

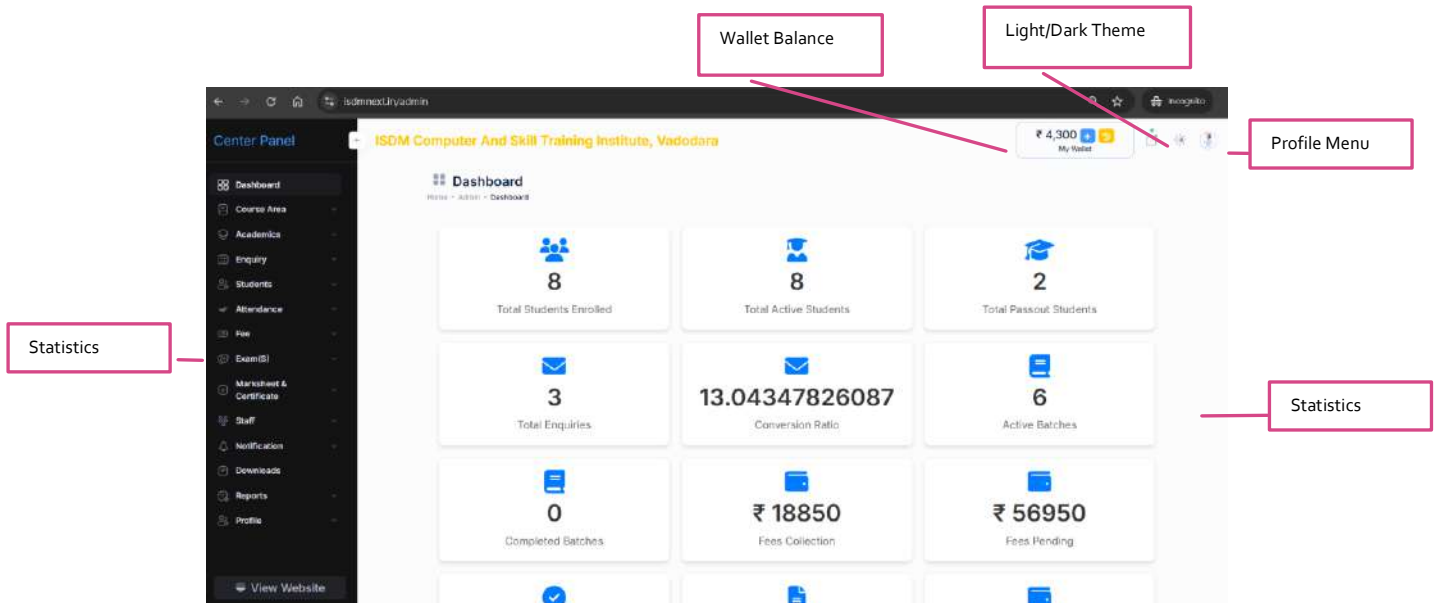
Franchise Operational Manual - Online Operation of ISDMNEXT.IN

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Dashboard



What you see on Dashboard

1. Statistics on Screen Area
2. Profile Option on Top Right Corner
3. Wallet Balance and Recharge on very left of Profile Pic
4. Light / Dark Theme
5. Main Menu on Left

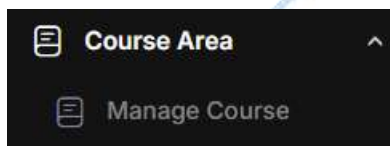
Course Area

Introduction

This section allows you to efficiently manage all courses on the platform. You can browse the complete course list, view the topics covered in each course, and access the course-wise marks distribution. This centralized system enables you to retrieve all relevant course-related information in one place, ensuring streamlined access and better management.

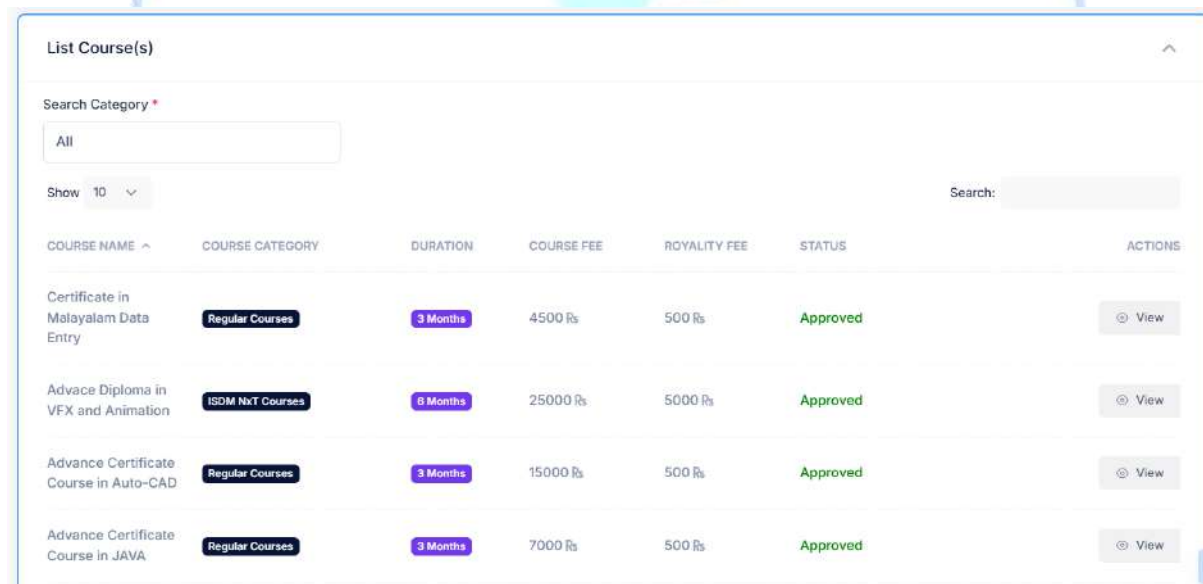
1. Browse list of courses

To see the list of courses click **Course Area > Manage Course(s)** from main menu



Once you click on **Manage Course(s)**, You will get all the courses list

*Note: Scroll down to **List Courses** and skip **Add Course area***



COURSE NAME	COURSE CATEGORY	DURATION	COURSE FEE	ROYALTY FEE	STATUS	ACTIONS
Certificate in Malayalam Data Entry	Regular Courses	3 Months	4500 Rs	500 Rs	Approved	View
Advance Diploma in VFX and Animation	ISDM NixT Courses	6 Months	25000 Rs	5000 Rs	Approved	View
Advance Certificate Course in Auto-CAD	Regular Courses	3 Months	15000 Rs	500 Rs	Approved	View
Advance Certificate Course in JAVA	Regular Courses	3 Months	7000 Rs	500 Rs	Approved	View

What will you see here?

1. Course Name
2. Category
3. Duration in months/year
4. Standard Course Fee
5. Royalty
6. Status (Approved/Pending) – *Approve Status shows that course is active*
7. View

View Course Syllabus

Click on the **View Button** from at the last column of the course table area

Click here to see the course syllabus and marks plan

Certificate in Malayalam Data Entry	Regular Courses	3 Months	4500 Rs	500 Rs	Approved	View
-------------------------------------	-----------------	----------	---------	--------	----------	------

You will get complete information of the course like below picture

View Course

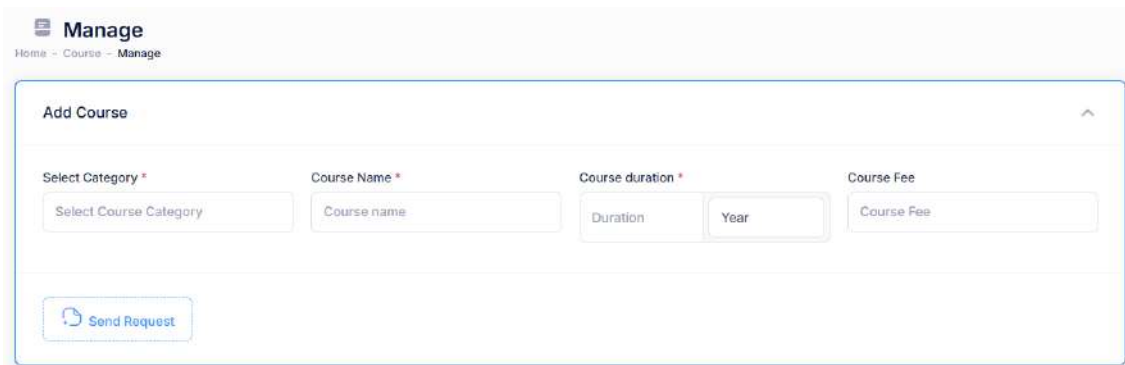
Subject Code	Subject Name	Marks		
		Subject Type	Min Marks	Max Marks
ADVA01	Fundamental of VFX and Animation	Theory	60	60
		Practical	40	40
ADVA02	Working with Colors	Theory	60	60
		Practical	40	40
WIOS-001	Windows Operating System 7	Theory	60	60
		Practical	40	40
ADVA03	Designing and Creativity	Theory	60	60
		Practical	40	40
DIT02	Beginner	Theory	60	60

Close

2. Add customized course

To add your own customize course click **Course Area > Manage Courses >**

Access **Add customize course**



The screenshot shows a web interface for adding a new course. At the top, there is a 'Manage' header with a home icon and a breadcrumb trail: 'Home - Course - Manage'. Below this is a section titled 'Add Course' with an upward arrow icon. The form contains four main input fields: 'Select Category *' with a dropdown menu showing 'Select Course Category'; 'Course Name *' with a text input field labeled 'Course name'; 'Course duration *' which is split into 'Duration' and 'Year' input fields; and 'Course Fee' with a text input field labeled 'Course Fee'. At the bottom left of the form is a button labeled 'Send Request' with a circular arrow icon.

After adding new course. Our team will do the screening of course and we approve if everything is correct.

Remember if you are adding new Course

1. The course should not exist already on our portal with some different name and subjects
2. The course should have all the relevant subjects. You will have to provide the list of subject to be taught in the course.
3. You will provide the subject wise 30 numbers of set of objective type of quizzes to be ask in the exam in excel format in each subject
4. Royalty fee in customize course: If course belongs to regular course, we will charge Rs.500/- or If course belongs from professional job oriented course, then we charge 20% of the standard market course fee.
5. Study Material: If you want subject wise study material from our side, you can raise a ticket on our support center <https://support.isdmindia.in/>
6. Our academic team will provide the study material, lesson plan, assignments, syllabus and career options of the course.

Academics

Introduction

This section allows you to manage **batches** and the **course plan**, two essential components of our operations. Let's understand both at a glance:

1. Batches

In this section, you can manage student batches. Before enrolling students in any course, you must first create a batch. A single batch can accommodate multiple students. Each batch includes key details such as:

- Batch name
- Duration (start date and end date)
- Batch timings

2. Course Plan

The course plan is designed for teachers or academic staff to create a structured **daily study plan** accessible to students. Here, you can:

- Select the **Course and Subject** for which you are going to create a course plan
- Define daily study topics with titles, descriptions, and lecture types (theory or practical).
- Upload **customized study materials** or **assignments** and allocate them to students batch-wise.

This system ensures smooth academic planning and effective batch management.

Manage Batches

To manage click on **Academics > Batches**

Here, you will get two sections **Add Batch** and **List Batch**

Add New Batch

Here, you will create a new batch. Follow the below picture

Batch
Home - Academic - Batch

Add Batch

Batch Name *

Course *

From Date *

To Date *

From Time *

To Time *

Duration *

[Publish](#)

After filling up all above information click **Publish Button**

Note: The duration you will enter in any batch will be printed on certificate. Please enter it carefully
Once you create a batch, you will no longer able to edit it. You can edit only the batch name.

List Batch

Here you can see the list of all created batches

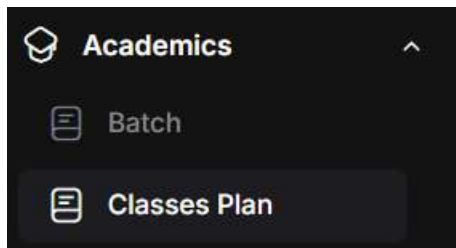
Click on the Titles to Sort and Filter the Batches for easy access

BATCH NAME ^	CENTER	COURSE	DATE	TIME	DURATION	ACTIONS
DCA JAN24-JAN25	Arpan Soni	Diploma in Computer Application (DCA)	Form : 01-02-2024 To : 01-01-2025	Form : 12:00 PM To : 01:00 PM	11 M, 0 D	Edit Delete
MS Office Feb-April 2025	Arpan Soni	Certificate in Office Automation	Form : 01-02-2025 To : 01-05-2025	Form : 01:00 PM To : 02:00 PM	3 M, 0 D	Edit Delete
Networking Jan 2024-25	Arpan Soni	NxT Certified Computer Networking Professional	Form : 01-01-2024 To : 01-01-2025	Form : 01:00 PM To : 02:00 PM	1 Y, 0 M, 0 D	Edit Delete
Office Automation 1	Arpan Soni	Certificate in Office Automation	Form : 01-12-2024 To : 01-03-2025	Form : 01:00 PM To : 02:00 PM	3 M, 0 D	Edit Delete
Office Automation Feb-May 2025	Arpan Soni	Certificate in Office Automation	Form : 24-02-2025 To : 24-05-2025	Form : 02:00 PM To : 03:00 PM	3 M, 0 D	Edit Delete

You can sort the list by batch name, course, date, time and duration. Just click on the **Title of the Column**

