

# **ROVAN IMS 7.0**

College ERP Software

## **User Guide**

**Rovan Software Solutions (P) Limited**

[www.rovan.in](http://www.rovan.in)

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# 1. Introduction

## 1.1 About ROVAN

Rovan Software Solutions (P) Limited (ROVAN) is a leading software company serving colleges and schools since 2002. We help them to use the resources better and serve the students better.

We are a member of NASSCOM, The National Association of Software and Services Companies in India.

### Vision

- To make education administration better

### Mission

- To offer quality software solutions to educational institutions
- To offer good support to ensure smooth running of the software

### Solutions

ROVAN IMS – Education ERP

ROVAN EMS – Examination Management System (exclusively for Controller of Examinations' office in Autonomous Colleges)

ROVAN LMS – Library Management System

## Founder

V.Muneeswaran is the founder and director. He worked in Tata Infotech (merged with Tata Consultancy Services later) as Systems Engineer for three years from 1999-2002. He has good experience in managing database driven projects.

V.Muneeswaran is a mechanical engineer graduated from Government College of Technology, Coimbatore in 1999.

## 1.2 About ROVANIMS

ROVAN IMS is the College ERP Software / School ERP that helps to manage your institution better. It helps to use the resources better and serve the students better. Using it you can achieve efficient and stress free administration.

ROVAN IMS is easy to learn and easy to use. It is a multi user system. You can use it as an intranet or internet application.

ROVAN IMS has been built using PostgreSQL as the database and Apache as the web server and PHP as the scripting language.

## 1.3 ROVAN IMS Benefits

- Integrates all the activities in the institution
- Shows the pending fees instantly
- Helps to take preventive action in student attendance
- Quick and easy exam result analysis
- Finds bus wise / route wise profitability
- Controls student activities in the hostel
- Bio-metrics based attendance control for staff
- Better Assets / Stores / Canteen / Mess management
- Student Login facility for each student
- Prints TC and other Certificates
- SMS / Email / RFID / Barcode Integration

The Principal / Teachers can view complete information about a student in a single screen. It will show the personal details, fees particulars, attendance details, mark details, library activities, hostel activities and transport details.

This empowers the Principal / Teachers to face the parents with accurate data and have a worthy discussion about the future of the student.

The same data can be shared with the students / parents through Student Login Module. This ensures a healthy flow of information.

#### **1.4 ROVAN IMS System Requirements**

##### **Server**

CPU	:	Dual Core CPU
RAM	:	4 GB RAM
Hard Disk	:	320 GB RAID 1 Hard Disk
Operating System	:	Windows 7 OS

##### **Client**

CPU	:	Dual Core CPU
RAM	:	1 GB RAM
Hard Disk	:	20 GB Hard Disk
Operating System	:	Windows 7 / XP OS

#### **1.5 Contact us**

##### **Registered Office**

Rovan Software Solutions (P) Limited

1-154, Poolavoorani

Sivakasi – 626124

##### **Development Centre**

4 / 1332 Samypuram Colony

Sivakasi – 626189

Tamil Nadu, India

Phone : 04562225120, 04562275120, 04562276120

Mobile: 9943906900, 9943926900

Email: [sales@rovan.in](mailto:sales@rovan.in)

Website: [www.rovan.in](http://www.rovan.in)

## **1.6 Modules**

ROVAN IMS – Education ERP Software contains 15 modules. All modules are integrated and very effective in serving students and staff.

**The following modules have been installed in Fatima College, Madurai. So this manual deals with the following modules only.**

- Admission
- Student
- Fees
- Attendance
- Examination
- Library
- Hostel
- Feedback
- Election
- Student Login

## 2. Administration

Administration module helps you to manage the software effectively.

### 2.1 Institution

Institution screen is used to maintain the details about the institution. It is the first screen that should be filled with data while setting up the software.

**ROVAN College [DEMO]**  
1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India  
A Leading college in India

Welcome rovan | 2020-2021 |

Last Login Time : 2021-03-26 09:42:24 Login History

ADMISSION STUDENT FEES ATTENDANCE EXAM HOSTEL TRANSPORT LIBRARY FEEDBACK ELECTION CONSULTING STAFF ASSETS STORES MESS CANTEEN ACCOUNTS MASTER ADMIN

### INSTITUTION

[New](#)

Code	Name	Address	Established Date	Web Site
ARTS	ROVAN College [DEMO]	1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India	01-01-2012	www.rovanarts.in

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

♦ Quality is everyone's responsibility - Dr. William Edwards Deming

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## To add a New Institution

Click the New Button. The following screen will open.

INSTITUTION	
*Code	ARTS
*Name	ROVAN College [DEMO]
*Institution Type	Arts and Science College
*Institution Category	Co - Education
*Funding Nature	Both
* Established Date	01-01-2012
Correspondent Name	Muneeswaran V
*Principal Name	Arun Kumar S
Librarian Name	
Managing Trust	ROVAN Trust
AICTE Approval	
Is Minority	<input checked="" type="checkbox"/>
Minority Type	Linguistic
Language	TELUGU
Minority %	50
Is Email Settings	<input type="checkbox"/>
*Address	1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India
*Phone No	04562 - 225120
Email	supportarts@rovan.in
Fax	
Website	www.rovanarts.in
Educational District	VIRUDHUNAGAR
Revenue District	VIRUDHUNAGAR
KD NO.	
Biometric ID	
UNIV Approval	


1. Click New Button. The above screen will be displayed.
2. Enter the institution short name in the first field
3. Enter the complete name of the institution in the next field. This name will appear in the background of the software. This will also be used in all the reports. So take some care while entering the name.
4. Select the Currency and Established Date of the institution.
5. Enter the Principal, Librarian, Correspondent and the Managing Trust Names.
6. Enter the Institution Street Address, City, State, Country, Pincode, Phone No., Mobile No., Fax, Email and the Website of the Institution.
7. Press <Save> button.

If the message is '**Institution saved successfully**', you can conclude that you have created a new institution successfully. If any other message appears act according to it and contact the administrator if required.




### To modify existing Institution

We cannot edit the Institution code.





















1. Select the Institution you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Institution

1. Select a institution you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## 2.2 Financial Year

Financial year screen is used to define the various financial years which are used in your institution.

FINANCIAL YEAR					
<a href="#">New</a>					
Year Code	Fin. Year Start Dt	Fin. Year End Dt	Aca. Year Start Dt	Aca. Year End Dt	Status
2024-2025	01-04-2024	30-03-2025	01-04-2024	30-03-2025	Inactive  
2023-2024	01-04-2023	31-03-2024	01-06-2023	31-05-2024	Inactive  
2022-2023	01-04-2022	31-03-2023	01-06-2022	31-05-2023	Inactive  
2021-2022	01-04-2021	31-03-2022	01-06-2021	31-05-2022	Inactive  
2020-2021	01-04-2020	31-03-2021	01-06-2020	31-05-2021	Active  
2019-2020	01-04-2019	31-03-2020	01-06-2019	31-05-2020	Inactive  
2018-2019	01-04-2018	31-03-2019	01-06-2018	31-05-2019	Inactive  
2017-2018	01-04-2017	31-03-2018	01-06-2017	31-05-2018	Inactive  
2016-2017	01-04-2016	31-03-2017	01-06-2016	31-05-2017	Inactive  
2015-2016	01-04-2015	31-03-2016	01-06-2015	31-05-2016	Inactive  

16 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

### To modify existing Financial Year

We cannot edit the financial year code.

1. Select the financial year you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Financial Year

1. Select a Financial Year you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Financial Year

**FINANCIAL YEAR**

\* Year Code

2020-2021

\*Financial Year Start Date

01-04-2020

\*Financial Year End Date

31-03-2021

\*Academic Year Start Date

01-06-2020

\*Academic Year End Date

31-05-2021

\* Status

Active

▼

Admission Status

☒

UG Status

Open

▼

PG Status

Open

▼

Diploma Status

--- Select ---

▼

Save

Close





















1. Click the New button. The above screen will be displayed.
2. Enter financial year code.

3. Select from date (Starting date) and to date (End date) for financial year
3. Select from date (Starting date) and to date (End date) for academic year
4. Select the status of the financial year.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Financial Year saved successfully**', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required.

## 2.3 Roles

Roles screen helps to define the functions in each role.

ROLES		
<a href="#">New</a>		
Code	Name	
ACC	Accounts	 
ACCMAN	ACCOUNTS MANAGER	 
ADMIN	ADMINISTRATOR	 
ADN	Admission	 
ASS	ASSISTANT PROFESSOR	 
ASO	ASSOCIATE PROFESSOR	 
CD	CAUTION DEPOSIT	 
CRACC	CERT-ACCOUNTS	 
Civil	Civil	 
CRC	CROSS CHECKER	 

36 records found. [First](#) [Prev](#) Displaying page 1 of 4 [Next](#) [Last](#)

### To modify existing Roles

We cannot edit the role code.

1. Select the role you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

## To Delete a Roles

1. Select a role you want to delete.
2. Click Delete **X** image.
3. Confirm your deletion process.

## To add a New Role

**ROLES**

\*Code       \*Name

\*Show Dashboard? ☐

Admission ☒   Student ☒   Fees ☒   Attendance ☒   Exam ☒   Library ☒   Hostel ☒   Transport ☒

Staff ☒   Assets ☒   Stores ☒   Mess ☒   Canteen ☒   Accounts ☒   Feedback ☒   Election ☒   Consulting ☐   Master ☒   Admin ☒

Show All Transactions ☐

Module	Transaction	Create <input type="checkbox"/>	Edit <input type="checkbox"/>	Delete <input type="checkbox"/>	View <input type="checkbox"/>	PDF <input type="checkbox"/>
Admission	Application Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admission	Enquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admission	Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admission	Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Press New Button. The above screen will be displayed.
2. Enter the code and name.
3. By default all the displayed modules and transactions are tick marked for enabled. If you want to disable the selected transactions leave the tick mark.
5. Press <Save> button.

If the message is '**Role saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.4 Users

Users screen helps to manage the users.

USERS

Search by the criteria below

User Name

Role Name --- Select ---

Maximum No. of Users Allowed : 500

User Name	Role	Status	
abinaya	Staff	Inactive	
abu	ASSISTANT PROFESSOR	Active	
accounts	Fees	Active	
admin	ADMINISTRATOR	Active	
admin2	ADMINISTRATOR	Inactive	
admission	Admission	Active	
admission1		Active	
admission2		Active	
admission3		Active	
admission4		Active	

417 records found. First Prev Displaying page 1 of 42 Next Last

### To modify existing User

We cannot edit the user name.

1. Select the user you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a User

1. Select a user you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New User

**USERS**

\* User Name

\* Password Reset Password

\* Role

\* Status

\* Institution

**Allow Access to**

S.No.	Institution	
1	ROVAN College [DEMO]	<input checked="" type="checkbox"/>
2	ROVAN College of Engineering	<input checked="" type="checkbox"/>

Save
Close

1. Press New Button. The above screen will be displayed.
2. Enter the username and password.
3. Select the Role you want to assign to the user.
3. By default Active status will be displayed.
4. By default all the displayed Institutions are tick marked for enabled. If you want to disable the selected institution uncheck the tick mark.
5. Select the Default Institution.
6. Press <Save> button.

If the message is '**User saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.5 Teaching Staff Login Information

Teaching Staff Login Information screen helps to view the user login / logout information.

**EMPLOYEE LOGIN INFORMATION**

Search by the criteria below

Login Date  To 
 User Name --- Select ---
 IP Address 
Search

No. of Active Users : **8** Login Failed Attempts

User Name	IP Address	Login Time	Logout Time
thiru	192.168.43.211	11-Jun-20 14:25:15	11-Jun-20 14:25:21
thiru	192.168.43.211	11-Jun-20 14:25:53	11-Jun-20 15:23:47
thiru	192.168.43.211	11-Jun-20 16:44:11	11-Jun-20 18:21:30
thiru	192.168.43.211	12-Jun-20 23:33:56	13-Jun-20 00:40:37
thiru	::1	09-Jul-20 01:45:19	09-Jul-20 02:09:02
thiru	192.168.43.211	11-Jun-20 14:23:17	07-Oct-20 00:00:00
thiru	192.168.43.211	13-Jun-20 05:58:51	07-Oct-20 00:00:00
sasi	192.168.1.26	18-Nov-20 13:44:26	
sasi	192.168.1.26	18-Nov-20 14:48:40	18-Nov-20 14:52:11
sasi	192.168.1.26	18-Nov-20 14:52:33	18-Nov-20 14:52:38
sasi	192.168.1.26	18-Nov-20 14:58:59	
keerthi	192.168.1.24	18-Dec-20 15:16:08	
keerthi	192.168.1.22	18-Dec-20 17:30:10	18-Dec-20 17:32:49
keerthi	192.168.1.24	19-Dec-20 10:53:31	19-Dec-20 11:57:02

1. Select the user.
2. Select Login date and to date.
3. Click <Search> button.
4. It will display Teaching Staff login information.

## 2.6 Office Staff Login Information

Office Staff Login Information screen helps to view the login / logout information.

**USER LOGIN INFORMATION**

Search by the criteria below

Login Date 
To 
User Name --- Select ---
IP Address 
Search

No. of Active Users : 4 Login Failed Attempts

User Name	IP Address	Login Time	Logout Time
rovan	192.168.1.26	29-Nov-19 11:10:02	29-Nov-19 11:26:51
rovan	192.168.1.26	29-Nov-19 11:27:11	29-Nov-19 11:30:33
rovan	192.168.1.26	29-Nov-19 11:30:39	30-Nov-19 09:41:23
admin		24-Aug-16 15:50:00	24-Aug-16 16:05:00
admin		24-Aug-16 16:05:00	24-Aug-16 16:14:00
sriram		24-Aug-16 16:09:00	24-Aug-16 16:14:00
vijay		24-Aug-16 16:12:00	24-Aug-16 16:35:00
sureshkumar		24-Aug-16 16:15:00	24-Aug-16 16:16:00
angel		24-Aug-16 16:36:00	24-Aug-16 16:38:00
dinesh		09-Aug-16 09:38:00	09-Aug-16 09:39:00
senthilkumar		09-Aug-16 09:58:00	09-Aug-16 10:42:00
admin		09-Aug-16 10:05:00	09-Aug-16 10:29:00
admin		09-Aug-16 10:48:00	09-Aug-16 10:51:00
maheswaran		09-Aug-16 10:54:00	09-Aug-16 11:19:00

1. Select the user.
2. Select Login date and to date.
3. Click <Search> button.
4. It will display Office Staff login information.



## 2.7 Student Login Information

Student Login Information screen helps to view the user login / logout information.

**STUDENT LOGIN INFORMATION**

Search by the criteria below

Login Date 
To 
Student --- Select --- 
IP Address 
Search

No. of Active Students : **8** Login Failed Attempts

Student	IP Address	Login Time	Logout Time
815119104014	192.168.43.211	08-06-20 23:32:34	00-00-00 23:40:07
815119104014	192.168.43.211	08-06-20 23:41:47	00-00-00 23:46:58
815119104014	192.168.43.211	08-06-20 23:49:04	00-00-00 23:49:16
815119104014	192.168.43.211	08-06-20 23:50:45	00-00-00 23:50:57
815119104014	192.168.43.211	08-06-20 23:53:58	00-00-00 00:03:07
815115103307	192.168.1.26	18-11-20 14:55:09	00-00-00 14:58:10
815115103307	192.168.1.26	05-12-20 12:19:12	00-00-00 12:24:59
1000101	192.168.43.211	06-06-20 03:12:57	00-00-00 04:44:10
1000101	192.168.43.211	06-06-20 05:53:47	00-00-00 06:39:41
1000101	192.168.43.211	06-06-20 05:52:29	00-00-00 04:50:10
1000101	192.168.43.211	10-06-20 05:27:48	
815119104014	192.168.1.29	01-01-21 12:47:46	
815115103307	192.168.1.25	27-01-21 13:25:34	00-00-00 13:48:19
815119104014	192.168.1.25	27-01-21 13:48:39	00-00-00 15:27:24

1. Select the Student.
2. Select Login date and to date.
3. Click <Search> button.
4. It will display Student login information.

## 2.8 General Settings

Settings screen helps to set a unique value for the particular parameter.

**SETTINGS**

Module Admin ▼

**Admin Settings**

S.No.	Module	Parameter	Value
1	Admin	Rows per page	<input type="text" value="10"/>
2	Admin	Backup File Path	<input type="text" value="D:\ROVAN\Dumps\"/>
3	Admin	Allow user to login simultaneously	<span>Yes</span> ▼
4	Admin	OTP authentication of applicant login	<span>No</span> ▼
5	Admin	OTP authentication of student login	<span>No</span> ▼
6	Admin	OTP authentication of staff login	<span>No</span> ▼
7	Admin	Locking facility for student login failure	<span>No</span> ▼
8	Admin	Locking facility for applicant login failure	<span>Yes</span> ▼
9	Admin	Locking facility for staff login failure	<span>Yes</span> ▼

1. Click Admin Settings.
2. Enter the Value for the particular Parameter.
3. Press <Save> button.

If the message is '**Settings saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.9 SMS Settings

SMS Settings screen helps to set a SMS Package to send SMS to both Staff and Student.

**SMS SETTINGS**

Main URL

S.No	Variable Name	Variable Type	Variable Value
1	?user=	Static ▼	rovansoftware ✕
2	&apikey=	Static ▼	4K2g16zcGC6xFABNMWpV ✕
3	&senderid=	Sender ID ▼	ROVANS ✕
4	&type=	Static ▼	txt ✕
5	&mobile=	Mobile No. ▼	✕
6	&message=	Message ▼	✕

1. Enter the Main URL.
2. Set Variables name from API.
3. Set Variable Type.
4. Set Variable Value

If the message is '**Settings saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.10 Send SMS

Send SMS screen helps to send single SMS and multi SMS with use of Nature.

**SEND SMS**

\*Nature

Individual - Single

▼

\*Mobile Number

XXXXXX2563

\*Message

Good Morning..

Send SMS

### To Send SMS

**SEND SMS**

\*Nature

Individual - Single

▼

--- Select ---

Bulk

Student Classwise

Student Batchwise

Staff

Parents

Individual - Single

Individual - Multiple

\*Message

Send SMS

1. Select Nature you want
2. Enter Mobile No.
3. Enter Message that you want send
4. Enter Send SMS button.

If the message is ' **Sent successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

The Type of Natures are

1. Bulk
2. Student Class wise
3. Student Batch wise
4. Staff
5. Parents
6. Individual –Single
7. Individual –Multiple

## 2.11 Backup

Backup screen helps to take a Backup of database. You must take backup of your data daily without fail. The backup file will help us to get back the data if the computer crashes.

**BACKUP**

Filename

**Proceed**

When you click <Proceed>, a new database backup file will be created and stored in the specified location of the server. Please make another copy of the file in External Hard Disk and keep it safely.

## 2.12 Message

Message screen helps to display scrolling message information.

**MESSAGE**

Search by the criteria below

Message Date  To  Status Active ▼

Issued by

Message No.	Date	Issued By	Status	
1	25-03-2021	Dr. William Edwards Deming	Active	

1 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Message

We cannot edit the message no.

1. Select the message you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Message

1. Select a message you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a Message

MESSAGE

Message No.

1

\*Issued by

Dr. William Edwards Deming

\*Date

25-03-2021

\*Status

Active

\*Description

B

I

U

Font Size...

Font Family..

Font Format. ▾

Quality is everyone's responsibility

Save

Close

1. Press New Button.
2. Enter the Issued by and description.
3. Select Status in Active.
4. Press <Save> button.

If the message is ' **Message saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3. Master Data

#### 3.1 General Master

##### 3.1.1 Country

Country screen is used to define country codes. Country codes are useful to specify the country of origin of the students.

COUNTRY	
New	
Code	Name
IND	INDIA

1 records found. First Prev Displaying page 1 of 1 Next Last

#### To modify existing Country

We cannot edit the country code.

1. Select the country you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Country

1. Select a Country you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



### To add a New Country



The screenshot shows a web form titled "COUNTRY". It has two input fields. The first field is labeled "\*Code" and contains the text "IND". The second field is labeled "\*Name" and contains the text "INDIA". Below these fields are two blue buttons: "Save" and "Close".

1. Click New button. The above screen will be displayed.
2. Enter country code.
3. Enter country name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Country saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.2 State

State screen is used to define state codes. State codes are useful to specify the state of origin of the students.

**STATE**

Search by the criteria below

Country

Code	Name	Country
TN	TAMILNADU	INDIA
KL	KERALA	INDIA

2 records found.   Displaying page 1 of 1

### To modify existing State

We cannot edit the state code.

1. Select the state you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a State

1. Select a State you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New State

**STATE**

\*Code

\*Name

\*Country

1. Click New button.
2. Enter state code.
3. Enter state name.
4. Select Country.
5. Click <Save> button.

If the message is '**State saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.3 District

District screen is used to define district codes.

DISTRICT

Search by the criteria below

Country --- Select --- State --- Select --- Search

New

Code	Name	State	Country	
VNR	VIRUDHUNAGAR	TAMILNADU	INDIA	
TCN	TUTICORIN	TAMILNADU	INDIA	
TVL	TIRUNELVELI	TAMILNADU	INDIA	
THU	THUTHUKUDI	TAMILNADU	INDIA	
THE	THENI	TAMILNADU	INDIA	
SIVA	SIVAGANGAI	TAMILNADU	INDIA	
RAM	RAMANATHAPURAM	TAMILNADU	INDIA	
NAM	NAMAKKAL	TAMILNADU	INDIA	
MDU	MADURAI	TAMILNADU	INDIA	

#### To modify existing District

We cannot edit the district code.

1. Select the district you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a District

1. Select a District you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

### To add a New District

**DISTRICT**

\*Code

VNR

\*Name

VIRUDHUNAGAR

\*State

TAMILNADU

\*Country

INDIA

Save

Close

1. Click New button.
2. Enter district code.
3. Enter district name.
4. Select State and Country.
5. Click <Save> button.


If the message is '**District saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.4 City

City screen is used to define city codes.

## CITY

Search by the criteria below

District  State  Country   

New				
Code	Name	District	State	Country
A.M	A.MUTHULINGAPURAM	VIRUDHUNAGAR	TAMILNADU	INDIA
ACH	ACHAMTHAVIRTHAN, SRIVILLIPUTTUR	VIRUDHUNAGAR	TAMILNADU	INDIA
ACHAN	ACHANKULAM, SRIVILLIPUTTUR	VIRUDHUNAGAR	TAMILNADU	INDIA
ACP	ARAICHIPATTI, SRIVILLIPUTHUR	VIRUDHUNAGAR	TAMILNADU	INDIA
AKKAN	AKKANPURAM COLONY, SRIVILLIPUTTUR	VIRUDHUNAGAR	TAMILNADU	INDIA
ALA	ALAKSHMI PURAM SIVAKASI	VIRUDHUNAGAR	TAMILNADU	INDIA
ALAG	ALAGUNATCHAYARPURAM, SANKARANKOVIL	VIRUDHUNAGAR	TAMILNADU	INDIA

**To modify existing City**

We cannot edit the city code.

1. Select the city you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a City**

1. Select a City you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New City**

**CITY**

\*Code

\*Name

\*District

\*State

\*Country













STD Code

1. Click New button.
2. Enter city code.
3. Enter city name.
3. Select District, State and Country.
4. Enter STD Code if needed.
5. Click <Save> button.

If the message is '**City saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.5 Religion

Religion screen is used to define Religion codes.

RELIGION		
<input type="button" value="New"/>		
Code	Name	
CHRIST	CHRISTIAN	 
HINDU	HINDU	 
ISL	ISLAM	 
MUSLIM	MUSLIM	 
REF	REFUGEE	 
SRIREF	SRILANKAN REFUGEE	 

6 records found.   Displaying page 1 of 1

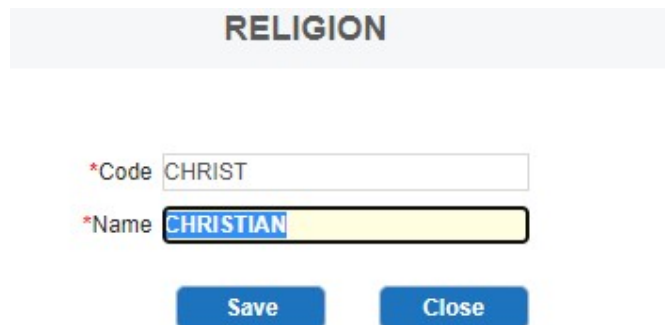
**To modify existing Religion**

We cannot edit the religion code.

1. Select the religion you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Religion**

1. Select a Religion you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Religion**








The screenshot shows a form titled "RELIGION" with two input fields. The first field is labeled "\*Code" and contains the text "CHRIST". The second field is labeled "\*Name" and contains the text "CHRISTIAN". Below the fields are two buttons: "Save" and "Close".

1. Click New button. The above screen will be displayed.
2. Enter religion code.
3. Enter religion name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Religion saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.6 Community

Community screen is used to define Community codes.

COMMUNITY		
<a href="#">New</a>		
Code	Name	
DNC	DNC	 
BC	BC	 
SC	SC	 
SCA	SCA	 
BCM	BCM	 
OC	OC	 
MBC	MBC	 
ST	ST	 
OS	Others	 
CY	Ceylon Refugee	 

11 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

#### To modify existing Community

We cannot edit the community code.

1. Select the community you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Community

1. Select a community you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Community



**COMMUNITY**

\*Code

BC

\*Name

BC

\*Index

2

▼

\*Application Community

BC

Save

Close

1. Click New button. The above screen will be displayed.
2. Enter community code.
3. Enter community name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Community saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.7 Application Community

Application Community screen is used to define Community codes. (In some rare cases the one or more communities will be referred by common name. So the common name will be used at the time of applying. At the time of admission actual community code will be used.

APPLICATION COMMUNITY	
<a href="#">New</a>	
Code	Name
BC	BC

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Application Community

We cannot edit the application community code.

1. Select the application community you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Application Community

1. Select a application community you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Application Community

**APPLICATION COMMUNITY**

\*Code

\*Name

\*Reservation %

\*Index

Save

Close

1. Click New button. The above screen will be displayed.
2. Enter application community code.
3. Enter application community name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Application Community saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.8 Caste

Caste screen is used to define caste codes. Caste codes are useful to specify the Caste of the students.

**CASTE**

Search by the criteria below

Caste --- Select --- Search

New

Code	Name	
ARC	ARCHAGA VELLALAR	
AR	ARUNTHATHIAR	
ARUNTH	ARUNTHATHIYAR	
ARU	ARUNTHATHIYAR.	
THA	ARUNTHATHIYAR..	
BADAGA	BADAGAR	
BADUGA	BADUGA	
BAM	BAMMALAN	

### To modify existing Caste

We cannot edit the caste code.

1. Select the caste you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Caste

1. Select a caste you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Caste

**CASTE**

\*Code

\*Name

ARC

ARCHAGA VELLALAR















Save
Close

1. Click New button. The above screen will be displayed.
2. Enter caste code.
3. Enter caste name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Caste saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.9 Language

Language screen is used to define Language codes.

LANGUAGE		
<a href="#">New</a>		
Code	Name	
ENG	ENGLISH	 
HIN	HINDI	 
MAL	MALAYALAM	 
MAR	MARATA	 
TAMIL	TAMIL	 
TAM	TAMIL BOOK	 
TELUGU	TELUGU	 

7 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Language

We cannot edit the language code.

1. Select the language you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Language

1. Select a language you want to delete.
2. Click Delete image.

3. Confirm your deletion process.

### To add a New Language

**LANGUAGE**

\*Code

\*Name

Save

Close

1. Click New button. The above screen will be displayed.
2. Enter language code.
3. Enter language name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Language saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.1.10 Occupation

Occupation screen is used to define Occupation codes.

OCCUPATION		
<a href="#">New</a>		
Code	Name	
ACC	ACCOUNTANT	
A	ADVOCATE	
AGRI	AGRICULTURE	
ASS AG	ASS. AGRICULTURE OFFICER	
AST	ASTROLOGER	
BANK	BANK EMPLOYEE	
BRI	BRICK LAYER	
BUI	BUILDING CONTRACTOR	
BUS	BUSINESS	
CAR	CARPENTER	

66 records found. [First](#) [Prev](#) Displaying page 1 of 7 [Next](#) [Last](#)

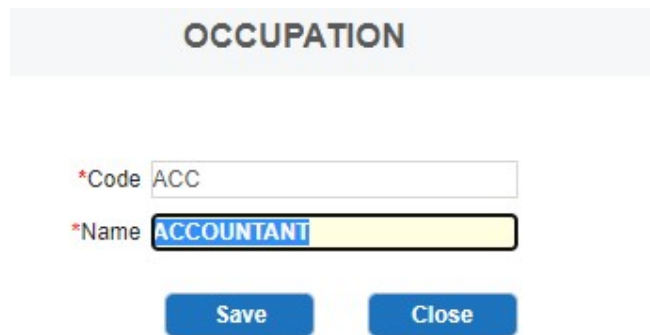
**To modify existing Occupation**

We cannot edit the occupation code.

1. Select the occupation you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Occupation**

1. Select a occupation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Occupation**

The screenshot shows a form titled "OCCUPATION" with two input fields. The first field is labeled "\*Code" and contains the text "ACC". The second field is labeled "\*Name" and contains the text "ACCOUNTANT". Below the fields are two buttons: "Save" and "Close".

1. Click New button. The above screen will be displayed.
2. Enter occupation code.
3. Enter occupation name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Occupation saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2 Student Module Master

#### 3.2.1 Student Category

Student Category screen is used to define Student Category codes. Example: GQ – Government Category – MGT- Management / Self Finance Category.

STUDENT CATEGORY	
<a href="#">New</a>	
Code	Name
GQ	GQ
MGT	MGT

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Student Category

We cannot edit the student category code.

1. Select the student category you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Student Category

1. Select a student category you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



### To add a New Student Category

**STUDENT CATEGORY**

\*Code

\*Name

\*Reservation %




Save
Close

1. Click New button. The above screen will be displayed.
2. Enter student category code.
3. Enter student category name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Student Category saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.2 Group

Group screen is used to define group codes. Group specifies the group studied by the candidate in Plus Two.

GROUP			
<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">New</span>			
Code	Name	Type	
FG	FIRST GROUP	Academic	 
SG	SECOND GROUP	Academic	 

2 records found. First Prev Displaying page 1 of 1 Next Last

**To modify existing Group**

We cannot edit the group code.

1. Select the group you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Group**

1. Select a group you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Group**

**GROUP**

\*Code

FG

\*Name

FIRST GROUP

\*Type

Academic

▼

Subjects

TAMIL, ENGLISH, MATHS, BIOLOGY

Save

Close

1. Click New button. The above screen will be displayed.
2. Enter group code.
3. Enter group name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Group saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.3 Quota

Quota screen is used to define quota codes

QUOTA	
<a href="#">New</a>	
Code	Name
MQ	Management Quota
SQ	Sports Quota

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Quota

We cannot edit the quota code.

1. Select the quota you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Quota

1. Select a quota you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Quota

**QUOTA**

\*Code

\*Name

Save
Close

1. Click New button. The above screen will be displayed.
2. Enter quota code.
3. Enter quota name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Quota saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.4 Regulation

Regulation screen is used to define regulation codes.

REGULATION	
<b>New</b>	
Regulation	
2012	
2011	
2010	
2009	
2008-2009	

5 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Regulation

1. Select the regulation you want to modify.
2. Press Edit image.

3. Edit the required details.
4. Press <Save> button.

### To Delete a Regulation

1. Select a regulation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Regulation



REGULATION

\*Regulation 2010





















Save Close

1. Click New button. The above screen will be displayed.
2. Enter regulation name.
3. Click <Save> button.

If the message is '**Regulation saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.5 Batch

Batch screen is used to notice the batches in the institution.

BATCH	
New	
Batch	
2020-2023	 
2020-2022	 
2019-2022	 
2019-2021	 
2019-2020	 
2018-2021	 
2018-2020	 
2018-2019	 
2017-2020	 
2017-2019	 

### To modify existing Batch

We cannot edit the batch.

### To Delete a Batch

1. Select a Batch you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Batch

BATCH

\*Batch

Save Close





















1. Click New button.
2. Enter batch.

3. Click <Save> button.

If the message is '**Batch saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.6 Department

Department screen is used to notice the departments available in the institution.

DEPARTMENT			
<a href="#">New</a>			
Code	Name	Index	
SCIE	SCIENCES	1	 
MNGMT	MANAGEMENT	2	 
GEN	GENERAL	3	 
TAM	TAMIL	4	 
HIS	HISTORY	5	 
COM	COMMERCE	6	 
ENG	ENGLISH	7	 
MAT	MATHEMATICS	8	 
SR	SECRETARY ROOM	9	 
ofc	OFFICE (SF)	9	 

#### To modify existing Department

We cannot edit the department code.

1. Select the department you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Department

1. Select a Department you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Department

**DEPARTMENT**

\*Code

\*Name

\*Index  ▼

Offers Programmes ☒

1. Click on New button.
2. Enter Department Code.
3. Enter Department Name.
4. Enter Head of the Department Name.
5. Enter remarks if needed.
6. Click <Save> button.

If the message is '**Department saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.7 Programme Level

Programme Level screen is used to define the programme levels offered in the institution.

PROGRAMME LEVEL			
<input type="button" value="New"/>			
Code	Name	Application Prefix	
MP	MP	MP	
PG	PG	PG	
UG	UG	UG	

3 records found.   Displaying page  of 1



**To modify existing Programme Level**

We cannot edit the programme level code.

1. Select the Course type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Programme Level**

1. Select a programme level you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Programme Level**

**PROGRAMME LEVEL**

\*Code

\*Name

\*Application Prefix

\*Index

Save

Close

1. Click New button.
2. Enter programme level code.
3. Enter programme level name.
3. Enter Application Prefix
4. Enter the index.

5. Click <Save> button.

If the message is '**Programme Level saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.8 Programme

Programme screen is used to define the programmes offered in the institution.

**PROGRAMME**

Search by the criteria below

Programme  Department  Search

New

Code	Name	Department	Type	Duration	
PGDCA	P.G.D.C.A.,	GENERAL	PG	1	
BAHIS	B.A. HISTORY	HISTORY	UG	3	
BCOM	B.COM	COMMERCE	UG	3	
BSCCHE	B.SC. CHEMISTRY	CHEMISTRY	UG	3	
BSCMAT	B.SC. MATHS	MATHEMATICS	UG	3	
BSCPHY	B.SC. PHYSICS	PHYSICS	UG	3	
MAHIS	M.A. HISTORY	HISTORY	PG	2	
MCOM	M.COM	COMMERCE	PG	2	

#### To modify existing Programme

We cannot edit the programme code.

1. Select the Programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Programme

1. Select a Programme you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Programme

**PROGRAMME**

\*Code

\*Name

\* Display Name

\*Department

\*Type

\*Degree Code

\* Degree Name

\*Duration  Year(s)

\*Index  ▼

\*Self / Aided  ▼

Application Status ☐

Save

Close

1. Click New button.
2. Enter programme code.
3. Enter programme name.
4. Select the department.
5. Enter the duration (in years).
6. Select the type.
7. Select the Index.
8. Click <Save> button.

If the message is '**Programme saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.9 Section

Section screen is used to define the sections available in the institution.

SECTION	
<a href="#">New</a>	
Code	Name
A	A
B	B

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Section

We cannot edit the section code.

1. Select the Section you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Section

1. Select a Section you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Section







SECTION	
*Code	<input type="text" value="A"/>
*Name	<input type="text" value="A"/>
<div> <div>Save</div> <div>Close</div> </div>	

1. Click New button.
2. Enter Section code.
3. Enter Section name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Section saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.10 Term

Term screen is used to define the terms / years in the institution.

TERM		
<a href="#">New</a>		
Code	Name	
IYR	FIRST YEAR	 
IIYR	SECOND YEAR	 
IIIIYR	THIRD YEAR	 

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Term

We cannot edit the term code.

1. Select the Term you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Term

1. Select a Term you want to delete.
2. Click Delete image.

3. Confirm your deletion process.

### To add a New Term

**TERM**

\*Code

\*Name

\*Index

▼

Save













Close

1. Click New button.
2. Enter term code.
3. Enter term name.
4. Select the Index.
5. Click <Save> button.

If the message is '**Term saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.11 Semester

Term screen is used to define the semesters in the institution.

SEMESTER		
<a href="#">New</a>		
Code	Name	
1SEM	1ST SEMESTER	 
2SEM	2ND SEMESTER	 
3SEM	3RD SEMESTER	 
4SEM	4TH SEMESTER	 
5SEM	5TH SEMESTER	 
6SEM	6TH SEMESTER	 

6 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Semester

We cannot edit the semester code.

1. Select the Semester you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Semester

1. Select a Semester you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Semester

SEMESTER	
*Code	<input type="text" value="1SEM"/>
*Name	<input type="text" value="1ST SEMESTER"/>
*Term	<input type="text" value="FIRST YEAR"/>
Odd/Even	<input type="text" value="Odd"/>
*Index	<input type="text" value="1"/>
Promotion Required	<input checked="" type="checkbox"/>
*Promote to	<input type="text" value="2ND SEMESTER"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter semester code.
3. Enter semester name.
4. Select the term.
5. Select the odd/even.
6. Select the Index.
7. Check promotion required
8. Select the promoted to
9. Click <Save> button.

If the message is '**Semester saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.12 Batch Programme

Batch Programme screen is used to define the programmes offered in each batch for the academic year in the institution.

BATCH - PROGRAMME

Search by the criteria below

Batch

--- Select ---

Search

New

Batch	Programme	Regulation	Self/Aided	Sanctioned	Filled	
2018-2021	B.A. ENGLISH	2012	Self Finance	75	75	 
2020-2022	M.A. ENGLISH	2012	Self Finance	36	36	 
2020-2022	M.A. HISTORY	2012	Aided	36	36	 
2020-2022	M.COM COMPUTER APPLICATION	2012	Self Finance	25	25	 
2020-2022	M.COM	2012	Aided	36	36	 
2020-2022	M.SC(C.S)	2012	Self Finance	25	25	

### To modify existing Batch Programme

We cannot edit the semester code.

1. Select the batch programme you want to modify.



2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Batch Programme

1. Select a batch programme you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Batch Programme

BATCH - PROGRAMME	
*Batch	2017-2020
*Programme	B.A Economics
*Regulation	2016
*Self finance / Aided	Aided ▼
Aggregate Marks Based	800 ▼
Interview Date	03-06-2017
Start Time	10:00 am ▲ ▼
End Time	05:00 pm ▲ ▼
<b>Fee Details</b>	
Fee Payment Date	06-06-2017
Main Fees	499.00
Other Fees	0.00
Sanctioned Strength	64
Seats to be filled	64
Minority Seats	0
Last date for Application	22-05-2017
Application Fee	48.00
Waiting List Date	
Start Time	
End Time	
<b>Boys Hostel Fee</b>	
Composite Room	1000.00
Double Room	800.00
Single Room	800.00

1. Click New button.
2. Select batch, programme, regulation, self/aided, mark based, interview date.
3. Select start time, End time
4. Select fee payment date under fee details
5. Select main fee, other fees.
6. Enter Sanctioned Strength, Seat to be filled.

6. Automatically get minority seats
7. Enter last date for application. waiting list date, start time, end time
8. Enter Composite room, double room, single room data.
9. In term Allotment has term and year and select term and year.
10. Press Allot button
11. It generate academic seat
12. Select group in group allotment.
13. Click <Save> button.

If the message is '**Batch Programme saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.13 Board of Examination

Board of Examination is used to define the board of study.

BOARD OF EXAMINATION	
New	
Code	Name
SB	STATE BOARD

1 records found. First Prev Displaying page 1 of 1 Next Last

#### To modify existing Board of Examination

We cannot edit the board of examination code.

1. Select the board of examination you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Board of Examinations

1. Select a board of examination you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Board of Examination

**BOARD OF EXAMINATION**

\*Code

SB

\*Name

STATE BOARD

\*Programme Level

UG

Save

Close





















**z**

1. Click New button.
2. Enter board of examination code.
3. Enter board of examination name.
4. Select the programme level.
5. Click <Save> button.

If the message is '**Board of Examination saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.14 Qualifying Exam

Qualifying Exam is used to define the examinations used as qualifying examinations for admission.

QUALIFYING EXAM		
<b>New</b>		
Code	Name	
UG	UNDER GRADUATE	 
SSLC	SECONDARY SCHOOL LEAVING CERTIFICATE	 
MATH	MATHS & PHYSICS	 
MA	MATHS & CHEMISTRY	 
MAT	MATHEMATICS	 
NU	MATHEMATICAL FOUNDATIONS, NUMERICAL METHODS	 
HSC	HIGHER SCHOOL CERTIFICATE	 
DP	DIPLOMA COURSE	 
DIP	DIPLOMA	 
CS	COMPUTER SCIENCE & INFORMATION TECHNOLOGY	 

11 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

### To modify existing Qualifying Exam

We cannot edit the qualifying exam code.

1. Select the qualifying exam you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Qualifying Exam

1. Select a Qualifying Exam you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Qualifying Exam





















QUALIFYING EXAM	
*Code	<input type="text" value="SSLC"/>
*Name	<input type="text" value="SECONDARY SCHOOL LEAVING C"/>
*Programme Level	<input type="text" value="UG"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter qualifying exam code.
3. Enter qualifying exam name.
4. Select the programme level.
5. Click <Save> button.

If the message is '**Qualifying Exam saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.15 Qualifying Subject

Qualifying subject is used to define the subjects used at the time of admission.

QUALIFYING SUBJECT		
<a href="#">New</a>		
Code	Name	
ZOO	ZOOLOGY	 
TYPE	VOCATIONAL(TYPEWRITING)	 
KAP	VANIGA KADITHANGAL, KAPPEEDU KOTPADUGAL	 
VAN	VANIGA KADITHANGAL, ALUVALAGA MELANMAI	 
VAN5	VANIGA KADITHANGAL	 
VANI	VANIGA KADITHA THODARPUGAL	 
THE	THEORY	 
TAM	TAMIL	 
STAT	STATISTICS	 
SS	SOCIAL SCIENCE	 

40 records found. [First](#) [Prev](#) Displaying page 1 of 4 [Next](#) [Last](#)

#### To modify existing Qualifying Subject

We cannot edit the qualifying subject code.

1. Select the qualifying subject you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Qualifying Subject

1. Select a Qualifying subject you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Qualifying Subject

**QUALIFYING SUBJECT**

\*Code

ZOO

\*Name

ZOOLOGY

\*Subject Type

Subject4

Save

















Close

1. Click New button.
2. Enter qualifying subject code.
3. Enter qualifying subject name.
4. Select the subject type.
5. Click <Save> button.

If the message is '**Qualifying Subject saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 3.2.16 Academic Stream

Academic Stream is used to define the academic stream at Plus Two level.

ACADEMIC STREAM		
<b>New</b>		
Code	Name	
ACA	ACADEMIC	 
BIO	BIOLOGY	 
COM1	COMMERCE(COMPUTER SCIENCE)	 
COM2	COMMERCE(HISTORY)	 
COM	COMMERCE(STATISTICS)	 
SCI	SCIENCE	 
VOC1	VOCATIONAL(PRACTICAL1 & 2)	 
VOC	VOCATIONAL(THEORY,TW)	 

8 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Academic Stream

We cannot edit the Academic Stream code.

1. Select the Academic Stream you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Academic Stream

1. Select a Academic Stream you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Academic Stream

ACADEMIC STREAM	
*Code	<input type="text" value="ACA"/>
*Name	<input type="text" value="ACADEMIC"/>
Stream Type	<input type="text" value="Academic"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter Academic Stream code.
3. Enter Academic Stream name.
4. Select the stream type.
5. Click <Save> button.

If the message is '**Academic Stream saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.17 Exam Board – Subject

Exam Board is used to define the subjects according to the board.

EXAM BOARD - SUBJECT	
<div>New</div>	
Board of Examination	Stream
STATE BOARD	BIOLOGY
<div>1 records found. First Prev Displaying page 1 of 1 Next Last</div>	

#### To modify existing Exam Board – Subject

1. Select the Board of Examination you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Exam Board – Subject

1. Select a Board of Examination you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



## To add a New Exam Board – Subject

**EXAM BOARD - SUBJECT**

\*Board of Examination STATE BOARD

\*Stream BIOLOGY

**List of Subjects**

S.No	Subject	
1	TAMIL	✕
2	ENGLISH	✕
3	PHYSICS	✕
4	MATHEMATICS	✕
5	CHEMISTRY	✕
6	BIOLOGY	✕







Save
Close

1. Click New button.
2. Select Board of Examination.
3. Select the Stream.
4. Select the list of subjects.
5. Click <Save> button.

If the message is '**Exam Board – Subject saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.18 Student Grade

Student Grade is used to define the grades candidates specify at the time of admission.

STUDENT GRADE	
<a href="#">New</a>	
Grade	
A	 
B	 
C	 

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Student Grade

1. Select the student grade you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Exam Student Grade

1. Select a student grade you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Student Grade

STUDENT GRADE	
*Grade	<input type="text" value="A"/>
*Mark From	<input type="text" value="75.00"/>
*Mark To	<input type="text" value="99.00"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter grade.
3. Enter Mark From.

4. Enter Mark to.
5. Click <Save> button.

If the message is '**Student Grade saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.19 Certificates

Certificates is used to define the various certificates offered by the institution.

CERTIFICATES				
<a href="#">New</a>				
Code	Name	Index	Type	
AT	Attendance Certificate	1	STUDENT	 
BFC	Bonafide Certificate	2	STUDENT	 
CC	Conduct Certificate	3	STUDENT	 
CCC	Course Completion Certificate	4	STUDENT	 
TC	Transfer Certificate	5	BOTH	 
IDC	Identity Certificate	6	BOTH	 
GC	Geniune Certificate	7	BOTH	 
NC	Non Objection certificate	8	STAFF	 
SC	Service Certificate	9	STAFF	 
ND	No Due certificate	10	STAFF	 

13 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

#### To modify existing Certificates

- 1 Select the certificate you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Certificates

1. Select a certificate you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Certificates

**CERTIFICATES**

\*Code

\*Name

\*Prefix

\*Index

\*Type

Compulsory ☐

Issuable ☒

Receivable ☒

Save

Close

1. Click New button.
2. Enter certificate code.
3. Enter certificate name
4. Enter certificate prefix
5. Select index.
7. Select type.
8. Click <Save> button.

If the message is '**Certificate saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.20 Bus Stop

Bus Stop is used as the boarding point of the day scholars who are availing the transport facility offered by the institution.

## BUS STOP

Search by the criteria below

Bus Stop --- Select ---

Search

New

Code	Name	Amount / Half Year	Amount / Year	
10015	60 FEET ROAD	4,500.00	9,000.00	
AAM	Aamoor	5,400.00	10,800.00	
AIR	AIRPORT	5,700.00	11,400.00	
10014	AKDR BOYS SCHOOL	4,500.00	9,000.00	
AKP	AKILANDAPURAM	3,000.00	6,000.00	
ALA	ALATHUR	10,200.00	5,100.00	
AMER	AMERICAN HOSPITAL	4,200.00	8,400.00	
AMMA	AMMAMANDAPAM	3,600.00	7,200.00	
ANB	ANBIL	5,700.00	11,400.00	

**To modify existing Bus Stop**

1. Select the bus stop you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Bus Stop**

1. Select a bus stop you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Bus Stop**

**BUS STOP**

*Code	10026
*Name	ANDALPURAM
*Amount Per Year	10000.00
*Amount Per Half Year	5000.00

SaveClose

1. Click New button.
2. Enter bus stop code.
3. Enter bus stop name
4. Enter Annual Amount
5. Enter half Year Amount
6. Click <Save> button.

If the message is '**Bus Stop saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2.21 Bus Route

Bus Route is used to define the routes for the transport.

**BUS ROUTE**

Search by the criteria below

Bus Stop --- Select --- Search

New

Route Code	Route Name	Vehicle No.	
DAL	A-Poovalur	A	
AND	Andalpuram	NO1	
AYNP	Ayyanapuram	NO1	
THIRU1	B-Thirukattupalli - I	B	
THAN	C-Thanjavur	C	
CHA	Chatrapatti	NO1	
KULI	D-Kulithalai	D	
DHA	Dhalavalpuram	NO2	

### To modify existing Bus Route

1. Select the bus route you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Bus Route

1. Select a bus route you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Bus Route

## BUS ROUTE

\*Route Code

\*Route Name

\*Vehicle No.

S.No.	Bus Stop	
1	ASSUR	X
2	HOUSING UNIT	X
3	KATTUR	X
4	PALPANNAI	X
5	PUTHUKUDI	X
6	RAMANATHAN HOSPITAL	X
7	SENGIPATTI	X
8	THUVAKUDI	X
9	TIRUVERAMBUR	X
10	TANJORE NEW BUSSTAND	X

1. Click New button.
2. Enter bus route code.
3. Enter bus route name
4. Enter Vehicle No.
5. Select bus Stop
6. Click <Save> button.





















If the message is '**Bus Route saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



## 3.2 Fees Module Master

### 3.3.1 Receipt Type

An institution may have multiple types of Receipt Books. One for Tuition fees, one for hostel fees and one for transport fees. This type is called as Receipt Type. This screen helps you to define the receipt types.

RECEIPT TYPE				
<a href="#">New</a>				
Code	Name	Prefix	Index	
FR	FEE RECEIPT	FR	1	 
RG	REGULAR FEE	RG	1	 
SF	SELF FINANCE FEE	SF	2	 
MR	MISCELLANEOUS FEE RECEIPT	MR	2	 
ER	EXAM FEE RECEIPT	ER	3	 
TR	TEST FEE RECEIPT(SELF)	TR	4	 
PR	PTA FEE RECEIPT(SELF)	PR	5	 
CR	COMPUTER LAB FEE RECEIPT	CR	6	 
AR	AIDED REGN FEE	AR	7	 
PTA	PTA FEE RECEIPT	PT	8	 

23 records found. [First](#) [Prev](#) Displaying page **1** of 3 [Next](#) [Last](#)

#### To modify existing Receipt Type

1. Select the Receipt Type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Receipt Type

1. Select a Receipt Type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Receipt Type

**RECEIPT TYPE**















*Code	<input type="text" value="FR"/>
*Name	<input type="text" value="FEE RECEIPT"/>
Fees Type	<input type="text" value="College Fees"/> ▼
*Prefix	<input type="text" value="FR"/>
Bank Acc No.	<input type="text"/>
*Index	<input type="text" value="1"/> ▼

1. Click New button.
2. Enter receipt type code.
3. Enter receipt type name
4. Select Fees type
5. Enter Bank acc No.
6. Select index.
7. Click <Save> button.

If the message is '**Receipt Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3.2 Fee Payment Type

Multiple Fee Payment Types like Cash, Cheque exist. This screen is used to define them.

FEE PAYMENT TYPE		
<a href="#">New</a>		
Code	Name	
A	Advance	 
P	Bank Credit	 
C	Cash	 
H	Cheque	 
D	Demand Draft	 
G	Government	 
S	Scholarship	 

7 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify Fee Payment Type

1. Select the fee payment type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Fee Payment Type

1. Select a payment type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Fee Payment Type

FEE PAYMENT TYPE

\*Code

\*Name

Save
Close

1. Click New button.
2. Enter Fee Payment Type code.
3. Enter Fee Payment Type name
4. Click <Save> button.

If the message is '**Fee Payment Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3.3 Fee

Fee screen is used to define the fee codes in the institution.

**FEES**

Search by the criteria below

Fee Name  Refundable ☐ Search

New

Code	Name	Receipt Type	Misc.	Refund	Excess	Index	
2VES	+2 CERT. VERIFICATION FEE(SELF)	SELF FINANCE FEE	No	No	No	1	
PLUS	+2 CERTIFICATE VERIFICATION FEE	REGULAR FEE	No	No	No	2	
ADMN	ADMISSION FEE	REGULAR FEE	Yes	No	No	3	
ADMNS	ADMISSION FEE(SELF)	SELF FINANCE FEE	No	No	No	4	
AA	AIDED APPLICATION FEE	AIDED APPLN FEE	No	No	No	5	
AR	AIDED REGISTRATION FEE	AIDED REGN FEE	No	No	No	6	
AME	AMENITIES	SELF FINANCE FEE	No	No	No	7	
AFR	ARREAR FEE	EXAM FEE RECEIPT	No	No	No	8	
AFS	ARREAR FEE (SELF)	EXAM FEE RECEIPT (SELF)	No	No	No	9	

#### To Modify Fee

1. Select the fee you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Fee

1. Select a fee you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

### To add a New Fee

**FEES**

<p>*Fee Code <input type="text" value="ADMN"/></p> <p>*Fee Name <input style="background-color: yellow;" type="text" value="ADMISSION FEE"/></p> <p>Display Name <input type="text" value="ADMISSION FEE"/></p> <p>*Receipt Type <input type="text" value="REGULAR FEE"/></p> <p>Miscellaneous Fee <input checked="" type="checkbox"/>      Excess Allowed <input type="checkbox"/></p> <p>Refundable <input type="checkbox"/>      Application Sales <input type="checkbox"/></p>	<p>Is Late Fee Allowed <input checked="" type="checkbox"/></p> <p>Late Fee <input type="text" value="ADMISSION FEE(SELF)"/></p> <p>Late Fee Amount <input type="text" value="15.00"/></p> <p>*Index <input style="border: 1px solid #ccc;" type="text" value="3"/></p>
--	--

1. Click New button.
2. Enter Fee code.
3. Enter Fee name
4. Enter display name
5. Select receipt type
6. Check fee what you want
7. If late fee means, select late fee and late fee amount
8. Select fee index.
9. Click <Save> button.

If the message is '**Fee saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3.4 Sub Fees

If one fee has multiple components, each component is a sub fee. Sub Fees Codes are created in this screen.

**SUB FEES**

Search by the criteria below

Fee Name  Search

New

Sub Fee Code	Sub Fee Name	Fee Name	
FLAG	Flag Day	Special Fee	
WRDUV	World Univ SL	Special Fee	
ASSO	Association	Special Fee	
COLLD	College Day	Special Fee	
CALD	Calendar	Special Fee	
COLMG	College Magazine	Special Fee	
VISU	Visual	Special Fee	
STAT	Stationery	Special Fee	

#### To Modify Sub Fees

1. Select the sub fees you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Sub Fees

1. Select a sub fees you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Sub Fees

**SUB FEES**

**\*Code**

**\*Name**

**\*Fee**

**\*Index**

Save

Close

1. Click New button.
2. Enter sub fees code.
3. Enter sub fees name
4. Select fee name.
5. Select fees index
4. Click <Save> button.

If the message is '**Sub Fees saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3.5 Fee Structure

Fee structure is used to define the fees payable by a particular class in a semester or year.

**FEE STRUCTURE**

Search by the criteria below

Batch

Term

Programme

Search

New

Batch	Programme	Academic Year
2018-2021	B.A. HISTORY	FIRST YEAR

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Fee Structure

1. Select the fee structure you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Fee Structure

1. Select a Fee Structure you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Fee Structure

**FEE STRUCTURE**

\*Batch

\*Programme

\*Term

**List of Fees**

S.No	Category	Admn Type	Semester	Community	FG	Fees	Frequency	Amount
1	GQ	Lateral ▼	1ST SEMESTER	BC	Yes ▼	+2 CERT. VERIFICATION	Yearly ▼	1000.00 ✕
2	MGT	Regular ▼	2ND SEMESTER	BCC	No ▼	+2 CERTIFICATE VERIFI	Half Yearly ▼	100.00 ✕

1. Click New button.
2. Enter Batch.
3. Enter Programme
4. Enter Term.
5. Select list of fee.
6. Select category, admn type, semester, FG, fees, Frequency, amount.
4. Click <Save> button.



If the message is '**Fee Structure saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3.6 Scholarship

Scholarships offered to the students are created in this screen.

SCHOLARSHIP	
<a href="#">New</a>	
Code	Name
FG	First Graduate
SPL	Special Scholarship

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Scholarship

1. Select the Scholarship you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Scholarship

1. Select a Scholarship you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Scholarship

## SCHOLARSHIP

\*Code

\*Name

Offered by

Remarks











1. Click New button.
2. Enter scholarship code.
3. Enter scholarship name.
4. Enter offered by.
5. Enter Remarks.
6. Click <Save> button.

If the message is '**Scholarship saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3.7 Concession Type

Fee concession can be offered to the students for multiple reasons. Concession Types are created in this screen.

CONCESSION TYPE		
<input type="button" value="New"/>		
Code	Name	
MQ	MATH QUIZ	 
MC	MERIT CONCESSION	 
sc	SC CONCESSION	 
SS	SCHOOL CONCESSION	 

4 records found.   Displaying page 1 of 1

### To Modify Concession Type

1. Select the Concession Type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Concession Type

1. Select a Concession Type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Concession Type



The screenshot shows a form titled "CONCESSION TYPE". It contains two input fields: "\*Code" with the value "MC" and "\*Name" with the value "MERIT CONCESSION". Below the fields are two buttons: "Save" and "Close".





















1. Click New button.
2. Enter concession code.
3. Enter concession name.
4. Click <Save> button.

If the message is '**Concession Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.4 Attendance Module Master

#### 3.4.1 Team

Team is the sub division applied within a class. Students will be assigned in teams when the class is divided as multiple units and sent to different labs at the same time.

TEAM		
<a href="#">New</a>		
Code	Name	
AT	ALL	 
BE NME	BUSINESS ENVIRONMENT NME	 
BSTAT	BUSINESS STATISTICS	 
FSI	FREEDOM STRUGGLE IN INDIA	 
IRM	INSURANCE AND RISK MANAGEMENT	 
PIT	PRINCIPLES OF INFORMATION TECH	 
S MAT	STATISTICAL METHODS	 
T1	TEAM 1	 
T2	TEAM 2	 
T3	TEAM 3	 

16 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

#### To Modify Team

1. Select the team you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Team

1. Select a team you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Team

**TEAM**

\*Code

\*Name

Save






Close

1. Click New button.
2. Enter team code.
3. Enter team name.
4. Click <Save> button.

If the message is '**Team saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.4.2 Session

Session codes are created in this screen.

SESSION		
<b>New</b>		
Code	Name	
AN	AFTER NOON	 
FN	FORE NOON	 
GEN	GENERAL	 

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Session

1. Select the session you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Session

1. Select a session you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Session

**SESSION**

\*Code

\*Name

\*Duration

\*Session Usage

Save

Close

1. Click New button.
2. Enter session code.
3. Enter session name.
4. Enter duration.
5. Select session usage.
4. Click <Save> button.

If the message is '**Session saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.4.3 Period

Period codes (Class Hours) are defined in this screen.

PERIOD				
<a href="#">New</a>				
No	Description	Session	Start Time	End Time
1	1	FORE NOON	10:00 AM	11:00 AM
2	2	FORE NOON	11:00 AM	12:00 AM
3	3	AFTER NOON	12:00 PM	01:00 PM
4	4	AFTER NOON	02:00 PM	03:00 PM
5	5	AFTER NOON	03:00 PM	04:00 PM
6	6	AFTER NOON	04:00 PM	04:45 PM

6 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Period

1. Select the period you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Period

1. Select a period you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Period

PERIOD

\*No.

\*Description

\*Session

\*Start Time  ▲ ▼

\*End Time  ▲ ▼

Is Extra ☐















[Save](#) [Close](#)

1. Click New button.
2. Enter Period no
3. Enter Period Description
4. Select session.
5. Enter start time.
6. Enter End time
7. Use Is Extra, if you needed
8. Click <Save> button.

If the message is '**Period saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.4.4 Day

This screen is used to create the Days used in Day Order for the Time Table.

DAY		
<a href="#">New</a>		
No.	Name	
1	FIRST DAY	 
2	SECOND DAY	 
3	THIRD DAY	 
4	FOURTH DAY	 
5	FIFTH DAY	 
6	SIXTH DAY	 
7	SPECIAL DAY	 

7 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Day

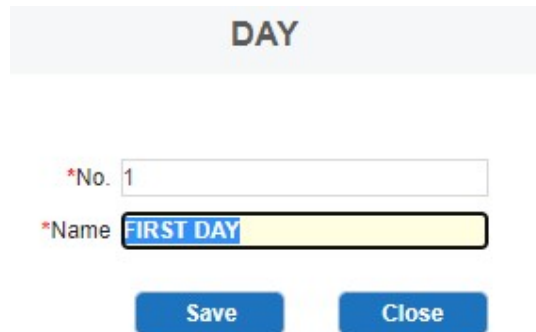
1. Select the day you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.



### To Delete Day

1. Select a day you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Day



The screenshot shows a form titled 'DAY' with two input fields and two buttons. The first field is labeled '\*No.' and contains the value '1'. The second field is labeled '\*Name' and contains the value 'FIRST DAY'. Below the fields are two buttons: 'Save' and 'Close'.

1. Click New button.
2. Enter day no.
3. Enter day name.
4. Click <Save> button.

If the message is '**Day saved successfully**', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required.







### 3.4.5 Holiday

This screen is used to define list of holidays.

**HOLIDAY**

Search by the criteria below

Holiday Date  To  Description

Date	Description	
08-03-2021	Sunday	 
26-01-2021	Republic day	 
01-01-2021	New Year	 

3 records found.   Displaying page 1 of 1

### To Modify Holiday

1. Select the holiday you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Holiday

1. Select a holiday you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Holiday

**HOLIDAY**

\* Date

\* Description

1. Click New button.
2. Enter holiday date.

3. Enter holiday description.
4. Click <Save> button.

If the message is '**Holiday saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.5 Exam Module Master

#### 3.5.1 Grade

Grade is used to classify the exam result. Grade codes are created in this screen.

**GRADE**

Search by the criteria below

\*Regulation  \*Code  Search

New

Regulation	Code	Description	
2013	-	-	
2013	A	A	
2013	UA	ABSENT	
2013	B	B	
2013	C	C	
2013	D	D	
2013	E	E	
2013	NA	NA	
2013	S	S	

#### To Modify Grade

1. Select the grade you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Grade

1. Select a grade you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

### To add a New Grade

**GRADE**

<b>*Regulation</b>	<input style="width: 95%;" type="text" value="2013"/>		
<b>*Code</b>	<input style="width: 95%;" type="text" value="S"/>		
<b>*Description</b>	<input style="width: 95%;" type="text" value="S"/>		
<b>*Total Marks</b>	<input style="width: 40%;" type="text" value="91.00"/>	<input style="width: 40%;" type="text" value="100.00"/>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Pass ▼</div>
<b>*Grade Point</b>	<input style="width: 95%;" type="text" value="10.00"/>		

1. Click New button.
2. Select Regulation.
3. Enter grade code
4. Enter grade description.
5. Enter Total marks.
6. Select status.
7. Enter grade point.
8. Click <Save> button.

If the message is '**Grade saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.5.2 Organizer

Organizer is used to specify who conducts the end semester examination. If university conducts end semester examination, an Organizer code should be created for the university. If the college conducts the end semester examination, the college name can be created as an Organizer.

Code	Name
RC	Rovan College

### To Modify Organizer

1. Select the organizer you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Organizer

1. Select a organizer you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Organizer

**ORGANISER**

\*Code





\*Name

1. Click New button.
2. Enter organizer code
3. Enter organizer description.
4. Click <Save> button.

If the message is '**Organizer saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.5.3 Exam Type

Exam Type is used to classify an exam whether it is internal exam or external (end semester examination).

EXAM TYPE			
<a href="#">New</a>			
Code	Name	Internal Mark	
EXT	External	No	 
INT	Internal	No	 

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Exam Type

1. Select the exam type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Exam Type

1. Select a exam type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Exam Type

**EXAM TYPE**

\*Code

\*Name

Consider for Internal Mark Assessment ☐









Save
Close

1. Click New button.
2. Enter exam type code
3. Enter exam type name.
4. Select consider for internal mark assessment.
4. Click <Save> button.

If the message is '**Exam Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.5.4 Internal Activity

Internal Activity means the component used for internal assessment.

INTERNAL ACTIVITY		
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">New</span>		
Code	Name	
WT1	Written Test 1	 
WT2	Written Test 2	 
ASS	Assignment	 
SEM	Seminar	 

4 records found. First Prev Displaying page 1 of 1 Next Last

### To Modify Internal Activity

1. Select the internal activity you want to modify.

2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Internal Activity

1. Select a internal activity you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Internal Activity

**INTERNAL ACTIVITY**

\*Code

WT1

\*Name

Written Test 1

\*Index

1

▼

Save

Close

1. Click New button.
2. Enter activity code
3. Enter activity name.
4. Select activity index.
4. Click <Save> button.

If the message is '**Internal Activity saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



### 3.5.5 Course

Course screen is used to maintain the details about subjects.

**COURSE**

Search by the criteria below

Course Code   
Course Name

Short Name

Code	Name	Short Name	Internal Marks	Type	
SPH8C31	(CORE)ELECTRO MAGNETISM	EMAG	Yes	Theory	
SPH8S51	(SKILLED) BIO MEDICAL INSTRUMENTATION	BIOM	No	Theory	
ACC	ACCOUNTANCY	ACC	Yes	Theory	
TMCCC14	ADVANCED FINANCIAL ACCOUNTING	AFA	No	Theory	
ADV	ADVANCE LANGUAGE (T)	ADV	No	Theory	
TCACC12	ADVANCED BUSINESS STATISTICS	ABS	No	Theory	
TMCC11	ADVANCED BUSINESS STATISTICS(R)	ABS	Yes	Theory	
AEN8A41	ADVANCED ENGLISH GRAMMER	AEG	Yes	Theory	

#### To Modify Course

1. Select the course you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Course

1. Select a course you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Course

## COURSE

*Course Code	CCR8A41	*Short Name	BMAT
*Course Name	BUSINESS MATHAMATICS		
*Course Type	Theory ▼	*Course Credit	3
*Part	1 ▼	*Course Nature	Core ▼
*Internal Marks	Yes ▼	*External Marks	Yes ▼
*Internal Pass Mark	0	*Internal Max. Mark	25
*External Pass Mark	35	*External Max. Mark	100
*Total Pass Mark	35	*Total Max. Mark	100
*Internal Test Pass Mark	25	*Internal Test Max. Mark	100
*Internal Pattern	Pattern1 ▼	*Index	1 ▼
Is Objective	<input type="checkbox"/>	Exam Will be Conducted	<input checked="" type="checkbox"/>
Remarks			







1. Click New button.
2. Enter course code
3. Enter course name.
4. Enter course short name.
5. Select course type.
6. Select part, course credit, course nature, internal marks, external marks.
7. Enter internal pass mark, internal max mark, external pass mark, external max mark, total pass mark, total max mark, internal test pass mark, internal test max mark.
8. Select internal pattern, Index, is objectives.
9. Enter the remarks.
10. Click <Save> button.

If the message is '**Course saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6 Library Module Master Data


#### 3.6.1 Member Group

Library members can be classified in to different member groups based on the permissions given to them. For example Under Graduate students may be grouped as a Member Group with the permission to borrow upto 5 books from the library. Similarly Post Graduate students can be put in another group with the permission to borrow up to 10 books.

MEMBER GROUP					
<a href="#">New</a>					
MemberGroup	No.Resources	No.Renewal	Period	Over Due	Over Due Charge
GENERAL	10	3	90	No	 
STAFF	10	3	90	No	 
STUDENT	3	1	15	Yes	 


3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Member Group

1. Select the member group you want to modify.
2. Press Edit .
3. Edit the required details.
4. Press <Save> button

#### To Delete a Member Group

We cannot edit the member group name.

1. Select a member group you want to delete.
2. Click Delete .
3. Confirm your deletion process.

## To add a New Member Group

MEMBER GROUP	
*Member Group Name	GENERAL
<b>General :</b>	
*Number of Resources	10
Number of Renewals	3
Period(In Days)	90
Overnight (in Days)	0
*Over Due Charge	<input checked="" type="checkbox"/>
Amount(In Rs. per day)	2
<b>Book Bank :</b>	
Number of Resources	3
Number of Renewals	3
Period(In Days)	7
*Over Due Charge	<input checked="" type="checkbox"/>
Amount(In Rs. per day)	10
Remarks	
<div>Save Close</div>	

1. Click on New button.
2. Enter member group Name.
3. General:
  1. Enter the no. of resources for general resources that the member belonging to that member group can hold.
  2. Enter the no. of renewals for general resources that the member can.
  3. Enter the period (In days) for general resources that the member can hold a resources on each time.
  4. Enter the overnight resources period (In days) for general resources that the member can hold a resource on each time.
  5. Enter the penalty can fall on the member belonging to that member group for general resources.
  6. Enter the amount of penalty per day (In Rupees) for general resources.
4. Book Bank:
  1. Enter the no. of resources for book bank resources that the member belonging to that member group can hold.
  2. Enter the no. of renewals for book bank resources that the member can.
  3. Enter the period (In days) for book bank resources that the member can hold a resources on each time.

4. Enter the penalty can fall on the member belonging to that member group for book bank resources.
5. Enter the amount of penalty per day (In Rupees) for book bank resources.
6. Enter Remarks if needed.
7. Click button.

If the message is '**Member Group saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.2 Budget


Budget screen is used to define the budgets used in the library.

BUDGET		
<a href="#">New</a>		
Code	Name	Remarks
AAA	UGC Budget	


1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Budget

We cannot edit the budget code.

1. Select the budget you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Budget

1. Select a budget you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

#### To add a New Budget

**BUDGET**

\*Code

\*Name

Remarks

Save
Close

1. Click New button.
2. Enter budget code.
3. Enter budget name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Budget saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.3 Currency

Currency screen is used to define currency codes.

CURRENCY		
New		
Code	Name	Remarks
DOLL	Dollar	
EUR	EURO	
POU	POUND	
Rs	Rupees	

4 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Currenncy

We cannot edit the currency code.

1. Select the currency you want to modify.
2. Press Edit image.

3. Edit the required details.
4. Press <Save> button

### To Delete a Currency

1. Select a currency you want to delete.
2. Click Delete ✕ image.
3. Confirm your deletion process.

### To add a New Currency

**CURRENCY**

\*Code

Rs

\*Name

Rupees

Remarks

Save

Close

1. Click New button.
2. Enter currency code.
3. Enter currency name.
4. Enter the multiplier.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Currency saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.4 Resource Type


Resource Type screen is used to define the different resource types stocked in the library.  
Example: Books, CDs etc.

RESOURCE TYPE			
New			
Code	Name	Issuable	Remarks
ARTICLE	ARTICLE	Yes	
AUDIO CASSETTE	Audio Cassette	No	
BACK VOLUME	BACK VOLUME	No	REFERENCE ONLY
BOOK	Book	Yes	
CD	CD	Yes	
DISSERTATION	DISSERTATION	No	REFERENCE ONLY
DVD	DVD	Yes	
FD	Floppy Disk	No	
JOURNAL	JOURNAL	No	REFERENCE ONLY
MAGAZINE	MAGAZINE	No	REFERENCE ONLY


14 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

### To modify existing Resource type

We cannot edit the resource type code.

1. Select the resource type you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Resource type

1. Select a resource type you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Resource Type

RESOURCE TYPE	
*Code	<input type="text" value="BOOK"/>
*Name	<input type="text" value="Book"/>
Issuable	<input checked="" type="checkbox"/>
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	







1. Click New button.
2. Enter resource type code.
3. Enter resource type description.
4. Specify whether it can be issued or not.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Resource Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.5 Main Subject


Main Subject screen is used to create codes for the major subjects under which books are classified. Example: Mathematics.

MAIN SUBJECT		
<a href="#">New</a>		
Code	Name	Remarks
MA	Mathematics	 
Tamil	Tamil	 


2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Main Subject

We cannot edit the Main subject code.

1. Select the Main subject you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Main Subject

1. Select a Main subject you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Main Subject

**MAIN SUBJECT**

\*Code

\*Subject Name

Prefix

Remarks

Save

Close

1. Click New button.
2. Enter main subject code.
3. Enter main subject name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Main Subject saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.6 Sub Subject

Sub Subject is a minor division under a major subject. Example: Algebra is a sub subject under the major subject Mathematics.

**SUB SUBJECT**

Search by the criteria below :

Search


New

Code	Name	Main Subject	Remarks
AL	Algebra	Mathematics	


1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Sub Subject

We cannot edit the sub subject code.

1. Select the sub subject you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Sub Subject

1. Select a sub subject you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Sub Subject

SUB SUBJECT

\*Code

\*Name

\*Main Subject

Remarks

Save











Close

1. Click New button.
2. Enter sub subject code.
3. Enter sub subject name.
4. Enter main subject.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is **‘Sub Subject saved successfully’**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.7 Language


Language screen is used to define codes for the languages.

LANGUAGE			
<a href="#">New</a>			
Code	Name	Font	Remarks
ENG	English		 
MAL	Malayalam		 
OTH	Others		 
TAM	Tamil	Bamini	 
TEL	Telugu		 


5 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Language

We cannot edit the language code.

1. Select the language you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Language

1. Select a language you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

#### To add a New Language

LANGUAGE

\*Code

TAM

\*Name

Tamil

Font

Bamini

Remarks

Save

Close

1. Click New button.
2. Enter language code.
3. Enter language name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Language saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.8 Author

Author screen is used to create the master data about the Authors.

**AUTHOR**

Search by the criteria below :

Language  Author Name  Search

New

Language	Author Name	Address	City	E-Mail	
English	ABHIMANYU SINGH				
English	ABHISHEK DUBEY ABHISHEK DUBEY				
English	ABHISHEK YADAV				
English	ABILASH M				
English	ABIR LAL MUKHERJEE				
English	ABJIT CHATERJEE				
English	ABRAHAM SILBER ABRAHAM SILBER				
English	ACHARYA BHAGWAN ACHARYA BHAGWAN				
English	ACHENDEN PETER J				
English	ACHUTHAN M.K				


5092 records found. First Prev Displaying page 2 of 510 Next Last

#### To modify existing Author

We cannot edit the Author name.

1. Select the author you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Author

1. Select a author you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Author





















AUTHOR	
*Language	English
*Author Name	ABHIMANYU SINGH
Address	
City	Banglore
State	Karnataka
Country	India
Pincode	
Phone	
Mobile	9987656789
Fax	
E-Mail	singh@gmail.com
Website	
Remarks	
<div>Save</div> <div>Close</div>	

1. Click New button.
2. Enter author name.
3. Enter city name and other details.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Author saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.9 Rack


Rack screen is used to define the codes for the Racks available in the library.

RACK		
<a href="#">New</a>		
Code	Name	Remarks
R1	Row 1	 
R10	Row 10	 
R11	Row 11	 
R12	Row 12	 
R13	Row 13	 
R14	Row 14	 
R15	Row 15	 
R16	Row 16	 
R17	Row 17	 
R18	Row 18	 


20 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

### To modify existing Rack

We cannot edit the rack code.

1. Select the rack you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Rack

1. Select a rack you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Rack

**RACK**

\*Code

\*Name

Remarks

1. Click New button.
2. Enter rack code.
3. Enter rack name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Rack saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.10 Series

Series screen is used to define Book Series Information.


For example: Encyclopedia, Dictionary etc,

SERIES				
<a href="#">New</a>				
Name	Responsibility	Title of Volume	Part Statement	ISSN
ARCHITECTURE + DESIGN		XXXIV		0097-0239
BULLETIN OF MATERIALS SCIENCE				
BUSSINESS TODAY				
COMPETITION SUCCESS REVIEW		LIII		
CURRENT SCIENCE		112		0011-3891
JOURNAL OF BIOSCIENCES		42		0250-5991


6 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Series

We cannot edit the series name.

1. Select the series you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Series

1. Select a series you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.



## To add a New Series

SERIES	
*Name	CURRENT SCIENCE
Statement of Responsibility	-
Part Statement	-
ISSN	0011-3891
Volume/Part.No	5
Pages	100
Title of Volume	112
Responsibility	
Binding Type	--- Select ---
Remarks	
<div> <div>Save</div> <div>Close</div> </div>	

1. Click New button..
2. Enter the Series Name, Statement of Responsibility, Part Statement, ISSN, Volume/Part No, Pages, Title of Volume and the Statement of Responsibility.
3. Select the Type of Binding.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Series saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.11 Mode of Acquisition


Mode of Acquisition screen is used to define the various methods of purchasing the books and other resources for the Library. For example By order (or) By Gift.

MODE OF ACQUISITION		
New		
Code	Name	Remarks
PO	By Postal	
COU	Courier	


2 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Mode of Acquisition

We cannot edit the mode of acquisition code.

1. Select the mode of acquisition you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Mode of Acquisition

1. Select a mode of acquisition you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Mode of Acquisition

MODE OF ACQUISITION

\*Code

\*Name

Remarks

1. Click New button.
2. Enter Acquisitions code.
3. Enter the Description of Acquisitions.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is **'Mode Of Acquisitions saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.





















### 3.6.12 Publisher

Publisher screen is used to define the publishers who publishes the books.

**PUBLISHER**


Search by the criteria below :

Language  Publisher Name


Language	Name	City	E-Mail
English	ACADEMIC PRESS	Tiruchirappalli	 
English	ACME	Tiruchirappalli	 
English	ACME LEARNING	Tiruchirappalli	 
English	ADDISON WESLEY	Tiruchirappalli	 
English	ADDONE PUB	Tiruchirappalli	 
English	ADOR WELDING	Tiruchirappalli	 
English	ADRAMS	Tiruchirappalli	 
English	AJIBS	Tiruchirappalli	 
English	AIRWALK PUBLICATIONS	CHENNAI	 
English	AITBS	Tiruchirappalli	 

536 records found.   Displaying page 2 of 54

#### To modify existing Publisher

1. Select the publisher you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Publisher

1. Select a publisher you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

#### To add a New Publisher

## PUBLISHER





















*Language	<input type="text" value="English"/>	Contact Person	<input type="text"/>
*Publisher Name	<input type="text" value="ACADEMIC PRESS"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Mobile	<input type="text" value="9876789876"/>
*City	<input type="text" value="Tiruchirappalli"/>	Fax	<input type="text"/>
State	<input type="text" value="Tamil Nadu"/>	E-Mail	<input type="text"/>
Country	<input type="text" value="India"/>	Website	<input type="text"/>
Pincode	<input type="text"/>	Remarks	<input type="text"/>

1. Click New button.
2. Enter publisher code.
3. Enter publisher name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Publisher saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.13 Supplier


Supplier screen is used to define the suppliers from whom the books are purchased for the library.

