



University of Science & Technology, Meghalaya

ERP DOCUMENT

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What Is ERP?

Enterprise resource planning (ERP) refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations. A complete ERP suite also includes enterprise performance management, software that helps plan, budget, predict, and report on an organization's financial results.

ERP systems tie together a multitude of business processes and enable the flow of data between them. By collecting an organization's shared transactional data from multiple sources, ERP systems eliminate data duplication and provide data integrity with a single source of truth.

Today, ERP systems are critical for managing thousands of businesses of all sizes and in all industries. To these companies, ERP is indispensable.

The Business Value of ERP

It's impossible to ignore the impact of ERP in today's business world. As enterprise data and processes are corralled into ERP systems,



businesses can align separate departments and improve workflows, resulting in [significant bottom-line savings](#). Examples of specific business benefits include:

- **Improved business insight** from [real-time information](#) generated by reports
- **Lower operational costs** through streamlined business processes and [best practices](#)
- **Enhanced collaboration** from users sharing data in [contracts, requisitions, and purchase orders](#)
- **Improved efficiency** through a common user experience across many business functions and well-defined business processes
- **Consistent infrastructure** from the back office to the front office, with all business activities having the same look and feel
- **Higher user-adoption rates** from a common user experience and design
- **Reduced risk** through improved data integrity and [financial controls](#)
- **Lower management and operational costs** through uniform and integrated systems.



ERP Document

ERP Documents can display any kind of storable information, such as technical drawings, graphics, programs or text that together describe an object. It is a data storage medium containing information of a specific type. You can define a document as a group of related documents, or as part of another document, by linking subordinate documents to superior documents in a document hierarchy. A Document can be defined either as a file or a folder. ERP Document is used to manage document processing. It is a medium of information intended either for users (responsible) or to exchange data between systems.

COLLECTIONS –

Collections are objects that hold other objects they are accessed, placed and maintained under certain set of rules. ERP Document certain collections according to their



requirements. In this ERP Document the following collections are found or will be found

Collections	Description
Attendance System	This collection provides the details of the University attendance and student support
Exam Management System (EMS)	This collection provides a list of details of exams in the university.
Admission & Support	This collection provides the information regarding admission and also the support in the generation and maintenance of information.
Accounts and Finance	This collection provides the list of student fees details & Planning.
HR Management	This collection provides the list of documents relating to salary and staff attendance leave.

DESCRIPTION OF THE COLLECTIONS:



University of Science & Technology, Meghalaya

ATTENDANCE SYSTEM WITH MOBILE APPLICATION UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for Attendance in Digital Management System (DMS)



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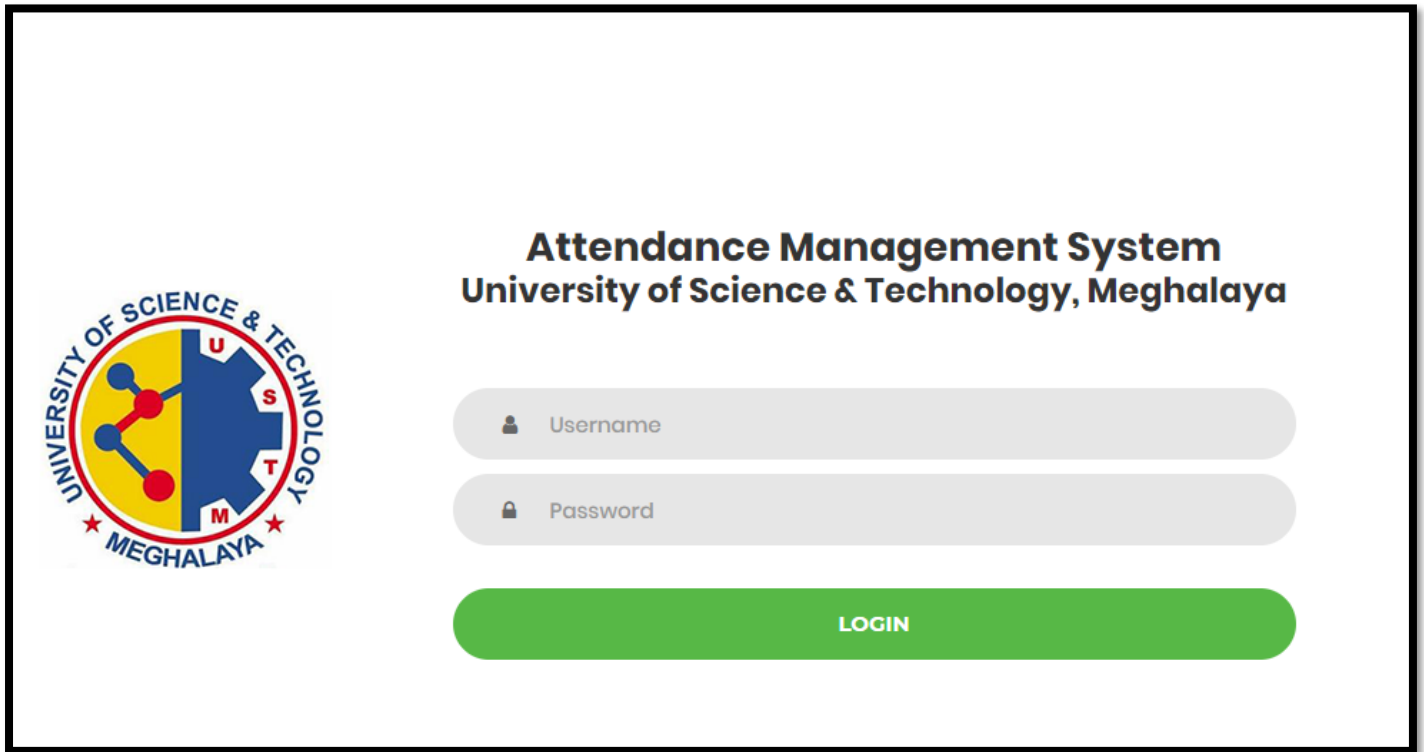
Search

- Student Search

Mobile Application

Login

<https://chalkboard.ustm.org.in/>



Attendance Management System
University of Science & Technology, Meghalaya

Username

Password

LOGIN

Users who have previously registered for the Chalk Board Web Application must login by:

Entering their **User Name**.

Entering their **Password**.

By Tapping the **Login** option, the user could access to the next screen and begin using the application.

Site Registration

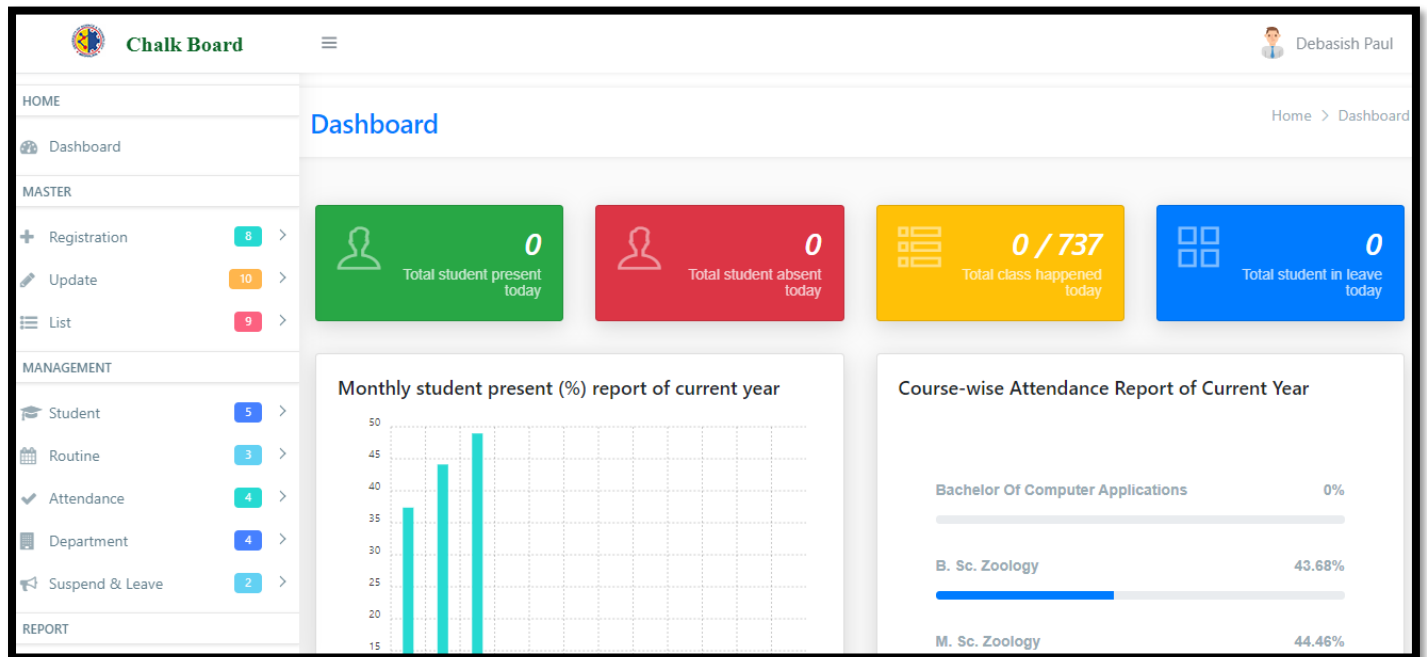
Users who have not previously registered for the Chalk Board Web Application they have to contact Admin Authority.

Admin can use the site to access the “New User Registration” page.


Forgotten Password

If a user forgets his or her password, he or she must inform the Admin Authority, then the Admin will create or reset the password.

Attendance Home Page

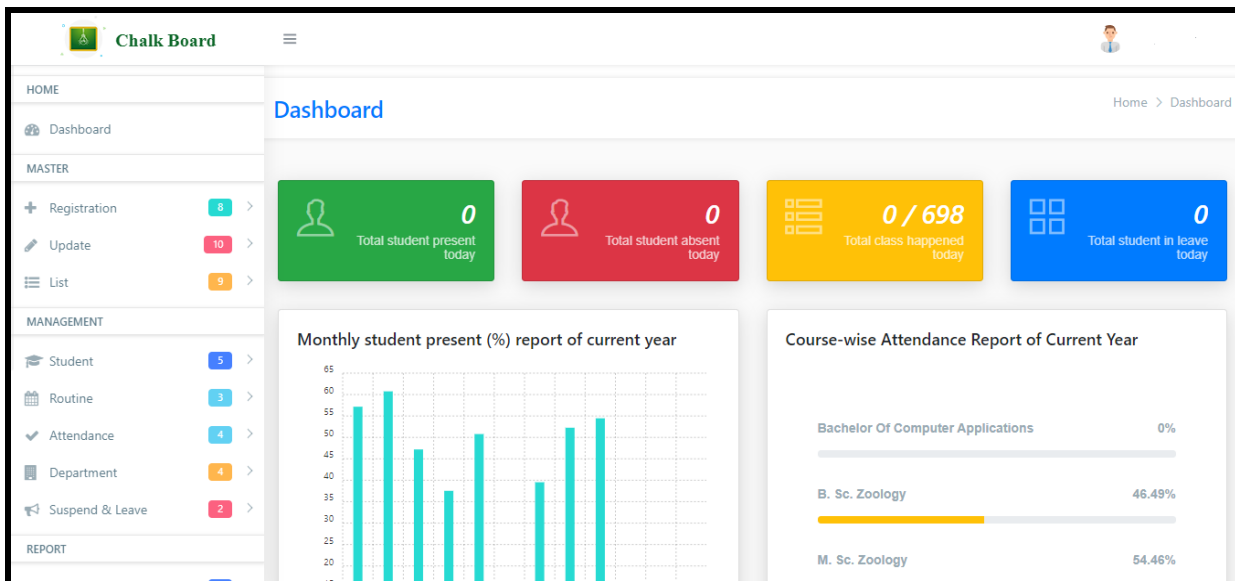


After logging into the Chalk Board Web Application, the user will be able to access the Chalk Board Home page

Page. Select the buttons  on the left side of this page to do the following:

DASHBOARD

The Homepage of the portal Chalk Board appears when the user clicks on Dashboard



MASTER

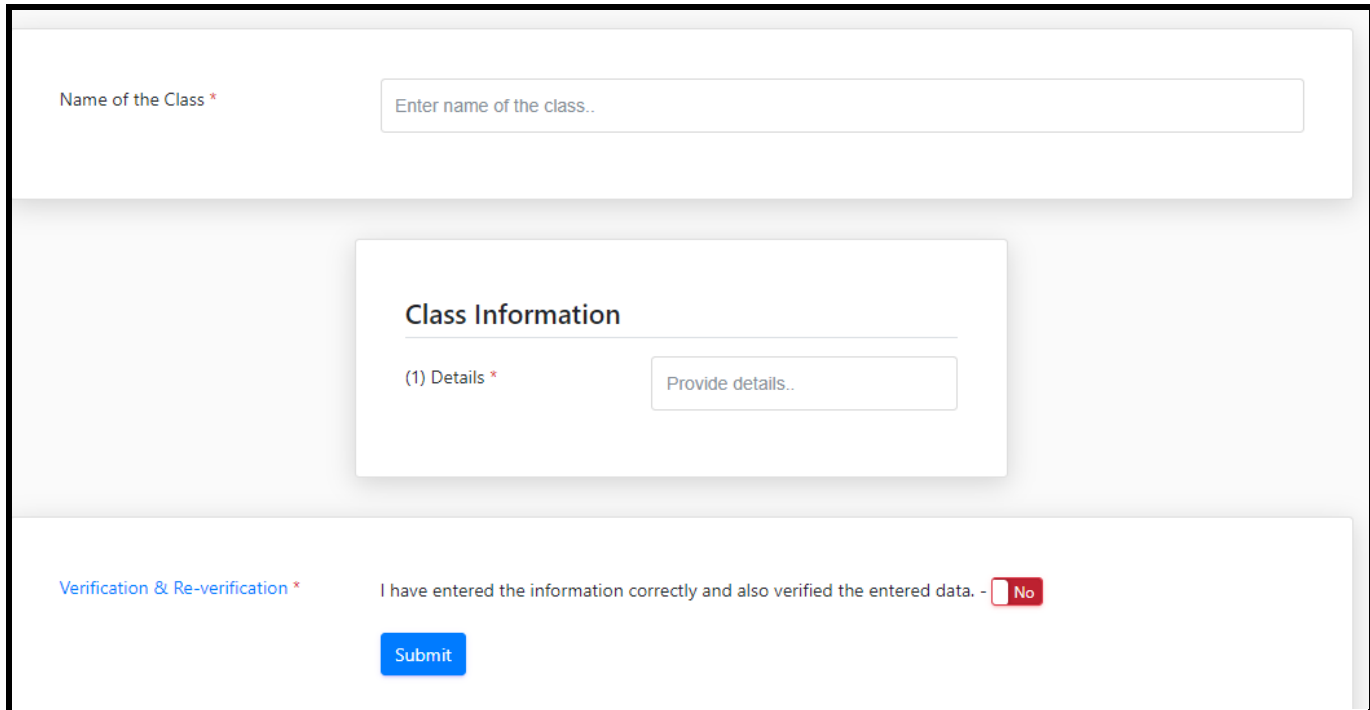
Master Point is the first step of the portal. It consists of three sections i.e, Registration, Update and List. The particulars about the three are discussed below-

❖ Registration

Under Registration section Users Can Register their **Class, Course, Holiday, Session, Student, Subject, Teacher, Department.**

➤ Class

In the picture below the required information needs to be filled up. After completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press on **Submit** and thus entry of new class is completed.



The screenshot shows a web form for entering class information. It consists of three main sections:

- Name of the Class ***: A text input field with the placeholder text "Enter name of the class..".
- Class Information**: A section containing a sub-field **(1) Details *** with a text input field and the placeholder text "Provide details..".
- Verification & Re-verification ***: A section with the text "I have entered the information correctly and also verified the entered data. -" followed by a red toggle switch labeled "No". Below this is a blue button labeled "Submit".

➤ Course

In the picture below the required information needs to be filled up. After completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press **Submit** and thus entry of new Course is completed.

Name of the Course *

Course Information

(1) Short Code *

Verification & Re-verification * I have entered the information correctly and also verified the entered data. - No

➤ Holiday

In the picture below the required information needs to be filled up. After completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press **Submit** and thus entry of new Holiday is completed.

Select Session *

Name of the Holiday *

Holiday Date *

Holiday Information

(1) Details *

Verification & Re-verification * I have entered the information correctly and also verified the entered data. - No

➤ Session

In the picture below the required fields need to be filled up. After that the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press **submit** and thus entry of new class is completed.

The screenshot shows a web form with the following sections:

- Name of the Session ***: A text input field with the placeholder "Enter name of the session..".
- Session Period ***: Two date input fields, each with the placeholder "mm/dd/yyyy".
- Total no of days ***: A text input field with the placeholder "Enter total no of days..".

Below these fields is a **Session Information** section with a sub-section **(1) Details *** and a text input field with the placeholder "Provide details..".

At the bottom, there is a **Verification & Re-verification *** section with the text "I have entered the information correctly and also verified the entered data." followed by a radio button labeled **No**. Below this is a blue **Submit** button.


➤ Student

In the picture below the required information regarding a particular student needs to be filled up. The places consisting of this * mark needs mandatory fill-up, add photo by clicking on browse, after being done the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press on **Submit** and thus entry of new Student is completed.

Student Unique ID *	Enter unique identification no..	
Name of the Student *	Enter first name..	Enter last name..
Mobile No *	Enter 10-digit mobile no for sending SMS..	
Email Address (optional)	Enter a valid email address for sending email..	

Personal Information For Student	Information For Student Address
(1) Admission Course *	(1) Address *
Enter the name of the course..	Enter the address
(2) Blood Group *	(2) District *
Enter the blood group of student..	Enter the district..
(3) Date of Birth *	(3) State *
mm/dd/yyyy	Enter the state..

(4) Guardian Mobile no *	Enter guardian's mobile no.	(4) PIN code *	Enter the postal pin code..
--------------------------	-----------------------------	----------------	-----------------------------

Upload student picture and edit 

Drop image here or [browse...](#)

Verification & Re-verification * I have entered the information correctly and also verified the entered data. - No

➤ Subject

Under this option the user needs to add the name of subject, subject type (either theory or practical) and subject code which is the paper code (for example-BAP 101). After completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press **Submit** and thus entry of new Subject is completed.

Name of the Subject *

Subject type *

Subject Information

(1) Subject Code *

Verification & Re-verification * I have entered the information correctly and also verified the entered data. -

➤ Teacher

In the picture below the required information needs to be filled up. Mobile number is important for Teacher creation, after completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press **Submit** and thus entry of new Teacher is completed.

Name of the Teacher *

Mobile No *

Teacher Information

(1) Employee Code *

(2) Timing *

➤ Department

In the picture below the required information needs to be filled up. After completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs to press **Submit** and thus entry of new department is completed.

Add Department Master > Registration > Department

Name of the Department *

Department Information

(1) Details *

Verification & Re-verification * I have entered the information correctly and also verified the entered data. - No

❖ Update

Under Update section Users Can Update or can-do Correction of their **Class, Course, Holiday, Session, Student, Subject, Department, Student Picture Change, Teacher Update.**

➤ Class







In the picture below you can search class information by clicking on **Search** button. After that you can change or edit classes by clicking on **Action** button.

Update Informatoin of Class Master > Update > Class

Search

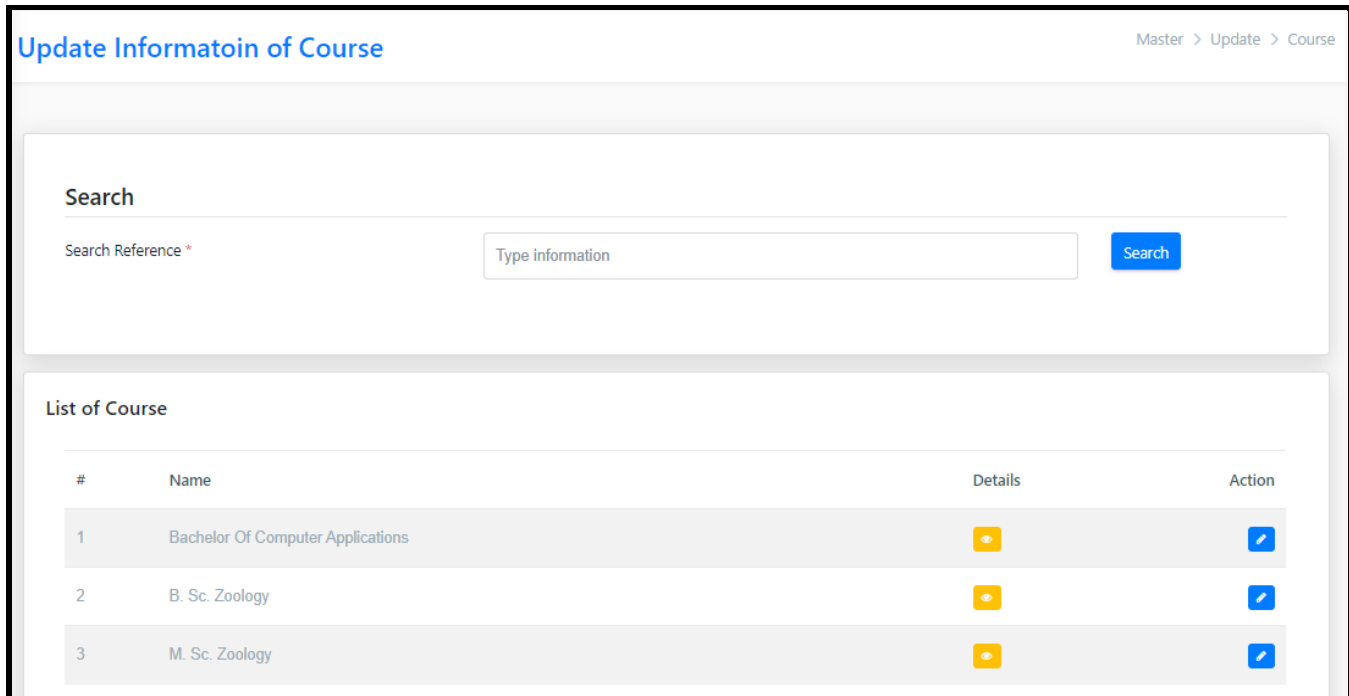
Search Reference *

List of Class

#	Name	Details	Action
1	1st Year 1st Semester (Major)		
2	1st Year 1st Semester (Pass Course)		
3	2nd Year 3rd Semester (Major)		

➤ Course

In the picture below you can search Course information by clicking on **Search** button. After that you can change or edit the Course by clicking on **Action** button.









Update Information of Course Master > Update > Course

Search

Search Reference * [Search](#)

List of Course

#	Name	Details	Action
1	Bachelor Of Computer Applications		
2	B. Sc. Zoology		
3	M. Sc. Zoology		

➤ Holiday

In the picture below you have to first select session after that search the holiday which is needed (for example-Durga puja). Then click the **Search** button. After searching you can edit Holiday by clicking on **Action** button.



Update Informatoin of Holiday Master > Update > Holiday

Search

Select Session *

Search Reference *

List of Holiday

#	Name	Holiday	Details	Action
1	Durga Puja	10/05/2019		

➤ Session







In the picture below you have to first select session and then Search Session information by clicking on **Search** button. After searching you can edit Session by clicking on **Action** button.

Update Informatoin of Session Master > Update > Session

Search

Search Reference *

List of Session

#	Name	Details	Action
1	August,2018 - February,2019		
2	2018 July-December		
3	2019, January-June		










➤ Student

In the picture below the you can Search Student information by clicking on **Search** button. After that you can change or edit Student information by clicking on **Action** button.

Search

Search Reference *

List of Students

#	Picture	ID	Name	Mobile	Details	Action
1		2018/BCA/0001	Resterwell S Nongwa	7085452199		
2		2018/BCA/0002	Prenjit Singh	7005776480		
3		2018/BCA/0003	Khakchang Jamatia	8794853504		







➤ Subject

In the picture below you can search Subject information by clicking on **Search** button. After that you can change or edit Subject by clicking on **Action** button.

Search

Search Reference *

List of Subject

#	Name	Type	Details	Action
1	Communicative English	Theory		
2	Fundamentals Of Computer And It & Pc Packages	Theory		
3	Programming Methodology & C Programming	Theory		







➤ Department

In the picture below you can search Department information by clicking on **Search** button. After that you can change or edit Department information by clicking on **Action** button.

Search

Search Reference *

List of Class

#	Name	Details	Action
1	B.Ed		
2	Chemistry		
3	Zoology		










➤ Student Picture Change

In the picture below you can search Student information by clicking on **Search** button. After that you can change or edit Student information by clicking on **Action** button.

Search

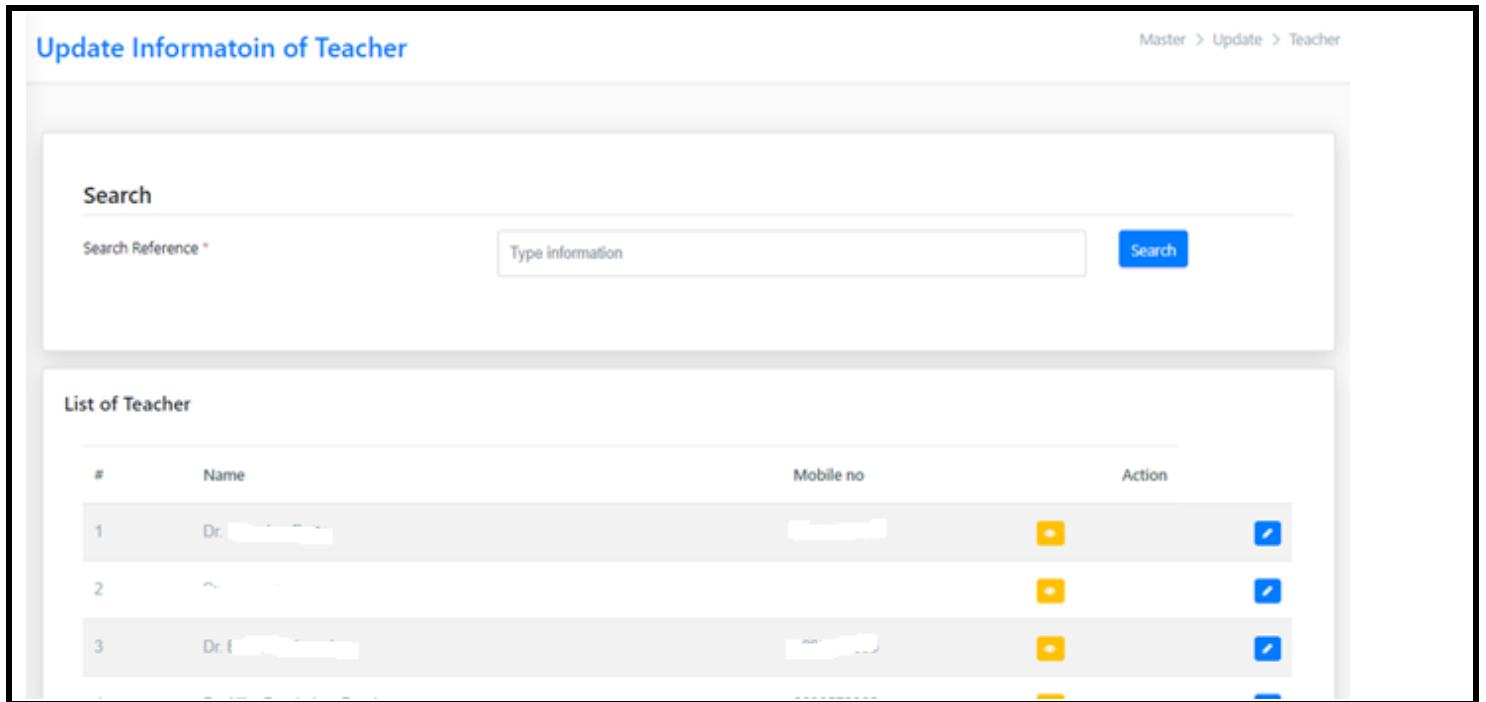
Search Reference *

List of Students

#	Picture	ID	Name	Mobile	Details	Action
1		2018/BCA/0001	Resterwell S Nongwa	7085452199		
2		2018/BCA/0002	Prenjit Singh	7005776480		
3		2018/BCA/0003	Khakchang Jamatia	8794853504		

➤ Teacher Update

In the picture below you can search Teacher information by clicking on **Search** button. After that you can change or edit Teacher information by clicking on **Action** button.



❖ List

Under List section Users can access details of **Classes, Courses, Holidays, Sessions, Students, Subjects, Teachers', Departments, Teacher's data.**

➤ Class

In the picture below you can search Class information by following the below mentioned steps

1. Check Status (Either Enable or Disable)
2. Search Reference (Information of Class)
E.g.: MSW, MAP, ENG etc.

After being completed tap on the **Search** button

List of Class Master > List > Class

Search

Check status *

Search Reference *

List of Class

#	Date Time	Status	Name	Details	Action
1	05/11/2018 09:20 am	Active	1st Year 1st Semester (Major)		
2	05/11/2018 09:21 am	Active	1st Year 1st Semester (Pass Course)		

➤ Course

In the picture below you can search Course information by following the below mentioned steps

1. Check Status (Either Enable or Disable)
2. Search Reference (Information of Course)
E.g.: MSW, MAP, ENG etc.

After being completed tap on the **Search** button

Search

Check status *

Enabled





Search

Search Reference *

Search information

Search

List of Course

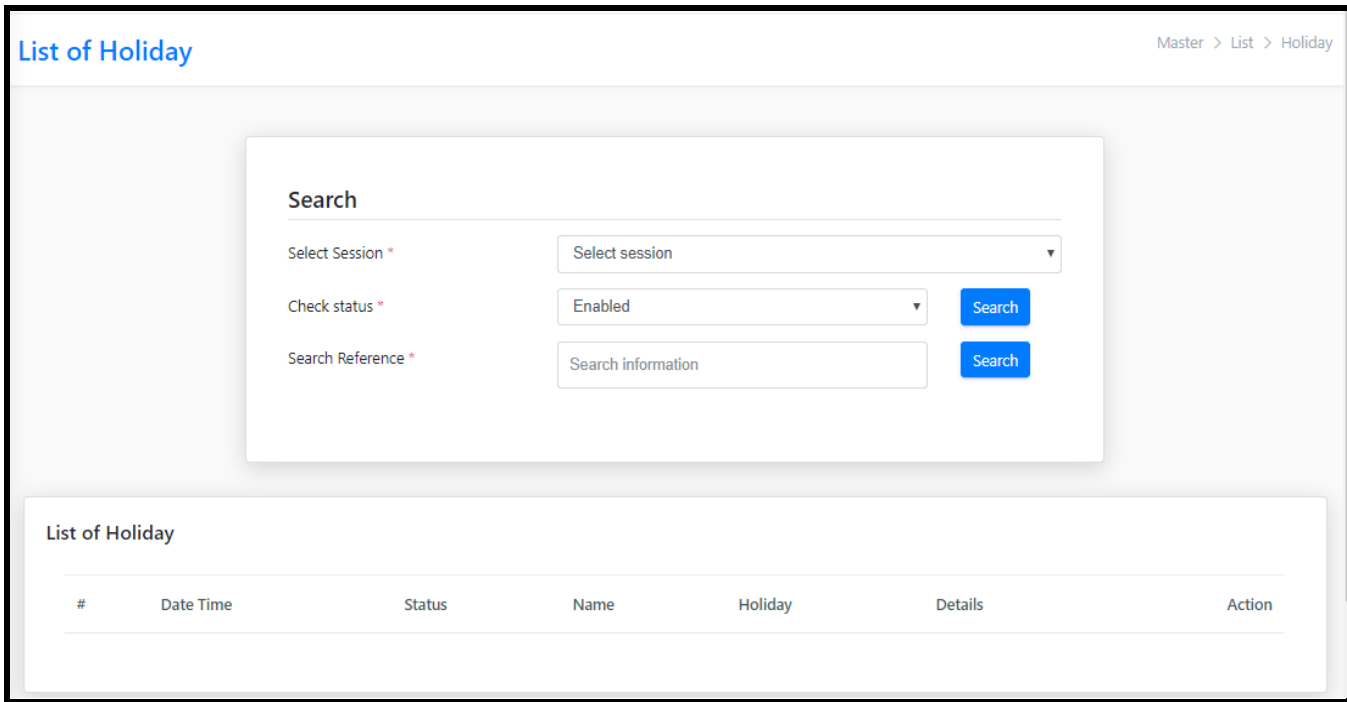
#	Date Time	Status	Name	Details	Action
1	26/09/2018 11:27 pm	Active	Bachelor Of Computer Applications		
2	05/11/2018 09:17 am	Active	B. Sc. Zoology		

➤ Holiday

In the picture below you can search Holiday information by following the below mentioned steps

1. Check Session
2. Check status (Either Enable or Disable)
3. Search Reference (Information of Holiday)
E.g.: Eid, Durga Puja, Christmas etc.

