User Manual

for

Digital University

Module Name: Scholarship

Version 1.0 approved

<u>Founder, Framework and Architecture:</u>

Dr. KAZI MASUDUL ALAM

Associate Professor

CSE Discipline

Khulna University

<u>Developed By:</u>

Naeema Binthe Ashraf (160231)

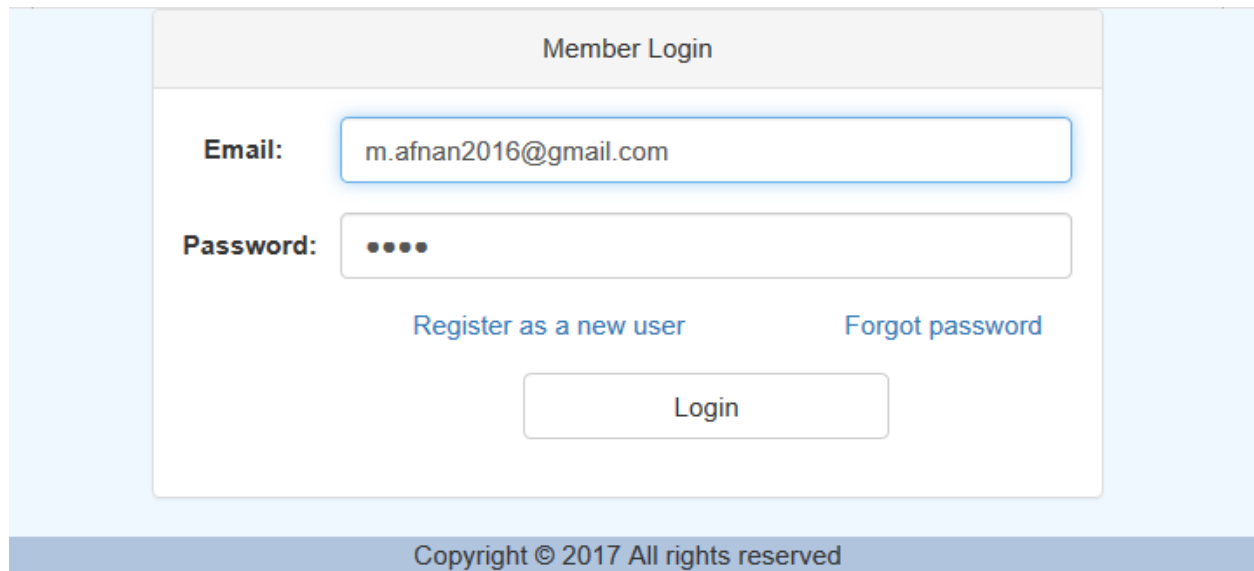Md. Lutful Hasan (160234)

Mahfujur Rahman Afnan (160235)

29 October, 2018

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User Login Related
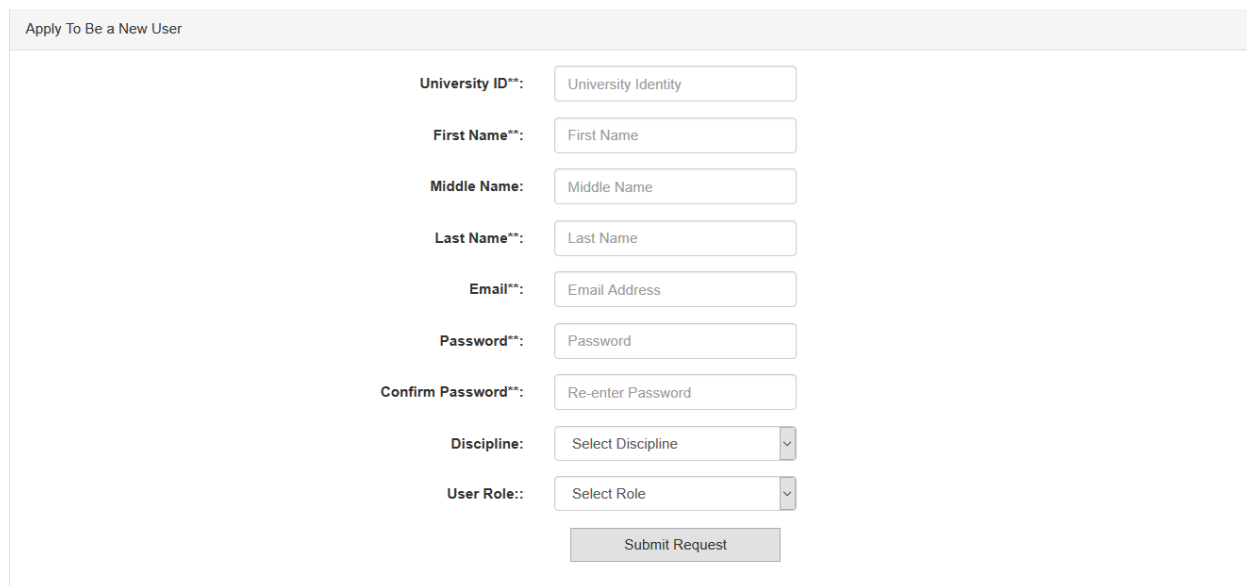
1. At the first page, user have to login. If he or she is not an user then they have to click register as a new user.

