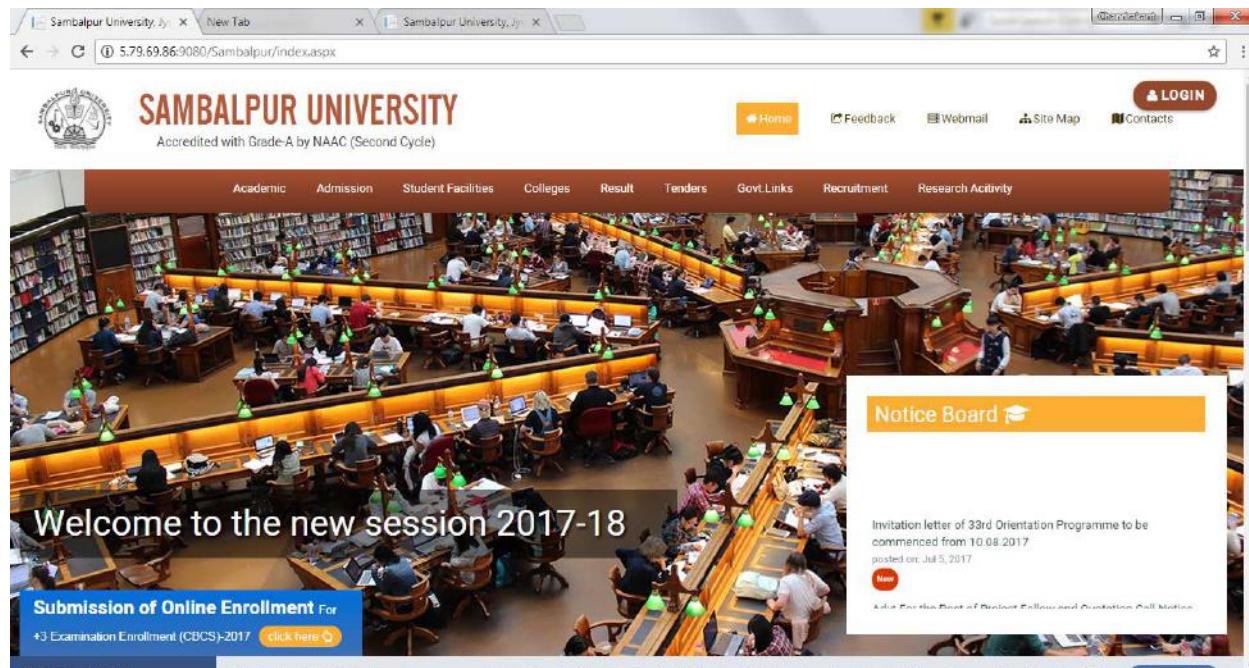


**DEPARTMENT MANUAL
OF
+3 EXAMINATION ENROLLMENT FORM**

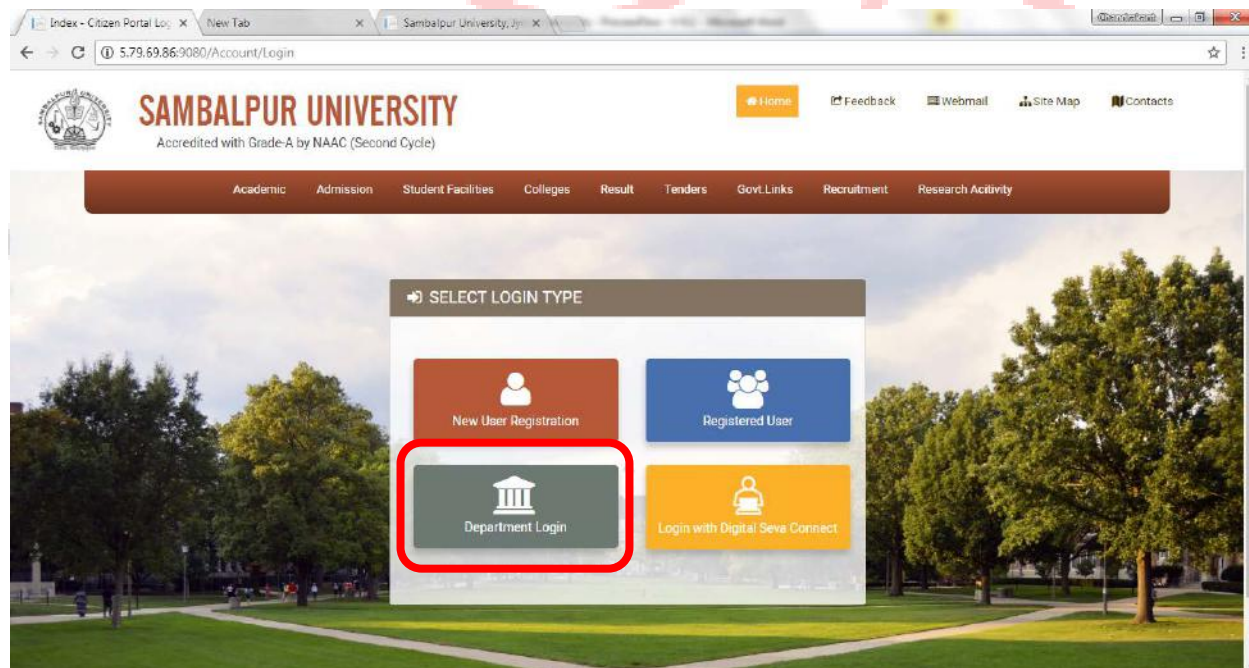
SAMBALPUR UNIVERSITY



Step 1: Respective Department enters into the URL sambalpur.lokaseba-odisha.in/Sambalpur/index.aspx . Click on Login button to proceed further.



Step 2: Respective college Department can Login through by clicking on Department Login.



Step 3: College DEO creates the user profile with the respective college. After entering the valid data click on submit button below for successful creation of profile

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5.79.69.86:9080 says:
Profile updated successfully.

User Profile

Profile Details

Full Name *
Wasim Akhtar

Designation *
DEO

Gender *
Male

Mobile *
7749991461

Email id *
mishra.anu594@gmail.com

Date of Incharge *
06/11/2017

Aadhaar No
Aadhaar No

(* Marked as Mandatory Fields)

Upload's

Choose F

Anuradha Mishra

Choose F

SUBMIT

Step 4: College DEO will fill up the +3 Enrollment form of each student, of the respective college. After filling the form click on "SAVE", by which the below message will show on successful submission.

5.79.69.86:9080 says:
+3 Examination Enrollment Process. Application with Admission No. 17/040/BA/020 saved successfully. Application No: 323000002793

Admission Details

For Admission No. please enter logical sequence no like "17/198/BA/001"

2-digit for Academic Year
3-digit for College Code