SUPPLIER			
Search by the criteria below :			
Supplier Name	<input type="text"/>	<input type="button" value="Search"/>	
<b>New</b>			
Name	Address	City	Mobile
INDIAN ACADEMY OF SCIENCES	BANGALORE	BANGALORE	 
VRB PUBLISHER		CHENNAI	 
TBH LIBRARY BOOK SUPPLIERS	7A,SUNKURAMA STREET, PARRYS OPP HIGH COURT, CHENNAI 600001 TN, INDIA	CHENNAI	 
JAI TECH		CHENNAI	 
MEENAKSHI AGENCY		CHENNAI	 
G BALAJI PUBLISHERS		CHENNAI	 
DHANAM PUBLICATIONS		CHENNAI	 
SRI KRISHNA		CHENNAI	 
METRO BOOKS		CHENNAI	 
IP BOOKS AND SUBSCRIPTIONS		ERODE	 


16 records found. [First](#) [Prev](#) Displaying page 1 of 2 [Next](#) [Last](#)

## To modify existing Supplier

We cannot edit the supplier name.

1. Select the supplier you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

## To Delete a Supplier

1. Select a supplier you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Supplier

## SUPPLIER

*Name	TBH LIBRARY BOOK SUPPLIERS	Contact Person	
Address	7A,SUNKURAMA STREET, PARRYS OPP HIGH COURT, CHENNAI 600001 TN, INDIA	Phone	
*City	CHENNAI	Mobile	9876543210
State	TAMIL NADU	Fax	
Country	INDIA	Email	
Pincode		Website	
		Remarks	

1. Click New button.
2. Enter supplier code.
3. Enter supplier name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Supplier saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.14 Binding Type

Binding Type screen is used to define the binding types used in the Library.


BINDING TYPE		
<input type="button" value="New"/>		
Code	Name	Remarks
SPR	Spiral	

1 records found.   Displaying page 1 of 1


### To modify existing Binding type

We cannot edit the binding type code.

1. Select the binding type you want to modify.

2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Binding type

1. Select a binding type you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Binding type

**BINDING TYPE**

\*Code

\*Name













Remarks

1. Click New button.
2. Enter Binding code.
3. Enter the Description of Binding.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Binding Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.15 Frequency


Frequency screen is used to define the frequencies in which journals / magazines are subscribed.

FREQUENCY			
New			
Code	Name	No. of Days	
DA	Daily	365	 
FN	Fort Night	15	 
HY	Half Yearly	180	 
MON	Monthly	30	 
QU	Quarterly	90	 
WEEK	Weekly	7	 


6 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Frequency

We cannot edit the frequency code.

1. Select the frequency you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Frequency

1. Select a frequency you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Frequency

**FREQUENCY**

\*Code

\*Name

\*No of days

Remarks









1. Click New button.
2. Enter Frequency code.
3. Enter Frequency name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is **'Frequency saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.16 Delivery Mode


Delivery mode screen is used to define the various delivery modes used to receive the journals / magazines from the publisher.

DELIVERY MODE		
<a href="#">New</a>		
Delivery Mode	Description	Remarks
BYPerson	By Person	 
COU	Courier	 
PO	Post	 


3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Delivery Mode

We cannot edit the delivery mode code.

1. Select the delivery mode you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Delivery Mode

1. Select a delivery mode you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Delivery Mode

**DELIVERY MODE**

\*Delivery Mode

Description

Remarks

Save
Close

1. Click New button.
2. Enter Delivery Mode.
3. Enter remarks if needed.
4. Click <Save> button.

If the message is '**Delivery Mode saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 3.6.17 Newspaper

Newspaper screen is used to note down the Newspapers subscribed for the library.

**NEWSPAPER**

Search by the criteria below :

Newspaper Name  Search


New

Name	Language		
BUSINESS LINE	English	➡	✕
Employment News	English	➡	✕
The Hindu	English	➡	✕
THE INDIAN EXPRESS	English	➡	✕
THE INDU	Tamil	➡	✕
THINA KARAN	Tamil	➡	✕
THINA MALAR	Tamil	➡	✕
THINA MANI	Tamil	➡	✕
THINA THANDHI	Tamil	➡	✕


9 records found.
First
Prev
Displaying page 1
of 1
Next
Last

## To modify existing Newspaper

We cannot edit the newspaper code.

1. Select the newspaper you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Newspaper

1. Select a newspaper you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Newspaper

**NEWSPAPER**

\*Code

3

\*Name

BUSINESS LINE

Editor

\*Language

English

Publisher

Remarks

Save

Close

1. Click New button.
2. Enter newspaper ID.
3. Enter newspaper description.
4. Enter newspaper editor.
5. Select the publisher, language of the newspaper.
6. Enter the remarks if needed.
7. Click <Save> button.

If the message is **'Newspaper saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.18 Serial

Serial screen is used to define the journals / magazines subscribed by the library.

**SERIAL**

Search by the criteria below :

Language

Serial

Department

Frequency

Edition

Category

[Search](#)

[New](#)

Language	Category	Title	Frequency	Edition	
English	JOURNAL	ARCHITECTURE + DESIGN	Monthly	Indian	
English	JOURNAL	ASIAN JOURNAL OF ELECTRICAL SCIENCE	Half Yearly	Indian	
English	JOURNAL	BIOINFORMATICS	Quarterly	Indian	
English	JOURNAL	BRAND MANAGMENT	Quarterly	Indian	
English	JOURNAL	BULLETIN OF MATERIALSCIENCE	Quarterly	Indian	
English	MAGAZINE	BUSINESS TODAY	Fort Night	Indian	
English	MAGAZINE	CAREER 360	Monthly	Indian	
English	JOURNAL	CHEMISTRY TODAY	Monthly	Indian	
English	JOURNAL	CIVIL ENGINEERING AND CONSTRUCTION REVIEW	Monthly	Indian	
English	MAGAZINE	COMPETITION SUCCESS REVIEW	Monthly	Indian	

67 records found. [First](#) [Prev](#) [Displaying page 1 of 7](#) [Next](#) [Last](#)

#### To modify existing Serial

We cannot edit the serial language.

1. Select the serial you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Serial

1. Select a serial you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Serial

SERIAL	
*Language <input type="text" value="English"/>	Department <input type="text" value="Architecture"/>
*Category <input type="text" value="JOURNAL"/>	Subject <input type="text" value="----Select----"/>
*Serial Code <input type="text" value="10"/> *Prefix <input type="text" value="AR"/>	Country <input type="text" value="India"/>
*Title <input type="text" value="ARCHITECTURE + DESIGN"/>	Delivery Mode <input type="text" value="Courier"/>
Parallel Title <input type="text"/>	Publisher <input type="text" value="A.R.PUBLICATION"/>
*Frequency <input type="text" value="Monthly"/>	Remarks <input type="text"/>
*Edition <input type="text" value="Indian"/>	
Call no <input type="text"/>	
ISSN <input type="text"/>	
Language <input type="text" value="--- Select ---"/>	
	<input type="button" value="Save"/> <input type="button" value="Close"/>

1. Click New button.
2. Select the Category and Enter Serial code.
3. Enter Serial title and parallel title.
4. Enter ISSN Number, subscription number, from date, to date, amount, editor and other details.
5. Select the Serial type, periodicity, date of purchasing, language, main subject, supplier, sub subject and other details.
6. Enter the remarks if needed.
7. Click <Save> button.

If the message is '**Serial saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.19 Loss Type


Loss Type is used to define various methods of loss under which books lost are recorded.  
Example: Theft.

LOSS TYPE		
<a href="#">New</a>		
Code	Description	Remarks
MISS	Missing	


1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Loss type

We cannot edit the loss type code.

1. Select the loss type you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Loss type

1. Select a loss type you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Loss type

LOSS TYPE

\*Code

\*Description

Remarks

1. Click New button.
2. Enter loss code.
3. Enter Description.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Loss Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.20 Binder


Binder screen is used to define the various companies employed by the library for binding the books.

BINDER			
<a href="#">New</a>			
Code	Name	City	Mobile
MB	Maresh Binders	Madurai	9878987890


1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Binders

We cannot edit the binders code.

1. Select the binders you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Binder

1. Select a binders you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

#### To add a New Binder

## BINDER

*Code	<input type="text" value="MB"/>	Contact Person	<input type="text" value="Arun"/>
*Name	<input type="text" value="Mahesh Binders"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Mobile	<input type="text" value="9878987890"/>
*City	<input type="text" value="Madurai"/>	Remarks	<input type="text"/>
Pincode	<input type="text" value="626 178"/>		
State	<input type="text" value="Tamil Nadu"/>		
Country	<input type="text" value="India"/>		

1. Click New button.
2. Enter binder code.
3. Enter binder name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Binder saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.21 ILL – Library

ILL screen is used to define the names of other libraries who will borrow from our library under Inter Library Loan arrangement.


ILL - LIBRARY			
<input type="button" value="New"/>			
Code	Name	City	Mobile
MG	Mega Library	Madurai	9878987890

1 records found.   Displaying page 1 of 1


### To modify existing ILL - Library



We cannot edit the inter library code.

1. Select the inter library you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a ILL - Library

1. Select a binders you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New ILL - Library







ILL - LIBRARY	
*Code	MG
*Name	Mega Library
Address	167P Madurai
*City	Madurai
State	Tamil Nadu
Country	India
Pincode	626789
Contact Person	
Phone	
Mobile	9878987890
Fax	
Email	
Website	
Over Due Amount Per Day	
Remarks	
<div>Save Close</div>	

1. Click New button.
2. Enter ILL code.
3. Enter Inter Library name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**ILL - Library saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.6.22 Fine Code


Fine Code screen is used to define the Fine Name levied by the library.

FINE CODE		
<a href="#">New</a>		
Code	Name	Remarks
MISS	Book Missed	 
CARD	CARD MISSED	 
OVERDUE	Overdue	 


3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Fine code

We cannot edit the fine code.

1. Select the fine you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Fine code

1. Select a fine you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

#### To add a New Fine code

FINE CODE

\*Code

\*Name

Remarks

1. Click New button.
2. Enter Fine code.

3. Enter Inter Fine name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Fine code saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.7 Hostel Module Master

#### 3.7.1 Block

Block screen is used to define the buildings available in the hostel.

**BLOCK**

Search by the criteria below

Code   
Name

Type --- Select ---

Code	Name	Type	No.of Rooms	Capacity	
BH	Boys Hostel	Boys	87	1000	
GH	Girls Hostel	Girls	64	750	

2 records found.   Displaying page 1 of 1

#### To Modify Block

1. Select the block you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Block

1. Select a block you want to delete.
2. Click Delete image.

3. Confirm your deletion process.

### To add a New Block

BLOCK

<p>*Code <input type="text" value="GH"/></p> <p>*Name <input type="text" value="Girls Hostel"/></p> <p>*Type <input style="border-bottom: 1px solid black;" type="text" value="Girls"/></p> <p>*No. of Rooms <input type="text" value="64"/></p> <p>*Capacity <input type="text" value="750"/></p>	<p>Facility <input type="text" value="AC, Non AC"/></p> <p>Remarks <input type="text"/></p>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter block code
3. Enter block name.
4. Select type of Block
5. Enter no of rooms
5. Enter capacity.
4. Enter facility and remarks.
5. Click <Save> button.

If the message is '**Block saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.7.2 Room

Each room in the block should be numbered for easy maintenance. This screen is used for that.

## ROOM

Search by the criteria below


Code

Name

Block --- Select ---

Search

New

Code	Name	Block	Capacity	
BHATCH1	BH Attached Room No : 103	Boys Hostel	4	 
BHATCH2	BH Attached Room No : 104	Boys Hostel	4	 
BHATCH3	BH Attached Room No : 105	Boys Hostel	4	 
BHATCH4	BH Attached Room No : 106	Boys Hostel	4	 
BHATCH5	BH Attached Room No : 203	Boys Hostel	4	 
BHATCH6	BH Attached Room No : 204	Boys Hostel	4	 
BHATCH7	BH Attached Room No : 205	Boys Hostel	4	 
BHATCH8	BH Attached Room No : 206	Boys Hostel	4	 

**To Modify Room**

1. Select the room you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Room**

1. Select a room you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Room**

ROOM	
*Code	BHATCH1
*Block	Boys Hostel
*Name	BH Attached Room No : 103
*Capacity	4
Facility	
Remarks	
<div>Save</div> <div>Close</div>	

1. Click New button.
2. Enter room code
3. Enter room name.
4. Select Block
5. Enter capacity.
4. Enter facility and remarks.
5. Click <Save> button.

If the message is '**Room saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.8 Transport Module Master

#### 3.8.1 Vehicle Type

Vehicle Type is used to define the type of transportation available in the college.

VEHICLE TYPE	
<a href="#">New</a>	
Code	Name
BUS	Bus
Gen	Generator
OMNI	Maruthi Omni
ACE	Tata Ace

4 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Vehicle Type

1. Select the vehicle type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Vehicle Type

1. Select a vehicle type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Vehicle Type

VEHICLE TYPE

\*Code

\*Name

Save

Close

1. Click New button.
2. Enter vehicle type code
3. Enter vehicle type name.
4. Click <Save> button.

If the message is '**Vehicle Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.8.2 Vehicle

Vehicle is used to define the no. of vehicle available in the college.

VEHICLE

Search by the criteria below

Vehicle No.

Vehicle Type

Institution

Incharge

[Search](#)

[New](#)

Vehicle No.	Vehicle Name	Vehicle Type	Institution	Incharge	
TSM	TENGUE SPRAY MACHINE	TSM	DEMO		
TN95D9924	HONDA	HONDA	DEMO		
TN95D4045	ROTAVATOR	ROTAVATOR	DEMO		
TN84W7090	FORTUNER	FORTUNER	DEMO		
TN84W0912	AAA SCHOOL BUS	NON AC BUS	DEMO		
TN67L6973	TRACTOR	TRACTOR	DEMO		
TN67J5342	TEMBO	TEMPO TRAVELLER	DEMO		
TN67AY2919	TRAC	TRACTOR	DEMO		
TN67AW7092	SCORPIO CAR	SCORPIO CAR	DEMO		
TN67AW6627	DOZER	DOZER	DEMO		
TN67AU9931	JCB	JCB	DEMO		
TN67AU3434	SKODA	SKODA	DEMO		
TN67AR8192	LORRY	LORRY	DEMO		

#### To Modify Vehicle

1. Select the vehicle you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Vehicle

1. Select a vehicle you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



## To add a New Vehicle

**VEHICLE**

<b>* Vehicle No.</b>	<input type="text" value="TN 84 X 2371"/>
<b>*Vehicle Name</b>	<input type="text" value="MADURAI ROUTE"/>
<b>*Vehicle Type</b>	<input type="text" value="AC BUS"/>
Institution	<input type="text" value="AAA College of Engineering &amp; Techn"/>
Incharge	<input type="text" value="KANNAN S"/>
Remarks	<input style="height: 30px;" type="text"/>

1. Click New button.
2. Enter vehicle code
3. Enter vehicle name.
4. Select Vehicle type.
5. Select institution.
6. Click <Save> button.

If the message is '**Vehicle saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 3.9 Election Module Master

### 3.9.1 Post

Post is used to define the various posts for which election will be conducted.

**POST**

Search by the criteria below

Post Name  Type

Programme Level  Status

**Search**

**New**

Code	Programme Level	Post Name	Type	Status	
1	Under Graduate	President - SF	Self	Active	
2	Under Graduate	Secretary - SF	Self	Active	
3	Post Graduate	Treasurer	Both	Active	

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Post

1. Select the post you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Post

1. Select a post you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Post

## POST

\*Code

\*Post Name

\*Programme Level

\*Type

\*Priority

\*Status



1. Click New button.
2. Enter post code
3. Enter post name.
4. Select programme level, type, priority, status.
5. Click <Save> button.

If the message is '**Post saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.9.2 Election

Election screen used to create new election.

ELECTION

Search by the criteria below

Aca. Year

Election Name

Aca. Year	Election Name	Election Officer	Status	
2020-2021	Election - 2021	Arul	Open	

1 records found.   Displaying page 1 of 1

**To Modify Election**

1. Select the post you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Election**

1. Select a post you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Election**

**ELECTION**

\*Aca. Year

2020-2021

\*Election Name

Election - 2021

\*Election Officer

Arul

\*Election Date

08-01-2021

\*Result Date

09-01-2021

Status

Open

▼

Save

Close

1. Click New button.
2. Select academic year.
3. Enter election name.
4. Enter election officer.
5. Enter election date.

6. Enter election result date.
7. Select Status.
8. Click <Save> button.

If the message is '**Election saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.10 Feedback Module Master

#### 3.10.1 Question Type

Question Type is used to specify whether particular question used to get the feedback about staff or subject.

QUESTION TYPE	
<a href="#">New</a>	
Code	Name
ST	Staff
S	Subject

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Question Type

1. Select the question type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Question Type

1. Select a question type you want to delete.
2. Click Delete image.

3. Confirm your deletion process.

### To add a New Question Type

**QUESTION TYPE**

\*Code

ST

\*Name

Staff

Save

Close

1. Click New button.
2. Enter question type code
3. Enter question type name.
4. Click <Save> button.

If the message is '**Question Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.10.2 Question

















In this screen Questions used for feedback are defined.

## QUESTION

Search by the criteria below

Question  Question Type

Answer Type  Status

Code	Name	Question Type	Answer Type	Status	
1	The teacher regularly checks up class attendance?	Staff	Y, N	Active	 
2	The teacher arrives on time and leaves on time?	Staff	Y, N	Active	 
3	The teacher is always well prepared for each class?	Staff	Y, N	Active	 
4	The teacher demonstrates good knowledge of the subject?	Staff	Y, N	Active	 
5	The teacher is responsive to questions?	Staff	E, V, G, M, F	Active	 
6	The teacher is receptive to new ideas and disagreement?	Staff	Y, N	Active	 
7	The teacher is fair in grading?	Staff	S, A, O, D, I	Active	 
8	The teacher shows respect towards students and encourages class participation ?	Staff	E, V, G, M, F	Active	 

**To Modify Question**

1. Select the question you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Question**

1. Select a question you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Question**

**QUESTION**

\*Code

\*Description

\*Question Type

\*Answer Type

\*Status

\*Index

Save

Close

1. Click New button.
2. Enter question code.
3. Enter question description
4. Enter question type.
5. Enter answer type
6. Select status.
7. Select question index
8. Click <Save> button.

If the message is '**Question saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11 Staff Module Master

#### 3.11.1 Activity Level

Activity Level is used to specify level of achievement.



ACTIVITY LEVEL	
<a href="#">New</a>	
Code	Name
FRT	First level

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Activity Level

1. Select the activity level you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Activity Level

1. Select a question type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Activity Level

ACTIVITY LEVEL

\*Code

\*Name

[Save](#) [Close](#)

1. Click New button.
2. Enter activity level code
3. Enter activity level name.
4. Click <Save> button.

If the message is '**Activity Level saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.2 Activity Type

Activity Type is used to specify level of achievement.

ACTIVITY TYPE	
<a href="#">New</a>	
Code	Name
AAAA	Activity type

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Activity Type

1. Select the Activity Type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Activity Type

1. Select a Activity Type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Activity Type

**ACTIVITY TYPE**

\*Code

\*Name

Save

Close

1. Click New button.
2. Enter activity type code.
3. Enter activity type name
4. Click <Save> button.

If the message is '**Activity type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.3 Activity

Activity is used to specify competition name.

ACTIVITY	
<div style="background-color: #007bff; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">New</div>	
Code	Name
AAA	Workshop

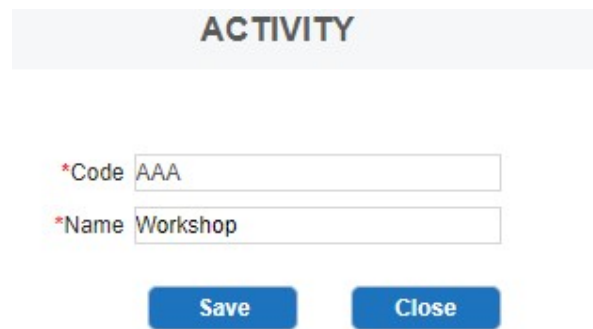
1 records found. First Prev Displaying page 1 of 1 Next Last

### To Modify Activity

1. Select the Activity you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Activity**

1. Select a Activity you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Activity**

**ACTIVITY**

\*Code

\*Name

1. Click New button.
2. Enter activity code.
3. Enter activity name
4. Click <Save> button.

If the message is '**Activity saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

**3.11.4 Message Group**

Message group is used to send a sms to a particular group of staff or admin.

MESSAGE GROUP	
<a href="#">New</a>	
Code	Name
ADMIN	Admin
HOD	Head of The Department
STAFF	Staff

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Message Group

1. Select the message group you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Message Group

1. Select a message group you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Message Group

MESSAGE GROUP

\*Code

STAFF

\*Name

Staff

Save

Close







1. Click New button.
2. Enter message group code.

3. Enter message group name
4. Click <Save> button.

If the message is '**Message group saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.5 Shift

Shift is used to specifies the time for regarding shift.

SHIFT		
<a href="#">New</a>		
Code	Name	
DS	Day Shift	 
GN	General	 
NS	Night Shift	 

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Shift

1. Select the shift you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Shift

1. Select a shift you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Shift

**SHIFT**

\*Code

GN

\*Name

General

\*Start Time

09:00 am ▲ ▼

\*End Time

04:50 pm ▲ ▼

\*Lunch Break

12:30 pm ▲ ▼

\*Lunch End

01:15 pm ▲ ▼

Save



















Close

1. Click New button.
2. Enter shift code.
3. Enter shift name
4. Enter shift start time and end time.
5. Enter Lunch break and Lunch End.
6. Click <Save> button.

If the message is '**Shift saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.6 Employee Type

Employee Type is used to specifies type of staff.

EMPLOYEE TYPE		
<b>New</b>		
Code	Name	
MS	Menial Staff	 
PTA	Non-Teaching PTA	 
NTSAD)	Non-Teaching Staff (Aided)	 
NTSS	Non-Teaching Staff (Self)	 
NT	Non Teaching Staff	 
OS	Office Staff	 
TS	Teaching Staff	 
TS(AD)	Teaching Staff Aided	 
TS(S)	Teaching Staff(Self)	 

9 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Employee Type

1. Select the Employee Type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Employee Type

1. Select a Employee Type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Employee Type

EMPLOYEE TYPE	
*Code	<input type="text" value="TS(AD)"/>
*Name	<input type="text" value="Teaching Staff Aided"/>
<div> <div>Save</div> <div>Close</div> </div>	

1. Click New button.





















2. Enter Employee Type code.
3. Enter Employee Type name
4. Click <Save> button.

If the message is '**Employee Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.7 Designation

Designation is used to define the role of staff.

EMPLOYEE TYPE		
<a href="#">New</a>		
Code	Name	
MS	Menial Staff	 
PTA	Non-Teaching PTA	 
NTSAD)	Non-Teaching Staff (Aided)	 
NTSS	Non-Teaching Staff (Self)	 
NT	Non Teaching Staff	 
OS	Office Staff	 
TS	Teaching Staff	 
TS(AD)	Teaching Staff Aided	 
TS(S)	Teaching Staff(Self)	 

9 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Designation

1. Select the Designation you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Designation

1. Select a Designation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Designation

**DESIGNATION**

\*Code

ASSPRO

\*Name

Assistant Professor

Qualification

M.E,M.PHIL

Experience Required

2-3

Skills

Save



Close

1. Click New button.
2. Enter Designation code.
3. Enter Designation name
4. Enter qualification, experience required and skills.
5. Click <Save> button.

If the message is '**Designation saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.8 Leave Type

Leave Type is used to define specifies the type of leave.

LEAVE TYPE		
<a href="#">New</a>		
Code	Name	
C	Casual	 
S	Compensation	 
ML	Marriage Leave	 
MTY	Maternity Leave	 
M	Medical	 
O	On Duty	 
V	Vacation	 

7 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Leave Type

1. Select the Leave Type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Leave Type

1. Select a Leave Type you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Leave Type

















LEAVE TYPE	
*Code	<input type="text" value="C"/>
*Name	<input type="text" value="Casual"/>
Salary Offered	<input type="checkbox"/>
Deduct Salary if Limit is Exceeded	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter Leave Type code.
3. Enter Leave Type name
4. Check whether salary offered or deducted salary.
5. Click <Save> button.

If the message is '**Leave Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.11.9 Deduction

Deduction is used to define salary deduction.

DEDUCTION					
<a href="#">New</a>					
Code	Name	Type	Percentage	Amount	
ADV	ADVANCE	Fixed	0.00	5,000.00	 
BF	BUS FARE	Assign	0.00	1,000.00	 
ESI	ESI	Variable	0.75	25,000.00	 
IT	INCOME TAX	Assign	0.00	10.00	 
MS	MESS	Assign	0.00	1,000.00	 
PF	PROVIDENT FUND	Assign	0.00	1,800.00	 
RS	REVENUE STAMP	Assign	0.00	1.00	 
SF	STAFF WELFARE FUND	Assign	0.00	100.00	 

8 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Deduction

1. Select the Deduction you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Deduction

1. Select a Deduction you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

### To add a New Deduction

**DEDUCTION**

\* Code

\* Name

Display Name

Allow Installment ☐

\* Type

\*Percentage  %

\*Amount

\*Ceiling Value

Save

Close

1. Click New button.
2. Enter Deduction code.
3. Enter Deduction name
4. Check whether salary offered or deducted salary.
5. Click <Save> button.

If the message is '**Deduction saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 4. Student

Student module maintains the basic details about the student. A facility is provided to view the data about a student in a single screen. This helps in getting 360 degree view of the student. All student related Certificates are created in this module.

### 4.1 Student Screen

Student screen is used to create a new student. Further all the data related to a particular student can be viewed in this screen.

**STUDENT**

Search by the criteria below :

Student  Batch  Gender

Admission Date  To  Programme  Status

Category  Section

Print ID Card

Roll No.	Admn. Date	Name	Batch	Programme	Admn. Type	Category	Gender	Status	
18-19/05343	01-06-2018	VISHALYADESH, M	2018-2021	BSCCS	Regular	GQ	Male	Active	
18SBEN004	01-06-2018	BANUMATHI A	2018-2021	BAENG	Regular	GQ	Female	Active	
18SBEN028	01-06-2018	PRIYADHARSHINI P	2018-2021	BAENG	Regular	GQ	Female	Active	
18SBEN035	01-06-2018	SAVITHRI G	2018-2021	BAENG	Regular	GQ	Female	Active	
18SBMC004	01-06-2018	GANESHAKSHMI K	2018-2021	BSCCA	Regular	GQ	Female	Active	
18SBMC016	01-06-2018	ROJA S	2018-2021	BSCCA	Regular	GQ	Female	Active	

### To modify / view existing Student

We cannot edit the roll no.


1. Select the student you want to modify.
2. Here two edit buttons are available.
3. If you click the first edit button, a screen will open and show the data for Transfer Certificate of the student.
4. If you click the second edit button, a screen that shows all the data of the student will be opened.
5. Press Edit image.
6. Edit the required details.
7. Press <Save> button.

Fees details, attendance, examination, library and hostel details of the student can be viewed here. Except the student's personal details other information can only be viewed; not be modified.

### To Delete a Student

1. Select a student you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Student

STUDENT					
Application No	88956		*Name	BANUMATHI A	
*SF / Aided	Self finance		*TC Name	BANUMATHI A	
Admission No.	14525	*Date	01-06-2018		*Roll No.
*Admission Type	Regular		*Batch	2018-2021	
*Category	GQ		*Programme	B.A. ENGLISH	
*Year Joined	FIRST YEAR		*Section	A	
*Semester	5TH SEMESTER		1st Language	TAMIL	
Register No.	B8A19654		Name in Tamil	புதுமதி	
					
					Active
					<input type="button" value="Choose file"/> <input type="button" value="No ...sen"/>
					<input type="button" value="Clear Image"/>
Personal	Others	Fees	Attendance	Library	Family Photo

1. Click on New button or Press F2 key. The above screen will be displayed
2. Enter application no.
3. Select Self Finance / Aided
4. Enter Admission No., Admission date, admission type, category, year joined, semester, register no, student name.
5. Enter Tc name.
6. Enter Roll No.
7. Enter batch, programme, section, 1<sup>st</sup> language, name in tamil.
8. Choose photo to upload.
9. Status will be displayed automatically.

There are multiple tabs available in this screen. Let us see about them.

## Personal

Personal	Others	Fees	Attendance	Library	Family Photo
<b>Minority Details</b> Mother Tongue <input type="text" value="TAMIL"/>					
<b>Counselling Details</b> Part III Mark <input type="text" value="0.00"/>					
<b>Personal Details</b>					
*Gender <input type="text" value="Female"/>		Nationality <input type="text" value="Indian"/>		Residence <input type="text" value="--- Select ---"/>	
*DOB <input type="text" value="27-02-2001"/> Age <input type="text" value="20"/>		Lang. Known <input type="text"/>		*Native Place <input type="text" value="SANKARANKOIL"/>	
Marital Status <input type="text" value="--- Select ---"/>		*Community <input type="text" value="BC"/> FG <input type="checkbox"/>		*Resi. Type <input type="text" value="Days Scholar(Own)"/>	
Medium <input type="text" value="ENGLISH"/>		Caste <input type="text" value="VANNEYAR"/>			
Team <input type="text" value="ALL"/>		Minority <input type="text" value="--- Select ---"/>			
ID Mark1 <input type="text" value="A MOLE ON THE LOWER CHIN."/>		ID Mark2 <input type="text" value="A MOLE ON THE LEFT EYEBROW."/>		Religion <input type="text" value="HINDU"/>	
				Quota <input type="text" value="--- Select ---"/>	

Select gender, date of birth, marital status, community, caste, native place.

Select the residential type and religion, quota.

## Address

Present Address	Permanent Address	<input type="checkbox"/> Same as present address
Address <input type="text" value="118, RAMASAMY PURAM 5 TH STREET,"/>	Address <input type="text" value="118, RAMASAMY PURAM 5 TH STREET,"/>	
*City <input type="text" value="SANKARANKOIL"/>	*City <input type="text" value="SANKARANKOIL"/>	
Pin Code <input type="text" value="627 756"/>	Pin Code <input type="text" value="627 756"/>	
District <input type="text" value="TIRUNELVELI"/>	District <input type="text" value="TIRUNELVELI"/>	
State <input type="text" value="TAMILNADU"/>	State <input type="text" value="TAMILNADU"/>	
Country <input type="text" value="INDIA"/>	Country <input type="text" value="INDIA"/>	
Phone <input type="text"/>	Phone <input type="text"/>	
Mobile <input type="text" value="9600776813"/>	Mobile <input type="text" value="9600776813"/>	
Email <input type="text"/>	Email <input type="text"/>	
<b>Parents Details</b>		
Father Name <input type="text" value="ANNAMALAI A"/>	Mother Name <input type="text" value="SANKARAVADIVU A"/>	Guardian Name <input type="text"/>
Qualification <input type="text"/>	Qualification <input type="text"/>	Qualification <input type="text"/>
Occupation <input type="text" value="COOLIE"/>	Occupation <input type="text" value="--- Select ---"/>	Occupation <input type="text" value="--- Select ---"/>



Enter address, city, state, country, phone, mobile, email and pin code.

Enter remarks if needed.

#### Others:

SSLC / Others	HSC	Diploma	UG	PG		
Exam Board <input type="text" value="STATE BOARD"/>		Stream <input type="text" value="ACADEMIC"/>		Medium <input type="text" value="ENGLISH"/>		
Register No. <input type="text" value="15263"/>	Year <input type="text" value="2020"/>	Marksheet No. <input type="text"/>		Grade <input type="text" value="A"/>		
Institution <input type="text" value="AMG GOVT HR SEC SCHOOL KARIVALAMVANTHANALLUR"/>						
Max. Marks <input type="text" value="600.00"/>	Obtained <input type="text" value="473.00"/>	% of Marks <input type="text" value="78.83"/>		Rank <input type="text"/>		
S.No.	Subject	No. of Attempts	Maximum Marks	Marks Obtained	% of Marks	Class/ Grade
1	TAMIL	1	100	80	80.00	A
2	ENGLISH	1	100	85	85.00	A
3	MATHEMATICS	1	100	82	82.00	A
4	PHYSICS	1	100	75	75.00	B
5	CHEMISTRY	1	100	77	77.00	B
6	COMPUTER SCIENCE	1	100	74	74.00	C
Total			600	473	78.83	

Please Enter mark details for SSLC, HSC, Diploma, UG and PG.

#### Certificate Details

S.No.	Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 1	Attendance Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 2	Bonafide Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 3	Conduct Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 4	Course Completion Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 5	Transfer Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 6	Identity Certificate	Choose file	No ...sen
<input checked="" type="checkbox"/> 7	Geniune Certificate	Choose file	No ...sen

Please select certificates submitted by the student at the time of joining.

9. Click <Save> button.

If the message is '**Student saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 4.2 Originals Return

This screen is used to record when the Original Certificated are Returned to the student.

**ORIGINALS RETURN**



















Search by the criteria below :

Student

Return Date  To

Batch

Programme

Return No.	Date	Roll No	Name	Batch	Programme	Certificate	
20-21/00001	22-03-2021	18SBEN004	BANUMATHI A	2018-2021	B.A. ENGLISH	Transfer Certificate	  
20-21/00001	22-03-2021	18SBEN004	BANUMATHI A	2018-2021	B.A. ENGLISH	Identity Certificate	  
20-21/00001	22-03-2021	18SBEN004	BANUMATHI A	2018-2021	B.A. ENGLISH	Geniune Certificate	  
20-21/00001	22-03-2021	18SBEN004	BANUMATHI A	2018-2021	B.A. ENGLISH	Bonafide Certificate	  
20-21/00001	22-03-2021	18SBEN004	BANUMATHI A	2018-2021	B.A. ENGLISH	Conduct Certificate	  
20-21/00001	22-03-2021	18SBEN004	BANUMATHI A	2018-2021	B.A. ENGLISH	Course Completion Certificate	  

### To Modify Originals Return

We cannot edit the roll no.

1. Select the original return you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Originals Return

1. Select a original return you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Originals Return

ORIGINALS RETURN	
Return No.	20-21/00004
*Student	BANUMATHI A(18SBEN004)
Batch	2018-2021
Programme	B.A. ENGLISH
*Date	22-03-2021
*Issued To	Student
*Remarks	For Bank Loan

	S.No.	Certificate
<input checked="" type="checkbox"/>	1	Attendance Certificate
<input checked="" type="checkbox"/>	2	Bonafide Certificate
<input checked="" type="checkbox"/>	3	Conduct Certificate
<input checked="" type="checkbox"/>	4	Course Completion Certificate

1. Click New button. The screen will be displayed.
2. Select the student roll no and it related fields are filled automatically like batch, programme.
3. Return No. generated automatically.
4. Enter date, issued to, Remarks.
5. Click <Save> button.

If the message is '**Originals Return saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 4.3 Certificate Issue

This screen is used to generate various certificates that can be issued to the students.

**CERTIFICATE ISSUE**

Search by the criteria below :

Student -- Select --

Issue Date  To

Certificate No.

Batch 2017-2020

Programme -- Select --

Certificate -- Select --

Search

New
Class

With Photo
▼
🖨

Certificate	Issue No.	Issue Date	Roll No	Name	Batch	Programme	
Attendance Certificate	17-18/00057	10-08-2018	17RBCO059	KARTHIK M	2017-2020	B.COM	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>
Attendance Certificate	17-18/00155	19-07-2019	17SBTM017	POOESAKKI S	2017-2020	B.A. TAMIL	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>
Attendance Certificate	18-19/00013	04-05-2018	17RBHI005	DEEPA V	2017-2020	B.A. HISTORY	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>
Attendance Certificate	18-19/00024	06-06-2018	17SBTM009	KARTHIKA, M.	2017-2020	B.A. TAMIL	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>
Attendance Certificate	18-19/00026	07-06-2018	17RBHI007	GURUPRIYADHARSHINI G	2017-2020	B.A. HISTORY	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>
Attendance Certificate	18-19/00038	26-06-2018	17RBHI025	ANANTHAKUMAR K	2017-2020	B.A. HISTORY	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>
Attendance Certificate	18-19/00059	16-08-2018	17SBTM021	RANESADEVI, P.	2017-2020	B.A. TAMIL	<span style="font-size: 0.8em;">🔍</span> <span style="font-size: 0.8em;">✖</span> <span style="font-size: 0.8em;">🖨</span>

#### To Modify Certificate Issue

We cannot edit the roll no.

1. Select the certificate you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Certificate Issue

1. Select a certificate you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Certificate Issue


## CERTIFICATE ISSUE

Issue No.	17-18/00001
*Issue Date	04-10-2017
*Certificate	Bonafide Certificate
Certificate No.	B00152
Certificate Purpose	Other ▼
*Batch	2015-2018
*Programme	B.A. HISTORY
*Student	AJITHKUMAR, S.(15RBHI011)
Conduct	GOOD
Issued To	STUDENT
Remarks	FOR BANK LOAN

Save
Close

1. Click New button. The screen will be displayed.
2. Issue No. generated automatically.
3. Select Issue date.
4. Select certificate.
5. Certificate no generated automatically.
6. Select certificate purpose, batch, programme.
7. Select roll no.
8. Enter Conduct, Issued to, Remarks.
9. Click <Save> button.

If the message is '**Certificate Issue saved successfully**', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required. The certificate will open as below and you can print it.



**ROVAN College [DEMO]**  
A Leading college in India  
1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India

**BONAFIDE CERTIFICATE**

This is to certify that **AJITHKUMAR, S. (Reg.No. : 15RBHI011)** S/o. **Mr. SATHAN** is a bonafide student of Rovan College, Sivakasi, doing **III Year B.A. HISTORY** Course, during the academic year **2021-2022**.

His conduct and character are good.

**SIGNATURE**

#### 4.4 Transfer Certificate

This screen is used to generate Transfer Certificates to students.

**TRANSFER CERTIFICATE**

Search by the criteria below :

Student   
TC Date  To   
TC No.

Batch   
Programme

With Photo ☐

TC No.	Date	Roll No	Name	Batch	Programme	
A0286	05-03-2020	19RMC0030	MUTHUVIJAYAN S	2019-2021	M.COM	<input type="button" value="Print"/> <input type="button" value="X"/> <input type="button" value="Print"/>
A0287	10-03-2020	19RBCH037	KANNAN P	2019-2022	B.SC. CHEMISTRY	<input type="button" value="Print"/> <input type="button" value="X"/> <input type="button" value="Print"/>
A0288	04-08-2020	18RBHI018	PRIYADHARSHINI S	2018-2021	B.A. HISTORY	<input type="button" value="Print"/> <input type="button" value="X"/> <input type="button" value="Print"/>
A0289	26-08-2020	18RBHI002	GAYATHRI K	2018-2021	B.A. HISTORY	<input type="button" value="Print"/> <input type="button" value="X"/> <input type="button" value="Print"/>
A0290	17-04-2020	17RBHI002	AMUTHA K	2017-2020	B.A. HISTORY	<input type="button" value="Print"/> <input type="button" value="X"/> <input type="button" value="Print"/>
A0291	17-04-2020	17RBHI003	ARCHANAPREETHI R	2017-2020	B.A. HISTORY	<input type="button" value="Print"/> <input type="button" value="X"/> <input type="button" value="Print"/>

### To Modify Transfer Certificate

We cannot edit the roll no.

1. Select the certificate you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Transfer Certificates

1. Select a certificate you want to delete.
2. Click Delete image.
3. Confirm your deletion process.


### To add a New Transfer Certificate

TRANSFER CERTIFICATE	
TC No.	A0287
*Date	10-03-2020
*Date of Leaving	10-10-2019
*Date of Application	10-03-2020
*Batch	2019-2022
*Programme	B.SC. CHEMISTRY
*Student	KANNAN P
*Year of Leaving	FIRST YEAR
Medical Inspection	Yes
Promoted	<input type="checkbox"/>
Discontinued	<input checked="" type="checkbox"/>
Conduct	GOOD
Received By	SELF
Remarks	
Reason for Leaving	Transfer
<div>Save</div> <div>Close</div>	

1. Click New button. The screen will be displayed.
2. TC No. generated automatically.
3. Select date of leaving.
4. Select date of application.

5. Select batch, programme, roll no, year of leaving.
6. Enter medical inspection.
7. Promoted or discontinued.
8. Enter conduct, received by, remarks, reason for leaving.
9. Click <Save> button.

If the message is '**Transfer Certificate saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required. Transfer Certificate will open as below and you can print it.

	<b>ROVAN College [DEMO]</b> 1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>TRANSFER CUM CONDUCT CERTIFICATE</b> </div>	
TC No : A0287	Adm. No. : 19RBCH037 Uni. Reg. No. : B9S26536
1. Name of the Student	: KANNAN P
2. Father's name	: PANNEERSELVAM
3. Mother's name	: KALIAMMAL A
4. Date of Birth as entered in the Admission Register in words	: 04-10-2001 FOURTH - OCTOBER - TWO THOUSAND ONE
5. Nationality	: Indian
6. Religion	: HINDU
7. Caste and Community	: Refer Community Certificate
8. Date of joining the College	: 04-06-2019
9. At the time of leaving the student was studying in course Semester	: B.SC. CHEMISTRY : 2ND SEMESTER



## 4.5 Dropout

When a student is absent for the classes for a long time he will be marked as Dropout. Once marked as Dropout he can join the classes again after getting the permission from the principal.

**DROPOUT**

Search by the criteria below :

Student

Dropout Date  To

Batch

Programme

[Search](#)

[New](#)
[Class](#)

Drop No.	Date of Leaving	Roll No	Name	Batch	Programme	Reason	
20-21/00049	29-06-2019	20RBHI034	AASHIK AHMAD M	2020-2023	B.A. HISTORY	LONG ABSENT	
20-21/00050	29-05-2020	20SBTM001	ABIRAMI R	2020-2023	B.A. TAMIL	LONG ABSENT	

2 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To Modify Dropout

We cannot edit the roll no.

1. Select the dropout you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Dropout

1. Select a dropout you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Dropout

DROPOUT

<p>Drop No. <input type="text" value="20-21/00049"/></p> <p>*Date of Leaving <input type="text" value="29.06.2019"/></p> <p>*Student <input type="text" value="AASHIK AHMAD M (20RBHI034)"/></p> <p>Batch <input type="text" value="2020-2023"/></p> <p>Programme <input type="text" value="B.A. HISTORY"/></p>	<p>Promoted <input checked="" type="checkbox"/> TC Issued <input type="checkbox"/></p> <p>Conduct <input type="text" value="GOOD"/></p> <p>*Reason <input type="text" value="LONG ABSENT"/></p>
---	---

Reactivated On

Reactivated Reason

1. Click New button. The screen will be displayed.
2. Drop No. generated automatically.
3. Select student and its fetch batch, programme automatically.
4. Select date of application.
5. Select batch, programme, roll no, year of leaving.
8. Enter conduct, remarks.
9. Click <Save> button.

If the message is '**Dropout saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 4.6 Reactive Student

This screen is used to reactive Dropout students..

### To add a Reactive Student

**REACTIVE STUDENT**

*Batch	<input type="text" value="2018-2021"/>
*Programme	<input type="text" value="B.SC. CHEMISTRY"/>
*Student	<input type="text" value="KALAISELVI K (18RBCH004)"/>
Section	<input type="text" value="A"/>
Semester	<input type="text" value="6TH SEMESTER"/>
Dropout Date	<input type="text" value="22-03-2021"/>
*Reactive Date	<input type="text" value="29-03-2021"/>
Reactive Reason	<input style="background-color: #ffffcc;" type="text" value="Transfer"/>

1. Click New button. The screen will be displayed.
2. Select batch, programme, student and its fetch section, semester, dropout date automatically.
3. Select date of reactive.
4. Enter reactive reason.
5. Click <Save> button.

If the message is **Reactive Student saved successfully**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.7 Programme Transfer

Programme Transfer is used transfer the student from one programme to the other within the institution.

## PROGRAMME TRANSFER

Programme Transfer No.	<input type="text"/>		
*Date	<input type="text" value="29-03-2021"/>	*Transfer Batch	<input type="text" value="2017-2020"/>
*Student	<input type="text" value="17RBCO008 (ARCHANA DEVI M)"/>	*Transfer Programme	<input type="text" value="B.A. HISTORY"/>
Batch	<input type="text" value="2017-2020"/>	*Reason	<input type="text" value="Interest in History"/>
Programme	<input type="text" value="B.COM"/>		

1. Click New button. The screen will be displayed.
2. Select student and its fetch batch, programme, automatically.
3. Select transfer batch, transfer programme.
4. Enter reason.
5. Click <Transfer> button.

If the message is '**Programme Transfer saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 4.8 Roll No. Allocation

Roll No. Allocation screen helps to allot the roll no for the students.

## ROLL NO. ALLOCATION

*Batch	<input type="text" value="2020-2023"/>	For automatic generation give new roll no of the first student	<input type="text" value="180001"/>
*Programme	<input type="text" value="B.SC. CHEMISTRY"/>		<input type="button" value="Generate"/>
Section	<input type="text" value="--- Select ---"/>	<input type="button" value="View"/>	

S.No.	Roll No.	Name	New Roll No.
1	20RBCH017	AKILAN S	180001
2	20RBCH001	AKSHAYA V	180002
3	20RBCH018	ALAGURAJA V	180003
4	20RBCH019	ASHOK KUMAR D	180004
5	20RBCH046	BALAJI M	180005
6	20RBCH020	BHARATHAN R	180006
7	20RBCH002	BRINDHA M	180007
8	20RBCH021	CHANDRA BOSE S	180008

1. Select the batch students belonging to the selected batch but not allotted to any section will appear.
2. Enter the Roll No you want to allot for the students.
3. For automatic generation give new roll no of the first student and then click <Generate> button.
4. If you want to allot the roll no to all the displayed student click select all and all the displayed student are selected.

If you want to allot the Roll No only to a few student then remove the tick mark from those who do not belong to the particular class.

5. Click <Save> button.
6. Confirm the allotment process.

If the message is '**Roll No. Allotment saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.9 Reg No. Allocation

Reg No. Allocation screen helps to allot the registration number for the students.

**REG NO. ALLOCATION**

\*Batch

\*Programme

Section  View

For automatic generation give new reg no of the first student

Generate

S.No.	Roll No.	Reg No.	Name	New Reg No.
1	20RBCH001	AGC0001	AKSHAYA V	CHE001
2	20RBCH002	AGC0002	BRINDHA M	CHE002
3	20RBCH003	AGC0003	GURUPACKIYAM S	CHE003
4	20RBCH004	AGC0004	KALAISELVI G	CHE004
5	20RBCH005	AGC0005	LEKETHA J	CHE005
6	20RBCH006	AGC0006	NIRMALADEVI E	CHE006
7	20RBCH007	AGC0007	SATHIYABAMA G	CHE007
8	20RBCH008	AGC0008	SERANKIRUBA D	CHE008
9	20RBCH009	AGC0009	SHENPAGAKANI K	CHE009

1. Select the batch students belonging to the selected batch but not allotted to any section will appear.
2. Enter the Reg No you want to allot for the students.
3. For automatic generation give new reg no of the first student and then click <Generate> button.
4. If you want to allot the reg no to all the displayed student click select all and all the displayed student are selected.  
  
If you want to allot the Reg No only to a few student then remove the tick mark from those who do not belong to the particular class.
5. Click <Save> button.
6. Confirm the allotment process.

If the message is '**Reg No. Allotment saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.10 Promotion

Promotion screen helps to promote the students from one semester to the next corresponding semester.

**PROMOTION**

\*Batch

\*Programme

\*Current Semester

\*Promote to

<input checked="" type="checkbox"/>	S.No.	Roll No.	Name
<input checked="" type="checkbox"/>	1	UATA190001	ABEX JINI Y
<input checked="" type="checkbox"/>	2	UATA190002	ABISHA A
<input checked="" type="checkbox"/>	3	UATA190003	ABISHA I
<input checked="" type="checkbox"/>	4	UATA190004	ABISHA R
<input checked="" type="checkbox"/>	5	UATA190005	ABISHA V
<input checked="" type="checkbox"/>	6	UATA190006	ABITHA X
<input checked="" type="checkbox"/>	7	UATA190007	AJISHA MOL S
<input checked="" type="checkbox"/>	8	UATA190008	AJISHA R
<input checked="" type="checkbox"/>	9	UATA190009	AJITHA A

1. Select the batch, programme and current semester.
2. Automatically fetch promoted to
3. Then click <view > button
4. It will fetch the particular students of that batch, programme.
5. Click <Save> button.

If the message is **Promotion saved successfully**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.11 Section Allotment

Section allotment screen helps to allot the section for the students.

### SECTION ALLOTMENT

\*Batch

\*Programme

Show unallotted students ☐

\*Allot to

View

<input checked="" type="checkbox"/>	S.No.	Roll No.	Name	Section
<input checked="" type="checkbox"/>	1	UAEN200101	ABISHA S	A
<input checked="" type="checkbox"/>	2	UAEN200102	ABISHA T	A
<input checked="" type="checkbox"/>	3	UAEN200103	ABISHIHA S	A
<input checked="" type="checkbox"/>	4	UAEN200104	ABITHA A N	A
<input checked="" type="checkbox"/>	5	UAEN200105	ABITHA LIFNEE Y S	A
<input checked="" type="checkbox"/>	6	UAEN200106	AGISHA A G	A
<input checked="" type="checkbox"/>	7	UAEN200107	AINUL FATHIMA N	A
<input checked="" type="checkbox"/>	8	UAEN200108	AISHA R V	A
<input checked="" type="checkbox"/>	9	UAEN200109	AJILIN SINGH S A	A

1. Select the batch students belonging to the selected batch but not allotted to any section will appear.
2. Select the section you want to allot for the students.
3. If you want to allot the section to all the displayed students click select all and all the displayed students are selected.

If you want to allot the section only to a few students then remove the tick mark from those who do not belong to the particular section.

4. Click <Save> button.
5. Confirm the allotment process.

If the message is '**Section Allotment saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.12 Team Allotment

Team is the sub division applied within a class. Students will be assigned in teams when the class is divided as multiple units and sent to different labs at the same time. Team allotment screen helps to allot the team for the students.

**TEAM ALLOTMENT**

\*Batch

\*Programme

\*Section

\*Allot to

Show unallotted students ☐

✓	S.No.	Roll No.	Name	Team
✓	1	UAEN200101	ABISHA S	All
✓	2	UAEN200102	ABISHA T	All
✓	3	UAEN200103	ABISHIHA S	All
✓	4	UAEN200104	ABITHA A N	All
✓	5	UAEN200105	ABITHA LIFNEE Y S	All
✓	6	UAEN200106	AGISHA A G	All
✓	7	UAEN200107	AINUL FATHIMA N	All
✓	8	UAEN200108	AISHA R V	All



1. Select the batch students belonging to the selected batch but not allotted to any team will appear.
2. Select the team you want to allot for the students.
3. If you want to allot the team to all the displayed students click select all and all the displayed students are selected.

If you want to allot the section only to a few students then remove the tick mark from those who do not belong to the particular team.

4. Click <Save> button.
5. Confirm the allotment process.

If the message is '**Team Allotment saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.13 Import Student List

Import Student List screen helps to import students from spread sheets.

STUDENT IMPORT

[Export Template](#)

\*CSV File path

[Upload](#)

Roll Number	Student Name	Admission Date	Batch	Programme	Section	Semester	Student Category	Admission Type	Year Joined	Residential Type	Native Place	Gender
16BBA084	BANU.M	23-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	F
16BBA085	MADHI.L	23-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	F
16BBA086	RAJ	23-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA064	BANU.M	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	F
16BBA065	MADHI.L	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	F
16BBA066	MADHU	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA067	VEL	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA068	MUTHU	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA069	DHACHINA	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA070	MURUGA	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA071	PANDI	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M
16BBA072	RAM	22-03-2021	2018-2021	BBA	A	1SEM	GQ	R	IYR	O	VA	M

1. Prepare the data in excel.
2. Save that excel in particular directory.
3. Click <upload> button

4. Its fetch the data from excel.
5. Click <Save> button.
6. Confirm the allotment process.

If the message is '**Student Data Imported successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 4.14 Achievement

Achievement screen is used to maintain the details of the achievements of the students.

**ACHIEVEMENT**

Search by the criteria below :

Activity

Student

Submit Date  To

[Search](#)

[New](#)

Activity No.	Date	Name	Activity	Participate Nature	Organizer	
1	18-11-2020	A.ARJUN	Assignment1	part	RAC	
2	22-03-2021	A.SARAN	Assignment1	nature	RAC	
3	22-03-2021	AJAY.P	Assignment1	nature	RAC	
4	22-03-2021	PRAGATHEESWARAN D	Assignment1	part	RCE	

4 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To Modify Achievement

We cannot edit the activity no.


1. Select the activity you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Achievement

1. Select a activity you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

### To add a New Achievement

ACHIEVEMENT			
*Activity No.	<input type="text" value="2"/>	*Student	<input type="text" value="A.SARAN"/>
Ref. No	<input type="text"/>	*Submit Dt.	<input type="text" value="22-03-2021"/>
*Activity	<input type="text" value="Assignment1"/>	*Activity Type	<input type="text" value="Activity type"/>
*Activity Level	<input type="text" value="Level1"/>	* From Date	<input type="text" value="01-03-2021"/> *To <input type="text" value="31-03-2021"/>
*Participate Nature	<input type="text" value="nature"/>	*Winning Level	<input type="text" value="first"/>
*Organizer	<input type="text" value="RAC"/>		
Photo Upload <input checked="" type="checkbox"/>			
			

1. Click New button. The screen will be displayed.
2. Ref No. generated automatically.
3. Select activity, activity level, participate nature, organizer
4. Select student, submit date, activity type
5. Select from date, to date, wining level.
7. Upload photo
8. Click <Save> button.

If the message is '**Achievement saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 4.15 Discipline

Discipline is used to keep the records about disciplinary actions taken against the students.

**DISCIPLINE**













Search by the criteria below :

Student --- Select ---

Discipline Date 01-01-2020 To 01-05-2021

Search

New

Discipline No.	Discipline Date	Roll No.	Name		
20-21/00006	22-03-2021	815114121026	MOHAMED SALMANKHAN.M		
20-21/00005	22-03-2021	18-19/14060	ZIYAUHAG.A		
20-21/00004	22-03-2021	815119114046	SABARISH.S		
20-21/00003	22-03-2021	815117103031	RAJESH.A		
20-21/00002	22-03-2021	20-21_14586	A.Priya Dharshini		
20-21/00001	25-03-2021	20-21-001	C.GOKUL		

6 records found. First Prev Displaying page 1 of 1 Next Last

### To Modify Discipline

We cannot edit the discipline no.

1. Select the discipline you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Discipline

1. Select a discipline you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Disciplinary Activity**

**DISCIPLINE**

\* Discipline No.

20-21/00003

\* Discipline Date

22-03-2021

\* Student

RAJESH.A

\* Discipline

GOOD

\* Action Taken

Rewards

Remarks

-

Save

Close

1. Click New button. The screen will be displayed.
2. Discipline No. generated automatically.
3. Select discipline date, student, discipline, action taken, remarks
4. Click <Save> button.

If the message is '**Discipline saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 4.16 Student Grievance

Student Grievance is used to maintain the details about the grievances raised by the students.

STUDENT GRIEVANCE			
Search by the criteria below :			
Student	--- Select ---		Search
Grievance Date	01-01-2020	To 31-05-2021	
Grievance No.	Grievance Date	Roll No.	Name
20-21/00004	22-03-2021	16BME061	BANU.M
20-21/00003	22-03-2021	16BME061	BANU.M
20-21/00002	22-03-2021	815119104014	FELIX.J
20-21/00001	22-03-2021	815119104014	FELIX.J
4 records found. First Prev Displaying page 1 of 1 Next Last			

## To Modify Student Grievance

We cannot edit the grievance.

1. Select the grievance you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

## 4.17 Assign Mentor

Assign Mentor is used to allot the students to the mentors.

ASSIGN MENTOR					
Search by the criteria below :					
Mentor	A.Amuda Sudha.		Department	--- Select ---	
Student	--- Select ---		Search		
New					
Mentor Name	Batch	Programme	Section	Department	Designation
A.Amuda Sudha.	2019-2024	ARCHITECTURE	A	Architecture	Assistant Professor
A.Amuda Sudha.	2019-2023	BIO MEDICAL ENGINEERING	A	Architecture	Assistant Professor
1 records found. First Prev Displaying page 1 of 1 Next Last					

### To Modify Mentor

We cannot edit the mentor, designation department, batch, programme.

1. Select the mentor you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Mentor

1. Select a mentor you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Assign Mentor

#### ASSIGN MENTOR

*Mentor	A.Amuda Sudha.	*Batch	2019-2024
Designation	Assistant Professor	*Programme	ARCHITECTURE
Department	Architecture	*Section	A
Status	Active		

✓	S.No.	Roll No.	Student Name	Gender	CGPA	No. of Arrears
✓	1	19BARC001	A.ARJUN	Male	0.00	0
✓	2	19BARC038	R.ABIMANYU	Male	0.00	0
✓	3	19BARC045	RENU	Male	0.00	0
✓	4	19BARC047	ROHITH.H	Male	0.00	0
✓	5	19BARC008	ARAVINTH.S	Male	0.00	0
✓	6	19BARC033	MOHAMED ASLAM ABBAS.S.M	Male	0.00	1
✓	7	19BARC037	PRADEEP.M	Male	0.00	0
✓	8	19BARC005	ABINAYA.M	Female	0.00	0
✓	9	19BARC052	THAQSEEN BANU.S	Female	0.00	0

1. Click New button. The screen will be displayed.

2. Select mentor and its fetch designation, department.
3. Select batch, programme, section.
4. its fetch student details Automatically.
5. Click <Save> button.

If the message is '**Mentor saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 4.18 Admission Register

The parameter screen will open as shown in below.

**ADMISSION REGISTER**

Batch

--- Select ---

Programme

--- Select ---

\*Admission Date

30-03-2018

\*To

30-03-2021

Show Summary

☐

**View**

**Close**

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



**ADMISSION REGISTER**

Admission Date : 30-03-2018 To : 30-03-2021

S.No.	Admn.No. Roll No.	Student Name Address	D.O.B Gender	Religion Caste Community	Father Occupation Income	Institution Name TC No.	Class of Admn Date of Admn	Date Left	Signature
1	001 19RBC0004	ANUJA R 100/111 DHARMAPURAM SOUTH STREET RAJAPALAYAM. - 626 117	26-05-2002 Female	HINDU KSHATRIYA RAJ OC	RAMASUBRAMANIAM	AKDD GIRLS HR SEC SCHOOL,RAJAPALAY AM	IYR B.COM 08-05-2019		
2	001 19SBC0007	BHARATHI RANI M 167 INAM CHETTIKULAM RAJAPALAYAM. - 626 117	29-09-2001 Female	HINDU PALLAN SC	MUTHUMANI K COOLIE	N A ANNAPPA RAJA MEMORIAL HR SEC SCHOOL RAJAPALAYA	IYR B.COM (SELF) 20-04-2019		
3	002 19RBC0036	PRIYA DHARSHINI R 151 C MADASAMY KOVIL STREET RJM - 626 117	01-03-2002 Female	HINDU KSHATRIYA RAJ OC	RAMARAJ V K DRIVER	AKDD GIRLS HR SEC SCHOOL,RAJAPALAY AM	IYR B.COM 08-05-2019		
4	002 19SBC0108	PANDISELVI C 214 INAM CHETTIKULAM OTHAPPATTI STREET RAJAPALAYAM. - 626 117	06-10-2001 Female	HINDU PALLAN SC	CHELLADURAI E COOLIE	N A ANNAPPA RAJA MEMORIAL HR SEC SCHOOL RAJAPALAYA	IYR B.COM (SELF) 20-04-2019		
5	003 19RBC0002	ANANDALAKSHMI R 88/97,DHARMAPURAM SOUTH STREET RJM - 626 117	31-10-2001 Female	HINDU KSHATRIYA RAJ OC	RAMARAJ B	SRI VENUGOPAL VIDYALAYA CHENNAI	IYR B.COM 08-05-2019		

#### 4.19 Student Strength

The parameter screen will open as shown in below.

**STUDENT STRENGTH**

Type Programmewise Strength ▼

Programme Level --- Select ---

\*Year --- Select ---

Show Section ☐

Show Boys/Girls ☐

Include Left Students ☐

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## STUDENT STRENGTH

PROGRAMME LEVEL : UG

S.No	Name of the Programme	IYR	IIYR	IIIR	Total
1	B.A. HISTORY	79	60	-	139
2	B.COM	75	71	-	146
3	B.SC. CHEMISTRY	46	43	-	89
4	B.SC. MATHS	43	50	-	93
5	B.SC. PHYSICS	37	40	-	77
6	B.A. ENGLISH	53	64	65	182
7	B.B.A.	68	66	-	134
8	B.COM(C.A)	94	85	-	179
9	B.COM (SELF)	138	115	-	253
10	B.SC(C.S)	47	46	-	93
11	B.A. TAMIL	70	65	-	135

## 4.20 Certificate Received Register

The parameter screen will open as shown in below.

**CERTIFICATE RECEIVED REGISTER**

\*Batch

\*Programme

Certificate

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## CERTIFICATE RECEIVED REGISTER

Batch : 2017-2020

Programme : B.A (History)

S.No.	Roll No.	Name	Attendance Certificate	Bonafide Certificate	Transfer Certificate
1	A0515/2019-20	RAJESWARI. G	Yes	Yes	Yes
2	UHY170001	ANUSUYA. M	Yes	Yes	Yes
3	UHY170002	ARUNA DEVI. L	Yes	Yes	Yes
4	UHY170003	ATHIRSTALAKSHMI. C	Yes	Yes	Yes
5	UHY170004	BHUVANADEV. S	Yes	Yes	Yes
6	UHY170005	CHITRA. G	Yes	Yes	Yes
7	UHY170006	DEEPA. T	Yes	Yes	Yes
8	UHY170007	DIVYALAKSHMI. K	Yes	Yes	Yes
9	UHY170008	GAYATHRI. K	Yes	Yes	Yes
10	UHY170012	KAVITHA. G	Yes	Yes	Yes
11	UHY170013	KOHILA. S	Yes	Yes	Yes
12	UHY170015	KRISHNAVENI. M	Yes	Yes	Yes
13	UHY170017	MARIYAMMAL. K	Yes	Yes	Yes

## 4.21 Original Returns Register

The parameter screen will open as shown in below.

## ORIGINALS RETURN REGISTER

\*Batch

\*Programme

Certificate

\*Issue Date  \*To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## ORIGINALS RETURN REGISTER

Batch : 2018-2021 Programme : B.A. ENGLISH

From : 01-01-2021 To : 03-06-2021

S.No.	Roll No.	Name	AT	BFC	CC	CCC	GC	IDC	TC	Signature
1	18SBEN004	BANUMATHI A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

Total No. of Records : 1

## 4.22 Certificate Issue Register

The parameter screen will open as shown in below.

## CERTIFICATE ISSUE REGISTER

Batch

Programme

Certificate

\*Issue Date  \*To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## CERTIFICATE ISSUE REGISTER

From : 01-01-2020 To : 31-05-2021

Issue No.	Issue Date	Roll No.	Name	Batch	Programme	Issued To	Conduct
Certificate : Attendance Certificate							
17-18/00772	28-08-2020	15RBCH041	APOORVA, K.	2015-2018	B.SC. CHEMISTRY		
18-19/00733	03-01-2020	18RBPY033	PETCHIMUTHU M	2018-2021	B.SC. PHYSICS		
18-19/00734	06-01-2020	18RBHI070	THIRUMOORTHY M	2018-2021	B.A. HISTORY		
18-19/00735	06-01-2020	16SBGA130	NANTHAGOPAL T	2016-2019	B.COM(C.A)		
18-19/00736	06-01-2020	16SBGA128	MUTHUSARAVANAN M	2016-2019	B.COM(C.A)		
18-19/00737	06-01-2020	17SBEN051	DANIELMICKEALDOSS F	2017-2020	B.A. ENGLISH		
18-19/00738	06-01-2020	17SBEN066	PRATHAP M	2017-2020	B.A. ENGLISH		
18-19/00739	07-01-2020	17SBGA104	NANTHINI K	2017-2020	B.COM(C.A)		
18-19/00740	08-01-2020	18SBGA114	THILAGAKANI S	2018-2021	B.COM(C.A)		
18-19/00741	08-01-2020	18SBGA111	SANGEETHA D	2018-2021	B.COM(C.A)		

## 4.23 TC (Transfer Certificate) Register

The parameter screen will open as shown in below.

### TC REGISTER

Batch

Programme

\*TC Date  \*To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## TC REGISTER

From : 01-01-2019 To : 31-05-2020

S.No.	TC No.	Date	Date of Leaving	Admission No.	Roll No.	Name	Batch	Programme	Remarks
DEPARTMENT : BUSINESS ADMINISTRATION									
1	S0579	09-12-2019	16-07-2014	403	13SBBA035	MUTHUKUMAR M	2013-2016	B.B.A.	
2	S0009	01-03-2019	30-04-2016	406	15SBBA019	YUVALAKSHMI P	2015-2018	B.B.A.	
3	S0015	29-03-2019	12-03-2018	65	15SBBA043	MARISELVAM, K.	2015-2018	B.B.A.	
4	S0217	12-04-2019	12-04-2019	605	16SBBA001	AMUTHASELVI S	2016-2019	B.B.A.	
5	S0219	12-04-2019	12-04-2019	469	16SBBA003	KALA E	2016-2019	B.B.A.	
6	S0220	12-04-2019	12-04-2019	369	16SBBA004	KAVITHA LAKSHMI M	2016-2019	B.B.A.	
7	S0221	12-04-2019	12-04-2019	284	16SBBA007	MUTHULAKSHMI M	2016-2019	B.B.A.	
8	S0222	12-04-2019	12-04-2019	444	16SBBA008	PACKIYALAKSHMI L	2016-2019	B.B.A.	
9	S0223	12-04-2019	12-04-2019	224	16SBBA009	PALANEESWARI K	2016-2019	B.B.A.	
10	S0224	12-04-2019	12-04-2019	431	16SBBA011	SUBALAKSHMI R	2016-2019	B.B.A.	

## 4.24 Dropout Register

The parameter screen will open as shown in below.

**DROPOUT REGISTER**

Batch

Programme

\*Drop Date

\*To

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## DROPOUT REGISTER

From : 01-01-2018 To : 05-05-2020

S.No. Drop No.	Date	Roll No.	Name	Batch	Programme	Promoted	Conduct	Reason
DEPARTMENT : HISTORY								
1	20-21/00049	29-06-2019	20RBHI034	AASHIK AHMAD M	2020-2023	B.A. HISTORY	Yes	GOOD LONG ABSENT

Total No. of Records : 1

## 4.25 Student List

The parameter screen will open as shown in below.

STUDENT LIST

\*Batch Select ---

\*Programme --- Select ---

Section --- Select ---

\*Type Department ▼

Status Active ▼

Export
View
Close

<input type="checkbox"/> S.No.	Excel Fields
<input type="checkbox"/> 1	Application No.
<input type="checkbox"/> 2	Roll Number
<input type="checkbox"/> 3	Student Name
<input type="checkbox"/> 4	Register No
<input type="checkbox"/> 5	Admission No
<input type="checkbox"/> 6	Admission Date
<input type="checkbox"/> 7	Batch
<input type="checkbox"/> 8	Programme
<input type="checkbox"/> 9	Section
<input type="checkbox"/> 10	Semester
<input type="checkbox"/> 11	Student Category
<input type="checkbox"/> 12	Admission Type
<input type="checkbox"/> 13	Residential Type

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



**NOMINAL ROLL**

Batch : 2019-2022 Programme : B.A. HISTORY

Date : 30-03-2021

S.No.	Roll No.	Name of the Student	Gender	Remarks
1	19RBHI001	ANANDA SHUNMUGA PRIYA S	F	
2	19RBHI002	ANITHA R	F	
3	19RBHI003	DHANALAKSHMI M	F	
4	19RBHI005	JYOTHIKA RANI K	F	
5	19RBHI006	KALEESHWARI M	F	
6	19RBHI007	KARPAGAM K	F	
7	19RBHI008	MAHADEVI P	F	
8	19RBHI009	MITRAANANDI S	F	
9	19RBHI010	MUTHUKALI G	F	
10	19RBHI011	MUTHULAKSHMI M	F	

Students' data can be exported to spread sheets. Select the parameters you want from the left side and select the fields you want from the right side section, then click Export button. Required data will be exported to the spread sheet.



## 5. Fees

Fees module helps you manage fee collection activities in the institution.

### 5.1. Fee Definition

Fee definition screen is used to define fees for students.

**FEE DEFINITION**

Search by the criteria below :

Student  Term  Section

Batch  Programme  Semester

**Individual** **Class** **Fee** **Auto Fine Fee** **Hostel**

Fin. Year	Term	Roll No.	Name	Batch	Programme	Section	Due Date	Total Amount		
2020-2021	FIRST YEAR	20SBCA105	PUSHPAVALLI G	2020-2023	B.COM(C.A)	B	16-07-2020	24,300.00		
2020-2021	FIRST YEAR	20SBCA103	NANTHINI V	2020-2023	B.COM(C.A)	B	16-07-2020	24,300.00		
2020-2021	FIRST YEAR	20SBCS002	BOOMIKA MAHALAKSHMI R	2020-2023	B.SC(C.S)	A	16-07-2020	23,200.00		
2020-2021	FIRST YEAR	20SBCS003	DHANALAKSHMI G	2020-2023	B.SC(C.S)	A	16-07-2020	23,200.00		
2020-2021	FIRST YEAR	20SBEN018	YALINII S	2020-2023	B.A. ENGLISH	A	16-07-2020	17,100.00		
2020-2021	FIRST YEAR	20SBCA010	HARINEE A	2020-2023	B.COM(C.A)	A	16-07-2020	24,300.00		
2020-2021	FIRST YEAR	20SBCA112	SURUTHI R	2020-2023	B.COM(C.A)	B	16-07-2020	24,300.00		
2020-2021	FIRST YEAR	20SBCA146	VIRESH M	2020-2023	B.COM(C.A)	B	16-07-2020	24,300.00		
2020-2021	FIRST YEAR	20SBCA137	SHANMUGANAYAGAM R	2020-2023	B.COM(C.A)	B	16-07-2020	24,300.00		

#### To modify existing Fee Definition

We cannot edit the roll number, student name, batch, programme, term.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Fee Definition

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Fee Definition - Individual

FEE DEFINITION - INDIVIDUAL

\*Roll No.


\*Name

\*Batch

\*Programme




\*Term

\*Due Date



Statement

Fee Details :

S.No	Semester	Fee	Fee Amount	Concession Type	Con. Perc	Con. Amount	Net Amount
1	3RD SEMES	BOOK FEES	600.00	--- Select ---		0.00	600.00 
2	3RD SEMES	UNIVERSITY EXAM FEE	2500.00	--- Select ---		0.00	2500.00 
3	3RD SEMES	TUITION FEE	5000.00	--- Select ---		0.00	5000.00 
Total Amount							8100.00

Remarks :

Save

Close

1. Press Individual Button. The above screen will be displayed.
2. Enter the Roll number.
3. Name, Batch, Programme and student photo are displayed automatically.
4. Select the Term, Due date.
5. Select the Semester, Fee and enter the Fee Amount in the grid.
6. If you want to remove the fee in the grid Press <Delete> image.
7. Enter the remarks.
8. Press <Save> button.

If the message is ' **Fee Definition saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

Fees can also be defined in bulk using Class wise Fee Definition facility.

## To add a New Fee Definition - Class wise

Fee can be defined to the whole class using the following screen. When we select the students and click Save button, the fees we have mentioned in the Fee Structure will be applied to all the students.

**FEE DEFINITION - CLASSWISE**

\*Batch

\*Programme

\*Term

Semester

\*Due Date

Narration

**Student Details :**

<input checked="" type="checkbox"/>	S.No	Roll No.	Name
<input checked="" type="checkbox"/>	1	19RBMT001	AYYANAL G
<input checked="" type="checkbox"/>	2	19RBMT002	BHUVANESHWARI S
<input checked="" type="checkbox"/>	3	19RBMT003	GOWSALYA K
<input checked="" type="checkbox"/>	4	19RBMT004	GURULAKSHMI M
<input checked="" type="checkbox"/>	5	19RBMT005	ISHWARYA R
<input checked="" type="checkbox"/>	6	19RBMT006	KALAIVANI K
<input checked="" type="checkbox"/>	7	19RBMT007	KALAIYARASI K
<input checked="" type="checkbox"/>	8	19RBMT008	KAMALIMARY S
<input checked="" type="checkbox"/>	9	19RBMT009	KARPAGAVALLI M
<input checked="" type="checkbox"/>	10	19RBMT010	KARTHEESWARI A
<input checked="" type="checkbox"/>	11	19RBMT012	KAVIYA A
<input checked="" type="checkbox"/>	12	19RBMT013	KAVIYA S

## 5.2. Receipt

Receipt screen is used to collect fees from the student and issue receipt for that.

## RECEIPT

























Search by the criteria below :

Receipt Type **REGULAR FEE** Student --- Select --- Document No.

Receipt No.  Batch --- Select ---

Receipt Date  To  Programme --- Select --- **Search**

**New** **Govt. Receipt** PDF ▾

Receipt No.	Date	Roll No.	Name	Batch	Programme	Payment Type	Amount	
RG/20-21/00001	29-07-2020	20RBCH024	HARISH KUMAR G	2020-2023	BSCCHE	Cash	1,099.00	  
RG/20-21/00002	29-07-2020	20RBCH034	MUTHUKUMAR M	2020-2023	BSCCHE	Cash	1,099.00	  
RG/20-21/00003	29-07-2020	20RBHI019	RAHMATHNISAB	2020-2023	BAHIS	Cash	899.00	  
RG/20-21/00004	29-07-2020	20RBCH039	RAJESH K	2020-2023	BSCCHE	Cash	1,099.00	  
RG/20-21/00005	29-07-2020	20RBCH012	UMAMAHESWARI S	2020-2023	BSCCHE	Cash	1,099.00	  
RG/20-21/00006	29-07-2020	20RBCH032	MATHANKUMAR M	2020-2023	BSCCHE	Cash	1,099.00	  
RG/20-21/00007	29-07-2020	20RBCH022	GOPALAKRISHNAN K	2020-2023	BSCCHE	Cash	1,099.00	  
RG/20-21/00008	29-07-2020	20RBHI005	DHIVYAKUMARI M	2020-2023	BAHIS	Cash	899.00	  

**To modify existing Receipt**

We cannot edit the Receipt Type, Receipt No, Roll No, Batch, Programme, Payment Type.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Receipt**

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Receipt**

## RECEIPT

\*Receipt Type  \*Payment Type


\*Receipt No.  Received Amount

\* Date  Advance carry over ☐

Show Inactive ☐

\*Roll No.

Batch  Programme



[Statement](#) [Reminder](#)

**8,100.00**

Fee Details :

<input type="checkbox"/>	S.No	Term	Semester	Fees	Due Date	Due Amt	Rcvd Amt
<input checked="" type="checkbox"/>	1	SECOND YEA	3SEM	BOOK FEES	05-04-2021	600.00	600.00
Total						<b>600.00</b>	600.00

☐ Include More Fees for a Term

1. Press New Button. The above screen will be displayed.
2. Select the Receipt type. Receipt No is automatically generated.
3. Select the Date.
4. Enter the Roll number.
5. Batch, Programme and student photo are displayed automatically.
6. Fee details are filled automatically in the grid.
7. Select the Payment type and enter the Received Amount.
8. If you want to remove the fee in the grid Press <Delete> image.
9. Enter the remarks.
10. Press <Save> button.

If the message is ' **Receipt saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 5.3. Misc. Receipt

Misc. Receipt screen helps to collect miscellaneous fees. Miscellaneous fees are not defined in advance. They will be collected when the need arises.

**MISC. RECEIPT**

Search by the criteria below :

Rcpt No.

Rcpt Date  01-03-2021 To  31-03-2021

Doc No.

Student  --- Select ---

Batch  --- Select ---

Programme  --- Select ---

Staff  --- Select ---

Others

[Search](#)

[New](#)

[PDF](#) ▼

Receipt No.	Date	Name	Type	Payment Type	Amount	
20-21/00285	12-03-2021	ABIMANYU	Student	Cash	50.00	
20-21/00286	13-03-2021	DURGA PONEESWARI R	Student	Cash	50.00	
20-21/00287	13-03-2021	DIVYA	Others	Bank Credit	100.00	
20-21/00288	13-03-2021	GNANA PRAKASAM S	Staff	Cheque	50.00	
20-21/00289	13-03-2021	YOGESWARAN J	Student	Demand Draft	50.00	
20-21/00291	18-03-2021	ARUNKUMAR S	Student	Cash	500.00	
20-21/00292	27-03-2021	ABILASH K	Student	Cash	150.00	
20-21/00293	27-03-2021	DAVID LAURENCE S	Staff	Cash	100.00	

#### To modify existing Misc. Receipt

We cannot edit the Receipt No, Type, Roll No, Name, Batch, Programme, Payment Type.

1. Select the Receipt No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Misc. Receipt

1. Select the Receipt No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Misc. Receipt

**MISC. RECEIPT**

\*Receipt No.

\*Date

\*Type


\*Roll No.

\*Name



Batch

Programme

\*Payment Type



**Fee Details:**

S.No	Fees	Amount
1	LAB FINE	500.00 
2	BREAKAGE FINE	250.00 
<b>Total Amount</b>		<b>750.00</b>

Remarks :

1. Press New Button. The above screen will be displayed.
2. Receipt No is automatically generated.
3. Select the Date, Type and enter the Roll No.
3. Name, Batch, Programme and student photo are displayed automatically.
4. Select the Payment type.
5. Select the Fees, Amount in the grid.
6. If you want to remove the fee in the grid Press <Delete> image.
7. Enter the remarks.
8. Press <Save> button.

If the message is '**Misc. Receipt saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.4. Application Sales




























Application Sales screen helps to collect the application fees from the candidates.

