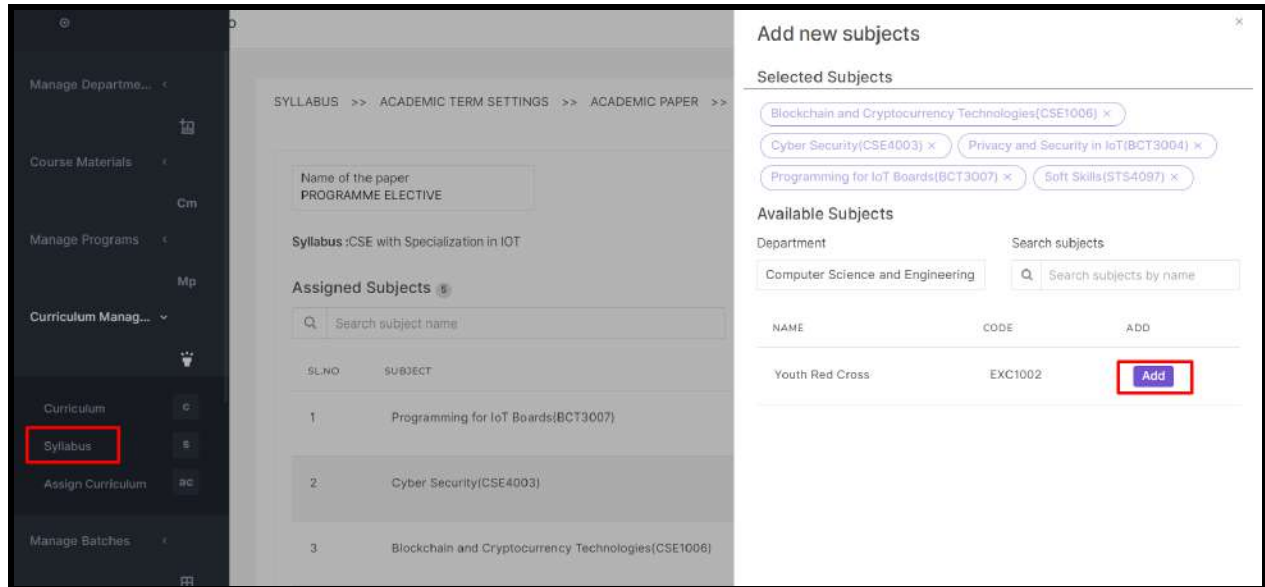
- After adding the semesters (Academic Terms), the next step is to add academic term papers in each academic term by clicking 'Add New' Button.



- 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 which 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;

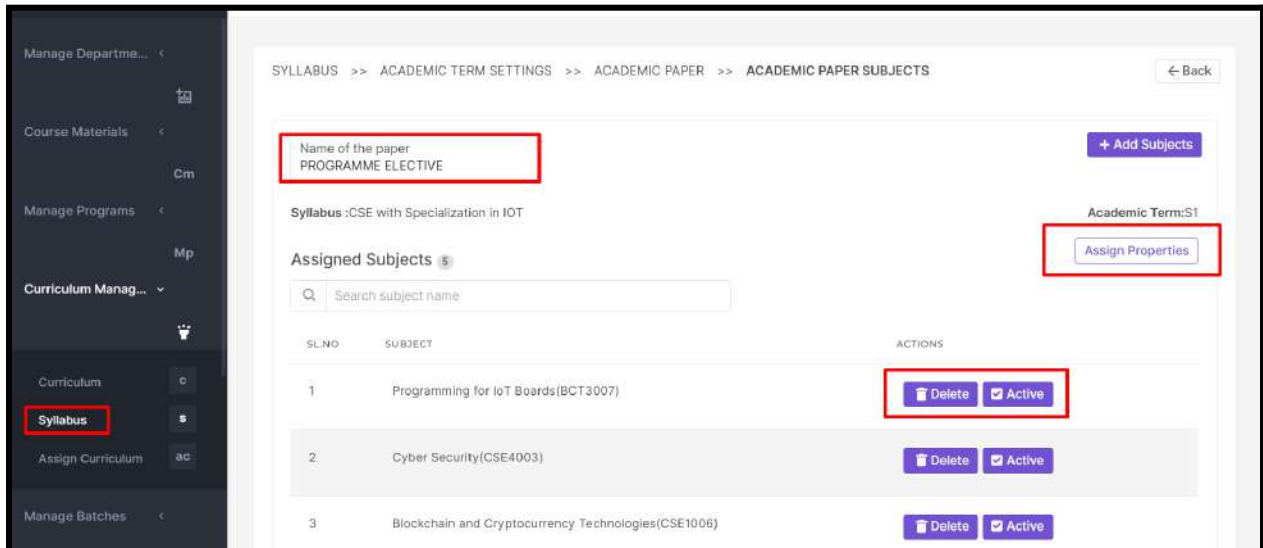
**Syllabus -> Academic Term -> Academic Paper -> Academic Paper Subject**

### Consolidated Scheme – I to VI Semesters of BCA

| Sem | Title with Course Code                                 | Course Category | Hours per week | Credit | Marks |      |       |
|-----|--|-----------------|----------------|--------|-------|------|-------|
|     |  |                 |                |        | Intl  | Extl | 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 [W 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

|  |  |
|--|--|
| <p>Credit <a href="#">Disable</a></p> <input style="width: 100%;" type="text" value="Select Credit"/>                      | <p><a href="#">Disable</a></p> <input type="checkbox"/> Exclude Subject From Total |
| <p>Subject Type <a href="#">Disable</a></p> <input style="width: 100%;" type="text" value="Select Subject Type"/>          | <p><a href="#">Disable</a></p> <input type="checkbox"/> Internal                   |
| <p>Grade Scheme <a href="#">Disable</a></p> <input style="width: 100%;" type="text" value="Select Grade"/>                 | <p><a href="#">Disable</a></p> <input type="checkbox"/> External                   |
| <p>No.of subject that a student can choose <a href="#">Disable</a></p> <input style="width: 100%;" type="text" value="1"/> |  |
| <p>Internal Maximum Mark</p> <input style="width: 100%;" type="text" value="0"/>   | <p>External Maximum Mark</p> <input style="width: 100%;" type="text" value="0"/>   |

### Internal Pass Criteria

| Pass Criteria  | Value                                     |   |
|--|---|---|
| <input style="width: 100%;" type="text" value="Select Pass Criteria"/> | <input style="width: 100%;" type="text"/> | <input type="button" value="– Remove"/> |
| <input type="button" value="+ Add"/>                                   |   |   |

### External Pass Criteria

| Pass Criteria  | Value                                     |   |
|--|---|---|
| <input style="width: 100%;" type="text" value="Select Pass Criteria"/> | <input style="width: 100%;" type="text"/> | <input type="button" value="– Remove"/> |
| <input type="button" value="+ Add"/>                                   |   |   |

### Aggregate Pass Criteria

| Pass Criteria  | Value                                     |   |
|--|---|---|
| <input style="width: 100%;" type="text" value="Select Pass Criteria"/> | <input style="width: 100%;" type="text"/> | <input type="button" value="– Remove"/> |
| <input type="button" value="+ Add"/>                                   |   |   |

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

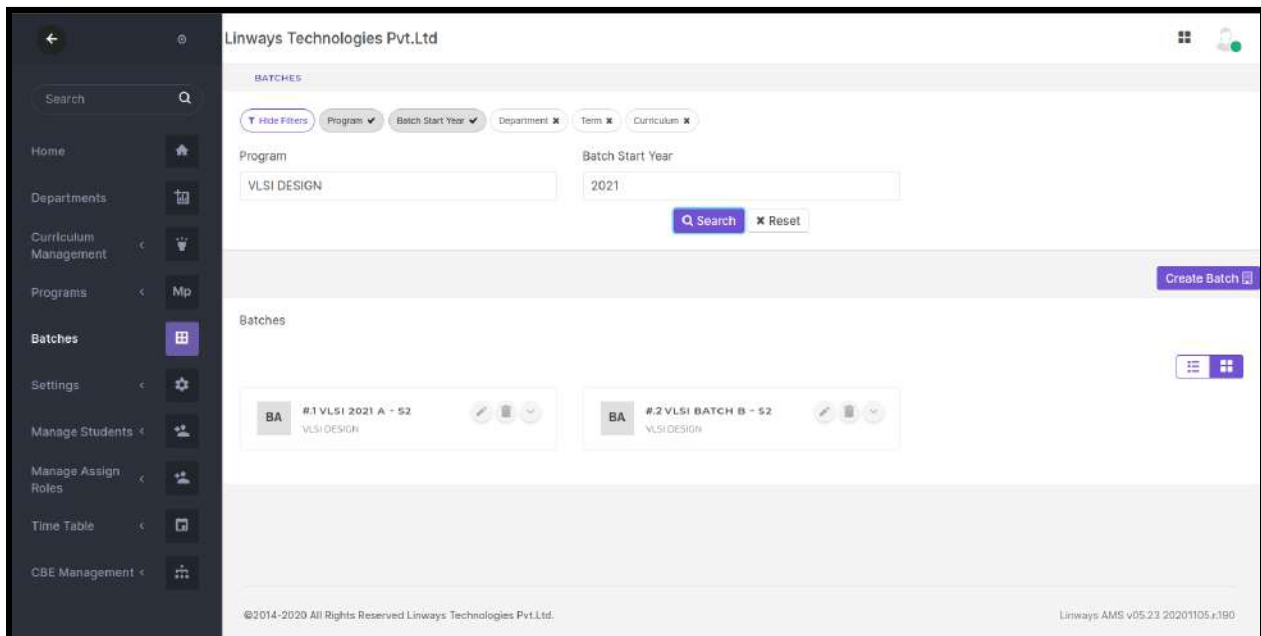
- Log in to the module and switch to the Administrator role.
- Click on the Batches tab on the left panel.

*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](#)



The screenshot displays the 'Batches' management interface within the Linways Technologies Pvt.Ltd. system. The interface includes a dark sidebar on the left with navigation options: Search, Home, Departments, Curriculum Management, Programs, Batches (highlighted), Settings, Manage Students, Manage Assign Roles, Time Table, and CBE Management. The main content area is titled 'Batches' and features a search filter section with options for Program, Batch Start Year, Department, Term, and Curriculum. The 'Program' filter is set to 'VLSI DESIGN' and the 'Batch Start Year' is set to '2021'. A 'Search' button and a 'Reset' button are present. Below the filters, there is a 'Create Batch' button. The main area displays a list of batches, with two visible: '#1 VLSI 2021 A - S2' and '#2 VLSI BATCH B - S2', both for the 'VLSI DESIGN' program. Each batch entry includes a 'BA' label and icons for edit, delete, and refresh. The footer contains the copyright notice '©2014-2020 All Rights Reserved Linways Technologies Pvt.Ltd.' and the version information 'Linways AMS v05.23 20201105.r190'.

- 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 curriculum 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.

←

Search

Home

Departments

Curriculum Management

Programs

Batches

Settings

Manage Students

Manage Assign Roles

Time Table

CRB Management

Linways Technologies Pvt.Ltd

BATCHES

Show Filter
Program
Batch Start year
Department
Term
Curriculum

Batches

|    |  |  |    |  |
|----|--|--|----|--|
| BA | #1 DEMO BATCH - S5<br><small>DEMO PROGRAM</small>                                    |  | BA | #2 B1MM2022 - RESEAR<br><small>PGD - PGD Course in Mathematics</small> |
| BA | #4 BATCH ASSESSMENT - S2<br><small>ASSESSMENT NEW PROGRAM</small>                    |  | BA | #5 ASMT BATCH TEST -<br><small>ASSESSMENT REIN PROGRAM</small>         |
| BA | #7 TEST BATCH E1 - S1<br><small>PG - M.J.T. - Master of Visual Communication</small> |  | BA | #8 BATCH A - S1<br><small>Sample Test Course</small>                   |
| BA | #10 BATCH AAA - S2<br><small>pg-hrnt</small>   |  | BA | #11 ASSESSMENT BATC<br><small>ASSESSMENT</small>                       |
| BA | #13 P1CS2021 - S2<br><small>PG - M.Sc Computer Science</small>                       |  | BA | #14 U1EH2021 - S2<br><small>U.G. - B.A English and History</small>     |
| BA | #18 U1MC2021 - S2<br><small>U.G. - B.Sc Mathematics</small>                          |  | BA | #17 P1EH2021 - S2<br><small>PG - M.A English</small>                   |
| BA | #19 U2BC2021 - S2  |  | BA | #20 P1EC2021 - S2  |

### Create Batch

Name\*

Name of batch

Description

Description for batch

Optional Name  Campus Type

Optional Name of batch  Campus Type

Department\*  Program\*

Department  Program

Department of the batch  eg - UG B.sc - Computer science, PG M.sc - Computer science

University

University

University

Term details

Term Type

Term

Final term

Current term\*  Final term

Current term  Term

Current semester/year/term (Update after each semester ends)  Final term

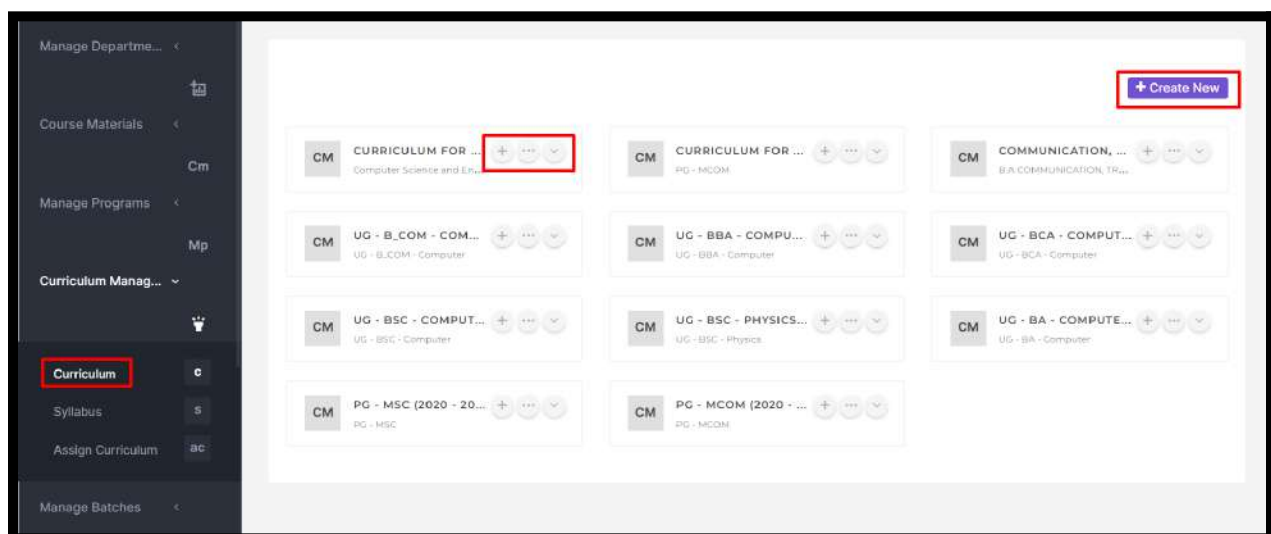
Year  TC Issue Date

- How do we assign 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.

**Assign Syllabus**

Search syllabus name

CSE with Specialization in IOT **+ Add**

NON CREDIT COURSES **+ Add**

Cancel

**Background Content:**

- Manage Departme... <
- Course Materials <
- Manage Programs <
- Curriculum Manag... >
- Curriculum
- Syllabus
- Assign Curriculum
- Manage Batches <

CM CURRICULUM FOR ...  
Computer Science and Eng...

SINGLE MAJOR

Syllabus

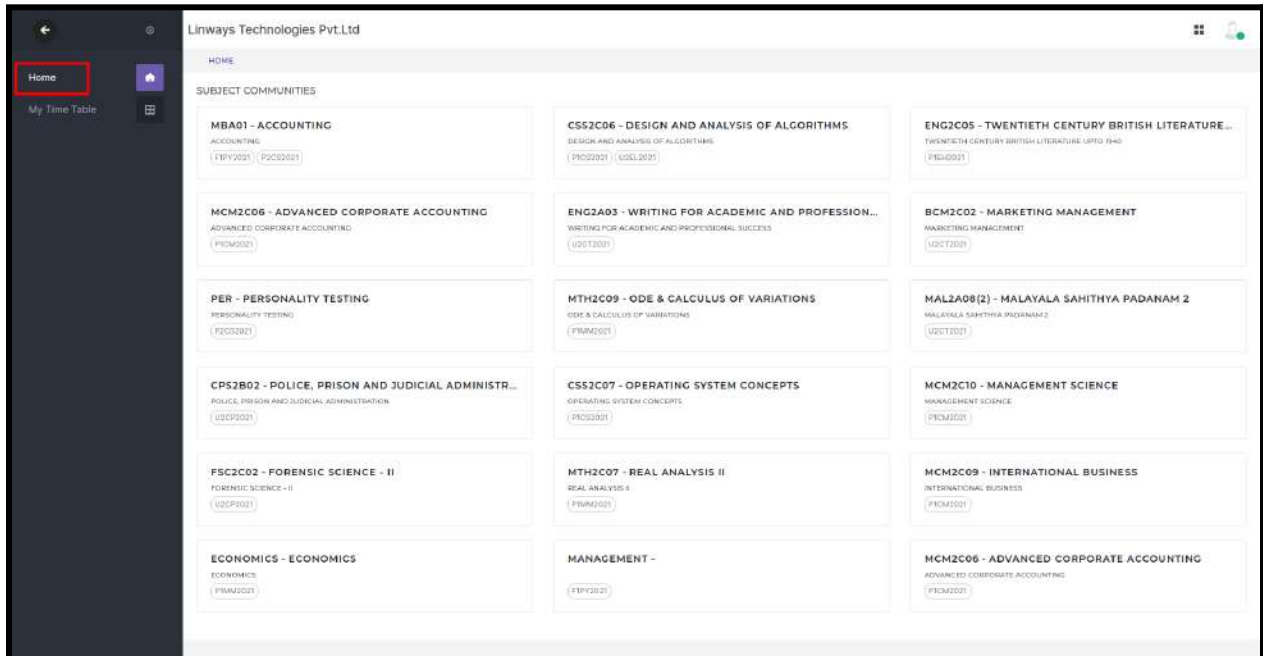
Pass Criteria  
Criteria: Value: 70  
Percentage

CM UG - B\_COM - COM...  
UG - B.COM - Computer

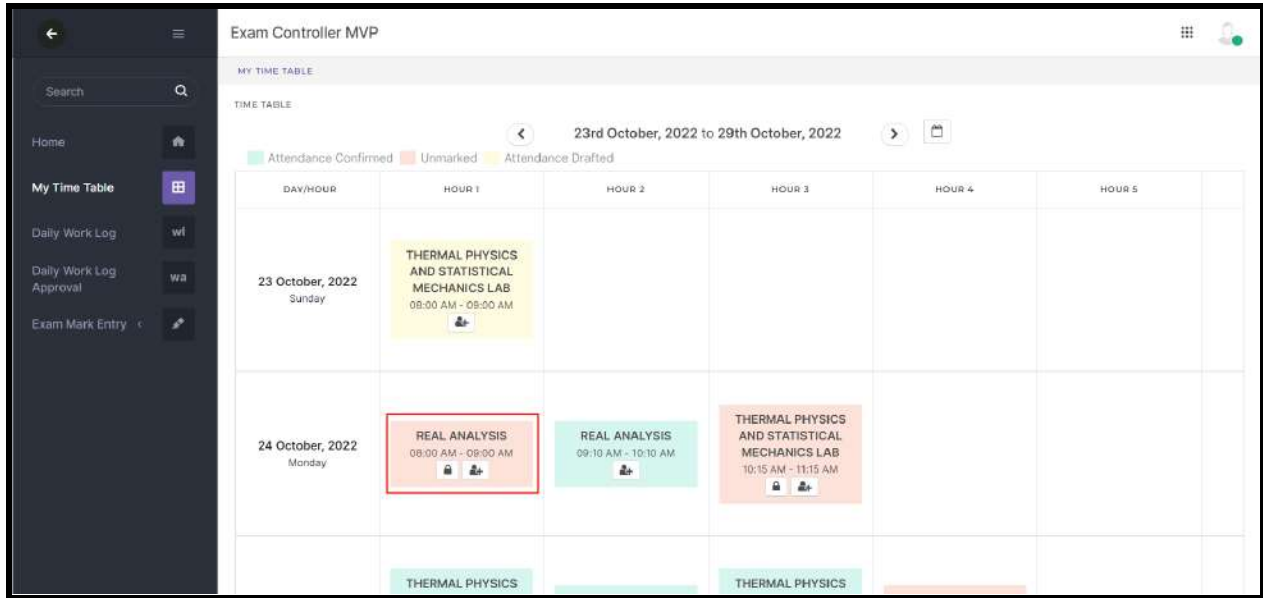
CM UG - BSC - COMPUT...

# ATTENDANCE MARKING

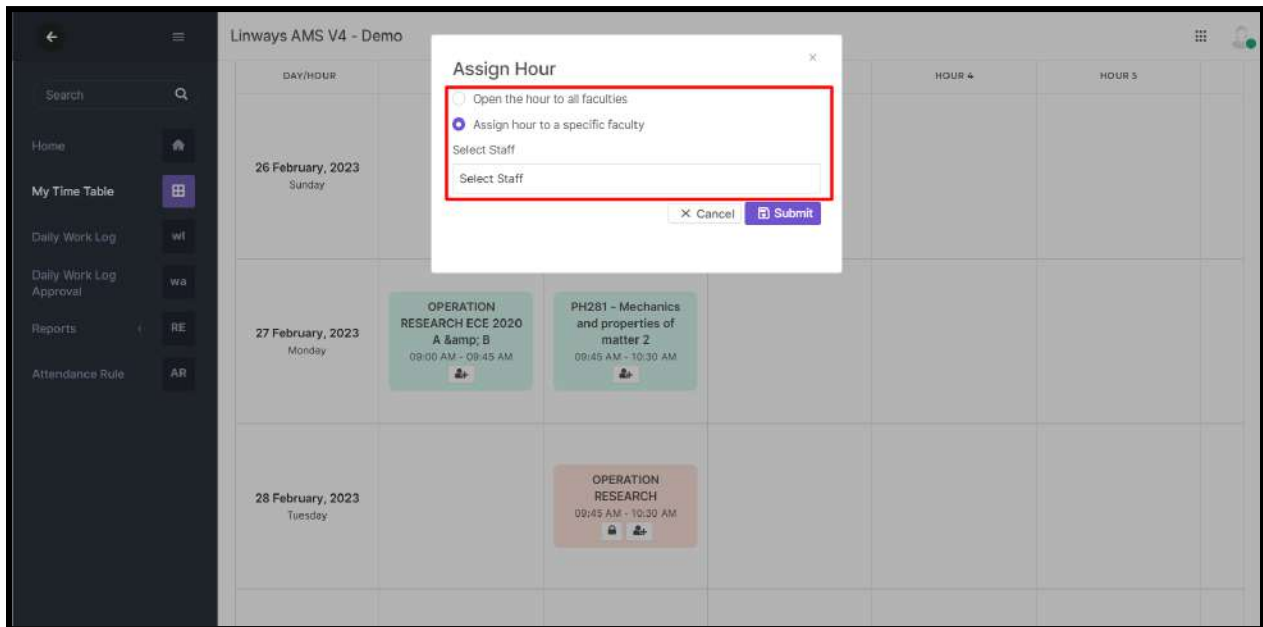
- Login to your profile, and you will redirect to the home page where your subjects will be listed there.



- 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

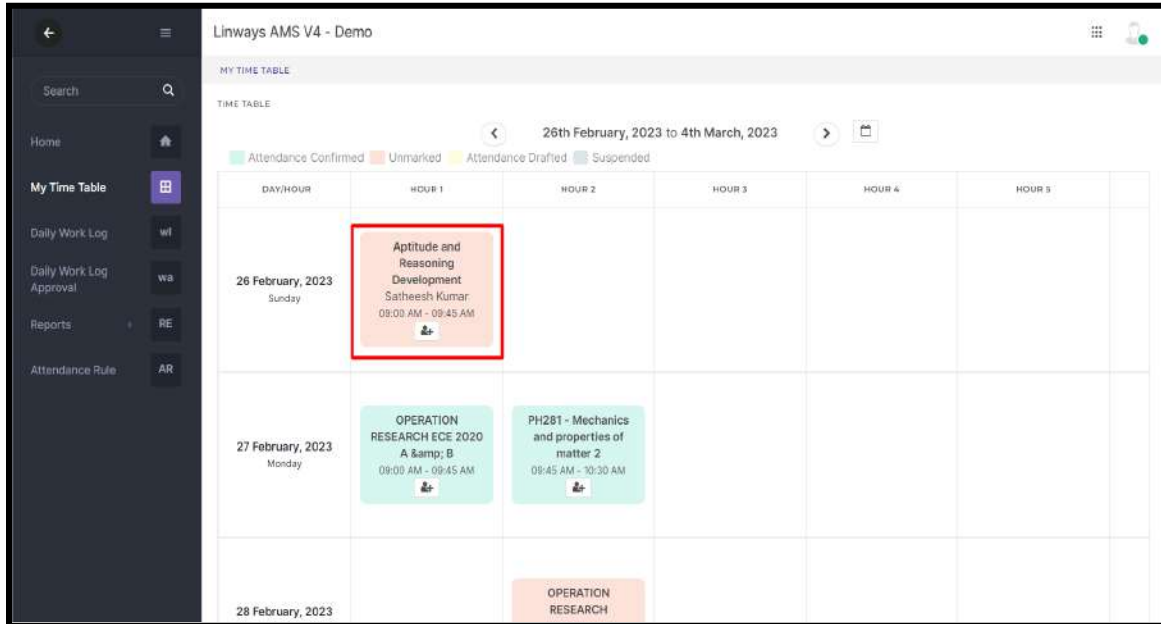


- In my timetable menu, attendance confirmed hour will be in Green, attendance drafted hour in Yellow and unmarked hour in Red.
- Click the person icon to mark attendance.
- Click the lock icon to unlock the hour to other faculties teaching in the same batch.
- You can unlock the hour by open to all faculties or by unlock the hour to specific faculty options -----> Submit.

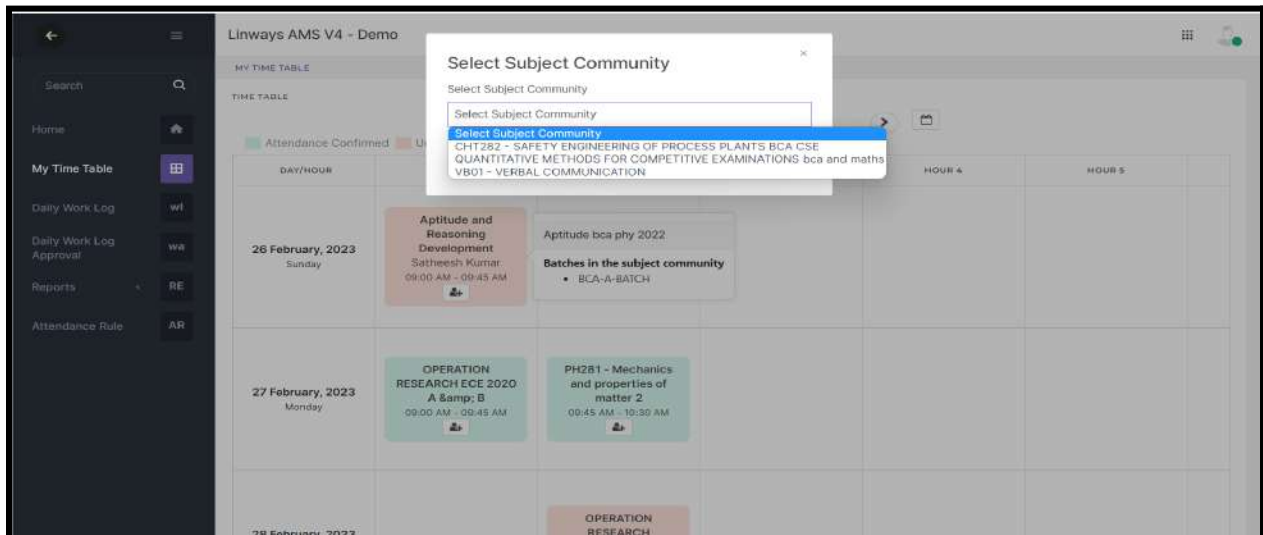


## → HOW TO MARK AN UNLOCKED HOUR

- 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.

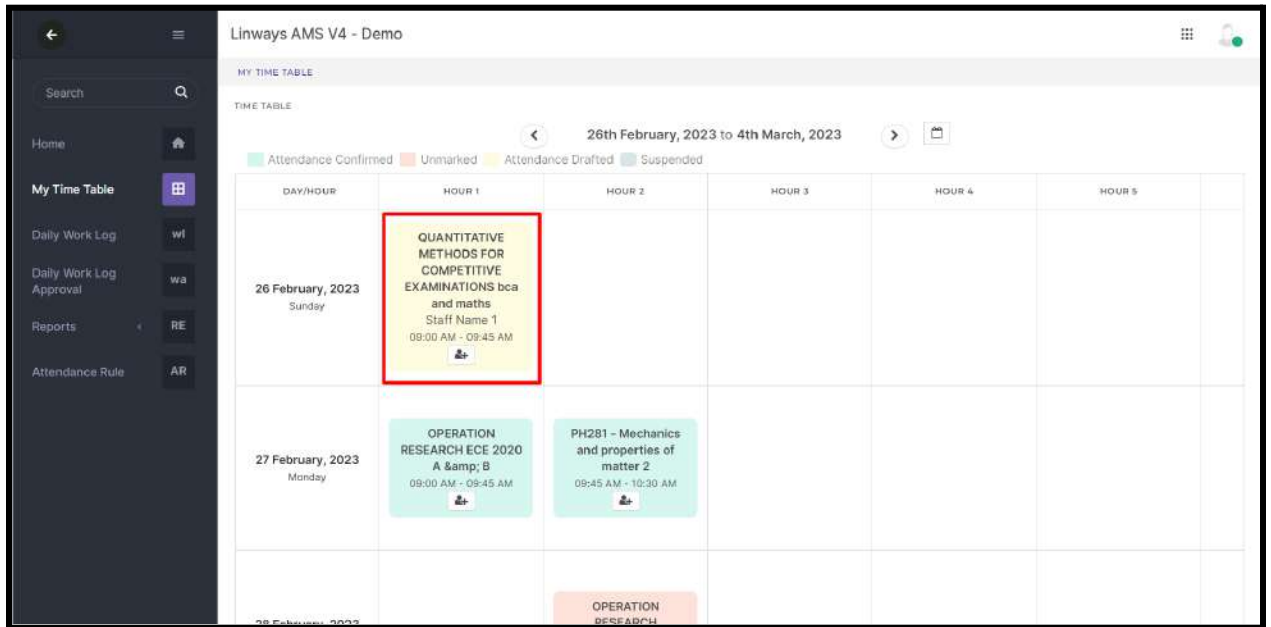


- Click on the person icon to mark the attendance.
- If the faculty handles multiple subject communities in the batch, select the subject community to mark the attendance.

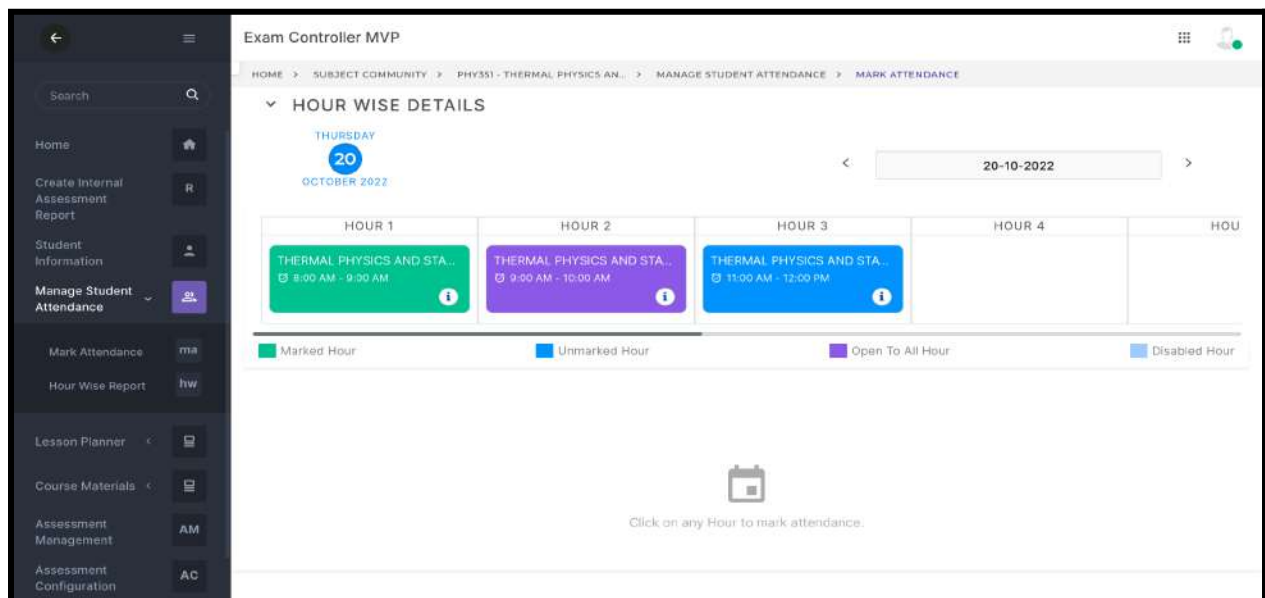




- After drafting or confirming the attendance, hour tile will be changed to the faculty's selected subject community.



- 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.

Linways AMS V4 - Demo

HOME > SUBJECT COMMUNITY > MP219 - OPERATION RESEARCH > MANAGE STUDENT ATTENDANCE > MARK ATTENDANCE

← Back

**HOUR WISE DETAILS**

SUNDAY  
26  
FEBRUARY 2023

Quantitative Methods for Competitive Examinations ( MTOE-2 )  
March 2, 2023  
9:00 AM - 9:45 AM

26-02-2023

Sort order  
Roll Number

✓ Mark All Present ✗ Mark All Absent Roll.No. Marking Register No. Marking Confirm Attendance

**BCA-A-BATCH**  
Quantitative Methods for Competitive Examinations ( MTOE-2 )  
Strength : 6/6

|   |  |  |
|---|--|--|
| SEBIN BENNY<br>Roll Number: 02<br>Register number: MGP-REG-1102     | VISHNU M<br>Roll Number: 04<br>Register number: MGP-REG-1104       | MADHAV RAVINDRAN<br>Roll Number: 06<br>Register number: MGP-REG-1106 |
| AKASH K P MOHAN<br>Roll Number: 07<br>Register number: MGP-REG-1107 | ANJITHA MATHEW<br>Roll Number: 08<br>Register number: MGP-REG-1108 | ANGEL MARIA ROSE<br>Roll Number: 09<br>Register number: MGP-REG-1109 |

- 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.

Linways AMS V4 - Demo

HOME > SUBJECT COMMUNITY > MP219 - OPERATION RESEARCH > MANAGE STUDENT ATTENDANCE > MARK ATTENDANCE

← Back

**HOUR WISE DETAILS**

SUNDAY  
26  
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| SEBIN BENNY<br>Roll Number: 02<br>Register number: MGP-REG-1102     | VISHNU M<br>Roll Number: 04<br>Register number: MGP-REG-1104       | MADHAV RAVINDRAN<br>Roll Number: 06<br>Register number: MGP-REG-1106 |
| AKASH K P MOHAN<br>Roll Number: 07<br>Register number: MGP-REG-1107 | ANJITHA MATHEW<br>Roll Number: 08<br>Register number: MGP-REG-1108 | ANGEL MARIA ROSE<br>Roll Number: 09<br>Register number: MGP-REG-1109 |

Marked as Present Unmarked Students Marked as Absent

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- 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.

Linways AMS V4 - Demo

Sort order: Roll Number

Mark All Present
  Mark All Absent
  Roll.No. Marking
  Register No. Marking

**BCA-A-BATCH**  
Quantitative Methods for Competitive Examinations ( MTOE-2 )

Strength : 6/6

|  |   |   |
|--|---|---|
| <b>SEBIN BENNY</b><br>Roll Number: 02<br>Register number: MGP-REG-1102     | <b>VISHNU M</b><br>Roll Number: 04<br>Register number: MGP-REG-1104       | <b>MADHAV RAVINDRAN</b><br>Roll Number: 06<br>Register number: MGP-REG-1106 |
| <b>AKASH K P MOHAN</b><br>Roll Number: 07<br>Register number: MGP-REG-1107 | <b>ANJITHA MATHEW</b><br>Roll Number: 08<br>Register number: MGP-REG-1108 | <b>ANGEL MARIA ROSE</b><br>Roll Number: 09<br>Register number: MGP-REG-1109 |

Marked as Present
  Unmarked Students
  Marked as Absent

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

Linways AMS V4 - Demo

Roll number wise attendance marking

Enter roll numbers of absentees separated with , to mark absent

04,02

26-02-2023

Sort order: Roll Number

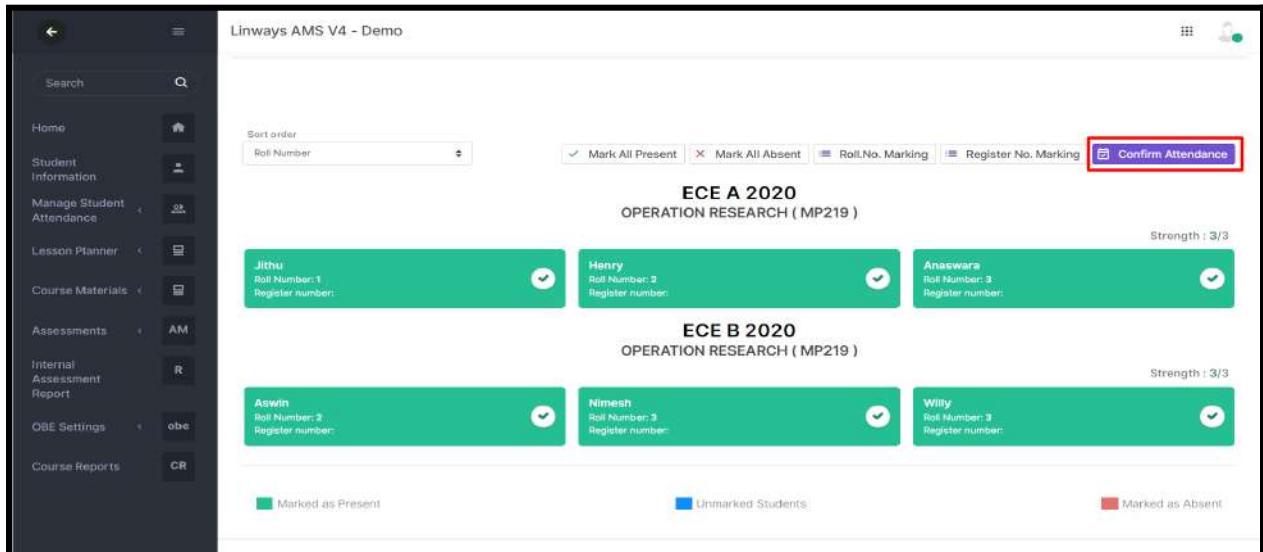
Mark All Present
  Mark All Absent
  Roll.No. Marking
  Register No. Marking

**BCA-A-BATCH**  
Quantitative Methods for Competitive Examinations ( MTOE-2 )

Strength : 6/6

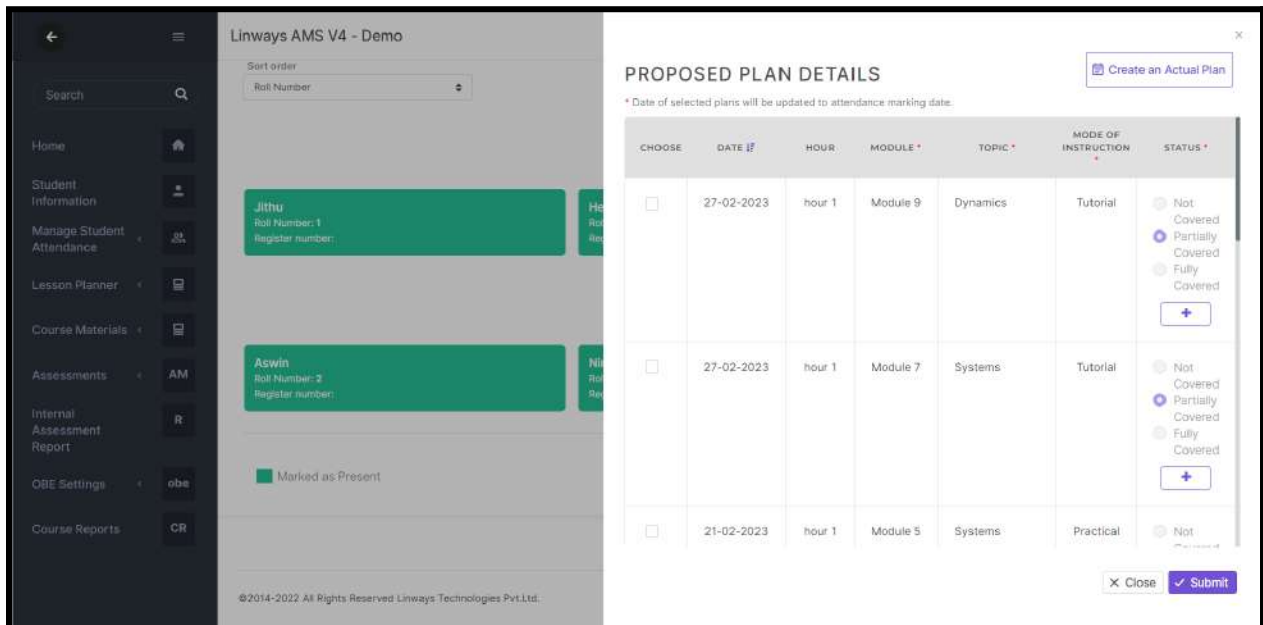
|  |   |   |
|--|---|---|
| <b>SEBIN BENNY</b><br>Roll Number: 02<br>Register number: MGP-REG-1102     | <b>VISHNU M</b><br>Roll Number: 04<br>Register number: MGP-REG-1104       | <b>MADHAV RAVINDRAN</b><br>Roll Number: 06<br>Register number: MGP-REG-1106 |
| <b>AKASH K P MOHAN</b><br>Roll Number: 07<br>Register number: MGP-REG-1107 | <b>ANJITHA MATHEW</b><br>Roll Number: 08<br>Register number: MGP-REG-1108 | <b>ANGEL MARIA ROSE</b><br>Roll Number: 09<br>Register number: MGP-REG-1109 |

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

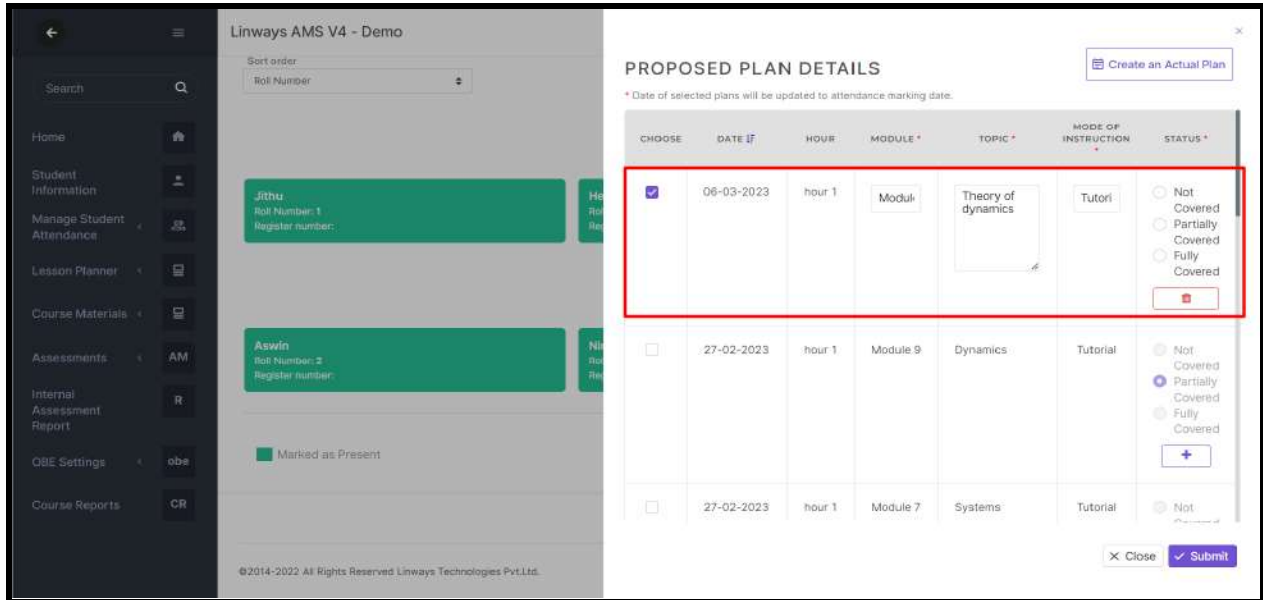


NOTE: Confirmed attendance can't be edited.

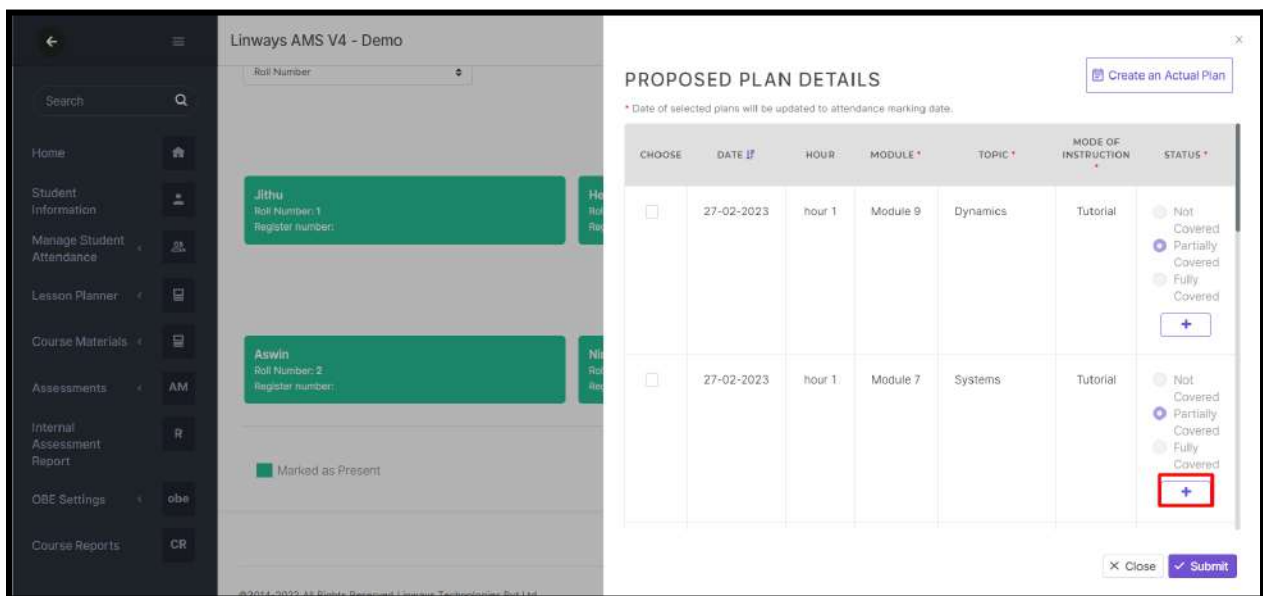
- The daily work log of attendance confirmed hours automatically updated.
- After confirming attendance, you will see a pop-up for updating actual plans. You can update it from here or through the [Lesson Planner](#) menu.



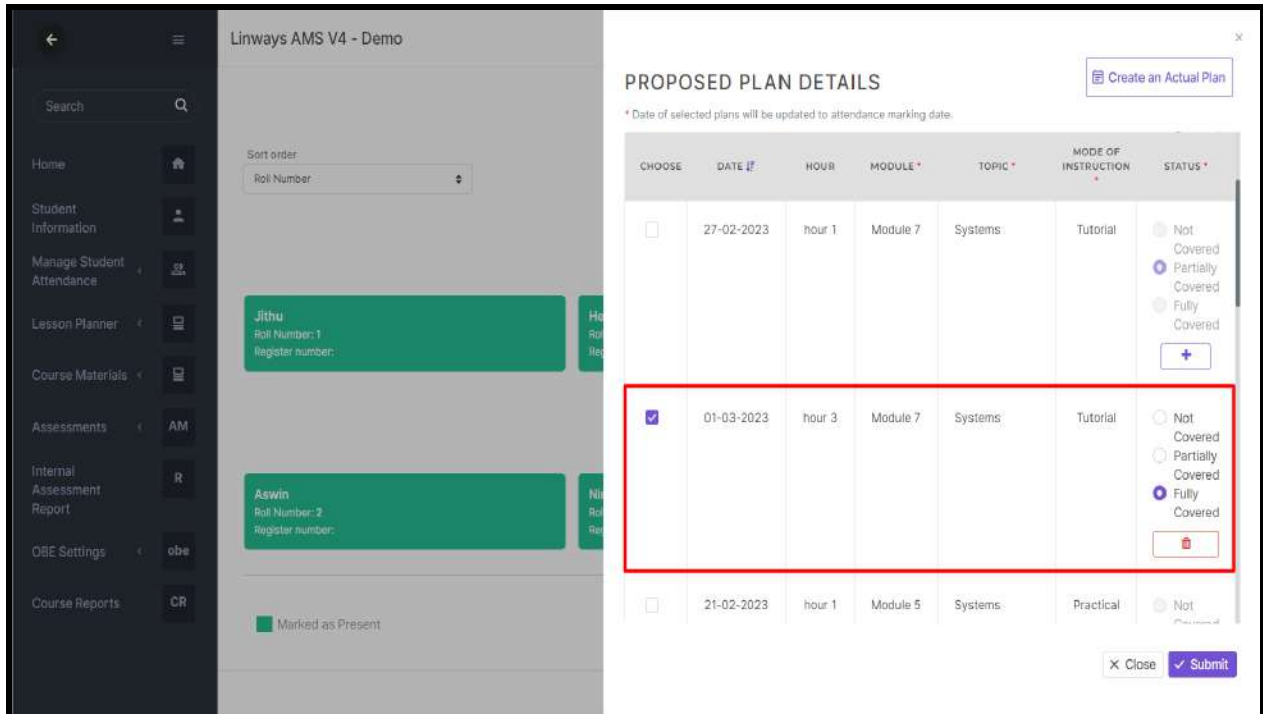
- Click on *create an actual plan* option to add a new actual plan while attendance marking.



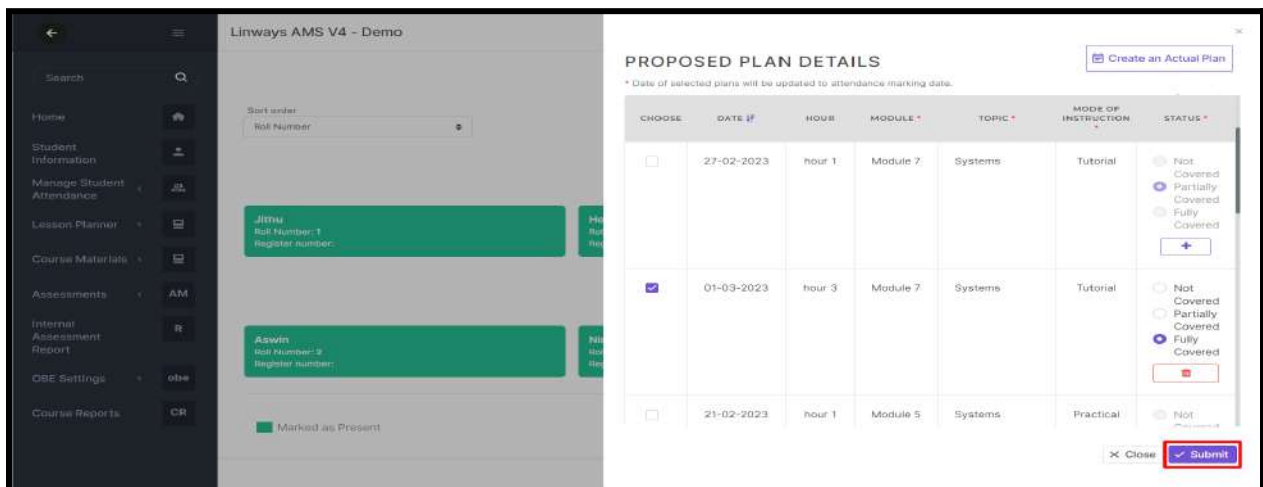
- Choose the module, Topic
- Select the plan >> update the status >> submit.
- The status of the proposed plan will be updated.
- Click on + icon to update the status of topics that were partially covered or in not covered status.



- Updated the status of extended plan.

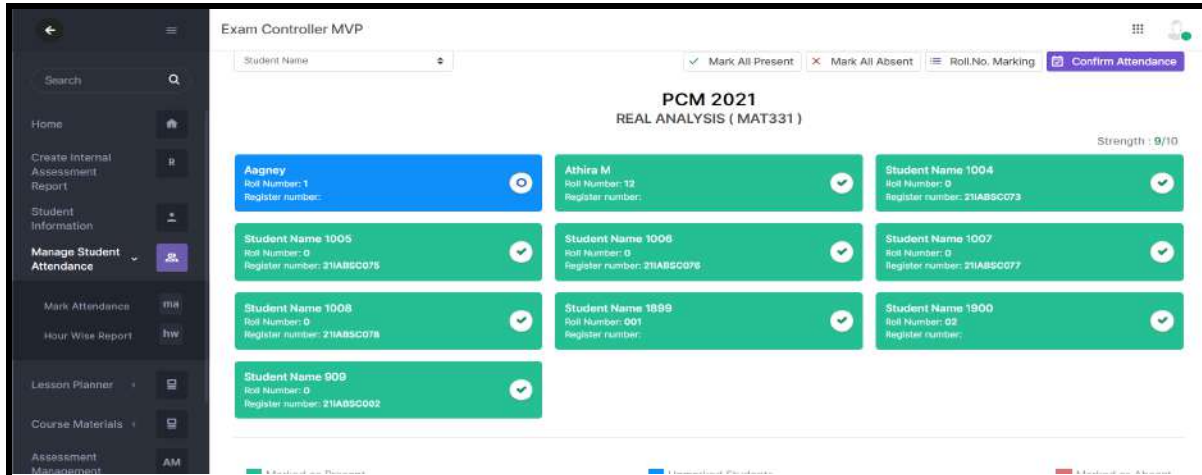


- Click on submit to update the status.



**NOTE:**

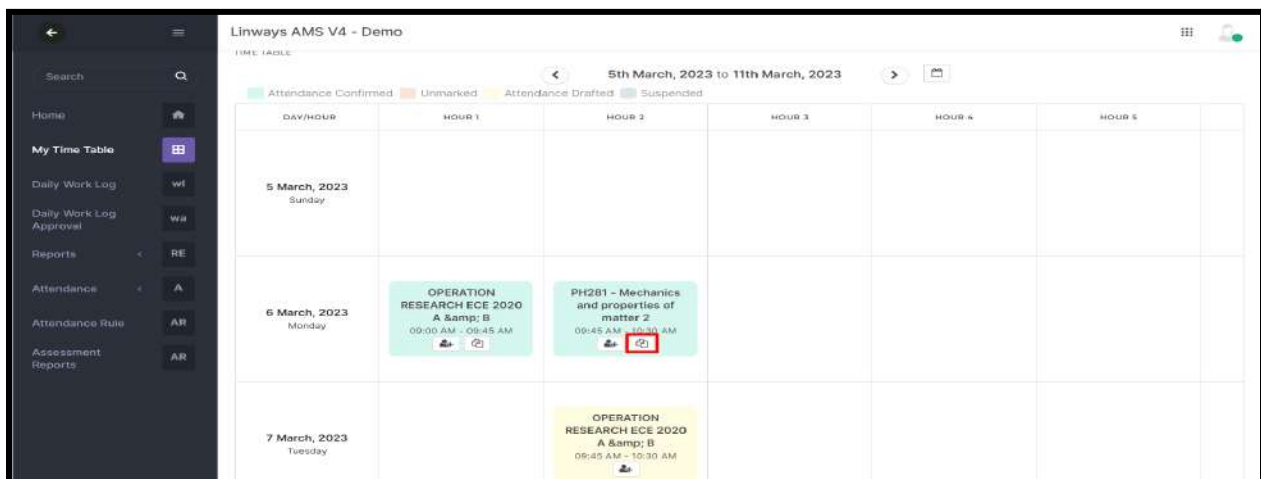
New students were added to a batch that started taking attendance. Then the new student is shown in blue color in the attendance marking page.



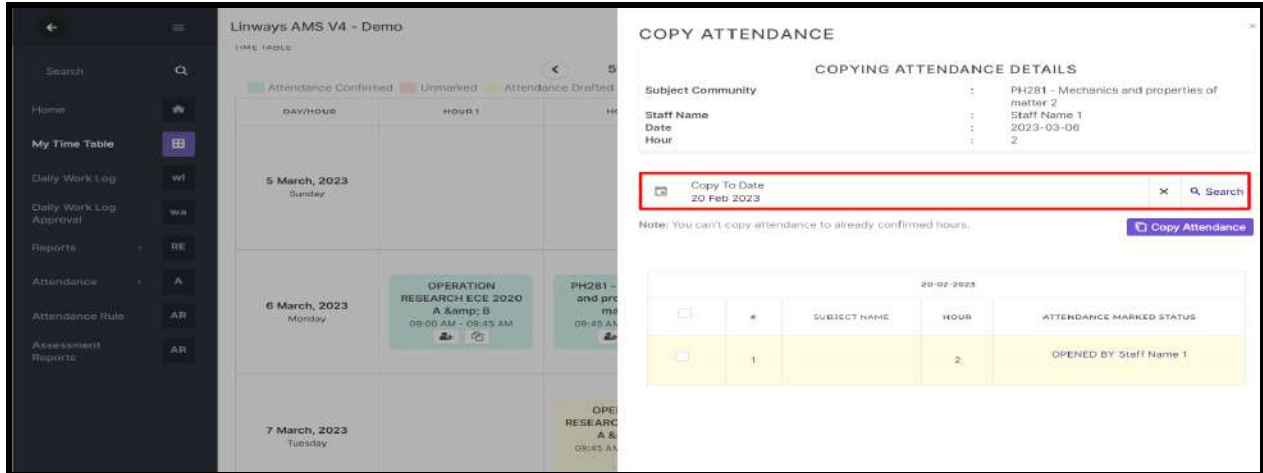
- Mark attendance for new students >> confirm attendance.

## COPY ATTENDANCE

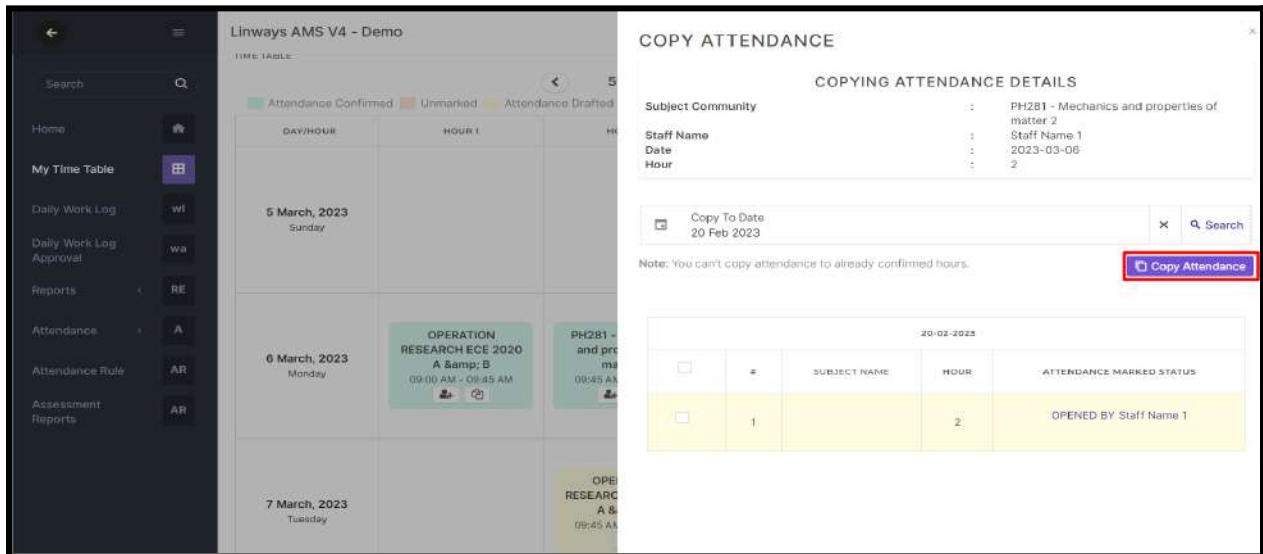
- Click on the copy icon in the confirmed hours.



- Copying attendance will be visible and select the date ==> Click on Search option.

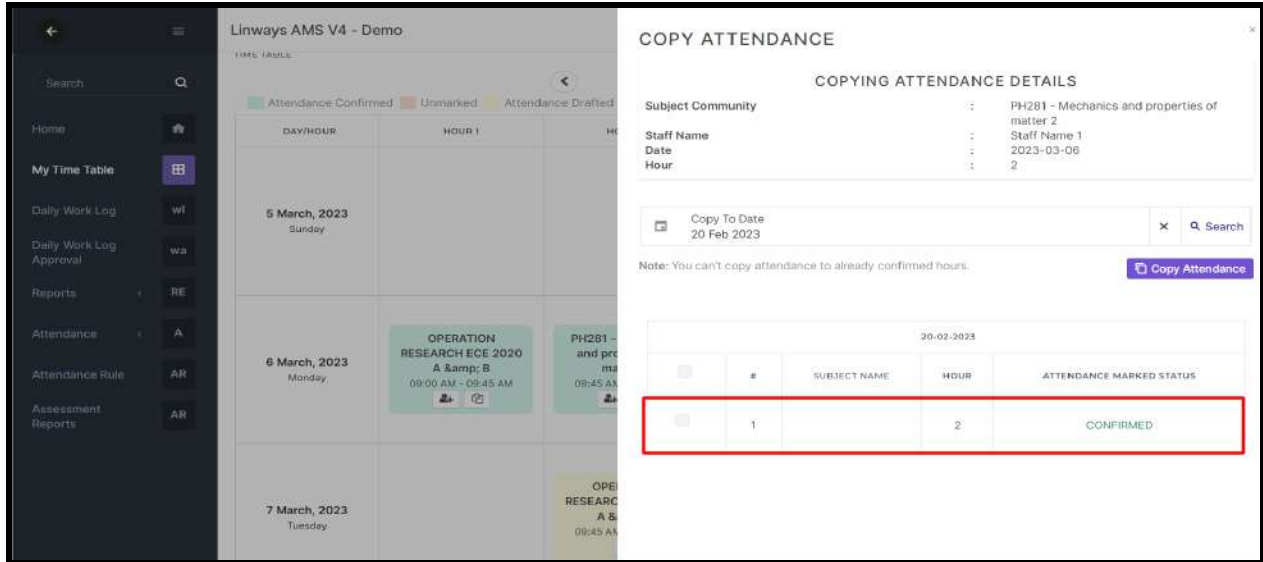


- Select the hour to which to copy the attendance and click on copy attendance option.