2 or 3 - Alphabet for Course Code and
3-digit for running sequence no.
Example : 17/001/BA/003
17/002/BSC/001
17/219/BCOM/001

Admission Number *
17/040/BA/020

Date of Admission into the College *
01/11/2017

Branch *
ARTS HONOURS (AH)

DSC-Honours (Choose any one) *
COMPUTER APPLICATION (CMA)

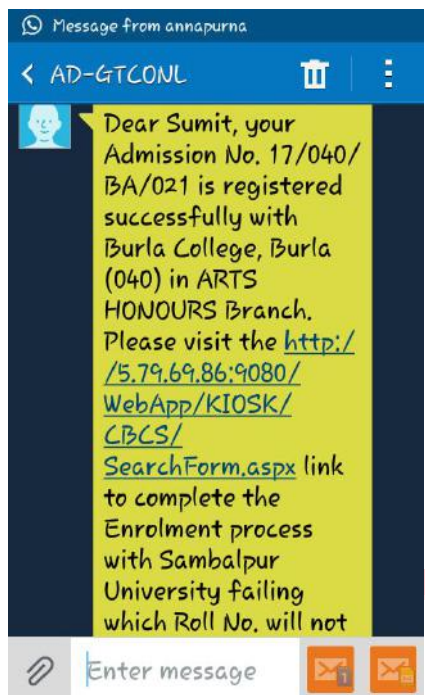
GE *
ARCH. & MUSE. (ARC)

AECC-II *
ENGLISH (EN)

SEC-B *
FASHION TECHNOLOGY (FT)

SAVE **Home**

Step-5: Student get an alert message with valid admission no, college name and a valid link.



Step-6 : After the Enrollment form is submitted successfully by the student, the application shows in the DEO Dashboard. The DEO Views and verifies the Application by clicking on 'View Output' and 'View' button respectively.

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Logout

Student History
View Student Detail Data

Reports
View Reports & Export Data

Legacy Data
View Student Detail 2003-2007

+3 Examination Enrollment (CBCS)
Fill Enrollment Form 2017-2018

Search Filter

From Date: DD/MM/YYYY To Date: DD/MM/YYYY Category: -Select Services- Application Status: -Select Status- Application No: Application No. **Search**

List of Application

Reference ID	Application Date	Service	Applicant Name	Time Limit	Output	Action
323000002842	07/11/2017	+3 Examination Enrollment (CBCS)	Sumit	30	View Output	View

Step-7: After successful verification, DEO will send the application to the principal, by clicking on 'Send to Principal'.

