



## VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)

Approved by AICTE, New Delhi, PCI, New Delhi & Affiliated to JNTUK, Kakinada

ISO 9001 : 2015 Certified

Nunna – 521 212, Vijayawada Rural, NTR District, A.P. India.

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NUNNA - 521 212  
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## ECAP USER MANUAL

### ADMISSION FLOW

1. HOW TO IMPORT STUDENTS IN ONLINE
  - a. Go to Admission Module.
  - b. Select Admission Sub Module Online and Above Screen Appear.
  - c. Enter Roll No, Student Type, Student Name, Course, Semester, Seat Type, Branch, Scholarship Status and Save.
2. HOW TO IMPORT STUDENTS IN OFFLINE
  - a. Go to Admission Module
  - b. Select Admission Sub Module Offline and Above Screen Appear
  - c. Select Course, Semester, Branch, Batch, Student Type Attach File Enter Sheet Name and Import
3. HOW TO ENTER CERTIFICATES
  - a. Go to Admission Module
  - b. Select Checklist Sub Module Entry and Above Screen Appear Enter Roll No and Show
  - c. Select Certificate Check Box Enter Date, Hall Ticket No
4. HOW TO CHECK WHO SUBMITTED CERTIFICATES
  - a. Go to Admission Module
  - b. Select Checklist Sub Module Report and Above Screen Appear
  - c. Select Course, Batch, Branch and Show
5. HOW TO UPLOAD CERTIFICATES
  - a. Go to Admission Module
  - b. Select Checklist Sub Module Upload and Above Screen Appear
  - c. Enter Roll No and Submit
  - d. New Screen Appear with Certificate Select Check Boxes And Click on Attach to Upload Certificates
6. HOW TO DEVIDE SECTION FOR THE STUDENT
  - a. Go to Admission Module
  - b. Select Section Sub Module and Above Screen Appear
  - c. Select Course, Branch, Semester and Show
  - d. New Screen Appear with Student List
  - e. Select Students and Click on Forward Option and Select
  - f. Section and Save

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## 7. HOW TO DETAINED STUDENTS

- Go to Admission Module
- Select Detained Students Sub Module Entry and Above Screen Appear
- Enter Roll No Select Attendance or Credits and Add Select Roll No and Submit

## 8. HOW TO REJOIN STUDENTS

- Go to Admission Module
- Select Detained Students Sub Module Rejoin and Above Screen Appear
- Select Course Select Students Check Box and Semester Enter Date of Rejoin and Save

## 9. HOW TO SEE DETAINED STUDENTS

- Go to Admission Module
- Select Detained Students Sub Module Report (Detained) and Above Screen Appear Select Course, Batch, Branch, Semester, Detained by and Show

## 10. HOW TO SEE REJOIN STUDENTS

- Go to Admission Module
- Select Detained Students Sub Module Report (Rejoin) and Above Screen Appear

## 11. HOW TO SEE EDIT STUDENTS

- Go to Admission Module
- Select Admission Sub Module Edit and Above Screen Appear
- Enter Roll No and Show
- Enter Full Name, Seat Type, Branch, Semester, Date of Admission, Seat Type, Scholarship Status and Save

## 12. HOW TO SEE STUDENTS REPORT

- Go to Admission Module
- Select Admission Sub Module Report and Above Screen Appear
- Enter Roll No and Submit
- New Screen Appear with Student Details

## 13. HOW TO SEE UPDATE LIST

- Go to Admission Module
- Select Admission Sub Module Update Status and Above Screen Appear
- Select Course, Semester, Branch and Show
- Select Students Check Boxes and Update

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## 14. HOW TO SEE GENERATE ID CARDS

- a. Go to Admission Module
- b. Select Generate ID Card Sub Module and Above Screen Appear
- c. Select Student or Faculty
- d. Select All or Individual
- e. Select College, Hostel, Transport
- f. Select Course, Branch, Semester

## 15. HOW TO SEE LOCATION REPORT

- a. Go to Admission Module
- b. Select Location Report Sub Module and Above Screen Appear
- c. Select State, District, Mandal, Village, Course, Batch and Show

## 16. HOW TO REJOIN STUDENTS

- a. Go to Admission Module
- b. Select Rejoin Sub Module and Above Screen Appear
- c. Enter Roll No and Add
- d. Select Roll No, Enter Date and Submit

