

ISO 9001-2015



DISHA COLLEGE

Affiliated to Pt. Ravi Shankar Shukla University Raipur (C.G)

User Manual Of College Management System

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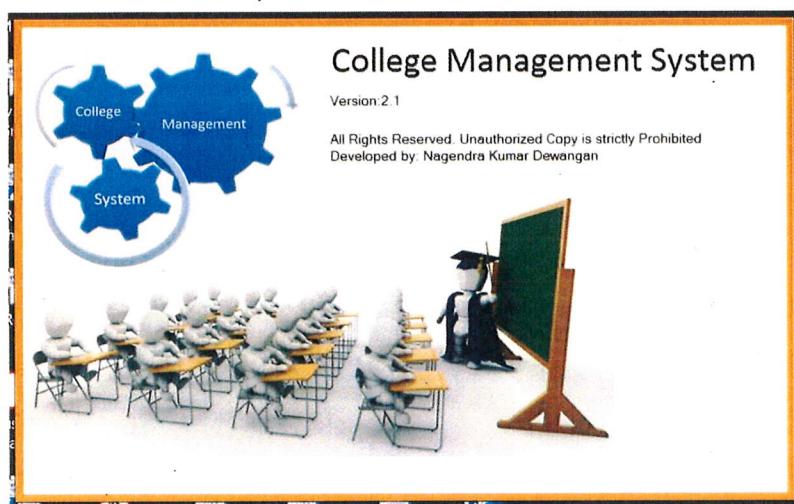


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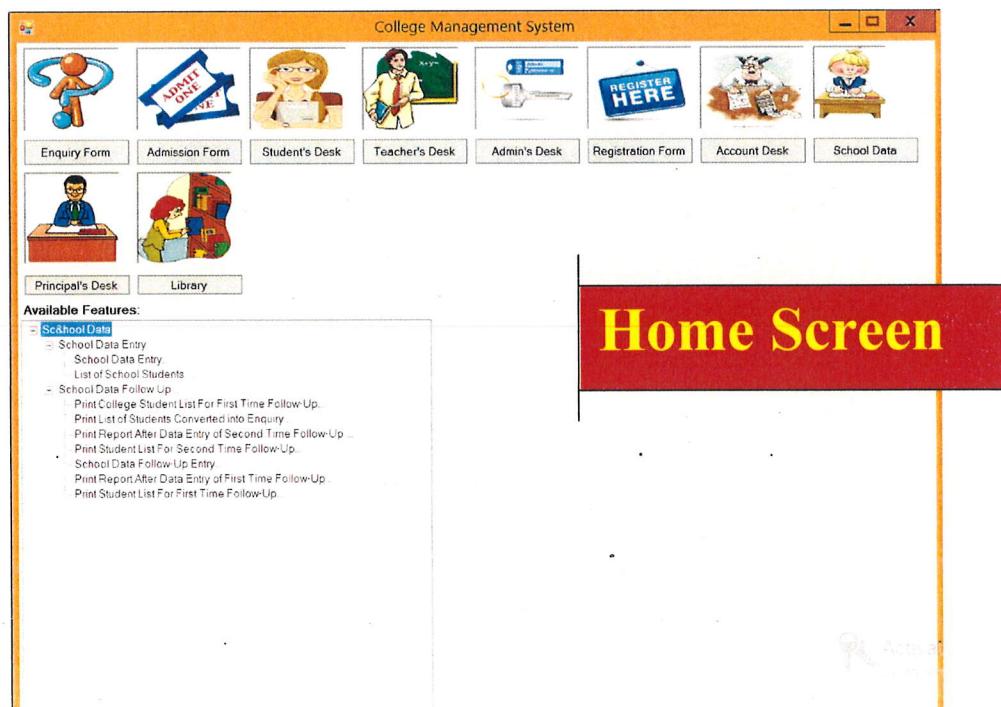
How to Start College Management Software



Step – 1 Click “College Management Software” icon in desktop.



Step-2 Showing Welcome screen after clicking College Management Software Icon.

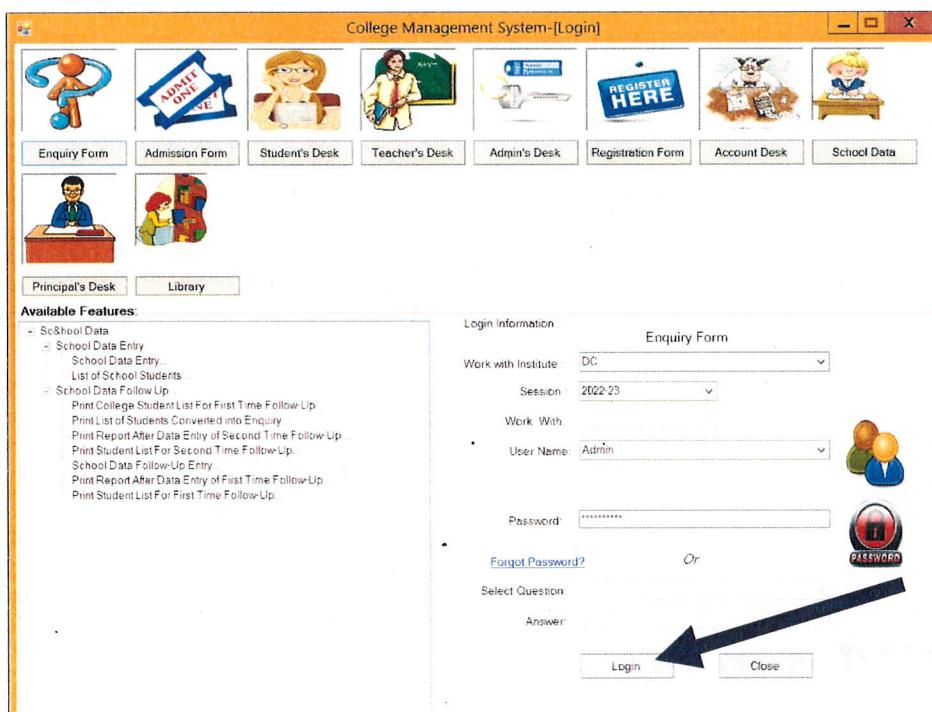


1. Enquiry Tab

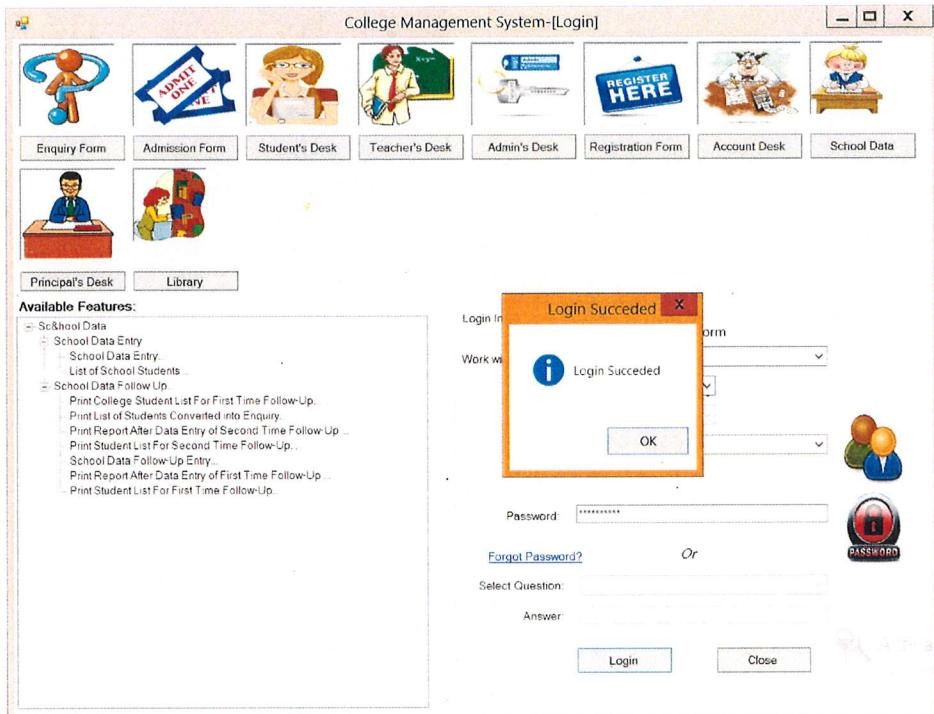
Step – 1 below image is the home screen. In this screen click Enquiry button for Student Enquiry



Step – 2 Click Enquiry button then shown below.



Step – 3 Give Proper user name and password then click login button.



Step-3 After Successful login then shown below.

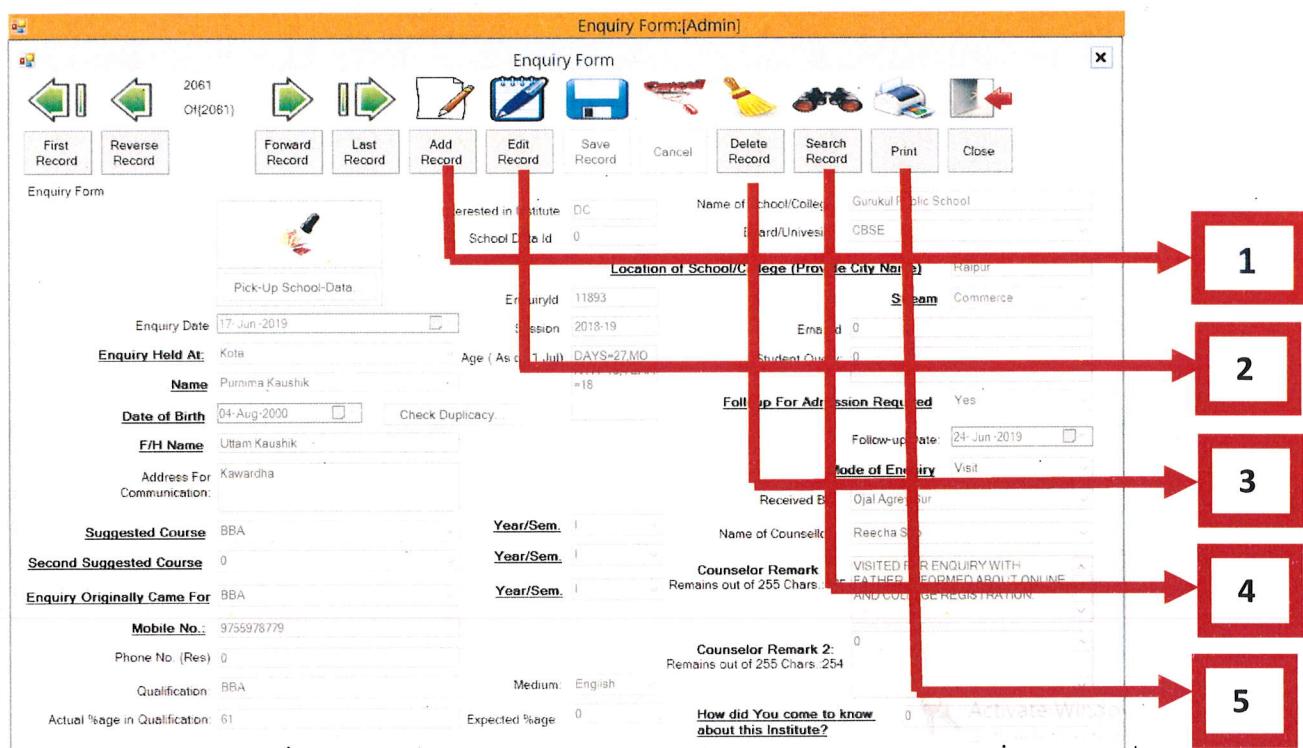
Step -4 Click “Enquiry Form Entry” tab. Then shown below form.

All Enquiry List...	1
All Enquiry List Date Wise...	2
Replacement of Enquiry Register	3
Enquiry Summary...	4
Daily Status Report...	5
Enquiry Mode Summary...	6
Not Registered Enquiry List...	7
Enquiry Based on Original Course	8
Enquiry List For Given Percentage...	9
Duplicate Entries of Enquiry...	10
Enquiry List of Other Course...	
Enquiry Analysis with Place and Course...	11
Enquiry Analysis with Place...	12

Step-4 Using above options we can obtain the following Reports

1. Press “All Student Enquiry information” button for Retrieve all Students Enquiry List
2. Press “All Student Enquiry information Date Wise” button for generate report all student list date wise.
3. Press “Replacement of enquiry Register” for Replacement of Enquiry register.
4. Press “Enquiry Summery” button for displaying Summery of Enquiry.
5. Press “Daily Enquiry Status Report” button for generating Report Daily Enquiry.
6. Press “Enquiry Mode Summery” button for view Enquiry report in different way.
7. Press “Not Registered Enquiry list” button for generate student list who have not registered in Enquiry List.
8. Press “Enquiry based on original course” for retrieve information based on Original Course
9. Press “Report based on percentage” for retrieve information based on percentage
10. Press “Duplicate Entries of Enquiry” for Duplicate Enquiry Entry.
11. Press “Enquiry Analysis based on place and Course” for retrieve information based place and course.
12. Press “Report Enquiry analysis based on place” for generating Report based on place.

1.1 Enquiry form



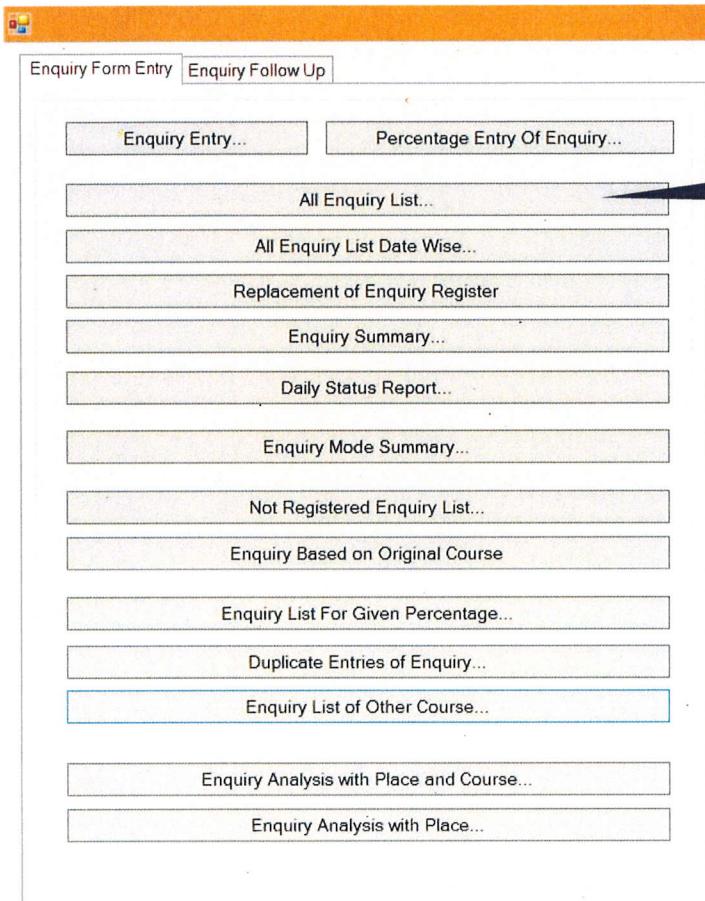
The screenshot shows the 'Enquiry Form:(Admin)' window with various fields and buttons. Red arrows numbered 1 through 5 point to specific fields:

- 1. Enquiry ID (11893), Session (2018-19), Stream (Commerce)
- 2. Name (Purnima Kaushik), Date of Birth (04-Aug-2000), F/H Name (Uttam Kaushik)
- 3. Suggested Course (BBA), Second Suggested Course (0), Enquiry Originally Came For (BBA)
- 4. Mobile No.: (9755978779), Phone No. (Res) (0), Qualification (BBA), Actual %age in Qualification (61)
- 5. Medium (English), Expected %age (0), How did You come to know about this Institute? (VISITED FOR ENQUIRY WITH PARENTS, FORMED ABOUT ONLINE AND COLLEGE REGISTRATION)

Step 1 Using above form we can do the following operations.

1. Add record button is used for adding new student record in database
2. Using edit record user can easily update record in database
3. If user can easily delete record using Delete record button.
4. Searching facility is also available. User can easily find student record.
5. If user wants to take hard copy of student record just press “Print” button
6. Easy navigation from first record to last record

1.1.1 Enquiry List Report



**Step-1 Click here
for Generating
Student Enquiry
Report**

All Enquiry List...

Main Report

01/06/2013

Enquiry List

Enquiry For: DC Enquiry Date From: 01-Apr-2017 To: 01-Jun-2017

No Eng. Dept.

				Address	Percent	Medium	Stream	Name of School
-	-	-	-	Than Khamaria Bemetera	-	English	Commerce	-
2	04/05/2017	Visit	Nayan Raut	9009239090 -	Sunder Nagar	58	Hindi	Bio
3	05/05/2017	Visit	Nayan Raut	9009239090 -	Sunder Nagar	-	English	Maths
BBA	1 01/04/2017	Visit	Varsha Dadlani	91110992334 -	New Rajendra Nagar Raipur	79	English	Commerce
	2 06/04/2017	Call	Prabhash	7987374189 -	Raipur	55	English	Commerce
	3 07/04/2017	Visit	Aniket Soni	9111182222 -	Sonarpura Champa	-	Hindi	Commerce

Total Page No.: 1+

Zoom Factor: 100%



1.1.5 Daily Status Report

Enquiry Form Entry | Enquiry Follow Up

Enquiry Entry... | Percentage Entry Of Enquiry...

All Enquiry List... | All Enquiry List Date Wise...

Replacement of Enquiry Register | Enquiry Summary...

Daily Status Report... | Enquiry Mode Summary...

Not Registered Enquiry List... | Enquiry Based on Original Course

Enquiry List For Given Percentage... | Duplicate Entries of Enquiry...

Enquiry List of Other Course... | Enquiry Analysis with Place and Course...

Enquiry Analysis with Place...

**Step 1- Click here
for Generating
Daily Status
Report**

1.1.5 Daily Status Report

DISHA EDUCATION SOCIETY

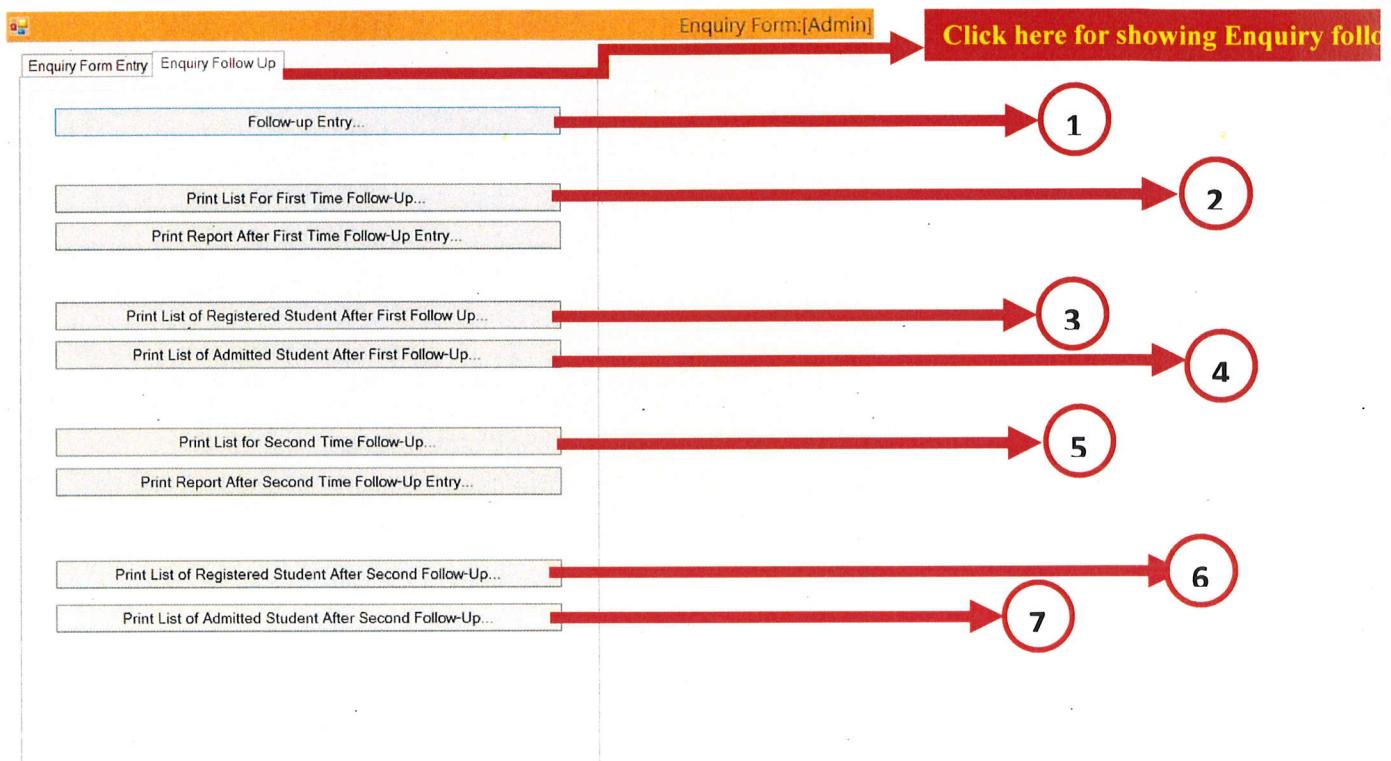
Enquiry For Institute:DC Session:2017-18

Daily Admission In First Year/Sem (Excluding B. Ed.) for Admission Year 2017-2018

Report Date As On:01-Jun-2017 12:00 AM

S.No.	Course	Course Intake	Enquiry		Calls		Visit		Registration		Admission		
			Till Date	Today	Till Date	Today	Till Date	Today	Till Date	Today	Till Date	Today	
1	BBA	120	115	7	26	1	89	6	-	-	3	1	
2	BCA	60	65	6	17	1	48	5	4	-	6	-	
3	BCOM	120	163	14	32	1	131	13	2	-	3	-	
4	BCOM(CA)	100	19	1	5	1	14	-	1	-	1	1	
5	BJMC	30	2	-	-	-	2	-	-	-	-	-	
6	BSC(CS)	50	23	-	4	-	19	-	-	-	5	2	
7	DCHT	30	-	-	-	-	-	-	-	-	-	-	
8	MCOM	25	2	-	2	-	-	-	-	-	-	-	
9	MSC(Comp)	30	1	-	1	-	-	-	-	-	-	-	
10	PGDCA	60	13	-	2	-	11	-	1	-	-	-	
Grand Total			625	403	28	89	4	314	24	8	-	18	4

1.2 Enquiry Follow-Up Tab



Step-1 Using above tab we can obtain the following report.

1. Press “Add Student Enquiry Follow up” for insert student enquiry follow up.
2. Press “Print list for first time follow up” for print list of first time follow up
3. Display report of Registered Student After first follow up
4. Display report of admitted Student After first follow up
5. Print list for second time follow up
6. Display report of Registered Student After second follow up
7. Display report of admitted Student After second follow up


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1.2.3 Report after First Time Follow Up Entry

Step-1 Select Class from left hand side then user can see Report of that class on Right hand side.

First Follow Up Response of Enquiry									
S. No.	EnquiryDate	Mode	Name	Contact	Percent	Tentative	Actual	Response-I	
1	05/06/2015	Visit	Mayank Agrawal	9691483961	60	12/06/2015	12/06/2015	WILL COME COLLEGE ON 20TH WANT TO TAKE ADMISSION IN	
2	04/06/2015	Visit	Poojal Bohre	9826556256	66	11/06/2015	12/06/2015	NUMBER OUT OF COVERAGE AREA	
3	04/06/2015	Visit	Ashish Nagwani	9993786524,909 8991919	48	11/06/2015	12/06/2015	OUT OF COVERAGE AREA	
4	04/06/2015	Visit	Srishti Jain	9977177395	92	11/06/2015	12/06/2015	PLANNING TO GO DELHI MAY AGAIN	
5	04/06/2015	Visit	Monika Dhiwakar	9977073479	69.6	11/06/2015	12/06/2015	CONFUSED REGARDING PLACEMENT WE HAVE LESS PLACEMENT	
6	04/06/2015	Visit	Priya Banchhor	9770874076	81	11/06/2015	12/06/2015	SHE WILL TAKE DROP FOR IT NOT INTERESTED	
7	04/06/2015	Visit	Upasna Farkar	7745960033	69	11/06/2015	12/06/2015	NOT RECEIVED THE PHONE CALL	
8	03/06/2015	Visit	Ashish Kumar Gupta	9425573908,702 44703476	65	10/06/2015	12/06/2015	TOOK ADMISSION IN MATS COLLEGE	
9	02/06/2015	Visit	Pankaj Lulla	9817391611	60	09/06/2015	12/06/2015	HE IS VISITING COLLEGES NOW DECIDED TO TAKE ADMISSION	
10	02/06/2015	Visit	Riya Khatri	7509300895	74	09/06/2015	16/06/2015	NO RESPONSE AFTER LISTENING OF DISHA COLLEGE	
11	01/06/2015	Visit	Amulakali Awasthi	9425577330	63	08/06/2015	12/06/2015	SHE IS CONFUSED WANTS TO STUDY IN COLLEGES AND DECIDE	
12	01/06/2015	Visit	Shreya Tirpude	9827166041	58.4	08/06/2015	12/06/2015	TOOK ADMISSION IN MAIC COLLEGE	
13	01/06/2015	Visit	Shubham Kumar Agrawal	9349110921	70	08/06/2015	12/06/2015	TOOK ADMISSION IN BHILAI COLLEGE	
14	01/06/2015	Visit	Komal Maheswari	8109109400	69	08/06/2015	12/06/2015	WRONG NUMBER	
15	01/06/2015	Visit	Nishi Jain	8103482196	84	08/06/2015	12/06/2015	SHE WILL VISIT THE COLLEGE ENQUIRY	

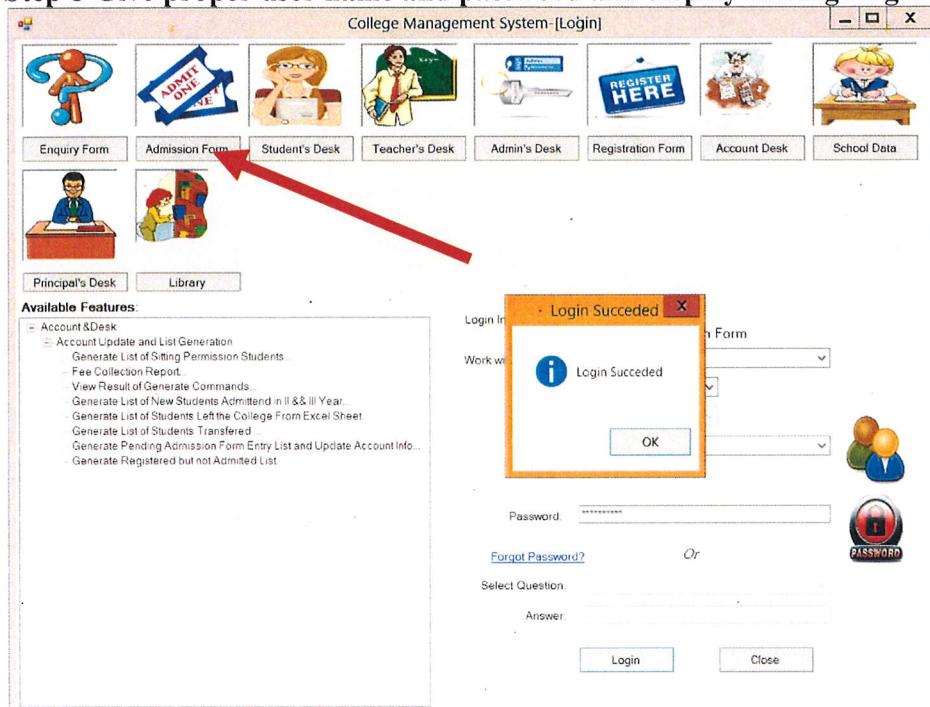

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2. Admission form

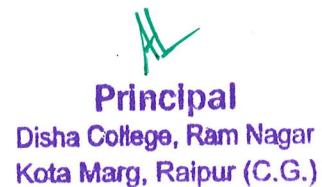
Step-1 after enquiry tab, user can move for admission tab.

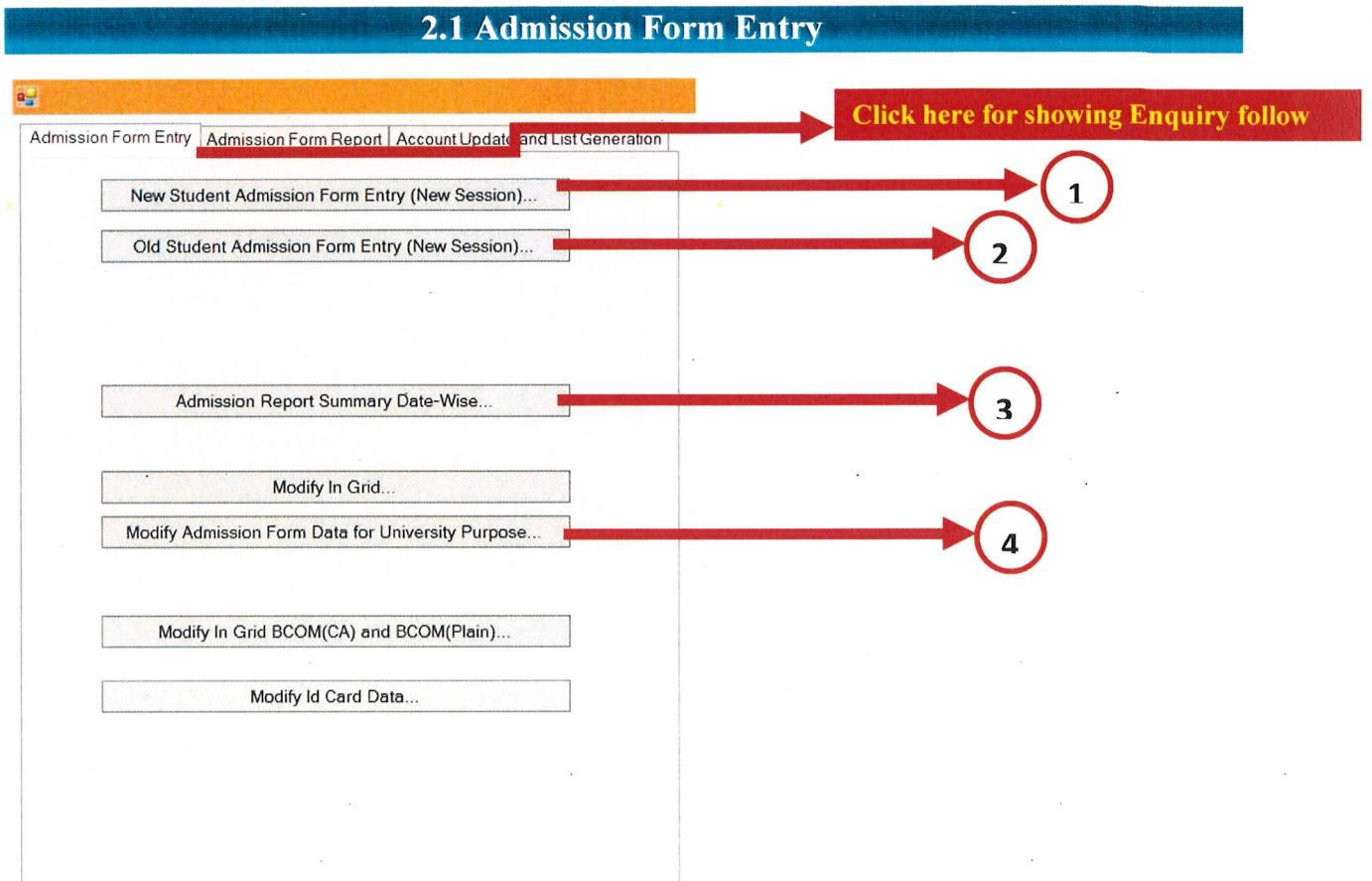
Step-2 Click admission tab for entering student admission information.

Step-3 Give proper user name and password and display message login succeed.



Step-4 after login we enter we enter the admitted student information in following entry form.





Step-1 using above image do the following task.

1. Click “New Admission Students Form Entry (Session)” button for enter new student information (First Year)
2. Click “Old Student Admission Form Entry (New Session)” button for enter new students information (Second Year & Final Year)
3. Click “Admission report Summery date Wise” Button for generating Admission Report date wise.
4. Click “Modify Admission form data for University Purpose” button for updating Student information according to university

2.1.1 New Student Admission Form Entry

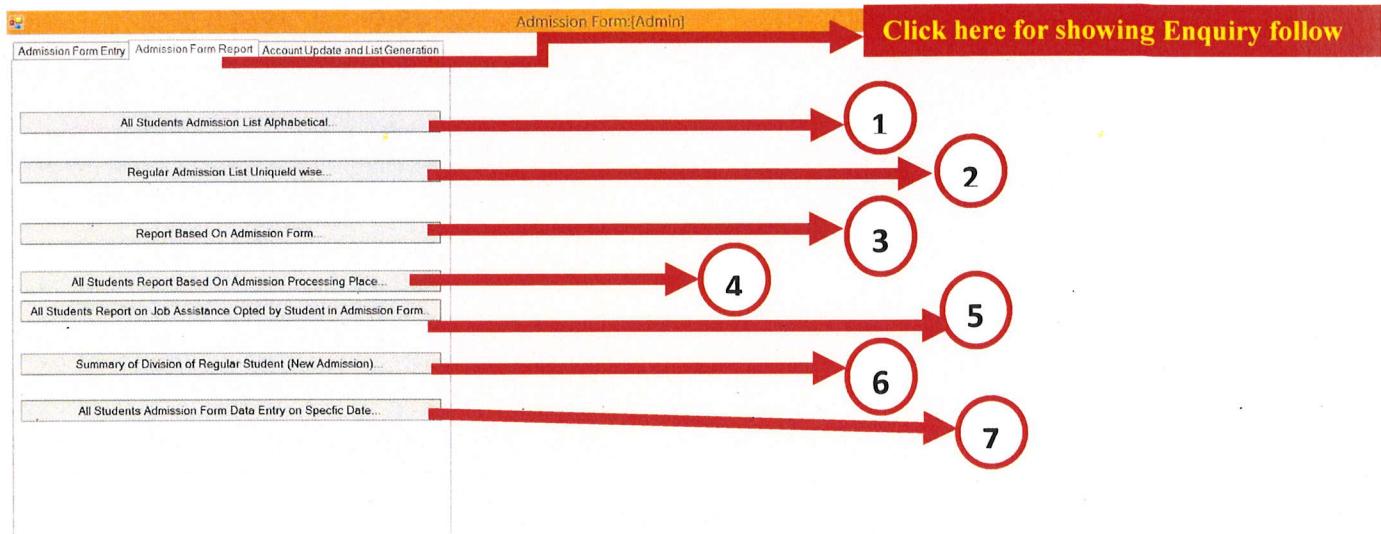
The screenshot shows the 'Data Entry Form For First Year Students'. The form includes fields for General Info & Blazer, Personal, Parent Info, Qualification, Result, Documents, Co-Curr., Fee Dues, Fee Received, Fee Receivable, and Transfer Certificate. A photo upload section specifies '3x4 5cm-300dpi'. Navigation buttons include First Record, Reverse Record, Forward Record, Last Record, Add Record, Edit Record, Save Record, Cancel, Adm. Status, Search Record, Print, Close, and Search & Load Photo.

Step-1 in the above form user can do the following operation.

1. Add record button is used for adding new student record in database
2. Using edit record user can easily update record in database
3. If user can easily delete record using Delete record button.
4. Searching facility is also available. User can easily find student record.
5. If user wants to take hard copy of student record just press “Print” button
6. Easy navigation from first record to last record



2.2 Admission Form Report



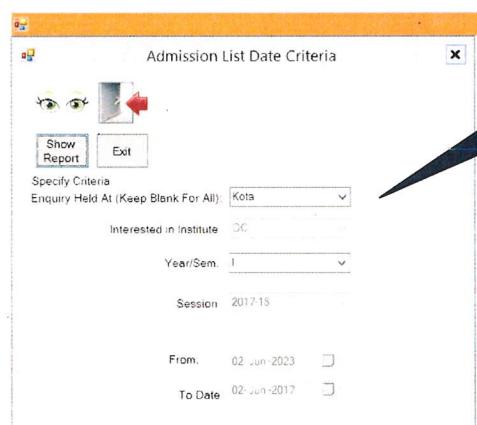
Using Above tab user can do the following task.

1. Press “All Students List Alphabetical” Button for generating student name list alphabetically.
2. Press “Regular Admission list unique id wise” for retrieving student name list unique id wise.
3. Press “Report based on admission form” for display student list according to admission form.
4. Press “All students report based on admission processing place” for display name based on place.
5. Press “All students report on job assistance opted by students in admission form” for student name.
6. Press “Summary of division of Regular students (New Admission)” for displaying report.
7. Press “All Students Admission form Entry on Specific date” for display name on particular date.


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2.2.1 All Students Admission List alphabetically

Step1- Click “All Students Admission List alphabetically” button for generating List alphabetically.

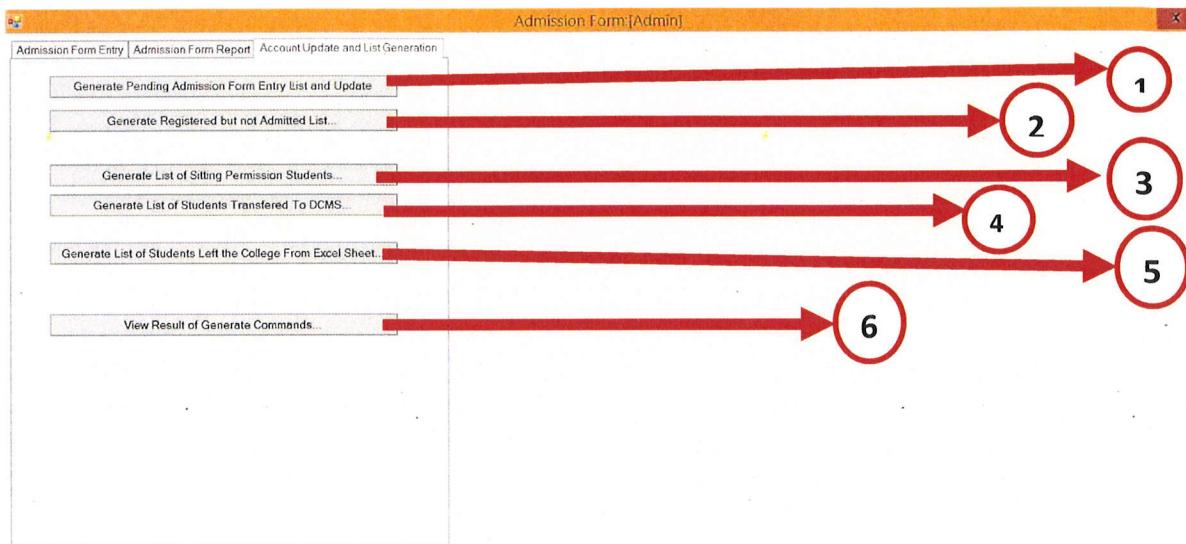


Click “Show Report: button after filling required field.

Admission List
Admission For DC

S.N.	St. Count	UniqueID	Course /Section	Y/S	Adm. For	Student Name	Percent	Student Contact	Society
BCA									
1	1	16430058	BCA-II	II	BCA	ABHISAR ANAND	51.00	0	Vayu
2	2	16430048	BCA-II	II	BCA	Adarsh Pandey	65.80	8770250530	Erawat
3	3	16430068	BCA-II	II	BCA	Aditya Mishra	0.00	90698012689	Erawat
4	4	16430030	BCA-II	II	BCA	Aliam Naseem Khan	62.80	9755841671	Erawat
5	5	16430051	BCA-II	II	BCA	Ajay Kumar Sahu	67.80	7746935933	Tejas
6	6	17430074	BCA-II	II	BCA	Akash Giri	0.00	7603670453	Erawat
7	7	16430007	BCA-II	II	BCA	Akash Tiwari	45.80	0	Lakshya
8	8	16430005	BCA-II	II	BCA	Akash Tiwari	64.90	956610489	Brahmos
9	9	16430023	BCA-II	II	BCA	Anish Agrawal	76.90	97760093147	Brahmos
10	10	16420015	BCA-II	II	BCA	Ankit Choudhary	66.30	89802682749	Tejas
11	11	17430054	BCA-II	II	BCA	ankit choudhary	1.00	81059920084	Vayu
12	12	17430056	BCA-II	II	BCA	ankush yadav	62.80	7587036496	Erawat
13	13	16430001	BCA-II	II	BCA	Archana Soni	51.00	7898453961	Lakshya
14	14	16430031	BCA-II	II	BCA	Avneet Malhotra	1.00	8133837277353	Brahmos

2.3 Admission Update and Generation

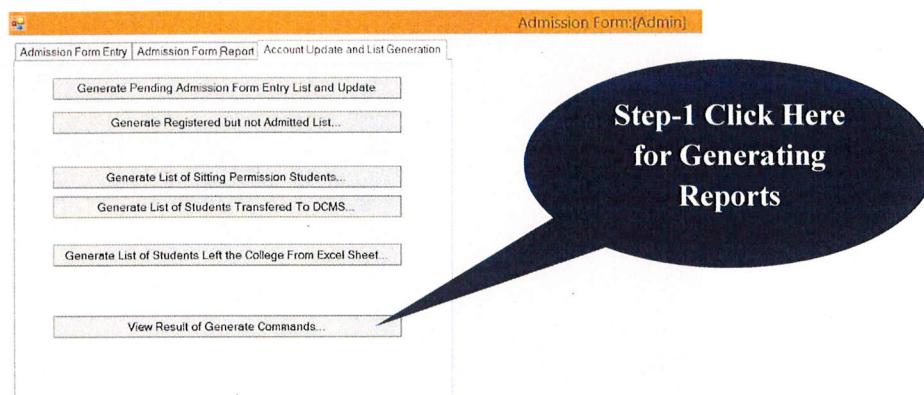


Step 1- Using Above tab user can do following task.

1. Press “Generate Pending Admission form entry list and update” Button for Pending admission form
2. Press “Generate Registered but not admitted” button for Register but taking admission.
3. Press “Generate list of sitting permission student” for list sitting permission student
4. Press “Generate list of student transferred to DCMS” for transfer to DCMS
5. Press “Generate list of students left the college from excel sheet” for left college.
6. Press “View Result of generate Commands” for display all student name tab wise on different criteria.


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2.3.6 View Result of Generate Commands



Step-2 Click “View Result of Generate Commands” button for Report. Shown below.

