



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



Administration Module



LINWAYS TECHNOLOGIES PVT LTD

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.
- \star 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.

 \star 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.

*		Contraction of the second	Fechnologies Pvt.Ltd		н 🔒
		MANAGE R		y.	+ Create New Role
	*		NAME	DESCRIPTION	EDIT DELETE
		1	Admission Applicant	No description	
Curriculum Management		2	Super Admin	No description	
		3	Staff	No description	
		4	Testing	Testing	
Settings 🚽	•	5	Reports-Sunil	Reports	
		6	Reports	Reports	2
		7	Rank List	Rank List	2
		8	Helps	Helps	
		9	Reports S	Reports S	
Manage Students +	4	10	Admission Denny	Admission Denny	2
		71	Certificate Verification	Certificate Verification	
Roles	4	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.

		Linways T	echnologies Pvt.Ltd		Create New Role	x
		BETTING	A MANAGE BOLES		Role name	Enter role roune
		MANAGE R	IOLES (delete milite from the bolow list. Please do it ca	refute		Role name should be unique
					Role description	Enter role description
		17	RAME	DESCRIPTION	Mare description	ALCONT 1.000 RESIDENT
		1	Admission Applicant	fee deacrypticry		Errier a short description about this role
		2	Sugrer Admin	the description		
		3	Staff	See assocration	User Type of Role	Choose User Type
		4	Testing	Testing		User type of the role
Settings ~		5	Reports-Sunil	Reports		x Cancel B Create
		6	Reports	Reports		A COURSE EXCLOSE
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	4	10	Admission Denny	Admission Denny		
		(31)	Certificate Verification	Certificate Varification		
		12	Staff Verification	Staff Varification		
		13	SF_Office	SF_Office		
		14	Enquiry Student	No most uption		
		15	Library Manager Role	Library Manger Role		
		16	Student	Student		

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.

	Linways Technologies Pvt.Ltd	II 🦾
	ASSIGN PERMISSIONS You can assign different menu to different roles thereby that particular role can access that enabled features. Please do it carefully,	
	to Select User Role	
	Mp Super Admin	
	AVAILABLE PERMISSIONS	
	EII Settings	
Settings v	📓 User Permission Management	
	UP Sectors Programs	
Assign Rales	ar Program	
	mr 🗧 E Degree G Create Stream	
	 Sasign Syllabus Syllabus 	
Time Table 🤟 🤆	Assign Curriculum Assign Roles Batch Wise Currse Materials	

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

	Linway	rs Technologies Pvt.Ltd					::	2.
	0	🗐 Details						
	A	SMS and Email						
		Online Class Report						
	to - 🗉	Manage Student Attendance						
	10000	Mark Attendance						
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	1000	🗆 🗉 Student Wise Subject Report						
	¥ 0	Student Information						
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	•	III Assessment Management						
Settings v		Assessment Configuration						
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Assign Roles

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

Dashboard				
Settings		٠		
User Permissio		up	Department* User Name	
Management			Select Departments Enter user name	
Assign Roles		ar	X Reset Q. Search	
Manage Roles				
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Qualification		Ċ	Empty users list	
Admission F		٥	Choose a different combinations from the above search option	
Admission S				
Applicant M		•		Activate Windows
Reports	e	0		Go to Settings to activate Windows.

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

Ħ	SETTINGS > ASSIGN ROLES			
۰	SEARCH USERS	December 1	User Name	
up	User Type* Select User Type *	Department* Select Departments	Enter user name	
er		× Reset	Q Search	
nar'				
٥	ASSIGN ROLES TO USER You can assign different roles to different user the	reby that particular user can access that enabled	leatures. Please do it carefully.	
Ċ			users list	
8		Choose a different combination	ons from the above search option	
=1				
÷				Activate Windows
NO.	@2014-2020 All Rights Reserved Linways Technologi	es Pvt.Ltd.		Go to Settings to activate Windows. Linways AMS v05.23 20201105.r.190

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.

e		Linway	ys AMS	i V4 - Demo				ш
		SETTING	65 3 A1	SSIGN POLES				
	Ø,	SEARCH	H USERS					
		User Ty			Department*	User Name		
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fanage Iurriculum				TO USER ferent roles to different user thereby that p	urticular user can access that enabled features. Please do it careful			Assign/Update (
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ettings			3	Anjana M	AM	ECE	1. Staff	Change Roles
User Permission Management								
Assign Roles		0	.4	Cyria: Joseph Mathew	LD	ECE	1. Staff 2. Academics Admin	C Change Roles
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	4	0	5	Joseph Kunju Paul	JK	BCA	2. Statt	Change Roles
							3.	
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entralized uster View			6	KAVYASREE ASHOK	KA	Economics	1. Staff	2 Change Roles
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Students +	4									
Centralized Cluster View			6	KAV/YASREE ASHOK	KA	Economics	1. Staff	C Change Roles		
an-section of		12	_				* cs#			

Admin can assign roles by clicking on the '+' symbol and save it by clicking on the **Save** button.

Li	inways Te	chnologies Pvt.Ltd			ASSIGN	ED ROLES	
	Staff	r Udena pe* +	Department* × BOTANY	Use	AVAILA	No roles assigned to th You can assign roles to this particular user I BLE ROLES	
				Reset QS	¥	NAME	ASSIGN
	ASSIGN	ROLES TO USER			1	Admission Applicant	0
			hereby that particular user can access that	renabled features.	2	Staff	0
	#	NAME	STAFF CODE	DEP.	3	Super Admin	0
	ä	A STEPHEN			4	testing	0
				BO	5	tempp	0
	2	BOPAIAH. A. K.	SJCBOT04	BO	6	test (karthik)	0
					7	Admit Student	0
	3	CHERYL DWARAKA NATH	SJBOT022	во	8	Certificate ventication	0
	4	Cheryl Dwarka Nath		BO			vate Windows

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.

÷		Linways Technologies Pvt.Ltd		8				ų J.
	q	HOME			Roles			
	_	SUBJECT COMMUNITIES			0	1	۷	
Home		BOOICTO2 - MYCOLOCY AND LICHENOLOCY, MICROBIO	BOOICT03 - ANGIOSPERM ANATOMY, EMBRYOLOCY, PA.,	EEPOM - EN	Faculty	Admin		
	₿	PICM2021	(P10M2021)	ASMT BATCH TI	Modules		_	*
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		6/2014-2020 All Bights Reserved Linways Technologies Pyt Ltd.				Linw	aya ANKI y55.23	2020/105+190

If a normal faculty (no admin privilege) log in to the academics module, he/she doesn't get access to the admin role.

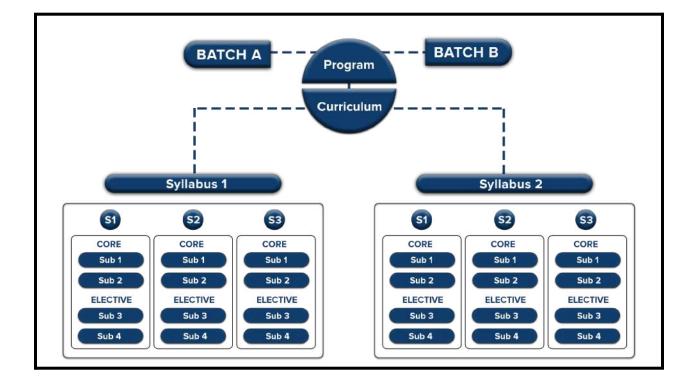
œ		Linways Technologies Pvt.Ltd		8	<u> </u>
Search		HOME SUBJECT COMMUNITIES			Modules
Home My Time Table	8	PHYIC01 - CLASSICAL MECHANICS CLOSECK, MECHANICS (PIET207)	ENC2802 - APPRECIATING POETRY APPRILIMENT POETRY (125N0021)	EC652 - VLS VLS WAYEE TE (VLS 2021 A)	Admission CBE Exam Exat Controller
		BCICOI - MANAGERIAL ECONOMICS Transcalma, ECONOMIC (UBCOD)	BCICO1 - MANAGERIAL ECONOMICS WANGTING ECONOMICS (JBCCO3)	MALAYALAN Waxanah Guarta (1282203)	Feat
		60914-2020 All Rights Reserved Linways Technologies Pyt Ltd.			Linnarys, 4865 v05 23 20201105 c 190

Curriculum Designing

 \rightarrow 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*

Manage Departme	CURR	RICULUM MANAGEMENT CURRICULUM		
Course Materials	та <			+ Create New
Manage Programs	Cm c Mp	CM CURRICULUM + ···· ···	CM CURRICULUM + ···· ··· ···	CM COMMUNICA + ···· ···
Curriculum Manag 🕚		CM UC + B_COM + + ···· ··· ···	CM UC - BBA - C +	CM UC - BCA - C + •
Curriculum Syllabus	c s	CM UC - BSC - C + ···· ···	CM UC - BSC - P +	CM UC - BA - CO +
Assign Curriculum	ac	CM PG - MSC (20 + ···· ···	CM PG - MCOM (+ ···· ···	

- 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.

ta		Curriculum For B.Tech (CSE	 F) - Specialization in InT 	B. Tech. Computer Science and Engineeri	ing with Specialization in IoT		
	每	This field is required	5) - Specialization in to t	MALE AN ADDR	// ///////////////////////////////////		
ourse Materials	4	Type		Select Program			
	Cm	Single Major		Computer Science and Engineering with	Specialization in IoT		
	4	This field is required		This field is required			
		Year					
	Mp	Start Year	End Year				
urriculum Manag	~	2022	2026				
	¥	This field is required	This field is required				
	c	Pass Criterias					
		Select Grade Scheme					
Syllabus	5	Select Grade Scheme					
Assign Curriculum	ac	Pass Criteria		Value			
		Percentage		70 - Remove			
anage Batches	*	+ Add					
anage batches	* ⊞	+ Add	8	Save X Reset			
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Passing Criteria & Grading Schemes

Backlog: Need to add credits to the passing criteria

<u>Syllabus</u>

→ What is a syllabus and why is it important?

- \succ 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.

 \rightarrow 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.

Manage Departme <	SYLLABUS >> EDIT	← Back
Course Materials	CREATE SYLLABUS Name	Туре
Cm	CSE with Specialization in IOT	Major
Manage Programs	This field is required	This field is required
	Description	Department
Мр		Computer Science and Engineering
Curriculum Manag ~	- te	This field is required
*	Pass Criteria	
Curriculum	Select Grade Scheme	
Syllabus 5	Select Grade Scheme	
	Pass Criteria	Value
Assign Curriculum ac	Select Pass Criteria	- Remove
Manage Batches <	(+ Add)	* Reset

Name	Туре	
Enter The Name Of Syllabus	Select Type	
This field is required	This field is required	
Description	Department	
	Select Department	
	This field is required	
Pass Criteria		
Select Grade Scheme		
Select Grade Scheme		
Pass Criteria	Value	
Select Pass Criteria	- Remove	

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.**

Manage Departme	3 4	CURRICULUM MANAGEMENT					
Course Materials		SYLLABUS >> ACADEMIC TERM SET	TTINGS				← Back
Manage Programs	Cm	Syllabus : CSE with Specialization in IOT				E	+ Add New
Curriculum Manag	Мр	S1 CLE with Specialization	S	CSE with Specialization		53 CSE with Specialization	
Curriculum Manag	Ÿ	ST S4 CEE with Specialization	۲				
Curriculum Syliabus	c s						
Assign Curriculum	ac						
Ø	þ	n.				15	×
		CURRICULUM MANAGEMENT > SYLLABUS		Add New	Academic Term		
	ш	SYLLABUS >> ACADEMIC TERM SET	TINGS	Search Ac	ademic Terms		
	Cm	Syllabus : CSE with Specialization in IOT					
	Мр	ST Chef with Specialized lan	C) ST	S2 S10 CCZ with Spec	npleted		Add Add
Curriculum Manag	× ¥	ST S4 CSE with Specialization		\$6 \$7			Add Add Add Add Add Add
	c			58 59			Add Add
	ac						Cancel
	6						

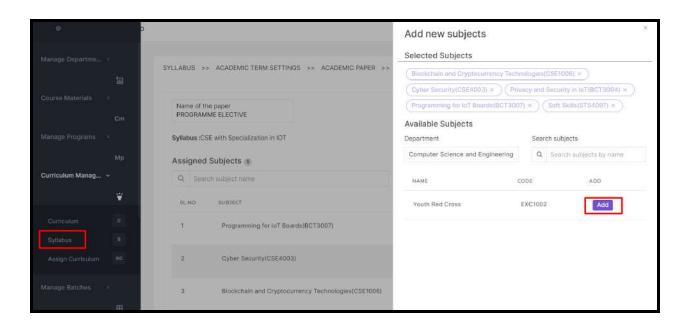
• After adding the semesters (Academic Terms), the next step is to add academic term papers in each academic term by clicking '*Add New*' Button.

Manage Departme	4	CURRICULUM	MANAGEMENT > SYLLABUS			
Course Materials	ta	SYLLABU	S >> ACADEMIC TERM SETTINGS >> ACADEMIC PAPER]		← Back
	Cm	Term :	51		Syllabus : CSE	with Specialization in IOT
Curriculum Manag 💊	Мр		ACADEMIC PAPER NAME	TOTAL NUMBER OF SUBJECTS ASSIGNED	EDIT	DELETE
	¥	1	PROGRAMME ELECTIVE	5	Edit	Delete
Curriculum Syllabus	C 5	2	UNIVERSITY CORE	3	Edit	Delete
Assign Curriculum	ac	3	PROGRAMME CORE	4	Edit	Delete
Manage Batches	¢	4	OPEN ELECTIVE	3	Edit	Delete
	œ					

• Input the name for the paper and click on '*Add Subjects*' to assign subjects to the papers.

Manage Departme <	CURRICULUM MANAGEMENT > SYLLABUS	
Course Materials X	SYLLABUS >> ACADEMIC TERM SETTINGS >> ACADEMIC PAPER >> ACADEMIC PAPER SUBJECTS	← Back
Cn Manage Programs	Name of the paper Label Name of the Paper	+ Add Subjects
Mş Curriculum Manag 🗸	Syllabus :CSE with Specialization in IOT Assigned Subjects (0)	Academic Term:S1 Assign Properties
Ŵ	No subjects selected!	
	Click here to select subjects.	
Syllabus S		
Assign Curriculum ac		
Manage Batches 📢		

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



For example,

BCA program curriculum is attached below,

We have the semester-wise subjects that the students study as a part of the program. certain subjects are mandatory for the students and some are electives in wich students pick subject based on their interest, that are also given in the curriculum.

We should design this in our software exactly the same.

semester /year/Trimester wise, we can add subjects to papers;

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

Sem	Title with Course Code	Course	Hours	Credit			Marks
		Category	per week		Intl	Extl	Total
	English-I	Common	5	4	20	80	100
	Mathematics	Compleme ntary	4	4	20	80	100
I	Basic Statistics	Compleme ntary	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
	English-II	Common	5	4	20	80	100
II	Discrete Mathematics	Compleme ntary	4	4	20	80	100
11	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
	Advanced Statistical Methods	Compleme ntary	4	4	20	80	100
	CA3CRT06-Computer Graphics	Core	4	4	20	80	100
III	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
	Operational Research	Compleme ntary	4	4	20	80	100
	CA4CRT10-Design and Analysis of Algorithms	Core	4	4	20	80	100
IV	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

Consolidated Scheme – I to VI Semesters of BCA

• 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.

Manage Departme		SVI LARUS	ACADEMIC TERM SETTINGS >> ACADEMIC PAPER >>		←Back
	每	STEPHEN PR			X. DOWN
Course Materials	¢	Name of the	paper IE ELECTIVE		+ Add Subjects
	Cm				
Manage Programs	¢	Syllabus :CSE	with Specialization in IOT	_	Academic Term:S1
	Мр	Assigned :	Subjects 5		Assign Properties
Curriculum Manag	×	Q Searc	h subject name		
	¥	SLINO	SUBJECT	ACTIONS	
Curriculum	C	1	Programming for IoT Boards (BCT3007)	🖀 Delete 🖉 Active	
Syllabus	5				
Assign Curriculum	ac	2	Cyber Security(CSE4003)	Telete Active	
Manage Batches	¢	3	Blockchain and Cryptocurrency Technologies(CSE1006)	Telete Active	

Backlog:

- We need to add slot-wise subjects to the papers.
- Workflow for Minors /Honours
- Course registration credits validation
- Refer WMINOR 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
- \diamond able to set the internal and external maximum marks
- ✤ Passing criteria
- ♦ We can set a subject as active/inactive, which reflects on the student side.

Assign details to selected subjects		×
Credit Disable	Disable	
Select Credit	Exclude Subject From Total	
Subject Type Disable	Disable	
Select Subject Type	Internal	
Grade Scheme Disable	Disable	
Select Grade	External	
No.of subject that a student can choose Disable		
1		
Internal Maximum Mark	External Maximum Mark	
0	0	

Internal Pass Criterias	
Pass Criteria	Value
Select Pass Criteria	- Remove
+ Add	
External Pass Criterias	
Pass Criteria	Value
Select Pass Criteria	- Remove
+ Add	
Aggregate Pass Criterias	
Pass Criteria	Value
Select Pass Criteria	- Remove
+ Add	
	Submit Reset
Clicking submit button will not permanent	y 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 <u>settings</u>

- 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 <u>Filter</u>

+		Linways Technologies Pvt.Ltd		=
	٩	BATCHES		
	*	T Hide Filters Program Botch Start Year Department X Program	Term x Curriculum x Batch Start Year	
	ta	VLSI DESIGN	2021	
Curriculum c Management	¥		Q Search K Reset	-
	Мр	Batches		Create Batch 💂
Batches	•			
Settings <	*	BA #1 VLSI 2021 A - 52	BA 4.2 VLSI BATCH B - 52	
Manage Assign	*			
	8			
		-		
		@2014-2020 All Rights Reserved Linways Technologies Pvt.Ltd.		Linways AMS v05.23 20201105.r.190

- 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.

		Linways Technologies Pvt.Ltd	Linways Technologies Pvt.Ltd			×	
		BATCHES			Name*		
		(* Show Filters) Program & Earth Start Year & Copartment a	Terri M Currolau	n #			
					Name of batch Description		
		Betches			Description for barct		
					Optional Name	Campus Type	
		BA #1DEMO BATCH - 55	0.00	BA #2 FIMM2022 - RESEAR		Сатрик Туре	
Batches		DOM INCOMM		MO MOCANA Millione	Optional Name of batch		
	4	1000		#5 ASMT BATCH TEST -	Department*	Program*	
		BA RATCH ASSESSMENT - 52 REMEISIVENT NEW PROCESSA	O E S	BA #5 ASMT BATCH TEST -	Department of the batch	eg - L20 B.ac - Computer science, PO M.sc - Computer	
					University	science	
		BA R.7 TEST BATCH ET - ST PC - W VT - Weiner of Vision Communication	688	BA #.8 BATCH A - S1 Service Text Tourner	University		
	18				University		
		BA #10 BATCH AAA - S2	2.8.2	BA #11 ASSESSMENT BATCI	Term details		
		The second second		participation of the second se	Тепт Туре		
		BA #13.01C52021 - 52	080	BA #14 U1EH2021 - 52	Final Imm		
		100000 PE - 0 In Computer Informat		Sec. A Legisland and Sec.	Current term *	Final term	
		BA #18-01MC2021 - 52	2.8.5	#17 P1EH2021 + 52	Current term	Term	
		BA SE MANYORS		BA +5-16A Signa	Current semester/year/term (Update after each semester ands)	Floai (em)	
		ялэ U20C2021 - 52		A 20 PIEC2021 - 52	Year	TC Issue Date	

- \rightarrow How do we asssign syllabus to curriculum?
- \rightarrow 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.

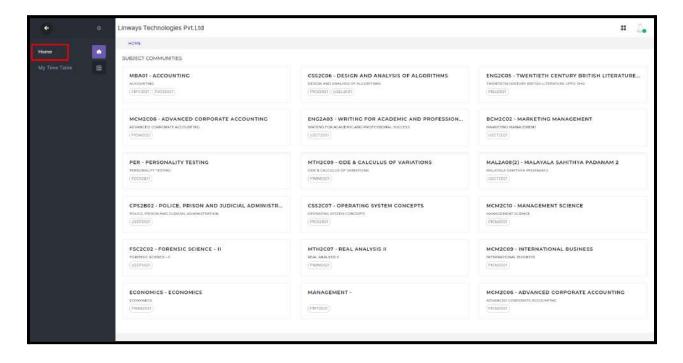
	ta			+ Create New
	< Cm	CM CURRICULUM FOR + ···· ···	CM CURRICULUM FOR (+	
anage Programs	e i i			
	Мр	CM UG - B_COM - COM +	CM UG - BBA - COMPU + ····· ··························	CM UG - BCA - COMPUT + ····· ····
urriculum Manag	~			
	¥	CM UG - BSC - COMPUT +	CM UG - BSC - PHYSICS +	CM UG - BA - COMPUTE + + +
Curriculum	c			
Syllabus	s	CM PG - MSC (2020 - 20 + ····· ···	CM PG - MCOM (2020 +	
Assign Curriculum	ac			

- 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	Q
	ter i		CSE with Specialization in IOT		+ Add
	Cm	CM CURRICULUM FOR + Currector Solince and Effic.	NON CREDIT COURSES		+ Add
Curriculum Manag	Мр ~				Cancel
	¥	Pass Criteria			
	c	Criteria: Value: 70 Percentade			
	ac	CM UG + 8_COM + COM + *** *			
	5	СМ UG - BSC - СОМРИТ +			

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

÷	=	Exam Controller MVP					III
		MY TIME TABLE					
	Q	TIME TABLE					
	•	Attendance Confirm	ed 📕 Unmarked 📕 Attendar		o 29th October, 2022	>	
My Time Table	œ	DAV/HOUR	HOUR T	HOUR 2	HOUR 3	HOUR 4	HOUR 5
Daily Work Log Daily Work Log Approval Exam Mark Entry <	wi wa	23 October, 2022 Sunday	THERMAL PHYSICS AND STATISTICAL MECHANICS LAB 08:00 AM - 08:00 AM				
		24 October, 2022 Monday	REAL ANALYSIS 08:00 AM - 08:00 AM 24	REAL ANALYSIS	THERMAL PHYSICS AND STATISTICAL MECHANICS LAB 10:15 AN - 11:15 AM		
			THERMAL PHYSICS		THERMAL PHYSICS		

- 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.

÷		Linways AMS V4 - Dei	mo		×		=	2.		
		DAY/HOUR	Assign Ho	ur	×	HOUR &	HOUR 5			
	م •	26 February, 2023	 Assign hour t Select Staff 							
My Time Table		Sunday	Select Staff							
			12	× Cancel B Submit						
			OPERATION	PH281 - Mechanics						
		27 February, 2023 Mondey	RESEARCH ECE 2020 A & B 08:00 AM - 08:45 AM	and properties of matter 2 09:45 AM - 10:30 AM						
			4	4						
		28 February, 2023 Tuesday		OPERATION RESEARCH 09/45 AM - 10:30 AM						

→ 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.

÷	=	Linways AMS V4 - De	mo				=	2.
	17.80	MY TIME TABLE						
	٩	TIME TABLE						
		Attendance Confirm	ed 📃 Unmarked 📃 Attenda	· · · · · · · · · · · · · · · · · · ·	to 4th March, 2023	>		
My Time Table	B	DAY/HOUR	HOUR 1	HOUR 2	HOUR 3	HOUR &	HOUR 5	
	wt		Aptitude and Reasoning					
Dally Work Log Approval	wa	26 February, 2023 Sunday	Development Satheesh Kumar					
	RE		09:00 AM - 09:45 AM					
	AR							
		27 February, 2023 Monday	OPERATION RESEARCH ECE 2020 A & B 09:00 AM - 09:45 AM	PH281 - Mechanics and properties of matter 2 08:45 AM - 70:30 AM				
		28 February, 2023		OPERATION RESEARCH				

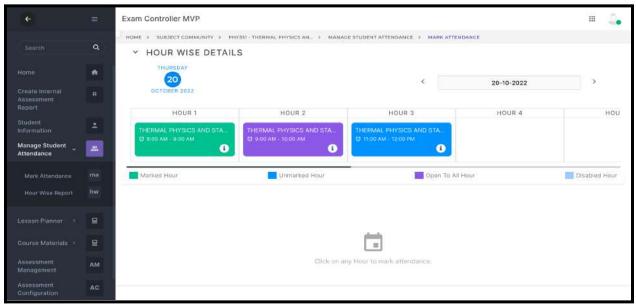
- Click on the person icon to mark the attendance.
- If the faculty handles multiple subject communities in the batch, select the subject community to mark the attendance.

*	=	Linways AMS V4 - Der	no				0	ш	4
		MY TIME TABLE		Select Su	bject Community	×			
		TIME TABLE		Select Subject	Community				
		Attendance Confirme	a – 16	Select Subject	ubject Community				
My Time Table		DAY/HOUR	3	QUANTITATI	CHT282 - SAFETY ENGINEERING OF PROCESS PLANTS BCA CSE QUANTTATIVE METHODS FOR COMPETITIVE EXAMINATIONS bca and maths VB01 - VERBAL COMMUNICATION HOUR S				
				titude and					
		26 February, 2023 Sunday			Development				
		27 Fabruary, 2023 Monday	RESEAR	PERATION RCH ECE 2020 & B AM - 09:45 AM	PH281 - Mechanics and properties of matter 2 00:45 AM - 10:80 AM				
		28 February 2023			OPERATION RESEARCH				

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

÷	=	Linways AMS V4 - De	mo				ш 🔔
	~	MY TIME TABLE					
Search	۹	TIME TABLE					
Home	٠	Attendance Confirm	ed 📒 Unmarked 📃 Attenda	26th February, 2023 ince Drafted Suspended	to 4th March, 2023	>	
My Time Table		DAY/HOUR	HOUR I	HOUR 2	HOUR 3	HOUR &	HOURS
Daily Work Log Daily Work Log Approval Reports 4 Attendance Rule	wi wa RE AR	26 February, 2023 Sunday	QUANTITATIVE METHODS FOR COMPETITIVE EXAMINATIONS bea and maths Staff Name 1 09:00 AM - 09:45 AM				
		27 February, 2023 Monday	OPERATION RESEARCH ECE 2020 A Samp; B 09:00 AM - 09:45 AM	PH281 - Mechanics and properties of matter 2 09:45 AM - 10:30 AM			
				OPERATION DESEADOR			

- 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	ш 🔔
		HOME > SUBJECT COMMUNITY > MP219 - OPERATION RESEARCH > MANAGE STUDENT ATTENDANCE > MARK ATTENDANCE	
	Q	1757	← Back
	•	HOUR WISE DETAILS	
Student Information	-	SUNDAY Quantitative Methods for Competitive Examinations (MTOE-2) March 2,2023 G 9:00 AM - 9:45 AM C 28-02-20)23
Manage Student Attendance		FEBRUARY 2022	
	8	Sort order	
	H	Roll Number 🗢 🗸 Mark All Present 🗙 Mark All Absent 🗏 Roll.No. Marking 🗮 Register No. M	arking 🔁 Confirm Attendance
	AM	BCA-A-BATCH Quantitative Methods for Competitive Examinations (MTOE-2)	
Internal Assessment			Strength : 6/6
Report		SEBIN BENNY VISHNU M Rol Number: 02 VISHNU M Rol Number: 04 VISHNU A	0
	obe	Register number MOP-RED-1102 Register number MOP-RED-1104 Register number MOP-RED-1104	
	CR	AKASH K P MOHAN Roji Number: 07 Register number: MGP-REG-1107 © ANJITHA MATHEW Rod Number: 08 Register number: MGP-REG-1108 © Register number: MGP-REG	5-1109

• 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.

(6)		Linways AMS V4 - Demo					#
	٩						
	٠	Sort order Hall Number 2	1 1	 Mark All Present X Mark All Absent 	= Roll.No. Markin	g = Register No. Marking	Confirm Atlandance
litudent Unformation	+	Student Name Ank Removed Register Number		BCA-A-BATCH	4		
Manage Student , Attendunce		Also tees Posset	Quantit	ative Methods for Competitive Ex	aminations (MT)	DE-2)	Strangth = 6/6
		Salah Manarat Mali Manarat 02	•	VISHNUM ME Rational Methods and A	0	MADHAY BAVINDRAN Ref Northert DE	0
	8	Replice Surder MOP-RED-THEE		Reputer notice: M0P-RED-1104		Neglater number: MGP-800-1106	
		AKADH K P MDHAN Rul Nurkuer 97 Register sumler M DP 450 -1107	ø	ANETHA MATHEW Norther GB Register Function MCP 4800-1008		ANGEL MARIA ROSE Ref Namber ON Register number MOP-REGISTION	0
internel Assessment Report							
	ebe	Marked av Present		Unmarked Students	6		Marked as Absent
		#2014-3022 AF Rome Reserved Lineary Tech	ntiopies Put.Ltd.				inere Ali via

- 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		II 🔒
	٩		2	
	٠	Sort order Roll Number 🔶	✓ Mark All Present × Mark All Absent ≡ Roll.No. Mar	rking 💷 Register No. Marking 🔂 Confirm Attendance
Student Information	÷		BCA-A-BATCH	
Manage Student Attendance			Quantitative Methods for Competitive Examinations (N	ATOE-2) Strength : 6/6
	8	SEBIN BENNY Rall Number: 02 Register number: MOP-RE0-1102	VISHNU M Reil Number: 04 Register number: MGP-REG-1104	MADHAV RAVINDRAN Roll Number: 06 Register number: MOP-RE0-1106
	8	f. construction of the second		
	AM	AKASH K P MOHAN Roll Number: 07 Register number: MGP-REG-1107	ANJITHA MATHEW Rell Number: D8 Register number: MGP-REG-1108	ANGEL MARIA ROSE Roll Number: 09 Register number: MGP-REG-1109
Internal Assessment Report				
	obe	Marked as Present	Unmarked Students	Marked as Absent
	CR			
		@2014-2022 All Rights Reserved Linways Technolog	ies Pvt.ltd.	Linways AMS v4.0

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

+		Linways AN	Roll number wis	e atten	dance marking		. X	# 4 <u>.</u>
		HOME > SU	Enter roll numbers of absente	es separated	I with , to mark absent			
	Q		04,02					← Back
		~ HOU	SEBIN BENNY - (02) ×	VISHNU M -	(04) ×			
						Cancel	ubmit 26-02-2023	•
		FEBI				1.000		
		Sort order						
		Roll Number	*		V Mark All Present X Mark All Absent	t 🔳 Roll.No. Ma	rking 🛛 🔳 Register No. Marking	Confirm Attendance
				Quanti	BCA-A-BATCI tative Methods for Competitive E	Contract (1997) 1997	/TOE-2)	
								Strength: 6/6
		SEBIN BENI			VISHNU M		MADHAV RAVINDRAN	
	obe	Roll Number, I Register numb	92 Her MGP-REO-1102	<u> </u>	Rol Number: 04 Register number: MGP-950-1104	e	Rot Number; 06 Register number: MGP-REO-1106	ଁ
		AKASH K P Roll Number: 4 Register num		۲	ANJITHA MATHEW Roll Number: 08 Register number: MGP-REG-1108	ø	ANGEL MARIA ROSE Roll Number: 09 Register number: MGP-REG-1109	ø

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

*		Linways AMS V4 - Demo	ш 🚑
Search	٩		
Home	•	Sort order	
Student Information		Roll Number 🗢 🗸 Mark All Present 🗙 Mark All Absent 🗮 Roll.No. M	larking 💷 Register No. Marking 🛅 Confirm Attendance
Manage Student Attendance		ECE A 2020 OPERATION RESEARCH (MP219)	
Lesson Planner C	2		Strongth : 3/3
Course Materials (8	Althu Rei Number: 1 Segister number: 2 Register number: 2	Anaswara Roll Mumber: 3 Register number:
Assessments	АМ	ECE B 2020 OPERATION RESEARCH (MP219)	
Internal Assessment			Strength : 3/3
Report OBE Settings	obe	Aswin Rol Number: 3 Rol Number: 3 Rol Number: 3 Rol Number: 3	Willy Roll Number: 3 Register number:
Course Reports	CR		
		Marked as Present Unmarked Students	Marked as Absent

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 <u>Lesson Planner</u> menu.