## 17. HOW TO TRANSFER STUDENTS

- a. Go to Admission Module
- b. Select Transfer Sub Module Entry and Above Screen Appear
- c. Enter Roll No, Transfer Date or Discontinued Enter Remarks and Submit

## 18. HOW TO SEE TRANSFER STUDENTS

- a. Go to Admission Module
- b. Select Transfer Sub Module Report and Above Screen Appear
- c. Select All or Transfer or Discontinued and Show

## 19. HOW TO SEE REPORT

- a. Go to Admission Module
- b. Select Report Sub Module and Above Screen Appear
- c. Select Course, Category, Branch, Seat Type

## 20. HOW TO SEE SCHOLARSHIP STUDENTS

- a. Go to Admission Module
- b. Select Scholarship Students Sub Module and Above Screen Appear
- c. Select Course, Semester Category, Branch and Show

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## 21. HOW TO SEE ADMISSION REGISTER

- a. Go to Admission Module
- b. Select Admission Register Sub Module and Above Screen Appear
- c. Select Year, Course, Department and Show

## 22. HOW TO CREATE CASTE

- a. Go to Admission Module
- b. Select Caste Sub Module and Above Screen Appear
- c. Select Category new or Delete
- d. Enter Caste and Save

## 23. HOW TO SEE COLLEGE STRENGTH

- a. Go to Admission Module
- b. Select College Strength Sub Module and Above
- c. Screen Appear
- d. Select All or Caste Category or Seat Type Wise

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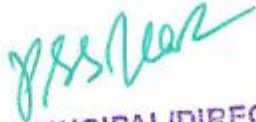


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## ADMINISTRATION FLOW

1. HOW TO CREATE COURSE
  - a. Go to Administration Module
  - b. Select Course Sub Module and above Screen Appear
  - c. Select Check Boxes for Course needed or un check
  
2. HOW TO CREATE DEPARTMENT
  - a. Go to Administration Module
  - b. Select Department Sub Module and Above Screen Appear
  - c. Select Add New Department
  - d. New Screen Appear Enter Code, Name Select Head of Department and Save.
  
3. HOW TO CREATE BRANCHES
  - a. Go to Administration Module
  - b. Select Branches Module and Above Screen
  - c. Select Course New screen Appear
  - d. Select Department, Branch Name, Short Name.
  
4. HOW TO SET ACADEMIC CALENDER
  - a. Go to Administration Module
  - b. Select Academic Sub Module and Above Screen Appear
  - c. Select Course, Semester, New Academic Calendar Enter from Date to Date Select Add to List Update.
  
5. HOW TO DIVIDE SECTIONS FOR BRANCHES
  - a. Go to Administration Module
  - b. Select Branch Section Sub Module and Above Screen Appear
  - c. Select Course, Batch, Branch Enter No. of Section and Update
  
6. HOW TO ENTER AGENTS
  - a. Go to Administration Module
  - b. Select Agents Sub Module Entry and Above Screen Appear
  - c. Select New Agent
  - d. New Screen Appear Enter Code, Name, Address, Contact No. And Save
  
7. HOW TO ENTER AGENTS
  - a. Go to Administration Module
  - b. Select Agents Sub Module List Above Screen Appear

  
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## 8. HOW TO AGENTS STUDENTS REPORT

- a. Go to Administration Module
- b. Select Agents Sub module Agent Students and Above Screen Appear
- c. Select Course, Wise or Agent Wise
- d. Select Batch, Course, Branch, Agent and Show Report.

## 9. HOW TO TAKE BACKUP

- a. Go to Administration Module
- b. Select Backup Sub Module and Above Screen Appear
- c. Select Backup Database File Will be Downloaded

## 10. HOW TO CREATE CERTIFICATE

- a. Go to Administration Module
- b. Select Certificate Sub Module Certificate and Above Appear
- c. Select Student or Staff or Both
- d. Select New Option New Screen Appear Enter Certificate and Save

## 11. HOW TO MAP CERTIFICATE FOR COURSE WISE

- a. Go to Administration Module
- b. Select Certificates Sub Module Course Certificate and
- c. above Appear
- d. Select Course and Select Certificates and Save

## 12. HOW TO ENTER COLLEGE DETAILS


- a. Go to Administration Module
- b. Select College Details Sub Module and Above Screen Appear
- c. Select Edit Option New Screen Appear Enter Details of College

