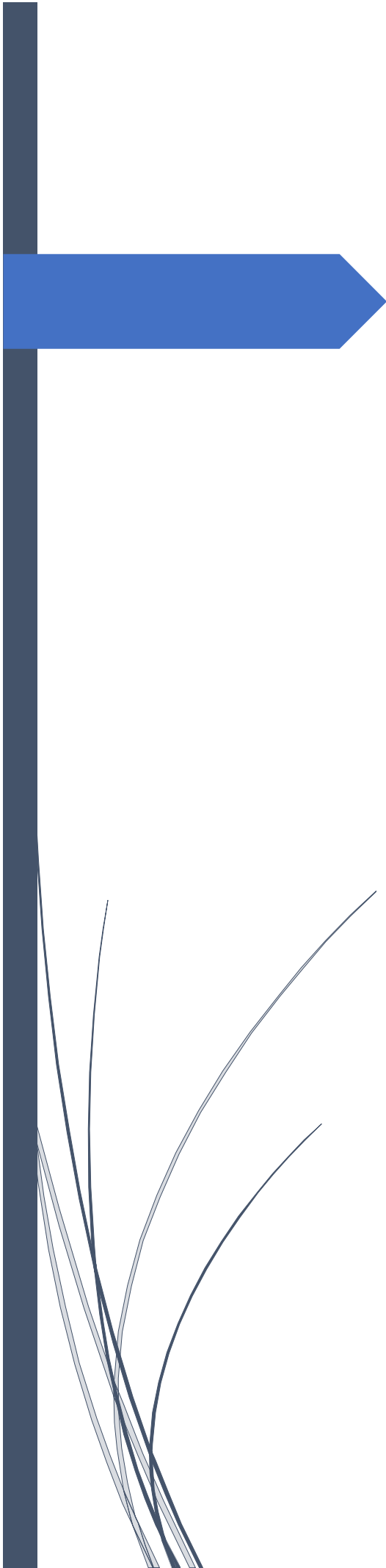




Our Vision : "Empower every educator with the right technology to accelerate learning." Our Mission: "Empower educators, inspire learners, change the future."



Administration Module

Getting Started with Admin V4

What is the use of this menu 'settings?'

- ★ In the V4 module, we have tried simplifying administration activities by introducing role management.
- ★ We can assign roles to anyone according to their needs. It's no longer restricted to HOD, Super Admins, or Normal staff roles.
- ★ We already have a *set of predefined roles* with reasonable menu selections already enabled. They are:-

→ **SUPER ADMINS**

→ **FACULTIES**

→ **STUDENTS**

- ★ College requires another role to perform some functions that can also be done through this feature.
- ★ Let's illustrate with an example:
the college assigns an office staff to take the attendance reports. In our current module, we can't assign menus according to their interest. *NOW* we can create a role for this staff and assign whichever menus this staff needs to perform their actions.
- ★ Let's look into it for assigning roles.

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

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

- User Permission Management
- Manage Roles
- Assign Roles.

Manage Roles

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

→ **SUPER ADMINS**

→ **FACULTIES**

→ **STUDENTS**

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

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

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

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SETTINGS > MANAGE ROLES

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

[+ Create New Role](#)

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

- ★ Enter the role name and description. We can set the type of role whether it is for a super admin or a faculty or a student.
- ★ Admin menus will be shown in the permission section (User Permission Management) if we set the type as super admin or if we set the role type as a student in the permission section (User Permission Management), students menus will be displayed. and select **Create** to create the role.

←

⊙

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SEARCH

Q

Home

Departments

Curriculum Management

Programs

Batches

Settings

User Permission Management

Assign Roles

Manage Roles

Manage Students

Manage Assign Roles

Time Table

CBE Management

SETTINGS

MANAGE ROLES

MANAGE ROLES

You can introduce roles from the below list. Please do it carefully.

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

Create New Role

Role name

Enter role name

Role name should be unique

Role description

Enter role description

Enter a short description about this role

User Type of Role

Choose User Type

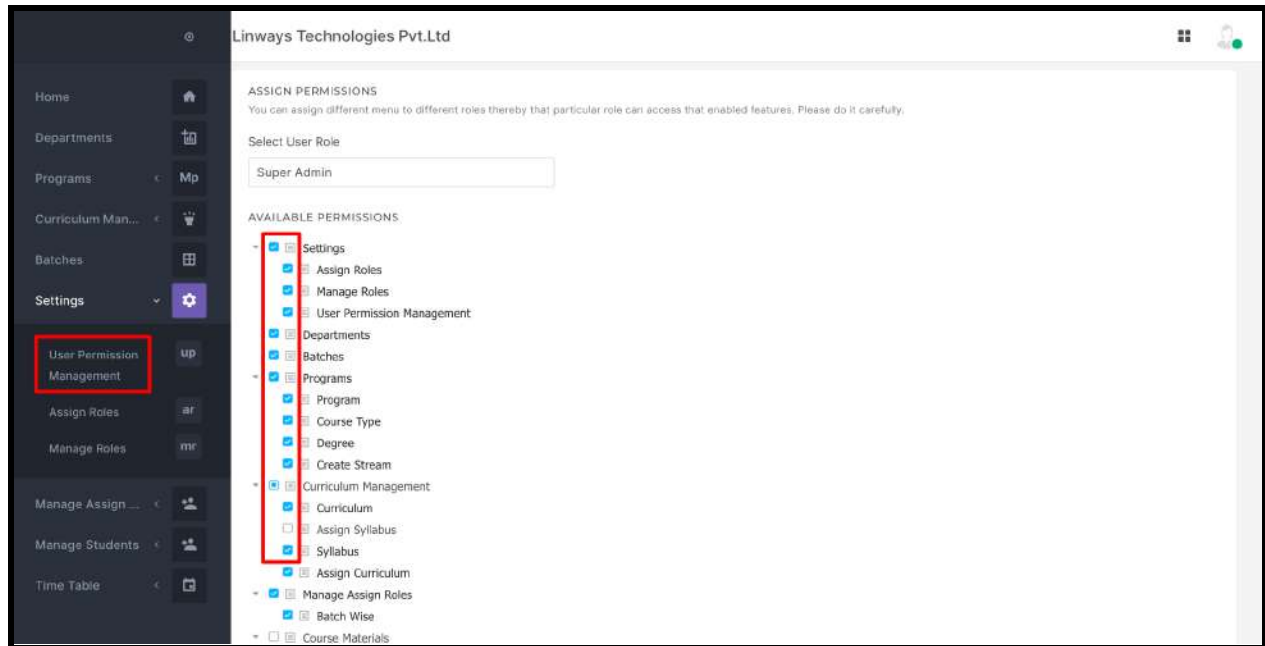
User type of the role

Cancel

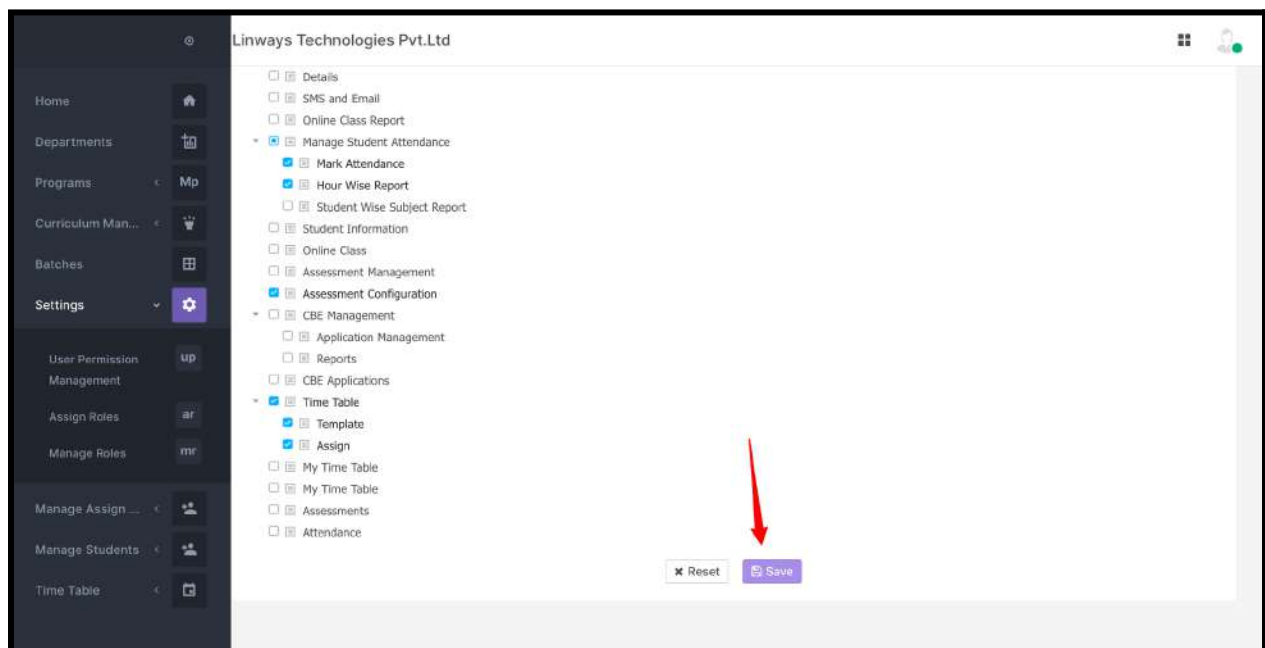
Create

User Permission Management

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

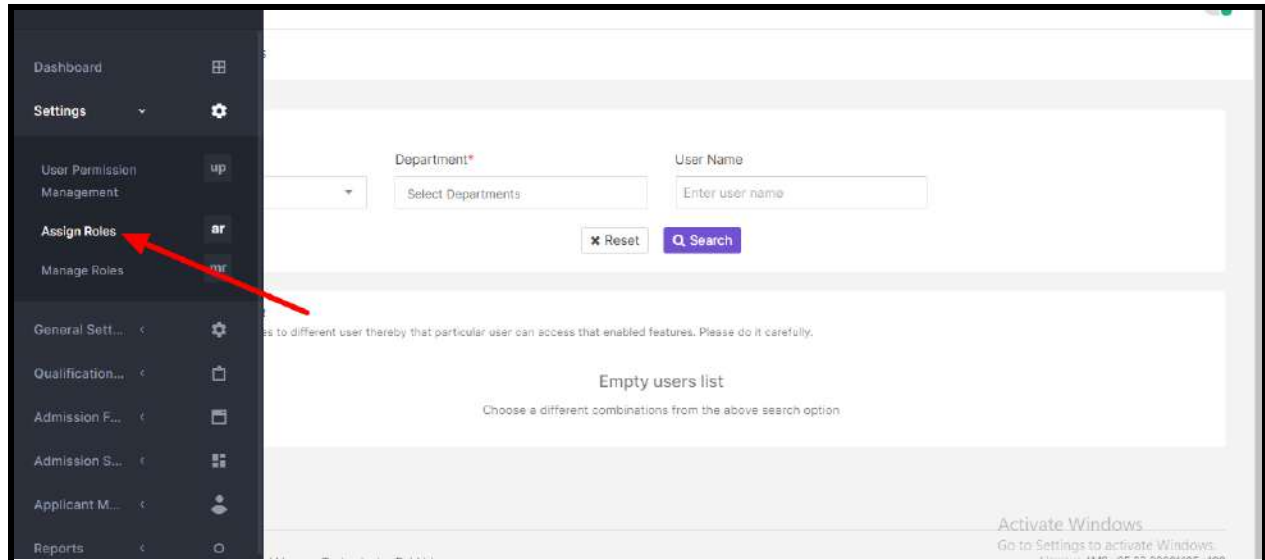


After enabling the features click on **Save**.

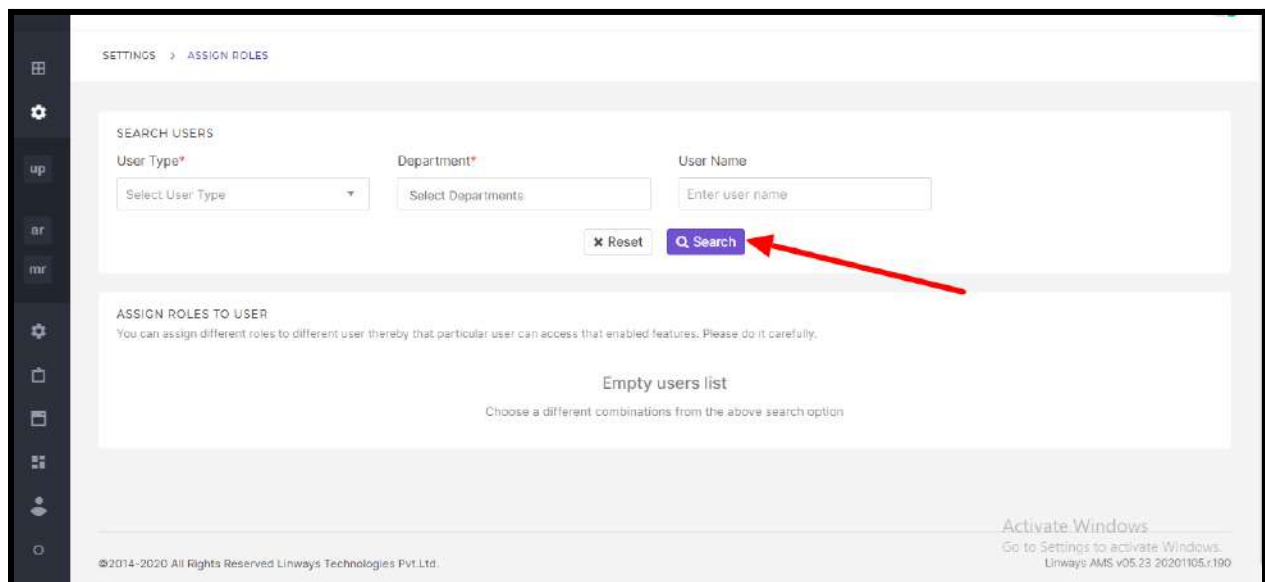


Assign Roles

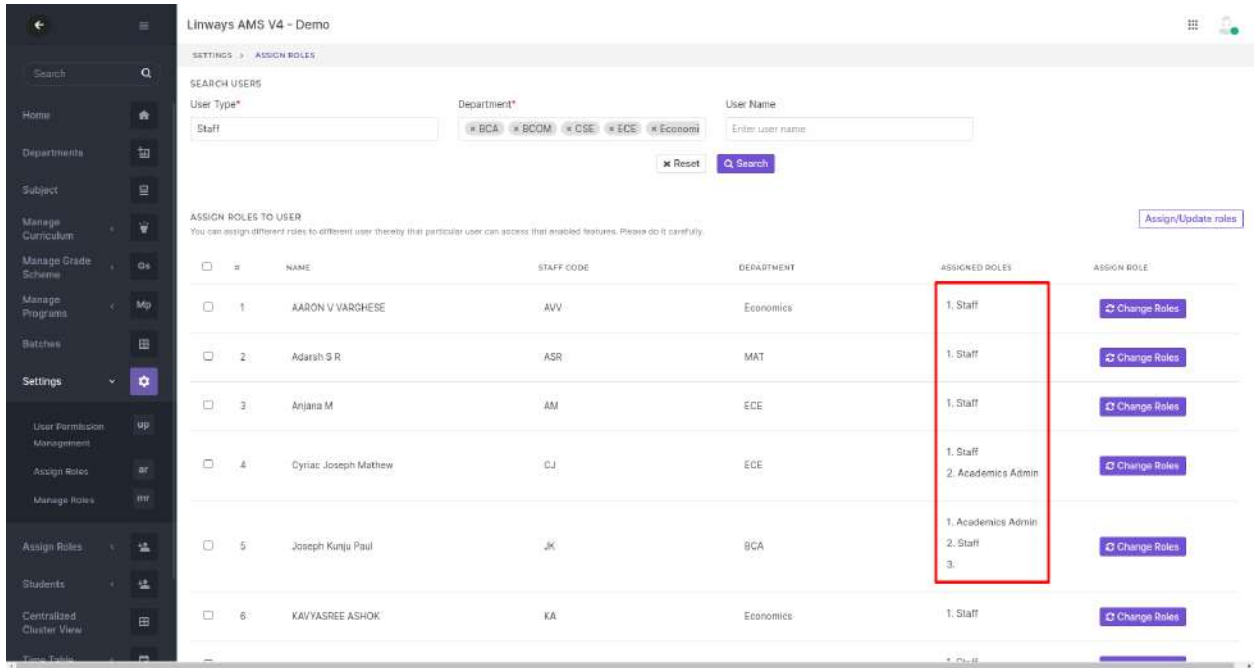
Admin can assign different roles to different users thereby that particular user can access the enabled features..



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



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



Linways AMS V4 - Demo

SETTINGS > ASSIGN ROLES

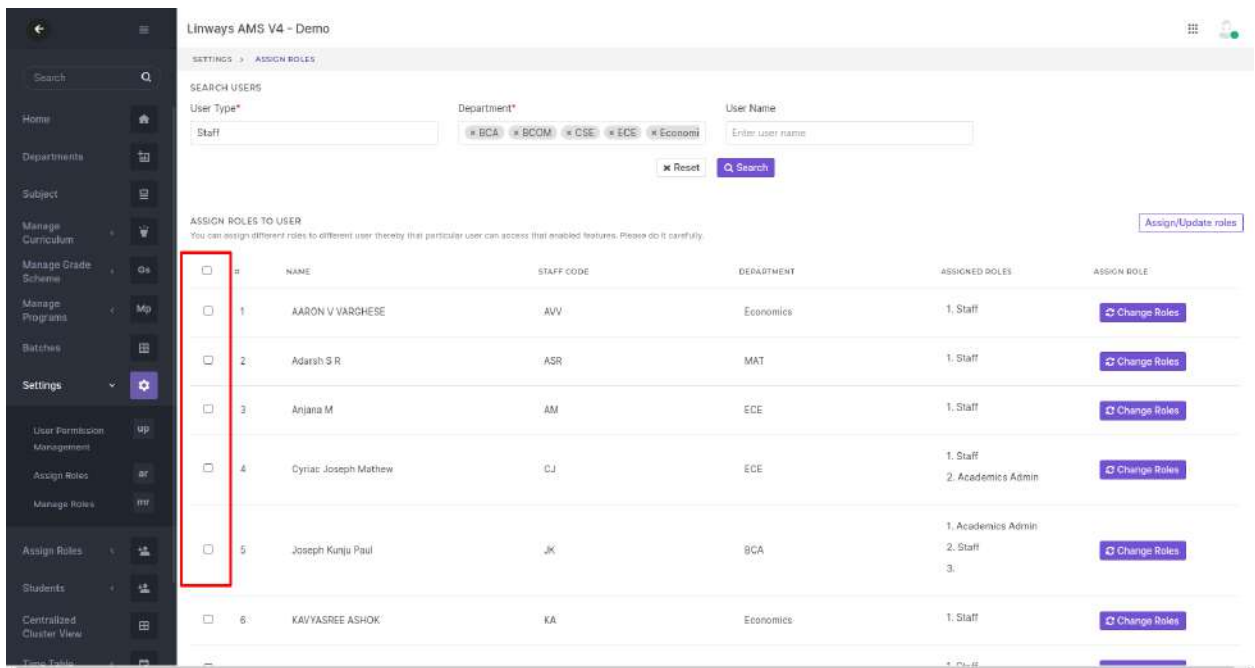
SEARCH USERS

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

ASSIGN ROLES TO USER

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

☐	#	NAME	STAFF CODE	DEPARTMENT	ASSIGNED ROLES	ASSIGN ROLE
☐	1	AARON V VARGHESE	AVV	Economics	1. Staff	Change Roles
☐	2	Adarsh S R	ASR	MAT	1. Staff	Change Roles
☐	3	Anjana M	AM	ECE	1. Staff	Change Roles
☐	4	Cyriac Joseph Mathew	CJ	ECE	1. Staff 2. Academics Admin	Change Roles
☐	5	Joseph Kunju Paul	JK	BCA	1. Academics Admin 2. Staff 3.	Change Roles
☐	6	KAIYASREE ASHOK	KA	Economics	1. Staff	Change Roles



Linways AMS V4 - Demo

SETTINGS > ASSIGN ROLES

SEARCH USERS

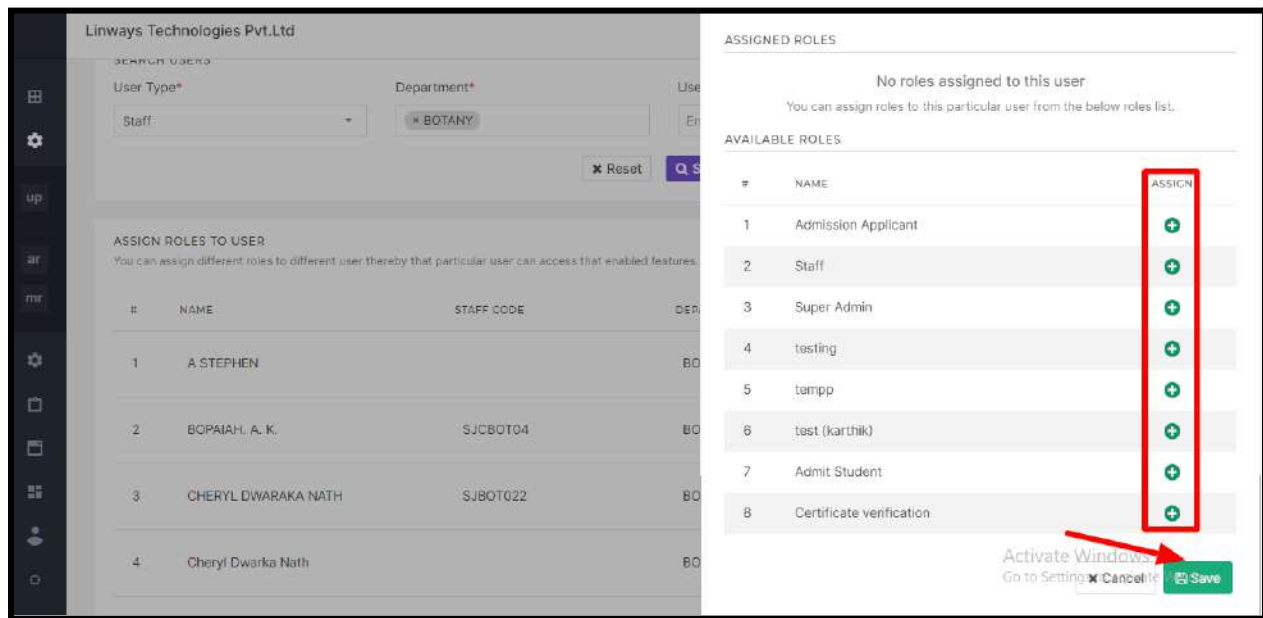
User Type* Department* BCA BCOM CSE ECE Economi User Name

ASSIGN ROLES TO USER

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

☐	#	NAME	STAFF CODE	DEPARTMENT	ASSIGNED ROLES	ASSIGN ROLE
☐	1	AARON V VARGHESE	AVV	Economics	1. Staff	Change Roles
☐	2	Adarsh S R	ASR	MAT	1. Staff	Change Roles
☐	3	Anjana M	AM	ECE	1. Staff	Change Roles
☐	4	Cyriac Joseph Mathew	CJ	ECE	1. Staff 2. Academics Admin	Change Roles
☐	5	Joseph Kunju Paul	JK	BCA	1. Academics Admin 2. Staff 3.	Change Roles
☐	6	KAIYASREE ASHOK	KA	Economics	1. Staff	Change Roles

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



STAFF/SUPER ADMIN LOGIN

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



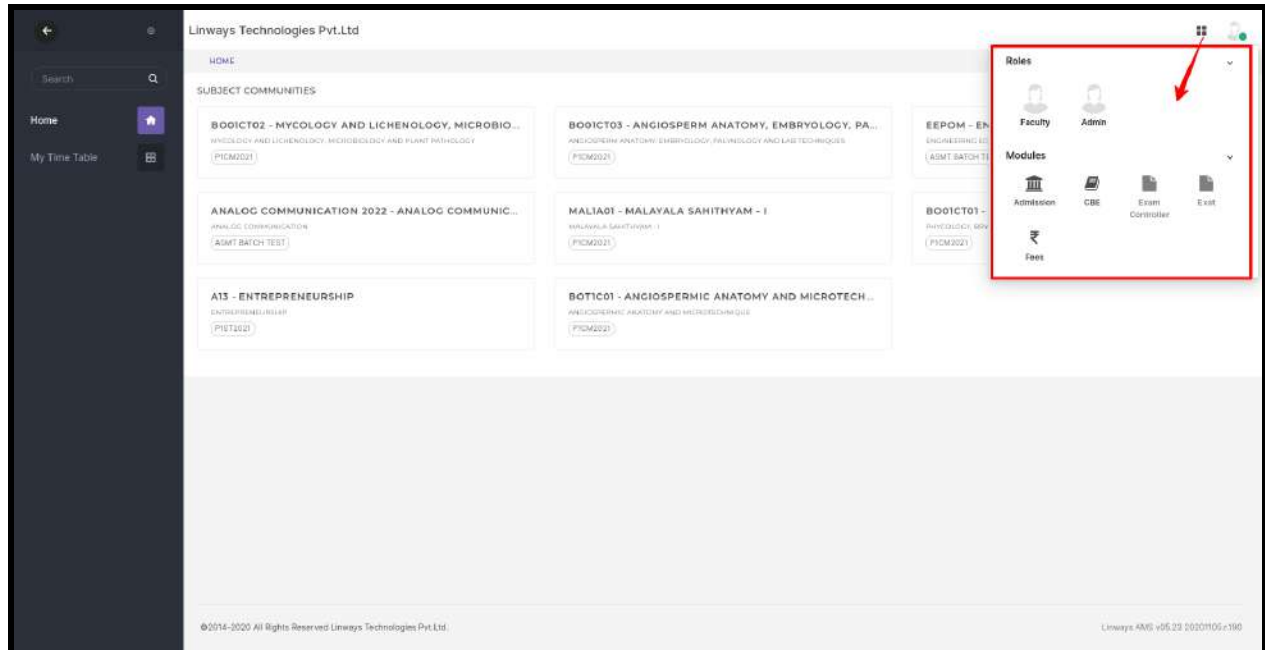
- **Single Sign-on (SSO)**

We can easily switch between roles if staff is assigned multiple roles. if the staff has access to multiple modules like admission, fees, etc.. instead of going to separate URLs.

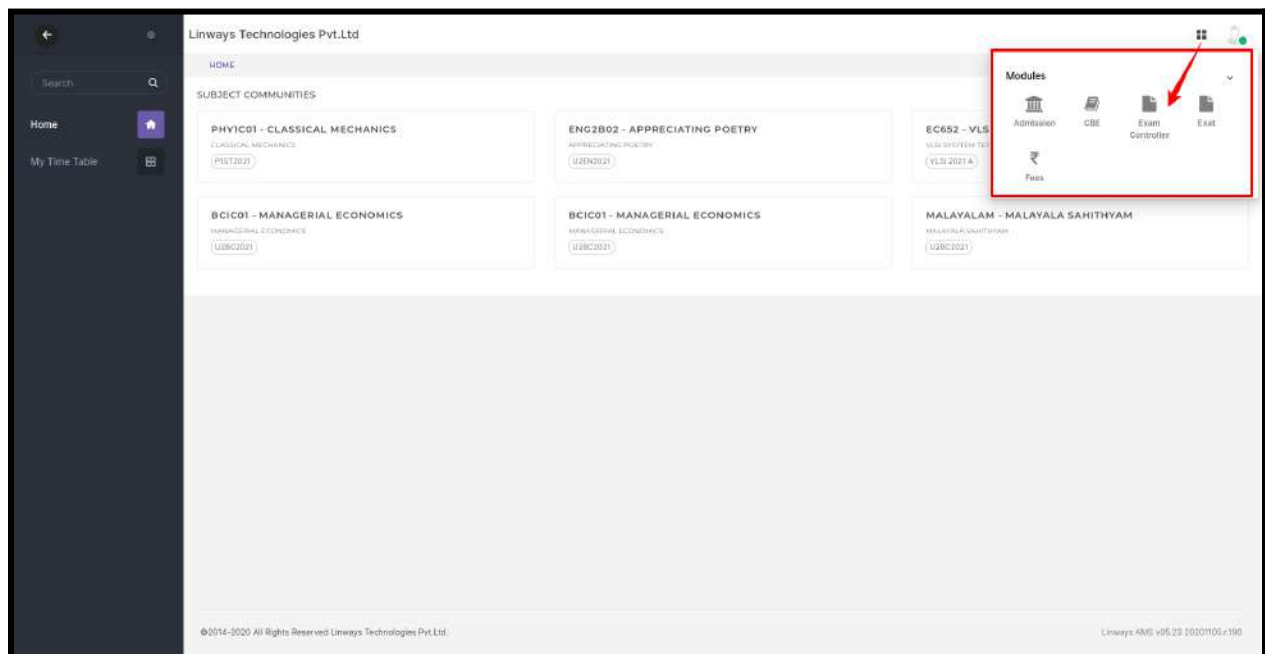
[Refer to this role-switching video](#)

[Refer to this module switching video](#)

If a user is assigned Faculty and Admin roles when they click on the role-switching icon (four square button), the roles and modules details will be displayed.



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

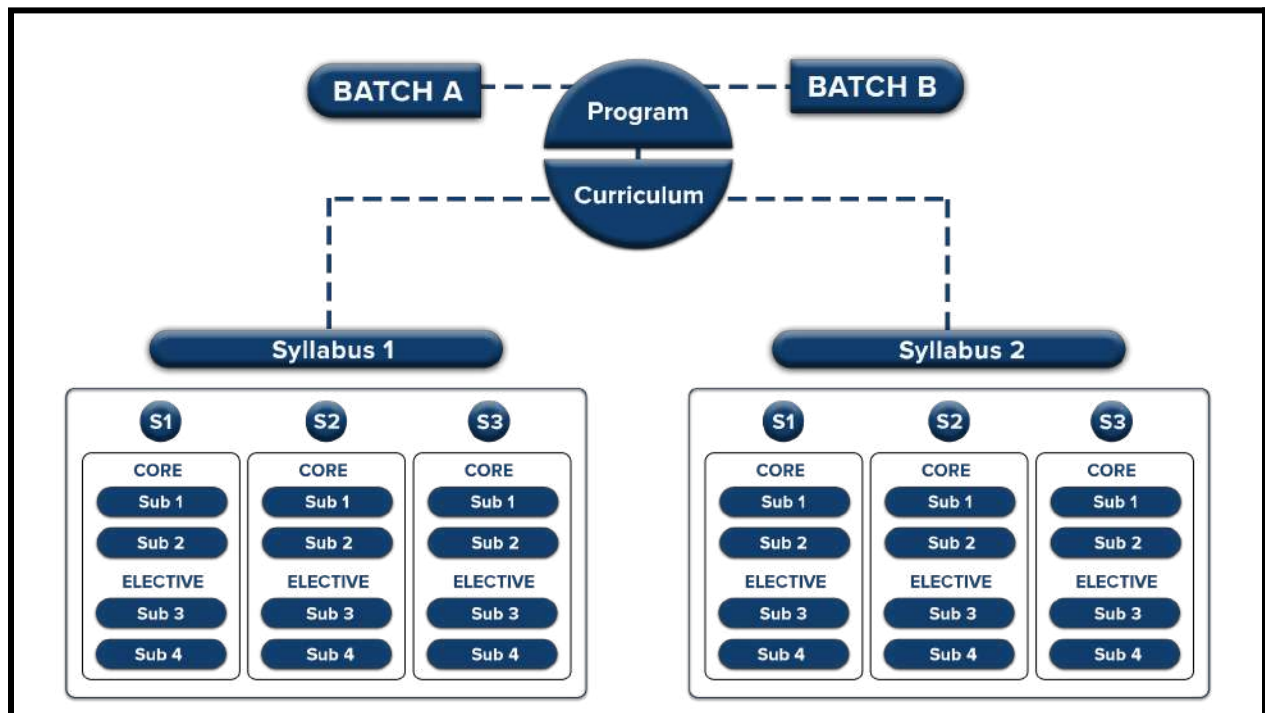


Curriculum Designing

→ How to design a curriculum for a program?

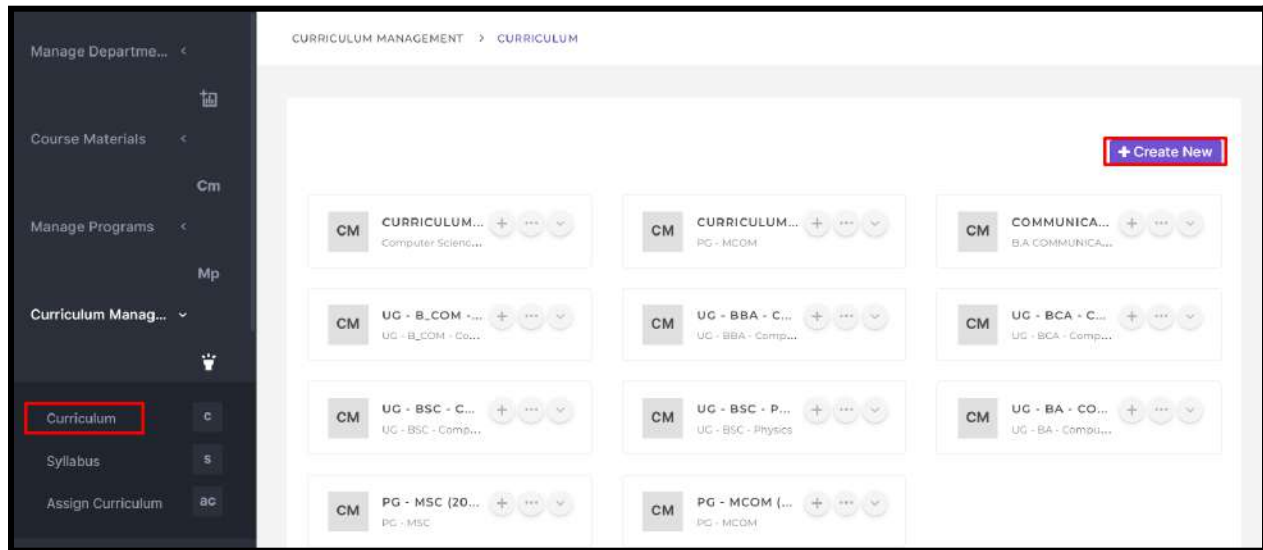
Steps for designing the curriculum

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



Click on the "Curriculum Management" on the left side menu > Curriculum

★ Curriculum management -> curriculum -> create new



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

CREATE CURRICULUM

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

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

Type: Single Major
This field is required

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

Year
Start Year: 2022
End Year: 2026
This field is required

Pass Criteria

Select Grade Scheme: Select Grade Scheme

Pass Criteria: Percentage
Value: 70
+ Add

Save Reset

Pass Criteria

Select Grade Scheme: Select Grade Scheme

Pass Criteria: Percentage
Value: 70
Remove

Reset

Passing Criteria & Grading Schemes

Backlog:

Need to add credits to the passing criteria

Syllabus

→ What is a syllabus and why is it important?

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

➔ How do we create a Syllabus?

★ *Curriculum management -> syllabus -> create*

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

The screenshot shows a web application interface for creating a syllabus. On the left is a dark sidebar with navigation links: 'Manage Department...', 'Course Materials', 'Manage Programs', 'Curriculum Manag...', 'Curriculum', 'Syllabus' (highlighted with a red box), 'Assign Curriculum', and 'Manage Batches'. The main content area is titled 'SYLLABUS >> EDIT' and has a 'Back' button in the top right. Below the title is a 'CREATE SYLLABUS' section with the following fields:

- Name:** A text box containing 'CSE with Specialization in IOT' with a 'This field is required' error message below it.
- Type:** A dropdown menu showing 'Major' with a 'This field is required' error message below it.
- Description:** A text box with a 'This field is required' error message below it.
- Department:** A dropdown menu showing 'Computer Science and Engineering' with a 'This field is required' error message below it.

 Below these fields is a 'Pass Criteria' section:

- Select Grade Scheme:** A dropdown menu showing 'Select Grade Scheme'.
- Pass Criteria:** A table with two columns: 'Pass Criteria' and 'Value'. The first row has 'Select Pass Criteria' in the first column and an empty text box in the second column. There is a '+ Add' button below the table and a '- Remove' button next to the first row's value field.

 At the bottom right of the form are two buttons: 'Save' (in a purple box) and 'Reset' (in a grey box).

CREATE SYLLABUS

Name

This field is required

Description

Pass Criteria
 Select Grade Scheme

 Pass Criteria

Type

This field is required

Department

This field is required

Value

Backlog:

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

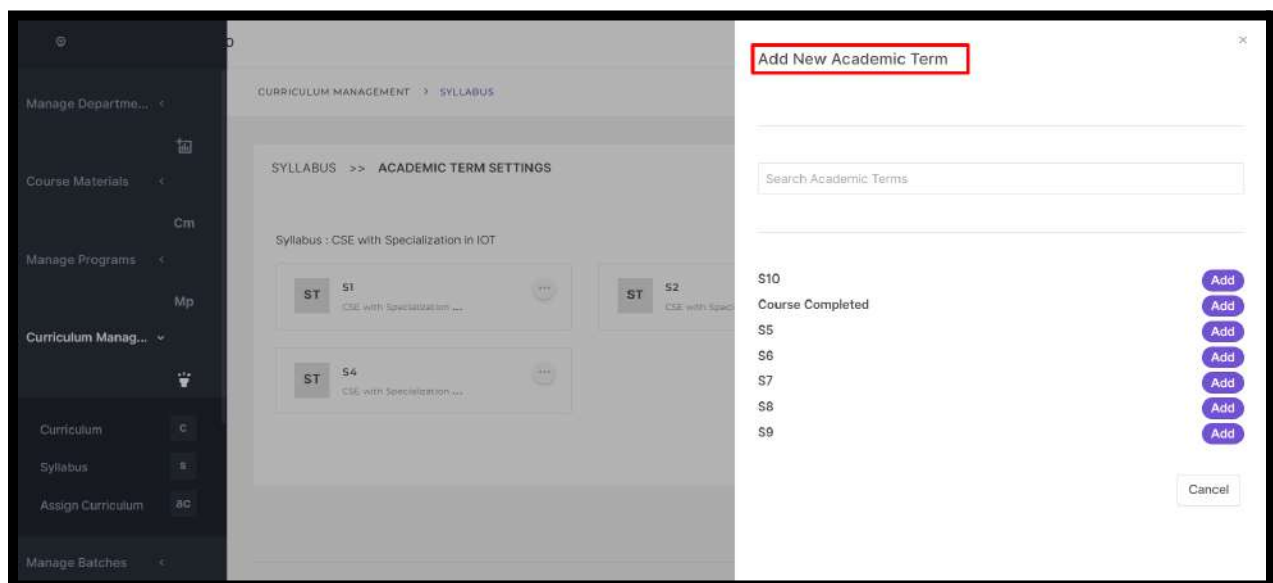
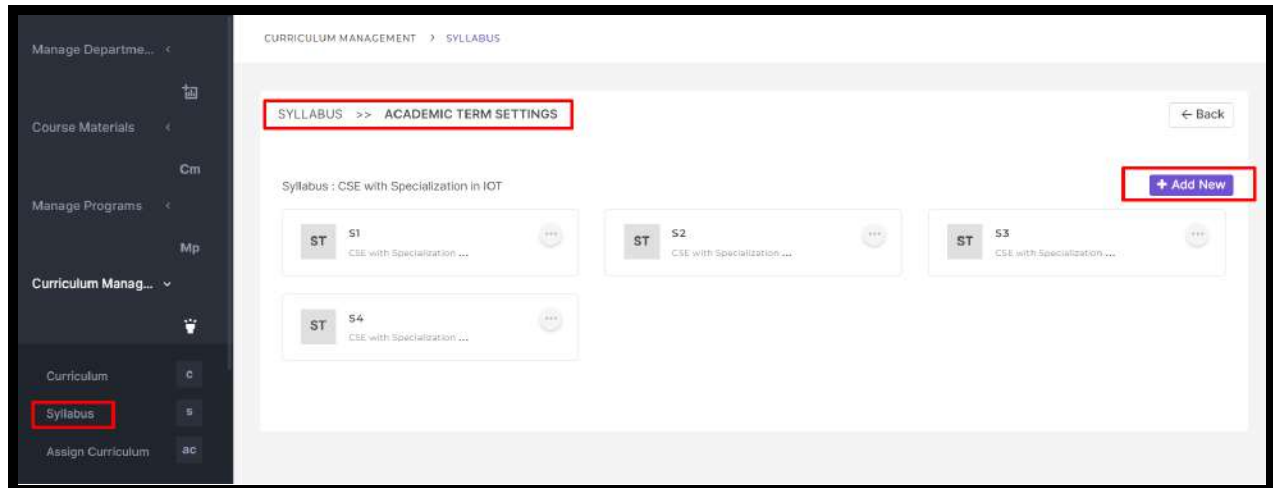
Academic Term & Paper

Why we brought the paper concept to the syllabus?

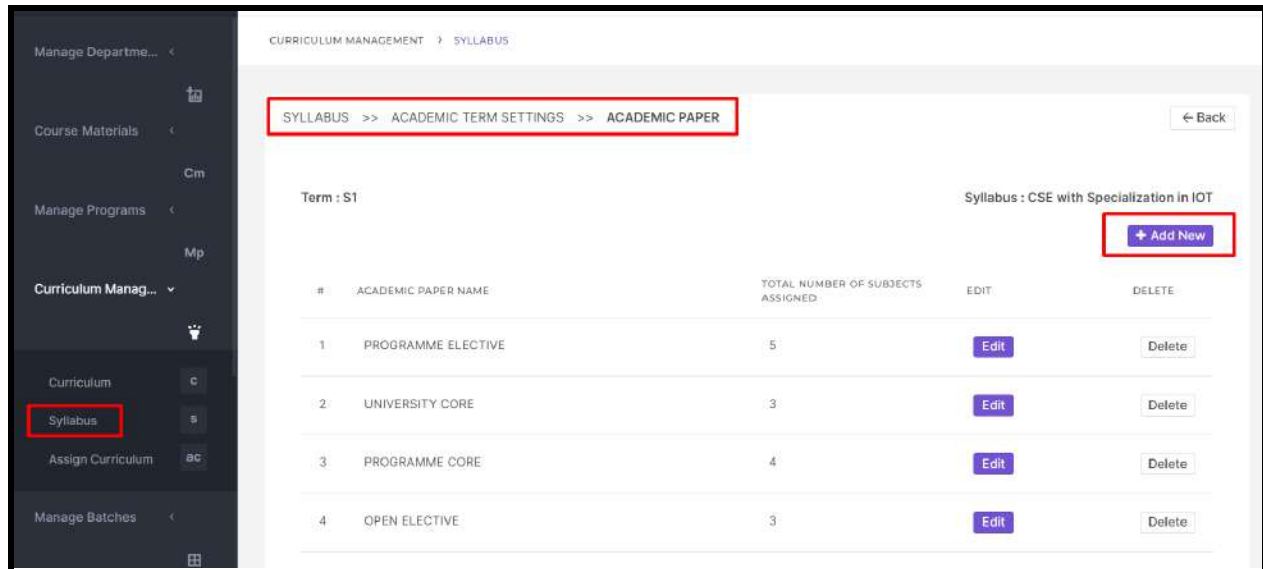
Why we add subjects inside a paper is that, if there is a selection between subjects we can use paper concepts,

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

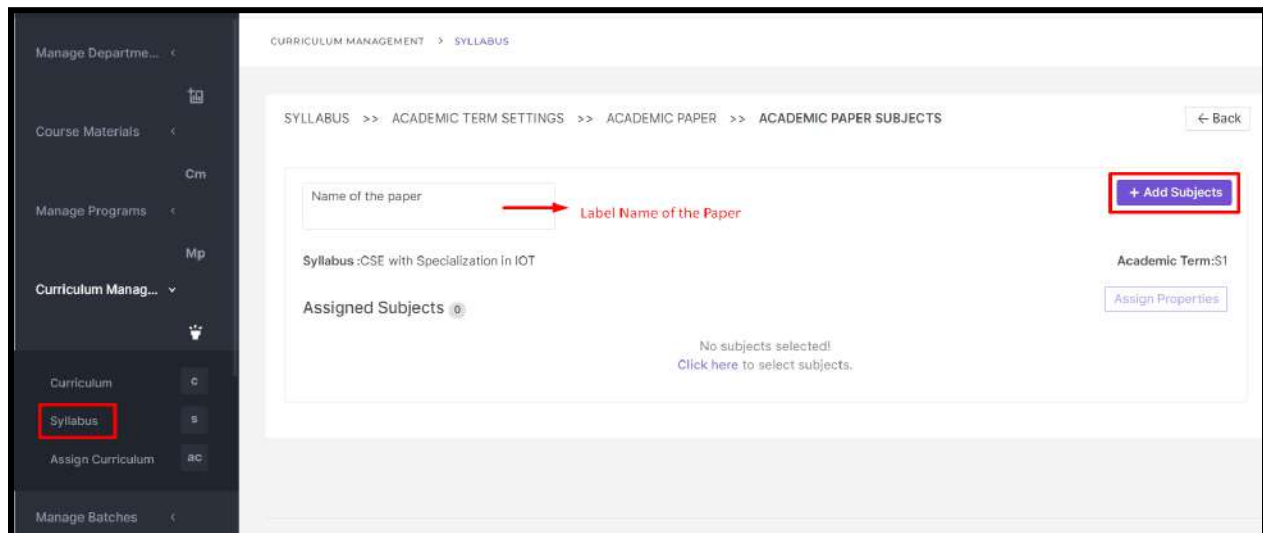
- By **selecting the Syllabus**, we will be redirected to the page where we can create the academic terms.
- Academic terms here mean a portion of an academic year, the time during which an educational institution holds classes. Most of the colleges' modes of classes are **Semester-wise or Year wise**.



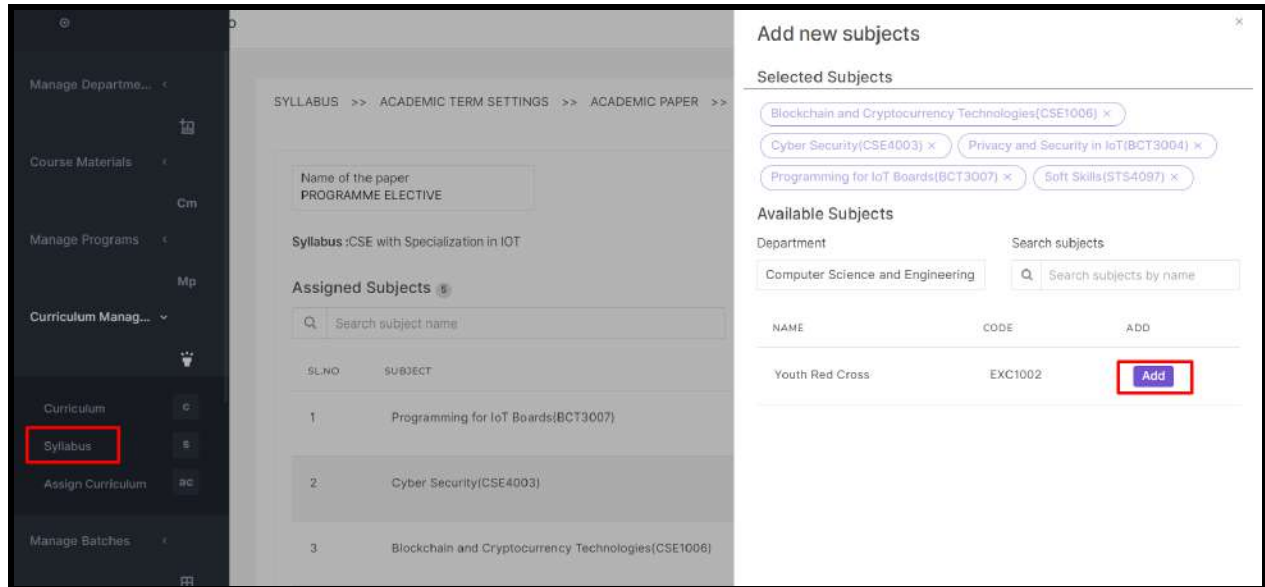
- After adding the semesters (Academic Terms), the next step is to add academic term papers in each academic term by clicking 'Add New' Button.



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



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



For example,

BCA program curriculum is attached below,

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

We should design this in our software exactly the same.

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

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

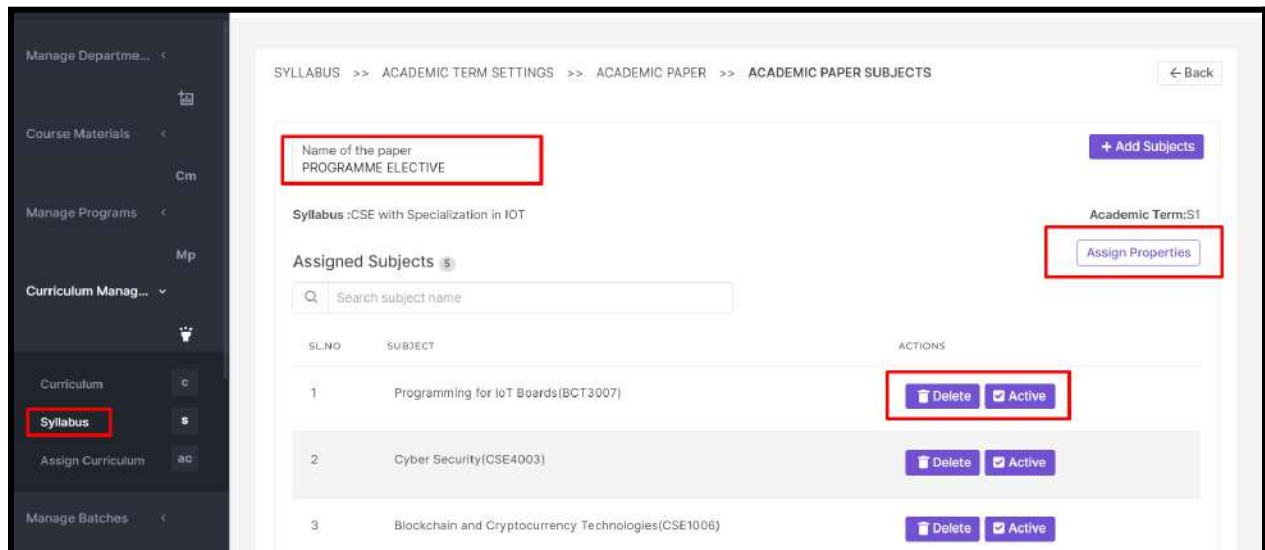
Consolidated Scheme – I to VI Semesters of BCA

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

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

This is the proper workflow for creating a course syllabus,

- we can assign properties to a paper.



Backlog:

- We need to add slot-wise subjects to the papers.
- Workflow for Minors /Honours
- Course registration – credits validation
- Refer [W MINOR_HONORS COURSES.docx](#)

Academic Paper Properties

Admin can assign subject properties to respective papers. Given below are the properties added to the corresponding Academic Term Papers

- ❖ Credits
- ❖ Subject Type
- ❖ Grade Scheme
- ❖ No of the subjects that a student can choose in a paper
- ❖ able to set the internal and external maximum marks
- ❖ Passing criteria
- ❖ We can set a subject as active/inactive, which reflects on the student side.

×

Assign details to selected subjects

Credit [Disable](#)

Select Credit

Subject Type [Disable](#)

Select Subject Type

Grade Scheme [Disable](#)

Select Grade

No.of subject that a student can choose [Disable](#)

1

Internal Maximum Mark

0

[Disable](#)

☐ Exclude Subject From Total

[Disable](#)

☐ Internal

[Disable](#)

☐ External

External Maximum Mark

0

Internal Pass Criterias

Pass Criteria

Select Pass Criteria

Value

— Remove

+ Add

External Pass Criterias

Pass Criteria

Select Pass Criteria

Value

— Remove

+ Add

Aggregate Pass Criterias

Pass Criteria

Select Pass Criteria

Value

— Remove

+ Add

Submit

Reset

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

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

A quick guide to adding a new batch

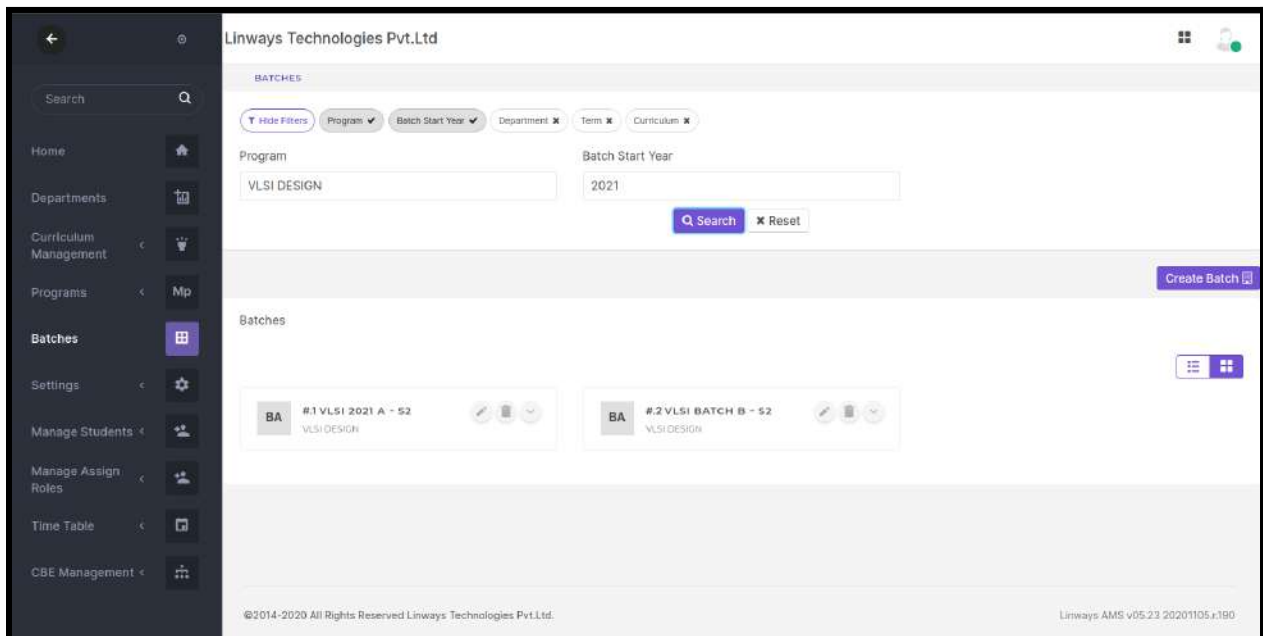
- Log in to the module and switch to the Administrator role.
- Click on the Batches tab on the left panel.

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

Refer [settings](#)

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

Refer [Filter](#)



- You can add new batches by clicking on the create batch button.
- Enter Batch Name and description.
- Select a department for the batch you are creating by clicking on the department dropdown (required field)
- Select the Course Type, Program Name, & Campus Type, which are created in the Program section.
- Select the 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 have 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.

