University of Science & Technology, Meghalaya

FULLY ATOMATIC EXAMINATION SYSTEM UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for Exam Management in Digital Management System (DMS)

University of Science & Technology, Meghalaya

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- ## 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.

University of Science & Technology, Meghalaya

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.

Welcome
USTM Exam Automation System

  Username

  Password

LOGIN

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.

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

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

Semester

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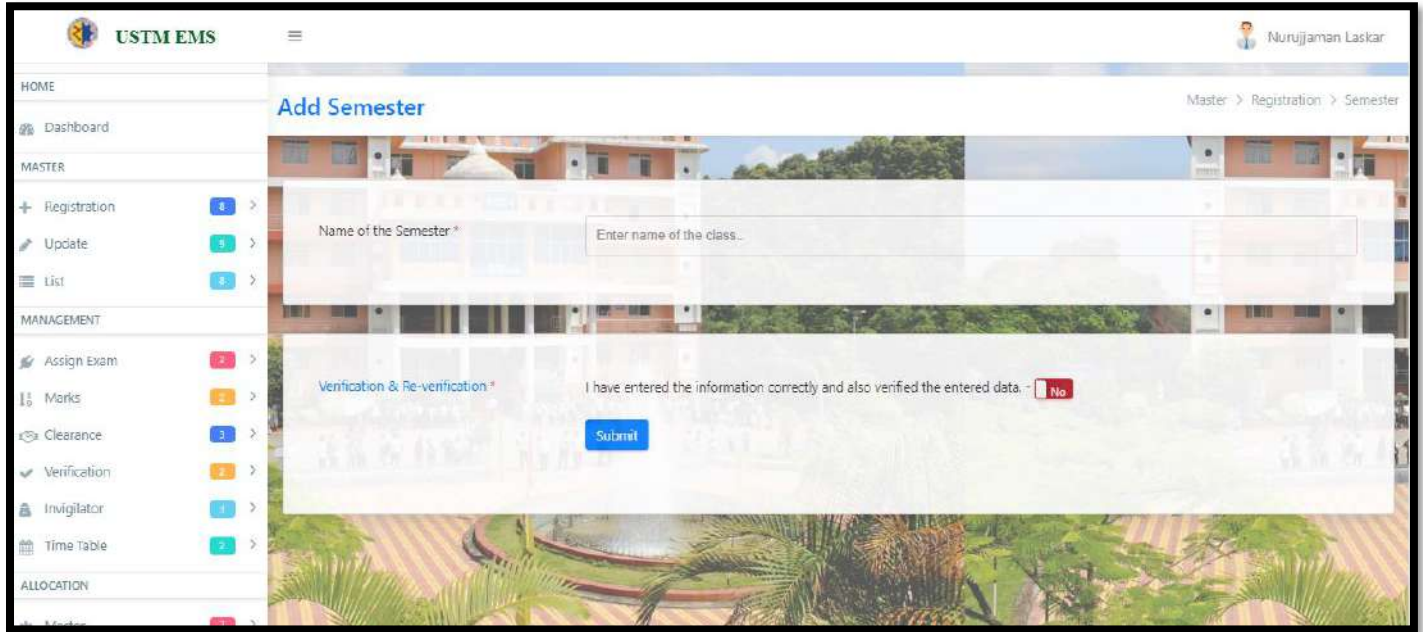
Student

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

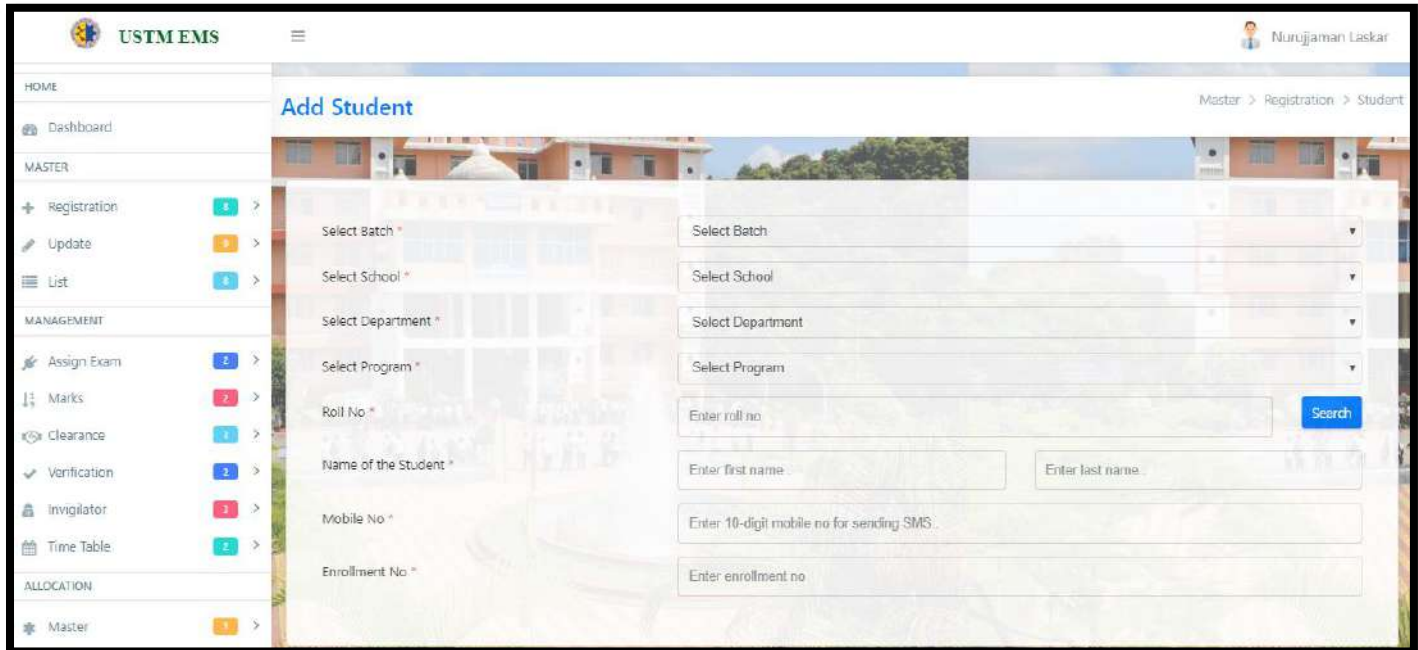*5th Step: Select Program (E.g.: M.SC)*
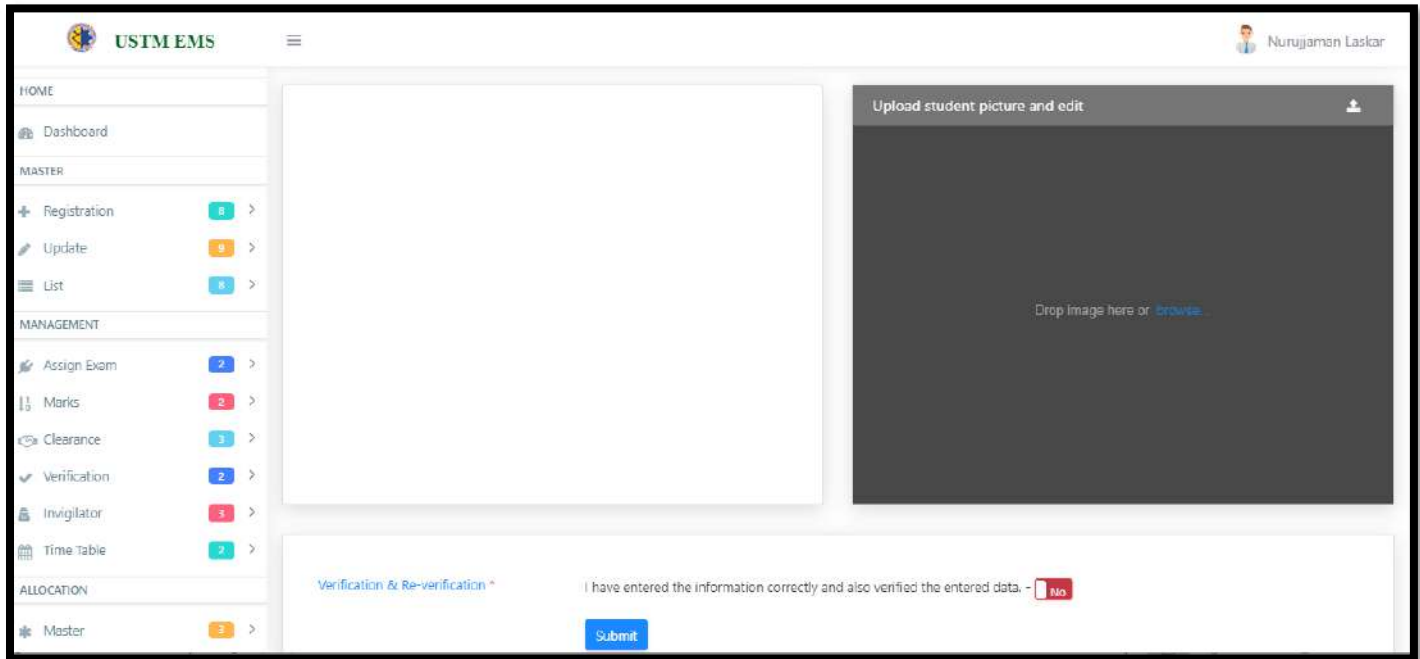
6th Step: Put Roll No.

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

Update

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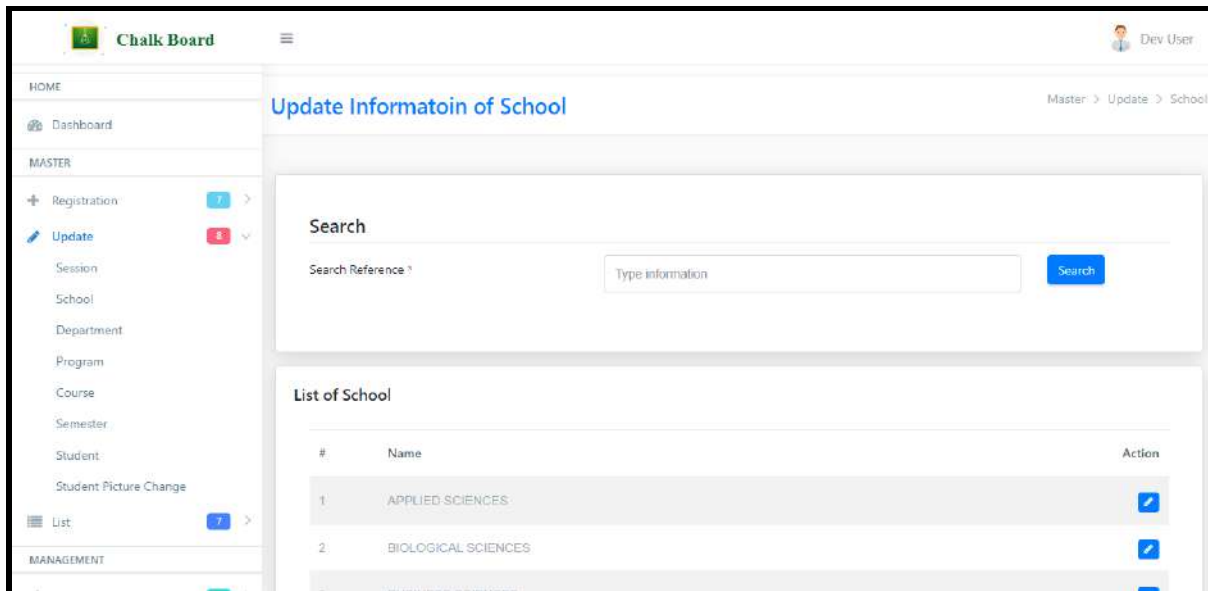
Session

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.
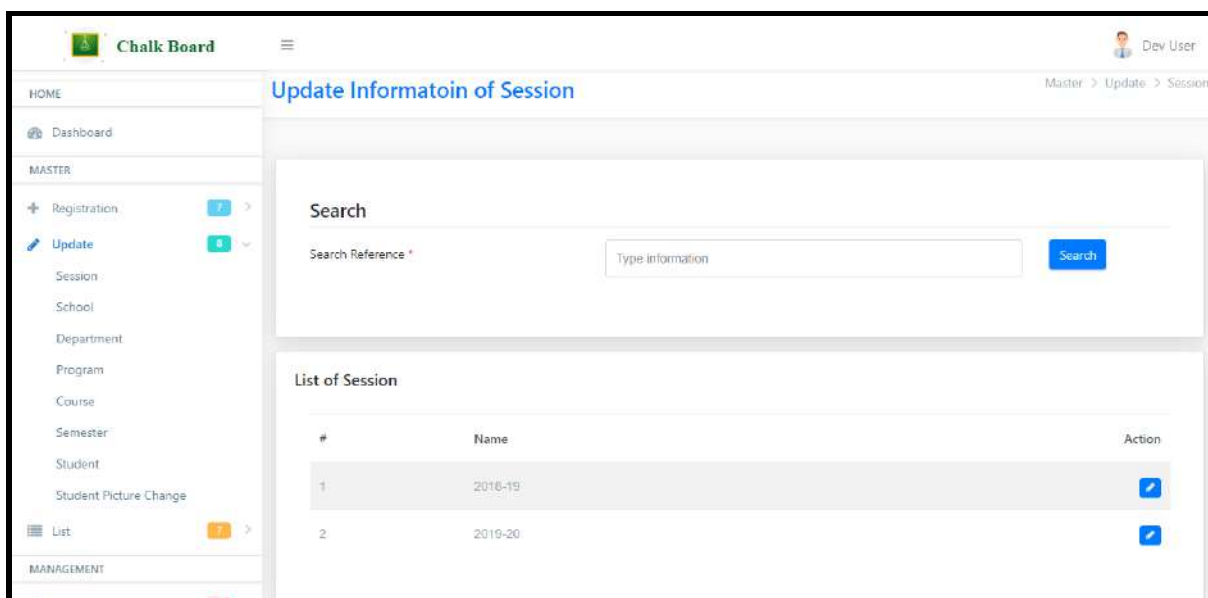
School

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.
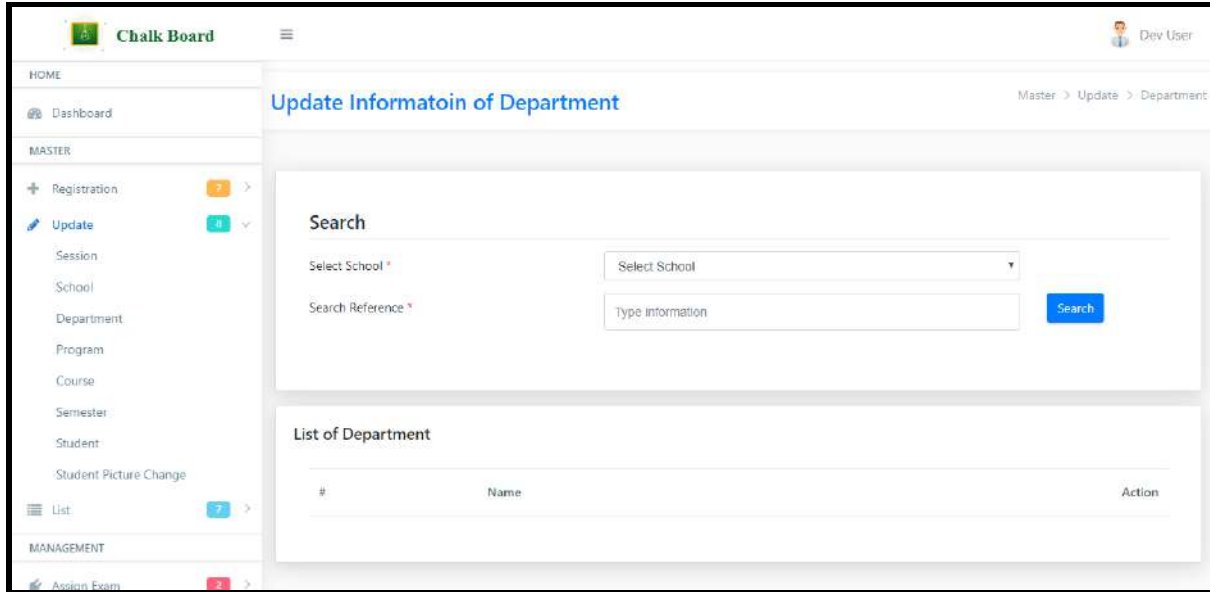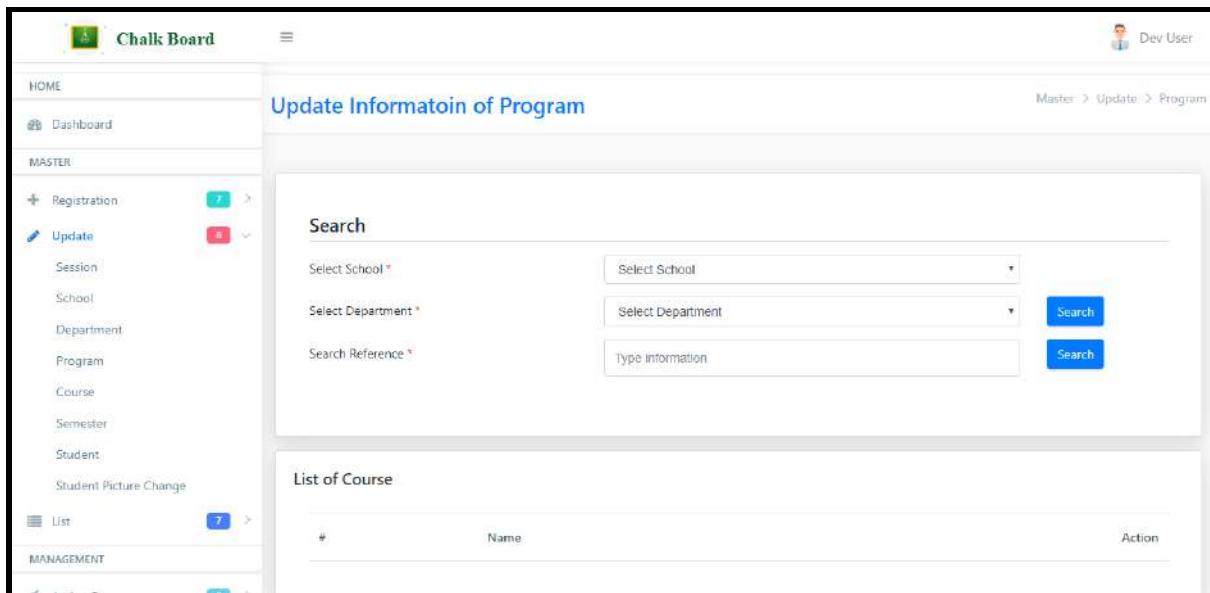

Department

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.
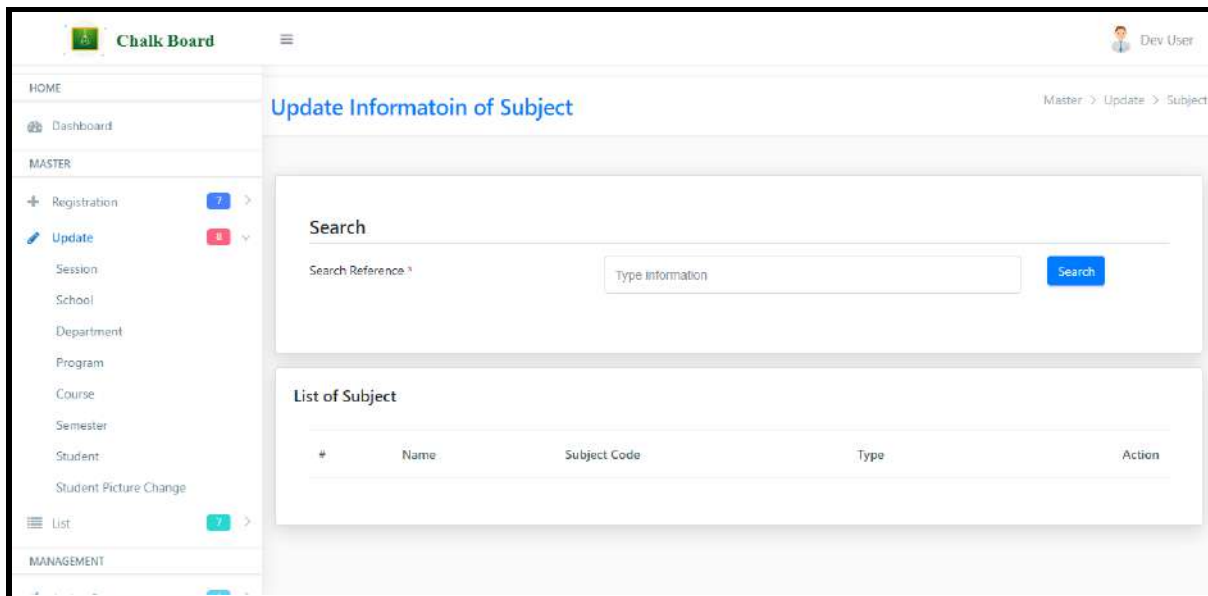
Program

