1) STUDENT:

8.1) Additional Attendance:

<u>Purpose</u>: To mark any additional attendance of a student failing to meet the required attendance for appearing in exams.

Procedure:

How to mark the additional attendance?

1.1 Go to the "**STUDENT**" module.

1.2) Select the "ADDITIONAL ATTENDANCE" form.

1.3) Select the Session name, group name, Time- table slot and click on "Show Attendance".1.4) Click on "Update" Button to save the changes made by you.

Note: You will get the list of student on the basis of session name and group name.

	SIMWEB		STUDENT M	IODULE >	ADDITIONA	L ATTENI	JANCE
		Finance A	dmi <mark>n Emp</mark> loyee F	ee Hostel Inv	ventory Library		tudent
Student			Quick Links		Transactional	Populate	Master
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8.2) Attendance Daily Entry:

<u>Purpose:</u> To keep a track of students attending classes and to maintain a record of any leaves taken by the student further defining it as an excused or unexcused absence on daily basis.

Procedure:

How to mark the daily attendance?

1.1) Go to the "STUDENT" module.

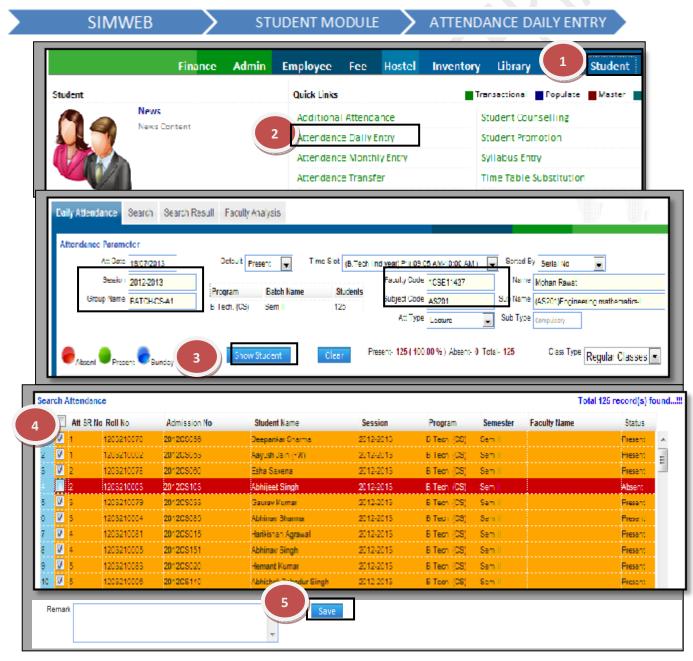
1.2) Select the "ATTENDANCE DAILY ENTRY" form.

1.3) Select the Session name, group name, faculty code and subject code then click on "Show" Student.

1.4) By default all the student are marked present in case you want to mark any student absent just click on "Check boxes" in front of the student names.

1.5) Click on "Save" button.

Note: You will get the list of student on the basis of session name and group name.



8.3) Attendance Monthly Entry:

<u>Purpose:</u> To keep a track of students attending classes and to maintain a record of any leaves taken by the student further defining it as an excused or unexcused absence on monthly basis. It is also used to mark the attendance in bulk and to check the attendance percentage of a student.

Procedure:

How to mark the monthly attendance?

1.1) Go to the "**STUDENT**" module.

1.2) Select the "ATTENDANCE MONTHLY ENTRY" form.

1.3) Select the Session name, group name, faculty code and subject code then click on "Show Student".

1.4) Now, select the check box & Click on Button "Present", "Absent", and "Blank" to save.

	Finance Ad	min Employee	Fee Host	el Inventory	Library	1 Student
Student News Co	intent	2 Attendario	al Attendance ce Daily Entry	T	Student Cours Student Promo	otion
Attendance Search Search	Result	Attenden	ce Monthly Entry	_	Syllabus Entry Time Table Su	
Attendance Parameter Session 2012-2013 Group Name BATCH-CS-A Date From 01/07/2013	Program B Tech. (Cl Date To 19/07/2013		Subject Code	1CSE11437 AS201 Lecture	Name Mohan Ri Sub Name (AS201)E Sub Type Computer	ingineering mathematics-l
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Procedure:

How to mark the transfer attendance?

1.1) Go to the "**STUDENT**" module.

1.2) Select the "ATTENDANCE TRANSFER" form.

1.3) Select the Session name, group name, faculty code and subject code in attendance parameter and then select the faculty code and subject code on which the attendance is to be transferred and click on "Search" button.

1.4) Click the "Check Box" which will select all the student and then click on "Transfer" button.

	Finance	Admin E	mployee Fee	Hostel Inven	tory Libra		s S	tudent
Student			Quick Links		Iransaction	al Popu	ilate 🔳	Master
	News		Additional Attend	ance	Student (ounsellin	g	
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ttendance Transfer								
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S.N Uni.Enrol N	Roll No	Admission No	Student Name	Session	Program	Semester	Status	Valid Subject
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13 38	1203210050	201209021	Anurima Chatterjee	2012-2013	B.Tech. (CS)	Sem II	P	No
14 17	1203210022	201209022	Alok Kumar Verma	2012-2013	B Tech (CS)	Sem II	Р	Yes
	1203210088	201205023	J. Vignesh	2012-2013	B Tech. (CS)	Sem II	P	Ko
15 9	203210000	and the starting of	or sublicer					

8.5) Change Student Record:

<u>Purpose</u>: This Form allows us to change the data of the students when we want to make changes in bulk number of students through single form. Procedure:

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How to change the records of the student?

1.1) Go to the "**STUDENT**" module.

1.2) Select the "CHANGE STUDENT RECORD" form.

1.3) Select the Student group through different criteria's like college name, session, etc and select the Item to be Change through drop down menu option.

1.4) Click the "Show" button, all the students matching your criteria will be displayed in the grid with Item to be changed field will appear in existing grid and Change to grid will be opened to make the changes.

1.5) Click the "Update" button.

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Note: In-case you want to make similar kind of changes in the entire field you can check the "Fill grid automatically" option.

8.6) Elective Subject Mapping:

<u>Purpose:</u> To Map a particular subject & Faculty as per elective students for that subject and assigning a group name for those students.

Procedure:

How to create a group of students for elective subject?

1.1) Go to the "STUDENT" module.

1.2) Select the "ELECTIVE SUBJECT MAPPING" form.

1.3) Search the student data according to various parameter like college name, session, program etc as per your requirement and select the elective subject on which you want to map the students.

1.4) Select the required students from the grid by check the checkbox.

1.5) Select the faculty name & enter the group name in elective group name field.

1.6) Click the "Save" button which will create a new group for that elective subject.

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4 Ject Map Dolleye 30 Bubjed Name Analog	ping Session 2013-14 Communica Subject Code ECO	Program 8.T	fedi. (C3) Sen Status Active	nester Sem Sub St	i atus <mark>Regula</mark> r	Student Name	New Entr		Delete
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8.7) Exam Marks Entry:

<u>Purpose:</u> This Form is used to enter the marks of students for the exams they have appeared for and also to view the pass/fail percentage.

<u>Procedure:</u>

How to enter the exam marks of the students?

1.1) Go to the "STUDENT" module.

1.2) Select the "EXAM MARKS ENTRY" form.

1.3) Select the session, group name, etc as per the requirement then click the "Show" button.

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1.4) Click the "Edit" button, enter the marks of the students.

1.5) Click the "Save" button.

SIN	1WEB	STUDI	ENT MODULE	\rightarrow	EXAM N	MARKS ENT	RY
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4 0	CS001	2013ABES03001	vishal	5		D/100 Saved Succes	ssfully!!

8.8) Exam Mark sheet Formula:

<u>Purpose:</u> In this form we can go ahead and define the formula & weight age of marks for a particular exam and their calculation.

Procedure:

How to create Exam Mark Sheet Formula?

1.1) Go to the "**STUDENT**" module.

SIN

1.2) Select the "EXAM MARK SHEET FORMULA" form.

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1WEB	STUDENT MODULE	EXAM MARKS SHEET FORMULA	VAIS

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1.3) Click the "New Entry" button at the bottom of the page.

1.4) Define the Formula name and short name.

1.5) Select the Formula Head, Operator and Numeric value for Formula Expression.

1.6) If you are satisfied with the preview just click on "Save" button and your exam mark sheet formula is defined.

	Finance	Admin	Fmployee	Fee Hos	tel Inventor	y Library	1 Student
Student			Quick Links		-	Iransactional	Populate Master
	Content		Additional	Attendance		Student Cou	nselling
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			Attendance	e Monthly Entr	Y	Syllabus Ent	rγ
			Attendance	e Transfer		Time Table 9	Substitution
			Change Sh	ident Records		Admission	
escription			Elective Su	biect Mapping		Enquiry	
udent Description			Exam Mark			Registration	
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8.9) Exam Marks View:

<u>Purpose</u>: To View the marks details of the students in particular group of a particular session.

Procedure:

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How to view the marks details of the student? 1.1) Go to the "**STUDENT**" module.

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1.2) Select the "EXAM MARKS VIEW" form.

1.3) Select the session & group name and then Click on "Show" Button.

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on					
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Exam Marks View					
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Exam Marke View 4					
Sees on 2013-14		I India Mohan Teet	* CS201P : (CS201P)Computer Programmi	ng Lab	
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B.Tech (CS) Sem III Sem III	New En	try Show	1		
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0 Ronit Rawet CO002 2010A0E000002C6201P	0	D	0	70	100
0 vishal CS001 2010ADES00010CS201P	0	D	0	45	100

Note: You can get the list of student on different basis like admission no, serial no, student name etc by selecting the options from dropdown menu of "List Based On".

8.10) Gate Attendance: <u>Purpose:</u>

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8.11) Reporting (Admitted Student)

<u>Purpose:</u> On this page we can capture the reporting date of a admitted student and search for the students who have reported on a particular date. Procedure:

1.1) Go to the "STUDENT" module.

