

Login Screen

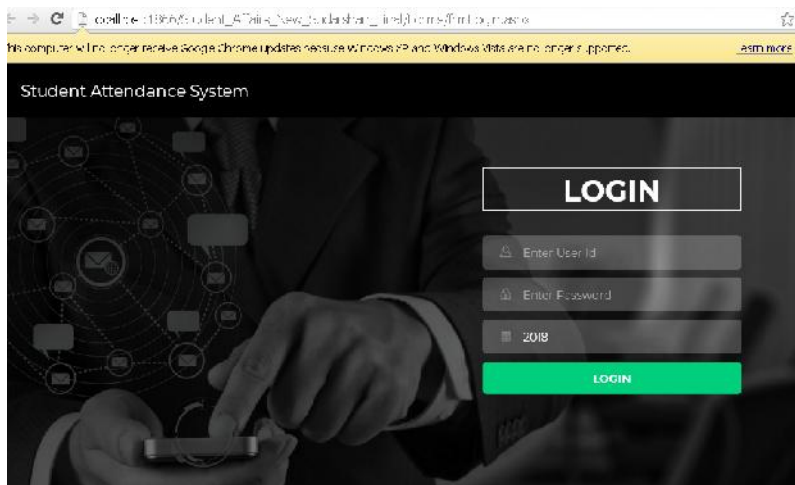


Fig. 01

1. Open browser (preferably Chrome/Firefox)
2. Type <http://122.252.249.26:118/forms/frmllogin.aspx> in address bar
3. Enter login and Password
4. Click Login
5. Go to Fig. 02