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Search

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Manage Students

Manage Assign Roles

Time Table

CRIT Management

Linways Technologies Pvt.Ltd

BATCHES

View FilterProgramBatch Start YearDepartmentTermCurriculum

Batches

BA

#1 DEMO BATCH - S5

DEMO PROGRAM

BA

#2 BMM2022 - RESEAR

PHD - PHD Course in Mathematics

BA

#3 BATCH ASSESSMENT - S2

ASSESSMENT NEW PROGRAM

BA

#5 ASMT BATCH TEST -

ASSESSMENT NEW PROGRAM

BA

#7 TEST BATCH E1 - S1

PG - M.Sc. - Master of Visual Communication

BA

#8 BATCH A - S1

Sample Test Course

BA

#10 BATCH AAA - S2

English

BA

#11 ASSESSMENT BATCH

ASSESSMENT

BA

#13 PICS2021 - S2

PG - M.Sc. Computer Science

BA

#14 U1EH2021 - S2

UG - B.A. English and History

BA

#16 U1MC2021 - S2

UG - B.Sc. Mathematics

BA

#17 P1EH2021 - S2

PG - M.A. English

BA

#19 U2BC2021 - S3

BA

#20 P1EC2021 - S3

Create Batch

Name*

Name of batch

Description

Description for batch

Optional Name

Campus Type

Campus Type

Optional Name of batch

Department*

Department

Department of the batch

Program*

Program

4g - UG B.Sc - Computer science, PG M.Sc - Computer science

University

University

University

Term details

Term Type

Term

Final term

Current term *

Current term

Final term

Current semester/year/term (Update after each semester adds)

Final term

Year

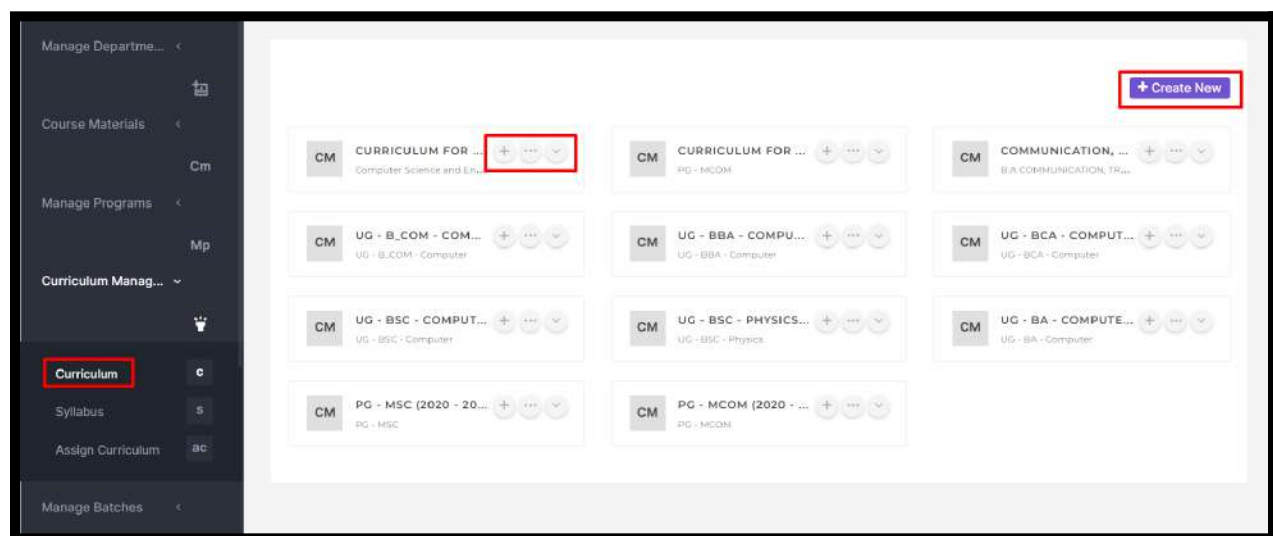
TC Issue Date

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

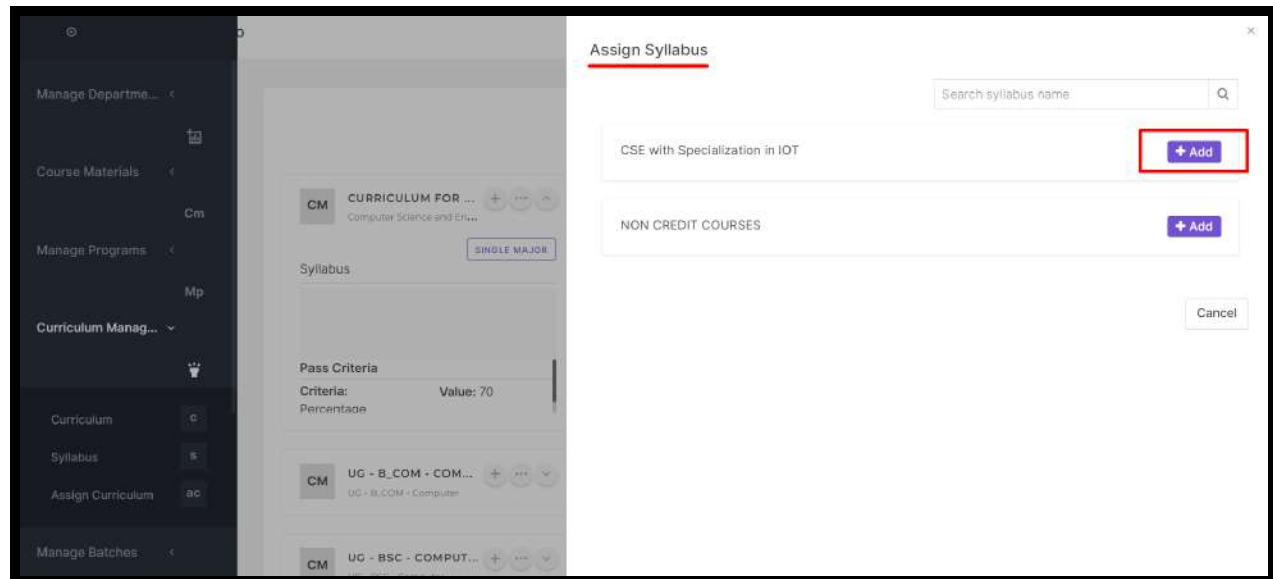
- In the case of multi major courses, we can easily analyse the core courses academic data separately,
- For Eg: if we assign physics , chemistry, and maths core course syllabus separately in the curriculum for the course *Bsc Physics Maths Chemistry* , we can simply analyse the assessment, and academic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

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

- Add Syllabus, Edit/Delete and Preview buttons are added on each Curriculum.

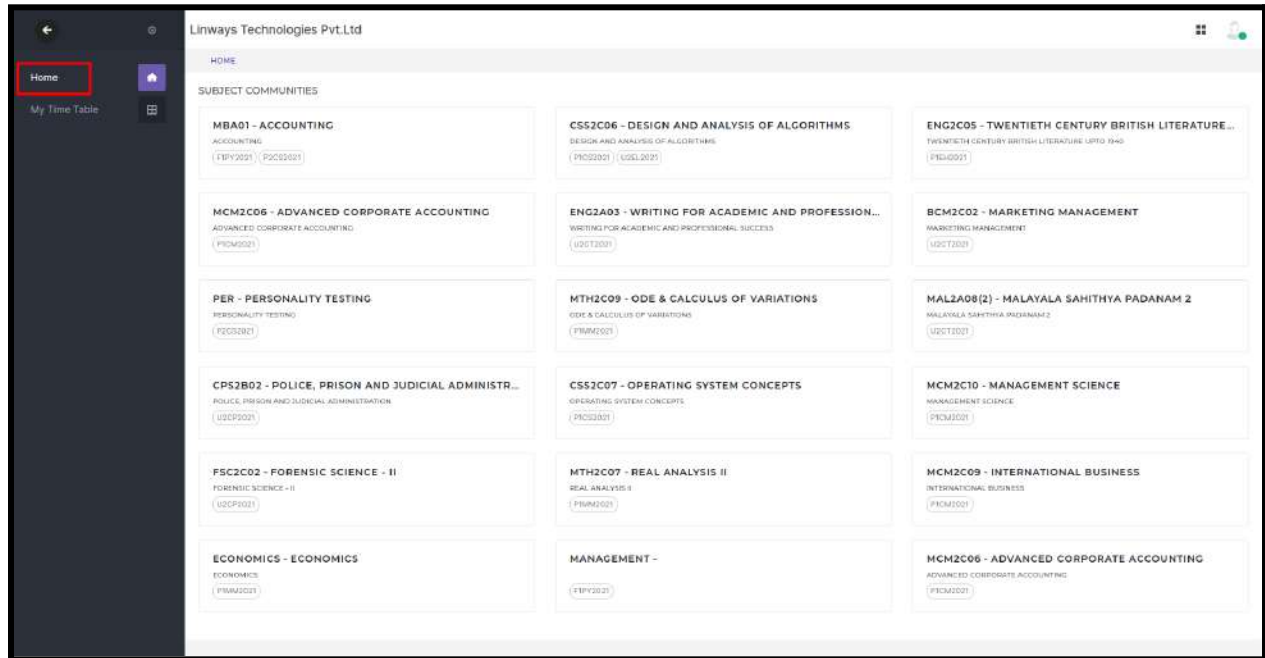


- By clicking on the “+” button, Syllabus which we have created for the program will be automatically shown and we can add the syllabus to the curriculum.
- By clicking on the “...” button, we can edit the curriculum's basic details, which we have provided at the time of creation.

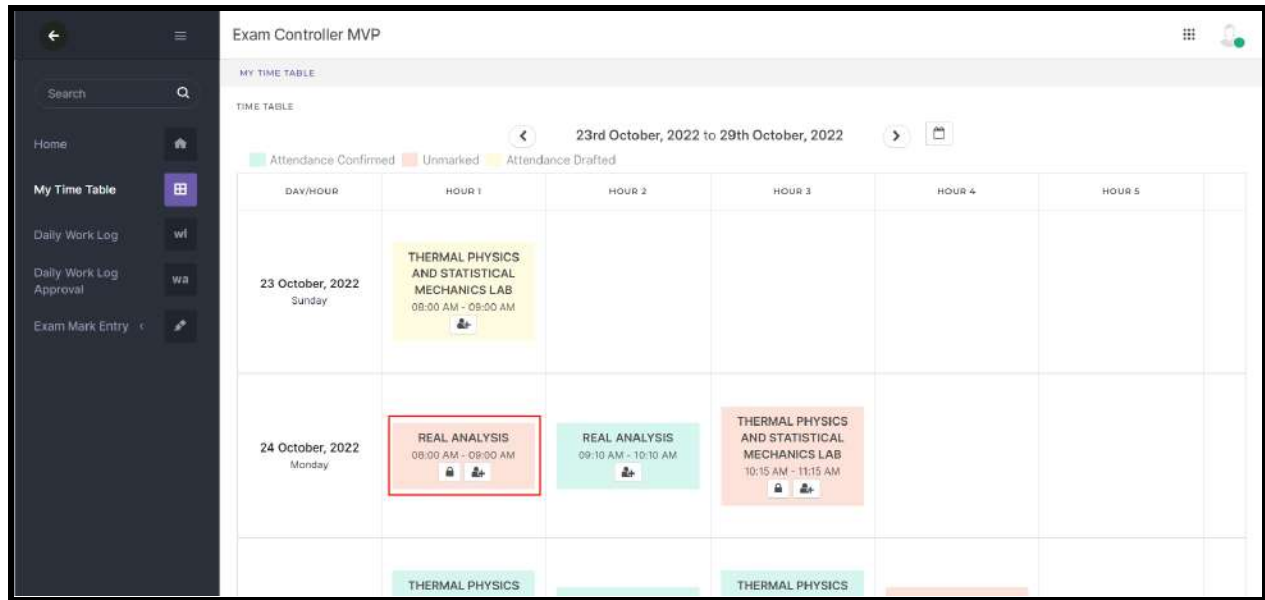


ATTENDANCE MARKING

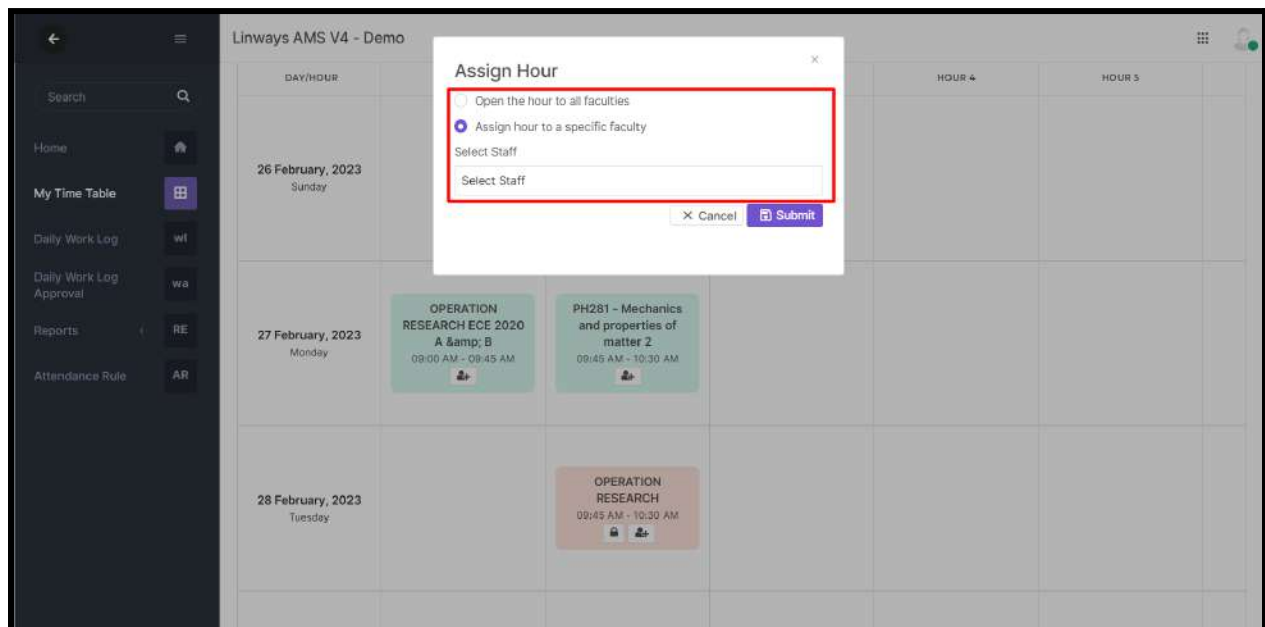
- Login to your profile, and you will redirect to the home page where your subjects will be listed there.



- Click on the “My Timetable” menu on the left side menu.
- The timetable set for particular faculty for the selected date will be shown here.
- Here is the week in which selected date timetable will be displayed.
- From the time table hour tile you can click on the icon and mark attendance

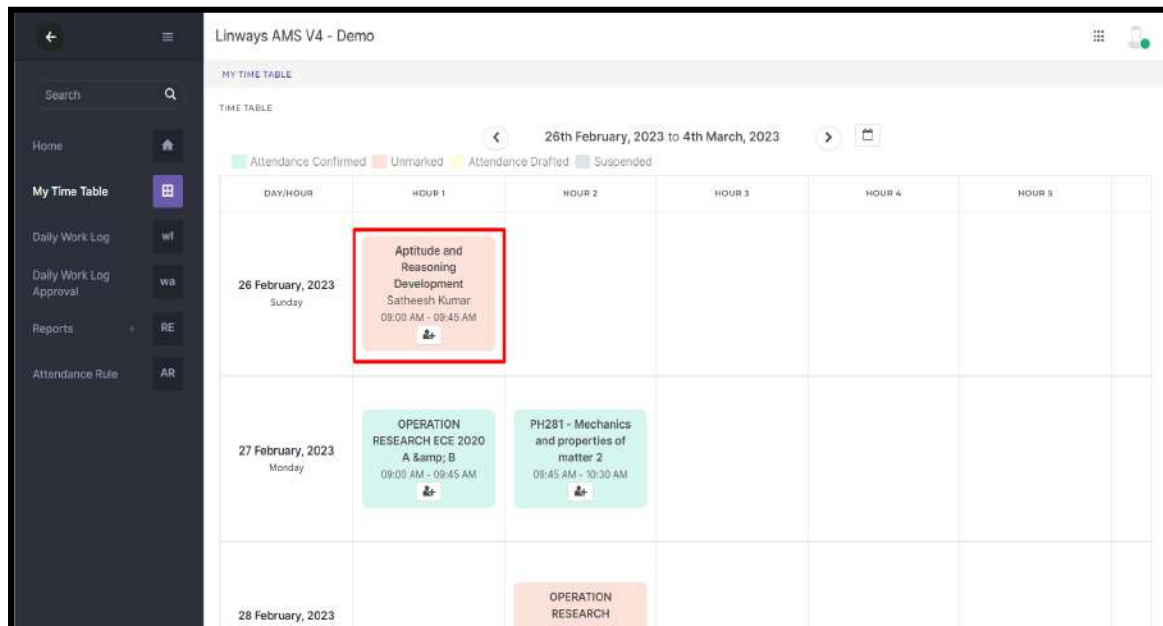


- In my timetable menu, attendance confirmed hour will be in **Green**, attendance drafted hour in **Yellow** and unmarked hour in **Red**.
- Click the person icon to mark attendance.
- Click the lock icon to unlock the hour to other faculties teaching in the same batch.
- You can unlock the hour by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

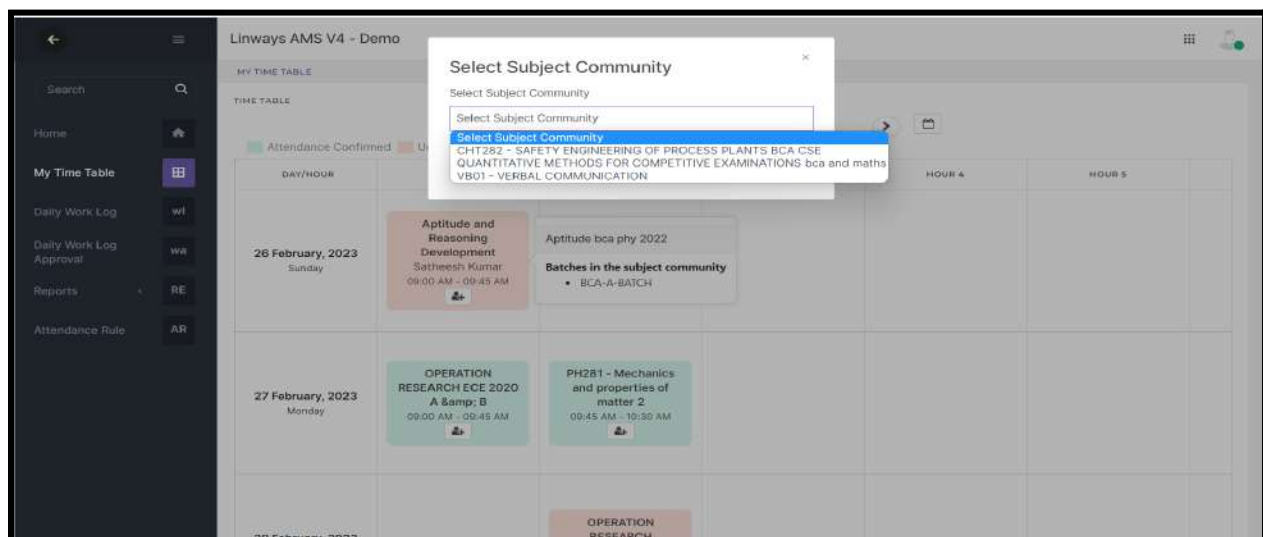


→ HOW TO MARK AN UNLOCKED HOUR

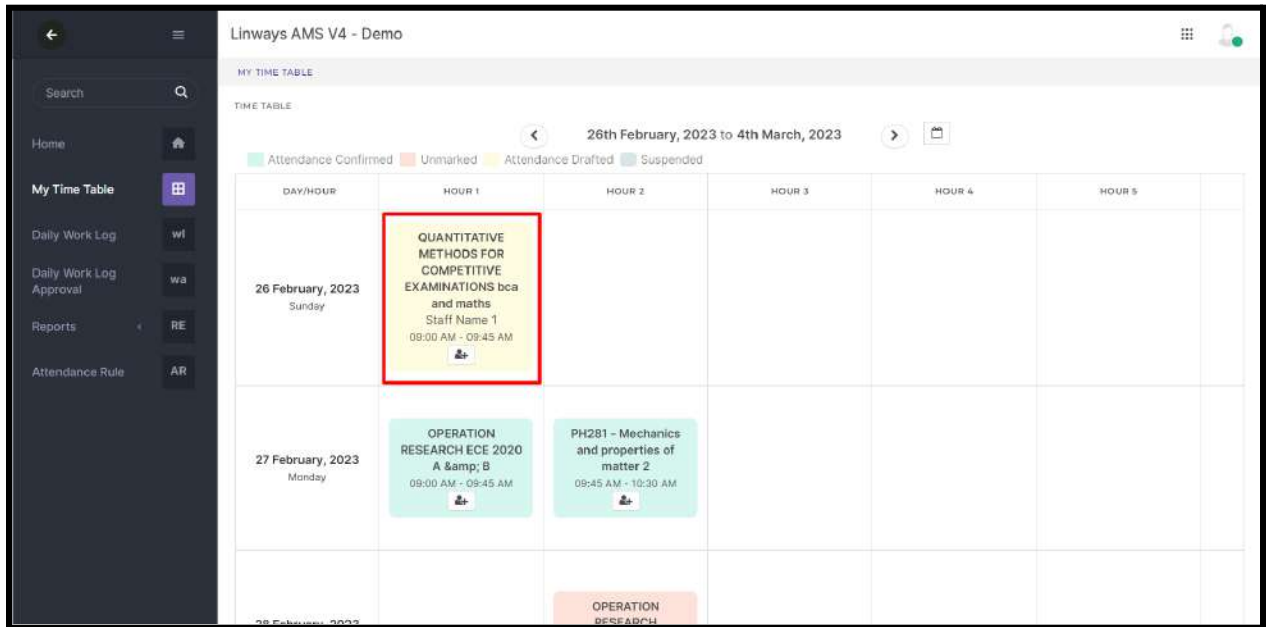
- The unlocked hour will be visible in the allocated faculty's hour tile as the hour tile of exchanged faculty.
For example, If staff A unlocked an hour to staff B. Then in staff B's Login under My timetable, hour tile we will be visible with staff A's subject community and staff A's name.



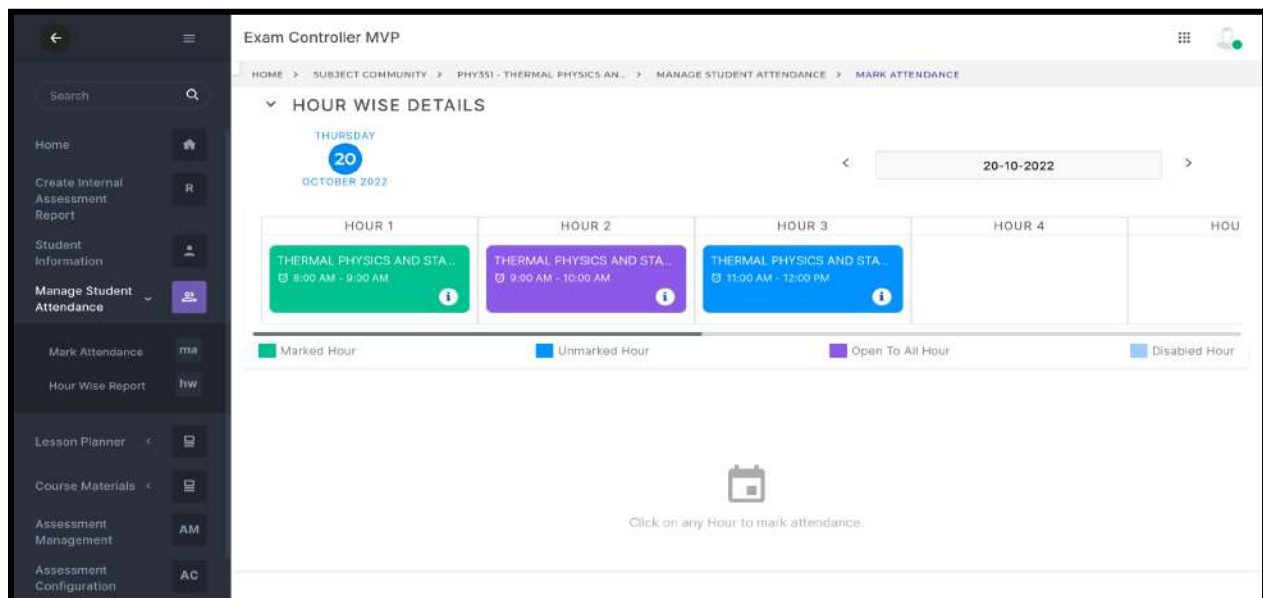
- Click on the person icon to mark the attendance.
- If the faculty handles multiple subject communities in the batch, select the subject community to mark the attendance.



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



- The lock icon will be only available in **unmarked hours**.
- We will automatically redirect into the attendance marking screen which is inside the subject cluster.
- In the Timetable Method, select the date for marking attendance. When you go inside the mark attendance menu rather than from the time table. Unmarked hours will be shown in **Blue**, marked in **Green**, unlocked hours that are given to staff shown in **purple**.



- Students will be listed down when we click on each hour tile and the assigned hour row will be hidden.
- Click on the upside arrow button to show the subject and hour details with date picker.

Linways AMS V4 - Demo

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

← Back

HOUR WISE DETAILS

SUNDAY 26 FEBRUARY 2023

Quantitative Methods for Competitive Examinations (MTOE-2)

March 2, 2023

9:00 AM - 9:45 AM

< 26-02-2023 >

Sort order

Roll Number

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

BCA-A-BATCH

Quantitative Methods for Competitive Examinations (MTOE-2)

Strength : 6/6

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

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

Linways AMS V4 - Demo

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

← Back

HOUR WISE DETAILS

SUNDAY 26 FEBRUARY 2023

Quantitative Methods for Competitive Examinations (MTOE-2)

March 2, 2023

9:00 AM - 9:45 AM

< 26-02-2023 >

Sort order

Roll Number

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

BCA-A-BATCH

Quantitative Methods for Competitive Examinations (MTOE-2)

Strength : 6/6

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

Marked as Present Unmarked Students Marked as Absent

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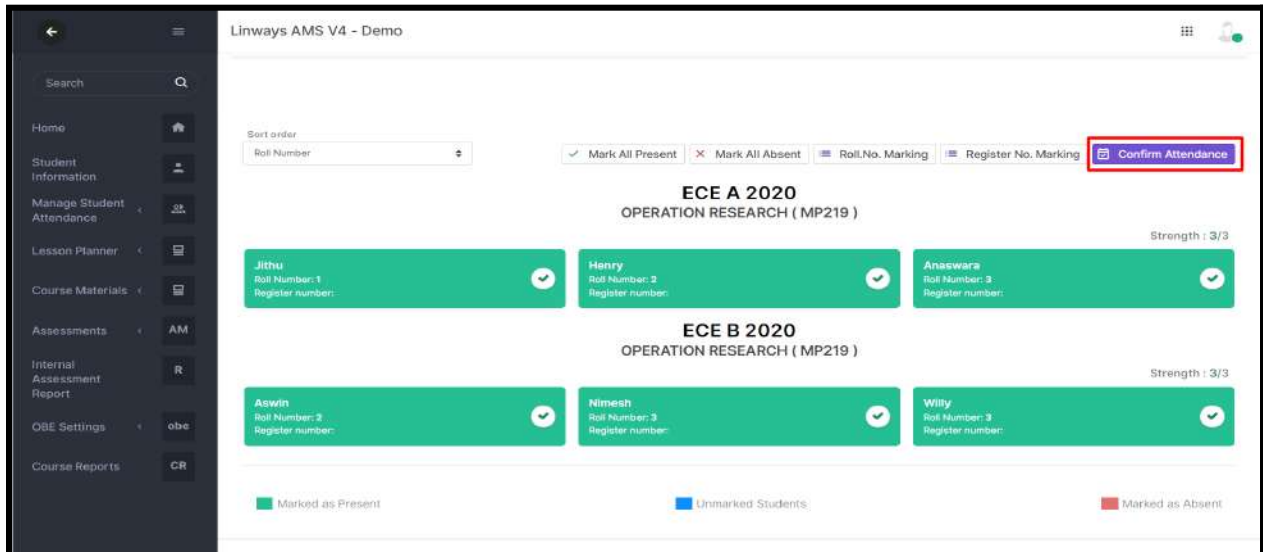
- Click on the student to mark absent, by default all the students will be present.
- There is a Mark All Absent and Mark All Present option if you want to mark all absent/present, no need to go to each student.

The screenshot shows the Linways AMS V4 - Demo interface. On the left is a dark sidebar with navigation options: Home, Student Information, Manage Student Attendance, Lesson Planner, Course Materials, Assessments, Internal Assessment Report, OBE Settings, and Course Reports. The main content area is titled 'Linways AMS V4 - Demo' and features a 'Sort order' dropdown set to 'Roll Number'. A red box highlights a toolbar with buttons: 'Mark All Present' (checked), 'Mark All Absent', 'Roll.No. Marking', 'Register No. Marking', and 'Confirm Attendance'. Below this, the course is identified as 'BCA-A-BATCH' with the title 'Quantitative Methods for Competitive Examinations (MTOE-2)' and a strength of 6/6. A grid of six student cards is displayed, each with a green background and a checkmark icon, indicating they are marked as present. The students are: SEBIN BENNY (Roll Number: 02, Register number: MGP-REG-1102), VISHNU M (Roll Number: 04, Register number: MGP-REG-1104), MADHAV RAVINDRAN (Roll Number: 06, Register number: MGP-REG-1106), AKASH K P MOHAN (Roll Number: 07, Register number: MGP-REG-1107), ANJITHA MATHEW (Roll Number: 08, Register number: MGP-REG-1108), and ANGEL MARIA ROSE (Roll Number: 09, Register number: MGP-REG-1109). A legend at the bottom shows 'Marked as Present' (green), 'Unmarked Students' (blue), and 'Marked as Absent' (red). The footer includes copyright information and the version '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.

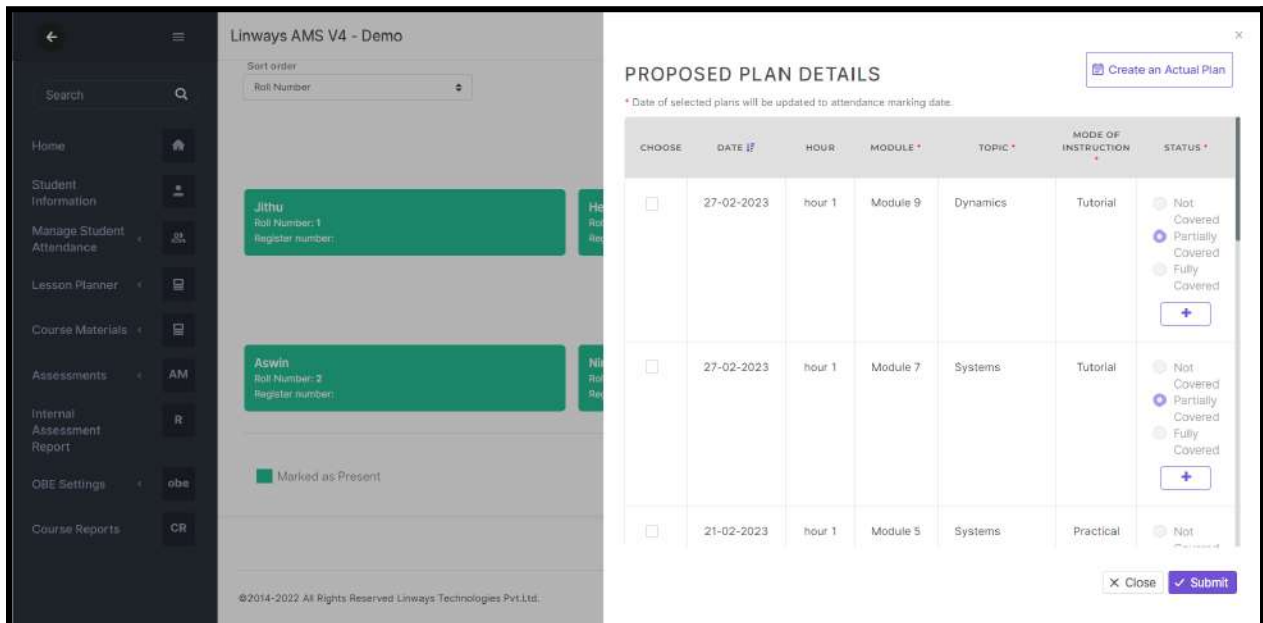
This screenshot shows the same Linways AMS V4 - Demo interface as the previous one, but with a modal dialog box open. The dialog is titled 'Roll number wise attendance marking' and contains the instruction 'Enter roll numbers of absentees separated with , to mark absent'. A text input field contains the value '04,02'. Below the input field, two buttons are shown: 'SEBIN BENNY - (02)' and 'VISHNU M - (04)', both with red 'X' icons indicating they are marked absent. The dialog has 'Cancel' and 'Submit' buttons. In the background, the 'Mark All Absent' button in the toolbar is now selected, and the student cards for SEBIN BENNY and VISHNU M now show red 'X' icons instead of green checkmarks, indicating they are marked as absent. The date '26-02-2023' is visible in the top right corner of the main interface.

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

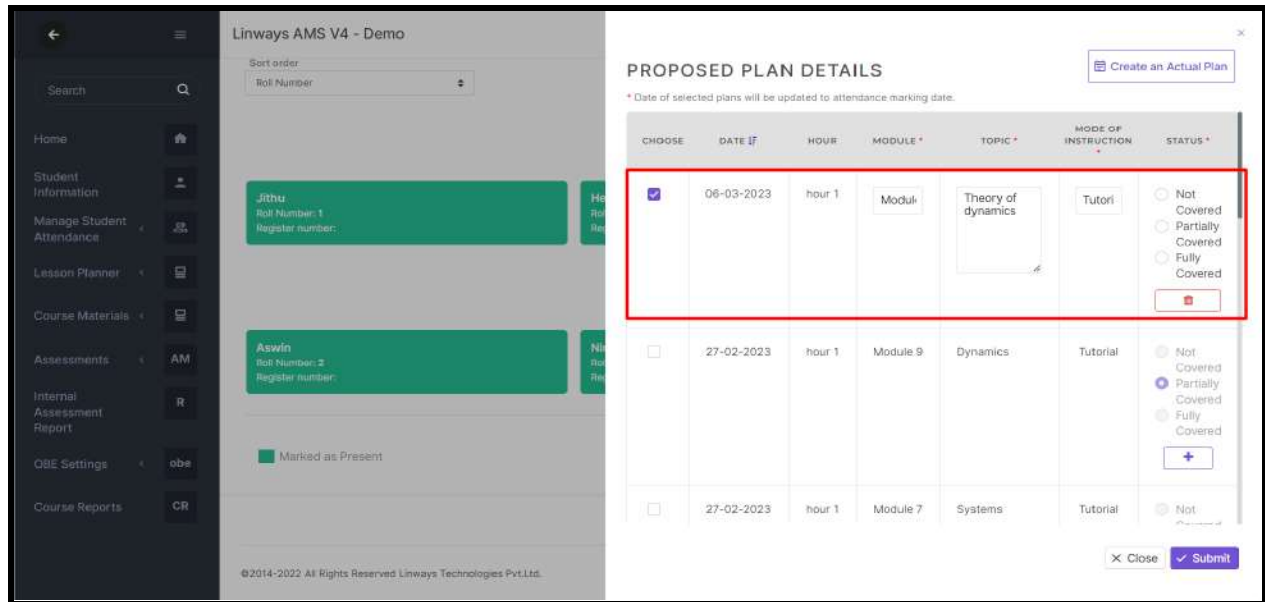


NOTE: Confirmed attendance can't be edited.

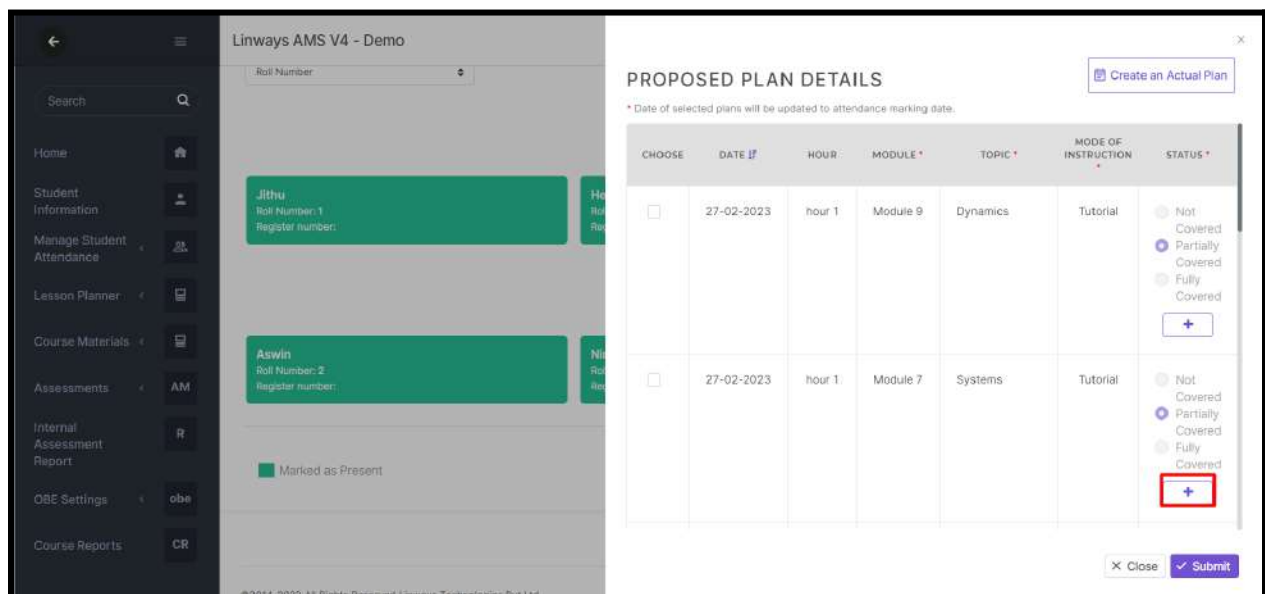
- The daily work log of attendance confirmed hours automatically updated.
- After confirming attendance, you will see a pop-up for updating actual plans. You can update it from here or through the [Lesson Planner](#) menu.



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



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



- Updated the status of extended plan.

Linways AMS V4 - Demo

Sort order: Roll Number

Jithu
Roll Number: 1
Register number:

Aswin
Roll Number: 2
Register number:

Marked as Present

PROPOSED PLAN DETAILS

* Date of selected plans will be updated to attendance marking date.

CHOOSE	DATE	HOUR	MODULE	TOPIC	MODE OF INSTRUCTION	STATUS
☐	27-02-2023	hour 1	Module 7	Systems	Tutorial	☐ Not Covered ☒ Partially Covered ☐ Fully Covered
☒	01-03-2023	hour 3	Module 7	Systems	Tutorial	☐ Not Covered ☐ Partially Covered ☒ Fully Covered
☐	21-02-2023	hour 1	Module 5	Systems	Practical	☐ Not Covered

Close Submit

- Click on submit to update the status.

Linways AMS V4 - Demo

Sort order: Roll Number

JITHU
Roll Number: 1
Register number:

Aswin
Roll Number: 2
Register number:

Marked as Present

PROPOSED PLAN DETAILS

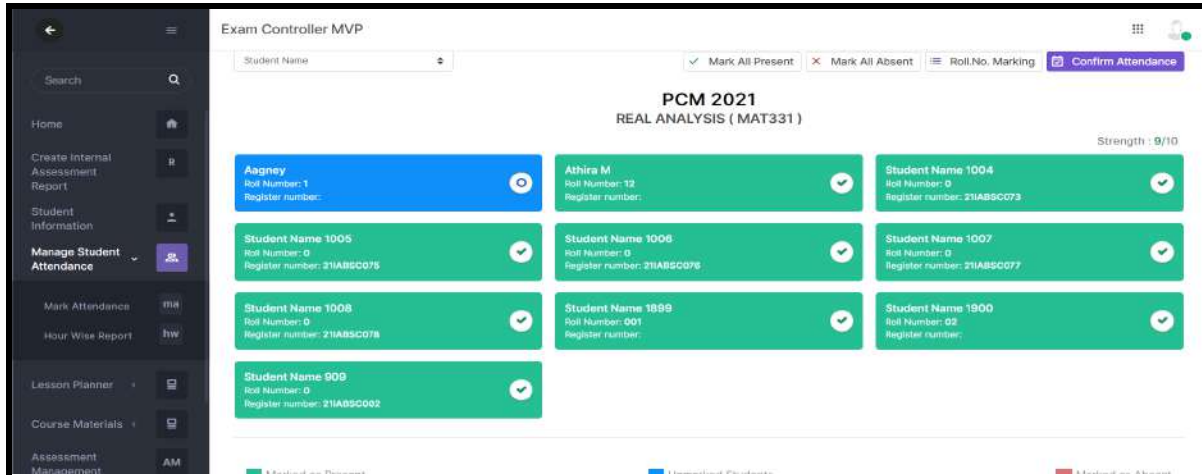
* Date of selected plans will be updated to attendance marking date.

CHOOSE	DATE	HOUR	MODULE	TOPIC	MODE OF INSTRUCTION	STATUS
☐	27-02-2023	hour 1	Module 7	Systems	Tutorial	☐ Not Covered ☒ Partially Covered ☐ Fully Covered
☒	01-03-2023	hour 3	Module 7	Systems	Tutorial	☐ Not Covered ☐ Partially Covered ☒ Fully Covered
☐	21-02-2023	hour 1	Module 5	Systems	Practical	☐ Not Covered

Close Submit

NOTE:

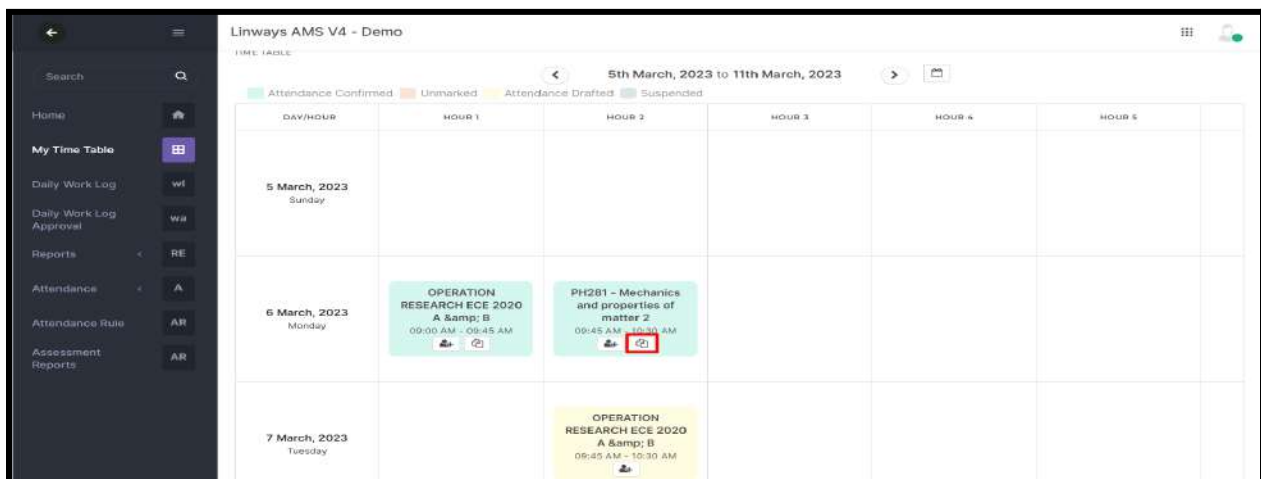
New students were added to a batch that started taking attendance. Then the new student is shown in blue color in the attendance marking page.



- Mark attendance for new students >> confirm attendance.

COPY ATTENDANCE

- Click on the copy icon in the confirmed hours.



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

Linways AMS V4 - Demo

COPY ATTENDANCE

COPYING ATTENDANCE DETAILS

Subject Community : PH281 - Mechanics and properties of matter 2

Staff Name : Staff Name 1

Date : 2023-03-06

Hour : 2

Copy To Date : 20 Feb 2023

Note: You can't copy attendance to already confirmed hours.

Copy Attendance

20-02-2023				
	#	SUBJECT NAME	HOUR	ATTENDANCE MARKED STATUS
☐	1		2	OPENED BY Staff Name 1

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

Linways AMS V4 - Demo

COPY ATTENDANCE

COPYING ATTENDANCE DETAILS

Subject Community : PH281 - Mechanics and properties of matter 2

Staff Name : Staff Name 1

Date : 2023-03-06

Hour : 2

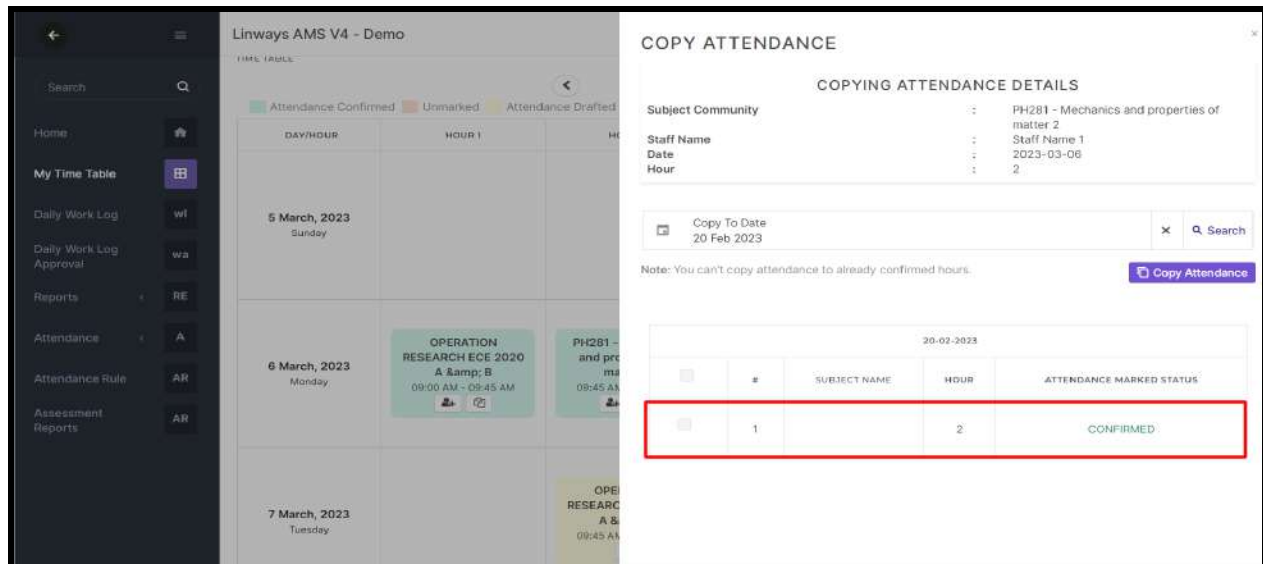
Copy To Date : 20 Feb 2023

Note: You can't copy attendance to already confirmed hours.

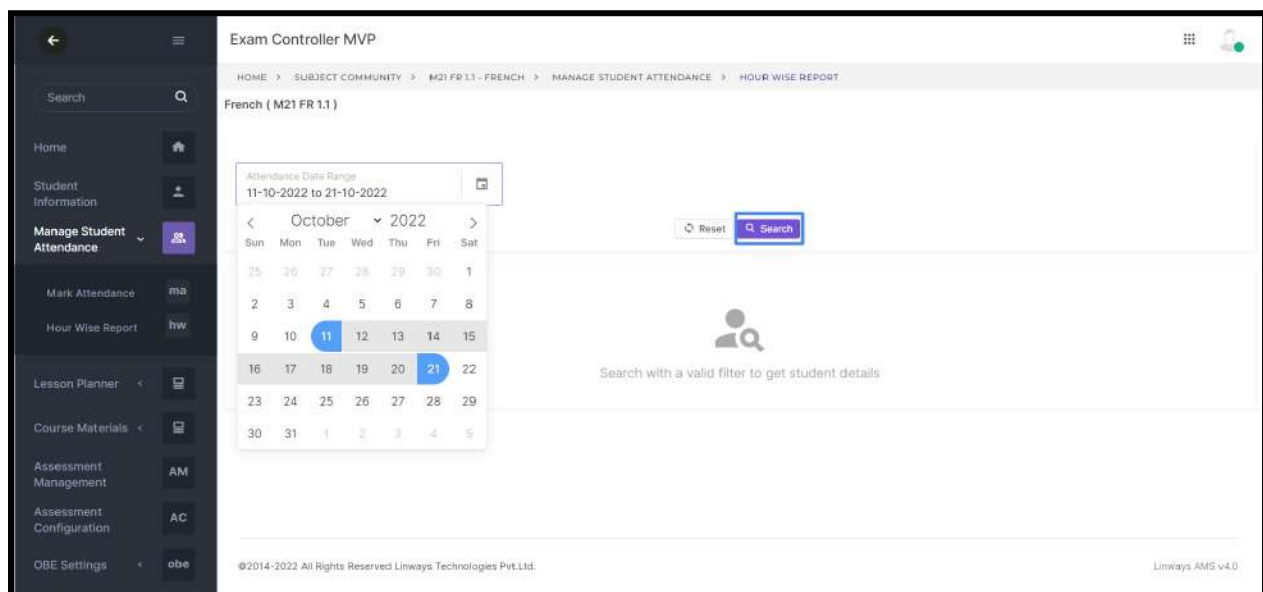
Copy Attendance

20-02-2023				
	#	SUBJECT NAME	HOUR	ATTENDANCE MARKED STATUS
☐	1		2	OPENED BY Staff Name 1

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



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



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

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

Linways AMS V4 - Demo

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

OPERATION RESEARCH (MP219)

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

Reset Search

Sort by student name Choose options on table Export

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

HOUR WISE REPORT

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

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

Linways AMS V4 - Demo

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

OPERATION RESEARCH (MP219)

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

Reset Search

Sort by student name Choose options on table Export

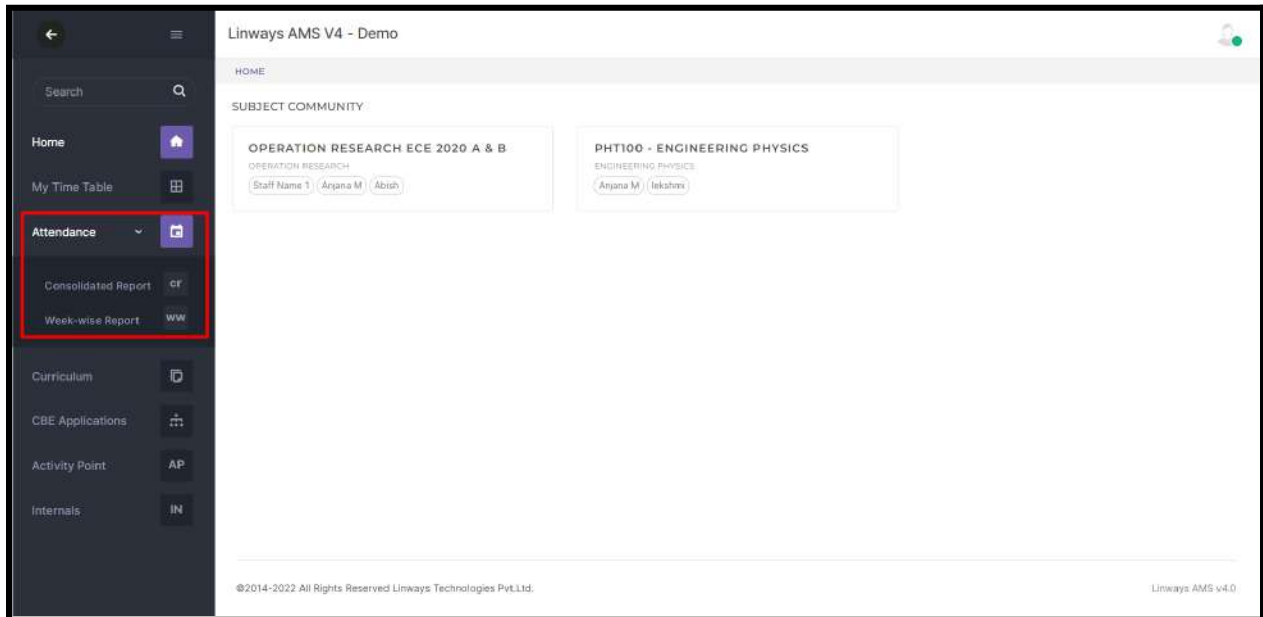
P : Student Present A : Student Absent * : Students are not in this batch during the selected date.

HOUR WISE REPORT

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

STUDENT LOGIN

- In the attendance menu, students can access the student wise attendance report including attended hours, total hours and attendance percentage against each subject.
- Login to the student profile >> click Attendance in the left pane.



- Click on the consolidated Report menu
- Select the attendance till date and term >> search to get the subject wise attendance report of that semester.

Linways AMS V4 - Demo

ATTENDANCE > CONSOLIDATED REPORT

CONSOLIDATED REPORT

Attendance Till Date: 02-03-2023

Terms: Choose term

Reset Search

Export

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

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

Linways AMS V4 - Demo

ATTENDANCE > CONSOLIDATED REPORT

CONSOLIDATED REPORT

Attendance Till Date: 02-03-2023

Terms: S2

Reset Search

Export

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

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

←

☰

Search

🔍

Home

🏠

My Time Table

📅

Attendance

📋

Consolidated Report

📄

Week-wise Report

📅

Curriculum

📖

CBE Applications

🔗

Activity Point

AP

Internals

IN

Linways AMS V4 - Demo

Terms

S2

Attendance Week

February 20,2023

📅

🔍 Search

✕ Reset

* Attendance report is based on attendance confirmation.

📄 Export

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

- Click on Export option to export the attendance report.

←

☰

Search

🔍

Home

🏠

My Time Table

📅

Attendance

📋

Consolidated Report

📄

Week-wise Report

📅

Curriculum

📖

CBE Applications

🔗

Activity Point

AP

Internals

IN

Linways AMS V4 - Demo

Terms

S2

Attendance Week

February 20,2023

📅

🔍 Search

✕ Reset

* Attendance report is based on attendance confirmation.

📄 Export

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

BATCH PROMOTION

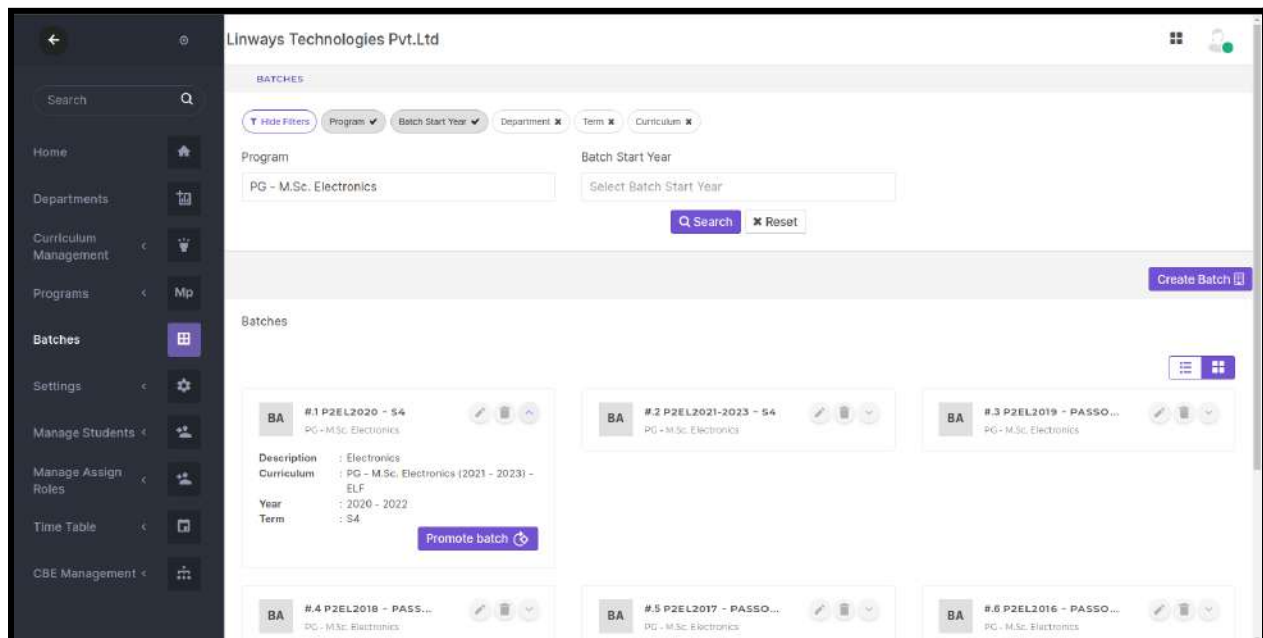
Promotion of batches is an essential activity when it comes to academic management software. After the Current Term/Semester ends we need to update the batches to their upcoming term.

