



**University of Science & Technology, Meghalaya**

# **FULLY ATOMATIC EXAMINATION SYSTEM UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA**

## **Steps for Exam Management in Digital Management System (DMS)**



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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

[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.

*1<sup>st</sup> Step: Put the name of the session (E.g.: 2019-20)*

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

*3<sup>rd</sup> Step: According to the session period user needs to put the total number of days in accordance to the session period*

The screenshot displays the 'Add Academic Session' page in the USTMEMS system. The page features a sidebar with navigation options: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Clearance, Verification, Invigilator, Time Table), and ALLOCATION (Mester). The main content area contains the following form elements:

- Name of Academic Session \***: A text input field with the placeholder 'Enter name of the session..'
- Academic Session Period \***: Two date input fields, both with the placeholder 'dd/mm/yyyy'.
- Verification & Re-verification \***: A section with a blue heading and a text area containing the message 'I have entered the information correctly and also verified the entered data.' followed by a red 'No' button.
- Submit**: A blue button located below the verification section.

## School

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

The screenshot shows the 'Add School' form in the USTM EMS system. The form is overlaid on a background image of a school building. The form contains the following fields and elements:

- Header:** USTM EMS logo and user name 'Nurujaman Laskar'.
- Navigation:** Breadcrumbs: Master > Registration > School.
- Form Fields:**
  - Name of the School \***: A text input field with the placeholder text 'Enter name of the school..'
  - Verification & Re-verification \***: A text input field with the text 'I have entered the information correctly and also verified the entered data.' and a dropdown menu currently set to 'No'.
- Submit Button:** A blue button labeled 'Submit'.
- Left Sidebar:** A navigation menu with categories: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Clearance, Verification, Invigilator, Time Table), and ALLOCATION (Master).

## 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 shows the 'Add Department' form in the USTM EMS system. The form is overlaid on a background image of a school building. The form contains the following fields and elements:

- Header:** USTM EMS logo and user name 'Nurujaman Laskar'.
- Navigation:** Breadcrumbs: Master > Registration > Department.
- Form Fields:**
  - Select School \***: A dropdown menu with the placeholder text 'Select School'.
  - Title of the Department \***: A text input field with the placeholder text 'Enter name of the department..'
- Submit Button:** A blue button labeled 'Submit'.
- Left Sidebar:** A navigation menu with categories: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Clearance, Verification, Invigilator, Time Table), and ALLOCATION (Master).

## Program

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

*1<sup>st</sup> Step: Select School*

*2<sup>nd</sup> Step: Select Department*

*3<sup>rd</sup> Step: Put Program name (E.g.: M.sc Zoology)*

*4<sup>th</sup> Step: Code of the program (E.g.: 301, which means the paper code)*

*5<sup>th</sup> 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 features a form with the following fields:

- Select School \*
- Select Department \*
- Title of the Program \*
- Code of the Program \*
- Duration of the Program in semester \*

At the bottom of the form, there is a 'Submit' button and a verification message: 'Verification & Re-verification \* I have entered the information correctly and also verified the entered data. - No'.

## Course

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

1<sup>st</sup> Step: Select School

2<sup>nd</sup> Step: Select Department

3<sup>rd</sup> Step: Select Program (E.g.: M.Sc.)

4<sup>th</sup> Step: Select Semester

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

6<sup>th</sup> Step: Put course code (E.g.: 301)

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

8<sup>th</sup> Step: Put Credit Course

**USTM EMS** | Nurujaman Laskar

Master > Registration > Course

**Add Course**

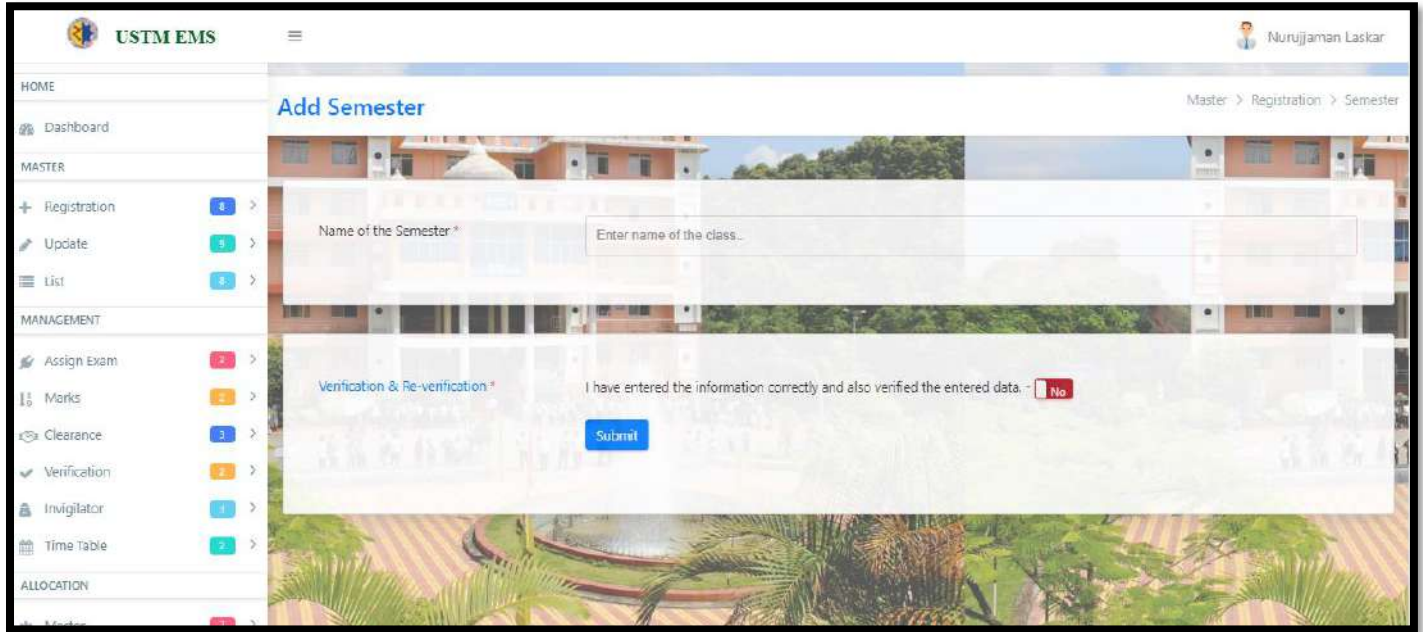
Select School *	APPLIED SCIENCES
Select Department *	CHEMISTRY
Select Program *	M.Sc. Chemistry
Select Semester *	THIRD
Title of the Course *	1
Code of the Course *	BPT - 101
Subject type *	Theory
Credit of the Course *	4
Subject Category *	Compulsory

**USTM EMS** | Nurujaman Laskar

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 * <small>(will be added for total marks)</small>	15
Assign / Seminar full mark * <small>(will be added for total marks)</small>	6
Class Attendance full mark * <small>(will be added for total marks)</small>	9
Theory Semester Exam full mark * <small>(will be added for total marks)</small>	70
<b>Total marks</b> <small>(Total marks must be in between 50, 100, 150, 200, 250, 300)</small>	100

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.

1<sup>st</sup> Step: Select Batch

2<sup>nd</sup> Step: Select School

3<sup>rd</sup> Step: Select Department

4<sup>th</sup> Step: Select Semester

5<sup>th</sup> Step: Select Program (E.g.: M.SC)

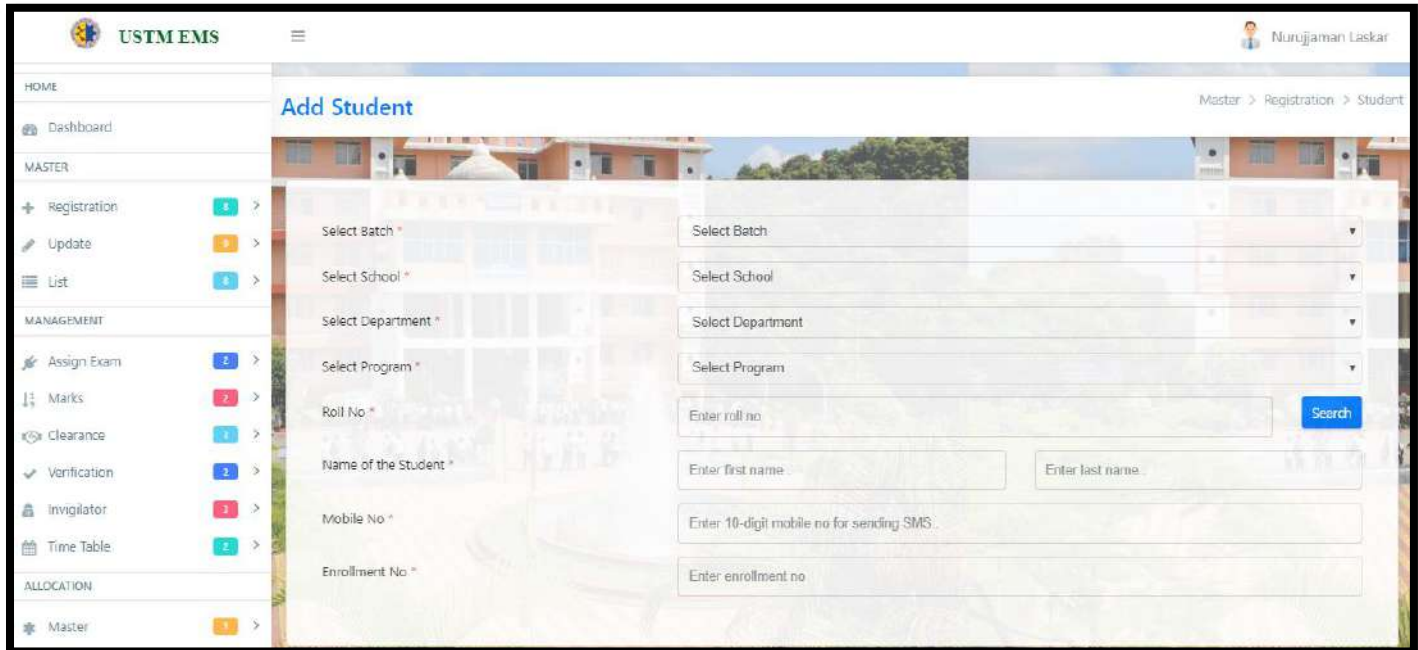
6<sup>th</sup> Step: Put Roll No.

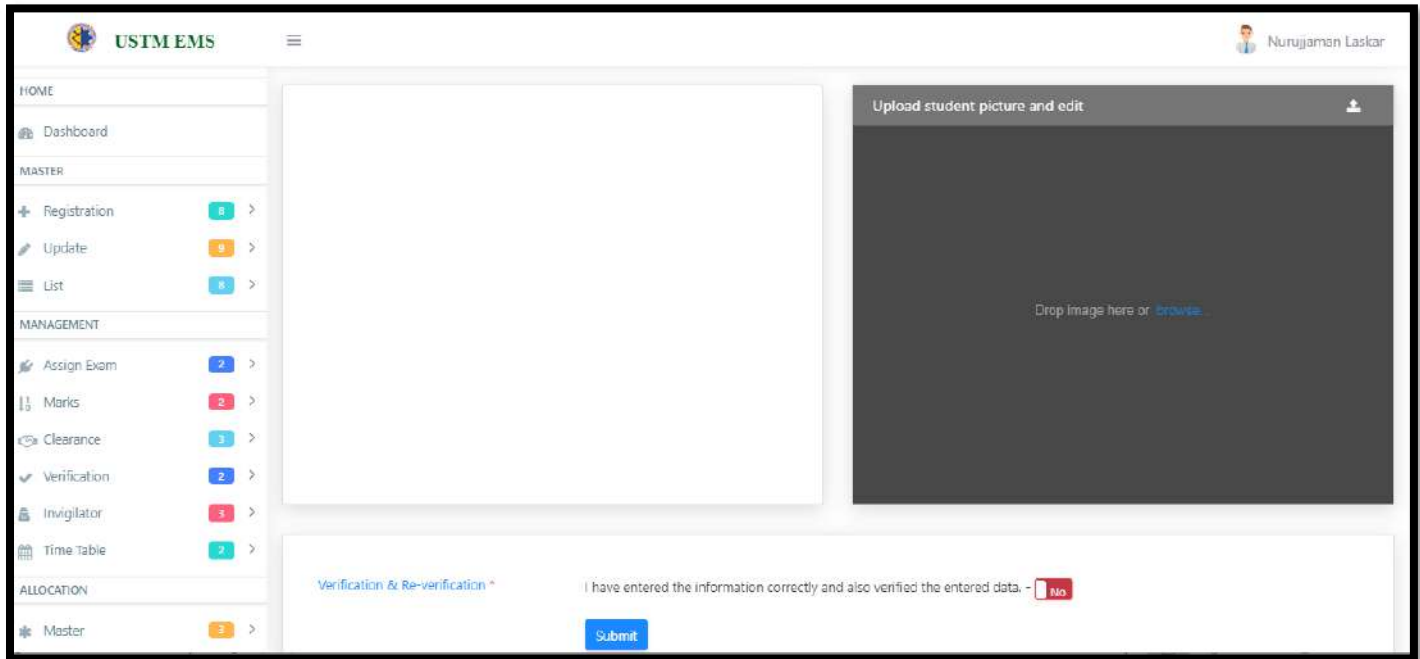
7<sup>th</sup> Step: Enter Name of the Student

8<sup>th</sup> Step: Enter mobile number

9<sup>th</sup> Step: Enter enrollment number.

10<sup>th</sup> Step: Upload student picture from your PC



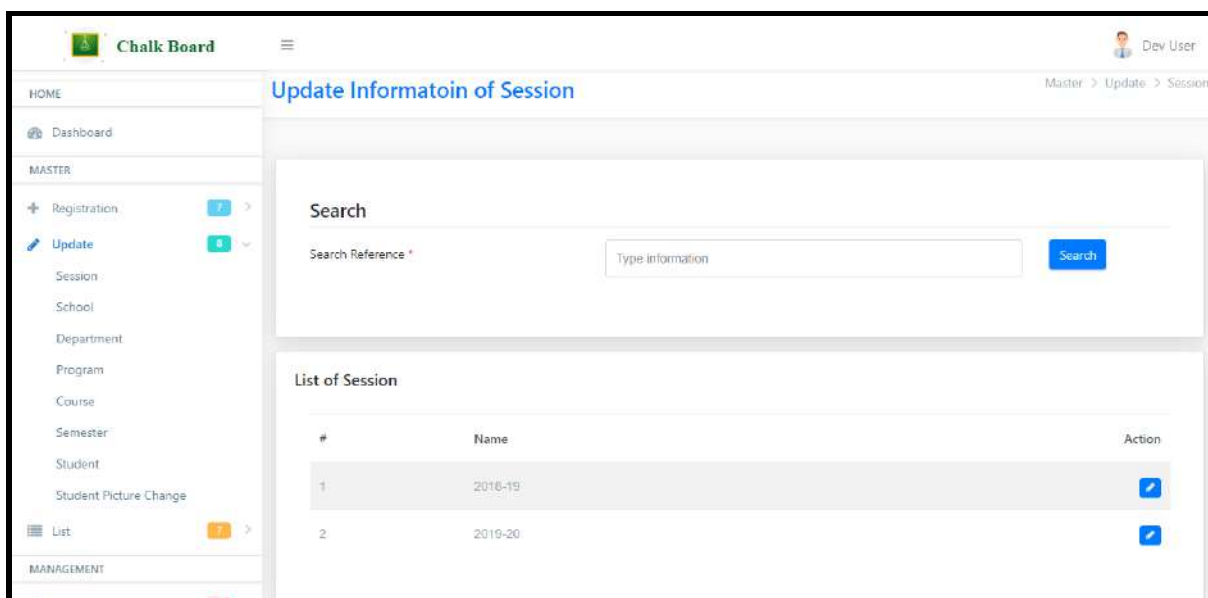


## Update

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

## Session

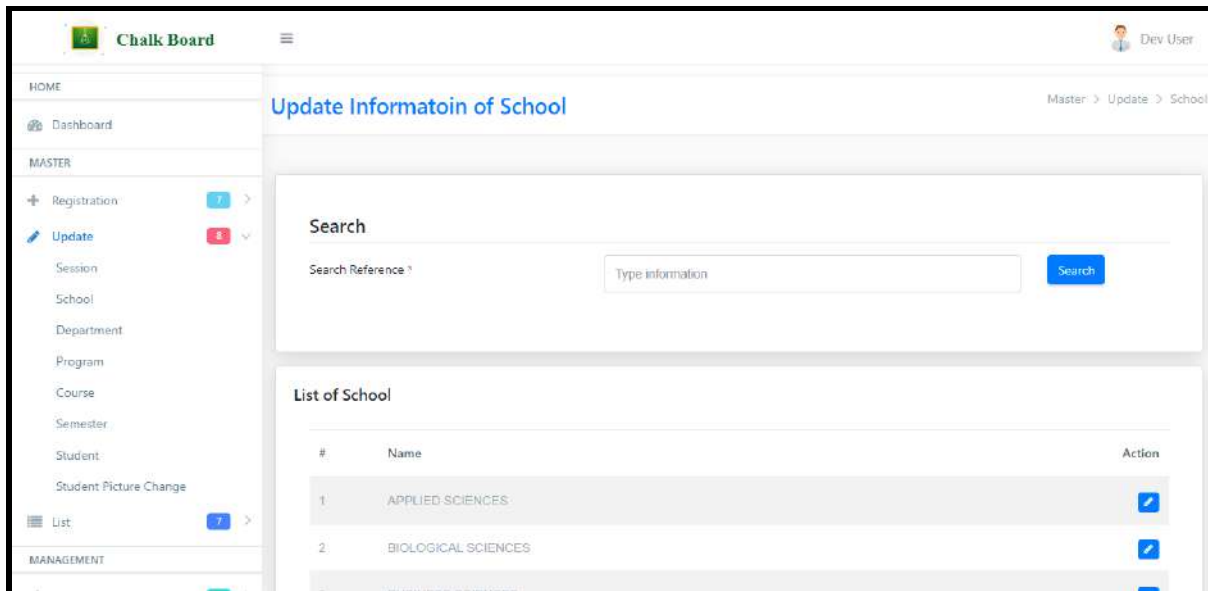
In the picture below you have to first select session and then Search Session information by clicking on **Search** button. After searching you can edit Session by clicking on **Action** button.







## 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.

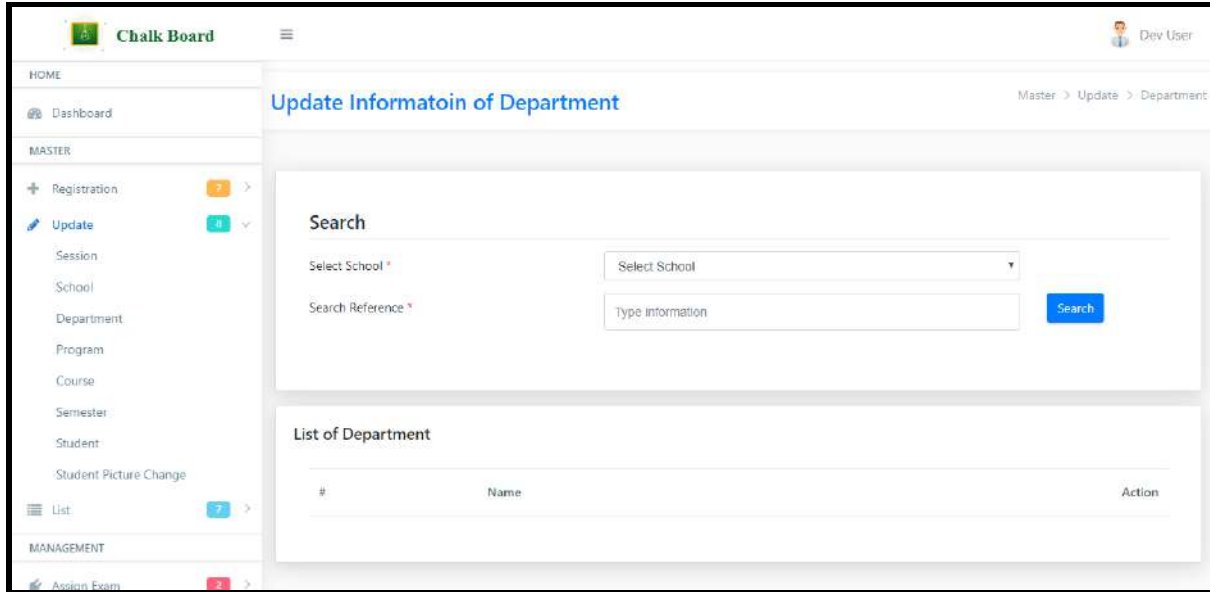


The screenshot shows the 'Chalk Board' application interface. The left sidebar contains a navigation menu with categories: HOME, MASTER, and MANAGEMENT. Under MASTER, the 'Update' option is selected, showing a sub-menu with 'Session', 'School', 'Department', 'Program', 'Course', 'Semester', 'Student', and 'Student Picture Change'. The main content area is titled 'Update Information of School' and features a search section with a 'Search Reference' input field and a 'Search' button. Below the search section is a 'List of School' table with the following data:

#	Name	Action
1	APPLIED SCIENCES	
2	BIOLOGICAL SCIENCES	

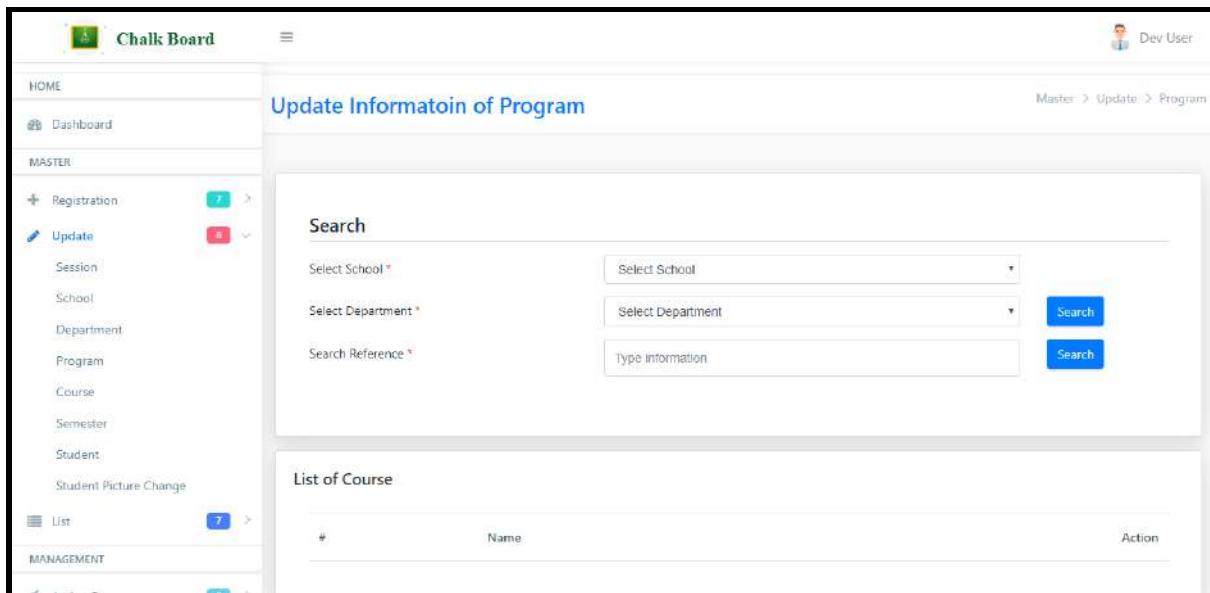
## Department

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.



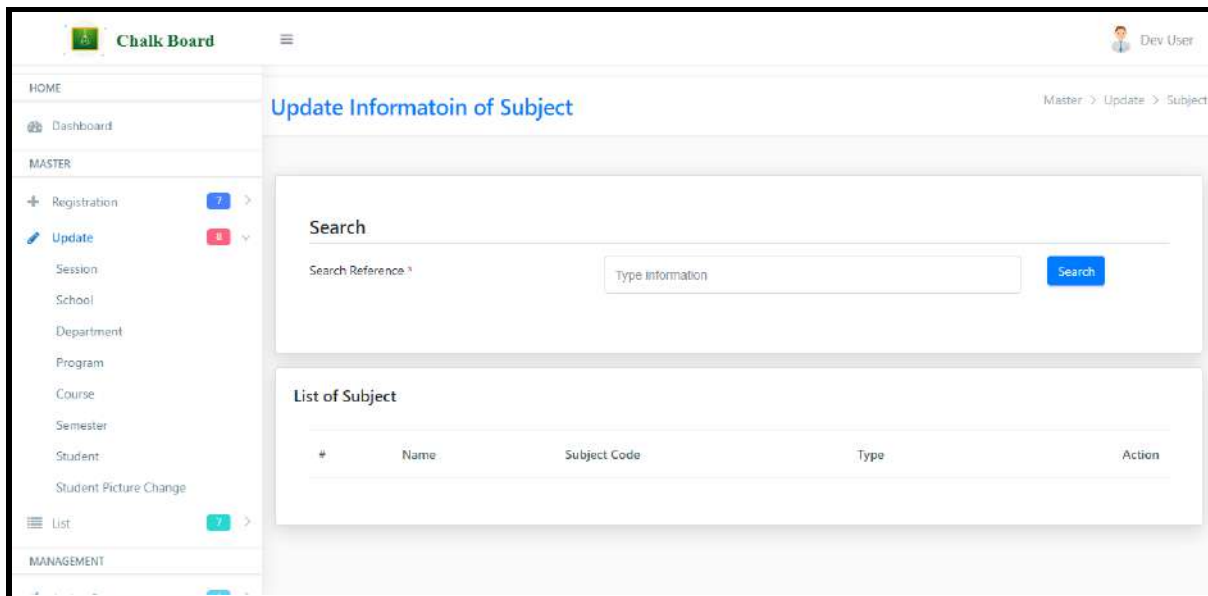
## Program

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.

The screenshot shows the 'Chalk Board' application interface. The main heading is 'Update Information of Class'. Below the heading is a search section with a 'Search Reference' label and a text input field containing 'Type information', followed by a blue 'Search' button. Below the search section is a 'List of Class' table with three rows. Each row has an '#', a 'Name', and an 'Action' button (a blue square with a white pencil icon).

#	Name	Action
1	III	
2	I	
3	II	

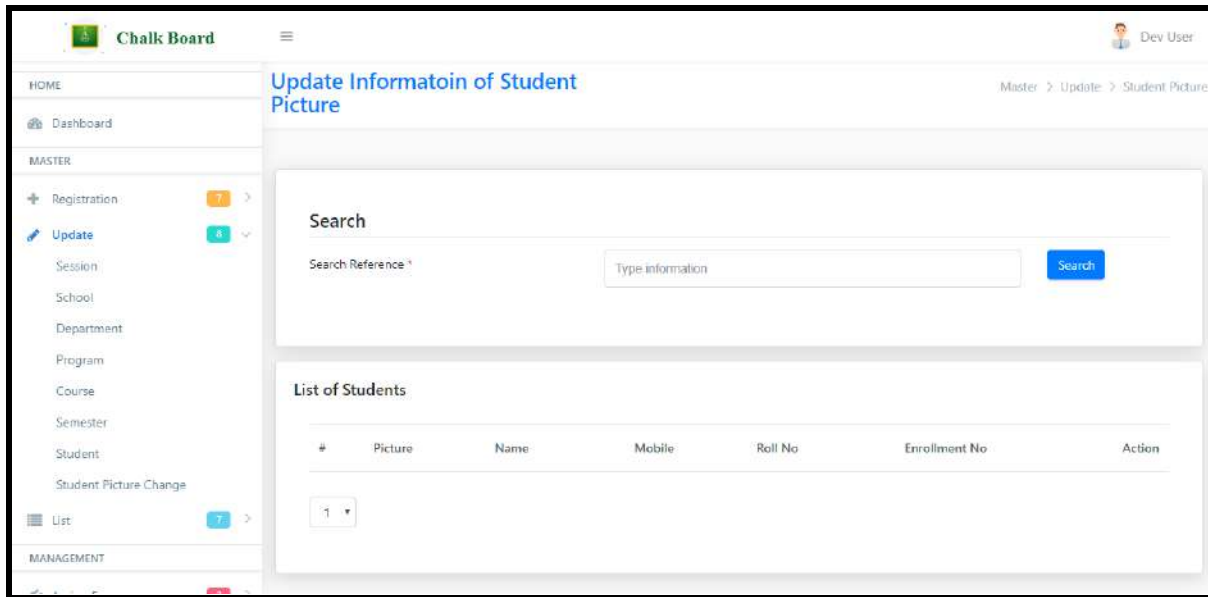
## Student

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.

The screenshot shows the 'Chalk Board' application interface for 'Update Information of Student'. The main heading is 'Update Information of Student'. Below the heading is a search section with several dropdown menus: 'Select Batch', 'Select School', 'Select Department', and 'Select Program'. Below these is a 'Search Reference' text input field containing 'Type information', followed by a blue 'Search' button. Below the search section is a 'List of Students' section.