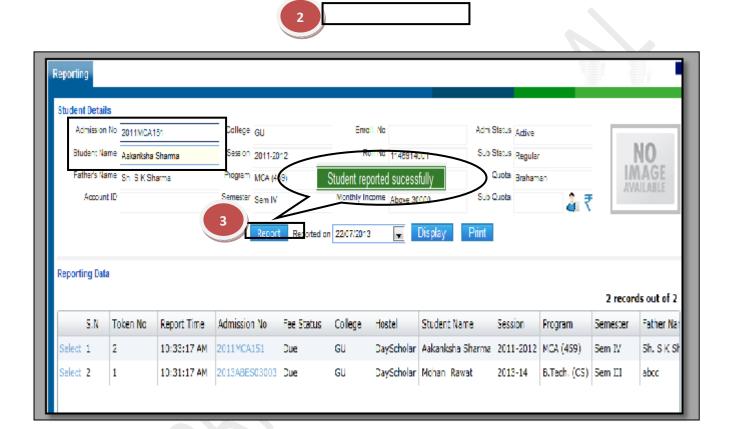
1.2) Select the "**REPORTING (ADMITTED STUDENT)**" form.

1.3) Fill the Admission number or select the Student Name then click "Report" button.

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		F	inance	Admin	Employee	Fee	Hostel	Inventory	Library		Student
	Student				Quick Links				insactional	Pupulate	Master
		News News Course	-		Additiona	l Attend	ance	S	tudent Cour	selling	

REPORTING (ADMITTED STUDENT

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8.12) Reporting (Registered Student):

<u>Purpose:</u> On this page we can capture the reporting date of a registered student and search for the students who have reported on a particular date.

Procedure:

1.1) Go to the "**STUDENT**" module.

1.2) Select the "**REPORTING (REGISTERED STUDENT)**" form.

- 1.3) Fill the Enquiry number.
- 1.4) Click the "Report" button.

SIMWEB

STUDENT MODULE

REPORTING (REGISTERED STUDENT)

			Employee			tory Library	
Student			Quick Links			Transactional	Populate Master
	News Contant		Additiona	l Attendance		Student Cour	selling
			Attendanc	c Daily Entry		Student Pron	notion
170 h			Attendand	e Monthly Fr	itry	Syllabus Entr	y
			Attendanc	e Transfer		Time Table S	ubstitution
Description	,		Change St	udent Record	5	Admission	
Student Description			Elective St	ubject Mappii	ng	Enquiry	
			Exam Mari	ks Entry		Registration	
			Exam Mari	ks Sheet Forn	nula	Subject Entry	
			Exam Mari	ks View		Subject Spec	alization (Faculty)
			Gate Atter	ndance		Test Schedul	۲
			Reporting	(Admitted St	udent)	Admission N	o Formula
		2	Reporting	(Registered)	Student)	Attendance S	etup

Reporting														
Student Details							Test Detail		ı	Course	College	Priority		
App. Form No.		Gender	Nale	Phone			S.No. Name	Roll No.	Rank/Score	Priority	College	Program	Category	
P	1100844 Fin	m Place		Mobile	88888888888		No records avail	able		1	GV	B.Tech. (CS)	Direct	
3 Rah	ul Roy	Address				Ŀ.	Student repo	rted sucessful	hy					
Father Name Sarjo	eet Roy		Mayur Vi New Del			-								
Status Reg	istered									. —				
										1				+
4 Report Reported on 22/07/2013 Display Print														

8.13) Student Counseling:

Purpose:

Procedure:

1.1) Go to the "STUDENT" module.

1.2) Select the "STUDENT COUNSELLING" form.

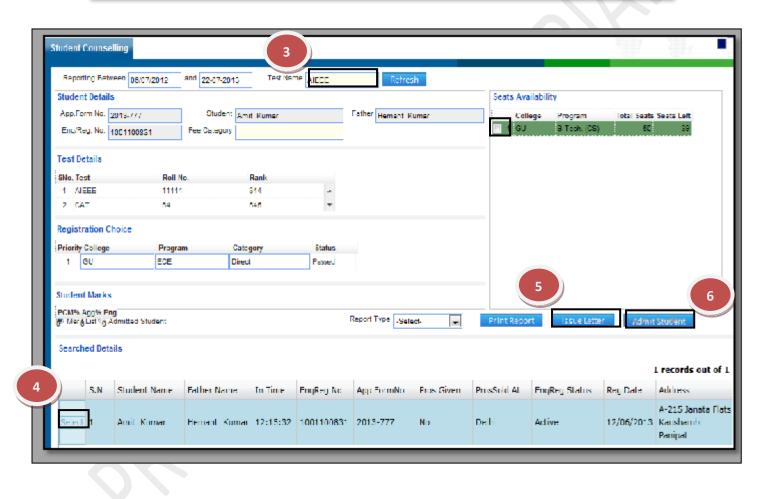
1.3) Select the Test Name and click Refresh button. List of students will appear on the page.1.4) Select the student and check the availability of the seats.

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1.5) Click the "Issue Letter" button.

1.6) After issuing the letter, click the "Admit student" button. Student will be admitted.

	SIMWEB	\rightarrow	STUDENT MODULE				STUD	ENT CO	DUNSELING	
		Finance	Admin	Employee	Fce	Hostel	Inventory	Library	1 Student	
Student				Quick Links			Тга	nsactional	Populate Master	
	News		Additiona	Attenda	ance	2 Student Counselling				
	News Co	News Cuntent		Attendan	ce Daily B	intry	Student Promotion			
C Za			Attendance Monthly Entry				S	Syllabus Entry		
				Attendan	ce Transf	er	Т	ime Table S	Substitution	
Description				Change St	ludent Re	scords	A	dmission		



8.14) Student Promotion:

<u>Purpose:</u> This form is used to promote the students from one semester to another. <u>Procedure:</u>

How to Promote the student?

1.1) Go to the "**STUDENT**" module.

1.2) Select the **"STUDENT PROMOTION**" form.

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1.3) Click the "Edit" button at the bottom of the page.

1.4) Select the college, session, program, semester, status and sub status.

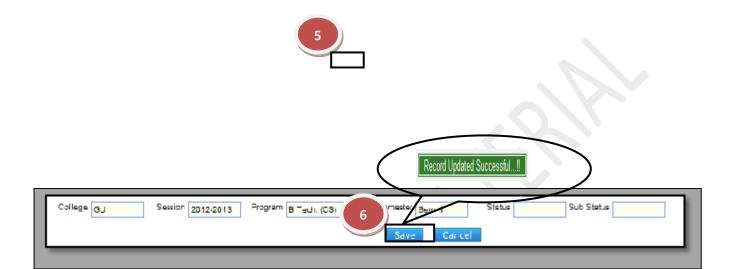
1.5) Click on "Show" button, list of students will appear, select the students who are to be promoted to next semester.

1.6) Click the "Save" button.

	Finance	∧dmin	Employee	Fee Hostel	Inventory	Library 1 Stud
Student			Quick Links		Transa	actional Populate Mai
	ews ows Contont		Additional	Attendance		lent Counselling
				e Daily Entry		lent Promotion
			Attendance	e Monthly Entry		abus Entry e Table Substitution
				ident Records		Ission
Description				bject Mapping	Engl	
Student Description						
College S	iession	Program	Sen	nester	Status S	ub Status
			3	Edit		
Student Promotion						4
				214		
Callege <mark>GU</mark> Se	ssion 2012-2013 Prog	ram <mark>B.Tech. (CS)</mark>	Semester Se	em II Status Ad	tive Sib Status	Show Clear
						0 records (
S.N Admission No	Roll No Student I	Name Father	Name College	Session 2moram	Semester Status	Sub Status
	INTERV ANALYSIS	ISTIN TACIN	neme swinge	ossent rivgraff	an incardi actività	000 010100
College GU Sea	sion 2012-2013 Prog	am B. Lech. (CS)	Semester Se	em III Status _{Al}	tive Sub Status	
			Save	Concel		

Student Pr	romotion										ŗ.
College	CU Set	sion 2012-2013	Hingram D.Tech. (CS) Nemester Se	n II	Status	Sub State	ĸ	Show	Clear	
			-			_			18	86 records out	t of 186
S.N	Admission No	Roll No	Student Name	Father Name	College	Session	Program	Semester	Status	Sub Status	
	201205183	1203210037	Ankur Sharma	Mahesh Sharma	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	-
v -											
✓ _ ✓ 2	2012CS182	1203210163	Rokhi	Mahesh Kumar	GU	2012-2010	D.Tech. (CS)	Sem II	Active	Regular	

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8.15) Syllabus Entry:

<u>Purpose:</u> This form is used for promoting students to the next semester. <u>Procedure:</u> How to enter the syllabus of the student? 1.1) Go to the "**STUDENT**" module.

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1.2) Select the "SYLLABUS ENTRY" form.

1.3) Click the "New Entry" button at the bottom of the page.

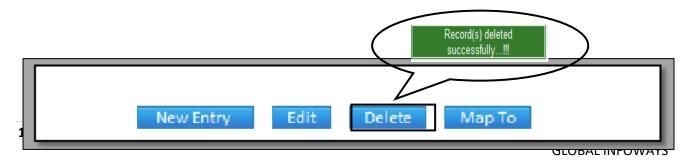
1.4) Select the session, program, semester, subject code, etc as per the requirement of the form.

1.5) Click the "Save" button.