## APPLICATION SALES

Search by the criteria below :

Sales No.  Batch  Appln No.

From  To  Programme

Sales No.	Date	Name	Batch	Programme	Appln No.	Payment Type	Amount
A/20-21/00001	12-03-2021	ABI	2019-2022	B.SC. CHEMISTRY	20UG002	Bank Credit	50.00   
A/20-21/00002	12-03-2021	AKILA	2019-2021	M.SC MATHEMATICS	20PG004	Demand Draft	40.00   
A/20-21/00003	27-03-2021	KARIKOLRAJ	2020-2022	M.COM	20PG6456	Cash	100.00   
A/20-21/00004	27-03-2021	JAYALAXSHMI	2017-2020	B.A. TAMIL	20UG5675	Cash	100.00   
A/20-21/00005	27-03-2021	DEEPIKA	2020-2023	B.COM (SELF)	20UG65214	Cash	100.00   
S/20-21/00001	12-03-2021	RAMKUMAR.C	2019-2022	B.A. HISTORY	20UG001	Cash	48.00   
S/20-21/00002	12-03-2021	POORNI.S	2018-2019	M.PHIL. COMMERCE	20MP003	Cheque	55.00   
S/20-21/00003	27-03-2021	HARI	2017-2020	B.A. HISTORY	20UG4545	Cash	100.00   
S/20-21/00004	27-03-2021	GOBIKA	2016-2019	B.SC. PHYSICS	20UG456456	Cash	100.00   

**To modify existing Application Sales**

We cannot edit the Sales No, Batch, Payment Type.

1. Select the Sales No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Application Sales**

1. Select the Sales No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



## To add a New Application Sales Receipt

APPLICATION SALES			
*Sales No.	<input type="text"/>	*Batch	<input type="text" value="2019-2022"/>
* Date	<input type="text" value="05-04-2021"/>	*Programme	<input type="text" value="BA ECONOMICS"/>
*Admission Type	<input type="text" value="Regular"/>	*Name	<input type="text" value="SARAVANAN A"/>
*Self finance / Aided	<input type="text" value="Aided"/>	Appln No.	<input type="text" value="21UG0012"/>
*Programme Level	<input type="text" value="UG"/>	*Payment Type	<input type="text" value="Cash"/>
<b>Fee Details :</b>			
S.No	Fees	Amount	
1	AIDED APPLICATION FEE	100.00	✕
		Total Amount	100.00
<b>Remarks :</b>			
		<input type="button" value="Save"/>	<input type="button" value="Close"/>

1. Press New Button. The above screen will be displayed.
2. Sales No is automatically generated.
3. Select the Date, Admission Type, Self finance / Aided, Programme Level, Batch, Programme, Payment type.
4. Enter the Name, Appln No.
5. Select the Payment type.
6. Select the Fees, Amount in the grid.
7. If you want to remove the fee in the grid Press <Delete> image.
8. Enter the remarks.
9. Press <Save> button.

If the message is ' **Application Sales saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.5. Advance Receipt

When a student pays fee when the fee amount has not been defined it is treated as advance. A receipt can be made for that. Advance amount can be adjusted with the fees to be paid in a later date.

**ADVANCE RECEIPT**

Search by the criteria below :

Receipt No.

Receipt Date  To

Student

Batch

Programme

Document No.

[Search](#)

[New](#)
[PDF](#)

Receipt No.	Date	Roll No.	Name	Batch	Programme	Type	Amount	
20-21/00002	13-03-2021	18RBCO022	KIRUTHIKA G	2018-2021	BCOM	Bank Credit	500.00	
20-21/00003	13-03-2021	18RBMT014	MALARVIZHI A	2018-2021	BSCMAT	Demand Draft	200.00	
20-21/00004	13-03-2021	19SMMT012	PONNULAKSHMI A	2019-2021	MSCMAT	Cheque	200.00	
20-21/00005	27-03-2021	19SBCO023	ABILASH K	2019-2022	BCOMS	Cash	1,000.00	
20-21/00006	27-03-2021	20SBPA020	MURUGESAN K	2020-2023	BCOMPA	Cash	2,000.00	
20-21/00007	27-03-2021	19SBMC009	ABINASHMAREESWARAN R	2019-2022	BSCCA	Cash	2,000.00	
20-21/00008	27-03-2021	18RBPY034	PONMUMMOORTHU U	2018-2021	BSCPHY	Cash	1,000.00	
20-21/00009	27-03-2021	19RBMT036	SOUNDARYA M	2019-2022	BSCMAT	Cash	1,000.00	

### To modify existing Advance Receipt

We cannot edit the Receipt No, Roll No, Name, Batch, Programme, Payment Type.

1. Select the Receipt No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Advance Receipt

1. Select the Receipt No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Advance Receipt

ADVANCE RECEIPT	
*Receipt No. 21-22/00001	*Payment Type Cash
*Date 05-04-2021	*Received Amount 6000.00
*Roll No. A190201	
*Name SARAVANAN A (A190201)	
*Batch 2019-2022	
*Programme BA ECONOMICS	
Remarks : <div></div>	
<div>Save</div> <div>Close</div>	



1. Press New Button. The above screen will be displayed.
2. Receipt No is automatically generated.
3. Select the Date and enter the Roll No.
3. Name, Batch, Programme and student photo are displayed automatically.
4. Select the Payment type.
5. Enter the Received Amount.
6. Enter the remarks.
7. Press <Save> button.

If the message is '**Advance Receipt saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.6. Refund Application

Refund Application screen helps to record the Refunds requested by the students.



















## REFUND APPLICATION

Search by the criteria below :

Student  Batch

Appln. Date  To  Programme

New

Appln No	Appln. Date	Roll No.	Name	Batch	Programme	Refund Amount	Status
20-21/00001	13-03-2021	19RMHI002	GOWSALYA M	2019-2021	M.A. HISTORY	500.00	Closed  
20-21/00002	13-03-2021	18RBHI001	ABITHA R	2018-2021	B.A. HISTORY	100.00	Closed  
20-21/00003	13-03-2021	18RBPY005	JOTHIKA P	2018-2021	B.SC. PHYSICS	200.00	Closed  
20-21/00004	13-03-2021	19SMCA023	JEGANRAJ S	2019-2021	M.COM COMPUTER APPLICATION	200.00	Closed  
20-21/00005	13-03-2021	19SBMC009	ABINASHMAREESWARAN R	2019-2022	B.SC MATHS WITH COMP. APPS.	500.00	Closed  
20-21/00006	13-03-2021	18RBCO022	KIRUTHIKA G	2018-2021	B.COM	500.00	Closed  
20-21/00007	13-03-2021	18RBMT014	MALARVIZHI A	2018-2021	B.SC. MATHS	200.00	Closed  
20-21/00008	13-03-2021	19SMMT012	PONNULAKSHMI A	2019-2021	M.SC MATHEMATICS	200.00	Closed  
20-21/00009	13-03-2021	18SBCA037	KOTTUR GURUNATHAN G	2018-2021	B.COM(C.A)	200.00	Closed  

**To modify existing Refund Application**

We cannot edit the Refund Appln No, Roll No, Name, Batch, Programme, Term.


1. Select the Refund Appln No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Refund Application**

1. Select the Refund Appln No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Refund Application

**REFUND APPLICATION**

<p>*Refund Appln No. <input type="text" value="21-22/00001"/></p> <p>* Date <input type="text" value="05-04-2021"/></p> <p>*Roll No. <input type="text" value="A190201"/></p> <p>*Name <input type="text" value="SARAVANAN A"/></p> <p>*Batch <input type="text" value="2019-2022"/></p> <p>*Programme <input type="text" value="BA ECONOMICS"/></p> <p>*Term <input type="text" value="SECOND YEAR"/></p> <p>Semester <input type="text" value="3RD SEMESTER"/></p> <p>*Refund Amount <input type="text" value="400.00"/></p> <p>Remarks <input type="text"/></p>	 <div style="background-color: #0070c0; color: white; padding: 2px 10px; border-radius: 3px;">Statement</div>
--	---

Save

Close

1. Press New Button. The above screen will be displayed.
2. Refund Appln No is automatically generated.
3. Select the Date and enter the Roll No.
3. Name, Batch, Programme and student photo are displayed automatically.
4. Select the Term, Semester.
5. Enter the Refund Amount.
6. Enter the remarks.
7. Press <Save> button.

If the message is '**Refund Application saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.7 Advance Refund

Advance Refund screen helps to refund the advance amount.

**ADVANCE REFUND**

Search by the criteria below :

Student --- Select ---

Refund Date 01-03-2021 To 31-03-2021

Batch --- Select ---

Programme --- Select ---

Doc No.

Search

New
PDF

Refund No.	Refund Date	Roll No.	Name	Batch	Programme	Refund Type	Total Amount	
20-21/00001	13-03-2021	19SBMC009	ABINASHMAREESWARAN R	2019-2022	B.SC MATHS WITH COMP. APPS.	Bank Credit	500.00	
20-21/00002	13-03-2021	18RBCO022	KIRUTHIKA G	2018-2021	B.COM	Cash	500.00	
20-21/00003	13-03-2021	18BMT014	MALARVIZHI A	2018-2021	B.SC. MATHS	Cheque	200.00	
20-21/00004	13-03-2021	19SMMT012	PONNULAKSHMI A	2019-2021	M.SC MATHEMATICS	Demand Draft	200.00	
20-21/00005	27-03-2021	19SBMC009	ABINASHMAREESWARAN R	2019-2022	B.SC MATHS WITH COMP. APPS.	Cash	2,000.00	
20-21/00006	27-03-2021	19SBCO023	ABILASH K	2019-2022	B.COM (SELF)	Cash	200.00	
20-21/00007	27-03-2021	20SBPA020	MURUGESAN K	2020-2023	B.COM PROFESSIONAL ACCOUNTING	Cash	2,000.00	
20-21/00008	27-03-2021	18BPHY034	PONMUMMOORTHY U	2018-2021	B.SC. PHYSICS	Cash	1,000.00	
20-21/00009	27-03-2021	20RBCH040	SANGILI POOTHATHAN G	2020-2023	B.SC. CHEMISTRY	Cash	1,000.00	

### To modify existing Advance Refund


We cannot edit the Refund No, Refund Appln No, Roll No, Name, Batch, Programme, Term, Refund Type, Advance In Hand, Refund Appln Amount.

1. Select the Refund No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Advance Refund

1. Select the Refund No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Advance Refund

ADVANCE REFUND	
*Refund No.	
*Date	05-04-2021
*Refund Appln. No.	21-22/00001
*Batch	2019-2022
*Programme	BA ECONOMICS
*Term	SECOND YEAR
*Roll No.	A190201
*Name	SARAVANAN A
*Refund Type	Cash
Advance In Hand	6000.00
Refund Appln Amount	400.00
*Advance Refund Amount	400
	
<a href="#">Statement</a>	
Remarks :	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<a href="#">Save</a> <a href="#">Close</a>	

1. Press New Button. The above screen will be displayed.
2. Refund No is automatically generated.
3. Select the Date and Refund Appln No.
4. Name, Batch, Programme, Term, Roll No, Advance In Hand, Refund Appln Amount and student photo are displayed automatically.
5. Enter the Advance Refund Amount.
6. Enter the Remarks.
7. Press <Save> button.

If the message is '**Advance Refund saved successfully**', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required.

## 5.8. Fee Refund

Fee Refund screen helps to refund the fees amount.

## FEE REFUND

Search by the criteria below :

Student  Batch  Doc No.

Refund Date  To  Programme

Individual		Class						PDF ▼	
Refund No.	Date	Roll No.	Name	Batch	Programme	Refund Type	Total Amount		
20-21/00001	13-03-2021	18SBCA037	KOTTUR GURUNATHAN G	2018-2021	B.COM(C.A)	Bank Credit	200.00		
20-21/00002	13-03-2021	19SBCO001	AASHA M	2019-2022	B.COM (SELF)	Cash	150.00		
20-21/00003	13-03-2021	18RBHI010	LAKSHMI LAKSHANA S	2018-2021	B.A. HISTORY	Cash	100.00		
20-21/00004	13-03-2021	18RBHI020	RAJAKUMARI S	2018-2021	B.A. HISTORY	Cash	100.00		
20-21/00005	13-03-2021	18RBHI003	GEETHA S	2018-2021	B.A. HISTORY	Cash	150.00		
20-21/00006	13-03-2021	18RBHI005	JEYASAKTHI M	2018-2021	B.A. HISTORY	Cash	150.00		
20-21/00007	27-03-2021	19SBCA044	PANDIARAJAN R	2019-2022	B.COM(C.A)	Cash	78.00		
20-21/00008	27-03-2021	19SBMC009	ABINASHMAREESWARAN R	2019-2022	B.SC MATHS WITH COMP. APPS.	Cash	1,000.00		

**To modify existing Fee Refund**

We cannot edit the Refund No, Refund Appln No, Roll No, Name, Batch, Programme, Term, Refund Type, Semester, Refund Appln Amount .

1. Select the Refund No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Fee Refund**

1. Select the Refund No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



## To add a New Fee Refund

**FEE REFUND**

\*Refund No.

\*Date

\*Refund Appln. No.

\*Batch

\*Programme

\*Term


Semester

Refund Appln Amount

\*Roll No.

\*Name

\*Refund Type



Statement

Refund Details :

S.No	Fees	Fee Amount	Deduction	Refund Amount	Remarks
1	BOOK FEES	600.00	400.00	200.00	<input style="width: 100%;" type="text"/>
Total Amount				200.00	

Remarks :

1. Press New Button. The above screen will be displayed.
2. Refund No is automatically generated.
3. Select the Date and Refund Appln No.
4. Name, Batch, Programme, Term, Roll No, Semester, Refund Appln Amount and student photo are displayed automatically.
5. Fees, Fee Amount are filled automatically in the grid.
6. Enter the Deduction, Refund Amount, Remarks.
7. Enter the Remarks.
8. Press <Save> button.

If the message is '**Fee Refund saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.




























## 5.9 Scholarship Definition

Scholarship Definition screen helps to define the scholarship amount for students.

## SCHOLARSHIP DEFINITION

Search by the criteria below :

Batch Scholarship Programme 

Scholarship No.	Date	Batch	Programme	Term	Scholarship	
20-21/00001	30-03-2021	2020-2023	B.A. HISTORY	FIRST YEAR	Special Scholarship	  
20-21/00002	30-03-2021	2020-2023	B.A. HISTORY	FIRST YEAR	Special Scholarship	  
20-21/00003	30-03-2021	2020-2022	M.A. HISTORY	FIRST YEAR	Special Scholarship	  
20-21/00004	30-03-2021	2020-2023	B.SC. CHEMISTRY	FIRST YEAR	Special Scholarship	  
20-21/00005	30-03-2021	2020-2022	M.COM COMPUTER APPLICATION	FIRST YEAR	Special Scholarship	  
20-21/00006	30-03-2021	2020-2023	B.A. ENGLISH	FIRST YEAR	Special Scholarship	  
20-21/00007	30-03-2021	2020-2023	B.COM(C.A)	FIRST YEAR	Special Scholarship	  
20-21/00008	30-03-2021	2019-2021	M.COM	FIRST YEAR	Special Scholarship	  
20-21/00009	30-03-2021	2020-2023	B.SC. CHEMISTRY	FIRST YEAR	Special Scholarship	  

**To modify existing Scholarship Definition**

We cannot edit the Scholarship No, Batch, Programme .

1. Select the Scholarship No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Scholarship Definition**

1. Select the Scholarship No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Scholarship Definition

**SCHOLARSHIP DEFINITION**

\*Scholarship No.

\* Date

\*Batch

\*Programme

\*Term

\*Scholarship

S.No	Student	Amount
1	SARAVANAN A(A190201)	10000.00 ✕
Total Amount		10000.00

1. Press New Button. The above screen will be displayed.
2. Scholarship No is automatically generated.
3. Select the Date, Batch, Programme, Term, Scholarship.
4. Select the Student and Enter the Amount in the grid.
5. Press <Save> button.

If the message is '**Scholarship Definition saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 5.10 Scholarship Payment

Scholarship Payment screen helps to give the scholarship amount to the students.

## SCHOLARSHIP PAYMENT

























Search by the criteria below :

Student  Batch  Doc No.

Payment Date  To  Programme

New

PDF ▾

Payment No.	Date	Roll No.	Name	Batch	Programme	Payment Type	Total Amount
20-21/00001	13-03-2021	19RMHI002	GOWSALYA M	2019-2021	M.A. HISTORY	Cash	500.00   
20-21/00002	13-03-2021	18RBHI001	ABITHA R	2018-2021	B.A. HISTORY	Bank Credit	100.00   
20-21/00003	13-03-2021	18RBPY005	JOTHIKA P	2018-2021	B.SC. PHYSICS	Cheque	200.00   
20-21/00004	13-03-2021	19SMCA023	JEGANRAJ S	2019-2021	M.COM COMPUTER APPLICATION	Demand Draft	200.00   
20-21/00005	30-03-2021	20RBHI001	ABITHA P	2020-2023	B.A. HISTORY	Cash	1,000.00   
20-21/00006	30-03-2021	20RBCH021	CHANDRA BOSE S	2020-2023	B.SC. CHEMISTRY	Cash	1,000.00   
20-21/00007	30-03-2021	20SBEN012	RAJA UREKA G	2020-2023	B.A. ENGLISH	Cash	1,000.00   
20-21/00008	30-03-2021	19RMCO034	SUBRAMANIAN S	2019-2021	M.COM	Cash	1,000.00   

**To modify existing Scholarship Payment**

We cannot edit the Payment No, Appln No., Batch, Programme, Term, Roll No, Name, Payment type, Scholarship In Hand, Payment Appln Amount.


1. Select the Payment No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Scholarship Payment**

1. Select the Payment No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Scholarship Payment

SCHOLARSHIP PAYMENT			
*Payment No.	<input type="text"/>	*Scholarship	Special Scholarship
* Date	05-04-2021	*Payment Type	Cash
*Appln. No.	21-22/00001	Scholarship In Hand	10000
*Batch	2019-2022	Payment Appln Amount	400.00
*Programme	BA ECONOMICS	*Scholarship Payment Amount	400
*Term	SECOND YEAR		
*Roll No.	A190201		
*Name	SARAVANAN A		


  
[Statement](#)

Remarks :

[Save](#)
[Close](#)

1. Press New Button. The above screen will be displayed.
2. Payment No is automatically generated.
3. Select the Date and Appln No.
4. Name, Batch, Programme, Term, Roll No, Scholarship In Hand, Payment Appln Amount and student photo are displayed automatically.
5. Select the Scholarship, Payment type and Enter the Scholarship Payment Amount.
6. Enter the Remarks.
7. Press <Save> button.

If the message is '**Scholarship Payment saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 5.11. Fees Challan

Fees Challan screen helps to create new fees challan. Student can make the fees payment in the bank using the challan.

## FEES CHALLAN

Search by the criteria below :



















Receipt Type  Student

Challan Date  To  SF / Aided

Search

New

Bulk

Challan No.	Challan Date	Receipt Type	Batch	Programme	Roll No.	Name	Amount	
ER20-21/00001	10-03-2021	EXAM FEE RECEIPT	2019-2021	M.A. HISTORY	19RMHI003	JENSI G	1,595.00	 
ER20-21/00001	10-03-2021	SELF FINANCE FEE	2019-2021	M.A. HISTORY	19RMHI003	JENSI G	1,595.00	 
MR20-21/00001	10-03-2021	MISCELLANEOUS FEE RECEIPT	2019-2021	M.A. HISTORY	19RMHI018	DHARMARAJ M	500.00	 
MR20-21/00002	10-03-2021	MISCELLANEOUS FEE RECEIPT	2019-2021	M.A. HISTORY	19RMHI019	VIGNESH M	500.00	 
PTA20-21/00001	10-03-2021	PTA FEE RECEIPT	2019-2021	M.A. HISTORY	19RMHI018	DHARMARAJ M	500.00	 
PTA20-21/00002	10-03-2021	PTA FEE RECEIPT	2019-2021	M.A. HISTORY	19RMHI019	VIGNESH M	500.00	 
RG20-21/00001	10-03-2021	REGULAR FEE	2013-2016	B.SC(C.S)	13SBCS050	A. VAIRAMUTHU	50.00	 
SF20-21/00002	10-03-2021	SELF FINANCE FEE	2019-2021	M.A. HISTORY	19RMHI018	DHARMARAJ M	500.00	 
SF20-21/00003	10-03-2021	SELF FINANCE FEE	2019-2021	M.A. HISTORY	19RMHI019	VIGNESH M	500.00	 

Edit facility is not provided for this screen. If there is any problem in the challan, delete it and create a new one.

## To Delete a Fees Challan

1. Select the Challan No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Fees Challan

## FEES CHALLAN

\*Challan Date

\*Roll No.

Batch

Programme

Semester



Statement

Reminder

8,100.00

View

## Fee Details :

<input type="checkbox"/>	S.No	Term	Semester	Fees	Due Amt	Rcvd Amt
<input checked="" type="checkbox"/>	1	SECOND YEA	3SEM	BOOK FEES	600.00	600.00 
<input checked="" type="checkbox"/>	2	SECOND YEA	3SEM	UNIVERSITY EXAM FEE	2500.00	2500.00 
<input checked="" type="checkbox"/>	3	SECOND YEA	3SEM	TUITION FEE	5000.00	5000.00 
Total						8100.00

Remarks :

Save &amp; Print

Close

1. Press New Button. The above screen will be displayed.
2. Select the Challan Date and Roll No.
3. Batch, Programme, Semester and student photo are displayed automatically.
4. Click <View> button.
5. Fee Details are filled automatically in the grid.
6. Enter the Remarks.
7. Press <Save& Print> button.

If the message is ' **Fees Challan saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.12. Hostel Challan

Hostel Challan screen helps to create new hostel fees challan. Student can make the hostel fees payment in the bank using the challan.

**HOSTEL CHALLAN**

Search by the criteria below :

Receipt Type Select Student --- Select ---

Challan Date  To  Search

New
Bulk

Challan No.	Challan Date	Receipt Type	Batch	Programme	Roll No.	Name	Amount	
SR20-21/00001	30-03-2021	SPECIAL FEES REG	2018-2021	B.SC(C.S)	18-19/05343	VISHALYADESH, M	1,000.00	
SR20-21/00002	30-03-2021	SPECIAL FEES REG	2018-2021	B.A. ENGLISH	18SBEN004	BANUMATHI A	1,000.00	
SR20-21/00003	30-03-2021	SPECIAL FEES REG	2018-2021	B.SC MATHS WITH COMP.APPS.	18SBMC004	GANESHALAKSHMI K	1,000.00	
SR20-21/00004	30-03-2021	SPECIAL FEES REG	2019-2021	M.COM COMPUTER APPLICATION	19SMCA010	CHANDRAN S	1,000.00	
SR20-21/00005	30-03-2021	SPECIAL FEES REG	2020-2023	B.COM	20RBCO075	JEGAPRIYA R	1,000.00	
SR20-21/00007	30-03-2021	SPECIAL FEES REG	2019-2022	B.COM(C.A)	19SBCA139	SIVAGURUNATHAN A	1,000.00	
SR20-21/00008	30-03-2021	SPECIAL FEES REG	2019-2022	B.B.A.	19SBBA005	KALEESWARI P	1,000.00	
SR20-21/00009	30-03-2021	SPECIAL FEES REG	2019-2022	B.A. ENGLISH	19SBEN069	VINOTH S	1,000.00	
SR20-21/00010	30-03-2021	SPECIAL FEES REG	2019-2022	B.A. TAMIL	19SBTM020	SARATHA T	1,000.00	

Edit facility is not provided for this screen. If there is any problem in the challan, delete it and create a new one.

### To Delete a Hostel Challan

1. Select the Challan No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Hostel Challan

HOSTEL CHALLAN

\*Challan Date

\*Roll No.

Batch

Programme

Semester

[View](#)



[Statement](#)
[Reminder](#)

7,000.00

Fee Details :

<input type="checkbox"/>	S.No	Term	Semester	Fees	Due Amt	Rcvd Amt
<input checked="" type="checkbox"/>	1	SECOND YEA	3SEM	Hostel Maintenance Fees	7000.00	7000.00 <span style="border: 1px solid black; padding: 0 2px;">x</span>
					Total	7000.00

Remarks :

[Save & Print](#)
[Close](#)

1. Press New Button. The above screen will be displayed.
2. Select the Challan Date and Roll No.
3. Batch, Programme, Semester and student photo are displayed automatically.
4. Click <View> button.
5. Fee Details are filled automatically in the grid.
6. Enter the Remarks.
7. Press <Save& Print> button.

If the message is '**Hostel Challan saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



### 5.13. Fee Posting

Fee Posting screen helps to post the fees collection data to accounts section.



The screenshot shows a software interface for 'FEE POSTING'. At the top, there is a light gray header bar with the text 'FEE POSTING' in bold. Below this, there is a date selection field labeled 'Date' containing the text '30-03-2021'. At the bottom of the interface, there are two blue buttons with white text: 'Post' on the left and 'Close' on the right.

1. Select Date.
2. Press <Post> button.

If the message is ' **Fee Posting saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 5.14 Fees Collection Register

The parameter screen will open as shown in below.

## FEES COLLECTION REGISTER

Receipt Date  To   
 Receipt Type   
 Payment Type   
 With Sub Fees ☐ Payment Type Wise Summary ☐  
 With Programmewise Abstract ☐ Term Wise Summary ☐  
 Compact Format ☐ Bus Stop Wise Summary ☐  
 Combined Collection ☐ Fee Wise Summary ☐  
 Programme Wise Summary ☐  
 Date Wise Summary ☐

Export

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

R.No.	Name	Roll No.	ProgrammeAdmissi on Fee	Id Card	Tuition Fee	Alumni Associat ion Fee (sf)	Total
-------	------	----------	----------------------------	---------	----------------	---------------------------------------	-------

RECEIPT DATE : 13-03-2021

RECEIPT TYPE : REGULAR FEE

CRG936	AASHA M	19SBCO001	BCOMS	35			35
GRG937	ABITHA R	18RBHI001	BAHIS		200		200
GRG938	GEETHA S	18RBHI003	BAHIS		200		200
GRG939	ISWARYA G	18RBHI004	BAHIS		200		200
GRG940	JEYASAKTHI M	18RBHI005	BAHIS		200		200
GRG941	JOTHILAKSHMI N	18RBHI006	BAHIS		200		200
GRG942	JULLIATSINEHA X	18RBHI007	BAHIS		200		200
GRG943	KAJALAKSHMI S	18RBHI008	BAHIS		200		200
GRG944	KATHIJA BANU M	18RBHI009	BAHIS		200		200
GRG945	LAKSHMI LAKSHANA S	18RBHI010	BAHIS		200		200
GRG946	MAHESHWARI S	18RBHI011	BAHIS		200		200
GRG947	MALLIKA S	18RBHI012	BAHIS		200		200
GRG948	MUNESWARI M	18RBHI013	BAHIS		200		200
GRG949	MURUGALAVANYA A	18RBHI014	BAHIS		200		200
GRG950	MUTHU SELVI I	18RBHI015	BAHIS		200		200
GRG951	PAVITHRA S	18RBHI016	BAHIS		200		200
GRG952	PRIYA DHARSHINI G	18RBHI017	BAHIS		200		200
GRG953	PRIYADHARSHINI S	18RBHI018	BAHIS		200		200
GRG954	RADHA P	18RBHI019	BAHIS		200		200
GRG955	RAJAKUMARI S	18RBHI020	BAHIS		200		200
GRG956	REETAPACKIAMARY A	18RBHI021	BAHIS		200		200

## 5.15 Term Fee Register

The parameter screen will open as shown in below.

**TERM FEE REGISTER**

\*Batch

\*Programme

\*Term

Receipt Type

From  To

Export
View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

Batch : 2020-2023

Programme : B.SC. CHEMISTRY

Term : FIRST YEAR

TERM FEE REGISTER

Date : 30-03-2021

S.No.	Roll No.	Name	R.No.	Date	+2 Certificate Verification Fee	Admission Fee	Caulion Deposit	Convocatio n Day Fee	Flag Day Fund	Insurance	Laboratory Fee (major)	Nes Fee	Pta Fee	Special Fee	Test Fee(regular )	Univ. Entrance And Recog. Fee	Establishm ent Fees	Bus Fees	Alumni Association Fee	Total
RECEIPT TYPE : BUS RECEIPT																				
1	20RBCH001	AKSHAYA V	31	04-08-2020														2,500		2500
2	20RBCH003	GURUPACKIYAM	25	31-07-2020														8,000		6000
RECEIPT TYPE : MISCELLANEOUS FEE RECEIPT																				
1	20RBCH001	AKSHAYA V	171	04-08-2020											500					500
2	20RBCH002	BRINDHA M	175	05-08-2020											500					500
3	20RBCH003	GURUPACKIYAM	64	29-07-2020											500					500
4	20RBCH004	KALAISELVI G	274	20-08-2020											500					500
5	20RBCH005	LEKETHA J	58	29-07-2020											500					500
6	20RBCH006	NIRMALADEVI E	187	05-08-2020											500					500
7	20RBCH007	SATHIYABAMA G	83	30-07-2020											500					500
8	20RBCH008	SERANKIRUBA D	258	14-08-2020											500					500
9	20RBCH009	SHENPAGAKANI	228	10-08-2020											500					500
10	20RBCH010	SUPRIYA B	176	05-08-2020											500					500
11	20RBCH011	TAMILARASI K	224	10-08-2020											500					500
12	20RBCH012	UMAMAHESWARI	5	29-07-2020											500					500
13	20RBCH013	UTHRA THEVI M	229	10-08-2020											500					500
14	20RBCH014	VIJAYALAKSHMI	24	29-07-2020											500					500
15	20RBCH015	VIJAYALAKSHMI	271	19-08-2020											500					500
16	20RBCH016	VINDYA V	16	29-07-2020											500					500

## 5.16 Advance Receipt Register

The parameter screen will open as shown in below.

**ADVANCE RECEIPT REGISTER**

Batch Select

Programme --- Select ---

\*Advance Date 01-04-2020 \*To 30-03-2021

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

ADVANCE RECEIPT REGISTER								Date : 30-03-2021
From : 01-04-2020		To : 30-03-2021						
S.No.	Receipt No.	Date	Roll No.	Name	Batch	Programme	Type	Amount
1	20-21/00002	13-03-2021	18RBCO022	KIRUTHIKA G	2018-2021	B.COM	Bank C	500.00
2	20-21/00003	13-03-2021	18RBMT014	MALARVIZHI A	2018-2021	B.SC. MATHS	Demand	200.00
3	20-21/00004	13-03-2021	19SMMT012	PONNULAKSHMI A	2019-2021	M.SC MATHEMA	Cheque	200.00
4	20-21/00005	27-03-2021	19SBCO023	ABILASH K	2019-2022	B.COM (SELF)	Cash	1,000.00
5	20-21/00006	27-03-2021	20SBPA020	MURUGESAN K	2020-2023	B.COM PROFES	Cash	2,000.00
6	20-21/00007	27-03-2021	19SBMC009	ABINASHMAREESWA	2019-2022	B.SC MATHS W	Cash	2,000.00
7	20-21/00008	27-03-2021	18RBPY034	PONMUMMOORTHU U	2018-2021	B.SC. PHYSIC	Cash	1,000.00
8	20-21/00009	27-03-2021	19RBMT036	SOUNDARYA M	2019-2022	B.SC. MATHS	Cash	1,000.00
9	20-21/00010	27-03-2021	20RBCH040	SANGILI POOTHAT	2020-2023	B.SC. CHEMIS	Cash	1,000.00
10	20-21/00011	27-03-2021	19SBMC009	ABINASHMAREESWA	2019-2022	B.SC MATHS W	Cash	500.00
<b>Total</b>								<b>9,400.00</b>

## 5.17 Misc. Receipt Register

The parameter screen will open as shown in below.

## MISC. RECEIPT REGISTER

Batch   
 Programme   
 Fee   
 \*Misc. Receipt Date  \* To   
 Payment Type   
 Show Compact ☐

Export

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

MISC.RECEIPT REGISTER								
From : 01-03-2021 To : 30-03-2021								Date : 30-03-2021
R.No.	Name	Roll No.	Batch	Programme	Admission Fee	Lab Fine	Breakage Fine	Total
RECEIPT DATE : 12-03-2021								
20-21/00285	ABIMANYU	20-21_14700	2020-2022	M.SC MATHEMAT			50.00	50
RECEIPT DATE : 13-03-2021								
20-21/00286	DURGA PONEESWA	20SBC0005	2020-2023	B.COM (SELF)	50.00			50
20-21/00287	DIVYA				100.00			100
20-21/00288	GNANA PRAKASAM	33			50.00			50
20-21/00289	YOGESWARAN J	19SBCA134	2019-2022	B.COM(C.A)	50.00			50
Total					250			250
RECEIPT DATE : 18-03-2021								
20-21/00291	ARUNKUMAR S	18RBH035	2018-2021	B.A HISTORY		500.00		500
RECEIPT DATE : 27-03-2021								
20-21/00292	ABILASH K	19SBC0023	2019-2022	B.COM (SELF)			150.00	150
20-21/00293	DAVID LAURENCE	25			100.00			100
20-21/00294	ABINASHMAREESW	19SBMC009	2019-2022	B.SC MATHS WI		100.00	100.00	200
Total					100	100	250	450
Grand Total Amount					350	600	300	1250

### 5.18 Application Sales Register

The parameter screen will open as shown in below.

## APPLICATION SALES REGISTER

\*Self finance / Aided

Batch

Programme

\*From  \* To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

APPLICATION SALES REGISTER ( Aided )						Date : 30-03-2021
From : 01-03-2021		To : 30-03-2021				
Sales No.	Appln No.	Name	Batch	Programme	Amount	
RECEIPT DATE : 12-03-2021						
1	20UG002	ABI	2019-2022	B.SC. CHEMISTRY	50.00	
2	20PG004	AKILA	2019-2021	M.SC MATHEMATICS	40.00	
Total					90.00	
RECEIPT DATE : 27-03-2021						
3	20PG6456	KARIKOLRAJ	2020-2022	M.COM	100.00	
4	20UG5675	JAYALAXSHMI	2017-2020	B.A. TAMIL	100.00	
5	20UG65214	DEEPIKA	2020-2023	B.COM (SELF)	100.00	
Total					300.00	
Grand Total					390.00	

## 5.19 Scholarship Register

The parameter screen will open as shown in below.



## SCHOLARSHIP REGISTER

Batch

Programme

Scholarship Name

\*Scholarship Date  \* To

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

### SCHOLARSHIP REGISTER

Date : 30-03-2021

From : 01-04-2020 To : 30-03-2021

S.No.	Sch No.	Date	Roll No.	Name	Batch	Programme	Amount
Scholarship Name: Special Scholarship							
1	20-21/00001	30-03-2021	20RBHI001	ABITHA P	2020-2023	B.A. HISTORY	1,000.00
2	20-21/00002	30-03-2021	20RBHI038	BAKRUDEEN S	2020-2023	B.A. HISTORY	1,000.00
3	20-21/00003	30-03-2021	20RMHI006	MANIMUTHURAJA D	2020-2022	M.A. HISTORY	1,000.00
4	20-21/00004	30-03-2021	20RBCH021	CHANDRA BOSE S	2020-2023	B.SC. CHEMISTRY	1,000.00
5	20-21/00005	30-03-2021	20SMCA008	MUGESHKANNAN P	2020-2022	M.COM COMPUTER A	1,000.00
6	20-21/00006	30-03-2021	20SBEN012	RAJA UREKA G	2020-2023	B.A. ENGLISH	1,000.00
7	20-21/00007	30-03-2021	20SBCA104	PREMA L	2020-2023	B.COM(C.A)	1,000.00
8	20-21/00008	30-03-2021	19RMCO034	SUBRAMANIAN S	2019-2021	M.COM	1,000.00
9	20-21/00009	30-03-2021	20RBCH022	GOPALAKRISHNAN K	2020-2023	B.SC. CHEMISTRY	1,000.00
Total							9,000.00

## 5.20 Fee Statement

The parameter screen will open as shown in below.

## FEE STATEMENT

Show Inactive ☐

\*Student ABARNA R (19RMHI001)

Show Misc Statement ☐

Statement

Reminder

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## FEE STATEMENT AS ON 30-03-2021

Roll No. : 19RMHI001  
Name : ABARNA R

Batch : 2019-2021  
Programme : M.A. HISTORY

Quota : GQ  
Cutt off : 0.00  
Community : BC

## Fee Definition :

S.No.	Fees	Due Date	Fee Amount	Concession Amount	Net Amount
Term : IYR Semester : 1SEM					
1	ADMISSION FEE	17-06-2019	5.00	0.00	5.00
2	CAUTION DEPOSIT	17-06-2019	50.00	0.00	50.00
3	COMPUTER LAB FEE(SELF)	17-06-2019	500.00	0.00	500.00
4	CONVOCATION DAY FEE	17-06-2019	25.00	0.00	25.00
5	FLAG DAY FUND	17-06-2019	5.00	0.00	5.00
6	INSURANCE	17-06-2019	140.00	0.00	140.00
7	PTA FEE	17-06-2019	500.00	0.00	500.00
8	SPECIAL FEE	17-06-2019	314.00	0.00	314.00
9	TEST FEE	17-06-2019	500.00	0.00	500.00
10	TUITION FEE	17-06-2019	250.00	0.00	250.00
11	UNIVERSITY EXAM FEE	13-09-2019	995.00	0.00	995.00
12	Coat Fees	31-07-2019	600.00	0.00	600.00
Sub Total :					3,884.00

## 5.21 Paid List

The parameter screen will open as shown in below.



## PAID LIST

Batch

Programme

Term

Semester

Community

Fee

From  To

Sort By

Show Abstract ☐

Show Fee Header wise Paid List ☐

Show Paid Fees for Inactive Students ☐

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

PAID LIST						Date : 30-03-2021
( From : 01-04-2020 To : 30-03-2021 )						
S.No.	Roll No.	Name	Receipt No.	Receipt Date	Fees	Fee Amount
BATCH : 2015-2018		PROGRAMME : B.COM				
1	15RBCO050	KARTHIKEYAN B	MR/20-21/00825	21-10-2020	TEST FEE	700.00
			PT/20-21/00824	21-10-2020	PTA FEE	500.00
			RG/20-21/00901	21-10-2020	INSURANCE	140.00
			RG/20-21/00901	21-10-2020	SPECIAL FEE	234.00
			Total			1,574.00
BATCH : 2017-2020		PROGRAMME : B.A. ENGLISH				
2	17SBEN030	RADHA R	AL/20-21/00912	22-09-2020	ALUMNI ASSOCIAT	100.00
			Total			100.00
3	17SBEN033	RAMALAKSHMI R	AL/20-21/00913	22-09-2020	ALUMNI ASSOCIAT	100.00
			Total			100.00
4	17SBEN035	RAMYA N	AL/20-21/00914	22-09-2020	ALUMNI ASSOCIAT	100.00
			Total			100.00
5	17SBEN043	THILAGAKANI G	AL/20-21/00952	25-09-2020	ALUMNI ASSOCIAT	100.00
			Total			100.00

## 5.22 Pending List

The parameter screen will open as shown in below.

**PENDING LIST**

Batch Select

Programme --- Select ---

Term --- Select ---

Semester --- Select ---

Community --- Select ---

Receipt Type --- Select ---

Fee --- Select ---

As On

Sort By Roll No. ▼

Show Abstract ☐

Aided Coursewise Abstract ☐

SF Coursewise Abstract ☐

Show Fee wise Abstract ☐

Fee Headerwise Pending List ☐

Show Pending Fees for Dropout Students ☐

Send To Father ☐

Send To Mother ☐

Send To Guardian ☐

Send To Student ☐

View
Close
Send SMS

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

PENDING LIST										Date : 30-03-2021
S.No.	Roll No.	Name	Batch	Programme	Term	Due Date	Fee	Fee Amount	Paid Amount	Pending Amount
1	19RBHI025	AJAY P	2019-2022	B.A. HISTORY	FIRST YEAR	13-09-2019	ARREAR FEE	78.00	0.00	78.00
							Total:	78.00	0.00	78.00
2	19RBHI028	ARUMUGAM G	2019-2022	B.A. HISTORY	FIRST YEAR	03-03-2020	UNIVERSITY EXAM FEE	795.00	0.00	795.00
							Total:	795.00	0.00	795.00
3	19RBHI046	MUTHUSAMY V	2019-2022	B.A. HISTORY	FIRST YEAR	10-12-2019	TEST FEE	500.00	0.00	500.00
					FIRST YEAR	03-03-2020	UNIVERSITY EXAM FEE	795.00	0.00	795.00
							Total:	1,295.00	0.00	1,295.00
4	19RBHI048	NEERKATHA LINGA	2019-2022	B.A. HISTORY	FIRST YEAR	10-12-2019	TEST FEE	500.00	0.00	500.00
							Total:	500.00	0.00	500.00
5	19RBHI065	VEERAKUMAR M	2019-2022	B.A. HISTORY	FIRST YEAR	10-12-2019	TEST FEE	500.00	0.00	500.00
							Total:	500.00	0.00	500.00
6	19RBHI067	VINITHKUMAR M	2019-2022	B.A. HISTORY	FIRST YEAR	10-12-2019	TEST FEE	500.00	0.00	500.00
							Total:	500.00	0.00	500.00
<b>Total</b>								<b>3,668.00</b>	<b>0.00</b>	<b>3,668.00</b>

## 5.23 Class Wise Statement

The parameter screen will open as shown in below.

**CLASS WISE STATEMENT**

Batch -- Select --

Programme --- Select ---

Term --- Select ---

Semester --- Select ---

Fee --- Select ---

Show defined amount only ☐

Show Abstract ☐

Sort By Roll No. ▼

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

CLASS WISE STATEMENT											Date : 30-03-2021
S.No.	Roll No.	Name	Batch	Programme	Term	Fee	Fee Amt	Concess. Amt	Net Amt	Paid Amount	Pending Amount
1	20RBHI034	AASHIK AHMAD M	2020-2023	BAHIS	IYR	+2 CERTIFICATE VERI	50.00	0.00	50.00	50.00	0.00
					IYR	ADMISSION FEE	5.00	0.00	5.00	5.00	0.00
					IYR	ADMISSION FEE	100.00	0.00	100.00	0.00	100.00
					IYR	ADMISSION FEE(SELF)	30.00	0.00	30.00	0.00	30.00
					IYR	CAUTION DEPOSIT	50.00	0.00	50.00	50.00	0.00
					IYR	CONVOCAION DAY FEE	25.00	0.00	25.00	25.00	0.00
					IYR	FLAG DAY FUND	5.00	0.00	5.00	5.00	0.00
					IYR	INSURANCE	140.00	0.00	140.00	140.00	0.00
					IYR	NSS FEE	10.00	0.00	10.00	10.00	0.00
					IYR	PTA FEE	500.00	0.00	500.00	500.00	0.00
					IYR	SPECIAL FEE	314.00	0.00	314.00	314.00	0.00
					IYR	TEST FEE(REGULAR)	500.00	0.00	500.00	0.00	500.00
					IYR	TEST FEE(REGULAR)	500.00	0.00	500.00	500.00	0.00
					IYR	UNIV. ENTRANCE AND	300.00	0.00	300.00	300.00	0.00
					IYR	UNIVERSITY EXAM FEE	795.00	0.00	795.00	0.00	795.00
					IYR	ESTABLISHMENT FEES	3,500.00	0.00	3,500.00	3,500.00	0.00
					IYR	Depreciation Fee	111.00	0.00	111.00	0.00	111.00
					IYR	ALUMNI ASSOCIATION	100.00	0.00	100.00	100.00	0.00
Total:							7,035.00	0.00	7,035.00	5,499.00	1,536.00

## 5.24 Year Wise Summary

The parameter screen will open as shown in below.

**YEAR WISE SUMMARY**

\*Financial Year

Fee wise Details ☐

Self finance / Aided

Programme Level

Batch

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

YEAR WISE SUMMARY - 2019-2020											Date : 30-03-2021
Financial Year : 2019-2020				SF / Aided : Selffinance							
Batch	Programme	No. Students	Previous	Defined	Total	Concession	No.collect	Collected	Refund	No.pend.	Pending
2020-2023	B.A. ENGLISH	2	0.00	36,600.00	36,600.00	0.00	0	0.00	0.00	2	36,600.00
2020-2023	B.COM(C.A)	1	0.00	24,300.00	24,300.00	0.00	0	0.00	0.00	1	24,300.00
2020-2023	B.COM (SELF)	1	0.00	18,500.00	18,500.00	0.00	0	0.00	0.00	1	18,500.00
Total :		4	0.00	79,400.00	79,400.00	0.00	0	0.00	0.00	4	79,400.00

## 5.25 No Due Certificate

The parameter screen will open as shown in below.

## NO DUE CERTIFICATE

\*Student



1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

### NO DUE CERTIFICATE - FEES

Date : 30-03-2021

This is to certify that Mr. ABIMANYU Studying in the Batch of 2020-2022 in the programme of M.SC MATHEMATICS  
has No Due.

CASHIER / ACCOUNTANT

## 5.26 Fee Refund Register

The parameter screen will open as shown in below.

## FEE REFUND REGISTER

Batch

Programme

Fee

\*Refund Date  \*To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## 5.27 Advance Refund Register

The parameter screen will open as shown in below.

ADVANCE REFUND REGISTER

Batch

--- Select ---

Programme

--- Select ---

\*Refund Date

01-04-2020

\* To

30-03-2021

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



## ADVANCE REFUND REGISTER

Date : 30-03-2021

From : 01-04-2020 To : 30-03-2021

S.No.	Refund No.	Date	Roll No.	Name	Batch	Programme	Term	Refund Amount
1	20-21/00001	13-03-2021	19SBMC009	ABINASHMAREESWARA	2019-2022	B.SC MATHS	FIRST YEAR	500.00
2	20-21/00002	13-03-2021	18RBCO022	KIRUTHIKA G	2018-2021	B.COM	FIRST YEAR	500.00
3	20-21/00003	13-03-2021	18RBMT014	MALARVIZHI A	2018-2021	B.SC. MATH	SECOND YEA	200.00
4	20-21/00004	13-03-2021	19SMMT012	PONNULAKSHMI A	2019-2021	M.SC MATHE	FIRST YEAR	200.00
5	20-21/00005	27-03-2021	19SBMC009	ABINASHMAREESWARA	2019-2022	B.SC MATHS	FIRST YEAR	2,000.00
6	20-21/00006	27-03-2021	19SBCO023	ABILASH K	2019-2022	B.COM (SEL	FIRST YEAR	200.00
7	20-21/00007	27-03-2021	20SBPA020	MURUGESAN K	2020-2023	B.COM PROF	FIRST YEAR	2,000.00
8	20-21/00008	27-03-2021	18RBPY034	PONMUMMOORTHU U	2018-2021	B.SC. PHYS	FIRST YEAR	1,000.00
9	20-21/00009	27-03-2021	20RBCH040	SANGILI POOTHATHA	2020-2023	B.SC. CHEM	FIRST YEAR	1,000.00
Total								7,600.00

## 5.28 Scholarship Payment Register

The parameter screen will open as shown in below.

**SCHOLARSHIP PAYMENT REGISTER**

Batch

Programme

Scholarship Name

\*Payment Date

\* To

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## SCHOLARSHIP PAYMENT REGISTER

Date : 30-03-2021

From : 01-04-2020 To : 30-03-2021

Payment No.	Date	Roll No.	Name	Batch	Programme	Type	Amount
Scholarship Name : Special Scholarship							
20-21/00001	13-03-2021	19RMHI002	GOWSALYA M	2019-2021	M.A. HISTORY	Cash	500.00
20-21/00003	13-03-2021	18RBPY005	JOTHIKA P	2018-2021	B.SC. PHYSICS	Cheque	200.00
20-21/00004	13-03-2021	19SMCA023	JEGANRAJ S	2019-2021	M.COM COMPUTER APPL	Demand	200.00
20-21/00005	30-03-2021	20RBHI001	ABITHA P	2020-2023	B.A. HISTORY	Cash	1,000.00
20-21/00006	30-03-2021	20RBCH021	CHANDRA BOSE S	2020-2023	B.SC. CHEMISTRY	Cash	1,000.00
20-21/00007	30-03-2021	20SBEN012	RAJA UREKA G	2020-2023	B.A. ENGLISH	Cash	1,000.00
20-21/00008	30-03-2021	19RMCO034	SUBRAMANIAN S	2019-2021	M.COM	Cash	1,000.00
Total							4,900.00

## 5.29 Refundable Amount

The parameter screen will open as shown in below.

REFUNDABLE AMOUNT

Batch --- Select ---

Programme --- Select ---

Fee --- Select ---

As On 30-03-2021

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



## REFUNDABLE AMOUNT

Date : 31-03-2021

As on : 31-03-2021

S.No.	Roll No.	Name	Batch	Programme	Fee	Refundable Amount
1	18RMCO100	VIGNESHWARI V	2018-2020	M.COM	TUITION FEE	1,125.00
2	19RMCO002	AMIRTHA SRINITHI K	2019-2021	M.COM	TUITION FEE	1,125.00
3	19RMCO003	ANBUSELVI S	2019-2021	M.COM	TUITION FEE	1,125.00
4	19RMCO004	BHUVANESHWARI P	2019-2021	M.COM	TUITION FEE	1,125.00
5	19RMCO005	CHANDRA KALA G	2019-2021	M.COM	TUITION FEE	1,125.00
6	19RMCO006	GAYATHRI G	2019-2021	M.COM	TUITION FEE	1,125.00
7	19RMCO007	GURULAKSHMI V	2019-2021	M.COM	TUITION FEE	1,125.00
8	19RMCO008	HARINI J	2019-2021	M.COM	TUITION FEE	1,125.00
9	19RMCO009	KARTHIKA G	2019-2021	M.COM	TUITION FEE	1,125.00
10	19RMCO011	KAVITHA S	2019-2021	M.COM	TUITION FEE	1,125.00
11	19RMCO012	MANJU N	2019-2021	M.COM	TUITION FEE	1,125.00
12	19RMCO013	MANJULA A	2019-2021	M.COM	TUITION FEE	1,125.00
13	19RMCO014	MOHANA R	2019-2021	M.COM	TUITION FEE	1,125.00
14	19RMCO015	PRABHA S	2019-2021	M.COM	TUITION FEE	1,125.00
15	19RMCO016	PRIYADHARSHINI D	2019-2021	M.COM	TUITION FEE	1,125.00
16	19RMCO017	PRIYADHARSHINI R	2019-2021	M.COM	TUITION FEE	1,125.00
17	19RMCO018	RAJALAKSHMI V	2019-2021	M.COM	TUITION FEE	1,125.00
18	19RMCO019	RAMALAKSHMI S	2019-2021	M.COM	TUITION FEE	1,125.00
19	19RMCO020	RATHIPRIYADHARSHINI	2019-2021	M.COM	TUITION FEE	1,125.00
20	19RMCO021	SATHIYA BAMA M	2019-2021	M.COM	TUITION FEE	1,125.00

## 5.30 Advance Status

The parameter screen will open as shown in below.

### ADVANCE STATUS

Batch Select

Programme --- Select ---

\*Advance Date 01-03-2021 \* To 31-03-2021

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## ADVANCE STATUS

Date : 30-03-2021

From : 01-03-2021 To : 31-03-2021

S.No.	Roll No.	Name	Amount
<b>BATCH : 2019-2022      PROGRAMME : B.COM (SELF)</b>			
1	19SBCO023	ABILASH K	800.00
<b>BATCH : 2019-2022      PROGRAMME : B.SC. MATHS</b>			
2	19RBMT036	SOUNDARYA M	1,000.00
<b>Total</b>			<b>1,800.00</b>

## 5.31 Scholarship Status

The parameter screen will open as shown in below.

**SCHOLARSHIP STATUS**

Batch -- Select --

Programme --- Select ---

Scholarship --- Select ---

\*Scholarship Date 01-03-2021

\* To 31-03-2021

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## SCHOLARSHIP STATUS

Date : 30-03-2021

From : 01-03-2021 To : 31-03-2021

S.No.	Roll No.	Name	Scholarship	Amount
<b>BATCH : 2020-2022</b>				
1	20RMHI006	PROGRAMME : M.A. HISTORY MANIMUTHURAJA D	Special Scholarship	1,000.00
<b>BATCH : 2020-2022</b>				
2	20SMCA008	PROGRAMME : M.COM COMPUTER APPLICATION MUGESHKANNAN P	Special Scholarship	1,000.00
<b>BATCH : 2020-2023</b>				
3	20RBHI038	PROGRAMME : B.A. HISTORY BAKRUDEEN S	Special Scholarship	1,000.00
<b>BATCH : 2020-2023</b>				
4	20SBCA104	PROGRAMME : B.COM(C.A) PREMA L	Special Scholarship	1,000.00
<b>BATCH : 2020-2023</b>				
5	20RBCH022	PROGRAMME : B.SC. CHEMISTRY GOPALAKRISHNAN K	Special Scholarship	1,000.00
<b>Total</b>				<b>5,000.00</b>

## 6. Attendance

Attendance module helps to maintain the students' attendance.

### 6.1 Attendance Fine

Attendance fine is used define fine amount collected from the student if his attendance percentage falls below the required percentage of attendance.

#### ATTENDANCE FINE

Attendance Shortage Fine :

S.No	From %	To %	Fine Amount	
1	50.00	65.00	100	X
2	66.00	75.00	200	X
3	76.00	80.00	250	X

Save

Close

#### To Add a New Attendance Fine

1. Enter from perc and to Perc
2. Enter amount.
3. If you want to remove the fine in the grid Press <Delete> image.
4. Press <Save> button.

### 6.2 Faculty

Faculty screen is used to assign the course and staff for each class.

## FACULTY

Search by the criteria below :













Batch 2018-2021

Class Advisor --- Select ---

Programme --- Select ---

Search

New

Batch	Programme	Section	Semester	Class Advisor	
2018-2021	B.A. HISTORY	A	1ST SEMESTER	ABUSHAIRABANU A	 
2018-2021	B.A. HISTORY	A	2ND SEMESTER	BABU T	 
2018-2021	B.A. HISTORY	A	3RD SEMESTER	CHITRA V	 
2018-2021	B.A. HISTORY	A	5TH SEMESTER	ABUSHAIRABANU A	 
2018-2021	B.A. HISTORY	A	6TH SEMESTER	ABUSHAIRABANU A	 
2018-2021	B.SC. CHEMISTRY	A	6TH SEMESTER	ABUSHAIRABANU A	 

6 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)**To modify existing Faculty**

We cannot edit the batch, programme, section, semester.

1. Select the batch, programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Faculty**

1. Select a batch, programme you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Faculty**

## FACULTY

*Batch	2018-2021	*Semester Start Date	01-06-2018
*Programme	B.A. HISTORY	*Semester End Date	30-11-2018
*Section	A	*Shift	General
*Semester	1ST SEMESTER	Total Days	
*Class Advisor	ABUSHAIRABANU A	*Minimum Perc	75.00
*Head of the Department	ABUSHAIRABANU A	*Total Periods	80
*No. of Periods Per Day	5		

## Faculty Details

S.No	Course	Faculty	No. of Periods	Course Paper
1	COMMERCE HISTORY(COM HIS)	ANANDHA LAKSHMI G	20	--- Select ---
2	ELEMENTS OF HISTORIOGRAPHY(AHS8C53)	ASHOK KUMAR A	20	--- Select ---
3	HISTORY OF ENGLISH LITERATURE(AEN8A21)	BATHRI DEVANATH R	20	--- Select ---
4	ADVERTISING AND SALES MANAGEMENT(ABA8C53)	ASWINI A	20	--- Select ---

1. Click New button.
2. Select batch, programme, section, semester, class adviser.
3. Select head of department, no of period per day.
4. Select semester start.
5. Select semester end date.
6. Enter shift, min perc.
7. Enter course, staff, no period, course paper. Course paper is an integer which denotes the order in which the courses should be ordered in a report.
8. Total Period will be fetched automatically.
6. If you want to remove the course in the grid Press <Delete> image.
10. Click <Save> button.

If the message is '**Faculty saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 6.3 Course Choice

Course Choice is used to notice the elective courses of the students.

**COURSE CHOICE**

Search by the criteria below :

Batch Select

Programme --- Select ---

Section --- Select ---

Semester --- Select ---

Course --- Select ---

Search

New

Batch	Programme	Section	Semester	Course	
2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	AENJ47 - FUNCTIONAL ENGLISH I NME	
2019-2022	B.A. HISTORY	A	4TH SEMESTER	ECSJN31 - PRINCIPLES OF INFORMATION TECHNOLOGY	

2 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Course Choice

We cannot edit the batch, programme, section, semester.

1. Select the batch, programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.








### To Delete a Course Choice

1. Select a batch, programme you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Course Choice

## COURSE CHOICE

*Batch	<input type="text" value="2019-2022"/>	*Team	<input type="text" value="TEAM 3"/>
*Programme	<input type="text" value="B.SC. CHEMISTRY"/>	*Staff	<input type="text" value="ANANDHA LAKSHMI G"/>
*Section	<input type="text" value="A"/>	Additional Staff 1	<input type="text" value="--- Select ---"/>
*Semester	<input type="text" value="4TH SEMESTER"/>	Additional Staff 2	<input type="text" value="--- Select ---"/>
*Course	<input type="text" value="FUNCTIONAL ENGLISH I NME"/>	Additional Staff 3	<input type="text" value="--- Select ---"/>

S.No.	Student Name	
1	19RBCH001 - ABINAYA R	
2	19RBCH002 - ALAGU PRIYA M	
3	19RBCH003 - ARULSELVI R	
4	19RBCH004 - GAYATHRI M	
5	19RBCH005 - GOKILA M	
6	19RBCH006 - GURULAKSHMI S	
7	19RBCH007 - HEMAMALINI G	

1. Click New button.
2. Select batch, programme, section, semester, course.
3. Select team, staff.
4. Enter the students who have opted for this course.
5. If you want to remove the student in the grid Press <Delete> image.
6. Click <Save> button.

If the message is '**Course Choice saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



## 6.4 Non Major Elective

Non Major Elective is an elective course offered by a department. The students from other departments alone will be allowed to study the course. It is also called as Open Course. This screen is used to register the students for a particular open course.

**NON MAJOR ELECTIVE**

Search by the criteria below :





Batch

Course

Aided / Self finance

Semester

Examiner

Batch	Semester	Course	Staff	Aided / Self finance	
2019-2022	4TH SEMESTER	SCHJN51 - INDUSTRIAL CHEMISTRY	ABUSHAIRABANU A	Aided	 
2019-2022	4TH SEMESTER	TMCNME31 - INSURANCE AND RISK MANAGEMENT	ABUSHAIRABANU A	Aided	 

2 records found.   Displaying page 1 of 1

### To modify existing Non Major Elective

We cannot edit the batch, course, semester.

1. Select the batch, course you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Non Major Elective

1. Select a batch, course you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Non Major Elective

**NON MAJOR ELECTIVE**

\*Batch

\*Semester

\*Aided / Self finance

\*Team

\*Offer Department

\*Course

\*Staff

Additional Staff 1

Additional Staff 2

Additional Staff 3

\*CSV File path

S.No.	Student Name	Programme	Section	
1	19RBHI001 - ANANDA SHUNMUGA PRIYA S	B.A. HISTORY	A	<input type="checkbox"/>
2	19RBHI002 - ANITHA R	B.A. HISTORY	A	<input type="checkbox"/>
3	19RBHI007 - KARPAGAM K	B.A. HISTORY	A	<input type="checkbox"/>
4	19RBHI012 - MUTHUMARI P	B.A. HISTORY	A	<input type="checkbox"/>

In this screen data is exported from the spread sheet into the system.

1. Click New button.
2. Select batch, semester, course, offer department
3. Select team, staff.
4. Click <Show Path> Button.
5. Its Fetch csv file path
6. Click <Upload> Button
7. You can get student data from excel
8. If you want to remove the student in the grid Press <Delete> image.
9. Click <Save> button.

If the message is '**Non Major Elective saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 6.5 Schedule

Schedule is used to open a particular date for attendance entry. Attendance can be marked for a day only if the schedule has been prepared for that day.

**SCHEDULE**

Search by the criteria below :

Date  Day  Search

Day
Month

Date	Calendar Day	
12-04-2021	MONDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">✕</span>
09-04-2021	FRIDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>
08-04-2021	THURSDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>
07-04-2021	WEDNESDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>
06-04-2021	TUESDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>
05-04-2021	MONDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>
02-04-2021	FRIDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>
01-04-2021	THURSDAY	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Remove</span> <span style="font-size: 1.2em; vertical-align: middle;">🔒</span>

### To modify existing Schedule

We cannot edit the schedule date, batch, programme, semester, section,

1. Select the batch, course you want to modify.
2. Press <Remove> Button.
3. Remove the programme, if you not required.
4. Press <Save> button.

### To Delete a Schedule

1. Select a date you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Schedule

**SCHEDULE**

\*Date 12-04-2021      \*Calendar Day   ( Monday )

**Time Table Details**

S.No	Batch No.	Programme	Section	Semester	
1	2018-2021	B.A. HISTORY	A	6TH SEMESTER	Not Available
2	2018-2021	B.SC. CHEMISTRY	A	6TH SEMESTER	Not Available
3	2019-2022	B.A. HISTORY	A	4TH SEMESTER	<span style="background-color: #007bff; color: white; padding: 2px 5px; border: none;">Remove</span>
4	2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	<span style="background-color: #007bff; color: white; padding: 2px 5px; border: none;">Remove</span>

Close

1. Click New button.
  2. Select schedule date
  3. Its Fetch batch, programme, section, semester.
  4. If you want to remove the batch, programme, section, semester in the grid Press  
< Remove > image.
- If a particular department or class has been declared holiday on that date, it can be removed from the schedule.
5. Click <Save> button.

If the message is '**Schedule saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 6.6 Attendance Entry

Attendance Entry is used to mark the attendance of the students.

## VIEW ATTENDANCE



Search Attendance Records :

From 30-03-2021

To 30-03-2021

[View](#)

## STUDENT ATTENDANCE

Date	Batch	Semester	Day	Period	Programme	Section	Course		
30-03-2021	2019-2022	4SEM	2	2	B.A. HISTORY	A	THS8C14 - CONSTITUTION HISTORY OF ENGLAND UPTO A.D. 1603.		

**To modify existing Attendance Entry**

We cannot edit the date, batch, programme, semester, section,

1. Select the batch, course you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Attendance Entry**

1. Select a date you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Attendance Entry

ATTENDANCE ENTRY			
*Staff	ABUSHAIRABANU A	*Programme	B.A. HISTORY
*Date	30-03-2021	*Section	A
*Programme Level	UG	*Period	2
*Batch	2019-2022		<a href="#">Add Period</a>
*Semester	4TH SEMESTER	*Course	THS8C14 - CONSTITUTION
		*Remarks	<div></div>
		<a href="#">View</a>	<a href="#">Close</a>

Uncheck the name of the students who were absent and save.

Present	Roll No.	Student Name	Absent Periods
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	19RBHI001	ANANDA SHUNMUGA PRIYA S	
<input checked="" type="checkbox"/>	19RBHI002	ANITHA R	
<input checked="" type="checkbox"/>	19RBHI003	DHANALAKSHMI M	
<input checked="" type="checkbox"/>	19RBHI005	JYOTHIKA RANI K	
<input checked="" type="checkbox"/>	19RBHI006	KALEESHWARI M	

1. Click New button.
2. Select attendance date
3. Its Fetch batch, programme, section, semester.

(By default the system assumes that every student is present. So the teacher has to uncheck the students who are absent.)

4. Uncheck the students who are absent.
5. Click <Save> button.

If the message is '**Attendance Entry saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 6.7 On Duty

This screen is used to record the On Duty details of the students. When a student is not present in the class, the teacher has to mark Absent for the student. If the student was On Duty during the particular class hour and he has got the relevant certificates for the same, On Duty can be marked for the student. If On Duty is marked attendance will be offered to the student for the particular hour.

ON DUTY

Search by the criteria below :

No.

From  To

Type NSS

Roll No.

[Search](#)

[New](#)

No.	Date	Roll No.	Name	Type	Category	No. of days	
3	12-12-2019	18RBMT001	AKILA K	NSS	Day	2.00	

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing On Duty

We cannot edit the OD no.

1. Select the OD you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a On Duty

1. Select a OD you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New On Duty

**ON DUTY**

\* OD No.

\*OD Date

OD Category

\*From Date

\*To Date

\*No. Days

Type

OD Reason

**Student Details :**

S.No	Student Name	
1	18RBMT001(AKILA K)	✕

1. Click New button.
2. Select OD date
3. OD no automatically generated
3. Select OD category, from date, to date and session.
4. Enter No. of days.
5. Select type.
6. Enter OD reason.
7. Enter the students for the OD
8. If you want to remove the student in the grid Press  
< Remove > image.
9. Click <Save> button.

If the message is '**On Duty saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



## 6.8 Leave letter

Leave Letter is used to maintain leave letters of students.

**LEAVE LETTER**

Search by the criteria below :

Letter No.

From  To

Batch

Programme

Semester

Section

Roll No.

Letter No.	Date	Batch	Programme	Section	Semester	Roll No.	Name	
1	15-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	19RBHI018	RANICHITRA R	
7	08-01-2020	2018-2021	B.A. HISTORY	A	6TH SEMESTER	18RBHI035	ARUNKUMAR S	
5	11-12-2019	2019-2022	B.A. HISTORY	A	3RD SEMESTER	19RBHI001	ANANDA SHUNMUGA PRIYA S	

3 records found.   Displaying page  of 1

### To modify existing Leave letter

We cannot edit the letter no.

1. Select the leave letter you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Leave letter

1. Select a leave letter you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Leave letter

LEAVE LETTER

<p>*Letter No. <input type="text" value="1"/></p> <p>*Letter Date <input type="text" value="15-03-2021"/></p> <p>*From Date <input type="text" value="15-03-2021"/> <input type="text" value="FN"/></p> <p>*To Date <input type="text" value="15-03-2021"/> <input type="text" value="AN"/></p> <p>*No. Days <input type="text" value="1.00"/></p> <p>Type <input type="text" value="Casual"/></p>	<p>*Roll No. <input type="text" value="19RBH018"/></p> <p>Batch <input type="text" value="2019-2022"/></p> <p>Programme <input type="text" value="B.A. HISTORY"/></p> <p>Section <input type="text" value="A"/></p> <p>Semester <input type="text" value="4TH SEMESTER"/></p> <p>Leave Reason <input type="text"/></p>
--	--

1. Click New button.
2. Select date
3. Letter no automatically generated
3. Enter from date, to date and session.
4. Enter No of days.
5. Select type.
6. Enter leave reason.
7. Select student
8. Click <Save> button.

If the message is '**Leave letter saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 6.9 Attendance Lock

If a teacher has not entered the attendance before the deadline, his attendance entry option for that particular day can be locked. He should approach the Head of the Department to Unlock the entry option.

## ATTENDANCE LOCK

\*Date

Lock

Close

### To add a New Attendance Lock

1. Click New button.
2. Select attendance date
9. Click <Lock> button.

If the message is '**Attendance Lock saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 6.10 Attendance Unlock

Attendance Unlock is used to Unlock the attendance date.

## ATTENDANCE UNLOCK

\*Date

Unlock

Close

### To add a New Attendance Unlock

1. Click New button.

2. Select attendance date
9. Click < Unlock> button.

If the message is '**Attendance Unlock saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 6.11 incomplete Entry

The parameter screen will open as shown in below.

**INCOMPLETE ENTRY**

Batch

Programme

\*Date

Show Previous Date ☒

\*From  \* To

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## INCOMPLETE ATTENDANCE ENTRY

S.No.	Date	Batch	Programme	Section	Semester	Day	Period	Team
Programme : B.A. HISTORY								
1	10-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	3	1	
2	10-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	3	2	
3	10-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	3	3	
4	10-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	3	4	
5	10-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	3	5	
6	11-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	6	3	
7	12-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	1	3	TEAM 4
8	13-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	6	4	TEAM 2
9	13-03-2021	2019-2022	B.A. HISTORY	A	4TH SEMESTER	6	5	TEAM 2
Programme : B.SC. CHEMISTRY								
1	10-03-2021	2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	3	1	
2	10-03-2021	2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	3	2	
3	10-03-2021	2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	3	3	
4	10-03-2021	2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	3	4	
5	10-03-2021	2019-2022	B.SC. CHEMISTRY	A	4TH SEMESTER	3	5	

## 6.12 Absentees List

The parameter screen will open as shown in below.

**ABSENTEES LIST**

Type Daily Absentees List ▼

\*Self finance / Aided --- Select --- ▼

Batch --- Select ---

Programme --- Select ---

Date 30-03-2021

Show Summary? ☐

Show Particulars? ☐

Show Hostellers? ☐

View
Close









1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## ABSENTEES LIST - 12-3-2021

S.No	Roll No.	Name	Periods
Batch : 2019-2022 Programme : B.A. HISTORY Section : A			
1	19RBHI001	ANANDA SHUNMUGA PRIYA S	4
2	19RBHI002	ANITHA R	3
3	19RBHI003	DHANALAKSHMI M	1, 2
4	19RBHI005	JYOTHIKA RANI K	1, 2

## 6.13 Register Monthwise

The parameter screen will open as shown in below.

ATTENDANCE REGISTER - MONTHWISE					
Search by the criteria below :					
Batch	2019-2022	Programme	B.A. HISTORY	Month	--- Select ---
				<a href="#">View</a>	
Batch	Programme	Section	Semester	Month	
2019-2022	B.A. HISTORY	A	1ST SEMESTER	JUN-2019	
2019-2022	B.A. HISTORY	A	1ST SEMESTER	JUL-2019	
2019-2022	B.A. HISTORY	A	1ST SEMESTER	AUG-2019	
2019-2022	B.A. HISTORY	A	1ST SEMESTER	SEP-2019	
2019-2022	B.A. HISTORY	A	1ST SEMESTER	OCT-2019	
2019-2022	B.A. HISTORY	A	2ND SEMESTER	DEC-2019	
2019-2022	B.A. HISTORY	A	2ND SEMESTER	JAN-2020	
2019-2022	B.A. HISTORY	A	2ND SEMESTER	FEB-2020	

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## ATTENDANCE REGISTER - MONTHWISE

Month : JUNE - 2019

Batch : 2019-2022

Programme : B.A. HISTORY

Section : A

Semester : 1ST SEMESTER

S.No.	Roll No.	Student Name	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	26	27	28	29	30	A	L	OD	P	Total
1	01174	PONNARASI Y																				P	P			P	P	P	P	P			0	0	0	7	7
2	01283	DEEPAN RAJ B																				P	P			P	P	P	P	P			0	0	0	7	7
3	01463	ARULMARIMUTHU P																				P	P			P	P	P	P	P			0	0	0	7	7
4	19RBHI001	ANANDA SHUNMUGA PRIYA																				P	P			P	P	P	P	P			0	0	0	7	7
5	19RBHI002	ANITHA R																				P	P			P	P	P	P	P			0	0	0	7	7
6	19RBHI003	DHANALAKSHMI M																				P	P			P	P	P	P	P			0	0	0	7	7
7	19RBHI004	ESAKKIMUTHU M																				P	P			P	P	P	P	P			0	0	0	7	7
8	19RBHI005	JYOTHIKA RANI K																				P	P			A	P	P	P	P			1	0	0	6	7
9	19RBHI006	KALEESHWARI M																				P	P			P	P	P	P	P			0	0	0	7	7
10	19RBHI007	KARPAGAM K																				P	P			P	P	P	P	P			0	0	0	7	7
11	19RBHI008	MAHADEVI P																				P	P			P	P	P	P	P			0	0	0	7	7
12	19RBHI009	MITRAANANDI S																				P	P			P	P	P	P	P			0	0	0	7	7
13	19RBHI010	MUTHUKALI G																				P	P			P	P	P	P	P			0	0	0	7	7

## 6.14 Summary Monthwise

The parameter screen will open as shown in below.

ATTENDANCE SUMMARY - MONTHWISE				
Search by the criteria below :				
Batch	2019-2022	Section	--- Select ---	
Programme	B.A. HISTORY	From	01-03-2021	To 25-03-2021
Show Abstract?	<input type="checkbox"/>			
Click on the semester to view the semester summary details.				
Batch	Programme	Section	Semester	Month
2019-2022	B.A. HISTORY	A	4TH SEMESTER	MAR-2021

3. Select or type the parameters you want to provide and click View. Report will open.
4. You can take the print out with the help of the toolbar on top of the report.

**ATTENDANCE SUMMARY - MONTHWISE**

From : 01-03-2021 To : 25-03-2021

Batch : 2019-2022

Programme : B.A. HISTORY

Section : A

S.No.	Roll No.	Student Name	4SEM		P	A	%
			MAR	Total			
No. of Working Days			20	20	20	-	100
1	19RBHI001	ANANDA SHUNMUGA PRI	20	20	20	-	100.00
2	19RBHI002	ANITHA R	19.5	19.5	19.5	0.5	97.50
3	19RBHI003	DHANALAKSHMI M	19.5	19.5	19.5	0.5	97.50
4	19RBHI005	JYOTHIKA RANI K	19.5	19.5	19.5	0.5	97.50
5	19RBHI006	KALEESHWARI M	19	19	19	1	95.00
6	19RBHI007	KARPAGAM K	20	20	20	-	100.00
7	19RBHI008	MAHADEVI P	19	19	19	1	95.00
8	19RBHI009	MITRAANANDI S	20	20	20	-	100.00

**6.15 Leave Letter Register**

The parameter screen will open as shown in below.

**LEAVE LETTER REGISTER**

Batch

Programme

\* From 
\* To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



## LEAVE LETTER REGISTER

No.	Date	From	To	Days	Batch	Programme	Section	Semester	Roll No.	Name	Leave Reason
7	08-01-2020	08-01-2020	08-01-2020	1.00	2018-2021	B.A. HISTORY	A	6TH SEMESTER	18RBHI035	ARUNKUMAR S	
1	15-03-2021	15-03-2021	15-03-2021	1.00	2019-2022	B.A. HISTORY	A	4TH SEMESTER	19RBHI018	RANICHITRA R	

--- End of the Report ---

## 6.16 On Duty Register

The parameter screen will open as shown in below.

ON DUTY REGISTER

Batch

Programme

\* From  \* To

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## ON DUTY REGISTER

No.	Date	From	To	Days	Batch	Programme	Roll No.	Name	Period	Course	On Duty Reason
5	26-02-2020	26-02-2020	26-02-2020	1.00	2018-2021	B.A. HISTORY	18RBHI035	ARUNKUMAR S			RRC MEETING
6	27-02-2020	27-02-2020	27-02-2020	1.00	2018-2021	B.A. HISTORY	18RBHI035	ARUNKUMAR S			
2	02-02-2021	02-02-2021	02-02-2021	1.00	2018-2021	B.A. HISTORY	18RBHI001	ABITHA R			
4	12-03-2021	12-03-2021	12-03-2021	1.00	2019-2022	B.A. HISTORY	19RBHI001	ANANDA SHUNMUGA PRIYA S			
1	15-03-2021	23-03-2021	23-03-2021	1.00	2019-2022	B.A. HISTORY	19RBHI018	RANICHITRA R			

--- End of the Report ---

## 6.17 Attendance Shortage

The parameter screen will open as shown in below.

**ATTENDANCE SHORTAGE**

<p>*Self finance / Aided <span style="border: 1px solid #ccc; padding: 2px;">Self finance</span> <span style="float: right;">▼</span></p> <p>Department <span style="border: 1px solid #ccc; padding: 2px;">--- Select ---</span></p> <p>Batch <span style="border: 1px solid #ccc; padding: 2px;">--- Select ---</span></p> <p>Programme <span style="border: 1px solid #ccc; padding: 2px;">--- Select ---</span></p> <p>Section <span style="border: 1px solid #ccc; padding: 2px;">--- Select ---</span></p> <p>Semester <span style="border: 1px solid #ccc; padding: 2px;">--- Select ---</span></p>	<p>* From <span style="border: 1px solid #ccc; padding: 2px;">01-07-2019</span> To <span style="border: 1px solid #ccc; padding: 2px;">28-07-2019</span></p> <p>* Type <span style="border: 1px solid #ccc; padding: 2px;">Percentage</span> <span style="float: right;">▼</span></p> <p>Perc From <span style="border: 1px solid #ccc; padding: 2px;">0</span> To <span style="border: 1px solid #ccc; padding: 2px;">75</span></p> <p>Header <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></p> <p>Footer <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></p> <p>Show Header? <input type="checkbox"/></p> <p>Show Fine? <input type="checkbox"/></p> <p>Show Address? <input type="checkbox"/></p>
--	--

Export
View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## SHORTAGE OF ATTENDANCE

From : 01-07-2019 To : 28-07-2019

S. No.	Roll No.	Name	Working Days	Present Days	Absent Days	Attendance
Department : English (self)						
Batch : 2019-2022 Programme : B.A (English Literature) Self Section : A Semester : 1SEM						
1	UEL195729	PUSHPARANI. V	20	13	7	65.00
2	UEL195755	MAREESWARAN. C	20	12	8	60.00
3	UEL195763	TAMIL ARASAN. S	20	14	6	70.00
Batch : 2018-2021 Programme : B.A (English Literature) Self Section : A Semester : 3SEM						
4	UEL185710	ESAKKIAMMAL. M	20	0	20	0.00
5	UEL185719	KANAGA LAKSHMI. M	20	0	20	0.00
6	UEL185737	PADMAPRIYA. S	20	0	20	0.00
7	UEL185741	PRIYA. S	20	14	6	70.00
8	UEL185744	RATHIKA. R	20	12	8	60.00

## 6.18 Fine List

The parameter screen will open as shown in below.