Manage Class Plan

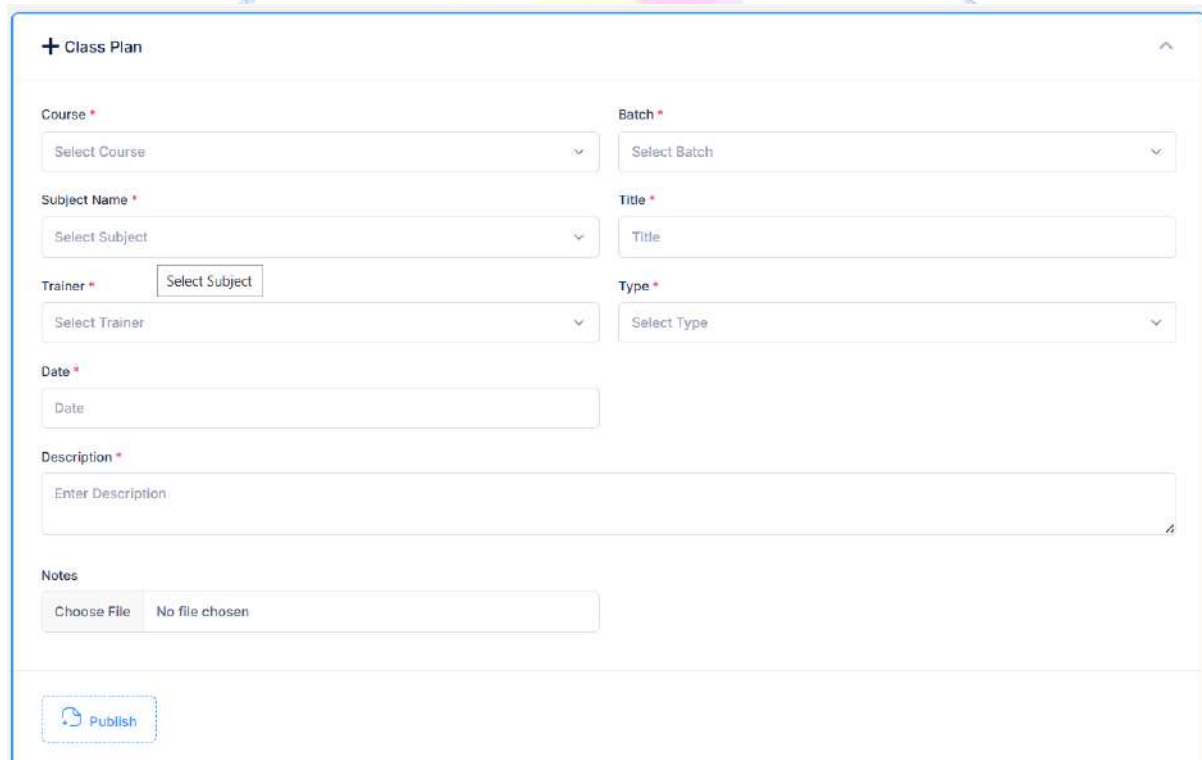
To create a class plan click on the **Academics > Classes Plan**



Here, you will get two sections. **Class Plan** and **List Class Plans**

Creating new Class Plan

You will be asked for filling up required details mentioned in below screenshot:

A light blue form titled '+ Class Plan' with a close button in the top right. The form contains several fields: 'Course *' and 'Batch *' are dropdown menus with 'Select Course' and 'Select Batch' respectively; 'Subject Name *' is a dropdown with 'Select Subject'; 'Trainer *' is a dropdown with 'Select Trainer'; 'Date *' is a date input field; 'Title *' is a text input field with 'Title' as a placeholder; 'Type *' is a dropdown with 'Select Type'; 'Description *' is a large text area with 'Enter Description' as a placeholder; and 'Notes' is a section with a 'Choose File' button and 'No file chosen' text. At the bottom left, there is a 'Publish' button with a circular arrow icon.

Once you create a class plan, it will appear on student login with details. Everyday when classes will be conducted. Student will give their **feedback and rating of today's** class whether they understood or not with their comments. It allows us to track the record of trainer's performance. **You can see the detailed information about the feedback and rating section in student manual**

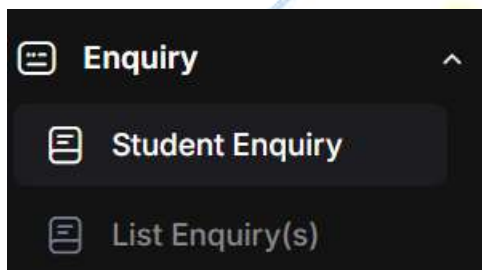
Enquiry

Introduction

This section allows you to efficiently manage student enquiry records. It helps track the **conversion ratio** from enquiry to admission, providing valuable insights into student enrollment trends.

Additionally, this section plays a crucial role in monitoring **Key Performance Indicators (KPIs)** related to enquiry flow and admissions. To ensure accurate tracking and receive ongoing **operational support** and **enquiry-related materials**, it is essential to update all enquiries in this system.

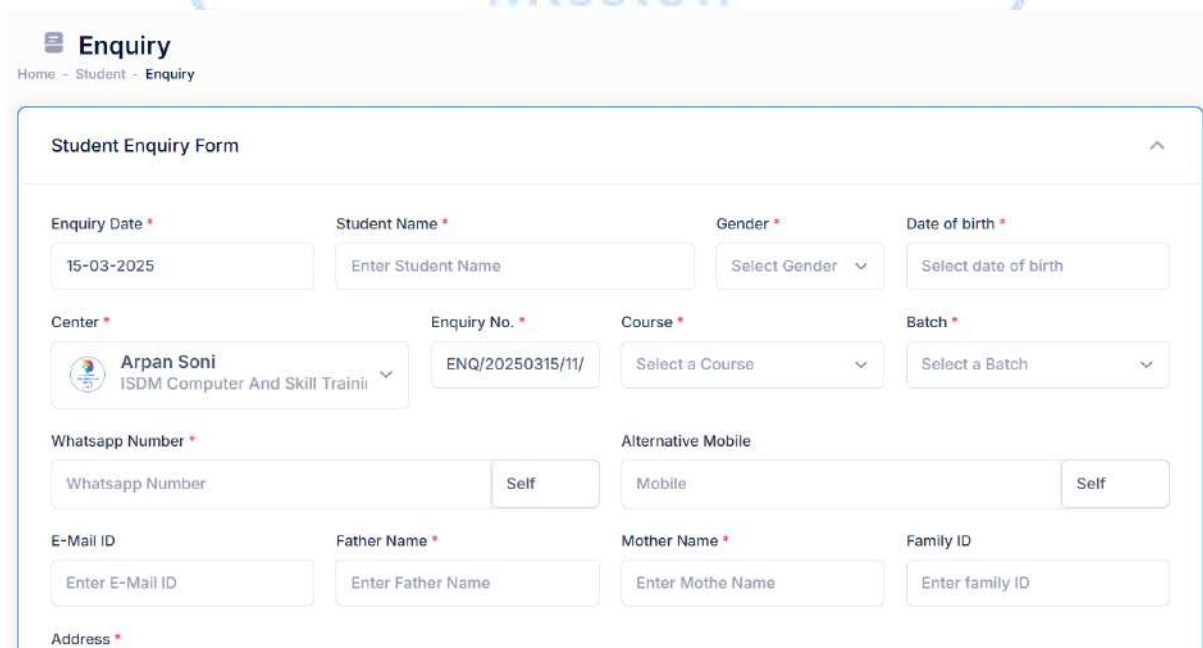
To access this section click **Enquiry** from main menu



Here you will get two sub menus: **Student Enquiry** and **List Enquiry(s)**

Student Enquiry

You can add new enquiry from here, You just have to fill up the enquiry form here. Follow the below screenshot


 A screenshot of the 'Student Enquiry Form' interface. The form is titled 'Student Enquiry Form' and has a breadcrumb trail 'Home - Student - Enquiry'. It contains several input fields and dropdown menus:

- Enquiry Date ***: Text input with value '15-03-2025'.
- Student Name ***: Text input with placeholder 'Enter Student Name'.
- Gender ***: Dropdown menu with 'Select Gender' and a downward arrow.
- Date of birth ***: Text input with placeholder 'Select date of birth'.
- Center ***: Dropdown menu showing 'Arpan Soni' and 'ISDM Computer And Skill Traini'.
- Enquiry No. ***: Text input with value 'ENQ/20250315/11/'.
- Course ***: Dropdown menu with 'Select a Course' and a downward arrow.
- Batch ***: Dropdown menu with 'Select a Batch' and a downward arrow.
- Whatsapp Number ***: Text input with placeholder 'Whatsapp Number'.
- Alternative Mobile**: Text input with placeholder 'Mobile'.
- E-Mail ID**: Text input with placeholder 'Enter E-Mail ID'.
- Father Name ***: Text input with placeholder 'Enter Father Name'.
- Mother Name ***: Text input with placeholder 'Enter Mothe Name'.
- Family ID**: Text input with placeholder 'Enter family ID'.
- Address ***: Text input at the bottom.

Address *

Address

Pincode * **Select State *** **Select District *** **Passed Exam**


Enter Pincode Select a State Select a City Enter Passed Exam

Marks(%) / Grade **Board** **Passing Year** **Estimated Join Date ***

Enter Marks/Grade Enter Board Enter Passing Year Select Estimated Join Date

Follow Up Date *

Select Follow Up Date

 Publish

After filling up all information click **Publish Button**

List Enquiry(s)

Click **Enquiry > List Enquiry(s)**

You will get all the enquiry list in table format

List Enquiry(s)

Show 10 Search: Copy CSV Excel PDF Print

ENQUIRY NO ^	ESTIMATED JOIN DATE	FOLLOW UP DATE	NAME	CONTACT	EMAIL	CENTER	COURSE
NQ/20250217/11/774	22-02-2025	20-02-2025	Ram Kumar	9865356874	studentg@gmail.com	ISDM Computer and Skill Training Institute, Vadodara	Post Graduate Diploma in Computer Applications 1 Year

Showing 1 to 1 of 1 records

You can scroll the horizontal scroll bar to the right to get the all-columns data. Here you can convert your enquiry directly to the admission. Have a look on below screenshot

List Enquiry(s)

Show 10 Search:

Copy CSV Excel PDF Print

BATCH	FATHER	MOTHER	STATE	CITY	ADDRESS	PINCODE	ENQUIRY TYPE	ACTION
PGDCA01	Shyam	Mrs. Name	Gujarat	Ahmedabad	101, Gandhinagar, Ahmedabad, Gujarat 232636	232636	offline Via Admin	Covert Into Admission

Showing 1 to 1 of 1 records

Click this button to **Convert enquiry into admission** directly



Students

Introduction

This section allows you to **manage all enrolled students** efficiently. You can **enroll new students**, browse the list of already enrolled students, and access their **complete profiles**, including uploaded documents and other essential details.

Key features of this section include:

- **Student Enrollment** – Add new students and manage their records.
- **Student Profiles** – View comprehensive student details along with their submitted documents.
- **Fee Management** – Set and customize the admission/exam/tuition fee for each new student.
- **Passout Students** – Access the list of students who have completed their courses.

If a student is enrolled in the **ISDM NXT portal**, their details cannot be modified directly. However, an option is available to **raise a request for changes** if required.

Let's explore this section in detail.

Student Admission

Prerequisites for Enrolling a New Student

Before enrolling a new student, ensure that you have the following ready:

1. **Student Documents**
 - **Aadhaar Card** (for identity verification)
 - **Marksheet** (for academic records)
 - **Recent Passport-Sized Photograph**
2. **Wallet Balance**
 - Ensure that your **wallet has the minimum required balance** to complete the enrollment process.
 - You can check the **royalty details** and required balance in the **Course Area** section.

Having these ready will ensure a smooth and hassle-free enrollment process.

To enrol new student click **Student > Student Admission**

Switch to next page to continue.....

Student Admission Form

Admission Date * 15-03-2025 Student Name * Enter Student Name Gender * Select Gender Date of birth * Select date of birth

Center * Arpan Soni ISDM Computer And Skill Traini Roll No. * ISDM/GUJ/101/9 Course * Select a Course Batch * Select a Batch

Whatsapp Number * Whatsapp Number Self Alternative Mobile Mobile Self

E-Mail ID Enter E-Mail ID Father Name * Enter Father Name Mother Name * Enter Mothe Name Family ID Enter family ID

Address * Address

Address * Address

Upload Photo * Choose File No file chosen Pincode * Enter Pincode Select State * Select a State Select District * Select a City

Passed Exam Enter Passed Exam Marks(%) / Grade Enter Marks/Grade Board Enter Board Passing Year Enter Passing Year

Upload Documents

Aadhar Card Card *	Choose File	No file chosen
Admission Form	Choose File	No file chosen
Family Id Document	Choose File	No file chosen
10th Marksheet	Choose File	No file chosen
10th+ Marksheet	Choose File	No file chosen

Fee Section

Fee Type	Fee Period	Payment Type	Total Fee	Paid Amount	Description	Action
Course Fee	One Time	Cash	Rs Total Fee	Rs Paid Amount	Description	

Add More

Publish

Set the Fee from this Section

Documents Criteria for Student Enrollment

Ensure that the following documents meet the required criteria before uploading:

1. **Aadhaar Card** – Mandatory for identity verification.

