

## Academics / Verticals:

Here you will get the listing on all the verticals added earlier in the form of cards.

How to add and assign:

- Click on Add vertical
- Fill the name of vertical
- Short Name of the vertical
- Type of vertical whether it is online, offline distance
- Choose whether you want to show this vertical on the website and app or not.
- Upload the logo
- Click on save button

The screenshot shows the 'Add Vertical' form overlaid on a blurred background of the SWAYAM VIDYA interface. The form contains the following fields and options:

- Name:** A text input field with the example 'ex: Swayam Vidya'.
- Short Name:** A text input field with the example 'ex: SV'.
- Vertical:** A text input field with the example 'ex: Online & Offline'.
- Show on Website:** A dropdown menu with 'Yes' selected.
- Show on App:** A dropdown menu with 'Choose' selected.
- Logo:** A section with a 'Choose file' button and a 'No file chosen' status.
- Preview:** A large empty rectangular box for the logo preview.
- Buttons:** 'Close' and 'Save' buttons at the bottom right of the form.

Here you will get 4 options to manage the verticals individually:

The screenshot displays the 'Verticals' management page. On the left is a sidebar with a menu including 'USERS & ROLES', 'ACADEMICS', and 'STUDENTS'. The 'Verticals' option under 'ACADEMICS' is highlighted. The main content area shows a grid of vertical cards, each representing a different educational institution or program. Each card includes a logo, the name of the vertical, and its type (Online, Offline, or Distance). A context menu is open over the 'Jamia Urdu Aligarh' card, showing options: 'Edit', 'Content', and 'Configuration'.

Vertical Name	Type
Jamia Urdu Aligarh	Offline
Subharti University	Distance
Suresh Gyan Vihar	Distance
BOA OPEI & SKILL EDUCATION	Online
Central Council of Vocational Training and Skill Education	Skill
Guru Kashi University	Online
CU Online	Online
SWAYAM VIDYA	Online
INSTITUTE OF INTEGRATED TRAINING & STUDIES	Online

**Edit:** In this option you can edit the details managed by you earlier for the vertical.

**Content:** Manage the content of the vertical which will be visible on the dedicated vertical page available on the website.

**Configuration:**

- Manage the mode of fee acceptable in the vertical whether it will be full payment, semester wise or annually. We can select all of these options also, if you want to give the multiple options to students.

- Manage the sharing amount type over here whether it will be in percentage or in terms of amount.

- Manage the suffix and prefix of student ID and User ID for the vertical.

- Manage the beneficiaries and mode for the offline payments. We can manage the applicability, in case of exception.

The screenshot shows the 'SWAYAM VIDYA' configuration interface. On the left is a sidebar menu with categories: USERS & ROLES (Permissions, Roles, Users), ACADEMICS (Verticals, Departments, Program Types, Programs, Specializations, Syllabus/Subjects), LEADS (Leads, Activities), STUDENTS (Applications), ACCOUNTS (Offline Payments), and WEBSITE. The main area has a search bar and a top navigation bar with icons for settings, notifications, and user profile. The configuration is divided into several sections: 'Fee Types' with radio buttons for 'Full (One Time)', 'Semester', and 'Annual/Yearly'; 'Sharing By' with radio buttons for 'Percentage (%)' and 'Amount'; 'Student ID' and 'User Code' sections, each with 'Suffix' and 'Prefix' input fields (examples: SY, 6); 'Payment Gateway(s)'; and 'Offline Payments' which includes a table for 'Beneficiaries' (Beneficiary 1, Beneficiary 2), 'Mode of Payments' (Mode of Payment 1, Mode of Payment 2), and 'Access Control' (Role, Choices).

**Application form Designer:** Here we can manage the application form for the vertical on the basis of custom fields added by us. You can manage the custom fields too.