Figure: Login Page

2. The registration form is in the next figure. Fill up the form and click submit.

Figure: registration form

3. After registration you will need an approval from the administration. Admin will click manage user and then in the next figure he will approve you if you are eligible for user requirements.
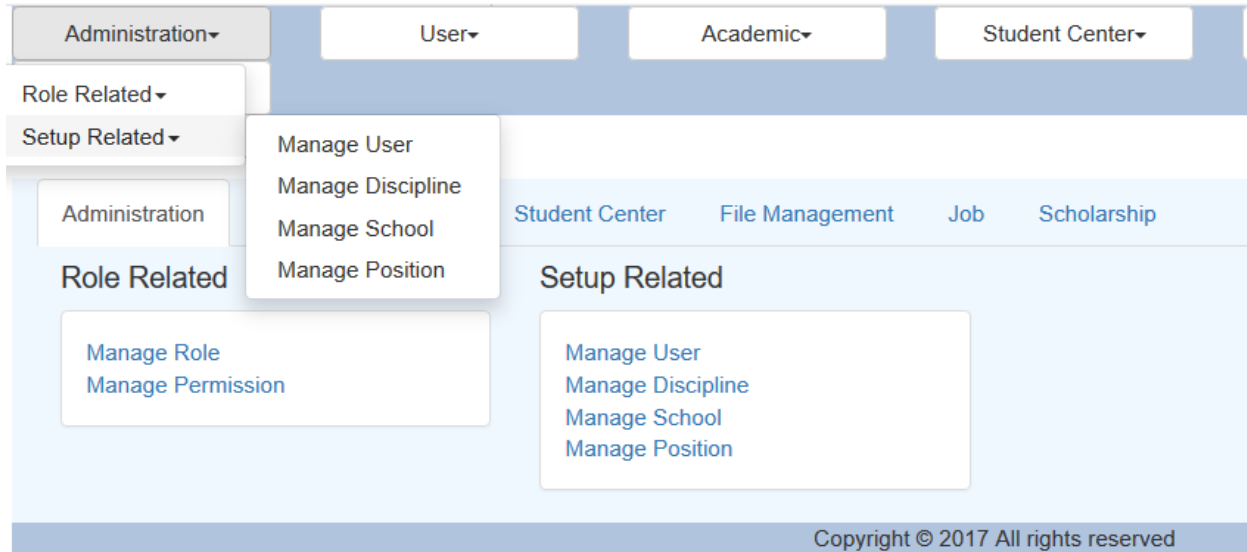

Figure: Administration Module

4. Here, Admin can approve the user registration request.

University ID	Email	First Name	Middle Name	Last Name	Discipline	Status				
020202	kashif@gmail.com	Kashif	Nizam	Khan	CSE	approved	edit	approve	reject	delete
020203	zahid@gmail.com	Zahidul		Islam	CSE	approved	edit	approve	reject	delete
020208	aysha@gmail.com	Aysha	mrs	Akther	CSE	approved	edit	approve	reject	delete
020229	mkazi078@uottawa.ca	Kazi	Masudul	Alam	CSE	approved	edit	approve	reject	delete
160206	rokib@gmail.com	Rokibul	Islam	Rokib	CSE	approved	edit	approve	reject	delete
160222	anamanam@gmail.com	Anam	Islam	Anam	CSE	approved	edit	approve	reject	delete
160225	mehedi@gmail.com	S.M.	Mehadi	Hasan	CSE	approved	edit	approve	reject	delete
160231	naeema@gmail.com	Naeema	Binte	Ashraf	CSE	approved	edit	approve	reject	delete
160234	lutful@gmail.com	Md.	Lutful	Hasan	CSE	approved	edit	approve	reject	delete
160235	m.afnan2016@gmail.com	Mahfujur	Rahman	Afnan	CSE	approved	edit	approve	reject	delete

