

# How to use this system

- This document will help you understand **how to use “100 Point Activity System”**.

## 1. Overview of students' request and export the report

**Report**

Activity Points

Export

Sr. No	En. Number	Name	Title	Status
> 1	19SE02CE009	VIVEK BODARYA	SOC004_Planting and Cultivating a tree	Approved <a href="#">view</a>
> 2	19SE02CE009	VIVEK BODARYA	SPCU001_Winner/Runner up at District le...	NotRecommended <a href="#">view</a>
> 3	19SE02CE009	VIVEK BODARYA	SPCU004_Representing PPSU team at In...	NotApproved <a href="#">view</a>
> 4	19SE02CE009	VIVEK BODARYA	SPCU003_Winner in Inter college sport t...	Recommended <a href="#">view</a>
> 5	19SE02CE009	VIVEK BODARYA	EDU001_Teaching underprivileged stud...	Recommended <a href="#">view</a>
> 6	19SE02CE048	NIRAV MORADIYA	SOC004_Planting and Cultivating a tree	Recommended <a href="#">view</a>

## 2. Students' report by enrolment number in “Search” section

**Search**

19SE02CE009

**Personal details**

Enrollment No: 19SE02CE009

Name: VIVEK BODARYA

Gender: male

**Academic details**

School: School Of Engineeringg

Class: CE Year: 2019

**Activity**

Total Points: 10

Export Report

Sr.No	Activity Name	Status
1	SOC004_Planting and Cultivating a tree	Approved <a href="#">view</a>
2	SPCU001_Winner/Runner up at District le...	NotRecomm... <a href="#">view</a>
3	SPCU004_Representing PPSU team at In...	NotApproved <a href="#">view</a>
4	SPCU003_Winner in Inter college sport t...	Recommended <a href="#">view</a>
5	EDU001_Teaching underprivileged stud...	Recommended <a href="#">view</a>
6	SPCU001_Winner/Runner up at District le...	ToBeRevised <a href="#">view</a>

## 3. Approval of students' pending requests are in “Activity” section.

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Activity

Work Pending

Year Class En. Number Apply Reset

Sr. No	En. Number	Title	Status	Publish Date
> 1	19SE02CE009	SPCU003_Winner in Inter college sp...	Recommended	2022-09-09 <a href="#">view</a>
> 2	19SE02CE009	EDU001_Teaching underprivileged ...	Recommended	2022-09-09 <a href="#">view</a>
> 3	19SE02CE048	SOC004_Planting and Cultivating a t...	Recommended	2022-09-09 <a href="#">view</a>
> 4	19SE02CE048	SPCU001_Winner/Runner up at Distri...	Recommended	2022-09-09 <a href="#">view</a>
> 5	19SE02CE048	SPCU003_Winner in Inter college sp...	Recommended	2022-09-09 <a href="#">view</a>
> 6	19SE02CE048	SPCU005_Winner/Runner up at Distr...	Recommended	2022-09-09 <a href="#">view</a>