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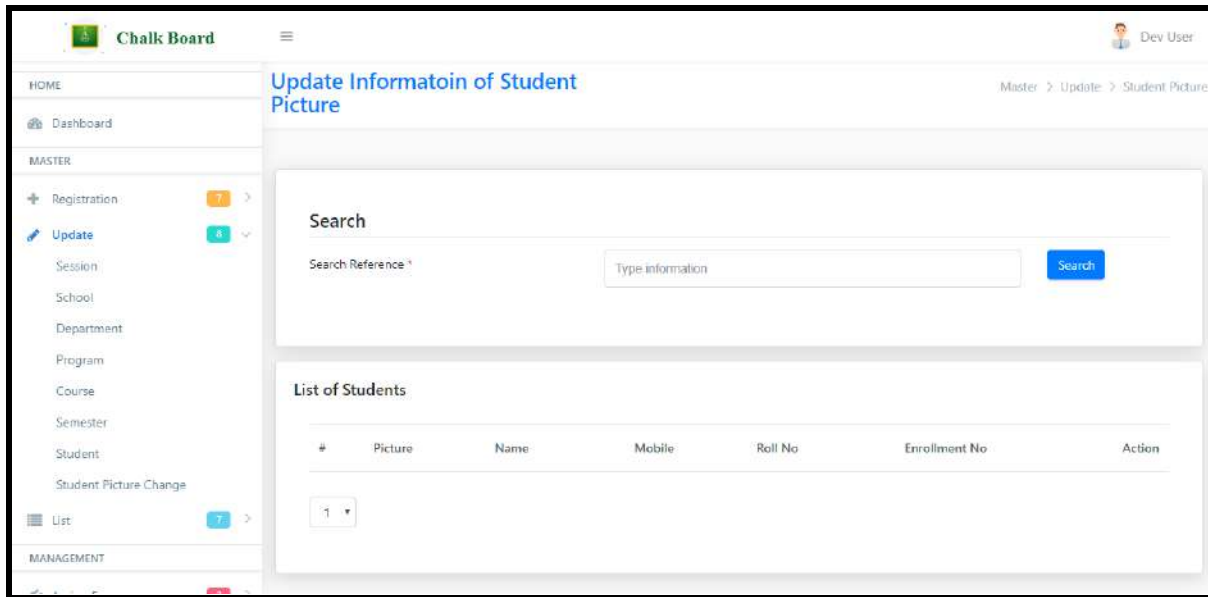
In the picture below you can search Student information by clicking on Search button. After that you can change or edit Student information by clicking on Action button

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

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

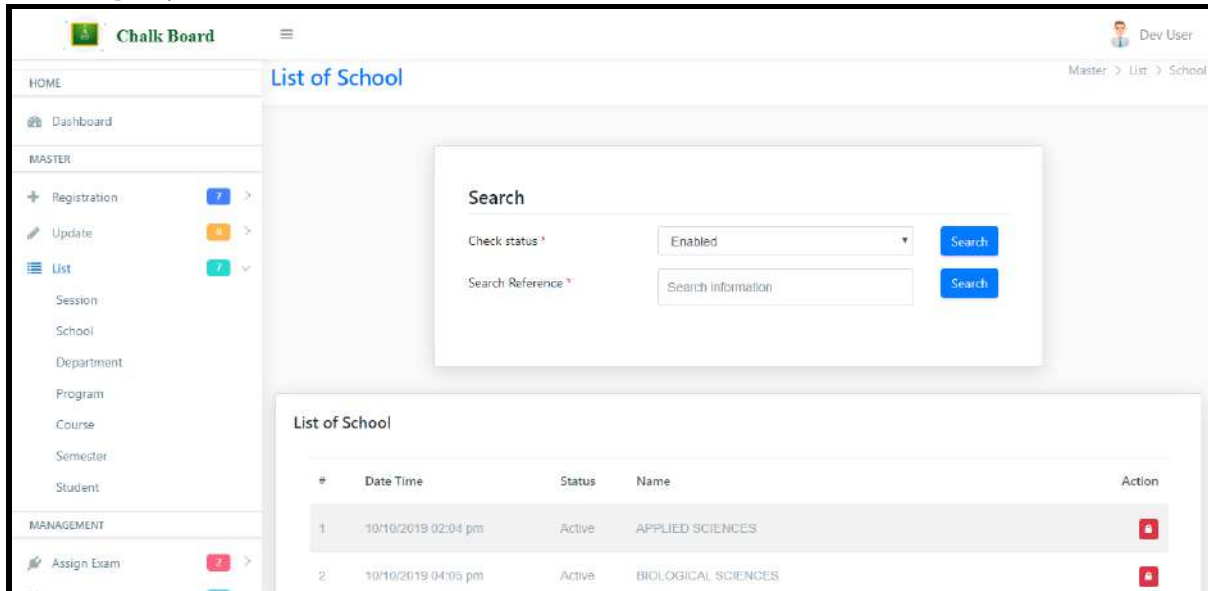After being completed tap on the Search button
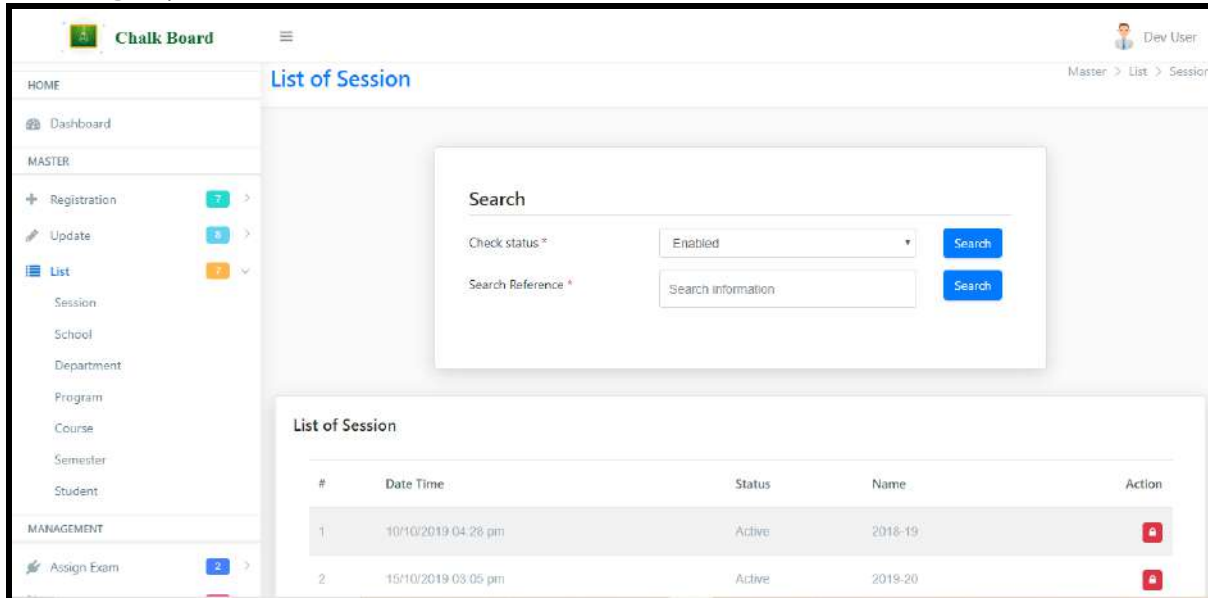
School

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.

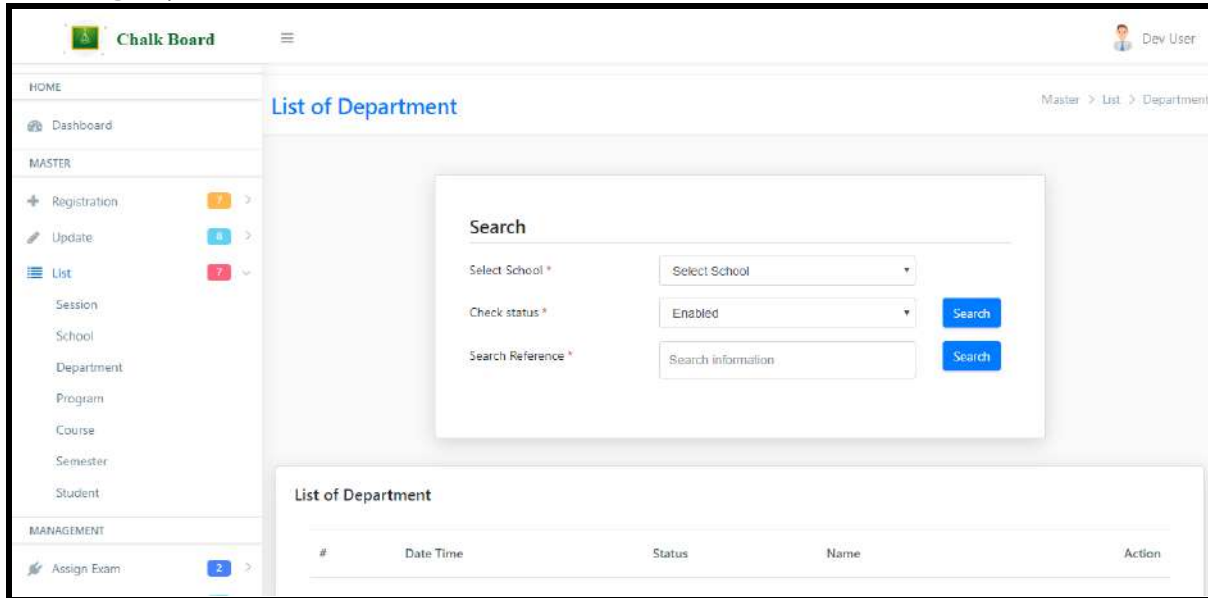After being completed tap on the Search button

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.

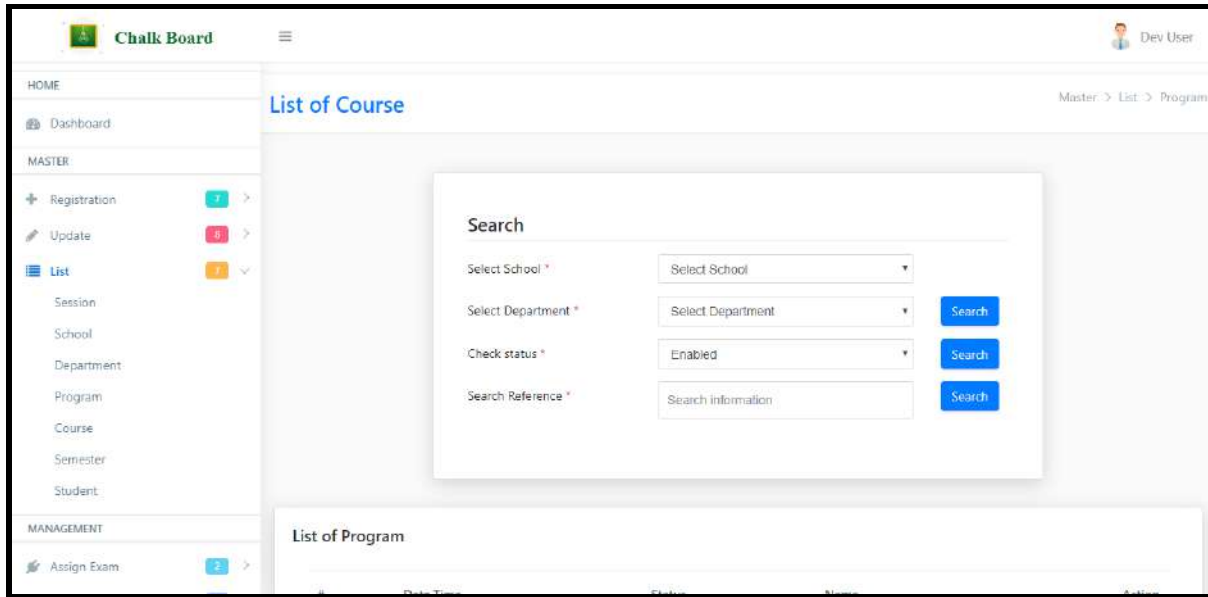After being completed tap on the Search button

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.

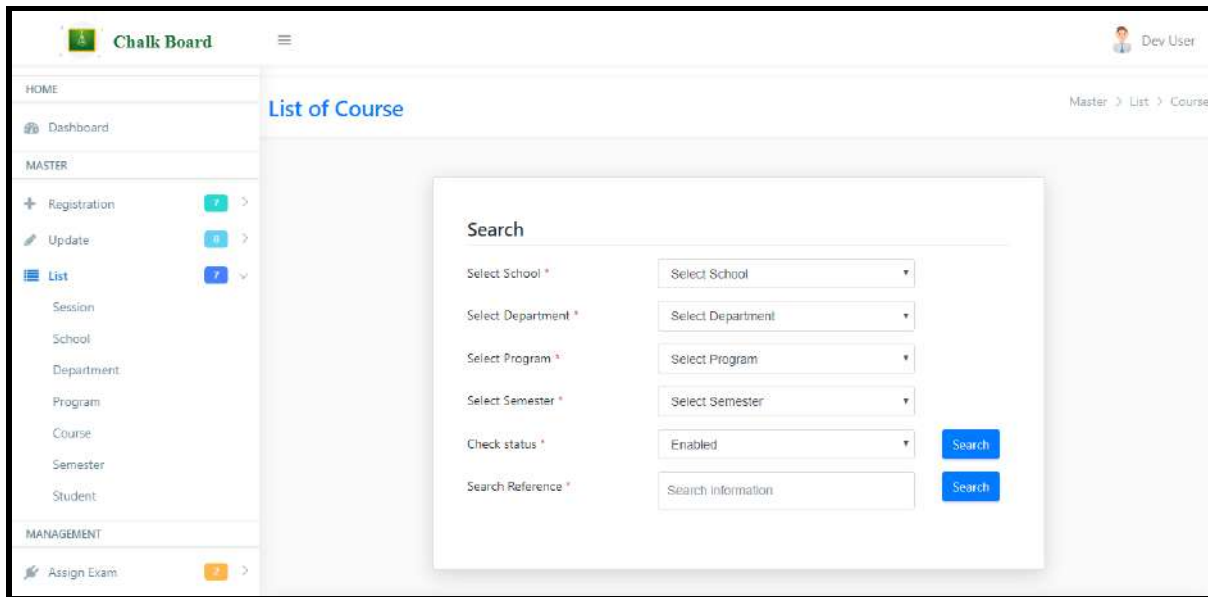After being completed tap on the Search button

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.

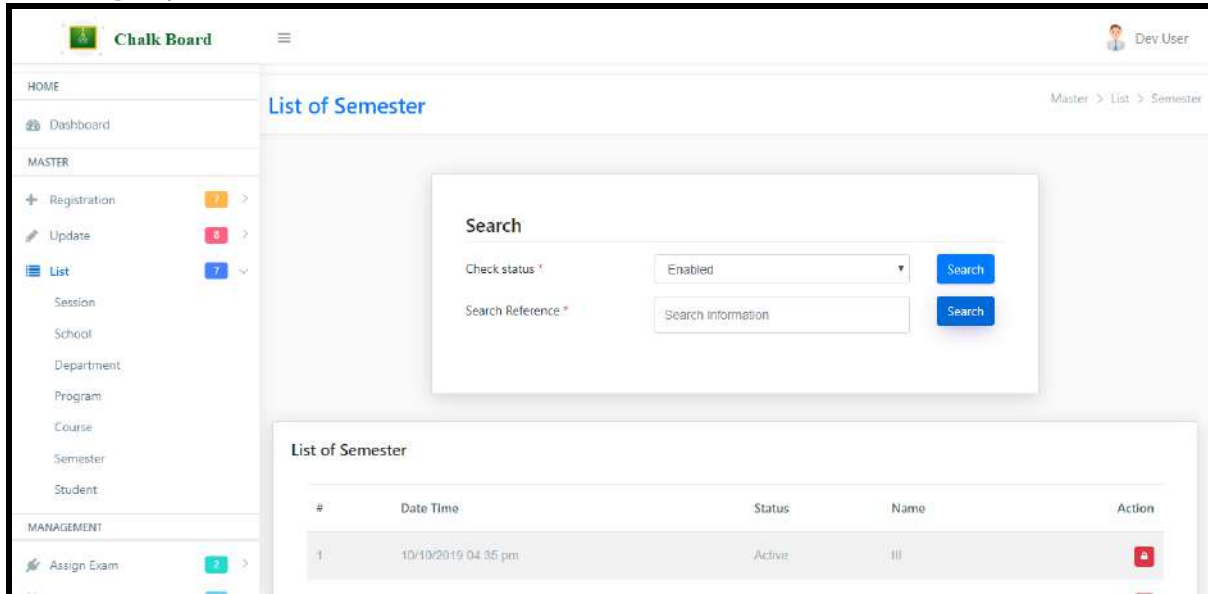After being completed tap on the Search button

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

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
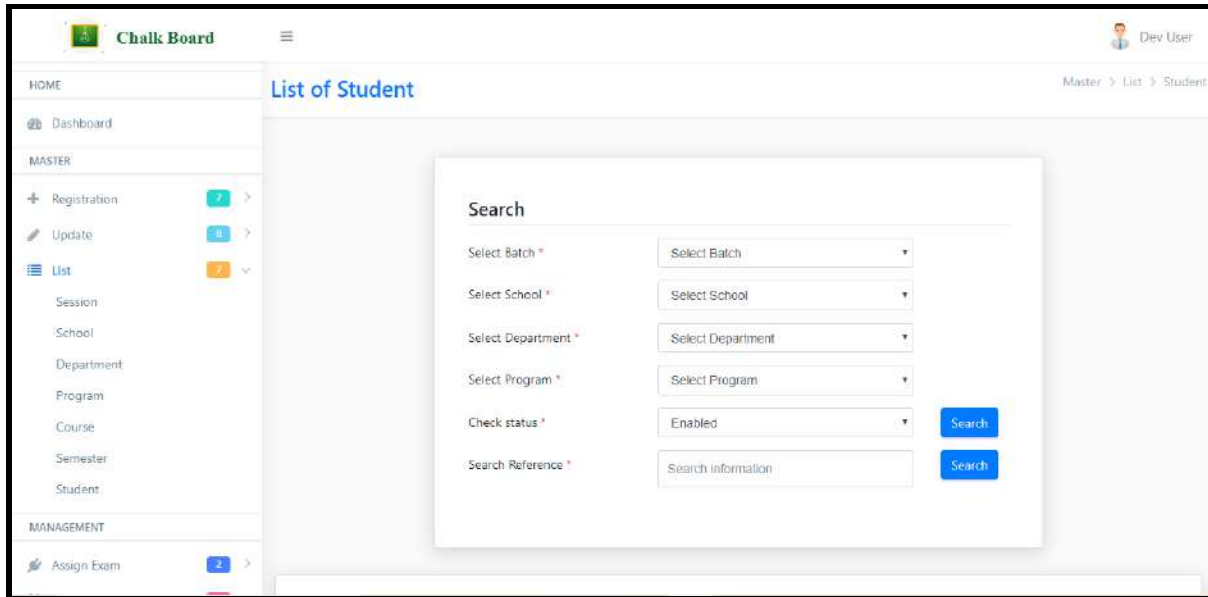
MANAGEMENT

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
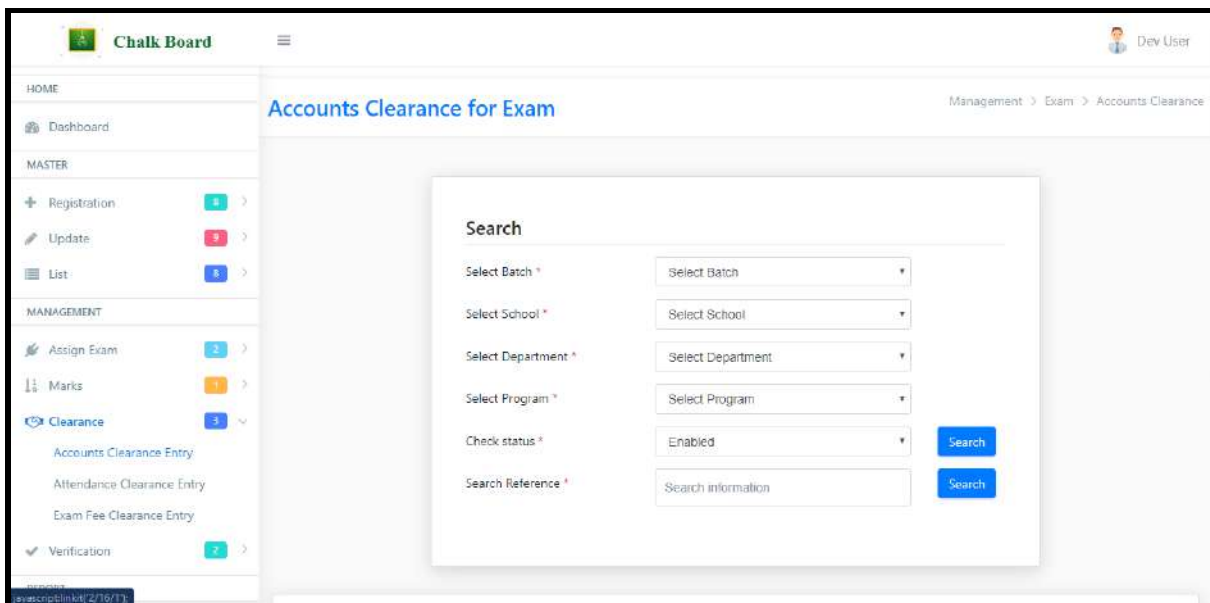7. In course & Exam (Select Course, Select Exam Type, Select Exam and Select Attempt)
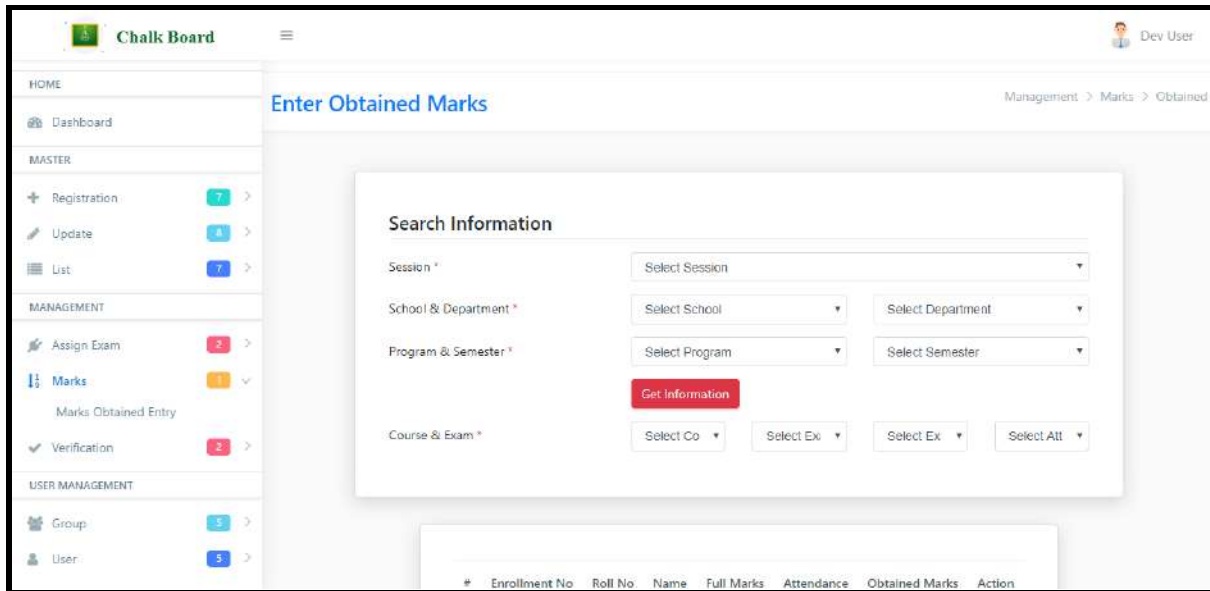
Clearance

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.