2. **Admission Form** – A scanned copy of the **front and back side** of the admission form must be uploaded.
3. **Family ID (Optional)** – Uploading is **not required** for Family ID.
4. **10th Marksheet** – Upload the **High School Marksheet** if available.
5. **Highest Qualification Marksheet** – Upload the **last class passed** marksheet (e.g., 12th, diploma, or graduation).
6. **Set the Fee:**
 1. **Fee Type:** Admisison Fee/Exam Fee/Tution Fee/Other Fee
 2. **Fee Period:** Onetime/Monthly
 3. **Payment Type:** Cash/Bank
 4. **Total Fee:** Total fee to be paid by student
 5. **Paid Amount:** Fee paid at the time of admission
 6. **Description:** Any Remark

See the Screenshot for Example

Fee Section						
Fee Type	Fee Period	Payment Type	Total Fee	Paid Amount	Description	Action
Course Fee	One Time	UPI	Rs 7500	Rs 500	Complete Course Fee	
Admission Fee	One Time	Cash	Rs 1000	Rs 0	Admission fee to paid within 7 days of admision	Remove
Registration Fee	One Time	UPI	Rs 500	Rs 500	Registration Charges (One time)	Remove
Exam Fee	One Time	Cash	Rs 1500	Rs Paid Amount	To be paid before final exam	Remove

[Add More](#)

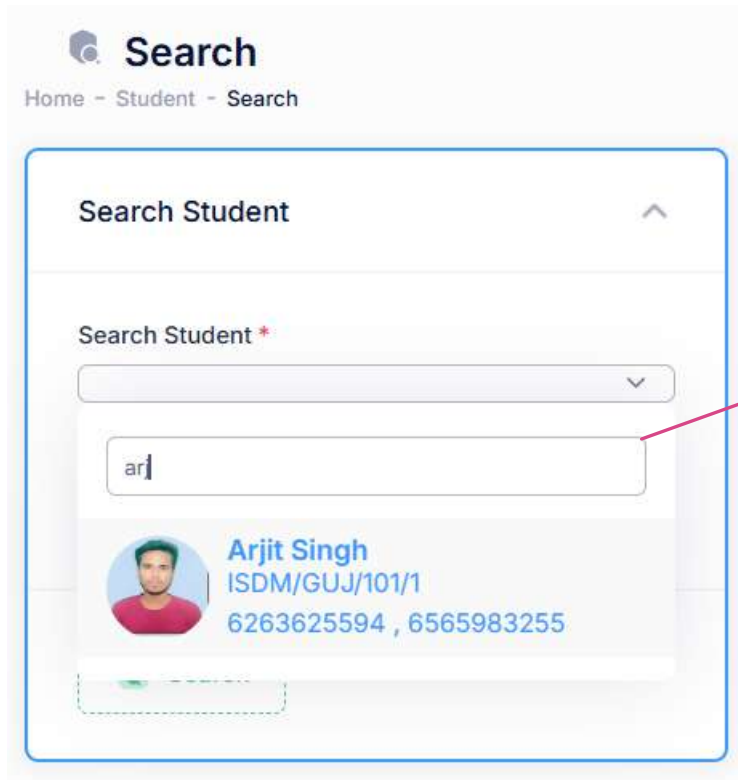
Make sure all uploaded documents are clear and legible for smooth processing.

After filling up all the information click **Publish Button**. Its Done

Access the full details of individual student

Click Student > Student Details

You will get another option to select student name. Type 2-3 letters of student name to search, then click student name



The screenshot shows a web interface for searching students. At the top, there is a 'Search' header with a magnifying glass icon and a breadcrumb trail 'Home - Student - Search'. Below this is a 'Search Student' section with a dropdown menu labeled 'Search Student *'. A text input field below the dropdown contains the letters 'ar'. Below the input field, a search result is displayed for 'Arjit Singh' with a profile picture, ID 'ISDM/GUJ/101/1', and phone numbers '6263625594 , 6565983255'. A pink callout box points to the input field with the text 'Type some letters of keywords of student name'.


Click on the **Student Name**

See on Next Page.....


Search
Home - Student - Search

Search Student

Search Student *

**Arjit Singh**
ISDM/GUJ/101/1
6263625594 , 6565983255

1. Roll No
2. Name
3. Mobile

 Search


Click on the Name to View Full Details

Click **Search Button**, You will get the overview of student details here


Search
Home - Student - Search


Search Student

Search Student *

**Arjit Singh**
ISDM/GUJ/101/1
6263625594 , 6565983255

1. Roll No
2. Name
3. Mobile

 Search

**Arjit Singh**
Roll No. ISDM/GUJ/101/1
Gender Male
Mobile 6263625594
[View Profile](#)


General Information

DOB	: 01-01-1999
Admission Date	: 01-10-2024
Batch	: Office Automation Oct24-Jan25
Center Name	: ISDM Computer and Skill Training Institute, Vadodara
Course	: Certificate in Office Automation
Duration	: 3 Month
Status	: Verified Student

To view more details Click on '**View Profile Button**' You will get complete student details.

Click here to view full details of the student

Account Overview
 Home - Student - Profile



Arit Singh
 Student 101

ISDM/GUJ/101/1
 Roll No

01-01-1999
 Date of Birth

Male
 Gender

Overview Update Fees Record Change Password Document(s) Setting

Account Overview			
Center Name	ISDM Computer and Skill Training Institute, Vadodara		
Course Name	Certificate in Office Automation	Duration	3 month
Mobile	6263625594 Self	Email	
Father Name	Raghvendra Sinha	Mother Name	Smt. Geetadevi
State Name	Karnataka	City Name	Bengaluru Urban
Address	101	Pincode	123456

Select the **Tab** for more details

Here you will get some most important options

1. Overview: To see the overall details of the students
2. Update: To see and request for change/edit any student details. If you want to change any details, you need to click on **Request for Student Details Change** button on top right corner. See below picture

Account Setting Send Request To Change Student Details

Student Name *	Gender *	Date of birth *	Profile Status *
Arit Singh	Male	01-01-1999	Verified
Whatsapp Number *	Alternative Mobile		
6263625594 Self	6565983255 Self		
E-Mail ID	Father Name *	Mother Name *	Family ID
Enter E-Mail ID	Raghvendra Sinha	Smt. Geetadevi	Enter family ID
Address *			
101			

3. Fee Record: To view all fees record of the student

Overview

Update

Fees Record

Change Password

Document(s)

Setting

Fee Record

Show

10

Search:

Copy

CSV

Excel

PDF

Print

Arit Singh

#	Date	Transaction ID	Fee Type	Paid Amount	Payment Type	Action
1	27-12-2024	05272024171438122	Course Fees	0	Cash	<div><div></div>Edit<div></div>Receipt<div></div>Delete</div>
2	27-12-2024	05272024171438942	Admission Fees	500	Cash	<div><div></div>Edit<div></div>Receipt<div></div>Delete</div>
3	27-12-2024	05272024174247731	Course Fees	500	Cash	<div><div></div>Edit<div></div>Receipt<div></div>Delete</div>
4	27-12-2024	05272024174307567	Course Fees	500	Cash	<div><div></div>Edit<div></div>Receipt<div></div>Delete</div>
5	26-12-2024	05272024174348408	Course Fees	500	Cash	<div><div></div>Edit<div></div>Receipt<div></div>Delete</div>
6	26-01-2025	06262025194456889	Admission Fees	500	Cash	<div><div></div>Edit<div></div>Receipt<div></div>Delete</div>
Total				₹ 2500		

Showing 1 to 6 of 6 records

1

4. Change Password: To change the student login password. You need to send request for password change.

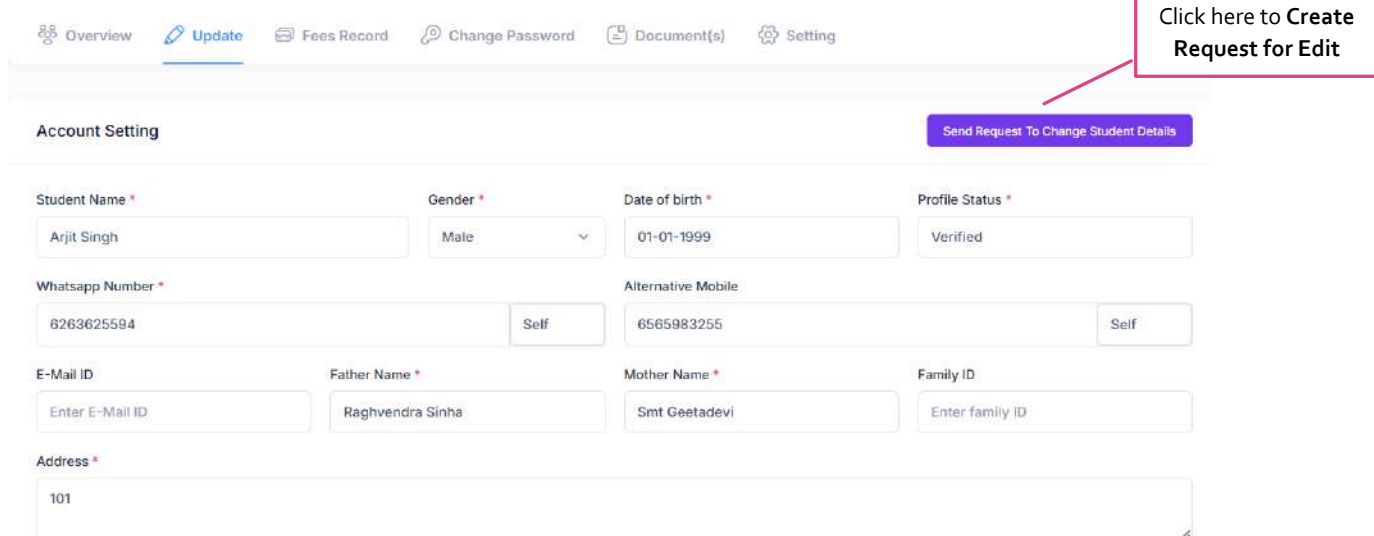
Overview Update Fees Record Change Password Document(s) Setting	
Change Password	
Send Request To Change Password	
New Password <input type="password"/>	Confirm Password <input type="password"/>
Use 8 or more characters with a mix of letters, numbers & symbols.	Use 8 or more characters with a mix of letters, numbers & symbols.

5. Documents: To view the all uploaded documents of the student

Overview Update Fees Record Change Password Document(s) Setting	
Documents	
Document	View
Adhaar Details	Send Request To Change View
Admission Form	Send Request To Change View
Family Id Document	Send Request To Change
10th Marksheet	Send Request To Change
10th+ Marksheet	Send Request To Change

Change/Edit Student

To see and request for change/edit any student details. If you want to change any details, you need to click on **Request for Student Details Change** button on top right corner. See below picture



Click here to **Create Request for Edit**

Account Setting

Send Request To Change Student Details

Student Name * Arjit Singh Gender * Male Date of birth * 01-01-1999 Profile Status * Verified

Whatsapp Number * 6263625594 Self Alternative Mobile 6565983255 Self

E-Mail ID Enter E-Mail ID Father Name * Raghvendra Sinha Mother Name * Smt Geetadevi Family ID Enter family ID

Address * 101

Track Student Details Change Request

Here will see all the request you made for edit/change student details. See below picture



Student Request

Home - Student - Student Request

List Student Details Request

Show 10 Search:

STUDENT NAME ^	CENTER	REQUEST DATE	STATUS	ACTIONS
Arjit Singh ISDM/GUJ/101/1	ISDM Computer and Skill Training Institute, Vadodera	15-03-2025 22:56:59	Pending	Status

Showing 1 to 1 of 1 records

Once it will approve by admin team, you will able to change/edit the student. Here you will see the all student edit requests as pending. Once it approves the request automatically disappear from here and you can change the student details.

Pass-out Students

Here you will see the list of all pass-out students who completes the exam and certification. See picture

Passout Student List
Home - Student - Passout-student-list

List Passout Student(s)

Show 10 Search:

Copy CSV Excel PDF Print

ROLL NO ^	NAME	CONTACT	EMAIL	COURSE
ISDM/GUJ/101/1	Arjit Singh	6283625594		Certificate in Office Automation 3 Months
ISDM/GUJ/101/6	Anika Nagar	9832565859	mukash22@gmail.com	Certificate in Office Automation 3 Months

Showing 1 to 2 of 2 records

< 1 >

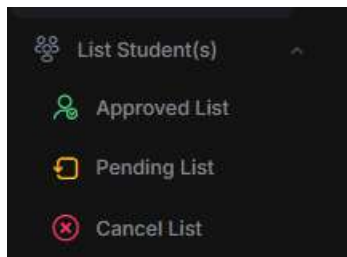
Independent
Skill Development
Mission

NXT

List Students

You will see the all list of students in three categories.

- Approved Students
- Pending Students
- Cancel Students



Approved Students: List of all enrol students who have fulfil all required documents with no deficiencies.

Approve List
Home - Student - Approve-list

List Approved admission(s)

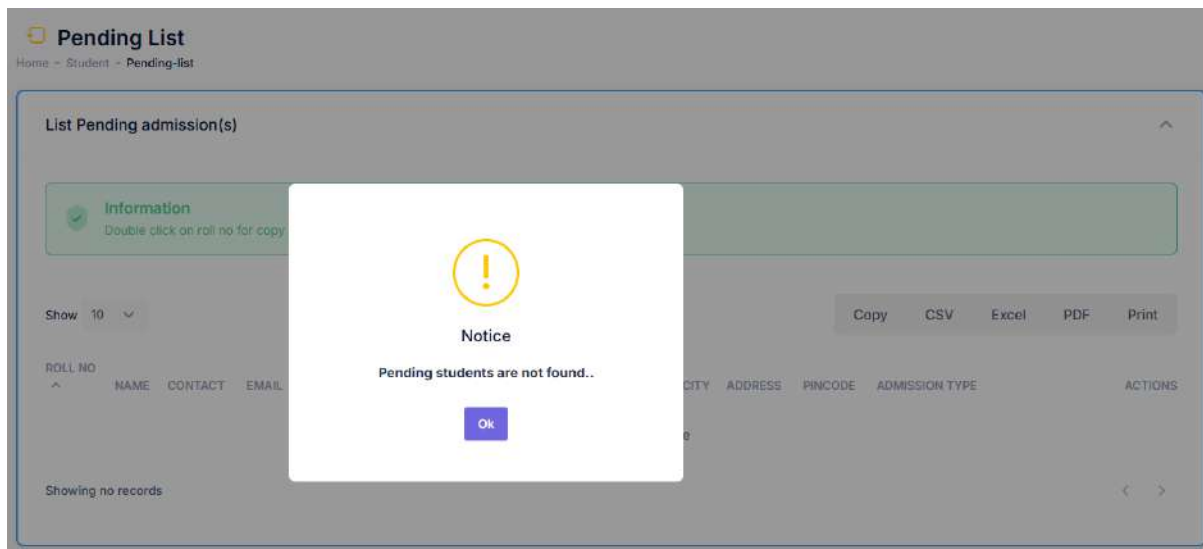
Information
 Double click on roll no for copy it.