Main Menu

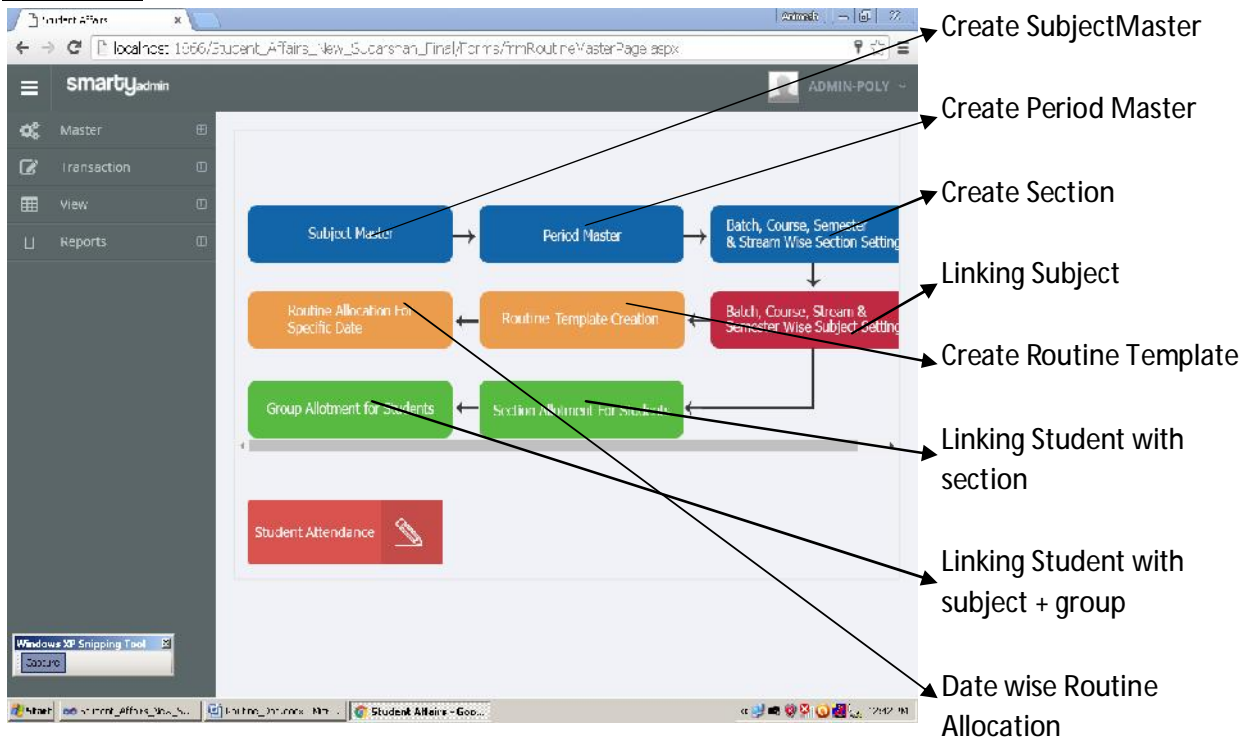


Fig. 02

Subject Master

SUBJECT MASTER

☐ Lecture ☐ Practical ☐ Sessional ☐ Tutorial ☒ Is Subject Active?

| SUBJECT NAME | SUBJECT SHORT NAME | SUBJECT CODE | IS THEORY | COURSE NAME |
|-------------------------------------------------------|-------------------------------------------------------|--------------|-----------|-------------|
| MATHEMATICS | MATHEMATICS | BM 201 | Lecture | BGA |
| Power Plant Engineering | Power Plant Engineering | E1801 A | Lecture | B.Tech |
| COMPUTER NETWORK | CN | 425 (S) | Lecture | Polytechnic |
| ENGINEERING METROLOGY | EM | 475 & S | Lecture | Polytechnic |
| INDUSTRIAL MANAGEMENT (FOR ETCB) | IM (ETCB) | 601 (S) | Lecture | Polytechnic |
| POWER PLANT ENGINEERING | PPE | 442 (S) | Lecture | EE |
| ACCOUNTS & CONTRACTS | AC | 457-B (S) | Lecture | Polytechnic |
| ACCOUNTS & CONTRACTS | AC | 457-B (T) | Lecture | Polytechnic |
| ACCOUNTS & CONTRACTS (TUTORIAL) | ACT | 457-B (B) | Tutorial | Polytechnic |
| Advance Bio-Signal Processing and Human Machine Inter | Advance Bio-Signal Processing and Human Machine Inter | EC803A | Lecture | B.Tech |

[First](#) [Prev](#) [1/36](#) [Next](#) [Last](#) [X](#)

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

Fig. 03

1. Select Course
2. Enter Subject Code
3. Enter Subject Name
4. Enter Subject Short Name
5. Select Subject type
6. Select Subject status
7. Click Save
8. For Edit click on row
9. Follow steps 1 to 7

Period Master

PERIOD MASTER

2017

Polytechnic

CST

2

Proceed

Select/Edit Start/End Time

| ACTION | START TIME | END TIME | ALLOW START TIME | ALLOW END TIME |
|-------------------------------------|------------|----------|------------------|----------------|
| <input checked="" type="checkbox"/> | 10.00 | 10.50 | 9.30 | 10.30 |
| <input checked="" type="checkbox"/> | 10.50 | 11.40 | 10.30 | 11.30 |
| <input checked="" type="checkbox"/> | 11.40 | 12.30 | 11.30 | 12.30 |
| <input checked="" type="checkbox"/> | 12.30 | 1.20 | 12.30 | 13.30 |
| <input checked="" type="checkbox"/> | 13.20 | 14.10 | 13.30 | 14.15 |
| <input checked="" type="checkbox"/> | 14.10 | 15.00 | 14.15 | 15.15 |
| <input checked="" type="checkbox"/> | 15.00 | 15.50 | 15.15 | 15.15 |
| <input checked="" type="checkbox"/> | 15.50 | 16.40 | 16.15 | 17.30 |
| <input checked="" type="checkbox"/> | 16.40 | 17.30 | 16.40 | 17.30 |