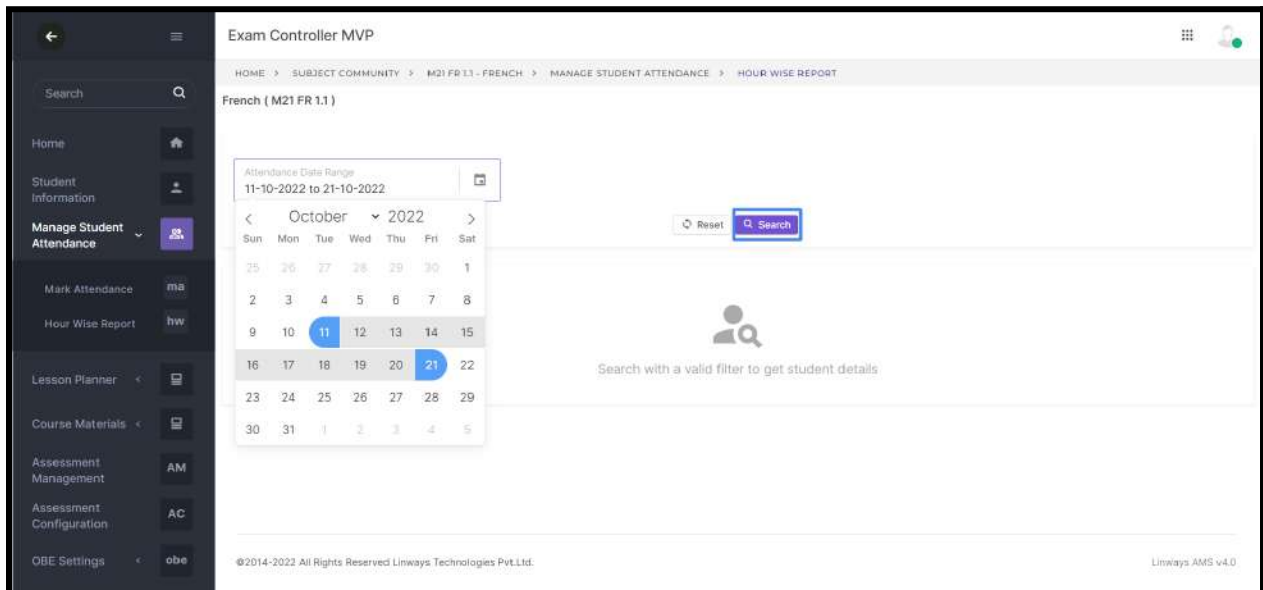


- The attendance will get copied and the hour status will be in confirmed status.





- 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.

Linways AMS V4 - Demo

HOME > SUBJECT COMMUNITY > MP219 - OPERATION RESEARCH > MANAGE STUDENT ATTENDANCE > HOUR WISE REPORT

OPERATION RESEARCH (MP219)

Attendance Date Range  
01-02-2023 to 02-03-2023

Reset Search

Sort by student name Choose options on table Export

P : Student Present A : Student Absent \* : Students are not in this batch during the selected date.

HOUR WISE REPORT

| SL NO | ROLL NUMBER | STUDENT NAME | 06-02-2023 |    | 07-02-2023 |    | 08-02-2023 |    | 09-02-2023 |    | 10-02-2023 |    | 14-02-2023 |    | 15-02-2023 |  |
|-------|-------------|--------------|------------|----|------------|----|------------|----|------------|----|------------|----|------------|----|------------|--|
|       |             |              | H1         | H1 | H2         | H2 | H3         | H3 | H2         | H3 | H2         | H3 | H2         | H3 |            |  |
| 1     | 3           | ANASWARA     | P          | P  | P          | P  | P          | P  | P          | A  | P          | P  | P          |    |            |  |
| 2     | 2           | ASWIN        | A          | P  | P          | P  | P          | P  | P          | A  | P          | P  | P          |    |            |  |

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

Linways AMS V4 - Demo

HOME > SUBJECT COMMUNITY > MP219 - OPERATION RESEARCH > MANAGE STUDENT ATTENDANCE > HOUR WISE REPORT

OPERATION RESEARCH (MP219)

Attendance Date Range  
01-02-2023 to 02-03-2023

Reset Search

Sort by student name Choose options on table Export

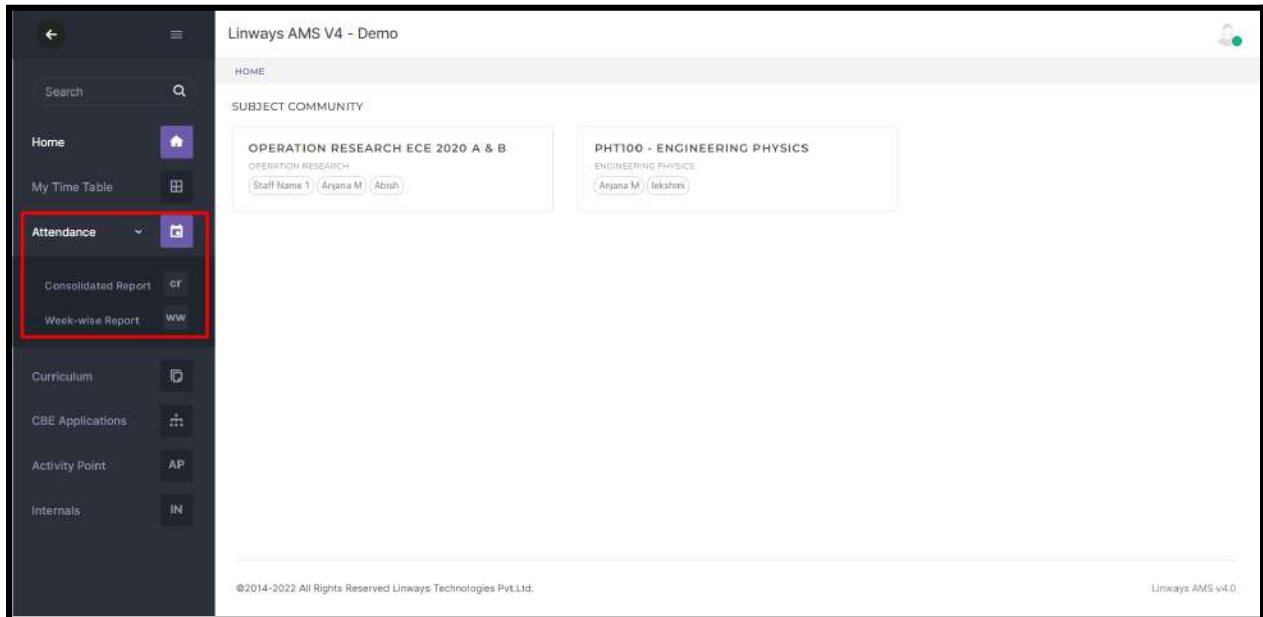
P : Student Present A : Student Absent \* : Students are not in this batch during the selected date.

HOUR WISE REPORT

| SL NO | ROLL NUMBER | STUDENT NAME | 06-02-2023 |    | 07-02-2023 |    | 08-02-2023 |    | 09-02-2023 |    | 10-02-2023 |    | 14-02-2023 |    | 15-02-2023 |  |
|-------|-------------|--------------|------------|----|------------|----|------------|----|------------|----|------------|----|------------|----|------------|--|
|       |             |              | H1         | H1 | H2         | H2 | H3         | H3 | H2         | H3 | H2         | H3 | H2         | H3 |            |  |
| 1     | 3           | ANASWARA     | P          | P  | P          | P  | P          | P  | P          | A  | P          | P  | P          |    |            |  |
| 2     | 2           | ASWIN        | A          | P  | P          | P  | P          | P  | P          | A  | P          | P  | P          |    |            |  |

## 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.

Linways AMS V4 - Demo

ATTENDANCE > CONSOLIDATED REPORT

Attendance Till Date: 02-03-2023

Terms: Choose term

Reset Search

Export

| SL.NO. | SUBJECT NAME  | ATTENDED HOURS | TOTAL HOURS | ATTENDANCE PERCENTAGE |
|--------|---|----------------|-------------|-----------------------|
| 1      | BASICS OF ELECTRICAL and ELECTRONICS ENGINEERING ( EST130 ) | 0              | 0           | 0.00 %                |
| 2      | OPERATION RESEARCH ( MP219 )                                | 18             | 26          | 69.23 %               |
| 3      | ENGINEERING PHYSICS ( PHT100 )                              | 1              | 2           | 50.00 %               |
| Total  |   | 19             | 28          | 67.86 %               |

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

Linways AMS V4 - Demo

ATTENDANCE > CONSOLIDATED REPORT

Attendance Till Date: 02-03-2023

Terms: S2

Reset Search

Export

| SL.NO. | SUBJECT NAME                   | ATTENDED HOURS | TOTAL HOURS | ATTENDANCE PERCENTAGE |
|--------|--------------------------------|----------------|-------------|-----------------------|
| 1      | OPERATION RESEARCH ( MP219 )   | 18             | 26          | 69.23 %               |
| 2      | ENGINEERING PHYSICS ( PHT100 ) | 1              | 2           | 50.00 %               |
| Total  |                                | 19             | 28          | 67.86 %               |

- 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.

Linways AMS V4 - Demo

Terms: S2 Attendance Week: February 20, 2023

Search Reset

\* Attendance report is based on attendance confirmation. Export

| SL. NO. | SUBJECT NAME                   | 20-02-2023 |      |      |      |      |      |      |      |      |       | 21-02-2023 |      |      |      |      |      |      |
|---------|--------------------------------|------------|------|------|------|------|------|------|------|------|-------|------------|------|------|------|------|------|------|
|         |                                | HR 1       | HR 2 | HR 3 | HR 4 | HR 5 | HR 6 | HR 7 | HR 8 | HR 9 | HR 10 | HR 1       | HR 2 | HR 3 | HR 4 | HR 5 | HR 6 | HR 7 |
| 1       | ENGINEERING PHYSICS ( PHT100 ) | -          | -    | -    | -    | -    | -    | -    | -    | -    | -     | -          | -    | -    | -    | -    | -    | -    |
| 2       | OPERATION RESEARCH ( MP219 )   | P          | -    | -    | -    | -    | -    | -    | -    | -    | -     | -          | P    | -    | -    | -    | -    | -    |

- Click on Export option to export the attendance report.

Linways AMS V4 - Demo

Terms: S2 Attendance Week: February 20, 2023

Search Reset

\* Attendance report is based on attendance confirmation. Export

| SL. NO. | SUBJECT NAME                   | 20-02-2023 |      |      |      |      |      |      |      |      |       | 21-02-2023 |      |      |      |      |      |      |
|---------|--------------------------------|------------|------|------|------|------|------|------|------|------|-------|------------|------|------|------|------|------|------|
|         |                                | HR 1       | HR 2 | HR 3 | HR 4 | HR 5 | HR 6 | HR 7 | HR 8 | HR 9 | HR 10 | HR 1       | HR 2 | HR 3 | HR 4 | HR 5 | HR 6 | HR 7 |
| 1       | ENGINEERING PHYSICS ( PHT100 ) | -          | -    | -    | -    | -    | -    | -    | -    | -    | -     | -          | -    | -    | -    | -    | -    | -    |
| 2       | OPERATION RESEARCH ( MP219 )   | P          | -    | -    | -    | -    | -    | -    | -    | -    | -     | -          | P    | -    | -    | -    | -    | -    |

## BATCH PROMOTION

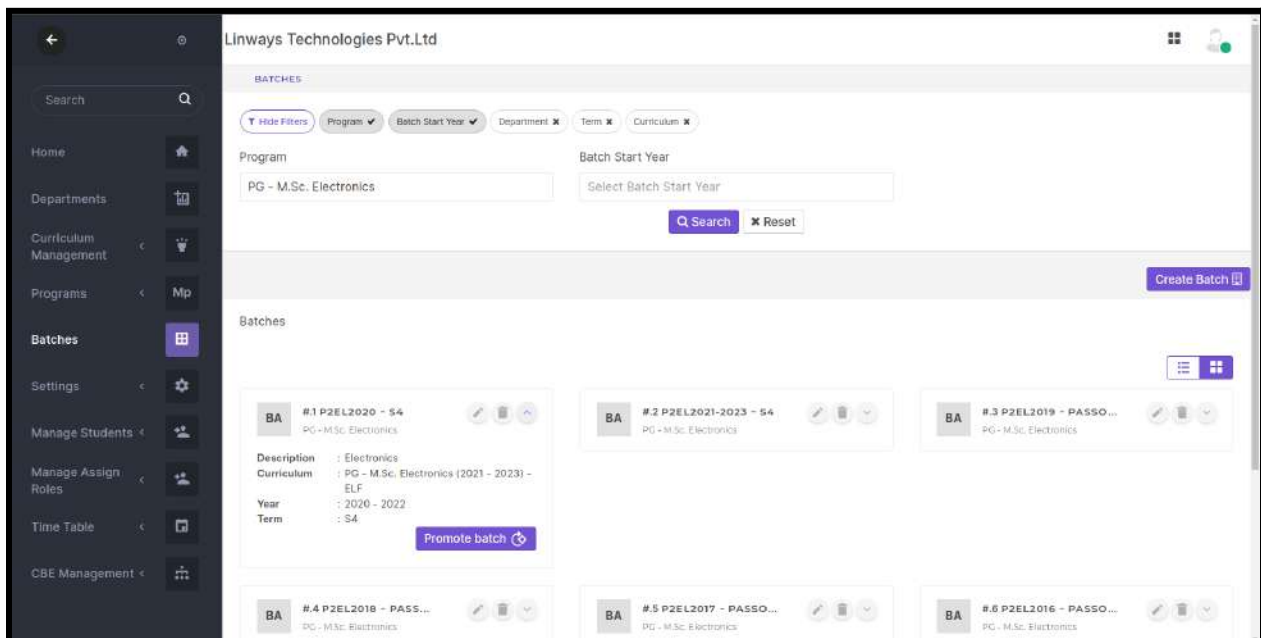
Promotion of batches is an essential activity when it comes to academic management software. After the Current Term/Semester ends we need to update the batches to their upcoming term.

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.

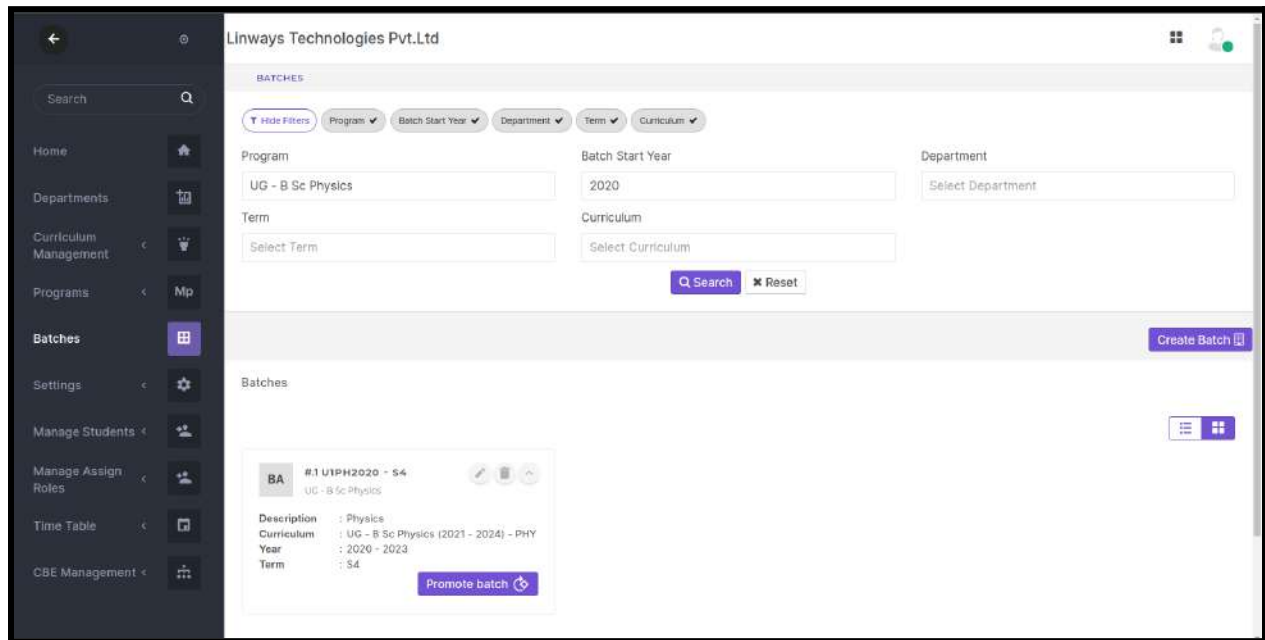
Steps for promoting the batches

- Click on the Batches from the left pane

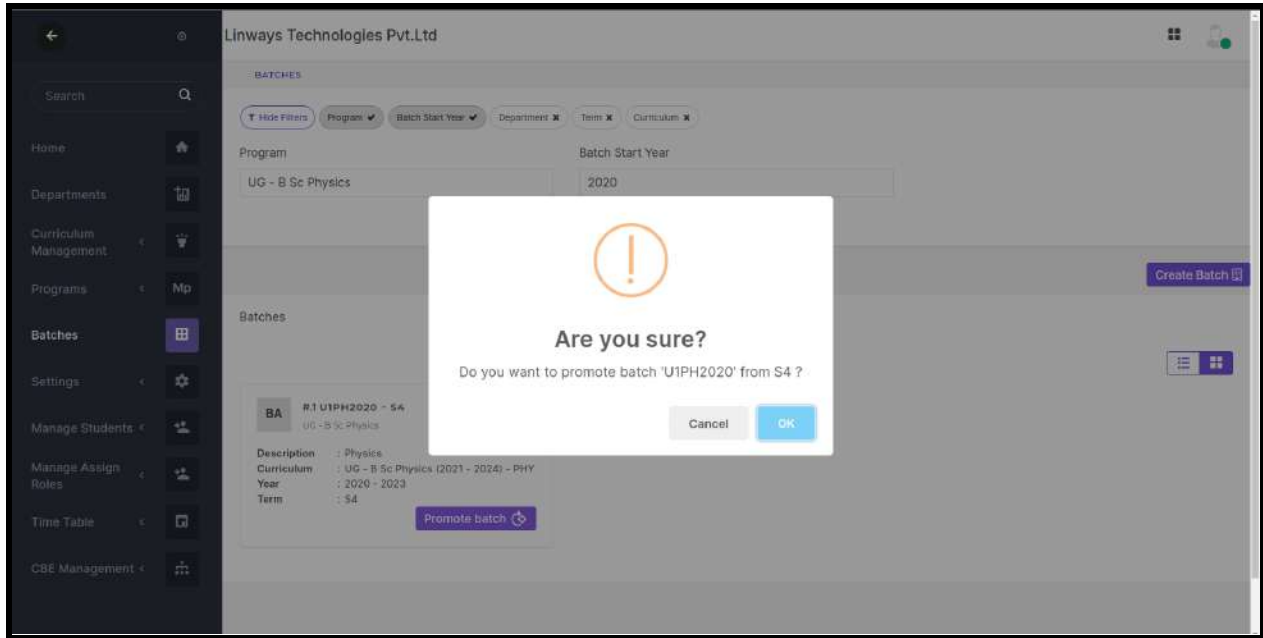


The screenshot displays the 'BATCHES' management interface within the Linways Technologies Pvt.Ltd. system. On the left, a dark sidebar contains navigation options: Home, Departments, Curriculum Management, Programs, Batches (highlighted), Settings, Manage Students, Manage Assign Roles, Time Table, and CBE Management. The main content area features a search bar and filter options for Program, Batch Start Year, Department, Term, and Curriculum. The 'Program' dropdown is set to 'PG - M.Sc. Electronics'. Below the filters, there are input fields for 'Batch Start Year' and a 'Search' button. A 'Create Batch' button is located in the top right corner. The 'Batches' section shows a grid of batch cards. The first card, '#1 P2EL2020 - S4', is selected and expanded to show details: Description: Electronics, Curriculum: PG - M.Sc. Electronics (2021 - 2023) - ELF, Year: 2020 - 2022, and Term: S4. A 'Promote batch' button is visible at the bottom of this card. Other batch cards are partially visible below and to the right.

- 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.



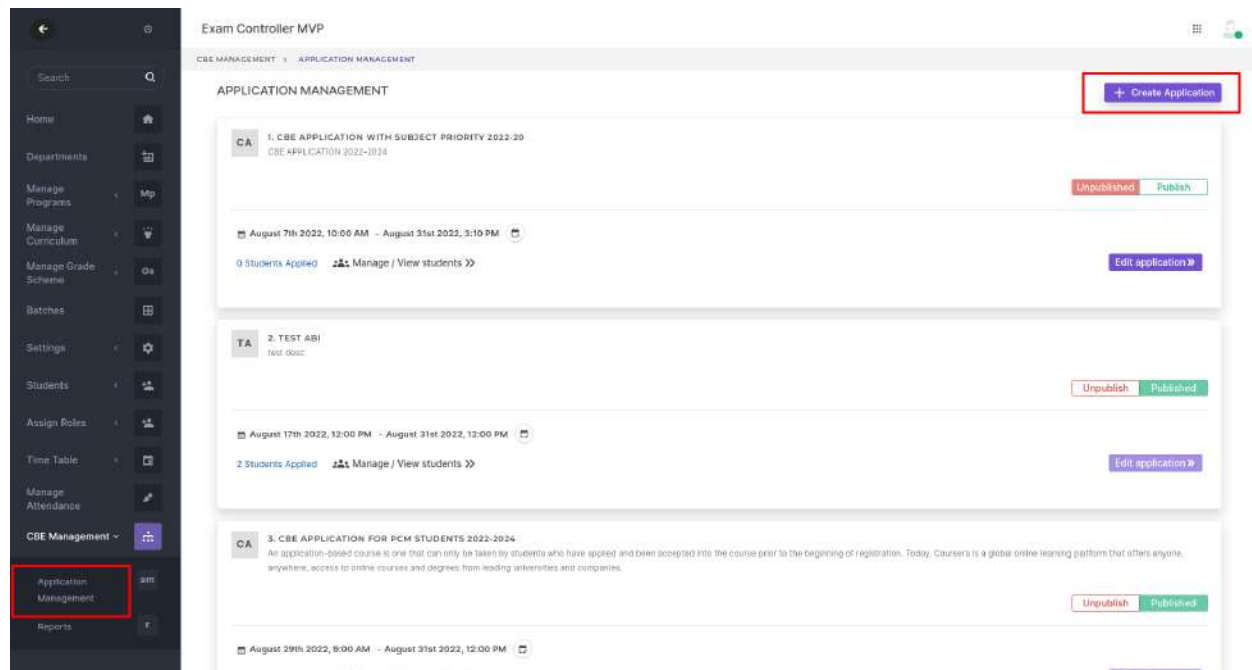
if they are promoted the batch then why do they edit the batch and changed the semester



## 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.

The screenshot shows the 'Create Application' form in the Faculty Development Programme. The form is divided into several sections:

- Name\***: A text input field containing 'CERTIFICATE COURSE APPLICATION'. Below it, a note states: 'Once you publish this application, this name will be appeared at the student login. So you should enter a unique name.'
- Description**: A text area for entering a brief note about the application. Below it, a note states: 'Enter a brief note about this application. Thereby students will get the purpose of this application.'
- Subject Type\***: A dropdown menu with 'CERTIFICATE COURSE' selected.
- Student Allocation Method\***: A dropdown menu with 'First Come First Serve' selected. Below it, a note states: 'Using this student allocation method, system will allocate the seats to applied students.'
- Student side subject choosing option \***: Two radio buttons: 'Enable Subject Priority' (unselected) and 'Disable Subject Priority' (selected).
- Start Date & Time\***: A date and time input field showing '08 May 2023 10:00 AM'. Below it, a note states: 'From the date & time selected by you, students can see and apply for this application.'
- End Date & Time\***: A date and time input field showing '12 May 2023 5:00 PM'. Below it, a note states: 'From the selected date & time, this application process will stop and students cannot apply.'

An 'Update Application' button is located at the bottom right of the form.

## 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.

The screenshot displays the 'CREATE APPLICATION' form within the Linways Technologies Pvt.Ltd. system. The form is titled 'EDIT CBE APPLICATION' and includes a 'Back' button. The main heading is 'CREATE APPLICATION'. Below this, there are four steps: 'Create Application' (highlighted), 'Assign Batches', 'Academic Paper Subjects', and 'Configure Subjects'. The form fields are as follows:

- Name\***: B.TECH 2020 ADMISSION MINOR REGISTRATION  
Name of Application, This name will be appeared at student side.
- Description**: THIS REGISTRATION IS PROVISIONAL AND IS SUBJE  
A short description of the application
- Subject Type\***: OPEN ELECTIVE
- Student Allocation Method\***: First Come First Serve
- Start Date & Time\***: 21 Jul 2022 12:00 PM
- End Date & Time\***: 23 Jul 2022 12:00 PM

An 'Update Application' button is located at the bottom right of the form.

## 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

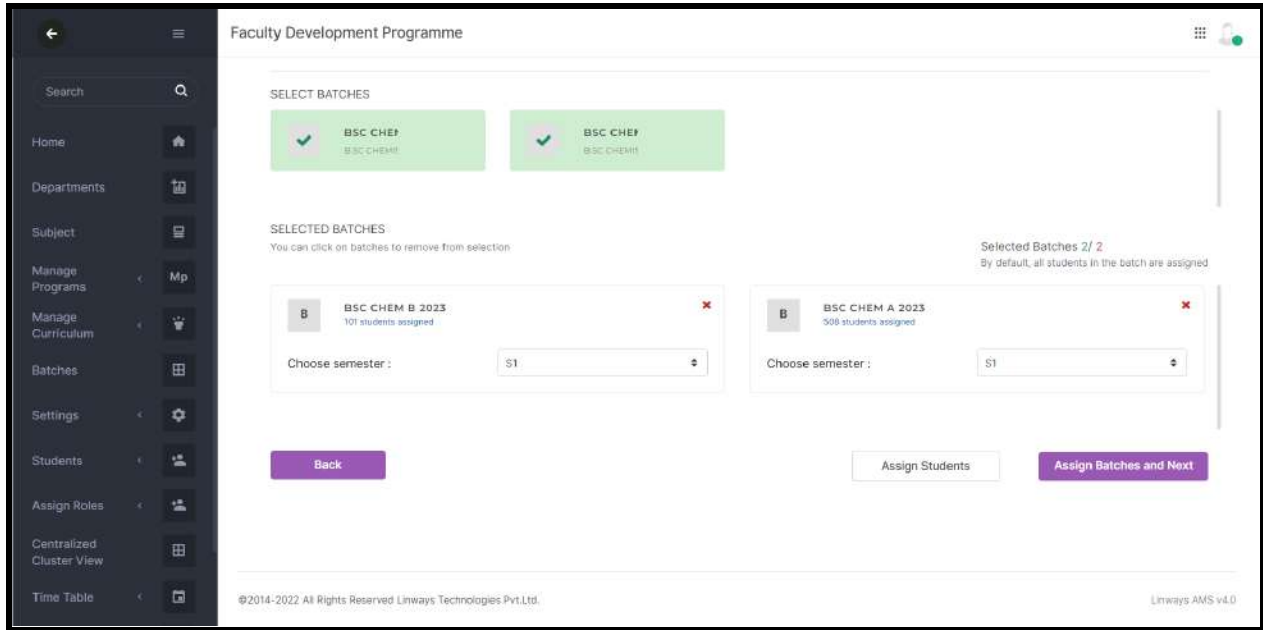
Add on course

Minor / Honor subject selection process

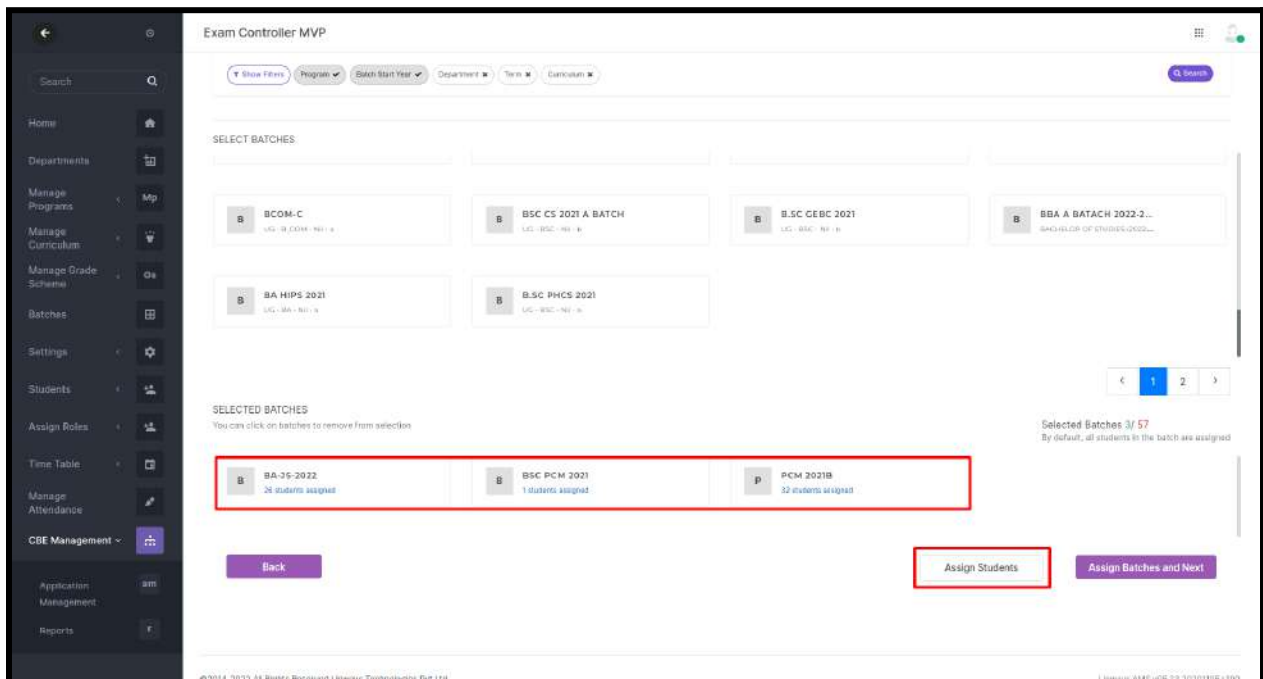
## Step 2: Batches Assigning

- 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.

The screenshot displays the 'Assign Batches' section of the Linways Technologies Pvt.Ltd. web application. The interface includes a sidebar with navigation options such as Search, Home, Departments, Curriculum Management, Programs, Batches, Settings, Manage Students, Manage Assign Roles, Time Table, and CB E Management. The main content area features a breadcrumb trail with 'Assign Batches' highlighted. Below this, there is a 'FILTER' section with a red box highlighting the filter controls: 'Hide Filters', 'Program', 'Batch Start Year', 'Department', 'Term', and 'Curriculum'. The filter fields are populated with 'VLSI DESIGN', '2021', 'VLSI', and 'S2'. A 'Search' button and a 'Reset' button are located below the filter fields. The 'SELECT BATCHES' section shows two green boxes representing selected batches: 'VLSI 2021 A' and 'VLSI BATCH...'. The 'SELECTED BATCHES' section shows three white boxes representing batches that can be removed from selection: 'VLSI 2021 A', 'VLSI BATCH...', and 'U2EN2021'.

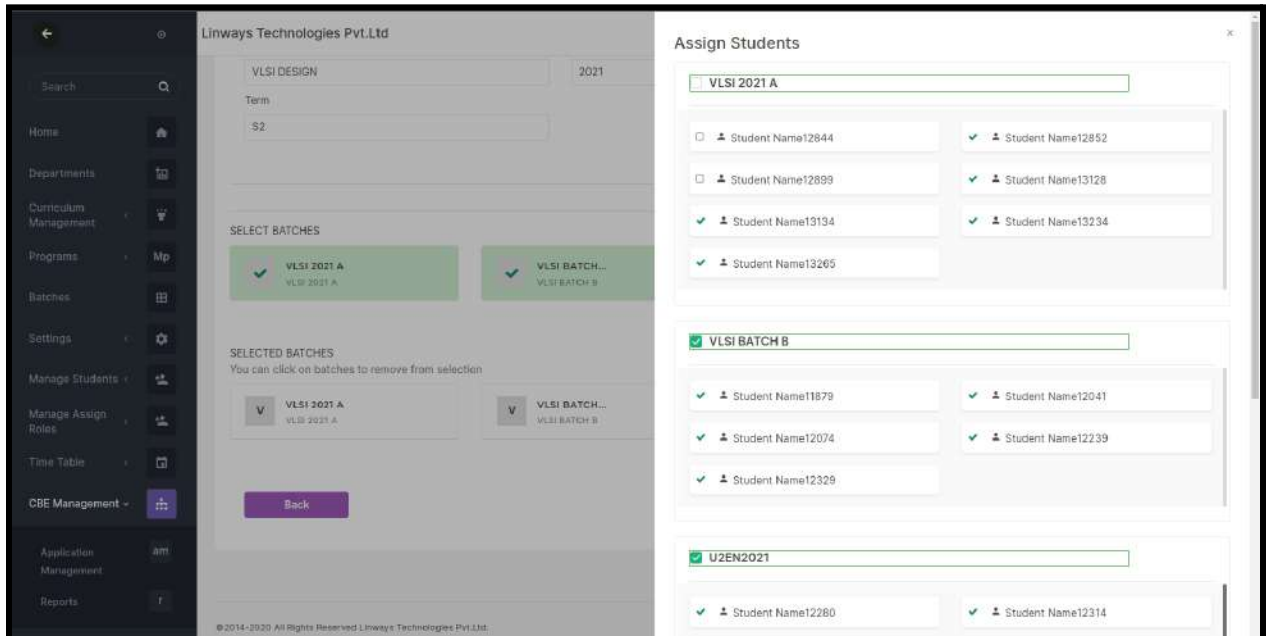


- By default, all the students in the batches are selected. student information will be available if we select that batch. If we want to select a specific set of students, click on the menu “assign students”.



- In the box that appears, select the students and click save.

- Proceed to the next section by clicking on “Assign batches and Next”.



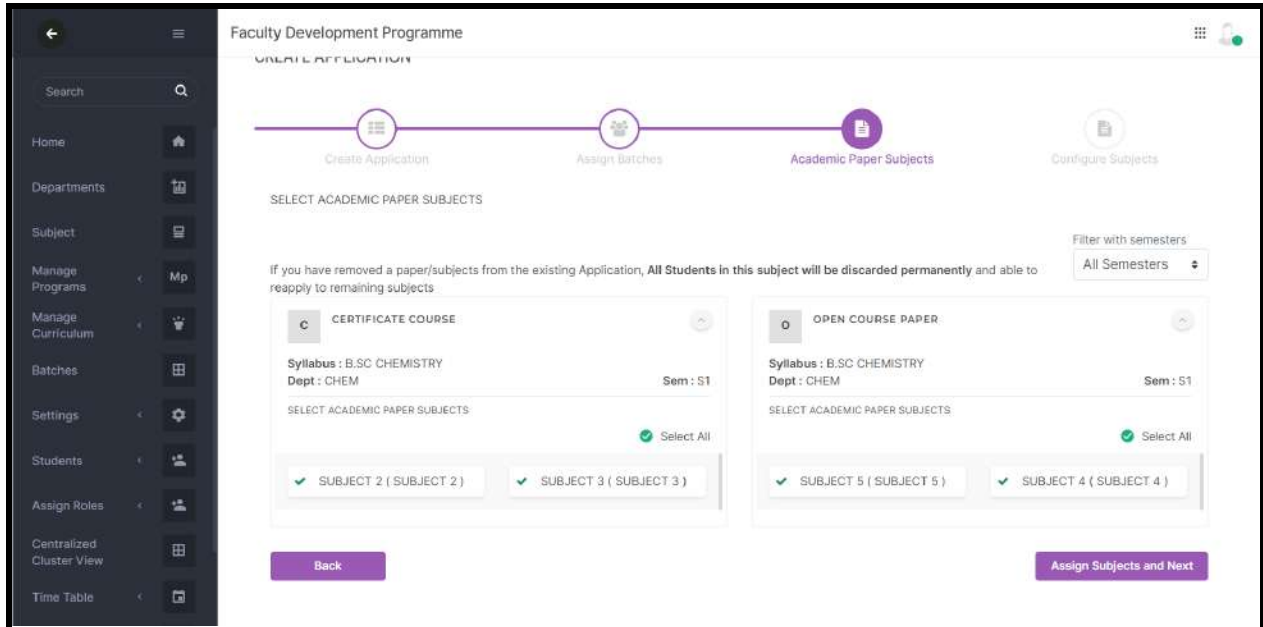
Note: once the application is published and students applied then we edit the application to **remove batches**, we can't remove batches since the students applied.

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.

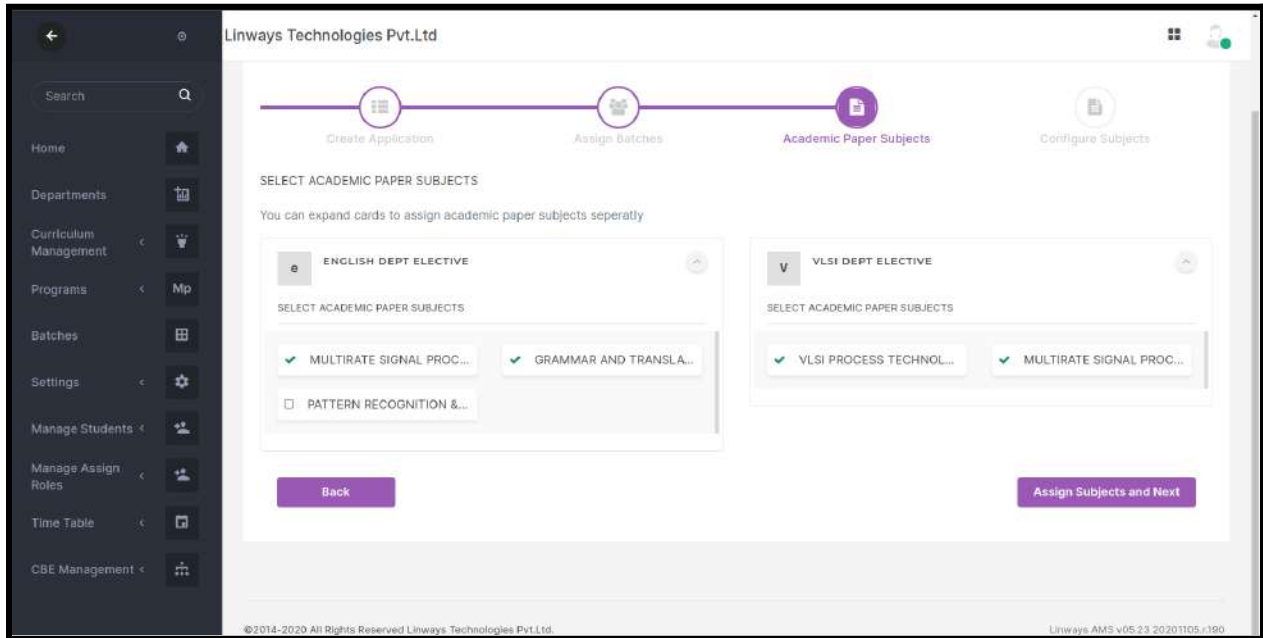


- Click on the arrow button to select the subjects, we can remove the subjects by unselecting the subject.
- If the **papers have the same subject** and are selected, they will be considered as *one* for the seat count and fee.
- Click on “Assign Subjects and next” to save the details.

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.

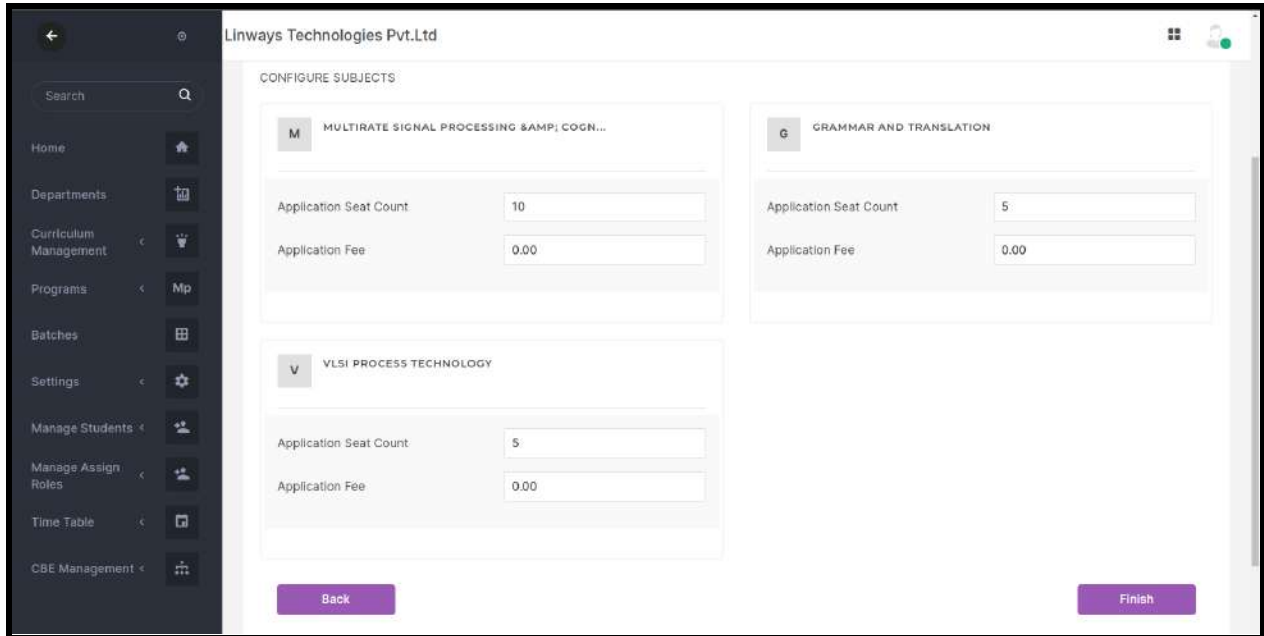


#### *Step 4: Academic Paper Subjects*

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

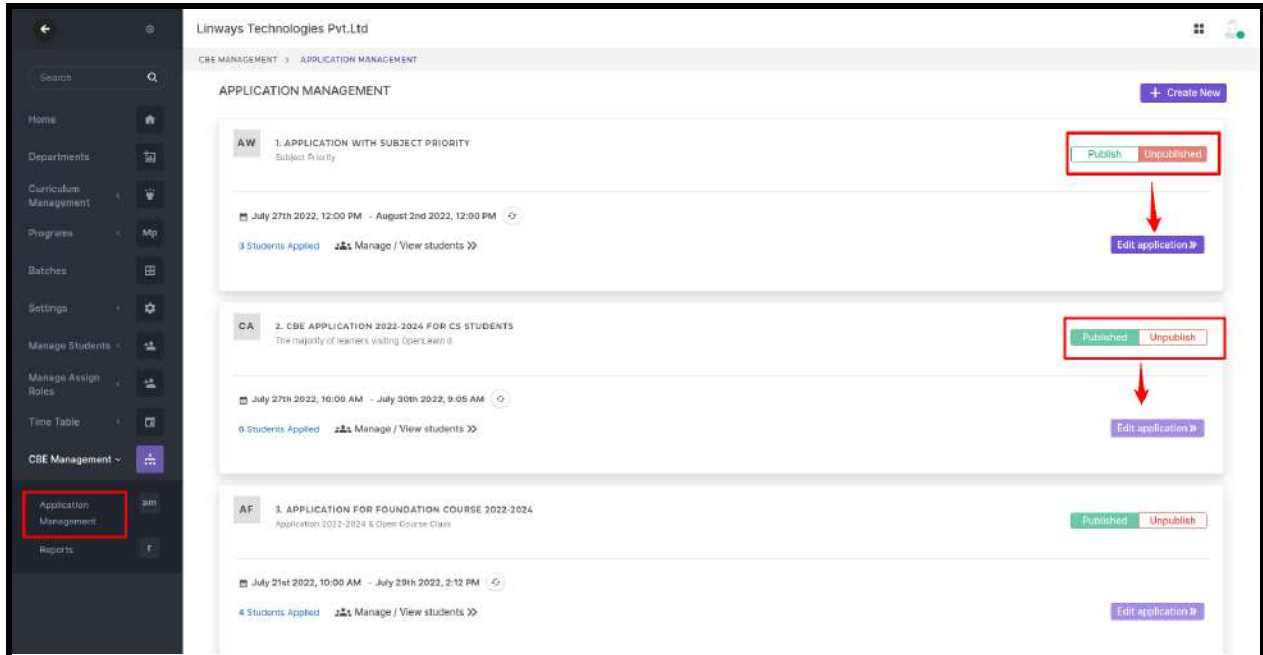
- We can enter the number of seats for each subject in this section.
- Also, You can enable the payment section for this application. So that you can assign an amount to each subject.
- Payment modes integrated with your academic system will be listed and you can select one. When students opting the 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.



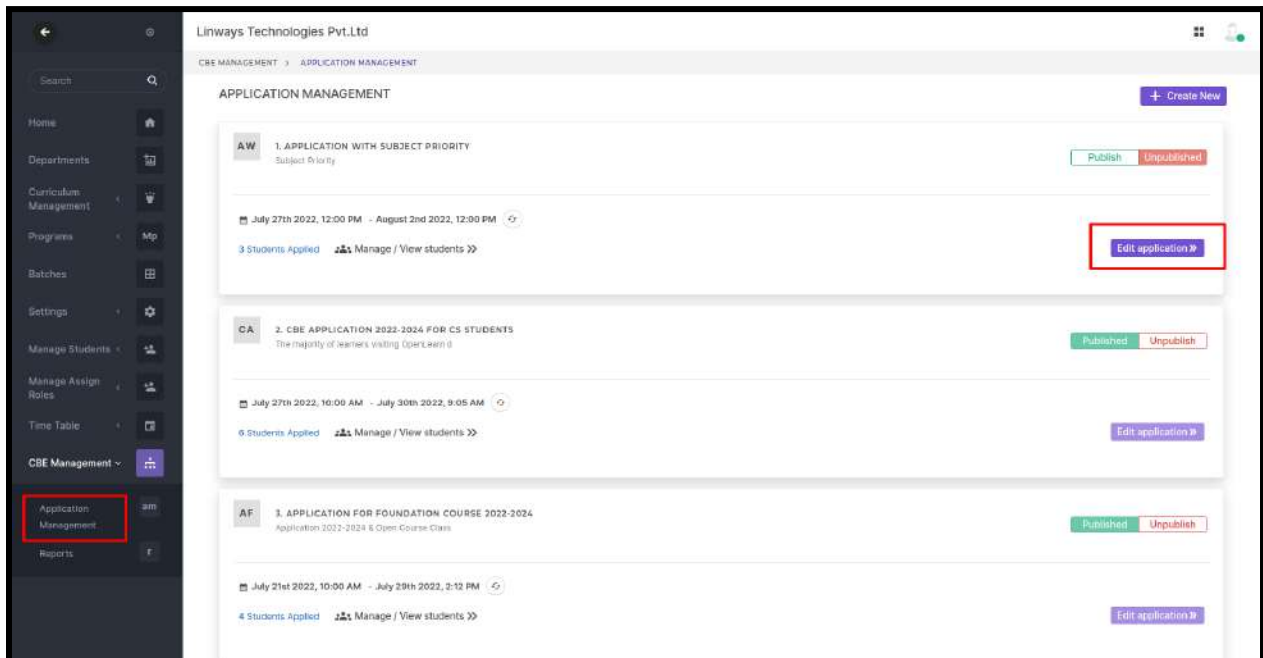


### *Step 5: Publishing Application*

- 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.



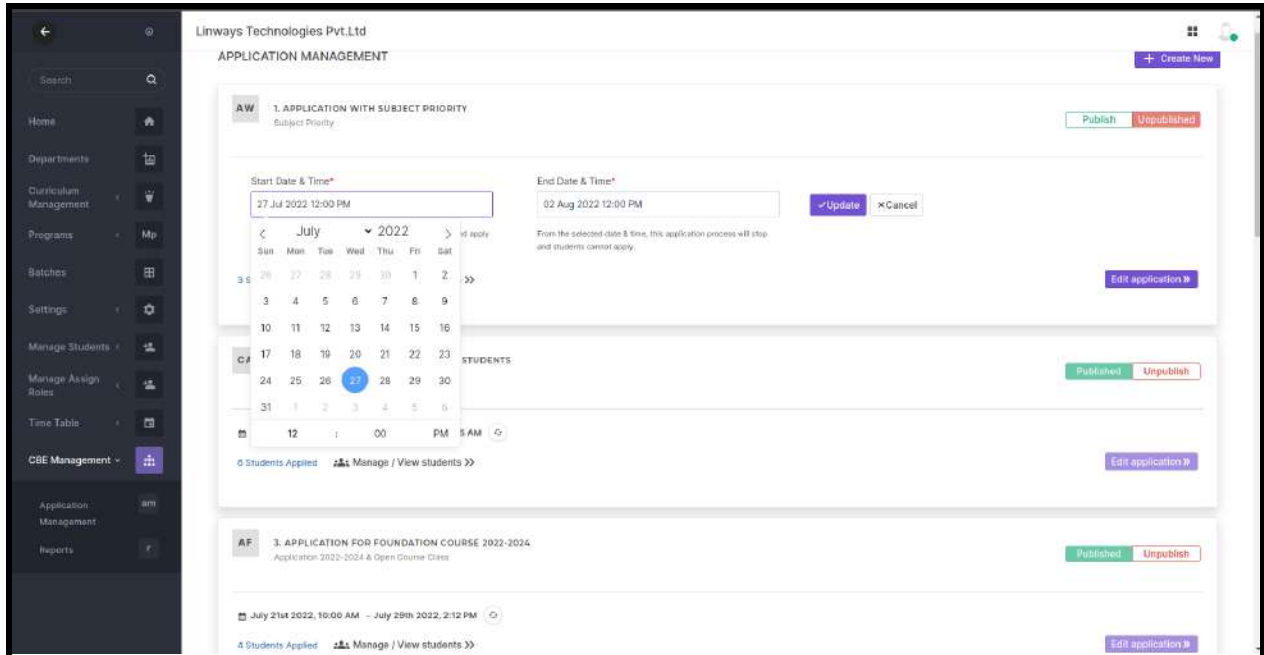
## Edit the Application Date and Time

- Application start time and end time can be changed by clicking the “update time” button.

The screenshot displays the 'APPLICATION MANAGEMENT' interface for Linways Technologies Pvt.Ltd. The interface includes a sidebar with navigation options such as Home, Departments, Curriculum Management, Programs, Batches, Settings, Manage Students, Manage Assign Roles, Time Table, and CBE Management. The main content area shows a list of applications with their respective dates and times. A red box highlights the date and time range for the first application, '1. APPLICATION WITH SUBJECT PRIORITY', which is 'July 27th 2022, 12:00 PM - August 2nd 2022, 12:00 PM'. A red arrow points from this box to the text 'Update Time'.

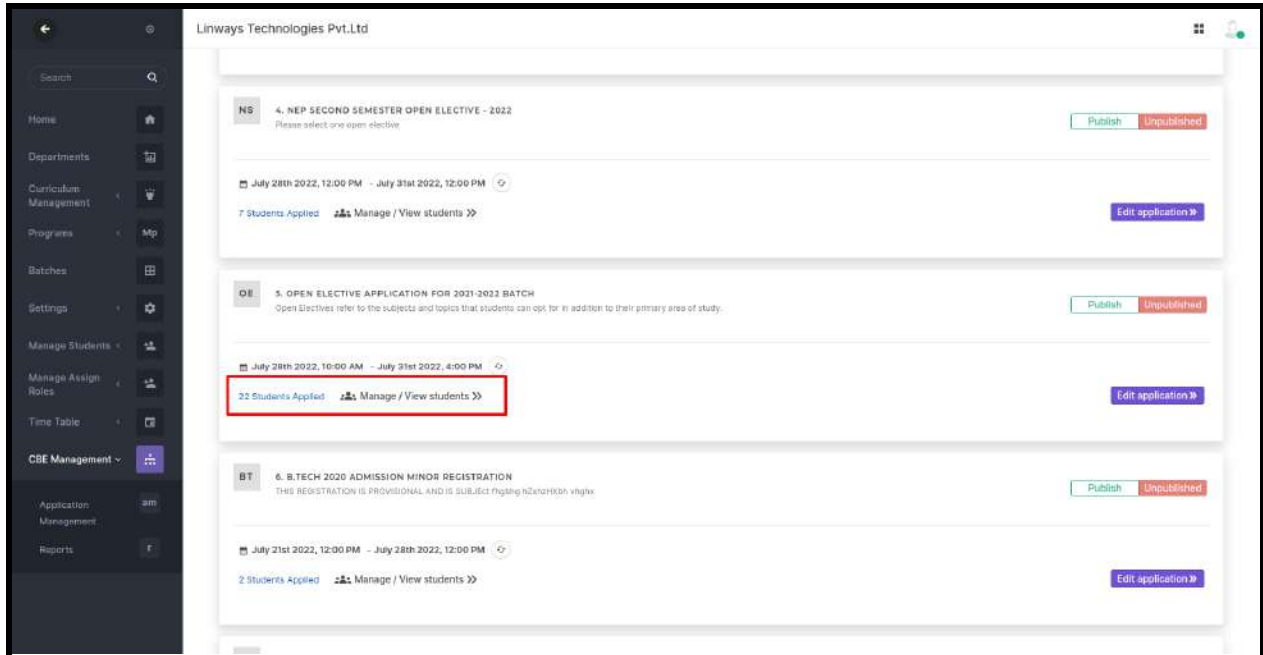
| Application ID | Application Name  | Application Status | Application Dates                                    | Students Applied   | Actions                                       |
|----------------|---|--------------------|--|--------------------|---|
| AW             | 1. APPLICATION WITH SUBJECT PRIORITY<br>Subject Priority                                      | Unpublished        | July 27th 2022, 12:00 PM - August 2nd 2022, 12:00 PM | 3 Students Applied | Manage / View students >> Edit application >> |
| CA             | 2. CBE APPLICATION 2022-2024 FOR CS STUDENTS<br>The majority of learners visiting OpenLearn @ | Published          | July 27th 2022, 10:00 AM - July 30th 2022, 9:05 AM   | 6 Students Applied | Manage / View students >> Edit application >> |
| AF             | 3. APPLICATION FOR FOUNDATION COURSE 2022-2024<br>Application 2022-2024 @ Open Course Class   | Published          | July 21st 2022, 10:00 AM - July 29th 2022, 2:12 PM   | 4 Students Applied | Manage / View students >> Edit application >> |

- Click on the “Update” button after providing the details.

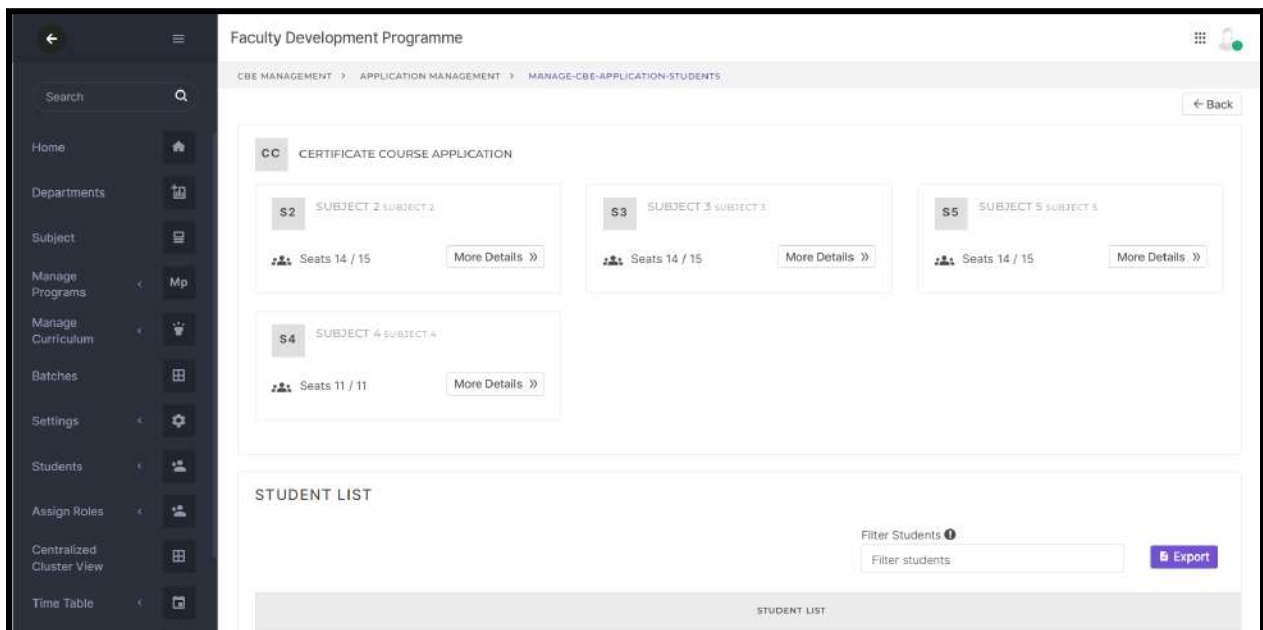


### Reports of Application

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.*

Faculty Development Programme

CBE MANAGEMENT > APPLICATION MANAGEMENT > MANAGE-CBE-APPLICATION-STUDENTS > MANAGE-CBE-APPLICATION-STUDENTS-LIST

← Back

SUBJECT 2

→ Move Students Export

MANAGE CBE APPLICATION STUDENTS LIST

| INDEX | REGISTER NO. | STUDENT NAME | BATCH           | SEMESTER | EMAIL ID | PHONE NO. | APPLIED DATE           | CANCEL APPLICATION |
|-------|--------------|--------------|-----------------|----------|----------|-----------|------------------------|--------------------|
| 1     |              | STUDENT 24   | BSC CHEM A 2023 | S1       |          |           | 2023-05-09 11:58:09 AM | X                  |
| 2     |              | STUDENT 23   | BSC CHEM A 2023 | S1       |          |           | 2023-05-09 11:59:49 AM | X                  |
| 3     |              | STUDENT 10   | BSC CHEM A 2023 | S1       |          |           | 2023-05-09 12:00:08 PM | X                  |
| 4     |              | STUDENT 28   | BSC CHEM A 2023 | S1       |          |           | 2023-05-09 12:00:09 PM | X                  |
| 5     |              | STUDENT 13   | BSC CHEM A 2023 | S1       |          |           | 2023-05-09 12:00:10 PM | X                  |
| 6     |              | STUDENT 14   | BSC CHEM A 2023 | S1       |          |           | 2023-05-09 12:00:11 PM | X                  |

### Applied students list:

- Click on the “manage/view students” button of the required application to get all student's list

Linways Technologies Pvt.Ltd.

NS 4. NEP SECOND SEMESTER OPEN ELECTIVE - 2022  
Please select one open elective

July 28th 2022, 12:00 PM - July 31st 2022, 12:00 PM  
7 Students Applied [Manage / View students >>](#) [Edit application >>](#)

OE 5. OPEN ELECTIVE APPLICATION FOR 2021-2022 BATCH  
Open Electives refer to the subjects and topics that students can opt for in addition to their primary area of study.

July 28th 2022, 10:00 AM - July 31st 2022, 4:00 PM  
**22 Students Applied** [Manage / View students >>](#) [Edit application >>](#)

BT 6. B.TECH 2020 ADMISSION MINOR REGISTRATION  
THIS REGISTRATION IS PROVISIONAL AND IS SUBJECT TO THE FOLLOWING CONDITIONS:

July 21st 2022, 12:00 PM - July 28th 2022, 12:00 PM  
2 Students Applied [Manage / View students >>](#) [Edit application >>](#)

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

Exam Controller MVP

PO PRINCIPLES OF MANAGEMENT  
21UBU3CC01  
Seats 0 / 3 [More Details >>](#)

FA FINANCIAL ACCOUNTING  
21UBU3CC02  
Seats 0 / 2 [More Details >>](#)

IT Introduction to Film Criticism  
UG21CE003  
Seats 0 / 3 [More Details >>](#)

CC Cricket Culture, and Media  
UG21CE004  
Seats 0 / 3 [More Details >>](#)

SD Sustainable development goals  
UG21CE006  
Seats 0 / 3 [More Details >>](#)

**STUDENT LIST** [Export](#)

Batch Name: PCM 2021B

| # | REGISTER NO. | STUDENT NAME     | SEMESTER | EMAIL ID            | PHONE NO. | APPLIED DATE | SUBJECTS & PRIORITY           |          |                        | STATUS      | REPLY             |
|---|--------------|------------------|----------|---------------------|-----------|--------------|-------------------------------|----------|------------------------|-------------|-------------------|
|   |              |                  |          |                     |           |              | SUBJECT NAME                  | PRIORITY | APPLIED DATE           |             |                   |
| 1 | 21ABSC020    | Student Name 927 | S3       | student927@test.com | 00000     |              | KANNADA ( KN321 )             | 1        | 2022-08-29 04:16:26 PM | NOT APPLIED | <a href="#">↕</a> |
|   |              |                  |          |                     |           |              | ADDITIONAL ENGLISH ( AEN321 ) | 2        | 2022-08-29 04:16:28 PM |             |                   |
| 2 | 21ABSC016    | Student Name 923 | S3       | student923@test.com | 00000     |              | ADDITIONAL ENGLISH ( AEN321 ) | 1        | 2022-08-29 04:15:05 PM | NOT APPLIED | <a href="#">↕</a> |

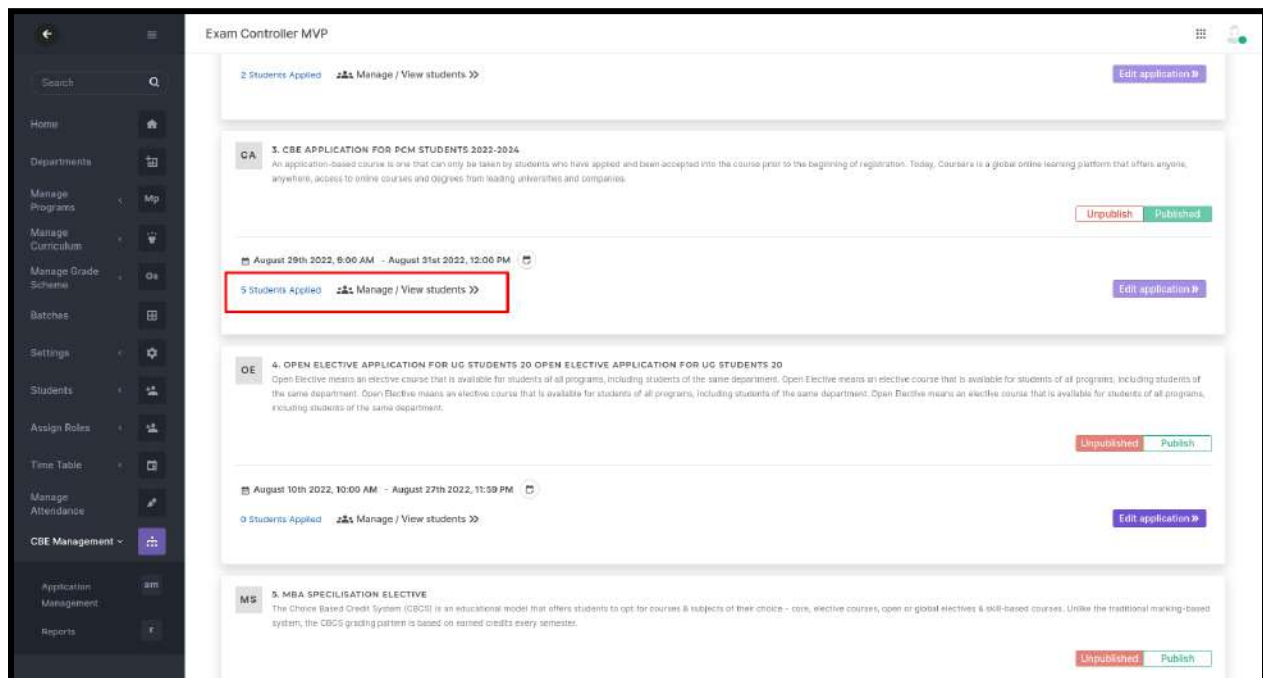
## Reapply:

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.