The screenshot shows the 'Application Form Designer' interface. It features a search bar and a top navigation bar with icons for settings, notifications, and user profile. The main area is titled 'Application Form' and is divided into two main sections: 'Fields' and 'Steps'. The 'Fields' section on the left lists various input types: Vertical (Dropdown), Department (Dropdown), Program Type (Dropdown), Phone (Phone), Country (Dropdown), City (Dropdown), Zip Code (Number), Address (Textarea), DOB (Date), and Alternate Email (Email). The 'Steps' section on the right is titled 'Enrollment Details' and 'Basic Details'. The 'Enrollment Details' section includes fields for Application Owner (Dropdown), Admission Session (Dropdown), Admission Type (Dropdown), Program (Dropdown), Specialization (Dropdown), and Admission Duration (Dropdown). The 'Basic Details' section includes fields for First Name (Text), Last Name (Text), Father Name (Text), Mobile (Phone), Email (Email), ABC ID (Text), and State (Dropdown). There is an 'Add Step' button in the top right corner of the 'Steps' section.

**Setting / Admissions / Admission type:**

How to add: click on Add Admission Type, then select the vertical and fill the name of the admission type.

All the admission types will be visible in the table.

**Setting / Admissions / Paper type:**

How to add: click on Add Paper Type, then select the vertical and fill the name of Paper type.

All the paper types will be visible in the table.

**Setting / Admissions / Modes:**

How to add: click on Add Mode, then select the vertical and fill the name of Mode.

All the Modes will be visible in the table.

**Setting / Admissions / Fee Structures:**

How to add: click on Add Fee Structure, then select the vertical and fill the name of the fee structure.

Select the applicability whether you want to apply that fee head on new admission punch, for all the semester or a specific type of admission type only.

Then, Define the sharing criteria whether you want to give the sharing on that fee head or not.

Then, in constant choose 'yes' if the amount of this fee head will be fixed for all the users in any specialization. If it varies, then choose 'No'.

All the Fee structures(heads) will be visible in the table.

**Setting / Admissions / Schemes:**

How to add: click on Add Scheme, then select the vertical and fill the name of Scheme and select the fee structures possible in that scheme.

All the paper types will be visible in the table.

**Setting / Admissions / Admission Sessions:**

How to add: click on Add Admission Session, then select the vertical

Select the Month and Year

Select the admission type, select the scheme according to that admission type and select the start date for the same.

All the Admission Sessions will be visible in the table.

#### **Setting / Admissions / Eligibility Criteria:**

How to add: click on Add Eligibility Criteria, fill the name of the Eligibility Criteria and then select the verticals.

All the Eligibility Criteria will be visible in the table.

#### **Setting / Admissions / Student Status:**

Here you can see all the stages of student applications which are fixed to manage the students in the software.

#### **Setting / Leads / Sources:**

How to add: click on Add Source, fill the name of the source and click on save button.

All the Sources will be visible in the table.

#### **Setting / Leads / Sub-Sources:**

How to add: click on Add Sub-Source, select the source and fill the name of the sub-source, then click on save button.

All the Sub-Sources will be visible in the table.

#### **Setting / Leads / Stages:**

How to add: click on Add Stage, fill the name of the stage, then click on save button.

Note: You can select the initial stage where lead will land initially in the software and final stage which will confirm the lead stage conversion into application.

All the Stages will be visible in the table.

## Setting / Leads / Sub-Stages:

How to add: click on Add Sub-Stage, select the stage and fill the name of the sub-stage, then click on save button.

All the Stages will be visible in the table.

## Setting / Leads / Custom Fields:

How to add: click on Add Custom Field, fill the name of the custom field, then select one of the field types according to the data you want to capture in this field, then select yes or no whether you want compulsion for this field or not..

All the Custom Fields will be visible in the table.