## 13. HOW TO SEE COMPLAINTS

- a. Go to Administration Module
- b. Select Suggestion/Complaints Sub Module and Above
- c. Screen Appear
- d. Select Date and Show

## 14. HOW TO MAINTAIN DAIRY

- a. Go to Administration Module
- b. Select Dairy Sub Module and Above Appear
- c. Enter Date, Go and Select Add New Event

  
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## 15. HOW TO ENTER FEE TYPES

- a. Go to Administration Module
- b. Select Fee Types Sub Module Entry and Above Appear
- c. Select Course, Batch, Year Admission Type, Seat Type and Show
- d. Select New Fee Type
- e. New Screen Appear Select Fee Type, Amount and Save

## 16. HOW TO ENTER COMMITTED FEES

- a. Go to Administration Module
- b. Select Fee Types Sub Module Committed Fees and Above
- c. Screen Appear
- d. Select Attach File and Import

## 17. HOW TO SET DUE DATE

- a. Go to Administration Module
- b. Select Fee Types Sub Module Due Date and Above Screen Appear
- c. Select Course, Batch, Year, For Academic Year and Show
- d. New Screen Appear Select Check Boxes fees Types
- e. Enter Date and Save

## 18. HOW TO SET FINE


- a. Go to Administration Module
- b. Select Fee Types Sub Module Set Fine and Above Screen Appear
- c. Select fee Types Check Boxes
- d. Enter No. Of Days, Fine and Add

## 19. HOW TO SET HOLIDAYS

- a. Go to Administration Module
- b. Select Holidays Sub Module and Above Screen Appear
- c. Select Holiday
- d. New Screen Appear Select Date, Name of Holiday, No. of Days And Save

## 20. HOW TO CREATE LECTURE HALLS

- a. Go to Administration Module
- b. Select lecture Halls Sub Module and Above Screen Appear Select New
- c. New Screen Appear Select Course, Room No,
- d. Branch, Year, No. Of Benches, No. Of Columns, No. Of Row and Save

  
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## 21. HOW TO CREATE LOCATIONS

- Go to Administration Module
- Select location Sub Module and Above Screen Appear
- Select State New Screen Appear
- Enter State and Save
- Same as How We Create State

## 22. HOW TO CREATE BANK NAME

- Go to Administration Module
- Select Bank Sub Module and Above Screen Appear
- Select New Bank and new Block Appear
- Enter Bank Name and Save

## 23. HOW TO ENTER NEWS & EVENTS

- Go to Administration Module
- Select News & Event Sub Module and Above Screen Appear
- Select Add New Event
- New Screen Appear Enter Events and Save

## 24. HOW TO RESET STUDENT PASSWORD

- Go to Administration Module
- Select Reset Student Password Sub Module and Above Appear
- Enter Roll No and show
- New Screen Appear With Student Details and Select Reset Password

## 25. HOW TO CREATE RESOURCE TYPES

- Go to Administration Module
- Select Resource Types Sub Module and Above Appear
- Enter New Resource Type
- New Block Appear Enter Resource Type and Save

## 26. HOW TO CREATE SEAT TYPES

- Go to Administration Module
- Select Seat Type Sub Module and Above Appear
- Select Add Seat Type
- New Screen Enter Seat Type, Short Name and Save

## 27. HOW TO SET ATTENDANCE ALERT

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Alert Enter Attendance Alert and Save

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## 28. HOW TO CREATE TABLE FOR ATTENDANCE OR MARKS

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Attendance or Marks or Both
- Select Course, Semester, Branch and Create

## 29. HOW TO ATTENDANCE FINE

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Attendance Fine
- Enter Fine Amount, Due Date, Late Fine and Update

## 30. HOW TO SET RECEIPT NOS

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Admission No & Receipt No Enter Admission No, Receipt No, Exam Receipt No, Current Acc. No and Save

## 31. HOW TO SET REGULATIONS FOR SEMESTER

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Semester & Regulation
- Enter Batch, Regulation, Academic Year and Update

## 32. HOW TO SET ACADEMIC YEAR

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Academic Year
- Enter Year and Save

## 33. HOW TO SET EXAM SYSTEM

- Go to Administration Module
- Select Settings Sub Module and Above Screen Appear
- Select Exam System
- Enter Course, Batch, Regulation, Exam System and Save

## 34. HOW TO SET EXAM SYSTEM

- Go to Administration Module
- Select Staff Login Times Sub Module and Above Screen Appear
- Select Date Range, Department and Staff