## 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

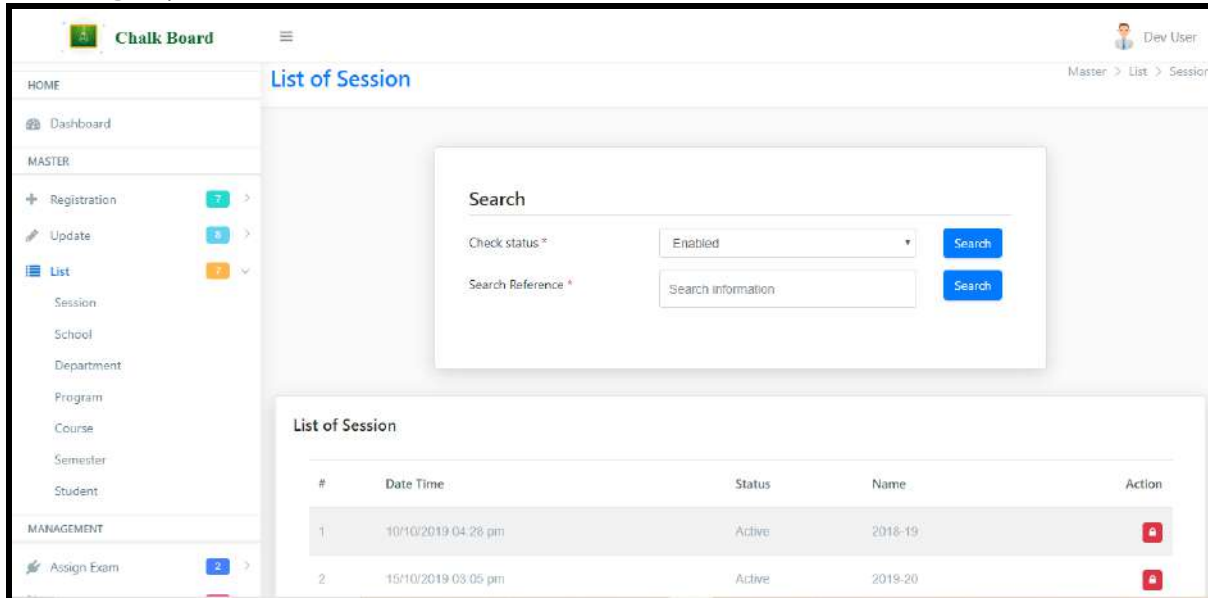
Under List section Users can access details of **Session, School, Department, Program, Course, Semester, Student, Student Change Picture**

## 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

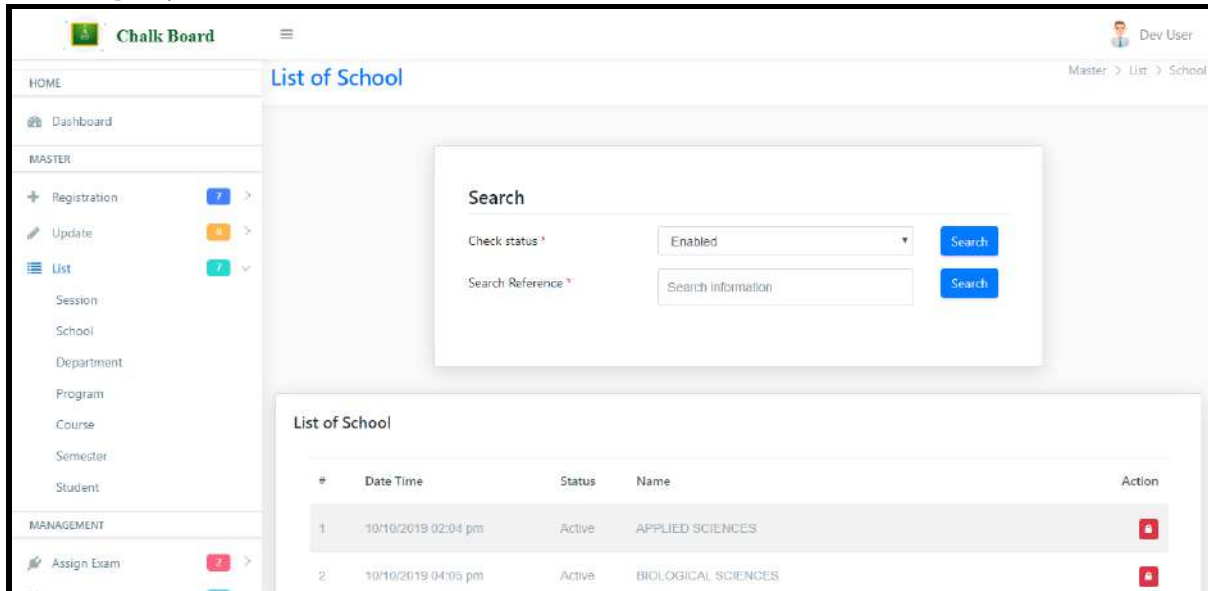


## School

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

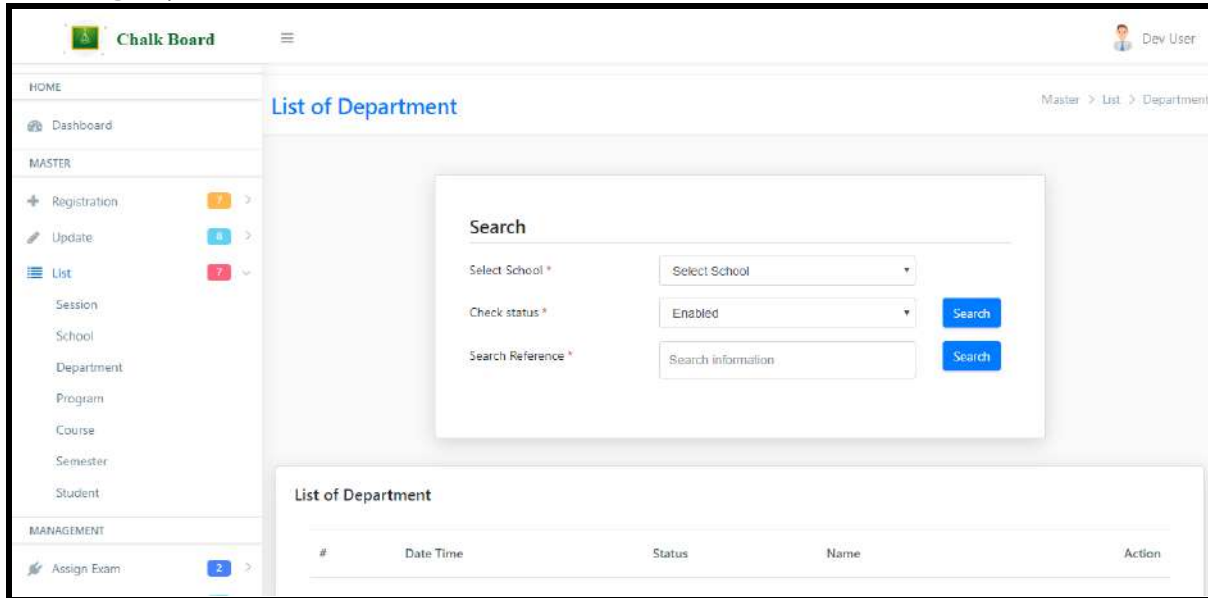


## Department

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



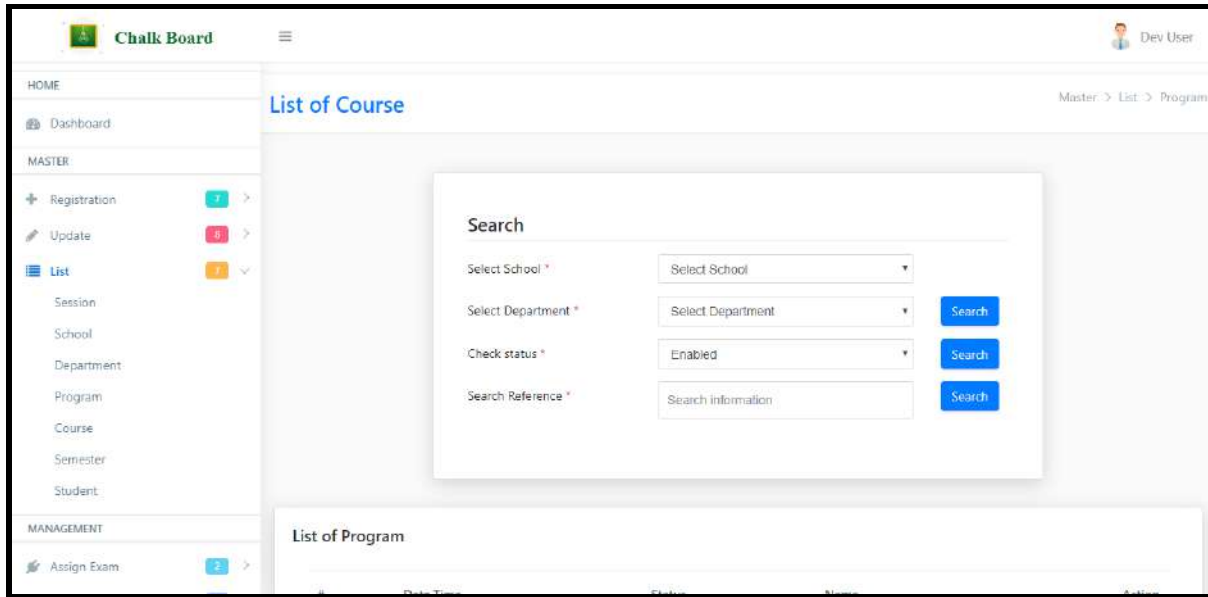
## Program

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



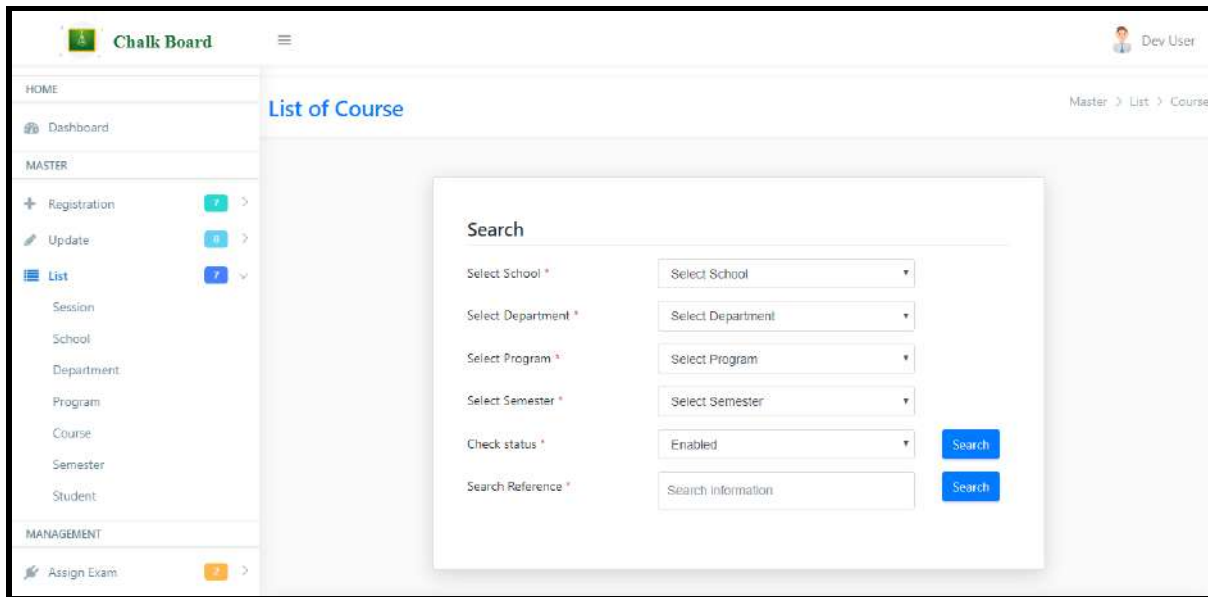


## Course

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

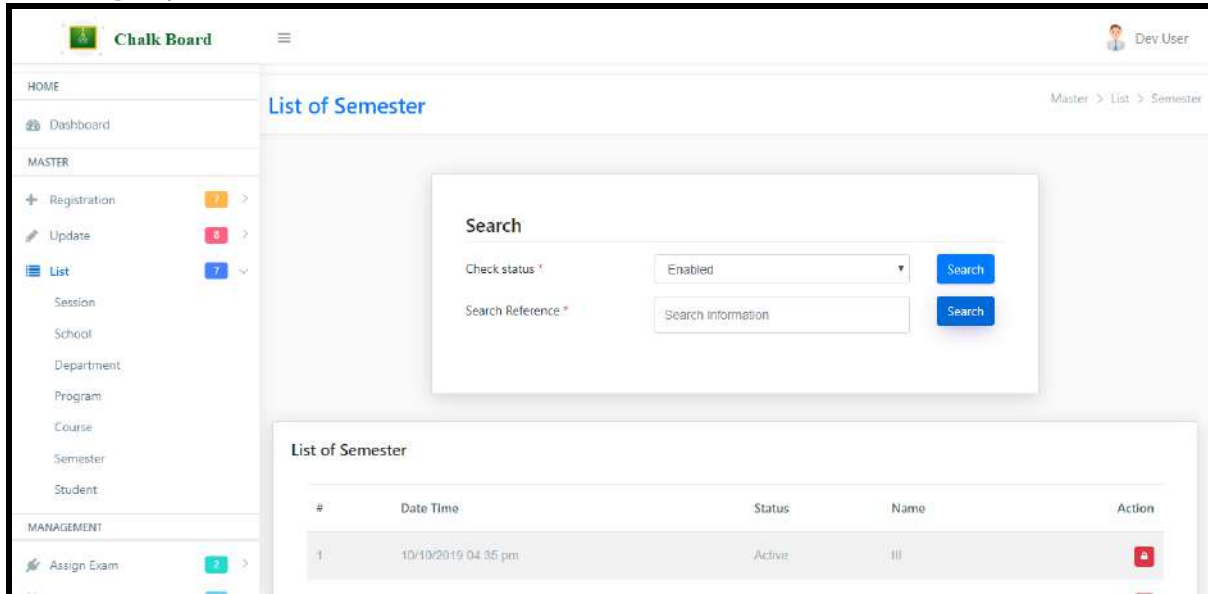


## Semester

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



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 divided into three sections: 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 form with the following fields and buttons:

- Check status \* (Dropdown menu set to 'Enabled') with a Search button.
- Search Reference \* (Text input field with 'Search Information' placeholder) with a Search button.

Below the search form is a table titled 'List of Semester' with the following data:

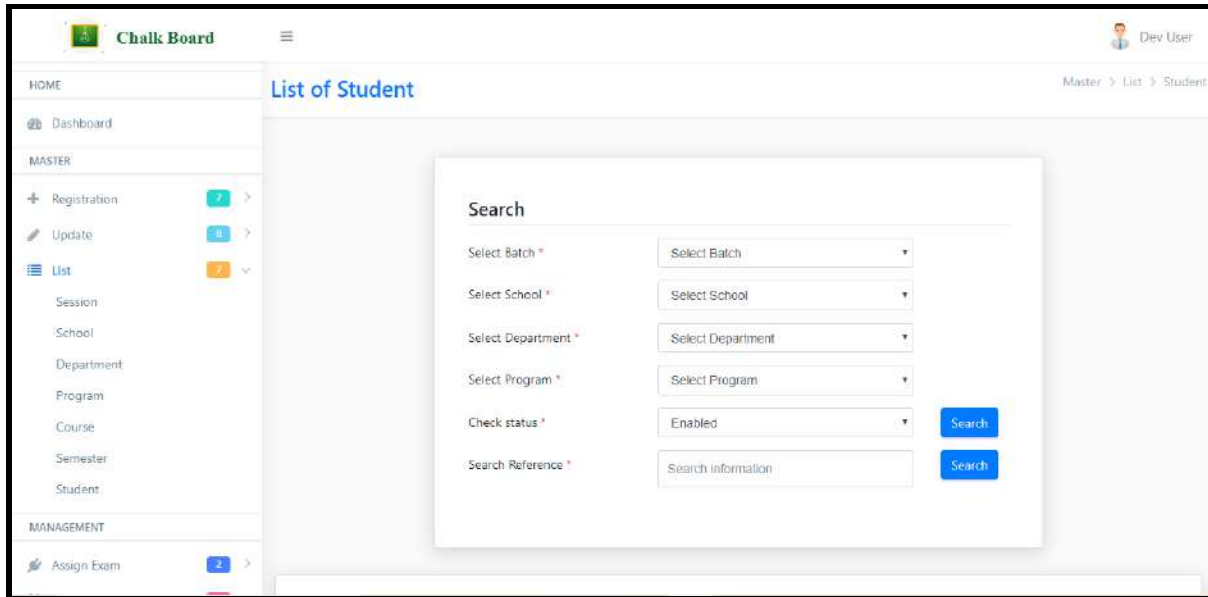
#	Date Time	Status	Name	Action
1	10/10/2019 04:35 pm	Active	III	

## 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 2<sup>nd</sup> point of the Exam portal. It consists of Three sections i.e., Mark, Clearance and Verification. The particulars about the three are discussed below-

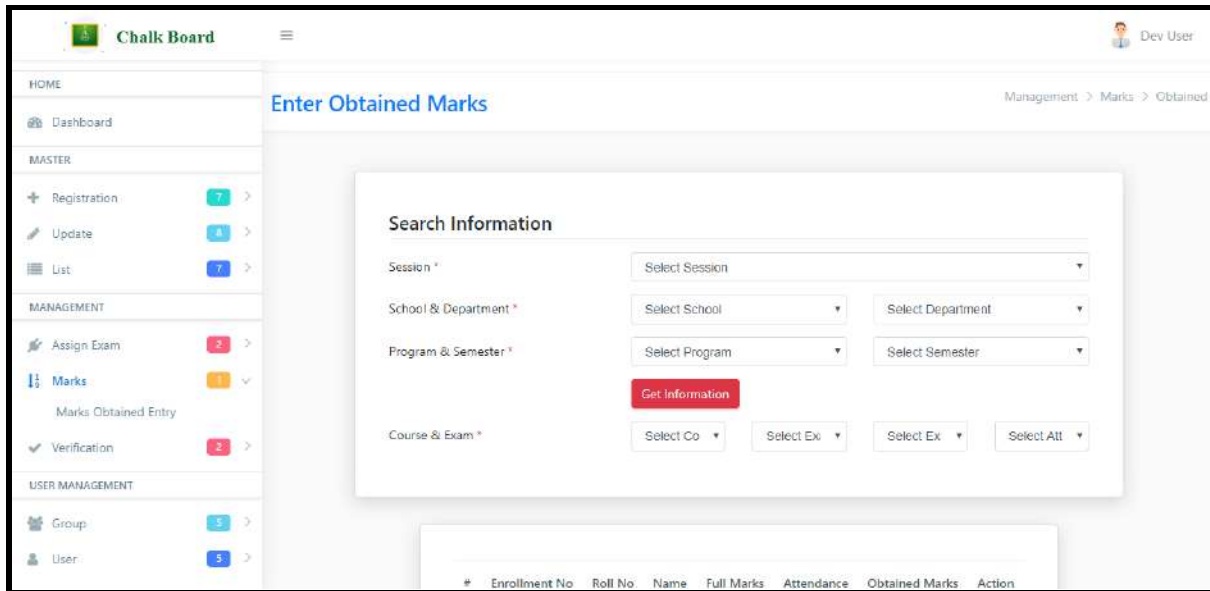
### Marks

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)




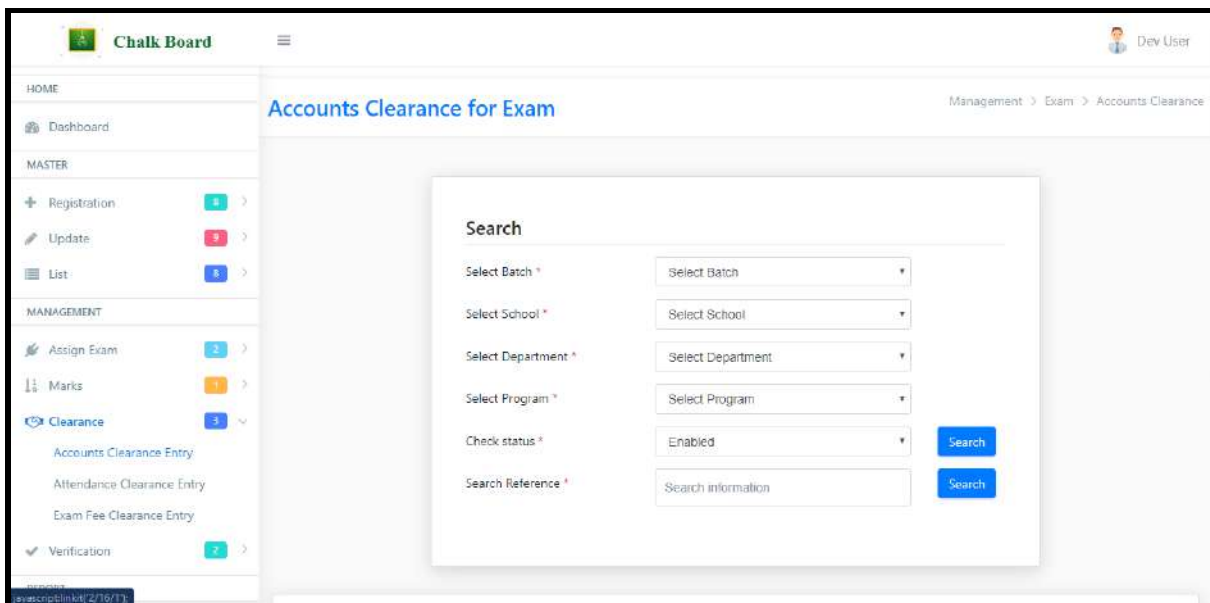
## Clearance

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

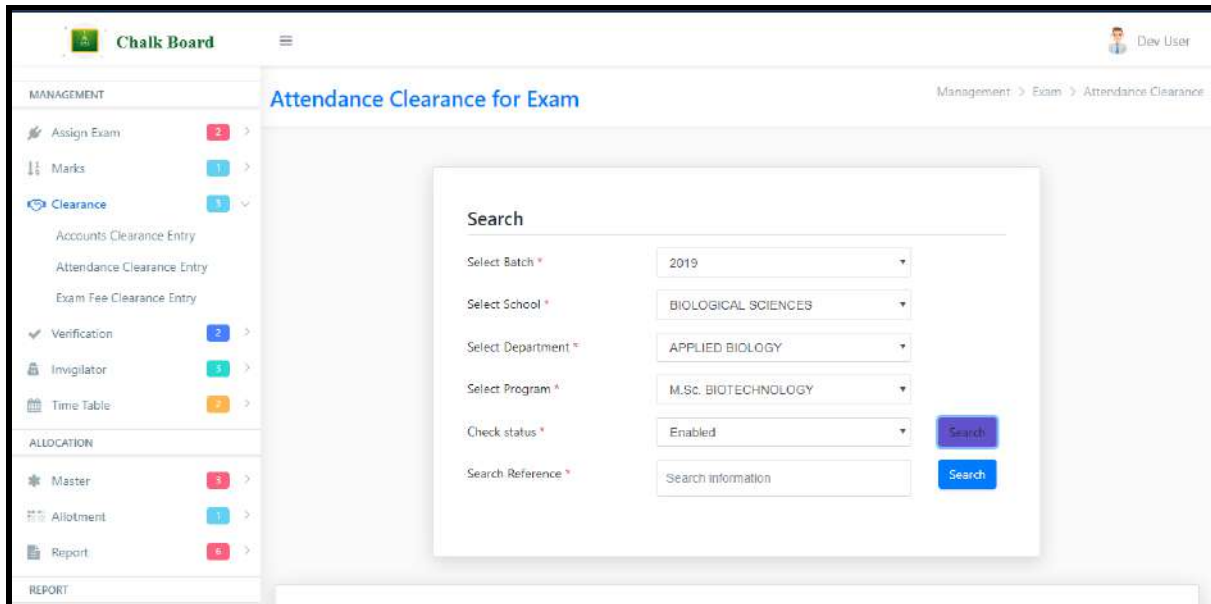
4. Select Program
5. Check Status
6. Search Reference
7. Click on Search
8. Then click on the  button near the required student/students whose account is/are to be cleared.
9. After the account/accounts are cleared of the required student then he or she will be capable for appearing the exam.



#	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%	<a href="#">CLEARED</a>
2	18/11/2019 04:13 pm	Active		Kh Rohit Kumar Singha	2019/BSP/0002	UG/2019/0002194	51%	<a href="#">CLEARED</a>
3	18/11/2019 04:14 pm	Active		Saijul Islam Mollah	2019/BSP/0003	UG/2019/0002196	60%	<a href="#">CLEARED</a>
4	18/11/2019 04:15 pm	Active		Joushrang Brahma	2019/BSP/0004	UG/2019/0002233	44%	
5	18/11/2019 04:17 pm	Active		Ritime R Marak	2019/BSP/0005	UG/2019/0002326	42%	
6	18/11/2019 04:18 pm	Active		Raihaan Akhtar Ahmed Rizvi	2019/BSP/0006	UG/2019/0002503	43%	
7	18/11/2019 04:18 pm	Active		Sadique Ahmed Choudhury	2019/BSP/0007	UG/2019/0002545	53%	<a href="#">CLEARED</a>
8	18/11/2019 04:18 pm	Active		Hc Chaitranglen	2019/BSP/0008	UG/2019/0002577	45%	
9	18/11/2019 04:19 pm	Active		Danswring Mushahary	2019/BSP/0009	UG/2019/0002587	56%	<a href="#">CLEARED</a>

## Attendance Clearance Entry

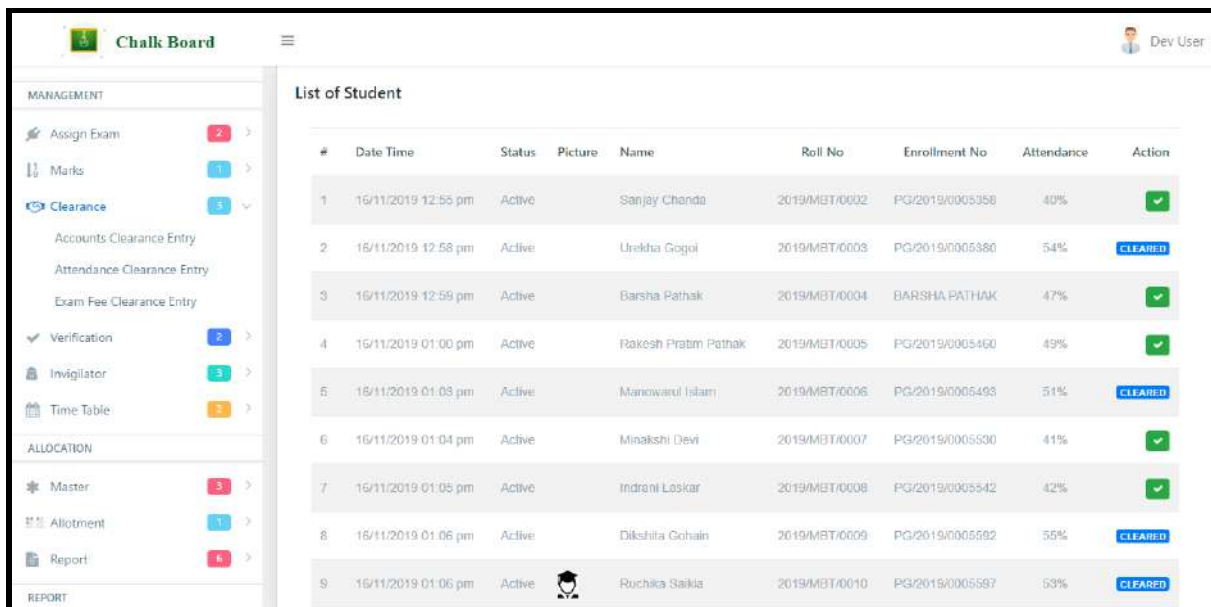
1. Select Batch
2. Select School
3. Select Department
4. Select Program
5. Check Status
6. Search Reference
7. Click on Search
8. Then click on the  button near the required student/students whose attendance is/are to be cleared.
9. After the attendance are cleared of the required student then he or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









The screenshot shows the 'Chalk Board' interface with a sidebar menu on the left and a main content area. The sidebar menu includes sections for MANAGEMENT, ALLOCATION, and REPORT. The main content area is titled 'Attendance Clearance for Exam' and contains a search form with the following fields:

- Select Batch \* (Dropdown menu showing 2019)
- Select School \* (Dropdown menu showing BIOLOGICAL SCIENCES)
- Select Department \* (Dropdown menu showing APPLIED BIOLOGY)
- Select Program \* (Dropdown menu showing M.Sc. BIOTECHNOLOGY)
- Check status \* (Dropdown menu showing Enabled)
- Search Reference \* (Text input field showing Search information)


There are two 'Search' buttons on the right side of the form.