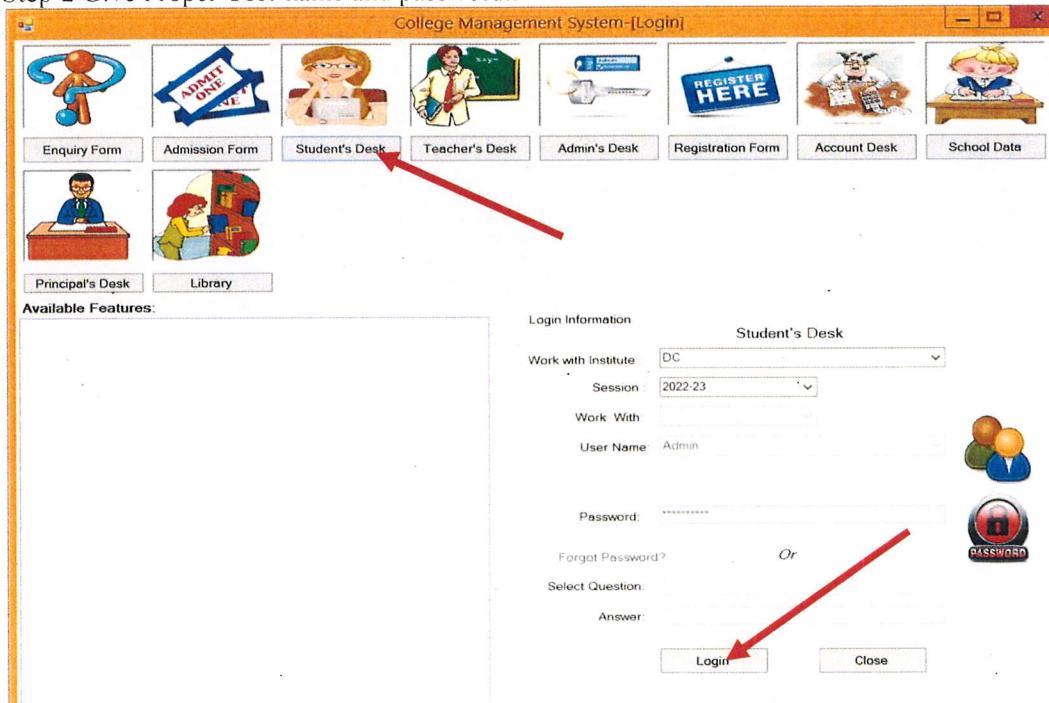
View Result of Generate Commands							
LeftTheCollege		UniqueId	Course	StudentName	CheckDate	EntryStatus	Institute
1671	17400005	BCom-I	MUSKAN A	26-Aug-17	Entry Done	DC	2017-18
1672	17400081	BCom-I	DINESH SO...	26-Aug-17	Entry Done	DC	2017-18
1668	17401052	BCom(CA)-I	JASPREET ...	26-Aug-17	Entry Done	DC	2017-18
1669	17401068	BCom(CA)-I	PARUL GO...	26-Aug-17	Entry Done	DC	2017-18
1670	17401084	BCom(CA)-I	DEEPIKA TI...	26-Aug-17	Entry Done	DC	2017-18
1664	17402048*	BBA-I	MAHIMA JAIN	26-Aug-17	Entry Done	DC	2017-18
1659	17402091	BBA-I	YUKTA GIRI	26-Aug-17	Entry Done	DC	2017-18
1863	17402108	BBA-I	BHIM KUMA...	26-Aug-17	Entry Done	DC	2017-18
1661	17402113	BBA-I	ASHUTOSH	26-Aug-17	Entry Done	DC	2017-18
1660	17402114	BBA-I	SANDHYA S.	26-Aug-17	Entry Done	DC	2017-18
1662	17402119	BBA-I	SAKSHI SH...	26-Aug-17	Entry Done	DC	2017-18
1667	17430036	BCA-I	LALITA NAY...	26-Aug-17	Entry Done	DC	2017-18
1666	17430052	BCA-I	ASHISH KU...	26-Aug-17	Entry Done	DC	2017-18
1665	17430063	BCA-I	BHUNESH	26-Aug-17	Entry Done	DC	2017-18
1673	17431048	BSC-I	SIDDHANT	26-Aug-17	Entry Done	DC	2017-18
1675	17440012	MSC(CS)-I	DEEPA CHA...	26-Aug-17	Entry Done	DC	2017-18
1674	17440016	MSC(CS)-I	VEENA DHA...	26-Aug-17	Entry Done	DC	2017-18

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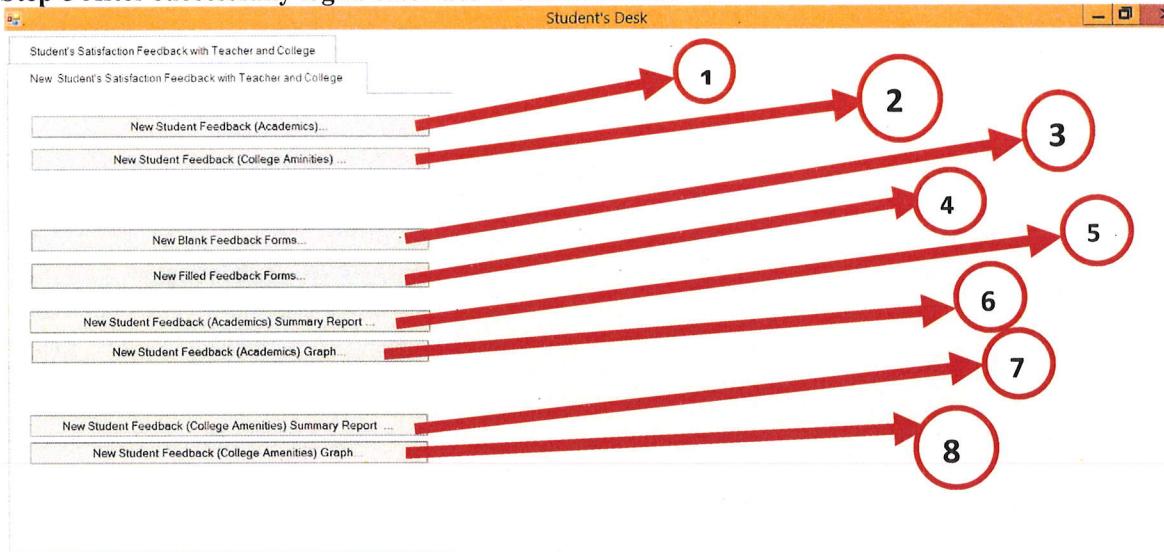
3. Student Desk

Step-1 Click "Student Desk Tab" in below home screen.

Step-2 Give Proper User name and password..



Step-3 After successfully login. Interface is shown Below.

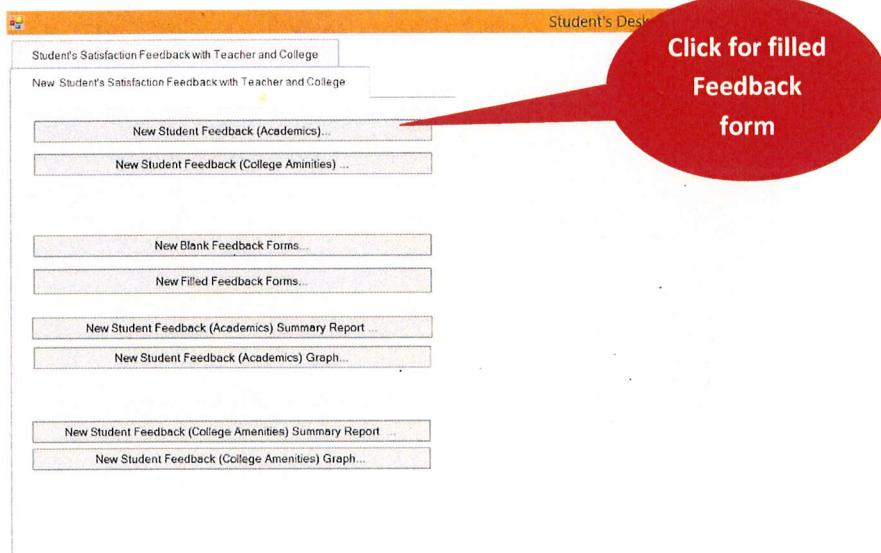


Step-4 Using Above interface for student feedback.

1. Click "New Student Feedback (Academic)" button for Student Feedback form
2. Click "New Student Feedback (College Amenities)" button for College Feedback form
3. Click "New Blank Feedback form for opening Blank form.
4. Click "New filled feedback form for view filled feedback form.
5. Click "New Student Feedback (Academic) Summery Report button for Report
6. Press "New Student Feedback (Academic) Graph" button for Graph
7. Press "New Student Feedback (College Amenities) Summery Report button for Report
8. Press "New Student Feedback (College Amenities) graph button for Graph.

3.1 Student Feedback form

Step-1 For opening a student feedback from just click on Student Feedback (Academic)



A screenshot of the 'New Student Opinion About College Amenities' form. It includes fields for 'Admission Id' (7118), 'FeedBackDate' (01-Mar-2017), 'Institute' (DC), and 'Specify Criteria' (Class: B.Ed. IV, Student Name: Anamika Dash, Response Session: 2017-18). There are also buttons for 'Show Question', 'Save Response', and 'Exit'. A red bracket labeled 'Required Fields' points to the admission id, feedback date, institute, and specify criteria fields. A yellow speech bubble with the text 'Feedback form' points to the 'Save Response' button. The form contains a table with 13 questions about college amenities, each with four response options: Strongly Agree, Agree, Disagree, and Strongly Disagree.

Question	Question Description	Strongly Agree	Agree	Disagree	Strongly Disagree
1	The staff in the college is cooperative and helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The library staff is cooperative and helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Online educational resources are available and accessible in the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Internet facility provided in the Library is satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The prescribed books and reading materials are available in the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Equipment in the labs is in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Important information and notices are displayed by the college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	separate common room for girls is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Toilets washroom are clean and properly maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	The class rooms are clean and properly maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	The campus is green and eco friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Clean drinking water is available in the college campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	The campus has adequate power supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

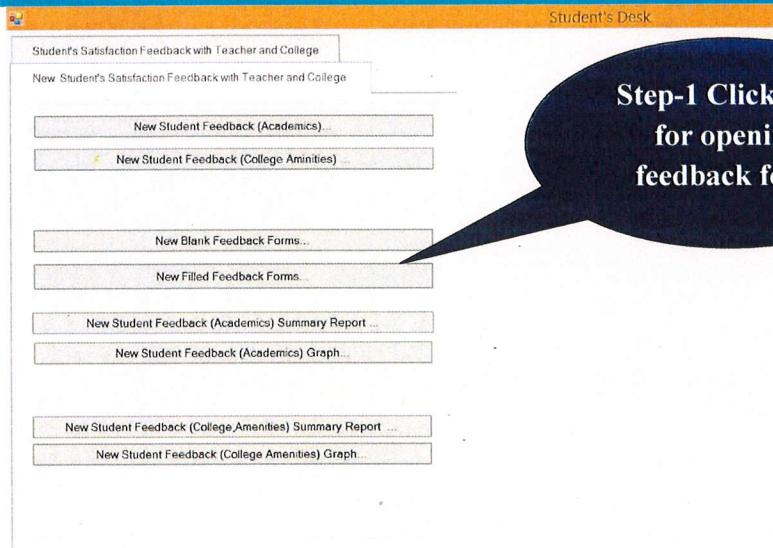
Step-2 in the above form Fill required information like class, select student name and Feedback date. And click Show button for showing a feedback form.

Step-3 after filling feedback form by student. Just click on Save Response button for saving feedback form data

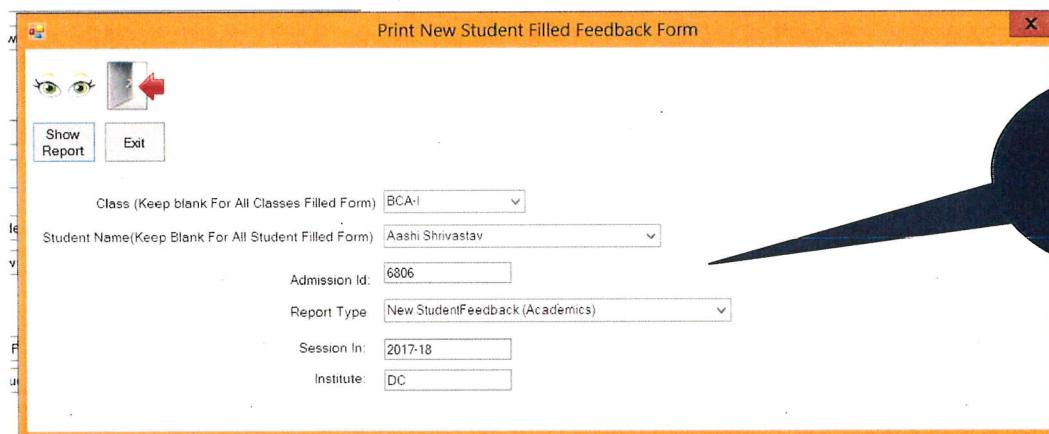
Step 4 for generating filled Feedback form Report just click New Student Feedback (Academic) Summery Report button.

Conti....

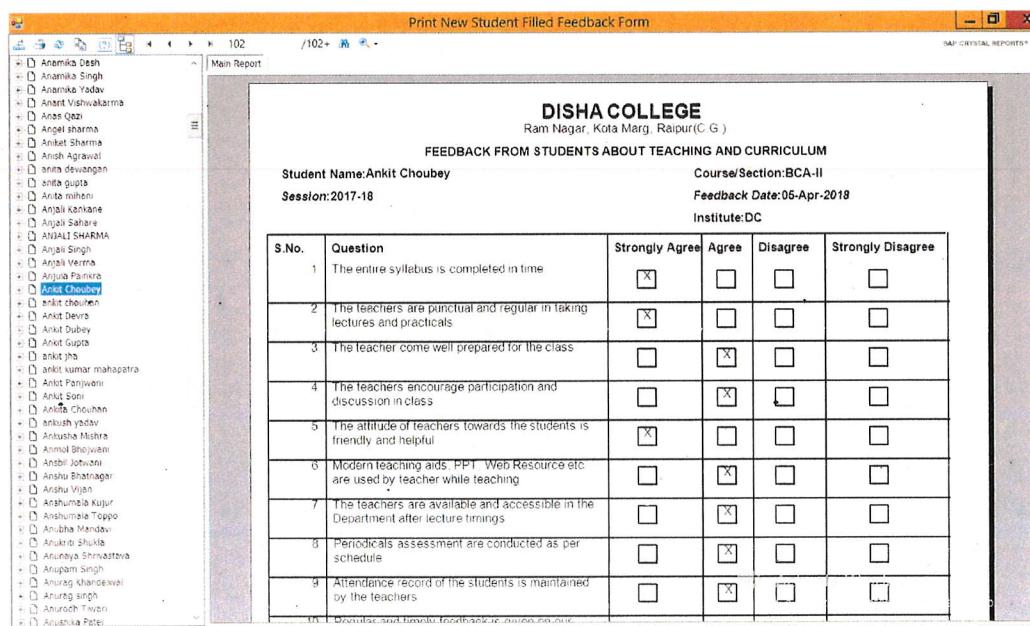
3.1.4 New Filled Feedback form



**Step-1 Click here
for opening
feedback form**

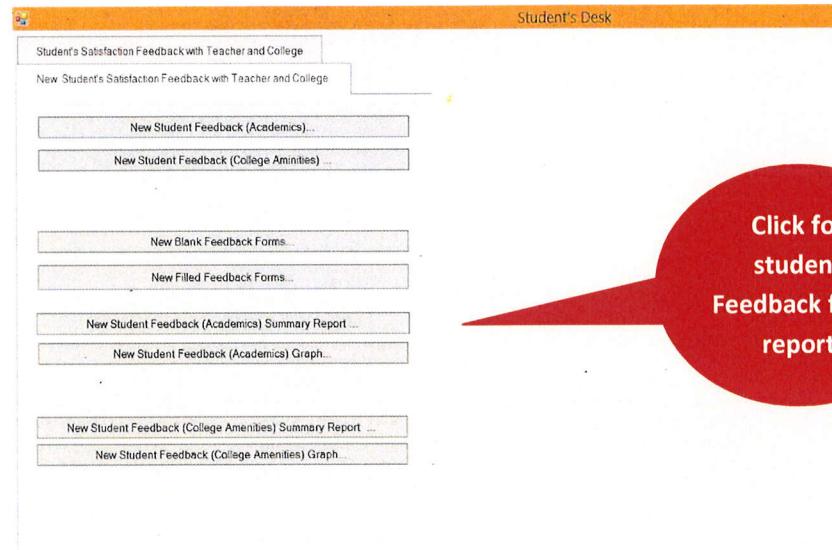


Step-2 Fill Required information

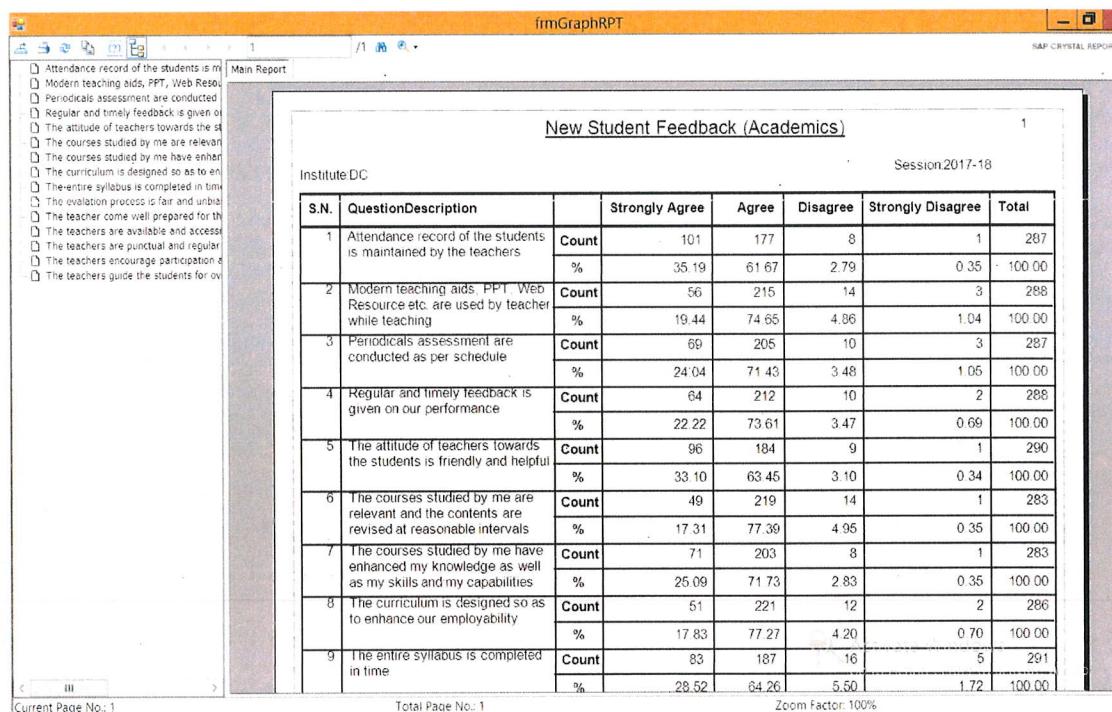


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Step-3 For generating new student feedback (Academic) click on New Student Feedback (Academic) button.



Click for
student
Feedback form
report



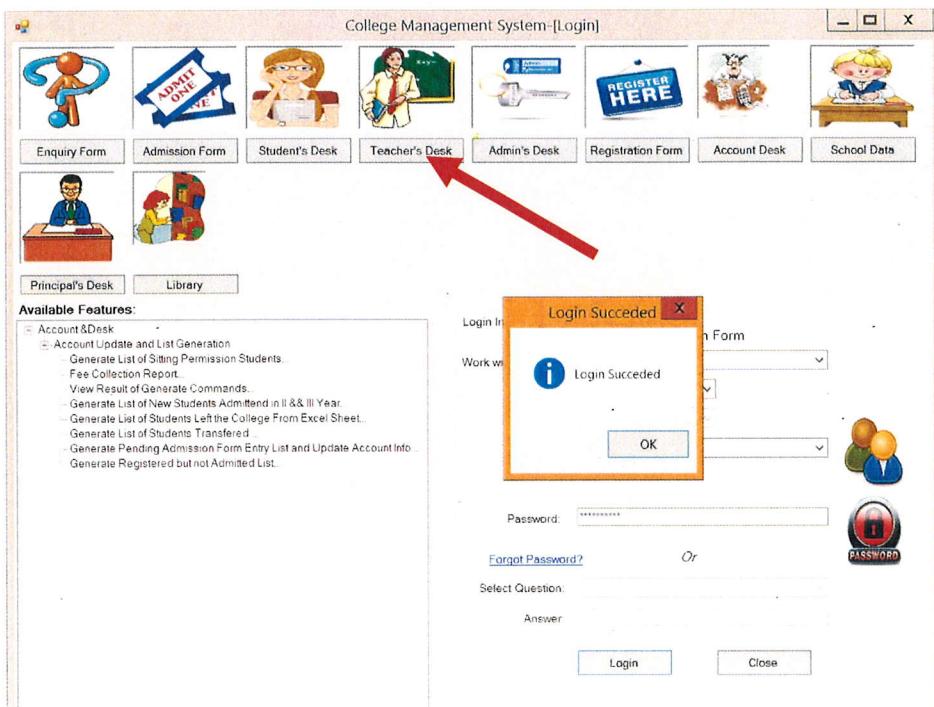
Current Page No.: 1

Total Page No.: 1

Zoom Factor: 100%

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4.Teacher Desk Tab



Step-1 in the above screen Click Teacher's Desk Tab and after successful login shown below form.

Teacher's Desk:[Admin]

[Splitted Syllabus Entry](#) | [Attendance Entry](#) | [Student Welfare](#) | [Result Analysis](#) | [Leave Entry](#)
[Time Table Entry](#) | [Actual Daily Diary Entry](#) | [Test/Internal/Mid/Pre Marks Entry](#) | [Leave Entry](#)

Click here for Time table Entry

[Theory and Lab Time Entry ...](#)

[Class Break Entry...](#)

[Break Time Table Report...](#)

[Lab Time Table Report...](#)

[Class Time Table Report...](#)

[Teacher's Time Table Report...](#)

[Day Wise All Teacher's Time Table Report...](#)

1

2

3

4

5

6

7

Step- 2 Using Above interface for click Time Table Entry tab do the following task.

1. Press “**Theory and Lab Time Table Entry**” for Enter Time of Teacher
2. Press “**Class Break Entry**” button for enter Class Break time.
3. Press “**Lab Time Report**” button for generating list of lab time.
4. Press “**Teacher's Time Table Report**” button for generating Time table of Particular Teacher.
5. Press “**Class Time Table Report**” button for displaying Time table Class wise.
6. Press “**Break time table Report**” Button for generating Class Break Time report.

4.1 Time Table Entry

Teacher's Desk:[Admin]

Time Table Entry

Class Subject And Period

Class Name	B Ed-IV	Class Subject 1	1421
Subject	Computer Education	TimeTable	1315
Room No.	1210	Institution	etc.
Session In	2018-19		

Add Subject Schedule

Teacher	Teacher Id	
Day Name	PeriodId	
Class Time is in	From Time	E.g. 11:00 AM
Effective Date	To Time	Add To List Remove

PeriodId TeacherId DayName FromTime ToTime PeriodIsIn EffectiveDate

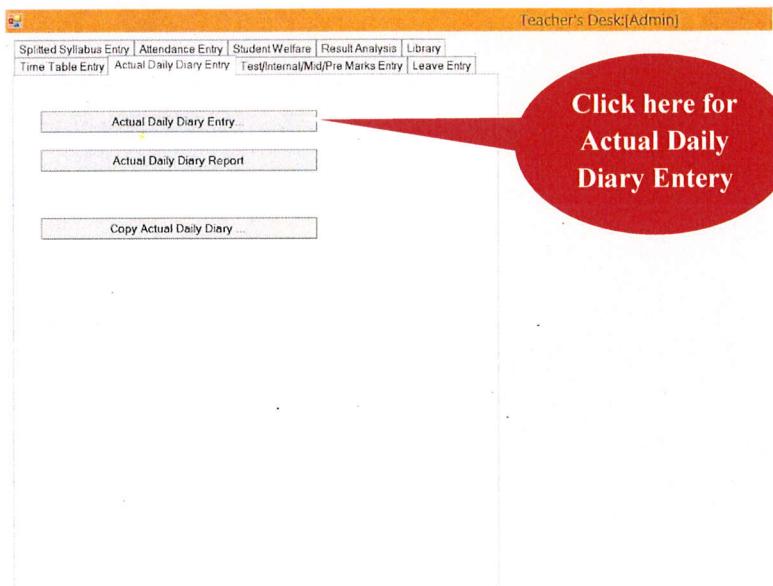
PeriodId	TeacherId	DayName	FromTime	ToTime	PeriodIsIn	EffectiveDate
1	60	Mon	12:00 PM	1:00 PM	Second Half	01-Feb-20...
2	60	Tue	12:00 PM	1:00 PM	Second Half	01-Feb-20...
3	60	Wed	12:00 PM	1:00 PM	Second Half	01-Feb-20...
4	60	Thu	12:00 PM	1:00 PM	Second Half	01-Feb-20...
5	60	Fri	12:00 PM	1:00 PM	Second Half	01-Feb-20...
6	60	Sat	12:00 PM	1:00 PM	Second Half	01-Feb-20...

Step-1 in above interface Do the following task.

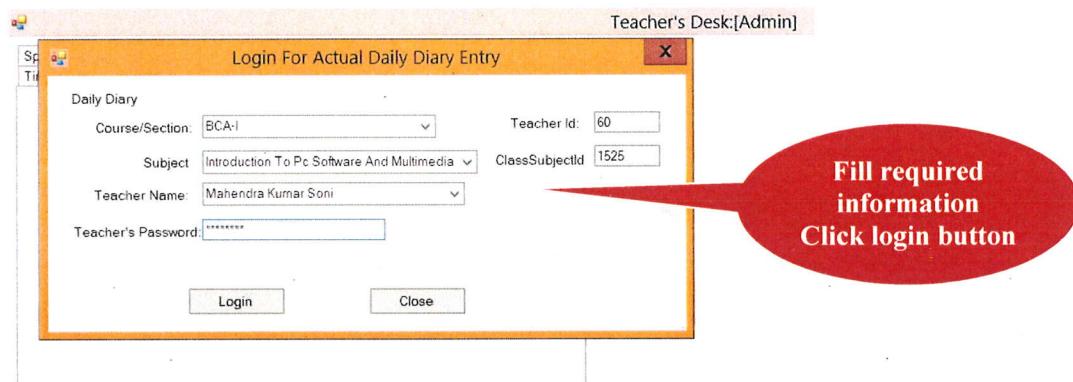
1. Above form is Teacher Time table Entry Form. If user wants to enter the time table of particular teacher just click add button for add time table.
2. Just Click Edit Record button for updating record of particular teacher time table.
3. Save button is used for saving a record of particular teacher.
4. For deleting a record jus press delete button.
5. If user wants to search record of any teacher then press Search Record button.
6. For exit , press Close Button


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4.2 Actual Daily Diary Entry



Step-1 Press “Actual Daily Diary” Button. Using above form Teacher can enter Daily Diary and generate report of Daily diary.



Step-2 Enter required information and Press login then display login successfully. Shown below.


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Teacher's Desk:[Admin]

Actual Daily Diary Entry

Select tools for add, navigation delete and search record

Daily Diary
Daily Diary Id: [] Teacher Id: 60 Teacher Name: Mahendra Kumar Soni
ClassSubjectId: 1525 Session: [] Course/Section: BCA-I Subject: Introduction To Pc Software And Multimedia-Lab
Unit: 1
Select Splitted Topic: What is MS Office Pakage Software
Tentative Topic Date: 01-Jan-2000 Sat
Actual Date: 01-Jan-2000 Sat
Remark: []

0 of {0} < > + - X

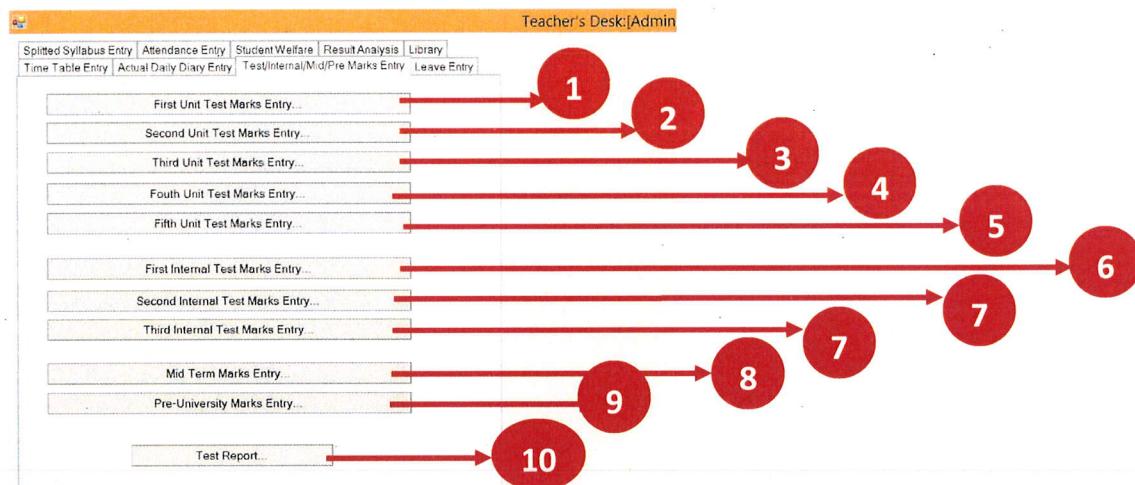
Step-3 If user wants to add new record just click "+" sign

Step -4 If user wants to navigation from first record to last record just press Arrow Symbol

0 of {0} < >

Step -5 Press X symbol for deletes a record. Press search symbol for searching a record.

Test/Internal/Mid/ Pre University/Test Report



Step-1 using above interface do the following task.

1. Press "First Unit test marks" for Entering Marks of First Unit.
2. Press "Second Unit test marks" for Entering marks of Second unit marks
3. Press "Third Unit test marks" for Entering marks of Third unit marks
4. Press "Fourth Unit test marks" for Entering marks of Fourth unit marks
5. Press "Fifth Unit test marks" for Entering marks of Fourth unit marks
6. Press "First Internal marks" for Entering marks of First internal marks
7. Press "Second Internal Marks" for entering marks of Second Internal marks.
8. Press "Mid Term Exam" for Entering marks of Midterm exam marks
9. Press "Pre University exam" for Entering marks of Midterm exam marks
10. Press "Test Report" button generating Report of Various exam

4.3.1 First Unit test Marks Entry

Teacher's Desk:[Admin]

Enter Marks of Unit-Test-I

Course/Section	BCA-I	Class Subject Id:	1520
Test Type	Unit-Test-I	Max Marks	10
Subject	English Communication Skills -Theory	Exam Date:	01-Jan-2000
Session	2018-19	Unit	2
<input type="button" value="Save All"/> <input type="button" value="Close"/>			

Enter (-1) in Obtained Marks To Show Absenteeism , Enter Integer in Obtained Marks

UniqueId	TestType	StudentName	ExamDate	Unit	ObtainedMarks	MaxMarks
18430008	Unit-Test-I	Aaditya Sahu	01-Jan-2000	2	5	10
18430039	Unit-Test-I	Abhishek Chouhan	01-Jan-2000	2	8	10
18430017	Unit-Test-I	Abhishek Patel	01-Jan-2000	2	7	10
18430032	Unit-Test-I	Abhishek Singh	01-Jan-2000	2	6	10
18430055	Unit-Test-I	Alok Narayan Singh	01-Jan-2000	2	4	10
18430023	Unit-Test-I	Ankit Dwivedi	01-Jan-2000	2	8	10
18430043	Unit-Test-I	Annu Kumari	01-Jan-2000	2	4	10
18430025	Unit-Test-I	Apurv Poddar	01-Jan-2000	2	7	10
18430022	Unit-Test-I	Aysha Tabani	01-Jan-2000	2	8	10
18430040	Unit-Test-I	Chetan Sahu	01-Jan-2000	2	7	10
18430050	Unit-Test-I	Churamani Sahu	01-Jan-2000	2	8	10
18430030	Unit-Test-I	Dakesh Kumar	01-Jan-2000	2	6	10
18430033	Unit-Test-I	Dheeraj Verma	01-Jan-2000	2	7	10
18430001	Unit-Test-I	Gaurav Dhanwani	01-Jan-2000	2	8	10
18430021	Unit-Test-I	Gaurav Kumar Patel	01-Jan-2000	2	5	10
18430027	Unit-Test-I	Gulshan Pandey	01-Jan-2000	2	7	10
18430037	Unit-Test-I	Gulshan Verma	01-Jan-2000	2	6	10
18430026	Unit-Test-I	Harshit Dhanger	01-Jan-2000	2	6	10
18430045	Unit-Test-I	K Somiya	01-Jan-2000	2	5	10
18430068	Unit-Test-I	Kaivalya sahu	01-Jan-2000	2	8	10
18430053	Unit-Test-I	Kesar Sinha	01-Jan-2000	2	6	10

Save Dialog

i Record Saved Successfully

Step-1 In above form select required information such class subject Unit and press set button then Exam Date, Unit and Max Marks column fill automatically in the form.

Step 2 In Obtain marks column user can enter the marks then press Save All Button for saving record.

4.4 Leave Entry

Teacher's Desk:[Adm]

Split Syllabus Entry | Attendance Entry | Student Welfare | Result Analysis | Library
 Time Table Entry | Actual Daily Diary Entry | Test/Internal/Mid/Pre Marks Entry | Leave Entry

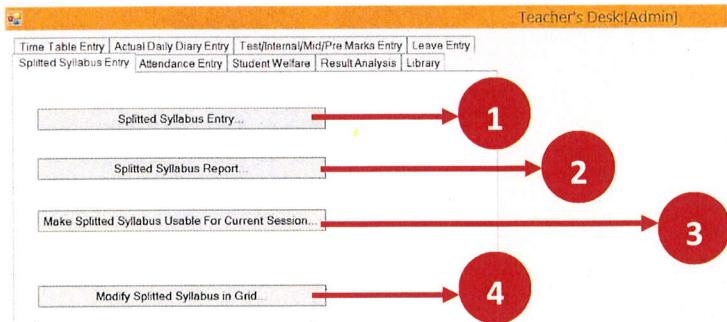
```

graph LR
    A[Staff Leave Detail...] --> 1((1))
    B[Student Leave Detail...] --> 2((2))
    C[Class With-Held/Suspend Detail...] --> 3((3))
    D[Holiday Detail...] --> 4((4))
    1 --> 3
    2 --> 3
    3 --> 3
    4 --> 3
  
```

Using above form Teacher can enter leave entry and generate report according to staff and student

1. Press “Staff leaves Detail” for Enter staff leave detail
2. Press “Student leave Detail” for Enter Student Leave.
3. Press “Class With/held Suspend Detail” for class With/Held Suspended Detail
4. Press “Holiday Details” for enter college holiday.

4.5 Splitted Syllabus



Using above interface do the following task.

1. Press "Splitted Syllabus Entry" for Enter Splitted Syllabus.
2. Press "Splitted Syllabus Report" for generating Splitted Syllabus.
3. Press "Make Splitted Syllabus Usable current Session".
4. Press "Modify Splitted Syllabus" for Modify Splitted Syllabus.

4.6 Attendance Entry

The screenshot shows a 'Teacher's Desk[Admin]' interface with a navigation bar at the top. A callout bubble points to the 'Attendance Entry...' button with the text: 'Click here for taking Student Attendance'.

Below the navigation bar are several buttons for attendance management:

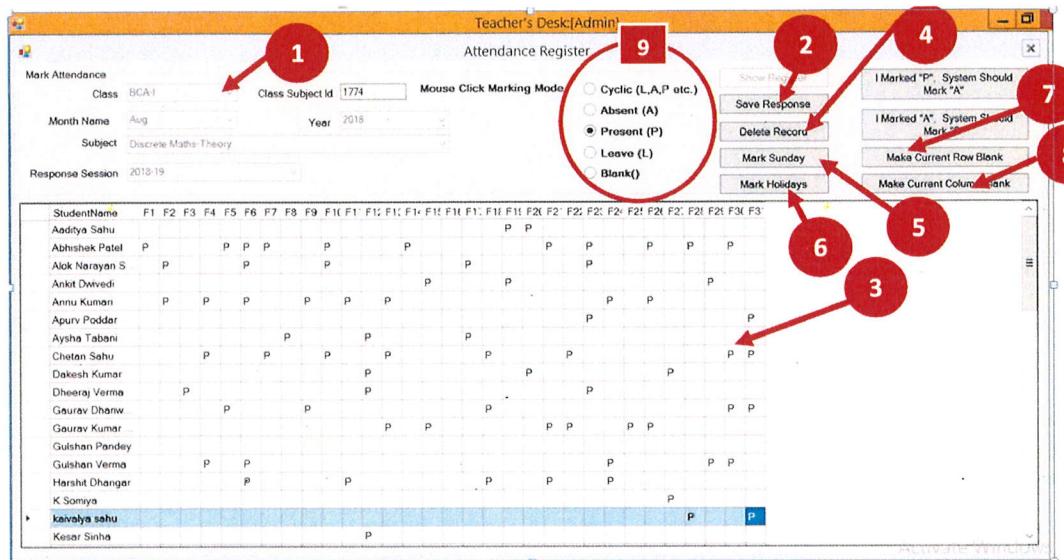
- Print Blank Attendance Sheet...
- Attendance Entry...
- Print Filled Attendance Sheet...
- Attendance Record of All Subject of Particular Class on Particular Date...
- Attendance Detail of Particular Class, Month and Its All Subjects...
- Attendance Detail Subjects-Wise, Teacher-Wise of All Months of Particular Class...
- Consolidate Attendance of All Subjects, All Months of Particular Class...
- Attendance Detail of All Subjects of Specific Student in Specified Date Range...
- Teacher's Teaching Topic and Student Attendance Status...

Reports below pertain to ISO:

- Monthly College Attendance Record of Particular Class...
- Consolidated College Attendance of Particular Class...
- College Attendance Detail of Particular Class...
- No. of Students Present on a Date...

Step-1 Using above form teacher can enter attendance class wise and subject wise generate report of attendance.


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Step- 1 In the above form fill required information such as class name month etc.

Step- 2 Just click on box in front of student name after click “P” will be print on the box automatically.

Step- 3 If all students' attendance is done then you have to press save button on the screen for saving response.

Step- 4 If user wants to delete record you have to press “Delete record button” on screen.

Step-5 Here “Mark Sunday” button is used to mark the Sunday automatically on the attendance sheet.

Step-6 Here “Mark Holiday” button is used to mark the Holiday Automatically on the attendance sheet.

Step-7 if user wants to remove all Mark “P” in the particular Row then press “Make Row Blank” Button

Step-8 if user wants to remove all Mark “P” in the particular Column then press “Make Column Blank” Button.

Step-9 if user wants to mark absent of any student then select “Absent” Radio button in the screen. Same as do for Leave and Blank.

Click here for
Generating
Report

Step-10 If user wants to generate attendance report particular class, month and all subject then press Above button.

Step – 11 after clicking above button automatically display report on screen (below)

SAP CRYSTAL

05-Jun-23 **BCA-I**
Sep-2018
All Subjects Monthly Attendance

S. No.	Student Name	Subject Name	Present	Absent	Leave	Total	%Age
1	Aaditya Sahu	Fundamentals Of Computer-Theory	1	0	0	1	100
2	Abhishek Chouhan	Fundamentals Of Computer-Theory	1	0	0	1	100
3	Abhishek Patel	Fundamentals Of Computer-Theory	1	0	0	1	100
4	Abhishek Singh	Fundamentals Of Computer-Theory	2	0	0	2	100
5	Alok Narayan Singh	Fundamentals Of Computer-Theory	0	0	0	0	0
6	Ankit Dwivedi	Fundamentals Of Computer-Theory	1	0	0	1	100
7	Annu Kumari	Fundamentals Of Computer-Theory	2	0	0	2	100
8	Apurv Poddar	Fundamentals Of Computer-Theory	0	0	0	0	0
9	Aysha Tabani	Fundamentals Of Computer-Theory	2	0	0	2	100

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

4.7 Student Welfare

Teacher's Desk:[Adm]

Time Table Entry | Actual Daily Diary Entry | Test/Internal/Mid/Pre Marks Entry | Leave Entry |
Splited Syllabus Entry | Attendance Entry | Student Welfare | Result Analysis | Library |

Call Response Entry...
Teacher Student's Parent Interaction Entry...
Call Response and Teacher Student's Parent Interaction Reports...

Parent Feedback Entry
Filled Parent Feedback Form...
Blank Parent Feedback Form...
Summary Report of Parent Feedback...
Graph of Parent Feedback...

Teacher Feedback About Student
Teacher Feedback About Student Report...
SMS Sending...

Here, Various options for Student Welfare

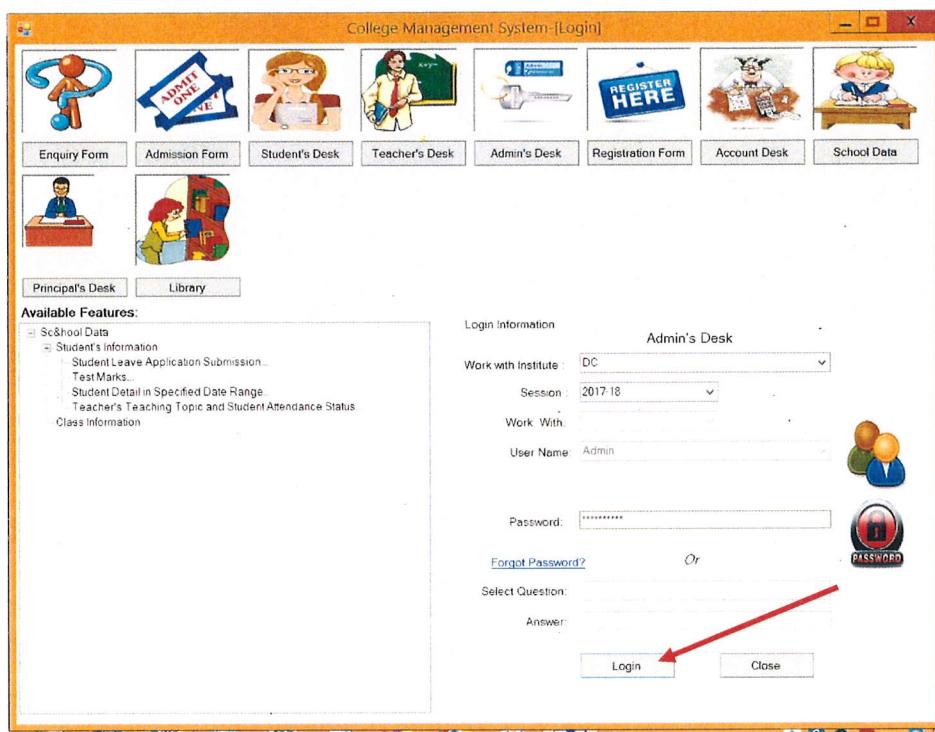
Teacher's Desk:[Admin]

Time Table Entry | Actual Daily Diary Entry | Test/Internal/Mid/Pre Marks Entry | Leave Entry |
Splited Syllabus Entry | Attendance Entry | Student Welfare | Result Analysis | Library |

Subject Wise Result Analysis Data Entry...
Class Wise Result Analysis Data Entry...
Result Analysis Graph...