After being completed tap on the **Search** button

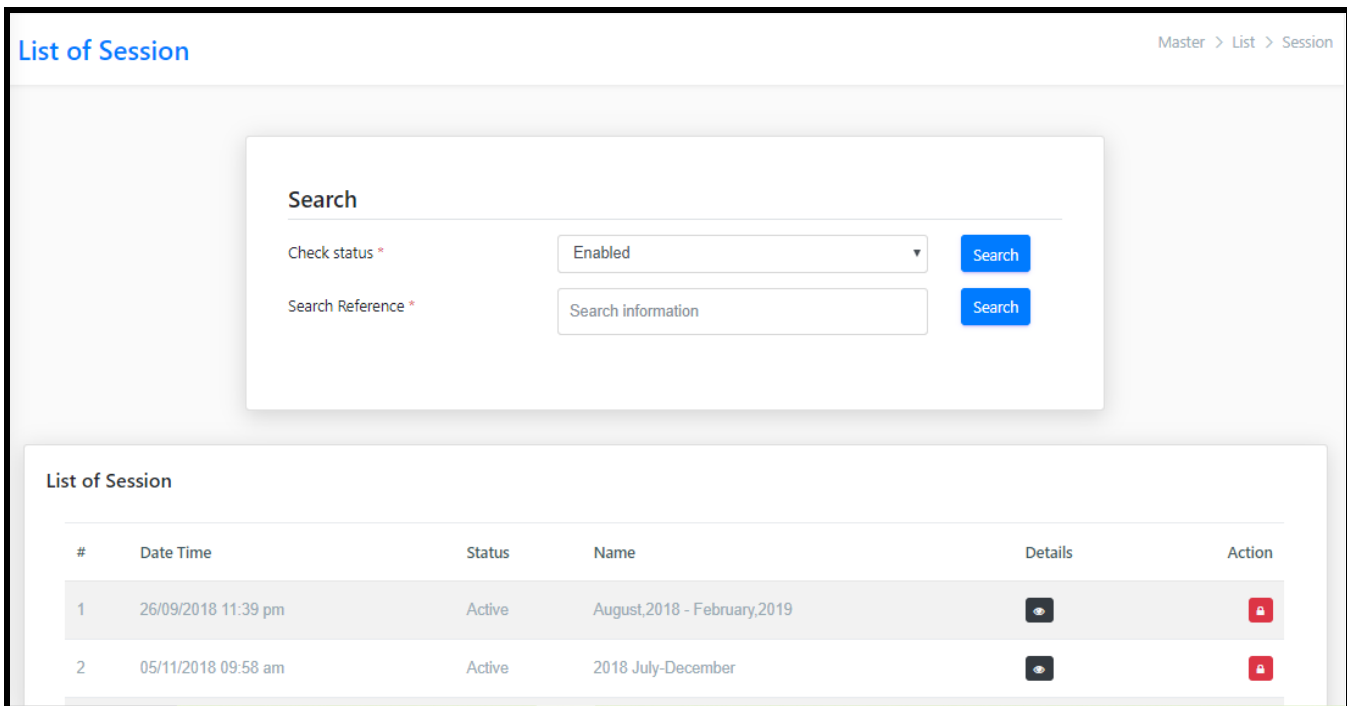


➤ Session

In the picture below you can search Session information by following the below mentioned steps

1. Check status (Either Enable or Disable)
2. Search Reference (Information of Session)
E.g.: 2017-18,2018-19 etc.

After being completed tap on the **Search** button

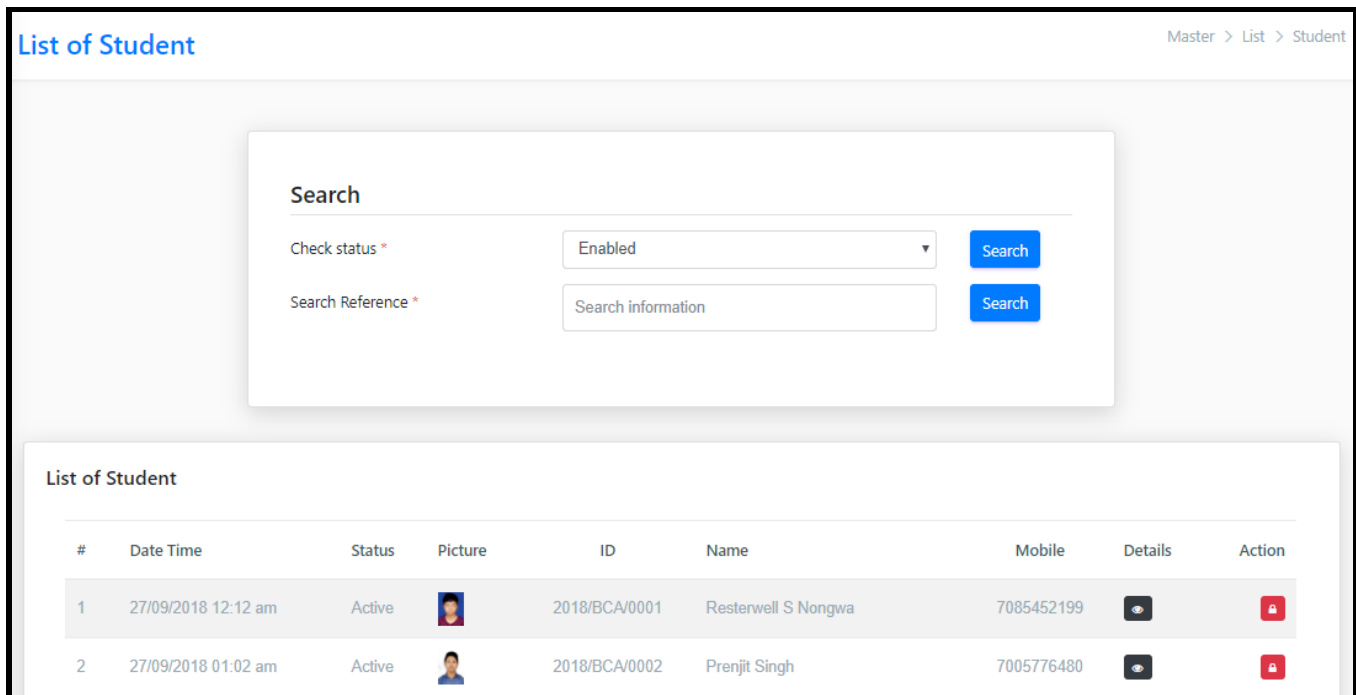


➤ Student

In the picture below you can search Student information by following the below mentioned steps

1. Check status (Either Enable or Disable)
2. Search Reference (Information of Student)
E.g.: 2017/MSW/0015







After being completed tap on the **Search** button



The screenshot shows a mobile application interface titled "List of Student". At the top right, there is a breadcrumb trail: "Master > List > Student". Below the title, there is a search form with two sections:

- Search**: A dropdown menu for "Check status *" is set to "Enabled", with a blue "Search" button to its right.
- Search Reference ***: A text input field containing "Search information", with a blue "Search" button to its right.

Below the search form, there is a table titled "List of Student" with the following columns: #, Date Time, Status, Picture, ID, Name, Mobile, Details, and Action. The table contains two rows of data:

#	Date Time	Status	Picture	ID	Name	Mobile	Details	Action
1	27/09/2018 12:12 am	Active		2018/BCA/0001	Resterwell S Nongwa	7085452199		
2	27/09/2018 01:02 am	Active		2018/BCA/0002	Prenjit Singh	7005776480		

➤ Subject

In the picture below you can search Subject information by following the below mentioned steps

1. Check status (Either Enable or Disable)
2. Search Reference (Information of Subject)
E.g.: English, Sociology, Physics etc.

After being completed tap on the **Search** button

List of Subject Master > List > Subject

○

Search

Check status *

Search Reference *

List of Subject

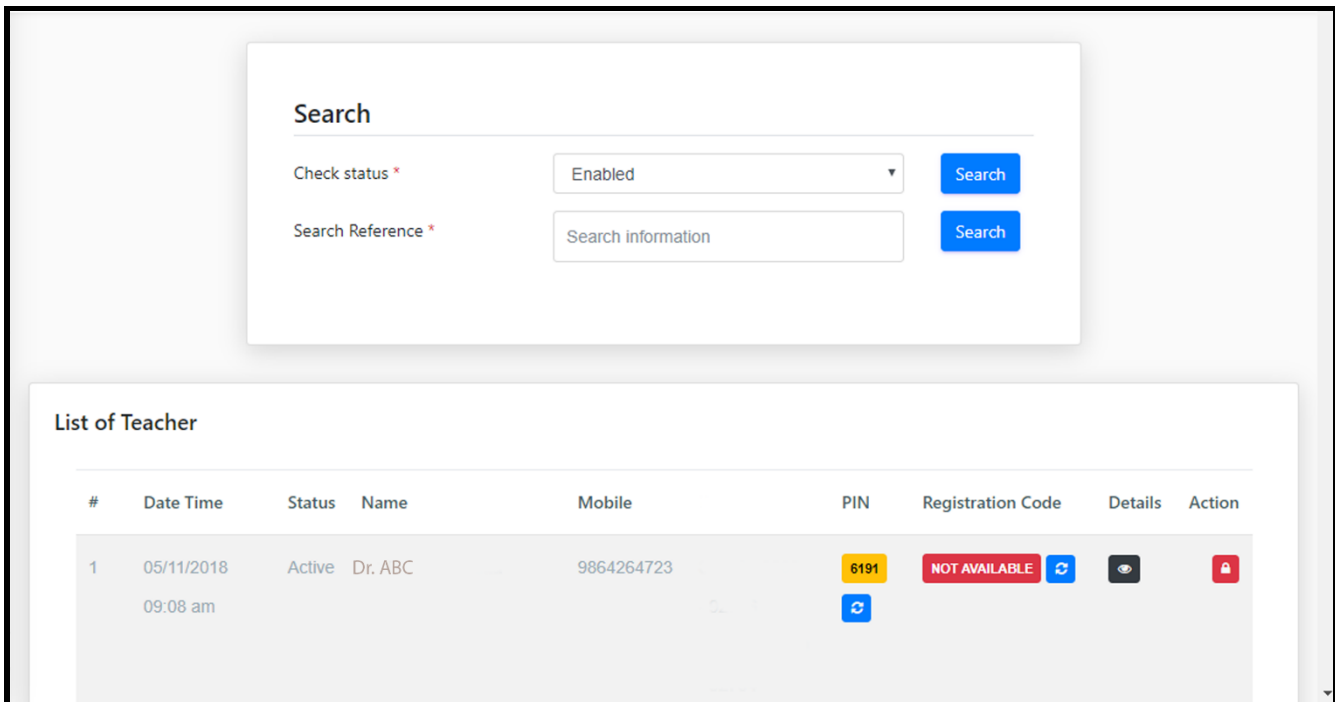
#	Date Time	Status	Name	Type	Details	Action
---	-----------	--------	------	------	---------	--------

➤ Teacher

In the picture below you can search Teacher information by following the below mentioned steps

1. Check Session
2. Check status (Either Enable or Disable)
3. Search Reference (Information of Teacher)
E.g.: Mr. XYZ

After being completed tap on the **Search** button



➤ Department

In the picture below you can search Department information by following the below mentioned steps

1. Check Session
2. Check status (Either Enable or Disable)
3. Search Reference (Information of Department)
E.g.: B.ed, Chemistry etc.

After being completed tap on the **Search** button

List of Department Master > List > Department

Search

Check status *

Search Reference *

List of Department

#	Date Time	Status	Name	Details	Action
1	04/04/2019 12:28 am	Active	B.Ed		
2	04/04/2019 12:30 am	Active	Chemistry		

MANAGEMENT

Management is the 2nd point of the portal. For Entry or Management of Student, Routine, Attendance, Department, Suspend & Leave are done in this Section. The particulars about the five are discussed below-

❖ Student

Under Student section Users Can Update or can-do Correction of **Assign Class, Promotion Demotion, RFID code Assign, Passout, Reassign Class.**

➤ Assign Class

Assign class is a part of Student entry, after Student entry you must assign student in a specific class.

For convenience the steps are clearly mentioned below along with the attachment of pictures-

Step 1: Search with Student ID (Ex-2019/ABC/00001)

Step 2: Select YES (for confirm)

Step 3: Select All (for Multiple Student Select)

Step 4: Select Session


Step 5: Select Department

Step 6: Select Course

Step 7: Select Class

Step 8: Process

Student Class Assign Management > Student > Assign Class

Total Un-assigned Student **0**


List of Student

Search Information

Search with ID * Search

Select All Deselect All

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------

Total Selected Student **0**

Assign Information

Session * Select Department

Course & Class * Select Class

Process

➤ Promotion / Demotion

Promotion/Demotion is the process of transferring one or more Student from present department to another corresponding department. The steps involved are given below -

Step 1: Select Session

Step 2: Select Department

Step 3: Select Course

Step 4: Select Class

Step 5: Search

Step 6: Select YES (for confirm)

Step 7: Select All (for Multiple Student Select)

Step 8: Select Session

Step 9: Select Department

Step 10: Select Course

Step 11: Select Class

Step 12: Process

Search Information

Session *

Select Session

Select Department

Course & Class *

Select Course

Select Class

Search



Total Un-assigned Student 0

List of Student

Select All Deselect All

List of Student

Select All Deselect All

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------



Total Selected Student 0

Promtion / Demotion Information

Session *

Select Session

Select Department

Course & Class *

Select Course

Select Class

Process


➤ RFID Code Assign

Student RFID code assign Management > Student > RFID code assign

Search Information

Session *

Course & Class *

 0
Total Un-assigned Student

List of Student

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------

➤ Pass out

Pass Out is the process of removing one or more Student from the department. The steps to be followed are mentioned below -

Step 1: Select Session

Step 2: Select Department

Step 3: Select Course

Step 4: Select Class

Step 6: Select YES (for confirm)

Step 7: Select All (for Multiple Student Select)


Step 8: Process Student Pass out

Student Passout Management > Student > Passout

Search Information

Session *


Course & Class *

0

Total Student

List of Student

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------

0

Total Selected Student

➤ Reassign Class

If a Student is to be assigned for several subjects this Reassign option is to be used. Below mentioned points are the steps to be followed in the reassign option

Step 1: Select Session

Step 2: Select Department

Step 3: Select Course

Step 4: Select Class

Step 5: Search

Step 6: Go to the List of Student, select particular student or Select all by pressing **Select All** button

Step 7: In Promotion/Demotion information Follow Steps 1,2,3,4.

Step 8: Select Day of the week.


Step 9: Select Routine time and paper code.

Step 10: Select Special routine (if needed).

Search Information

Session *

Course & Class *



Total Un-assigned Student **0**

List of Student

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------

List of Student

Select All

Deselect All

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------



0

Total Selected Student

Promtion / Demotion Information

Session *

Select Session

Select Department

Course & Class *

Select Course

Select Class

Day & Time Details *

Select Day of the Week

Select Routine

Tuesday

Morning

6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
			MSC-302 Inorg	MSC 301 Orga	MSC-302 Inorg		MSC-305 Practical III	

MSC 301 Organic Chemistry III

< | 10:01 AM – 11:00 AM | >

by Prof. Enamul Karim

Special Routine

No Special Routine

Process

❖ Routine

Under this option there are three major points named as **Manage, View and Special Teacher**

➤ Manage

In the picture below for Manage section, information needs to be filled up and in & out time needs to be provided then press **add**. For clearing the information related to a particular department then press on **Clear Session Routine**. If the whole routine needs to be cleared then the option named as **CLEAR WHOLE ROUTINE** needs to be tapped. The Routine information will be saved which is needed then the other non-required ones will be cleared as per instructions. Do follow the following steps-

Step 1: Select Department

Step 2: Select Session

Step 3: Select Course

Step 4: Select Class

Step 5: Select Teacher

Step 6: Select Subject

Step 7: Select Day

Step 8: Select Course type

Step 9: Put Course Time in and Time out

Step 10: Press Add

Search Information

Department & Session *	Select Department ▼	Select Session ▼
Course & Class *	Select Course ▼	Select Class ▼
Teacher & Subject *	Select Teacher ▼	Select Subject ▼
Day & Course Type *	Day of the Week ▼	Regular ▼
Time *	In <input type="text" value="--:-- --"/>	Out <input type="text" value="--:-- --"/>

Routine

➤ View

In the picture below the required information needs to be filled up. After completion the user needs tap click on **Search** button.

Routine View Management > Routine > View

Search Information

Department & Session *	Select Department ▼	Select Session ▼
Course & Class *	Select Course ▼	Select Class ▼

Routine

➤ Special Teacher

If there are one or more teachers assigned to a particular class at the same time then this option special teacher can be used. (At a time only, a particular teacher can be

assigned through the assign teacher option but if more teacher related to that particular subject needs to be assign then this option is effective)

Special Teacher Assign Management > Routine > Special Teacher

Search Information

Department & Session *

Course & Class *

Routine

List of Special Teacher

List of Special Teacher

#	Name	Mobile	Detail	Subject	Action
---	------	--------	--------	---------	--------

Add Special Teacher Information

Department & Teacher *

Subject & Passcourse

❖ Attendance

Under Attendance section, Faculty Can Take Attendance from **New** button, for changing Attendance they can use the **Edit** Button, for missing attendance or late update they can use the **Overwrite** button.

➤ New

In this option the faculty could access the attendance of a particular student. For this the following steps need to be followed-

Step 1: Select Department

Step 2: Select Session

Step 3: Select Course

Step 4: Select Class

Step 5: Select Day of the week (e.g.-Monday, Tuesday etc)

Step 6: Select Routine

Then appears another screen

Step 7: Select teacher

Step 8: Select Attendance Date(e.g.-21/04/2019)

Step 9: Select Process

Attendance Management :: New Management > Attendance > New

Search Information

Department & Session *

Course & Class *

Day & Time Details *

Select Routine

Special Routine

List of Student

Present All Absent All

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------

Total Student 0

Total Present Student 0

Total Absent Student 0

Process Information

Teacher * Select Teacher Attendance Date * dd/mm/yyyy

Process

➤ Edit

If a particular student's attendance is not being given or is entered wrongly then the Edit option is in use. For using this option, the same steps need to continue as per that of the NEW option.

Search Information

Department & Session *

Course & Class *

Day & Time Details *


Select Routine


Special Routine


Select Routine

Special Routine

Attendance Date *

 **0**
Total Student

 **0**
Total Present Student

 **0**
Total Absent Student

List of Student

#	Picture	ID	Name	Mobile	Detail	Action
---	---------	----	------	--------	--------	--------

➤ Upload

User can upload their attendance from Excel file

Process Information

Select File *

Choose File No file chosen

➤ Overwrite

If the attendance of a particular student is missed out and is to be assigned later then the Overwrite option is to be used.

Search Information

Department & Session *

Select Department ▼

Select Session ▼

Course & Class *

Select Course ▼

Select Class ▼

Day & Time Details *

Select Day of the Week ▼

Select Routine

Special Routine

No Special Routine ▼

Select Routine

Special Routine No Special Routine ▾

Attendance Date * Search Student

0
 Total Student

0
 Total Present Student

0
 Total Absent Student

List of Student

#	Picture	ID	Name	Mobile	Detail	Action

❖ Department

Under Department section, the following options are there- **Assign Teacher, Assign Course, Assign Class, Assign Subject.**

➤ Assign Teacher

To Assign a new Teacher in a particular department first the user needs to select the particular department in which the Teacher/Teachers' is/are to be assigned. After this, two lists both consisting of all the details related to the teacher are mentioned. If the teacher is to be assigned as an internal teacher then the user could access all the details of that particular department. If the teacher is to be assigned as an external teacher then he/she could access the details of only that course on that particular time.

Search Information

Department *

Select Department

Search



0

Total Selected Teacher

List of Teacher



278

Total Un-assigned Teacher

List of Teacher for Internal Assign

Process

#	Name	Mobile	Detail	Action
1	Dr. Dipankar Dutta	9864264723		<input type="checkbox"/> No
2	Dr. Bakhtiar Hussain	7896227965		<input type="checkbox"/> No
3	Dr. Alika Borphukan Borah	8638573962		<input type="checkbox"/> No
4	Arup Nama Das	9957110455		<input type="checkbox"/> No

List of Teacher for External Assign

Process

#	Name	Mobile	Detail	Action
1	Dr. Dipankar Dutta	9864264723		<input type="checkbox"/> No
2	Dr. Bakhtiar Hussain	7896227965		<input type="checkbox"/> No
3	Dr. Alika Borphukan Borah	8638573962		<input type="checkbox"/> No
4	Arup Nama Das	9957110455		<input type="checkbox"/> No

➤ Assign Course

The required information needs to be filled up to assign a new course after being done click on the process option.

Search Information

Department * Search

0

Total Un-assigned Course

0

Total Selected Course

List of Course for Assign

Process

#	Name	Detail	Action

List of Course

#	Name	Detail	Action

➤ Assign Class

The required information needs to be filled up to assign a new Class then click on **Search** button. After being finished click on **Process**.

Search Information

Department * Search

0

Total Un-assigned Class

0

Total Selected Class

List of Class for Assign

Process

#	Name	Detail	Action

List of Class

#	Name	Detail	Action

➤ Assign Subject

The required information needs to be filled up to assign a new Class then click on **Search** button. After being finished click on **Process**.

Search Information

Department *

0

Total Un-assigned Subject

0

Total Selected Subject

List of Subject for Assign

#	Name	Detail	Action

List of Subject

#	Name	Detail	Action

❖ Suspend & Leave

Under Suspend & Leave Section Faculty could suspend the classes so that the attendance of students' is maintained. There is also another option named as student leave where the faculty could make entry of student who has taken leave or is on leave.

Under Department section, the following options are two- **Class Suspension, Student Leave.**

➤ Class Suspension

Under Class Suspension Faculty could suspend the classes so that the attendance of students' is maintained in this section. For the Suspension of the classes followed steps need to be filled.

Step 1: Select Session

Step 2: Select Department

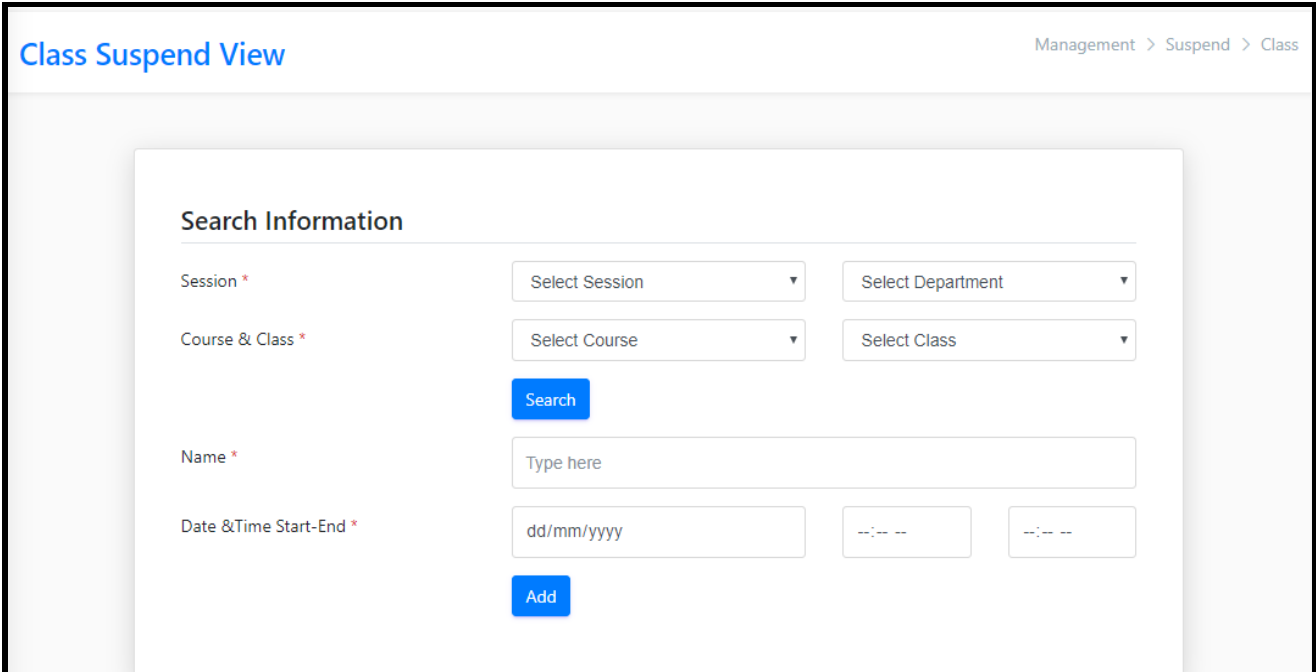
Step 3: Select Course

Step 4: Select Class

Step 5: Click on Search

Step 6: Select Date, Start time & End time

Step 7: Click on Add



The screenshot shows a web interface titled "Class Suspend View" with a breadcrumb trail "Management > Suspend > Class". The main content is a form titled "Search Information" with the following fields and buttons:

- Session ***: A dropdown menu with the text "Select Session".
- Course & Class ***: A dropdown menu with the text "Select Course".
- Select Department**: A dropdown menu with the text "Select Department".
- Select Class**: A dropdown menu with the text "Select Class".
- Search**: A blue button.
- Name ***: A text input field with the placeholder text "Type here".
- Date &Time Start-End ***: Three input fields for date and time, with the first containing "dd/mm/yyyy" and the others containing "--:-- --".
- Add**: A blue button.

➤ Student Leave

Under this faculty could maintain the account of student leave. In this option certain steps need to be followed –

Step 1: Select Session

Step 2: Select Department

Step 3: Select Course

Step 4: Select Class

Step 5: Search

Step 6: Select Student (for approving leave)

Step 7: Select Date (From-To)

Step 8: Application Date

Step 9: Upload Application file or Cause of Leave

Step 10: Click on Add

Leave Manage Management > Student > Leave

Search Information

Session *	Select Session ▼	Select Department ▼
Course & Class *	Select Course ▼	Select Class ▼
	<input type="button" value="Search"/>	
Student *	Select Student ▼	
Leave Date (From - To) *	dd/mm/yyyy	dd/mm/yyyy
Application Date *	dd/mm/yyyy	

Upload Files

Kindly drag and drop the files for upload.

Calendar

REPORT

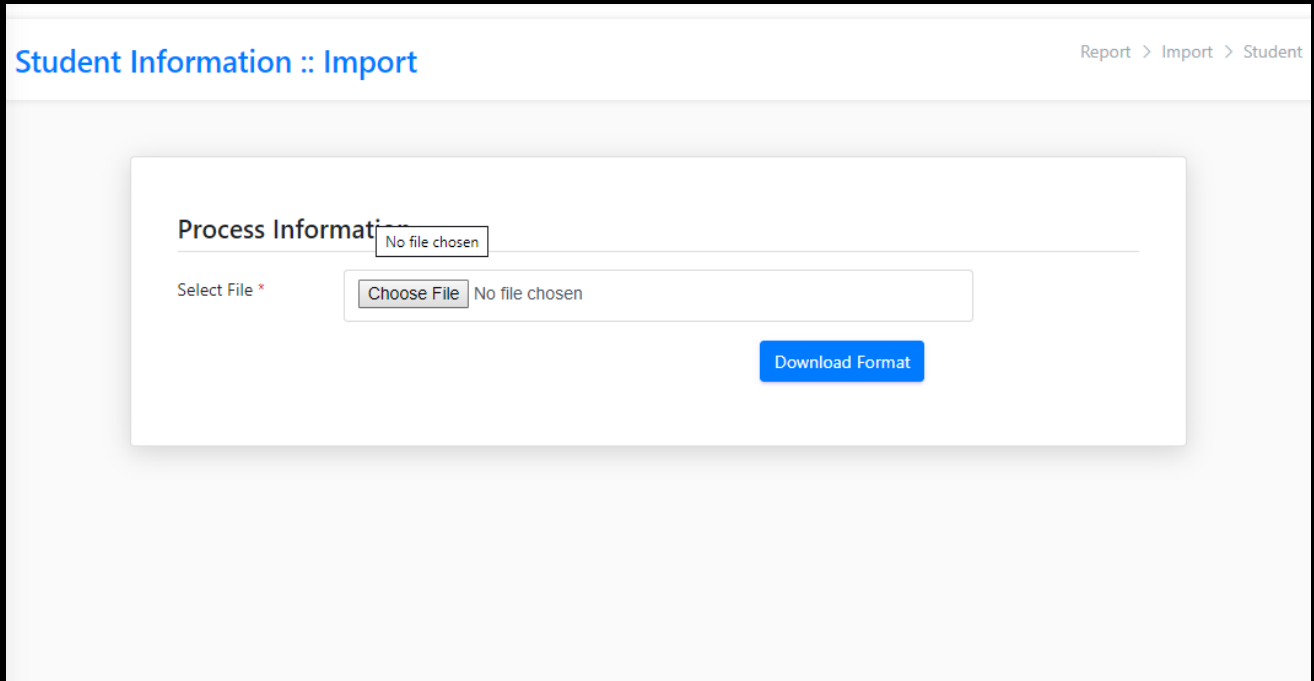
Report is the 3rd point of the portal. Under this category there are three options named as **Import Information, Export and Print, And Search.**

❖ Import Information

This field consists of only a particular option which is **Import Student Information**

➤ Import Student Information

If the user doesn't make an entry in the portal then he or she could make an entry in MS Excel (csv) by using the import student information option.



The screenshot shows a web interface for importing student information. The page title is "Student Information :: Import" and the breadcrumb is "Report > Import > Student". The main content area contains a "Process Information" section with a "Select File *" label, a "Choose File" button, and a "Download Format" button. The file selection area shows "No file chosen".

❖ Export and Print

Under this category we have many options out of which the first is that of Teacher where the user could access details of teachers of the concerned departments. Second comes the **Student** option where the user could access the number of students' in every respective department and session along with their personal information. Third comes the **Attendance Analysis** where the user needs to fill up some respective print according to which he or she could take a look or analyze the overall attendance of the required student. Fourth comes the **Date Wise Attendance** where the attendance of a particular student could be found by entering the required date (i.e. the date of the particular day for which the attendance is required).

➤ Teacher

Under this category the user could access details of teachers of the concerned departments by entering the details of particular department.

Search

Department Information *

List

Search: _____

# ^	Type ⇅	Name ⇅	Mobile ⇅	PIN ⇅	Registration Code ⇅	(1) Employee Code ⇅	(2) Timing ⇅
1	Internal	K K Kakati	9678421395	9471	sD8k3THP5JcIMeRZ	na	na
2	Internal	Jonali Chetia	9435010953	7067	mw513f21vRnL49n4	na	na

➤ Student

In this option the user could access the number of students' in every respective department and session along with their personal information.

Print and Export of Student information

Report > Export and Print > Student

Search

Department Information * Session Information *

List

#	Image	ID code	Name	Mobile	Email	Course	Class
#	Image	ID code	Name	Mobile	Email	Course	Class

➤ Attendance Analysis

In this option the user needs to fill up some respective point according to which he or she could take a look or analyze the overall attendance of the required student. After that a report of the overall analysis of the students' attendance particular month of the required department will appear.

Print and Export Attendance Analytical Report
Report > Export and Print > Attendance Break-up

Search

Department Information *

Session Information *

Course Information *

Class Information *

Date From *

Date To *

[Show Report](#)

List

University of Science and Technology Meghalaya																																			
Department :- Chemistry Course :- Master of Chemistry Class :- 2nd Year 3rd Semester																																			
From Date :- 2019-09-01 To Date :- 2019-09-30																																			
Sno	Rollno	Name	MSC_301 (Theory)			MSC_302 (Theory)			MSC_303 (Theory)			MSC_304 (Theory)			MSC_305 (Practical)			MSC_306 (Theory)			MSP_306 (Theory)			Seminar (Seminar)			Tutorial (Tutorial)			Grand Total			Normal Total		
			TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%
1	2018/MSC/0001	Rohit Dey	14	14	100.00	12	12	100.00	14	13	92.86	7	7	100.00	39	39	100.00	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	103	99.04	86	85	98.84
2	2018/MSC/0002	Moidul Islam	14	9	64.29	12	7	58.33	14	11	78.57	7	6	85.71	39	22	56.41	0	0	0.00	0	0	0.00	15	10	66.67	3	3	100.00	104	68	65.38	86	55	63.95
3	2018/MSC/0003	Ashikur Rohman	14	13	92.86	12	9	75.00	14	10	71.43	7	5	71.43	39	31	79.49	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	86	82.69	86	68	79.07
4	2018/MSC/0004	Pranati Borah	14	0	0.00	12	0	0.00	14	0	0.00	7	0	0.00	39	0	0.00	0	0	0.00	0	0	0.00	15	0	0.00	3	0	0.00	104	0	0.00	86	0	0.00
5	2018/MSC/0005	Brahmee Phukan	14	7	50.00	12	6	50.00	14	7	50.00	7	4	57.14	39	19	48.72	0	0	0.00	0	0	0.00	15	9	60.00	3	2	66.67	104	54	51.92	86	43	50.00
6	2018/MSC/0006	Sanghamitra Baruah	14	0	0.00	12	0	0.00	14	0	0.00	7	0	0.00	39	0	0.00	0	0	0.00	0	0	0.00	15	0	0.00	3	0	0.00	104	0	0.00	86	0	0.00
7	2018/MSC/0007	Begom Shahina Ansary	14	14	100.00	12	9	75.00	14	12	85.71	7	6	85.71	39	31	79.49	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	90	86.54	86	72	83.72
8	2018/MSC/0008	Swastika Saikia	14	10	71.43	12	11	91.67	14	10	71.43	7	6	85.71	39	31	79.49	0	0	0.00	0	0	0.00	15	11	73.33	3	3	100.00	104	82	78.85	86	68	79.07
9	2018/MSC/0009	Farhana Islam	14	9	64.29	12	8	66.67	14	12	85.71	7	6	85.71	39	33	84.62	0	0	0.00	0	0	0.00	15	11	73.33	3	3	100.00	104	82	78.85	86	68	79.07
10	2018/MSC/0010	Padmaboti Hajong	14	13	92.86	12	12	100.00	14	11	78.57	7	7	100.00	39	33	84.62	0	0	0.00	0	0	0.00	15	13	86.67	3	3	100.00	104	92	88.46	86	76	88.37
11	2018/MSC/0012	Chiga Rikkim K Marak	14	6	42.86	12	3	25.00	14	6	42.86	7	4	57.14	39	17	43.59	0	0	0.00	0	0	0.00	15	5	33.33	3	1	33.33	104	42	40.38	86	36	41.86
12	2018/MSC/0013	Ashik Anowar	14	14	100.00	12	11	91.67	14	12	85.71	7	7	100.00	39	36	92.31	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	98	94.23	86	80	93.02
13	2018/MSC/0014	Farhana Noor Hasina	14	14	100.00	12	12	100.00	14	13	92.86	7	7	100.00	39	39	100.00	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	103	99.04	86	85	98.84
14	2018/MSC/0015	Manila Basumatary	14	10	71.43	12	6	50.00	14	10	71.43	7	7	100.00	39	33	84.62	0	0	0.00	0	0	0.00	15	12	80.00	3	3	100.00	104	81	77.88	86	66	76.74
15	2018/MSC/0016	Tushar Deb Sharma	14	14	100.00	12	12	100.00	14	12	85.71	7	7	100.00	39	39	100.00	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	102	98.08	86	84	97.67
16	2018/MSC/0017	Rudie Voeller G Momin	14	7	50.00	12	6	50.00	14	9	64.29	7	7	100.00	39	30	76.92	0	0	0.00	0	0	0.00	15	5	33.33	3	1	33.33	104	65	62.50	86	59	68.60
17	2018/MSC/0018	Manowar Miah	14	12	85.71	12	10	83.33	14	11	78.57	7	6	85.71	39	37	94.87	0	0	0.00	0	0	0.00	15	11	73.33	3	3	100.00	104	90	86.54	86	76	88.37
18	2018/MSC/0019	Muzafar Ramzan	14	12	85.71	12	8	66.67	14	12	85.71	7	7	100.00	39	33	84.62	0	0	0.00	0	0	0.00	15	11	73.33	3	3	100.00	104	86	82.69	86	72	83.72
19	2018/MSC/0020	Jaysree Nath	14	9	64.29	12	8	66.67	14	11	78.57	7	7	100.00	39	31	79.49	0	0	0.00	0	0	0.00	15	11	73.33	3	3	100.00	104	80	76.92	86	66	76.74
20	2018/MSC/0022	Iphita Boruah	14	13	92.86	12	11	91.67	14	12	85.71	7	6	85.71	39	39	100.00	0	0	0.00	0	0	0.00	15	15	100.00	3	3	100.00	104	99	95.19	86	81	94.19
21	2018/MSC/0023	Deepak Kumar Hajong	14	10	71.43	12	9	75.00	14	8	57.14	7	6	85.71	39	28	71.79	0	0	0.00	0	0	0.00	15	9	60.00	3	1	33.33	104	71	68.27	86	61	70.93

➤ Date-wise Attendance

In this section attendance of a particular student could be found by entering the required date (i.e. the date of the particular day for which the attendance is required). After that a report of the overall analysis of students' attendance of a particular date will appear.