Show 10 Search:

Copy CSV Excel PDF Print

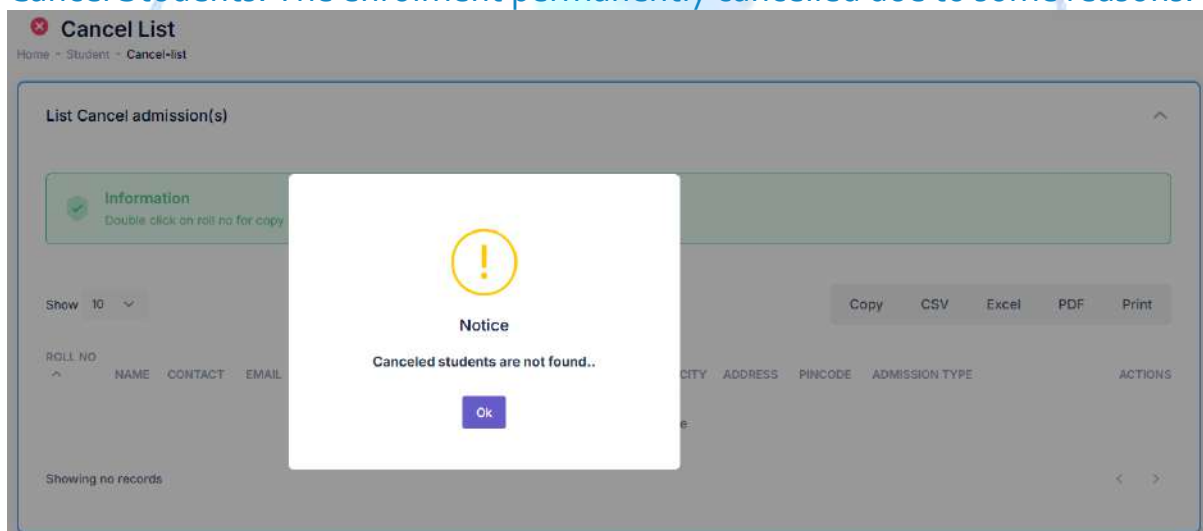
ROLL NO ^	NAME	CONTACT	EMAIL	CENTER	COURSE	BATCH	FATHER
ISDM/GUJ/101/1	Arjit Singh	6263625594		ISDM Computer and Skill Training Institute, Vadodara	Certificate in Office Automation 3 Months	Office Automation Oct24- Jan25	Raghvendr Sinha
ISDM/GUJ/101/2	ANUJ SWARNKAR	8222322222		ISDM Computer and Skill Training Institute, Vadodara	Post Graduate Diploma in Computer Applications (PGDCA) 1 Year	PGDCA01	ANUJ

Pending Students: List of all students who have some deficiencies in documents.



This list is only appear if some pendency exist.

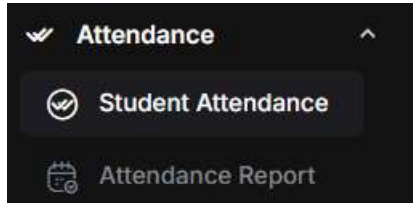
Cancel Students: The enrolment permanently cancelled due to some reasons.



This list is only available if some student cancelled permanently by the admin team of ISDM.

Attendance

Introduction: This section allow you to manage all attendance record. When you click this menu, you will get two options:



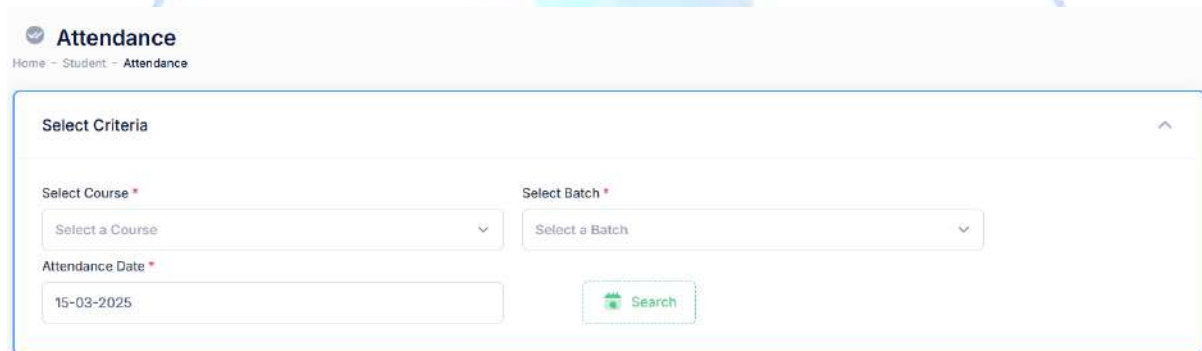
Student Attendance

Here you can raise the batch wise attendance of the students.

Click **Attendance > Student Attendance**

Select Course > Select Batch > Pick the date (for you want to raise the attendance record)

See picture

A screenshot of the 'Attendance' page. At the top, there's a breadcrumb trail: 'Home > Student > Attendance'. Below it is a 'Select Criteria' section with three fields: 'Select Course *' with a dropdown menu showing 'Select a Course', 'Select Batch *' with a dropdown menu showing 'Select a Batch', and 'Attendance Date *' with a text input showing '15-03-2025'. A green 'Search' button is located to the right of the date field.

Attendance Report

You can see attendance for different students and different duration wise.

Select the Course > Select Batch > Select Attendance Duration > Click Search

See on Next Page

Attendance Report

Home - Student - Attendance-report

Select Criteria

Select Course *
Certificate In Office Automation
3 Month
₹ 4500

Select Batch *
Office Automation 1
3 M, 0 D

Attendance Date *
2025-02-14 - 2025-03-15

Search

Today
Yesterday
Last 7 Days
Last 30 Days
This Month
Last Month
Custom Range

You will get the complete attendance record

Attendance Report

Home - Student - Attendance-report

Select Criteria

Select Course *
Certificate In Office Automation
3 Month
₹ 4500

Select Batch *
Office Automation Oct24-Jan25
3 M, 0 D

Attendance Date *
2025-02-01 - 2025-02-28

Search

P : Present **L : Late** **A : Absent** **H : Holiday** **F : Half Day**

Student Name	Total (Days)	Present (Days)	Attendance (%)	2025-02-01	2025-02-02	2025-02-03	2025-02-04	2025-02-05	2025-02-06	2025-02-07
Arjit Singh	28	4	14.29%	A	H	H	H	H	H	H
Anika Nagar	28	5	17.86%	A	H	H	H	H	H	H
Maya Deshmukh	28	2	7.14%	A	H	H	H	H	H	H

Fee Management

Collect Fee

Click the Fee > Collect Fee

Select the Student

Collect Fees
Home > Student > Collect-fees

Select Criteria


Filter Student | Filter Via Batch Details

Select Student *


- Arijit Singh
ISDM/GUJ/101/1
6263625594 , 6565983255
- ANUJ SWARNKAR
ISDM/GUJ/101/2
8222322222
- Narendra Kumar
ISDM/GUJ/101/3
2635996554 , 2565325698

You will get the complete fee details. See picture

Student Fees Details

 **Fees Details**

Fee Type	Payment Type	Fee ₹	Paid Fee ₹	Pending Fee ₹	Action
Course Fees	Cash	4500	1500	3000	Edit Delete Add Installment
Admission Fees	Cash	1000	1000	0	Edit Delete

 **Student Details**

Total Fee		₹ 5500	Records
Total Submitted Fee		₹ 2500	
Total Pending Fee		₹ 3000	
Roll No. With Name		ISDM/GLU/101/1 Arijit Singh	
Center Name		ISDM Computer And Skill Training Institute, Vadodara	
Batch		Office Automation Oct24-Jan25	


Fee Type	Fee Period	Payment Type	Total Fee	Paid Amount	Description	Action
Fee Type	One Time	Cash	Rs. Total Fee	Rs. Paid Amount	Description	

[Add More](#)

[Save](#)

Fee Details Section

Edit the main fee details of the students. To edit any fee simply click on **edit button** on this section

 **Fees Details**

Fee Type	Payment Type	Fee ₹	Paid Fee ₹	Pending Fee ₹	Action
Course Fees	Cash	4500	1500	3000	Edit Delete Add Installment

Step 1 Click here to Edit the Fee

Edit Fee Record

Fee Type

Fee Period

Payment Type

Fee Amount

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

Step 2 Click Save Changes after editing complete

Add Instalments and Generate Fee Receipts

① Fees Details					
Fee Type	Payment Type	Fee ₹	Paid Fee ₹	Pending Fee ₹	Action
Course Fees	Cash	4500	1500	3000	Edit Delete Add Installment
Admission Fees	Cash	1000	1000	0	Edit Delete

Click Add Installment Button

Click Add Installment

Add Installment

Total Amount : 4500 ₹
 Total Paid Amount : 1500 ₹
 Total Pending Amount : 3000 ₹

Date: Amount:

Description:

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


Enter the **Date** > **Amount** > **Description** and Click **Save Changes**

To see all past Fee Receipts

① Student Details		
Total Fee	₹ 5500	Records
Total Submitted Fee	₹ 2500	
Total Pending Fee	₹ 3000	

Click on the **Records**

Click **Records Button** to see all past fee receipts



Arjit Singh
 Student ID: 101
ISDM/GUJ/101/1
 Roll No

01-01-1999
 Date of Birth

Male
 Gender


[Overview](#)
[Update](#)
[Fees Record](#)
[Change Password](#)
[Document\(s\)](#)
[Setting](#)

Fee Record

 Show 10 Search:
 [Copy](#)
[CSV](#)
[Excel](#)
[PDF](#)
[Print](#)
Arjit Singh

Click Receipt Button

Fee Receipt


[Print](#)

Transaction ID #05272024171438122

Date: 27-12-2024

Issue For:
Arjit Singh
 101

Issued By:
ISDM Computer and Skill Training Institute, Vadodara
 309, Saffron Plaza, Airport Road, Above Jagdish Farsan

Fee	Type	Amount	Total
Course Fees	Cash	₹ 0	₹ 4500

Total Payable Amount: ₹ 4500
 Total Paid Amount: ₹ 0

You can print the receipt by clicking on **Print Button** on top right corner

Exam

Step-by-Step Process for Conducting Exams and Issuing Certificates

This section allows you to **conduct exams** for students who have completed their courses based on their batch duration. Follow these steps to conduct exams and issue certificates:

Step 1: Create an Exam Request

- Navigate to the **Exam Section** in the portal.
- Select the Course > **batch** > **Select Students** > **Select Session** > **Write Exam Title** > **Description** for which you want to conduct the exam.
- Click on **Send Button** and submit it for approval.

Step 2: Approval of Exam Request

- The **exam team** will review your request.
- Once approved, the **exam will be enabled** for the selected batch.
- Students will be able to access **subject-wise online exams** through their login portal.

Step 3: Students Appear for the Exam

- The enrolled students must log in to their portal and complete their **subject-wise online exams**.
- After Login Student Click on **Exam and Result** > **Exam Area**
- Click on the Name of Paper to start the Exam (Only theory exam will be conducted online)
- Ensure that students complete the exam within the **designated time frame**.

Step 4: Upload Practical Marks

- After the students complete their online exams, the center must upload their **subject-wise practical marks** in the portal.
- Click on **Student Exam(s)** > **Select the Student** > **Upload Practical Marks**
- Make sure the marks are correctly entered and verified before submission.

Step 5: Request for Certificate & Marksheet

- Once practical marks are uploaded, navigate to the **Certificate Request Section**.
- Click **Generate Marksheet & Certificate** > **Select Student** > **Select Course** > **Select Exam** > **Enter Issue Date** > Click **Send Request Button**
- Submit the request for approval.

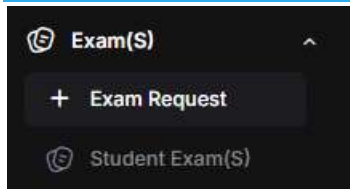
Step 6: Approval & Download of Certificates

- Our team will **review and approve** the certificate request.
- Once approved, you will be able to **download the soft copies** of the **certificate and marksheet** from the portal.

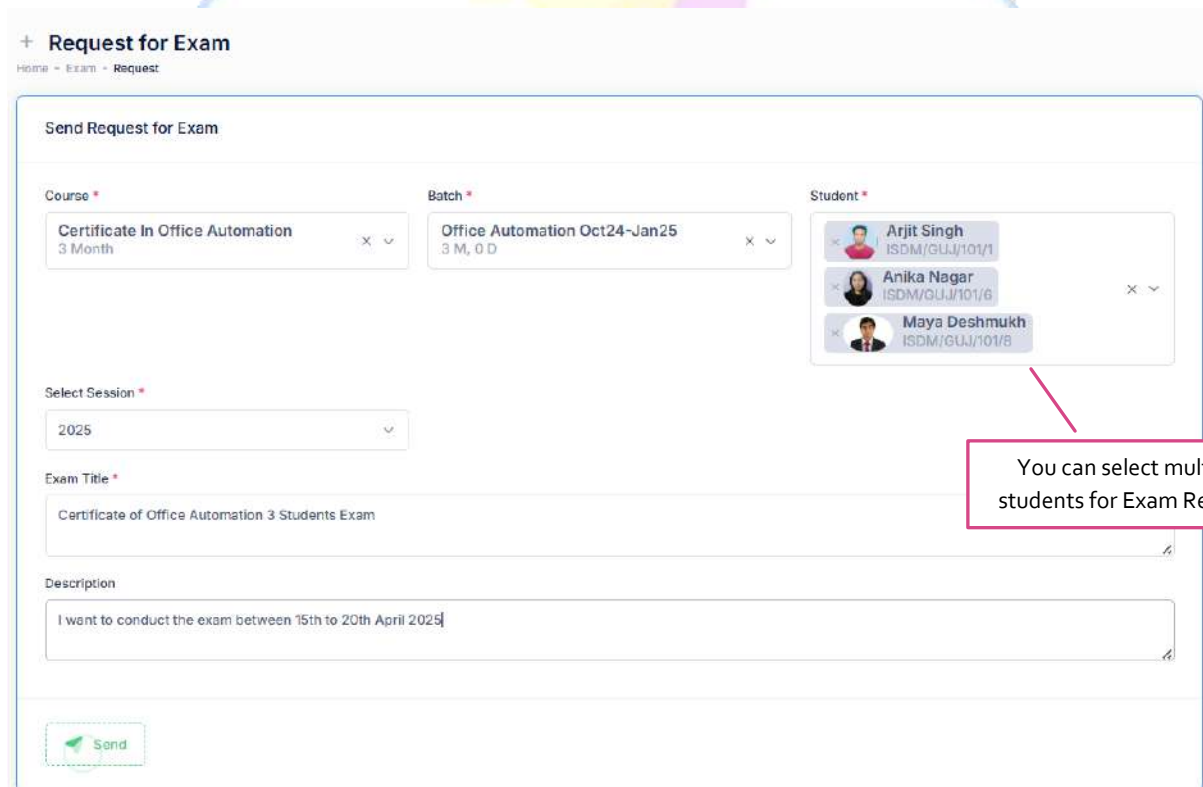


Exam

Step 1: Create an Exam Request



- Navigate to the **Exam Section** in the portal.
- Select the Course > **batch** > **Select Students** > **Select Session** > **Write Exam Title** > **Description** for which you want to conduct the exam.
- Click on **Send Button** and submit it for approval.