**FINE LIST**

Batch -- Select --

Programme --- Select ---

\* From 01-01-2021 \* To 03-03-2021

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## FINE LIST

From : 01-01-2021 To : 03-03-2021

S.No.	Roll No.	Student Name	No. of Days	Amount
-------	----------	--------------	-------------	--------

BATCH : 2018-2021 PROGRAMME : B.A. HISTORY

1	18RBHI001	ABITHA R	0.5	10.00
2	18RBHI003	GEETHA S	2.5	30.00
3	18RBHI004	ISWARYA G	2	20.00
4	18RBHI005	JEYASAKTHI M	1	10.00
5	18RBHI006	JOTHILAKSHMI N	1.5	20.00
6	18RBHI007	JULLIATSINEHA X	1	10.00
7	18RBHI008	KAJALAKSHMI S	1	10.00
8	18RBHI009	KATHIJA BANU M	1	10.00
9	18RBHI010	LAKSHMI LAKSHANA S	2	20.00
10	18RBHI013	MUNEESWARI M	1	10.00
11	18RBHI015	MUTHU SELVI I	1	10.00
12	18RBHI017	PRIYA DHARSHINI G	3	30.00

## 6.19 Attendance History

The parameter screen will open as shown in below.

## ATTENDANCE HISTORY

\*Student THANGASELVAN R (18RBCH039)

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## ATTENDANCE HISTORY

Name / Roll No. : THANGASELVAN R (18RBCH039)

Batch : 2018-2021

Programme : B.SC. CHEMISTRY

Attendance Details :

MONTH	6SEM			4SEM			3SEM			2SEM			1SEM		
	D	A	P	D	A	P	D	A	P	D	A	P	D	A	P
JAN	7	0	7	20	3	17	0	0	0	21	2	19	0	0	0
FEB	20	1	19	22	3	19	0	0	0	21	2.5	18.5	0	0	0
MAR	0	0	0	11	0	11	0	0	0	22	3	19	0	0	0
APR	0	0	0	0	0	0	0	0	0	10	2	8	0	0	0
JUN	0	0	0	0	0	0	10	1	9	0	0	0	5	0	5
JUL	0	0	0	0	0	0	24	1.5	22.5	0	0	0	22	1	21
AUG	10	0	10	0	0	0	18	2	16	0	0	0	19	1.5	17.5

## 6.20 Send SMS -Attendance

The parameter screen will open as shown in below.

SEND SMS

Search by the criteria below :

Batch 
Programme

Send To Father ☐
Send To Mother ☐

Mobile Number

Shift 
Date

Send To Guardian ☐
Send To Student ☐

S.No	Roll No	Student Name	Batch	Programme	Section	Periods	Mobile No
1	19RBHI018	RANICHITRA R	2019-2022	B.A. HISTORY	A	1, 2, 4, 5	9345802929
2	19RBHI060	SRIRAMA	2019-2022	B.A. HISTORY	A	1, 2, 4, 5	7449135391
3	19RBHI062	SURYA V	2019-2022	B.A. HISTORY	A	1, 2, 4, 5	6374185179

1. Select or type the parameters you want to provide and click View. SMS will be sent to the parents of the students who were absent.
2. You can check the SMS delivery status with the help of the sms package provider.

## 7. Exam

Exam module helps to manage the Continuous Internal Assessment and End Semester Assessment of the students.

### 7.1 Course Coordinator

Course Coordinator screen is used to assign course to corresponding staff. A course may be taught by multiple professors. But course coordinator is the one responsible for maintain the records related to evaluation and marks for the particular course.

**COURSE COORDINATOR**

Search by the criteria below :

Batch

Section

Programme

Semester

Batch	Programme	Section	Semester	Class Advisor
2018-2021	B.A. ECONOMICS	A	Sixth Semester	A. SUGUNA

1 records found.   Displaying page 1 of 1

### To modify existing Course Coordinator

**COURSE COORDINATOR**

\*Batch

\*Programme

\*Section

\*Semester

\*Class Advisor

**Coordinator Details**

S.No	Course	Coordinator
1	1802-1-UG2010 - SOCIAL HISTORY OF ENGLAND	A. CHANDRABOSE,
2	2121-18M1CMC1 - RESEARCH METHODOLOGY	A. ATHEESWARI,
3	4238-4-UG2010 - MECHANICS AND PROPERTIES OF MATTER	H. HEMAMALINI,
4	7303-17P1NMC3 - A SURVEY OF BRITISH LITERATURE	A. ABIRAMI,
5	9328-17U5DMC13 - SOFTWARE ENGINEERING	A. KARUPPUSAMY

We cannot edit the batch, programme, section, semester, class adviser.

1. Select the batch, programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

## 7.2 Internal Activity Setting

Internal Activity setting is used to assign an internal activity (example: written test) to a course. If an activity has not been assigned with a course, it can not be used for evaluation.

**INTERNAL ACTIVITY SETTINGS**

Search by the criteria below :

Academic Year

Programme Level

Activity

Programme

Odd / Even

Pattern

Batch

New

Academic Year	Odd / Even	Programme Level	Pattern	Activity	Batch No	Programme	Semester	
2020-2021	Odd	PG	Pattern5	Practical	2018-2021	Master of Computer Applications	Fifth Semester	
2020-2021	Odd	PG	Pattern5	Practical	2019-2021	M.A (Economics)	Third Semester	
2020-2021	Odd	PG	Pattern5	Practical	2019-2021	M.Sc (physics)	Third Semester	
2020-2021	Odd	PG	Pattern5	Practical	2019-2021	M.Sc (Chemistry)-SF	Third Semester	
2020-2021	Odd	PG	Pattern5	Practical	2019-2021	M.Sc (Zoology)-SF	Third Semester	

### To modify existing Internal Activity Setting

We cannot edit the batch, programme level, odd/even , academic year, pattern

1. Select the batch, programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Internal Activity Setting

1. Select a batch, programme you want to delete.
2. Click Delete image.

3. Confirm your deletion process.

## To add a New Internal Activity Settings

**INTERNAL ACTIVITY SETTINGS**

\*Academic Year

\*Odd/Even

\*Programme Level

\*Batch

\*Pattern

\*Activity

\*Mark Entry Starting Dt

\*Mark Entry Closing Dt

\*Conducted Mark

\*Pass Mark

\*Converted Mark

Pattern1 : Written Test 1 & Written Test 2 (Avg), Assignment, Seminar

Regular Course :

S.No	Programme	Semester	Course	Conducted Mark	Pass Mark	Converted Mark
1	B.Sc (Zoology)	6SEM	Z6SB6 - SKILL BASED SUBJECTS (2) DAIRY FARMING	30	0	30
2	B.Sc (Zoology)	6SEM	Z6CC15 - BIOTECHNOLOGY	30	0	15
3	B.Sc (Zoology)	6SEM	Z6CC14 - IMMUNOLGY	30	0	15
4	B.Sc (Zoology)	6SEM	Z6SB5 - SKILL BASED SUBJECTS (1) APICULTURE	30	0	30

1. Click New button.
2. Select academic year, odd/even, programme level, batch, type, activity, pattern, mark entry starting dt, mark entry end dt
3. Click <View> button
4. Program, semester and course for this academic year will be fetched.
5. Enter conduct mark, pass mark, converted mark.
6. Click <Assign> button
7. Click <Save> button.

If the message is '**Internal Activity Setting saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



### 7.3 Create Activity Records

This screen is used to create the new records for mark entry for the particular activity for a particular course. This action will create empty records for the students for this particular course and activity. Later teachers will fill the marks in the records.

CREATE ACTIVITY RECORDS

Search by the criteria below :

Academic Year

Odd / Even

Programme Level

Pattern

Activity

Batch

Programme

[Search](#)

[New](#)
[Add New Students](#)
[Remove Students](#)

Academic Year	Odd / Even	Programme Level	Pattern	Activity	Batch	Programme	Semester	
2020-2021	Odd	PG	Pattern5	Practical	2019-2022	Master of Computer Applications	3SEM	
2020-2021	Odd	UG	Pattern5	Practical	2020-2023	B.A (Tamil)	1SEM	
2020-2021	Odd	UG	Pattern5	Practical	2020-2023	B.A (Economics)	1SEM	
2020-2021	Odd	UG	Pattern5	Practical	2020-2023	B.A (History)	1SEM	
2020-2021	Odd	UG	Pattern5	Practical	2020-2023	B.Sc (Zoology)	1SEM	
2020-2021	Odd	UG	Pattern5	Practical	2020-2023	B.Com	1SEM	

#### To modify existing Create Activity Records

We cannot edit the batch, programme level, academic year, odd/even, pattern.

1. Select the batch, programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

## To add a New Create Activity Records

**CREATE ACTIVITY RECORDS**

\*Academic Year

\*Odd/Even

\*Programme Level

\*Batch

\*Pattern

\*Activity

S.No	Programme	Semester	Course	Conducted Mark	Pass Mark	Converted Mark
1	Master of Computer Applications	1SEM	19MCAGE04 - E-Commerce	10	0	10✕
2	Master of Computer Applications	1SEM	20MCA101 - MATHEMATICAL FOUNDATION OF COMPUTER S	10	0	10✕
3	Master of Computer Applications	1SEM	20MCA103 - OPERATING SYSTEMS	10	0	10✕
4	Master of Computer Applications	1SEM	20MCA104 - PROGRAMMING IN PYTHON	10	0	10✕
5	Master of Computer Applications	1SEM	20MCA102 - SOFTWARE ENGINEERING	10	0	10✕

1. Click New button.
2. Select academic year, odd/even, programme level, batch, type, activity, pattern
3. The programme, semester, course and mark details will be fetched automatically.
4. If you want to remove the course, programme, section, semester in the grid Press  
< Delete > image
5. Click <Create Activity Record> button.

If the message is '**Create Activity Record saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.4 Create NME Activity Records













This screen is used to create activity records for NME courses (Open Courses).

**CREATE NME ACTIVITY RECORDS**

Search by the criteria below :

Academic Year  Programme Level  Activity

Odd / Even  Pattern  Batch

Academic Year	Odd / Even	Programme Level	Pattern	Activity	Batch	Team	Semester	
2019-2020	Even	UG	Pattern1	Written Test-II	2017-2020	K6ME5-T027	6SEM	 
2019-2020	Even	UG	Pattern1	Written Test-II	2017-2020	K6ME6-T028	6SEM	 
2019-2020	Even	UG	Pattern1	Written Test-II	2017-2020	K6ME3-T029	6SEM	 
2019-2020	Even	UG	Pattern1	Written Test-II	2017-2020	K6ME4-T030	6SEM	 
2019-2020	Even	UG	Pattern1	Written Test-II	2017-2020	A6ME3-T031	6SEM	 
2019-2020	Even	UG	Pattern1	Written Test-II	2017-2020	A6ME5-T032	6SEM	 

### To modify existing Create NME Activity Records

We cannot edit the batch, programme level, academic year, odd/even, pattern.

1. Select the batch, team you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

### To add a New Create NME Activity Records

**CREATE NME ACTIVITY RECORDS**

\*Academic Year  \*Programme Level  \*Pattern

\*Odd/Even  \*Batch  \*Activity

stringstring

S.No	Semester	Course	Team	Conducted Mark	Pass Mark	Converted Mark
1	6SEM	K6ME5 - Enterprise Resource Planning	K6ME5-T027	30	0	15

1. Click New button.

2. Select academic year, odd/even, programme level, batch, type, activity, pattern
3. Semester, Course, Team and Mark details will be fetched automatically.
- 4.. If you want to remove the course, team, semester in the grid Press  
< Delete > image
5. Click <Create NME Activity Record> button.

If the message is '**Create NME Activity Record saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.5 Activity Mark Entry

This screen is used to enter the marks of the students in a particular activity.

**ACTIVITY MARK**

Search by the criteria below :

Academic Year

Programme Level

Batch

Programme

Odd / Even

Activity

Academic Year	Odd / Even	Programme Level	Activity	Batch	Programme	Section	Course	Entry Closing Date	Entry Dt	
2019-2020	Even	UG	Written Test-I	2017-2020	B.Sc (Chemistry)	A	C6SB5 - Computers in chemistry	30-06-2020	06-06-2020	
2019-2020	Even	UG	Written Test-I	2017-2020	B.Sc (Chemistry)	A	C6CC15 - Organic chemistry -IV	30-06-2020	09-03-2020	
2019-2020	Even	UG	Written Test-I	2017-2020	B.Sc (Chemistry)	A	C6CC16 - Physical chemistry-IV	30-06-2020	11-03-2020	
2019-2020	Even	UG	Written Test-I	2017-2020	B.Sc (Chemistry)	A	C6SB6 - Green chemistry	30-06-2020	17-06-2020	

## To enter Activity Mark

ACTIVITY MARK					
*Academic Year	2020-2021	*Semester	Second Semester	*Max. Mark	10
*Batch	2020-2023	*Activity	Test 1	*Converted To	10
*Programme	B.A (Journalism and Mass Communication)	*Course	19JM1CC1 - INTRODUCTION TO JOURNALISM	*Entered Date	19-03-2021
*Section	A	*Coordinator	A. Chris Marilyn .	*Exam Date	01.03.2021

Uncheck the name of the students who were absent.

Present	S.No.	Roll No.	Student	Obtained Mark	Converted Mark	Remarks
<input checked="" type="checkbox"/>	1	2020JM01	ABIRAMI A	10.00	10.00	
<input checked="" type="checkbox"/>	2	2020JM02	ABIRAMI B	10.00	10.00	
<input checked="" type="checkbox"/>	3	2020JM03	ANITHA M	9.00	9.00	
<input checked="" type="checkbox"/>	4	2020JM04	ANUSHIYA SHERLY TERES R	8.00	8.00	
<input checked="" type="checkbox"/>	5	2020JM05	DEEPIKA K	8.00	8.00	
<input checked="" type="checkbox"/>	6	2020JM06	GAYATHRI M	7.00	7.00	
<input checked="" type="checkbox"/>	7	2020JM07	HALIMAHATHOON M	8.00	8.00	

We cannot edit the batch, programme, section, semester, course coordinator, max mark, converted mark.

1. Select the batch, programme you want to modify.
2. Press Edit image.
3. Student details will be fetched
4. Enter mark for corresponding student.
5. If the student is absent for the activity, please uncheck the check box.
6. Press <Save> button

If the message is '**Activity Mark saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.6 Elective Activity Mark

This screen is used to enter the mark for the elective courses for a particular activity.

**ELECTIVE ACTIVITY MARK**

Search by the criteria below :

Academic Year  Programme Level

Odd / Even:  Activity

Academic Year	Odd / Even	Programme Level	Activity	Batch	Team	Course	Entry Dt	
2020-2021	Even	UG	Test 1	2020-2023	19C3ACM1	19C3ACM1 - ALLIED MATHEMATICS-I	20-03-2021	
2020-2021	Even	UG	Test 1	2020-2023	19LS1NME1 - LIBRARY AND INFO.	19LS1NME1 - LIBRARY AND INFORMATION SCIENCE PROGRAM	20-03-2021	

2 records found.   Displaying page 1 of 1

### To enter the Elective Activity Mark

**ELECTIVE ACTIVITY MARK**

\*Academic Year  \*Activity  \*Maximum Mark

\*Batch  \*Course  \*Converted to

\*Team  \*Coordinator  \*Pass Mark

\*Semester  \*Entered Date  \*Exam Date

Uncheck the name of the students who were absent.

Present	S.No.	Roll No.	Student	Obtained Mark	Converted Mark	Remarks
<input checked="" type="checkbox"/>	1	2020JM01	ABIRAMI A	8.00	8.00	
<input checked="" type="checkbox"/>	2	2020JM02	ABIRAMI B	7.00	7.00	
<input checked="" type="checkbox"/>	3	2020JM03	ANITHA M	8.00	8.00	
<input checked="" type="checkbox"/>	4	2020JM04	ANUSHIYA SHERLY TERES R	9.00	9.00	
<input checked="" type="checkbox"/>	5	2020JM05	DEEPIKA K	8.00	8.00	
<input checked="" type="checkbox"/>	6	2020JM06	GAYATHRI M	7.00	7.00	
<input checked="" type="checkbox"/>	7	2020JM07	HALIMAHATHOON M	8.00	8.00	
<input checked="" type="checkbox"/>	8	2020JM09	HARINI M	7.00	7.00	

We cannot edit the batch, team, semester, course coordinator, max mark, converted mark.

1. Select the batch, team you want to modify.
2. Press Edit image.
3. Student details will be fetched automatically.
4. Enter mark for corresponding student.
5. If a student is absent, please uncheck the check box.
6. Press <Save> button

If the message is '**Elective Activity Mark saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.7 Retest Mark

A retest for an activity can be taken by the student if he was absent for the activity or if he wants to improve the performance. Retest Mark is screen to enter the retest mark of the student.

**RETEST MARK**

<b>*Academic Year</b>	<input type="text" value="2020-2021"/>
<b>*Odd / Even</b>	<input type="text" value="Even"/> ▼
<b>*Programme Level</b>	<input type="text" value="UG"/>
<b>*Activity</b>	<input type="text" value="Test 1"/>
<b>*Student</b>	<input type="text" value="ABIRAMI B (2020JM02)"/>
<b>*Course</b>	<input type="text" value="19C3ACM1 - ALLIED MATHEMATICS"/>
<b>Maximum Mark</b>	<b>10</b>
<b>Pass Mark</b>	<b>0</b>
<b>Converted To</b>	<b>10</b>
<b>Old Obtained Mark</b>	<b>7.00</b>
<b>Old Converted Mark</b>	<b>7.00</b>
<b>New Obtained Mark</b>	<input type="text" value="9"/>
<b>New Converted Mark</b>	<b>9</b>

1. Select Academic year.
2. Select odd/even, programme level, activity
3. Select student, course

4. Max mark, pass mark, converted mark, old mark will be fetched automatically.
5. Enter new obtained mark, new converted mark.
6. Click <Save> button.

## 7.8 Internal Mark

Internal Mark screen is used to derive the Internal Assessment Marks of the students at the end of the semester.

**INTERNAL MARK**

Search by the criteria below :

Academic Year

Programme Level

Batch

Odd / Even

Programme

Academic Year	Odd / Even	Programme Level	Batch	Programme	Section	Semester	
2020-2021	Odd	UG	2018-2021	050000 - ECS	A	Fifth Semester	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
2020-2021	Odd	UG	2018-2021	B.Sc. MATHEMATICS	A	Fifth Semester	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
2020-2021	Odd	UG	2018-2021	B.Sc. MATHEMATICS	A	Fifth Semester	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
2020-2021	Odd	UG	2018-2021	B.Sc. MATHEMATICS	A	Fifth Semester	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
2020-2021	Odd	UG	2018-2021	B.Sc. PHYSICS	A	Fifth Semester	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
2020-2021	Odd	UG	2018-2021	B.Sc. PHYSICS	A	Fifth Semester	<input type="button" value="Print"/> <input type="button" value="Refresh"/>

## To derive Internal Mark

**INTERNAL MARK**

Academic year : 2020-2021      Batch : 2018-2021

Odd / Even : Odd      Programme : 050000 - ECS

Programme Level : UG      Section : A

Semester : Fifth Semester

S.No.	Course	WT1	WT2	ASQ	SEQ	Status	
1	5822-18U5VMC9 - MACRO ECONOMICS - I	Yes	Yes	Yes	Yes	Process	<input type="button" value="Print"/>
2	5824-18U5VMC11 - LABOUR ECONOMICS	Yes	Yes	Yes	Yes	Completed	<input type="button" value="Undo"/> <input type="button" value="Print"/>
3	5825-18U5VME1 - ENVIRONMENTAL ECONOMICS (ELECTIVE - I)	Yes	Yes	Yes	Yes	Completed	<input type="button" value="Undo"/> <input type="button" value="Print"/>
4	5826-18U5VME2 - FUNDAMENTALS OF COMPUTER ( ELECTIVE - II)	Yes	Yes	Yes	Yes	Completed	<input type="button" value="Undo"/> <input type="button" value="Print"/>
5	5827-18U5VSM5 - RETAIL MARKETING	Yes	Yes	Yes	Yes	Completed	<input type="button" value="Undo"/> <input type="button" value="Print"/>
6	5823-18U5VMC10 - ECONOMICS OF DEVELOPMENT AND PLANNING	Yes	Yes	Yes	Yes	Completed	<input type="button" value="Undo"/> <input type="button" value="Print"/>



We cannot edit the batch, programme, section, semester.

1. Select the batch, programme you want to process.
2. Press Edit image.
3. Course details will be fetched automatically. The Mark Entry Status of the corresponding activities will be shown. Before you click the Process button, ensure that all activity marks have been entered into the system.
4. Click <Process> button.
5. Status will change after processing, then the report will be displayed.
6. If you want to Undo the process, Click <undo > button. You can click the Process button again to process again.

## 7.9 Elective Internal Mark

Elective Internal Mark screen is used to derive the Internal Assessment Marks of the students at the end of the semester for elective courses.

ELECTIVE INTERNAL MARK

Academic Year   
 Odd / Even  ▼  
 Programme Level   
 Batch   
View

S.No.	Batch	Semester	Course	Coordinator	WT1	WT2	ASQ	SEQ	Status
1	2019-2022	Third Semester	6017-17U3TNMB1 - BASIC TAMIL - I	G. RAJA	Yes	Yes	Yes	Yes	<span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Process</span>
2	2019-2022	Third Semester	7238-17U3NNM1 - ENGLISH FOR EMPLOYABILITY	S. AISHWARYA SAMPATH	Yes	Yes	Yes	Yes	Completed <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Undo</span>
3	2019-2022	Third Semester	8114-17U3MNM1 - MATHEMATICS FOR COMPETITIV	PADMAVATHI	Yes	Yes	Yes	Yes	Completed <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Undo</span>
4	2019-2022	Third Semester	8114-17U3MNM1 - MATHEMATICS FOR COMPETITIVIM	THIAGARAJAN	Yes	Yes	Yes	Yes	Completed <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Undo</span>
5	2019-2022	Third Semester	8114-17U3MNM1 - MATHEMATICS FOR COMPETITIVIN	SRI VIVEKA SARATHA	Yes	Yes	Yes	Yes	Completed <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Undo</span>
6	2019-2022	Third Semester	8413-17U3PNM1 - COMMUNICATION SYSTEMS	J. SIVASUBRAMANIAN,	Yes	Yes	Yes	Yes	Completed <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Undo</span>
7	2019-2022	Third Semester	8413-17U3PNM1 - COMMUNICATION SYSTEMS	M. MEGALA	Yes	Yes	Yes	Yes	Completed <span style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Undo</span>

1. Select Academic year.
2. Select odd/even, programme level, batch
3. Press <view> button.
4. Course details will be fetched automatically.

- Click <Process> button.
- Status will change after processing, then the report will be displayed.
- If you want to Undo the process, Click <undo > button. You can click the Process button again to process again.

## 7.10 Import Exam Data

Import Exam Data is used to upload external mark data from spread sheets into ROVAN IMS.

**IMPORT END SEMESTER DATA**

\*Exam

\*Programme

\*Semester

[Show Path](#)

\*Programme Level

\*Regulation

\*CSV File path

[Upload](#)

[Close](#)

S.No.	Roll No	Name	Course	Int Mark	Ext Mark	Total	Grade	Status	Grade Point	Reg/Arr
1	2019E02	AKALYA M	19N2ACC2	17	7	24	U	F	3	R
2	2019E03	AKSHAYA M	19N2ACC2	13	27	40	E	P	4	R
3	2019E04	AKSHAYA R	19N2ACC2	13	27	40	E	P	4	R
4	2019E05	AKSHAYA DEVI P	19N2ACC2	15	33	48	E	P	4	R
5	2019E06	ALAGAMMAL L	19N2ACC2	16	34	50	C	P	5	R
6	2019E07	ANUSHYA M	19N2ACC2	0	99	99	O	P	10	R
7	2019E08	AROCKIA JENI A	19N2ACC2	15	40	55	C	P	5	R
8	2019E08	AROCKIA JENI A	19PG1C4	15	40	55	C	P	5	R
9	2019E08	AROCKIA JENI A	19L2NME	15	40	55	C	P	5	R

[Save](#)

[Close](#)

- Select exam.
- Select programme, semester, programme level, regulation.
- Press <Show Path> button.
- It will fetch csv file path
- Press <Upload> button.
- Students End Semester Marks or Grades will be fetched in to the Grid.
- Click <save> button.

If the message is '**End Semester Data Imported successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required

## REPORTS

### 7.11 Incomplete Activity Report

This report will show the courses in which the marks has not been entered into the system.  
The parameter screen will open as shown in below.

INTERNAL ACTIVITY SETTINGS

Search by the criteria below :

Academic Year <input type="text" value="2020-2021"/>	Programme Level <input type="text" value="UG"/>	*Type <input type="text" value="-- Select --"/>	
Odd / Even <input type="text" value="Odd"/>	Activity <input type="text" value="Written Test 1"/>	Batch <input type="text" value="2019-2022"/>	<input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Refresh"/>

New

Academic Year	Odd / Even	Programme Level	Type	Activity	Batch No	
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022	<input type="button" value="Print"/> <input type="button" value="Export"/>

1 records found.

Displaying page 1 of 1

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

#### INCOMPLETE ACTIVITY MARK - Written Test 1

S.No.	Batch	Programme	Course	Coordinator
1	2018-2021	B.Com (CAPITAL M	COMPUTER APPLICATIONS IN TRADING	M. JEYA PRAKASH





### 7.12 Complete Activity Report

The parameter screen will open as shown in below.

**INTERNAL ACTIVITY SETTINGS**

Search by the criteria below :

Academic Year  Programme Level  \*Type

Odd / Even  Activity  Batch      

Academic Year	Odd / Even	Programme Level	Type	Activity	Batch No
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022

1 records found.   Displaying page 1 of 1

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

### COMPLETE ACTIVITY MARK

S.No.	Batch	Programme	Course	Entry Dt.	Coordinator
1	2018-2021	B.Sc. MATHEMATIC	ANCILLARY CHEMISTRY - III	04-12-2020	R. SATHYA,
2	2018-2021	B.Sc. MATHEMATIC	APPLIED CHEMISTRY	10-12-2020	S. SELVAKUMAR CHEMISTR
3	2018-2021	B.Sc. MATHEMATIC	PROBABILITY THEORY	14-12-2020	R. PANDISELVI,
4	2018-2021	B.Sc. MATHEMATIC	MECHANICS	30-11-2020	C. THANGAPANDI,
5	2018-2021	B.Sc. MATHEMATIC	DIFFERENTIAL EQUATIONS	06-12-2020	V. ANANTHASWAMY,
6	2018-2021	B.Sc. MATHEMATIC	REAL ANALYSIS	04-12-2020	K.M. DHARMALINGAM,
7	2018-2021	B.Sc. PHYSICS	ANCILLARY CHEMISTRY - III	08-12-2020	P. PRASANA,
8	2018-2021	B.Sc. PHYSICS	APPLIED CHEMISTRY	25-11-2020	M. BOOMINATHAN,
9	2018-2021	B.Sc. PHYSICS	BIOMEDICAL INSTRUMENTATION	25-11-2020	M. PREMA RANI,
10	2018-2021	B.Sc. PHYSICS	THERMODYNAMICS AND STATISTCAL ME	13-12-2020	K. NEYVASAGAM,
11	2018-2021	B.Sc. PHYSICS	ANALOG ELECTRONICS	09-12-2020	R. VISHNUPRIYA,
12	2018-2021	B.Sc. PHYSICS	RELATIVITY AND QUANTUM MECHANICS	15-12-2020	S. SIVARAMAKRISHNAN,
13	2018-2021	B.Sc. CHEMISTRY	BIO-MOLECULES AND GREEN CHEMISTR	10-12-2020	HASMATH FERZANA
14	2018-2021	B.Sc. CHEMISTRY	PHYSICAL CHEMISTRY - I	17-12-2020	R. RAMACHANDRAN,
15	2018-2021	B.Sc. CHEMISTRY	INORGANIC CHEMISTRY - I	10-12-2020	P. GAJENDRAN,
16	2018-2021	B.Sc. CHEMISTRY	ORGANIC CHEMISTRY - I	25-11-2020	S.V. KARTHIKEYAN,

### 7.13 Mark List Report

The parameter screen will open as shown in below.

## CREATE ACTIVITY RECORDS

Search by the criteria below :

Academic Year  Programme Level  Type

Odd / Even  Activity  Batch

New							
Academic Year	Odd / Even	Programme Level	Type	Activity	Batch	Programme	Semester
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022	B.A. ENGLISH	3
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022	B.Sc. I.T.,	3
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022	050000 - ECS	3
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022	B.Com. (PROFESSIONAL ACCOUNTING)	3
2020-2021	Odd	UG	Theory	Written Test 1	2019-2022	B.Com (CAPITAL MARKETS)	3

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## MARK ENTRY LIST - Written Test 1

Batch : 2018-2021 Semester : Fifth Semester  
 Programme : B.Sc. PHYSICS Section : A

S.No.	Roll No.	Name	8427-17U5P (15)	8428-17U5P (15)	8429-17U5P (15)	8426-17U5P (15)	8611-17U5C (15)	8612-17U5C (15)
1	2018PMC101	ABU THAKIR S						
2	2018PMC102	AJITH KUMAR						
3	2018PMC103	AMIRTHA VARSHIN						
4	2018PMC104	BALAJI K.						
5	2018PMC105	DEENADHAYALAN						
6	2018PMC106	FARZANA FATHIMA						
7	2018PMC107	JOTHEESWARAN						
8	2018PMC108	KARTHICK J.						
9	2018PMC109	KEERTHIGA K.						
10	2018PMC110	KIRUTHICKRAJ						

## 7.14 Retest List

This report will show those who have taken retest. The parameter screen will open as shown in below.

## RETEST LIST

\*Academic Year

\*Odd / Even  ▼

\* Programme Level

\*Activity

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

### RETEST LIST

ACTIVITY : Written Test 1

S.No.	Roll No.	Name	Batch	Programme	Section	Semester	Course	Retest Mark
1	2019TAM023	SASIKUMAR M.	2019-2022	B.A. TAMIL	A	3	5812-18U3VNM1	7.00
2	2019RCL010	ISWARYA LAKSHMI	2019-2022	B.Sc. MICROBIOL	A	3	5812-18U3VNM1	10.00
3	2019COM248	VISHNU PRASAD	2019-2022	B.Com.	A	3	7812-17U3KMC7	10.00
4	2019BBI049	VICKRAM P.	2019-2022	B.Com. (BANKING	A	3	7815-17U3KAC3	8.00
5	2018COM238	SARAVANAN D.	2018-2021	B.Com.	A	5	7830-17U5KSM5	8.50
6	2019COM247	VISHNU CHELLAM	2019-2022	B.Com.	A	3	7811-17U3KMC6	9.00
7	2019LRC010	JEEVA M.	2019-2022	B.Sc. BIOTECHNO	A	3	9007-18U3RAC3	5.00
8	2018ECS003	ASAI S.	2018-2021	050000 - ECS	A	5	5825-18U5VME1	9.00
9	2018COM234	VAIGAIPRAKASH	2018-2021	B.Com.	A	5	7825-17U5KMC12	12.00
10	2018ECS003	ASAI S.	2018-2021	050000 - ECS	A	5	5824-18U5VMC11	10.50
11	2019BBI040	SOWMIYA S.	2019-2022	B.Com. (BANKING	A	3	7912-17U3ISM3	8.00



## 7.15 Absentees List

The parameter screen will open as shown in below.

**ABSENTEES LIST**

\*Academic Year

\*Odd / Even  ▼

\* Programme Level

\*Activity

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

ABSENTEES LIST							
ACTIVITY : Written Test 1							
S.No.	Roll No.	Name	Batch	Programme	Section	Semester	Course
1	2018MPS101	AARTHY K.	2018-2021	B.Sc. MATHEMATI	A	5	8128-17U5MSA2
2	2018MPS123	NITHYA KALYANI	2018-2021	B.Sc. MATHEMATI	A	5	8128-17U5MSA2
3	2018MPS130	RHOHITH P.	2018-2021	B.Sc. MATHEMATI	A	5	8128-17U5MSA2
4	2018AMS006	MUBARAK SABEENA	2018-2021	B.Sc., STATISTI	A	5	8129-17U5MAC3
5	2020BCZ024	PALPANDI G.	2020-2023	B.Sc. BOTANY	A	1	10101-20U1TLA1
6	2020ZCB003	BHAVANI P.	2020-2023	B.Sc (ZOOLOGY)	A	1	10101-20U1TLA1
7	2020ZCB006	RAJAGOPAL P.	2020-2023	B.Sc (ZOOLOGY)	A	1	10101-20U1TLA1
8	2020ZCB022	VINITHA M.	2020-2023	B.Sc (ZOOLOGY)	A	1	10101-20U1TLA1
9	2020ECS036	TAMILPRABAKARAN	2020-2023	050000 - ECS	A	1	10101-20U1TLA1
10	2020RCL011	KAVERI S.	2020-2023	B.Sc. MICROBIOL	A	1	10101-20U1TLA1

## 7.15 Internal Mark Report



The parameter screen will open as shown in below.

## INTERNAL MARK

Search by the criteria below :

Academic Year  Programme Level  Batch

Odd / Even  Programme

Academic Year	Odd / Even	Programme Level	Batch	Programme	Section	Semester
2020-2021	Odd	UG	2019-2022	B.Sc. MATHEMATICS	A	Third Semester

1 records found.   Displaying page 1 of 1

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## CONTINUOUS INTERNAL ASSESSMENT MARK

Batch : 2019-2022 Semester : III  
Programme : B.Sc. MATHEMATICS

Course : 8109- 17U3MMC5 GROUPS AND RINGS  
Staff Name :

S.NO.	REG NO.	NAME	TEST 1 (15)	TEST 2 (15)	RETEST (15)	AVERAGE (15)	SEMI (5)	ASSIGN (5)	GRAND TOTAL (25)	SIGNATURE
1	2019MPC001	AGASTHIYA SANKAR S.	15.00	12.00		13.50	5.00	5.00	24	
2	2019MPC002	ALAGU SARAVANAN N.	15.00	15.00		15.00	5.00	5.00	25	
3	2019MPC003	DEEPAK RAM K.	14.00	15.00		14.50	5.00	5.00	25	
4	2019MPC004	GURU MANI R.	15.00	15.00		15.00	5.00	5.00	25	
5	2019MPC005	JANANI S.M.	15.00	15.00		15.00	5.00	5.00	25	
6	2019MPC006	KAVITHA S.	15.00	13.00		14.00	5.00	5.00	24	
7	2019MPC007	KAVITHA S.	15.00	15.00		15.00	5.00	5.00	25	
8	2019MPC008	KAVIYA SRI T.	14.00	15.00		14.50	5.00	5.00	25	
9	2019MPC009	MOHAMMED SHAMEEM A.	AB	AB		AB	AB	AB	AB	

## 7.16 Elective Internal Mark Report

The parameter screen will open as shown in below.

ELECTIVE INTERNAL MARK






Academic Year

Odd / Even

Programme Level

Batch

S.No.	Batch	Semester	Course	Coordinator	WT1	WT2	ASQ	SEQ	Status
1	2019-2022	Third Semester	6017-17U3TNMB1 - BASIC TAMIL - I	G. RAJA	Yes	Yes	Yes	Yes	Process
2	2019-2022	Third Semester	7238-17U3NNM1 - ENGLISH FOR EMPLOYABILITY	S. AISHWARYA SAMPATH	Yes	Yes	Yes	Yes	Completed
3	2019-2022	Third Semester	8114-17U3MNM1 - MATHEMATICS FOR COMPETITIV	I. PADMAVATHI	Yes	Yes	Yes	Yes	Completed
4	2019-2022	Third Semester	8114-17U3MNM1 - MATHEMATICS FOR COMPETITIV	M. THIAGARAJAN	Yes	Yes	Yes	Yes	Completed
5	2019-2022	Third Semester	8114-17U3MNM1 - MATHEMATICS FOR COMPETITIV	N. SRI VIVEKA SARATHA	Yes	Yes	Yes	Yes	Completed
6	2019-2022	Third Semester	8413-17U3PNM1 - COMMUNICATION SYSTEMS	J. SIVASUBRAMANIAN,	Yes	Yes	Yes	Yes	Completed









1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

CONTINUOUS INTERNAL ASSESSMENT MARK									
Batch : 2019-2022		Semester : III		Course : 7238-17U3NNM1 ENGLISH FOR EMPLOYABILITY					
Staff Name : S. AISHWARYA SAMPATH									
S.NO.	REG NO.	NAME	TEST 1 (15)	TEST 2 (15)	RETEST (15)	AVERAGE (15)	SEM (5)	ASSIGN (5)	GRAND TOTAL (25) SIGNATURE
Aided / Self-Finance : Self-Finance									
Programme : 050000 - ECS									
1	2019ECS008	ARUN PANDI M.	8.00	9.00		8.50	5.00	5.00	19
2	2019ECS012	GOPINATH S.	8.00	10.00		9.00	5.00	5.00	19
3	2019ECS015	KIRTHEESWAR K.	6.00	6.00		6.00	2.00	4.00	12
4	2019ECS022	NANTHAKUMAR L.	6.00	7.00		6.50	3.00	4.00	14
5	2019ECS034	SIVASAKTHI S.	10.00	9.00		9.50	5.00	5.00	20

## 7.17 Mark / Grade Register

The parameter screen will open as shown in below.

MARK/GRADE REGISTER				
Search by the criteria below :				
Batch	<input type="text" value="-- Select --"/>	Exam	<input type="text" value="November 2018"/>	
Programme	<input type="text" value="-- Select --"/>			<input type="button" value="View"/>
Batch	Programme	Section	Semester	Exam
2018-2021	B.Sc (Mathematics) Self	A	First Semester	November 2018 
2014-2017	B.A (English Literature) Self	A	Sixth Semester	November 2018 
2017-2020	B.Sc (Physics) Regular	A	Third Semester	November 2018 
2013-2016	B.Com (Computer Application) Self	A	Fifth Semester	November 2018 
2017-2020	B.Com (Computer Application) Self	A	First Semester	November 2018 
2014-2016	M.Sc (Chemistry)	A	Fourth Semester	November 2018 

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## MARK / GRADE REGISTER - November 2018

Batch : 2018-2021

Semester : First Semester

Programme : B.Sc (Mathematics) Self

Section : A

S.No.	Roll No.	Name	Course	INT	EXT	Total	Result	Grade	Month & Year
1	UMA185901	AKILALAKSHMI. R	Ikkaalakkavidhaiyum Siruka	22	60	82	P	D	NOV-2018
			Practical English I- Commu	20	50	70	P	A	NOV-2018
			Allied Physics - I	21	50	71	P	A	NOV-2018
			Principles of Mathematics	24	29	53	P	C	NOV-2018
			Theory of Equations	22	45	67	P	B	NOV-2018
2	UMA185902	ALAGESHWARI. M	Calculus	23	62	85	P	D	NOV-2018
			Calculus	0	0	0	F	AA	NOV-2018
			Ikkaalakkavidhaiyum Siruka	0	0	0	F	AA	NOV-2018
			Practical English I- Commu	0	0	0	F	AA	NOV-2018
			Allied Physics - I	0	0	0	F	AA	NOV-2018
3	UMA185903	AMINAL BEEVI. S	Principles of Mathematics	0	0	0	F	AA	NOV-2018
			Theory of Equations	0	0	0	F	AA	NOV-2018
			Practical English I- Commu	20	48	68	P	B	NOV-2018
			Ikkaalakkavidhaiyum Siruka	22	55	77	P	A	NOV-2018
			Calculus	22	70	92	P	O	NOV-2018
4	UMA185904	ANANTHAJOTHI. G	Theory of Equations	23	55	78	P	A	NOV-2018
			Principles of Mathematics	24	47	71	P	A	NOV-2018
			Allied Physics - I	18	41	59	P	C	NOV-2018
			Ikkaalakkavidhaiyum Siruka	21	57	78	P	A	NOV-2018
			Calculus	24	54	78	P	A	NOV-2018
			Theory of Equations	23	51	74	P	A	NOV-2018
			Principles of Mathematics	25	33	58	P	C	NOV-2018

## 7.18 Course wise Mark List

The parameter screen will open as shown in below.

**COURSE WISE MARK LIST**

Search by the criteria below :

Batch --- Select ---

Programme --- Select ---

Exam November 2018

View

Batch	Programme	Semester	Exam	Course	
2016-2019	B.Com	Fourth Semester	November 2018	Management Accounts	
2017-2019	M.Com.	Second Semester	November 2018	Computer and Office Automation	
2016-2019	B.A (History)	Fifth Semester	November 2018	Fundamentals of Computers	
2017-2019	M.Sc (Mathematics)	First Semester	November 2018	Mathematical Statistics	
2016-2019	B.Com (Computer Application) Self	Fifth Semester	November 2018	Web Programming Lab	
2017-2020	B.Sc (Zoology)	Third Semester	November 2018	Evolution	

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## COURSE WISE MARK LIST - November 2018

Programme : BACHELOR OF COMMERCE  
Course : U16COE41- Management Accounts

Credit : 5.00 Pass EXT Mark : 27.00 Pass TOT Mark : 40.00

Semester : Fourth Semester

Type : UG - Aided

Max. Marks : 100.00

S.No.	Roll No.	Name	INT	EXT	TOT	GRD	RES
1	UCO160715	KEERTHIKA. S	14	27	41	E	P
2	UCO160743	RENGARAJ. T	14	27	41	E	P
3	UCO160746	VENKADESH. G	13	9	22	U	F
No. of Students : 3			Absentees : 0	Appeared : 3	Pass : 2	Fail: 1	Pass Percentage: 66.67 %

## 7.19 Class wise Rank List

The parameter screen will open as shown in below.

CLASS WISE RANK LIST

Search by the criteria below :

Exam

Batch

Programme

SortBy

Staff SortBy

View

Batch	Programme	Section	Semester	Exam
2018-2021	B.Sc (Mathematics) Self	A	First Semester	November 2018

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## CLASS WISE RANK LIST - November 2018

Batch : 2018-2021 Semester : First Semester  
Programme : B.Sc (Mathematics) Self Section : A

S.No.	Roll No.	Name	U16LAT11	U18LAE11	U16MAC11	U16MAC12	U16PHA11	U16MAS11	Total	%	Rank
1	UMA185948	RAJALAKSHMI. G	89	75	98	85	81	87	515	85.83	1
2	UMA185925	LAKSHMI. S	71	77	95	97	79	70	489	81.50	2
3	UMA185924	KAUSALYA. G	75	73	96	93	87	58	482	80.33	3
4	UMA185903	AMINAL BEEVI. S	77	68	92	78	59	71	445	74.17	4
5	UMA185945	PRIYA DHARSHINI	82	68	95	61	59	80	445	74.17	5
6	UMA185966	KARTHIK RAJA. K	83	65	86	80	61	64	439	73.17	6
7	UMA185944	PRADEEPA. S	78	65	87	67	70	71	438	73.00	7
8	UMA185939	NAVEENA. M	65	67	85	94	55	68	434	72.33	8
9	UMA185901	AKILALAKSHMI. R	82	70	85	67	71	53	428	71.33	9
10	UMA185932	MAREESWARI. K	82	70	90	64	46	76	428	71.33	10
11	UMA185928	MALATHI. K	74	66	87	77	68	54	426	71.00	11
12	UMA185927	MADHU BALA. R	70	76	84	70	52	67	419	69.83	12
13	UMA185912	DURGADEVI. M	79	64	78	50	75	69	415	69.17	13
14	UMA185957	SUDHA. M	72	68	92	65	57	61	415	69.17	14
15	UMA185933	MUNEESWARI. P	71	75	67	72	52	76	413	68.83	15
16	UMA185930	MALINI. M	72	66	84	60	61	67	410	68.33	16
17	UMA185936	MUTHUMARI. M	69	70	84	55	58	67	403	67.17	17
18	UMA185942	PADMA DEVI. M	58	63	96	77	47	59	400	66.67	18
19	UMA185904	ANANTHAJOTHI. G	78	59	78	74	51	58	398	66.33	19

## 7.20 Arrear List

The parameter screen will open as shown in below.

**ARREARS LIST**

\* Type Department Summary ▼

Status Active ▼

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

DEPARTMENTWISE ARREAR LIST		Date : 31-03-2021
S.No.	Department	No. of Arrears
1	History	307
2	English	145
3	English (self)	527
4	Mathematics	57
5	Physics	77
6	Chemistry	65
7	Zoology	226
8	Computer Science	40
9	Computer Science (Self)	245
10	Computer Science (Self) - B	124
11	Nutrition and Dietetics (CA) Self	190
12	Mathematics (Self)	147
13	Commerce	74
14	Commerce (Self)	407
15	Commerce (CA) Regular	25
16	Commerce (CA) Self	266

## 7.21 Result Analysis

The parameter screen will open as shown in below.

## RESULT ANALYSIS

\*Type

\*Exam

SF/Aided

Reg/Arr

Programme Level

Semester From  To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

### RESULT ANALYSIS - November 2018

PROGRAMME NAME	SEMESTER	APPEARED			PASS			% PASS		
		TOT	BOYS	GIRLS	TOT	BOYS	GIRLS	TOT	BOYS	GIRLS
B.A (History)	1SEM	96	62	34	38	4	34	40.00%	6.00%	100.00%
	2SEM	82	42	40	43	3	40	52.00%	7.00%	100.00%
	3SEM	92	53	39	43	4	39	47.00%	8.00%	100.00%
	4SEM	47	32	15	18	3	15	38.00%	9.00%	100.00%
	5SEM	67	41	26	33	7	26	49.00%	17.00%	100.00%
	6SEM	5	4	1	2	1	1	40.00%	25.00%	100.00%
B.A (English Literature)	1SEM	82	15	67	70	3	67	85.00%	20.00%	100.00%
	2SEM	34	6	28	29	1	28	85.00%	17.00%	100.00%
	3SEM	80	9	71	73	2	71	91.00%	22.00%	100.00%
	4SEM	30	4	26	28	2	26	93.00%	50.00%	100.00%

## 7.22 Student Performance

This report will show the performance of a student in all semesters. It will show both Internal and End Semester Assessment details. The parameter screen will open as shown in below.

**STUDENTS PERFORMANCE**

\*Name

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

**STUDENT PERFORMANCE**

Name / Roll No. : AMINAL BEEVI. S (UMA185903)			Reg. No. : UMA185903				
Batch : 2018-2021			Section : A				
Programme : B.Sc (Mathematics) Self							
Semester : First Semester							
Exam : November 2018							
S.No.	Course Code	Course Name	Internal	External	Total	Grade	Result
1	U16LAT11	Ikkaalakkavidhaiyum Si	22.00	55.00	77.00	A	PASS
2	U16MAC11	Calculus	22.00	70.00	92.00	O	PASS
3	U16MAC12	Theory of Equations	23.00	55.00	78.00	A	PASS
4	U16PHA11	Allied Physics - I	18.00	41.00	59.00	C	PASS
5	U16MAS11	Principles of Mathemat	24.00	47.00	71.00	A	PASS
6	U18LAE11	Practical English I- C	20.00	48.00	68.00	B	PASS
Internal Activity							
Third Semester :							
Assignment :							
S.No.	Course Code	Course Name	Obtained Mark		Converted Mark		
1	U16LAT31	Idaikaala Ilakiyamum N	5.00		5.00		
2	U16MAC31	Differential Equations	5.00		5.00		
3	U16MAE32	Statics	5.00		5.00		
4	U16MAA31	Programming in C	5.00		5.00		



## 7.23 Staff Performance

This report will show the performance of a teacher in an examination. How well the students have performed will set the teacher's performance. The parameter screen will open as shown in below.

**STAFF PERFORMANCE**

\*Exam

Staff Name

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

STAFF PERFORMANCE - November 2018											
Batch	Programme	Course	Registered	Appeared	Pass	Fail	Absent	Avg	High Marks	Low Marks	Pass %
Name : Dr.S. Ganeshram, M.A., M.Phil. Ph.D.											
2016-2019	1011	U16HYC51	49	49	28	21		39.88	71.00	0.00	57.14
2017-2019	9018	P16HYE31	10	10	10	0		70.10	80.00	58.00	100.00
Total Pass Percentage			: 64.41%								
Name : Dr.R. Poongothai, M.A., M.Phil., D.G.T., CLP. Ph.											
2017-2020	1012	U16LAT31	73	73	73	0		69.38	83.00	47.00	100.00
2017-2020	2013	U16LAT31	66	66	66	0		70.08	91.00	43.00	100.00
2017-2020	2014	U16LAT31	45	45	44	1		71.02	85.00	19.00	97.78
2017-2020	2018	U16LAT31	45	45	45	0		70.27	85.00	46.00	100.00
2018-2021	1011	U16LAT11	63	63	53	10		45.94	66.00	21.00	84.13
2018-2021	1012	U16LAT11	66	66	65	1		71.29	89.00	16.00	98.48
2018-2021	2013	U16LAT11	71	71	69	2		73.65	91.00	0.00	97.18
2018-2021	2015	U16LAT11	46	46	45	1		69.30	86.00	0.00	97.83
2018-2021	2016	U16LAT11	48	48	47	1		57.88	82.00	20.00	97.92
Total Pass Percentage			: 96.94%								
Name : Dr.P. Ramanathan, M.A., M.Phil., Ph.D., CIC, PGD											
2017-2020	1011	U16LAT31	58	58	56	2		54.98	71.00	13.00	96.55
2017-2020	1012	U16LAT31	73	73	73	0		69.38	83.00	47.00	100.00
2017-2020	2013	U16LAT31	66	66	66	0		70.08	91.00	43.00	100.00
2017-2020	2015	U16LAT31	45	45	45	0		72.11	91.00	48.00	100.00
2017-2020	2016	U16LAT31	42	42	42	0		58.33	71.00	42.00	100.00

## 7.24 Report card

The parameter screen will open as shown in below.

REPORT CARD

Search by the criteria below :

Academic Year	<input type="text" value="2018-2019"/>	Batch	<input type="text" value="2018-2021"/>	Programme	<input type="text" value="B.Sc (Mathematics) Self"/>	<input type="button" value="Email"/>	<input type="checkbox"/> Send To Father	<input type="checkbox"/> Send To Mother
Activity	<input type="text" value="Written Test 1"/>	Section	<input type="text" value="A"/>	Odd / Even	<input type="text" value="Even"/>	<input type="button" value="View"/>	<input type="checkbox"/> Send To Guardian	<input type="checkbox"/> Send To Student

Roll No	Student Name	Email Id	Father Mobile No.	Mother Mobile No.
UMA185901	AKILALAKSHMI. R			
UMA185903	AMINAL BEEVI. S			
UMA185904	ANANTHAJOTHI. G			
UMA185905	ANKALAESWARIL. K		7708400210	
UMA185906	ARUNA DEVI. S			

1. Select or type the parameters you want to provide and click View. SMS will be sent to the parents. The SMS will contain the details about the performance of the student.
2. You can check the status of sent SMS with the help of the SMS package provider.



## 9. Library

Library module helps to manage all the activities of the library.

### 8.1 ACQUISITION

#### 8.1.1 Order
















Order screen is used to maintain the details about the orders for books and other resources.

**ORDER**

Search by the criteria below :

Order No.   
Order Date  To

Supplier   
Budget

Order No.	Order Date	Supplier	Budget	No. of Resources	Net Amount	
25	03-06-2020	Bharathi Books	GRANT2020	10	2500.00	  
26	03-06-2020	Bharathi Books	GRANT2020	12	12000.00	  
30	03-06-2020	Bharathi Books	GRANT2020	10	2500.00	  
34	17-06-2021	Bharathi Books	GRANT2021	10	4500.00	  
38	17-06-2021	Bharathi Books	GRANT2021	10	1000.00	  

5 records found.   Displaying page 1 of 1

#### To modify existing Order

We cannot edit the order number.

1. Select the order you want to modify.
2. Press Edit Image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Order

1. Select the order you want to delete.
2. Click Delete Image
3. Confirm your deletion process.

## To add a New Order

**ORDER**

\*Order No.

\*Order Date

\*Language

Budget

\*Supplier

Address

List of Resources :

S.No.	Res. Type	Title	Author	Edition	Year	Publisher	Price	Copies	Amount	Disc.(%)	Disc.Amt	Net Amount
1	Book	C++ Basic	Guptill	2nd	2020	2M PUBLISHING	1500.00	10	15000.00	0.00	0.00	15000.00
2	Article	Human Resource	Jeson Roy	3rd	2020	AGARAM	250.00	5	1250.00	0.00	0.00	1250.00
3	Audio Cassette	80's Piano Music	McCullam	14th	2018	AGROTECH F	350.00	5	1750.00	0.00	0.00	1750.00
4	CD	Windows 10	Williamson	21th	2014	YES DEE PUE	500.00	5	2500.00	0.00	0.00	2500.00
5	Thesis	Water ReConsume	Guptill	22st	2015	ADITYA BOOK	500.00	2	1000.00	0.00	0.00	1000.00

No. of Resources

Total Amount   
 Misc. Charges (+)   
 Discount (-)    
 Net Amount

Remarks :

1. Press New Button.
2. Order number is displayed automatically.
3. Select order date.
4. Select Language, Budget.
5. Select supplier and supplier Address is filled automatically.
6. Select resource type, author and enter title, price, and quantity in the grid.
7. Amount, total amount, net amount, no. of resources are calculated automatically.
8. Enter miscellaneous amount, discount amount and remarks if needed.
9. If you want to remove the selected resource in the grid Press <Delete> image.
10. Press <Save> button.

If the message is ' **Order saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.1.2 Receipt

Receipt screen is used to maintain the details about the receipt of books and other resources.

**RECEIPT**

Search by the criteria below :

Receipt No.

Receipt Date  To

Supplier

Order No.

[Search](#)

[New](#)

Receipt No.	Date	Order No.	Supplier	Invoice No.	Date	Net Amount	
11	06-06-2019	11	Royal Travels	26	09-03-2021	4750.00	
12	06-06-2019	12	Royal Travels	45	09-03-2021	500.00	
15	06-06-2019	15	Royal Travels	14	09-03-2021	35000.00	
18	06-06-2019	18	Royal Travels	18	03-06-2020	20808.00	
27	03-06-2020	27	Royal Travels	3	12-03-2021	8500.00	
32	09-03-2021	32	Royal Travels	3	13-03-2021	3500.00	
35	09-03-2021	35	Royal Travels	3	13-03-2021	5500.00	

7 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Receipt

We cannot edit the receipt number.

1. Select the receipt you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Receipt

1. Select a receipt you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Receipt

RECEIPT

\*Receipt No.

\*Receipt Date

\*Language

Budget

\*Supplier

Address

\*Order No.  Date

\*Invoice No.  \*Date

List of Resources :

S.No.	Res. Type	Title	Author	Edition	Year	Publisher	Price	Copies	Amount	Disc.(%)	Disc.Amt	Net Amount
1	Book	Jungle	Guptill	3	2020		50.00	50	2500.00	0.00	0.00	2500.00
2	Book	View of World	Williamson	2nd	2015		500.00	50	25000.00	0.00	0.00	25000.00
3	Book	flowrious	Jeson Roy	4	2021		100.00	50	5000.00	0.00	0.00	5000.00
4	Book	Cooking Books	Mccullam	1	2021		100.00	25	2500.00	0.00	0.00	2500.00

No. of Resources

Total Amount

Misc. Charges (+)

Discount (-)  %

Net Amount

Remarks :

Save

Close

1. Press New Button.
2. Receipt number is displayed automatically.
3. Select receipt date.
4. Select Language, Budget and Supplier.
5. Enter invoice No.
6. Select invoice date.
7. Select order number.
8. Resources details are filled automatically in the grid.
9. Enter received quantity in the grid.
10. Amount, total amount, net amount, no. of resources are calculated automatically.
11. Enter miscellaneous amount, discount amount and remarks if needed.
12. If you want to remove the selected resource in the grid Press <Delete> image.
13. Press <Save> button.

If the message is ' **Receipt saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.1.3 Payment

Payment screen is used to maintain the details about the payments made to the suppliers.

PAYMENT

Search by the criteria below :

Payment No.













Payment Date  To

Supplier --- Select ---

Payment Type CASH ▼

[Search](#)

[New](#)

Payment No.	Date	Supplier	Type	Document No.	Amount	
1	01-03-2021	Ambalan	CASH		9450.00	  
2	09-03-2021	Ambalan	CASH		50000.00	  
3	09-03-2021	Royal Travels	CASH		20000.00	  
4	09-03-2021	Speed Service	CASH		2011.00	  

4 records found. [First](#) [Prev](#) Displaying page **1** of 1 [Next](#) [Last](#)

#### To modify existing Payment

We cannot edit the payment number.

1. Select the order you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Order

1. Select a order you want to delete.
2. Click Delete image.
3. Confirm your deletion process .

## To add a New Payment

PAYMENT	
Payment No. 2	Due Amount 118049.00
*Date 09-03-2021	*Amount 50000.00
*Supplier Ambalan	Balance 68049.00
*Payment Type CASH	Remarks Paid Through Cash
<div>Save</div> <div>Close</div>	

1. Press New Button.
2. Payment number is displayed automatically.
3. Select payment date, payment type.
4. Select supplier and Due amount is automatically displayed.
5. Enter document number, payment amount.
6. Press <Save> button.

If the message is ' **Payment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.1.4 Order Cancellation

Order Cancellation is used to cancel ordered Resources.

ORDER CANCELLATION				
Search by the criteria below :				
Cancel No.		Supplier	Bharathi Books	
Order Cancel Date	01-03-2018	To	27-03-2021	<div>Search</div>
<div>New</div>				
Cancel No.	Date	Order No.	Order Date	Supplier
3	17-03-2021	38	17-06-2021	Bharathi Books
1 records found. <div>First</div> <div>Prev</div> Displaying page 1 of 1 <div>Next</div> <div>Last</div>				

**To modify existing Order Cancellation**

We cannot edit the Order Cancel No.

1. Select the Order Cancellation you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Order Cancellation**

1. Select the Order Cancellation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Order Cancellation**

**ORDER CANCELLATION**

Order Cancel No.	<input type="text" value="3"/>
*Order Cancel Date	<input type="text" value="17-03-2021"/>
*Order No.	<input type="text" value="38"/>
Order Date	<input type="text" value="17-06-2021"/>
Supplier	<input type="text" value="Bharathi Books"/>

1. Click New button.
2. Order cancel No. will be displayed automatically.
3. Enter the cancellation date

4. You select the Order No. Then the Order Date and Supplier will be displayed automatically.
5. Click <Save> button

If the message is '**Order Cancellation saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.1.5 Budget Receipt

Budget Receipt screen is used to maintain the details about the amount received in each budget.

BUDGET RECEIPT

Search by the criteria below :

Receipt No.

Receipt date  To

Budget

[Search](#)

[New](#)

Receipt No.	Date	Budget	Amount	
1	01-03-2018	GRANT2018	125000.00	
2	09-03-2019	GRANT2019	500000.00	
3	09-03-2020	GRANT2020	350000.00	
4	12-02-2021	GRANT2021	500000.00	

4 records found. [First](#) [Prev](#) Displaying page  of 1 [Next](#) [Last](#)

#### To modify existing Budget Receipt

We cannot edit the budget receipt number.

1. Select the budget receipt you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Budget Receipt

1. Select a budget receipt you want to delete.
2. Click Delete image.



3. Confirm your deletion process.

### To add a New Budget Receipt

**BUDGET RECEIPT**

Receipt No.	<input type="text" value="1"/>
*Receipt Date	<input type="text" value="01-03-2018"/>
*Budget	<input type="text" value="GRANT2018"/>
*From	<input type="text" value="01-06-2018"/>
*To	<input type="text" value="31-05-2019"/>
*Amount	<input type="text" value="125000.00"/>
Remarks	<input type="text" value="test"/>

1. Press New Button or press F2 key.
2. Budget receipt number is automatically displayed.
3. Select the receipt date, budget code, budget from date and budget to date.
4. Enter budget amount.
5. Enter the remarks if needed.
6. Press <Save> button.

If the message is '**Budget Receipt saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.1.6 Budget Allocation

Budget Allocation screen is used to maintain the details about the amount allocated to each department from a budget.

BUDGET ALLOCATION

Search by the criteria below :

Allocation No.









Budget

Budget From  To

Department

[Search](#)

[New](#)

Allocation No.	Budget	Department	Amount		
1	GRANT2018	AGRICULTURE	15000.00		
1	GRANT2018	BIOLOGY	20000.00		
1	GRANT2018	CHEMISTRY	17000.00		
1	GRANT2018	ECUCATION	15200.00		

4 records found. [First](#) [Prev](#) | Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Budget Allocation

We cannot edit the budget allocation number.

1. Select the budget allocation you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Budget Allocation

1. Select a budget allocation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To Add a New Budget Allocation

**BUDGET ALLOCATION**

Allocation No.





From

\*Budget

To

Balance

**Budget Details :**

S.No.	Department	Amount
1	AGRICULTURE	15000.00 
2	BIOLOGY	20000.00 
3	CHEMISTRY	17000.00 
4	ECUCATION	15200.00 
Allocated Amount		67200.00

1. Press New Button.
2. Budget allocation number is automatically displayed.
3. Select the budget code.

Details like budget from, budget to and budget amount will be filled automatically.

4. Add the departments and enter the budget amount for that department in the grid.

Total amount will be calculated automatically.

5. If you want, remove any department in the grid press <Delete> image.
6. Press <Save> button.

If the message is ' **Budget Allocation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 8.1.7 Order Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**ORDER REGISTER**

Supplier

\*Order Date

\*To

View

Close

ORDER REGISTER FROM 01-03-2017 to 30-03-2021											
SNo	Res.Type	Title	Author	Edition	Year	Publisher	Price	Quantity	Amount	Disc.Amt.	Net Amt.
Order Number : 1		Order Date : 01-06-2018	Supplier : Ambalan	Budget : GRANT2018							
1	BOOK	Rovan Book1	Williamson	1st	2020		150.00	10	1500.00	0.00	1500.00
								Total :	10		1500.00
								Miscellaneous Charges (+) :			0.00
								Discount Amount (-) :			0.00
								Net Amount :			1500.00
Order Number : 2		Order Date : 01-06-2018	Supplier : Ambalan	Budget : GRANT2018							
1	BOOK	Rovan Test Guide	Jeson Roy	2nd	2021		250.00	15	3750.00	0.00	3750.00
								Total :	15		3750.00
								Miscellaneous Charges (+) :			0.00
								Discount Amount (-) :			0.00
								Net Amount :			3750.00

### 8.1.8 Receipt Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## RECEIPT REGISTER

Supplier \*Receipt Date \*To 

View

Close

### RECEIPT REGISTER(SUPPLIERWISE)

Supplier : Royal Travels

From : 01-03-2017 To : 30-03-2021

SNo	Ord. No.	Res.Type	Title	Author	Edition	Year	Publisher	Price	Quantity	Amount	Disc.Amt.	Net Amt.
Receipt Number : 11		Receipt Date : 06-06-2019										
1	11	BOOK	TAMIL SANGA KATHAIKAL	Aditanar				10.00	25	250.00	0.00	250.00
2	11	CD	TAMIL SANGA KATHAIKAL	Aditanar				10.00	25	250.00	0.00	250.00
Total :									50			500.00
Miscellaneous Charges (+) :												0.00
Discount Amount (-) :												0.00
Net Amount :												500.00
Receipt Number : 12		Receipt Date : 06-06-2019										
3	12	BOOK	PANDAYA TAMIL	Povanathan				100.00	5	500.00	0.00	500.00
Total :									5			500.00
Miscellaneous Charges (+) :												0.00
Discount Amount (-) :												0.00
Net Amount :												500.00

### 8.1.9 Payment Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## PAYMENT REGISTER

Supplier \*Payment Date \*To 

View

Close

## PAYMENT REGISTER FROM 01-03-2017 to 30-03-2021

Payment No	Payment Date	Payment Type	Supplier	Document No.	Particulars	Amount
1	01-03-2021	CASH	Ambalan		Paid Through Cash	9450.00
2	09-03-2021	CASH	Ambalan		Paid Through Cash	50000.00
3	09-03-2021	CASH	Royal Travels		Paid Through Cash	20000.00
4	09-03-2021	CASH	Speed Service		Paid Through Cash	2011.00
5	17-03-2021	CHEQUE	Ambalan	4445 6869 4578	TMP,Sivavaksi Branch	25000.00
6	17-03-2021	DD	Bharathi Books	2569 5656 5456	IOB	15000.00
7	18-03-2021	DD	Speed Service	5646 1656 4788	INDIAN BANK	10000.00
TOTAL :						131461.00

## 8.1.10 Budget Receipt Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## BUDGET RECEIPT REGISTER

Budget

\*Budget Receipt  \* To

## BUDGET RECEIPT REGISTER

S.No	Receipt Number	Date	From	To	Amount
<b>GRANT2018</b>					
1	1	01-03-2018	01-06-2018	31-05-2019	125000.00
<b>GRANT2019</b>					
2	2	09-03-2019	01-06-2019	31-05-2020	500000.00
<b>GRANT2020</b>					
3	3	09-03-2020	01-06-2020	31-05-2021	350000.00
<b>GRANT2021</b>					
4	4	12-02-2021	01-06-2021	31-05-2022	500000.00
Total					1475000.00

### 8.1.11 Budget Allocation Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## BUDGET ALLOCATION REGISTER

Budget

\*Budget From  \* To

View
Close

## 8.2 CATALOGUE

### 8.2.1 Resource

Resource screen is used to maintain the details about books and resources like CD etc.

## RESOURCE

Search by the criteria below :

Res. Type

Accn.No From  To

Accn Date  To

Title

Language

Call No

Author

Publisher

Supplier

Department

Location

Main Subject

Sub Subject

Keyword

Bill No

Status

☐ Show Reference Search

New
Question Paper
Project

Status: A-Available, I-Issued, T-Inter Library, V-Back Volume, B-Binding, D-Damaged, C-Condemed, R-Cost Recovered, L-Lost

Res. Type	Accn.No	Title	Call No.	Author	Price	Edition	Volume	Year	Publisher	Reference	Status	
Book	20052	OXFORD ILLUSTRATED DICTIONARY	P111.4k/O1/5	OXFORD AT THE CLARENDON PRESS						Yes	A	
Book	20053	INTRODUCTION TO POETRY	O111.g/G15	GRAHAM(DESMOND)						No	A	
Book	20054	ESSAYS IN CRITICISM	O111.g/A1/1	ARNOLD (MATTHEW)				1969		No	A	
Book	20055	MODERN NOVEL	O111.g/R12	RAJKUMAR						No	A	
Book	20142	HISTORY OF SOUTH INDIA	V441/N1/2d	NILAKANTA SASTRI (KA)	10.00			1971		No	A	
Book	20174	THILLANA MOHANAMBAAAL	O31.3/S32.2	SUBBU(KOTHAMANGALAM)						No	D	
Book	20187	ANBU KANIKAI	O31.3/V18	VIMALARAMANI						No	D	

5748 records found. First Prev Displaying page 1 of 622 Next Last

### To modify existing Resource

We cannot edit the Accn No.

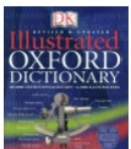
1. Select the Fields you want to modify.

2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Resource

1. Select a Resource you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Resource

RESOURCE			
*Res Type <input type="text" value="Book"/>	*Acqn No. <input type="text" value="20052"/>	*Acqn Date <input type="text" value="19-11-2004"/>	 Choose File No...sen No. of Times Issued : 0
Call No. <input type="text" value="P111-4k/O1/5"/>	Dept.No. <input type="text" value="D62"/>	Status <input type="text" value="AVAILABLE"/>	
*Language <input type="text" value="English"/>	ACEIT <input type="text" value="SS001"/>	Author1 <input type="text" value="OXFORD AT THE CLARENDON PR"/>	
*Title <input type="text" value="OXFORD ILLUSTRATED DICTIONARY"/>		Author2 <input type="text" value="CAMARDA(Bill)"/>	
Sub Title <input type="text" value="OXFORD ILLUSTRATED DICTIONARY"/>		Author3 <input type="text" value="ABBOTT P"/>	
Parallel Title <input type="text"/>		ISBN <input type="text" value="9780789435570"/>	
Strmt.of Responsibility <input type="text" value="Establishing a new standard in dictionary"/>			
Resource Details :			
Edition <input type="text" value="7th"/>	Department <input type="text" value="REFERENCE"/>	Location <input type="text" value="RACK1"/>	
Volume/Part No. <input type="text" value="8"/> <input type="text" value="02"/>	Main Subject <input type="text" value="ENGLISH"/>	Position <input type="text" value="1"/>	
Year <input type="text" value="2014"/>	Sub Subject <input type="text" value="-- Select --"/>	Binding Type <input type="text" value="NORMAL"/>	
Publisher <input type="text" value="OXFORDUNIVERSITY(I)"/>	Language <input type="text" value="English"/>	URL <input type="text"/>	
Place <input type="text" value="MDU"/>	Book Bank <input type="checkbox"/>	Dept Library <input type="checkbox"/>	Enclosure <input type="text"/>
Collation <input type="text"/>	Reference <input checked="" type="checkbox"/>	Overnight <input type="checkbox"/>	
Bill Details :		Keywords :	
Acquisition <input type="text" value="Purchase"/>	<input type="text" value="Establishing a new standard in dictionary publishing Oxford's world-renowned text combines with Dorling Kindersley's clear and informative images to make this the"/>		

1. Press New Button.
2. Enter accession number.
3. Enter resource title, sub title, parallel title and call number.
4. Select date of entry.
5. Select the author(s)
6. If needed enter the No. of Copies and Similar To.



#### 7. General / Bill:

1. Select the publisher, department, language, main subject, sub subject.
2. Enter edition, volume, year and add the image of the resource.
3. Select whether the resource is book bank or not.
4. Select whether the resource is department or not.
5. Select whether the resource is reference or not.
6. Select whether the resource is overnight or not.
7. Select bill date, supplier and currency
8. Enter the bill number, ISBN number, price and basic price.

#### 8. Location / Keywords:

1. Select location, rating, budget code.
  2. Enter enclosure, collation, keywords, position and no. of pages.
  3. Enter the donated by.
  4. Enter the remarks if needed.
9. Select whether the resource details should be cleared after saving or not. If you want a similar resource after entering this do not uncheck, else uncheck.
10. Press <Save> button.

If the message is '**Resource saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.2.2 Question Paper

Question Paper screen is used to maintain the details about the Question Papers of previous examinations.






## QUESTION PAPER

Search by the criteria below :

Res. Type	--- Select ---	Department	--- Select ---	Location	--- Select ---	Call No	
Accn.No From		To		Language	--- Select ---	Semester	--- Select ---
Accn Date		To		Title		Question Paper	--- Select ---

**Search**

**New**

Res. Type	Accn.No	Title	Call No.	Question Paper	Semester	Subject Type	Department	Year	Status	
Question Papers	1	computer technology	46336	CSC00212	6 semester	core	COMPUTER SCIENCE SF2010		A	
Question Papers	2	Electronic circuit apr2020	1236G	ECE025	secon semester	core	PSYCHOLOGY	2036	A	
Question Papers	3	Communication System	49663	174582639	4 Semester	NME	COMMERCE	2019	A	
Question Papers	4	Hyper Energy new	15263	174582639	4 Semester	core	AGRICULTURE	2013	A	
Question Papers	5	test		ECE025	4 Semester	core	ANIMAL HUSBANDRY		A	

5 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)**To modify existing Question Paper**

We cannot edit the Accn No.

1. Select the Fields you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Question Paper**

1. Select a Resource you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Question Paper**

## QUESTION PAPER

*Res Type	Question Papers	* Accn No.	6	*Accn Date	25-02-2021
Call No.		Location		Department	Architecture
* Language	English	Position	0	* Semester	1SEM
* Subject Type	TAMILI	* QP Code	AS001	Year	2018
*Title	computer Science		Status	AVAILABLE	



Choose File | qu...r.jpg

**Save****Close**

1. Press Question Paper Button.
2. Enter accession number.
3. Enter title, subject type, QP Code, semester, year and call no.
4. Select date of entry.
5. Select the Department, language
6. Press <Save> button.

If the message is '**Resource saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.2.3 Project

Project screen is used to maintain the details about thesis and dissertation.

PROJECT

Search by the criteria below :

Res. Type

Accn.No From  To

Accn Date  To

Department

Language

Title

Location

Batch

Thesis guide

Call No

Status

Res. Type	Accn.No	Title	Call No.	Guide	Co Guide	Department	Batch	Status	
Dissertation	142	IENGURUNOORU MARUTHA PAADALKALIL YEYARKAI VARUNANAI				TAMIL LANGUAGE & LITERATURE		A	
Dissertation	129	TAMIL THIRAI PADANGKALIL NAATTUPURAK KALAIKALIN THAAKKAM : 1998-2002				TAMIL LANGUAGE & LITERATURE		A	
Dissertation	112	MARANTHU VARUM NAATTUPURACH SIRUVAR SIRUMIYAR VILAIYAATTUKAL				TAMIL LANGUAGE & LITERATURE		A	
Dissertation	141	CHIRAL MALAIKOVILIN THANI SIRAPPUKAL (CHIRARAL -				TAMIL LANGUAGE & LITERATURE		A	

#### To modify existing Resource

We cannot edit the Accn No.


1. Select the Fields you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Resource

1. Select a Resource you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Project

PROJECT					
*Res Type	THESIS	* Accn No.	5	*Accn Date	25-02-2021
Call No.		Location		Department	Computer Science Engineeri
* Language	English	Position	0	Batch	2018-2019
Member 1	0015 (DEVA ROOPAN N)	Member 2	007 (KISHORE B)	Member 3	013 (S.Vinothini)
Member 4	010 (A.Syed Mazhar)	Member 5	017 (R.Satheesh Kumar)	Member 6	017 (R.Satheesh Kumar)
Guide	--- Select ---	Co-guide	--- Select ---	Status	AVAILABLE
*Title	Computer Science				


  
 pro....jpg

1. Press Project Button.
2. Enter accession number.
3. Enter title, subject type, QP Code, semester, year and call no.
4. Select date of entry.
5. Select the Department, language, batch, member1, member2, member3, member4, member5, member6, Guide and Co-guide
6. Press <Save> button.

If the message is '**Resource saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.2.4 Loss & Recovery

Loss & Recovery screen helps to record the details about losing and recovering of the books and other resources.

LOSS & RECOVERY















Search by the criteria below :

Loss No

Loss Date  To

Loss For

Loss Type

Loss No.	Loss Type	Loss For	Res. Type	Accn.No.	Mem id	Mem Name	Loss Action	Fine Name	Amt	Rec Dt	
1	LOSS	Member	Book	33992	3635	SARASWATHI P G	Cost Recovered	LOSS	40.00	07-08-2020	 
2	LOSS	Member	Book	43580	S100715	JEYA SHEELA D	Cost Recovered	LOSS	92.00	07-08-2020	 
3	LOSS	Member	Book	29498	2821261	MAHA R	Resource Recovered			01-08-2020	 
4	LOSS	Member	Book	1312	A090301	ABINAYA B	Cost Recovered		20.00		 
5	LOSS	Member	Book	30655	A091221	THANGA SUJA T	Cost Recovered		10.00		 
8	LOSS	Member	Book	11915	A090449	VINUPRIYA A	Cost Recovered		10.00		 
9	LOSS	Member	Book	43477	2821128	SRI DEVI S	Cost Recovered		375.00		 

44 records found.   Displaying page 1 of 7

### To modify existing Loss & Recovery

We cannot edit the loss number.

1. Select the loss & recovery you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Loss & Recovery

1. Select a loss & recovery you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Loss & Recovery

LOSS & RECOVERY	
*Loss No. <input type="text" value="1"/>	*Loss For <input type="text" value="Member"/>
*Loss Date <input type="text" value="29-03-2011"/>	Member ID <input type="text" value="3635"/>
*Loss Type <input type="text" value="LOSS"/>	Name <input type="text" value="SARASWATHI P G"/>
*Res. Type <input type="text" value="Book"/>	Batch <input type="text"/>
*Accn. No. <input type="text" value="33992"/>	Programme <input type="text" value="PHD TAMIL"/>
Title <input type="text" value="PUTHIYA KOLAICAL"/>	Department <input type="text"/>
Author(s) <input type="text" value="THAYAMMAL ARVANAN"/>	Member Group <input type="text" value="STUDENT"/>
Edition <input type="text"/> Volume <input type="text"/>	*Loss Action <input type="text" value="Cost Recovered"/>
Remarks <input type="text" value="dvfcsgb"/>	*Recovery Date <input type="text" value="07-08-2020"/>
	*Fine <input type="text" value="LOSS"/>
	Percentage(%) <input type="text" value="1"/>
	*Amount <input type="text" value="40.00"/>
	Fine Collected <input type="checkbox"/>
	<input type="button" value="Save"/> <input type="button" value="Close"/>

1. Press New Button.
2. Loss number will be displayed automatically.
3. Select loss by. If loss by member means enter member ID or select ILL number and its related fields are filled automatically.
4. Select resource type.
5. Enter resource number and it related fields are filled automatically.
6. Select loss type, loss date, loss action and recovery date.
7. Enter the remarks if needed.
8. Press <Save> button.

If the message is ' **Loss & Recovery saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.2.5 Stock Verification

Stock Verification screen is used to verify the stock for the books and other resources.

**STOCK VERIFICATION**
New Stock Verification

\*Verified By

\*Res. Type

\*Acqn No. From  To

To Verified

Verified

Not Verified

Total

Issued

Back Volume

Department Library

ILL

Binding

Damaged

Condemned

Lost/Cost Recovered

To Verify

S. No.	Acqn. No.	Title	Author	Price	Edition	Volume	Location	Position	Status
1	B1	Modern Economic Develop of United King	THIRUVENKATACHARI	91.00					A
2	C1	ILAYAVANIL							A
3	T1	A Manual of Zoology	M.EKAMBARANATHAI	0.00					A
4	C2	TIRUPADIATU		12.00					A
5	T2	A Manual of Zoology 1	M.EKAMBARANATHAI	0.00					A
6	3	OLIVE GARDEN	MACLEHOSE J H						A
7	B3	Modern Economic Develop of United King	THIRUVENKATACHARI						A
8	C3	PAULTHURURAI PANPALAR SANKARALINGANAR	ARUMUGAM	30.00					A
9	T3	A Manual of Zoology 1	M.EKAMBARANATHAI						A
10	B4	Modern Economic Develop of USA	THIRUVENKATACHARI						A

### To Verify the Stock

1. Enter Verified By.
2. Select resource type.
3. Enter resource number of the available book.
4. Library details and other details are filled automatically in the grid shown below.
5. Press <Verify> button.
6. After the verified process verified, not verified fields are calculated automatically.

If the message is **'Verified successfully'**, you can conclude you have done the stock verified successfully. If any other message appears, act according to it and contact the administrator if required.