Search

Department Information * Session Information *

Course Information * Class Information *

Date *

List

University of Science and Technology Meghalaya										
Department :- Chemistry Course :- Master of Chemistry Class :- 2nd Year 3rd Semester										
Sino	Rollno	Name	MSC_302 (09:01 am to 10:00 am)	MSC_301 (10:01 am to 11:00 am)	MSC_302 (11:01 am to 12:00 pm)	MSC_305 (01:01 pm to 02:00 pm) [Deleted]	MSC_305 (01:01 pm to 04:00 pm)	MSC_305 (01:01 pm to 04:00 pm)	MSC_305 (02:01 pm to 03:00 pm) [Deleted]	MSC_305 (03:01 pm to 04:00 pm) [Deleted]
1	2018/MSC/0001	Rohit Dey	Present (M) by Dr. Nasifa Shahnaz	Present (M) by Prof. Enamul Karim	Present (M) by Prof. Jatindra Nath Ganguli	Not taken	Present (M) by Dr Uttam Thapa (HOD)	Present (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
2	2018/MSC/0002	Moidul Islam	Absent (M) by Dr. Nasifa Shahnaz	Absent (M) by Prof. Enamul Karim	Absent (M) by Prof. Jatindra Nath Ganguli	Not taken	Absent (M) by Dr Uttam Thapa (HOD)	Absent (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
3	2018/MSC/0003	Ashikur Rohman	Present (M) by Dr. Nasifa Shahnaz	Present (M) by Prof. Enamul Karim	Present (M) by Prof. Jatindra Nath Ganguli	Not taken	Present (M) by Dr Uttam Thapa (HOD)	Present (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
4	2018/MSC/0004	Pranati Borah	Absent (M) by Dr. Nasifa Shahnaz	Absent (M) by Prof. Enamul Karim	Absent (M) by Prof. Jatindra Nath Ganguli	Not taken	Absent (M) by Dr Uttam Thapa (HOD)	Absent (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
5	2018/MSC/0005	Brahmee Phukan	Absent (M) by Dr. Nasifa Shahnaz	Absent (M) by Prof. Enamul Karim	Absent (M) by Prof. Jatindra Nath Ganguli	Not taken	Absent (M) by Dr Uttam Thapa (HOD)	Absent (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
6	2018/MSC/0006	Sanghamitra Baruah	Absent (M) by Dr. Nasifa Shahnaz	Absent (M) by Prof. Enamul Karim	Absent (M) by Prof. Jatindra Nath Ganguli	Not taken	Absent (M) by Dr Uttam Thapa (HOD)	Absent (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
7	2018/MSC/0007	Begom Shahina Ansary	Present (M) by Dr. Nasifa Shahnaz	Present (M) by Prof. Enamul Karim	Present (M) by Prof. Jatindra Nath Ganguli	Not taken	Present (M) by Dr Uttam Thapa (HOD)	Present (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
8	2018/MSC/0008	Swastika Saikia	Present (M) by Dr. Nasifa Shahnaz	Present (M) by Prof. Enamul Karim	Present (M) by Prof. Jatindra Nath Ganguli	Not taken	Present (M) by Dr Uttam Thapa (HOD)	Present (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken
9	2018/MSC/0009	Farhana	Present (M) by Dr. Nasifa Shahnaz	Present (M) by Prof. Enamul Karim	Present (M) by Prof. Jatindra Nath Ganguli	Not taken	Present (M) by Dr Uttam Thapa (HOD)	Present (M) by Dr Uttam Thapa (HOD)	Not taken	Not taken

➤ Student-wise Attendance Analysis

Under this option the faculty could make an analysis of a particular student's attendance by entering the student information and also the date (from-to). After that a report of the overall analysis of students' attendance of a particular department related to a specific date will appear.

Print and Export Student-wise Attendance Analytical Report

Report > Export and Print > Student-wise Attendance Break-up

Search

Department Information * Session Information *

Course Information * Class Information *

Student *

Date From * Date To *

University of Science and Technology Meghalaya


Department :- Chemistry | Course :- Master of Chemistry | Class :- 2nd Year 3rd Semester | Student :- rohit dey (2018/MSC/0001)

Slno	Date	MSC_301 (Theory)			MSC_302 (Theory)			MSC_303 (Theory)			MSC_304 (Theory)			MSC_305 (Practical)			MSC_306 (Theory)			Seminar (Seminar)			Tutorial (Tutorial)			Grand Total			Normal Total		
		TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%	TC	TP	%
1	2019-09-01	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
2	2019-09-02	1	1	100.00	0	0	0.00	1	1	100.00	1	1	100.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	6	6	100.00	6	6	100.00
3	2019-09-03	1	1	100.00	2	2	100.00	0	0	0.00	0	0	0.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	6	6	100.00	6	6	100.00
4	2019-09-04	0	0	0.00	1	1	100.00	0	0	0.00	0	0	0.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	4	4	100.00	4	4	100.00
5	2019-09-05	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
6	2019-09-06	2	2	100.00	1	1	100.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	3	3	100.00	0	0	0.00	6	6	100.00	3	3	100.00
7	2019-09-07	0	0	0.00	0	0	0.00	1	1	100.00	0	0	0.00	0	0	0.00	0	0	0.00	1	1	100.00	1	1	100.00	3	3	100.00	1	1	100.00
8	2019-09-08	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
9	2019-09-09	1	1	100.00	0	0	0.00	1	1	100.00	1	1	100.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	6	6	100.00	6	6	100.00
10	2019-09-10	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
11	2019-09-11	0	0	0.00	1	1	100.00	1	1	100.00	0	0	0.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	5	5	100.00	5	5	100.00
12	2019-09-12	0	0	0.00	0	0	0.00	1	1	100.00	1	1	100.00	2	2	100.00	0	0	0.00	0	0	0.00	0	0	0.00	4	4	100.00	4	4	100.00
13	2019-09-13	2	2	100.00	1	1	100.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	2	2	100.00	0	0	0.00	5	5	100.00	3	3	100.00
14	2019-09-14	0	0	0.00	0	0	0.00	1	1	100.00	0	0	0.00	0	0	0.00	0	0	0.00	2	2	100.00	1	1	100.00	4	4	100.00	1	1	100.00
15	2019-09-15	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
16	2019-09-16	1	1	100.00	0	0	0.00	1	1	100.00	1	1	100.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	6	6	100.00	6	6	100.00
17	2019-09-17	0	0	0.00	2	2	100.00	0	0	0.00	0	0	0.00	3	3	100.00	0	0	0.00	0	0	0.00	0	0	0.00	5	5	100.00	5	5	100.00
18	2019-09-18	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
19	2019-09-19	0	0	0.00	0	0	0.00	1	1	100.00	1	1	100.00	2	2	100.00	0	0	0.00	0	0	0.00	0	0	0.00	4	4	100.00	4	4	100.00
20	2019-09-20	2	2	100.00	1	1	100.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	2	2	100.00	0	0	0.00	5	5	100.00	3	3	100.00
21	2019-09-21	0	0	0.00	0	0	0.00	1	1	100.00	0	0	0.00	0	0	0.00	0	0	0.00	3	3	100.00	1	1	100.00	5	5	100.00	1	1	100.00
22	2019-09-22	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00

➤ Attendance Upload Analysis

Under this option the faculty could check whether the attendance is being uploaded or not. After pressing on show report there occurs two list one of which is that of Attendance Taking Breakup Day and other one is that of Upload Breakup day

List

 University of Science and Technology Meghalaya							
Department :- Chemistry Course :- Master of Chemistry Class :- 2nd Year 3rd Semester							
Time	Days of Weeks						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:01 am - 10:01 am	NA	1. MSC-301 (587) #2467 - 0# - Prof. Enamul Karim 09:01 am - 10:00 am	1. MSC-302 (588) #2468 - 0# - Dr. Nasifa Shahnaz 09:01 am - 10:00 am	1. MSC-304 (590) #2469 - 0# - Prof. Abani Kumar Mishra 09:01 am - 10:00 am	1. MSC-304 (590) #2470 - 0# - Prof. Abani Kumar Mishra 09:01 am - 10:00 am	1. MSC-302 (588) #2471 - 0# - Dr. Durlav Saikia 09:01 am - 10:00 am	1. MSC-303 (589) #2472 - 0# - Dr. Moutusi Das 09:01 am - 10:00 am
10:01 am - 11:01 am	NA	1. MSC-303 (589) #2473 - 0# - Dr. Moutusi Das 10:01 am - 11:00 am	1. MSC-301 (587) #2474 - 0# - Prof. Enamul Karim 10:01 am - 11:00 am	1. MSC-303 (589) #2475 - 0# - Dr. Uttam Thapa (HOD) 10:01 am - 11:00 am	1. MSC-304 (590) #2476 - 0# - Dr. Sarifuddin Gazi 10:01 am - 11:00 am	1. MSC-301 (587) #2477 - 0# - Dr. Sarifuddin Gazi 10:01 am - 11:00 am	1. Tutorial (85) #2478 - 0# - Dr. Sarifuddin Gazi 10:01 am - 11:00 am
11:01 am - 12:01 pm	NA	1. MSC-304 (590) #2479 - 0# - Dr. Sarifuddin Gazi 11:01 am - 12:00 pm	1. MSC-302 (588) #2480 - 0# - Prof. Jatindra Nath Ganguli 11:01 am - 12:00 pm	1. MSC-302 (588) #2481 - 0# - Prof. Jatindra Nath Ganguli 11:01 am - 12:00 pm	1. MSC-303 (589) #2482 - 0# - Dr. Uttam Thapa (HOD) 11:01 am - 12:00 pm	1. MSC-301 (587) #2483 - 0# - Subhashis Roy 11:01 am - 12:00 pm	1. Seminar (46) #2484 - 0# - Dr. Uttam Thapa (HOD) 11:01 am - 12:00 pm
12:01 pm - 01:01 pm	NA	NA	NA	NA	NA	NA	NA
01:01 pm - 02:01 pm	NA	1. MSC-305 (591) #6210 - 0# - Dr. Uttam Thapa (HOD) #6210 - 796# - Dr. Moutusi Das	1. MSC-305 (591) #6212 - 0# - Dr. Uttam Thapa (HOD) #6212 - 797# - Dr. Moutusi Das	1. MSC-305 (591) #6211 - 0# - Dr. Uttam Thapa (HOD) #6211 - 788# - Dr. Moutusi Das	1. MSC-305 (591) #6213 - 0# - Dr. Uttam Thapa (HOD) #6213 - 799# - Dr. Moutusi Das 01:01 pm - 03:00 pm	1. Seminar (46) #6214 - 0# - Dr. Sarifuddin Gazi 2. Seminar (Special) (46) #6214 - 914# - Dr. Nasifa Shahnaz 01:01 pm - 03:00 pm	1. Seminar (46) #2500 - 0# - Dr. Durlav Saikia 01:01 pm - 02:00 pm
02:01 pm - 03:01 pm	NA	2. MSC-305 (Special) (591) #6210 - 796# - Dr. Moutusi Das	2. MSC-305 (Special) (591) #6212 - 797# - Dr. Moutusi Das	2. MSC-305 (Special) (591) #6211 - 788# - Dr. Moutusi Das	01:01 pm - 03:00 pm	01:01 pm - 03:00 pm	1. Seminar (46) #2501 - 0# - Dr. Nasifa Shahnaz 02:01 pm - 03:00 pm
03:01 pm - 04:01 pm	NA	01:01 pm - 04:00 pm	01:01 pm - 04:00 pm	01:01 pm - 04:00 pm	1. MSC-308 (592) #2496 - 0# - Dr. Durlav Saikia 03:01 pm - 04:00 pm	1. MSC-308 (592) #2497 - 0# - Subhashis Roy 03:01 pm - 04:00 pm	1. MSC-308 (592) #2498 - 0# - Dr. Durlav Saikia 03:01 pm - 04:00 pm

➤ Teacher-wise Routine

By entering the details required user could access a particular routine what faculty needs.

Print and Export Teacherwise Routine
Report > Export and Print > Teacherwise Routine

Search

Department Information *

Teacher Information *

Session Information *

List



University of Science and Technology Meghalaya

Department :- Chemistry | Teacher :- Prof. Enamul Karim (M 9436100644)

Time	Days of Weeks						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:01 am - 10:01 am	NA	1. <u>MSC 301</u> :- Master Of Chemistry 2nd Year 3rd Semester 09:01 am - 10:00 am	NA	NA	1. <u>MSC-102</u> :- Master Of Chemistry 1st Year 1st Semester 09:01 am - 10:00 am	1. <u>BSC-302</u> :- Bachelor Of Chemistry 2nd Year 3rd Semester 09:01 am - 10:00 am	NA
10:01 am - 11:01 am	NA	NA	1. <u>MSC 301</u> :- Master Of Chemistry 2nd Year 3rd Semester 10:01 am - 11:00 am	NA	NA	1. <u>BSC-501</u> :- Bachelor Of Chemistry 3rd Year 5th Semester 10:01 am - 11:00 am	NA
11:01 am - 12:01 pm	NA	1. <u>MSC-102</u> :- Master Of Chemistry 1st Year 1st Semester 11:01 am - 12:00 pm	NA	NA	NA	NA	NA
12:01 pm - 01:01 pm	NA	NA	NA	NA	NA	NA	NA
01:01 pm - 02:01 pm	NA	1. <u>BSC-503</u> :- Bachelor Of Chemistry 3rd Year 5th Semester 01:01 pm - 04:00 pm	1. <u>BSC-503</u> :- Bachelor Of Chemistry 3rd Year 5th Semester 01:01 pm - 04:00 pm	1. <u>BSC-508</u> :- Bachelor Of Chemistry 3rd Year 5th Semester 01:01 pm - 04:00 pm	NA	1. <u>Seminar</u> :- Master Of Chemistry 1st Year 1st Semester 01:01 pm - 02:00 pm	NA
02:01 pm - 03:01 pm	NA	NA	NA	NA	1. <u>BMB-305</u> :- B.SC Microbiology 2nd Year 3rd Semester 02:01 pm - 03:00 pm	1. <u>BMB-305</u> :- B.SC Microbiology 2nd Year 3rd Semester 02:01 pm - 03:00 pm	NA
03:01 pm - 04:01 pm	NA	NA	NA	NA	NA	NA	NA

➤ Department wise class taken

By entering the details required user could access report of the department.

Print and Export Department wise Class Taken

Report > Export and Print > Department wise Class Taken

Search

Department Information *

Select Department ▼

Session Information *

Select Session ▼

Course Information *

Select Course ▼

Class Information *

Select Class ▼

Date From *

dd/mm/yyyy

Date To *

dd/mm/yyyy

Show Report

List

➤ Free Teacher list

By entering the details required user could access report of the Teacher List.

Search

Session & Week-Day *

Select Session

Select Weekday

Time Information *

--:--

--:--

Show Report

List

Select Font Size

Print

❖ Search

This field consists of a particular option which is Student Search.

➤ Student Search

Under this option the faculty could access or could find a student by entering the student roll no.

Search

Student Full Rollno *

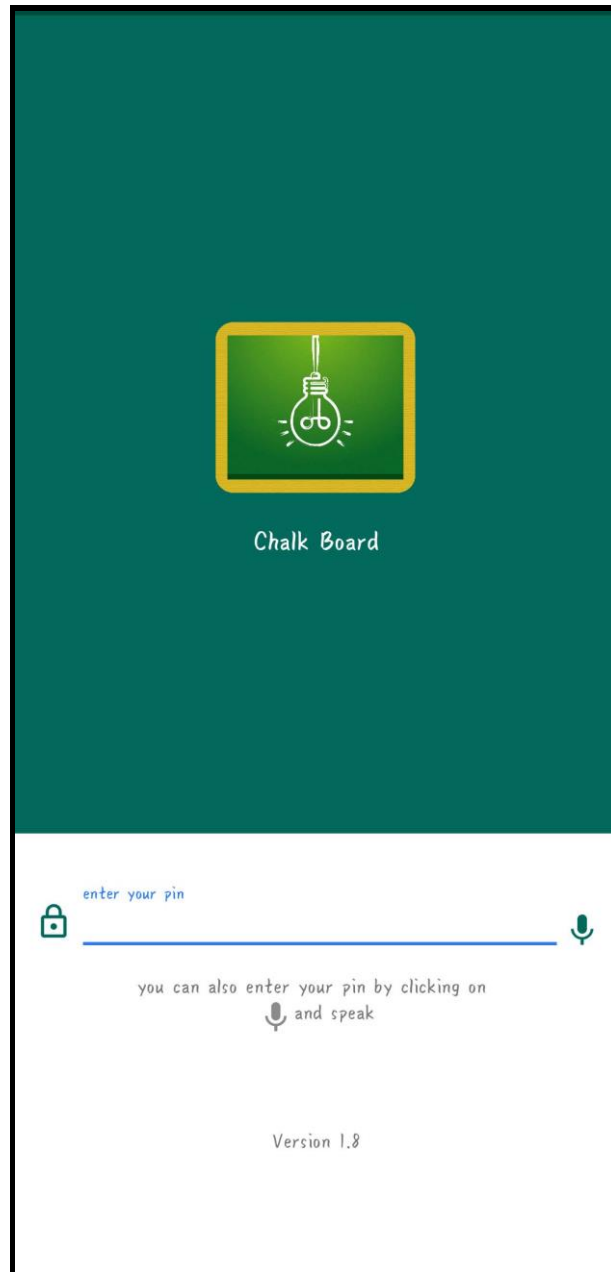
[Show Report](#)

Result

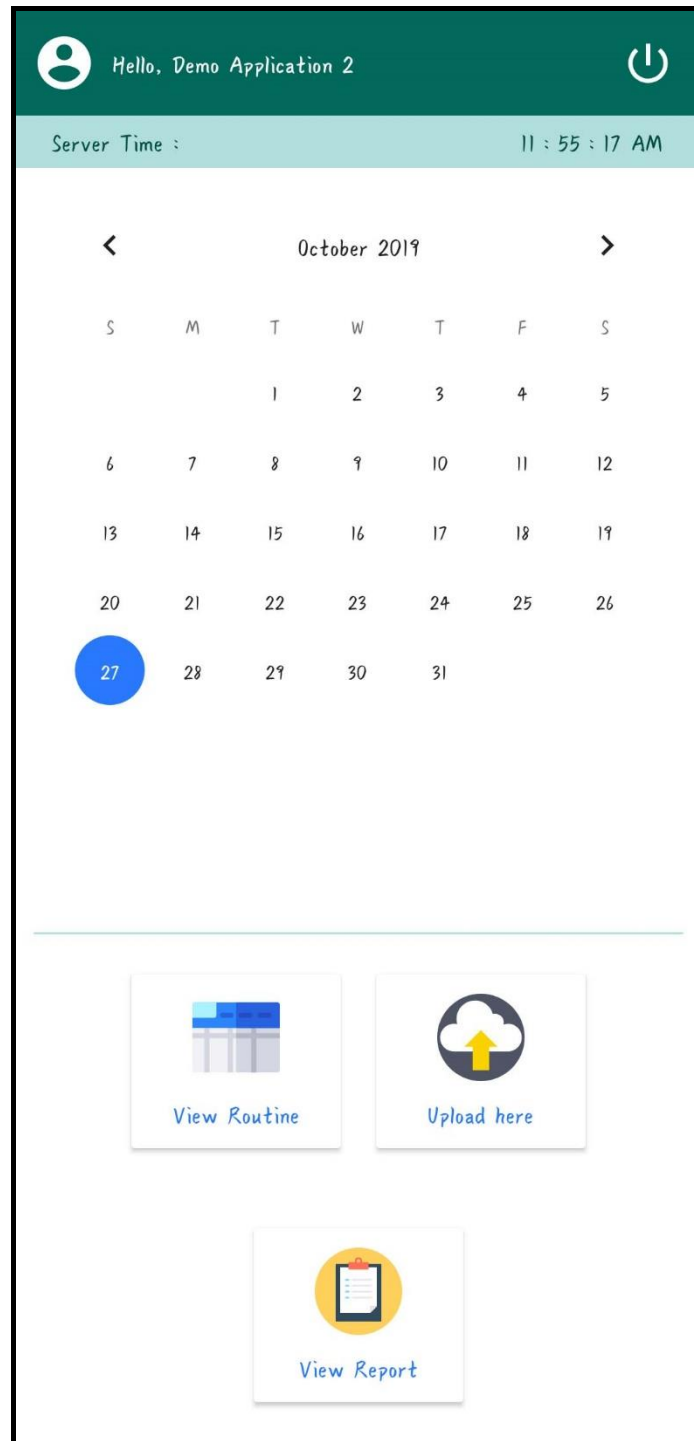
[View Large](#)

Mobile Application

User Can Login by Entering their Pin






























After Login, choose the preferred date for taking attendance and tap on **view Routine**



Select Routine timing of the class and tap on Subject name

Report			
Todays List			
Period	Class	Subject	Present
09:00 am - 11:00 am	Bachelor Of Education , 1st Year 1st Semester (Sec-A)	B.Ed. - 101 (Foundations Of Education) by Demo Application 2	0

After tapping on Subject, you can view the student name of a particular subject

Student List (Total -50) ✓ ☰ 📱 ↻		
	Nikili H. Hoky 2019/B.Ed/0001	
	Selene Massar Nongbri 2019/B.Ed/0002	
	Niranjan Kumar Das 2019/B.Ed/0003	
	Evangelyne Shadap 2019/B.Ed/0004	
	Kitateule Kuame 2019/B.Ed/0005	
	Juliana Nongkhlaw 2019/B.Ed/0006	
	Dipika Debbarma 2019/B.Ed/0007	
	Sangita Das 2019/B.Ed/0008	
	Gloria Challam 2019/B.Ed/0009	
	Lastmery Suiam 2019/B.Ed/0010	
	Susmita Debbarma 2019/B.Ed/0011	
	Unity Lamare 2019/B.Ed/0012	
	Iahunlin Kharlor 2019/B.Ed/0013	
 Scan QR		

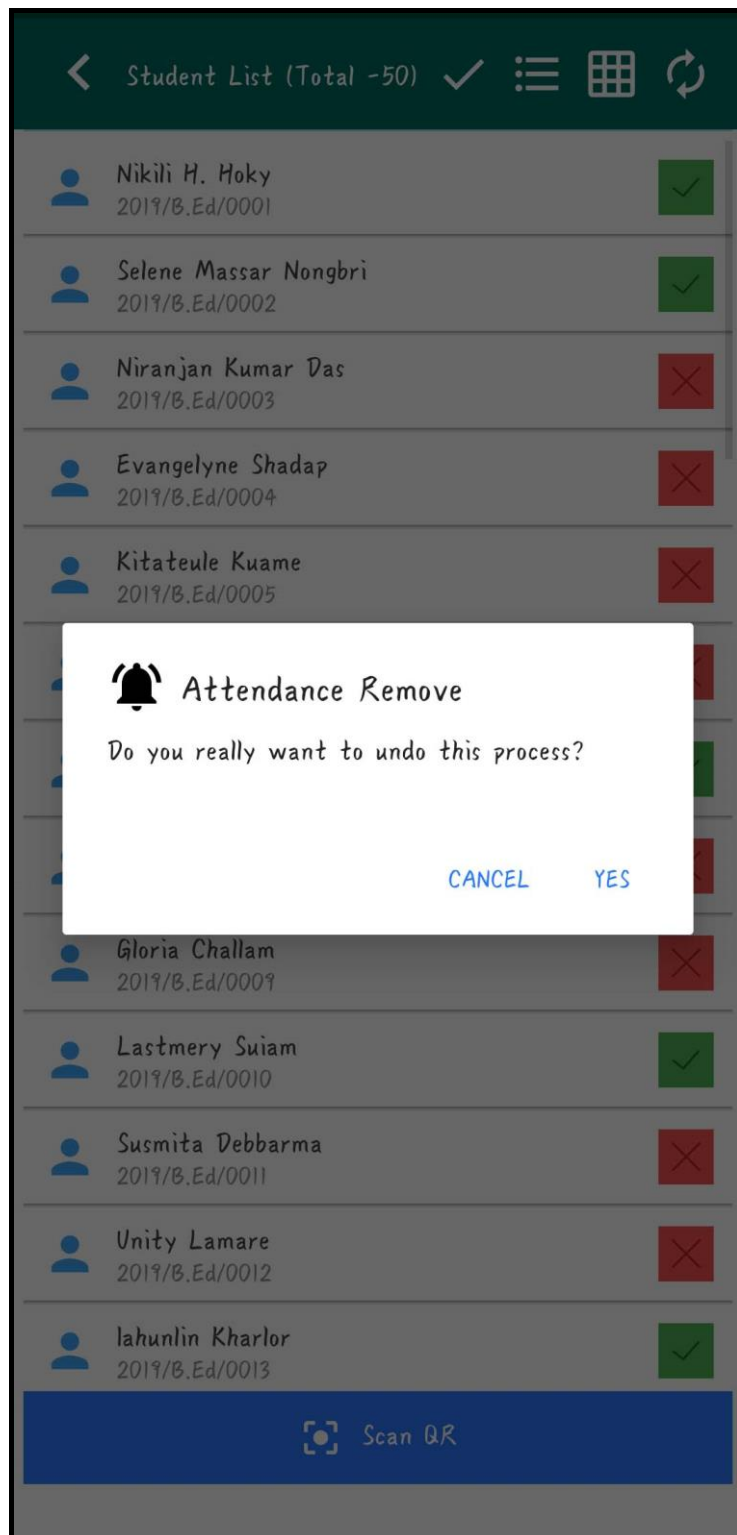
If a particular student has attended the class then user needs to click on the name of the student and thus attendance will

be taken. If a particular student has not attended the class then the user does not need to click.

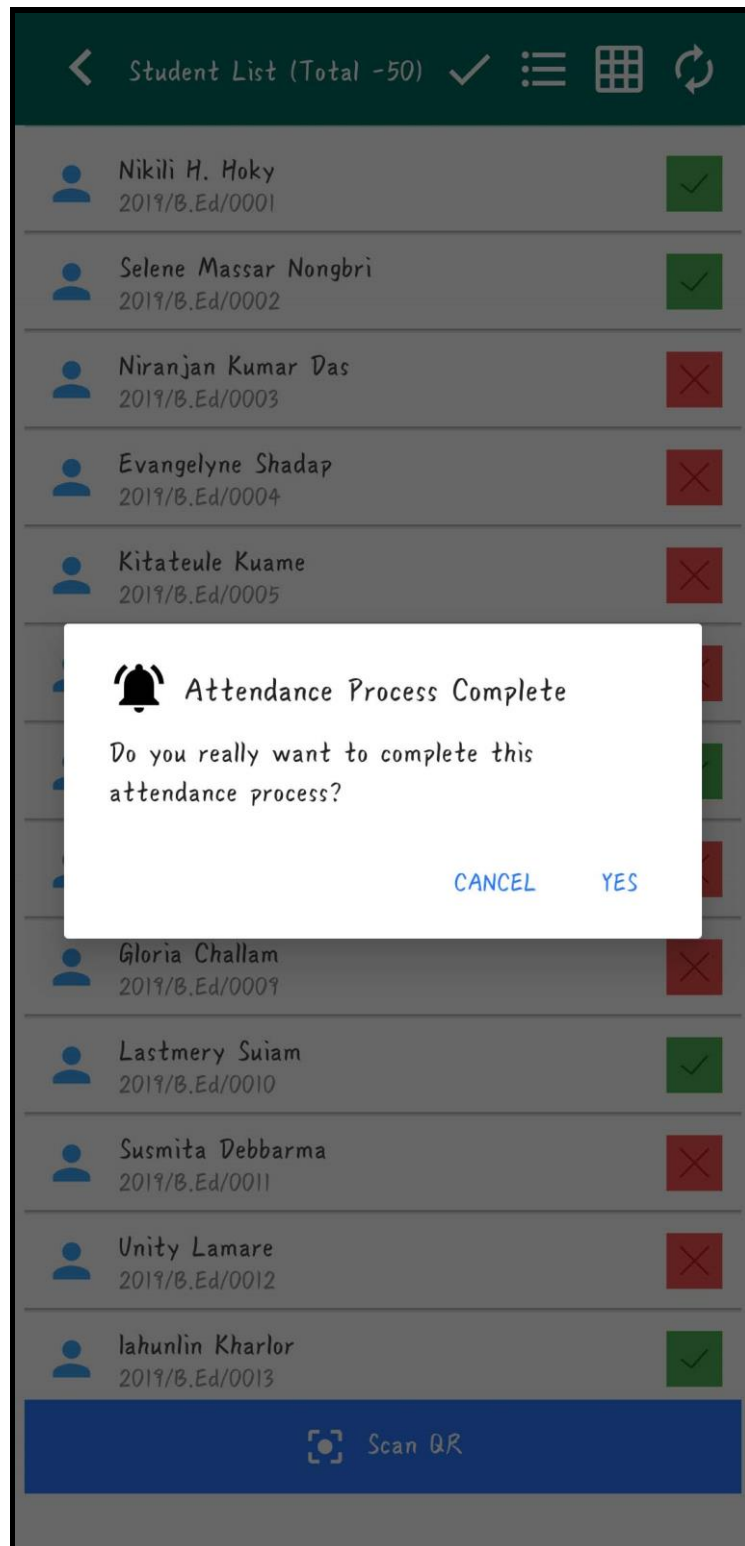
Student Name	Student ID	Status
Nikili H. Hoky	2019/B.Ed/0001	✓
Selene Massar Nongbri	2019/B.Ed/0002	✓
Niranjan Kumar Das	2019/B.Ed/0003	✗
Evangelyne Shadap	2019/B.Ed/0004	✗
Kitateule Kuame	2019/B.Ed/0005	✗
Juliana Nongkhlaw	2019/B.Ed/0006	✗
Dipika Debbarma	2019/B.Ed/0007	✓
Sangita Das	2019/B.Ed/0008	✗
Gloria Challam	2019/B.Ed/0009	✗
Lastmery Suiam	2019/B.Ed/0010	✓
Susmita Debbarma	2019/B.Ed/0011	✗
Unity Lamare	2019/B.Ed/0012	✗
Iahunlin Kharlor	2019/B.Ed/0013	✓

Scan QR

If the user by mistake gives attendance to a particular student who has not attended the class then the user needs to click on the particular student again and thus this picture viewed below will appear and then the user needs to click on the YES option and thus the mistake will be corrected.



After everything being done the user needs to click on ✓ this option which is appears on the top Header. The Below viewed notification will appear on the screen and then the user needs to click on the YES option.

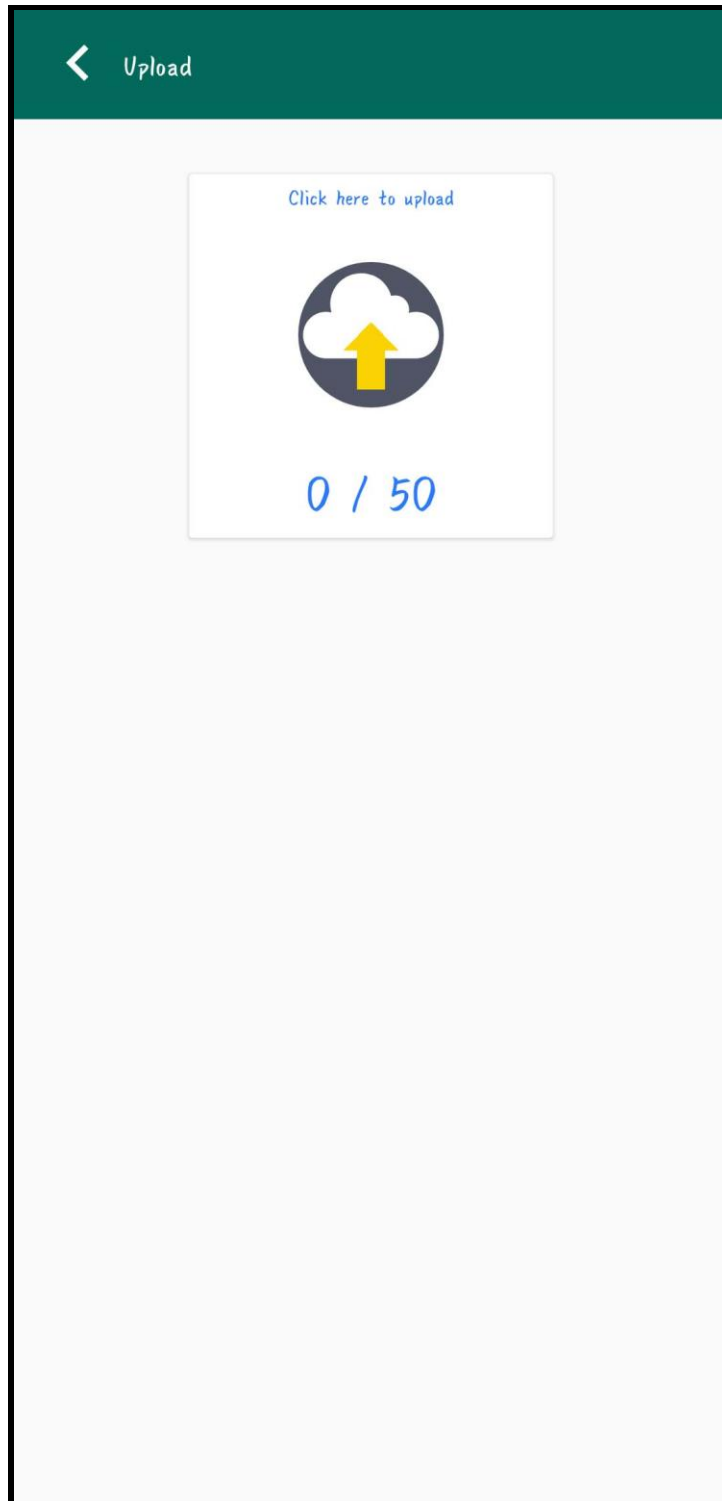


After selecting tick mark this page will be blocked. Then the user needs to press the back button for obtaining the main menu.