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

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

Steps for promoting the batches

- Click on the Batches from the left pane



- 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

BATCHES

Hide Filters Program Batch Start Year Department Term Curriculum

Program: UG - B Sc Physics Batch Start Year: 2020 Department: Select Department

Term: Select Term Curriculum: Select Curriculum

Search Reset

Create Batch

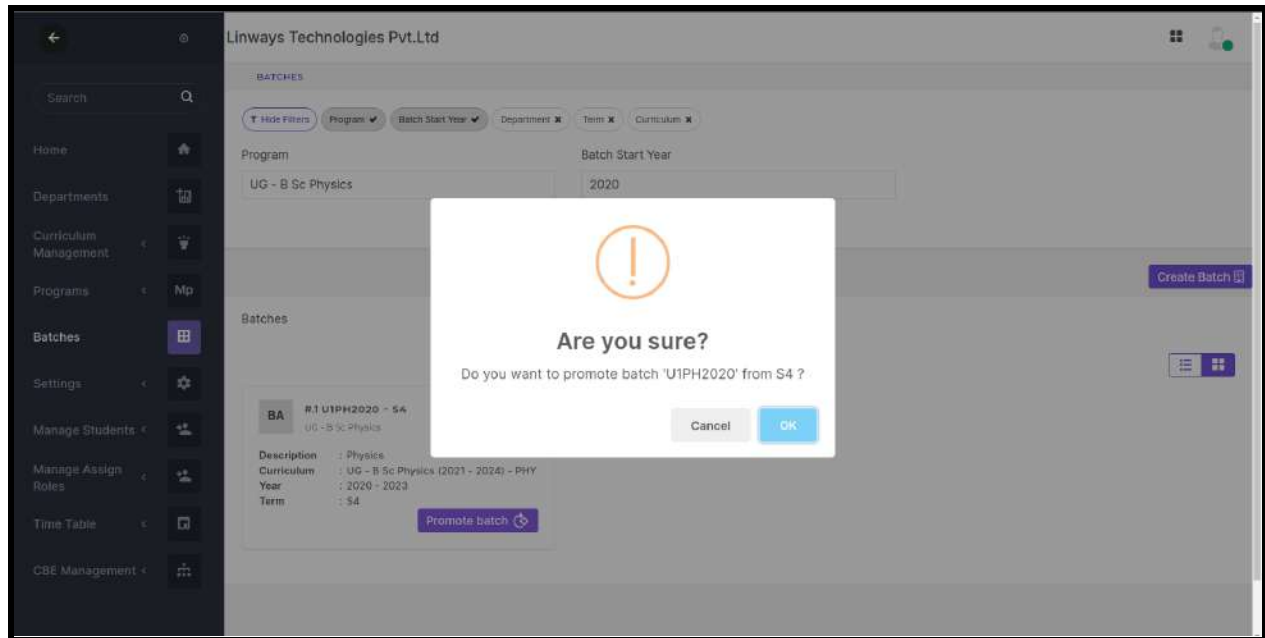
Batches

BA #1 U1PH2020 - S4
UG - B Sc Physics

Description : Physics
Curriculum : UG - B Sc Physics (2021 - 2024) - PHY
Year : 2020 - 2023
Term : S4

Promote batch

- Submit the confirmation message for promoting the batch to next term.

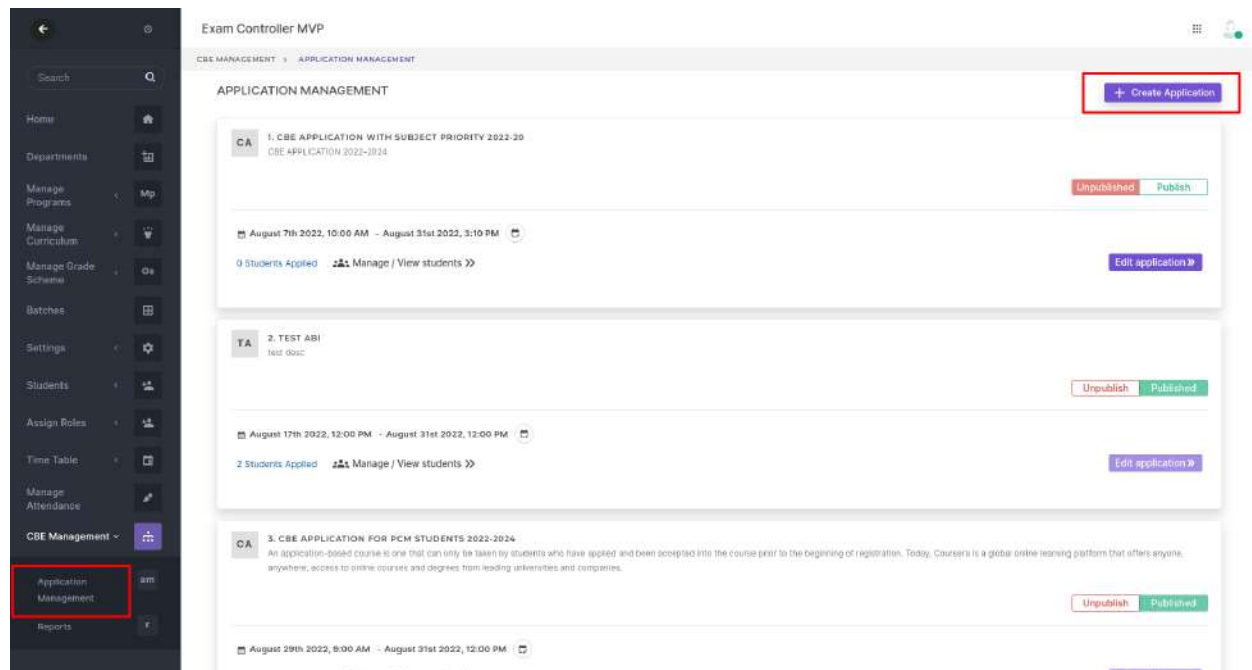


if they are promoted the batch then why do they edit the batch and changed the semester

ADMIN SIDE

Step 1: Creating an Application Form

- Select CBE Management→ Application Management



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

The screenshot shows a web application interface for the 'Faculty Development Programme'. On the left is a dark sidebar with a search bar and a list of navigation items: Home, Departments, Subject, Manage Programs, Manage Curriculum, Batches, Settings, Students, Assign Roles, Centralized Cluster View, and Time Table. The main content area is titled 'Faculty Development Programme' and features four tabs: 'Create Application' (active), 'Assign Batches', 'Academic Paper Subjects', and 'Configure Subjects'. The 'Create Application' form includes the following fields and options:

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

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.

Linways Technologies Pvt.Ltd

EDIT CBE APPLICATION

← Back

CREATE APPLICATION

Progress: 1. Create Application, 2. Assign Batches, 3. Academic Paper Subjects, 4. Configure Subjects

Name*
B.TECH 2020 ADMISSION MINOR REGISTRATION
Name of Application. This name will be appeared at student side.

Description
THIS REGISTRATION IS PROVISIONAL AND IS SUBJE
A short description of the application

Subject Type*
OPEN ELECTIVE

Student Allocation Method*
First Come First Serve

Start Date & Time*
21 Jul 2022 12:00 PM

End Date & Time*
23 Jul 2022 12:00 PM

Update Application

NOTE:

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

We are conducting an *open elective* event in college. We have already added subjects to the papers that are chosen by the students.

In the paper properties, the subject type should be *Open Elective*, and also, the subject type asks for the creation of the CBE application should be *open elective*.

Similar cases:

Department elective selection

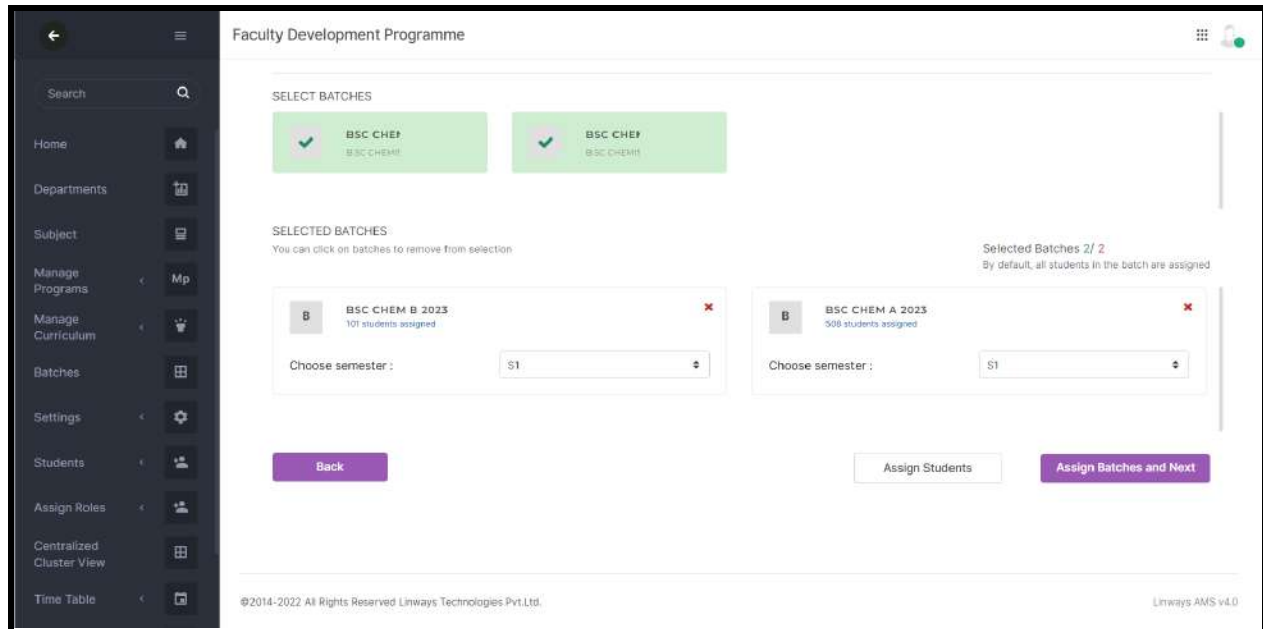
Add on course

Minor / Honor subject selection process

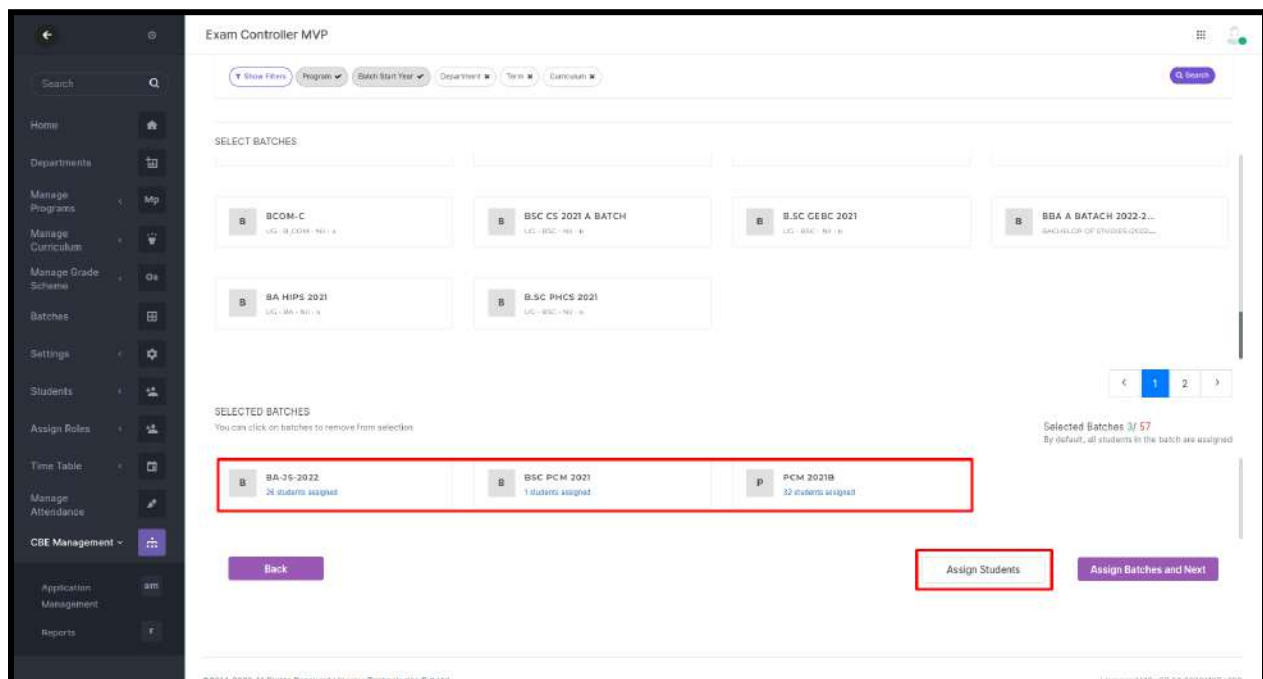
Step 2: Batches Assigning

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

The screenshot displays the 'Assign Batches' section of the Linways Technologies Pvt.Ltd. web application. The interface includes a sidebar with navigation options such as Search, Home, Departments, Curriculum Management, Programs, Batches, Settings, Manage Students, Manage Assign Roles, Time Table, CBE Management, Application Management, and Reports. The main content area features a progress bar with four steps: Create Application, Assign Batches (current step), Academic Paper Subjects, and Configure Subjects. Below the progress bar, a 'FILTER' section contains dropdown menus for Program, Batch Start Year, Department, Term, and Curriculum. The Program dropdown is set to 'VLSI DESIGN', Batch Start Year to '2021', and Department to 'VLSI'. A 'Search' button and a 'Reset' button are located below the filters. The 'SELECT BATCHES' section shows two green boxes representing selected batches: 'VLSI 2021 A' and 'VLSI BATCH B'. The 'SELECTED BATCHES' section shows three boxes: 'VLSI 2021 A', 'VLSI BATCH B', and 'U2EN2021', with a note indicating that users can click on batches to remove them from selection.

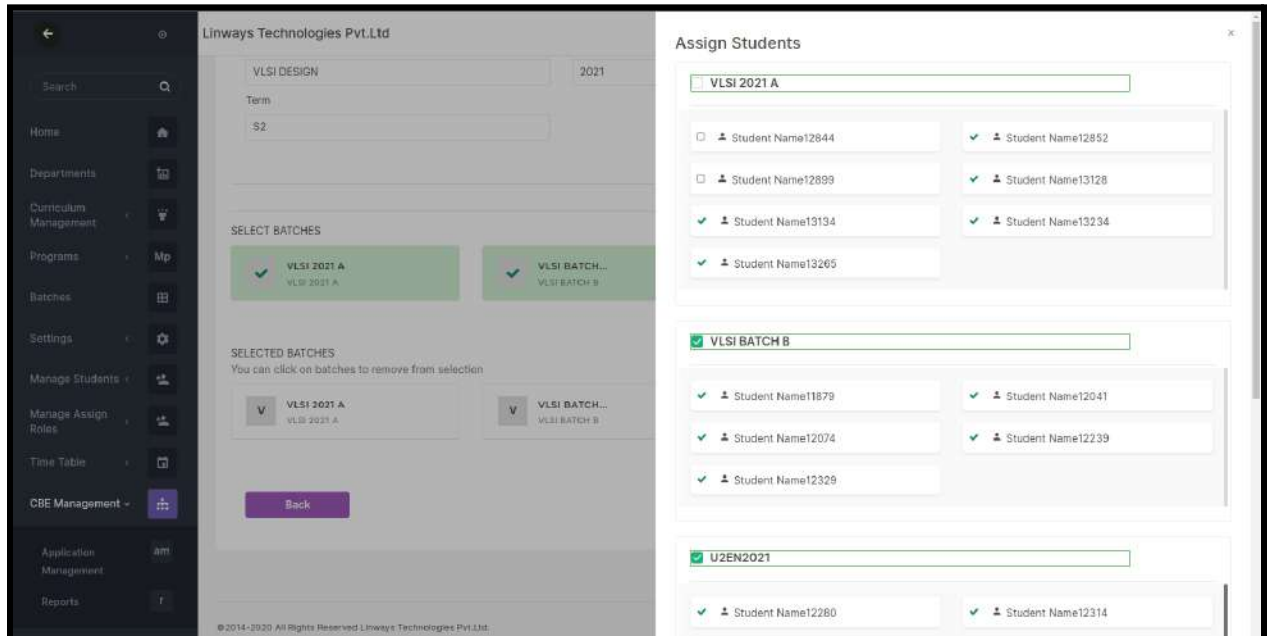


- By default, all the students in the batches are selected. student information will be available if we select that batch. If we want to select a specific set of students, click on the menu “assign students”.



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

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



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

The only way to remove the batches is to cancel the students who applied in that batch and then remove the batch.

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

Step 3: Academic Subjects Assigning

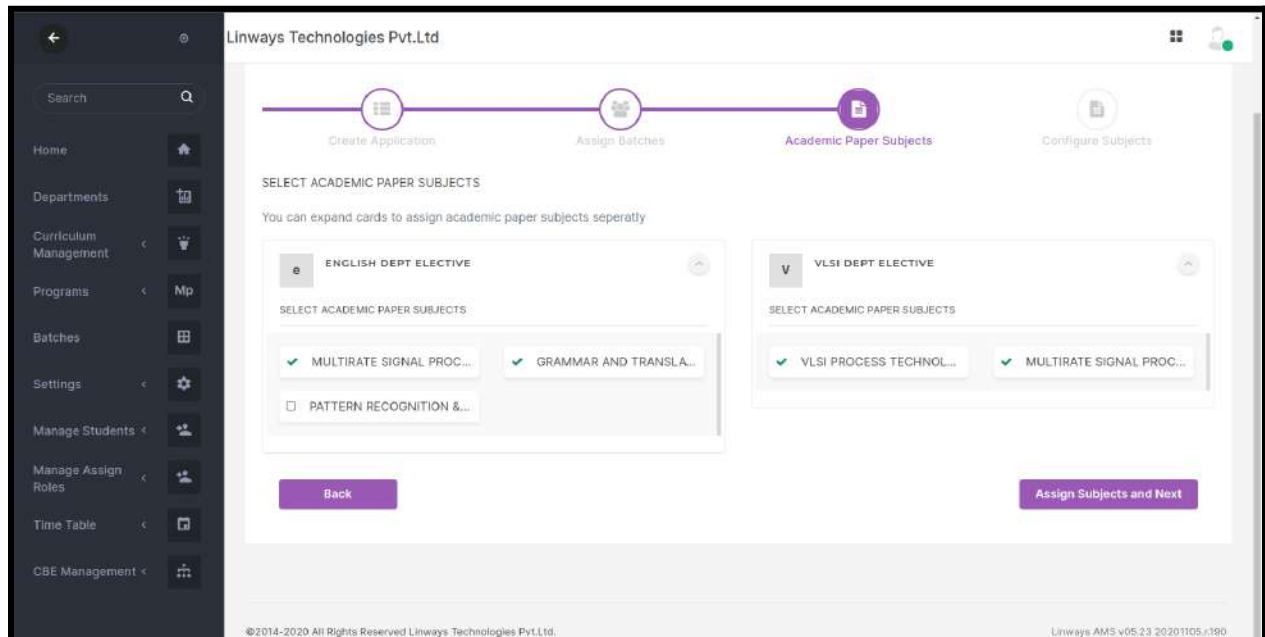
- In this section, we will list the subjects in the syllabus for the paper.
- Papers whose subject types are the same as that of the CBE applications will be shown in this section.

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

Note:

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

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



Step 4: Academic Paper Subjects

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

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

Linways Technologies Pvt.Ltd

CONFIGURE SUBJECTS

M MULTIRATE SIGNAL PROCESSING & COGN...

Application Seat Count: 10

Application Fee: 0.00

G GRAMMAR AND TRANSLATION

Application Seat Count: 5

Application Fee: 0.00

V VLSI PROCESS TECHNOLOGY

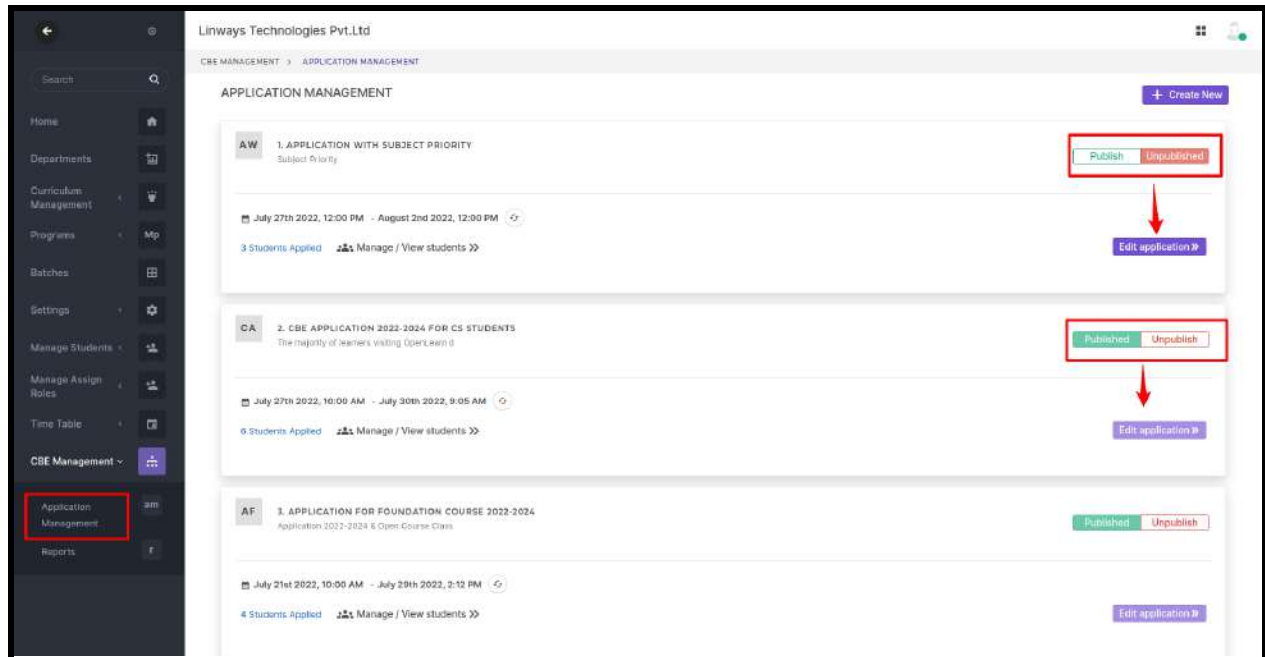
Application Seat Count: 5

Application Fee: 0.00

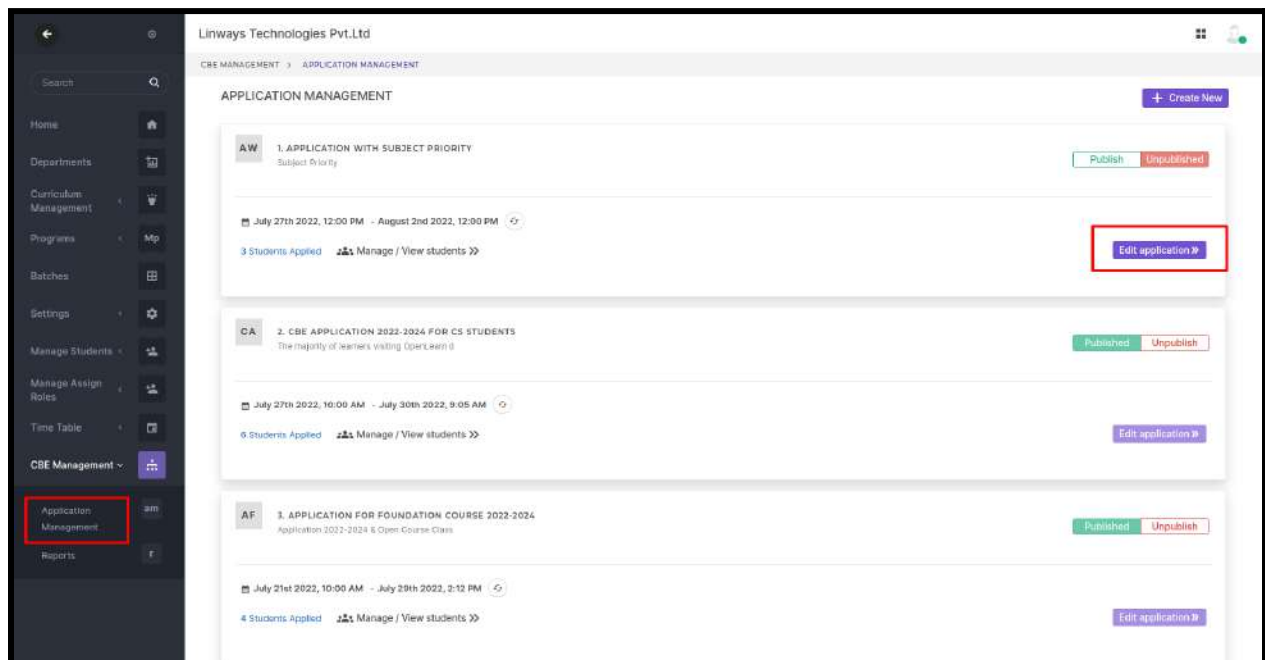
Back Finish

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.

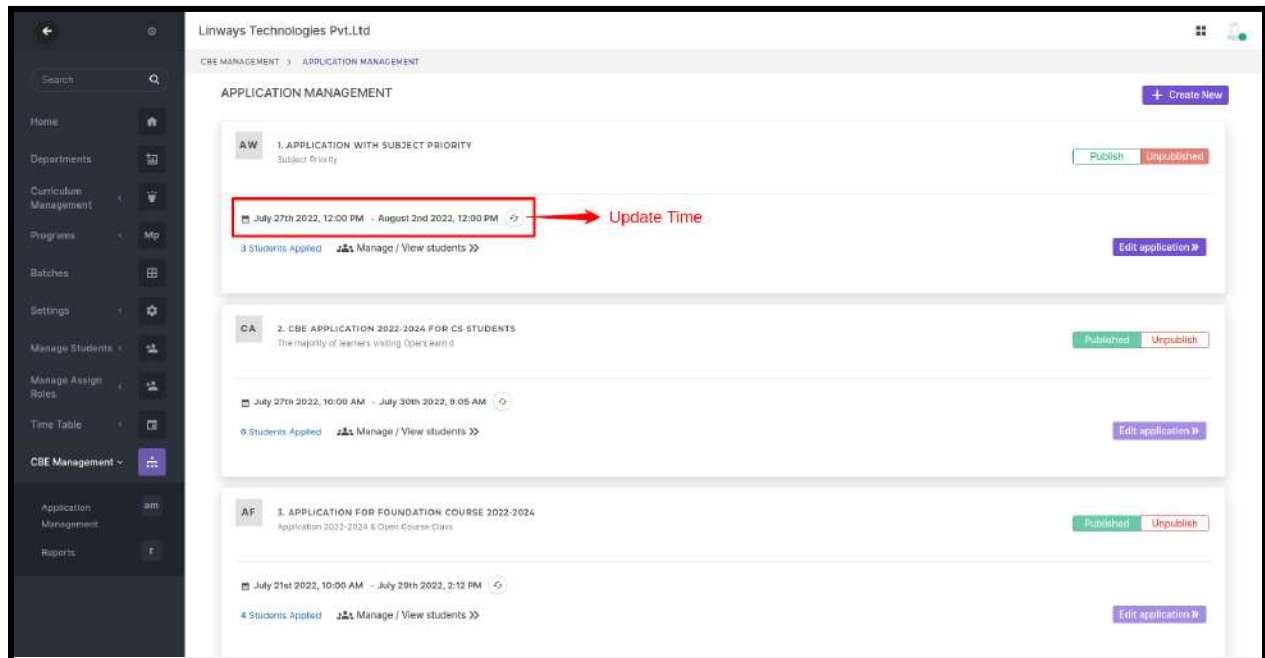


- Click on the “edit application ” button to make changes to the application.

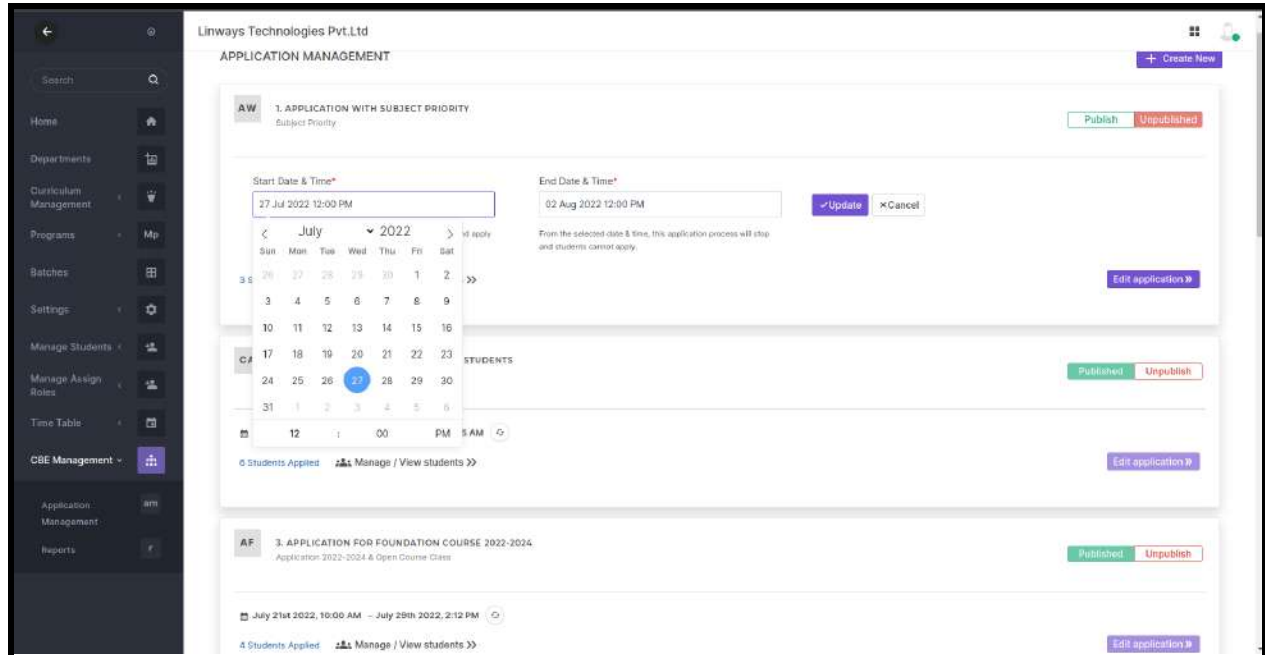


Edit the Application Date and Time

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

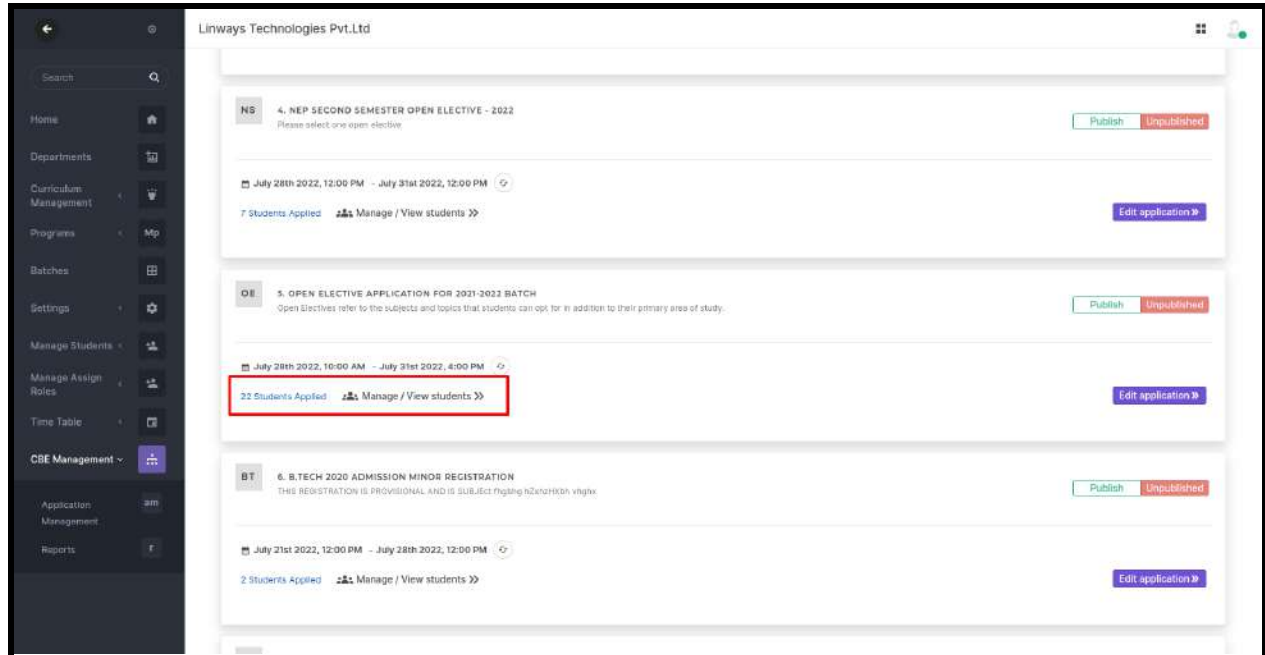


- Click on the “Update” button after providing the details.

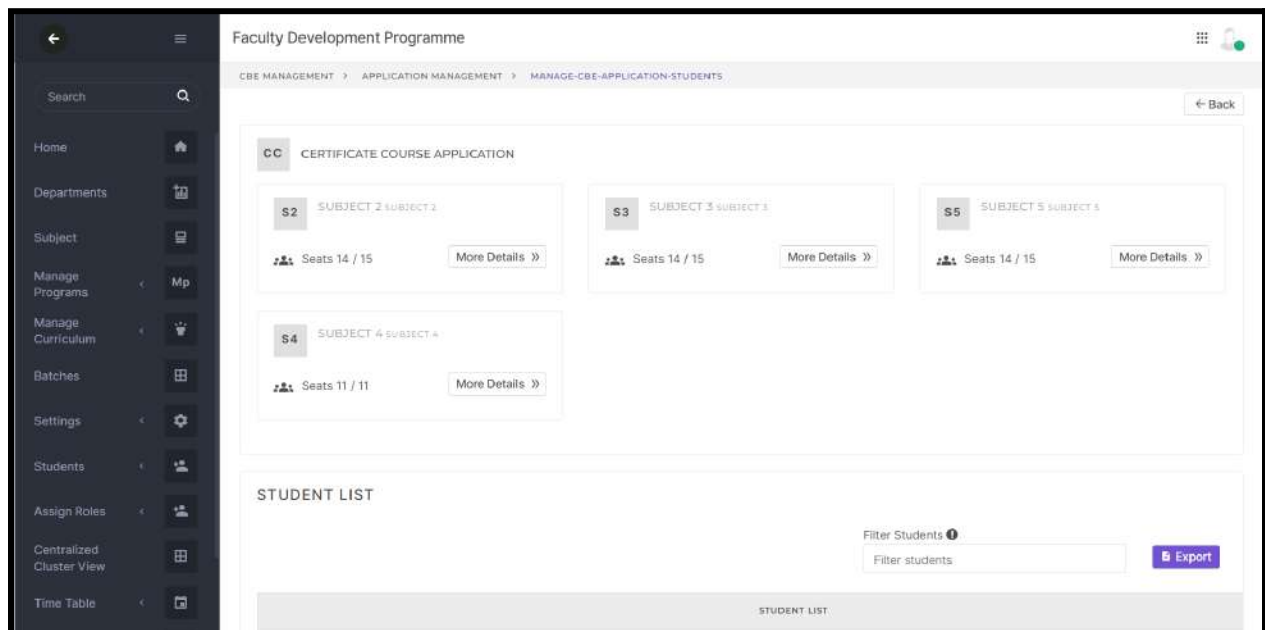


Reports of Application

1. The subject-wise student applied report
 2. All students list
- Click on the “manage/view students” button of the required application to get subject-wise applied students and all student's list



- Click on the “More Details” of the subjects to view or export the student's list.



- We can view the student's list and be able to delete a student application against that particular subject by clicking on “Cancel Application”.

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

Faculty Development Programme

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

← Back

SUBJECT 2

→ Move Students Export

MANAGE CBE APPLICATION STUDENTS LIST

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

Applied students list:

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

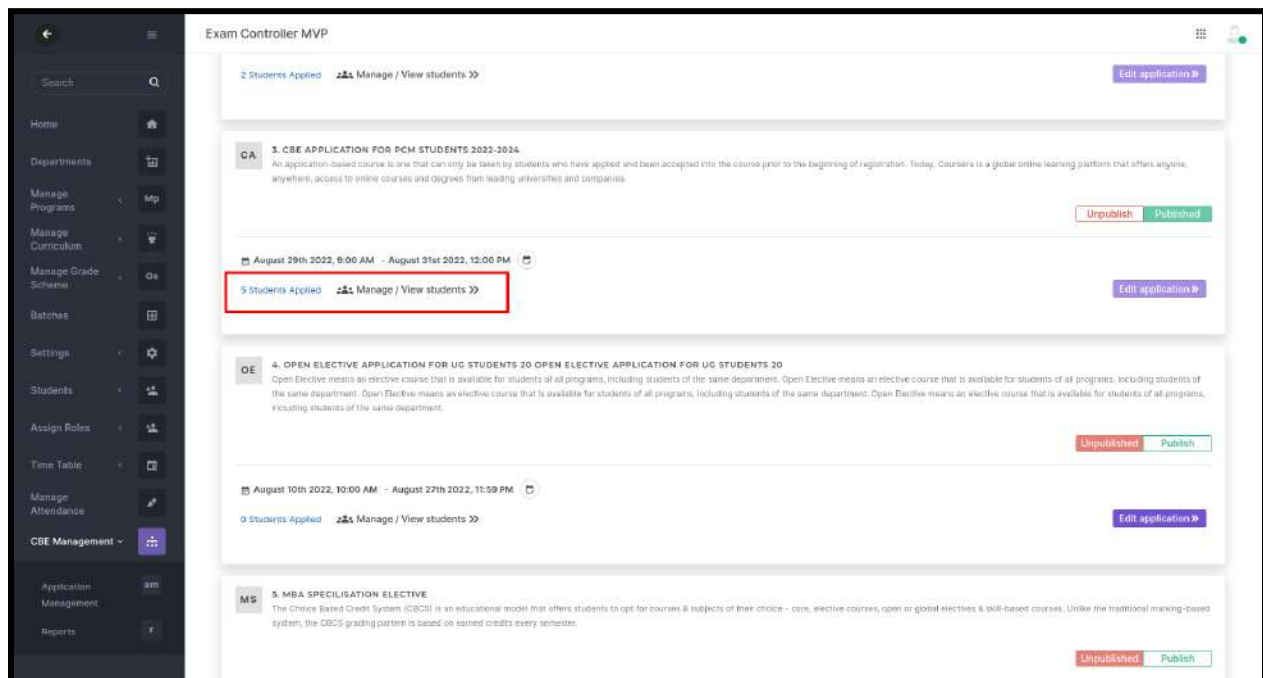
Reapply:

The purpose of re-apply feature for specific students is to take special approval from the higher authorities to change their applied subjects.

So that they can change their subjects and save their subjects.

Basically, we are giving one more chance to the students who wish to apply again.

- Click on the Manage/View Students button in each application.



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

Exam Controller MVP

STUDENT LIST

Export

Batch Name : PCM 2021B

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

Exam Controller MVP

STUDENT LIST

Export

Batch Name : PCM 2021B

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

Subject Community formation

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

The screenshot shows the 'Faculty Development Programme' interface. The left sidebar contains navigation options: Search, Home, Departments, Subject, Manage Programs, Manage Curriculum, Batches, Settings, Students, Assign Roles, Centralized Cluster View, and Time Table. The main content area is titled 'SUBJECT 2' and displays a table of 'MANAGE CBE APPLICATION STUDENTS LIST'. The table has columns: INDEX, REGISTER NO., STUDENT NAME, BATCH, SEMESTER, EMAIL ID, PHONE NO, APPLIED DATE, and CANCEL APPLICATION. The table contains 6 rows of student data. A red box highlights the 'Move Students' button in the top right corner of the table area.

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

- The subject community formation reflected in assign roles should be

The screenshot shows the 'Exam Controller MVP' interface. The left sidebar contains navigation options: Search, Scheme, Batches, Settings, Students, Assign Roles, Batch Wise, Centralized, Assign Batch Tutor, Centralized Cluster View, Time Table, Manage Attendance, and CBE Management. The main content area displays a grid of subject cards. A red box highlights the 'LINEAR INTEGRATED CIRCUITS' card, which shows 'Batches : 1', 'Faculty : 0', and 'Students : 2'.

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

STUDENT SIDE

←

⊙

Search

Home

My Time Table

Attendance

CBE Applications

Apply Exam Registration

Exam Controller MVP

CBE APPLICATIONS

CBE APPLICATIONS

T

TEST ABI

Test Date

Subjects: 4

Application status: Open

Applied status: APPLIED

Date: 17th August 2022, 12:00 PM

C

CBE APPLICATION FOR PCM STUDENTS 2022-2024

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

Subjects: 8

Application status: Open

Applied status: APPLIED

Date: 29th August 2022, 9:00 AM

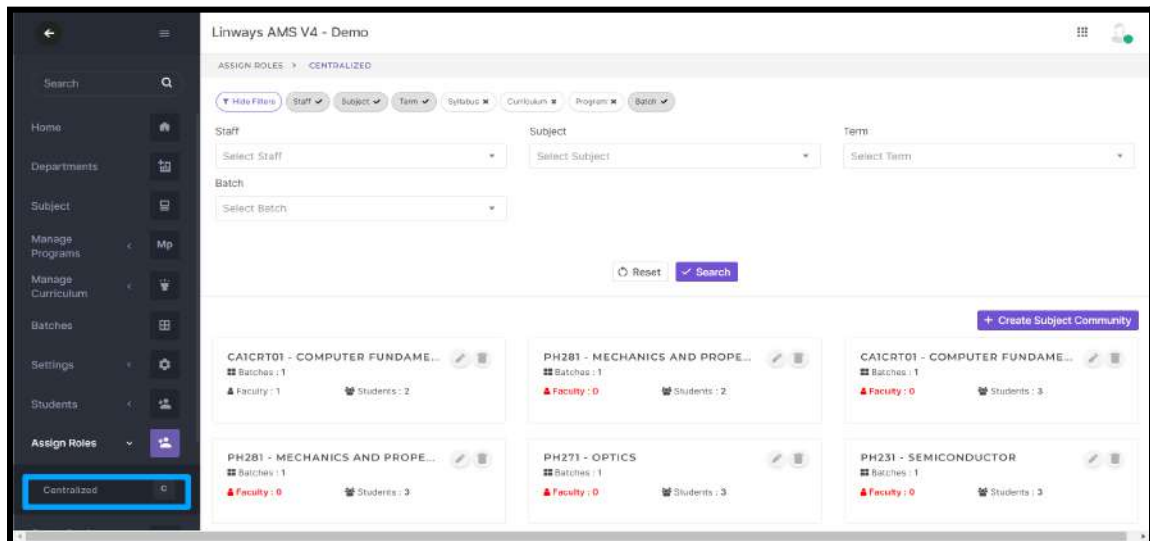
CENTRALIZED ASSIGN ROLES

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

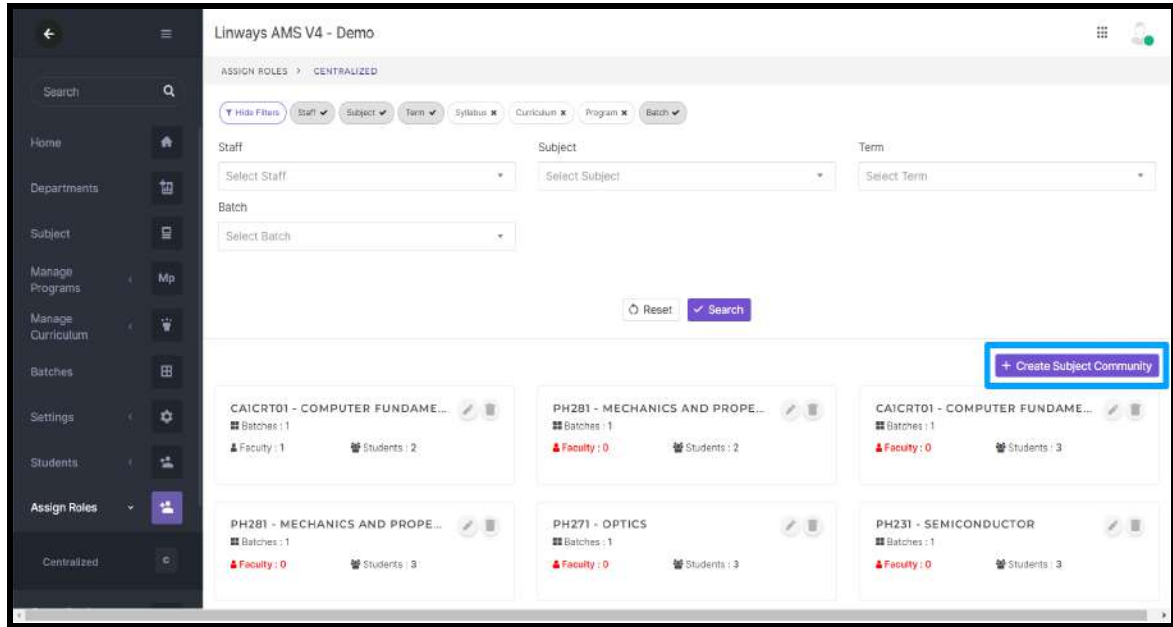
Prerequisites

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

- Login to admin profile.
- Click the Assign **roles** menu ⇒ Centralised.

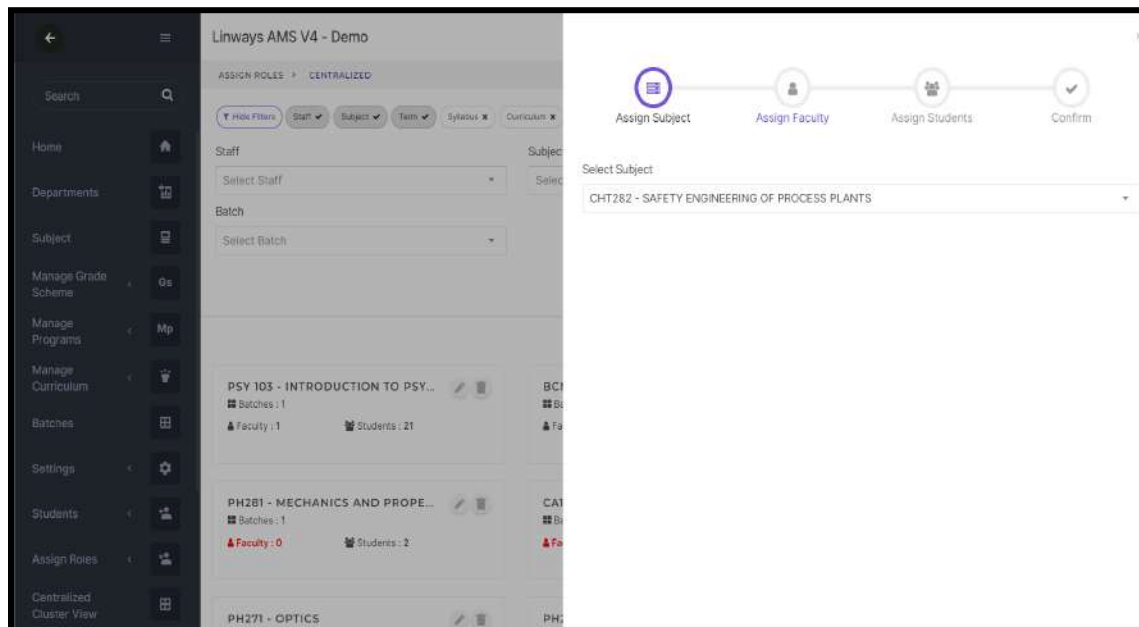


- Click **Create subject community** option to create a new subject community by assigning faculties and students against the subject.



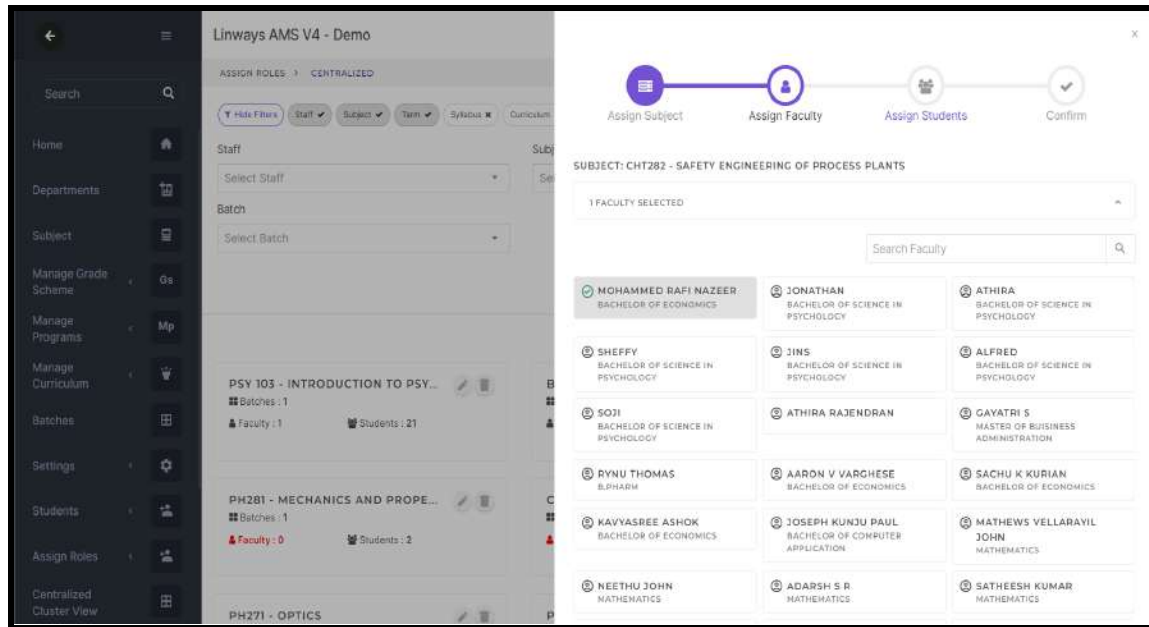
Step 1 : Assign Subject

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



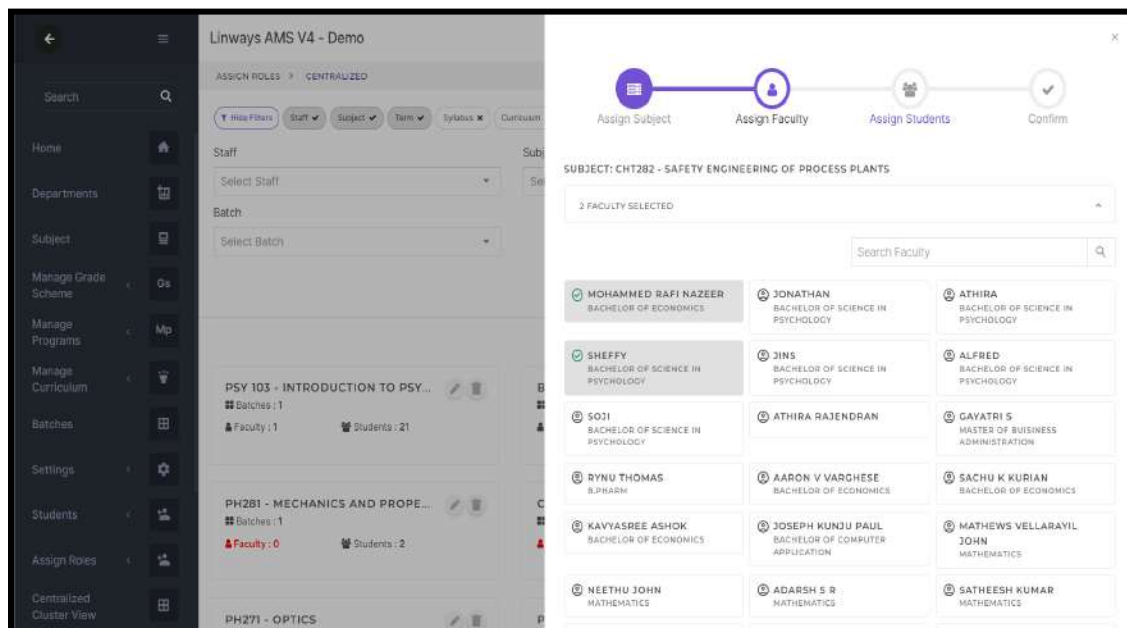
Step 2: Assign Faculty

Select the faculty to be assigned for the selected subject.