By typing the from Acqn. No. and To Acqn. No. this screen can be used to verify the resources in bulk also.

### 8.2.6 New Stock Verification

This Stock Verification screen is used to verify the stock for the resources one by one by typing the Accn. No. in the grid.

**NEW STOCK VERIFICATION**
Old Stock Verification

\*Verified By

\*Res. Type

To Verified

Verified

Not Verified

S. No.	Accn. No.	Title	Author	Price	Edition	Volume	Location	Position	Status	
1	5000	MARAI MALAI ADIKAL	RAJU MUDALIAR A						Available	✕
2	5001	THUKAPEUYAM PEURAL	NACHINARKINIAR						Available	✕
3	5002	THUKAPEUYAM PEURAL	NACHINARKINIAR	225.00					Available	✕
4	5003	THUKAPEUYAM PURAATHIKARAM	PERASIRIAR						Available	✕
5	5004	MAZHLE VARALARU	VARATHARAJAN M	40.00					Available	✕
6	5005	THIRUKKUTTALLAK KURAVANJI	THIRUKOODARAYAPF	40.00					Available	✕

Verify
Close

### To Verify the Stock

1. Enter Verified By.
2. Select resource type.
3. Enter resource number one by one.
4. Press <Verify> button.
5. After the verified process verified, not verified fields are calculated automatically.

If the message is '**Verified successfully**', you can conclude you have done the stock verified successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.2.7 Clear Stock Verification

Clear Stock Verification helps to clear all the stock information. We should do this before starting a new stock verification



## CLEAR STOCK VERIFICATION

Clear

Close

If the message is ' **Cleared stock verification successfully** ', you can conclude you have done the stock information cleared successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.2.8 Accession Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## ACCESSION REGISTER

Language	English	Publisher	2M PUBLISHING
Res. Type	Book	Supplier	Bharathi Books
Category	Titlewise ▼	Budget	Grant2018
Department	BIOLOGY	Status	AVAILABLE ▼
Main Subject	AGRICULTURE		
Sub Subject	--- Select ---		
Author	(ANNIE) THOMAS		
Location	RACK1		
Accn No. From	1	Accn Date	01-03-2015
To	500	To	01-03-2021

Show Total Price ☒ Show No. of Records ☒

[View](#) [Close](#)

ACCESSION REGISTER												
Accn.No	Entered Dt	Call No.	Author(s)	Title	Ed.	Vol.	Publisher	Pub. Place	Bill No	Bill Dt	Price	Remarks
Resource Type : Book												
23501	11-06-2002	O111.3/T6/4j	TWAIN (MARK)	ADVENTURES OF TOM SAWYER ED1 1965							0.00	
23502	19-11-2004	O111.3/F15/1	FORBES ESTHER	JOHNNY TREMAIN ED1 1972							0.00	
23503	11-06-2002	O111.3/M8/4	MELVILLE HERMAN	MARDI AND A VOYAGE THEIR ED1 1964							0.00	
23504	11-06-2002	O111.6/T1/1g	THOREAU H D	WALDEN							0.00	
23505	11-06-2002	O111.3A/R11	RIDOUT (ALBERT K	SHORT STORIES FOR DISCUSSION ED1 1968							0.00	
23506	11-06-2002	P111.4/KW1/2	WEBSTER	WEBSTER'S THIRD NEW INTERNATIONAL							0.00	
23507	11-06-2002	P111.4/KW1/2	WEBSTER	WEBSTER'S THIRD NEW INTERNATIONAL							0.00	
23508	11-06-2002	P111.4/KW1/2	WEBSTER	WEBSTER'S THIRD NEW INTERNATIONAL							0.00	
23509	11-06-2002	n/M1.1	MAGILL	MASTER PLOTS WORLD FINE VOL I							0.00	
23510	11-06-2002	n/M1.2	MAGILL	MASTER PLOTS WORLD FINE VOL II							0.00	
23511	19-11-2004	n/M1.3	MAGILL	MASTER PLOTS WORLD FINE VOL 3			SALEMPRE				0.00	
23512	19-11-2004	n/M1.4	MAGILL	MASTER PLOTS WORLD FINE VOL 4			SALEMPRE				0.00	
23513	19-11-2004	n/M1.5	MAGILL	MASTER PLOTS WORLD FINE VOL 5			SALEMPRE				0.00	
23514	19-11-2004	n/M1.6	MAGILL	MASTER PLOTS WORLD FINE VOL 6			SALEMPRE				0.00	
23515	19-11-2004	n/M1.7	MAGILL	MASTER PLOTS WORLD FINE VOL 7			SALEMPRE				0.00	
23516	19-11-2004	n/M1.8	MAGILL	MASTER PLOTS WORLD FINE VOL 8			SALEMPRE				0.00	
23517	19-11-2004	n/M1.9	MAGILL	MASTER PLOTS WORLD FINE VOL 9			SALEMPRE				0.00	
23518	19-11-2004	n/M1.10	MAGILL	MASTER PLOTS WORLD FINE VOL 10			SALEMPRE				0.00	
23519	19-11-2004	n/M1.11	MAGILL	MASTER PLOTS WORLD FINE VOL 11			SALEMPRE				0.00	
23520	19-11-2004	n/M1.12	MAGILL	MASTER PLOTS WORLD FINE VOL 12			SALEMPRE				0.00	
23521	19-11-2004	n/M1.13	MAGILL	MASTER PLOTS WORLD FINE VOL 13			SALEMPRE				0.00	
23522	19-11-2004	n/M1.14	MAGILL	MASTER PLOTS WORLD FINE VOL 14			SALEMPRE				0.00	
23523	19-11-2004	n/M1.15	MAGILL	MASTER PLOTS WORLD FINE VOL 15			SALEMPRE				0.00	
23524	19-11-2004	n/M1.16	MAGILL	MASTER PLOTS WORLD FINE VOL 16			SALEMPRE				0.00	
23525	19-11-2004	n/M1.17	MAGILL	MASTER PLOTS WORLD FINE VOL 17			SALEMPRE				0.00	
23526	19-11-2004	n/M1.18	MAGILL	MASTER PLOTS WORLD FINE VOL 18			SALEMPRE				0.00	
23527	19-11-2004	n/M1/1	MAGILL	MASTER PLOTS WORLD FINE			SALEMPRE				0.00	

## 8.2.9 Loss & Recovery Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### LOSS & RECOVERY

\*Type All ▼

Loss Type DAMAGE

Loss Action Lost ▼

\*Loss Date 01-03-2017

\*To 30-03-2021

View
Close

LOSS & RECOVERY										
From : 01-03-2017		To : 30-03-2021								
S. No	Accn.No.	Title.	Author	Loss Type	Loss By	Member ID	Member Name	Price	Rec.Date	Remarks
1	2	SELECTED ENGLISH PROSE	UMRAO BAHADUR	DAMAGE	Other					
2	789	COMPLETE POETICAL WORKS	COWPER W	DAMAGE	Other			10.00		
3	78	PHYSIOLOGY FOR THE BEGINNERS	FOSTER AND SHOR	DAMAGE	Other			100.00		
4	145	KERALA BASHA SAHITYA CHARITRAM	NARAYANA PANIKK	DAMAGE	Other			100.00		ntuind
5	450	PAVILLION OF WOMEN	BUCK P S	DAMAGE	Other					dv
6	890	DEAD SOULS	GOHOL N V	DAMAGE	Other					test
7	45688	HUMAN WELL BEING AND THE NATUR	DAS GUPTA		Other					test
8	4596	Comic English Grammar	WALMSLEY(AM)	LOSS	Other			717.00		
9	23	NEW INDUSTRIAL STATE	GALBRITH	LOSS	Other			10.00		
10	456	RAKTHA PUSHPANGAL	KRISHNA PILLAI	LOSS	Member	S19551	AJITH P		10-02-2021	
11	4568	PROBLEMS OF COMMUNISM	U S S R	LOSS	Other			1,233.00	01-02-2021	

### 8.2.10 Stock Verified List

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**STOCK VERIFICATION**
New Stock Verification

\*Verified By

\*Res. Type

\*Accn No. From  To

Verify
Close

To Verified

Verified

Not Verified

Total

Issued

Back Volume

Department Library

ILL

Binding

Damaged

Condemned

Lost/Cost Recovered

To Verify

Verified List
Un Verified List
Final Report

STOCK VERIFIED LIST							
S.No.	Accn. No.	Res. Type	Title	Author	Status	Verified Dt	Verified By
1	101	Book	B A MAYGAVI	KRISHNA PILLAI	AVAILABLE	2021-02-20 00:00:0	m
2	103	Book	SAHITYA SAHRAM	RAJARAJA VARMA (A	AVAILABLE	2021-02-20 00:00:0	m
3	104	Book	RAMARAJA BHADHDOOR	RAMAN PILLAI	AVAILABLE	2021-02-20 00:00:0	m
4	105	Book	RAMARAJA BHADHDOOR	RAMAN PILLAI	AVAILABLE	2021-02-20 00:00:0	m
5	106	Book	BHISHMAR	PANIKKAR	AVAILABLE	2021-02-20 00:00:0	m
6	108	Book	SIX SHORT BIOGRAPHIES	GOFFIN N	AVAILABLE	2021-02-20 00:00:0	m
7	109	Book	PRINCIPLES AND PRACTICE OF COMMERCE	STEPHENSON	AVAILABLE	2021-02-20 00:00:0	m
8	110	Book	COMMERCIAL GEOGRAPHY	STAMP( L DUDLEY)	AVAILABLE	2021-02-20 00:00:0	m
9	111	Book	SABTHA THARAA VALY 2	PADMANABHA PILAI	AVAILABLE	2021-02-20 00:00:0	m
10	112	Book	BALALANGARAM	KOCHACHAPPAN (M)	AVAILABLE	2021-02-20 00:00:0	m
11	113	Book	SREEMATH BAGAVAT GEETHAI	SITHBHAVANANTHA	AVAILABLE	2021-02-20 00:00:0	m
12	114	Book	THEORY AND PRACTICE OF COMMERCE	MITRA J C	AVAILABLE	2021-02-20 00:00:0	m
13	116	Book	ARPUTHA ULAGAM	APPUSWAMY(PM)	AVAILABLE	2021-02-20 00:00:0	m
14	117	Book	PANDAI THAMILAR PANPAADU	SETHU PILLAI,RP	AVAILABLE	2021-02-20 00:00:0	m
15	118	Book	KADARKARAYEELAE ED8	SETHU PILLAI RA PE	AVAILABLE	2021-02-20 00:00:0	m
16	119	Book	TAMIL SELECTIONS IN POETRY	SETHUPILLAI R P	AVAILABLE	2021-02-20 00:00:0	m
17	120	Book	INDIAN COMPANY LAW	DAVAR(SR)	AVAILABLE	2021-02-20 00:00:0	m
18	121	Book	QUESTION AND ANSWER IN BOOK-KEEPING	BATLIBOI J.R	AVAILABLE	2021-02-20 00:00:0	m
19	122	Book	New Trigonometry for Schools	BORCHARDT(WG)&am	AVAILABLE	2021-02-20 00:00:0	m
20	123	Book	MODERN ECONOMIC THEORY	DEVALT	AVAILABLE	2021-02-20 00:00:0	m

### 8.2.11 Stock Unverified List

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## STOCK VERIFICATION

New Stock Verification

*Verified By	<input type="text" value="muthu"/>	Total	<input type="text" value="80105"/>
*Res. Type	<input type="text" value="Book"/>	Issued	<input type="text" value="1660"/>
*Accn No. From	<input type="text"/>	To	<input type="text"/>
<input type="button" value="Verify"/> <input type="button" value="Close"/>		Back Volume	<input type="text" value="0"/>
To Verified	<input type="text" value="74054"/>	Department Library	<input type="text" value="24"/>
Verified	<input type="text" value="2052"/>	ILL	<input type="text" value="1266"/>
Not Verified	<input type="text" value="72002"/>	Binding	<input type="text" value="0"/>
		Damaged	<input type="text" value="3046"/>
		Condemned	<input type="text" value="0"/>
		Lost/Cost Recovered	<input type="text" value="55"/>
		To Verify	<input type="text" value="74054"/>
		<input type="button" value="Verified List"/>	<input type="button" value="Un Verified List"/>
		<input type="button" value="Final Report"/>	

## STOCK UNVERIFIED LIST

S.No.	Accn. No.	Res. Type	Title	Location	Author	Status
1	1000	Book	ADVENTURE AND EXPLORATION IN SOUTH AMERI	QUICKE A		AVAILABLE
2	10000	Book	PANAVIYALUM,BAKIYALUM:ED1,1963:	VELAYUTHAM C		AVAILABLE
3	10001	Book	ANATOMY OF CHORDATES	WEICHERT(CHARLES K		AVAILABLE
4	10002	Book	PHYSIOLOGICAL APPROACH TO THE LOWER ANIM	RAMSAY J A		AVAILABLE
5	10003	Book	COMBAT	CONGDON D		AVAILABLE
6	10004	Book	COMBAT	CONGDON D		AVAILABLE
7	10005	Book	COMBAT	CONGDON		AVAILABLE
8	10006	Book	GREAT WAR SPEECHES	CHURCHILL(SW)		AVAILABLE
9	10007	Book	RIVER WAR	CHURCHILL W S		AVAILABLE
10	10008	Book	DR.GEOEBBELS: HIS LIFE AND DEATH	MANVELL.R		AVAILABLE
11	10009	Book	Elements of strength of materials	TIMOSHENKO(S)&		AVAILABLE
12	1001	Book	BADGER'S GREEN BY SHERRIFF	QUILLER COUCH		AVAILABLE
13	10010	Book	Break throughs in physics	WOLFF(Peter)		AVAILABLE
14	10011	Book	Break throughs in mathematics	WOLFF(Peter)		AVAILABLE
15	10012	Book	PUBLIC FINANCE	SACHDEVA T N		AVAILABLE
16	10013	Book	PLANNING AND ECONOMIC GROWTH	SACHDEVE(TN)		AVAILABLE
17	10014	Book	ECONOMIC THEORY AND DEVELOPED REGIONS	EDMYRDAL (GUNNAR)		AVAILABLE

## 8.3 SERIALS

## 8.3.1 Subscription

Subscription is the process of paying the publisher or supplier of the journal in advance and specifying the period and number of issues to be received.

## SUBSCRIPTION

Search by the criteria below :

Sub. Dt.  To  Language  Status

Supplier  Serial

Subs. No.	Serial	Subs. From	Subs. To	Amount	Supplier		
01	CHEMMOZHI	01-01-2021	31-12-2022	10000.00	Ambalan		
02	COLLEGE SADHANA	01-01-2021	31-12-2022	1110.00	Bharathi Books		
03	CHUTTU CHOOZHAI	01-01-2020	31-12-2020	1250.00	OTHERS		
04	COMPETITION SUCCESS REVIEW	01-01-2020	31-12-2020	956.00	Royal Travels		
05	CURRENT SCIENCE	01-01-2020	31-12-2020	1450.00	Speed Service		
06	KADAI CHOLLI	01-01-2019	31-12-2019	1310.00	sundar&co		
07	ECONOMIC AND POLITICAL WEEKLY	01-01-2019	31-12-2019	4000.00	Ambalan		

24 records found.   Displaying page 1 of 4

**To modify existing Subscription**

We cannot edit the Subscription number.

1. Select the Subscription you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Subscription**

1. Select a journal you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Subscription

**SUBSCRIPTION**

\*Subscription No.

\*Language

\*Serial

Frequency

Department

Budget

\*From  \*To

Volume  \*Issue No.

\*Exp. Days

\*Status

\*Supplier

Invoice No.

\*Amount

Other Charges

Payment Date  Mode

Subscription Type

Document No.

Remarks

S.No.	Issue No.	Issue Dt	Expected Dt	Serial No.	Received Dt	No. of Pages	Status
1	1	01-01-2021	11-01-2021	CHEMM21-2201	03-01-2021		A <input checked="" type="checkbox"/>
2	2	01-04-2021	11-04-2021	CHEMM21-2202	03-04-2021		A <input checked="" type="checkbox"/>
3	3	30-06-2021	10-07-2021	CHEMM21-2203	03-07-2021		A <input checked="" type="checkbox"/>
4	4	28-09-2021	08-10-2021	CHEMM21-2204	01-10-2021		A <input checked="" type="checkbox"/>
5	5	27-12-2021	06-01-2022	CHEMM21-2205	30-12-2021		A <input checked="" type="checkbox"/>
6	6	27-03-2022	06-04-2022	CHEMM21-2206	01-04-2022		A <input checked="" type="checkbox"/>
7	7	25-06-2022	05-07-2022	CHEMM21-2207			P <input checked="" type="checkbox"/>
8	8	23-09-2022	03-10-2022	CHEMM21-2208			P <input checked="" type="checkbox"/>

1. Press New Button.
  2. Enter Subscription Number.
  3. Select journal Code.
- Details like Department, Frequency will be filled automatically.
4. Select Supplier.
  5. Specify the Subscription Period using From Date and To Date
  6. Starting Volume No and Issue No.
  7. Select Status. It should be active in the case of new subscription.
  8. Specify the expected days. (Expected days is the number of days taken for the journal to arrive to our library after publication.)

9. Select the subscription type. (Normal Subscription types are Exchange, Gratis, Sample, Payment and Others). If payment details are not needed go to step11 or go to step10.
10. Enter Budget Code, Invoice No. Payment Mode, Payment Date, Document No., Amount, Currency, Charges, Remarks.
11. Click <Generate Schedule> This will generate the list of issues that needs to be delivered to the library during the subscription period. If you want to remove any issue or add issues use the buttons.
12. Press <Save> button.

If the message is '**Subscription saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.3.2 New Issue

For a journal or magazine we would have paid the subscription amount in advance. When a new issue arrives the library this screen is used to enter the details about the new issue into the system.













NEW ISSUE

Search by the criteria below :

Language  Rcvd Dt.  To

Serial

New

Serial No.	Title	Volume	Issue	Issue Dt	Rcvd Dt		
CHEMM21-2201	CHEMMOZHI	01	1	01-01-2021	03-01-2021		
CHEMM21-2202	CHEMMOZHI	01	2	01-04-2021	03-04-2021		
CHEMM21-2203	CHEMMOZHI	01	3	30-06-2021	03-07-2021		
CHEMM21-2204	CHEMMOZHI	01	4	28-09-2021	01-10-2021		
CHEMM21-2205	CHEMMOZHI	01	5	27-12-2021	30-12-2021		
CHEMM21-2206	CHEMMOZHI	01	6	27-03-2022	01-04-2022		

6 records found.   Displaying page 1 of 1

### To modify existing Serial

We cannot edit the serial number.

1. Select the serial you want to modify.



2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Serial

1. Select a journal you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Issue

**NEW ISSUE**

\*Language

\* Serial

Publisher

Department

Category

From  To

[View Schedule](#)

**Issue Details :**

S.No.	Serial No.	Volume	Iss No.	Pub. Dt	Rcvd Dt	Ebook File Name	No Pages	Price	Status
1	COMPE20-2001	04	1	01-01-2020	03-01-2020	COM	041	79.87	Available
2	COMPE20-2002	04	2	31-01-2020	2-2-2020	COM	056	79.87	Available
3	COMPE20-2003	04	3	01-03-2020	3-3-2020	COM	056	79.87	Available
4	COMPE20-2004	04	4	31-03-2020	31-3-2020	COM	058	79.87	Available
5	COMPE20-2005	04	5	30-04-2020	25-4-2020	COM	78	79.87	Available
6	COMPE20-2006	04	6	30-05-2020				79.87	Pending
7	COMPE20-2007	04	7	29-06-2020				79.87	Pending
8	COMPE20-2008	04	8	29-07-2020				79.87	Pending
9	COMPE20-2009	04	9	28-08-2020				79.87	Pending
10	COMPE20-2010	04	10	27-09-2020				79.87	Pending
11	COMPE20-2011	04	11	27-10-2020				79.87	Pending
12	COMPE20-2012	04	12	26-11-2020				79.87	Pending

1. Press New Button.
2. Select journal Code.  
Details like Title, Publisher, Department, Category, Subscription From date, Subscription To date will be filled automatically.
3. Specify the period using From and To.



4. Click Show Schedule.

This will show the issues for the corresponding period in the grid.

5. Specify the Received Date and No. of Pages of the issue.

6. Press <Save> button.

If the message is ' **Serial saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.3.3 Article

Article screen is used to maintain the details about the Articles published in the received journal or magazine.

**ARTICLE**

Search by the criteria below :

Issue Date  To  Language

Serial No.  Serial

Article No.	Serial No.	Title	Issue No.	Issue Date	
IJOI20159		INDIAN JOURNAL OF FINANCE			
T4	0520-214	Green Organic	4	30-11-2020	

9 records found.   Displaying page 2 of 2

### To modify existing Article

We cannot edit the Article number.

1. Select the Article you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a New Article

1. Select the Article you want to delete.
2. Click Delete image.

3. Confirm your deletion process.

### To add a New Article

ARTICLE			
*Article No.	<input type="text" value="50"/>		
*Language	<input type="text" value="English"/>		
*Serial	<input type="text" value="CHEMMOZHI"/>		
*Serial No.	<input type="text" value="CHEMM21-2204"/>		
Volume	<input type="text" value="01"/>	Issue No.	<input type="text" value="4"/>
		Issue Date	<input type="text" value="28-09-2021"/>
BackVol.No.	<input type="text"/>		
*Title	<input type="text" value="CHEMMOZHI"/>		
Parallel Title	<input type="text"/>		
Author1	<input type="text" value="ABRAHAM (T J)"/>	Page Nos.	<input type="text" value="10"/>
Author2	<input type="text" value="A CHIDAMBARA"/>	Subject	<input type="text" value="TAMIL"/>
Author3	<input type="text" value="--- Select ---"/>		
Ebook File Name	<input type="text"/>		
Description	<input type="text"/>		
Keywords	<input type="text"/>		
Remarks	<input type="text"/>		

1. Press New Button.

2. Enter Article Number.

2. Select journal Number.

Details like Journal Code, Title, Volume, Issue No, Issue Date, Back Volume No. will be filled automatically.

3. Enter Article Title, Parallel Title.

4. Enter Authors, Page No.

5. Select Subject.

6. Enter Article Description and Keywords.



7. Enter remarks if needed.

6. Press <Save> button.

If the message is **'Article saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.3.4 Back Volume

Back Volume is a collection of one or more journals bound together. Normally journals or magazines of one particular year will be bound together and kept as back volume.

BACK VOLUME						
Search by the criteria below :						
BackVolume No.	<input type="text"/>	Language	<input type="text" value="-- Select --"/>	Department	<input type="text" value="-- Select --"/>	
Acqn Date	<input type="text"/>	To	<input type="text"/>	Serial	<input type="text" value="-- Select --"/>	<input type="button" value="Search"/>
<input type="button" value="New"/>						
Accn No.	Ent Date	Title	Department	Call No.	Status	
05	03-04-2021	COMPETITION SUCCESS REVIEW	AGRICULTURE	05	AVAILABLE	 
1 records found. <input type="button" value="First"/> <input type="button" value="Prev"/> Displaying page 1 of 1 <input type="button" value="Next"/> <input type="button" value="Last"/>						

### To modify existing Back Volume

We cannot edit the back volume number.

1. Select the back volume you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Back Volume

1. Select a back volume you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Back Volume

BACK VOLUME					
Accession Date	03-04-2021	Department	--- Select ---		
*BackVolume No.	05	Status	AVAILABLE ▼		
Call No.		From	01-01-2020	To	31-12-2021
*Language	English	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">Show</a>			
*Serial	COMPETITION SUCCESS REVIEW				
*Title	COMPETITION SUCCESS REVIEW				
Parallel Title					
Ebook File Name					

S.No.	Serial No.	Volume	Iss.No.	Pub.Date	Rcvd.Date
<input checked="" type="checkbox"/>	1	COMPE20-2001	04	101-01-2020	01-01-2020
<input checked="" type="checkbox"/>	2	COMPE20-2002	04	231-01-2020	31-01-2020
<input checked="" type="checkbox"/>	3	COMPE20-2003	04	301-03-2020	01-03-2020
<input checked="" type="checkbox"/>	4	COMPE20-2004	04	431-03-2020	31-03-2020
<input checked="" type="checkbox"/>	5	COMPE20-2005	04	530-04-2020	30-04-2020
<input checked="" type="checkbox"/>	6	COMPE20-2006	04	630-05-2020	30-05-2020
<input checked="" type="checkbox"/>	7	COMPE20-2007	04	729-06-2020	29-06-2020
<input checked="" type="checkbox"/>	8	COMPE20-2008	04	829-07-2020	29-07-2020
<input checked="" type="checkbox"/>	9	COMPE20-2009	04	928-08-2020	28-08-2020
<input checked="" type="checkbox"/>	10	COMPE20-2010	04	1027-09-2020	27-09-2020

1. Press New Button.
2. Enter back volume number.
3. Enter journal title, sub title, parallel title and call number.
4. Select date of entry and status will be displayed automatically.
5. General:
  1. Select department, sub subject, main subject, language and rating.
  2. Enter no. of pages and add the image of the back volume.
  3. Select whether the back volume is book bank or not.
  4. Select whether the back volume is department or not.
  5. Select whether the back volume is reference or not.

6. Select whether the back volume is overnight or not.

6. Keywords / Others:

1. Select location.

2. Enter enclosure, collation, keywords and position.

3. Enter the remarks if needed.

7. Journal Included:

1. Select journal number and add the Journals in the grid.

2. Select remove button selected record is removed from the list.

8. Select whether the back volume details are clear after saving or not.

9. Press <Save> button.

If the message is '**Back Volume saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.3.5 Reminder

When a journal or magazine's new issue does not arrive on time to the library, Reminder should be prepared and sent to the publisher / supplier. This screen is used to maintain the details about the reminders.

REMINDER

Search by the criteria below :

Reminder No.

Language

Supplier

Reminder Dt.  To

Serial

Reminder No	Reminder Date	Supplier
2	27-03-2021	OTHERS

1 records found.   Displaying page  of 1

### To modify existing Reminder

We cannot edit the reminder number.

1. Select the reminder you want to modify.

2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Reminder

1. Select a journal you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Reminder

**REMINDER**

\*Reminder No.

\*Date

\*Supplier

From  To

<input checked="" type="checkbox"/>	S. No.	Serial	Volume No.	Issue No.	Issue Dt	Expected Dt
<input checked="" type="checkbox"/>	1	CHUTTU CHOOZHAL	3	1	01-01-2020	11-01-2020
<input checked="" type="checkbox"/>	2	CHUTTU CHOOZHAL	3	2	31-01-2020	10-02-2020
<input checked="" type="checkbox"/>	3	CHUTTU CHOOZHAL	3	3	01-03-2020	11-03-2020
<input checked="" type="checkbox"/>	4	CHUTTU CHOOZHAL	3	4	31-03-2020	10-04-2020
<input checked="" type="checkbox"/>	5	CHUTTU CHOOZHAL	3	5	30-04-2020	10-05-2020
<input checked="" type="checkbox"/>	6	CHUTTU CHOOZHAL	3	6	30-05-2020	09-06-2020
<input checked="" type="checkbox"/>	7	CHUTTU CHOOZHAL	3	7	29-06-2020	09-07-2020
<input checked="" type="checkbox"/>	8	CHUTTU CHOOZHAL	3	8	29-07-2020	08-08-2020
<input checked="" type="checkbox"/>	9	CHUTTU CHOOZHAL	3	9	28-08-2020	07-09-2020
<input checked="" type="checkbox"/>	10	CHUTTU CHOOZHAL	3	10	27-09-2020	07-10-2020
<input checked="" type="checkbox"/>	11	CHUTTU CHOOZHAL	3	11	27-10-2020	06-11-2020
<input checked="" type="checkbox"/>	12	CHUTTU CHOOZHAL	3	12	26-11-2020	06-12-2020

Header Text

Footer Text

1. Press New Button or press F2 key.
2. Enter Reminder Number.
3. Specify Reminder Date.
4. Select Supplier. The Supplier Name will be filled automatically.

5. Specify the period using From and To.
6. Enter Reminder header text.
7. Enter Reminder footer text.
8. Click <Pending Issues>. This will show the pending issues.
6. Press <Save> button.

If the message is '**Reminder details saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 8.3.6 Serial Receipt Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**SERIAL RECEIPT REGISTER**

Language

--- Select ---

Serial

--- Select ---

\*Received Date

01-03-2021

\*To

30-03-2021

View

Close

## SERIAL RECEIPT REGISTER

From : 01-03-2000

To : 30-03-2021

S.No.	Volume	Issue No.	Date of Publication	Date of Receipt
Serial : BIOCHEMICAL				
1	10	1	01-03-2018	02-03-2018
2	10	2	31-03-2018	02-04-2018
3	10	3	30-04-2018	02-05-2018
4	10	4	30-05-2018	02-06-2018
5	10	5	29-06-2018	02-07-2018
6	10	6	29-07-2018	02-08-2018
7	10	7	28-08-2018	02-09-2018
8	10	8	27-09-2018	02-10-2018
Serial : BIOLOGY				
1		1	01-03-2018	15-03-2018
2		2	31-03-2018	14-04-2018
3		3	30-04-2018	13-05-2018
4		4	30-05-2018	14-06-2018
5		5	29-06-2018	17-07-2018
6		6	29-07-2018	18-07-2018
7		7	28-08-2018	19-08-2018
8		8	27-09-2018	11-09-2018

## 8.3.7 Article Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## ARTICLE REGISTER

Language

Serial

\*Accn Date  \*To

View

Close



## ARTICLE REGISTER

From : 01-03-2000 To : 30-03-2021

S.No.	Issue No.	Issue Date	Article No.	Title	Author(s)	Page Nos.	Description
Serial : BIOCHEMICAL							
1	1	01-03-2018	05	BIO CRAFT			
Serial : BIOLOGY							
1	1	01-03-2018	06	Vision Logic			
Serial : DEAD SECRET							
1	1	01-01-2018	07	Dead Secret			
Serial : ROVAN SERIAL							
1	1	01-01-2021	01	Rovan Article			

## 8.3.8 Back Volume Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## BACK VOLUME REGISTER

Language

Serial

Department

\*Accn Date  \*To

## BACK VOLUME REGISTER

From : 01-03-2000 To : 30-03-2021

S.No.	Accn. No.	Entered Date	Title	Department	Serial No.	Volume	Issue No.	Issue Date
Serial : FIRES NAVELS								
1	01	10-03-2021	FIRES NAVELS		FF16-1701	1	1	01-03-2016
					FF16-1702	1	2	31-03-2016
					FF16-1703	1	3	30-04-2016
					FF16-1704	1	4	30-05-2016
					FF16-1705	1	5	29-06-2016
					FF16-1706	1	6	29-07-2016
					FF16-1707	1	7	28-08-2016
					FF16-1708	1	8	27-09-2016
					FF16-1709	1	9	27-10-2016
					FF16-1710	1	10	26-11-2016
Total No. of Resources : 1								

### 8.3.9 Reminder Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**REMINDER REGISTER**

Supplier

Department

Language

Serial

\*Reminder Date  \*To

#### REMINDER

Date : 2021-03-10

To :  
Speed Service  
Sivakasi

S.No.	Serial	Volume No	Issue No.	Issue Date	Expected Date
1	SUPER MAGAZINE	1	1	01-01-2021	11-01-2021
2	JUKEBOX	5	1	01-03-2020	02-03-2020
3	LIBRO	1	1	01-03-2021	16-03-2021
4	OMEN NAVEL	10	1	01-03-2020	11-03-2020
5	SUPER MAGAZINE	1	2	31-01-2021	10-02-2021
6	JUKEBOX	5	2	31-03-2020	01-04-2020
7	OMEN NAVEL	10	2	31-03-2020	10-04-2020
8	JUKEBOX	5	3	30-04-2020	01-05-2020
9	OMEN NAVEL	10	3	30-04-2020	10-05-2020
10	JUKEBOX	5	4	30-05-2020	31-05-2020
11	OMEN NAVEL	10	4	30-05-2020	09-06-2020

### 8.3.10 Subscription Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## SUBSCRIPTION REGISTER

Language

Serial

\*Subscription Date  \*To

SUBSCRIPTION REGISTER												
From : 01-03-2000			To : 30-03-2021									
S.No.	Subs.No	Serial Name	Frequency	Supplier	Period	Volume	Payment Mode	Doc.No	Date	Amount	Charges	Total Amount
1	20	Ambition	Monthly	Ambalan	01-03-2017 01-03-2018	12				1000.00	0.00	1000.00
2	21	BIOCHEMICAL	Monthly	Ambalan	01-03-2018 01-03-2019	10				1000.00	0.00	1000.00
3	22	BIOLOGY	Monthly	Ambalan	01-03-2020 01-03-2021	10				1250.00	0.00	1250.00
4	03	BIOLOGY	Monthly	Ambalan	01-03-2018 28-02-2019					1500.00	0.00	1500.00
5	06	COMPETITION SUC	Monthly	Ambalan	01-03-2020 28-02-2021					1500.00	0.00	1500.00
6	23	Cyper Magazine	Monthly	Ambalan	01-03-2021 01-03-2022	6				1350.00	0.00	1350.00
7	24	DEAD SECRET	Monthly	Ambalan	01-03-2017 01-03-2018					1450.00	0.00	1450.00
8	7	DEAD SECRET	Monthly	Ambalan	01-01-2018 31-12-2018	01				1000.00	0.00	1000.00
9	51	FEMINA	Monthly	Speed Service	01-03-2021 01-03-2022	01				1000.00	0.00	1000.00
10	08	FEMINA	Monthly	Ambalan	01-01-2020 31-12-2020					1000.00	0.00	1000.00

## 8.4 SEARCH

### 8.4.1 Simple Search

Simple Search screen helps to find the resources that satisfies the conditions given by the user.

**SIMPLE SEARCH**

\*Keyword

Search By All fields Language --- Select --- Search

56 records found. First Prev Displaying page 1 of 3 Next Last

Search Result for computer

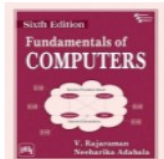
**1. Fundamentals of Computers**

Author(s) : Ram B

Publisher : Year : Edition : Call No. :

Accn. No. : 00181 Res.Type : Book

Status : AVAILABLE



No. of Times issued : 0  
No. of Copies : 1

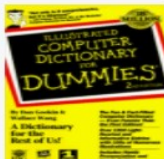
**2. Illustrated computer dictionary for dummies**

Author(s) : Dan Gookin Wally wang

Publisher : Year : Edition : Call No. :

Accn. No. : 00386 Res.Type : Book

Status : AVAILABLE



No. of Times issued : 0  
No. of Copies : 1

#### To view Simple Search screen

1. Enter the keyword you want to search for. The system will search for the given key word in any of the following parameters. If the keyword is present it will show the book or resource details in the result page.
2. To make the search more specific you can choose any one of the following 13 options in the criteria. Then the system will search for the keyword in the specific field only.
  1. Acc. No. (Accession Number)
  2. Call No.
  3. Title
  4. Keyword

5. Status
6. Dept. Lib. (Department Library)
7. Department
8. Subject
9. Author
10. Language
11. Location
12. Fund
13. Publisher
14. Supplier.

2. Give the value(s) for the above option to search.
3. Press <Search> button.

### **Status**

1. If the resource is available in the library, the status is AVAILABLE.
2. If the resource is issued, status is ISSUED.
3. If the resource is transferred to inter library, status shows the detail of the Library and Due date.
4. If the resource is back volume, status shows the Back Volume number.
5. If the resource is transferred to binder for binding, status shows the details of the Binder and Delivery date.
6. If the resource is damaged, status shows Damaged.
7. If the resource is condemn, status shows Condemned.
8. If the resource is cost recovered, status shows Cost Recovered.
9. If the resource is lost, status shows Lost.

### **Export**

The option Export to Excel helps to convert the search result to an Excel sheet.

## 8.4.2 Advanced Search

Advanced Search screen is similar to Simple Search screen in which user can create his own query by selecting the necessary fields, which satisfies the condition and also sort out the search records in the specified order.

ADVANCED SEARCH

Language English ▼

Show	<span>ISBN</span> ▼	<span>Department</span> ▼	<span>Budget</span> ▼	<span>Price</span> ▼
	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼
	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼

Search By

<span>Price</span> ▼	<span>Less than</span> ▼	<span>1000</span>	<span>--- Select ---</span> ▼
<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼		<span>--- Select ---</span> ▼
<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼		<span>--- Select ---</span> ▼
<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼		<span>--- Select ---</span> ▼


Sort By

<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼	<span>--- Select ---</span> ▼
-------------------------------	-------------------------------	-------------------------------	-------------------------------

Search
Export
Close

**1. INDIAN FINANCIAL SYSTEM**


Author(s) : GURUSAMY S  
 Publisher : TMH Year : Volume : Edition : Call No. : 658.5011 GUR  
 Department : Master of Business Administration  
 Price : 495.00  
 Budget : AAA  
 ISBN No : 20145 546456 56  
 Accn. No. : M00001 Res.Type : Book  
 Status : Available



No. of Times issued : 0  
No. of Copies : 4

**2. Computer arts Special**

Author(s) : ABDUL MUBBEN  
 Publisher : Year : Volume : Edition : Call No. :  
 Department : Computer Science Engineering  
 Price : 500.00  
 Budget : AAA  
 ISBN No : 1561 51456 65465



### Search By

1. Select the field names, conditions and enter the parameter values.
2. If you go to next condition, select the Boolean values.

### Sort By

1. Select the field names and the order (Ascending) in which the data should be sort out.
2. Click <Search> button.
3. Resource Type, Accession Number, Title, Author, Edition, Year and Publisher and their related details are displayed in the grid.

## Status

1. If the resource is available in the library, the status is AVAILABLE.
2. If the resource is issued, status is ISSUED.
3. If the resource is transferred to inter library, status shows the detail of the Library and Due date.
4. If the resource is back volume, status shows the Back Volume number.
5. If the resource is transferred to binder for binding, status shows the details of the Binder and Delivery date.
6. If the resource is damaged, status shows Damaged.
7. If the resource is condemn, status shows Condemned.
8. If the resource is cost recovered, status shows Cost Recovered.
9. If the resource is lost, status shows Lost.

The option Export to Excel helps to convert the search result to an Excel sheet.

## 8.5 MEMBER

### 8.5.1 Member

Member screen is used to maintain the details of the members. All students and staff will become the members automatically when the data is entered in New Student and New Employee screens respectively. Even though we can add new members using this screen also, this screen is mainly useful to view the members

**MEMBER**

Search by the criteria below :

Batch

Programme

Section

Member ID

Name

Member Group

Status

Member ID	Name	Batch	Programme	Section	Gender	Status	DOJ	DOL
0000	SRI VIDYA			A	MALE	Active	2011-12-22	
0001	MUNEESWARAN V			A	MALE	Active	1993-08-23	
0105	ARUN KUMAR S			A	MALE	Active	1997-03-10	
0106	KARTHEESWARAN G			A	FEMALE	Active	2000-03-15	
0107	ARUL SELVAM S			A	MALE	Active	2000-03-15	
0109	MUTHURAMALINGAM A			A	MALE	Active	2000-06-28	
0111	NAGALEKSHMI D			A	FEMALE	Active	2007-06-20	

5275 records found.   Displaying page 1 of 754

### To modify existing Member

We cannot edit the member ID.

1. Select the member you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Member

1. Select a member you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Member

**MEMBER**


\*Member ID  \* Password

\*Name

\*Member Type  \*Gender

Blood Group  Date of Birth

Date Joined  Valid Upto



**Active**

18....jpg

General	Resources In Hand
<b>Personal Details :</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Address <input style="width: 90%;" type="text"/></p> <p>City <input type="text" value="Madurai"/></p> <p>State <input type="text" value="Tamilnadu"/></p> <p>Country <input type="text" value="India"/></p> <p>Pincode <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Mobile <input type="text"/></p> </div> <div style="width: 45%;"> <p>*Batch <input type="text" value="2019-2022"/></p> <p>Programme <input type="text" value="BA ECONOMICS"/></p> <p>*Section <input type="text" value="A"/></p> <p>*Nature <input type="text" value="-- Select --"/></p> <p>*Type <input type="text" value="-- Select --"/></p> <p>*Residential <input type="text" value="Day Scholar"/></p> <p>Remarks <input style="height: 30px;" type="text"/></p> </div> </div>	



1. Click on New button or Press F2 key.
2. Enter member ID.
3. Enter member name.
4. Select the gender type and status will be displayed automatically.
5. If member type is staff, then select department and staff type. If member type is student select class, section, type and related fields are filled automatically.
6. Select the residential type and date of joining and add the image of the member.

#### **7. Group:**

Library members can be classified in to different member groups based on the permissions given to them. For example Under Graduate students may be grouped as a Member Group with the permission to borrow upto 5 books from the library. Similarly Post Graduate students can be put in another group with the permission to borrow up to 10 books.

1. Select the member group and it related fields are filled automatically like no. of resources, renewals, etc.
2. Enter token numbers.

#### **8. Address:**

1. Enter address, city, state, country, phone, mobile, email and pin code.
2. Enter remarks if needed.

#### **9. Resources In Hand:**

In Edit mode, the number of resources in hand of the member will be displayed in the grid.

10. Click <Save> button.

If the message is '**Member saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.5.2 Member ID allotment

In most of the colleges the Registration Number or the Roll Number of the student will be used as Member ID in the library. Use this screen only if your library uses a different identification number for the members.

**MEMBER ID ALLOTMENT**

\*Member Type Student

\*Batch 2019-2022

\*Programme BA ECONOMICS

Section A

For automatic generation give new member ID of the first member A200200

**Generate**

**View**

S.No.	Member ID.	Name	New Member ID.
1	A190201	ABISH A	A200200
2	A190202	AJITH KUMAR P	A200201
3	A190203	AMUTHA K	A200202
4	A190204	ANILA M	A200203
5	A190205	ANJANA A	A200204
6	A190206	ARUNA I	A200205
7	A190207	ASHIKA S P	A200206
8	A190208	BHAMA S	A200207
9	A190209	BHARATHI M	A200208
10	A190210	CHITHRA S	A200209
11	A190211	DEVI R	A200210
12	A190212	DEVI N	A200211
13	A190213	DEVI G	A200212
14	A190214	ESWAR M	A200213

#### To Allot the Member ID

1. Select a class of students.
2. Enter the Member ID you want to allot for the students.
3. For automatic generation give new member ID of the first member and then click <Generate> button.
4. If you want to allot the Member ID to all the displayed members click select all and all the displayed members are selected.

If you want to allot the Member ID only to a few members then remove the tick mark from those who do not need new member id.

5. Click <Save> button.
6. Confirm the allotment process.

If the message is ' **Member ID Allotment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.5.3 Section allotment

In most of the cases the college office will allot the section to the students. So the librarian need not allot section to the students. Use this screen only if section allotment is not carried out in the office or in the department.

**SECTION ALLOTMENT**

\*Batch

\*Programme

Show unallotted students ☐

\*Allot to

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Section
<input checked="" type="checkbox"/>	1	A190201	ABISH A	A
<input checked="" type="checkbox"/>	2	A190202	AJITH KUMAR P	A
<input checked="" type="checkbox"/>	3	A190203	AMUTHA K	A
<input checked="" type="checkbox"/>	4	A190204	ANILA M	A
<input checked="" type="checkbox"/>	5	A190205	ANJANA A	A
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	A
<input checked="" type="checkbox"/>	7	A190207	ASHIKA S P	A
<input checked="" type="checkbox"/>	8	A190208	BHAMA S	A
<input checked="" type="checkbox"/>	9	A190209	BHARATHI M	A

#### To Allot the Section

1. Select a class. Students belonging to the selected class but not allotted to any section will appear.
2. Select the section you want to allot for the students.
3. If you want to allot the section to all the displayed members click select all and all the displayed members will be selected.

If you want to allot the section only to a few members, then remove the tick mark from those who do not belong to the particular section.

4. Click <Save> button.
5. Confirm the allotment process.

If the message is ' **Section Allotment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.5.4 Member Group allotment

Member Group allotment screen helps to allot the member group for the students.

**MEMBER GROUP ALLOTMENT**

\*Member Type Student

\*Batch 2019-2022

\*Programme BA ECONOMICS

View

\*Allot to GENERAL

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Member Group
<input checked="" type="checkbox"/>	1	A190201	ABISH A	STUDENT
<input checked="" type="checkbox"/>	2	A190202	AJITH KUMAR P	STUDENT
<input checked="" type="checkbox"/>	3	A190203	AMUTHA K	STUDENT
<input checked="" type="checkbox"/>	4	A190204	ANILA M	STUDENT
<input checked="" type="checkbox"/>	5	A190205	ANJANA A	STUDENT
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	STUDENT
<input checked="" type="checkbox"/>	7	A190207	ASHIKA S P	STUDENT
<input checked="" type="checkbox"/>	8	A190208	BHAMA S	STUDENT
<input checked="" type="checkbox"/>	9	A190209	BHARATHI M	STUDENT
<input checked="" type="checkbox"/>	10	A190210	CHITHRA S	STUDENT
<input checked="" type="checkbox"/>	11	A190211	DEVI R	STUDENT
<input checked="" type="checkbox"/>	12	A190212	DEVI N	STUDENT
<input checked="" type="checkbox"/>	13	A190213	DEVI G	STUDENT

#### To Allot the Member Group

1. Select the class. Students belonging to the selected class but not allotted to any member group will appear.
  2. Select the member group you want to allot for the students.
  3. If you want to allot the member group to all the displayed members click select all and all the displayed members will be selected.
- If you want to allot the member group only to a few members then remove the tick mark from those who do not belong to the particular member group.
4. Click <Save> button.
  5. Confirm the allotment process.

If the message is ' **Member Group Allotment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.5.5 Member removal

Member removal screen helps to remove the members. Members should be removed when they leave the college. Students will be removed as members when they complete the programme. Staff will be removed as members when they resign / retire from the college.

**MEMBER REMOVAL**

\*Member Type Student ▼

\*Batch 2019-2022

\*Programme BA ECONOMICS

View

\*Date of Leaving 27-03-2021

<input type="checkbox"/>	S.No.	Member ID	Name	Section
<input type="checkbox"/>	1	A190201	ABISH A	A
<input type="checkbox"/>	2	A190202	AJITH KUMAR P	A
<input type="checkbox"/>	3	A190203	AMUTHA K	A
<input checked="" type="checkbox"/>	4	A190204	ANILA M	A
<input type="checkbox"/>	5	A190205	ANJANA A	A
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	A
<input type="checkbox"/>	7	A190207	ASHIKA S P	A
<input checked="" type="checkbox"/>	8	A190208	BHAMA S	A
<input checked="" type="checkbox"/>	9	A190209	BHARATHI M	A
<input type="checkbox"/>	10	A190210	CHITHRA S	A
<input type="checkbox"/>	11	A190211	DEVI R	A
<input checked="" type="checkbox"/>	12	A190212	DEVI N	A
<input checked="" type="checkbox"/>	13	A190213	DEVI G	A
<input checked="" type="checkbox"/>	14	A190214	ESWAR M	A

### To Remove a Member

1. Select the Member type.
2. If member type is staff means select the member group or select the Batch and Programme.
3. Select the date of leaving.
4. Select the member(s) to be removed.

5. Press <Save> button.
6. Confirm the removal process.

If the message is ' **Member removal saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.5.6 Undo removal

Undo removal screen helps to undo the removal of the members.

**UNDO REMOVAL**

\*Member Type Student

\*Batch 2019-2022

\*Programme BA ECONOMICS

View

\*Date of Joining 27-03-2021

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Section
<input checked="" type="checkbox"/>	1	A190208	BHAMA S	A
<input checked="" type="checkbox"/>	2	A190209	BHARATHI M	A
<input checked="" type="checkbox"/>	3	A190212	DEVI N	A
<input checked="" type="checkbox"/>	4	A190213	DEVI G	A
<input checked="" type="checkbox"/>	5	A190214	ESWAR M	A
<input checked="" type="checkbox"/>	6	A190215	GAYATHRI S S	A
<input checked="" type="checkbox"/>	7	A190216	HEMA A	A
<input checked="" type="checkbox"/>	8	A190217	JESWIN JOE D S	A
<input checked="" type="checkbox"/>	9	A190218	JOTHIKA K	A
<input checked="" type="checkbox"/>	10	A190219	KANAGA SELVI I	A
<input checked="" type="checkbox"/>	11	A190225	MOUNIKA L	A
<input checked="" type="checkbox"/>	12	A190226	MUTHUKUMAR R	A
<input checked="" type="checkbox"/>	13	A190227	NANTHINI PRIYA M	A

#### To Undo Remove a Member

1. Select the Member type.
2. If member type is staff means select the member group or select the batch and programme.
3. Select the member(s) to be removed.
4. Press <Undo> button.
5. Confirm the undo removal process.

If the message is ' **Undo removal saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 8.5.7 Member Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**MEMBER REGISTER**

Type

Student

▼

Batch

2019-2022

Programme

BA ECONOMICS

Section

A

Status

Active

▼

View

Close

## MEMBER REGISTER

S.No.	Member ID	Name	Gender	Member Group	DOJ	DOL	Status
Batch : 2019-2022		Programme : BA ECONOMICS		Section : A			
1	A190201	ABISH A	Male	STUDENT	20-06-2019		Active
2	A190202	AJITH KUMAR P	Male	STUDENT	20-06-2019		Active
3	A190203	AMUTHA K	Female	STUDENT	20-06-2019		Active
4	A190204	ANILA M	Female	STUDENT	20-06-2019		Active
5	A190205	ANJANA A	Female	STUDENT	20-06-2019		Active
6	A190206	ARUNA I	Female	STUDENT	20-06-2019		Active
7	A190207	ASHIKA S P	Female	STUDENT	20-06-2019		Active
8	A190210	CHITHRA S	Female	STUDENT	20-06-2019		Active
9	A190211	DEVI R	Female	STUDENT	20-06-2019		Active
10	A190220	KARTHIKA C	Female	STUDENT	20-06-2019		Active
11	A190221	LAVANYA P	Female	STUDENT	20-06-2019		Active
12	A190222	LEKSHMI PRIYA M	Female	STUDENT	20-06-2019		Active
13	A190223	MANO SANTHIYA M	Female	STUDENT	20-06-2019		Active
14	A190224	MATHAVAN M	Male	STUDENT	20-06-2019		Active
15	A190249	ARUN KUMAR R	Male	STUDENT	20-06-2019		Active
16	A190250	BALAMURUGAN M	Male	STUDENT	20-06-2019		Active
17	A190252	MABOJKUMAR K	Male	STUDENT	20-06-2019		Active
18	A190253	RAHESH R	Male	STUDENT	20-06-2019		Active
19	A190255	JEGAN J	Male	STUDENT	20-06-2019		Active
20	A190256	JENEESH J	Male	STUDENT	20-06-2019		Active

## 8.5.8 No due Certificate

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### NO DUE CERTIFICATE

Type Member Groupwise ▼

\*Member Group --- Select ---

\*Member ID --- Select ---

View

Close



## NO DUE CERTIFICATE

Date : 30-03-2021

This is to certify that Ms. SUHITHA P (11384) has No Due in Library.

LIBRARIAN

## 8.5.9 Member History

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## MEMBER HISTORY

\*Member ID

[View](#) [Close](#)

## MEMBER HISTORY

Member ID : A190201  
Member Group : STUDENT

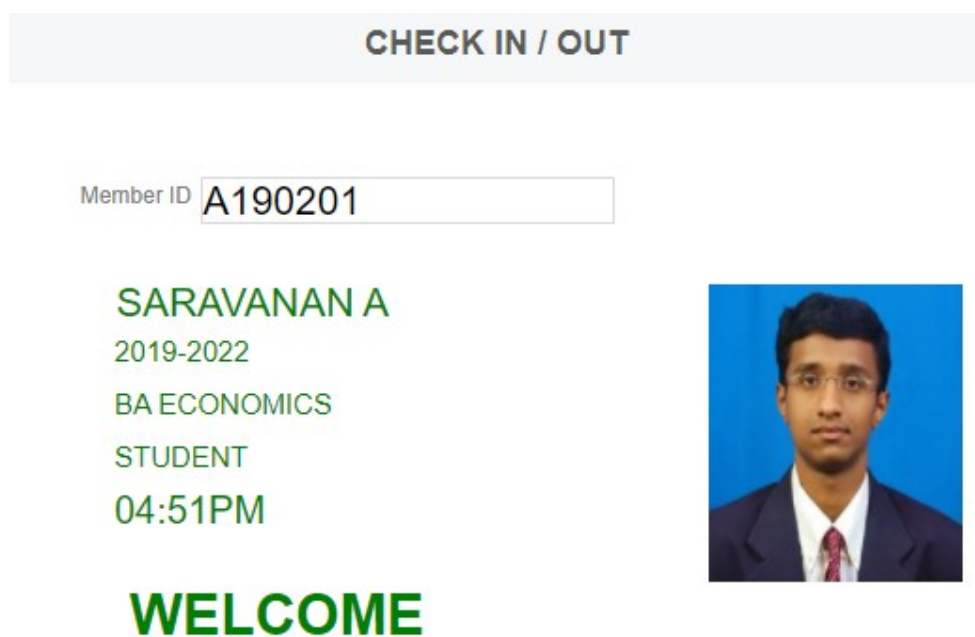
Name : SARAVANAN A  
Department :

S.No.	Resource Type	Accn. No.	Title	Issue Date	Due Date	Return Date	Status
1	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021		Issued
2	Book	12366	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021		Issued
3	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021		Issued
4	Book	135464466R	Why did it	12-03-2021	27-03-2021		Issued
5	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021		Issued
6	Book	45632	THE THREE MUSKETEERS ED1,1991:	12-03-2021	27-03-2021		Issued
7	Book	12000	SREEMATHI KAMBARRAMANAYAM YUTHA KANDA	12-03-2021	27-03-2021	29-03-2021	Return
8	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021	29-03-2021	Return
9	Book	12500	FSSFNIAI SHAKFSPARF	12-03-2021	27-03-2021	29-03-2021	Return
10	Book	13500	AUDEN	12-03-2021	27-03-2021	29-03-2021	Return
11	Book	13501	FIELDING CRITICAL ESSAYS	12-03-2021	27-03-2021	29-03-2021	Return
12	Book	13503	HOPKINS CRITICAL ESSAY	12-03-2021	27-03-2021	29-03-2021	Return
13	Book	13504	SHELLY	12-03-2021	27-03-2021	29-03-2021	Return
14	Book	13505	G.B.SHAU	12-03-2021	27-03-2021	29-03-2021	Return
15	Book	13506	HAWTHORNE CRITICAL ESSAYS	12-03-2021	27-03-2021	29-03-2021	Return
16	Book	14000	JOHN DONNE:SONGS AND SONNETS	12-03-2021	27-03-2021	29-03-2021	Return

## 8.6. E GATE

### 8.6.1 Check In / Out

Check In / Out screen is used to maintain members Check In and Check Out time in the library. A single screen is used for both activities. When a member enters a library, he has to show the ID Card to the barcode scanner or RFID reader. Then his Check In time will be captured in the system. Similarly when he goes out he has to show the card again and his Check Out time will be captured.



#### To add a New Check In / Out for Members

1. Show to ID card to the barcode scanner or RFID reader. Check In / Check Out time will be captured.

## CHECK IN / OUT

Member ID A190201

SARAVANAN A

2019-2022

BA ECONOMICS

STUDENT

04:52PM



THANK YOU

## 8.6.2 Gate Entry

Gate Entry screen is used to manually enter the Chek In and Check Out time Information of the members in the system.

**GATE ENTRY**

Search by the criteria below :

Member Type --- Select ---

Register Date  To

Batch --- Select ---

Programme --- Select ---

[Search](#)

[New](#)
[Bulk](#)

Reg. Date	Member ID.	Name	Department	Login Time	Logout Time	Remarks
29-03-2021	A190201	ABISH A		10:01AM	10:04AM	
29-03-2021	A190201	ABISH A		10:05AM	10:05AM	
29-03-2021	A190202	AJITH KUMAR P		10:09AM	10:11AM	
29-03-2021	A190203	AMUTHA K		10:09AM	10:11AM	
29-03-2021	A190204	ANILA M		10:09AM	10:11AM	
29-03-2021	A190205	ANJANA A		10:09AM	10:11AM	
29-03-2021	A190206	ARUNA I		10:09AM		

7 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

## To modify existing Gate Entry

We cannot edit the the details in this screen.

### To Delete a Gate Entry

1. Select a Gate Register Information you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Gate Entry for Members

GATE ENTRY							
S.No.	Date	Member ID.	Member Name	Dept	Login Time	Logout Time	Remarks
1	29-03-2021	AARTHI P (A190001)	AARTHI P		10.30 AM	11.30AM	-
2	29-03-2021	SANTHAL M (0102)	SANTHAL M	TAMIL LANGUAGE & L	11.30 AM	11.45AM	-
3	29-03-2021	KARTHEESWARAN	KARTHEESWARAN G	LIBRARY & INFORMAT	2:00PM	2:10PM	no
4	29-03-2021	SRI VIDYA (0000)	SRI VIDYA	BIOLOGY	2:10 PM	2:50PM	-

1. Click New button.
2. Enter Date.
3. Select the Member ID. Then the Member Name and Dept/Class are displayed automatically.
4. Enter the Check In and Check Out Time of the Member.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Gate Entry saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.6.3 Bulk entry

In some colleges library hours will be arranged. During library hours all the students of the particular class will come to the library. This screen helps to enter the Check In time and Check Out time in Bulk. So a long queue is avoided at the entry point.

## To add a New Bulk Entry for Members

**BULK ENTRY**

\*Date

\*Batch

\*Programme

Show unallotted students ☐

\*Login Time

\*Logout Time

**Assign**

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Section	Login	Logout
<input checked="" type="checkbox"/>	1	A190201	ABISH A	A	10:00	11:00
<input checked="" type="checkbox"/>	2	A190202	AJITH KUMAR P	A	10:00	11:00
<input checked="" type="checkbox"/>	3	A190203	AMUTHA K	A	10:00	11:00
<input checked="" type="checkbox"/>	4	A190204	ANILA M	A	10:00	11:00
<input checked="" type="checkbox"/>	5	A190205	ANJANA A	A	10:00	11:00
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	A	10:00	11:00
<input checked="" type="checkbox"/>	7	A190207	ASHIKA S P	A	10:00	11:00
<input checked="" type="checkbox"/>	8	A190210	CHITHRA S	A	10:00	11:00
<input checked="" type="checkbox"/>	9	A190211	DEVI R	A	10:00	11:00
<input checked="" type="checkbox"/>	10	A190220	KARTHIKA C	A	10:00	11:00

1. Click Bulk button.
2. Enter Date.
3. Select the Batch and Programme Then the Member Name and Section are displayed automatically.
4. Click View Button Then List out all Students
5. Enter the Check In and Check Out Time
6. Click Assign button then login time and log out time are displayed automatically
7. Enter the remarks if needed.
8. Click <Save> button.

If the message is '**Gate Entry saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

## 8.6.6 Gate Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**GATE REGISTER**

Member Group

Batch

Programme

Department

\*Register Date  \*To

GATE REGISTER						
Period From : 01-03-2020 To : 31-03-2021						
S.No.	Member ID.	Name	Department	Login Time	Logout Time	Remarks
83	S19556	HEBINLAS P		05:06PM		
<b>Member Group : OTHERS</b>						
<b>Date : 17-11-2020</b>						
84	0000	SRI VIDYA	BIOLOGY	10:18AM	10:18AM	
85	0000	SRI VIDYA	BIOLOGY	10:09AM	10:12AM	
86	0000	SRI VIDYA	BIOLOGY	10:12AM	10:15AM	
87	0000	SRI VIDYA	BIOLOGY	10:15AM	10:15AM	
88	0000	SRI VIDYA	BIOLOGY	10:19AM	10:20AM	
89	0000	SRI VIDYA	BIOLOGY	10:20AM	10:23AM	
90	0000	SRI VIDYA	BIOLOGY	10:23AM	10:27AM	
91	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
92	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
93	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
94	0000	SRI VIDYA	BIOLOGY	10:31AM	11:28AM	
<b>Member Group : STAFF</b>						
<b>Department : LIBRARY &amp; INFORMATION SCIENCE</b>						
95	0001	MUNEESWARAN V	LIBRARY & INFORMATION SCIENCE	10:31AM	11:28AM	
96	0001	MUNEESWARAN V	LIBRARY & INFORMATION SCIENCE	10:31AM	11:28AM	

## 8.7. CIRCULATION

### 8.7.1 Counter Transaction

Counter Transaction screen is used to enter the issue, return, renewal and reservation transactions in the library.

### ISSUE

**ISSUE**
[Return](#)
[Renew](#)
[Reserve](#)

\*Member ID

Name

Batch

Programme

Group

**General Resources**

No. of Resources

Renewals

Period (in Days)

Overnight (in Days)


Available: **9**

**Book Bank**

No. of Resources

Renewals

Period (in Days)



S.No.	Res. Type	Accn No.	Title	Issue Date	Due Date
1	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021
2	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021
3	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021
4	Book	12366	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021
5	Book	45632	THE THREE MUSKETEERS:ED1,1991:	12-03-2021	27-03-2021
6	Book	1354644668	Why did do	12-03-2021	27-03-2021

\*Accn.No.  \*Res. Type

Title


Author(s)

Edition  Volume

Publisher  Call No.

\*Issue Date

\*Due Date



[Issue](#)
[Close](#)

### To issue a resource to the member

1. Enter Member ID.
2. Member details are filled automatically and member photo will be displayed.
3. The grid will display the books and other resources issued to the member currently. If he/she has not taken any resource from the library the grid will be blank.
4. Select resource type and enter resource number.

5. \*\*Details of the resource are filled automatically and resource photo will be displayed.
6. Enter token number if needed.
7. Issue date will be shown as current date by default and due date will be calculated automatically based on his member group.
8. Press <Issue> button.

If the message is '**Issue saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

If the resource already reserved by somebody, ROVAN LMS requires your confirmation to issue the resource.

**Note:**

If the member has already taken the allowed number of book bank resources, the following message will appear.

**' Member has taken permitted number of book bank resources, Now he / she can take only general resources '.**

If the member has already taken the allowed number of general resources, the following message will appear.

**' Member has taken permitted number of general resources, Now he / she can take only book bank resources '.**

If the member has already taken the allowed number of general resources and book bank resources, the following message will appear.

**' Member has taken permitted number of resources, Now he / she can not take any resource'.**

\*\*If the particular book / resource has been issued already, the following message will appear.



' Resource No: <resource number> - <resource title> is now with <member ID> - <member name> It will be returned on <Due date> '.

## RETURN

RETURN
Renew
Reserve
Issue

Member ID

Name

Batch

Programme

Group

**General Resources**

No. of Resources

Renewals

Period (in Days)


Overnight (in Days)

**Book Bank**

No. of Resources

Renewals

Period (in Days)



S.No.	Res.Type	Accn.No.	Title	Issue Date	Due Date
1	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021
2	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021
3	Book	12000	SREEMATHI KAMBARRAMANAYAM YUTHA KANDA	03-04-2021	19-04-2021
4	Book	12366	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021
5	Book	45632	THE THREE MUSKETEERS:ED1,1991:	12-03-2021	27-03-2021
6	Book	1354644668	Why did do	12-03-2021	27-03-2021
7	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021

\*Accn.No.  \*Res. Type

Title

Author(s)


Edition  Volume

Publisher  Call No.

Issue Date

Due Date

\*Return Date



NO IMAGE AVAILABLE

Return
Close

## To receive a resource from the member

1. Select resource type.
2. Enter resource number of the resource which is to be received.
3. All the other details will be filled automatically.
4. Member and resource photo will be displayed automatically.
5. Return date will be shown as today's date by default.
6. Press <Return> button.

If the message is ' **Return saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

If the member returns the resources after the due date, the system shows the amount of over dues and records the overdue amount with your permission. The details about his over dues and fine amount can be viewed on Over Due Collection and Fine Collection screens.

## RENEW

[Issue](#)
[Return](#)
[Reserve](#)

Member ID

Name

Batch

Programme

Group

**General Resources**

No. of Resources

Renewals

Period (in Days)


Overnight (in Days)

**Book Bank**

No. of Resources

Renewals

Period (in Days)



S.No.	Res.Type	Accn.No.	Title	Issue Date	Due Date
1	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021
2	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021
3	Book	12000	SREEMATHI KAMBARRAMANAYAM YUTHA KANDA	03-04-2021	19-04-2021
4	Book	12386	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021
5	Book	45832	THE THREE MUSKETEERS:ED1,1991:	12-03-2021	27-03-2021
6	Book	1254644668	Why did do	12-03-2021	27-03-2021
7	Book	12387	FEDUAL SOCIETY	29-03-2021	13-04-2021

\*Accn.No.  \*Res. Type

Title

Author(s)

Edition  Volume


Publisher  Call No.

Issue Date

Due Date

\*Renew Date

\*New Due Date



[Renew](#)
[Close](#)

## To renew a resource to the member

1. Select resource type.
2. Enter resource number of the resource which is to be renewed.
3. All the other details will be filled automatically.
4. Member and resource photo will be displayed automatically.
5. Renewal date will be shown as today's date by default.

6. Press <Renew> button.

If the message is ' **Renew saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

If the member renew the resources after the due date, the system the amount of over dues and records the overdue amount with your permission. The details about his over dues and fine amount can be viewed on Over Due Collection and Fine Collection screens.

If the resource already reserved by somebody, the system requires your confirmation to renew the resource.

## RESERVE

Issue Return Renew

\*Member ID

Name

Batch

Programme

Group

**General Resources**

No. of Resources

Renewals

Period (in Days)


Overnight (in Days)

**Book Bank**

No. of Resources

Renewals

Period (in Days)



S.No.	Res.Type	Accon No.	Title	Reserve Date	
1	Book	36054	Intro quantum chemistry	12-03-2021	<span>Close</span>

\*Accon.No.  \*Res. Type


Title

Author(s)

Edition  Volume

Publisher  Call No.

\*Date

  
**NO IMAGE AVAILABLE**

Reserve Close

To reserve the resource to the member

1. Enter Member ID.
2. Member details are filled automatically and member photo will be displayed.
3. Select resource type.

4. Enter resource number of the resource which is to be reserved.
5. \*Details of the resource are filled automatically and resource photo will be displayed.
6. Reserve date will be shown as current date by default
7. Press <Reserve> button.

If the message is '**Reservation saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

\*You can not reserve a resource which is already reserved by you or a resource that is condemned or lost.

### 8.7.2 Student Issue

Student Issue screen is used to enter the issue transactions for Students of a particular class in Bulk.

**STUDENT ISSUE**

\*Batch

\*Programme

\*Section

\*Issue Date

S.No.	Member ID.	Name	Resource Type	Accn. No.	Title	Due Date	
1	A190201	ABISH A	Book	15000	PRACTICAL KNOWLEDGE VOL 3	13-04-2021	<input type="button" value="Issue"/>
2	A190202	AJITH KUMAR P	Book	15001	PRACTICAL KNOWLEDGE VOL 4	13-04-2021	<input type="button" value="Issue"/>
3	A190203	AMUTHA K	Book	15002	PRACTICAL KNOWLEDGE VOL 5	13-04-2021	<input type="button" value="Issue"/>
4	A190204	ANILA M	Book	16000	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	<input type="button" value="Issue"/>
5	A190205	ANJANA A	Book	16001	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	<input type="button" value="Issue"/>
6	A190206	ARUNA I	Book	16002	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	<input type="button" value="Issue"/>
7	A190207	ASHIKA S P	Book	16003	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	<input type="button" value="Issue"/>
8	A190210	CHITHRA S	Book	16004	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	<input type="button" value="Issue"/>
9	A190211	DEVI R	Book	16006	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	<input type="button" value="Issue"/>

1. Select the Batch, Programme , Section and Issue Date.
2. Member details are filled automatically will be displayed.

3. Enter resource number then title and Due Date are filled automatically.
4. Issue date will be shown as current date by default and due date will be calculated automatically.
5. Press <Issue> button

Books will be issued to all the students simultaneously.

### 8.7.3 Student Return

Student Return screen is used to enter the Return transactions of the Students of a particular class in Bulk.

**STUDENT RETURN**

\*Batch

\*Programme

\*Section

\*Return Date

S.No.	Member ID.	Name	Resource Type	Accn. No.	Title	
1	A190201	ABISH A	Book	1354644688	Why did do	<input type="button" value="Return"/>
2	A190202	AJITH KUMAR P	Book	648641435	RAKTHA PUSHPANGAL	<input type="button" value="Return"/>
3	A190203	AMUTHA K	Book	7466911	100	<input type="button" value="Return"/>
4	A190205	ANJANA A	Book	56538	SOCIALWORK AN EMPOWERING PROFESS	<input type="button" value="Return"/>
5	A190207	ASHIKA S P	Book	56540	THE PSYCHOLOGY OF PERSONNEL SELEC	<input type="button" value="Return"/>
6	A190211	DEVI R	Book	56504	TRIBAL AND HUMAN RIGHTS	<input type="button" value="Return"/>
7	A190220	KARTHIKA C	Book	56500	TERRORISM RULE OF LAW AND HUMAN RI	<input type="button" value="Return"/>
8	A190221	LAVANYA P	Book	56601	THE SHORT STORY	<input type="button" value="Return"/>
9	A190222	LEKSHMI PRIYA M	Book	56509	WOMEN AND HUMAN RIGHTS MODERN SC	<input type="button" value="Return"/>
10	A190223	MANO SANTHIYA M	Book	46579	Political Prisoners in India	<input type="button" value="Return"/>
11	A190224	MATHAVAN M	Book	56700	GULLIVER'S TRAVELS	<input type="button" value="Return"/>

1. Select the Batch, Programme, Section and Return Date.
2. Click view Button
3. Member details and Resource Details are filled automatically.
4. Press <Return> button.

Return details will be saved for all the students simultaneously.

### 8.7.4 Over Due Reminder

Over Due Reminder screen is used to maintain the Over Due Reminder details for members.

OVERDUE REMINDER

Search by the criteria below :

Reminder No.

Reminder Date  To

Member ID.

ILL. No.

[Search](#)

[New](#)

Reminder No.	Reminder Date	Member ID	Name	ILL. No.	Library Name	Amount	
1	29-03-2021	A190201	ABISH A			0.00	
2	29-03-2021	A190202	AJITH KUMAR P			0.00	
3	29-03-2021	0000	SRI VIDYA			0.00	
4	29-03-2021	0001	MUNEESSWARAN V			0.00	

4 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Overdue Reminder Information

We cannot edit the Reminder No.

1. Select the Overdue Reminder Information you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Overdue Reminder Information

1. Select a Overdue Reminder Information you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Overdue Reminder

OVER DUE REMINDER

Reminder No.

\*Reminder Date

\*From

\*To

\*Reminder For

\*Member ID

Name

Staff ☒

Batch

Programme

Department

Member Group

Header Text

Footer Text

S. No.	Res. Type	Accon. No.	Title	Author	Volume	Edition	Issue Date	Due Date	Overdue amt	Res.Price
1	Book	21047	COLLEGE ACCOUNTING	PLAMER E CHAR			02-02-2011	01-08-2011	0.00	0.00
2	Book	26937	METHODS OF SOC	BAJPAI (S R)			11-01-2011	09-07-2011	0.00	0.00
3	Book	32421	KURAL KURUM SA	KAMAKSHI SREE			18-06-2014	15-12-2014	0.00	0.00
4	Book	44387	19TH CENTURY TA	SVAKAMI S			07-04-2014	03-10-2014	0.00	0.00
5	Book	45529	Operating system co	SILBERSCHATZ/J			18-01-2010	16-07-2010	0.00	0.00
6	Book	45848	DISCRETE MATHE	TREMBLAY/Jean			18-01-2010	16-07-2010	0.00	0.00
7	Book	47001	ECONOMIC FOR B	MULHEARN AND			06-07-2010	01-01-2011	0.00	0.00
8	Book	48769	COMPUTER ORAN	CARL HAMACHE			03-01-2011	01-07-2011	0.00	0.00
9	Book	51282	SYSTEM SOFTWARE	MANJULA D			14-07-2011	09-01-2012	0.00	299.00
10	Book	54261	MAAPERUM SOOT	INDIRAJITH (SUR			21-04-2015	17-10-2015	0.00	100.00
11	Book	54573	PROBABILITY, STA	SUNDARAPANDU			03-01-2011	01-07-2011	0.00	450.00
12	Book	63266	OPTICAL FIBRE CO	KEISER GERD			25-03-2015	21-09-2015	0.00	525.00
13	Book	8900	Calculus I & II	NARAYANAN AND			21-01-2021	05-02-2021	0.00	0.00
14	Book	8995	THONNUOOTTI MC	HUGO			20-01-2021	27-03-2021	0.00	4.00

Paid Date

Total Price

1. Click New button.
2. Reminder No. will be displayed automatically.
3. Select the Reminder Date, From Date and To Date, Then select Reminder For, Member (or) ILL.
4. Enter the Header Text and Footer Text For members in Overdue Reminder.
5. The Resource Details which are already in Over Due status will be shown in grid..
6. You enter the Overdue Information and the Total price will be automatically calculated.
5. Click <OverDue Resources> and Click <Save> button.

If the message is ' **Overdue Reminder Information saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.7.5 Resource Lock




Resource Lock screen is used to lock a resource. If you lock a resource, it could not be issued to the members. It can be unlocked whenever you want.

**RESOURCE LOCK**

Search by the criteria below :

Res. Type  Lock Date  To

Accn. No.

Lock No.	Lock Date	Res. Type	Accn.No.	Status	
2	24-09-2020	Book	8956	Active	
3	02-11-2020	Book	255	Active	
4	02-11-2020	Book	255	Active	

3 records found.   Displaying page  of 1

#### To modify existing Resource Lock

We cannot edit the Lock No, Lock Date, Accn No., Title, Volume and Edition.

We can only edit as Status and Remarks.

1. Press <Save> button.

#### To Delete a Resource Locking Information

1. Select a Locked Resource you want to delete.

2. Click Delete image.

3. Confirm your deletion process.



## To add a New Resource Lock

**RESOURCE LOCK**

\*Lock No.

2

\*Lock Date

24-09-2020

\*Res. Type

Book

\*Accn. No.

8956

Title

OUTLINE OF INDIAN CONSTITUTIONAL HIS

Author(s)

MENON,V.P

Edition

1st

Volume

1

Status

☒

Remarks

Save

Close

1. Click New button.
2. Lock No. will be displayed automatically.
3. Select Lock Date. Then select Resource type and Status.
4. Enter the Accession No., Then the Title, Author(s),Edition and Volume will be displayed automatically.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is ' **Resource Lock saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.7.6 Fine

Fine screen helps to record the details about the fines levied to the members or ILL.

**FINE DEFINITION**

Search by the criteria below :

Fine No

Fine Date  To

Fine For --- Select ---

**Search**

**New**
**Common Fine**

Fine No.	Fine Date	Fine For	Res. Type	Accn.No.	Mem ID	Mem Name	ILL. No.	ILL Name	Amt	
15487	02-01-2014	Member	Book	53616	A121352	AJITHA JENI A			0.75	
15488	02-01-2014	Member	Book	58142	A121373	VANITHA LEKSHMI T E			0.75	
15489	02-01-2014	Member	Book	58368	A121324	SUNITHA M L			0.75	
15490	02-01-2014	Member	Book	58743	A121324	SUNITHA M L			0.75	
15491	02-01-2014	Member	Book	61626	A121324	SUNITHA M L			0.75	
15492	02-01-2014	Member	Book	40897	A131255	ASHA J			2.50	
15493	02-01-2014	Member	Book	56211	A131255	ASHA J			2.50	

17499 records found. First Prev Displaying page 1 of 2500 Next Last

### To modify existing Fine

We cannot edit the fine number.

1. Select the fine you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To add a New Fine

## FINE DEFINITION

Fine No.	15487	Res. Type	Book
*Fine Date	02-01-2014	Accn. No.	53616
*Fine Code	Overdue	Title	PURANANOORU (MOOLAMUM UR/
*Fine For	Member ▼	Author(s)	RAMA SUBRAMANIYAM V.T
*Member ID	A121352(AJITHA JENI A)	Edition	
Name	AJITHA JENI A	Volume	
Batch	2012-2014	Issue Date	01-10-2013
Programme	MA TAMIL	Due Date	30-12-2013
Department		Return Date	02-01-2014
Member Group	STUDENT	*Amount	0.75
		Remarks	Fine for Late Return

1. Press New Button or press F2 key.
2. Fine number will be displayed automatically.
3. Select fine for.
  - \*If fine for member, enter member ID and member details are filled automatically.
  - \*If fine for ILL, select Ill number and ILL details are filled automatically.
4. Select resource type.
5. Enter resource number and it related fields are filled automatically.
6. Enter the fine amount.
7. Enter the remarks if needed.
8. Press <Save> button.

If the message is ' **Fine saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.7.7 Fine Collection

Fine Collection screen helps to receive fine from the members.






















**FINE COLLECTION**

Search by the criteria below :

Receipt No  Receipt Date  To

Receipt For  Search

New

Rcpt No.	Rcpt Dt.	Rcpt For	Mem ID	Name	ILL. No.	Library Name	Amount	
1461	02-03-2015	Member	11168	SUMA MAHESWARI S			94.00	  
1462	12-03-2015	Member	3947	JAYALEKSHMI P G			238.25	  
1463	19-03-2015	Member	9092	PAIJI SON C.			258.75	  
1464	19-03-2015	Member	S140107	EMALDA W			3.25	  
1465	19-03-2015	Member	9161	REJIL R R			2.25	  
1466	08-04-2015	Member	A130030	THANGA SELVAM R			2.00	  
1467	09-04-2015	Member	S130470	ANGEL REEBA S			78.50	  

773 records found. First Prev Displaying page 1 of 111 Next Last

#### To modify existing Receipt

We cannot edit the fine receipt number.