Figure: Manage User Admin panel

Logout Functionality

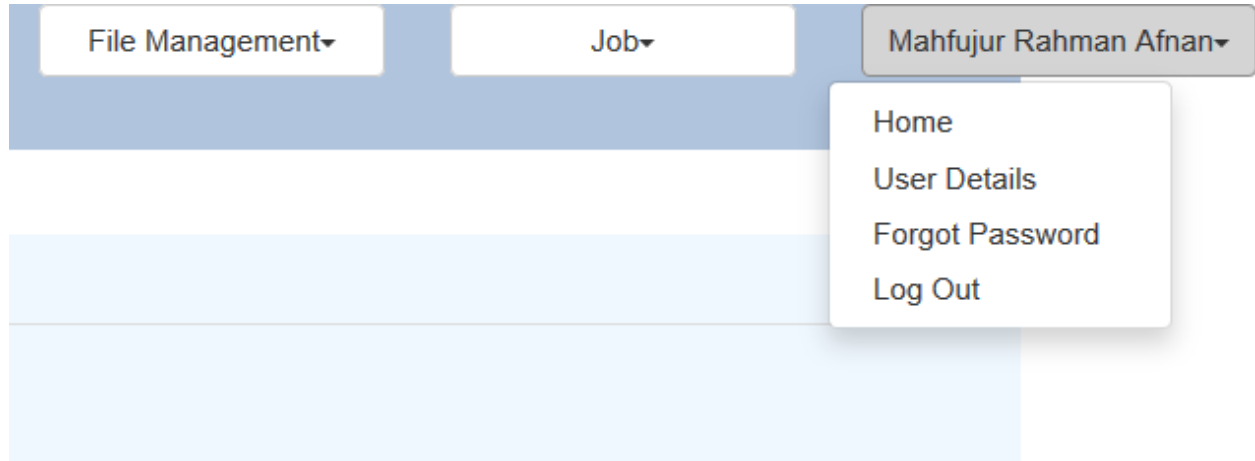- Here, you can log out from your account.

Figure: Logout Page

Scholarship Module

- This is the scholarship module. Here you can see two sub category.
  ` 1. Manage related
  2. Scholarship Related
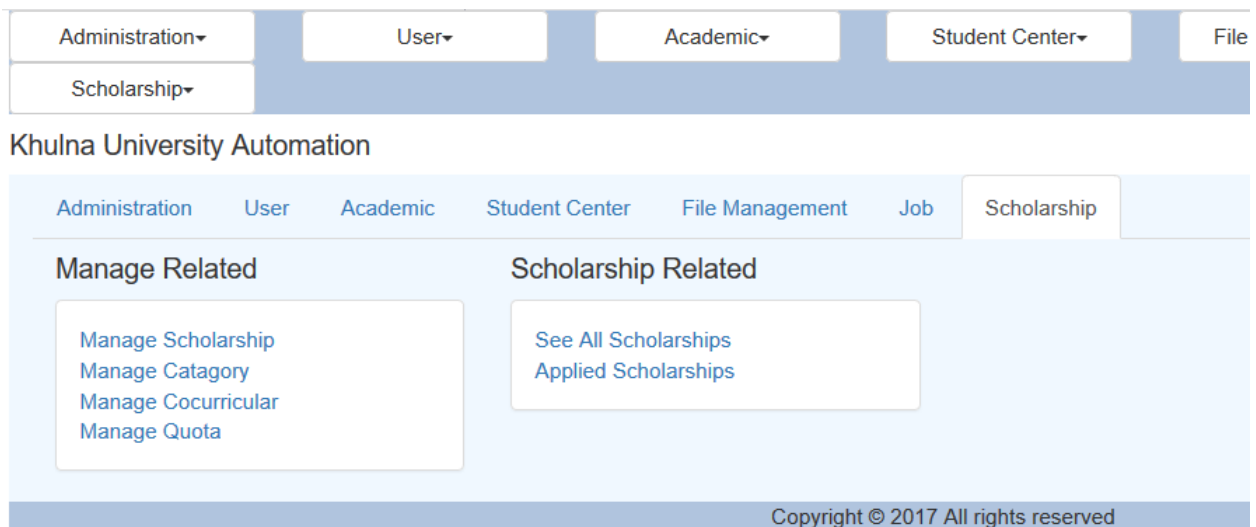
Figure: Scholarship module

Manage Related – Administration

There are four pages in "Manage Related" category only accessible by the administration. They are –

1. Manage Scholarship
2. Manage Category
3. Manage Co-curricular
4. Manage Quota

1. **Manage Scholarship** - The first one is mainly for posting a scholarship information which is done by the admin. The two figure shows that first one is the form and second one is the list of scholarship that is only visible to the administration.