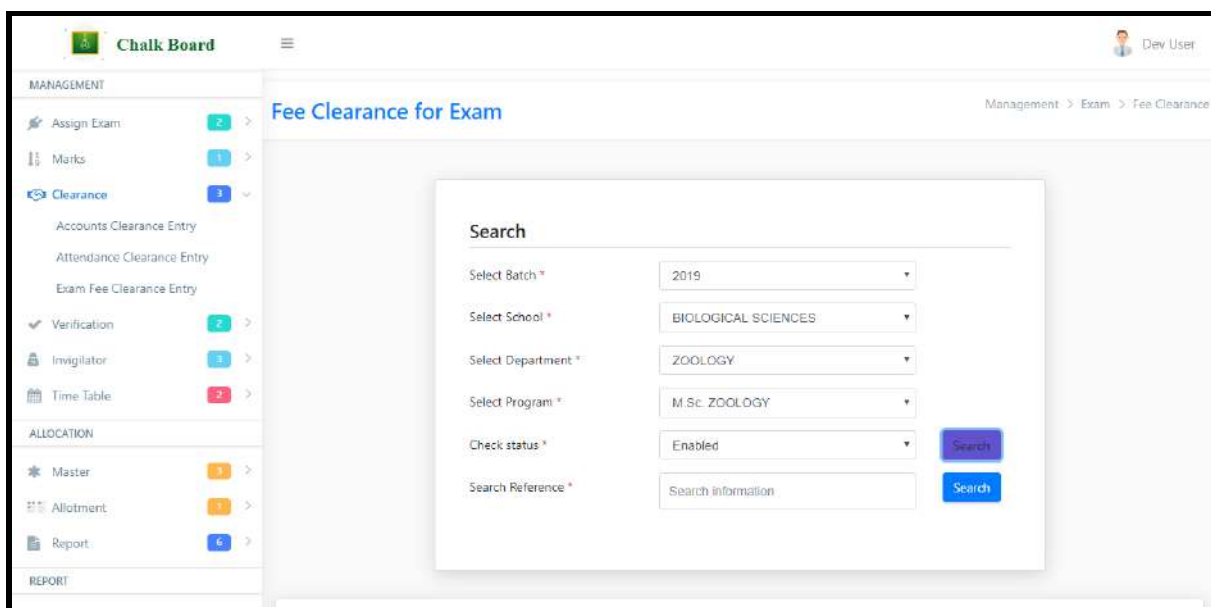


The screenshot shows the 'Chalk Board' interface with a sidebar menu on the left and a main content area. The sidebar menu is the same as in the previous screenshot. The main content area is titled 'List of Student' and displays a table with the following columns: #, Date Time, Status, Picture, Name, Roll No, Enrollment No, Attendance, and Action.

#	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%	
2	16/11/2019 12:58 pm	Active		Urekha Gogoi	2019/MBT/0003	PG/2019/0005380	54%	<a href="#">Cleared</a>
3	16/11/2019 12:59 pm	Active		Barsha Pathak	2019/MBT/0004	DARSHA PATHAK	47%	
4	16/11/2019 01:00 pm	Active		Rakesh Pratik Pathak	2019/MBT/0005	PG/2019/0005460	49%	
5	16/11/2019 01:03 pm	Active		Manowarul Islam	2019/MBT/0006	PG/2019/0005493	51%	<a href="#">Cleared</a>
6	16/11/2019 01:04 pm	Active		Minakshi Devi	2019/MBT/0007	PG/2019/0005500	41%	
7	16/11/2019 01:05 pm	Active		Indrani Laskar	2019/MBT/0008	PG/2019/0005542	42%	
8	16/11/2019 01:06 pm	Active		Dikshita Gohain	2019/MBT/0009	PG/2019/0005592	55%	<a href="#">Cleared</a>
9	16/11/2019 01:06 pm	Active		Ruchika Saikia	2019/MBT/0010	PG/2019/0005597	53%	<a href="#">Cleared</a>

## 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. On the left is a navigation menu with sections: MANAGEMENT (Assign Exam, Marks, Clearance, Verification, Invigilator, Time Table), ALLOCATION (Master, Allotment, Report), and REPORT. The main content area is titled 'List of Student' and displays a table with the following data:

#	Date Time	Status	Picture	Name	Roll No	Enrollment No	Action
1	16/11/2019 03:32 pm	Active		Laaxmi 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		Ninnali Shama	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		Eugenia Pyihantang Nengram	2019/MSZ/0005	PG/2019/0005307	✓
6	16/11/2019 03:36 pm	Active		Shilpi Rekha Seikia	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		Parjat 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

**Chalk Board** Dev User

HOME | Dashboard

MASTER | Registration (7) | Update (4) | List (7)

MANAGEMENT | Assign Exam (2) | Marks (1) | **Verification (2)** | Department | Final

USER MANAGEMENT | Group (5)

**Department Verification** Management > Verification > Department

**Search Information**

Session \*

School & Department \*

Program & Semester \*

Course & Exam \*

**Chalk Board** Dev User

HOME | Dashboard

MASTER | Registration (7) | Update (5) | List (4)

MANAGEMENT | Assign Exam (2) | Marks (1) | Clearance (3) | **Verification (2)** | Invigilator (2) | Time Table (2)

ALLOCATION | Master (1)

#	Enrollment No	Roll No	Name	Theory Semester Exam (FM 70)
1	UG/2019/0002162	2019/BBT/0001	Shalmin Pohlam	
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	Doithi Rajkumarf	
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	Majuba Ahmed	
9	UG/2019/0002456	2019/BBT/0009	Deepjyoti Bhuyan	
10	UG/2019/0002467	2019/BBT/0010	Arif Iqaeal Siddique	

## Final

**Chalk Board** Dev User

HOME | Dashboard

MASTER | Registration (7) | Update (5) | List (7)

MANAGEMENT | Assign Exam (2) | Marks (1) | Verification (2)

USER MANAGEMENT | Group (5) | User (5)

**Final Verification** Management > Verification > Final

**Search Information**

Session \*

School & Department \*

Program & Semester \*

Course & Exam \*

# INVIGILATOR3

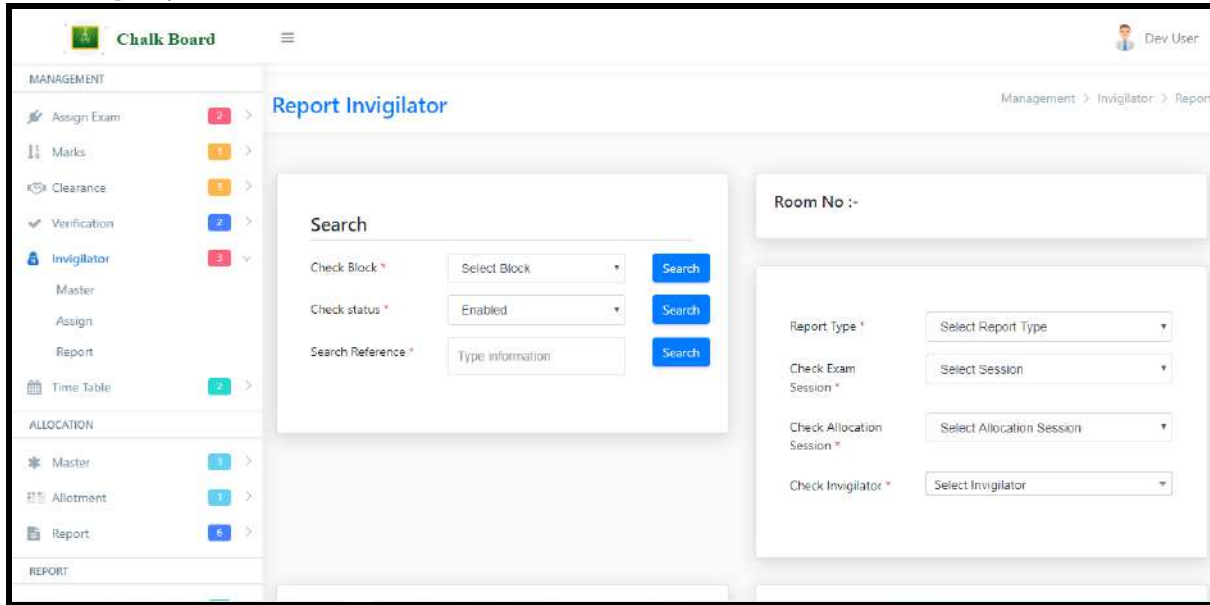
## Master

The screenshot shows the 'Invigilator Management Master' page. On the left is a sidebar with navigation options: Clearance (3), Verification (2), Invigilator (3), Master, Assign, Report, Time Table (2), ALLOCATION (Master (1), Allotment (1), Report (6)), REPORT (Export And Print (5)), and USER MANAGEMENT (Group (5)). The main content area has a breadcrumb 'Management > Invigilator > Master'. It features a 'Search' section with 'Check status' (Enabled) and 'Search Reference' (Type information) fields, each with a 'Search' button. Below is a 'List of Invigilator' table with columns '#', 'Name', and 'Action'. The table lists two entries: 1. MS JYOTIHATI BORUAH and 2. MR SAMSUL ISLAM. To the right is a 'Registration of Invigilator' form with a 'Name of Invigilator' field. Below the form is a confirmation message: 'I have entered the information correctly and also verified the entered data.' with a 'No' button and an 'Add New' button.

## Assign

The screenshot shows the 'Assign Invigilator' page. The sidebar is similar to the previous page but includes 'Assign Exam' (2) under 'MANAGEMENT'. The breadcrumb is 'Management > Invigilator > Assign'. The 'Search' section has 'Check Block' (C), 'Check status' (Enabled), and 'Search Reference' (Type information) fields, each with a 'Search' button. The 'Room No :-' section is empty. The main form area contains: 'Check Exam Session' (2018-19), 'Check Allocation Session' (UG-I), 'Date' (30-11-2019), and 'Check Invigilator' (MR SAMSUL ISLAM), with a 'Process' button at the bottom right.

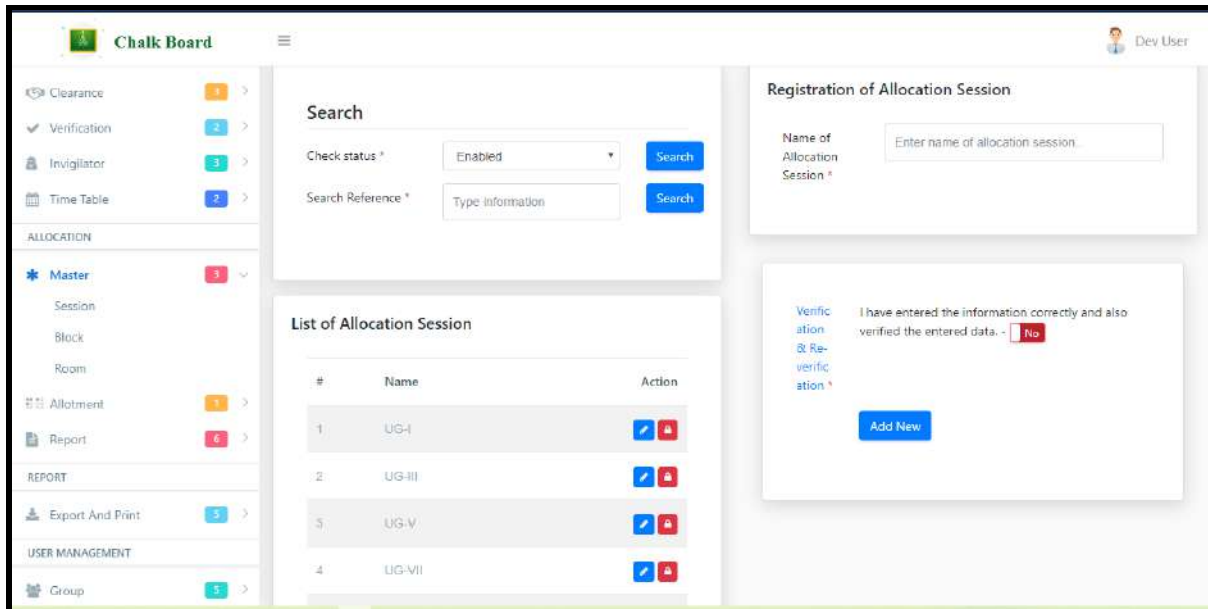
## Report



## ALLOCATION

### Master

#### Session



#### Block

**Chalk Board** Dev User

**Registration of Allocation Block**

Name of Allocation Block \*

Check status \*

Search Reference \*

**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"/>

Verification & Re-verification \*

I have entered the information correctly and also verified the entered data. -

Room

**Chalk Board** Dev User

Allocation > Master > Room

**Registration of Allocation Room**

Select Block \*

Name of Allocation Room \*

Description of Allocation Room \*

Seat Capacity \*

Seat Column \*

Seat Row \*

Check Block \*

Check status \*

Search Reference \*

**List of Allocation Room**

#	Block	Name	Seat	Room	
			Capacity	Column	Row



The screenshot shows the Chalk Board interface. On the left is a navigation menu with categories: CLEARANCE, VERIFICATION, INVIGILATOR, TIME TABLE, ALLOCATION, REPORT, and USER MANAGEMENT. The main area is titled 'List of Allocation Room' and contains a table with columns: #, Block, Name, Seat, Room, Capacity, Column, Row, and Capacity. The table lists five rows of allocation data. On the right, there is a 'Select Batch Details' form with dropdown menus for School & Department, Program & Semester, Check Exam Session, and Check Allocation Session. A 'Process and Print' button is located at the bottom right of the form area.

#	Block	Name	Seat	Room	Capacity	Column	Row	Capacity
1	C	C-	2	3	6	36		
					303			
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			

# Report

## Block Wise Breakup

The screenshot shows the 'Block wise Room information breakup' report page in Chalk Board. The left navigation menu is expanded to show the 'Report' section, with 'Block Wise Breakup' selected. The main area has a breadcrumb trail: Allocation > Report > Block wise Breakup. Below the breadcrumb is a 'Search' section with three dropdown menus: 'Check Exam Session \*' (set to 2018-19), 'Select Block \*' (set to C), and 'Check Allocation Session \*' (set to UG-I). A 'Get Report' button is positioned below these dropdowns. At the bottom of the page, there is a 'List' section with three export buttons: 'Export to xls', 'Export to csv', and 'Export to txt'.

**Chalk Board** Dev User

Clearance 3 >  
 Verification 2 >  
 Invigilator 1 >  
 Time Table 2 >

ALLOCATION

Master 1 >  
 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-Ehoh, 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-306	64		0
3	D-406	42		0
4	C-401	46		0
5	C-402	24		0
6	C-403	40		0
7	C-405	64		0
8	C-502	66		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 1 >  
 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 \* 2018-19  
 Select Block \* C  
 Check Allocation Session \* UG-I

Get Report

**List**

Export to xlsx Export to csv Export to txt



**Chalk Board** Dev User

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-III  
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

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

Export to xlsx Export to csv Export to txt

**Chalk Board** Dev User

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-405	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

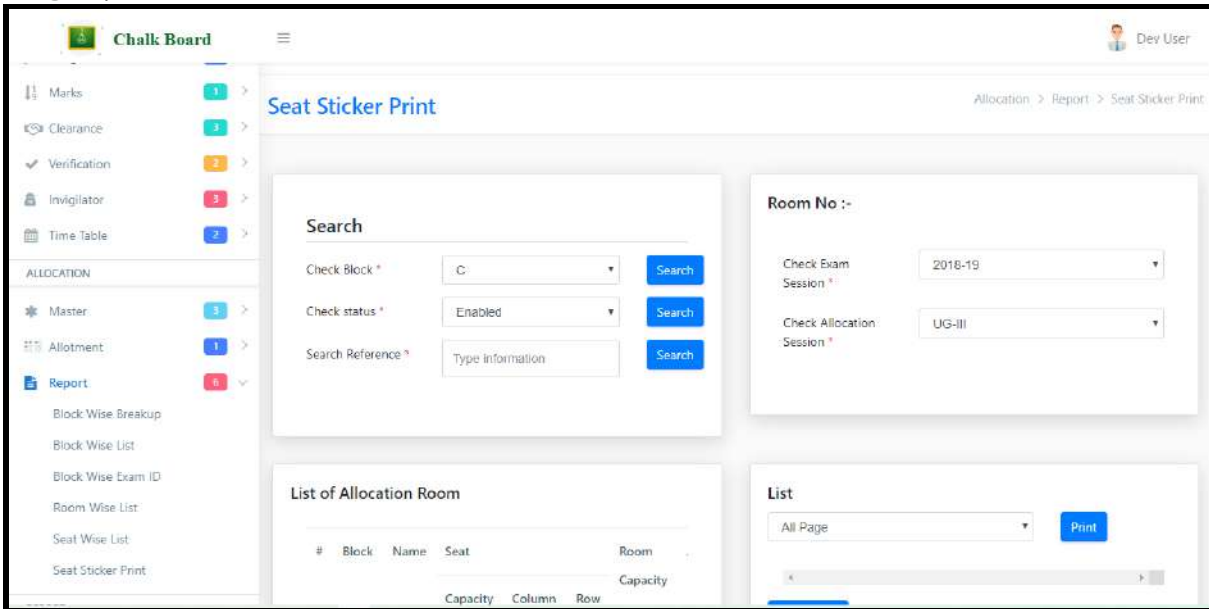
Sd/-  
Dy. Controller of Examination  
and Admission  
USTM/CoE/R-03

The screenshot shows the 'Chalk Board' application interface. The top navigation bar includes the logo, a menu icon, and the user name 'Dev User'. The main header displays the title 'Room wise Exam ID information List' and a breadcrumb trail: 'Allocation > Report > Room Wise List'. On the left, a sidebar menu lists various options under 'ALLOCATION' and 'REPORT'. The 'REPORT' section is expanded, showing 'Room Wise List' as the selected option. The main content area is divided into three sections: 1. 'Search' section with three filters: 'Check Block' (dropdown set to 'C'), 'Check status' (dropdown set to 'Enabled'), and 'Search Reference' (text input 'Type information'). Each filter has a blue 'Search' button. 2. 'Room No :-' section with two dropdowns: 'Check Exam Session' (set to '2018-19') and 'Check Allocation Session' (set to 'UG-I'). 3. 'List of Allocation Room' section, which is a table with columns: '#', 'Block', 'Name', 'Seat', 'Room', 'Capacity', 'Column', and 'Row'. The table content is currently empty.

Seat Wise List

This screenshot is identical to the one above, showing the 'Chalk Board' interface for the 'Seat wise Exam ID information List'. The breadcrumb trail is 'Allocation > Report > Seat Wise List'. The sidebar menu shows 'Seat Wise List' as the selected option under the 'REPORT' section. The search filters, room selection dropdowns, and the empty 'List of Allocation Room' table are all present and identical to the previous screenshot.

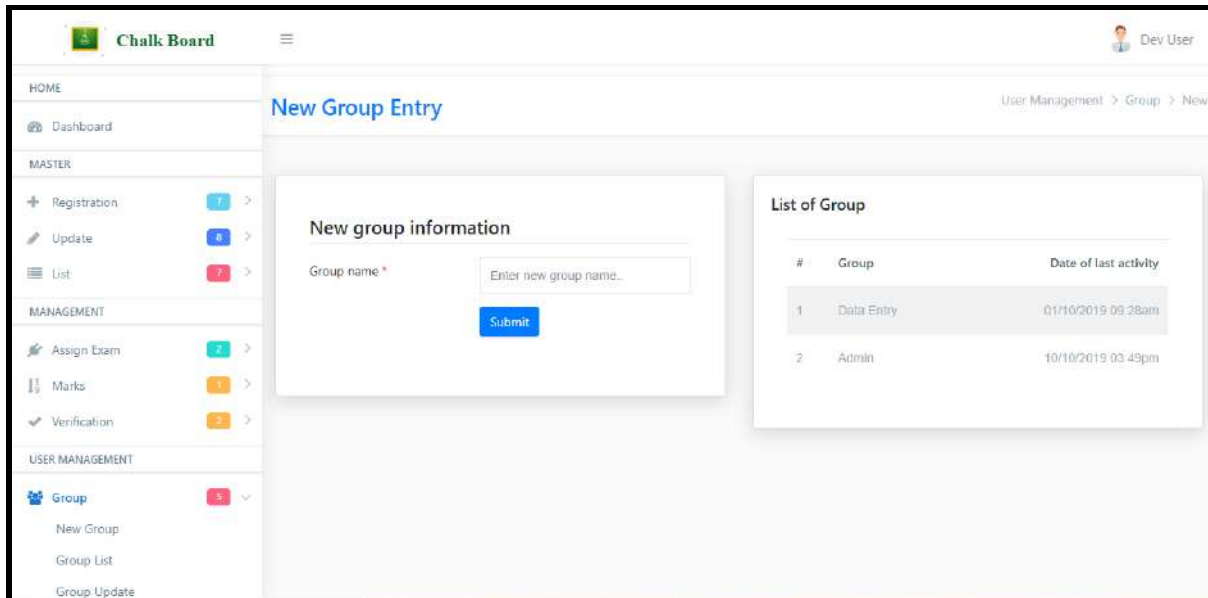
Seat Sticker Print



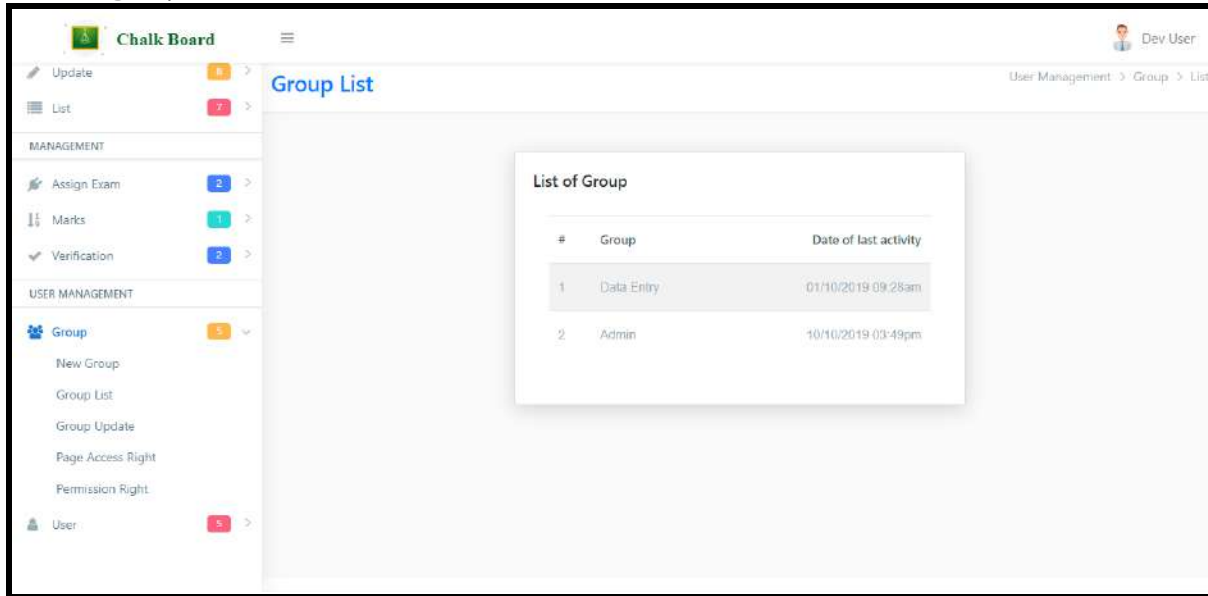
## USER MANAGEMENT

### Group

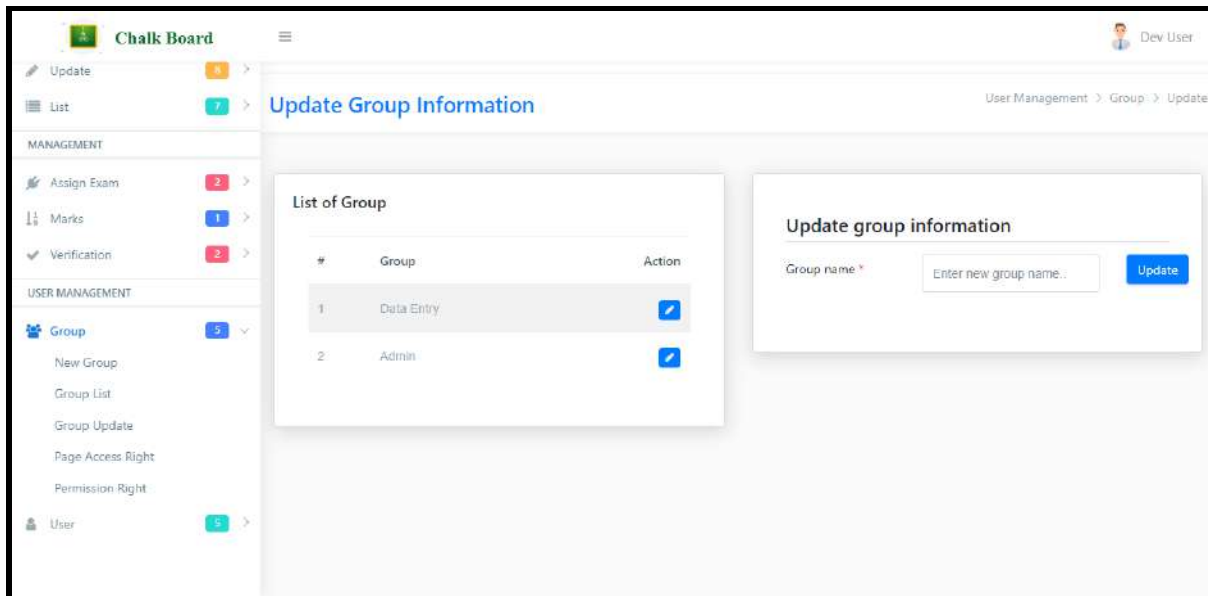
#### New Group



#### Group List



## Group Update



## Page Access Right

The screenshot shows 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 > Group > Page Access Right'. The left sidebar contains a menu with sections for 'MANAGEMENT' (Update, List, Assign Exam, Marks, Verification) and 'USER MANAGEMENT' (Group, New Group, Group List, Group Update, Page Access Right, Permission Right, User). The main content area is titled 'Group Page Access Right' and features three panels: 'List of Group', 'Page access list', and 'Page access added'. The 'List of Group' panel contains a table with two rows: '1. Data Entry' and '2. Admin', each with a blue checkmark icon in the 'Action' column.

#	Group	Action
1.	Data Entry	
2.	Admin	

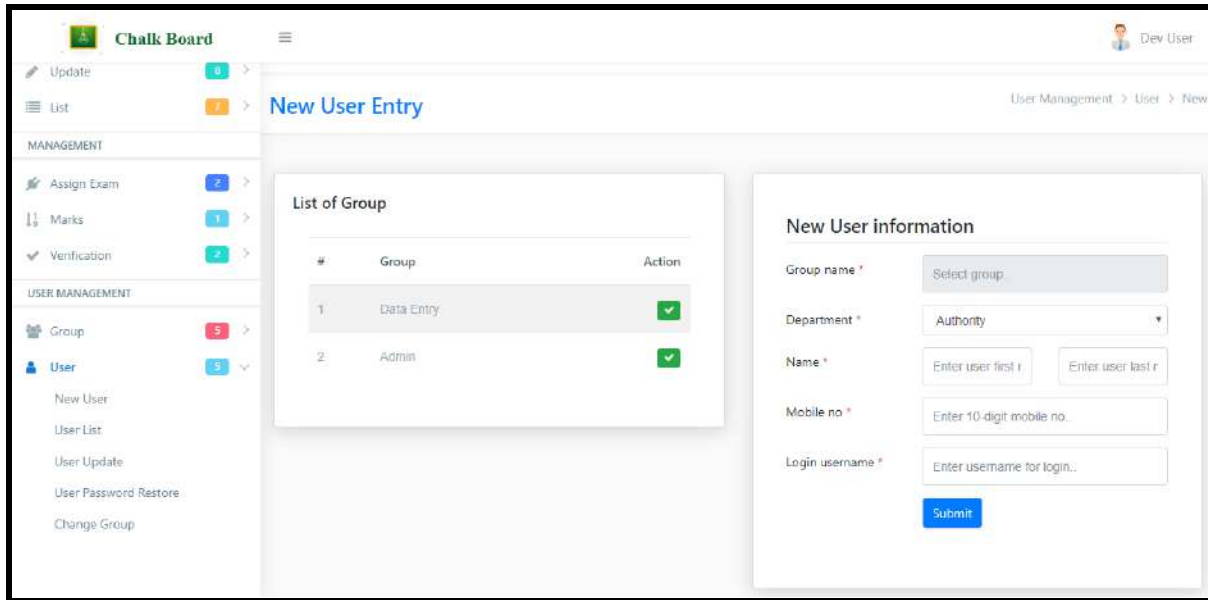
## Permission Right

The screenshot shows the 'Chalk Board' application interface for 'Group Permission Right'. The top navigation bar includes the application name 'Chalk Board', a user profile 'Dev User', and a breadcrumb trail: 'User Management > Group > Permission Right'. The left sidebar contains a menu with sections for 'MANAGEMENT' (Update, List, Assign Exam, Marks, Verification) and 'USER MANAGEMENT' (Group, New Group, Group List, Group Update, Page Access Right, Permission Right, User). The main content area is titled 'Group Permission Right' and features three panels: 'List of Group', 'Permission list', and 'Permission added'. The 'List of Group' panel contains a table with two rows: '1. Data Entry' and '2. Admin', each with a blue checkmark icon in the 'Action' column.

#	Group	Action
1.	Data Entry	
2.	Admin	

# User

## New User



## User List

The screenshot shows the 'User List' page in the Chalk Board application. The left sidebar contains navigation options under 'MANAGEMENT' (Update, List, Assign Exam, Marks, Verification) and 'USER MANAGEMENT' (Group, User, New User, User List, User Update, User Password Restore, Change Group). The main content area displays a table titled 'List of User' with columns for #, Group, Department, Name, Mobile, Username, Password, Status, and Action. The table lists six users, all with 'Data Entry' or 'Admin' groups and 'Authority' departments. The status for all users is 'Enabled'.