29°C Cloudy

ENG US 11:21 AM 13-09-2022

#### 4. Activity point coordinators' details and change password in "Profile" section.

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Profile

Name  
MR RAVIRAJ CHAUHAN

Username  
raviraj.chauhan@ppsui.ac.in

Change Password

Old Password \*

New Password \*

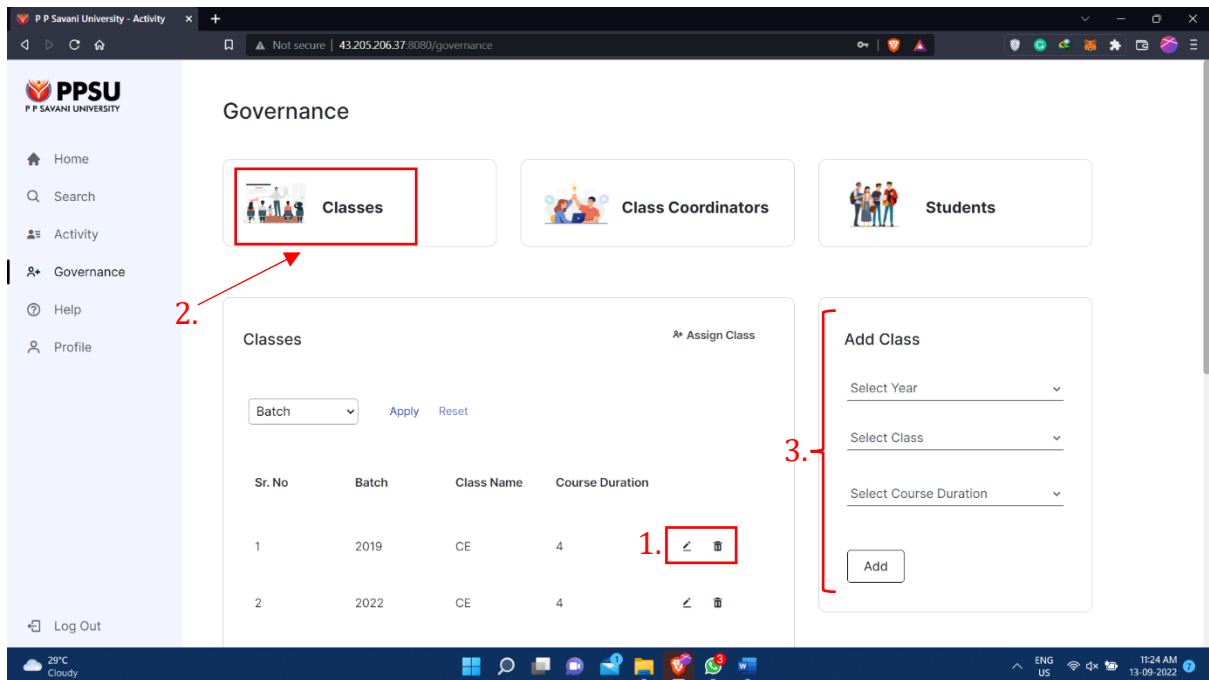
Update

29°C Cloudy

