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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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 Clock 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 SEEGENERATE 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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Knowledge is Power

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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
   a. Go to Administration Module
   b. Select Settings Sub Module and Above Screen Appear
   c. Select Attendance or Marks or Both
   d. Select Course, Semester, Branch and Create

29. HOW TO ATTENDANCE FINE
   a. Go to Administration Module
   b. Select Settings Sub Module and Above Screen Appear
   c. Select Attendance Fine
   d. Enter Fine Amount, Due Date, Late Fine and Update

30. HOW TO SET RECEIPT NOS
   a. Go to Administration Module
   b. Select Settings Sub Module and Above Screen Appear
   c. 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
   a. Go to Administration Module
   b. Select Settings Sub Module and Above Screen Appear
   c. Select Semester & Regulation
   d. Enter Batch, Regulation, Academic Year and Update

32. HOW TO SET ACADEMIC YEAR
   a. Go to Administration Module
   b. Select Settings Sub Module and Above Screen Appear
   c. Select Academic Year
   d. Enter Year and Save

33. HOW TO SET EXAM SYSTEM
   a. Go to Administration Module
   b. Select Settings Sub Module and Above Screen Appear
   c. Select Exam System
   d. Enter Course, Batch, Regulation, Exam System and Save

34. HOW TO SET EXAM SYSTEM
   a. Go to Administration Module
   b. Select Staff Login Times Sub Module and Above Screen Appear
   c. 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 QUESTIION 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 Ckick 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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