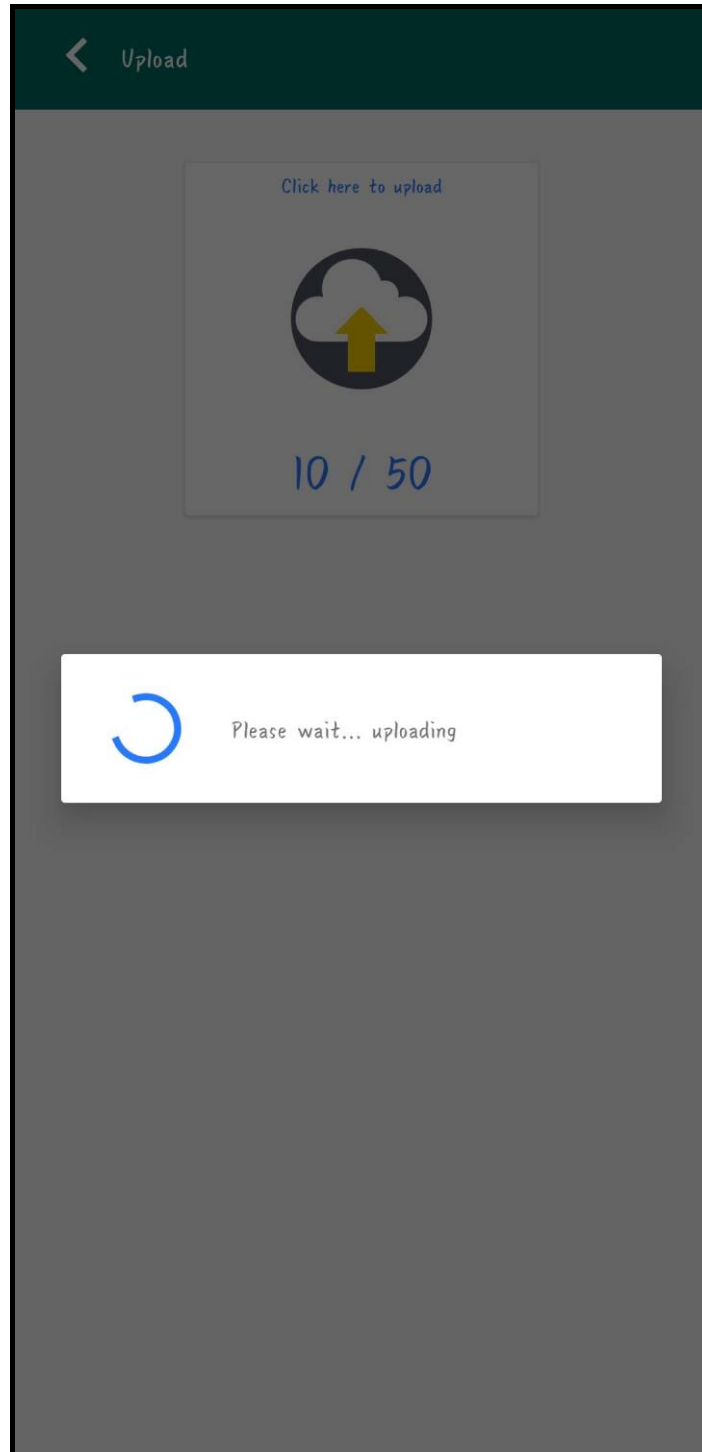
Student Name	ID	Status
Nikili H. Hoky	2019/B.Ed/0001	✓
Selene Massar Nongbri	2019/B.Ed/0002	✓
Niranjan Kumar Das	2019/B.Ed/0003	✗
Evangelyne Shadap	2019/B.Ed/0004	✗
Kitateule Kuame	2019/B.Ed/0005	✗
Juliana Nongkhlaw	2019/B.Ed/0006	✗
Dipika Debbarma	2019/B.Ed/0007	✓
Sangita Das	2019/B.Ed/0008	✗
Gloria Challam	2019/B.Ed/0009	✗
Lastmery Suiam	2019/B.Ed/0010	✓
Susmita Debbarma	2019/B.Ed/0011	✗
Unity Lamare	2019/B.Ed/0012	✗
Iahunlin Kharlor	2019/B Ed/0013	✓

Scan QR

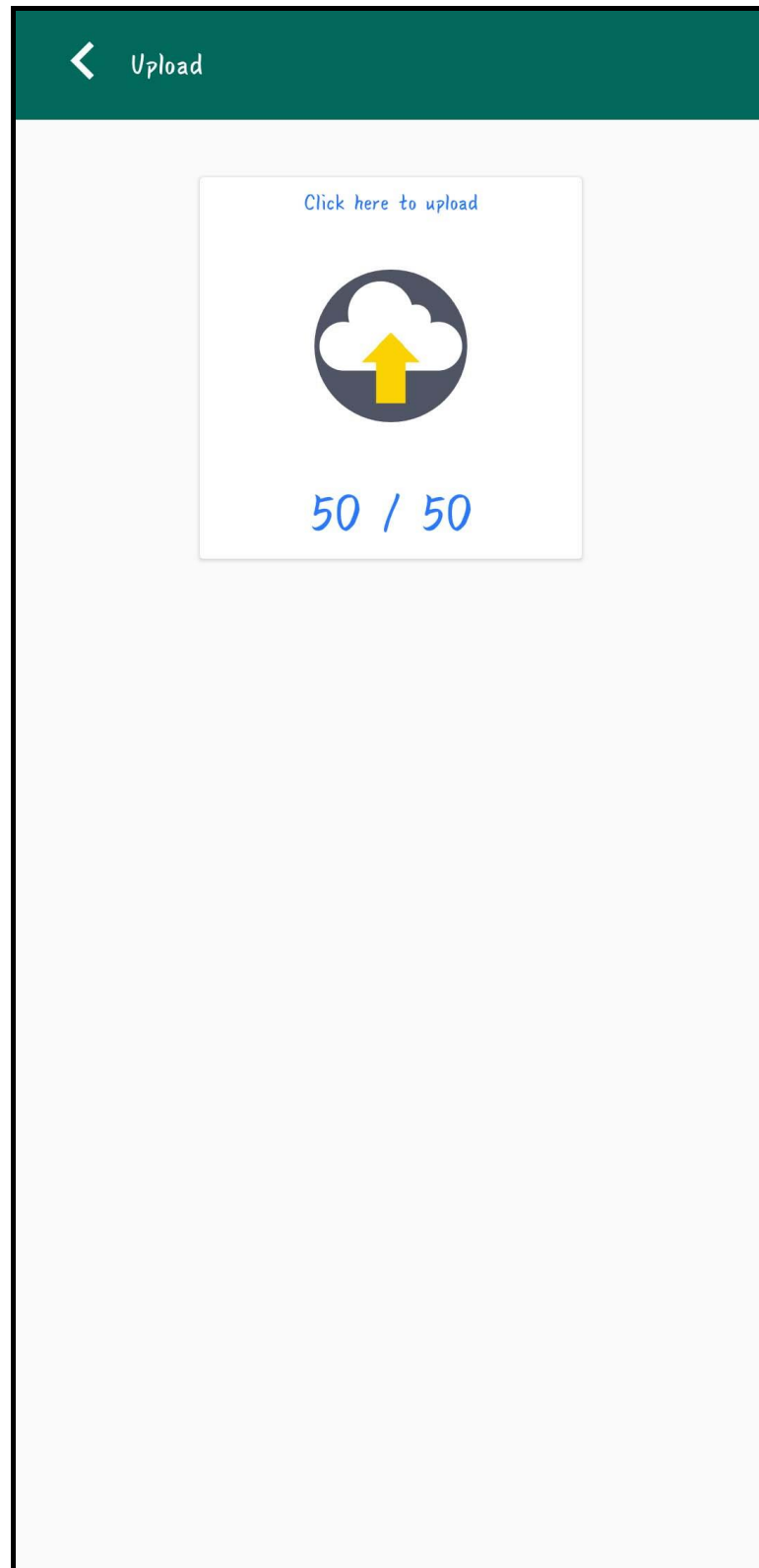
From main menu user needs to tap on **Upload here** option and then the below given picture will appear and then the user needs to press on Upload.



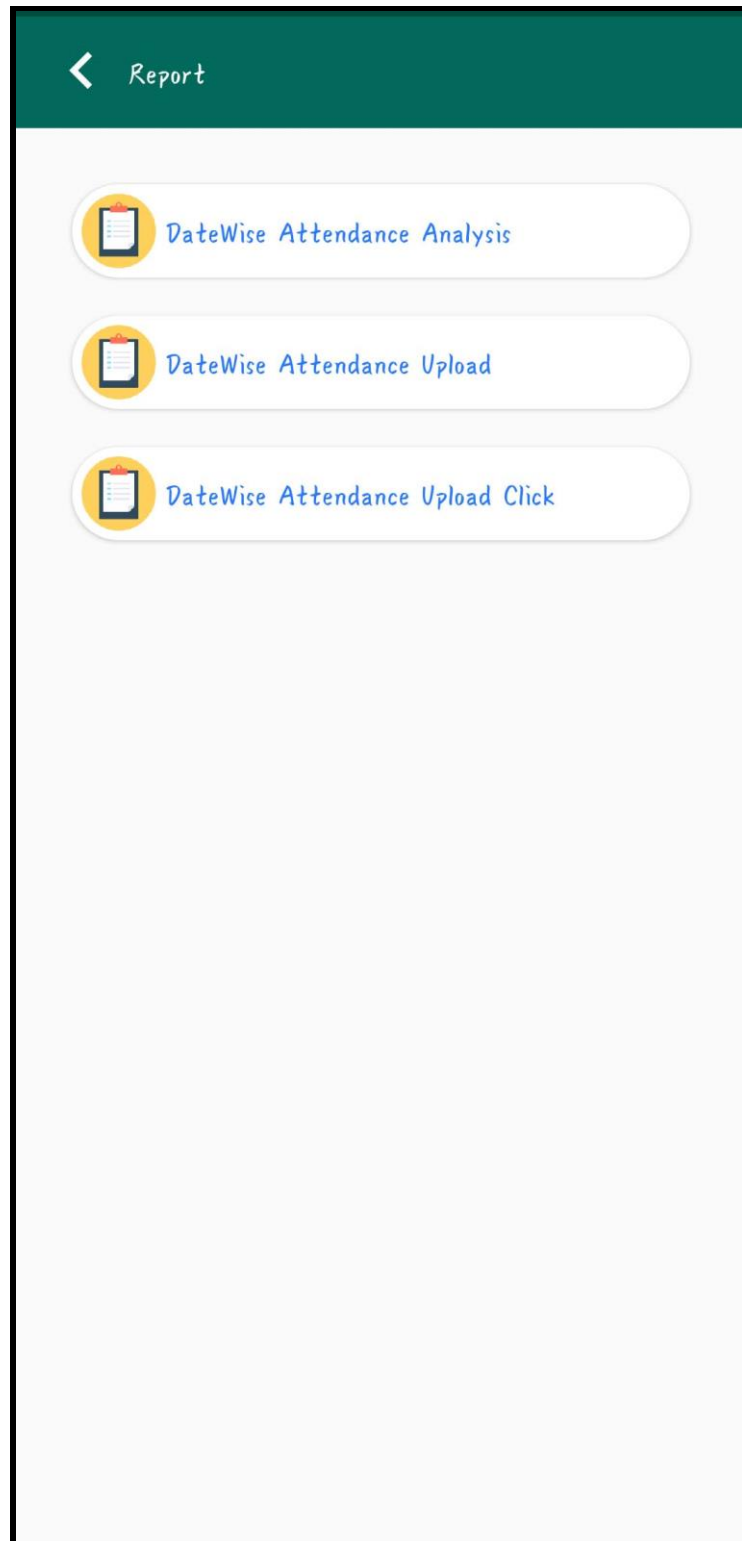
Information will be uploading.....



Here you can check upload details, and again press back button for the main menu.



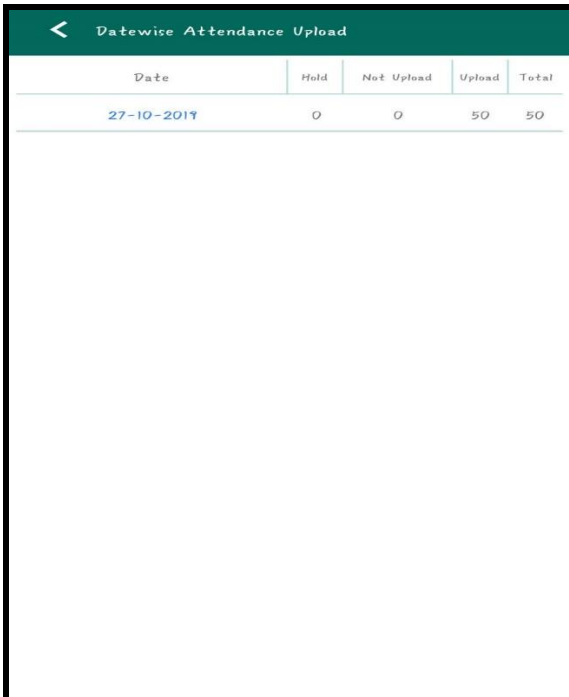
From the main menu user needs to tap on **View Report** option and then the below given picture will appear and then the user needs to press on Date wise Attendance Analysis.



Date wise attendance analysis will appear in this way.

Datewise Attendance Analysis			
27-10-2019			
Period	Class	Subject	Status
09:00 am - 11:00 am	Bachelor Of Education , 1st Year 1st Semester (Sec-A)	B.Ed. - 101 (Foundations Of Education) by Demo Application 2	Hold :- 0 Not uploaded :- 0 Uploaded :- 50 Present :- 5 Absent :- 45

Date wise attendance upload



Date	Hold	Not Upload	Upload	Total
27-10-2017	0	0	50	50

Date wise attendance upload Click:

It will particularly show the number of times the user has uploaded the data.



Date	Upload
27-10-2017	1



University of Science & Technology, Meghalaya

FULLY ATOMATIC EXAMINATION SYSTEM UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for Exam Management in Digital Management System (DMS)

- **EXAM MANAGEMENT SYSTEM(EMS):**

This collection records all the information relating to exams scheduled by the management. It consists of all the processes included in the conduction of an exam starting from the form fill-up to that of the results of the exams.

In order to access the EMS certain steps, need to be followed-

Under Master section,

1)Click on REGISTRATION

2)Then fill-up the required data under the following sections:

a) SESSION b) SCHOOL c) DEPARTMENT d) PROGRAM e) COURSE f) SEMESTER g) STUDENT h) BATCH

Then under MANAGEMENT section,

3)Click on Marks in order to make the entry of marks obtained by the student.

4)In the above option MARKS the user will have to fill up certain details in order to make marks entry.

Again under MANAGEMENT section,

5)Click on invigilator in order to assign teacher who would be an invigilator during the exam period.

In order to manage the time-table select the TIME-TABLE option under the management section then fill-up the required places in order to find the details of the time-table of the exams.



Login

<https://exam.ustm.org.in/>

Users who have previously registered for the Chalk Board Web Application must login by:

Entering their **User Name**.

Entering their **Password**.

By Tapping the **Login** option, the user could access to the next screen and begin using the application.

The screenshot shows the login interface for the USTM Exam Automation System. On the left is the university's logo. The main heading reads "Welcome USTM Exam Automation System". Below this are two input fields: "Username" and "Password". A green "LOGIN" button is positioned below the password field. At the bottom, it states "powered by Consilipsum Tech".

HOME

Dashboard



MASTER

Master Point is the first point of the Exam portal. It consists of three sections i.e., Registration, Update and List. The particulars about the three are discussed below-

Registration

It consists of seven sections i.e., **Session, School, Department, Program, Course, Semester, Student.**

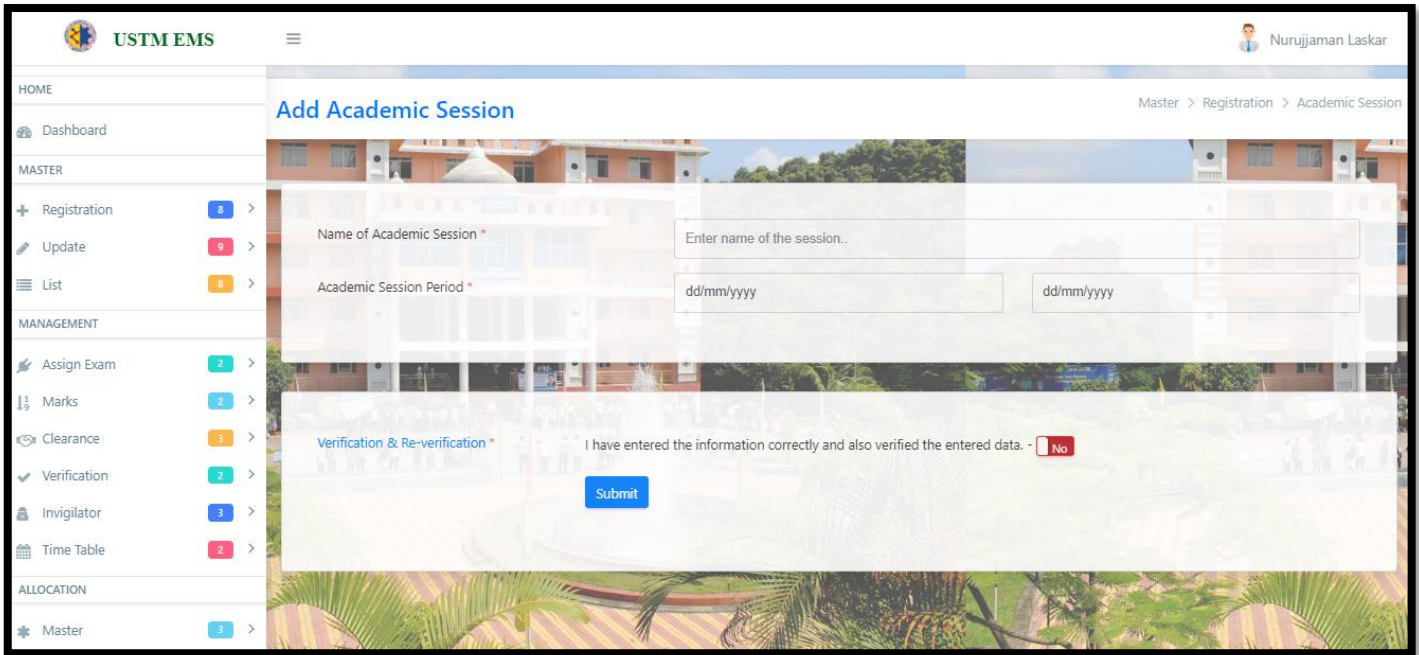
Session

In this section user can register new session. For this certain fields need to be filled up.

1st Step: Put the name of the session (E.g.: 2019-20)

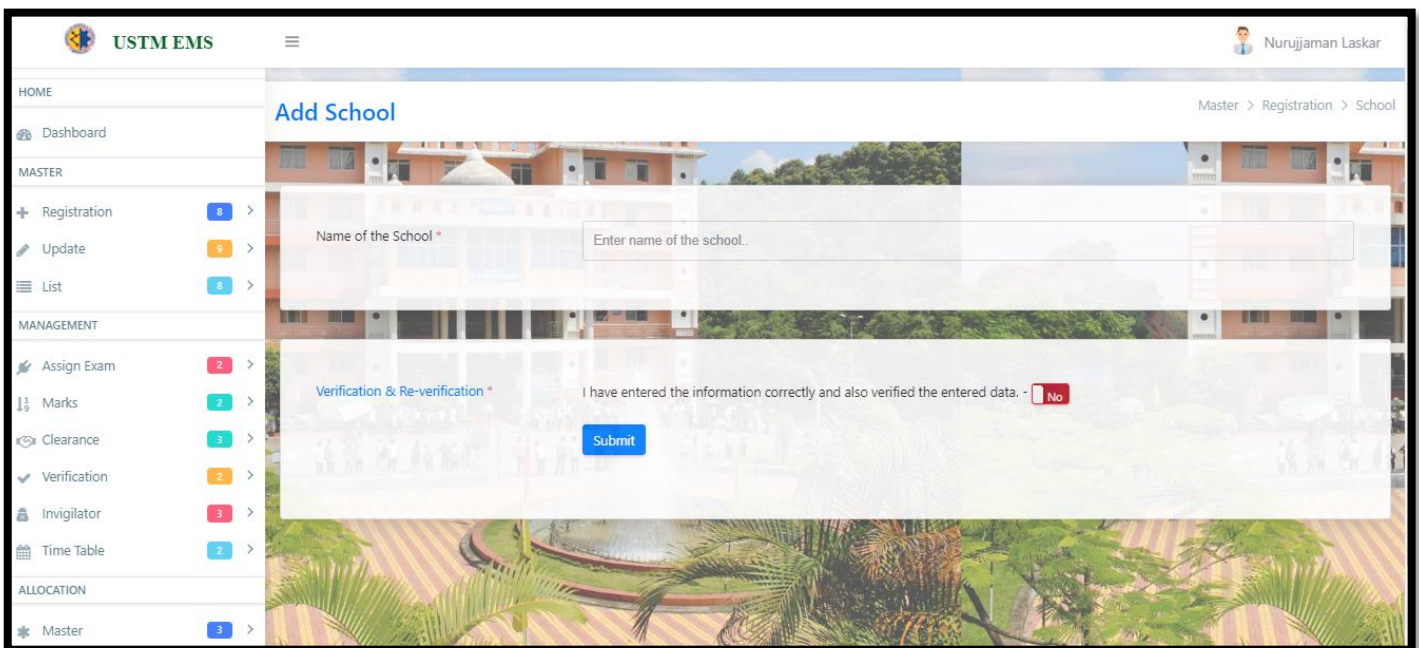
2nd Step: Select session period (E.g.: 01/02/2019, to 01/01/2020)

3rd Step: According to the session period user needs to put the total number of days in accordance to the session period



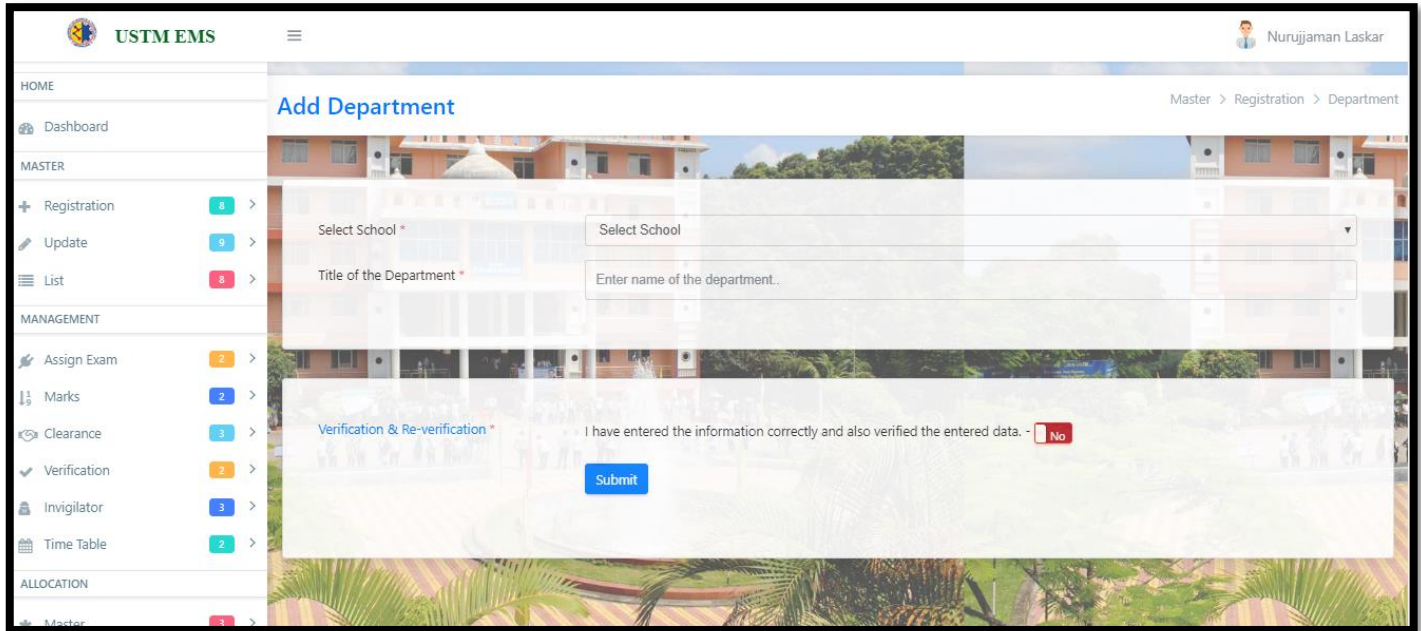
School

In this section user can register School Name. For this name of the School need to be mentioned.



Department

In this section user can register Department. For this user needs to select the school and then enter the name of the department.



The screenshot displays the USTMEMS web application interface. The top navigation bar includes the USTMEMS logo, a menu icon, and the user's name 'Nurujaman Laskar'. The left sidebar contains a navigation menu with categories: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Clearance, Verification, Invigilator, Time Table), and ALLOCATION (Master). The main content area is titled 'Add Department' and features a breadcrumb trail: 'Master > Registration > Department'. The form contains two input fields: 'Select School *' with a dropdown menu and 'Title of the Department *' with a text input field. Below the form is a 'Verification & Re-verification *' section with a checkbox and a 'Submit' button. The background of the form is a blurred image of a university building.

Program

In this section user can register Program. Certain steps need to be followed.

1st Step: Select School

2nd Step: Select Department

3rd Step: Put Program name (E.g.: M.sc Zoology)

4th Step: Code of the program (E.g.: 301, which means the paper code)

5th Step: Select Duration of course

The screenshot shows the 'Add Program' interface in the USTM EMS system. The left sidebar contains navigation menus for HOME, MASTER, MANAGEMENT, and ALLOCATION. The main content area is titled 'Add Program' and includes a breadcrumb trail: Master > Registration > Program. The form fields are as follows:

- Select School * (Dropdown menu)
- Select Department * (Dropdown menu)
- Title of the Program * (Text input: Enter name of the program..)
- Code of the Program * (Text input: Enter code of the program..)
- Duration of the Program in semester * (Text input: Enter duration of the program in semester..)

At the bottom, there is a 'Verification & Re-verification *' section with a radio button selected for 'No' and a 'Submit' button.

Course

In this section user can register Program. Certain steps need to be followed.

1st Step: Select School

2nd Step: Select Department

3rd Step: Select Program (E.g.: M.Sc.)

4th Step: Select Semester

5th Step: Select title of the Course (E.g.: M.Sc.)

6th Step: Put course code (E.g.: 301)

7th Step: Select Subject type (E.g.: Theory/Practical etc.)

8th Step: Put Credit Course

USTM EMS Nurujjaman Laskar

HOME Master > Registration > Course

Dashboard

MASTER

- Registration (8)
- Update (9)
- List (8)

MANAGEMENT

- Assign Exam (2)
- Marks (2)
- Clearance (3)
- Verification (2)
- Invigilator (3)
- Time Table (2)

ALLOCATION

- Master (3)

Add Course

Select School * APPLIED SCIENCES

Select Department * CHEMISTRY

Select Program * M.Sc. Chemistry

Select Semester * THIRD

Title of the Course * 1

Code of the Course * BPT - 101

Subject type * Theory

Credit of the Course * 4

Subject Category * Compulsory

USTM EMS Nurujjaman Laskar

HOME

Dashboard

MASTER

- Registration (8)
- Update (9)
- List (8)

MANAGEMENT

- Assign Exam (2)
- Marks (2)
- Clearance (3)
- Verification (2)
- Invigilator (3)
- Time Table (2)

ALLOCATION

- Master (3)

Semester

Theory Internal Assessment full mark * 30

1st Sessional full mark * 30

2nd Sessional full mark * 30

3rd Sessional full mark * 30

Sessional Exam, full mark * 15
(will be added for total marks)

Assign. / Seminar full mark * 6
(will be added for total marks)

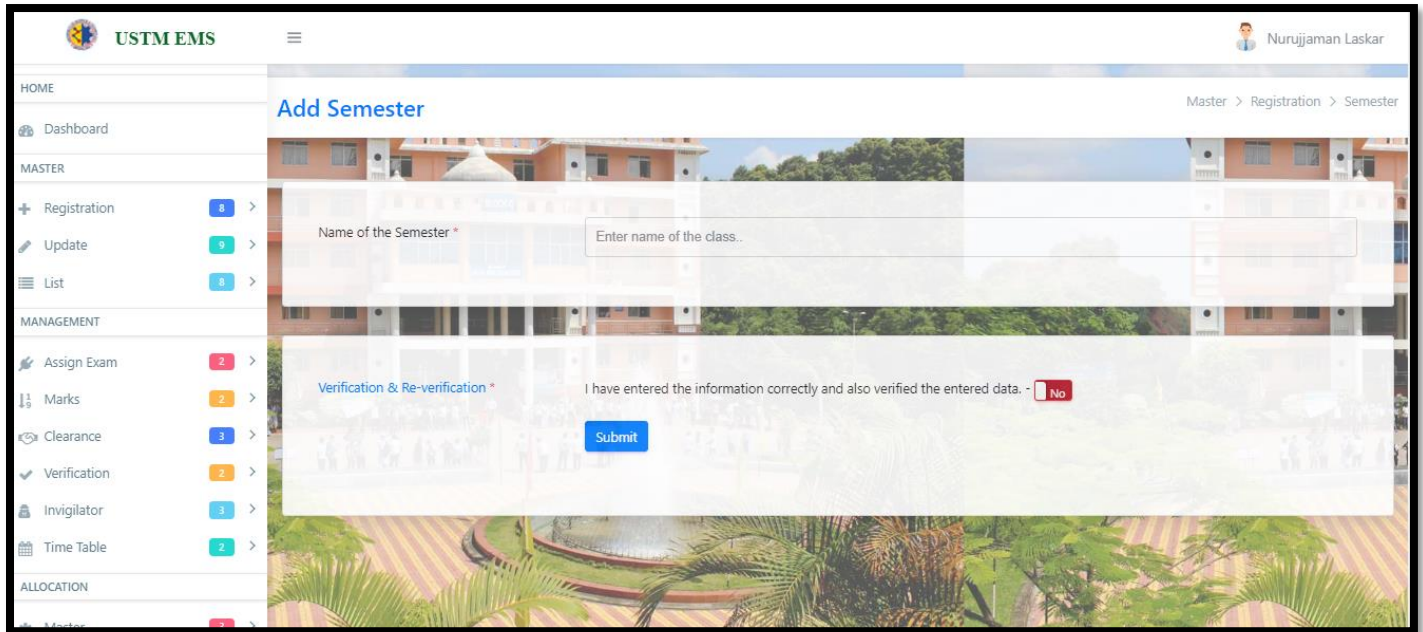
Class Attendance full mark * 9
(will be added for total marks)

Theory Semester Exam full mark * 70
(will be added for total marks)

Total marks 100
(Total marks must be in between 50,100,150,200,250,500)

Semester

In this section user can register Semester. Name of the semester needs to be mentioned.



Student

In this section user can register Student. Certain steps need to be followed.

1st Step: Select Batch

2nd Step: Select School

3rd Step: Select Department

4th Step: Select Semester

5th Step: Select Program (E.g.: M.SC)

6th Step: Put Roll No.

7th Step: Enter Name of the Student

8th Step: Enter mobile number

9th Step: Enter enrollment number.

10th Step: Upload student picture from your PC

The screenshot shows the 'Add Student' form in the USTM EMS system. The form is titled 'Add Student' and is located in the 'Master > Registration > Student' section. The form contains several fields for data entry:

- Select Batch *
- Select School *
- Select Department *
- Select Program *
- Roll No *
- Name of the Student * (with sub-fields for first and last name)
- Mobile No *
- Enrollment No *

A 'Search' button is located next to the Roll No field. The form is overlaid on a background image of a building.

The screenshot shows the 'Upload student picture and edit' form in the USTM EMS system. The form is titled 'Upload student picture and edit' and is located in the 'Master > Registration > Student' section. The form contains a large area for uploading a student picture, with a 'Drop image here or browse...' prompt. Below the upload area, there is a 'Verification & Re-verification' section with a 'Submit' button.

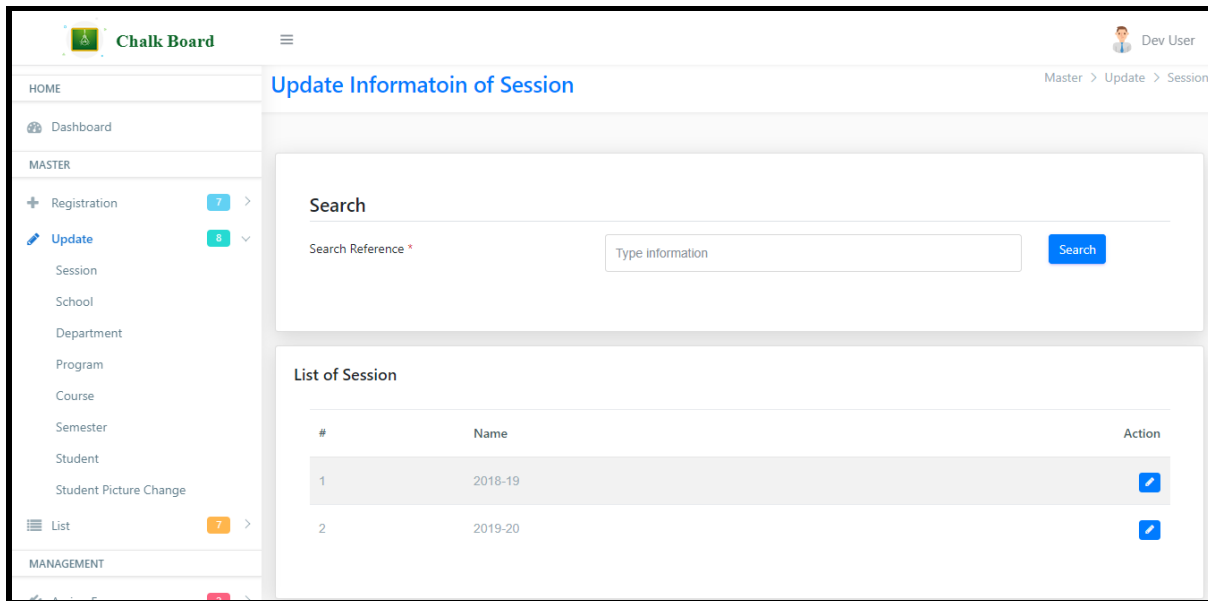
Verification & Re-verification * I have entered the information correctly and also verified the entered data. - No

Update



Under Update section Users Can Update or can-do Correction of their **Session, School, Department, Program, Course, Semester, Student, Student Change Picture.**

Session

In the picture below you have to first select session and then Search Session information by clicking on **Search** button. After searching you can edit Session by clicking on **Action** button.

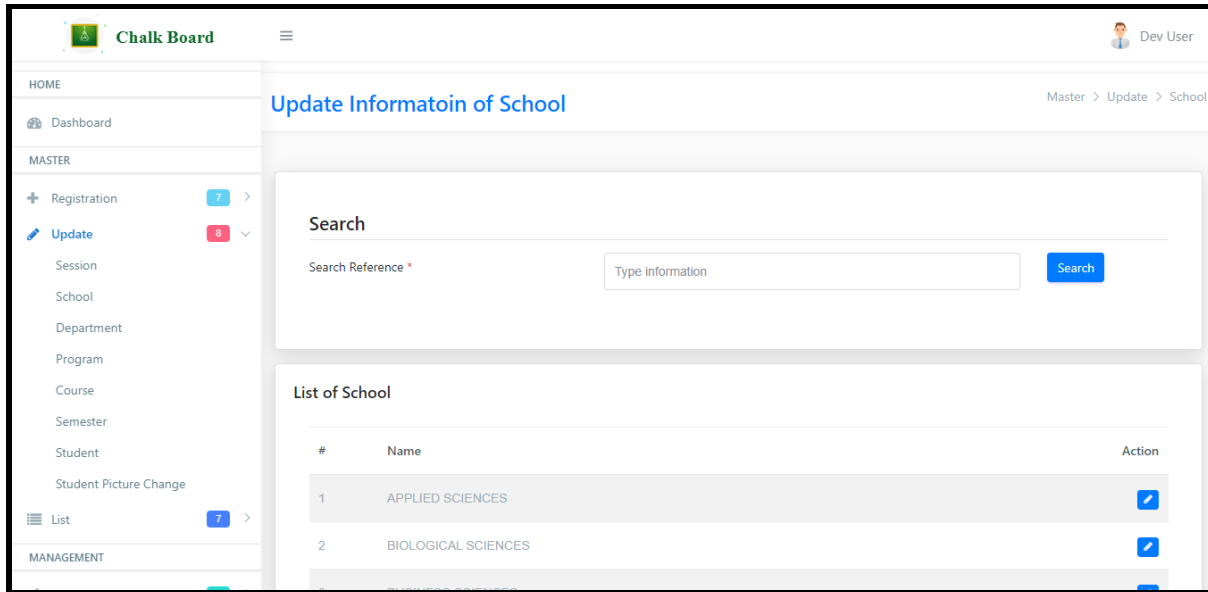


The screenshot displays the 'Chalk Board' application interface. The main heading is 'Update Information of Session'. On the left, there is a sidebar menu with categories: HOME, MASTER, and MANAGEMENT. Under MASTER, the 'Update' section is expanded, showing options for Session, School, Department, Program, Course, Semester, Student, and Student Picture Change. The 'Update' section has a notification badge with the number 8. The main content area features a search bar with the label 'Search Reference *' and a 'Search' button. Below the search bar is a table titled 'List of Session' with columns for '#', 'Name', and 'Action'. The table contains two rows of data.

