

VIKAS GROUP OF INSTITUTIONS

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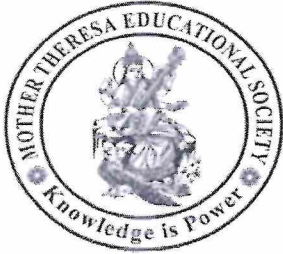
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Nunna – 521 212, Vijayawada Rural, NTR District, A.P. India.

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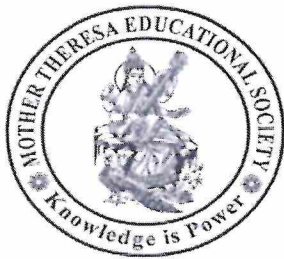
ECAP USER MANUAL

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

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

8. HOW TO REJOIN STUDENTS

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

9. HOW TO SEE DETAINED STUDENTS

- a. Go to Admission Module
- b. 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

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

11. HOW TO SEE EDIT STUDENTS

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

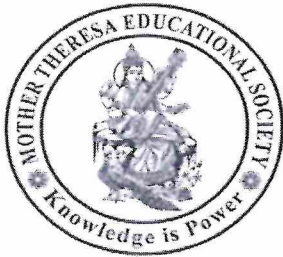
12. HOW TO SEE STUDENTS REPORT

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

13. HOW TO SEE UPDATE LIST

- a. Go to Admission Module
- b. Select Admission Sub Module Update Status and Above Screen Appear
- c. Select Course, Semester, Branch and Show
- d. 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

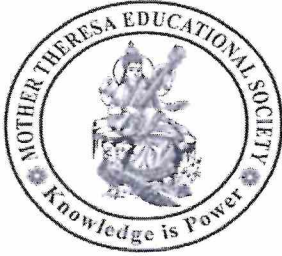
19. HOW TO SEE REPORT

- 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

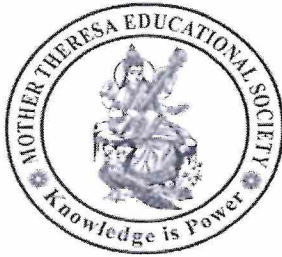
- a. Go to Admission Module
- b. Select Caste Sub Module and Above Screen Appear
- c. Select Category new or Delete
- d. Enter Caste and Save

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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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.

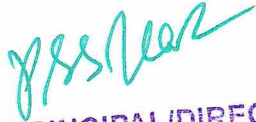
3. HOW TO CREATE BRANCHES
 - a. Go to Administration Module
 - b. Select Branches Module and Above Screen
 - c. Select Course New screen Appear
 - d. Select Department, Branch Name, Short Name.

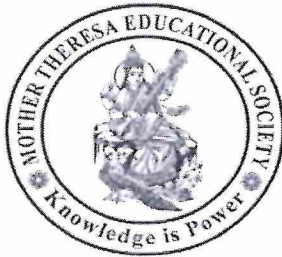
4. HOW TO SET ACADEMIC CALENDER
 - a. Go to Administration Module
 - b. Select Academic Sub Module and Above Screen Appear
 - c. Select Course, Semester, New Academic Calendar Enter from Date to Date Select Add to List Update.

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

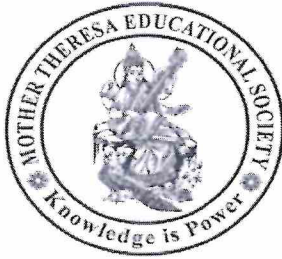
13. HOW TO SEE COMPLAINTS

- 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

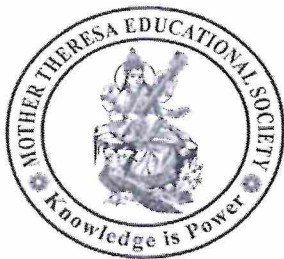
19. HOW TO SET HOLIDAYS

- 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

- a. Go to Administration Module
- b. Select location Sub Module and Above Screen Appear
- c. Select State New Screen Appear
- d. Enter State and Save
- e. Same as How We Create State

22. HOW TO CREATE BANK NAME

- a. Go to Administration Module
- b. Select Bank Sub Module and Above Screen Appear
- c. Select New Bank and new Block Appear
- d. Enter Bank Name and Save

23. HOW TO ENTER NEWS & EVENTS

- a. Go to Administration Module
- b. Select News & Event Sub Module and Above Screen Appear
- c. Select Add New Event
- d. New Screen Appear Enter Events and Save

24. HOW TO RESET STUDENT PASSWORD

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

25. HOW TO CREATE RESOURCE TYPES

- a. Go to Administration Module
- b. Select Resource Types Sub Module and Above Appear
- c. Enter New Resource Type
- d. New Block Appear Enter Resource Type and Save