+ Request for Exam
Home > Exam > Request

Send Request for Exam

Course *
Certificate In Office Automation 3 Month x v

Batch *
Office Automation Oct24-Jan25 3 M, 0 D x v

Student *
Arjit Singh ISDM/GUJ/101/1 x
Anika Nagar ISDM/GUJ/101/6 x v
Maya Deshmukh ISDM/GUJ/101/8 x

Select Session *
2025 v

Exam Title *
Certificate of Office Automation 3 Students Exam

Description
I want to conduct the exam between 15th to 20th April 2025

Send

You can select multiple students for Exam Request

See all Exam Request and their Status

To see the all exam request with current status Click on Exam(s) > Exam Request > Scroll down the screen to bottom and navigate the **List Request(s)**, Here:

- Approved: Means all approved exams, Student can start the exam now
- Pending: Still pending to be approved by team ISDM

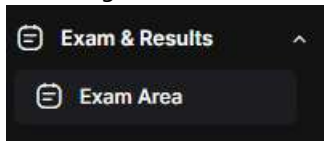
List Request(s)						
Show 10		Search:				
#	Exam Title	Center	Course	Batch	Status	Action
1.	MIS OFFICE EXAM	ISDM Computer and Skill Training Institute, Vadodara	Certificate in Office Automation	Office Automation 1	Approved	Delete
2.	Office Automation Exam	ISDM Computer and Skill Training Institute, Vadodara	Certificate in Office Automation	Office Automation 1	Approved	Delete
3.	HB	ISDM Computer and Skill Training Institute, Vadodara	Post Graduate Diploma in Computer Applications (PGDCA)	PGDCA01	Approved	Delete
4.	I want to conduct exam of this student	ISDM Computer and Skill Training Institute, Vadodara	Certificate in Office Automation	Office Automation 1	Pending	Edit Delete
5.	REQUEST FOR EXAM	ISDM Computer and Skill Training Institute, Vadodara	Diploma in Computer Application (DCA)		Approved	Delete
6.	Request for Conducting Exam Office Automation Batch 2024-25	ISDM Computer and Skill Training Institute, Vadodara	Certificate in Office Automation	Office Automation Oct24-Jan25	Approved	Delete
7.	Certificate of Office Automation 3 Students Exam	ISDM Computer and Skill Training Institute, Vadodara	Certificate in Office Automation	Office Automation Oct24-Jan25	Pending	Edit Delete
Showing 1 to 7 of 7 records					< 1 >	

Step 2: Approval of Exam Request

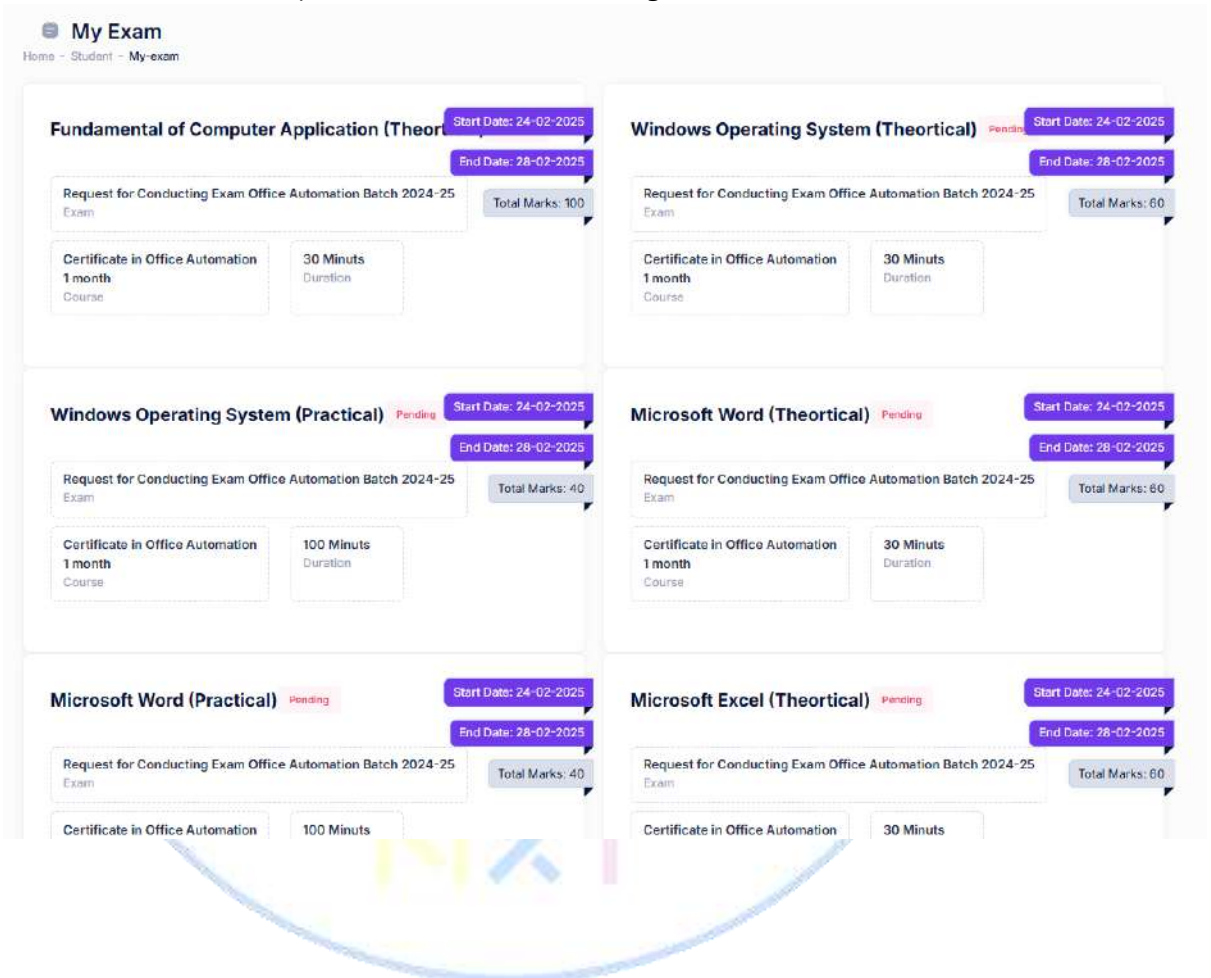
- The **exam team** will review your request.
- Once approved, the **exam will be enabled** for the selected batch.
- Students will be able to access **subject-wise online exams** through their login portal.

Step 3: Students Appear for the Exam

- The enrolled students must log in to their portal and complete their **subject-wise online exams**.
- After Login Student Click on **Exam and Result > Exam Area**



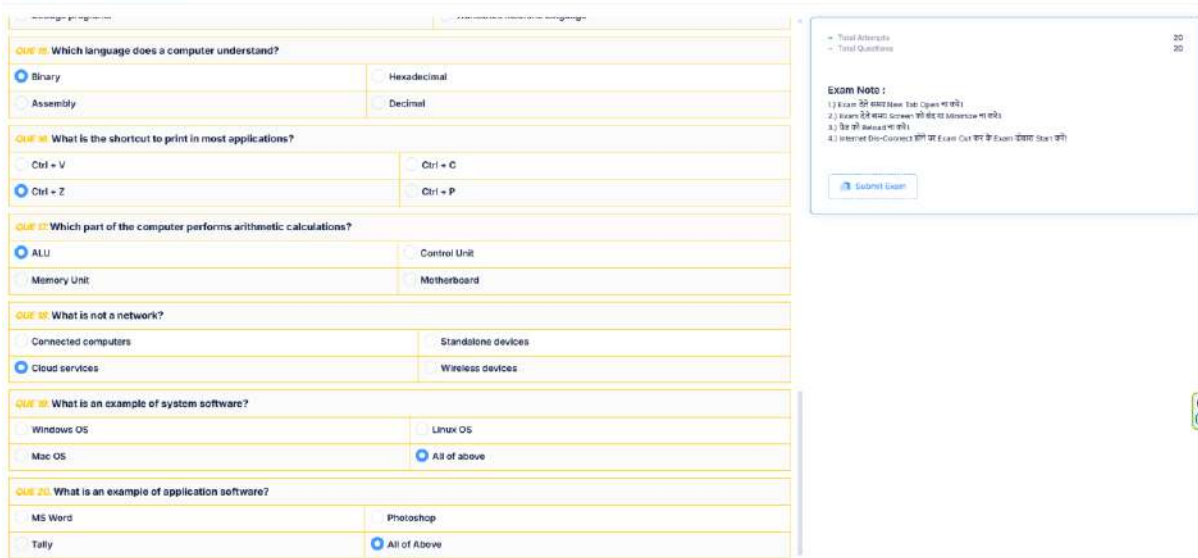
- Click on the Name of Paper to start the Exam (Only theory exam will be conducted online)
- Ensure that students complete the exam within the **designated time frame**.


 The screenshot shows a 'My Exam' dashboard with a breadcrumb trail: Home - Student - My-exam. It displays six exam entries in a grid, each for the 'Request for Conducting Exam Office Automation Batch 2024-25'. Each entry includes the exam name, status (Pending), start/end dates (24-02-2025 to 28-02-2025), total marks, and certificate details.

Exam Name	Status	Start Date	End Date	Total Marks	Certificate in Office Automation	Duration
Fundamental of Computer Application (Theoretical)	Pending	24-02-2025	28-02-2025	100	1 month	30 Minuts
Windows Operating System (Theoretical)	Pending	24-02-2025	28-02-2025	60	1 month	30 Minuts
Windows Operating System (Practical)	Pending	24-02-2025	28-02-2025	40	1 month	100 Minuts
Microsoft Word (Theoretical)	Pending	24-02-2025	28-02-2025	60	1 month	30 Minuts
Microsoft Word (Practical)	Pending	24-02-2025	28-02-2025	40	1 month	100 Minuts
Microsoft Excel (Theoretical)	Pending	24-02-2025	28-02-2025	60	1 month	30 Minuts

When student click on the Exam, It start automatically

Subject: Fundamental of Computer Application
Total Marks: 100
Duration: 30 Minutes
Remaining Time: 27 Minutes 22 Seconds



Which language does a computer understand?

☒ Binary ☐ Hexadecimal
☐ Assembly ☐ Decimal

What is the shortcut to print in most applications?

☐ Ctrl + V ☐ Ctrl + C
☒ Ctrl + Z ☐ Ctrl + P

Which part of the computer performs arithmetic calculations?

☒ ALU ☐ Control Unit
☐ Memory Unit ☐ Motherboard

What is not a network?

☐ Connected computers ☐ Standalone devices
☒ Cloud services ☐ Wireless devices

What is an example of system software?

☐ Windows OS ☐ Linux OS
☐ Mac OS ☒ All of above

What is an example of application software?

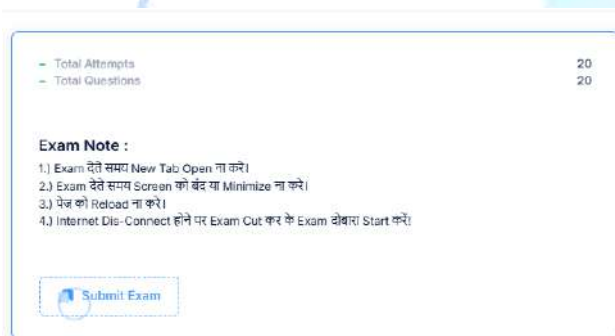
☐ MS Word ☐ Photoshop
☐ Tally ☒ All of Above

Exam Note :

- 1.) Exam देने समय New Tab Open ना करें।
- 2.) Exam देने समय Screen को बंद या Minimize ना करें।
- 3.) पेज को Reload ना करें।
- 4.) Internet Dis-Connect होने पर Exam Cut कर के Exam दोबारा Start करें।

Submit Exam

After attempting all questions, you must click on **Submit Button**



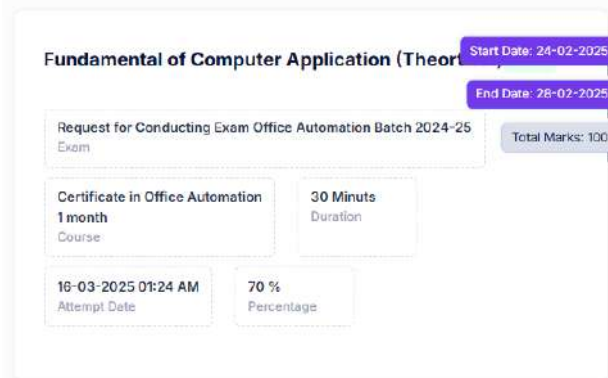
Total Attempts: 20
Total Questions: 20

Exam Note :

- 1.) Exam देने समय New Tab Open ना करें।
- 2.) Exam देने समय Screen को बंद या Minimize ना करें।
- 3.) पेज को Reload ना करें।
- 4.) Internet Dis-Connect होने पर Exam Cut कर के Exam दोबारा Start करें।

Submit Exam

After submission > You will get the result > Click Exam & Result > Exam Area > Browse the attempted subject



Fundamental of Computer Application (Theory)