#	Group	Department	Name	Mobile	Username	Password	Status	Action
1	Data Entry	Authority	Kelly Suchiang	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	On
2	Data Entry	Authority	Jennitar Kazi	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	On
3	Data Entry	Authority	Mamata Ahmed	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	On
4	Data Entry	Authority	Shaju Ahmed	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	On
5	Data Entry	Authority	Shumi Barua	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	On
6	Admin	Authority	Nurujaman Laskar	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	On

## User Update

The screenshot shows the 'Update User Information' page in the Chalk Board application. The left sidebar is similar to the previous page but with 'Update' highlighted. The main content area is split into two sections. On the left is a smaller 'List of User' table with columns for #, Group, Name, Username, and Action. On the right is a form titled 'Update user information' with fields for Department of User (Authority), Name of User, Mobile of User, and Username of User, each with an 'Update' button.

#	Group	Name	Username	Action
1	Data Entry	Kelly Suchiang	[REDACTED]	[Edit]
2	Data Entry	Jennitar Kazi	[REDACTED]	[Edit]
3	Data Entry	Mamata Ahmed	[REDACTED]	[Edit]
4	Data Entry	Shaju Ahmed	[REDACTED]	[Edit]
5	Data Entry	Shumi Barua	[REDACTED]	[Edit]
6	Admin	Nurujaman Laskar	[REDACTED]	[Edit]

## User Password Restore

**Chalk Board** | Dev User

Update | 8 | List | 6 | **Restore User Password** | User Management > User > Restore Password

**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 Entry	Kelly Suchiang	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	[Action Icon]
2	Data Entry	Jennitar Kazi	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	[Action Icon]
3	Data Entry	Mamata Ahmed	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	[Action Icon]
4	Data Entry	Shaqu Ahmed	[REDACTED]	[REDACTED]	N/A	Password is known to user, Enabled	[Action Icon]

## 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 Entry	Kelly Suchiang	[REDACTED]	[REDACTED]	Password is known to user, Enabled	Select
2	Data Entry	Jennitar Kazi	[REDACTED]	[REDACTED]	Password is known to user, Enabled	Select
3	Data Entry	Mamata Ahmed	[REDACTED]	[REDACTED]	Password is known to user, Enabled	Select





**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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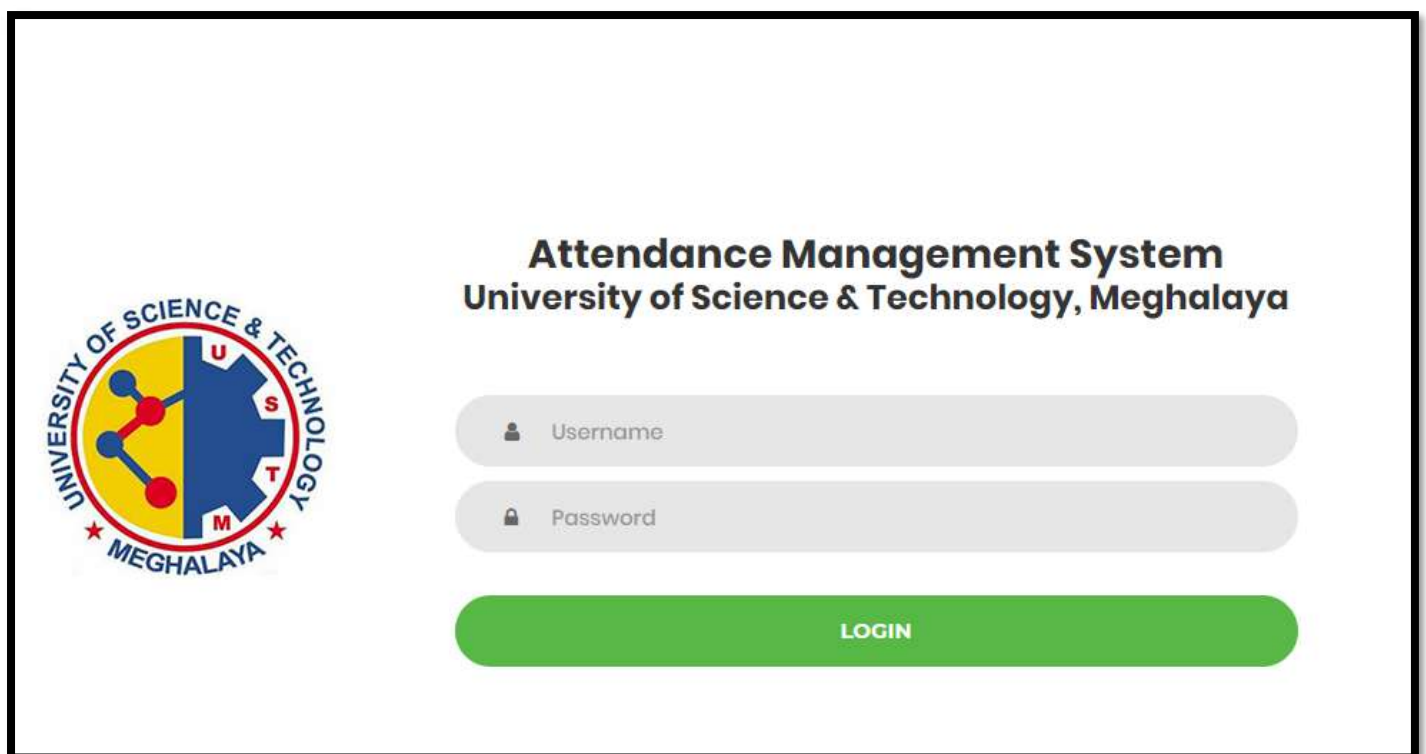
## Search

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## 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

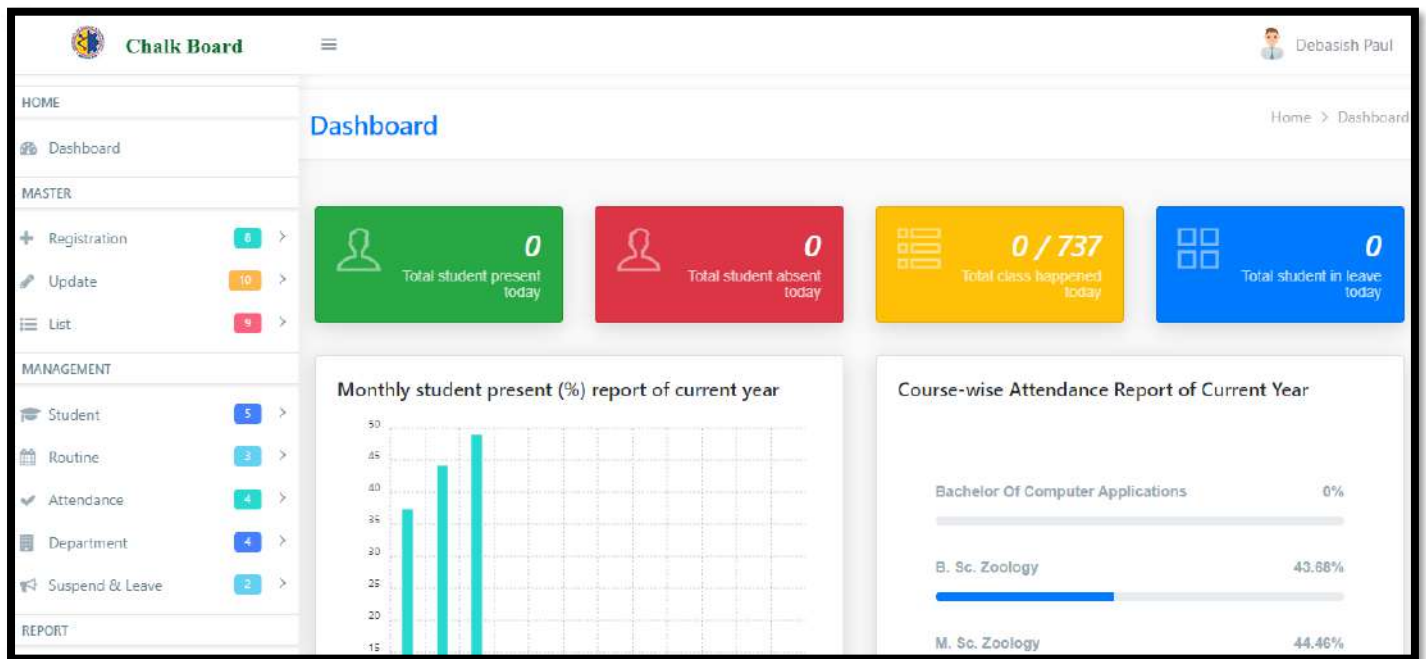
Users who have not previously registered for the Chalk Board Web Application they have to contact Admin Authority.

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

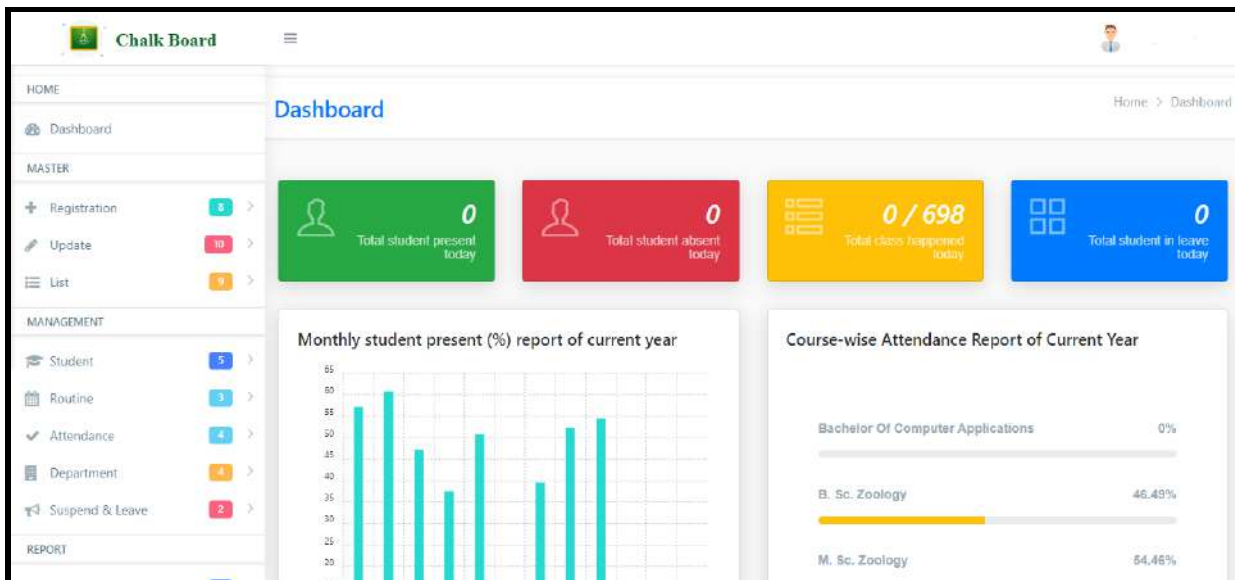


After logging into the Chalk Board Web Application, the user will be able to access the Chalk Board Home page

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

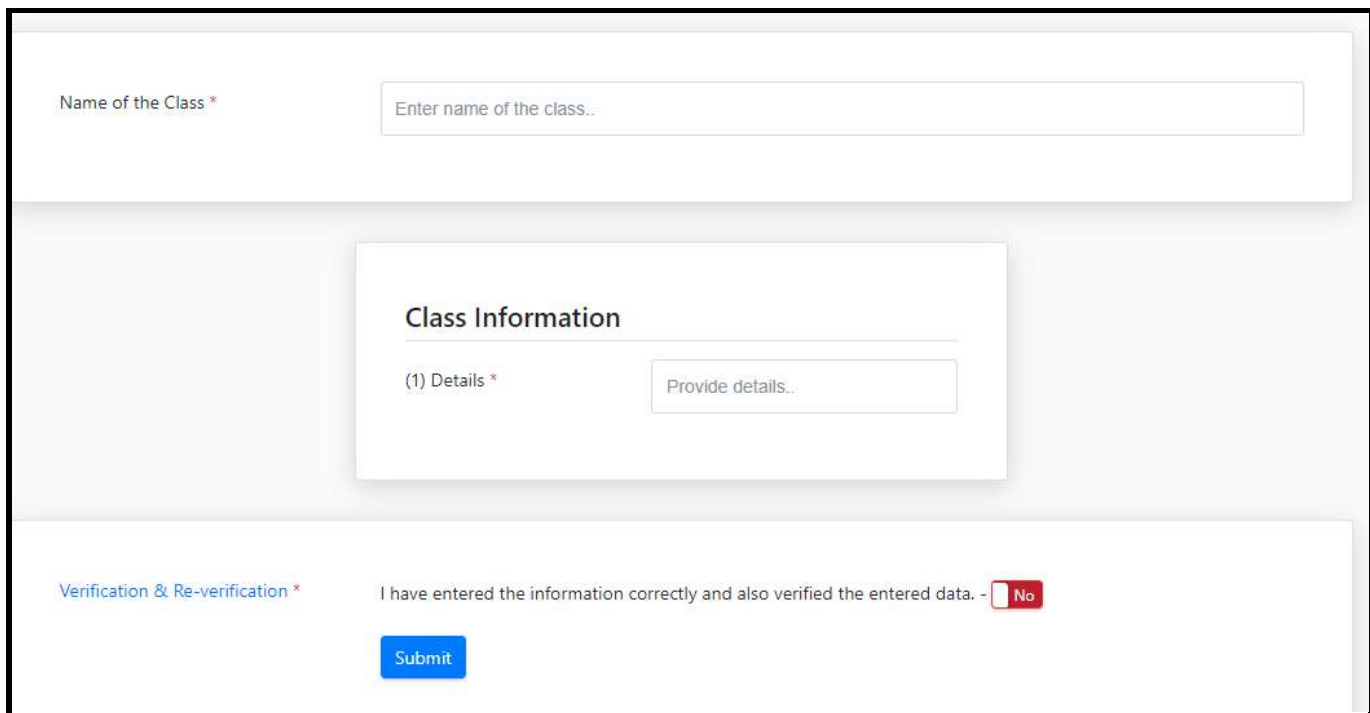
Master Point is the first step of the portal. It consists of three sections i.e, Registration, Update and List. The particulars about the three are discussed below-

## ❖ 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 registering a new class. 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-section labeled "(1) Details \*" with a text input field for "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 radio button labeled "No". Below this is a blue "Submit" button.

### ➤ 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.



The screenshot shows a web form for adding a course. At the top, there is a text input field labeled "Name of the Course \*" with the placeholder text "Enter name of the course..". Below this is a section titled "Course Information" which contains a text input field labeled "(1) Short Code \*" with the placeholder text "Provide the short code of the corus". At the bottom of the form, 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". A blue "Submit" button is located below the verification section.

## ➤ 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.

The screenshot shows a web form for adding a holiday. At the top, there is a dropdown menu labeled "Select Session \*" with the text "Select session". Below this are two text input fields: "Name of the Holiday \*" with the placeholder "Enter name of the holiday.." and "Holiday Date \*" with the placeholder "mm/dd/yyyy". Below these is a section titled "Holiday Information" which contains a text input field labeled "(1) Details \*" with the placeholder "Provide details..". At the bottom of the form, 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". A blue "Submit" button is located below the verification section.

## ➤ 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..".
- Session Information**: A section containing a label "(1) Details \*" and a text input field with the placeholder "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 button labeled "No".
- Submit**: A blue button labeled "submit".

## ➤ 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 *	Enter the name of the course..	(1) Address *	Enter the address
(2) Blood Group *	Enter the blood group of student..	(2) District *	Enter the district..
(3) Date of Birth *	mm/dd/yyyy	(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

## ➤ 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.

The screenshot shows a web form for entering subject information. At the top, there are two input fields: "Name of the Subject" with a placeholder "Enter name of the subject.." and "Subject type" with a dropdown menu currently showing "Theory". Below these is a light gray box titled "Subject Information" containing a label "(1) Subject Code" and a text input field with the placeholder "Provide course code..". At the bottom of the form, 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 red button labeled "No". A blue "Submit" button is located below the verification text.

## ➤ Teacher

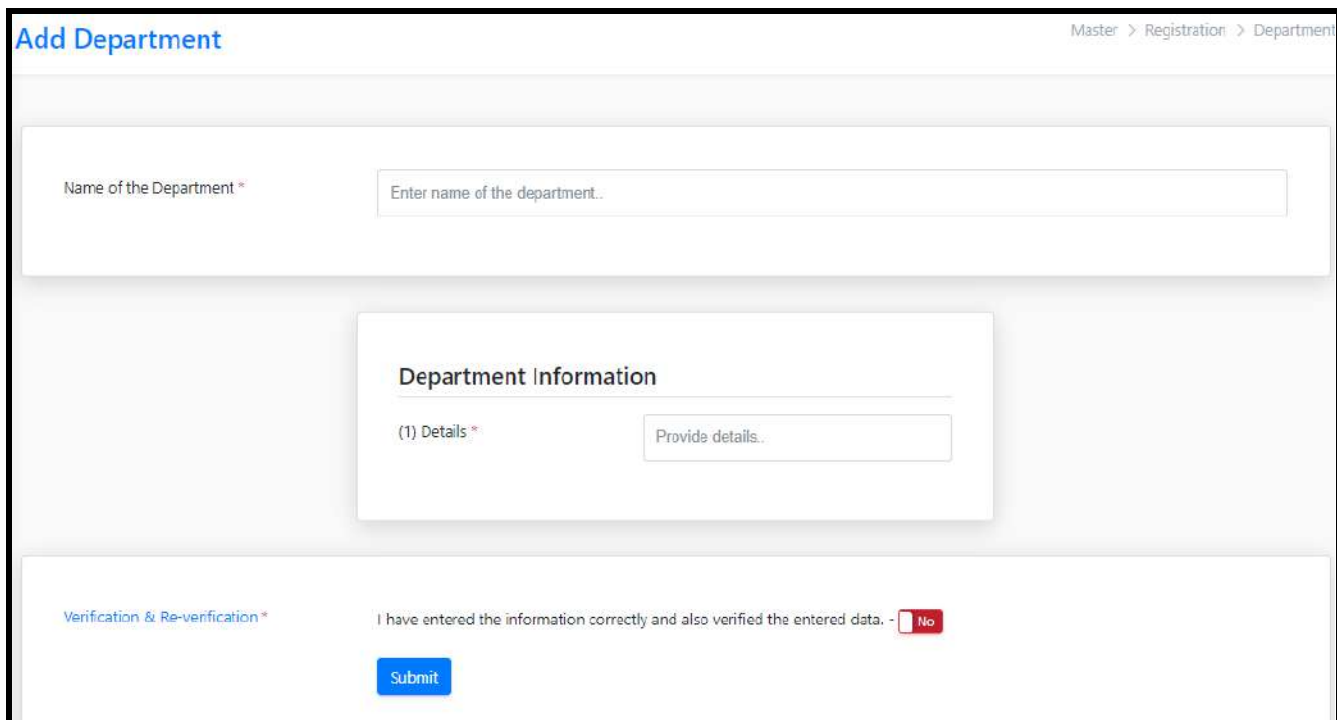
In the picture below the required information needs to be filled up. Mobile number is important for Teacher creation, after completion the user needs to click on the red button which is written as **NO** and on clicking which will turn green and would be written as **YES**. After that the user needs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

The screenshot shows a web form for entering teacher information. At the top, there are three input fields: "Name of the Teacher" with two sub-fields for "Enter first name.." and "Enter last name..", and "Mobile No" with a field for "Enter 10-digit mobile no..". Below these is a light gray box titled "Teacher Information" containing two labels: "(1) Employee Code" with a text input field "Provide employee code.." and "(2) Timing" with a text input field "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.



The screenshot shows a web form titled "Add Department" with a breadcrumb trail "Master > Registration > Department". The form contains the following elements:

- A text input field labeled "Name of the Department \*" with a placeholder "Enter name of the department..".
- A section titled "Department Information" containing a sub-section "(1) Details \*" with a text input field labeled "Provide details..".
- A "Verification & Re-verification \*" section with a statement "I have entered the information correctly and also verified the entered data." and a radio button labeled "No".
- A blue "Submit" button at the bottom.

## ❖ 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 \*  [Search](#)

---

**List of Class**

#	Name	Details	Action
1	1st Year 1st Semester (Major)	<a href="#">+</a>	<a href="#">✎</a>
2	1st Year 1st Semester (Pass Course)	<a href="#">+</a>	<a href="#">✎</a>
3	2nd Year 3rd Semester (Major)	<a href="#">+</a>	<a href="#">✎</a>

## ➤ 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 Informatoin of Course Master > Update > Course

---

**Search**

Search Reference \*  [Search](#)

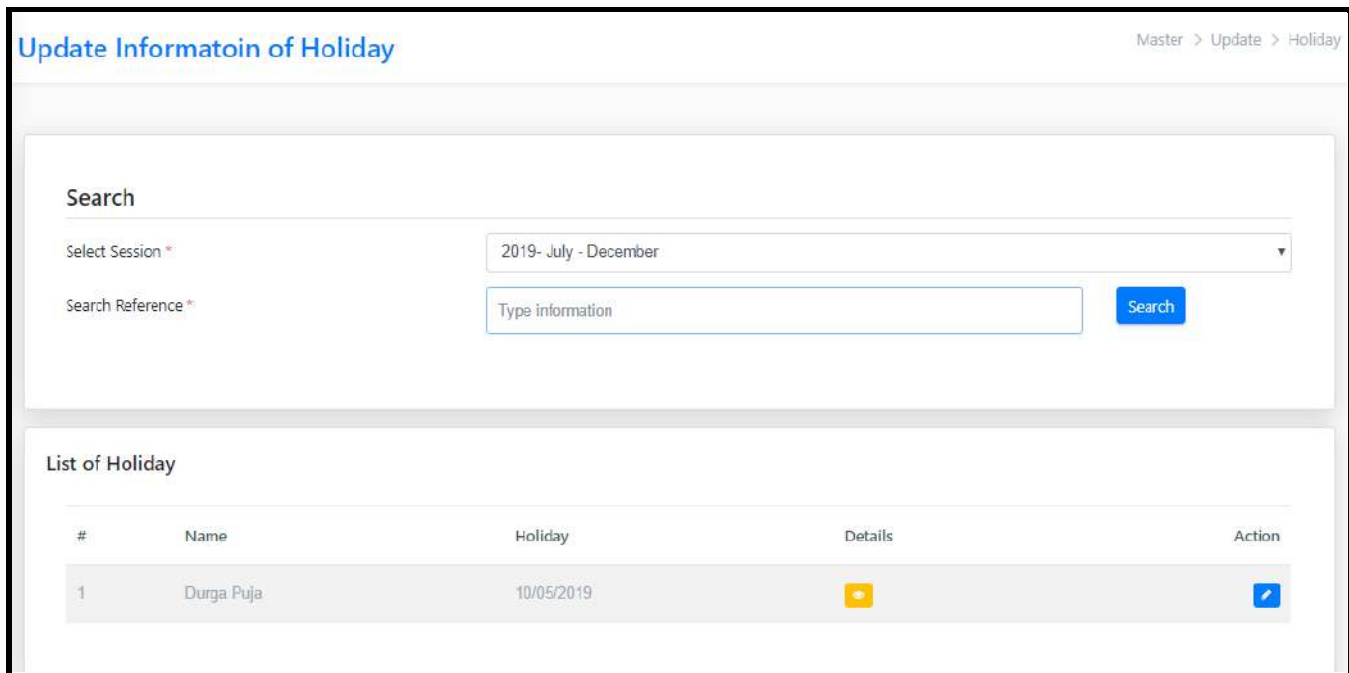
---

**List of Course**

#	Name	Details	Action
1	Bachelor Of Computer Applications	<a href="#">+</a>	<a href="#">✎</a>
2	B. Sc. Zoology	<a href="#">+</a>	<a href="#">✎</a>
3	M. Sc. Zoology	<a href="#">+</a>	<a href="#">✎</a>

## ➤ 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 Information 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.

Update Informatoin of Student Master > Update > Student










---

**Search**

Search Reference \*

---

**List of Students**

#	Picture	ID	Name	Mobile	Details	Action
1		2018/BCA/0001	Rasterwell 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 \*

---

**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 \*

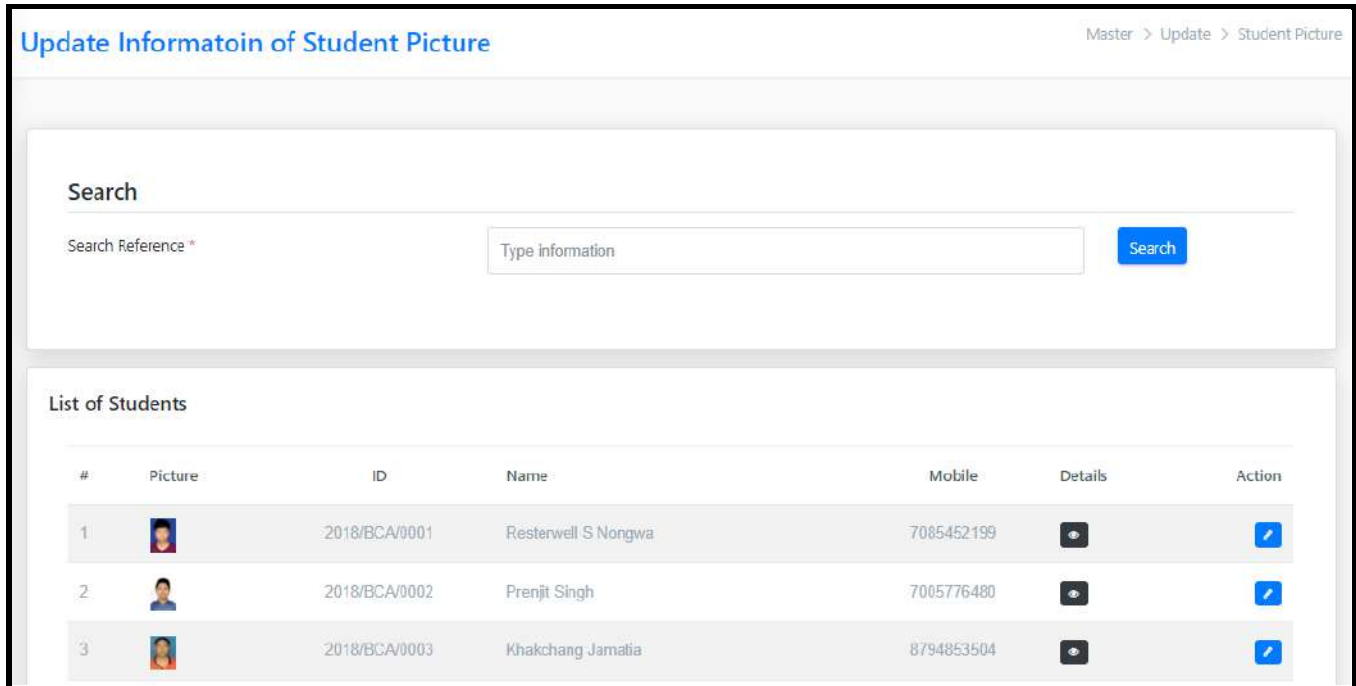
---

**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.

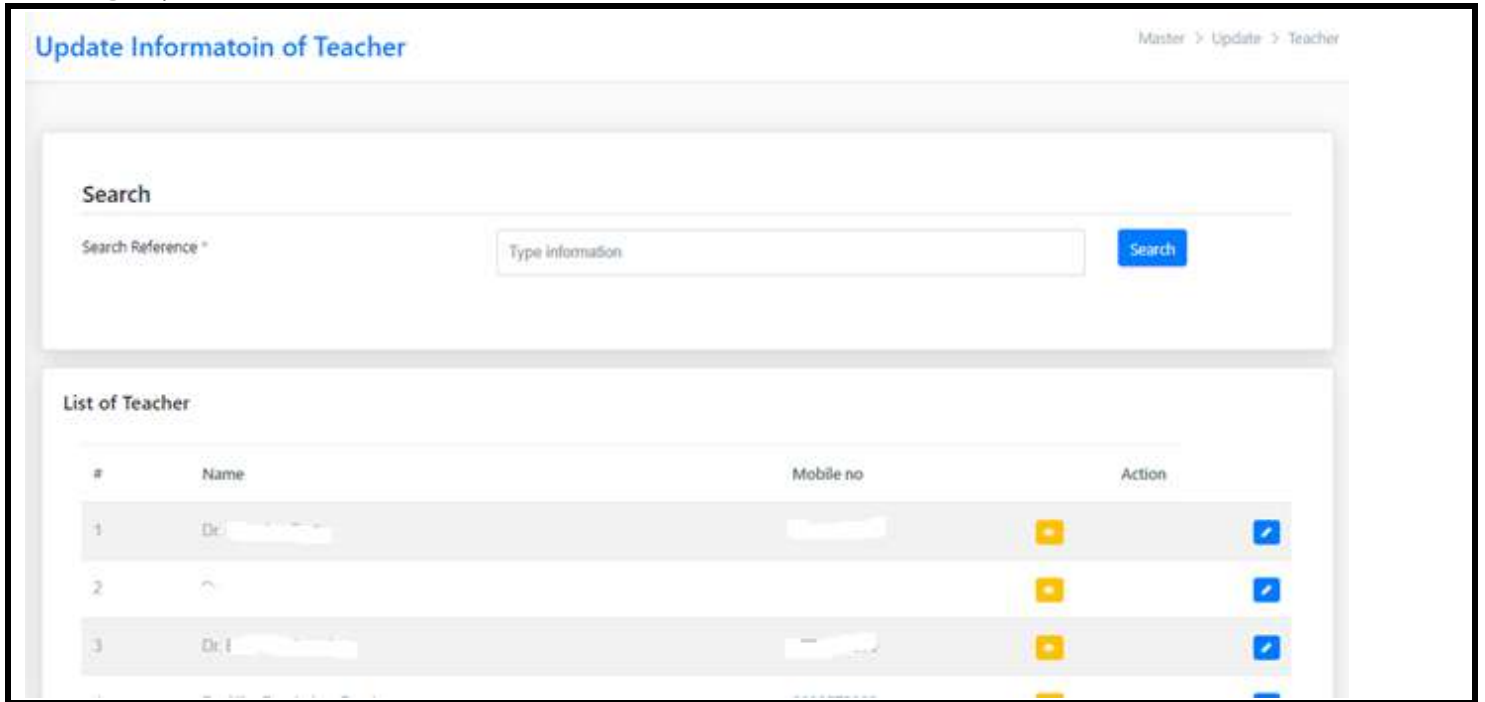


The screenshot shows a web interface for updating student information. At the top, there is a breadcrumb trail: Master > Update > Student Picture. Below this is a search section with the heading 'Search'. It contains a text input field labeled 'Search Reference \*' with a placeholder 'Type Information' and a blue 'Search' button. Below the search section is a table titled 'List of Students'. The table has seven columns: '#', 'Picture', 'ID', 'Name', 'Mobile', 'Details', and 'Action'. There are three rows of student data, each with a small profile picture, an ID, a name, a mobile number, a details icon, and an action icon.