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## 35. HOW TO SET STAFF WORKING HOURS

- Go to Administration Module
- Select Staff Working Hours Sub Module and Above Screen Appear
- Select New Timings
- New Screen Appear Select Shift, On Duty Time, of Duty Time
- Enter Late Error Allowance Select Day

## 36. HOW TO SET STUDENTS' LINKS

- Go to Administration Module
- Select Student Links Sub Module and Above Screen Appear
- Select Check Boxes and Submit

## 37. HOW TO ENTER SUBJECTS IN ONLINE

- Go to Administration Module
- Select Subjects Sub Module Online and Above Screen Appear
- New Option Appear New Subject
- Enter Code, Subject Name, Short Name, Subject Type, No. Of Session and Save

## 38. HOW TO ENTER SUBJECTS IN OFFLINE

- Go to Administration Module
- Select Subjects Sub Module Offline and Above Screen Appear
- Select Course, Regulation and Attach The File
- Enter Sheet Name and Import

## 39. HOW TO CREATE USER LEVELS

- Go to Administration Module
- Select User Level Sub Module and Above Screen Appear
- Select User Level, Module
- New Screen Appear With Module Sub Links
- Select Check Boxes and Save

## 40. HOW TO CREATE USERS Login ID'S

- Go to Administration Module
- Select Users Level Sub Module and Above Screen Appear
- Select Teaching or Non-Teaching
- Select Department or Search by Name
- Select Edit Option for Faculty Level Change Enter Password and Save.

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## FINANCE FLOW

### 1. HOW TO ENTER BANK DETAILS

- Go to Accounts module
- Select New Bank Accounts Sub Module and Above Screen Appear
- Select New Account Option
- New Screen Appear Select Bank, Enter Acc., No, Account Holder, Branch, City Opening Balance, Date and Save

### 2. HOW TO CREATE HEADS

- Go to Accounts module
- Select Heads Sub Module Entry and Above Screen Appear
- Select Add New
- New Screen Appear Enter Name, Select Type, Acc., No and Save

### 3. HOW TO SET RECEIPT NO

- Go to Accounts module
- Select Heads Sub Module Receipt No and Above Screen Appear
- Select Group, Enter Prefix, Receipt No
- Select Revenue Heads

### 4. HOW TO DEPOSIT CASH TO BANK

- Go to Accounts module
- Select Deposit Sub Module Cash No and Above Screen Appear
- Select Group, Enter Prefix, Receipt No
- Select Revenue Heads

### 5. HOW TO DEPOSIT DD/CHEQUE TO BANK

- Go to Accounts module
- Select Deposit Sub Module DD/Cheque and Above Screen Appear
- Select Date, Account No
- New Screen Appear Select Receipt No and Depots

### 6. HOW TO WITHDRAWAL CASH

- Go to Accounts module
- Select Cash Withdrawal Sub Module and Above Screen Appear
- Select New Transaction
- New Screen Appear Select Date, Account, Amount, Narration and Save

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## 7. HOW TO ENTER CASH ON HAND

- Go to Accounts module
- Select Cash on Hand Sub Module and Above Screen Appear
- Enter Amount and Select Date and Save

## 8. HOW TO SEE BANK TRANS REPORT

- Go to Accounts module
- Select Bank Trans Report Sub Module and Above Screen Appear
- Select Acc., No, Date Range and Show Transactions

## 9. HOW TO ENTER EXPENDITURE

- Go to Accounts module
- Select Expenditure Sub Module and Above Screen Appear
- Select Expenditure Head
- Enter Paid to, Amount, Date, Narration, Payment and Save

## 10. HOW TO SEE EXPENDITURE REPORT

- Go to Accounts module
- Select Expenditure Report Sub Module and Above Screen Appear
- Select Date Range, Head and Show Report

## 11. HOW TO GENERATE RECEIPTS

- Go to Accounts module
- Select Receipt Sub Module and Above Screen Appear
- Enter Roll No, Date Select Fee Type, Amount and Save

## 12. HOW TO GENERATE ATTENDANCE FINE

- Go to Accounts module
- Select Attendance Fine Sub Module Absentees and Above Screen Appear
- Select Course, Semester, Branch, Month/Year and Show
- Enter Amount and Save

## 13. HOW TO SEE ATTENDANCE RECEIPT

- Go to Accounts module
- Select Attendance Fine Sub Module Report and Above Screen Appear
- Select Date and Show