#	Name	Action
1	2018-19	
2	2019-20	

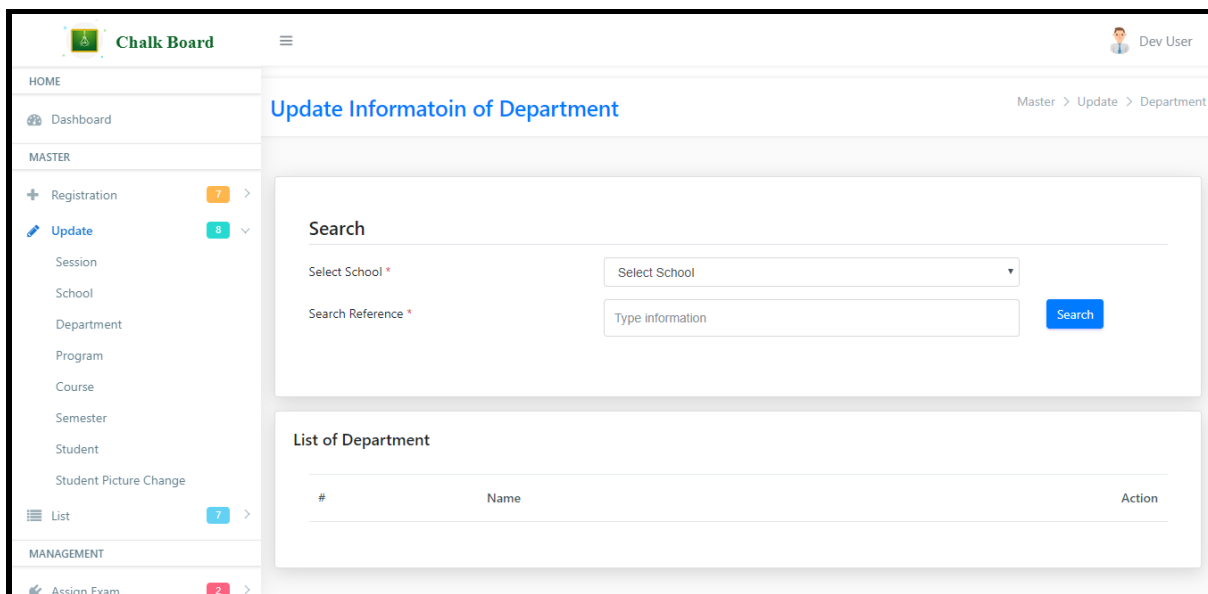
School

In the picture below you have to first select session and then Search School information by clicking on **Search** button. After searching you can edit School by clicking on **Action** button.



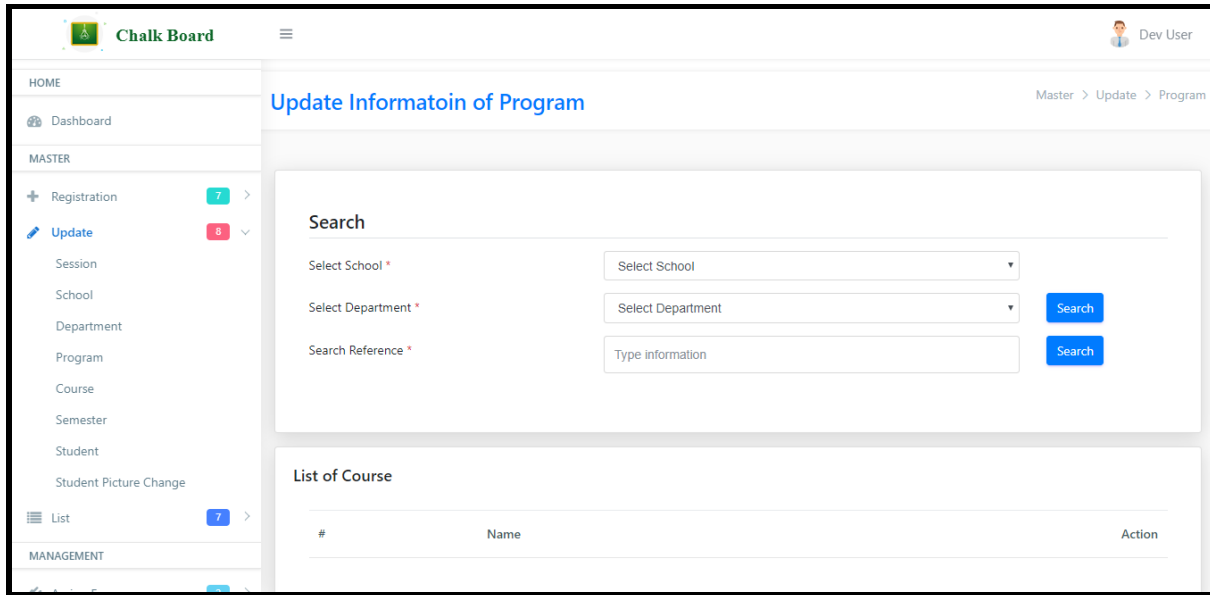
Department

In the picture below you can search Department information by clicking on **Search** button. After that you can change or edit Department information by clicking on **Action** button.



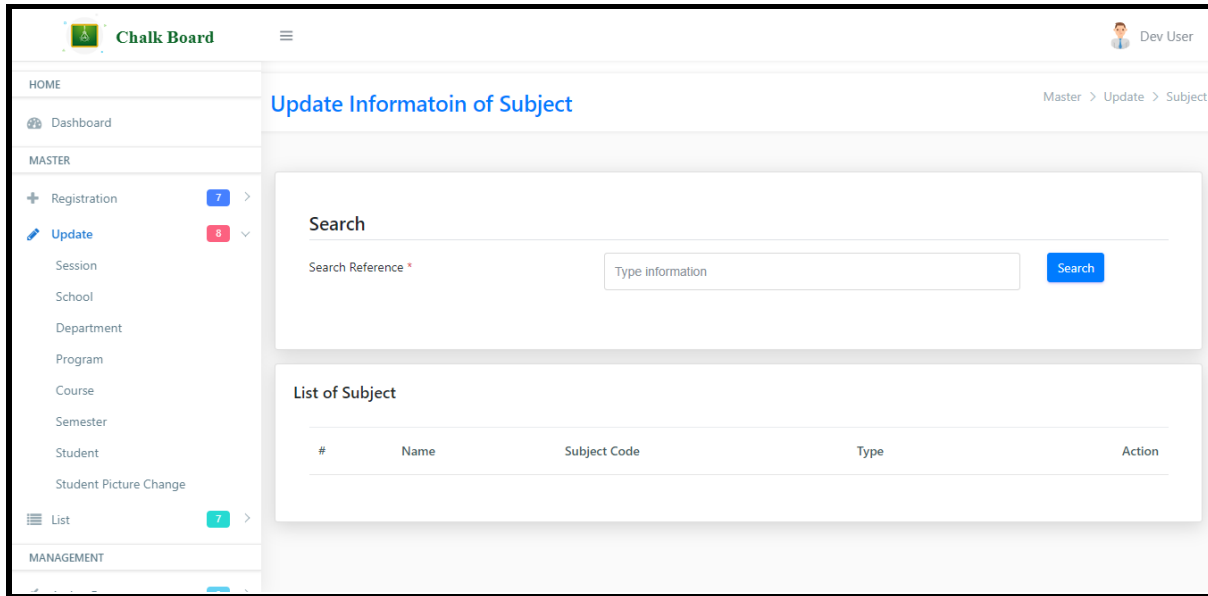
Program

In the picture below you can search Program information by clicking on **Search** button. After that you can change or edit Program information by clicking on **Action** button.



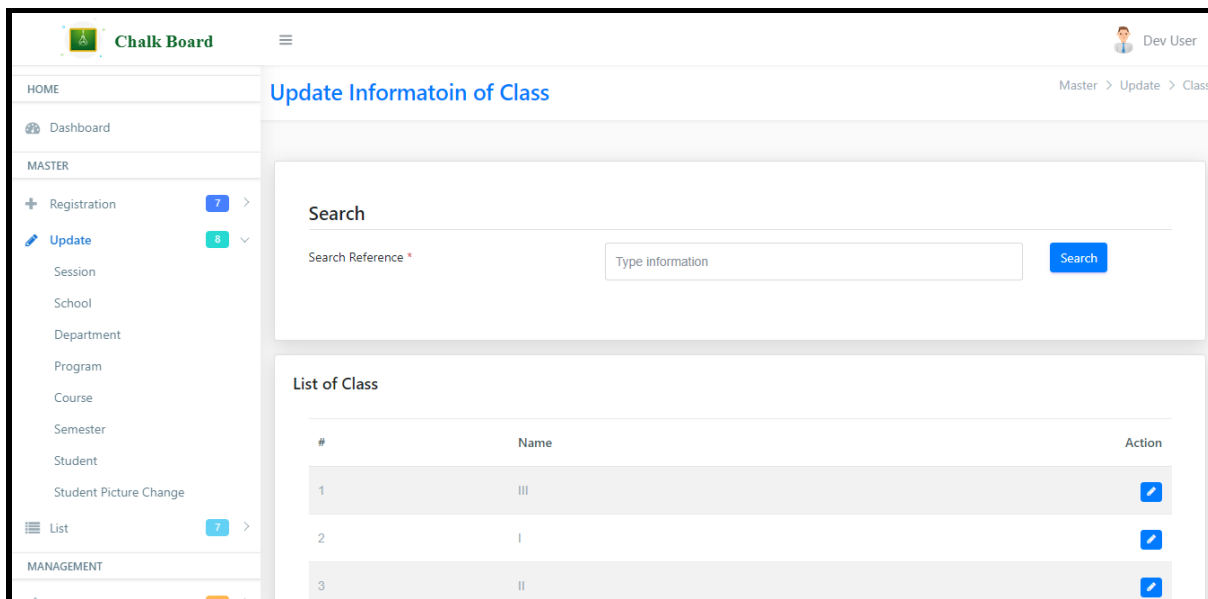
Course

In the picture below you can search Course information by clicking on **Search** button. After that you can change or edit Course information by clicking on **Action** button.



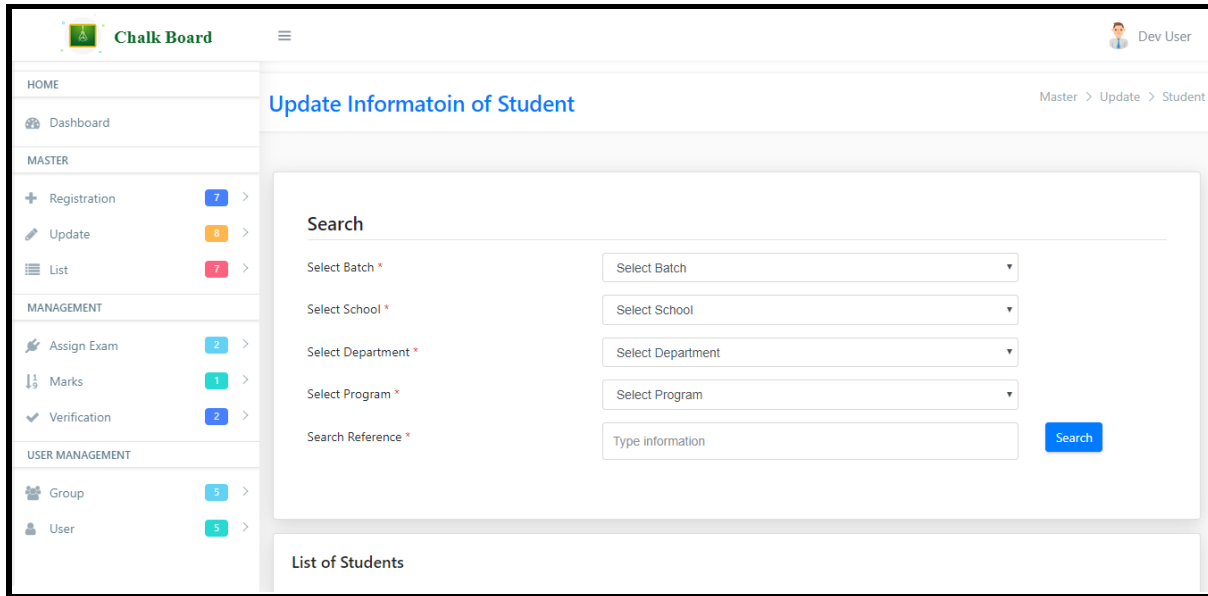
Semester

In the picture below you can search Department information by clicking on **Search** button. After that you can change or edit Department information by clicking on **Action** button.



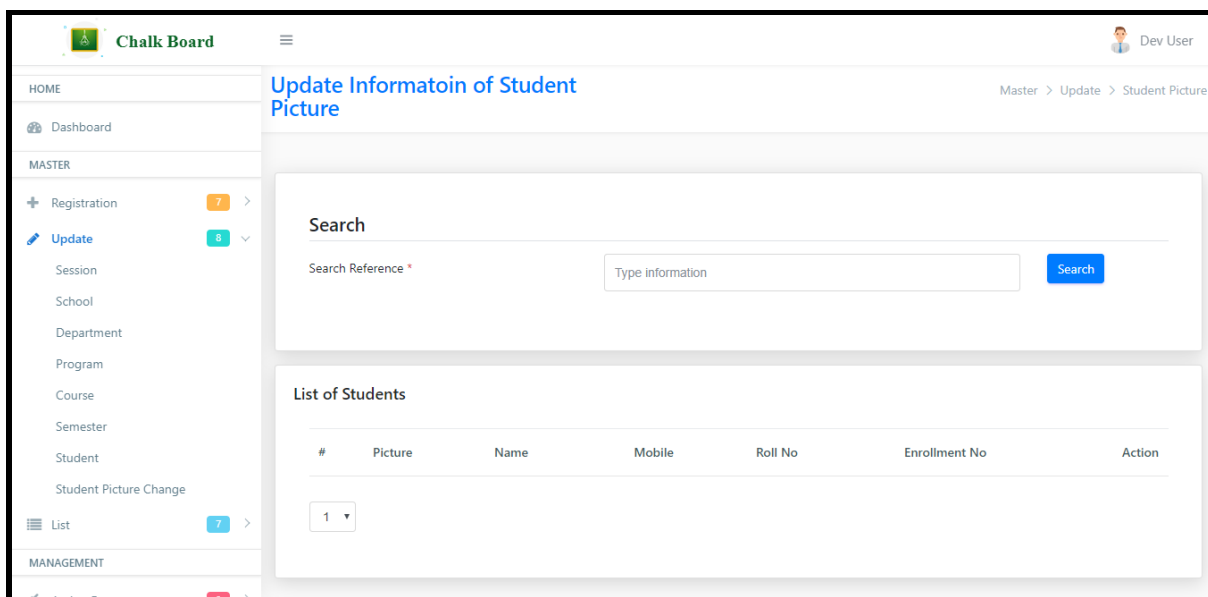
Student

In the picture below you can search Student information by clicking on **Search** button. After that you can change or edit Student information by clicking on **Action** button.



Student Picture Change

In the picture below you can search Student information by clicking on **Search** button. After that you can change or edit Student information by clicking on **Action** button



List

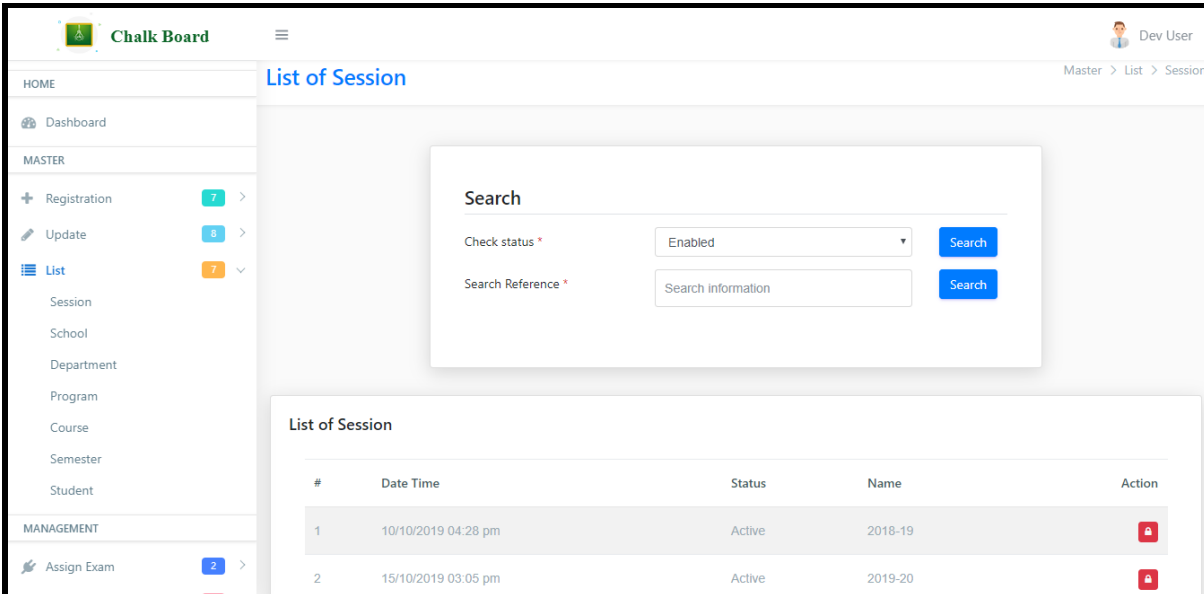
Under List section Users can access details of **Session, School, Department, Program, Course, Semester, Student, Student Change Picture**

Session

In the picture below you can search Session information by following the below mentioned steps

3. Check Status (Either Enable or Disable)
4. Search Reference (Information of Session)
E.g.: 2019-20 etc.

After being completed tap on the **Search** button



The screenshot displays the 'Chalk Board' application interface. The left sidebar contains navigation options: HOME (Dashboard), MASTER (Registration, Update, List), and MANAGEMENT (Assign Exam). The 'List' option is selected, showing a sub-menu with Session, School, Department, Program, Course, Semester, and Student. The main content area is titled 'List of Session' and features a search form. The search form has two sections: 'Check status' with a dropdown menu set to 'Enabled' and a 'Search' button; and 'Search Reference' with a text input field containing 'Search Information' and a 'Search' button. Below the search form is a table titled 'List of Session' with the following data:

#	Date Time	Status	Name	Action
1	10/10/2019 04:28 pm	Active	2018-19	
2	15/10/2019 03:05 pm	Active	2019-20	

School

In the picture below you can search School information by following the below mentioned steps

1. Check Status (Either Enable or Disable)
2. Search Reference (Information of School)
E.g.: Applied Science etc.

After being completed tap on the **Search** button

The screenshot displays the 'Chalk Board' application interface. On the left is a navigation sidebar with sections: HOME (Dashboard), MASTER (Registration with 7 items, Update with 8 items, List with 7 items, Session, School, Department, Program, Course, Semester, Student), and MANAGEMENT (Assign Exam with 2 items). The main content area is titled 'List of School' and includes a search overlay. The search overlay has two sections: 'Check status' with a dropdown menu set to 'Enabled' and a 'Search' button; and 'Search Reference' with a text input field containing 'Search information' and a 'Search' button. Below the search overlay is a table titled 'List of School' with the following data:

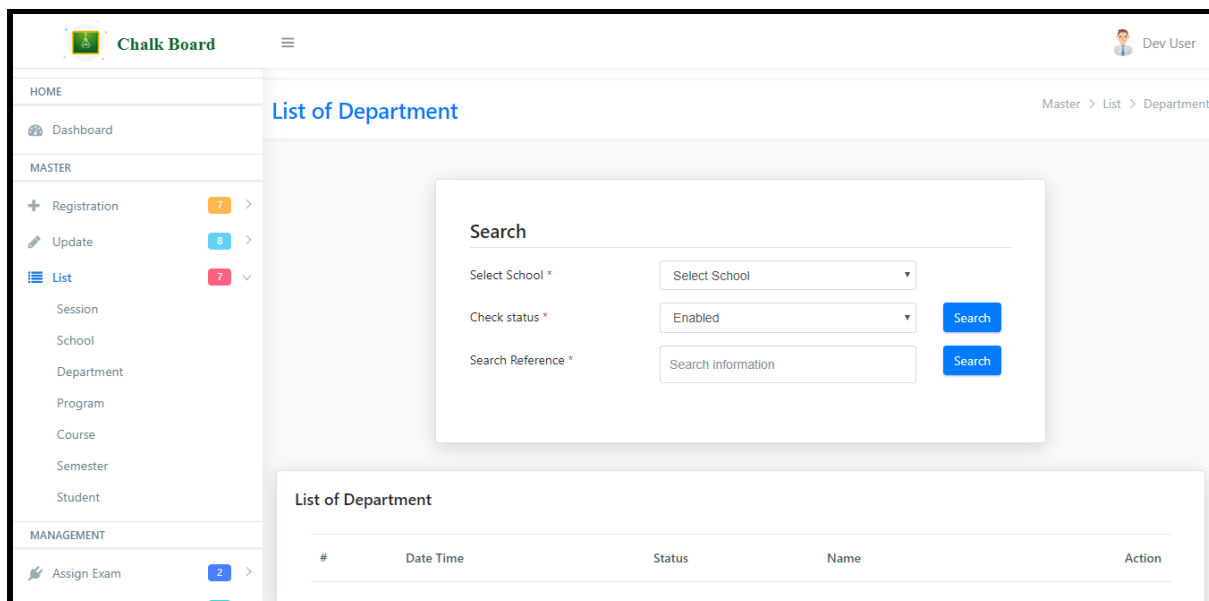
#	Date Time	Status	Name	Action
1	10/10/2019 02:04 pm	Active	APPLIED SCIENCES	
2	10/10/2019 04:05 pm	Active	BIOLOGICAL SCIENCES	

Department

In the picture below you can search Department information by following the below mentioned steps

1. Select School
2. Check Status (Either Enable or Disable)
3. Search Reference (Information of Department)
E.g.: Physics etc.

After being completed tap on the **Search** button

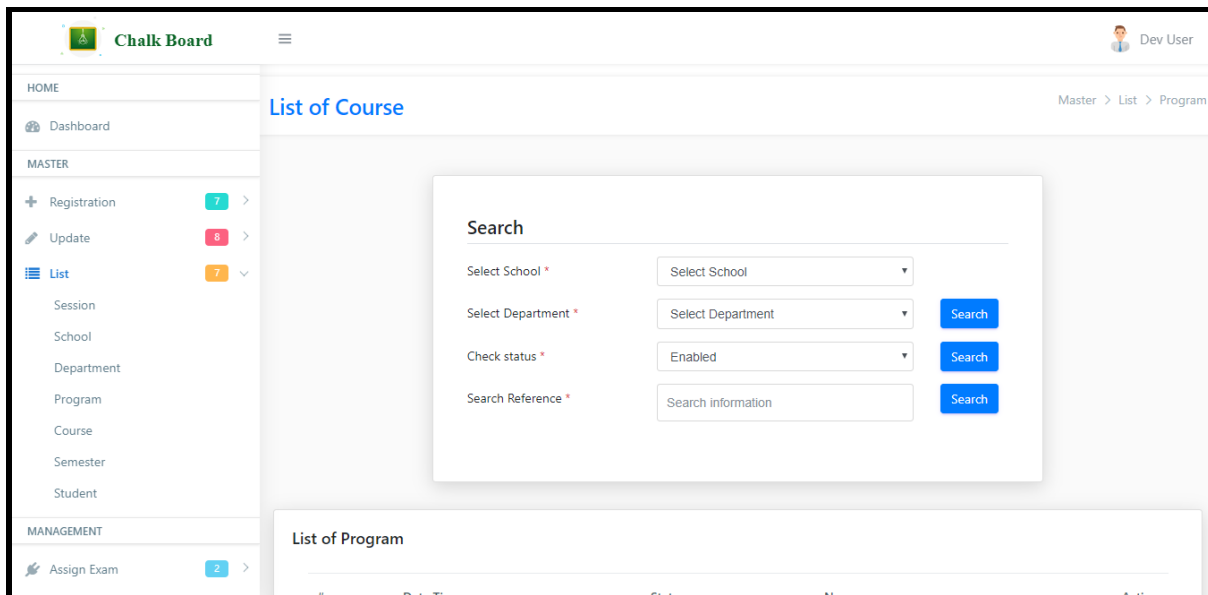


Program

In the picture below you can search Program information by following the below mentioned steps

1. Select School
2. Select Department
3. Check Status (Either Enable or Disable)
4. Search Reference (Information of Program)
E.g.: MSW etc.

After being completed tap on the **Search** button

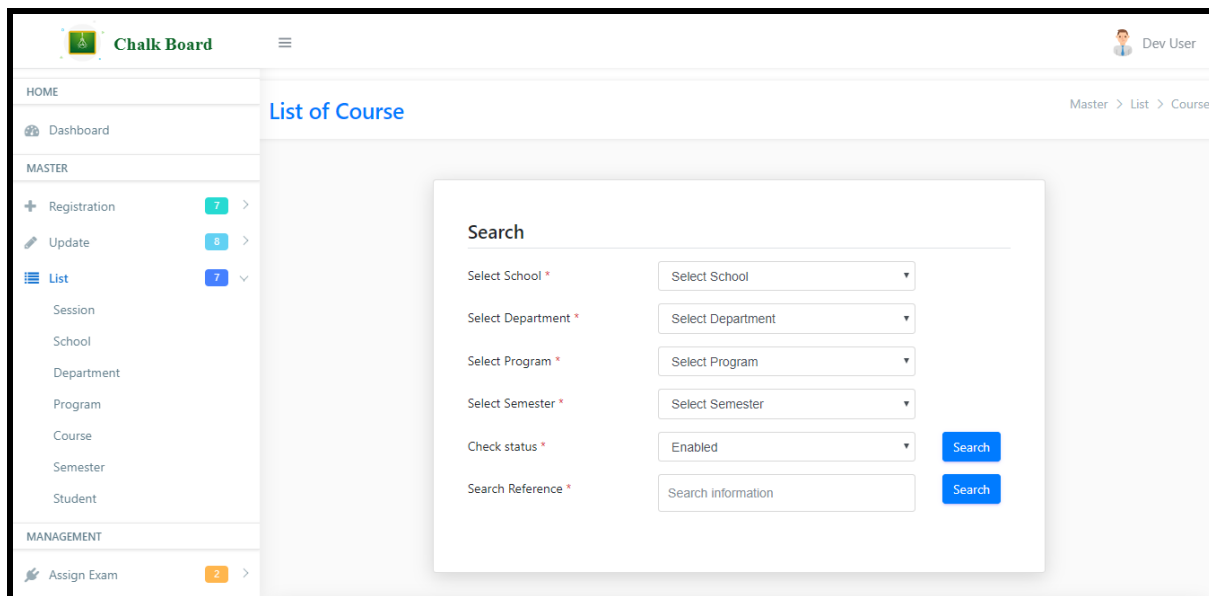


Course

In the picture below you can search Course information by following the below mentioned steps

1. Select School
2. Select Department
3. Select Program
4. Select Semester
5. Check Status (Either Enable or Disable)
6. Search Reference (Information of Course)
E.g.: Physics etc.

After being completed tap on the **Search** button

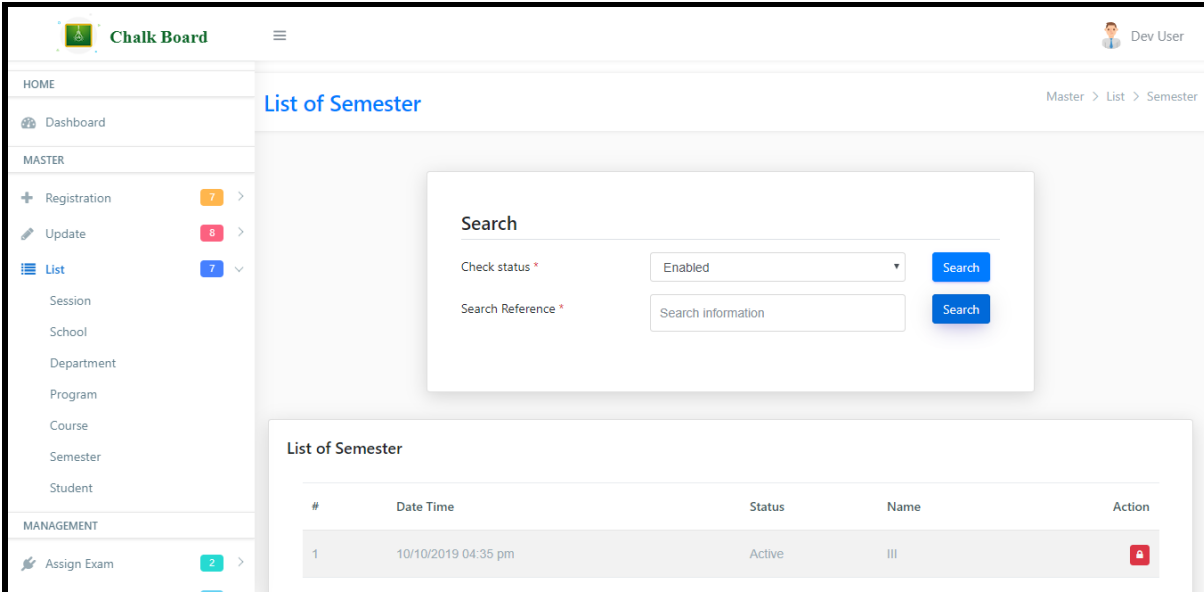


Semester


In the picture below you can search Department information by following the below mentioned steps

1. Check Status (Either Enable or Disable)
2. Search Reference (Information of Department)
E.g.: Physics etc.

After being completed tap on the **Search** button



The screenshot displays the 'Chalk Board' application interface. The top navigation bar includes the 'Chalk Board' logo, a menu icon, and the user profile 'Dev User'. The left sidebar is categorized into 'HOME' (Dashboard), 'MASTER' (Registration, Update, List, Session, School, Department, Program, Course, Semester, Student), and 'MANAGEMENT' (Assign Exam). The main content area is titled 'List of Semester' and features a search modal. The modal has two input fields: 'Check status *' with a dropdown menu set to 'Enabled', and 'Search Reference *' with the placeholder text 'Search information'. Both fields have a blue 'Search' button. Below the modal, a table titled 'List of Semester' is visible, containing one row with the following data:

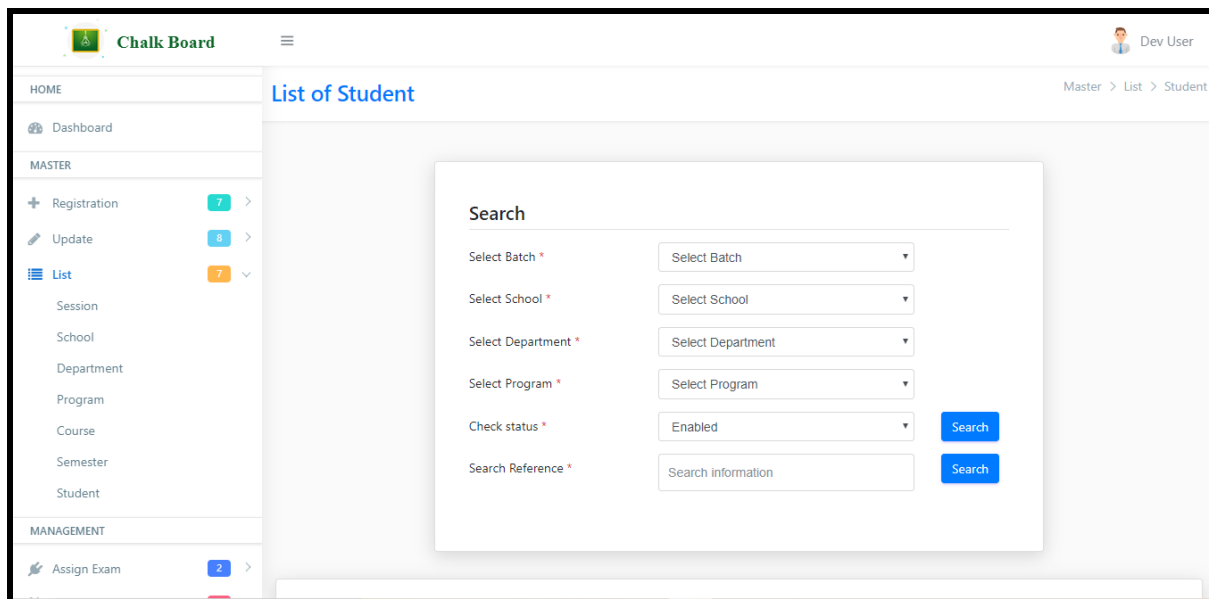
#	Date Time	Status	Name	Action
1	10/10/2019 04:35 pm	Active	III	

Student

In the picture below you can search Course information by following the below mentioned steps

1. Select Batch
2. Select School
3. Select Department
4. Select Program
5. Check Status (Either Enable or Disable)
6. Search Reference (Information of Course)
E.g.: Physics etc.

After being completed tap on the **Search** button



MANAGEMENT

Management Point is the 2nd point of the Exam portal. It consists of Three sections i.e., Mark, Clearance and Verification. The particulars about the three are discussed below-

Marks

Under List section Users can access details of **Mark Obtained Entry, Clearance, Verification, Invigilator, Time Table.**

Marks Obtained Entry

For the entry of marks regarding any subject the user could access this option, for that certain step need to be followed.