#	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

The screenshot shows a web interface titled "List of Course". At the top right, there is a breadcrumb trail: "Master > List > Course". Below the title, there is a search form with the following fields and buttons:

- Search** (Section Header)
- Check status \***: A dropdown menu currently set to "Enabled".
- Search Reference \***: A text input field containing "Search information".
- Two blue **Search** buttons are positioned to the right of the respective fields.

Below the search form, there is a table titled "List of Course" with the following data:

#	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 Master > List > Holiday

### Search

Select Session \*

Check status \*

Search Reference \*

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

List of Session Master > List > Session

**Search**

Check status \*

Search Reference \*

List of Session

#	Date Time	Status	Name	Details	Action
1	26/09/2018 11:39 pm	Active	August,2018 - February,2019		
2	05/11/2018 09:58 am	Active	2018 July-December		

## ➤ 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

List of Student Master > List > Student

**Search**

Check status \*

Search Reference \*

List of Student

#	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

The screenshot displays a web interface for searching subjects. At the top left, it says 'List of Subject' and at the top right, there is a breadcrumb trail 'Master > List > Subject'. A central search form is overlaid on the page. This form has a title 'Search' and two input sections. The first section is labeled 'Check status \*' and features a dropdown menu currently showing 'Enabled', with a blue 'Search' button to its right. The second section is labeled 'Search Reference \*' and has a text input field containing the text 'Search information', also with a blue 'Search' button to its right. Below the search form, there is a table header for 'List of Subject' with the following columns: '#', 'Date Time', 'Status', 'Name', 'Type', 'Details', and 'Action'. The table body is currently empty.

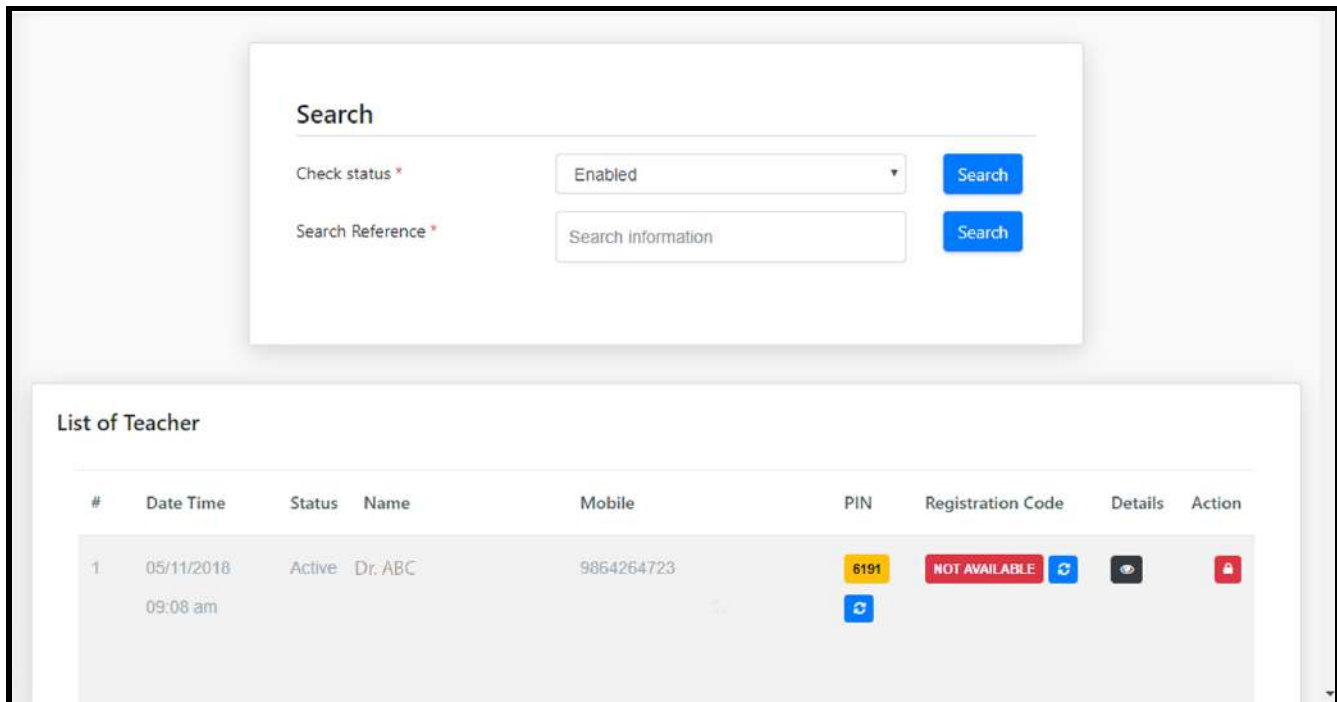
## ➤ Teacher

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 2<sup>nd</sup> 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*

## Student Promotion or Demotion

Management > Student > Promotion or Demotion

### Search Information

Session \*

Course & Class \*



Total Un-assigned Student **0**

### List of Student

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



Total Selected Student **0**

### Promtion / Demotion Information

Session \*

Course & Class \*


## ➤ 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
<div style="background-color: #dc3545; color: white; padding: 10px; margin: 10px 0;"> <span style="float: right; font-weight: bold; font-size: 24px;">0</span>  <span style="float: right;">Total Selected Student</span> </div> <div style="text-align: center; margin-top: 20px;"> <input type="button" value="Process Student Passout"/> </div>						

## ➤ 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 \*

 0  
Total Un-assigned Student

**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 &amp; Class \*

Select Course

Select Class

Day &amp; 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

&lt; | 10:01 AM – 11:00 AM | &gt;

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

Add
Clear Session Routine

---

### Routine

Clear whole 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 *	<input type="text" value="Select Department"/>	<input type="text" value="Select Session"/>
Course & Class *	<input type="text" value="Select Course"/>	<input type="text" value="Select Class"/>

Search

#### 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
---	---------	----	------	--------	--------	--------

0  
Total Student

0  
Total Present Student

0  
Total Absent Student

#### Process Information

Teacher \*

Attendance Date \*

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.

**Attendance Management :: Edit** Management > Attendance > Edit

---

**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 dd/mm/yyyy    [Search Student](#)

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

**Attendance Management :: Upload** Management > Attendance > Upload

### Process Information

Select 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 \*

Course & Class \*

Day & Time Details \*

### Select Routine

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.

Department Teacher Assign Management > Department > Assign Teacher

**Search Information**

Department \*

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. Aika 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. Aika 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 \*

**Total Un-assigned Course** 0

**Total Selected Course** 0

**List of Course for Assign**

#	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 \*

**Total Un-assigned Class** 0

**Total Selected Class** 0

**List of Class for Assign**

#	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**.

The screenshot shows a web interface for subject assignment. At the top, there is a 'Search Information' section with a 'Department' dropdown menu and a 'Search' button. Below this are two summary cards: a blue card for 'Total Un-assigned Subject' showing 0, and a red card for 'Total Selected Subject' showing 0. At the bottom, there are two tables. The left table is titled 'List of Subject for Assign' and has a 'Process' button. The right table is titled 'List of Subject'. Both tables have columns for '#', 'Name', 'Detail', and '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*

**Class Suspend View** Management > Suspend > Class

**Search Information**

Session \*

Course & Class \*

Name \*

Date & Time Start-End \*

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

### Upload Files

Kindly drag and drop the files for upload.

### Calendar

---

## REPORT

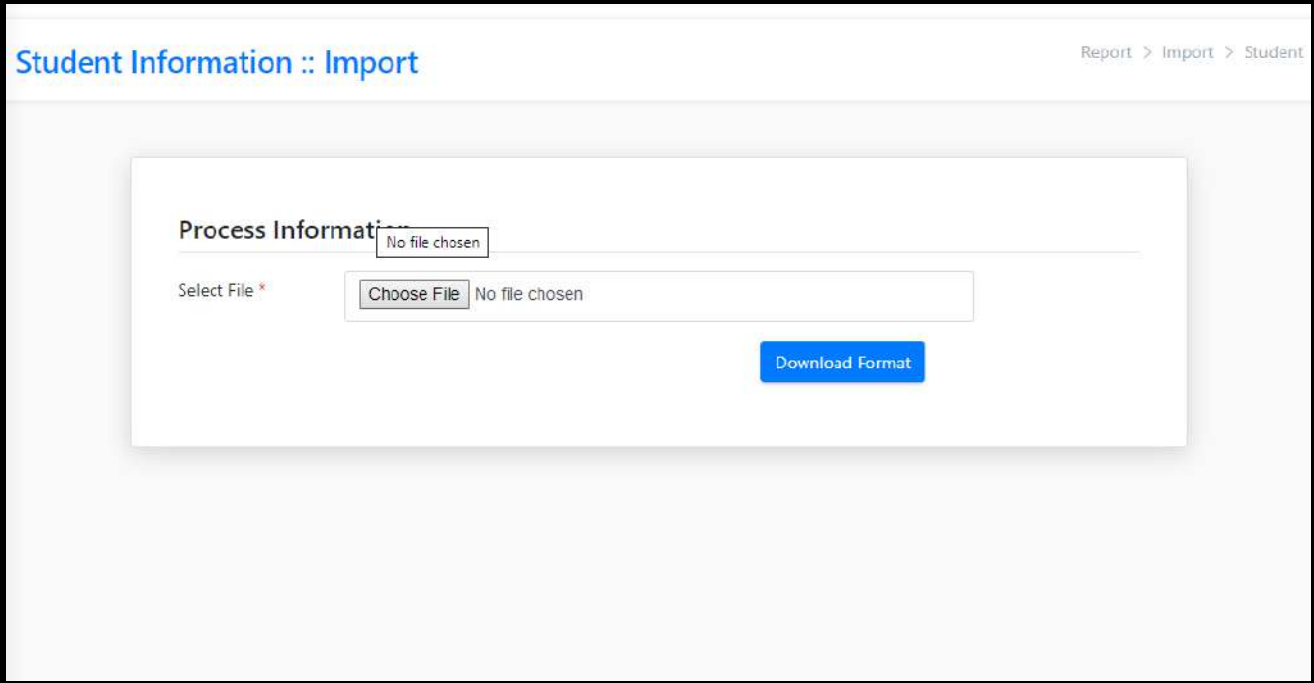
Report is the 3<sup>rd</sup> point of the portal. Under this category there are three options named as **Import Information, Export and Print, And Search.**

### ❖ 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 "No file chosen" message, a "Select File \*" label, a "Choose File" button, another "No file chosen" message, and a blue "Download Format" button.

## ❖ 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.

### Search

Department Information \* B.Ed ▼

[Search List](#)

### List

Copy
CSV
Excel
PDF
Print

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 \*

---

**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																																						
Sino	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	Moudul 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	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	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	0	0	0.00	0	0	0.00	104	0	0.00	86	0	0.00			
5	2018/MSC/0005	Brahmce 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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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 \*

Course Information \*

Date \*

Session Information \*

Class Information \*

**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

**Print and Export Attendance Upload Analytical Report**
Report > Export and Print > Attendance Upload Analysis

---

**Search**

Department Information \*

Session Information \*

Year \*

Month \*

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**List**

University of Science and Technology Meghalaya

Attendance Taking Breakup Day wise of Chemistry Department

Sno	Name	Type	Mobile	Day																								
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
				P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P
1	Prof. Enamul Karim	Internal	9436100644	12	12																							
2	Prof. Jatindra Nath Ganguli	Internal	9435109623	25	21	116																						
3	Prof. Abani Kumar Mishra	Internal	1111111111																									
4	Dr. Durlov Saikia	Internal	9864623771																									
5	Dr. Uttam Thapa (HOD)	Internal	9436343841	51	34	85																						
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 Shahmaz	Internal	8133019860	67	26	93	40	64	104																			

Attendance Upload Breakup Day wise of Chemistry Department

Sno	Name	Type	Mobile	Day																								
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
				P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P
1	Prof. Enamul Karim	Internal	9436100644	12	12																							
2	Prof. Jatindra Nath Ganguli	Internal	9435109623	55	21	116																						
3	Prof. Abani Kumar Mishra	Internal	1111111111																									
4	Dr. Durlov Saikia	Internal	9864623771																									
5	Dr. Uttam Thapa (HOD)	Internal	9436343841	51	34	85																						
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 Shahmaz	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																									

➤ Class-wise Routine

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

## Print and Export Classwise Routine

Report > Export and Print > Classwise Routine

### Search


Department Information \*  Session Information \*

Course Information \*  Class Information \*

### List

Select Font Size

### List

 <b>University of Science and Technology Meghalaya</b> Department :- Chemistry   Course :- Master of Chemistry   Class :- 2nd Year 3rd Semester							
Time	Days of Weeks						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:01 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)	1. MSC-305 (591) #6212 - 0# - Dr. Uttam Thapa (HOD)	1. MSC-305 (591) #6211 - 0# - Dr. Uttam Thapa (HOD)	1. MSC-305 (591) #6213 - 0# - Dr. Uttam Thapa (HOD)	1. Seminar (46) #6214 - 0# :- Dr. Sarifuddin Gazi 01:01 pm - 02:00 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 - 799# :- Dr. Moutusi Das 01:01 pm - 04:00 pm	2. MSC-305 (Special), (591) #6212 - 797# :- Dr. Moutusi Das 01:01 pm - 04:00 pm	2. MSC-305 (Special), (591) #6211 - 798# :- Dr. Moutusi Das 01:01 pm - 04:00 pm	2. MSC-305 (Special), (591) #6213 - 799# :- Dr. Moutusi Das 01:01 pm - 03:00 pm	2. Seminar (Special), (46) #6214 - 914# :- Dr. Nasifa Shahnaz 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	NA	NA	NA	1. MSC-306 (592) #2498 - 0# - Dr. Durlav Saikia 03:01 pm - 04:00 pm	1. MSC-306 (592) #2497 - 0# :- Subhashis Roy 03:01 pm - 04:00 pm	1. MSC-306 (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 &gt; Export and Print &gt; Teacherwise Routine

## Search

Department Information \*

Select Department ▼

Session Information \*

Select Session ▼

Teacher Information †


Select Teacher ▼

Show Report

## List

Select Font Size ▼

Print

 <b>University of Science and Technology Meghalaya</b>							
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	01:01 pm - 04:00 pm	01:01 pm - 04:00 pm	01:01 pm - 04:00 pm	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

## ➤ Department wise class taken

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

## Print and Export Department wise Class Taken

Report &gt; Export and Print &gt; 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 &gt; Export and Print &gt; Vacant Teacher List

### Search

Session &amp; Week-Day \*

Select Session ▼

Select Weekday ▼

Time Information \*

--:--

--:--

Show Report

List

Select Font Size ▼

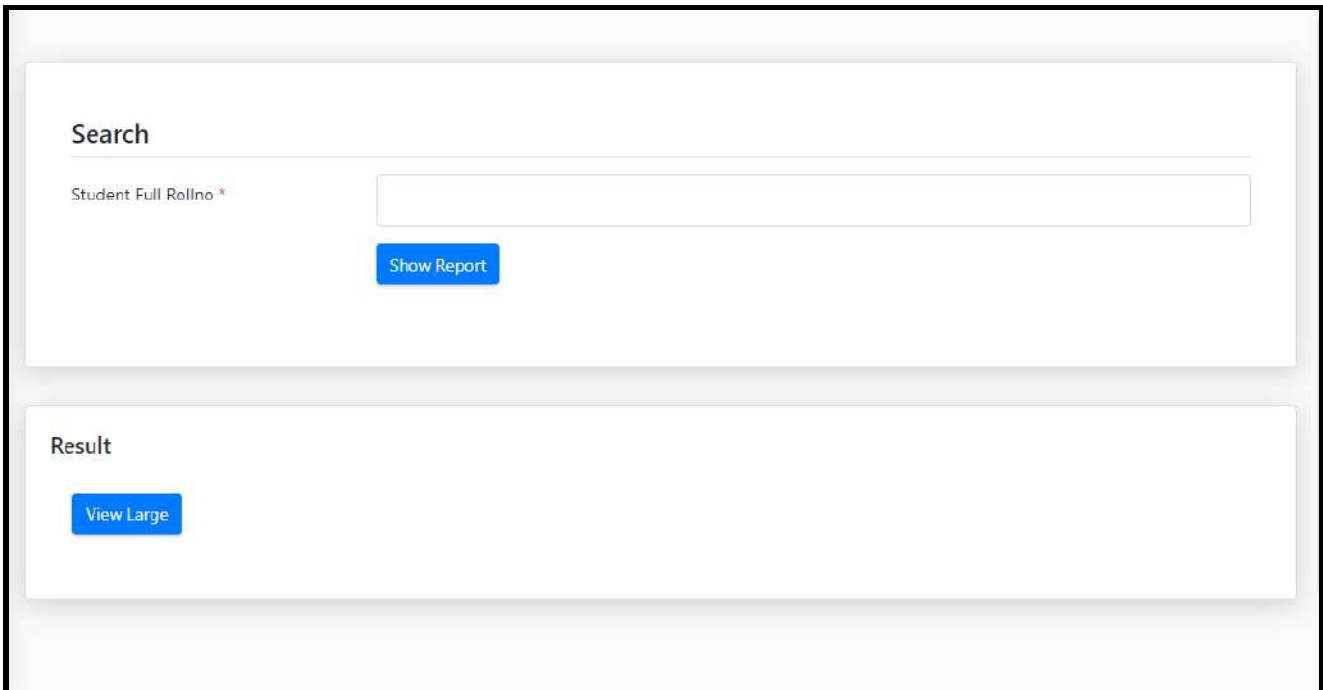
Print



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

### ➤ Student Search

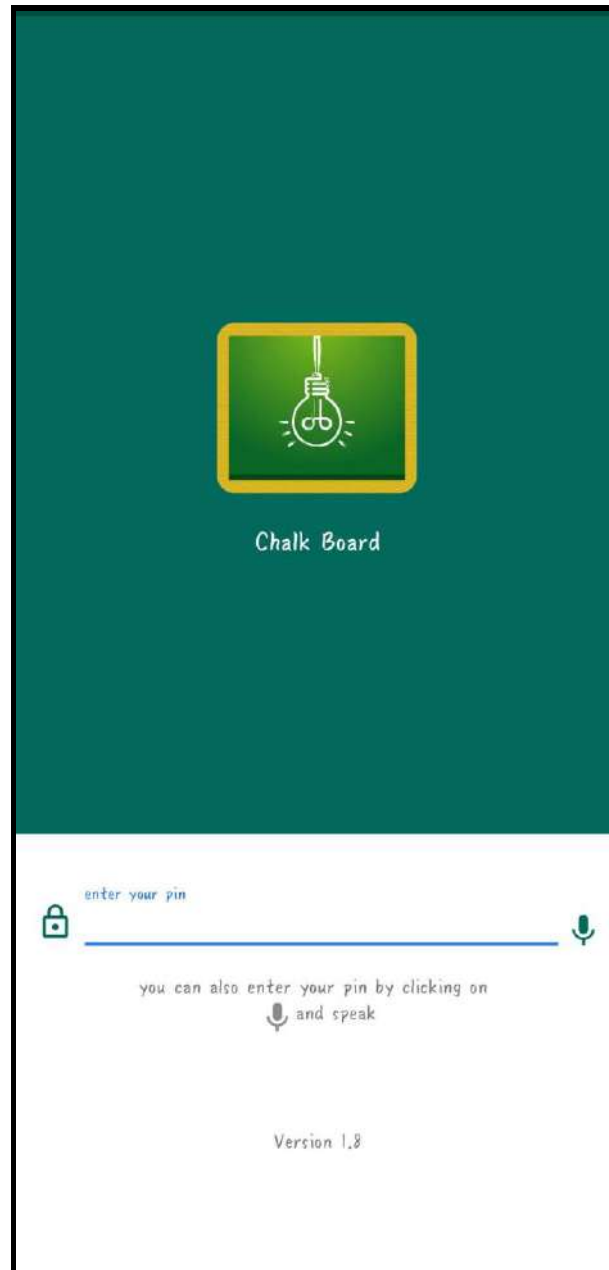
Under this option the faculty could access or could find a student by entering the student roll no.



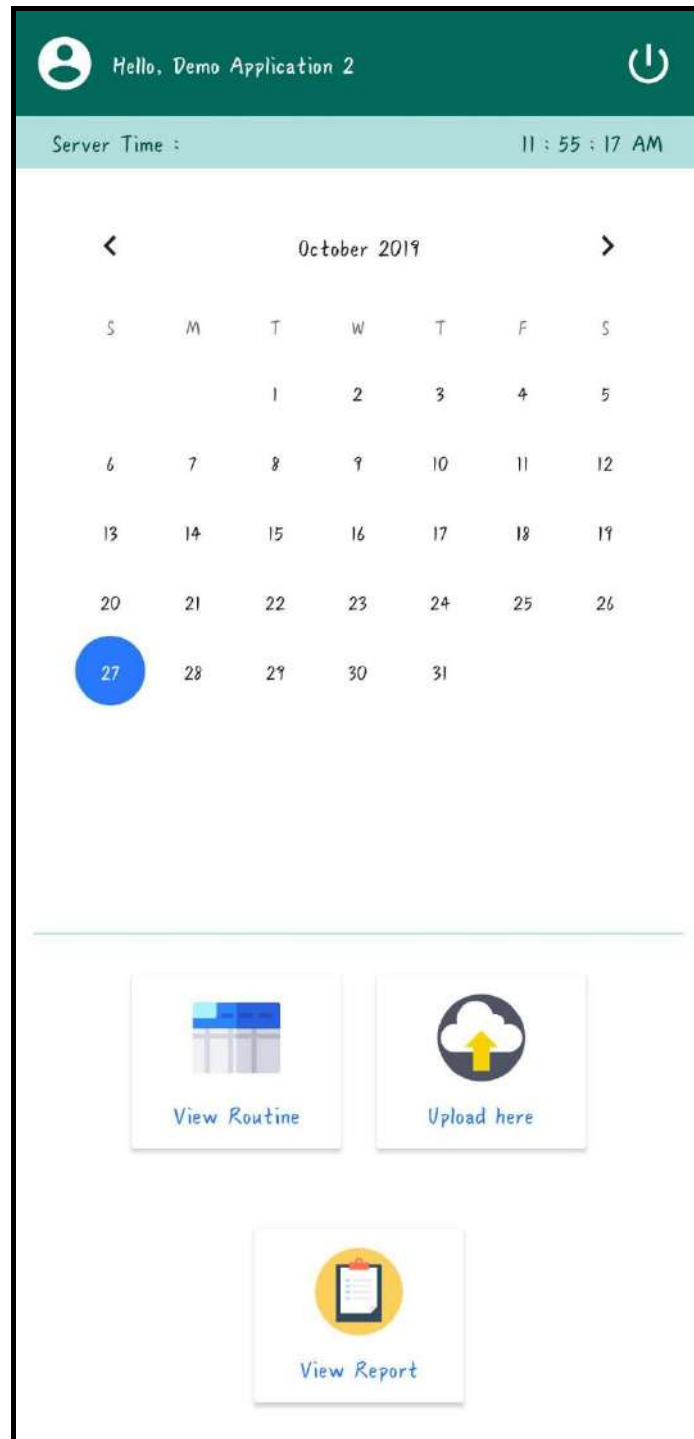
The screenshot displays a web interface for student search. It features a search section with a text input field labeled "Student Full Rollno \*" and a blue "Show Report" button. Below this is a "Result" section containing a blue "View Large" button.

## **Mobile Application**

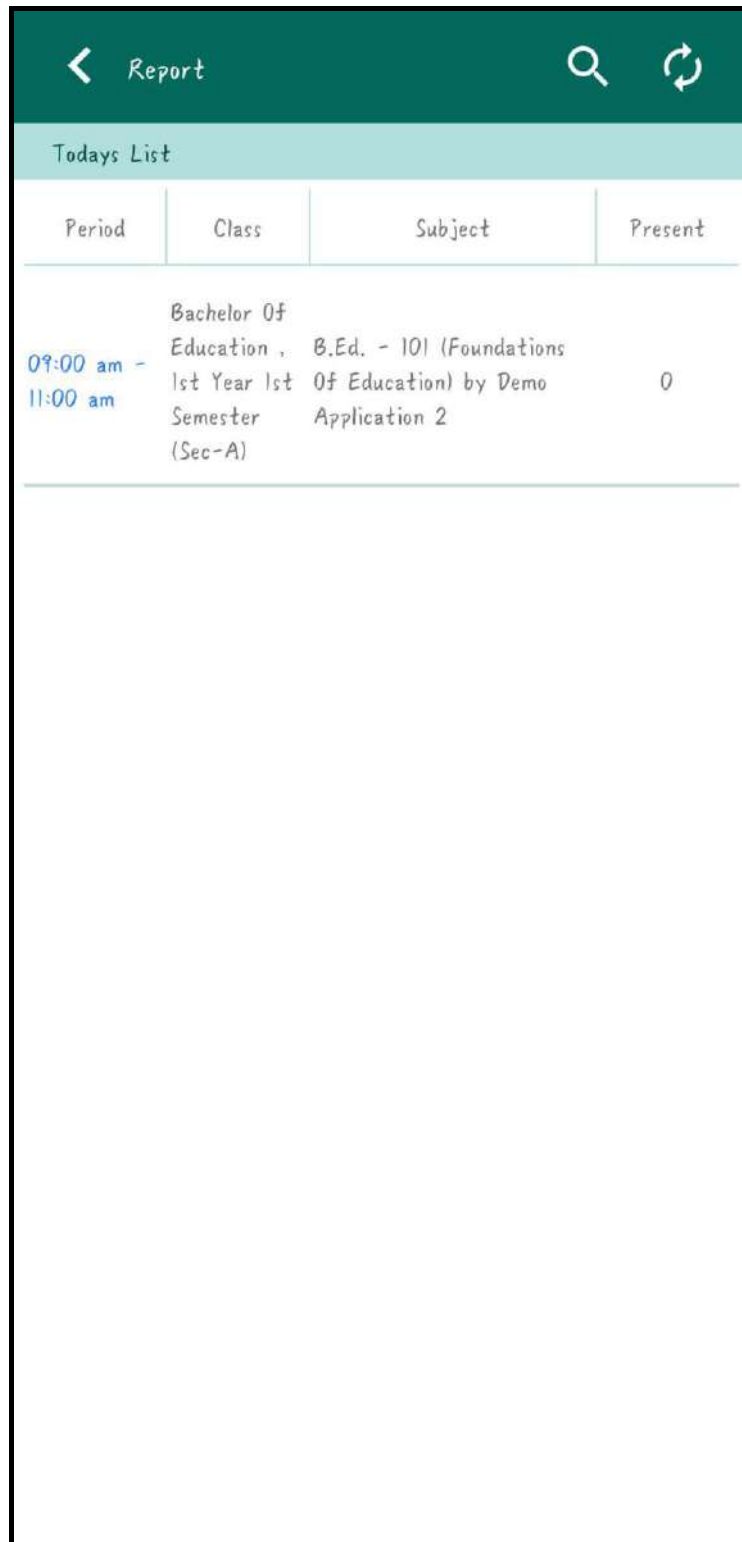
User Can Login by Entering their Pin



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



The screenshot shows a mobile application interface titled "Report". At the top, there is a dark green header with a back arrow, the word "Report", a search icon, and a refresh icon. Below the header is a light blue section titled "Todays List". Underneath is a table with four columns: "Period", "Class", "Subject", and "Present". The table contains one row of data. The "Period" column shows "09:00 am - 11:00 am". The "Class" column shows "Bachelor Of Education , 1st Year 1st Semester (Sec-A)". The "Subject" column shows "B.Ed. - 101 (Foundations Of Education) by Demo Application 2". The "Present" column shows "0".