## 14. HOW TO GENERATE RECEIPT FOR ATTENDANCE FINE

- Go to Accounts module
- Select Attendance Fine Sub Module and Above Screen Appear
- Enter Roll No and Show

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## 15. HOW TO SEE DAY BOOK REPORT

- Go to Accounts module
- Select Day Book Sub Module and Above Screen Appear
- Select Date Range and Show Day Book

## 16. HOW TO SEE PROFIT OR LOSS

- Go to Accounts module
- Select PROFIT/LOSS Sub Module and Above Screen Appear
- Select Date Range , Head and Show

## 17. HOW TO SEE DETAILED RECEIPT REPORT

- Go to Accounts module
- Select Receipts Sub Module Detailed and Above Screen Appear
- Select Date Range , Course, Head and Show

## 18. HOW TO SEE TOTAL RECEIPT

- Go to Accounts module
- Select Receipts Sub Module Total and Above Screen Appear
- Select Date and Show

## 19. HOW TO SEE TRANSACTIONS

- Go to Accounts module
- Select Transactions Sub Module and Above Screen Appear
- Select Date, Range Roll No or receipt No and Show

## 20. HOW TO SEE TRANSACTIONS HISTORY TRACKING

- Go to Accounts module
- Select Transactions History Tracking Sub Module and Above Screen Appear
- Select Receipts or Payments
- Select All or by Employee
- Select Date, Range and Show

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## EXAMINATIONS FLOW

### 1. HOW TO CREATE EXAM NAMES

- Go to Examinations module
- Select Exam Names Sub Module and Above Screen Appear
- Select New Exam Type
- Select New Exam Type Option to Create Exam Type

### 2. HOW TO SET EXAM TYPES

- Go to Examinations module
- Select Internal Sub Module Exam Type and Above Screen Appear
- Select Course, Semester, Max Marks and Save
- Select Semester and Select Max Marks Exam Type
- Enter Max Marks for the Theory, Lab, Pass, Sequence

### 3. HOW TO SET MAX MARKS FOR PARTICULAR SUBJECT

- Go to Examinations module
- Select Internal Sub Module Max Marks and Above Screen Appear
- Select Semester, Branch and Show Subjects
- Enter Marks for Particular Subject and Save

### 4. HOW TO SET INTERNAL CALCULATIONS AVG/BEST

- Go to Examinations module
- Select Internal Sub Module Average/Best and Above Screen Appear
- Select Course, Semester, and Save
- Select Semester
- Select Subject Type, Average/Best

### 5. HOW TO DOWNLOAD INTERNAL QUESTION PAPER

- Go to Examinations module
- Select Exam Paper Sub Module and Above Screen Appear
- Select Course, Semester, Branch Subject and Exam
- Select Download or Cancel
- Download Question Paper

### 6. HOW TO POST INTERNAL EXAM ATTENDANCE

- Go to Examinations module
- Select Internal Sub Module Attendance and Above Screen Appear
- Select Course, Semester, Branch, Exam, Subject and Submit
- New Screen Appear with Students Select Check who Absent for Exam and Save

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## 7. HOW TO INTERNAL MARKS

- Go to Examinations module
- Select Internal Sub Module Marks Entry and Above Screen Appear
- Select Course, Semester, Branch, Exam, and Go
- New Screen Appear with Students and Subject
- Enter Marks for Particular Student and Subject

## 8. HOW TO SEE INTERNAL MARKS ANALYSIS

- Go to Examinations module
- Select Internal Sub Module Analysis and Above Screen Appear
- Select Course, Semester, Branch, Exam, and Show
- New Screen Appear with Percentage and Number
- Select Number New Screen Appear with Roll No and Click on Plus Symbol You Can See Subject Marks Scored

## 9. HOW TO SEE INTERNAL MARKS REPORT

- Go to Examinations module
- Select Internal Sub Module Report and Above Screen Appear
- Select Course, Semester, Branch, Semester Exams, and Show
- New Screen Appear with Student Internal Marks

## 10. HOW TO SET MONTH & YEAR FOR EXTERNAL EXAMS

- Go to Examinations module
- Select Exams Sub Module Set Month/Year and Above Screen Appear
- Select Course, Semester, Exam Type and Save
- Select Semester Check Box on the Left Select Exam Type, Month Year and Save