1. Select Session
2. Select School
3. Select Department
4. Select Program
5. Select Semester
6. **Get Information**
7. In course & Exam (Select Course, Select Exam Type, Select Exam and Select Attempt)

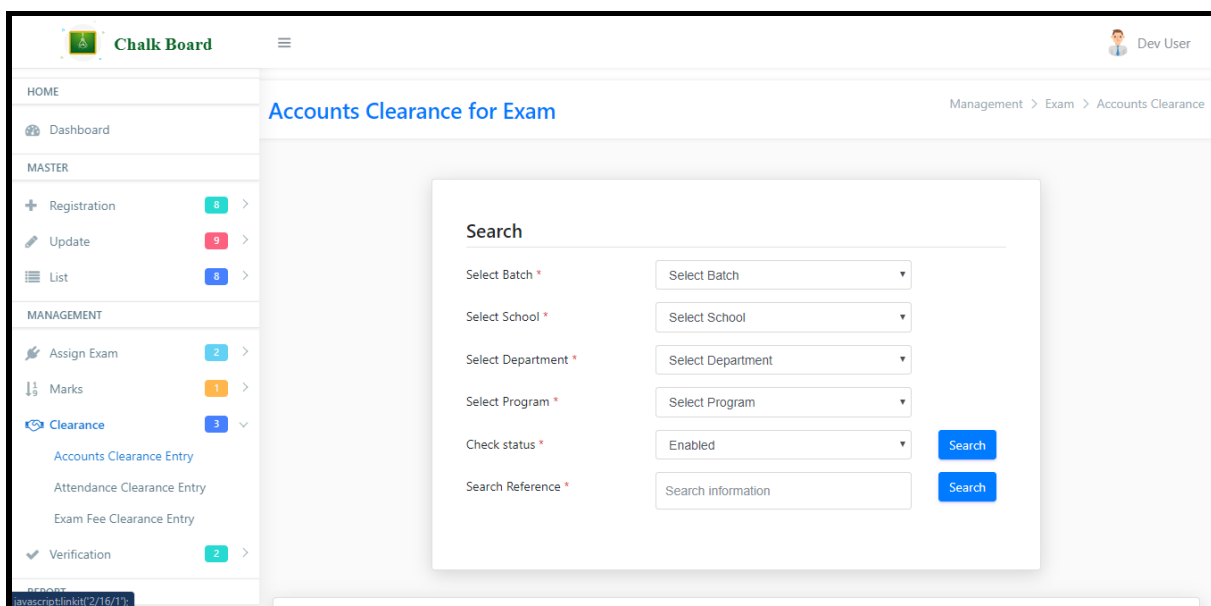
The screenshot displays the 'Chalk Board' application interface. The top navigation bar includes the logo, a menu icon, and the user profile 'Dev User'. The left sidebar contains a navigation menu with sections: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Verification), and USER MANAGEMENT (Group, User). The main content area is titled 'Enter Obtained Marks' and features a 'Search Information' form. The form includes several dropdown menus: 'Select Session', 'Select School', 'Select Department', 'Select Program', 'Select Semester', 'Select Co', 'Select Ex', 'Select Ex', and 'Select Att'. A red 'Get Information' button is positioned below the 'Program & Semester' dropdowns. Below the form, a table header is visible with columns: #, Enrollment No, Roll No, Name, Full Marks, Attendance, Obtained Marks, and Action.

Clearance

Under List section Users can access details of **Mark Obtained Accounts Clearance Entry, Attendance Clearance Entry, Exam Fee Clearance Entry.**

Accounts Clearance Entry

1. Select Batch
2. Select School
3. Select Department
4. Select Program
5. Check Status
6. Search Reference
7. Click on Search
8. Then click on the  button near the required student/students whose account is/are to be cleared.
9. After the account/accounts are cleared of the required student then he or she will be capable for appearing the exam.



The screenshot displays the 'Chalk Board' application interface. The main content area is titled 'Accounts Clearance for Exam' and includes a breadcrumb trail: 'Management > Exam > Accounts Clearance'. A search modal is open, featuring the following fields and controls:

- Select Batch ***: A dropdown menu with the placeholder text 'Select Batch'.
- Select School ***: A dropdown menu with the placeholder text 'Select School'.
- Select Department ***: A dropdown menu with the placeholder text 'Select Department'.
- Select Program ***: A dropdown menu with the placeholder text 'Select Program'.
- Check status ***: A dropdown menu with the value 'Enabled' selected, accompanied by a blue 'Search' button.
- Search Reference ***: A text input field with the placeholder text 'Search information', accompanied by a blue 'Search' button.

The left sidebar contains a navigation menu with sections: HOME (Dashboard), MASTER (Registration with 8 items, Update with 9 items, List with 8 items), and MANAGEMENT (Assign Exam with 2 items, Marks with 1 item, Clearance with 3 items, and Verification with 2 items). The 'Clearance' section is expanded, showing 'Accounts Clearance Entry', 'Attendance Clearance Entry', and 'Exam Fee Clearance Entry'. The user profile 'Dev User' is visible in the top right corner.

Chalk Board Dev User

List of Student

#	Date Time	Status	Picture	Name	Roll No	Enrollment No	Attendance	Action
1	18/11/2019 04:13 pm	Active		Panchee Sharma	2019/BSP/0001	UG/2019/0002173	52%	CLEARED
2	18/11/2019 04:13 pm	Active		Kh Rohit Kumar Singha	2019/BSP/0002	UG/2019/0002194	51%	CLEARED
3	18/11/2019 04:14 pm	Active		Saiful Islam Mollah	2019/BSP/0003	UG/2019/0002196	60%	CLEARED
4	18/11/2019 04:15 pm	Active		Joushrang Brahma	2019/BSP/0004	UG/2019/0002233	44%	<input checked="" type="checkbox"/>
5	18/11/2019 04:17 pm	Active		Ritime R Marak	2019/BSP/0005	UG/2019/0002326	42%	<input checked="" type="checkbox"/>
6	18/11/2019 04:18 pm	Active		Raihaan Akhtar Ahmed Rizvi	2019/BSP/0006	UG/2019/0002503	43%	<input checked="" type="checkbox"/>
7	18/11/2019 04:18 pm	Active		Sadique Ahmed Choudhury	2019/BSP/0007	UG/2019/0002545	53%	CLEARED
8	18/11/2019 04:18 pm	Active		Hc Chalthanglen	2019/BSP/0008	UG/2019/0002577	45%	<input checked="" type="checkbox"/>
9	18/11/2019 04:19 pm	Active		Danswring Mushahary	2019/BSP/0009	UG/2019/0002587	56%	CLEARED

Attendance Clearance Entry

1. Select Batch
2. Select School
3. Select Department
4. Select Program
5. Check Status
6. Search Reference
7. Click on Search
8. Then click on the button near the required student/students whose attendance is/are to be cleared.
9. After the attendance are cleared of the required student then he or she will be capable for appearing the exam.

Chalk Board Dev User

MANAGEMENT Attendance Clearance for Exam Management > Exam > Attendance Clearance

- Assign Exam 2
- Marks 1
- Clearance** 3
 - Accounts Clearance Entry
 - Attendance Clearance Entry
 - Exam Fee Clearance Entry
- Verification 2
- Invigilator 3
- Time Table 2

ALLOCATION

- Master 3
- Allotment 1
- Report 6

REPORT

Search

Select Batch *

Select School *

Select Department *

Select Program *

Check status *

Search Reference *

Chalk Board Dev User

MANAGEMENT List of Student

- Assign Exam 2
- Marks 1
- Clearance** 3
 - Accounts Clearance Entry
 - Attendance Clearance Entry
 - Exam Fee Clearance Entry
- Verification 2
- Invigilator 3
- Time Table 2

ALLOCATION


- Master 3
- Allotment 1
- Report 6

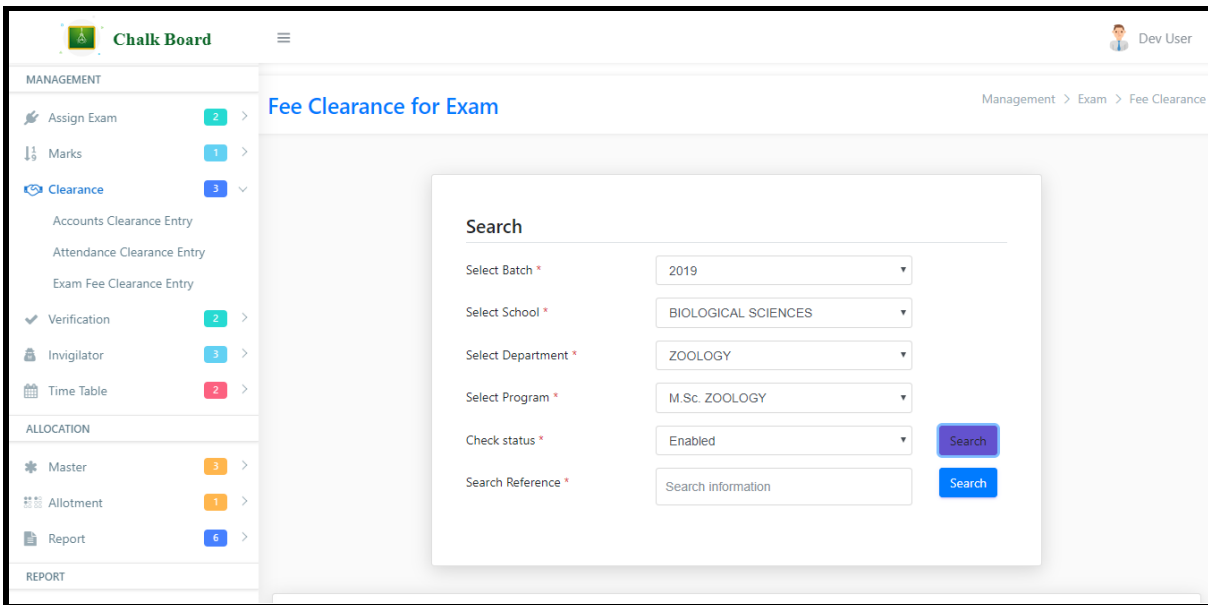
REPORT

#	Date Time	Status	Picture	Name	Roll No	Enrollment No	Attendance	Action
1	16/11/2019 12:55 pm	Active		Sanjay Chanda	2019/MBT/0002	PG/2019/0005358	40%	<input checked="" type="checkbox"/>
2	16/11/2019 12:58 pm	Active		Urekha Gogoi	2019/MBT/0003	PG/2019/0005380	54%	<input type="button" value="CLEARED"/>
3	16/11/2019 12:59 pm	Active		Barsha Pathak	2019/MBT/0004	BARSHA PATHAK	47%	<input checked="" type="checkbox"/>
4	16/11/2019 01:00 pm	Active		Rakesh Pratiim Pathak	2019/MBT/0005	PG/2019/0005460	49%	<input checked="" type="checkbox"/>
5	16/11/2019 01:03 pm	Active		Manowanul Islam	2019/MBT/0006	PG/2019/0005493	51%	<input type="button" value="CLEARED"/>
6	16/11/2019 01:04 pm	Active		Minakshi Devi	2019/MBT/0007	PG/2019/0005530	41%	<input checked="" type="checkbox"/>
7	16/11/2019 01:05 pm	Active		Indrani Laskar	2019/MBT/0008	PG/2019/0005542	42%	<input checked="" type="checkbox"/>
8	16/11/2019 01:06 pm	Active		Dikshita Gohain	2019/MBT/0009	PG/2019/0005592	55%	<input type="button" value="CLEARED"/>
9	16/11/2019 01:06 pm	Active		Ruchika Saikia	2019/MBT/0010	PG/2019/0005597	53%	<input type="button" value="CLEARED"/>




Exam Fee Clearance Entry

1. Select Batch
2. Select School
3. Select Department
4. Select Program

5. Check Status
6. Search Reference
7. Click on Search
8. Then click on the  button near the required student/students whose fees is to be cleared.
9. After the fee is cleared of the required student then he or she will be capable for appearing the exam.



The screenshot shows the 'Chalk Board' application interface with the 'List of Student' table displayed. The table has the following columns: #, Date Time, Status, Picture, Name, Roll No, Enrollment No, and Action. The data rows are as follows:

#	Date Time	Status	Picture	Name	Roll No	Enrollment No	Action
1	16/11/2019 03:32 pm	Active		Laxmi Ewangbam	2019/MSZ/0001	PG/2019/0005241	PAID ONLINE
2	16/11/2019 03:33 pm	Active		Maraduasa Hlychhd	2019/MSZ/0002	PG/2019/0005247	PAID ONLINE
3	16/11/2019 03:34 pm	Active		Nirmali Sharma	2019/MSZ/0003	PG/2019/0005252	PAID ONLINE
4	16/11/2019 03:35 pm	Active		Sushmita Paul	2019/MSZ/0004	PG/2019/0005294	PAID ONLINE
5	16/11/2019 03:35 pm	Active		Euginia Pynhunlang Nongrum	2019/MSZ/0005	PG/2019/0005307	
6	16/11/2019 03:36 pm	Active		Shilpi Rekha Saikia	2019/MSZ/0006	PG/2019/0005311	
7	16/11/2019 03:36 pm	Active		Armin Sultana	2019/MSZ/0007	PG/2019/0005312	
8	16/11/2019 03:37 pm	Active		Parijat Hazarika	2019/MSZ/0008	PG/2019/0005324	PAID ONLINE
9	16/11/2019 03:37 pm	Active		Monisha Gogoi	2019/MSZ/0009	PG/2019/0005325	PAID ONLINE

Verification

Under List section Users can access details of **Department, Final.**

Department

Under this section department will have an overall look of the marks obtained by students of particular department. For this certain step need to be followed.

1. Select Batch
2. Select School
3. Select Department
4. Select Program
5. Check Status

The screenshot shows the 'Chalk Board' application interface. The left sidebar contains navigation options: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Verification, Department, Final), and USER MANAGEMENT (Group). The main content area is titled 'Department Verification' and contains a 'Search Information' form. The form has the following fields:

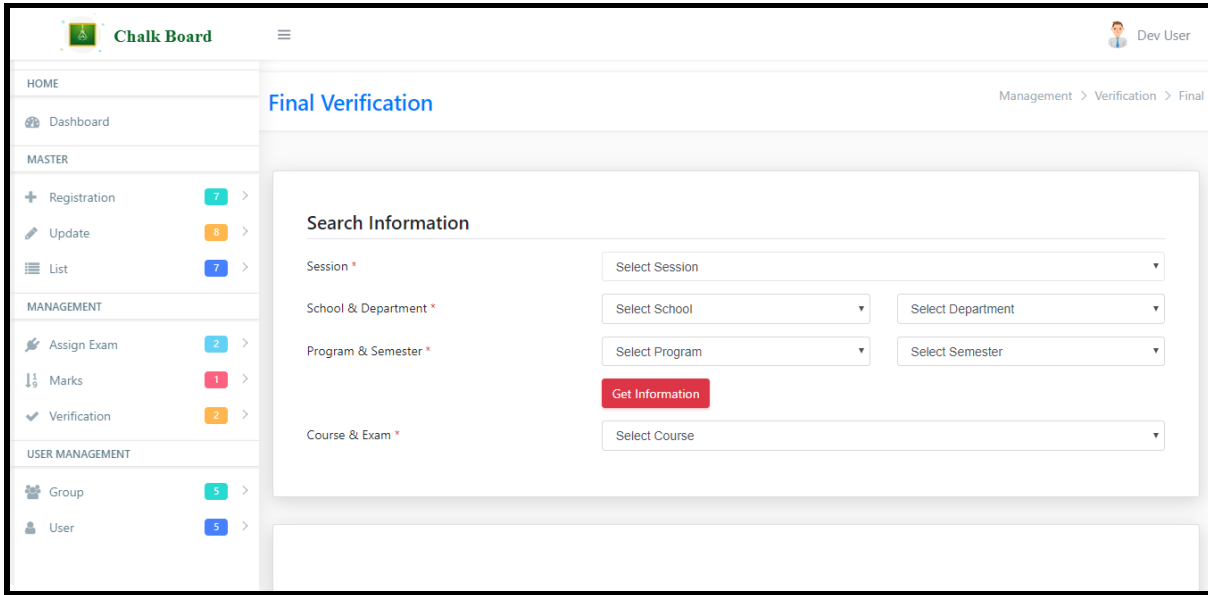
- Session * (dropdown: Select Session)
- School & Department * (dropdowns: Select School, Select Department)
- Program & Semester * (dropdowns: Select Program, Select Semester)
- Course & Exam * (dropdowns: Select Course, Select Exam T, Select Attempt)

A red 'Get Information' button is located below the Program & Semester fields.

The screenshot shows the 'Chalk Board' application interface displaying a table of student marks for the Theory Semester Exam (FM 70). The table has the following columns: #, Enrollment No, Roll No, Name, and Theory Semester Exam (FM 70). The data is as follows:

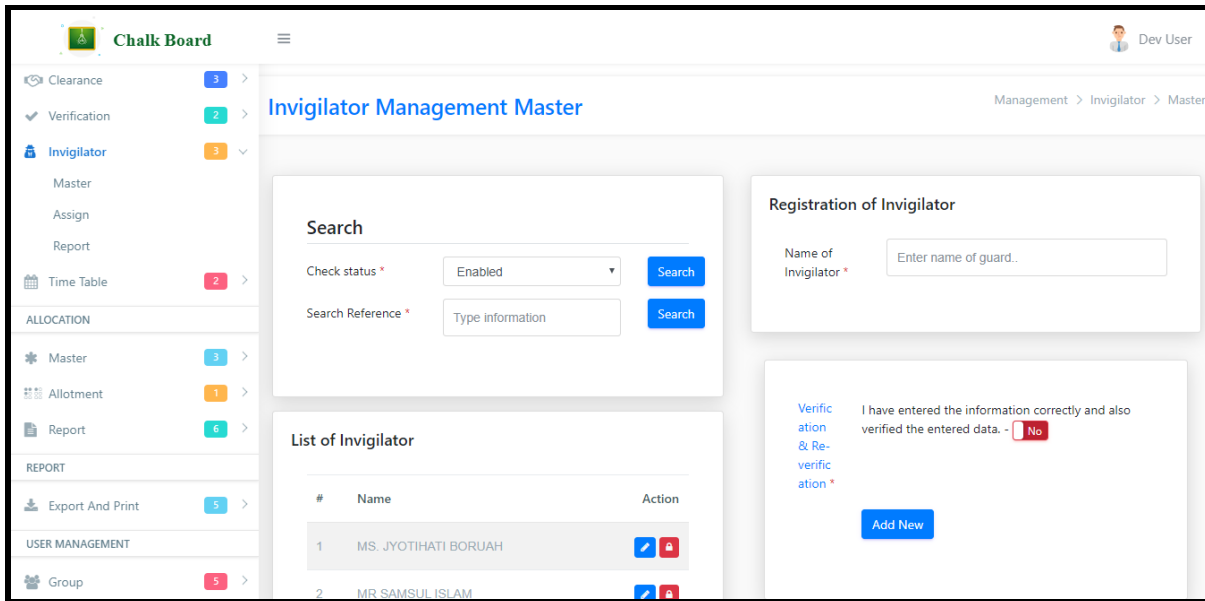
#	Enrollment No	Roll No	Name	Theory Semester Exam (FM 70)
1	UG/2019/0002162	2019/BBT/0001	Shalmin Pohtam	
2	UG/2019/0002175	2019/BBT/0002	Shilpi Das	
3	UG/2019/0002206	2019/BBT/0003	Safrina Zeenat Hussain	
4	UG/2019/0002207	2019/BBT/0004	Argha Dey	
5	UG/2019/0002242	2019/BBT/0005	Dorthi Rajkumari	
6	UG/2019/0002246	2019/BBT/0006	Jayshree Kakoty	
7	UG/2019/0002273	2019/BBT/0007	Lachit Talukdar	
8	UG/2019/0002333	2019/BBT/0008	Majuja Ahmed	
9	UG/2019/0002456	2019/BBT/0009	Deepiyoti Bhuyan	
10	UG/2019/0002467	2019/BBT/0010	Arif Iquebal Siddique	

Final



INVIGILATOR3

Master



Assign

Chalk Board Dev User

MANAGEMENT

- Assign Exam (2)
- Marks (1)
- Clearance (3)
- Verification (2)
- Invigilator (3)**
 - Master
 - Assign
 - Report
- Time Table (2)

ALLOCATION

- Master (3)
- Allotment (1)
- Report (6)

REPORT

Assign Invigilator

Management > Invigilator > Assign

Search

Check Block *

Check status *

Search Reference *

Room No :-

Check Exam Session *

Check Allocation Session *

Date *

Check Invigilator *

Report

Chalk Board Dev User

MANAGEMENT

- Assign Exam (2)
- Marks (1)
- Clearance (3)
- Verification (2)
- Invigilator (3)**
 - Master
 - Assign
 - Report
- Time Table (2)

ALLOCATION

- Master (3)
- Allotment (1)
- Report (6)

REPORT

Report Invigilator

Management > Invigilator > Report

Search

Check Block *

Check status *

Search Reference *

Room No :-

Report Type *

Check Exam Session *

Check Allocation Session *

Check Invigilator *

ALLOCATION

Master

Session

Chalk Board Dev User

- Clearance 3 >
- Verification 2 >
- Invigilator 3 >
- Time Table 2 >
- ALLOCATION
- Master** 3 v
 - Session
 - Block
 - Room
- Allotment 1 >
- Report 6 >
- REPORT
- Export And Print 5 >
- USER MANAGEMENT
- Group 5 >

Search

Check status *

Search Reference *

Registration of Allocation Session

Name of Allocation Session *

Verification & Re-verification * Yes No

List of Allocation Session

#	Name	Action
1	UG-I	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	UG-III	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	UG-V	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	UG-VII	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Block

Chalk Board Dev User

- Clearance 3 >
- Verification 2 >
- Invigilator 3 >
- Time Table 2 >
- ALLOCATION
- Master** 3 v
 - Session
 - Block
 - Room
- Allotment 1 >
- Report 6 >
- REPORT
- Export And Print 5 >
- USER MANAGEMENT
- Group 5 >

Search

Check status *

Search Reference *

Registration of Allocation Block

Name of Allocation Block *

Verification & Re-verification * Yes No

List of Allocation Block

#	Name	Action
1	C	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	E	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	G	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	H	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Room

Chalk Board Dev User

Allocation > Master > Room

Allocation Information of Room

Search

Check Block *

Check status *

Search Reference *

Registration of Allocation Room

Select Block *

Name of Allocation Room *

Description of Allocation Room *

Seat Capacity *

Seat Column *

Seat Row *

List of Allocation Room

#	Block	Name	Seat	Room		
			Capacity	Column	Row	
2	C	C-	2	4	8	64
			305			
3	C	D-	2	3	7	42
			406			
4	C	C-	2	4	6	48
			401			
5	C	C-	2	4	3	24
			402			
6	C	C-	2	4	5	40
			403			

Chalk Board Dev User

Verification & Re-verification

I have entered the information correctly and also verified the entered data. - No

#	Block	Name	Seat	Room		
			Capacity	Column	Row	
2	C	C-	2	4	8	64
			305			
3	C	D-	2	3	7	42
			406			
4	C	C-	2	4	6	48
			401			
5	C	C-	2	4	3	24
			402			
6	C	C-	2	4	5	40
			403			

Allotment

Allot And Print

Chalk Board Dev User

Allocation > Allotment > Allot and Print

Allotment of Room and Print

Search

Check Block *

Check status *

Search Reference *

Room No :-

Select Seat Category *

Select Seat Position *

Select Batch Details

School & Department *

School & Department *

List of Allocation Room

#	Block	Name	Seat	Room		
			Capacity	Column	Row	Capacity
1	C	C-	2	3	6	36
2	C	C-	2	4	8	64
3	C	D-	2	3	7	42
4	C	C-	2	4	6	48
5	C	C-	2	4	3	24

Chalk Board Dev User

List of Allocation Room

Search

Check Block *

Check status *

Search Reference *

Select Batch Details

School & Department *

School & Department *

Program & Semester *

Select Exam Session

Check Exam Session *

Check Allocation Session *

List of Allocation Room

#	Block	Name	Seat	Room		
			Capacity	Column	Row	Capacity
1	C	C-	2	3	6	36
2	C	C-	2	4	8	64
3	C	D-	2	3	7	42
4	C	C-	2	4	6	48
5	C	C-	2	4	3	24

Report

Block Wise Breakup

Chalk Board Dev User

Clearance 3 > Verification 2 > Invigilator 3 > Time Table 2 >

ALLOCATION

Master 3 > Allotment 1 > **Report 6** >

Block Wise Breakup
Block Wise List
Block Wise Exam ID
Room Wise List
Seat Wise List
Seat Sticker Print

REPORT

Block wise Room information breakup

Allocation > Report > Block wise Breakup

Search

Check Exam Session *

Select Block *

Check Allocation Session *

[Get Report](#)

List

[Export to xlsx](#)
[Export to csv](#)
[Export to txt](#)

Chalk Board Dev User

Clearance 3 > Verification 2 > Invigilator 3 > Time Table 2 >

ALLOCATION

Master 3 > Allotment 1 > **Report 6** >

Block Wise Breakup
Block Wise List
Block Wise Exam ID
Room Wise List
Seat Wise List
Seat Sticker Print

REPORT

List

[Export to xlsx](#)
[Export to csv](#)
[Export to txt](#)

UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA

Techno-City, Baridua, 9th Mile, RI-Bhoi, Meghalaya- 793101

Exam Session :- 2018-19

SEM No :- UG-I

Block :- C

SLNO	ROOM	CAPACITY	BREAKUP	TOTAL FILLED
1	C-303	36		0
2	C-305	64		0
3	D-406	42		0
4	C-401	48		0
5	C-402	24		0
6	C-403	40		0
7	C-405	64		0
8	C-502	56		0
9	C-503	64		0

[View Large](#)

Block Wise List

Chalk Board Dev User

Clearance 3 > Verification 2 > Invigilator 3 > Time Table 2 >

ALLOCATION

Master 3 > Allotment 1 > **Report 6** >

Block Wise Breakup
Block Wise List
Block Wise Exam ID
Room Wise List
Seat Wise List
Seat Sticker Print

REPORT

Block wise Room information List

Allocation > Report > Block wise List

Search

Check Exam Session *

Select Block *

Check Allocation Session *

[Get Report](#)

List

[Export to xlsx](#)
[Export to csv](#)
[Export to txt](#)

Chalk Board Dev User

- Clearance 3
- Verification 2
- Invigilator 3
- Time Table 2

ALLOCATION

- Master 3
- Allotment 1
- Report 6**
 - Block Wise Breakup
 - Block Wise List
 - Block Wise Exam ID
 - Room Wise List
 - Seat Wise List
 - Seat Sticker Print

REPORT

List

Export to xlsx Export to csv Export to txt

UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA
Techno-City, Baridua, 9th Mile, RI-Bhoi, Meghalaya- 793101

Exam Session :- 2018-19
SEM No :- UG-I
Block :- C

SLNO	ROOM	CAPACITY	BREAKUP	TOTAL FILLED
1	C-303	36		0
2	C-305	64		0
3	D-406	42		0
4	C-401	48		0
5	C-402	24		0
6	C-403	40		0
7	C-405	64		0
8	C-502	56		0
9	C-503	64		0

View Large

Block Wise Exam ID

Chalk Board Dev User

- Marks 1
- Clearance 3
- Verification 2
- Invigilator 3
- Time Table 2

ALLOCATION

- Master 3
- Allotment 1
- Report 6**
 - Block Wise Breakup
 - Block Wise List
 - Block Wise Exam ID**
 - Room Wise List
 - Seat Wise List
 - Seat Sticker Print

Allocation > Report > Block wise Exam ID

Block wise Room Exam ID

Search

Check Exam Session * 2018-19

Select Block * C

Check Allocation Session * UG-III

Get Report

List

Export to xlsx Export to csv Export to txt

Chalk Board Dev User

- Marks 1
- Clearance 3
- Verification 2
- Invigilator 3
- Time Table 2

ALLOCATION

- Master 3
- Allotment 1
- Report 6**
 - Block Wise Breakup
 - Block Wise List
 - Block Wise Exam ID
 - Room Wise List
 - Seat Wise List
 - Seat Sticker Print

List

Export to xlsx Export to csv Export to txt

UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA
Techno-City, Baridua, 9th Mile, RI-Bhoi, Meghalaya- 793101

END SEMESTER EXAMINATION, DECEMBER -2019

Exam Session :- 2018-19
SEM No :- UG-III
Block :- C

SLNO	ROOM	CAPACITY	EXAM ID	TOTAL FILLED
1	C-303	36		0
2	C-305	64		0
3	D-406	42		0
4	C-401	48		0
5	C-402	24		0
6	C-403	40		0
7	C-405	64		0
8	C-502	56		0
9	C-503	64		0

Sd/-
Dy. Controller of Examination
and Admission
USTM/CoE/R-03

Room Wise List

Chalk Board Dev User

Allocation > Report > Room Wise List

Room wise Exam ID information List

Search

Check Block *

Check status *

Search Reference *

Room No :-

Check Exam Session *

Check Allocation Session *

List of Allocation Room

#	Block	Name	Seat	Room
			Capacity	Capacity
			Capacity	Column Row

Seat Wise List

Chalk Board Dev User

Allocation > Report > Seat Wise List

Seat wise Exam ID information List

Search

Check Block *

Check status *

Search Reference *

Room No :-

Check Exam Session *

Check Allocation Session *

List of Allocation Room

#	Block	Name	Seat	Room
			Capacity	Capacity
			Capacity	Column Row

Seat Sticker Print

Chalk Board | Dev User

Allocation > Report > Seat Sticker Print

Search

Check Block *

Check status *

Search Reference *

Room No :-

Check Exam Session *

Check Allocation Session *

List of Allocation Room

#	Block	Name	Seat	Room
				Capacity
				Column
				Row

List

All Page

USER MANAGEMENT

Group

New Group

Chalk Board | Dev User

User Management > Group > New

New Group Entry

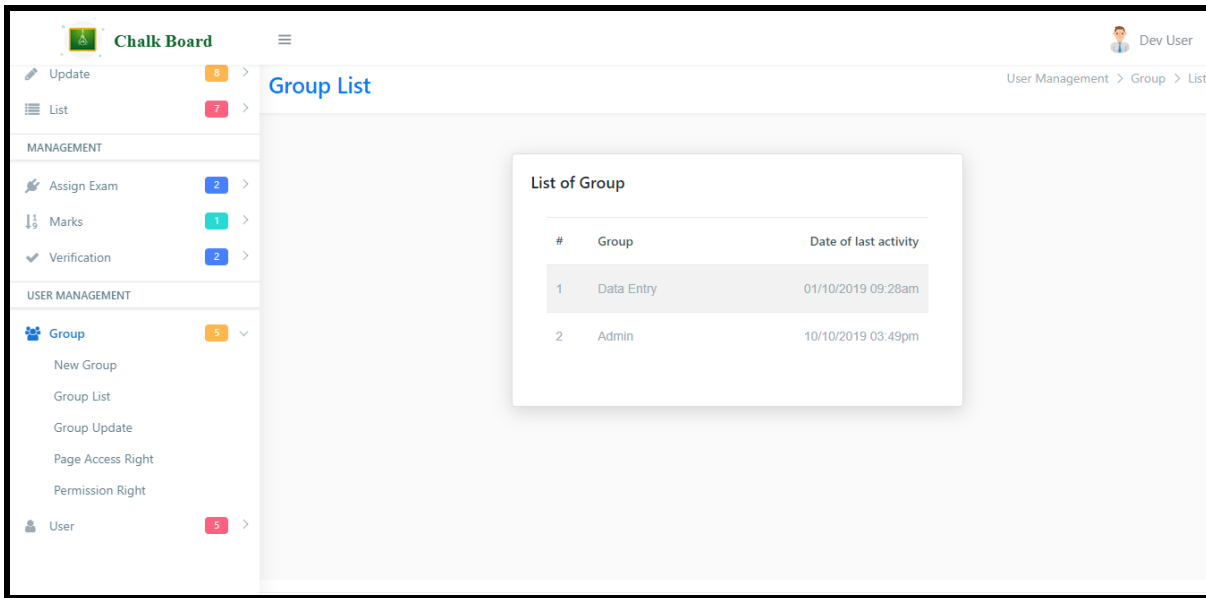
New group information

Group name *

List of Group

#	Group	Date of last activity
1	Data Entry	01/10/2019 09:28am
2	Admin	10/10/2019 03:49pm

Group List

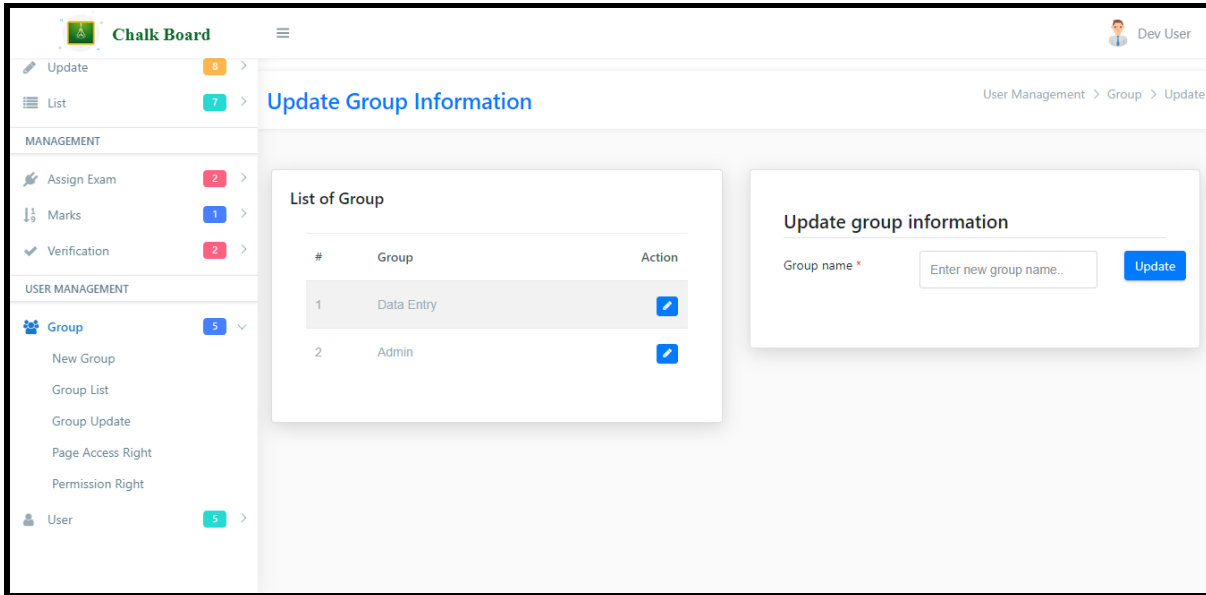


The screenshot shows the 'Chalk Board' application interface. The left sidebar contains navigation options: Update (8), List (7), MANAGEMENT (Assign Exam (2), Marks (1), Verification (2)), and USER MANAGEMENT (Group (5), New Group, Group List, Group Update, Page Access Right, Permission Right, User (5)). The main content area is titled 'Group List' and displays a 'List of Group' table with the following data:

#	Group	Date of last activity
1	Data Entry	01/10/2019 09:28am
2	Admin	10/10/2019 03:49pm

The breadcrumb trail at the top right reads 'User Management > Group > List'.

Group Update



The screenshot shows the 'Chalk Board' application interface for updating group information. The left sidebar is identical to the previous screenshot. The main content area is titled 'Update Group Information' and displays a 'List of Group' table with an 'Action' column:

#	Group	Action
1	Data Entry	<input checked="" type="checkbox"/>
2	Admin	<input checked="" type="checkbox"/>

To the right of the table is a form titled 'Update group information' with a 'Group name *' label, an input field containing 'Enter new group name..', and an 'Update' button. The breadcrumb trail at the top right reads 'User Management > Group > Update'.