÷		Linways AMS V4 - Demo							*
		Sort order Rall Number •	PROPOSED PLAN DETAILS				Create an Actual Plan		
	Q		* Date of selected plans will be updated to attendance marking date.						
			CHOOSE	DATE IF	HOUR	MODULE *	TOPIC *	MODE OF	STATUS *
		Jithu He		27-02-2023	hour 1	Module 9	Dynamics	Tutorial	Not Covered
		Roll Number: 1 Register number:							O Partially Covered
									Covered
		Aswin Nill Roll Number: 2 Rol Register number: 2 Rol		27-02-2023	hour 1	Module 7	Systems	Tutorial	 Not Covered Partially
									Covered Fully Covered
	obe	Marked as Present							+
				21-02-2023	hour 1	Module 5	Systems	Practical	Not
		@2014-2022 All Rights Reserved Linways Technologies Pvt.Ltd.						× C	ose 🗸 Submit

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

	Sort order Roll Number 🗧	PROPC	SED PLAN	N DETA	ILS		Creat	e an Actual Pla
Q.		* Date of sele	cted plans will be u	pdated to atter	ndance marking d	ate.		
		CHOOSE	DATE IF	HOUR	MODULE *	topic*	MODE OF	STATUS*
	Jithu	He 🖸	06-03-2023	hour 1	Moduli	Theory of	Tutori	O Not
	Roll Number: 1 Register number:	Pici Reg				dynamics		Covered Partially Covered
						A		Covered
	Aswin Tot Number: 2 Register number:	Nin Tot Tet	27-02-2023	hour 1	Module 9	Dynamics	Tutorial	 Not Covered Partially
								Covered Fully Covered
	Marked as Present							+
		(0)	27-02-2023	hour 1	Module 7	Systems	Tutorial	Not
							× Cic	se 🗸 Subr

- 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.

÷	-	Linways AMS V4 - Demo							×
	Q	Roll Number 🔹		SED PLAN			late.	Creat	e an Actual Plan
			CHOOSE	DATE 🗗	HOUR	MODULE *	TOPIC *	MODE OF	STATUS *
		JRhu Roll Number: 1 Rd		27-02-2023	hour 1	Module 9	Dynamics	Tutorial	Not
Manage Student Attendance		Register number:							Covered Partially Covered
									Eulty Covered
		Aswin Roll Number: 2							
		Register number:		27-02-2023	hour 1	Module 7	Systems	Tutorial	 Not Covered Partially
		Markad as Present							Covered Fully Covered
									+
								× Cie	ose 🗸 Submit

• Updated the status of extended plan.

÷	Ш	Linways AMS V4 - Demo						()	×
	Q			SED PLAN			ate.	E Create	e an Actual Plan
		Sort order Roli Number	CHOOSE	DATE 🗗	HOUR	MODULE*	TOPIC *	MODE OF	STATUS*
				27-02-2023	hour 1	Module 7	Systems	Tutorial	Not.
									Overed Partially Covered
		Jithu He Roll Number: 1 Roll Register number: 1 Reg							Covered
			-						
				01-03-2023	hour 3	Module 7	Systems	Tutorial	O Not Covered Partially
		Aswin Na Roll Number: 2 Rodoster number: Red							Covered Fully Covered
	obe								Û
		Marked as Present		21-02-2023	hour 1	Module 5	Systems	Practical	Not Coursed
								× Clo	ose 🗸 Submit

• Click on submit to update the status.

							Course and	e an Actual Plan
			SED PLAN			atu.	E Creat	e an Actual Plan
	Start under Roll Number	CNODSE	DATE IF	ноов	MODULES	TOPIC*	MODE OF	STATUS *
tudent iformation			27-02-2023	hour 1	Module 7	Systems	Tutorial	O Not
								 Covered Partially Covered
	Jithu Ball Number: 1 Begster number:	Ho						Covered
			01-03-2023	tiour 3	Madule 7	Systeme	Tutorial	O Not Covered O Partially
	Aswin Roll Number 3	Palls						Covered Fully Covered
	Inglished number:							
	Marked as Present	101	21-02-2023	nour 1	Module 5	Systems	Practical	Not
							× Cit	se 🗸 Subm

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.

÷		Exam Controller MVP					ш 💭
		Student Name	٠	🗸 Mark All Present	× Mark A	All Absent 🛛 🗏 Roll.No. Marking	Confirm Attendance
	٩			PCM 2021	04.11		
	•			REAL ANALYSIS (MAT331)		Strength : 9/10
Create Internal Assessment Report		Aagney Rof Number: 1 Realister number:	0	Athira M Roll Number 12 Resident number:	9	Student Name 1004 Holl Number: 0 Register number: 23(ABSC073	•
Student Information						Highlight Full des and adder a	
Manage Student	2.	Student Name 1005 Roll Number: 0 Register number: 211A05C078	0	Student Name 1006 Roll Namber: 0 Register rumber: 211ABSC076	0	Student Name 1007 Roll Number: 0 Register number: 21(ABSC077	e
		Student Name 1008		Student Name 1899		Student Name 1900	
		Rol Number: 0 Register number: 211ABSC078	S	Roll Number: 001 Register number:		Roll Number: 02 Register cumber:	✓
		Student Name 909 Rod Number: 0 Register number: 21/A050002	Ø				
Assessment Management		Visiting on Discours					

• Mark attendance for new students >> confirm attendance.

COPY ATTENDANCE

• Click on the copy icon in the confirmed hours.

4	=	Linways AMS V4 - D	emo				··· _
	Q	Attendance Confir		Sth March, 2023 to ance Drafted Suspended	11th March, 2023) (*) 	
	•	DAY/HOUR	HOUR 1	HOUR 3	ноия з	HOUR 6	HOUR 5
My Time Table	=						
	wit	5 March, 2023					
Daily Work Log Approval	wa	Sunday					
	RE						
	A.		OPERATION	PH281 - Mechanics			
	AR	6 March, 2023 Monday	RESEARCH ECE 2020 A & B 09:00 AM - 09:45 AM	and properties of matter 2 09:45 AM _10:30 AM			
Assessment Reports	AR		4 (2)	4 (C)			
		7 March, 2023 Tuesday		OPERATION RESEARCH ECE 2020 A Samp; B 08:45 AM - 10:30 AM			

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

	Linways AMS V4 - De	ome		COPY AT	TEND	ANCE		
	Attendance Confirm	ed Unmarked Attend	s 5	Subject Comr	munity	COPYING AT	TENDANC	E DETAILS PH281 - Mechanics and properties of
	DAY/HOUR	Houth 1	HC	Staff Name Date			1	metter 2 Staff Name 1 2023-03-06
My Time Table				Hour			1	2
	5 March, 2023 Sunday				To Date ab 2023			× Q Search
				Note: You can't	copy atten	dance to already confirm	ned hours.	Copy Attendance
	11.000	OPERATION RESEARCH ECE 2020	PH281 - and pro				30-02-2025	
	6 March, 2023 Monday	A šamp; B 08-00 AM - 08-45 AM 20 09	44 81:00		*	SUBJECT NAME	HOUR	ATTENDANCE MARKED STATUS
					15		2	OPENED BY Steff Name 1
	7 March, 2023 Tuesday		OPE RESEARC A & 09:45 A3					

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

	Linways AMS V4 - De	emo		COPY A	TTEND	ANCE				×
	Attendance Confirm	ed 📰 Unmarked 👘 Attend	< 5 dance Drafted	Subject Com	munity	COPYING AT	TENDANC :	PH281 - Mechanics and	propert	ies of
	DAY/HOUR	HOURI	ы	Staff Name Date			1	matter 2 Staff Name 1 2023-03-06		
My Time Table				Hour			3	2		
Daily Work Log Daily Work Log	5 March, 2023 Sunday				To Date ab 2023				×	Q Search
				Note: You can'	t copy atten	idance to already confirm	med hours.) Copy A	Attendance
		OPERATION	PH281 -				20-02-2025			
	6 March, 2023 Monday	RESEARCH ECE 2020 A & B 09:00 AM - 09:45 AM	and pro ma 09:45 AA		-	SUBJECT NAME	HOUR	ATTENDANCE MARK	ED STATU	15
		4 (2)			i.		2	OPENED BY Staf	Name 1	
	7 March, 2023 Tuesday		OPE RESEARC A & (99:45 A)							

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

		Linways AMS V4 - D	emo		СОРУ А	TTEND	ANCE			
	٩	Attendance Confirm	ned 📰 Urimatked 👘 Attend	<	Subject Con	munity	COPYING AT	TENDANC	CE DETAILS PH281 - Mechanics and	properties of
	*	DAY/HOUR	HOUR I	HC	Staff Name Date Hour			*	matter 2 Staff Name 1 2023-03-06 2	
My Time Table	BB WI	5 March, 2023						1	14.	
	wa	Sundey			20 F	y To Date eb 2023 't copy atten	idance to already confir	ned hours.		X Q Search
	RE									
	A		OPERATION RESEARCH ECE 2020	PH281 - and pro				20-02-2023		
	AR	6 March, 2023 Monday	A & Amp; B 09:00 AM - 09:45 AM	09:45 AM			SUBJECT NAME	HOUR	ATTENDANCE MARK	ED STATUS
	AR				10	1		2	CONFIRME	ED
		7 March, 2023 Tuesday		OPE RESEARC A & OR:45 Ab						

- 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.

+	W	Exam	Cont	roller	MVP	6				Ш	2.
	۹	HOME French			сомми	JNITY 3	M21	FR 1.1 - FR	NCH > MANAGE STUDENT ATTENDANCE > HOUR WISE REPORT		
	٠										
Student Information				Clate Ran 2 to 21-		22					
Manage Student	25	< Sun	O Mon	ctobe _{Tue}	F Wed		2 Fri) Sat	S Reset		
		25	26	17	28 5	29 6	30 7	1			
		9	10	Ū	12	13	14	15			
		16 23	17	18 25	19 26	20 27	21	22 29	Search with a valid filter to get student details		
	8	30	31	1	2	3	4	5			
Assessment Management	АМ										
Assessment Configuration		_									
	obe	@2014	1-2022 /	All Rights	Reserv	veci Linw	ays Teo	chnologies	Villa.	inways AM	IS v4.0

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

+		Linway	rs AMS V4	4 - Demo										II 🔓
		HOME	> SUBJECT	COMMUNITY > MP	219 - OPERATIO	N RESEARCH >	MANAGE STUD	ENT ATTENDANC	E > HOUR WIS	SE REPORT				
	۹	OPERATIO	ON RESEAR	CH (MP219)										
	*													
Student Information	+	44460	lance Date Ra -2023 to 02											
Manage Student Attendance	25							Reset 9 Se	earch					
Mark Attendance									Sort by	student name 🗳	Choose	e options on ta	ble Exp	oort
	g		P : S1	tudent Present	HOUR WISE F		udent Absent		*:	Students are no	t in this batcl	n during the se	lected date.	
Course Materials (멑					06-02-2023		07-02-2023	08-02-2023	09-02-2023	10-0	2-2023	14-02-2023	15-02-20
	АМ	SL. NO	ROLL NUMBER	STUDENT NAME	HI	н	H2	H2	H3	H3	H2	H3	H2	H3
Internal Assessment Report		1	3	ANASWARA	P	P	P	Ρ	P	Ρ	A	Ρ	P	P
	obe	2	2	ASWIN	A	Ρ	Ρ	P	p	p	A	Ρ	Р	P

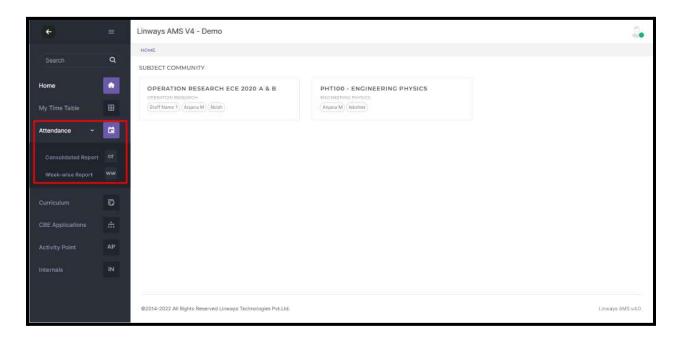
You can sort the student by student name, roll number or register number wise.

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

÷		Linway	s AMS V	4 - Demo									1	H 🔒
		HOME	SUBJECT	COMMUNITY > MP	219 - OPERATIO	N RESEARCH >	MANAGE STUD	INT ATTENDANC	E > HOUR WIS	E REPORT				
	Q	OPERATIO	N RESEAR	CH (MP219)										
	•													
Student Information			ence Date Re -2023 to 02			-								
Manage Student Attendance	8						¢	Reset Q Se	arch					
									Sort by	student name	Choose	options on tai	Die Exp	ort
Hour Wise Report													-	
	8		P : SI	tudent Present	HOUR WISE R		ident Absent		•;	Students are no	t in this batch	during the se	lected date.	
Course Materials 🕓	묘					06-02-2023		07-02-2023	08-02-2023	05-02-2023	10-03	-2023	14-02-2023	15-02-20
	AM	SL. NO	POLL NUMBER	STUDENT NAME	ы	ы	H2	H2	нз	ыз	H2	нз	H2	нз
Internal Assessment Report		1	з	ANASWARA	P	P	P	Ρ	P	p	A	Ρ	р	P
	obe	2	2	ASWIN	A	P	P	Р	Р	P	A	Р	Р	р

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 AM	AS V4 - Demo				
	~	ATTENDANCE	> CONSOLIDATED REPORT				
	٩	CONSOLI	DATED REPORT				
	*	Attendance T	t Dute	Terms			
	₩	02-03-2023		Choose term			
ttendance ~	a	-		C Reset Q Search			
							🖻 Export
				CONSOLIDATED REPORT			
	Ø	SL.NO.	SUBJECT NAME		ATTENDED HOURS	TOTAL HOURS	ATTENDANCE PERCENTAGE
		1	BASICS OF ELECTRICAL and ELECTRONICS	ENGINEERING (EST130)	0	0	0.00 %
	АР	2	OPERATION RESEARCH (MP219)		18	26	69.23 %
	AP IN	2	OPERATION RESEARCH (MP218) ENGINEERING PHYSICS (PHT100)		18	26	69.23 % 50.00 %

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

÷		Linways AMS	V4 - Demo						2.
	Q		TED REPORT						
	•	Attendence TH D 02-03-2023	ate)	Terms S2					
	₿					Reset Q Search			
Attendance v	-					leset 4 search			
								E Export	
					CON	SOLIDATED REPORT			
	ъ	SL.NO.	SUBJECT NAME			ATTENDED HOURS	TOTAL HOURS	ATTENDANCE PERCENTAGE	
		31).	OPERATION RESEARCH (MP2	219.)		18	26	09.23 %	
CBE Applications		2	ENGINEERING PHYSICS (PHT	F100)		1	2	50.00 %	
	АР				Total	19	28	573079755. 1622227550	
					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.

	Q	Terms S2						ruary 20,												
	•								Q, 56	arch	× Reset									
	⊞																			
Attendance ~		 Attendar 	ncë rëport is based i	on attenda	nce confi	irmation.													D D	port
								20.02	1025									29-02	2-2023	
	D	SL NO.	SUBJECT NAME	ноџ н у	HOUR	норя 3	HOUR	20-02 HOUR B	4008 6	HOUR 7	HOUR 8	HOUR 9	ноџя 10	ноия	ноця 2	ноон	ноџа 4	29-02 HOUR E	2-2023 HOUR 6	HOIL 7
		SL NO.	ENGINEERING	. 1	2	3	. 4	в	но-џа 6				ноул 10		2	3		HOUR	HOUR	
	D	54. NO. 1						ноця	HOUR				HOUR 10					HOUR	HOUR	

• Click on Export option to export the attendance report.

.		Linways A	MS V4 - Demo																	1.
	۹	Terms S2						ruary 20,												
	*								Q, 58	arch	× Reset									
	88																			
Attendance ~		* Attendar	ick report is based i	on attends	ince conf	Irmation.													D D	not 1
																		-	and the	por
								20-02	-2028									-20-03	2-2023	
	Ð	SL.NO.	SUBJECT NAME	нация	ноч# 2	ноци 3	HOLER	HOLE S	наши	HCSUM 7	HESUM	ысын 9	наля Ю	Houn	нопа	HOUR	ноця	HOL N S	HOUR	H018
		ĩ	ENGINEERING PHYSICS (
	AP	- 21	PHT100)																	
		z	OPERATION RESEARCH (MP219)	P											Р					
																				٠

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

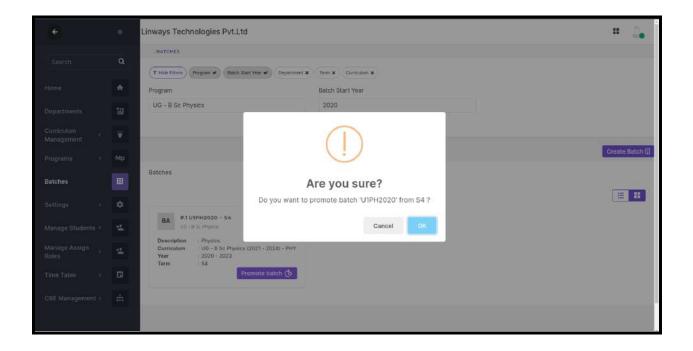
• Click on the Batches from the left pane

÷		Linways Technologies Pvt.Ltd		н " _{Да}
	٩	BATCHES T Hids Fitters Plogram V Botch Start Year V Department X	Term X Curticulum X	
	٠	Program	Batch Start Year	
	如	PG - M.Sc. Electronics	Select Batch Start Year	
Curriculum c Management	¥		Q Search X Reset	
	Mp			Create Batch 🔝
Batches	•	Batches		
	*	BA: #1 P2EL2020 - 54 PG - MSC Electionics	BA #2.P2EL2021-2023 - 54 2 1 2	BA #3.P2EL2019 - PASSO PG- M.Sc, Electronics
Manage Assign Roles	*	Description : Electronics Curriculum : PG - M.Sc. Electronics (2021 - 2023) - ELF Vear : 2020 - 2022		
	•	Term : S4 Promote batch 📀		
		BA #4 P2EL2018 - PASS I B	BA #5 P2EL2017 - PASSO / 1	BA #.6 P2EL2016 - PASSO PG M.S.: Electronics

- 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.

+		Linways Technologies Pvt.Ltd		#
	(
	•	(T Hide Filters) Program • (Botch Start Year • Department • Program	Term 🔹 Curriculum 🛩 Batch Start Year	Department
	t		2020	Select Department
Curriculum Management	e i	Term Select Term	Curriculum Select Curriculum	
	× M	te.	Q Search X Reset	
Batches				Create Batch 🞚
	< 4	Batches		
	1	1		= =
Manage Assign Roles	×	BA #1 U1PH2020 - \$4		
	š C	Gumeulum : UG - 8 Sc Physics (2021 - 2024) - PHY		
		Year : 2020 - 2023 Tarm : 54 Promote batch (3)		

• 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

÷		0	Exam Controller MVP	# <u>2</u>
			CBE MANAGEMENT & APPLICATION MANAGEMENT	
Search			APPLICATION MANAGEMENT	+ Create Application
Home		٠	1. CBE APPLICATION WITH SUBJECT PRIORITY 2023-30	
Departments		包	CA I, LEE APPLICATION WITH SUBJELT PRIORITY 2022-30 CBE APPLICATION 2022-3034	
Manage Programs		Мр		published Publish
Manage Curriculum			🛗 August 7th 2022, 10:00 AM - August 31st 2022, 3:10 PM 😁	
Manage Grade Scheme			0 Students Applied 241 Manage / View students >>	Edit application >>
Batches				
Settings			TA 2. TEST ABI Net dost	
Students		*		Inpublish Published
Assign Roles		4	Augunt 17th 2022, 12:00 PM - August 31et 2022, 12:00 PM	
Time Table			2 Studarits Applied 2 to View students >>	Edit application 30
Manage Attendance				
CBE Managemen	nt «	(m)	CA 3. CBE APPLICATION FOR PCM STUDENTS 2022-2024 An approximation-tooled course is one that can only be taken by students who have applied and been screptild into the course prior to the beginning of registration. Today, Causers is a global brinke learning put	form that afters enyone.
Application Management			anywhere, access to online courses and degrees from leading universities and companies.	Inpublish Published
Reports				
			🖺 August 24th 2023, 6:00 AM - August 31st 2023, 12:00 PM 🕞	
				and the second sec

- 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.

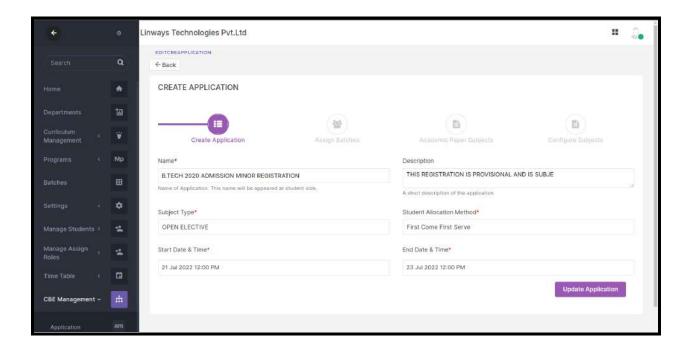
÷			Faculty Development Programme			III 🛵
Search		٩	D	1	B	(B)
Home			Create Application	Assign Batches	Academic Paper Subjects	
		10	Name*		Description	
Departments			CERTIFICATE COURSE APPLICATION			
Subject		₽	Once you publish this application, this name will be ap should enter a unique name.	seared at the student login. So you	Enter a brief note about this application. Thereby s application.	itudents will get the purpose of this
Manage Programs		Mp	Subject Type*		Student Allocation Method*	
Manage			CERTIFICATE COURSE		First Come First Serve	
Curriculum					Using this student allocation method, system will a	illocate the seats to applied students
Batches		⊞	Student side subject choosing option *			
1			Enable Subject Priority O Disable Subject	ct Priority		
Settings		٠	Start Date & Time*		End Date & Time*	
Students		-	08 May 2023 10:00 AM		12 May 2023 5:00 PM	
Assign Roles		-	From the date & time selected by you, students can se	e and apply for this application	From the selected date & time, this application pro	cess will stop and students cannot apply.
Centralized Cluster View						Update Application
Time Table	×	•				

First Come First Serve

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

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

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



NOTE:

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

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

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

Step 2: Batches Assigning

- Choose the desired filter and select the Program, Batch start year, Department, or Term.
- Click on the batches that are participating in the Subject selection process.
- Selected batches will be shown in green.
- There is an option to select which semester want to participate in this application, student profiles will display selected semester subjects for each batches.

+		Linways Technologies Pvt.Ltd			# 🚑
		((B)	(B)
	٠	Greate Application	Assign Batches	Acadamic Paper Subjects	Configure Subjects
	10	FILTER			
Curriculum Management	¥	(Y Hos Filters) (Pografi 🖌 (Balch Start Year 🖌 (Dep	artment 🖌 (Term 🖌 Carriculum H		
		Program	Batch Start Year	Department	
	Mp	VLSI DESIGN	2021	VLSI	
		Term			
	٠	52	QSe	urch x Reset	
	15				
Manage Assign Roles	*	SELECT BATCHES			
	a	VLSI 2021 A VLSI 2021 A	VLSI BATCH VLSI BATCH		
CBE Management ~	÷				
Application Management		SELECTED BATCHES You can click on batches to remove from selection			
		V VLSI 2021 A VLSI 2021 A	V VLSI BATCH VLSI BATCH B	U U2EN2021 U2EN2021	

÷		Faculty Development Programme	# û.
Search	c	SELECT BATCHES	
Home	•	BSC CHEM	
Departments	te		
Subject	B	SELECTED BATCHES You can click on batches to remove from selection	Selected Batches 2/ 2
Manage Programs	c Mg		By default, all students in the batch are assigned
Manage Curriculum	8	BSC CHEM B 2023 X 101 students assigned	B BSC CHEM A 2023 X 008 students assigned
Batches	œ	Choose semester : S1 •	Choose semester : S1 •
Settings	< 0		
Students	8 B	Back	Assign Students Assign Batches and Next
Assign Roles	< 4		
Centralized Cluster View	₩		
Time Table	• 6	@2014-2022 All Rights Reserved Linways Technologies Pvt.Ltd.	Linways AMS v4.0

• 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".

۴	٥	Exam Controller MVP	ш 🔒
Search	٩	(* Blue Film) (Register + (Blue) Stati Stati Stati Ver +) (Searmer +) (Sen +) (Senous +)	Q Bearin
Home	•	SELECT BATCHES	
Departments	钿		
Manage Programs	Мр	B BCOM-C B BSC CS 2021 A BATCH B US BSC CS 2021 A BATCH B US BSC CS 2021 A BATCH B US BSC MT IS US BSC MT IS US BSC MT IS US BSC MT IS	B BBA A BATACH 2022-2
Manage Curriculum	¥	VG 9 CON-Nina LG 82C NINA LG 82C NINA	SHO ISLOP OF STUDIES (2022
Manage Grade Scheme	01	B BA HIPS 2031 B B.SC PHCS 2021	
Batches	⊞	B IBA HIPS 2021 LG - Mar. Nor. N B IBSC PHCS 2021 LG - M2C - N(r - m	
Settings	¢		
Students	4		< 1 2 >
Assign Roles	*	SELECTED BATCHES You can click on batches to remove fram selection	Selected Batches 3/ 57 By default, all students in the batch are analyzed
Time Table	a	B BA-35-2022 B BSC PCM 2021 p PCM 2021B	
Manage Attendance	2	24 straterin saageed 1 students asageed 22 millions asageed	
CBE Management ~	÷.		
Application Management	am	Back	Assign Students Assign Batches and Next
Reports	Ϋ́,		
		APRIL 2013 M Source Rectanned Linearce Transmission For Ltd	Linear ANE JCE 22 3030108 - 100

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

• Proceed to the next section by clicking on "Assign batches and Next".

		Linways Technologies Pvt.Ltd	Assign Students
	Q	VL\$I DESIGN 2021	VLSI 2021 A
		Term	
		52	□ ± Student Name12844 ✓ ± Student Name12852
			□ ± Student Name12893 ✓ ± Student Name13128
		SELECT BATCHES	✓ ± Student Name13134 ✓ ± Student Name13234
		VLSI 2021 A VLSI BATCH VLSI 2021 A VLSI BATCH	✓
		APRENIS A	
		SELECTED BATCHES	VLSI BATCH B
		You can click on batches to remove from selection	
tanage Assign		V VLSI 2021 A V VLSI BATCH VLSI 2021 A	± Student Name11879 Student Name12041
			✓ ▲ Student Name12074 ✓ ▲ Student Name12239
			✓ ▲ Student Name12329
2BE Management -		Back	
			U2EN2021
			Student Name12280

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.

÷		Faculty Development Programme		III 🔔
	٩			
	٠	(語) (音) Create Application Assign Batches	Academic Paper Subjects Configure Subjects	
	卸	SELECT ACADEMIC PAPER SUBJECTS		
	₽		Filter with semesters	(
Manage Programs	Мр	If you have removed a paper/subjects from the existing Application, All Students in t reapply to remaining subjects	this subject will be discarded permanently and able to All Semesters	•
Manage Curriculum	¥	C CERTIFICATE COURSE	O OPEN COURSE PAPER	9
	⊞	Syllabus : B.SC CHEMISTRY Dept : CHEM Sem : S1	Syllabus : B.SC CHEMISTRY Dept : CHEM Sem : 5	45
	۰	SELECT ACADEMIC PAPER SUBJECTS	SELECT ACADEMIC PAPER SUBJECTS	ai
	-	✓ SUBJECT 2 (SUBJECT 2) ✓ SUBJECT 3 (SUBJECT 3)	✓ SUBJECT 5 (SUBJECT 5) ✓ SUBJECT 4 (SUBJECT 4)	
	-			
Centralized Cluster View		Back	Assign Subjects and Net	ct
Time Table				

- 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.

*	٥	Linways Technologies Pvt.Ltd		#
	٩	(11)		(B)
	٠	Create Application Assign Batches	Academic Paper Subjects	
	如	SELECT ACADEMIC PAPER SUBJECTS		
Curriculum c Management	۲	You can expand cards to assign academic paper subjects seperatly e ENGLISH DEPT ELECTIVE	VLSI DEPT ELECTIVE	
	Мр	SELECT ACADEMIC PAPER SUBJECTS	SELECT ACADEMIC PAPER SUBJECTS	
	₿	✓ MULTIRATE SIGNAL PROC ✓ GRAMMAR AND TRANSLA	✓ VLSI PROCESS TECHNOL	✓ MULTIRATE SIGNAL PROC
	٠	PATTERN RECOGNITION &		
	*			
Manage Assign Roles	*	Back		Assign Subjects and Next
	G			
		@2014-2020 All Rights Reserved Linways Technologies Pvt.Ltd.		Linways AMS v05.23 20201105.r.190

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.

*	٥	Linways Technologies Pvt.Ltd			н 🚑
	Q	CONFIGURE SUBJECTS			
	*	M MULTIRATE SIGNAL PRO	CESSING SAMP: COGN	G GRAMMAR AND TRANSL	ATION
	ta	Application Seat Count	10	Application Seat Count	5
Curriculum c Management	¥	Application Fee	0.00	Application Fee	0.00
	Мр				
	₿				
	٥	V VLSI PROCESS TECHNOI	LOGY		
	*	Application Seat Count	5		
Manage Assign Roles	*	Application Fee	0.00		
	۵				
	ŵ	Back			Finish

Step 5: Publishing Application

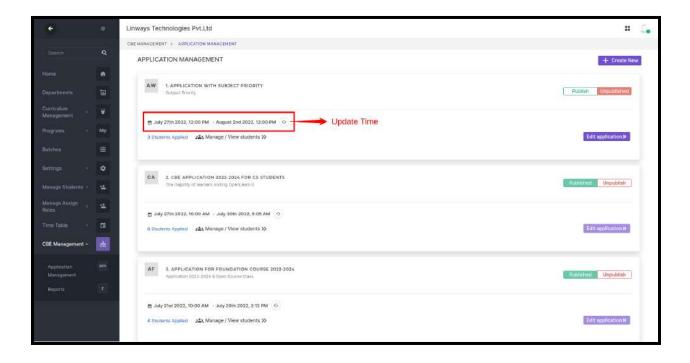
- Click on the Publish Button Shown for Publishing the application.
- Only then can students view the applications and be able to apply.
- Edit Application is enabled only when the application is in the "Unpublished" state.