Exam Controller MVP

STUDENT LIST

Batch Name : PCM 2021B

Export

| # | REGISTER NO. | STUDENT NAME      | SEMESTER | EMAIL ID             | PHONE NO | APPLIED DATE           | SUBJECTS & PRIORITY           |          |                        | STATUS      | REAPPLY |
|---|--------------|-------------------|----------|----------------------|----------|------------------------|-------------------------------|----------|------------------------|-------------|---------|
| 1 | 21IABSC024   | Student Name 931  | S3       | student931@test.com  | 00000    | 2022-08-30 04:54:30 PM | SUBJECT NAME                  | PRIORITY | APPLIED DATE           | APPLIED     | ↻       |
|   |              |                   |          |                      |          |                        | KANNADA ( KN321 )             | 1        | 2022-08-30 03:51:25 PM |             |         |
| 2 | 21IABSC013   | Student Name 920  | S3       | student920@test.com  | 00000    |                        | SUBJECT NAME                  | PRIORITY | APPLIED DATE           | NOT APPLIED | ↻       |
|   |              |                   |          |                      |          |                        | KANNADA ( KN321 )             | 1        | 2022-08-29 04:14:24 PM |             |         |
|   |              |                   |          |                      |          |                        | ADDITIONAL ENGLISH ( AEN321 ) | 2        | 2022-08-29 04:14:25 PM |             |         |
| 3 | 21IABSC017   | Student Name 924  | S3       | student924@test.com  | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |
| 4 |              | Student Name 1901 | S3       | student1901@test.com | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |
| 5 |              | Student Name 1900 | S3       | student1900@test.com | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |
| 6 | 21IABSC030   | Student Name 937  | S3       | student937@test.com  | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |

Exam Controller MVP

**Enable Reapply**

You are about to enable Reapply for student! Do you wish to Proceed?

STUDENT LIST

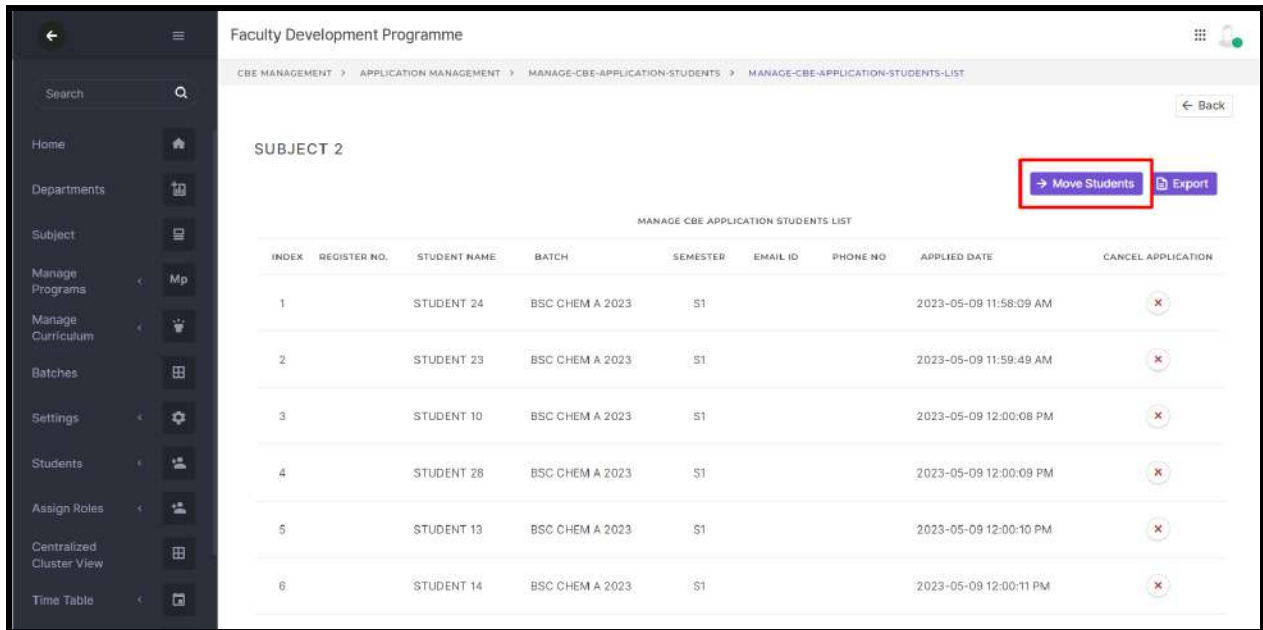
Batch Name : PCM 2021B

Export

| # | REGISTER NO. | STUDENT NAME      | SEMESTER | EMAIL ID             | PHONE NO | APPLIED DATE           | SUBJECTS & PRIORITY           |          |                        | STATUS      | REAPPLY |
|---|--------------|-------------------|----------|----------------------|----------|------------------------|-------------------------------|----------|------------------------|-------------|---------|
| 1 | 21IABSC024   | Student Name 931  | S3       | student931@test.com  | 00000    | 2022-08-30 04:54:30 PM | SUBJECT NAME                  | PRIORITY | APPLIED DATE           | APPLIED     | ↻       |
|   |              |                   |          |                      |          |                        | KANNADA ( KN321 )             | 1        | 2022-08-30 03:51:25 PM |             |         |
| 2 | 21IABSC013   | Student Name 920  | S3       | student920@test.com  | 00000    |                        | SUBJECT NAME                  | PRIORITY | APPLIED DATE           | NOT APPLIED | ↻       |
|   |              |                   |          |                      |          |                        | KANNADA ( KN321 )             | 1        | 2022-08-29 04:14:24 PM |             |         |
|   |              |                   |          |                      |          |                        | ADDITIONAL ENGLISH ( AEN321 ) | 2        | 2022-08-29 04:14:25 PM |             |         |
| 3 | 21IABSC017   | Student Name 924  | S3       | student924@test.com  | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |
| 4 |              | Student Name 1901 | S3       | student1901@test.com | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |
| 5 |              | Student Name 1900 | S3       | student1900@test.com | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |
| 6 | 21IABSC030   | Student Name 937  | S3       | student937@test.com  | 00000    |                        |                               |          |                        | NOT APPLIED | ↻       |

## Subject Community formation

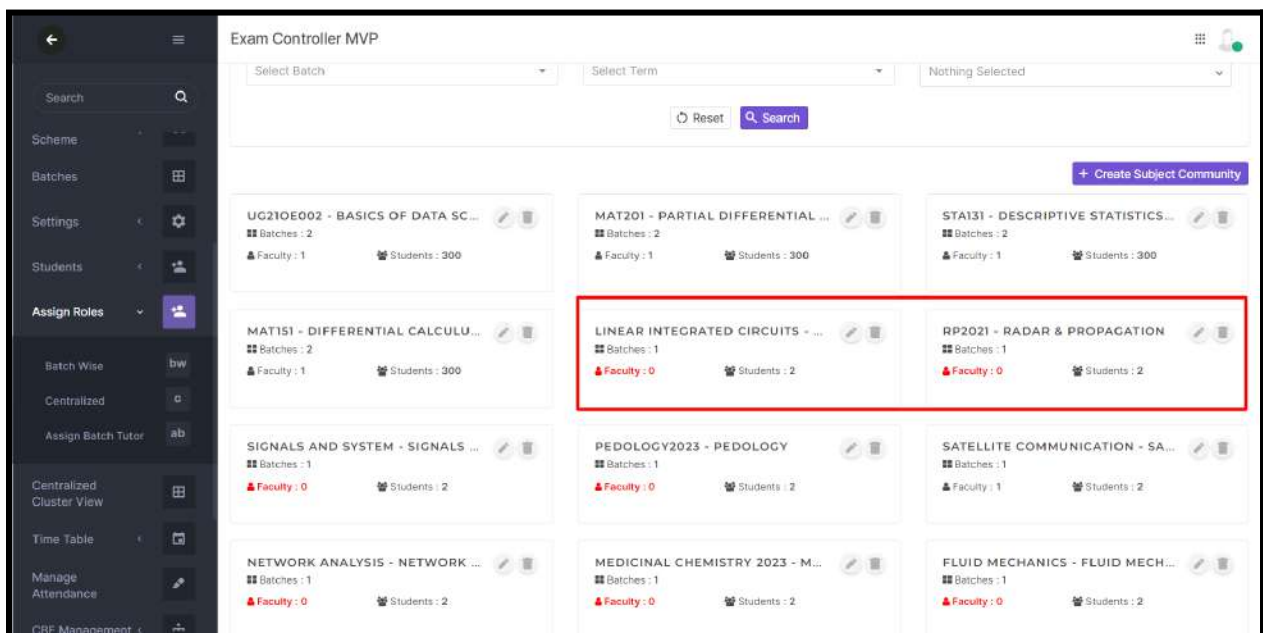
- Once the application process has been completed and the form is in an unpublished state, admin can move the applied students to the subject community.



The screenshot shows the 'Faculty Development Programme' interface. The main heading is 'SUBJECT 2'. Below it, there is a table titled 'MANAGE CBE APPLICATION STUDENTS LIST'. The table has columns for INDEX, REGISTER NO., STUDENT NAME, BATCH, SEMESTER, EMAIL ID, PHONE NO, APPLIED DATE, and CANCEL APPLICATION. A red box highlights a 'Move Students' button and an 'Export' button. The table contains 6 rows of student data.

| INDEX | REGISTER NO. | STUDENT NAME | BATCH           | SEMESTER | EMAIL ID | PHONE NO | APPLIED DATE           | CANCEL APPLICATION |
|-------|--------------|--------------|-----------------|----------|----------|----------|------------------------|--------------------|
| 1     |              | STUDENT 24   | BSC CHEM A 2023 | S1       |          |          | 2023-05-09 11:58:09 AM |                    |
| 2     |              | STUDENT 23   | BSC CHEM A 2023 | S1       |          |          | 2023-05-09 11:59:49 AM |                    |
| 3     |              | STUDENT 10   | BSC CHEM A 2023 | S1       |          |          | 2023-05-09 12:00:08 PM |                    |
| 4     |              | STUDENT 28   | BSC CHEM A 2023 | S1       |          |          | 2023-05-09 12:00:09 PM |                    |
| 5     |              | STUDENT 13   | BSC CHEM A 2023 | S1       |          |          | 2023-05-09 12:00:10 PM |                    |
| 6     |              | STUDENT 14   | BSC CHEM A 2023 | S1       |          |          | 2023-05-09 12:00:11 PM |                    |

- The subject community formation reflected in assign roles should be



The screenshot shows the 'Exam Controller MVP' interface. The main heading is 'Exam Controller MVP'. Below it, there is a search bar and a '+ Create Subject Community' button. The interface displays a grid of subject cards. The card for 'LINEAR INTEGRATED CIRCUITS - ...' is highlighted with a red box. The card shows 'Batches : 1', 'Faculty : 0', and 'Students : 2'.

| Subject Name                       | Batches | Faculty | Students |
|------------------------------------|---------|---------|----------|
| UG21OE002 - BASICS OF DATA SC...   | 2       | 1       | 300      |
| MAT201 - PARTIAL DIFFERENTIAL ...  | 2       | 1       | 300      |
| STA131 - DESCRIPTIVE STATISTICS... | 2       | 1       | 300      |
| MAT151 - DIFFERENTIAL CALCULU...   | 2       | 1       | 300      |
| LINEAR INTEGRATED CIRCUITS - ...   | 1       | 0       | 2        |
| RP2021 - RADAR & PROPAGATION       | 1       | 0       | 2        |
| SIGNALS AND SYSTEM - SIGNALS ...   | 1       | 0       | 2        |
| PEDOLOGY2023 - PEDOLOGY            | 1       | 0       | 2        |
| SATELLITE COMMUNICATION - SA...    | 1       | 1       | 2        |
| NETWORK ANALYSIS - NETWORK ...     | 1       | 0       | 2        |
| MEDICINAL CHEMISTRY 2023 - M...    | 1       | 0       | 2        |
| FLUID MECHANICS - FLUID MECH...    | 1       | 0       | 2        |

# STUDENT SIDE

The screenshot displays the 'Exam Controller MVP' interface for a student. On the left is a dark sidebar with navigation options: Home, My Time Table, Attendance, CBE Applications (highlighted), and Apply Exam Registration. The main content area is titled 'Exam Controller MVP' and 'CBE APPLICATIONS'. It features two application cards. The first card, 'TEST ABI', shows 4 subjects, an 'Open' application status, an 'APPLIED' status, and a deadline of 31st August 2022, 12:00 PM. The second card, 'CBE APPLICATION FOR PCM STUDENTS 2022-2024', includes a descriptive paragraph and shows 8 subjects, an 'Open' application status, an 'APPLIED' status, and a deadline of 31st August 2022, 12:00 PM.

**Exam Controller MVP**

**CBE APPLICATIONS**

**T TEST ABI**

Subjects : 4  
Application status : Open  
Applied status : APPLIED  
Date : 31st August 2022, 12:00 PM

**C CBE APPLICATION FOR PCM STUDENTS 2022-2024**

An application based course is one that can only be taken by students who have applied and been accepted into the course prior to the beginning of registration. Today, Coursera is a global online learning platform that offers anyone, anywhere, access to online courses and degrees from leading universities and companies.

Subjects : 8  
Application status : Open  
Applied status : APPLIED  
Date : 31st August 2022, 12:00 PM

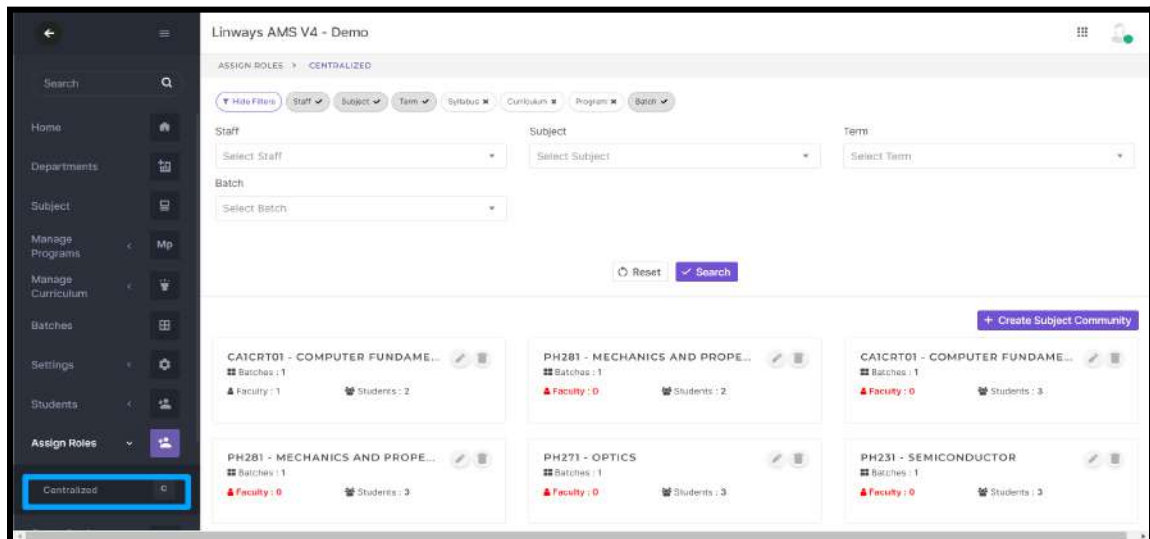
## CENTRALIZED ASSIGN ROLES

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.

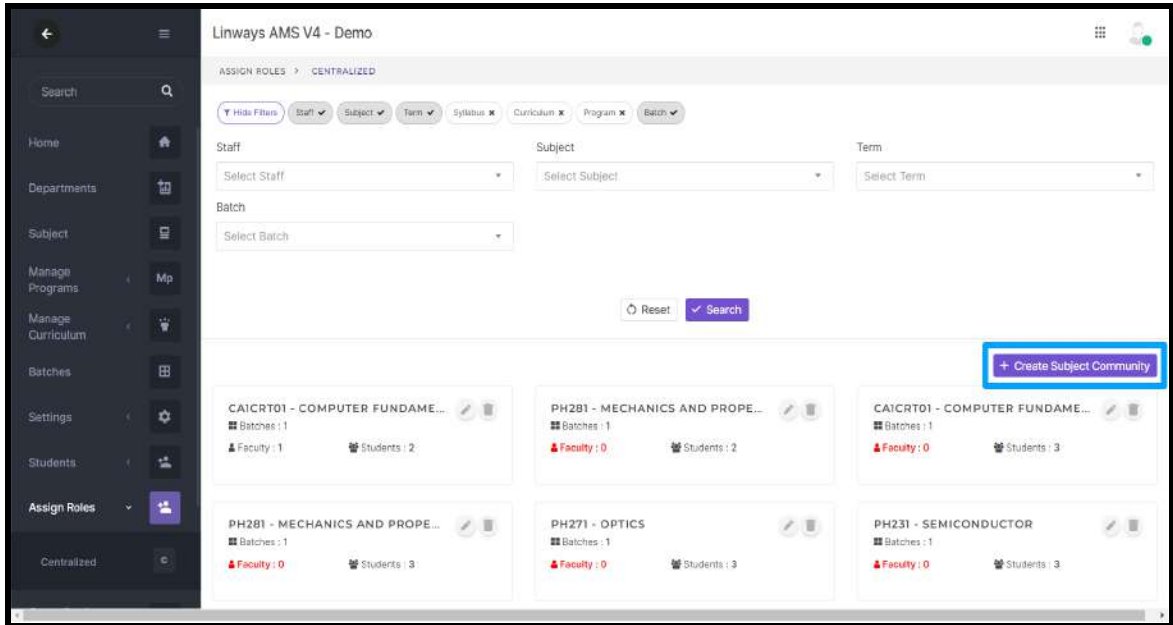
### Prerequisites

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.

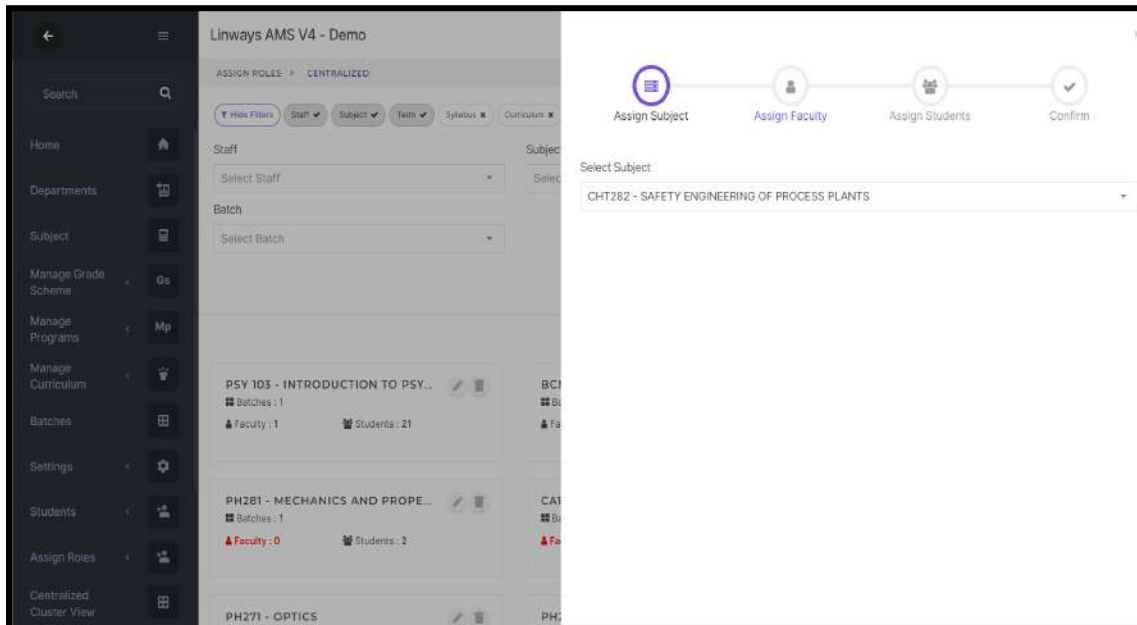


- Click **Create subject community** option to create a new subject community by assigning faculties and students against the subject.



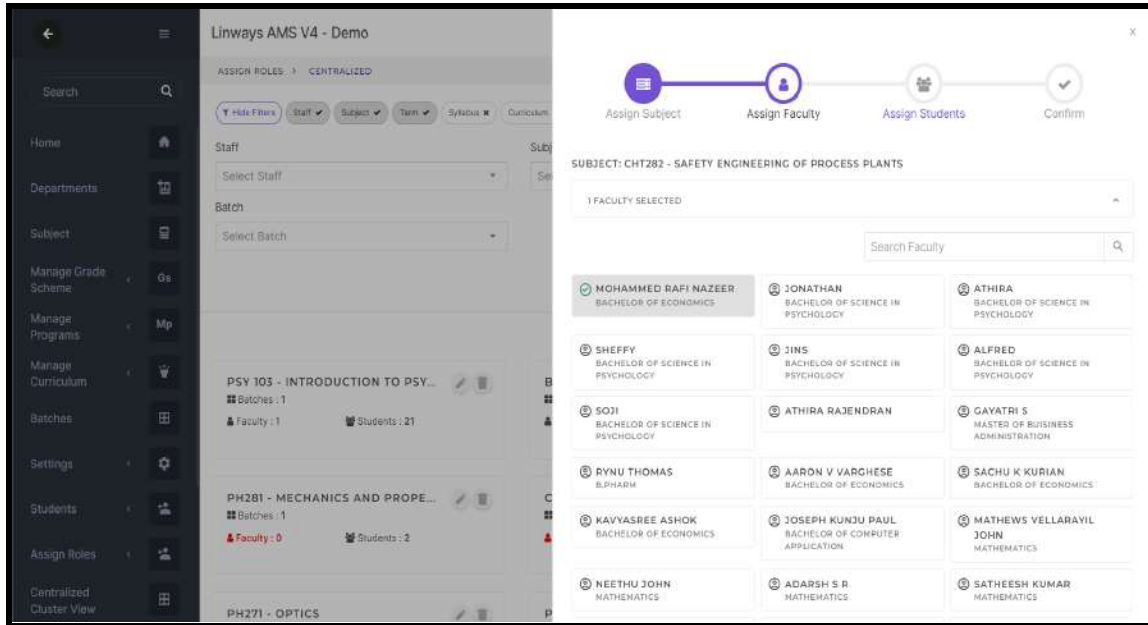
### Step 1 : Assign Subject

Subjects added in the current semester of batches in the curriculum will list out. Select the subject to be assigned.



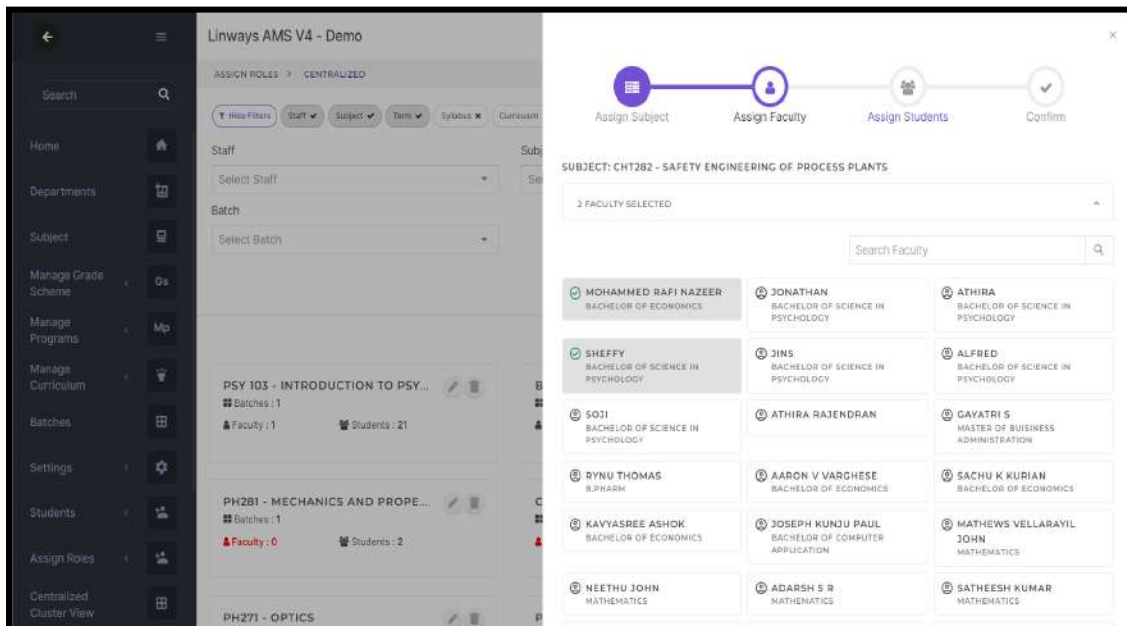
### Step 2: Assign Faculty

Select the faculty to be assigned for the selected subject.

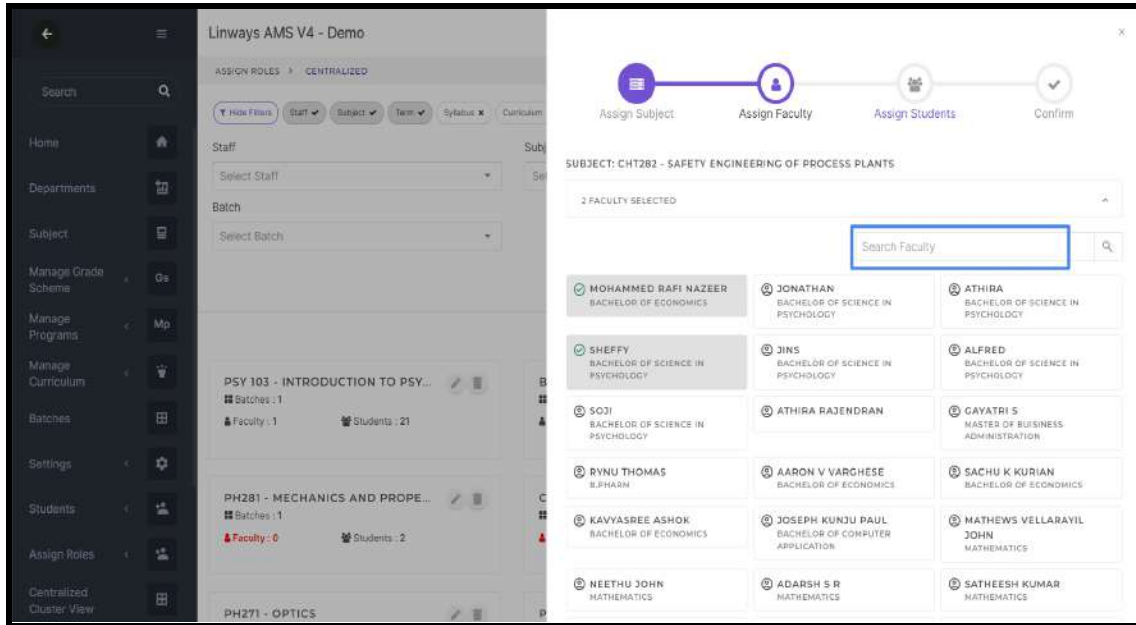


**NOTE:**

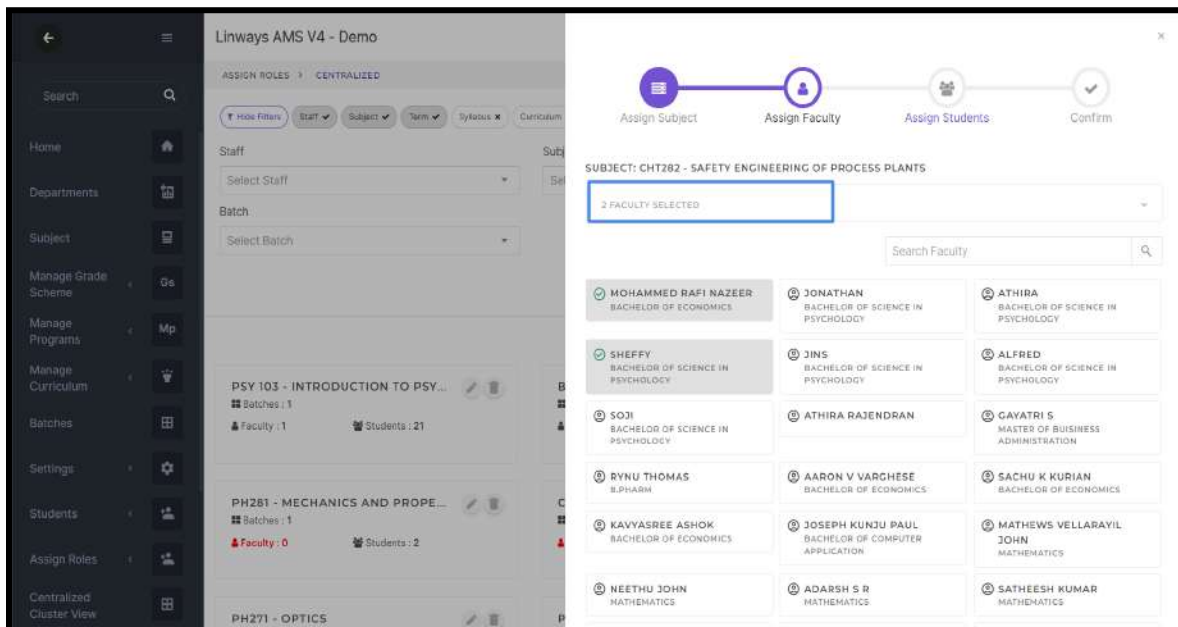
- The faculties belonging to the subject's handling department will list out first in assign faculty.
- Multiple faculties can be selected from the faculty list.

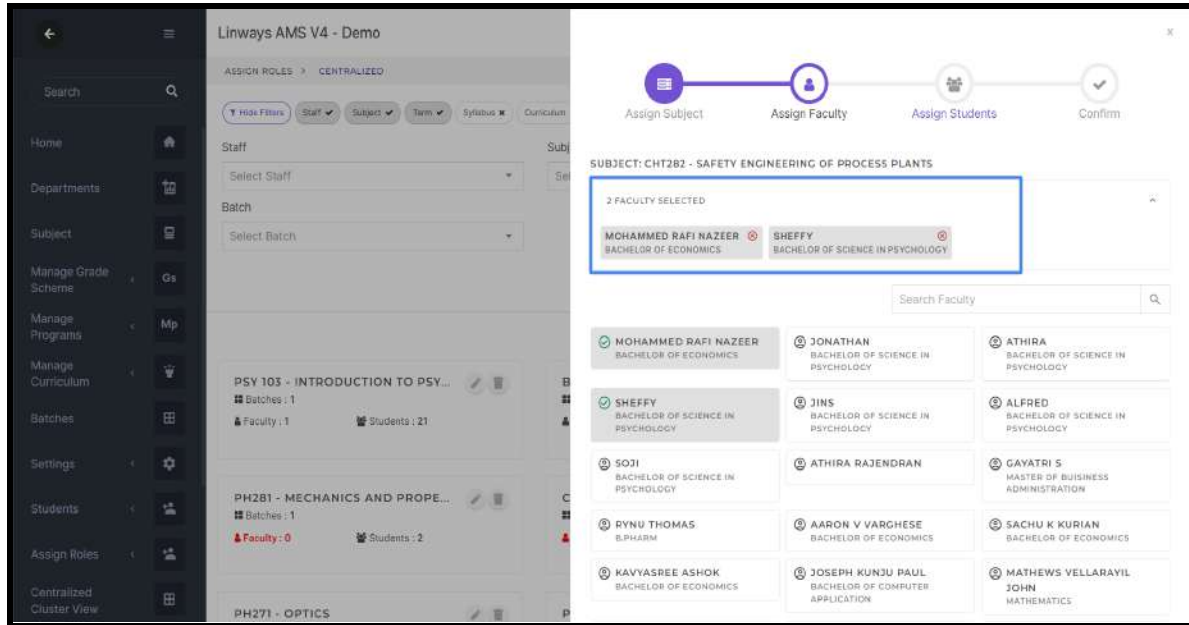


Enter faculty name in **search faculty** field to search a particular faculty.



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.

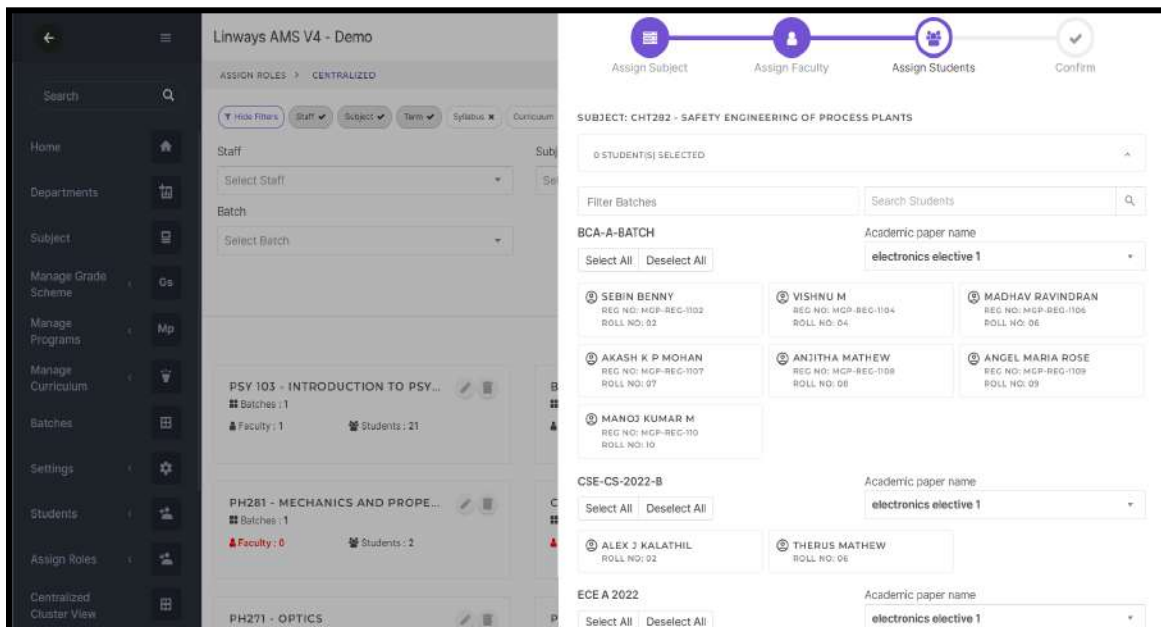




### Step 3: Assign students

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

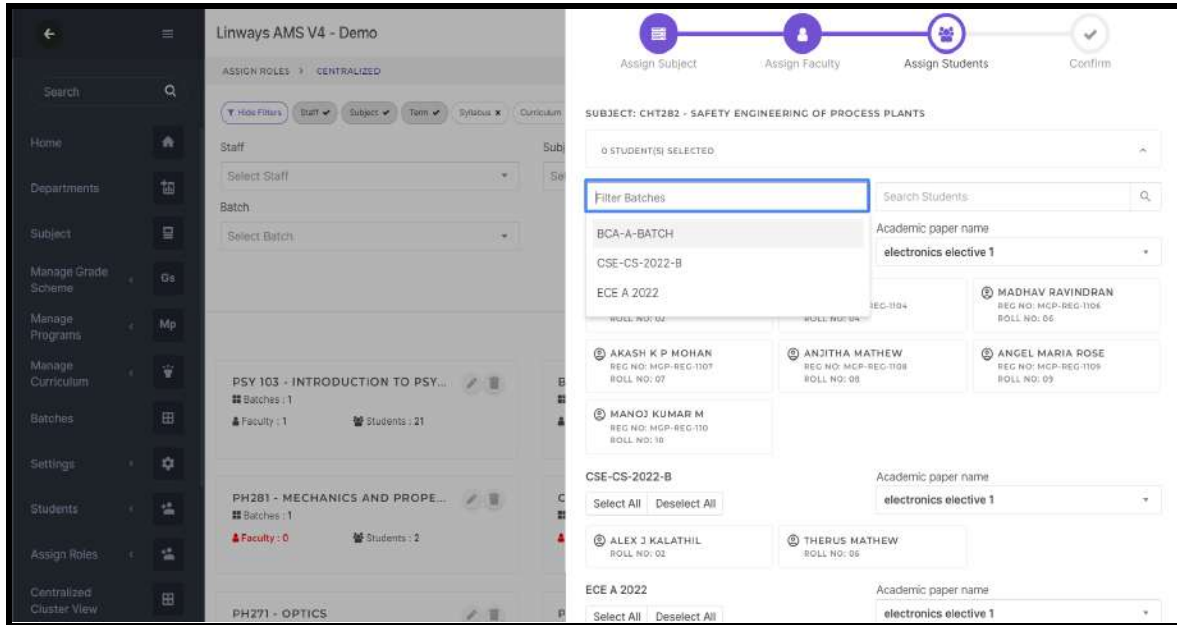
NOTE: Students listed out batch wise in assign role page. The listed batches will be assigned with a curriculum consisting of selected subject.



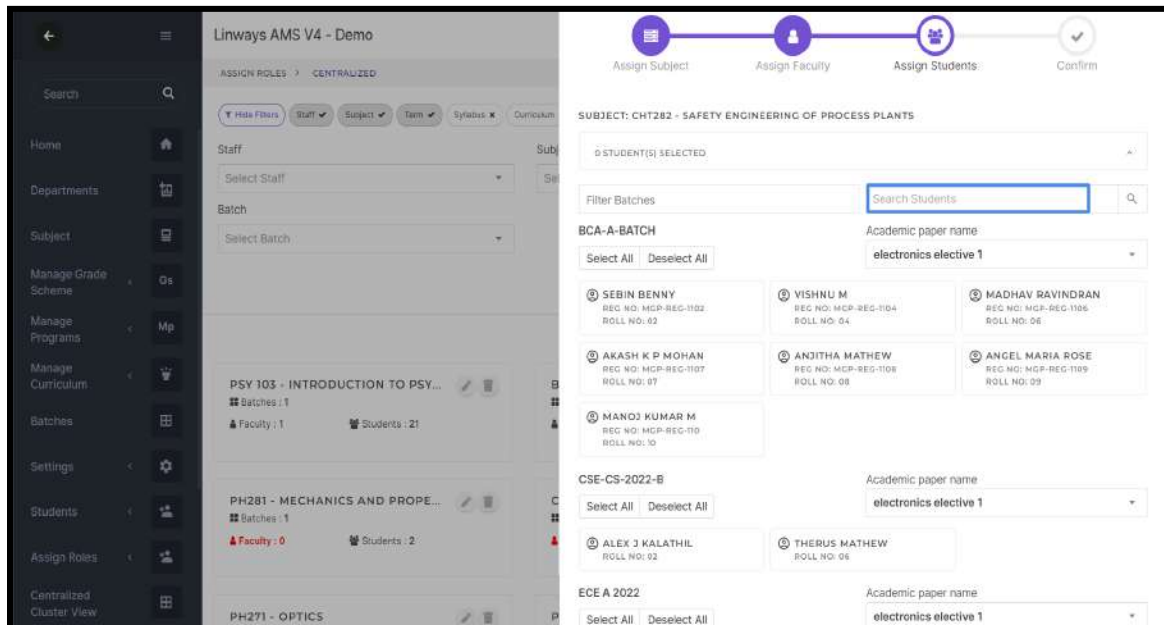
Students can be selected from the list available batchwise.

Select batch from filter batches to list students from selected batch.

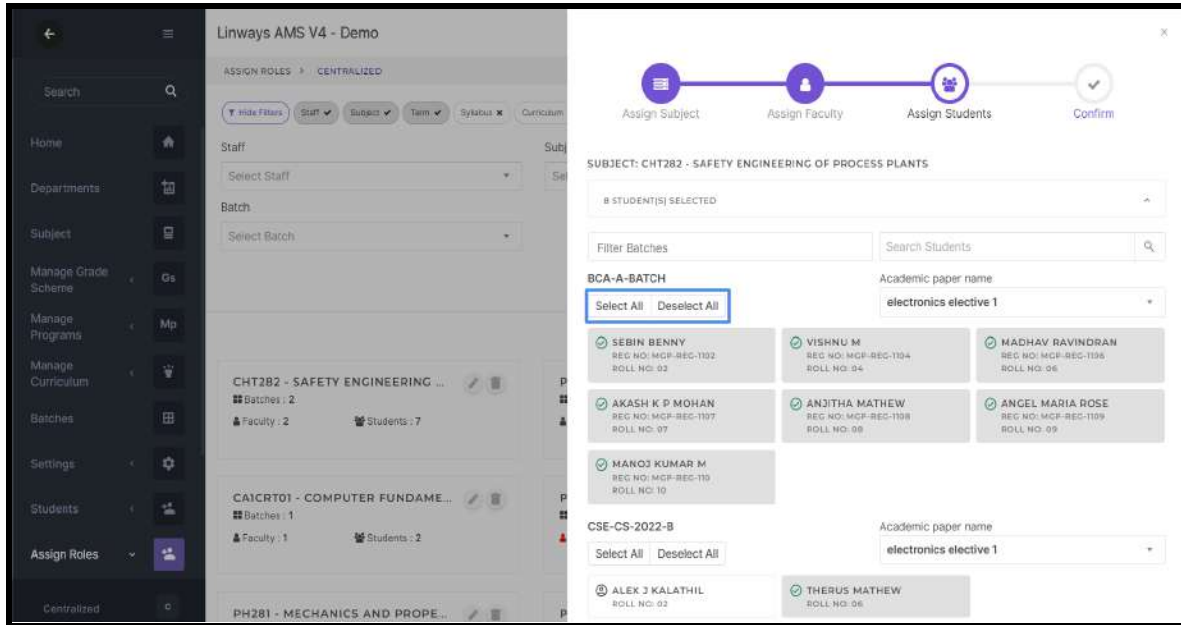




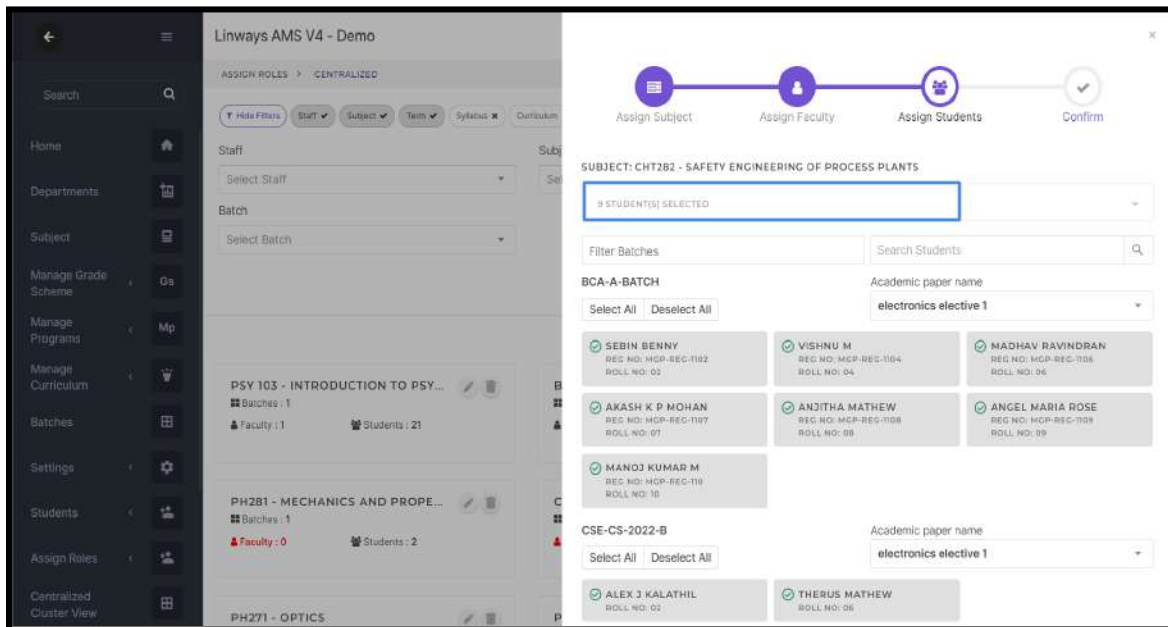
Enter student name in the search student field to search for a particular student.

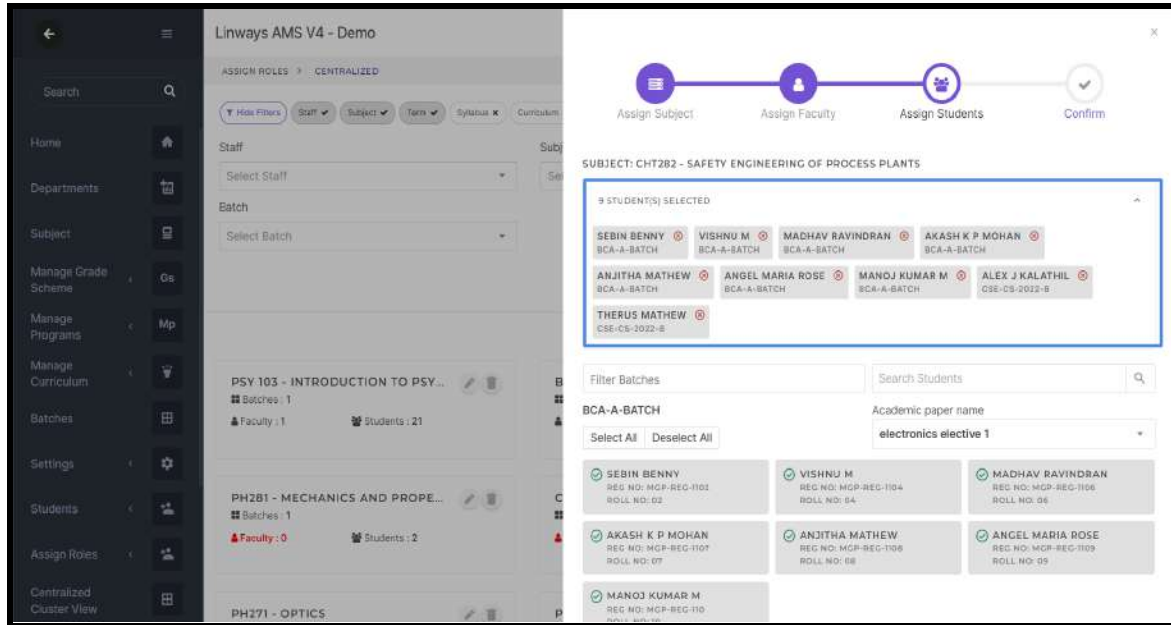


We can select all or deselect all students by clicking the corresponding option in a batch.



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.



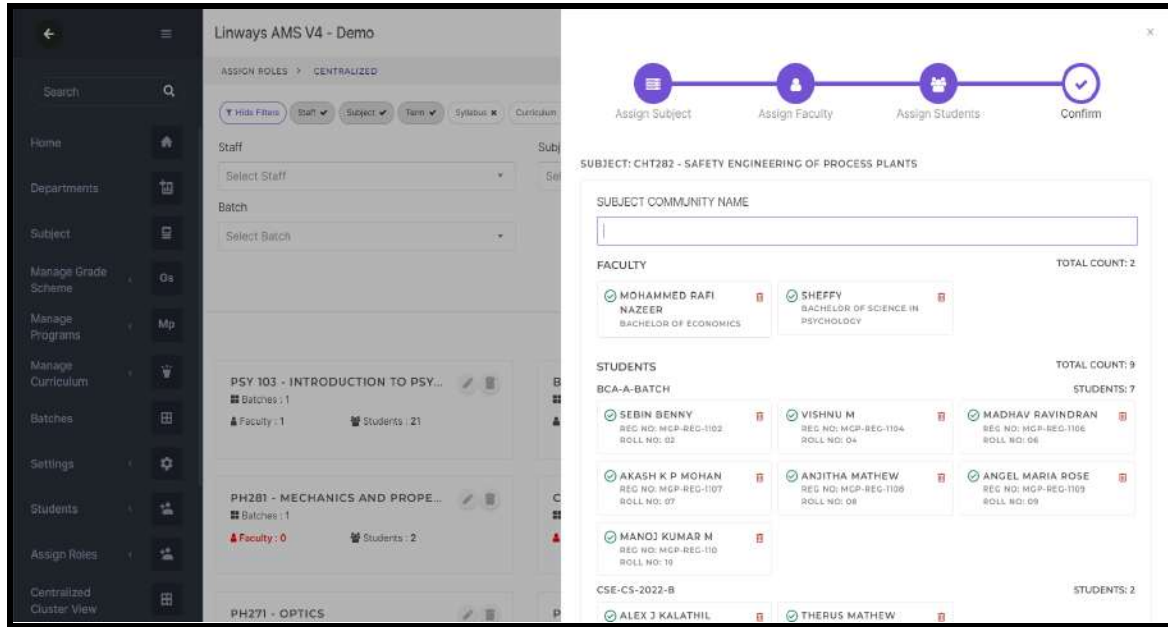


#### NOTE:

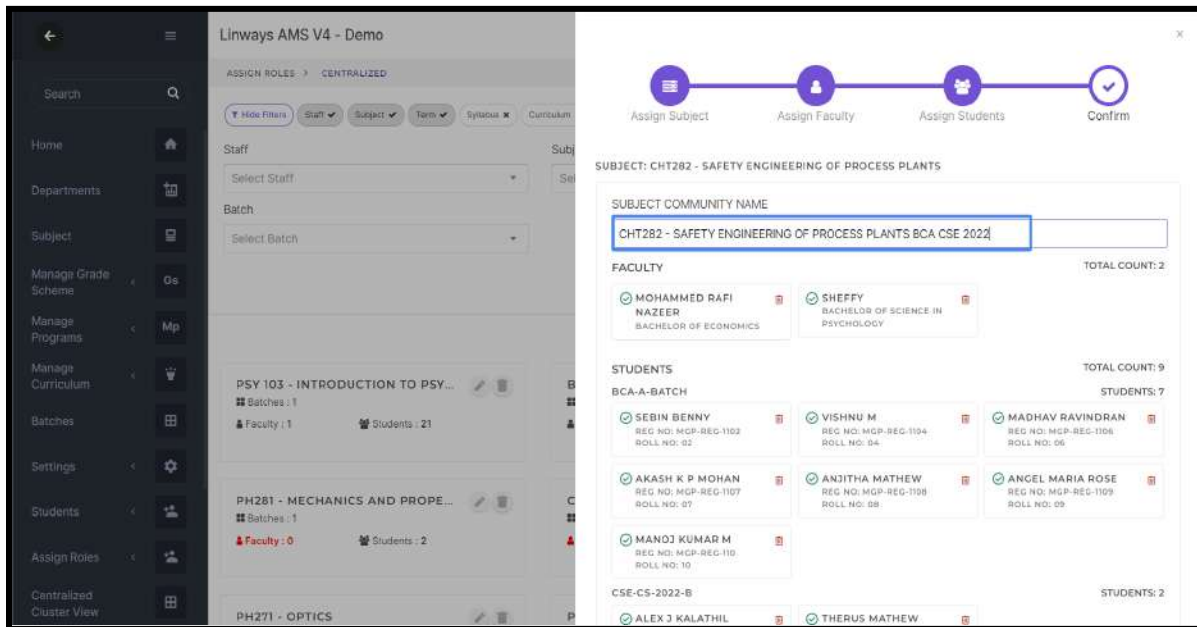
- For normal subjects, filter the students by filter batches and select all students from the batch by select all option.
- For pseudo subjects, select the students from required batches.
- For creating sub batches, select the students to be in a sub batch.

#### Step 4: Confirm

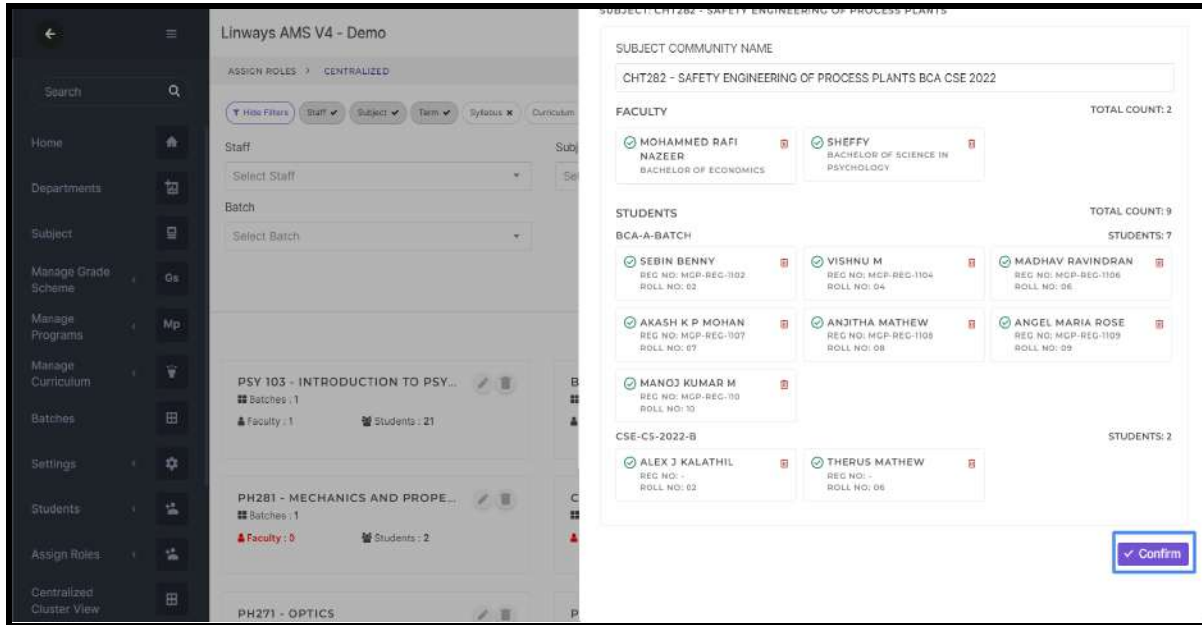
A preview of selected faculties and batch wise selected students will be shown. Also the count of faculties and batchwise and total student count available in the confirmation page.



Verify the details and enter a subject community name in the subject community name field.

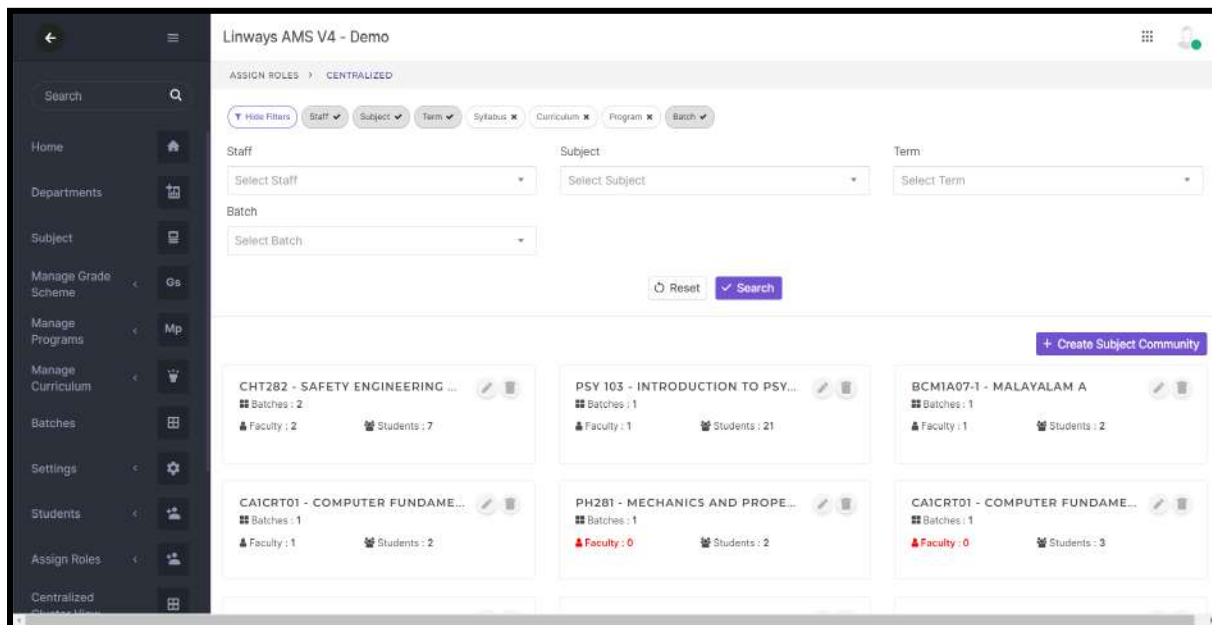


Click confirm to create subject community.



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.



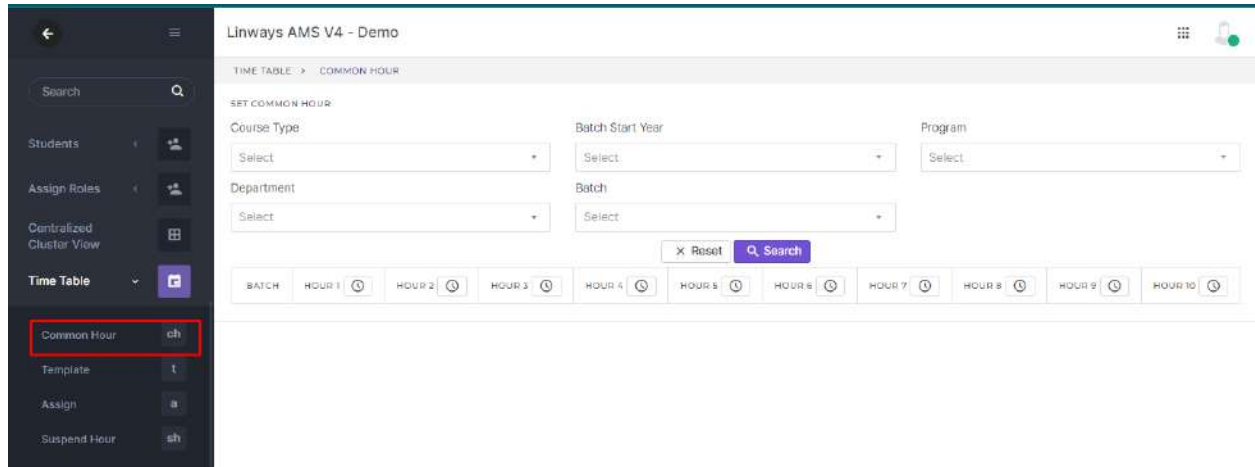
The subject community details like faculty count, total students count, batchwise students count, name of faculties assigned and name of students assigned can be viewed by clicking on the subject community tile.



# Common Hour

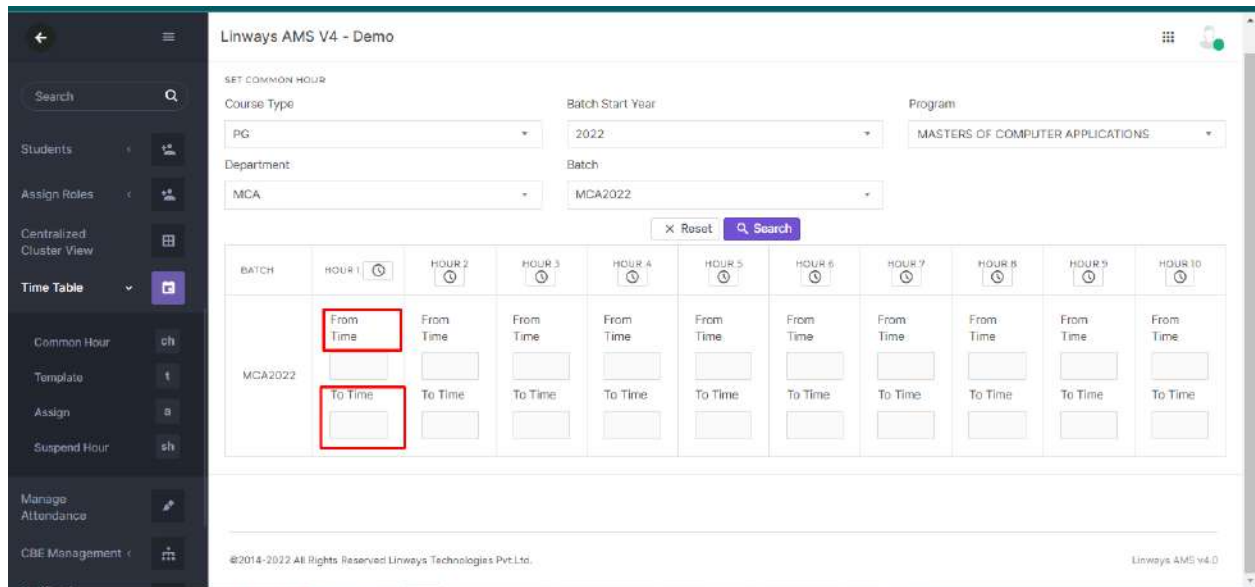
We can set the common time for the batches in Common Hour Menu

**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

The screenshot shows the 'SET COMMON HOUR' interface in Linways AMS V4. It includes a sidebar with navigation options like 'Students', 'Assign Roles', and 'Time Table'. The main area has filters for 'Course Type' (PG), 'Department', 'Batch Start Year', 'Batch', and 'Program'. Below these is a table with columns for 'HOUR 1' through 'HOUR 10'. The 'HOUR 1' column has a clock icon highlighted with a red box. The table contains time slots for batches like 'MBA2023-25' and 'ECE-AI-2022-A', with some cells showing specific times such as '10:00 AM', '11:00 AM', '12:00 PM', and '01:00 PM'.

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

The screenshot shows a modal dialog for setting 'From Time' and 'To Time'. The 'From Time' is set to '08:00 AM' and the 'To Time' is set to '09:00 AM'. The dialog has 'Cancel' and 'Submit' buttons. The background shows the same table as the previous screenshot, but it is dimmed.



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

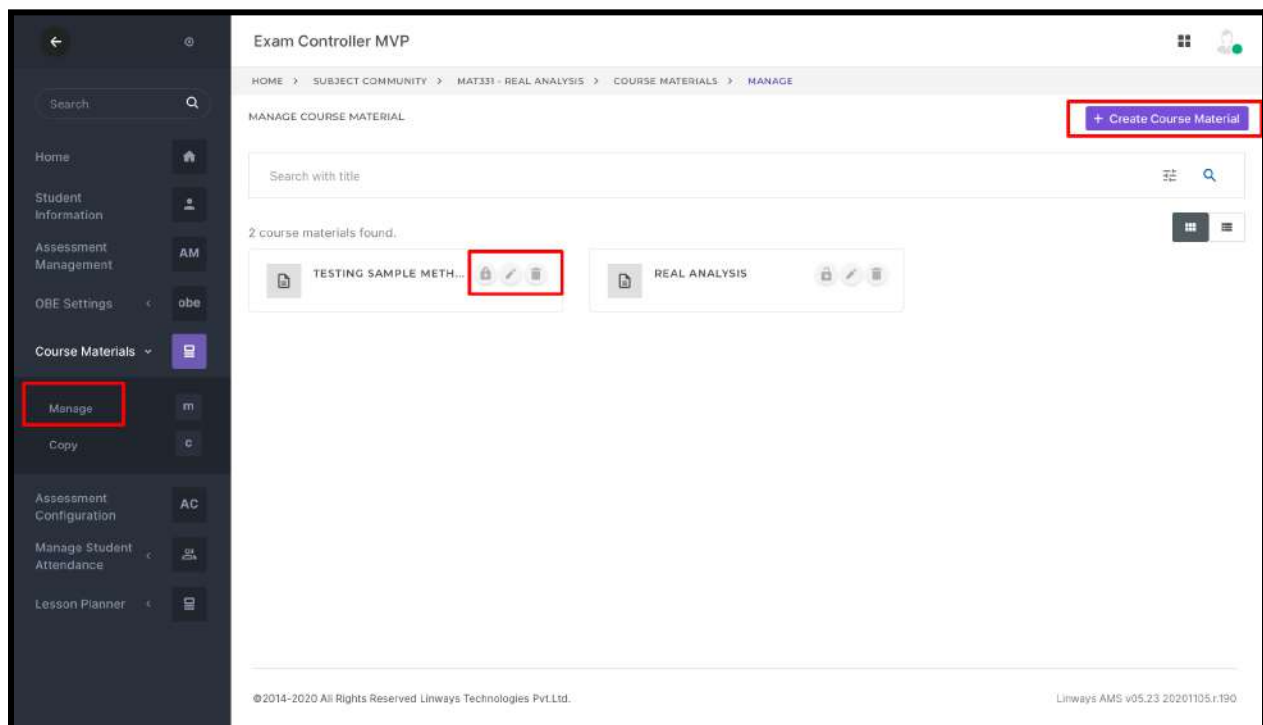
## **COURSE MATERIALS**

### → 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

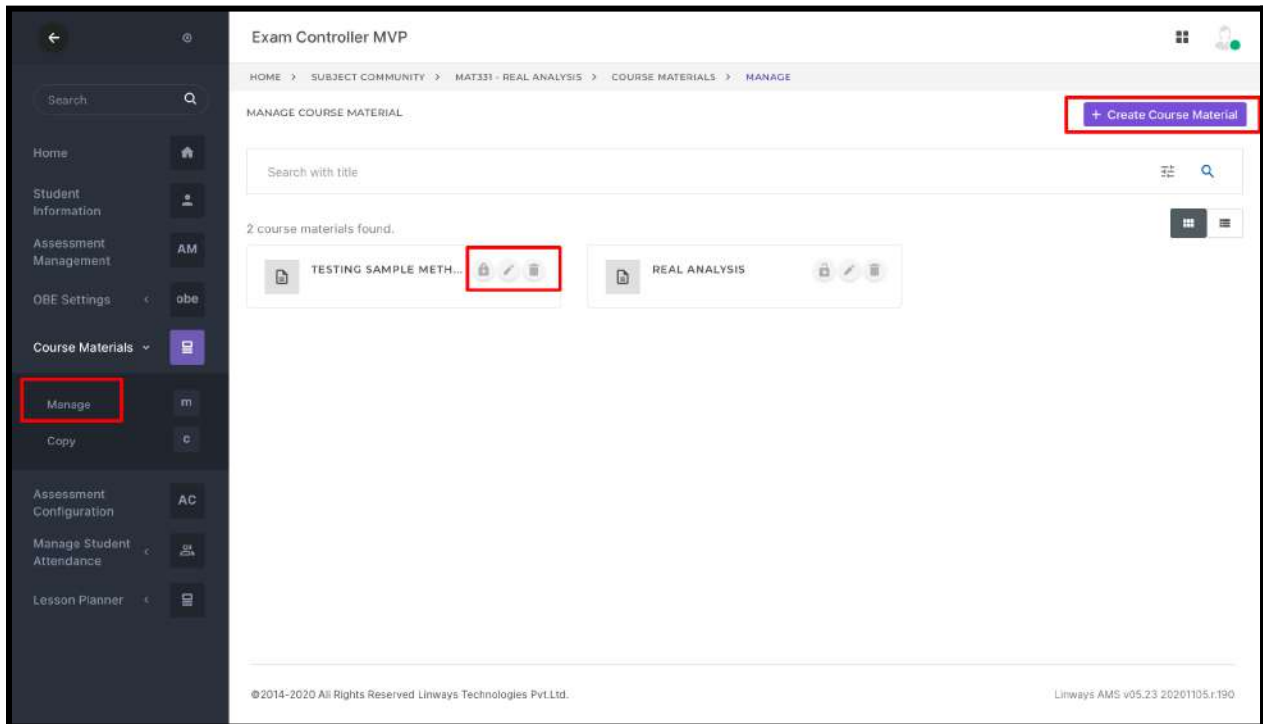
### → How to upload Course Materials?