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Jyoti Vihar, Burla

ACKNOWLEDGEMENT FOR +3 EXAMINATION ENROLLMENT (CBSE), 2017-18

Student Details

College Code	040	College Name	Burla College, Burla
Name of the Student	Sumit	Aadhaar Number	12345678
Father's Name	Sourav	Mother's Name	Gonali
Guardian Name	Kapil	Relation with Guardian	Guardian
Date of Birth	05-05-1994	(Age as on 31.12.2017)	23 years 7 months 25 days
Gender	M	Category	SC
Mother Tongue	Odia	Mobile Number	7749991461
Email	mishra.anu5594@gmail.com		

Address Details

Permanent Address	Kapilwar, Kapilwar, Chandel, Manpur-751002	State	Manipur
District	Chandel	Taluka / Block	Chalipharong
Panchayat / Town / City	Asi	PIN	751002
Present Address	Kapilwar, Kapilwar, Chandel, Manpur-751002	State	Manipur
District	Chandel	Taluka / Block	Chalipharong
Panchayat / Town / City	Asi	PIN	751002

Document Name | **Download**

<input checked="" type="checkbox"/> 10th Marksheet	View
<input checked="" type="checkbox"/> 12th Marksheet	View
<input checked="" type="checkbox"/> 12th Migration Certificate	View
<input checked="" type="checkbox"/> Aadhaar /ID Proof	View

Comments / Action History

No.	By	Dated	Remark
1.	12345678	06/11/2017	Application Submitted in System and sent to Designated Officer

Action

Note *
check the application form.

[View Output](#) [Send to Principal](#) [Close](#)

Step-8: The Principal creates the User Profile.

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User Profile

Profile Details


Full Name *	Designation *	Gender *
Ankush	Principal	Female
Mobile *	Email id *	Date of Incharge *
7749991461	mishra.anu5594@gmail.com	05/11/2017
Aadhaar No.		Aadhaar No.

(* Marked as Mandatory Fields)


Upload's

[SUBMIT](#)


Step 9: All the applications show in the Principal's Dashboard. By clicking on View the Principal will verify the application form.



Student History
View Student Detail Data



Reports
View Reports & Export Data



Legacy Data
View Student Detail 2003-2007

Search Filter

From Date *

To Date *

Category *
-Select Services- ▼

Application Status
-Select Status- ▼

Application No.

Search

List of Application

Reference ID	Application Date	Service	Applicant Name	TimeLimit	Output	Action
323000002740	03/11/2017	+3 Examination Enrollment (CBCS)	Aredhana	30	View Output	View
323000002481	31/10/2017	+3 Examination Enrollment (CBCS)	sdkfh	30	View Output	View
999000008749	10/10/2017	College Transfer Certificate	Aishwarya Das	2	View Output	View
999000008708	10/10/2017	College Transfer Certificate	Aishwarya Das	2	View Output	View

Step 10: After verification is done successfully by the Principal, Principal forwards the application to the University Admin, by clicking on ‘Send to university Admin’.

5.79.69.86:9080/WebApp/G2G/SU/SUAction.aspx?AppID=323000002740&SvcID=449 - Google Chrome

5.79.69.86:9080/WebApp/G2G/SU/SUAction.aspx?AppID=323000002740&SvcID=449

Application Details

Address Details

Permanent Address				Kopilester, Kopilester, KHURDHA, Odisha- 751002		State		Odisha
District	KHURDHA	Taluka/ Block	BHUSMESTIPAR	Panchayat/ Town/ City	ANCHARUA	PIN	751002	

Present Address

Kopilester, Kopilester, KHURDHA, Odisha- 751002				State		Odisha		
District	KHURDHA	Taluka/ Block	BHUSMESTIPAR	Panchayat/ Town/ City	ANCHARUA	PIN	751002	

Education Qualification

Exam. Name	Roll No/Reg. No.	Board Name	Examination Passed	Passing Year	Grade Type	Total Mark	Marks Obtained	Percentage
Matriculation (X)	149120387	BSE, Odisha	12th	2009	Percentage	700	280	20.00
Plus 2 (XX)	430080	CHSE	-2	2012	Percentage	700	490	57.14