÷		Linways Technologies Pvt.Ltd	н 🔒
		CHE MANAGEMENT 3 ADDUCATION MANAGEMENT	
		APPLICATION MANAGEMENT	+ Create New
	٠	AW 1.APPLICATION WITH SUBJECT PRIORITY	
		Subject from y	Publish Unpublished
Curriculum Management		H July 27th 2022, 12:00 PM - Angust 2nd 2022, 12:00 PM G	
		3 Students Applied 22: Manage / View students >>	Edit application W
	₿		
	٥	CA 2. CBE APPLICATION 2022-2024 FOR CS STUDENTS	
	4	The majority of learners waiting Opercearn d	Published Unpublish
Manage Assign Roles	4	🖻 July 27th 2022, 10:00 AM - July 30th 2022, 9:05 AM 💿	•
		6 Students Applied zžs. Manage / View students 33-	Edit application a
CBE Management ~	÷		
Application Management		AF 3. APPLICATION FOR FOUNDATION COURSE 2022-2024 Application 2022-2028 & Open Course Class	Published Unpublish
Reports			
		⊟ July 21st 2022, 10:00 AM - July 20th 2022, 2:12 PM G	
		4 Students Applied 22s Manage / View students >>	Edit application #

• Click on the "edit application " button to make changes to the application.

*		Linways Technologies Pvt.Ltd	# 2 <u>.</u>
		CRE MANAGEMENT 3 ADPLICATION MANAGEMENT	
		APPLICATION MANAGEMENT	+ Create New
	*	AW 1. APPLICATION WITH SUBJECT PRIORITY	
		Bubled from	Publish Unpublished
Curriculum Management		H July 27th 2022, 12:00 PM - Angust 2nd 2022, 12:00 PM 6	
		3 Students Applied 22s Manage / View students 39	Edit application >>
	8		
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• Application start time and end time can be changed by clicking the "update time" button.



• Click on the "Update" button after providing the details.

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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

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• Click on the "More Details" of the subjects to view or export the student's list.

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• 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.

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Applied students list:

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

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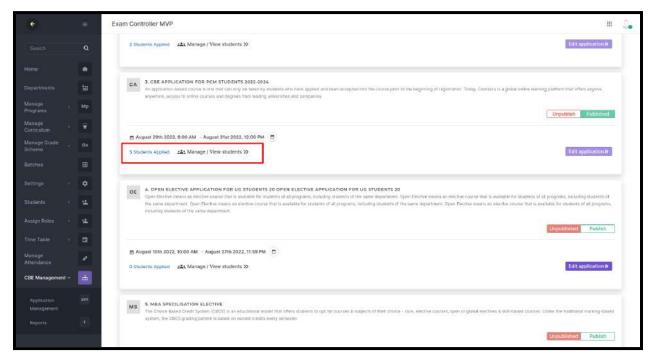
• We can export the all-student list by clicking on the 'Export' option.

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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.

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		٠								SUBJECT NAME	PRIORITY	APPLIED DATE		
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		r.	6	21IAB5C030	Student Name 937	S3	student937@test.com	00000					NOT APPLIED	3

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		6	211ABSC030	Student Name 937	53	student937@test.com	00000					NOT APPLIED	5

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.

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• The subject community formation reflected in assign roles should be

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STUDENT SIDE

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3167 August 2022, 12:00 PM	Apply Exam Registration				Application status : Open Applied status : APPLIED	

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 \Rightarrow Centralised.

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	-	Batches : 1		and Control 1				

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

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Step 1 : Assign Subject

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

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		PH281 - MECHANICS AND PROPE 2	CA1	
		& Faculty:0 譬 Students:2	≜ fa	
		PH271 - OPTICS	PH	

Step 2: Assign Faculty

Select the faculty to be assigned for the selected subject.

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		Faculty : 1 Students : 21	SOUL BACHELOR OF ECIENCE IN PSYCHOLOGY	③ ATHIRA RAJENDRAN	GAYATRI S MASTER OF BUILDINESS ADMINISTRATION	
			B RYNU THOMAS	AARON V VARGHESE	SACHU K KURIAN BACHELOR OF ECONOMICS	
		PH281 - MECHANICS AND PROPE / E C III Batches: 1 III & Faculty: 0 III Students: 2	C KAVVASREE ASHOK BACHELOR OF ECONOMICS	JOSEPH KUNJU PAUL MACHELOR OF COMPUTER APPLICATION	MATHEWS VELLARAVIL JOHN MATHEMATICS	
		PH27I - OPTICS P	DINEETHU JOHN	C ADARSH S R	SATHEESH KUMAR MATHEMATICS	

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.

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				APPLICATION	MATHEMATICS
		PH271 - OPTICS	NEETHU JOHN MATHEMATICS	C ADARSH 5 R MATHEMATICS	SATHEESH KUMAR MATHEMATICS

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

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	. 2	& Faculty::0 Students::2		RACHELOR OF ECONOMICS	S JOSEPH KUNJU PAUL BACHELOR OF COMPUTER APPLICATION	MATHEWS VELLARAYIL JOHN MATHEMATICS
Centralized Cluster View	Ħ	PH271 - OPTICS	P	NEETHU JOHN	C ADARSH S R MATHEMATICS	SATHEESH KUMAR MATHEMATICS

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.

	Linways AMS V4 - Demo			ж.
	ASSIGN BOLES > CENTRALIZED	A	-	
	(T Hos Filler) Start - Schjeet - Sem - Sylacus - Curicaum	Assign Subject	Assign Faculty Assign Stu	
	Staff Sub			
to	Select Staff * Sel	SUBJECT: CHT282 - SAFETY ENGIN	IEERING OF PROCESS PLANTS	
	Batch	2 FACULTY SELECTED		
	Select Batch -		Search Facul	ty Q
		MOHAMMED RAFI NAZEER	ONATHAN BACHELOR OF SCIENCE IN	BACHELOR OF SCIENCE IN
			PSYCHOLOGY	PSYCHOLOGY
	PSY 103 - INTRODUCTION TO PSY.	SHEFFY BACHELOR OF SCIENCE IN PEYCHOLOCY	DINS BACHELOR OF SCIENCE IN PSYCHOLOGY	C ALFRED BACHELOR OF SCIENCE IN PSYCHOLOGY
	# Batches : 1 # Students : 21 #	SON BACHELOR OF SCIENCE IN PSYCHOLOGY	ATHIRA RAJENDRAN	C GAYATRI S MASTER OF BUISINESS ADMINISTRATION
	PH281 - MECHANICS AND PROPE	RYNU THOMAS	AARON V VARCHESE BACHELOR OF ECONOMICS	SACHU K KURIAN BACHELOR OF ECONOMICS
1 1	#Batches:1	KAVYASREE ASHOK BACHELOR OF ECONOMICS	JOSEPH KUNJU PAUL BACHELOR OF COMPUTER	MATHEWS VELLARAVIL
	& Faculty : 0 👹 Students : 2 🛔	were transmission over a second se	APPLICATION	MATHEMATICS
	PH271 - OPTICS	NEETHU JOHN NATHEMATICS	ADARSH S R MATHEMATICS	SATHEESH KUMAR MATHENATICS

*		Linways AMS V4 - Demo					
		ASSIGN ROLES > CENTRALIZED			-		
		(Y Hide Fitters) Staff + Sutjuct + Term + Syllabor	s x Ourscalar	Assign Subject	Assign Faculty Assign St		n.
		Staff	Subj	SUBJECT: CHT282 - SAFETY ENGI			
	ta	Select Staff	* Sei	SUBJECT: CHT282 - SAFETY ENGI	NEEHING OF PROCESS PLANTS		
		Batch		2 FACULTY SELECTED			~
		Select Batch	*	MOHAMMED RAFI NAZEER (8) BACHELOR OF ECONOMICS	SHEFFY 8 BACHELOR OF SCIENCE IN PSYCHOLOGY		
					Search Fact	atv.	C
Manage Programs				-			
vlanage Surriculum		PSY 103 - INTRODUCTION TO PSY		MOHAMMED RAFI NAZEER BACHELOR OF ECONOMICS	BACHELOR OF SCIENCE IN PSYCHOLOCY	ATHIRA BACHELOR OF SCIENCE PSYCHOLOGY	314
		PSV 103 - INTRODUCTION TO PSV # Batches : 1 # Faculty : 1	11 11 14	SHEFFY BACHELOR OF SCIENCE IN PSYCHOLOGY	JINS BACHELOR OF SCIENCE IN PSYCHOLOCY	ALFRED BACHELOR OF SCIENCE PSYCHOLOGY	IN
				SOU BACHELOR OF SCIENCE IN PSYCHOLOGY	ATHIRA RAJENDRAN	GAYATRI S MASTER OF BUISINESS ADMINISTRATION	
		PH281 - MECHANICS AND PROPE		RYNU THOMAS	@ AARON V VARGHESE	SACHU K KURIAN	
		& Foculty : 0 👹 Students : 2		8.PHARM	BACHELOR OF ECONOMICS	BACHELOR OF ECONOM	1105
				BACHELOR OF ECONOMICS	OSEPH KUNJU PAUL BACHELOR OF COMPUTER APPLICATION	MATHEWS VELLARA JOHN MATHEMATICS	YIL.
		PH271 - OPTICS	T P			MATHEMATICS	

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.

			Linways AMS V4 - Demo			_0_		V	
		۹	ASSIGN ROLES > CENTRALIZED		Assign Subject	Assign Faculty	Assign Student	s Confirm	
		Q.	(Y Hide Filters) Staff + Select + Term + Sylabols #	Curriculum	SUBJECT: CHT282 - SAFETY EM	GINEERING OF PROCE	SS PLANTS		
			Staff	Subj	D STUDENT(S) SELECTED				
			Select Staff .	Se	Filter Batches		Search Students		Q
			Batch						
			Select Barch -	π.	BCA-A-BATCH		Academic paper name		
			1	-	Select All Deselect All		electronics elective	1	
					SEBIN BENNY	VISHNU M		MADHAV RAVINDRAN	
Manage Programs					ROLL NO: 02	ROLL NO: 04		POLL NO: 06	
					() AKASH K P MOHAN	() ANJITHA MA		ANGEL MARIA ROSE	
			PSY 103 - INTRODUCTION TO PSY	в	REG NO: MOP-REG-1107 ROLL NO: 07	REG NO: MGP- ROLL NO: 08	REC-1108	REG NO: MGP-REG-1109 POLL NO: 09	
			#Batches : 1						
			🛔 Feculty: 1 🦉 Students : 21		MANOJ KUMAR M REG NO: MGP-REG-110 ROLL NO: 10				
					CSE-CS-2022-B		Academic paper name		
			PH281 - MECHANICS AND PROPE	c #	Select All Deselect All		electronics elective 1		
			A Faculty : 0 🔮 Students : 2		ALEX 3 KALATHIL ROLL ND: 02	THERUS MAT	THEW		
		8	Q		ECE A 2022		Academic paper name		
			PH271 - OPTICS	E P	Select All Deselect All		electronics elective 1		

Students can be selected from the list available batchwise.

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

÷		Linways AMS V4 - Demo		-0-			
	Q	ASSIGN ROLES > CENTRALIZED	Assign Subject	Assign Faculty	Assign Students	Confirm	
Search		THose Fillers Bratt & Subject & Term & Sylladess & Conticuum	SUBJECT: CHT2B2 - SAFETY ENC	INEERING OF PROCE	ESS PLANTS		
Home		Staff Sub	O STUDENT(S) SELECTED				•
Departments		Select Staff • Se	Filter Batches		Search Students		Q.
		Batch	Find Decines				
Subject		Select Batch +	BCA-A-BATCH		Academic paper name		
			CSE-CS-2022-B		electronics elective 1		
Manage Grade Scheme			ECE A 2022			MADHAV RAVINDRAN	
Manage Programs			HULL NO. 04	WOLL NOT UN		ROLL NO: 66	
Manage Curriculum		PSY 103 - INTRODUCTION TO PSY.	AKASH K P MOHAN REG NO: MGP-REG-1107 ROLL NO: 07	ANJITHA MA	-REG-TION	ANGEL MARIA ROSE REG NO: MCP-REG-1109 ROLL NO: 09	
Batches		La Seculty : 1	MANOJ KUMAR M REG NO: MGP-REG-110 BOLL ND: 10				
Settings			CSE-CS-2022-B		Academic paper name		
Students		PH281 - MECHANICS AND PROPE	Select All Deselect All		electronics elective 1		3
Assign Roles		▲Faculty:0 👹 Students:2 🔺	ALEX 3 KALATHIL ROLL ND: 02	C THERUS MA	THEW		
Centralized			ECE A 2022		Academic paper name		
Cluster View	m	PH271 - OPTICS	Select All Deselect All		electronics elective 1		

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

	Linways AMS V4 - Demo			-0-			
	ASSIGN ROLES > CENTRALIZED		Adsign Subject	Assign Faculty	Assign Studer	nts Confirm	
	(T Hala Filters) (Statt & Surject & Tarm & Sylators & Cou	mesam	SUBJECT: CHT282 - SAFETY EM	NGINEERING OF PROC	ESS PLANTS		
	Staff	Subj	D STUDENT(5) SELECTED				24
	Select-Stalf ·	Sa			Search Students		Q
	Batch		Filter Batches		Search Students		4
	Select Batch		BCA-A-BATCH		Academic paper na	me	
			Select All Deselect All		electronics electi	ve 1	*
			SEBIN BENNY	VISHNU M		MADHAV RAVINDRAN	
			ROLL NO: 02	ROLL NO: 04		ROLL NO: DE	
	PSY 103 - INTRODUCTION TO PSY / II	8	AKASH K P MOHAN REC NO: MCP-REC-1107 ROLL NO: 07	C ANJITHA N REG NO: MO ROLL NO: 08	P-REG-TION	ANGEL MARIA ROSE REG NO: MGP-REG-1109 ROLL NO: 09	
	Faculty : 1 👹 Students : 21		MANOJ KUMAR M REG NO: MGP-REG-TIO ROLL NO: 30				
			CSE-CS-2022-B		Academic paper na	me	
	PH281 - MECHANICS AND PROPE	с #	Select All Deselect All		electronics electi	ve 1	•
	A Faculty : 0 👹 Students : 2		ALEX 3 KALATHIL ROLL NO: 02	THERUS M			
			ECE A 2022		Academic paper na	me	
	PH271 - OPTICS	P	Select All Deselect All		electronics electi		*

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

		Linways AMS V4 - Demo				8
		ASSIGN ROLES > CENTRALIZED		0 (
		Staff Subj	Assign Subject	Assign Faculty Assign Si	tudents Confirm	
		Select Staff * Sel	B STUDENT(S) SELECTED			*
		Seinct Batch •	Filter Batches	Search Stude	nts	٩
			BCA-A-BATCH	Academic pape	er name	
			Select All Deselect All	electronics e	MADHAV RAVINDRAN	
Manage Curricutum		CHT282 - SAFETY ENGINEERING 🥒 🍵 P	REC NO. MCP. REC-1102 ROLL NO. 03	REC NO. MCP-REC-104 ROLL NO. 94	REC NO: MCP-REC-1196 ROLL NO: 06	
		Batches : 2. ■ Faculty : 2 ■ Students : 7	AKASH K P MOHAN BEC NO MCP BEC 1107 BOLL NO 07	ANJITHA MATHEW REG NO: MCF REC-1108 ROLL NO: 08	ANGEL MARIA ROSE REG NO: MCF-REC-1109 ROLL NO: 09	
			MANOJ KUMAR M REG NO: MCH-REC-110 ROLL NC: 10			
		CAICRTOI - COMPUTER FUNDAME / B Batcher 1 Faculty 1 Students : 2	CSE-CS-2022-B	Academic pape	er name	
Assign Roles	-	autona, 2	Select All Deselect All	electronics e	lective 1	•
Centralized	0	PH281 - MECHANICS AND PROPE / E P	ALEX 3 KALATHIL BOLL NO: 02	O THERUS MATHEW BOLL NO DE		

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.

		Linways AMS V4 - Demo					×
	Q	ASSIGN ROLES > CENTRALIZED		A			
		(Y Hdu Fitters) Statt 🖌 Sutters 🖌 Term 🖌 Sylacus 🛪	Outiquiam	Assign Subject	Assign Faculty Assign	Students Confirm	
		Staff	Subj		GINEERING OF PROCESS PLANTS		
		Select Stalf	Se		GINEERING OF PROCESS PLANTS		
		Batch		9 STUDENT(5) SELECTED			
		Select Batch	1	Filter Batches	Search Stu	dents	Q.
				BCA-A-BATCH	Academic pa	iper name	
				Select All Deselect All	electronics	elective 1	Ψ.
				SEBIN BENNY	VISHNU M	MADHAV RAVINDRAN	
		PSY 103 - INTRODUCTION TO PSY /	в	ROLL NO: 02	BOLL NO: 04	ROLL NO: 06	
		Batches ; 1	п	AKASH K P MOHAN	ANJITHA MATHEW	ANGEL MARIA ROSE	
		▲ Faculty : 1		ROLL NO: 07	ROLL NO: 00	ROLL NO: 09	
				MANOJ KUMAR M			
	4	PH281 - MECHANICS AND PROPE 🖉 🖀	с	ROLL NO: 10			
		#Batches :1		CSE-CS-2022-B	Academic pa	iper name	
		Stodens: 2		Select All Deselect All	electronics	elective 1	*
	⊞			ALEX J KALATHIL	O THERUS MATHEW		
		PH271 - OPTICS	P	ROLL NO: 02	BOLL NO: 06		

÷		Linways AMS V4 - Demo						ж
		ASSIGN ROLES > CENTRALIZED		A				
		(Y Hole Filters) Staff + Staffect + Term + Sylands #	Curriculum	Assign Subject	Assign Faculty	Assign Stud		
		Staff	Subj	SUBJECT: CHT2B2 - SAFETY EP				
		Select Stall	* Se		NOINEEHING OF PROCE	SS PLANTS		
		Eatch	-	9 STUDENT(S) SELECTED				
		Select Batch	*	SEBIN BENNY () VISHNU BCA-A-BATCH BCA-A-BJ		DRAN (C AKASH BCA-A-B	K P MOHAN 🛞	
						ANOJ KUMAR M 🤇	ALEX J KALATHIL (9) OSE-OS-2012-6	
				THERUS MATHEW (2) CSE-CS-2022-8				
		PSY 103 - INTRODUCTION TO PSY.	в	Filter Batches		Search Students		Q
		載 Botches 1 鼻 Faculty:1 響 Students:21		BCA-A-BATCH		Academic paper n		
				Select All Deselect All		electronics elec	tive 1	. v .
		PH281 - MECHANICS AND PROPE	с	SEBIN BENNY RES NO: MGP-REG-ROS ROLL NO: 02	VISHNU M REG NO: MGP- ROLL NO: 64	REG-1104	MADHAV RAVINDRAN REC NO: MGP-REG-1106 ROLL NO: 06	
		#Batches 1		AKASH K P MOHAN	ANDITHA MA	TUCW	ANGEL MARIA ROSE	
		Faculty:0 👹 Students : 2		REC NO: NOP-REC-1107 ROLL NO: 07	REG NO: MCP- RDLL NO: UR		REC NO: WCP-REC-1109 ROLL NO: 09	
Centralized Cluster View	⊞	PH271 - OPTICS	Р	MANOJ KUMAR M				

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.

		Linways AMS V4 - Demo	
	٩	ASSIGN ROLES > CENTRALIZED	
		(T Hids Films) Etall V (Support V) Term V Syllabos R Cuticulus	M Assign Subject Assign Faculty Assign Students Confirm
		Staff Sut	B SUBJECT: CHT282 - SAFETY ENGINEERING OF PROCESS PLANTS
		Select Staff * Se	
		Batch	SUBJECT COMMUNITY NAME
		Select Batch	
			FACULTY TOTAL COUNT: 2
Manage Programs			MOHAMMED PAFI SHEFFY SALEER BACHELOR OF ECONOMICS SYLEND OF SCIENCE IN PSYCHOLOGY
		PSY-103 - INTRODUCTION TO PSY	STUDENTS TOTAL COUNT: 9 B BCA-A-BATCH STUDENTS: 7
		Foculty: 1 Students: 21	COSEBIN BENNY REC NO. NED-REC-1102 RECL NO: 02 RECL NO
		PH281 - MECHANICS AND PROPE	C BOLL NO: 07 C BOLL
		#Batches 1	
	*	A Faculty:0	COMANDI KUMAR N REGUNAR N ROLL NO: 10
	₿		CSE-CS-2022-B STUDENTS: 2
Cluster View	0.00	PH27I - OPTICS	P O ALEX J KALATHIL B O THERUS MATHEW

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

÷		Linways AMS V4 - Demo				×
		ASSICH ROLES) CENTRALIZED	Durotukan	Assign Subject Ass	sign Faculty Assign Stu	idents Confirm
		Staff	Subj	SUBJECT: CHT282 - SAFETY ENGINEE	DING OF DROCESS PLANTS	
		Select Staff *	Sei	SUBJECT COMMUNITY NAME	nury at a new and Child of	
		Select Batch		CHT282 - SAFETY ENGINEERING	OF PROCESS PLANTS BCA CSE 20	122
				FACULTY MOHAMMED RAFI NAZEER	SHEFFY BACHELOR OF SCIENCE IN PRYCHOLOGY	TOTAL COUNT: 2
Programs	Mp.			BACHELOR OF ECONOMICS	MaxCHOLOGY	TOTAL COUNT: 9
		PSY 103 - INTRODUCTION TO PSY / B	B	BCA-A-BATCH		STUDENTS: 7
		🛔 Faculty : 1 👹 Stodents : 21		SEBIN BENNY REC ND: MCP-REC-1102 ROLL NO: 02	VISHNU M REC NO: MGP-REG-1104 ROLL NO: 04	MADHAV RAVINDRAN
	*	PH281 - MECHANICS AND PROPE 🕜 📳	c	AKASH K P MOHAN	ANJITHA MATHEW REG NO: MGP-REG-1108 ROLL NO: 08	ANGEL MARIA ROSE REG NO: MGP-REC-1109 ROLL NO: 09
	4	# Batches : 1 & Faculty : 0 월 Students : 2	Ă	MANOJ KUMAR M		
				C5E-C5-2022-B		STUDENTS: 2
Cluster View		PH271 - OPTICS	P	ALEX 3 KALATHIL	C THERUS MATHEW	

Click confirm to create subject community.

	_	Linuary MACMA Dama		SUBJECT: CH1282 - SAFETY ENGINEE	ERING OF PROCESS PLANTS	
÷		Linways AMS V4 - Demo		SUBJECT COMMUNITY NAME		
	a	ASSICH ROLES > CENTRALIZED		CHT282 - SAFETY ENGINEERING	OF PROCESS PLANTS BCA CSE 20	322
		(* Hole Filters) (Bull + (Subject + Term + Sylatus * Curris	atom	FACULTY		TOTAL COUNT: 2
		Staff	Subj	MOHAMMED RAFI	SHEFFY BACHELOR OF SCIENCE IN	
	包	Select Staff *	Se	BACHELOR OF ECONOMICS	PSYCHOLOGY	
		Batch		STUDENTS		TOTAL COUNT: 9
		Select Batch +		BCA-A-BATCH		STUDENTS: 7
				SEBIN BENNY REG NO: MGR-REC-102 ROLL NO: 02	VISHNU M REG NO: MCP-RED-1104 ROLL NO: 04	MADHAV RAVINDRAN
Manage Programs				CAKASH K P MOHAN REG NO: MCP-REG-007 ROLL NO: 07	ANJITHA MATHEW REG NO: MCP-REG-1108 ROLL NO: 08	ANGEL MARIA ROSE REG NO: MGP-REG-1109 ROLL NO: 09
		PSY 103 - INTRODUCTION TO PSY 2 1	в	MANOJ KUMAR M		
		🌢 Facalty : 1 🔮 Studenta : 21		CSE-C5-2022-8		STUDENTS: 2
				ALEX J KALATHIL	THERUS MATHEW	
		PH281 - MECHANICS AND PROPE	с #	ROLL NO: 02	ROLL NO: 06	
		A Faculty : 0 🔮 Students : 2	1			 Confirm
Centralized Cluster View	в	PH271 - OPTICS	Р			

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.

÷		Linways AMS V4 - Demo		II 🚣
Search	a	ASSIGN ROLES > CENTRALIZED		
		(Y Hide Filters) (Staff Subject Y (Term Y Syllabus X C	Barriculum 🛪 🔰 Program 🛪 🗍 (Barch 🛩	
	٠	Staff	Subject	Term
	協	Select Staff *	Select Subject .	Select Term .
		Batch		
	8	Select Batch 👻		
Manage Grade Scheme			Ö Reset 🗸 Search	
Manage Programs	Mp			+ Create Subject Community
Manage Curriculum	¥	CHT282 - SAFETY ENGINEERING 🖉 🔳	PSY 103 - INTRODUCTION TO PSY	BCM1A07-1 - MALAYALAM A
Batches	₩	≗ Faculty : 2 ঔStudents : 7	Faculty:1 Students:21	▲ Faculty : 1 ử Students : 2
	٥			
	*	CAICRTOI - COMPUTER FUNDAME 🧷 📋	PH281 - MECHANICS AND PROPE 🖉 📳	CAICRTDI - COMPUTER FUNDAME 📝 📳
	*	▲ Faculty : 1 👹 Students : 2	Faculty: 0 Students : 2	A Faculty : 0 M Students : 3

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.

		Linways AMS V4 - Demo	×
		ASSIGN ROLES > CENTRALIZED	SAFETY ENGINEERING OF PROCESS PLANTS (CHT282) TEACHING STAFF
		Staff Sut	MOHAMMED RAFI NAZEER (MRN) MS Sheffy (6681)
		Select Staff • Se	STUDENTS COUNT : 7
		Select Batch +	Batch: CSE-CS-2022-B STUDENTS QUINT : 1
			SA THERUS MATHEW Tell No. 108 (Ting No
Manage Programs			Batch : ECA-A-BATCH STUDENTS COUNT : 6
Manage Curriculum		CHT282 · SAFETY ENGINEERING /	SA VISHNU M SA MADHAV RAVINDRAN
		& Faculty : 2 👹 Students : 7	A Reit No : 04 Reg No : MGP-REC-1104 Reit No : 05 Reg No : MGP-REC-1106
		CAICRT01 - COMPUTER FUNDAME	SA AKASH K P MOHAN SA ANJITHA MATHEW Rel No : 107 Reg No : MGP-REG-1107 Rel No : 06 Reg No : MGP-REG-1108
		Batches : 1	
Assign Roles	1	& Faculty : 1 Students : 2 4	SA ANGEL MARIA ROSE SA MANO1 KUMAR M INGE No : 00 Reg No: MGP-REG-1109 SA Rel No: 10 Reg-ReG-110
Contralized		PH281 - MECHANICS AND PROPE 🖉 🍵	

Common Hour

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

 $\textbf{Admin} \rightarrow \textbf{Time Table} \rightarrow \textbf{Common Hour}$

÷		Linways	AMS V4	- Der	no														1
		TIME TABLE	E > COM	MON HO	JUR														
	Q	SET COMMO	NHOUR																
	4	Course Typ	pe					Batch Start Ye	ar					Prog	ram				
	-	Select	Select •										•	Sel	ect				- (†
Assign Roles	*	Departmen	it					Batch	Batch										
	æ	Select					•	Select											
									× Rese	t Q	Search								
Time Table	C	BATCH	HOURI	0	HOUR 2	HOUR 3	3	HOUR 4	HOURS	0	HOURE	0	HOUR 7	0	HOURB	0	ноџа е 🔘	HOURS	0
Common Hour																			
Suspend 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.

	SET COMMON HO	LIR.									
Q	Course Type				Batch Start Year			Progra	m		
udents v 🐇								* MAS	TERS OF COMPL	ITER APPLICATIO	* RAC
~	Department				Batch						
*	MCA			*	MCA2022						
8					×	Reset Q S	earch				
	BATCH	HOUR T	HOUR 2	HOUR 3	HOUR A	HOUR.5	HOURS	HOUR 7	HOURB	HOURS	HOUR TO
		From Time	Time	Time	Time	Time	From Time	Time	From Time	Time	From Time
	MCA2022		<i>.</i>								
		To Time	To Time	To Time	To Time	To Time	To Time	To Time	To Time	To Time	To Time
	t ch t sh	Course Type PG Department MCA EB EATCH Ch t t ch t t ch t t ch	Course type PG Department MCA B EATCH HOURIO	Course Type PG Department MCA eATCH nouen From Time From Time Time To	Course Type PG PG Cepartment MCA Cearce House 1 House 2 House 2 Cearce House 1 From From Time Ch	Course Type Batch Start Year PG 2022 Department Batch MCA - MCA2022 E E E E Ch t mCA2022 To Time To Time To Time To Time To Time To Time	Q Course Type Batch Start Year PG 2022 Department Batch MCA MCA2022 Eartch HOUR 2 MCA MOUR 3 PG Image: Course Type Batch Image: Course Type Image: Course Type Image: Course Type Image: Course Type Image: Course Type Image: Course Type Image: Course Type Batch Image: Course Type Image: Course Type Image: Course Type Image	Course Type Batch Start Year PG 2022 Department: Batch MCA MCA2022 Entitle Value 0 Eatrich HOUR 2 From From Time From Time Time Time To Time To Time To Time	Q Course Type Batch Start Year Program PG 2022 MAS Department Batch MCA MCA2022 MAS E MCA MCA2022 MAS E From From From From From From From From From Image: To Time To Time To Time To Time To Time	Course Type Batch Start Year Program PG 2022 MASTERS OF COMPL Department Batch MCA MCA2022 E Ch HOUR 2 MCA MOLR 3 MCUR 4 HOUR 5 HOUR 7 HOUR 8 MCA O MCA2022 O MCA2022 O To Time To Time To Time To Time To Time To Time To Time To Time To Time To Time	Course Type Batch Start Year Program PG 2022 MASTERS OF COMPUTER APPLICATION Department: Batch MCA MCA2022 Emitted MCA MCA MCA2022 Emitted HOUR 3 MCA MCA MCA MCA2022 Emitted HOUR 3 MCA MCA202 Emitted HOUR 3 MCA MCA2022 Emitted HOUR 3 MCA MCA202 Emitted HOUR 3 MCA MCA202 Emitted HOUR 3 MCA MCA202 Emitted HOUR 3 MCA2022 To Time From From From From Time Time Time Time Time Time To Time To Time To Time To Time To Time To Time To Time To Time

If we want to set common time for multiple batches We can click on the Clock Icon corresponding to the hour

*		Linways AMS	V4 - Demo										
		TIME TABLE > C	OMMON HOUR										
		SET COMMON HOUS											
Students <		Course Type				Batch Start Year			Program	Program			
	-	PG			*	Sniect			* Select				
	*	Department				Batch							
		Select			*1	Select). .				
							X Reset Q.Se	arch					
ime Table 🔹 🗸	E											🖬 Sub	
		B47CH	HOUR!	ноша 🗿	HOUD 1	О ноле О	HOURS ()	HOURE ()	HOLIR T	HOURE ()	ноцья ()	HOUP TO O	
			From Time	From Time	From Time	From Time	From Time	From Time	From Time	From Time	From Time	From Time	
			Fight time	From time	Home	Pidor Inte	non me	Ploin Title	From The	Fight thine	FIGHT HERE	erent time	
		MBA2023- 25	To Time	ToTime	To Time	To Time	To Time	To Time	To Time	To Time	To Time	To Time	
lanage ttendance			From Time	From Time	From Time	From Time	Front Time	From Time	From Time	From Time	From Time	From Time	
		ECEAI			10:00 AM	12:00 PM	02-00 PM						
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olification .					11:00 AM	01:00 PM	03-00 PM						
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And we can set the timings accordingly and this should be reflected to all the batches listed .