ENG US 11:30 AM 13-09-2022

## ❖ Some Questions in Governance Section:

### 1) How to add, update and delete new class?

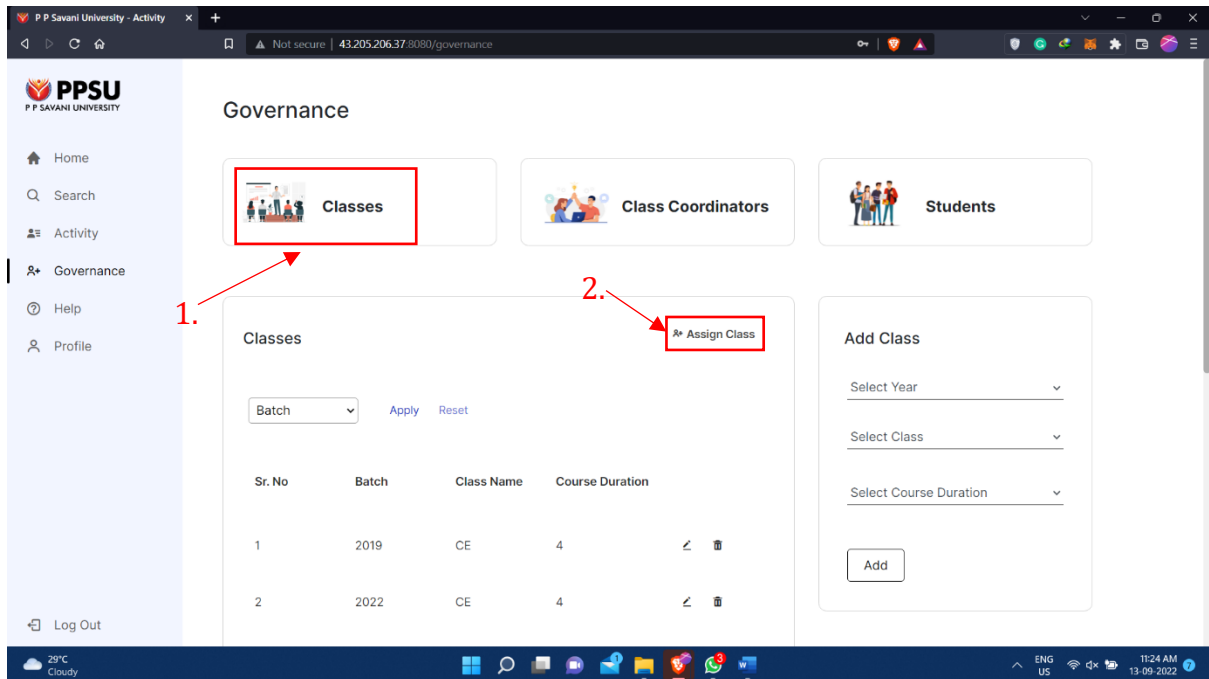


1. Coordinators update and delete class details from this section.

2. Click on “**Classes**” button.

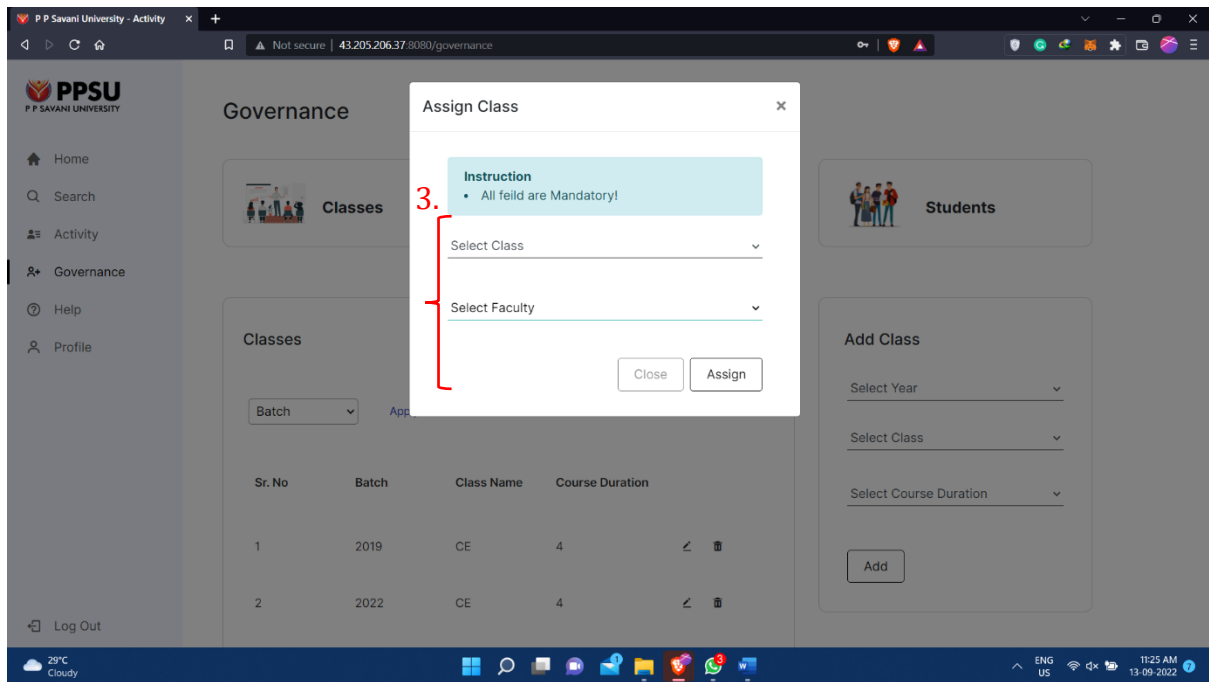
3. Select all details and click on “**Add**” button.