SIMV	VEB >	STUD	ENT MO	DULE	\rangle	SYLLABU	IS ENTRY	
	Finance	Admin	Employee	Fee	Hostel	Inventory	Library	Student
Student	News Content		Quick Links Additiona Attendanc Attendanc Attendanc Change St Elective S	e Daily E e Month e Transf udent Re	intry ly Entry er cords	2 5 7 8	Insactional Pop tudent Counsellin tudent Promotion villabus Entry ime Table Substit dmission nquiry	Ig
	3 New	v Entry	Edit	Delete	Мар	То		
Session 2012-2		nester Sem I		Apply From			Unit Unit I	
	. (CS) Subject	Code AS101		Title Advance	d Engineering d engineering	mathamatics 2nd ed.		No of Classes
			5 Save	Canc		abus has been s successfully!!!)

How to Delete Syllabus Entry?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.



VERSION 2.1

8.16) Time Table Substitution:

<u>Purpose:</u> This form allows having substitute against the faculty who will not be present at the specific date for his/ her period. <u>Procedure:</u>

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How to substitute the faculty according to the time- table?

1.1) Go to the "STUDENT" module.

1.2) Select the "TIME TABLE SUBSTITUTION" form.

1.3) Select the Substitution day and faculty code/faculty name then click the "Show" button.1.4) List of the period assigned to the faculty appears who has to put substitute at his/ her place and select the period at which you want the substitute and fill the information of the substitute faculty like faculty code and subject name.

1.5) Click the "Save" Button.

	Finance	Admin Emp	loyee Fe	ee Hostel	Inventory Lil		Student
tudent	Thomas		ck Links			ional Fopulate	
News			dditional Att	endance		nt Counselling	
News Co	ntent		ttendance Da			nt Promotion	
TOR A		A	itendance M	onthly Entry	Syllab	us Entry	
		A	ttendance Tr	ansfer	2 Time 1	Table Substitution	1
escription		CI	hange Studer	nt Records	Admis	sion	
udent Description			ective Subje		Enquir		
		E	am Marks Er	ntry	Regist	ration	
Time Table Substitution Se Substitution of the day	arch Search R 13	Faculty Code ENNINBA	488	Faculty Name <mark>Adhia</mark>	Tyagi	Show	3
Substitution of the day 10/07/20	13 sarch Search			Faculty Name Adria			
Substitution of the day $p_{10,17/20}$ ime Table Substitution S	13 sarch Search	Faculty Code ENNINBA	N/BA488			Show Show	
Substitution of the day 20107/20 Time Table Substitution S Substitution of the day 20107/2	13 earch Search 013	Faculty Code ENNINBA	N/BA488	Faculty Name	Achla Tyagi	Show	
Substitution of the day 20107/20 Time Table Substitution S Substitution of the day 20107/2	13 earch Search 013	Faculty Code ENNINEA In Result Feculty Code EN Group	IVBA488 Hall Name	Faculty Name Subs Faculty Code	Achla Tyagi Subs Faculty Name	Show Show New Subject Code	Nevr Subject Nar
Substitution of the day 20107/20 Time Table Substitution S Substitution of the day 20107/2 Session Program	13 earch Search 013	Faculty Code ENNINEA h Result Feculty Code EN Group BATCH-CE-1	IV/BA488 Hall Name 121	Faculty Name Subs Faculty Code	Achla Tyagi Subs Faculty Name	Show Show New Subject Code	Nevr Subject Nar
Substitution of the day 20,07720	13 earch Search 013	Faculty Code ENNINEA	I//BA488 Hall Name 121 121	Faculty Name Subs Faculty Code 1CSE11437	Achla Tyagi Subs Faculty Name Mohan Rawat	Show Show New Subject Code ECE401	New Subject Nar Souccural Analysi
Substitution of the day 20107/20 ime Table Substitution S Substitution of the day 20107/2 Session Program 2011-2012 2011-2012	13 earch Search 013	Faculty Code ENNINEA	N/BA488 Hall Name 121 121 121	Faculty Name Subs Faculty Code 1CSE11437	Achla Tyagi Subs Faculty Name Mohan Rawat	Show Show New Subject Code ECE401	New Subject Nar Souccural Analysi

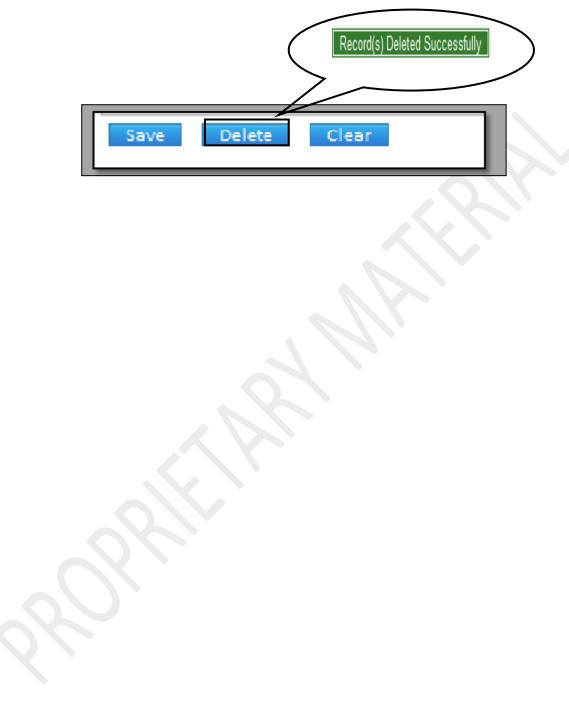


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How to Delete Time Table Substitution?

1.1) Please follow above steps to search the desired data and Click on "Delete" Button.



8.17) Enquiry:

<u>Purpose:</u> To Generate a Unique Enquiry Number & to manage the details of the candidates who are enquiring.

Procedure:

How to create a new enquiry?

SIMWEB

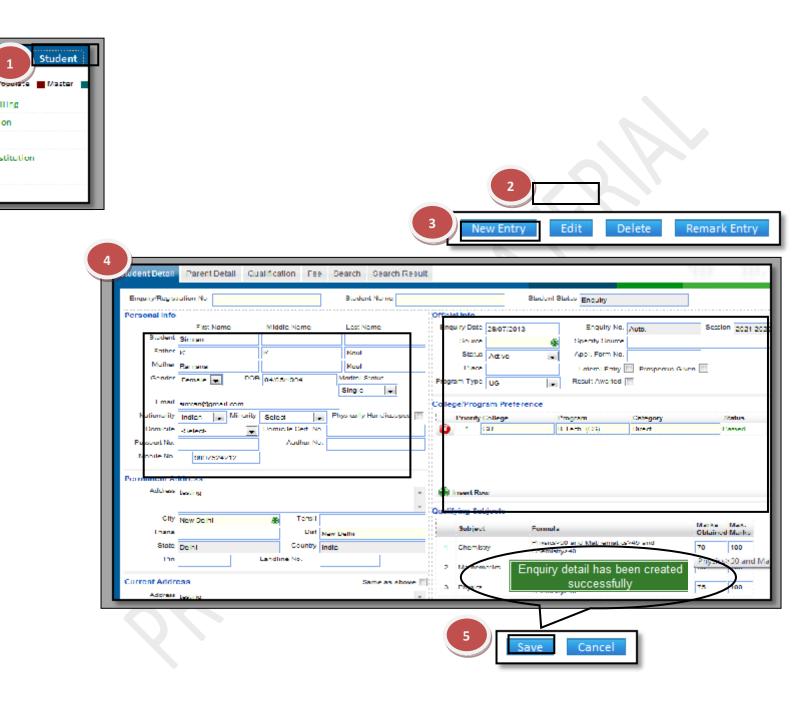
1.1) Go to the "**STUDENT**" module.

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1.2) Select the "ENQUIRY" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) After filling all the mandatory fields ,if you want to save the record just click on "Save" button at the bottom of the page , which will generate a new unique enquiry id for that particular Student.



	Parent Detail O	ualification Fee	Search Search Res	ult		
Enquiry/Registrat	tion No. 1001200850		Student Name Similar		Student Si	tatus Enquiry
Personal Info				Official Info		
	First Name	Middle Name	Last Name	Enquiry Date	29/07/2013	Enquiry No. 1001200850
Student S	iniran			Source	(R)	Specify Source
Father K		К	Kaul	Status	Adive 👻	Appl. Form No.
Mother R	anjana	1	Knul	Place		Lateral Entry Prospectus

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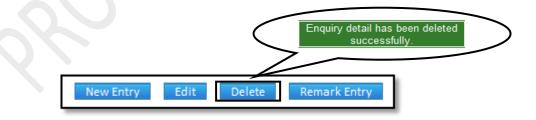
How to edit an old enquiry?

1.1) In Case, you know the enquiry id number or Student name just enter the details in the specific field which will give you the options to select the required student.1.2) Now you can make changes in the data & then Click on "Save" button.

Enquiry/Regist	ration No. 1001200850		Student Name Simon		Student Status F,
Personal Info				Official Info	
	First Name	Middle Name	Last Name	Enquiry Date 23/07/2	013 E
Student	Simon			Source	Spei
Father	к	ĸ	Koul	Otatus Active	- Appl
Mother	Konjana		Koul	Place	Lo:
Cender	Female - DOE	01/05/1994	Marital Otatus	Program Type UG	- Resul
			Single 💌	00	
Email	simran@gmail.com		-i - i	College/Program Pre	ference
Nationality	Indian 🖉 Minority	-Select-	Physically Handleapped	Priority College	Program
Domicile		Domicile Cert. No.		🔁 1 GU	B.Tech. (
Possport No.		Adhor No	00008089080005		
Mobile No.	8897621212				

How to Delete an Enquiry?

1.1) Please follow above steps to search the desired data and Click on "Delete" Button.



8.18) Registration:

<u>Purpose:</u> To Register a candidate & to manage the details of the registered candidates. <u>Procedure</u>:

How to register an existing candidate?

1.1) Go to the "**STUDENT**" module.

1.2) Select the "**REGISTRATION**" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form

|--|

with Mandatory Fields with Red outlines.