Saved Data

| BATCH YEAR | COURSE NAME | STREAM NAME | Semester No |
|------------|-------------|-------------|-------------|
| 2017 | Polytechnic | CIVIL | Sem No-2 |
| 2017 | Polytechnic | CIVIL | Sem No-4 |
| 2017 | Polytechnic | CIVIL | Sem No-6 |
| 2017 | Polytechnic | CST | Sem No-2 |
| 2017 | Polytechnic | CST | Sem No-4 |
| 2017 | Polytechnic | CST | Sem No-6 |
| 2017 | Polytechnic | EE | Sem No-2 |
| 2017 | Polytechnic | EE | Sem No-4 |
| 2017 | Polytechnic | EE | Sem No-6 |
| 2017 | Polytechnic | ETE | Sem No-2 |

Save

Cancel

Close

Fig. 04

Select batch

Select course

Select Stream

Enter semester no

Click proceed

You can un-check the period which is not required

You can change start time & end time.

Click Save

Section Creation

BATCH COURSE SEMESTER STREAM WISE SECTION

2017 Polytechnic CST
Even Semester DIPLOMA-2nd Semester SEC-I

| BATCH YEAR | COURSE NAME | STREAM NAME | SEMESTER TYPE | SEMESTER NAME | SECTION NAME |
|------------|-------------|-------------|---------------|----------------------|--------------|
| 2017 | Polytechnic | CST | Even Semester | DIPLOMA-2nd Semester | SEC-I |

First Prev 1/1 Next Last

Save Cancel Close

Fig. 05

1. Select Batch
2. Select Course
3. Select Stream
4. Select semester type (Even/Odd)
5. Select semester
6. Select section
7. Click Save

Batch,course,stream and semester wise subject mapping

BATCH COURSE STREAM SEMESTER WISE SUBJECT SETTING

2017 Polytechnic Search
CST Even Semester DIPLOMA-2nd Semester Proceed

Select All De-Select All

| SELECT | SUBJECT CODE | SUBJECT ID | SUBJECT NAME | SUBJECT SHORT NAME |
|-------------------------------------|--------------|------------|------------------------------------|--------------------|
| <input type="checkbox"/> | 1046 | 1309 | METHOD (CST-I) | M (CST-I) |
| <input type="checkbox"/> | 1044 | 1310 | METHOD SPECIAL-I (CST-I) | MS-I (CST-I) |
| <input type="checkbox"/> | 1042 | 1311 | METHOD SPECIAL-II (CST-I) | MS-II (CST-I) |
| <input type="checkbox"/> | 1050 | 1312 | METHOD (CST-V) | M (CST-V) |
| <input type="checkbox"/> | 1051 | 1313 | METHOD SPECIAL-I (CST-V) | MS-I (CST-V) |
| <input type="checkbox"/> | 1052 | 1314 | METHOD SPECIAL-II (CST-V) | MS-II (CST-V) |
| <input checked="" type="checkbox"/> | 201(S) | 815 | Business Economics and Accountancy | BEA |
| <input checked="" type="checkbox"/> | 202(S) | 797 | APPLIED PHYSICS | APHY |
| <input checked="" type="checkbox"/> | 203(S) | 830 | APPLIED CHEMISTRY | ACHEM |
| <input checked="" type="checkbox"/> | 204(S) | 833 | ENGINEERING MATHEMATICS | EMATH |

201(S)
202(S)
203(S)
204(S)

Match Reset

First Prev 1/1 Next Last

Save Cancel Close

Fig. 06

1. Select Batch
2. Select Course
3. Click Search
4. Select stream from list
5. Click Proceed
6. Select subject from list
7. You can copy subject code list in box
8. Click match, subject will automatically selected.
9. Click Save