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

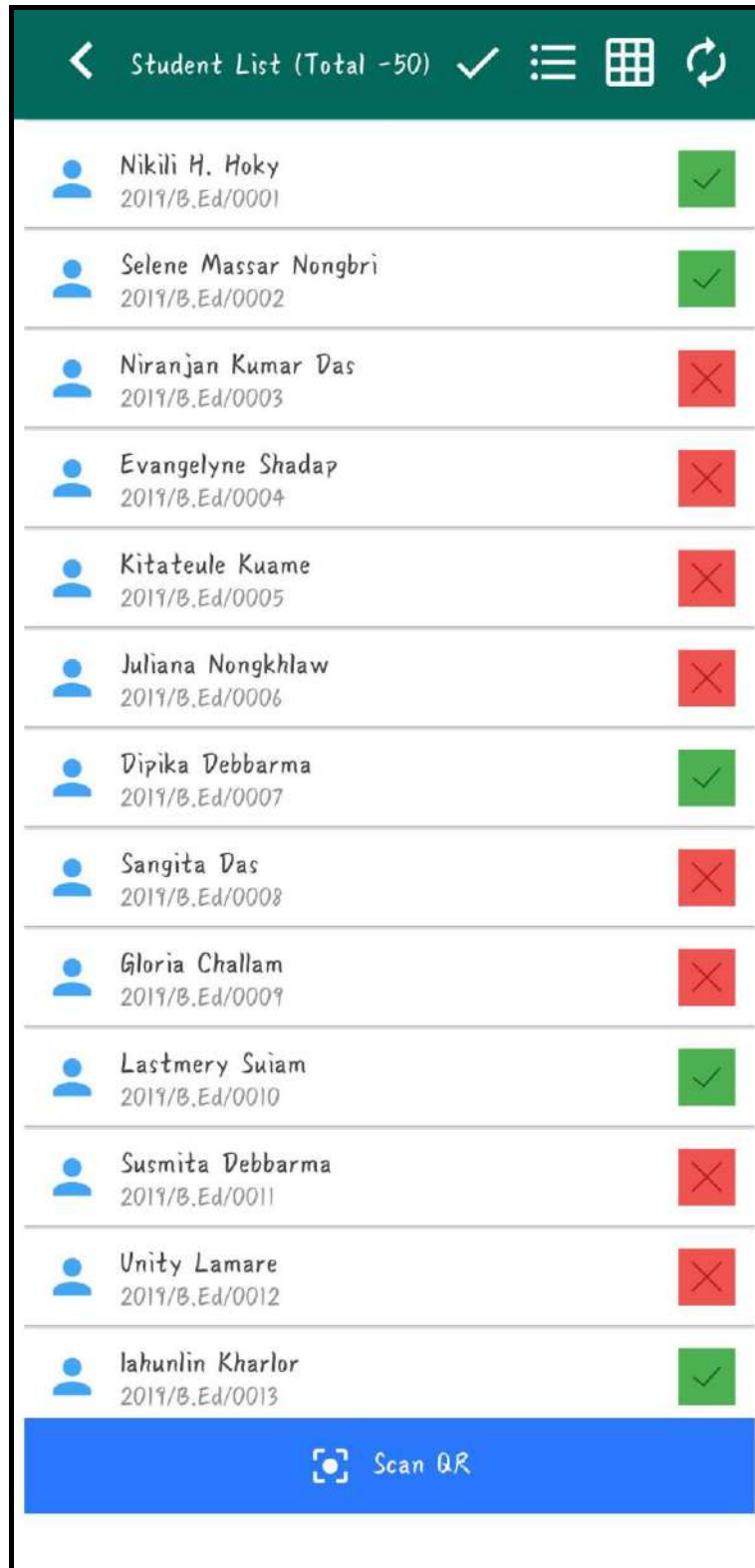
After tapping on Subject, you can view the student name of a particular subject

Student Name	ID Number	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 a particular student has attended the class then user needs to click on the name of the student and thus attendance will

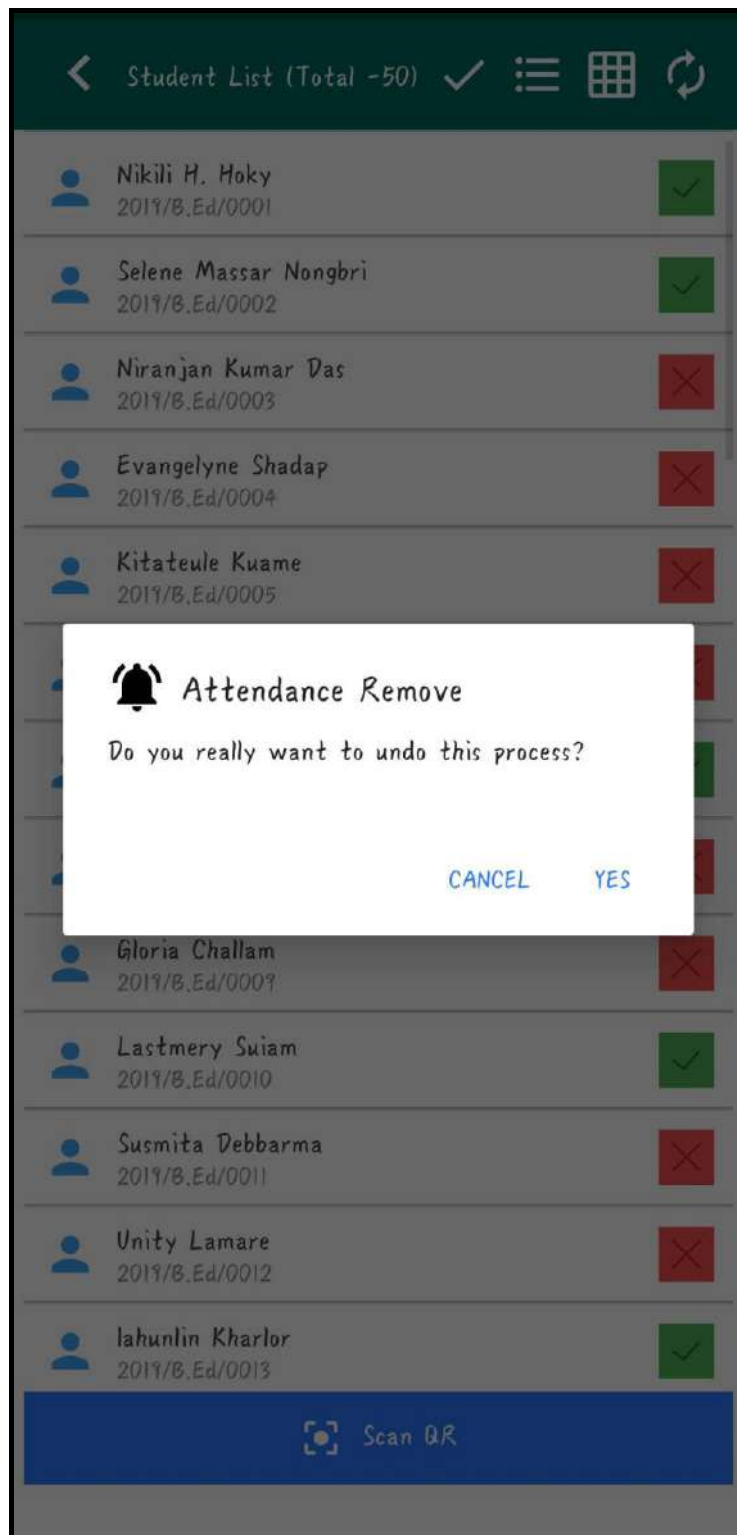
be taken. If a particular student has not attended the class then the user does not need to click.



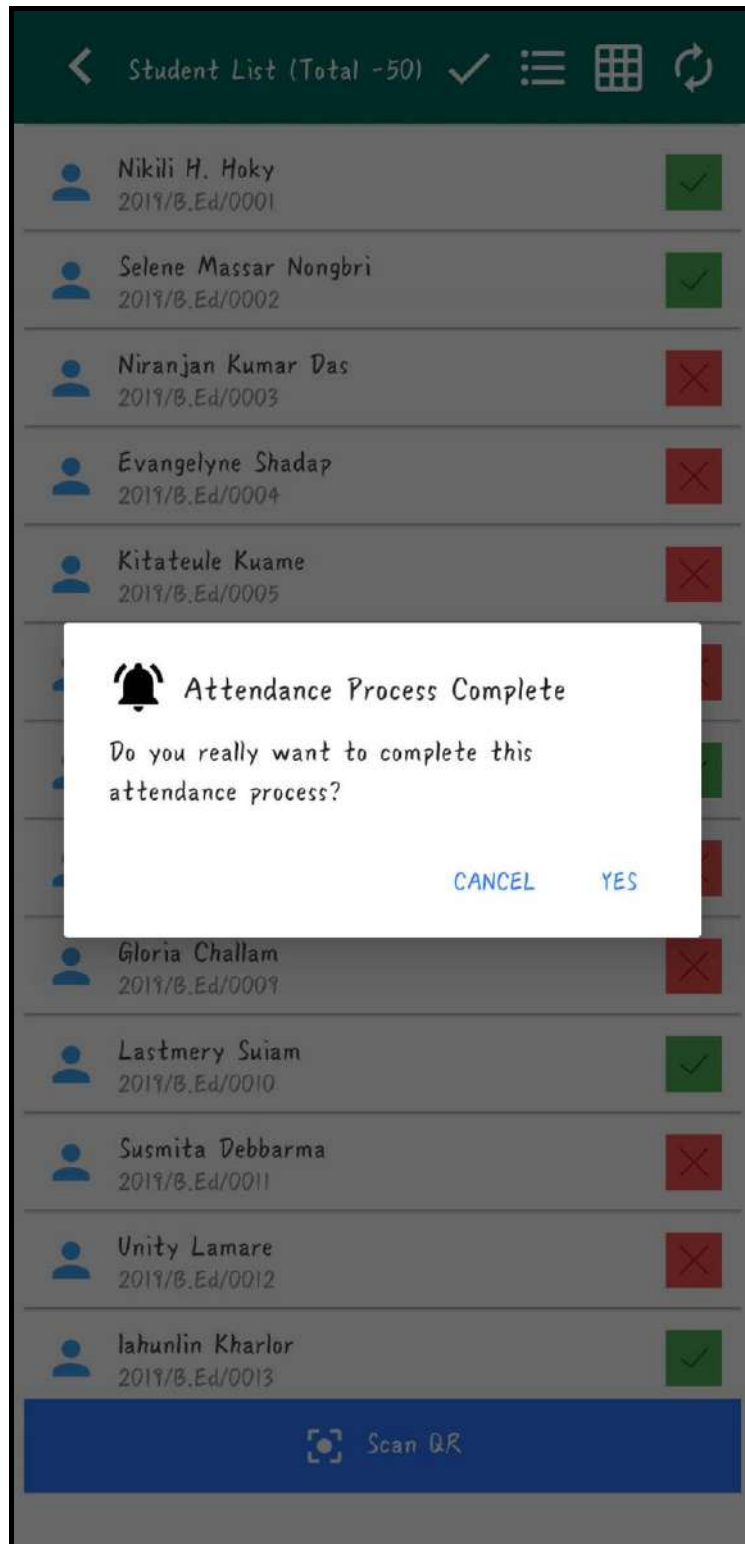
The screenshot displays a mobile application interface for a student list. The title bar is green and contains a back arrow, the text "Student List (Total -50)", a checkmark, a hamburger menu icon, a grid icon, and a refresh icon. The list consists of 13 rows, each representing a student. Each row includes a blue person icon, the student's name, their ID number, and a status icon (green checkmark for attendance, red X for non-attendance). At the bottom, there is a blue button with a QR code icon and the text "Scan QR".

Student Name	ID	Attendance Status
Nikili H. Hoky	2019/B.Ed/0001	Present (Green Checkmark)
Selene Massar Nongbri	2019/B.Ed/0002	Present (Green Checkmark)
Niranjan Kumar Das	2019/B.Ed/0003	Absent (Red X)
Evangelyne Shadap	2019/B.Ed/0004	Absent (Red X)
Kitateule Kuame	2019/B.Ed/0005	Absent (Red X)
Juliana Nongkhlaw	2019/B.Ed/0006	Absent (Red X)
Dipika Debbarma	2019/B.Ed/0007	Present (Green Checkmark)
Sangita Das	2019/B.Ed/0008	Absent (Red X)
Gloria Challam	2019/B.Ed/0009	Absent (Red X)
Lastmery Suïam	2019/B.Ed/0010	Present (Green Checkmark)
Susmita Debbarma	2019/B.Ed/0011	Absent (Red X)
Unity Lamare	2019/B.Ed/0012	Absent (Red X)
Iahunlin Kharlor	2019/B.Ed/0013	Present (Green Checkmark)

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.



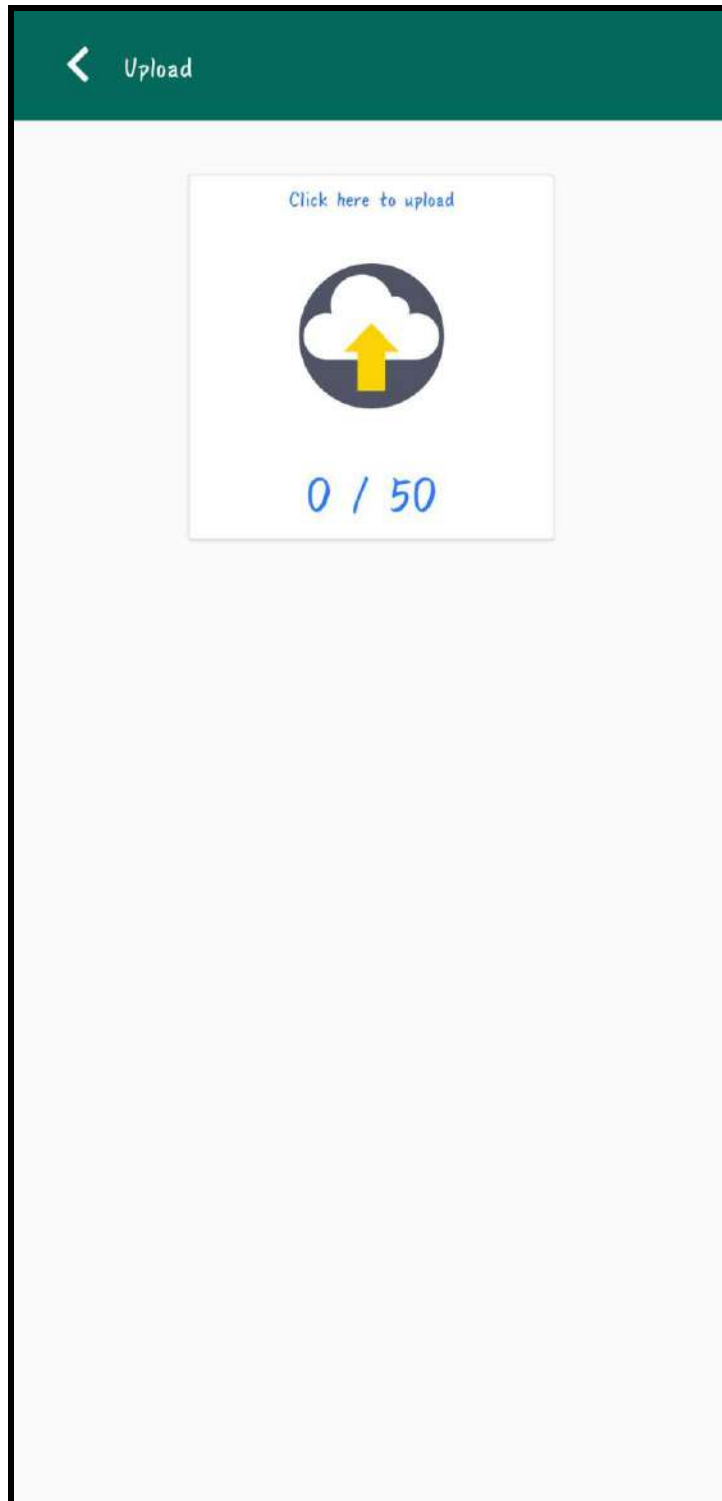


After selecting tick mark this page will be blocked. Then the user needs to press the back button for obtaining the main menu.

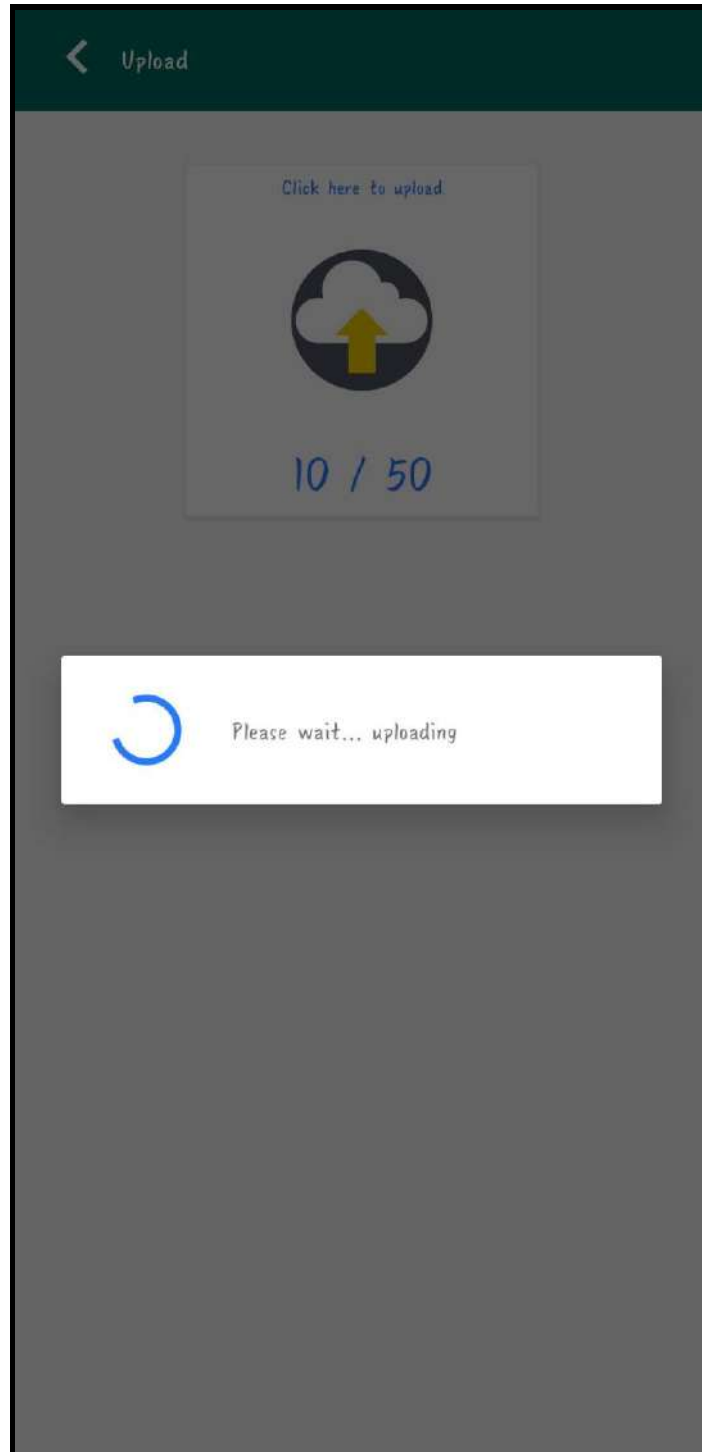
Student Name	ID	Status
Nikili H. Hoky	2019/B.Ed/0001	✓
Selene Massar Nongbri	2019/B.Ed/0002	✓
Niranjan Kumar Das	2019/B.Ed/0003	✗
Evangelyne Shadap	2019/B.Ed/0004	✗
Kitateule Kuame	2019/B.Ed/0005	✗
Juliana Nongkhlaw	2019/B.Ed/0006	✗
Dipika Debbarma	2019/B.Ed/0007	✓
Sangita Das	2019/B.Ed/0008	✗
Gloria 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

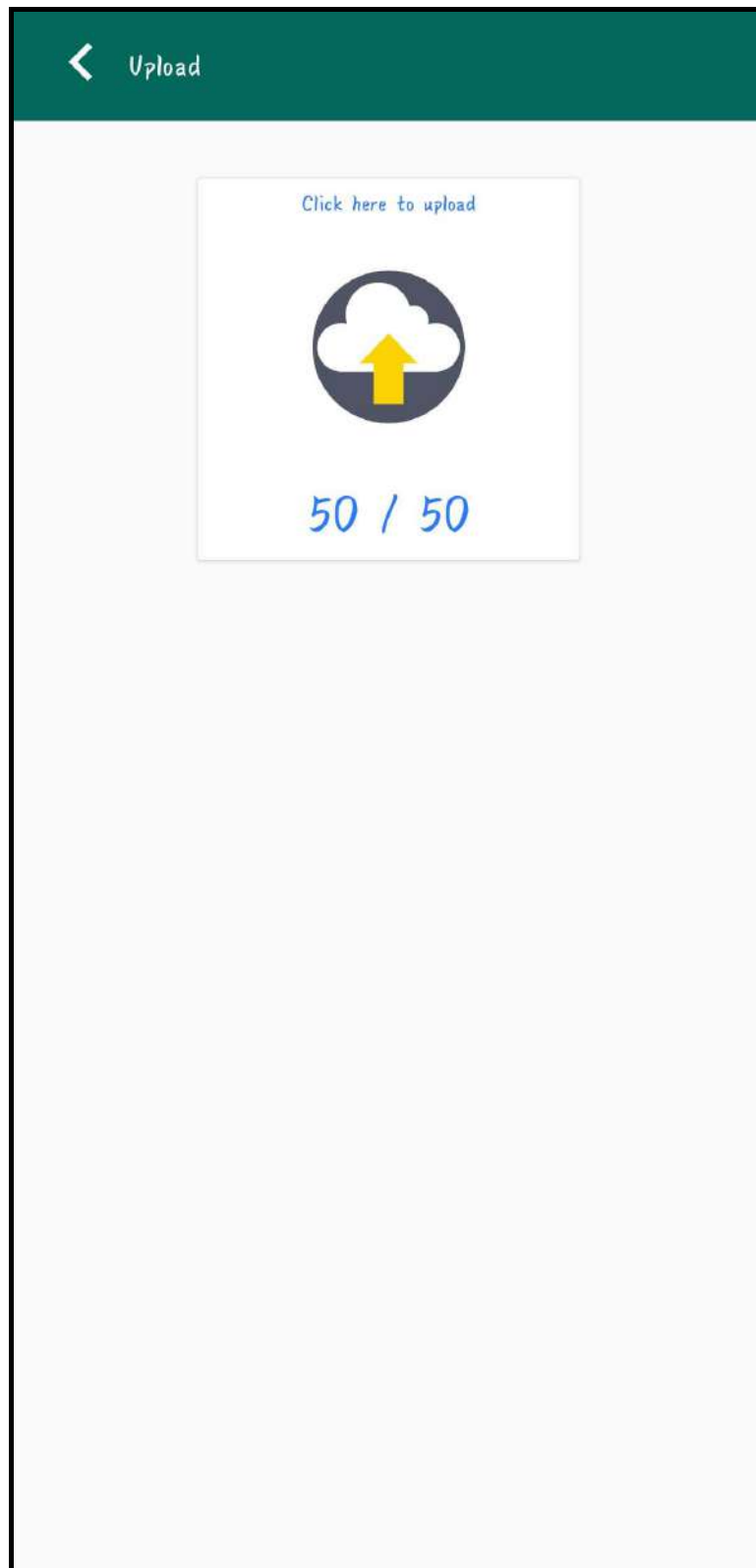
From main menu user needs to tap on **Upload here** option and then the below given picture will appear and then the user needs to press on Upload.



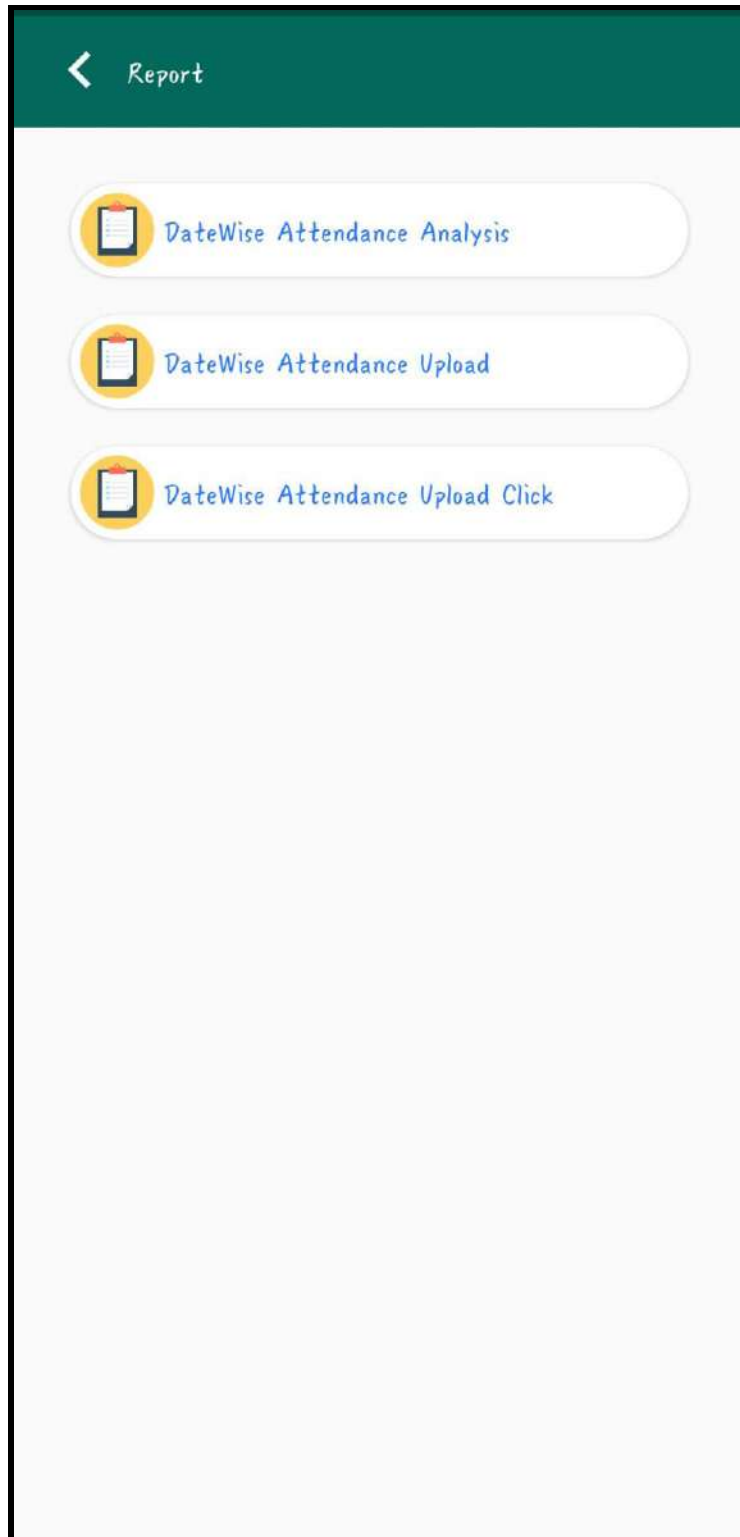
Information will be uploading.....



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
27-10-2019	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
27-10-2019	1





**University of Science & Technology, Meghalaya**

# **ONLINE ADMISSION SYSTEM UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA**

## **Steps for online Admission in Digital Management System (DMS)**



# Table of Content

---


## Dashboard

### Registration

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



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



- 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)  
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

---

Introduction

Login Process

## Department

- Add Department
- Department

## Employee

- Add Employee
- Employee List
- Employee Award

## Employee

- Manage Attendance
- Attendance Report
- Attendance Upload

## Application List

## Leave Management

- Leave Category
- Leave Structure

## Payroll Management

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

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- Add Expense
- Expense Report

## Notice Board

- Add Notice
- Manage Notice

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



## • **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*

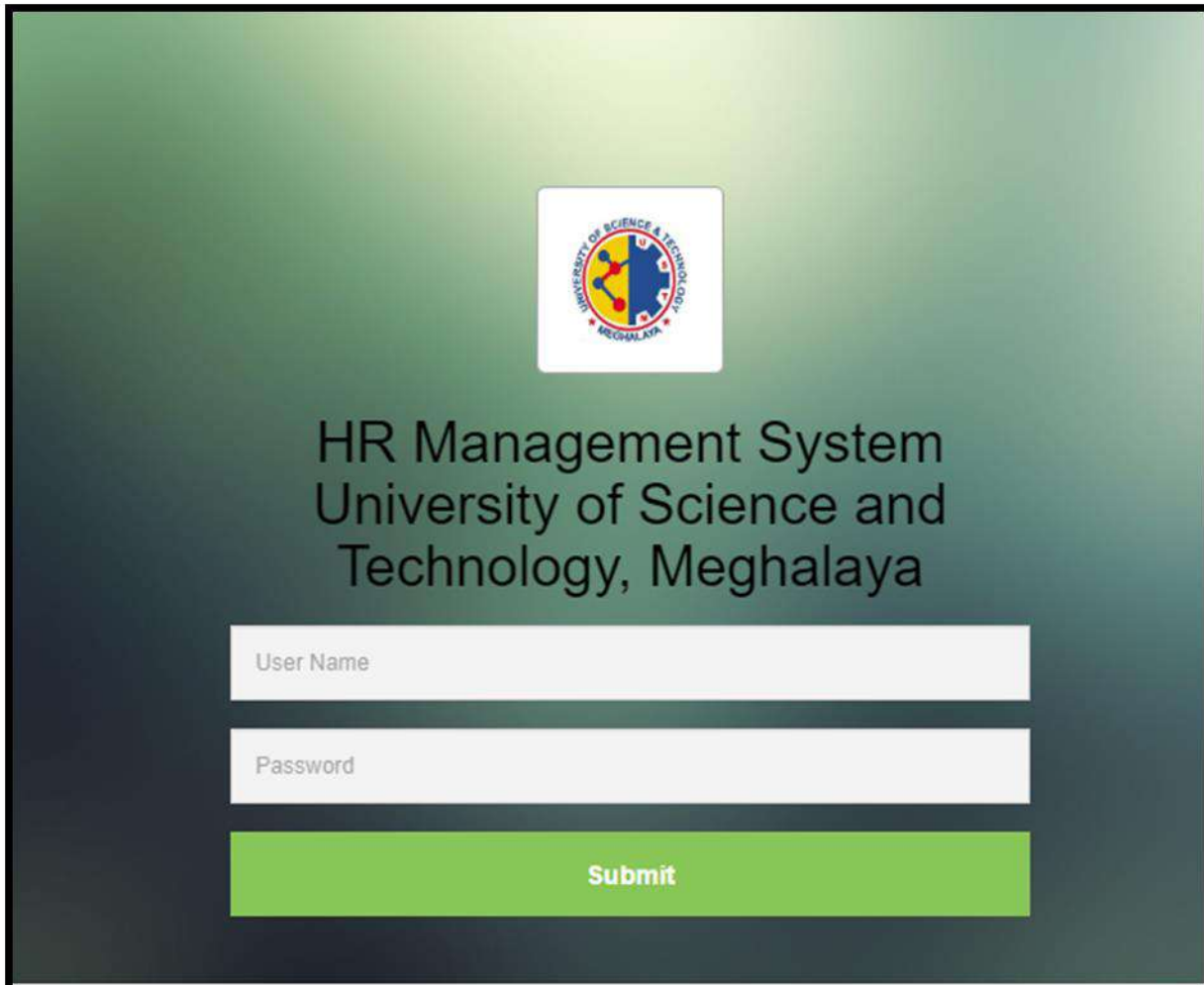
*2)Under employee click on Add Employee in order to add an employee.*

*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/>



The image shows a login interface for the HR Management System of the University of Science and Technology, Meghalaya. At the top center is the university's logo, which is a circular emblem with a globe and the text 'UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA'. Below the logo, the text 'HR Management System University of Science and Technology, Meghalaya' is displayed in a large, black, sans-serif font. Underneath the text are two white input fields: the first is labeled 'User Name' and the second is labeled 'Password'. Below these fields is a prominent green button with the word 'Submit' written in white text.