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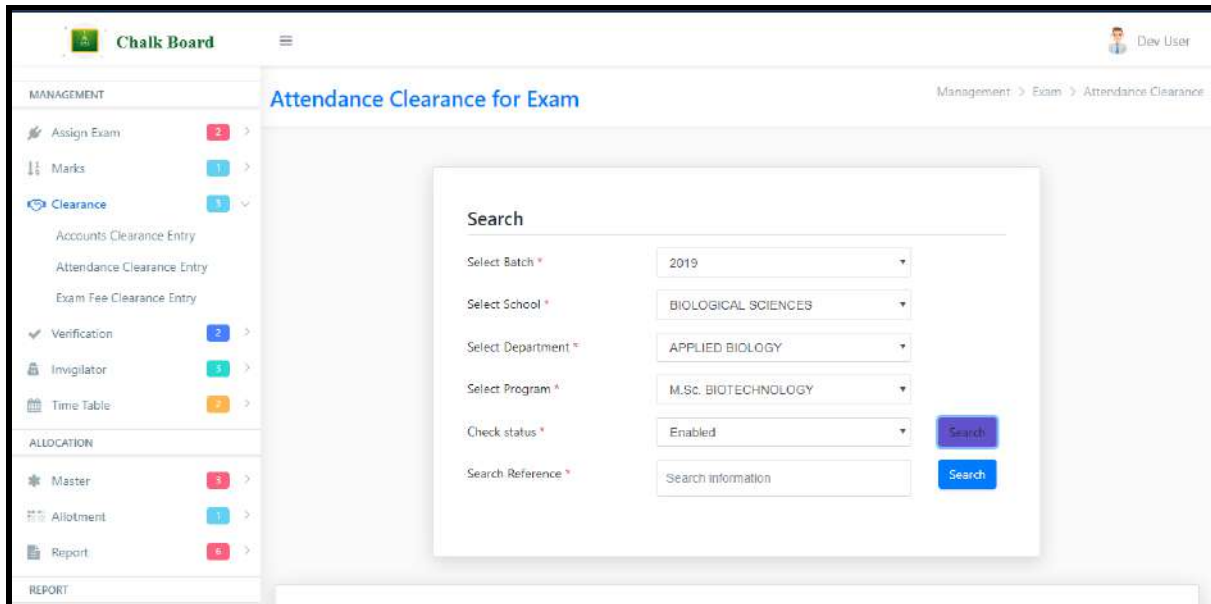
1. Select Batch
2. Select School
3. Select Department
4. Select Program
5. Check Status
6. Search Reference
7. Click on Search
8. Then click on the ✅ button near the required student/students whose attendance is/are to be cleared.
9. After the attendance are cleared of the required student then he or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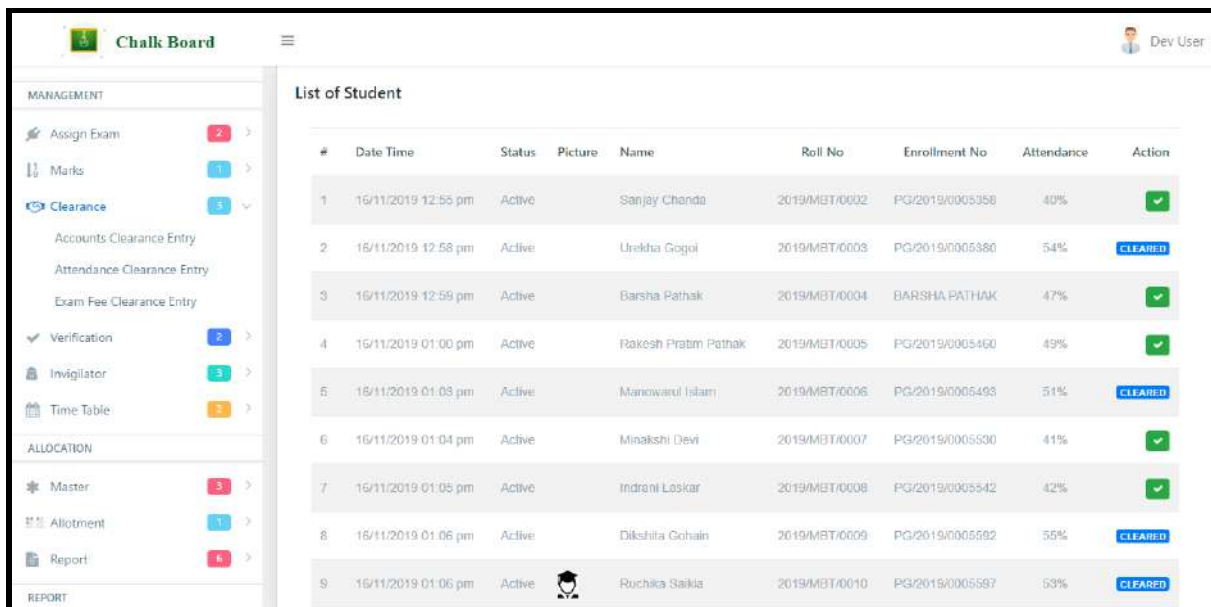
Exam Fee Clearance Entry

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.

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

Final

INVIGILATOR3

Master

Assign

Report

ALLOCATION

Master

Session

Block

Room

Allotment

Allot And Print

Report

Block Wise Breakup

Block Wise List

Block Wise Exam ID

Room Wise List

Seat Wise List

Seat Sticker Print

USER MANAGEMENT

Group

New Group

Group List

Group Update

Page Access Right

Permission Right

User

New User

User List

User Update

User Password Restore

Change Group

University of Science & Technology, Meghalaya

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

Steps for Attendance in Digital Management System (DMS)

University of Science & Technology, Meghalaya

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List

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MANAGEMENT

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- View
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Attendance

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- Assign Subject

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- Date-wise Attendance
- Student-wise Attendance Analysis
- Attendance Upload Analysis
- Class-wise Routine
- Teacher-wise Routine

- ■ Department wise Class Taken
- ■ Free Teacher List
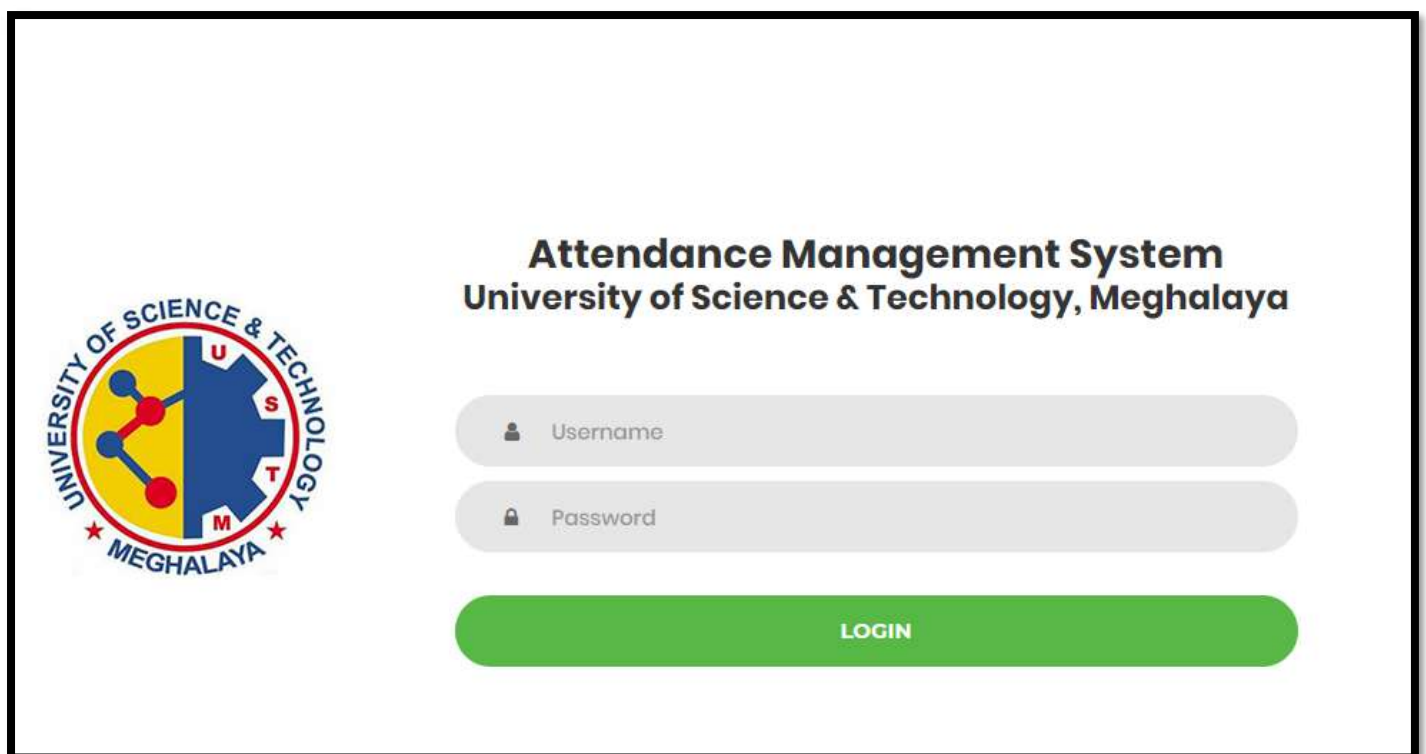
Search

- ■ Student Search

Mobile Application

Login

https://chalkboard.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.

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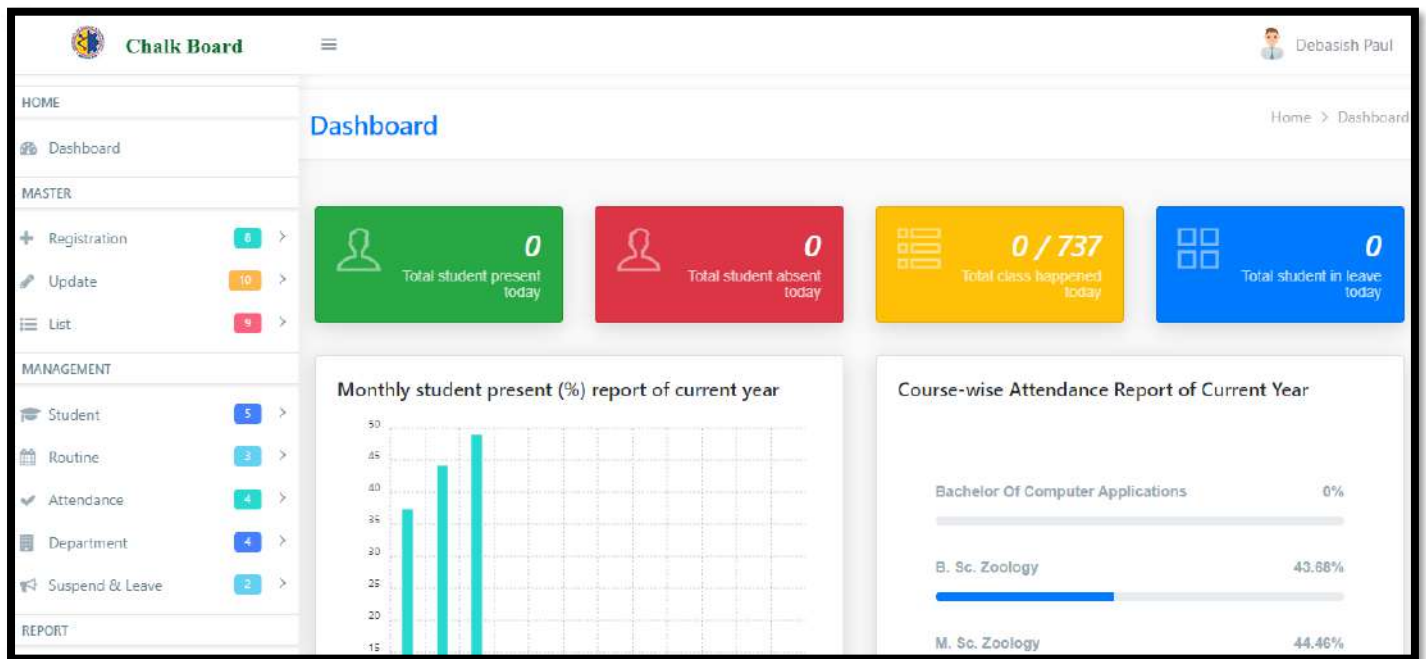
After logging into the Chalk Board Web Application, the user will be able to access the Chalk Board Home page

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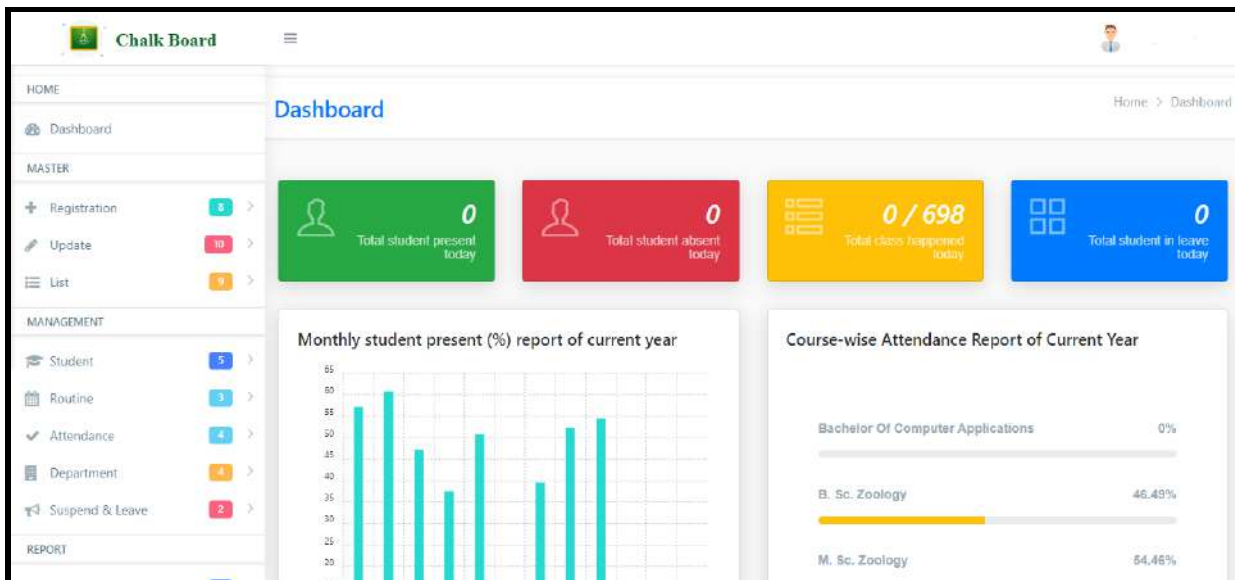
MASTER
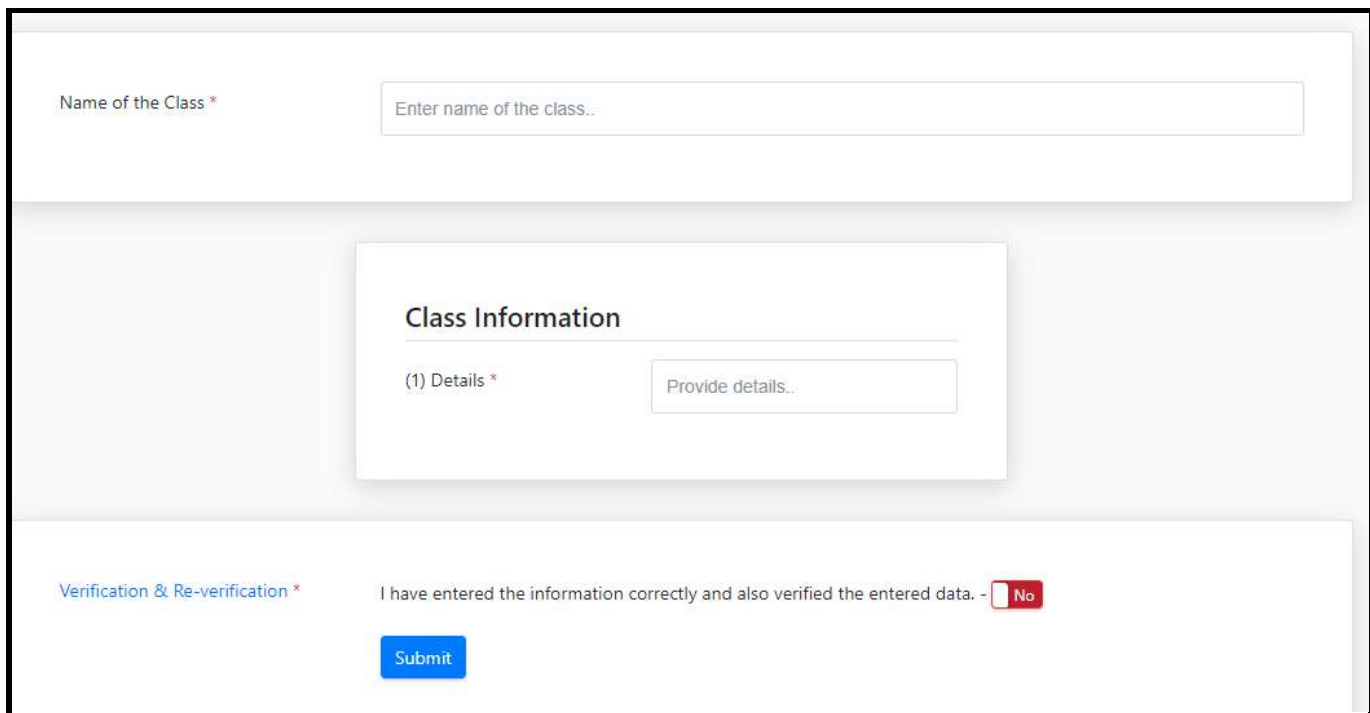
Master Point is the first step of the portal. It consists of three sections i.e, Registration, Update and List. The particulars about the three are discussed below-

❖ 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.

➢ 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.

➢ 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.

➢ 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.

➢ 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

(1) Admission Course *   Enter the name of the course..

(2) Blood Group *   Enter the blood group of student..

(3) Date of Birth *   mm/dd/yyyy

Information For Student Address

(1) Address *   Enter the address

(2) District *   Enter the district..

(3) State *   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

Submit

➢ 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 *

Enter name of the subject..

Subject type *

Theory

Subject Information

(1) Subject Code *

Provide course code..

Verification & Re-verification *

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

Submit

➤ 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 *

Enter first name..

Enter last name..

Mobile No *

Enter 10-digit mobile no..

Teacher Information

(1) Employee Code *

Provide employee code..

(2) Timing *

Provide employee 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.

❖ 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.

➤ 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.
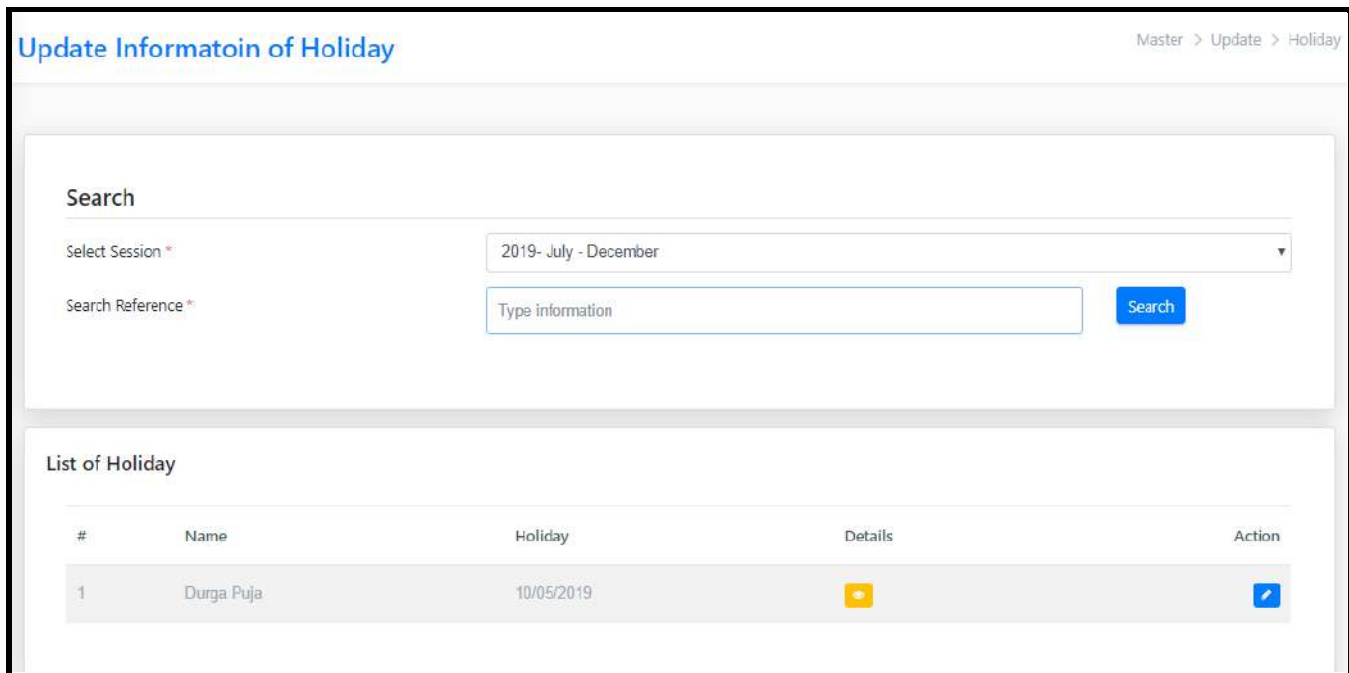
➢ Holiday

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.