- 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.



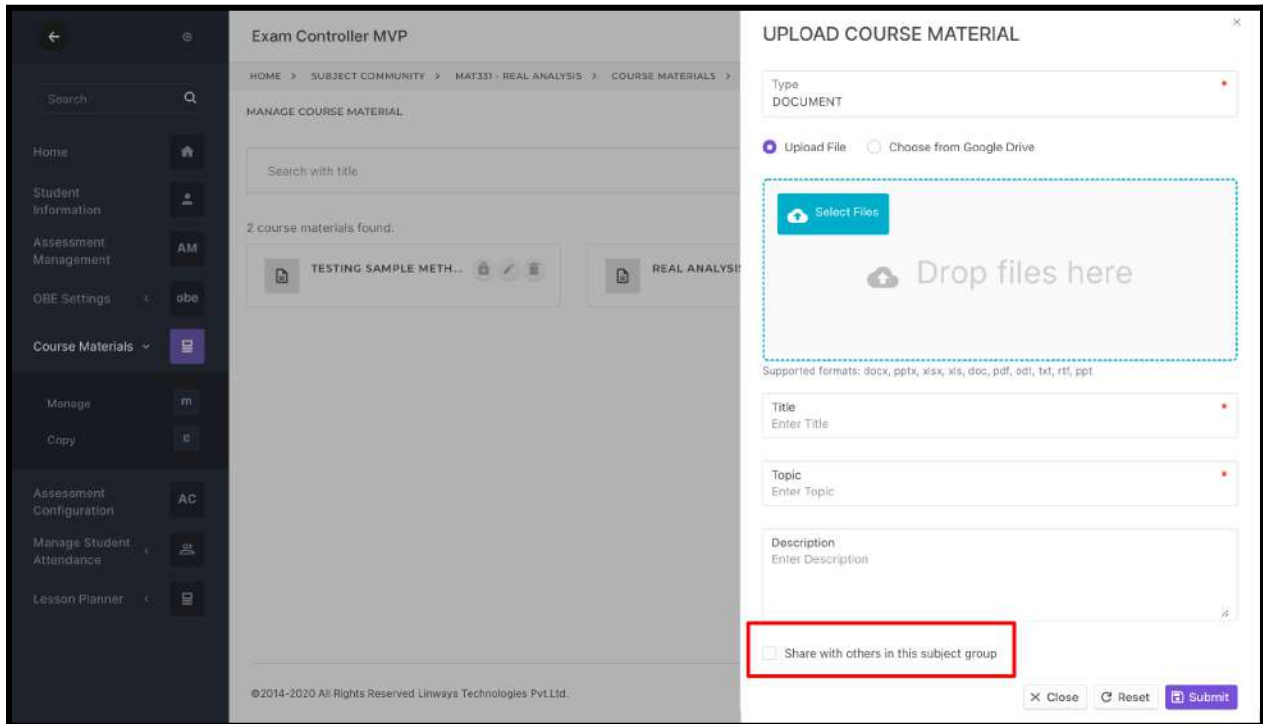
- Uploaded Course Materials will be listed on the same page.
- if you want to make any changes, click on Edit option >submit
- If you want to delete the course material, select the Files to be deleted and click > Delete Selected.

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.

The screenshot shows the 'Exam Controller MVP' interface. The left sidebar contains a navigation menu with the following items: Home, Student Information, Assessment Management, OBE Settings, Course Materials (selected), Manage, Copy (highlighted with a red box), Assessment Configuration, Manage Student Attendance, and Lesson Planner. The main content area is titled 'Exam Controller MVP' and shows a breadcrumb trail: HOME > SUBJECT COMMUNITY > MAT331 - REAL ANALYSIS > COURSE MATERIALS > COPY. Below the breadcrumb is a search bar with the text 'Search with title' and a search icon. A table titled '8 course materials found' displays the following data:

| # | NAME                          | TYPE     | DESCRIPTION | UPLOADED ON         | UPLOADED BY   | COPY                 |
|---|-------------------------------|----------|-------------|---------------------|---------------|----------------------|
| 1 | Feedback                      | DOCUMENT |             | 29-08-2022 01:10 PM | Staff Name 12 | <a href="#">Copy</a> |
| 2 | sample testing                | DOCUMENT |             | 16-08-2022 10:24 AM | Staff Name 12 | <a href="#">Copy</a> |
| 3 | data                          | DOCUMENT |             | 19-08-2022 11:35 AM | Staff Name 12 | <a href="#">Copy</a> |
| 4 | nxbchjb xbcjksdcusk jdckjsdjc | DOCUMENT |             | 19-08-2022 11:58 AM | Staff Name 12 | <a href="#">Copy</a> |
| 5 | nxbchjb xbcjksdcusk jdckjsdjc | DOCUMENT |             | 19-08-2022 11:55 AM | Staff Name 12 | <a href="#">Copy</a> |
| 6 | sample testing                | DOCUMENT |             | 16-08-2022 10:23 AM | Staff Name 12 | <a href="#">Copy</a> |
| 7 | data                          | DOCUMENT |             | 19-08-2022 11:35 AM | Staff Name 12 | <a href="#">Copy</a> |

- Collapse the filter button to copy the materials

**Exam Controller MVP**

HOME > SUBJECT COMMUNITY > MAT331 - REAL ANALYSIS > COURSE MATERIALS > COPY

**COPY COURSE MATERIAL**

You can copy your course materials from other subjects or course materials uploaded by other staffs to your subject here. Use filter to search for course materials.

Search with title

Copy from my course materials
  Copy subject community materials
  Copy other staff's materials

Batch: Choose batch  
 Term: Choose term  
 Subject group: Choose subject  
 Type: Choose type  
 Uploaded date

Reset Search

8 course materials found

| # | NAME                           | TYPE     | DESCRIPTION | UPLOADED ON         | UPLOADED BY   | COPY                 |
|---|--------------------------------|----------|-------------|---------------------|---------------|----------------------|
| 1 | Feedback                       | DOCUMENT |             | 29-08-2022 01:10 PM | Staff Name 12 | <a href="#">Copy</a> |
| 2 | sample testing                 | DOCUMENT |             | 16-08-2022 10:24 AM | Staff Name 12 | <a href="#">Copy</a> |
| 3 | data                           | DOCUMENT |             | 19-08-2022 11:35 AM | Staff Name 12 | <a href="#">Copy</a> |
| 4 | nybzbh ubhikboursdk idokirffic | DOCUMENT |             | 19-08-2022 11:55 AM | Staff Name 12 | <a href="#">Copy</a> |

- 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.

**Copy Course Materials**

COURSE MATERIALS > COPY COURSE MATERIALS

**COPY COURSE MATERIAL**

You can copy your course materials from other subjects or course materials uploaded by other staffs to your subject here. Use filter to search for course materials.

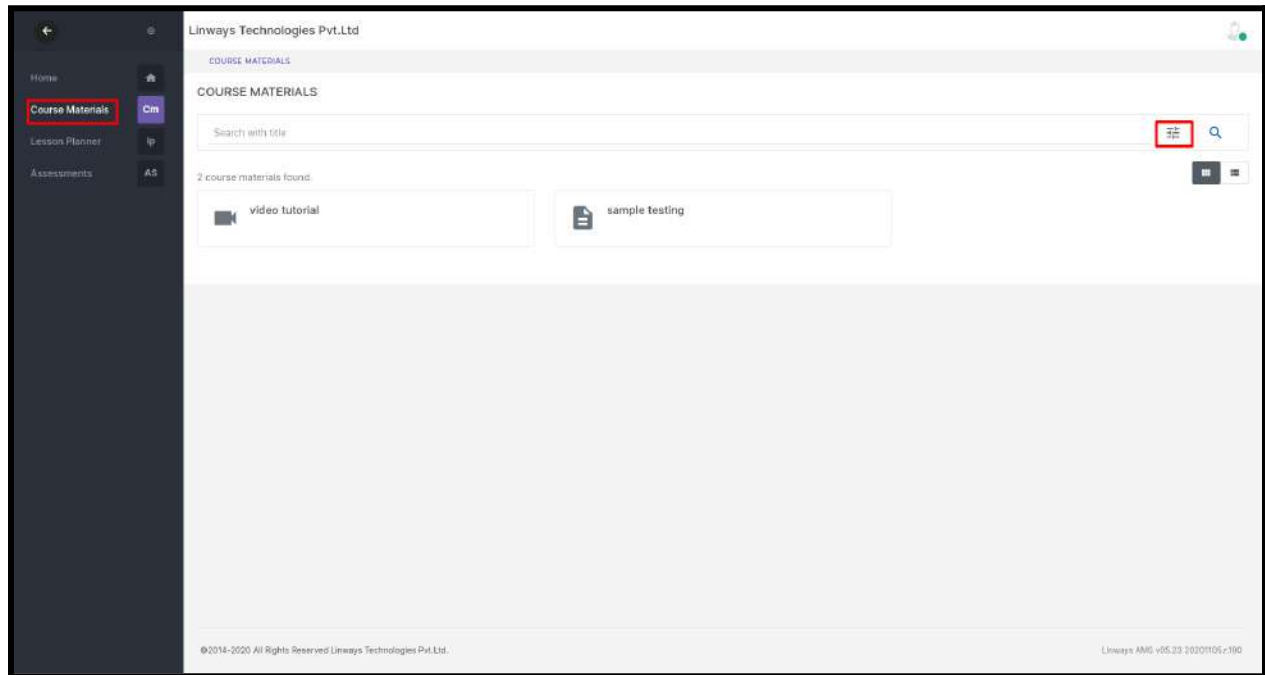
Search with title

132 course materials found

| # | NAME                                    | TYPE     | DESCRIPTION                        | UPLOADED ON         | UPLOADED BY    | COPY                 |
|---|---|----------|------------------------------------|---------------------|----------------|----------------------|
| 1 | iOS top 10 feature                      | VIDEO    | okay I'll let you know later to... | 08-06-2022 04:14 PM | Staff Name 157 | <a href="#">Copy</a> |
| 2 | OUTCOME BASED EDUCATION e               | DOCUMENT | EDUCATION                          | 27-05-2022 03:02 PM | Staff Name 157 | <a href="#">Copy</a> |
| 3 | Machine Learning Practice for 2021-2... | DOCUMENT |                                    | 03-06-2022 10:30 AM | Staff Name 157 | <a href="#">Copy</a> |
| 4 | File Mangement                          | DOCUMENT |                                    | 13-05-2022 10:58 AM | Staff Name 157 | <a href="#">Copy</a> |
| 5 | Artificial Engineering                  | DOCUMENT |                                    | 13-05-2022 10:50 AM | Staff Name 157 | <a href="#">Copy</a> |
| 6 | vhghhjh                                 | DOCUMENT |                                    | 18-05-2022 01:04 PM | Staff Name 157 | <a href="#">Copy</a> |

## 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.

Linways Technologies Pvt.Ltd

COURSE MATERIALS

VIDEO TUTORIAL ×

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

[▶ WATCH VIDEO](#)

0 likes 0 comments

[Like](#)

No comments yet

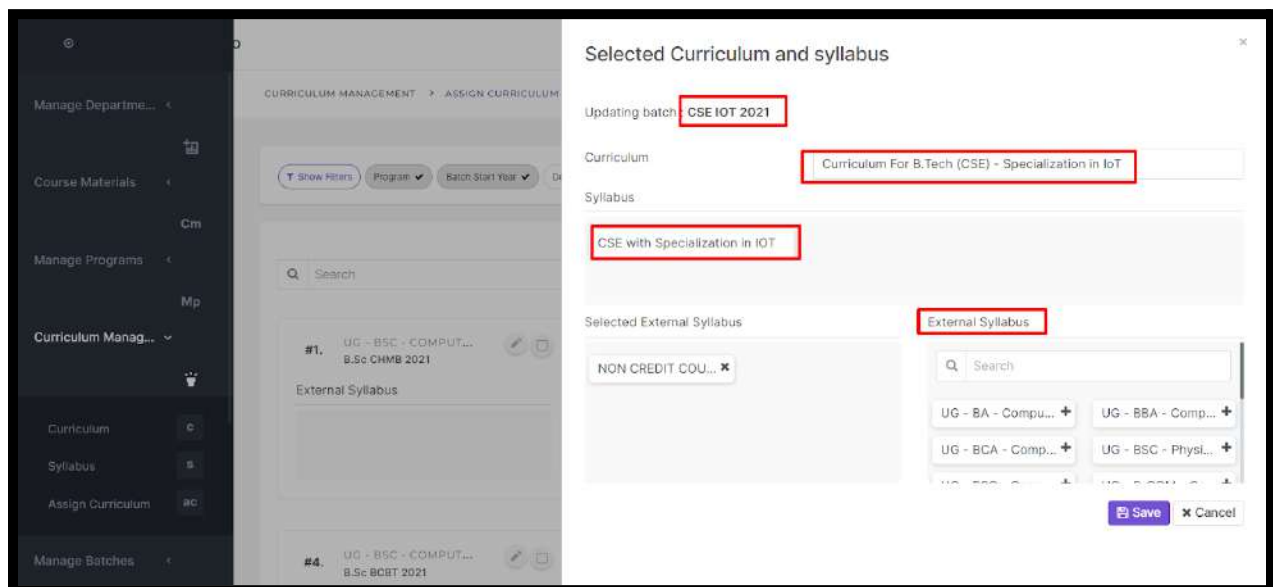
Type your comments here.. [▶](#)

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## → 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.

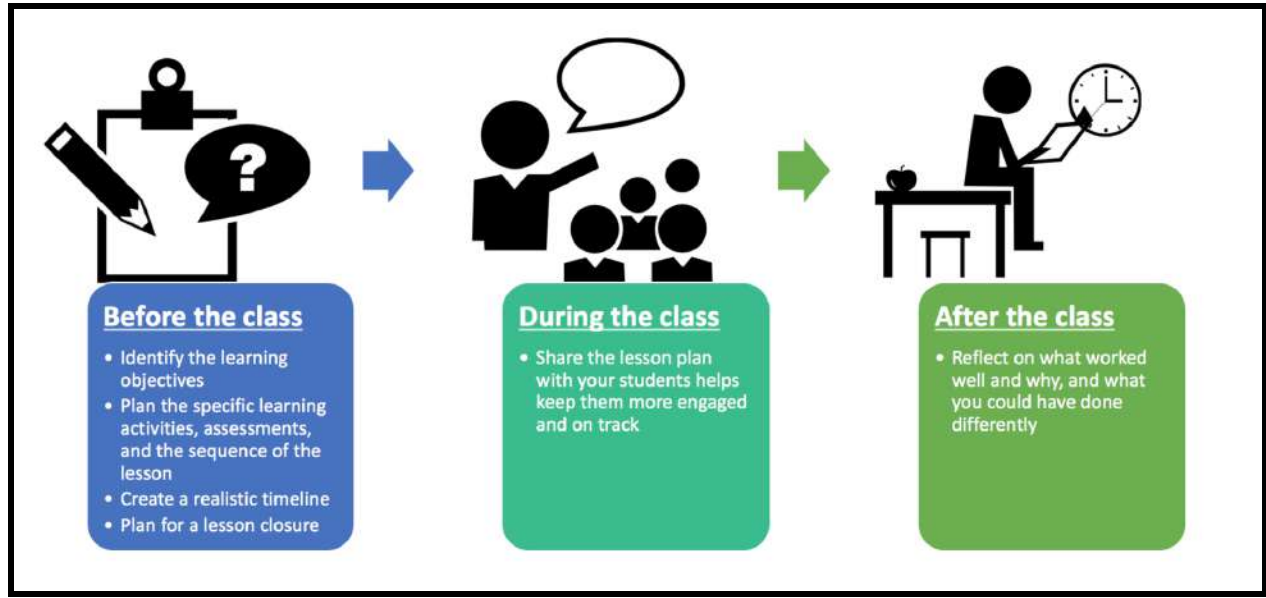
❖ **Benefits:-**

- 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.



### → 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.

The screenshot displays the 'Lesson Planner' interface for 'Linways Technologies Pvt.Ltd.'. The left sidebar contains navigation options: Course Materials, Online Class, Documents, Search Students, Settings, Details, SMS and Email, Time Table, Online Class rep..., Manage Studen..., Lesson Planner, Proposed Plans (highlighted with a red box), and Actual Plans. The main content area is titled 'LESSON PLANNER > PROPOSED PLANS' and features a 'PROPOSED SUBJECT PLAN' section (also highlighted with a red box). Below this, there are two tabs: 'TABLE METHOD' (active) and 'CALENDAR METHOD'. The 'TABLE METHOD' section shows a table for 'PROPOSED PLAN - TABLE METHOD' with the following columns: #, DATE, HOUR, MODULE, TOPIC, DESCRIPTION, MODE OF INSTRUCTION, TEACHING PEDAGOGY, and ACTION. The table contains one row with the following data: # (empty), DATE (01-06-2022), HOUR (Hour 1), MODULE (Module 1), TOPIC (introduction to wireless technology), DESCRIPTION (Learning Objectives What learning goals do you want), MODE OF INSTRUCTION (Lecture), TEACHING PEDAGOGY (online), and ACTION (edit and delete icons).

| # | DATE       | HOUR   | MODULE   | TOPIC                               | DESCRIPTION   | MODE OF INSTRUCTION | TEACHING PEDAGOGY | ACTION  |
|---|------------|--------|----------|-------------------------------------|---|---------------------|-------------------|---|
|   | 01-06-2022 | Hour 1 | Module 1 | introduction to wireless technology | Learning Objectives What learning goals do you want | Lecture             | online            |   |

- 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.

Linways AMS Demo

TABLE METHOD | CALENDAR METHOD

Show other plans

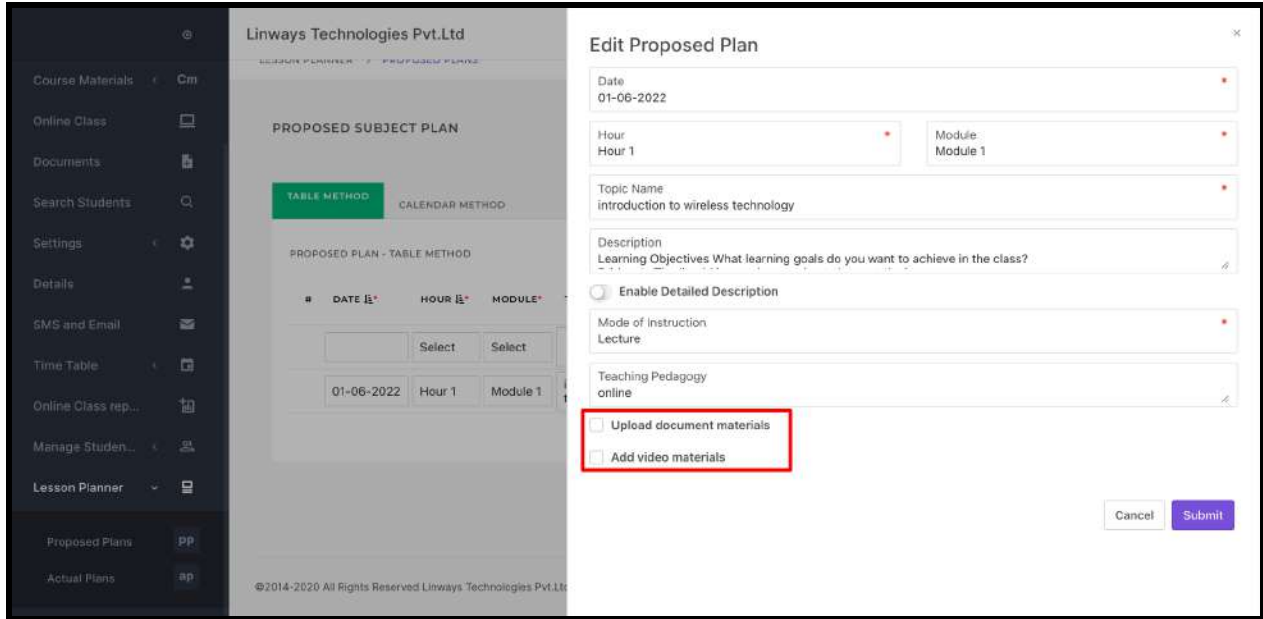
Share Plans | Copy Plans

PROPOSED PLAN - TABLE METHOD

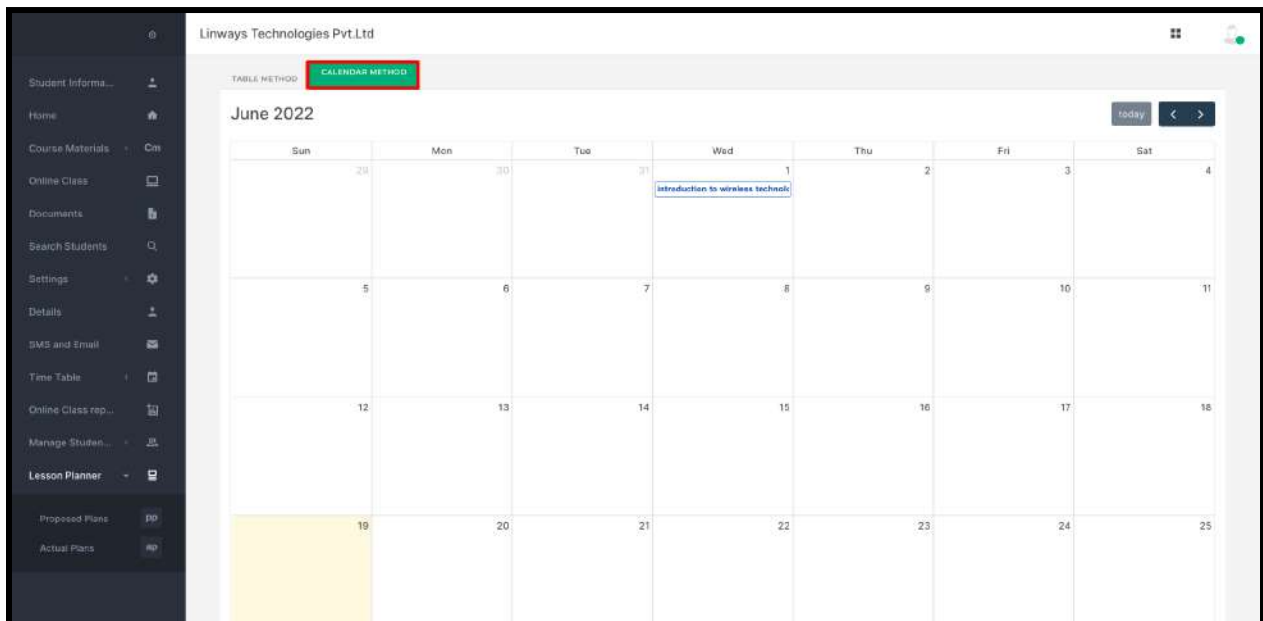
|   | DATE 📅*    | HOUR 🕒* | MODULE*  | TOPIC*                               | DESCRIPTION   | MODE OF INSTRUCTION* | TEACHING PEDAGOGY | ACTION       |
|---|------------|---------|----------|--------------------------------------|---|----------------------|-------------------|--------------|
|   | Select     | Select  |          |                                      |   | Select               |                   | ✓ ✗          |
| 1 | 02-09-2022 | Hour 2  | Module 1 | Basket of currencies, Exchange rates | After the completion of the this topic the student will | Lecture              | OFFLINE           | ✍️ 🗑️ 🗺️ Map |
| 2 | 01-09-2022 | Hour 1  | Module 1 | Introduction to Economic Indices     | After the completion of the this topic the student will | Lecture              | ONLINE            | ✍️ 🗑️ 🗺️ Map |

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- 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.

Linways Technologies Pvt.Ltd

LESSON PLANNER > PROPOSED PLANE

PROPOSED SUBJECT PLAN

TABLE METHOD: CALENDAR METHOD

June 2022

Sun 29 Mon 30 Tue

5 6

12 13

**Edit Proposed Plan**

Date: 29-05-2022

Hour: Select Hour Module: Select Module

Topic Name: Enter the topic name

Description: Enter the description

Enable Detailed Description

Mode of Instruction: Select the mode of instruction

Teaching Pedagogy: Enter the teaching pedagogy

Upload document materials

Add video materials

Cancel Submit

- 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.

LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD: CALENDAR METHOD

June 2022

today < >

Sun Mon Tue Wed Thu Fri Sat

29 30 1 2 3 4

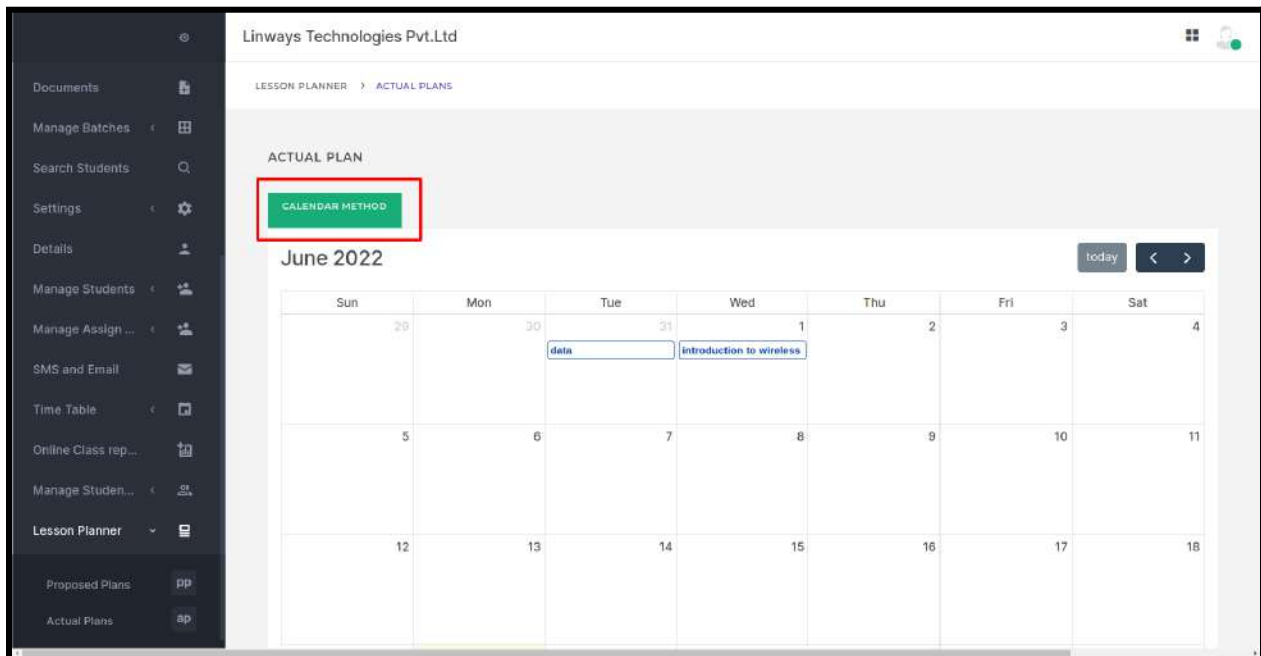
5 6 7 8 9 10 11

12 13 14 15 16 17 18

data introduction to wireless

## 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.



The screenshot displays the 'Lesson Planner' interface for 'Linways Technologies Pvt.Ltd.'. The left sidebar contains various navigation options, including 'Documents', 'Manage Batches', 'Search Students', 'Settings', 'Details', 'Manage Students', 'Manage Assign...', 'SMS and Email', 'Time Table', 'Online Class rep...', 'Manage Studen...', and 'Lesson Planner'. The 'Lesson Planner' section is expanded, showing 'Proposed Plans' (pp) and 'Actual Plans' (ap). The main content area is titled 'ACTUAL PLAN' and features a 'CALENDAR METHOD' button highlighted with a red box. Below this, a calendar for 'June 2022' is displayed, showing dates from 20 to 18. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 20, 30, and 31 are in the Sun column; 1, 2, 3, and 4 are in the Wed column; 5, 6, 7, 8, 9, 10, and 11 are in the Thu column; and 12, 13, 14, 15, 16, 17, and 18 are in the Fri column. The date 21 has a 'data' label, and the date 1 has a label 'Introduction to wireless'.



The screenshot displays the 'Edit Actual Plan' form in the Linways Technologies Pvt.Ltd. Lesson Planner. The form is titled 'Edit Actual Plan' and includes the following fields:

- Date: 01-06-2022
- Hour: Hour 1
- Module: Module 1
- Topic Name: Introduction to wireless technology
- Description: Learning Objectives What learning goals do you want to achieve in the class?
- Enable Detailed Description:
- Mode of Instruction: Lecture
- Teaching Pedagogy: online
- Status: Select Status (dropdown menu with options: Not Covered, Partially Covered, Fully Covered)

The calendar view for June 2022 shows the following dates:

| Sun | Mon |
|-----|-----|
| 29  | 30  |
| 5   | 6   |
| 12  | 13  |

## 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.

Exam Controller MVP

HOME > SUBJECT COMMUNITY > M21 FR L1 - FRENCH > LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

Show other plans

Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

| # | SESSION # | MODULE*  | TOPIC*                     | DESCRIPTION | MODE OF INSTRUCTION* | TEACHING PEDAGOGY | ACTIONS |
|---|-----------|----------|----------------------------|-------------|----------------------|-------------------|---------|
|   | Select    | Select   |                            |             | Select               |                   | ✓ ✕     |
| 1 | Session 2 | Module 1 | benefit of french learning |             | Lecture              | ppt               | ✎ 🗑️ 🗺️ |
| 2 | Session 1 | Module 1 | introduction               |             | Lecture              | online class      | ✎ 🗑️ 🗺️ |

- 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.

Exam Controller MVP

HOME > SUBJECT COMMUNITY > M21 FR L1 - FRENCH > LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

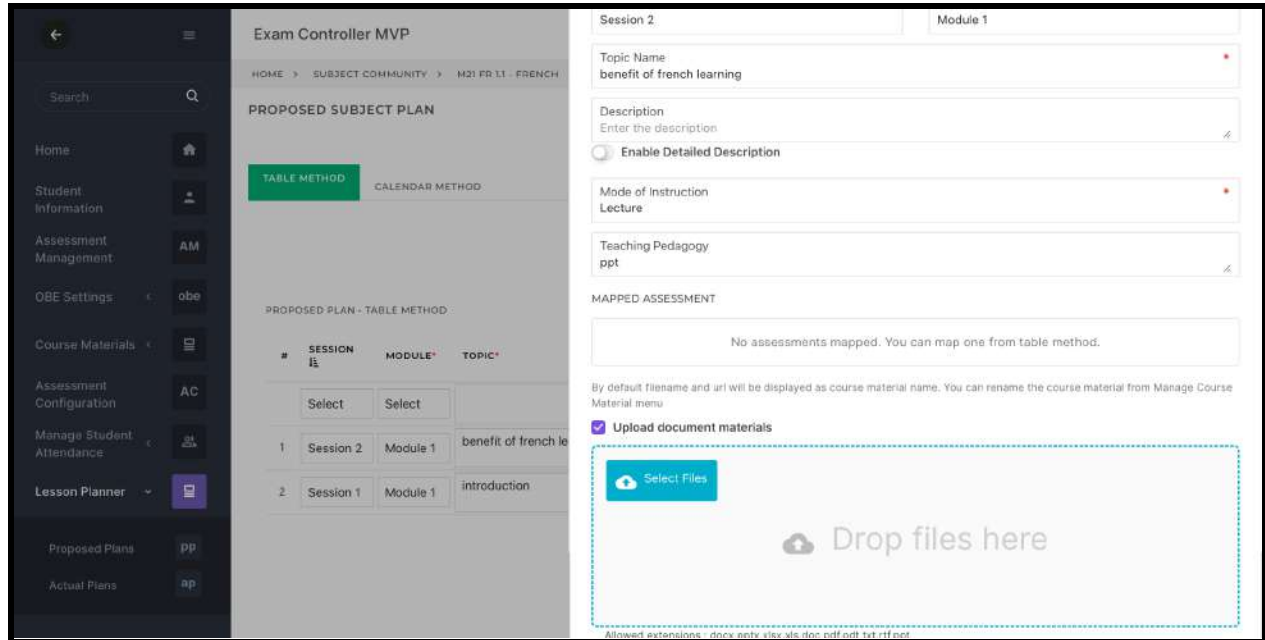
TABLE METHOD CALENDAR METHOD

Show other plans

Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

| # | SESSION # | MODULE*  | TOPIC*                     | DESCRIPTION | MODE OF INSTRUCTION* | TEACHING PEDAGOGY | ACTIONS |
|---|-----------|----------|----------------------------|-------------|----------------------|-------------------|---------|
|   | Select    | Select   |                            |             | Select               |                   | ✓ ✕     |
| 1 | Session 2 | Module 1 | benefit of french learning |             | Lecture              | ppt               | ✎ 🗑️ 🗺️ |
| 2 | Session 1 | Module 1 | introduction               |             | Lecture              | online class      | ✎ 🗑️ 🗺️ |



- 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.









Exam Controller MVP

HOME > SUBJECT COMMUNITY > PHYSICS - THERMAL PHYSICS AN... > LESSON PLANNED > ACTUAL PLANS

ACTUAL PLAN

TABLE METHOD | CALENDAR METHOD

ACTUAL PLAN - TABLE METHOD

| # | DATE       | SESSION   | MODULE   | TOPIC          | DESCRIPTION   | MODE OF INSTRUCTION | TEACHING PEDAGOGY | STATUS            | ACTION  |
|---|------------|-----------|----------|----------------|---|---------------------|-------------------|-------------------|---|
| 1 | 26-09-2022 | Session 4 | Module 2 | Thermodynamics | Thermodynamics is the branch of Physics that deals with heat and temperature, and | Lecture             | pp4               | Partially Covered |   |
| 2 |            | Session 3 | Module 2 | dfg            |   | Tutorial            |                   | Partially Covered |   |
| 3 |            | Session 2 | Module 2 | vgvbw          | b b   | Tutorial            |                   | Partially Covered |   |
| 4 | 12-08-2022 | Session 1 | Module 1 | staff 12 1     | staff 12 1  | Tutorial            | staff 12 1        | Fully Covered     |   |

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

Exam Controller MVP

HOME > SUBJECT COMMUNITY > PHYSICS - THERMAL PHYSICS AN... > LESSON PLANNED > ACTUAL PLANS

ACTUAL PLAN

TABLE METHOD | CALENDAR METHOD

ACTUAL PLAN - TABLE METHOD

| # | DATE       | SESSION   | MODULE   | TOPIC          | DESCRIPTION                    |
|---|------------|-----------|----------|----------------|--------------------------------|
| 1 | 26-09-2022 | Session 4 | Module 2 | Thermodynamics | Thermodynamics that deals with |
| 2 |            | Session 3 | Module 2 | dfg            |                                |
| 3 |            | Session 2 | Module 2 | vgvbw          | b b                            |
| 4 | 12-08-2022 | Session 1 | Module 1 | staff 12 1     | staff 12 1                     |

**Edit Actual Plan**

Date:

Session:  Module:

Topic Name:

Description:

Enable Detailed Description

Mode of Instruction:

Teaching Pedagogy:

Status:




ASSESSMENT MAPPED ON PROPOSED PLAN

Name:  Type:

By default filename and url will be displayed as course material name. You can rename the course material from Manage Course Material page.

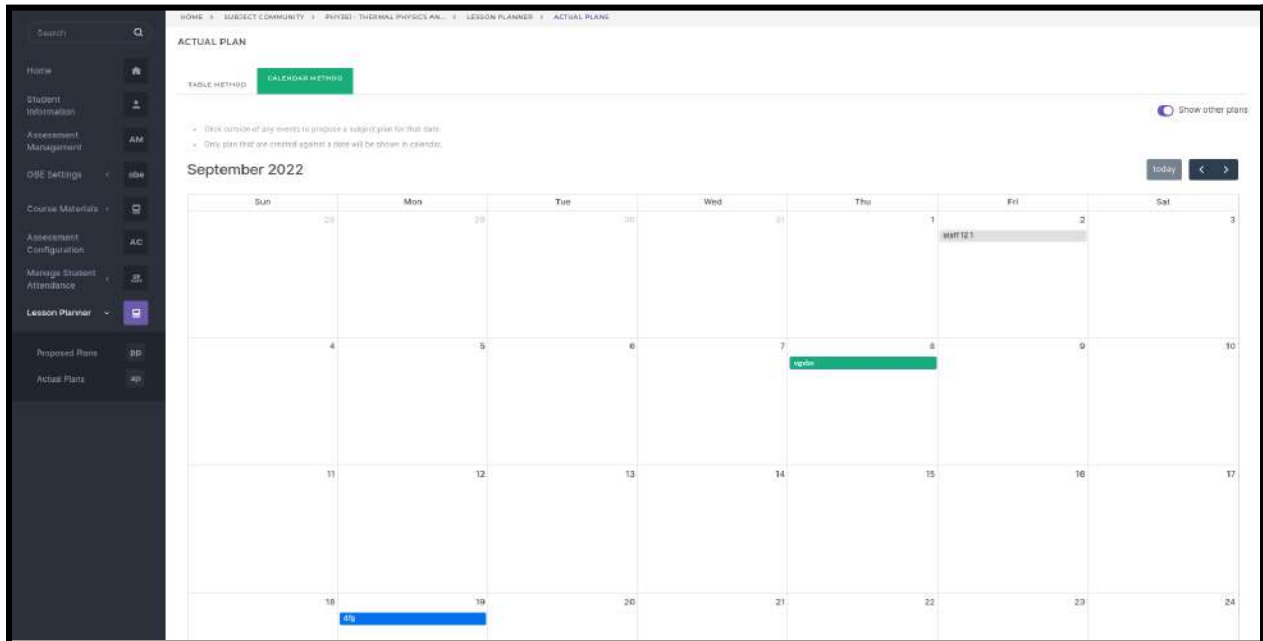
Upload document Materials

Add Video Materials

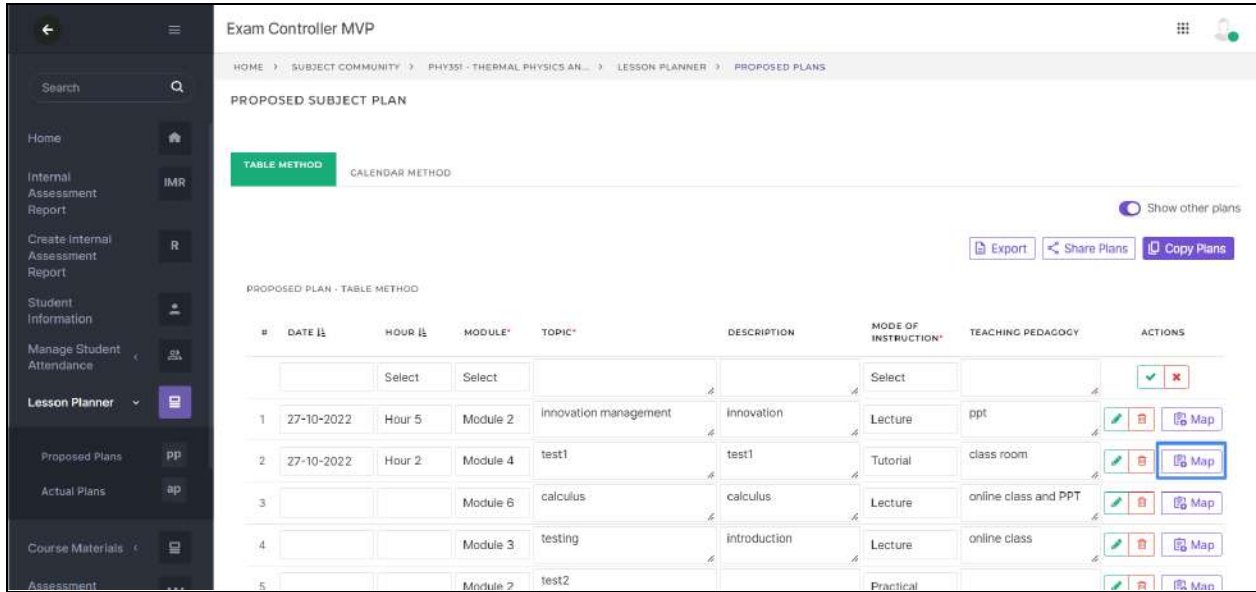
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- In the calendar method, **Only plans that are created against a date will be shown in the calendar.**
- Once the plan is updated to a date in the actual plan, it will show in the calendar
- it turns to **green** color if you set the status as fully 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.

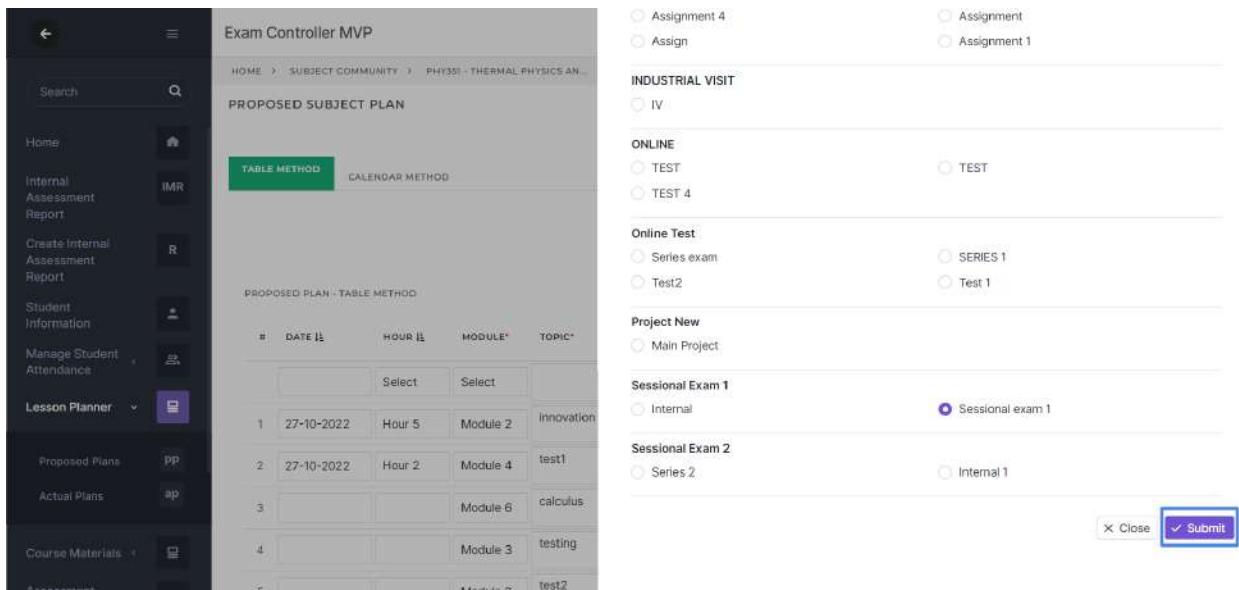


### Assessment mapping in lesson planner

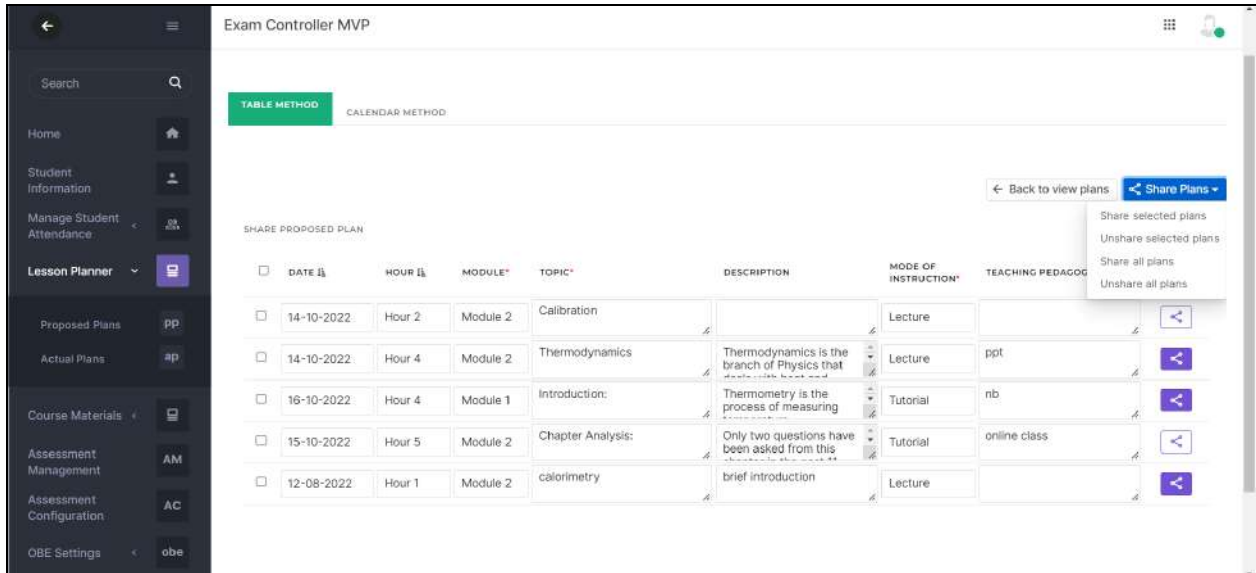
We can map the assessments in the lesson planner by clicking on the **map** option available in proposed plans.



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.

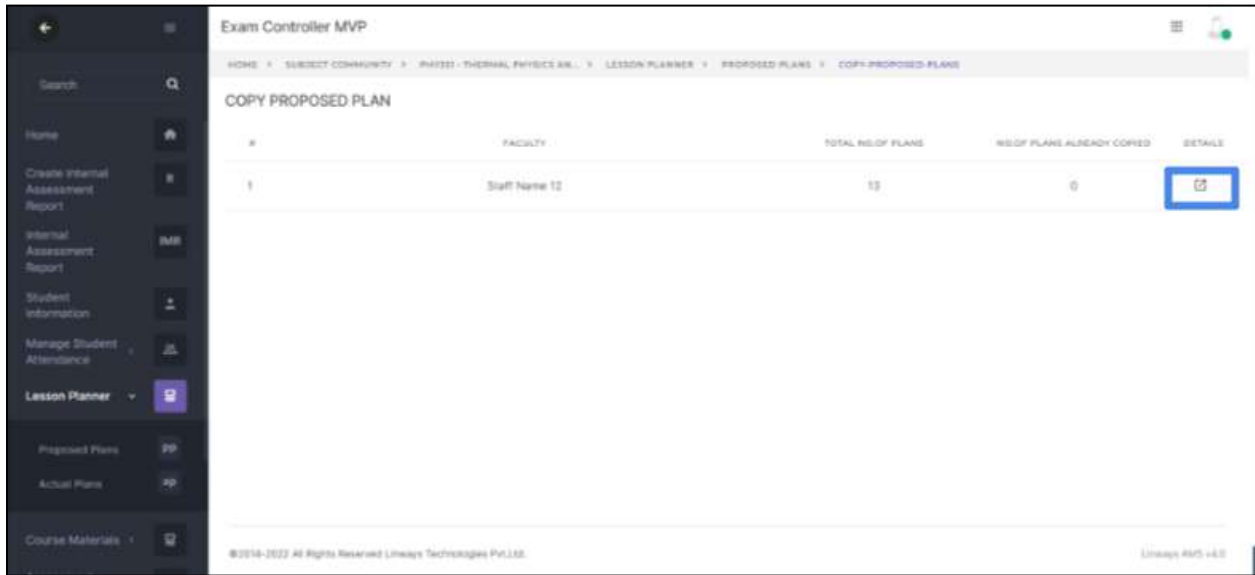


We can also copy the plans shared by other faculties in the same subject community by clicking the **copy plans** option.

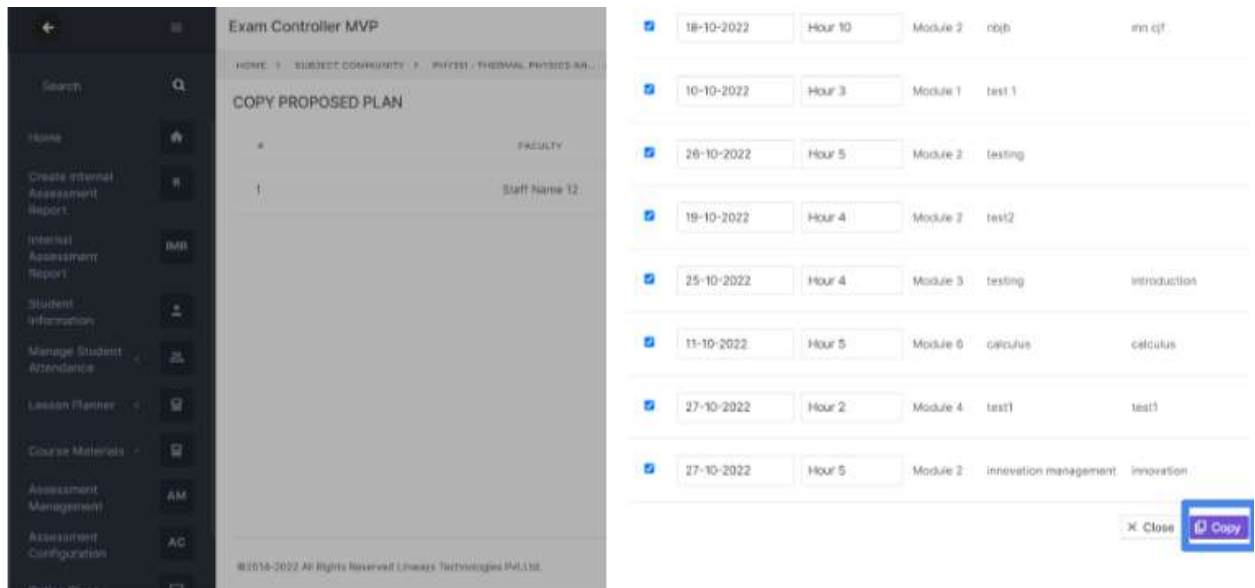


NOTE: Staff 1 and staff 2 are teaching the subject 'CALCULUS'. Staff 1 prepared the subject plan and staff 1 shared the subject plan by share option. Then staff 2 can copy the shared plan by using the copy plan option. There is no need to prepare the proposed plan separately.

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.

**Exam Controller MVP**

HOME > SUBJECT COMMUNITY > 2TUBU23CC04 - MARKETING MAN... > LESSON PLANNER

SUBJECT PLANS  
You can view your subject plans here

CALENDAR VIEW **LIST VIEW**

Date range  
October 1, 2022 to October 28, 2022

**WEEK 1**

| TOPIC  | STATUS        | DESCRIPTION  | DATE       | HOUR   |
|--|---------------|--|------------|--------|
| Classification Of Wholesalers                | Proposed Plan | A wholesaler purchases from the manufacturer and further distributes the product to customers or retailers.  | 05-10-2022 | Hour 2 |
| Components Of A Physical Distribution System | Fully Covered | Physical distribution can be controlled and monitored by its different components. Each component should be evaluated and managed in order to accomplish physical distribution without any problems. | 09-10-2022 | Hour 5 |
| Functions Of Distribution Channels           | Fully Covered | Gather information about potential and current customer competitions, other factors and forces of the environment  | 09-10-2022 | Hour 2 |

**WEEK 2**

| TOPIC                                     | STATUS            | DESCRIPTION   | DATE       | HOUR   |
|---|-------------------|---|------------|--------|
| Marketing Management - Functions          | Fully Covered     | The term functions of marketing management means the main role of this type of management in any organization.  | 10-10-2022 | Hour 2 |
| Marketing Management - Product Life Cycle | Proposed Plan     | Product life cycle can be defined as the life cycle of the product. It means the various stages a product sees in its complete life span.   | 10-10-2022 | Hour 2 |
| AIDAS Formula                             | Fully Covered     | AIDAS theory is a very popular marketing technique. It states that a consumer goes through the following five stages before showing satisfaction for a product.                               | 15-10-2022 | Hour 3 |
| The Major Marketing Concepts              | Fully Covered     | Marketing concept is the philosophy that companies should examine the requirements of their customers and then make decisions to satisfy those needs in a better manner than the competitors. | 15-10-2022 |        |
| Objectives Of Distribution Channels       | Partially Covered | Objectives of a distribution channel are planned as per the target of the enterprise and executed respectively.   | 16-10-2022 | Hour 7 |
| Product Mix Expansion                     | Partially Covered | It includes Product depth and product line. These are the dimension of the product mix. It depends on the number of products  | 16-10-2022 | Hour 2 |

# 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.

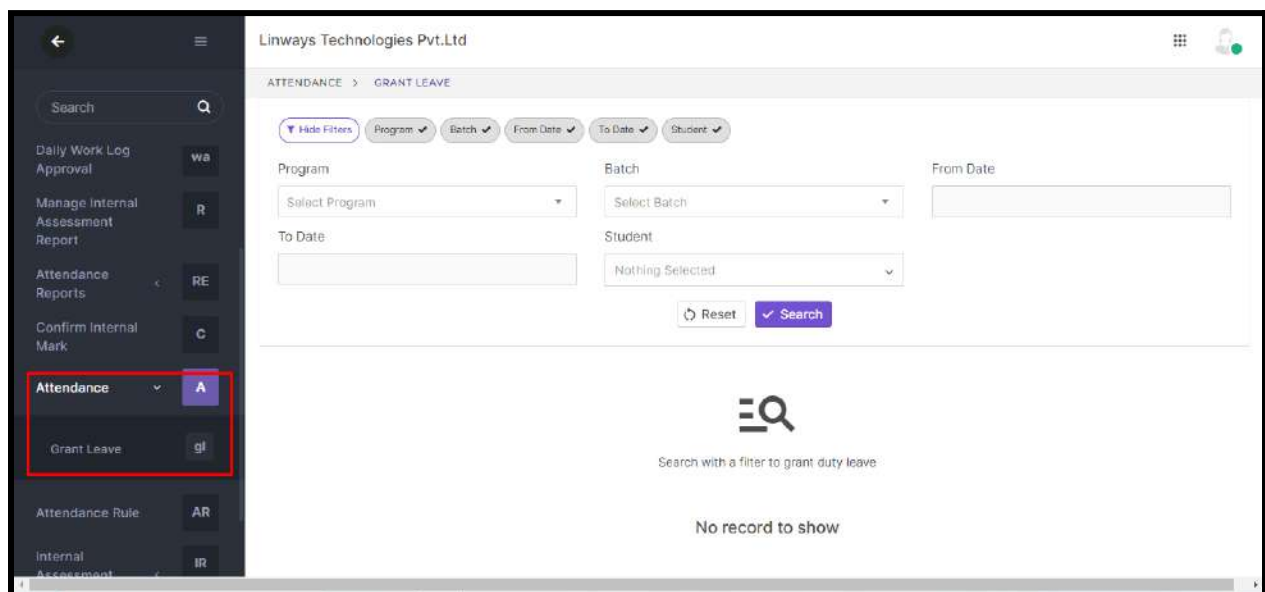
You can refer to the file for [create program](#)



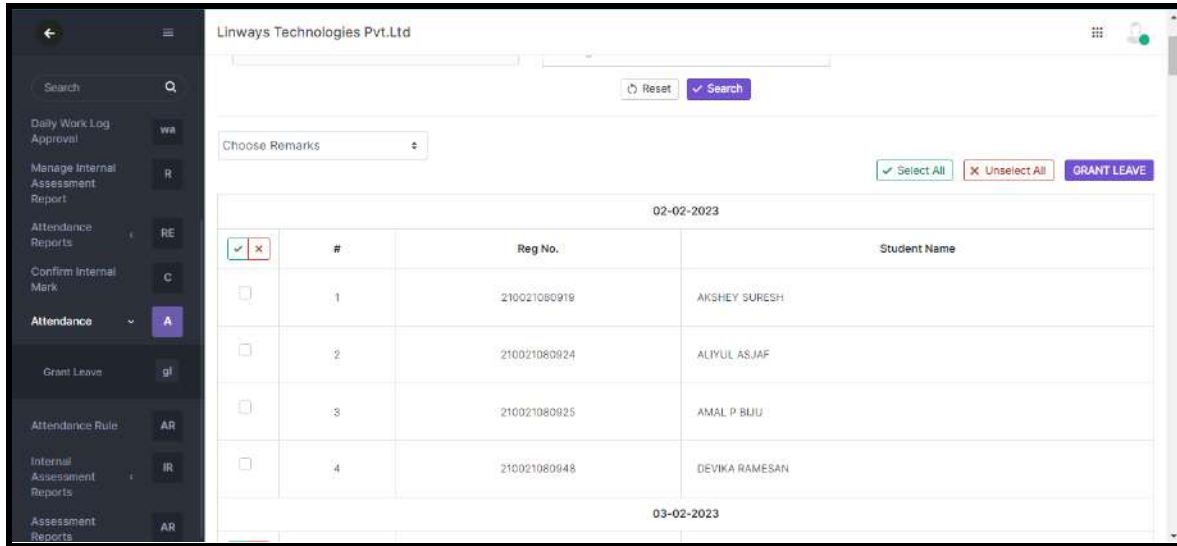
## **Grant Duty Leave**

## Grant Duty Leave

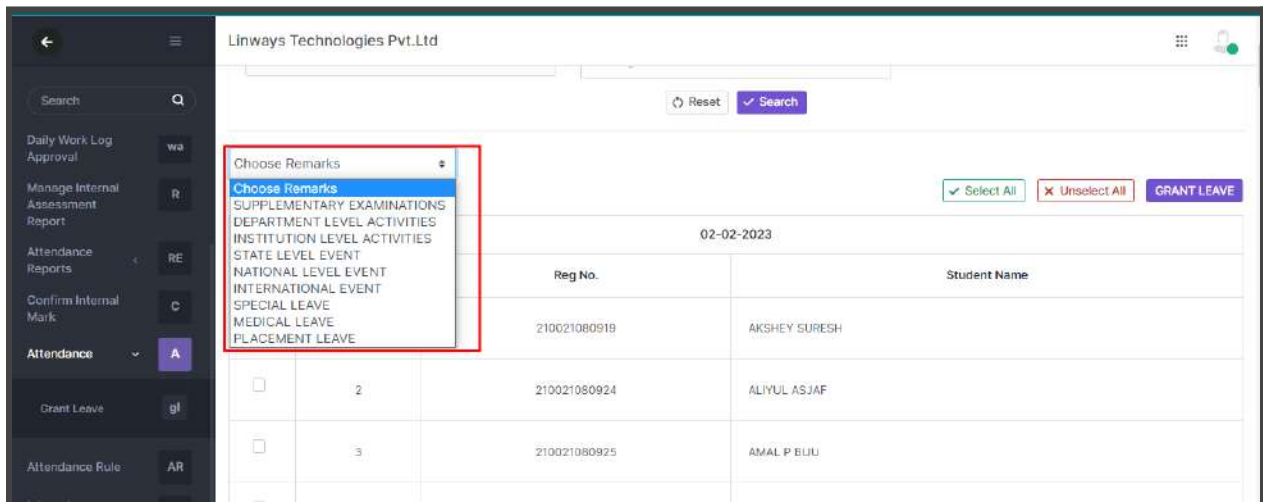
In our Linways AMS V4, We have a provisions to grant duty leave to students, In the staff login there is a menu named Attendance under that menu there is sub menu named Grant Leave Faculty Home → Attendance → Grant Leave.



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.

The screenshot shows the Linways Technologies Pvt.Ltd interface. At the top, there are filters for 'Masters of Arts in Human Resource Management', 'MAHRM 2022', and '01-02-2023'. Below these are 'To Date' (09-03-2023) and 'Student' (Nothing Selected) dropdowns. There are 'Reset' and 'Search' buttons. A 'Choose Remarks' dropdown is also present. On the right side, three buttons are highlighted with red boxes: 'Select All' (with a checkmark icon), 'Unselect All' (with an 'X' icon), and 'GRANT LEAVE' (in a purple box). Below these buttons is a table for the date '01-02-2023' with columns for '#', 'Reg No.', and 'Student Name'. The table contains three rows of student data.

|                                     | # | Reg No. | Student Name    |
|-------------------------------------|---|---------|-----------------|
| <input checked="" type="checkbox"/> | 1 |         | ALONIYA BENNY   |
| <input type="checkbox"/>            | 2 |         | CHRISS JOHNY    |
| <input type="checkbox"/>            | 3 |         | HARITHA RAJAN R |

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

The screenshot shows the Linways Technologies Pvt.Ltd interface. At the top right, there are buttons for 'Select All', 'Unselect All', and 'GRANT LEAVE'. Below these is a table for the date '01-02-2023' with columns for '#', 'Reg No.', and 'Student Name'. The table contains five rows of student data. The 'Select All' button for the date '01-02-2023' is highlighted with a red box. Below the table is a section for the date '02-02-2023'.

|                                     | # | Reg No. | Student Name    |
|-------------------------------------|---|---------|-----------------|
| <input checked="" type="checkbox"/> | 1 |         | ALONIYA BENNY   |
| <input type="checkbox"/>            | 2 |         | CHRISS JOHNY    |
| <input type="checkbox"/>            | 3 |         | HARITHA RAJAN R |
| <input type="checkbox"/>            | 4 |         | JARIN P DAVID   |
| <input type="checkbox"/>            | 5 |         | MAHIMA THOMAS   |

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

MEDICAL LEAVE ⌵

✓ Select All ✗ Unselect All GRANT LEAVE

01-02-2023

| <input type="checkbox"/> <input type="checkbox"/> | # | Reg No. | Student Name    |
|---|---|---------|-----------------|
| <input checked="" type="checkbox"/>               | 1 |         | ALONIYA BENNY   |
| <input type="checkbox"/>                          | 2 |         | CHRISS JOHNY    |
| <input type="checkbox"/>                          | 3 |         | HARITHA RAJAN R |
| <input type="checkbox"/>                          | 4 |         | JARIN P DAVID   |
| <input type="checkbox"/>                          | 5 |         | MAHIMA THOMAS   |

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





***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.

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

Show other plans

Import Timetable Export Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

| # | DATE       | HOUR   | MODULE   | TOPIC                   | DESCRIPTION | MODE OF INSTRUCTION | TEACHING PEDAGOGY | ACTIONS |
|---|------------|--------|----------|-------------------------|-------------|---------------------|-------------------|---------|
|   |            | Select | Select   |                         |             | Select              |                   | ✓ ✕     |
| 1 | 15-02-2023 | Hour 1 | Module 2 | TOPIC 2                 | TOPIC 2     | Tutorial            |                   | ✎ 🗑️ 🗺️ |
| 2 | 14-02-2023 | Hour 1 | Module 1 | INTRODUCTION TO SYSTEMS |             | Lecture             |                   | ✎ 🗑️ 🗺️ |

Linways AMS V4 - Demo

HOME > SUBJECT COMMUNITY > MCAIGIT DIS

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

Import TimeTable To Lesson Planner  
New subject plans will be added as per your timetable. Do you want to proceed ?