Here, Various options for Result Analysis

5. Admin Desk



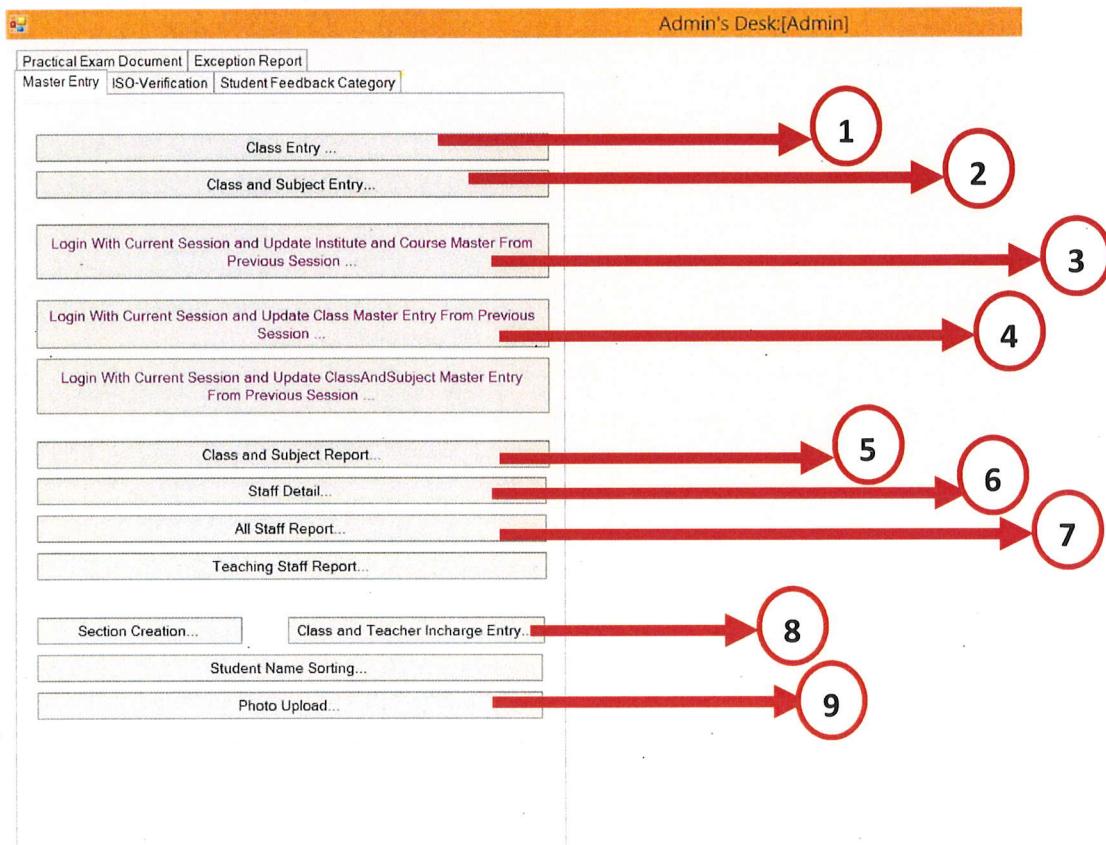
Step -1 Click Admin Desk tab.

Step-2 Give Proper user name and password. And click login button.


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5.3 Master Entry

Step-1 After successfully login below interface is shown

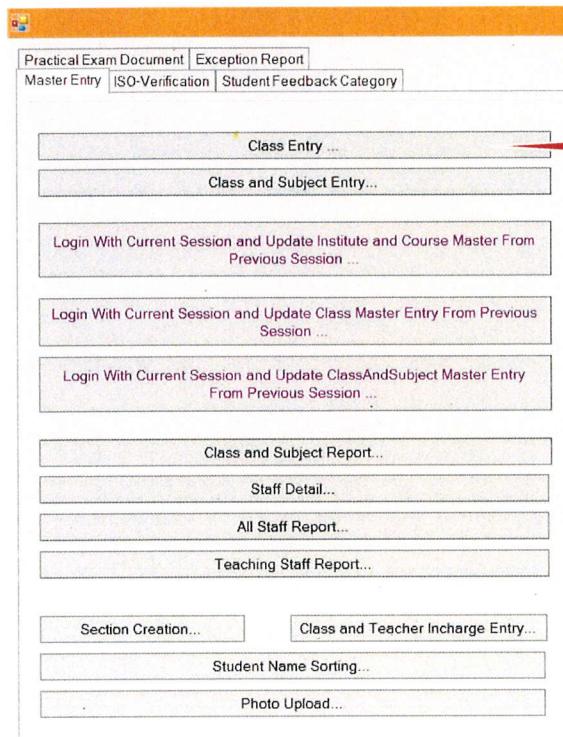


Step 2 Using above interface admin can do the following task.

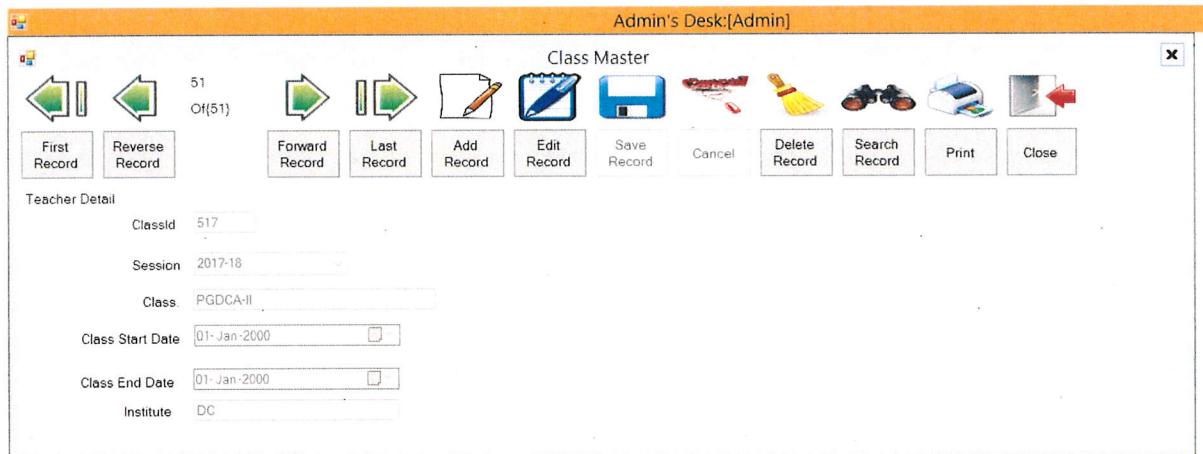
1. Click Class entry button for insert a class name.
2. Click class and subject entry button for insert a class and subject details
3. Press Button for Login with current Session and update institute and course Master from Previous session.
4. Press Button for Login with current Session and update class Master entry from previous session.
5. Press Class and Subject Report button for generating report various Class with subject.
6. Using Staff detail button user can enter Teaching and Non-Teaching staff detail.
7. Press "All Staff Report" Button for displaying all Teaching and Non-Teaching staff detail.
8. For Entering Class and Teacher In charge detail just press class and teacher in charge Entry button.
9. Press photo upload button for uploading photo


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5.3.1 Class Master entry



Step-1 Click
Here For
Class Master



Step-2 Using above interface user can insert, update, delete, search new class name.


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5.3.2 Class and Subject Master

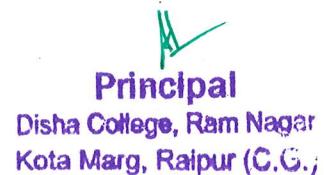
Admin's Desk[Admin]

Class And Subject Master

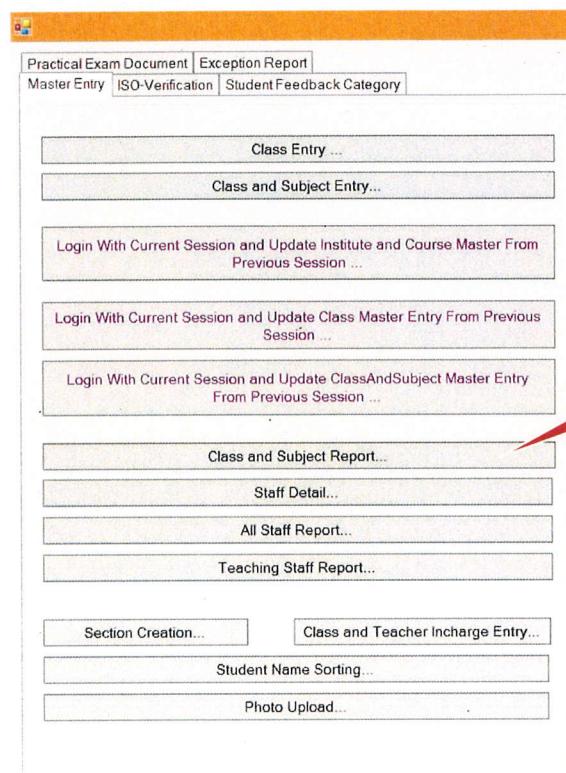
First Record	Reverse Record	368 Of{368}	Forward Record	Last Record	Add Record	Edit Record	Save Record	Cancel	Delete Record	Search Record	Print	Close
Class And Subject Master												
Class Subject ID: 1387				<input type="checkbox"/> Is B. Com. Computer Application Subject? <input type="checkbox"/> Is Internal Exam Applicable? <input type="checkbox"/> Is Compulsory Subject? <input checked="" type="checkbox"/> Is Included in Final Exam Marks? <input type="checkbox"/> Is Practical Subject?								
Subject Name: Marketing Research				Abbreviation Name of Subject: Mr.								
Class Name: MCOM-IV				Sequence No. of Subject For Final Exam Marks Entry: 0								
Subject Nature: Theory				Institute: DC								
Max Marks: 80				Session In: 2017-18								
Min Marks: 16												
Descriptive Subject Code: 0												
Description Subject Name: Marketing Research												
Common Class Name: MCOM-IV												
<input checked="" type="checkbox"/> Need Attendance Sheet For this Subject?												

Step-1 Using class and Subject Master Form. User can enter class and subject details.

Step-2 User can easily update delete and search class and subject details.



5.3.3 Class and Subject Report



Click here for
Generating
Report

The screenshot shows a report titled 'Class and Subject Report...' generated by SAP Crystal Report. On the left, a navigation tree lists various classes and subjects. A red speech bubble points to the 'BCA-II' node in the tree, with the text: 'Select any one class from left side and display Subject name in right Side'. The main report area displays two sections:

18 BCA-II

1	Shell Programming-Practical
2	Pd And Soft Skills
3	Practical Based on BCA-203
4	Practical Based on Course BCA-202
5	Programming in C++ and Visual C++-Lab
6	Numerical Analysis
7	Shell Programmin Linux/Unix-Theory
8	Principles of Management
9	Shell Programmin Linux/Unix-Lab
10	Bridge Course
11	EVS Project
12	EVS
13	Differentiation and Integration
14	DBMS (Oracle, SQL)-Theory
15	DBMS (Oracle, SQL)-Lab
16	Data Structure
17	Computer Networking & Internet Technology-Theo
18	Programming in C++ and Visual C++-Theory
19	Foundation Course

19 BCA-III

1	Operating System-Theory
---	-------------------------

Current Page No.: 5 Total Page No.: 6+ Zoom Factor: 100%

5.3.5 All Staff Report

Admin's Desk:[Admin]

Practical Exam Document	Exception Report
Master Entry ISO-Verification Student Feedback Category	
Class Entry ... Class and Subject Entry... Login With Current Session and Update Institute and Course Master From Previous Session ... Login With Current Session and Update Class Master Entry From Previous Session ... Login With Current Session and Update ClassAndSubject Master Entry From Previous Session ... Class and Subject Report... Staff Detail... All Staff Report... Teaching Staff Report... Section Creation... Class and Teacher Incharge Entry... Student Name Sorting... Photo Upload...	

**Click Here for
Generating Report
of Teaching and Non
Teaching Staff**

Step 1 Users can Generate Teaching and non-Teaching staff Report. Shown below.

Class and Subject Report...

Main Report

All Working Teaching Staff Detail

S.N	Staff Id	Name	F/HName	Post	Stream	Quali	Address	DOB	DOJ	Contact	Email
1	1	Dr A. K. Tiwari	Shri P. C. Tiwari	Principal	Computer	MTech (CSE) MC A, M. Sc (Maths), Ph. D	9 Normal Kunj Panchwati Society Behind Jay Bhole Complex, Kalimata Ward, Pandri, Raipur	19-Mar-196	18-Jun-200	9300491034, 9827164955	principal@dishacollege.com
2	3	Dr(Mrs.) Vandana Sharma	Shri Nishant Sharma	Asstt Prof.	Hindi	Ph.D., M.Ed., M.A. (Hin B.A (RSU)	C/O Shri D.P. Pathak Radha Krishna Mandir Ke Pas, Anpuna Jewellers Wali Gali, Shanti Vihar Colony, Dagania, Raipur	12-Sep-197	23-Jul-200	9424200514, 9425205640	vandana.sharma@disraamail.com
3	2	Dr Pratulla Kumar Vyas	Shri A. K. Vyas	Asstt Prof	Electronics	M.Sc. (Elec.), Ph. D	L/16 Kanchan Genga Phase II, Rohimpuram Raipur (C.G) 492010	15-Jan-197	1-Aug-200	9301323362, 0771-2263494	pratulla.vyas@dishamail.com
4	5	Mrs Seema Pathak	Shri Alok Pathak	Asstt Prof	Computer	MCA, M. phil(Comp. Sc.)	Sai Kali Nr Radha Krishna Mandir Shanti Vihar Colony, Dagania, Raipur(C. G.)	30-Oct-197	18-Sep-200	9009449718	seema.pathak@dishamail.com
5	6	Mr Nagendra Dewangan	Shri Ram Dewangan	Visiting Faculty	Computer	Doeacc O & A Level	31/310, Brahman Para, Panchpatti Para, Chhuk, Raipur	5-Jul-1972	29-Jun-200	7895665965, 0771-2538160	nagendra.dewangan@yahoo.com

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%



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User Manual

Of



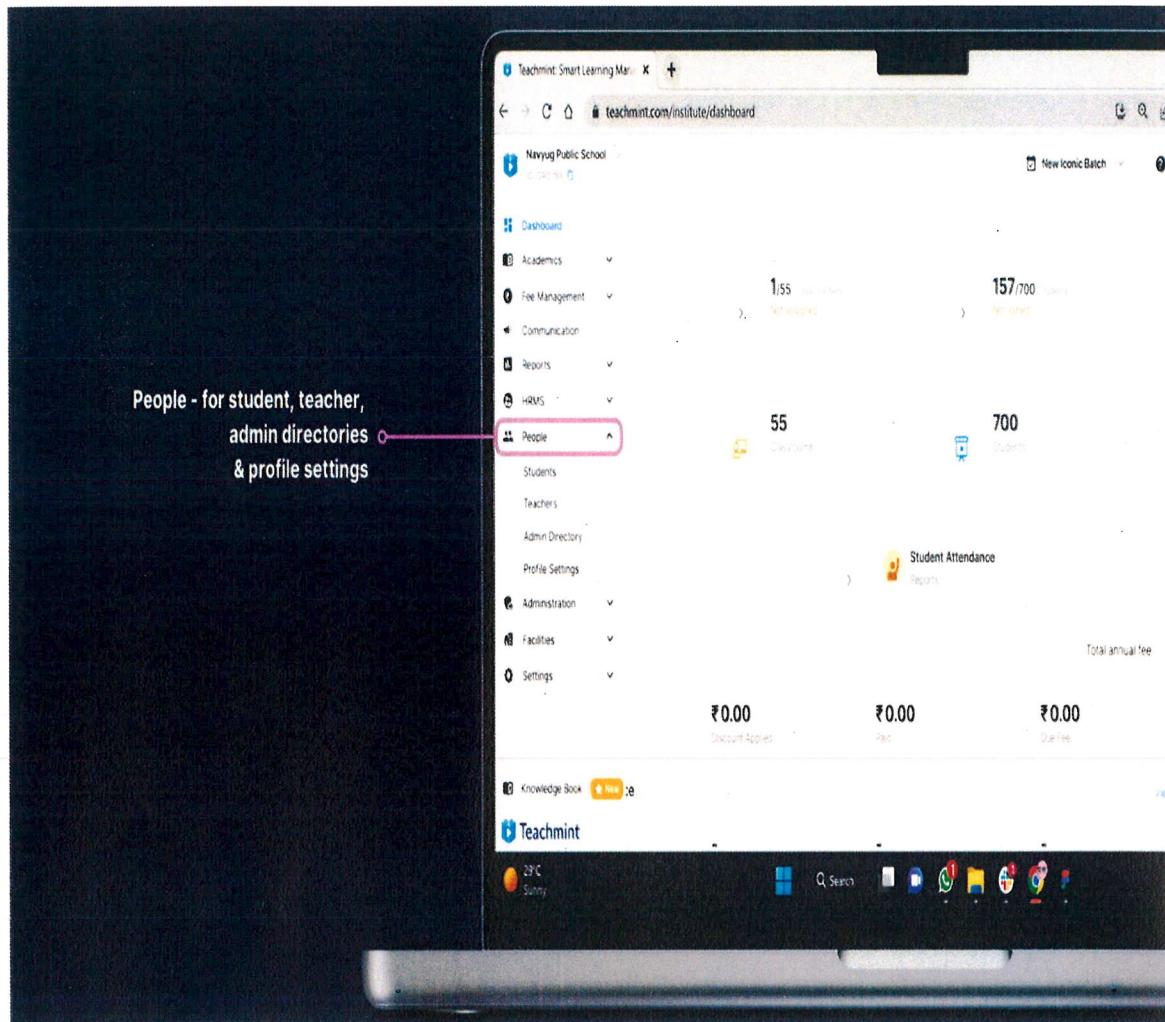
Teachmint

People Students

- How to Manage Student Information System for your Institute?

Step 01

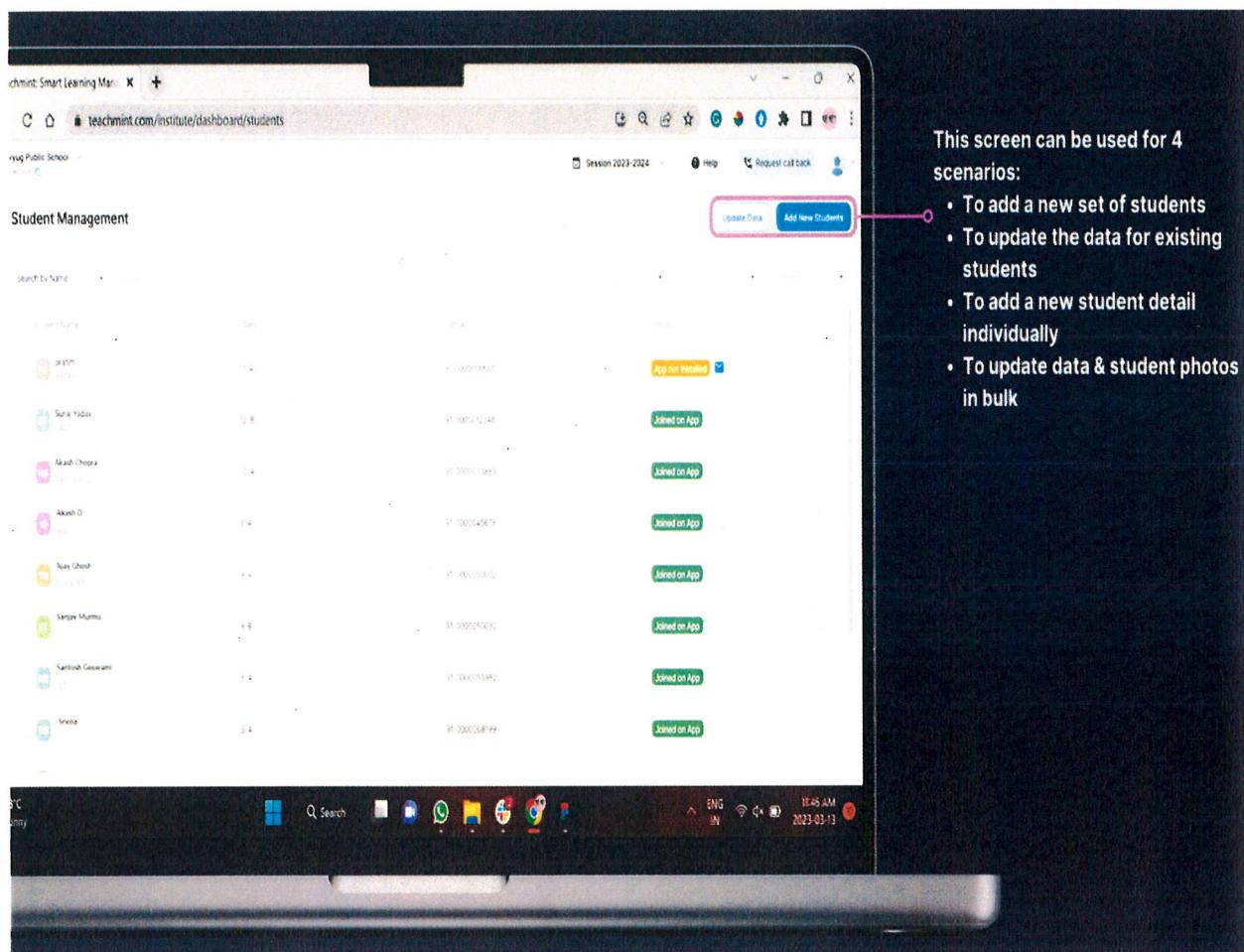
Click on the 'People' option from the side nav bar of your admin dashboard. Choose the 'Students' option to make changes to your student information system.



Step 02

You can perform the following actions via this dashboard:

- 1) Add a new set of students to your directory
- 2) Update data for existing students
- 3) Add new student details individually
- 4) Update student data & photos in bulk

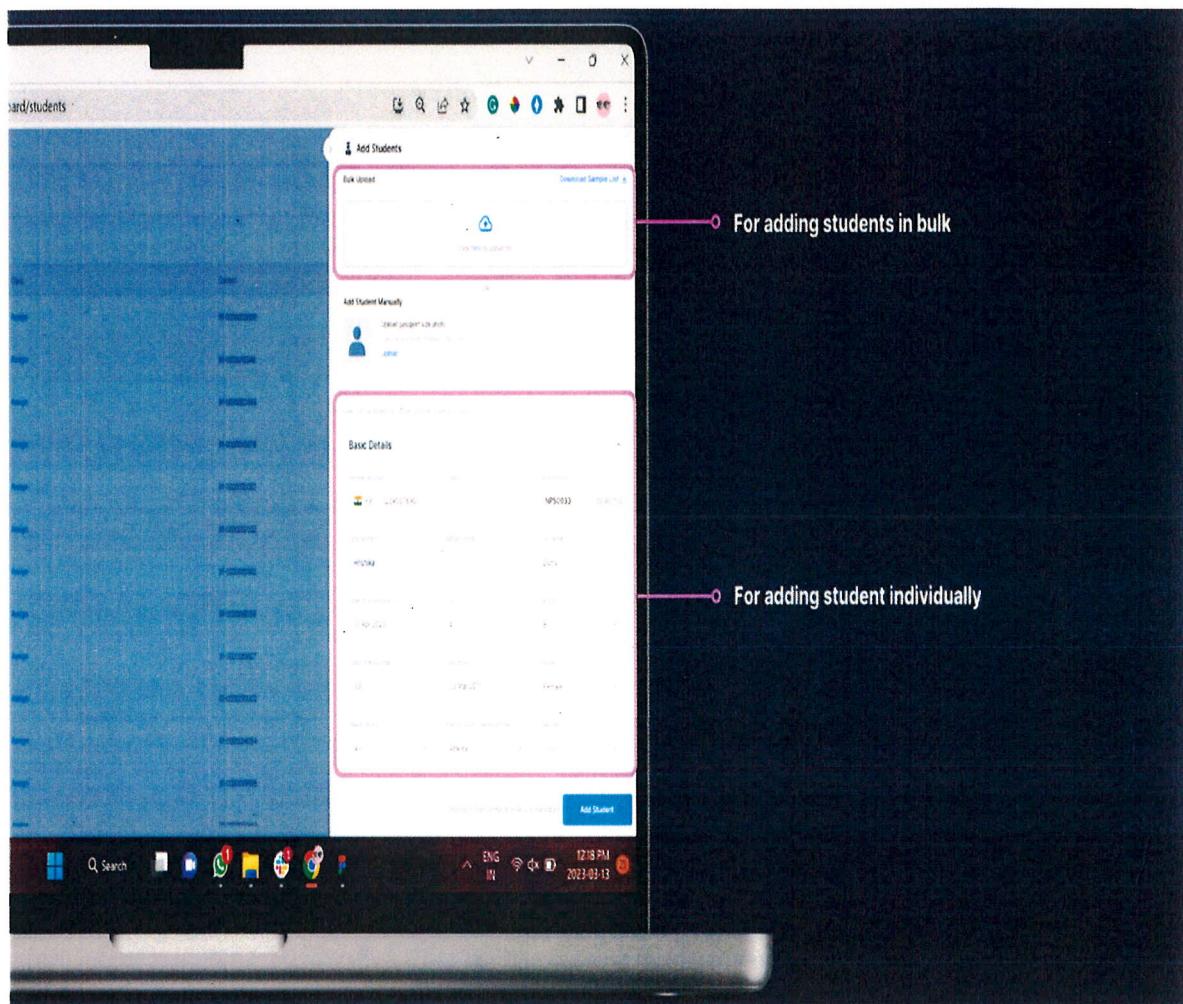


This screen can be used for 4 scenarios:

- To add a new set of students
- To update the data for existing students
- To add a new student detail individually
- To update data & student photos in bulk

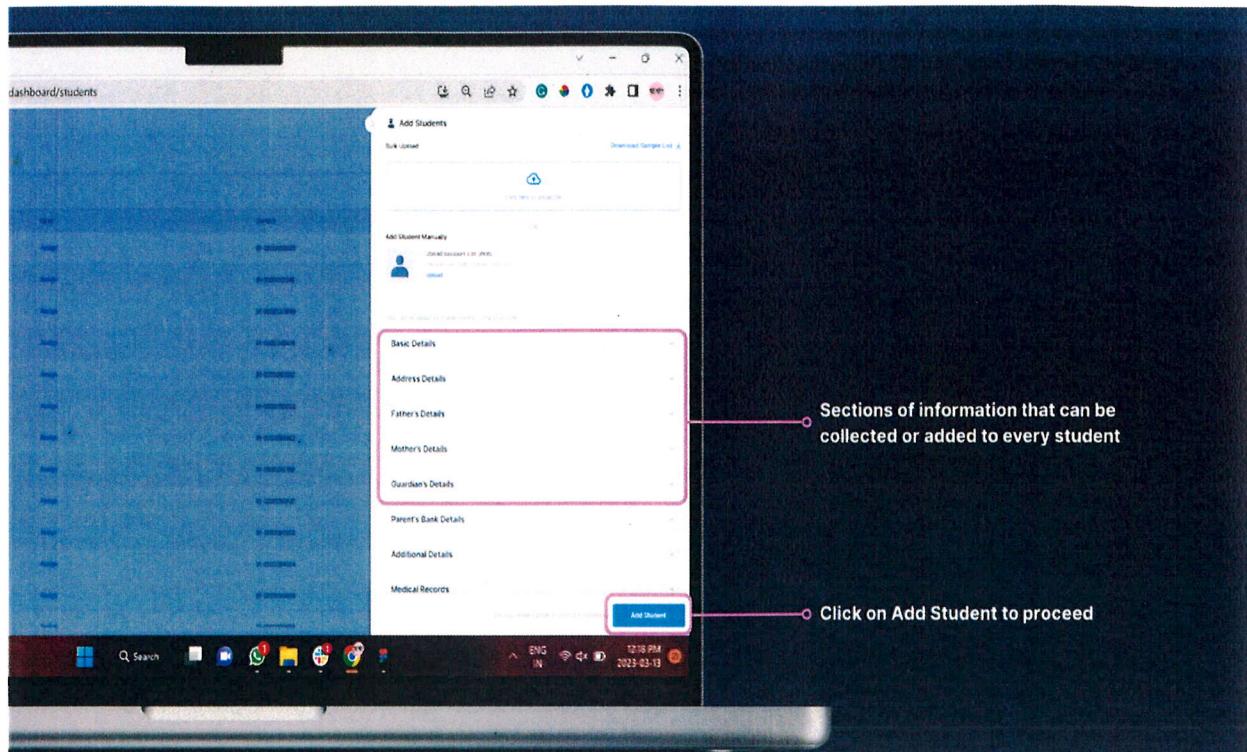
Step 03

New student date addition can be done either **individually** one at a time or via the **bulk upload** option. Some details in this section will be added by default.

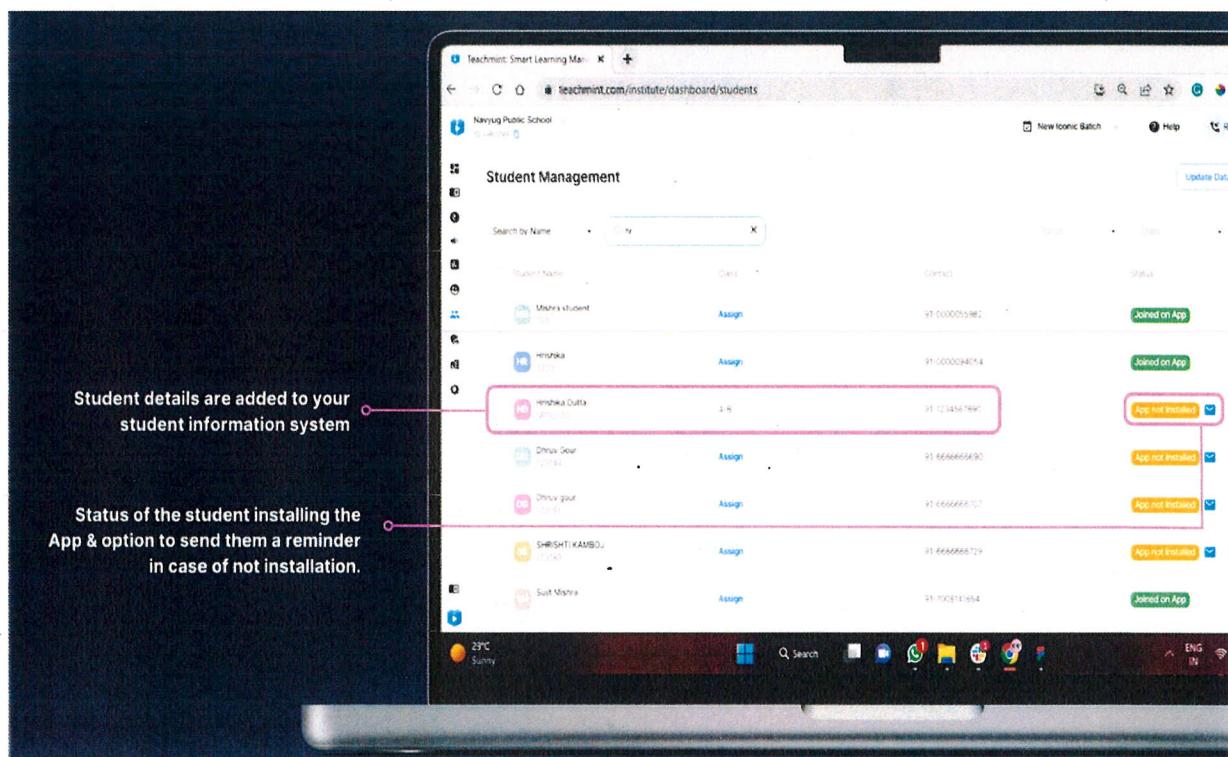


Please Note: To add more sections to collect the required information as per your institute, use the profile settings option.

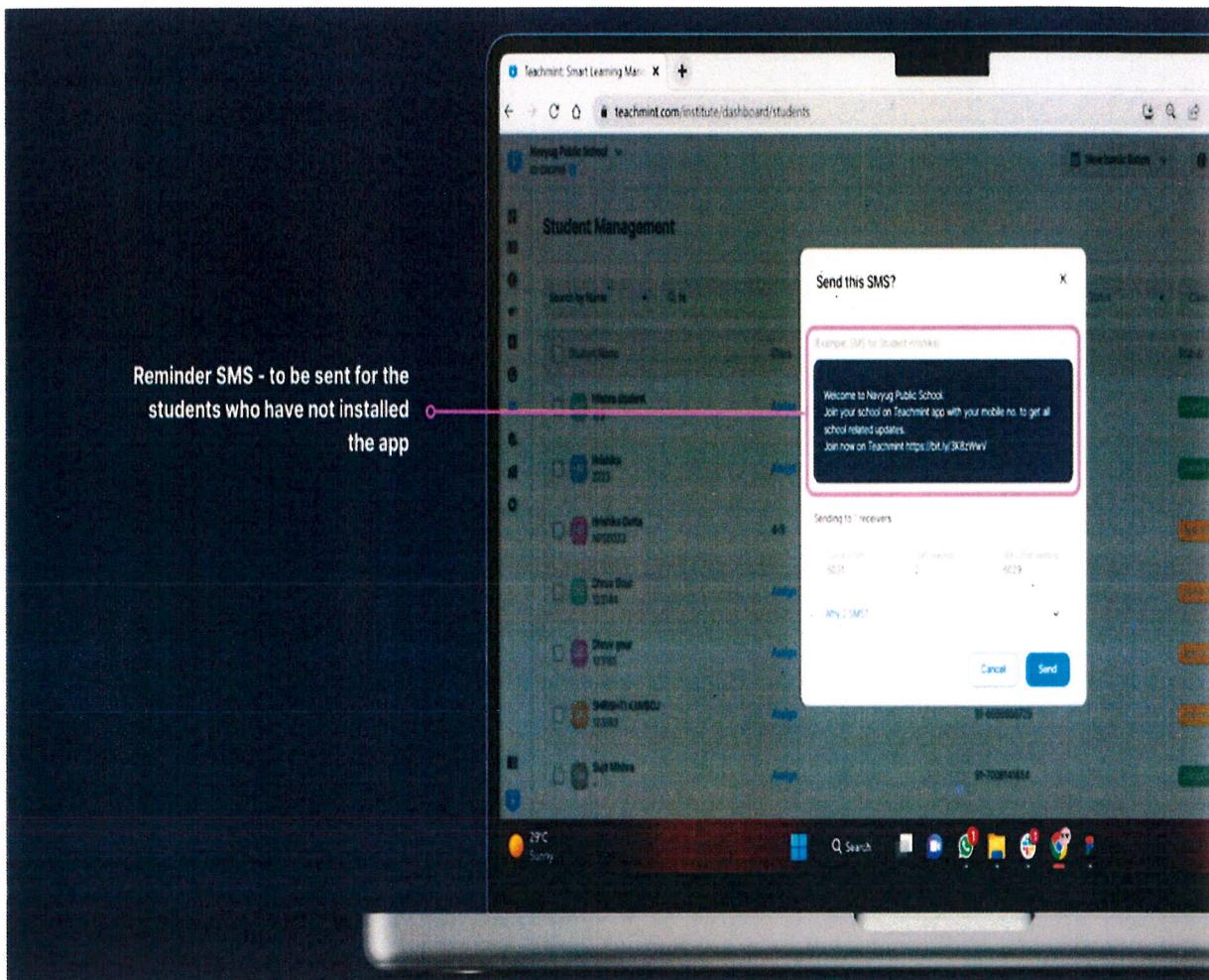
Click on 'Add Student' to proceed.



The student details are added to the Student Information System. Detailed information about a student's performance, payment, etc. will be obtained with a single click on the student's name. Not just that, the student joining status on the app will also be shown here.



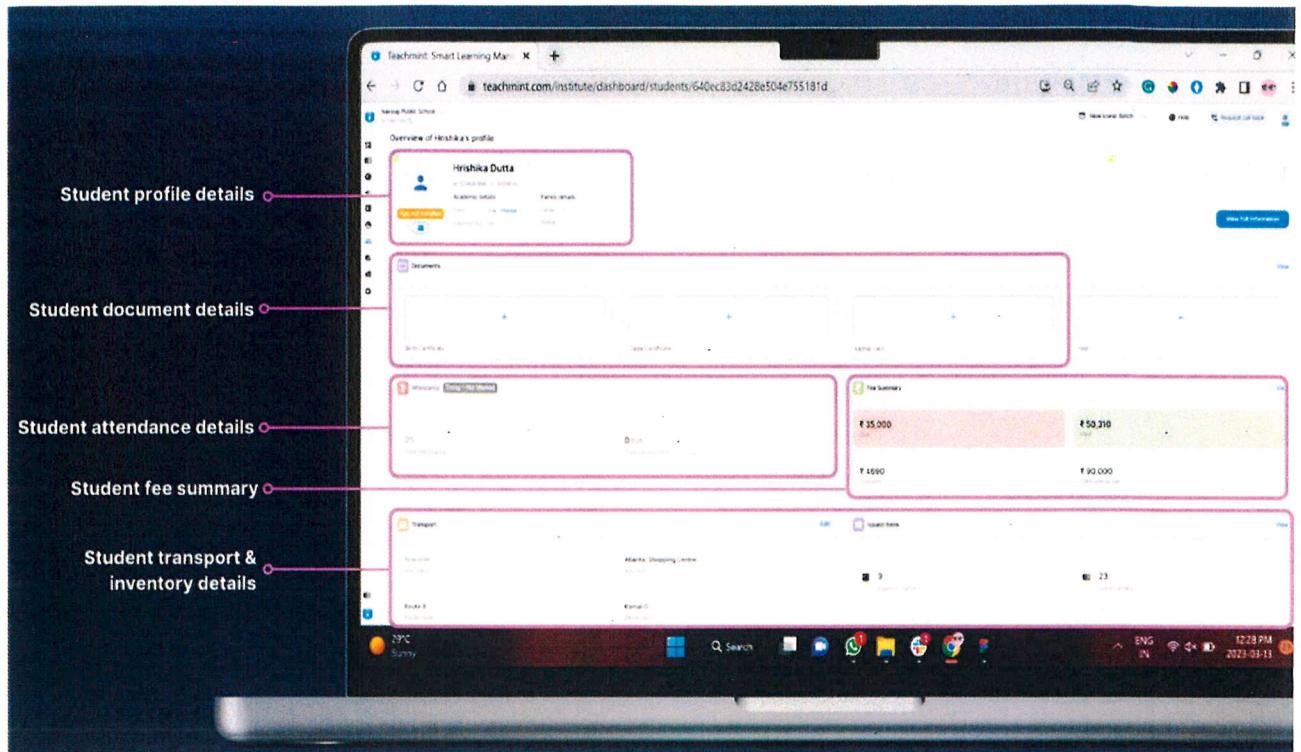
In case any reminders are to be sent to the students who have not joined the app, you will have the provision to send them reminders via SMS.



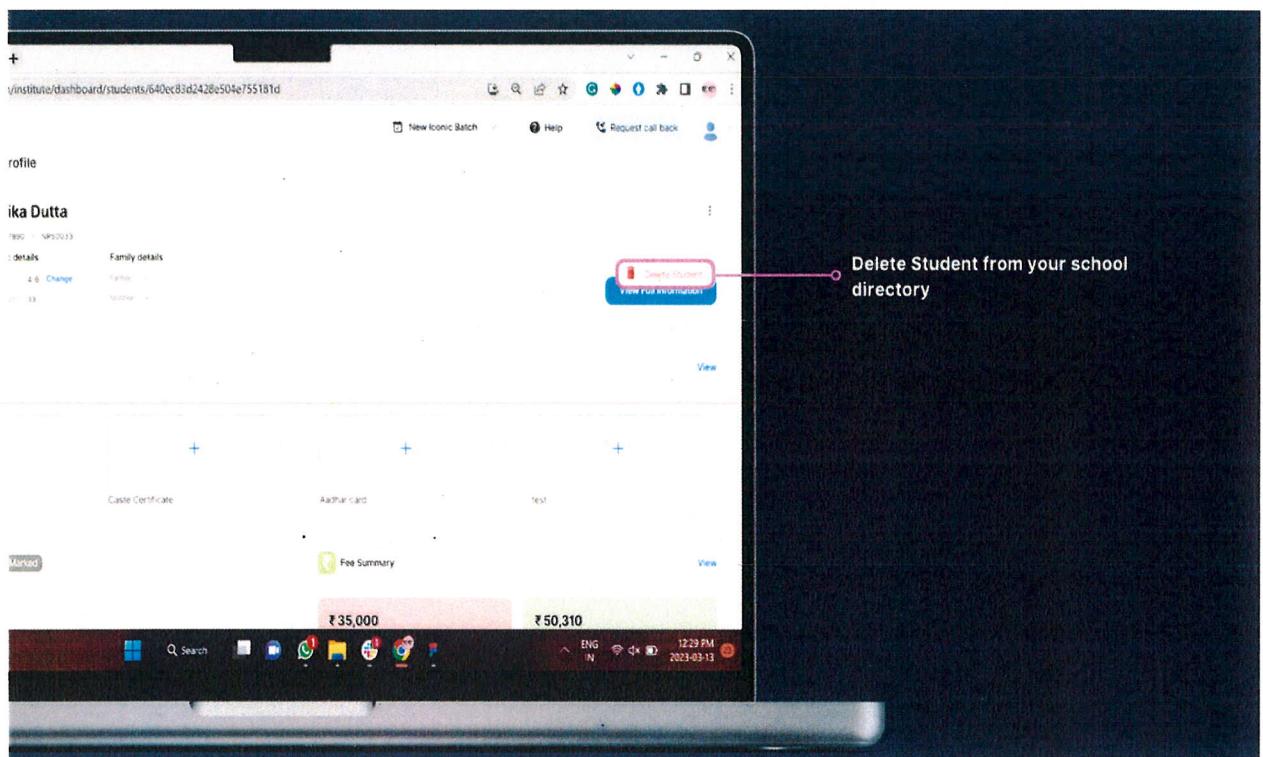
Detailed information about the student's performance, fee summary, attendance, documents list, transportation details, etc., will be obtained with a single click on the student's name. Not just that, you can also see if a student has installed & joined the app. In case, they have not joined, you get an option to send reminders.