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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.

÷		Exam Controller MVP	п 🔒
		HOME > SUBJECT COMMUNITY > MAT331 - REAL ANALYSIS > COURSE MATERIALS > MANAGE	
	٩	MANAGE COURSE MATERIAL	+ Create Course Material
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		@2014-2020 All Rights Reserved Linways Technologies Pvt.Ltd.	Linways AMS v05.23 20201105.r.190

- 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.

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- 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.

- \rightarrow 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.

		Exam Controller MVP	UPLOAD COURSE MATERIAL
	q	HOME > SUBJECT COMMUNITY > MAT333 - REAL ANALYSIS > COURSE MATERIALS > MANAGE COURSE MATERIAL	Type • DOCUMENT
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			Select Files
		2 course materials found.	🔥 Drop files here
Course Materials 👻			Supported formats: docx, pptx, xisx, xis, doc, pdf, odi, txt, rtf, ppt
			Title .
			Topic • Enter Topic
			Description Enter Description
			*
			Share with others in this subject group
		©2014-2020 All Rights Reserved Linwaya Technologies Pv1.Ltd.	× Close C Reset E Submit

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.

÷		Exam	Controller MVP					III 🔔				
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• Collapse the filter button to copy the materials

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- 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.

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me	COURSE MATE	BIALS > COPY COURSE MATERIALS					
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¥.	3	Machine Learning Practice for 2021-2	DOCUMENT		03-06-2022 10:30 AM	Staff Name 157	Copy
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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.

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		©2014-3020 All Rights Reserved Limmuys Technologies Put.Ltd.	Lineways AMS v05.23 20201105+190

- 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	Q
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		©2014-2020 AB Rights Reserved Linways Technologies Pytlist.	Linways AM5 v05.21.2020105.100

→ 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"

.©:	D		Selected Curriculum a	and syllabus
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Assign Curriculum	ас			Save × Cancel
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• The assigned Curriculum and Syllabus will be shown and also we have the option to add *External Syllabuses* for this batch.

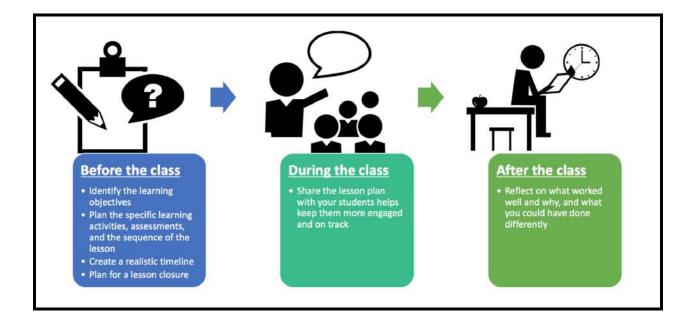
LESSON PLANNER

\rightarrow 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.

Senefits:-

- 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).

 \rightarrow 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.

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- 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.

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		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
Proposed Plans	pp ap									
	7/									
		@2014-:	2022 All Rights Re	served Linway	s Technologies	Pvt.Ltd.				Linways AMS v4.0

- 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.

	and a second second	echnologies			Edit Proposed Plan			*
	2m				Date 01-06-2022			*
Online Class 🖉	PROPO	SED SUBJECT	FPLAN		Hour		Module	
Documents	5				Hour 1		Module 1	
	Q. TABLE	METHOD CA	LENDAR MET	нор	Topic Name introduction to wireless techn	nology		*
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- 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.

	÷	TABLE METHOD	P.					
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Lesson Planner -	8							
	рр	19	20	21	22	23	24	25
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- 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.

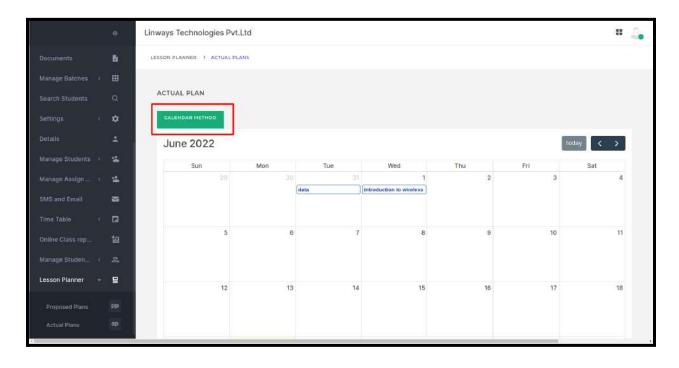
		Linways Technologies Pvt.Ltd			Edit Proposed Plan		×
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Managa Progra		PROPOSED SUBJECT PLAN			Hour * Select Hour	Module Select Module	
Documents Manage Batches 4		CALENDAR METHO			Topic Name Enter the topic name		*
Search Students		June 2022			Description Enter the description		
Settings		June 2022			Enable Detailed Description		
Detalls		Sun 20	Mon	Tue	Mode of Instruction Select the mode of Instruction		
Managé Students - r					Teaching Pedagogy Enter the teaching pedagogy		4
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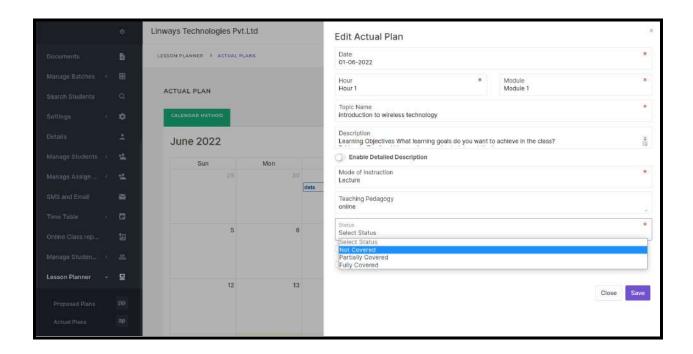
- The Added proposed plan will be displayed in blue outlined tile in the calendar on the specific date.
- If you want to make any changes to created plans, click on the blue tile, update the details, and Click on the Submit button.

Documents	ā	LESSON PLANNER > PROPOS	ED PLANS					
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Actual Plans								

A quick guide to adding an actual plan

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





SESSION WISE PLANNER

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

=	Exam Controller	MVP					ш 🔔
	HOME > SUBJECT CO	MMUNITY >	M21 FR 11 - FRENCH > LESSO	N PLANNER > PROPOSED PLAN	45		
Q	PROPOSED SUBJE	CT PLAN					
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- 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						ш	2.
		HOME)	SUBJECT C	DMMUNITY >	M21 FR 1.1 - FRENCH > LESSO	N PLANNER > PROPOSED PLANS					
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÷	=	Exam Controller MVP	Session 2 Module 1
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	Q	PROPOSED SUBJECT PLAN	Description Enter the description
		1	Enable Detailed Description
		TABLE METHOD	Mode of Instruction .
			Teaching Pedagogy ppt x
		PROPOSED PLAN + TABLE METHOD	MAPPED ASSESSMENT
		# SESSION MODULE" TOPIC"	No assessments mapped. You can map one from table method.
		Select Select	By default filename and uri will be displayed as course material name. You can rename the course material from Manage Course Material menu
		1 Session 2 Module 1 benefit of trench le	Vpload document materials
Lesson Planner 👒		2 Session 1 Module 1 introduction	G Select Files
			Drop files here
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- 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

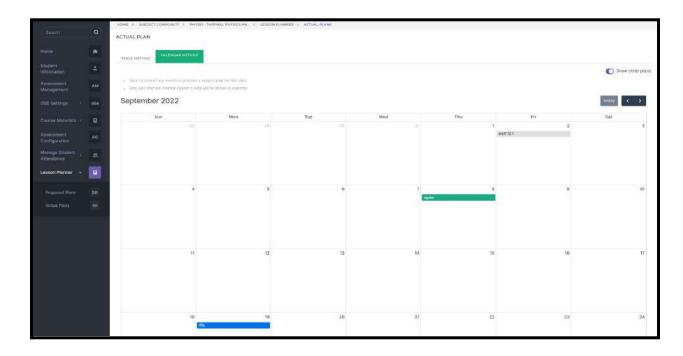
- Click on the Lesson Planner -> Actual Plans
- Actual plans can be created by the **Table method or Calendar Method**.
- We can view the created proposed plans in the actual plans. Also, we can update the portion status of the plan by selecting each proposed plan.
- You can update each plan against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

		Exan	n Controller M	VP							# 4
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sessment ntiguration		2		Session 3	Module 2	đfg		Tutorial		Partially Covered	18
		3		Session 2	Module 2	vgvbv	bb	Tutorial		Partially Covered	/ 2
		4	12-08-2022	Session 1	Module 1	staff 12.1	staff 12 1	Tutorial	staff 12 1	Fully Covered	

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

	Exam Controller MV	ιÞ.				Edit Actual Plan		×
	наме » вывлест самы	INITY & PRVIS TR	EDMAL DUMDES AN	LESSON PLANNED	ACTUAL PLANS	Date		
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	1 26-09-2022	Session 4	Module 2	Thermodynamics	Thermodynami that deals with	Mode of Instruction Tutorial		
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						Add Video Materials		
							Delete × Close	e 🗊 Submit
	@2014-2022 All Rights Reser	ed Linways Technolog	es Pvt Ltd.					

- 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.

÷	=	Exam C	ontroller MVI	>						III .
		HOME)	SUBJECT COMM	IUNITY > PH	351 - THERMAL P	PHYSICS AN_ > LESSON PLANNE	R > PROPOSED PLANS			
	٩	PROPO	SED SUBJECT	PLAN						
Internal Assessment Report	IMR	TABLE	CAL	ENDAR METHO	D					Show other pla
Dreate Internal Assessment Report	R								🗎 Export 🛛 < Shar	e Plans 🔲 Copy Plans
	+	PROPO	DED PLAN - TABL		MODULE"	TOPIC*	DESCRIPTION	MODE OF	TEACHING PEDAGOGY	ACTIONS
Student nformation Manage Student	* 8		DSED PLAN - TABL	HOUR	MODULE"	TOPIC*	DESCRIPTION	MODE OF	TEACHING PEDAGOGY	ACTIONS
Student nformation Manage Student Attendance	2				MODULE*	торіс	DESCRIPTION		TEACHING PEDAGOGY	ACTIONS
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Student nformation Manage Student Attendance	2		DATE IL	HOUR LL	Select			Select		* ×
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Student nformation Manage Student Attendance esson Planner - Proposed Plans	21	# 1 2	DATE IL 27-10-2022	HOUR IL Select Hour 5	Select Module 2 Module 4	Innovation management	# innovation # test1	Select Lecture Tutorial Lecture	ppt class room	 ✓ × ▲ ■ ■ ■ Map ▲ ■ ■ ■ ■ Map

Select the assessment to be mapped and click the submit button to map the assessment to the proposed plan.

÷	- 72	Exam Controller M	VP			 Assignment 4 Assign 	 Assignment Assignment 1
		HOME > SUBJECT CON	MMUNITY > PH	1Y351 - THERMAL	PHYSICS AN	INDUSTRIAL VISIT	
		PROPOSED SUBJEC	T PLAN			O IV	
Home						ONLINE	
		TABLE METHOD	ALENDAR METHO	00		O TEST O TEST 4	⊖ test
						Online Test Series exam Test2	SERIES 1
		PROPOSED PLAN - TAI	BLE METHOD HOUR L	MODULE	TOPIC*	Project New	
Manage Student Attendance			Select	Select		Sessional Exam 1	
Lesson Planner 🕞		1 27-10-2022	Hour 5	Module 2	innovation	 Internal 	Sessional exam 1
Proposed Plans		2 27-10-2022	Hour 2	Module 4	test1	Sessional Exam 2 Series 2	🔘 Internal 1
Actual Plans		3		Module 6	calculus		× Close
Course Materials - (4		Module 3	testing		× Close vubmit
Accessment				Module 2	test2		

We can share the proposed plan to faculties in the same subject community by clicking the **share plans** option.

	đ	TABLE	METHOD									
	*	1	CAL	ENDAR METHOD	2							
tudent iformation	+									← Back to view pl	ans < S	hare Plans +
anage Student 🦂	8	SHARE	PROPOSED PLAN								Share sele Unshare si	cted plans elected plans
esson Planner 🛛 🛩		D	DATE IN	HOUR IS	MODULE*	TOPIC*		DESCRIPTION	MODE OF	TEACHING PEDAGOG	Share all p Unshare al	
	PP	D	14-10-2022	Hour 2	Module 2	Calibration	4		Lecture		4	<
	ap		14-10-2022	Hour 4	Module 2	Thermodynamics	1	Thermodynamics is the branch of Physics that	Lecture	ppt	A	<
			16-10-2022	Hour 4	Module 1	Introduction:	4	Thermometry is the process of measuring	Tutorial	nb	4	4
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anagement ssessment onfiguration	AC	0	12-08-2022	Hour 1	Module 2	calorimetry	л	brief introduction	Lecture		à	<

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

*	-	Exam C	ontroller MV	P								Ξ.
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		2	14-10-2022	Hour 4	Module 2	Thermodynamics	į,	Thermodynamics is the branch of	Lect	re.	ppt	× = = =
	8	3	16-10-2022	Hour 4	Module 1	Introduction:		Thermometry is the process of	2 1.00	#	nbi	2 8 SMp
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Assessment Configuration	AC	5	12-08-2022	Hour 1	Module 2	calorimetry		trief introduction	Lech	re .		18 SM0
	10000											

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.

•		Exam Controller MVP	8			= 🚑
Search	a	HONE A SUBJECT COMM	NEW A PARTY PARTIAL PARTICLES, A LESSON PLANNER	· PROPOSED PLANE · COPY PROPOSED PLANE		
(2004 M S		COPY PROPOSED PL	AN			
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oternal Assessment Report	ME					
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Actual Parts						
Course Materials		#1014-1013 AL Rights Reserv	end Lifeways Technologies Putl.10.		Lin	unga Alatsi wili I

Click the copy option to copy the selected plans.

÷e	- 16	Exam Controller MVP			18-10-2022	Hour 10	Module 2	djón	inn ojt
		HOME + BURDECT.COMPRIMITY + PROTECT	-						
Start		COPY PROPOSED PLAN		8	10-10-2022	Hour 3	Mochulei 1	test.5	
1834AP			PREMETY		26-10-2022	Hour 5	Module 2	testing	
Create criterial Adamarisett Report		1.	Staff Name 12		19-10-2022	Hour 4	Module 2	test2	
robernal Assessment Report					25-10-2022	Hour 4	Module 3	testing	introduction
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		and the state of highly many out to make instan	and a state of the						

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.

	1445	ME > SUBJECT COMMUNITY > 21UBU2	SCOOL MADYSTING MAN	3 LESSON DI ANNED		
	Q		SCOUS - MARKETING MAN	> LESSON PLANNER		
		BJECT PLANS u can view your subject plans here				
	*					
	9	CALENDAR VIEW				
son Planner	lp				Date range	
	AS				October 1,2022 to O	
		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	05-10-2022	Hour 2
				or retailers.		
				Physical distribution can be controlled and		
		Components Of A Physical	Fully Covered	monitored by its different components. Each component should be evaluated and managed in	09-10-2022	Hour 5
		Distribution System	1-0-4-00 0.000 007	order to accomplish physical distribution without any problems.		
				without any problems.		
		Functions Of Distribution		Gather information about potential and current		
		Channels	Fully Covered	customer competitions, other factors and forces of the environment	09-10-2022	Hour 2
		1000000				
		WEEK 2				
		WEEK 2 TOPIC	STATUS	DESCRIPTION	DATE	HOUR
		таріс		The term functions of marketing management		
			STATUS Fully Covered		DATE 10-10-2022	Hour Hour 2
		TOPIC Marketing Management -		The term functions of marketing management means the main role of this type of management in any organization.		
		TOPIC Marketing Management - Functions Marketing Management -		The term functions of marketing management means the main role of this type of management		
		торіс Marketing Management - Functions	Fully Covered	The term functions of marketing management means the main role of this type of management in any organization. Product life cycle can be defined as the life	10-10-2022	Hour 2
		TOPIC Marketing Management - Functions Marketing Management -	Fully Covered	The term functions of marketing management means the main role of this type of management in any organization. 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
		TOPIC Marketing Management - Functions Marketing Management -	Fully Covered	The term functions of marketing management means the main role of this type of management in any organization. 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
		TOPIC Marketing Management - Functions Marketing Management - Product Life Cycle	Fully Covered Proposed Plan	The term functions of marketing management means the main role of this type of management in any organization. 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 Hour 2
		TOPIC Marketing Management - Functions Marketing Management - Product Life Cycle	Fully Covered Proposed Plan	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes sathrough the following five stages before shewing satisfaction for a product.	10-10-2022	Hour 2 Hour 2
		Topic Marketing Management - Functions Marketing Management - Product Life Cycle AIDAS Formula	Fully Covered Proposed Plan Fully Onversed	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes asthrough the following five stages before showing satisfaction for a product. Marketing concept is the philosophy that companies should examine the requirements of	10-10-2022 10-10-2022 15-10-2022	Hour 2 Hour 2
		TOPIC Marketing Management - Functions Marketing Management - Product Life Cycle	Fully Covered Proposed Plan	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes sathreagh the following five stages before shewing satisfaction for a product. Marketing concept is the philosophy that companies should scamine the requirements of their customers and then make decisions to satisfy those needs in a better manner than the	10-10-2022	Hour 2 Hour 2
		Topic Marketing Management - Functions Marketing Management - Product Life Cycle AIDAS Formula The Major Marketing	Fully Covered Proposed Plan Fully Onversed	The term functions of marketing management means the main role of this type of management in any organization. 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. AlDAS theory is a very popular marketing technique. It states that a consumer gees sathrough the following five stages before showing satisfaction for a product. Marketing concept is the philosophy that companies should examine the requirements of their customers and them make decisions to	10-10-2022 10-10-2022 15-10-2022	Hour 2 Hour 2
		Topic Marketing Management - Functions Marketing Management - Product Life Cycle Alfh&S Formula The Major Marketing Concepts	Fully Covered Proposed Plan Fully Onversed	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes saturough the following two stages before showing setisfaction for a product. 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.	10-10-2022 10-10-2022 15-10-2022	Hour 2 Hour 2
		Topic Marketing Management - Functions Marketing Management - Product Life Cycle AIDAS Formula The Major Marketing	Fully Covered Proposed Plan Fully Onversed	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes satirough the following two stages before showing satisfaction for a product. Marketing concept is the philosophy that companies should examine the requirements of their customers and then make decisions to satisf those needs in a better manner than the competitors. Objectives of a distribution channel are planned as per the target of the enterprise and executed	10-10-2022 10-10-2022 15-10-2022	Hour 2 Hour 2
		Topic Marketing Management - Functions Marketing Management - Product Life Cycle AlDAS Formula The Major Marketing Concepts Objectives Of Distribution	Fully Covered Proposed Plan Fully Covered	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes sathrough the following how stages before showing satisfaction for a product. 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. Objectives of a distribution channel are planned	10-10-2022 10-10-2022 15-10-2022 15-10-2022	Hour 2 Hour 2 Hour 9
		Topic Marketing Management - Functions Marketing Management - Product Life Cycle AlDAS Formula The Major Marketing Concepts Objectives Of Distribution	Fully Covered Proposed Plan Fully Covered	The term functions of marketing management means the main role of this type of management in any organization. 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. AIDAS theory is a very popular marketing technique. It states that a consumer goes satirough the following two stages before showing satisfaction for a product. Marketing concept is the philosophy that companies should examine the requirements of their customers and then make decisions to satisf those needs in a better manner than the competitors. Objectives of a distribution channel are planned as per the target of the enterprise and executed	10-10-2022 10-10-2022 15-10-2022 15-10-2022	Hour 2 Hour 2 Hour 9

<u>CURRICULUM</u>

\rightarrow 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

- \rightarrow Our old module focuses on this method.
- \rightarrow 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
- \rightarrow 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
- \rightarrow It depends on the student's wants and interests
- → We handle this through our SUBJECT SELECTION MODULE

3. PROBLEM CENTERED DESIGN

 \rightarrow 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 <u>create program</u>



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 \rightarrow Attendance \rightarrow Grant Leave.

÷		Linways Technologies Pvt.Ltd				II 🔒
		ATTENDANCE > GRANT LEAVE				
Search	٩	🕈 Hide Elters Program 🖌 Batch 🖌 Fram Date 🖌	To Date 🖌 Student 🗸			
Daliy Work Log Approval	wa	Program	Batch		From Date	
		Select Program -	Select Batch			
Assessment Report		To Date	Student			
Attendance	RE		Nothing Selected	~		
Reports Confirm Internal Mark			🖒 Reset 🗸 S	earch		
Attendance 🛩	٨		=0			
Grant Leave			Search with a filter to g	rant duty leave		
Attendance Rule	AR		No record to	show		
Internal Association (IR					۶.

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.

÷		Linways Tec	chnologies Pvt.Ltd			2
		i				
	Q			Ċ	Reset Search	
Daily Work Log Approval	wa	Choose Rem	arks +			
Manage Internal Assessment Report		10			Select All X Unselect All ORANT	LEAVE
Alterdance					02-02-2023	
Reports	RE	××	#	Reg No.	Student Name	
Confirm Internal Mark		D	1	210021050919	AKSHEY SURESH	
Attendance ~	A					
		O.	2	210021080924	ALIYUL ASJAF	
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		5-52				
internal Assessment + Reports			4	210021080948	DEVIKA RAMESAN	
Assessment Reports	AR				03-02-2023	

For granting leave to students first we have to choose the corresponding remarks

÷		Linways Technologies Pvt.Ltd					
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Reports Confirm Internal		NATIONAL LEV	AL EVENT	Reg No.		Student Name	
Mark	°	SPECIAL LEAV MEDICAL LEAV PLACEMENT L	VE	210021080919	AKSHEY SURESH		
Attendance 👻	A						
Grant Leave			2	210021080924	ALIYUL ASJAF		
Attendance Rule	AR		з	210021080925	AMAL P EUU		

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.

	nologies Pvt.Ltd				III 🚨	
Masters of A	rts in Human Resource Management 🔹	MAHRM 202			01-02-2023	
To Date		Student				
09-03-2023		Nothing Sele	ected	×		
			🔿 Reset 🗸 Search			
Choose Remar	rks 🗣				Select All X Unselect All GRANT LEAVE	
			01-02-2023			
 × 	# Reg	No.			Student Name	
	a		ALONIYA BENNY			
	2		CHRISS JOHNY			
	3		HARITHA RALAN R			

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

18			Select All X Diselect All CRAVITLEAVE					
	01-02-2023							
- ×	#	Reg No.	Student Name					
	1		ALONIYA BENNY					
	2		CHRISS JOHNY					
	З		HARITHA RAJAN R					
	4		JARIN P DAVID					
	5		MAHIMA THOMAS					
	02-02-2023							

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

MEDICAL LEA	VE. ¢		Select All X Unselect All GRANT LEAVE
			01-02-2023
~ ×	#	Reg No.	Student Name
	1		ALONIYA BENNY
	2		CHRISS JOHNY
	3		HARITHA RAJAN B
	4		JARIN P DAVID
	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.

BLE M	CALE	NDAR METHOD						
						E Import Time	table Export Shar	e Plans
	DATE L	HOUR IL	MODULE	TOPIC"	DESCRIPTION	MODE OF	TEACHING PEDAGOGY	ACTIONS
		Select	Select		1	Select		✓ ×
	15-02-2023	Hour 1	Module 2	TOPIC 2	TOPIC 2	Tutorial		🖌 📋 🔯 Map
	14-02-2023	Hour 1	Module 1	INTRODUCTION TO SYSTEMS		Lecture		🖉 🛍 🛱 Map
(E		MUNITV > NCA		port TimeTable To Less				
IE OPC	SUBJECT COM DSED SUBJEC SUEDOD	MUNITY > MCA	New Wan	port TimeTable To Less v subject plans will be added as per it to proceed 7				
ne PC	SUBJECT COM DSED SUBJEC SUEDOD	MUNITV > NCA	New Wan	, v subject plans will be added as per	your timetable. Do you			
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IC PC	SUBJECT COM	NUNTY > NCA	New Wan	, v subject plans will be added as per	your timetable. Do you	MDDE OF INSTRUCTION		< Share Plans 🛛 🚨 Co
	> SUBJECT COM DSED SUBJEC EMETHOD CA	NUNITY > NCA T PLAN ALENDAR METHOD	D I I I I I I I I I I I I I I I I I I I	v subject plans will be added as per	your timetable. Do you Cancel Continue DESCRIPTION	MODE OF		C Show Share Plans C Co ACTIONS
	> SUBJECT COM DSED SUBJEC EMETHOD CA	NUNITY > NCA T PLAN RLENDAR METHOD LE METHOD HOUR IL	D MODULE	volject plans will be added as per it to proceed ? TOPIC*	your timetable. Do you	MODE OF INSTRUCTION Select		< Share Plans

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 unretable	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	🖉 💼 🗟 Mep
14	14-02-2023	Hour 2	Select	Copied from timetable	Select	/ 🙆 🛱 Map
15	14-02-2023	Hour 1	Select	Copied from timetable	Select	/ 🖉 💼 🖪 Map
16	09-02-2023	Hour 3	Select	Copied from timetable	Select	/ 😰 🖻 Map
17	09-02-2023	Hour 2	Select	Copied from timetable	Select	/ 🙂 🖪 Map
18	09-02-2023	Hour 1	Select	Copled 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.

DOUBLE DEGREE	Diversified skills and interests
	by obtaining working knowledge in <u>two related or un-</u> <u>related fields</u>
DOUBLE MAJOR	Diversified knowledge and interests by
	obtaining working knowledge in <u>one primary field</u> and insights (albeit not as in-depth) in another

Department

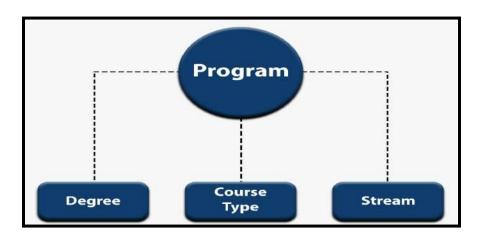
A department constitutes a group of faculty members with expertise in a specific academic field (or discipline) who offer courses (and usually degrees) in that field.

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

		Linways Techno	logies Pvt.Ltd		Create Department	×
		DEPARTMENTS			Name*	
Departments					Name of department Description	
		Departments				
					Description for department	Show in admission
		# NAME		DESCRIPTION		Save Department
		1 MATHE	EMATICS	MATHEMATICS DEPAR		
		2 PHYSIS	scs	PHYSICS DEPARTMENT		
	a	3 CHE		CHEMISTRY		
		4 ST5		STATISTICS		
		5 CSC		COMPUTER SCIENCE		

\rightarrow 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*.



	Þ					5
	a)	MANAGE	PROCRAMS > PROCRAM			
	担				Create Pr	ogram 📳
	at la company	Progra	ms.			
lanage Programs	Cim *					
	Мр		NAME	DESCRIPTION	ACTIONS	
Program	P	1	UG - BA - Computer	UG - BA - Computer	. Edit 🖌	
	et.	2	UG - BBA - Computer	UG - BBA - Computer	Edit 🖍	
Create Stream	èn i	3	UG - BCA - Computer	UG - BCA - Computer	Edit 🖌 Delete	
	81. ¹⁸	ж	UG - BSC - Physics	UG - BSC - Physics	East 🖍 Delete	
	.*	5	UG - BSC - Computer	UG - RSC - Computer	Edit 🖋	
	₩	6	UG - B_COM - Computer	UG - BLCOM - Computer	Edit 🖍	
	*	z	PG - MCOM	PG - MDOM	Edit 🖉	3
	8	в	PG - M5C	PG - MSC	Edit 🖌 Delete	

- 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.

		Linways Technologies Pvt.Ltd	Create Program	ж
		PROCRAMS > PROCRAM	Name *	
			Name of program Course Type	Stream(s)
Programs		Programs	Course Type	Stream(s)
			Course type name Degree	Stream(s) Department(s)
		# NAME	Degree	Department(s)
Degree Creato Stream		1 Sample Test Course	Degree	Department(s) Save Program
		2 UG - B A English and History		
		3 UG - B A Economics		
		4 UG - B A Multimedia		
		5 UC - B A Visual Communication		
Time Table	 II 			

REFER TO THE FOLLOWING IMAGES FOR COURSE TYPE, DEGREE & STREAM CREATION.

	Linways Tee	chnologies Pvt.Ltd		Create CourseType			
Home	PROCRAM	S 2. COURSE TYPE		Name*			
Departments				Name of course type Description			
Programs 🗸	CourseType	5. 5.		Description for course type			
Program				Mark or Grade	Select Course Type Flag		
Course Type	×	NAME	DESCRIPTION	Grade O Mark	Order Pattern		
Degree Create Stream	3	Diploma	Diploma	Second Language	External Valuation		
Curriculum Man	2	MBA DIPLOMA	MBA DIPLOMA				
Batches Settings	3	P G Diploma					
Marrage Assign	4	PG					
Manage Students	3	PG	PG				
Time Table +							

		Linways Te	chnologies Pvt.Ltd		Create Degree	ţ
		PROGRAM	S > DECREE		Name*	
					Name of degree	
Programs +		Degrees				:
					Description for degree	
Course Type Degree		*	NAME	DESCRIPTION	Save Degree	
		1	M.Sc.	Master of Science		
		2	BBA	Bachelor of Business Administrat		
		3	BCA	Bachelor of Computer Application		
		4	вммс	Bachelor of Multi Media Commun		
		5	B Voc	Bachelor of Vocational		
Time Table c	ta i					

		Linways T	echnologies Pvt.Ltd			Create Stream *
		PROGRA	MS > CREATE STREAM			Name*
						Name of stream
Programs +		Streams				Jescipton
Program						Description for stream
Course Type Degree			NAME	DESCRIPTION	ACTION	Code
Create Stream		-1	B.A Criminology	Criminology	Edit	Code for stream Department
Curriculum Man 6		2	B.A History		Edit	Department Department of the stream
Batches		3	B A Criminology and Police Science		Edit	☑ Is Active
Settings C			B A Economics	R & Passanna		Save Stream
Miinage Assign 🧃		4	D A Economics	B A Economics	Edit	
Manage Students 🔸	*	5	B A English	B A English	Edit	
Time Table +	G	-			-	

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.
- •

+		Linways Technologies Pvt.Ltd			: Q.
Coarch Home My Time Table	۵ ۹ ۹	Linways Technologies Pvt.Ltd WY THE TABLE SESSION WISE DETAILS SESSION WISE DETAILS SESSION WISE DETAILS SESSION S	¢.	20-07-2022	
		Soft Name 9 Soft Name			Ditabled Session

- 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.