1.4) In Case, you know the enquiry id number or Student name just enter the details in the specific field which will give you the options to select the required student.

1.5) Click the "Save" button which will generate a unique receipt number & the Student will be registered. (You can take printout of the receipt through print button)

	SIMWEB	\rightarrow	STUD	ENT MOD	ULE >	REG	GISTRATIO	ON FORM	
		Finance	Admin	Employee	Fee	Hostel	Inventory	Library	1 54
Student				Quick Links				ransactional	Populate N
	News	ontent		Additiona	Attendan	œ		Student Coun	selling
		uncenc		Attendan	ce Daily Fo	iry		Student Prom	otion
07				Attendan	ce Monthly	Entry		Syllabus Entr	y
				Attendan	ce Transfer			Time Table S	ubstitution
Descriptio				Change S	tudent Reco	ords		Admission	
Student De				Elective S	ubject Map	ping	2	Enquiry	
				Exam Mar	'ks Entry	_		Registration	
				3 Ne	w Entry	Edit	Dele	te Rer	nark Entry
Stud	Parent Delail	Qualification	Fee Search	Search Result					100
LngJKeg	. No.	As	api I orm No.		Studen	t Name		Student	Status Enguiry
Personal	Into				Official Info				
10	First Name Ident Reena	Middle	Name Las Gupt	d Name	Reg. Dr	ate 28/07/20		teg. No. Auto	
	where Sotesh		Gupt		Sou		E Spech		
M	other Netra		Gupt		Linguity Sta		Appl. 1		
	nder Female	-	1603 14/07/19	10	The second se	Lateral Lr		Cession 2021 202	
Marital S					Form Sta		,		
	insil e-re@gm-il.com iule solort		obile No 8971321 icile No.	212	Prio		Refere	noed Dy	
Passoo	-26 612-		dhar No.		hogram Ty	P ^e UG	-	Result A	vaited
	igion	÷.	Gaste	÷	College/Pro	gram Profe	renee		
Caste re	g No.		ub Caste	۲	1 Private the	College GU	Program B Tech		• •
Natio			Minority Celect-	-					
	Physically Handles	apped			_				
Permane	nt Address								
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	Orty New Delhi	ő.	Lebal		Qualitying 5	iubjects			
	tana		Dev New Delt	n	Subjec	"	Im reg	istration de	tail has been
	tate Delhi		Country India		1 Cheme	<u>5</u>		created suc	
	<u>,</u>								
							Save	Cance	
	Student P		ent Detail	Qualificatio	n Fee	Searc	h Search	n Re	
		6							
	Enq./Re	g. No. 1001	200849		Appl Forr	n No.			
		-			-				
	Personal	Info							
			First Name	Mic	idle Name		Last Name	by for reight	Student Status Frances
	St	udent Reena				Gu	ipta	Ty Ref Iv	
		ather Satesh				Gu	ipta	2.000	
							-		
2 P a g		Neha					ipta		

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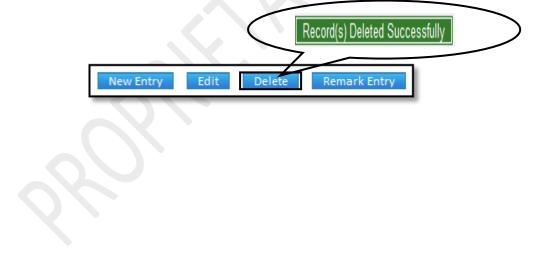
How to edit an old Registration Id?

1.1) In Case, you know the registered id number or Student name just enter the details in the specific field which will give you the options to select the required student.1.2) Now you can make changes in the data & then Click on "Save".

udent Detail	Parent Detail Qualif	ication Fee Se	earch Search Resu	ult	
Enq./Reg. No.	1001200849	Appl Form No		Student Name Reena Gupta	
Personal Info				Official Info	
	First Name	Middle Name	Last Name	Reg. Date 26/07/2013	
Student	Reena		Gupta		
Father	Satesh		Gupta		
Mother	Neha		Gupta	Enquiry Status Active	
Gender	Female	DOB 1.	4/07/1993	Place	
Marital Status	Single	-		Form Status Sold	
Email	reena@gmail.com	Mobile No 8	971321212	Priority	
Domicile	-Select-	Domicile No.		Program Type	
Passport No.		Aadhar No.		Selected registrat	
Religion	Hindu (🚯 Caste 🖪	rahmins	Collegs/Progra Deen updated s	accessiony

How to Delete a Registration Id?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.



8.19) Admission:

<u>Purpose:</u> To Generate a Unique Admission Number of the registered candidates & to manage the admission details of the students.

Procedure:

How to admit a registered candidate?

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	SIMWEB	STUDENT MODULE	ADMISSION FORM	VAYS

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1.1) Go to the "**STUDENT**" module.

1.2) Select the "ADMISSION" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) In Case, you know the registration id number or Student name just enter the details in the specific field which will give you the options to select the required student.

1.5) Fill the required field for admission, then click on Save button which will the save the data & will generates a unique Admission Number.

		Finance	Admin	Employee	Fee	Hostel	Inventory	Library		Student
Student				Quick Link				insactional	Fogulate	-
Statent	Nev									
		vs Content		Addition	al Attenda	nce	S	tudent Cour	nselling	
				Attendar	nce Daily Er	ntry	S	tudent Pron	notion	
				Attendar	nce Monthl	y Entry	S	vilabus Ent	ry .	
					nce Transfe		т	ime Table S	Substitutio	0
						-			abstitutio	
Docoriet	ion			change :	Student Red	orcs		dmission		
		3	New Entry	Edit	Dele	te				
4	Parent Details/Phot	tographs Qualific	ation/Document	Optional Sea	arch Result					
Admission No.		Student Na	me		Student Status	Registered	2			
ersonal Info				Officia	al Info					
Reg.Form No.	1001100815	Reg. Student Abha	v Kumar Sharma		Status Activ	/e 💌	Sub Status	gular 👻		Student Photo
	First Name	Middle Name	Last Name		College GU	/e 💌	Program CS			-
Student		Kumar	Sharma	Adm	n. Session 2013	.14	Curr. Session 20			NO
	Rajaram	Kumar	Sharma		Through Direct		Fee Category Dire		7	IMAGE
Mother Gender	Vidhya		Sharma 12/04/1996	A	dm. Sem. Sem		Current Sem. Ser			AVAILABLE
Marital Status	Male		12/04/1996	(Cat/Quota	đ	Sub Cat/Quota arm			
	Single	▼ Mahila Na		Gro	oup Name BAT	CH-BTAI-1 🏟	Serial No.			
Email Domicile	abhi@gmail.com		9811569523	Refer	renced By Udit	Kumar	Priority B.T	'ech	Acc Id	I
l	Uttar Pradesh			A	dm. Date 29/07	7/2013	Admission No.		Enroll No.	
	IND0058963		1245825		Roll No.		Adm. Under _Se	elect- 💂	Program Type	UG
Religion Caste reg No.		Caste Sub Caste	Brahmins		loted CatSel	ect.		elect-	Qual. Value	
Inc. Reg. No.	H/B125878	Nationality			eral Entry 📃	\langle	Admission	data has b successfull		ted
inc. Neg. No.		Nationality	Indian	•	_				Ŷ	
6						5	Save	Cano	cel	
Student		Details/Photogra				nal Sear	ch Result			100
Admiss	sion No. 203GLIC03	1	Student N	ame Abbay Kun	har Sharma	55	udent Status Ad	mitted		20
Person	al Info					Official	Info			
Reg.Fe	orm No. 1001100815		g. Student Abh	ay Kumar Sharma			Status Arrive	-	Sub State	equiar
	First Student Abhay	Name	Middle Name	Last Nan Sharma	ne	1 '	College _{GU}		Program	
	Futher Rajaram	Kum		Sharma			Session 2013-14		Curr Sessio	2013-14
	Mother Vichya			Sharma			hrough Direct	-	Fee Catego	
	Cender Molo			12/04/1996		1 A.L	n. Sern. _{Sem i}		Current Ser	

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8.20) Subject Entry:

<u>Purpose:</u> To Create & Maintain the Subject Names & Subject Code. <u>Procedure:</u> How to create the Subjects & Subject Code? 1.1) Go to the "**STUDENT**" module.

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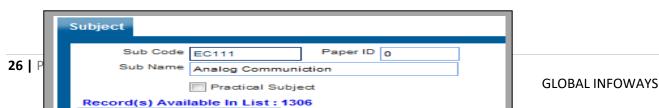
1.2) Select the "SUBJECT ENTRY" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) Fill the required fields like Unique Subject Code & Unique Subject Name.

1.5) Click on "Save" button and Subject is created successfully.





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How to delete the previously saved subject?

1.1) Follow the above steps to select the subject name which you want to delete.

1.2) Click the "Delete" button, which will delete the selected subject.

New Entry	Edit	Delete	Print
		$\overline{\mathcal{A}}$	

8.21) Subject Specialization (Faculty):

<u>Purpose:</u> To Map the subjects to a particular faculty. <u>Procedure:</u>

How to assign or Map the particular subjects to a particular faculty? 1.1) Go to the "**STUDENT**" module.