Cancel Continue








































Show other plans

Import Timetable Export Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

| # | DATE       | HOUR   | MODULE   | TOPIC                   | DESCRIPTION | MODE OF INSTRUCTION | TEACHING PEDAGOGY | ACTIONS |
|---|------------|--------|----------|-------------------------|-------------|---------------------|-------------------|---------|
|   |            | Select | Select   |                         |             | Select              |                   | ✓ ✕     |
| 1 | 15-02-2023 | Hour 1 | Module 2 | TOPIC 2                 | TOPIC 2     | Tutorial            |                   | ✎ 🗑️ 🗺️ |
| 2 | 14-02-2023 | Hour 1 | Module 1 | INTRODUCTION TO SYSTEMS |             | Lecture             |                   | ✎ 🗑️ 🗺️ |

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 | 08-02-2023 | 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.

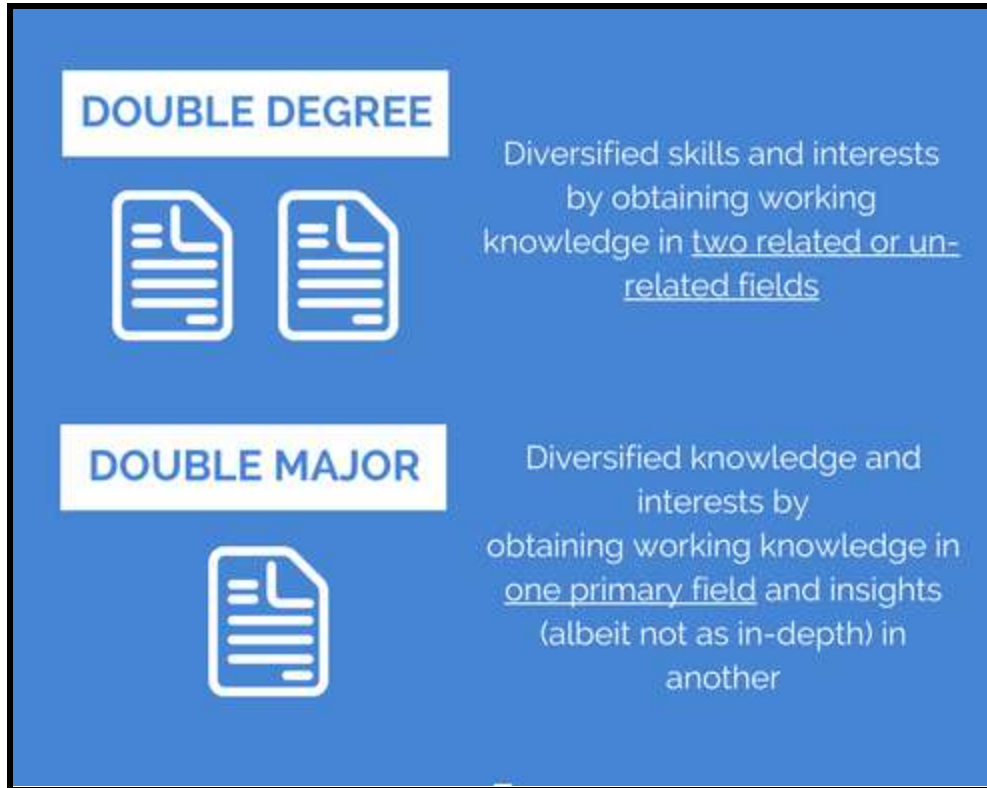
For example,

- *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).

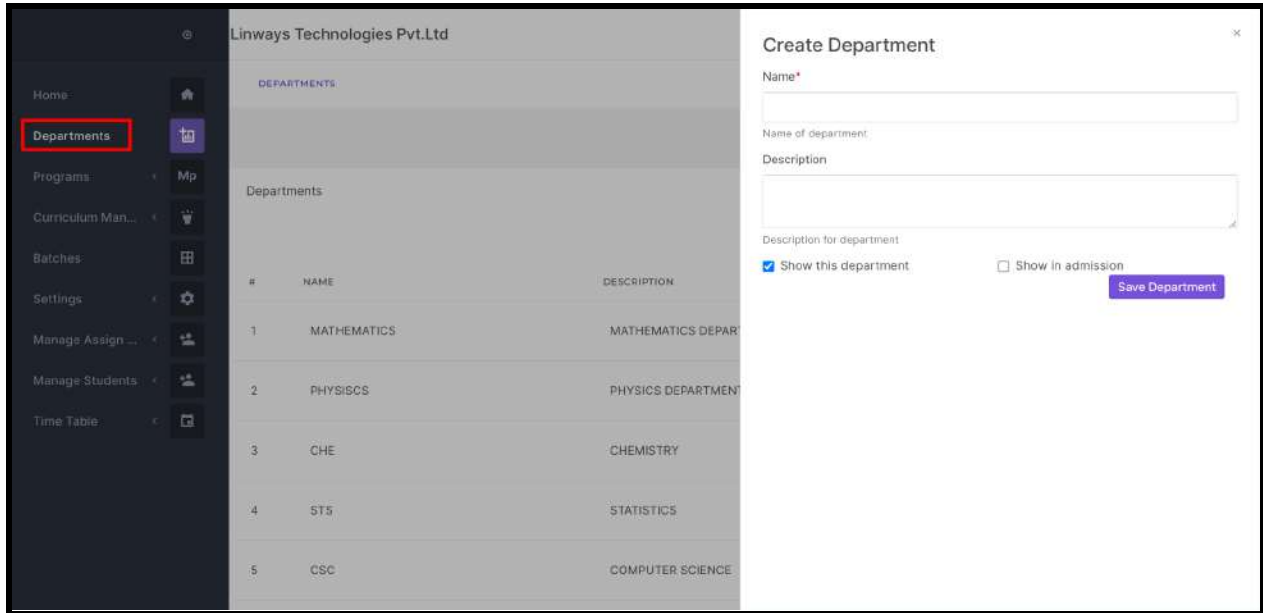
In a dual degree program, you're studying two (likely different) fields in order to earn two separate degrees. These are usually different types of degrees, too, such as a BA and a BS. However, with a double major, you're studying two related fields to earn a single degree. This also means that you're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



### **Department**

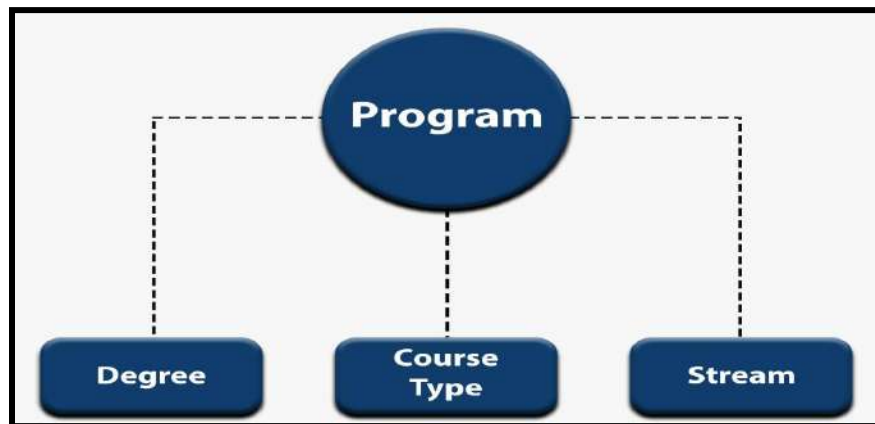
A department constitutes a group of faculty members with expertise in a specific academic field (or discipline) who offer courses (and usually degrees) in that field.

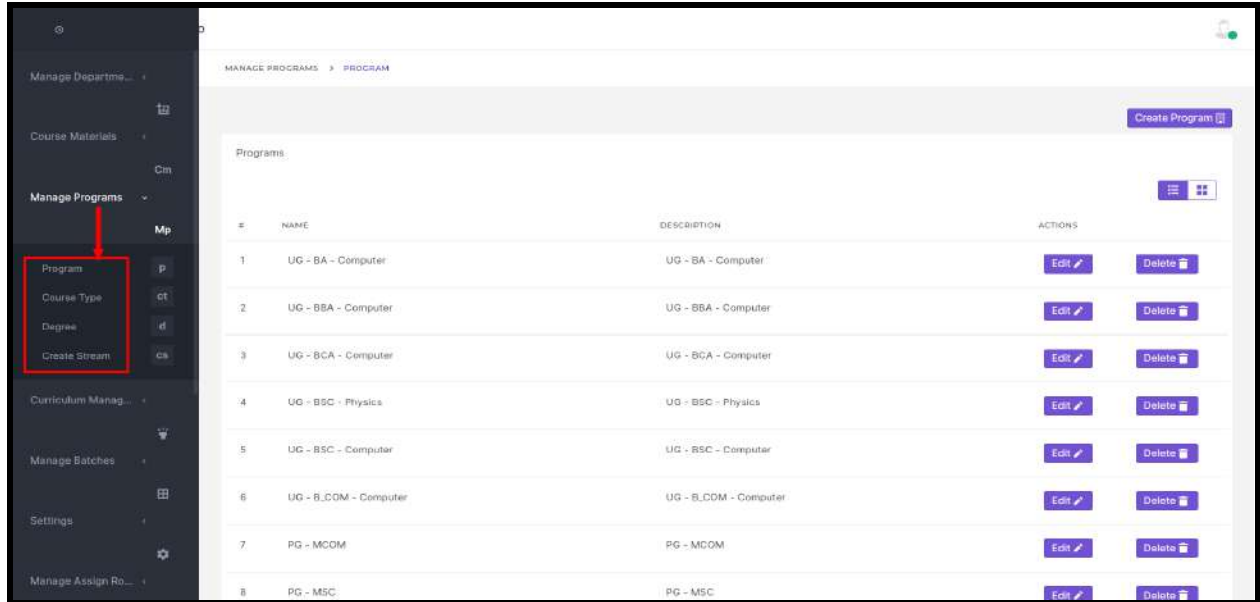
- To create a new Department, select on the Department menu -> Create Department. Provide the name and description for the department and click on save.



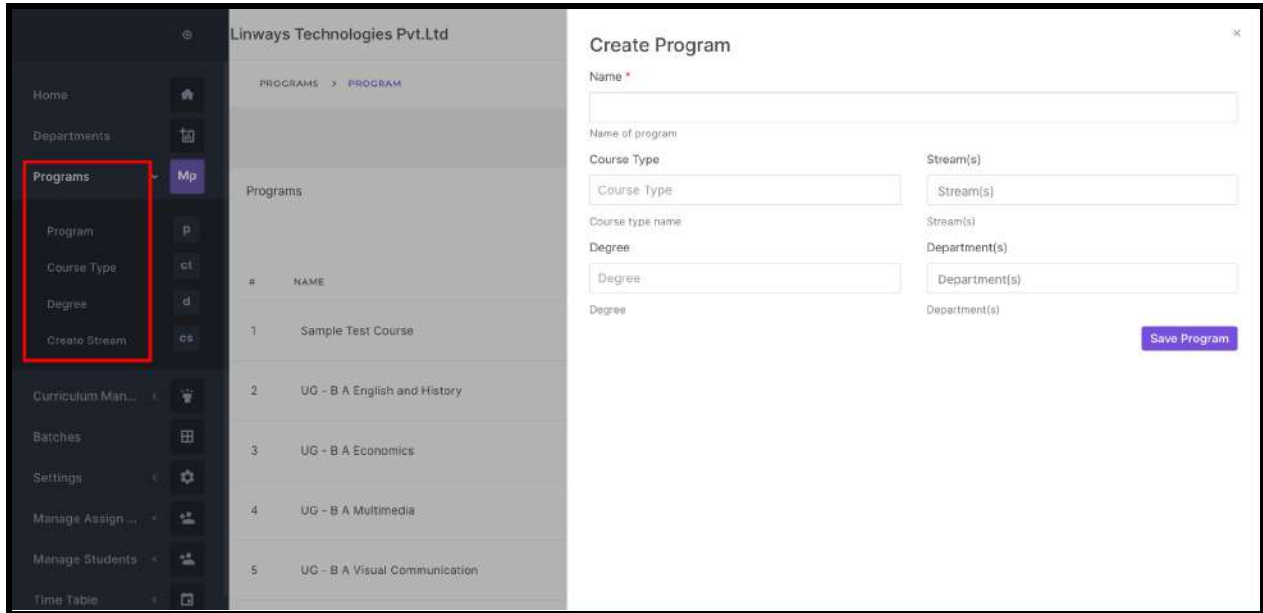
→ How do we create programs?

- 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*.

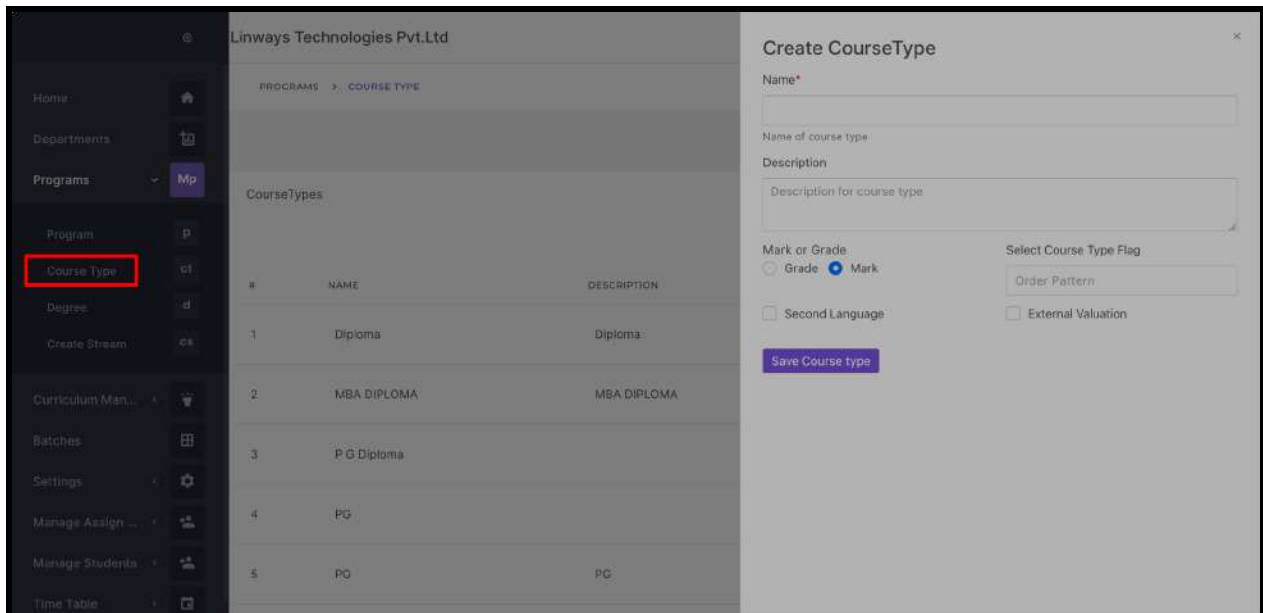




- Course Type: 'type of course' means what your degree or course taken is, that is, UG/PG/Diploma, etc.
- Stream: A specific course or a certain academic field chosen by a student. Furthermore, a student takes a particular stream to pursue a specialization in that field.  
Example: Mechanical Engineering, 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.





Linways Technologies Pvt.Ltd

PROGRAMS > DEGREE

Degrees

| # | NAME    | DESCRIPTION                           |
|---|---------|---------------------------------------|
| 1 | M.Sc.   | Master of Science                     |
| 2 | B B A   | Bachelor of Business Administration   |
| 3 | B C A   | Bachelor of Computer Application      |
| 4 | B M M C | Bachelor of Multi Media Communication |
| 5 | B Voc   | Bachelor of Vocational                |

**Create Degree**

Name\*

Name of degree

Description

Description for degree

[Save Degree](#)

Linways Technologies Pvt.Ltd

PROGRAMS > CREATE STREAM

Streams

| # | NAME                               | DESCRIPTION   | ACTION               |
|---|------------------------------------|---------------|----------------------|
| 1 | B.A Criminology                    | Criminology   | <a href="#">Edit</a> |
| 2 | B.A History                        |               | <a href="#">Edit</a> |
| 3 | B A Criminology and Police Science |               | <a href="#">Edit</a> |
| 4 | B A Economics                      | B A Economics | <a href="#">Edit</a> |
| 5 | B A English                        | B A English   | <a href="#">Edit</a> |

**Create Stream**

Name\*

Name of stream

Description

Description for stream

Code

Code for stream

Department

Department of the stream

Is Active

[Save Stream](#)

## ATTENDANCE

### 1. Attendance through Sessions

→ How can we mark attendance for the sessions?

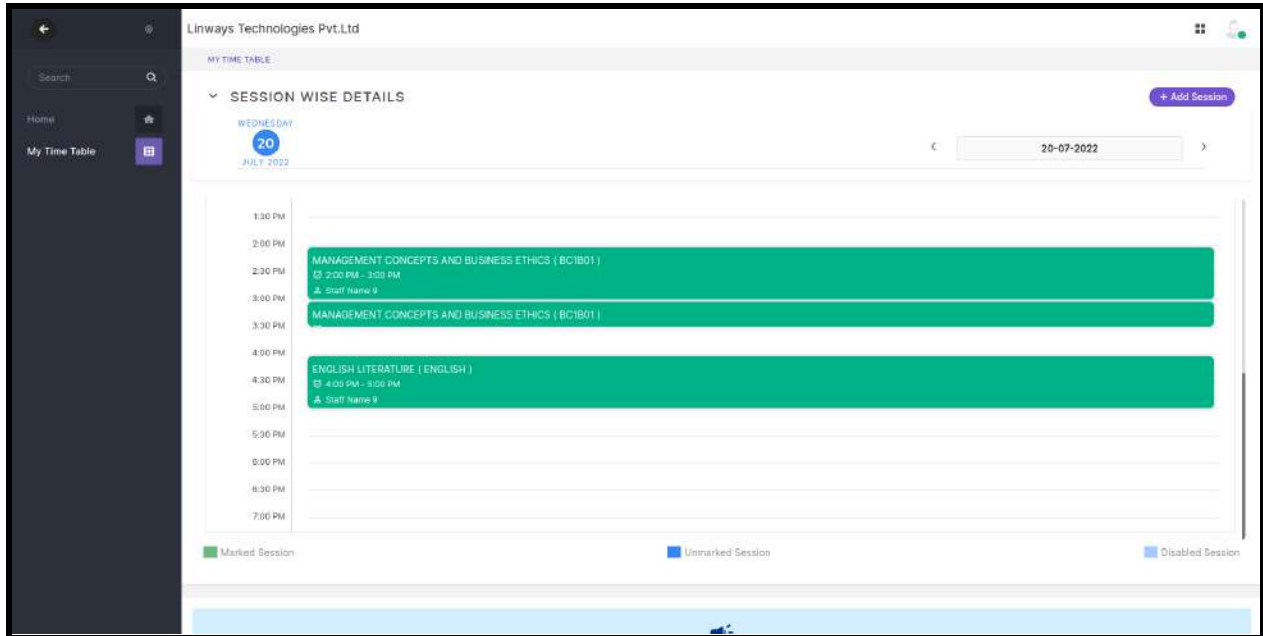
#### **Session-wise Attendance Marking**

- 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

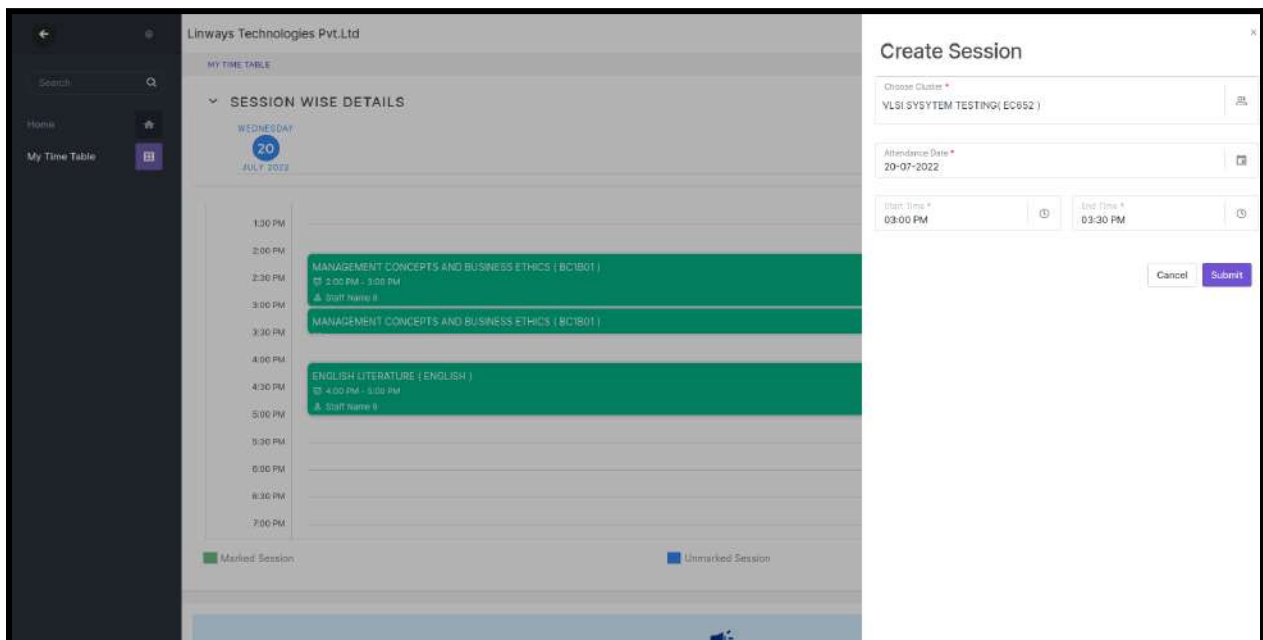
We can create Sessions under the **My Timetable** and **Mark Attendance** menu which is inside each subject cluster.

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.

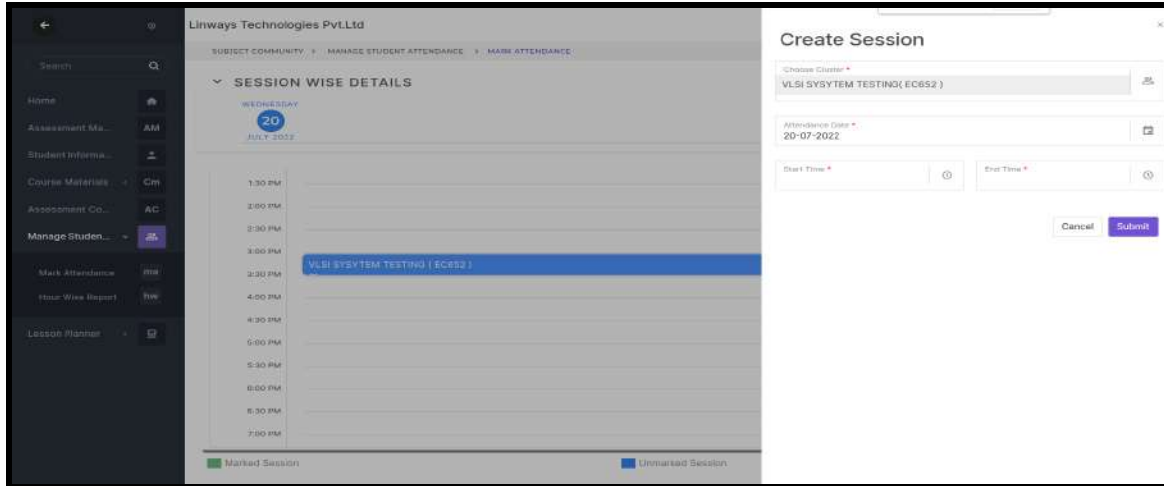


- Unmarked sessions are in red and changed to green after confirming attendance.
- Students will be listed down when we click on each session tile, and the session details will be hidden.
- Click on the upside arrow button to show the session, subject details will be shown at the center along with the 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\\_luTi2ftviNRKvOR4jzTTICtRJoS5IA/edit?usp=sharing](https://docs.google.com/document/d/1FtuFDBnVjwAJ_luTi2ftviNRKvOR4jzTTICtRJoS5IA/edit?usp=sharing)

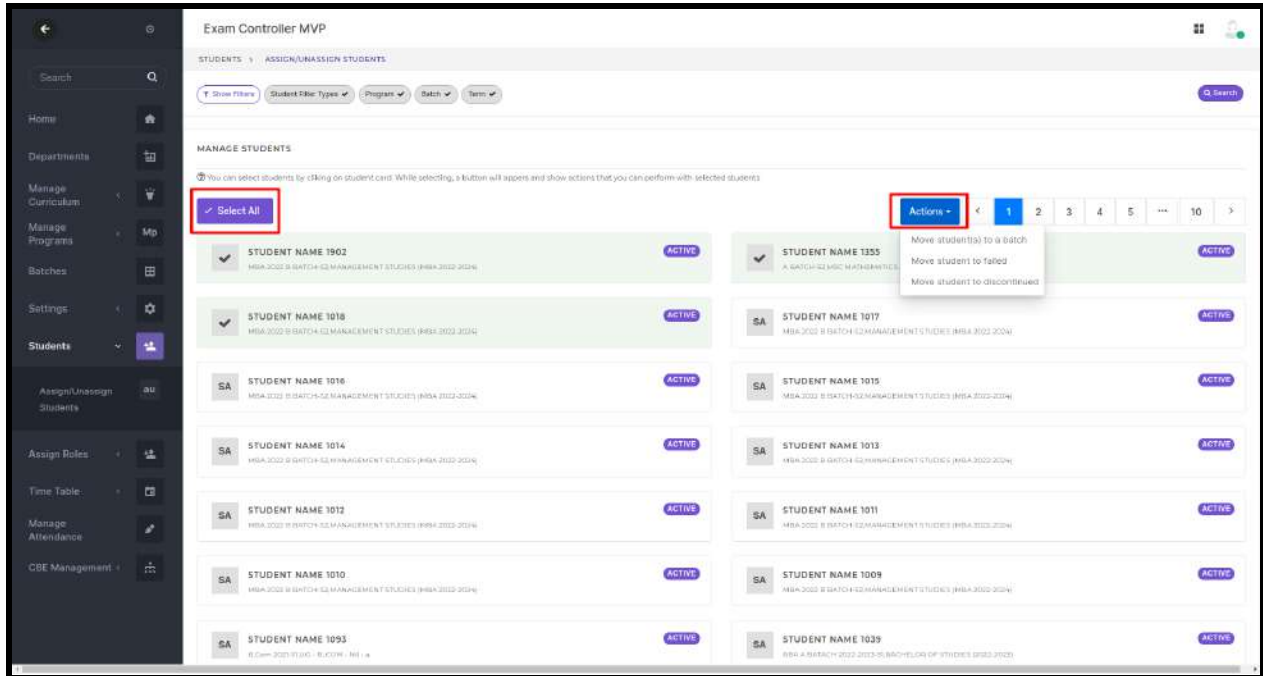
## STUDENTS LIST

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

The screenshot displays the 'Exam Controller MVP' interface. On the left, a dark sidebar contains navigation options: Home, Departments, Manage Curriculum, Manage Programs, Batches, Settings, and Students (highlighted with a red box). Below 'Students' are sub-options: Assign/Unassign Students, Assign Roles, Time Table, Manage Attendance, and CBE Management. The main content area is titled 'STUDENTS' and 'ASSIGN/UNASSIGN STUDENTS'. It features a search bar and filter buttons for 'Show Filters', 'Student Filter Types', 'Program', 'Batch', and 'Term', all enclosed in a red box. Below the filters is a 'MANAGE STUDENTS' section with a 'Select All' button and a pagination control showing page 1 of 10. The student list consists of two columns of cards, each representing a student with their ID, program details, and an 'ACTIVE' status button.

| SA  | STUDENT NAME 1902 | ACTIVE |
|---|-------------------|--------|
| SA <td>STUDENT NAME 1018</td> <td>ACTIVE</td> | STUDENT NAME 1018 | ACTIVE |
| SA <td>STUDENT NAME 1016</td> <td>ACTIVE</td> | STUDENT NAME 1016 | ACTIVE |
| SA <td>STUDENT NAME 1014</td> <td>ACTIVE</td> | STUDENT NAME 1014 | ACTIVE |
| SA <td>STUDENT NAME 1012</td> <td>ACTIVE</td> | STUDENT NAME 1012 | ACTIVE |
| SA <td>STUDENT NAME 1010</td> <td>ACTIVE</td> | STUDENT NAME 1010 | ACTIVE |
| SA <td>STUDENT NAME 1093</td> <td>ACTIVE</td> | STUDENT NAME 1093 | ACTIVE |
| SA <td>STUDENT NAME 1355</td> <td>ACTIVE</td> | STUDENT NAME 1355 | ACTIVE |
| SA <td>STUDENT NAME 1017</td> <td>ACTIVE</td> | STUDENT NAME 1017 | ACTIVE |
| SA <td>STUDENT NAME 1015</td> <td>ACTIVE</td> | STUDENT NAME 1015 | ACTIVE |
| SA <td>STUDENT NAME 1013</td> <td>ACTIVE</td> | STUDENT NAME 1013 | ACTIVE |
| SA <td>STUDENT NAME 1011</td> <td>ACTIVE</td> | STUDENT NAME 1011 | ACTIVE |
| SA <td>STUDENT NAME 1009</td> <td>ACTIVE</td> | STUDENT NAME 1009 | ACTIVE |
| SA <td>STUDENT NAME 1039</td> <td>ACTIVE</td> | STUDENT NAME 1039 | ACTIVE |

- 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.



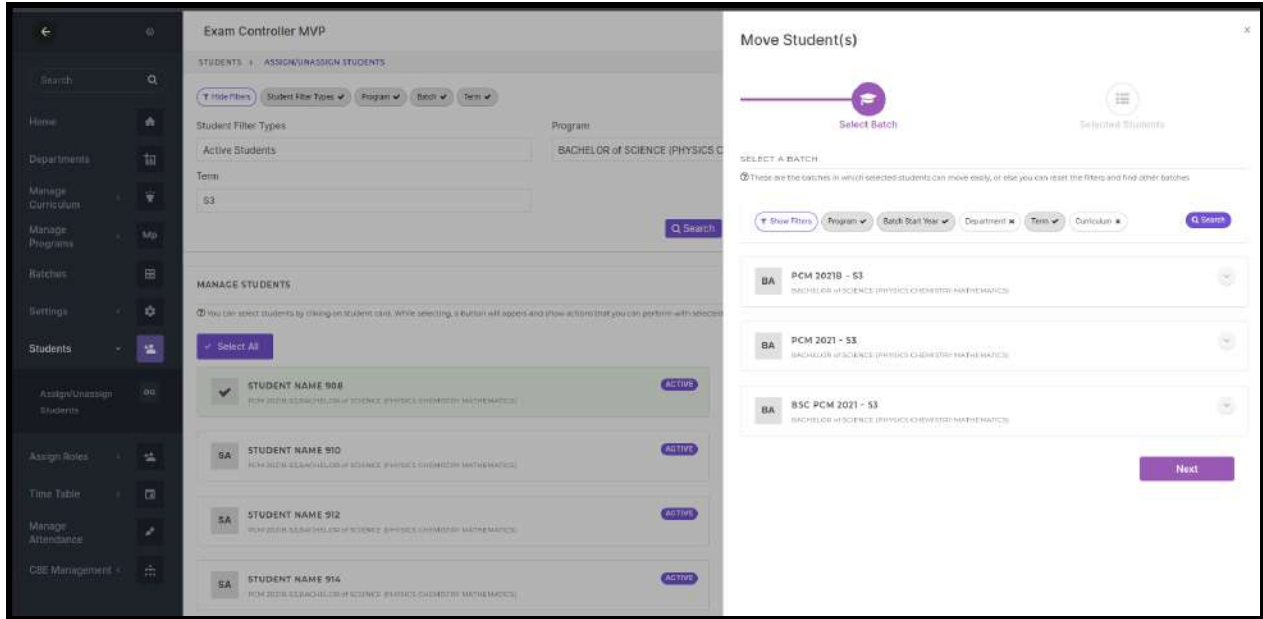
## Transferring the students:

Note:

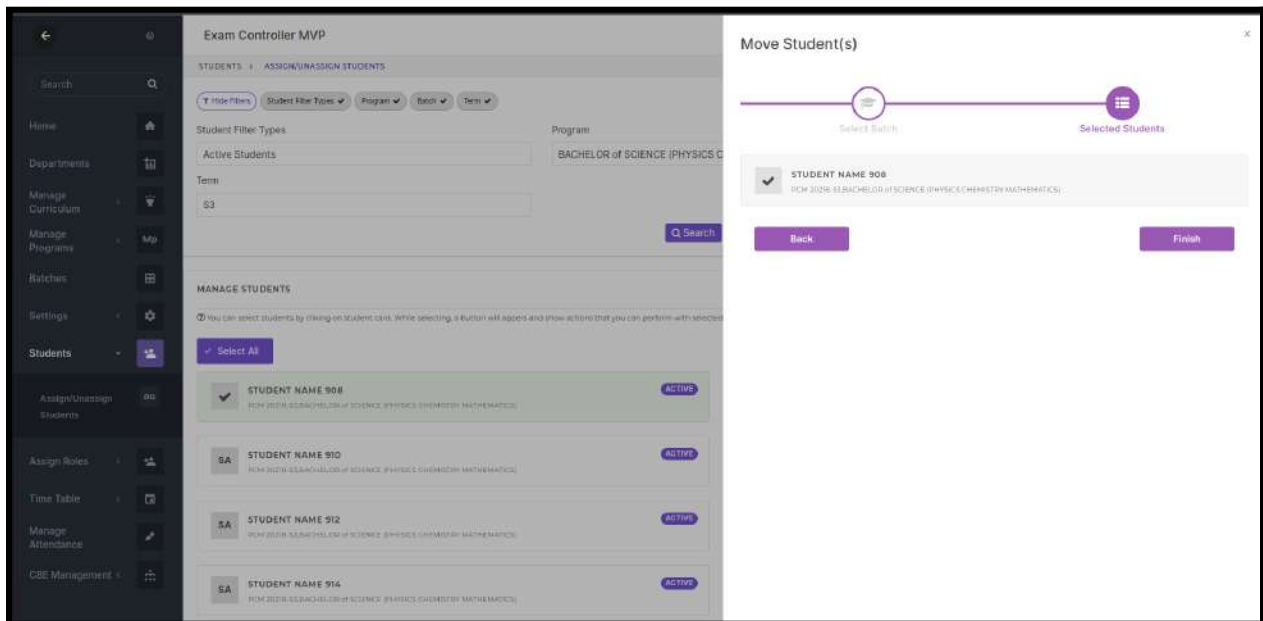
we can move students to another batch if their **course type and semester** match.

- 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.

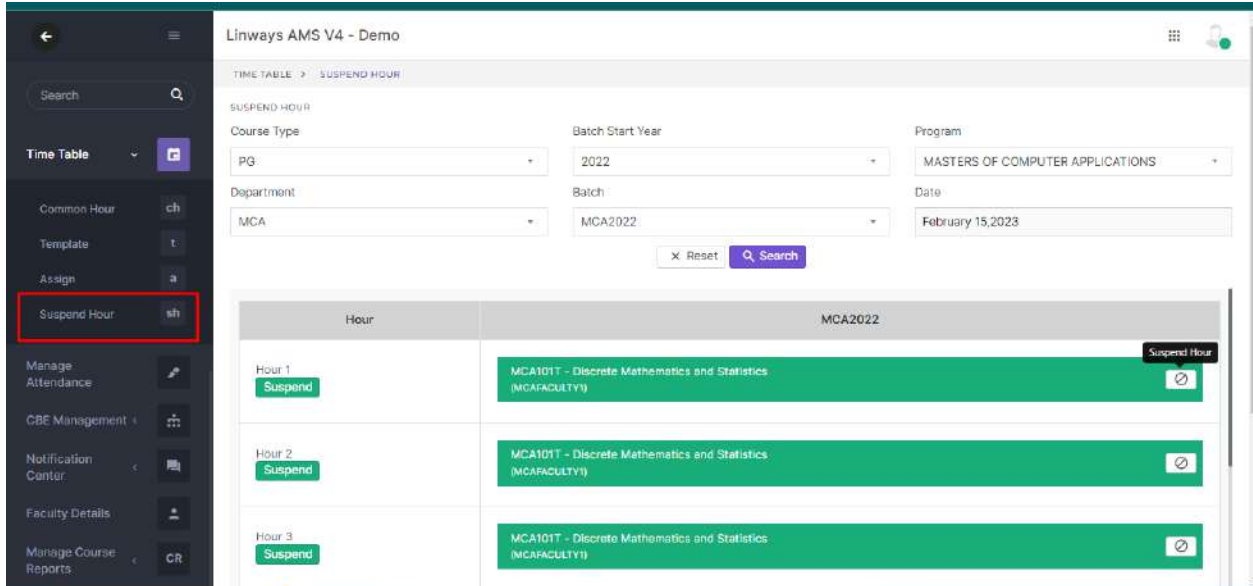


- Students will be moved to the selected batch successfully.

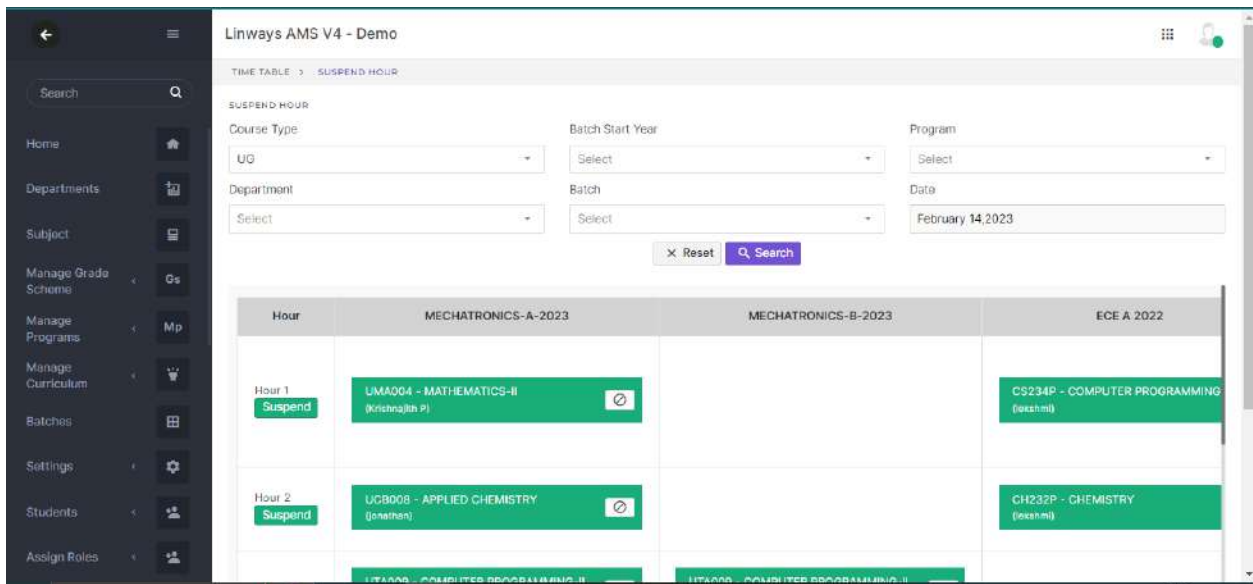


# Suspend Hours

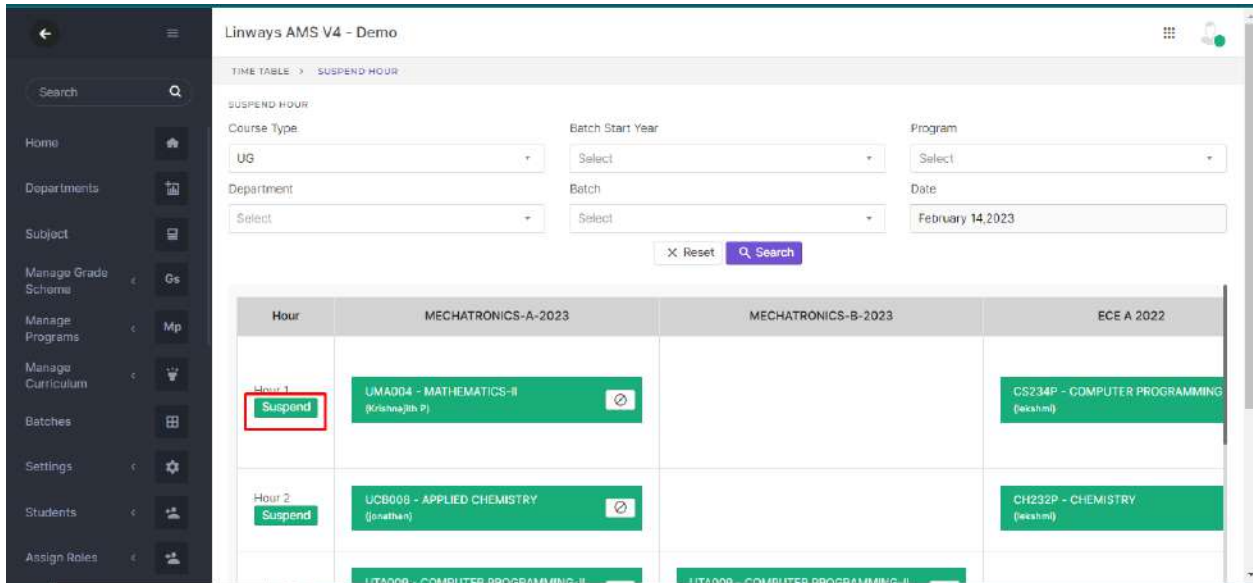
In the Admin Panel → Time Table , There is an option to Suspend Hours



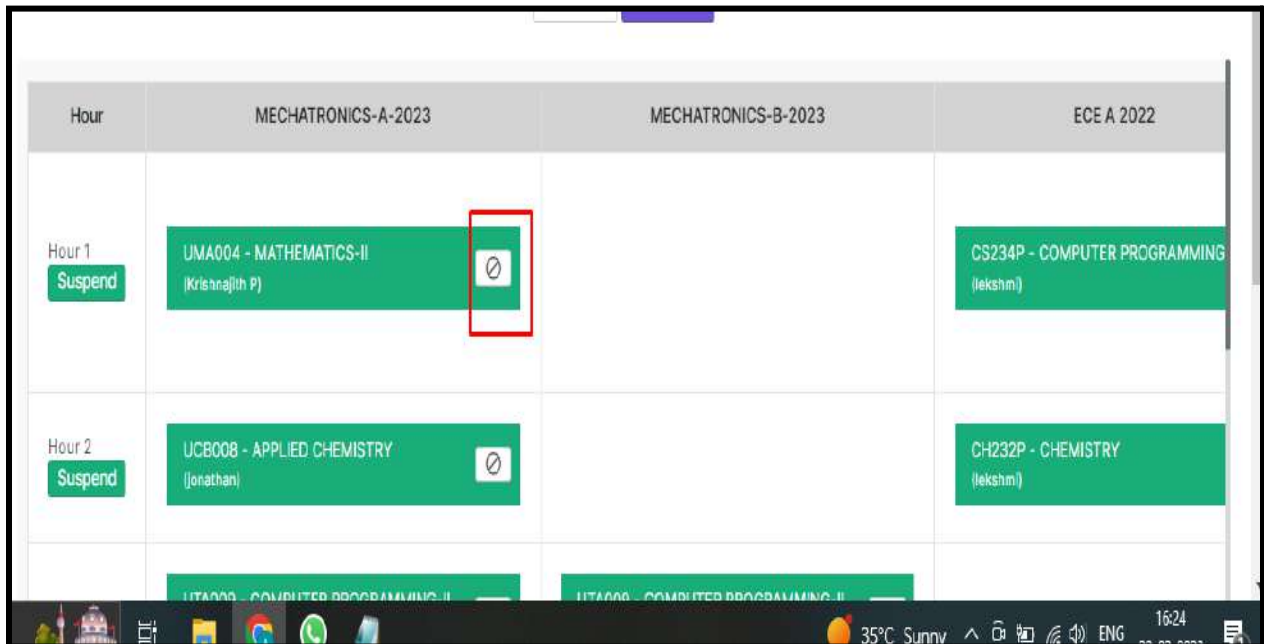
'Here we can search hours using the filters, And Corresponding to filter Hours will be listed and we can suspend hours using the Suspend Button.



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



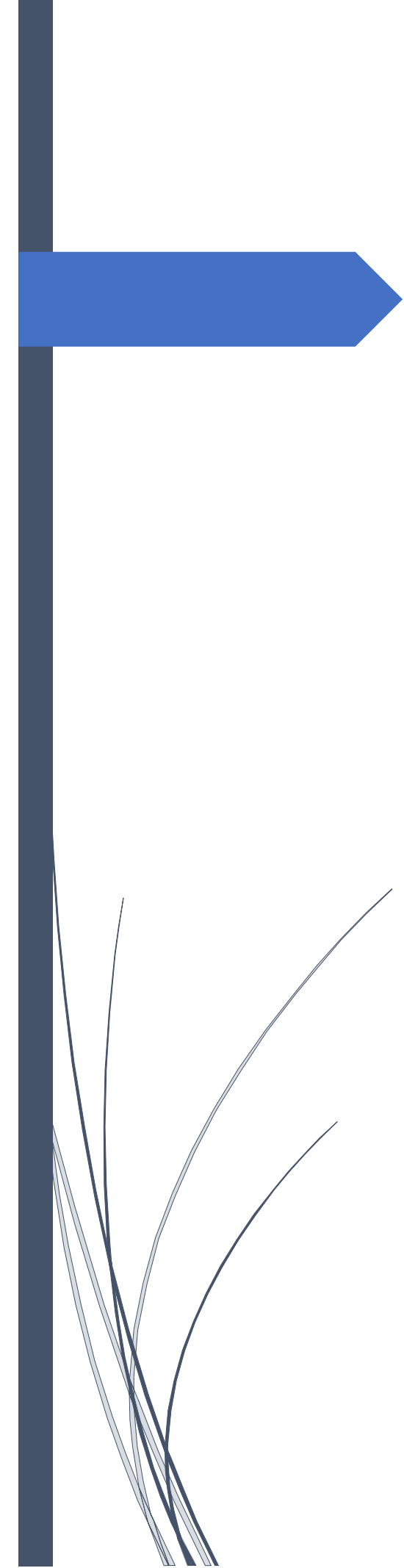
Suspend Hours are denoted in Gray Color

TIME TABLE

19th February, 2023 to 25th February, 2023

Attendance Confirmed Unmarked Attendance Drafted Suspended

| DAY/HOUR                    | HOUR 1   | HOUR 2   | HOUR 3   | HOUR 4 | HOUR 5 |
|-----------------------------|--|--|--|--------|--------|
| 19 February, 2023<br>Sunday |  |  |  |        |        |
| 20 February, 2023<br>Monday | Discrete Mathematics and Statistics<br>08:00 AM - 09:00 AM | Discrete Mathematics and Statistics<br>09:00 AM - 10:00 AM | Discrete Mathematics and Statistics<br>10:00 AM - 11:00 AM |        |        |



# Student Admission and Support Module

LINWAYS TECHNOLOGIES PVT LTD



# Admission Module



LINWAYS TECHNOLOGIES PVT LTD

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## 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.


Linways AMS - Convenience and the ability to learn at any place and any time.



### Teacher Benefits

- ✔ Use course materials previously created.
- ✔ Give assignments and assess them online.
- ✔ Conduct tests and exams online.
- ✔ Put up various notifications and results of tests online.
- ✔ Remark on performance of various students.
- ✔ Online attendance marking and report generation.

### Sign In

  
  
  
   
[Forgot Password?](#)

This web application is best viewed using FireFox 3, Safari 3, Chrome 3 or its higher versions.

Powered by Linways Technologies Pvt. Ltd.

- Click on redirect to admission on staff home page.

|                              |
|------------------------------|
| Absentees Per Day            |
| Rules and Regulations        |
| Committees                   |
| Exam                         |
| Question Paper Upload        |
| Question Bank                |
| Unmarked EOD Report          |
| Daily Work Log               |
| File Storage                 |
| Preferences                  |
| Staff Activity Report        |
| Online Class Report          |
| <b>Redirect to Admission</b> |
| Users Roles Management       |

### QUICK REPORTS

|                    |                                |                          |                    |
|--------------------|--------------------------------|--------------------------|--------------------|
| Attendance         | Exam Marks                     | Assignment Marks         | Student Info       |
| Hostel Report      | Transportation Report          | Centralised Attendance   | Normalised Marks   |
| Unmarked Faculties | Daily Work Log Reports         | Subject Info             | Custom Reports     |
| PO Attainment      | Assessment CO PO Rule Creation | Dynamic Report Generator | Student Placements |

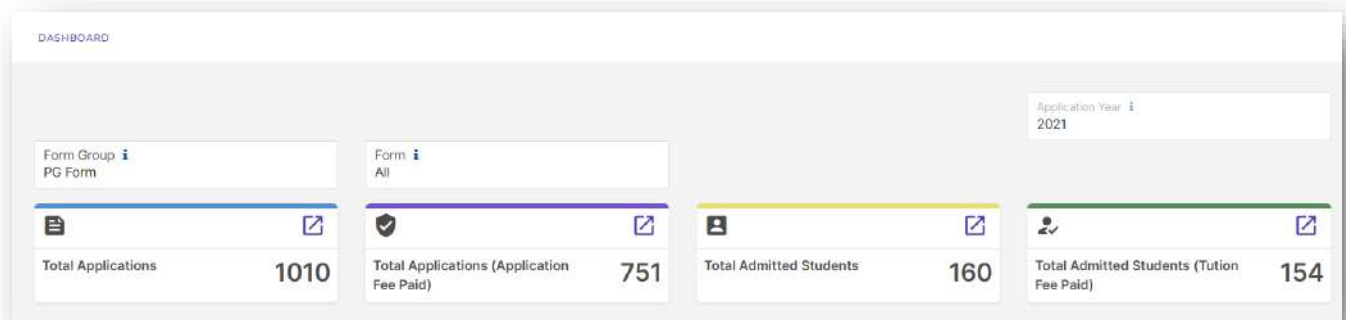
|                |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| ◀ April 2022 ▶ |    |    |    |    |    |    |
| Su             | Mo | Tu | We | Th | Fr | Sa |
|                |    |    |    |    | 1  | 2  |

- 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.

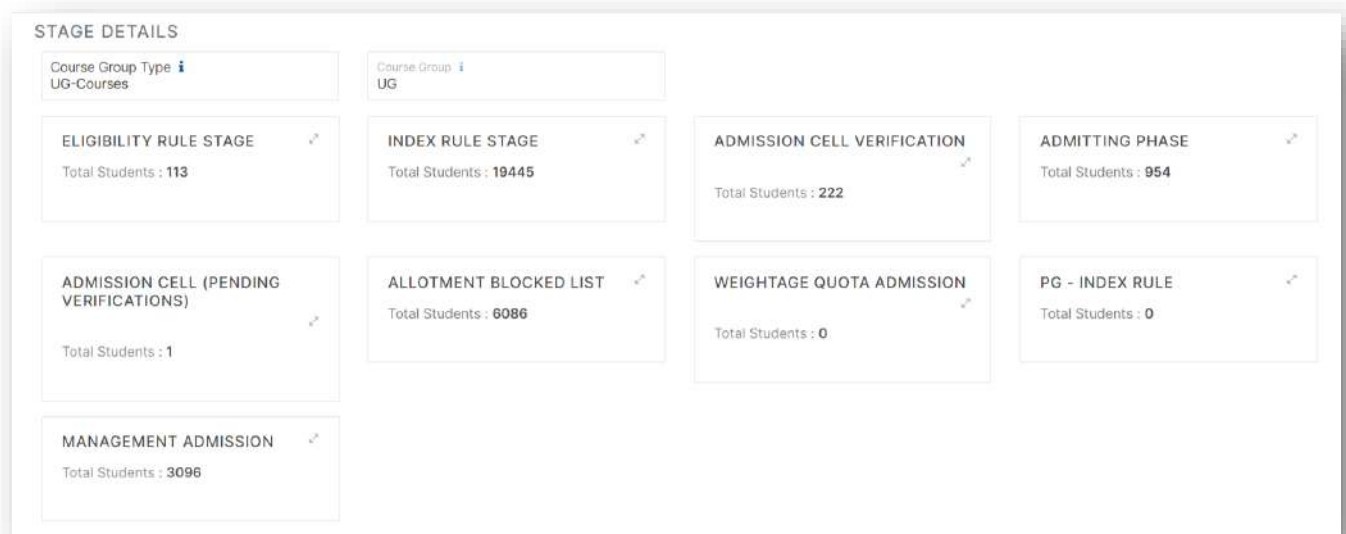
### ➤ Applicant Count Tiles



### ➤ Currently five tiles are available.

- Total Applications
- Total Applications (Application Fee Paid)
- Total Applications (Application Fee Not Paid)
- Total Admitted Students
- 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.

### APPLICATION DETAILS

Preference **Preference 1** Course Group Type **UG Courses** Course Group **All** Application Fee Status **All** Show Formwise Details

COURSES Export

| #                 | NAME                                       | TYPE | GENDER |        |       |       | TOTAL | ELIGIBILITY FOR UC | INDEX,TIE AND RANKLIST CALCULATION | CERTIFICATE VERIFICATION | WEIGHTAGE QUOTA &AMP; MANAGEMENT QUOTA | ELIGIBILITY FOR PG | INDEX AND RANK LIST FOR PG | CERTIFICATE VERIFICATION FOR PG | ENTR EX AD CA |
|-------------------|--|------|--------|--------|-------|-------|-------|--------------------|------------------------------------|--------------------------|--|--------------------|----------------------------|---------------------------------|---------------|
|                   |  |      | MALE   | FEMALE | OTHER | TOTAL |       |                    |                                    |                          |  |                    |                            |                                 |               |
| COURSE WISE TOTAL |  |      | 2518   | 4380   | 1     | 6899  | 3     | 6315               | 196                                | 23                       | 0                                      | 0                  | 184                        |                                 |               |
| 1                 | B. VOC. NUTRITION SCIENCE AND DIETETICS    | BVoc | 10     | 54     | 0     | 64    | 0     | 31                 | 14                                 | 0                        | 0                                      | 0                  | 13                         |                                 |               |
| 2                 | B. VOC. TOURISM AND HOSPITALITY MANAGEMENT | BVoc | 69     | 7      | 0     | 76    | 0     | 38                 | 4                                  | 0                        | 0                                      | 0                  | 27                         |                                 |               |

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

ADMIT COUNT DETAILS

Course Group Type: PG      Course Group: PG      Show Filters

Settings      Export

| COURSE NAME       | TOTAL SEATS | GENDER |     |   |       | SEAT RESERVATION     |                 |                                 |        |                            |                 |                       |  |      |       |     |
|-------------------|-------------|--------|-----|---|-------|----------------------|-----------------|---------------------------------|--------|----------------------------|-----------------|-----------------------|--|------|-------|-----|
|                   |             | M      | F   | O | TOTAL | GENERAL (OPEN QUOTA) | SCHEDULED CASTE | OTHER BACKWARD CHRISTIANS (OBC) | MUSLIM | EZHAVA, THIYYA AND BILLAVA | SCHEDULED TRIBE | OTHER BACKWARD HINDUS | LATIN CATHOLICS OTHER THAN ANGLO INDIANS | NONE | TOTAL | OBC |
|                   |             |        |     |   |       |                      |                 |                                 |        |                            |                 |                       |  |      |       |     |
| COURSE WISE TOTAL | 170         | 18     | 142 | 0 | 160   | 4                    | 13              | 2                               | 133    | 7                          | 1               | 0                     | 0  | 0    | 160   | 139 |
| MA ARABIC         | 22          | 2      | 19  | 0 | 21    | 0                    | 0               | 0                               | 21     | 0                          | 0               | 0                     | 0  | 0    | 21    | 20  |

- 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

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

## 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.

| # | NAME                | DESCRIPTION     | EDIT | DELETE |
|---|---------------------|-----------------|------|--------|
| 1 | Admission Applicant | No description  |      |        |
| 2 | Super Admin         | No description  |      |        |
| 3 | Staff               | No description  |      |        |
| 4 | Allotment Admin     | Allotment Admin |      |        |
| 5 | Enquiry Student     | No description  |      |        |

- 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.

| # | NAME       | STAFF CODE | DEPARTMENT | ASSIGNED ROLES    | ASSIGN ROLE |
|---|------------|------------|------------|-------------------|-------------|
| 1 | [REDACTED] | AJM        | BLG        | No roles assigned |             |
| 2 | [REDACTED] | SKT        | BLG        | No roles assigned |             |

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

**Assign Roles to user** ✕

---

**USER DETAILS**

User Name :                       
 Staff Code : **AJM**  
 Department : **BLG**

---

**ASSIGNED ROLES**

**No roles assigned to this user**

You can assign roles to this particular user from the below roles list.

---

**AVAILABLE ROLES**

| # | NAME                | ASSIGN                     |
|---|---------------------|----------------------------|
| 1 | Admission Applicant | <input type="checkbox"/> + |
| 2 | Super Admin         | <input type="checkbox"/> + |
| 3 | Staff               | <input type="checkbox"/> + |
| 4 | Allotment Admin     | <input type="checkbox"/> + |
| 5 | Enquiry Student     | <input type="checkbox"/> + |

- 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.

**ASSIGN PERMISSIONS**

You can assign different menu to different roles thereby that particular role can access that enabled features. Please do it carefully.

Select User Role

Super Admin ▼

---

**AVAILABLE PERMISSIONS**

- General Settings
- Qualification Settings
- Admission Form Settings
  - Admission Form
  - Admission Form Field
  - Admission Remarks Form
  - Admission form order
  - Customize Offline Register Form Fields
- Admission Stage Settings
  - Add Students To Initial Stage
  - Admission Form Stages
  - Admission Stage
  - Admission Stage Action

- 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.

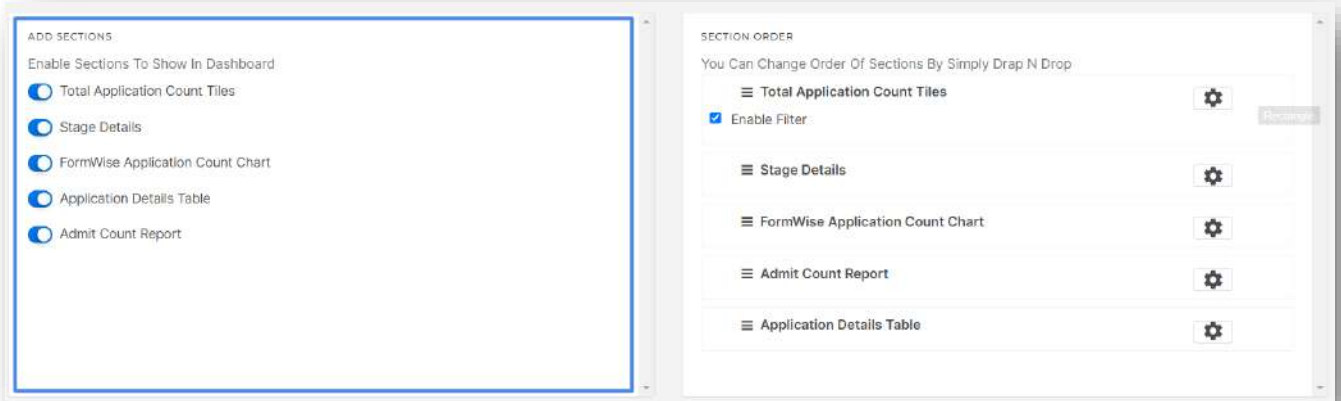
## General Settings

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

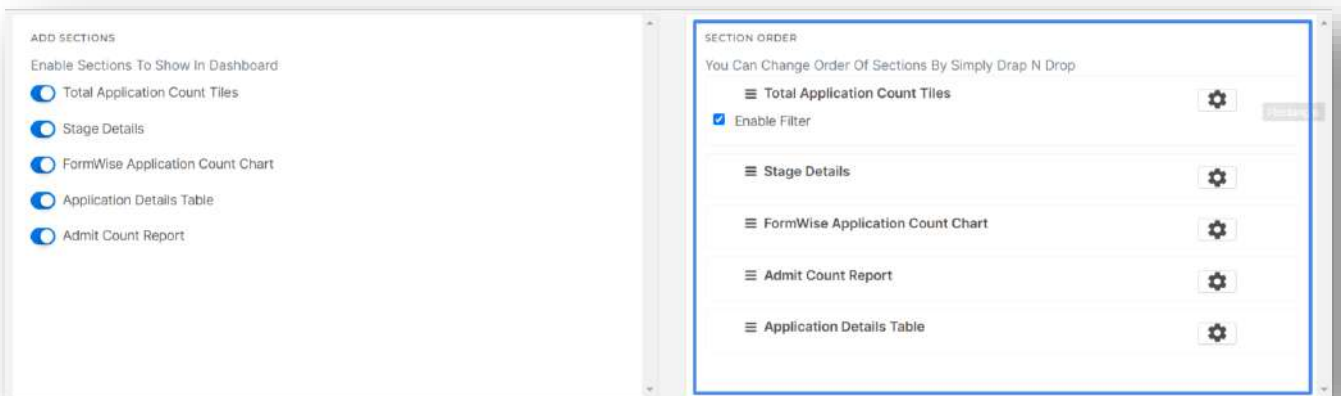
## Dashboard Settings

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



### Extra Settings

ENABLE TILES

- Total Applications
- Total Applications (Application Fee Paid)
- Total Applications (Application Fee Not Paid)
- Total Admitted
- Total Admitted (Tution Fee Paid)

Total Applications

Total Applications (Application Fee Paid)

Total Admitted

Total Admitted (Tution Fee Paid)

**Save**

➤ Settings for Stage Details

### Extra Settings

EXTRA FILTERS

- Form Filter
- Form Filter Inside Stage Expansion

**Save**

➤ Settings for Application Count Details Table

### Extra Settings

CUSTOMIZE SECTIONS AND SUBSECTIONS

- Religion
- Nationality
- Second\_Language

---

CUSTOMIZE DEFAULT FILTER FOR APPLICATION FEE STATUS

Application Fee Status ⌵

---

CUSTOMIZE SUM OF STAGES TO BE SHOWN

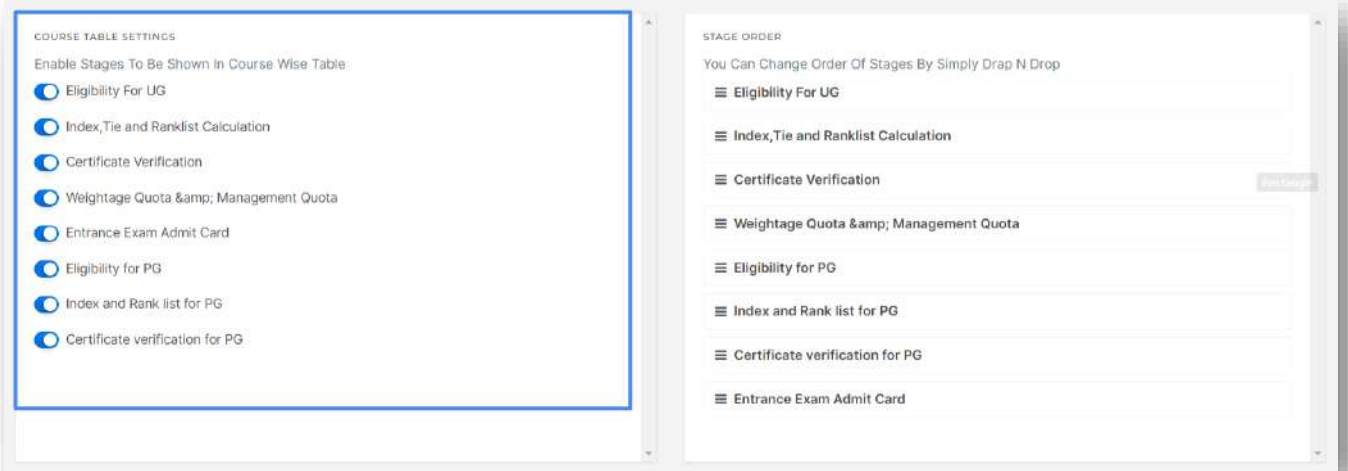
Enter Heading

|   |  |
|---|--|
| <input type="checkbox"/> Eligibility For UG         | <input type="checkbox"/> Index, Tie And Ranklist Calculation |
| <input type="checkbox"/> Certificate Verification   | <input type="checkbox"/> Weightage Quota & Management Quota  |
| <input type="checkbox"/> Entrance Exam Admit Card   | <input type="checkbox"/> Eligibility For PG                  |
| <input type="checkbox"/> Index And Rank List For PG | <input type="checkbox"/> Certificate Verification For PG     |

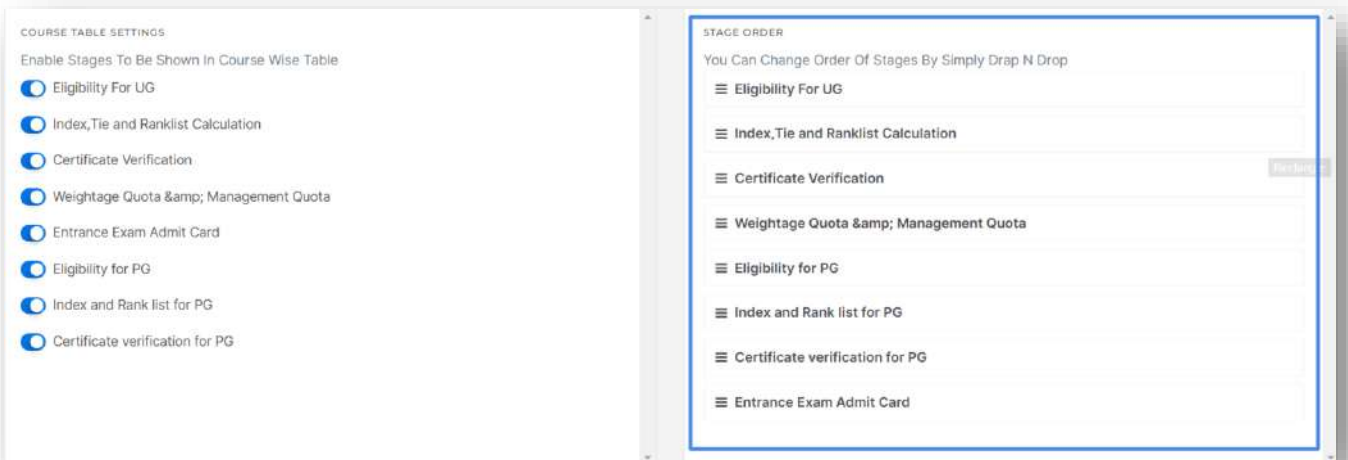
+

**Save**

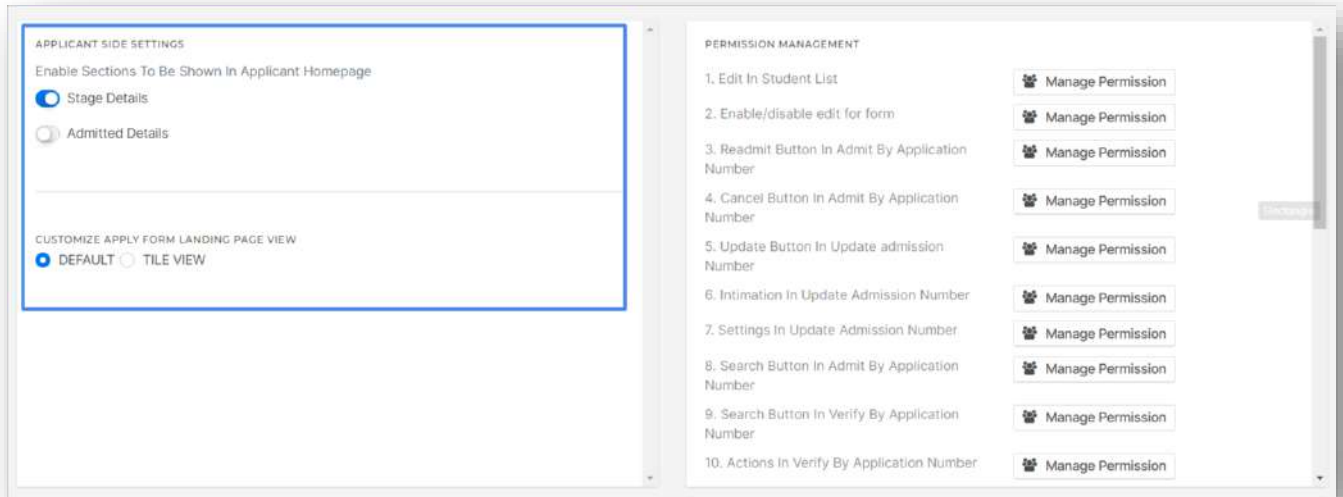
- Course Table Settings lets user to enable stage wise columns in application count table.