	Linways Technologies Pvt.Ltd		Create Ses	slop		×
	MY TIME TABLE		Cleate Ses	SION		
	* SESSION WISE DETAILS		Choose Cluster * VLSI SYSYTEM TESTIN	IG(EC652)		a
	WEDNESDAY					
My Time Table	AULY SOES		Attendance Date * 20-07-2022			5
	130 PM		Dairt Time * 03:00 PM	٥	Left films * 03:30 PM	Ø
	200 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 200 FM 3:00 FM 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BCIBOT) 3:00 FM MANAGEMENT CONCEPTS AND BUSINESS ETHICS (BC	Unmarked Session			Cano	el Subarra

- 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.

	Linways Technologies Pvt.Ltd	Create Session
	SUBJECT COMMUNITY + MANAGE STUDENT ATTENDANCE + MARE ATTENDANCE	oreate bession
	SESSION WISE DETAILS	VLSI SYSYTEM TESTING(EC652)
	WEDHERDAY	
	20 AULY 2027	Attendence Date *
	1.30 PM	Exert Time *
	T BO MM	
Manage Studen	2:00 PM	Cancel Submit
	3100 PM	
	PART AND A CONTRACT OF A CONTR	
	4.00 7%4	
	4:30 3%4	
	6-00 PM	
	5 10 PM	
	8:00 PM	
	8.30 MA	
	700 PM	
	Marked Section	Unmarked Sector:

Draft Attendance: Multiple Sessions (same subjects or different subjects) having same students created at the same time.

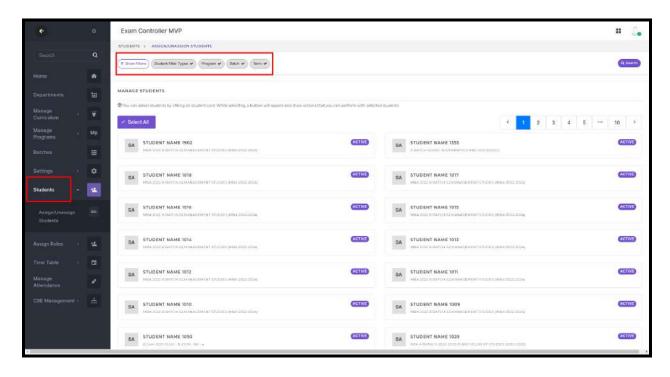
When One faculty let's say staff 1 and staff 2 have the session from 10 am to 11 am. staff 1 created the session firstly so automatically the attendance status is drafted when staff 2 clicks on the session, it will be shown as Attendance is drafted by staff 1

Attendance Cases-

https://docs.google.com/document/d/1FtuFDBnVjwAJ_luTi2ftviNRKvOR4jZTTICt RJoS5IA/edit?usp=sharing

STUDENTS LIST

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



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

÷	0	Exam Controller MVP			u 🙆
		STUDENTS () ASSICH/UNASSICH STUDENTS			
	٩	(7 Show Filter) (Student Filter Types #) (Program #) (Batch #) (Term #)			Q. Search
	每	MANAGE STUDENTS			
Manage Curriculum	¥.	Tou can select students by cliking on student card. While selecting, a button will append and show to	tions that you can perform with selected		
Манаре .	Мр	Select All		Actions - < 1 2 3 4 5 ···	10 >
Programs Batches	8	STUDENT NAME 1962 HERA 2002 B RATCH-C2 MANAGEMENT STUDIOS (HERA 2002 STEN	(ACTIVE)	STUDENT NAME 1335 A GATCHIZLASC HARHEITER Move student to failed Move student to discentinued	AGINE
Settings (Students -	•	STUDENT NAME 1018 MIN.2020 BINTO A 12 MARACEMENT STUDIES (HERA 2022 2024	(313)	SA STUDENT NAME 1017 MILL 2011 B BLICH 12 ANALASEMENTS NOTHER MBL 2021 2004	AGING
AssgniUnassign Studenty	au.	SA STUDENT NAME 1016. Mea izzy biarch-ig nagazement silicites (hea izzy dialacted)	CUITON	SA STUDENT NAME 1015 MEAJOUR ENAMERACEMENTS TUDIES (MEAJOUR 2004)	
	4	SA STUDENT NAME 1014 HILA 2022 D GHTDH-LL WHAADEMONT ETLENES (HEAK 2022 SEER	(AGTINE)	SA STUDENT NAME 1013 INFN-5022 B BIOTS 4 COMMANDER OF TUDIES (MBA 3022 200m)	ACTIVE
Time Table • Manage Attendance	-	STUDENT NAME 1012 INTRA 2021 INTRA SEA ANALEMENT STUDIES (MARA 2023 OLIV	ACTIVE	SA STUDENT NAME 1011 MAASOS II RUMON KAMAHAREMININ TINUDISI (MINATIS) 2004	ACTIVE
	ŵ	SA STUDENT NAME 1010. MIRAJOSI BILHITOR CLIMARCIMENTERJOIRS (HIRAJIS) SISH	(1111)	SA STUDENT NAME 1009 MIR-2003 TEURICE HERMANGEMENTTITUDES (MIR-2000 2004	63000
		SA STUDENT NAME 1093	ACTIVE	SA STUDENT NAME 1039 Rea A MATCH 2022 2005-55 (MC/HL.CH OF STITUTE) (SH2 2000)	ACTIVE

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.

	Exam Controller MVP		Move Student(s)	×
	STUDENTS + ASSIGN/UNASSIGN TUDENTS			
	(* Hide filling) (Statest Filler Types *) Forgan * (filler *) Term *			(=)
	Student Filter Types	Program	Select Batch	Selected Shohmta
	Active Students	BACHELOR of SCIENCE (PHYSICS C	SELECT & BATCH	
	Term 63		These are the batches in whi(II selected students can move easily, or else you can reset	the fitters and find other batches
		Q Search	(T Show Filters) (Program +) (Batch Start Veser +) Department + (Term +)	Cuntoulure •
	MANAGE STUDENTS		BA PCM 20238 - 53 pacietico el societica chemistra extrematica	0
	ϖ You can assert the dents by charge on tradent cons. While selecting, a fluctum will open size	ind ince actions that you can perform with associate		
Students -	✓ Select All		BA PCM 2021 - 53 BACHLICH of SCIENCE (PHYRICS CHEMITTER MATHEMATIC)	۲
	STUDENT NAME SOR	(WIII)	BA. BSC PCM 2021 - 53 INCHEGE HISCENES ENVELOCIMENTEE MATHEMATICS	
	SA STUDENT NAME SID How more allowed when a based present contraction methods and all	C		Next
Menage Attendance	SA STUDENT NAME 912	0011/13		
	SA STUDENT NAME 914 POWNING LEDAGALENS SCHOLT BURGES CARMENTS MATHEMATER			

• Confirm the students that we are already selected and click on the submit button.

	Exam Controller MVP		Move Student(s)	×
	STUDENTS + ASSIGN/UNASSIGN STUDENTS			f and all and
	(Title filles) (Statest Files Types 🖌 (Fagan 🗸 (Bach 🖌 (Tem 🖌			
	Student Filter Types	Program	Sector of Heaters	Selected Students
	Active Students	BACHELOR of SCIENCE (PHYSICS C		
	Tem		STUDENT NAME 908 DOM 2028 REBICIELOD INSCIENCE UNIVERSIGNEMENTALS	
	63		OTH WERE REPORTED ON TO DESCRIPTION OF MAIN PROVIDED IN MAIN PROVIDED IN THE PROVIDED INTERPOVED IN THE PROVIDED INTERPOVED INTERPOVEDITE PROVIDED INTERPOVED INTERPOVED INTERPOVED INTERPOVED INTERPOV	
		Q Search	Beck	Finish
	MANAGE STUDENTS			
	D You can assist students by changion student card. While selecting, a buctor will appear a	no ince action data you can perform with selected		
Students -	- Select Al			
	SA STUDENT NAME STO	CHIER		
	-			
	5A STUDENT NAME 912 and a state of the state			
	SA STUDENT NAME 514 POWERE EXHOLENHICE AND EXHIBITE SHERE SHERE WITH MATHEMATICE	ASTIV		

• Students will be moved to the selected batch successfully.

Suspend Hours

	In the Admin Panel \rightarrow	Time Table	, There is an o	ption to Sus	pend Hours
--	----------------------------------	------------	-----------------	--------------	------------

÷		Linways AMS V4 - Demo					2.
Search	٩	TIME TABLE > SUSPEND HOUR					
Time Table 🗸 🗸	•	Course Type PG	•	Batch Start Year 2022		Program MASTERS OF COMPUTER APPLICATIONS	.+
Common Hour		Department		Batch MCA2022		Date February 15,2023	
Template Assign				X Reset	Q, Search	Powrady 19,2020	
Suspend Hour		Hour			MCA2022		
Manage Attendance	-	Hour 1 Suspend	MCA101	T - Discrete Mathematics and S SULTY1)	tatistics	Signed Ø	
CBE Management +					1949 - 1949		
Notification c Contor		Hour 2 Suspend	MCA1017 - Discrete Mathematics and Statistics (MCARACULTYI)				1
Faculty Details		Hour 3	MCA101	T - Discrete Mathematics and S	tatistics		
Manage Course Reports		Suspend	INCAFAC			0	

'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.

*		Linways AMS V4	- Demo					ш	. j
		TIME TABLE > SUSP	END HOUR						
Search	Q	SUSPEND HOUR							
Ноте		Course Type		Batch Start Ye	ar		Program		
HOUDE	*	UG		Select			Select		÷
Departments	晢	Department		Batch			Date		
80.000		Select		Select			February 14	2023	
Subject	₽	-			X Reset Q Search				- 1
Manage Grade Schome	Gs								al I
Manage Programs	Мр	Hour	MECHATRONICS-A-20	123	MECHATRONICS-E	8-2023		ECE A 2022	91
Manage Curriculum	۲	Hour 1	UMA004 - MATHEMATICS-II	0				CS234P - COMPUTER PROGRAMM	ING
	⊞	Suspend	(Krichna)lih P)	0				Constmil)	-11
	۰								_
Students	4	Hour 2 Suspend	UCB008 - APPLIED CHEMISTRY (jonathan)	0				CH232P - CHEMISTRY (leksnmi)	
Assign Roles	*			ING.II	LITKOOD COMPLETER RECORD	MANA			

While Clicking on Suspend Button We can Suspend Hours for All the listed b	atches
--	--------

÷		Linways AMS V4 - E	Demo				= 4
			нора				
	Q	SUSPEND HOUR					
-lome		Course Type		Batch Start Year		Program	
		UG	۰.	Select	*	Select	•
)opartments	協	Department		Batch		Date	
Subject	9	Select	*	Select	Ť	February 14,	2023
					X Reset Q Search		
Vanage Grade Scheme							
Vanage Programs	Мр	Hour	MECHATRONICS-A-2	023	MECHATRONICS-B-20	23	ECE A 2022
Manage Curriculum	¥		UMADD4 - MATHEMATICS-II	0			CS234P - COMPUTER PROGRAMMIN
latches	æ	Suspend	(Krishnajith P)				(ieicatimi)
	۵						
	*		UCB008 - APPLIED CHEMISTRY (jonathan)	0			CH232P - CHEMISTRY (resshil)
asign Roles	-						

For suspending the hours for the Specified Batch we can use the button corresponding to the subject details

Hour	MECHATRONICS-A-2023	MECHATRONICS-B-2023	ECE A 2022
Hour 1 Suspend	UMA004 - MATHEMATICS-II (Krishnajith P)		CS234P - COMPUTER PROGRAMMING (lekshmi)
Hour 2 Suspend	UCBOOB - APPLIED CHEMISTRY (jonathan)		CH232P - CHEMISTRY (lekshmi)
. 1		ИТАЛЛО - СОМОНТЕВ ВОЛОВАНИМИХО И	nv ∧ Ĝi¥en ⁄∉ ¢)) ENG

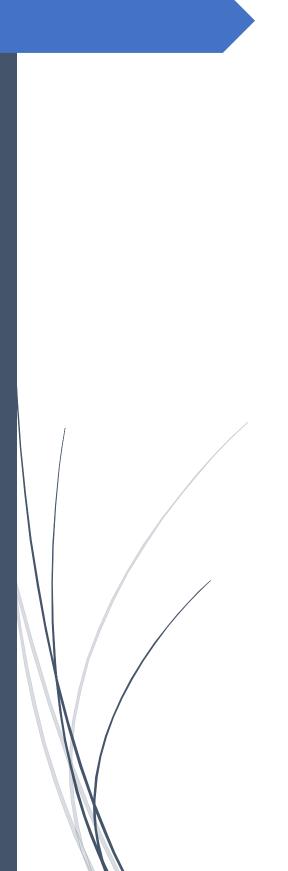
DAY/HOUR	HOUR 1	ance Drafted Suspended	HOUR 3	HOUR 4	HOUR 5
19 February, 2023 Sunday					
20 February, 2023 Monday	Discrete Mathematics and Statistics 08:00 AM - 09:00 AM	Discreto Mathematics and Statistics CS:00 AM - 10:00 AM	Discrete Mathematics and Statistics 10:00 AM - 11:00 AM		

Suspend Hours are denoted in Gray Color



Student Admission and Support Module

LINWAYS TECHNOLOGIES PVT LTD



Admission Module

LINWAYS TECHNOLOGIES PVT LTD

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Stream Subject	
Previous University	
Second Language	
Institution	
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Admission Form	
Admission Form Field	
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Reset Password	64
Create Custom Print	65
Applied List	65
Certificate Uploaded Report	
Update Student Data	67
Admit Procedure	
Admission Settings	
Verification by Application Number	
Register Number Prefix	
Admit Student by Application Number	
Update Admission Number	
Copy Student	77
Admitted Count Status	
Rank List Final Arrangement	
Initiate Allotment	
Allotment Merit Students	
Allotment Rank List	
Index Mark Report	

Seat Reservation – Admit Count	
Data Migration Settings	
Reports	
Create Reports	
View Reports	
Admit Register	
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Intimation Log Report	
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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.

Teacher Benefits	Sign In
 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. 	Username Password Sign in G Sign in with Google Forgot Password?
This web application is best viewed using FireFox 3, Saf	ari 3, Chrome 3 or its higher versions.

> Click on redirect to admission on staff home page.

Rules	and R	egulat	ions				QUICK REPORTS			
Comr	nittees									
Exam	1						Attendance	Exam Marks	Assignment Marks	Student Info
Ques	tion Pa	per Up	load							
Ques	tion Ba	nk								
Unma	arked E		eport				Hostel Report	Transportation Report	Centralised	Normalised Mari
Daily	ally Work Log				Attendance					
File S	Storage									
Prefe	rences						Unmarked Faculties	Daily Work Log	Subject Info	Custom Report
Staff	Activity	Repor	t					Reports		
Onlin	e Class	Repo	rt							
	ect to A s Roles			t			PO Attainment	Assessment CO PO Rule Creation	Dynamic Report Generator	Student Placemer
•		A	pril 202	22		•				
Su	Мо	Ти	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

						Application Vear 1 2021	
Form Group i PG Form		Form i All				2021	
Đ		0	Ø	8	Ø	2,	Ø
Total Applications	1010	Total Applications (Application Fee Paid)	751	Total Admitted Students	160	Total Admitted Students (Tution Fee Paid)	154

- Currently five tiles are available.
 - o Total Applications
 - Total Applications (Application Fee Paid)
 - Total Applications (Application Fee Not Paid)
 - o Total Admitted Students
 - o Total Admitted Students (Tuition Fee Paid)
- Stage Details Optional feature which can be used to access stages directly, also shows count of applicants currently in the stage.

Course Group Type i JG-Courses	Course Group 1 UG			
ELIGIBILITY RULE STAGE	INDEX RULE STAGE	ADMISSION CELL VERIFICATION	ADMITTING PHASE Total Students : 954	2
ADMISSION CELL (PENDING VERIFICATIONS)	ALLOTMENT BLOCKED LIST	WEIGHTAGE QUOTA ADMISSION	PG - INDEX RULE Total Students : 0	×
MANAGEMENT ADMISSION				

> Application count graphical representation, course wise and form wise (Available as pie chart and bar chart)

		Select Apple	plied Forms Only Last 12 month
rm Chart Course Chart			
ert Type 👔 ar Chart	Course Group Type i UG Courses	Course Group i All	
3000 2500 2000 1500 1000			 B. VOC. NUTRITION SCIENCE AND DIETETICS Total 425 Application B. VOC. TOURISM AND HOSPITALITY MANAGEMENT Total 665 Application B. VOC. VISUAL COMMUNICATION Total 357 Application B.S.C CHEMISTRY Total 2148 Application
0			 B.Sc FOOD TECHNOLOGY Total 1445 Application

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

					1112									
Preference i Preference 1				Course Group Type i UG Courses			Course Group i All				Application Fee Status			
URSE	5													
													Ex	port
				GEN	DER					STAGES				
u	NAME	TYPE	MALE	FEMALE	OTHER	TOTAL	ELIGIBILITY FOR UC	INDEX,TIE AND RANKLIST CALCULATION	CERTIFICATE	WEIGHTAGE QUOTA SAMP: MANAGEMENT QUOTA	ELIGIBILITY FOR PC	INDEX AND RANK LIST FOR PG	CERTIFICATE VERIFICATION FOR PG	ENTR EX AD CA
	COURSE WISE TOTAL		2518	4380	1	6899	3	6315	196	23	٥	o	184	
1	B. VOC. NUTRITION SCIENCE AND DIETETICS	BVoc	10	54	0	64	0	31	14	0	0	O	13	4
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.

								Y Show Filte	ers								
Course Group Type i PG			Co PC	ourse Group 3	i									-			
			GEND	ER						SEAT RESE	RVATION					Export	
OURSE NAME	TOTAL SEATS						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
		м	F	0	TOTAL												
OURSE WISE OTAL	170	18	142	0	160	4	13	2	133	7	1	o	o	o	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.

ettings	
ADD COUNT BY FIELDS	
Religion	
Second Language	
Nationality	
Student Reservation	
C 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.

can ev	dit/delete roles from the below list. Please do it o	arenany.	
ŧ	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	(11)

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.

ser Type*	Department*	User Name			
Staff	× BLG	Enter user name			
		× Reset Q. Search			
	hat particular user can access that enabled	features. Please do it carefully.			
SIGN ROLES TO u can assign diffen # NAME	hat particular user can access that enabled STAFF CODE	features. Please do it carefully. DEPARTMENT	ASSIGNED ROLES	ASSIGN ROLE	
ı can assign differ			ASSIGNED ROLES	ASSIGN ROLE	

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

SER D	ETAILS				
lser Na	ame :				
taff Co	ode :	AJM			
Department :		BLG			
SSIGNED ROLES					
	No	roles assigned to this	suser		
		es to this particular user fro			
VAILA	BLE ROLES				
#	NAME		ASSIGN		
1	Admission Appl	icant	0		
1 2	Admission Appl Super Admin	icant	0		
		icant			
2	Super Admin		0		
2 3	Super Admin Staff	n	0		
2 3 4	Super Admin Staff Allotment Admi	n	0		

> 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.

\$
\$
\$
\$
٥

Section Order option lets the user to rearrange the enabled sections in dashboard by drag and drop mechanism.

DD SECTIONS	SECTION ORDER	
nable Sections To Show In Dashboard	You Can Change Order Of Sections By Simply Drap N Drop	
Total Application Count Tiles	Total Application Count Tiles	\$
Stage Details	Enable Filter	
FormWise Application Count Chart	≡ Stage Details	0
Application Details Table		
Admit Count Report		\$
		٩
	■ Application Details Table	۵

- > Also by clicking on the gear icon against each feature individual feature wise configuration can be done.
- Settings for Total Application Count Tiles

TABLE TILES	
Total Applications (Application Fee Paid)	
Total Applications (Application Fee Not Paid)	
💽 Total Admitted	
Total Admitted (Tution Fee Paid)	
■ Total Applications	
\equiv Total Applications (Application Fee Paid)	
B Save	

Settings for Stage Details

XTRA FILTERS				
Form Filter	Form Filt	ter I <mark>nsi</mark> de Stage	Expansion	
	B Save			

> Settings for Application Count Details Table

Extra Settings		×
CUSTOMIZE SECTIONS AND SUBSECTION	2	
Religion	5	
Nationality		
Second_Janguage		
CUSTOMIZE DEFAULT FILTER FOR APPLIC	ATION FEE STATUS	
Application Fee Status i		
Enter Heading	Index,Tie And Ranklist	
Eighbing For Og	Calculation	
Certificate Verification	Weightage Quota &Amp Management Quota	
Entrance Exam Admit Card	Eligibility For PG	
Index And Rank List For PG	Certificate Verification For PG	
	26	
	Ŧ	

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

JURSE TABLE SETTINGS	STAGE ORDER
able Stages To Be Shown in Course Wise Table	You Can Change Order Of Stages By Simply Drap N Drop
Eligibility For UG	≡ Eligibility For UG
Index,Tie and Ranklist Calculation	≡ Index,Tie and Ranklist Calculation
Certificate Verification	E Certificate Verification
🔿 Weightage Quota & Management Quota	
Entrance Exam Admit Card	≡ Weightage Quota & Management Quota
Eligibility for PG	
Index and Rank list for PG	■ Index and Rank list for PG
Certificate verification for PG	
	Entrance Exam Admit Card

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

DURSE TABLE SETTINGS	STAGE ORDER
hable Stages To Be Shown In Course Wise Table	You Can Change Order Of Stages By Simply Drap N Drop
Eligibility For UG	≡ Eligibility For UG
Index, Tie and Ranklist Calculation	≡ Index, Tie and Ranklist Calculation
Certificate Verification	Certificate Verification
🔵 Weightage Quota & Management Quota	
Entrance Exam Admit Card	
Eligibility for PG	■ Eligibility for PG
Index and Rank list for PG	Index and Rank list for PG
Certificate verification for PG	■ Certificate verification for PG
	Entrance Exam Admit Card

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.

APPLICANT SIDE SETTINGS	PERMISSION MANAGEMENT		
Enable Sections To Be Shown In Applicant Homepage	1. Edit In Student List	Manage Permission	
Stage Details	2. Enable/disable edit for form	🖀 Manage Permission	
Admitted Details	3. Readmit Button In Admit By Application Number	Manage Permission	
	4. Cancel Button In Admit By Application Number	Manage Permission	
DEFAULT	5. Update Button In Update admission Number	Manage Permission	
	6. Intimation In Update Admission Number	🔮 Manage Permission	
	7. Settings In Update Admission Number	Manage Permission	
	8. Search Button In Admit By Application Number	Manage Permission	
	9. Search Button In Verify By Application Number	Manage Permission	
	10. Actions In Verify By Application Number	Manage Permission	

- 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
 - o 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.
 - o Permission for Actions in Verify student by application number.
 - Permission for Block/Unlock by course in Verify student by application number.
 - \circ 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.
 - o Permission for Enable additional fee in admit student by application number.
 - o 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.
 - o Permission for Verified status column in student list.
 - o Permission for Application bulk download option in student list.
 - Permission for Admit Slider option from student list.

IPPLICANT SIDE SETTINGS	PERMISSION MANAGEMENT		
nable Sections To Be Shown In Applicant Homepage	1. Edit In Student List	👹 Manage Permission	
Stage Details	2. Enable/disable edit for form	Manage Permission	
Admitted Details	3. Readmit Button In Admit By Application Number	Manage Permission	
	4. Cancel Button In Admit By Application Number	Manage Permission	251.00
USTOMIZE APPLY FORM LANDING PAGE VIEW DEFAULT TILE VIEW	5. Update Button in Update admission Number	Manage Permission	
	6. Intimation In Update Admission Number	Manage Permission	
	7. Settings In Update Admission Number	Manage Permission	
	8. Search Button In Admit By Application Number	Manage Permission	
	9. Search Button In Verify By Application Number	Manage Permission	
	10. Actions In Verify By Application Number	Manage Permission	

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.

+ Create New					Grid View List View
1 OTHER	211.	#2 ISLAM	2±×	#3 CHRISTIAN	21.
student can specify	Hide from admission	student can't specify	() Hide from admission	student can't specify	Hide from admission
#4 HINDU	281				
student can't specify	Hide from admission				

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.

Choose Religion: HINDU					
+ Create New				G	rid View List View
#1 KADAIYAN student can't specify	281	#2 KHATIK student can't specify	× 11 ~	#3 BOYAN student can't specify	× = -
Hide from admission Add Sub	Contr. J.	Hide from admission A	dd Sub Caste +	Hide from admission	Add Sub Casta +

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.

+ Create New				Grid V	iew List View
OTHERS	× 11 ×	2. INDIAN	2111		
udent can specify	Hide from admission	student can't specify	Hide from admission		

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.

+ Create New				Grid View List View
I. OTHERS	285	2. INDIA	211	
student can specify	Hide from admission	student can't specify	Hide from admission	

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.

Choose Country:					
India	*				
+ Create New					Grid View List View
T Create New					
#1 OTHER	/ 11 ^	#2 CHANDIGARH	∕≣ ^	#3 NEW DELHI	/ II ~
student can specify		student can't specify		student can't specify	
	Add District +		Add District +		Add District +
	Hide from admission		Hide from admission		Hide from admission

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.

+ Create New				Grid View List View
. OTHER (NEW)	281	2. MALAYALAM NEW	281	
tudent can specify		student can't specify		
0	Flide from admission		3 Hide from admission	

Weightage Quota

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

Create +	
CALICUT UNIVERSITY GRADUATE Assign to specific form	· + 2 1
CSS Assign to specific form	· + 2 I
NSS Assign to specific form	✓ + ≯ ■

- > 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.

Name	
Description*	
🕕 Is unique	1
	Cancel Submit

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.

+ Create New			I	Grid View List View
. RAJYA PURASKAR/NANMA MUDRA SERTIFICATE	2. CONDUCT CERTIFICATE	Z II N	3. SC/ST CERTIFICATE	2111
→ The from admission	O Hide fro	m admission	0	Hide from admission

- > 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.

+ Create New					Grid View List View
I. OEC	281	2. ST	211	3. GENERAL	211
CODE : 4 Description :		CODE : 6 Description :		CODE : 2 Description : FORWARD CASTE	
	Hide from admission		O Hide from admission		Hide from admission

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.

Create New	
1. GENERAL (OPEN QUOTA)	/ 1 ~
pen Quota)	
rent Reservation Category :	
cant Seat Credit To :	Hide from admission
	Hide Itom admission

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.

Enter Name	Enter Seat Reservation Category
Enter Description	Enter Student Reservation Description
Parent Reservation Category	Select Parent reservation
Vacant Seat Credit To D Is Student Specify	Select Vacant Seat Credit To
	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.

00	NOL0	AND SEATS					
	SL.NO	COURSE NAME	COURSE PATTERN	DEPARTMENT	SET SEAT	OPEN ADMISSION	OPEN FOR LATE STUDENTS
•	1	COLLEGE EVENTS [COLLEGE EVENTS]	COLLEGE EVENTS	ADM	Allocate seat		
=	2	B. VOC. NUTRITION SCIENCE AND DIETETICS [NSD]	BVoc	FTL	Allocate seat	O	•
1	3	B. VOC. TOURISM AND HOSPITALITY MANAGEMENT [THM]	BVoc	тнм	Allocate seat		
-	4	B. VOC. VISUAL COMMUNICATION [BVC]	BVoc	MAS	Allocate seat		0

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

ig seat no
_

Application Fee Category

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

+ Create New			Grid View List View
LAKSHADWEEP Fee amount 1.00 Student Reservation : Seat reservation :	284	2. STUDENTS(WITH PRESENTATION WITH PUBLICATION)	3. RESEARCH SCHOLARS & GUEST FACULTY(WITH PRESENTATION & PUBLICATION)
		Student Reservation :	Student Reservation : Seat reservation :

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.

- Create New					Grid View List View
LAKSHADWEEP	211.	2. APPLICATION FEE. Fees Amount : 125.00	× # ^	3. APPLICATION FEE Fees Amount : 250.00	× = ^

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.

Enter Name		APPLICATION FEE.		
🔿 All Students (🧿	Students matchi	ng conditions		
				Remove
Nationality	=	OTHERS	0	
nter Amount :	500			
+ Add New				
			Update	Reset Close

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.

Yeer 2021	i	Admission Form i Application for Admission to the First Yea	Application Fee Category i GENERAL	
		Q Search	× Reset	
NO FEES NAME		ASSIGN FOR COURSES	FEE AMOUNT	ENABLE FEE

Content Templates

- > This option allows the user to set content for different sections and intimation options.
- All the options available here are
 - o 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.
 - o Content for sms intimation sent during offline payment.
 - o Content for certificate upload section instructions in applicant side.
 - o Content for payment page header in student portal.
 - o 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.
 - o Content for sms intimation sent after successfully completing application fee online.
 - o Content for email intimation sent when last section in application form has been submitted.
 - o 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.
 - o Content for email intimation sent when an applicant is admitted.
 - o Content for sms intimation sent when an applicant is admitted.
 - Content for email intimation sent when fee is assigned to an applicant.
 - o Content for sms intimation sent when fee is assigned for an applicant.
 - \circ $\;$ Content for email intimation sent when an applicant is admitted through allotment.
 - Content for sms intimation sent when an applicant is admitted through allotment.
 - \circ $\;$ 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.
- o 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.

Student Payment Success SMS content		*
Dear {{studentName}}, Your payment for admise	n is successful.	
ou have 96 characters left.		\$
Template Id		
supporting tags ((studentName)), ((application)	<pre>}}, {{formName}}, {{formCode}}, {{studentEmail}}</pre>	

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.

+ Create New					Grid View List View
0-	× # ^	2. 0+	× # ^	3. B-	281
y: O-		Key: O+		Key: B-	
	Hide from admission		()) Hide from admission		Hide from admission

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.

+ Add New							
WANT							
Name This field is representing the	l want					Enable Sorting by display na	ame.
options.							
14.22557	×			×	1822.2		×
key	Participation in Confere	key	Participation and Prese		key	Participation Presentati	
Display name	Participation in Confere	Display name	Participation and Prese		Display name	Participation Presentati	
Is other	Q	Is other	Ø		Is other	Q	
			Add option				

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.