Routine Template

Routine Template

Polystyrene [X] 2017 [X] Search Routine Reset All Close

CST Even Semester D P LOMA 2nd Series Ier SEC-I

Select Subject [X] Search Select Group [X] Search Room No [X] Reset Subject

Enkr Bepi [X] Search Select Faculty [X] Search Reset Faculty

Display in Create Mode Display in Remove Mode

| DAY | (9:30-10:30) | (10:30-11:30) | (11:30-12:30) | (12:30-1:30) | (1:30-2:30) | (2:30-3:30) | (3:30-4:30) | (4:30-5:30) | (5:30-6:30) |
|-----------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Monday | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New |
| Tuesday | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New |
| Wednesday | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New |
| Thursday | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New |
| Friday | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New |
| Saturday | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New | 2015(2015) Common Add New |

Fig. 07

1. Select Course
2. Select Batch
3. Click search routine & select stream
4. Select Subject
5. Select subject group (Common for all students, Group - A/B for student grouping)
6. Enter Room No
7. Select Faculty (You can choose multiple faculty in case of lab)
8. Click on Add New button in period matrix.

Section wise student linking

SECTION ALLOTMENT

2017 Polytechnic

CST Even Semester DIPLOMA-2nd Semester SEC4

Order ☐ By id ☐ By Name ☐ By Roll ☐ By Univ Roll

| SELECT | STUDENT NAME | STUDENT ID | COLLEGE ROLL | UNIVERSITY ROLL |
|-------------------------------------|----------------------|--------------|--------------|-----------------|
| <input checked="" type="checkbox"/> | GABRIELA CHAWNSKOREY | JPI/20110000 | N/A | |
| <input checked="" type="checkbox"/> | SUBALUT DUTTA | JPI/20110010 | N/A | |
| <input checked="" type="checkbox"/> | APRUNDHA RATH | JPI/20110027 | N/A | |
| <input checked="" type="checkbox"/> | DEBAPATI DAS | JPI/20110034 | N/A | |
| <input checked="" type="checkbox"/> | DEBANGANA DUTTA | JPI/20110038 | N/A | |
| <input checked="" type="checkbox"/> | ABHINAV CHAWNSKOREY | JPI/20110046 | N/A | |
| <input checked="" type="checkbox"/> | BODHSA SINGHA | JPI/20110053 | N/A | |
| <input checked="" type="checkbox"/> | ANUPAMA DUTTA | JPI/20110054 | N/A | |
| <input checked="" type="checkbox"/> | SUBHAM CHOISET | JPI/20110068 | N/A | |

Fig. 08

1. Select Batch
2. Select Course
3. Click search & select stream
4. Select/Un-select student
5. You can also copy student roll no in the box & then match
6. Click save

Subject Group Wise Student mapping

Group Allotment

2017 Polytechnic Search CSF Even Semester

DIPLOMA/2nd Semester SEM-2 Curriculum **Proceed**

Double Click on Subject Name Then click on Proceed

| SUBJECT CODE | SUBJECT NAME |
|--------------|----------------------------------------------|
| 2022 | Business Process and Administration - Theory |
| 2023 | APPLIED PHYSICS - Theory |
| 2024 | APPLIED CHEMISTRY - Theory |
| 2025 | ENGINEERING MATHEMATICS - Theory |
| 2026 | ENGINEERING DRAWING - Theory |
| 2027 | ELECTRICAL TECHNOLOGY - Theory |
| 2028 | STRENGTH OF MATERIALS - Lab/See |
| 2029 | DEVELOPMENT OF LIFE SKILLS - 1 - Lab/See |
| 2030 | APPLIED CHEMISTRY LAB - Lab/See |
| 2031 | APPLIED PHYSICS LAB - Lab/See |

Available Group

| GROUP NAME | STUDENT ALLOTTE |
|------------|-----------------|
| Group 1 | 0 |

Save Cancel Proceed

| Select | STUDENT NAME | STUDENT ID | COLLEGE ROLL | UNIVERSITY ROLL |
|--------------------------|----------------------|--------------|--------------|-----------------|
| <input type="checkbox"/> | KIRANSHI CHAKRABORTY | 201720100001 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100002 | N/A | |
| <input type="checkbox"/> | VAISHALI BANGAL | 201720100003 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100004 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100005 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100006 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100007 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100008 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100009 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100010 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100011 | N/A | |
| <input type="checkbox"/> | VARSHI BANGAL | 201720100012 | N/A | |