Admission Details

Admission Number	178611BA010	Date of Admission	26/07-11-01	Branch	ARTS HONOURS
------------------	-------------	-------------------	-------------	--------	--------------

Subject Type	Subject Name
OSC	POLITICAL SCIENCE
IS	LIBRARY & INFORMATION SCIENCE
ABSC	ENGLISH
SEC	FASHION TECHNOLOGY

List of essential documents (enclodard with the application)

Sr No	Document Name	Status
1	10th Marksheet	Present

Supporting Documents

Document Name	Download
10th Marksheet	View
12th Marksheet	View
Aadhaar /ID Proof	View

Comments / Action History

No.	By	Dated	Remark
1	45678988988	03/11/2017	Application Submitted in System and sent to Designated Officer
2	007.College	03/11/2017	check the application form.

Action

Note *

Enter Remark:

View Output
Send to University Admin
Send back to College

Close

Step 11: The University Admin checks the application in the DashBoard, by clicking on 'View Output'. University admin clicks on 'View' and approves the application form. It can be done one by one or by Bulk Approval.

The screenshot shows the University Admin Dashboard. On the left is a sidebar with the user's profile (Niraj Gupta, Univ Admin) and navigation links. The main area has three tabs: Student History, Reports, and Legacy Data. Below these is the 'Bulk Approval' section, which is highlighted with a red box. It contains a 'Search Filter' and a 'List of Application' table. The table has columns for Reference ID, Application Date, Service, Applicant Name, Time Limit, Output, and Action. The 'Output' column shows 'View Output' links, and the 'Action' column shows 'View' links. A red box highlights the 'View Output' and 'View' buttons for the first application. A tooltip for the 'View Output' button says 'Click to see the output of the certificate which will be send/given to Applicant'.

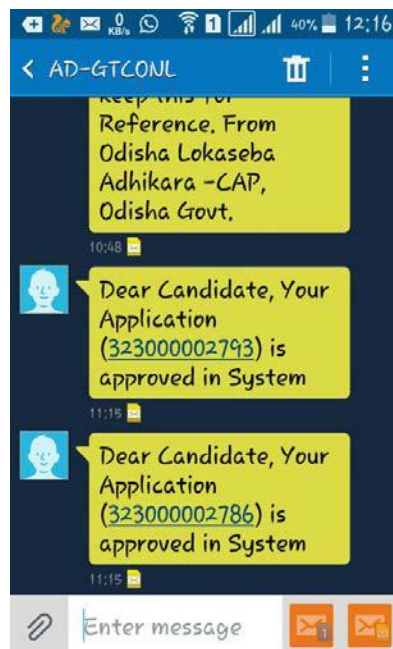
Reference ID	Application Date	Service	Applicant Name	Time Limit	Output	Action
32300002793	06/11/2017	+3 Examination Enrollment (CBCS)	Sumit	30	View Output	View
32300002786	06/11/2017	+3 Examination Enrollment (CBCS)	Saamita swain	30	View Output	View
32300002358	31/10/2017	+3 Examination Enrollment (CBCS)	Anket	30	View Output	View
32300002294	31/10/2017	+3 Examination Enrollment (CBCS)	Apanaa Salikh	30	View Output	View
32300002195	30/10/2017	+3 Examination Enrollment (CBCS)	Anuska Sharma	30	View Output	View
32300002169	30/10/2017	+3 Examination Enrollment (CBCS)	Aryan Singh	30	View Output	View

Step 12: Bulk Approval by University Admin.