27 Page			
SIMWEB	STUDENT MODULE	SUBJECT SPECIALIZATION FORM	OWAYS

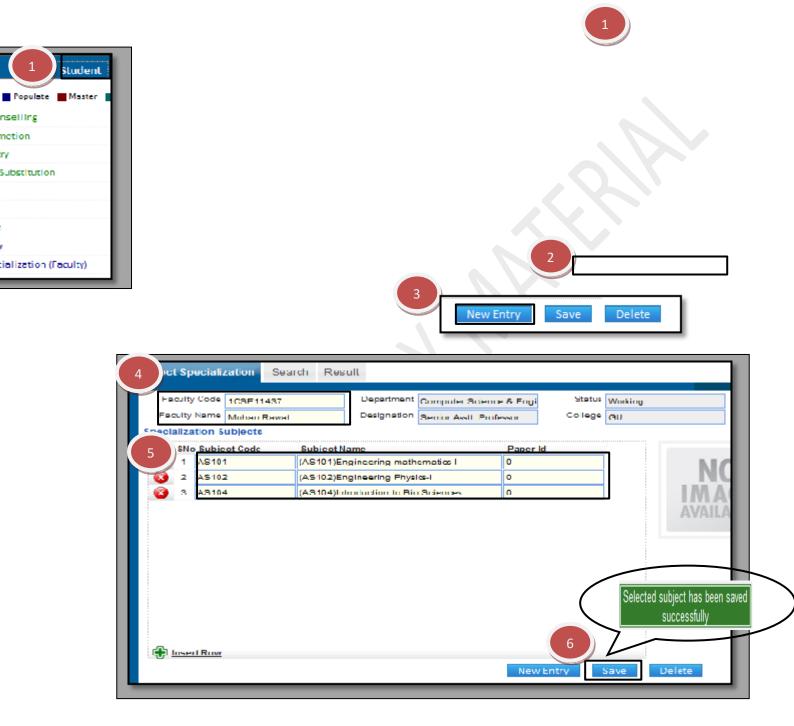
1.2) Select the "SUBJECT SPECIALIZATION (FACULTY)" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) Select the faculty through Faculty Name or Faculty Code searching option.

1.5) Add the Subjects in the grid through Subject Name or Subject Code.

1.6) Click the "Save" button, which will save the particular subjects to that particular faculty.



How to delete the Subject Specialization of any faculty?

1.1) Follow the above procedure up to step (1.4).

1.2) Now, Grid will show you the mapped or assigned on that faculty. Click the "Delete" Button to delete the record.

Selected subject has been <u>dele</u>ted successfully

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8.22) Test Schedule:

SIMWEB

<u>Purpose</u>: While conducting a placement drive if an organization conducts a test we can enter details of the test and maintain a record of it for future reference. <u>Procedure:</u>

STUDENT MODULE

AYS

TEST SCHEDULE

How to create the test schedule for the students? 1.1) Go to the "**STUDENT**" module.

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1.2) Select the "TEST SCHEDULE" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) Select the Company name, Registration from, visit from, etc. as per the requirement of the form.

1.5) Click the "Save" button, and Test Schedule is created successfully.

		Finance	Admin	Employee	Fee Host	el Inventory	y Library 🔪	Student
Ident				Quick Links	5	•	Transactional Popul	ate Master
	News News Cor	****		Addition	al Attendance		Student Counselling	:
	News Cor	itent		Attendar	ice Daily Entry		Student Promotion	
Ver				Attendar	ice Monthly Entry	1	Syllabus Entry	
				Attendar	ice Transfer		Time Table Substitu	tion
				Change S	tudent Records		Admission	
s cription dent Descriptio	1			Elective	Subject Mapping		Enquiry	
				Exam Ma	rks Entry		Registration	
				Exam Ma	rks Sheet Formu	а	Subject Entry	
				Exam Ma	rks View		Subject Specializatio	on (Faculty)
				Gate Atte	endance	2	Fest Schedule	
Test Schedu	ule				Edit	Delete		
4 Con Registratio	ule npany Name n Date From	APOLLO INTE 31/07/2013	esult		To 31/07/2013	Delete		
4 Schedu Con Registratio Vis	ule npany Name n Date Fron it Date Fron	APOLLO INTE	esult		To 31/07/2013 To 15/08/2013	Delete		
t Schedu Con Registratio Vis Selection Pr	ule npany Name n Date From it Date From Job Location	APOLLO INTE 31/07/2013 15/08/2013 Delhi Total 6	esult RNATIONAL Record(s) F	LTD. Offered Salary(P	To 31/07/2013 To 15/08/2013 A.) 250000 cation Form		Total 96 record(s	
it Schedu Com Registratio Vis Selection Pr	ule npany Name n Date From it Date From Job Location rocedure Name	APOLLO INTE 31/07/2013 15/08/2013 Delhi Total 6 Seq	esult	Offered Salary(P	To 31/07/2013 To 15/08/2013 A.) 250000	ame Course I	Name Batch Name	
t Schedu Com Registratio Vis Selection Ph Test I	ule npany Name n Date From it Date From Job Location	APOLLO INTE 31/07/2013 15/08/2013 Delhi Total 6	esult RNATIONAL Record(s) F	Offered Salary(P	To 31/07/2013 To 15/08/2013 A.) 250000 cation Form S.No. Session N 26 2008-2010 27 2008-2010	ame Course I B.Tech. (B.Tech. (Name Batch Name EEE) Sem VIII ME) Sem VIII	
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How to Delete Test Schedule?

1.1) Please follow above steps to search the desired data and Click on "Delete" Button.



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8.23) Admission No Formula:

<u>Purpose:</u> To Define a Formula for generating Unique Admission Number for the Students. <u>Procedure:</u>

How to create Admission No Formula?

1.1) Go to the "**STUDENT**" module.

1.2) Select the "ADMISSION NO FORMULA" form.

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	SIMWEB	STUDENT MODULE	ADMISSION NO. FORMULA FORM	AYS

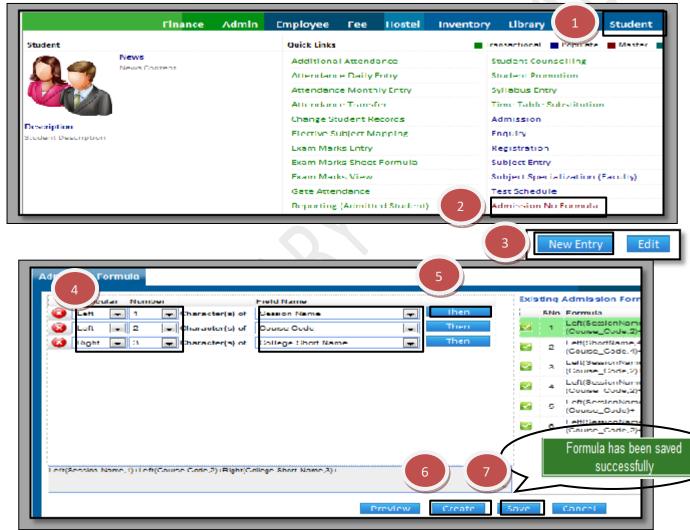
1.3) Click the "New Entry" button at the bottom of the page.

1.4) Select the particular, number & character of field name.(particular here refers to either left or right side of the field and number indicates how many characters you want from that selected field name)

1.5) And Click "then" button to add the next criteria with selecting the particular, number & field name.

1.6) Click the "Create" Button, which will show your created formula in box like shown in figure. You can check the preview of admission number which will be generated by your created formula by clicking on "Preview" Button.

1.7) If you are satisfied with the preview just click on "Save" button and your admission formula is saved and applied on the current session from now.(it will shown in green color in the grid)



How to Edit the created the Admission No Formula?

Once Admission No Formula is created it can't be edited but you can use old Admission No Formula to create a new one.

Please follow these steps for that:

1.1) Follow the previous steps up to (1.2)

1.3) Select the existing admission formula from the grid through click on "Select button" of desired formula.

1.4) Edit or add the changes and then Click on Save Button New Admission No Formula will be



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	Particular	Numb	er	Field Name			Exis	tinq	Admissio
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			(C	College Short Name,3)+			[-	

8.24) Attendance Setup:

<u>Purpose</u>: To mark the rules for the attendance of the students. <u>Procedure:</u>

How to create the test schedule for the students?

1.1) Go to the "STUDENT" module.

1.2) Select the "ATTENDANCE SETUP" form.

1.3) Select the rules which are required for the Daily attendance for the students.

1.4) Click the "Save" button.

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				Exam Ma	arks Entry		Registration	
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				Exam Ma	arks View		Subject Specialization (I	Faculty)
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8.25) Class Room Building:

<u>Purpose:</u> This form is used to allocate the location of classes, rooms and the type of activity it will be used for.

Procedure:

How to create class room building?

1.1) Go to the "STUDENT" module.

1.2) Select the "CLASS ROOM BUILDING" form.

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1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) Select the Block name, room type, description, etc as per the requirement of the form.1.5) Click the "Save" button.

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		Room No.'Name	Discription	-0	Seats	Purpose		College	Program	Sem
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0		A-102	Lecture Room		50	Lecture/Tutorial		College	Piogram	Semester
0	3	A-103	Laboratory		25	Practical	•	ollege	Program	Semester
0	4	A-104	Lecture Room		50	Lecture/Tutorial	۳	ollege	Piogram	Semester
	_					Class	room detail successfi		ided	-

How to edit or makes changes in the class room building?

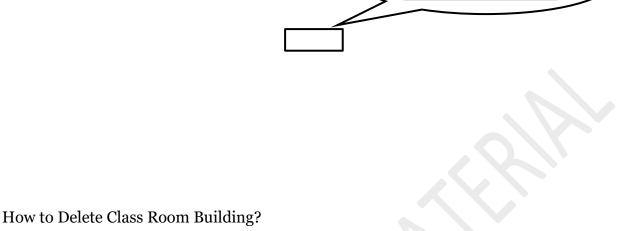
1.1) Click the "Edit" button.

1.2) Now you can make the changes in the Block name, room type, etc.

1.3) Click the "Save" button, which will save the changes made on that particular Information changed by you.

	N	lew Entry Edit	Delete			
Class Room Search	Search Result					
Block Name S.N. Room No/Nam	Ramanujan Block ne Discription	Seats	Purpose	College	Program	Sem

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Class room detail has been added successfully...!!!

1.1) Please follow above steps to search the desired data and Click on "Delete" button.