### 2) How to assign faculty in class?



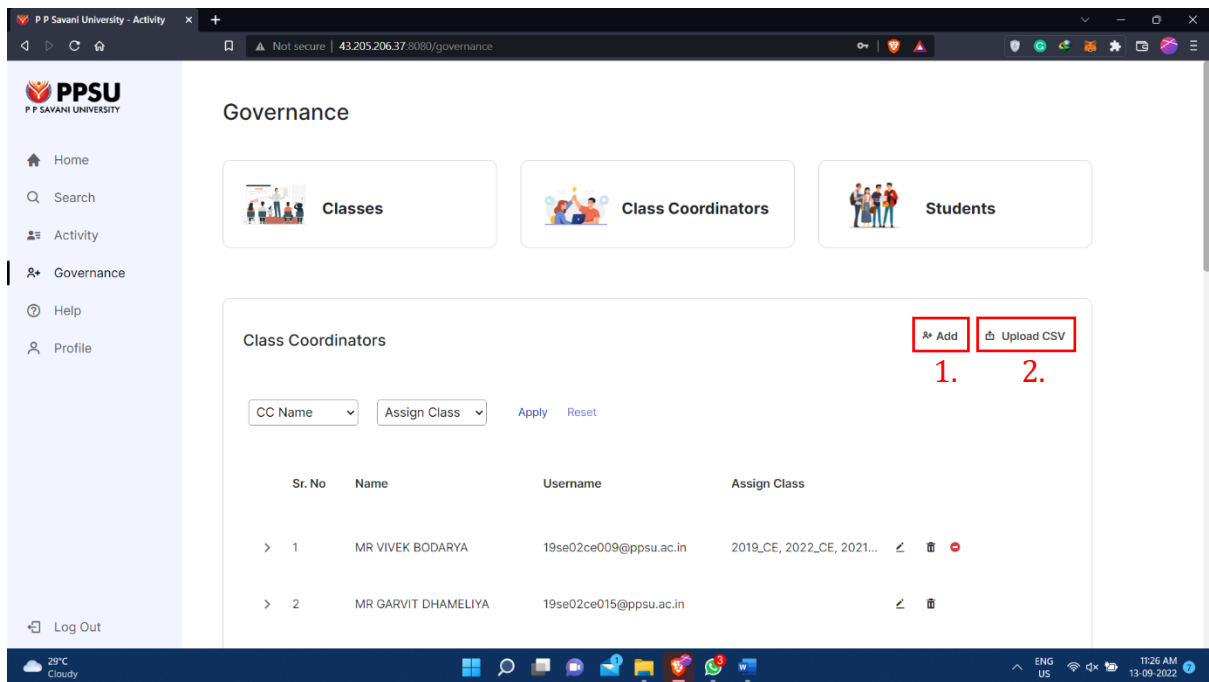
1. Click on “**Classes**” button.

2. Then click on “**Assign Class**” button.



3. Select class and faculty name and click on **“Assign”** button.

### 3) How to add class coordinator? (Single or multiple)



1. Single class coordinator add from **“Add”** section. (Select details)

2. Multiple class coordinator add from **“Upload CSV”** section. (CSV file upload)

#### 4) How to update, delete and unassign class coordinator?

PPSU  
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Home  
Search  
Activity  
Governance  
Help  
Profile  
Log Out

Governance

Classes Class Coordinators Students

Class Coordinators Add Upload CSV

CC Name Assign Class Apply Reset

Sr. No	Name	Username	Assign Class
1	MR VIVEK BODARYA	19se02ce009@ppsu.ac.in	2019_CE, 2022_CE, 2021... 1. 2. 3.
2	MR GARVIT DHAMELIYA	19se02ce015@ppsu.ac.in	

1. Update coordinator details.
2. Delete faculty account.
3. Unassign faculty from class.

#### 5) How to update, delete and unassign class coordinator details?

PPSU  
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Home  
Search  
Activity  
Governance  
Help  
Profile  
Log Out