Figure: Post Scholarship Page

The second figure shows all the information about the scholarship. Admin can edit and Delete the scholarship.

Scholarship Amount: [Enter the Amount]

Last Date of
Application (--:--:---   [mm / dd / yyyy]
24:00):

[submit]

Scholarship Title	Description	Category	Organization	Published Date	Eligible Gender	Age limit	Contact Email	Contact No	Amount	Last Date		
Joynul Abedin Sriti	It plays a vital role in the student of the fine arts to give them scholarship.	merit	Joynul Abedin Trust Fo.	2018-09-25	Anyone	25	joynul123@gmail.com	01800000008	50000	2018-10-25	edit	delete
Sheikh Kamal Sriti Scholarship	Sheikh kamal organization provide some financial help for poor students.	merit	sheikh kamal foundation	2018-09-25	Male	22	kamal12@gmail.com	01721345678	100000	2018-09-30	edit	delete
Mahin Scholarship	i am a donor of Bangladesh. please contact me with your cv and apply.	merit	Mahin And Brothers	2018-09-21	Anyone	30	mahin@gmail.com	0198887777	50000	2018-10-10	edit	delete

Figure: Scholarship List Posted By Admin

2. **Manage Category:** In this page admin can create, delete, edit scholarship category list.

Khulna University Automation

Catagory Information

Category Name: [Catagory Name]

Short Name: [Short code name]

[save]

Category Name	Short Name		
Merit-based Scholarship	merit	edit	delete
Grant in Aid	aid	edit	delete
Cultural Scholarship	culture	edit	delete
Board Scholarship	board	edit	delete

Figure: Manage Category page

3. **Manage Co-curricular:** In this page admin can create, delete, edit student co-curricular activities list.

Khulna University Automation

Cocurricular Activity Information

Cocurricular Activity Name:	Cocurricular Name	
Short Name:	Short code name	
	save	

Cocurricular Name	Short Name		
Sports	SP	edit	delete
Debate	DB	edit	delete
Dance	DA	edit	delete
Music	MU	edit	delete
In Door Games	GA	edit	delete
Acting	AC	edit	delete

Figure: Manage Co-curricular Page

4. **Manage Quota:** In this page admin can create, delete, edit student quota list. It will help to get scholarship for the students who have quota.

Khulna University Automation

Quota Information

Quota Name:	Quota Name	
Short Name:	Short code name	
	save	

Quota Name	Short Name		
Bangladesh Krira Shikkha Protishtan Quota	BKSPQ	edit	delete
Freedom Fighter Quota	FFQ	edit	delete
District Quota	DQ	edit	delete
Autism Quota	AQ	edit	delete
Tribal Quota	TQ	edit	delete
Others Quota	OQ	edit	delete

Figure: Manage Quota Page

Scholarship Related – Student

There are two pages in "Scholarship Related" category that is accessible by the student. They are –

1. See All Scholarships
2. Create/Upload CV
3. Achieved Scholarship

1. **See All Scholarships:** In this page a student can see the posted scholarship. By clicking apply button they can apply on that scholarship. But the condition is if you want to apply you must have to upload your CV.

Figure: Posted Scholarship List

- By clicking apply button you will get a confirmation text in a messagebox. After that, you will be forwarded to the application form. As we told youy before you must have to upload your cv first. If you don't upload your cv then u cant apply.

All Scholarships Information

sure to apply !

OK   Cancel

Joynul Abedin Sriti

Apply

It plays a vital role in the student of the fine arts to give them scholarship.

Category : merit

Organization : Joynul Abedin Trust Fo.

Contact No : 01800000008

Age limit : 25

Posted Date : 2018-09-25

Email : joynul123@gmail.com

Eligible Gender : Anyone

Amount : 50000

Last Date of Application : 2018-10-25

Figure: Confirmation Message

- Now, you have to upload your CV. It's time.

Khulna University Automation

Student Application Form

Scholarship Information

Joynul Abedin Sriti

It plays a vital role in the student of the fine arts to give them scholarship.

Category : merit

Organization : Joynul Abedin Trust Fo.

Contact No : 01800000008

Age limit : 25

Posted Date : 2018-09-25

Email : joynul123@gmail.com

Eligible Gender : Anyone

Amount : 50000

Last Date of Application :

First You have to upload a CV

Figure: CV Upload Warning

2. **Create or Upload CV:** Fill up the form and click submit. Please give all the information properly.

