Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.719.02	
SINCE 1301	Process Name	HR Related Master Management	
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01.719.02 - University Master

PROCESS OVERVIEW

This Master form is used to add university. We can add different and multiple university into the system, which includes information of university like university code (unique), name, city, district, state code, pin, country.

Once we add university details into the system, we can link this university code in employee master form while entering education details of employee.

PROCESS PRE-REQUISITES

To perform this process <u>User Rights</u> are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

PROCESS DETAILS

Work Step -

Step 1 Press Add Button

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University Master					
Code	University	City	District	State Code	Country
APSU	AWADHESH PRATAPSINGH UNIVERSITY	Rewa		MADHYAPRADESH	India
AU	AGRA UNIVERSITY	Agra	AGRA	UTTAR PRADESH	India
AWU	AWADH UNIVERSITY FAIZABAD	Faizabad	FAIZABAD	UTTAR PRADESH	India
BAMU	DR. BABASAHEB AMBEDKAR MARATHWADA UNICERSI	Aurangabad		MAHARASHTRA	India
BIEC	BIHAR INTERMEDIATE EDUCATION COUNCIL	Patna		BIHAR	India
BPUT	BIJU PATNAIK UNIVERITY OF TECHNOLOGY	Rourkela		ODISHA	India
BU	BERHAMPUR UNIVERSITY	Berhampur		ODISHA	India
BUJ	BUNDELKHAND UNIVESITY JHANSI	Jhansi	JHANSI	UTTAR PRADESH	India
CHSE	COUNCIL OF HIGHER SECONDARY EDUCATION	Bhubaneswar		ODISHA	India
DAVV	DEVI AHILYA VISHVAVIDHYALAYA	Indore	INDORE	MADHYAPRADESH	India
DRMLA	DR. RAM MANOHAR LOHIA AWADH UNIVERSITY	Faizabad		UTTAR PRADESH	India
НТВ	HARYANA TECHNICAL BOARD	Faridabad	FARIDABAD	HARYANA	India
ICMS	INTERNATIONAL COUNCIL FOR MANAGEMENT STUDIE	Chennai		TAMIL NADU	India
ΙΕ	INSTITUTION OF ENGINEER INDIA	Kolkata	KOLKATA	WEST BANGAL	India
KK	KAKATIYA UNIVERSITY				India
kU	KARNATAK UNIVERSITY	Dharwar		KARNATAKA	India
MCRP	MAKHANLAL CHATURVEDI RASHTRIYA PATRAKARITA	Bhopal		MADHYAPRADESH	India
MGU	MAHATMA GANDHI UNIVERSITY	Kottayam		KERALA	India
MHSEB	MADHYAPRADESH HIGHER SECONDARY EDUCATION E	Bhopal		MADHYAPRADESH	India
MITS	MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE	Gwalior		MADHYAPRADESH	India
MPBTE	MADHYA PRADESH BOARD OF TECHNICAL EDUCATION	Bhopal		MADHYAPRADESH	India
MU	MANGALORE UNIVERSITY	Mangalore	DASKHIN KANADA	KARNATAKA	India
NAG	NAGARJUNA UNIVERSITY				India
NIT	NATIONAL INSTITUTE OF TECHNOLOGY	Raipur		CHHATTISGARH	India

Step 2 Enter University Code

Step 3 Enter University name

Step 4 Enter City

Step 5 Enter District

Step 6 Enter State code

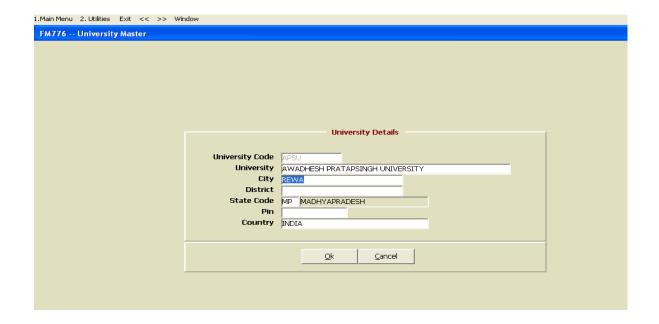
Step 7 Enter Pin

Step 8 Enter Country

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record.

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Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.
Cancel	To Cancel Entry



Optional Data Fields

City District State code Pin Country

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Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
University Code	To Enter University Code	R	Add new university code which is unique in nature
University	To Enter University Name	R	Add university name
City	To Enter City	0	Add city name in which university is active
District	To Enter District	0	Add district name under which university falls
State Code	To Enter	0	Add state code name under which university falls
Pin	To Enter	0	Add pin number (city)
Country	To Enter	0	Add country name under which university falls

R = Required, O = Optional, C = Conditional