## 11. HOW TO SET FEE REGULAR OR SUPPLY

- Go to Examinations module
- Select Exams Sub Module Exam Fee and Above Screen Appear
- Select Course, Semester, Branch and Save
- New Screen Appear Enter Amount for Regular or Supply and Save

## 12. HOW TO SET DUE DATE AND FINES

- Go to Examinations module
- Select Exams Sub Module Due Date and Above Screen Appear
- Select Due Date and Fine Date & Amount and Click Add

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## 13. HOW TO DO REGISTRATION FOR EXTERNAL EXAMS IN ONLINE

- Go to Examinations module
- Select Registrations Sub Module Online and Above Screen Appear
- Select Course, Semester, Branch, Date and Save
- New Screen Appear with Students Check and Save

## 14. HOW TO DO REGISTRATION FOR EXTERNAL EXAMS IN OFFLINE

- Go to Examinations module
- Select Registrations Offline Sub Module and Above Screen Appear
- Select Choose File, Sheet Name and Import
- Download Sample Sheet According to Sample Sheet Import Date

## 15. HOW TO PRINT HALL TICKET

- Go to Examinations module
- Select Registrations Sub Module Report and Above Screen Appear
- Select by Course/Subject, Course, Semester, Branch, Regulation, Subject, Hall Ticket and Show

## 16. HOW TO ENTER EXTERNAL OR INTERNAL TIME TABLE IN ONLINE

- Go to Examinations module
- Select Exam Schedule Sub Module and Above Screen Appear
- Select Course, Semester, Branch, Regulation, Month, Year and Save
- New Screen Appear Select Subject Date and Time and Save

## 17. HOW TO ENTER EXTERNAL OR INTERNAL TIME TABLE IN OFFLINE


- Go to Examinations module
- Select Course, branch, Semester, Exam Type, Regulation. Exam Time, Attach File and Submit

## 18. HOW TO CHECK PREPARED EXAM SCHEDULE REPORT

- Go to Examinations module
- Select Exam Schedule Sub Module and Above Screen Appear
- Select Course, Semester, Exam Type, Regulation. and Show

## 19. HOW TO GENERATE SEATING PLAN

- Go to Examinations module
- Select Exam Sub Module Seating Plan and Above Screen Appear
- Select Date of Exams, Rooms, Course, Branch, Semester, Subject and Save
- New Screen Appear with Students Select Check and Save

  
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## 20. HOW TO SEE SEATING PLAN REPORT

- Go to Examinations module
- Select Exam Sub Module Seating Plan Report and Above Screen Appear
- Select Room, Date of Exams, Time and Click Show

## 21. HOW TO ENTER GRADES

- Go to Examinations module
- Select External Sub Module Grades Report and Above Screen Appear
- Select Course, Regulations
- New Screen Appear Select New Grade to Enter New Grades

## 22. HOW TO TAKE ATTENDANCE FOR EXTERNAL EXAMS

- Go to Examinations module
- Select External Sub Module Attendance and Above Screen Appear
- Select Room No, Date & Time and Submit
- New Screen Appear with Student and Check Students only Absentees and Save

## 23. HOW TO GENERATE D-FORM


- Go to Examinations module
- Select D-Form Sub Module and Above Screen Appear
- Select Course, Semester, Branch, Regulations, Subject and Show

## 24. HOW TO ENTER EXTERNAL MARKS

- Go to Examinations module
- Select External Sub Module Marks Entry and Above Screen Appear
- Select Course, Batch, Semester, Branch, held and Show
- Select in Online
- New Screen Appear Enter Grades for Subjects and Save
- There has an another Option Select in Offline
- New Screen Appear Attach the Excel File and then Upload the Marks

## 25. HOW TO ENTER EXTERNAL MARKS FOR MARKS ENTRY (ALL)

- Go to Examinations module
- Select External Sub Module Marks Entry (all) and Above Screen Appear
- Select Course, Semester, Exam Type, Held Date, Choose File and Import
- You can Download Sample format from the link Click hereto Sample Sheet

  
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## 26. HOW TO SEE EXTERNAL REPORTS

- Go to Examinations module
- Select External Sub Module Reports and Above Screen Appear
- Select by Semester
- Select Course, Semester, Department, Branch, all or Passed or Fail

## 27. HOW TO ADD EXTERNAL MARKS AFTER REVALUATION

- Go to Examinations module
- Select External Sub Module Students Marks and Above Screen Appear
- Select Roll No and Show
- New Screen Appear with Semester Marks
- Check Subjects Check Boxes and Edit Marks Click on Update Semester Grades