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

SLNO	SETTINGS NAME	VALUE	
1	Choose active year	× 2021	
2	Customize Applicant Registration Portal	select data	
3	Customize Applicant Registration Portal Intimation options	× Email	
4	Customize Student Payment Options	× Online Payment	
5	Customize Payment Success Intimation Options	× 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	3 7 .
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	· •
	1	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.

+ Add New Tag			
I VILLAGE	/ 1		
Code : village	Hide from admission		
	Un more from admission		

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

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.

OMICILE		Grid View	List View
+ Create New			List view
1. DOMICILE1 (NEW)	1		
	Hide from admission	n	

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.

/ear 2022	i	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	i	Student Name Enter Student Name	i
Admission Form	i					
Choose Form	*					

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

cc No :	
iranch Name :	
nstitution Code :	
aid To :	
refix :	
ast Genereted Number :	1000
	Cancel Submit

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).

rtificate verificati	on by application number		
	Other Options	Set order here * You can change order by simply drag and drop field	
	2. D Enable Provision to View Certificates	1. Name of Candidate	
	Student Entered Fields.	 2. Photo of Candidate 3. Date of Birth 	
	2. () Expansion of initials, if any (expansionOfInitials)	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.

+ Create New					Grid View List View
. MANAGEMENT	× 11 ^	2. GENERAL	Z#^	3. NIL	2 E *
CODE :		CODE : GENERAL		CODE :	
	Hide from admission		Hide from admission		Hide from admission

Manage Course Group

> This option allows the user to create, edit and delete course group types and course groups.

PG	* + 🖌
UG Courses	

> Also it allows the user to map courses under course groups.

Back				
MANAGE COURSE GROUP You can create and assign co				+ Create New Course Group
		2		*
	1. COLLEGE EVENTS [COLLEGE EVENTS]	PG	1	
	2. B. VOC. NUTRITION SCIENCE AND DIETETICS [. MSc MATHEMATICS [(MMS]	
	NSD]	. MASTER OF COMMER	AP 7114111	
	3. B. VOC. TOURISM AND HOSPITALITY	MASTER OF COMMENT	KCE [MCM]	
	MANAGEMENT [THM]	MA ARABIC [MAR]		

> 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.

Create +			Grid View	List View
#1 HSE	2	VHSE		21
Desc: Higher Secondary Examination (TWELFTH)	Des	: Vocational Higher Secondary Ex	amination (TWELFTH)	
+ E O Hide from	m admission		+ 😫 🔾 Hide fro	m admission
#3 CBSE	≥ ≣ #4	ICSE		21
Desc: Central Board of Secondary Examinations (TWELFTH)	Des	: (TWELFTH)		
+ B O Hide fro	m admission		+ B Hide fro	m admission

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

Name	
HSE	
Description*	
Higher Secondary Examination	
Mark entry Type*	
Subject-wise	
Board Stream Type*	
TWELFTH	
🔵 Is Student Specify 🌔 Is Ma	ark Entry Required
	Cancel Submit

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.

Create +		Grid View List View
1 HSE	✓	1
esc: Higher Secondary Examination (TWELFTH)		condary Examination (TWELFTH)

> The subject group mapping screen is shown below.

ubject Group - HSE	
ELECTIVE COURSE (Which is not included in core) Tenable	
Overall CGPA	
COMMON COURSE OTHER THAN LANGUAGES(If applica	ble)
OPEN COURSE	
COMPLEMENTARY COURSE II(If applicable)	
COMPLEMENTARY COURSE I	

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

Mark Entry Type*	Mark	
Show Subject By*	Dropdown	
Display Subject*	Name	
Number of Subjects*	10	
Number of required subjects*	o	
Required error mesage to display*		
Edit Max marks*	0	_
Enable Grade"	0	
Enable Grade Point*	0	_
Enable Subject Percentage*		
Show Total Percentage*	0	
Hide Overall Percentage*	0	
Show Highest CGPA*	0	_
Show Obtained CGPA*	O C	_
		_
	Cancel Sul	omit

- > 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.

Create +					
#1 ENGLISH Desc: ENG	21	#2 SECOND LANGUAGE Desc: SLA	21	#3 PHYSICS Desc: PHY	1
#4 CHEMISTRY Desc: CHE	21	#5 BIOLOGY	21	#6 ACCOUNTANCY	1

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.

+ Create New		Grid View	List View
1. SKILL DEVELOPMENTS COMPONENTS / X = ~	2. GENERAL EDUCATION COMPONENTS: OTHER THAN LANGUGAE	3. GENERAL EDUCATION COMPONENTS: MALAYALAM	× 11 ~

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.

Create +		Grid View List View
Type All	Board Stream Type All	
1 HSE02 (BUSINESS STUDIES, ACOUNTANCY, ECONOMI	CCOUNTANCY, ECONOMICS, STATISTICS)	#2 HSE01 (BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS) BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS
loard/Stream type: HSE(TWELFTH)		Board/Stream type: HSE(TWELFTH)
	📰 😑 🕂 🔾 Hide from admission	😰 🔚 🕂 💽 Hide from admission

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

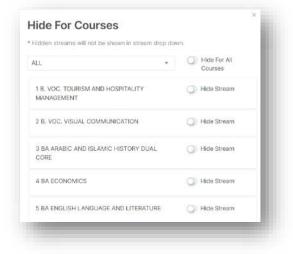
Also there are three more buttons available in this screen which allows the user to perform the following actions.

Create +		Grid View List View
Type UG	Board Stream Type All	
HSE02 (BUSINESS STUDIES SINESS STUDIES, ACCOUNTANCY, ECON	ACCOUNTANCY, ECONOMICS, STATISTICS)	#2 HSE01 (BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS) EUSINESS BTUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS
ard/Stream type: HSE(TWELFTH)		Board/Stream type: HSE(TWELFTH)

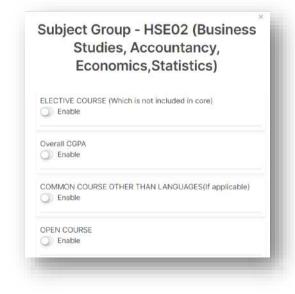
 \circ $\;$ Option to hide pattern course from choice option based on stream selected.

Show/Hide Course in	Choice				
vas chosen for that student.	the choice list of the student if this stream agging the courses. This order will apply				
ALL	+ G Hide Al				
Sorting will work only when all course elected	s are				
1.8. VOC. TOURISM AND HOSPITALITY MANAGEMENT					
🗌 Highlight	Hide from Admission				
ii 2 B. VOC. VISUAL COMMUNIC	ATION				
Highlight	Hide from Admission				
I 3. BA ARABIC AND ISLAMIC HI	STORY DUAL CORE				
Hghlight	Hide from Admission				
I 4. BA ECONOMICS					
Highlight	Filde from Admission				

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



• Option to map subject group to stream.



Stream Subject

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

	UBJECTS				
Stream i HSE02 (Business Studies, Acco	Subject Group i Select Group				
Add / Update +		#2 SECOND LANGUAGE		#3 ACCOUNTANCY	
lax. mark: 200 lin. mark: 60		Max. mark: 200 Min. mark: 60		Max. mark: 200 Min. mark: 60	
4 BUSINESS STUDIES		#5 ECONOMICS	π.	#6 STATISTICS	
lax. mark: 200 lin. mark: 60		Max. mark: 200 Min. mark: 60		Max. mark: 200 Min. mark: 60	

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

S	subject	
English	Max. Mark : 200 Min. Mark : 60	ø
Second Language	Max. Mark : 200 Min, Mark : 60	0
Physics	Max. Mark	8
- nyaica	Min. Mark	
Chemistry	Max. Mark	8
onemistry	Min. Mark	-

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.

+ Create New				Grid View List View
. OTHERS tudent can specify	28.1	2. BHARATHIAR UNIVERSITY student can't specify	287	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.

+ Create New						Grid View	List View
. HINDI	2首人	2. ARABIC		28.5	3. MALAYALAM		Z#N
Description : HINDI		Description : ARABIC code : CARA			Description : MALAYALAM code : CMAA		
how for admission	Hide for courses	show for admission	Hide for courses		show for admission	Hide for courses	

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

lidden second languages will not be shown in secon ile admitting students.	d language drop down
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.

+ Create New		Grid View List View
1. ST JOSEPHS COLLEGE student can't specify	×1.1	
Type : UG	de from admission	

Admission Form Settings

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

Admission Form

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

ORM FILTER			
Visar 2021	i.		
+ Add Form	Q, Search	X Reset	Set Form Order
T Add Form			Set Form Order
1 APPLICATION FOR ADMISSION PPLICATION FOR ADMISSION TO THE FIRST	TO THE FIRST YEAR DEGREE PROGRAMME	#2 APPLICATION FOR ADMISSION	N TO PG PROGRAMME 2021-22
	/ 1	Year: 2021	No.Phases; 1
ear: 2021	No.Phases: 1	Publish form	C Enable Edit
Publish form	C Enable Edit	Publish For Late Admission	C Enable print
	C Enable print		+ 🖪 🖾 🗗 🗘
Publish For Late Admission			

- > 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.

Form Name			*
Form Code			*
Form Description			
Course Name select data			*
Application Year	*	Phase	
Select	\$	1	*
Phase 1 Start Time	*	Phase 1 End Time	*
Application No. Start *	Application No. End	Application No. * Difference	Application No. Prefix

50	Paragraph	×	в 1	∠ ×	₽ 3	5 3		C] 💿	
2								(WORDS POWERED BY TINY 🚜
structio	ns								
File Ed	lit View Insert	Form	iat Tools	a Table	Help				
	Paragraph	\sim	в 1	<u>×</u> ~		F T	≣	•	
ن م									

Application Number Generates At	*
After completing payment	٥
Application Print	*
Select	۰
Allotment Memo Format	
Select	٥
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 submiss form is done given that only a single course can be selected in the form.	ion of

Stage Action Type	
COURSE CENTRIC	٠
Apply After i	
	٠
OPEN FOR	×
	Close Save change

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

			Edit Form	Payment with Group
Enable Payment with group *You can create custom course gro	ups within the fo	rm to enable multip	ole payments in	side a form
ecify Payment Type	Different payme	ent for individual co	ourses(recomm	nended for PG)
Name *		Enter Course G	Group Name	
Description *		Enter Course G	Group Descripti	on
You can (create and assign c	courses to the course	group.	
*Courses listed in this side will have		*Courses listed	in this side wil	I have same 🔹
payment		payment		
		No Co	ourse Groups C	reated!!
1. MA ARABIC				
1. MA ARABIC 2. MA ECONOMICS				

- > 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.

#1 APPLICATION FOR ADMISSION APPLICATION FOR ADMISSION TO THE FIRST		SREE PROGRAM	ME	#2 APPLICATION FOR ADMISSION	TO PG PROGRAMME 2	2021	-22		/
			× #	Year: 2021	No.Phases; 1				
Year: 2021	No.Phases: 1			C Publish form	C Enable Edit				
Publish form	C Enable Edit			Publish For Late Admission	C Enable print				
Publish For Late Admission	C Enable print				1	+)/	8	8	-

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

#1 APPLICATION FOR ADMISSION APPLICATION FOR ADMISSION TO THE FIRST		#2 APPLICATION FOR ADMISSION	N TO PG PROGRAMME 2021-22	1
	/ =	Year: 2021	No.Phases: 1	
Year: 2021	No.Phases: 1	C Publish form	C Enable Edit	
Publish form	Enable Edit	Publish For Late Admission	C Enable print	
Publish For Late Admission	C Enable print		+ 🖪 (
Publish For Late Admission	C Enable print + 🗈 🖾 🗭 🌣		+ 🖪 (3 (

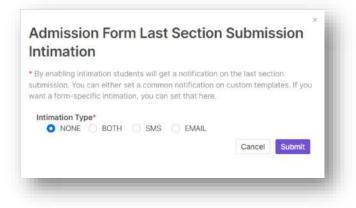
> Add/Update Sections button – To create, update and configure sections in a form.

ersonal Details		*
ection Type		*
	Q Reset Edit Section	
ection(s)		
■ PERSONAL	. DETAILS	/ ≡ •
C Enable Ed	lit After paym <mark>ent</mark> also	
Intimation T	ype *	
O NONE	🐑 BOTH 🔿 SMS 🔿 EMAIL	
	NAL AND OTHER DETAILS	2 E ×

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



Intimation option for last section submission



> Add Affidavit button - to set template for affidavit.

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

. Course : MA ARABIC			O Disable
Application No. Start	Application No. End	Application No. Difference	Application No. Prefix
Enable Leading Zero			
2. Course : MA ECONOM	ICS		O 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.

ORM FILTER	1	Admission Form i	Form Section	4		
2021		Application for Admission to the First Yea	Personal Details			
		Q Search	× Reset			
			A most			
			A. Book			
OPY SECTION FIELD FILTER	R					ä
COPY SECTION FIELD FILTER	R	Admission Form				
Year of copying form	R	Admission Form	Copying Form Section		A Come	
	R				Copy 2 Rese	

Field Presets	Photo of Candidate *		
	File Name	Size	
Advanced	-		
	Drop files to attach, or browse		
Layout			
	Recent scanned Passport size photo with white background JPG Format less than 100kb (NO SELFIES ALLOWED)		
Data	Signature of Candidate *		
	File Name	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.

1. Application for Admission to	o the First Year Degree Programme - 2021		
2. MESMAC 6 - 2021			
add new			
Enter Group Name PG Form			Ŧ
	Left Forms	Right Forms	
	1. Application for Admission to PG Programme 2021-22 - 2021	No forms available in right Side.	

Admission Remarks Form

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

1011113310	n Remarks	Form		
	Remarks			
Basic				
»_ Text Field	Submit			
A Text Area				
# Number				
E Select				
Button				
Field Presets				
Advanced				
Layout				
Save Form	•			

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

ORM FILTER					
Vear 2021	i.	Admission Form i Application for Admission to the First Yea	Perm Section Personal Details	£	
		Q Search	× Reset		
iame of Candidate ey : studentFirstName				Required	
xpansion of initials, if any ey : expansionOfinitials				Required	

Admission Stage Settings

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

Stage Process

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

ou can create Stage Process	and assign Actions to them.	+ Create New Stage Process
	Principal Verification	+ Add Actions + Add Fields 🖍 🍃
	Department Verification	+ Add Actions + Add Fields 💉 😜
	Principal Verify	+ Add Actions + Add Fields 🖌 🤤

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

Preview		i
Button label Enter Button label		i
Button size i medium	Buttion collor primary	i
Stage to move No stage moving action		i
	Reset S. but can edit moving stage to update order.	

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

ident Entered Data			
1 🕖 Name of The Applicant	Î	1. Name of The Applicant	Î
2. () Student Photo		≡ 2 . Date of Birth	
3. () Date of Birth			
4 . Place of birth		≡ 4. Caste	11
5. () Email ID		Enable Edit Set Required	
б. 💭 Nationality		Enable Edit □ Set Required	÷
7. (C) Religion		≡ 6. Gender	1
8. () Caste		Enable Edit Set Required	

Admission Stage

> This option allows the user to create, edit, configure and delete admission stages.

DMISSION STAGES CAN CHANGE STAGE ORDER BY SIMPLY DRAG AND DROP				Customize Mark Entry Subdivision + Create	Admission Stage
#1 ENTRANCE FOR MPHIL Course :	282	#2 ELIGIBILITY RULE STAGE Course :	717	#3 INDEX MARK STAGE Course :	217
#4 DEPARTMENT VERIFICATION Course :	× # 2	#5 PRINCIPAL APPROVAL Course :	282	#6 ADMITTING STAGE Course :	/ # /
#7 MANAGEMENT QUOTA ADMISSION Course :	×#2	#8 DEPARTMENT REJECTED STAGE Course :	× 12	#9 PRINCIPAL REJECTED STAGE Course :	× # ×

- > 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.
 - \circ Show stage in dashboard as name implies displays stage in dashboard.
 - Show stage for applicants as name implies displays stage details in applicant side.

tage Name	
> Avail Stage in verfiy student	
🐊 Avail Stage in admit student	
Show Stage in Dashboard	
Show Stage for Applicants	
	Cancel Submit
Show Stage for Applicants	Cancel Submit

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

	Ĩ
Subdivision Name Enter Subdivision Name	
key This key should be unique Enter key	Max Mark Enter Max Mark

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

#1 ENTRANCE FOR MPHIL	1 1 -	#2 ELIGIBILITY RULE STAGE	282	#3 INDEX MARK STAGE	2 章 2
Course :		Course :		Course :	

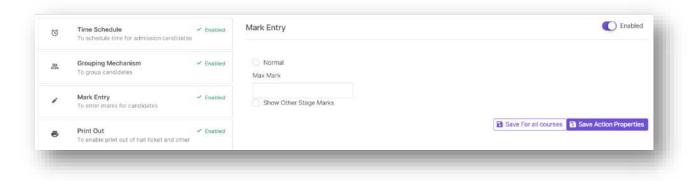
- > The following are the stage action currently available.
 - Time Schedule Can be used to schedule time for interviews for a set of students. Basic and Advanced options are available here.

U	Time Schedule To schedule time for admission candidates	 Enabled 	Time Schedule		
8	Grouping Mechanism To group candidates	 Enabled 	Basic INTIMATION OFTIONS Detable Intimation Sending	Advanced	
/	Mark Entry To enter marks for candidates	 Enabled 	Contrastic interestion second		Save For all courses B Save Action Properties

 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).

Q	Time Schedule Constraints on candidates	Grouping Mechanism	Enable
<u>8</u>	Grouping Mechanism ✓ Enabled To group candidates		Save For all courses Save Action Propertie

• 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.

U	Time Schedule To schedule time for admission candidates	- Enabled	Print Out	C Enabled
a	Grouping Mechanism To group candidates	🖌 Enaturit		+ Create New Print
,	Mark Entry To enter marks for candidates	 Enabled 	E-ADMIT CARD	
ē	Print Out To enable print out of half licket and other	 Enabled 		
Ó	Stage Summary To add table fields in stage summary	Enabled		Save For all courses Save Action Properties

 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.

0	Time Schedule Enal	ed Stage Summary	C Enabled
8	Grouping Mechanism ✓ Enal Te group candidates	ed INTIMATION OPTIONS	
/	Mark Entry - Enal To enter marks for candidates	ed OTHER OPTIONS OD Enable Student Edit Enable edit student data	
6	Print Out 🖌 Enal To enable print out of Ivall ticket and other	ed Enable Student preview Enable preview student data Enable Redirection To Verify Student	
Ċ	Stage Summary ✓ Enal To add table fields in stage summary		

• 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.

e : 18	A Economics		
3	Time Schedule To schedule time for admission candidates	Eligibility Rule	Enabled
8	Grouping Mechanism To group candidates	Eligibilty Rule List	Add Rule
,	Mark Entry To enter marks for candidates	1. ELIGIBILITY ECONOMICS	× •
8	Print Out To enable print out of hall ticket and other		
Ċ	Stage Summary ✓ Enabled To add table fields in stage summary		
5	Eligibility Rule Enabled To filter students based on some rules 		

Eligibility Rule			C Enabled
Back Create Eligibility Rule			
Rule Name		Required	ELIGIBILITY ECONOMICS
Select Board Type		Required	TWELFTH
Select Stream		Required	× HSE10 (Physics, Chemistry, Biology, Mathematics) × HSE0
			× Clear Selection ✓ Select All
12th Total Mark Percentage Required		Required	33
Select If Any One Of Subjects			
D English	0	Second Language	O Physics
Chemistry	0	Biology	Accountancy

Statistics	Computer Science	R. (0	Electronics
Communicative English	O Mathematics		0	History
Business Studies	C Economics		0	Computer Application
Chemistry	C) Biology		a	Accountancy
C English	 Second Language 	Ê.	0	Physics
Select Mandatory Subjects				
Individual Mark Percentage For Selec	ted Subjects Required	0		
Number Of Selected Subject Condition	n (Eg:Any 2 Subject) Required	0		

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

• 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.

ø	Time Schedule To schedule time for admission candidates		Index Mark			C Enabled
0	Grouping Mechanism To group candidates				Cre	ate New
	Mark Entry To enter marks for candidates		1. INDEX MARK ECONOMICS	+ Add Rules	1	•
ē	Print Out To enable print out of hall ticket and other		2. INDEX ECONOMICS MANAGEMENT	+ Add Rules	2	•
Ô	Stage Summary To add table fields in stage summary	Enabled	Other Options			
6	Eligibility Rule To filter students based on some rules		 Enable Provision to edit index mark of a student 	B	Save Form 1	Stage Action
ы	Tie Rule	Enabled				
	index Mark	Enabled				

Here click on Create new to create new rule groups.

ndex Mark	Enablec
Enter Group Name •	
Enter Group Name	0
This field is mandatory.	
Enable Extra Marks	
 This feature enables you to enter extra marks in index marks. 	
Consider Group for Final Mark	
In case of more than one group enabled groups index mark is considered	
× Cancel B Save	

• Click on add rules and then click on create new to create rules inside the rule groups.

back	Rules For INDEX MARK ECONOMICS	Ci	eate New
1. INDEX ALL	T Add Fi	ilter	•

	101				010	EATE NE	W RUI	<u>_t</u>					
Enter Rule Na	ame: *												
INDEX ALL													
Board Type *													
TWELFTH													
Board Stream	п Туре												
All													
VARIABLES		blic Vari	ables:									+ Add /E	Edit Variable
Local Variabl	es: Pu	ECONO	MICS	PENALT					PART_III		ERVICE	NCC	NSS
.ocal Variabl	es: Pu TOTAL SCOUT	ECONO S CO	MICS RE_GP	CORE_	CP CC	MP1_GP	COMP	2_GP	COMP1_	CP	ERVICE	NCC P SIX	NSS
Ocal Variable TWELFTH PENALTY HUNDRED	es: Pu TOTAL SCOUT SIXTY	ECONO S CO	RE_GP		CP CC	MP1_GP	COMP		COMP1_	CP (DNE_PC	ERVICE OMP2_C INT_FIVE	NCC P SIX	NSS
TWELFTH PENALTY HUNDRED ZERO RO	es: Pu TOTAL SCOUT SIXTY CG_GP	ECONO S CO POIN RCG_CF	RE_GP	CORE_ TWEN	CP CC TY DE _CP V	MP1_GP	COMP TEN P_CP	POINT	COMP1_ ONE (CC3	CP (DNE_PC	ERVICE OMP2_C INT_FIVE	NCC P SIX FIVE EC_CP	NSS
TWELFTH PENALTY HUNDRED ZERO RO	es: Pu TOTAL SCOUT SIXTY CG_GP OVERALI	ECONO S CO POIN RCG_CF	MICS RE_GP T_TWO FC_C OVERAL	CORE_ TWEN 3P FC L_CP	CP CC TY DE _CP V	MP1_GP CI_FIVE P_GP V THER_GP	COMP TEN P_CP COM	POINT POINT CC3_GI	COMP1_ ONE (CC3	CP (DNE_PC _CP I DC_GP	ERVICE COMP2_C INT_FIVE EC_GP OC_CP	NCC P SIX FIVE EC_CP CON	NSS TWO CC2_GP

PART3MAIN_CP_MARK	SUBSIDERY1_GP_N	ARK :	SUBSIDERY	1_CP_MARK	SUBSIDERY2_GP_MARK	
SUBSIDERY2_CP_MARK	EXSERVICEMAN	NSS_P	G NCCB	NCCC	PART_1_ENGLISH_MARK_G	P
PART_1_ENGLISH_MARK_	CP PART_2_MAL	AYALAM_	MARK_GP	PART_2_N	ALAYALAM_MARK_CP	
ULE MAKER						
TWELFTH_TOTAL+ECON	OMICS+(ECONOMIC	S>0?50:	0)-PENALT	Y+([!]NCC	NSS SCOUTS)+EXSERVICE	
+ - * / ()	! [] ? :	= <	> <= >	= 1		
+ - * 1 ()	! [] ? :	= <	> <= >	=		
+ - * / ()	1 [] ? :	= <	> <= >	=		
ERE YOU CAN ADD V	ARIABLES, THAT				TAL OF THE FORMULA	, THIS WILL BE
IERE YOU CAN ADD V	ARIABLES, THAT				TAL OF THE FORMULA	, THIS WILL BE
IERE YOU CAN ADD V	ARIABLES, THAT				TAL OF THE FORMULA	, THIS WILL BE
IERE YOU CAN ADD V	ARIABLES, THAT				TAL OF THE FORMULA	, THIS WILL BE
HERE YOU CAN ADD V ADDED TO THE TOTAL	ARIABLES, THAT		IDS UP O	N THE TO	TAL OF THE FORMULA	, THIS WILL BE
ADDED TO THE TOTAL	ARIABLES, THAT	T DEPEN	IDS UP O	N THE TO	TAL OF THE FORMULA	, THIS WILL BE
HERE YOU CAN ADD V ADDED TO THE TOTAL	ARIABLES, THAT	= <	1DS UP O	N THE TO	TAL OF THE FORMULA	, THIS WILL BE

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

Back	Filter For INDEX ALL	
You Can restrict eligibili	y for students by simply adding filters here. No filter means all students will	
	be considered	
Include student columns		
Name of University (previouseUniversit	× MG UNIVERSITY	
		Add Column
	Save Changes	
	Save changes	

• 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.

U	Time Schedule To schedule time for admission candidates	Tie Ru	le) Enabled
8	Grouping Mechanism To group candidates		Salact Field			
,	Mark Entry To enter marks for candidates		All Subjects EXPAND TO CHANGE PRIOR		RITY OF OPTIONS	•
ē	Print Out			× ECN	✓ Select All	
	To enable print out of hall ticket and other			1. Economics		
Ĩ	Stage Summary Control Stage Summary To add table fields in stage summary			Board Type *	TWELFTH	
2	Eligibility Rule				*This is a mandatory field	
5	To filter students based on some rules	#	Select Field			
1Ĩ	Tie Rule ✓ Enabled		All Subject Groups	EXPAND TO CHANGE PRICE	RITY OF OPTIONS	9

 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.

I)	Time Schedule	Admitting List		C Enabled
9	To schedule time for admission candidates			
8	Grouping Mechanism	Enable Pre Allotment Memo	Enable	
	To group candidates	Enable Admit Student	Enable	
		Enable Redirect To Admit Student	Enable	
e	Mark Entry To enter marks for candidates	Enable Block Student	Enable	
		Blocked student automatically move to		
5	Print Out To enable print out of hall ticket and other	Enable Stage Move	Enable	
	to enable print out of her lokes and obler	Enable Block Student In Waiting List	Enable	
2	Stage Summary V Enabled	Show Weightage Quota	Enable	
ב	To add table fields in stage summary	Show Index Mark Calculaton button	Enable	
		Show Certificates	Enable	
ġ	Eligibility Rule	Limit Count of Waiting List Student	Enable	
	To filter students based on some rules	Show Stage Process	Enable	

Ŀi	Tie Rule	🖌 Enabled	Stage Process		
2	Index Mark	Enabled	Choose stage process here. ADD FIELDS	. CHANGE ORDER BY DRAG AND DROP	
	Index Mark		1.()) Date of Birth		
:	Admitting List Admitting List	✓ Enabled	2 . Place of birth 3 . D Email ID		
	Admining Lat		4. Nationality		
			5. () Religion 6. () Caste		
			7 (Category		
			8. Diocese		
			9. () Parish 10. () Marital Status		
			11. Domicile		
			12 . Gender		-
				Save F	orm Stage Action

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

DMISSION STAGES		Customize Mark Entry Subdivision + Create Admission Stage
CAN CHANCE STAGE ORDER BY SIMPLY DRAG AND DROP.		
#1 ELIGIBILITY FOR UG	#2 INDEX,TIE AND RANKLIST CALCULATION # I Tourse:	#3 CERTIFICATE VERIFICATION The Territory of Territory Course :
#4 WEIGHTAGE QUOTA & MANAGEMENT QUOTA	#5 ENTRANCE EXAM ADMIT CARD 🛛 🖋 🗑 🧭	#6 ELIGIBILITY FOR PG
#7 INDEX AND RANK LIST FOR PG	#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.

Fields From Form	Fields From Remarks Form	
Name of Candidate (studentFirstName) Enable For Index Mark	No Fields To Add.	
Expansion of initials, if any (expansionOfinitials)		
Place of birth (placeOfBirth)		
Email ID (studentEmail)		

Admission Form Stages

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

ORM FILTER						
Year 2022	i	Admission Form Choose Form	i -			
#1. APPLICATION FOR	ADMISSION TO TH	IE FIRST YEAR DEGREE	Q Search	X Reset #2. APPLICATION FOR	ADMISSION TO PG PROGRAMME 20	21-22
PPLICATION FOR ADMISSIO	N TO THE FIRST YEAR DEGI	REE PROGRAMME		Vers - 2021	No. of Phases : 1	
/ear : 2021	No. of P	hases : 1	⊙ +	Year : 2021	NO. OF Phases 14	• +

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

Form :Applicat Degree Progra		ission to the First Year
Phase 1	i	Course B.Sc PHYSICS (Mathematics and C
Admission Stages		
Entrance Exam Adm	it Card	+
Eligibility for PG		+
Index and Rank list	or PG	+
Certificate verificat	on for PG	+
Assigned Admissic	n Stages	
≡ Eligibility For UG		
≡ Index,Tie and Ra	nklist Calculation	-
■ Certificate Verif	cation	-
≡ Weightage Quot	a & Managen	nent Quota -

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

			Back
Admission Form Phase 1	Course B. VOC. NUT	TRITION SCIENCE AND DIETETICS	
#1 ELIGIBILITY FOR UG Course : B. VOC. NUTRITION SCIENCE AN	e* ID DIETETICS de From Applicant	#2 INDEX, TIE AND RANKLIST CALCULATION	#3 CERTIFICATE VERIFICATION
* * * 0 /		2 2 4 0 /	* * * 0 /

- 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
 - $\circ \quad \text{Stage view.} \\$
 - 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.

ORM FILTER				
Vear 8 2021	Admission Form i Application for Admission to the First Ye	Admission Form Phase All	Course Group Select courseGroup	i
Branch Preferences Choose Pattern Course				
		× Reset	2 54 7001 002	
	B.Sc CHEMISTRY		3.Sc ZOOLOGY	
Sc PHYSICS Total Verified Students : 1599 Total Stage Not Assigned Students : 6	1	101	B.Sc ZOOLOGY Total Verified Students : 2029 Total Stage Not Assigned Students : 8	

ntegrated MSc. Biology		
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.