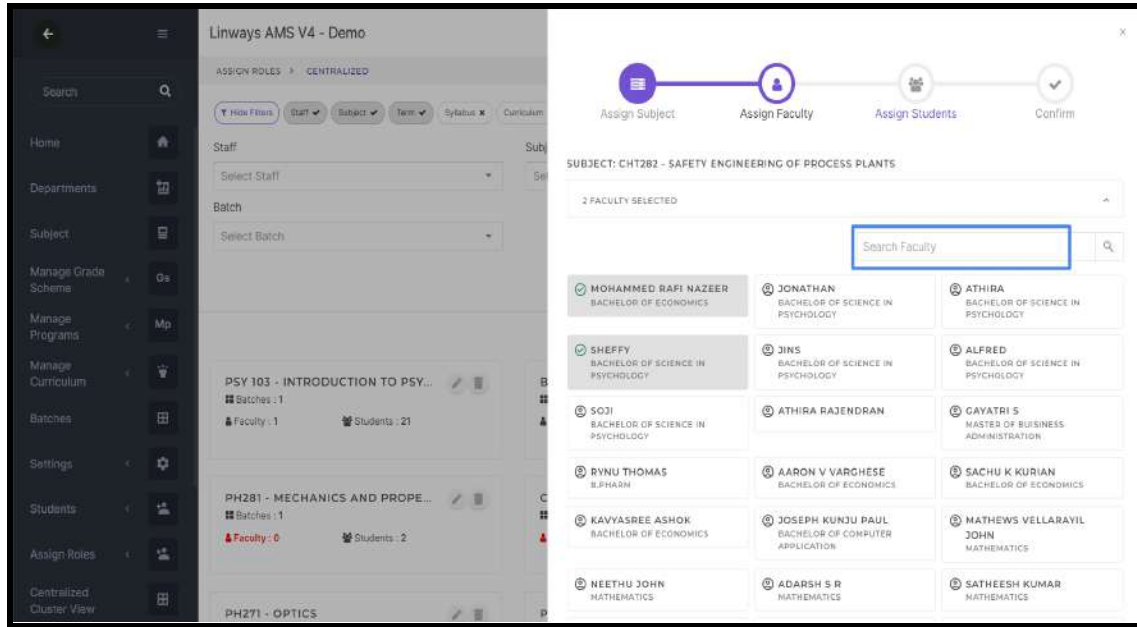


NOTE:

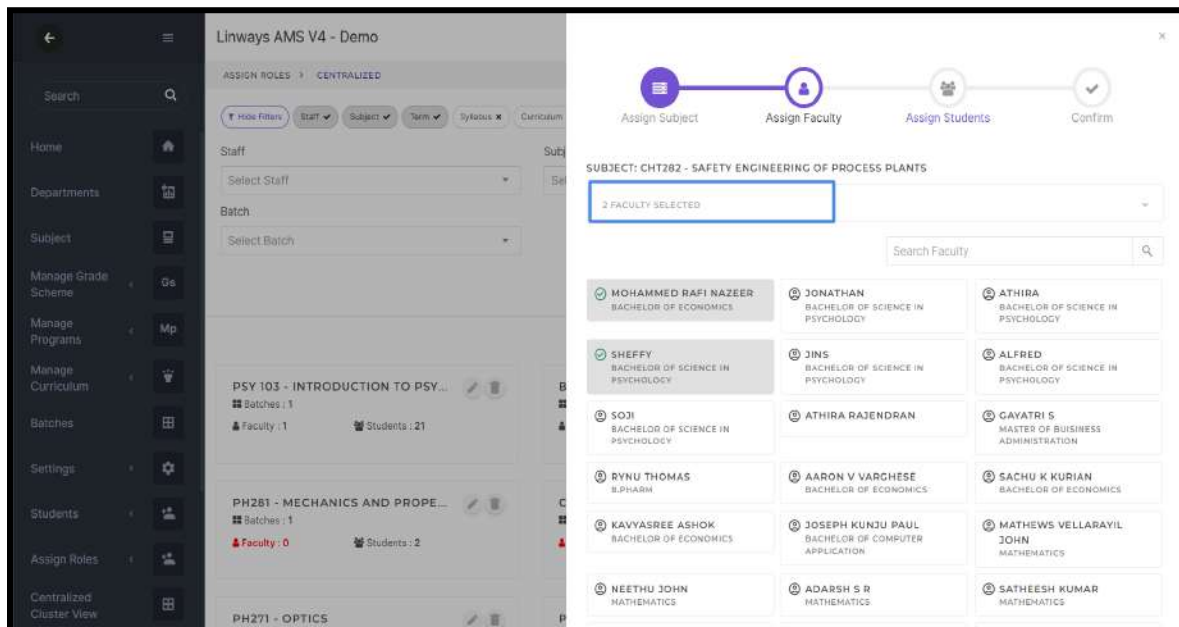
- The faculties belonging to the subject's handling department will list out first in assign faculty.
- Multiple faculties can be selected from the faculty list.

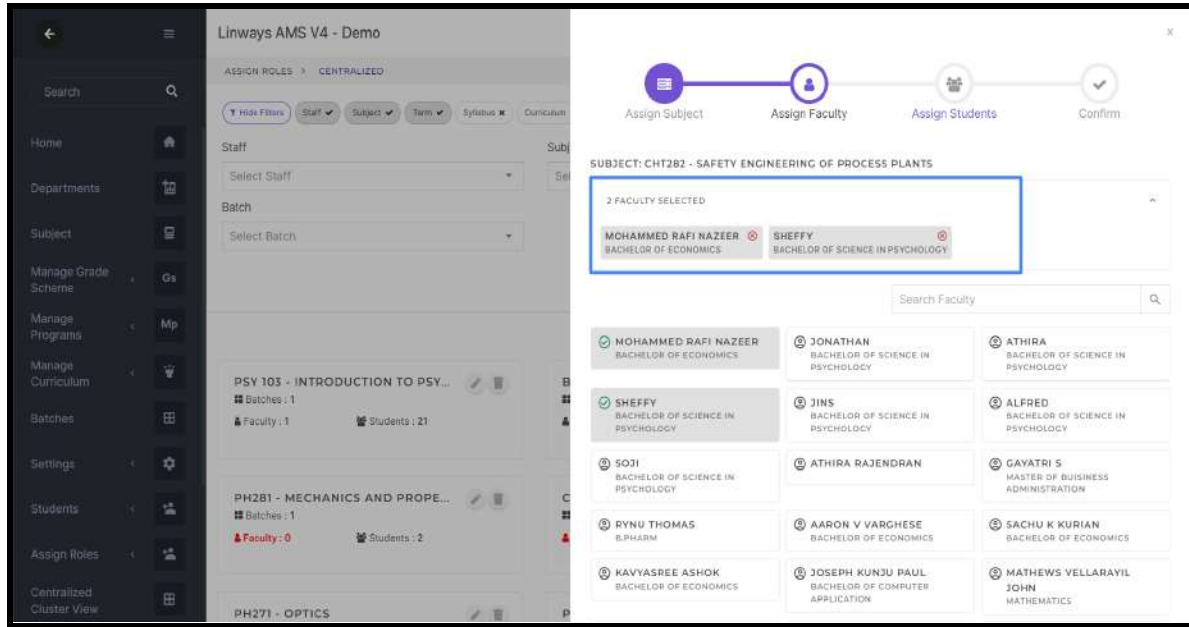


Enter faculty name in **search faculty** field to search a particular faculty.



There will be a preview of selected faculties on the top in a collapsible box. Unwanted faculties can be removed from selected faculties here. Count of faculties assigned will be shown.

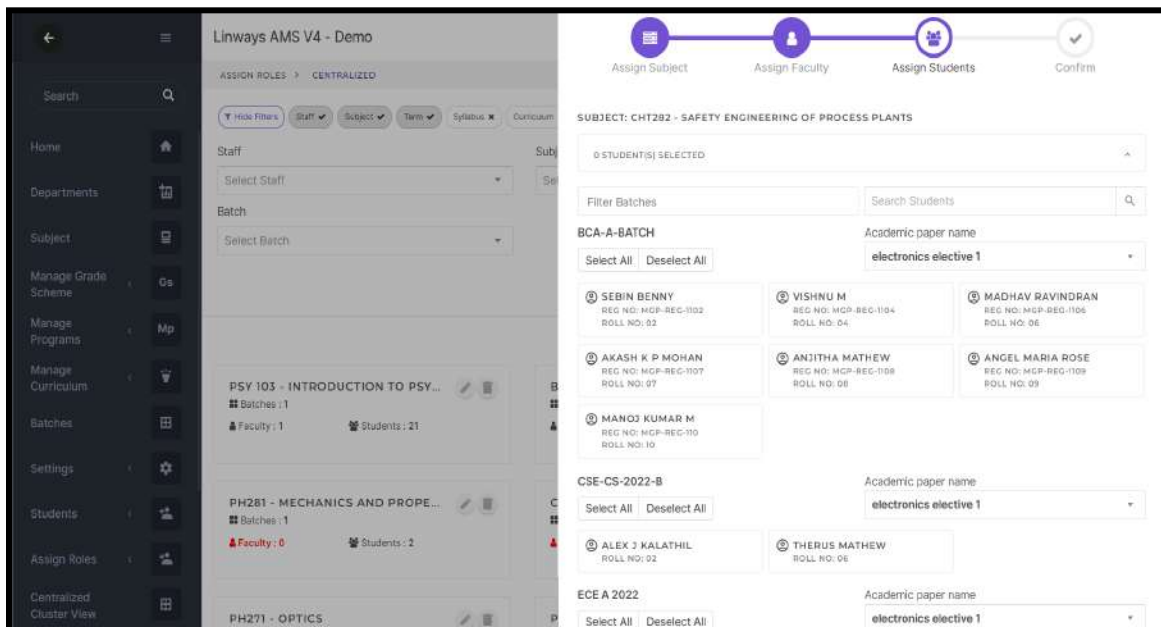




Step 3: Assign students

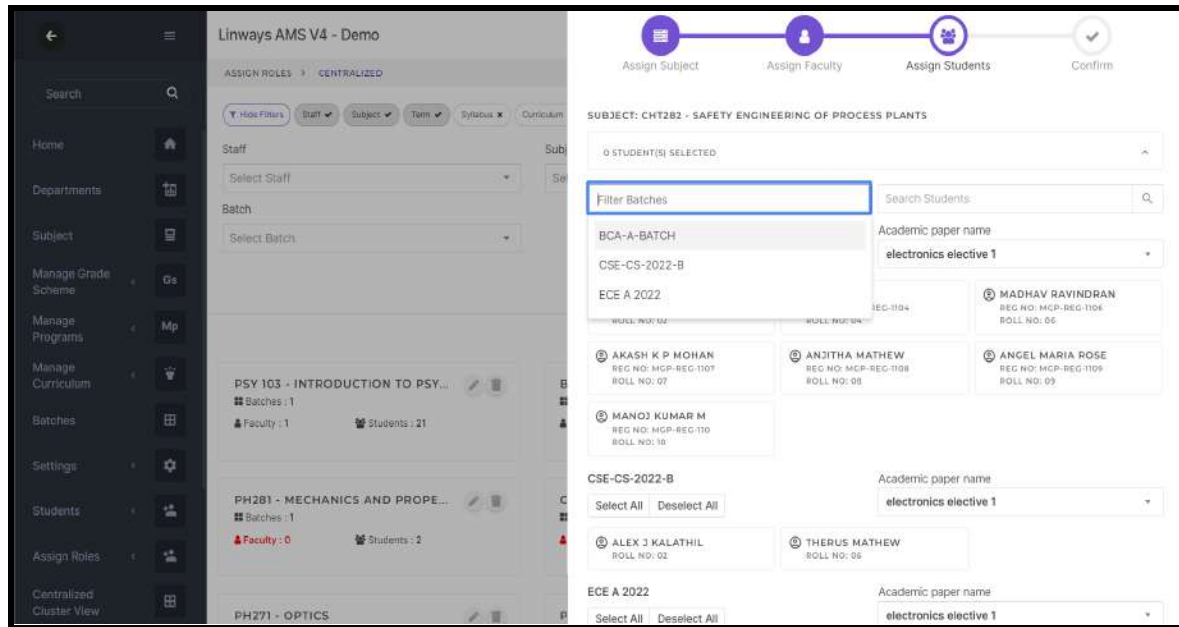
Select the students to be assigned to the subject from desired batches.

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

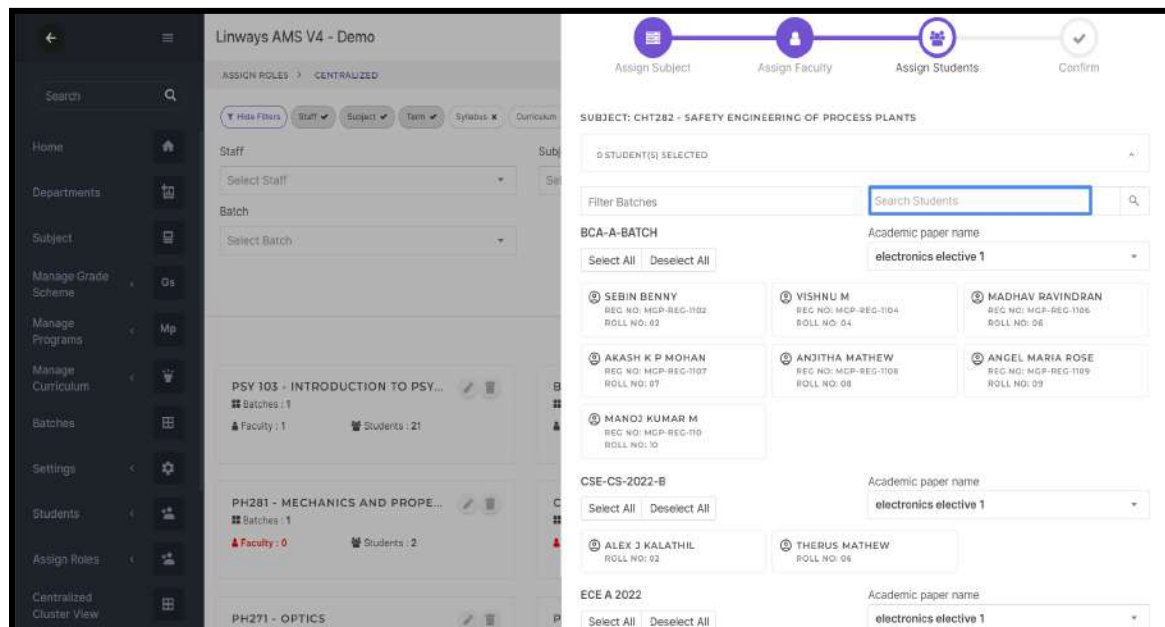


Students can be selected from the list available batchwise.

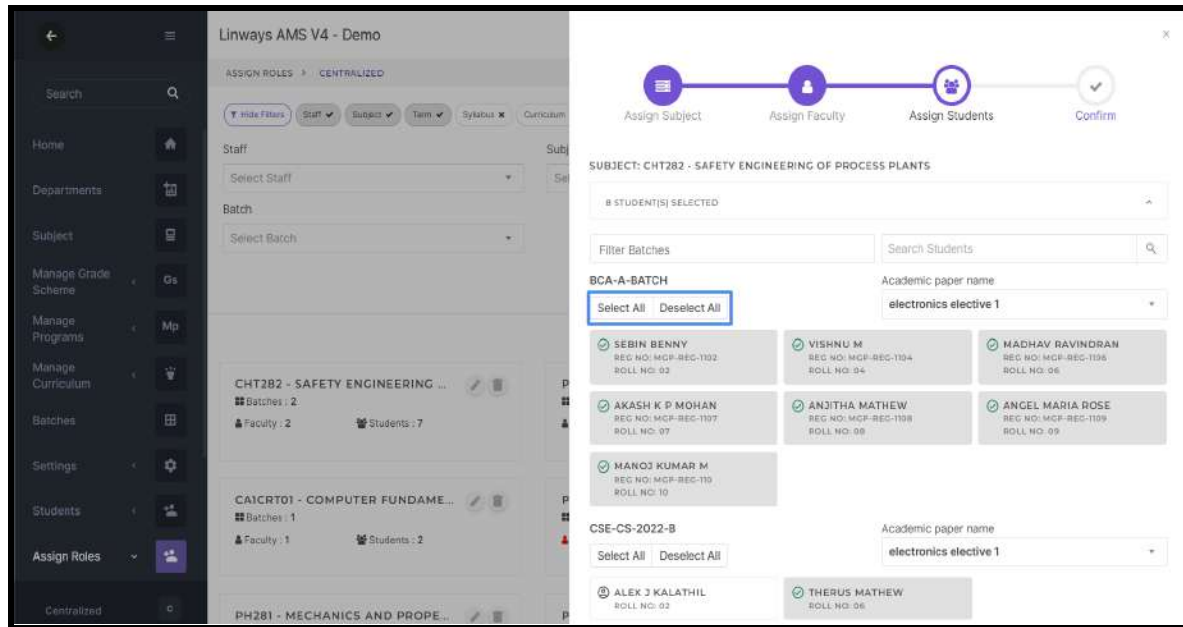
Select batch from filter batches to list students from selected batch.



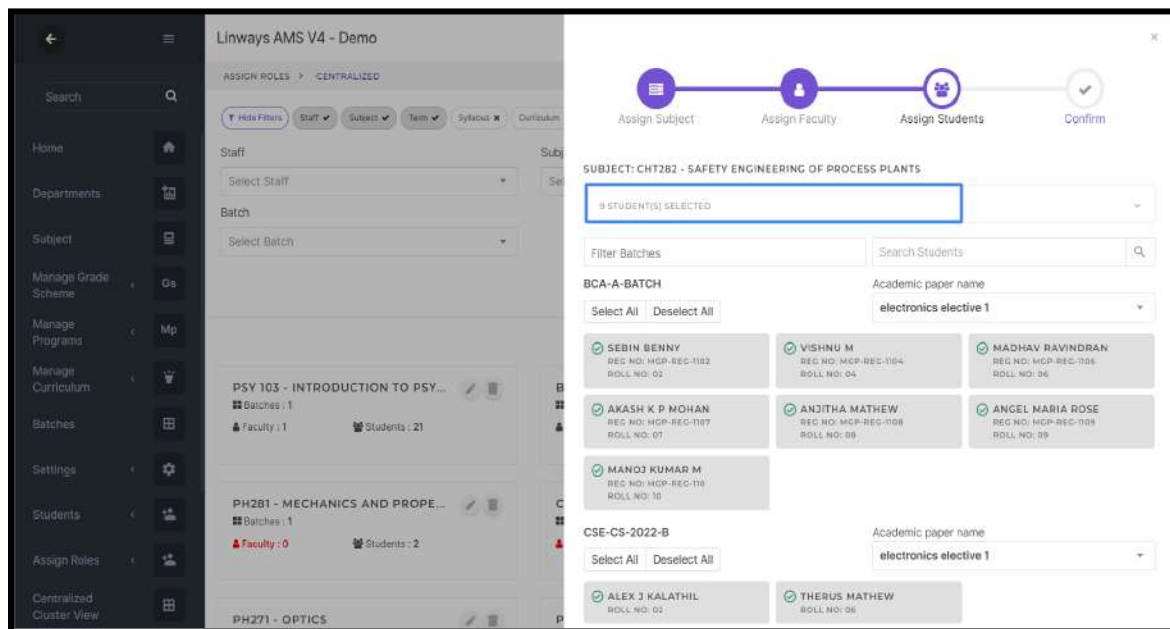
Enter student name in the search student field to search for a particular student.

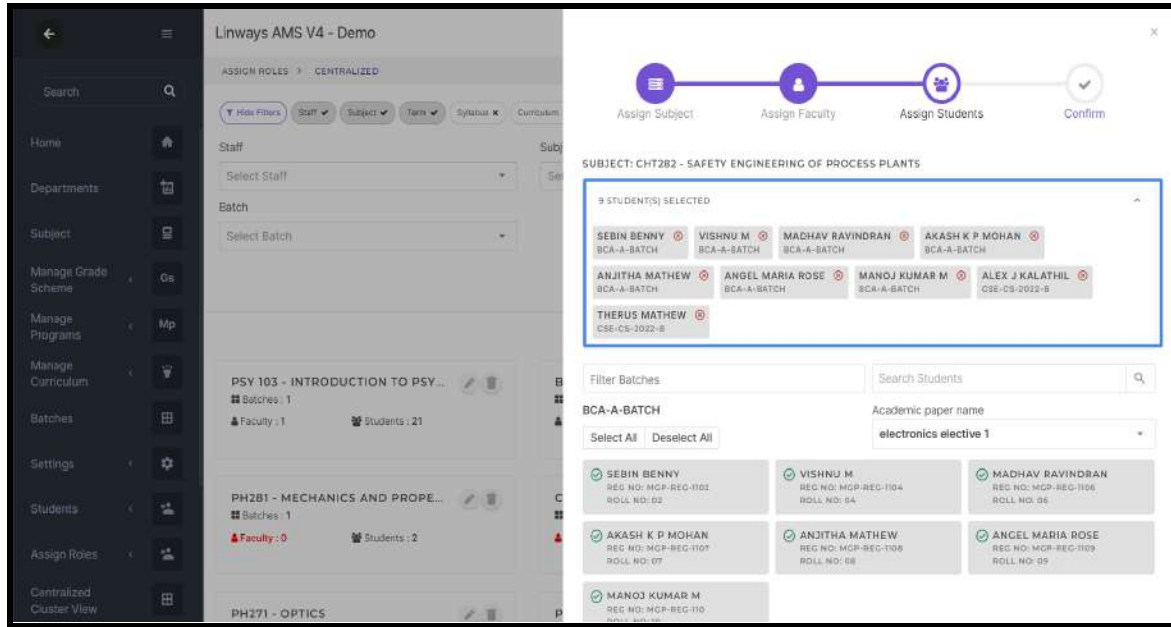


We can select all or deselect all students by clicking the corresponding option in a batch.



There will be a preview of selected faculties on the top in a collapsible box. Unwanted faculties can be removed from selected faculties here. Count of faculties assigned will be shown.





NOTE:

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

Step 4: Confirm

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

Linways AMS V4 - Demo

ASSIGN ROLES > CENTRALIZED

Staff: Select Staff

Batch: Select Batch

PSY 103 - INTRODUCTION TO PSY...
Batches : 1
Faculty : 1
Students : 21

PH281 - MECHANICS AND PROPE...
Batches : 1
Faculty : 0
Students : 2

PH271 - OPTICS

SUBJECT: CHT282 - SAFETY ENGINEERING OF PROCESS PLANTS

SUBJECT COMMUNITY NAME

FACULTY TOTAL COUNT: 2

- MOHAMMED RAFI NAZEER BACHELOR OF ECONOMICS
- SHEFFY BACHELOR OF SCIENCE IN PSYCHOLOGY

STUDENTS TOTAL COUNT: 9

BCA-A-BATCH STUDENTS: 7

- SEBIN BENNY REG NO: MCP-REG-1102 ROLL NO: 02
- VISHNU M REG NO: MCP-REG-1104 ROLL NO: 04
- MADHAV RAVINDRAN REG NO: MCP-REG-1106 ROLL NO: 06
- AKASH K P MOHAN REG NO: MCP-REG-1107 ROLL NO: 07
- ANJITHA MATHEW REG NO: MCP-REG-1108 ROLL NO: 08
- ANGEL MARIA ROSE REG NO: MCP-REG-1109 ROLL NO: 09
- MANOJ KUMAR M REG NO: MCP-REG-110 ROLL NO: 10

CSE-CS-2022-B STUDENTS: 2

- ALEX J KALATHIL
- THERUS MATHEW

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

Linways AMS V4 - Demo

ASSIGN ROLES > CENTRALIZED

Staff: Select Staff

Batch: Select Batch

PSY 103 - INTRODUCTION TO PSY...
Batches : 1
Faculty : 1
Students : 21

PH281 - MECHANICS AND PROPE...
Batches : 1
Faculty : 0
Students : 2

PH271 - OPTICS

SUBJECT: CHT282 - SAFETY ENGINEERING OF PROCESS PLANTS

SUBJECT COMMUNITY NAME
CHT282 - SAFETY ENGINEERING OF PROCESS PLANTS BCA CSE 2022

FACULTY TOTAL COUNT: 2

- MOHAMMED RAFI NAZEER BACHELOR OF ECONOMICS
- SHEFFY BACHELOR OF SCIENCE IN PSYCHOLOGY

STUDENTS TOTAL COUNT: 9

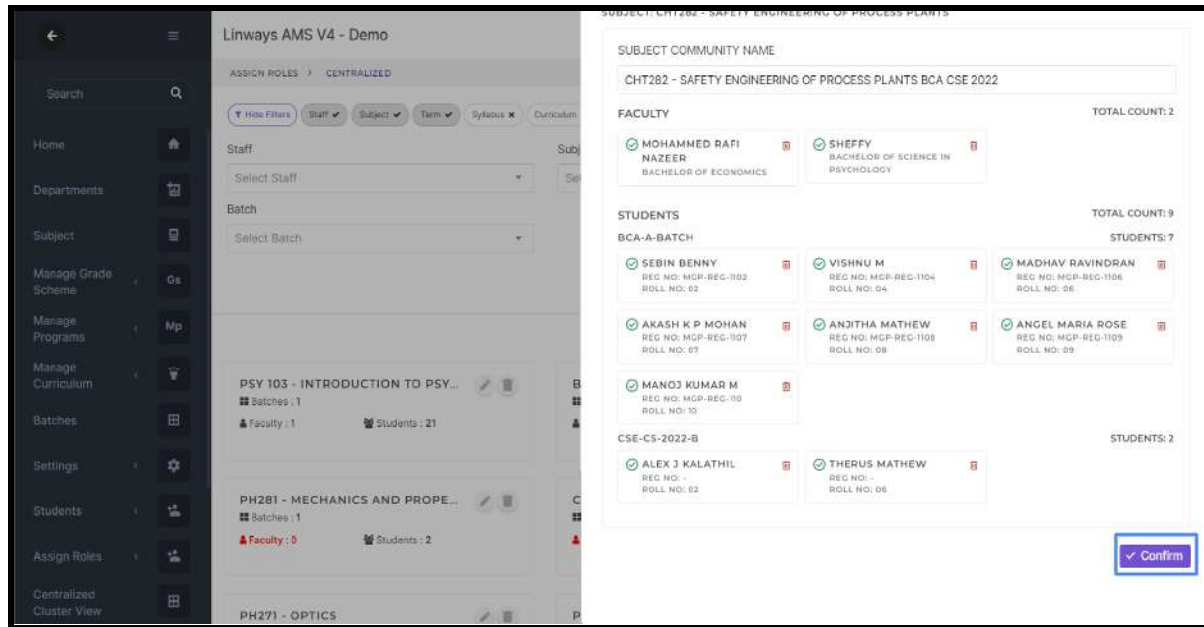
BCA-A-BATCH STUDENTS: 7

- SEBIN BENNY REG NO: MCP-REG-1102 ROLL NO: 02
- VISHNU M REG NO: MCP-REG-1104 ROLL NO: 04
- MADHAV RAVINDRAN REG NO: MCP-REG-1106 ROLL NO: 06
- AKASH K P MOHAN REG NO: MCP-REG-1107 ROLL NO: 07
- ANJITHA MATHEW REG NO: MCP-REG-1108 ROLL NO: 08
- ANGEL MARIA ROSE REG NO: MCP-REG-1109 ROLL NO: 09
- MANOJ KUMAR M REG NO: MCP-REG-110 ROLL NO: 10

CSE-CS-2022-B STUDENTS: 2

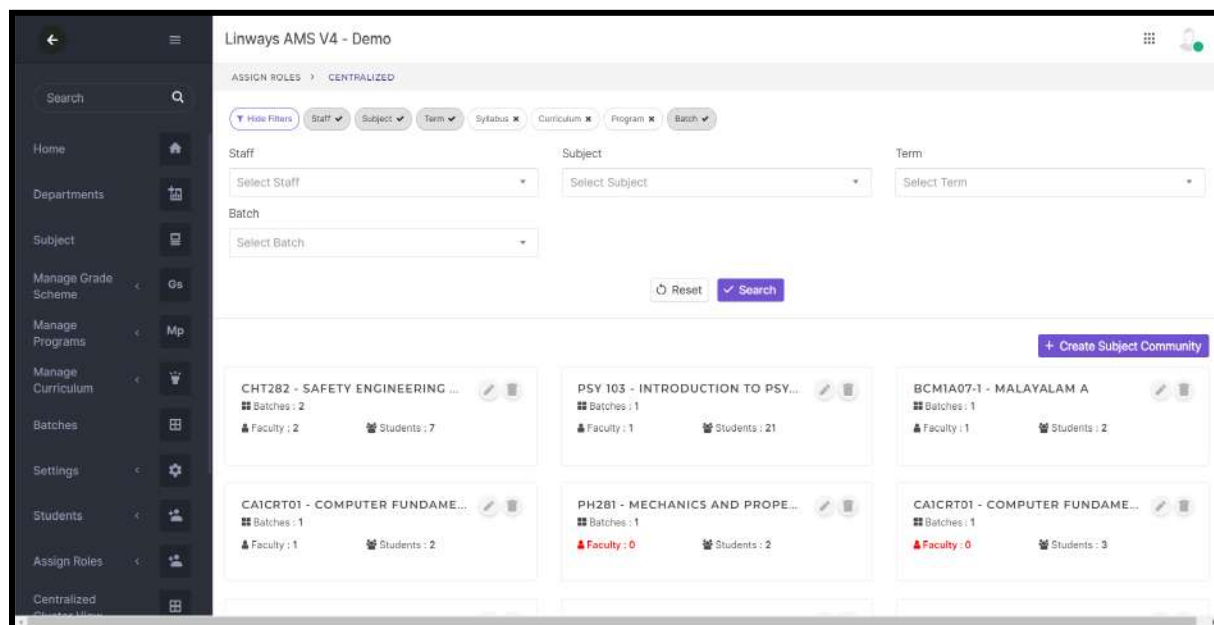
- ALEX J KALATHIL
- THERUS MATHEW

Click confirm to create subject community.



The created subject communities will be listed as subject community tiles.

Number of batches involved, number of faculties assigned and number of students assigned details will be available in subject community tile.



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

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Linways AMS V4 - Demo

ASSIGN ROLES > CENTRALIZED

Hide Filters

Staff

Subject

Term

Syllabus

Curriculum

Staff

Select Staff

Batch

Select Batch

CHT282 - SAFETY ENGINEERING ...

Batches : 2

Faculty : 2

Students : 7

CA1CRT01 - COMPUTER FUNDAME...

Batches : 1

Faculty : 1

Students : 2

PH281 - MECHANICS AND PROPE...

SA

MOHAMMED RAFI NAZEER (MRN)

SA

Shelfy (6681)

STUDENTS COUNT : 7

Batch : CSE-CS-2022-B

STUDENTS COUNT : 1

SA

THERUS MATHEW

Roll No : 06

Reg No : ...

Batch : BCA-A-BATCH

STUDENTS COUNT : 6

SA

VISHNU M

Roll No : 04

Reg No : MGP-REG-1104

SA

MADHAV RAVINDRAN

Roll No : 06

Reg No : MGP-REG-1106

SA

AKASH K P MOHAN

Roll No : 07

Reg No : MGP-REG-1107

SA

ANJITHA MATHEW

Roll No : 08

Reg No : MGP-REG-1108

SA

ANGEL MARIA ROSE

Roll No : 09

Reg No : MGP-REG-1109

SA

MANOJ KUMAR M

Roll No : 10

Reg No : MGP-REG-110

Common Hour

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

Admin → Time Table → Common Hour

The screenshot shows the Linways AMS V4 - Demo interface. On the left is a dark sidebar with a search bar and a menu. The 'Time Table' menu is expanded, and the 'Common Hour' option is highlighted with a red rectangle. The main content area is titled 'Linways AMS V4 - Demo' and 'TIME TABLE > COMMON HOUR'. It contains a 'SET COMMON HOUR' section with filters for Course Type, Batch Start Year, Program, Department, and Batch. Below these filters is a table with columns for BATCH, HOUR 1 through HOUR 10. Each hour column has a clock icon. A 'Reset' button and a 'Search' button are located below the filters.

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.

The screenshot shows the Linways AMS V4 - Demo interface with filters applied. The 'SET COMMON HOUR' section shows Course Type as 'PG', Batch Start Year as '2022', Program as 'MASTERS OF COMPUTER APPLICATIONS', Department as 'MCA', and Batch as 'MCA2022'. Below the filters is a table with columns for BATCH, HOUR 1 through HOUR 10. Each hour column has a clock icon. The 'MCA2022' row is highlighted, and the 'From Time' and 'To Time' fields for HOUR 1 are highlighted with red rectangles. The footer shows '©2014-2022 All Rights Reserved Linways Technologies Pvt.Ltd.' and 'Linways AMS v4.0'.

[illegible][illegible]

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

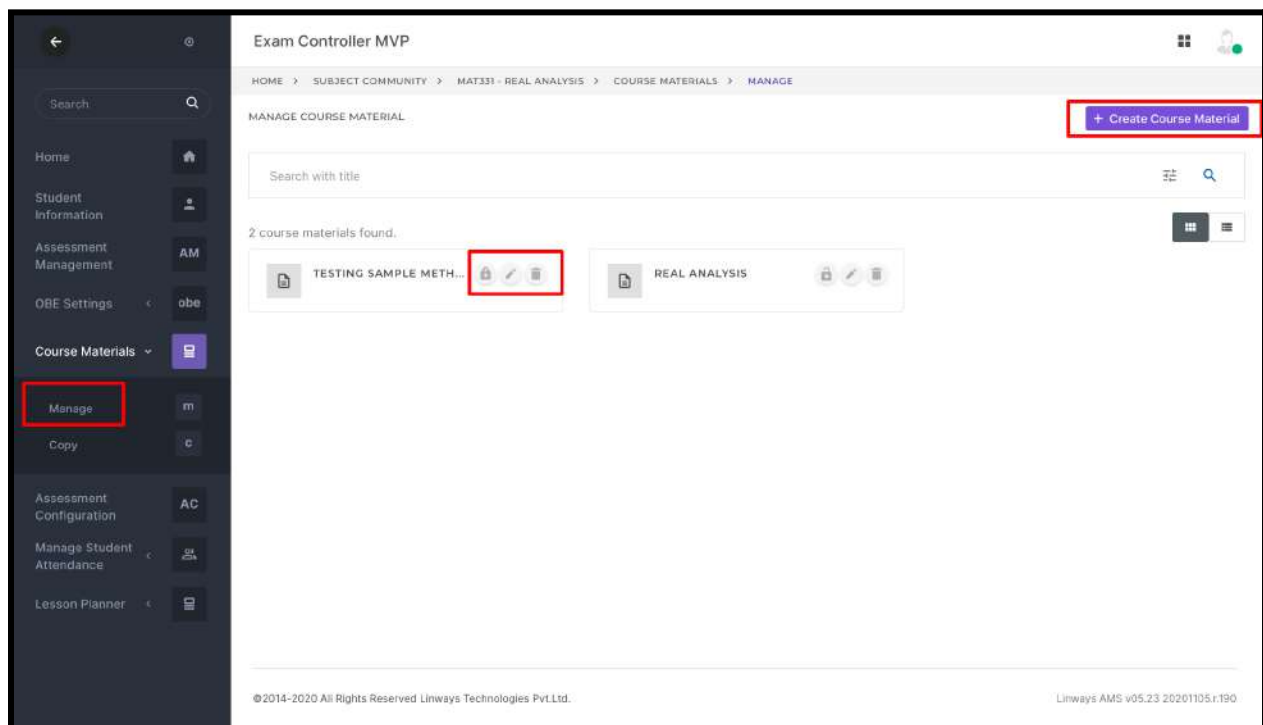
COURSE MATERIALS

→ Relevance of Course Materials?

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

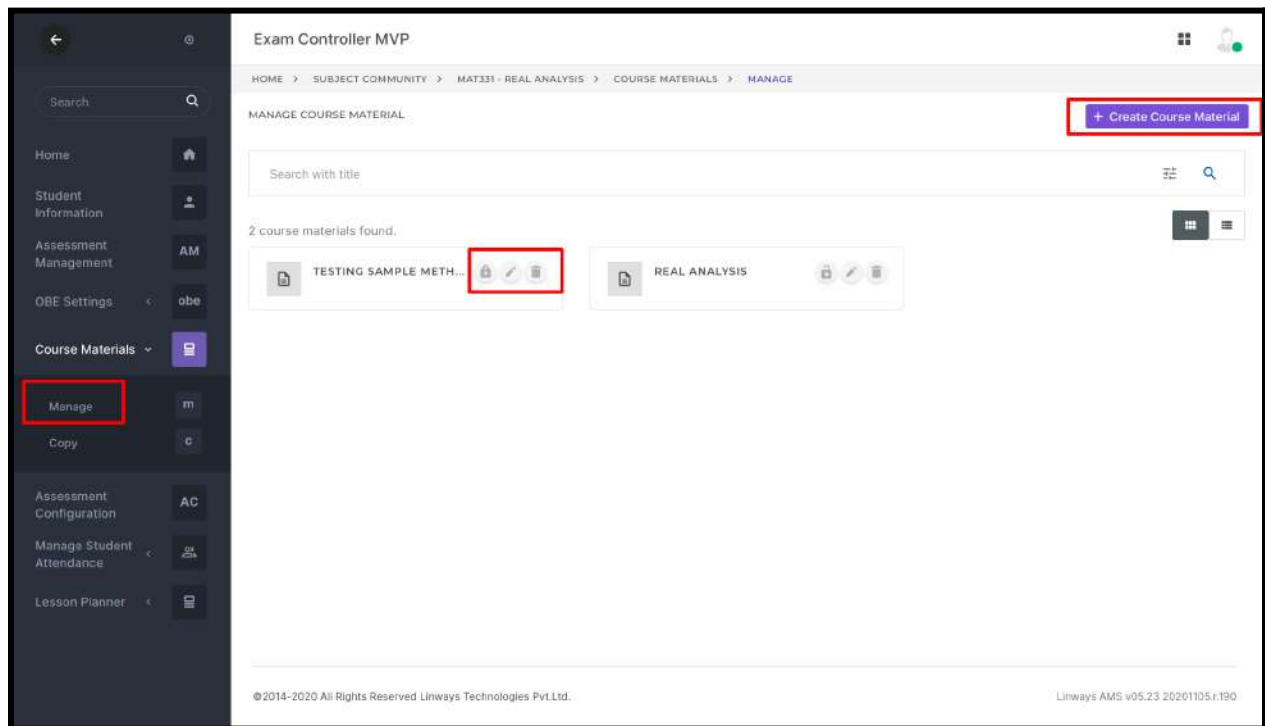
→ How to upload Course Materials?

- Login to staff profile -> click on the subject.
- Click on Course materials tab on the left pane > Manage Course Materials.



- Click on “ Create New ” and click on the type of materials (Document/Video).
- We can also upload the materials from our system or Google Drive.

- Give course material Title, Topic, and Description.
- If it's a video, we can enter Title, URL, Description, and Keywords.
- Finally, click on Submit.
- Lock\Unlock option represents Publish\Hide the course materials/coursewares respectively.



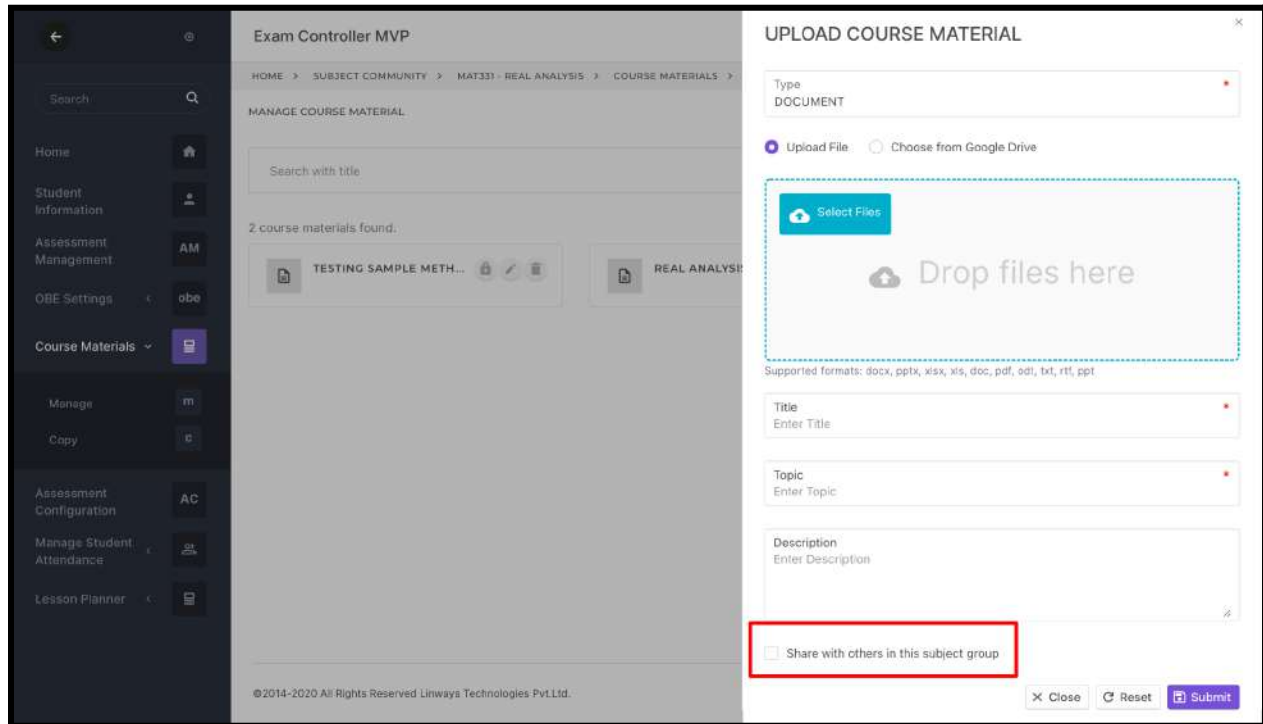
- Uploaded Course Materials will be listed on the same page.
- if you want to make any changes, click on Edit option >submit
- If you want to delete the course material, select the Files to be deleted and click > Delete Selected.

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

→ Is it possible to share the course materials?

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

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



Copy Materials

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

- Click on the copy menu in the left pane.

The screenshot shows the 'Exam Controller MVP' interface. On the left, a dark sidebar contains a menu with items: Home, Student Information, Assessment Management, OBE Settings, Course Materials (expanded), Manage, Copy (highlighted with a red box), Assessment Configuration, Manage Student Attendance, and Lesson Planner. The main area is titled 'Exam Controller MVP' and shows a breadcrumb trail: HOME > SUBJECT COMMUNITY > MAT331 - REAL ANALYSIS > COURSE MATERIALS > COPY. Below this, the section is titled 'COPY COURSE MATERIAL' with a sub-header: 'You can copy your course materials from other subjects or course materials uploaded by other staffs to your subject here. Use filter to search for course materials.' A search bar with the placeholder 'Search with title' and a filter icon (highlighted with a red box) is present. Below the search bar, it says '8 course materials found'. A table lists the materials with columns: #, NAME, TYPE, DESCRIPTION, UPLOADED ON, UPLOADED BY, and COPY. Each row has a 'Copy' button in the COPY column.

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

- Collapse the filter button to copy the materials

Exam Controller MVP

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

COPY COURSE MATERIAL

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

Search with title

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

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

Reset Search

8 course materials found

#	NAME	TYPE	DESCRIPTION	UPLOADED ON	UPLOADED BY	COPY
1	Feedback	DOCUMENT		29-08-2022 01:10 PM	Staff Name 12	
2	sample testing	DOCUMENT		16-08-2022 10:24 AM	Staff Name 12	
3	data	DOCUMENT		19-08-2022 11:35 AM	Staff Name 12	
4	nybchbvhbtkbveurdkldokindfio	DOCUMENT		19-08-2022 11:55 AM	Staff Name 12	

- 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.

Exam Controller MVP

COURSE MATERIALS > COPY COURSE MATERIALS

COPY COURSE MATERIAL

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

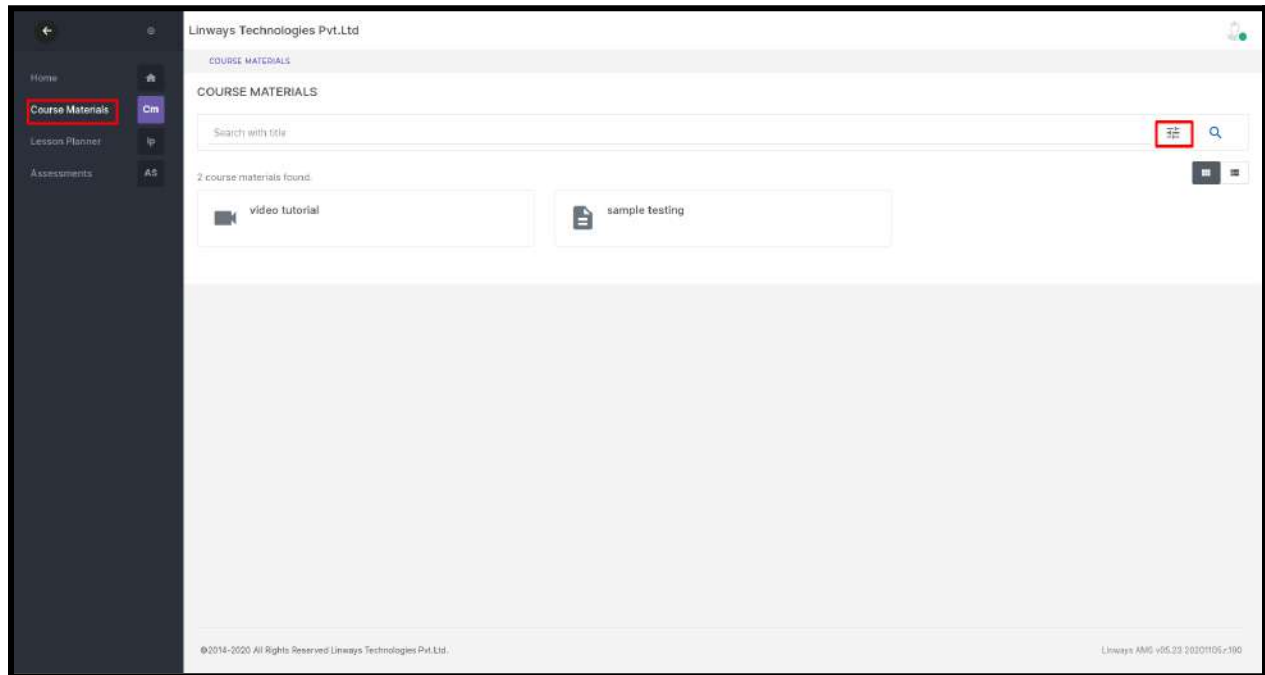
Search with title

132 course materials found

#	NAME	TYPE	DESCRIPTION	UPLOADED ON	UPLOADED BY	COPY
1	iOS top 10 feature	VIDEO	okay I'll let you know later to...	08-06-2022 04:14 PM	Staff Name 157	
2	OUTCOME BASED EDUCATION e	DOCUMENT	EDUCATION	27-05-2022 03:02 PM	Staff Name 157	
3	Machine Learning Practice for 2021-2...	DOCUMENT		03-06-2022 10:30 AM	Staff Name 157	
4	File Management	DOCUMENT		13-05-2022 10:58 AM	Staff Name 157	
5	Artificial Engineering	DOCUMENT		13-05-2022 10:50 AM	Staff Name 157	
6	vhghhjh	DOCUMENT		16-05-2022 01:04 PM	Staff Name 157	

STUDENT SIDE

- Login to the student profile, and we will see the Home page listing the subjects the student needs to study in their current semester.
- Click on the subject to get the respective subject materials.
- Search with the filters to get the materials.



- Click on the materials to see the details and also download the file.
- Student can like the reference material and give comments for this file, and the respected faculty can see this likes and comments.

Home

Course Materials

Lesson Planner

Assessments

CM

LP

AS

Linways Technologies Pvt.Ltd

COURSE MATERIALS

VIDEO TUTORIAL

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

WATCH VIDEO

0 likes 0 comments

Like

No comments yet

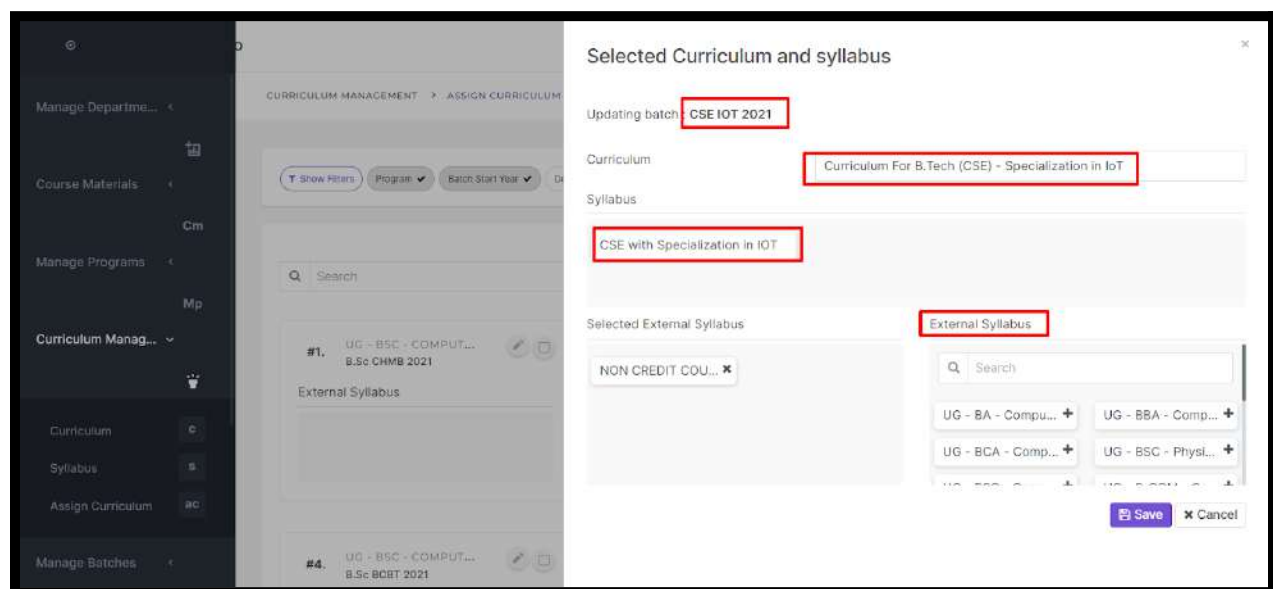
Type your comments here...

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Linways AMS v05.2.1 20201105.1300

→ How do we Assign Curriculum to Students?

- After assigning the syllabus to the curriculum, we need to assign the curriculum to the batches.
- So that the students in the batches can access the curriculum.
- Refer [Curriculum Designing](#) and [Assigning Syllabus to Curriculum](#)
- We also have the feature to assign the same curriculum to multiple batches.
- Select the batches which have the same curriculum and click on the “Assign to selected batches”

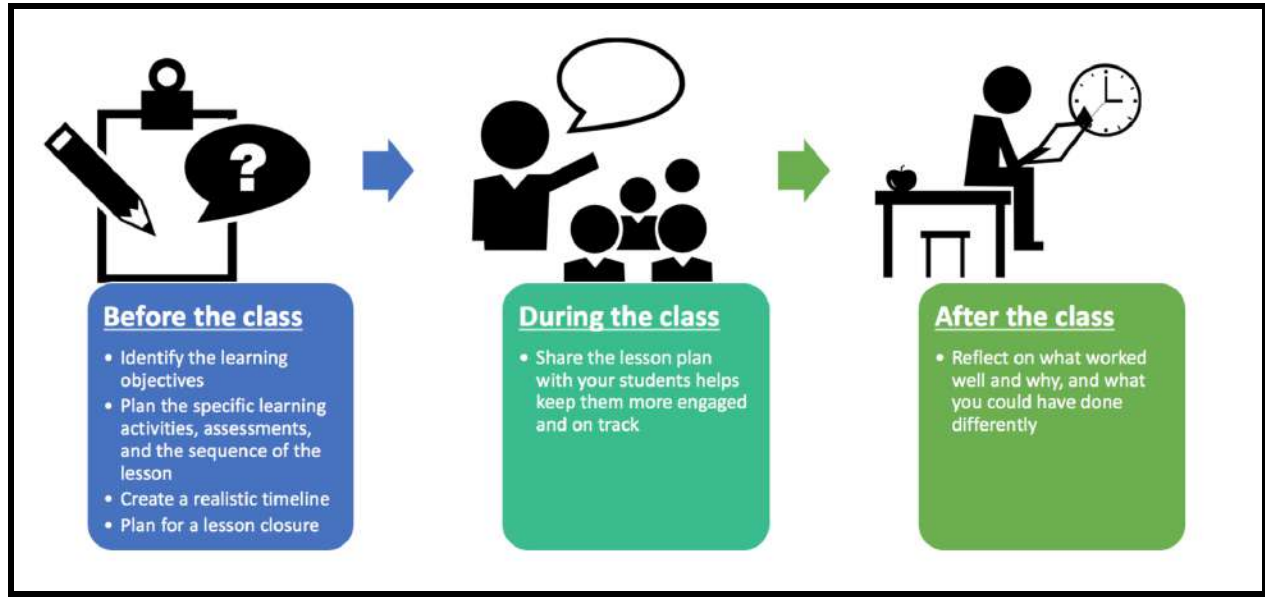


- The assigned Curriculum and Syllabus will be shown and also we have the option to add *External Syllabuses* for this batch.

LESSON PLANNER

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

- ❖ Creating a lesson plan is an important aspect of instructional design. Lesson plans allow professors to create learning objectives, organize and deliver course content, and plan and prepare learning activities and materials. It also outlines the type of informal or formal assessment methods, professors will use in their classrooms.
- ❖ Through Linways Academic Management Module, we can easily create subject plans.
- ❖ **Benefits:-**
 - Enhancing Professional Practice
 - Teaching Strategies
 - Assessing Students
 - Creating Learning Materials
 - Curriculum Designing
 - Engaging Learning Environment and Applying Technology
- ❖ Faculties are required to organize their activities for each subject, and these plans are recorded in the Subject Plan.
- ❖ We made your work simple through a few steps.
- ❖ Faculties can create Proposed plans and Actual plans, now let's look at how to create these plans.



→ Proposed Plans & Actual Plans

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

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

We have two methods to schedule teaching plan for the faculties.

- Date wise planner
- Session wise planner

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

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

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

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

The screenshot displays the 'Lesson Planner' interface for 'Linways Technologies Pvt.Ltd.'. The left sidebar contains a menu with options: Course Materials, Online Class, Documents, Search Students, Settings, Details, SMS and Email, Time Table, Online Class rep..., Manage Studen..., Lesson Planner, Proposed Plans (highlighted with a red box), and Actual Plans. The main content area is titled 'LESSON PLANNER > PROPOSED PLANS'. It features a 'PROPOSED SUBJECT PLAN' section with two tabs: 'TABLE METHOD' (active) and 'CALENDAR METHOD'. Below the tabs, a table titled 'PROPOSED PLAN - TABLE METHOD' is shown. The table has columns: #, DATE, HOUR, MODULE, TOPIC, DESCRIPTION, MODE OF INSTRUCTION, TEACHING PEDAGOGY, and ACTION. The first row shows a plan for '01-06-2022' at 'Hour 1' for 'Module 1' on the topic 'introduction to wireless technology'. The description is 'Learning Objectives What learning goals do you want'. The mode of instruction is 'Lecture' and the teaching pedagogy is 'online'. The action column contains a green checkmark icon and a red X icon.

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

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

The screenshot displays the Linways AMS Demo interface. On the left is a dark sidebar with navigation options: Home, Student Information, Assessment Management, Course Materials, Assessment Configuration, Lesson Planner (selected), Proposed Plans, and Actual Plans. The main area is titled 'Linways AMS Demo' and features two tabs: 'TABLE METHOD' (active) and 'CALENDAR METHOD'. Below the tabs, there are buttons for 'Share Plans' and 'Copy Plans', and a toggle for 'Show other plans'. The 'PROPOSED PLAN - TABLE METHOD' section contains a table with the following columns: DATE, HOUR, MODULE, TOPIC, DESCRIPTION, MODE OF INSTRUCTION, TEACHING PEDAGOGY, and ACTION. The first two columns, 'DATE' and 'HOUR', are highlighted with a red box. The table lists two entries: 1. 02-09-2022, Hour 2, Module 1, Basket of currencies, Exchange rates, and 2. 01-09-2022, Hour 1, Module 1, Introduction to Economic Indices. Each entry has a corresponding description, mode of instruction (Lecture), and teaching pedagogy (OFFLINE or ONLINE). The footer shows '©2014-2022 All Rights Reserved Linways Technologies Pvt.Ltd.' and 'Linways AMS v4.0'.

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

- 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.