	\leq	Class Room Details has been deleted Sucessfully	>
New Entry Edit Delete			

8.26) Company Entry:

<u>Purpose:</u> This form is used for capturing and maintaining records of companies and their contact details.

Procedure:

How to enter company information?

1.1) Go to the "**STUDENT**" module.

1.2) Select the "COMPANY ENTRY" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

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COMPANY ENTRY

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1.4). Fill the required field for company entry, then click on "Save" button which will the save the data.

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Company Details						
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'on	Z, A. Block Johahool Park w Delhi					
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	Qangelbrick.com					
	v Delhi					
	v Delhi					
Contact Person(s)					maliiD	
		netio	Mobile	Designation		OfficialMalUD

How to edit or makes changes in the company entry?

1.1) Follow above procedure up to step (1.4).

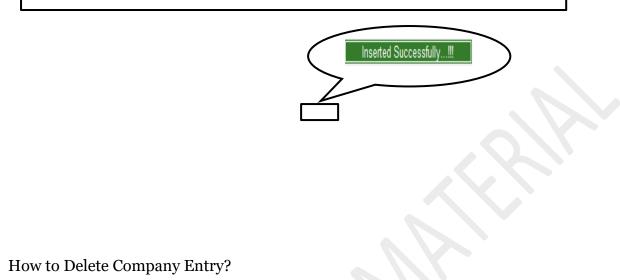
1.2) Now you can make the changes in the required fields like company name, address, etc.

1.3) Click the Save Button, which will save the changes made on that particular Information changed by you.

New Entry	Edit	Delete	

Company Detail Search Result	
Company Details	
Company Name Angel Drick Construction Company	
Address (VZ A- Block A	
Panchsbeel Fark New Delhi	
*	
Land Line No. 011 222478	
En 21D	

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1.1) Please follow above steps to search the desired data and Click on Delete Button.

	\sim	Deleted successfully!!!
New Entry	Edit Delete	

8.27) Program Entry:

<u>Purpose:</u> This form is used to create & edit Courses for a particular semester or session. <u>Procedure:</u>

How to enter course information?

1.1) Go to the "STUDENT" module.

SIMWEB

1.2) Select the "**PROGRAM ENTRY**" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4). Fill the required field for course entry, then click on "Save" button which will the save the data.

	Managem	ent			VERSION 2.1
Fina	nce Admin	Em ploye e Fe e	Hostel Inver	ntory Lib 1 ss	Student Transport Utilitie
Student News News Content		Quick Links Additional Attend Attendance Daily Attendance Mont	Entry	Transactional Populate Student Counselling Student Promotion Syllabus Entry	Master Others Class Room Buildin Company Entry Program Entry
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8.28) Exam Definition:

<u>Purpose</u>: To Define & Create the Exam for particular subject in particular program in particular session.

Procedure:

1.1) Go to the "STUDENT" module.

SIMWEB

1.2) Select the "EXAM DEFINITION" form.

1.3) Exam Definition form consists of Define Exam and Create Exam.

1.4) In Create Exam, click the "New Entry" button. Fill the Exam Code and Exam name and click the "Save" button, new Exam has been created.

1.5) In Define Exam, click the "New Entry" button. List of Session will appear, select the session, College name, Program name, Semester and Subject then according to list appears.

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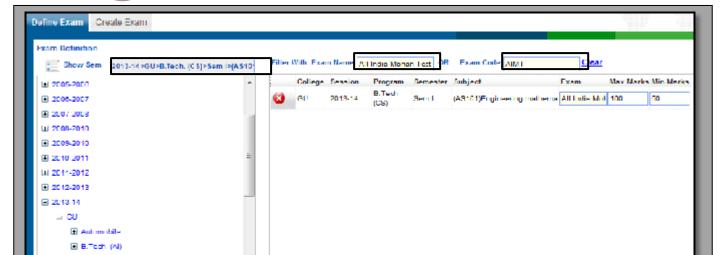
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You can filter the list by Exam Code or by Exam Name and enter the requirements. Click the "Save" button.

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udent			Quick Links		Transactional Populate Mast	er 📕 Others
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DEFINE EXAM FORM:







How to Delete Exam Definition?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.

New Entry Save Delete	

8.29) Group Combination:

<u>Purpose:</u> If there is a particular subject that is being taught in different streams and it has been mapped with different groups, we can merge the groups and create a new group. Such a merge helps in efficient management of resources.

Procedure:

How to enter course information?

1.1) Go to the "STUDENT" module.

1.2) Select the "GROUP COMBINATION" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) Define the combined group and select the session, group name and L/T/P which has to

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be combined in the group

1.5) Click the "Save" button.

dent		Quick Li	nks		Transactional	Populate Mas	ter Others	
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How to edit or makes changes in the group combination of the students?

1.1) Follow above procedure up to step (1.4).

1.2) Now you can make the changes in the session, group name and L/T/P which has to be combined in the group

1.3) Click the "Save" button, which will save the changes made on that particular Information changed by you.

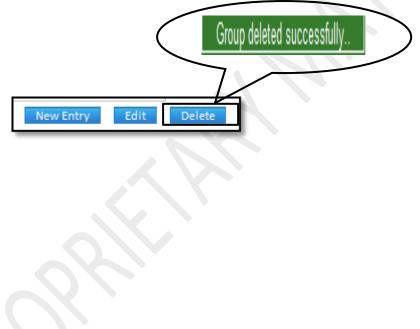
LTP in	luse	
Session Group	L T	P
2003-2004 BATCH-AI-1		V
2003-2004 BATCH-AI-2		
2005-2006 BATCH-EC-A1		V

Software for Institutional Management VERSION 2.1



How to Delete Group Combination?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.



8.30) List Of Holidays:

Purpose: This form is used to predefine list of holidays at the beginning of every session which helps in better resource management.

Procedure:

How to define list of holidays?

1.1) Go to the "STUDENT" module.

1.2) Select the "LIST OF HOLIDAYS" form.

1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.

1.4) Enter the Holiday name with start date and end date. Select on which the holiday has to be applied. List appears on which the holiday is to be applied.

1.5) Click the "Save" button.

SIMWEB

STUDENT MODULE

LIST OF HOLIDAYS

Software for Institutional Management	VERSION 2.1
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	News			Quick Links			T	ransactional P	opulate 📕	Vaster	Others	
	News 0			Additiona	al Attendan	ice		Student Counse	lling		Clas	s Room Build
	Newsu	ontent		Attendan	ce Daily Ent	itry		Student Promoti	ion		Com	pany Entry
Con h				Attendan	ce Monthly	Entry		Syllabus Entry			Prog	iram Entry
				Attendan	ce Transfer	r		Time Table Sub	stitution		Exar	n Definition
Mar.				Change St	tudent Reco	orde		Admission			Gro	up Combinatio
escription												
tudent Description	1			Elective S	ubject Map	oping		Enquiry		2	List	of Holidays
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Holiday	y Name art Date Applied	rakhaha bari 20/08/2013	dhan		8/2013 Seasion	Apply]		8 No 1 2	Holiday N rakaba bar cjfohgvh
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How to edit or makes changes in the list of holidays?

Ι.

1.1) Follow above procedure up to step (1.4).

1.2) Now you can make the changes in the required fields like Holiday name, start date, end date and apply on.

1.3) Click the "Save" button, which will save the changes made on that particular Information changed by you.

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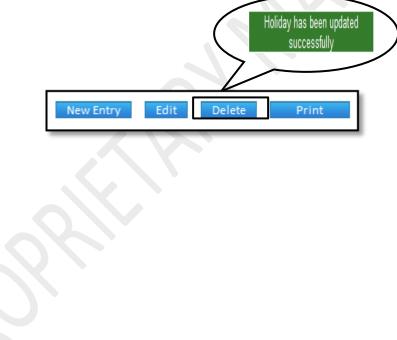
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63		GU		2001-2002		B Tech (Al)			а з	abodefgi
	1							-	4	Muharra
C)	2	au		2008-2010		B Tech (CS)		=		Odd Sat
	-			H	H					

Software for Institutional Management	VERSION 2.1
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How to Delete a Holiday?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.



8.31) Session Definition:

Purpose: At the beginning of every session there are details like Session, Program Definition, Test Details or Admission Criteria and various other factors that have to be predefined. On this form there are multiple forms for such entries.

Procedure:

1.1) Go to the "STUDENT" module.

1.2) Select the "SESSION DEFINITION" form.

1.3) The Session Definition form consist of four forms- Session, Program Definition, Test Details/ Admin Criteria and Seat Transfer.

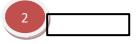
1.4) In Session form, click the "New Entry" button. Select the Session, Program, College, Affiliated By, etc as per the requirements and select the documents which are required to be submitted at the time of Admission. Click the "Save" button.

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1.5) In Program Definition form, click the "New Entry" button. Select Session, Program and Semester and click the "Show" button. List will appear, select the Type, Name and code and click the "Save" button.

1.6) Test Detail and Admin Criteria are divided into two parts. In Test Detail, click the "New Entry" button. Select the Session and Program and click on "Show" button, list will appear you can select the options from it. Click the "Save" button. Whereas, in Adm Criteria, click the "New Entry" button. Select the Quota, Sub- Quota Admission Through and fill the Criteria. Click the "Save" button.

1.7) In Seat Transfer form, click the "New Entry" button. Select the Category To and fill the Transferred Seats. Click the "Save" button. By clicking the "Show" button, you can see the students whose seats have been transferred.