## Academics / Departments:

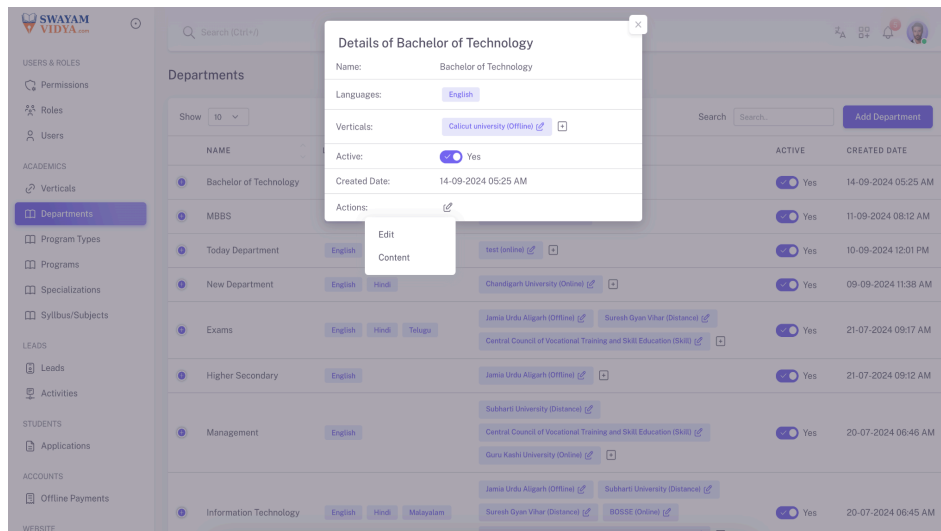
How to add: click on Add Department, fill the name of the Department, then select the Languages preferred for this department and then choose whether you want to show this department on the website or not.

-In the vertical column, by clicking on the transparent plus button can assign the verticals to the departments.

The screenshot displays the SWAYAM VIDYA system interface. On the left, a sidebar menu includes sections for Users & Roles, Academics, Leads, Students, Accounts, and Website. The 'Departments' section is highlighted under Academics. The main area shows a table of departments with columns for Name, Active, and Created Date. A modal window titled 'Assign Verticals to Bachelor of Technology' is open, showing a list of verticals with checkboxes and radio buttons to select their active status. The verticals listed are: Jamia Urdu Aligarh (Offline), Subharti University (Distance), Suresh Gyan Vihar (Distance), BOSSE (Online), Central Council of Vocational Training and Skill Education (Skill), Guru Kashi University (Online), Chandigarh University (Online), test (online), IITS Test University (online), and Calicut university (Offline). The 'Calicut university (Offline)' is currently selected with a checked checkbox and a 'Yes' radio button.

NAME	ACTIVE	CREATED DATE
Bachelor of Technology	Yes	14-09-2024 05:25 AM
MBBS	Yes	11-09-2024 06:12 AM
Today Department	Yes	10-09-2024 12:01 PM
New Department	Yes	09-09-2024 11:38 AM
Exams	Yes	21-07-2024 09:17 AM
Higher Secondary	Yes	21-07-2024 09:12 AM
Management	Yes	20-07-2024 06:46 AM
Information Technology	Yes	20-07-2024 06:45 AM

-By clicking on the solid blue colour plus button(Left side of the department name in the table), you will be able to update the department details and content of the department on the dedicated website page for this department.

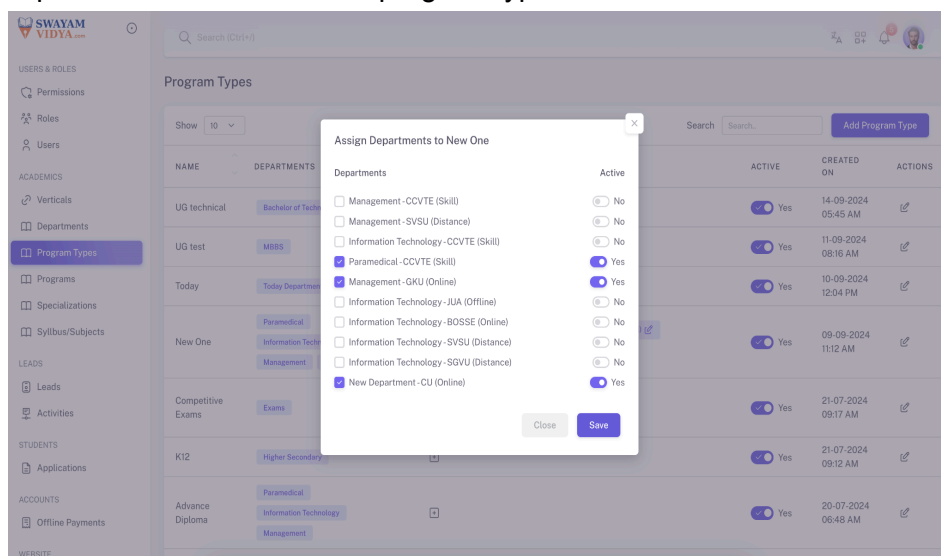


All the Departments will be visible in the table.