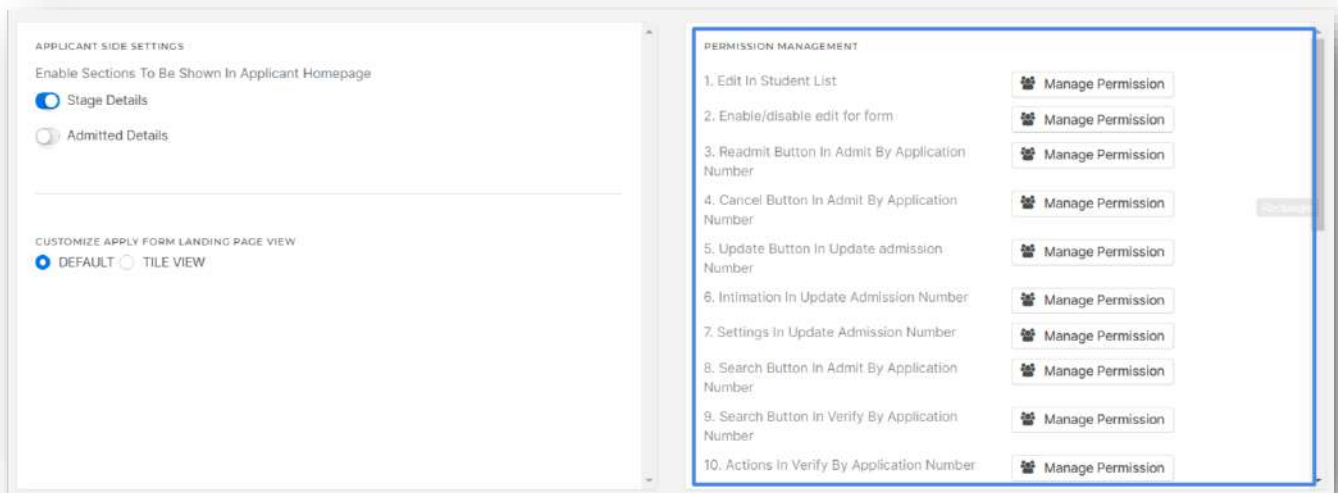
- Stage Order lets the user to arrange the order of said stage wise columns in application count table.



- 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.

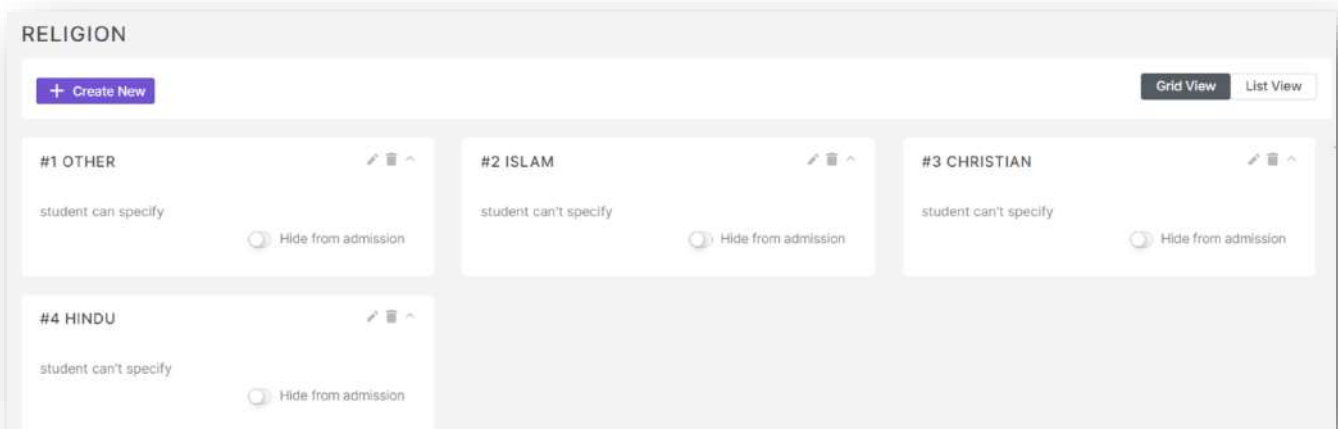


- Permission Management menu lets the user to add assign permissions for staffs for options throughout the admission module such as
- Permission for Edit option in student list
  - Permission for Enable/Disable edit option for applicants from student list.
  - Permission for Readmit button in Admit student 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.



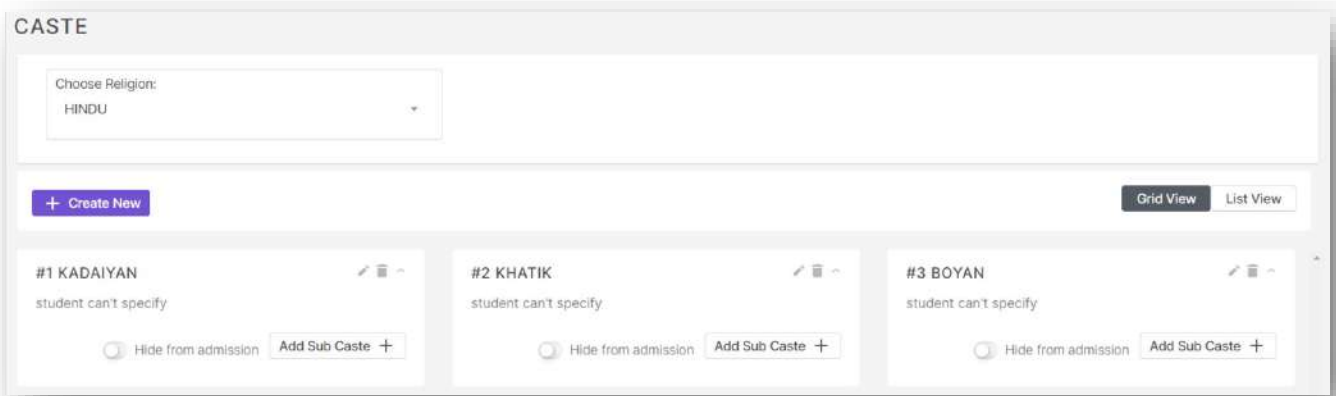
## Religion

- 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.



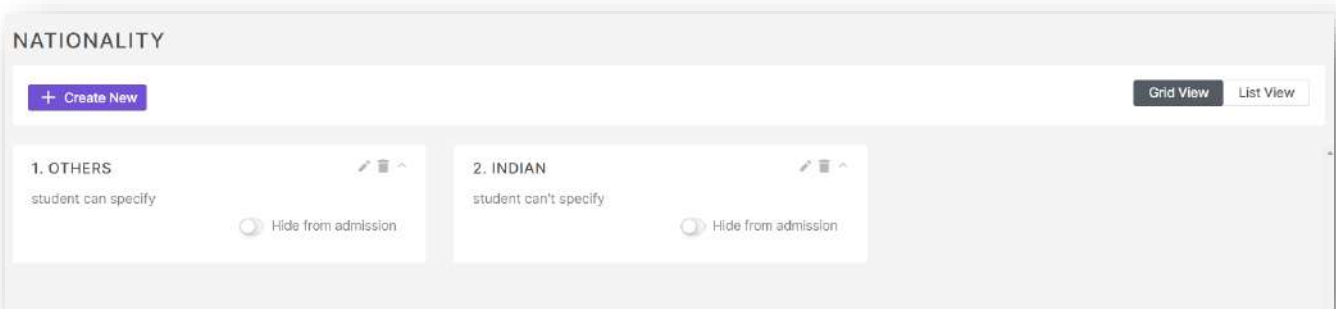
## Caste

- 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.



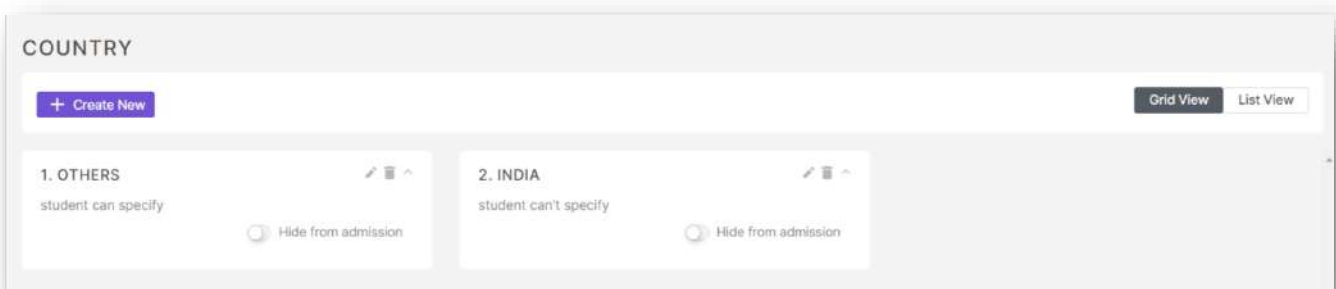
## Nationality

- 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.

The screenshot shows the 'STATE' management interface. At the top, there is a 'Choose Country:' dropdown menu with 'India' selected. Below this, there is a '+ Create New' button and 'Grid View' and 'List View' toggle buttons. The main area displays three state entries:

- #1 OTHER: student can specify. Includes an 'Add District +' button and a 'Hide from admission' radio button (checked).
- #2 CHANDIGARH: student can't specify. Includes an 'Add District +' button and a 'Hide from admission' radio button (unchecked).
- #3 NEW DELHI: student can't specify. Includes an 'Add District +' button and a 'Hide from admission' radio button (unchecked).

## 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.

The screenshot shows the 'MOTHER TONGUE' management interface. At the top, there is a '+ Create New' button and 'Grid View' and 'List View' toggle buttons. The main area displays two mother tongue entries:

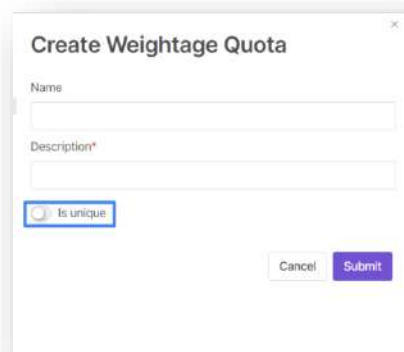
- 1. OTHER: student can specify. Includes a 'NEW' tag, an 'Add District +' button, and a 'Hide from admission' radio button (checked).
- 2. MALAYALAM: student can't specify. Includes a 'NEW' tag, an 'Add District +' button, and a 'Hide from admission' radio button (unchecked).

## Weightage Quota

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

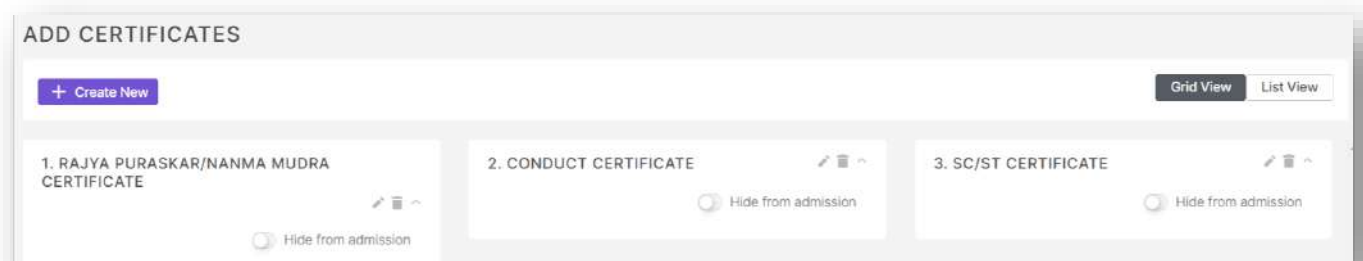


- The plus button can be used to add sub levels for the weightage quota.
- Assign to specific form button can be used to limit displaying the weightage quota to specific forms.
- Also while creating weightage quota an option to set is unique is there to limit the applicant from choosing same weightage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



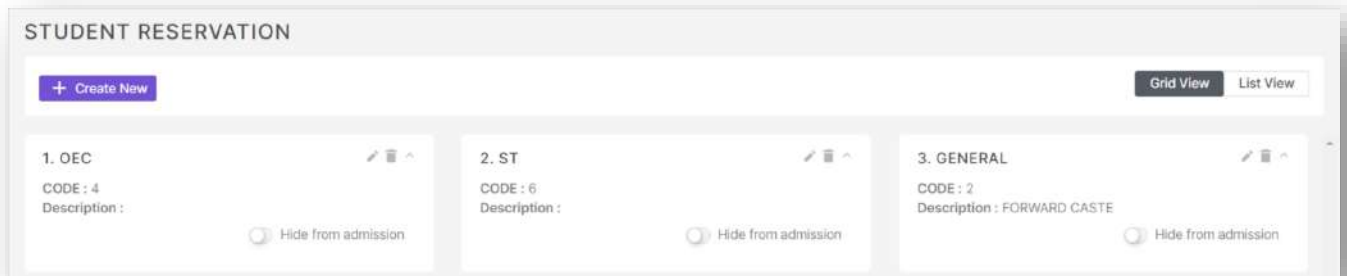
## Certificates

- 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.



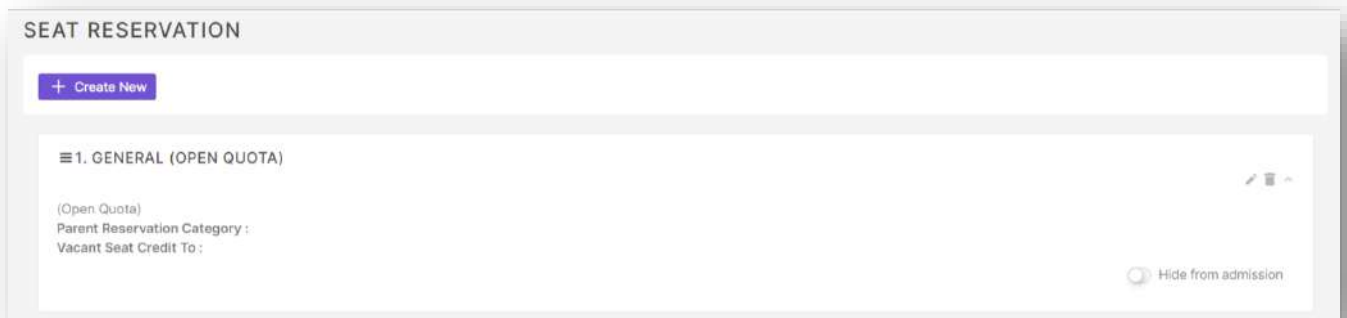
## Student Reservation

- 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.

The screenshot shows a form titled "Seat Reservation" with the following fields and controls:

- Enter Name:
- Enter Description:
- Parent Reservation Category:
- Vacant Seat Credit To:
- Is Student Specify
- Buttons: Submit, Reset, Close

## 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.

| SL.NO | COURSE NAME  | COURSE PATTERN | DEPARTMENT | SET SEAT                      | OPEN ADMISSION                      | OPEN FOR LATE STUDENTS              |
|-------|--|----------------|------------|-------------------------------|-------------------------------------|-------------------------------------|
| 1     | COLLEGE EVENTS [ COLLEGE EVENTS ]                  | COLLEGE EVENTS | ADM        | <a href="#">Allocate seat</a> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2     | B. VOC. NUTRITION SCIENCE AND DIETETICS [ NSD ]    | BVoc           | FTL        | <a href="#">Allocate seat</a> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3     | B. VOC. TOURISM AND HOSPITALITY MANAGEMENT [ THM ] | BVoc           | THM        | <a href="#">Allocate seat</a> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4     | B. VOC. VISUAL COMMUNICATION [ BVC ]               | BVoc           | MAS        | <a href="#">Allocate seat</a> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

### Course and seats

COLLEGE EVENTS

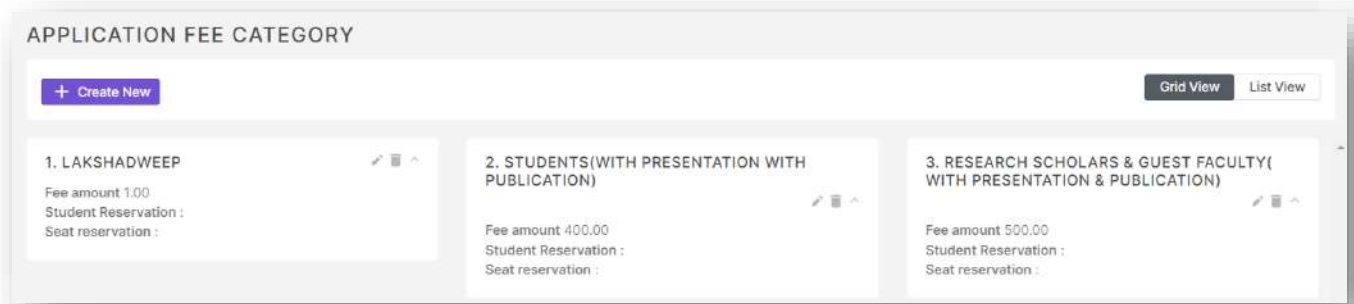
| Sl.No | Reservation name                | Merit seat no                  | Waiting seat no                |
|-------|---------------------------------|--------------------------------|--------------------------------|
| 1     | GENERAL (Open Quota)            | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 2     | Scheduled Caste                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 3     | Other Backward Christians (OBC) | <input type="text" value="0"/> | <input type="text" value="0"/> |

|   |  |                                |                                |
|---|--|--------------------------------|--------------------------------|
| 6 | Ezhava, Thiyya and Billava               | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 7 | Latin Catholics other than Anglo Indians | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 8 | Other Backward Hindus                    | <input type="text" value="0"/> | <input type="text" value="0"/> |

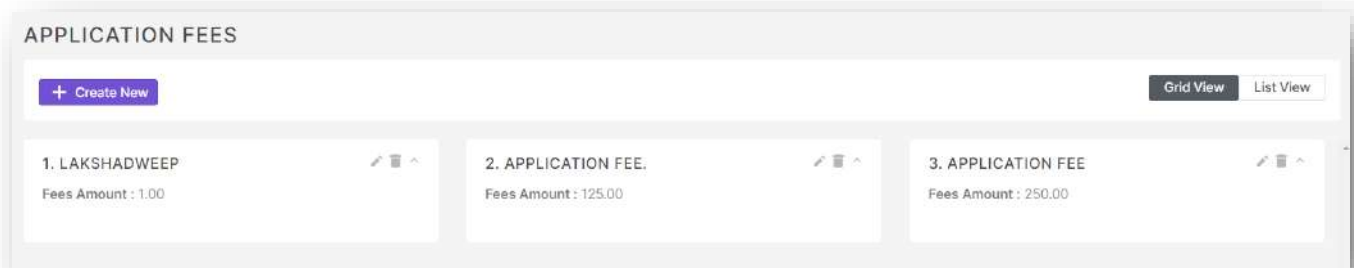
|                             |                                |
|-----------------------------|--------------------------------|
| General Admission seats:    | <input type="text" value="0"/> |
| Management Admission seats: | <input type="text" value="0"/> |
| Weightage Admission seats:  | <input type="text" value="0"/> |
| Total seats:                | <input type="text" value="0"/> |

- 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.

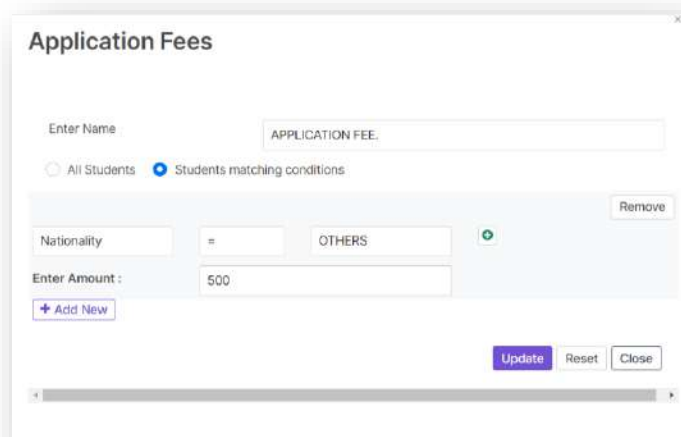


## Application Fee

- 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.

| SL.NO | FEES NAME       | ASSIGN FOR COURSES                              | FEE AMOUNT | ENABLE FEE                          |
|-------|-----------------|---|------------|-------------------------------------|
| 1     | APPLICATION FEE | <input type="checkbox"/> Enable Course wise fee | 250.00     | <input checked="" type="checkbox"/> |

## 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.

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

**CONTENT TEMPLATES**

Choose a template  
Student Payment Success SMS content

Dear {{studentName}}, Your payment for admission is successful.  
You have 96 characters left.

Template Id

Supporting tags {{studentName}}, {{applicationNo}}, {{formName}}, {{formCode}}, {{studentEmail}}

Reset Submit

## 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.

**BLOOD GROUP**

+ Create New Grid View List View

|   |   |   |
|---|---|---|
| <p>1. O-</p> <p>Key: O-</p> <p><input type="checkbox"/> Hide from admission</p> | <p>2. O+</p> <p>Key: O+</p> <p><input type="checkbox"/> Hide from admission</p> | <p>3. B-</p> <p>Key: B-</p> <p><input type="checkbox"/> Hide from admission</p> |
|---|---|---|

## 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.

The screenshot shows the 'OTHER MASTER TABLES' interface. At the top left, there is a '+ Add New' button. Below it, the form is titled 'I WANT'. The 'Name' field contains 'I want'. A note states: '\* This field is representing the options.' To the right, there is a radio button labeled 'Enable Sorting by display name.' Below the name field, there are three option cards. Each card has a close button (X) in the top right corner. The first card has 'key' as 'Participation in Confere', 'Display name' as 'Participation in Confere', and 'Is other' as an unchecked radio button. The second card has 'key' as 'Participation and Prese', 'Display name' as 'Participation and Prese', and 'Is other' as an unchecked radio button. The third card has 'key' as 'Participation Presentati', 'Display name' as 'Participation Presentati', and 'Is other' as an unchecked radio button. At the bottom center, there are 'Add option' and 'Update' buttons.

## 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.

The screenshot shows the 'TALUK FOR ERNAKULAM' interface. At the top, there are three dropdown menus: 'Choose Country:' with 'India' selected, 'Choose State:' with 'Kerala' selected, and 'Choose District:' with 'Ernakulam' selected. Below these, there is a '+ Create New' button on the left and 'Grid View' and 'List View' buttons on the right. The main content area shows a list of taluk entries. The first entry is '1. KUNNATHUNADU' with a 'NEW' badge and a 'student can't specify' note. Below this entry, there is a radio button labeled 'Hide from admission'.

## Admission General Settings

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

| GENERAL SETTINGS |  |   |
|------------------|--|---|
| SL.NO            | SETTINGS NAME  | VALUE   |
| 1                | Choose active year   | <input type="text" value="x 2021"/>           |
| 2                | Customize Applicant Registration Portal                    | <input type="text" value="select data"/>      |
| 3                | Customize Applicant Registration Portal Intimation options | <input type="text" value="x Email"/>          |
| 4                | Customize Student Payment Options                          | <input type="text" value="x Online Payment"/> |
| 5                | Customize Payment Success Intimation Options               | <input type="text" value="x Email"/>          |

- 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.

**Create Tags**

Tag Name

Type  
Image

Select Files

Drop files here

Close Save

## 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.

**DOMICILE**

+ Create New

Grid View List View

1. DOMICILE1 **NEW**

Hide from admission

## 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.

**CHALLAN VERIFICATION**

Upload File Edit Settings

FORM FILTER:

Year  
2022

Application Number Prefix  
Select Application Number prefix

Application Number  
Enter Application number

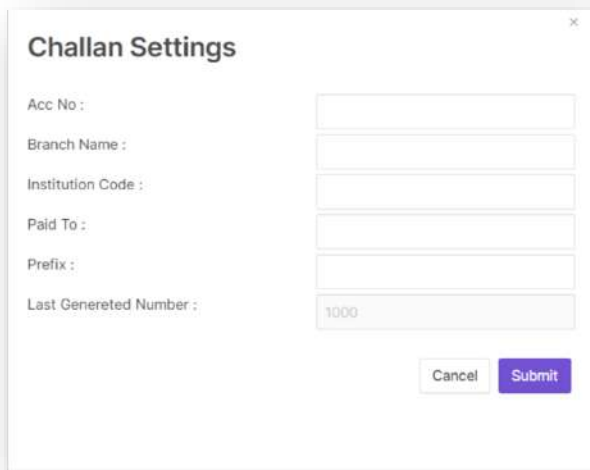
Student Name  
Enter Student Name

Admission Form  
Choose Form

Search X Reset

- Also edit settings button allows the user to set values to be shown in challan print taken from applicant side.





**Challan Settings**

Acc No :

Branch Name :

Institution Code :

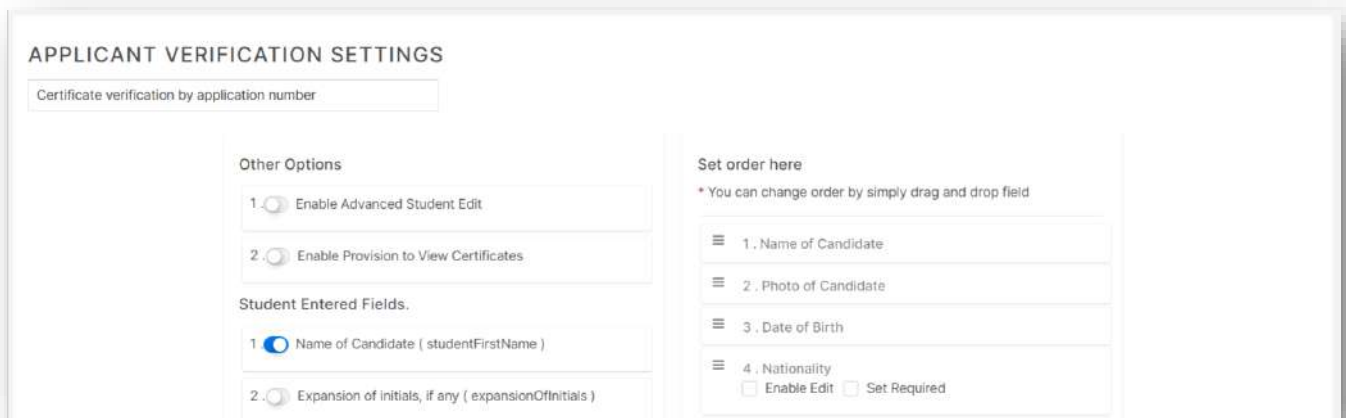
Paid To :

Prefix :

Last Generated Number :

## 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).



**APPLICANT VERIFICATION SETTINGS**

Certificate verification by application number

**Other Options**

1.  Enable Advanced Student Edit

2.  Enable Provision to View Certificates

**Student Entered Fields.**

1.  Name of Candidate ( studentFirstName )

2.  Expansion of Initials, if any ( expansionOfInitials )

**Set order here**

\* You can change order by simply drag and drop field

1. Name of Candidate

2. Photo of Candidate

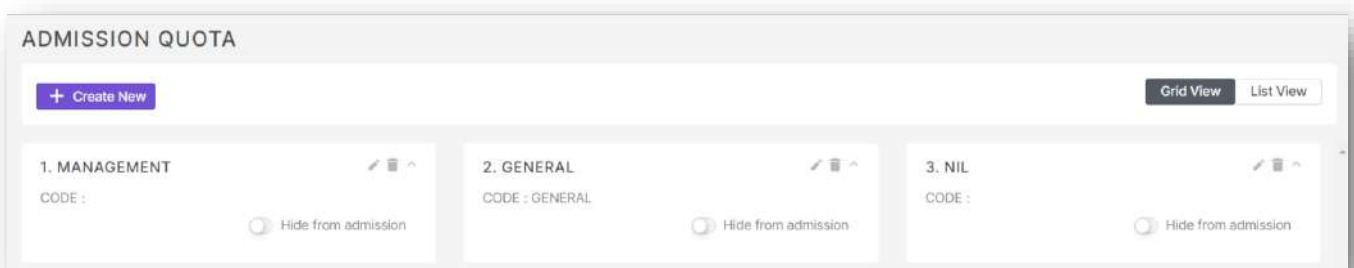
3. Date of Birth

4. Nationality

Enable Edit  Set Required

## 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.

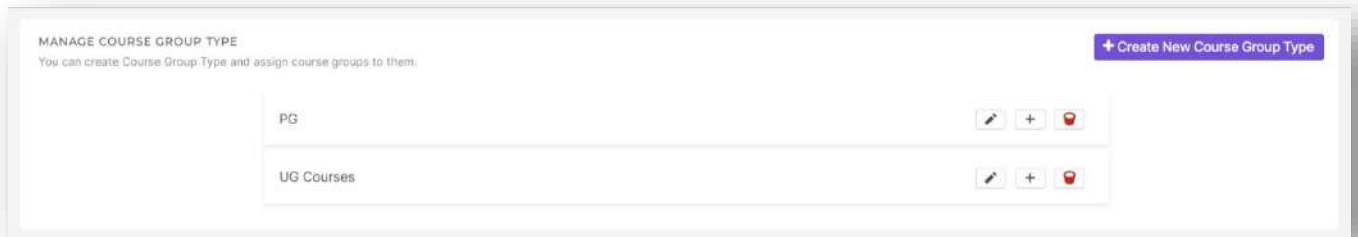


**ADMISSION QUOTA**

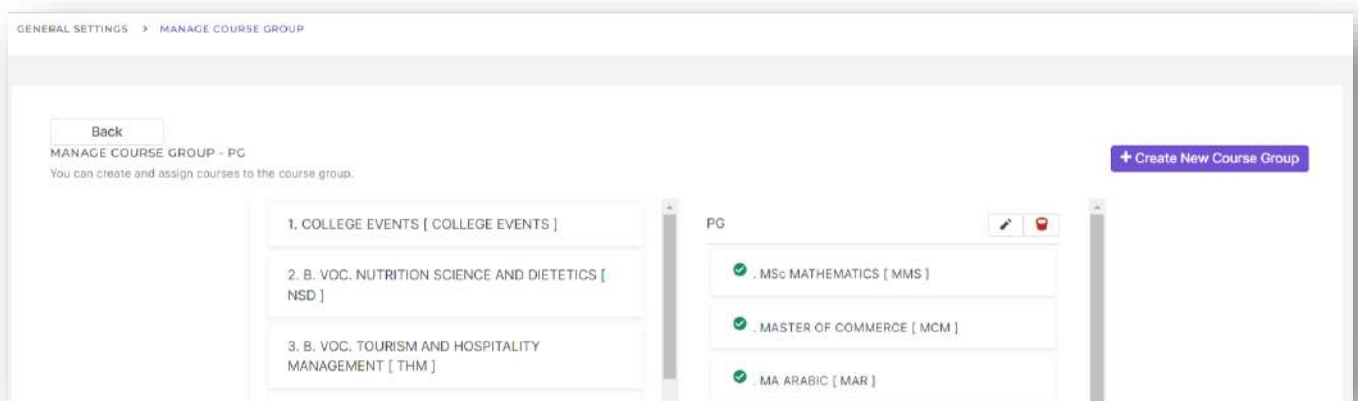
|  |   |   |
|--|---|---|
| <p>1. MANAGEMENT</p> <p>CODE :</p> <p><input type="checkbox"/> Hide from admission</p> | <p>2. GENERAL</p> <p>CODE : GENERAL</p> <p><input type="checkbox"/> Hide from admission</p> | <p>3. NIL</p> <p>CODE :</p> <p><input type="checkbox"/> Hide from admission</p> |
|--|---|---|

## 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.



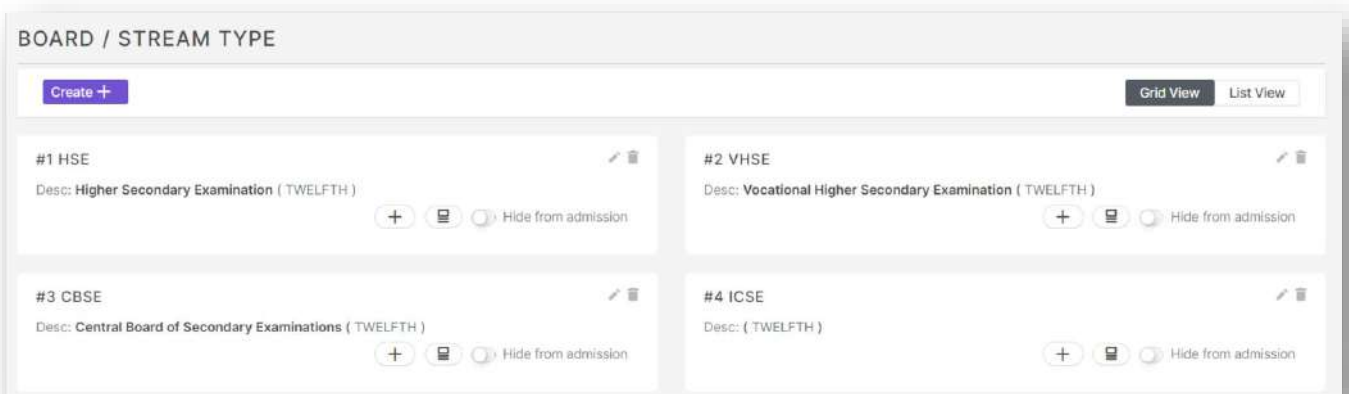
- Course groups are used for filtering purposes throughout the admission module.

## 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.

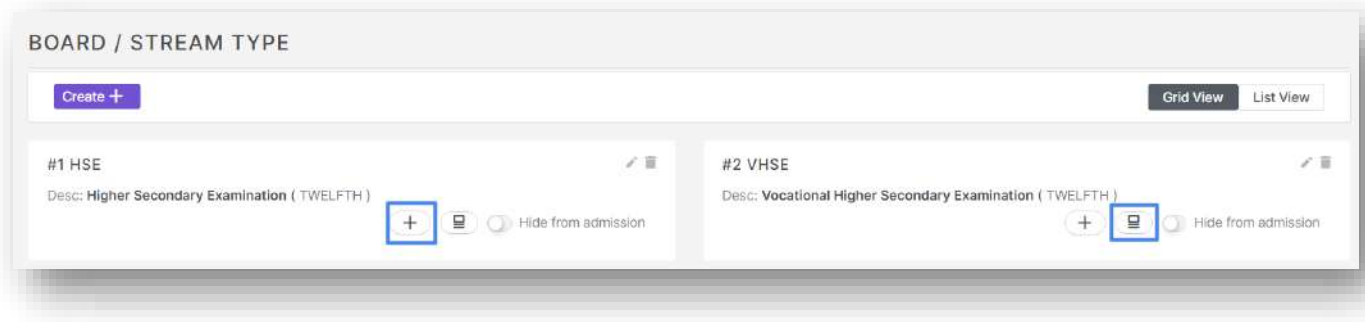


- While creating a board/stream type the user can set the mark entry type as subject wise or term wise also the user can set the board stream type to values from 10<sup>th</sup> to UG.

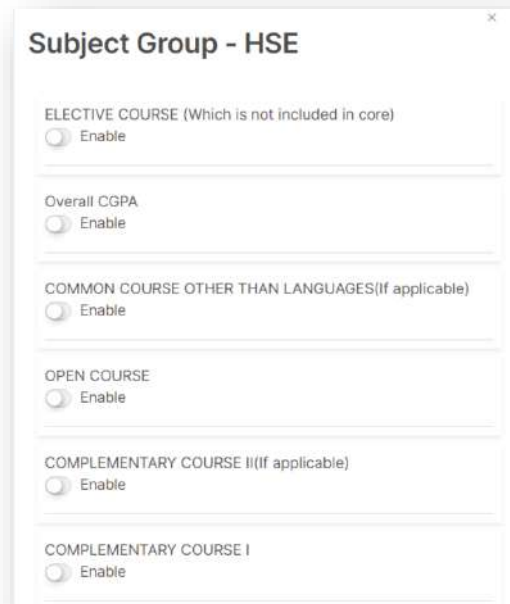
The screenshot shows a "Create Board / Stream Type" form with the following fields and options:

- Name**: Text input field containing "HSE".
- Description\***: Text input field containing "Higher Secondary Examination".
- Mark entry Type\***: Text input field containing "Subject-wise".
- Board Stream Type\***: Text input field containing "TWELFTH".
- Is Student Specify**: Radio button (unselected).
- Is Mark Entry Required**: Radio button (selected).
- Buttons**: "Cancel" and "Submit" buttons.

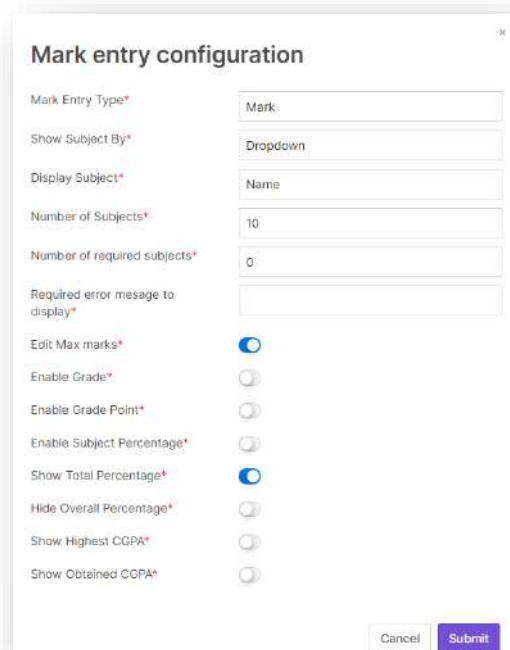
- Once the board/stream type is created, there are options available in this feature to map subject groups to the board/stream type also to configure mark entry for each board/stream type.



➤ The subject group mapping screen is shown below.

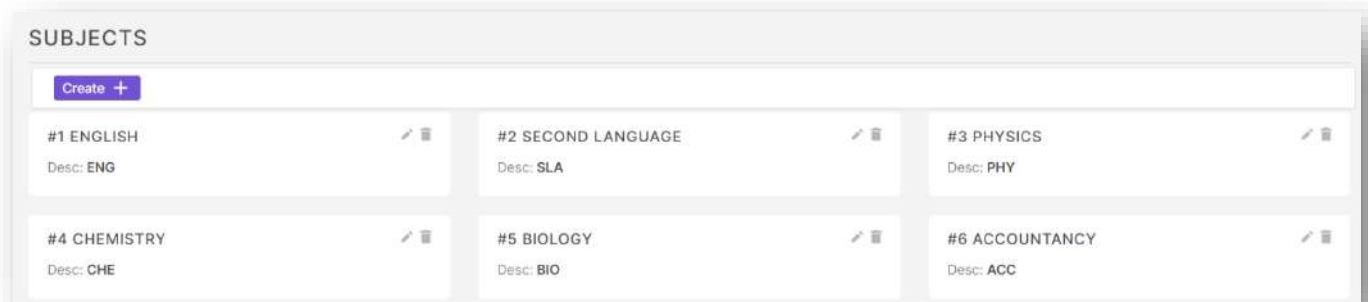


➤ The feature to configure mark entry component in application form is shown below.



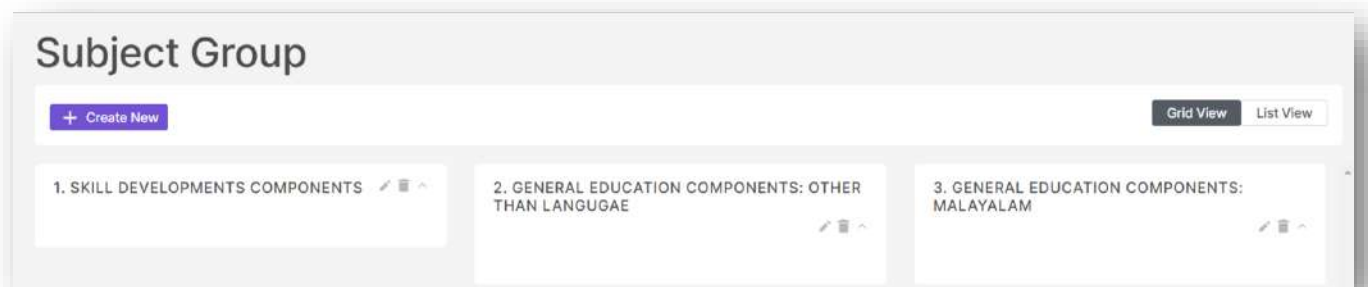
## Subjects

- 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.



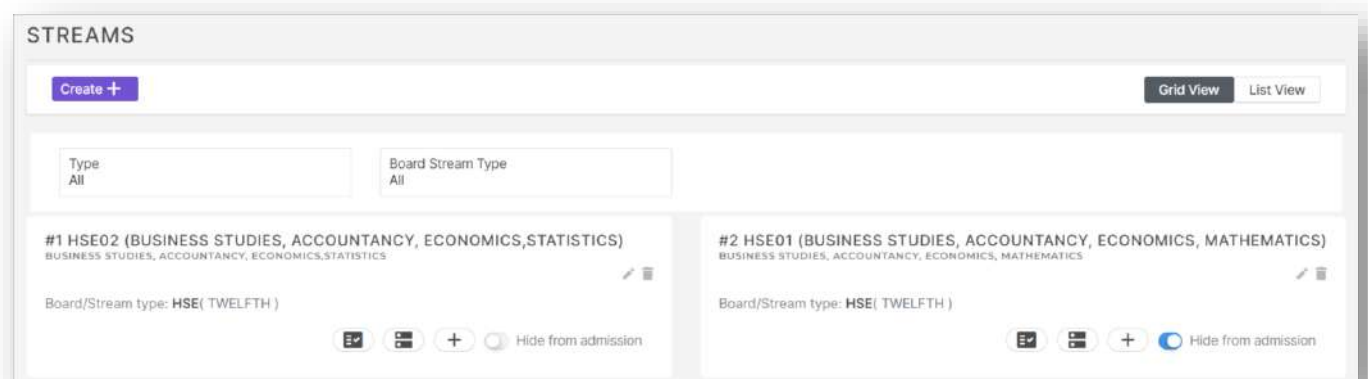
## Subject Group

- 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

**Create Streams**

Name

Description\*

Board / Stream Type

Select

Maximum Mark

Maximum Credit

Is Student Specify

Cancel Submit

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

**STREAMS**

Create + Grid View List View

Type: UG Board Stream Type: All

#1 HSE02 (BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, STATISTICS)  
BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, STATISTICS

Board/Stream type: HSE( TWELFTH )

#2 HSE01 (BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS)  
BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS

Board/Stream type: HSE( TWELFTH )

Hide from admission

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

**Show/Hide Course in Choice**

\* Hide enabled courses will not show in the choice list of the student if this stream was chosen for that student.  
You can also change order by simply dragging the courses. This order will apply only on form with payment group

ALL Hide All

\* Sorting will work only when all courses are selected

i 1. B. VOC. TOURISM AND HOSPITALITY MANAGEMENT  
 Highlight  Hide from Admission

ii 2. B. VOC. VISUAL COMMUNICATION  
 Highlight  Hide from Admission

iii 3. BA ARABIC AND ISLAMIC HISTORY DUAL CORE  
 Highlight  Hide from Admission

iv 4. BA ECONOMICS  
 Highlight  Hide from Admission

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

**Hide For Courses**

\* Hidden streams will not be shown in stream drop down.

ALL  Hide For All Courses

1 B. VOC. TOURISM AND HOSPITALITY MANAGEMENT  Hide Stream

2 B. VOC. VISUAL COMMUNICATION  Hide Stream

3 BA ARABIC AND ISLAMIC HISTORY DUAL CORE  Hide Stream

4 BA ECONOMICS  Hide Stream

5 BA ENGLISH LANGUAGE AND LITERATURE  Hide Stream

- Option to map subject group to stream.

**Subject Group - HSE02 (Business Studies, Accountancy, Economics, Statistics)**

ELECTIVE COURSE (Which is not included in core)  
 Enable

Overall CGPA  
 Enable

COMMON COURSE OTHER THAN LANGUAGES (If applicable)  
 Enable

OPEN COURSE  
 Enable

## Stream Subject

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

**SUBJECT GROUP SUBJECTS**

Stream: HSE02 (Business Studies, Acco) Subject Group: Select Group

Add / Update +

|  |   |   |
|--|---|---|
| #1 ENGLISH<br>Max. mark: 200<br>Min. mark: 60          | #2 SECOND LANGUAGE<br>Max. mark: 200<br>Min. mark: 60 | #3 ACCOUNTANCY<br>Max. mark: 200<br>Min. mark: 60 |
| #4 BUSINESS STUDIES<br>Max. mark: 200<br>Min. mark: 60 | #5 ECONOMICS<br>Max. mark: 200<br>Min. mark: 60       | #6 STATISTICS<br>Max. mark: 200<br>Min. mark: 60  |

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

The screenshot shows a dialog box titled "Add / Update SubjectGroup Subject". It contains a table with the following data:

| Subject         | Max. Mark            | Min. Mark            | Status |
|-----------------|----------------------|----------------------|--------|
| English         | 200                  | 60                   | ✓      |
| Second Language | 200                  | 60                   | ✓      |
| Physics         | <input type="text"/> | <input type="text"/> | ✗      |
| Chemistry       | <input type="text"/> | <input type="text"/> | ✗      |

## 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.

The screenshot shows a list of previous universities under the heading "PREVIOUS UNIVERSITY". It includes a "+ Create New" button and "Grid View" / "List View" toggle. The list contains three items:

1. OTHERS  
student can specify
2. BHARATHIAR UNIVERSITY  
student can't specify
3. SHREE SANKARACHARYA UNIVERSITY OF SANSKRIT  
student can't specify

## 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 screenshot shows a list of second languages under the heading "SECOND LANGUAGE". It includes a "+ Create New" button and "Grid View" / "List View" toggle. The list contains three items:

1. HINDI  
Description : HINDI  
code : CHIA  
show for admission  
Hide for courses
2. ARABIC  
Description : ARABIC  
code : CARA  
show for admission  
Hide for courses
3. MALAYALAM  
Description : MALAYALAM  
code : CMAA  
show for admission  
Hide for courses



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

**Hide HINDI For Courses** ✕

\* Hidden second languages will not be shown in second language drop down while admitting students.

ALL  Hide For All Courses

COLLEGE EVENTS  Hide Language

B. VOC. NUTRITION SCIENCE AND DIETETICS  Hide Language

B. VOC. TOURISM AND HOSPITALITY MANAGEMENT  Hide Language

B. VOC. VISUAL COMMUNICATION  Hide Language

## 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.

**INSTITUTION**

[+ Create New](#) Grid View List View

1. ST JOSEPHS COLLEGE ✎ 🗑 ↕

student can't specify  
Type : UG

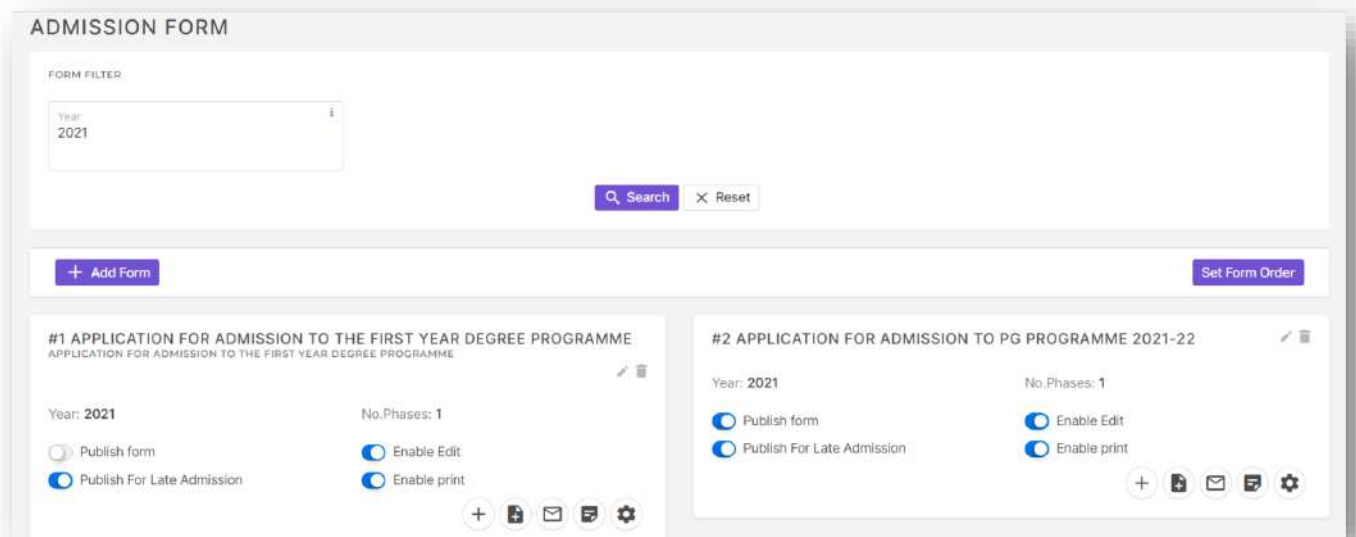
Hide from admission

# Admission Form Settings

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

## Admission Form

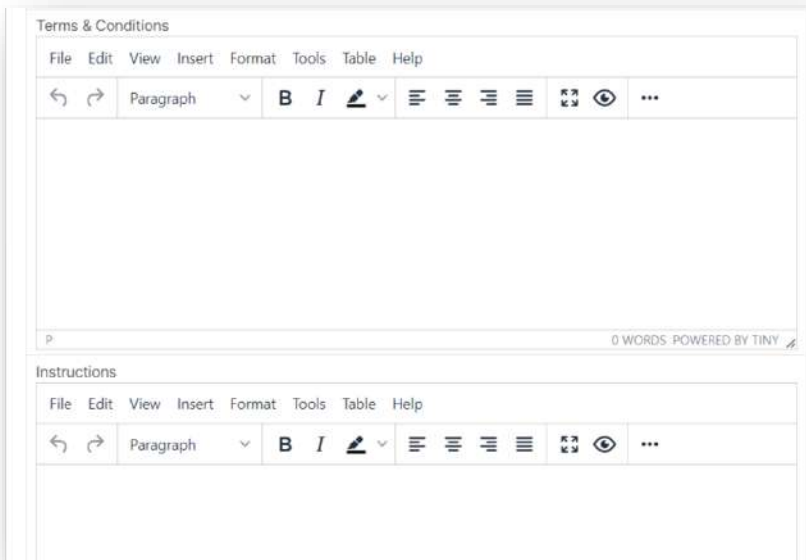
- This feature allows the user to mainly create, edit and delete admission forms.



- 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.

The screenshot shows the 'Admission Form' creation form with the following fields and options:

- Form Name \*
- Form Code \*
- Form Description
- Course Name \* (select data)
- Application Year \* (Select)
- Phase (1)
- Phase 1 Start Time \*
- Phase 1 End Time \*
- Application No. Start \*
- Application No. End
- Application No. Difference \*
- Application No. Prefix
- Enable Leading Zero



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

- 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.

## Admission Form

[Edit Form](#) [Payment with Group](#)

Enable Payment with group  
 \*You can create custom course groups within the form to enable multiple payments inside a form

Specify Payment Type:

Name \*

Description \*

You can create and assign courses to the course group.

[Create](#)

\*Courses listed in this side will have different payment

1. MA ARABIC
2. MA ECONOMICS
3. MA ENGLISH

\*Courses listed in this side will have same payment

No Course Groups Created!!

- 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.

[+ Add Form](#)
[Set Form Order](#)

#1 APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME  
APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME

Year: 2021      No.Phases: 1

Publish form  
 Publish For Late Admission

Enable Edit  
 Enable print

#2 APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22

Year: 2021      No.Phases: 1

Publish form  
 Publish For Late Admission

Enable Edit  
 Enable print

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

[+ Add Form](#)
[Set Form Order](#)

#1 APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME  
APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME

Year: 2021      No.Phases: 1

Publish form  
 Publish For Late Admission

Enable Edit  
 Enable print

#2 APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22

Year: 2021      No.Phases: 1

Publish form  
 Publish For Late Admission

Enable Edit  
 Enable print

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

The screenshot shows a window titled "Admission Form Section". At the top, there are two fields: "Section i" with the value "Personal Details" and "Section Type" with the value "NORMAL". Below these fields are two buttons: "Reset" and "Edit Section". Underneath is a section titled "Section(s)" which contains three expandable items: "PERSONAL DETAILS", "EDUCATIONAL AND OTHER DETAILS", and "MARK ENTRY". Each item has a menu icon, a trash icon, and an up arrow icon. Below the "PERSONAL DETAILS" item, there is a checkbox labeled "Enable Edit After payment also" which is checked. Underneath that is a section for "Intimation Type\*" with four radio button options: "NONE" (selected), "BOTH", "SMS", and "EMAIL".

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

The screenshot shows a window titled "Add certificates". At the top, there is a section for "1. AADHAR" with a checkbox "Enable form wise" which is unchecked. Below this is a note: "\* By enabling this, students can see the certificate upload option in their portal independent of chosen pattern/course". There is also a checkbox "Select all course" which is unchecked. Below that are two columns of radio button options for course types: "MA ARABIC", "MA ENGLISH", "MSc CHEMISTRY", "MSc MATHEMATICS", "MA ECONOMICS", "MASTER OF COMMERCE", "MSc FOOD SCIENCE & TECHNOLOGY", and "MSc ZOOLOGY". Below these are two checkboxes: "Required" (unchecked) and "Only Show After Admit" (unchecked). There is also a checkbox "Show for Student Matching Conditions" (unchecked) and "Show for All Students" (checked). Below that is a section "Select Stage For Enabling Stage Wise Certificate Upload" with a dropdown menu "Choose Stage:" and a close button "x". At the bottom, there is a note: "\* You need to enable student wise upload flag if a stage is selected to show certificate in student side".

- Intimation option for last section submission

The screenshot shows a window titled "Admission Form Last Section Submission Intimation". At the top, there is a note: "\* By enabling intimation students will get a notification on the last section submission. You can either set a common notification on custom templates. If you want a form-specific intimation, you can set that here." Below this is a section for "Intimation Type\*" with four radio button options: "NONE" (selected), "BOTH", "SMS", and "EMAIL". At the bottom right, there are two buttons: "Cancel" and "Submit".

- Add Affidavit button - to set template for affidavit.

**Manage Affidavit Content**

File Edit View Insert Format Tools Table Help

Paragraph B I [color] [background] [bulleted] [numbered] [indent] ...

0 WORDS POWERED BY TINY

Cancel Submit

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

**Course wise application number settings**

1. Course : MA ARABIC  Disable

|                       |                     |                            |                        |
|-----------------------|---------------------|----------------------------|------------------------|
| Application No. Start | Application No. End | Application No. Difference | Application No. Prefix |
|-----------------------|---------------------|----------------------------|------------------------|

Enable Leading Zero

2. Course : MA ECONOMICS  Disable

|                       |                     |                            |                        |
|-----------------------|---------------------|----------------------------|------------------------|
| Application No. Start | Application No. End | Application No. Difference | Application No. Prefix |
|-----------------------|---------------------|----------------------------|------------------------|

Enable Leading Zero

3. Course : MA ENGLISH  Disable

|                       |                     |                            |                        |
|-----------------------|---------------------|----------------------------|------------------------|
| Application No. Start | Application No. End | Application No. Difference | Application No. Prefix |
|-----------------------|---------------------|----------------------------|------------------------|

Enable Leading Zero

## 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 screenshot shows the 'ADMISSION FORM FIELD' configuration interface. It features two filter sections: 'FORM FILTER' and 'COPY SECTION FIELD FILTER'. The 'FORM FILTER' section includes dropdowns for 'Year' (set to 2021), 'Admission Form' (set to 'Application for Admission to the First Year'), and 'Form Section' (set to 'Personal Details'). Below these are 'Search' and 'Reset' buttons. The 'COPY SECTION FIELD FILTER' section includes dropdowns for 'Year of copying form' (set to 2022), 'Admission Form' (set to 'Select Form'), and 'Copying Form Section' (set to 'Select Section'). Below these are 'Copy' and 'Reset' buttons. At the bottom, there is a vertical menu with options: 'Text Area', 'Number', and 'Checkbox'. A preview area shows a field labeled 'Name of Candidate' with a red asterisk and a text input field.

The screenshot shows the 'ADMISSION FORM FIELD' configuration interface with a vertical menu on the left. The menu includes options: 'Select', 'Button', 'Field Presets', 'Advanced', 'Layout', 'Data', 'Premium', and 'Save Form'. The main area displays a preview of a form section. It includes a text input field for 'Expansion of initials, if any'. Below that is a 'Photo of Candidate' section with a table for file uploads. The table has columns for 'File Name' and 'Size'. A dashed box contains the text: 'Drop files to attach, or browse'. Below the table is a note: 'Recent scanned Passport size photo with white background JPG Format less than 100kb (NO SELFIES ALLOWED)'. Below that is a 'Signature of Candidate' section with a table for file uploads, also with columns for 'File Name' and 'Size'.

- 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.

The screenshot displays the 'GROUP ADMISSION FORMS' interface. At the top, it lists 'Non Assigned Forms' with two items: '1. Application for Admission to the First Year Degree Programme - 2021' and '2. MESMAC 6 - 2021'. Below this is a 'PG Form' section with an 'add new' button and a search bar containing 'PG Form'. The main area is divided into 'Left Forms' and 'Right Forms'. The 'Left Forms' section contains one item: '1. Application for Admission to PG Programme 2021-22 - 2021' with a 'Published' status. The 'Right Forms' section is currently empty, showing a message: 'No forms available in right Side.' An 'Update' button is located at the bottom center.

## 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.

The screenshot shows the 'Admission Remarks Form' configuration interface. On the left, there is a sidebar with various field types: 'Basic' (Text Field, Text Area, Number, Checkbox, Select, Button), 'Field Presets', 'Advanced', and 'Layout'. The main area is titled 'Remarks' and contains a large text input field and a 'Submit' button. A 'Save Form' button is located at the bottom left.