Page Access Right

Chalk Board Dev User

Update 8 > | List 7 > | **Group Page Access Right** User Management > Group > Page Access Right

MANAGEMENT

- Assign Exam 2 >
- Marks 1 >
- Verification 2 >

USER MANAGEMENT

- Group** 5 >
 - New Group
 - Group List
 - Group Update
 - Page Access Right
 - Permission Right
- User 5 >

List of Group

#	Group	Action
1	Data Entry	<input checked="" type="checkbox"/>
2	Admin	<input checked="" type="checkbox"/>

Page access list

#	Page	Action
---	------	--------

Page access added

#	Page	Action
---	------	--------

Permission Right

Chalk Board Dev User

Update 8 > | List 7 > | **Group Permission Right** User Management > Group > Permission Right

MANAGEMENT

- Assign Exam 2 >
- Marks 1 >
- Verification 2 >

USER MANAGEMENT

- Group** 5 >
 - New Group
 - Group List
 - Group Update
 - Page Access Right
 - Permission Right
- User 5 >

List of Group

#	Group	Action
1	Data Entry	<input checked="" type="checkbox"/>
2	Admin	<input checked="" type="checkbox"/>

Permission list

#	Permission	Action
---	------------	--------

Permission added

#	Permission	Action
---	------------	--------

User

New User

The screenshot displays the 'Chalk Board' application interface. The top navigation bar includes the application name 'Chalk Board', a user profile 'Dev User', and a breadcrumb trail 'User Management > User > New'. The left sidebar contains a 'MANAGEMENT' section with 'Update' (8) and 'List' (7) options, and a 'USER MANAGEMENT' section with 'Group' (5) and 'User' (5) options. The 'User' option is expanded to show 'New User', 'User List', 'User Update', 'User Password Restore', and 'Change Group'. The main content area is titled 'New User Entry' and is divided into two panels. The left panel, 'List of Group', contains a table with the following data:

#	Group	Action
1	Data Entry	<input checked="" type="checkbox"/>
2	Admin	<input checked="" type="checkbox"/>

The right panel, 'New User information', contains a form with the following fields:

- Group name * (Dropdown menu: Select group..)
- Department * (Dropdown menu: Authority)
- Name * (Two input fields: Enter user first r, Enter user last r)
- Mobile no * (Input field: Enter 10-digit mobile no..)
- Login username * (Input field: Enter username for login..)
- Submit button

User List

Chalk Board Dev User

Update 8 >

List 7 > **User List** User Management > User > List

MANAGEMENT

- Assign Exam 2 >
- Marks 1 >
- Verification 2 >

USER MANAGEMENT

- Group 5 >
- User** 5 >
 - New User
 - User List
 - User Update
 - User Password Restore
 - Change Group

List of User

#	Group	Department	Name	Mobile	Username	Password	Status	Action
1	Data Entry	Authority	Kelly Suchiang	0999999999	ksuchiang	N/A	Password is known to user, Enabled	On <input type="checkbox"/>
2	Data Entry	Authority	Jennifar Kazi	9799999999	jkazi	N/A	Password is known to user, Enabled	On <input type="checkbox"/>
3	Data Entry	Authority	Mamata Ahmed	9999999999	maahmed	N/A	Password is known to user, Enabled	On <input type="checkbox"/>
4	Data Entry	Authority	Shaju Ahmed	9999999999	shaju	N/A	Password is known to user, Enabled	On <input type="checkbox"/>
5	Data Entry	Authority	Shumi Barua	9999999999	sbarua	N/A	Password is known to user, Enabled	On <input type="checkbox"/>
6	Admin	Authority	Nurujaman Laskar	9999999999	nlaskar	N/A	Password is known to user, Enabled	On <input type="checkbox"/>

User Update

Chalk Board Dev User

Update 8 >

List 7 > **Update User Information** User Management > User > Update

MANAGEMENT

- Assign Exam 2 >
- Marks 1 >
- Verification 2 >

USER MANAGEMENT

- Group 5 >
- User** 5 >
 - New User
 - User List
 - User Update
 - User Password Restore
 - Change Group

List of User

#	Group	Name	Username	Action
1	Data Entry	Kelly Suchiang	ksuchiang	<input type="checkbox"/>
2	Data Entry	Jennifar Kazi	jkazi	<input type="checkbox"/>
3	Data Entry	Mamata Ahmed	maahmed	<input type="checkbox"/>
4	Data Entry	Shaju Ahmed	shaju	<input type="checkbox"/>
5	Data Entry	Shumi Barua	sbarua	<input type="checkbox"/>
6	Admin	Nurujaman Laskar	nlaskar	<input type="checkbox"/>

Update user information

Department of User

Name of User *

Mobile of User *

Username of User *

User Password Restore

Chalk Board

Dev User

Update 8 >

List 7 > Restore User Password

User Management > User > Restore Pasword

MANAGEMENT

- Assign Exam 2 >
- Marks 1 >
- Verification 2 >

USER MANAGEMENT

- Group 5 >
- User 5 >
 - New User
 - User List
 - User Update
 - User Password Restore
 - Change Group

List of User

#	Group	Name	Mobile	Username	Password	Status	Action
1	Data	Kelly Suchiang	825004010	ksuchiang	N/A	Password is known to user, Enabled	
2	Data	Jennifar Kazi	070599564	jkazi	N/A	Password is known to user, Enabled	
3	Data	Mamata Ahmed	970599564	maahmed	N/A	Password is known to user, Enabled	
4	Data	Shaju Ahmed	700000000	sahmed	N/A	Password is known to user, Enabled	

Change Group

Chalk Board

Dev User

Update 8 >

List 7 > Change Group

User Management > User > Change Group

MANAGEMENT

- Assign Exam 2 >
- Marks 1 >
- Verification 2 >

USER MANAGEMENT

- Group 5 >
- User 5 >
 - New User
 - User List
 - User Update
 - User Password Restore
 - Change Group

List of User

#	Group	Name	Mobile	Username	Status	Action
1	Data	Kelly Suchiang	825004010	ksuchiang	Password is known to user, Enabled	Select
2	Data	Jennifar Kazi	070599564	jkazi	Password is known to user, Enabled	Select
3	Data	Mamata Ahmed	970599564	maahmed	Password is known to user, Enabled	Select




University of Science & Technology, Meghalaya

ONLINE ADMISSION SYSTEM UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for online Admission in Digital Management System (DMS)

Link : <http://admission.ustm.org.in/>



University of Science and Technology, Meghalaya
2019-20 Admission
Student Online Admission Form

- 1 Course Details
- 2 Personal Details
- 3 Address Details
- 4 Education Details
- 5 Document Upload

Course Information

Select the course for which you want to apply and proceed to the next step.

[Download Course Notice](#) [Download Form fillup steps](#) [Form Reprint](#)

Program Applied For (*Required)

Select Program Type

Select Priority One Program (*Required) **Select Priority Two Program (*Required)**

Select Program Select Program

- 1 Course Details
- 2 Personal Details
- 3 Address Details
- 4 Education Details
- 5 Document Upload

Personal Information

Please enter your personal information and proceed to the next step.

Student Name (*Required) Student Name
ENTER STUDENT NAME

Email (*Required) Email
Enter Email

***Required** Mobile no (SMS will be sent in this mobile no)
Enter 10 digit mobile no

***Required** Date of Birth
dd/mm/yyyy

Gender (*Required) Select Gender

Guardian Name (*Required) Guardian Name
ENTER GUARDIAN NAME

Caste (*Required) Select Caste

Religion (*Required) Select Religion

PWD (*Required) Select PWD Status

Computer Skill (*Required) Select Computer Skill

AADHAAR Number (if available) AADHAAR Number
Enter AADHAAR Number

PAN (if available) PAN
Enter PAN

1	Course Details
2	Personal Details
3	Address Details
4	Education Details
5	Document Upload

Address Information

Please enter your address information and proceed to the next step.

Present Address

Street, Block, Area (*Required)

Street, Block, Area

Enter Street, Block, Area Name

Vill/Town/City (*Required)

Vill/Town/City

Enter Vill/Town/City

Post Office (*Required)

Post Office

Enter Post Office

Police Station (*Required)

Police Station

Enter Police Station

State (*Required)

Select State

***Required (District)**

Select District

Postal PIN (*Required)

Postal PIN

Enter Postal PIN

Is your Permanent Address same as your Present Address?

Permanent Address



University of Science and Technology, Meghalaya

2019-20 Admission

Student Online Admission Form

1	Course Details
2	Personal Details
3	Address Details
4	Education Details
5	Document Upload

Education Information

Please enter your qualification information and proceed to the next step.

10th Details

Board/University

Board/University

Enter Board/University Name

Subject Names

Subject Names

Enter Subject Names

Year of Passing

Year of Passing

Enter Year of Passing

Percentage

Percentage

Enter Percentage

12th Details

Board/University

Board/University

Enter Board/University Name

Subject Names

Subject Names

Enter Subject Names



1 Course Details

2 Personal Details

3 Address Details

4 Education Details

5 Document Upload

Document Upload

Please upload all the needed document and submit.

***Required**

Candidate Photo (JPG only max 100KB size
480 X 640)

No file chosen

***Required**

Candidate Signature (JPG only max 50KB size
160 X 560)

No file chosen

***Required**

Identity Proof (Voter ID / AADHAAR / PAN /
Any other Document) (JPG only max 500KB)

No file chosen

***Required**

Address Proof (Voter ID / AADHAAR / Any
other Document) (JPG only max 500KB)

No file chosen

#if available

PAN Card (JPG only max 500KB)

No file chosen

#if not UR

Caste Certificate (JPG only max 500KB)

No file chosen





University of Science & Technology, Meghalaya

**ACCOUNT & FINANCE MANAGEMENT
UNIVERSITY OF SCIENCE & TECHNOLOGY,
MEGHALAYA**

**Steps for Account & Finance
in Digital Management System (DMS)**

Link: <http://accounts.ustm.org.in/>

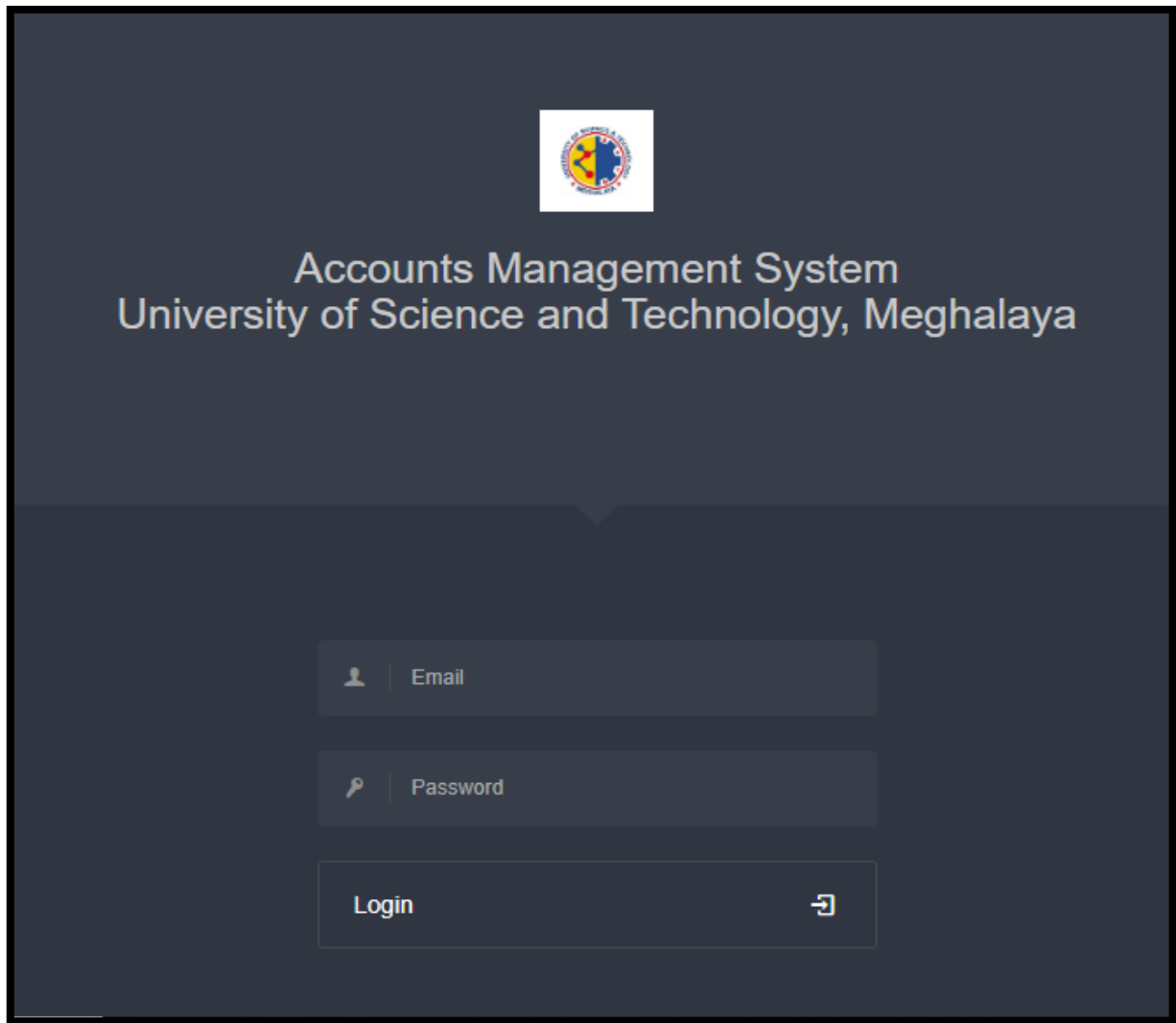
- **ACCOUNTS AND FINANCE:**

This collection manages the accounts and finance. It concerns with the details of the fee due and fee cleared by each and every student that means it keeps note of the student fee details. From this collection a user could easily access the details of any student whose fee is due or whose fee is already cleared. The above information included all about the account management after this account management the implementation of the various procedures is possible through the help of finance. The finance policy helps in the areas such as Session creation, department creation, etc.

Under this collection certain steps are to be followed in order to make entry and access the details-

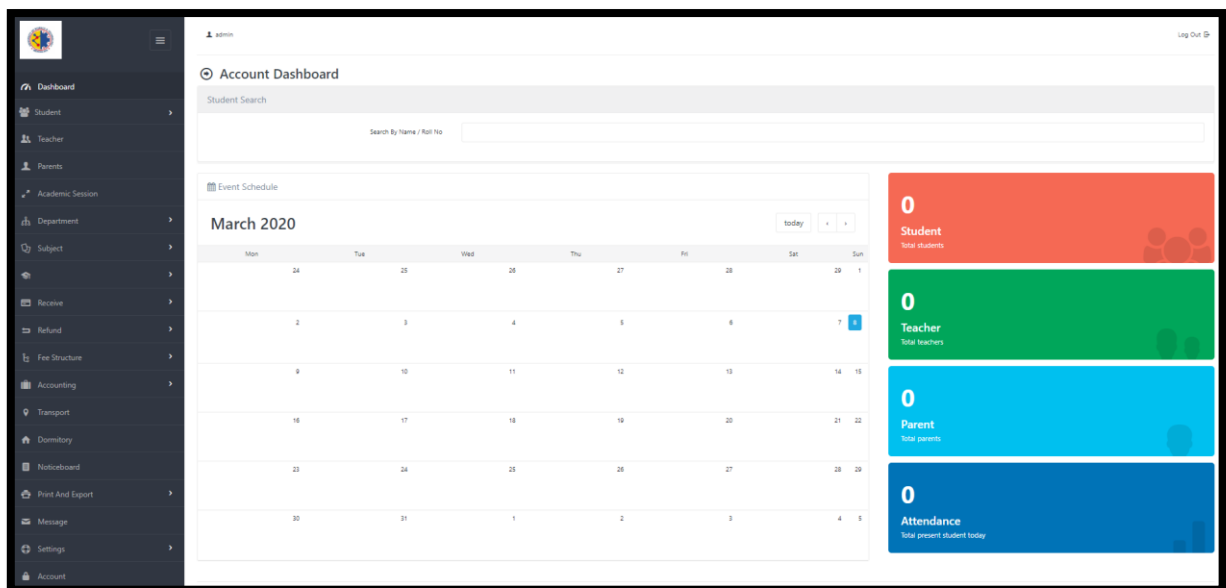
- 1. Under MASTER section certain areas such as Session Creation, Department Creation, School Creation, Subject Creation, Course Creation, etc. are available.*
- 2. Under ACCOUNTS section certain options such as Student fee collection entry, Student due display, Monthly fee collection details, Hostel fee collection, Transport fee collection etc are available. From the following options reports of the various fields mentioned are available.*
- 3. If a person pays a cheque then with the help of Cheque/Draft receive entry and Cheque bounce alternative entry any issues related to cheques can be solved and the particular options mentioned are available in the ACCOUNTS section.*
- 4. Under ACCOUNTS section another option named REPORTS is available through which report of the information required is received as per need.*

Process: -



In order to log-in to the ACCOUNT MANAGEMENT SYSTEM the user needs to ENTER E-MAIL and PASSWORD. And then click on LOGIN option.

DASHBOARD



As per the picture above the home-page of the ACCOUNT MANAGEMENT SYSTEM appears.

STUDENT

Under the student section the user can access options such as ADMIT STUDENT, STUDENT INFORMATION, NEW-CLASS ASSIGN, STUDENT PROMOTION, STUDENT HOSTEL ASSIGN, STUDENT TRANSPORT ASSIGN, STUDENT TRANSFER and STUDENT MARKSHEET.

The screenshot displays the 'Account Dashboard' for an 'admin' user. It features a sidebar with navigation options: Dashboard, Student (with sub-options: Admit Student, Student Information, New Class Assign, Student Promotion, Student Hostel Assign, Student Transport Assign, Student Transfer, Student Marksheet), and Log Out. The main content area includes a 'Student Search' section with a search box labeled 'Search By Name / Roll No'. Below this is an 'Event Schedule' section for 'March 2020', showing a calendar grid with dates from 24 to 31. To the right of the calendar are two summary cards: a red card for 'Student' with 'Total students' and a green card for 'Teacher' with 'Total teachers', both showing a count of 0.

DEPARTMENT

Under this option user could get options such as MANAGE DEPARTMENT and MANAGE SECTIONS. Using them the user could manage any information relating to department and sections.

The screenshot shows the 'Department' management interface. The sidebar contains options: Manage Department, Manage Sections, Subject, Receive, Refund, Fee Structure, Accounting, Transport, Dormitory, Noticeboard, and Print And Export. The main area displays a calendar for 'March 2020' with a grid of dates from 24 to 31. The calendar is currently showing the week of March 24th to 30th, with the 8th of the month highlighted in blue.

RECEIVE

Under this option user can get into options such as SINGLE RECEIVE and BULK RECEIVE where they could represent information relating to a single receive or a bulk receive.

SINGLE RECEIVE

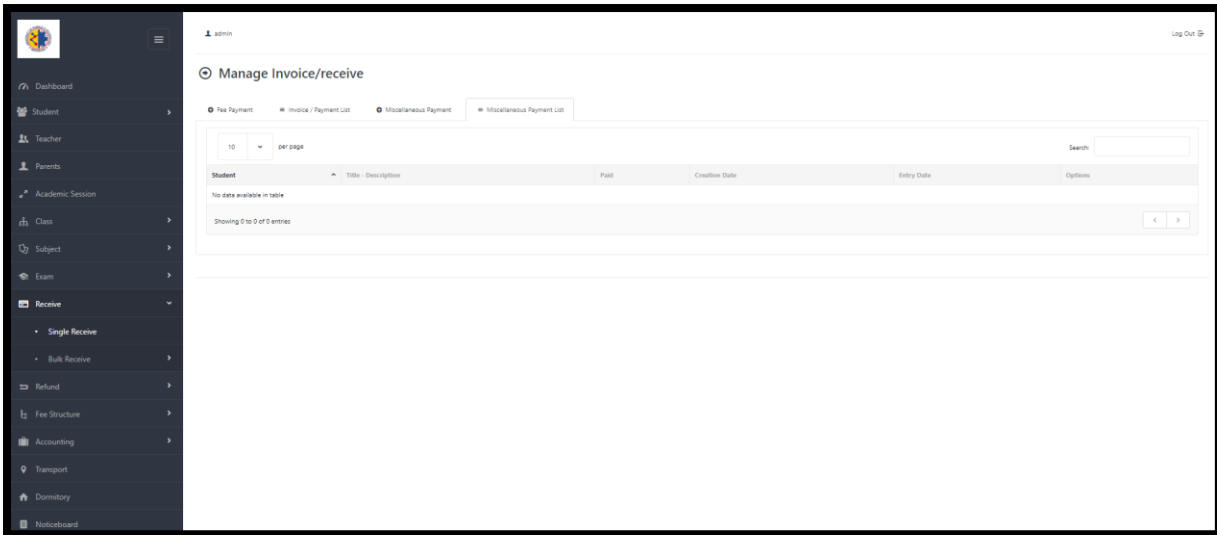
Under single receive user could access option named as FEE PAYMENT where all the required fields to make an entry of a fee payment is to be entered.

The screenshot shows the 'Manage Invoice/receive' interface. It features a sidebar with navigation options like Dashboard, Student, Teacher, Parents, Academic Session, Class, Subject, Exam, Receive (with sub-options for Single Receive and Bulk Receive), Refund, Fee Structure, Accounting, Transport, Dormitory, and Noticeboard. The main content area is titled 'Manage Invoice/receive' and includes tabs for Fee Payment, Invoice / Payment List, Miscellaneous Payment, and Miscellaneous Payment List. The form is organized into four main sections: Student Information, Due Information, Invoice Information, and Payment Information. Each section contains various input fields and dropdown menus for data entry. A 'Pay Fee' button is prominently displayed at the bottom of the form.

Under the Single Receive option user could another option named as INVOICE/PAYMENT LIST where all the list of payment of the whole day could be accessed as per need.

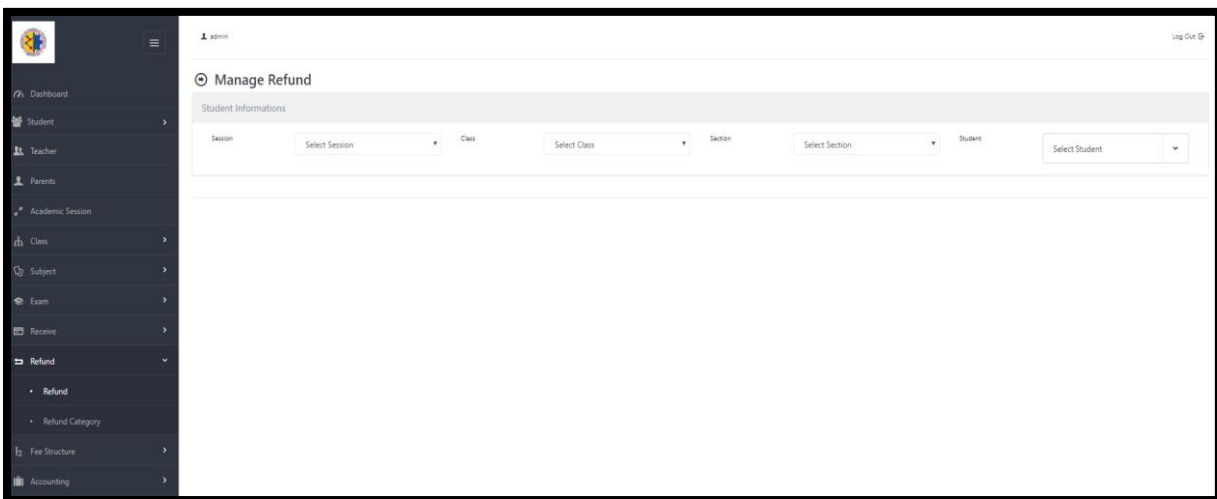
This screenshot displays the 'Assigning Information' section of the 'Manage Invoice/receive' form. It features three dropdown menus for Session, Class, and Section, followed by a 'Get Information' button. Below this section is a table with the following columns: Student, ID Code, Roll No, Invoice No, Fee Type, Fee Month, Paid, Date Creation, Date Entry, and Options. The table is currently empty.

Under the SINGLE RECEIVE option user can find MISCELLANEOUS PAYMENTV LIST where list of all the miscellaneous payment can be accessed.



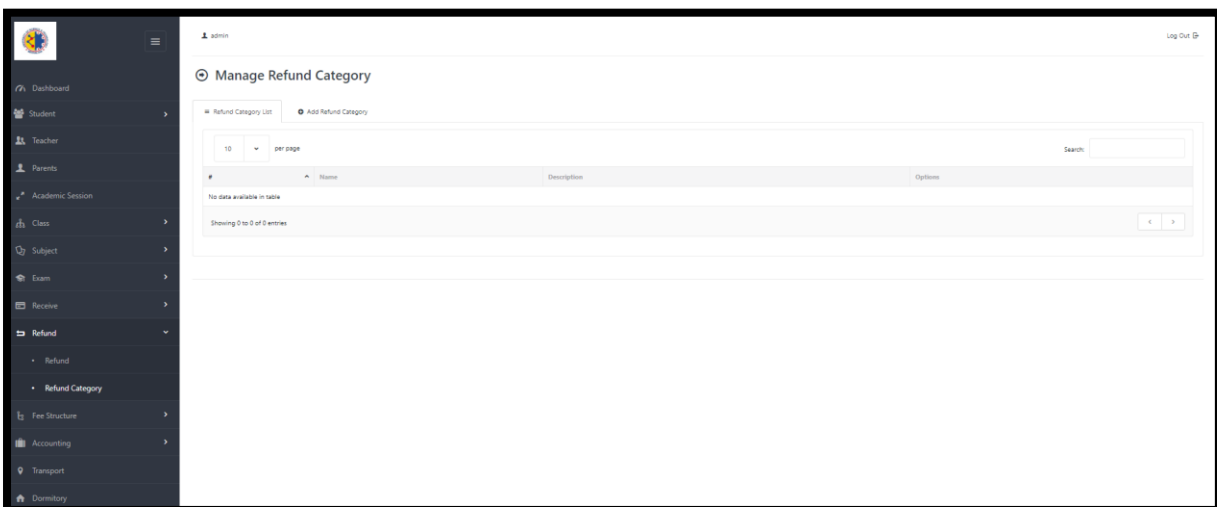
REFUND

Under the option the user could get few options named as REFUND and REFUND CATEGORY.



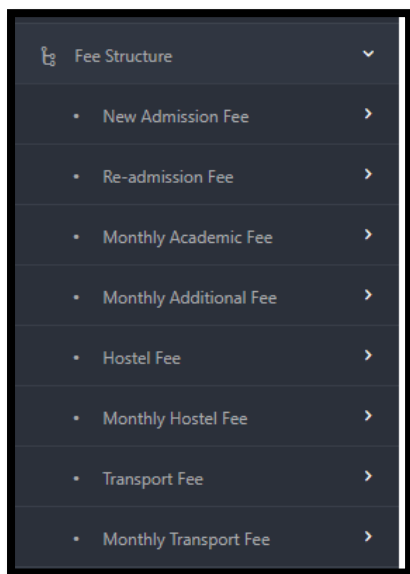
REFUND CATEGORY

Under this option the user can find the refund category list and can also add any kind of refund category.



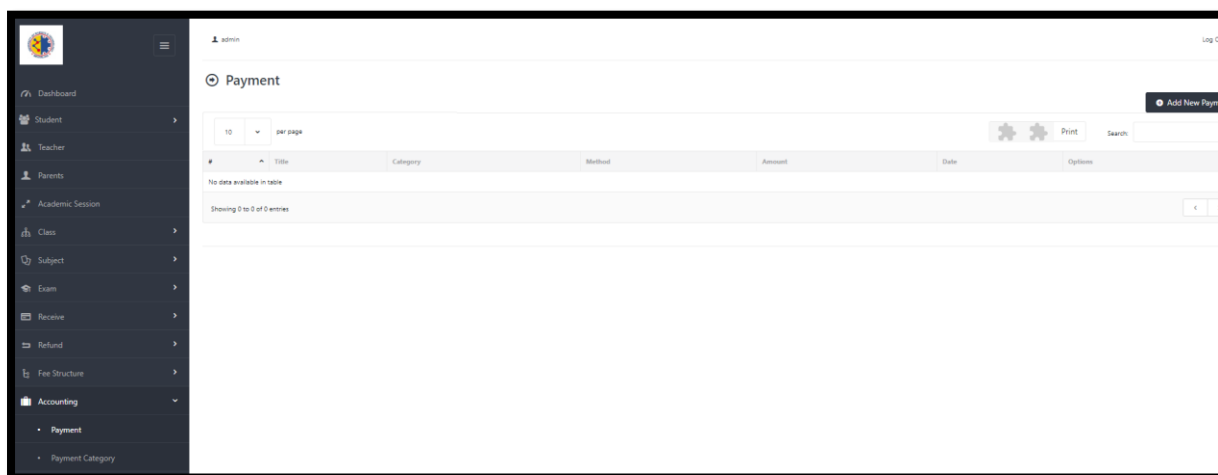
FEE STRUCTURE

Under this option the user can get options like NEW ADMISSION FEE, RE-ADMISSION FEE, MONTHLY ACADEMIC FEE, MONTHLY ADDITIONAL FEE, HOSTEL FEE, MONTHLY HOSTEL FEE, TRANSPORT FEE and MONTHLY TRANSPORT FEE.



ACCOUNTING

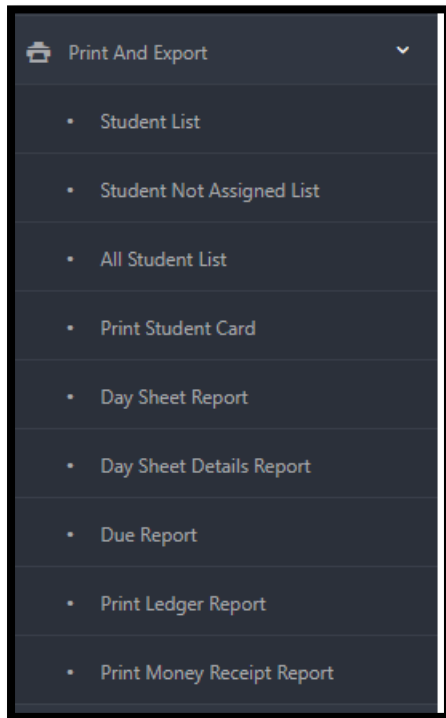
Under this option the user could access two options named as PAYMENT and PAYMENT CATEGORY.



PRINT AND EXPORT

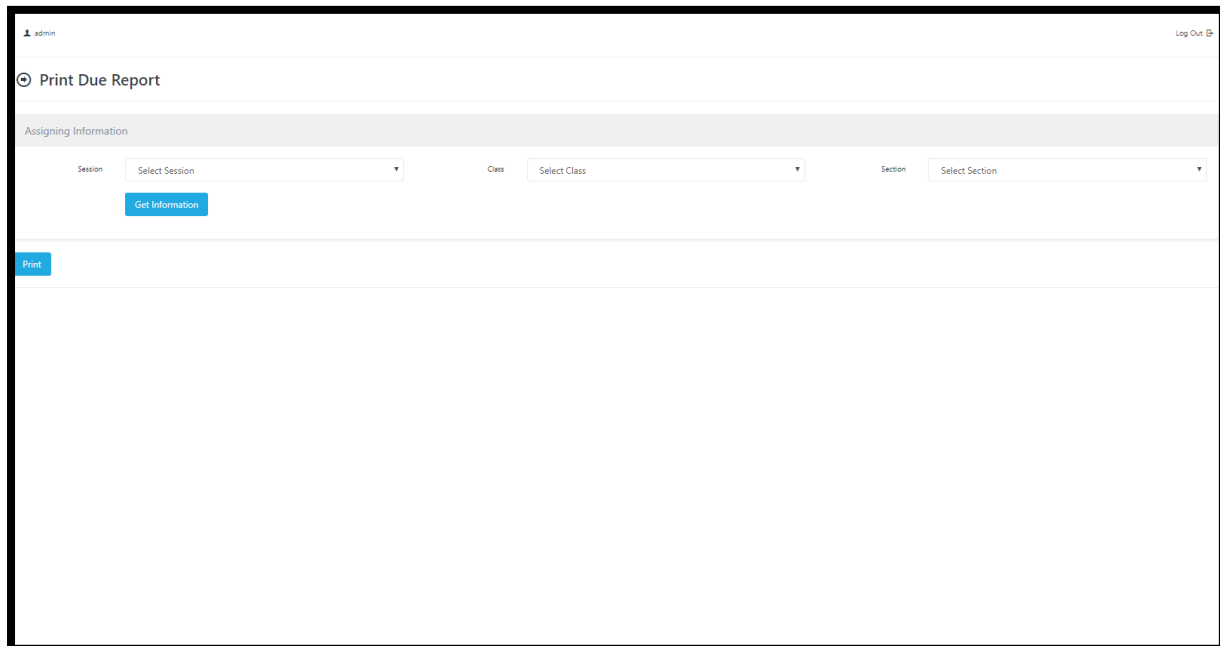
Under this category the user could access fields such as STUDENT LIST, STUDENT NOT ASSIGNED LIST, ALL STUDENT LIST, PRINT STUDENT CARD, DAY SHEET REPORT, DAY SHEET DETAILS REPORT, DUE REPORT, PRINT LEDGER REPORT, PRINT MONEY RECEIPT REPORT,

EXPECTATION OF THE MONTH, COLLECTING OF THE MONTH. Using these options user can print or information relating to the above-mentioned fields.



PRINT DUE REPORT

By filling up the required fields as per need in the option the user can access the total due report.





University of Science & Technology, Meghalaya

HR MANAGEMENT SYSTEM UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for HR Management in Digital Management System (DMS)

• HR MANAGEMENT:

This collection mainly concerns to that of the records of staff relating to leave, salary etc. It consists of the information of each and every staff about their work. It records the information such that the user could access it at any point of time.

In order to run this collection certain steps are to be followed such as-

1)Under the Admin Panel, click on EMPLOYEE

2)Under employee click on Add Employee in order to add an employee.

3)Then click on Employee List in order to access the list of employees.

4)Again under the Admin Panel, click on PAYROLL MANAGEMENT

5)Under the payroll management various options such as Salary details, Employee salary list, Leave Management, Loan Management, Payslip, etc are available. In the above-mentioned option, some branch options foe the following are found which are to be filled up according to the needs of the user.

Link: <http://payroll.ustm.org.in/>



HR Management System
University of Science and
Technology, Meghalaya

User Name

Password

Submit

To sign-in to the HR Management System the user needs to

1)Enter Username

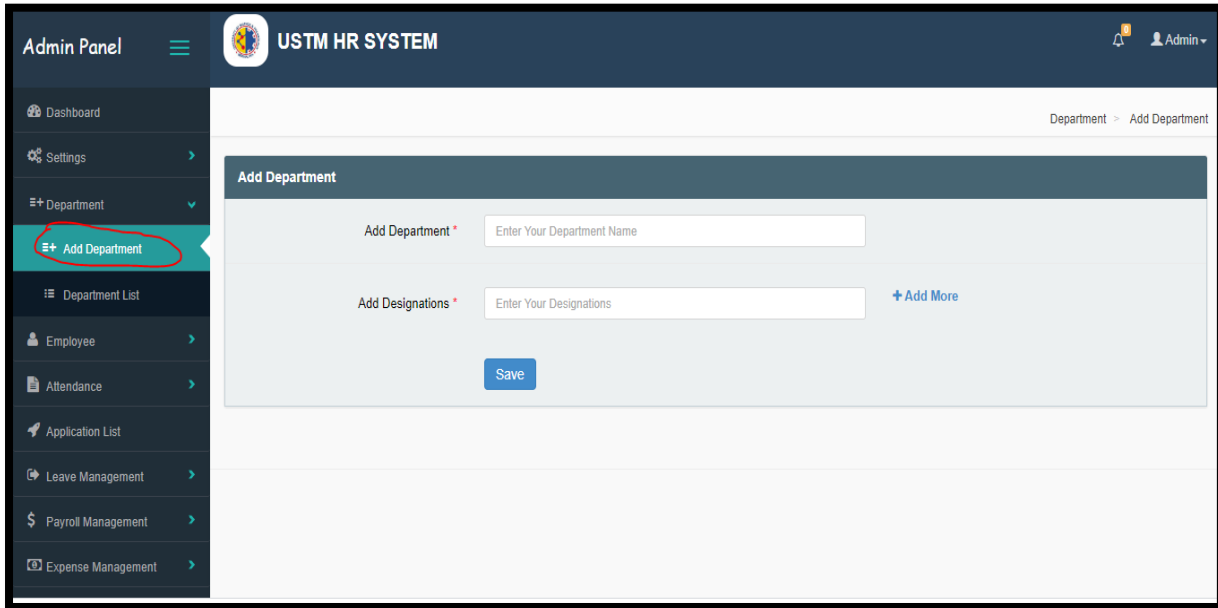
2)Enter Password

And thus, user would be able to access the home-screen of the HR Management System.