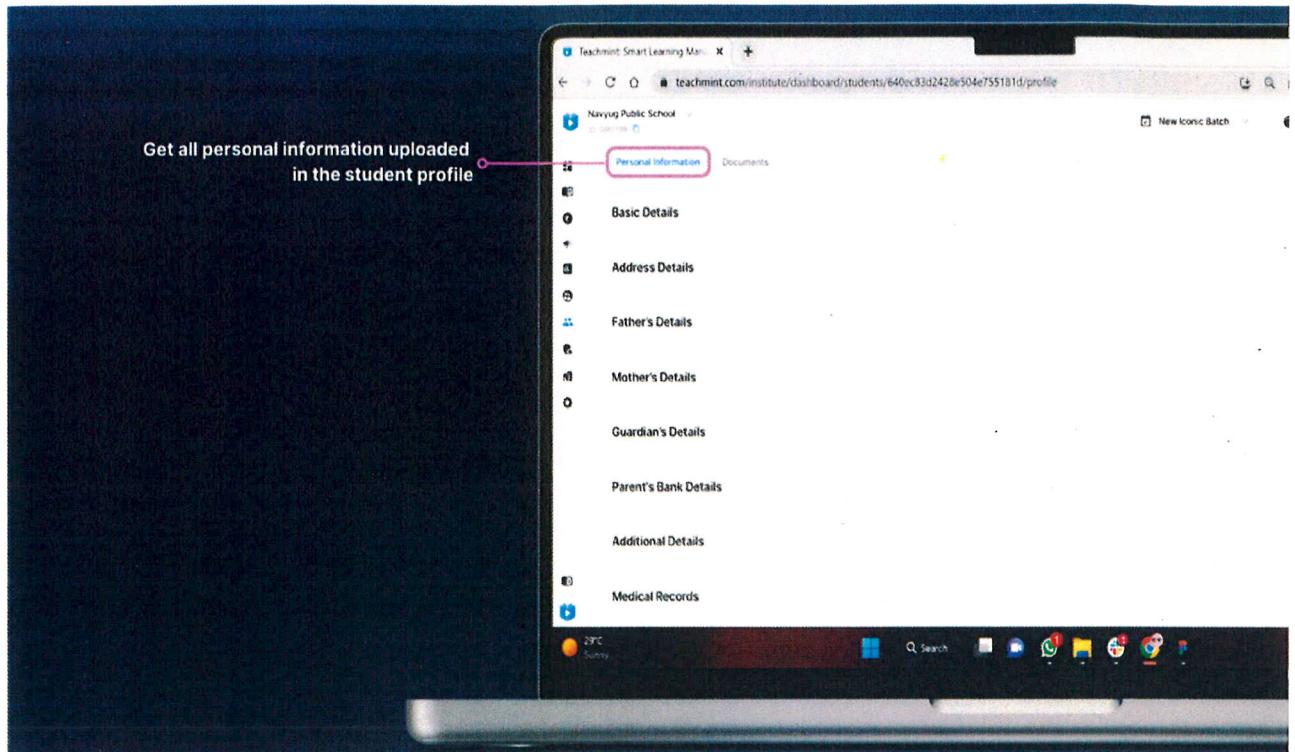
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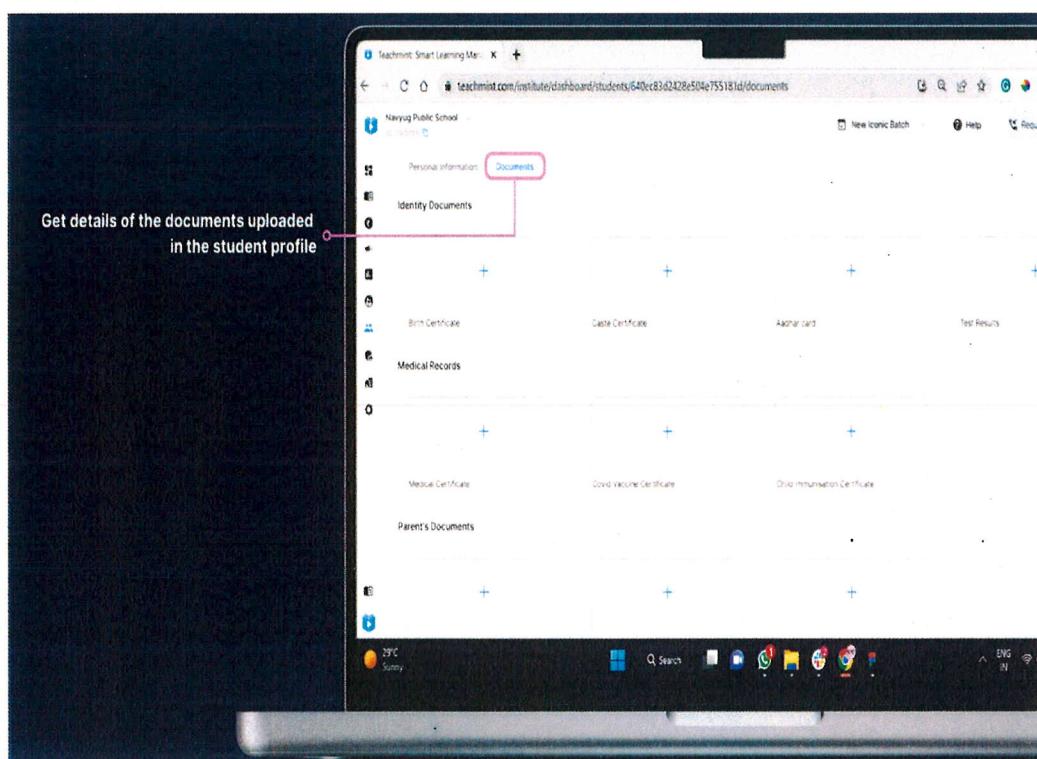
You can also delete the student from the student directory by using the '**Delete Student**' option.



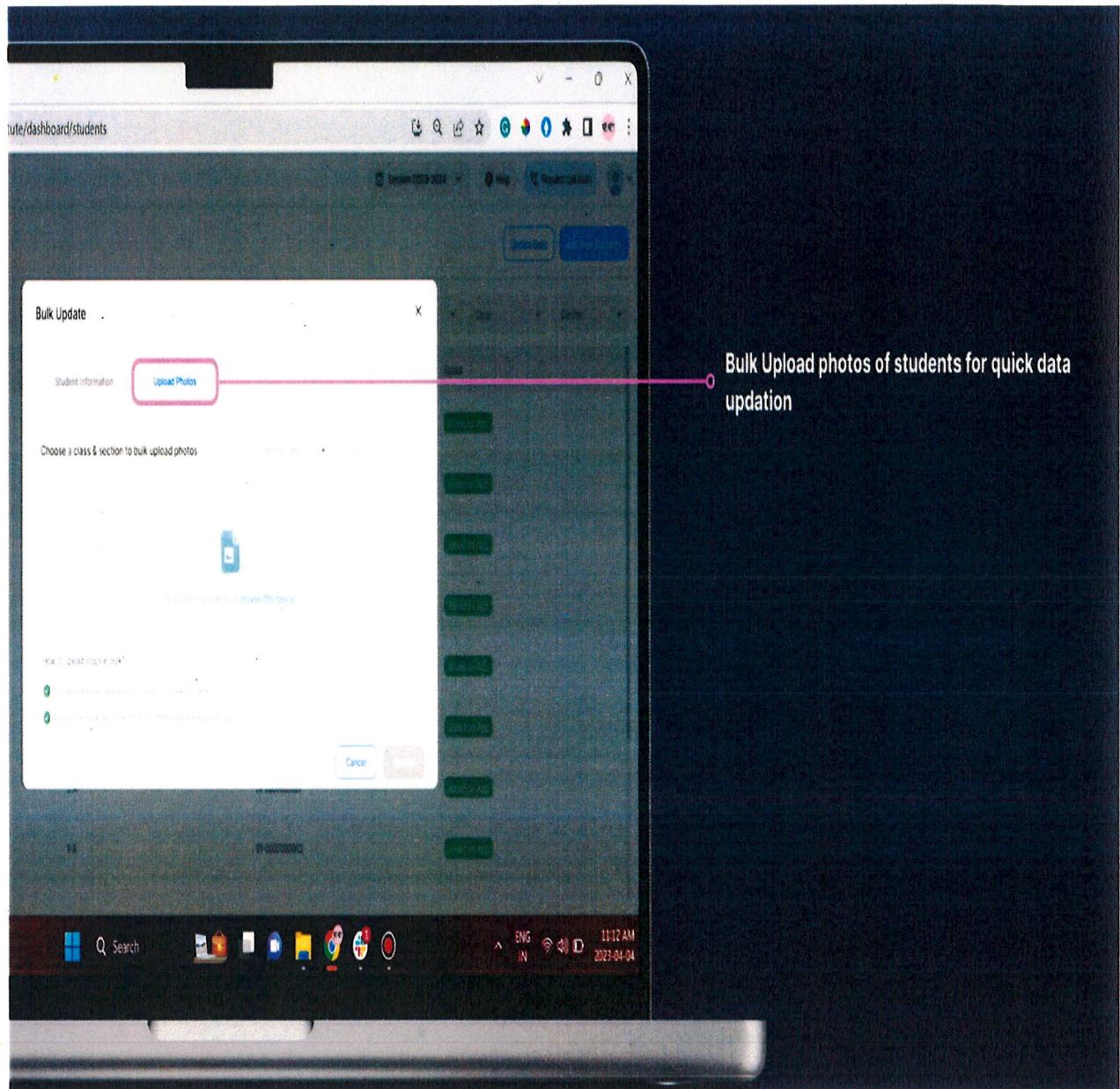
Use the '**View**' option to view or add personal information about the student.



Use the 'View' option to view or add documents of the student.



Use the 'Upload Photos' option from the update data to bulk upload photos of students instantly.



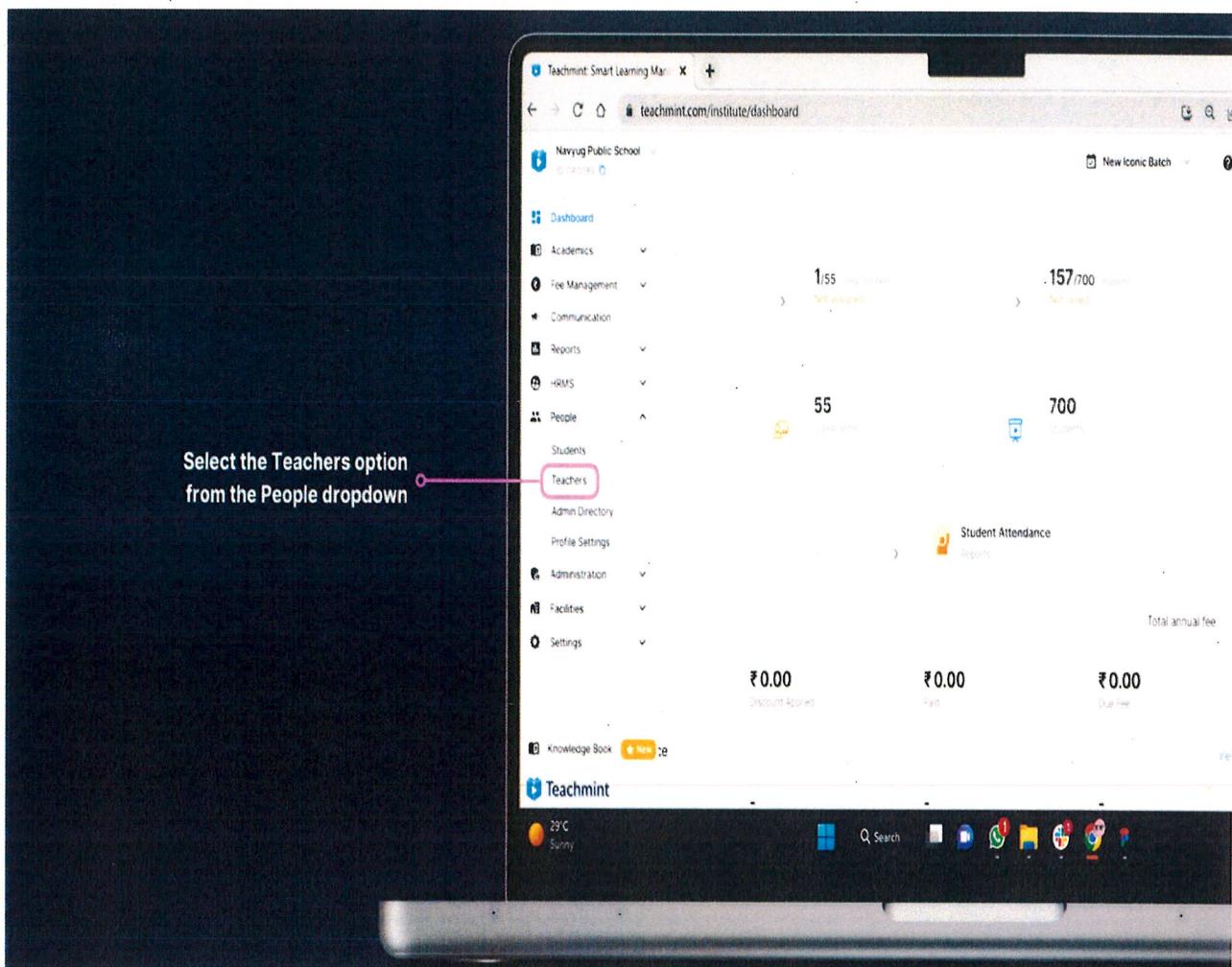
This completes setting up your Student Information System.

People Teachers

- How to manage Teacher Information for your Institute?

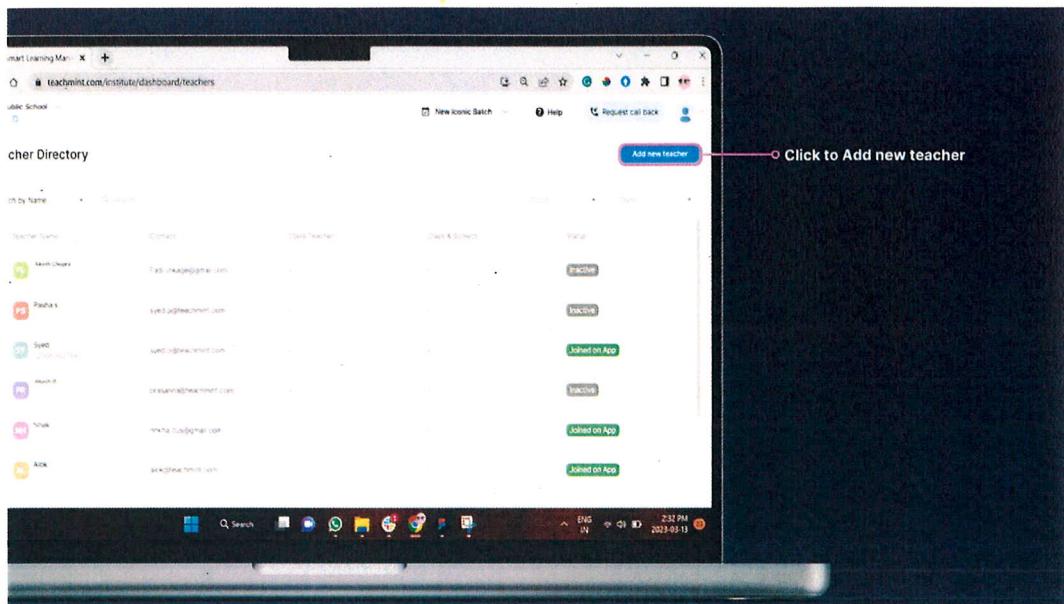
Step 01

Choose the "Teachers" option from the people dropdown to make changes to your Teacher Information System.



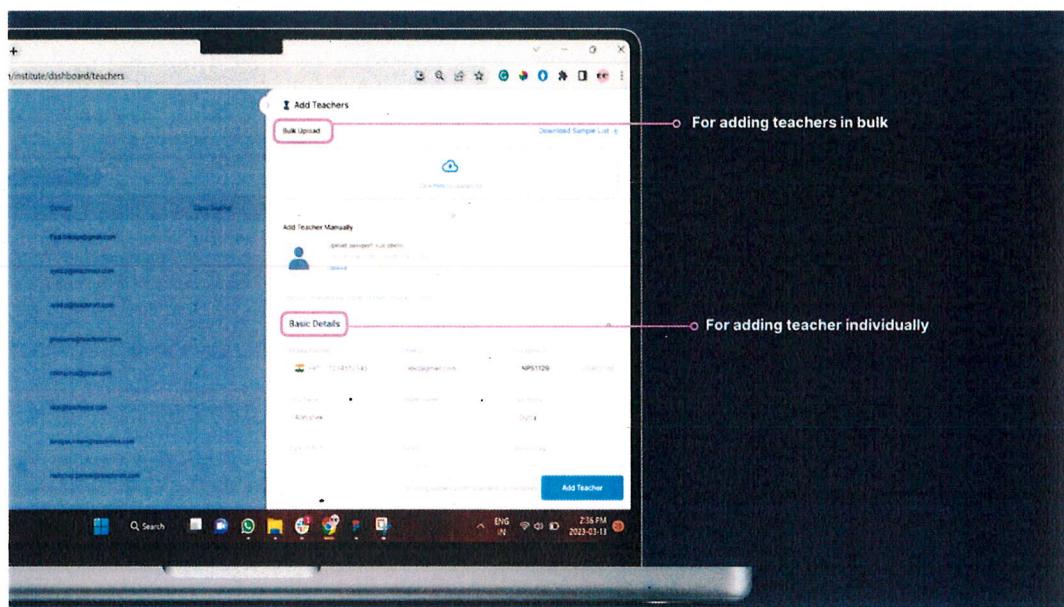
Step 02

Click on 'Add new teacher' to begin the process of setting up your Teacher directory.



Step 03

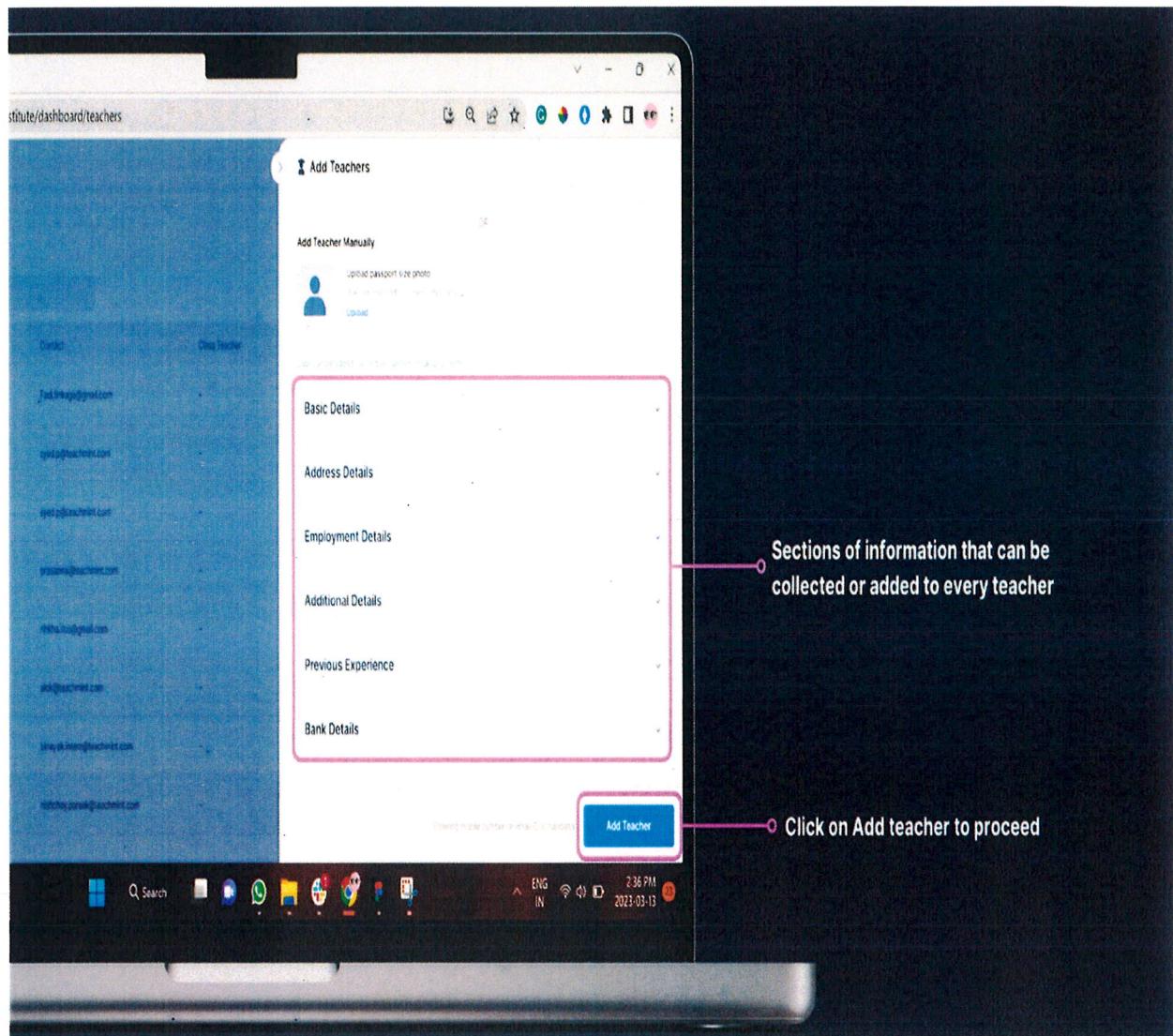
For adding new teachers, it can be done individually by adding the information one at a time or uploading it together with the bulk upload option.



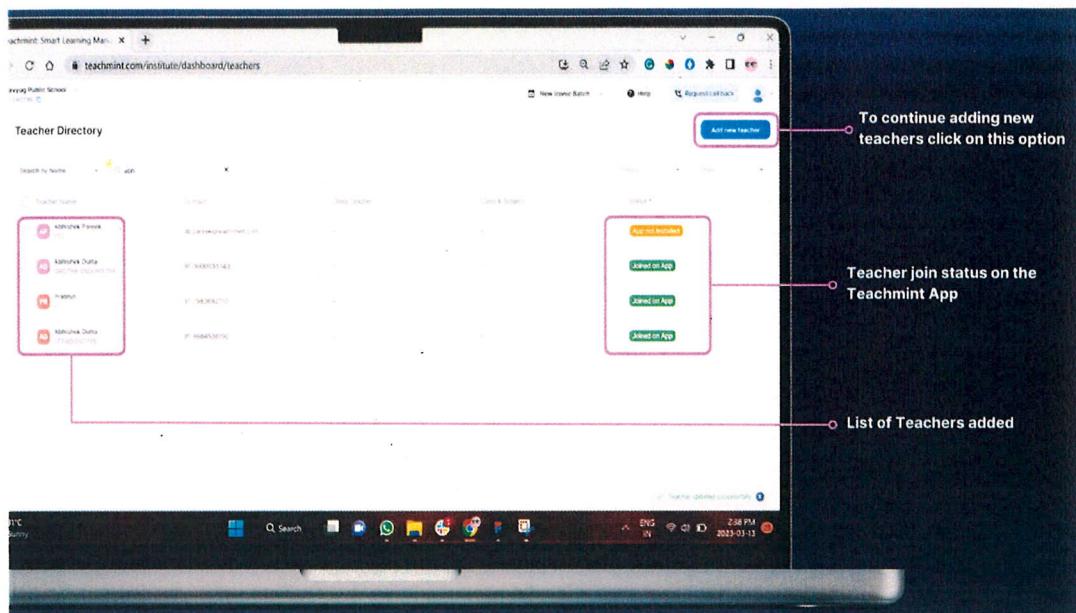
Some details in this section will be added by default.

Please Note: To add more sections to collect the required information as per your institute, use the profile settings option.

Click on 'Add teacher' to proceed.

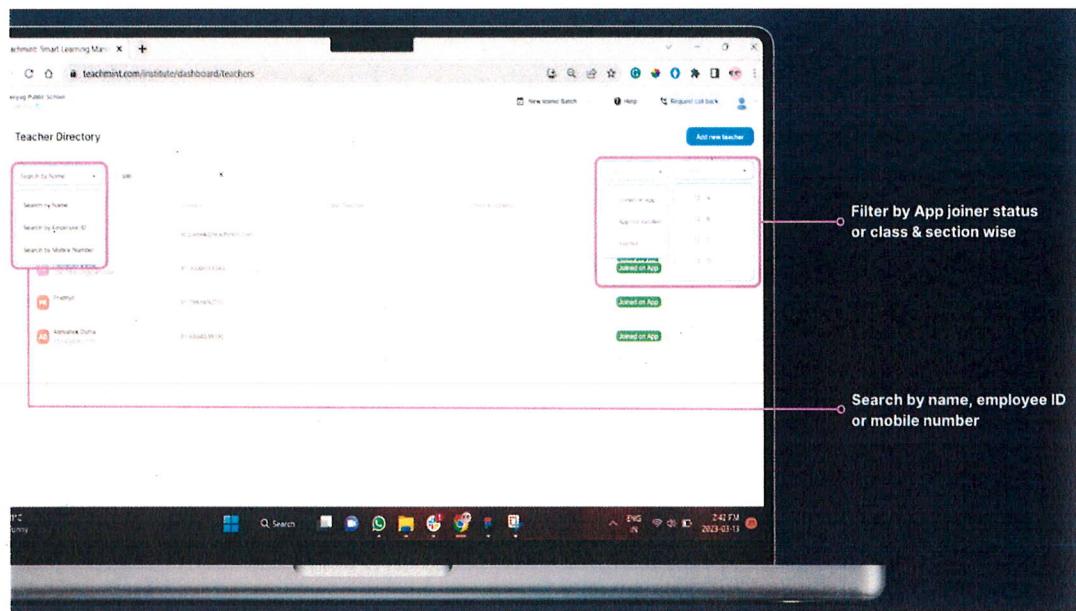


The teacher details are added to the Teacher Information System. Not just that, the teacher joining status on the app will also be shown here.



Use the **search option** to instantly look for a teacher or use the various filter options to sort the teacher information as per your need.

Click on any teacher's name to find out the personal details & documents uploaded in the directory.



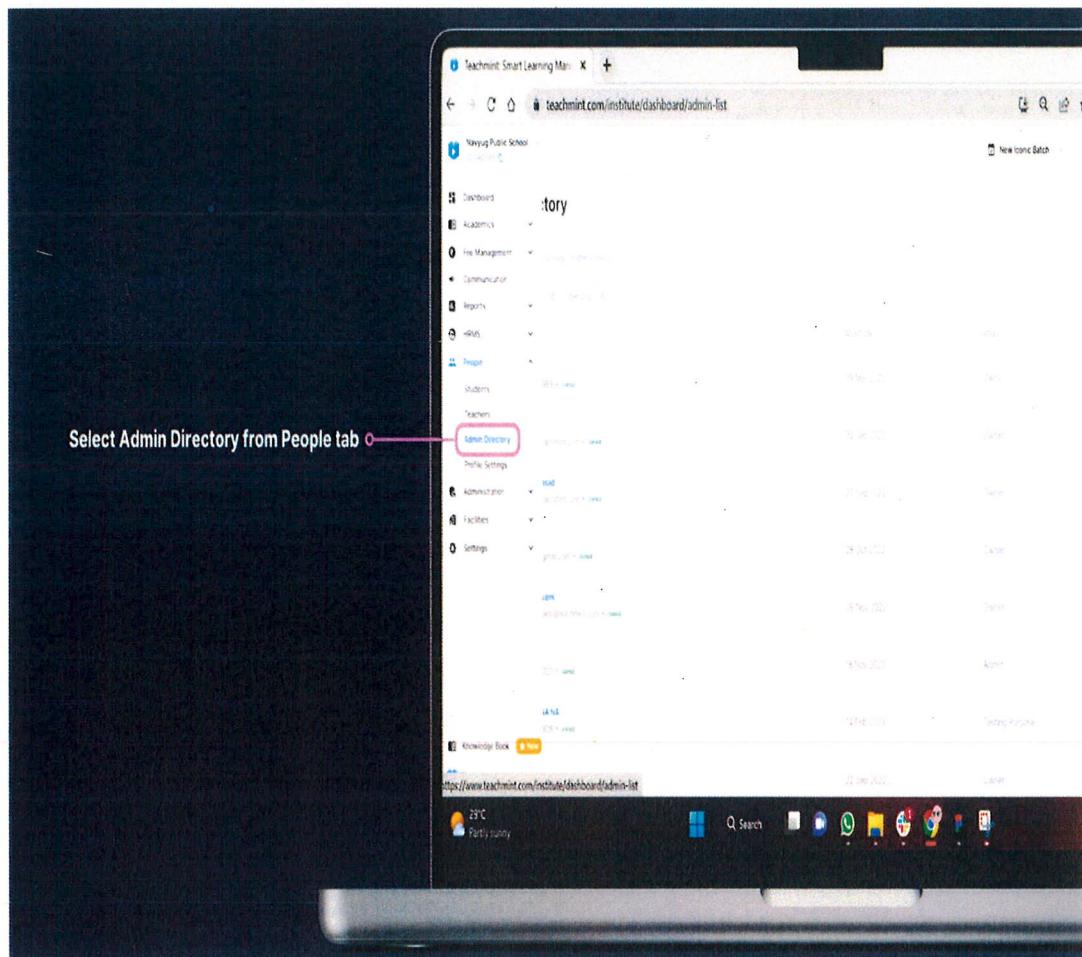
Your Teacher Directory is now ready.

People Admins

- How to manage Admin Directory for your Institute?

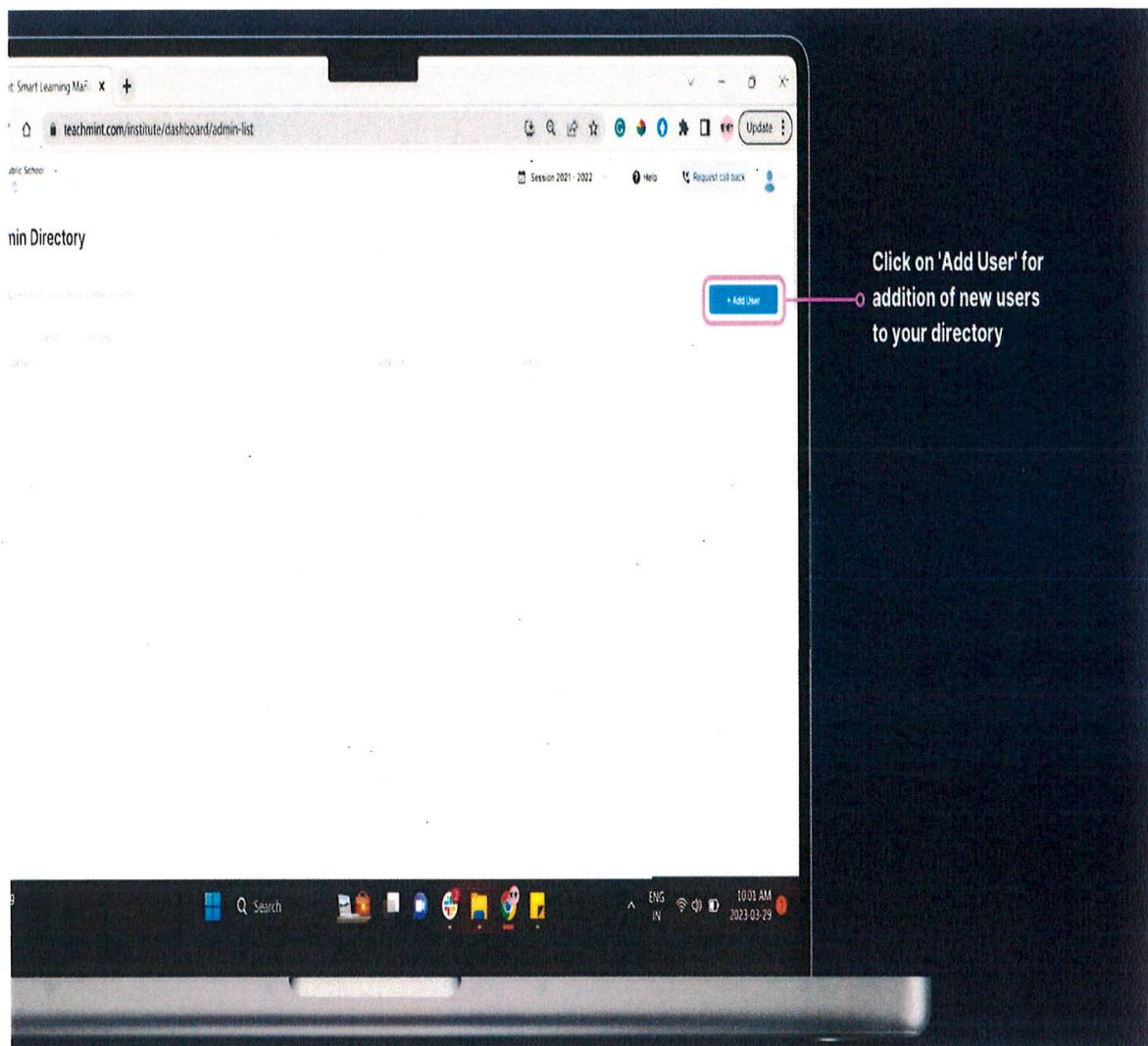
Step 01

Choose the "**Admin Directory**" option from the people dropdown to make changes to your Admin Directory.



Step 02

Click on 'Add User' for the addition of new users to your Admin directory.

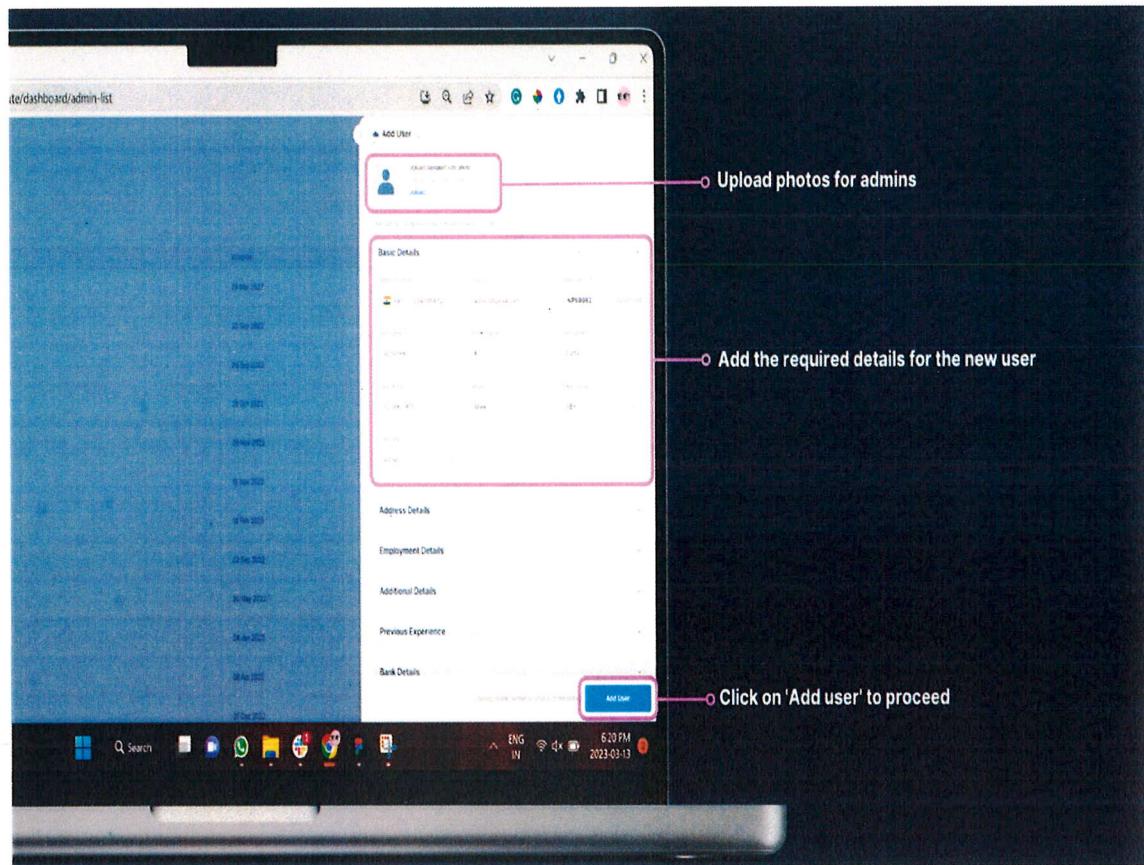


Step 03

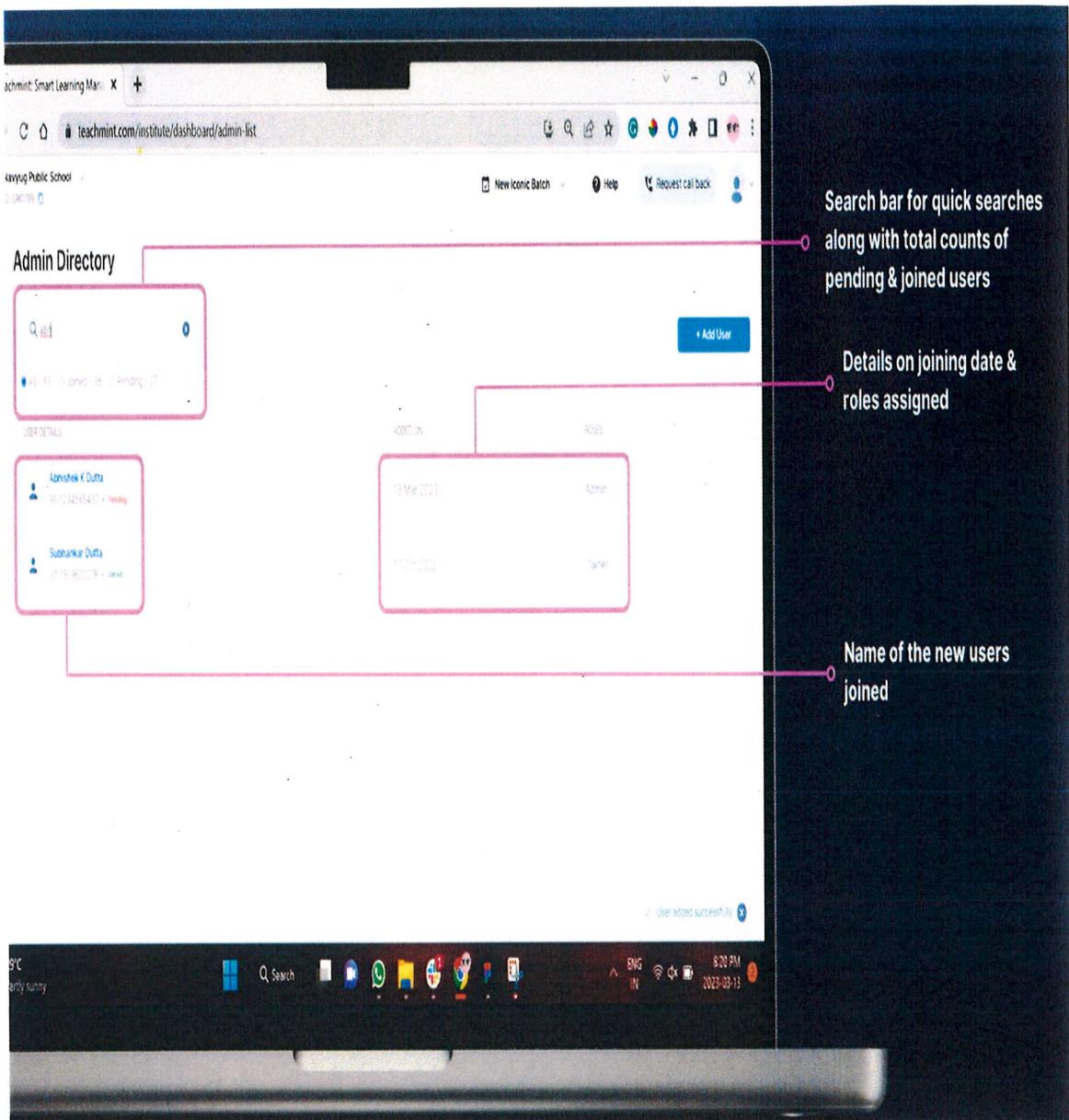
Upload a passport-size photo, and enter the details of the user to be added to the Admin Directory. Most importantly, assign the role that has to be assigned to the user being added.

Please Note: To create customized roles for your institute, use the Roles & Preferences option from your Admin Nav Bar.

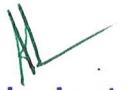
Click on 'Add User' to proceed.



The User details get added to your Admin Directory with the assigned role & date of addition to the directory. You will also have a summarized view of the total number of users in your admin directory, users who have joined the platform & who have not.



Your Admin Directory is now ready.

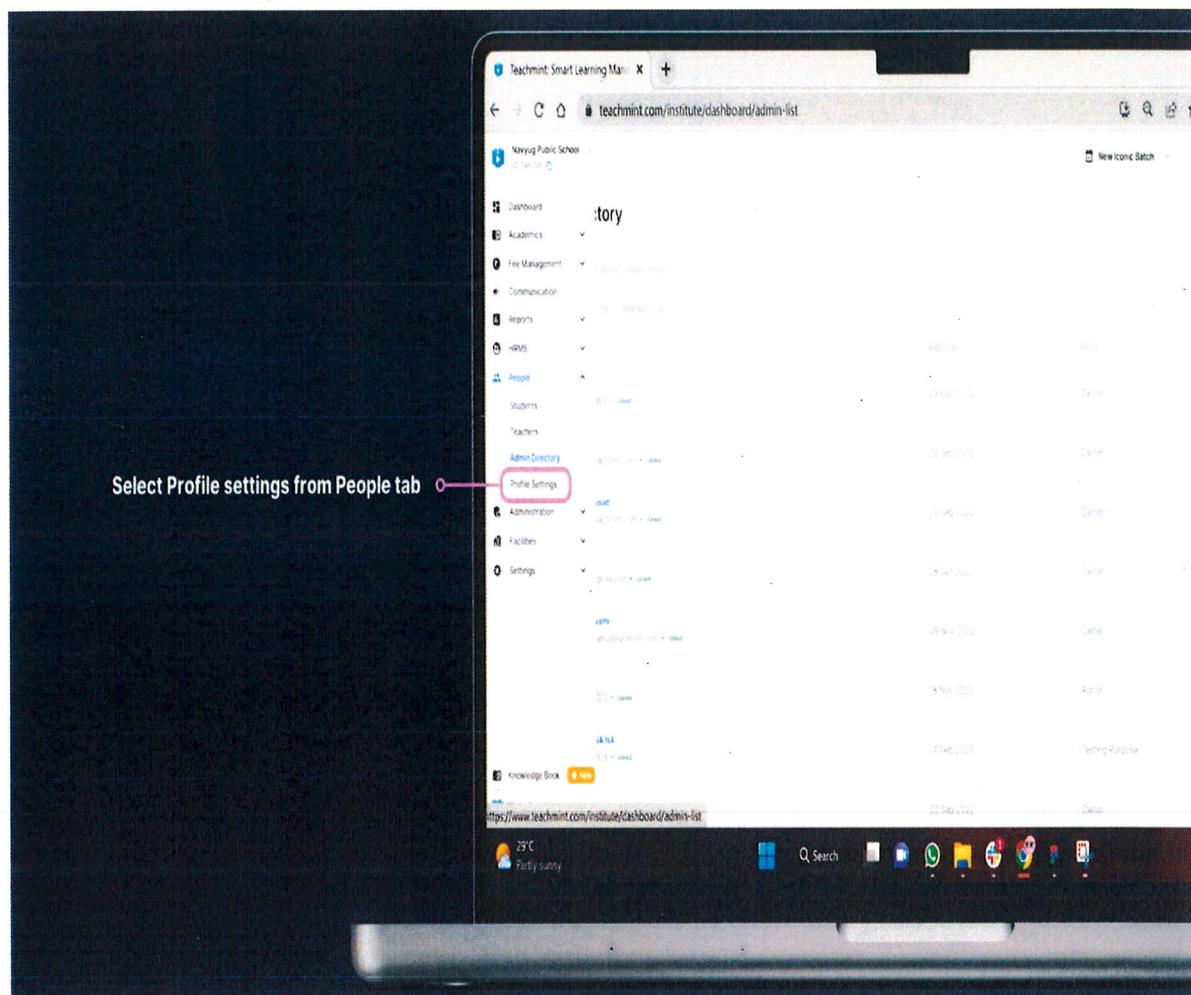

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People- Profile Settings

- How to manage Profile Settings for your Institute?