## 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<br>2021 | Admission Form<br>Application for Admission to the First Year | Form Section<br>Personal Details |
|--------------|---|----------------------------------|

All

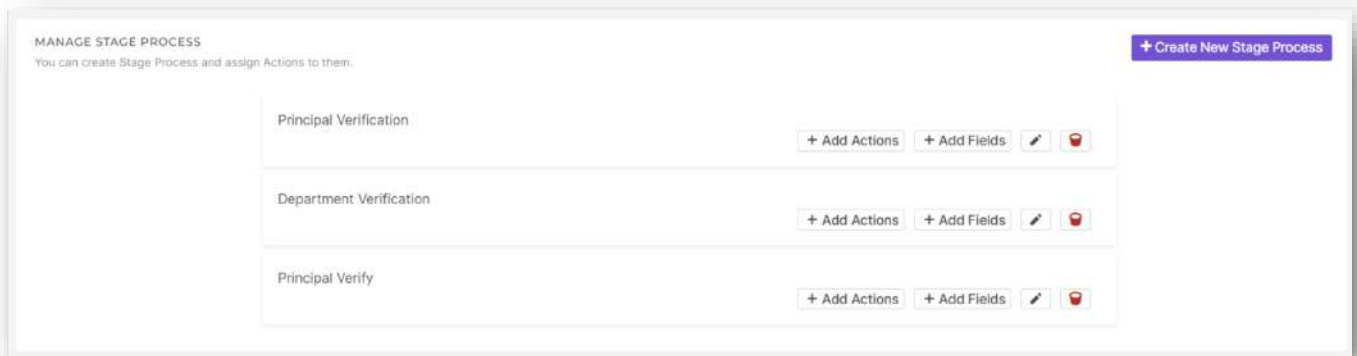
|  |  |
|--|--|
| Name of Candidate<br>Key : studentFirstName                | <input checked="" type="checkbox"/> Required |
| Expansion of initials, if any<br>Key : expansionOfInitials | <input type="checkbox"/> Required            |

## Admission Stage Settings

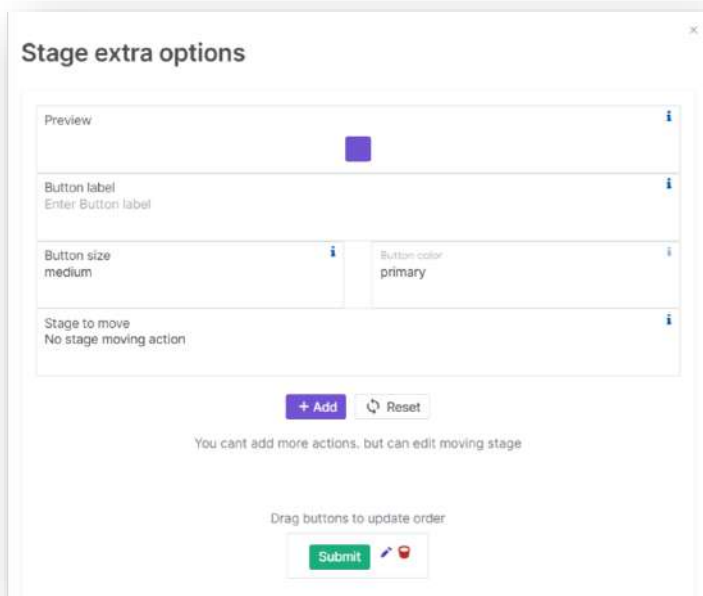
This option allows the user to create, configure and delete admission stages which can be helpful to maintain admission procedure according to user requirement.

### Stage Process

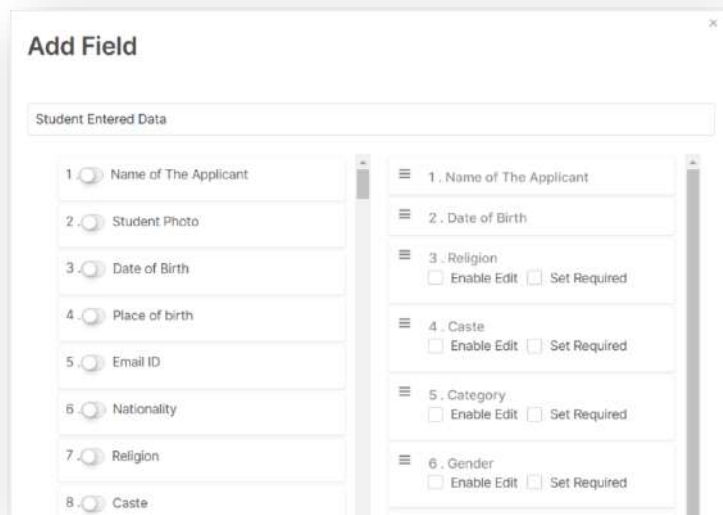
- This option allows the user to customize a new screen in stages according to user requirement.
- These new screens will be able to display applicant details, also we can assign actions to these screens by creating buttons.
- Create new stage process button allows the user to create a stage process.



- Add Actions button allows the user to add/configure the action button.

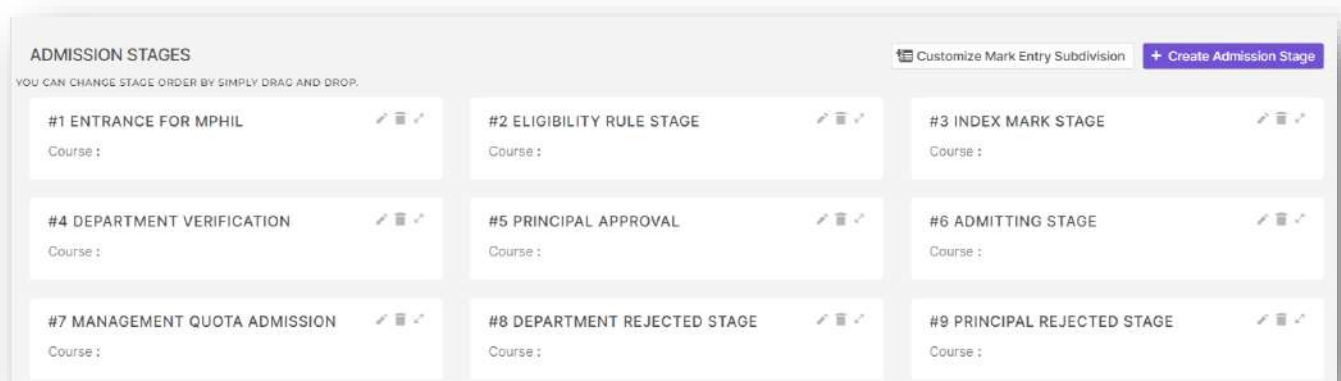


- Add Fields button allows the user to add/configure fields that needs to be made available in stage process screen.

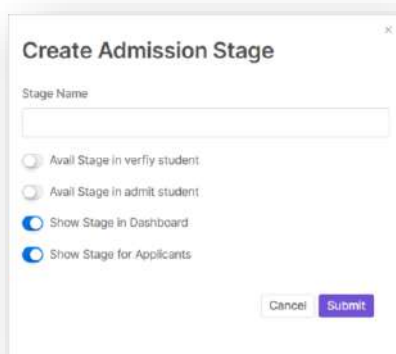


## Admission Stage

- 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.
  - Avail stages in Verify students enables option to set stage movement based on button actions in verify student by application number screen.
  - Avail stages in Admit Student enables option to set stage movement based on button actions in verify student by application number screen.
  - Show stage in dashboard as name implies displays stage in dashboard.
  - Show stage for applicants as name implies displays stage details in applicant side.



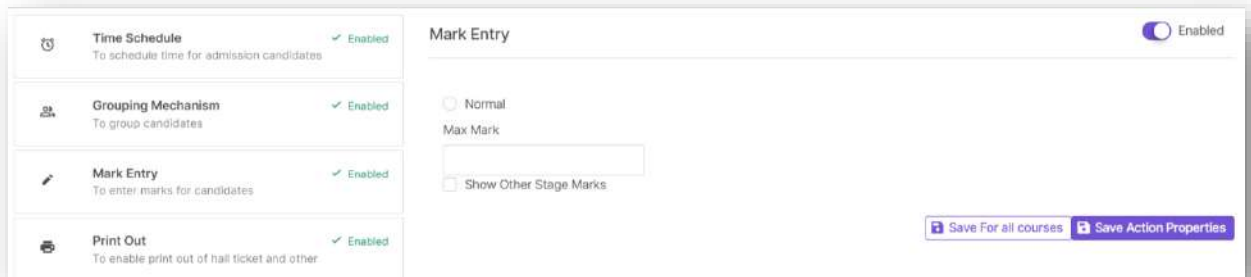
- Customize mark entry subdivision button lets the user to add subdivisions for stage mark entry option.

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

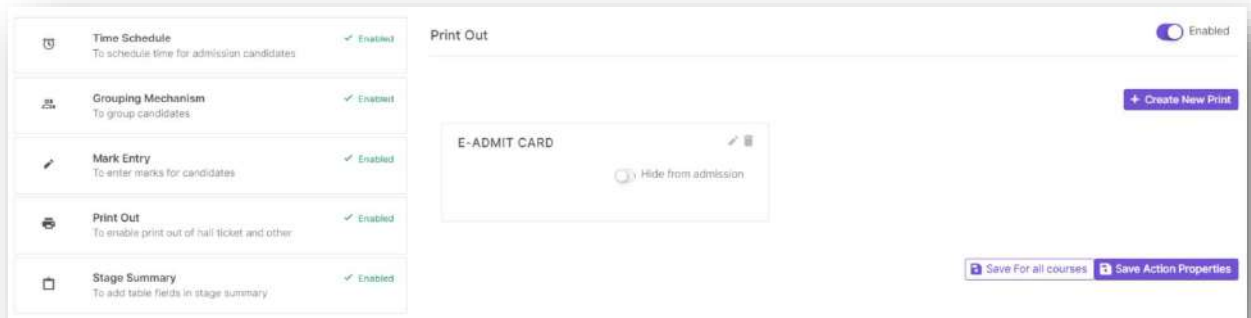
- The following are the stage action currently available.
  - Time Schedule – Can be used to schedule time for interviews for a set of students. Basic and Advanced options are available here.

- 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).

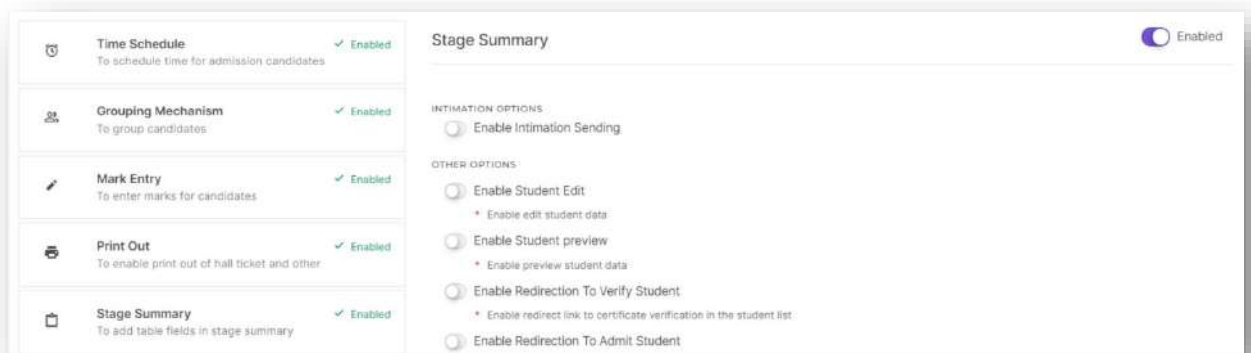
- Mark Entry – Can be enabled to provide the stage mark entry option.



- Print Out – Can be used to create custom prints for each stages for Hall Tickets, E – Admit Card and similar templates.



- 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.



- 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

---

**Eligibility Rule List** [Add Rule](#)

1. ELIGIBILITY ECONOMICS

**Eligibility Rule** Enabled

[Back](#)  
**Create Eligibility Rule**

Rule Name Required

Select Board Type Required

Select Stream Required  HSE10 (Physics, Chemistry, Biology, Mathematics)  HSE0  
[Clear Selection](#) [Select All](#)

12th Total Mark Percentage Required Required

Select If Any One Of Subjects

|                                 |                                       |                                   |
|---------------------------------|---------------------------------------|-----------------------------------|
| <input type="radio"/> English   | <input type="radio"/> Second Language | <input type="radio"/> Physics     |
| <input type="radio"/> Chemistry | <input type="radio"/> Biology         | <input type="radio"/> Accountancy |

|   |  |  |
|---|--|--|
| <input type="radio"/> Statistics            | <input type="radio"/> Computer Science | <input type="radio"/> Electronics          |
| <input type="radio"/> Communicative English | <input type="radio"/> Mathematics      | <input type="radio"/> History              |
| <input type="radio"/> Business Studies      | <input type="radio"/> Economics        | <input type="radio"/> Computer Application |
| <input type="radio"/> Chemistry             | <input type="radio"/> Biology          | <input type="radio"/> Accountancy          |
| <input type="radio"/> English               | <input type="radio"/> Second Language  | <input type="radio"/> Physics              |

Select Mark Percentage For Selected Subjects Required

Number Of Selected Subjects Required

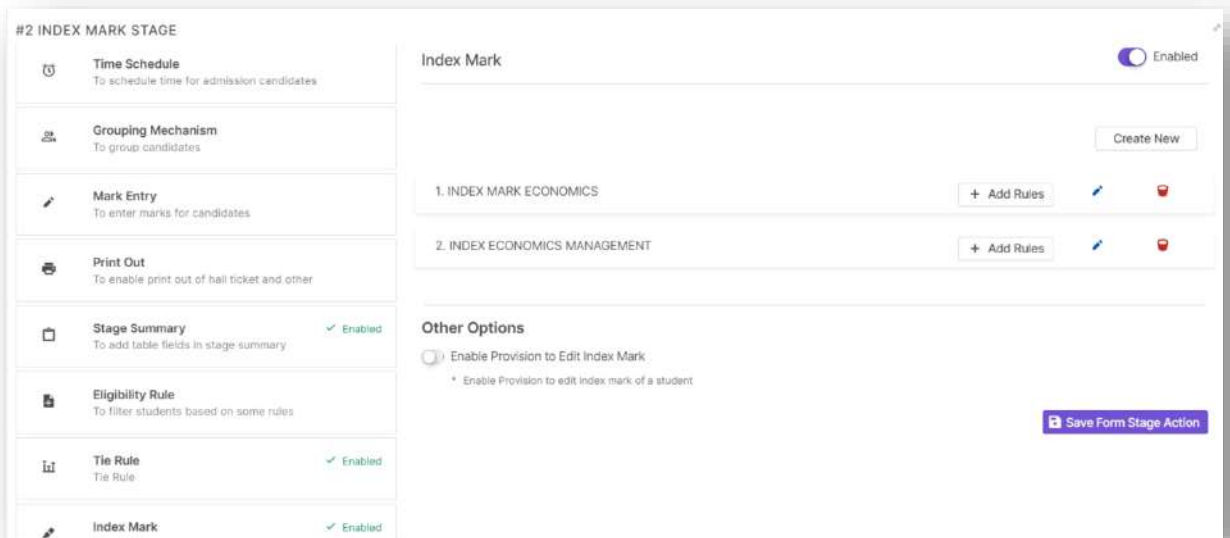
Select Subjects to be considered for mark percentage

Total Mark Percentage For Selected Subjects Required

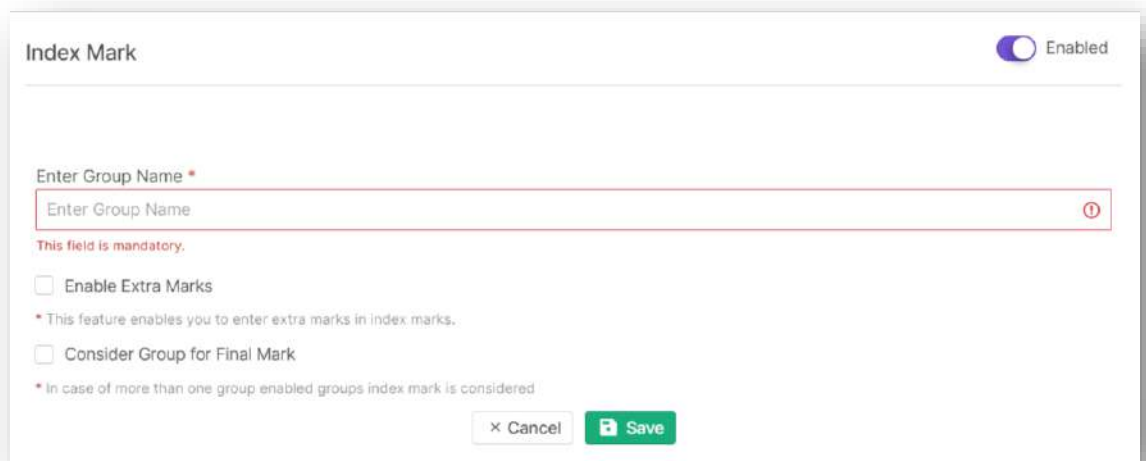
Select category that are ineligible

[Save Changes](#)

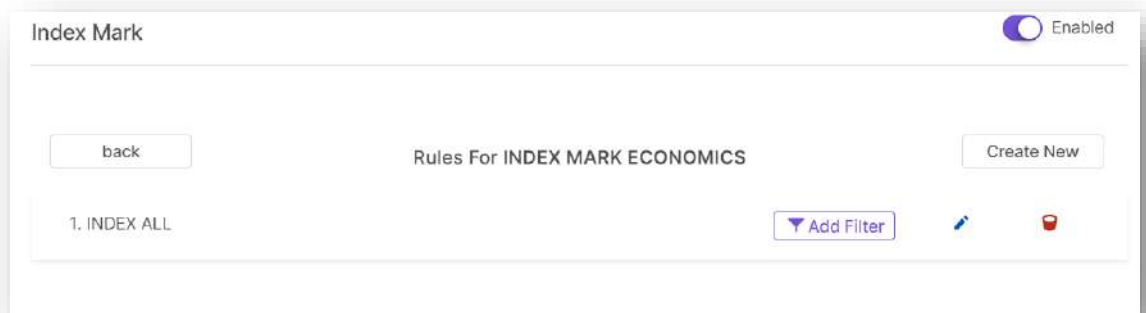
- Index Mark – When enabled this option lets the user to configure index mark rules that when applied will automatically calculate the index mark for students in that stage.



- 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**  
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** ✔ Enabled

- 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 Calculation 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

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

CHANGE ORDER BY DRAG AND DROP

[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** ✎ 🗑️ ✎

Course :

**#2 INDEX, TIE AND RANKLIST CALCULATION** ✎ 🗑️ ✎

Course :

**#3 CERTIFICATE VERIFICATION** ✎ 🗑️ ✎

Course :

**#4 WEIGHTAGE QUOTA & MANAGEMENT QUOTA** ✎ 🗑️ ✎

Course :

**#5 ENTRANCE EXAM ADMIT CARD** ✎ 🗑️ ✎

Course :

**#6 ELIGIBILITY FOR PG** ✎ 🗑️ ✎

Course :

**#7 INDEX AND RANK LIST FOR PG** ✎ 🗑️ ✎

Course :

**#8 CERTIFICATE VERIFICATION FOR PG** ✎ 🗑️ ✎

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.

**MANAGE FORM FIELDS FOR INDEX MARK**

**Fields From Form**

- Name of Candidate ( studentFirstName )  
 Enable For Index Mark
- Expansion of Initials, If any ( expansionOfInitials )  
 Enable For Index Mark
- Place of birth ( placeOfBirth )  
 Enable For Index Mark
- Email ID ( studentEmail )  
 Enable For Index Mark

**Fields From Remarks Form**

No Fields To Add.

## Admission Form Stages

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

**ADMISSION FORM STAGES**

**FORM FILTER**

Year: 2022

Admission Form: Choose Form

Search X Reset

**#1. APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME**  
APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME  
Year : 2021 No. of Phases : 1 +

**#2. APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22**  
Year : 2021 No. of Phases : 1 +

- 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**

Course : B. VOC. NUTRITION SCIENCE AND DIETETICS

Hide From Applicant

*(Icons: User, Mail, Plus, Minus, Edit)*

**#2 INDEX, TIE AND RANKLIST CALCULATION**

Course : B. VOC. NUTRITION SCIENCE AND DIETETICS

Hide From Applicant

*(Icons: User, Mail, Plus, Minus, Edit)*

**#3 CERTIFICATE VERIFICATION**

Course : B. VOC. NUTRITION SCIENCE AND DIETETICS

Hide From Applicant

*(Icons: User, Mail, Plus, Minus, Edit)*

- 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
  - Stage view.
  - Stage Intimation.
  - Stage movement.
  - Cancel and block admitted students.
  - 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<br>2021 | Admission Form<br>Application for Admission to the First Ye | Admission Form Phase<br>All | Course Group<br>Select courseGroup |
|--------------|---|-----------------------------|------------------------------------|

Branch Preferences  
Choose Pattern Course

[Search](#) [Reset](#)

|  |  |  |
|--|--|--|
| <b>B.Sc PHYSICS</b><br>Total Verified Students : 1599<br>Total Stage Not Assigned Students : 6<br>Total Stage Assigned Students : 1593 | <b>B.Sc CHEMISTRY</b><br>Total Verified Students : 2101<br>Total Stage Not Assigned Students : 8<br>Total Stage Assigned Students : 2093 | <b>B.Sc ZOOLOGY</b><br>Total Verified Students : 2029<br>Total Stage Not Assigned Students : 8<br>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.

ADMISSION STAGE ACTIONS

Year: 2021 | Admission Form: Application for Admission to the First Year Degree | Phase: 1 | Course Group Type: UG Courses

Course group: Select Course Group | Course: B. VOC. NUTRITION SCIENCE AND DIETETICS | Stage: Index, Tie and Ranklist Calculation

FORM FILTERED

Year: 2022 | Application Number Prefix: Select Application Number prefix | Application Number: Enter Application number | Sort By: Application Number

Sort order: ASC | Applied date: | Admission Confirmed Type: All

Buttons: Add Custom Filter, Search, Reset

Keep Filter Expanded Always

- 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.
  - Stage Summary

Stage Summary

Filter: Filter By | Sort: Sort By, Ascending | Set Common Status: Set Common Status

Buttons: Select Stage, Move To Stage, Move All Students Stage, Send Intimation, Export

Applicants: 100 of 346 | Total Students in Stage: 346

| # | APPLICATION NUMBER | STUDENT NAME | WEIGHTAGE QUOTAS  | ADMISSION STATUS        | ACADEMIC FEE STATUS | INDEX MARK GENERATED | RANK GENERATED       | GENERAL STATUS | CHANGE STAGE |
|---|--------------------|--------------|-------------------|-------------------------|---------------------|----------------------|----------------------|----------------|--------------|
| 1 |                    |              | Scouts and Guides | Admission Not Confirmed | Not Paid            | 992.500              |                      | Status         | [Update]     |
| 2 |                    |              |                   | Admission Confirmed     | Paid                | 646.500              | 646.500 [ Rank-227 ] | Status         | [Update]     |

○ Time Schedule

**Time Schedule**

\* You can simply change Time scheduling mechanism by switching the templates.

[Switch to Advanced Schedule](#) [Switch to Basic Schedule](#)

|                           |  |
|---------------------------|--|
| Venue *                   | Date dd-mm-yyyy *                                    |
| From Time *               | To Time *  |
| Number of Panels *        | No. of students present in a panel at a given time * |
| Time Limit (in Minutes) * | Break Time (in Minutes) *                            |

0 0 0 0

[Reset](#) [Save Time Schedule](#)

| # | <input type="checkbox"/> | Venue            | Date       | From Time | To Time  | Number of Panels | No. of students present in a panel at a given time | Time Limit (in Minutes) | Break Time (in Minutes) | Edit              | Delete            |
|---|--------------------------|------------------|------------|-----------|----------|------------------|--|-------------------------|-------------------------|-------------------|-------------------|
| 1 | <input type="checkbox"/> | Online Interview | 12-04-2022 | 12:00:00  | 14:00:00 | 1                | 1  | 5                       | 0                       | <a href="#">✎</a> | <a href="#">✖</a> |

[List All Students](#) [List Scheduled Students](#)

[Export](#)

**SCHEDULED LIST**

\* This List contains Already Scheduled student data.

| # | APPLICATION NUMBER | STUDENT NAMES | VENUE            | DATE       | FROM TIME | TO TIME  | PANEL |
|---|--------------------|---------------|------------------|------------|-----------|----------|-------|
| 1 |                    |               | Online Interview | 12-04-2022 | 12:00 PM  | 12:05 PM | 1     |

○ Mark Entry

**Mark Entry**

[Import Marks](#) [Export](#)

| # | APPLICATION NUMBER | STUDENT NAME | MARK<br>MAX MARKED   | REMARKS              |
|---|--------------------|--------------|----------------------|----------------------|
| 1 |                    |              | <input type="text"/> | <input type="text"/> |
| 2 |                    |              | <input type="text"/> | <input type="text"/> |
| 3 |                    |              | <input type="text"/> | <input type="text"/> |

[Save Marks](#)

○ Print Out

Print Out

| SL. NO | APPLICATION NO | STUDENT NAME | SAT. ENG E-ADMIT CARD |
|--------|----------------|--------------|-----------------------|
| 1      |                |              | <a href="#">Print</a> |
| 2      |                |              | <a href="#">Print</a> |
| 3      |                |              | <a href="#">Print</a> |

○ Eligibility

Eligibility Rule

Eligibility B. VOC. TOURISM [Apply Eligibility Rule](#)

Total Eligible Students :0 Total Non-Eligible Students :1

| # | APPLICATION NO | STUDENT NAME    | IS ELIGIBLE  |
|---|----------------|-----------------|--------------|
| 1 | 16637          | ANEESU RAHMAN M | Not Eligible |

○ Index Mark

Index Mark

Choose rule group to get students  
INDEX NUTRITION SCIENCE  
\* Rules created under the groups will be considered.

Last Applied Status SUCCESS [Apply Index Mark Rule](#)  Show index mark in student side

Status: 381 of 381 Completed [Apply Tie Rule](#) [Export](#)

| # | STUDENT NAME | APPLICATION NO. | INDEX MARK | CALCULATION           |
|---|--------------|-----------------|------------|-----------------------|
| 1 |              |                 | 1038.167   | <a href="#">Print</a> |
| 2 |              |                 | 1024.667   | <a href="#">Print</a> |
| 3 |              |                 | 1012.000   | <a href="#">Print</a> |
| 4 |              |                 | 1010.167   | <a href="#">Print</a> |
| 5 |              |                 | 1009.167   | <a href="#">Print</a> |



○ Rank List

Rank List

Choose rule group to get students  
INDEX NUTRITION SCIENCE  
\* Rules created under the groups will be considered

Status: 244 of 0 Completed

Generate Rank List

Export

| RANK | STUDENT NAME | APPLICATION NO. | MARK    |
|------|--------------|-----------------|---------|
| 1    |              |                 | 955.000 |
| 2    |              |                 | 939.500 |
| 3    |              |                 | 933.500 |
| 4    |              |                 | 930.000 |

○ Admitting list

Admitting List

Choose rule group  
INDEX NUTRITION SCIENCE  
\* Rules created under the groups will be considered

Choose Seat Reservation  
GENERAL (Open Quota)  
\* Selected reservations and its child reservations will be considered

Choose Allotment  
Allotment  
\* Merit and Waiting students from the selected allotment will be considered

Search Reset

**ALREADY ADMITTED STUDENTS**

This list contain students admitted for the selected course in the selected reservation, and is intended only for admitted count reference, and is independent of the stage

| # | Student Name | Application No | Mobile No  | Admitted Seat Reservation | Student Reservation | Mark    | Rank | Paid Status | Cancel Admission | Cancel & Block Student |
|---|--------------|----------------|------------|---------------------------|---------------------|---------|------|-------------|------------------|------------------------|
| 1 |              |                | 9999999999 | GENERAL (Open Quota)      | OBC                 | 939.500 | 2    | PAID        | Cancel           | Cancel & Block         |
| 2 |              |                | 9999999999 | GENERAL (Open Quota)      | OBC                 | 924.500 | 12   | PAID        | Cancel           | Cancel & Block         |
| 3 |              |                | 9999999999 | GENERAL (Open Quota)      | OBC                 | 955.000 | 1    | PAID        | Cancel           | Cancel & Block         |

# 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.

### STUDENT LIST

FORM FILTER

|   |   |  |                                     |
|---|---|--|-------------------------------------|
| Year<br>2021  | Application Number Prefix<br>Select Application Number prefix | Application Number<br>Enter Application number | Student Name<br>Enter Student Name  |
| Admission Form<br>Application for Admission to PG Program | Admission Form Phase<br>All                                   | Filter By<br>Choose filter                     | Application Status<br>Choose filter |
| Sort By<br>Applied Date                                   | Sort order<br>ASC   | Applied date                                   | Verified date                       |
| Admit Paid Status<br>Choose filter                        | Ment and Waitng Allotment<br>All                              | Course Group<br>Select courseGroup             |                                     |
| Branch Preferences<br>Choose Pattern Course               |   | Admitted Course<br>Choose Admitted Course      |                                     |

Add Custom Filter

[Settings](#)

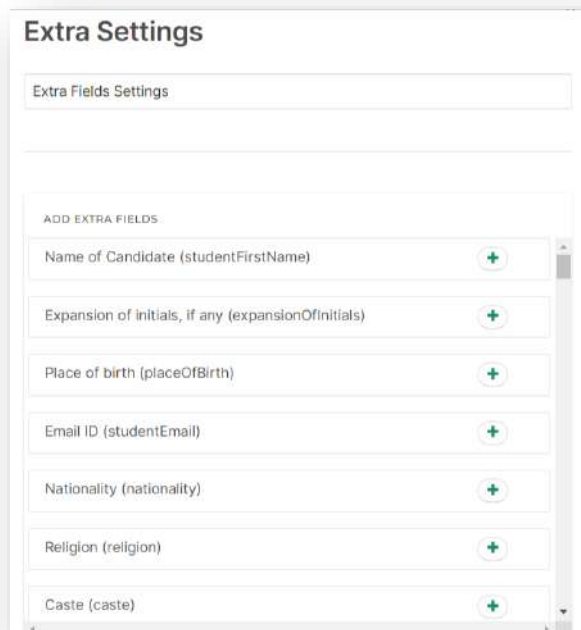
[Export](#) [Send intimation](#) [Send Intimation To All](#)

| SL NO                    | STUDENT NAME | APPLICATION NO. | APPLICATION FORM                                  | APPLIED COURSES                          | STUDENT EMAIL          | MOBILE NUMBER | DATE OF BIRTH | REGISTER NUMBER | VERIFIED STATUS      | APPLIED DATE           | VERIFIED DATE          | SET AS LAST SECTION SUBMITTED      |
|--------------------------|--------------|-----------------|---|--|------------------------|---------------|---------------|-----------------|----------------------|------------------------|------------------------|------------------------------------|
| <input type="checkbox"/> | 1            |                 | Application for Admission to PG Programme 2021-22 | MSe FOOD SCIENCE & TECHNOLOGY            | admission17B@test.com  | 9999999999    | 15-08-2021    | -               | Application Fee Paid | 31-07-2021 11:05:42 AM | 09-09-2021 10:54:24 PM | <a href="#">set form submitted</a> |
| <input type="checkbox"/> | 2            |                 | Application for Admission to PG Programme 2021-22 | MA ENGLISH MSe FOOD SCIENCE & TECHNOLOGY | admission2590@test.com | 9999999999    | 02-08-2021    | -               | Application Fee Paid | 02-08-2021 04:48:09 PM | 15-09-2021 02:23:49 PM | <a href="#">set form submitted</a> |

|                          |   |  |   |                    |                        |            |            |   |                          |                        |                        |                                    |
|--------------------------|---|--|---|--------------------|------------------------|------------|------------|---|--------------------------|------------------------|------------------------|------------------------------------|
| <input type="checkbox"/> | 5 |  | Application for Admission to PG Programme 2021-22 |                    | admission9019@test.com | 9999999999 | -          | - | Application Fee Not Paid | 09-09-2021 07:12:18 PM |                        | <a href="#">set form submitted</a> |
| <input type="checkbox"/> | 6 |  | Application for Admission to PG Programme         | MASTER OF COMMERCE | admission9020@test.com | 9999999999 | 24-05-2000 | - | Application Fee Paid     | 09-09-2021 07:23:22 PM | 13-09-2021 08:47:44 PM | <a href="#">set form submitted</a> |

< 1 2 3 4 5 ... 21 > 50  
Records per page

- Other than a basic report multiple action buttons are available in student list. The general buttons include
  - Export – to take export of the report.
  - Send Intimation – to send intimation to selected students.
  - Send Intimation to all – to send intimation to all the students currently filtered in student list.
  - Settings – Allows the user to add and remove columns from student list.



- Other than 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.
  - Set form submitted – to manually set an applicant's form completion status as submitted from admin side.
  - Pay offline – to make offline application fee payment against a student.
  - Check status – to check online payment status of applicant and to retry sending payment status response query to payment gateway for pending cases.
  - Edit – to edit application form of a student from admin side.
  - Print – to take application print from admin side.
  - To Verify – the button opens a new tab with verify student by application number screen for that student.
  - To Admit – the button opens a new tab with admit student by application number screen for that student.
  - 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\*   
As per the qualifying examination

Gender\*

Email address\*    
Use lower-case letters to enter E-Mail ID

Mobile number\*

### OFFLINE REGISTER STUDENT

[Register Student](#) [Apply Form](#)

Applying year\*

Email address\*

| SL.NO | STUDENT NAME                         | APPLICATION NUMBER | APPLICATION FORM                                  | STUDENT EMAIL | MOBILE NUMBER | APPLIED DATE | OFFLINE PAYMENT | VERIFIED STATUS                              | EDIT                                | PREVIEW                                | PRINT                                |
|-------|--------------------------------------|--------------------|---|---------------|---------------|--------------|-----------------|--|-------------------------------------|--|--------------------------------------|
| 1     | <input type="button" value="Apply"/> |                    | Application for Admission to PG Programme 2021-22 |               |               |              | Pay Offline     | <input type="button" value="✔set verified"/> | <input type="button" value="Edit"/> | <input type="button" value="preview"/> | <input type="button" value="Print"/> |
| 2     | <input type="button" value="Apply"/> |                    | MESMAC 6  |               |               |              | Pay Offline     | <input type="button" value="✔set verified"/> | <input type="button" value="Edit"/> | <input type="button" value="preview"/> | <input type="button" value="Print"/> |

## Reset Password

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

**RESET PASSWORD**

FORM FILTER

Year: 2021

Application Number Prefix: Select Application Number prefix

Application Number: Enter Application number.

Student Name: Enter Student Name

Admission Form: Application for Admission to the First Year

Search Reset

Set Intimation content

- 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.

**Set Intimation Content**

Email Subject: Password resetted

Email Content

Enter your detailed description here

Sms Content

Dear {{studentName}}, Your password is changed to {{password}} user name is {{userName}}

70 letters remaining

\* SMS content with more than 160 letters may cause split content

Dlt Id

Enter Dlt Id

Close Save Temporarily Save Permanently

- 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.

| SL NO | STUDENT NAME | STUDENT EMAIL        | USER NAME            | MOBILE NUMBER | RESET PASSWORD |
|-------|--------------|----------------------|----------------------|---------------|----------------|
| 1     | [REDACTED]   | admission20@test.com | admission20@test.com | 9999999999    | 9999999999     |
| 2     | [REDACTED]   | admission21@test.com | admission21@test.com | 9999999999    | 9999999999     |
| 3     | [REDACTED]   | admission22@test.com | admission22@test.com | 9999999999    | 9999999999     |

## 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.

| MANAGE CUSTOM PRINT |                  |                                   |               |   |                                     |  |
|---------------------|------------------|-----------------------------------|---------------|---|-------------------------------------|--|
| SL.NO.              | NAME             | DESCRIPTION                       | TYPE          | EDIT CONTENT  | ENABLE/DISABLE                      |  |
| 1                   | Admit Card       | Admit Card                        | Upload A File | <div style="border: 1px dashed blue; padding: 5px; text-align: center;"> <p>Drop files here</p> <p>Admit Card </p> </div> | <input type="checkbox"/>            |  |
| 2                   | Management Print | Management Quota Application Form | Custom Create |   | <input checked="" type="checkbox"/> |  |

## 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.

| APPLIED LIST   |                                  |                                       |                                      |
|--|----------------------------------|---------------------------------------|--------------------------------------|
| Year<br>2021   | Student Name<br>Search with name | Student Email<br>Search with Email    | Student Mobile<br>Search with Mobile |
| Gender<br>Select Gender  | Admission Form<br>Choose Form    | Apymnt Staus<br>Select Payment Status |                                      |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> |                                  |                                       |                                      |

| SL.NO. | STUDENT NAME | EMAIL                | MOBILE         | GENDER | APPLIED DATE              | YEAR | APPLIED FORMS  |       |           |                    |                |   |           |        |         |
|--------|--------------|----------------------|----------------|--------|---------------------------|------|--|-------|-----------|--------------------|----------------|---|-----------|--------|---------|
| 1      | TEST         | admission10@test.com | 9961749375     | MALE   | 15-03-2021<br>09:03:19 AM | 2021 | No Forms Applied   |       |           |                    |                |   |           |        |         |
| 2      | TEST         | admission11@test.com | 9961749375     | MALE   | 15-03-2021<br>09:05:43 AM | 2021 | <table border="1"> <thead> <tr> <th>SL.NO</th> <th>FORM NAME</th> <th>APPLICATION NUMBER</th> <th>PAYMENT STATUS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PG sample</td> <td>Mphi38</td> <td>SUCCESS</td> </tr> </tbody> </table> | SL.NO | FORM NAME | APPLICATION NUMBER | PAYMENT STATUS | 1 | PG sample | Mphi38 | SUCCESS |
| SL.NO  | FORM NAME    | APPLICATION NUMBER   | PAYMENT STATUS |        |                           |      |  |       |           |                    |                |   |           |        |         |
| 1      | PG sample    | Mphi38               | SUCCESS        |        |                           |      |  |       |           |                    |                |   |           |        |         |
| 3      |              | admission12@test.com | 9447462159     | FEMALE | 16-03-2021<br>05:07:52 AM | 2021 | <table border="1"> <thead> <tr> <th>SL.NO</th> <th>FORM NAME</th> <th>APPLICATION NUMBER</th> <th>PAYMENT STATUS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PG sample</td> <td>Mphi14</td> <td>SUCCESS</td> </tr> </tbody> </table> | SL.NO | FORM NAME | APPLICATION NUMBER | PAYMENT STATUS | 1 | PG sample | Mphi14 | SUCCESS |
| SL.NO  | FORM NAME    | APPLICATION NUMBER   | PAYMENT STATUS |        |                           |      |  |       |           |                    |                |   |           |        |         |
| 1      | PG sample    | Mphi14               | SUCCESS        |        |                           |      |  |       |           |                    |                |   |           |        |         |
| 4      |              | admission13@test.com | 9544649327     | FEMALE | 16-03-2021<br>06:21:50 AM | 2021 | <table border="1"> <thead> <tr> <th>SL.NO</th> <th>FORM NAME</th> <th>APPLICATION NUMBER</th> <th>PAYMENT STATUS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PG sample</td> <td>Mphi3</td> <td>SUCCESS</td> </tr> </tbody> </table>  | SL.NO | FORM NAME | APPLICATION NUMBER | PAYMENT STATUS | 1 | PG sample | Mphi3  | SUCCESS |
| SL.NO  | FORM NAME    | APPLICATION NUMBER   | PAYMENT STATUS |        |                           |      |  |       |           |                    |                |   |           |        |         |
| 1      | PG sample    | Mphi3                | SUCCESS        |        |                           |      |  |       |           |                    |                |   |           |        |         |

## 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.

### CERTIFICATE UPLOADED REPORT

FORM FILTER

|   |   |  |  |
|---|---|--|--|
| <div style="border: 1px solid #ccc; padding: 5px;">Year<br/>2021</div>  | <div style="border: 1px solid #ccc; padding: 5px;">Application Number Prefix<br/>Select Application Number prefix</div> | <div style="border: 1px solid #ccc; padding: 5px;">Application Number<br/>Enter Application number</div> | <div style="border: 1px solid #ccc; padding: 5px;">Student Name<br/>Enter Student Name</div> |
| <div style="border: 1px solid #ccc; padding: 5px;">Admission Form<br/>Application for Admission to PG Program</div> | <div style="border: 1px solid #ccc; padding: 5px;">Filter By<br/>Choose filter</div>                                    | <div style="border: 1px solid #ccc; padding: 5px;">Sort By<br/>Applied Date</div>                        | <div style="border: 1px solid #ccc; padding: 5px;">Sort order<br/>ASC</div>                  |
| <div style="border: 1px solid #ccc; padding: 5px;">Verified date</div>  | <div style="border: 1px solid #ccc; padding: 5px;">Admit Paid Status<br/>PAID AND ADMITTED STUDENTS</div>               | <div style="border: 1px solid #ccc; padding: 5px;">Course Group<br/>Select courseGroup</div>             |  |
| <div style="border: 1px solid #ccc; padding: 5px;">Branch Preferences<br/>Choose Pattern Course</div>               |   |  |  |

|  |  |
|--|--|
| <div style="border: 1px solid #ccc; padding: 5px;">Choose Form<br/>Choose Form</div>   | <div style="border: 1px solid #ccc; padding: 5px;">           Choose Certificates To Show<br/> <input checked="" type="checkbox"/> Application Print             <input checked="" type="checkbox"/> Management Quota Application             <input checked="" type="checkbox"/> </div> |
|  | <div style="border: 1px solid #ccc; padding: 5px; text-align: right;"> <input type="button" value="Create Zip File"/> </div>   |
|  | <div style="border: 1px solid #ccc; padding: 5px; text-align: right;"> <input type="button" value="Clear Selection"/>             <input checked="" type="button" value="Select All"/> </div>  |
| <div style="border: 1px solid #ccc; padding: 5px;">           Certificate name combine with<br/>           Application No         </div> |  |
|  | <div style="border: 1px solid #ccc; padding: 5px; text-align: right;"> <input type="button" value="Download Zip File"/> </div>   |

|                          | SI.No. | Student Name | Email                  | Mobile     | Application Number | Application Print        | Management Quota Application | DEGREE MARK LIST (CONSOLIDATED) | SIGNED COPY OF ALLOTMENT MEMO |
|--------------------------|--------|--------------|------------------------|------------|--------------------|--------------------------|------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> | 1      |              | admission3901@test.com | 9999999999 |                    | Uploaded<br>Not verified | Uploaded<br>Not verified     | Uploaded<br>Not verified        | Uploaded<br>Not verified      |
| <input type="checkbox"/> | 2      |              | admission3877@test.com | 9999999999 |                    | Uploaded<br>Not verified | Uploaded<br>Not verified     | Uploaded<br>Not verified        | Uploaded<br>Not verified      |
| <input type="checkbox"/> | 3      |              | admission3905@test.com | 9999999999 |                    | Uploaded<br>verified     | -                            | Uploaded<br>verified            | Uploaded<br>verified          |
| <input type="checkbox"/> | 4      |              | admission3908@test.com | 9999999999 |                    | Uploaded<br>verified     | Uploaded<br>Not verified     | Uploaded<br>verified            | Uploaded<br>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.

| Created Zip Files                            |                 |  |  |  |
|--|-----------------|--|--|--|
| 1. PGMQ_7<br>Created on: 03-09-2021 02:29 PM | STATUS: SUCCESS |  |  |  |
| 2. 3new<br>Created on: 03-09-2021 02:37 PM   | STATUS: SUCCESS |  |  |  |
| 3. 5560-<br>Created on: 06-09-2021 11:00 AM  | STATUS: SUCCESS |  |  |  |
| 4. 5804<br>Created on: 06-09-2021 11:04 AM   | STATUS: SUCCESS |  |  |  |
| 5. 5866+<br>Created on: 13-09-2021 03:29 PM  | STATUS: SUCCESS |  |  |  |

## Update Student Data

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

### UPDATE STUDENT DATAS

+ Add New

1. Management and Weightage

[Edit Student →](#)



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

### UPDATE STUDENT DATAS

ADD FIELDS

|  |   |
|--|---|
| Name of The Applicant (studentFirstName) | + |
| Place of birth (placeOfBirth)            | + |
| Email ID (studentEmail)                  | + |
| Nationality (nationality)                | + |
| Religion (religion)                      | + |

### ORDER FIELDS

|                                   |                                   |   |
|-----------------------------------|-----------------------------------|---|
| Admission Enabled Type            | Admission Enabled Type            | - |
| Admission Enabled Weightage Quota | Admission Enabled Weightage Quota | - |
| Management Score                  | Management Score                  | - |

Enter Name \*

Management and Weightage

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

### UPDATE STUDENT DATAS

Manage Fields **Student List**

FORM FILTER

|   |   |  |                                    |
|---|---|--|------------------------------------|
| Year<br>2021  | Application Number Prefix<br>Select Application Number prefix | Application Number<br>Enter Application number | Student Name<br>Enter Student Name |
| Admission Form<br>Application for Admission to UG Program | Filter By<br>Choose filter                                    | Application Status<br>Choose filter            | Sort By<br>Applied Date            |
| Sort order<br>ASC   | Applied date  | Verified date                                  | Course Group<br>Select courseGroup |
| Branch Preferences<br>Choose Pattern Course               |   | Admission Enabled Type<br>Admission Ena        |                                    |

| <input type="checkbox"/> <a href="#">Update Commonly For Selected Students</a> <a href="#">Update Commonly For All Students</a> |              |                    |  |  |                        |                                   |                  |                      |                        |  |
|---|--------------|--------------------|--|--|------------------------|-----------------------------------|------------------|----------------------|------------------------|--|
| SL.NO   | STUDENT NAME | APPLICATION NUMBER | APPLICATION FORM                               | APPLIED COURSES  | ADMISSION ENABLED TYPE | ADMISSION ENABLED WEIGHTAGE QUOTA | MANAGEMENT SCORE | VERIFIED STATUS      | APPLIED DATE           |  |
| <input type="checkbox"/>  | 1            |                    | Application for Admission to UG Programme 2021 | BCom (Finance and Taxation)  |                        |                                   | Management Score | Application Fee Paid | 27-07-2021 11:27:34 PM |  |
| <input type="checkbox"/>  | 2            |                    | Application for Admission to UG Programme 2021 | BCom (Finance and Taxation), BCom (Computer Application), BA English Model I, BA Economics |                        |                                   | Management Score | Application Fee Paid | 27-07-2021 11:34:39 PM |  |

- 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.

### Common Update ✕

**Admission Enabled Type**

**Admission Enabled Weightage Quota**

**Management Score**

\* On Update, entered values will be updated for all students.  
 \* Make sure all the values are entered properly  
 \* If values kept left will update student data as blank

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

## ADMISSION ADMIT SETTINGS

Enable Admission Number Edit In Admit By Application 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 Application 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 Application 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

Admission to this course is blocked by admin

Blocked Text in student side

Enable

Show Rank In Student Side

No stage change

Stage After Allotment Payment

\* 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.

**CERTIFICATE VERIFICATION BY APPLICATION NUMBER**

FORM FILTER

Year: 2022

Application Number Prefix: Select Application Number prefix


Application Number: 220001

Search | Reset

---

Name of the Applicant:

Photo of the Applicant:



Gender: MALE

Age: 19

Category: SC/ST

**TWELFTH Mark Entry**

| Sl. No.    | Subject Name | Obtained Marks | MaxMark |
|------------|--------------|----------------|---------|
| 1          | PHYSICS      | 92             | 120     |
| 2          | CHEMISTRY    | 84             | 120     |
| 3          | MATHEMATICS  | 101            | 120     |
| Total      |              | 277            | 360     |
| Percentage |              | 76.94          |         |

Remarks:

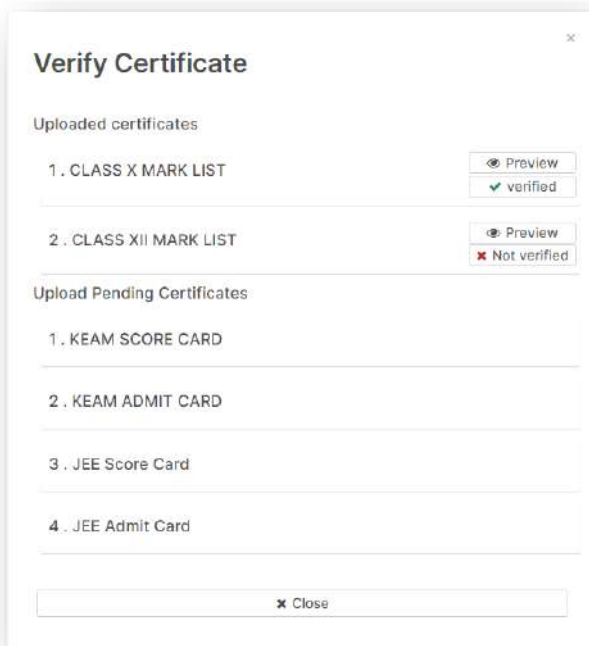
No Remarks Added

Type Remarks...

Show Certificates | Approve Student

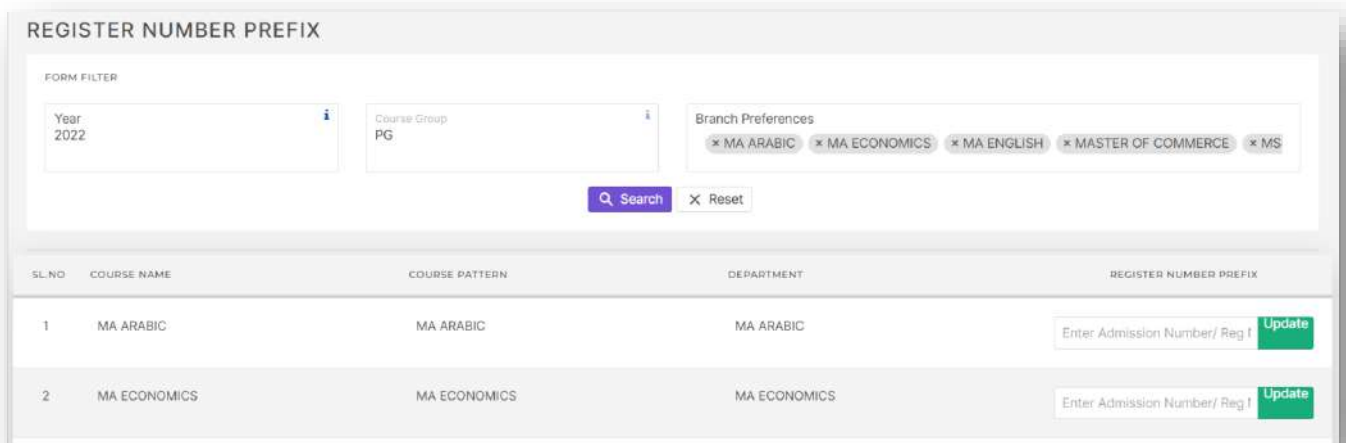
- Verified Certificates 0
- Non verified certificates 2
- Non Uploaded Certificates 4

- 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  
2021

Application Number Prefix  
1

Application Number  
135

[Search](#) [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 current student.

**Fee Details**

Fee Heads

| #                  | NAME              | AMOUNT      |
|--------------------|-------------------|-------------|
| 1                  | Tuition fee       | 1050        |
| 2                  | Special Fee       | 1455        |
| 3                  | Caution Deposit   | 360         |
| 4                  | Matriculation Fee | 115         |
| 5                  | PTA               | 3500        |
| 6                  | MISCELLANEOUS FEE | 350         |
| <b>Grand Total</b> |                   | <b>6830</b> |

[✖ Close](#)

## 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.

**UPDATE ADMISSION NUMBER**

FORM FILTER

Year: 2021

Admission Form: Application for Admission to the First Year

Admitted date

Admit Paid Status: Choose filter

Allotment: All

Admission Confirmed Type: All

Paid date

Course Group: BBA

Admitted Course: [✖ BACHELOR OF BUSINESS ADMINISTRATION \(BBA\)](#)

[Add Custom Filter](#)

[🔍 Search](#) [✖ Reset](#)

- 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.



Student Login Id  Student Password
 
 Enable/Disable Pay Fee Option
 [Send Intimation](#)
[Send Intimation To All](#)
[Export](#)
[Settings](#)

- 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.

| # | <input type="checkbox"/> | APPLICATION NO. | STUDENT NAME | ADMITTED COURSE                           | ADMISSION NUMBER                            | UNIVERSITY REG. NO                          | ADMITTED TIME                               | PAID DATE        | ENABLE PAY FEE      | ADMIT CARD  |
|---|--------------------------|-----------------|--------------|---|---|---|---|------------------|---------------------|---|
| 1 | <input type="checkbox"/> |                 |              | BACHELOR OF BUSINESS ADMINISTRATION (BBA) | <input type="text"/> <a href="#">Update</a> | <input type="text"/> <a href="#">Update</a> | <input type="text"/> <a href="#">Update</a> | 03-10-2021 07:19 | 03-10-2021 07:58 PM | <input checked="" type="checkbox"/> <a href="#">Print</a> |
| 2 | <input type="checkbox"/> |                 |              | BACHELOR OF BUSINESS ADMINISTRATION (BBA) | <input type="text"/> <a href="#">Update</a> | <input type="text"/> <a href="#">Update</a> | <input type="text"/> <a href="#">Update</a> | 03-10-2021 07:21 | 04-10-2021 04:11 PM | <input checked="" type="checkbox"/> <a href="#">Print</a> |

- 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: 2021 | Admission Form: Application for Admission to the First Year | Admitted date: | Admit Paid Status: PAID AND ADMITTED STUDENTS  
 Allotment: All | Admission Confirmed Type: All | Paid date: | Course Group: BBA  
 Admitted Course:  BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Student Login Id  Student Password  Roll Number as Admission Number
 
 Enable/Disable Pay Fee Option
 [Transfer Data to Academics for All Students](#)
[Transfer Data to Academics Selected Students](#)
[Update Selected Students](#)
[Send Intimation](#)

Update Admission Number and Reg No together
 
[Send Intimation To All](#)
[Export](#)
[Settings](#)

| # | <input type="checkbox"/> | APPLICATION NO. | STUDENT NAME      | ADMITTED COURSE                           | ADMISSION NUMBER                                   | UNIVERSITY REG. NO                                     | ADMITTED TIME                               | PAID DATE        | ENABLE PAY FEE      | ADMIT CARD  |
|---|--------------------------|-----------------|-------------------|---|--|--|---|------------------|---------------------|---|
| 1 | <input type="checkbox"/> | 10021           | AADIDEV H MENON   | BACHELOR OF BUSINESS ADMINISTRATION (BBA) | <input type="text"/> 210288 <a href="#">Update</a> | <input type="text"/> MPAVBBAR25 <a href="#">Update</a> | <input type="text"/> <a href="#">Update</a> | 03-10-2021 07:19 | 03-10-2021 07:58 PM | <input checked="" type="checkbox"/> <a href="#">Print</a> |
| 2 | <input type="checkbox"/> | 10014           | MOHAMMED MIRSHA.P | BACHELOR OF BUSINESS ADMINISTRATION (BBA) | <input type="text"/> 210307 <a href="#">Update</a> | <input type="text"/> MPAVBBAR48 <a href="#">Update</a> | <input type="text"/> <a href="#">Update</a> | 03-10-2021 07:21 | 04-10-2021 04:11 PM | <input checked="" type="checkbox"/> <a href="#">Print</a> |

## 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.

**COPY STUDENT**

FORM FILTER

Year: 2021 | Application Number Prefix: 1 | Application Number: 135

Search | Reset

Choose form to copy: Choose form to copy | Copy

Copy Payment Details

\* Copy button will copy all the existing data by searched application number other than Choices and weightage quota. You may need to edit them manually by edit option.

| SL NO | STUDENT NAME    | APPLICATION NUMBER | APPLICATION FORM   | STUDENT EMAIL        | MOBILE NUMBER | APPLIED DATE           | OFFLINE PAYMENT | VERIFIED STATUS | EDIT | PREVIEW | PRINT |
|-------|-----------------|--------------------|--|----------------------|---------------|------------------------|-----------------|-----------------|------|---------|-------|
| 1     |                 |                    | Application for Admission to the First Year Degree Programme | admission21@test.com | 9999999999    | 31-07-2021 08:13:00 AM | Pay Offline     | VERIFIED        | Edit | preview | Print |
| 2     | Not applied yet |                    | Application for Admission to PG Programme 2021-22            |                      |               |                        | Pay Offline     | set verified    | Edit | preview | Print |
| 3     | Not applied yet |                    | MESMAC 6   |                      |               |                        | Pay Offline     | set verified    | Edit | preview | Print |

## 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.

Hide Filters

FILTER

Admitted date | Count By: Choose Count By Fields | Paid Status: Paid and Admitted

Add Custom Filter

Search | Reset

Course Group Type *i*  
Choose Course Group Type

Course Group *i*  
All

[Settings](#)

[Export](#)

| COURSE NAME                                | GENDER |     |   | TOTAL |
|--|--------|-----|---|-------|
|  | M      | F   | O |       |
| 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    |

➤ 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.

### FINAL ARRANGEMENT

year: 2021      Course Group Type: UG Courses      Final Arrangement Status : SUCCESS

|  |   |
|--|---|
| #1. B.SC ZOOLOGY ( CHEMISTRY AND BOTANY )<br>Rule Group: Index Zoology - 1 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement              | #2. B.SC PHYSICS ( MATHEMATICS AND COMPUTER APPLICATION )<br>Rule Group: INDEX PHYSICS - 1 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement   |
| #3. B.SC CHEMISTRY ( MATHEMATICS AND PHYSICS )<br>Rule Group: INDEX CHEMISTRY - 1 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement       | #4. B.SC MATHEMATICS ( STATISTICS AND PHYSICS )<br>Rule Group: INDEX MATHS - 1 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement               |
| #17. BA ARABIC AND ISLAMIC HISTORY DUAL CORE<br>Rule Group: Index Arabic - 2 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement            | #18. INTEGRATED MSC. BIOLOGY ( CHEMISTRY & STATISTICS )<br>Rule Group: Index MSC Biology - 1 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement |
| #19. B. VOC. NUTRITION SCIENCE AND DIETETICS<br>Rule Group: INDEX NUTRITION SCIENCE - 2 rule(s) <input checked="" type="checkbox"/> Will be added in final Arrangement |   |

[Do Final Arrangement](#)

## 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.

### INITIATE ALLOTMENT

[+ Create New](#)      [Info](#)

|                    |             |                                 |                              |                                |                                   |   |
|--------------------|-------------|---------------------------------|------------------------------|--------------------------------|-----------------------------------|---|
| 1. TRIAL ALLOTMENT | Year : 2021 | From Time : 20-08-2021 10:00 am | To Time : 21-08-2021 8:00 pm | <a href="#">+ Add Students</a> | <a href="#">× Close Allotment</a> | <input checked="" type="checkbox"/> Disable Confirm & Pay |
|                    |             |                                 |                              |                                |                                   | <input type="checkbox"/> Publish Allotment                |
|                    |             |                                 |                              |                                |                                   | <input type="checkbox"/> Enable Manual Allotment          |

- 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.

### Allotment

Enter Name

Year

Start Time

End Time

Publish

Disable Confirm And Pay Button  
\* By enabling this Student can't confirm or pay fee. Usually used for trail allotments

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

| ADD STUDENTS TO ALLOTMENT |   |              |                                      |             |                             |                                     |
|---------------------------|---|--------------|--------------------------------------|-------------|-----------------------------|-------------------------------------|
| SL NO                     | COURSE NAME   | PATTERN NAME | SUBSIDERY COURSE NAME                | CAMPUS TYPE | RULE GROUP                  | SELECT                              |
| 1                         | B.Sc ZOOLOGY ( Chemistry and Botany )                 | BSc          | Chemistry and Botany                 |             | Index Zoology - 1 rule(s)   | <input checked="" type="checkbox"/> |
| 2                         | B.Sc PHYSICS ( Mathematics and Computer Application ) | BSc          | Mathematics and Computer Application |             | INDEX PHYSICS - 1 rule(s)   | <input checked="" type="checkbox"/> |
| 3                         | B.Sc CHEMISTRY ( Mathematics and Physics )            | BSc          | Mathematics and Physics              |             | INDEX CHEMISTRY - 1 rule(s) | <input checked="" type="checkbox"/> |
| 25                        | MA ENGLISH  | MA           |                                      |             | Index All - 10 rule(s)      | <input checked="" type="checkbox"/> |
| 26                        | MA ARABIC   | MA           |                                      |             | MA arabic - 6 rule(s)       | <input checked="" type="checkbox"/> |
| 27                        | MSc FOOD SCIENCE & TECHNOLOGY                         | MSc          |                                      |             | MSC FOOD TECH - 4 rule(s)   | <input checked="" type="checkbox"/> |

- 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: 2021

Allotment: Provisional Allotment t

Course Group: BCOM

Branch Preferences: \* BACHELOR OF COMMERCE (B.Com.Co-operation) \* BACHELOR OF COMMERCE (B.Com)

[Search](#) [Reset](#)

| 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) |

[Export](#)

## 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: 2021

Allotment: Provisional Allotment t

Branch Preferences: B. VOC. NUTRITION SCIENCE AND DIETETICS

[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 | admission8860@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        | 988.000    |
| 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.

### INDEX MARK REPORT

FORM FILTER

Year: 2021

Application Number Prefix  
Select Application Number prefix

Application Number  
Enter Application number

Student Name  
Enter Student Name

Admission Form  
Application for Admission to the First Year

Admission Form Phase

Filter By  
Choose filter

Application Status  
Choose filter

Course Group  
BCOM

Branch Preferences  
 BACHELOR OF COMMERCE (B.Com.Co-operation)
  BACHELOR OF COMMERCE (B.Com)

Rule Group categories  
All

Add Custom Filter

Total students 2361

| SL. NO. | STUDENT NAME | APPLICATION NUMBER | MOBILE NUMBER | STUDENT RESERVATION | PHASE | ADMITTING TYPE | ADMITTING QUOTA | BACHELOR OF COMMERCE (B.COM.CO-OPERATION) | INDEX BC |
|---------|--------------|--------------------|---------------|---------------------|-------|----------------|-----------------|---|----------|
| 1       |              |                    | 9999999999    | GENERAL             | 1     |                |                 |   | -        |
| 2       |              |                    | 9999999999    | OBC                 | 1     |                |                 |   | 1196.000 |
| 3       |              |                    | 9999999999    | OBC                 | 1     |                |                 |   | 1190.000 |
| 4       |              |                    | 9999999999    | OBC                 | 1     |                |                 |   | 1195.000 |
| 5       |              |                    | 9999999999    | OBC                 | 1     |                |                 |   | 1208.000 |
| 6       |              |                    | 9999999999    | OBC                 | 1     |                |                 |   | 1106.000 |

Total students 2361

| ACHELOR OF COMMERCE (B.COM.CA) |                        | BACHELOR OF COMMERCE (B.COM.CO-OPERATION) |  | ADMISSION STATUS | PAID STATUS            | PRINT                                |
|--------------------------------|------------------------|---|--|------------------|------------------------|--------------------------------------|
| INDEX BCOM CA                  | INDEX BCOM COOPERATION |   |  |                  |                        |                                      |
| -                              | 855.000                |   |  |                  | Payment not completed. | <input type="button" value="Print"/> |
| 1196.000                       | 1196.000               |   |  |                  | Payment not completed. | <input type="button" value="Print"/> |
| 1190.000                       | -                      |   |  |                  | Payment not completed. | <input type="button" value="Print"/> |
| 1195.000                       | 1195.000               |   |  |                  | Payment not completed. | <input type="button" value="Print"/> |
| 1208.000                       | 1208.000               |   |  |                  | Payment not completed. | <input type="button" value="Print"/> |
| 1106.000                       | -                      |   |  |                  | Payment not completed. | <input type="button" value="Print"/> |



## 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.

ADMIT PROCEDURE > SEAT RESERVATION - ADMIT COUNT

FORM FILTER

Year: 2022

Course Group: PG

Branch Preferences:
 

- MA ARABIC
- MA ECONOMICS
- MA ENGLISH
- MASTER OF COMMERCE
- MS

Search Reset

Admission Mode: Normal Admission Mode

Export

| # | COURSE NAME                   | EZHAVA, THIYVA AND BILLAVA |          |                 |                 | GENERAL (OPEN QUOTA) |          |                 |                 | LATIN CATHOLICS OTHER THAN ANGI |          |                 |
|---|-------------------------------|----------------------------|----------|-----------------|-----------------|----------------------|----------|-----------------|-----------------|---------------------------------|----------|-----------------|
|   |                               | 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        |                 |

| LAST PERCENTAGE | TOTAL WEIGHTAGE SEAT | SPORTS - PG. |                 |                 | SCOUTS AND GUIDES    |          |                 |                 | MANAGEMENT |          |                 |                 | TOTAL      |          |
|-----------------|----------------------|--------------|-----------------|-----------------|----------------------|----------|-----------------|-----------------|------------|----------|-----------------|-----------------|------------|----------|
|                 |                      | 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.