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

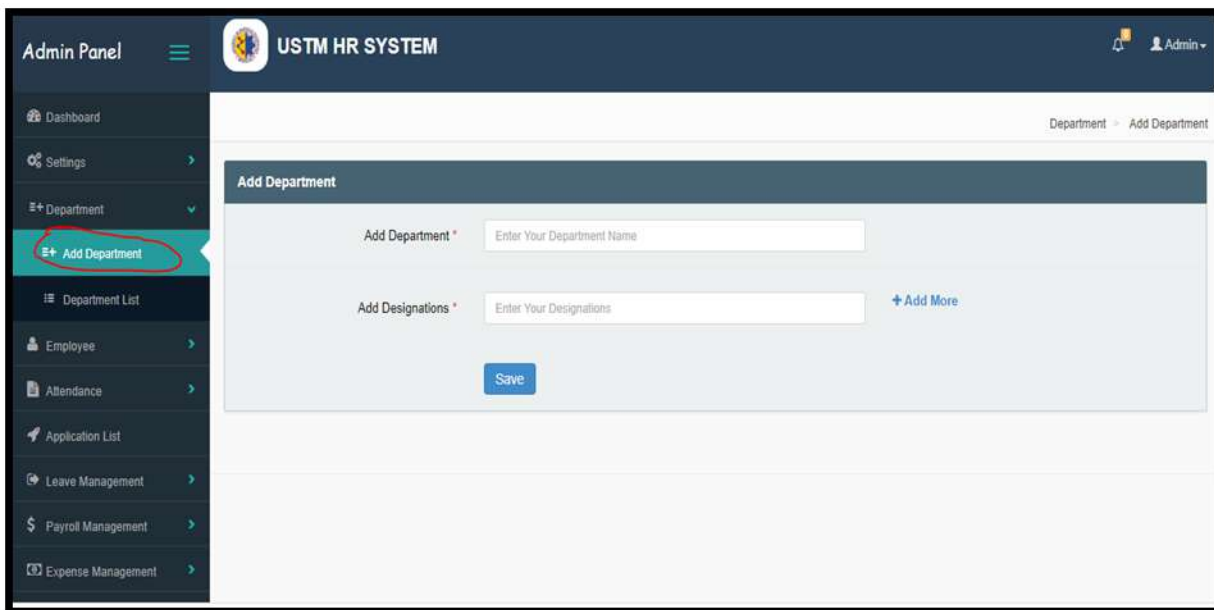
- 1) Enter Username
- 2) Enter Password

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



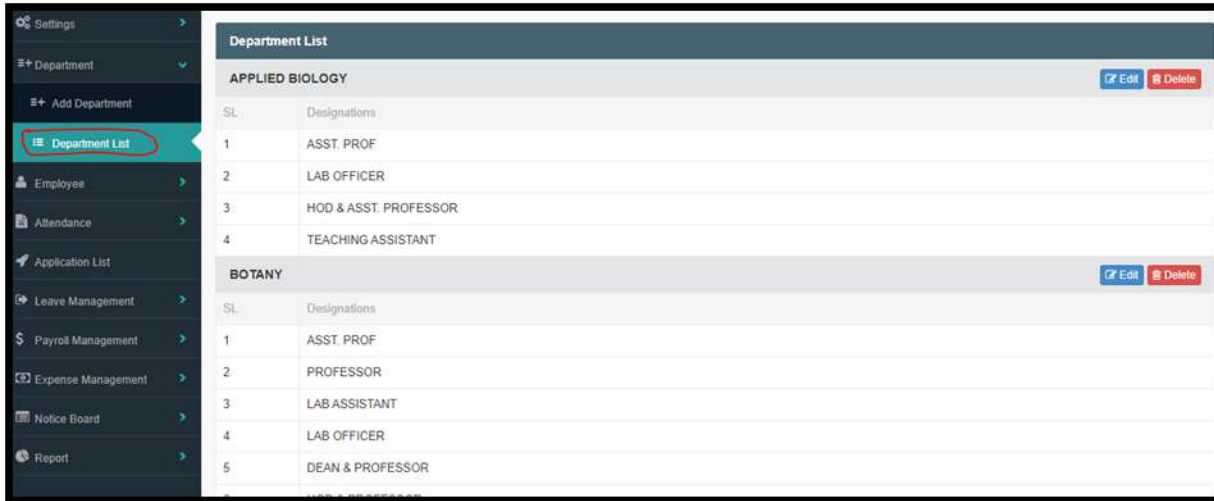
Under the admin panel comes the option DEPARTMENT where the Add Department is present. In order to add department the user needs to fill up the fields namely-

- 1)Add Department
- 2)Add Designations

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

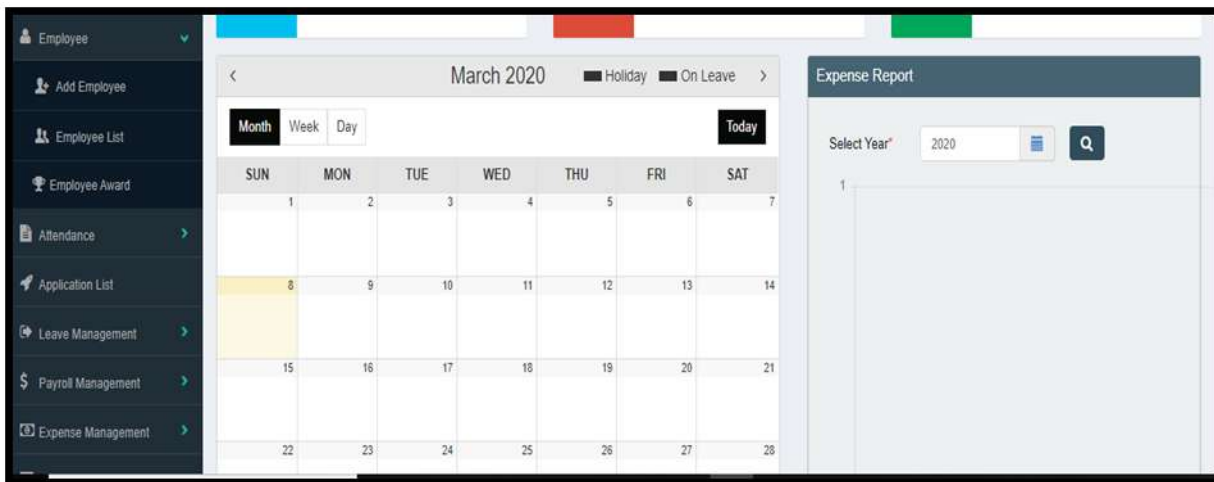
(There is also an option named as Add More where the user can enter any other extra information as per need.)

## DEPARTMENT LIST



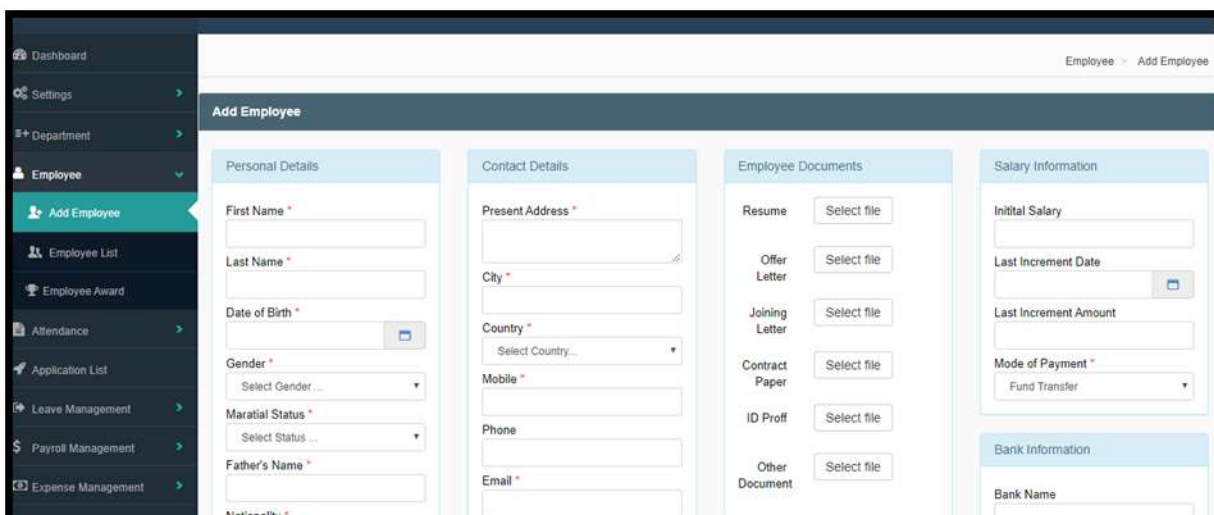
Under the Department List option the user could access the information as per need from the required Department. The user can also Edit and Delete as per need.

## EMPLOYEE



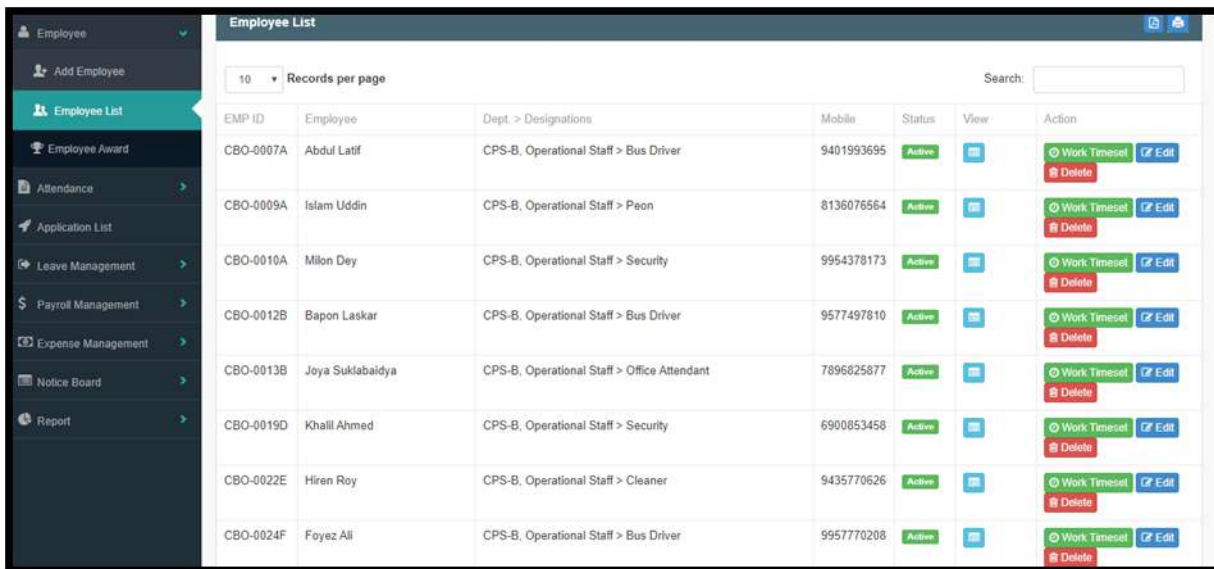
Under the admin panel the user could access the Employee option where they can get options such as ADD EMPLOYEE, EMPLOYEE LIST and EMPLOYEE AWARD.

## 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



The screenshot displays the 'Employee List' interface. On the left is a dark sidebar with navigation options: Employee, Add Employee, Employee List (highlighted), Employee Award, Attendance, Application List, Leave Management, Payroll Management, Expense Management, Notice Board, and Report. The main content area shows a table with the following data:

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

The screenshot shows a web application interface for adding a new award to an employee. The sidebar on the left includes options like Dashboard, Settings, Department, Employee, Add Employee, Employee List, Employee Award (highlighted), Attendance, Application List, Leave Management, and Payroll Management. The main content area is titled 'Add New Award to Employee' and contains the following fields:

- Select Designation \* (dropdown menu)
- Employee \* (dropdown menu)
- Award Name / Title \* (text input)
- Gift Item (text input)
- Award Amount (text input)
- Select Month \* (calendar icon)

A blue 'Save' button is positioned below the 'Select Month' field.

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

The screenshot shows a web application interface for generating an attendance report. The sidebar on the left includes options like Admin Panel, Dashboard, Settings, Department, Employee, Attendance (highlighted), Manage Attendance, Attendance Report, and Attendance Upload. The main content area is titled 'Report' and contains the following fields:

- Department Name \* (dropdown menu)
- Month & Year \* (calendar icon)

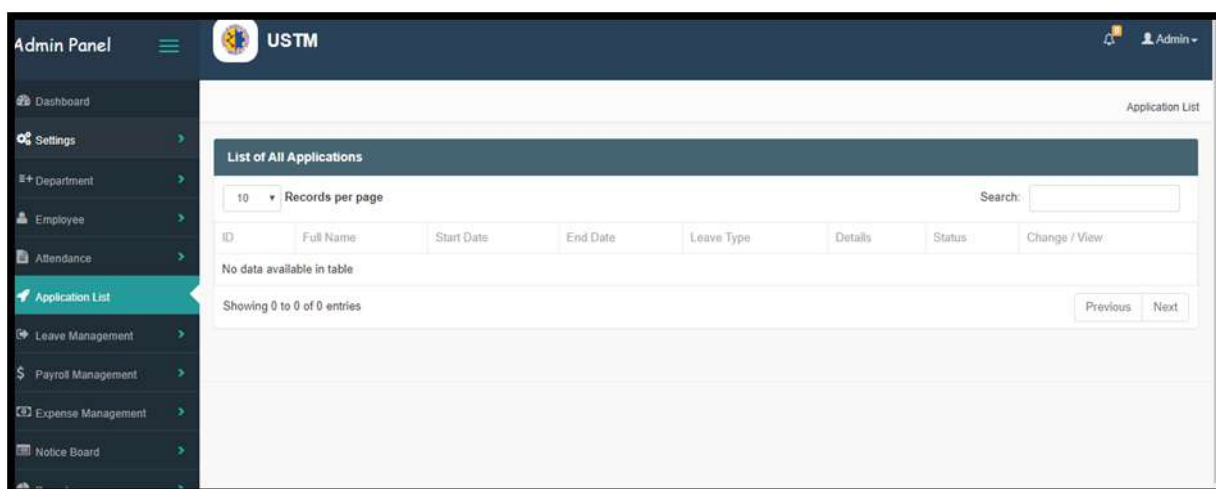
A blue 'Search' button is positioned below the 'Month & Year' field.

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

The screenshot displays the 'Add Leave Category' form in the USTM Admin Panel. The form includes a text input for 'Leave Category' with the placeholder 'Enter Your leave Category Name' and a dropdown menu for 'Category Type' with the placeholder 'Select one'. A 'Save' button is located below the form. Below the form is a 'Leave Category List' table with the following data:

SL	Category Name	Type	Action
1	MEDICAL	Yearly	<a href="#">Edit</a> <a href="#">Delete</a>
2	CL	Yearly	<a href="#">Edit</a> <a href="#">Delete</a>

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

## LEAVE STRUCTURE

The screenshot displays the 'Leave Structure' form in the USTM Admin Panel. The form includes a search section with dropdowns for 'Select Designation' (ASST. PROF), 'Category' (MEDICAL), and 'Year' (2020). Below the search section are two main sections: 'Add Leave Structure' with a 'Leave Days' input (value: 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

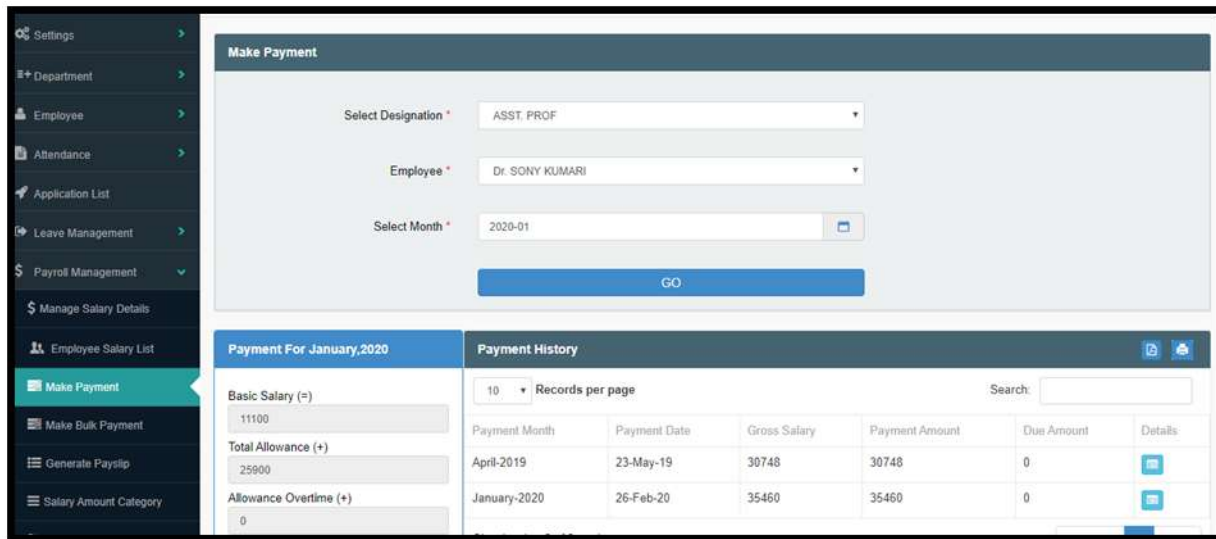
In this option the salary of the details of the salary of any employee is required to be entered.

## 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		
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		
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		
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		
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		
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		
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		
CBO-0019D	Khaili Ahmed	Permanent	Rs. 3,000.00	-	Rs. 2,500.00	Rs. 5,500.00	Rs. 360.00	Rs. 5,140.00	Rs. 0.00		

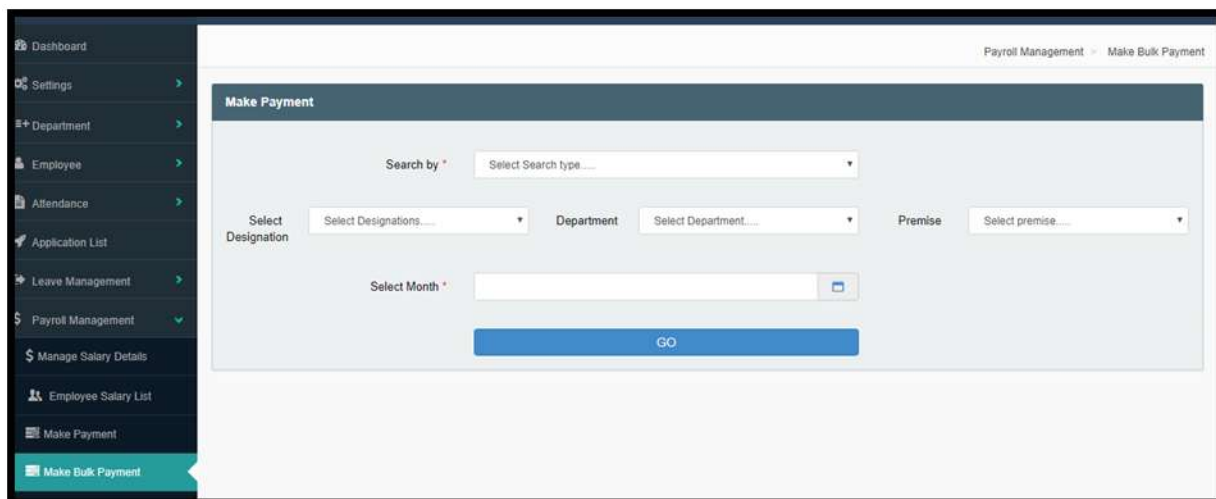
Here user could access details of the salary list of any employee.

# MAKE PAYMENT



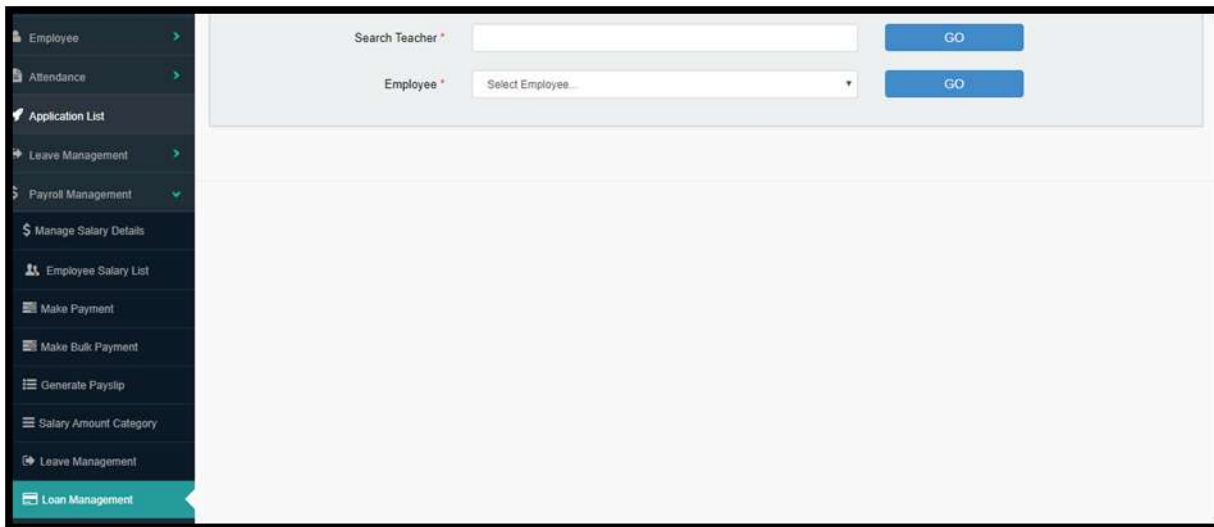
In order to make payment the following details need to be filled-up.

# MAKE BULK PAYMENT



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

# LOAN MANGEMENT

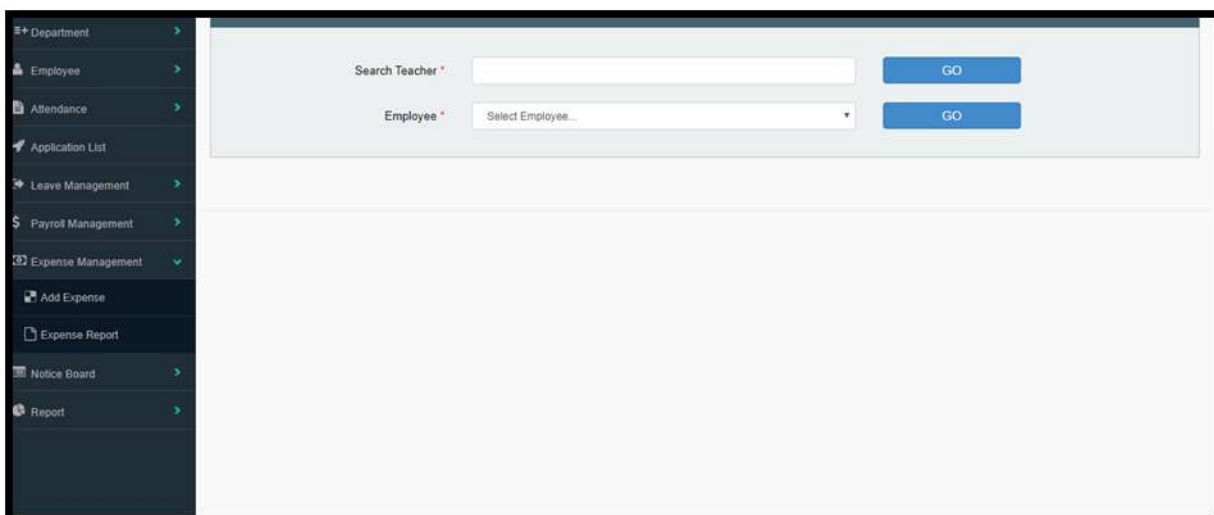


In order to make entry for Loan this option is to be used.

## 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.

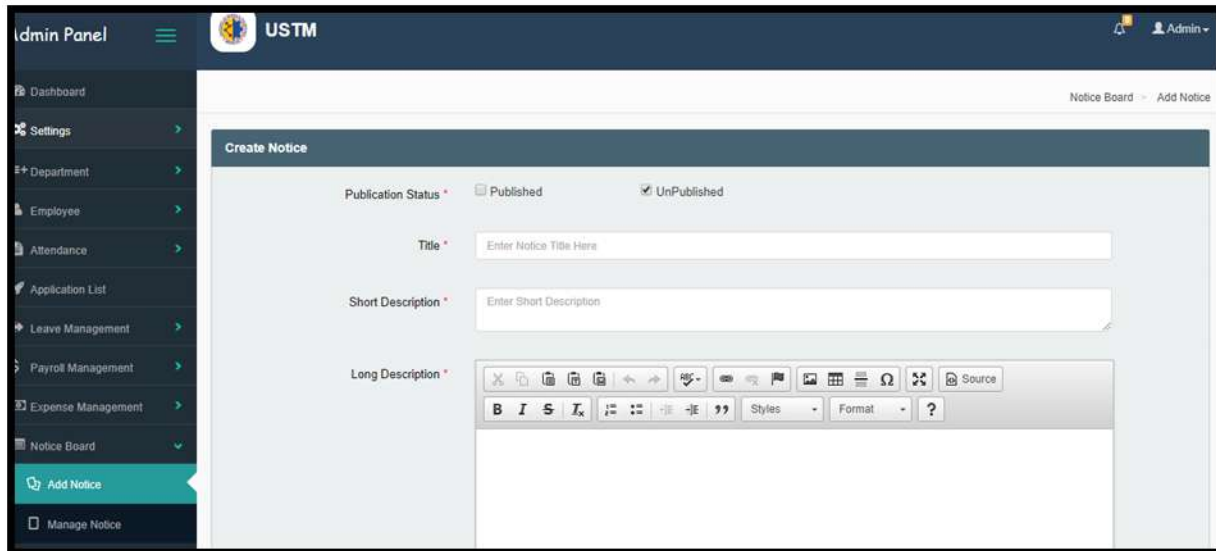
Using these two options the user could make entries of the expenses made and also make a report of it as per need.



## NOTICE BOARD

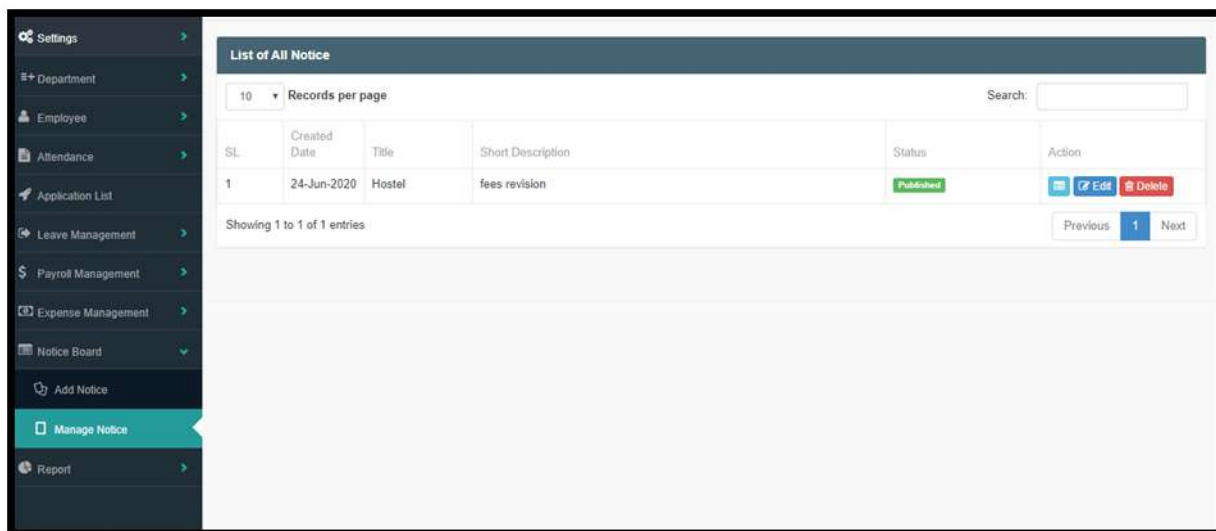
Under the ADMIN PANEL the user can access options such as ADD NOTICE and MANAGE NOTICE.