## Academics / Program Type:

How to add: click on Add Program Type, fill the name of the Program Type, select the departments(can be multiple) and then manage whether you want to show the program type on the website or not.

Assignment: On click of plus button in Department-Vertical Column in the table, can assign the department and vertical with program type.



On Click of edit button in the Action column, can edit the program type and can manage the content of the dedicated page for the program type available on the website.

NAME	DEPARTMENTS	DEPARTMENT - VERTICAL	ACTIVE	CREATED ON	ACTIONS
UG technical	Bachelor of Technology	Bachelor of Technology - CU campus (Offline)	Yes	14-09-2024 05:45 AM	Edit Content
UG test	MBS	MBS - ITS CLA (online)	Yes	14-09-2024 12:04 PM	Edit Content
Today	Today Department	Today Department - test sam (online)	Yes		
New One	Paramedical Information Technology Management New Department	Management - CU (Online) New Department - CU (Online)	Yes	09-09-2024 11:12 AM	
Competitive Exams	Exams	Exams - JAA (Offline) Exams - CCVTE (B&B)	Yes	21-07-2024 09:17 AM	
K12	Higher Secondary		Yes	21-07-2024 09:12 AM	
Advance Diploma	Paramedical Information Technology Management		Yes	20-07-2024 06:48 AM	

All the Program Type will be visible in the table.

## Academics / Program:

How to add: click on Add Program, Fill the name of Program, short name of program along with the required data given below:

Program type

Departments

Required Eligibility Criteria

Optional Eligibility Criteria

Whether you want to show on website or not

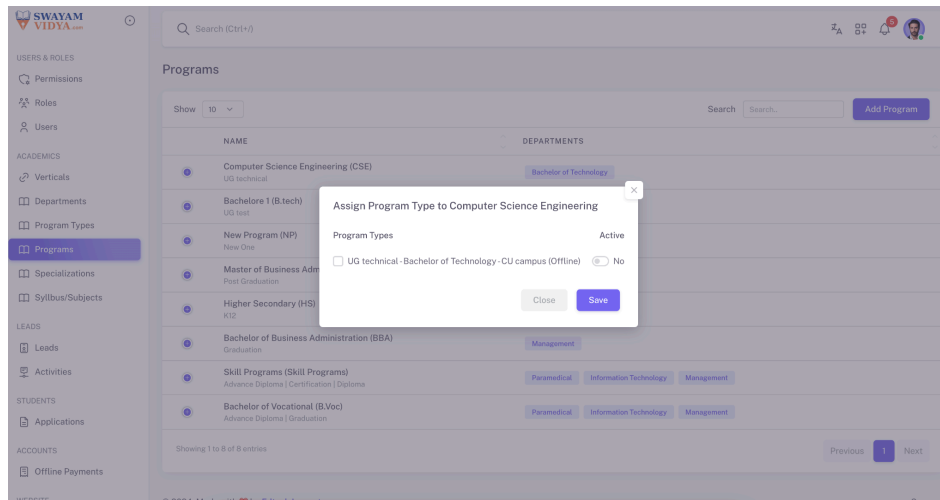
Duration of program(for information purposes only)

**Add Program**

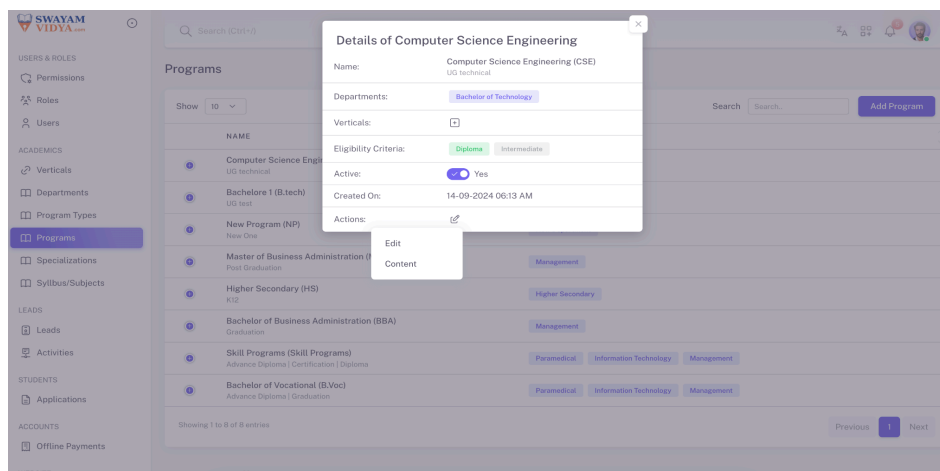
Name	Short Name
ex: Bachelor of Technology	ex: B.Tech
Program Types (Multiple)	Departments (Multiple)
Required Eligibility Criteria (Multiple)	Optional Eligibility Criteria (Multiple)
Show on Website	Duration (for website)
Yes	ex: 8 Semesters/4 Years