## 28. HOW TO SEE TOPPER LIST

- Go to Examinations module
- Select External Sub Module Topper List and Above Screen Appear
- Select Course, Batch, Branch, Semester, No of Topper and Show List

## 29. HOW TO SEE EXTERNAL ANALYSIS

- Go to Examinations module
- Select External Sub Module Analysis and Above Screen Appear
- Select Course, Batch, Marks, Semester, Branch and Show
- New Screen Appear with Percentage how many Students

## 30. HOW TO GENERATE PROGRESS REPORT FOR EXTERNALS

- Go to Examinations module
- Select Progress Report Sub Module and Above Screen Appear
- Select Student or Class and Show
- New Screen Appear with Students Select Check Box and Select Semester and Generate Progress Report

## 31. HOW TO GENERATE PROGRESS REPORT FOR INTERNAL

- Go to Examinations module
- Select Progress Report Sub Module Internal and Above Screen Appear
- Select Class or Student
- Select Course, Semester, Branch, Sessional and Generate

## 32. HOW TO SEE REGISTERED STUDENTS

- Go to Examinations module
- Select Registered Students Sub Module and Above Screen Appear

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## 33. HOW TO SEE REGISTRATION STUDENTS BY RECEIPT

- Go to Examinations module
- Select Registration Sub Module Report by Receipt and Above Screen Appear
- Select Course, Branch, Semester, Date and Show

## 34. HOW TO REPRINTOR DELETE RECEIPT

- Go to Examinations module
- Select Registration Sub Module Reprint and Above Screen Appear
- Select Date and Show
- New Screen Appear with Receipt No
- Select Print or Delete

## 35. HOW TO UPDATE ROLL NO

- Go to Examinations module
- Select Update Roll No Sub Module and Above Screen Appear
- Select Course, Semester, Branch
- New Screen Appear with Student Temporary Roll No
- Select Check Box to Update University Roll No

## 36. HOW TO SEE CHARGES FOR STAFF

- Go to Examinations module
- Select Invigilation Charges Sub Module Charges and Above Screen Appear
- Select Department, Employee, Date and Show

## 37. HOW TO CREATE DESIGNATIONS

- Go to Examinations module
- Select Invigilation Charges Sub Module Designation and Above Screen Appear
- Select New Designation
- New Screen Appear Enter Designation, Compensation, Designation Type and Save

## 38. HOW TO SEE POST INVIGILATION

- Go to Examinations module
- Select Invigilation Charges Sub Module Duties and Above Screen Appear
- Select Month and Year

## 39. HOW TO POST INVIGILATION

- Go to Examinations module
- Select Invigilation Charges Sub Module Postings and Above Screen Appear
- Select Course, Branch
- New Screen Appear Select Date and Assign Faculty to Room

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## 40. HOW TO ENTER GRANTS

- Go to Examinations module
- Select Grants Sub Module and Above Screen Appear
- Select Received from, Amount, Date, Payment Method, Narration and Save

## 41. HOW TO GRANTS REPORTS

- Go to Examinations module
- Select Grants Report Sub Module and Above Screen Appear
- Select Date, Received from and Show report

## 42. HOW TO ENTER EXPENDITURE

- Go to Examinations module
- Select Expenditure Sub Module and Above Screen Appear
- Select Paid from, Paid To, Amount, Date, Payment Method, Narration and Save

## 43. HOW TO SEE EXPENDITURE REPORT

- Go to Examinations module
- Select Expenditure Report Sub Module and Above Screen Appear
- Select Date, Grant Type and Show Report

## 44. HOW TO SEE ADMISSION REPORT

- Go to Examinations module
- Select Admission Report Sub Module and Above Screen Appear
- Select Batch and Show

## 45. HOW TO SEE BACKLOGS

- Go to Examinations module
- Select Backlogs Sub Module and Above Screen Appear
- Select Class or Student or Subject and Show
- Select Course, Semester, Batch and Show

## 46. HOW TO SEE DUE LIST

- Go to Examinations module
- Select Due List Sub Module and Above Screen Appear
- Select Course, Semester, Batch and Show

## 47. HOW TO PRINT EXAM APPLICATION

- Go to Examinations module
- Select Exam Application Sub Module and Above Screen Appear
- Select Course, semester, branch, regulation and show application.

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