Start Date: 24-02-2025
End Date: 28-02-2025
Total Marks: 100

Request for Conducting Exam Office Automation Batch 2024-25

Certificate in Office Automation
1 month
Course

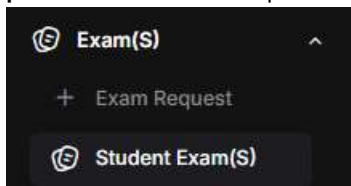
30 Minuts
Duration

16-03-2025 01:24 AM
Attempt Date

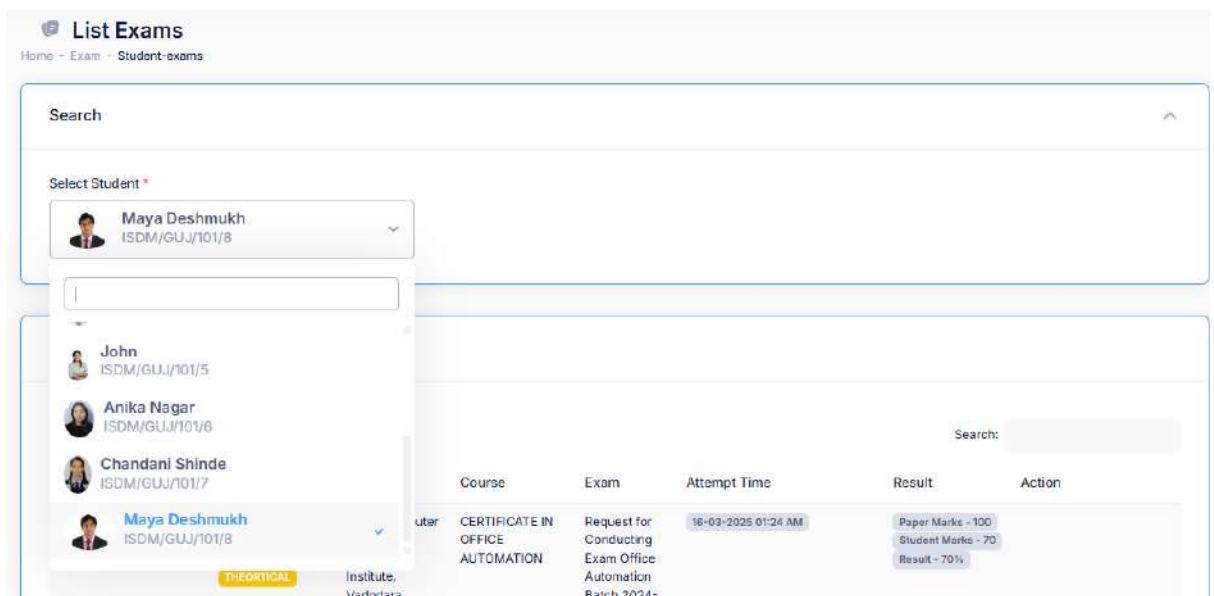
70 %
Percentage

Step 4: Upload Practical Marks

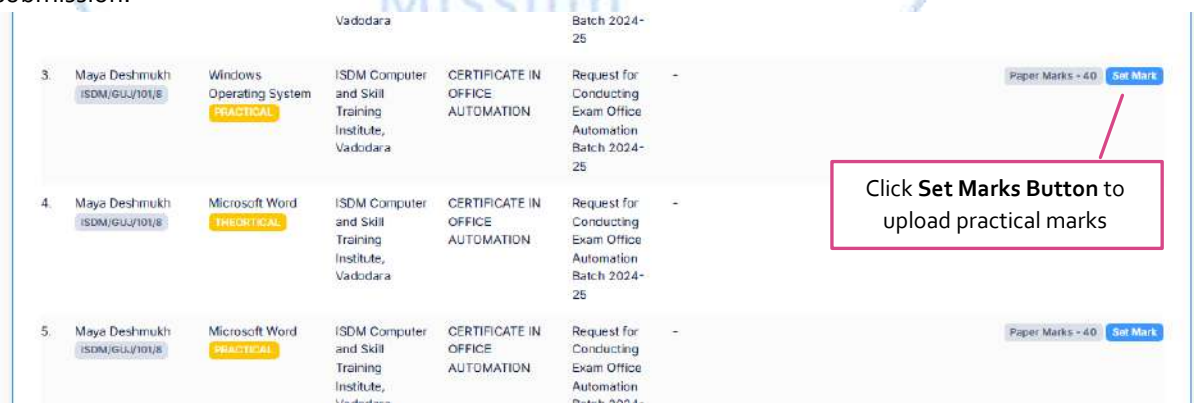
- After the students complete their online exams, the center must upload their **subject-wise practical marks** in the portal.



- Click on **Student Exam(s) > Select the Student > Upload Practical Marks**



- Click on **Set Marks Button** Make sure the marks are correctly entered and verified before submission.



See all Exam Past Exam Records

Click on **Student Exam(s)** > You will get all past exam records here


Show 10 ▾		Search: <input type="text"/>						
#	Student	Subject	Center	Course	Exam	Attempt Time	Result	Action
1.	Arjit Singh ISDM/GUJ/101/1	Fundamental of Computer Application THEORETICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:35 PM	Paper Marks - 100 Student Marks - 100 Result - 100%	
2.	Arjit Singh ISDM/GUJ/101/1	Windows Operating System THEORETICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:36 PM	Paper Marks - 80 Student Marks - 80 Result - 100%	
3.	Arjit Singh ISDM/GUJ/101/1	Windows Operating System PRACTICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:46 PM	Paper Marks - 40 Student Marks - 30 Result - 75%	
4.	Arjit Singh ISDM/GUJ/101/1	Microsoft Word THEORETICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:41 PM	Paper Marks - 80 Student Marks - 80 Result - 100%	
5.	Arjit Singh ISDM/GUJ/101/1	Microsoft Word PRACTICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:44 PM	Paper Marks - 40 Student Marks - 35 Result - 88%	
6.	Arjit Singh ISDM/GUJ/101/1	Microsoft Excel THEORETICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:36 PM	Paper Marks - 80 Student Marks - 80 Result - 100%	
7.	Arjit Singh ISDM/GUJ/101/1	Microsoft Excel PRACTICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:44 PM	Paper Marks - 40 Student Marks - 30 Result - 75%	
8.	Arjit Singh ISDM/GUJ/101/1	Microsoft Power Point THEORETICAL	ISDM Computer and Skill Training Institute, Vadodara	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 06:36 PM	Paper Marks - 80 Student Marks - 80 Result - 100%	


You can filter the exam records student wise. Select the **Student Name** from Top Drop Down Menu


Search


Select Student *

Select Student ▾


Arjit Singh
 ISDM/GUJ/101/1


ANUJ SWARNKAR
 ISDM/GUJ/101/2


Narendra Kumar
 ISDM/GUJ/101/3


Mohan Sharma
 ISDM/GUJ/101/4

Marksheet and Certificate

Introduction

This section allows you to **generate student certificates and marksheet** for those who have successfully completed their exams and uploaded their practical marks. With just a few clicks, you can request and generate the necessary documents.

Before Creating a Certificate & Marksheet Request

Ensure the following criteria are met before proceeding with the request:

1. **Student Exam Completion**
 - Verify that the student has attempted **all required online tests**.
2. **Practical Marks Submission**
 - Ensure that the **student's practical marks** have been uploaded in the portal.

Once these steps are completed, you can proceed with the request for the student's certificate and marksheet.

Request for generating marksheet and certificate

- Once practical marks are uploaded, navigate to the **Certificate Request Section**.
- Click **Generate Marksheet & Certificate > Select Student >**



- **Select Course > Select Exam > Enter Issue Date > Click Send Request Button**

Generate Marksheet Certificate
Home - Student - Generate-marksheet-certificate

Generate Marksheet & Certificate

Select Student *

Select Course *

Select Exam *


Select Student

Select Course

Select Exam

Issue Date

16-03-2025

 Send Request

- Submit the request for approval.

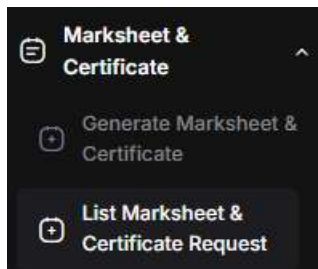
Step 6: Approval & Download of Certificates

- Our team will **review and approve** the certificate request.



Browse the marksheet and certificates request

To see the live status to track the certificate and marksheet request click **List Marksheet and Certificate Request**



Generate Marksheet Certificate Request

Home - Student - Generate-marksheet-certificate-request

List Marksheet & Certificate Request						
Show 10	Search:		Copy CSV Excel PDF Print			
CENTER ^	STUDENT NAME	COURSE	EXAM	ISSUE DATE	STATUS	ACTIONS
ISDM Computer and Skill Training Institute, Vadodara	Arjit Singh(ISDM/GUJ/101/1)	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	01-12-2024 Batch From - 01-10-2024 Batch To - 01-01-2025	Pending	Delete
ISDM Computer and Skill Training Institute, Vadodara	Arjit Singh(ISDM/GUJ/101/1)	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	27-12-2024 Batch From - 01-10-2024 Batch To - 01-01-2025	Approved	
ISDM Computer and Skill Training Institute, Vadodara	Arjit Singh(ISDM/GUJ/101/1)	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	29-12-2024 Batch From - 01-10-2024 Batch To - 01-01-2025	Approved	
ISDM Computer and Skill Training Institute, Vadodara	Arjit Singh(ISDM/GUJ/101/1)	CERTIFICATE IN OFFICE AUTOMATION	MS OFFICE EXAM	29-12-2024 Batch From - 01-10-2024 Batch To - 01-01-2025	Approved	
ISDM Computer and Skill Training Institute, Vadodara	ANUJ SWARNKAR(ISDM/GUJ/101/2)	POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)	HB	24-01-2024 Batch From - 01-01-2024 Batch To - 01-01-2025	Approved	

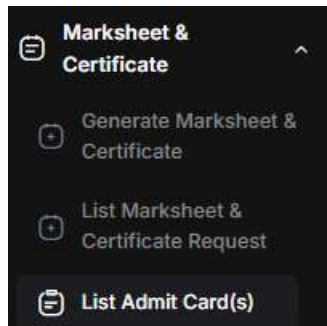
Here you will get two status:

- **Approved:** Certificate is generated
- **Pending:** Request is still pending from the exam team

Browse the admit card

To download the admit cards of the student

Click > **Marksheet & Certificate** > **Admit Card**



You will get the admit card of all students whose exam request has been approved by exam team. See below picture

List Admit Card
Home > Student > List-admit-card

List Admit Card(s)

Show 10 Search:

ROLL NO ^	STUDENT NAME	COURSE	DURATION	SESSION	INSTITUTE	ACTIONS
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation 3 Months	3rd Month Final Admit Card	2024	ISDM Computer and Skill Training Institute, Vadodara	View
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation 3 Months	3rd Month Final Admit Card	2025	ISDM Computer and Skill Training Institute, Vadodara	View
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation 3 Months	3rd Month Final Admit Card	2025	ISDM Computer and Skill Training Institute, Vadodara	View
ISDM/GUJ/101/2	ANUJ SWARNKAR	Post Graduate Diploma in Computer Applications (PGDCA) 1 Year	1st Year Final Admit Card	2024	ISDM Computer and Skill Training Institute, Vadodara	View
ISDM/GUJ/101/3	Narendra Kumar	Diploma in Computer Application (DCA) 1 Year	1st Year Final Admit Card	2025	ISDM Computer and Skill Training Institute, Vadodara	View

Click on **View Button** to download the admit card

Admit Card

Name **Arijit Singh**

Father's Name **Raghvendra Sinha**

Enrollment No. **ENR1826571** Roll No. **ISDM/GUJ/101/1**

Exam Details


Course **Certificate in Office Automation**

Exam Center **ISDM Computer and Skill Training Institute, Vadodara**

Exam Date **26-12-2024 12:00 AM**

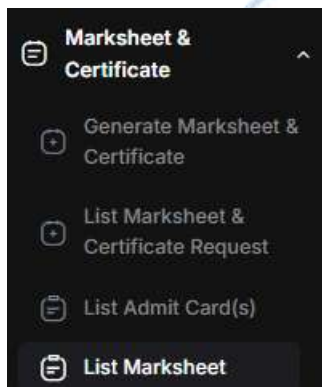
Instructions:

1. Once exam scheduled it cannot be updated, rescheduled,.
2. Exam will be objective types/subjective
3. Practical examination would be conducted separately.



Browse the list of marksheet

Click on Marksheet & Exam > Click List Marksheet



You will get all student list whose marksheet generated

List Marksheet
Home > Student > List-marksheet

List Marksheet(s)

Show 10 Search:

Copy CSV Excel PDF Print

ROLL NO. ^	STUDENT NAME	COURSE	DURATION	INSTITUTE	ACTIONS
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation	3	ISDM Computer and Skill Training Institute, Vadodara	View
ISDM/GUJ/101/2	ANUJ SWARNKAR	Post Graduate Diploma in Computer Applications (PGDCA)	1	ISDM Computer and Skill Training Institute, Vadodara	View
ISDM/GUJ/101/6	Anika Nagar	Certificate in Office Automation	3	ISDM Computer and Skill Training Institute, Vadodara	View

Click **View Button** to download the marksheet

Browse the list of certificates

Click on **Marksheet & Exam** > Click on **List Certificate**

☰

Marksheet & Certificate

▲

+

Generate Marksheet & Certificate

+

List Marksheet & Certificate Request

☰

List Admit Card(s)

☰

List Marksheet

☰

List Certificate

You will get all certificate list generated

☰

List Certificate

Home > Student > List-certificate

List Certificate(s)

▲

Show 10 ▼

Search:

ROLL NO ▲	STUDENT NAME	COURSE	ISSUE DATE	INSTITUTE	ACTIONS
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation <div>3 Months</div>	2025-02-19	ISDM Computer and Skill Training Institute, Vadodara	<div>🔍</div> View
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation <div>3 Months</div>	2025-02-19	ISDM Computer and Skill Training Institute, Vadodara	<div>🔍</div> View
ISDM/GUJ/101/1	Arijit Singh	Certificate in Office Automation <div>3 Months</div>	2025-02-19	ISDM Computer and Skill Training Institute, Vadodara	<div>🔍</div> View
ISDM/GUJ/101/6	Anika Nagar	Certificate in Office Automation <div>3 Months</div>	25-02-2025	ISDM Computer and Skill Training Institute, Vadodara	<div>🔍</div> View
ISDM/GUJ/101/6	Anika Nagar	Certificate in Office Automation <div>3 Months</div>	25-02-2025	ISDM Computer and Skill Training Institute, Vadodara	<div>🔍</div> View

Staff

Staff Management

This section allows you to **create multiple staff accounts** with separate login credentials, including roles such as **trainers, counselors, accountants, and more.**

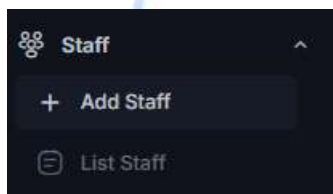
With this feature, you can:

- **Assign specific permissions** to each staff member based on their role and responsibilities.
- Restrict access so that staff members can only view and manage **authorized sections.**
- **Centralize staff management,** making it easier to monitor and control user access from a single platform.