Step 01

Choose the '**Profile Settings**' option from the '**People**' dropdown.

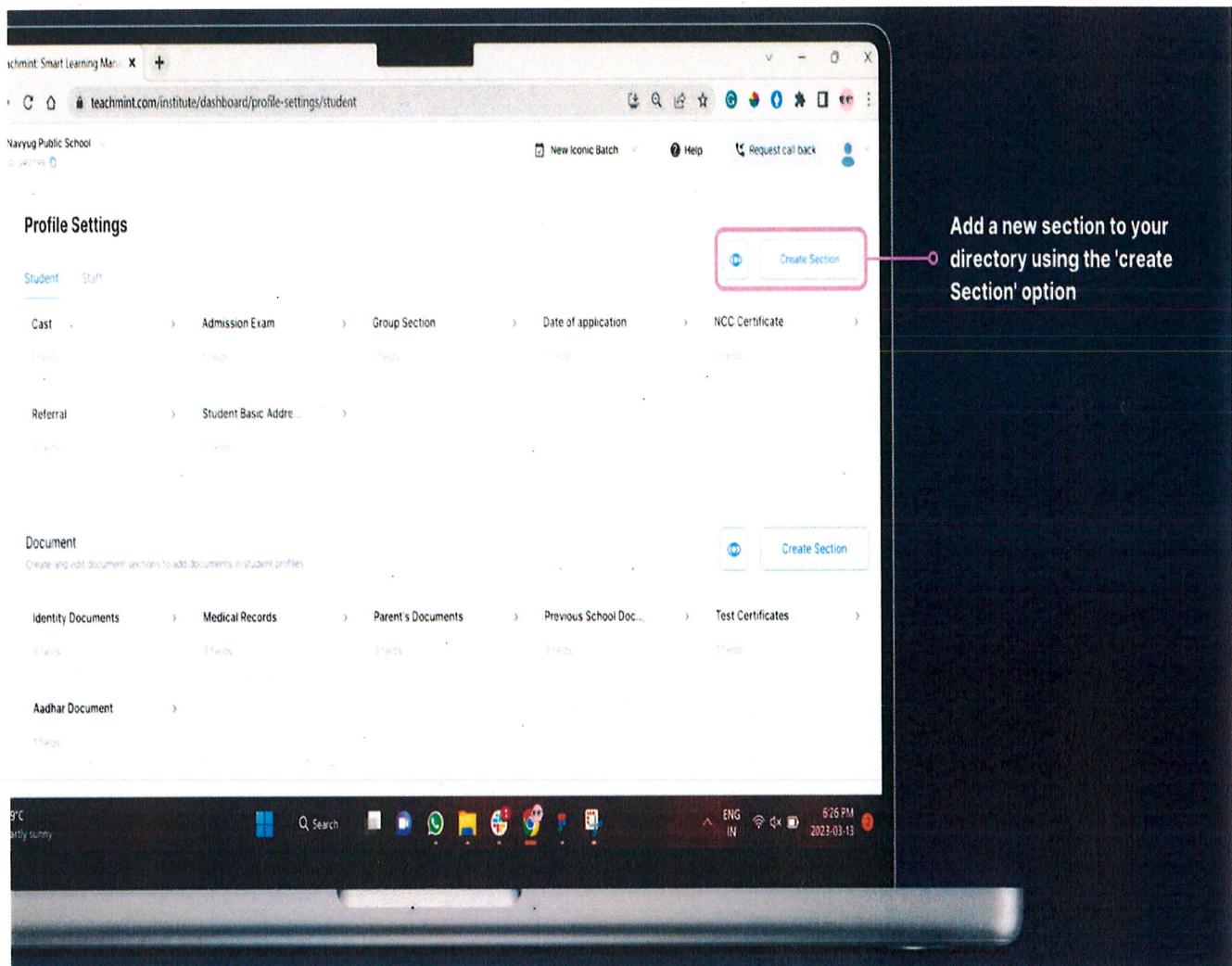



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Kota Marg, Raipur (C.G.)

Step 02

This window will be used by the Admins to create sections of information required by the school authorities to be collected from the students/staff.

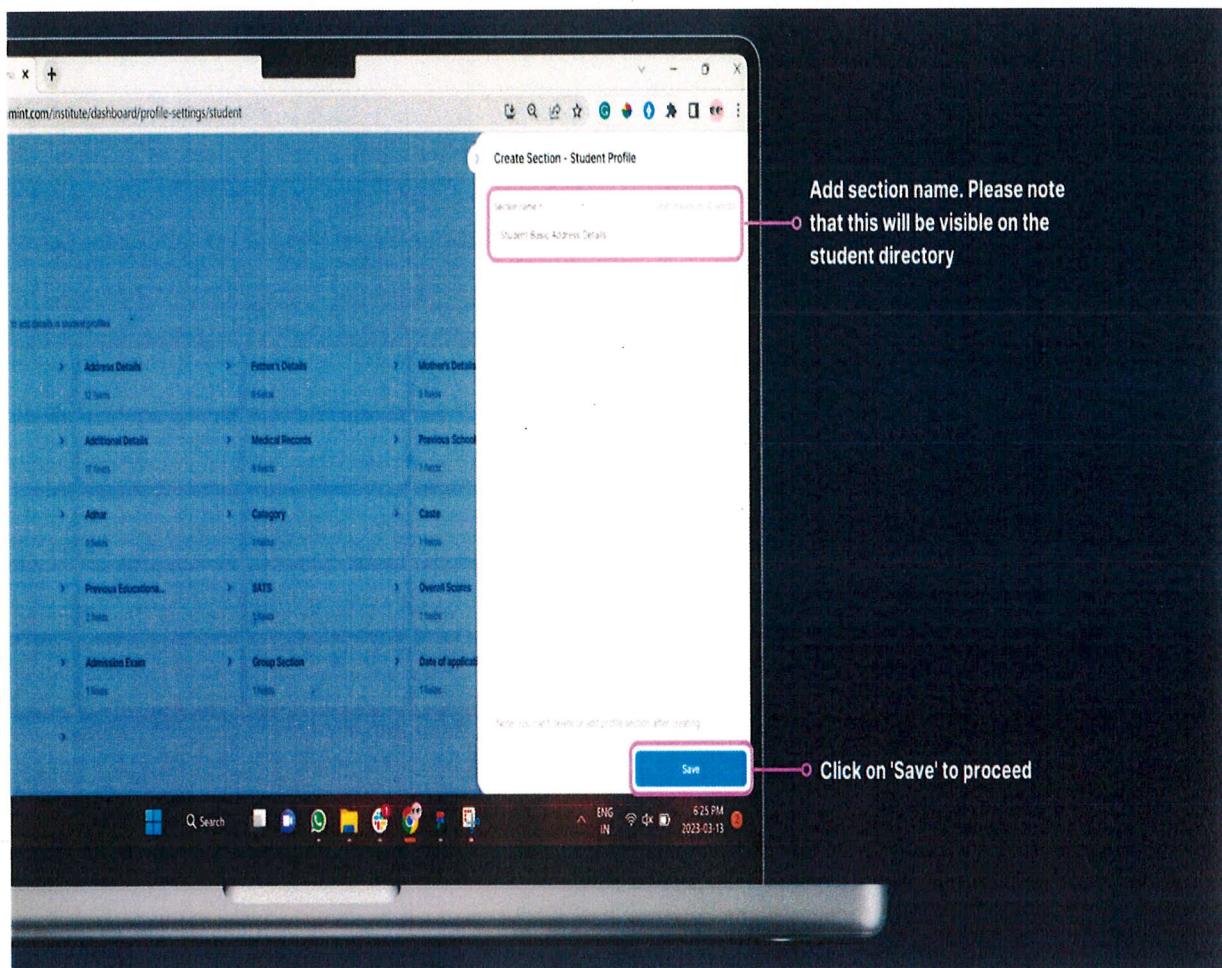
To do so, use the '**Create Section**' option.



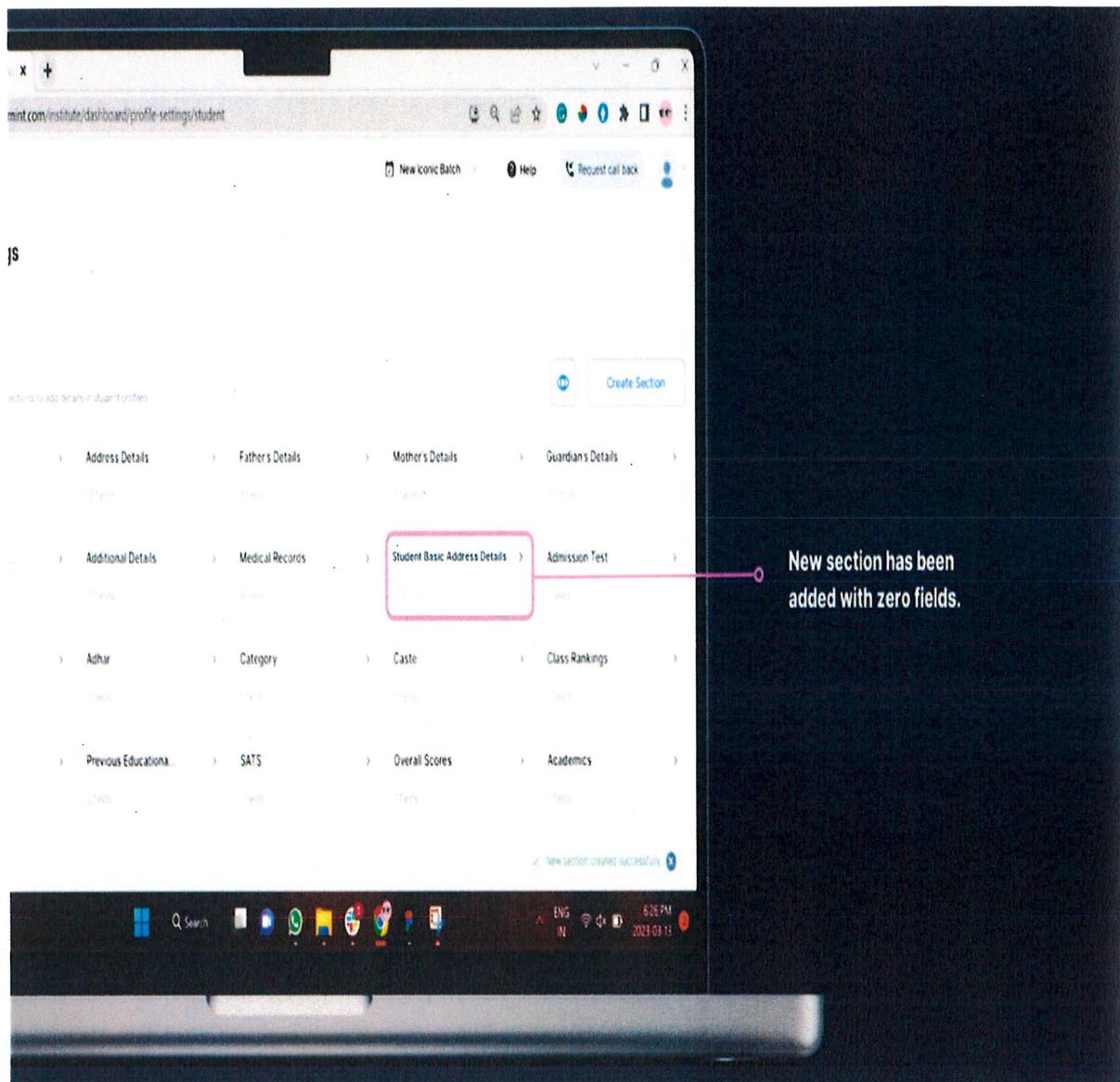
Step 03

Enter the '**Section Name**' that you would want the data to be stored into. Click on '**Save**' to proceed.

Please Note: Consider the Section name as a folder. It will store all the relevant information relevant to this section.

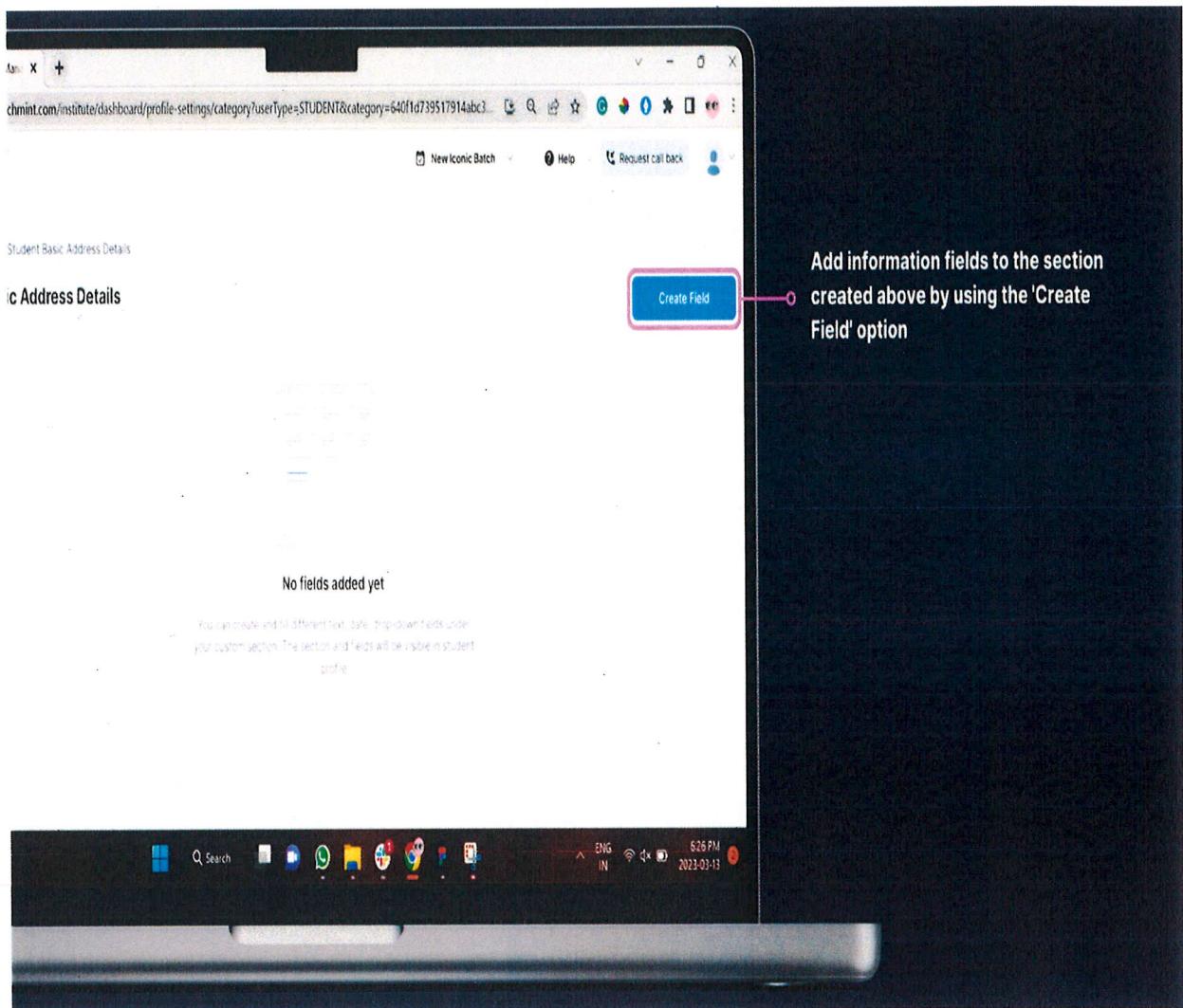


The newly added section will be added to your institute directory. The next step would be to add fields to this section.

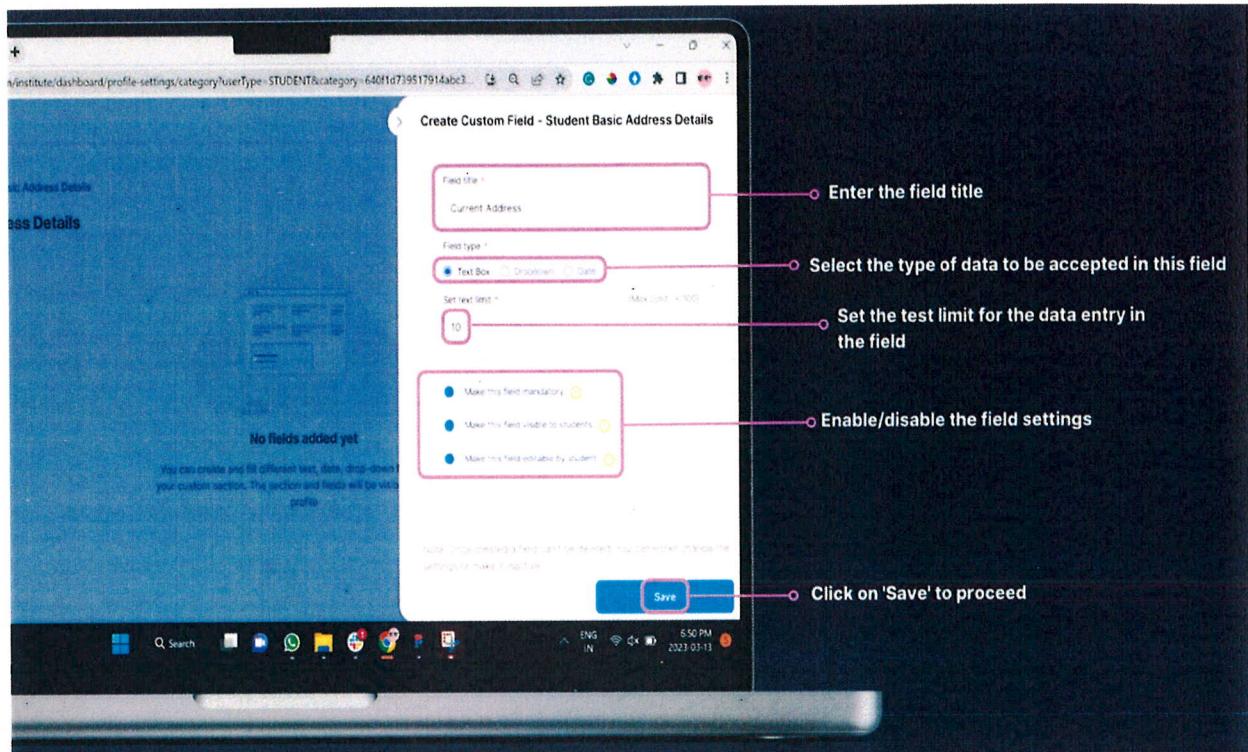


Step 04

Click on '**Create Field**'. This will allow you to collect the relevant information from the students/staff in the desired format.



Details like Field title, field type, text limit & settings on how the field is to be used by the students/staff can be set on this window.

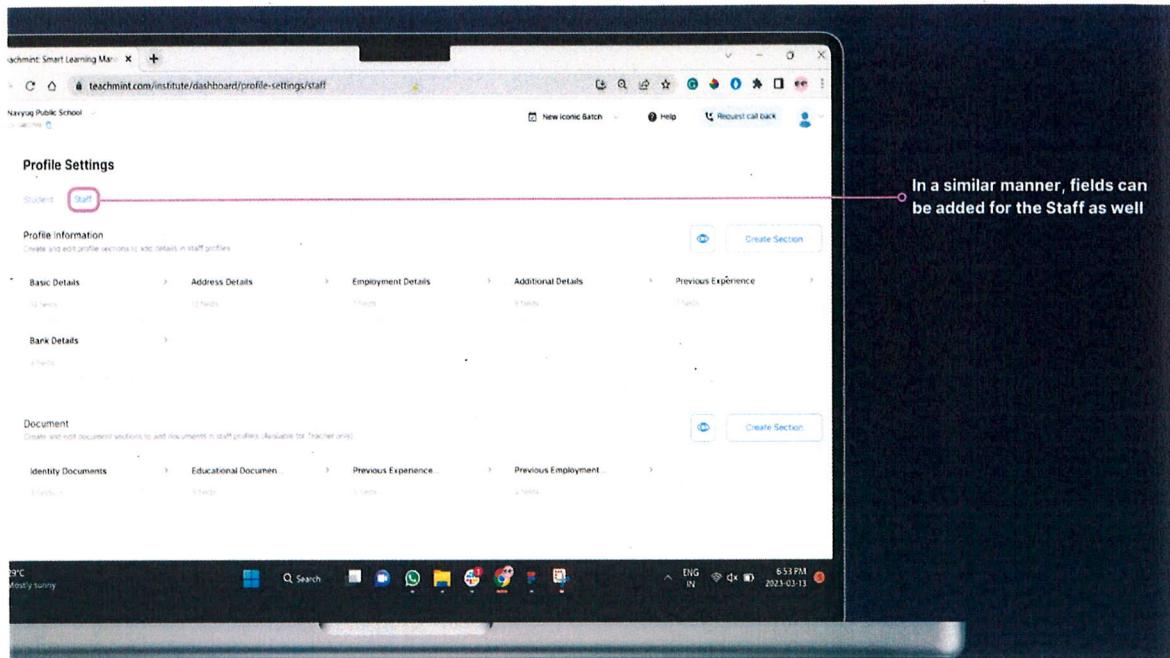


The field gets added to your respective information directory.

FIELD NAME	FIELD TYPE	MANDATORY	VISIBLE TO STUDENTS	EDITABLE BY STUDENTS	STATUS	ACTION
Current Address	Text Box	Yes	Yes	Yes	Active	

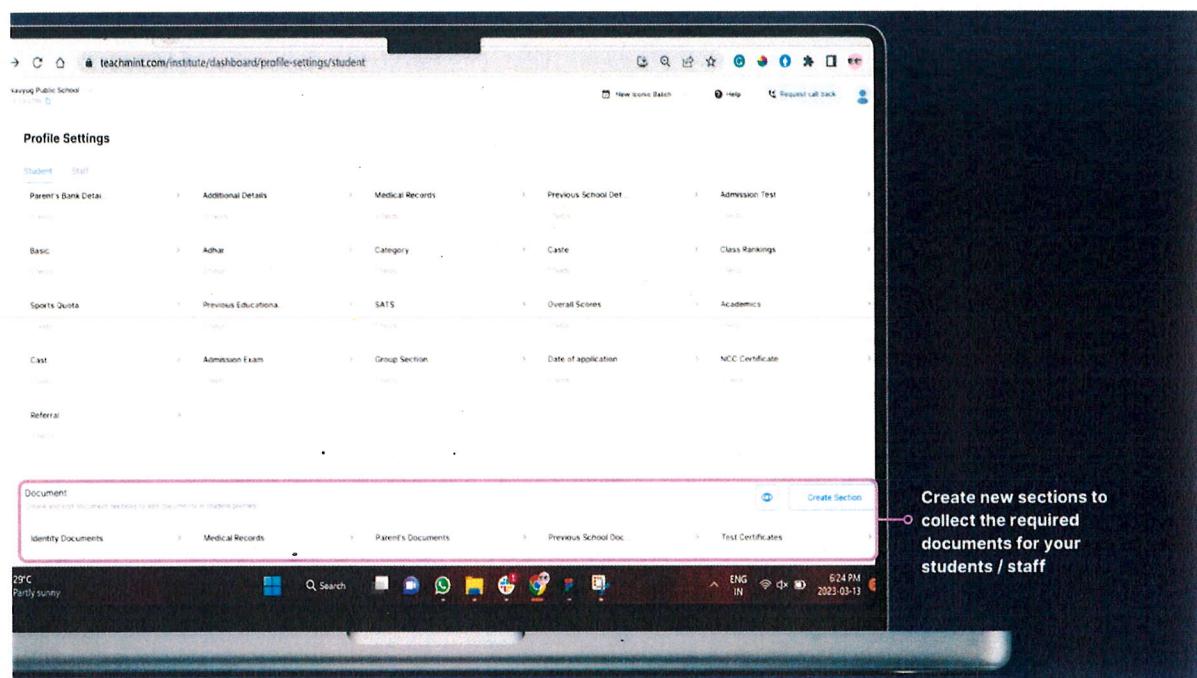
The field details have been added.
You can edit the details added or keep adding new fields using the 'Create Field' option

The same process applies to the staff as well.



Step 05

Upon setting up the sections, it is now time to set up the documentation required to be collected from the students & staff. Click on '**Create Section**' to proceed.

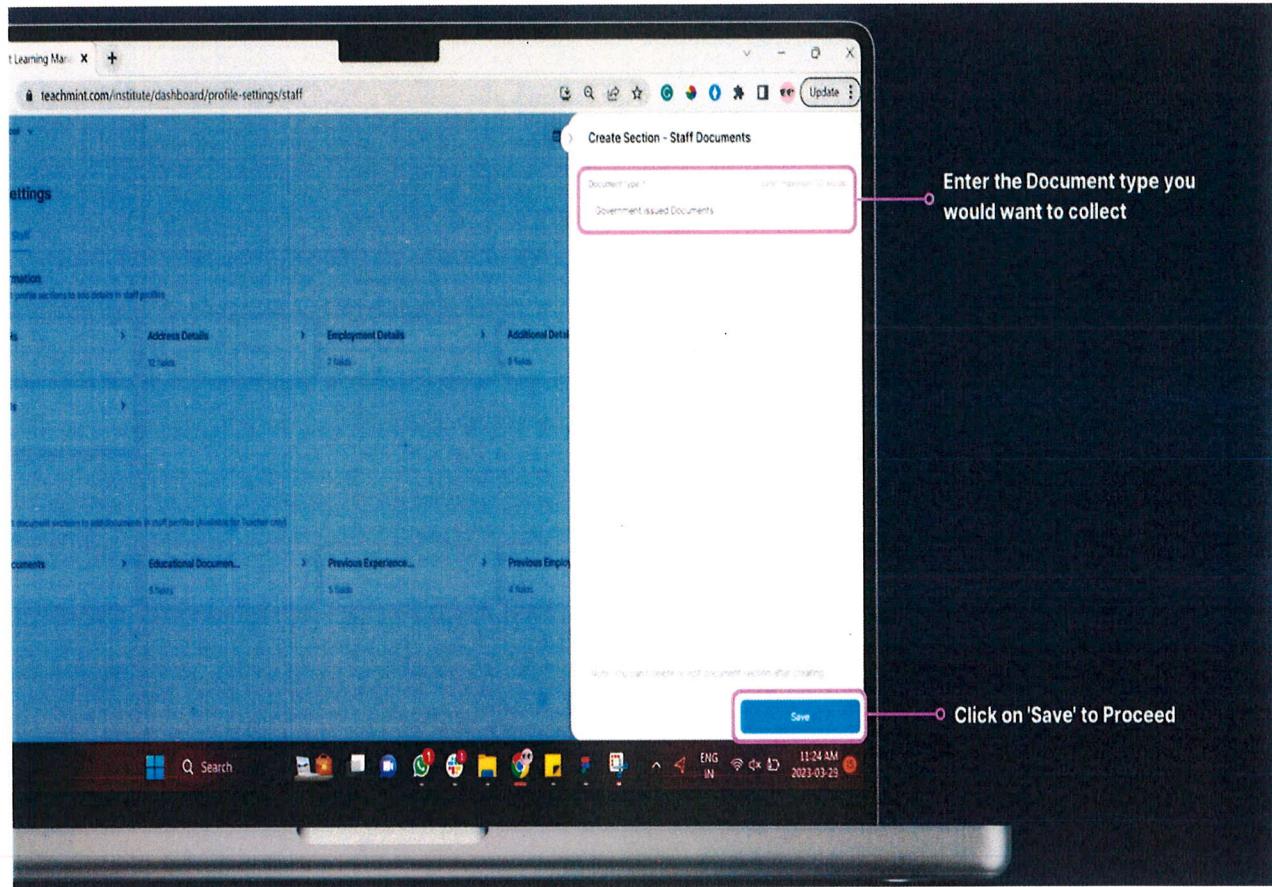


Step 06

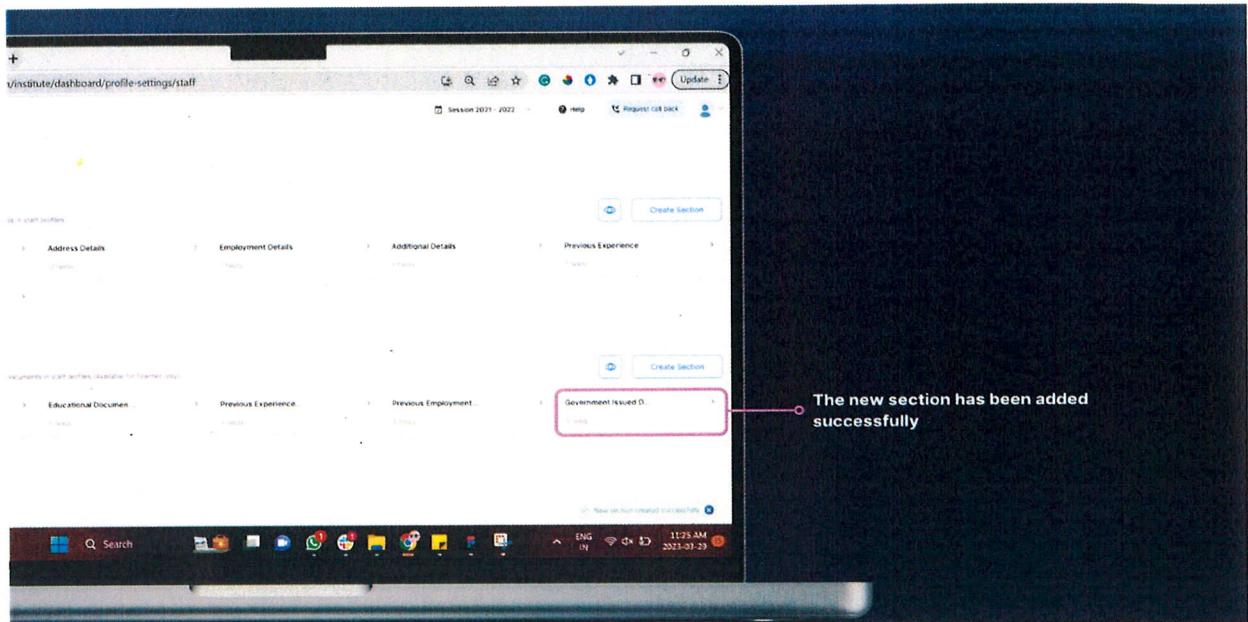
Enter the section name that you would want the documents to be stored into.

Please Note: Consider the Section name as a folder. It will store all the relevant information relevant to this section.

Click on 'Save to Proceed'

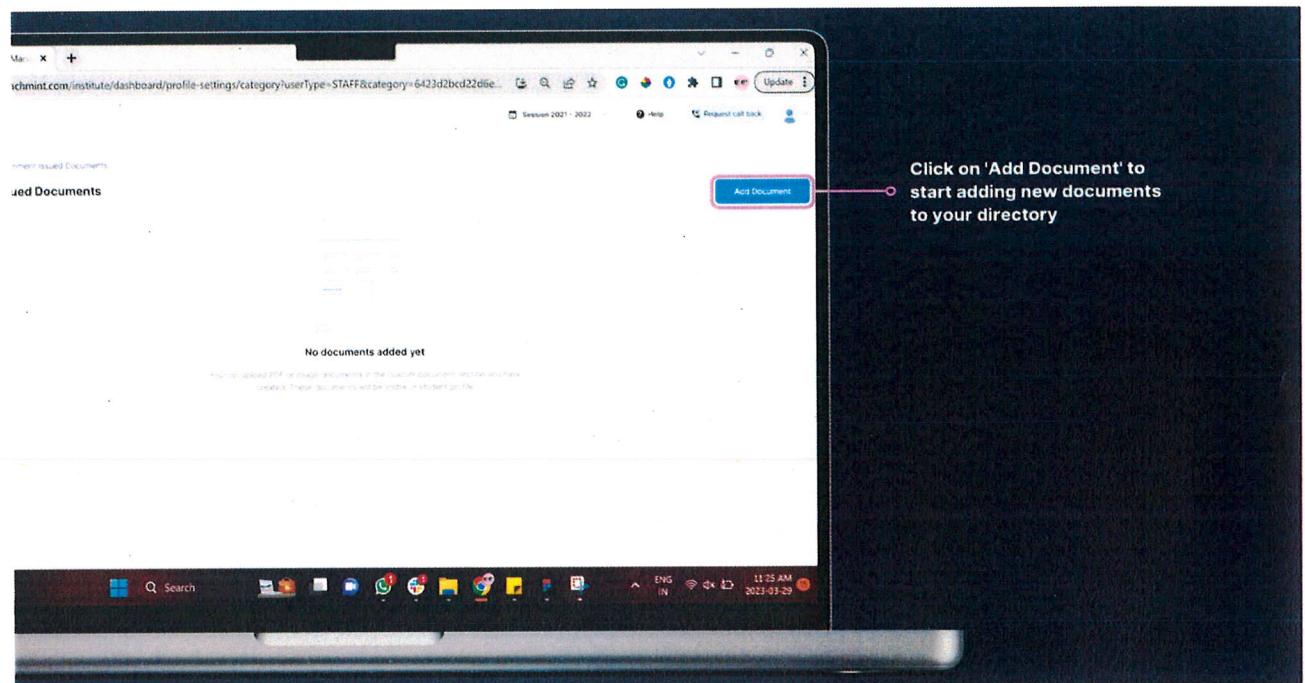


The new document section has been added. The next step would be to add documents to this section.



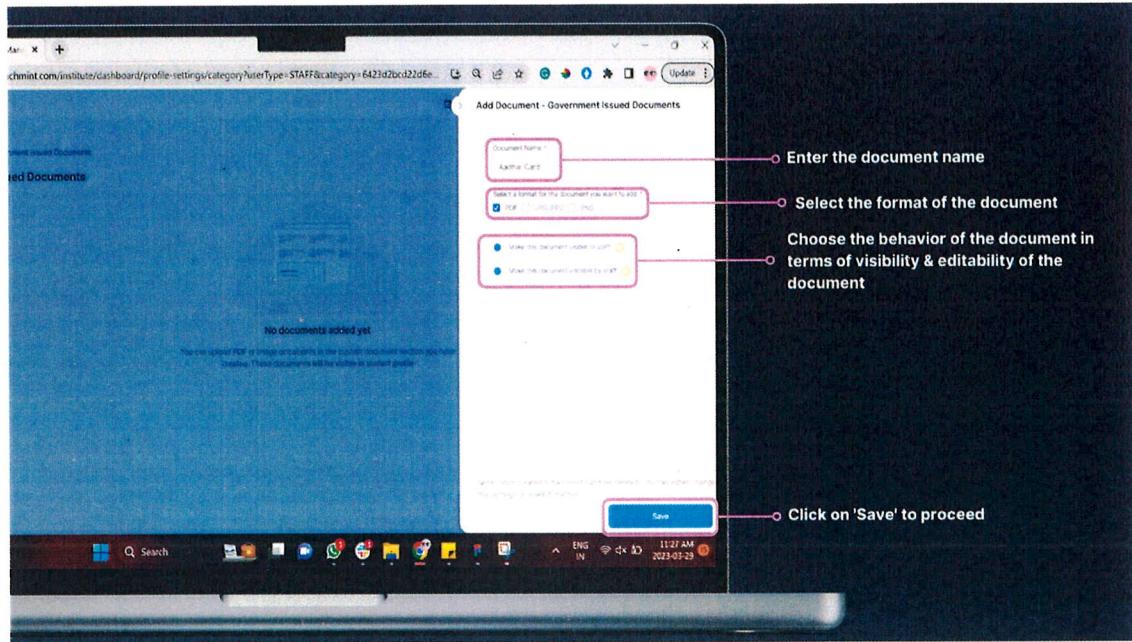
Step 07

Click on 'Add Document' to initiate the process of getting new documents added to your directory.

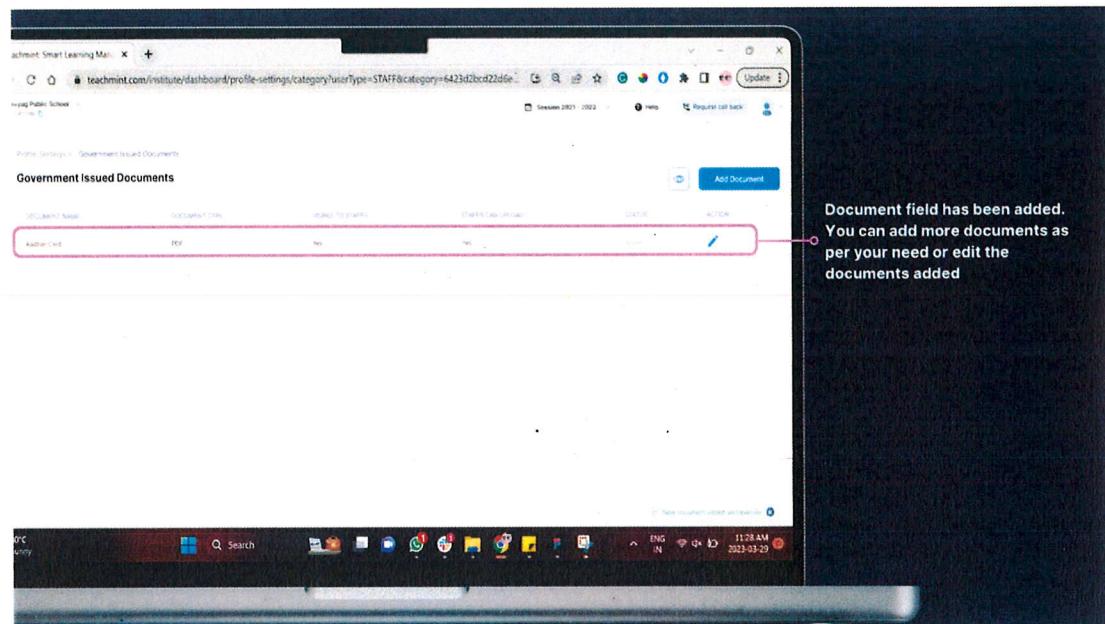


Step 08

Details like document name, format & behavior like visibility & edit ability by the students/staff can be set up on this window.

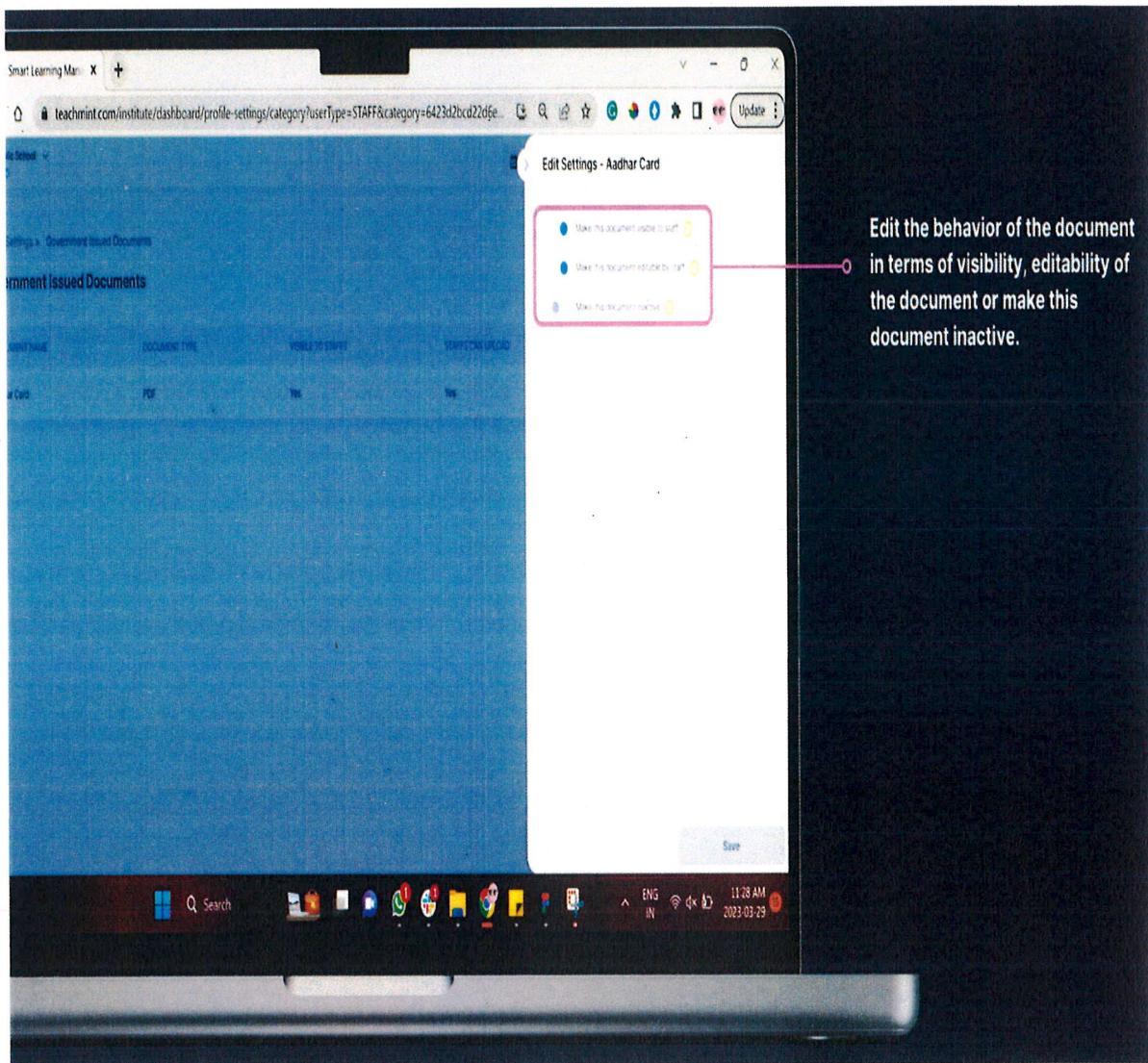


The document field gets added to the institute directory. You will have options to edit the documented behavior as and when needed.



Please note : The field once added to the directory can not be deleted. It can only be set to inactive status to avoid being seen by the students/staffs.

Edit the behavior of the document in terms of visibility, and edit ability of the document or make this document inactive.