➢ 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 *

Type Information

Search

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.

Update Informatoin of Student

Master > Update > Student

Search

Search Reference *

Type information

Search

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.

Update Informatoin of Subject

Master > Update > Subject

Search

Search Reference *

Type information

[Search]

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.

Update Informatoin of Department

Master > Update > Department

Search

Search Reference *

Type information
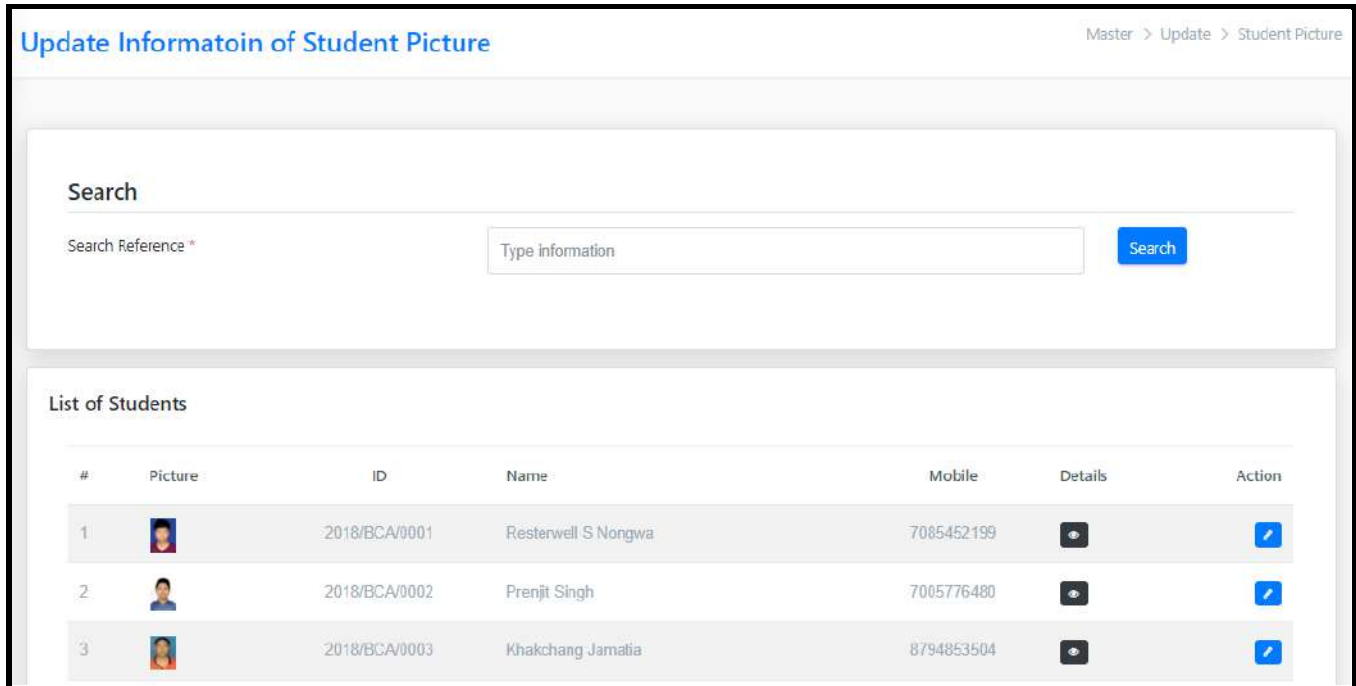
[Search]

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.

➤ 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.
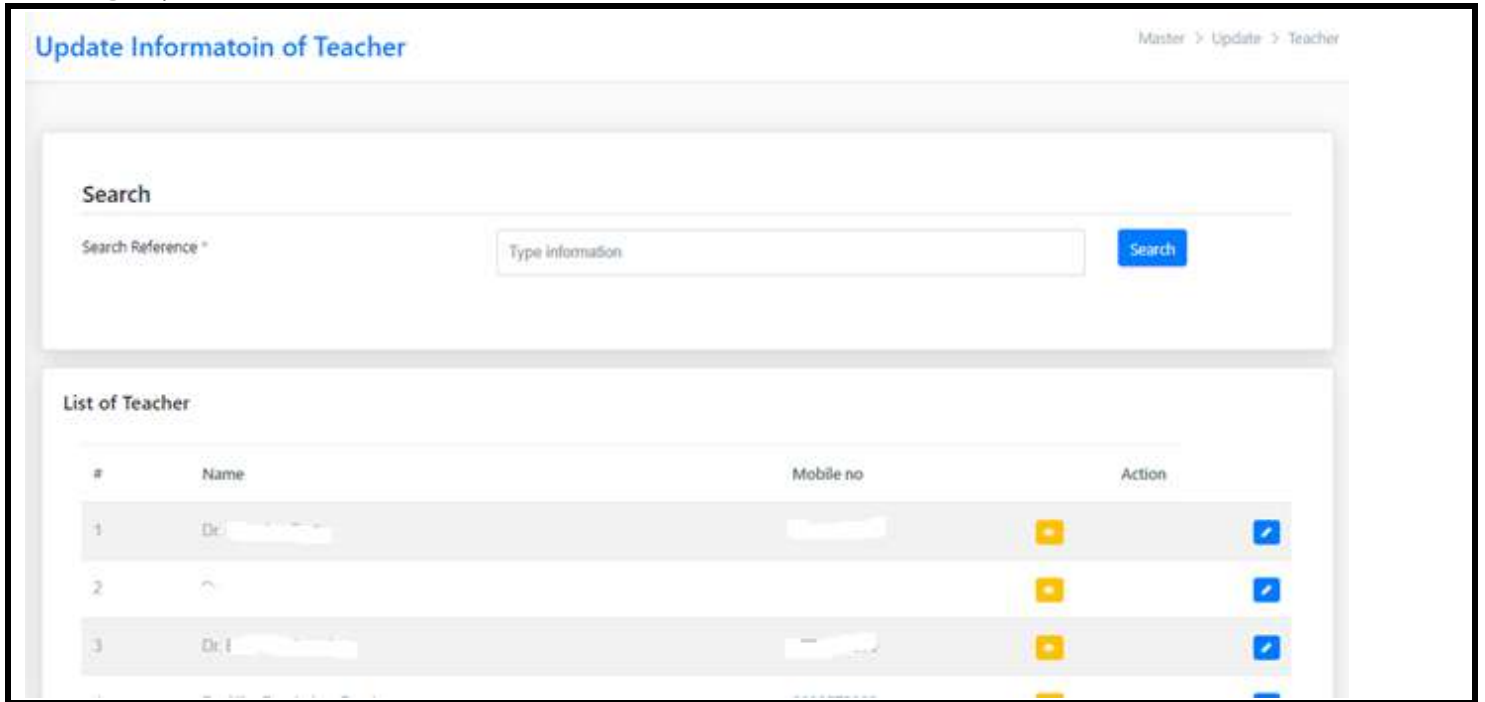
❖ List

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

➢ 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

List of Course

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

List of Holiday

Search

Select Session *	Select session ▼	
Check status *	Enabled ▼	Search
Search Reference *	Search information	Search

List of Holiday

#	Date Time	Status	Name	Holiday	Details	Action

➢ 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

➢ 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

➢ 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
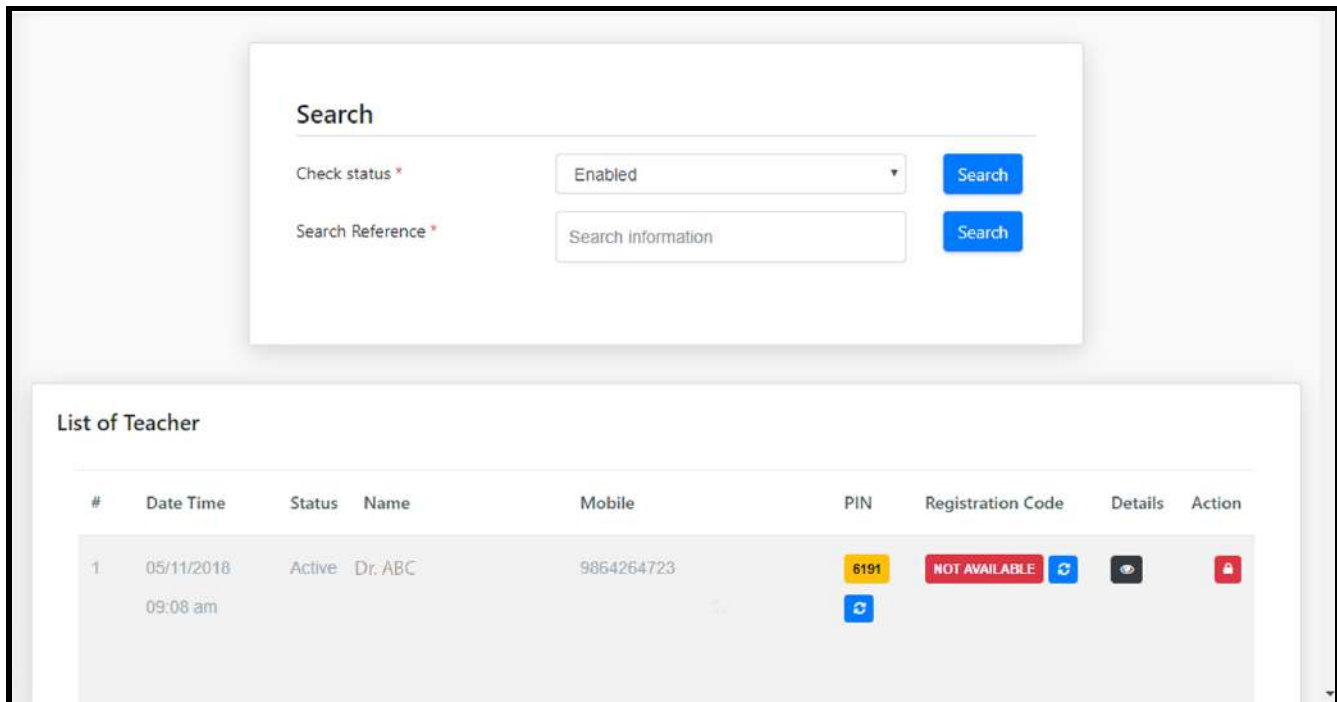
➢ Department

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

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

➢ 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

Student Promotion or Demotion

Search Information

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

Search

0
Total Un-assigned Student

List of Student

Select All Deselect All

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

Process

➤ RFID Code Assign

Student RFID code assign

Management > Student > RFID code assign

Search Information

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

Search

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

Search

0
Total Student

List of Student

Select All   Deselect All

| # | Picture | ID | Name | Mobile | Detail | Action |

0
Total Selected Student

Process Student Passout

➢ 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).

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

➢ View

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

➢ 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)

❖ 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

➤ 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.

➢ Upload

User can upload their attendance from Excel file

Attendance Management :: Upload

Management > Attendance > Upload

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.

Attendance Management :: Overwrite

Management > Attendance > Overwrite

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 ▾

❖ 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.

➤ Assign Course

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

➤ 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.

➤ 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.

❖ 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

➢ 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
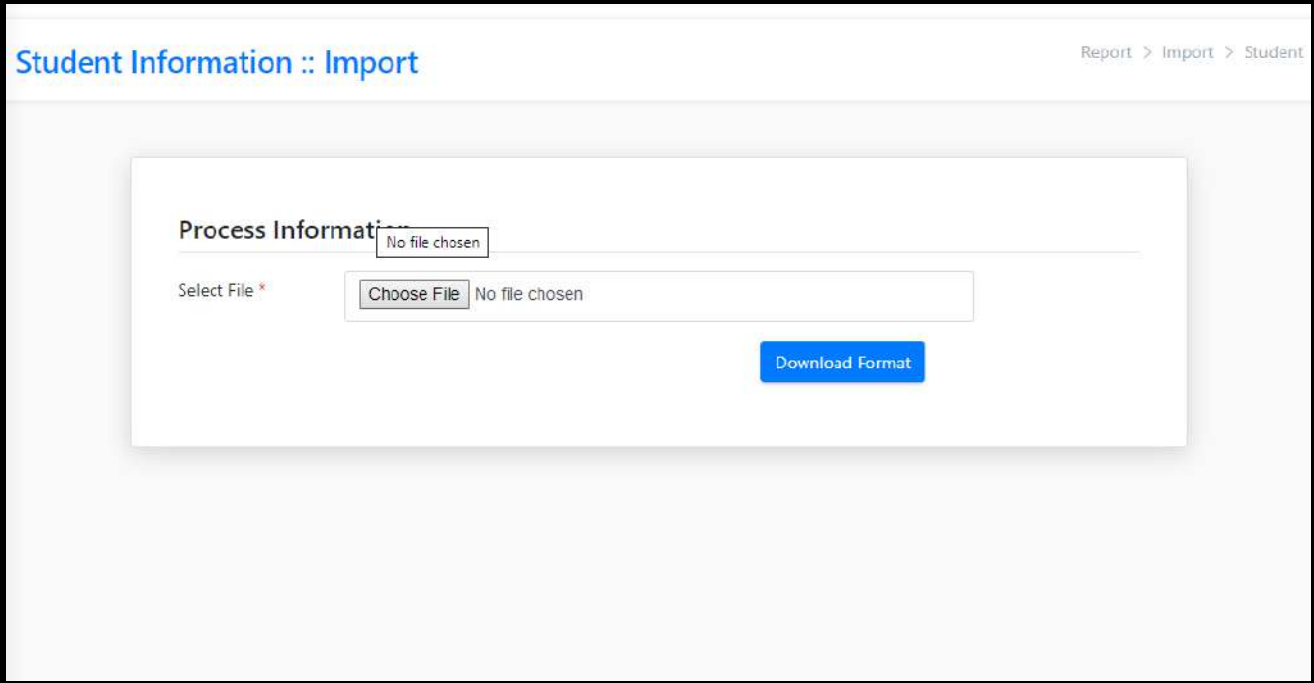
REPORT

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**

➢ <u>Import Student Information</u>

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.

❖ 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 pint 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.

➢ 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

Search

| Department Information * | Select Department ▾ | Session Information * | Select Session ▾ |

Search List

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

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

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

Slno	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	Ipshita 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.

Print and Export Date-wise Attendance Report

Report > Export and Print > Date-wise Attendance

Search

Department Information *   Select Department ▾   Session Information *   Select Session ▾

Course Information *   Select Course ▾   Class Information *   Select Class ▾

Date *   dd/mm/yyyy

Show Report

List

			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]

University of Science and Technology Meghalaya

Department :- Chemistry | Course :- Master of Chemistry | Class :- 2nd Year 3rd Semester

Slno	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	Present (M) by	Present (M) by Prof.	Not taken	Present (M) by Dr	Present (M) by Dr	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 *	Select Department ▼	Session Information *	Select Session ▼
Course Information *	Select Course ▼	Class Information *	Select Class ▼
	Search		
Student *	Select Student ▼		
Date From *	dd/mm/yyyy	Date To *	dd/mm/yyyy
	Show Report		

<div align="center">

University of Science and Technology Meghalaya

</div>

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

University of Science and Technology Meghalaya

Attendance Taking Breakup Day wise of Chemistry Department

Slno	Name	Type	Mobile	Day 1 P	Day 1 A	Day 1 T	Day 2 P	Day 2 A	Day 2 T
1	Prof. Enamul Karim	Internal	9436100644	12		12			0
2	Prof. Jatindra Nath Ganguli	Internal	9435109623	95	21	116			0
3	Prof. Abani Kumar Mishra	Internal	1111111111			0			0
4	Dr. Durlov Saikia	Internal	9864623771			0			0
5	Dr Uttam Thapa (HOD)	Internal	9436343841	51	34	85			0
6	Dr. Moutusi Das	Internal	9859181902	24	26	50	57	32	89
7	Dr. Sarifuddin Gazi	Internal	8016953847	51	26	77	52	25	77
8	Dr. Nasifa Shahnaz	Internal	8133019860	67	26	93	40	64	104

Attendance Upload Breakup Day wise of Chemistry Department

Slno	Name	Type	Mobile	Day 1 P	Day 1 A	Day 1 T	Day 2 P	Day 2 A	Day 2 T
1	Prof. Enamul Karim	Internal	9436100644	12		12			0
2	Prof. Jatindra Nath Ganguli	Internal	9435109623	95	21	116			0
3	Prof. Abani Kumar Mishra	Internal	1111111111			0			0
4	Dr. Durlov Saikia	Internal	9864623771			0			0
5	Dr Uttam Thapa (HOD)	Internal	9436343841	51	34	85			0
6	Dr. Moutusi Das	Internal	9859181902	24	26	50	57	32	89
7	Dr. Sarifuddin Gazi	Internal	8016953847	51	26	77	52	25	77
8	Dr. Nasifa Shahnaz	Internal	8133019860	67	26	93	40	64	104
9	Dr. Jesmine Begum	Internal	7002310169	61	9	70	57	25	82
10	Samhita Bharadwaj	External	7086008935			0			0

➢ **Class-wise Routine**

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

➤ Teacher-wise Routine

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

➢ 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.

Print and Export vacant teacher list

Report > Export and Print > Vacant Teacher List

Search

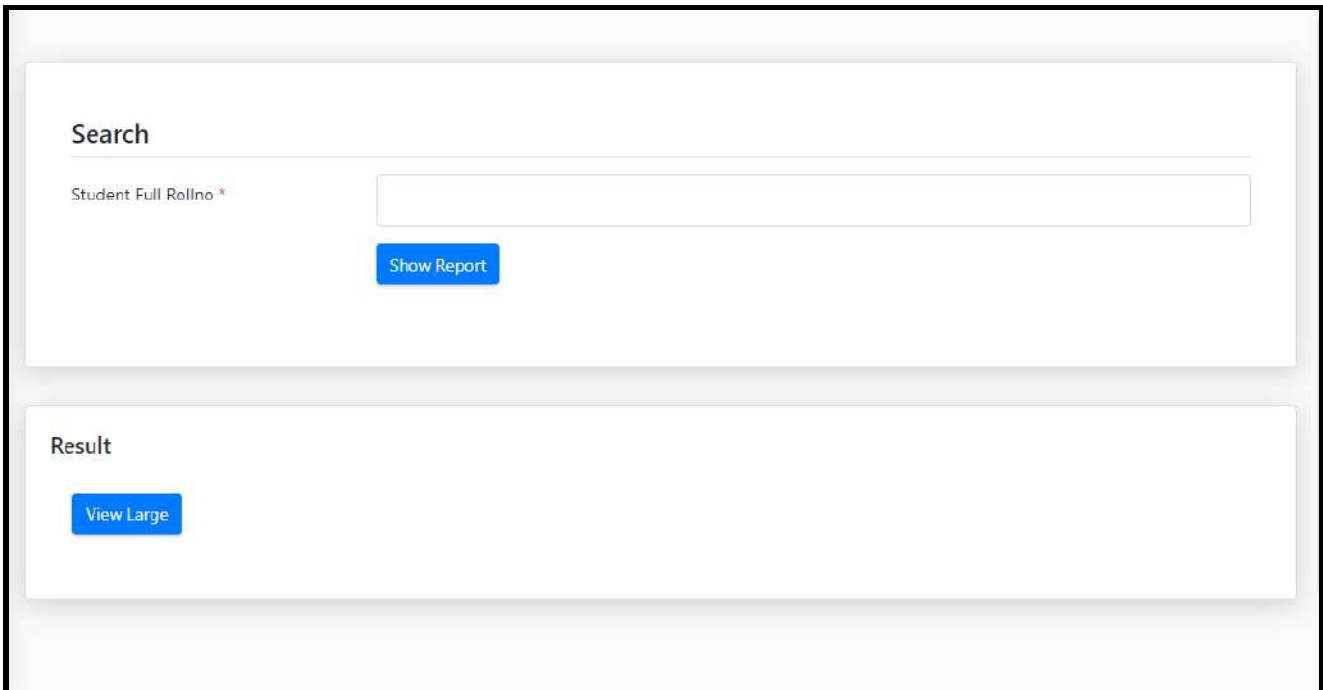|		
Session & Week-Day *	Select Session ▾	Select Weekday ▾
Time Information *	--:-- --	--:-- --

Show Report

List

Select Font Size ▾   Print

❖ Search

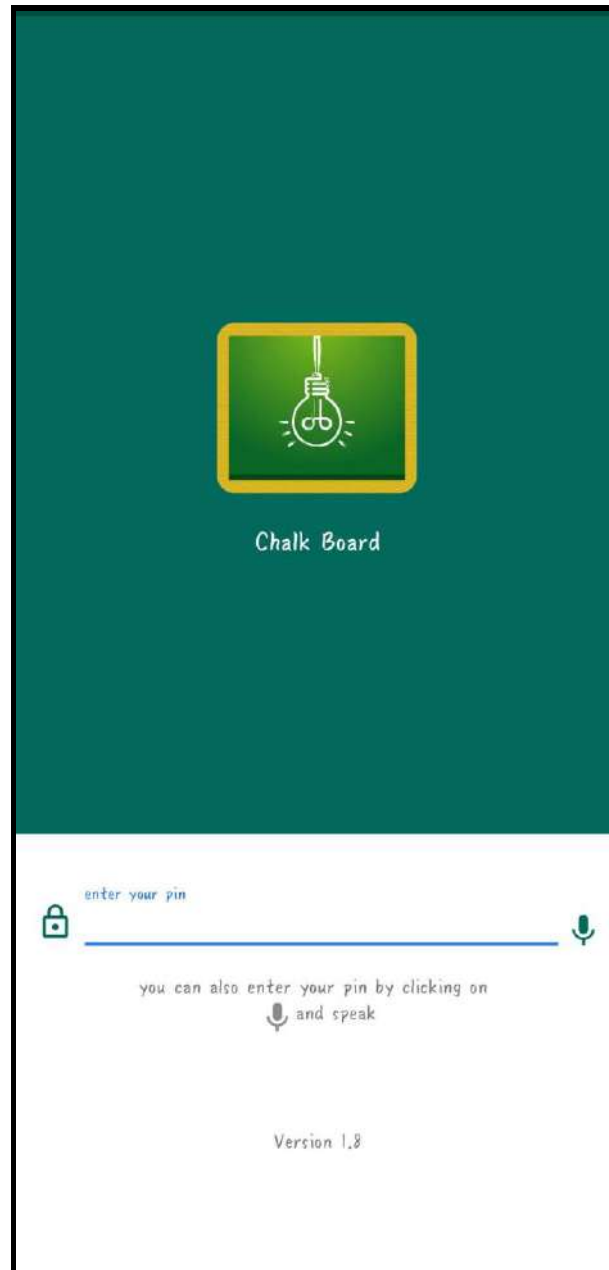This field consists of a particular option which is Student Search.

