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## 01.719.05 – Employee Qualification Master

### PROCESS OVERVIEW

This Master form is used to enter the complete educational details of employees e.g. qualification, subject, university, year of passing, percentage scored, grade, completion mode.


We can track overall qualification details of every employee through this form. We can fill same details from employee master form as well

### PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Emp Code	To enter emp code	Employee code is must to enter further record
Qualification Code	To enter qualification code	Qualification code must be present in qualification master
Subject Code	To enter subject code	Subject code must be present in subject master form
Subject Name	To enter subject name	Subject name must be present in subject master
University Code	To enter university code	University code must be present in university master

### KEY FEATURES

- Qualification Details which are entered in this form will be visible on employee master form

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## PROCESS DETAILS

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FM329 -- Employee Qualification Master

**Employee Qualification Mast**

Emp Code	Employee Name	Qualif Code	Qualification	Subject Code	Subject	University	Yr Of Pass	%
00015	SURENDRA SINGH ARORA	B.T	B.Tech	SB010	Textile Management	UNIVERSITY OF KERALA	2018	78
07393	RUKESH GUHE	HSC	Higher Secondary Edu					
26061	ADVIN ALFOUNCE	HSC	Higher Secondary Edu					
26062	GAURAV DUDURAKAR	BA	Bachelor of Arts					
28010	DINESH NARULE	ITI	Industrial Training Inst					
28012	GUNWANT HEDAOO	HSC	Higher Secondary Edu					
28013	HEMRAJ MAHAKALKAR	SSC	Senior Secondary Sch					
28035	NIKHIL THUBRIKAR	ITI	Industrial Training Inst				2016	
31110	SANJAY SAHANI	HSC	Higher Secondary Edu					
31111	ANKUSH CHOUDHARI	HSC	Higher Secondary Edu					
31112	GYANSINGH YADAV	HSC	Higher Secondary Edu					
31114	DIPAK KUMAR SINGH	ITI	Industrial Training Inst					
31115	MORESHWAR EVNATE	DIP	Diploma					
31116	SHRIKANT UKE	SSC	Senior Secondary Sch					
31117	ROHIT TIWARI	9TH	9TH					
31118	CHANDRASHEKHAR DANGE	HSC	Higher Secondary Edu					
31119	RURESH KHOPE	BA	Bachelor of Arts					
31128	RAJESH LALLARE	SSC	Senior Secondary Sch					
31129	SHUBHAM DURGE	SSC	Senior Secondary Sch					
31130	RAJESH CHAWALE	SSC	Senior Secondary Sch					
31131	ANAND UGE	HSC	Higher Secondary Edu					
31132	SANJU PATLE	BA	Bachelor of Arts					
31133	AJAY BHORE	ITI	Industrial Training Inst					

BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record.
Delete	To Delete existing record
Find	To find records from LOV
Print	To print the record
Exit	To Exit from the open form



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Step 5 Enter batch year

Step 6 Enter Year of passing

Step 7 Enter Percentage scored

Step 8 Enter Grade scored by employee

Step 9 Select completion mode


### Optional Data Fields

Parent Record

### Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Emp Code	To enter emp code	R	Enter employee code
Qualification Code	To enter qualification code	R	Enter qualification code (Press F9 in field)
Subject Code	To enter subject code	R	Enter subject code (Press F9 in field)
University Code	To enter university code	R	Enter university code (Press F9 in field)
Batch year	To enter batch year	R	Enter batch year
Year of Passing	To enter year of passing	R	Enter year in which employee has completed education
Percentage (%)	To enter percentage	R	Enter the total percentage scored
Grade	To enter grade	R	Enter the grade scored
Completion Mode	To enter completion mode	R	Enter the education completion mode : Full Time or Part Time

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