Linways Technologies Pvt.Ltd

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

PROPOSED PLAN - TABLE METHOD

#	DATE	HOUR	MODULE
	01-06-2022	Hour 1	Module 1

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Edit Proposed Plan

Date: 01-06-2022

Hour: Hour 1

Module: Module 1

Topic Name: introduction to wireless technology

Description: Learning Objectives What learning goals do you want to achieve in the class?

☐ Enable Detailed Description

Mode of Instruction: Lecture

Teaching Pedagogy: online

☐ Upload document materials

☐ Add video materials

Cancel Submit

- 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.

Linways Technologies Pvt.Ltd

TABLE METHOD CALENDAR METHOD

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 introduction to wireless technology	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

- Set the Date and Hour of your class
- you can select the Module, Mode of Instruction, and give the Topic, Description, and Teaching Pedagogy of plans. There is an option to add course material, select

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

Linways Technologies Pvt.Ltd.

LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD: CALENDAR METHOD

June 2022

Sun Mon Tue

29 30

5 6

12 13

Edit Proposed Plan

Date: 29-05-2022

Hour: Select Hour

Module: Select Module

Topic Name: Enter the topic name

Description: Enter the description

☒ Enable Detailed Description

Mode of Instruction: Select the mode of instruction

Teaching Pedagogy: Enter the teaching pedagogy

☐ Upload document materials

☐ Add video materials

Cancel Submit

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

LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD: CALENDAR METHOD

June 2022

today < >

Sun Mon Tue Wed Thu Fri Sat

29 30 1 2 3 4

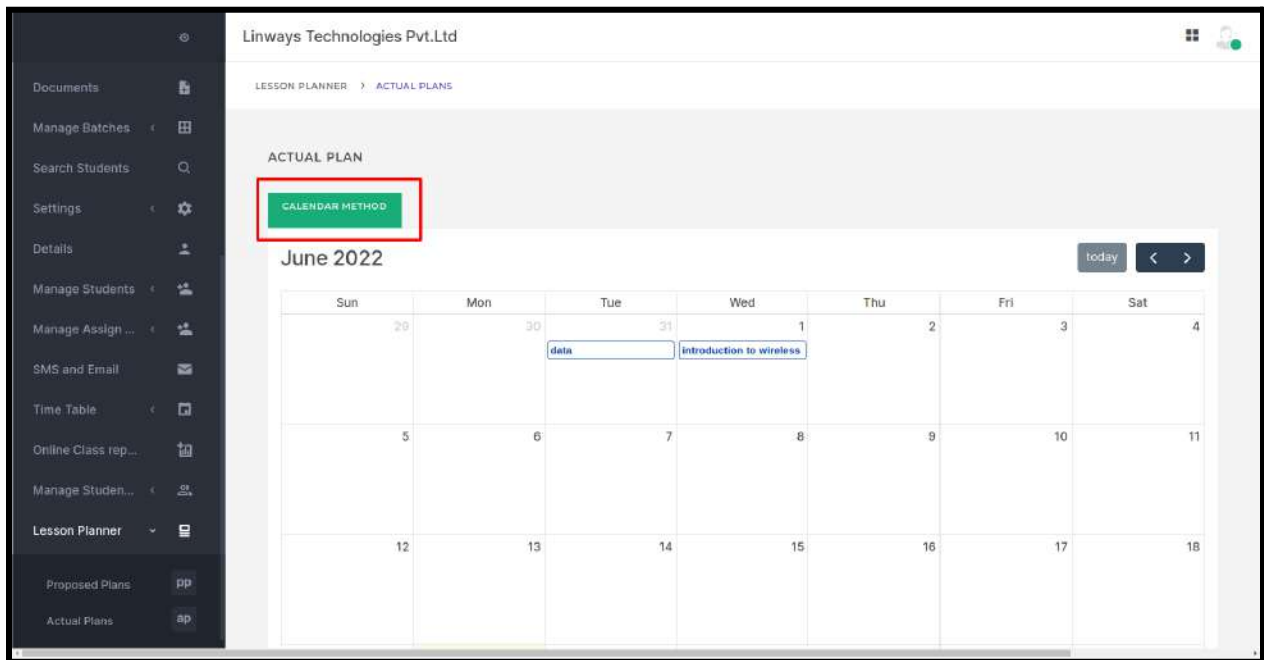
5 6 7 8 9 10 11

12 13 14 15 16 17 18

data Introduction to wireless

A quick guide to adding an actual plan

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



Linways Technologies Pvt.Ltd

LESSON PLANNER > ACTUAL PLANS

Documents

Manage Batches

Search Students

Settings

Details

Manage Students

Manage Assign ...

SMS and Email

Time Table

Online Class rep...

Manage Studen...

Lesson Planner

Proposed Plans

Actual Plans

ACTUAL PLAN

CALENDAR METHOD

June 2022

Sun	Mon
29	30
5	6
12	13

Date

01-06-2022

Hour

Hour 1

Module

Module 1

Topic Name

Introduction to wireless technology

Description

Learning Objectives What learning goals do you want to achieve in the class?

Enable Detailed Description

Mode of Instruction

Lecture

Teaching Pedagogy

online

Status

Select Status

Not Covered

Partially Covered

Fully Covered

Close

Save

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.

←

☰

Search

Q

Home

Student Information

Assessment Management

OBE Settings

Course Materials

Assessment Configuration

Manage Student Attendance

Lesson Planner

Proposed Plans

Actual Plans

Exam Controller MVP

HOME > SUBJECT COMMUNITY > M21 FR 11 - FRENCH > LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD

CALENDAR METHOD

Show other plans

Share Plans

Copy Plans

PROPOSED PLAN - TABLE METHOD

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

- 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.

←

☰

Search

Q

Home

Student Information

Assessment Management

OBE Settings

Course Materials

Assessment Configuration

Manage Student Attendance

Lesson Planner

Proposed Plans

Actual Plans

Exam Controller MVP

HOME > SUBJECT COMMUNITY > M21 FR 11 - FRENCH > LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD

CALENDAR METHOD

Show other plans

Share Plans

Copy Plans

PROPOSED PLAN - TABLE METHOD

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

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Search

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Home

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Student Information

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Assessment Management

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OBE Settings

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Course Materials

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Assessment Configuration

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Manage Student Attendance

☰

Lesson Planner

☰

📅

Proposed Plans

PP

Actual Plans

AP

Exam Controller MVP

HOME > SUBJECT COMMUNITY > M21 FR 11 - FRENCH

PROPOSED SUBJECT PLAN

TABLE METHOD

CALENDAR METHOD

PROPOSED PLAN - TABLE METHOD

#	SESSION #	MODULE*	TOPIC*
	Select	Select	
1	Session 2	Module 1	benefit of french learning
2	Session 1	Module 1	introduction

Session 2

Module 1

Topic Name

benefit of french learning

Description

Enter the description

☐ Enable Detailed Description

Made of Instruction

Lecture

Teaching Pedagogy

ppt

MAPPED ASSESSMENT

No assessments mapped. You can map one from table method.

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

☒ Upload document materials

Select Files

Drop files here

Allowed extensions: docx, envy, xls, xls, doc, pdf, ppt, txt, rtf, ppt

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

A quick guide to adding an actual plan

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

Exam Controller MVP

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

ACTUAL PLAN

TABLE METHOD CALENDAR METHOD

ACTUAL PLAN - TABLE METHOD

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

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

Exam Controller MVP

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

ACTUAL PLAN

TABLE METHOD CALENDAR METHOD

ACTUAL PLAN - TABLE METHOD

#	DATE	SESSION	MODULE	TOPIC	DESCRIPTION
1	26-09-2022	Session 4	Module 2	Thermodynamics	Thermodynamics is the branch of Physics that deals with heat and temperature, and...
2		Session 3	Module 2	dfg	
3		Session 2	Module 2	vgvbw	b b
4	12-08-2022	Session 1	Module 1	staff 12 1	staff 12 1

Edit Actual Plan

Date

Session Session 2 Module Module 2

Topic Name vgvbw

Description b b

☒ Enable Detailed Description

Mode of Instruction Tutorial

Teaching Pedagogy Enter the teaching pedagogy

Status Partially Covered

ASSESSMENT MAPPED ON PROPOSED PLAN

Name Type TEST 4 ONLINE

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

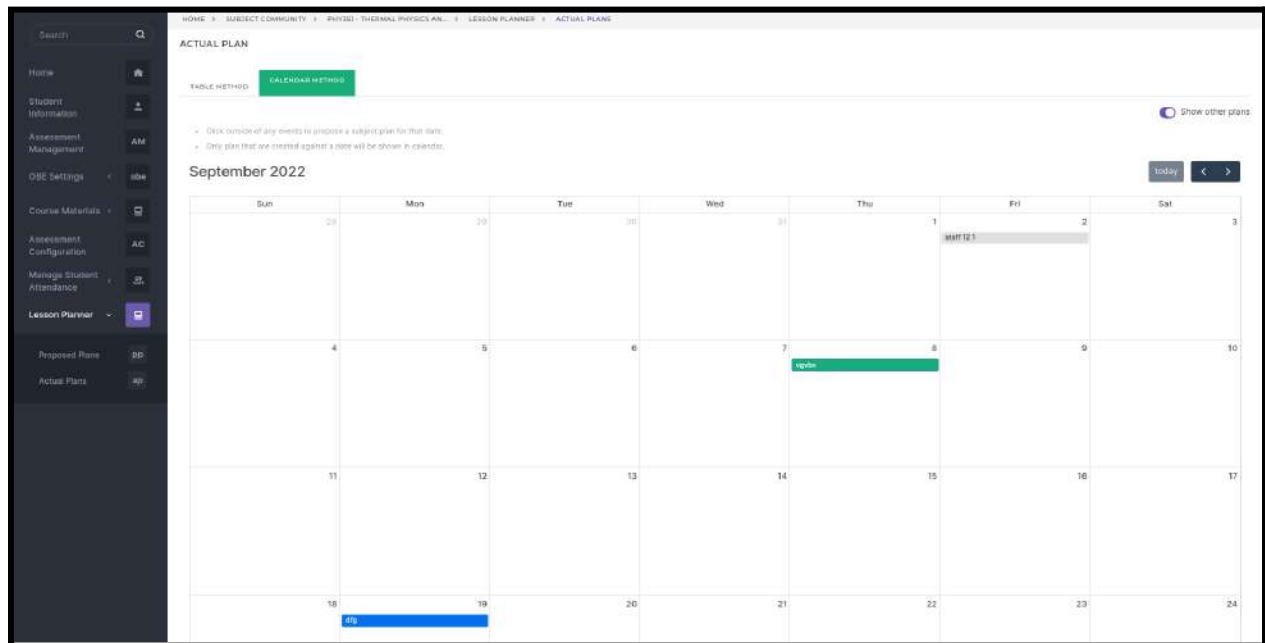
☐ Upload document Materials

☐ Add Video Materials

Delete Close Submit

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



Assessment mapping in lesson planner

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

Exam Controller MVP

HOME > SUBJECT COMMUNITY > PHY301 - THERMAL PHYSICS AN... > LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

Show other plans

Export Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

#	DATE	HOUR	MODULE*	TOPIC*	DESCRIPTION	MODE OF INSTRUCTION*	TEACHING PEDAGOGY	ACTIONS
		Select	Select			Select		✓ ✕ Map
1	27-10-2022	Hour 5	Module 2	Innovation management	Innovation	Lecture	ppt	✓ ✕ Map
2	27-10-2022	Hour 2	Module 4	test1	test1	Tutorial	class room	✓ ✕ Map
3			Module 6	calculus	calculus	Lecture	online class and PPT	✓ ✕ Map
4			Module 3	testing	introduction	Lecture	online class	✓ ✕ Map
5			Module 2	test2		Practical		✓ ✕ Map

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

Exam Controller MVP

HOME > SUBJECT COMMUNITY > PHY301 - THERMAL PHYSICS AN... > LESSON PLANNER > PROPOSED PLANS

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

PROPOSED PLAN - TABLE METHOD

#	DATE	HOUR	MODULE*	TOPIC*
		Select	Select	
1	27-10-2022	Hour 5	Module 2	Innovation
2	27-10-2022	Hour 2	Module 4	test1
3			Module 6	calculus
4			Module 3	testing
5			Module 2	test2

Assignment 4
Assign
Assignment
Assignment 1

INDUSTRIAL VISIT
IV

ONLINE
TEST
TEST 4

Online Test
Series exam
Test2

Project New
Main Project

Sessional Exam 1
Internal
Sessional exam 1

Sessional Exam 2
Series 2
Internal 1

Close Submit

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

Exam Controller MVP

TABLE METHOD CALENDAR METHOD

← Back to view plans Share Plans

SHARE PROPOSED PLAN

	DATE	HOUR	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING PEDAGOGY	
☐	14-10-2022	Hour 2	Module 2	Calibration		Lecture		
☐	14-10-2022	Hour 4	Module 2	Thermodynamics	Thermodynamics is the branch of Physics that deals with heat and	Lecture	ppt	
☐	16-10-2022	Hour 4	Module 1	Introduction:	Thermometry is the process of measuring	Tutorial	nb	
☐	15-10-2022	Hour 5	Module 2	Chapter Analysis:	Only two questions have been asked from this	Tutorial	online class	
☐	12-08-2022	Hour 1	Module 2	calorimetry	brief introduction	Lecture		

Share selected plans
Unshare selected plans
Share all plans
Unshare all plans

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

Exam Controller MVP

TABLE METHOD CALENDAR METHOD

Show other plans

Export Share Plans Copy Plans

PROPOSED PLAN : TABLE METHOD

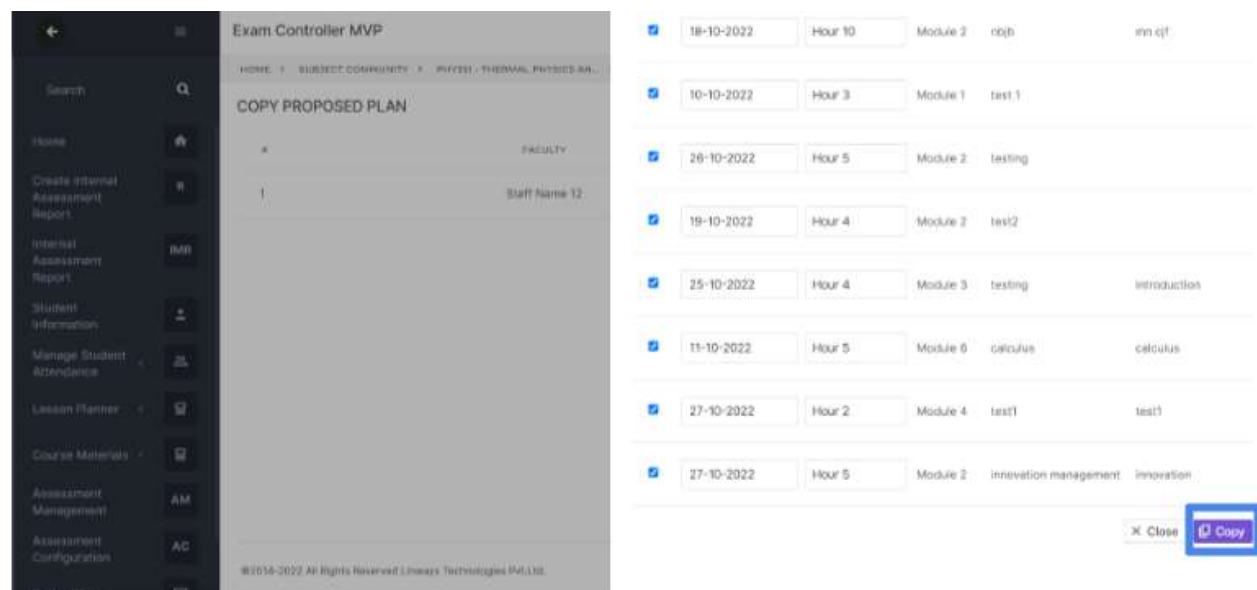
#	DATE	HOUR	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING PEDAGOGY	ACTIONS
	Select	Select	Select			Select		
1	14-10-2022	Hour 2	Module 2	Calibration		Lecture		
2	14-10-2022	Hour 4	Module 2	Thermodynamics	Thermodynamics is the branch of Physics that deals with heat and	Lecture	ppt	
3	16-10-2022	Hour 4	Module 1	Introduction:	Thermometry is the process of measuring	Tutorial	nb	
4	15-10-2022	Hour 5	Module 2	Chapter Analysis:	Only two questions have been asked from this	Tutorial	online class	
5	12-08-2022	Hour 1	Module 2	calorimetry	brief introduction	Lecture		

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

Click details to select the plans to copy.



Click the copy option to copy the selected plans.



STUDENT SIDE

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

←
☰

Q

Home
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Course Materials
📁

Lesson Planner
lp

Assessments
AS

Exam Controller MVP
🔔

HOME > SUBJECT COMMUNITY > 21UBU23CC04 - MARKETING MAN... > LESSON PLANNER

SUBJECT PLANS

You can view your subject plans here

CALENDAR VIEW
LIST VIEW

Date range
October 1, 2022 to October 28, 2022

WEEK 1

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

WEEK 2

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

CURRICULUM

→ What is Curriculum?

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

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

1. SUBJECT CENTERED DESIGN

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

2. LEARNER-CENTERED DESIGN

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

3. PROBLEM CENTERED DESIGN

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

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

We design a curriculum for a program offered in the colleges/universities.

We can create programs in the admin module. We support both multi and single-major programs.

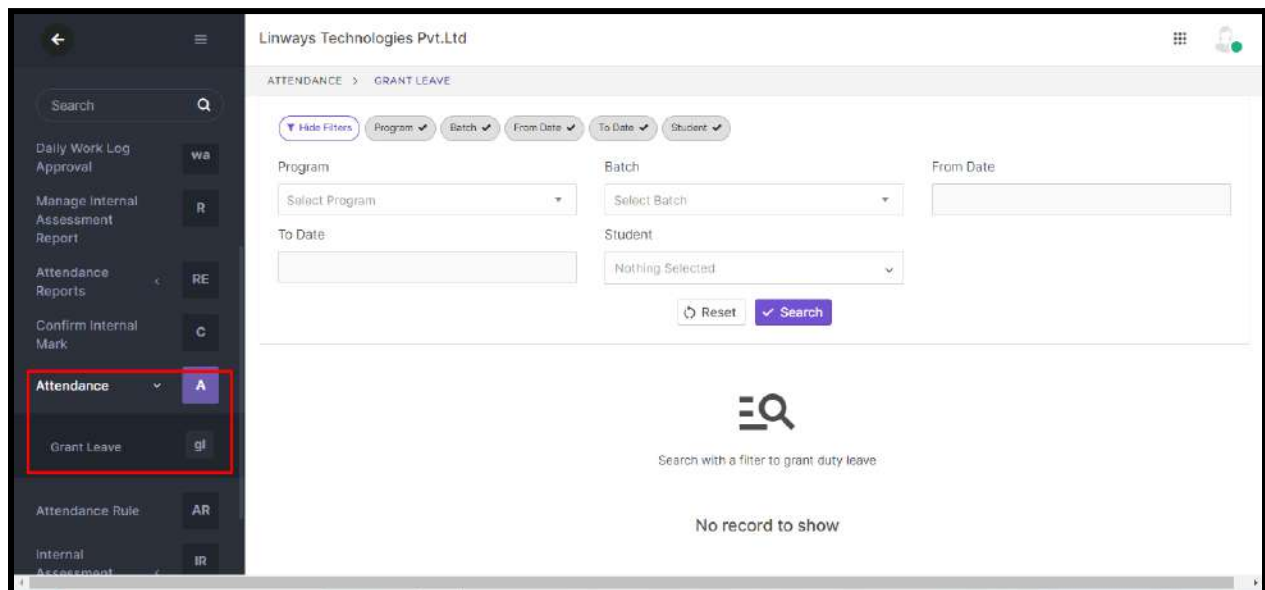
You can refer to the file for [create program](#)



Grant Duty Leave

Grant Duty Leave

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



We can search students using the filters, We can search with Program , Batch , From date & To date. We can grant duty leave for absentees. On applying desired filters the absent students will be listed.

←

☰

Linways Technologies Pvt.Ltd

⋮

👤

Search

Q

Reset

Search

Choose Remarks

✓ Select All

✗ Unselect All

GRANT LEAVE

02-02-2023

	#	Reg No.	Student Name
☒	1	210021080919	AKSHEY SURESH
☐	2	210021080924	ALIYUL ASJAF
☐	3	210021080925	AMAL P BIJU
☐	4	210021080948	DEVIKA RAMESAN

03-02-2023

Search

Q

wa

Daily Work Log Approval

R

Manage Internal Assessment Report

RE

Attendance Reports

C

Confirm Internal Mark

A

Attendance

gl

Grant Leave

AR

Attendance Rule

IR

Internal Assessment Reports

AR

Assessment Reports

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

←

☰

Linways Technologies Pvt.Ltd

⋮

👤

Search

Q

Reset

Search

Choose Remarks

✓ Select All

✗ Unselect All

GRANT LEAVE

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☒	1	210021080919	AKSHEY SURESH
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Search

Q

wa

Daily Work Log Approval

R

Manage Internal Assessment Report

RE

Attendance Reports

C

Confirm Internal Mark

A

Attendance

gl

Grant Leave

AR

Attendance Rule

Choose Remarks

Choose Remarks

SUPPLEMENTARY EXAMINATIONS

DEPARTMENT LEVEL ACTIVITIES

INSTITUTION LEVEL ACTIVITIES

STATE LEVEL EVENT

NATIONAL LEVEL EVENT

INTERNATIONAL EVENT

SPECIAL LEAVE

MEDICAL LEAVE

PLACEMENT LEAVE

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.

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Masters of Arts in Human Resource Management MAHRM 2022 01-02-2023

To Date 09-03-2023 Student Nothing Selected

Reset Search

Choose Remarks

Select All Unselect All GRANT LEAVE

01-02-2023

☒ ☐	#	Reg No.	Student Name
☐	1		ALONIYA BENNY
☐	2		CHRISS JOHNY
☐	3		HARITHA RAJAN R

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

Select All Unselect All GRANT LEAVE

01-02-2023

☒ ☐	#	Reg No.	Student Name
☐	1		ALONIYA BENNY
☐	2		CHRISS JOHNY
☐	3		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 LEAVE

Select All

Unselect All

GRANT LEAVE

01-02-2023			
☒ ☐	#	Reg No.	Student Name
☒	1		ALONIYA BENNY
☐	2		CHRISS JOHNY
☐	3		HARITHA RAJAN R
☐	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.

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

Show other plans

Import Timetable Export Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

#	DATE	HOURL	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING PEDAGOGY	ACTIONS
		Select	Select			Select		
1	15-02-2023	Hour 1	Module 2	TOPIC 2	TOPIC 2	Tutorial		
2	14-02-2023	Hour 1	Module 1	INTRODUCTION TO SYSTEMS		Lecture		

Linways AMS V4 - Demo

HOME > SUBJECT COMMUNITY > MCAIGT DIS

PROPOSED SUBJECT PLAN

TABLE METHOD CALENDAR METHOD

Import TimeTable To Lesson Planner

New subject plans will be added as per your timetable. Do you want to proceed ?

Cancel Continue

Show other plans

Import Timetable Export Share Plans Copy Plans

PROPOSED PLAN - TABLE METHOD

#	DATE	HOURL	MODULE	TOPIC	DESCRIPTION	MODE OF INSTRUCTION	TEACHING PEDAGOGY	ACTIONS
		Select	Select			Select		
1	15-02-2023	Hour 1	Module 2	TOPIC 2	TOPIC 2	Tutorial		
2	14-02-2023	Hour 1	Module 1	INTRODUCTION TO SYSTEMS		Lecture		

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

6	23-02-2023	Hour 1	Select	Copied from timetable		Select		   Map
7	20-02-2023	Hour 3	Select	Copied from timetable		Select		   Map
8	20-02-2023	Hour 2	Select	Copied from timetable		Select		   Map
9	20-02-2023	Hour 1	Select	Copied from timetable		Select		   Map
10	15-02-2023	Hour 3	Select	Copied from timetable		Select		   Map
11	15-02-2023	Hour 2	Select	Copied from timetable		Select		   Map
12	15-02-2023	Hour 1	Select	Copied from timetable		Select		   Map
13	14-02-2023	Hour 3	Select	Copied from timetable		Select		   Map
14	14-02-2023	Hour 2	Select	Copied from timetable		Select		   Map
15	14-02-2023	Hour 1	Select	Copied from timetable		Select		   Map
16	08-02-2023	Hour 3	Select	Copied from timetable		Select		   Map
17	09-02-2023	Hour 2	Select	Copied from timetable		Select		   Map
18	09-02-2023	Hour 1	Select	Copied from timetable		Select		   Map

PROGRAM

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

Different types of programs

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

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

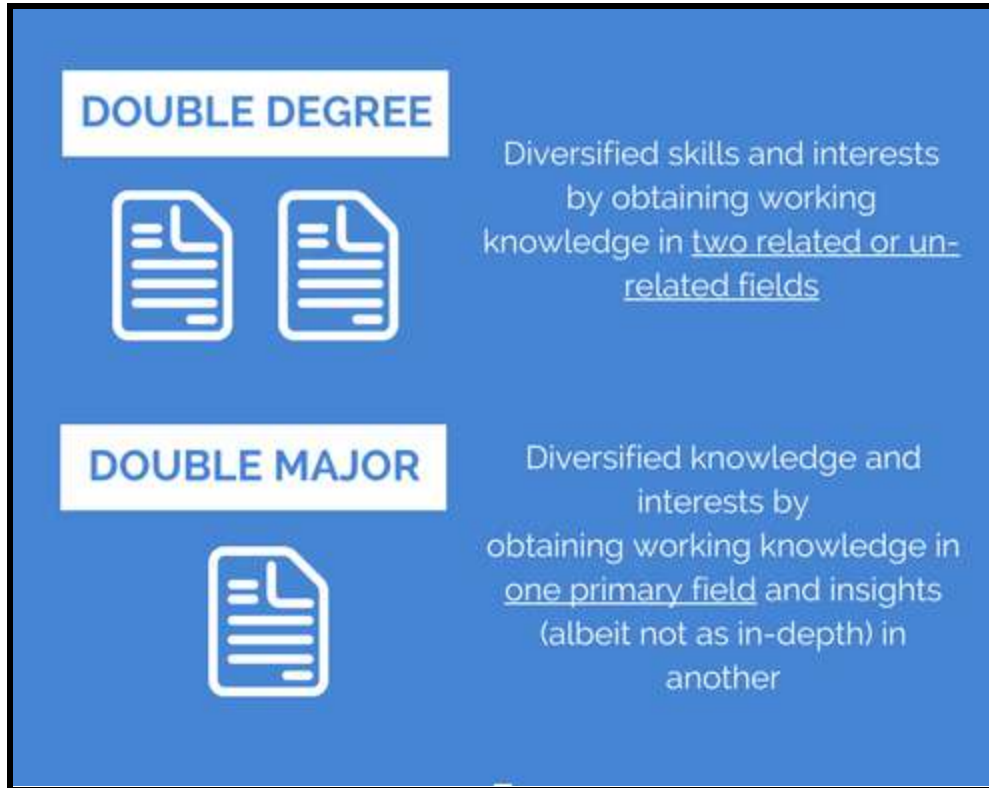
For example,

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

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

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

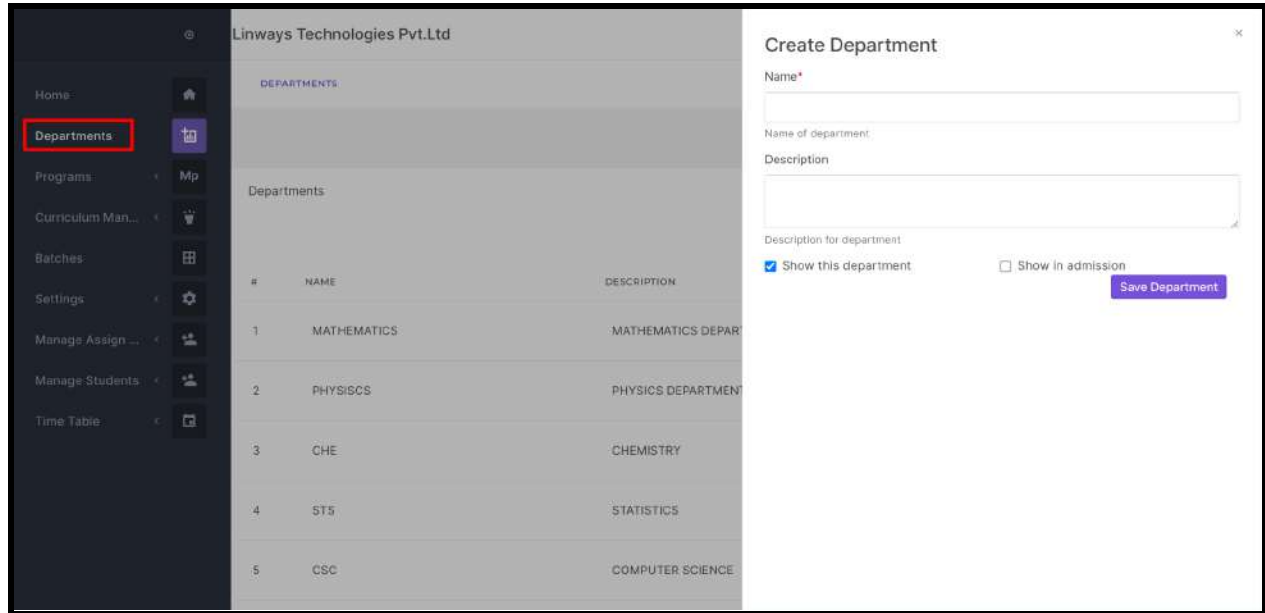
In a dual degree program, you're studying two (likely different) fields in order to earn two separate degrees. These are usually different types of degrees, too, such as a BA and a BS. However, with a double major, you're studying two related fields to earn a single degree. This also means that you're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



Department

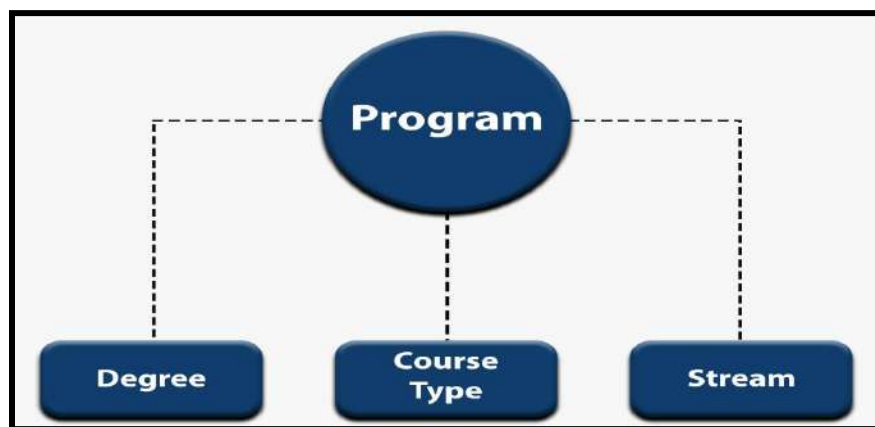
A department constitutes a group of faculty members with expertise in a specific academic field (or discipline) who offer courses (and usually degrees) in that field.

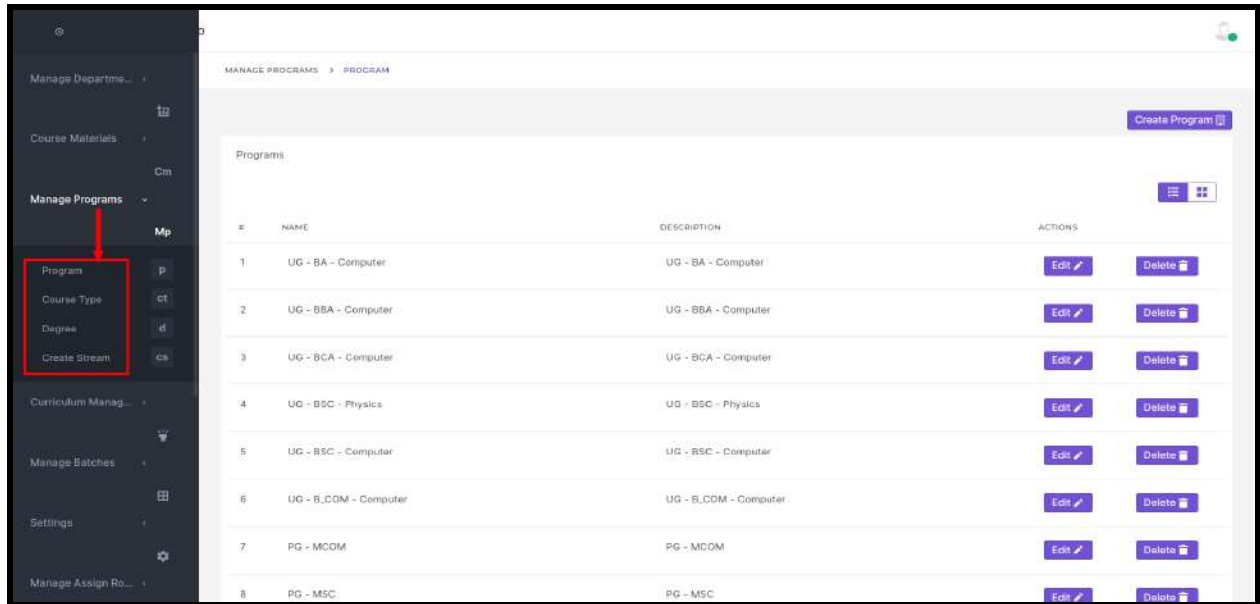
- To create a new Department, select on the Department menu -> Create Department. Provide the name and description for the department and click on save.



→ How do we create programs?

- Log in to the Admin Module, and we will be able to see the Left pane.
- Click on Manage Programs to create the program.
Note: If the user role doesn't have permission to access the program menu, it won't be seen. (Settings -> User permission Management)
- Before creating a program, we must set the *course type, degree, and stream*.





- Course Type: 'type of course' means what your degree or course taken is, that is, UG/PG/Diploma, etc.
- Stream: A specific course or a certain academic field chosen by a student. Furthermore, a student takes a particular stream to pursue a specialization in that field.
Example: Mechanical Engineering, Computer Engineering, Electronics Engineering, Civil Engineering, and Electrical Engineering are the famous engineering streams
- Degree: it will be understandable to start with an example, A Bachelor of Engineering (BE or BEng) or a Bachelor of Science in Engineering (BSE or BSc(Eng)) is an academic undergraduate degree awarded to a student after three to five years of studying engineering at an accredited college or university.

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PROGRAMS > PROGRAM

Home

Departments

Programs

Program

Course Type

Degree

Create Stream

Curriculum Man...

Batches

Settings

Manage Assign...

Manage Students

Time Table

PROGRAMS

PROGRAM

Programs

#	NAME
1	Sample Test Course
2	UG - B A English and History
3	UG - B A Economics
4	UG - B A Multimedia
5	UG - B A Visual Communication

Create Program

Name *

Name of program

Course Type

Stream(s)

Course type name

Degree

Department(s)

Save Program

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

Linways Technologies Pvt.Ltd

PROGRAMS > COURSE TYPE

Home

Departments

Programs

Program

Course Type

Degree

Create Stream

Curriculum Man...

Batches

Settings

Manage Assign...

Manage Students

Time Table

CourseTypes

#	NAME	DESCRIPTION
1	Diploma	Diploma
2	MBA DIPLOMA	MBA DIPLOMA
3	P.G.Diploma	
4	PG	
5	PG	PG

Create CourseType

Name*

Name of course type

Description

Mark or Grade

Select Course Type Flag

Save Course type

Home

Departments

Programs

Program

Course Type

Degree

Create Stream

Curriculum Man...

Batches

Settings

Manage Assign ...

Manage Students

Time Table

Linways Technologies Pvt.Ltd

PROGRAMS > DEGREE

Degrees

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

Create Degree

Name*

Name of degree

Description

Description for degree

Save Degree

Home

Departments

Programs

Program

Course Type

Degree

Create Stream

Curriculum Man...

Batches

Settings

Manage Assign ...

Manage Students

Time Table

Linways Technologies Pvt.Ltd

PROGRAMS > CREATE STREAM

Streams

#	NAME	DESCRIPTION	ACTION
1	B.A Criminology	Criminology	Edit
2	B.A History		Edit
3	B A Criminology and Police Science		Edit
4	B A Economics	B A Economics	Edit
5	B A English	B A English	Edit

Create Stream

Name*

Name of stream

Description

Description for stream

Code

Code for stream

Department

Department of the stream

☒ Is Active

Save Stream

ATTENDANCE

1. Attendance through Sessions

→ How can we mark attendance for the sessions?

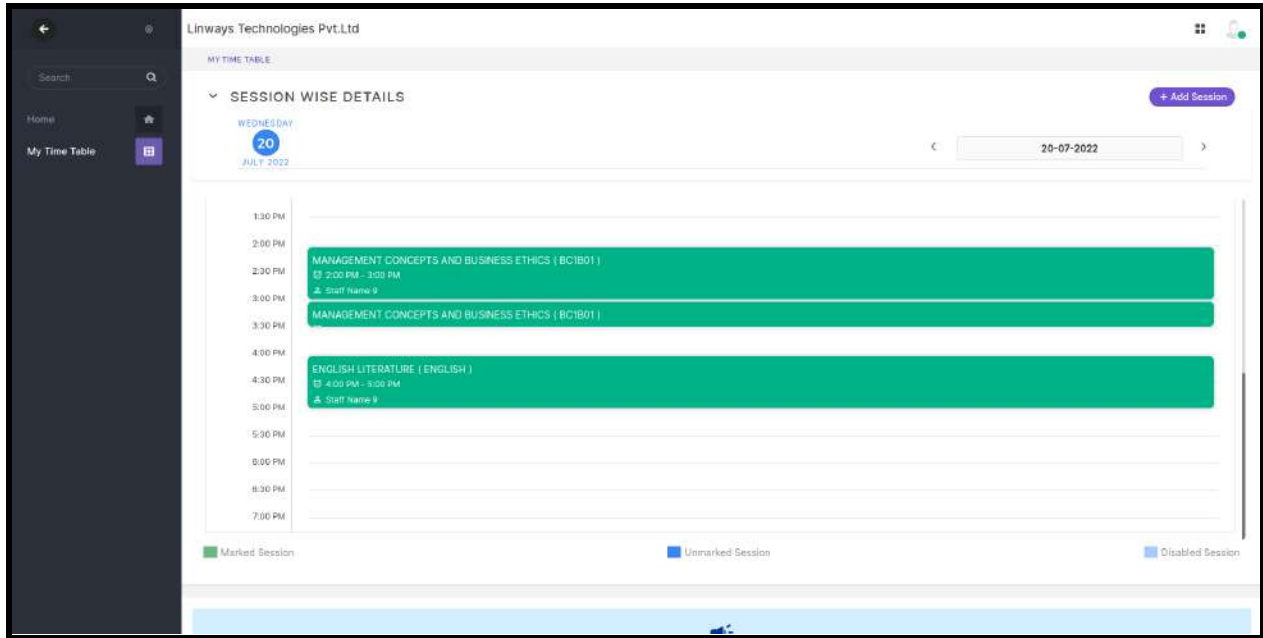
Session-wise Attendance Marking

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

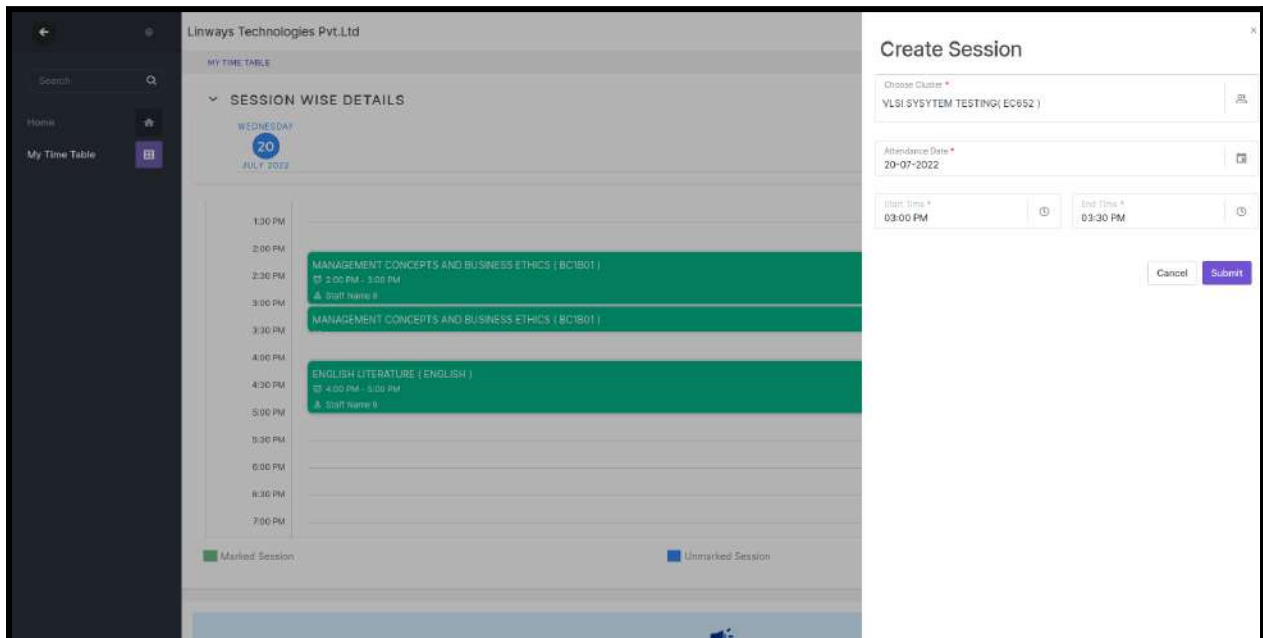
We can create Sessions under the **My Timetable** and **Mark Attendance** menu which is inside each subject cluster.

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

- An overview of the total sessions that are created by the staff under their own subject communities will be displayed here.
-



- We can create a session by clicking on “Add Session”.
- Click on the Add Session for creating a session.
- Assigned subjects will be displayed there, choose the subject for which we want to create the session and Date also input the start time & End time for the session.

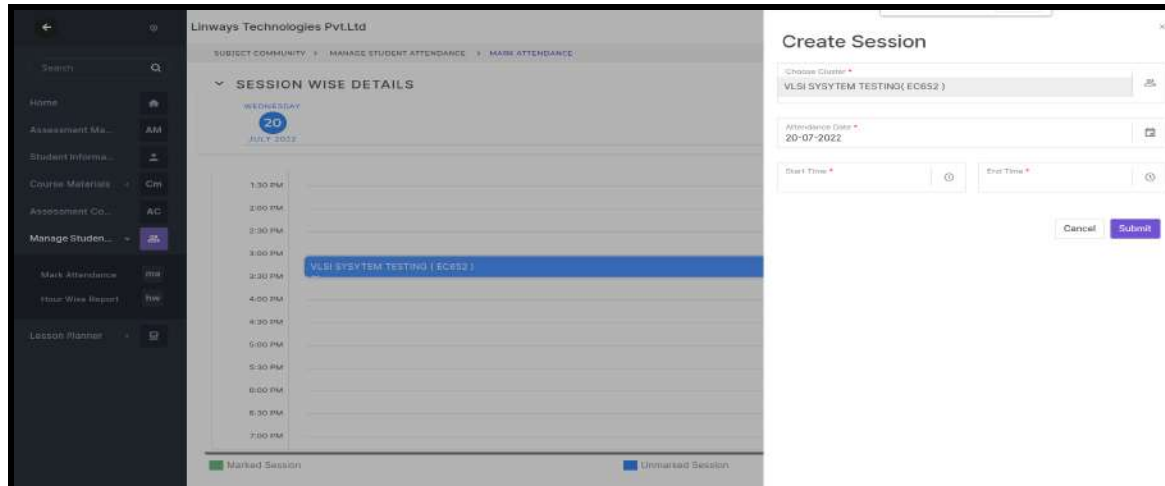


- Unmarked sessions are in red and changed to green after confirming attendance.
- Students will be listed down when we click on each session tile, and the session details will be hidden.
- Click on the upside arrow button to show the session, subject details will be shown at the center along with the date picker.
- Click on the session, student list will be displayed. There is *Mark All Absent* and *Mark All Present* option if you want to mark all absent/present, no need to go to each student.
- Roll no marking method - You can enter the absentee's roll number in Absentees roll no: field >Submit That roll number will be marked absent.
- Once you marked attendance, click on Confirm button to complete the attendance marking.
- By default, all students are in the present state.
- Once confirmed attendance can't be changed or edited.

EDIT Attendance privilege will be given to Admins

Mark Attendance -< Subject Cluster

- In this, We can create sessions inside a subject cluster, by clicking "Add Session".
- The subject will be automatically selected because we created a session inside a subject community.
- The rest of the cases are similar, follow the above-mentioned steps to create sessions and mark attendance.



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

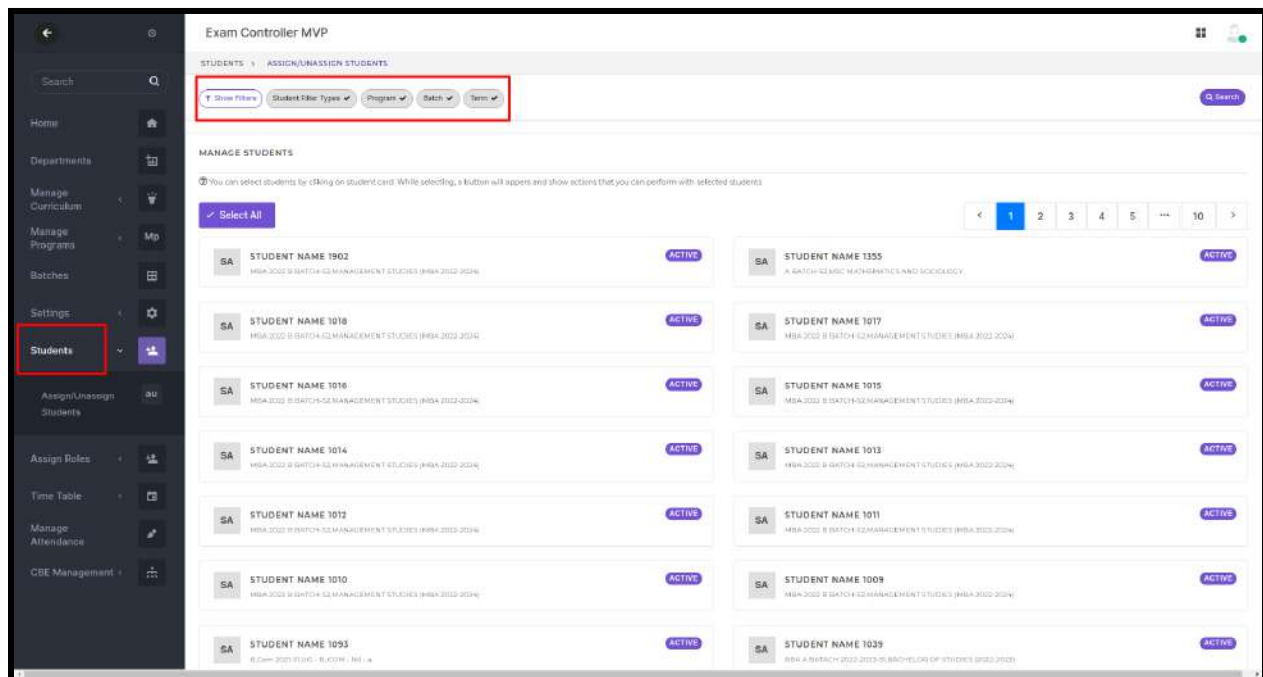
When One faculty let's say staff 1 and staff 2 have the session from 10 am to 11 am. staff 1 created the session firstly so automatically the attendance status is drafted when staff 2 clicks on the session, it will be shown as Attendance is drafted by staff 1

Attendance Cases–

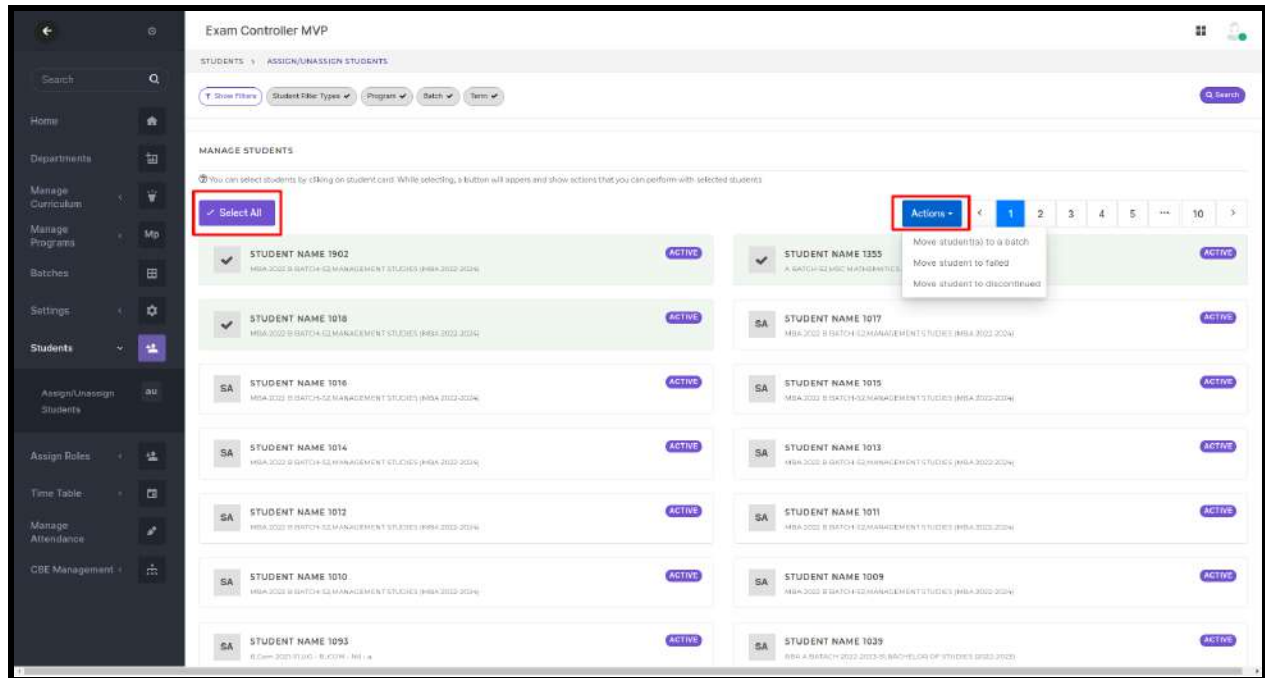
https://docs.google.com/document/d/1FtuFDBnVjwAJ_luTi2ftviNRKvOR4jZTTICtRJoS5IA/edit?usp=sharing

STUDENTS LIST

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



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



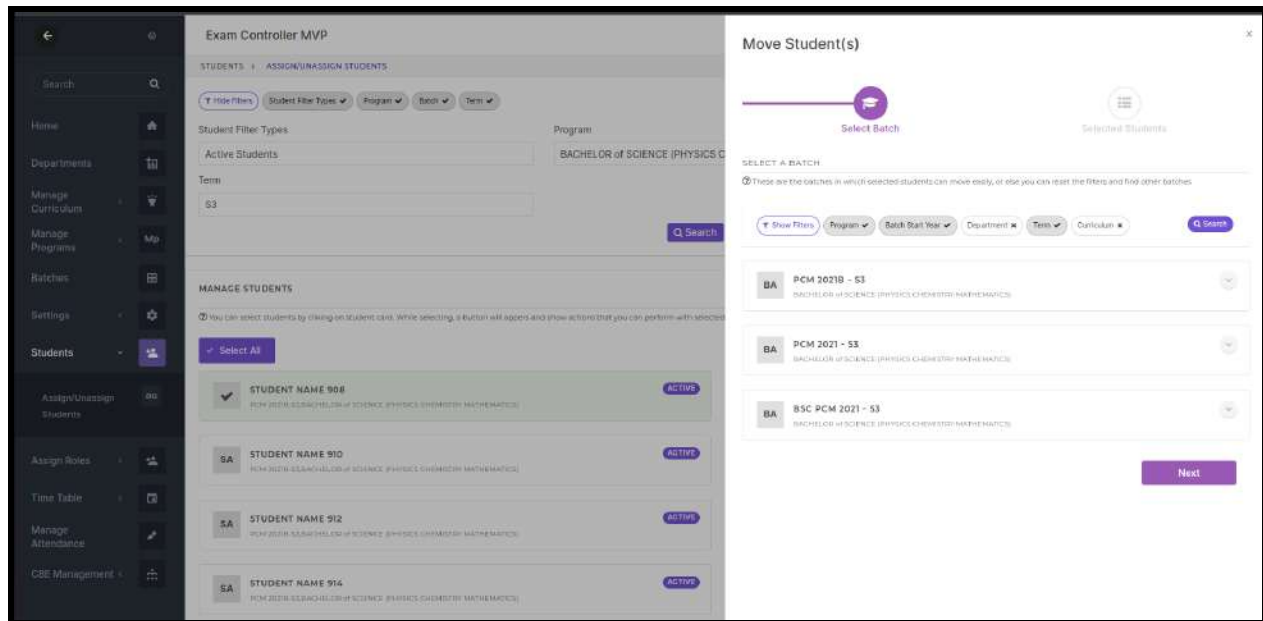
Transferring the students:

Note:

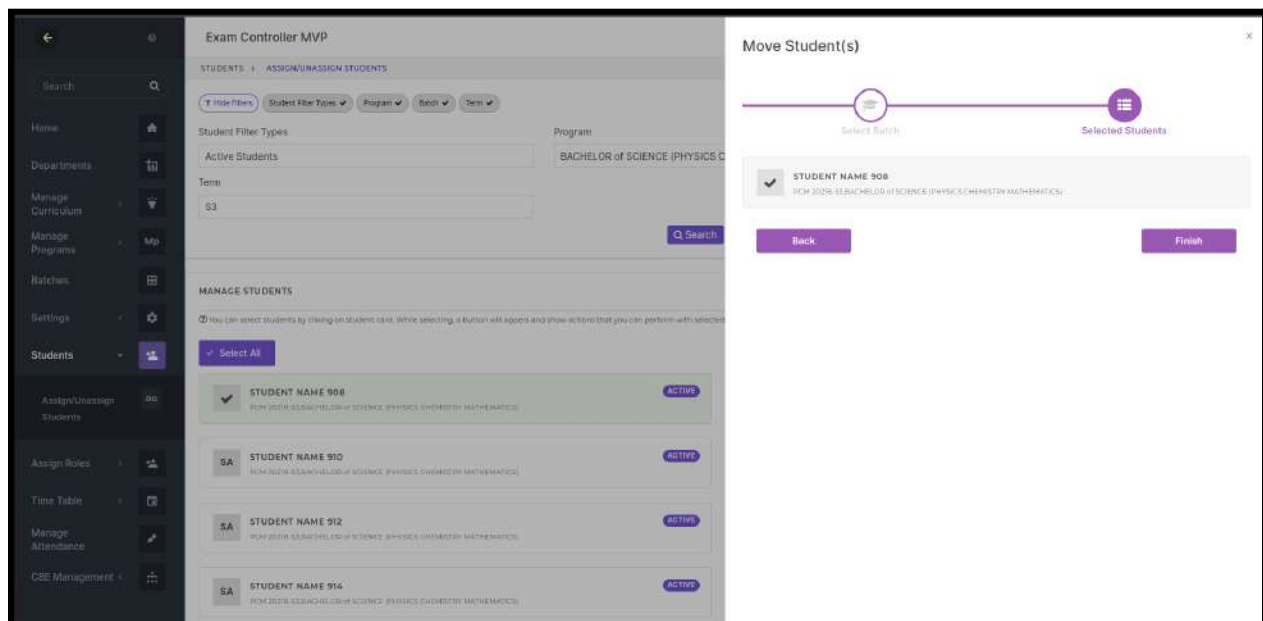
we can move students to another batch if their **course type** and **semester** match.