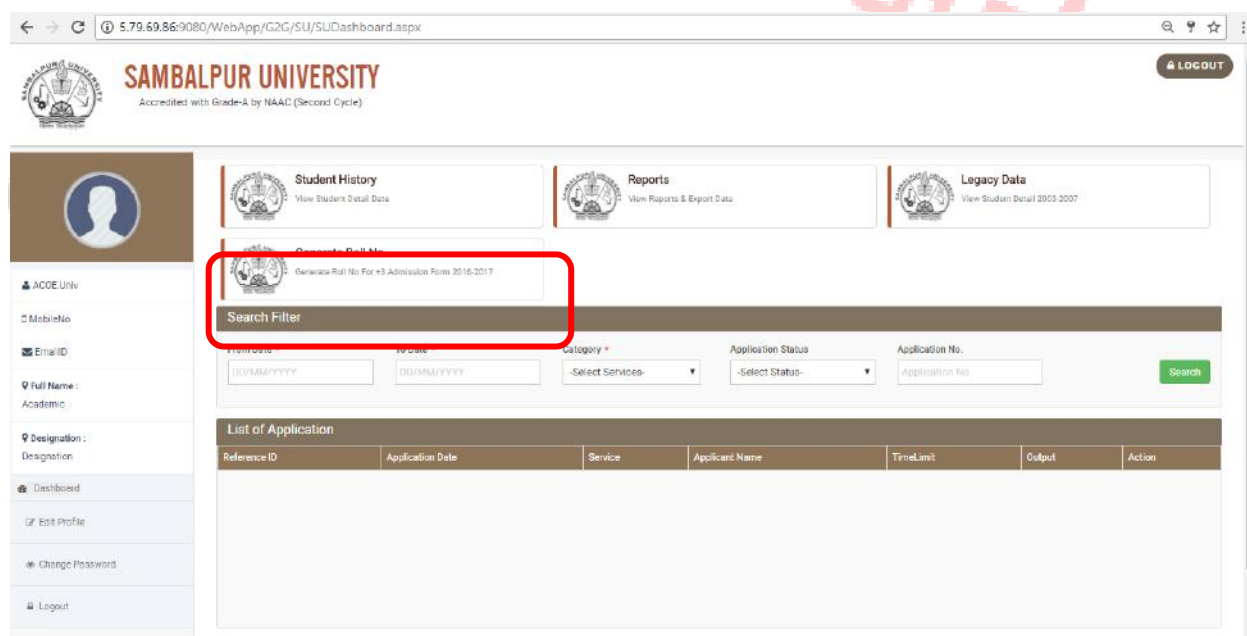
The screenshot shows the Bulk Approval process. A dialog box at the top says '5.79.69.86:9080 says: 12 Approved'. Below it is the 'List of Applications' table. The 'Acceptance' section shows 'Approved' selected. The 'Comments' section has a text area with 'Approved' entered. The 'Submit' button is highlighted.

Select	AppID	College	Branch	Applicant Name	Service	Gender	Date of Birth	Category	Roll No	Email	Exam Pass	Passing Year	Percent
<input checked="" type="checkbox"/>	32300002793	Burla College, Burla (040)	ARTS HONOURS (AH)	Sumit	Sourav	Male	06-05-1994	SC	7749991461	mishra.anu5594@gmail.com	+2	2012	50.00
<input checked="" type="checkbox"/>	32300002786	Burla College, Burla (040)	SCIENCE HONOURS (SH)	Saamita swain	Bibek Swain	Female	05-05-1994	SC	7749991461	mishra.anu5594@gmail.com	+2	2011	50.00

Step 13: An alert message goes to the student regarding the approval of the application form.



Step 14: After the application is approved by the university admin, the Exam Admin generates the roll number of each student, by clicking on 'Roll Number Generation' on their dashboard.



5.79.69.86:9080/WebApp/G2G/SU/SURollNumber.aspx

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LOGOUT

ROLL NUMBER GENERATION

Search Filter

College: BURLA COLLEGE, B Branch/Course Name: SCIENCE HONOURS Subject Name: BOTANY (BOT) Academic Year: 2017 Filter By: Not Generated Search

List of Student

Sl No	Roll No	Name	Subject	View
1	S0401780T001	Sasmita swain	BOTANY	View

Save Roll No

Search the web and Windows

3:08 PM 11/6/2017

Step 15: After the approval by the university admin the 'Academic admin' generates the Registration number.

5.79.69.86:9080/WebApp/G2G/SU/RegNumber.aspx

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LOGOUT

REGISTER NUMBER GENERATION

Search Filter

College: BURLA COLLEGE, B Branch/Course Name: SCIENCE HONOURS Academic Year: 2017 Filter By: Reg Not Genrated Search

List of Student

Sl No	Registration No	Admission No	Name	Branch / Course
1	10030/17	17/040/BA/020	Sumit	ARTS HONOURS

Save Registration No

Step 16: Action page of super admin.

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Search Filter

From Date: 06-11-2017 To Date: 06-11-2017 Category: -Select- Venue: Select Venue Reference ID: **Search**

Attendance Sheet
Download/Print Attendance Sheet

REPORTS
Various reports

Marks & Document Verification
Edit / verification of Marks of various event

Final Report
Final Report

List of Application

SuperAdmin
MobileNo:
EmailID:
Full Name: FirstName
Designation: Designation
Dashboard
Edit Profile
Change Password

ଲୋକସେବା ଅଧିକାର
ସୁବିଧାରେ ସରକାରୀ ସେବା