This ensures efficient workflow management while maintaining **data security and operational control.**

Adding new staff

Click Staff > Add Staff



You will have to submit the following details:

1. Name
2. Contact No.
3. Email
4. Password
5. Role: Trainer, Counsellor, Accountant, Center Head, Marketing, Placement Cell
6. Upload Photo

+ Add Staff
Home - Center - Add-staff

Trainer
 Counselor/Receptionist
 Accountant
 Center Head
 Marketing
 Placement Cell
 Select a Role

Contact Number *
 909xxxxxxx

E-Mail *
 rajni@gmail.com

Password *

 The password must be at least 8 characters long.
 The password must contain at least one uppercase letter, one lowercase letter, one digit, and one special character.

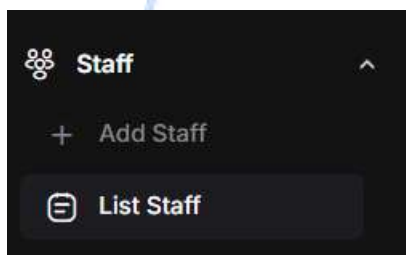
Upload Photo *
 Choose File No file chosen

Publish

After filling up all these details click **Publish Button**.

Browse and manage the staff

Click Staff > List Staff



You will get the list of all staff

List Staff
Home - Center - List-staff

List Staff(s)

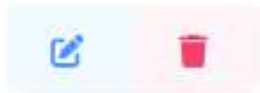
Show: 10 Search:

Copy CSV Excel PDF Print

NAME	EMAIL	MOBILE	ROLE	CENTER	ACTIONS
Ajay Kumar Mishra	trainer@isdmmnext.in	1234567890	Trainer	ISDM Computer and Skill Training Institute, Vadodara	Edit Delete
Anita	anita@gmail.com	9090909090	Counselor/Receptionist	ISDM Computer and Skill Training Institute, Vadodara	Edit Delete
ANUJ	ANUJSONI111@GMAIL.COM	8320876234	Trainer	ISDM Computer and Skill Training Institute, Vadodara	Edit Delete
Neeraj Kumar	trainer1@gmail.com	1234567891	Trainer	ISDM Computer and Skill Training Institute, Vadodara	Edit Delete
Priya Gupta	priya@gmail.com	9874563210	Counselor/Receptionist	ISDM Computer and Skill Training Institute, Vadodara	Edit Delete

You can edit or delete the staff by clicking the Action Button on last column

ACTIONS



Notification

Notifications Management

This section enables you to **send notifications** to **individual or multiple students and staff** efficiently.

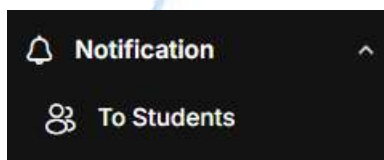
With this feature, you can:

- **Send important updates** regarding courses, exams, events, or administrative notices.
- **Notify specific students or staff members** or broadcast messages to multiple recipients at once.
- Ensure **effective communication** within your institution.

This tool helps streamline information sharing and keeps everyone informed in real time.

Send the notification to students

Click **Notification > To Students**



Select Student Type:

1. **All Student:** Notification will send to all students including all courses, all status, all batches.
2. **Approve Student:** Notification will send only approved students except from pending and cancelled students
3. **Pending Students:** Notification will send to all students who have pending with their documents to enrol.
4. **Cancelled Students:** Notification will send to all students who have cancelled/terminated enrollments.
5. **Coursewise Students:** Notification will send the all students of any specific course

Select Notification Type

1. **Normal:** A normal message
2. **Success:** Any success message
3. **Warning:** Any warning message
4. **Alert:** Any alert message


Title

1. Enter the title of the notification

Body

Notification

Home - Center - Notification

 Send Notification Send Notification

Student Type *
Coursewise Students


Select Course *
Certificate in Office Automation

Notification Type *
Normal

Title *
Notification on Weekly Test

Message

Edit View Insert Format Tools Table





Dear Students,

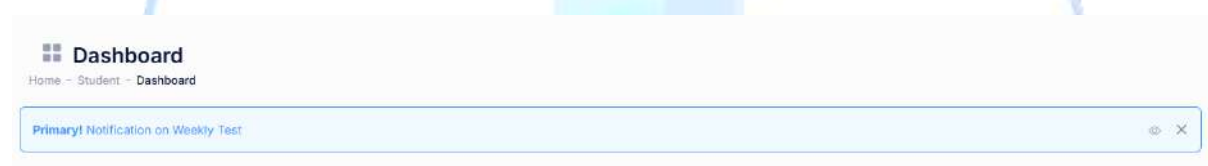
This is to inform that your weekly test will be conduct on this saturday, 16th March 2025. All students are requested to preapre accordingly. The test will be conducted online mode. The student who seems with poor performance will get the review classes to clear their doubts.

Thanks

ISDM Computer and Multi Skill Training Institute

Click **Send Notification Button** on top right corner of the window
Student will get this message on their login dashboard. See picture



View Notification



Notification on Weekly Test

Dear Students,

This is to inform that your weekly test will be conduct on this saturday, 16th March 2025. All students are requested to preapre acordingly. The test will be conducted online mode. The student who seems with poor performance will get the review classes to clear their doubts.

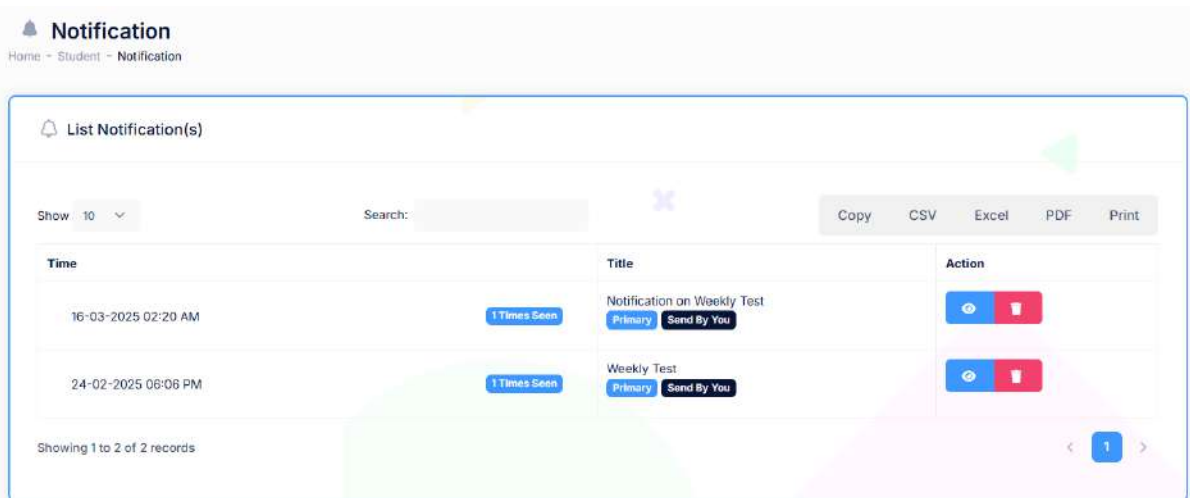
Thanks

ISDM Computer and Multi Skill Training Institute

🕒 16-03-2025 02:20 AM



Student can also access the on Notification **Menu**



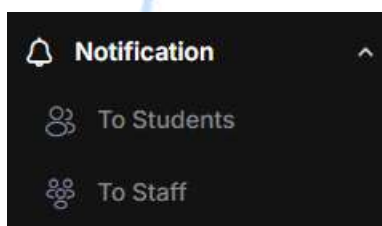
The screenshot shows the 'Notification' menu with a breadcrumb trail: Home > Student > Notification. Below the title is a 'List Notification(s)' section. It includes a 'Show' dropdown set to 10, a search bar, and action buttons for Copy, CSV, Excel, PDF, and Print. A table displays two notifications:

Time		Title	Action
16-03-2025 02:20 AM	1 Times Seen	Notification on Weekly Test Primary Send By You	[Eye icon] [Trash icon]
24-02-2025 06:06 PM	1 Times Seen	Weekly Test Primary Send By You	[Eye icon] [Trash icon]

At the bottom, it says 'Showing 1 to 2 of 2 records' and has a pagination control showing '1'.

Send the notification to Staff

Click **Notification > To Staff**



Select Staff Type

1. **To all staff:** Notification will be sent to all staff
2. **To selected staff:** Notification will be sent to any specific person of staff
3. **Active Staff:** Notification will be sent to all active staff
4. **Inactive Staff:** Notification will be sent to all staff those marked as inactive by the center
5. **Rolewise:** Notification will be sent to all staff belongs to specific role like all trainer, all counsellor, all marketing, all center heads.

Select Notification Type

5. **Normal:** A normal message
6. **Success:** Any success message
7. **Warning:** Any warning message
8. **Alert:** Any alert message


Title

2. Enter the title of the notification

Message Body

Notification

Home - Center - Notification

 Send Notification

Send Notification

Staff Type *

Rolewise Staff

Select Role *

Trainer

Notification Type *


Normal

Title *

Performance Appraisal of last quarter

Message

Edit View Insert Format Tools Table



Dear Trainers,

This is to inform you that its a time ot performance apraisal of last 3 months, February, March and April. I hope you did the best. We will measure the performance on behalf of student feedback and the learning outcomes. We also include the last 12 weeks students report on exam portal. All trainers who performed well, will be rewarded with salary hike of 10%.

Thanks

ISDM Computer and Multi Skill Training Institute

Click on **Send Notification Button** on top right corner

This message will deliver to all staff. They can access the notification on their dashboard.

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NEXT

Download

Introduction:

This section allows you to **download a variety of operational, promotional, and marketing materials** provided by ISDM from time to time.

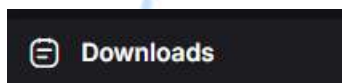
Key features of this section:

- Access **essential documents** for smooth institute operations.
- Download **marketing materials** to promote courses and services.
- Stay updated with **new resources** uploaded regularly.

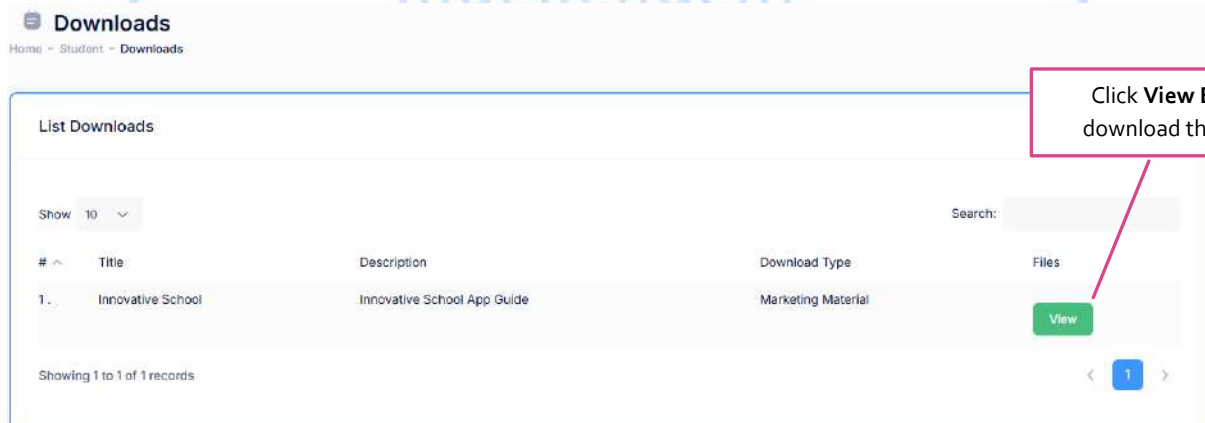
Centers are advised to **check the download section daily** to ensure they have the latest materials for efficient management and promotion of their training institute.

Access the operational material from ISDM

Click **Download Menu**



You will get all the list of updated material here to download.

The screenshot shows the "Downloads" page of the ISDM portal. At the top, there's a breadcrumb trail: "Home - Student - Downloads". Below this is a "List Downloads" section. It features a "Show 10" dropdown, a search bar, and a table with columns: "#", "Title", "Description", "Download Type", and "Files". The table contains one entry: "1. Innovative School" with description "Innovative School App Guide" and download type "Marketing Material". In the "Files" column, there is a green "View" button. A red callout box with an arrow points to this button, containing the text "Click View Button to download the material". At the bottom of the table, it says "Showing 1 to 1 of 1 records".

To download the material click on **View Button** on last column.

Reports

Reports & Analytics

This section provides **easy access to auto-generated reports** through our ERP system with just a few clicks. These reports help in efficiently managing and analyzing various aspects of your training institute.

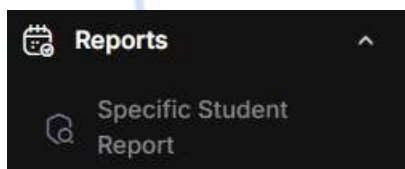
Types of Reports Available:

- **Student Reports** – View details of specific students, including enrollment status and progress.
- **Fee Collection Report** – Track collected fees and financial records.
- **Outstanding Fee Report** – Identify students with pending dues.
- **Trainer Rating Report** – Access trainer performance ratings based on student feedback.
- **Trainer Feedback Report** – Review detailed feedback received from students regarding trainers.
- **Wallet Transactions Report** – Monitor transactions related to your wallet balance.