1. Select the Receipt you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Fine Receipt

1. Select a fine receipt you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Fine Receipt

FINE COLLECTION

Receipt No.	<input type="text" value="2233"/>
*Receipt Date	<input type="text" value="06-01-2020"/>
*Receipt For	<input style="border-bottom: 1px solid black;" type="text" value="Member"/> ▼
*Member ID	<input type="text" value="A191203(ANISHA M S)"/>
Name	<input type="text" value="ANISHA M S"/>
Batch	<input type="text" value="2019-2021"/>
Programme	<input type="text" value="MA HISTORY &amp; TOURSIM"/>
Department	<input type="text"/>
Member Group	<input type="text" value="STUDENT"/>
Due Amount	<input type="text" value="2"/>
*Receipt Amount	<input style="background-color: yellow;" type="text" value="1.00"/>
Balance Amount	<input type="text" value="2.00"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Press New Button or press F2 key.
2. Receipt number will be displayed automatically.
3. Select receipt for.
- \*If receipt for member, enter member ID and member details are filled automatically.
- \*If receipt for ILL, select Ill number and ILL details are filled automatically.
4. Receipt date will be shown as current date by default.
5. Receipt amount will be displayed automatically.
6. Press <Save> button.

If the message is ' **Fine Collection saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.7.8 Inter Library Loan

Inter Library Loan screen is used to issue the resources from our library into other institution library.

INTER LIBRARY LOAN

Search by the criteria below :

ILL No.

ILL Date  To

Library

[Search](#)

New

ILL No.	Library	Issue Date	No. of Resources.	
15	ENGLISH DEPARTMENT LIBRARY - CENU NAIR	21-06-2016	99	
17	MATHEMATICS LIBRARY	22-08-2019	176	
18	dwad	30-01-2020	15	
19	MATHEMATICS LIBRARY	31-01-2020	94	

4 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Inter Library Loan

We cannot edit the ILL number.

1. Select the ILL Issue you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Inter Library Loan

1. Select a ILL Issue you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To create a New Inter Library Loan

INTER LIBRARY LOAN

ILL No. 
\*Library

\*Issue Date

**Resource Details :**

S. No.	Res. Type	Accn. No.	Title	Author	Due Date	
1	Book	25000	AKILA	MONISEKARAN, KOVI	10-1-2022	✕
2	Book	25001	KALITHASARIN IRAKUVAMSAM:ED1,1969:	JAMATHAKKINI KA RA	10-01-2022	✕
3	Book	25002	TAMILIL VALAKUGAL	KAVASELVAN M	10-01-2022	✕
4	Book	25003	PAALIUM VAALIUM	VENKATSWAMINATHAN	10-01-2023	✕
5	Book	25005	SIRU KADAIKALUM KURU NAAVELKALUM	SEKOV(ANTHON)	10-01-2022	✕
6	Book	25006	KAPILALAR NARI	ANDIAPPAN	10-01-2022	✕
7	Book	25007	KAPILALAR NARI	ANDIAPPAN	10-01-2023	✕

No. of Resources

1. Press New Button.
2. ILL number will be displayed automatically.
3. Select library code and library name is filled automatically.
4. Select issue date.
5. Select resource type, due date, enter resource number and related details are filled automatically in the grid. Enter another resource in next line. Like that proceed to enter all the resources.
6. Press <Remove> button to remove the resource from the list of grid.
7. Press <Save> button.

If the message is ' **Inter Library Loan saved successfully** ', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required.

### 8.7.9 Department Library Loan









Department Library Loan screen is used to issue the resources from the central library to department library.

**DEPT. LIBRARY LOAN**

Search by the criteria below :

DLL No.  Department

DLL Date  To

DLL No.	Department	Issue Date	No. of Resources.	
2	ANIHUS	29-03-2021	5	 
3	COM	29-03-2021	5	 
4	CHE	29-03-2021	5	 
5	CSC	29-03-2021	5	 

4 records found.   Displaying page 1 of 1

#### To modify existing Dept Library Loan

We cannot edit the DLL number.

1. Select the DLL Issue you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Dept Library Loan

1. Select a DLL Issue you want to delete.
2. Click Delete image.
3. Confirm your deletion process.



## To add a New Dept Library Loan

DEPT. LIBRARY LOAN

DLL No.   
\*Issue Date

\*Department

**Resource Details :**

S. No.	Res. Type	Accn. No.	Title	Author	Due Date	
1	Book	37000	Flora of the Presidency of Madras	GAMBLE(JS)	03-03-2022	✕
2	Book	37005	DIRECTORY & YEAR BOOK	JAIN	03-02-2021	✕
3	Book	37004	JAWAHARLAL NEHRU HIS VISION OF COOPERATIVE	DWIVEDI (R C)	03-04-2021	✕
4	Book	37005	DIRECTORY & YEAR BOOK	JAIN	03-03-2021	✕
5	Book	37006	SOME STRAY THOUGHTS	KRIPALANI(J.B)	03-03-2021	✕

No. of Resources

1. Press New Button.
2. DLL number will be displayed automatically.
3. Select Dept code and Dept name is filled automatically.
4. Select issue date.
5. Select resource type, due date, enter resource number and related details are filled automatically in the grid. Enter another resource in next line. Like that proceed to enter all the resources.
6. Press <Remove> button to remove the resource from the list of grid.
7. Press <Save> button.

If the message is '**Dept Library Loan saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.7.10 Binding


Binding screen is used to issue the resources from the library to binder.

## BINDING

Search by the criteria below :

Binding No. Binder 

Binding Date 01-01-2000 To 29-03-2021

Binding No.	Binder	Outward Date	Expected Inward Date	No. of Resources	
1	KRISHNAN	16-12-2009	20-03-2010	211	 
2	KRISHNAN	16-12-2009	20-03-2010	211	 
3	KRISHNAN	16-12-2009	20-03-2010	211	 
4	KRISHNAN	16-12-2009	20-03-2010	211	 
5	KRISHNAN	16-12-2009	20-03-2010	211	 
6	KRISHNAN	16-12-2009	20-03-2010	211	 
7	KRISHNAN	16-12-2009	20-03-2010	211	 

437 records found.   Displaying page 1 of 63  **To modify existing Binding**

We cannot edit the binding number.

1. Select the binding outward you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Binding Outward**

1. Select a binding outward you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Binding

**BINDING**

Binding No.

\*Outward Date

\*Binder

\*Expected Inward Date

**Resource Details :**

No.	Res.Type	Accn No.	Title	Author	Status	Rcvd Date
1	Book	10367	UNITED STATES	HARLOW AND BL	Sent	03-03-2010

No.of Resources

1. Press New Button.
2. Binding number will be displayed automatically.
3. Select binder code and binder name is filled automatically.
4. Select outward date and delivery date.
5. Select resource type, due date, enter resource number and related details are filled automatically in the grid. Enter another resource in next line. Like that proceed to enter all the resources.
6. Press <Remove> button to remove the resource from the list of grid.
7. Press <Save> button.

If the message is ' **Binding saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 8.7.11 Transaction Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## TRANSACTION REGISTER

\*Category

Compact Format ☐

Type

\*Issue Date  \*To

## ISSUE REGISTER

From : 02-03-2018 To : 08-03-2021

S.No.	Mem ID.	Name	Batch & Programme	Accn. No.	Title	Author	Due Date	Status	Return Dt	Issued By
Resource Type : Book										
Member Group : STUDENT										
Issue Date : 02-03-2018										
1	A171714	YESU ANNA RETHIN	2017-2019 MPHIL TA	60902	TIRUVARANGA KALAMBAKAM MOOLAVUM VURAIYUM	MURUGU (KATHI	16-03-2018	Return	19-03-2018	rovan
2	A171314	MALAR T	2017-2019 MA ENGLI	37200	SIX ENGLISH POETS	SACHITHANANDA	16-03-2018	Return	19-03-2018	rovan
3	A170134	MUGESH M	2017-2020 BA SOCIO	65268	KUMARI VAAVATTA VIDUTHALAI VARALARRU	KAALIYAPPAN N	16-03-2018	Return	05-03-2018	rovan
4	A171677	NABIL ANSAR	2017-2019 MCOM COM	52151	ENTREPRENEURIAL DEVELOPEMENT	KHANKA (S S)	16-03-2018	Return	16-03-2018	rovan
5	A170329	MONSHA S	2017-2020 BA ENGLI	43209	KABADA PURAM	PARTHASARATHY	16-03-2018	Return	14-03-2018	rovan
6	A161315	PRAISE VINITTA R	2016-2018 MA ENGLI	56664	FEMINIST LITERARY THEORY	ROONEY (ELLEN	16-03-2018	Return	16-03-2018	rovan
7	A161315	PRAISE VINITTA R	2016-2018 MA ENGLI	58027	THE ROUTLEDGE COMPANION TO CRITICAL THEORY	MALPAS (SIMON	16-03-2018	Return	16-03-2018	rovan
8	S16556	JEBISHA J	2016-2018 MA TAMIL	53877	KURUNTHOGAI -THELVURAI	RAJARAM (THUR	16-03-2018	Return	14-03-2018	rovan
9	A170334	RADHIKA R	2017-2020 BA ENGLI	60236	PENN KURAL	RAJAM KRISHNA	16-03-2018	Return	15-03-2018	rovan
10	A170301	ABARNA K	2017-2020 BA ENGLI	42156	ENTHA NUTHANDU CERUKADAIKAL -3	VITAL RAO	16-03-2018	Return	15-03-2018	rovan
11	A170645	VIJAY BALAJI M	2017-2020 BSC PHYS	53307	BHARATHIYUM SHELLEYUM	RAGUNATHAN (T	16-03-2018	Return	03-04-2018	rovan
12	A150637	VANITHA M P	2015-2018 BSC PHYS	64011	THIRUKURAL KALANJIYAM PORUTPAL (PART 2)	DASON (MU)	16-03-2018	Return	05-03-2018	rovan
13	S16553	ASHA M	2016-2018 MA TAMIL	60563	NAATTUPURA VELANMAI	MANOHARAN(RA)	16-03-2018	Return	16-03-2018	rovan
14	S16567	VINOTHINI T	2016-2018 MA TAMIL	60499	KURAVANCHI ILAKKIYANKALIL PENKAL	SARASWATHI (S	30-03-2018	Return	20-03-2018	rovan
15	A171456	ARUNA R	2017-2019 MSC PHYS	46912	Solidstate Physics	KITTEL(Charle	17-04-2018	Return	16-04-2018	rovan
16	A171456	ARUNA R	2017-2019 MSC PHYS	63248	MICROPROCESSORS AND MICROCONTROLLERS ARCHITBKANT	(KRISHNA	17-04-2018	Return	16-04-2018	rovan
17	A171461	FATHIMA SHAHANA	2017-2019 MSC PHYS	64185	MICROCONTROLLER 8051	SAGAR D (KARU	16-03-2018	Return	20-03-2018	rovan
18	A171478	VELVIZHI P	2017-2019 MSC PHYS	51134	INTRODUCTION TO SOLID STATE PHYSICS	KITTEL(Charle	11-04-2018	Return	16-04-2018	rovan
19	A171478	VELVIZHI P	2017-2019 MSC PHYS	64275	8085 MICROPROCESSOR AND INTERFACING	SHARMA (VIRE	02-04-2018	Return	16-04-2018	rovan
20	A161406	BAVITHRA K T	2016-2018 MSC MATH	54484	PROBABILITY, STATISTICS AND QUEUEING THEORY	SUNDARAPANDIA	16-03-2018	Return	05-03-2018	rovan

## 8.7.12 Over Due Reminder Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## OVER DUE REMINDER

\*Type  ▼\*Reminder No. 

View

Close

## OVER DUE REMINDER

Date : 30-03-2021

To :

Sir ,

S.No.	Res.Type.	Accn.No.	Title	Price
Reminder No : 1				
Reminder Date :29-03-2021				
1	BOOK	1354644668	Why did do	0.00
2	BOOK	1235	ECONOMIC GEOGRAPHY OF INDIA	0.00
3	BOOK	12366	SOCIAL PSYCHOLOGY	0.00
4	BOOK	14789	AALVARGALUM AASARIYARGALUM	0.00
5	BOOK	45632	THE THREE MUSKETEERS:ED1,1991:	0.00
Total				0.00

## 8.7.13 Fine Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## FINE REGISTER

\*Type  ▼\*Fine Date  \*To 

View

Close

## FINE REGISTER

From : 01-03-2010

To : 30-03-2021

S.No.	Fine No.	Date	Fine	Mem. ID	Member	Dept	Accn No	Book Name	Amount
Fine For : Member									
1	1768	03-03-2010	Overdue	2767197	FELIX G		46265	MUDIVEDUPPOM SIKKALK	0.00
2	1769	03-03-2010	Overdue	2767197	FELIX G		22839	VULANALAVIEAL	0.00
3	1770	03-03-2010	Overdue	2767197	FELIX G		7452	VULAVIEAL 2	0.00
4	1771	03-03-2010	Overdue	2870370	ASHA MOL R		29444	S.RADHAKRISHNAN :MY	0.00
5	1772	03-03-2010	Overdue	2870785	RAJAPPAUL M		42703	RESEARCH METHODOLOGY	0.00
6	1773	03-03-2010	Overdue	2880135	LEKSHMI A		50690	A TEXT BOOK OF COST	0.00
7	1774	03-03-2010	Overdue	3700956	NAGALAKSMI S		34726	Modern algebra	0.00
8	1775	03-03-2010	Overdue	A090533	SABATHINI K		6473	LION ETC	0.00
9	1776	03-03-2010	Overdue	A091212	RATHI DEVI V		48895	HUMAN RIGHTS IN INDI	0.00
10	1777	03-03-2010	Overdue	A091211	RAMYA N		29503	HISTORY OF THE ARABS	0.00
11	1778	03-03-2010	Overdue	3600969	RAMYA DEVI A		25714	Queues	0.00
12	1779	03-03-2010	Overdue	3600969	RAMYA DEVI A		48847	OPERATIONS RESEARCH	0.00
13	1780	03-03-2010	Overdue	A091669	PATHMINI S		49607	INDIAN STOCK MARKET	0.00
14	1781	03-03-2010	Overdue	A091669	PATHMINI S		25835	ELEMENTS OF MERCANTI	0.00
15	1782	03-03-2010	Overdue	2860247	RAHINI R T		16462	INTRODUCTION TO TOPO	0.00
16	1783	03-03-2010	Overdue	2860247	RAHINI R T		40337	Complex Analysis	0.00
17	1784	03-03-2010	Overdue	2860249	REVATHI S N		40338	Complex Analysis	0.00
18	1785	03-03-2010	Overdue	2860249	REVATHI S N		44079	Topolpgy:First Cours	0.00
19	1786	03-03-2010	Overdue	2860249	REVATHI S N		47293	Game Theory:Mathemat	0.00
20	1787	03-03-2010	Overdue	2860249	REVATHI S N		44084	Intro to topology &m	0.00

## 8.7.14 Fine Collection Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## FINE COLLECTION REGISTER

\*Type  ▼

\*Receipt Date  \*To

## FINE COLLECTION REGISTER

From : 01-03-2020 To : 01-03-2021

S.No.	Rcpt No.	Rcpt Date	Member	Department	Amount
<b>Fine For : Member</b>					
1	2238	19-11-2020	teste	BOOK SCIENCE	150.00
2	2239	20-11-2020	SRI VIDYA	BIOLOGY	50.00
3	2240	20-11-2020	SRI VIDYA	BIOLOGY	250.00
<b>Total :</b>					<b>450.00</b>

## 8.7.15 Inter Library Loan Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### INTER LIBRARY LOAN REGISTER

Library

\*ILL Date  \*To

Show Pending ☐

## INTER LIBRARY LOAN REGISTER

From : 01-03-2000 To : 30-03-2021

S.No.	Res. Type.	Accn. No	Title	Author(s)	Status	Due Date	Return Date
ILL No. : 1 Library : PHYSICS DEPARTMENT LIBRARY Issue Date : 07-09-2009							
1	Book	47746	Electronics Projects vol2	EFY	Received	07-09-2010	
2	Book	47748	Electronics Projects vol3	EFY	Received	07-09-2010	
3	Book	47750	Electronics Projects vol4	EFY	Received	07-09-2010	
4	Book	47751	Electronics Projects vol5	EFY	Received	07-09-2010	
5	Book	47754	Electronics Projects vol6	EFY	Received	07-09-2010	
6	Book	47756	Electronics Projects vol7	EFY	Received	07-09-2010	
7	Book	47758	Electronics Projects vol8	EFY	Received	07-09-2010	
8	Book	47760	Electronics Projects vol9	EFY	Received	07-09-2010	
9	Book	47762	Electronics Projects vol11	EFY	Received	07-09-2010	
10	Book	47764	Electronics Projects vol 13	EFY	Received	07-09-2010	
11	Book	47766	Electronics Projects vol14	EFY	Received	07-09-2010	
12	Book	47768	Electronics Projects vol15	EFY	Received	07-09-2010	
13	Book	47770	Electronics Projects vol16	EFY	Received	07-09-2010	
14	Book	47771	Electronics Projects vol17	EFY	Received	07-09-2010	



### 8.7.16 Department Library Loan Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**DEPT. LIBRARY LOAN REGISTER**

Department

\*DLL Date  \*To

Show Pending ☐

View
Close

DEPT . LIBRARY LOAN REGISTER						
From : 01-03-2020 To : 30-03-2021						
S.No.	Res. Type.	Accn. No	Title	Author(s)	Status	Due Date Return Date
<b>DLL No. : 1 Department :ADVANCED ZOOLOGY &amp; BIOTECHNOLOGY2 Issue Date :15-06-2020</b>						
1	Book	1111	ELEMENTS OF COMPANY LAW	FARRAR H	Sent	29-06-2020
<b>DLL No. : 2 Department :ANIMAL HUSBANDRY Issue Date :29-03-2021</b>						
1	Book	40000	Organi Chemistry II	MUKHERJI(SM)ETC	Sent	30-05-2022
2	Book	40001	Organi Chemistry II	MUKHERJI(SM)ETC	Sent	30-05-2022
3	Book	40003	MANAVARKAL NALLA MATHI PENGAL PERUVATHU	MUTHUKALATHI (M)	Sent	30-05-2023
4	Book	40004	TAMILAKA VARALARU	GOVINDA SWAMY M	Sent	30-05-2024
5	Book	40006	TAMIL ETHAKL VARULARU	SAMPANTHAN	Sent	30-05-2022
<b>DLL No. : 3 Department :COMMERCE Issue Date :29-03-2021</b>						
1	Book	35000	Quantum mechanics	THANKAPPAN(VK)	Sent	02-02-2022
2	Book	35001	Elements of modern physics	PATIL(SH)	Sent	02-02-2022
3	Book	35002	Investigatory projects in physics	SHARMA(VK)&Bhatn	Sent	02-02-2022
4	Book	35003	Microprocessor and its application	ASPINALL(D),Ed	Sent	02-02-2022
5	Book	35004	Electro magnetics	LAUD(BB)	Sent	02-02-2022
<b>DLL No. : 4 Department :CHEMISTRY Issue Date :29-03-2021</b>						
1	Book	36001	Experimental in physical chemistry	SHOEMAKER(DP)ETC	Sent	03-03-2022
2	Book	36002	Dictionary of chemistry	SHARMA(JL)	Sent	03-03-2022
3	Book	36003	Chemical tech ready refe handbook	SHUGAR(GJ)etc	Sent	03-03-2022
4	Book	36004	Migration of interacting systems	NICHOL(LW)&WINZO	Sent	03-03-2022
5	Book	36005	Experimental organic Chemistry	HARWOOD(LM)&MOOD	Sent	03-03-2020

### 8.7.17 Binding Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.



## BINDING REGISTER

Binder

\*Binding Date  \*To

Show Pending ☐

BINDING REGISTER						
From : 01-03-2020 To : 30-03-2021						
S.No.	Res. Type.	Accn. No	Title	Author(s)	Status	Received Date
Binding No. : 437      Binder : KRISHNAN Outward Date : 18-03-2020      Delivery Date : 18-03-2020						
1	Book	1	SELECTED ENGLISH PROSE	UMRAO BAHADUR	Sent	

### 8.7.18 Resource in Circulation

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## RESOURCES IN CIRCULATION REGISTER

\*Res. Type

Type

## RESOURCES IN CIRCULATION REGISTER

S.No.	Mem ID.	Name	Department	Accn. No.	Title	Author(s)	Issue Date	Due Date	Status	Price
Res. Type : BOOK										
Issue Date : 23-06-2009										
1	1005	NATESAN K	CHEMISTRY	43336	Visual c++	LEINECKER(	23-06-2009	19-12-2009	Issued	
2	1005	NATESAN K	CHEMISTRY	36054	Intro quantum chemistry	CHANDRA(AK	23-06-2009	19-12-2009	Issued	
3	1005	NATESAN K	CHEMISTRY	32871	Text Book of Micro&Seminario quali	VOGEL	23-06-2009	19-12-2009	Issued	
4	1005	NATESAN K	CHEMISTRY	45290	1001 Windows 98 Tips	JAMSA(Kris	23-06-2009	19-12-2009	Issued	
5	1005	NATESAN K	CHEMISTRY	34945	Introduction to pascal&struc design	DALE(Nell)	23-06-2009	19-12-2009	Issued	
6	1005	NATESAN K	CHEMISTRY	39709	Plant Viruses	SMITH(Kenn	23-06-2009	19-12-2009	Issued	
7	0201	AJEENDRANATH K	MALAYALAM	29849	FIVE APPROACHES OF LITERARY	SCOTT(WILB	23-06-2009	19-12-2009	Issued	
8	0201	AJEENDRANATH K	MALAYALAM	27284	CRITICAL ESSAYS ON INDIAN WRITTING	NAIK M K	23-06-2009	19-12-2009	Issued	
9	0201	AJEENDRANATH K	MALAYALAM	1948	THARAHARAM	PARAMESWAR	23-06-2009	19-12-2009	Issued	
10	0201	AJEENDRANATH K	MALAYALAM	40558	LITERTURE AND LANGUAGE TEADING	BRUMFIT AN	23-06-2009	19-12-2009	Issued	
11	1305	SOUNDARA RAJA K	COMMERCE	18389	An intro to electro chemistry	GLASSTONE(	23-06-2009	19-12-2009	Issued	
Issue Date : 25-06-2009										
12	0105	ARUN KUMAR S	LIBRARY & INFORMATIO	40197	NALATAMIL ELATHAVADUMA	PARANTHAMA	25-06-2009	21-12-2009	Issued	
13	0105	ARUN KUMAR S	LIBRARY & INFORMATIO	35541	PAATHUM THOIIUM	SATHANA(SA	25-06-2009	21-12-2009	Issued	
14	0105	ARUN KUMAR S	LIBRARY & INFORMATIO	46258	AROKIATHIRKANA AKKUPPRESSURE	ARANGANATH	25-06-2009	21-12-2009	Issued	48.00
15	0705	VIJAYALEKSHMI A	MATHEMATICS	43535	SREE LALITHA SVARASRA NAMAM	SREE MATH	25-06-2009	21-12-2009	Issued	
16	1008	SUDHA KUMARI S	CHEMISTRY	42719	Thermodynamics for students of chem	RAJARAM(S)	25-06-2009	21-12-2009	Issued	
17	2402	SIVAGAMI B	COMPUTER SCIENCE SF	45860	Visual basic .6	PETROUTSOS	25-06-2009	21-12-2009	Issued	

## 9. Hostel

Hostel module helps to maintain the records of the hostel.

### 9.1 Application

Application screen is used to maintain the details of the Hostel Application.

**APPLICATION**

Search by the criteria below :

Type Student ▼

Appin Dt:  To

Block --- Select ---

Room --- Select ---

Student --- Select ---

Batch --- Select ---

Programme --- Select ---

Staff --- Select ---

Dept --- Select ---

Status Open ▼

[Search](#)

[New](#)

Application No.	Date	Roll No.	Name	Batch	Programme	Room	Status	
16-17/00393	23-09-2016	815116251033	SRIRAM G S	2016-2021	ARCHITECTURE	BH Attached Room No : 205	Open	
16-17/00526	19-01-2017	815113103004	ANANDABALAN.V	2013-2017	CIVIL ENGINEERING	BH Normal Room No : 414	Open	
16-17/00530	19-01-2017	815114103051	SACHITHANANDAM TEJKIRAN	2014-2018	CIVIL ENGINEERING	BH Normal Room No : 312	Open	

#### To modify existing Application

We cannot edit the Application number.


1. Select the Application No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Application

1. Select a Application you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Application

APPLICATION	
Application No. <input type="text"/>	*Block <input type="text" value="Boys Hostel"/>
*Date <input type="text" value="05-04-2021"/>	*Room <input type="text" value="BH Attached Room No : 103"/>
*Type <input type="text" value="Student"/>	*Status <input type="text" value="Joined"/>
*Student <input type="text" value="A190201 (SARAVANAN A)"/>	*Valid Upto <input type="text" value="15-04-2022"/>
Batch <input type="text" value="2019-2022"/>	
Programme <input type="text" value="BA ECONOMICS"/>	



Remarks :

1. Press New Button.
2. Application Number is displayed automatically.
3. Select Application date.
4. Select Type and Student.
5. Batch and Programme details are filled automatically
6. Select Block, Room and change the status as Joined.
7. Press <Save> button.

If the message is '**Application saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.2 Absentees

Absentees screen is used to maintain the Attendance details of the Hostel Students.

## ABSENTEES

Search by the criteria below :

Block  Absent Date  To

Date	Block		
03-09-2020	Boys Hostel		
04-09-2020	Boys Hostel		
07-09-2020	Boys Hostel		
08-09-2020	Boys Hostel		
09-09-2020	Boys Hostel		
31-10-2020	Boys Hostel		
23-11-2020	Boys Hostel		

7 records found.   Displaying page 1 of 1

**To modify existing Absentees**

We cannot edit the Date and Block.

1. Select the Block you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete the Attendance**

1. Select a Date and Block.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Absentees

### ABSENTEES

\*Date  \*Block

Uncheck the name of the students who were absent and save.

Present	S.No	Room	Student	Department / Class
<input checked="" type="checkbox"/>	1	BH Attached Room No. 19BARC017	(CHELLA PANDIYAN.K)	2019-2024ARCHITECTURE
<input checked="" type="checkbox"/>	2	BH Attached Room No. 19BARC033	(MOHAMED ASLAM ABI)	2019-2024ARCHITECTURE
<input checked="" type="checkbox"/>	3	BH Normal Room No. 815119114042	(PUGALENTHI.K)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	4	BH Normal Room No. 815119114061	(VIGNESH.T)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	5	BH Normal Room No. 815119103010	(DEVASIMON.A)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	6	BH Normal Room No. 815119103014	(JAYABHARATHI.M)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	7	BH Normal Room No. 815119106028	(NIVASH.S)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	8	BH Normal Room No. 19-20/14249	(RIYAS KANNAN.J)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	9	BH Normal Room No. 815119104041	(SATHISHKUMAR.T)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	10	BH Normal Room No. 815119114001	(ABINASH.M)	2019-2023GENERAL ENGINEERING
<input checked="" type="checkbox"/>	11	BH Normal Room No. 815119104014	(FELIX.J)	2019-2023GENERAL ENGINEERING

1. Press New Button.
2. Select Attendance date.
3. Select Block.
4. Select Block.
5. Room, Student, Department / Class details are filled automatically
6. Uncheck the name of the Students who were absent
7. Press <Save> button.

If the message is '**Absentees saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.3 Gate pass

Gate pass is used to keep record of students in / out information in the hostel.

## GATEPASS





Search by the criteria below :

Student 

Gatepass Date

To

Show Open Gatepass ☐Block 

Gatepass No.	Date	Roll No.	Name	Batch	Programme	Out Date	Out time	In Date	In time	
20-21/00002	04-09-2020	19BARC042	Ram Ganesh Ram Ganesh Ram Ganesh Ram Ganesh Ram Ga	2019-2024	ARCHITECTURE	04-09-2020	05:00 PM	04-09-2020	05:45 PM	
20-21/00003	04-09-2020	815117121001	AAKASH.A	2017-2021	BIO MEDICAL ENGINEERING	04-09-2020	05:02 PM	04-09-2020	05:35 PM	
20-21/00004	04-09-2020	815117121001	AAKASH.A	2017-2021	BIO MEDICAL ENGINEERING	04-09-2020	05:09 PM	04-09-2020	05:40 PM	
20-21/00007	07-09-2020	815117121001	AAKASH.A	2017-2021	BIO MEDICAL ENGINEERING	07-09-2020	04:36 PM		05:30 AM	

**To modify existing Gate Pass**

We cannot edit the Gate Pass No.


1. Select the Gate Pass No. you want to modify.
2. Press Edit image.
3. Edit the required details. Edit option is mainly used to enter the In Time of the student into the hostel.
4. Press <Save> button.

**To Delete a Gate Pass**

1. Select a Gate Pass No. you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Gate Pass**

## GATEPASS

Gatepass No.	21-22/00013	*Out Date	05-04-2021	Time	12:38 pm ▲▼	
*Date	05-04-2021	In Date	05-04-2021	Time	04:00 pm ▲▼	
*Student	A190201 ( SARAVANAN A )					
Block	Boys Hostel	Room	BH Attached Room			
Batch	2019-2022					
Programme	BA ECONOMICS					
Remarks	<input type="text"/>					<input type="button" value="Save"/> <input type="button" value="Close"/>

1. Press New Button.
2. Gate Pass Number will be filled automatically
3. Select date and student
4. Block, Room, Batch and Programme details are filled automatically
5. Select Out Date and Time. In Date and Time will be blank and it can be entered when the students returns to the hostel.
6. If the student leaves the hostel in the morning and plans to come to the hostel before lunch, then check Need Lunch or uncheck it.
7. Press <Save> button.

If the message is ' **Gate Pass saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 9.4 Leave Letter

Leave Letter is used to keep record of students Leave information in the hostel.









## LEAVE LETTER

Search by the criteria below :

Student --- Select ---

Leave Date  To Block Boys Hostel **Search****New**

Leave No.	Date	Roll No.	Name	Batch	Programme	From Date.	To Date	No. Days	
20-21/00002	05-09-2020	19BARC042	Ram Ganesh Ram Ganesh Ram Ganesh Ram Ganesh Ram Ga	2019-2024	ARCHITECTURE	01-09-2020	03-09-2020	3.00	 
20-21/00003	05-09-2020	815117106002	ABEL ARPUTHARAJA	2017-2021	ELECTRONICS AND COMMUNICATION ENGINEERING	01-09-2020	04-09-2020	444.00	 
20-21/00006	07-09-2020	19BARC006	ABIRAMI ABI ABIRAMI ABI ABIRAMI ABI ABIRAMI ABI AB	2019-2024	ARCHITECTURE	01-09-2020	30-09-2020	30.00	 

**To modify existing Leave letter**

We cannot edit the Leave No.

1. Select the Leave No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.


**To Delete a Leave Letter**

1. Select a leave No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Leave Letter

**LEAVE LETTER**

Leave No. <input type="text" value="21-22/00008"/> *Date <input type="text" value="05-04-2021"/> *Student <input type="text" value="A190201 ( SARAVANAN A )"/> Block <input type="text" value="Boys Hostel"/> Room <input type="text" value="BH Attached Room"/> Batch <input type="text" value="2019-2022"/> Programme <input type="text" value="BA ECONOMICS"/> Reason <input style="height: 30px;" type="text"/>	*From Date <input type="text" value="04-03-2021"/> *To Date <input type="text" value="04-03-2021"/> No. Days <input type="text" value="1.00"/>
---	--



Save

Close

1. Press New Button.
2. Leave Number is filled automatically.
3. Select date and student.
4. Block, Room, Batch and Programme details are filled automatically.
5. Select from Date and to date.
- 6.No. Days Filled Automatically
7. Press <Save> button.

If the message is ' **Leave Letter saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.4 Visitors book

Visitors book is used to keep record of Visitors.

## VISITORS BOOK

Search by the criteria below :

Student --- Select ---






Visitor Book Date

To

Block Boys Hostel

Search

New

Visitor No.	Date	Roll No.	Name	Batch	Programme	Visitor Name	Mobile	
20-21/00002	05-09-2020	19BARC042	Ram Ganesh	2019-2024	ARCHITECTURE	Ram Kumar	1234567899	
20-21/00005	05-09-2020	815117103002	AJITHKUMAR.D	2017-2021	CIVIL ENGINEERING			
20-21/00006	07-09-2020	19BARC006	ABIRAMI	2019-2024	ARCHITECTURE			
20-21/00007	08-09-2020	20-21_14583	RAM KUMAR C	2019-2023	BIO MEDICAL ENGINEERING	Venakat	4563465464	
20-21/00009	31-10-2020	815119121003	ABINATHAN A	2019-2023	GENERAL ENGINEERING	Prem Kumar		

5 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

## To modify existing Visitors Book

We cannot edit the Visitor No.

1. Select the Visitor No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

## To Delete a Visitors Book Entry

1. Select a Visitor No. you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Visitors Entry

## VISITORS BOOK

Visitor No. 21-22/00012

\*Date 05-04-2021

\*Student A190201 ( SARAVANAN A )

Block Boys Hostel Room BH Attached Room

Batch 2019-2022

Programme BA ECONOMICS

Visitor Name Arumugam M

Relationship Father

Address 15 West Street, Madurai

Mobile 8888888889

In Time 10:00 am Out Time 11:00 am



Remarks

Save

Close

1. Press New Button.
2. Visitor Number filled automatically.
3. Select date and student.
4. Block, Room, Batch and Programme details are filled automatically.
5. Enter Visitors Name, Relationship, address and Mobile.
6. Select In time and Out Time
7. Press <Save> button.

If the message is ' **Visitors Books saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.6 Vacation

Vacation is used to keep records of Students vacating the hostel.

### VACATION

\*Block  \*Vacated on

<input checked="" type="checkbox"/>	S.No.	Room	Roll No.	Name
<input checked="" type="checkbox"/>	1	BH Attached Room	19BARC017	CHELLA PANDIYAN.K
<input checked="" type="checkbox"/>	2	BH Attached Room	19BARC033	MOHAMED ASLAM ABBAS.S.M
<input checked="" type="checkbox"/>	3	BH Normal Room	815119114042	PUGALENTHI.K
<input checked="" type="checkbox"/>	4	BH Normal Room	815119114061	VIGNESH.T
<input checked="" type="checkbox"/>	5	BH Normal Room	815119106014	HARIHARASUDHAN.M
<input checked="" type="checkbox"/>	6	BH Normal Room	815119106023	MOHANASUNDHARAM.S
<input checked="" type="checkbox"/>	7	BH Normal Room	19BARC028	JOHN BRITTO.S.J
<input checked="" type="checkbox"/>	8	BH Normal Room	19BARC056	VIGNESHWARAN.R
<input checked="" type="checkbox"/>	9	BH Normal Room	19UG27	VASANTH.P
<input checked="" type="checkbox"/>	10	BH Normal Room	815119104020	KARAN.R
<input checked="" type="checkbox"/>	11	BH Normal Room	815119104038	SAKTHIVEL.G
<input checked="" type="checkbox"/>	12	BH Normal Room	815119105010	MARIYA RANJITH KANNA.K
<input checked="" type="checkbox"/>	13	BH Normal Room	815119121045	SARAVANAN.L
<input checked="" type="checkbox"/>	14	BH Normal Room	815119121046	SELVA KUMAR.S

1. Select Block and Date
2. Room, Roll No and Student Name details are filled automatically.
3. Ceck the name of the Students who were vacating
4. Press <Vacate> button.

If the message is '**Vacation Details saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 9.7 Hostel Strength

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**HOSTEL STRENGTH**

Block

View
Close

HOSTEL STRENGTH			
S.No.	Block	No of Students	No of Staff
1	Boys Hostel	259	2
Grand Total :		259	2

## 9.8 Absentees List

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**ABSENTEES LIST**

Block

\*Absent Date

\*To

View

Close

### ABSENTEES LIST

From : 01-03-2020 To : 31-03-2021

S.No.	Date	Room Name.	Roll No.	Name	Batch & Programme	Place	Mobile No
BLOCK : Boys Hostel							
DATE : 03-09-2020							
1	03-09-2020	BH Attached	815116103003	ABRAR NAZIR	8SEM,CIVIL E	Sopore	8072787933
2	03-09-2020	BH Normal Ro	19BARC008	ARAVINTH.S	4SEM,ARCHITE	Perambalur	9786704767
3	03-09-2020	BH Normal Ro	815119104044	SUBASH.S	3SEM,GENERAL	Tiruvarur	7639763623
4	03-09-2020	BH Normal Ro	815119105012	MURALI.R	3SEM,GENERAL	Tiruvarur	9585246721
5	03-09-2020	BH Normal Ro	815119106004	AKASH.V	3SEM,GENERAL	Tiruvarur	9159569762
6	03-09-2020	BH Normal Ro	815119114042	PUGALENTHI.K	3SEM,GENERAL	Tiruchirappalli	9360730238
7	03-09-2020	BH Normal Ro	815119114061	VIGNESH.T	3SEM,GENERAL	Tiruchirappalli	9360784214
8	03-09-2020	BH Normal Ro	815119106014	HARIHARASUDH	3SEM,GENERAL	Pudukkottai	8098767406
9	03-09-2020	BH Normal Ro	815119106023	MOHANASUNDHA	3SEM,GENERAL	Pudukkottai	6384507952
10	03-09-2020	BH Normal Ro	19BARC026	JAYASEELAN.J	4SEM,ARCHITE	Ramanathapuram	9952196909
11	03-09-2020	BH Normal Ro	19BARC028	JOHN BRITTO.	4SEM,ARCHITE	Kanniyakumari	9095504602
12	03-09-2020	BH Normal Ro	19BARC047	ROHITH.H	4SEM,ARCHITE	Kanniyakumari	9442239210
13	03-09-2020	BH Normal Ro	19BARC056	VIGNESHWARAN	4SEM,ARCHITE	Madurai	9363095764
14	03-09-2020	BH Normal Ro	19UG05	ANTONY DARAN	4SEM,BIO MED	Ariyalur	
15	03-09-2020	BH Normal Ro	19UG16	KARTHIKEYAN.	4SEM,BIO MED	Pudukkottai	
16	03-09-2020	BH Normal Ro	19UG27	VASANTH.P	4SEM,BIO MED	Thanjavur	
17	03-09-2020	BH Normal Ro	815119104020	KARAN.R	3SEM,GENERAL	Tiruchirappalli	9698881158
18	03-09-2020	BH Normal Ro	815119104038	SAKTHIVEL.G	3SEM,GENERAL	Ariyalur	9843467361
19	03-09-2020	BH Normal Ro	815119105010	MARIYA RANJ	3SEM,GENERAL	Tiruchirappalli	9385373477

## 9.9 Gate Pass Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### GATE PASS REGISTER

Block

\* Gatepass Date  \* To

Show Open Gatepass ☐

### GATEPASS REGISTER

From : 01-03-2020 To : 31-03-2021

SNo.	Gatepass No.	Room	Roll No.	Name	Batch & Programme	Out Date	Out Time	In Date	In Time
DATE : 31-10-2020									
BLOCK : Boys Hostel									
1	20-21/00012	BH Normal	815119114001	ABINASH.M	2019-2023,	31-10-2020	03:59 PM		05:30 AM
BLOCK : Girls Hostel									
2	20-21/00010	GH Attache	20-21_14587	A.RAMYA	2020-2024,	31-10-2020	03:58 PM		05:30 AM
3	20-21/00011	GH Single	20-21_14586	A.Priya Dh	2020-2024,	31-10-2020	03:58 PM		05:30 AM
DATE : 14-05-2020									
BLOCK : Girls Hostel									
4	19-20/00001	GH Attache	19BARC043	Ramya	2019-2024,	14-05-2020	01:05 AM	14-05-2020	04:00 PM
DATE : 08-09-2020									
BLOCK : Boys Hostel									
5	20-21/00009	BH Attache	20-21_14583	RAM KUMAR.	2019-2023,	08-09-2020	12:01 PM	08-09-2020	12:35 PM
DATE : 07-09-2020									
BLOCK : Boys Hostel									
6	20-21/00007	BH Normal	815117121001	AAKASH.A	2017-2021,	07-09-2020	04:36 PM		05:30 AM
7	20-21/00008	BH Attache	19BARC006	ABIRAMI	2019-2024,	07-09-2020	04:45 PM		05:30 AM



## 9.10 Leave Letter Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**LEAVE LETTER REGISTER**

Block

\*Leave Date  \* To

### LEAVE LETTER REGISTER

From : 01-03-2020 To : 31-03-2021

SNo.	Leave No.	Room	Roll No.	Name	Batch & Programme	From Date	To Date	No. of Days	Reason
DATE : 14-05-2020									
BLOCK : Girls Hostel									
1	19-20/00001	GH Attache	19BARC043	Ramya	2019-2024,ARCHIT	14-05-2020	15-05-2020	2.00	ADSD
DATE : 08-09-2020									
BLOCK : Boys Hostel									
1	20-21/00007	BH Attache	20-21_14583	RAM KUMAR.	2019-2023,BIO ME	01-09-2020	04-09-2020	4.00	xfgchfgj
DATE : 07-09-2020									
BLOCK : Boys Hostel									
1	20-21/00006	BH Attache	19BARC006	ABIRAMI	2019-2024,ARCHIT	01-09-2020	30-09-2020	30.00	
DATE : 05-09-2020									
BLOCK : Boys Hostel									
1	20-21/00002	BH Single	19BARC042	Ram Ganesh	2019-2024,ARCHIT	01-09-2020	03-09-2020	3.00	iiiiiii
2	20-21/00003	BH Normal	815117106002	ABEL ARPUT	2017-2021,ELECTR	01-09-2020	04-09-2020	444.00	
BLOCK : Girls Hostel									
1	20-21/00004	GH Normal	815118104001	AARTHILN	2018-2022,COMPUT	01-09-2020	03-09-2020	3.00	iiiiiii
2	20-21/00005	GH Normal	1000101	ABITHRA.U	2015-2020,ARCHIT	01-09-2020	02-09-2020	456.20	



## 9.11 Visitors Book

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**VISITORS BOOK**

Block

\*Visitor Book Date

\* To

View

Close

VISITORS BOOK									
From : 01-03-2020		To : 31-03-2021							
SNo.	Visitor No.	Room	Roll No.	Name	Batch & Programme	Visitor Name	Mobile	In Time	Out Time
DATE : 31-10-2020									
BLOCK : Boys Hostel									
1	20-21/00009	BH Norma	815119121003	ABINATHA	2019-2023,GENERAL	Prem Kumar		05:30 AM	05:30 AM
DATE : 08-09-2020									
BLOCK : Boys Hostel									
1	20-21/00007	BH Attac	20-21_14583	RAM KUMA	2019-2023,BIO MED	Venakat	4563465464	12:12 PM	01:00 PM
DATE : 07-09-2020									
BLOCK : Boys Hostel									
1	20-21/00006	BH Attac	19BARC006	ABIRAMI	2019-2024,ARCHITE			05:30 AM	05:30 AM
DATE : 05-09-2020									
BLOCK : Boys Hostel									
1	20-21/00002	BH Singl	19BARC042	Ram Gane	2019-2024,ARCHITE	Ram Kumar	1234567899	09:50 AM	10:40 AM
2	20-21/00005	BH Norma	815117103002	AJITHKUM	2017-2021,CIVIL E			05:30 AM	05:30 AM

## 10. Election

Election module helps to manage the election to students union in the college.

### 10.1 Candidate

Candidate screen is used to create the election candidates.

CANDIDATE

Search by the criteria below

Aca. Year Select

Election Name Select

Post Name Select

Search

New

Aca. Year	Election Name	Post Name	Student	
2020-2021	Election - 2021	President - SF	ABINAYA K	
2020-2021	Election - 2021	President - SF	AJITHKUMAR M	
2020-2021	Election - 2021	Secretary - SF	AJAY P	
2020-2021	Election - 2021	Secretary - SF	GOWSIKAR	

4 records found. First Prev Displaying page 1 of 1 Next Last

#### To modify existing Candidate

We cannot edit the Academic year, Election name and Post Name.

1. Select the Student you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Candidate

1. Select the Candidate you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Candidate

**CANDIDATE**

<b>*Aca. Year</b>	<input type="text" value="2020-2021"/>
<b>*Election Name</b>	<input type="text" value="Election - 2021"/>
<b>*Election Date</b>	<input type="text" value="31-03-2021"/>
<b>*Post Name</b>	<input type="text" value="President - SF"/>
<b>*Student</b>	<input type="text" value="ABINAYA K(18RBCO001)"/>
<b>Remarks</b>	<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; min-height: 40px;">Candidate</div>

1. Press New Button. The above screen will be displayed.
2. Select Aca. Year, Election Name, Election Date, Post Name, Student.
3. Enter the Remarks.
4. Press <Save> button.

If the message is '**Candidate saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 10.2 Create Voter Records





Create Voter Records screen is used to generate the plain voter records for the students. This step should be carried out before the election. At the time of election the students will mark their choice in the plain records.

## CREATE VOTER RECORDS

Search by the criteria below

Aca. Year  Post Name

Election Name

Aca. Year	Election Name	Post Name	
2020-2021	Election - 2021	President - SF	 
2020-2021	Election - 2021	Secretary - SF	 

2 records found.   Displaying page  of

**To modify existing Voter Records**

We cannot edit the Academic year, Election name, Post Name.

1. Select the Post name you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Voter Records**

1. Select the Post name you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To Create Voter Records**

## CREATE VOTER RECORDS

\*Aca. Year

\*Election Name

\*Post Name

1. Press New Button. The above screen will be displayed.
2. Select Aca. Year, Election Name and Post Name.
3. Press <Create> button.

If the message is ' **Voter Records saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 10.3 Vote Counting

Students can cast their votes using the facility provided in the student login. Vote Counting screen is used to count the votes.

## ELECTION RESULT

\*Aca. Year

\*Election Name

\*Post Name

1. The above screen will be displayed.
2. Select Aca.Year, Election Name and Post Name.
3. Press <Process> button.

If the message is ' **Election Result saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 10.4 Voting Percentage

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**VOTING PERCENTAGE**

\*Aca. Year

\*Election Name

View

Close

### VOTING PERCENTAGE

Election Name : **Election - 2021**

Aca. Year : **2020-2021**

S. No.	Post Name	Total Votes	Polling Counts	Voting Percentage
1	President - SF	447	4	0.89
2	President - SF	676	3	0.44
3	Secretary - SF	447	4	0.89
4	Secretary - SF	677	3	0.44

## 10.5 Winner List

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**WINNER LIST**

\*Aca. Year

\*Election Name

### WINNER LIST

Election Name : **Election - 2021**

Aca. Year : **2020-2021**

S. No.	Post Name	Winner Name
1	President - SF	AJITHKUMAR M
2	Secretary - SF	ABINAYA.M
3	Secretary - SF	AJAY P

## 10.6 Election Result

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## ELECTION RESULT

\*Aca. Year 2020-2021

\*Election Name Election - 2021

View

Close

## ELECTION RESULT

Election Name : Election - 2021

Aca. Year : 2020-2021

Post Name : President - SF

Post Name : President - SF

AJITHKUMAR M 5	ABINAYA K 1
-------------------	----------------



## 11. Feedback

Feedback module helps to manage the students' feedback about course and teaching staff.

### 11.1 Batch - Question

Batch – Question screen is used to assign questions for class wise feedback.

**BATCH - QUESTION**

Search by the criteria below :

Batch Select

Question Type Select

Semester Select

Search

New

Aca. Year	Batch	Semester	Start Date	End Date	Question Type	
2020-2021	2018-2021	5TH SEMESTER	01-01-2021	30-01-2021	Subject	
2020-2021	2018-2021	5TH SEMESTER	01-01-2021	30-01-2021	Staff	

2 records found. First Prev Displaying page 1 of 1 Next Last

#### To modify existing Batch - Question

We cannot edit the Academic year, batch, Semester, Question type.

1. Select the Batch you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Batch - Question

1. Select the Batch you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Batch - Question

**BATCH - QUESTION**

\*Aca. Year

\*Batch

\*Semester

\*Starting Date

\*Closing Date

\*Question Type

<input checked="" type="checkbox"/>	S. No	Question	Answer Type
<input checked="" type="checkbox"/>	1	The Subject matter presented in the course has increased your knowledge	Y, N
<input checked="" type="checkbox"/>	2	The Subject matter presented in the course has increased your knowledge	Y, N
<input checked="" type="checkbox"/>	3	The syllabus clearly states course objectives requirements, procedures and	Y, N
<input checked="" type="checkbox"/>	4	The syllabus clearly states course objectives requirements, procedures and	Y, N
<input checked="" type="checkbox"/>	5	The course integrates theoretical course concepts with realworld application	S, A, O, D, I
<input checked="" type="checkbox"/>	6	The course integrates theoretical course concepts with realworld application	S, A, O, D, I
<input checked="" type="checkbox"/>	7	The assignments and exams cover the materials presented in the course?	Y, N
<input checked="" type="checkbox"/>	8	The assignments and exams cover the materials presented in the course?	Y, N
<input checked="" type="checkbox"/>	9	The course material is modern and updated?	Y, N
<input checked="" type="checkbox"/>	10	The course material is modern and updated?	Y, N

1. Press New Button. The above screen will be displayed.
2. Select Aca.Year, Batch, Semester, Starting Date, Closing Date, Question Type.
3. Click <View> button.
4. Select the needed questions in the grid.
5. Press <Save> button.

If the message is ' **Batch – Question saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 11.2 View Feedback

Student will submit their feedback using the facility available in student login screen. View Feedback screen is used to view the student feedback.

VIEW FEEDBACK

Search by the criteria below

Aca. Year

Question Type

Student

**Search**

Aca. Year	Question Type	Course	Student
2020-2021	Subject	GENERAL	ARCHANAMUTHU L (18SBEN003)
2020-2021	Subject	GENERAL	MUTHUMARI P (18SBEN023)
2020-2021	Subject	GENERAL	PRIYADHARSHINI P (18SBEN028)
2020-2021	Subject	GENERAL	SAVITHRI G (18SBEN035)

4 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing View Feedback

We cannot edit the view feedback screen.

1. Select the Student you want to view.
2. Press Edit image.
3. Press <Close> button.

### To view Feedback

VIEW FEEDBACK

Academic Year **2020-2021**

Course Name **GENERAL**

Question Type **Subject**

Student **MUTHUMARI P (18SBEN023)**

**1 . The assignments and exams cover the materials presented in the course?**

☒ **Yes**      ☐ No

**2 . The course material is modern and updated?**

☒ **Yes**      ☐ No








Close

1. Press Edit image. The above screen will be displayed.
2. Scroll down to view the answer to all the questions.
3. Press <Close> button.

## REPORTS

### 11.3 Incomplete Feedback

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click Search.

INCOMPLETE FEEDBACK			
Search by the criteria below :			
Batch	<input type="text" value="2018-2021"/>	Semester	<input type="text" value="-- Select --"/>
Programme	<input type="text" value="-- Select --"/>	Question Type	<input type="text" value="-- Select --"/>
<input type="button" value="Search"/>			
Batch	Programme	Semester	Question Type
2018-2021	B.A. ENGLISH	5TH SEMESTER	Subject 
2018-2021	B.A. HISTORY	5TH SEMESTER	Subject 
2018-2021	B.A. TAMIL	5TH SEMESTER	Subject 
2018-2021	B.B.A.	5TH SEMESTER	Subject 
2018-2021	B.COM	5TH SEMESTER	Subject 
2018-2021	B.COM(C.A)	5TH SEMESTER	Subject 
2018-2021	B.COM (SELF)	5TH SEMESTER	Subject 

1

Click the print image. Report will open.

INCOMPLETE FEEDBACK			
Batch	: 2018-2021	Semester	: 5TH SEMESTER
Programme	: B.A. HISTORY	Question Type	: Subject
S. No.	Roll No.	Student Name	Pending Feedbacks
1	20-21/98464	DIVYA.K	1

## 11.4 Feedback Analysis

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click Search.

**FEEDBACK ANALYSIS**

Search by the criteria below :

Batch

Programme

Semester

Question Type

Batch	Programme	Semester	Question Type
2018-2021	B.A. ENGLISH	5TH SEMESTER	Subject

1 records found.   Displaying page 1 of 1

Click print image. Report will open.

FEEDBACK ANALYSIS			
Batch	: 2019-2024	Semester	: Fourth Semester
Programme	: B.A. ENGLISH	Question Type	: Subject
Course	: GENERAL	No. of Respondants	: 0

S. No.	Question	Yes	No
1	The Subject matter presented in the course has increased your knowledge of the subject ?	0	0
2	The syllabus clearly states course objectives requirements, procedures and grading criteria?	0	0
3	The assignments and exams cover the materials presented in the course?	0	0
4	The course material is modern and updated?	0	0

## 12. Student Login

Each student can be given a Login facility by assigning a USERNAME and PASSWORD individually. A student can login and view his / her details. Student can only view the data and can not do any modification in the data.

### 12.1 Notice Board

Notice Board screen is used to view the news and circulars issued by the college and department.

**NOTICE BOARD**

*March ,01 2021*  
Silence is the best reply to a fool...

*March ,31 2021*  
Strength is Life, Weakness is Death...

*March ,25 2021*  
Quality is everyone's responsibility

### 12.2 Fees

Fees screen is used to view the pending fees.

## PENDING FEES

Semester	Fees	Due Date	Amount
3SEM	FINE FEE(SELF)	18-06-2019	20.00
5SEM	UNIVERSITY EXAM FEE (SELF)	18-11-2020	895.00
6SEM	DEVELOPMENT FEES	01-02-2021	2,000.00
6SEM	TEST FEE(SELF)	01-02-2021	500.00
6SEM	TUITION FEE(SELF)	01-02-2021	700.00
6SEM	ESTABLISHMENT FEES	01-02-2021	2,400.00
Total Amount			6,515.00

## 12.3 Attendance

Attendance screen is used to view the attendance particulars. The student can view the attendance percentage of a semester by selecting the semester.

## ATTENDANCE

4TH SEMESTER



MONTH	D	A	P
JAN	20	2	18
FEB	22	1	21
MAR	11	1	10
DEC	11	1	10
TOT	64	5	59
PERC	100	7.81	92.19

## 12.4 CIA Performance

Continuous Internal Assessment Performance screen is used to display performance in CIA.

### CONTINUOUS INTERNAL ASSESSMENT PERFORMANCE

Third Semester

#### Written Test 1

Course Name and Code	Conducted Mark	Obtained Mark	Converted Mark
GROUPS AND RINGS (8109-17U3MMC5)	15	15.00	15.00
DIGITAL ELECTRONICS AND COMMUNICATION (8410-17U3PAC3)	15	13.00	13.00
COMPUTER FUNDAMENTALS (9318-17U3DNM1)	15	12.00	12.00
ENGLISH - III (0127-17U3NEN3)	15	12.00	12.00
PHYSICS OF ELECTRICAL APPLIANCES (8411-17U3PSA1)	15	10.25	10.25
ANCILLARY CHEMISTRY - I (8610-17U3CAC1)	15	15.00	15.00

## 12.5 SEA Performance

SEA Performance screen is used to displayed performance of in Semester End Examination



## EXAM - SEA

CGPA : 8.84

Second Semester



S.No	Code	Name	Grade	Result	Month & Year
1	HS8251	Technical English	A+	P	APR20
2	MA8251	Engineering Mathematics II	O	P	APR20
3	PH8253	Physics for Electronics Engineering	A	P	APR20
4	BE8254	Basic Electrical and Instrumentation Engineering	O	P	APR20
5	EC8251	Circuit Analysis	A+	P	APR20
6	EC8252	Electronic Devices	A+	P	APR20
7	GE8261	Engineering Practice Laboratory	O	P	APR20

## 12.6 Library

Library screen is used to search the books, New Arrivals, Resources in hand, Usage History.

### 12.6.1 OPAC Search

OPAC Search screen is used to search the resources.

**OPAC SEARCH**

[NEW ARRIVALS](#)   [RESOURCES IN HAND](#)   [USAGE HISTORY](#)

\*Keyword

Search By

All fields ▼

Language

--- Select --- ▼

Search Result for **Network**

**OPTICAL COMMUNICATION & NETWORK**

Author(s) : GRACE SHOBA S.J

Publisher : SRUTHI PUBLISHERS


Year :

Edition :

Accn.No : 10351

Res.Type : Book

Status : AVAILABLE, 1

  
 NO IMAGE AVAILABLE

**WIRELESS SENSOR NETWORK**

Author(s) : GOPINATH.L

Publisher : AR PUBLICATIONS

Year :

Edition :

Accn.No : 10401

Res.Type : Book


Status : AVAILABLE

**NETWORK MANAGEMENT**

Author(s) : MANI SUBRAMANIAN MANI SUBRAMANIAN

Publisher : PEARSON

Year :

  
 NO IMAGE AVAILABLE

1. Enter the Keyword and Select the Search by, Language.
2. Press <Search> button.
3. The above screen will be displayed.

## 12.6.2 New Arrivals

New Arrivals screen is used to check the new resources.

**NEW ARRIVALS**

[USAGE HISTORY](#)   [RESOURCES IN HAND](#)   [OPAC SEARCH](#)

Res. Type

\*Accn Date  \*To

**PRINCIPLES OF LITERARY CRITICISM**

Author(s) : RAVINDRANATHAN

Publisher :


Year :

Edition :

Accn.No : 26977

Res.Type : Book

Status : AVAILABLE

  
**NO IMAGE AVAILABLE**

**NEW EDITION ENGLISH VOCABULARY IN USE**

Author(s) : MICHAEL MC CARTHY FELICIY ODELL


Publisher :

Year :

Edition :

Accn.No : 26576

Res.Type : Book

  
**NO IMAGE AVAILABLE**

1. Select the Resource Type, Accn Date.
2. Press <Search> button.
3. The above screen will be displayed.

## 12.6.3 Resources in Hand

Resources in Hand screen is used to view the resources in their hand.

## RESOURCES IN HAND

USAGE HISTORY

NEW ARRIVALS

Res. Type	Accn. No.	Title	Issue Date	Due Date
Book	1545	PRINCIPLES AND PRACTICE OF AUDITING	31-03-2020	14-04-2020
Book	455	PRACTICAL BOOK KEEPING AND ACCOUNTANCY V-1	31-03-2020	14-04-2020

## 12.7 Achievement

Achievement screen is used to create student achievement.

**ACHIEVEMENT**

Search by the criteria below :

Activity  Search

From  To

New

Date	Activity	Organizer	Status	
31-03-2021	Activity	university	New	
31-03-2021	Activity	university	New	

2 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Achievement

We can edit all the fields.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Achievement

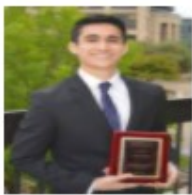
1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Achievement

**ACHIEVEMENT**


<b>*Activity</b>	<input type="text" value="Activity"/>
<b>*Activity Type</b>	<input type="text" value="Activity type"/>
<b>*Activity Level</b>	<input type="text" value="First level"/>
<b>* From Date</b>	<input type="text" value="01-03-2021"/> <b>*To</b> <input type="text" value="31-03-2021"/>
<b>*Participate Nature</b>	<input type="text" value="part"/>
<b>*Winning Level</b>	<input type="text" value="1st level"/>
<b>*Organizer</b>	<input type="text" value="university"/>
<b>*Submit Dt.</b>	<input type="text" value="31-03-2021"/>
<b>Ref. No</b>	<input type="text"/>

**Photo Upload** ☒



Choose File

1..



Choose File

N.

1. Press New Button. The above screen will be displayed.
2. Select the Activity, Activity Type, Activity Level, From Date, To Date, Participate Nature, Winning Level, Organizer, Submit Dt., Ref. No .
3. Click the Photo Upload, Certificate Upload, Resource Upload and upload your images.
4. Enter the remarks.

5. Press <Save> button.

If the message is ' **Achievement saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.





## 12.8 Discipline

Discipline screen is used to display the disciplinary actions taken against the students.

DISCIPLINE			
Date	Discipline	Action	Remarks
31-03-2021	Long absent	Suspend	

## 12.9 Grievances

Grievances screen is used to submit student grievances.

GRIEVANCES			
Search by the criteria below : Grievance Dt. <input type="text"/> To <input type="text"/> <input type="button" value="Search"/>			
<input type="button" value="New"/>			
Date	Grievance	Status	Action Taken
31-03-2021	Not Cleanly Maintained Rest Room.	Open	 
31-03-2021	Less number of books in library.	Open	 
2 records found. <input type="button" value="First"/> <input type="button" value="Prev"/> Displaying page 1 of 1 <input type="button" value="Next"/> <input type="button" value="Last"/>			

### To modify existing Grievances

We can edit the grievances.

1. Select the record you want to modify.

2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Grievance

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Grievances

**GRIEVANCES**

Grievances

Less number of books in library.

Save Close

1. Press New Button. The above screen will be displayed.
2. Enter the Grievance details.
3. Press <Save> button.

If the message is '**Grievances saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 12.10 Feedback

Feedback screen is used to give feedbacks about Staff and Subjects.

### FEEDBACK

S. No.	Semester	Question Type	
1	5TH SEMESTER	Subject	
2	5TH SEMESTER	Staff	

### To modify existing Feedbacks

1. Select the Feedback type you want to give feedback.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To give a new Feedback

### FEEDBACK

Course Name : (CORE)ELECTRO MAGNETISM

1 . The Subject matter presented in the course has increased your knowledge of the subject ?

- ☐ Yes
- ☐ No

Next

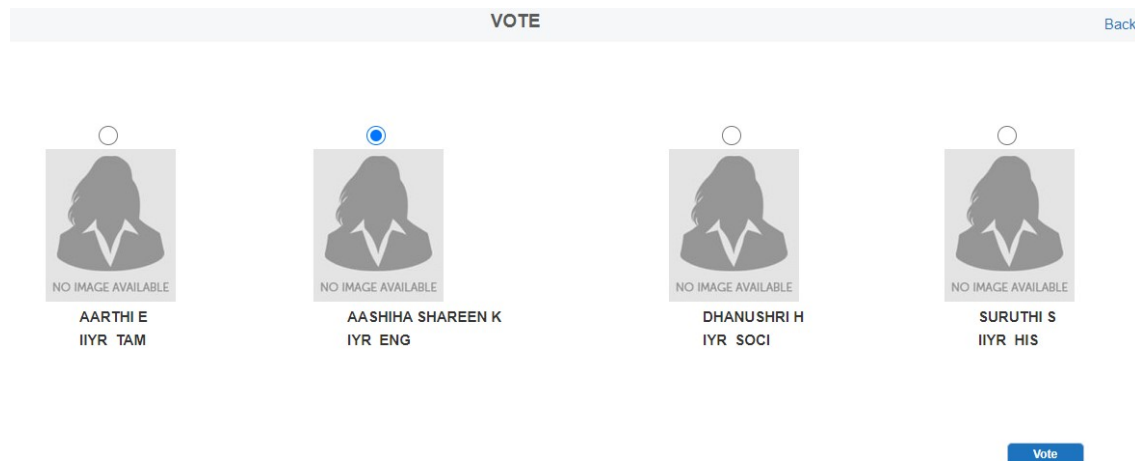


1. Press Edit Button. The above screen will be displayed.
2. Enter the Feedback details
5. Press <Save> button.

If the message is '**Feedback saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 12.11 Election

Election screen is used to vote during student union election.



1. To click the selected candidate.
2. Press <Vote> button.

If the message is '**Vote saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 12.12 Profile

Profile screen is used to display student's personal details.

### PERSONAL DETAILS



[Change Password](#)

Register No	18SBEN026
Name	PRABHA K
Batch	2018-2021
Programme	B.A. ENGLISH
Semester	5TH SEMESTER
Department	ENGLISH
Date of Birth	25-07-2000
Gender	Female
Student Mobile No	9698063281

## 12.13 Support

Support screen is used to view the support information.

### SUPPORT

ROVAN College [DEMO]  
 1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India  
 Phone : 04562 - 225120  
 Email : [supportarts@rovan.in](mailto:supportarts@rovan.in)  
 Website : [www.rovan.in](http://www.rovan.in)



## 16. Assets

Assets module helps to manage the Electronic components.

### 16.1 Purchase Order

Purchase Order screen is used to order the component and item.

**PURCHASE ORDER**

Search by the criteria below

Order No. <input type="text" value="1"/>	Due Date <input type="text"/>	Item Category <input type="text" value="--- Select ---"/>
Order Date <input type="text"/>	To <input type="text"/>	Item <input type="text" value="--- Select ---"/>
Supplier <input type="text" value="--- Select ---"/>	Location <input type="text" value="--- Select ---"/>	<input type="button" value="Search"/>

Order No.	Date	Supplier	Amount	Due Date
20-21/00006	01-04-2020	Sri Ambika Traders	2,02,500.00	08-04-2020
20-21/00005	01-04-2020	Nagalakshmi Traders	83,400.00	08-04-2020
20-21/00004	01-04-2020	Annai Traders	2,03,000.00	08-04-2020
20-21/00003	01-04-2020	GK System	11,70,250.00	08-04-2020
20-21/00002	01-04-2020	OETNET	3,66,000.00	08-04-2020
20-21/00001	01-04-2020	BARAKATH SAW MILL	2,26,500.00	08-04-2020

6 records found.   Displaying page 1 of 1

#### To modify existing Purchase Order

We cannot edit the Order No and address.

1. Select the Order No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Purchase Order

1. Select the Order No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Purchase Order

## PURCHASE ORDER

Order No.	20-21/00005	*Date	01-04-2020	* Delivery Term	Normal
*Supplier	Nagalakshmi Traders	* Payment Term	Immediate	Recommended By	BABU T
Address	27, Madurai- Dindugal Service Road, Old Palpannai	Verified By	ASHOK KUMAR A	Passed By	--- Select ---
Reference		Approved By			
*Location	Office				
Due Date	08-04-2020				

List of Items

S.No.	Item Category	Item	Quantity	UOM	Price	Amount
1	UPS	Battery	3	NO	15000.00	45000.00
2	UPS	Invertor	3	NO	12800.00	38400.00
Total Amount :						83400.00
Tax/Charges (+) :						0.00

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Reference, location, due date, delivery term, payment term, recommended by, verified by, passed by, approved by.
4. Select the needed item category and item in the grid.
5. Enter Quantity, UOM, Price, Amount and then total amount get automatically.
6. Press <Save> button.

If the message is ' **Purchase – Order saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.2 Goods Receipt Note

























Goods Receipt Note screen is used to generate receipt for corresponding order.

## GOODS RECEIPT NOTE

Search by the criteria below

Receipt No.  Supplier

Receipt Date  To  Item

Receipt No.	Date	Supplier	Location	Bill No.	Bill Date	
20-21/00008	16-05-2020	GK System	CS lab	84	08-04-2020	  
20-21/00007	08-05-2020	GETNET	CS lab	357	01-05-2020	  
20-21/00006	08-05-2020	GETNET	CS lab	357	01-05-2020	  
20-21/00005	08-05-2020	BARAKATH SAW MILL	Office	198	15-04-2020	  
20-21/00004	08-05-2020	BARAKATH SAW MILL	Office	198	15-04-2020	  
20-21/00003	08-05-2020	BARAKATH SAW MILL	Office	198	15-04-2020	  
20-21/00002	08-05-2020	Annai Traders	Office	1548	30-04-2020	  
20-21/00001	08-05-2020	Annai Traders	Office	1548	30-04-2020	  

8 records found.   Displaying page 1 of 1

**To modify existing Goods Receipt Note**

We cannot edit the Receipt No.

1. Select the Receipt No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Goods Receipt Note**

1. Select the Receipt No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Goods Receipt Note**

## GOODS RECEIPT NOTE

* Receipt No.	20-21/00005	* Date	08-05-2020	* Location	Office
* Supplier	BARAKATH SAW MILL	* Incharge	BABU T	Bill No.	198
Address	Old No.46, New No.1,Chennai Main Road, Samavaouram(P).Mannachanallur		Bill Date	15-04-2020	
Vehicle No.					

S.No.	PO.No.	Item	Rcvd Qty.	UOM
1	20-21/00001	Writing Table	10	NO

List of Item Nos      [Show Item Nos](#)      [Create Item No](#)

<input type="checkbox"/>	S.No.	Item No.
<input checked="" type="checkbox"/>	1	WT0041
<input checked="" type="checkbox"/>	2	WT0042
<input checked="" type="checkbox"/>	3	WT0043
<input checked="" type="checkbox"/>	4	WT0044

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Vehicle No, Location, Incharge, Bill no, Bill Date.
4. Select the needed order no in the grid.
5. Its fetch item and their quantity.
6. Press Show item Nos and select item as per received quantity.
7. Press <Save> button.

If the message is ' **Goods Receipt Note saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 16.3 Purchase Return





Purchase Return screen is used to return the orders.

**PURCHASE RETURN**

Search by the criteria below

Return No.  Supplier

Return Date  To  Item

Return No.	Date	Supplier	Location	Incharge	
20-21/00001	30-10-2020	BARAKATH SAW MILL	Auditorium	BABU T	 
20-21/00002	30-10-2020	GETNET	CS lab	BABU T	 

2 records found.   Displaying page 1 of 1

### To modify Purchase Return

We cannot edit the Return No.

1. Select the Return No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Purchase Return

1. Select the Return No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Purchase Return

## PURCHASE RETURN

\* Return No. 
 \* Date 
 \* Location

\* Supplier 
 \* Incharge

Address

List of Items

S.No.	Item Category	Item	Item No.
1	Furniture	Chair	CH0002

Remarks

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Location, Incharge.
4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is '**Purchase Return saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.4 Transfer

Transfer screen is used to transfer item from one location to another location.



TRANSFER					
Search by the criteria below					
Transfer Date	01-03-2021	To	30-03-2021	Item	--- Select ---
From Location	--- Select ---	Incharge	--- Select ---		
To Location	--- Select ---	<a href="#">Search</a>			
<a href="#">New</a>					
Transfer No	Date	From Location	To Location	Incharge	
1	29-03-2021	Office	Auditorium	BABU T	
2	29-03-2021	Office	CS lab	BABU T	
3	29-03-2021	Auditorium	CS lab	BABU T	
4	29-03-2021	CS lab	Office	BABU T	
5	29-03-2021	Office	Auditorium	BABU T	
5 records found. <a href="#">First</a> <a href="#">Prev</a> Displaying page 1 of 1 <a href="#">Next</a> <a href="#">Last</a>					

### To modify Transfer

We cannot edit the Transfer No.

1. Select the Transfer No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Transfer

1. Select the Transfer No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Transfer

## TRANSFER

\* Transfer No. 
 \* Date 
 \* From Location

\* Incharge 
 \* To Location

Issued to

List of Items

S.No.	Item Category	Item	Item No	
1	Furniture	Chair	CH0001	<input checked="" type="checkbox"/>
2	Furniture	Chair	CH0002	<input checked="" type="checkbox"/>
3	Furniture	Chair	CH0003	<input checked="" type="checkbox"/>
4	Furniture	Chair	CH0004	<input checked="" type="checkbox"/>
5	Furniture	Chair	CH0005	<input checked="" type="checkbox"/>

Remarks

1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, from location, to location .
3. Enter Issued to.
4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Transfer saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.5 Issue

Issue screen is used to move the item in corresponding location.

**ISSUE**

Search by the criteria below

Issue Date: 01-03-2021 To: 30-03-2021 Item: --- Select ---

Location: --- Select --- Search

New

Issue No	Date	Location	Incharge
1	29-03-2021	CS lab	BABU T
2	29-03-2021	CS lab	ASWINI A

2 records found. First Prev Displaying page 1 of 1 Next Last

### To modify Issue

We cannot edit the Issue No.

1. Select the Issue No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Issue

1. Select the Issue No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Issue

ISSUE			
*Issue No.	<input type="text" value="2"/>	*Date	<input type="text" value="29-03-2021"/>
*Location	<input type="text" value="CS lab"/>		
*Incharge	<input type="text" value="ASWINI A"/>		
Issued to	<input type="text"/>		
<b>List of Items</b>			
S.No.	Item Category	Item	Item No.
1	Computer	CPU	CPU0002 <span style="float: right;">✕</span>
<b>Remarks</b>			
<input type="button" value="Save"/> <input type="button" value="Close"/>			

1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, from location.
3. Enter Issued to.
4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is '**Issue saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.6 Opening Stock

Opening Stock screen is used to store closing balance item.

OPENING STOCK	
Department	Location
GENERAL	Auditorium <span style="float: right;">✕</span>
COMPUTER SCIENCE	CS lab <span style="float: right;">✕</span>
OFFICE (SF)	Office <span style="float: right;">✕</span>

3 records found. First Prev Displaying page 1 of 1 Next Last

### To modify Opening Stock

We cannot edit the Department and Location.

1. Select the Issue No you want to modify.
2. Press Edit image and The below screen will be displayed.

### OPENING STOCK

\* Department

\* Location

#### List of Items


S.No.	Item Category	Item Name	Item No.	
1	Fan	Ceiling Fan	CF0006	X
2	Fan	Ceiling Fan	CF0007	X
3	Fan	Ceiling Fan	CF0008	X
4	Fan	Ceiling Fan	CF0009	X
5	Fan	Ceiling Fan	CF0010	X
6	Fan	Ceiling Fan	CF0011	X
7	Fan	Ceiling Fan	CF0012	X
8	Fan	Ceiling Fan	CF0013	X
9	Furniture	Chair	CH0006	X
10	Furniture	Chair	CH0007	X
11	Furniture	Chair	CH0008	X
12	Furniture	Chair	CH0009	X
13	Furniture	Chair	CH0010	X
14	Furniture	Chair	CH0011	X
15	Furniture	Chair	CH0012	X
16	Furniture	Chair	CH0013	X

4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Opening Stock saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.7 Stock Summary

The parameter screen will open as shown in below.

STOCK SUMMARY			
Search by the criteria below			
Location	Auditorium	*Date	12-02-2022
Item	--- Select ---	Detailed	<input type="checkbox"/>
		<input type="button" value="Search"/>	
S.No.	Location	Item Name	Quantity
Item Category : Fan			
1	Auditorium	Ceiling Fan	8.000 NO
Item Category : Furniture			
2	Auditorium	Chair	68.000 NO
3	Auditorium	Sitting Table	2.000 NO
4	Auditorium	Writing Table	2.000 NO
Item Category : UPS			
5	Auditorium	Invertor	2.000 NO

1. Select or location the parameters you want to provide and click search.
2. Its fetch details of item and quantity
3. Click Print icon. Report will open.
4. You can take the print out with the help of the toolbar on top of the report.

STOCK SUMMARY			
Date : 12-02-2022			
S.No	Location	Item Name	Quantity
Item Category : Fan			
1	Auditorium	Ceiling Fan	8.000 NO
Item Category : Furniture			
2	Auditorium	Chair	68.000 NO
3	Auditorium	Sitting Table	2.000 NO
4	Auditorium	Writing Table	2.000 NO
Item Category : UPS			
5	Auditorium	Invertor	2.000 NO

## 16.8 Stock Statement

The parameter screen will open as shown in below.

**STOCK STATEMENT**

\*Location

\*Stock Date  \* To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

STOCK STATEMENT							
From : 01-04-2020 To : 14-02-2022 Location : Auditorium							
S.No	Item Name	UOM	OB	Receipt	Total	Issue	CB
Item Category : Fan							
1	Ceiling Fan	NO	8.000	0.000	8	0.000	8.000
Item Category : Furniture							
2	Chair	NO	65.000	5.000	70	2.000	68.000
3	Sitting Table	NO	0.000	2.000	2	0.000	2.000
4	Writing Table	NO	0.000	2.000	2	0.000	2.000
Item Category : UPS							
5	Invertor	NO	2.000	0.000	2	0.000	2.000

## 16.9 Stock Ledger

The parameter screen will open as shown in below.

STOCK LEDGER					
Search by the criteria below					
*Location	Auditorium	*Ledger Date	01-04-2020	*To	14-02-2022
*Item	Chair	<input type="button" value="Search"/>			
Tran Date.	Tran Type.	Tran No.	Particulars	Receipt	Issue
Opening Stock				65,000 NO	
30-10-2020	Purchase Return	20-21/00001	BARAKATH SAW MILL		1,000 NO
29-03-2021	Transfer To	1	BABU T	5,000 NO	
29-03-2021	Transfer From	3	BABU T		1,000 NO
Sub Total				70 NO	2 NO
Closing Stock				68,000 NO	

1. Select or type the parameters you want to provide and click Search.
2. Its fetch details of trans date, trans type, trans no, particular, receipt.

## 16.10 Item No. Tracking

The parameter screen will open as shown in below.

ITEM NO. TRACING					
Search by the criteria below					
*Item	Chair	*Tran Date	01-04-2020	*To	14-02-2022
*Item No.	CH0001	<input type="button" value="Search"/>			
Tran Date.	Tran Type.	Tran No.	Received at	Received to	
01-04-2020	Opening Stock		Office		
29-03-2021	Transfer From	1		Office	
29-03-2021	Transfer From	3		Auditorium	
29-03-2021	Transfer To	1	Auditorium		
29-03-2021	Transfer To	3	CS lab		

1. Select or type the parameters you want to provide and click Search.
2. Its fetch details of trans date, trans type, trans no, Received at, Received to.



## 17. Stores

Stores module helps to manage the Stationary item.

### 17.1 Purchase Order

Purchase Order screen is used to order the component and item.

**PURCHASE ORDER**

Search by the criteria below

Order No.  Due Date  Item Category

Order Date  To  Item

Supplier  Location

Order No.	Date	Supplier	Amount	Due Date	Status	
20-21/00013	23-10-2020	THE CHINNAI SILKS	96,360.00	30-10-2020	Closed	
20-21/00012	11-09-2020	VASANTHAM BOOK STORES	9,000.00	18-09-2020	Open	
20-21/00011	11-09-2020	VASANTHAM BOOK STORES	1,200.00	18-09-2020	Open	
20-21/00010	11-09-2020	VASANTHAM BOOK STORES	375.00	18-09-2020	Open	
20-21/00009	11-09-2020	VASANTHAM BOOK STORES	80.00	18-09-2020	Open	
20-21/00008	11-09-2020	VASANTHAM BOOK STORES	185.00	18-09-2020	Open	
20-21/00007	11-09-2020	VASANTHAM BOOK STORES	900.00	18-09-2020	Open	
20-21/00006	11-09-2020	VASANTHAM BOOK STORES	400.00	18-09-2020	Open	
20-21/00005	11-09-2020	VASANTHAM BOOK STORES	126.00	18-09-2020	Open	
20-21/00004	11-09-2020	VASANTHAM BOOK STORES	375.00	18-09-2020	Open	

13 records found.   Displaying page 1 of 2

#### To modify existing Purchase Order

We cannot edit the Order No and address.