Save Cancel Proceed

Enter Student's COLLEGE ROLL

Match Reset Select All De-select All

Save Cancel Close

Fig. 09

1. Select Batch
2. Select Course
3. Double click on subject
4. Click group
5. Select/Un-select student
6. You can also copy student roll no in the box & then match
7. Click save

Date wise Routine Allocatin

DATE WISE ROUTINE ALLOCATION

2017 Polytechnic Search

CITY: Chennai Computer: IDP, OMA-2nd Semester: C204

Proceed

| DAY | (10.30-11.30) | (11.30-12.30) | (12.30-1.30) | 1.30-4.15 | (4.15-5.15) | (5.15-6.15) | (6.15-7.15) | (8.30-9.30) |
|-----------|------------------------------------|------------------------------------|----------------------|-----------|----------------------|----------------------|----------------------|------------------------------------|
| Monday | ENGLISH (MID) Common | LOI MATHEMATICS Common | DSI (203) EC Common | | 203a (203) EC Common | 203c (203) EC Common | 204a (203) EC Common | 204c (203) EC Common |
| Tuesday | 203a (203) EC Common | 203b (203) EC Common | 203d (203) EC Common | | DSI (203) EC Common | 203e (203) EC Common | 203f (203) EC Common | 203g (203) EC Common |
| Wednesday | | DSI (203) EC Common | 203h (203) EC Common | | 203i (203) EC Common | 203j (203) EC Common | 203k (203) EC Common | 203l (203) EC Common |
| Thursday | 203m (203) EC Common | 203n (203) EC Common | 203o (203) EC Common | | 203p (203) EC Common | 203q (203) EC Common | 203r (203) EC Common | 203s (203) EC Common |
| Friday | WPM (MECHANICAL WORK-OF) EC Common | WPM (MECHANICAL WORK-OF) EC Common | | | 204b (203) EC Common | 204c (203) EC Common | 204d (203) EC Common | WPM (MECHANICAL WORK-OF) EC Common |
| Saturday | | | | | | | | |

Last Allocation Date: 01/01/2020

From Month: Month: To Month: Month:

From Year: Year: To Year: Year:

From Date (dd/mm/yyyy): To Date (dd/mm/yyyy):

Save **Cancel** **Close**

Fig. 10

1. Select Batch
2. Select Course
3. Click proceed
4. Enter from date & to date
5. Click save

Add Visiting Faculty

smartyadmin

Master Transaction

ROUTINE CREATION CHANGE PASSWORD ADD VISITING FACULTY TEMPORARY ROUTINE C... ADD - SPECIAL CLASS TEMPORARY ROUTINE C... Period Wise Routine Rca...

View Reports

Add Visiting Faculty

Enter Faculty Code: Last Faculty Code: GNITIG/001

Enter Faculty Name:

Enter Faculty Short Name:

Save **Cancel**

| Action | Visiting Faculty Code | Visiting Faculty Name | Faculty Designation | Category | Faculty Name |
|--------|-----------------------|-----------------------|---------------------|----------|--------------|
| Edit | GNITIG/001 | KABINDRA NAT-1 DAS | ASISTANT PROFESS | Teaching | KND |
| Edit | GNITIG/002 | ARNAB BANERJEE | ASISTANT PROFESS | Teaching | A3 |
| Edit | GNITIG/003 | HELPA BANSU MISHRA | ASISTANT PROFESS | Teaching | MM |
| Edit | GNITIG/004 | SOURAV MALAVAR | ASISTANT PROFESS | Teaching | SH |

First **Prev** **1/1** **Next** **Last**

Fig.11

1. Click Transaction->Click Add Visiting Faculty
2. Enter faculty code,name & short name
3. Click save