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

The batches that will be shown have the same **course type** or **semester** with respect to the student's current batch.



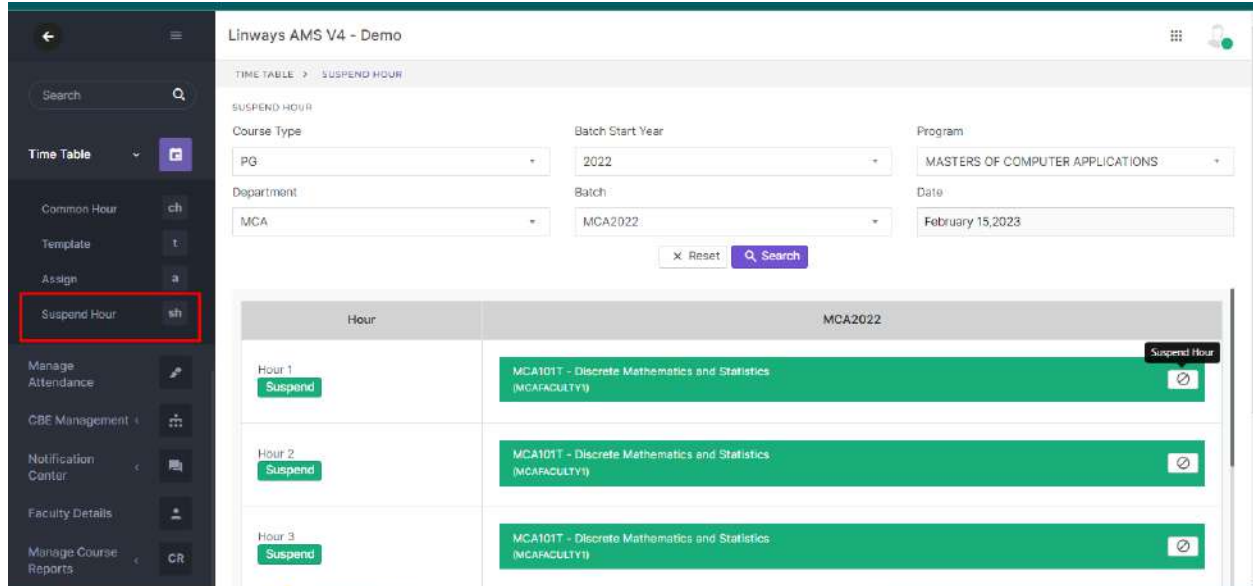
- Confirm the students that we are already selected and click on the submit button.



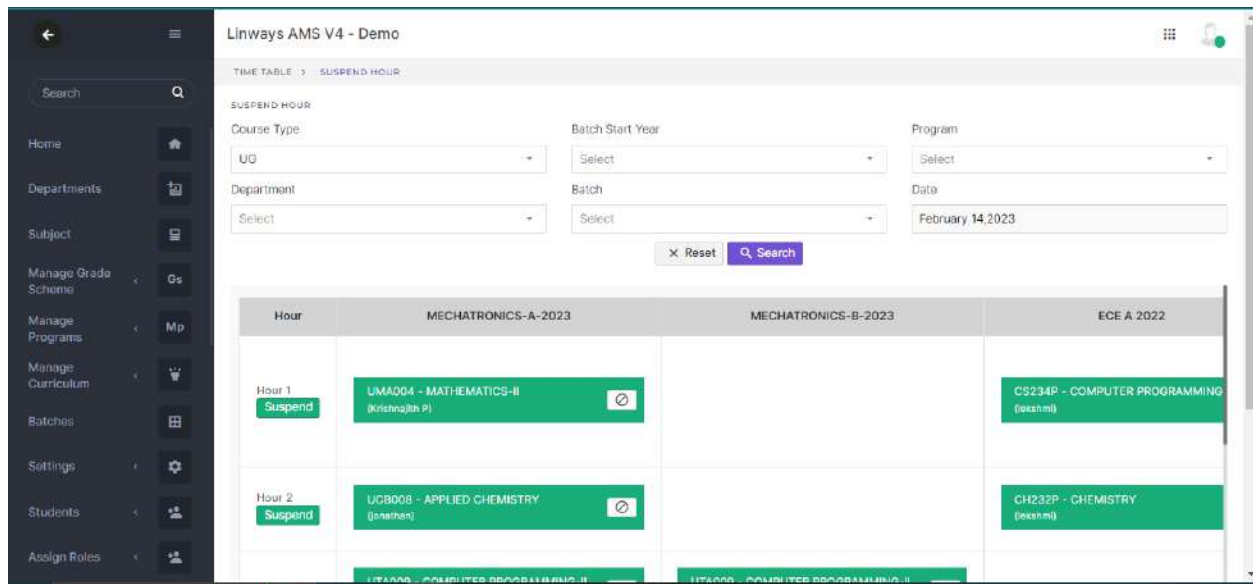
- Students will be moved to the selected batch successfully.

Suspend Hours

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



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



While Clicking on Suspend Button We can Suspend Hours for All the listed batches

Linways AMS V4 - Demo

TIME TABLE > SUSPEND HOUR

SUSPEND HOUR

Course Type: UG Batch Start Year: Select Program: Select

Department: Select Batch: Select Date: February 14, 2023

X Reset Search

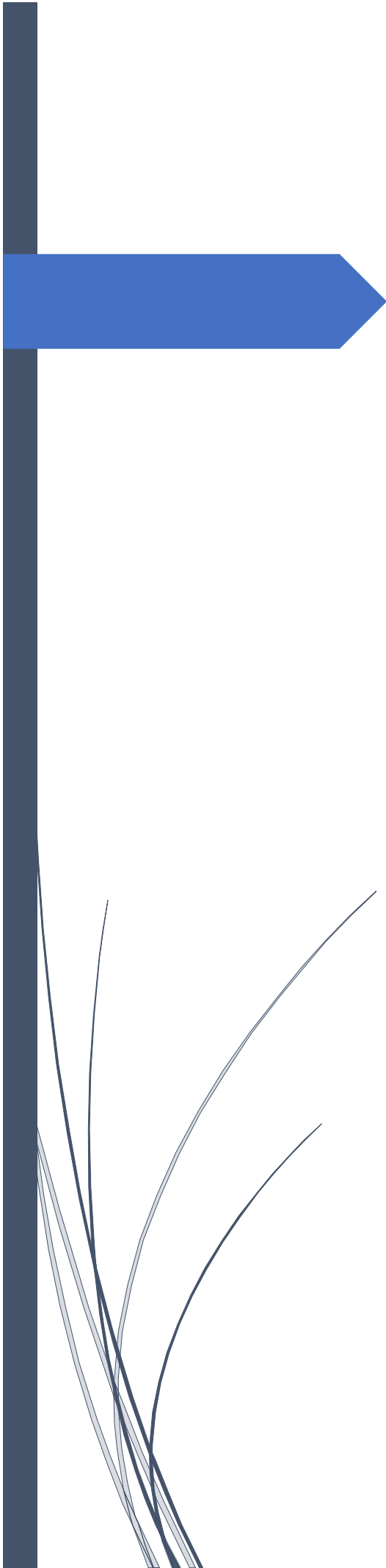
Hour	MECHATRONICS-A-2023	MECHATRONICS-B-2023	ECE A 2022
Hour 1 Suspend	UMA004 - MATHEMATICS-II (KrishnaJith P)		CS234P - COMPUTER PROGRAMMING (lekshmi)
Hour 2 Suspend	UCB008 - APPLIED CHEMISTRY (Jonathan)		CH232P - CHEMISTRY (lekshmi)
	UTA006 - COMPUTER PROGRAMMING-II	UTA006 - COMPUTER PROGRAMMING-II	

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	UCB008 - APPLIED CHEMISTRY (Jonathan)		CH232P - CHEMISTRY (lekshmi)
	UTA006 - COMPUTER PROGRAMMING-II	UTA006 - COMPUTER PROGRAMMING-II	

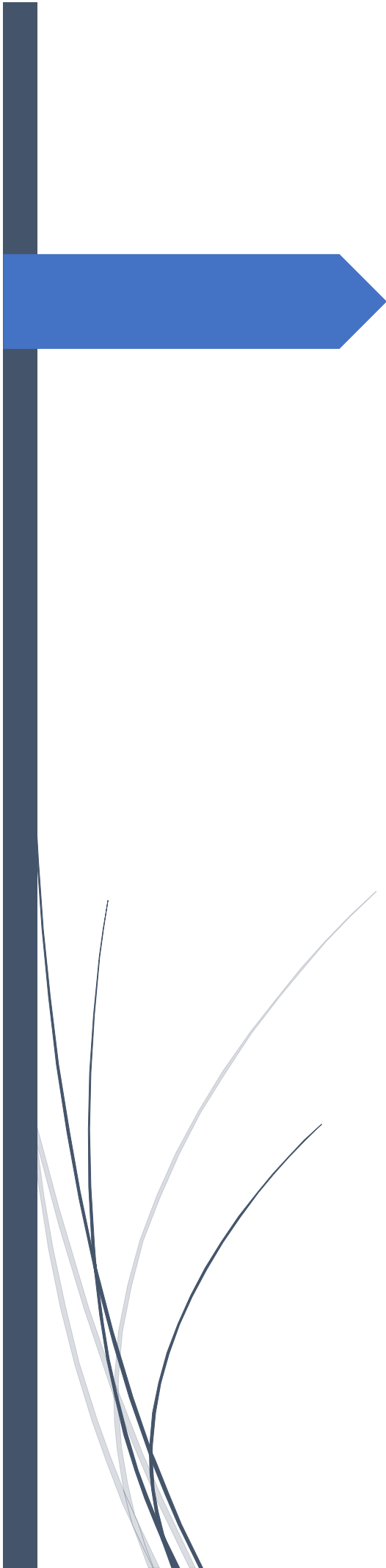
Suspend Hours are denoted in Gray Color

TIME TABLE						
19th February, 2023 to 25th February, 2023						
Attendance Confirmed Unmarked Attendance Drafted Suspended						
DAY/HOUR	HOUR 1	HOUR 2	HOUR 3	HOUR 4	HOUR 5	
19 February, 2023 Sunday						
20 February, 2023 Monday	Discrete Mathematics and Statistics 08:00 AM - 09:00 AM	Discrete Mathematics and Statistics 09:00 AM - 10:00 AM	Discrete Mathematics and Statistics 10:00 AM - 11:00 AM			



Student Admission and Support Module

LINWAYS TECHNOLOGIES PVT LTD



Admission Module

LINWAYS TECHNOLOGIES PVT LTD

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Student List	61
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Certificate Uploaded Report	66
Update Student Data	67
Admit Procedure.....	70
Admission Settings.....	70
Verification by Application Number	72
Register Number Prefix.....	73
Admit Student by Application Number.....	73
Update Admission Number.....	75
Copy Student.....	77
Admitted Count Status.....	77
Rank List Final Arrangement	79
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Allotment Rank List	81
Index Mark Report	83

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Create Reports	86
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Applicant Side	90
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Apply Online.....	91
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INTRODUCTION

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

Login to Admission Module

- Login to Linways AMS using staff account.

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

**Teacher Benefits**

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

Sign In

Sign In

 **Sign in with Google**

[Forgot Password?](#)

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

Powered by Linways Technologies Pvt. Ltd.

- Click on redirect to admission on staff home page.

Absentees Per Day

Rules and Regulations

Committees

Exam

Question Paper Upload

Question Bank

Unmarked EOD Report

Daily Work Log

File Storage

Preferences

Staff Activity Report

Online Class Report

Redirect to Admission

Users Roles Management

April 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2

QUICK REPORTS

Attendance

Exam Marks

Assignment Marks

Student Info

Hostel Report

Transportation Report

Centralised Attendance

Normalised Marks

Unmarked Faculties

Daily Work Log Reports

Subject Info

Custom Reports

PO Attainment

Assessment CO PO Rule Creation

Dynamic Report Generator

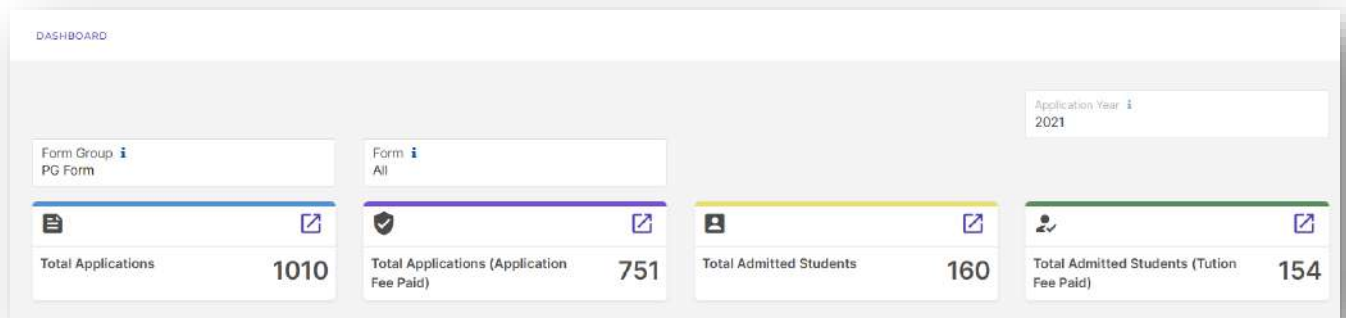
Student Placements

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

Dashboard

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

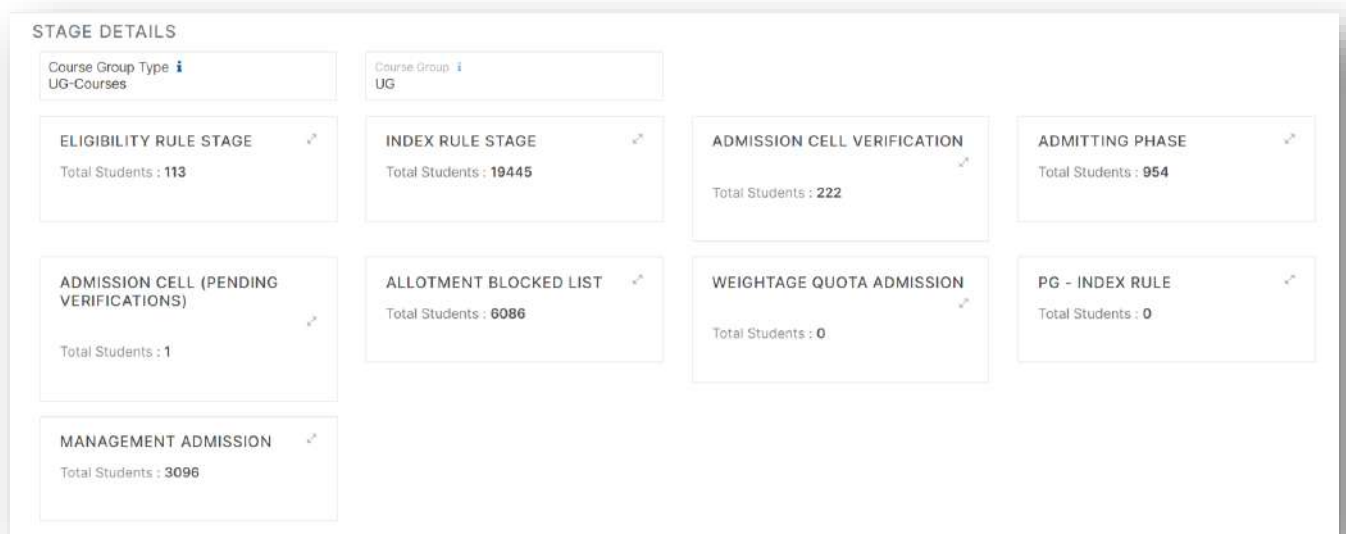
➤ Applicant Count Tiles



➤ Currently five tiles are available.

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

➤ Stage Details – Optional feature which can be used to access stages directly, also shows count of applicants currently in the stage.



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



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

APPLICATION DETAILS

Preference ⓘ
Preference 1

Course Group Type ⓘ
UG Courses

Course Group ⓘ
All

Application Fee Status ⓘ
All

Show Formwise Details

COURSES

Export

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

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

ADMIT COUNT DETAILS

Course Group Type: PG Course Group: PG [Show Filters](#) [Settings](#) [Export](#)

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

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

Settings

ADD COUNT BY FIELDS

☐ Religion
☐ Second Language
☐ Nationality
☒ Student Reservation
☒ Seat Reservation
☐ Tenth Board

ORDER FIELDS

≡ Seat Reservation ▾
☐ Enable Boys & Girls Sperate Count

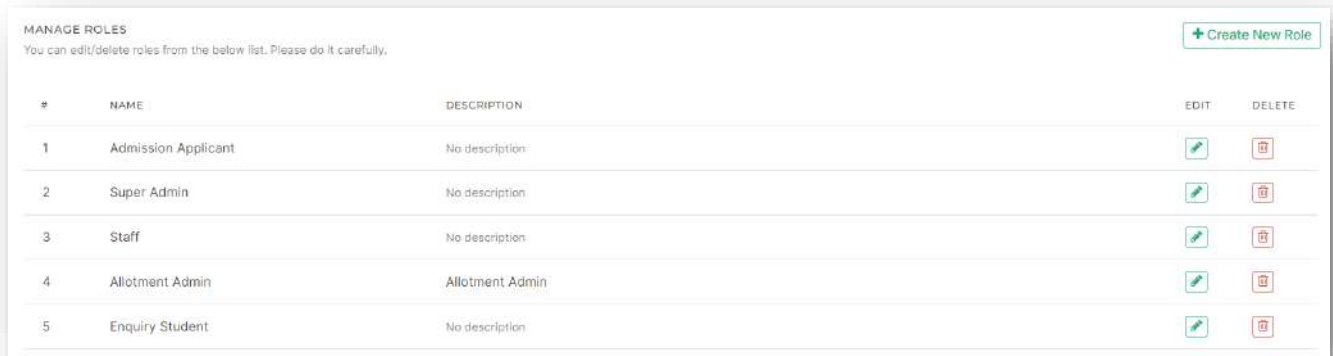
≡ Student Reservation ▾
☐ Enable Boys & Girls Sperate Count

Settings (User Privilege)

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

Manage Roles

- This option is used to create different staff roles.

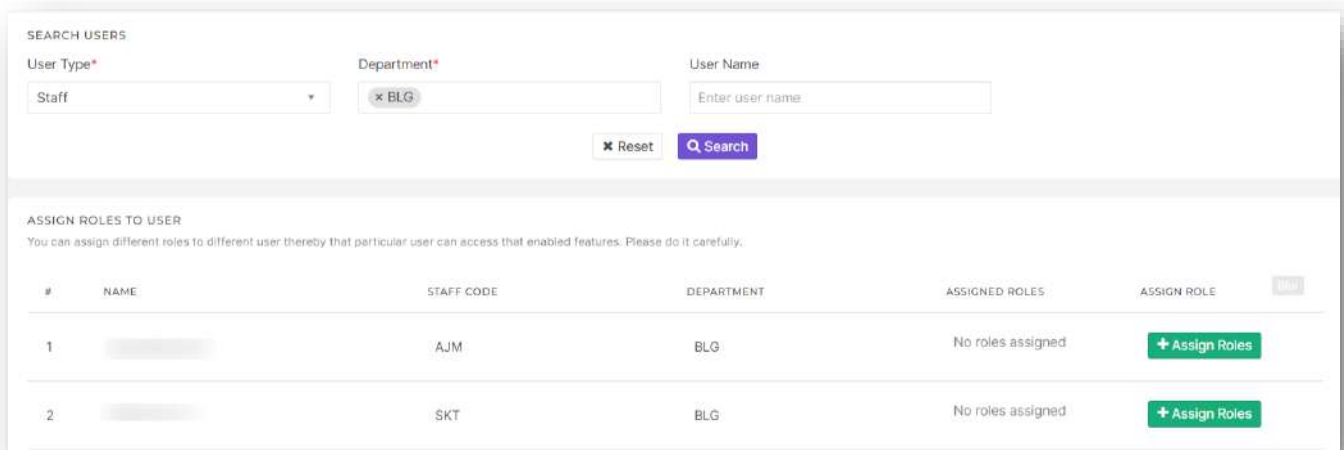


#	NAME	DESCRIPTION	EDIT	DELETE
1	Admission Applicant	No description		
2	Super Admin	No description		
3	Staff	No description		
4	Allotment Admin	Allotment Admin		
5	Enquiry Student	No description		

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

Assign Roles

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



#	NAME	STAFF CODE	DEPARTMENT	ASSIGNED ROLES	ASSIGN ROLE
1	User 1	AJM	BLG	No roles assigned	
2	User 2	SKT	BLG	No roles assigned	

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

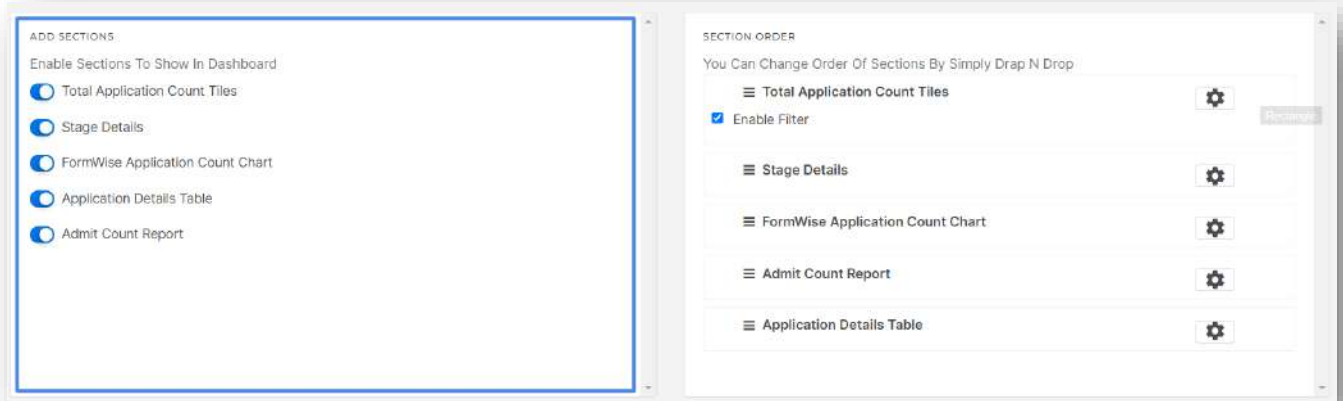
General Settings

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

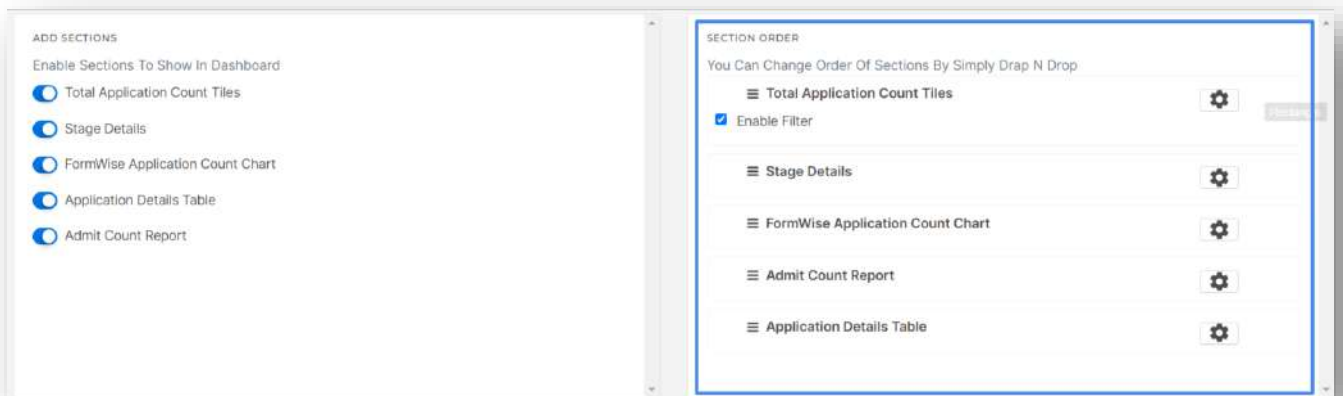
Dashboard Settings

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

- Add Sections option lets the user to enable/disable the features currently available on dashboard.



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



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

Extra Settings

ENABLE TILES

☒ Total Applications

☒ Total Applications (Application Fee Paid)

☐ Total Applications (Application Fee Not Paid)

☒ Total Admitted

☒ Total Admitted (Tution Fee Paid)

Total Applications

Total Applications (Application Fee Paid)

Total Admitted

Total Admitted (Tution Fee Paid)

Save

➤ Settings for Stage Details

Extra Settings

EXTRA FILTERS

☐ Form Filter

☐ Form Filter Inside Stage Expansion

Save

➤ Settings for Application Count Details Table

Extra Settings

CUSTOMIZE SECTIONS AND SUBSECTIONS

☐ Religion

☐ Nationality

☐ Second_Language

CUSTOMIZE DEFAULT FILTER FOR APPLICATION FEE STATUS

Application Fee Status ⓘ

CUSTOMIZE SUM OF STAGES TO BE SHOWN

Enter Heading

☐ Eligibility For UG

☐ Index,Tie And Ranklist 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

+

Save

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

COURSE TABLE SETTINGS

Enable Stages To Be Shown In Course Wise Table

- ☒ Eligibility For UG
- ☒ Index,Tie and Ranklist Calculation
- ☒ Certificate Verification
- ☒ Weightage Quota & Management Quota
- ☒ Entrance Exam Admit Card
- ☒ Eligibility for PG
- ☒ Index and Rank list for PG
- ☒ Certificate verification for PG

STAGE ORDER

You Can Change Order Of Stages By Simply Drag N Drop

- ≡ Eligibility For UG
- ≡ Index,Tie and Ranklist Calculation
- ≡ Certificate Verification
- ≡ Weightage Quota & Management Quota
- ≡ Eligibility for PG
- ≡ Index and Rank list for PG
- ≡ Certificate verification for PG
- ≡ Entrance Exam Admit Card

Save Stage

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

COURSE TABLE SETTINGS

Enable Stages To Be Shown In Course Wise Table

- ☒ Eligibility For UG
- ☒ Index,Tie and Ranklist Calculation
- ☒ Certificate Verification
- ☒ Weightage Quota & Management Quota
- ☒ Entrance Exam Admit Card
- ☒ Eligibility for PG
- ☒ Index and Rank list for PG
- ☒ Certificate verification for PG

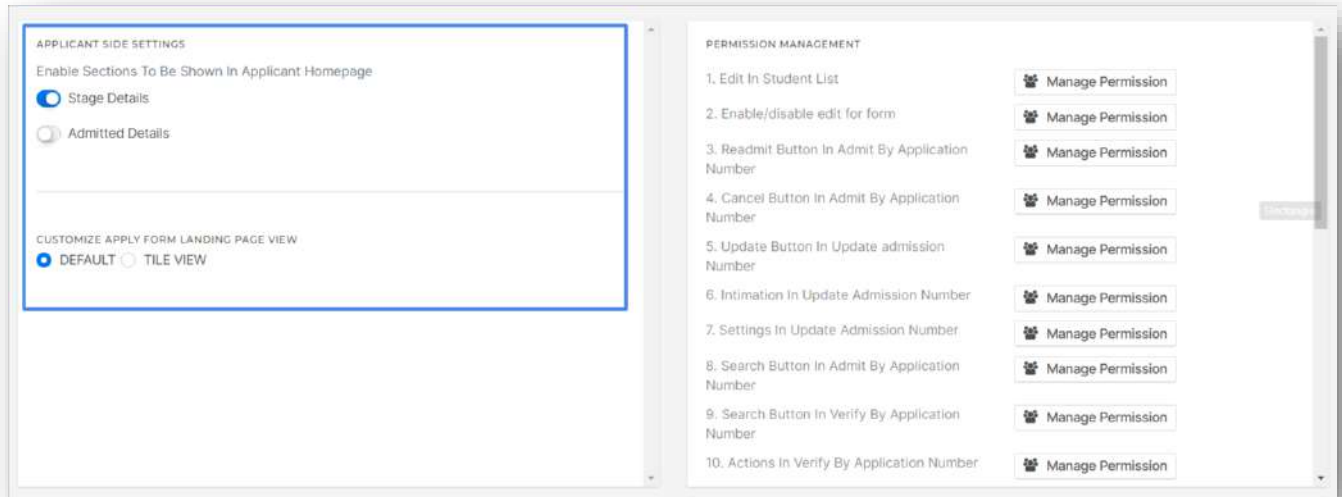
STAGE ORDER

You Can Change Order Of Stages By Simply Drag N Drop

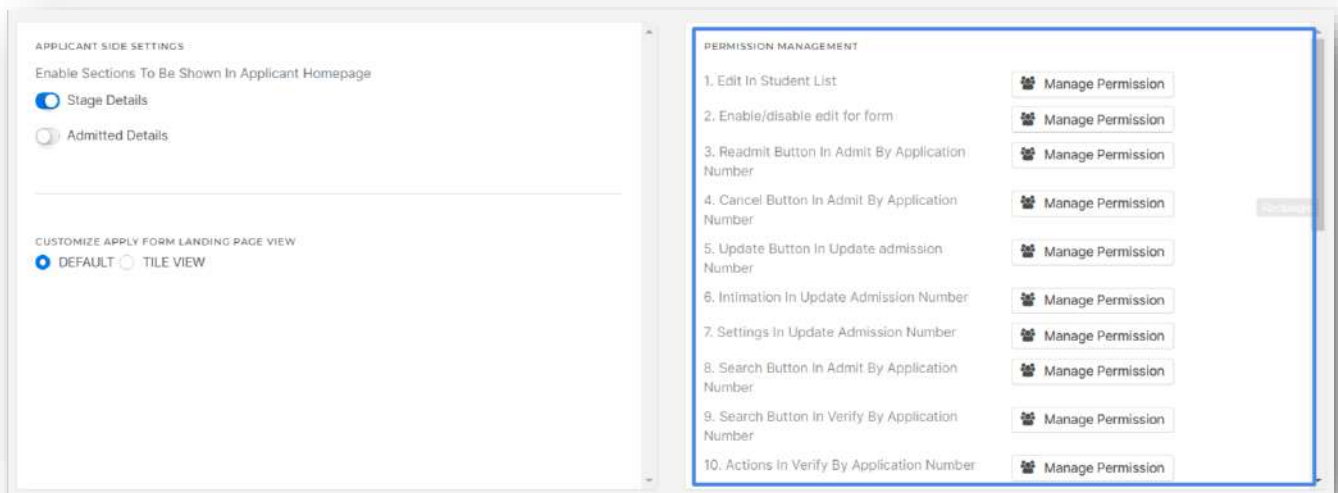
- ≡ Eligibility For UG
- ≡ Index,Tie and Ranklist Calculation
- ≡ Certificate Verification
- ≡ Weightage Quota & Management Quota
- ≡ Eligibility for PG
- ≡ Index and Rank list for PG
- ≡ Certificate verification for PG
- ≡ Entrance Exam Admit Card

Save Stage

- Applicant Side Settings lets the user to enable options like admit details, stage details in applicant side home page. Also it lets the user to switch between tile view and default view for forms in Apply Online menu.

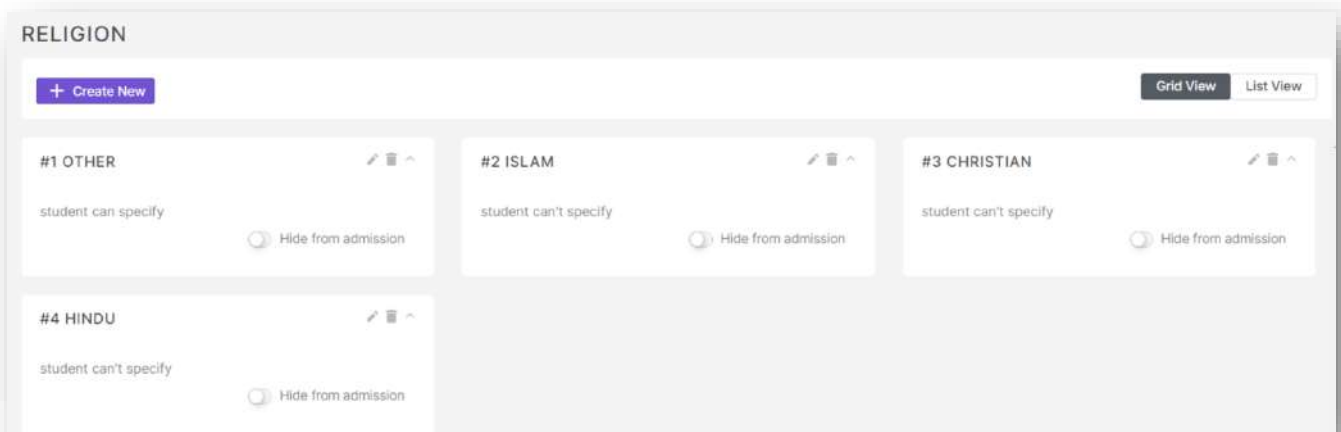


- Permission Management menu lets the user to add assign permissions for staffs for options throughout the admission module such as
- Permission for Edit option in student list
 - Permission for Enable/Disable edit option for applicants from student list.
 - Permission for Readmit button in Admit student by application number.
 - Permission for Cancel button in Admit student by application number.
 - Permission for Update button in Update Admission number.
 - Permission for Intimation option in Update Admission number.
 - Permission for Settings button in Update Admission number.
 - Permission for Search button in Admit student by application number.
 - Permission for Search button in Verify student by application number.
 - Permission for Actions in Verify student by application number.
 - Permission for Block/Unlock by course in Verify student by application number.
 - Permission for Cancel option (Block by course) in Update admission number.
 - Permission for update reservation for students who were admitted through allotment in admit student by application number.
 - Permission for option to enable edit of application forms once the forms are unpublished.
 - Permission for Enable additional fee in admit student by application number.
 - Permission for Set as last section submitted button in student list.
 - Permission for Offline payment option from student list.
 - Permission for Check Status option from student list.
 - Permission for Offline payment option from student list.
 - Permission for Preview option from student list.
 - Permission for Print option from student list.
 - Permission for Admission form column in student list.
 - Permission for Applied Course column in student list.
 - Permission for Verified status column in student list.
 - Permission for Application bulk download option in student list.
 - Permission for Admit Slider option from student list.



Religion

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



Caste

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

CASTE

Choose Religion:
HINDU

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

#1 KADAIYAN student can't specify ☐ Hide from admission Add Sub Caste +	#2 KHATIK student can't specify ☐ Hide from admission Add Sub Caste +	#3 BOYAN student can't specify ☐ Hide from admission Add Sub Caste +
---	---	--

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.

NATIONALITY

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

1. OTHERS student can specify ☐ Hide from admission	2. INDIAN 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.

COUNTRY

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

1. OTHERS student can specify ☐ Hide from admission	2. INDIA 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.

STATE

Choose Country:
India

[+ Create New](#)

Grid ViewList View

#1 OTHER

student can specify

Add District +

☐ Hide from admission

#2 CHANDIGARH

student can't specify

Add District +

☐ Hide from admission

#3 NEW DELHI

student can't specify

Add District +

☐ 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.

MOTHER TONGUE

[+ Create New](#)

Grid ViewList View

1. OTHER NEW

student can specify

☐ Hide from admission

2. MALAYALAM NEW

student can't specify

☐ Hide from admission

Weightage Quota

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



ADMISSION WEIGHTAGE QUOTAS

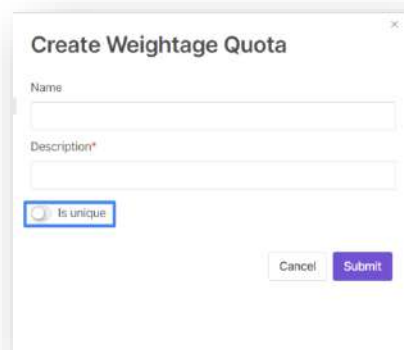
Create +

CALICUT UNIVERSITY GRADUATE
Assign to specific form

CSS
Assign to specific form

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.



Create Weightage Quota

Name

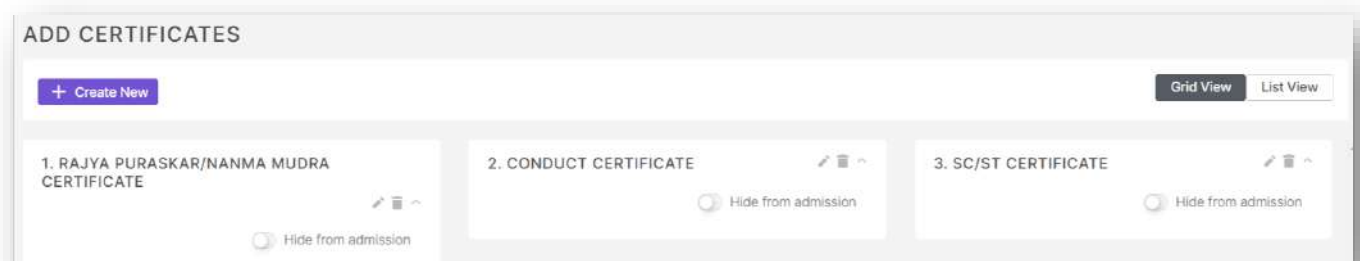
Description*

☐ Is unique

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.



ADD CERTIFICATES

+ Create New

Grid View List View

1. RAJYA PURASKAR/NANMA MUDRA CERTIFICATE
Hide from admission

2. CONDUCT CERTIFICATE
Hide from admission

3. SC/ST CERTIFICATE
Hide from admission

Student Reservation

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

The screenshot shows the 'STUDENT RESERVATION' management interface. At the top, there is a '+ Create New' button and 'Grid View' / 'List View' toggle buttons. Below, three reservation categories are listed in a grid:

Category	Code	Description	Hide from admission
1. OEC	CODE : 4	Description :	☐
2. ST	CODE : 6	Description :	☐
3. GENERAL	CODE : 2	Description : FORWARD CASTE	☐

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.

The screenshot shows the 'SEAT RESERVATION' management interface. It features a '+ Create New' button and a '≡ 1. GENERAL (OPEN QUOTA)' section. The details for this category are:

- (Open Quota)
- Parent Reservation Category :
- Vacant Seat Credit To :

At the bottom right, there is a 'Hide from admission' toggle switch.

- When creating a seat reservation option to set parent seat reservation and to which seat reservation vacant seats needs to be credited to is also there.

The screenshot shows the 'Seat Reservation' creation form. It includes the following fields and controls:

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

Courses and Seats

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

COURSES 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	☒	☒
≡	3	B. VOC. TOURISM AND HOSPITALITY MANAGEMENT [THM]	BVoc	THM	Allocate seat	☒	☒
≡	4	B. VOC. VISUAL COMMUNICATION [BVC]	BVoc	MAS	Allocate seat	☒	☒

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

Course and seats

COLLEGE EVENTS

Sl.No	Reservation name	Merit seat no	Waiting seat no
1	GENERAL (Open Quota)	0	0
2	Scheduled Caste	0	0
3	Other Backward Christians (OBC)	0	0

6	Ezhava, Thiyya and Billava	0	0
7	Latin Catholics other than Anglo Indians	0	0
8	Other Backward Hindus	0	0

General Admission seats

Management Admission seats

Weightage Admission seats

Total seats

Save changes

Close

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

APPLICATION FEE CATEGORY

+ Create New Grid View List View

Category Name	Fee amount	Student Reservation	Seat reservation
1. LAKSHADWEEP	1.00		
2. STUDENTS(WITH PRESENTATION WITH PUBLICATION)	400.00		
3. RESEARCH SCHOLARS & GUEST FACULTY(WITH PRESENTATION & PUBLICATION)	500.00		

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.

APPLICATION FEES

+ Create New Grid View List View

Fee Type Name	Fees Amount
1. LAKSHADWEEP	1.00
2. APPLICATION FEE.	125.00
3. APPLICATION FEE	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.

Application Fees

Enter Name: APPLICATION FEE.

☐ All Students ☒ Students matching conditions

Condition: Nationality = OTHERS

Enter 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.

SL.NO	FEES NAME	ASSIGN FOR COURSES	FEE AMOUNT	ENABLE FEE
1	APPLICATION FEE	☐ Enable Course wise fee	250.00	☒

Content Templates

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

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

CONTENT TEMPLATES

Choose a template
Student Payment Success SMS content

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

Template Id

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

Reset Submit

Blood Group

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

BLOOD GROUP

+ Create New
Grid View List View

1. O-
Key: O-
☐ Hide from admission

2. O+
Key: O+
☐ Hide from admission

3. B-
Key: B-
☐ 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.

OTHER MASTER TABLES

+ Add New

I WANT

Name ☐ Enable Sorting by display name.

* This field is representing the options.

key	Display name	Is other
Participation in Confere	Participation in Confere	☐
Participation and Prese	Participation and Prese	☐
Participation Presentati	Participation Presentati	☐

Add option Update

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.

TALUK FOR ERNAKULAM

Choose Country: India Choose State: Kerala Choose District: Ernakulam

+ Create New Grid View List View

1. KUNNATHUNADU NEW

student can't specify ☐ Hide from admission

Admission General Settings

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

GENERAL SETTINGS		
SL.NO	SETTINGS NAME	VALUE
1	Choose active year	x 2021
2	Customize Applicant Registration Portal	select data
3	Customize Applicant Registration Portal Intimation options	x Email
4	Customize Student Payment Options	x Online Payment
5	Customize Payment Success Intimation Options	x Email

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

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

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

[Update](#)

Custom Tags

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

ADMISSION CUSTOM TAGS

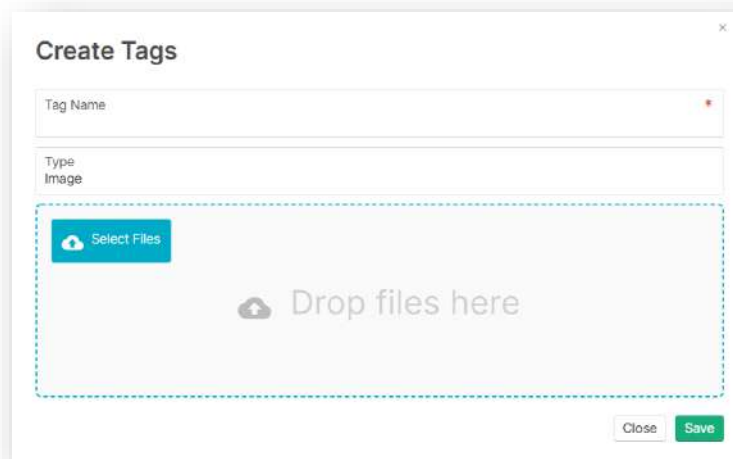
[+ Add New Tag](#)

1 VILLAGE

Code : village

☐ Hide from admission

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



Create Tags

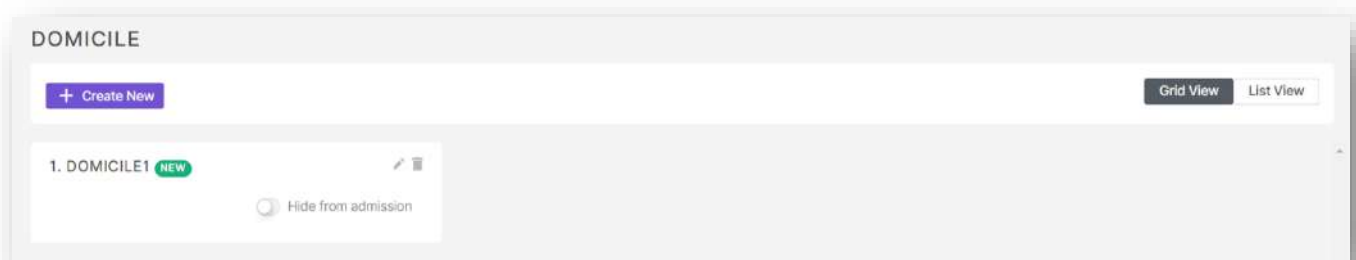
Tag Name

Type
Image

 Drop files here

Domicile

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



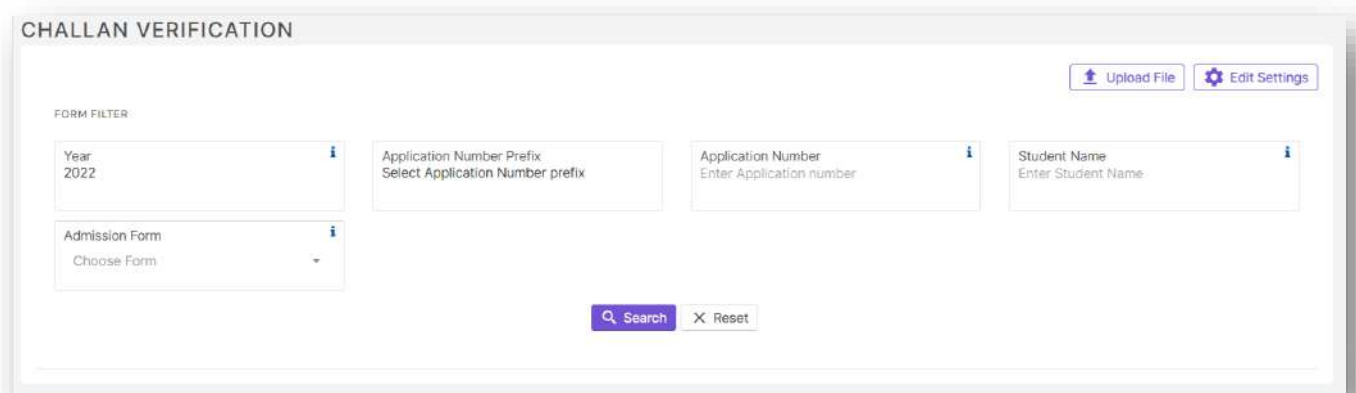
DOMICILE

Grid View List View

1. DOMICILE1 NEW	 
☐ Hide from admission	

Admission Challan Verification

- This option allows the user to verify application fee payment done through challan mechanism.
- The option includes with a feature to upload challan related file received from the bank.



CHALLAN VERIFICATION

FORM FILTER:

Year
2022

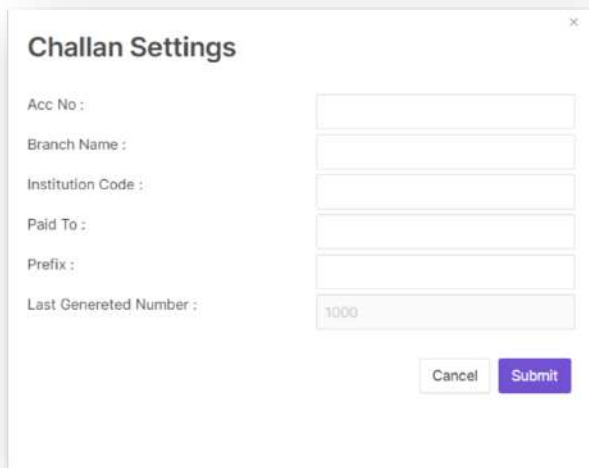
Application Number Prefix
Select Application Number prefix

Application Number
Enter Application number

Student Name
Enter Student Name

Admission Form
Choose Form

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



Challan Settings

Acc No :

Branch Name :

Institution Code :

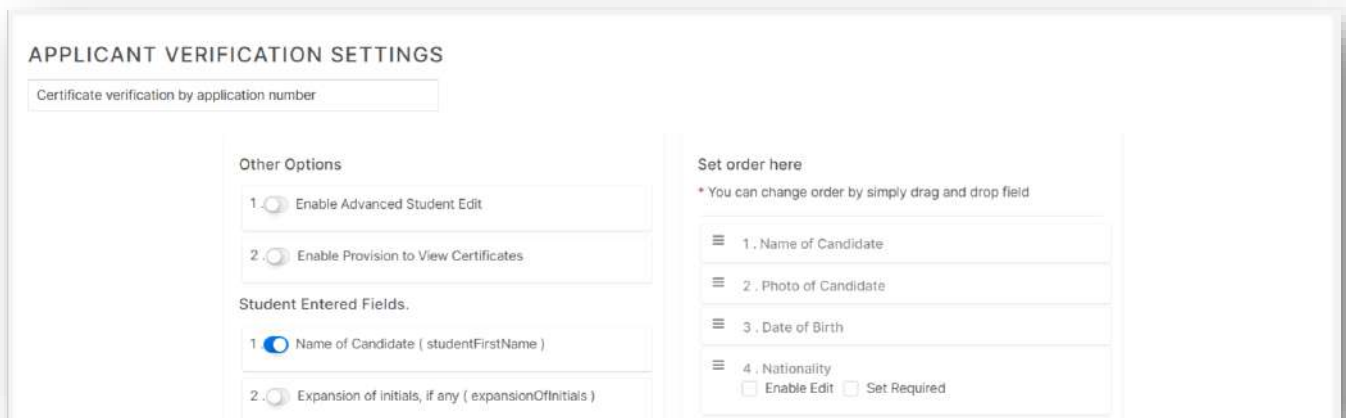
Paid To :

Prefix :

Last Generated Number :

Applicant Verification Settings

- This option allows the user to configure field in admit student by application number screen and verify student by application number screen.
- Also the option allows the user to configure fields for applicant side extra details screen (screen enabled so that applicants can enter additional data after they have completed application fee payment).



APPLICANT VERIFICATION SETTINGS

Certificate verification by application number

Other Options

1 ☐ Enable Advanced Student Edit

2 ☐ Enable Provision to View Certificates

Student Entered Fields.

1 ☒ Name of Candidate (studentFirstName)

2 ☐ Expansion of Initials, if any (expansionOfInitials)

Set order here

* You can change order by simply drag and drop field

1 . Name of Candidate

2 . Photo of Candidate

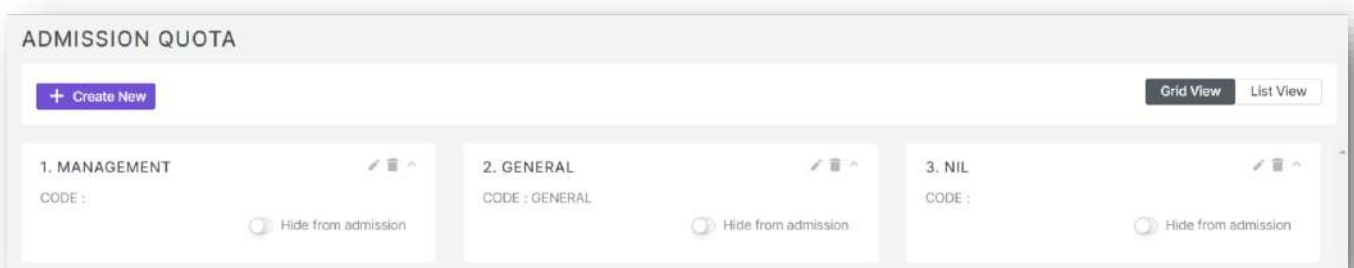
3 . Date of Birth

4 . Nationality

☐ Enable Edit ☐ Set Required

Admission Quota

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

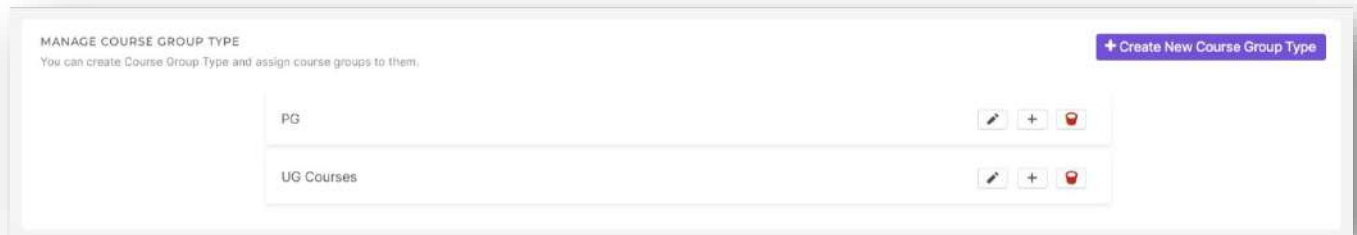


ADMISSION QUOTA

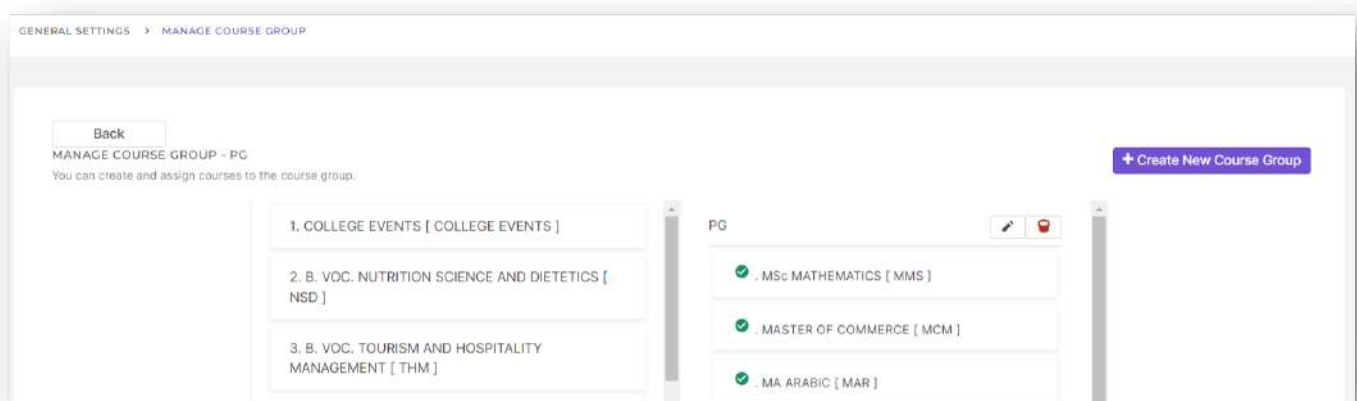
1. MANAGEMENT CODE : ☐ Hide from admission	2. GENERAL CODE : GENERAL ☐ Hide from admission	3. NIL CODE : ☐ Hide from admission
--	---	---

Manage Course Group

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



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



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

Qualification Settings

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

Board/Stream Type

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

The screenshot shows a web interface titled "BOARD / STREAM TYPE". At the top left is a "Create +" button. At the top right are "Grid View" and "List View" tabs. Below these are four cards representing different board/stream types:

- #1 HSE**
Desc: Higher Secondary Examination (TWELFTH)
Controls: +, [icon], [icon], Hide from admission (toggle off)
- #2 VHSE**
Desc: Vocational Higher Secondary Examination (TWELFTH)
Controls: +, [icon], [icon], Hide from admission (toggle off)
- #3 CBSE**
Desc: Central Board of Secondary Examinations (TWELFTH)
Controls: +, [icon], [icon], Hide from admission (toggle off)
- #4 ICSE**
Desc: (TWELFTH)
Controls: +, [icon], [icon], Hide from admission (toggle off)

- 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.

The screenshot shows a modal form titled "Create Board / Stream Type". It contains the following fields and controls:

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

- 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.