Admission Management All About Admissions Management

- **What is Admissions Management & Why do I need it?**

Whether you are a college, university, school, or ed-tech organization, your major goal is to get more learners and manage them in a streamlined manner. Needless to say that the inquiry & admission cycle is long and tiresome. From student data collection, document collection, selection, and admissions – everything involves a lot of time, energy & paperwork. Well, now you have the Teach mint Admission Management System to assist you.

The **Admission Management System** is a digital tool that helps educational institutions manage student admission and the enrollment process flow effortlessly. It allows the admin teams to capture student inquiries, check their eligibility, follow up, collect documents, and complete the application process paper-free. This feature also allows students & parents to apply online, check their application status via student & parent logins, submit documents, and pay fees online.

Get **all-in-one Lead, Admissions, and Enquiry Handling with Teachmint Admissions Management**. With this new feature added to your Teachmint Dashboard, you can now create or link your own admission or inquiry forms or even make your own Enquiry portal. All the data received from this page will automatically appear on your dashboard. You can now assign or transfer the enquirers to specific counselors or contact the leads yourself. You can also set up a follow-up call with just a click and finally add the admitted students directly to your student directory. Customize the forms as per your requirements at any point in time without any third-party interference.

All of this with just one feature, one platform hassle-free. Let us explore how this feature will help you eliminate multiple application uses and create a more simplified Admissions Management System.

For More Info-

<https://www.youtube.com/watch?v=AFyKKaDMsww>

This feature works in a very simple flow:

- An admin **sets up** the Admissions Portal which is used by the parents or students to fill in the details.
- These details are then used by the school for conducting the next round of admissions. The parent/student can also use their login credentials to **automatically track** their application status.
- Once the rounds of screening get over, the admin can move the profiles under **admitted or rejected categories**. In Just **7 Simple steps** you can now set up your portal and can streamline the entire process.

Admission Management setting up of Admissions Process

- How to set up the Admission Process?

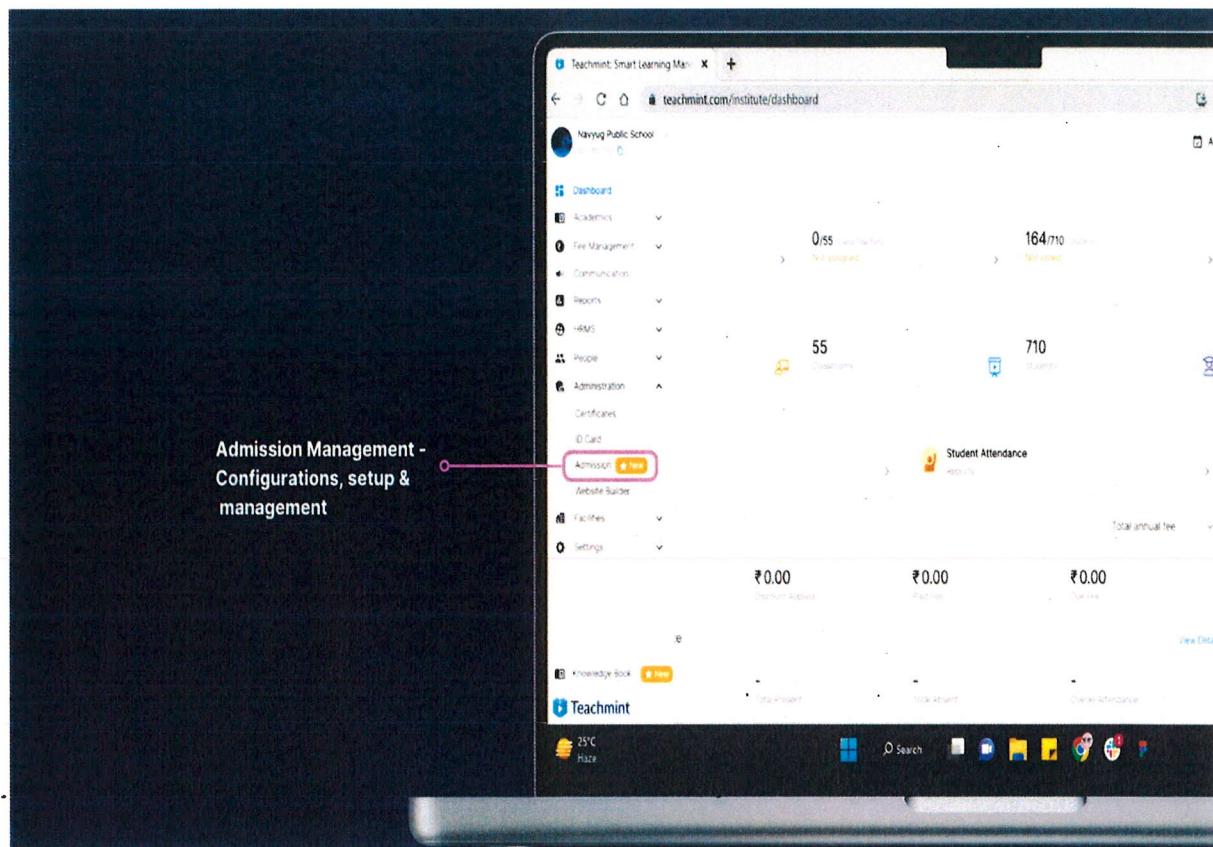
Click on the video to watch the Step by step video on how you can set up the Admissions Process for your Institute or follow the steps below:

For more info-<https://www.youtube.com/watch?v=MrOq3T9UBnY>

Steps to digitize your institute's admission process on Teachmint Integrated School Platform:

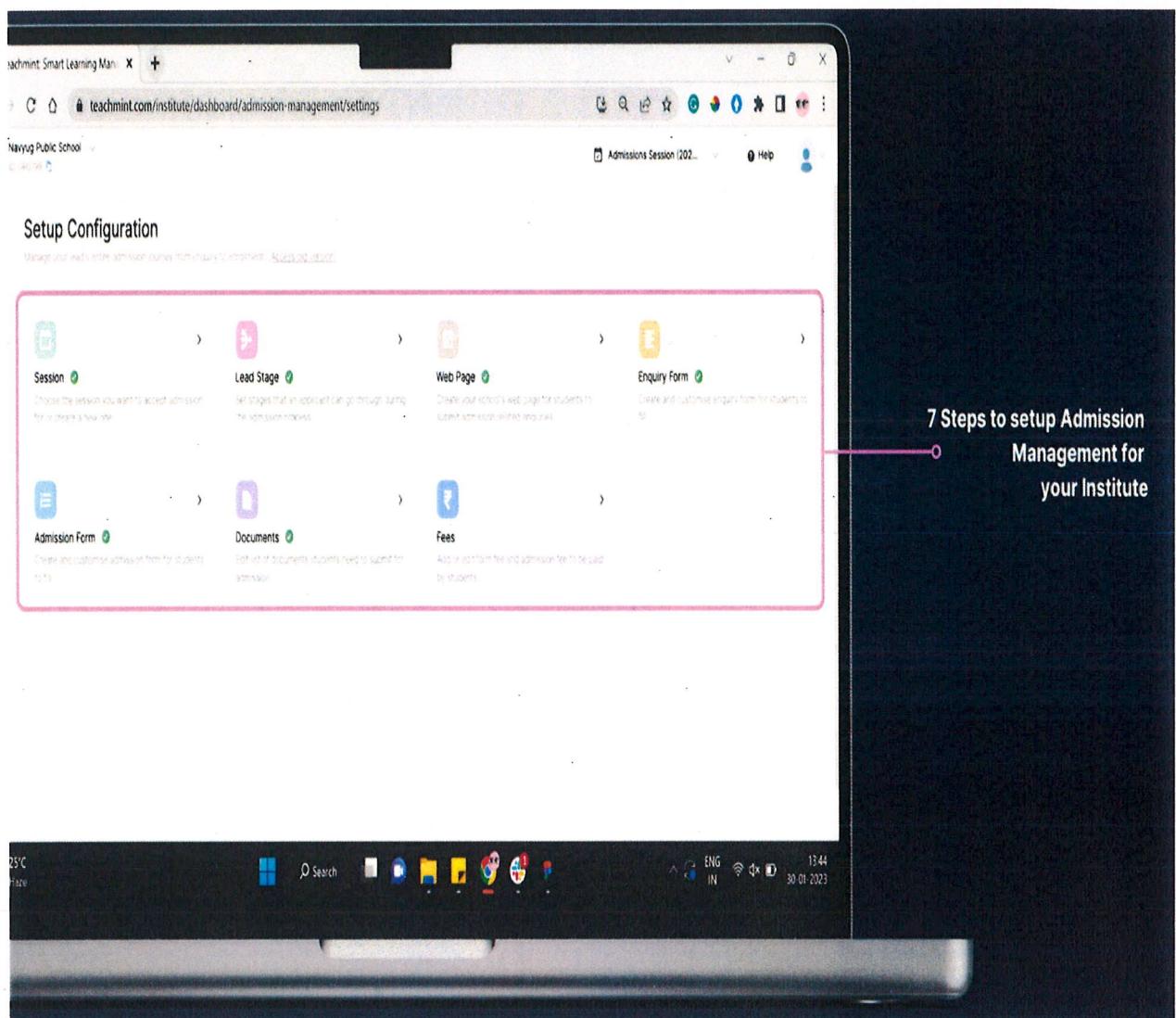
Step 01

Click on **Admission** from the **Administration Dropdown**.



Step 02

The Admissions setup dashboard will appear. This screen will help you keep track of the progress in the admission process setup. In just **7 steps**, you can set up a seamless admissions process for your institute.



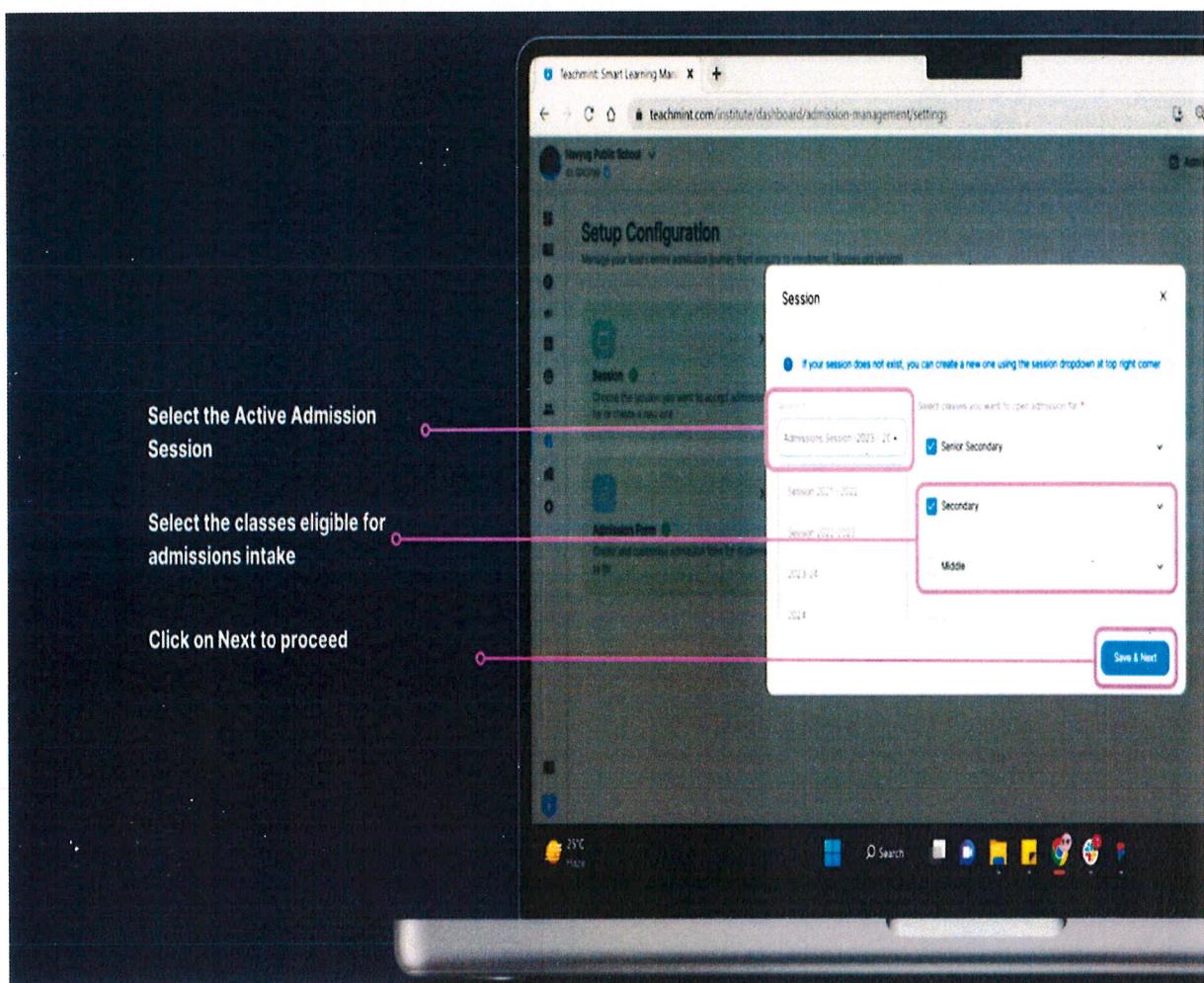

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Step 03: Session

This step allows you to select the **active session**.

An **active session** is defined as the academic year that the school will be taking admissions for. This will be a combination of the Academic session & the classes that will be eligible for admission.

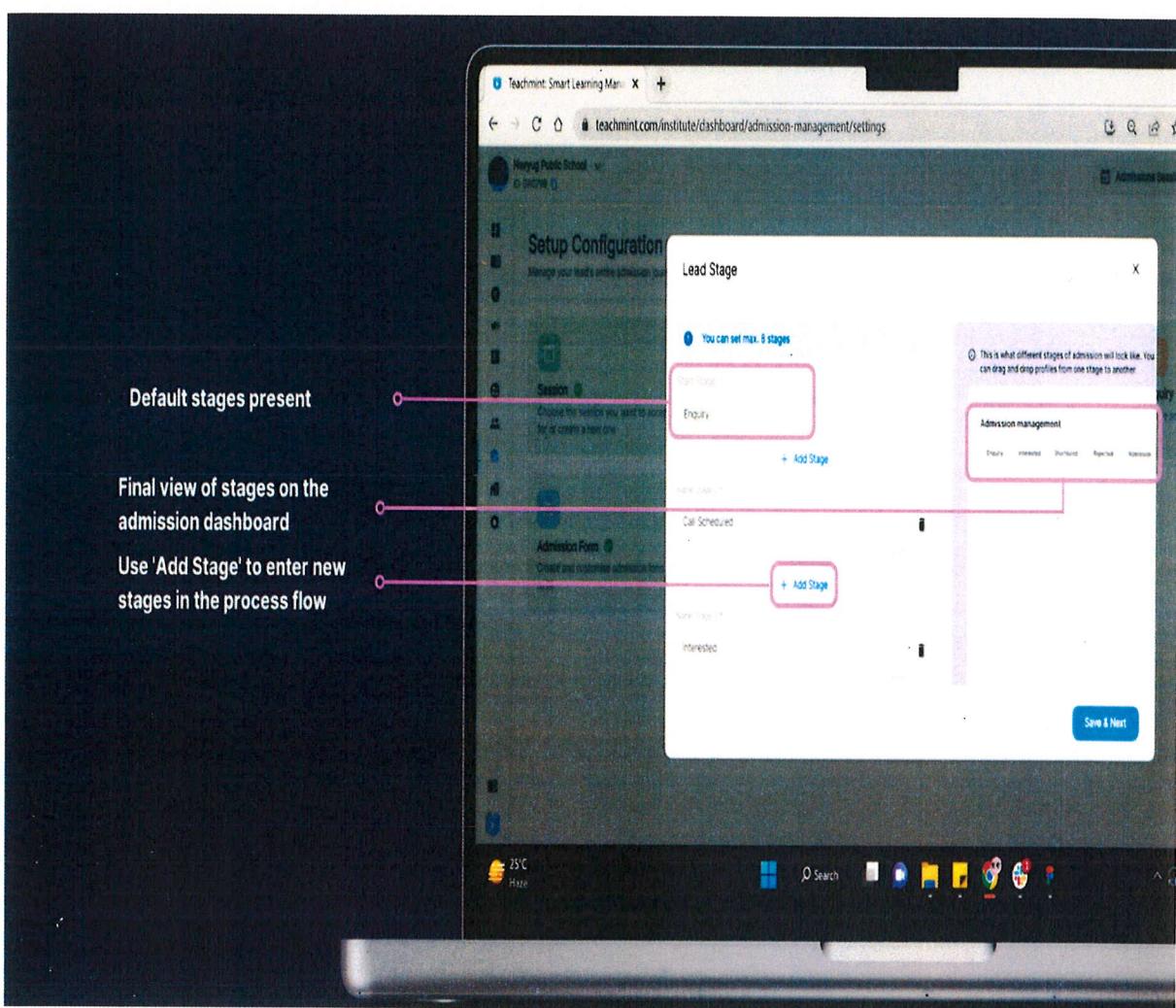
Select the session & classes you would want to make the admissions live for. Click on **Save & Next** to proceed.



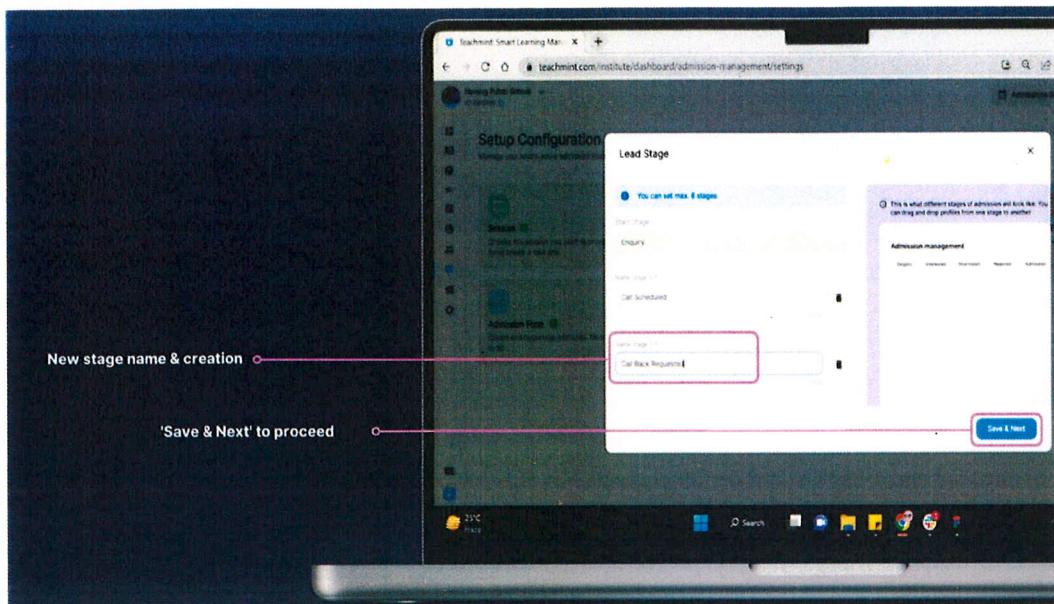
Step 04: Lead Stages

This step allows you to set the **stages of the admission process**.

By default, there will be **5 stages**. Of these stages, the inquiry rejected & confirmed cannot be deleted or edited. In case you want to add stages, you can use the **Add Stage** option to add stages in between them.



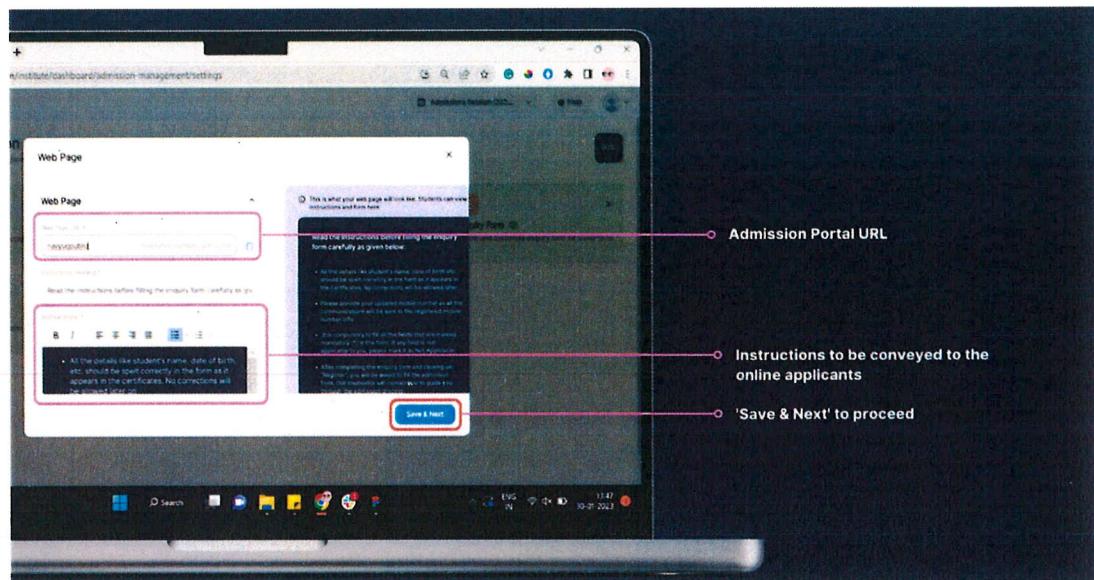
Please Note: There can be **8 stages at most** for any admission process setup.

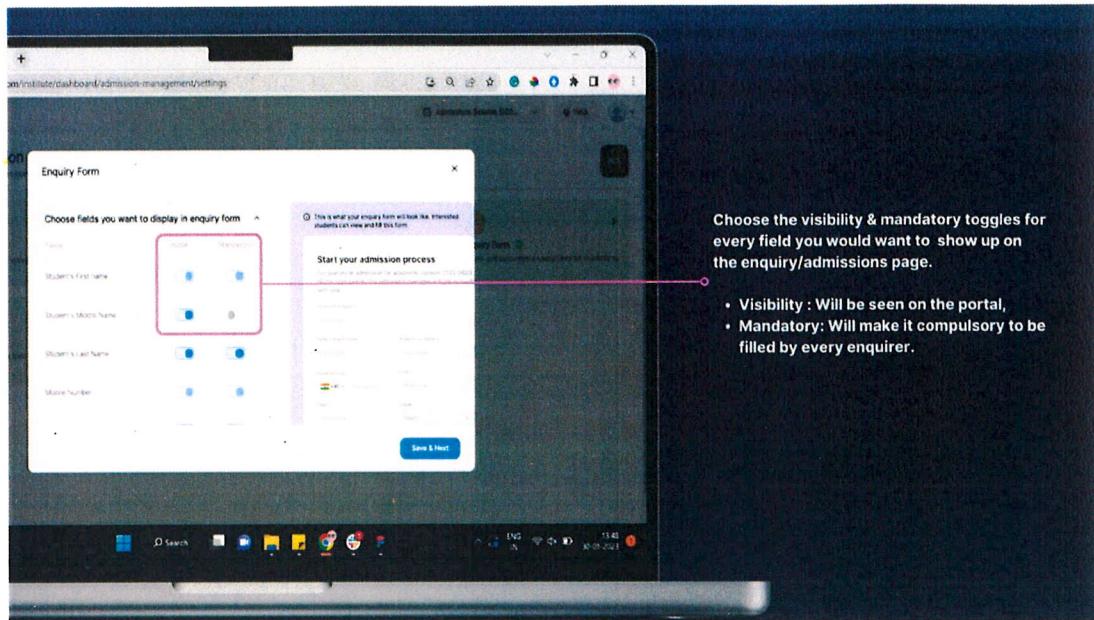


Step 05: Webpage

This step allows you to **enter the URL & list of instructions** that you as an admin would want the enquirers to go through before registering their online inquiry.

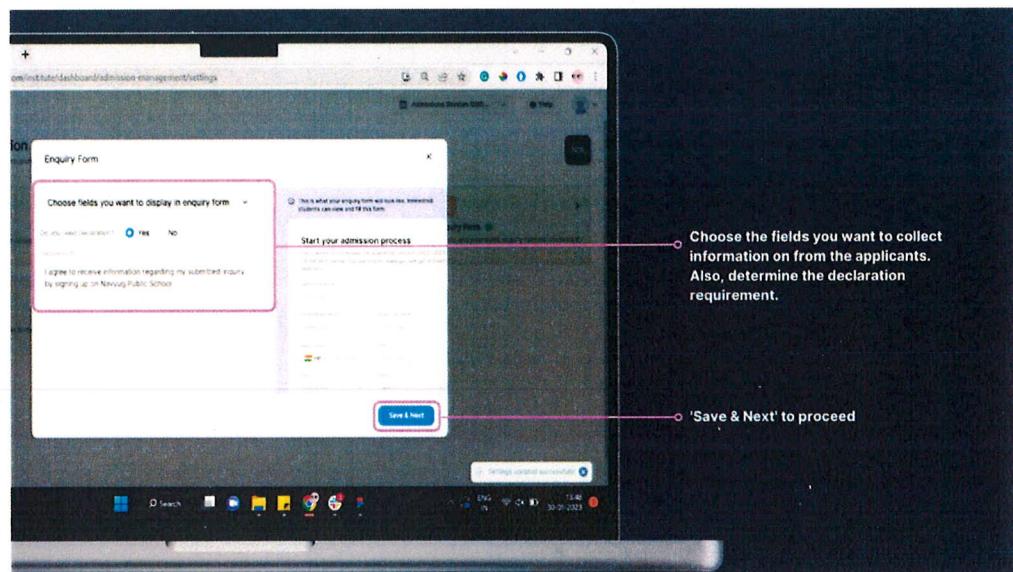
Click on '**Save & next**' to proceed.





Step 06: Enquiry Form

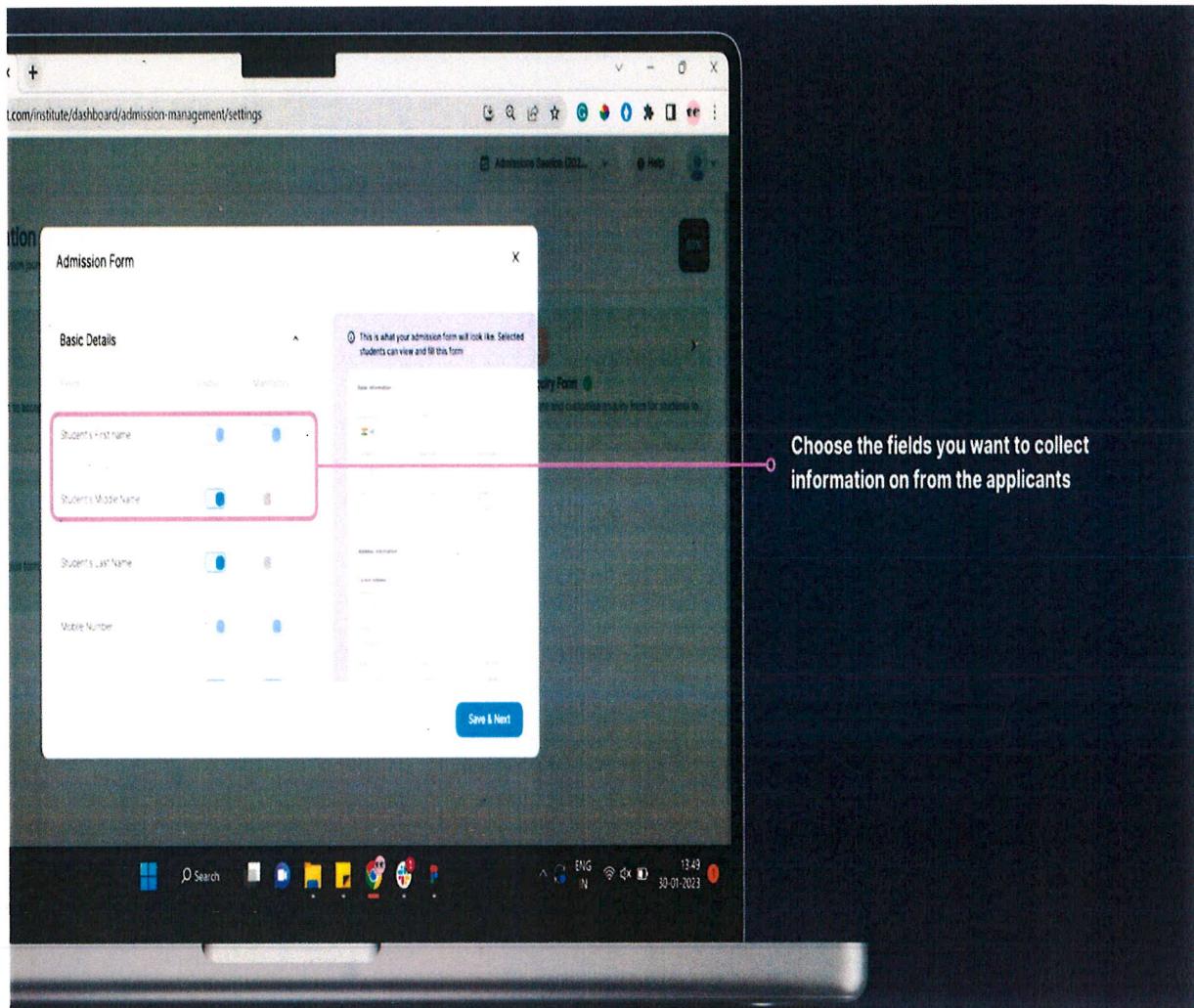
This step will help you **enable the information fields** that you would require to collect from the enquirers. You will have options to set the fields to view the mandatory entry. A self-declaration can also be enabled or disabled or edited to add more information to it. Click on '**Save & Next**' to proceed.



Please note: The fields appearing on this tab will be the same ones available in your current school directory. To add more fields to this form, please add them to the School directory.

Step 07: Admission Form

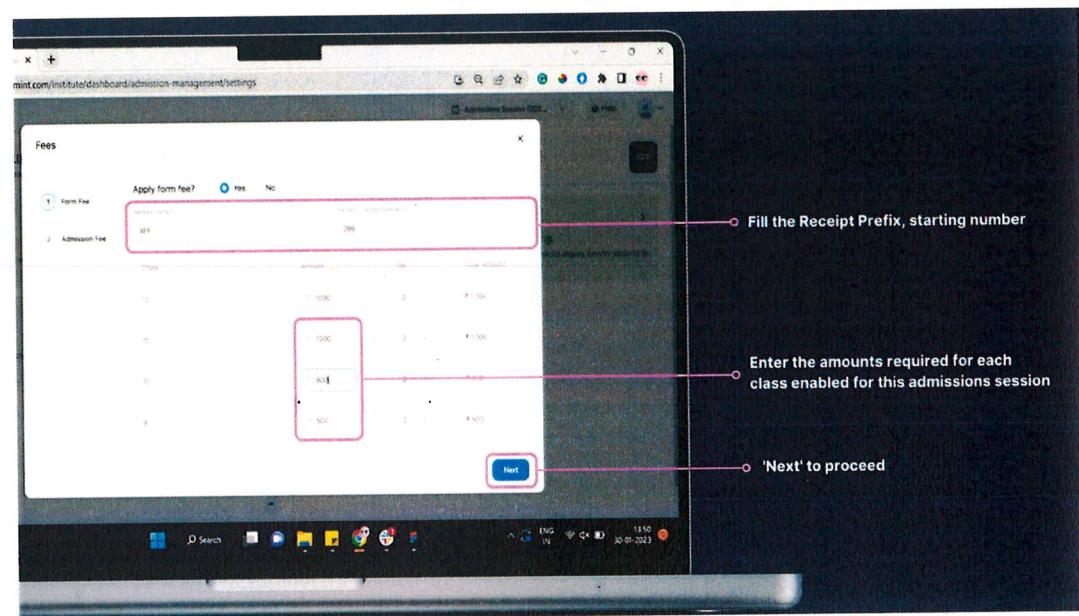
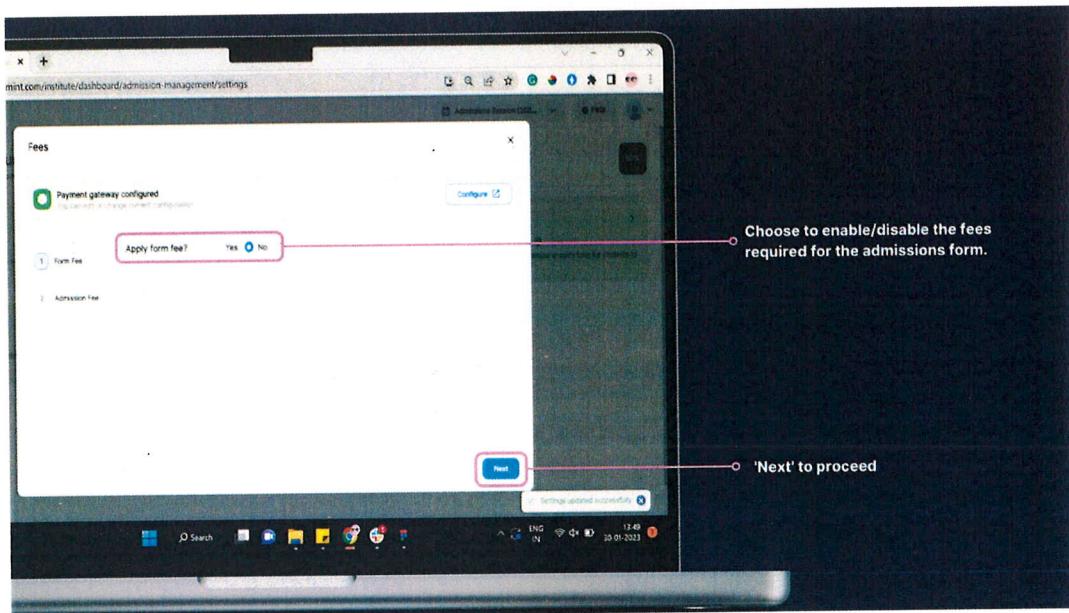
This step will help you set the information that you would require to **collect from the enquirers** during the admission stage. You will have options to set the fields to view or mandatory entry. Click on '**Save & Next**' to proceed.



Please note: The fields appearing on this tab will be the same ones available in your current school directory. To add more fields to this form, please add them to the School directory from the Profile Settings option of the People dropdown.

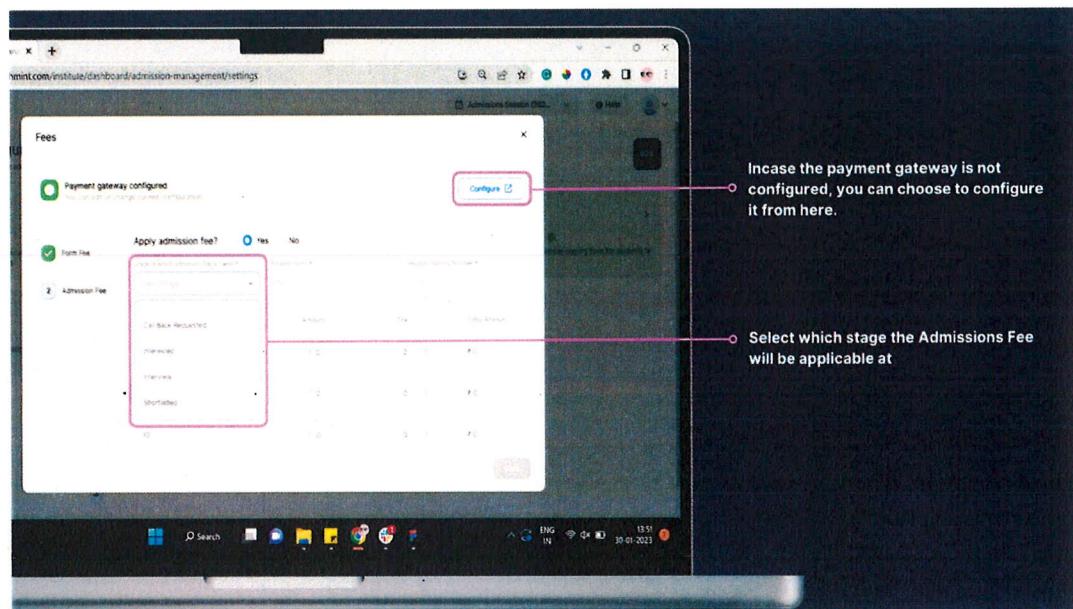
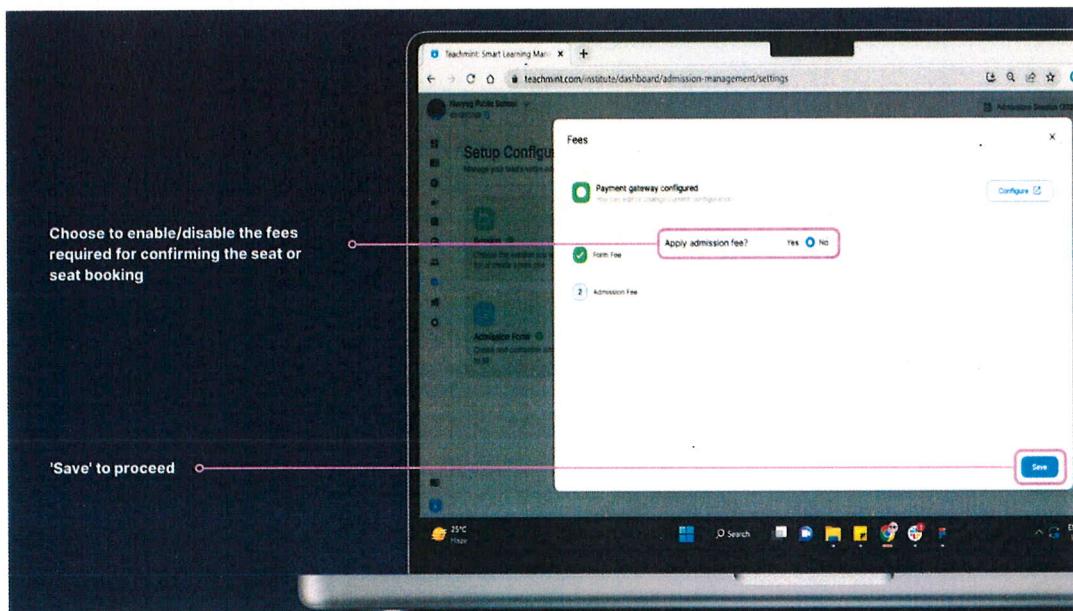
Step 08: Form Fees

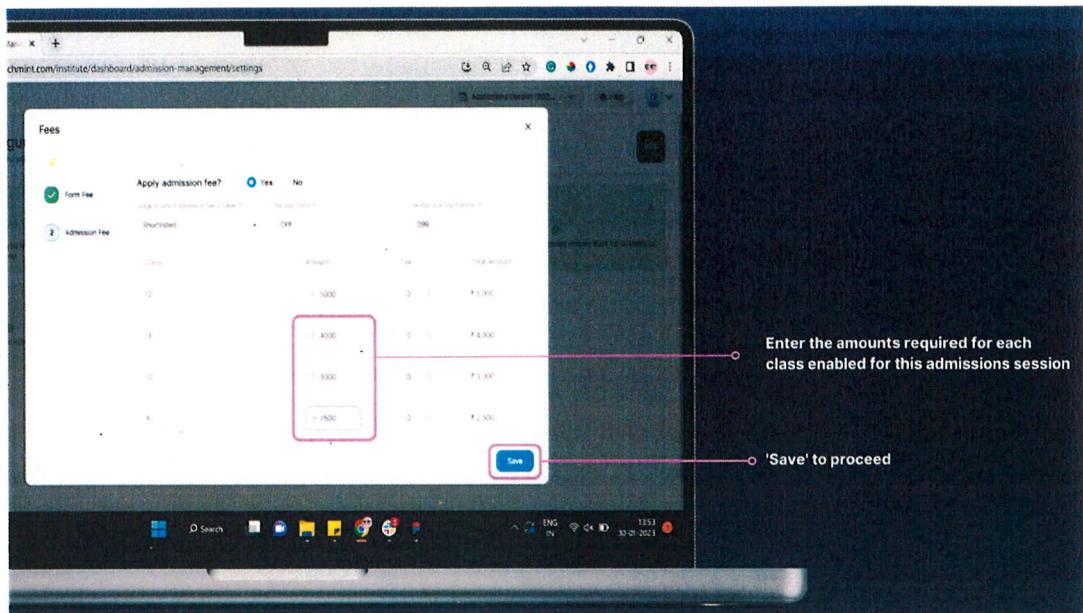
This step will help you set up the **form fees** applicable at different stages of the admission process. You can choose to enable or disable the form fees. Not just this, you will also have the provision to set individual amounts class-wise.



Step 09: Admission Fees

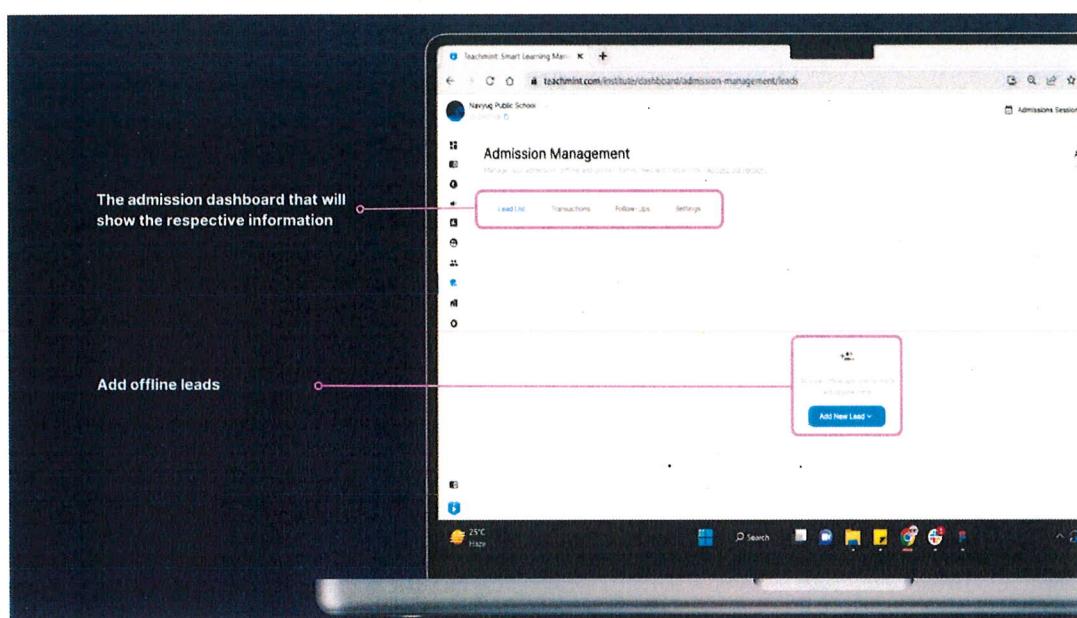
This step will help you set up the **admission fees** applicable. You can choose to enable or disable the fees to be paid at any lead stage (as seat booking charges). Not just this, you will also have the provision to set individual amounts class-wise.





