

## **Details about different Reports**

(Before Admit Card issue)

### **For IDOL, Gauhati University**

**1. By Session** [Course Wise no of students][Printable]

: by selecting a session we need to get a course wise enrolment break-up, with total value of enrolment for the selected session.

**2. By Sessions** [Course Wise no of students][Printable]

: by selecting a range of session we need to get a course wise enrolment break-up, with total value of enrolment for each session.

**3. Comparative Enrolment Report** [Printable]

: by selecting a range of session we need to get a session wise and course wise graphical comparative report of student enrolment history.

**4. By Course** [Student List][downloadable in excel]

: by selecting a course and a particular session, we need to get a list of students with Roll No, Name, Study Centre, Examination Centre and Mobile No (mobile no should be prefixed with 91)

**5. By Study Centre**

a) Course Wise [Course Wise no of students][Printable]

: by selecting study centre and a session we need to get a course wise enrolment break-up, with total value of enrolment.

b) Course Wise [Course Wise students List][downloadable in excel]

: by selecting a study centre and a session we need to get a course wise student list with Roll No, Name, Examination Centre and Mobile No (mobile no should be prefixed with 91). For separate course we may use separate sheet of the excel document in order of course code.

**6. By Examination Centre**

a) Course Wise [Course Wise no of students][Printable]

: by selecting examination centre and a session we need to get a course wise enrolment break-up, with total value of enrolment.

b) Course Wise [Course Wise students List][downloadable in excel]

: by selecting a examination centre and a session we need to get a course wise student list with Roll No, Name, Study Centre and Mobile No (mobile no should be prefixed with 91). For separate course we may use separate sheet of the excel document in order of course code.

7. Examination Venue wise Candidate No [Printable]

We need a report for Examination planning, these report will be populated by looking at the past examination results, here we will have two filters one **Examination** and the other one **Examination Venue**. An example of the proposed report can be found below,

**Filter 1:** Scheduled Examination [suppose we select MA/M.Sc/M.Com/IT  
2<sup>nd</sup> Semester, July 2014]

**Filter 2:** Name of Examination Venue [Suppose we select Nowgong College,  
Nagaon]

**The Report will be populated as**

Course	2013-14	2012-13	2011-12	Total
Assamese	202	78	12	292
English	152	55	2	209
..	..	..	..	..

Here, column wise details can be found below,

**Course:** different courses for which the 2<sup>nd</sup> Semester Examination will be held at the selected Examination Venue in the selected schedule.

**2013-14:** Here the number of fresh candidates [appearing for the first time in the selected examination] got admitted in the academic session 2013-14, will come.

**2012-13 :** Here the number of candidates from academic session 2012-13, who have not cleared their all subjects of 2<sup>nd</sup> Semester Examination in 2013 will come.

**2011-12 :** Here the number of candidates from academic session 2011-12, who have not cleared their all subjects of 2<sup>nd</sup> Semester Examination in 2012 and 2013 will come.

**Total:** The total of all.

## 8. By Category

### a) Course wise[Course Wise no of students][Printable]

: by selecting a particular session, we need to get course wise no of students enrolment under different category with a cumulative sum of all.

### b) Course wise with Gender Break-up[Course Wise no of students][Printable]

: by selecting a particular session and putting a filter for a study centre or all study centres, we need to get course wise no of students enrolment under different category with Gender break-up with a cumulative sum of all.

### c) Course Wise [Course Wise students List][downloadable in excel]

: by selecting a session and a particular category we need to get a course wise student list with Roll No, Name, Study Centre and Mobile No (mobile no should be prefixed with 91). For separate course we may use separate sheet of the excel document in order of course code.

## 9. Fees Paid Report:

### a) Daily Fees Report

: by selecting a range dates a report for date wise fees payment need to be generated showing different payments category. [a sample format will be provided]

### b) Study Centre Wise Fee Paid Statement

: by selecting a Study Centre and a Session need to get a Study Centre wise fee paid statement group by different fees type and in order of Roll No, for each payment entry the payment date should be there.