Khulna University Automation

Fill up the Following Information

Age**: [Enter your age]

Father's Occupation**: [Use a short and Unique Profess]

Mother's Occupation**: [Use a short and Unique Profess]

Yearly Income**: [Such as..120000 in Taka]

Siblings**: [Select Number of Siblings]

Reason For Apply: [   ]

Figure: Uploading CV

Cocurricular Activity: [Select Cocurricular Activity i]

Quota: [Select quota if you have any]

Year-Term**: [Select Current Year & Term]

Average CGPA**: [Emter CGPA avergae till now]

Picture**: [Browse...] No file selected.

* You have to add a picture with 200 X 300 pixels or a passport size photo.

Document: [Browse...] No file selected.

* If you want to add some extra document for attachment then add it as Microsoft Text Document

[submit]

Figure: Uploading CV and Submit

- After uploading your CV you can see your CV at any time from the same page. Now you are ready to apply for any scholarship.

Student ID : 160222

Student Name : Anam Islam Anam

Discipline : Computer Science and Engineering

Email : anamanam@gmail.com

Father's Name : Hazi Ahsan

Mother's Name : Asma Akhter

Present Address : Gazipur

Permanent Address : Gazipur

Contact No : 01625353535

Age : 20

Father's Proffession : scientist

Mother's Proffession : housewifge

Yearly Income : 200000

Siblings : 1

Year-Term : 4-1

Reason For Apply : need financial help to continue my study

Cocurricular Activity : SP

Quota :

Average CGPA : 3.8

Parent's Contact No : 01625353535

Document : Additional File

Edit

Figure: After Uploading the CV page

- Again, clicking on the apply button this time the application form will be showing up. Now click submit and application will be submitted successfully.

Student Application Form

Scholarship Information

Sheikh Kamal Sriti Scholarship

Sheikh kamal organization provide some financial help for poor students.

Category : merit	Organization : sheikh kamal foundation	Contact No : 01721345678
Age limit : 22	Posted Date : 2018-09-25	Email : kamal12@gmail.com
Eligible Gender : Male	Amount : 100000	Last Date of Application :

Applicant Information

Student ID : 160222
Student Name : Anam Islam Anam

Discipline : Computer Science and Engineering	Email : anamanam@gmail.com	Father's Name : Hazi Ahsan
Mother's Name : Asma Akhter	Permanent Address : Gazipur	Present Address : Gazipur
Parent's Contact No : 01625353535	Age : 20	Father's Proffession : scientist
Yearly Income : 200000	Siblings :	Mother's Proffession : housewifge
Reason For Apply : need financial help to continue my study	Cocurricular Activity : SP	Quota :
Year-Term : 4-1	Average CGPA :	Document : housewifge

SUBMIT

Figure: Student Application Submission

- Here, you can see easily if you are already applied in any scholarship then the button will be disabled. Which means one student can't apply two times in the same scholarship.

Figure: After Applying the Scholarship List

3. **Achieved Scholarship:** If you are not approved for any scholarship then this window will show.

Figure: Don't get any Scholarship

- But if anyone gets a scholarship then the next figure will show it to the student.

Figure: Got a Scholarship

Scholarship Related – Administration

There are two pages in "Scholarship Related" category only accessible by the administration. They are –

1. See All Scholarships
2. Applied Scholarship

1. **See All Scholarships:** It is already discussed in the student section above. Please read from there.

Figure: Applied Scholarship Details page

2. **Applied Scholarship:** Here, in the above figure, there is a list of scholarships with their details which is only accessible by the Administration. Here you can see more information, delete the scholarship requests.

Scholarship Details And Applicants

Scholarship Information

Board Scholarship

We are offering a scholarship for the poor and meritorious students . So if you are interested then please apply before the last date.

Category : merit	Organization : Khulna Board	Contact No : 0166623633
Age limit : 22	Posted Date : 2018-10-22	Email : khulna@gmail.com
Eligible Gender : Anyone	Amount : 10000	Last Date of Application : 2018-10-31

University ID	Email	First Name	Middle Name	Last Name	Discipline	Status	Priority	Update Priority				
160222	anamanam@gmail.com	Anam	Islam	Anam	CSE	approved	12	Enter Pri	update	see cv	approve	reject
160234	lutful@gmail.com	Md.	Lutful	Hasan	CSE	pending		Enter Pri	update	see cv	approve	reject

Figure: User details in a particular scholarship application

- You can easily see there is a particular scholarship and below it there is the total number of student info who are applicants of the same scholarship. Here, admin can add priority to remember who is going to get the scholarships.
- Here, By clicking see CV you can see the CV of the student.