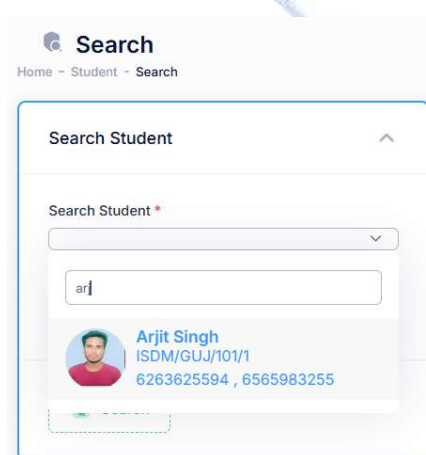
These reports provide **valuable insights** for smooth operations and better decision-making. **Let's explore them in detail.**

Specific student report

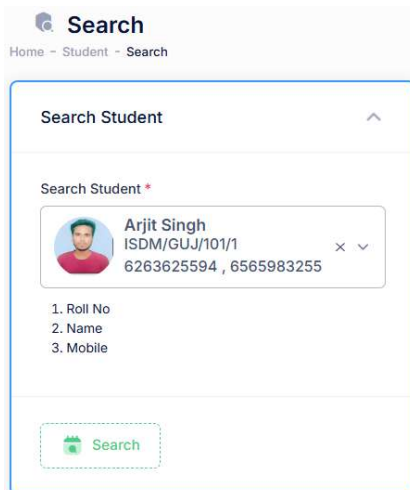
Click **Report > Specific Student Report**



You will get another option to select student name. Type 2-3 letters of student name to search, then click student name




Click on the **Student Name**



Search
Home - Student - Search

Search Student

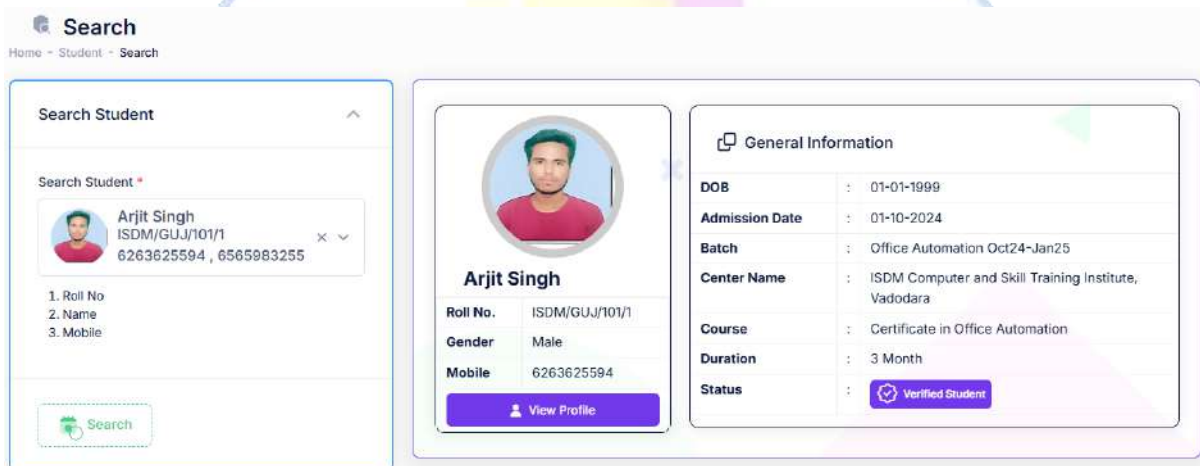
Search Student *


Arijit Singh
 ISDM/GUJ/101/1
 6263625594 , 6565983255

1. Roll No
 2. Name
 3. Mobile

Search


Click **Search Button**, You will get the overview of student details here



Search
Home - Student - Search

Search Student

Search Student *


Arijit Singh
 ISDM/GUJ/101/1
 6263625594 , 6565983255

1. Roll No
 2. Name
 3. Mobile


Search

Arjit Singh

Roll No. ISDM/GUJ/101/1
 Gender Male
 Mobile 6263625594

View Profile

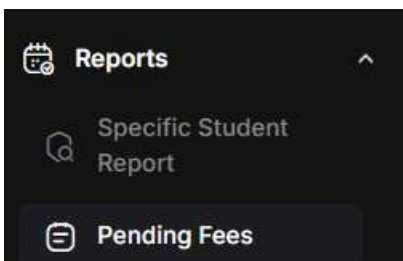
General Information

DOB	: 01-01-1999
Admission Date	: 01-10-2024
Batch	: Office Automation Oct24-Jan25
Center Name	: ISDM Computer and Skill Training Institute, Vadodara
Course	: Certificate in Office Automation
Duration	: 3 Month
Status	:  Verified Student

To view more details Click on '**View Profile Button**' You will get complete student details.
 (for more depth information, please see the **Student Section**)

Pending fee report

Click **Report > Pending Fees**



Reports

Specific Student Report

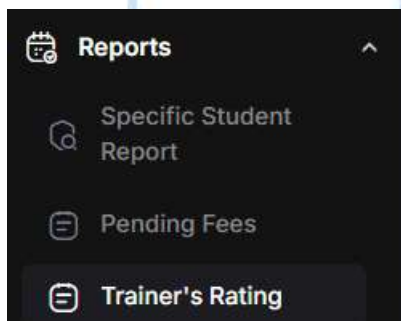
Pending Fees

You will get all the students with pending fee

Pending Fees Report			
Show 10	Search:		
ROLL NO ^	STUDENT NAME	COURSE	PENDING FEES
ISDM/GUJ/101/1	Arijit Singh	CERTIFICATE IN OFFICE AUTOMATION 3 Months	3000
ISDM/GUJ/101/2	ANUJ SWARNKAR	POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA) 1 Year	11000
ISDM/GUJ/101/3	Narendra Kumar	DIPLOMA IN COMPUTER APPLICATION (DCA) 1 Year	10000
ISDM/GUJ/101/4	Mohan Sharma	NXT CERTIFIED COMPUTER NETWORKING PROFESSIONAL 8 Months	17000
ISDM/GUJ/101/5	John	CERTIFICATE IN OFFICE AUTOMATION 3 Months	4450
ISDM/GUJ/101/6	Anika Nagar	CERTIFICATE IN OFFICE AUTOMATION 3 Months	3500

Trainers performance report

Click **Report > Trainer's Rating**



You will get the overall trainer's rating given by the students

Trainers Report

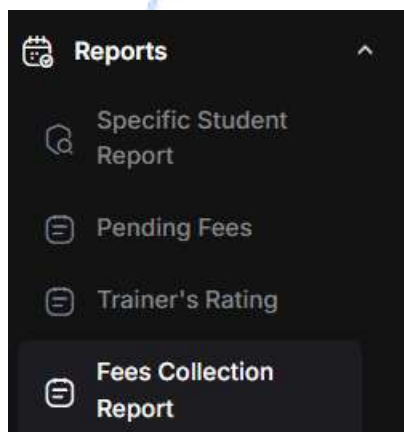
Home > Center > Trainers-report

List Trainers				
Show 10	Search:	Copy CSV Excel PDF Print		
NAME ^	EMAIL	CENTER	RATING	ACTIONS
Ajay Kumar Mishra	trainer@isdnext.in	ISDM Computer and Skill Training Institute, Vadodara	3.75 out of 5	View Details
Ram Kumar Sharma	ramk@gmail.com	ISDM Computer and Skill Training Institute, Vadodara	4.3333333333333 out of 5	View Details
Showing 1 to 2 of 2 records				< 1 >

Here 1 is lowest rating and 5 is highest rating.

Fees Collection Report

Click on **Report > Fees Collection Report**

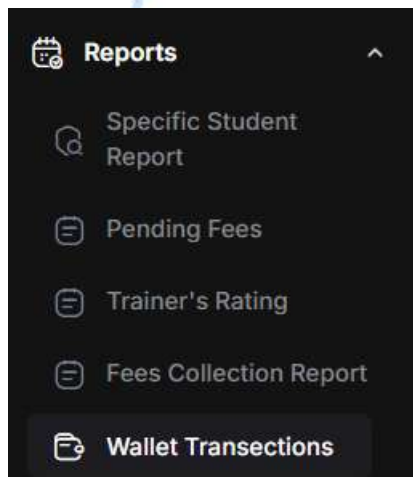


You will get the all recent to past fees collection. See picture

Fees Collection Report			
Show 10	Search:		
ROLL NO ^	STUDENT NAME	COURSE	COLLECT FEES
ISDM/GUJ/101/1	Arijit Singh	CERTIFICATE IN OFFICE AUTOMATION 3 Months	2500
ISDM/GUJ/101/2	ANUJ SWARNKAR	POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA) 1 Year	1000
ISDM/GUJ/101/3	Narendra Kumar	DIPLOMA IN COMPUTER APPLICATION (DCA) 1 Year	500
ISDM/GUJ/101/4	Mohan Sharma	NXT CERTIFIED COMPUTER NETWORKING PROFESSIONAL 6 Months	1000
ISDM/GUJ/101/5	John	CERTIFICATE IN OFFICE AUTOMATION 3 Months	550

Wallet Transeactions

Click **Report** > **Wallet Transeactions**



You will get all the wallet recharge history and student enrolment history. Overall credit and debit statement of your institute wallet

Wallet History

Home - Admin - Wallet-history

Wallet History

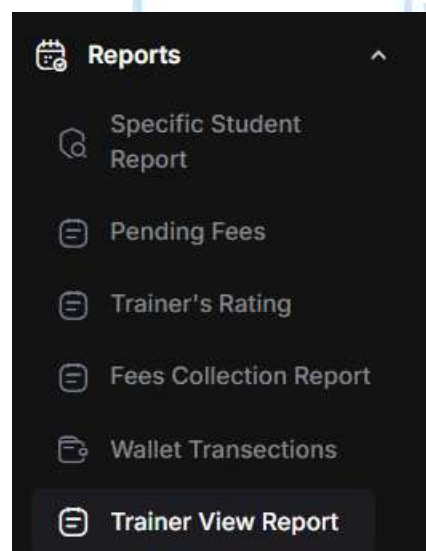
Show 10 Search:

Copy CSV Excel PDF Print

#	Date	Student Name	Status	Message	Amount
1.	22-02-2025	Maya Deshmukh Admission	Debit	Student Admission	₹ 500
2.	19-02-2025	Chandani Shinde Admission	Debit	Student Admission	₹ 500
3.	19-02-2025	Anika Nagar Admission	Debit	Student Admission	₹ 500
4.	18-02-2025	John Admission	Debit	Student Admission	₹ 500
5.	16-02-2025	Mohan Sharma Admission	Debit	Student Admission	₹ 3600
6.	27-01-2025	Wallet load	Credit		₹ 1000
7.	27-01-2025	Wallet load	Credit		₹ 5000
8.	27-01-2025	Wallet load	Credit		₹ 100
9.	26-01-2025	Narendra Kumar Admission	Debit	Student Admission	₹ 500

Trainers detailed report

Click **Report** > **Trainer's View Report**



You will get date wise rating of the trainer given by different students. To track the trainer's performance.

Trainer View Report

Home - Center - Trainer View Report

Trainer Report Details

STUDENT	CLASS	SUBJECT	DATE	RATING
Arjit Singh(ISDM/GUJ/101/1)	Computer Generations	Fundamental of Computer Application	21-01-2025	4
Arjit Singh(ISDM/GUJ/101/1)	Practical Desktop and Windows Features	Windows Operating System	21-01-2025	2
Arjit Singh(ISDM/GUJ/101/1)	Formatting the Text	Microsoft Word	26-01-2025	5
John(ISDM/GUJ/101/5)	Generation of Computers	Fundamental of Computer Application	17-02-2025	4
Maya Deshmukh(ISDM/GUJ/101/8)	Introduction to the Computer	Fundamental of Computer Application	24-02-2025	5
Maya Deshmukh(ISDM/GUJ/101/8)	Assignment on Introduction to Computer Part - II	Fundamental of Computer Application	24-02-2025	4
Maya Deshmukh(ISDM/GUJ/101/8)	Memory of Computer	Fundamental of Computer Application	25-02-2025	4



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Profile

Institute Profile Setup

This section allows you to **set up and manage your institute's profile** on the ISDM NXT Portal.

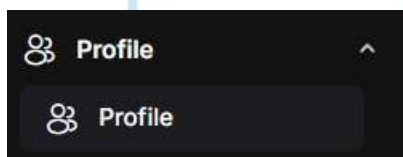
Every training institute that creates an account must **complete a one-time profile setup** by providing the following details:

- **Institute Photo** – Upload a clear image representing your institute.
- **Franchise Owner Photo** – Photo of center owner
- **Institute Logo** – Add your official institute logo for branding.
- **Scanned Signature** – Upload an authorized signature for official documents.
- **Center Photographs** – Provide images of your training center as required.

Completing this setup ensures a **professional profile** and seamless operations within the ISDM NXT Portal.

Profile setup


Click **Profile > Profile**



You will get all information to be uploaded from the institute hand

Profile Details

Avatar



Allowed file types: png, jpg, jpeg.

Full Name *

Arpan Soni

Email *

contact.arpankumar@gmail.com

Contact Phone * ⓘ

6263625594

Address

309, Saffron Plaza, Airport Road, Above Jagdish Farsan

Image Gallery

Upload Files: [Attach files](#)

Max file size is 2MB and max number of files is 5.

List Image Gallery

Show 10 ▾

# ^	Image	Action
Loading...		

Showing no records

Note:

1. All institute must to complete the profile setup when they login for first time.
2. Franchise certificate, student certificate and another documents will not be generated if profile setup is incomplete.

Logout

Click **Profile > Logout**

This will Logout from the Institute Dashboard.

Thanks

ISDM NxT Manual 2.1

By Team } ISDM