Year 2021		Admission Form Application for Admission to the First Year Degree	Phase 1	Course Group Type i UG Courses
Course group Select Course Group	i	Course (x 8. VOC, NUTRITION SCIENCE AND DIETETICS)		Stage Index,Tie and Ranklist Calculation
FORM FILTER				
Year 2022	i	Application Number Prefix Select Application Number prefix	Application Number i Enter Application number	Sort By Application Number
Sort order ASC		Applied date	Admission Confirmed Type All	
		Add Cus	stom Filter	

- > 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

Filter					Sort				Set Common Status		
Filter By		٠			Sort By			٠	Set Common Status		
					Ascending			٠			
				Select Stage			٠	Move To Stage	Move All Students Stage	Send Intimation	Expor
Applicants: 1	00 of 346								2	fotal Students In 8	ltage: 3
		APPLICATION NUMBER	STUDENT NAME	WEIGHTAGE QUOTAS	ADMISSION STATUS	ACADEMIC FEE STATUS	INDEX MARK GENERAT	BUNK		ITATUS	CHANG STAGE
1				Scouts and Guides	Admission Not Confirmed	Not Paid	992.50	10	Staturs		→
									Upda	te	
2					Admission Confirmed	Paid	646.50	0 646.5 (Ran 227	ik-		9
									Upda		

o Time Schedule

Switch to Basic Schedu	Switch to Advanced Schedule			T
				8
	Date dd-mm-yyyy	*	Venue	/
	To Time	*	From Time	8
	No. of students present in a panel at a given time 0	*	Number of Panels O	
	Break Time (in Minutes) 0	*	Time Limit (in Minutes) O	
	ve Time Schedule	🗘 Reset 🕞 Sa		

		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 Tir Minute		Edit	Delet
1	0	Online Interview	12-04- 2022	12:00:00	14:00:00	1	1	5	o		C	
						🗐 List All Studer	ts List Scheduled Studients					
											E	xport
SC	HED	ULED LIST									E	xport
		ULED LIST st contains Already S	Scheduled st	udent data.							E	xport
• 7				udent data. JDENT NAMES		VENUE		DATE	FROM TIME	TO TIME		ANEL

o Mark Entry

nport Marks Export	Im				
REMARKS	60	MAJ	STUDENT NAME	APPLICATION NUMBER	*
1					1
					2
4					з

$\circ \quad \text{Print Out} \quad$

Print	Out			
	SL. ND	APPLICATION NO	STUDENT NAME	SAT- ENG E-ADMIT CARD
	1			Print
	2			Print
	з			Print

o Eligibility

		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

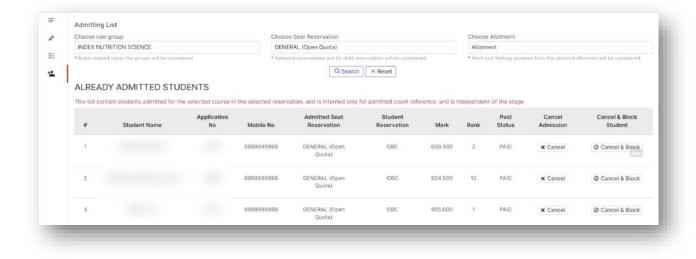
o Index Mark

	Choose rule group to get students	Last Applied Status SUCCESS	Show Index mark in	student side
	INDEX NUTRITION SCIENCE	Apply Index Mark Rule		
Status: 381 of 381 (Rules created under the groups will be considered. Considered. 		App	ly Tie Rule
#	STUDENT NAME	APPLICATION NO.	INDEX MARK	CALCULATION
1			1038.167	
2			1024.667	
3			1012.000	
4			1010.167	
5			1009.167	

o Rank List

£1.				Choose rule group to get students		
1				INDEX NUTRITION SCIENCE	Generate Rank List	
i I				* Rules created under the groups will be conditiered		
	Status: 244 of 0 Cr	ompleted				Export Export
	RANK		STUDENT NAME	APPLICATION NO.	MARK	
	1				955.000	
	2				939.500	
	3				933.500	
	.4				930.000	

o Admitting list



Applicant Manager

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

Student List

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

reat * 2021	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	i	Student Name Enter Student Name	i
Admission Form i Application for Admission to PG Programm	Admission Form Phase All	Filter By Choose filter		Application Status Choose filter	
Sort By Applied Date	Sort order ASC	Applied date		Verified date	
Admit Paid Status Choose filter	Merit and Waitnig Allotment All	Course Group Select courseGroup	i		
Branch Preferences		Admitted Course			
Choose Pattern Course		Choose Admitted Course			
	Ad	d Custom Filter			
	Q Se	arch X Reset			

									Export	Send In	timation	Send Intimation To All
SLNO	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.
1			Application for Admission to PG Programme 2021-22	MSE FOOD SCIENCE & TECHNOLOGY	admission178@test.com	9999999999	15- 08- 2021	3	Application Fee Pald	31-07- 2021 11:05:42 AM	09-09- 2021 10:54:24 PM	set form submitted
2			Application for Admission to PG Programme 2021-22	MA ENGLISH MSc FOOD SCIENCE & TECHNOLOGY	admission2590@test.com	99999999999	02- 08- 2021	đ	Application Fee Paid	02-08- 2021 04:48:09 PM	15-09-2021 02:23:45 PM	set form submitted

	5		Application for Admission to PG Programme 2021-22		admission9019@test.com	9999999999		87	Application Fee Not Paid	09-09- 2021 07:12:16 PM		set form subn	inteo
Ò.	6		Application for Admission to PG Programme	MASTER OF COMMERCE	admission9020@test.com	2999999999	24- 05- 2000	9	Application Fee Paid	09-09- 2021 07:23:22 PM	13-09-2021 08:17:44 PM	set form subp	hitted
									1 2 3	3 4	5 1	21 > 50 Record	is per pa

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

xtra Fields Settings		
ADD EXTRA FIELDS		
Name of Candidate (studentFirstName)	٠	^
Expansion of initials, if any (expansionOfinitials)	•	
Place of birth (placeOfBirth)	•	
Email ID (studentEmail)	(+)	
Nationality (nationality)	•	
Religion (religion)	٠	
Caste (caste)	(+)	

- Other that the general action buttons if you scroll to the right you can see some student specific action buttons that are available. Some of them are as follows.
 - 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.

IOBILE IUMBER	DATE OF BIRTH	REGISTER	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
99999999999	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
39999999999	02- 08- 2021	-	Application Fee Paid	02-08- 2021 04:48:09 PM	15-09-2021 02:23:45 РМ	set form submitted	Pay Offline	Check Status	Edit	preview	Print	To Verify	To Admit	Fee Receipt
9999999999	08- 08- 2021	2	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.

			Register Student Apply Form
	Candidate Registration		
Name of Candidate*	Enter Name		
	As per the qualifying examination		
Gender*	Select gender		
Email address*	Enter Email address	20	
	Use lower-case letters to enter E-Mail ID		
Mobile number*	Enter Mobile number		
	Register Student		

											Register Student	Apply Form
		App1	ying year*		2021							
		Emai	l address*		admissio	n20@test.com			Q Search			
.NO	STUDENT NAME	APPLICATION NUMBER	APLLICATION FORM	STUDENT EM	4.) L	MOBILE NUMBER	APPLIED DATE	OFFLINE PAYMENT	VERIFIED STATUS	EDIT	PREVIEW	PRINT
1	Apply		Application for Admission to PG Programme 2021-22					Pay Offline	✓set verified	Edit	preview	Print
2	Apply		MESMAC 6					Pay Offline	✓set verified	Edit	preview	Print

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

fear 2021	1	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	i	Student Name Enter Student Name	i
Admission Form	i					
Application for Admission to	the First Yea					
		Q Se	arch X Reset			

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.

Email Passv	Subject vord res	t setted										
Email	Conten	t										
в	ΙU	S	H1 Hz	1≣ ≔	x ₂ x	² Norm	ai 🛊	AA	≡	<u>T</u> x		
			descriptio	n ; 100 f si								
Dear { 0 lette SMS (Dit Id	rs remai content v	ning			is changec	t to {{passi	word}} us	er name is	s ({usert	Name)}		
inter l	Dit. Id											
						× Close	1	ave Tempo			Permanenti	

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.

1	admission20@test.com	admission20@test.com	99999999999	99999999999	ĉ
2	admission21@test.com	admission21@test.com	99999999999	9999999999	۵
3	admission22@test.com	admission22@test.com	9999999999	9999999999	۵

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.

NO.	NAME	DESCRIPTION	TYPE	EDIT CONTENT	ENABLE/DISABLE
1	Admit Card	Admit Card	Upload A File	Select Files	Ø
				🔥 Drop files	
				here	
				Admit Card	
2	Management Print	Management Quota Application	Custom Create	1	

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.

2021	Student Name	Student Email	Student Mobile
	Search with name	Search with Email	Search with Mobile
Gender	Admission Form	Apyment Staus	
Select Gender	Choose Form	Select Payment Status	

SLNO.	STUDENT NAME	EMAIL	MOBILE	GENDER	APPLIED DATE	YEAR		APPLIED F	DRMS	
1	TEST	admission10@test.com	9961749375	MALE	15-03-2021 09:03:19 AM	2021		No Forms A	pplied	
2	TEST	admission11@test.com	9961749375	MALE	15-03-2021 09:05:43 AM	2021	SL.NO	FORM NAME	APPLICATION NUMBER	PAYMEN STATUS
							1	PG sample	Mphii38	SUCCES
3		admission12@test.com	9447462159	FEMALE	16-03-2021 05:07:52 AM	2021	SL NO	FORM NAME	APPLICATION NUMBER	PAYMEN
							1	PG sample	Mphil14	SUCCES
4		admission13@test.com	9544649327	FEMALE	16-03-2021	2021				
					06:21:50 AM		SL.NO	FORM NAME	APPLICATION NUMBER	STATUS
							1	PG sample	Mphil3	SUCCES

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.

1	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	i	Student Name Enter Student Name	i
i n	Filter By Choose filter	Sort By Applied Date		Sort order ASC	
	Admit Paid Status PAID AND ADMITTED STUDENTS	Course Group Select courseGroup	1		
		Filter By Choose filter Admit Paid Status	Application Number Prefix Pater Application number Enter Application number Fiter By Choose filter Admit Paid Status Course Group	i Filter By Choose filter Sort By Applied Date Admit Paid Status Course Group	i Filter By Choose filter Sort By Applied Date Sort order ASC i Admit Paid Status Course Group

	Choose Form	Choose Certificates To Show
	Choose Form	(* Application Print) (* Management Quota Application) (*
		× Clear Selection ✓ Select All
Cert <mark>i</mark> ficate name com	bine with	
Applicaton No		

SI.No.	Student Name	Email	Mobile	Application Number	Application Print	Management Quota Application	DEGREE MARK LIST (CONSOLIDATED)	SIGNED COPY OF ALLOTMENT MEMO
1		admission3901@test.com	99999999999		Uploaded Not verified	Uploaded Not verified	Uploaded Not verified	Uploaded Not verified
2		admission3877@test.com	99999999999		Uploaded Not verified	Uploaded ⁽⁾ Not verified	Uploaded Not verified	Uploaded Not verified
3		admission3905@test.com	99999999999		Uploaded ⁽⁾ verified	2	Uploaded verified	Uploaded verified
4		admission3908@test.com	9999999999		Uploaded () verified	Uploaded	Uploaded 💿 verified	Uploaded 💿

- 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.

			5
1. PGMQ_7 Created on: 03-09-2021 02:29 PM	STATUS: SUCCESS	iti	9
2. 3new Created on: 03-09-2021 02:37 PM	STATUS: SUCCESS	4	9
3. 5560- Created on: 08-09-2021 11:00 AM	STATUS: SUCCESS	ı.	9
4. 5804 Created on: 06-09-2021 11:04 AM	STATUS: SUCCESS	ı±	9
5. 5866+ Created on: 19-09-2021 03:29 PM	STATUS: SUCCESS	ı ط	9

Update Student Data

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

		+ Add New
	/ 0	
1. Management and Weighta		
E	lit Student →	

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

DATE STUDENT DATAS	
DD FIELDS	
ame of The Applicant (studentFirstName)	۲
ace of birth (placeOfBirth)	۲
nail ID (studentEmail)	۲
ationality (nationality)	۲
eligion (religion)	+

Admission Enabled Type	Admission Enabled Type		
Admission Enabled Weightage Quota	Admission Enabled Weightage Quota	Θ	
■ Management Score	Management Score		
Enter Name *			*
Management and Weightage			
	D Update × Cancel		

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

DRM FILTER				
Year i 2021	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	i Student Name Enter Student Name	i
Admission Form i Application for Admission to UG Program	Filter By Choose filter	Application Status Choose filter	Sort By Applied Date	
Sort order ASC	Applied date	Verified date	Course Group Select courseGroup	i
Branch Preferences		Admission Enabled Type		
Choose Pattern Course		Admission Ena		
	Ad	d Custom Filter		

						Update Commonly For	Selected Students	Jpdate Commonly For a	All Students
SL:NO	STUDENT NAME	APPLICATION NUMBER	APLLICATION FORM	APPLIED COURSES	ADMISSION ENABLED TYPE	ADMISSION ENABLED WEIGHTAGE QUOTA	MANAGEMENT SCORE	VERIFIED STATUS	APPLIED DATE
1			Application for Admission to UG Programme 2021	BCom (Finance and Taxation)	¢	•	Management Scor	e Application Fee Paid	27-07- 2021 11:27:34 PM
2			Application for Admission to UG Programme 2021	BCom (Finance and Taxation),BCom (Computer Application),BA English Model I,BA Economics	:	•	Management Scor	e 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.

Admission Enabled Type	٠
Admission Enabled Weightage Quota	•
Management Score	Management Score
On Update, entered values will be updated Make sure all the values are entered propo If values kept left will update student data Update Close	arly

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.
 - o Option to enable edit roll number facility in admit student by application number screen.
 - \circ $\;$ Option to enable edit admitted date facility in admit student by application number screen.
 - Option to enable cancel admission button.
 - \circ Option to enable time limit feature for fee payment once the applicant is admitted.
 - o Option to enable allotment memo.
 - o Option to enable pre allotment memo (When no allotment).
 - Option to enable additional allotment memo (when two types of allotment memo required).
 - o Option to enable allotment memo for not paid applicants in update admission number.
 - \circ $\;$ 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.
 - \circ $\;$ Option to enable fee recalculation function on re admit button.
 - Option to edit admitted reservation for already admitted student (through allotment).
 - \circ $\;$ 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.
 - \circ $\;$ Option to enable admit type field in admit student by application number screen.
 - o Option to enable admission number edit for not payed applicants.
 - o Option set mandatory condition for some special fields in admit student by application number.
 - 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	C Enable
Enable Admitted Date Edit In Admit By Application Number	C 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	C Enable
Provision to Enable / Disable Additional memo	Enable
Enable Validation For Unique Admission No & Roll No For Students	Z Enable
Option to set admitting reservation in admit	Z Enable
Recalculate Fee On Re Admit in Admit By Appliation Number Screen,	Enable *Fee Recalculation on readmitting won't be performed when this setting is disabled. You can disable this setting if you don't want to edit the already assigned fee while admitting student
Edit Allotment Reservation In Admit Screen for already admitted student	Z Enable
Student Side Allotment Rank Type	Course Rank
	* Student will be moved to selected stage after successful allotment payment
Blocked Text In student side	Admission to this course is blocked by admin
Show Rank In Student Side	🕑 Enable
Stage After Allotment Payment	No stage change
	* Student will be moved to selected stage after successful allotment payment.

Stage For allotment block	No stage change
	* Student will be moved to selected stags 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 Admission Number Generation Methods	Admitting Type Admitting Course Admitting Reservation Admitting Weightage Quota Application Number
	 Admission number will be generated same as student application number.
Enable permanent and sequential admission no on admitting student	Enable
	Save Changes

Index Mark Report Course Previlages	Manage Permission		
Manual Admit Course Previlages	Manage Permission		

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.

IM FILTED					
ar 122	i App Sele	ication Number Prefix ct Application Number prefix	Application Human 220001	4	
			Q. Search X Reset		
Name of the Applicant Photo of the Applicant					
Prior of the applicant.					
Gender		MALE			
Gender Age		: MALE : 10			

WELFTH Mark Entry	: SI. No. Subject Name	Obtained Marks	MaxMark	
	1 PHYSICS	92	120	
	2 CHEMISTRY	84	120	
	3 MATHEMATICS	101	120	
	Total	277	360	
	Percéntage		76.94	
lemarks		No Remarks Added		
	Type Remarks		*	
	S Non verifie	Approve Student Certificates 0 d certificates 2 ad 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.

1. CLASS X MARK LIST	@ Preview
	🗸 verified
2 . CLASS XII MARK LIST	@ Preview
2. CLASS AII MARK LIST	× Not verified
2 IEE Score Card	
3 . JEE Score Card	

Register Number Prefix

> This option allows the user to pre define the prefix for register number based on course.

Year 2022	i	Course Group PG	i Branch Preferences × MA ARABIC (× MA ECONOMICS) (× MA ENGLIS	SH * MASTER OF COMMERCE * MS
			Q Search X Reset	
NO COURSE NAME		COURSE PATTERN	DEPARTMENT	REGISTER NUMBER PREFIX
MA ARABIC		MA ARABIC	MA ARABIC	Enter Admission Number/ Reg t
			MA ECONOMICS	Porter Administration Manufact Press Update

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.

RM FILTER					
^{fear} 2021	8	Application Number Prefix 1	Application Number 135	1	
		C	Search X Reset		
Name of Candidate		4			
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 Romarks Added	

Admitting Type	Normal Admit	•	
Admitting Course	B.Sc CHEMISTRY (Mathematics	s and Physics) (pr 🗢	
Admitting Reservation	MUSLIM	*	
Remarks			
		Å	

	Edit Student
 Verified Certificates 0 Non verified certificates 0 Non Uploaded Certificates 14 	Show Fee Heads
Update Details Admit Student	Show i de Indus

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

ee He	eads		
#	NAME		AMOUNT
1	Tuition fee		1050
2	Special Fee		1455
3	Caution Deposit		360
4	Matriculation Fee		115
5	РТА		3500
6	MISCELLANEOUS FEE		350
		Grand Total	6830

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.

Year 2021	ŝ.	Admission Form i Application for Admission to the First Yea	Admitted date	Admit Paid Status Choose filter	
Allotment All		Admission Confirmed Type All	Paid date	Course Group: BBA	4
Admitted Course					
× BACHELOR OF BUSINE	ESS ADMINISTRATION	N (BBA)			

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.

Enable/Disable Pay Fee Option Send Intimation Send Intimation To All Export		洼 Settings
Student Lonin Id Student Deseword	Student Login Id Student Password	Enable/Disable Pay Fee Option Send Intimation Send Intimation To All Export

- > 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.

	APPLICATION NO.	STUDENT NAME	ADMITTED COURSE	ADMISSION NUMBER	UNIVERSITY REC. NO	ADMITTED TIME	PAID DATE	ENABLE PAY FEE	ADMIT CARD
			BACHELOR OF BUSINESS ADMINISTRATION (BBA)	Update	Update	03-10-2021 07:19 Update	03- 10- 2021 07:58 PM	0	Print
2			BACHELOR OF BUSINESS ADMINISTRATION (BBA)	Update	Update	03-10-2021.07/21 Update	04- 10- 2021 04:11 PM	C	Print

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.

±1	Analista Para		Lucie addition	
	Application for Admission to the First Yea	Admitted date	PAID AND ADMITTED STUDENTS	
	Admission Confirmed Type All	Paid date	Course Orsus BBA	1
ADMINISTRATION	4 (BBA)			
	Add Cust	tom Filter		
	L	Admission Confirmed Type All IDMINISTRATION (BBA)	Application for Admission to the First Yea Admission Confirmed Type Paid date	Application for Admission to the First Yea Admission Confirmed Type All Course Clouds BBA Course Clo

							Send Inti	mation To All	Export
Studer	nt Login Id 📋 St	udent Password	Roll Number as Admissio	n Number		Upt	fate Admission N	lumber and Ri	and the second second second
	APPLICATION NO.	STUDENT NAME	ADMITTED COURSE	ADMISSION NUMBER	UNIVERSITY REG. NO	ADMITTED TIME	PAID DATE	ENABLE PAY FEE	ADMIT CARD
	10021	AADIDEV H MENON	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	210288 Update	MPAVEBAR25 Updiate	03-10-2021 DA19 Update	03- 10- 2021 07:58 PM	0	Print
	10014	MOHAMMED MIRSHA.P	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	210307 Update	MPAVEBAR48	03-10-2021,0/121 Update	04- 10- 2021 04:11 PM	0	Print

- > 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.

taar 1 Application Number Prefix 135	~ Copy
1 135	
Ber Application Number Profile Application Number	
AM FILTER	

All	SU.NO	STUDENT NAME	APPLICATION NUMBER	APLLICATION FORM	STUDENT EMAIL	NUMBER	DATE	OFFLINE PAYMENT	VERIFIED STATUS	EDIT	PREVIEW	PRINT
	1			Application for Admission to the First Year Degree Programme	admission21@test.com	99999999999	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.

Admitted date	Count By	Paid Status
vannitea aate	Choose Count By Fields	Paid and Admitted
	Character Count by Freids	
	Add Custom Filter	
	Q Search X Reset	
	Search A Reser	

Course Group Type i Choose Course Group Type	Course Group i All				
	2.77				A Dettions
					Settings
					Export
			GENE	DER	-
COURSE NAME		м	*	0	TOTAL
COURSE WISE TOTAL		325	688	0	1013
COLLEGE EVENTS		0	0	0	0
B, VOC, NUTRITION SCIENCE AND DIET	TICS	з	33	0	36
B. VOC. TOURISM AND HOSPITALITY MA	NAGEMENT	40	et 1	0	41
B. VOC. TOURISM AND HOSPITALITY MA	NAGEMENT	40	a.	0	41

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

ADD COUNT BY FIELDS	
Religion	
Second Language	
Nationality	
C Student Reservation	
C Seat Reservation	
Tenth Board	
ORDER FIELDS	
≡ Seat Reservation ∨	
Enable Boys & Girls Seperate Count	
Enable Boys & Girls Seperate Count	

- > 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.

year 2021	Course Group Type UG Courses		
			Final Arrangement Status : SUCCESS
#1. B.SC ZOOLOGY (CHEMISTRY	AND BOTANY)	#2. B.SC PHYSICS (MATHEMATIC	CS AND COMPUTER APPLICATION)
Rule Group:		Rule Group:	
Index Zoology - 1 rule(s)	Will be added in Final Arrangement	INDEX PHYSICS - 1 rule(s)	Will be added in final Arrangement.
#3. B.SC CHEMISTRY (MATHEMA	ATICS AND PHYSICS)	#4. B.SC MATHEMATICS (STATIS	TICS AND PHYSICS)
Rule Group:		Rule Group:	
INDEX CHEMISTRY - 1 rule(s)	Will be added in final Arrangement.	INDEX MATHS - 1 rule(s)	Will be added in final Arrangement
_			
	STORY DUAL CORE		Y (CHEMISTRY & AMP; STATISTICS)
Rule Group:		Rule Group:	
tule Group:	STORY DUAL CORE		Y (CHEMISTRY & AMP; STATISTICS) Will be added in final Arrangement
tule Group: Index Arabic - 2 rule(s)	Will be added in final Arrangement	Rule Group:	
Rule Group:: Index Arabic - 2 rule(s) #19, B. VOC, NUTRITION SCIENCE	Will be added in final Arrangement	Rule Group:	
 #17. BA ARABIC AND ISLAMIC HIS Rule Group: Index Arabic - 2 rule(s) #19. B. VOC. NUTRITION SCIENCE Rule Group: INDEX NUTRITION SCIENCE - 2 rule(s) 	Will be added in final Arrangement	Rule Group:	

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.

Create New				
Create New				
				🕲 Info
TRIAL ALLOTME	NT			/ 晋 へ
ar : 2021	From Time : 20-08-2021 10:00 am	To Time : 21-08-2021 8:00 pm	+ Add Students	O Disable Confirm & Pay
			× Close Allotment	Publish Allotment
				 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.

Enter Name	Enter Allotment Name
Year	Select Year
Start Time	
End Time	
Publish	
 Disable Confirm * By enabling this allotments 	n And Pay Button s Student can't confirm or pay fee. Usually used for trail

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

0	COURSE NAME	PATTERN NAME	SUBSIDERY COURSE NAME	CAMPUS TYPE	RULE GROUP	SELECT
	B.Sc ZOOLOGY (Chemistry and Botany)	BSc	Chemistry and Botany		Index Zoology - 1 rule(s)	2
	B.Sc PHYSICS (Mathematics and Computer Application)	BSc	Mathematics and Computer Application		INDEX PHYSICS - 1 rule(s)	7
	B.Sc CHEMISTRY (Mathematics and Physics)	BSc	Mathematics and Physics			~
0					INDEX CHEMISTRY - 1 rule(s)	
5	MA ENGLISH	ма			INDEX CHEMISTRY - Trule(s)	2
		MA				

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.

ORM FILTER					
fear 2021	i	Allotment Provisional Allotment t	Course Group BCOM	1	
Branch Preferences					
* BACHELOR OF COMM	ERCE (B.Com.Co-ope	ration) × BACHELOR OF COMMERCE (B.C	DIT		
			earch X Reset		

SL. NO.	STUDENT NAME	APPLICATION NUMBER	MOBILE NUMBER	INDEX MARK	ALOTMENT	SEAT RESERVATION	COURSE
1			9999999999999	1258.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co- operation)
2			99999999999	1256.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co- operation)
3			99999999999	1255.000	Provisional Allotment t	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co- operation)
4			99999999999	1255.000	Provisional Allotment	GENERAL (Open Quota)	BACHELOR OF COMMERCE (B.Com.Co- operation)

Allotment Rank List

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

IRM FILTER				
fear 2021	k	Allotment Provisional Allotment t	Branch Preferences B. VOC, NUTRITION SCIENCE AND DIETETICS	
			Q Search X Reset	

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

		G	ENERAL (Open Quota) - (0	Johnmed List)				
Rank Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1		OBC	GENERAL (Open Quota)	Марріїа	99999999999	admission8660@test.com	3	1038.000
2		OBC	GENERAL (Open Quota)	Mappila	99999999999	admission5787@test.com	2	1025.000
3		OBC	GENERAL (Open Quota)	Mappila	99999999999	admission429@test.com	2	1010.000
4		OBC	GENERAL (Open Quota)	Mappila	99999999999	admission8357@test.com	4	1009.000
5		OBC	GENERAL (Open Quota)	Mappila	99999999999	admission7104@test.com	3	1003.000
6		OBC	GENERAL (Open Quota)	Mappila	99999999999	admission2944@test.com	3	999.000
7		GENERAL	GENERAL (Open Quota)	RC	99999999999	admission2822@test.com	3	998.000
8		OBC	GENERAL (Open Quota)	Muslim - all section for Islam	99999999999	admission929@test.com	5	997.000
9		OBC	GENERAL (Open Quota)	Марріїа	99999999999	admission4140@test.com	3	994.000
10		GENERAL	GENERAL (Open Quota)	Nair	99999999999	admission50@test.com	4	993.000

				GENERAL (Open Quota) -	(
	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	GENERAL (Open Quota)	Марріја	99999999999	admission727@test.com	2	991.000
2			OBC	GENERAL (Open Quota)	Mappila	99999999999	admission8167@test.com	5	990.000
3			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	99999999999	admission6514@test.com	5	989.000
4			OBC	GENERAL (Open Quota)	Thiyya	99999999999	admission5817@test.com	4	989.000
5			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	99999999999	admission6705@test.com	2	987.000
6			OBC	GENERAL (Open Quota)	Mappila	99999999999	admission7742@test.com	5	987.000
7			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	99999999999	admission3895@test.com	1	985.000

				MUSLIM - (Confir	med List)				
Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	MUSLIM	Mappita	999999999999	admission8167@test.com	5	990.000
2			OBC	MUSLIM	Muslim - all section for Islam	99999999999	admission6514@test.com	5	989.000
				MUSLIM - (Wait	ing 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	99999999999	admission6705@test.com	2	987.000
2			OBC	MUSLIM	Mappila	99999999999	admission7742@test.com	5	987.000
3			OBC	MUSLIM	Muslim - all section for Islam	99999999999	admission3895@test.com	1	985.000
4			OBC	MUSLIM	Muslim - all section for Islam	99999999999	admission7039@test.com	3	985.000

- > 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.

¥.;	Application Number Prefix Select Application Number prefix	Student Name Enter Student Name	1			
i st Yea	Admission Form Phase Filter By Choose filter		Application Status Choose fliter			
Course Group i Branch Preferences BCOM × BACHELOR OF COMMERCE (B.Com.Co-operation) ×			Rule Group categories All			
			⊒≛ Manag	e Rule Groups		
		Select Application Number prefix Admission Form Phase Select Application Number prefix Admission Form Phase Branch Preferences K BACHELOR OF COMMERCE (B.Com.(Select Application Number prefix Admission Form Phase Admission Form Phase Branch Preferences * BACHELOR OF COMMERCE (B.Com.Co-operation) * BACHELOR OF COMMERCE (B.Com Add Custom Filter	Image: Select Application Number prefix Image: Pipplication number Image: Pipplication number Image: Image: Pipplication Number prefix Image: Pipplication number Image: Pipplication number Image: Image: Pipplication Number prefix Image: Pipplication number Image: Pipplication number Image: Image: Pipplication Number prefix Image: Pipplication number Image: Pipplication number Image: Image: Pipplication Number prefix Image: Pipplication number Image: Pipplication number Image: Image: Pipplication Number prefix Filter Application number Image: Pipplication Number Image: Image: Pipplication Number prefix Filter By Choose filter Application Status Choose filter Image: Image: Pipplication OF COMMERCE (B.Com.Co-operation) X BACHELOR OF COMMERCE (B.Com Rule Group categories All Image: Image: Pipplication Pipplica		

al studients	32361							
SL. NO.	STUDENT NAME	APPLICATION NUMBER	MOBILE NUMBER	STUDENT RESERVATION	PHASE	ADMITTING TYPE	ADMITTING QUOTA	BACHELOR OF CO
			THE REPORT			10000000000000000		INDEX
1			9999999999	GENERAL	1			
2			9999999999	OBC	1			11
3			9999999999	OBC	1			11
4			9999999999	OBC	1			11
5			99999999999	OBC	1			- 12
6			9999999999	OBC	1			11

			Ex	port Pd
otal students 2361				
CHELOR OF COMMERCE (B.COM.CA)	BACHELDR OF COMMERCE (B.COM.CO-OPERATION)	ADMISSION STATUS	PAID STATUS	PRINT
INDEX BCOM CA	INDEX BCOM COOPERATION	AURICIAN STATES	PAID 318103	PRIM
	855.000		Payment not completed.	e Print
1196.000	1196.000		Payment not completed.	⊖ Print
1190.000	<i>3</i>		Payment not completed.	e Print
1195.000	1195.000		Payment not completed.	🔒 Prin
1208.000	1208.000		Payment not completed.	e Print
1106.000			Payment not completed.	e Print

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.

FORM FILTER							
Year 2022	i	Course Group PG	i	Branch Preferences * MA ARABIC * MA ECONOMICS	× MA ENGLISH	* MASTER OF COMMERCE	×MS
			Q, Search	× Reset			
dmission Mode i Iormal Admission Mode							

			EZHAVA, THIYY	A AND BILLAVA	N.:		GENERAL (OPEN QUOTA)		LATIN CATH	HOLICS OTHER	THAN AN
	COURSE NAME	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	ō		o	
4	MSc FOOD SCIENCE & TECHNOLOGY	1	1	928.733	0	5	5	831.953	0		0	

		SPOR	75 - PG			SCOUTS ANI	O OUIDES			MANA	GEMENT		TOT	AL.
LAST RCENTAGE	TOTAL WEIGHTAGE SEAT	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	TOTAL WEIGHTAGE SEAT	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	SANCTIONED	ADMITTED	LAST INDEX MARK	LAST PERCENTAGE	SANCTIONED	ADMITTED
D	1	0		0	1	D		0	2	2	903.487	0	13	12
0	4	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	654.529	0	27	24
0	2	0		O	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.