**DATA MIGRATION SETTINGS**

FORM FILTER

Year  
2022

Search X Reset

APPLICATION FOR ADMISSION TO B.COM(2021-24)

BA APPLICATION FORM 2021

APPLICATION FOR ADMISSION TO BBA(2021-24)

APPLICATION FOR ADMISSION TO BCA(2021-24)

APPLICATION FOR ADMISSION TO BSC BOTANY AND BIOTECHNOLOGY(2021-24)

APPLICATION FOR ADMISSION TO IMCA(2021-26)

**APPLICATION FOR ADMISSION TO B.COM(2021-24)**

Map fields to academic fields only if corresponding field is available. wrong field mapping will result in wrong data in academics  
You can map form specific fields here

Choose Form to Copy Mapping From  
Choose Form

Copy

| # | ACADEMIC FIELD NAME  | ACADEMIC FIELD KEY | ADMISSION FIELD                |
|---|----------------------|--------------------|--------------------------------|
| 1 | Student Phone No     | studentPhone       | Student Mobile (studentMobile) |
| 2 | Father Name          | studentFather      | Father's Name (fatherName)     |
| 3 | Father Education     | fatherEducation    | Select Field                   |
| 4 | Father Annual Income | annualIncome       | Select Field                   |
| 5 | Father Occupation    | parentOccupation   | Occupation (fatherOccupation)  |

- 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 are no restrictions in the number of reports that can be created.

**CREATE REPORT**

Name\*  
Entrance Report

FIELDS

| ☰ | Application No (applicationNo)       | Application No    | ⊖ |
|---|--------------------------------------|-------------------|---|
| ☰ | Name of Candidate (studentFirstName) | Name of Candidate | ⊖ |
| ☰ | Date of Birth (dateOfBirth)          | Date of Birth     | ⊖ |
| ☰ | Mobile No (studentMobile)            | Mobile No         | ⊖ |

+ Add Fields

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

**SORT**

Sort By  
Sort By

Sort Order  
Sort Order

**FILTERS**

| ☰ | Choices        | Choices        | choices ⊖ |
|---|----------------|----------------|-----------|
| ☰ | Select Form    | Select Form    | select ⊖  |
| ☰ | Choice 1 Stage | Choice 1 Stage | select ⊖  |
| ☰ | Choice 2 Stage | Choice 2 Stage | select ⊖  |

+ Add Filters

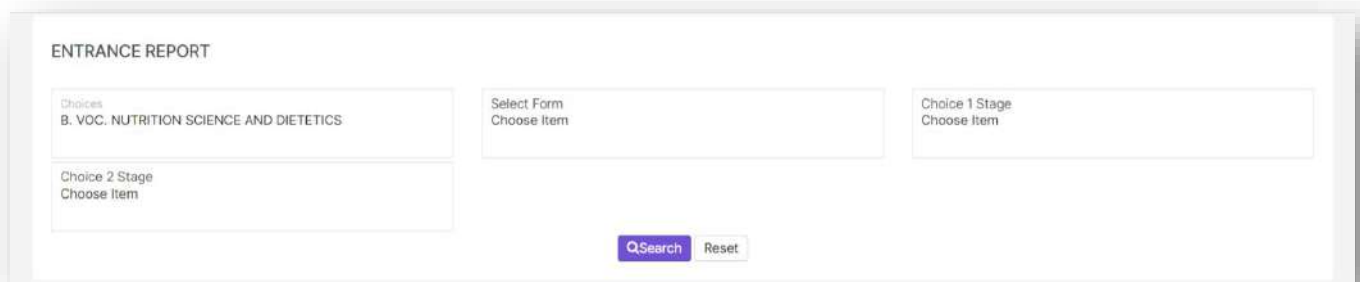
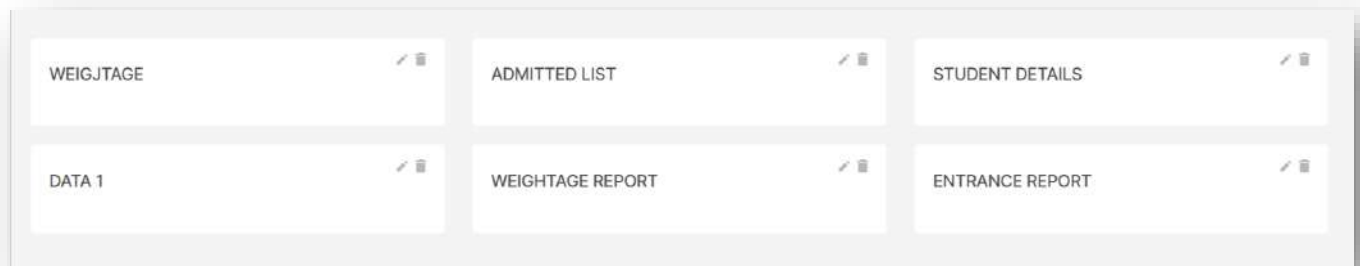
Assign Privileges

Save

- 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.



# Admit Register

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

ADMIT REGISTER > ADMIT REGISTER

Course Pattern:     Pattern Courses:     Year:     Batch:     Campus type:

**Register of Admission and Withdrawals of**

**Course : B.Sc(IDD) Batches : B.Sc IDD 2021** TOTAL NO OF INTAKE : .....

| SL. No. | BCU Register Number | Admn No | Name of the Candidate | Gender | Date of Birth  | Blood Group | Father Name/ Mother Name | Occupation of Father/ Mother           | Annual Income Father/ Mother | Contact no Student / Father / Mother | Aadhar No | Student Email ID |
|---------|---------------------|---------|-----------------------|--------|--|-------------|--------------------------|--|------------------------------|--------------------------------------|-----------|------------------|
| 1       |                     |         |                       | M      | 03-01-2004<br>zero three - zero one<br>- two zero zero four  | O+          |                          | Civil Servant<br>Housewife             | 0                            |                                      |           |                  |
| 2       |                     |         |                       | M      | 07-02-2003<br>zero seven - zero two<br>- two zero zero three | B+          |                          | Administration<br>Manager<br>Housewife | 200000                       |                                      |           |                  |

# 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.

### INTIMATION LOG REPORT

LOG FILTER

|  |                              |                  |                |
|--|------------------------------|------------------|----------------|
| Sent from Date<br>01-06-2021             | Sent to Date<br>31-08-2021   | Send Type<br>All | Context<br>All |
| Application Number<br>Application number | Student Name<br>Student Name |                  |                |

[Search](#) [Reset](#)

Total Intimations sent : 6982 [Export](#)

| # | APPLICATION NO. | STUDENT NAME | FORM   | SEND TYPE | CONTEXT                | SEND DATE           | SEND BY | PREVIEW                 |
|---|-----------------|--------------|--|-----------|------------------------|---------------------|---------|-------------------------|
| 1 | [REDACTED]      | [REDACTED]   | Application for Admission to the First Year Degree Programme | BOTH      | ONLINE_PAYMENT_SUCCESS | 31-07-2021 09:43:50 | Student | <a href="#">preview</a> |
| 2 | [REDACTED]      | [REDACTED]   | Application for Admission to the First Year Degree Programme | BOTH      | ONLINE_PAYMENT_SUCCESS | 31-07-2021 10:15:20 | Student | <a href="#">preview</a> |
| 3 | [REDACTED]      | [REDACTED]   | Application for Admission to the First Year Degree Programme | BOTH      | ONLINE_PAYMENT_SUCCESS | 31-07-2021 10:49:28 | Student | <a href="#">preview</a> |
| 4 | [REDACTED]      | [REDACTED]   | Application for Admission to the First Year Degree Programme | BOTH      | ONLINE_PAYMENT_SUCCESS | 31-07-2021 10:54:50 | Student | <a href="#">preview</a> |

## 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.

The screenshot shows two panels side-by-side. The left panel is titled 'NEW APPLICANT?' and 'APPLY ONLINE'. It contains a list of four steps with green checkmarks: 'Register with your email ID & phone number', 'Login with the credentials which is sent to your email', 'Complete the application form', and 'Confirm and submit the form'. Below the list is a blue 'Register' button. The right panel is titled 'REGISTERED APPLICANT?' and 'LOGIN HERE'. It features two input fields: 'Enter Email' and 'Enter Password', each with a small icon to its right. Below these fields is a blue 'Sign in' button and a link for 'Forgot password?'.

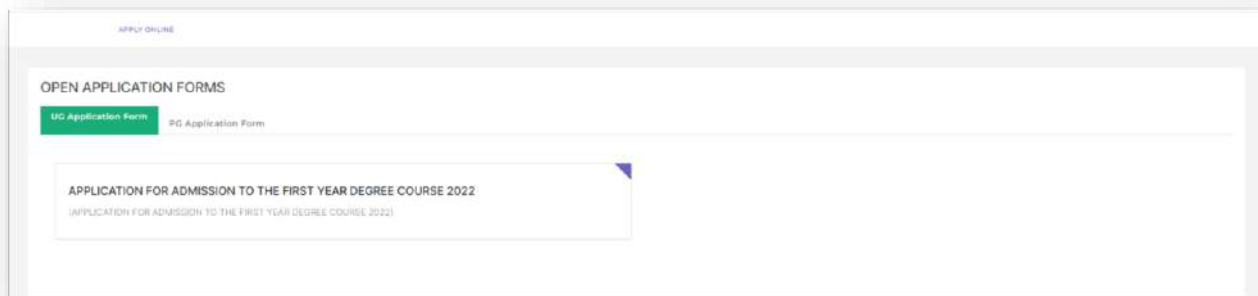
- New applicant should click on Register button and then enter required details to register.

The screenshot shows a 'Candidate Registration' form. It has the following fields and elements: 'Name of Candidate\*' with an 'Enter Name' input field; 'Gender\*' with a 'Select gender' dropdown menu; 'Email address\*' with an 'Enter Email address' input field and a small icon to its right; 'Mobile number\*' with an 'Enter Mobile number' input field. Below the fields is a reCAPTCHA section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. At the bottom, there are two buttons: 'Back to home' and 'Register student'.

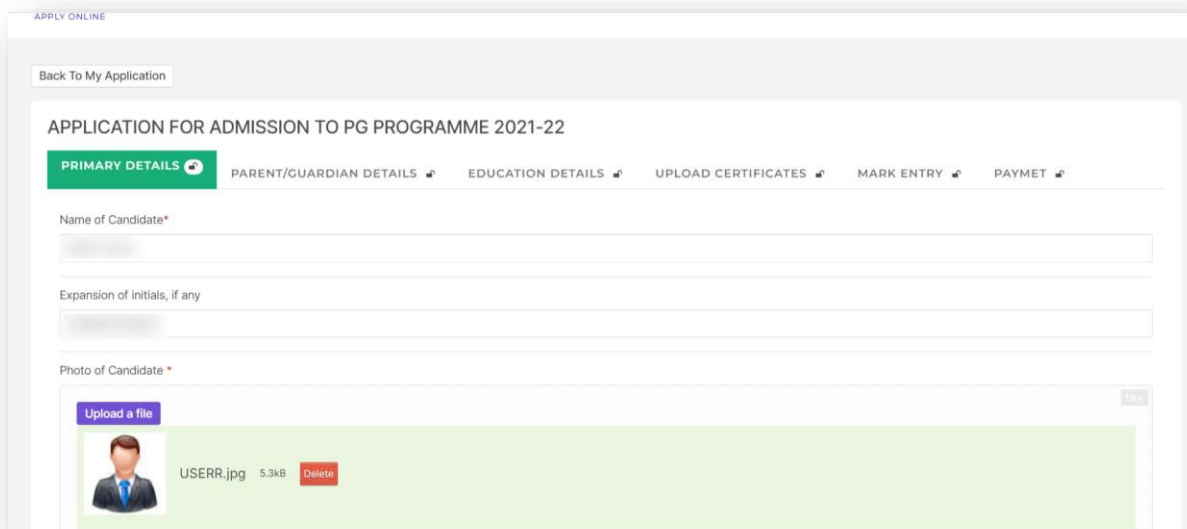
- Once registered the applicants will get an intimation with username and password which they can use to login to the applicant side.

## Apply Online

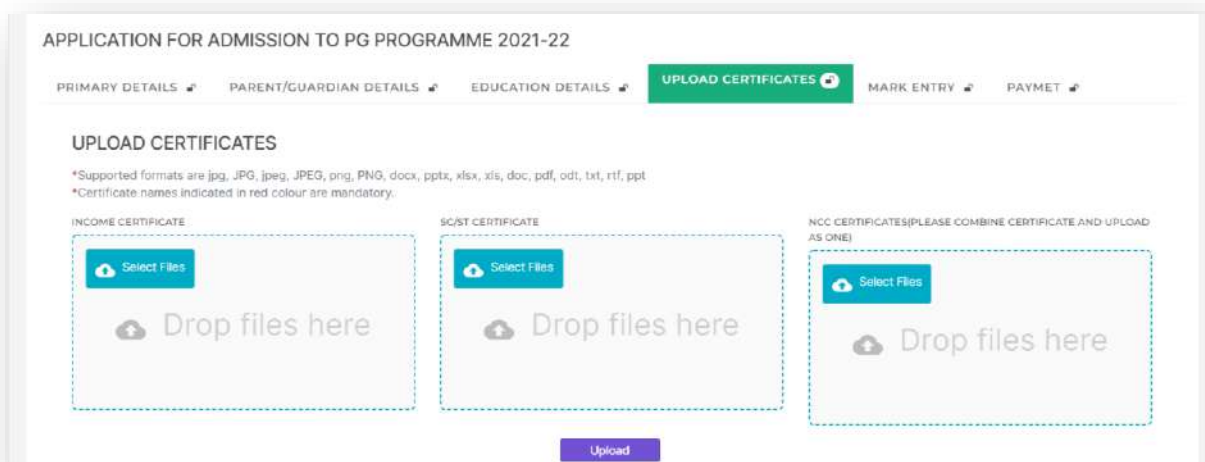
- When new applicant logs in for the first time he will be directed to the Apply online menu where an applicant form list will be available from where the applicant can choose required application and then apply.



- On clicking on the required application the applicant will be asked to confirm terms and conditions.
- Then the applicant can fill up the application.

A screenshot of the 'APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22' form. The 'PRIMARY DETAILS' tab is active, showing fields for 'Name of Candidate\*', 'Expansion of initials, if any', and 'Photo of Candidate\*'. A photo upload area shows a preview of 'USERR.jpg' (5.3kB) with a 'Delete' button. The form has a navigation bar with tabs: 'PRIMARY DETAILS' (active), 'PARENT/GUARDIAN DETAILS', 'EDUCATION DETAILS', 'UPLOAD CERTIFICATES', 'MARK ENTRY', and 'PAYMET'. There is a 'Back To My Application' link at the top left.

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

A screenshot of the 'APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22' form, specifically the 'UPLOAD CERTIFICATES' section. It shows three upload areas for 'INCOME CERTIFICATE', 'SC/ST CERTIFICATE', and 'NCC CERTIFICATES(PLEASE COMBINE CERTIFICATE AND UPLOAD AS ONE)'. Each area has a 'Select Files' button and a 'Drop files here' instruction. An 'Upload' button is at the bottom. The form has a navigation bar with tabs: 'PRIMARY DETAILS', 'PARENT/GUARDIAN DETAILS', 'EDUCATION DETAILS', 'UPLOAD CERTIFICATES' (active), 'MARK ENTRY', and 'PAYMET'. There are two asterisked notes: '\*Supported formats are jpg, JPG, jpeg, JPEG, png, PNG, docx, pptx, xlsx, xls, doc, pdf, odt, txt, rtf, ppt' and '\*Certificate names indicated in red colour are mandatory.'



**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     |
|                     | <b>Total</b>    | <b>200</b> |

[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 logs 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**

| # | 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 | STC2022JUG14       | Application Fee Paid |                     |              | SUCCESS        |               |                      |      |         |       |

[Pay Fee](#)

- 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.

My Fees

Back To Home Page

PAY FEES

PAY FEE

Receipts

Check Status

| # | Semester | Total fee | Remitted fee | Pending fine | Fine remitted | Balance fee | Pay |
|---|----------|-----------|--------------|--------------|---------------|-------------|-----|
| 1 | S1       | 50000.00  | 0.00         | 0.00         | 0.00          | 50000       | Pay |

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

MY APPLICATIONS

Go Back

PERSONAL DETAILS

EDUCATIONAL AND OTHER DETAILS

MARK DETAILS

CERTIFICATES

STAGE DETAILS

Stage Details

| # | COURSE NAME                       | CURRENT STAGE          | VENUE      | DATE                    | FROM TIME | TO TIME  | PRINTS |
|---|-----------------------------------|------------------------|------------|-------------------------|-----------|----------|--------|
| 1 | M.Sc. Food Science and Technology |                        |            | No Stage Data Available |           |          |        |
| 2 | B.Com                             | CLASS TEACHER APPROVAL | Board room | 06-04-2022              | 12:00 PM  | 12:05 PM |        |
| 3 | B.Com. Industry Integrated (BPS)  |                        |            | No Stage Data Available |           |          |        |

## Print and Downloads

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

PRINT & DOWNLOADS

Allotment Memo

## Allotment

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

| ALREADY ADMITTED DETAILS |                  |                                     |                      |                 |                |
|--------------------------|------------------|-------------------------------------|----------------------|-----------------|----------------|
| ADMITTED COURSE          | ADMISSION NUMBER | TYPE                                | ADMITTED RESERVATION | PAY BALANCE FEE | ALLOTMENT MEMO |
| MA ECONOMICS             | 210738           | ALLOTMENT<br>( Third Allotment PG ) | GENERAL (Open Quota) |                 |                |

**Third Allotment PG**  
Start Time: 18-10-2021 4:00 pm      End Time: 27-04-2022 11:00 pm

| SL NO. | FORM NAME   | APPLICATION NUMBER | ALLOTMENT STATUS               |          |            |                      |                   |  |  |  |
|--------|---|--------------------|--------------------------------|----------|------------|----------------------|-------------------|--|--|--|
| SL NO. | COURSE NAME                                       | PREF. NO.          | STATUS                         | POSITION | INDEX MARK | RESERVATION          | CONFIRM           | MAKE PAYMENT                           |  |  |
| 1      | Application for Admission to PG Programme 2021-22 | 20261              |                                |          |            |                      |                   |  |  |  |
| 1      | MA ECONOMICS                                      | 1                  | You Are Included In Merit List | 1        | 863.117    | GENERAL (Open Quota) | Already confirmed | <a href="#">Pay Fee / Get receipts</a> |  |  |

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



# FEE MANAGEMENT SYSTEM

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*“Simplify your fee collection and  
management”*

[www.linways.com](http://www.linways.com)

# 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.

Linways Technologies Pvt.Ltd

Home My performance Documents 14

Profile Settings

**My Fees**

Attendance

Assignment Mark

Normalised Marks

My Performance

University Results

Hostel & Transport

Application Requests

Message box (5)

Grievance

Rules and Regulations

Committee

**PAY FEES**

**PAY FEE**

| # | Semester | Total Fee | Remitted Fee | Pending Fine | Fine Remitted | Balance Fee | Pay        |
|---|----------|-----------|--------------|--------------|---------------|-------------|------------|
| 1 | S1       | 6741.00   | 5877.00      | 0.00         | 0.00          | 864         | <b>Pay</b> |

Exam Fee

Receipts

Wallet


Net/Rtgs/Cheque Payments

## 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.

Linways Technologies Pvt.Ltd Home My performance Documents 14



Profile Settings

My Fees

Attendance

Assignment Mark

Normalised Marks

My Performance

University Results

Hostel & Transport

Application Requests

Message box (5)

Grievance

Rules and Regulations

Committee

**PAY FEES**

[PAY FEE](#)

Exam Fee

**Receipts**

Wallet

Nef/Rigs/Cheque Payments

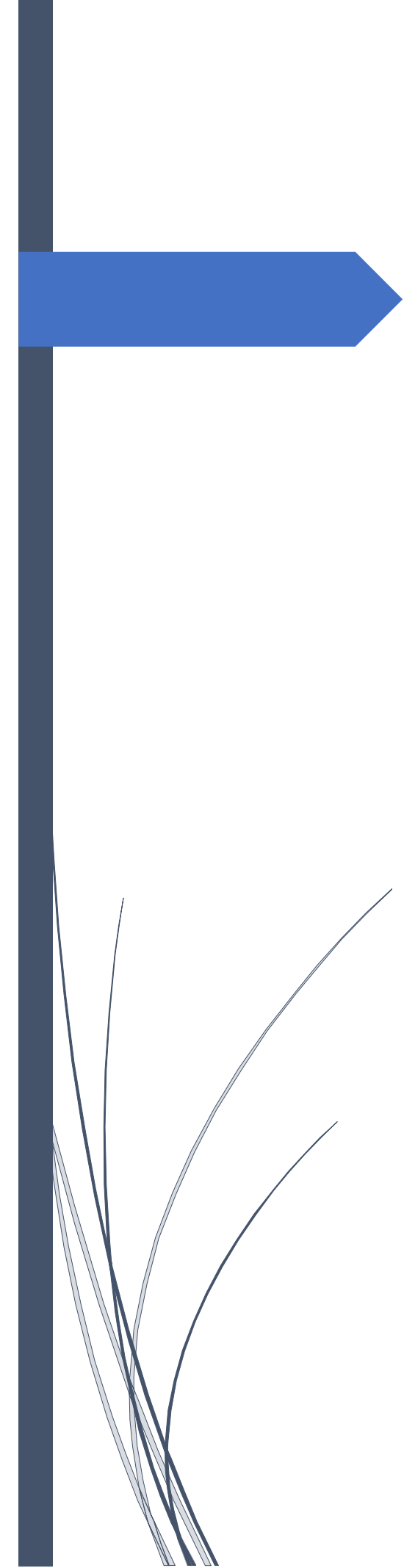
Semester :  From Date :

To Date :

[Search](#) [Reset](#)

Payment Receipts Wallet Receipts

| # | Receipt No | Receipt Date | Payment Method | Amount | Print |
|---|------------|--------------|----------------|--------|-------|
| 1 | 2020/26176 | 14-10-2020   | CHEQUE         | 20.00  |       |
| 2 | 2020/26177 | 14-10-2020   | NEFT           | 2.00   |       |
| 3 | 2020/26185 | 20-10-2020   | CHEQUE         | 20.00  |       |
| 4 | 2020/26186 | 20-10-2020   | CHEQUE         | 30.00  |       |
| 5 | 2020/26187 | 21-10-2020   | CHEQUE         | 20.00  |       |



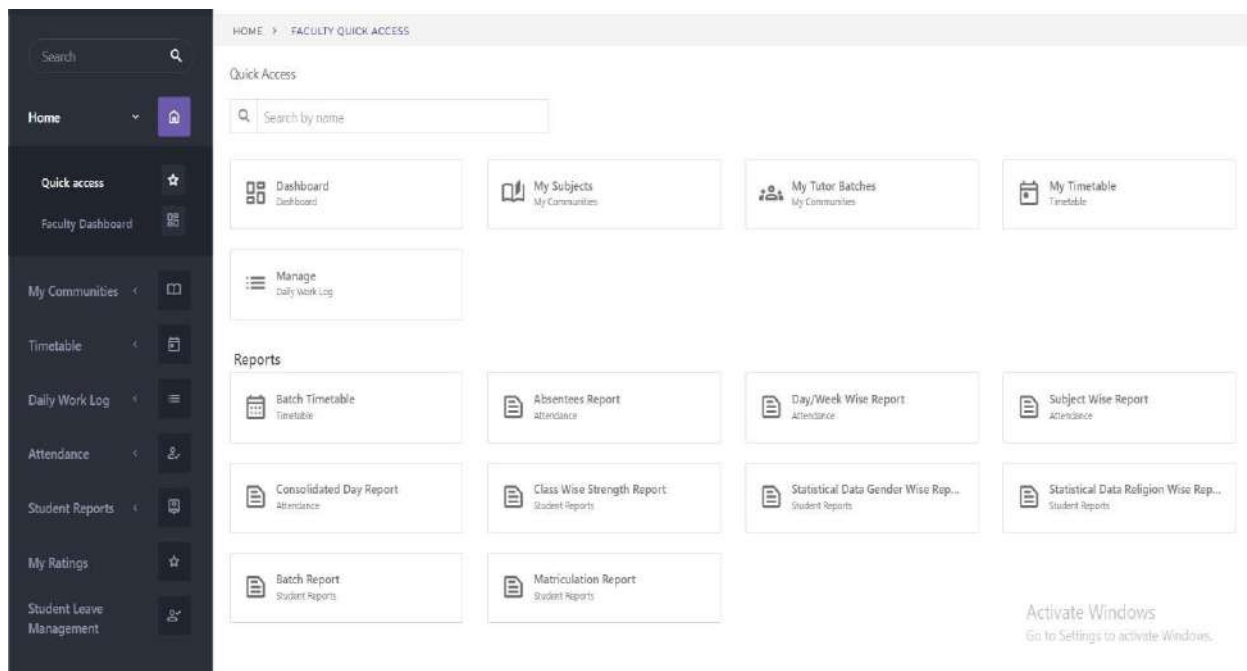
# Examination Module



## 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 consolidated
- The consolidated marks can combine the OBE elements
- The PO/CO can be calculated under the OBE header

The screenshot displays the 'ASSESSMENT MANAGEMENT' page for 'GENERIC ENGLISH 1-(ENG1)'. The page features a dark sidebar on the left with navigation options: Home, Course Info, Student Information, Lesson Planner, Student Attendance, Assessments (selected), Management, Question Pool, Slow Learner Analysis, Course Materials, and Internal Mark. The main content area is titled 'ASSESSMENT TYPES' and shows a grid of assessment categories with their respective counts:

| Assessment Type | Created | Pending |
|-----------------|---------|---------|
| ASSIGNMENT      | 4       | 16      |
| INTERNAL        | 2       | 8       |
| ONLINE TEST     | 0       | 10      |
| PROJECT         | 0       | 10      |
| SEMINAR         | 1       | 19      |

At the bottom of the page, there is a footer with 'Powered by Linways Technologies Pvt.Ltd.' and a Windows activation notice: 'Activate Windows. Go to Settings to activate Windows. Linways AMS v1.3.5'.

The screenshot shows the 'SLOW LEARNER ANALYSIS' page. The sidebar on the left is identical to the previous screenshot, with 'Slow Learner Analysis' selected. The main content area has a search filter and two input fields:

- 'Assessment Type\*' with a dropdown menu showing 'Select Assessment Type'.
- 'Assessment Name / No\*' with a text input field showing 'Select Assessment Name / No'.

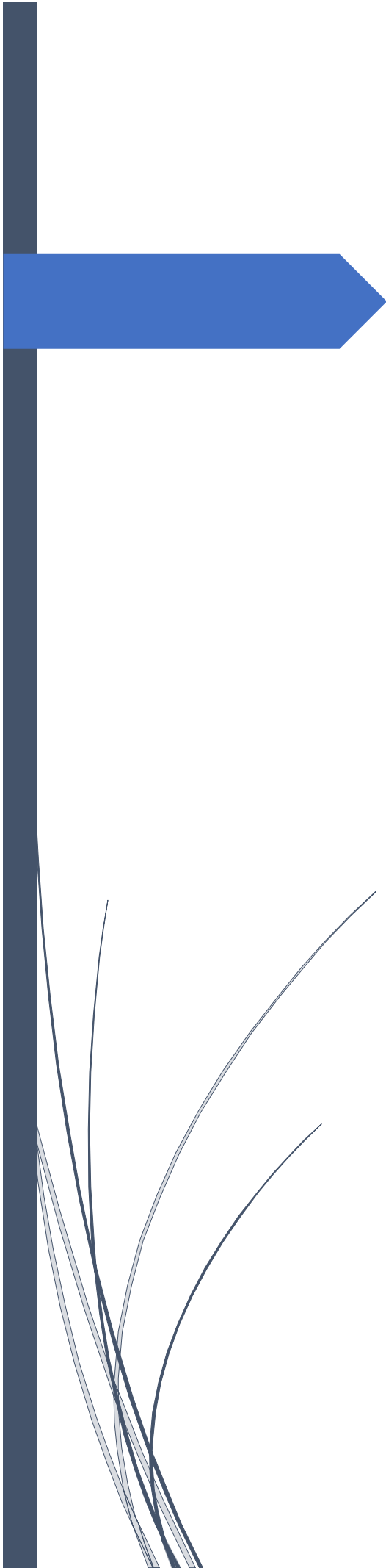
Below the input fields are 'Reset' and 'Search' buttons. A large magnifying glass icon is centered on the page with the text 'Search to get identifications'. The footer includes 'Powered by Linways Technologies Pvt.Ltd.' and the Windows activation notice: 'Activate Windows. Go to Settings to activate Windows. Linways AMS v1.3.5'.

## 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.

The screenshot shows the 'INTERNAL ASSESSMENT REPORT' page. The breadcrumb trail is: HOME > SUBJECT COMMUNITY > ENGI - GENERIC ENGLISH 1 > INTERNAL ASSESSMENT REPORT. A search bar is at the top left. A sidebar on the left contains navigation items: Home, Course Info, Student Information, Lesson Planner, Student Attendance, Assessments, Course Materials, Internal Mark, Course File, OBE, and Polls And Survey. The main content area has a title 'INTERNAL ASSESSMENT REPORT' and a '+ Create Internal Report' button. Below the title is a card for 'ENG HIN IA NEP INTERNAL MARK REPORT' with the text 'Applied To : Subjects KALPANA'. At the bottom, there is a footer with 'Powered by Linways Technologies Pvt.Ltd.' and an 'Activate Windows' watermark.

The screenshot shows the 'ONLINE TEST' page. The breadcrumb trail is: HOME > SUBJECT COMMUNITY > ENGI - GENERIC ENGLISH 1 > ASSESSMENTS > ASSESSMENT MANAGEMENT. A search bar is at the top left. A sidebar on the left contains navigation items: Home, Course Info, Student Information, Lesson Planner, Student Attendance, Assessments, Management, Question Pool, Slow Learner Analysis, Course Materials, and Internal Mark. The main content area has a title 'ONLINE TEST' and two tabs: 'Assessments' (active) and 'Shared Assessments'. A '+ Create ONLINE TEST' button is in the top right. The center of the page displays 'No ONLINE TEST Found!' with a link to '+ ONLINE TEST' to add new tests. At the bottom, there is a footer with 'Powered by Linways Technologies Pvt.Ltd.' and an 'Activate Windows' watermark.



# Finance and Accounts

# FEE MANAGEMENT SYSTEM

linways  
learn in new ways



*“Simplify your fee collection and  
management”*

[www.linways.com](http://www.linways.com)

# 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**

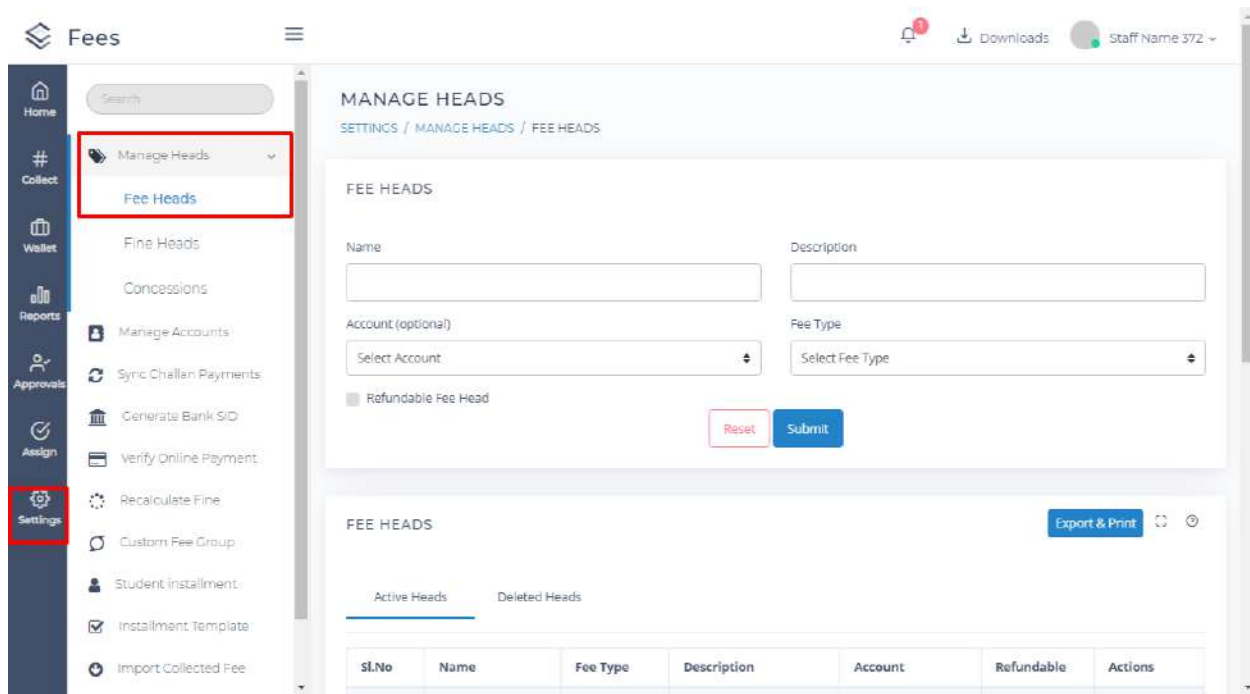
## Create account

- 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.

The screenshot displays the 'MANAGE ACCOUNTS' page in the Linways Fee Management System. The left sidebar contains a navigation menu with 'Settings' highlighted in red. The main content area is titled 'MANAGE ACCOUNTS' and includes a 'CREATE ACCOUNT' form with input fields for 'Name' and 'Description', and 'Reset' and 'Submit' buttons. Below the form is an 'ACCOUNT LIST' table with columns for 'Sl.No', 'Name', 'Description', and 'Actions'. The table contains two rows: 1. CAMPUS CONNECT (CCG) and 2. UNION ACCOUNT (UN). The 'Settings' menu item in the sidebar is also highlighted in red.

## 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**.



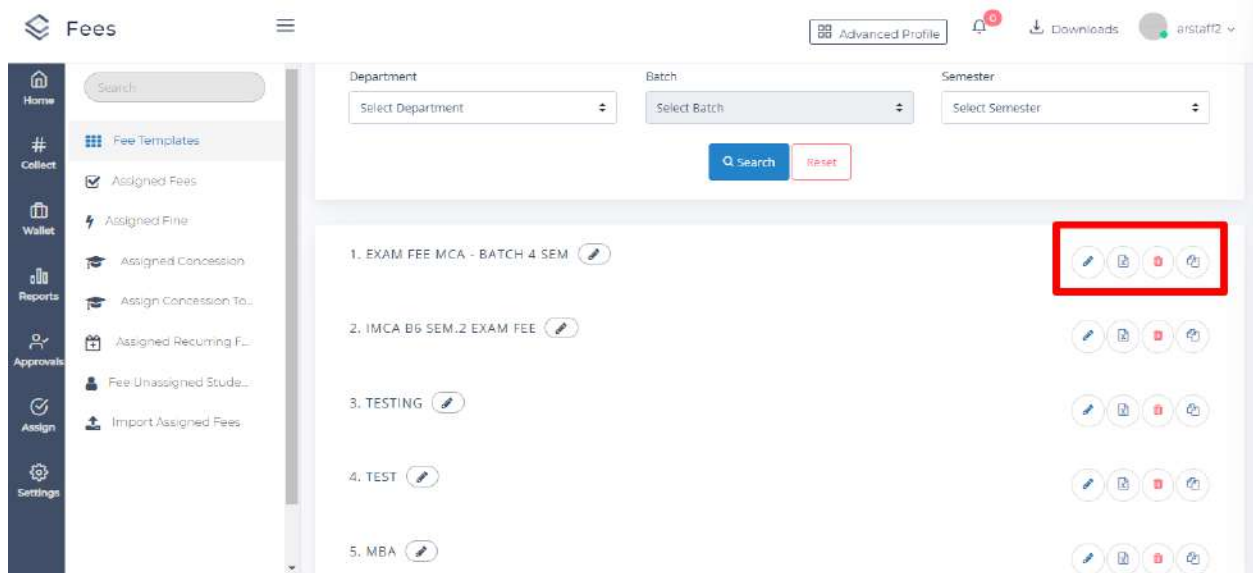
## ASSIGN

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.

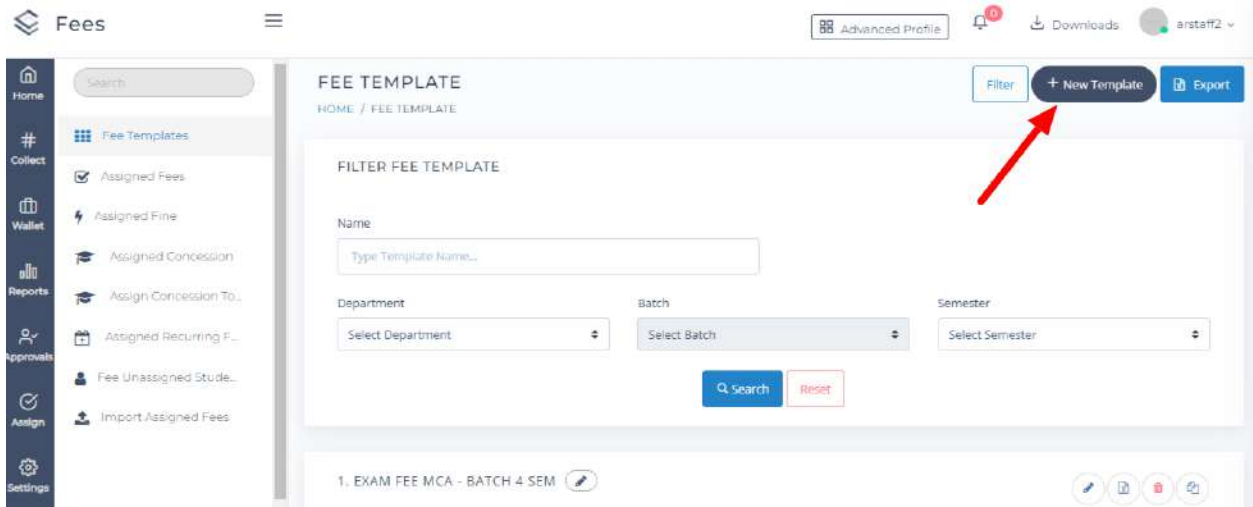
We provide two types of templates.

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 Templates**:- 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.

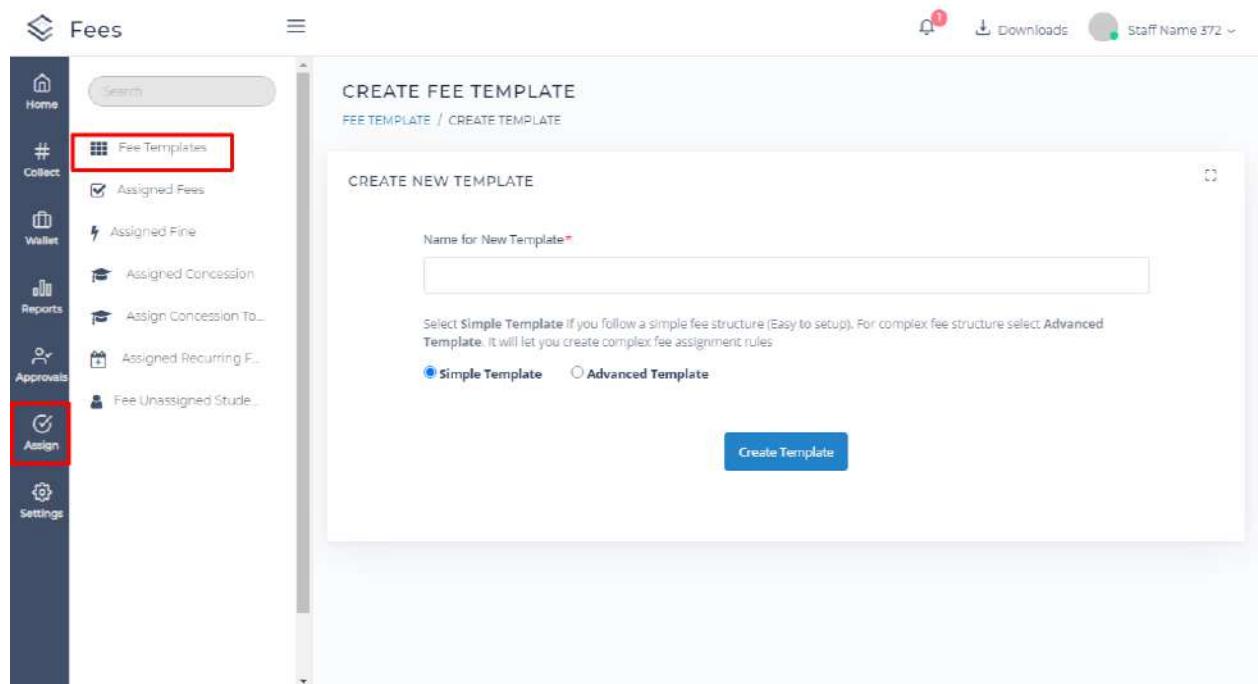
To create the templates

- 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

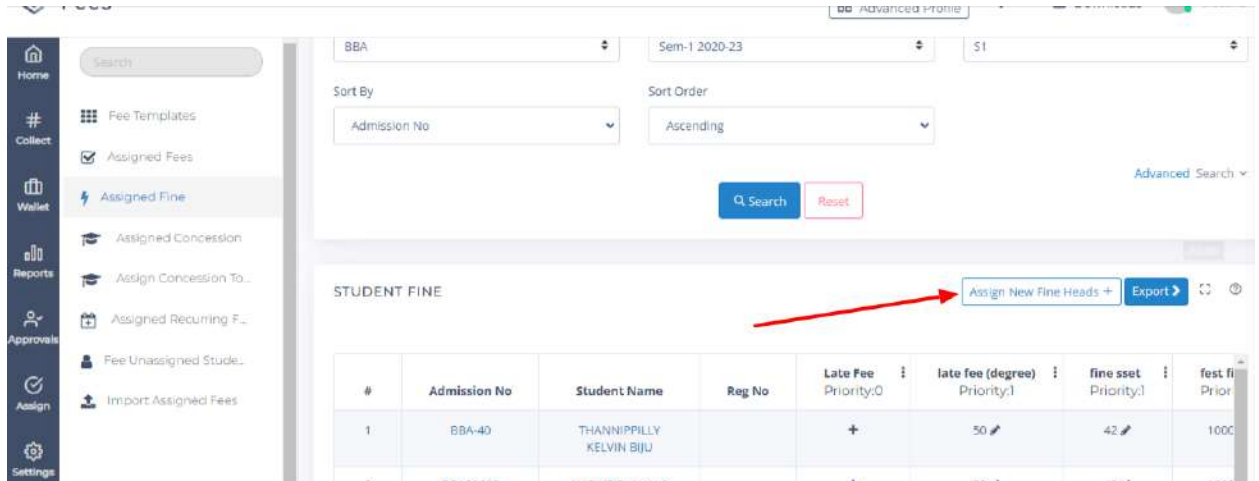
- Click **Assign > Assigned Fees**
- Select the **Department, Batch** and **Semester**
- An **Actions** tab is provided on right side to perform various actions like:
  1. **Assign New Fee Heads** - After assigning the fee template, if any other fee heads need to be added to the batch, we can use this 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.

The screenshot displays the 'STUDENT FEE' management interface. The left sidebar shows the 'Assign' menu with 'Assigned Fees' selected. The main area has filters for Department (ECE), Batch (S3 ECE), and Semester (S3). A table of student fees is shown with columns for #, Admission No, Student Name, Reg No, Roll no, Amount, and Priority. An 'Actions' dropdown menu is open over the table, listing options like 'Delete All Fee', 'Assign New Fee Heads', 'Assign New Fee Heads To Selected Students', 'Block/Unblock Students', and 'Export'.

| # | Admission No | Student Name | Reg No | Roll no | Amount | Priority |
|---|--------------|--------------|--------|---------|--------|----------|
| 1 |              | DEF          |        | 2       | 0      | 50000    |
| 2 |              | ABC          |        | 1       | 0      | 10000    |

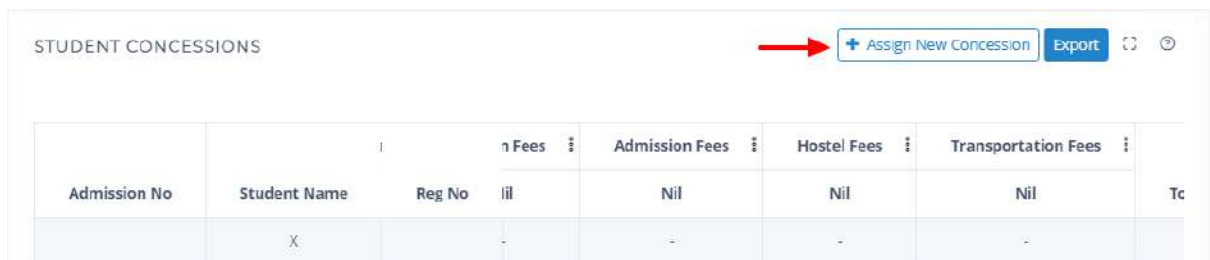
### 3.Assigned Fine

- 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**

The screenshot shows the 'Fees' module interface. On the left sidebar, the 'Assign Concession To...' option is highlighted. The main area displays a form for 'Assign Concession To...' with a dropdown for 'Concession\*' and an input for 'Amount\*'. An 'Assign' button is highlighted with a red box. Below the form is a table of student concessions:

| Admission No | Reg No | Student Name | Batch            | Semester | Pending | Concession amount        |
|--------------|--------|--------------|------------------|----------|---------|--------------------------|
| BBA20015     |        | ABHILASH P D | Sem-1<br>2020-23 | S1       | 100000  | <input type="checkbox"/> |
| BBA20154     |        | ALWIN YELDHO | Sem-1<br>2020-23 | S1       | 103000  | <input type="checkbox"/> |
| BBA20181     |        | AMAL T SUNIL | Sem-1<br>2020-23 | S1       | 101890  | <input type="checkbox"/> |

## 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**

The screenshot shows the 'Assigned Recurring Fee' interface. The 'Fee Head\*' dropdown is set to 'HOSTEL'. There are 'Search' and 'Reset' buttons. Below the search area, the 'Assign New Sub Fee Head +' button is highlighted with a red box and a red arrow. A 'Save' button is also highlighted with a red box. Below the buttons is a table of student fees:

| Admission Number | Student Name  | January-2021 | February-2021 | March-2021 | April-2021 |
|------------------|---------------|--------------|---------------|------------|------------|
| BBA20007         | SARADALEKSHMI | 142          | 143           | 143        | 143        |

## 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

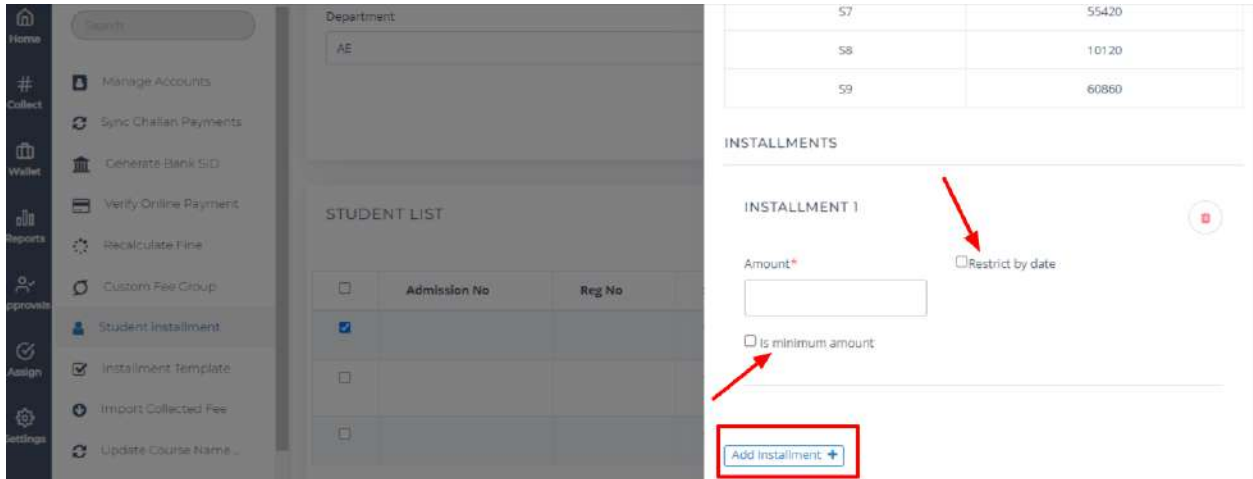
- This option is used to assign fee heads to students using an excel file. Here we can import and assign different fee amounts to different students without having to set any rules or conditions.
- Click on **Assign > Import Assigned Fee**
- Click on **Download sample here** to get a sample excel format 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**.

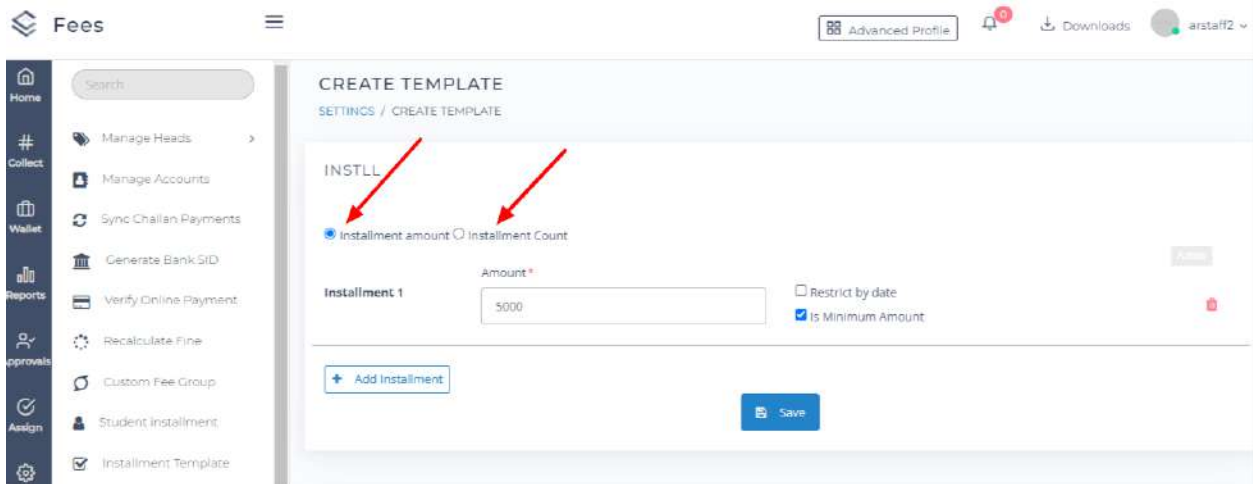


## INSTALLMENT TEMPLATE

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**.

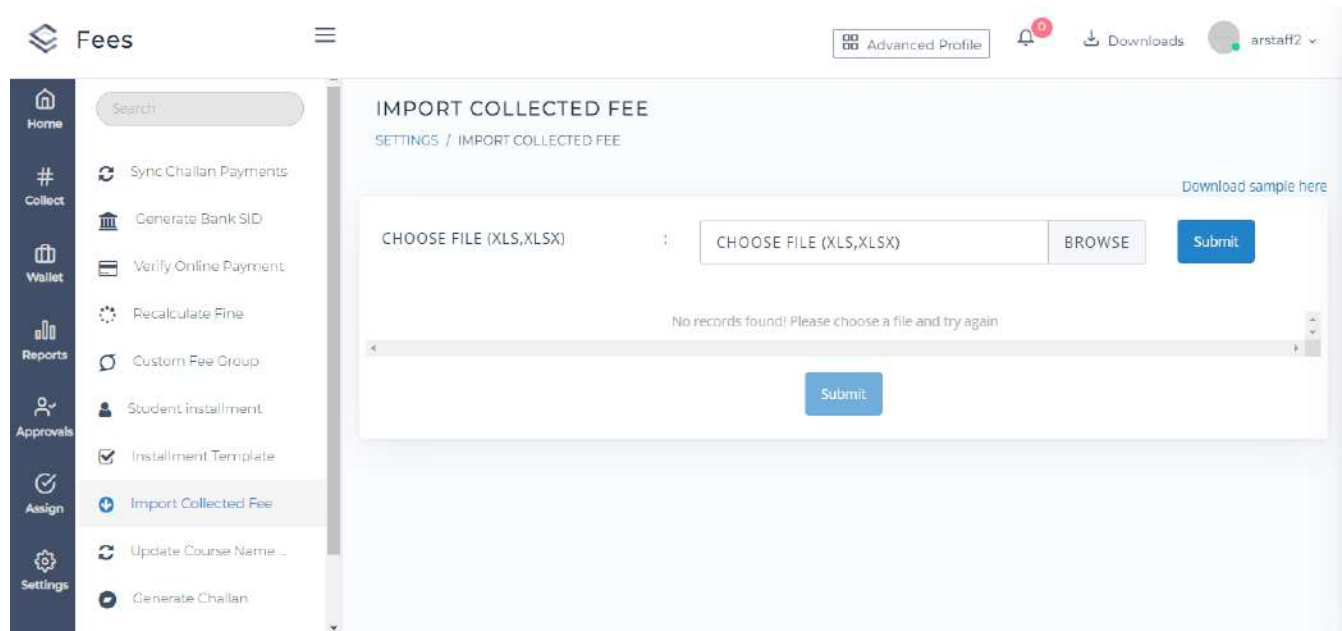


In an advanced installment template, rules and conditions can be given.

The screenshot displays the 'Fees' module interface. The top navigation bar includes the 'Fees' logo, a search bar, and user profile information (Advanced Profile, Downloads, arstaff2). The left sidebar contains navigation icons for Home, Collect, Wallet, Reports, Approvals, Assign, and Settings. The main content area is titled 'TEST' and shows the configuration for 'INSTALLMENT 1'. A red box highlights the 'is Minimum Amount' and 'Restrict by date' checkboxes. Below this, the 'Rules' section shows a rule for 'Admission Quota' with a value of '500' and a category of 'GOVERNMENT'. There are 'Add Rule' and 'Remove' buttons at the bottom of the rule configuration area.

## IMPORT COLLECTED FEE

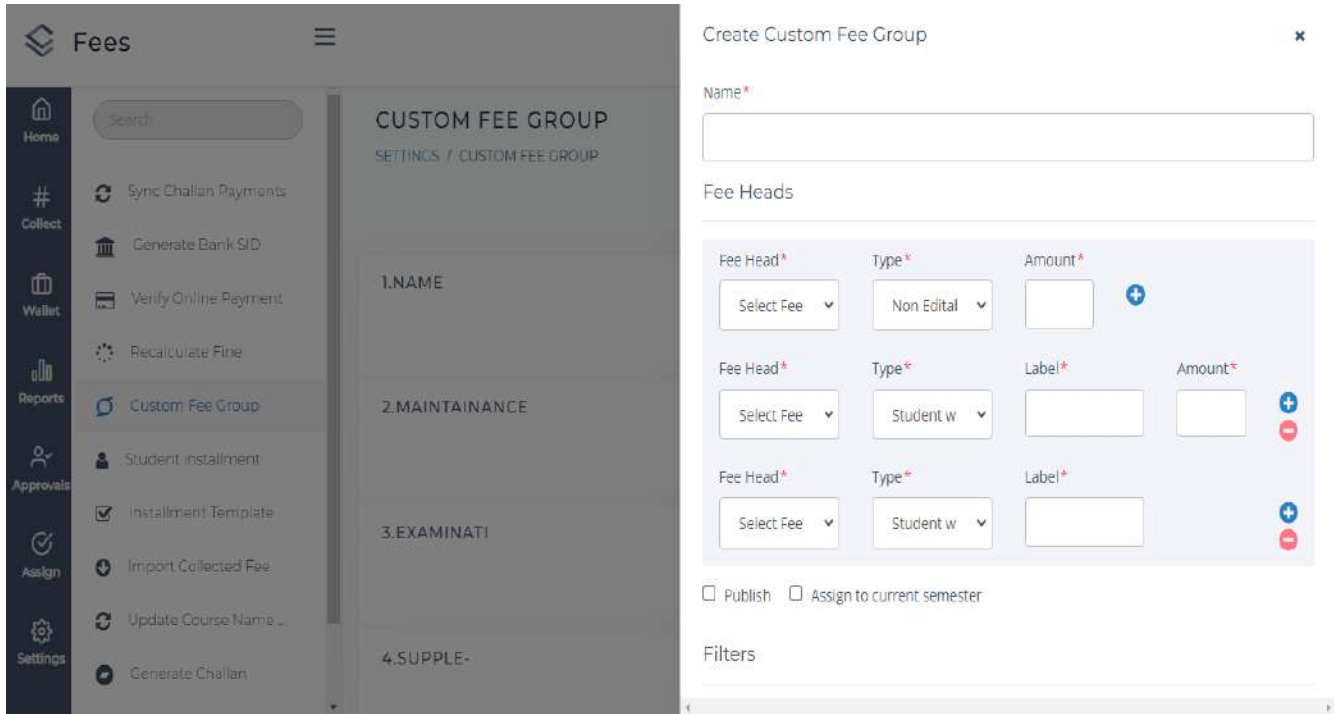
- Import Collected Fee option can be used to import the already collected fee details of students into the Fee Module.
- By importing the already collected fee details, receipts get generated for the students.
- Click on **Setting > Import collected fee**
- Click on **Download sample here** to download 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**







- Profile Settings
- My Fees**
- My Documents
- Assignment Mark
- Normalised Marks
- My Performance
- University Results

### PAY FEES

PAY FEE

supplementary fee

[Receipts](#)

[Check Status](#)

[NEFT/CHEQUE/DD/IMPS/BOS/UPL](#)

[Payment Requests](#)

[View Challans](#)

| # | Semester   | Total fee | Remitted fee | Pending fine | Fine remitted | Balance fee | Notes | Pay   |
|---|------------|-----------|--------------|--------------|---------------|-------------|-------|---|
| 1 | Foundation | 53800.00  | 5100.00      | 0.00         | 0.00          | 48700       |       | <span style="background-color: #28a745; color: white; padding: 2px 5px;">Pay</span> |
| 2 | S1         | 1530.00   | 1230.00      | 440.00       | 200.00        | 540         |       | <span style="background-color: #28a745; color: white; padding: 2px 5px;">Pay</span> |
| 3 | S2         | 50000.00  | 4000.00      | 0.00         | 0.00          | 46000       |       | <span style="background-color: #28a745; color: white; padding: 2px 5px;">Pay</span> |

## 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.**

The screenshot displays the 'Fees' management interface. At the top, there are search filters for Department (ECE), Batch (S3 ECE), and Semester (S3). Below these are input fields for Admission Number, Roll No, and Student Name. A 'Search' button is highlighted. The 'STUDENT LIST' table below shows two entries:

| Admission No | Name | Reg No | Roll No | Batch  | Sem | Total Fee | Remitted Fee | Total Fine | Fine Remitted | Balance | Actions |
|--------------|------|--------|---------|--------|-----|-----------|--------------|------------|---------------|---------|---------|
|              | ABC  |        | 1       | S3 ECE | S3  | 22400.00  | 22400.00     | 0.00       | 0.00          | 0       | Actions |
|              | DEF  |        | 2       | S3 ECE | S3  | 60400.00  | 60400.00     | 0.00       | 0.00          | 0       | Actions |

- 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.

The screenshot displays the 'Fees' management interface. On the left, a sidebar contains navigation icons for Home, Collect, Wallet, Reports, Approvals, Assign, and Settings. The 'Wallet' icon is highlighted with a red box. The main content area is titled 'Fees' and includes a 'FILTER STUDENTS' section. This section has a 'Search By' dropdown set to 'Batch', a 'Department' dropdown set to 'ECE', and a 'Batch' dropdown set to 'S3 ECE'. There are 'Search' and 'Reset' buttons, and an 'Advanced Search' link. Below the filter section is a 'STUDENT LIST' table with the following data:

| # | Roll Number | Admission No | Student Name | Reg No | Batch  | Wallet Balance | Actions |
|---|-------------|--------------|--------------|--------|--------|----------------|---------|
| 1 | 1           |              | ABC          |        | S3 ECE | 10000.00       | Actions |
| 2 | 2           |              | DEF          |        | S3 ECE | 21000.00       |         |

The 'Actions' dropdown for the first student is expanded, showing three options: 'Deposit', 'Refund', and 'Deposit/Refund Receipts'. The 'Export And Print' button is also visible in the top right of the student list section.

## 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.

The screenshot displays the 'APPROVE REFUND REQUESTS' page. On the left sidebar, the 'Approvals' menu item is highlighted. The main content area features a search form with the following fields: Start Date (Select from date), End Date (Select to date), Admission Number (Admission Number), Reg No (regNo), and Student Name (Student Name). There are 'Search' and 'Reset' buttons below the search fields. Below the search form is a table titled 'REFUND REQUESTS' with the following data:

| # | Admission No | Student Name | Reg No | Amount | Status   | Actions |
|---|--------------|--------------|--------|--------|----------|---------|
| 1 |              | X            |        | 300    | APPROVED | Actions |
| 2 |              | monica       |        | 2      | APPROVED | Actions |

## 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.

SEARCH STUDENTS

Start Date\*  End Date\*  Payment Method

Admission No  Reg No  Student Name

[Advanced Search](#)

- 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.

SEARCH STUDENTS

Start Date\*  End Date\*  Payment Method

Fee Head  Department  Batch

Semester  Admission No  Reg No

Student Name

Installment Students Only   [Basic Search](#)

- 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

[SMS](#)
[Export & Print](#)

■ Discontinued students

| Sl No | Name         | Reg No | Gender | Batch   | Semester | Admission Type | Total Amount | Remitted | Balance | More                      |
|-------|--------------|--------|--------|---------|----------|----------------|--------------|----------|---------|---------------------------|
|       | aparna       |        |        | biot20  | S1       |                | 1000.00      | 0        | 1000    | <a href="#">More &gt;</a> |
|       | biotstudent1 |        |        | 19/BIOT | S3       | MGMT           | 51000.00     | 0        | 51000   | <a href="#">More &gt;</a> |
|       | biotstudent2 |        |        | 19/BIOT | S3       | MERIT          | 9000.00      | 0        | 9000    | <a href="#">More &gt;</a> |
|       | biotstudent3 |        |        | 18/BIOT | S1       |                | 38555.00     | 0        | 38555   | <a href="#">More &gt;</a> |
|       | biotstudent3 |        |        | 18/BIOT | S10      |                | 5000.00      | 0        | 5000    | <a href="#">More &gt;</a> |
|       | biotstudent4 |        |        | 18/BIOT | S10      |                | 5000.00      | 0        | 5000    | <a href="#">More &gt;</a> |

## 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:
  - Summary
  - 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:
  - Student wise: fee head wise details for particular students can be viewed.
  - Summary: summary details can be viewed.
  - Detailed: each fee head wise details for students can be viewed.
  - 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:
  - Summary: summary of details shown.
  - Fee Head Column wise: fee heads will be shown as column wise for each account.



| ACCOUNT WISE FEES REPORT |              |                           |            |        |            |              |                          | Export & Print   |
|--------------------------|--------------|---------------------------|------------|--------|------------|--------------|--------------------------|------------------|
| #                        | Admission No | Student Name              | Reg No     | Gender | Receipt    | Payment Date | Fee Head                 | Refund: ₹1631.00 |
| HOSTEL ACCOUNT           |              |                           |            |        |            |              |                          |                  |
| 1                        | 17BCE306     | Student Name<br>520<br>CE | ASI17CE006 | female | 2020/26077 | 25-06-2020   | Mess Fee<br>Monthly      |                  |
|                          |              |                           |            |        |            |              | Hostel Others<br>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:
  - View challan: challan details can be viewed.
  - 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)       | <a href="#">Actions</a> ▾ |
| ET9848       | 08-08-2020     | 200.00   |               | -              | NOT VERIFIED | Staff Name 372 (STAFF) | <a href="#">Actions</a> ▾ |
| ET9849       | 08-08-2020     | 500.00   |               | -              | NOT VERIFIED | Staff Name 372 (STAFF) | <a href="#">Actions</a> ▾ |
| ET9850       | 17-08-2020     | 10000.00 | 17-08-2020    | test           | COMPLETED    | biotstudent4 (STUDENT) | <a href="#">Actions</a> ▾ |
| ET9851       | 18-08-2020     | 1500.00  |               | -              | NOT VERIFIED | abirami (STUDENT)      | <a href="#">Actions</a> ▾ |
| ET9852       | 18-08-2020     | 51100.00 |               | -              | NOT VERIFIED | Staff Name 372 (STAFF) | <a href="#">Actions</a> ▾ |
| ET9853       | 19-08-2020     | 15400.00 |               | -              | NOT VERIFIED | X (STUDENT)            | <a href="#">Actions</a> ▾ |

[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.