Close Save

By clicking on the solid blue colour plus button(Left side of the program name in the table), you will be able to assign the vertical to that program by clicking on transparent plus button in front of vertical option on pop-up.



edit the program details and content of the program on the dedicated website page for this program.



All the Programs will be visible in the table.



## Academics / Specialization:

How to add: click on Add Specialization, Fill the name of Specialization along with the required data given below:

Whether you want to show on website or not

Department

Program

Program type

Mode

Minimum Duration and maximum duration of the specialization

Required Eligibility Criteria

Optional Eligibility Criteria

The screenshot displays the SWAYAM VIDYA portal interface. On the left is a sidebar menu with categories: USERS & ROLES, ACADEMICS, LEADS, STUDENTS, ACCOUNTS, and WEBSITE. The 'ACADEMICS' section is expanded, showing options like Verticals, Departments, Program Types, Programs, Specializations, Syllabus/Subjects, Leads, Activities, Applications, and Offline Payments. The 'Specializations' option is selected. The main content area shows a table of existing specializations with columns for NAME, ACTIVE, CREATED ON, and ACTIONS. An 'Add Specialization' modal form is open in the center. The form fields include: Name (text input), Show on Website (checkbox), Department (dropdown), Program (dropdown), Program Type (dropdown), Mode (dropdown), Min Duration (text input), Max Duration (text input), Required Eligibility Criteria (Multiple) (text area), and Optional Eligibility Criteria (Multiple) (text area). There are 'Close' and 'Save' buttons at the bottom of the modal.

## Assignment:

Click on the transparent plus button in Vertical column:

Step 1: Fee Assignment according to scheme.

(Click on scheme, update the fee in available fee heads then click on save button)

The screenshot shows the SWAYAM VIDYA portal with the 'New Specialization' form open. The form is titled 'New Specialization' and includes a breadcrumb trail: 'New Department | New Program | New One | 6 Months'. Below this, it says 'Chandigarh University (Online)'. A modal window is open over the form, titled 'Scheme: C-22'. Inside the modal, there is a blue bar with the word 'Full' and a 'Course Fee' input field containing the value '20000'. A 'Save' button is located at the bottom right of the modal.

Step 2: Click on three dots, then click on configure:

Select the admission types in which specialization will be available and select the following:

-Admission Duration

-then select the optional and required eligibility criteria for this specific specialization.

The screenshot displays the SWAYAM VIDYA portal interface. On the left is a sidebar menu with categories: USERS & ROLES (Permissions, Roles, Users), ACADEMICS (Verticals, Departments, Program Types, Programs, Specializations, Syllabus/Subjects), LEADS (Leads, Activities), STUDENTS (Applications), ACCOUNTS (Offline Payments), and WEBSITE. The main content area is titled 'New Specialization' with subtext 'New Department | New Program | New One | 6 Months'. Below this, it shows 'Chandigarh University' and 'Scheme: C-22'. A modal window titled 'Chandigarh University (Online)' is open, containing the following fields: 'Admission Types' with a checked 'Fresh' checkbox; 'Admission Duration(Multiple)' with a value of '1'; 'Active' with a dropdown set to 'Yes'; 'Required Eligibility Criteria (Multiple)' with a value of '10th'; and 'Optional Eligibility Criteria (Multiple)' with a value of 'Others'. The modal has 'Close' and 'Save' buttons at the bottom right.

Click on three dots again and then click on the Content option. Here can manage the specialization content for the dedicated page available on the website.