FORM FILTER			
Year i 2022			
	Q Search X Reset		
APPLICATION FOR ADMISSION TO B.COM(2021- 24)	BA APPLICATION FORM 2021	1	APPLICATION FOR ADMISSION TO BBA(2021-24
		TANY	APPLICATION FOR ADMISSION TO IMCA(2021-2

ids to academic fields only if correspondent of the second s	conding field is available, wrong field m	apping will result in wro	ong data in academics		
			Choose Form to Copy Mapping From Choose Form	Сору	
ACADEMIC FIELD NAME	ACADEMIC FIELD KEY	ADMISSION FIELD	2		
Student Phone No	studentPhone	Student Mo	bile (studentMobile)		٠
Father Name	studentFather	Father's Na	me (fatherName)		٥
Father Education	fatherEducation	Select Field			٠
Father Annual Income	annualincome	Select Field			٠
Father Occupation	parentOccupation		(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 and no restrictions in the number of reports that can be created.

Name* Entrance Report			
ELDS			
			+ Add Fields
Application No (appli	cationNo)	Application No	
■ Name of Candidate (studentFirstName)	Name of Candidate	
Date of Birth (dateOf	Birth)	Date of Birth	
■ Mobile No (studentM)	(obile)	Mobile No	

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

SORT Sort By	Sort Order	
Sort By	Sort Order	×
1		

≡	Choices	Choices	choices	-
≡	Select Form	Select Form	select	۲
=	Choice 1 Stage	Choice 1 Stage	select	
=	Choice 2 Stage	Choice 2 Stage	select	۲
				😫 Assign Privilages

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

View Reports

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

WEIGJTAGE	× #	ADMITTED LIST	× 8	STUDENT DETAILS	28
DATA 1	× 11	WEIGHTAGE REPORT	28	ENTRANCE REPORT	/1
			_		_

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

Admit Register

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

ourse Pattern	Pattern Courses	Year	Batch	Campus type
× BSC	× B.Sc(IDD)	2021	* B.Sc IDD 2021	All
		Q Search X Reset		

ourse : B.	Sc(IDD) Bat	ches:	B.Sc IDD 2021							TOTAL	NO OF I	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
ĩ	1		-	м	03-01-2004 zero three - zero one - two zero zero four	0+	-	Civil Servant Housewife	0	-		-
2			-	м	07-02-2003 zero seven - zero two - two zero zero three	B+	-	Administration Manager 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.

IG FILTER						
Sent from Date 21-06-2021		Sent to Date 31-08-2021		Send Type All	Context All	
Application Number Application number	i	Student Name Student Name	1.			
			Q Search	C Reset		

*	APPLICATION NO.	STUDENT NAME	FORM	SEND TYPE	CONTEXT	SEND DATE	SEND BY	PREVIEW
1			Application for Admission to the First Year Degree Programme	вотн	ONLINE_PAYMENT_SUCCESS	31-07-2021 09:43:50	Student	preview
2			Application for Admission to the First Year Degree Programme	BOTH	ONLINE_PAYMENT_SUCCESS	31-07-2021 10:15:20	Student	preview
3			Application for Admission to the First Year Degree Programme	BOTH	ONLINE_PAYMENT_SUCCESS	31-07-2021 10:49:28	Student	preview
4			Application for Admission to the First Year Degree Programme	вотн	ONLINE_PAYMENT_SUCCESS	31-07-2021 10:54:50	Student	preview

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.

APPLY ONLINE	REGISTERED APPLIC	ANT?
Register with your email ID & phone number Login with the credentials which is sent to your email	Enter Email	2
 Complete the application form Confirm and submit the form 	Enter Password	e
Register	Sign in	Forgot password

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

Name of Candidate*	Enter Name	
	As per the qualifying examination	
Gender*	Select gender	
Email address*	Enter Email address	1
	Use lower-case letters to enter E-Mail ID	
Mobile number*	Enter Mobile number	
	I'm not a robot	
	Back to home Register student	

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

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

OPEN APPLICATION FORMS		
UG Application Form		
APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE COURSE 2022		
APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE CODIES 2020		

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

PPLICATION FOR A	DMISSION TO PG PROGRAM	MME 2021-22				
PRIMARY DETAILS	PARENT/GUARDIAN DETAILS	EDUCATION DETAILS	UPLOAD CERTIFICATES 🖌	MARK ENTRY	PAYMET 🖌	
Name of Candidate*						
Expansion of initials, if any						
Photo of Candidate *						
Upload a file						

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

UPLOAD CERTIFICATES		
*Supported formats are jpg, JPG, jpeg, JPEG, png, PNG, do *Certificate names indicated in red colour are mandatory.	cx, pptx, xlsx, xis, doc, pdf, odt, txt, rtf, ppt	
	SC/ST CERTIFICATE	NCC CERTIFICATES(PLEASE COMBINE CERTIFICATE AND UPLOAD AS ONE)
Select Files	Select Files	Salect Files
🔥 Drop files here	🔥 Drop files here	Drop files here

	NAME	PREVIEW	DELETE
1	AADHAR		•
2	TC CERTIFICATE ORIGINAL		
3	CONSOLIDATED UG MARKLIST		
4	SSLC CERTIFICATE - ORIGINAL		
5	PLUS TWO CERTIFICATE		8
	Proceed		

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

	ONLINE PAYMENT		
Amount to be Paid :	Particularis APPLICATION FEE PROCESSING FEE Total	Amount 50,00 190,00 200	
	Make Payment Check Previous Payment Sta Click on check status button to update the payme		
	No Previous Payment History Available!		

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

My Applications

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

IY A	APPLICATIONS									-	24
*	FORM NAME	APPLICATION NUMBER	APPLICATION STATUS	ADD NEW APPLICATION	STAGE STATUS	PAYMENT STATUS	STAGE DETAILS	CHECK PAYMENT STATUS	60/7	PREVIEW	PRINT
1	APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE COURSE 2022	STC2022UG14	Application Fee Paid			SUCCESS	0	σ	1		0

- > 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.

ack To Home Page	PAY FEE		Semester	Total fee	Remitted fee	Pending fine	Fine remitted	Balance fee	Pay
	2.00	1	S1	50000.00	0.00	0.00	0.00	50000	Pay
	Receipts Check Status								

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

Go Back							
PERSONAL DETINILS							
EDUCATIONAL AND OTHER GETAILS	Stage Details						
MAIN DETAILE	# COURSE NAME	CURRENT STAGE	VENUE	DATE	PEQA TIME	TO TIME	1001075
STAGE DETAILS	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.

_

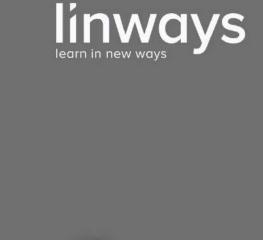
Allotment

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

	ADMITTED COURSE	ADMISS	ION NUMB	EA	TYPE		ADMITTED RES	ERVATION	PAY BAL	ANCE FEE	ALLOTMENT MEMO
MA ECONOMICS		210738		ALLOTMENT (Third Allotment PG					8		ź.
						Third Allotme	nt PG				
			Start 1	Time: 18-10-2021 4:0	0 pm		E	nd Time: 27-	04-2022 11:00 pm		
SL NO.	FORM NAME	APPLICATION NUMBER					ALL	OTMENT STATU	5		
	Application for		SL. NO.	COURSE NAME	PREF. NO.	STATUS	POSITION	INDEX MARK	RESERVATION	CONFIRM	MAKE PAYMENT
	Admission to PG Programme	20261	1 MA ECONOMICS		You Are 1 Included I Merit List	You Are Included In	ied In 1	863.117	GENERAL (Open Quota)	Already confirmed	Pay Fee / Get reciepts

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







"Simplify your fee collection and management"

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LINWAYS STUDENT PORTAL

Login

- > Enter the **URL** : collegename.linways.com/student.
- > Enter the credentials → Sign In.

Fee Payment

Fee Payment can be done by the following steps:

- \succ Click on **My Fees** \rightarrow Fee details will be displayed.
- > Click on **Pay** → Fee Head details and Total Fee details will be displayed.
- > Select the **Mode** for the payment \rightarrow Will be redirected to the payment gateway.

Linways Technologies Pvt.Ltd						🔒 Home 🖬	My performance	Documents	"	٩
	PAY FEES									
	E PAY FEE	#	Semester	Total Fee	Remitted Fee	Pending Fine	Fine Remitted	Balance Fee	Pay	
	Exam Fee	1	S1	6741.00	5877.00	0.00	0.00	864	Pay	
Profile Settings	Receipts									
My Fees	Wallet									
Attendance	Neft/Rtgs/Cheque Payments									
Assignment Mark										
Normalised Marks										
My Performance										
University Results										
Hostel & Transport										
Application Requests										
Message box (5)										
Grievance										
Rules and Regulations										
Committee										

Receipts

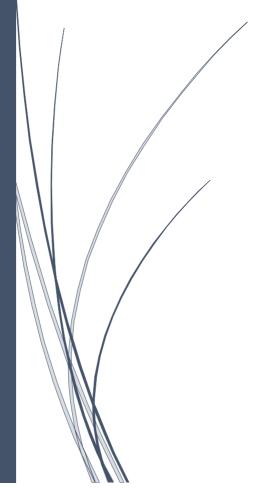
Receipts can be viewed by the following steps:

- ➤ Click on My Fees → Receipts.
- Select the Semester and the Date Range → Search → Receipt details will be displayed.

	PAY FEE	Ser	nester :	ALL	✓ From Date : 20	20-10-01	
	Exam Fee		Date :	2020-10-23		20-10-01	
Profile Settings	Receipts				* Reset		
My Fees	Nefi/Rtgs/Cheque						
Attendance	Payments	Payı	ment Receipts	Wallet Receipts			
Assignment Mark		#	Receipt No	Receipt Date	Payment Method	Amount	Print
Normalised Marks		-					
My Performance		1	2020/26176	14-10-2020	CHEQUE	20.00	Ð
University Results		2	2020/26177	14-10-2020	NEFT	2.00	0
		3	2020/26185	20-10-2020	CHEQUE	20.00	Ð
Hostel & Transport		4	2020/26186	20-10-2020	CHEQUE	30.00	0
Hostel & Transport Application Requests							
		5	2020/26187	21-10-2020	CHEQUE	20.00	Ð



Examination Module



LINWAYS TECHNOLOGIES PVT LTD

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

	2	HOME > FACULTY QUICK ACCESS			
	٩	Quick Access			
Home ~	8	Q. Search by name			
Quick access Faculty Dashboard	☆ 95	Dashboard Dashboard	My Subjects Mr Communities	My Tutor Batches	My Timetable Taretable
My Communities 💉		I Manage			
Timetable	đ	Reports			
Daily Work Log		Batch Timetable	Absentees Report	Day/Week Wise Report	Subject Wise Report
Attendance <					
Student Reports	8	Consolidated Day Report Attendance	Class Wise Strength Report Student Reports	Statistical Data Gender Wise Rep Student Reports	Statistical Data Religion Wise Rep Student Reports
My Ratings		Batch Report	Matriculation Report Suder Reports		
Student Leave Management		Studient Reports	Sudert Reports		Activate Windows Ga to Settings to activite Windows

Entry of Marks:

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

Onter and		HOME > SUBJECT COMMUNITY > END	01 - GENERIC ENGLISH 1	> ASSESSMENTS > ASSESSMENT +	MANAGEMENT			
Search	٩	ASSESSMENT TYPES					Subject : GENERIC ENGLISH	1-(ENG1)
Home <		ASSIGNMENT		INTERNAL		ONLINE TE		
Course Info		Created: 4	Pending: 16	Created: 2	Pending II	Created: 0	Pen	ding 10
Student Information		PROJECT		SEMINAR				
Lesson Planner C		Created 0	Pendingi 10	Greated: 1	Pending: 19			
Student Attendance								
Assessments ~								
Management	۵							
Question Pool								
Slow Learner Analysis								
Course Materials							Activate Windows	
Internal Mark	-	Powered by Unways Technologies PytLtd.					Ge to Settings to activite Window Linways A	M5 v4.3.5

10		-	HOME > SUBJECT COMMUNITY > ENGLIGENE	INCENCISH 1 > ASSESSMENTS > SLOW LEADNER ANALYSIS	
Snarch		۹	(T Hide filters)		
Home			Ахмехлиот Туре*	Assessment Name / No*	
Course Info			Select Assessment Type	Select Assessment Name / No	
Student Information				O Reset Q Search	
Lesson Planner					
Student Attendance				Ľa	
Assessments		8		Search to get identifications	
Management					
Question Pool					
Slow Learner Anal	yxis	R			
Course Materials			Powered by Linways Technologies Pv1.111		Activate Windows Go to Settings to activate Unsege AMS v43.5
Internal Mark		10			

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.

			HOME & SUBJECT COMMUNITY & ENGL-GENERIC ENGLISH T > INTERNAL ASSESSMENT REPORT	0
		۹	INTERNAL ASSESSMENT REPORT	+ Create Internal Report
Home				
Course Info			Applied To : Subjects KALPANA	
Student Information				
Lesson Planner				
Student Atlendance				
Assessments				
Course Materials		8		
Internal Mark				
Gourse File		D,		
OBE				Activate Windows
Polls And Survey	a.		Powered by Linways Technologies Pullod.	Go to Settings to activate Windows. Linways AMS 44.3.5

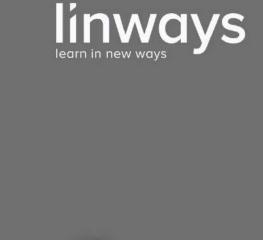




Finance and Accounts

LINWAYS TECHNOLOGIES PVT LTD







"Simplify your fee collection and management"

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.

\$	Fees ≡				🖓 🛃 Downloads 🏾 🎧 Staff Name	372 ~
G Home	(Serm	MANAG				
# Collect		CREATE A	COLUME			
	Manage Accounts	CREATE A	CCOONT			
() Wallet	🔁 Sync Challan Payments	Name			Description	
•0 0	Generate Bank SID					
Reports	* 📄 Verify Online Payment			Reset	Submit	
	Recalculate Fine					
ø	Ø Custom Fee Group	ACCOUNT	TIST		Export & Print	0
Assign	Student installment	ACCOUNT.	The Fold			
0	installment Template	Active H	eads Deleted Heads			
Settings	Import Collected Fee					
		SI.No	Name	Description	Actions	
			CAMPUS CONNECT	CC6	Actions +	
		2	UNION ACCOUNT	UN	Actions 👻	
			MICCELLANECHIE			

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.

Ş	Fees	=		දුම් 🛃 Downlo	oads 💦 Staff Name 372 🗸
G Home	Search	MANAGE HEADS	HEADS		
# Collect	Manage Heads	FEE HEADS			_
(1) Wallet	Fine Heads	Name		Description	
e00 Reports	Concessions	Account (optional)		Fee Type	
Approval	Manage Accounts Sync Challan Payments	Select Account	\$	Select Fee Type	•
S	Cenerate Bank SID	Refundable Fee Head	Reset	Submit	
Assign	📄 Verify Online Payment				
 Settings 	2014-1 0-6 NO 246 0-1011	FEE HEADS			Export & Print 🖸 💿
	Ø Custom Fee Group				
	Student installment	Active Heads Deleted H	feads		
	Import Collected Fee	SI.No Name	Fee Type Description	Account Refu	andable Actions

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.

Search	Department	Batch	Semester			
•	Select Department 🗧	Select Batch	 Select Seme 	ster		\$
Fee Templates		Q search Rese				
* Assigned Fees		C Search Rese	4			
4 Assigned Fine				-		
Assigned Concession	1. EXAM FEE MCA - BATCH 4 SEM 🕢					1
Assign Concession To						
Assigned Recurring F	2, IMCA B6 SEM.2 EXAM FEE					1
🛔 Fee Unassigned Stude						
1mport Assigned Fees	3. TESTING 🕖					
	4. TEST 🕜			1	B 0	Y @
Import Assigned Hees	4. TEST 🕜				B D	
	5. MBA ()			1		(Ph

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

Ş	Fees =			Advanced Profile	t _o 7 d	lownicads 🛛 💽 a	arstaff2 v
(i) Home	Search	FEE TEMPLATE HOME / FEE TEMPLATE			Filter +	New Template	Export
# Collect	Fee Templates	FILTER FEE TEMPLATE			1		
(1) Wallet	4 Assigned Fine	Name					
B Reports	 Assigned Concession Assign Concession To 	Type Template Name	Batch	Se	mester		
ېر ¢pprovals	Assigned Recurring F_	Select Department \$	Select Batch	•	Select Semester		•
ି Assign	 Fee Unassigned Stude. Import Assigned Fees 		Q search	Reset			
 Settings 		1. EXAM FEE MCA - BATCH 4 SEM 🕢					2

- To create a new fee structure, click on New Template.
- Select Simple or Advanced Template.

Ş	Fees	=	🖓 🕹 Downloads 🦲 Staff	Ŧ Name 372 ∽
G Home	(Search		TE FEE TEMPLATE	
# Collect	 Fee Templates Assigned Fees 	CREAT	TE NEW TEMPLATE	D
Wallet wallet	 Assigned Fine Assigned Concession 		Name for New Template*	
Reports	Assign Concession To		Select Simple Template if you follow a simple fee structure (Easy to setup). For complex fee structure select Advanced Template. It will let you create complex fee assignment rules Simple Template Advanced Template	
() Assign	Fee Unassigned Stude		Create Template	
 Settings 				

- 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.

Ş	Fees	=							ton 🖓 Dow	mioads 🛛 💦 Staff	Name 372 ~
) Home	search	Î	STUDE!								
# Collect	Fee Templates	d.	FILTER S	TUDENTS							
Wallet	4 Assigned Fine	Т	Departmen	t*		Batch*			Semester*		
.la	Assigned Concession		ECE		\$	S3 ECE			\$3		÷
Reports	Assign Concession To									Advance	d Search ~
	Assigned Recurring F.						Q. Search	Reset			
S	Fee Unassigned Stude	1									
Assign	1		STUDENT	I FEES				Delete	All Fee New Fee Heads		Actions
٩								Assign		o Selected Students	
Settings			#	Admission No	Studen	t Name	Reg No	Export Roli NO	Phoney, r	PHONY, I	Cautio Priorit
			1	Auto Station	DEF		100 100	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

	51	*	1 2020-23	¢		BBA	arch (
			der	So		Sort By		
	u l	~	ending	~	in No	Admissio	Fee Templates	III
Advanced Sear							Assigned Fees	8
Contraction and a		Reset	Q Search				Assigned Fine	4 As
							Assigned Concession	1
Heads + Export > C	Assign New Fine He				FINE	STUDENT	Assign Concession To	
							Assigned Recurring F.,	Ē
fine sset i fest	late fee (degree)	Late Fee					Fee Unassigned Stude.	A Fe
Priority:1 Prio	Priority:1	Priority:0	Reg No	Student Name	Admission No		Import Assigned Fees	1 1
42 / 10	50 🖋	+		THANNIPPILLY KELVIN BIJU	BBA-40	1		
12.4	50.4	4.1		HADIPPICHMAN	PP420005			

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.

UDENT CONCES	SIONS			-	+ Assign N	ew Concession Export	C 0
		a.	n Fees	Admission Fees	Hostel Fees	Transportation Fees	I
Admission No	Student Name	Reg No	lil	Nil	Nil	Nil	
	х		Į			2	

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

S F	ees ≡					88 Ad	vanced Profile	¢ [∞] ≟ ⊳⊲	wnloads 🛛 📑 arst.
(i) torme	(Search)								
#	Fee Templates	Concession	h		Amount *				
ollect	Assigned Fees	Select Co	incession	v			Ass	sign	
di) Vallet	Assigned Fine		Admission No	Reg No	Student Name	Batch	Semester	Pending	Concession amou
100	Assigned Concession		BBA20015		ABHILASH P D	Sem- 1 2020-	51	100000	
ports	🞓 Assign Concession To.					23			
A-	Assigned Recurring F		BBA20154		ALWIN YELDHO	Sem- t	51	103000	
	Eee Unassigned Stude.					2020- 23			
Sealgn	1 Import Assigned Fees		BBA20181		AMAL T SUNIL	Sem-	51	101890	

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

Home	(Search	Fee Head*					
# Collect	Fee Templates	L'INNE STOC		Q Search	Reset		
(D) Wallet	🕈 Assigned Fine			_			2006
o <mark>00</mark> Reports	Assigned Concession	STUDENT FEES			Assi	ign New Sub Fee Head +	Export > 13 0
Approvals	Assigned Recurring F_						Save
() Assign	 Fee Unassigned Stude_ Import Assigned Fees 	Admission Number BBA20007	Student Name	January-2021 2	February-2021 🖋	March-2021 🌶	April-2021 /

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.

Ş	Fees =	=		88 Advanced Profile	¢0	🕹 Downloads	arstaff2 v
Home	(Search)	IMPORT FEE ASSIGN FEES / IMPORT FEE			1		
# Collect	Fee Templates					D	ownload sample here
	Assigned Fees	FEE HEAD TYPE					
(1) Wallet	9 Assigned Fine	REGULAR		*			
c80	Assigned Concession	CHOOSE FILE (XLS,XLSX)	14	CHOOSE FILE (XLS,XLSX)	BROW	VSE	ibmit
Reports	Assign Concession To					1	
<u>۴</u>	Assigned Recurring F			No records found! Please choose a file and try again			÷
Approval	Eee Unassigned Stude	2		Submit			
Assign	1 import Assigned Fees			Seatarrait			

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.

ŵ	(Santra)	Department		57	55420
Horse		AE		58	10120
#	Manage Accounts			59	60860
Callect	g Sync Challen Payments				
00 Wallet	Cenerate Bank SiD			INSTALLMENTS	
oliti	Verify Online Payment	STUDENT LIST		INSTALLMENT 1	$\mathbf{\lambda}$
Reports	🛟 Recalculate Fine			Amount*	Restrict by date
Ar pprovisite	Ø Custom Fee Group	C Admiss	ion No Reg No		
	Student Installment	2		l D is minimum amount	2
G Assign	🗹 Installment femplate			/	
٢	O Import Collected Fee				
lettings	O Update Course Name .			Add Installment +	

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**.

Ş	Fees =			Advanced Profile	0 Q	🕹 Downloads	이 arstaff2 v
Home	Search	CREATE TEM					
# Collect	Manage Heads >	INSTLL	1				
(]]) Wallet	3 Sync Challan Payments	 Installment amount 	nt 🔾 Installment Count				
a]]] Reports	Generate Bank StD	Installment 1	Amount*	Restrict by date			0
은. oproval		+ Add Installment					
() Assign	Custom Fee Group	· Sub instances		B Save			
٩	🗑 Installment Template						

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

Ş	Fees ≡	BB Advanced Profile	🕹 Downloads 🛛 🎧 arstatt2 -
) Home	(starth	TEST	
# Collect	Manage Heads Manage Accounts	INSTALLMENT 1	10
(ÎI) Wallet	C Sync Challan Payments		Is Minimum Amount
DÜ Reports	Cenerate Bank SID Verify Online Payment	Rules	Restrict by date
		Admission Quota 🗢 = 🕈 GOVERNMENT 🗢 🕢	
() Assign	Clustom Fee Group Student installment	Amount 500 ¢	
\$	G Installment Template		- Remove
Settings	O Import Collected Fee	+ Add Rule	
	G Update Course Name		

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.

Ş	Fees =	1			Advanced Profile	டி 🖉 🕹 Downie	oads 💦 arstaff2 🗸
Home	Search	IMPORT COLLECTED FI	EE				
#	Sync Challan Payments						Download sample here
Collect	Cenerate Bank SID	CHOOSE FILE (XLS,XLSX)	1	CHOOSE FILE	/VI 6 VI 6VA	BROWSE	Submit
(1) Wallet	Verify Online Payment			CHOOSE FILE	(ALD,ALDA)	BROWSE	Subme
.00	Recalculate Fine		No	records found! Pleas	ie choose a file and try again		
Reports					-		* 11
Approva					Submit		
10.0	🞯 Installment Template						
⊘ Assign							
ø	C Update Course Name _						
Setting	Generate Challan						

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

Ş	Fees ≡		Create Custom Fe	e Group		×
() Home		CUSTOM FEE GROUP	Name*			
# Collect	C Sync Challen Payments		Fee Heads			
Ô	Cenerate Bank SID	LNAME	Fee Head*	Type*	Amount*	
Wallint	Verify Online Payment	LINAULE	Select Fee 💌	Non Edital 💙	0	
. Oo	🔅 Recalculate Fine		Fee Head*	Type*	Label*	Amount*
Reports	Ø Custom Fee Group	2.MAINTAINANCE	Select Fee 👻	Student w 👻		0
Approvals	Student installment		Fee Head*	Type*	Label*	
S	Installment Template	3.EXAMINATI	Select Fee 🗸	Student w 💙		0
Assign	Import Collected Fee		🗆 Publish 🗌 Assign 1	to current semester		
ô Settings	C Update Course Name .	4.SUPPLE-	Filters			
	*					÷

Linways Technologies Pvt.Ltd					↑ H	lome l My	y performance	Docum	ents 📔	My l
	PAY FEES									
	ame	#	Semester	Total fee	Remitted fee	Pending fine	Fine remitted	Balance fee	Notes	Pay
Profile Settings	supplementary fee									
My Fees	Receipts	1	Foundation	53800.00	5100.00	0.00	0.00	48700		Pay
My Documents	Check Status									1
Assignment Mark	NEFT/CHEQUE/DD/IMPS Payment Requests	Ngo	S/UPL	1530.00	1230.00	440.00	200.00	540		Pay
Normalised Marks	View Challans									
My Performance		3	\$2	50000.00	4000.00	0.00	0.00	46000		Pay
University Results										

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.

Search By	Admission M	lo / Student Name 👩 Bat	ch								
Departmen	it*		Batch*				Semeste	er*			
ECE			S3 ECE	S3 ECE •			23				
Admission	Number		Roll No	Roll No				Student Name			
Admissis	an Number		Roll No				Stude	ant Name			
STUDENT	LIST			Q Search R	leset						
STUDENT	LIST			Q Search R	leset				1.8		
STUDENT Admi ssion No	LIST	Reg No	Roll No	Q Search R Batc h	Sem	Tota I Fee	Rem itte d Fee	Tota I Fine	Fine Rem itte d	Bala	Actio
Admi ssion		Reg No	Roll No 1	Batc			itte d	1	Rem itte		

- 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.

FILTE	R STUDENTS					
Search	h By : 🕘 Admiss	ion No / Student Name	O Batch			
Depar	tment			Batch		
ECE				\$ S3 ECE		
				Q Search Reset		
	DENT LIST	Admission No	Student Name		Batch	Export And Print
	Roll Number	Admission No	Student Name	Q Search Reset	Batch	Wallet Balance Actions
		Admission No	Student Name ABC DEF		Batch S3 ECE S3 ECE	

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.

Ş	Fees	=					¢0	⊥ Downloads	Staff Name 372 ~
(i) Home	(search	D.Î		E REFUND RE					
# Collect	Refund Wallet	*		EFUND REQUESTS					
(D) Wallet	• Fee Head		Start Date			En	nd Date		
elle Reports	🕑 Verify	>	select from				Select to date		
ڪر Approval			Admission Nu Admission		Reg No			Student Name	
ି Assign						Q Search	Reset		Basic Search
Settings			REFUND	REQUESTS					
			#	Admission No	Student Name	Reg No	Amount	Status	Actions
			1		x		300	APPROVED	Actions ~
		÷	Z		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.

Start Date*	End Date*	Payment Method
20-08-2020	20-08-2020	ALL 🗢
Admission No	Reg No	Student Name
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	STUDE	NTS

Start Date*	End Date *	Payment Method
20-08-2020	20-08-2020	ALL
Fee Head	Department	Batch
Nothing selected	ALL	ALL.
Semester	Admission No	Reg No
ALL	Admission No	Reg No
Student Name		
Student Name		
Installment Students Only		Basic Search ~
Т	Q search Reset	Buar, Sector A

- 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.
 - Head Wise: fee details under different fee heads can be viewed

- Detailed: detailed information of all fee heads can be viewed.
- 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.
 - Head Wise: fine details under different fine heads can be viewed
 - Detailed: detailed information of all fine heads can be viewed.
 - 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.

									Discontir	nued studer
No	Name	Reg No	Gender	Batch	Semester	Admission Type	Total Amount	Remitted	Balance	More
	aparna			biot20	S1		1000.00	D	1000	More >
	biotstudent1			19/BIOT	53	MGMT	51000.00	D	51000	More >
	biotstudent2			19/BIOT	53	MERIT	9000.00	D	9000	More >
	biotstudent3			18/BIOT	51		38555.00	D	38555	More >
	biotstudent3			18/BIOT	S10		5000.00	0	5000	More >
	biotstudent4			18/BIOT	510		5000.00	D	5000	More >

FINE REPORT

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

CONSOLIDATED REPORT

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

3. FEE HEAD WISE REPORT

This includes fee details under different fee heads.

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

4. ACCOUNT WISE REPORT

This includes details under each account.

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

inter a result since of	Refur						
Fee Head	Payment Date	Receipt	Gender	Reg No	Student Name	Admission No	#
			EL ACCOUNT	HOSTI			
Mess Fee Monthly							
Hostel Othe Monthly	25-06-2020	2020/26077	female	ASI17CE006	Student Name 520 CE	178CE306	1
Rent Month							
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)	Actions ~
ET9848	08-08-2020	200.00		2	NOT VERIFIED	Staff Name 372 (STAFF)	Actions 、
ET9849	08-08-2020	500.00		t .	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ~
ET9850	17-08-2020	10000.00	17-08-2020	test	COMPLETED	biotstudent4 (STUDENT)	Actions
ET9851	18-08-2020	1500.00		*	NOT VERIFIED	abirami (STUDENT)	Actions
ET9852	18-08-2020	51100.00		4	NOT VERIFIED	Staff Name 372 (STAFF)	Actions
ET9853	19-08-2020	15400.00			NOT VERIFIED	X (STUDENT)	Actions
4							

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

- Create Account Settings → Manage Accounts
- Create Fee Heads, Fine Heads, Concession Settings → Fee Heads, Fine Heads, Concessions
- Create and Assigning Fee Template Simple and Advanced template available Assign → Fee Template → Give Template Name → Create → Add fee heads → Assign to batches
- 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.
- 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
 - $\ensuremath{\mathsf{Assign}} \to \ensuremath{\mathsf{Assign}}$ Concession/ $\ensuremath{\mathsf{Assign}}$ Concession To Pending Fee
- For Editing the Recurring Fee (Monthly Collected Fee) Assign → Assigned Recurring Fee → Search with Department, Batch, Semester and Fee Head. Make changes and save.
- 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
- 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.