➤ Student Search

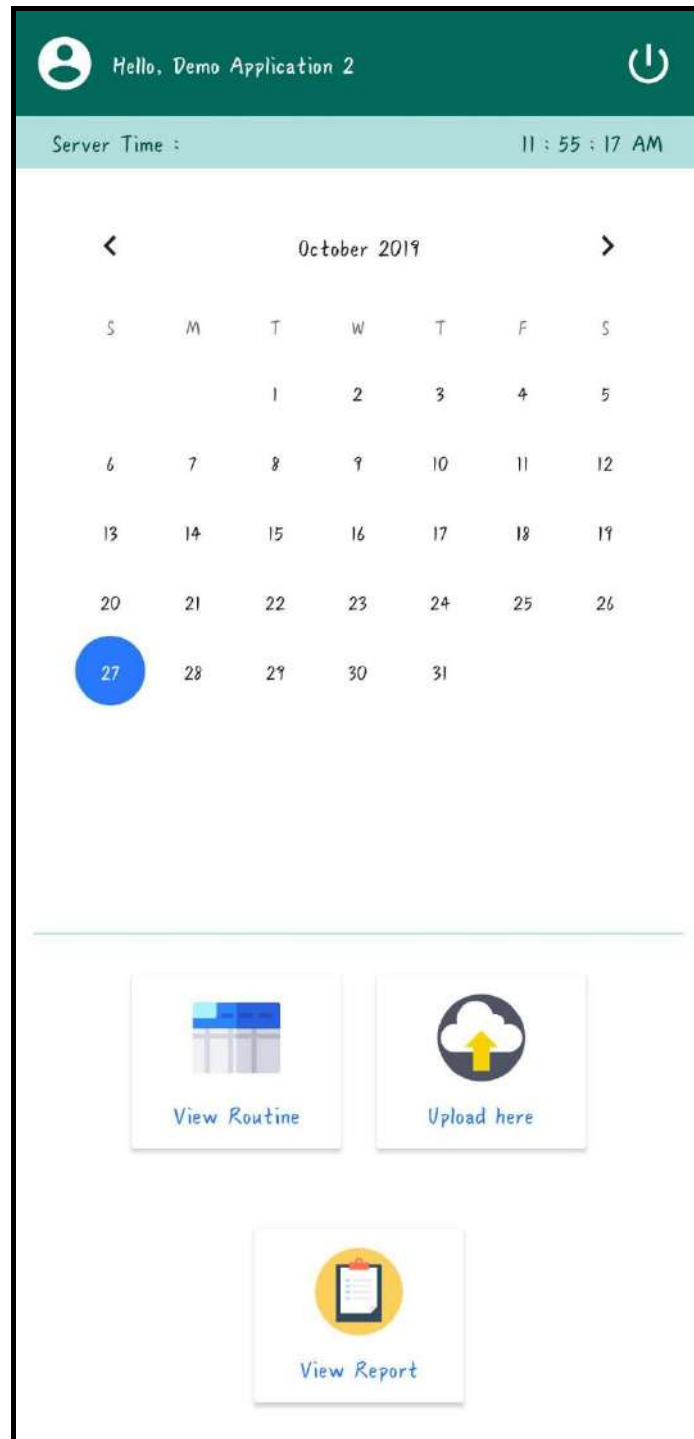Under this option the faculty could access or could find a student by entering the student roll no.
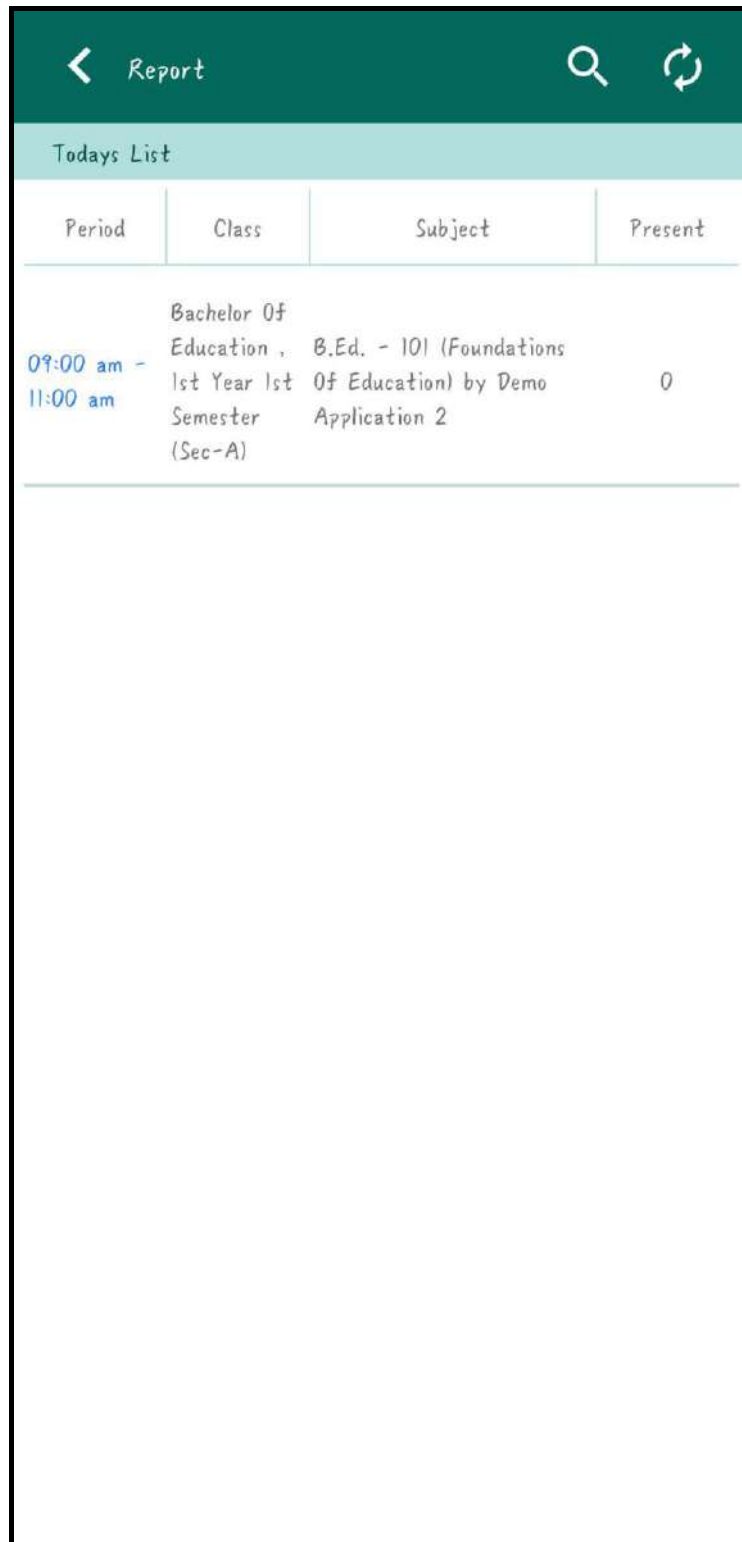

Mobile Application

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

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

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.

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.
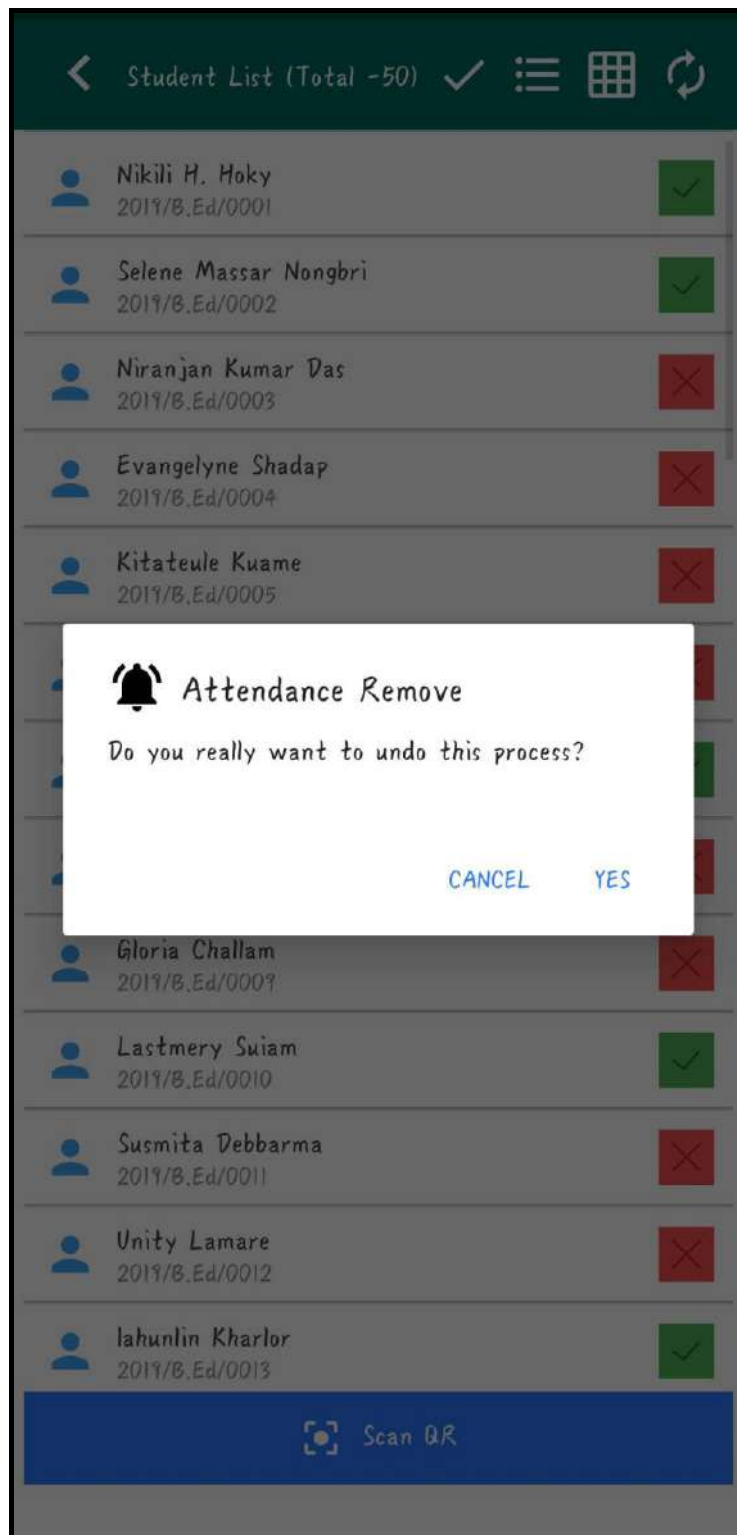
After everything being done the user needs to click on ✓ this option which is appears on the top Header. The Below viewed notification will appear on the screen and then the user needs to click on the YES option.
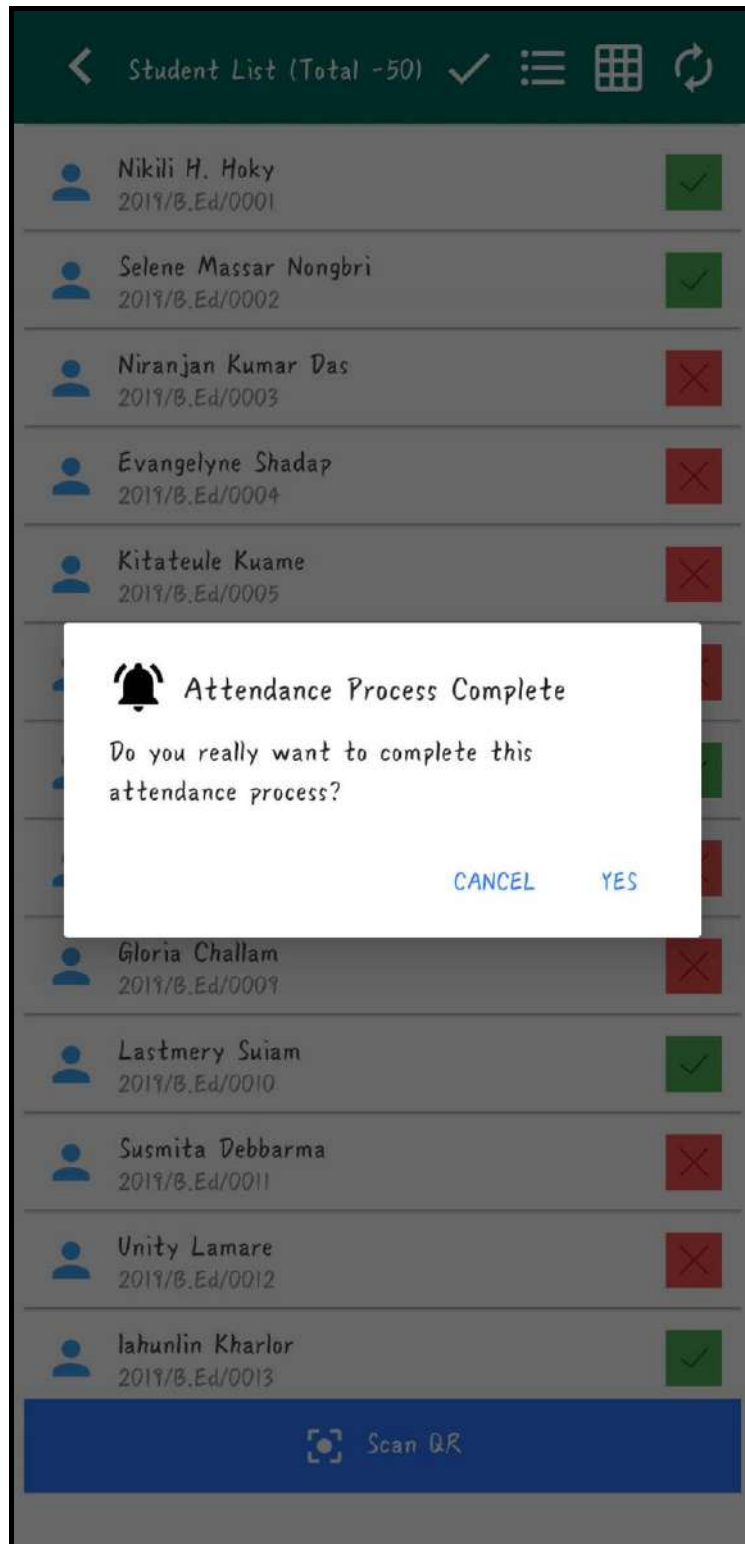
After selecting tick mark this page will be blocked. Then the user needs to press the back button for obtaining the main menu.