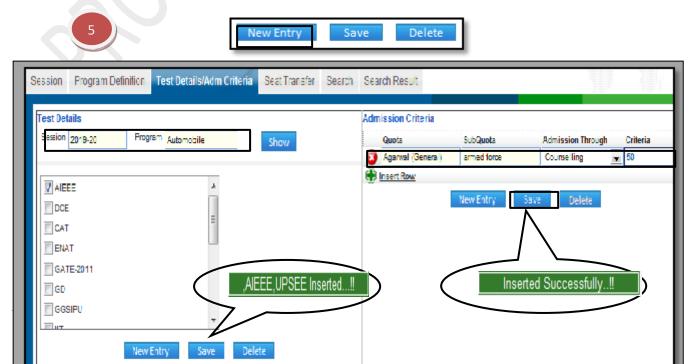
SESSION FORM:



Session 2013-14	Program	B Tech (CS)	Durati	on(Month) 48		Documents To Be Submitted		Seme	ester Runni	ng Status	
College GU	Affiliated By	WAHAMAYA "	TECHNIC	AL UNIVERSIT	Y	10th Class Certificate (Photostat)	A	S.No	Semester	Start Date	End Date
Total Seats 120	Seats Left	120	No	of Working 00		12th Certificate (Original)	=	1	Semil	01/07/2013	31/12/201
Circl Data	Cod Date		Cum	ent Session 🦦		2th Class Mark-Sheet(Photostat)		2	Semil	01/01/2014	30/08/201
aton: 0ato 101/07/2013	End Long	50/06/2017				W I: FOLLOWORD MICHAOLOGIA HOROPOLI					_
Stort Date 01/07/2013	End Date	30/06/2017		×		12th Provisional Certificate		3	Sem III	01/07/2014	31/12/201
Category Details		30/00/2017		X				3 4	Sem III Sem IV	01/07/2014 01/01/2015	31/12/201
	Persentage		Left	Transfored	Qualifying	The Provisional Certificate					
Category Details				^		2th Provisional Certificate		4	Sem IV	01/01/2015	30/08/201
Category Netails Category Name	Percentage		Left	Transfored		2th Provisional Certificate	9	4	Sem IV Sem V	01/01/2015 01/07/2015	30.08/201 31/12/201
Category Details	Persentage	Value 12	Left	Transferred 0		20 Provisional Certificate Attidavit of the Gap Period(If any) Attidavit On Stamp Paper	9	4	Sem IV Sem V Som VI	01/01/2015 01/07/2015 01/01/2018	30.08/201 31/12/201 30.08/201

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				Saved Succ	cessFully!!		
<u>0G</u>]	<u>RA</u>	<u>M DI</u>	EFINITION:	New Ent	try Save	Delete	
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Sessio	n	Program De	finition Test Details/Adm Criteria	Seat Fransfer Se	earch Search Result		
Progr	ram De	efinition					
Casei	ion 20	113-14	Program B.Tech. (CS) Ser	ⁿ Sen I	Show		
			- an ear (ee)		OTOW		
<u> </u>	_	Session	Program	Semesler	Туре	Name	Sub Code
	_					Name Culturer Activity	Sub Code
	S.No. 1	Session	Program	Semesler	Туре		Sub Code
8	5.N o. 1 2	Session 2013-14	Program B.Tech (CS)	Semesler Sem I	Type Activity(Elective)	Culturer Activity	
8	5.N o. 1 2	Session 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I	Type Activity(Elective) Subject(Compulsory)	Outburer Activity (AS101)Engineering mathematics-I	AS101
8	S.No 1 2 3	Session 2013-14 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I Sem I	Type Activity(Elective) Subject(Compulsory) Subject(Compulsory)	Culturer Activity (AS101)Engineering mathematics-I (AS102)Engineering Physics-I	AS101 AS102
	5.N o. 1 2 3 4	Session 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I Sem I Sem I	Type Activity[Elective) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory)	Culturer Activity (AS101)Engineering mathematics-4 (AS102)Engineering Physics-4 (AS103)Engineering Chemistry	AS101 AS102 AS103
	5.No 1 2 3 4 5	Session 2013-14 2013-14 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I Sem I Sem I Sem I	Type Activity(Elective) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory)	Culturer Activity (AS101)Engineering mathematics-I (AS102)Engineering Physics-I (AS103)Engineering Chemistry (AS104)Introduction to Bio Sciences (AS106)Professional Communication	AS101 AS102 AS103 AS104
	S.N o. 1 2 3 4 5 8	Session 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I Sem I Sem I Sem I	Type Activity[Elective) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory)	Culturer Activity (AS101)Engineering mathematics-I (AS102)Engineering Physics-I (AS103)Engineering Chemistry (AS104)Introduction to Bio Sciences (AS106)Professional Communication	AS101 AS102 AS103 AS104 AS105
	5.No. 1 2 3 4 5 8 7	Session 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I Sem I Sem I Sem I	Type Activity[Elective) Subject[Compulsory] Subject[Compulsory] Subject[Compulsory] Subject[Compulsory] Subject[Compulsory]	Culturer Activity (AS101)Engineering mathematics-I (AS102)Engineering Physics-I (AS103)Engineering Chemistry (AS104)Introduction to Ello Sciences (AS106)Professional Communication Saved SuccessFully!!	AS101 AS102 AS103 AS104 AS105
	5.No. 1 2 3 4 5 8 7	Session 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14 2013-14	Program B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS) B.Tech (CS)	Semesler Sem I Sem I Sem I Sem I Sem I Sem I	Type Activity[Elective) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory) Subject(Compulsory)	Culturer Activity (AS101)Engineering mathematics-I (AS102)Engineering Physics-I (AS103)Engineering Chemistry (AS104)Introduction to Ello Sciences (AS106)Professional Communication Saved SuccessFully!!	AS101 AS102 AS103 AS104 AS105

TEST DETAILS/ ADM CRITERIA FORM:



Software for Institutional Management VERSION 2.1

SEAT	TRA	NSFEI	R FO	RM:

ssion Program	n Definition	Fest Details/Adm C	ritoria Seat Transfor S	carch Search Res	ult	
Seat Transfer De	tails					
Category From	Seats Left	Category To	Transferd Seat Show	Category From	Category To	Transferd Seat
Counselling	50	Direct	10	Counselling	Direct	10
Direct	50	Counselling	o 🔊	Counselling	Direct	5
				Counselling	Direct	20
				Counselling	Direct	5
				Trans	sfered Successfully!!	\supset

8.32) Session Entry:

Purpose: To Create a New Session & Assign a Current Session for the Institute.

Procedure:

How to create a new session?

1.1) Go to the "STUDENT" module.

1.2) Select the "SESSION ENTRY" form.

1.3) Click the "New Entry" button.

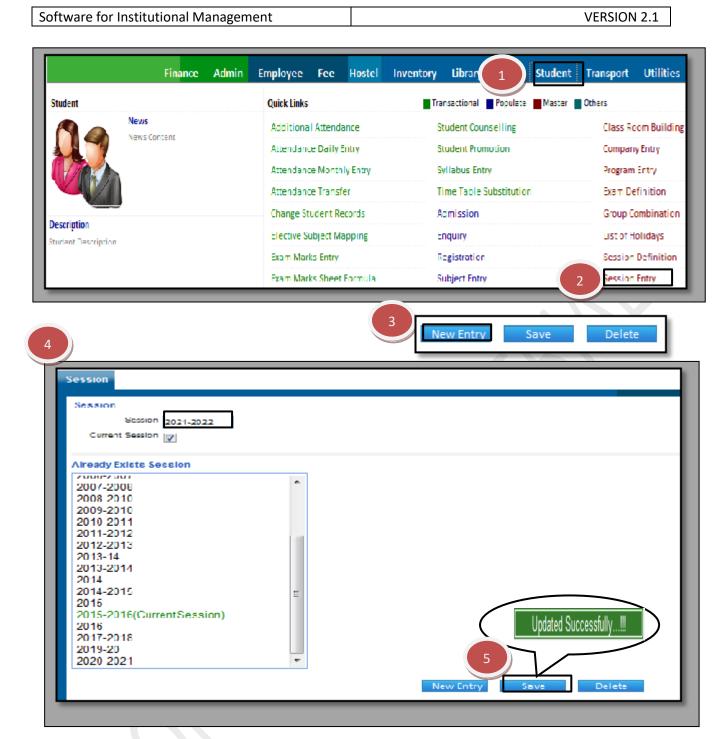
1.4) Input the Details of Session like 2012-2013 in session text box and check the current session check box if you want to make this new created session as current session.

1.5) Click the "Save" button to save your entry.

SIMWEB

STUDENT MODULE

SESSION ENTRY FORM



How to edit or delete a Session?

1.1) Select the Student Module from the Menu Bar.

1.2) Select the Session Entry Form.

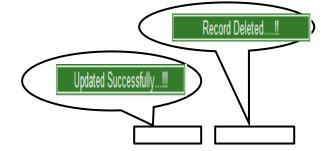
1.3) Select the desired session from the grid in which you want to make changes or delete.

1.4) Edit the data and Click on "Save" button.

1.5) If you want to delete the session just select the session and click on "delete" button.

Session			
Section Session 2010-11 Gurrent Gession			
Already Exists Session 2007-2008 2008-009 2008-009 2009-2010	•		
2010-2011 2011 2012 2012-2013 2013-14			
2013-2014 2014 2014-2015	_		

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8.33) Time Slot Setup:

<u>Purpose:</u> To define the time slot of a period and also define the difference between two periods.

Procedure:

How to create a new time slot?

- 1.1) Go to the "**STUDENT**" module.
- 1.2) Select the "TIME SLOT SETUP" form..
- 1.3) Click the "New Entry" button to setup a new time slot.
- 1.4) Select the add new head from the time slot head drop down list.
- 1.5) Fill the new head name tab.
- 1.6) Enter the time period and number of desired periods.
- 1.7) Click on "Save" after entering the necessary details.