Step 10: Final Dashboard

Upon setting up the fees, the admissions management dashboard will appear. This dashboard will host the **4 elements of tracking & monitoring required for any admin - Lead List, Transactions, Follow-ups & Settings.**



Admission Management Managing the Admission Process

- How do I manage the Leads?

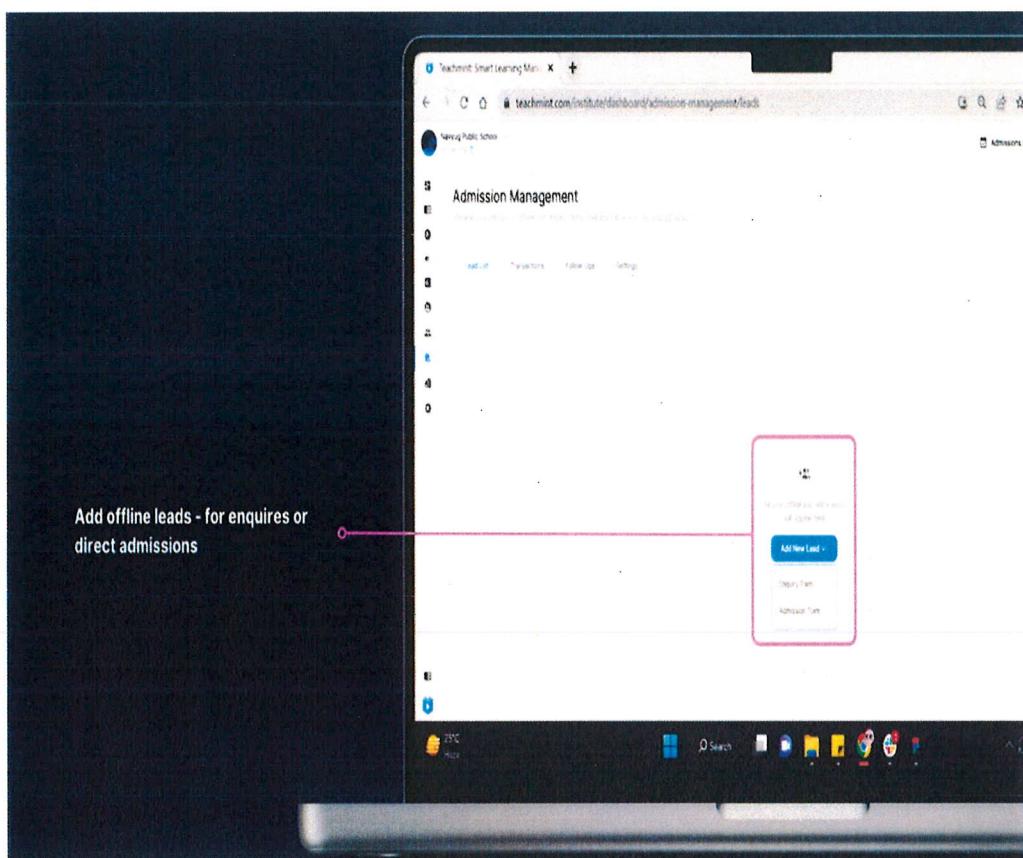
Managing Leads

Step 01

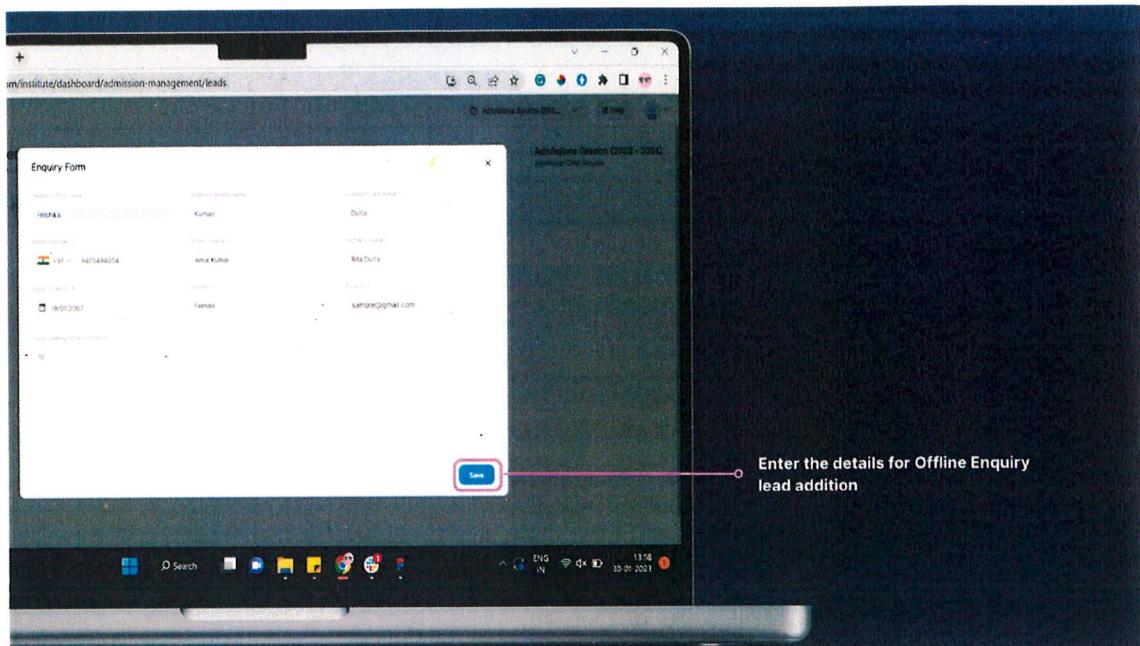
Leads can be added in 2 ways:

Method 1 - Offline

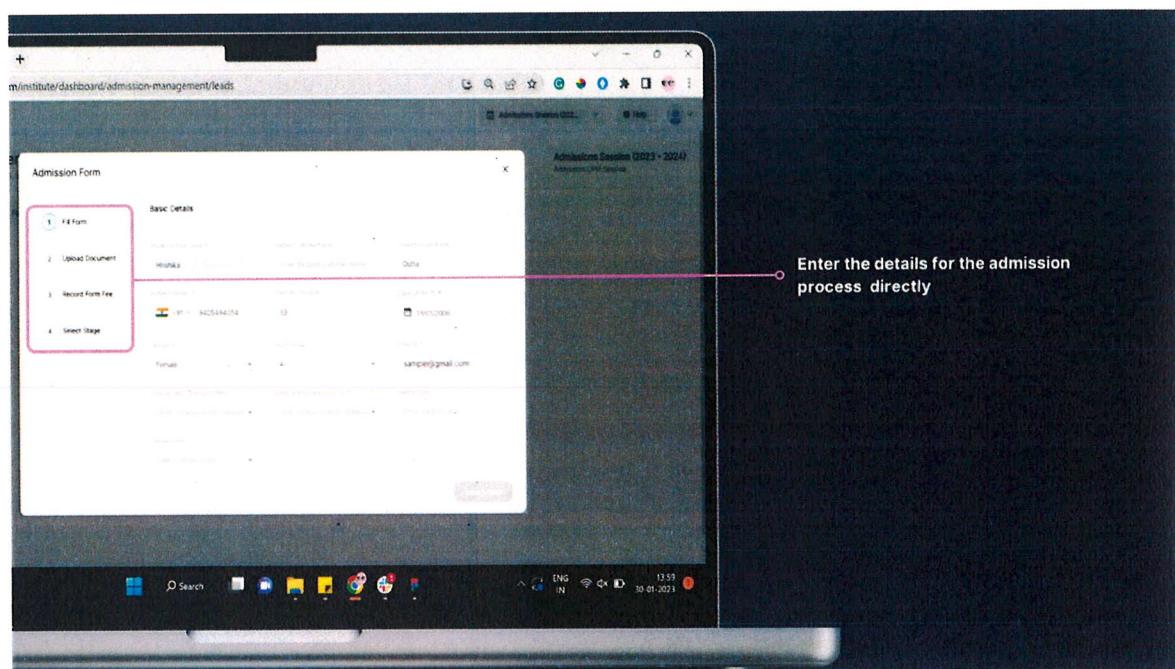
To add any lead offline, click on '**Add New Lead**'



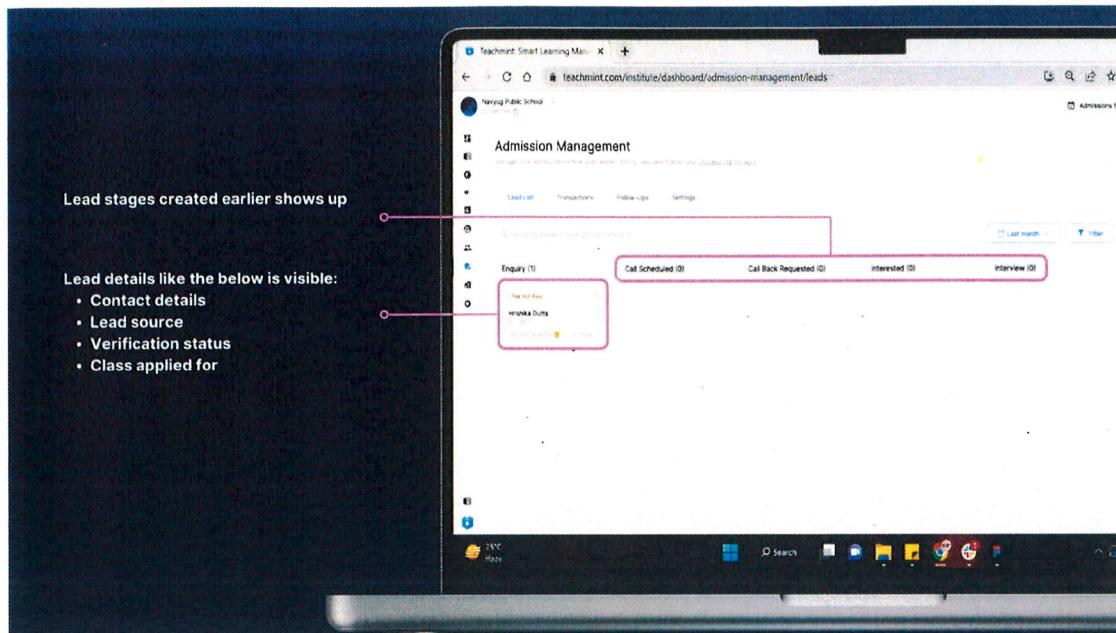
For inquiries: Add the details of the enquirer/lead in the form. Please note that all the details added by the Admin when setting up the process will be visible here.



For Admissions: Add the details of the enquirer/lead in the form. Please note that all the details added by the Admin while setting up the process will be visible here. Click on "Save & Next" to proceed to the rest of the admissions process.

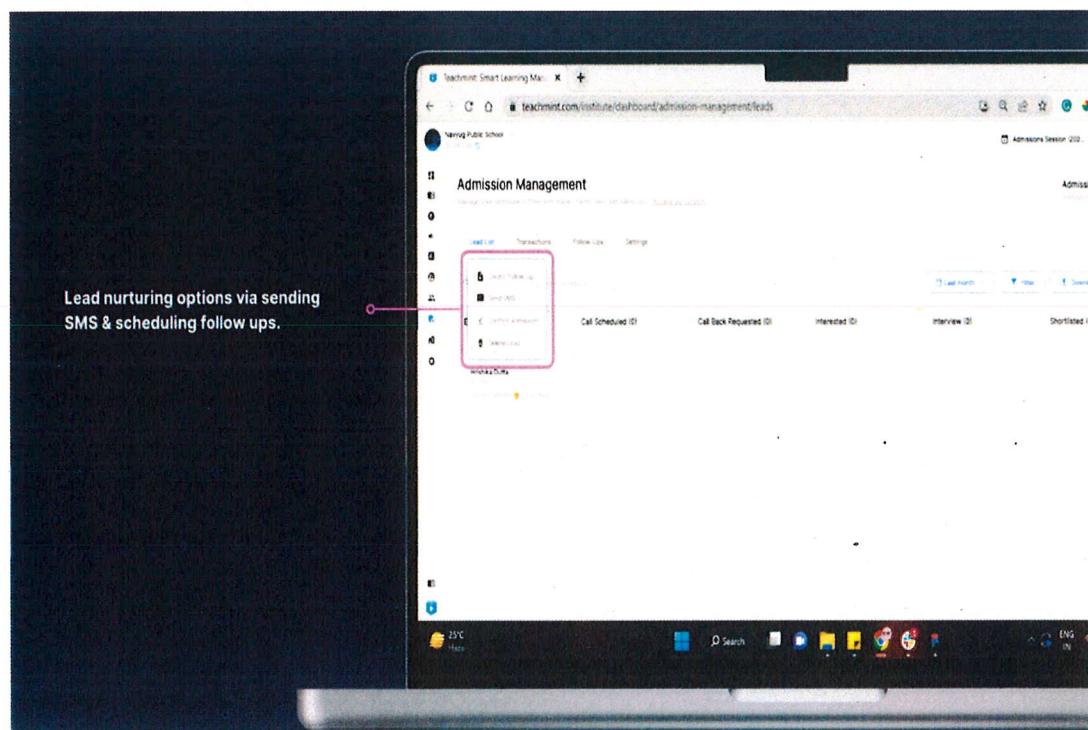


Lead Stages: Post adding the leads, they will appear inside the Lead List section.

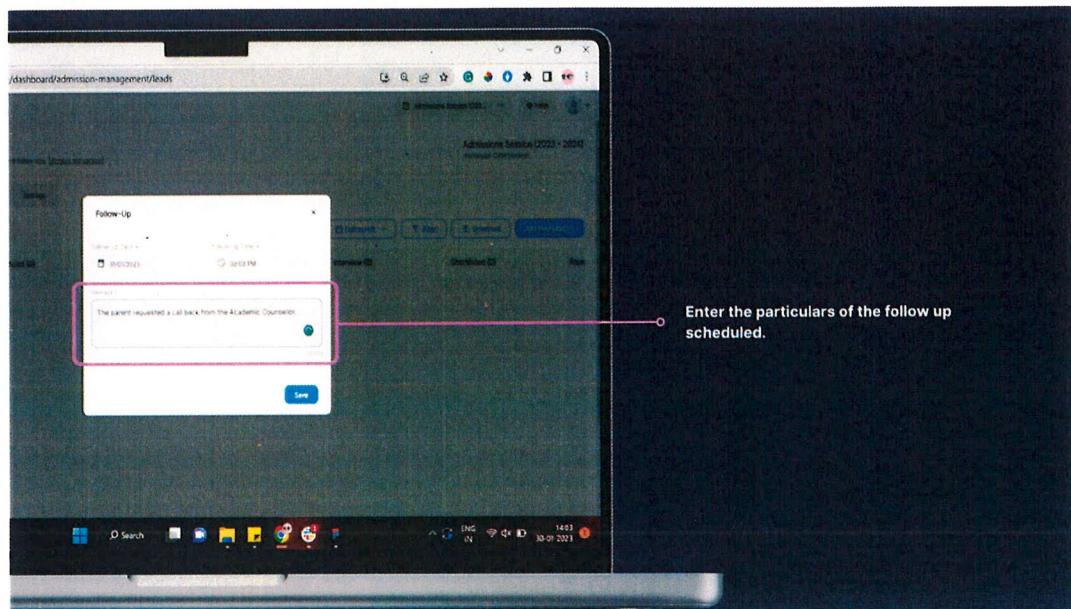


The other stages created by the admin during the portal creation will also show up on the same screen.

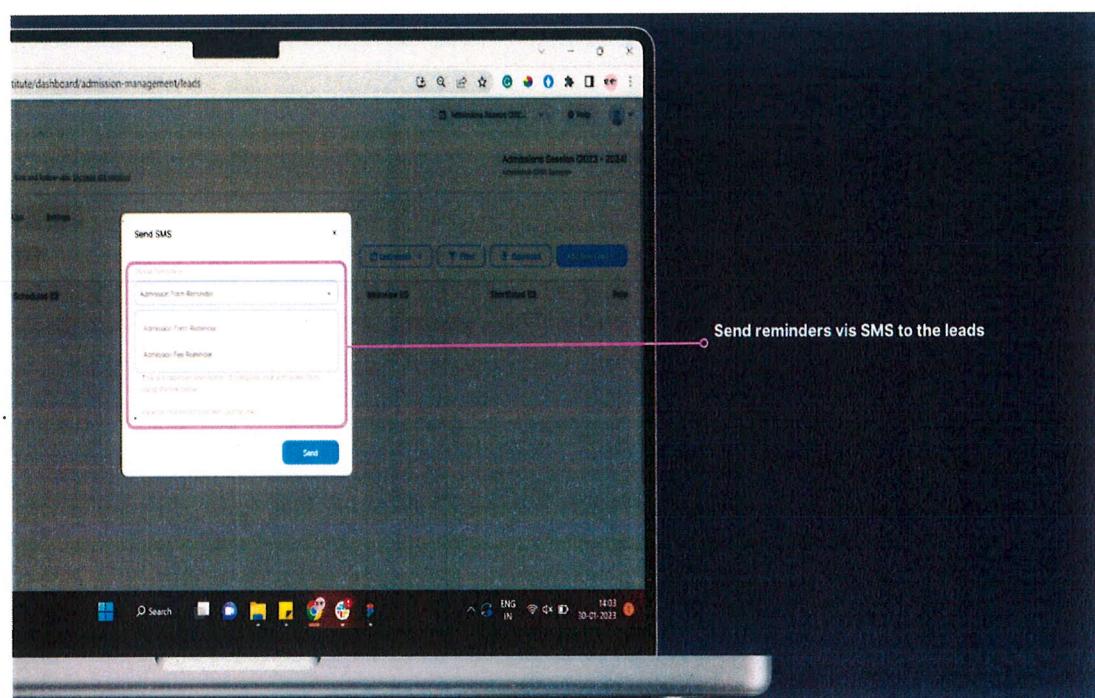
Lead nurturing: This step involves staying in regular touch with the potential leads to get them converted to students. This can be done by scheduling follow-ups or sending SMS reminders of the admission process.



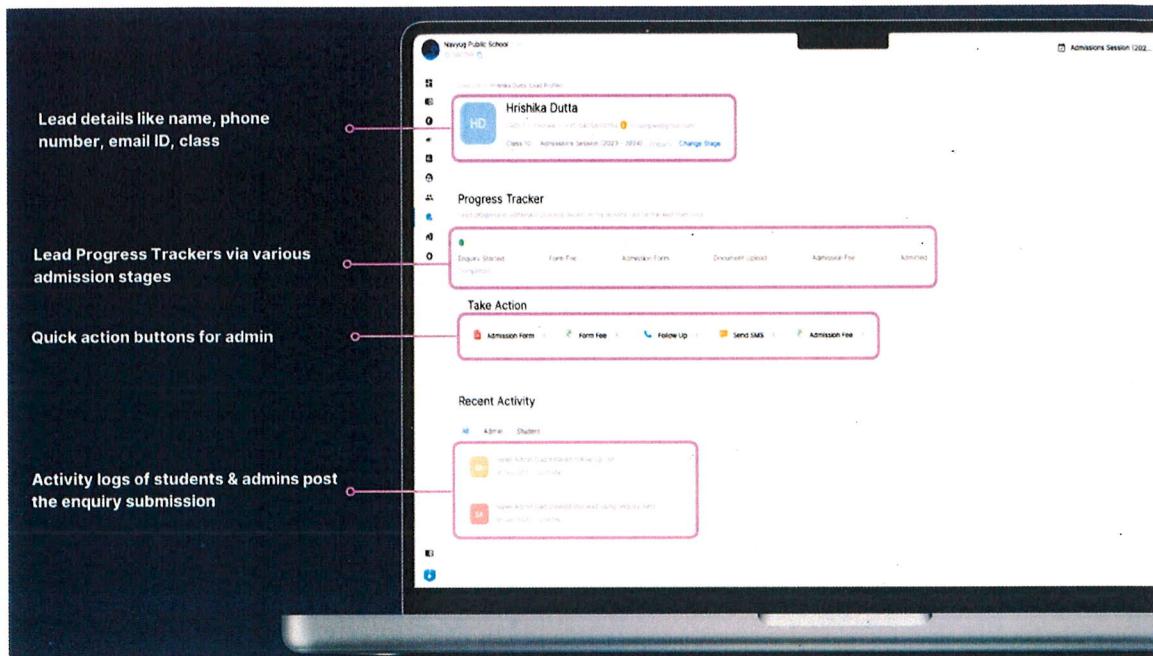
Lead nurturing (Follow-ups): This step involves an institute's academic counselors getting in touch with the prospective leads. This can be scheduled by the academic managers with specific messages at any stipulated date & time.



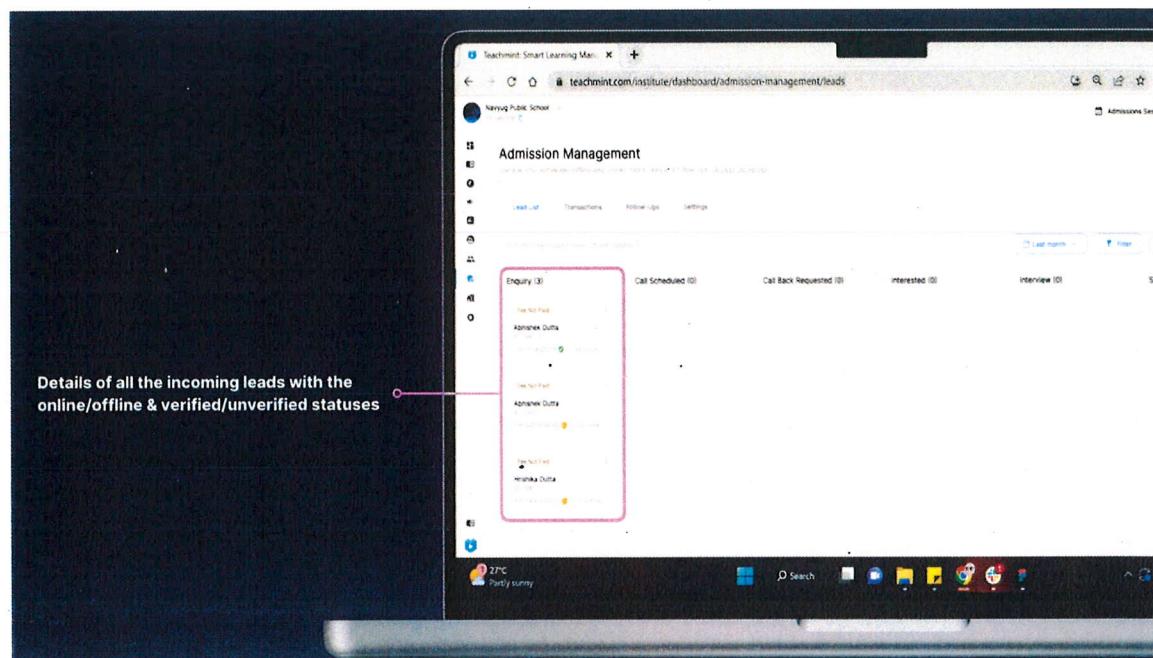
Lead nurturing (Reminder SMS): This function allows academic counselors or admin managers to remind the prospect leads of their pending admission forms or admission fee payment.



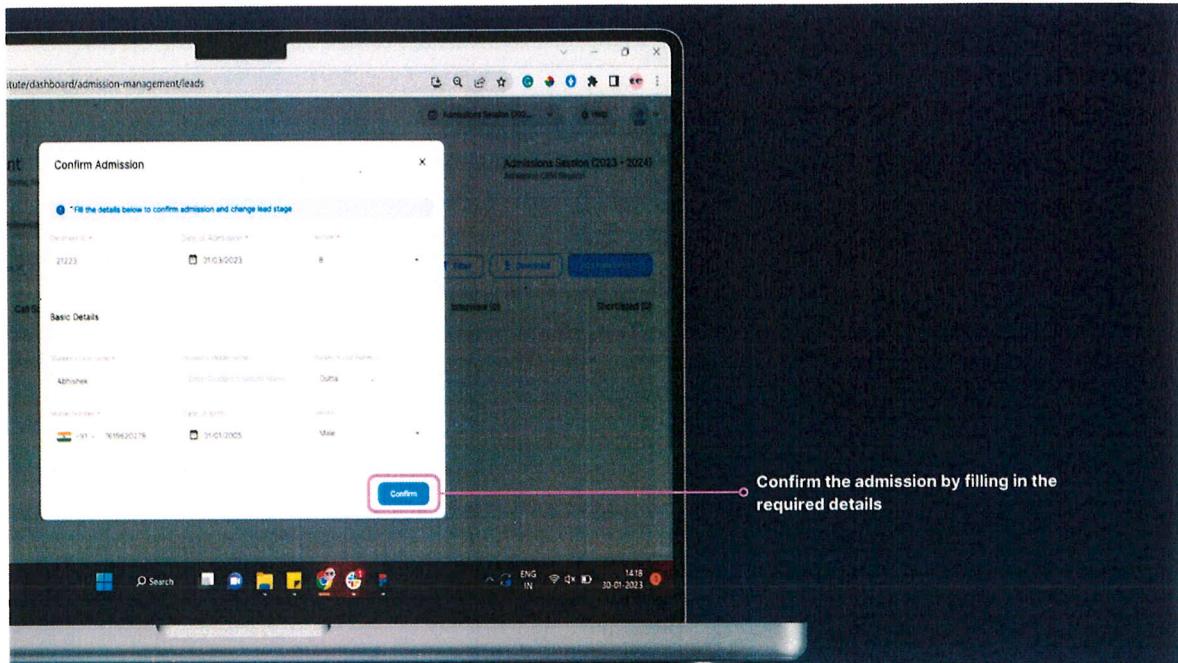
Lead details & progress: Click on any lead to see the details of that particular lead. This will include details like lead name, phone number, email ID, class applied for, lead progress, quick action buttons & most importantly, the activity logs of the admins & the students on the admission process.



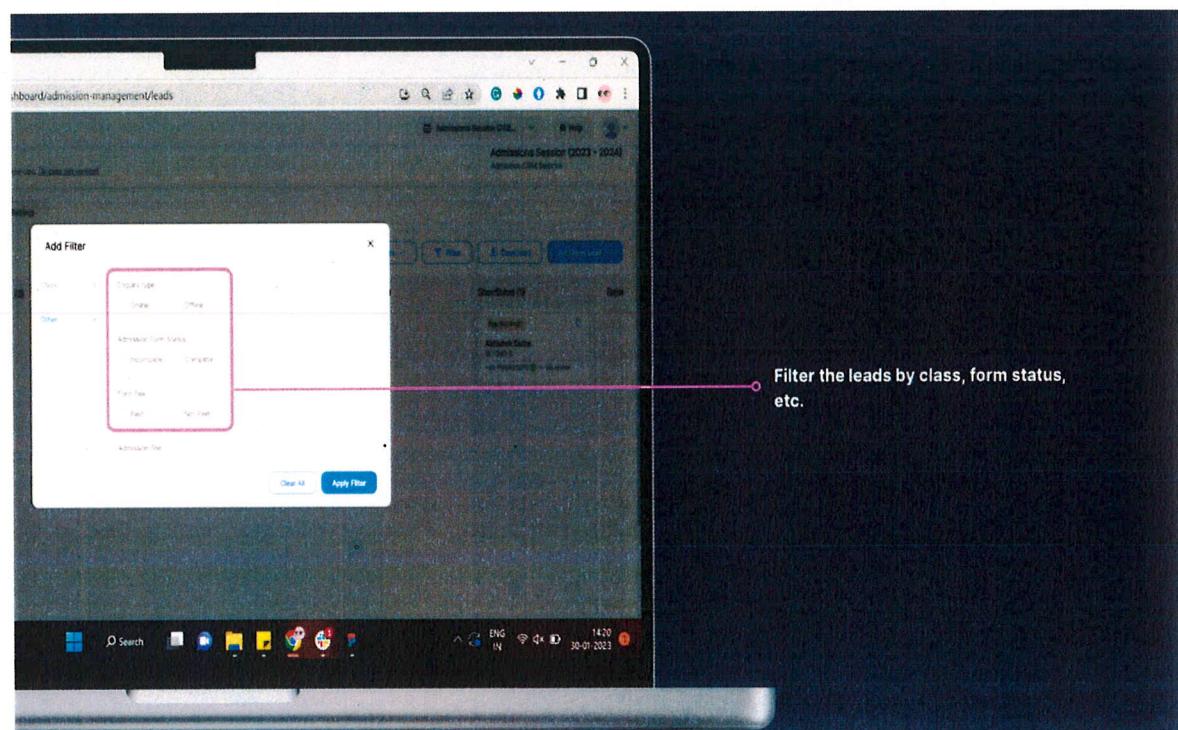
Lead list: This list will help an admin have a complete view of the incoming inquiries, their verification status, lead source, etc.



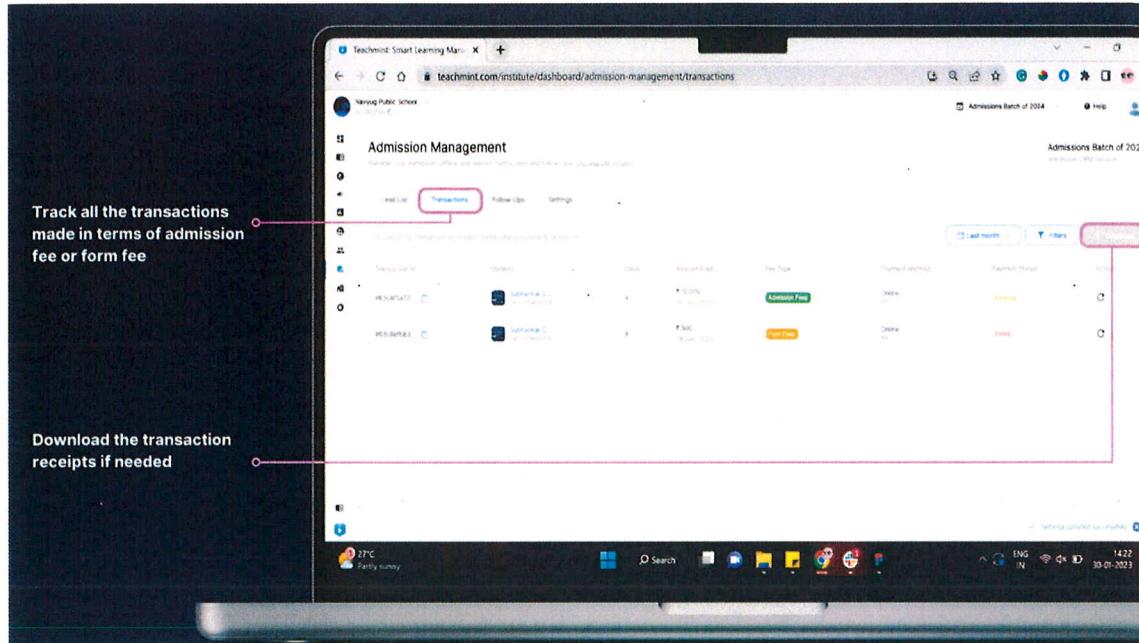
Lead confirmation: Upon completion of all the stages in the admission process, the academic manager can move the lead into confirm admission stage with the respective details filled in.



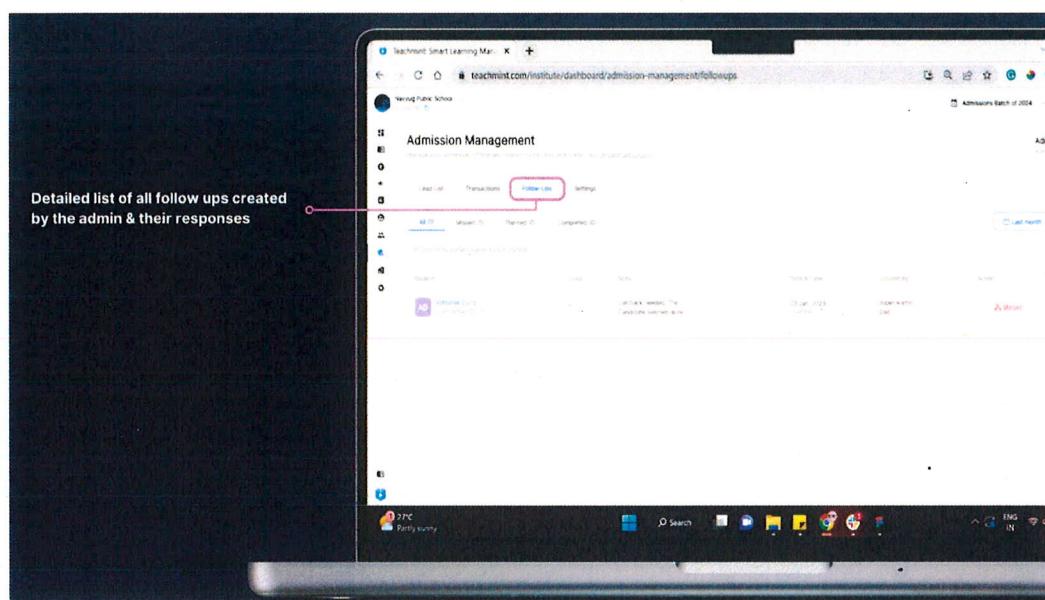
Lead Filtration: This function can be used to filter out the leads based on their classes, inquiry types, form status, fee status, etc.



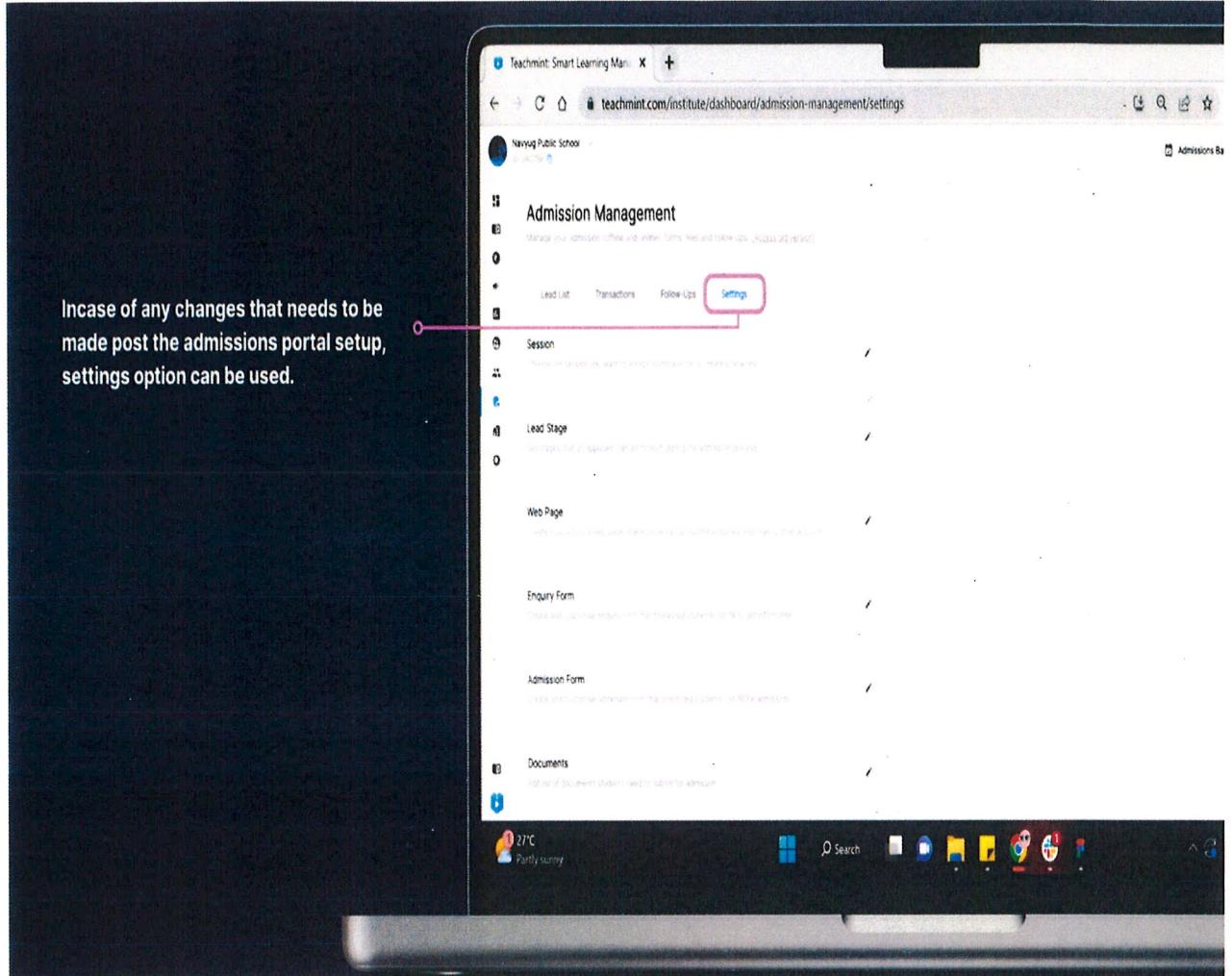
Transactions: This dashboard will show transactions made for the admission form & admission fees. This will give you information about the amount paid, fee type, payment method, etc.



Follow-ups: This will give an admin a complete view of all the follow-ups created & their current status.



Settings: This function will be used in case the admin or academic manager wants to make changes to the admission portal after it has been made live.

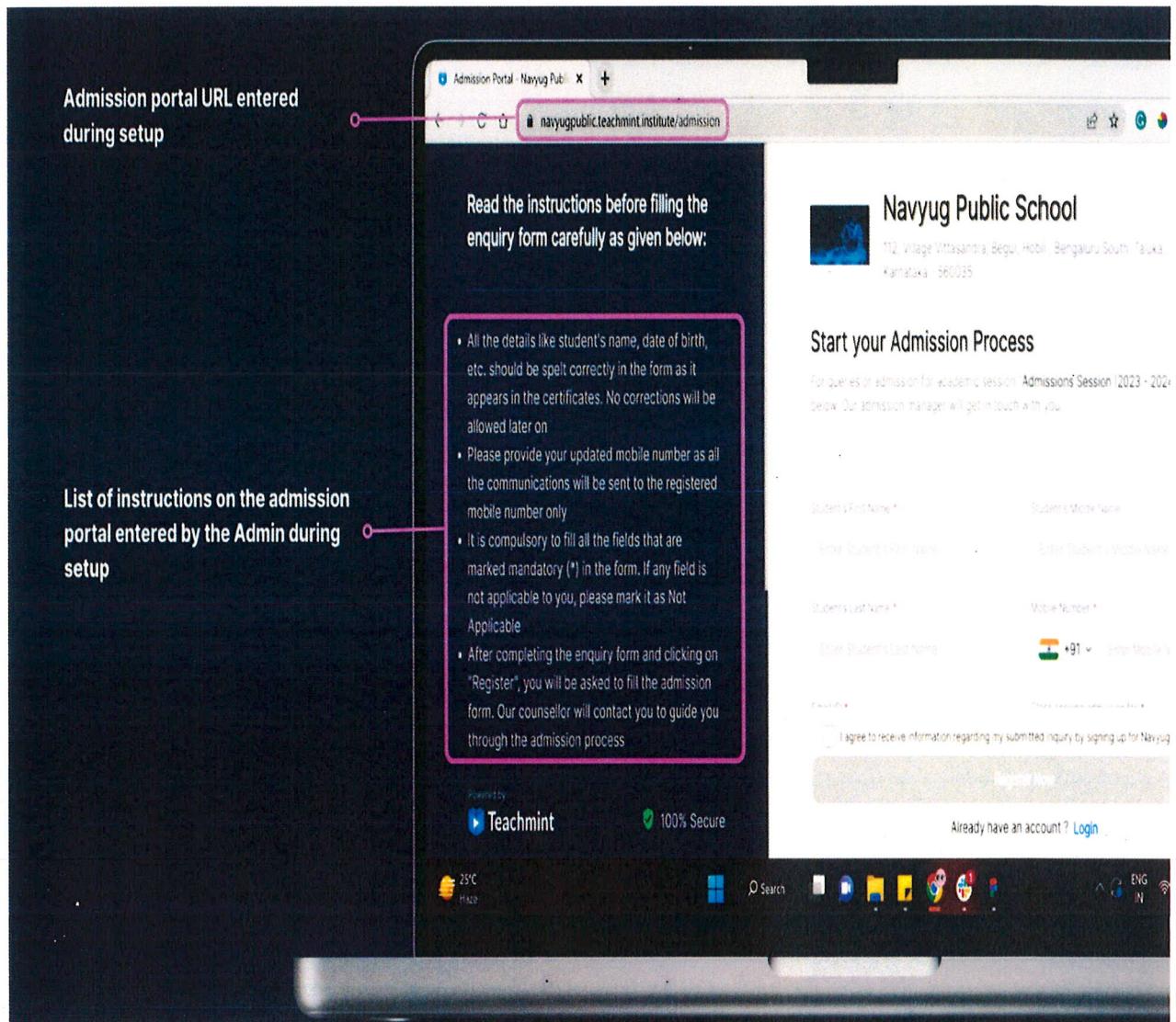


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Method 2 - Online Lead addition & user journey

Step 01

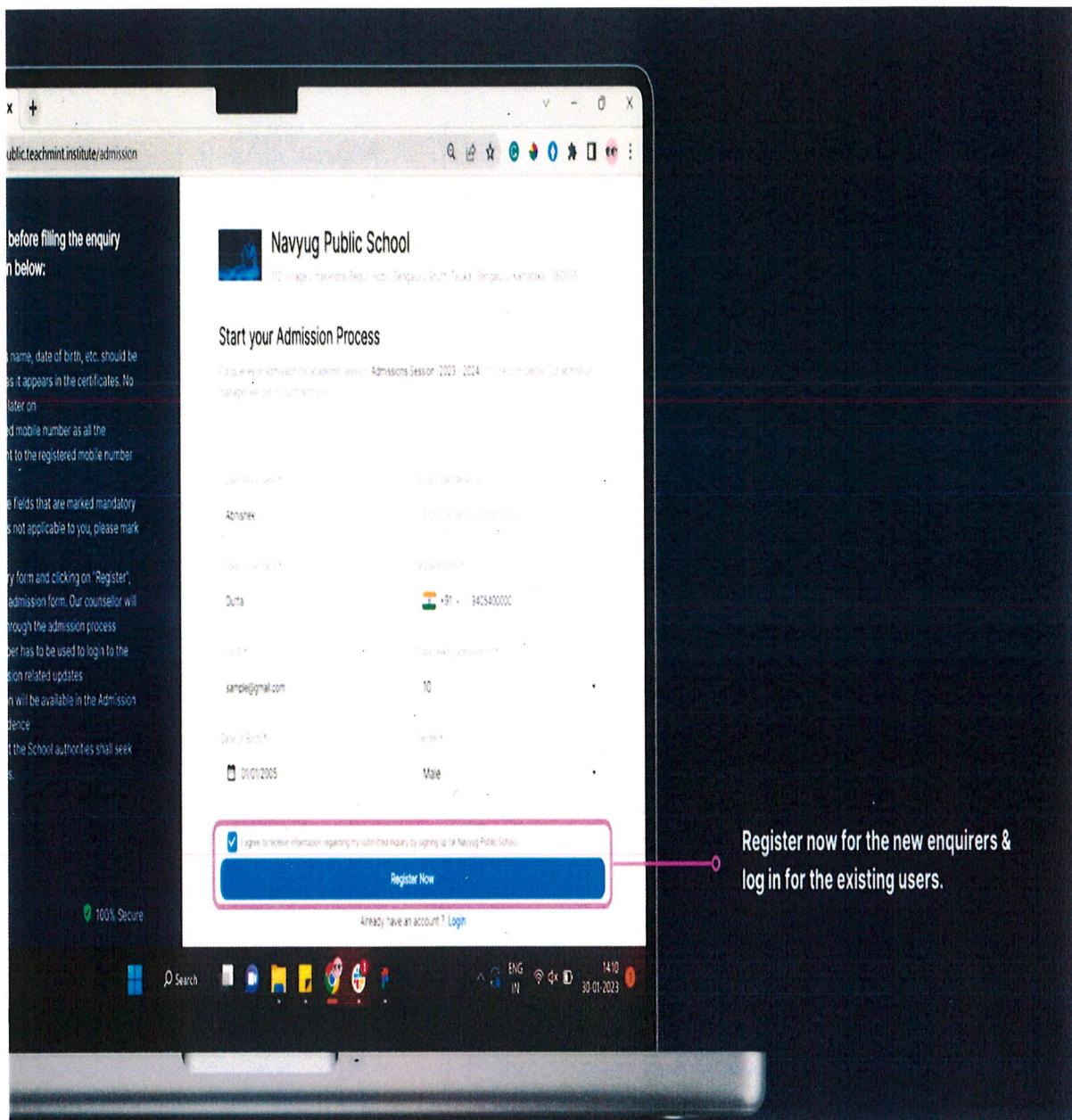
The journey begins with the user clicking on the admission portal URL. The user will be redirected to a landing page that will house the instructions set by the institute for the admissions process.