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.
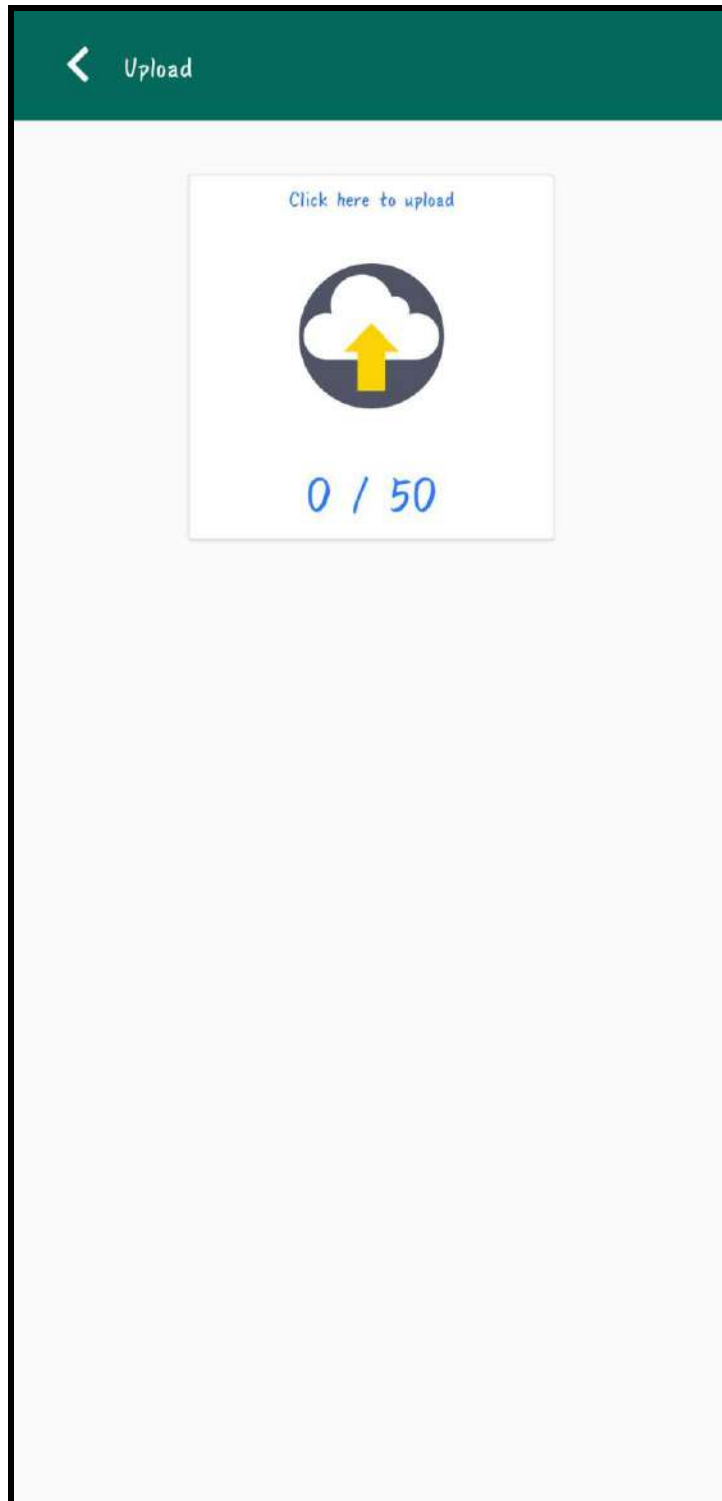
Information will be uploading……
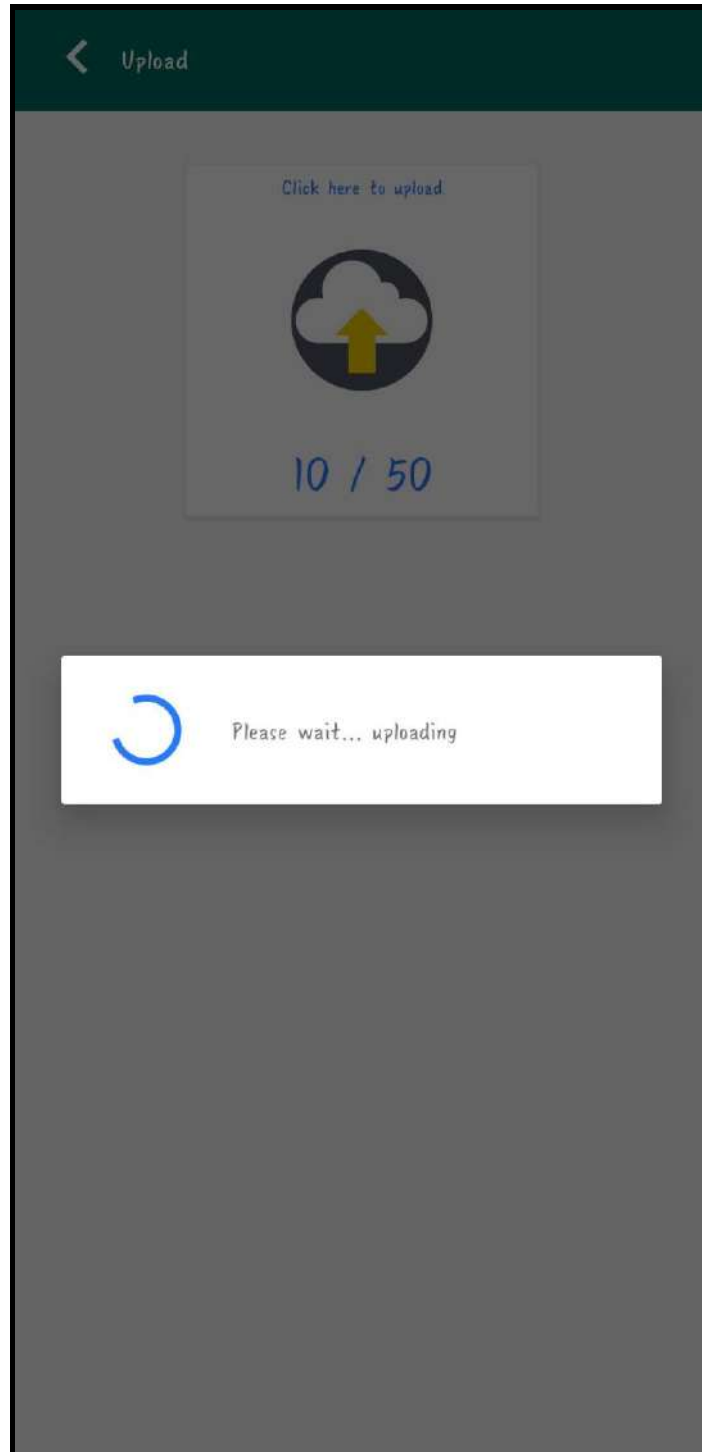
Here you can check upload details, and again press
back button for the main menu.
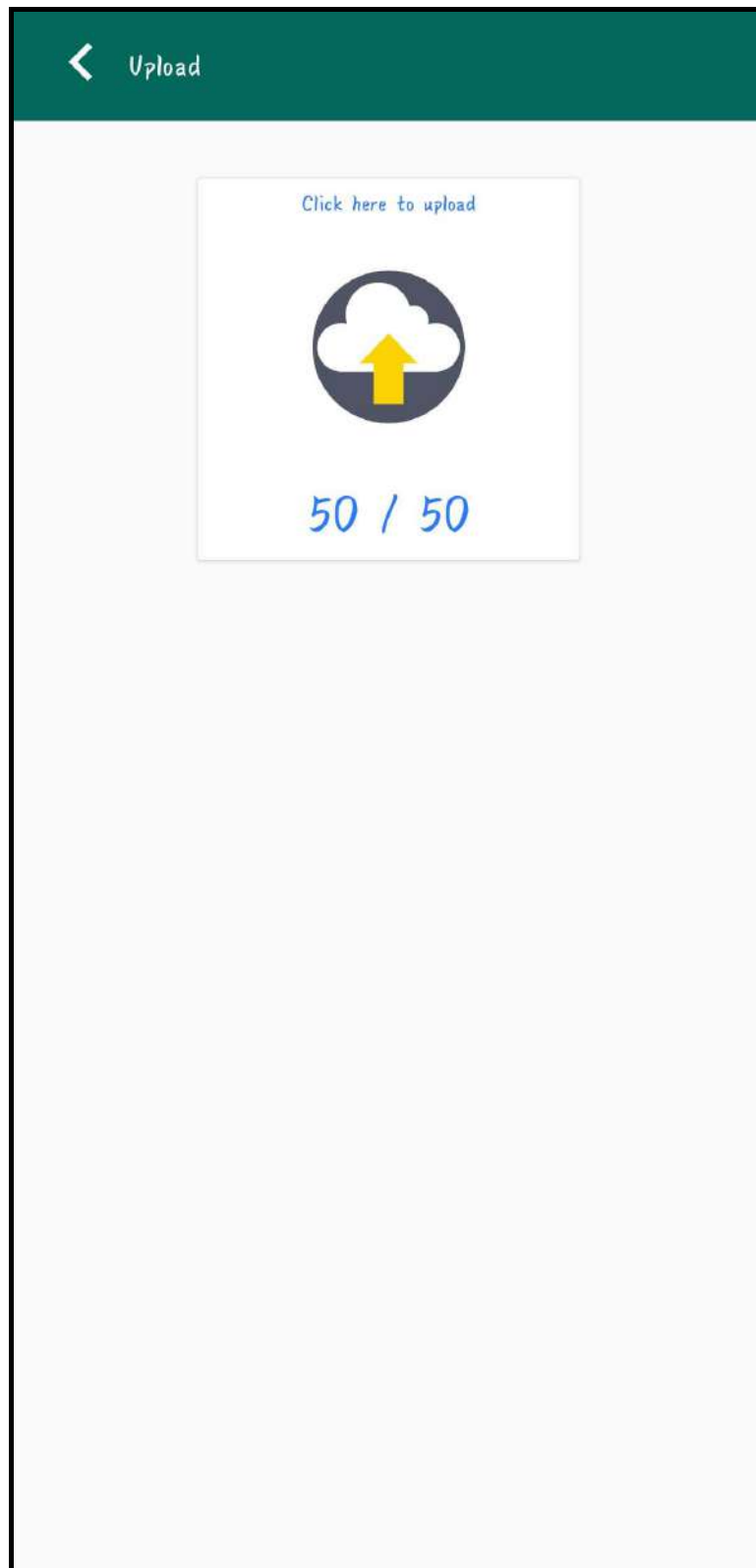
From the main menu user needs to tap on **View Report** option and then the below given picture will appear and then the user needs to press on Date wise Attendance Analysis.
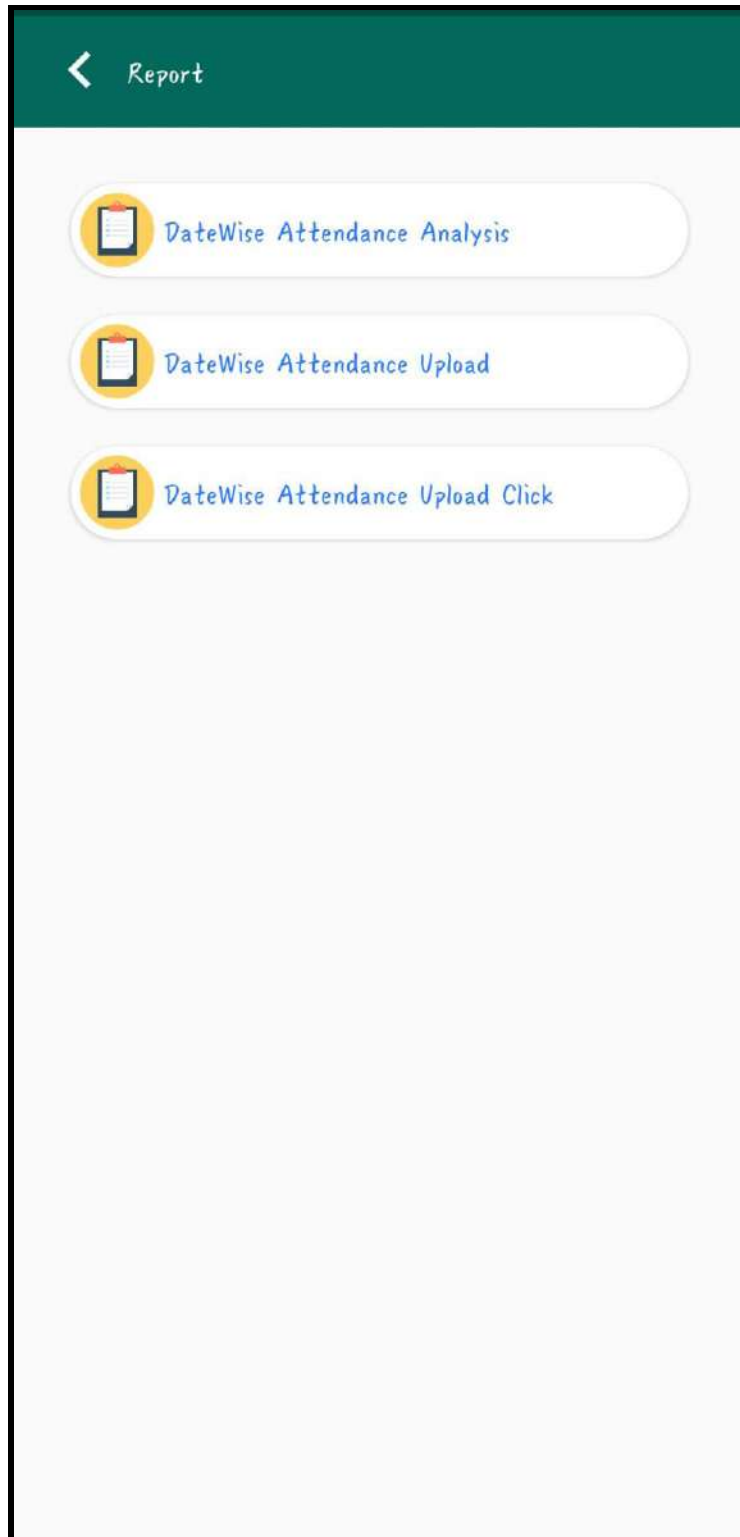
Date wise attendance analysis will appear in this way.

Date wise attendance upload

Date wise attendance upload Click:

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

University of Science & Technology, Meghalaya

ONLINE ADMISSION SYSTEM
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for online Admission
in Digital Management System (DMS)

University of Science & Technology, Meghalaya

Table of Content

Dashboard

Registration

- Course Details
- Personal Details
- Address Details
- Education Details
- Document Upload

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

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

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

Document Upload

Please upload all the needed document and submit.

*Required
Candidate Photo (JPG only max 100KB size 480 X 640)
Choose File | No file chosen

*Required
Candidate Signature (JPG only max 50KB size 160 X 560)
Choose File | No file chosen

*Required
Identity Proof (Voter ID / AADHAAR / PAN / Any other Document) (JPG only max 500KB)
Choose File | No file chosen

*Required
Address Proof (Voter ID / AADHAAR / Any other Document) (JPG only max 500KB)
Choose File | No file chosen

#if available
PAN Card (JPG only max 500KB)
Choose File | No file chosen

#if not UR
Caste Certificate (JPG only max 500KB)
Choose File | No file chosen

University of Science & Technology, Meghalaya

HR MANAGEMENT SYSTEM
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Steps for HR Management
in Digital Management System (DMS)

Table of Content

- Manage Salary Details
- Employee Salary List
- Make Payment
- Make Bulk Payment
- Generate Pay slip
- Salary Amount Category
- Leave Management
- Loan Management

Expense Management

- Add Expense
- Expense Report

Notice Board

- Add Notice
- Manage Notice

Report

- Salary Paid Report
- Employee List
- Data Upload Report
- Loan Report
- Salary Payment Report
- Increment Report
- PF Report
- Bank Report

- ## <u>HR MANAGEMENT:</u>

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-
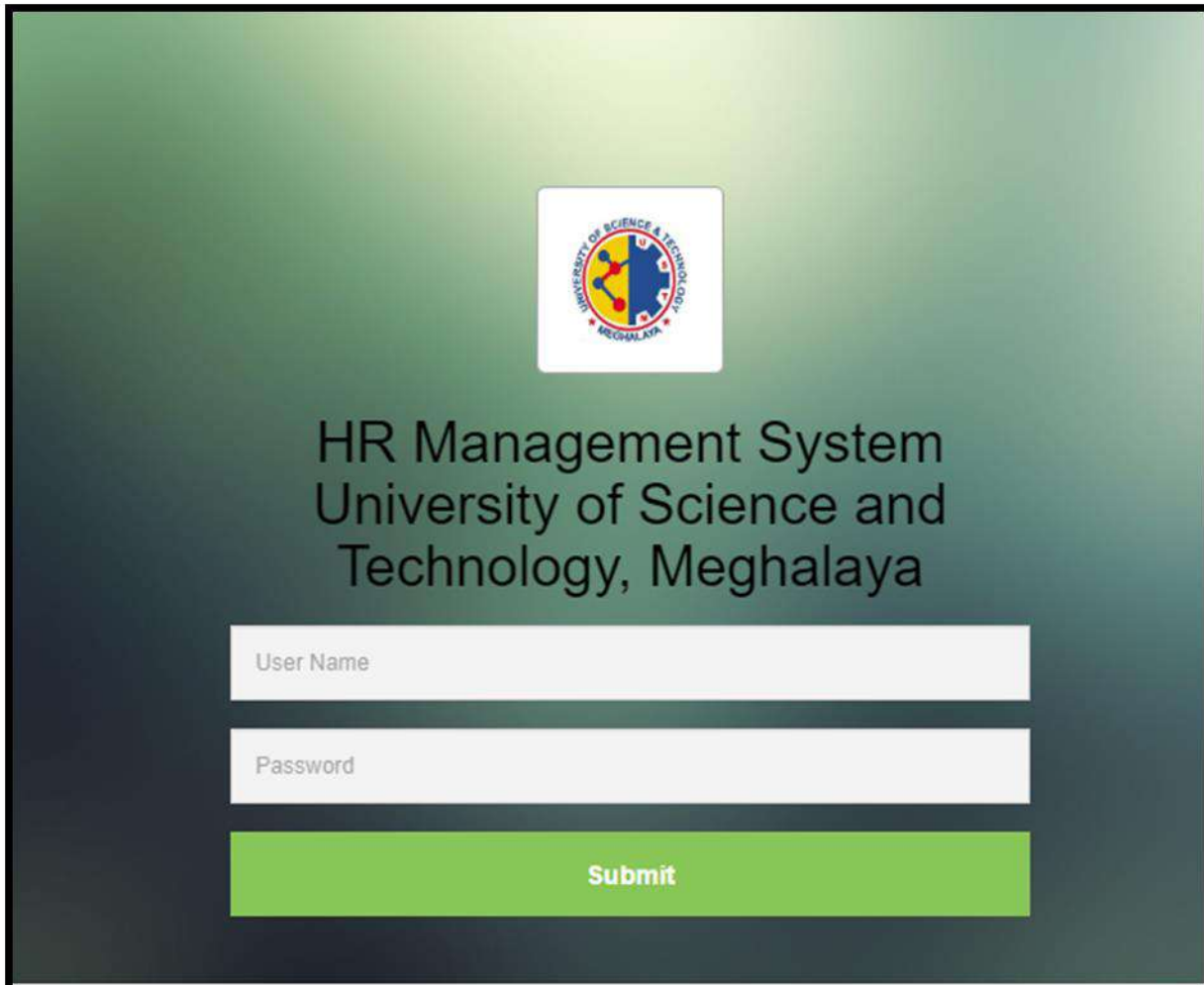
1)under the Admin Panel, click on EMPLOYEE

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/

To sign-in to the HR Management System the user needs to
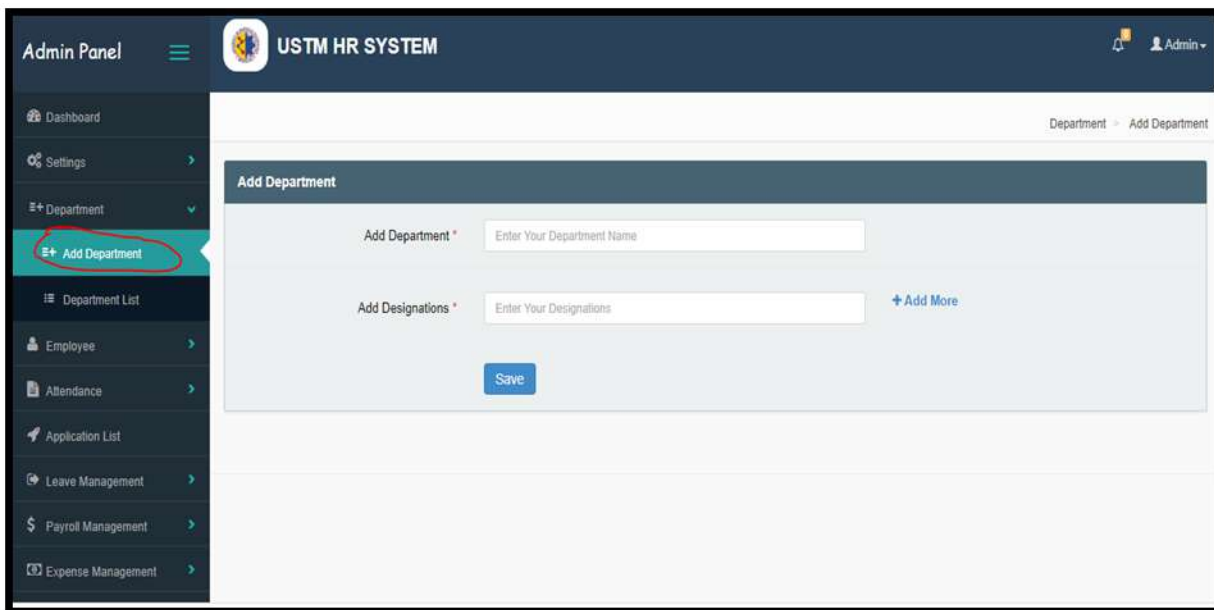
1)Enter Username

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.
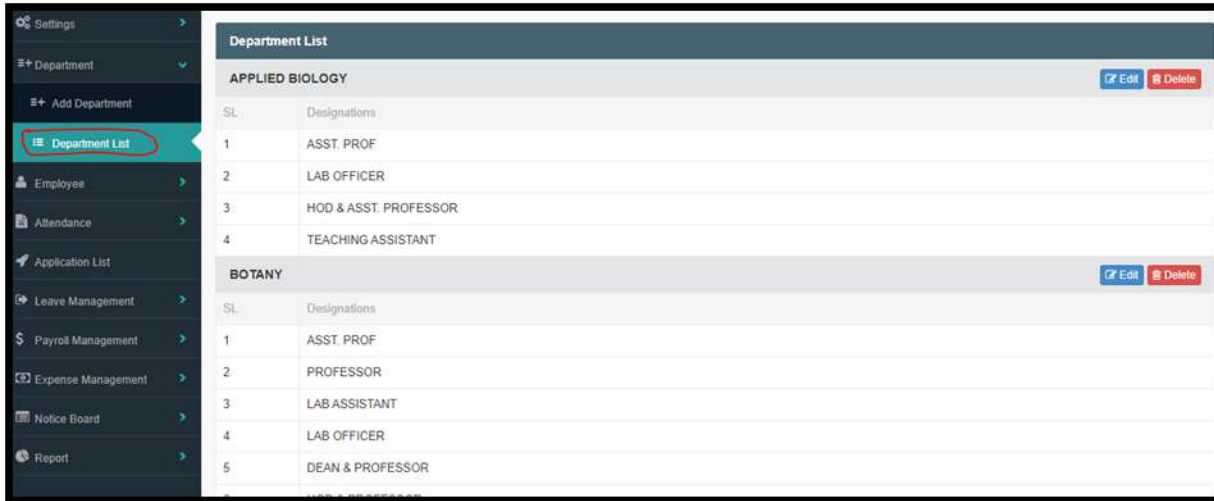
ADD DEPARTMENT

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

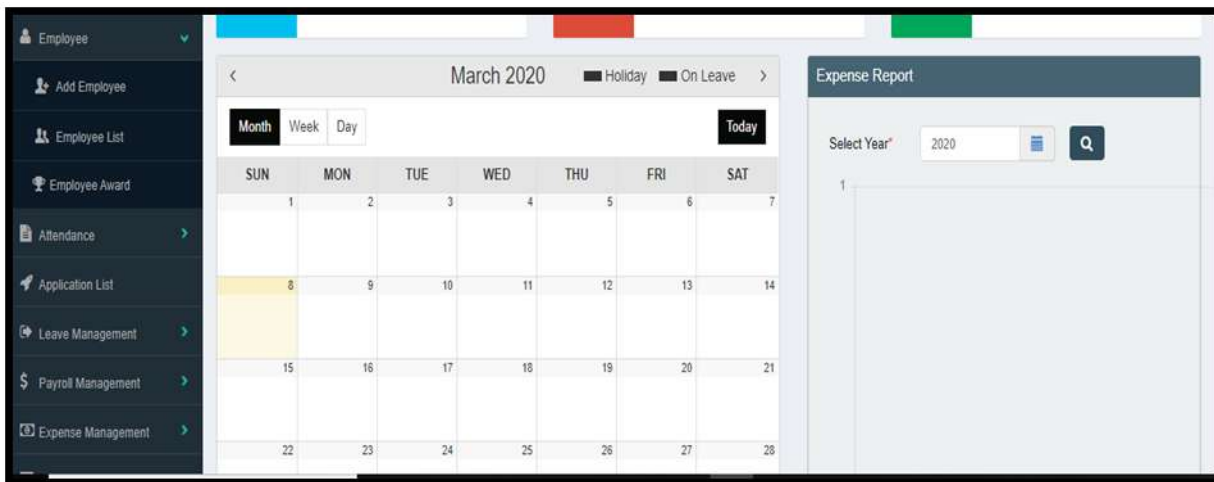   And then click on save option to add the respective department.