DEPARTMENT

Under the Admin Panel the user could see the department option where they could access the options as ADD DEPARTMENT and DEPARTMENT LIST.

ADD DEPARTMENT



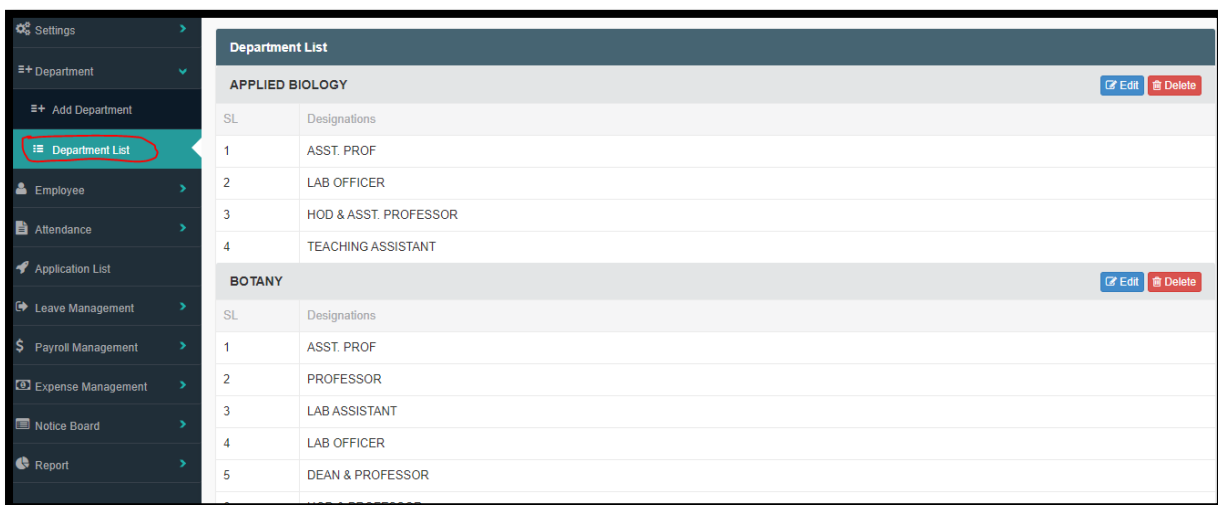
Under the admin panel comes the option DEPARTMENT where the Add Department is present. In order to add department the user needs to fill up the fields namely-

- 1) Add Department
- 2) Add Designations

And then click on save option to add the respective department.

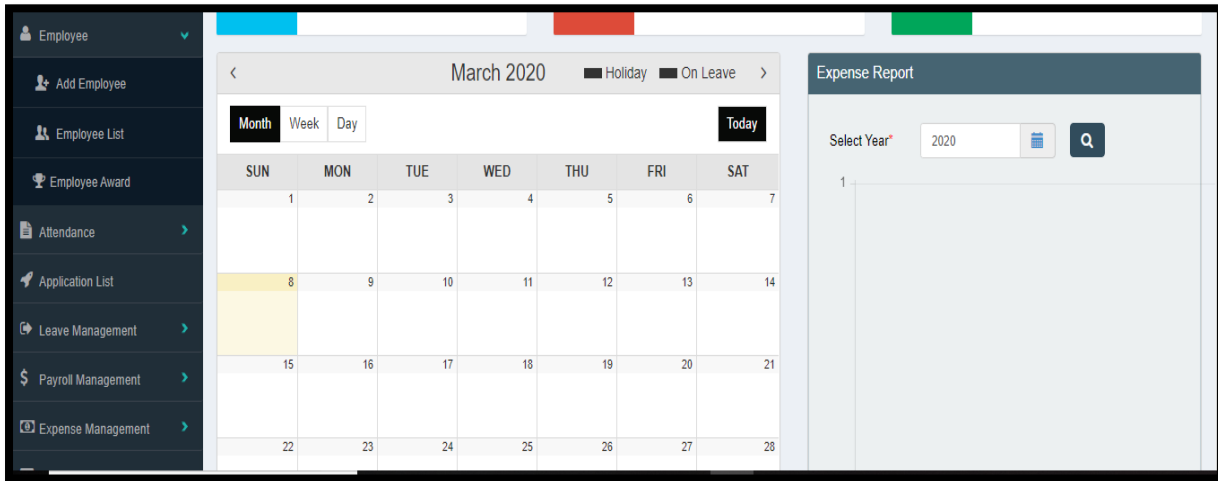
(There is also an option named as Add More where the user can enter any other extra information as per need.)

DEPARTMENT LIST



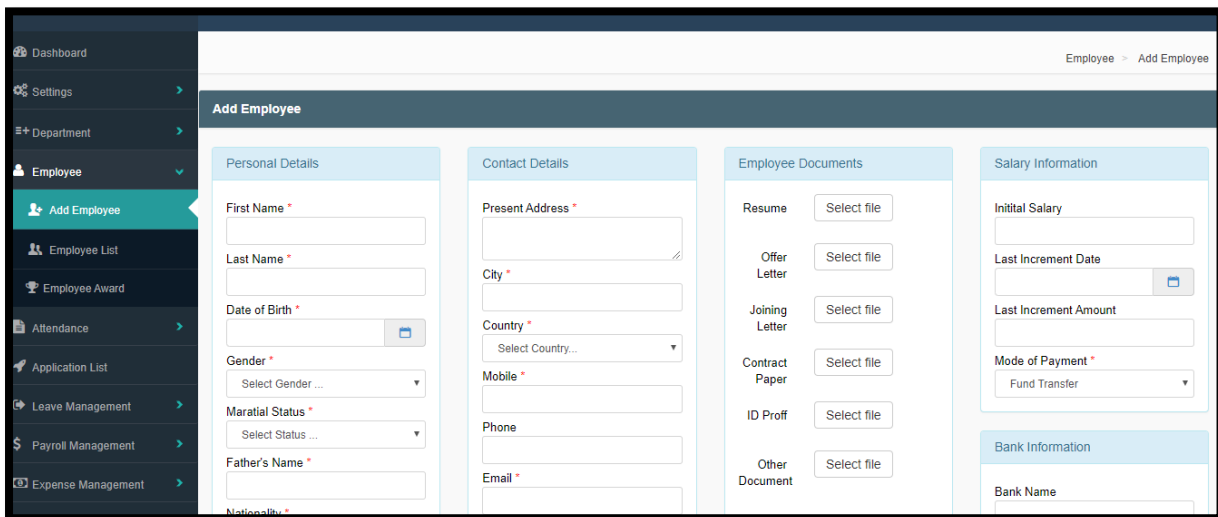
Under the Department List option the user could access the information as per need from the required Department. The user can also Edit and Delete as per need.

EMPLOYEE



Under the admin panel the user could access the Employee option where they can get options such as ADD EMPLOYEE,EMPLOYEE LIST and EMPLOYEE AWARD.

ADD EMPLOYEE



In the ADD EMPLOYEE options the user needs to fill certain criteria as per shown in the above picture. For example- the personal details (first and last name, DOB, etc.), the contact details, the employee documents, the salary information, etc. After finishing the user needs to click on save option in order to add an employee.

EMPLOYEE LIST

EMP ID	Employee	Dept. > Designations	Mobile	Status	View	Action
CBO-0007A	Abdul Latif	CPS-B, Operational Staff > Bus Driver	9401993695	Active		
CBO-0009A	Islam Uddin	CPS-B, Operational Staff > Peon	8136076564	Active		
CBO-0010A	Milon Dey	CPS-B, Operational Staff > Security	9954378173	Active		
CBO-0012B	Bapon Laskar	CPS-B, Operational Staff > Bus Driver	9577497810	Active		
CBO-0013B	Joya Suklabaidya	CPS-B, Operational Staff > Office Attendant	7896825877	Active		
CBO-0019D	Khalil Ahmed	CPS-B, Operational Staff > Security	6900853458	Active		
CBO-0022E	Hiren Roy	CPS-B, Operational Staff > Cleaner	9435770626	Active		
CBO-0024F	Foyez Ali	CPS-B, Operational Staff > Bus Driver	9957770208	Active		

In this option named as EMPLOYEE LIST the user could access the information of the employees.

EMPLOYEE AWARD

Add New Award to Employee

Select Designation *

Employee *

Award Name / Title *

Gift Item

Award Amount

Select Month *

If any award is to be given to any of the employee in the department. Then the option Employee Award is needed to be used and certain fields are to be filled-up. After being done the user needs to click on SAVE option in order to save the information.

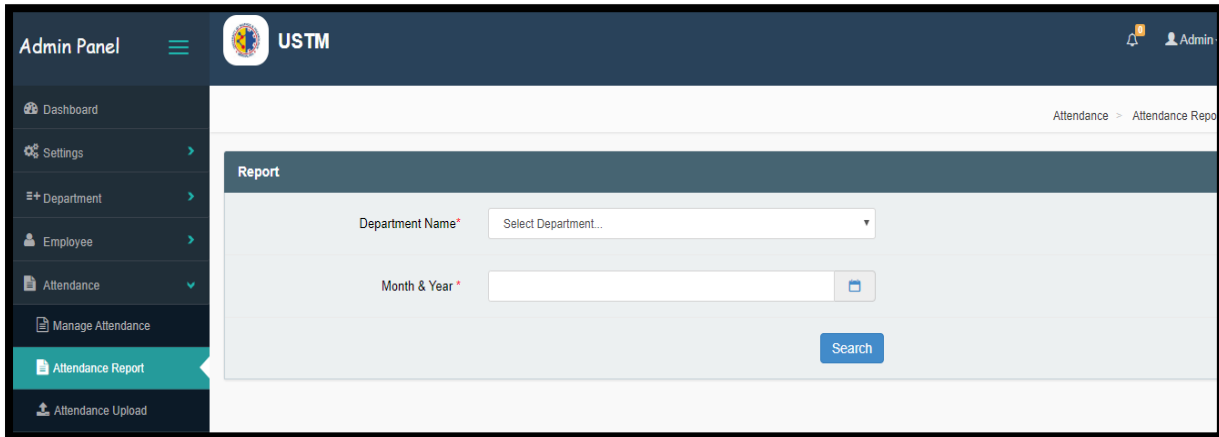
ATTENDANCE

Under the ADMIN PANEL the user could find the options such as MANAGE ATTENDANCE, ATTENDANCE REPORT and ATTENDANCE UPLOAD.

MANAGE ATTENDANCE

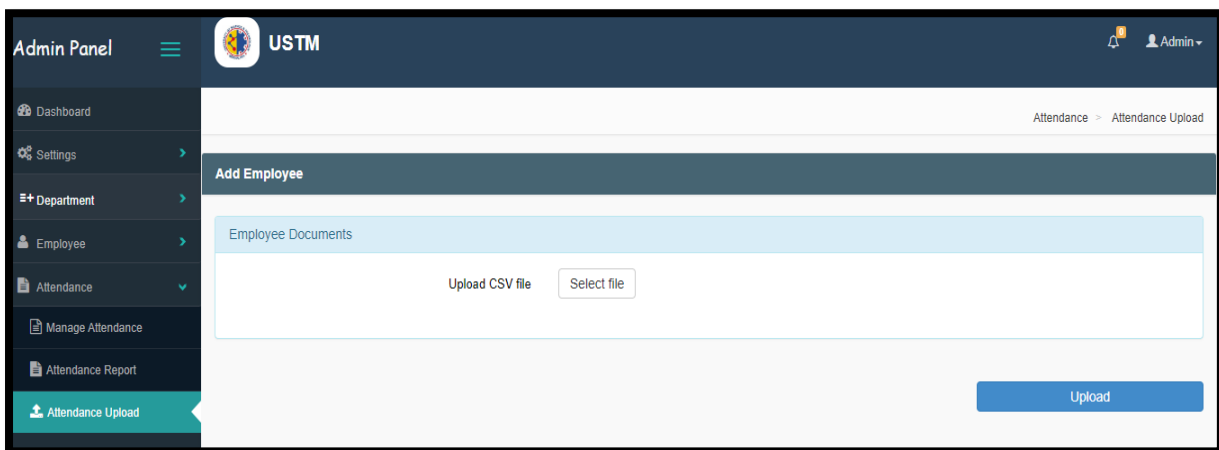
In the Manage Attendance option user could manage any criteria related to the attendance of the students.

ATTENDANCE REPORT

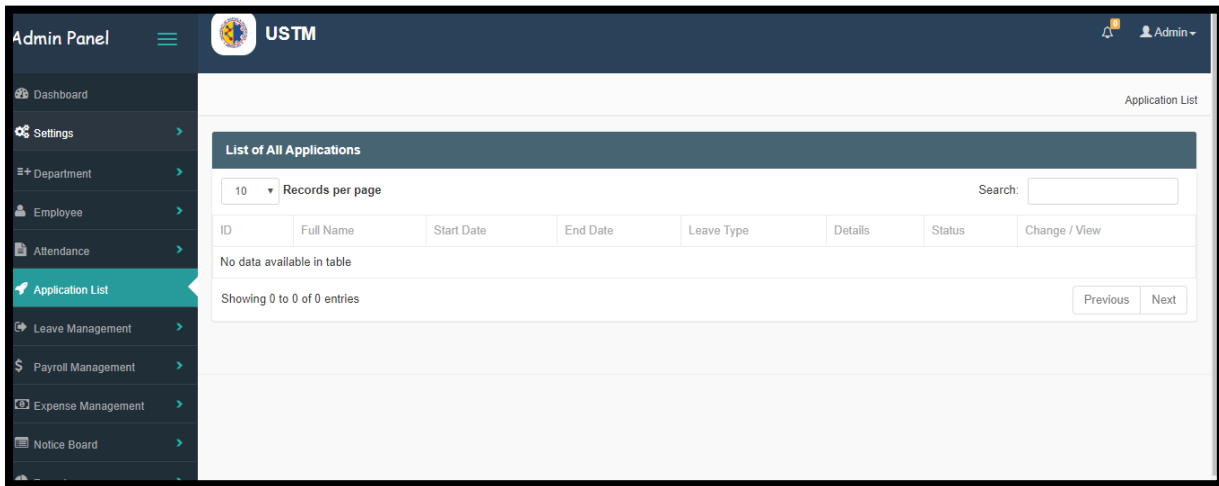


With the help of this option user could access the attendance report by providing the Department Name and the month & year. Then the user needs to select the Search option.

ATTENDANCE UPLOAD



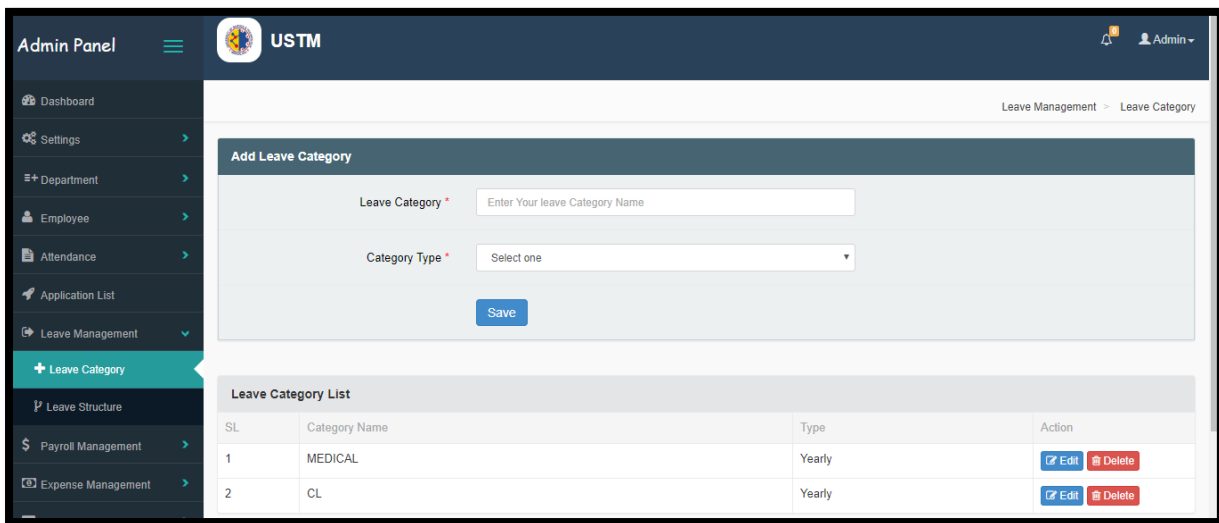
With the help of this option any third party could lay their hands on the management of attendance with the help of any other software or. After that the accessor needs to click on UPLOAD option.



LEAVE MANAGEMENT

Under the ADMIN PANEL, the user could access an option named as LEAVE MANAGEMENT under which two options named as LEAVE CATREGORY and LEAVE STRUCTURE are present.

LEAVE CATEGORY



In the LEAVE CATEGORY the user can put in information related to the leave of any employee.

LEAVE STRUCTURE

The screenshot shows the 'Leave Structure' configuration page in the USTM Admin Panel. The left sidebar contains navigation options like Dashboard, Settings, Department, Employee, Attendance, Application List, Leave Management, Leave Category, Leave Structure (highlighted), Payroll Management, Expense Management, Notice Board, and Report. The main content area has a breadcrumb 'Leave Management > Leave Structure'. It features a search section with dropdowns for 'Select Designation' (ASST. PROF), 'Category' (MEDICAL), and 'Year' (2020). Below this are two panels: 'Add Leave Structure' with a 'Leave Days' input (20) and a 'Save' button; and 'After Leave Absent Salary Cut Details' with 'Cut Days' and 'In Days' inputs and a 'Save' button.

Under this option

PAYROLL MANAGEMENT

Under this option the user could access many files such as MANAGE SALARY DETAILS, EMPLOYEE SALARY LIST, MAKE PAYMENT, MAKE BULK PAYMENT, OPERATE PAYSリップ, SALARY AMOUNT CATEGORY, LEAVE MANAGEMENT and LOAN MANAGEMENT.

MANAGE SALARY DETAILS

The screenshot shows the 'Manage Salary Details' page in the USTM Admin Panel. The left sidebar has options like Payroll Management, Manage Salary Details (highlighted), Employee Salary List, Make Payment, Make Bulk Payment, Generate Payslip, Salary Amount Category, Leave Management, Loan Management, Expense Management, Notice Board, and Report. The main content area has a search for 'Employee' with a 'GO' button. Below is the 'Salary Increment Details' section with fields for 'Employment Type' (Permanent), 'Basic Salary' (4000), 'Previous Year Feedback (%)', 'Current Year Feedback (%)', 'Absent/YR In days', 'Grade' (B (Average)), 'Increment Type', and 'Remarks'. At the bottom, there are four summary boxes: 'Allowances' (Extra Allowances: 6000, Increment: empty), 'Deductions' (ESI: 0, Transportation: empty), 'Tax Deductions' (January: 0), and 'Total Salary Details' (Basic Salary: 4000, Minimum Allowance: empty).

In this option the salary of the details of the salary of any employee is required to be entered.

EMPLOYEE SALARY LIST

ID	Full Name	Emp Type	Basic Salary	Daily Wages	Minimum Allowance	Net Salary Minimum	Lowest Deduction	Gross Salary Maximum	Overtime per hour	Details	Action
CBO-0001A	Namita Das	Permanent	Rs. 3,000.00	-	Rs. 1,900.00	Rs. 4,900.00	Rs. 360.00	Rs. 4,140.00	Rs. 0.00		Edit
CBO-0002A	Abdul Hakim	Permanent	Rs. 3,500.00	-	Rs. 4,800.00	Rs. 8,300.00	Rs. 420.00	Rs. 7,080.00	Rs. 0.00		Edit
CBO-0007A	Abdul Latif	Permanent	Rs. 3,500.00	-	Rs. 3,500.00	Rs. 7,000.00	Rs. 420.00	Rs. 6,080.00	Rs. 0.00		Edit
CBO-0009A	Islam Uddin	Permanent	Rs. 3,000.00	-	Rs. 2,800.00	Rs. 5,800.00	Rs. 360.00	Rs. 4,640.00	Rs. 0.00		Edit
CBO-0010A	Milon Dey	Permanent	Rs. 3,000.00	-	Rs. 2,300.00	Rs. 5,300.00	Rs. 360.00	Rs. 4,140.00	Rs. 0.00		Edit
CBO-0012B	Bapon Laskar	Permanent	Rs. 3,500.00	-	Rs. 2,500.00	Rs. 6,000.00	Rs. 420.00	Rs. 5,580.00	Rs. 0.00		Edit
CBO-0013B	Joya Suklabaidya	Permanent	Rs. 3,000.00	-	Rs. 2,300.00	Rs. 5,300.00	Rs. 360.00	Rs. 4,940.00	Rs. 0.00		Edit
CBO-0019D	Khalil Ahmed	Permanent	Rs. 3,000.00	-	Rs. 2,500.00	Rs. 5,500.00	Rs. 360.00	Rs. 5,140.00	Rs. 0.00		Edit

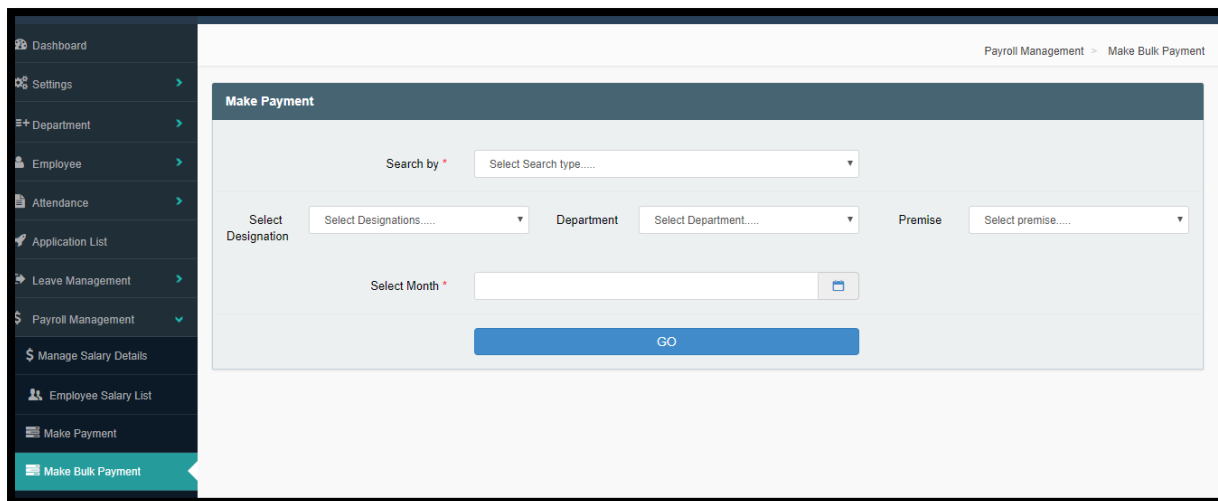
Here user could access details of the salary list of any employee.

MAKE PAYMENT

Payment Month	Payment Date	Gross Salary	Payment Amount	Due Amount	Details
April-2019	23-May-19	30748	30748	0	
January-2020	26-Feb-20	35460	35460	0	

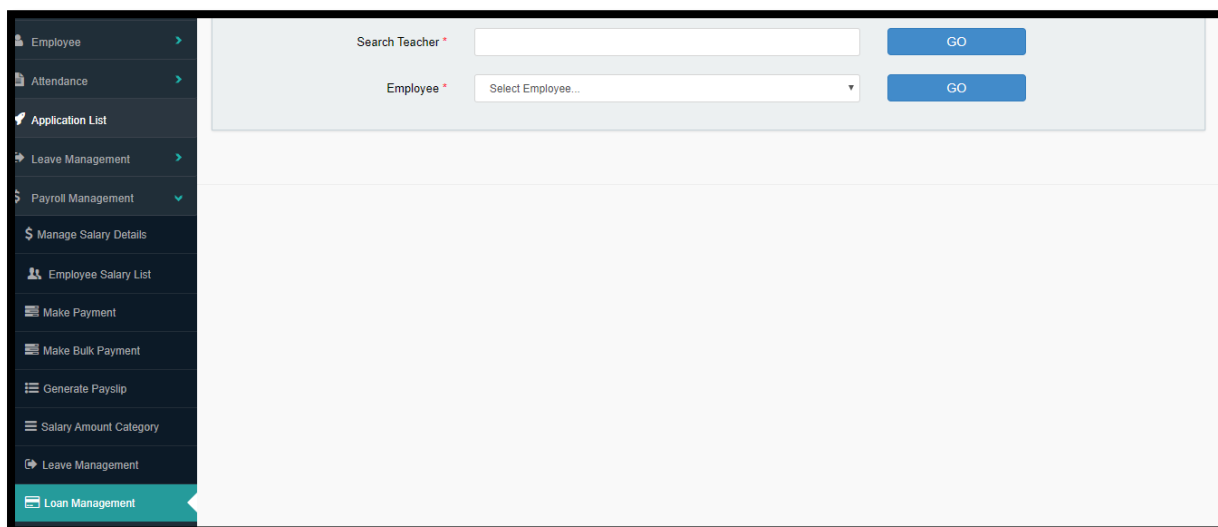
In order to make payment the following details need to be filled-up.

MAKE BULK PAYMENT



In order to make bulk payment this option under the payroll management needs to be used.

LOAN MANGEMENT

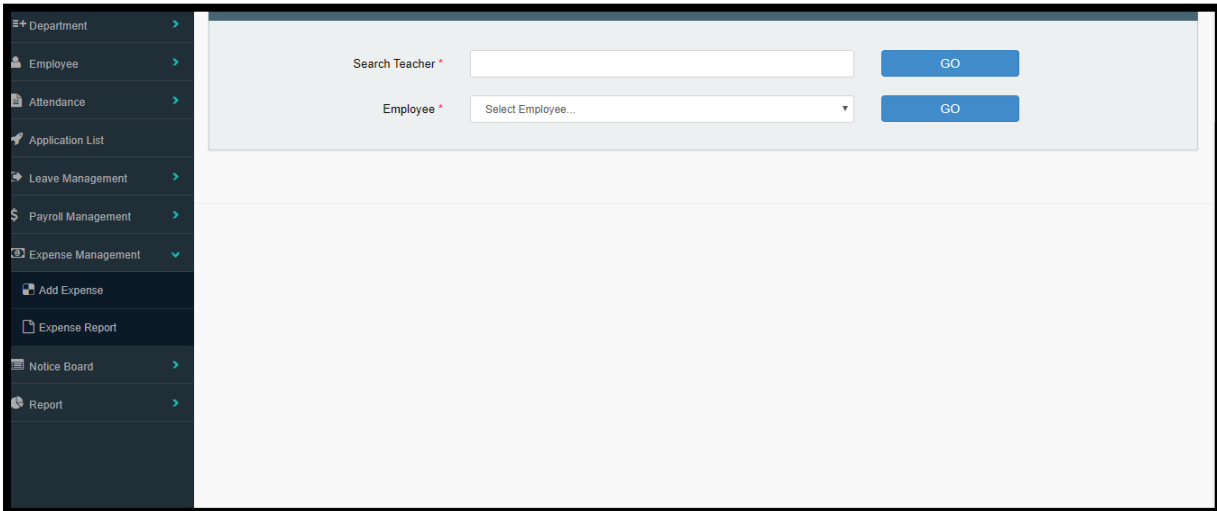


In order to make entry for Loan this option is to be used.

EXPENSE MANAGEMENT

Under the ADMIN PANEL the user could access the option named as Expense Management where it consists of two options named as ADD EXPENSE and EXPENSE REPORT.

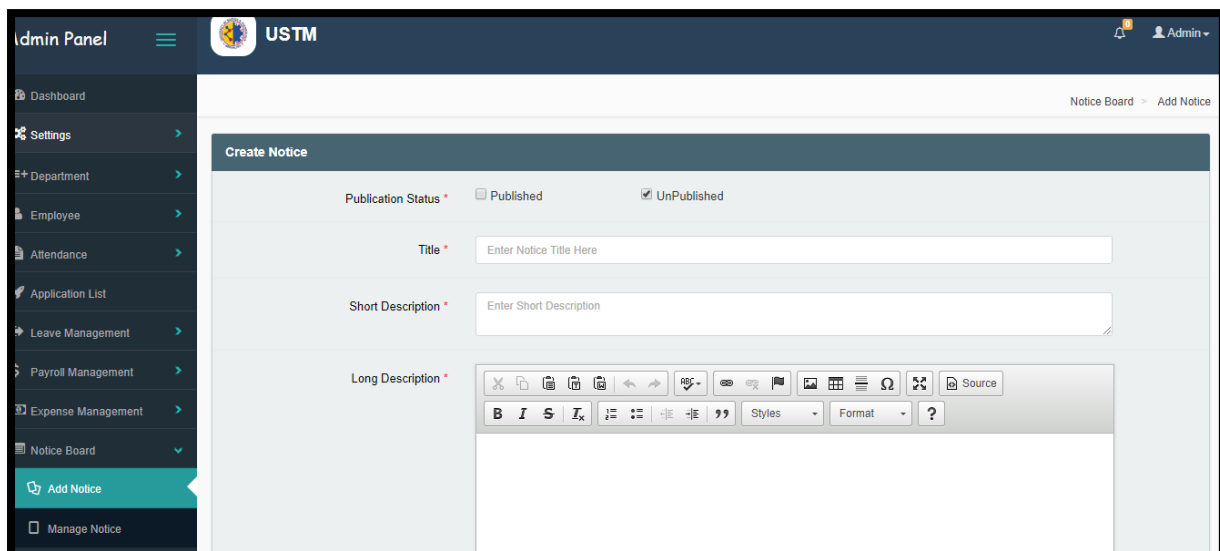
Using these two options the user could make entries of the expenses made and also make a report of it as per need.



NOTICE BOARD

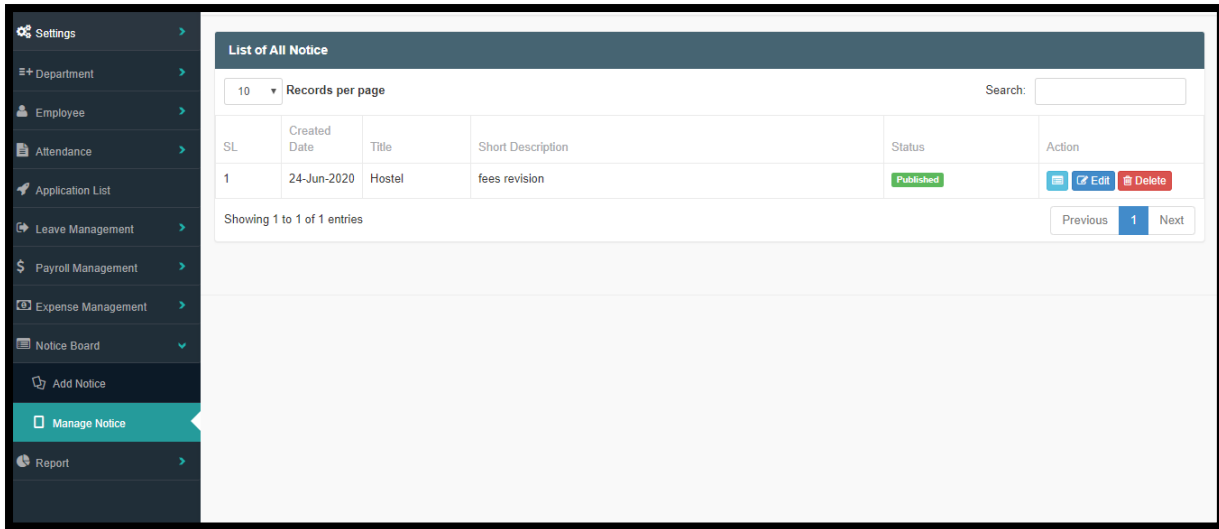
Under the ADMIN PANEL the user can access options such as ADD NOTICE and MANAGE NOTICE.

ADD NOTICE



With the help of ADD NOTICE the user can add any notice required.

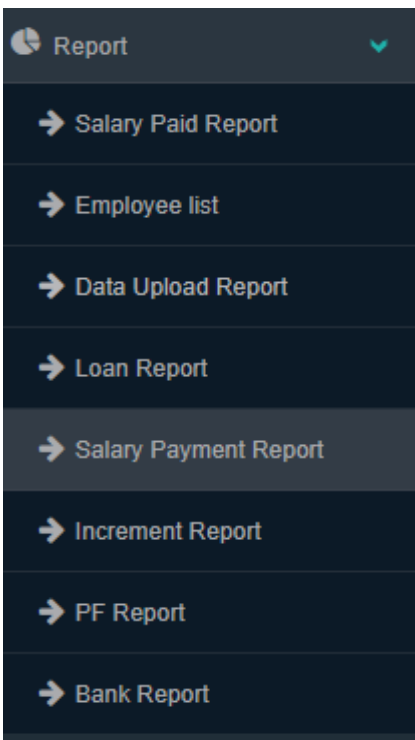
MANAGE NOTICE



With the help of the option MANAGE NOTICE one could manage the information displayed on the notice board.

REPORT

Under the Report option one could access the report of the fields named as- SALARY PAID REPORT, EMPLOYEE LISRT, DATA UPLOAD REPORT, LOAN REPORT, SALARY PAYMENT REPORT, INCREMENT REPORT, PF REPORT and BANK REPORT.



PF REPORT

Report For January,2020

UAN	MEMBER NAME	GROSS_WAGES	EPF_WAGES	EPS_WAGES	EDLI_WAGES	EPF_CONTRI_REMITTED	EPS_CONTRI_REMITTED	EPF_EPS_DIFF
101220043704	DR DEBOJA SHARMA	10800.00	10800.00	10800.00	10800.00	1296.00	900.00	396.00
101220043727	DEBASHISH BORA	9300.00	9300.00	9300.00	9300.00	1116.00	775.00	341.00
101220044998	Dr JAYABRATA SAHA	9000.00	9000.00	9000.00	9000.00	1080.00	750.00	330.00
101503692307	DR MADHUSMITA BORTHAKUR	7500.00	7500.00	7500.00	7500.00	900.00	625.00	275.00

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