## ADD NOTICE



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

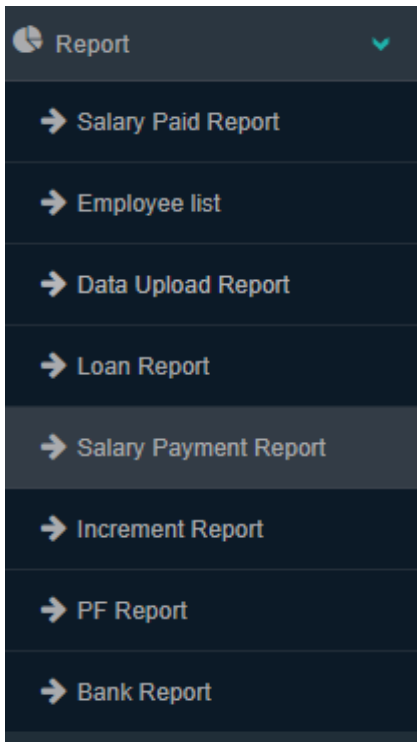
## MANAGE NOTICE



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

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



**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**

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

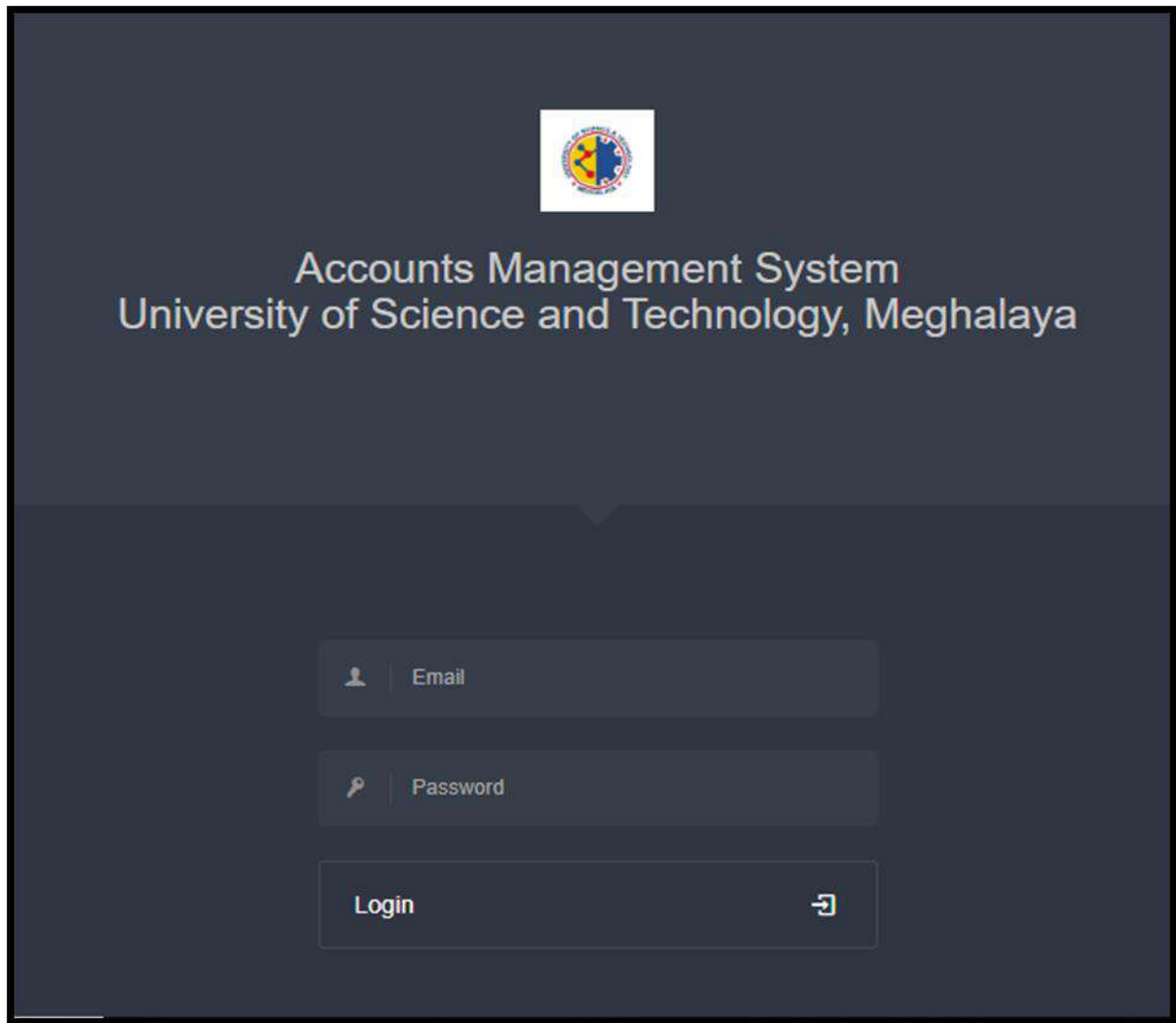
- **ACCOUNTS AND FINANCE:**

*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-*

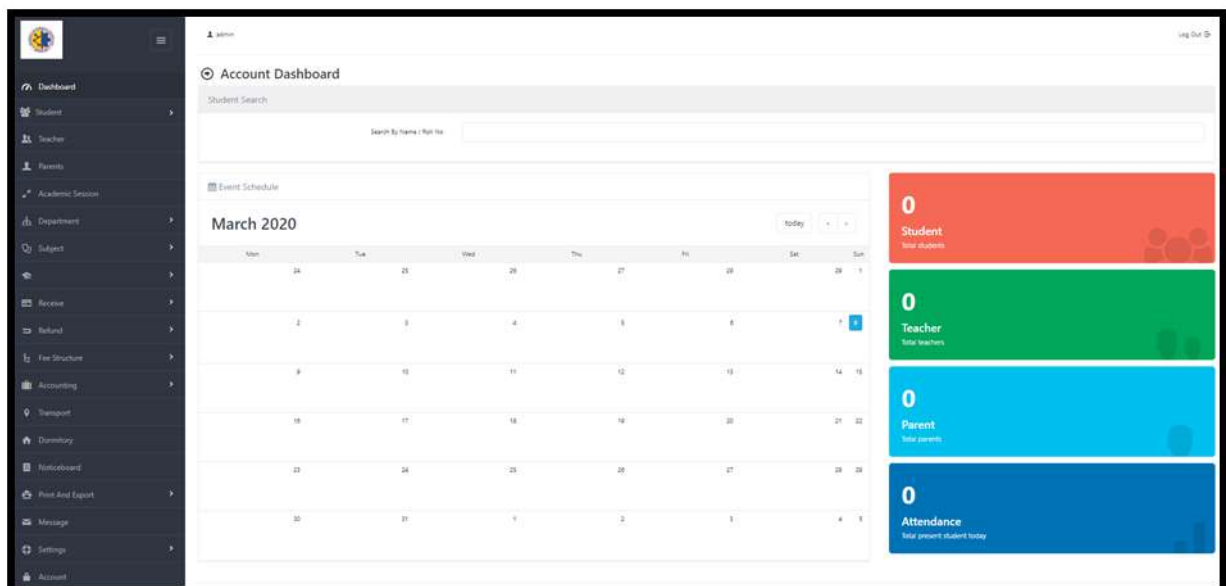
- 1. Under MASTER section certain areas such as Session Creation, Department Creation, School Creation, Subject Creation, Course Creation, etc. are available.*
- 2. Under ACCOUNTS section certain options such as Student fee collection entry, Student due display, Monthly fee collection details, Hostel 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.

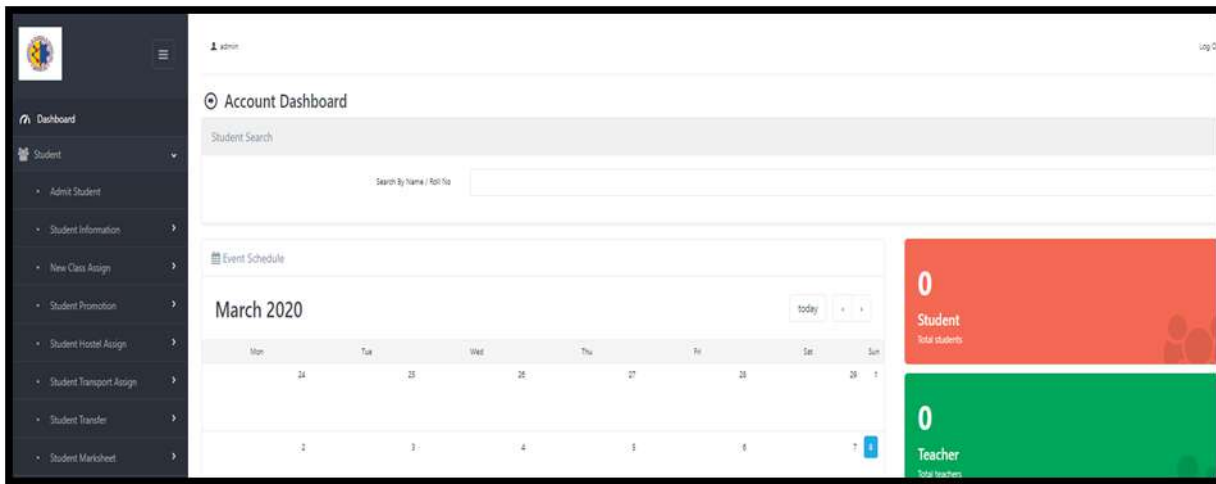
## DASHBOARD



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

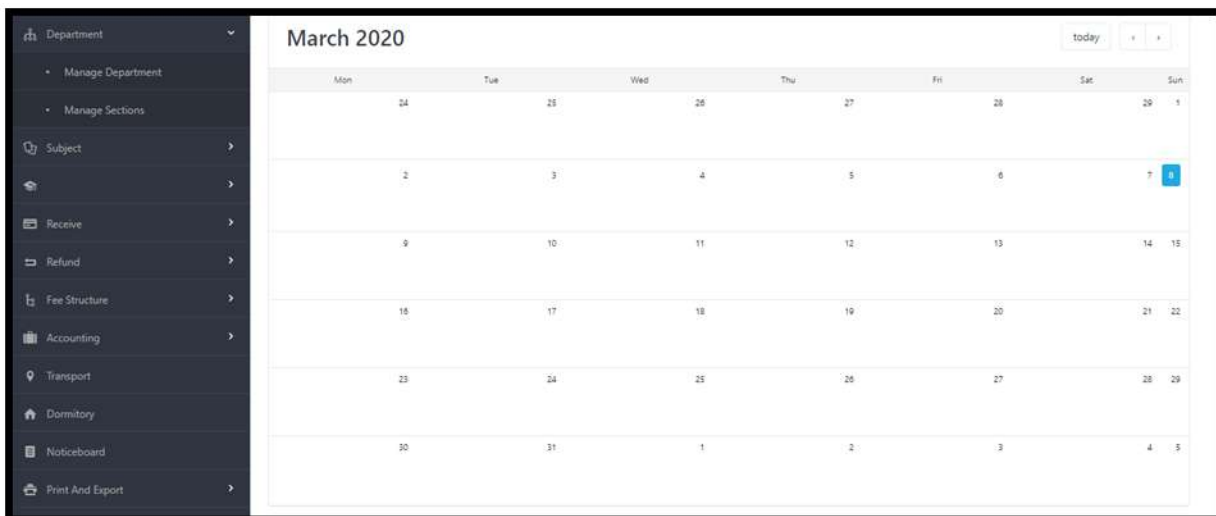
## STUDENT

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.

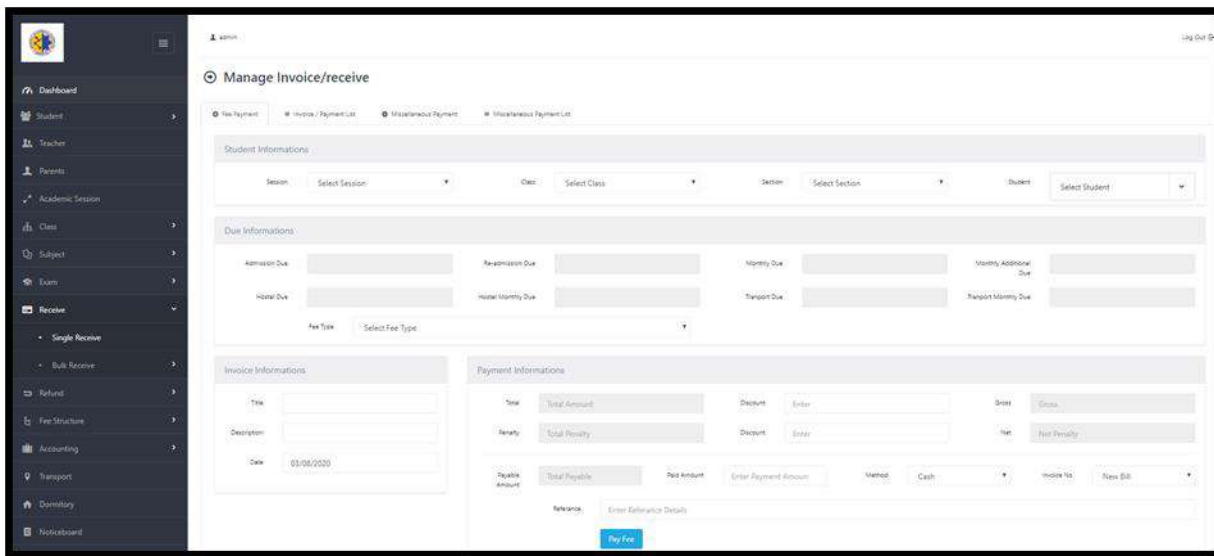


## RECEIVE

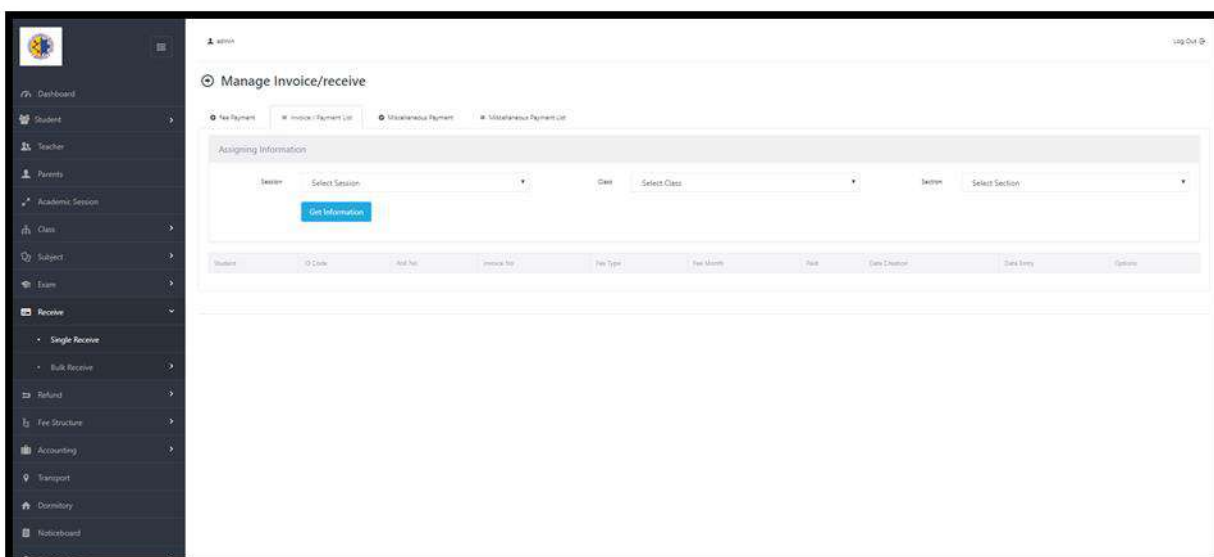
Under this option user can get into options such as SINGLE RECEIVE and BULK RECEIVE where they could represent information relating to a single receive or a bulk receive.

### SINGLE RECEIVE

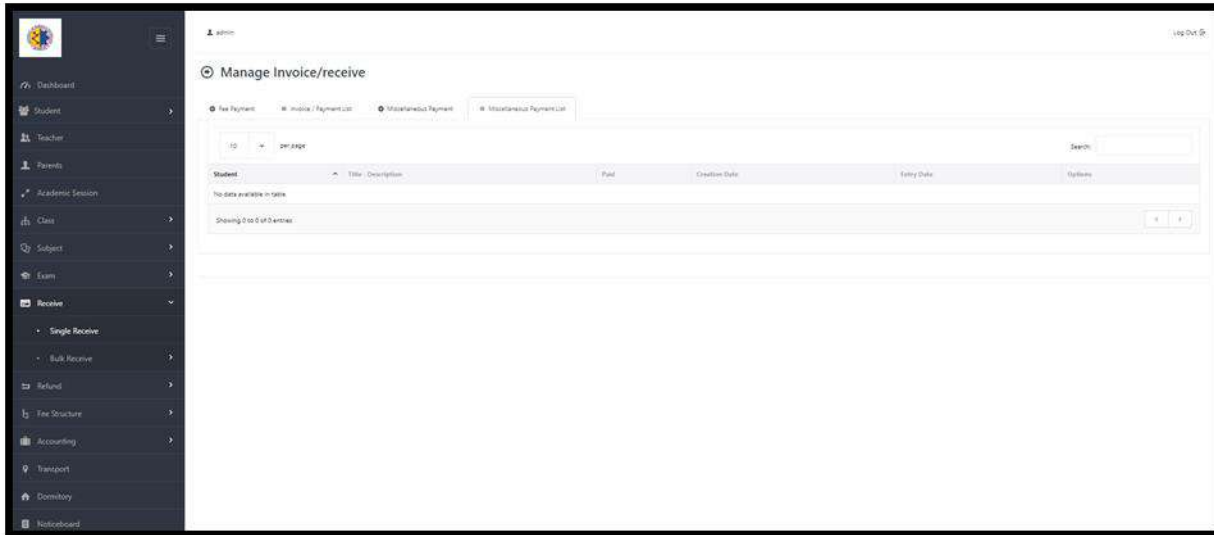
Under single receive user could access option named as FEE PAYMENT where all the required fields to make an entry of a fee payment is to be entered.



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.

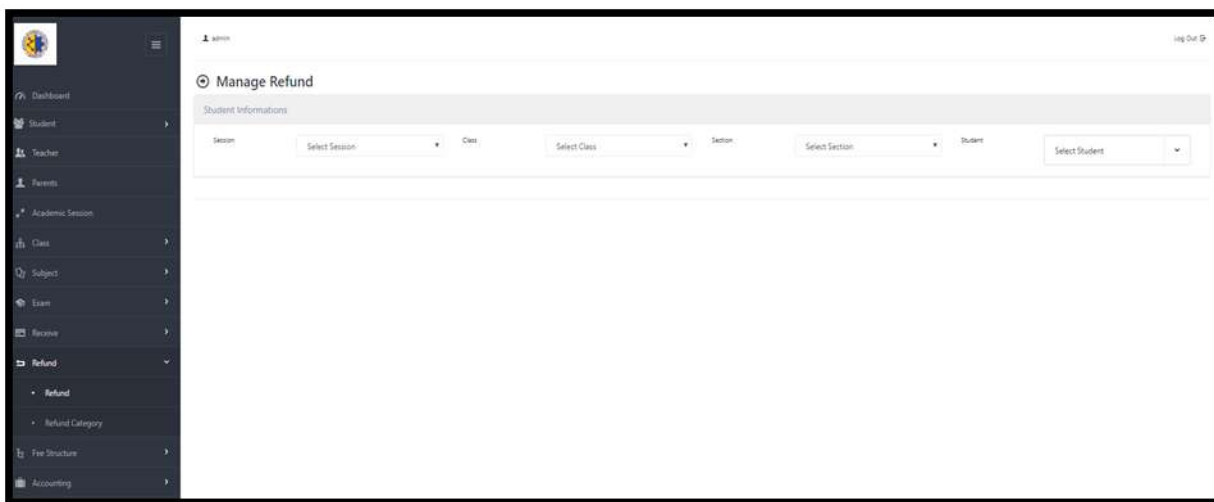


Under the SINGLE RECEIVE option user can find MISCELLANEOUS PAYMENTV LIST where list of all the miscellaneous payment can be accessed.



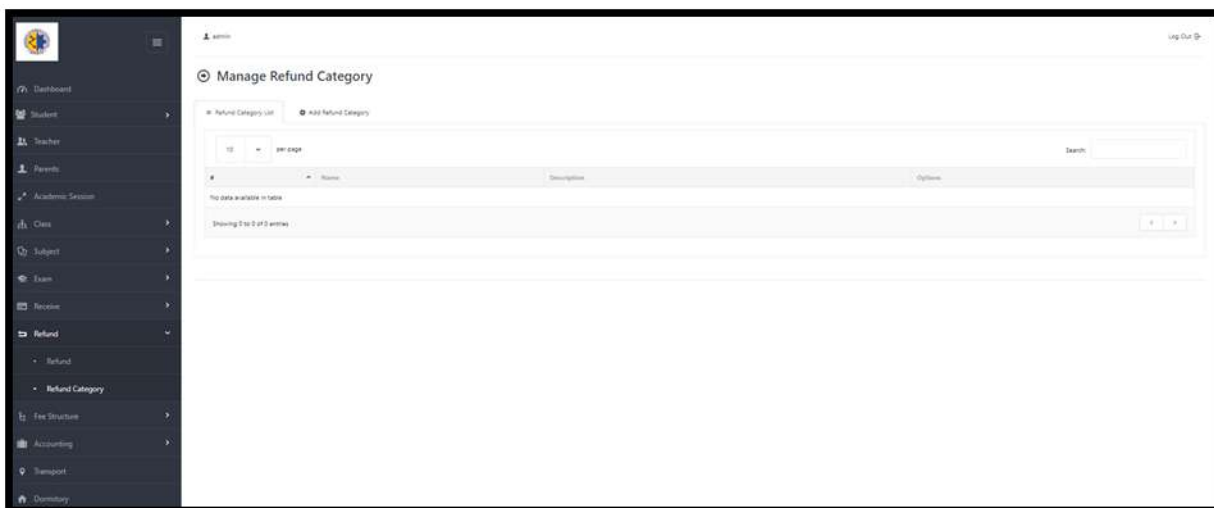
## REFUND

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



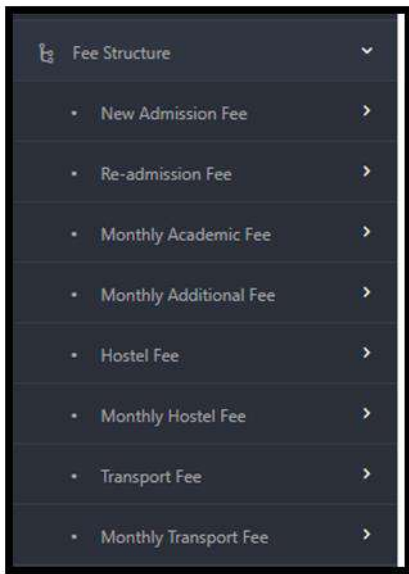
## REFUND CATEGORY

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



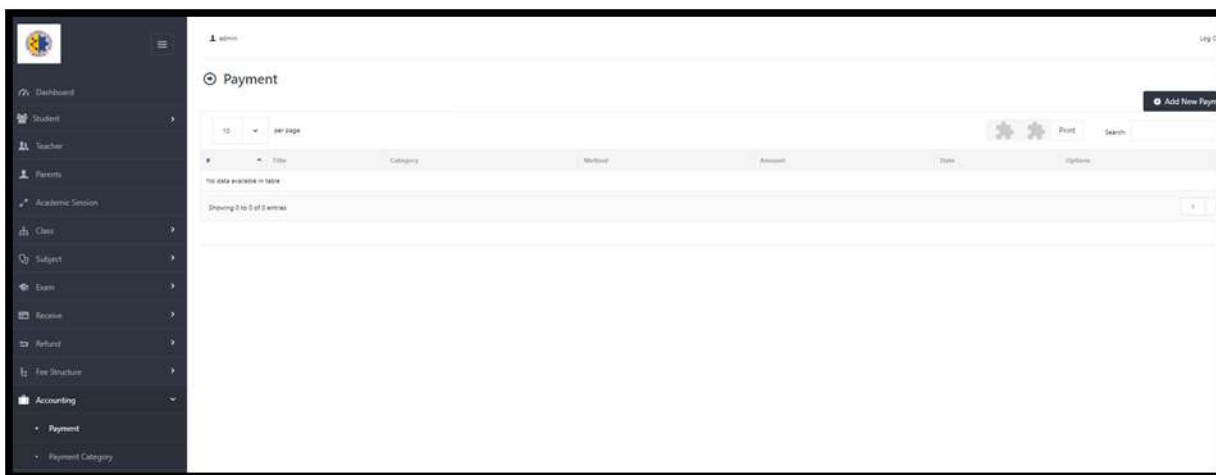
## FEE STRUCTURE

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

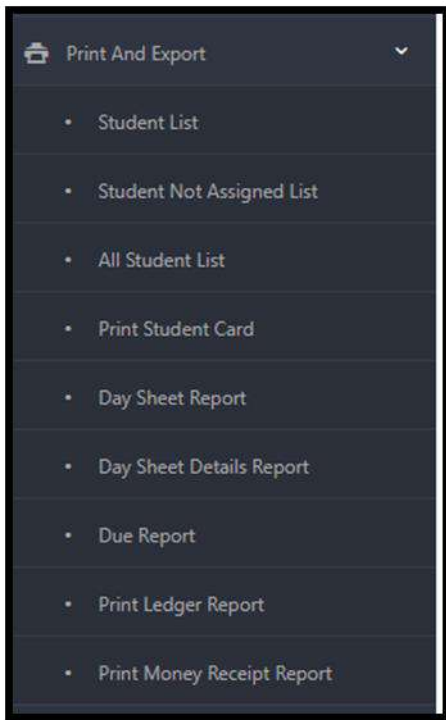
Under this option the user could access two options named as PAYMENT and PAYMENT CATEGORY.



## PRINT AND EXPORT

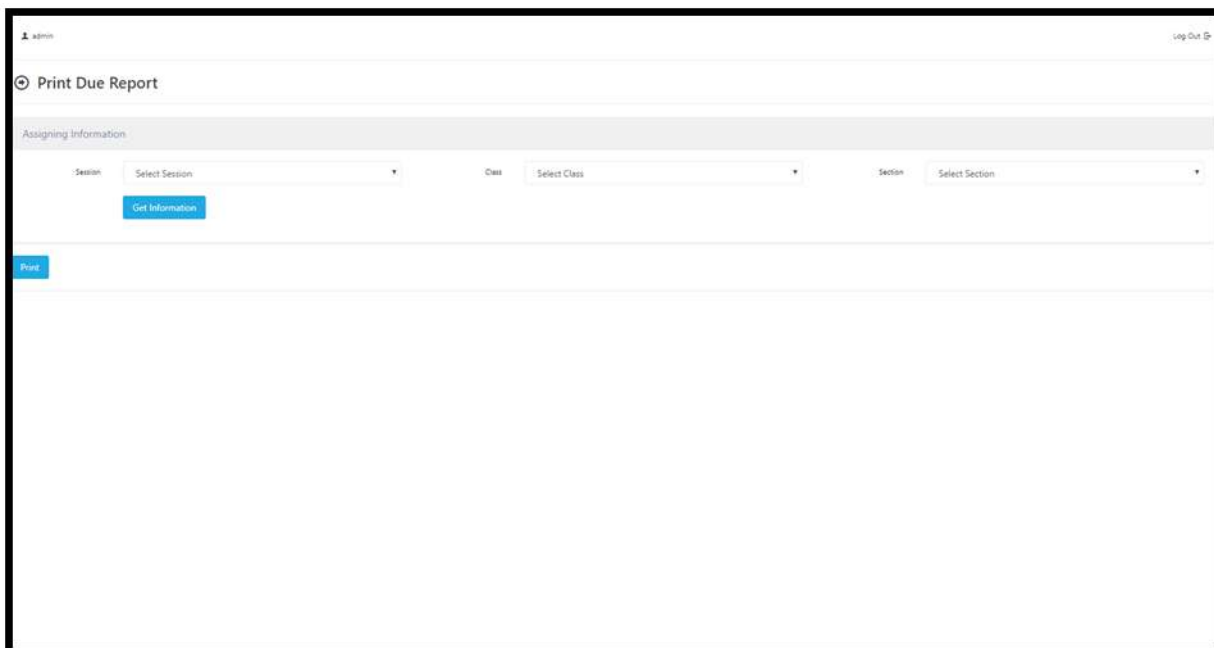
Under this category the user could access fields such as STUDENT LIST, STUDENT NOT ASSIGNED LIST, ALL STUDENT LIST, PRINT STUDENT CARD, DAY SHEET REPORT, DAY SHEET DETAILS

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**