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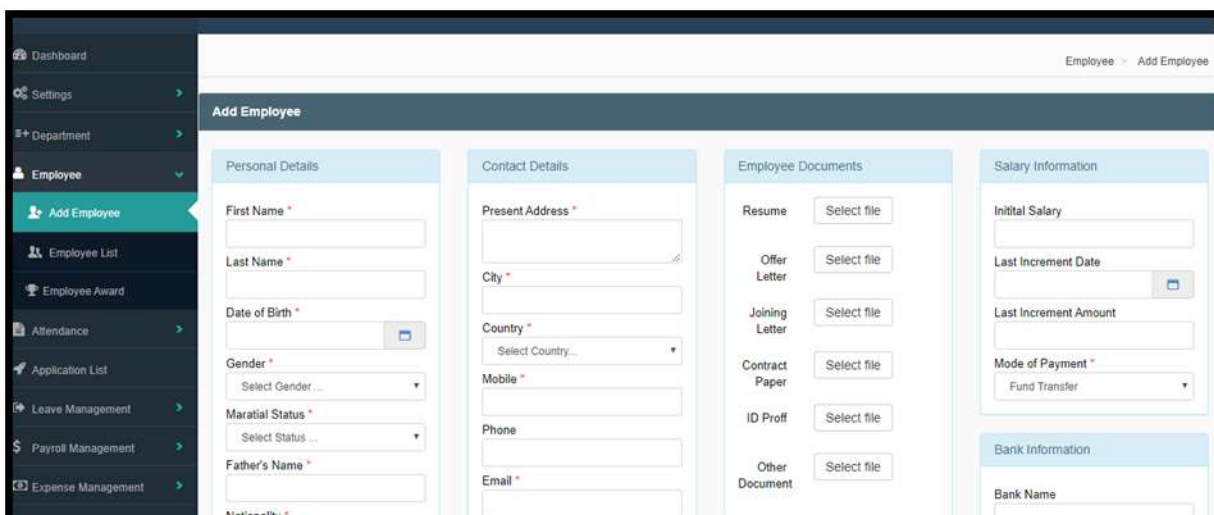
DEPARTMENT LIST

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.
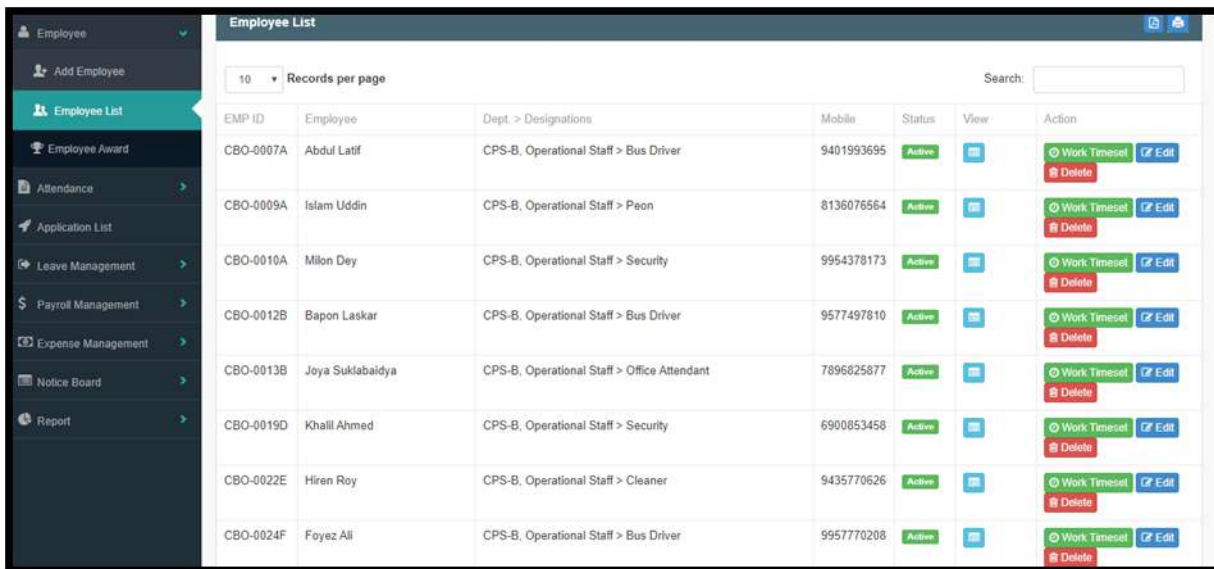
EMPLOYEE

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

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

EMPLOYEE AWARD

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.
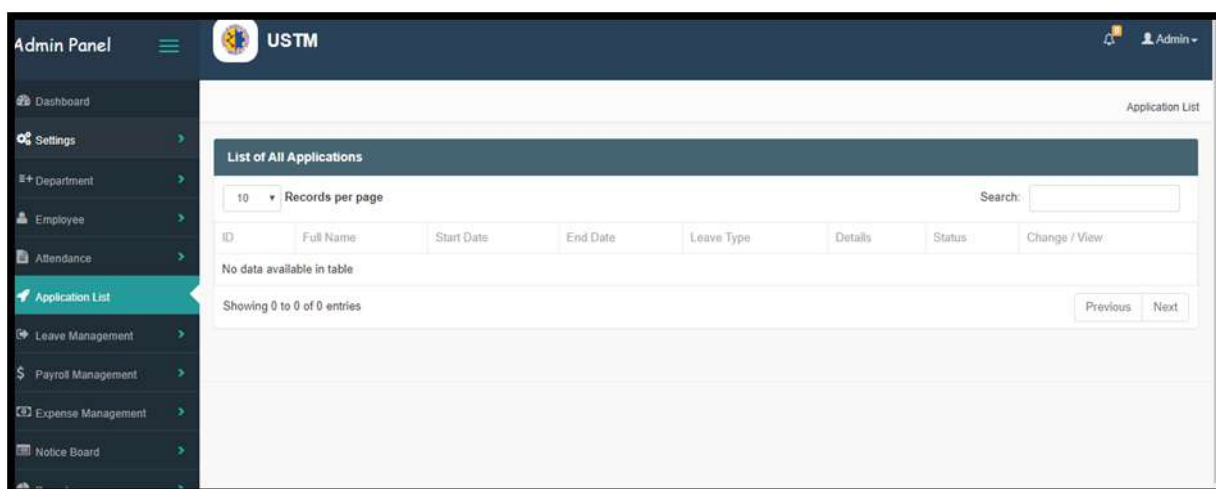
LEAVE MANAGEMENT

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

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 PAYSLIP,SALARY AMOUNT CATEGORY, LEAVE MANAGEMENT and LOAN MANAGEMENT.
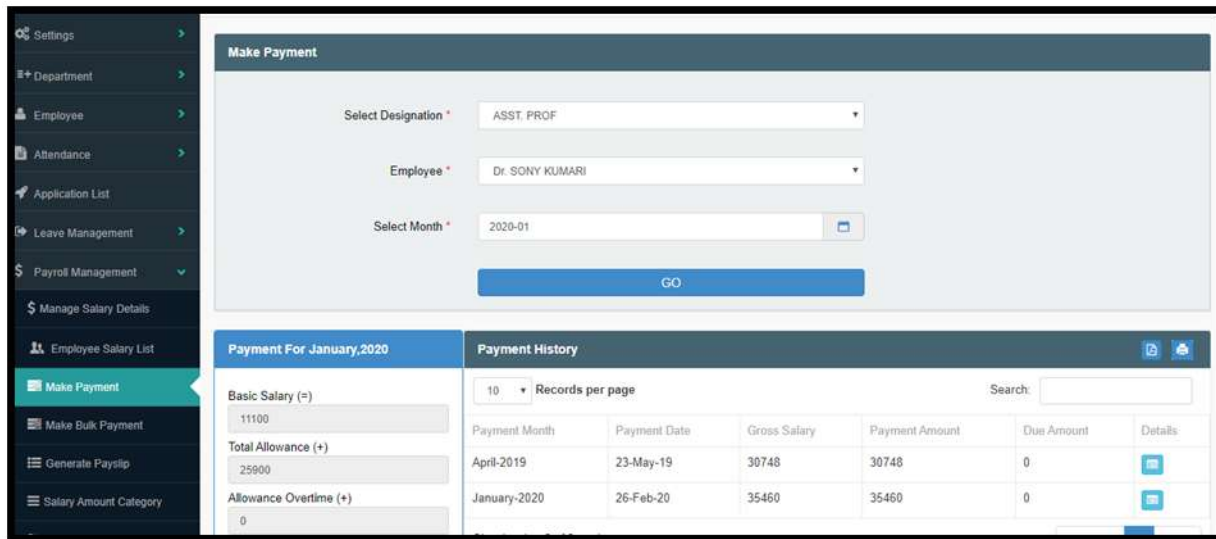
MANAGE SALARY DETAILS

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

EMPLOYEE SALARY LIST

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

MAKE PAYMENT

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

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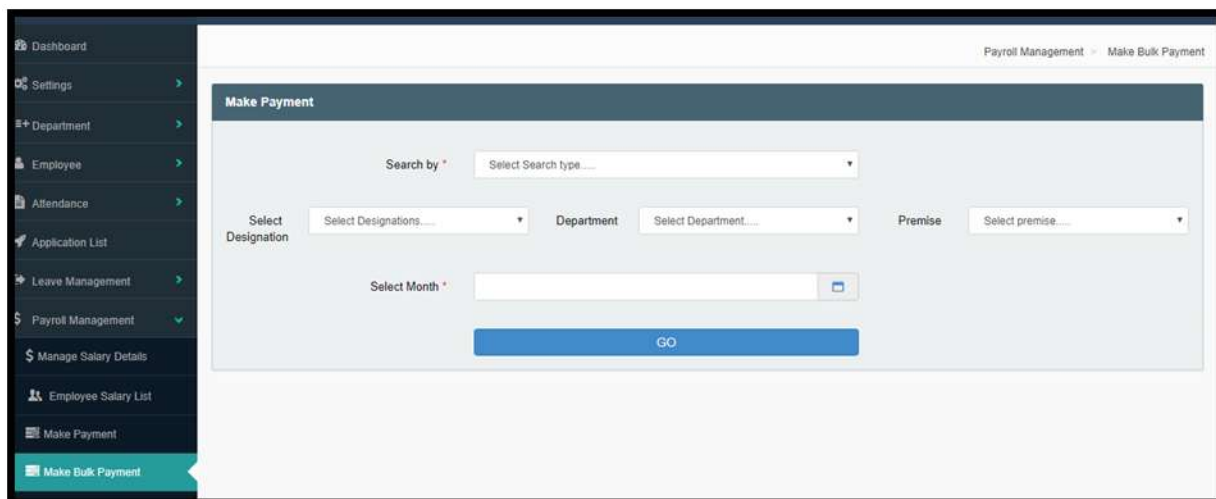
 In order to make bulk payment this option under the payroll management needs to be used.

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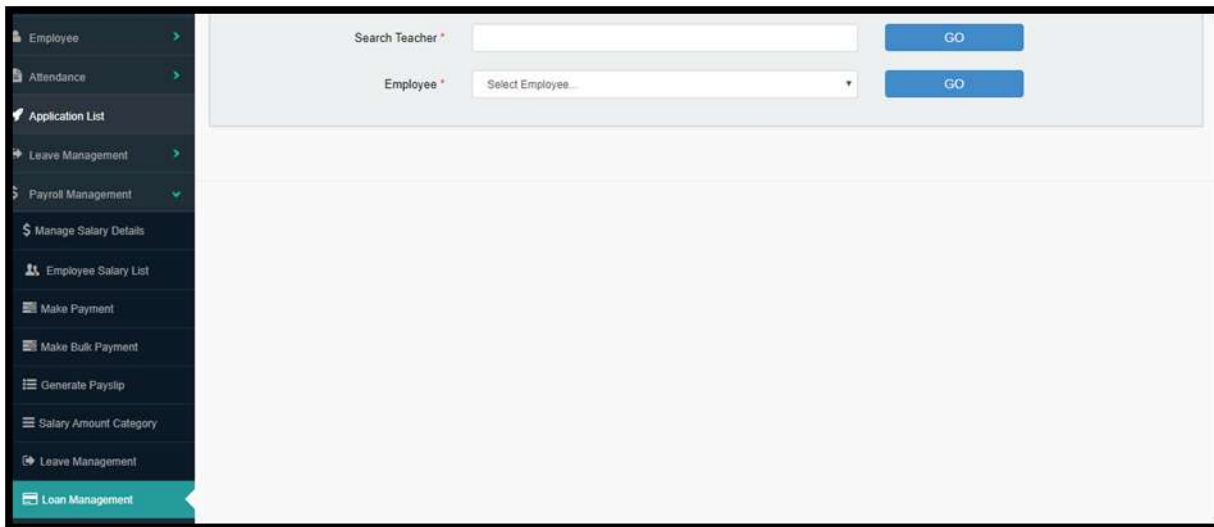
In order to make entry for Loan this option is to be used.

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.
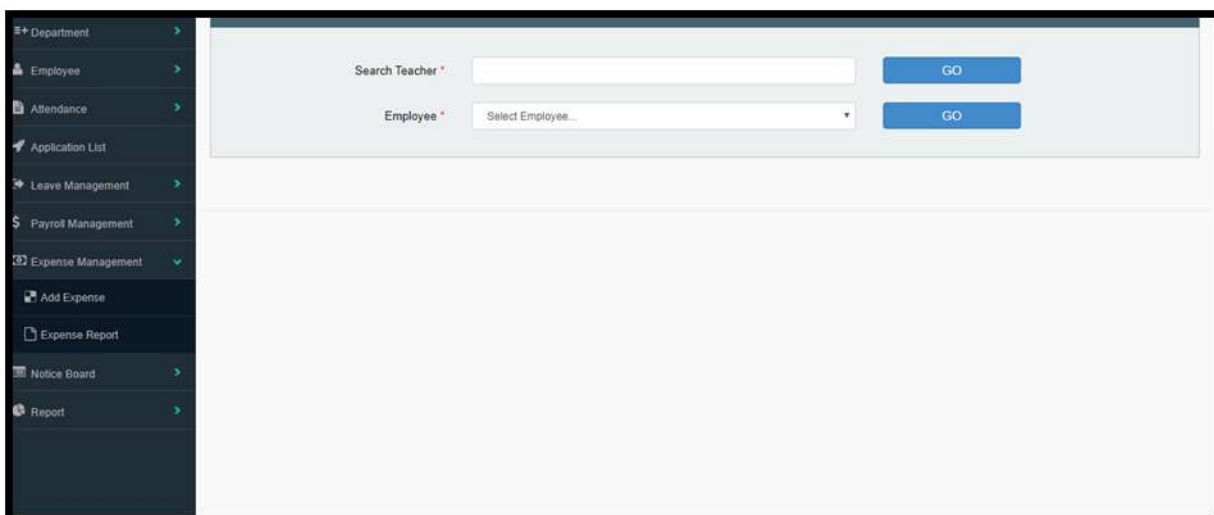
NOTICE BOARD

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

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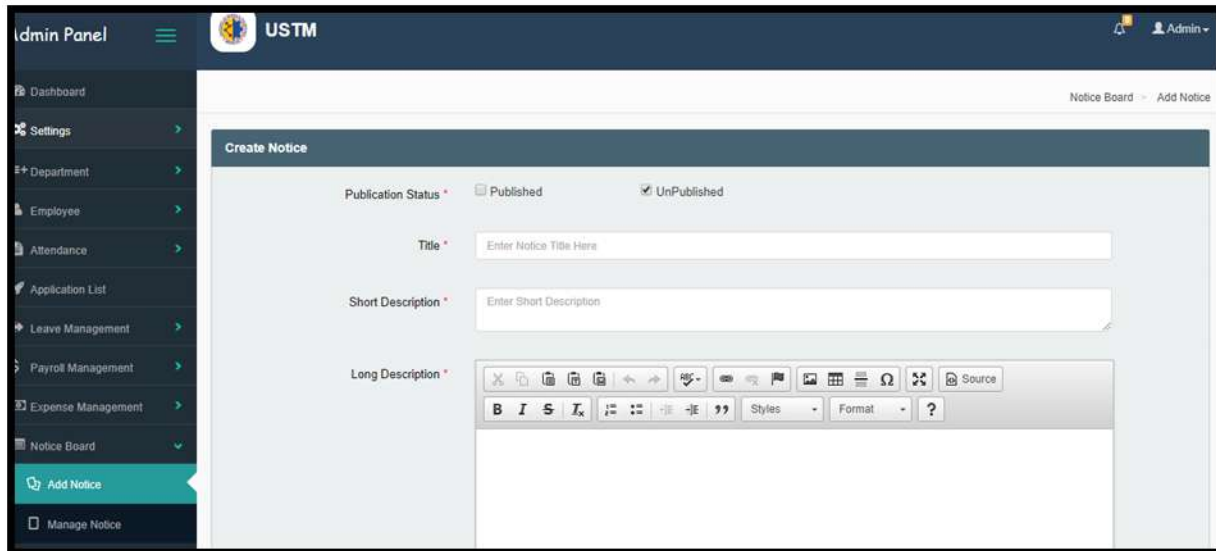
With the help of ADD NOTICE the user can add any notice required.

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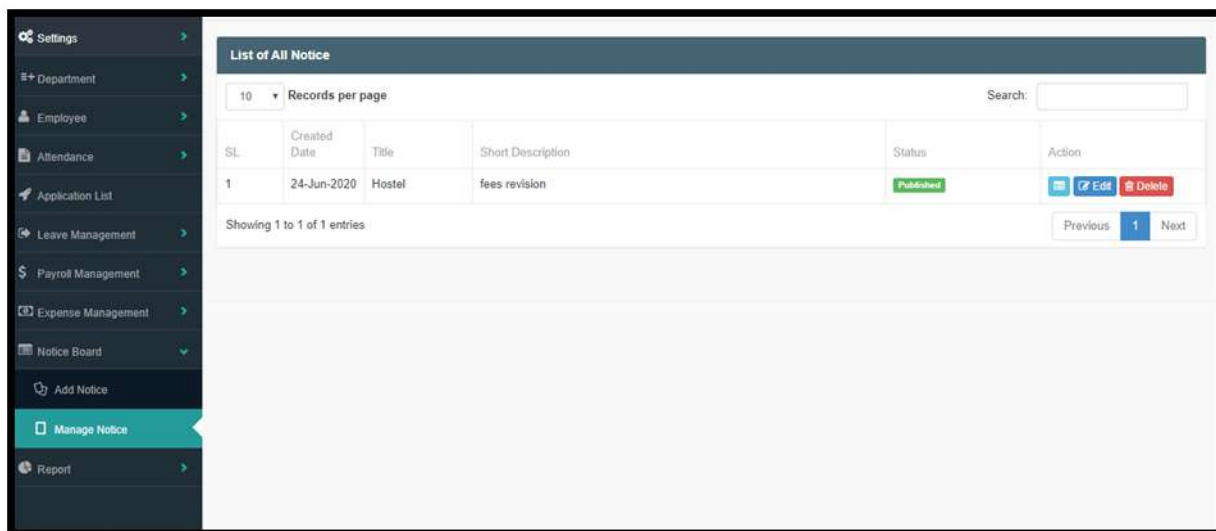
With the help of the option MANAGE NOTICE one could manage the information displayed on the notice board.

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

University of Science & Technology, Meghalaya

ACCOUNT & FINANCE MANAGEMENT
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

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

University of Science & Technology, Meghalaya

Table of Content

Accounting

- Payment
- Payment Category

Report

- Student List
- Student Not Assigned List
- Print Student Card
- Day Sheet Report
- Day Sheet Details Report
- Due Report
- Ledger Report
- Money Receipt Report

Settings

- User Settings
- General Settings
- SMS Settings
- Language Settings

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: -
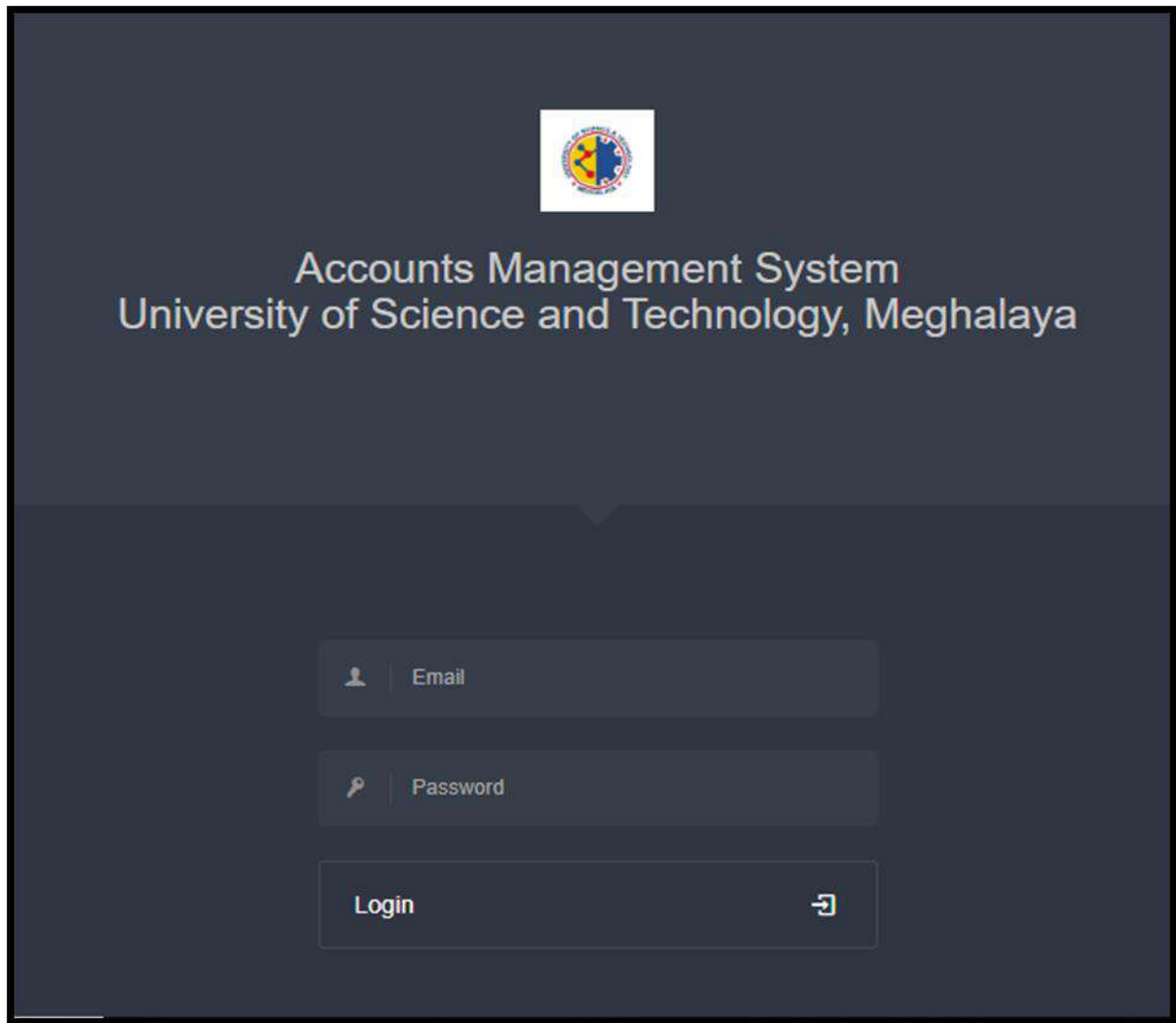
In order to log-in to the ACCOUNT MANAGEMENT SYSTEM the user needs to ENTER E-MAIL and PASSWORD. And then click on LOGIN option.
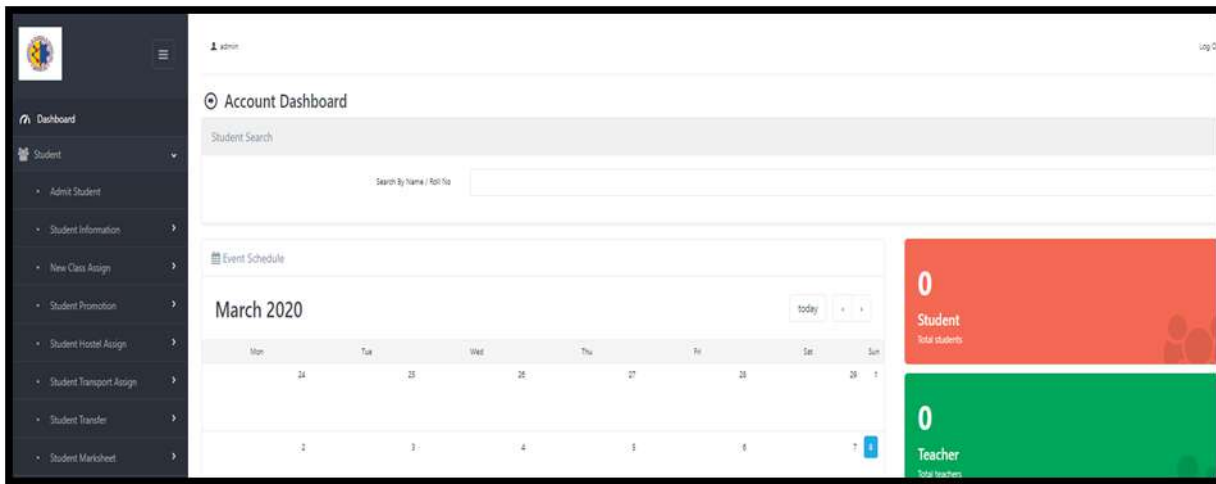
DASHBOARD
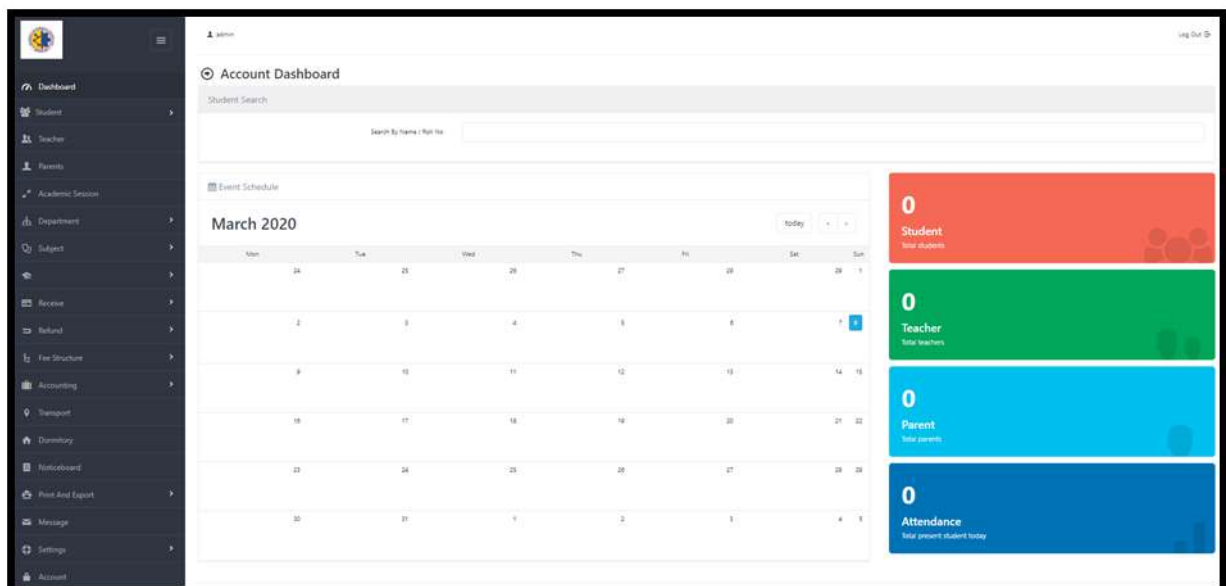
As per the picture above the home-page of the ACCOUNT MANAGEMENT SYSTEM appears.