	Finan	ce A	\dmi n	Employee	Fee	Hostel	Inventory	Library	1	udent Transport Ut	ilities
t				Quick Link	s		Tra	ansactional 📕	Populate N	Aaster Cthers	
	News			Addition	al Attendar	nce	5	Student Counse	elling	Class Room B	luilding
	News Content			Attendar	nce Daily En	itry	5	Student Promo	tion	CompanyEntr	y
				Attendar	ice Monthly	y Entry	5	Syllabus Entry		Program Entry	ſ
				Attendar	ice Transfer	r	1	Time Table Sut	ostitution	Exam Definiti	ion
				Change S	Student Rec	ords	1	Admission		Group Combi	nation
tion Description				Elective	Subject Map	pping	I	Enquiry		List of Holida	iy 5
oescription				Exam Ma	irks Entry			Registration		Session Defin	nition
				Exam Ma	rks Sheet F	ormula	\$	Subject Entry		Session Entry	
				Exam Ma	rks View			T Special	lization (Facu	1 2 Time Slot Set	up
) Fime SI	lot Setu	ID						3	New Entry	/ Edit Do	elete
	lot Setu Time Slo		ad [3.Tech					New Entry	/ Edit Do	elete
т		t Hea		3.Tech					New Entry	/ Edit D	elete
T	lime Slo	t Hea	ne e			To			New Entry	/ Edit D	elete
T Ne	fime Slo ew Head	t Hea Nan	ne e		AM				A.M		elete
T Ne CO T	Fime Slo ew Head Period P1 P2	t Hei Nan Fro	ne e	+C	AM AM	То				Туре	elete
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	Fime Slo ew Head Period P1 P2 P3 P4	t Hea Nan Fro 08 09 10 11	me e	00 v 01 v 01 v 01 v	AM AM AM	To 05 10 11			AM AM AM PM PM	Type Morning Morning Morning Afternoon Afternoon	
	Fime Slo ew Head Period P1 P2 P3 P3 P4 P5	t Hea Nan 08 09 10 11		00 v 01 v 00 v 01 v 01 v	AM AM AM PM PM	To 05 10 11 12 13			AM AM AM PM PM	Type Morning Morning Morning Afternoon	
	Fime Slo ew Head Period P1 P2 P3 P3 P4 P5 P6	t Hes Nan 68 09 10 11 12 13		00 v 01 v 01 v 01 v 01 v 01 v	AM AM AM PM PM PM	To 05 10 11 12 13 14			AM AM AM PM PM	Type Morning Morning Morning Afternoon Afternoon	

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How to update an already build time slot?

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- Select the student module from the Menu Bar. 1.1)
- Select the time slot setup in Student module. 1.2)
- Select the required time slot from the Time Slot Head drop down list. 1.3)
- Make the necessary changes in the time periods and click on "Save". 1.4)

			Ne	w Entry	Ed	it D	elete		
т	ime S	Slot Setu	qu						
		Time Slo New Head		B.Tech		-			
		Period	From			То			Туре
	8	P1	08 🖵	00 🖵	AM	09 🖵	00 🖵	AM	Morning
	3	P2	09 🖵	01 🖵	AM	10 💌	00 🖵	AM	Morning
	8	P3	10 🖵	00 🖵	AM	11 🖵	00 🖵	AM	Morning
	8	P4	11 🖵	01 🖵	AM	12 👻	00 🖵	PM	Afternoon
Ра	3	P5	12 👻	01 🖵	PM	13 🖵	00 🖵	PM	Afternoon
	3	P6	13 🖵	01 🖵	PM	14 💌	00 🖵	PM	Afternoon
		P7	15	00	DM.	18	00	PN4	Evoning

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	Record Updated Successfully!!!

How to Delete the Time Table Slot?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.

Record Deleted Successfully!	
New Entry Edit Delete	

8.34) Time Table Day Definition:

<u>Purpose:</u> On this page we can go ahead and define the number of lectures that will be conducted weekday wise.

Procedure:

1.1) Go to the "STUDENT" module.

1.2) Select the "TIME TABLE DAY DEFINITION" form.

1.3) Define the number of periods to be taken according to Day Name.

1.4) Click the "Save" button.

SIMWEB STUDENT MODULE TIME TIME DAY DE	
--	--

	Finance	Admin	Employee	Fee	Hostel	Inventory	Librar	1	Student	Transport	Utilities	
Student			Quick Links			П	ransactional	Populat	e 📕 Master	Others		
	ews		Additiona	l Attenda	nce		Student Cou	unselling		Class Ro	om Building	
New New	lews Content		Attendance Daily Entry			Student Promotion				Compan	Company Entry	
				Attendance Monthly Entry			Syllabus Entry			Program	Entry	
				Attendance Transfer			er	Time Table Substitution			Exam De	Exam Definition
Description			Change St	udent Re	cords		Admission			Group C	ombination	
Student Description			Elective Subject Mapping				Enquiry	List of H	List of Holidays			
			Exam Mark	ks Entry			Registratio	n		Session	Definition	

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.No	Day Name	Period	
	Monday	8	
	Tuesday	8	
	Wednesday	8	
	Thursday	8	
	Friday	8	
	Saturday	8	Days have been updated successfully
			4 Save

8.35) Exam Preparation:

<u>Purpose:</u> On this page we can assign the type of exams that will be conducted and can arrange for the rooms, date of exam and assign the invigilators for the exam.

Procedure:

1.1) Go to the "**STUDENT**" module.

1.2) Select the "EXAM PREPARATION" form.

1.3) The Exam Preparation consists of four forms- Date Sheet, Seating Arrangements, Exam Duty and Print Admit Card.

1.4) In Date Sheet form, click the "New Entry" button. Select the college, session, program and semester then click the "Show" button. List will appear on the page, fill the Exam Date and Exam Time then click the "Save" button.

1.5) In Seating Arrangement form, click the "New Entry" button. Select the College, Session, Program and Semester and click the "Make Arrangement" button. Now, fill the number of seats according to the requirement of the college. Click the "Save" button.

1.6) In Exam Duty form, click the "New Entry" button. Select the Exam Date and click the "Show" button. List will appear on the page, select the invigilator accordingly and click the "Save" button.

1.7) In Print Admit Card form, select the College, Session, Program and Semester and click the "Show" button. List of students will appear, select the students and click the "Print admit Card" button.

	Finance	Admin	Employee Fee Hostel II	wentory Library 1 Student	Transport Utilitie
Student			Quick Links	Transactional Populate Master	Others
	News News Content		Additional Attendance	Student Counselling	Class Room Buildin
	news content		Attendance Daily Entry	Student Promotion	Company Entry
1 Dech			Attendance Monthly Entry	Syllabus Entry	Program Entry
			Attendance Transfer	Time Table Substitution	Exam Definition
			Change Student Records	Admission	Group Combinatio
escription tudent Description			Elective Subject Mapping	Enquiry	List of Holidays
			Exam Marks Entry	Registration	Session Definition
			Exam Marks Sheet Formula	Subject Entry	Session Entry
			Exam Marks View	Subject Specialization (Faculty)	Time Slot Setup
			Gate Attendance	Test Schedule	Time Table Day Da
			Reporting (Admitted Student)	Admission No Formula	2 Exam Preparation
	3 Dateshee	t Seatii	ng Arrangement Exam D		
ATESHE	Dateshee	t Seatil			
Datesheet Se	Dateshee ET FORM: 4 atirg Arrangement Ex	am Duty Prin	ng Arrangement Exam D New Entry Save	uty Print Admit Card Delete	
Datasheal Se Cu	Dateshee ET FORM: 4 ating Arrangement Ex	am Duty Prin	New Entry Save	Uty Print Admit Card Delete	Show
Datasheal Se Cu	Dateshee ET FORM: 4 abing Arrangement Ex leye GU ect Code Subject Name	am Duty Prin Bex	New Entry Save	Delete	
Datasheat Se Cu S.No Subj	Dateshee ET FORM: A abirg Arrangement Ex leye GU ect Code Subject Name D1 Professional Com	am Duty Prin Bex	New Entry Save	Delete	

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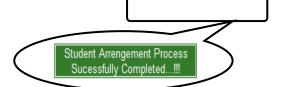


SEATING ARANGEMENT FORM:



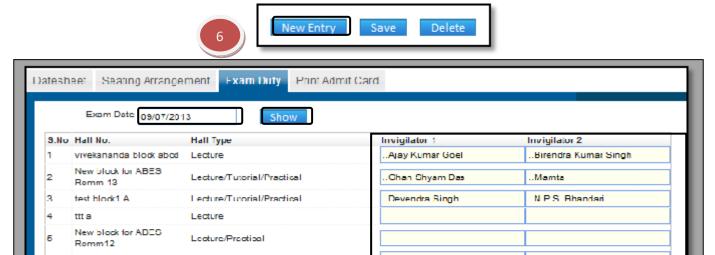
atesh	neet Seat	ing Arrangement	Exam Duty	Print Admit Card		
S.No	Hall No.	Hall Type		No of Seats	Make Arrengemen	it For
1	abcd	Lecture		10	College	GU
2	Romm 13	Lecture/Tutorial/P	ractical	15	Session	2013-14
3	Α	Lecture/Tutorial/P	ractical	10	Program	B.Tech. (CS)
		1		-		

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Record Saved Sucessfully ... !!!

EXAM DUTY FORM-



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PRINT ADMIT CARD FORM-

Date	sheet Seating A	rrangement	Exam Du	y Print Admit Ca	ird					
Г	Callege <mark>G</mark>	U		Session 2013-1	4	Program B.Teo	h. (CS)	Semester Sem III		Show
_	7 records out of								ords out of 7	
1	Admission No	Roll No	Enroll No	Student Name						
₹	2013ABE503009			Sonu Dubey						
ł	2013ABES03006			bhawna						
X	2013ABE503005			shikha						
1	2013ABE503004	CS004		Deepak Sharma						
7	2013ABE503003	CS003		Mohan Rawat						
ł	2013ABE503002	CS002		Ronit Rawat						
¥	2013ABES03001	CS001	24134	vishal						
	7 Print Admit Card									

8.36) Marks sheet Verification:

Purpose:

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