BOARD / STREAM TYPE

Create +

Grid View List View

#1 HSE

Desc: Higher Secondary Examination (TWELFTH)

+

Hide from admission

#2 VHSE

Desc: Vocational Higher Secondary Examination (TWELFTH)

+

Hide from admission

- The subject group mapping screen is shown below.

Subject Group - HSE

ELECTIVE COURSE (Which is not included in core)

Enable

Overall CGPA

Enable

COMMON COURSE OTHER THAN LANGUAGES(If applicable)

Enable

OPEN COURSE

Enable

COMPLEMENTARY COURSE II(If applicable)

Enable

COMPLEMENTARY COURSE I

Enable

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

Mark entry configuration

Mark Entry Type*

Mark

Show Subject By*

Dropdown

Display Subject*

Name

Number of Subjects*

10

Number of required subjects*

0

Required error message to display*

Edit Max marks*

☒

Enable Grade*

☐

Enable Grade Point*

☐

Enable Subject Percentage*

☐

Show Total Percentage*

☒

Hide Overall Percentage*

☐

Show Highest CGPA*

☐

Show Obtained CGPA*

☐

Cancel

Submit

Subjects

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

The screenshot shows a web interface titled "SUBJECTS". At the top left is a "Create +" button. Below it, there are six subject cards arranged in a 2x3 grid. Each card contains a subject ID, the subject name, and a description. To the right of each card are edit and delete icons.

Subject ID	Subject Name	Description
#1 ENGLISH	Desc: ENG	
#2 SECOND LANGUAGE	Desc: SLA	
#3 PHYSICS	Desc: PHY	
#4 CHEMISTRY	Desc: CHE	
#5 BIOLOGY	Desc: BIO	
#6 ACCOUNTANCY	Desc: ACC	

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.

The screenshot shows a web interface titled "Subject Group". At the top left is a "+ Create New" button. At the top right are "Grid View" and "List View" tabs. Below these are three subject group cards arranged horizontally. Each card contains a group number, the group name, and a description. To the right of each card are edit and delete icons.

Group ID	Group Name	Description
1.	SKILL DEVELOPMENTS COMPONENTS	
2.	GENERAL EDUCATION COMPONENTS: OTHER THAN LANGUAGE	
3.	GENERAL EDUCATION COMPONENTS: MALAYALAM	

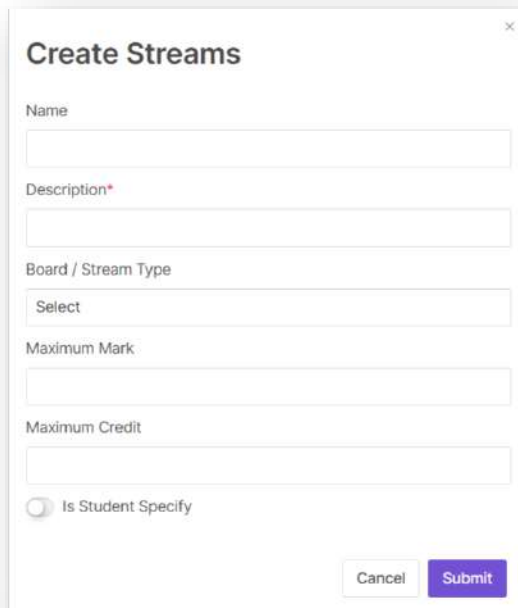
Stream

- 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.

The screenshot shows a web interface titled "STREAMS". At the top left is a "Create +" button. At the top right are "Grid View" and "List View" tabs. Below these are two filter boxes: "Type" (set to "All") and "Board Stream Type" (set to "All"). Below the filters are two stream cards arranged horizontally. Each card contains a stream ID, the stream name, and a description. Below the stream name is the "Board/Stream type". At the bottom of each card are icons for edit, delete, and a "Hide from admission" toggle switch.

Stream ID	Stream Name	Description	Board/Stream type	Hide from admission
#1 HSE02	(BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, STATISTICS)	BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, STATISTICS	HSE(TWELFTH)	☐
#2 HSE01	(BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS)	BUSINESS STUDIES, ACCOUNTANCY, ECONOMICS, MATHEMATICS	HSE(TWELFTH)	☐

- 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*

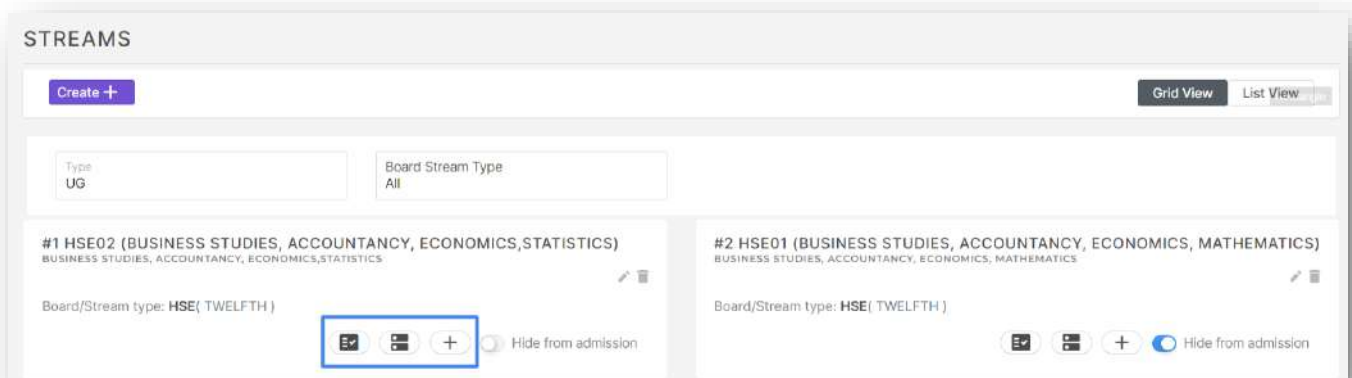
Board / Stream Type

Maximum Mark

Maximum Credit

☐ Is Student Specify

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



STREAMS

Grid View List View

Type: Board Stream Type:

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

Board/Stream type: HSE(TWELFTH)

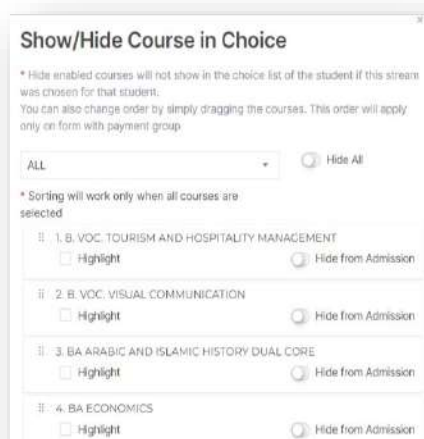
☐ Hide from admission

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

Board/Stream type: HSE(TWELFTH)

☒ Hide from admission

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



Show/Hide Course in Choice

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

☐ Hide All

* Sorting will work only when all courses are selected

ii 1. B. VOC. TOURISM AND HOSPITALITY MANAGEMENT

☐ Highlight ☐ Hide from Admission

ii 2. B. VOC. VISUAL COMMUNICATION

☐ Highlight ☐ Hide from Admission

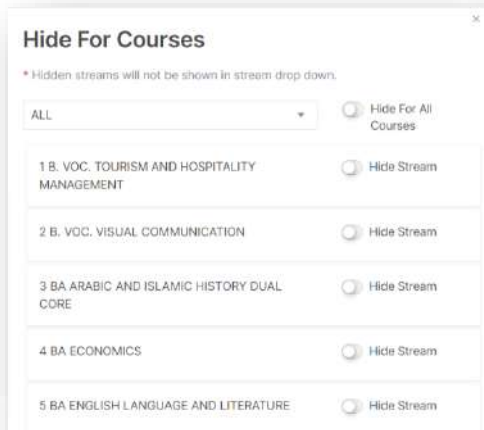
ii 3. BA ARABIC AND ISLAMIC HISTORY DUAL CORE

☐ Highlight ☐ Hide from Admission

ii 4. BA ECONOMICS

☐ Highlight ☐ Hide from Admission

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



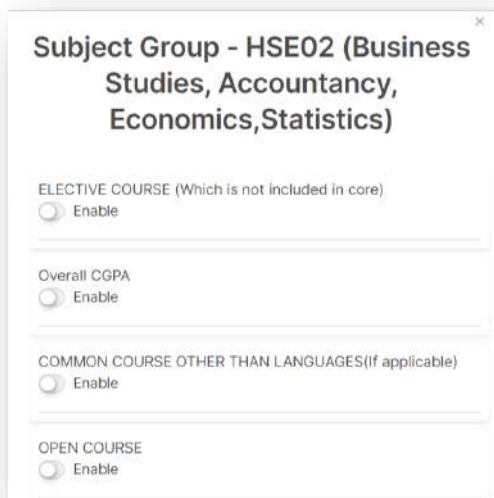
Hide For Courses

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

ALL ☐ Hide For All Courses

1 B. VOC. TOURISM AND HOSPITALITY MANAGEMENT	☐ Hide Stream
2 B. VOC. VISUAL COMMUNICATION	☐ Hide Stream
3 BA ARABIC AND ISLAMIC HISTORY DUAL CORE	☐ Hide Stream
4 BA ECONOMICS	☐ Hide Stream
5 BA ENGLISH LANGUAGE AND LITERATURE	☐ Hide Stream

- Option to map subject group to stream.



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

ELECTIVE COURSE (Which is not included in core)
☐ Enable

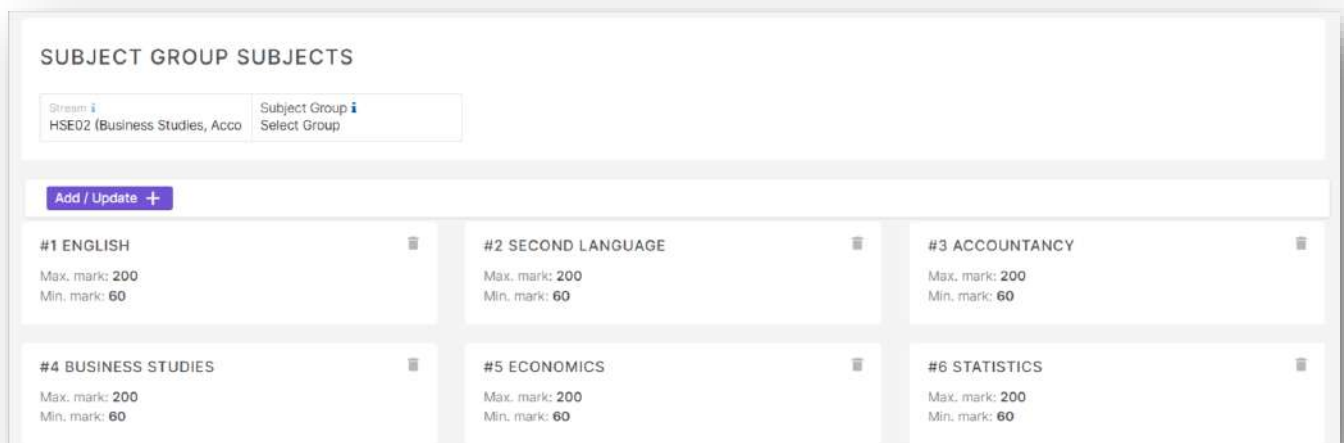
Overall CGPA
☐ Enable

COMMON COURSE OTHER THAN LANGUAGES (If applicable)
☐ Enable

OPEN COURSE
☐ Enable

Stream Subject

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



SUBJECT GROUP SUBJECTS

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

Add / Update +

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

Add / Update SubjectGroup
Subject

English	Max. Mark : 200 Min. Mark : 60	✓
Second Language	Max. Mark : 200 Min. Mark : 60	✓
Physics	Max. Mark Min. Mark	✗
Chemistry	Max. Mark 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.

PREVIOUS UNIVERSITY

+ Create New
Grid View
List View

1. OTHERS
student can specify

2. BHARATHIAR UNIVERSITY
student can't specify

3. SHREE SANKARACHARYA UNIVERSITY OF SANSKRIT
student can't specify

Second Language

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

SECOND LANGUAGE

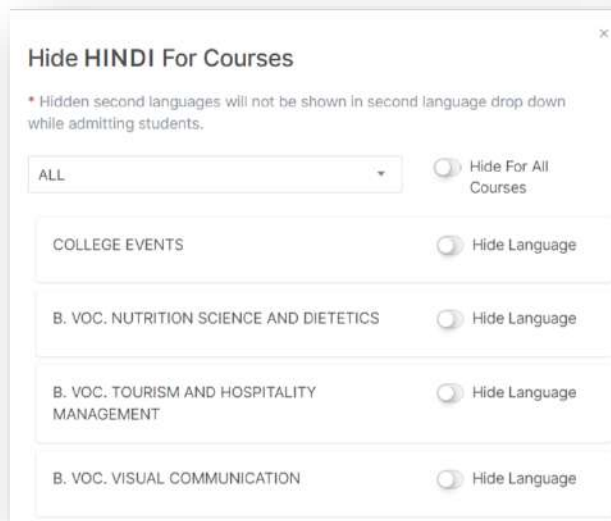
+ Create New
Grid View
List View

1. HINDI
Description : HINDI
code : CHIA
show for admission
Hide for courses

2. ARABIC
Description : ARABIC
code : CARA
show for admission
Hide for courses

3. MALAYALAM
Description : MALAYALAM
code : CMAA
show for admission
Hide for courses

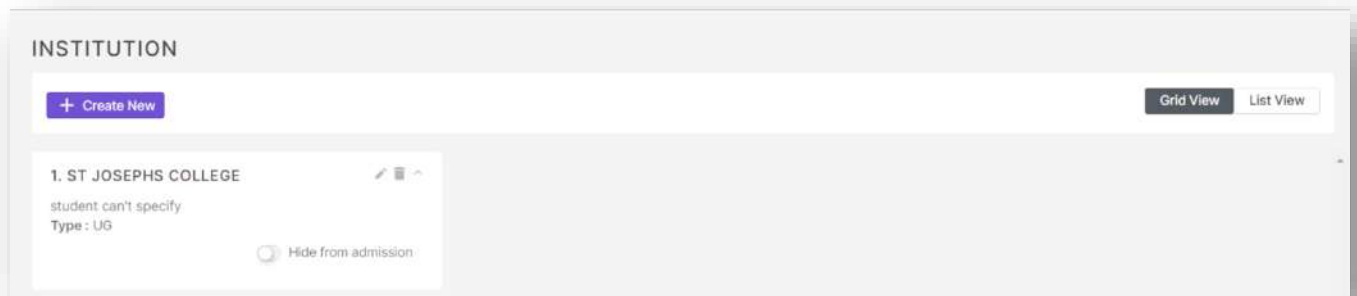
- The hide for courses button allows the user to hide the second language for specific courses.



The dialog box is titled "Hide HINDI For Courses" and contains a warning message: "Hidden second languages will not be shown in second language drop down while admitting students." Below the message is a dropdown menu currently set to "ALL". To the right of the dropdown is a radio button labeled "Hide For All Courses". Below this, there is a list of courses, each with a radio button labeled "Hide Language". The courses listed are: "COLLEGE EVENTS", "B. VOC. NUTRITION SCIENCE AND DIETETICS", "B. VOC. TOURISM AND HOSPITALITY MANAGEMENT", and "B. VOC. VISUAL COMMUNICATION".

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.



The interface is titled "INSTITUTION" and features a "+ Create New" button. In the top right corner, there are "Grid View" and "List View" tabs. Below the header, a list of institutions is shown. The first entry is "1. ST JOSEPHS COLLEGE", which includes a status "student can't specify", a "Type : UG", and a "Hide from admission" radio button.

Admission Form Settings

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

Admission Form

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

The screenshot displays the 'ADMISSION FORM' management interface. At the top, there is a 'FORM FILTER' section with a 'Year' dropdown set to '2021'. Below the filter are 'Search' and 'Reset' buttons. A '+ Add Form' button is on the left, and a 'Set Form Order' button is on the right. The main area shows two forms:

- #1 APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME**
Year: 2021, No. Phases: 1
Options: ☐ Publish form, ☒ Publish For Late Admission, ☒ Enable Edit, ☒ Enable print
- #2 APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22**
Year: 2021, No. Phases: 1
Options: ☒ Publish form, ☒ Publish For Late Admission, ☒ Enable Edit, ☒ Enable print

Each form card has a set of icons at the bottom for actions like add, edit, delete, and settings.

- To create a new form, click on add form button.
- Then fill in all the details required to create a form as shown in figures below.

The screenshot shows the 'Admission Form' creation form. It includes the following fields and options:

- Form Name *
- Form Code *
- Form Description
- Course Name *
- Application Year * (dropdown, currently 'Select')
- Phase * (dropdown, currently '1')
- Phase 1 Start Time *
- Phase 1 End Time *
- Application No. Start *
- Application No. End
- Application No. Difference *
- Application No. Prefix
- ☐ Enable Leading Zero

Red asterisks (*) indicate required fields.

Terms & Conditions

File Edit View Insert Format Tools Table Help

↶ ↷ Paragraph B I ↵ ≡ ≡ ≡ ≡ ↶ ↷ ...

p 0 WORDS POWERED BY TINY

Instructions

File Edit View Insert Format Tools Table Help

↶ ↷ Paragraph B I ↵ ≡ ≡ ≡ ≡ ↶ ↷ ...

Application Number Generates At

After completing payment

Application Print

Select

Allotment Memo Format

Select

Additional Allotment Memo Format

☐ Single Print For Multiple Application

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

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

☐ Enable auto admit on final submission

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

☐ Enquiry Form

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

Stage Action Type

COURSE CENTRIC

Apply After ⓘ

OPEN FOR

Close Save change

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

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

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

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

The 'Admission Form Section' window shows configuration for a form section. At the top, there are fields for 'Section' (with an info icon and a red asterisk) and 'Section Type' (with a red asterisk). Below these fields are 'Reset' and 'Edit Section' buttons. The main area is titled 'Section(s)' and contains three expandable sections: 'PERSONAL DETAILS', 'EDUCATIONAL AND OTHER DETAILS', and 'MARK ENTRY'. Each section has a list icon on the left and edit/delete/expand icons on the right. The 'PERSONAL DETAILS' section is expanded, showing a toggle for 'Enable Edit After payment also' and a required 'Intimation Type' field with radio button options: NONE (selected), BOTH, SMS, and EMAIL.

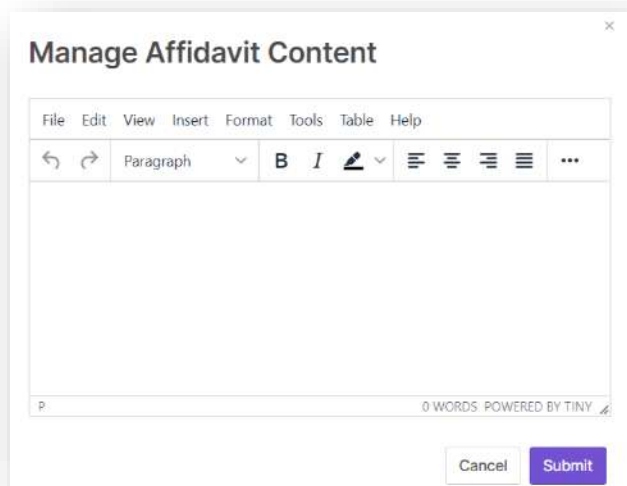
- Add Certificate button – To map certificates to form and set rules.

The 'Add certificates' window is for configuring certificate uploads. It starts with a section for '1. AADHAR' containing a toggle for 'Enable form wise' and a note about student portal access. Below this is a 'Select all course' checkbox. A grid of course checkboxes follows, including MA ARABIC, MA ENGLISH, MSc CHEMISTRY, MSc MATHEMATICS, MA ECONOMICS, MASTER OF COMMERCE, MSc FOOD SCIENCE & TECHNOLOGY, and MSc ZOOLOGY. There are also checkboxes for 'Required', 'Only Show After Admit', and 'Show for Student Matching Conditions' (with 'Show for All Students' selected). A dropdown menu is labeled 'Select Stage For Enabling Stage Wise Certificate Upload' with a 'Choose Stage' button. A footer note states: '* You need to enable student wise upload flag if a stage is selected to show certificate in student side'.

- Intimation option for last section submission

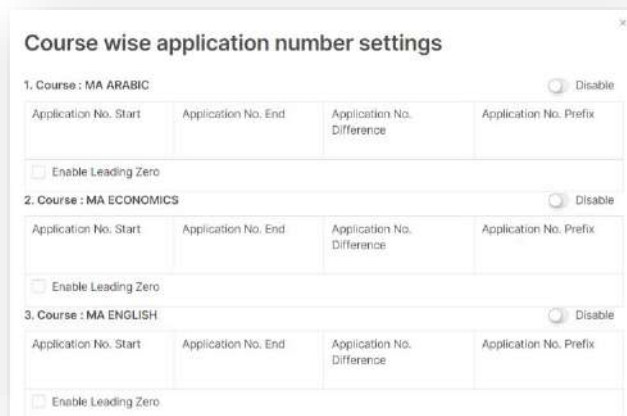
The 'Admission Form Last Section Submission Intimation' window provides settings for the final submission notification. It includes a detailed note explaining that enabling intimation sends a notification to students, which can be a common template or form-specific. Below the note is the 'Intimation Type*' field with radio button options: NONE (selected), BOTH, SMS, and EMAIL. At the bottom right are 'Cancel' and 'Submit' buttons.

- Add Affidavit button - to set template for affidavit.



The 'Manage Affidavit Content' dialog box features a title bar with a close button (X). Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Tools, Table, and Help. A toolbar follows, containing icons for undo, redo, paragraph style selection, bold (B), italic (I), text color, background color, bulleted list, numbered list, decrease indent, increase indent, and a more options menu (three horizontal lines). The main area is a large text editor with a status bar at the bottom showing '0 WORDS' and 'POWERED BY TINY'. At the bottom right of the dialog are 'Cancel' and 'Submit' buttons.

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



The 'Course wise application number settings' dialog box has a title bar with a close button (X). It contains three sections for different courses, each with a 'Disable' toggle switch. The first section is for '1. Course : MA ARABIC', the second for '2. Course : MA ECONOMICS', and the third for '3. Course : MA ENGLISH'. Each section includes a table with four columns: 'Application No. Start', 'Application No. End', 'Application No. Difference', and 'Application No. Prefix'. Below each table is a checkbox labeled 'Enable Leading Zero'.

Application No. Start	Application No. End	Application No. Difference	Application No. Prefix

☐ Enable Leading Zero

Application No. Start	Application No. End	Application No. Difference	Application No. Prefix

☐ Enable Leading Zero

Application No. Start	Application No. End	Application No. Difference	Application No. Prefix

☐ Enable Leading Zero

Admission Form Field

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

The screenshot shows the 'ADMISSION FORM FIELD' configuration window. It features a 'FORM FILTER' section with three dropdown menus: 'Year' (set to 2021), 'Admission Form' (set to 'Application for Admission to the First Year'), and 'Form Section' (set to 'Personal Details'). Below these are 'Search' and 'Reset' buttons. A 'COPY SECTION FIELD FILTER' section follows, with similar dropdowns for 'Year of copying form' (2022), 'Admission Form' (Select Form), and 'Copying Form Section' (Select Section), along with 'Copy' and 'Reset' buttons. At the bottom, there are three field type buttons: 'Text Area', 'Number', and 'Checkbox'. A 'Name of Candidate' field is also present.

This screenshot displays the form configuration interface. On the left, a sidebar contains a 'Select' button, a 'Field Presets' button, and a list of field types: 'Advanced', 'Layout', 'Data', and 'Premium'. At the bottom of the sidebar is a green 'Save Form' button. The main area shows a form layout with fields for 'Expansion of initials, if any', 'Photo of Candidate', and 'Signature of Candidate'. Each photo field has a table with 'File Name' and 'Size' columns and a dashed box for file upload. Instructions for the photo field specify: 'Recent scanned Passport size photo with white background JPG Format less than 100kb (NO SELFIES ALLOWED)'.

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

Admission Form Order

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

The screenshot shows a web interface titled "GROUP ADMISSION FORMS". Under the heading "Non Assigned Forms", there is a list of two forms: "1. Application for Admission to the First Year Degree Programme - 2021" and "2. MESMAC 6 - 2021". Below this list is a green button labeled "PG Form" and a white button labeled "add new". A search bar with the placeholder "Enter Group Name" and the text "PG Form" is visible. The main area is divided into two columns: "Left Forms" and "Right Forms". In the "Left Forms" column, there is a form titled "1. Application for Admission to PG Programme 2021-22 - 2021" with a green "Published" tag. In the "Right Forms" column, there is a blue message box that says "No forms available in right Side.". At the bottom right, there is a purple "Update" button.

Admission Remarks Form

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

The screenshot shows a web interface titled "Admission Remarks Form". On the left side, there is a sidebar with a "Basic" tab selected. Below the tab, there is a list of field types: "Text Field", "Text Area", "Number", "Checkbox", "Select", and "Button". Below this list, there is a "Field Presets" button. Further down, there are "Advanced" and "Layout" tabs. At the bottom left, there is a green "Save Form" button. The main area on the right is titled "Remarks" and contains a large text input field and a purple "Submit" button.

Customize Offline Register Form Fields

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

ADMISSION FORM FIELD (OFFLINE REGISTER)

FORM FILTER

Year
2021

Admission Form
Application for Admission to the First Year

Form Section
Personal Details

Search

Reset

☐ All

Name of Candidate
Key : studentFirstName

☒ Required

Expansion of initials, if any
Key : expansionOfInitials

☐ Required

Admission Stage Settings

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

Stage Process

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

MANAGE STAGE PROCESS
You 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.

Stage extra options

Preview

Button label
Enter Button label

Button size: medium | Button color: primary

Stage to move
No stage moving action

+ Add Reset

You cant add more actions, but can edit moving stage

Drag buttons to update order

Submit

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

Add Field

Student Entered Data

1. ☐ Name of The Applicant

2. ☐ Student Photo

3. ☐ Date of Birth

4. ☐ Place of birth

5. ☐ Email ID

6. ☐ Nationality

7. ☐ Religion

8. ☐ Caste

Add Field

Admission Stage

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

ADMISSION STAGES

YOU CAN CHANGE STAGE ORDER BY SIMPLY DRAG AND DROP.

[Customize Mark Entry Subdivision](#) [+ Create Admission Stage](#)

#1 ENTRANCE FOR MPHIL Course :	#2 ELIGIBILITY RULE STAGE Course :	#3 INDEX MARK STAGE Course :
#4 DEPARTMENT VERIFICATION Course :	#5 PRINCIPAL APPROVAL Course :	#6 ADMITTING STAGE Course :
#7 MANAGEMENT QUOTA ADMISSION Course :	#8 DEPARTMENT REJECTED STAGE Course :	#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.
 - Show stage in dashboard as name implies displays stage in dashboard.
 - Show stage for applicants as name implies displays stage details in applicant side.

Create Admission Stage

Stage Name

☐ Avail Stage in verify student

☐ Avail Stage in admit student

☒ Show Stage in Dashboard

☒ Show Stage for Applicants

[Cancel](#) [Submit](#)

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

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

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

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

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

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

- Stage Summary – When enabled provides the currently available students in that stage. Stage summary can be customized by adding new columns. Also multiple action buttons are available in this screen.

- Eligibility rule – When enabled this option lets the user to add eligibility rules which can be used to filter eligible students for rank list generation.

#1 ELIGIBILITY RULE STAGE

Course : BA Economics

🕒

Time Schedule

To schedule time for admission candidates

👤

Grouping Mechanism

To group candidates

✍️

Mark Entry

To enter marks for candidates

🖨️

Print Out

To enable print out of hall ticket and other

📄

Stage Summary

To add table fields in stage summary

✓ Enabled

🔍

Eligibility Rule

To filter students based on some rules

✓ Enabled

Eligibility Rule

Enabled

Eligibility Rule List

Add Rule

1. ELIGIBILITY ECONOMICS

Eligibility Rule

Enabled

Back

Create Eligibility Rule

Rule Name

Required

ELIGIBILITY ECONOMICS

Select Board Type

Required

TWELFTH

Select Stream

Required

✖ HSE10 (Physics, Chemistry, Biology, Mathematics)

✖ HSE1

✖ Clear Selection

✓ Select All

12th Total Mark Percentage Required

Required

33

Select If Any One Of Subjects

☐ English

☐ Second Language

☐ Physics

☐ Chemistry

☐ Biology

☐ Accountancy

☐ Statistics

☐ Computer Science

☐ Electronics

☐ Communicative English

☐ Mathematics

☐ History

☐ Business Studies

☐ Economics

☐ Computer Application

☐ Chemistry

☐ Biology

☐ Accountancy

☐ English

☐ Second Language

☐ Physics

Select Mandatory Subjects

Individual Mark Percentage For Selected Subjects

Required

0

Number Of Selected Subject Condition (e.g. any 3)

Required

0

Select Subjects to be considered for mark percentage

Choose Subjects

Total Mark Percentage For Selected Subjects

Required

0

select category that are ineligible

Choose Weightage Quotas

Save Changes

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

- Here click on Create new to create new rule groups.

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

[Back](#)

CREATE NEW RULE

Enter Rule Name: *

INDEX ALL

Board Type *

TWELFTH

Board Stream Type

All

VARIABLES

Local Variables: ☒ Public Variables: ☐

[+ Add /Edit Variable](#)

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

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

RULE MAKER

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

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

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

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

[x Cancel](#)

[Save](#)

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

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

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

#2 INDEX MARK STAGE

Course : BA Economics

Time Schedule
To schedule time for admission candidates

Grouping Mechanism
To group candidates

Mark Entry
To enter marks for candidates

Print Out
To enable print out of hall ticket and other

Stage Summary
To add table fields in stage summary
✓ Enabled

Eligibility Rule
To filter students based on some rules

Admitting List

Enabled

Enable Pre Allotment Memo

☐ Enable

Enable Admit Student

☐ Enable

Enable Redirect To Admit Student

☐ Enable

Enable Block Student

☐ Enable

Blocked student automatically move to

Enable Stage Move

☐ Enable

Enable Block Student In Waiting List

☐ Enable

Show Weightage Quota

☐ Enable

Show Index Mark Calculation button

☐ Enable

Show Certificates

☐ Enable

Limit Count of Waiting List Student

☐ Enable

Show Stage Process

☐ Enable

Tie Rule
Tie Rule
✓ Enabled

Index Mark
Index Mark
✓ Enabled

Admitting List
Admitting List
✓ Enabled

Stage Process

Choose stage process here.

ADD FIELDS

- ☐ Date of Birth
- ☐ Place of birth
- ☐ Email ID
- ☐ Nationality
- ☐ Religion
- ☐ Caste
- ☐ Category
- ☐ Diocese
- ☐ Parish
- ☐ Marital Status
- ☐ Domicile
- ☐ Gender

CHANGE ORDER BY DRAG AND DROP

Save Form Stage Action

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

ADMISSION STAGES

YOU CAN CHANGE STAGE ORDER BY SIMPLY DRAG AND DROP.

#1 ELIGIBILITY FOR UG

Course :

#2 INDEX,TIE AND RANKLIST CALCULATION

Course :

#3 CERTIFICATE VERIFICATION

Course :

#4 WEIGHTAGE QUOTA & MANAGEMENT QUOTA

Course :

#5 ENTRANCE EXAM ADMIT CARD

Course :

#6 ELIGIBILITY FOR PG

Course :

#7 INDEX AND RANK LIST FOR PG

Course :

#8 CERTIFICATE VERIFICATION FOR PG

Course :

Update Stage Order

Manage Form Fields for Index Mark

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

The screenshot shows a web interface titled "MANAGE FORM FIELDS FOR INDEX MARK". It is divided into two main sections: "Fields From Form" and "Fields From Remarks Form".

Fields From Form: This section contains four input fields, each with a checkbox labeled "Enable For Index Mark":

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

Fields From Remarks Form: This section currently displays a light blue button that says "No Fields To Add."

Admission Form Stages

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

The screenshot shows a web interface titled "ADMISSION FORM STAGES". It features a "FORM FILTER" section at the top with two dropdown menus: "Year" (set to 2022) and "Admission Form" (set to "Choose Form"). Below these are "Search" and "Reset" buttons.

The main area displays two stages of admission forms:

- #1. APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME**
APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE PROGRAMME
Year : 2021 No. of Phases : 1 [Eye icon] [Plus icon]
- #2. APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22**
Year : 2021 No. of Phases : 1 [Eye icon] [Plus icon]

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

Assign Admission Stage

Form :Application for Admission to the First Year Degree Programme

Phase

1

Course

B.Sc PHYSICS (Mathematics and C

Admission Stages

Entrance Exam Admit Card	+
Eligibility for PG	+
Index and Rank list for PG	+
Certificate verification for PG	+

Assigned Admission Stages

≡ Eligibility For UG	-
≡ Index,Tie and Ranklist Calculation	-
≡ Certificate Verification	-
≡ Weightage Quota & Management Quota	-

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

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

[Back](#)

Admission Form Phase

1

Course

B. VOC. NUTRITION SCIENCE AND DIETETICS

#1 ELIGIBILITY FOR UG

Course : B. VOC. NUTRITION SCIENCE AND DIETETICS

☐ Hide From Applicant

👤
✉
+
⊗
✍

#2 INDEX,TIE AND RANKLIST CALCULATION

Course : B. VOC. NUTRITION SCIENCE AND DIETETICS

☒ Hide From Applicant

👤
✉
+
⊗
✍

#3 CERTIFICATE VERIFICATION

Course : B. VOC. NUTRITION SCIENCE AND DIETETICS

☐ Hide From Applicant

👤
✉
+
⊗
✍

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

Add Students to Initial Stage

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

ADD STUDENTS TO STAGE

FORM FILTER

Year
2021

Admission Form
Application for Admission to the First Ye

Admission Form Phase
All

Course Group
Select courseGroup

Branch Preferences
Choose Pattern Course

Search Reset

B.Sc PHYSICS
 Total Verified Students : 1599
 Total Stage Not Assigned Students : 6
 Total Stage Assigned Students : 1593

B.Sc CHEMISTRY
 Total Verified Students : 2101
 Total Stage Not Assigned Students : 8
 Total Stage Assigned Students : 2093

B.Sc ZOOLOGY
 Total Verified Students : 2029
 Total Stage Not Assigned Students : 8
 Total Stage Assigned Students : 2021

Integrated MSc. Biology
 Total Verified Students : 513
 Total Stage Not Assigned Students : 1
 Total Stage Assigned Students : 512

Transfer Students

Admission Stage Actions

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

The screenshot shows the 'ADMISSION STAGE ACTIONS' form. It includes fields for Year (2021), Admission Form (Application for Admission to the First Year Degree), Phase (1), and Course Group Type (UG Courses). Below these are fields for Course group (Select Course Group), Course (* B. VOC. NUTRITION SCIENCE AND DIETETICS), and Stage (Index, Tie and Ranklist Calculation). A 'FORM FILTER' section contains fields for Year (2022), Application Number Prefix (Select Application Number prefix), Application Number (Enter Application number), Sort By (Application Number), Sort order (ASC), Applied date, and Admission Confirmed Type (All). There is an 'Add Custom Filter' button, a 'Search' button, and a 'Reset' button. At the bottom right, there is a checkbox labeled 'Keep Filter Expanded Always' which is checked.

- 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

The screenshot shows the 'Stage Summary' table. It includes a 'Filter' dropdown, a 'Sort' dropdown (Set By, Ascending), and a 'Set Common Status' dropdown. Below these are buttons for 'Select Stage', 'Move To Stage', 'Move All Students Stage', 'Send Intimation', and 'Export'. The table shows 100 of 346 Applicants. The table has columns: #, APPLICATION NUMBER, STUDENT NAME, WEIGHTAGE QUOTAS, ADMISSION STATUS, ACADEMIC FEE STATUS, INDEX MARK GENERATED, RANK GENERATED, GENERAL STATUS, and CHANGE STAGE. The first two rows are visible, showing students with application numbers 1 and 2. The first student is in the 'Scouts and Guides' category, with 'Admission Not Confirmed' and 'Not Paid' fee status. The second student is in the 'Admission Confirmed' category, with 'Paid' fee status. Both students have a 'Status' dropdown and an 'Update' button next to them.

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

○ Time Schedule

Time Schedule

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

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

Venue*

Date*
dd-mm-yyyy

From Time*

To Time*

Number of Panels*
0

No. of students present in a panel at a given time*

Time Limit (in Minutes)*
0

Break Time (in Minutes)*
0

Reset

Save Time Schedule

#	☐	Venue	Date	From Time	To Time	Number of Panels	No. of students present in a panel at a given time	Time Limit (in Minutes)	Break Time (in Minutes)	Edit	Delete
1	☐	Online Interview	12-04-2022	12:00:00	14:00:00	1	1	5	0		

List All Students

List Scheduled Students

Export

SCHEDULED LIST

* This List contains Already Scheduled student data.

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

○ Mark Entry

Mark Entry

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

#	APPLICATION NUMBER	STUDENT NAME	MARK MAX MARK 60	REMARKS
1				
2				
3				

Save Marks

○ Print Out

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

○ Eligibility

Eligibility Rule

Total Eligible Students :0

Total Non-Eligible Students :1

Eligibility B. VOC. TOURISM

Apply Eligibility Rule

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

○ Index Mark

Index Mark

Choose rule group to get students

INDEX NUTRITION SCIENCE

* Rules created under the groups will be considered.

Last Applied Status SUCCESS

Apply Index Mark Rule

☐ Show index mark in student side

Apply Tie Rule

Export

Status: 381 of 381 Completed

#	STUDENT NAME	APPLICATION NO.	INDEX MARK	CALCULATION
1			1038.167	
2			1024.667	
3			1012.000	
4			1010.167	
5			1009.167	

○ Rank List

Rank List

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

Generate Rank List

Status: 244 of 0 Completed

Export

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

○ Admitting list

Admitting List

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

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

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

Q Search

X Reset

ALREADY ADMITTED STUDENTS

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

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

Applicant Manager

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

Student List

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

STUDENT LIST

FORM FILTER

Year 2021	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	Student Name Enter Student Name
Admission Form Application for Admission to PG Program	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	Ment and Waiting Allotment All	Course Group Select courseGroup	
Branch Preferences Choose Pattern Course		Admitted Course Choose Admitted Course	

Add Custom Filter

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

[Settings](#)

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

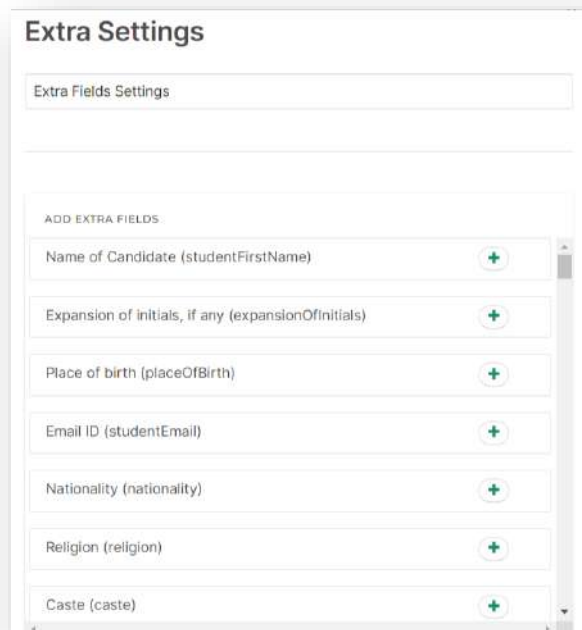
☐	SL NO	STUDENT NAME	APPLICATION NO.	APPLICATION FORM	APPLIED COURSES	STUDENT EMAIL	MOBILE NUMBER	DATE OF BIRTH	REGISTER NUMBER	VERIFIED STATUS	APPLIED DATE	VERIFIED DATE	SET AS LAST SECTION SUBMITTED
☐	1			Application for Admission to PG Programme 2021-22	MSc FOOD SCIENCE & TECHNOLOGY	admission178@test.com	9999999999	15-08-2021	-	Application Fee Paid	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 MS- FOOD SCIENCE & TECHNOLOGY	admission2590@test.com	9999999999	02-08-2021	-	Application Fee Paid	02-08-2021 04:48:09 PM	15-09-2021 02:23:49 PM	set form submitted

☐	5			Application for Admission to PG Programme 2021-22		admission9019@test.com	9999999999	-	-	Application Fee Not Paid	09-09-2021 07:12:18 PM		set form submitted
☐	6			Application for Admission to PG Programme	MASTER OF COMMERCE	admission9020@test.com	9999999999	24-05-2000	-	Application Fee Paid	09-09-2021 07:23:22 PM	13-09-2021 06:47:44 PM	set form submitted

[Records per page](#)

[1](#) [2](#) [3](#) [4](#) [5](#) ... [21](#) [50](#)

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



The screenshot shows a dialog box titled "Extra Settings". Inside, there is a section labeled "Extra Fields Settings". Below this, there is a sub-section titled "ADD EXTRA FIELDS". This section contains a list of fields that can be added to the student list, each with a green plus icon to its right. The fields are:

- Name of Candidate (studentFirstName)
- Expansion of initials, if any (expansionOfInitials)
- Place of birth (placeOfBirth)
- Email ID (studentEmail)
- Nationality (nationality)
- Religion (religion)
- Caste (caste)

- Other than the general action buttons if you scroll to the right you can see some student specific action buttons that are available. Some of them are as follows.
 - Set form submitted – to manually set an applicant's form completion status as submitted from admin side.
 - Pay offline – to make offline application fee payment against a student.
 - Check status – to check online payment status of applicant and to retry sending payment status. response query to payment gateway for pending cases.
 - Edit – to edit application form of a student from admin side.
 - Print – to take application print from admin side.
 - To Verify – the button opens a new tab with verify student by application number screen for that student.
 - To Admit – the button opens a new tab with admit student by application number screen for that student.
 - Fee Receipt – the button generates the application fee receipt print for that student.

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

Offline Register Student

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

OFFLINE REGISTER STUDENT

Register Student Apply Form

Candidate Registration

Name of Candidate*

Enter Name

As per the qualifying examination

Gender*

Select gender

Email address*

Enter Email address

Use lower-case letters to enter E-Mail ID

Mobile number*

Enter Mobile number

Register Student

OFFLINE REGISTER STUDENT

Register Student Apply Form

Applying year*

2021

Email address*

admission20@test.com

Search

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

Reset Password

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

The 'RESET PASSWORD' form contains a 'FORM FILTER' section with four input fields: 'Year' (with '2021' entered), 'Application Number Prefix' (with 'Select Application Number prefix' as a placeholder), 'Application Number' (with 'Enter Application number.' as a placeholder), and 'Student Name' (with 'Enter Student Name' as a placeholder). Below these is an 'Admission Form' dropdown menu showing 'Application for Admission to the First Yea'. At the bottom of the filter section are 'Search' and 'Reset' buttons. A 'Set Intimation content' button is located at the bottom right of the form.

- 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.

The 'Set Intimation Content' dialog box has a title bar with a close button. It contains an 'Email Subject' field with the text 'Password resetted'. Below it is an 'Email Content' field with a rich text editor toolbar (including Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, and Unlink) and a text area with the placeholder 'Enter your detailed description here'.

The 'Sms Content' dialog box has a title bar with a close button. It contains an 'Sms Content' field with the text 'Dear {{(studentName)}}, Your password is changed to {{(password)}} user name is {{(userName)}}' and a note '70 letters remaining' and '* SMS content with more than 160 letters may cause split content'. Below it is a 'Dlt Id' field with the placeholder 'Enter Dlt Id'. At the bottom are three buttons: 'Close', 'Save Temporarily', and 'Save Permanently'.

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

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

Create Custom Print

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

MANAGE CUSTOM PRINT

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

Applied List

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

APPLIED LIST

Year
2021

Student Name
Search with name

Student Email
Search with Email

Student Mobile
Search with Mobile

Gender
Select Gender

Admission Form
Choose Form

Apymnt Staus
Select Payment Status

								Export								
SL.NO.	STUDENT NAME	EMAIL	MOBILE	GENDER	APPLIED DATE	YEAR	APPLIED FORMS									
1	TEST	admission10@test.com	9961749375	MALE	15-03-2021 09:03:19 AM	2021	No Forms Applied									
2	TEST	admission11@test.com	9961749375	MALE	15-03-2021 09:05:43 AM	2021	<table> <tr> <th>SL.NO</th><th>FORM NAME</th><th>APPLICATION NUMBER</th><th>PAYMENT STATUS</th></tr> <tr> <td>1</td><td>PG sample</td><td>Mphil38</td><td>SUCCESS</td></tr> </table>	SL.NO	FORM NAME	APPLICATION NUMBER	PAYMENT STATUS	1	PG sample	Mphil38	SUCCESS	
SL.NO	FORM NAME	APPLICATION NUMBER	PAYMENT STATUS													
1	PG sample	Mphil38	SUCCESS													
3		admission12@test.com	9447462159	FEMALE	16-03-2021 05:07:52 AM	2021	<table> <tr> <th>SL.NO</th><th>FORM NAME</th><th>APPLICATION NUMBER</th><th>PAYMENT STATUS</th></tr> <tr> <td>1</td><td>PG sample</td><td>Mphil14</td><td>SUCCESS</td></tr> </table>	SL.NO	FORM NAME	APPLICATION NUMBER	PAYMENT STATUS	1	PG sample	Mphil14	SUCCESS	
SL.NO	FORM NAME	APPLICATION NUMBER	PAYMENT STATUS													
1	PG sample	Mphil14	SUCCESS													
4		admission13@test.com	9544649327	FEMALE	16-03-2021 08:21:50 AM	2021	<table> <tr> <th>SL.NO</th><th>FORM NAME</th><th>APPLICATION NUMBER</th><th>PAYMENT STATUS</th></tr> <tr> <td>1</td><td>PG sample</td><td>Mphil3</td><td>SUCCESS</td></tr> </table>	SL.NO	FORM NAME	APPLICATION NUMBER	PAYMENT STATUS	1	PG sample	Mphil3	SUCCESS	
SL.NO	FORM NAME	APPLICATION NUMBER	PAYMENT STATUS													
1	PG sample	Mphil3	SUCCESS													

Certificate Uploaded Report

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

CERTIFICATE UPLOADED REPORT

FORM FILTER

Year
2021

Admission Form
Application for Admission to PG Program

Verified date

Branch Preferences
Choose Pattern Course

Application Number Prefix
Select Application Number prefix

Filter By
Choose filter

Admit Paid Status
PAID AND ADMITTED STUDENTS

Application Number
Enter Application number

Sort By
Applied Date

Course Group
Select courseGroup

Student Name
Enter Student Name

Sort order
ASC

Add Custom Filter

Search

Reset

Choose Form

Choose Form

Choose Certificates To Show

Application Print

Management Quota Application

Clear Selection

Select All

Create Zip File

Download Zip File

Certificate name combine with

Applicaton No

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

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

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

Update Student Data

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

UPDATE STUDENT DATAS

+ Add New

1. Management and Weightage

Edit Student →

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

UPDATE STUDENT DATAS

ADD FIELDS

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

ORDER FIELDS

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

Enter Name *

Management and Weightage

[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.

UPDATE STUDENT DATAS

Manage Fields **Student List**

FORM FILTER

Year 2021	Application Number Prefix Select Application Number prefix	Application Number Enter Application number	Student Name Enter Student Name
Admission Form Application for Admission to 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
Branch Preferences Choose Pattern Course		Admission Enabled Type Admission Ena	

[Add Custom Filter](#)

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

Update Commonly For Selected Students Update Commonly For All Students										
☐	SL.NO	STUDENT NAME	APPLICATION NUMBER	APPLICATION 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 Score	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 Score	Application Fee Paid	27-07-2021 11:34:39 PM

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

Common Update

Admission Enabled Type

Admission Enabled Weightage Quota

Management Score

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

Admit Procedure

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

Admission Settings

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

ADMISSION ADMIT SETTINGS

Enable Admission Number Edit In Admit By Application Number

☒ Enable

*If this feature is enabled, the Admission number will be generated completely depend on the value given by the staff. Below mentioned Generation Methods will become unconsidered.

Enable Roll Number Edit In Admit By Application Number

☒ Enable

Enable Admitted Date Edit In Admit By Application Number

☒ Enable

Cancel Entire admission for student while cancel admission from admit by application number screen

☐ Enable

*By enabling this setting,the entire admission of the student will be cancelled.You have to choose the course and the type to admit again

Provide Time Limit For Fee Payment After Confirming Seat

☐ Enable

*By enabling this setting,the user can provide a specific time limit for fee payment, if the time limit exceeds, student fee payment will be restricted

Enable Allotment Memo

☐ Enable

Enable Pre Allotment Memo

☐ Enable

(Preferred when no allotment is used)

☐ Enable

Enable Additional Allotment Memo

☐ Enable

(Preferred when two type memos are to be used)

Show Allotment Memo For Not Paid Students In Update Admission Number

☒ Enable

Provision to Enable / Disable Additional memo

☐ Enable

Enable Validation For Unique Admission No & Roll No For Students

☒ Enable

Option to set admitting reservation in admit

☒ Enable

Recalculate Fee On Re Admit In Admit By Application Number Screen.

☒ Enable

*Fee Recalculation on readmitting won't be performed when this setting is disabled. You can disable this setting if you don't want to edit the already assigned fee while admitting student

Edit Allotment Reservation In Admit Screen for already admitted student

☒ Enable

Student Side Allotment Rank Type

Course Rank

* Student will be moved to selected stage after successful allotment payment

Blocked Text in student side

Admission to this course is blocked by admin

Show Rank In Student Side

☒ Enable

Stage After Allotment Payment

No stage change

* Student will be moved to selected stage after successful allotment payment

Stage For allotment block

No stage change

* Student will be moved to selected stage after blocking in allotment close.

Stage For Already Admitted Students Admitted For Other Course

No stage change

* Student will be moved to selected stage for already admitted Course when when an already admitted student is again admitted for another course.

Show Assigned Fee In Verification By Application Number

☐ Enable

Enable automatic memo (or admit card) on admitting student by application number

☐ Enable

Show fee head in student side

☒ Enable

Remaining Fee Should Be Zero To Readmit

☐ Enable

Choose Batch On Admit By Application Number

☐ Enable

Enable automatic confirmation of student on the allotment for the same course

☒ Enable

* By enabling this setting, the student will automatically confirm for the obtained reservation in allotment if student was already confirmed in same course

Enable Selection of admit type in admit by application number

☒ Enable

*By enabling this setting, you can choose admitting type in admit student by application number

Enable Admission Number Edit For Not Paid Students

☐ Enable

*By enabling this setting, you can edit admission number for not paid students also

Set required for admitting fields in admit student by application no

☐ Admitting Type ☐ Admitting Course ☐ Admitting Reservation ☐ Admitting Weightage Quota

Admission Number Generation Methods

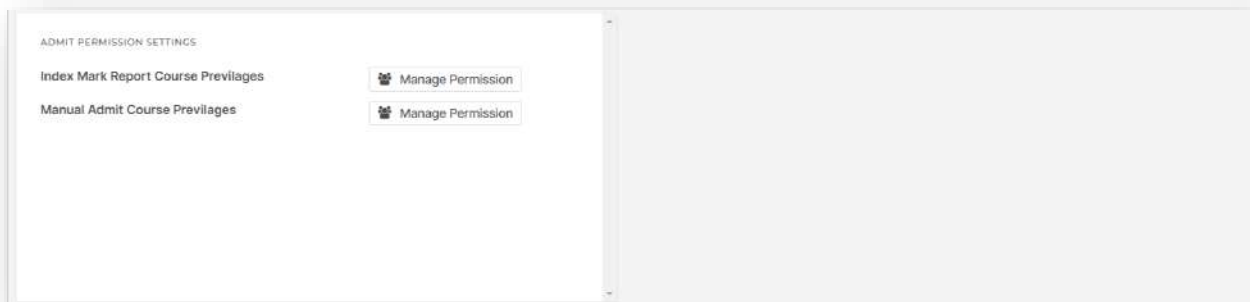
Application Number as Admission Number

* Admission number will be generated same as student application number.

Enable permanent and sequential admission no on admitting student

☐ Enable

 Save Changes



Verification by Application Number

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

CERTIFICATE VERIFICATION BY APPLICATION NUMBER

FORM FILTER

Year: 2022

Application Number Prefix: Select Application Number prefix

Application Number: 220001

[Q Search](#) [X Reset](#)

Name of the Applicant:

Photo of the Applicant:



Gender: : MALE

Age: : 18

Category: : SC/ST

TWELFTH Mark Entry

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

Remarks:

No Remarks Added

Type Remarks...

[Show Certificates](#) [Approve Student](#)

 Verified Certificates 0
 Non verified certificates 2
 Non Uploaded Certificates 4

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

Verify Certificate

Uploaded certificates

1 . CLASS X MARK LIST

Preview

verified

2 . CLASS XII MARK LIST

Preview

Not verified

Upload Pending Certificates

1 . KEAM SCORE CARD

2 . KEAM ADMIT CARD

3 . JEE Score Card

4 . JEE Admit Card

Close

Register Number Prefix

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

REGISTER NUMBER PREFIX

FORM FILTER

Year
2022

Course Group
PG

Branch Preferences
MA ARABIC MA ECONOMICS MA ENGLISH MASTER OF COMMERCE MS

Search

Reset

SL NO	COURSE NAME	COURSE PATTERN	DEPARTMENT	REGISTER NUMBER PREFIX
1	MA ARABIC	MA ARABIC	MA ARABIC	Enter Admission Number/ Reg I Update
2	MA ECONOMICS	MA ECONOMICS	MA ECONOMICS	Enter Admission Number/ Reg I 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.