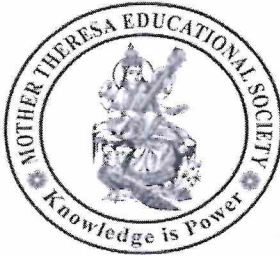
26. HOW TO CREATE SEAT TYPES

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

27. HOW TO SET ATTENDANCE ALERT

- a. Go to Administration Module
- b. Select Settings Sub Module and Above Screen Appear
- c. 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

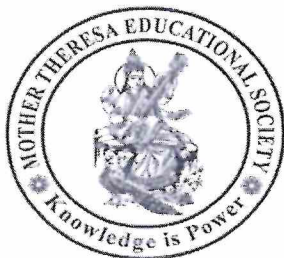
33. HOW TO SET EXAM SYSTEM

- 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

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

36. HOW TO SET STUDENTS' LINKS

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

37. HOW TO ENTER SUBJECTS IN ONLINE

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

38. HOW TO ENTER SUBJECTS IN OFFLINE

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

39. HOW TO CREATE USER LEVELS

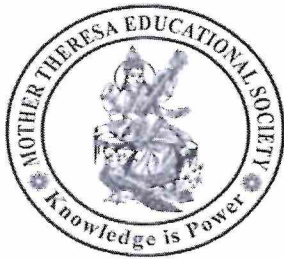
- a. Go to Administration Module
- b. Select User Level Sub Module and Above Screen Appear
- c. Select User Level, Module
- d. New Screen Appear With Module Sub Links
- e. Select Check Boxes and Save

40. HOW TO CREATE USERS Login ID'S

- a. Go to Administration Module
- b. Select Users Level Sub Module and Above Screen Appear
- c. Select Teaching or Non-Teaching
- d. Select Department or Search by Name
- e. 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

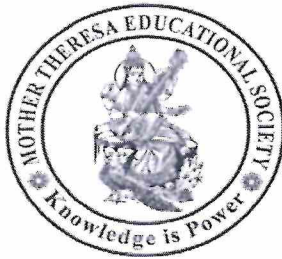
5. HOW TO DEPOSIT DD/CHEQUE TO BANK

- 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

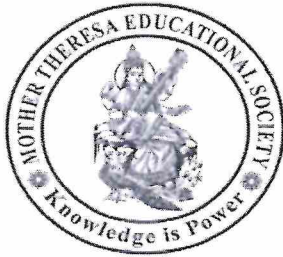
13. HOW TO SEE ATTENDANCE RECEIPT

- 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

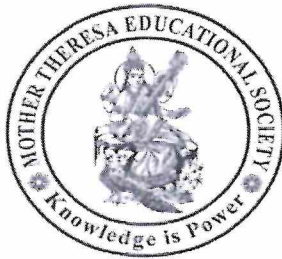
19. HOW TO SEE TRANSACTIONS

- 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

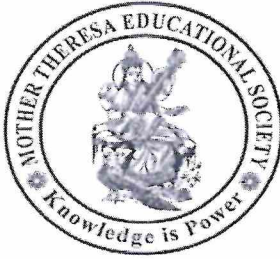
5. HOW TO DOWNLOAD INTERNAL QUESTION PAPER

- 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 ANALUYSIS

- 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

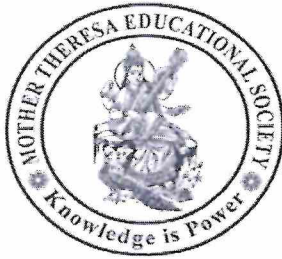
- Go to Examinations module
- Select Exams Sub Module Exam Fee and Above Screen Appear
- Select Course, Semester, Branch and Save
- New Screen Appear Enter Amount for Regular or Supply and Save

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

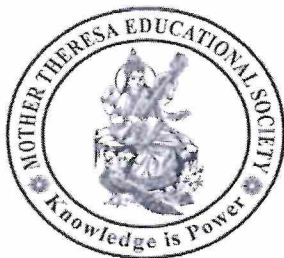
18. HOW TO CHECK PREPARED EXAM SCHEDULE REPORT

- 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

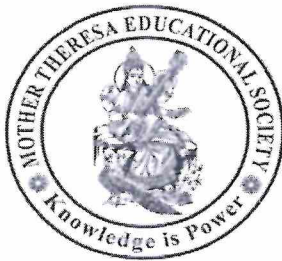
24. HOW TO ENTER EXTERNAL MARKS

- 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

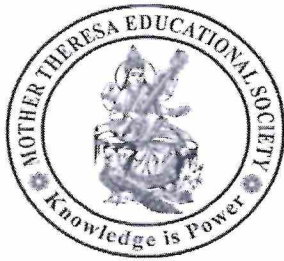
31. HOW TO GENERATE PROGRESS REPORT FOR INTERNAL

- 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 REPRINTER 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

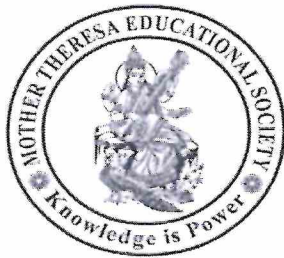
38. HOW TO SEE POST INVIGILATION

- 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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