1. Select the Order No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Purchase Order

1. Select the Order No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Purchase Order

**PURCHASE ORDER**

Order No. <input type="text" value="20-21/00012"/>	* Date <input type="text" value="11-09-2020"/>	Delivery Term <input type="text" value="Immediate"/>
*Supplier <input type="text" value="A1 Fat chicks/A one fast food"/>	Payment Term <input type="text" value="Immediate"/>	
Address <input type="text" value="No.24,Salai Road&lt;br/&gt;Woraiyur&lt;br/&gt;-620003"/>	Message <input type="text" value="Type message here"/>	
Reference1 <input type="text"/>	Recommended By <input type="text" value="ABUSHAIRABANU A"/>	
Reference2 <input type="text"/>	Verified By <input type="text" value="ANANDHA LAKSHMI G"/>	
*Location <input type="text" value="Stores"/>	Passed By <input type="text" value="ARUNKUMAR R"/>	
Due Date <input type="text" value="18-09-2020"/>	Approved By <input type="text"/>	

**List of Items**

S.No.	Item Category	Item	Quantity	UOM	Price	Amount
1	STATIONARY	A4 SHEET-	25000.00	NO	0.36	9000.00

Total Amount :

Tax (+) :

Charges (+) :

Discount/Deductions (-) :

Net Amount :

**Terms and Conditions**

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Reference, location, due date, delivery term, payment term, recommended by, verified by, passed by, approved by.
4. Select the needed item category and item in the grid.
5. Enter Quantity, UOM, Price, Amount and then total amount get automatically.
6. Press <Save> button.

If the message is '**Purchase – Order saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.2 Goods Receipt Note

Goods Receipt Note screen is used to generate receipt for corresponding order.

**GOODS RECEIPT NOTE**

Search by the criteria below

Receipt No.

Receipt Date  To

Supplier

Item

[Search](#)

[New](#)

Receipt No.	Date	Supplier	Location	Bill No.	Bill Date	
20-21/00032	12-03-2021	VASANTHAM BOOK STORE	Stores	164	12-03-2021	
20-21/00031	02-02-2021	VASANTHAM BOOK STORE	Stores	159	02-02-2021	
20-21/00030	29-01-2021	VASANTHAM BOOK STORE	Stores	159	02-02-2021	
20-21/00029	17-01-2021	VASANTHAM BOOK STORE	Stores	154	16-01-2021	
20-21/00028	18-12-2020	VASANTHAM BOOK STORE	Stores	147	18-12-2020	
20-21/00027	18-12-2020	VASANTHAM BOOK STORE	Stores	147	18-12-2020	
20-21/00026	24-11-2020	THE CHINNAI SILKS	Stores			

### To modify existing Goods Receipt Note

We cannot edit the Receipt No.

1. Select the Receipt No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Goods Receipt Note

1. Select the Receipt No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Goods Receipt Note

## GOODS RECEIPT NOTE

* Receipt No.	20-21/00005	* Date	08-05-2020	* Location	Office
* Supplier	BARAKATH SAW MILL	* Incharge	BABU T	Bill No.	198
Address	Old No.46, New No.1,Chennai Main Road, Samavaouram(P).Mannachanallur		Bill Date	15-04-2020	
Vehicle No.					

S.No.	PO.No.	Item	Rcvd Qty.	UOM
1	20-21/00001	Writing Table	10	NO

List of Item Nos      [Show Item Nos](#)      [Create Item No](#)

<input type="checkbox"/>	S.No.	Item No.
<input checked="" type="checkbox"/>	1	WT0041
<input checked="" type="checkbox"/>	2	WT0042
<input checked="" type="checkbox"/>	3	WT0043
<input checked="" type="checkbox"/>	4	WT0044

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Vehicle No, Location, Incharge, Bill no, Bill Date.
4. Select the needed order no in the grid.
5. Its fetch item and their quantity.
6. Press Show item Nos and select item as per received quantity.
7. Press <Save> button.

If the message is ' **Goods Receipt Note saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 17.3 Purchase Return
















Purchase Return screen is used to return the orders.

## PURCHASE RETURN

Search by the criteria below

Return No.  Supplier

Return Date  To  Item

Return No.	Date	Supplier	Location	Incharge	
20-21/00002	27-03-2021	THE CHINNAI SILKS	Stores	BHUVANESHWARI A	  
20-21/00003	27-03-2021	VASANTHAM BOOK STORES	Stores	BHUVANESHWARI A	  
20-21/00004	27-03-2021	VASANTHAM BOOK STORES	Stores	BHUVANESHWARI A	  
20-21/00005	27-03-2021	VASANTHAM BOOK STORES	Stores	BHUVANESHWARI A	  
20-21/00001	06-10-2020	VASANTHAM BOOK STORES	Stores	SRI VIDHYA K G	  

5 records found.   Displaying page 1 of 1

**To modify Purchase Return**

We cannot edit the Return No.

1. Select the Return No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Purchase Return**

1. Select the Return No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Purchase Return**

## PURCHASE RETURN

\* Return No. 20-21/00003      \* Date 27-03-2021      \* Location Stores

\* Supplier VASANTHAM BOOK STORES      \* Incharge BHUVANESHWARI A

Address

List of Items

S.No.	Item Category	Item	Quantity	UOM	
1	STATIONARY	A4 SHEET-	500.00	NO	✕
2	STATIONARY	BALL PEN 5/-	8.00	NO	✕

Remarks













Save Close

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Location, Incharge.
4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Purchase Return saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 17.4 Issue

Issue screen is used to move the item in corresponding location.

ISSUE					
Search by the criteria below					
Issue Date	01-04-2020	To	31-03-2021	Item	--- Select ---
Location	--- Select ---		<input type="button" value="Search"/>		
<input type="button" value="New"/>					
Issue No	Date	Location	Incharge	Issued To	
14	01-03-2021	Stores	CHITRA V	IT Dept	 
11	10-02-2021	Stores	CHITRA V	Office	 
12	10-02-2021	Stores	CHITRA V	CS DEPT	 
13	10-02-2021	Stores	CHITRA V	Physics Dept	 
10	22-01-2021	Stores	CHITRA V	TO All DEPT	 
9	20-01-2021	Stores	CHITRA V	Office	 

### To modify Issue


We cannot edit the Issue No.

1. Select the Issue No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Issue

1. Select the Issue No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Issue

ISSUE					
* Issue No.	14	* Date	01-03-2021	* Location	Stores
* Incharge	CHITRA V		Issued to IT Dept		
List of Items					
S.No.	Item Category	Item	Quantity	UOM	
1	STATIONARY	RECORD NOTE-	30	NO	
Remarks					
<input type="text"/>					
			<input type="button" value="Save"/>		<input type="button" value="Close"/>

1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, from location.
3. Enter Issued to.
4. Select the needed item category, item, quantity in the grid.
5. Press <Save> button.

If the message is ' **Issue saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.5 Return

Return screen is used to return the item from one location to another location.

RETURN

Search by the criteria below

Return Date  To

Item

Location

Search

New

Return No	Date	Location	Incharge	Returned By	
1	27-08-2020	Stores	CHITRA V	Office	
2	29-08-2020	Stores	CHITRA V	Office	
3	29-08-2020	Stores	CHITRA V	Office	
4	29-08-2020	Stores	CHITRA V	CS	
5	16-09-2020	Stores	CHITRA V	Office	
6	16-09-2020	Stores	CHITRA V	IT	
7	19-10-2020	Stores	CHITRA V	Office	

### To modify Return

We cannot edit the Return No.

1. Select the Return No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Return



1. Select the Return No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Return

**RETURN**

\* Return No.

\* Date

\* Location

\* Incharge

Returned By

**List of Items**

S.No.	Item Category	Item	Quantity	UOM	
1	STATIONARY	LONG SIZE NOTE	5.00	NO	✕

**Remarks**

Save

Close

1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, location, and enter Returned by.
3. Select the needed item category, item, quantity in the grid.
4. Press <Save> button.

If the message is '**Return saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.6 Sales

Sales screen is used to maintain the store where the items are sale.

SALES			
Search by the criteria below Sales Date <input type="text" value="01-04-2020"/> To <input type="text" value="31-03-2021"/> Item Name <input type="text" value="-- Select --"/> Location <input type="text" value="-- Select --"/> <span style="float: right; border: 1px solid #007bff; color: white; padding: 2px 5px;">Search</span>			
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">New</span>			
Bill No	Date	Location	Incharge
603	28-03-2021	Stores	MAHES R
602	22-03-2021	Stores	MAHES R
601	21-03-2021	Stores	MAHES R
600	16-03-2021	Stores	MAHES R
599	14-03-2021	Stores	MAHES R
598	12-03-2021	Stores	MAHES R
597	10-03-2021	Stores	MAHES R

### To modify Sales

We cannot edit the Bill No.

1. Select the Bill No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Sales

1. Select the Bill No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Sales

SALES					
Bill No.	<input type="text" value="1"/>	*Location	<input type="text" value="Stores"/>		
*Date	<input type="text" value="29-08-2020"/>	*Incharge	<input type="text" value="MAHES R"/>		
List of Items					
S.No.	Item Name	Quantity	UOM	Price	Amount
1	BALL PEN 5/-	37.00	NO	5.00	185.00
Total Amount					185.00
Remarks					
				Save	Close

1. Press New Button. The above screen will be displayed.
2. Select Date, location, Incharge
3. Select the needed item name, quantity, uom, price, amount in the grid.
4. Press <Save> button.

If the message is ' **Sales saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 17.7 Price List

Price List screen is used to price the list of item.

**PRICE LIST**

\*Item Category

List of Items

S.No.	Item Name	UOM	Price	
1	30 POCKET F/S FILE	NO	90.00	<input type="button" value="X"/>
2	80 PAGES NOTE	NO	15.00	<input type="button" value="X"/>
3	A2 GRAPH SHEET	NO	7.00	<input type="button" value="X"/>
4	A2 SHEET	NO	5.00	<input type="button" value="X"/>
5	A3 SHEET-	NO	3.00	<input type="button" value="X"/>
6	A4 SHEET-	NO	0.50	<input type="button" value="X"/>
7	A4 SIZE COVER BROWN	NO	2.00	<input type="button" value="X"/>
8	AA BATTERY	NO	12.00	<input type="button" value="X"/>
9	ALL PEN - 3/-	NO	3.00	<input type="button" value="X"/>
10	ATTENDANCE REGISTER	NO	20.00	<input type="button" value="X"/>
11	BALL PEN 5/-	NO	5.00	<input type="button" value="X"/>
12	BOARD PIN	BOX	40.00	<input type="button" value="X"/>

#### To New Opening Stock

1. Enter the Item category
2. Its fetch list of items will be displayed in the grid.
3. Press <Save> button.

If the message is ' **Price List saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.8 Opening Stock

Opening Stock screen is used to store closing balance item.

OPENING STOCK	
Department	Location
ADMIN OFFICE	Stores

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify Opening Stock

We cannot edit the Department and Location.

1. Select the Department you want to modify.
2. Press Edit image and The below screen will be displayed.

OPENING STOCK	
* Department	ADMIN OFFICE
* Location	Stores

List of Items

S.No.	Item Category	Item	Quantity	UOM	
1	STATIONARY	80 PAGES NOTE	100	NO	✕
2	STATIONARY	A2 GRAPH SHEET	71	NO	✕
3	STATIONARY	A2 SHEET	71	NO	✕
4	STATIONARY	A3 SHEET-	2000	NO	✕
5	STATIONARY	A4 SHEET-	7000	NO	✕
6	STATIONARY	AA BATTERY	4	NO	✕
7	STATIONARY	ALL PEN - 3/-	80	NO	✕
8	STATIONARY	BALL PEN 5/-	691	NO	✕
9	STATIONARY	BROWN SHEET-	300	NO	✕
10	STATIONARY	CELLO TAPE-SMALL	114	NO	✕
11	STATIONARY	CHART PAPER-	100	NO	✕
12	STATIONARY	CLASSMATE NOTE - LONG SIZE	89	NO	✕
13	STATIONARY	COMPASS	69	NO	✕
14	STATIONARY	CUTTER	8	NO	✕
15	STATIONARY	CUTTER-	29	NO	✕
16	STATIONARY	DRAWING BOARD CLIP	880	NO	✕

4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Opening Stock saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 17.9 Sales Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## SALES REGISTER

\*Sales Date  \*To

View
Close

SALES REGISTER					
From : 01-04-2020 To : 17-02-2022					
Bill No.	Date	Item	Quantity	Price	Amount
1	29-08-2020	BALL PEN 5/-	37.00 NO	5.00	185.00
2	29-08-2020	LONG SIZE NOTE	66.00 NO	25.00	1650.00
3	29-08-2020	ALL PEN - 3/-	3.00 NO	3.00	9.00
4	29-08-2020	ERASER SMALL	1.00 NO	3.00	3.00
5	29-08-2020	SCALE SMALL-	7.00 NO	5.00	35.00
6	29-08-2020	TIP PENCIL-	2.00 NO	10.00	20.00
7	29-08-2020	RECORD NOTE-	24.00 NO	65.00	1560.00
8	29-08-2020	80 PAGES NOTE	7.00 NO	15.00	105.00
9	29-08-2020	GRAPH SHEET	4.00 NO	1.00	4.00
10	29-08-2020	MICRO TIP-	1.00 NO	5.00	5.00
11	29-08-2020	A4 SHEET-	670.00 NO	0.50	335.00
12	29-08-2020	EXAM PAPER-	30.00 NO	1.00	30.00
13	21-08-2020	LONG SIZE NOTE	29.00 NO	25.00	725.00
14	21-08-2020	A4 SHEET-	430.00 NO	0.50	215.00
15	21-08-2020	GRAPH SHEET	9.00 NO	1.00	9.00
16	21-08-2020	GRAPH SHEET	1.00 NO	1.00	1.00
17	21-08-2020	STICK FILE	2.00 NO	10.00	20.00
18	21-08-2020	BALL PEN 5/-	10.00 NO	5.00	50.00
19	21-08-2020	BALL PEN 5/-	10.00 NO	5.00	50.00

### 17. 10 Sales Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**SALES SUMMARY**

\*Sales Date  \*To

View
Close

**SALES SUMMARY**

From : 01-04-2020 To : 17-02-2022

S.No	Item	Quantity	Amount
1	BALL PEN 5/-	6480.00 NO	32400.00
2	ALL PEN - 3/-	380.00 NO	1140.00
3	PENCIL 6 /-	569.00 NO	3414.00
4	MICRO TIP-	446.00 NO	2230.00
5	TIP PENCIL-	378.00 NO	3780.00
6	SCALE SMALL-	263.00 NO	1315.00
7	SCALE BIG -	254.00 NO	2540.00
8	ERASER SMALL	408.00 NO	1224.00
9	LONG SIZE NOTE	3841.00 NO	96025.00
10	80 PAGES NOTE	985.00 NO	14765.00
11	RECORD NOTE-	2337.00 NO	151905.00
12	OBSERVATION NOTE-	35.00 NO	1225.00
13	EXAM PAPER-	1844.00 NO	1844.00
14	BROWN SHEET-	395.00 NO	1975.00
15	A4 SHEET-	47798.00 NO	23899.00
16	A3 SHEET-	2563.00 NO	7689.00
17	GRAPH SHEET	1070.00 NO	1070.00
18	CHART PAPER-	4.00 NO	20.00

### 17.11 Stock Summary

The parameter screen will open as shown in below.

STOCK SUMMARY			
Search by the criteria below			
Location	Stores	*Date	17-02-2022
Item Name	--- Select ---	<input type="button" value="Search"/>	
S.No.	Location	Item Name	Quantity
Item Category : STATIONARY			
1	Stores	80 PAGES NOTE	15.00 NO
2	Stores	A2 GRAPH SHEET	97.00 NO
3	Stores	A2 SHEET	100.00 NO
4	Stores	A3 SHEET-	1517.00 NO
5	Stores	A4 SHEET-	56302.00 NO
6	Stores	AA BATTERY	4.00 NO

1. Select or location the parameters you want to provide and click search.
2. Its fetch details of item and quantity
3. Click Print icon. Report will open.
4. You can take the print out with the help of the toolbar on top of the report.

STOCK SUMMARY			Date : 17-02-2022
S.No	Location Name	Item Name	Quantity
Item Category : STATIONARY			
1	Stores	80 PAGES NOTE	15.00 NOS
2	Stores	A2 GRAPH SHEET	97.00 NOS
3	Stores	A2 SHEET	100.00 NOS
4	Stores	A3 SHEET-	1517.00 NOS
5	Stores	A4 SHEET-	56302.00 NOS
6	Stores	AA BATTERY	4.00 NOS
7	Stores	ALL PEN - 3/-	10.00 NOS
8	Stores	BALL PEN 5/-	573.00 NOS
9	Stores	BROWN SHEET-	155.00 NOS
10	Stores	CELLO TAPE	25.00 NOS

## 17.12 Stock Statement

The parameter screen will open as shown in below.

**STOCK STATEMENT**

\*Location

\*Stock Date  \* To

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

STOCK STATEMENT						
From : 01-04-2020		To : 17-02-2022		Location : Stores		
S.No	Item Name	UOM	OB	Receipt	Total	Issue
CB						
Item Category : STATIONARY						
1	80 PAGES NOTE	NOS	100.00	900.00	1000.00	985.00
2	A2 GRAPH SHEET	NOS	71.00	100.00	171.00	74.00
3	A2 SHEET	NOS	71.00	200.00	271.00	171.00
4	A3 SHEET-	NOS	2000.00	2080.00	4080.00	2563.00
5	A4 SHEET-	NOS	7000.00	100100.00	107100.00	50798.00
6	AA BATTERY	NOS	4.00	0.00	4.00	0.00
7	ALL PEN - 3/-	NOS	80.00	310.00	390.00	380.00
8	BALL PEN 5/-	NOS	691.00	6370.00	7061.00	6488.00
9	BROWN SHEET-	NOS	300.00	300.00	600.00	445.00
10	CELLO TAPE	NOS	0.00	25.00	25.00	0.00
						25.00



### 17.13 Stock Ledge

The parameter screen will open as shown in below.

**STOCK LEDGER**

Search by the criteria below

\*Location

\*Item

Ledger Date

To

[Search](#)

Tran Date.	Tran Type.	Tran No.	Particulars	Receipt	Issue
<b>Opening Balance</b>				<b>7000.00 NO</b>	
01-08-2020	Issue	1			500.00 NO
21-08-2020	Sales	14	MAHES R		430.00 NO
22-08-2020	Sales	30	MAHES R		136.00 NO
23-08-2020	Sales	38	MAHES R		196.00 NO
24-08-2020	Sales	42	MAHES R		20.00 NO
28-08-2020	Sales	46	MAHES R		464.00 NO
29-08-2020	Sales	11	MAHES R		670.00 NO

1. Select or type the parameters you want to provide and click Search.
2. Its fetch details of trans date, trans type, trans no, particular, receipt.

## 18. Mess

Mess module helps to manage the grocery item.

### 18.1 Purchase Order

Purchase Order screen is used to order the grocery item.

PURCHASE ORDER

Search by the criteria below

Order No.

Due Date

Item Category

Order Date

To

Item

Supplier

Location

Order No.	Date	Supplier	Amount	Due Date	Status	
20-21/00236	27-03-2021	A1 Fat chicks/A one fast food	3,850.00	03-04-2021	Closed	
20-21/00234	27-02-2021	DS Group(Milk)	1,170.00	06-03-2021	Closed	
20-21/00235	26-02-2021	DS Group(Milk)	5,600.00	05-03-2021	Open	
20-21/00231	26-02-2021	DS Group(Milk)	1,170.00	05-03-2021	Closed	
20-21/00233	25-02-2021	K.L Vegetable business	7,381.06	04-03-2021	Closed	
20-21/00232	25-02-2021	Nagalakshmi Traders	6,009.00	04-03-2021	Closed	
20-21/00230	25-02-2021	Rajan Agencies And Transport/C	14,639.12	04-03-2021	Closed	
20-21/00229	25-02-2021	DS Group(Milk)	1,170.00	04-03-2021	Closed	
20-21/00228	24-02-2021	DS Group(Milk)	1,170.00	03-03-2021	Closed	

#### To modify existing Purchase Order

We cannot edit the Order No and address.

1. Select the Order No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Purchase Order

1. Select the Order No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Purchase Order

**PURCHASE ORDER**

Order No. 20-21/00236	* Date 27-03-2021	Delivery Term Normal
*Supplier A1 Fat chicks/A one fast food		Payment Term Normal
Address No.24,Salal Road Woraiyur -620003		Recommended By ASWINI A
Reference		Verified By CHITRA V
*Location Mess		Passed By --- Select ---
Due Date 03-04-2021		Approved By

**List of Items**

S.No.	Item Category	Item	Quantity	UOM	Price	Amount
1	Grocery	CHICKEN	25.00	KG	150.00	3750.00
2	Grocery	CHICKEN MASALA	10.00	KG	10.00	100.00
Total Amount :						3850.00
Tax/Charges (+) :						0.00
Discount/Deductions (-) :						0.00
Net Amount :						3850.00

**Remarks**

Save
Close

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Reference, location, due date, delivery term, payment term, recommended by, verified by, passed by, approved by.
4. Select the needed item category and item in the grid.
5. Enter Quantity, UOM, Price, Amount and then total amount get automatically.
6. Press <Save> button.

If the message is ' **Purchase – Order saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 18.2 Goods Receipt Note

Goods Receipt Note screen is used to generate receipt for corresponding order.

**GOODS RECEIPT NOTE**

Search by the criteria below

Receipt No.

Receipt Date  To

Supplier

Item

Receipt No.	Date	Supplier	Location	Bill No.	Bill Date	
20-21/00256	27-03-2021	A1 Fat chicks/A one	Mess	1254	23-03-2021	
20-21/00254	27-02-2021	DS Group(Milk)	Mess	9220	27-02-2021	
20-21/00255	26-02-2021	BARAKATH SAW MILL	Mess	134984	26-02-2021	
20-21/00251	26-02-2021	DS Group(Milk)	Mess	9219	26-02-2021	
20-21/00253	25-02-2021	K.L Vegetable busine	Mess		25-02-2021	
20-21/00252	25-02-2021	Nagalakshmi Traders	Mess	7381	25-02-2021	
20-21/00250	25-02-2021	Rajan Agencies And T	Mess	11306	25-02-2021	
20-21/00249	25-02-2021	DS Group(Milk)	Mess	9218	15-02-2021	
20-21/00248	24-02-2021	DS Group(Milk)	Mess	9217	24-02-2021	

### To modify existing Goods Receipt Note

We cannot edit the Receipt No.

1. Select the Receipt No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Goods Receipt Note

1. Select the Receipt No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Goods Receipt Note

## GOODS RECEIPT NOTE

* Receipt No.	20-21/00256	* Date	27-03-2021	* Location	Mess
* Supplier	A1 Fat chicks/A one fast food			* Incharge	ASWINI A
Address	No.24,Salai Road Woraiyur -620003			Bill No.	1254
Vehicle No.		Bill Date	23-03-2021		

**List of Items**

S.No.	PO.No.	Date	Item Category	Item	Rcvd Qty.	UOM	
1	20-21/00236	27-03-2021	Grocery	CHICKEN	25.00	KG	<input checked="" type="checkbox"/>
2	20-21/00236	27-03-2021	Grocery	CHICKEN MASALA	10.00	KG	<input checked="" type="checkbox"/>

**Remarks**

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Vehicle No, Location, Incharge, Bill no, Bill Date.
4. Select the needed order no in the grid.
5. Its fetch item and their quantity.
6. Press Show item Nos and select item as per received quantity.
7. Press <Save> button.

If the message is ' **Goods Receipt Note saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 18.3 Purchase Invoice




























Purchase invoice screen is used to generate bill for particular orders.

## PURCHASE INVOICE

Search by the criteria below

Invoice No.  Supplier

Invoice Date  To  Item

New						
Invoice No.	Date	Supplier	Location	Bill No.	Bill Date	
20-21/00032	30-01-2021	BARAKATH SAW MILL	Mess	132577	30-01-2021	  
20-21/00022	30-01-2021	Nagalakshmi Traders	Mess	1011	15-02-2021	  
20-21/00020	30-01-2021	Rajan Agencies And T	Mess	1010	15-02-2021	  
20-21/00023	29-01-2021	K.T.M Maligai	Mess	9207	23-01-2021	  
20-21/00019	29-01-2021	Golden Oil Mart	Mess	9205	01-02-2021	  
20-21/00088	27-03-2021	A1 Fat chicks/A one	Mess	1245	22-03-2021	  
20-21/00086	27-02-2021	DS Group(Milk)	Mess	9220	27-02-2021	  
20-21/00031	27-01-2021	S.Mohamed Ali Tomato	Mess	578	27-01-2021	  
20-21/00087	26-02-2021	BARAKATH SAW MILL	Mess	134984	26-02-2021	  

**To modify Purchase Invoice**

We cannot edit the Invoice No.

1. Select the Invoice No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Purchase Invoice**

1. Select the Invoice No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Purchase Invoice**

## PURCHASE INVOICE

* Invoice No.	20-21/00032	* Date	30-01-2021	* Location	Mess
* Supplier	BARAKATH SAW MILL	* Incharge	MUNISUBRAMANIAN R	Bill No.	132577
Address	Old No.46, New No.1,Chennai Main Road, Samayapuram(P),Mannachanallur -621112		Bill Date	30-01-2021	
Vehicle No.					

List of Items

S.No.	GRN.No.	Date	Item Category	Item	Rcvd Qty.	UOM	Price	Amount
1	20-21/00206	30-01-2021	Grocery	FIREWOOD	1320.00	KG	4.00	5280.00
2	20-21/00206	30-01-2021	Grocery	FIREWOOD	1320.00	KG	4.00	5280.00
Total Amount :								5280.00
Tax/Charges (+) :								0.00
Discount/Deductions (-) :								0.00
Net Amount :								5280.00
















Remarks

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Location, Incharge, bill no, bill date.
4. Select the needed grn no, date, item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Purchase Invoice saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 18.4 Purchase Return

Purchase Return screen is used to return the orders.

PURCHASE RETURN					
Search by the criteria below					
Return No.	1	Supplier	--- Select ---		
Return Date		To		Item	--- Select ---
					<b>Search</b>
<b>New</b>					
Return No.	Date	Supplier	Location	Incharge	
20-21/00001	27-03-2021	K.T.M Maligai	Mess	ASWINI A	  
20-21/00002	27-03-2021	M.Maruthamuthu Arisi Kada	Mess	ASWINI A	  
20-21/00003	27-03-2021	BARAKATH SAW MILL	Mess	ASWINI A	  
20-21/00004	27-03-2021	A1 Fat chicks/A one fast	Mess	ASWINI A	  
20-21/00005	27-03-2021	K.T.M Maligai	Mess	ASWINI A	  
5 records found. <a href="#">First</a> <a href="#">Prev</a> Displaying page 1 of 1 <a href="#">Next</a> <a href="#">Last</a>					

### To modify Purchase Return

We cannot edit the Return No.

1. Select the Return No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Purchase Return

1. Select the Return No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Purchase Return



## PURCHASE RETURN

\* Return No. 20-21/00001      \* Date 27-03-2021      \* Location Mess

\* Supplier K.T.M Mailgal      \* Incharge ASWINI A

Address 12,13,14 Diamond Jubilee  
Mailam  
-620008

List of items

S.No.	Item Category	Item	Quantity	UOM	
1	Grocery	APPALAM	5.00	KG	<input checked="" type="checkbox"/>

Remarks

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Location, Incharge.
4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Purchase Return saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 18.5 Issue

Issue screen is used to move the item in corresponding location.

## ISSUE

Search by the criteria below :

Issue Date  To  Item

Location

Issue No	Date	Location	Incharge	Issued To		
620	27-02-2021	Mess	RAMALAKSHMI R L			
619	26-02-2021	Mess	RAMALAKSHMI R L			
617	25-02-2021	Mess	RAMALAKSHMI R L			
618	25-02-2021	Mess	RAMALAKSHMI R L			
615	24-02-2021	Mess	RAMALAKSHMI R L			
616	24-02-2021	Mess	RAMALAKSHMI R L			
612	23-02-2021	Mess	RAMALAKSHMI R L			
614	23-02-2021	Mess	RAMALAKSHMI R L			
610	22-02-2021	Mess	RAMALAKSHMI R L			
613	22-02-2021	Mess	RAMALAKSHMI R L			

600 records found.   Displaying page 1 of 60

**To modify Issue**

We cannot edit the Issue No.

1. Select the Issue No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Issue**

1. Select the Issue No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Issue**

## ISSUE

\* Issue No.  \* Date  \* Location   
 \* Incharge  Issued to

## Item Details :

S.No.	Item Category	Item	Quantity	UOM	
1	Grocery	GAS CYLINDER (19 KG)	19.00	KG	<input checked="" type="checkbox"/>
2	Grocery	WHEAT POWDER	18.00	KG	<input checked="" type="checkbox"/>
3	Grocery	SALT POWDER	1.00	KG	<input checked="" type="checkbox"/>
4	Grocery	COFFEE POWDER	0.50	KG	<input checked="" type="checkbox"/>
5	Grocery	RICE(KERALA)	7.00	KG	<input checked="" type="checkbox"/>
6	Grocery	VARU KADALAI	1.50	KG	<input checked="" type="checkbox"/>
7	Grocery	REFINED OIL	15.00	LT	<input checked="" type="checkbox"/>
8	Grocery	THUVARAM DAAL	4.50	KG	<input checked="" type="checkbox"/>
9	Grocery	PULI	1.00	KG	<input checked="" type="checkbox"/>
10	Grocery	KADALAI MAVU	1.00	KG	<input checked="" type="checkbox"/>

1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, from location.
3. Enter Issued to.
4. Select the needed item category, item, quantity in the grid.
5. Press <Save> button.

If the message is ' **Issue saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 18.6 Wastage

Wastage screen is used to maintain wasted item.

WASTAGE				
Search by the criteria below :				
Wastage Date	01-04-2020	To	31-03-2021	Item --- Select ---
Location	--- Select ---		<a href="#">Search</a>	
<a href="#">New</a>				
Wastage No	Date	Location	Incharge	Wasted To
58	25-02-2021	Mess	MUNISUBRAMANIAN R	
57	24-02-2021	Mess	MUNISUBRAMANIAN R	
56	23-02-2021	Mess	MUNISUBRAMANIAN R	
55	22-02-2021	Mess	MUNISUBRAMANIAN R	
54	21-02-2021	Mess	MUNISUBRAMANIAN R	
53	20-02-2021	Mess	MUNISUBRAMANIAN R	
52	19-02-2021	Mess	MUNISUBRAMANIAN R	
51	18-02-2021	Mess	MUNISUBRAMANIAN R	
50	17-02-2021	Mess	MUNISUBRAMANIAN R	
49	16-02-2021	Mess	MUNISUBRAMANIAN R	
56 records found. <a href="#">First</a> <a href="#">Prev</a> Displaying page 1 of 6 <a href="#">Next</a> <a href="#">Last</a>				

### To modify Wastage

We cannot edit the Wastage No.

1. Select the Wastage No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Wastage

1. Select the Wastage No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Wastage

## WASTAGE

\* Wastage No.  \* Date  \* Location   
 \* Incharge  Wasted to

## Item Details :

S.No.	Item Category	Item	Quantity	UOM	
1	Vegatables	BEANS	0.02	KG	<input checked="" type="checkbox"/>
2	Vegatables	BRINJAL(KATHARIKAI)	0.03	KG	<input checked="" type="checkbox"/>
3	Vegatables	CARROT	0.02	KG	<input checked="" type="checkbox"/>
4	Vegatables	POTATO	0.03	KG	<input checked="" type="checkbox"/>
5	Vegatables	TOMATO	0.02	KG	<input checked="" type="checkbox"/>

## Remarks :

Save

Close

1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, location, and wasted to.
3. Select the needed item category, item, quantity in the grid.
4. Press <Save> button.

If the message is '**Wastage saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 18.7 Opening Stock

Opening Stock screen is used to store closing balance item.

## OPENING STOCK

Department	Location
MESS	Mess

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

## To modify Opening Stock

We cannot edit the Department and Location.

1. Select the Department you want to modify.
2. Press Edit image and The below screen will be displayed.

**OPENING STOCK**

\* Department   
 \* Location

Item Details :

S.No.	Item Category	Item	Quantity	UOM	Price	Amount
1	Grocery	ANIL SEMIYA	17	BA	0.00	0.00✕
2	Grocery	ANNASI POO	1.50	KG	0.00	0.00✕
3	Grocery	APPALAM	68.00	KG	0.00	0.00✕
4	Grocery	ARISI MAVU	25.68	KG	0.00	0.00✕
5	Grocery	BRIYANI MASALA	3.35	KG	0.00	0.00✕
6	Grocery	CHANNA MASALA	1.95	KG	0.00	0.00✕
7	Grocery	CHICKEN MASALA	2.75	KG	0.00	0.00✕
8	Grocery	CHILLY	13.50	KG	0.00	0.00✕
9	Grocery	CHILLY POWDER	48.80	KG	0.00	0.00✕
10	Grocery	COCONUT OIL	10.00	LT	0.00	0.00✕
11	Grocery	COFFEE POWDER	15.50	KG	0.00	0.00✕
12	Grocery	CORN FLOUR	5.40	KG	0.00	0.00✕
13	Grocery	DALDA	9.50	KG	0.00	0.00✕
14	Grocery	DRY GRAPES	1.10	KG	0.00	0.00✕
15	Grocery	ELLAKAI	0.72	KG	0.00	0.00✕
16	Grocery	ELLU	1.15	KG	0.00	0.00✕
17	Grocery	FIREWOOD	670.00	KG	0.00	0.00✕
18	Grocery	GAS CYLINDER (19 KG)	114.00	KG	0.00	0.00✕

4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Opening Stock saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 18.8 Stock Summary

The parameter screen will open as shown in below.

## STOCK SUMMARY

Search by the criteria below :

Location Mess

\*Date 19-02-2022

Item --- Select ---

Search



S.No.	Location Name	Item Name	Quantity
<b>Grocery</b>			
1	Mess	ANIL SEMIYA	6 BA
2	Mess	ANNASI POO	0.36 KG
3	Mess	APPALAM	57.70 KG
4	Mess	ARISI MAVU	12.42 KG
5	Mess	BRIYANI MASALA	1.10 KG
6	Mess	CHANNA MASALA	1.10 KG
7	Mess	CHICKEN	25.00 KG
8	Mess	CHICKEN MASALA	10.95 KG
9	Mess	CHILLY	12.66 KG
10	Mess	CHILLY POWDER	1.50 KG
11	Mess	COCONUT OIL	4.00 LT
12	Mess	COFFEE POWDER	12.00 KG
13	Mess	CORN FLOUR	3.86 KG

1. Select or location the parameters you want to provide and click search.
2. Its fetch details of item and quantity
3. Click Print icon. Report will open.
4. You can take the print out with the help of the toolbar on top of the report.

## STOCK SUMMARY

Date : 19-02-2022

S.No	Location Name	Item Name	Quantity	Value
<b>Grocery</b>				
1	Mess	ANIL SEMIYA	6.000 BA	1350.00
2	Mess	ANNASI POO	0.360 KG	0.00
3	Mess	APPALAM	57.700 KG	7789.50
4	Mess	ARISI MAVU	12.420 KG	366.39
5	Mess	BRIYANI MASALA	1.100 KG	532.40
6	Mess	CHANNA MASALA	1.100 KG	379.50
7	Mess	CHICKEN	25.000 KG	3750.00
8	Mess	CHICKEN MASALA	10.950 KG	109.50
9	Mess	CHILLY	12.660 KG	1886.34
10	Mess	CHILLY POWDER	1.500 KG	396.00
11	Mess	COCONUT OIL	4.000 LT	928.00
12	Mess	COFFEE POWDER	12.000 KG	3480.00
13	Mess	CORN FLOUR	3.860 KG	150.54
14	Mess	DALDA	4.000 KG	460.00
15	Mess	DRY GRAPES	0.300 KG	76.50
16	Mess	ELLAKAI	0.460 KG	984.40
17	Mess	ELLU	0.800 KG	94.40
18	Mess	FIREWOOD	1398.000 KG	5592.00
19	Mess	GAS CYLINDER (19 KG)	95.000 KG	9149.45
20	Mess	GHEE	5.400 LT	2721.60
21	Mess	GINGELLY OIL	1.000 LT	259.00

## 18.9 Stock Statement

The parameter screen will open as shown in below.

**STOCK STATEMENT**

\*Location

\*Stock Date  \* To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



## STOCK STATEMENT

From : 01-04-2020 To : 19-02-2022 Location : Mess

S.No	Item Name	UOM	Opening	Receipt	Receipt Value	Total Qty.	Issue	Issue Value	Wastage	Closing	Price	Tot. Value
<b>Grocery</b>												
1	ANIL SEMIYA	BA	17	46	10350	63	57	12825	0	6	225	1350
2	ANNASI POO	KG	1.50	0.00	0.00	1.50	1.14	0.00	0.00	0.36	0.00	0.00
3	APPALAM	KG	68.00	150.00	20250.00	218.00	160.30	21640.50	0.00	57.70	135.00	7789.50
4	ARISI MAVU	KG	25.68	120.00	3540.00	145.68	133.26	3931.17	0.00	12.42	29.50	366.39
5	BREAD	PKT	0.0	335.0	10050.0	335.0	335.0	10050.0	0.0	0.0	30.0	0.0
6	BRIYANI MASALA	KG	3.35	3.00	1452.00	6.35	5.25	2541.00	0.00	1.10	484.00	532.40
7	CHANNA MASALA	KG	1.95	2.00	690.00	3.95	2.85	983.25	0.00	1.10	345.00	379.50
8	CHICKEN	KG	0.00	55.00	8250.00	55.00	30.00	4500.00	0.00	25.00	150.00	3750.00
9	CHICKEN MASALA	KG	2.75	23.00	230.00	25.75	14.80	148.00	0.00	10.95	10.00	109.50
10	CHILLY	KG	13.50	100.00	14900.00	113.50	100.84	15025.16	0.00	12.66	149.00	1886.34
11	CHILLY POWDER	KG	48.80	13.00	3432.00	61.80	60.30	15919.20	0.00	1.50	264.00	396.00
12	COCONUT OIL	LT	10.00	28.00	6496.00	38.00	34.00	7888.00	0.00	4.00	232.00	928.00
13	COFFEE POWDER	KG	15.50	15.00	4350.00	30.50	18.50	5365.00	0.00	12.00	290.00	3480.00
14	CORN FLOUR	KG	5.40	5.00	195.00	10.40	6.54	255.06	0.00	3.86	39.00	150.54
15	DALDA	KG	9.50	50.00	5750.00	59.50	55.50	6382.50	0.00	4.00	115.00	460.00
16	DRY GRAPES	KG	1.10	2.00	510.00	3.10	2.80	714.00	0.00	0.30	255.00	76.50
17	EGG	BOX	0	30	4500	30	30	4500	0	0	150	0
18	ELLAKAI	KG	0.72	1.75	3745.00	2.47	2.01	4301.40	0.00	0.46	2140.00	984.40
19	ELLU	KG	1.15	2.00	236.00	3.15	2.35	277.30	0.00	0.80	118.00	94.40
20	FIREWOOD	KG	670.00	23670.00	94680.00	24340.00	22942.00	91768.00	0.00	1398.00	4.00	5592.00
21	GAS CYLINDER (19 KG)	KG	114.00	2622.00	25254.82	2736.00	2641.00	254354.71	0.00	95.00	96.31	9149.45
22	GHEE	LT	9.75	35.00	17640.00	44.75	39.35	19832.40	0.00	5.40	504.00	2721.60
23	GINGELLY OIL	LT	11.50	49.00	12691.00	60.50	59.50	15410.50	0.00	1.00	259.00	259.00
24	JAAM	KG	4.00	32.00	2800.00	36.00	36.00	3150.00	0.00	0.00	87.50	0.00
25	JAVARUSI	KG	9.00	12.00	624.00	21.00	17.40	904.80	0.00	3.60	52.00	187.20

## 18.10 Stock Ledges

The parameter screen will open as shown in below.

STOCK LEDGER					
Search by the criteria below :					
*Location	Mess	*Ledger Date	01-04-2020	*To	19-02-2022
*Item	CHANNA MASALA	Search			
Tran Date	Tran Type	Tran No.	Particulars	Receipt	Issue
Opening Balance				1.95 KG	
25-11-2020	Issue	427			0.05 KG
15-12-2020	Goods Receipt Note	20-21/00145	K.T.M Maligai	1.00 KG	
20-12-2020	Issue	477			0.05 KG
29-12-2020	Issue	486			0.25 KG
05-01-2021	Issue	504			0.30 KG
07-01-2021	Issue	510			0.10 KG
12-01-2021	Issue	523			0.25 KG
19-01-2021	Issue	540			0.25 KG
24-01-2021	Issue	547			0.20 KG
29-01-2021	Goods Receipt Note	20-21/00191	K.T.M Maligai	1.00 KG	
02-02-2021	Issue	556			0.30 KG
06-02-2021	Issue	574			0.25 KG

1. Select or type the parameters you want to provide and click Search.
2. Its fetch details of trans date, trans type, trans no, particular, receipt.

## 19. Canteen

Canteen module helps to manage the canteen item.



### 19.1 Purchase Order

Purchase Order screen is used to order the component and item.

**PURCHASE ORDER**

Search by the criteria below :

Order No. <input type="text"/>	Due Date <input type="text"/>	Item Category <input type="text" value="-- Select --"/>
Purchase Order Date <input type="text"/>	To <input type="text"/>	Item <input type="text" value="-- Select --"/>
Supplier <input type="text" value="-- Select --"/>	Location <input type="text" value="-- Select --"/>	<input type="button" value="Search"/>

Order No.	Date	Supplier	Amount	Due Date	Status	
20-21/00001	19-02-2022	A1 Fat chicks/A one fast food	400.00	26-02-2022	Open	 

1 records found.   Displaying page 1 of 1

#### To modify existing Purchase Order

We cannot edit the Order No and address.

1. Select the Order No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Purchase Order

1. Select the Order No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Purchase Order

## PURCHASE ORDER

Order No.	20-21/00001	* Date	19-02-2022	* Location	Canteen
* Supplier	A1 Fat chicks/A one fast food		Due Date	26-02-2022	
Address	No.24,Salai Road Woraiyur -620003		Delivery Term	Immediate	
Reference			Payment Term	Immediate	

Item Details :

S.No.	Item Category	Item	Quantity	UOM	Price	Amount
1	Snacks	Butter Cake	20.00	NO	10.00	200.00
2	Snacks	Veg Roll	20.00	NO	10.00	200.00

Recommended By	ABUSHAI RABANU A	Passed By	ASHOK KUMAR A	Total Amount :	400.00
Verified By	ANANDHA LAKSHMI G	Approved By		Tax / Charges (+) :	0.00
				Discount / Deductions (-) :	0.00
				Net Amount :	400.00

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Reference, location, due date, delivery term, payment term, recommended by, verified by, passed by, approved by.
4. Select the needed item category and item in the grid.
5. Enter Quantity, UOM, Price, Amount and then total amount get automatically.
6. Press <Save> button.

If the message is ' **Purchase – Order saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 19.2 Goods Receipt Note

Goods Receipt Note screen is used to generate receipt for corresponding order.

**GOODS RECEIPT NOTE**

Search by the criteria below :

Receipt No.  Supplier: --- Select ---

Receipt Date  To  Item: --- Select ---

Receipt No.	Date	Supplier	Location	Bill No.	Bill Date
20-21/00001	19-02-2022	A1 Fat chicks/A one fast food	Canteen		

1 records found.   Displaying page 1 of 1

### To modify existing Goods Receipt Note

We cannot edit the Receipt No.

1. Select the Receipt No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Goods Receipt Note

1. Select the Receipt No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Goods Receipt Note

## GOODS RECEIPT NOTE

* Receipt No.	20-21/00001	* Date	19-02-2022	* Location	Canteen
* Supplier	A1 Fat chicks/A one fast food			* Incharge	ARUNKUMAR R
Address	No.24,Salai Road Woraiyur -620003			Bill No.	1526
Vehicle No.		Bill Date	19-02-2021		

Item Details :

S.No.	PO.No.	Date	Item Category	Item	Quantity	UOM	Price	Amount
1	20-21/00001	19-02-2022	Snacks	Butter Cake	20.00	NO	0.00	0.00✖
2	20-21/00001	19-02-2022	Snacks	Veg Roll	20.00	NO	0.00	0.00✖
Total Amount :								0.00

Remarks :

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Vehicle No, Location, Incharge, Bill no, Bill Date.
4. Select the needed order no in the grid.
5. Its fetch item and their quantity.
6. Press Show item Nos and select item as per received quantity.
7. Press <Save> button.

If the message is ' **Goods Receipt Note saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 19.3 Purchase Return

Purchase Return screen is used to return the orders.

**PURCHASE RETURN**

Search by the criteria below :

Return No.  Supplier

Return Date  To  Item

Return No.	Date	Supplier	Location	Incharge
20-21/00001	19-02-2022	Annai Traders	Canteen	ARUNKUMAR R

1 records found.   Displaying page 1 of 1

### To modify Purchase Return

We cannot edit the Return No.

1. Select the Return No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Purchase Return

1. Select the Return No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Purchase Return

## PURCHASE RETURN

\* Return No. 20-21/00001      \* Date 19-02-2022      \* Location Canteen  
 \* Supplier Annai Traders      \* Incharge ARUNKUMAR R  
 Address 169, Kalyan Nagar, Thuraiyur Road  
 -621212

Item Details :

S.No.	Item Category	Item	Quantity	UOM	
1	Food	Dosa	5.00	NO	✕

Remarks :

Save
Close

1. Press New Button. The above screen will be displayed.
2. Select Supplier, it fetches address of supplier.
3. Select Location, Incharge.
4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Purchase Return saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

#### 19.4 Issue

Issue screen is used to move the item in corresponding location.

ISSUE					
Search by the criteria below : <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>             Issue Date <input type="text"/> To <input type="text"/>              Item <input type="text"/> </div> <div>             From Location <input type="text"/> --- Select ---              To Location <input type="text"/> --- Select ---           </div> <div> <input type="button" value="Search"/> </div> </div>					
<input type="button" value="New"/>					
Issue No	Date	From Location	To Location	Incharge	Issued To
1	19-02-2022	Canteen	Office	KANNAN SK	
1 records found. <input type="button" value="First"/> <input type="button" value="Prev"/> Displaying page 1 of 1 <input type="button" value="Next"/> <input type="button" value="Last"/>					

### To modify Issue

We cannot edit the Issue No.

1. Select the Issue No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Issue

1. Select the Issue No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Issue

ISSUE					
* Issue No.	<input type="text" value="1"/>	* Date	<input type="text" value="19-02-2022"/>	* From Location	<input type="text" value="Canteen"/>
* Incharge	<input type="text" value="KANNAN SK"/>	* To Location	<input type="text" value="Office"/>	Issued to	<input type="text"/>
Item Details :					
S.No.	Item Category	Item	Quantity	UOM	
1	Food	Dosa	3.00	NO	
Remarks :					
				<input type="button" value="Save"/> <input type="button" value="Close"/>	



1. Press New Button. The above screen will be displayed.
2. Select Date, Incharge, from location.
3. Enter Issued to.
4. Select the needed item category, item, quantity in the grid.
5. Press <Save> button.

If the message is '**Issue saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 19.5 Sales

Sales screen is used to maintain the store where the items are sale.

**SALES**

Search by the criteria below :

Sales Date  To  Item

Location  Search

New

Bill No	Date	Location	Incharge	
1	19-02-2022	Canteen	ASHOK KUMAR A	

1 records found. First Prev Displaying page 1 of 1 Next Last

### To modify Sales

We cannot edit the Bill No.

1. Select the Bill No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Sales

1. Select the Bill No you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Sales

**SALES**

Bill No.

\*Date

\*Location

\*Incharge

No. of Bills Required

Item Details :

S.No.	Item	Qty	UOM	Price	Amount
1	Dosa	3.00	NO	25.00	75.00
Total Amount					75.00

1. Press New Button. The above screen will be displayed.
2. Select Date, location, Incharge
3. Select the needed item name, quantity, uom, price, amount in the grid.
4. Press <Save> button.

If the message is '**Sales saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 19.6 Price List

Price List screen is used to price the list of item.

## PRICE LIST

\*Item Category

Item Details :

S.No.	Item	UOM	Price	
1	Dosa	NO	25.00	X
2	Idly	NO	7.00	X
3	Lemon Satham	NO	20.00	X
4	Silly Parota	NO	30.00	X
5	Veg Briyani	NO	30.00	X

Save

Close

### To New Opening Stock

1. Enter the Item category
2. Its fetch list of items will be displayed in the grid.
3. Press <Save> button.

If the message is ' **Price List saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 19.7 Opening Stock

Opening Stock screen is used to store closing balance item.

## OPENING STOCK

\* Department   
 \* Location

Item Details :

S.No.	Item Category	Item Name	Quantity	UOM	Price	Amount
1	Food	Dosa	15.00	NO	10.00	150.00 ✕

Save

Close

## To modify Opening Stock

We cannot edit the Department and Location.

1. Select the Department you want to modify.
2. Press Edit image and The below screen will be displayed.

## OPENING STOCK

\* Department   
 \* Location

List of Items

S.No.	Item Category	Item	Quantity	UOM	
1	STATIONARY	80 PAGES NOTE	100	NO	✕
2	STATIONARY	A2 GRAPH SHEET	71	NO	✕
3	STATIONARY	A2 SHEET	71	NO	✕
4	STATIONARY	A3 SHEET-	2000	NO	✕
5	STATIONARY	A4 SHEET-	7000	NO	✕
6	STATIONARY	AA BATTERY	4	NO	✕
7	STATIONARY	ALL PEN - 3/-	80	NO	✕
8	STATIONARY	BALL PEN 5/-	691	NO	✕
9	STATIONARY	BROWN SHEET-	300	NO	✕
10	STATIONARY	CELLO TAPE-SMALL	114	NO	✕
11	STATIONARY	CHART PAPER-	100	NO	✕
12	STATIONARY	CLASSMATE NOTE - LONG SIZE	89	NO	✕
13	STATIONARY	COMPASS	69	NO	✕
14	STATIONARY	CUTTER	8	NO	✕
15	STATIONARY	CUTTER-	29	NO	✕
16	STATIONARY	DRAWING BOARD CLIP	880	NO	✕

4. Select the needed item category, item, item No in the grid.
5. Press <Save> button.

If the message is ' **Opening Stock saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according

to it and contact the administrator if required.

### 19.8 Sales Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**SALES REGISTER**

\*Sales Date  \* To

View
Close

SALES REGISTER					
From : 01-04-2020		To : 19-02-2022			
Bill No.	Date	Item	Quantity	Price	Amount
1	19-02-2022	Dosa	3.00 NO	25.00	75.00
Total Amount :					75.00

### 19. 9 Sales Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## SALES SUMMARY

\*Sales Date **01-04-2020** \* To 19-02-2022

View

Close

## SALES SUMMARY

From : 01-04-2020 To : 19-02-2022

S.No	Item	Quantity	Amount
1	Dosa	3.00 NO	75.00
Total Amount :			75.00

## 19.10 Stock Summary

The parameter screen will open as shown in below.

## STOCK SUMMARY

Search by the criteria below :

Location Canteen

\*Date 19-02-2022

Item --- Select ---

Search



S.No.	Location Name	Item Name	Quantity
<b>Food</b>			
1	Canteen	Dosa	14.00 NO
2	Canteen	Lemon Satham	20.00 NO
<b>Snacks</b>			
3	Canteen	Butter Cake	20.00 NO
4	Canteen	Veg Roll	20.00 NO

1. Select or location the parameters you want to provide and click search.
2. Its fetch details of item and quantity
3. Click Print icon. Report will open.
4. You can take the print out with the help of the toolbar on top of the report.

STOCK SUMMARY			
Date : 19-02-2022			
S.No	Location Name	Item Name	Quantity
<b>Food</b>			
1	Canteen	Dosa	14.00 NO
2	Canteen	Lemon Satham	20.00 NO
<b>Snacks</b>			
3	Canteen	Butter Cake	20.00 NO
4	Canteen	Veg Roll	20.00 NO

### 19.11 Stock Statement

The parameter screen will open as shown in below.

**STOCK STATEMENT**

\*Location

\*Stock Date

\* To

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

STOCK STATEMENT							
From : 01-04-2020		To : 19-02-2022		Location : Canteen			
S.No	Item Name	UOM	Opening	Receipt	Total	Issue	Closing
<b>Food</b>							
1	Dosa	NO	15	10	25	11	14
2	Lemon Satham	NO	0	20	20	0	20
<b>Snacks</b>							
3	Butter Cake	NO	0	20	20	0	20
4	Veg Roll	NO	0	20	20	0	20

## 19.12 Stock Ledger

The parameter screen will open as shown in below.

STOCK LEDGER					
Search by the criteria below :					
*Location	Canteen	*Ledger Date	01-04-2020	*To	19-02-2022
*Item	Dosa				
				<b>Search</b>	
Tran Date	Tran Type	Tran No.	Particulars	Receipt	Issue
<b>Opening Balance</b>				<b>15.00 NO</b>	
2022-02-19	Goods Receipt Note	20-21/00002	Annai Traders	10.00 NO	
2022-02-19	Issue	1			3.00 NO
2022-02-19	Purchase Return	20-21/00001	Annai Traders		5.00 NO
2022-02-19	Sales	1	ASHOK KUMAR A		3.00 NO
<b>Sub Total</b>				<b>25.00 NO</b>	<b>11.00 NO</b>
<b>Closing Balance</b>				<b>14.00 NO</b>	

1. Select or type the parameters you want to provide and click Search.
2. Its fetch details of trans date, trans type, trans no, particular, receipt.

## 19.13 Consumption

The parameter screen will open as shown in below.

CONSUMPTION	
*Location	Canteen
*Consumption Date	01-04-2020
* To	19-02-2022
<div> <div><b>View</b></div> <div><b>Close</b></div> </div>	



1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

CONSUMPTION			
Location : Canteen			
From : 01-04-2020 To :19-02-2022			
S.No.	Item	Quantity	Amount
1	Dosa	3	30.00
Total Amount :			30.00

## 15. Staff

Staff module maintains the basic details about the employee. A facility is provided to view the data about a employee in a single screen. This helps in getting 360 degree view of the staff. All staff related Certificates are created in this module.

### 15.1 Employee Screen

Employee screen is used to create a new employee. Further all the data related to a particular employee can be viewed in this screen.

**EMPLOYEE**

Search by the criteria below :

Employee No.

Department

Joined Date

Name

Designation

**Search**

Show Left Employee ☐

Employee Type

**New**

Emp No.	Name	Designation	Department	Employee type	Join Date	Status
3	VENKATRAMAN V	Associate Professo	HISTORY	Teaching Staff Aid	28-03-1990	Active
6	VENKATESWARAN D	Associate Professo	HISTORY	Teaching Staff Aid	29-06-1990	Active
7	RAMESHKUMAR K	Assistant Professo	HISTORY	Teaching Staff Aid	23-11-1994	Active
9	JAGANATH R	PRINCIPAL	HISTORY	Teaching Staff Aid	03-12-2007	Active
10	EBI JAMES D	Associate Professo	HISTORY	Teaching Staff Aid	26-03-2009	Active
13	RAMAKRISHNAN C	Associate Professo	ENGLISH	Teaching Staff Aid	13-06-2007	Active
15	MURUGANANTHAM M	Associate Professo	ENGLISH	Teaching Staff Aid	03-12-2007	Active
19	RAMAR EL	Assistant Professo	COMMERCE	Teaching Staff Aid	04-07-1994	Active
20	SURENDRAN A	Associate Professo	COMMERCE	Teaching Staff Aid	03-12-2007	Active
21	CHIDAMBARANATHA	Associate Professo	ECONOMICS	Teaching Staff Aid	03-12-2007	Active

152 records found First Prev Displaying page 1 of 16 Next Last

### To modify / view existing Staff

We cannot edit the emp no.

1. Select the employee you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

Education details, Experience, other info, allowance and deduction,pf/esi and certificate details of the employee can be viewed here. Except the employee personal details other information can only be viewed; not be modified.

### To Delete a Staff

1. Select a staff you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

## To add a New Staff

There are multiple tabs available in this screen. Let us see about them.

### General Info

EMPLOYEE									
<div> <div>General Info</div> <div>Education</div> <div>Experience</div> <div>Other Info</div> <div>Allowance &amp; Deduction</div> <div>PF/ESI</div> <div>Certificate</div> </div>									
* Employee No. <input type="text" value="3"/>			* Faculty Unique ID <input type="text" value="001"/>		<b>Active</b>		Print ID Card		
* Employee ID <input type="text" value="3001"/>			* Library ID <input type="text" value="RTPR001"/>						
User Name <input type="text" value="VENKATRAMAN"/>			* Password <input type="password"/> <a href="#">Reset Password</a>						
Role <input type="text" value="ASSOCIATE PROFESSOR"/>									
<b>Personal Details :</b>									
* Title <input type="text" value="Dr"/>			Surname <input type="text" value="VENKATRAMAN V"/>						
* Name <input type="text" value="VENKATRAMAN V"/>			* Gender <input type="text" value="Male"/>						
Father's Name <input type="text" value="BALAJI"/>			Mother's Name <input type="text" value="LAKSHMI"/>						
Religion <input type="text" value="HINDU"/>			* Date of Birth <input type="text" value="19-06-1962"/>						
Address Line 1 <input type="text" value="45 Middle Street"/>			Address Line 2 <input type="text" value="Gross Road"/>		Postal Code <input type="text"/>				
* City <input type="text" value="RAJAPALAYAM"/>			State <input type="text" value="Tamil Nadu"/>		STD Code <input type="text"/>				
LandLine <input type="text"/>			Mobile Phone <input type="text" value="9443424148"/>		Email Address <input type="text"/>				
Fax Phone <input type="text"/>			Community <input type="text" value="OC"/>		Caste <input type="text" value="KSHATRIYA RAJUS"/>				
<b>Details Related to Profession:</b>									

1. Click on New button or Press F2 key. The above screen will be displayed
2. Enter Employee id, faculty id, Library id, user name, password.
3. Select Role, Title, Gender, Religion.
4. Enter Name, Father Name, Mother Name, Surname, Address Line and Enter Date of Birth.
5. Select City.
6. Enter Mobile No, Community, Caste.
7. Choose photo to upload
8. Choose thumb and signature to upload.
9. Status will be displayed automatically.

### Details related to Profession

## Details Related to Profession:

*Employee Type	Teaching Staff Aided	Salary Mode	Cash	Programme	HISTORY
*Designation	Associate Professor	Pay Scale	25000.00	Appointment FT/PT	Full Time
*Date of Joining	28-03-1990	*Basic	25000.00	Faculty Type	UG
*Department	HISTORY	Pay band	0.00	Date of Retirement	
*Faculty Shift	General	Grade Pay	0.00	SF / Aided	Self finance
Appointment Type	Regular/Approved	Is Teaching	<input checked="" type="checkbox"/>	PAN	KLG012636

Select Employee Type, Designation, Date of joining, Department.

Select Faculty shift, Appointment Type, cash, Payment mode.

## Education:

General Info	Education	Experience	Other Info	Allowance & Deduction	PF/ESI	Certificate	
Doctrate Degree <input checked="" type="checkbox"/> PG Degree <input type="text" value="MSC"/> UG Degree <input type="text" value="BSC"/>							
Other Qualifications <input type="text"/> Area of Specialization <input type="text"/>							
S No.	Qualification	Year Passed	University	Institute	Grade/Class	Type	Specialisation
1	Phd	1992	Bharathiar University	Bharathiar University		Regular	Toxicology

Please Enter pg degree, ug degree.

Enter qualification, area of specialation, year passed, university.

## Experience Details

General Info	Education	Experience	Other Info	Allowance & Deduction	PF/ESI	Certificate
Teaching Experience in Years: <input type="text" value="5"/>		Total Work Experience in Years: <input type="text" value="1"/>		Research Experience in Years: <input type="text" value="1"/>		
S.No.	Designation	Organisation Name	No. Years	Salary		
1	Teaching Staff	Kamaraj College of Arts and Science	5	0.00	<input checked="" type="checkbox"/>	
2	Technical Staff	Ilab Technology	1	0.00	<input checked="" type="checkbox"/>	

Please Select teaching experience in year,work experience in year.

Please select designation, organization, no of year, salary.

### Other Info Details

#### Leave Allowed :

S.No.	Leave Type	From Date	To Date	Cumm. Days
1	Medical	01-01-2018	31-12-2018	10.00
2	Casual	01-01-2017	31-12-2017	12.00
3	Earned	01-01-2017	31-12-2017	10.00
4	Medical	01-01-2017	31-12-2017	5.00
5	On Duty	01-01-2017	31-12-2017	15.00
6	Religious	01-01-2017	31-12-2017	3.00

1. Enter Leave type, From Date, to date, cumm days.

### Allowance and Deduction Details

#### Allowance Details:

S.No.	Allowance	Type	Percentage	Amount
1	GRADE PAY	Fixed	0.00	1301.00
2	SPECIAL ALLOWANCE	Fixed	0.00	949.00
3	DEARNESS ALLOWANCE	Fixed	0.00	1300.00

#### Deduction Details:

S.No.	Deduction	Type	Percentage	Amount
1	PROVIDENT FUND	Fixed	0.00	780.00
2	REVENUE STAMP	Fixed	0.00	1.00
3	BUS FARE	Fixed	0.00	340.00
4	ESI	Variable	0.75	0.00

1. Enter Allowance and deduction and their percentage and amount.

Click <Save> button.

If the message is '**Staff saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 15.2 Attendance

Attendance screen is used to maintain attendance of staff.

ATTENDANCE

Search by the criteria below

Attendance Date 30-03-2021 To 30-03-2021 Search

Mobile Number

New

Attendance Date
30-03-2021

Send SMS

1 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Attendance

We can edit the attendance date.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Attendance

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Attendance

## ATTENDANCE

Attendance Date **30-03-2021** Biometric Data Path D:\Biometric\30-03-2021.mdb **View**

S.No	Emp.No.	Emp.Id.	Emp. Name	In Time	Out Time	FN Status	AN Status	W.Hours	Late In	Early Out	Remarks	
1	20	20	W.Mesiya Stalin			A	A					✕
2	27	27	P.Shanmugananda			A	A					✕
3	28	28	J.Stephen Jacob			A	A					✕
4	51	51	S.Mirdula			A	A					✕
5	52	52	R.Gomathi			A	A					✕
6	57	57	K.Ram Kumar			A	A					✕
7	59	59	M.Karunanithi			A	A					✕
8	60	60	M.Amutha	08:47	16:29	P	P	7:42		20	08:47:in(OFF),16:29:out(OFF)	✕
9	73	73	D.Edward Christy			A	A					✕
10	118	118	I.Jagannathan	09:02	09:02	P	A	0:0			09:02:in(OFF),	✕
11	142	142	P.Kaliya Moorthy	08:50	22:24	P	P	13:34			08:50:in(OFF),22:24:out(OFF)	✕
12	238	438	M.Kavitha			A	A					✕
13	256	256	R.Kuttimani			A	A					✕
14	259	259	M.Nageswaran	08:07	08:07	P	A	0:0			08:07:in(OFF),	✕
15	269	269	B.Mary Juliet			A	A					✕
16	275	275	R.Suganya			A	A					✕

1. Press New Button. The above screen will be displayed.
2. Enter the attendance date and its fetch biometric data path details.
3. Press <Save> button.

If the message is ' **Attendance saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 15.3 Permission

Permission screen is used to maintain permission of staff.

**PERMISSION**

Search by the criteria below :

Permission Date  To  Employee Name  Department  **Search**

**New**

Date	Employee Name	Description	
16-11-2019	PONNUCHAMY L	2.10 to 4.10 pm - Marriage Function	✕
16-11-2019	SANTHI, M.	personal - Afternoon time	✕
16-11-2019	RAJU P	Morning time - bus missing	✕

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Permission

We can edit the employee.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Permission

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Permission

**PERMISSION**

\* Date

\* Employee Name

\* Category  ▼

\* Permission Date

Session

\* From Time  ▲ ▼

\* To Time  ▲ ▼

Description

Save

Close

1. Press New Button. The above screen will be displayed.



2. Enter the date, Employee name, Category, permission date ,from time, to time, description.
3. Press <Save> button.

If the message is ' **Permission saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 15.4 Leave

Leave screen is used to maintain leave of staff.

**LEAVE**

Search by the criteria below :

Leave Date  To   
Department

Employee Name

Date	Employee Name	From	To	Days	Type		
08-02-2020	MUTHULAKSHMI A	03-02-2020	08-02-2020	6.0	LOP		
08-02-2020	RAMALATHA S	06-02-2020	08-02-2020	2.5	Casual		
08-02-2020	VINOTH PRANAV M R	08-02-2020	08-02-2020	1.0	Casual		
08-02-2020	CHANDRASEKARAN, N.R.	08-02-2020	08-02-2020	0.5	Casual		
08-02-2020	SRIDHAR R	08-02-2020	08-02-2020	1.0	Casual		
17-02-2020	VASUDEVA RAJA LATHA	08-02-2020	25-02-2020	18.0	LOP		

6 records found.   Displaying page 1 of 1

### To modify existing Leave

We can edit the employee.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Leave

1. Select the record you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

### To add a New Leave

**LEAVE**

\* Date

\*Employee Name

\*Type

\* From

\* To

\* No. Days

Remarks

1. Press New Button. The above screen will be displayed.
2. Enter the date, Employee name, type, from date and to date, no.days, remarks.
3. Press <Save> button.

If the message is '**Leave saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 15.5 Employee Loan

Employee loan screen is used to maintain personal loan of employee.

## EMPLOYEE LOAN

Search by the criteria below :

Deduction  Employee Name

\*Status

Date	Employee Name	Deduction Name	Amount	
01-06-2021	JAYAKUMAR S	CPS Other Arrear	44,670.00	
01-06-2021	MADHU BALAN N	PF Advance Recovery	1,15,600.00	
01-06-2021	JAYASINGH S	PF Advance Recovery	1,00,300.00	
01-06-2021	GEETHA KUMAR K	PF Advance Recovery	1,64,900.00	
01-06-2021	MOHANAN K	PF Advance Recovery	96,900.00	
01-06-2021	ROBIN JEBANESE N	PF Advance Recovery	41,080.00	
01-06-2021	SEKAR M	PF Advance Recovery	1,24,800.00	
01-06-2021	FESTUS R	PF Advance Recovery	25,200.00	
01-06-2021	SUNDARAM P	PF Advance Recovery	84,000.00	
01-06-2021	EVANGELINE SHEELA BELL J	PF Advance Recovery	3,00,000.00	
01-06-2021	GLORY BAI M	PF Advance Recovery	61,600.00	
01-06-2021	BRIGHT SAM C	PF Advance Recovery	1,55,100.00	
01-06-2021	SUTHERLAL JEYASINGH V R	PF Advance Recovery	3,26,700.00	
01-06-2021	ISAAC JEYA SINGH A	PF Advance Recovery	3,23,400.00	

**To modify existing Employee Loan**

We can edit the employee.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete a Employee Loan**

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Employee Loan**

## EMPLOYEE LOAN

*Loan No.	1	*Loan Amount	44670.00
* Date	01-06-2021	*Repayment Start Date	06-01-2021
* Employee Name	JAYAKUMAR S	*No. of Installment	15
*Deduction	CPS Other Arrear	*Status	Open
Loan Provider	CPS Other Arrear	Remarks	
Reference No.	JUN21/CPSAR/116		
*Repayment End Date		08-01-2022	
		*Repayment Amount	2978.00

S.No.	Inst. No.	Inst. Dt	Inst. Amt	Inst. Status	Paid Dt
1	JUN21/CPSAR/116/001	01-06-2021	2978.00	Paid	11-01-0026
2	JUN21/CPSAR/116/002	01-07-2021	2978.00	Paid	11-02-0015
3	JUN21/CPSAR/116/003	01-08-2021	2978.00	Not Paid	
4	JUN21/CPSAR/116/004	01-09-2021	2978.00	Not Paid	
5	JUN21/CPSAR/116/005	01-10-2021	2978.00	Not Paid	
6	JUN21/CPSAR/116/006	01-11-2021	2978.00	Not Paid	
7	JUN21/CPSAR/116/007	01-12-2021	2978.00	Not Paid	
8	JUN21/CPSAR/116/008	01-01-2022	2978.00	Not Paid	
9	JUN21/CPSAR/116/009	01-02-2022	2978.00	Not Paid	
10	JUN21/CPSAR/116/010	01-03-2022	2978.00	Not Paid	
11	JUN21/CPSAR/116/011	01-04-2022	2978.00	Not Paid	
12	JUN21/CPSAR/116/012	01-05-2022	2978.00	Not Paid	

1. Press New Button. The above screen will be displayed.
2. Enter the date, Employee name, deduction, loan provider, reference no, loan amount.
3. Enter Repayment end date and repayment amount.
4. Its fetch installation no, installation date, installation amt, status
3. Press <Save> button.

If the message is ' **Employee Loan saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 15.6 Salary Generation

Salary generation screen is used to generate salary of employee. Here three type of generation method

**SALARY GENERATION**

Search by the criteria below :

Department   
Employee Type

Employee Name   
Salary Gen. Date  To

From Date	To Date	Department	Employee Type			
01-08-2019	31-08-2019	Dept of Botany	Aided - Teaching			
01-09-2019	30-09-2019	Dept of Botany	Aided - Teaching			
01-06-2021	30-06-2021	Dept of Botany	Aided - Teaching			
01-07-2021	31-07-2021	Dept of Botany	Aided - Teaching			

4 records found.   Displaying page 1 of 1

### To modify existing Salary Generation

We can edit the department.

1. Select the record you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Salary Generation

1. Select the record you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Salary Generation

## Departmentwise:

## SALARY GENERATION

Department	Dept of Botany	Employee Type	Aided - Teaching
From	01-08-2019	To	31-08-2019
<b>Generate</b>			

## Salary Generation :

S.No	E.No	Name	Basic Pay	Total Days	Days Worked	Loss Days	Pending Advance	Deduction
1	43	PAUL RAJ K	167200.00	31.00	31.0	0.0	0.00	0.00
2	96	JOHNSI CHRISTOBEL G	143600.00	31.00	31.0	0.0	0.00	0.00
3	100	MAYBEL STARLIN N	147900.00	31.00	31.0	0.0	0.00	0.00
4	116	JAYAKUMAR S	147900.00	31.00	31.0	0.0	0.00	0.00
5	138	DAVID SAMUEL P	101200.00	31.00	31.0	0.0	0.00	0.00
6	139	SUKUMARAN S	95400.00	31.00	31.0	0.0	0.00	0.00

Save

Close

1. Press New Button. The above screen will be displayed.
2. Enter the department,employee type, from date and to date.
- 3.Click generate button.
- 4.Its fetch emp no, name, basic pay, total days, days worked, pending advance.
5. Press <Save> button.

If the message is ' **Salary Generation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

All:

## SALARY GENERATION

From  To

**Salary Generation :**

S.No	E.No	Name	Basic Pay	Total Days	Days Worked	Loss Days	Pending Advance	Deduction
1	3	VENKATRAMAN V	25000.00	30	30.0	0.0	0.00	0.00✖
2	6	VENKATESWARAN D	25000.00	30	30.0	0.0	0.00	0.00✖
3	7	RAMESHKUMAR K	25000.00	30	30.0	0.0	0.00	0.00✖
4	9	JAGANATH R	25000.00	30	30.0	0.0	0.00	0.00✖
5	10	EBI JAMES D	25000.00	30	30.0	0.0	0.00	0.00✖
6	13	RAMAKRISHNAN C	25000.00	30	30.0	0.0	0.00	0.00✖
7	15	MURUGANANTHAM M	11500.00	30	30.0	0.0	0.00	0.00✖
8	19	RAMAR EL	25000.00	30	30.0	0.0	0.00	0.00✖
9	20	SURENDRAN A	25000.00	30	30.0	0.0	0.00	0.00✖
10	21	CHIDAMBARANATHAN S	25000.00	30	30.0	0.0	0.00	0.00✖
11	25	DAVID LAURENCE S	25000.00	30	30.0	0.0	0.00	0.00✖
12	26	SOMASEKARAN S	25000.00	30	30.0	0.0	0.00	0.00✖
13	28	SIVARAMAMOORTHY K	25000.00	30	30.0	0.0	0.00	0.00✖
14	29	RAMESH N	25000.00	30	30.0	0.0	0.00	0.00✖
15	30	KANAGASABAPATHY M	25000.00	30	30.0	0.0	0.00	0.00✖
16	31	SRINIVASGAN G	25000.00	30	30.0	0.0	0.00	0.00✖
17	33	GNANA PRAKASAM S	13750.00	30	30.0	0.0	0.00	0.00✖
18	36	MUTHUKUMAR L	25000.00	30	30.0	0.0	0.00	0.00✖
19	38	GNANA VELAYUTHAM A	19250.00	30	30.0	0.0	0.00	0.00✖
20	45	JOTHI D	11750.00	30	30.0	0.0	0.00	0.00✖
21	54	KANNAN SK	17750.00	30	30.0	0.0	0.00	0.00✖

- 1.Enter from and to date.
- 2.Click Generate Button and its fetch employee details with loss day.
3. Press <Save> button.

If the message is ' **Salary Generation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

**Employee Typewise:**

SALARY GENERATION								
<div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 40%;"> Employee Type <input style="width: 80%;" type="text" value="Teaching Staff"/> </div> <div style="width: 30%;"> From <input style="width: 40%;" type="text" value="01-02-2022"/> To <input style="width: 40%;" type="text" value="28-02-2022"/> </div> <div style="width: 20%; text-align: center;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">Generate</div> </div> </div>								
<b>Salary Generation :</b>								
S.No	E.No	Name	Basic Pay	Total Days	Days Worked	Loss Days	Pending Advance	Deduction
1	109	UMASANKARESWARI T	48000.00	30	30.0	0.0	0.00	0.00✖
2	168	JANANI M	8000.00	30	30.0	0.0	0.00	0.00✖
3	199	ASWINI A	4500.00	30	30.0	0.0	0.00	0.00✖
4	230	ARUNKUMAR R	8000.00	30	30.0	0.0	0.00	0.00✖
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">Save</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">Close</div> </div>								

- 1.Select Employee Type and Enter from and To date.
- 2.Click Generate Button.
- 3.Its Fetch employee details.
- 4.Press <Save> Button.

If the message is '**Salary Generation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

**Deduction Changes:**



## DEDUCTION CHANGE

From 01-01-2019

To 31-01-2019

Assign previous  
month deduction

## Deduction Changes :

S.No	E.No	Name	ADV	BF	IT	MS	RS	SF	
1	117	JEGANATHAN R	0.00	0.00	0.00	0.00	1.00	100.00	X
2	116	SUBRAMANIAN S	0.00	0.00	0.00	0.00	1.00	0.00	X
3	119	RAVICHANDRAN SS	0.00	0.00	0.00	0.00	1.00	50.00	X
4	129	SOLAIMALAI K	0.00	0.00	0.00	0.00	0.00	0.00	X
5	130	RAMARAJ K	0.00	0.00	0.00	0.00	1.00	100.00	X
6	118	VARADARAJAN S	0.00	0.00	0.00	0.00	0.00	0.00	X
7	128	RAMAMOORTHY P	0.00	0.00	0.00	0.00	0.00	0.00	X
8	124	SEETHARAMAN S	0.00	0.00	0.00	0.00	1.00	100.00	X
9	120	VENKATESAN M	0.00	0.00	0.00	0.00	1.00	0.00	X
10	123	RAMESH T	0.00	0.00	0.00	0.00	0.00	0.00	X
11	126	MUNISUBRAMANIAN R	0.00	0.00	0.00	0.00	1.00	100.00	X
12	127	SUKUMAR T	0.00	0.00	0.00	0.00	1.00	100.00	X
13	131	MARIAPPAN S	0.00	0.00	0.00	0.00	0.00	0.00	X
14	73	SORUBALATHA R	0.00	0.00	0.00	0.00	1.00	100.00	X
15	132	SASIKALA S	0.00	1000.00	0.00	0.00	1.00	0.00	X
16	137	SURESHBABU M	0.00	0.00	0.00	0.00	1.00	0.00	X
17	225	MAHESWARI P	0.00	0.00	0.00	0.00	0.00	0.00	X
18	135	SANJEEVI P	0.00	0.00	0.00	0.00	0.00	0.00	X
19	114	RAJAGOPALAN P	0.00	0.00	0.00	0.00	1.00	0.00	X
20	149	VISHNUPRIYA R	0.00	460.00	0.00	0.00	1.00	100.00	X
21	193	RAJALINGAM R	0.00	0.00	0.00	0.00	1.00	100.00	X
22	169	GOMIGA R	0.00	0.00	0.00	0.00	1.00	0.00	X

- 1.Enter from and to date.
- 2.Click assign previous month deduction.
- 3.It fetch emp no ,emp name and list the deduction.
- 4.Press <Save> Button.

If the message is ' **Deduction Changes saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 15.7 Certificate Issue

Certificates Issue is used to define the various certificates offered by the institution.

## CERTIFICATE ISSUE

Search by the criteria below :

Employee Name --- Select --- Certificate No.

Issue Date 23-02-2022 To 23-02-2022 Certificate --- Select ---

**Search****New**

Certificate	Issue No.	Issue Date	Employee No.	Name	Department	
Appoint Order	20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY	  
Non Objection certificate	20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY	  
No Due certificate	20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY	  
Relieving Order	20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY	  
Salary Certificate	20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY	  
Service Certificate	20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY	  

6 records found [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)**To modify existing Certificate Issue:**

- 1 Select the certificate you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

**To Delete Certificate Issue:**

1. Select a certificate you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

**To add a New Certificates Issue:**

## CERTIFICATE ISSUE

Issue No.	20-21/00001
*Issue Date	23-02-2022
*Certificate	Appoint Order
Certificate No.	AO/000001
*Employee Name	VENKATRAMAN V
Remarks	





















Save
Close

1. Click New button.
2. Enter issue date.
3. Enter certificate name
4. Select Employee name.
5. Enter Remark if you needed.
6. Click <Save> button.