ADMIT STUDENT BY APPLICATION NUMBER

FORM FILTER

Year
2021

Application Number Prefix
1

Application Number
135

 Search

 Reset

Name of Candidate

:

Expansion of initials, if any

:

Photo of Candidate

Seat Reservation

: MUSLIM

Reservation

: OBC

Save

Choice 1

: B.Sc CHEMISTRY

Choice 2

: B.Sc ZOOLOGY

Choice 3

: B.Sc PHYSICS

Choice 4

: B.Sc MATHEMATICS

Choice 5

: BA ENGLISH LANGUAGE AND LITERATURE

Sports Quota

: No

Remarks From Certificate Verification

No Remarks Added

Admitting Type

Normal Admit

Admitting Course

B.Sc CHEMISTRY (Mathematics and Physics) (pr

Admitting Reservation

MUSLIM

Remarks

 Edit Student

 View Certificates

 Verified Certificates 0

 Non verified certificates 0

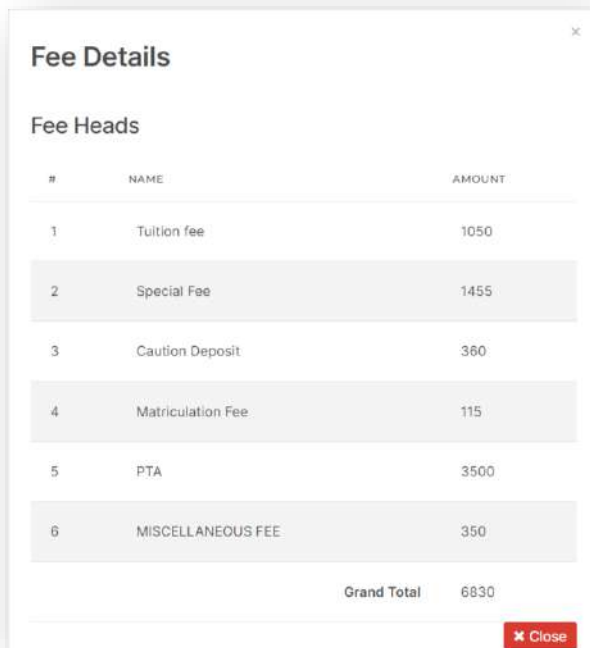
 Non Uploaded Certificates 14

Show Fee Heads

Update Details

Admit Student

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



Fee Details

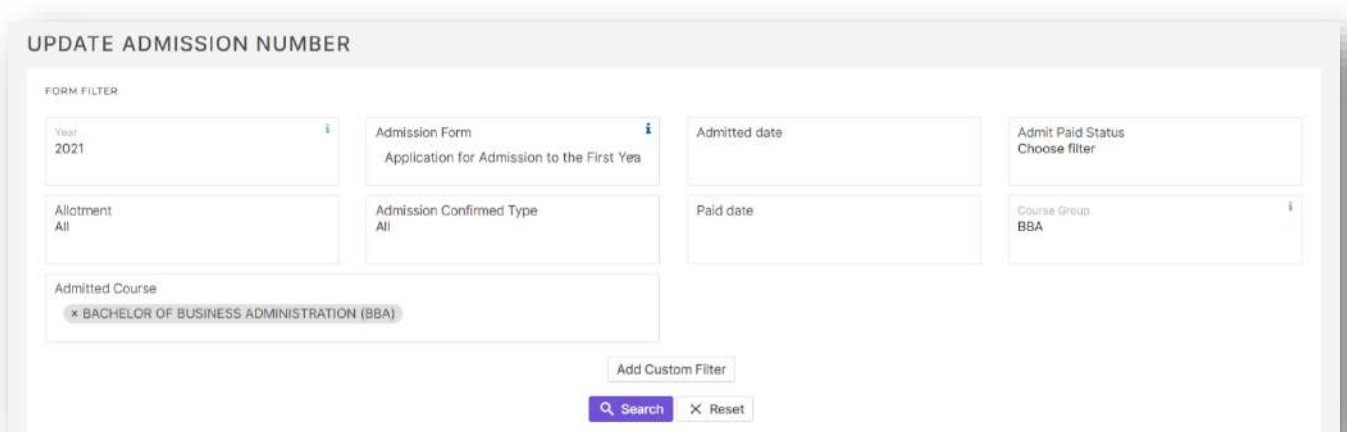
Fee Heads

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

[✕ Close](#)

Update Admission Number

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



UPDATE ADMISSION NUMBER

FORM FILTER

Year
2021

Admission Form
Application for Admission to the First Year

Admitted date

Admit Paid Status
Choose filter

Allotment
All

Admission Confirmed Type
All

Paid date

Course Group
BBA

Admitted Course
✕ BACHELOR OF BUSINESS ADMINISTRATION (BBA)

[Add Custom Filter](#)

[🔍 Search](#) [✕ Reset](#)

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

[Settings](#)

☐ 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 REG. NO	ADMITTED TIME	PAID DATE	ENABLE PAY FEE	ADMIT CARD
1	☐			BACHELOR OF BUSINESS ADMINISTRATION (BBA)	Update	Update	03-10-2021 07:19 Update	03-10-2021 07:58 PM	☒	Print
2	☐			BACHELOR OF BUSINESS ADMINISTRATION (BBA)	Update	Update	03-10-2021 07:21 Update	04-10-2021 04:11 PM	☒	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.

UPDATE ADMISSION NUMBER

FORM FILTER

Year
2021

Admission Form
Application for Admission to the First Year

Admitted date

Admission Form Status
PAID AND ADMITTED STUDENTS

Allotment
All

Admission Confirmed Type
All

Paid date

Course Group
BBA

Admitted Course
* BACHELOR OF BUSINESS ADMINISTRATION (BBA)

[Add Custom Filter](#)

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

[Settings](#)

☐ Student Login Id
 ☐ Student Password
 ☐ Roll Number as Admission Number

☐ Enable/Disable Pay Fee Option
 [Transfer Data to Academics for All Students](#)
[Transfer Data to Academics Selected Students](#)
[Update Selected Students](#)
[Send Intimation](#)

☐ Send Intimation To All
 [Export](#)

☐ Update Admission Number and Reg No together

#	☐	APPLICATION NO.	STUDENT NAME	ADMITTED COURSE	ADMISSION NUMBER	UNIVERSITY REG. NO	ADMITTED TIME	PAID DATE	ENABLE PAY FEE	ADMIT CARD
1	☐	10021	AADIDEV H MENON	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	210288 Update	MPAVBBAR25 Update	03-10-2021 07:19 Update	03-10-2021 07:58 PM	☒	Print
2	☐	10014	MOHAMMED MIRSHA.P	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	210307 Update	MPAVBBAR48 Update	03-10-2021 07:21 Update	04-10-2021 04:11 PM	☒	Print

Copy Student

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

COPY STUDENT

FORM FILTER

Year
2021

Application Number Prefix
1

Application Number
135

Search

Reset

Choose form to copy

Choose form to copy

Copy

☐ Copy Payment Details

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

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

Admitted Count Status

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

Hide Filters

FILTER

Admitted date

Count By
Choose Count By Fields

Paid Status
Paid and Admitted

Add Custom Filter

Search

Reset

Course Group Type ⓘ
Choose Course Group Type

Course Group ⓘ
All

Settings

Export

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

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

Settings

ADD COUNT BY FIELDS

☐ Religion
☐ Second Language
☐ Nationality
☒ Student Reservation
☒ Seat Reservation
☐ Tenth Board

ORDER FIELDS

≡ Seat Reservation ▾
☐ Enable Boys & Girls Seperate Count

≡ Student Reservation ▾
☐ Enable Boys & Girls Seperate Count

Rank List Final Arrangement

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

FINAL ARRANGEMENT

year
2021

Course Group Type
UG Courses

Final Arrangement Status : SUCCESS

#1. B.SC ZOOLOGY (CHEMISTRY AND BOTANY)

Rule Group:
Index Zoology - 1 rule(s)

Will be added in final Arrangement

#2. B.SC PHYSICS (MATHEMATICS AND COMPUTER APPLICATION)

Rule Group:
INDEX PHYSICS - 1 rule(s)

Will be added in final Arrangement

#3. B.SC CHEMISTRY (MATHEMATICS AND PHYSICS)

Rule Group:
INDEX CHEMISTRY - 1 rule(s)

Will be added in final Arrangement

#4. B.SC MATHEMATICS (STATISTICS AND PHYSICS)

Rule Group:
INDEX MATHS - 1 rule(s)

Will be added in final Arrangement

#17. BA ARABIC AND ISLAMIC HISTORY DUAL CORE

Rule Group:
Index Arabic - 2 rule(s)

Will be added in final Arrangement

#18. INTEGRATED MSC. BIOLOGY (CHEMISTRY & STATISTICS)

Rule Group:
Index MSC Biology - 1 rule(s)

Will be added in final Arrangement

#19. B. VOC. NUTRITION SCIENCE AND DIETETICS

Rule Group:
INDEX NUTRITION SCIENCE - 2 rule(s)

Will be added in final Arrangement

Do Final Arrangement

Initiate Allotment

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

INITIATE ALLOTMENT

+ Create New

Info

1. TRIAL ALLOTMENT

Year : 2021

From Time : 20-08-2021
10:00 am

To Time : 21-08-2021 8:00
pm

+ Add Students

× Close Allotment

☒ Disable Confirm & Pay

☐ 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.

Allotment

Enter Name

Year

Start Time

End Time

☐ Publish

☐ Disable Confirm And Pay Button

* By enabling this Student can't confirm or pay fee. Usually used for trail allotments

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

ADD STUDENTS TO ALLOTMENT						
SL NO	COURSE NAME	PATTERN NAME	SUBSIDIARY COURSE NAME	CAMPUS TYPE	RULE GROUP	SELECT
1	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)	☒
3	B.Sc CHEMISTRY (Mathematics and Physics)	BSc	Mathematics and Physics		INDEX CHEMISTRY - 1 rule(s)	☒

25	MA ENGLISH	MA			Index All - 10 rule(s)	☒
26	MA ARABIC	MA			MA arabic - 6 rule(s)	☒
27	MSc FOOD SCIENCE & TECHNOLOGY	MSc			MSC FOOD TECH - 4 rule(s)	☒

+ Add Students

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

Allotment Merit Students

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

SHOW ALLOTMENT MERIT STUDENTS

FORM FILTER

Year
2021

Allotment
Provisional Allotment t

Course Group
BCOM

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

Search

Reset

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

Allotment Rank List

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

SHOW ALLOTMENT RANK LIST

FORM FILTER

Year
2021

Allotment
Provisional Allotment t

Branch Preferences
B. VOC. NUTRITION SCIENCE AND DIETETICS

Search

Reset

Print

Export

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

GENERAL (Open Quota) - (Confirmed List)									
Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission8860@test.com	3	1038.000
2			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission5787@test.com	2	1025.000
3			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission429@test.com	2	1010.000
4			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission8357@test.com	4	1009.000
5			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission7104@test.com	3	1003.000
6			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission2944@test.com	3	999.000
7			GENERAL	GENERAL (Open Quota)	RC	9999999999	admission2822@test.com	3	998.000
8			OBC	GENERAL (Open Quota)	Muslim - all section for Islam	9999999999	admission929@test.com	5	997.000
9			OBC	GENERAL (Open Quota)	Mappila	9999999999	admission4140@test.com	3	994.000
10			GENERAL	GENERAL (Open Quota)	Nair	9999999999	admission50@test.com	4	993.000

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

MUSLIM - (Confirmed List)									
Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	MUSLIM	Mappila	9999999999	admission8167@test.com	5	990.000
2			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission6514@test.com	5	989.000
MUSLIM - (Waiting List)									
Rank	Application Number	Student Name	Student Reservation	Seat Reservation	Caste	Mobile	Email	Pref No.	Index Mark
1			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission6705@test.com	2	987.000
2			OBC	MUSLIM	Mappila	9999999999	admission7742@test.com	5	987.000
3			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission3895@test.com	1	985.000
4			OBC	MUSLIM	Muslim - all section for Islam	9999999999	admission7039@test.com	3	985.000

Index Mark Report

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

INDEX MARK REPORT

FORM FILTER

Year
2021

Application Number Prefix
Select Application Number prefix

Application Number
Enter Application number

Student Name
Enter Student Name

Admission Form
Application for Admission to the First Year

Admission Form Phase
1

Filter By
Choose filter

Application Status
Choose filter

Course Group
BCOM

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

Rule Group categories
All

Add Custom Filter

Search

Reset

Manage Rule Groups

Settings

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

					Export	Pdf
Total students 2361						
BACHELOR OF COMMERCE (B.COM.CO-OPERATION)		BACHELOR OF COMMERCE (B.COM.CO-OPERATION)		ADMISSION STATUS	PAID STATUS	PRINT
INDEX BCOM CA	INDEX BCOM COOPERATION					
-	855.000				Payment not completed.	Print
1196.000	1196.000				Payment not completed.	Print
1190.000	-				Payment not completed.	Print
1195.000	1195.000				Payment not completed.	Print
1208.000	1208.000				Payment not completed.	Print
1106.000	-				Payment not completed.	Print

Seat Reservation – Admit Count

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

ADMIT PROCEDURE > SEAT RESERVATION - ADMIT COUNT

FORM FILTER

Year
2022

Course Group
PG

Branch Preferences
☒ MA ARABIC
 ☒ MA ECONOMICS
 ☒ MA ENGLISH
 ☒ MASTER OF COMMERCE
 ☒ MS

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

Admission Mode [i](#)
Normal Admission Mode

[Export](#)

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

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

Data Migration Settings

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

DATA MIGRATION SETTINGS

FORM FILTER

Year
2022

Search Reset

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

BA APPLICATION FORM 2021

APPLICATION FOR ADMISSION TO BBA(2021-24)

APPLICATION FOR ADMISSION TO BCA(2021-24)

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

APPLICATION FOR ADMISSION TO IMCA(2021-26)

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

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

Choose Form to Copy Mapping From
Choose Form

Copy

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

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

Reports

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

Create Reports

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

CREATE REPORT			
Name* Entrance Report			
FIELDS			
+ Add Fields			
≡	Application No (applicationNo)	Application No	⊖
≡	Name of Candidate (studentFirstName)	Name of Candidate	⊖
≡	Date of Birth (dateOfBirth)	Date of Birth	⊖
≡	Mobile No (studentMobile)	Mobile No	⊖

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

SORT	
Sort By	Sort Order
Sort By	Sort Order

FILTERS			
+ Add Filters			
≡	Choices	Choices	choices ⊖
≡	Select Form	Select Form	select ⊖
≡	Choice 1 Stage	Choice 1 Stage	select ⊖
≡	Choice 2 Stage	Choice 2 Stage	select ⊖
Assign Privileges			
Save			

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

View Reports

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

WEIGHTAGE	ADMITTED LIST	STUDENT DETAILS
DATA 1	WEIGHTAGE REPORT	ENTRANCE REPORT

ENTRANCE REPORT

Choices

B. VOC. NUTRITION SCIENCE AND DIETETICS

Choice 2 Stage

Choose Item

Select Form

Choose Item

Choice 1 Stage

Choose Item

Search

Reset

Admit Register

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

ADMIT REGISTER > ADMIT REGISTER

Course Pattern

Pattern Courses

Year

Batch

Campus type

x BSC

x B.Sc(IDD)

2021

x B.Sc IDD 2021

All

Q Search

✕ Reset

Print

Register of Admission and Withdrawals of												
Course : B.Sc(IDD) Batches : B.Sc IDD 2021										TOTAL NO OF INTAKE :		
SL. No.	BCU Register Number	Admn No	Name of the Candidate	Gender	Date of Birth	Blood Group	Father Name/ Mother Name	Occupation of Father/ Mother	Annual Income Father/ Mother	Contact no Student / Father / Mother	Aadhar No	Student Email ID
1				M	03-01-2004 zero three - zero one - two zero zero four	O+		Civil Servant Housewife	0			
2				M	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.

INTIMATION LOG REPORT

LOG FILTER

Sent from Date
01-06-2021

Sent to Date
31-08-2021

Send Type
All

Context
All

Application Number
Application number

Student Name
Student Name

Search Reset

Total Intimations sent : 6982 Export

#	APPLICATION NO.	STUDENT NAME	FORM	SEND TYPE	CONTEXT	SEND DATE	SEND BY	PREVIEW
1			Application for Admission to the First Year Degree Programme	BOTH	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	BOTH	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.

The screenshot shows a two-panel interface for applicant registration and login. The left panel, titled 'NEW APPLICANT?' and 'APPLY ONLINE', lists four steps: 1. Register with your email ID & phone number, 2. Login with the credentials which is sent to your email, 3. Complete the application form, and 4. Confirm and submit the form. A blue 'Register' button is at the bottom. The right panel, titled 'REGISTERED APPLICANT?' and 'LOGIN HERE', features input fields for 'Enter Email' and 'Enter Password', each with an icon (envelope and eye respectively). A blue 'Sign in' button is below the password field, and a 'Forgot password?' link is at the bottom right.

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

The screenshot displays the 'Candidate Registration' form. It includes fields for 'Name of Candidate*', 'Gender*' (with a dropdown menu), 'Email address*' (with a user icon), and 'Mobile number*'. Below the email field, a note states 'Use lower-case letters to enter E-Mail ID'. A reCAPTCHA widget with the text 'I'm not a robot' is positioned above the 'Register student' button. A 'Back to home' button is also present. The reCAPTCHA logo and 'Privacy - Terms' link are visible in the bottom right corner of the widget area.

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

Apply Online

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

APPLY ONLINE

OPEN APPLICATION FORMS

UG Application Form PG Application Form

APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE COURSE 2022
(APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE COURSE 2022)

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

APPLY ONLINE

Back To My Application

APPLICATION FOR ADMISSION TO PG PROGRAMME 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

USERR.jpg 5.3kB Delete

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

APPLICATION FOR ADMISSION TO PG PROGRAMME 2021-22

PRIMARY DETAILS PARENT/GUARDIAN DETAILS EDUCATION DETAILS UPLOAD CERTIFICATES MARK ENTRY PAYMET

UPLOAD CERTIFICATES

*Supported formats are jpg, JPG, jpeg, JPEG, png, PNG, docx, pptx, xlsx, xls, doc, pdf, odt, txt, rtf, ppt
*Certificate names indicated in red colour are mandatory.

INCOME CERTIFICATE

Select Files

Drop files here

SC/ST CERTIFICATE

Select Files

Drop files here

NCC CERTIFICATES(PLEASE COMBINE CERTIFICATE AND UPLOAD AS ONE)

Select Files

Drop files here

Upload

UPLOADED CERTIFICATES

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

Proceed

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

ONLINE PAYMENT

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

Make Payment

Check Previous Payment Status

Click on check status button to update the payment status

No Previous Payment History Available!

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

My Applications

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

MY APPLICATIONS

FORM NAME

APPLICATION NUMBER

APPLICATION STATUS

ADD NEW APPLICATION

STAGE STATUS

PAYMENT STATUS

STAGE DETAILS

CHECK PAYMENT STATUS

EDIT

PREVIEW

PRINT

1

APPLICATION FOR ADMISSION TO THE FIRST YEAR DEGREE COURSE 2022

STC2022UG14

Application Fee Paid

SUCCESS

Pay Fee

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

My Fees
[Back To Home Page](#)

PAY FEES

PAY FEE

[Receipts](#)
[Check Status](#)

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

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

MY APPLICATIONS
[Go Back](#)

PERSONAL DETAILS
EDUCATIONAL AND OTHER DETAILS
MARK DETAILS
CERTIFICATES
STAGE DETAILS

Stage Details

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

Print and Downloads

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

PRINT & DOWNLOADS

[Allotment Memo](#)

Allotment

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

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

Third Allotment PG

Start Time: 18-10-2021 4:00 pm End Time: 27-04-2022 11:00 pm

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

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

FEE MANAGEMENT SYSTEM

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management”*

www.linways.com

LINWAYS STUDENT PORTAL

Login

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

Fee Payment

Fee Payment can be done by the following steps:

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

Linways Technologies Pvt.Ltd

 Home  My performance  Documents  14 



Profile Settings
My Fees
Attendance
Assignment Mark
Normalised Marks
My Performance
University Results
Hostel & Transport
Application Requests
Message box (5)
Grievance
Rules and Regulations
Committee

PAY FEES



Exam Fee
Receipts
Wallet
Net/Rtgs/Cheque
Payments

#	Semester	Total Fee	Remitted Fee	Pending Fine	Fine Remitted	Balance Fee	Pay
1	S1	6741.00	5877.00	0.00	0.00	864	

Receipts

Receipts can be viewed by the following steps:

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

Linways Technologies Pvt.Ltd

[Home](#) [My performance](#) [Documents](#) [14](#) [Power](#)



[Profile Settings](#)
[My Fees](#)
[Attendance](#)
[Assignment Mark](#)
[Normalised Marks](#)
[My Performance](#)
[University Results](#)
[Hostel & Transport](#)
[Application Requests](#)
[Message box \(5\)](#)
[Grievance](#)
[Rules and Regulations](#)
[Committee](#)

PAY FEES

[PAY FEE](#)

[Exam Fee](#)
[Receipts](#)
[Wallet](#)
[Nef/Rigs/Cheque Payments](#)

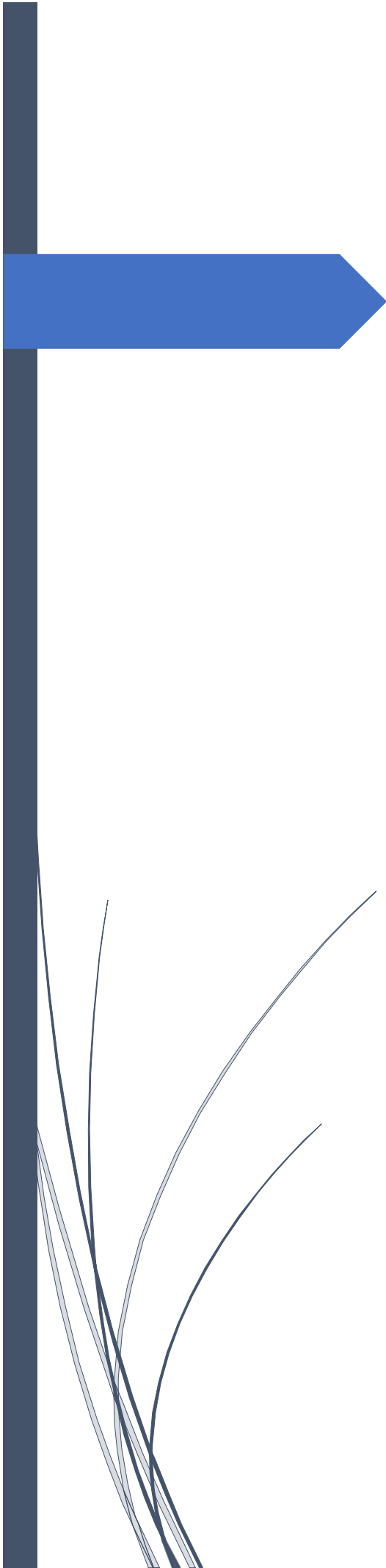
Semester : ALL From Date : 2020-10-01

To Date : 2020-10-23

[Q Search](#) [✖ Reset](#)

Payment Receipts Wallet Receipts

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



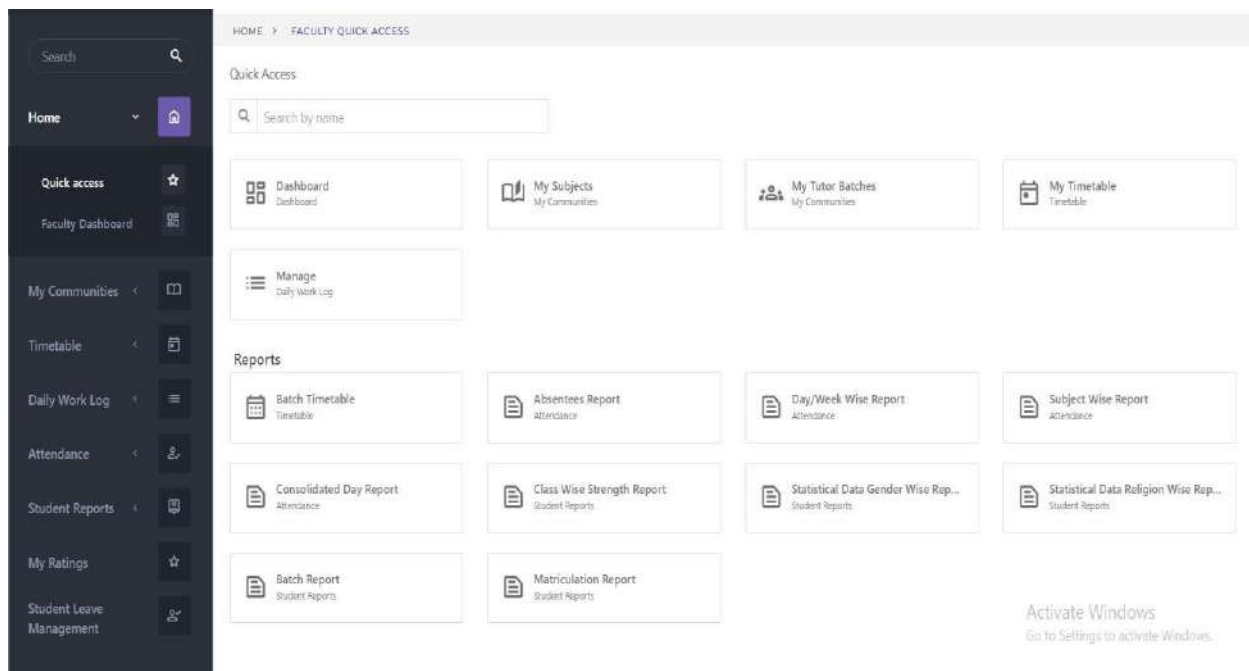
Examination Module

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



Entry of Marks:

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

This screenshot shows the 'ASSESSMENT MANAGEMENT' page for 'GENERIC ENGLISH 1-(ENG1)'. The left sidebar contains navigation links: Home, Course Info, Student Information, Lesson Planner, Student Attendance, Assessments (selected), Management, Question Pool, Slow Learner Analysis, Course Materials, and Internal Mark. The main content area, titled 'ASSESSMENT TYPES', displays five assessment categories in a grid:

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

The footer includes 'Powered by Linways Technologies Pvt.Ltd.' and a Windows activation notice.

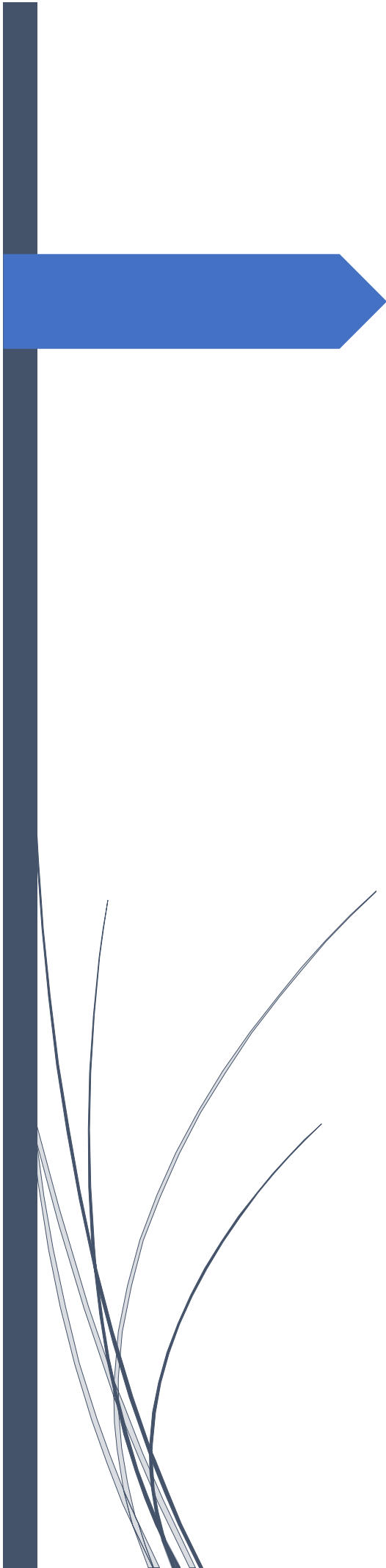
This screenshot shows the 'SLOW LEARNER ANALYSIS' page. The left sidebar is identical to the previous screenshot, with 'Assessments' selected. The main content area features a search filter section with a 'Hide Filters' button. Below this are two input fields: 'Assessment Type*' (with a dropdown menu) and 'Assessment Name / No*' (with a text input). A 'Reset' button and a 'Search' button are positioned below the input fields. The center of the page displays a large magnifying glass icon over a document icon, with the text 'Search to get identifications' below it. The footer includes 'Powered by Linways Technologies Pvt.Ltd.' and a Windows activation notice.

Generation of Hall Tickets and mark cards:

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

The screenshot shows the 'INTERNAL ASSESSMENT REPORT' page. The breadcrumb trail is: HOME > SUBJECT COMMUNITY > ENG1 - GENERIC ENGLISH 1 > INTERNAL ASSESSMENT REPORT. A search bar is at the top left. A sidebar on the left contains navigation links: Home, Course Info, Student Information, Lesson Planner, Student Attendance, Assessments, Course Materials, Internal Mark, Course File, OBE, and Polls And Survey. The main content area has a title 'INTERNAL ASSESSMENT REPORT' and a '+ Create Internal Report' button. Below the title is a card for 'ENG HIN IA NEP INTERNAL MARK REPORT' applied to 'Subjects KALPANA'. At the bottom, there is a footer with 'Powered by Linways Technologies Pvt.Ltd.' and a Windows activation watermark.

The screenshot shows the 'ONLINE TEST' page. The breadcrumb trail is: HOME > SUBJECT COMMUNITY > ENG1 - GENERIC ENGLISH 1 > ASSESSMENTS > ASSESSMENT MANAGEMENT. A search bar is at the top left. A sidebar on the left contains navigation links: Home, Course Info, Student Information, Lesson Planner, Student Attendance, Assessments, Management, Question Pool, Slow Learner Analysis, Course Materials, and Internal Mark. The main content area has a title 'ONLINE TEST' and tabs for 'Assessments' and 'Shared Assessments'. A '+ Create ONLINE TEST' button is at the top right. The center of the page displays 'No ONLINE TEST Found!' with a link to '+ ONLINE TEST' to add a new one. At the bottom, there is a footer with 'Powered by Linways Technologies Pvt.Ltd.' and a Windows activation watermark.



Finance and Accounts

LINWAYS TECHNOLOGIES PVT LTD

FEE MANAGEMENT SYSTEM

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learn in new ways



*“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

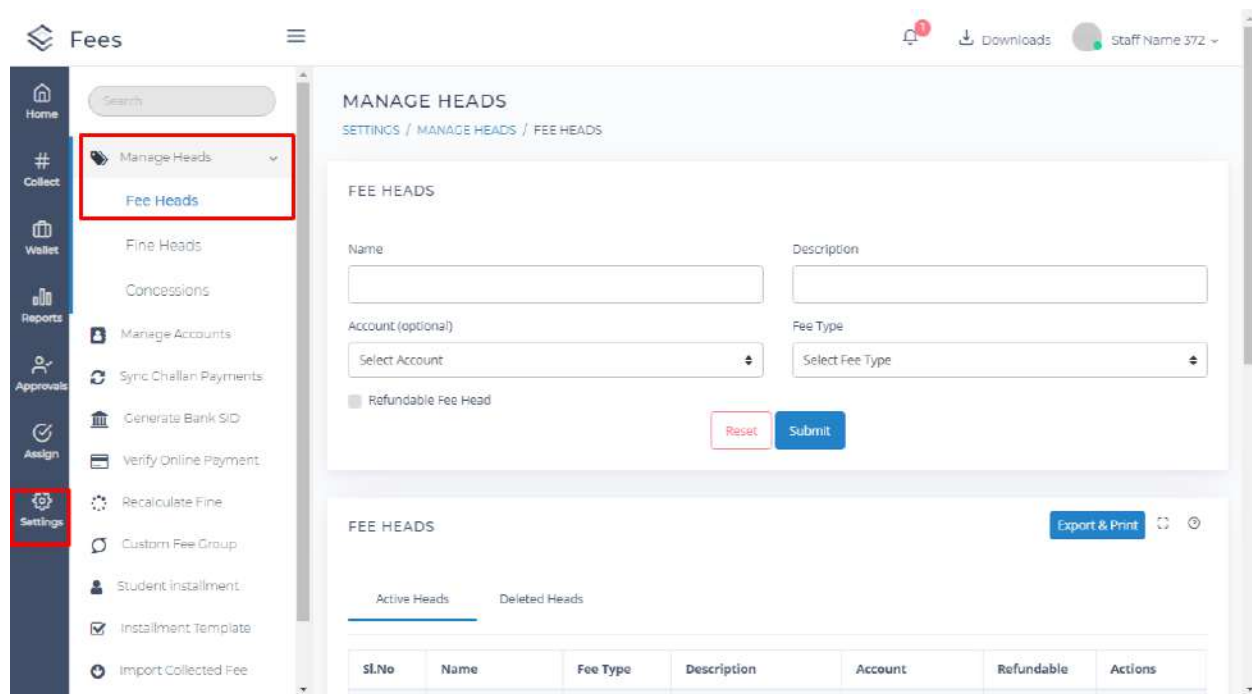
- The first step is to create an account to identify where the transactions have been done. This account name will be linked to the payment gateway of the corresponding college bank account for enabling online payment in the Student Portal.
- To create an account, click on **Settings >Manage Accounts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

The screenshot displays the 'Fees' management interface. On the left, a sidebar contains navigation options: Home, Collect, Wallet, Reports, Approvals, Assign, and Settings (highlighted with a red box). The main content area is titled 'MANAGE ACCOUNTS' and includes a 'CREATE ACCOUNT' form with fields for 'Name' and 'Description', and buttons for 'Reset' and 'Submit'. Below this is an 'ACCOUNT LIST' table with columns for 'Sl.No', 'Name', 'Description', and 'Actions'. The table lists two accounts: 'CAMPUS CONNECT' (CCG) and 'UNION ACCOUNT' (UN). The 'Settings' option in the sidebar is highlighted with a red box, and the 'Manage Accounts' option in the main content area is also highlighted with a red box.

Sl.No	Name	Description	Actions
1	CAMPUS CONNECT	CCG	Actions
2	UNION ACCOUNT	UN	Actions

Create Fee Heads

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



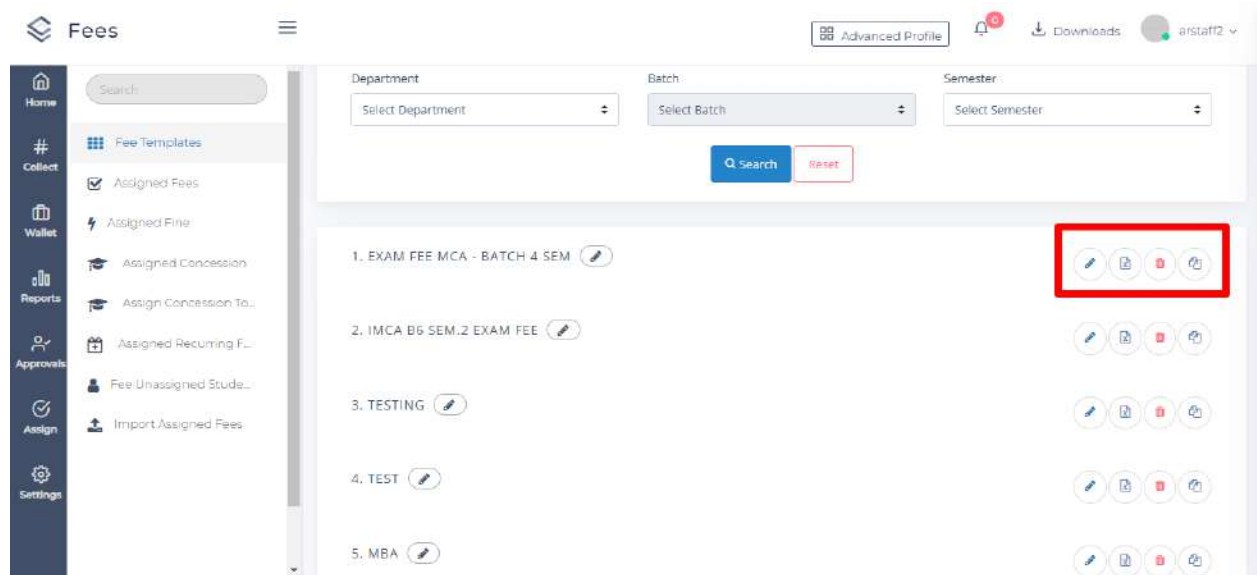
ASSIGN

Under ASSIGN section, we can view:

1. Fee Templates
2. Assigned Fees
3. Assigned Fine
4. Assigned Concession
5. Assigned Concession to
6. Assigned Recurring Fee
7. Fee Unassigned Students
8. Import Assigned Fees

1.Fee Templates

In the fee module, we create fee templates and assign them to specified batches.



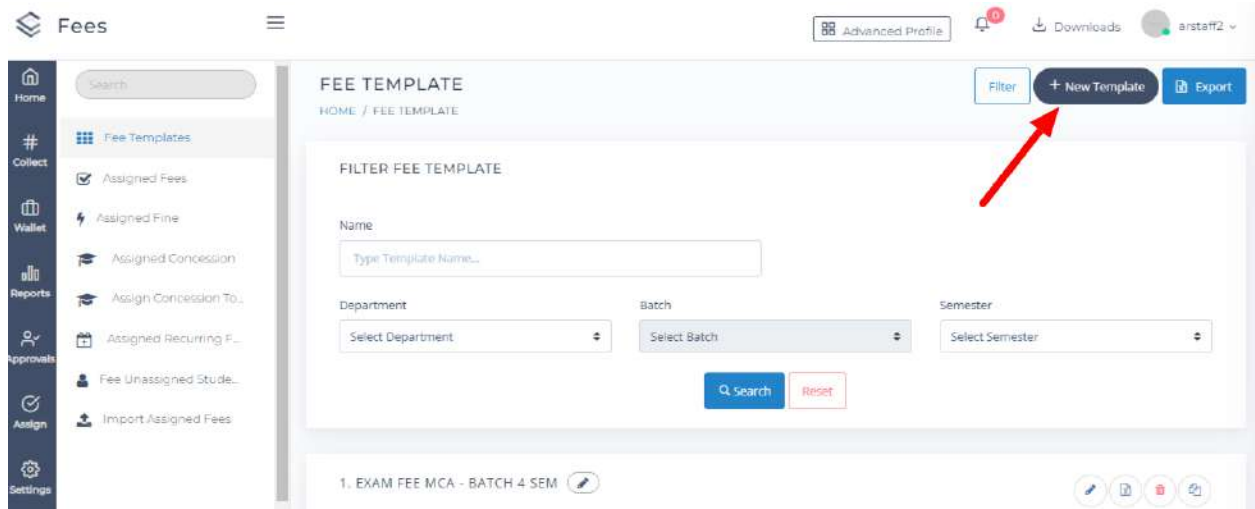
In the fee templates, there are options to edit the fee template, export the template, delete the template and to copy the template.

We provide two types of templates.

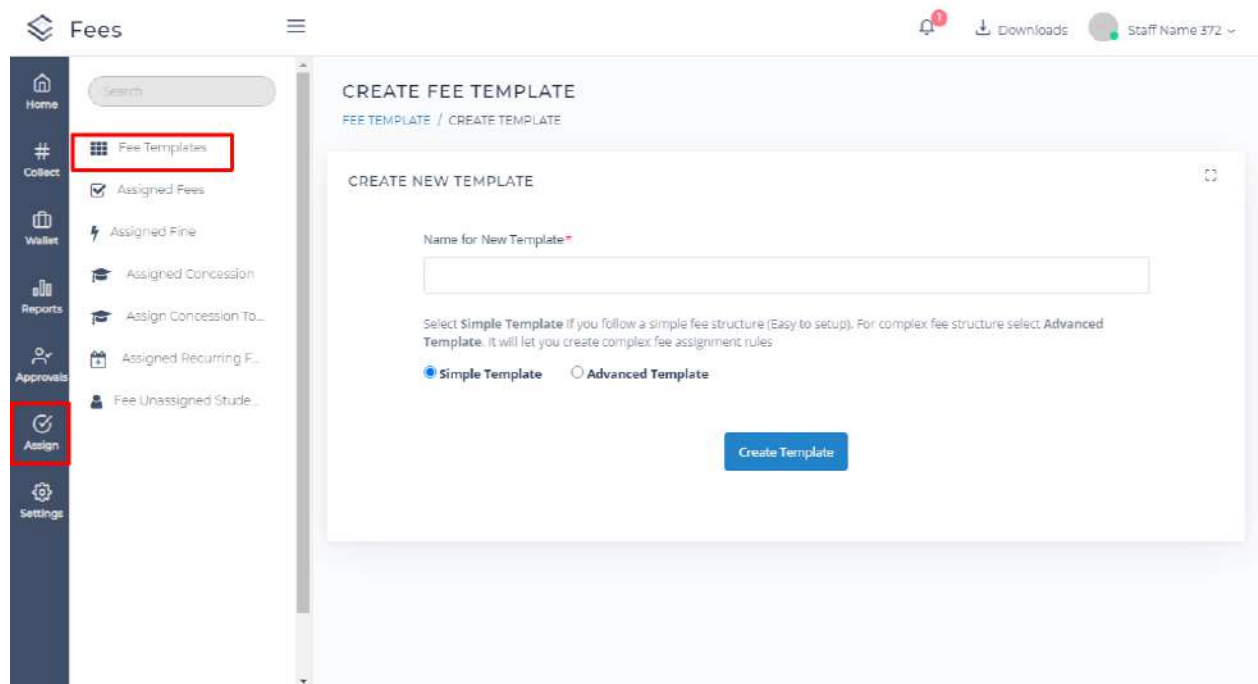
1. **Simple Template:-** This template can be used if the fees are the same for all students in a batch. Can add **Fee Head** and **Fine Head** by entering the amount.
2. **Advanced Templates:-** Advanced template can be used If the fees are not same for all students in a batch. Here conditions and rules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

To create the templates

- Click on the **Assign** tab on the left.
- Click on **Fee Templates**



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



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

2.Assigned Fees

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

STUDENT FEE

HOME / STUDENT FEE

FILTER STUDENTS

Department: ECE Batch: S3 ECE Semester: S3

Q Search Reset Advanced Search

STUDENT FEES

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

Actions

- Delete All Fee
- Assign New Fee Heads
- Assign New Fee Heads To Selected Students
- Block/Unblock Students
- Export

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**

STUDENT FINE

Assign New Fine Heads + Export

#	Admission No	Student Name	Reg No	Late Fee Priority:0	late fee (degree) Priority:1	fine sset Priority:1	test fi Prior
1	BBA-40	THANNIPPILLY KELVIN BIJU		+	50	42	1000

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.

STUDENT CONCESSIONS

+ Assign New Concession Export

Admission No	Student Name	Reg No	Admission Fees	Hostel Fees	Transportation Fees	Total
X	THANNIPPILLY KELVIN BIJU		Nil	Nil	Nil	

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**

Fees

Concession* Amount*

Select Concession

Assign

	Admission No	Reg No	Student Name	Batch	Semester	Pending	Concession amount
☐	BBA20015		ABHILASH P D	Sem-1 2020-23	S1	100000	☐
☐	BBA20154		ALWIN YELDHO	Sem-1 2020-23	S1	103000	☐
☐	BBA20181		AMAL T SUNIL	Sem-1 2020-23	S1	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**

Fee Head*

HOSTEL

Search **Reset**

Assign New Sub Fee Head + **Export**

Save

STUDENT FEES

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

7.Fee Unassigned Students

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

8.Import Assigned Fees

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

The screenshot shows the 'Fees' management system interface. The sidebar on the left contains navigation options: Home, Collect, Wallet, Reports, Approvals, and Assign. The main content area has a search bar and a list of fee-related actions: Fee Templates, Assigned Fees, Assigned Fine, Assigned Concession, Assign Concession To..., Assigned Recurring F..., Fee Unassigned Stud..., and Import Assigned Fees. The 'IMPORT FEE' section is active, showing a form with a 'FEE HEAD TYPE' dropdown set to 'REGULAR'. Below this are two 'CHOOSE FILE (XLS,XLSX)' input fields, a 'BROWSE' button, and a 'Submit' button. A red arrow points to the 'Download sample here' link at the top right. Another red arrow points to the 'Submit' button at the bottom of the form. A third red arrow points to the 'Submit' button at the bottom of the page.

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**.

Admission No	Reg No
☒	
☐	
☐	

57	55420
58	10120
59	60860

INSTALLMENTS

INSTALLMENT 1

Amount ^{*}

☐ Restrict by date

☐ Is minimum amount

[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**.

CREATE TEMPLATE

SETTINGS / CREATE TEMPLATE

INSTLL

☒ Installment amount ☐ Installment Count

Amount ^{*}

5000

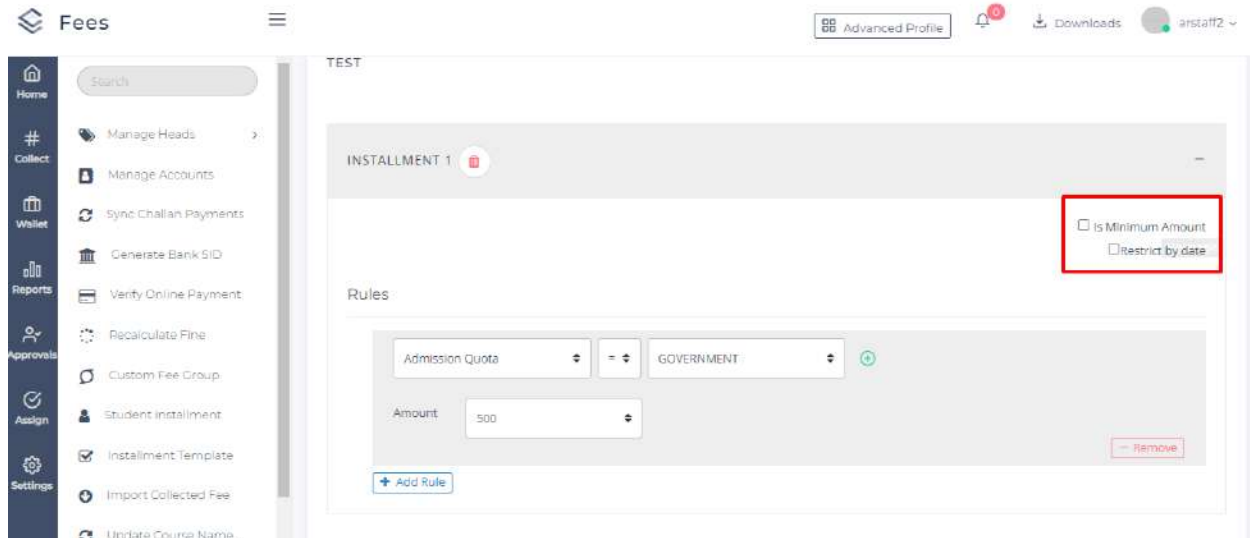
☐ Restrict by date

☒ Is Minimum Amount

[+ Add Installment](#)

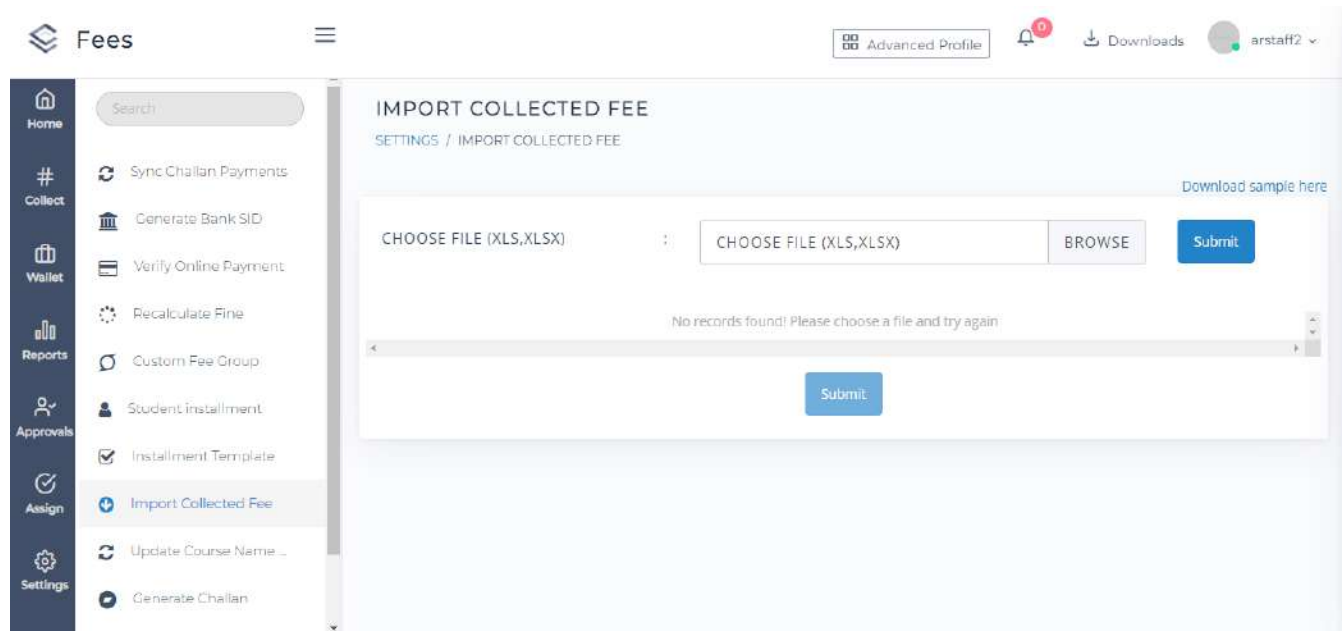
[Save](#)

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



IMPORT COLLECTED FEE

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



CUSTOM FEE GROUP

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

Home

Collect

Wallet

Reports

Approvals

Assign

Settings

Search

Sync Challan Payments

Generate Bank SID

Verify Online Payment

Recalculate Fine

Custom Fee Group

Student installment

Installment Template

Import Collected Fee

Update Course Name

Generate Challan

CUSTOM FEE GROUP

SETTINGS / CUSTOM FEE GROUP

1.NAME

2.MAINTAINANCE

3.EXAMINATI

4.SUPPLE-

Create Custom Fee Group

Name*

Fee Heads

Fee Head*

Type*

Amount*

Fee Head*

Type*

Label*

Amount*

Fee Head*

Type*

Label*

☐ Publish
☐ Assign to current semester

Filters

Linways Technologies Pvt.Ltd

Home

My performance

Documents

My L

Profile Settings

My Fees

My Documents

Assignment Mark

Normalised Marks

My Performance

University Results

PAY FEES

PAY FEE

name

supplementary fee

Receipts

Check Status

NEFT/CHEQUE/DD/IMPS/BOS/UPL

Payment Requests

View Challans

#	Semester	Total fee	Remitted fee	Pending fine	Fine remitted	Balance fee	Notes	Pay
1	Foundation	53800.00	5100.00	0.00	0.00	48700		Pay
2	S1	1530.00	1230.00	440.00	200.00	540		Pay
3	S2	50000.00	4000.00	0.00	0.00	46000		Pay

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.**

Fees 🔔 📄 Downloads 👤 Staff Name 372

Search By : ☐ Admission No / Student Name ☒ Batch

Department* Batch* Semester*

Admission Number Roll No Student Name

Basic Search ^

STUDENT LIST

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

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

WALLET

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

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

FEES

Home Collect **Wallet** Reports Approvals Assign Settings

FILTER STUDENTS

Search By : ☐ Admission No / Student Name ☒ Batch

Department: ECE Batch: S3 ECE

[Advanced Search](#)

STUDENT LIST [Export And Print](#)

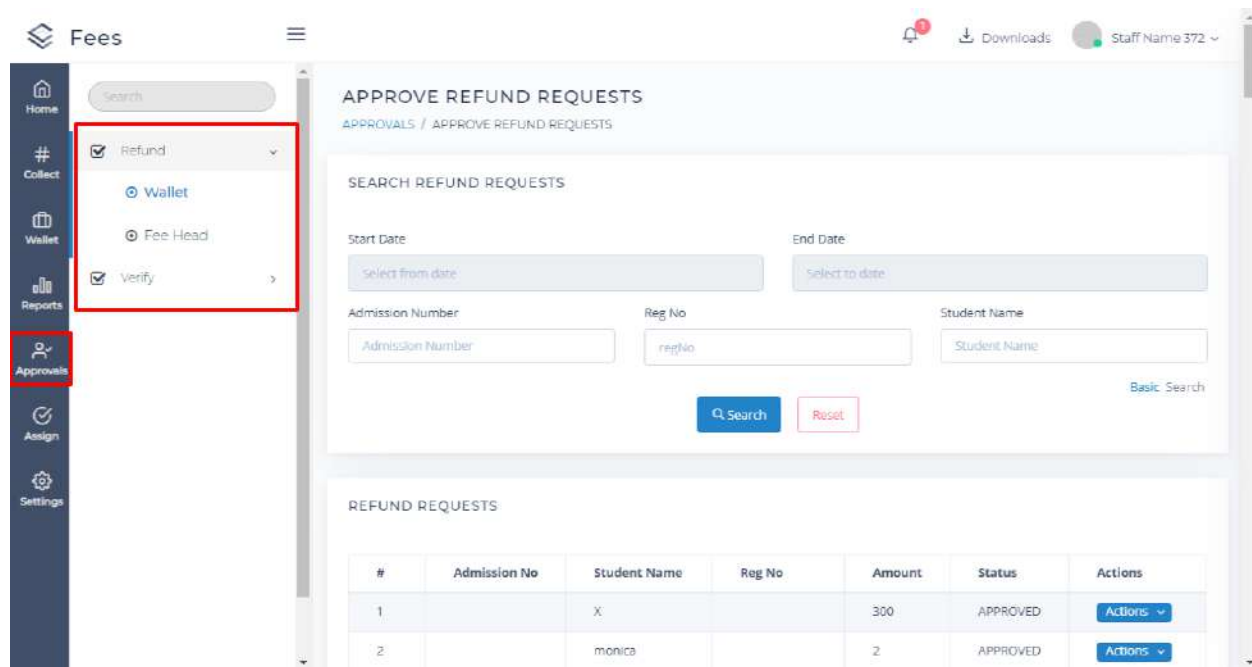
#	Roll Number	Admission No	Student Name	Reg No	Batch	Wallet Balance	Actions
1	1		ABC		S3 ECE	10,000.00	Actions
2	2		DEF		S3 ECE	21,000	Deposit Refund Deposit/Refund Receipts

APPROVALS

This section approves refund requests.

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

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



REPORTS

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

1. COLLECTION REPORT

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

CONSOLIDATED REPORT:

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

SEARCH STUDENTS

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 STUDENTS

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](#) ▴

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

- o Detailed: detailed information of all fee heads can be viewed.
- o Fee Head Column wise: fee heads can be viewed as columns and corresponding student details will be given.

FINE REPORT

- We can search using a date range, payment method can be selected, admission number, reg no, student name can also be selected.
- Advanced search option is available, by which department, batch and semester can also be included for searching.
- An option to include installment students is also available.
- We can view student details, payment date, receipt number, mode and amount.
- Amount refunded is displayed on the top right side.
- Export and print options are available, which has four options as:
 - o Summary: summary of the details can be obtained.
 - o Head Wise: fine details under different fine heads can be viewed
 - o Detailed: detailed information of all fine heads can be viewed.
 - o Fee Head Column wise: fine heads can be viewed as columns and corresponding student details will be given.

COLLECT/REFUND REPORT

- We can search using a date range.
- Advanced option available for searching using batch, department and semester.
- We can view student details, collected amount and refund amount.
- Export and print options available.

2. PENDING REPORT

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

FEE REPORT

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

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

PENDING FEES

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

Discontinued students

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

FINE REPORT

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

CONSOLIDATED REPORT

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

3. FEE HEAD WISE REPORT

This includes fee details under different fee heads.

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

4. ACCOUNT WISE REPORT

This includes details under each account.

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

ACCOUNT WISE FEES REPORT

Export & Print

Refund: ₹1631.00

#	Admission No	Student Name	Reg No	Gender	Receipt	Payment Date	Fee Head
HOSTEL ACCOUNT							
1	17BCE306	Student Name 520 CE	ASH17CE006	female	2020/26077	25-06-2020	Mess Fee Monthly
							Hostel Others Monthly
							Rent Monthly
							Total

CONSOLIDATED FEE REPORT

This includes all the fee and fine details.

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

CONCESSION REPORT

This includes details of concessions provided.

- Select date range, fee head, concession head, and concession type.
- Advanced option available for batch, department and semester.
- We can view the type of concession, fee head and amount.
- Export and print option available as:
 - Summary: summary of details shown.
 - 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		-	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ▾
ET9849	08-08-2020	500.00		-	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ▾
ET9850	17-08-2020	10000.00	17-08-2020	test	COMPLETED	biotstudent4 (STUDENT)	Actions ▾
ET9851	18-08-2020	1500.00		-	NOT VERIFIED	abirami (STUDENT)	Actions ▾
ET9852	18-08-2020	51100.00		-	NOT VERIFIED	Staff Name 372 (STAFF)	Actions ▾
ET9853	19-08-2020	15400.00		-	NOT VERIFIED	X (STUDENT)	Actions ▾

[Export & Print](#)

ONLINE PAYMENT

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

WORKFLOW

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