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.

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.
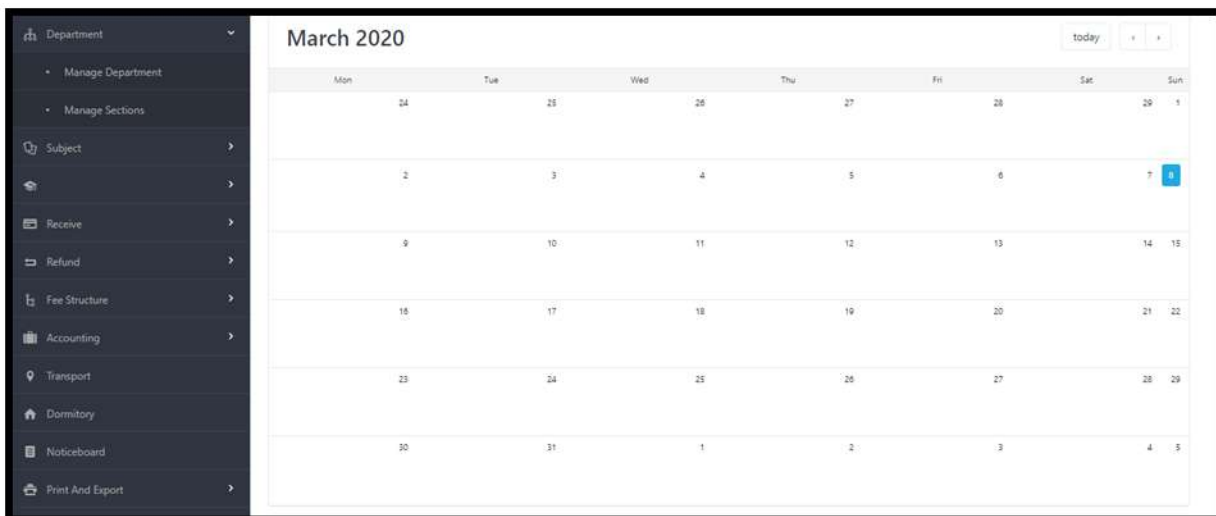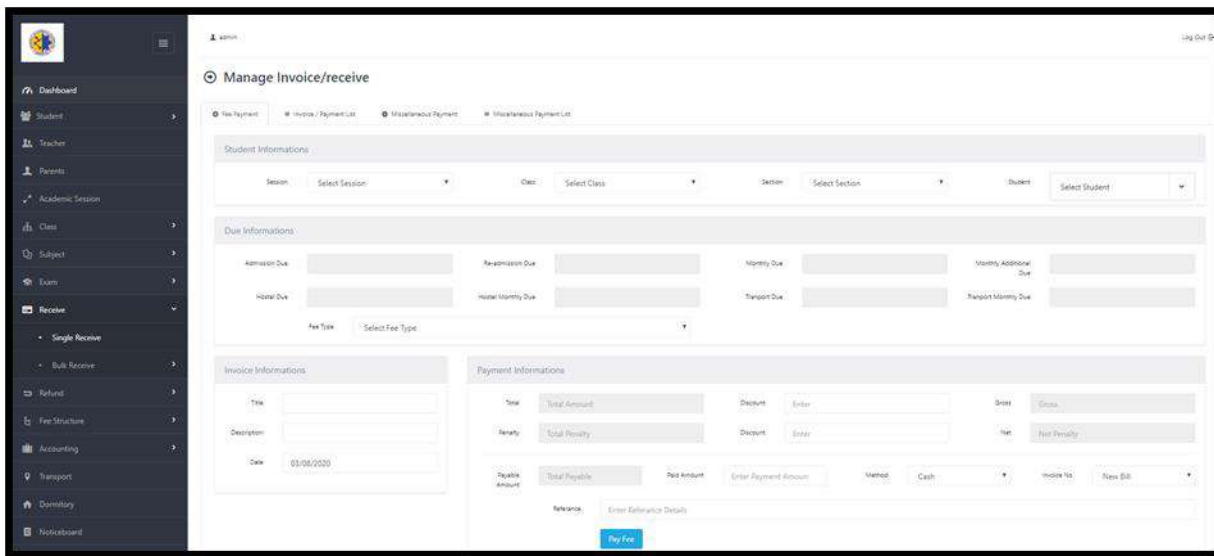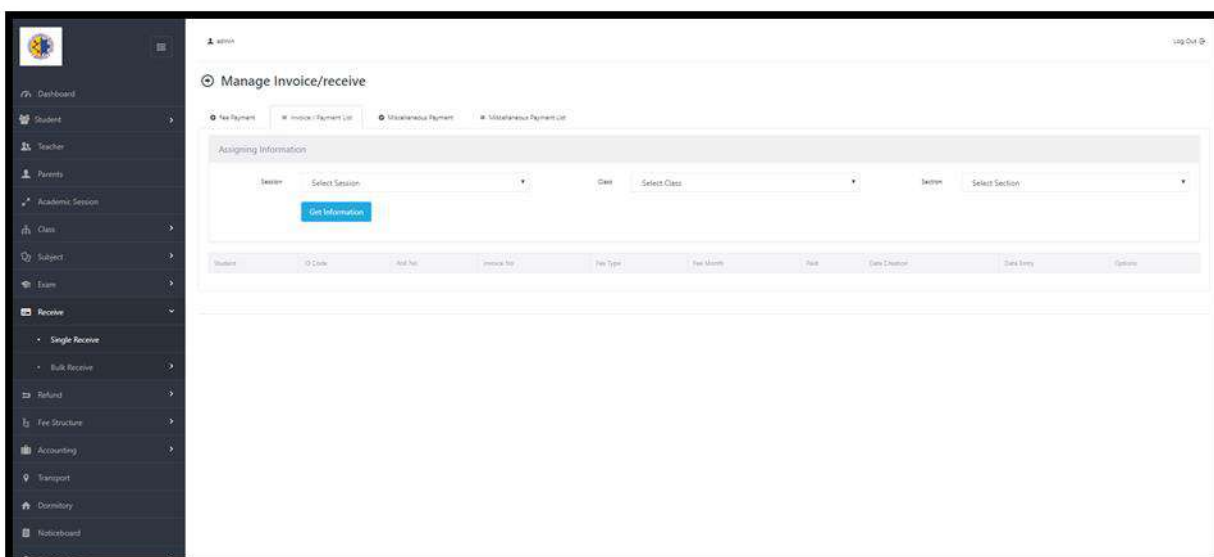
RECEIVE

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.

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.
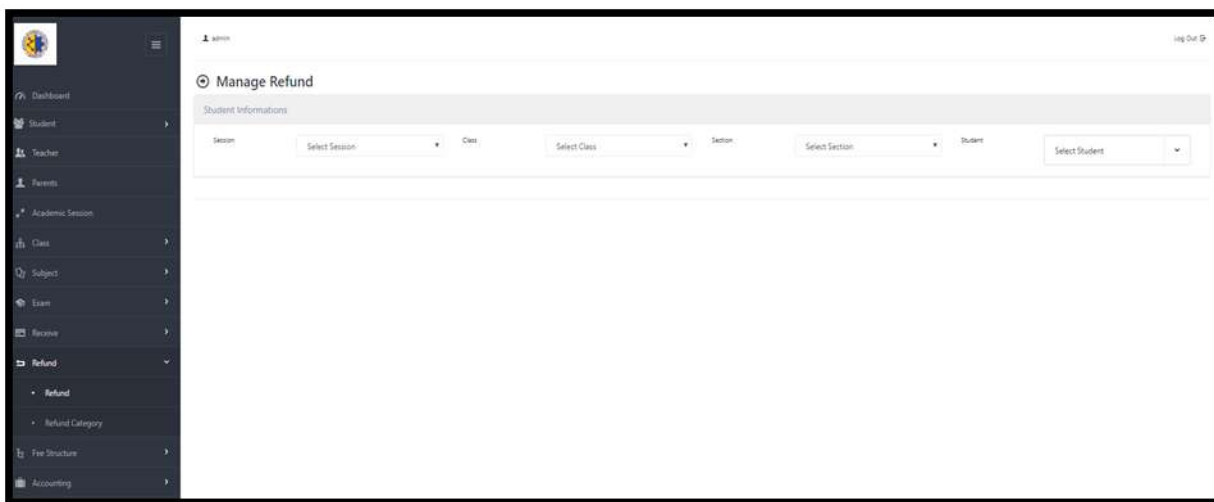

Under the SINGLE RECEIVE option user can find MISCELLANEOUS PAYMENTV LIST where list of all the miscellaneous payment can be accessed.
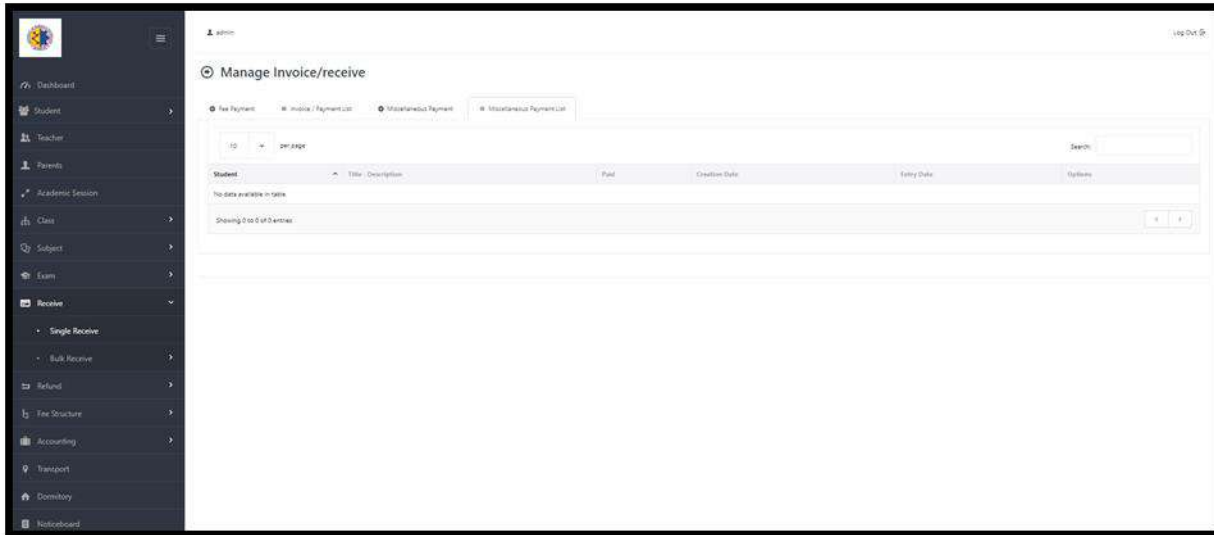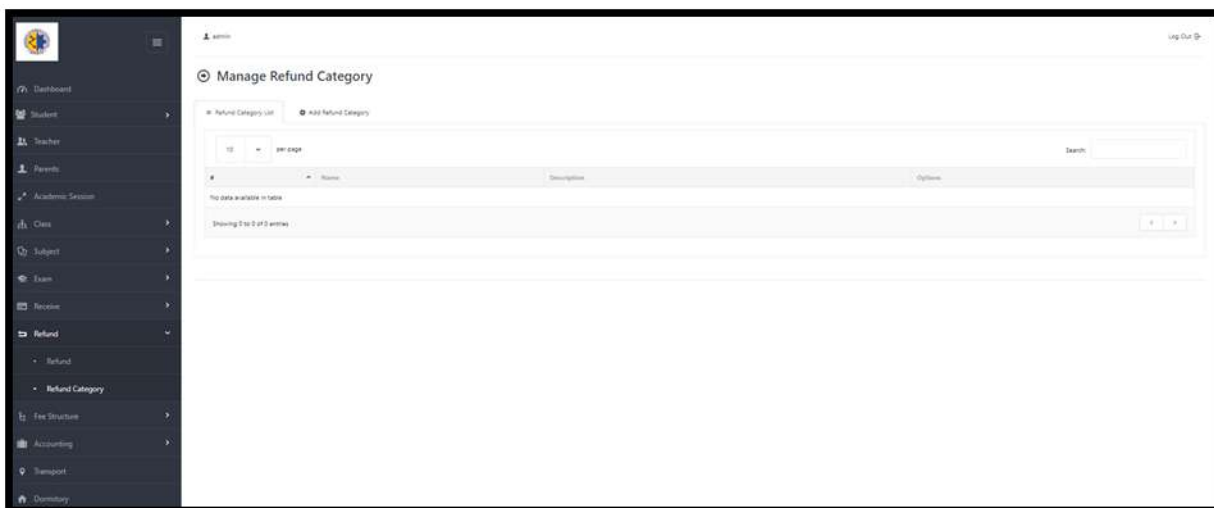
REFUND

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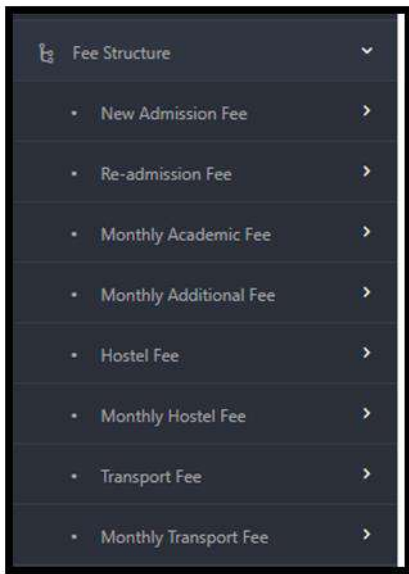

REFUND CATEGORY

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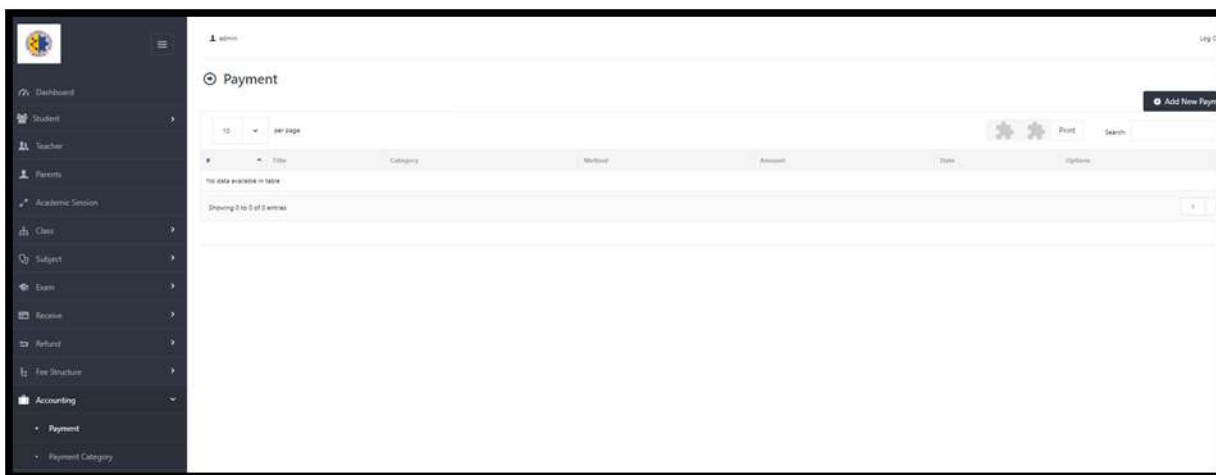

FEE STRUCTURE

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.
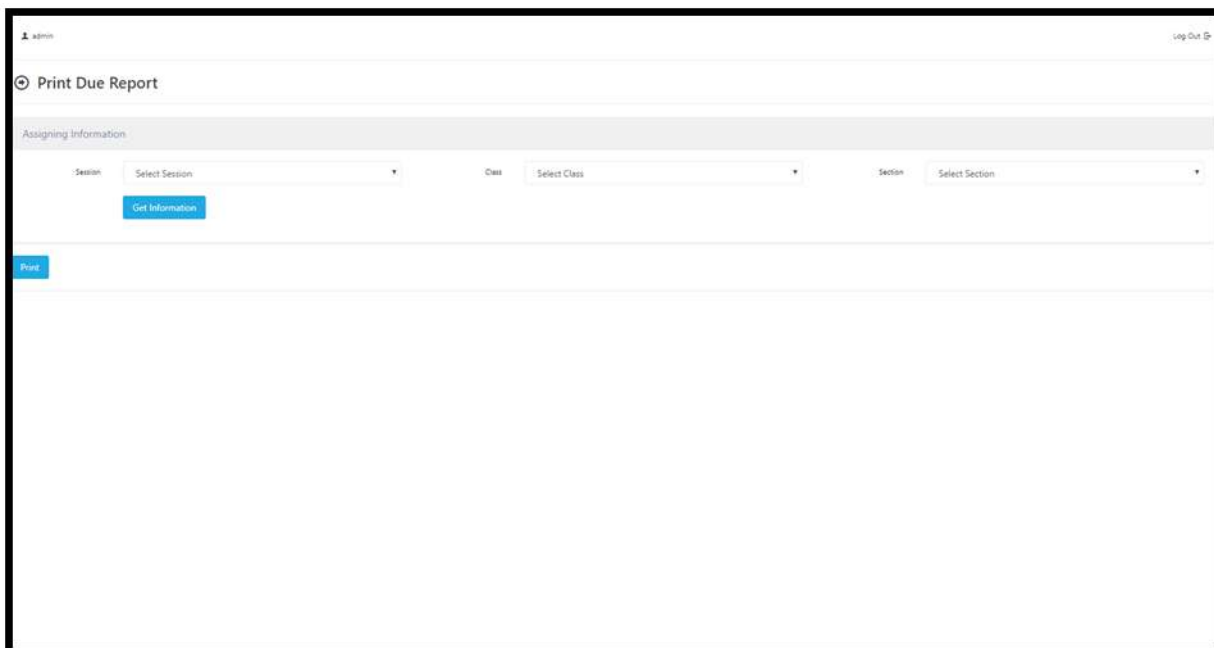

PRINT AND EXPORT

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.
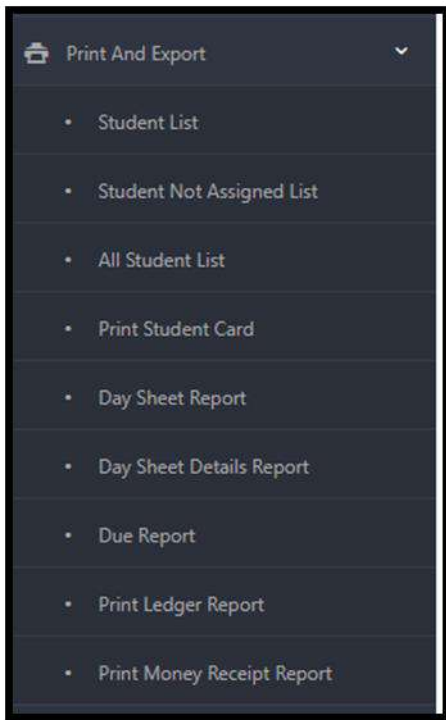
PRINT DUE REPORT

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

END