If the message is '**Certificate Issue saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 15.8 Resignation

Resignation is used to remove the employee from the institution.

RESIGNATION					
Search by the criteria below :					
Department --- Select ---		Employee Name --- Select ---			
Resignation Date 01-09-2019		To 01-10-2020		<a href="#">Search</a>	
<a href="#">New</a>					
No	Date	Employee Name	Date of Leaving	Reason for Leaving	
568	01-06-2020	J. Noorjahan	31-05-2020	Personal	 
569	01-06-2020	J. Xavier	31-05-2020	Personal	 
571	01-06-2020	S.M. Sindhu	16-03-2020	Personal	 
572	01-06-2020	S. Pugalendhi	21-03-2020	Personal	 
573	01-06-2020	M. Harshavarthan	13-03-2020	Personal	 
574	01-06-2020	R. Mahalakshmi	21-03-2020	Personal	 
575	01-06-2020	P. Suganthi	21-03-2020	Personal	 
576	01-06-2020	T. Rajesh	21-03-2020	Personal	 
577	01-06-2020	I. Arungandhi	21-03-2020	Personal	 
578	01-06-2020	T. Bharathan	21-03-2020	Personal	 
61 records found. <a href="#">First</a> <a href="#">Prev</a> Displaying page 1 of 7 <a href="#">Next</a> <a href="#">Last</a>					

### To modify existing Resignation

1. Select the resignation no you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete Resignation:

1. Select a resignation no you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Resignation:

## RESIGNATION

\* S. No.

\* Date

\* Employee Name

\* Date of Leaving

\* Reason for Leaving

1. Click New button.
2. Enter date.
3. Select Employee name.
4. Select date of leaving.
5. Enter reason for leaving.
6. Click <Save> button.

If the message is '**Resignation saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 15.9 Employee Activity

Employee activity is used to maintain activity of employee.

EMPLOYEE ACTIVITY						
Search by the criteria below :						
Activity --- Select ---		Employee --- Select ---				
Submit Date <input type="text"/>		To <input type="text"/>		<input type="button" value="Search"/>		
<input type="button" value="New"/>						
Activity No.	Date	Name	Activity	Participate Nature	Organizer	
1	08-02-2022	BABU T	Activity	Kala	University	
1 records found. <input type="button" value="First"/> <input type="button" value="Prev"/> Displaying page 1 of 1 <input type="button" value="Next"/> <input type="button" value="Last"/>						

### To modify existing Employee Activity

- 1 Select the activity no you want to modify.

2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete Employee Activity:

1. Select activity no you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Employee Activity:

EMPLOYEE ACTIVITY			
*Activity No.	1	*Employee	BABU T
Ref. No		*Submit Dt.	08-02-2022
*Activity	Activity	*Activity Type	Activity type
*Activity Level	First level	* From Date	01-04-2019
*Participate Nature	Kala	*To	03-04-2019
*Organizer	University		
Photo Upload <input type="checkbox"/> Certificate Upload <input type="checkbox"/> Resource Upload <input type="checkbox"/>			
Remarks			
		Save	Close

1. Click New button.
2. Select Activity, Activity level, participate nature, organizer, submit date, activity type, from date, to date, winning level.
3. Select Employee name.
4. Select Organiser.
5. Choose photo to upload.

6. Choose certificate to upload.
7. Choose resource to upload.
6. Click <Save> button.

If the message is '**Employee Activity saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 15.10 Employee Register

The parameter screen will open as shown in below.

EMPLOYEE REGISTER																																									
Department <input type="text" value="--- Select ---"/> Employee Type <input type="text" value="--- Select ---"/> *Status <input type="text" value="Active"/>	<div>Excel Fields</div> <table> <tr><td><input type="checkbox"/></td><td>S.No.</td></tr> <tr><td><input type="checkbox"/></td><td>1 Title</td></tr> <tr><td><input type="checkbox"/></td><td>2 Emp No</td></tr> <tr><td><input type="checkbox"/></td><td>3 Emp ID</td></tr> <tr><td><input type="checkbox"/></td><td>4 Faculty Unique ID</td></tr> <tr><td><input type="checkbox"/></td><td>5 Library ID</td></tr> <tr><td><input type="checkbox"/></td><td>6 Staff Name</td></tr> <tr><td><input type="checkbox"/></td><td>7 Gender</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>8 Father Name</td></tr> <tr><td><input type="checkbox"/></td><td>9 Address</td></tr> <tr><td><input type="checkbox"/></td><td>10 City</td></tr> <tr><td><input type="checkbox"/></td><td>11 Pin Code</td></tr> <tr><td><input type="checkbox"/></td><td>12 Community</td></tr> <tr><td><input type="checkbox"/></td><td>13 Caste</td></tr> <tr><td><input type="checkbox"/></td><td>14 Religion</td></tr> <tr><td><input type="checkbox"/></td><td>15 Date of Birth</td></tr> <tr><td><input type="checkbox"/></td><td>16 Landline No</td></tr> <tr><td><input type="checkbox"/></td><td>17 Mobile No</td></tr> <tr><td><input type="checkbox"/></td><td>18 Email ID</td></tr> <tr><td><input type="checkbox"/></td><td>19 Employee Type</td></tr> </table>	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	1 Title	<input type="checkbox"/>	2 Emp No	<input type="checkbox"/>	3 Emp ID	<input type="checkbox"/>	4 Faculty Unique ID	<input type="checkbox"/>	5 Library ID	<input type="checkbox"/>	6 Staff Name	<input type="checkbox"/>	7 Gender	<input checked="" type="checkbox"/>	8 Father Name	<input type="checkbox"/>	9 Address	<input type="checkbox"/>	10 City	<input type="checkbox"/>	11 Pin Code	<input type="checkbox"/>	12 Community	<input type="checkbox"/>	13 Caste	<input type="checkbox"/>	14 Religion	<input type="checkbox"/>	15 Date of Birth	<input type="checkbox"/>	16 Landline No	<input type="checkbox"/>	17 Mobile No	<input type="checkbox"/>	18 Email ID	<input type="checkbox"/>	19 Employee Type
<input type="checkbox"/>	S.No.																																								
<input type="checkbox"/>	1 Title																																								
<input type="checkbox"/>	2 Emp No																																								
<input type="checkbox"/>	3 Emp ID																																								
<input type="checkbox"/>	4 Faculty Unique ID																																								
<input type="checkbox"/>	5 Library ID																																								
<input type="checkbox"/>	6 Staff Name																																								
<input type="checkbox"/>	7 Gender																																								
<input checked="" type="checkbox"/>	8 Father Name																																								
<input type="checkbox"/>	9 Address																																								
<input type="checkbox"/>	10 City																																								
<input type="checkbox"/>	11 Pin Code																																								
<input type="checkbox"/>	12 Community																																								
<input type="checkbox"/>	13 Caste																																								
<input type="checkbox"/>	14 Religion																																								
<input type="checkbox"/>	15 Date of Birth																																								
<input type="checkbox"/>	16 Landline No																																								
<input type="checkbox"/>	17 Mobile No																																								
<input type="checkbox"/>	18 Email ID																																								
<input type="checkbox"/>	19 Employee Type																																								
<input type="button" value="Export"/> <input type="button" value="View"/> <input type="button" value="Close"/>																																									

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## EMPLOYEE REGISTER

S No.	Employee Name	Designation	City	Date of Birth	Date of Joining	Mobile	Email id	Pan No.	Status
Department : GENERAL									
1	Mr.MAIDEEN BATCHA S	Driver	AMMAPAPPA PU	12-12-1960	10-08-2015				Active
Employee Type : Non Teaching Staff									
Department : TAMIL									
2	Mrs.VISHNUPRIYA R	Assistant Pr	SIVAKASI	16-05-1990	03-12-2018	9677514050			Active
3	Mrs.KANDASAMY PANDIA	Assistant Pr	N.PUDHUR, RA	03-01-1986	01-07-2014	9629222201			Active
4	Mr.RAJU P	Assistant Pr	SIVALINGAPUR	16-05-1981	01-07-2014	9080489242			Active
5	Mr.MYTHILIRAJ C	Assistant Pr	NAKKANERY, R	07-08-1986	03-08-2015	8825975507			Active
6	Mrs.LALITHA AMBIKA S	Assistant Pr	ALAGAPURI, R	11-09-1979	03-12-2018	9942353622			Active
7	Mrs.GEETHA D	Assistant Pr	AMMAIYAPURAM	07-05-1978	06-12-2018	8056620855			Active
8	Mrs.GEETHA R	Assistant Pr	RJM	07-06-1982	10-06-2019	9500680175			Active
Employee Type : Teaching Staff(Self)									
Department : TAMIL									
9	Mrs.KALAVATHI V	Assistant Pr	SRIVILLIPUTT	26-07-1980	20-06-2013	9489457236			Active
10	Mrs.SATHYA S	Assistant Pr	AMMAIYAPURAM	01-03-1984	20-08-2018	9442404378			Active
11	Miss.KARTHIKA DEVI L	Assistant Pr	RJM	20-05-1997	07-08-2019	9442562116			Active
Employee Type : Non-Teaching Staff (Self)									
Department : TAMIL									
12	Mrs.VANI DEVI K	Assistant Pr	RJM	30-07-1979	01-02-2020				Active

## 15.11 Attendance Register

The parameter screen will open as shown in below.

ATTENDANCE REGISTER

\*Type

Date wise

▼

Employee Type

--- Select ---

\*Attendance Date

02-01-2020

View

Close

- 1.Select or type the parameters you want to provide and click View. Report will open.
- 2.You can take the print out with the help of the toolbar on top of the report.



## ATTENDANCE REGISTER

Date : 02-01-2020

S.No	Emp. ID.	Name	In Time	Out Time	W.Hours	FN	AN	Late In(Min)	Early Out(Min)	Status
Department : ADMIN OFFICE										
1	2006	VINOTH PRANAV M R	08:25	18:00	9:35	P	P			Present
Department : COMPUTER APPLICATION										
2	4013	KALIRAJA T	08:28	18:06	9:38	P	P			Present
3	44	ARUNKUMAR, V.	08:29	17:58	9:29	P	P			Present
4	4002	PONNUCHAMY L	08:21	18:00	9:39	P	P			Present
Department : CHEMISTRY										
5	6666	ARUNKUMAR R	08:51	17:29	8:38	P	P			Present
6	67	VIDHYASANKAR S	08:25	18:01	9:36	P	P			Present
7	3041	UMASANKARESWARI T	08:24	18:00	9:36	P	P			Present
Department : COMMERCE										
8	34	KULOTHUNGAPANDIAN	08:32	18:00	9:28	P	P			Present
9	162	RAMALATHA S	08:25	17:57	9:32	P	P			Present
10	3026	SARANYADEVI R	08:26	18:01	9:35	P	P			Present
11	32	THEIVENDRAN R	08:24	18:00	9:36	P	P			Present
12	3025	BHUVANESHWARI A	09:34	18:27	8:53	P	P		34	Present
13	321	MAGESVARAN N	08:22	18:00	9:38	P	P			Present

## 15.12 Permission Register

The parameter screen will open as shown in below.

**PERMISSION REGISTER**

Employee Name

\*Permission Date  \* To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## PERMISSION REGISTER

From : 01-01-2019 To : 30-09-2022

S.No.	Date	Emp. No.	Name	Type	Taken Time	Reason
1	03-01-2019	160	RAMALATHA S	Personal	0 hour	2 Hours (AN)
2	05-01-2019	73	SORUBALATHA R	Personal	0 hour	2 hours(AN)
3	26-03-2019	221	KALIRAJA T	Personal	0 hour	
4	03-05-2019	44	ARUNKUMAR, V.	Personal	0 hour	Bank work
5	03-05-2019	221	KALIRAJA T	Personal	0 hour	Bank Work
6	07-05-2019	58	MALAIKANI, C.	On Duty	0 hour	Admission Work (12 to 1 pm)
7	11-05-2019	193	RAJALINGAM R	Personal	0 hour	Not Felling Well - (Evening)
8	13-05-2019	192	PADMAVATHI S	Personal	0 hour	Going to hospital
9	15-05-2019	32	THEIVENDRAN.R	Personal	0 hour	going to hospital - Evening
10	15-05-2019	134	SRIDHAR R	Personal	0 hour	Morning - Went to hospital
11	01-07-2019	32	THEIVENDRAN.R	Personal	0 hour	8.30 am to 10.30 am
12	03-07-2019	130	RAMARAJ K	Personal	0 hour	2.10 pm to 4.10 pm
13	06-07-2019	134	SRIDHAR R	Personal	0 hour	8.30 am to 10.30 am
14	08-07-2019	191	ABINAYA B	Personal	0 hour	8.30 am to 10.30 am
15	09-07-2019	228	SWATHI MUTHU C	Personal	0 hour	8.30 am to 10.30 am
16	12-07-2019	34	KULOTHUNGAPANDI	Personal	0 hour	2.10 pm to 4.10 pm
17	12-07-2019	221	KALIRAJA T	Personal	0 hour	8.30 am to 10.30 am
18	22-07-2019	160	RAMALATHA S	Personal	0 hour	2.10 pm to 4.10 pm
19	26-07-2019	198	VINOTH PRANAV M	Personal	0 hour	2.10 PM TO 4.10 PM
20	26-07-2019	218	PANDEESWARI S	Personal	0 hour	2.10 PM TO 4.10 PM
21	27-07-2019	226	BATHRI DEVANATH	Personal	0 hour	2.10 pm to 4.10 pm
22	27-07-2019	226	BATHRI DEVANATH	Personal	0 hour	2.10 PM TO 4.10 PM
23	29-07-2019	8	CHANDRASEKARAN,	Personal	0 hour	2.10 pm to 4.10 pm

## 15.13 Leave Register

The parameter screen will open as shown in below.

**LEAVE REGISTER**

\*Type  ▼

\*Leave Date  \* To

Leave Type

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## LEAVE REGISTER

From : 01-09-2019 To : 25-09-2019

S.No	Date	Emp. No.	Name	From	To	No. of Days	Type	Remarks
Department : COMPUTER APPLICATION								
1	23-09-2019	221	KALIRAJA T	20-09-2019	20-09-2019	1.0	COMPENSATI	off - 21.09.2019
2	25-09-2019	44	ARUNKUMAR, V.	25-09-2019	25-09-2019	0.5	Casual	Personal
Department : CHEMISTRY								
3	19-09-2019	109	UMASANKARESWARI T	18-09-2019	18-09-2019	1.0	ON DUTY	Chennai - Dote
4	20-09-2019	109	UMASANKARESWARI T	19-09-2019	19-09-2019	0.5	Casual	Personal
Department : COMMERCE								
5	06-09-2019	1	SINGARAJ.S	03-09-2019	05-09-2019	3.0	COMPENSATI	Marriage Function
6	07-09-2019	185	SARANYADEVI R	05-09-2019	06-09-2019	2.0	Casual	Personal
7	09-09-2019	215	MURUGAN R	07-09-2019	07-09-2019	1.0	LOP	Personal
8	09-09-2019	80	BHUVANESHWARI A	12-09-2019	12-09-2019	1.0	Casual	Personal
9	14-09-2019	62	MUTHULAKSHMI A	12-09-2019	12-09-2019	1.0	Casual	Personal
10	15-09-2019	34	KULOTHUNGAPANDIAN.S	14-09-2019	14-09-2019	1.0	ON DUTY	senthil rajalakshmi pro
11	19-09-2019	215	MURUGAN R	16-09-2019	17-09-2019	2.0	LOP	Personal
12	21-09-2019	160	RAMALATHA S	18-09-2019	20-09-2019	3.0	ON DUTY	Industrial Visit
13	25-09-2019	215	MURUGAN R	25-09-2019	25-09-2019	1.0	LOP	Personal
Department : COMPUTER SCIENCE								

## 15.14 Salary Register

The parameter screen will open as shown in below.

**SALARY REGISTER**

Department   
 Employee Type   
 \*Salary Date  \* To   
 Download ESI contibution ☐  

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## SALARY REGISTER FOR THE PERIOD 01-01-2019 TO 31-01-2019

S No	Name	Design/Dept.	Basic	CGP	DA	HRA	SA	L.Days	L.Pay	Gross	ADV	BF	ESI	PF	RS	SF	T.DED	N.Sal
1	VENKATRAMAN V Acc. No.: PAN No.:	Associate Professor HISTORY Join Date : 28-03-1990	25000	0	0	0	0	0	0	25000	0	0	188	1800	1	0	1989	23011
2	VENKATESWARAN D Acc. No.: PAN No.:	Associate Professor HISTORY Join Date : 29-06-1990	25000	8000	4548	2820	12995	0	0	53363	0	330	222	1800	1	100	2453	50910
3	RAMESHKUMAR K Acc. No.: PAN No.:	Associate Professor HISTORY Join Date : 23-11-1994	25000	4900	1420	7456	1530	0	0	40306	5000	0	199	1800	1	100	7100	33206
4	JAGANATH R Acc. No.: PAN No.:	PRINCIPAL HISTORY Join Date : 03-12-2007	25000	0	0	0	0	0	0	25000	0	0	188	1800	1	0	1989	23011
5	EBI JAMES D Acc. No.: PAN No.:	Associate Professor HISTORY Join Date : 26-03-2009	25000	7000	3840	1800	4916	0	0	42556	0	295	217	480	1	100	1093	41463
6	KANDASAMYB Acc. No.: PAN No.:	Assistant Professor HISTORY Join Date : 26-08-2009	10000	0	0	0	0	0	0	10000	0	0	0	0	0	0	0	10000
7	JAYSHREE R Acc. No.: PAN No.:	Assistant Professor HISTORY Join Date : 11-10-2017	15000	0	0	0	0	0	0	15000	0	1000	0	0	1	0	1001	13999
8	SAKTHIVEL R Acc. No.: PAN No.:	Assistant Professor HISTORY Join Date : 11-01-2018	15000	0	0	0	0	0	0	15000	0	0	0	0	1	0	1	14999
9	RAMJI PR Acc. No.: PAN No.:	Assistant Professor HISTORY Join Date : 16-06-2008	5000	0	0	0	0	0	0	5000	0	0	38	1800	1	0	1839	3161

## 15.15 Payslip

The parameter screen will open as shown in below.

PAYSIP					
Search by the criteria below :					
Department --- Select ---		Employee Name --- Select ---			
Employee Type --- Select ---		Payslip Date	To	<input type="button" value="Search"/> <input type="button" value="Print"/>	
SNo	From Date	To Date	Department	Employee	
1	01-01-2019	31-01-2019	HISTORY	VENKATESWARAN D	
2	01-01-2019	31-01-2019	HISTORY	RAMESHKUMAR K	
3	01-01-2019	31-01-2019	HISTORY	JAGANATH R	
4	01-01-2019	31-01-2019	HISTORY	EBI JAMES D	
5	01-01-2019	31-01-2019	HISTORY	RAMJI PR	
6	01-01-2019	31-01-2019	HISTORY	KANDASAMYB	
7	01-01-2019	31-01-2019	HISTORY	SREE LAKSHMI B	
8	01-01-2019	31-01-2019	HISTORY	JAYSHREE R	
9	01-01-2019	31-01-2019	HISTORY	SAKTHIVEL R	

1. Select or type the parameters you want to provide and click Search. Data will open in grid. Click Print icon report will open.

2. You can take the print out with the help of the toolbar on top of the report.

---

**Payslip for the period of 01-01-2019 - 31-01-2019**


---

Employee No : 7  
 Employee Name : RAMESHKUMAR K  
 Designation : Assistant Professor  
 Basic Pay : 25,000.00  
 Working Days : 17.00

PF No. :  
 ESI No. :  
 Department : HISTORY  
 Leave Days : 13.0

**Earnings**

CGP : 4,900.00  
 DA : 1,420.00  
 HRA : 7,456.00  
 SA : 1,530.00

**Deductions**

ADV : 5,000.00  
 ADV : 5,000.00  
 ESI : 199.00  
 ESI : 199.00  
 PF : 1,800.00

**15.16 PF Register**

The parameter screen will open as shown in below.

**PF REGISTER**

Department

Employee Type

\*Salary Date  \* To

Abstract ☐

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## PF Register From 01-01-2019 To 31-01-2019

S.No	Emp. No	PF No	Emp. Name.	Basic Pay + DA	Employee Share	Management Share MPF	Management Share FPF
1	3		VENKATRAMAN V	50,000.00	1,800.00	551.00	1,249.00
2	6		VENKATESWARAN D	59,096.00	1,800.00	551.00	1,249.00
3	7		RAMESHKUMAR K	52,840.00	1,800.00	551.00	1,249.00
4	9		JAGANATH R	50,000.00	1,800.00	551.00	1,249.00
5	10		EBI JAMES D	57,680.00	480.00	147.00	333.00
6	13		RAMAKRISHNAN C	51,730.00	480.00	147.00	333.00
7	15		MURUGANANTHAM M	24,080.00	1,800.00	551.00	1,249.00
8	20		SURENDRAN A	54,320.00	1,800.00	551.00	1,249.00
9	21		CHIDAMBARANATHAN S	50,000.00	1,800.00	551.00	1,249.00
10	25		DAVID LAURENCE S	50,000.00	1,800.00	551.00	1,249.00
11	26		SOMASEKARAN S	50,000.00	1,800.00	551.00	1,249.00
12	29		RAMESH N	59,096.00	1,800.00	551.00	1,249.00
13	33		GNANA PRAKASAM S	39,992.00	900.00	275.00	625.00
14	54		KANNAN SK	35,500.00	1,800.00	551.00	1,249.00
15	59		PONNUCHAMY L	37,320.00	1,800.00	551.00	1,249.00

## 15.17 ESI Register

The parameter screen will open as shown in below.

ESI REGISTER

Department

Employee Type

\*Salary Date  \* To

1. Select or type the parameters you want to provide and click View. Report will open.

2. You can take the print out with the help of the toolbar on top of the report.



## ESI Register From 01-01-2019 To 31-01-2019

S.NO	EMP. NO	ESI NO	EMP. NAME.	NET SALARY	TOTAL PAY	ESI_EMP	ESI_EMF
Employee Type : Menial Staff							
1	73	95684713251392	SORUBALATHA R	15,809.00	18,640.00	70.00	
Employee Type : Teaching Staff							
1	109	95684713251428	UMASANKARESWARI T	49,522.00	97,156.00	365.00	
Employee Type : Teaching Staff Aided							
1	65	95684713251384	RAMJI PR	3,161.00	10,000.00	38.00	
2	68	95684713251387	RAMALAKSHMI R	7,650.00	10,000.00	38.00	
3	101	95684713251420	SURIAKALA P	9,276.00	16,000.00	60.00	
4	102	95684713251421	SREE LAKSHMI B	16,111.00	16,320.00	62.00	
5	80		BHUVANESHWARI A	17,517.00	21,820.00	82.00	
6	15	95684713251335	MURUGANANTHAM M	13,616.00	24,080.00	91.00	
7	9	95684713251329	JAGANATH R	23,011.00	50,000.00	188.00	
8	21	95684713251341	CHIDAMBARANATHAN S	22,011.00	50,000.00	188.00	
9	25	95684713251345	DAVID LAURENCE S	22,011.00	50,000.00	188.00	
10	26	95684713251346	SOMASEKARAN S	22,011.00	50,000.00	188.00	
11	3		VENKATRAMAN V	23,011.00	50,000.00	188.00	
12	13	95684713251333	RAMAKRISHNAN C	30,863.00	51,730.00	194.00	
13	7		RAMESHKUMAR K	33,206.00	52,840.00	199.00	
14	20	95684713251340	SURENDRAN A	32,034.00	54,320.00	204.00	
15	10		EBI JAMES D	41,463.00	57,680.00	217.00	

## 15.18 Deduction Register

The parameter screen will open as shown in below.

**DEDUCTION REGISTER**

Department

Employee Type

\*Salary Date

\* To

Show Summary ☐

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.

2. You can take the print out with the help of the toolbar on top of the report.

## DEDUCTION REGISTER FOR THE PERIOD 01-01-2019 TO 31-01-2019

S No	Name	N. Sal	ADV	BF	RS	SF	T.DED	Net Sal
1	VENKATESWAR	51341	0	330	1	100	431	50910
2	JAGANATH R	23012	0	0	1	0	1	23011
3	RAMESHKUMAR	38307	5000	0	1	100	5101	33206
4	VENKATRAMAN	23012	0	0	1	0	1	23011
5	SAKTHIVEL	15000	0	0	1	0	1	14999
6	KANDASAMYB	10000	0	0	0	0	0	10000
7	SREE LAKSHM	16112	0	0	1	0	1	16111
8	RAMJI PR	3162	0	0	1	0	1	3161
9	EBI JAMES D	41859	0	295	1	100	396	41463
10	JAYSHREE R	15000	0	1000	1	0	1001	13999
Grand Total :		236805	10000	3250	18	600	6934	229871

## 15.19 Certificate Issue Register

The parameter screen will open as shown in below.

**CERTIFICATE ISSUE REGISTER**

Certificate

\*Issue Date  \*To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.



## CERTIFICATE ISSUE REGISTER

From : 01-09-2019 To : 31-03-2022

Issue No.	Issue Date	Emp No.	Name	Department
Certificate : Appoint Order				
20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY
Certificate : No Due certificate				
20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY
Certificate : Non Objection certificate				
20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY
Certificate : Relieving Order				
20-21/00001	23-02-2022	3	VENKATRAMAN V	HISTORY
Certificate : Salary Certificate				

## 16. Transport

Transport module helps to maintain the records of the vehicles.

### 16.1 Application

Application screen is used to maintain the details of the Bus Application.

**APPLICATION**

Search by the criteria below :

Type Student ▼

Appn. Date   To  

Route --- Select ---

Stop --- Select ---

Student --- Select ---

Batch --- Select ---

Programme --- Select ---

Staff --- Select ---

Dept --- Select ---

Status Issued ▼

[Search](#)

[New](#)
[Bulk](#)

Application No.	Date	Roll No.	Name	Batch	Programme	Bus Route	Bus Stop	Valid Upto	Status	
20-21/01036	07-01-2021	20RBHI034	AASHIK AHMAD M	2020-2023	B.A. HISTORY	Rajapalayam - 2	ANGARAI	01-03-2022	Issued	
20-21/01037	07-01-2021	19SMCA010	CHANDRAN S	2019-2021	M.COM COMPUTER APPLICATION	Rajapalayam - 2	ANGARAI	01-03-2022	Issued	
21-22/01038	07-01-2021	18SBBA014	AJITH P	2018-2021	B.B.A.	Rajapalayam - 2	KABERIAL PURAM	31-05-2021	Issued	
21-22/01039	07-01-2021	19SBCO001	AASHA M	2019-2022	B.COM (SELF)	Andalpuram	ANDALPURAM	31-05-2021	Issued	
21-22/01040	07-01-2021	19RMHI001	ABARNA R	2019-2021	M.A. HISTORY	Ayyanapuram	AYYANAPURAM	31-05-2021	Issued	
21-22/01041	07-01-2021	19SBCO023	ABILASH K	2019-2022	B.COM (SELF)	Rajapalayam - 2	LALGUDI	31-05-2021	Issued	
21-22/01042	07-01-2021	18BMT043	HARI HARAN M	2018-2021	B.SC. MATHS	Rajapalayam - 2	ARIYAMANGALAM	31-05-2021	Issued	
21-22/01043	07-01-2021	18BMT032	SUBA SUNDARI T	2018-2021	B.SC. MATHS	Ayyanapuram	AYYANAPURAM	31-05-2021	Issued	
21-22/01044	07-01-2021	19SBTM031	GUNASEKARAN R	2019-2022	B.A. TAMIL	Chatrapatti	CHATRAPATTI	31-05-2021	Issued	
21-22/01045	07-01-2021	20RBPY019	ARUN S	2020-2023	B.SC. PHYSICS	Chatrapatti	CHATRAPATTI	31-05-2021	Issued	

22 records found. [First](#) [Prev](#) Displaying page 1 of 3 [Next](#) [Last](#)

#### To modify existing Application

We cannot edit the Application number.


1. Select the Application No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Application

1. Select a Application you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Application

APPLICATION	
Application No.	20-21/01036
*Date	07-01-2021
*Type	Student
*Student	20RBHI034 ( AASHIK AHMAD M )
Batch	2020-2023
Programme	B.A. HISTORY
*Bus Route	Rajapalayam - 2
*Bus Stop	ANGARAI
*Status	Issued
*Valid Upto	01-03-2022



Remarks :

Save

Close

1. Press New Button.
2. Application Number is displayed automatically.
3. Select Application date.
4. Select Type and Student.
5. Batch and Programme details are filled automatically
6. Select Bus Route, Bus Stop and change the status as Issued.
7. Enter valid date.
8. Press <Save> button.

If the message is '**Application saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.2 Trip Sheet

Trip Sheet is used to maintain the record of vehicle history.

TRIP SHEET

Search by the criteria below :

Vehicle No.

Route

Driver

Trip Date  To

Destination

Vehicle No.	Route	Start Place	Destination	Total Km	Driver	
Maruthi Omni	D-Kulithalai	COLLEGE	SAMAYAPURAM	7	P.Edwin Raj	
Maruthi Omni	D-Kulithalai	COLLEGE	SAMAYAPURAM	45	P.Edwin Raj	
Maruthi Omni	E-O.F.T	COLLEGE	THILLAINAGAR 1 st CROSS	49	K.Karthikeyan	
Maruthi Omni	G-Thuvakudi	COLLEGE	TIRUVERAMBUR	40	K.Karthikeyan	
Maruthi Omni	B-Thirukattupalli - I	COLLEGE	THIRUKATTUPALLI	43	K.Karthikeyan	
Maruthi Omni	E-O.F.T	COLLEGE	THILLAINAGAR 1 st CROSS	39	M.Kalai Selvan	
Maruthi Omni	E-O.F.T	COLLEGE	THILLAINAGAR 1 st CROSS	60	P.Edwin Raj	
Maruthi Omni	E-O.F.T	THILLAINAGAR 1 st CROSS	COLLEGE	38	P.Edwin Raj	
Maruthi Omni	OMNI	COLLEGE	Perambalur	42	M.Kalai Selvan	
Maruthi Omni	OMNI	COLLEGE	SAMAYAPURAM	6	M.Kalai Selvan	

1185 records found.   Displaying page 1 of 119

### To modify existing Trip Sheet

We cannot edit the Vehicle number.

1. Select the Vehicle No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Trip Sheet

1. Select a Vehicle you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Trip Sheet

## TRIP SHEET

*Vehicle No.	<input type="text" value="Maruthi Omni"/>	*Starting Km	<input type="text" value="93045"/>
*Bus Route	<input type="text" value="D-Kulithalai"/>	*Ending Km	<input type="text" value="93052"/>
*Driver	<input type="text" value="P.Edwin Raj"/>	*Total Km	<input type="text" value="7"/>
*Starting Place	<input type="text" value="COLLEGE"/>	Remarks	<input type="text" value="KVB BANK"/>
*Start Date	<input type="text" value="06-09-2018"/>	Time	<input type="text" value="10:30 am"/> ▲ ▼
*Destination	<input type="text" value="SAMAYAPURAM"/>		
*Arrival Date	<input type="text" value="06-09-2018"/>	Time	<input type="text" value="11:30 am"/> ▲ ▼

1. Press New Button.
2. Select Vehicle no
3. Select Bus Route, Driver.
4. Enter Starting place.
5. Select Start date, Time, destination, arrival date and time.
6. Enter Starting km, ending km, Total km, remarks
7. Press <Save> button.

If the message is '**Trip Sheet saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 16.3 Fuel Consumption





















Fuel Consumption is used to maintain the record of bus fuel.

**FUEL CONSUMPTION**

Search by the criteria below :

Vehicle No.  Driver  Fuel Type

Fuel Date  To

Vehicle No.	Fuel Date	Km Reading	Fuel Type	No. of Litres	
A	11-11-2016	385428	DIESEL	0.00	 
B	01-11-2016	73750	DIESEL	0.00	 
C	01-11-2016	68168	DIESEL	180.00	 
D	01-11-2016	90133	DIESEL	0.00	 
E	01-11-2016	806329	DIESEL	0.00	 
G	01-11-2016	634539	DIESEL	0.00	 
J	01-11-2016	51066	DIESEL	182.00	 
F	01-11-2016	54241	DIESEL	0.00	 
J	01-11-2016	8478	DIESEL	0.00	 
A	02-11-2016	385456	DIESEL	0.00	 

10638 records found.   Displaying page 1 of 1064

### To modify existing Fuel Consumption

We cannot edit the Vehicle number.

1. Select the Vehicle No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Fuel Consumption

1. Select a Vehicle you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Fuel Consumption

## FUEL CONSUMPTION

*Date	<input type="text" value="17-07-2017"/>		
*Vehicle No.	<input type="text" value="TN 67 AK 1499"/>		
*Institution	<input type="text" value="ROVAN COLLEGE"/>		
*Driver	<input type="text" value="DHANUSHKODI S P"/>	*Type	<input type="text" value="Diesel"/>
Previous Reading	<input type="text" value="120736"/>	*No. of Litres	<input type="text" value="42.00"/>
*Current Reading	<input type="text" value="121026"/>	*Rate	<input type="text" value="59.00"/>
Total Km Run	<input type="text" value="290"/>	* Amount	<input type="text" value="2478.00"/>
Previous Fuel Filled	<input type="text" value="130.00"/>	Bill No	<input type="text"/>
Mileage/Litre	<input type="text" value="2.23"/>	Bunk Name	<input type="text"/>
Remarks	<input type="text"/>		

1. Press New Button.
2. Select Vehicle no
3. Select Institution, Driver.
4. Previous reading automatically fetch.
5. Enter Current reading, it calculate total km run.
6. Enter Starting km, ending km, Total km, remarks
7. Select Type, Enter no. of litres, rate, amount, bill no, bunk name.
8. Press <Save> button.

If the message is ' **Fuel Consumption saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.4 Vehicle Request

Vehicle Request is used to maintain the record bus trip.

**VEHICLE REQUEST**

Search by the criteria below :

Staff  Department  Vehicle No.

Date  To

Request No.	Date	Dept	Staff	Destination	Vehicle No.
20-21/00001	26-02-2020	Bio Medical Engineering	A.Amirthalingam	Chennai	80

1 records found.   Displaying page 1 of 1

### To modify existing Vehicle Request

We cannot edit the Request number.

1. Select the Request No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Vehicle Request

1. Select a Request No. you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Vehicle Request



## VEHICLE REQUEST

<p>*Request No. <input type="text" value="20-21/00001"/></p> <p>*Date <input type="text" value="26-02-2020"/></p> <p>*Department <input type="text" value="Bio Medical Engineering"/></p> <p>*Staff <input type="text" value="A.Amirthalingam"/></p> <p>*Destination <input type="text" value="Chennai"/></p> <p>*Purpose of Travel <input type="text" value="Implant Training"/></p> <p>*Date <input type="text" value="12-12-2020"/></p> <p>*Start Time <input type="text" value="10:00 am"/> ▲ ▼</p>	<p>*No.of Days <input type="text" value="1.00"/></p> <p>Vehicle No. <input type="text" value="80"/></p> <p>Driver <input type="text" value="C.Karthick"/></p> <p>Approved By <input type="text" value="A.Anusuya"/></p> <p>Remarks <input type="text"/></p>
---	---

1. Press New Button.
2. Enter Date
3. Select department, staff, destination, purpose of travel.
4. Enter date, start time, no of days, vehicle no, driver, approved no, remarks.
5. Press <Save> button.

If the message is '**Vehicle Request saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 16.5 Service





















Service is used to maintain the record of bus service.

**SERVICE**

Search by the criteria below :

Vehicle No.  Driver

Service Date  To

Service No.	Service Date	Vehicle No.	Driver	Attended By	Complete Time	Amount	
18-19/00001	19-09-2018	A	R.Velmani	Paneer Selvam Deisel Work	02:30 PM	6250.00	 
18-19/00002	23-06-2018	A	R.Velmani	Palani Murugan Auto Parts	06:30 PM	13308.00	 
18-19/00003	10-09-2018	D	C.Karthick	Sri Srinivasa Builders	06:00 PM	10500.00	 
18-19/00004	07-07-2018	F	M.Kalai Selvan	Panner selvan deisel works	06:00 PM	15780.00	 
18-19/00005	11-07-2018	C	R.Selvam	palani Murugan Auto Parts	06:00 PM	1485.00	 
18-19/00006	16-07-2018	F	M.Kalai Selvan	Palani Murugan Auto Parts	06:00 PM	18475.00	 
18-19/00007	16-07-2018	J	S.Naveen Raj Kumar	Palani Murugan Auto Parts	06:30 PM	280.00	 
18-19/00008	11-07-2018	A	R.Velmani	Palani murugan Auto Parts	06:30 PM	1890.00	 
18-19/00009	22-08-2018	Tata Ace	M.Kalai Selvan	VST Services Station	06:15 PM	38469.00	 
18-19/00010	17-07-2018	F	D.Vasu Devan	Sri Srinivasa Builders	06:30 PM	50700.00	 

1210 records found.   Displaying page 1 of 121

### To modify existing Service

We cannot edit the Service number.

1. Select the Service No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Service

1. Select a Service No. you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Service

## SERVICE

Service No.	<input type="text" value="18-19/00001"/>	Attended By	<input type="text" value="Paneer Selvam Deisel Work"/>
*Date	<input type="text" value="19-09-2018"/>	Solution	<input type="text" value="Work Completed"/>
*Vehicle No.	<input type="text" value="A"/>	Complete Date	<input type="text" value="21-07-2018"/>
*Driver	<input type="text" value="R.Velmani"/>	Complete Time	<input type="text" value="02:30 pm"/> ▲ ▼
*Problem	<input type="text" value="Mechanical work"/>	Total Down Time	<input type="text"/>
*Reporting Date	<input type="text" value="13-07-2018"/>	Amount	<input type="text" value="6250.00"/>
*Reporting Time	<input type="text" value="08:10 pm"/> ▲ ▼	Verified By	<input type="text" value="K.Manoj Kumar"/>
*Remind On	<input type="text" value="21-07-2018"/>	Remarks	<input type="text" value="Grees Packing Oil services, wheel Alignment,Air Filter change,"/>

3. Press New Button.
4. Enter Date
3. Select Vehicle no, Driver, Problem.
4. Enter Reporting Date, time, Remind on.
5. Enter attended by, solution, Complete date, complete time, total down time, amount.
6. Enter Verified by, remarks
7. Press <Save> button.

If the message is ' **Service saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.6 Reminder

Reminder is used to maintain the record of bus insurance policy.

**REMINDER**

Search by the criteria below :

Reminder No.  Vehicle No.  Reminder type

Renew Date. From  To

Reminder Type	Reminder No.	Reminder Date	Vehicle No.	Renew Date	Reminder Remark
INSURANCE	20-21/00001	26-02-2022	80	15-04-2021	

1 records found.   Displaying page 1 of 1

### To modify existing Reminder

We cannot edit the Reminder number.

1. Select the Reminder No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Reminder

1. Select a Reminder No. you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Reminder

## REMINDER

*Reminder type	<input type="text" value="INSURANCE"/>
Reminder No.	<input type="text" value="20-21/00001"/>
* Date	<input type="text" value="26-02-2022"/>
*Vehicle No.	<input type="text" value="80"/>
Vehicle Name	<input type="text" value="spare from perambalur"/>
Agent	<input type="text" value="Gayathri"/>
Insurer	<input type="text" value="Haris"/>
*Premium Amount	<input type="text" value="5000.00"/>
*Total IDV	<input type="text" value="6000.00"/>
*Policy No.	<input type="text" value="1452FG45"/>
*Mobile No.	<input type="text" value="9994155996"/>
*Renew Date	<input type="text" value="15-04-2021"/>
Remarks	<input type="text"/>

1. Press New Button.
2. Select Reminder Type, Reminder No.
3. Enter Date
4. Select Vehicle no, Agent, Insurer.
5. Enter premium amount, total IDV, policy no, mobile no, Renew date.
6. Enter attended by, solution, Complete date, complete time, total down time, amount.
7. Enter remarks
8. Press <Save> button.

If the message is '**Reminder saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.7 Termination

Termination is used to remove the student or staff from bus application.

### To add a New Termination

TERMINATION

\*Bus Route       \*Terminated on

<input checked="" type="checkbox"/>	S.No.	Bus Stop	Roll No.	Name	
<input checked="" type="checkbox"/>	1	60 FEET ROAD	19RBM042	GURURAJ S	ARTS
<input checked="" type="checkbox"/>	2	60 FEET ROAD	19SBCO032	AYANAR M	ARTS
<input checked="" type="checkbox"/>	3	ANGARAI	19SMCA010	CHANDRAN S	ARTS
<input checked="" type="checkbox"/>	4	ANGARAI	20RBHI034	AASHIK AHMAD M	ARTS
<input checked="" type="checkbox"/>	5	ARIYAMANGALAM	18RBM043	HARI HARAN M	ARTS
<input checked="" type="checkbox"/>	6	COTTON MARKE	20RBPY023	DHINESH M	ARTS
<input checked="" type="checkbox"/>	7	COTTON MARKE	20SBBA017	GANESHKUMAR S	ARTS
<input checked="" type="checkbox"/>	8	COTTON MARKE	20SBMT005	IRULAPPAN P	ARTS
<input checked="" type="checkbox"/>	9	KABERIAL PURAI	18SBBA014	AJITH P	ARTS
<input checked="" type="checkbox"/>	10	LALGUDI	19SBCO023	ABILASH K	ARTS
<input checked="" type="checkbox"/>	11	MADASAMY KOV	19SBCS017	JESURAJA L	ARTS
<input checked="" type="checkbox"/>	12	NEHRU STATUE	19SMEN023	GOVINDA PRABHAKARAN G	ARTS

1. Press New Button.
2. Select Terminated date.
3. Enter bus route and its fetch bus stop, roll no, name
4. Press <Terminate> button.

If the message is '**Termination saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 16.8 Bus wise List

The parameter screen will open as shown in below.

### BUS WISE LIST

Bus Route   
 Type    
 Bus Stop   

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.

2. You can take the print out with the help of the toolbar on top of the report.

#### BUS WISE STUDENT LIST

S.No.	ID	Name	Class / Department	Place	Mobile No
TYPE : STUDENT					
BUS ROUTE: Andalpuram					
BUS STOP : ANDALPURAM					
1	19SBCO001	AASHA M	2019-2022,B.COM (SELF)	RAJAPALAYAM.	9597410260
2	20RBCO004	ESAKKIRANI	2020-2023,B.COM	RJM	
BUS ROUTE: Ayyanapuram					
BUS STOP : AYYANAPURAM					
1	18RBMTO32	SUBA SUNDA	2018-2021,B.SC. MATHS	SANKARANKOIL	8015743833
2	19RMHI001	ABARNA R	2019-2021,M.A. HISTORY	MUHAVOOR, RA	9952735697
BUS ROUTE: Chatrapatti					
BUS STOP : CHATRAPATTI					
1	19SBTM031	GUNASEKARA	2019-2022,B.A. TAMIL	RJM	8056312985
2	20RBPY019	ARUN S	2020-2023,B.SC. PHYSICS	RJM	9677352321
BUS ROUTE: Dhalavaipuram					
BUS STOP : DHALAVAIPURAM					
1	20RMHI012	ARCHANAPRE	2020-2022,M.A. HISTORY	RJM	9344521329

## 16.8 Bus wise List

The parameter screen will open as shown in below.

### BUS WISE LIST

Bus Route   
 Type   
 Bus Stop   

View
Close

1. Select or type the parameters you want to provide and click View. Report will open.

2. You can take the print out with the help of the toolbar on top of the report.

#### BUS WISE STUDENT LIST

S.No.	ID	Name	Class / Department	Place	Mobile No
TYPE : STUDENT					
BUS ROUTE: Andalpuram					
BUS STOP : ANDALPURAM					
1	19SBCO001	AASHA M	2019-2022,B.COM (SELF)	RAJAPALAYAM.	9597410260
2	20RBCO004	ESAKKIRANI	2020-2023,B.COM	RJM	
BUS ROUTE: Ayyanapuram					
BUS STOP : AYYANAPURAM					
1	18RBMTO32	SUBA SUNDA	2018-2021,B.SC. MATHS	SANKARANKOIL	8015743833
2	19RMHI001	ABARNA R	2019-2021,M.A. HISTORY	MUHAVOOR, RA	9952735697
BUS ROUTE: Chatrapatti					
BUS STOP : CHATRAPATTI					
1	19SBTM031	GUNASEKARA	2019-2022,B.A. TAMIL	RJM	8056312985
2	20RBPY019	ARUN S	2020-2023,B.SC. PHYSICS	RJM	9677352321
BUS ROUTE: Dhalavaipuram					
BUS STOP : DHALAVAIPURAM					
1	20RMHI012	ARCHANAPRE	2020-2022,M.A. HISTORY	RJM	9344521329

## 16.9 Trip Sheet

The parameter screen will open as shown in below.



## TRIP SHEET

Vehicle No. --- Select ---

\*Trip Date 01-01-2019 \* To 26-02-2022

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.

2. You can take the print out with the help of the toolbar on top of the report.

## TRIP SHEET

From : 01-01-2019 To : 26-02-2022

Vehicle No.	Starting Place	Starting Date	Time	Destination	Arrival Date	Time	Starting Km	Ending Km	Total Km	Driver	Remarks
Maruthi Omni	COLLEGE	01-02-2019	11:00 AM	VC Madam Hous	01-02-2019	01:00 PM	103672	103693	21	R.Velmani	v.c madam house go to sekar si
Maruthi Omni	COLLEGE	01-02-2019	04:45 PM	TOLL PLAZA	01-02-2019	05:15 PM	103693	103695	2	R.Velmani	milk pickup toll plaza
Maruthi Omni	COLLEGE	02-02-2019	11:30 AM	Perambalur	02-02-2019	03:00 PM	103695	103793	98	D.Vasu Dev	sir purchase
Maruthi Omni	COLLEGE	03-02-2019	04:45 AM	Perambalur	03-02-2019	07:00 AM	103793	103882	89	D.Vasu Dev	milk-150 litres
Maruthi Omni	COLLEGE	04-02-2019	04:45 AM	Perambalur	04-02-2019	07:00 AM	103883	103967	84	D.Vasu Dev	milk-150litres
Maruthi Omni	COLLEGE	04-02-2019	11:30 AM	SAMAYAPURAM	04-02-2019	01:00 PM	103967	103978	11	D.Vasu Dev	college to kvb bank,toll plaza
Maruthi Omni	COLLEGE	05-02-2019	04:50 AM	Perambalur	05-02-2019	06:50 AM	103978	104065	87	D.Vasu Dev	milk-pudhunaduvalur
Maruthi Omni	COLLEGE	05-02-2019	10:00 AM	VC Madam Hous	05-02-2019	12:00 PM	104065	104107	42	D.Vasu Dev	V.C.mam house
Maruthi Omni	COLLEGE	05-02-2019	12:00 PM	SAMAYAPURAM	05-02-2019	12:45 PM	104107	104114	7	D.Vasu Dev	KVB-BANK,Samayapuram
Maruthi Omni	COLLEGE	05-02-2019	07:00 PM	GANDHI MARKET	05-02-2019	08:00 PM	104114	104149	35	D.Vasu Dev	K.T.M Maligai-trichy
Maruthi Omni	COLLEGE	06-02-2019	08:30 AM	SAMAYAPURAM	06-02-2019	09:30 AM	104149	104152	3	M.Kalai Se	speaker-samayapuram and guest
Maruthi Omni	COLLEGE	06-02-2019	10:45 AM	SAMAYAPURAM	06-02-2019	11:45 AM	104152	104158	6	M.Kalai Se	Tea-college, college to samayap
Maruthi Omni	COLLEGE	06-02-2019	11:45 AM	Perambalur	06-02-2019	03:20 PM	104158	104253	95	M.Kalai Se	perambalur main campus
Maruthi Omni	COLLEGE	06-02-2019	03:45 PM	SAMAYAPURAM	06-02-2019	04:30 PM	104253	104259	6	M.Kalai Se	KVB BANK-Samayapuram
Maruthi Omni	COLLEGE	06-02-2019	05:00 PM	GANDHI MARKET	06-02-2019	07:45 PM	104260	104299	39	M.Kalai Se	5.00pm evening snacks-boys hos
Maruthi Omni	COLLEGE	07-02-2019	11:00 AM	SAMAYAPURAM	07-02-2019	12:00 PM	104298	104306	8	D.Vasu Dev	samayapuram-rise bags purchase
Maruthi Omni	COLLEGE	07-02-2019	12:30 PM	COLLEGE	07-02-2019	02:00 PM	104306	104307	1	D.Vasu Dev	lunch-boys hostel

## 16.10 Fuel Consumption Register

The parameter screen will open as shown in below.

## FUEL CONSUMPTION REGISTER

Vehicle Type --- Select ---

Vehicle No. --- Select ---

\*Fuel Date 01-01-2019 \*To 30-03-2022

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

**FUEL CONSUMPTION REGISTER**

From : 01-01-2019 To : 30-03-2022

SNo.	Date	Driver	Km Read	Mileage	Km Run	Bunk Name	Veh.no	Bill no	Type	Litres	Rate	Amount
1	02-01-2019	P.Edwin Raj	66492	50	200		Tata Ace		Diesel	0.00	68.25	0.00
2	07-01-2019	P.Edwin Raj	66610	INF	118		Tata Ace		Diesel	10.00	66.58	665.80
3	08-01-2019	P.Edwin Raj	66674	6.4	64		Tata Ace		Diesel	0.00	66.58	0.00
4	09-01-2019	P.Edwin Raj	66729	INF	55		Tata Ace		Diesel	9.00	69.69	627.21
5	11-01-2019	P.Edwin Raj	66926	21.89	197		Tata Ace		Diesel	0.00	66.58	0.00
6	12-01-2019	P.Edwin Raj	67022	INF	96		Tata Ace		Diesel	25.00	66.58	1,664.50
7	18-01-2019	M.Kalai Selvan	67125	4.12	103		Tata Ace		Diesel	0.00	66.58	0.00
8	19-01-2019	P.Edwin Raj	67170	INF	45		Tata Ace		Diesel	9.00	69.69	627.21
9	21-01-2019	P.Edwin Raj	67210	4.44	40		Tata Ace		Diesel	13.00	70.28	913.64
10	22-01-2019	P.Edwin Raj	67572	27.85	362		Tata Ace		Diesel	0.00	70.28	0.00
11	23-01-2019	P.Edwin Raj	67739	INF	167		Tata Ace		Diesel	0.00	70.28	0.00
12	24-01-2019	P.Edwin Raj	67850	INF	111		Tata Ace		Diesel	20.00	70.28	1,405.60
13	25-01-2019	P.Edwin Raj	67970	6	120		Tata Ace		Diesel	0.00	70.28	0.00
14	26-01-2019	P.Edwin Raj	68179	INF	209		Tata Ace		Diesel	0.00	70.28	0.00
15	28-01-2019	M.Kalai Selvan	68411	INF	232		Tata Ace		Diesel	23.00	70.59	1,623.57
16	29-01-2019	M.Kalai Selvan	68554	6.22	143		Tata Ace		Diesel	0.00	70.28	0.00
17	30-01-2019	D.Vasu Devan	68688	INF	134		Tata Ace		Diesel	0.00	70.59	0.00
18	01-02-2019	P.Edwin Raj	68971	INF	283		Tata Ace		Diesel	20.25	70.29	1,423.37

**16.11 Vehicle Request Register**

The parameter screen will open as shown in below.

**VEHICLE REQUEST REGISTER**

Department

\*Vehicle Request Date  \* To

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## VEHICLE REQUEST REGISTER

From : 01-04-2019 To : 31-12-2022

Sl. No.	Request No.	Date	Department	Staff	Destination	Purpose of Travel	Travel Date	Start Time	Days	Vehicle No.	Driver	Approved By
20	21/00001	26-02-2020	Bio Medical	A.Amirthali	Chennai	Implant Training	12-12-2020	10:00 AM	1.00	80	C.Karthick	A.Anusuya

## 16.12 Service Register

The parameter screen will open as shown in below.

## SERVICE REGISTER

Vehicle No.

\*Service Date  \* To

Remind on ☐

View
Close

S

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## SERVICE REGISTER

From : 01-01-2019 To : 31-12-2022

SNo.	Service No.	Date	Vehicle No.	Driver	Problem	Reporting Date	Attend By	Solution	Completion Date	Amount	Remarks
1	18-19/00155	01-01-2019	C	R.Selvam	Tyre Reteried	15-12-2018	Sundaram Ind	Tyre REteried	01-01-2019	4,531.00	
2	18-19/00156	04-01-2019	Tata Ace	P.Edwin Raj	Machinic work	04-01-2019	jammal motor	Dinamo Baring	04-01-2019	2,220.00	
3	18-19/00158	05-01-2019	G	D.Sekar	mirror	05-01-2019	car auto spa	Bus Side Mirr	05-01-2019	140.00	
4	18-19/00157	08-01-2019	A	R.Velmani	Tyre Changed	02-01-2019	Gayathri Val	Tyre Changed	08-01-2019	660.00	
5	19-20/00959	08-01-2019	A	A.Elesbon Ul	Fan Belt fenner TN325	20-12-2019	Sri Palani M	Fan Belt fenn	31-12-2019	395.00	Fan Belt fenner TN325
6	18-19/00162	11-01-2019	B	K.Suresh Kum	Air Grees	10-01-2019	S.Gayathri V	Air Grees Cha	11-01-2019	240.00	
7	18-19/00163	11-01-2019	C	R.Selvam	Air Grees	01-01-2019	S.Gayathri V	Air Grees Cha	11-01-2019	240.00	
8	18-19/00159	25-01-2019	J	S.Naveen Raj	Battery Problem	15-01-2019	Sri Kalpana	Old Battery C	25-01-2019	19,800.00	
9	18-19/00160	30-01-2019	K	P.Karupaiyah	Air Grees	20-01-2019	S.Gayathri V	Air Grees Cha	25-01-2018	240.00	
10	18-19/00161	30-01-2019	D	C.Karthick	Air Grees	25-01-2019	S.Gayathri V	Air Grees Cha	30-01-2019	360.00	
11	18-19/00243	30-01-2019	E	E.Bala Krish	Air Checkup,Air Grees	28-01-2019	S.Gayathri V	Air Checkup,A	30-01-2019	240.00	Air Checkup,Air Grees
12	19-20/00338	31-01-2019	G	D.Sekar	2441 bulb,engine oil lemax gulf,	15-01-2019	Sri palani m	2441 bulb,eng	31-01-2019	3,370.00	2441 bulb,engine oil l
13	19-20/00339	31-01-2019	E	E.Bala Krish	hi power steering oil,speed mete	10-01-2019	Sri palani m	hi power stee	31-01-2019	685.00	hi power steering oil,
14	18-19/00164	09-02-2019	A	R.Velmani	Monthly Toll Pass	31-01-2019	TPTPL	Monthly Toll	01-02-2019	4,390.00	February Month Toll Am
15	18-19/00165	09-02-2019	B	K.Suresh Kum	Monthly Toll Pass	31-01-2019	TPTPL	Monthly Toll	01-02-2019	4,390.00	February Month Toll Am
16	18-19/00166	09-02-2019	C	R.Selvam	Monthly Toll Pass	31-01-2019	TPTPL	Monthly Toll	01-02-2019	4,390.00	February Month Toll Am
17	18-19/00167	09-02-2019	D	C.Karthick	Monthly Toll Pass	31-01-2019	TPTPL	Monthly Toll	01-02-2019	4,390.00	February Month Toll Am
18	18-19/00168	09-02-2019	E	E.Bala Krish	Monthly Toll Pass	31-01-2019	TPTPL	Monthly Toll	01-02-2019	4,390.00	February Month Toll Am

### 16.13 Reminder Register

The parameter screen will open as shown in below.

**REMINDER REGISTER**

Reminder type --- Select --- ▼

\*Reminder Date 01-01-2021
\* To 31-01-2023

View
Close

S

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

REMINDER REGISTER						
From : 01-01-2021		To : 31-01-2023				
S.No.	Reminder Type	Reminder No.	Date	Vehicle no	Renew Date	Remarks
1	INSURANCE	20-21/00001	26-02-2022	80	15-04-2021	

## 17. Accounts

Accounts module helps to maintain the date to date transaction.

### 17.1 Receipt

Receipt screen is used to maintain the income of accounts.

**RECEIPT**

Search by the criteria below :

Voucher No

Account

From  To

Amount

Narration

Show Narration ☐

[Search](#)

[New](#)
[Receipt Register](#)

Vou No.	Date	Account	Narration	Amount
RT1	28-05-2020	Advance From Governing Council	Advance Recived from Governing Council	10,00,000.00
<b>Total Amount : 10,00,000.00</b>				

1 records found [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Receipt

We cannot edit the Voucher number.

1. Select the Voucher No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Receipt

1. Select a Voucher you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

#### To add a New Receipt

## RECEIPT

Voucher No. RT 1 \* Date 28-05-2020

\* Account BoB Acc 01/664

\* Debit Amount 10,00,000.00

Credit Account	Amount	Doc No.	Doc Dt.
Advance From Governing Council	10,00,000.00		X

Narration

Advance Recived from Governing Council

Save

Close

1. Press New Button.
2. Select account and date.
3. Select credit account in grid.
4. Debit amount get automatically when credit amount enter.
5. Enter Document no and date.
5. Enter Narration.
6. Press <Save> button.

If the message is ' **Receipt saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.2 Payment

Payment screen is used to maintain expenditure of accounts.

**PAYMENT**

Search by the criteria below :

Voucher No  Amount

Account  Narration

From  To  Show Narration ☐

Document No.

Vou No.	Date	Account	Narration	Amount
PT1	15-04-2020	E.P.F. Contribution	EPF contribution for the month of MARCH -2020	1,79,635.00
<b>Total Amount : 1,79,635.00</b>				

1 records found.   Displaying page 1 of 1

### To modify existing Payment

We cannot edit the Voucher number.

1. Select the Voucher No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Payment

1. Select a Voucher you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Payment

## PAYMENT

Voucher No. PT 1 \* Date 15-04-2020

\*Account BoB - 01/17776 Cur. Bal. 2846.95Dr

\* Credit Amount 1,79,635.00

Paid to

Debit Account	Amount	Doc No.	Doc Dt.	Drawn On
E.P.F. Contribution	1,79,635.00			<input checked="" type="checkbox"/>

Cur. Bal. 0.00

Narration

EPF contribution for the month of MARCH -2020

Save Close

1. Press New Button.
2. Select account and date.
3. Current balance fetched automatically.
4. Enter Paid to.
5. Select credit account in grid..
6. Enter Document no and date.
7. Enter Narration.
8. Press <Save> button.

If the message is ' **Payment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 17.3 Contra

Contra screen is used to store the credited bills.



**CONTRA**

Search by the criteria below :

Voucher No.   
Account   
From  To   
Document No.

Amount   
Narration   
Show Narration ☐

Vou No.	Date	Account	Narration	Amount
CT1	13-04-2020	BoB - 01/17776	Amount transfer to online account for EPF and ESIC payment	2,15,000.00
<b>Total Amount : 2,15,000.00</b>				

1 records found.   Displaying page 1 of 1

### To modify existing Contra

We cannot edit the Voucher number.

1. Select the Voucher No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Contra

1. Select a Voucher you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Contra

## CONTRA

Voucher No. CT 1

\* Date 13-04-2020

Account Name	Debit	Credit	Doc No.	Doc Dt.	
BoB Acc 01/664	0.00	2,15,000.00			X
BoB - 01/17776	2,15,000.00	0.00			X
<b>Sub Total:</b>	2,15,000.00	2,15,000.00			

Narration :

Amount transfer to online account for EPF and ESIC payment

Save

Close

1. Press New Button.
2. Select date.
3. Select account name and their debit and credit amount in grid.
4. Enter Document no and date.
5. Enter Narration.
6. Press <Save> button.

If the message is ' **Contra saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.4 Bank Reconciliation

Bank Reconciliation screen is maintain both credit and debit for each and every accounts.

## BANK RECONCILIATION

Account BoB - 01/17776

From 01-04-2020

To 31-03-2021



Date	Type	No.	Account	Doc No.	Doc Dt.	Bank Date	Debit	Credit
13-04-2020	CT	1	BoB Acc 01/664				2,15,000.00	
15-04-2020	PT	1	E.P.F. Contribution					1,79,635.00
15-04-2020	PT	2	E.S.I.C Contribution					32,700.00
04-05-2020	CT	16	BoB Acc 01/664	002299			2,13,000.00	
05-05-2020	PT	29	E.P.F. Contribution					1,77,759.00
05-05-2020	PT	30	E.S.I.C Contribution					32,399.00
08-06-2020	CT	21	BoB Acc 01/664				1,95,206.00	
08-06-2020	PT	34	E.P.F. Contribution					1,63,928.00
08-06-2020	PT	35	E.P.F. Contribution					31,278.00
08-07-2020	CT	28	BoB Acc 01/664				1,75,406.00	
09-07-2020	PT	32	E.P.F. Contribution					1,44,128.00
09-07-2020	PT	33	E.S.I.C Contribution					31,278.00
05-08-2020	RT	4	Bank Interest				102.00	
05-08-2020	PT	64	Bank Charges					17.70
05-08-2020	PT	65	Bank Charges					11.80
05-08-2020	PT	66	Bank Charges					11.80
10-08-2020	CT	51	BoB Acc 01/664				1,78,844.00	
13-08-2020	PT	74	E.P.F. Contribution					1,47,104.00
13-08-2020	PT	75	E.S.I.C Contribution					31,740.00
03-09-2020	CT	74	BoB Acc 01/664			03-09-2020	2,04,761.00	
05-09-2020	PT	108	E.P.F. Contribution					1,73,438.00
05-09-2020	PT	109	E.S.I.C Contribution					31,323.00
07-09-2020	RT	8	Bank Interest				111.00	
07-09-2020	PT	115	Bank Charges					11.80

1. Select Account.
2. Enter from date and to date.
3. Its fetch type and their account, debit, credit.
4. Press <Save> button.

If the message is ' **Bank Reconciliation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.5 Debit Note

Debit Note screen is used to maintain credit and Debit transaction.

**CONTRA**

Search by the criteria below :

Voucher No.  Amount

Account  Narration

From  To  Show Narration ☐

Document No.

Vou No.	Date	Account	Narration	Amount
CT1	13-04-2020	BoB - 01/17776	Amount transfer to online account for EPF and ESIC payment	2,15,000.00

Total Amount : 2,15,000.00

1 records found.   Displaying page 1 of 1

### To modify existing Debit Note

We cannot edit the Voucher number.

1. Select the Voucher No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Debit Note

1. Select a Voucher you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Debit Note

## CONTRA

Voucher No. CT 1

\* Date 13-04-2020

Account Name	Debit	Credit	Doc No.	Doc Dt.	
BoB Acc 01/664	0.00	2,15,000.00			X
BoB - 01/17776	2,15,000.00	0.00			X
<b>Sub Total:</b>	2,15,000.00	2,15,000.00			

Narration :

Amount transfer to online account for EPF and ESIC payment

Save

Close

1. Press New Button.
2. Select date.
3. Select account name and their debit and credit amount in grid.
4. Enter Document no and date.
5. Enter Narration.
6. Press <Save> button.

If the message is ' **Debit Note saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.6 Credit Note

Credit Note screen is used to credit and debit transaction.

**CONTRA**

Search by the criteria below :

Voucher No.

Account

From  To

Document No.

Amount

Narration

Show Narration ☐

[Search](#)

[New](#)
[Contra Register](#)

Vou No.	Date	Account	Narration	Amount
CT1	13-04-2020	BoB - 01/17776	Amount transfer to online account for EPF and ESIC payment	2,15,000.00
<b>Total Amount : 2,15,000.00</b>				

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Credit Note

We cannot edit the Voucher number.

1. Select the Voucher No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Credit Note

1. Select a Voucher you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Credit Note

## CONTRA

Voucher No. CT 1

\* Date 13-04-2020

Account Name	Debit	Credit	Doc No.	Doc Dt.	
BoB Acc 01/664	0.00	2,15,000.00			X
BoB - 01/17776	2,15,000.00	0.00			X
<b>Sub Total:</b>	2,15,000.00	2,15,000.00			

Narration :

Amount transfer to online account for EPF and ESIC payment

Save

Close

1. Press New Button.
2. Select date.
3. Select account name and their debit and credit amount in grid.
4. Enter Document no and date.
5. Enter Narration.
6. Press <Save> button.

If the message is ' **Credit Note saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.6 Journal

Journal screen is in particular account has maintain credit and debit.

**JOURNAL**

Search by the criteria below :

Voucher No  Amount

Account  Narration

From  To  Show Narration ☐

**New** **Journal Register** Draft ▼

Vou No.	Date	Account	Narration	Amount			
JV34	30-01-2021	Printer		78,500.00			
JV34	30-01-2021	Purchase Of Printer		78,500.00			
JV17	11-11-2020	K.B Sytem & Services	Servie	9,000.00			
JV17	11-11-2020	Printing & Stationary Expenses	Servie	9,000.00			
JV24	30-10-2020	Xerox Canon		75,000.00			
JV24	30-10-2020	Purchase		75,000.00			
JV16	30-10-2020	GETNET	Oct internet charges	7,800.00			
JV16	30-10-2020	Internet Charges	Oct internet charges	7,800.00			
JV15	30-10-2020	Hype Software Solution Private Limited		75,000.00			
JV15	30-10-2020	Software		75,000.00			

75 records found.   Displaying page 1 of 8

### To modify existing Journal

We cannot edit the Voucher number.

1. Select the Voucher No you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Journal

1. Select a Voucher you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Journal



## JOURNAL

Voucher No. JV 34 \* Date 30-01-2021

Bill No. 2 Bill Date 01-03-2021

Account Name	Debit	Credit
Printer	78,500.00	0.00 <input checked="" type="checkbox"/>
Purchase Of Printer	0.00	78,500.00 <input checked="" type="checkbox"/>
Sub Total :	78,500.00	78,500.00

Narration :

1. Press New Button.
2. Select date.
3. Select account name and their debit and credit amount in grid.
4. Enter Narration.
5. Press <Save> button.

If the message is ' **Journal saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 17.6 Depreciation

Depreciation screen is maintain depreciation of each and every account.

## DEPRECIATION

From 01-04-2020

To 31-03-2021

View

S.No	Account	Opening Balance	First half	Second Half	Depr %	Net Amount
1	250 KVA Stabilizer	5,000.00	0.00	0.00	1.00	50.00
2	Aircondition Machines	0.00	18,500.00	0.00	5.00	925.00
3	Battery and UPS	0.00	13,500.00	0.00	18.00	2,430.00
4	Bus	1,00,000.00	1,00,000.00	0.00	30.00	60,000.00
5	Computer	0.00	0.00	1,80,000.00	3.00	2,700.00
6	Computer Accessories	0.00	5,910.00	0.00	22.00	1,300.20
7	Generator	0.00	90,000.00	0.00	45.00	40,500.00
8	Mineral Water Plant	7,500.00	0.00	0.00	15.00	1,125.00
9	Printer	0.00	0.00	78,500.00	20.00	7,850.00
10	Projector	0.00	0.00	1,25,000.00	25.00	15,625.00
11	Wifi Device	0.00	1,57,500.00	0.00	18.00	28,350.00
12	Xerox Canon	0.00	0.00	75,000.00	10.00	3,750.00

Save

Close

1. Enter from date and to date.
2. Its fetch type and their account, debit, credit.
3. Press <Save> button.

If the message is ' **Depreciation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 17.7 Depreciation Chart

The parameter screen will open as shown in below.

## DEPRECIATION CHART

From 01-04-2020

To 31-03-2021

View

Close

S

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

## FIXED ASSETS - DEPRECIATION STATEMENT ( 01-04-2020 To 31-03-2021 )

S.No.	Assets	Opening as on 01-Apr-2020	Addn. First	During the Year Second	Cost as on 31-Mar-2021	Depn. upto 31-Mar-2020	Depn. for the year	Rate %	Total Depreciation	WDV as on 31-Mar-2021	31-Mar-2020
1	250 KVA Stabilizer	5,000.00	0.00	0.00	5,000.00	0.00	50.00	1.00	50.00	4,950.00	5,000.00
2	Aircondition Machines	0.00	18,500.00	0.00	18,500.00	0.00	925.00	5.00	925.00	17,575.00	18,500.00
3	Battery and UPS	0.00	13,500.00	0.00	13,500.00	0.00	2,430.00	18.00	2,430.00	11,070.00	13,500.00
4	Bus	1,00,000.00	1,00,000.00	0.00	2,00,000.00	0.00	60,000.00	30.00	60,000.00	1,40,000.00	2,00,000.00
5	Computer	0.00	0.00	1,80,000.00	1,80,000.00	0.00	2,700.00	3.00	2,700.00	1,77,300.00	1,80,000.00
6	Computer Accessories	0.00	5,910.00	0.00	5,910.00	0.00	1,300.20	22.00	1,300.20	4,609.80	5,910.00
7	Generator	0.00	90,000.00	0.00	90,000.00	0.00	40,500.00	45.00	40,500.00	49,500.00	90,000.00
8	Mineral Water Plant	17,000.00	0.00	0.00	17,000.00	9,500.00	1,125.00	15.00	10,625.00	6,375.00	7,500.00
9	Printer	0.00	0.00	78,500.00	78,500.00	0.00	7,850.00	20.00	7,850.00	70,650.00	78,500.00
10	Projector	0.00	0.00	1,25,000.00	1,25,000.00	0.00	15,625.00	25.00	15,625.00	1,09,375.00	1,25,000.00
11	Wifi Device	0.00	1,57,500.00	0.00	1,57,500.00	0.00	28,350.00	18.00	28,350.00	1,29,150.00	1,57,500.00
12	Xerox Canon	0.00	0.00	75,000.00	75,000.00	0.00	3,750.00	10.00	3,750.00	71,250.00	75,000.00
Grand Total		1,22,000.00	3,85,410.00	4,58,500.00	9,65,910.00	9,500.00	1,64,605.20		1,74,105.20	7,91,804.80	9,56,410.00

## 17.8 Ledger

The parameter screen will open as shown in below.

LEDGER				
*Account Name BoB Acc 01/664    From : 01-04-2020    To : 31-03-2021 <a href="#">View</a>				
Vou No.	Date	Particulars	Doc No. / Dt.	Credit (Rs.)
		Opening Balance		3,04,190.05
CT1	13-04-2020	BoB - 01/17776 <i>Amount transfer to online account for EPF and ESIC payment</i>		2,15,000.00
CT17	25-04-2020	Cash <i>SELF CHEQUE</i>	002300	12,000.00
JV1	25-04-2020	Staff Salary		7,02,123.00
PT3	25-04-2020	LIC Premium Paid for Staff <i>LIC premium paid for the month of april-2020</i>	002296	3,939.00
PT4	25-04-2020	Advance Paid to Staff <i>Advance paid to staff for the month of April -2020</i>	002297	24,500.00
PT7	25-04-2020	Special Fees Expenses <i>Being cash paid for the month of april -2020 honorarium paid to english staff Mr BATHRIVENATH as per voucher</i>	002298	18,500.00

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1. Select or type the parameters you want to provide and click View. The Related data will fetch automatically and Then Click Print Icon and Report will open.

2. You can take the print out with the help of the toolbar on top of the report.

## FIXED ASSETS - DEPRECIATION STATEMENT ( 01-04-2020 To 31-03-2021 )

S.No.	Assets	Opening as on 01-Apr-2020	Addn. First	During the Year Second	Cost as on 31-Mar-2021	Depn. upto 31-Mar-2020	Depn. for the year	Rate %	Total Depreciation	WDV as on 31-Mar-2021	31-Mar-2020
1	250 KVA Stabilizer	5,000.00	0.00	0.00	5,000.00	0.00	50.00	1.00	50.00	4,950.00	5,000.00
2	Aircondition Machines	0.00	18,500.00	0.00	18,500.00	0.00	925.00	5.00	925.00	17,575.00	18,500.00
3	Battery and UPS	0.00	13,500.00	0.00	13,500.00	0.00	2,430.00	18.00	2,430.00	11,070.00	13,500.00
4	Bus	1,00,000.00	1,00,000.00	0.00	2,00,000.00	0.00	60,000.00	30.00	60,000.00	1,40,000.00	2,00,000.00
5	Computer	0.00	0.00	1,80,000.00	1,80,000.00	0.00	2,700.00	3.00	2,700.00	1,77,300.00	1,80,000.00
6	Computer Accessories	0.00	5,910.00	0.00	5,910.00	0.00	1,300.20	22.00	1,300.20	4,609.80	5,910.00
7	Generator	0.00	90,000.00	0.00	90,000.00	0.00	40,500.00	45.00	40,500.00	49,500.00	90,000.00
8	Mineral Water Plant	17,000.00	0.00	0.00	17,000.00	9,500.00	1,125.00	15.00	10,625.00	6,375.00	7,500.00
9	Printer	0.00	0.00	78,500.00	78,500.00	0.00	7,850.00	20.00	7,850.00	70,650.00	78,500.00
10	Projector	0.00	0.00	1,25,000.00	1,25,000.00	0.00	15,625.00	25.00	15,625.00	1,09,375.00	1,25,000.00
11	Wifi Device	0.00	1,57,500.00	0.00	1,57,500.00	0.00	28,350.00	18.00	28,350.00	1,29,150.00	1,57,500.00
12	Xerox Canon	0.00	0.00	75,000.00	75,000.00	0.00	3,750.00	10.00	3,750.00	71,250.00	75,000.00
Grand Total		1,22,000.00	3,85,410.00	4,58,500.00	9,65,910.00	9,500.00	1,64,605.20		1,74,105.20	7,91,804.80	9,56,410.00

## 17.7 Multi Ledger

The parameter screen will open as shown in below.

## MULTI LEDGER

From

To

View

Close

S

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

MULTI - LEDGER OF ACCOUNT : Udhaya (Maths dept)				
For the period 01-04-2020 To 31-03-2021				
ACCOUNT NO. : 10166		NAME : Udhaya (Maths dept)		
VOU NO. DATE	PARTICULARS	DOC NO. / DT.	DEBIT	CREDIT
PT220 31-01-2021	Cash	0	3,500.00	
<b>TOTAL</b>			<b>3,500.00</b>	
<b>CLOSING BALANCE</b>			<b>3,500.00</b>	

## 17.7 Cash/Bank Books

1. Select from date and to date and click View.
2. You can get data in grid.

CASH / BANK BOOKS

From01-04-2020To31-03-2021View

Account Name	Closing Balance (Rs.)
Cash Accounts	
Cash	76,558.00 Cr
Bank Accounts	
BoB - 01/17776	1,59,800.65 Cr
BoB Acc 01/664	17,47,709.65 Dr

## 17.8 Daybook

The parameter screen will open as shown in below.

DAY BOOK						
From	01-04-2020	To	31-03-2021	<a href="#">View</a>	Show Narration <input type="checkbox"/>	
Date	Vou No.	Particulars	Doc No. / Dt.	Debit (Rs.)	Credit (Rs.)	
		<b>Opening Balance</b>			<b>628.00</b>	
13-04-2020	CT1	BoB Acc 01/664 BoB Acc 01/664			2,15,000.00	
13-04-2020	CT1	BoB - 01/17776		2,15,000.00		
15-04-2020	PT1	E.P.F. Contribution		1,79,635.00		
15-04-2020	PT1	BoB - 01/17776			1,79,635.00	
15-04-2020	PT2	E.S.I.C Contribution		32,700.00		
15-04-2020	PT2	BoB - 01/17776			32,700.00	
25-04-2020	CT17	BoB Acc 01/664 BoB Acc 01/664	002300		12,000.00	
25-04-2020	PT3	LIC Premium Paid for Staff	002296	3,939.00		

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1. Select or type the parameters you want to provide and click View. The Related data will fetch automatically and Then Click Print Icon and Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

DAY BOOK  
For the period 01-04-2020 To 31-03-2021

Date.	VOU NO.	PARTICULARS	DOC NO.	DEBIT (Rs.P.)	CREDIT (Rs.P.)
Opening Balance					628.00
13-04-2020	CT1	BoB Acc 01/664 BoB - 01/17776		2,15,000.00	2,15,000.00
15-04-2020	PT1	BoB - 01/17776 E.P.F. Contribution		1,79,635.00	1,79,635.00
	PT2	BoB - 01/17776 E.S.I.C Contribution		32,700.00	32,700.00
25-04-2020	CT17	BoB Acc 01/664	002300		12,000.00
	PT3	BoB Acc 01/664 LIC Premium Paid for Staff	002296	3,939.00	3,939.00
	PT4	BoB Acc 01/664 Advance Paid to Staff	002297	24,500.00	24,500.00
	PT5	Special Fees Expenses		6,000.00	
	PT6	Special Fees Expenses		6,000.00	
	PT7	BoB Acc 01/664 Special Fees Expenses	002298	18,500.00	18,500.00
04-05-2020	CT16	BoB Acc 01/664 BoB - 01/17776	002299	2,13,000.00	2,13,000.00
05-05-2020	PT29	BoB - 01/17776 E.P.F. Contribution		1,77,759.00	1,77,759.00

## 17.7 Payables

The parameter screen will open as shown in below.

### PAYABLES

#### PAYABLES - SUMMARY

\* From 01-04-2020 \* To 31-03-2021

View

Close

#### PAYABLES - BILLWISE

Supplier GETNET

View

Close

1. Select or type the parameters you want to provide and click View. Report will open.
2. You can take the print out with the help of the toolbar on top of the report.

**PAYABLES**

From : 01-04-2020 To : 31-03-2021

Acc Name	Credit(Rs.P.)
GETNET	7,800.00
Hype Software Solution Private Limited	50,000.00
K.B.Sytem & Services	39,000.00
Padmavathi Auto service	7,800.00
<b>Grand Total</b>	<b>1,04,600.00</b>

**PAYABLES - BILLWISE**

From : 01-04-2020 To : 31-03-2021

Date	Type	Vou. No	Bill No	Supplier	Bill Amt(Rs.P.)	Paid(Rs.P.)	Balance Amt(Rs.P.)
31-08-2020	JV	9	65	GETNET	2,100.00	0.00	2,100.00
30-10-2020	JV	16	17	GETNET	7,800.00	0.00	7,800.00
<b>Grand Total</b>					<b>9,900.00</b>	<b>0.00</b>	<b>9,900.00</b>

----- Thank You -----