Governance

Classes Class Coordinators Students

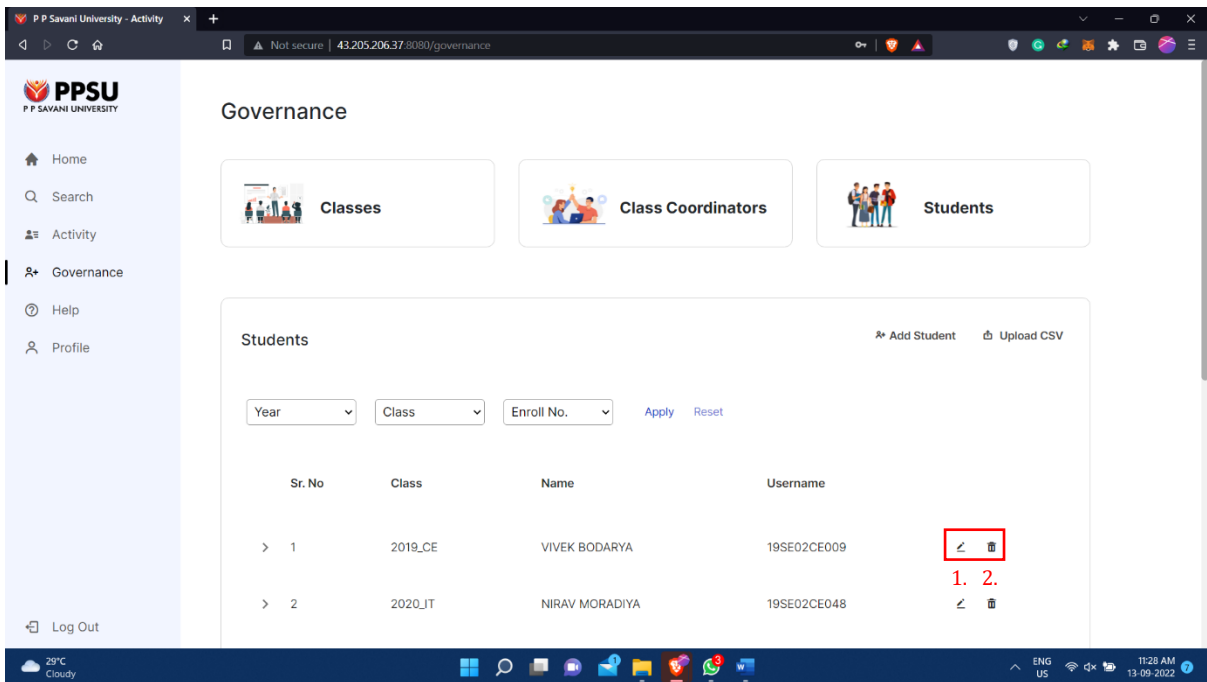
Students Add Student Upload CSV

Year Class Enroll No. Apply Reset

Sr. No	Class	Name	Username
1	2019_CE	VIVEK BODARYA	19SE02CE009
2	2020_IT	NIRAV MORADIYA	19SE02CE048

1. Single student add from “**Add Student**” section. (Select details)
2. Multiple student add from “**Upload CSV**” section. (CSV file upload)

## 6) How to update and delete student details?



The screenshot shows the PPSU Governance portal. The left sidebar contains navigation links: Home, Search, Activity, Governance (selected), Help, and Profile. The main content area is titled "Governance" and has three tabs: Classes, Class Coordinators, and Students. The Students tab is active, showing a table of students. Above the table are filters for Year, Class, and Enroll No., along with "Apply" and "Reset" buttons. The table has columns for Sr. No, Class, Name, and Username. Two students are listed: VIVEK BODARYA (Sr. No 1, Class 2019\_CE, Username 19SE02CE009) and NIRAV MORADIYA (Sr. No 2, Class 2020\_IT, Username 19SE02CE048). For each student, there are two icons: a pencil (update) and a trash can (delete). These icons are highlighted with a red box and numbered 1 and 2 respectively.

Sr. No	Class	Name	Username	Update	Delete
1	2019_CE	VIVEK BODARYA	19SE02CE009	1.	2.
2	2020_IT	NIRAV MORADIYA	19SE02CE048		

1. Update student details.

2. Delete student account.