## 10. Admission Reports:

### a) Unapproved Roll Nos

: by selecting a session and a study centre we need to get all unapproved Roll Nos in order of course code. Again there should be an mechanism for providing approval to these Roll Nos. *If the list of unapproved Roll Nos go larger we may impose some additional filters as applicable.*

b) List of all Self Registrations:

: by selecting a session and a date (if applicable) we need to view all unapproved self-registrations and with a mechanism to assign Roll Nos to these.

c) Approved Roll Nos

: by selecting a session and a study centre we need to get all approved Roll Nos in order of course code. In this UI we need to view the admission date, name of the approving authority and link to view the profile of the student. *If the list of approved Roll Nos go larger we may impose some additional filters as applicable.*

### **For Study Centres**

1. **By Session** [Course Wise no of students][Printable]

: by selecting a session Study Centres need to view course wise no. of enrolments at their study centre with total sum.

2. **By Session** [ Course Wise list of students] [[downloadable in excel]

: By selecting a session, the study centres need to get course wise student list with Roll No, Name, GU Registration no, Examination Centre

3. **By Course unapproved Roll No** [Printable]

: by selecting a course and a particular session, study centres need to get a list of unapproved students of their study centre with Roll No, Name and Mobile No (mobile no should be prefixed with 91).

4. **By Course approved Roll No** [Printable]

: by selecting a course and a particular session, study centres need to get a list of approved students of their study centre with Roll No, Name and Mobile No (mobile no should be prefixed with 91).

5. **By Examination Venue** [downloadable in excel]

: If the Study Centre is also a Examination Venue, then a course wise list of students with Roll No, Name, GU Registration No, Study Centre should be there for that Examination venue only.

## (After Admit Card issue)

After issue of Admit Cards a detailed Examination Venue wise students (examination wise candidates) break-up may be found, so from here onwards we need few reports in respect of Examination Venues.

### At IDOL Gauhati University

1. **Attendance List:** Here by selecting a Examination Venue and Examination Schedule we need to get Course wise Attendance List in excel (the format of the same has already been provided), here the following filters can be used,
  - a) Examination Venue
  - b) Examination Type [Like Semester I, 2014 or Semester II, 2014]
  - c) All Course/particular Course

(if the filter for all course is selected then for separate courses separate sheet need to be used)

2. **Report on Examination venue Cumulative Candidate No:** Here by selecting an Examination Venue and an Examination Schedule, we need to generate a printable report as shown below,

**Filter 1:** Examination Venue

**Filter 2:** Examination Schedule [the time of Examination like July 2014 or January 2015]

The template of the required report

Course	Semester I	Semester III	Semester V	Total
Assamese	202	78	12	292
English	152	55	2	209
..	..	..	..	..

Here,

**Semester I:** Total no of Candidates going to appear in the Semester I Examination under the selected Examination Venue.

*Similarly for Semester III and Semester IV*

3. **Report on Examination Centre Cumulative Candidate No:** Here by selecting an Examination Venue and an Examination Schedule, we need to generate a printable report as shown below,

**Filter 1:** Examination Centre

**Filter 2:** Examination Schedule [the time of Examination like July 2014 or January 2015]

The template of the required report

Course	Semester I	Semester III	Semester V	Total
Assamese	202	78	12	292
English	152	55	2	209
..	..	..	..	..

Here,

**Semester I:** Total no of Candidates going to appear in the Semester I Examination under the selected Examination Centre.

*Similarly for Semester III and Semester IV*

**At IDOL Study Centre (if the Study Centre is an Examination Venue too)**

1. **Attendance List:** At the Study Centre landing page we need to provide a link for downloading Examination wise [Semester I, 2014 or Semester II 2014 etc] Attendance list for their own Examination Venue only as per the format already provided