The user will enter the details on the admission window & will Register their inquiry. In the case of an existing user, he/she will use the login now option to check the status of his/her inquiry.

Step 02

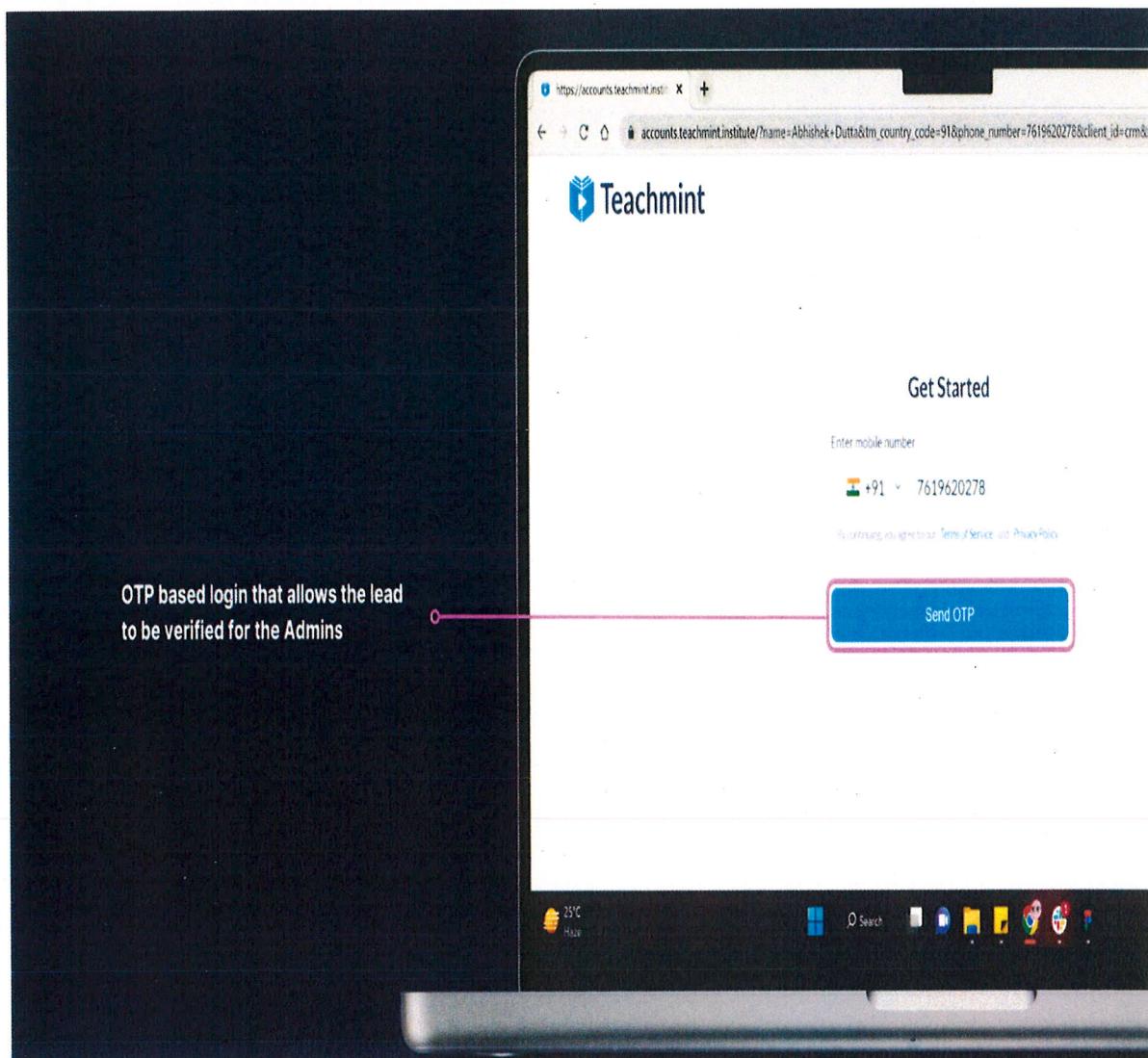
The user will enter the details on the admissions window & will register their inquiry. In the case of an existing user, he/she will use the login now option to check the status of his/her inquiry.



Step 03

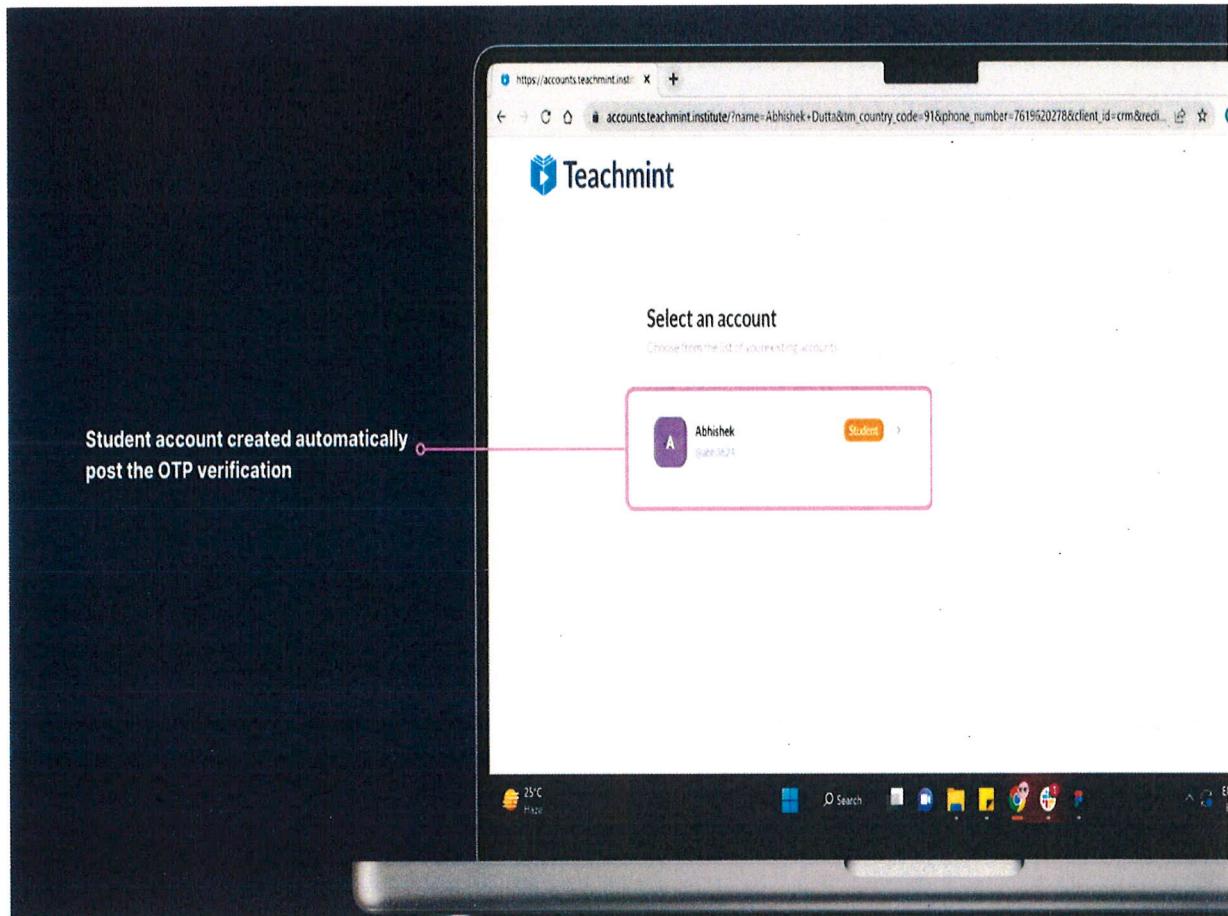
Upon registering, the user will enter the registered number & the OTP shared across this number. Now this will work in 2 ways -

- 1) For the users, will be logged into their profile to check/continue the admission process,
- 2) For the admins, upon OTP verification, the lead gets a verified tag on the lead list.



Step 04

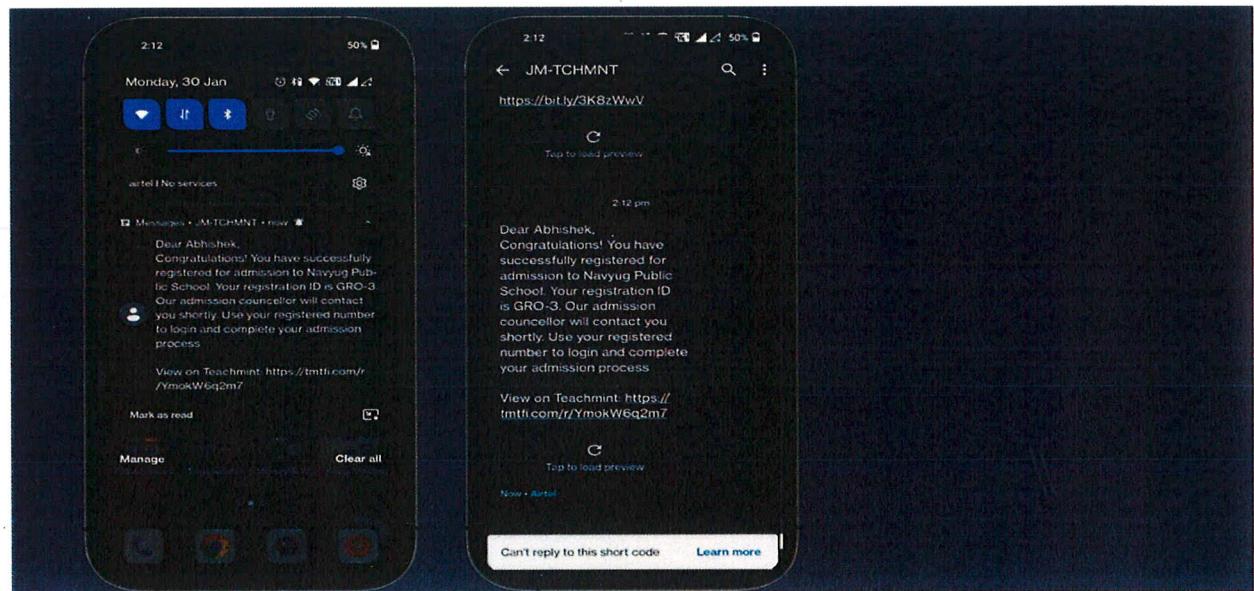
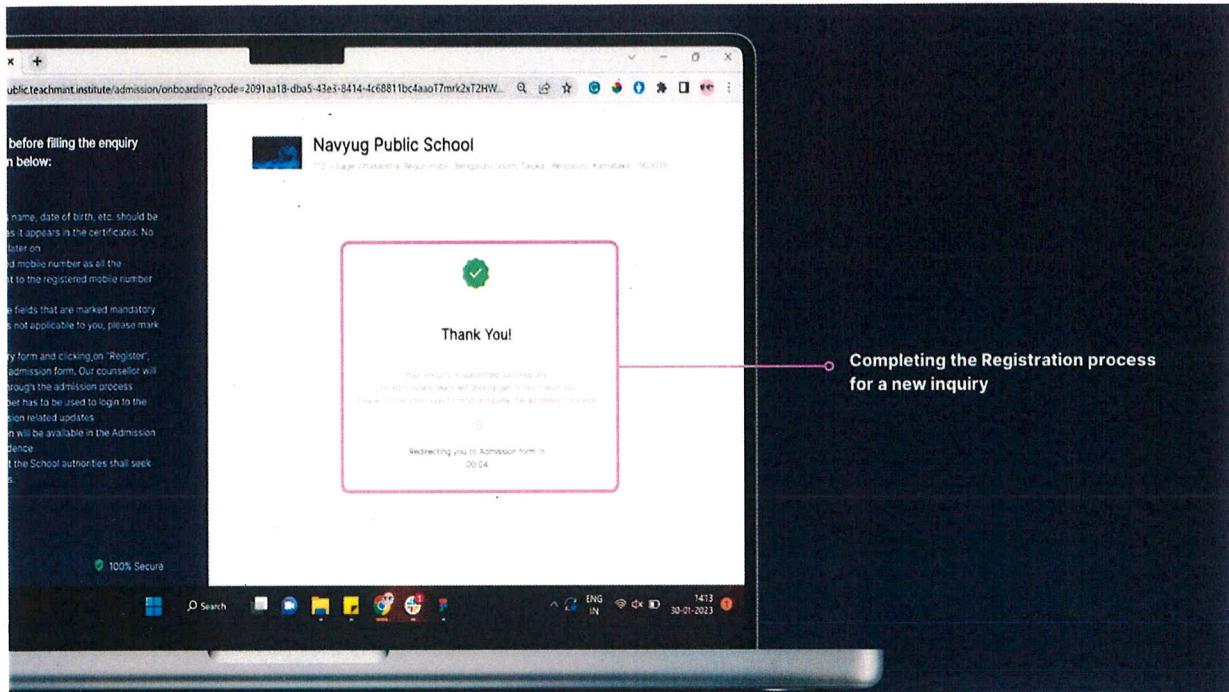
A student account will be created automatically by Teach mint. In case of multiple inquiries from different numbers, multiple accounts will be created with the respective names. Please select the profile to proceed.



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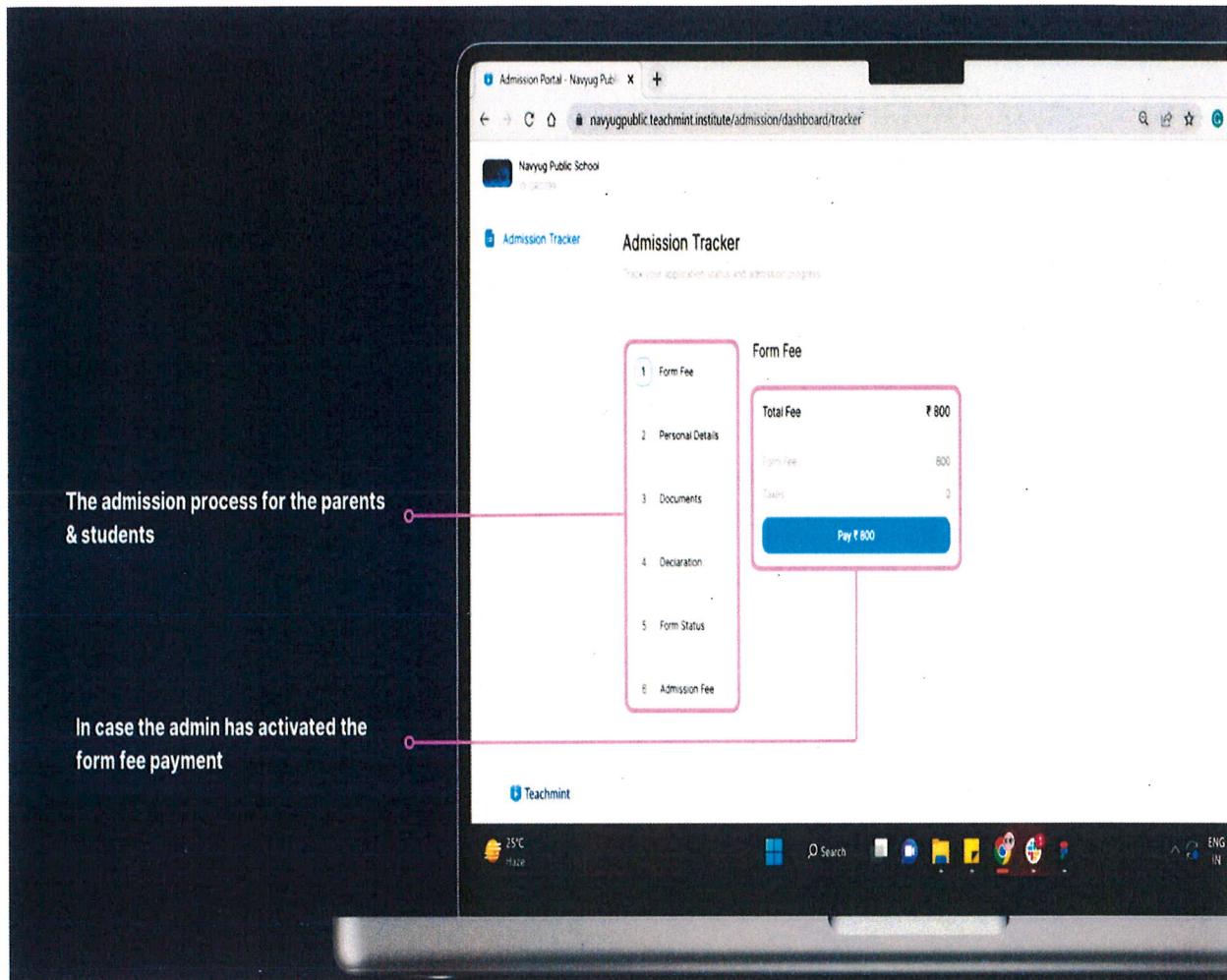
Step 05

The inquiry will now be registered & the user will receive an SMS stating that the inquiry has been registered with the respective School.



Step 06

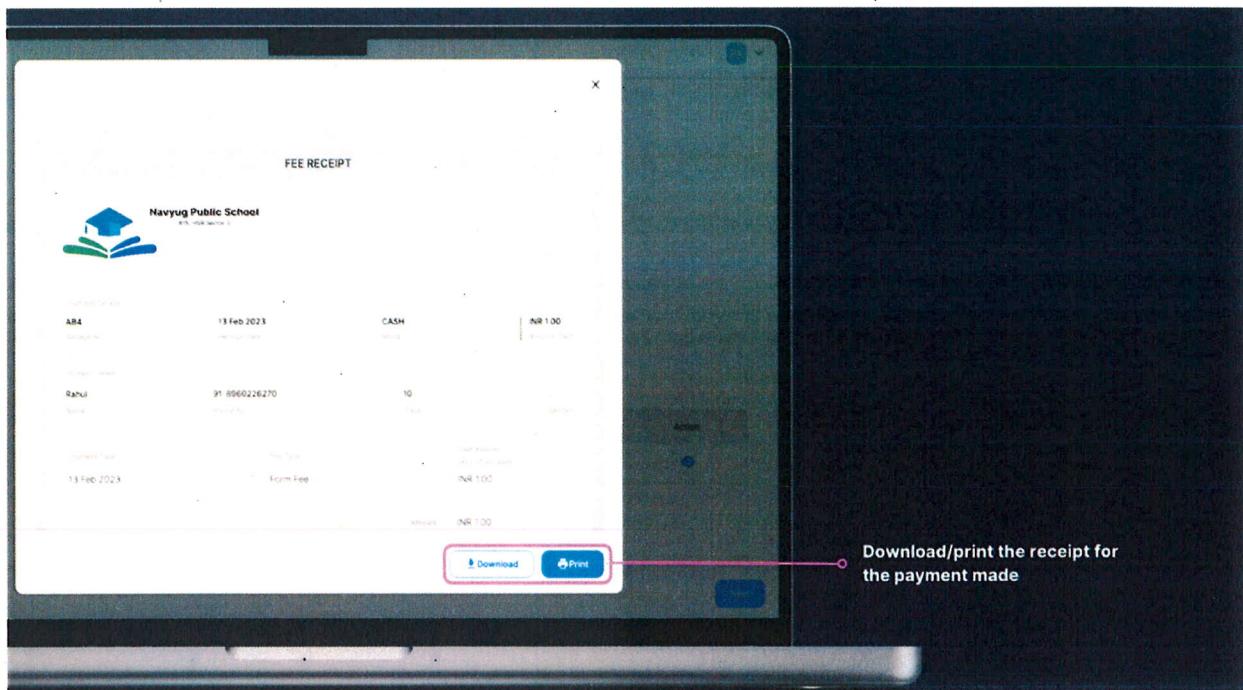
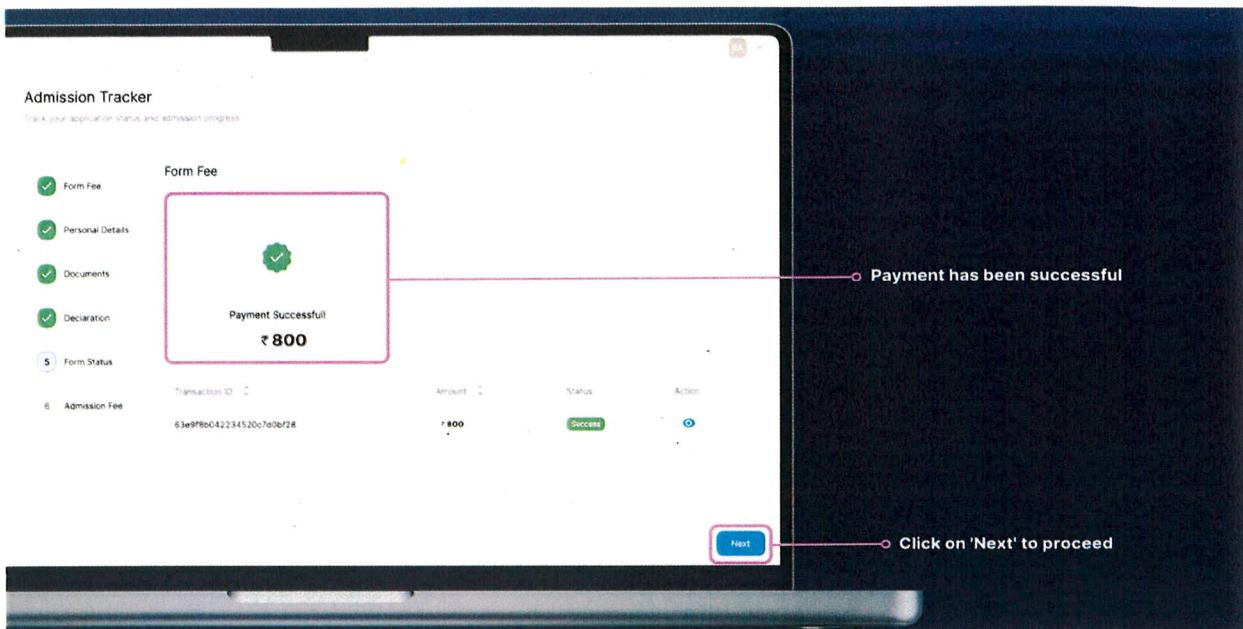
The admissions tracker on the user side will automatically be redirected from the thank you page. This will host the entire process that the user needs to follow for the admission to be successfully completed.



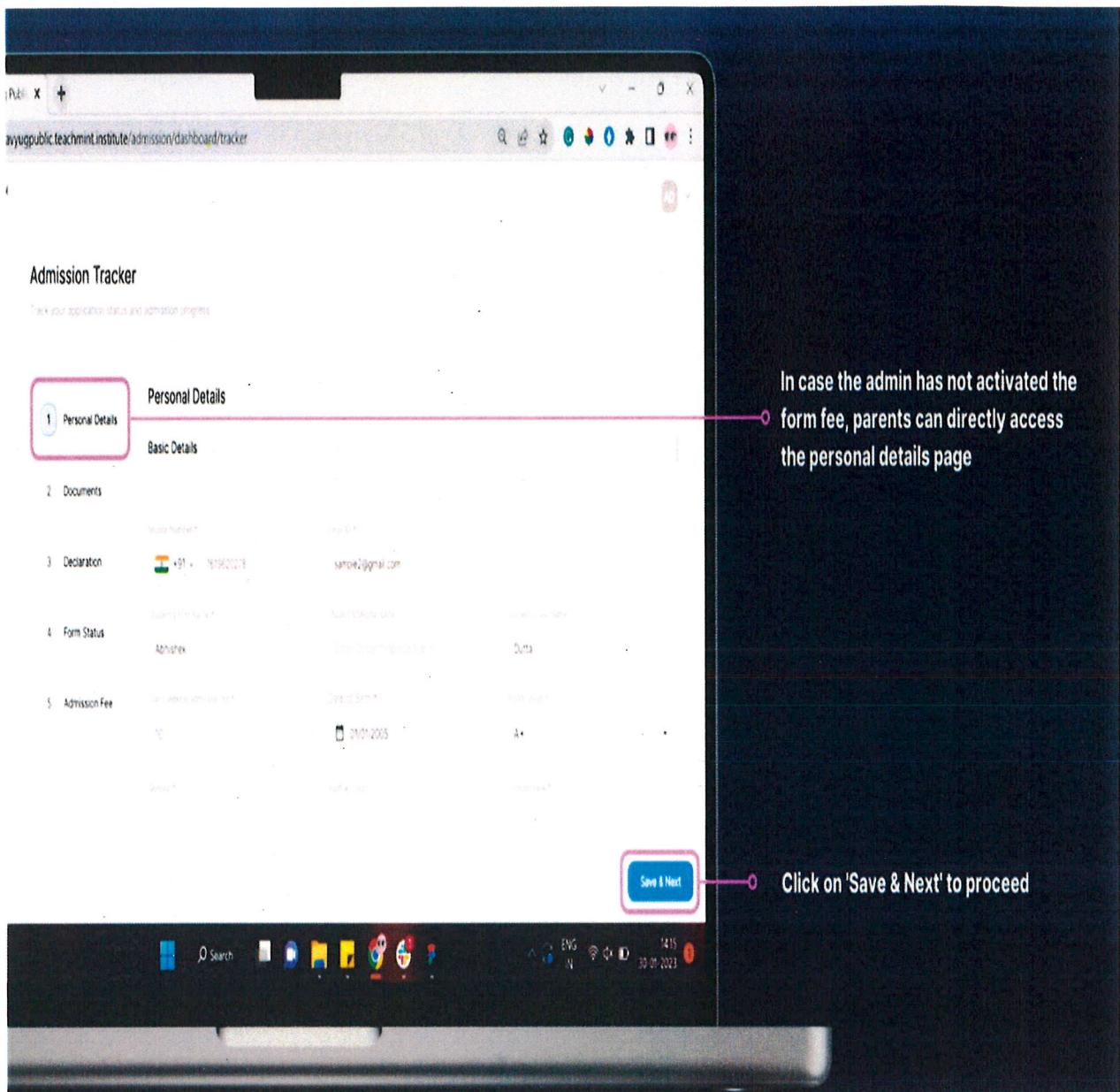
In case the admin has activated the inquiry fees, the payment option will be activated; else the user can directly enter the personal details page. In the first case, the user needs to pay the designated amount to continue ahead whereas in the second case, the user can directly continue the journey by entering the personal details.



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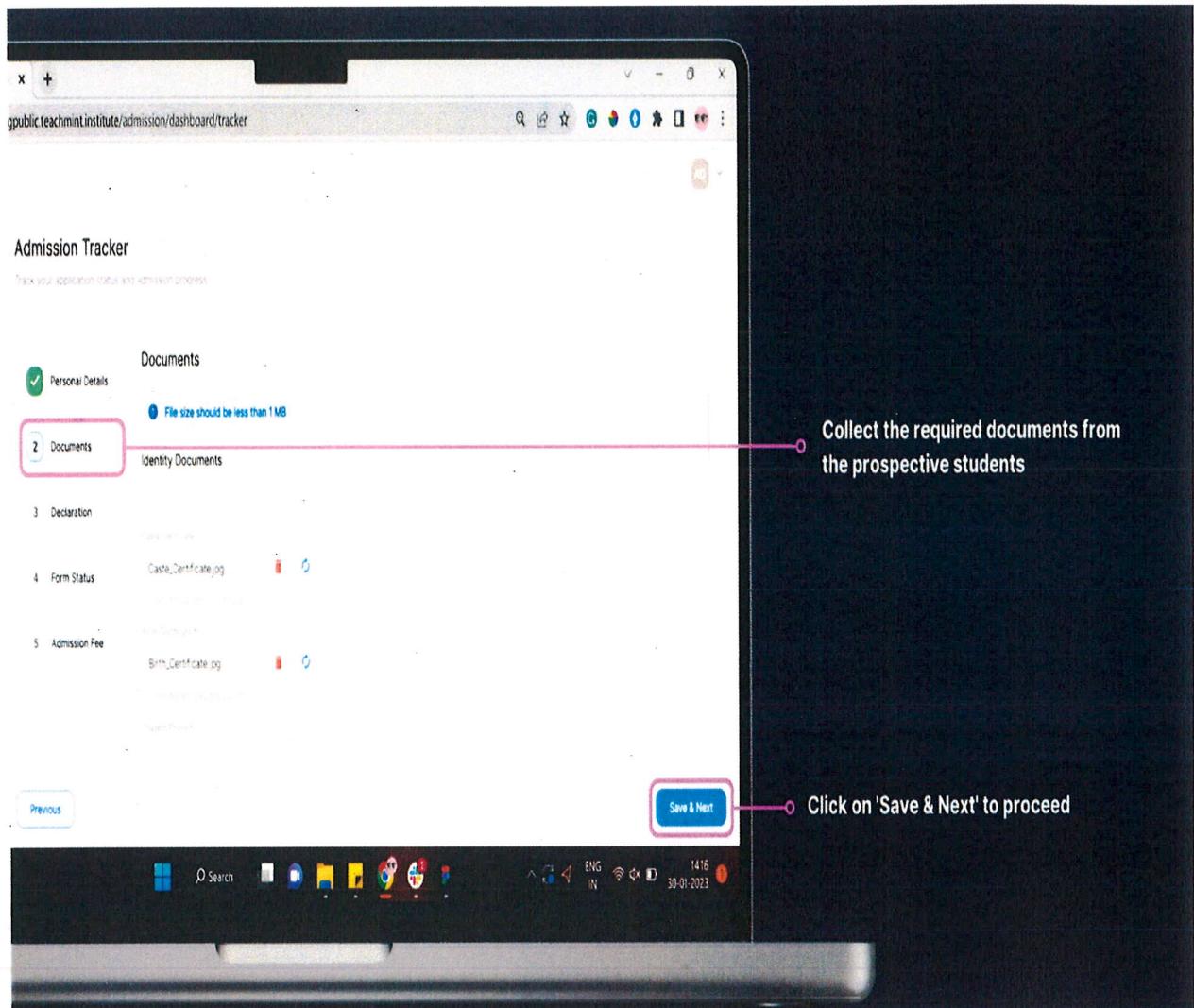



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Kota Marg, Ralpur (C.G.)

Step 07

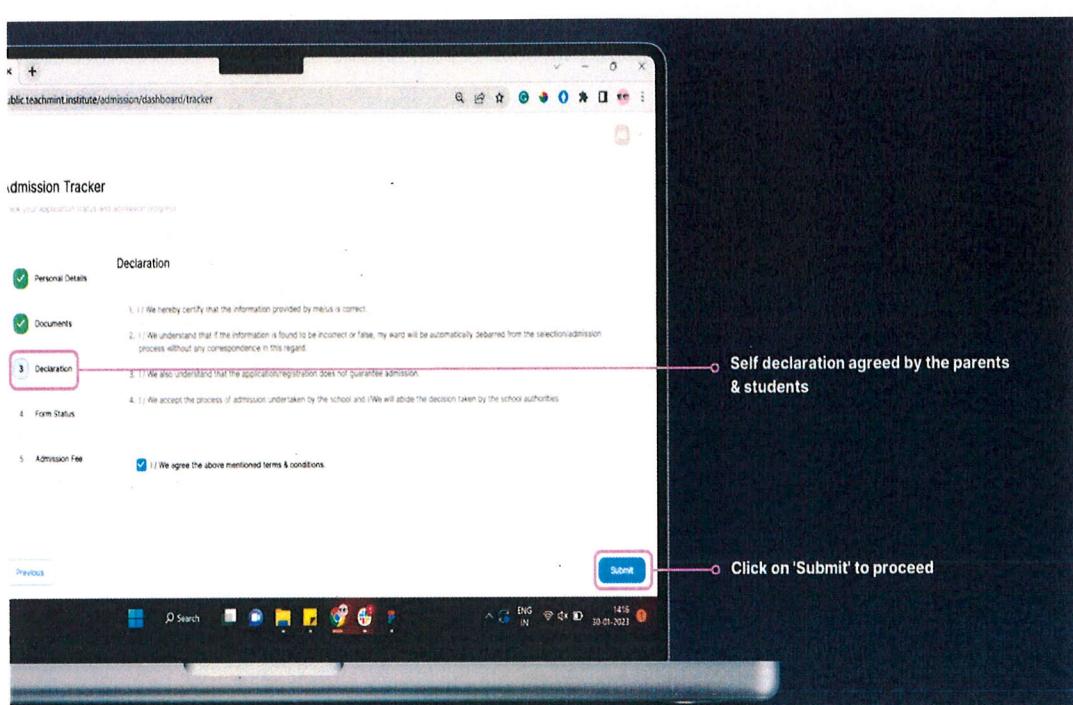
The user will now need to upload the respective documents in JPEG, PDF, or PNG formats. Click on 'Save & Next' to proceed.



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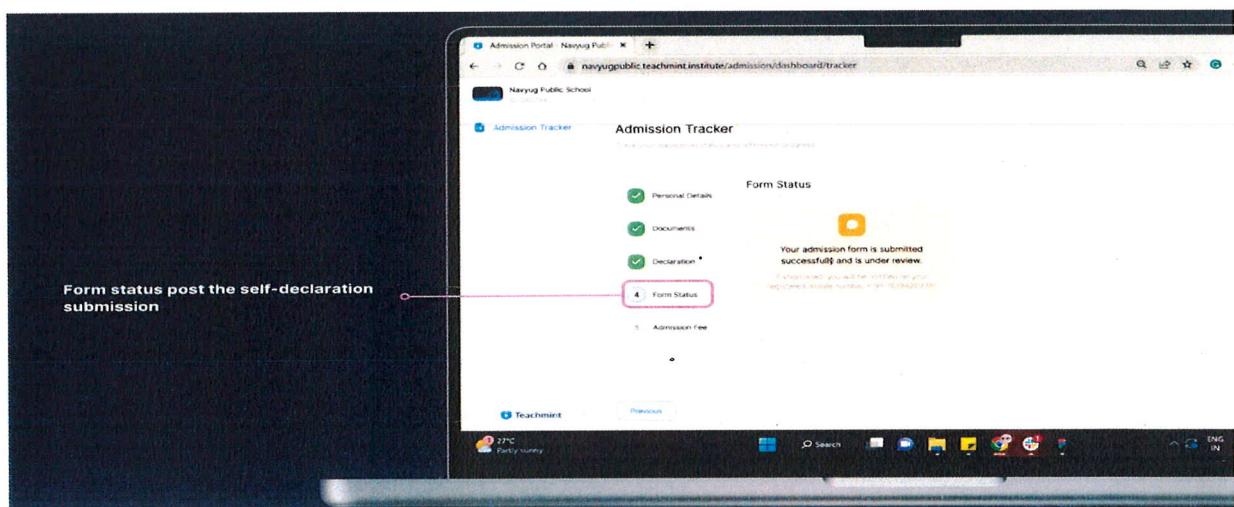
Step 08

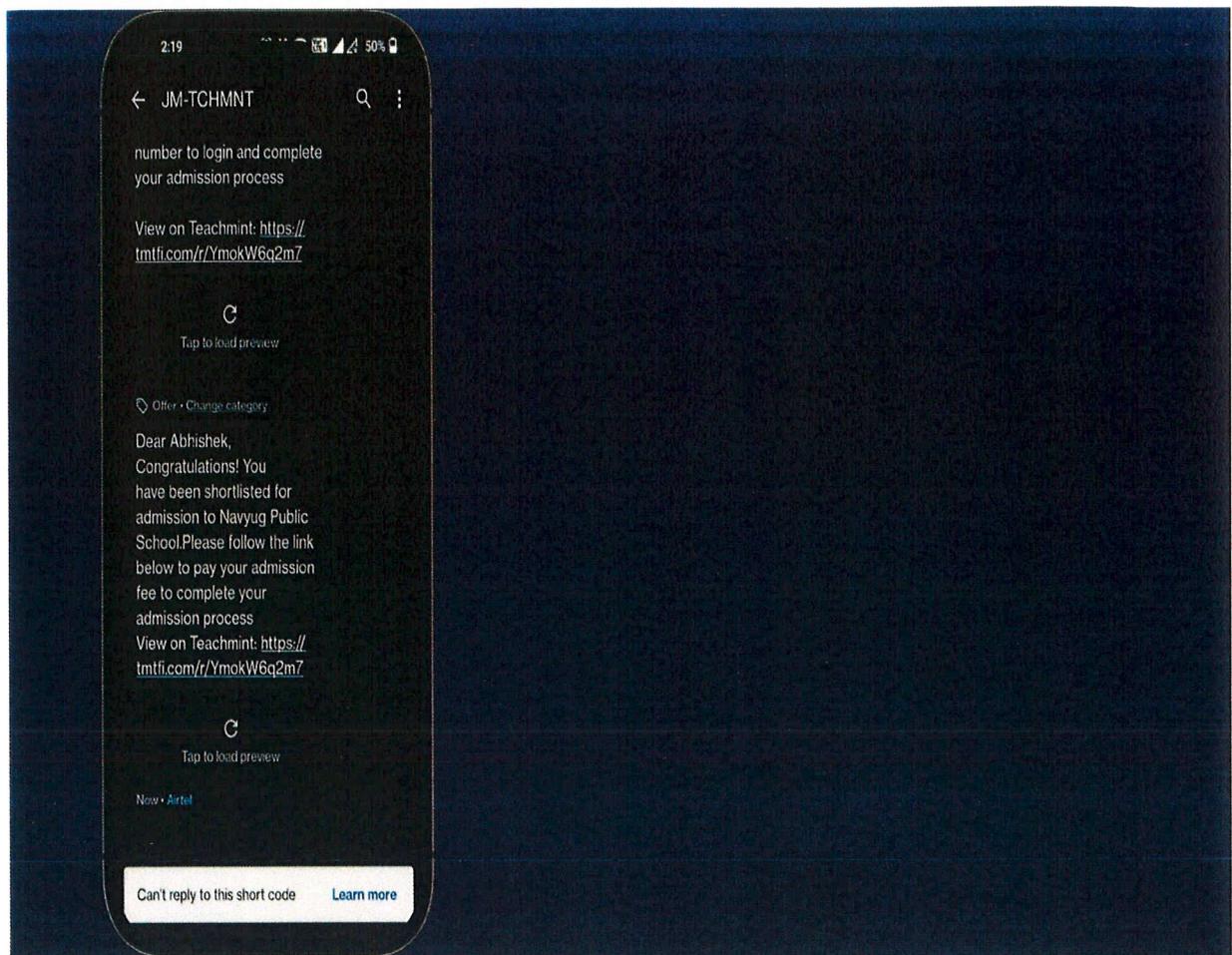
A self-declaration needs to be agreed upon by the user to proceed ahead.



Step 09

The form will now be reviewed by the academic counselors to either accept or reject the candidate based on the details entered above.





Step 10

In case of a confirmed admission, the user will now be needed to pay the admission fees, if activated by the admin, to close the admission process.

Fee Management

- How to Configure Fee Management on Teach mint Integrated School Platform
Fee Configuration

The fees module is one of the important modules for any school management. Setting up a dynamic structure, sending alerts & notifications, collecting fees online & offline, generating receipts & having a complete view of all transactions made are some of the real-time use cases of our Fee Management module.

This module will help you :

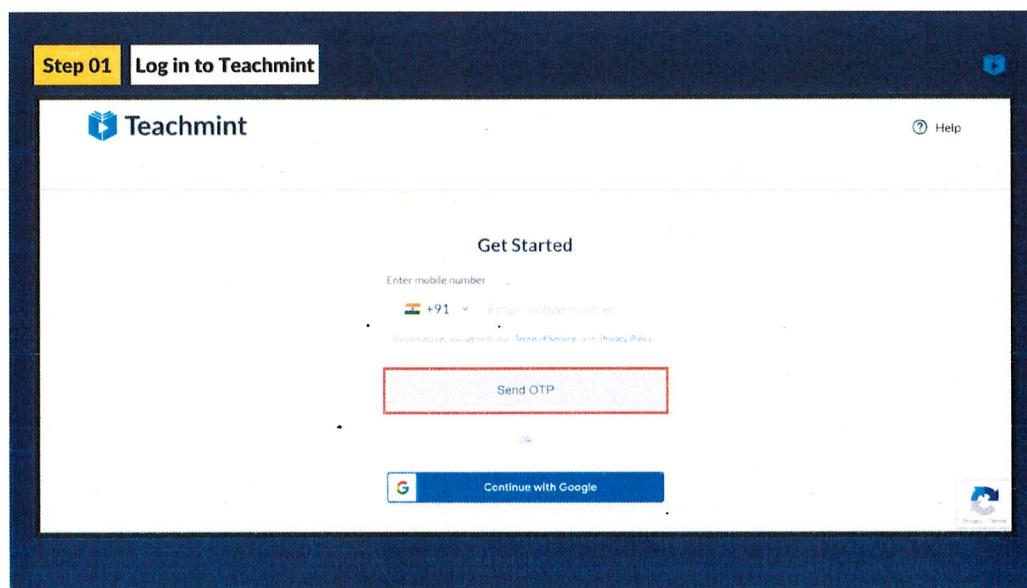
- Set up a dynamic fee structure
- Set up the discount categories
- KYC & Payment Gateway Integration
- Fee Collection
- Reminders & notifications
- Receipt Generation
- Transaction Reports & payment statuses

With all of these dynamic features, your institute's fee management can be the ideal one.

Every Institute has several sets of fee structures applicable based on classes, gender, or various other social categories. It is very important for every institute to set up or configure the right fee structures for the right group of students. Let us see how you can configure the fee structure for your institute on the **Teachmint Integrated School Platform**.

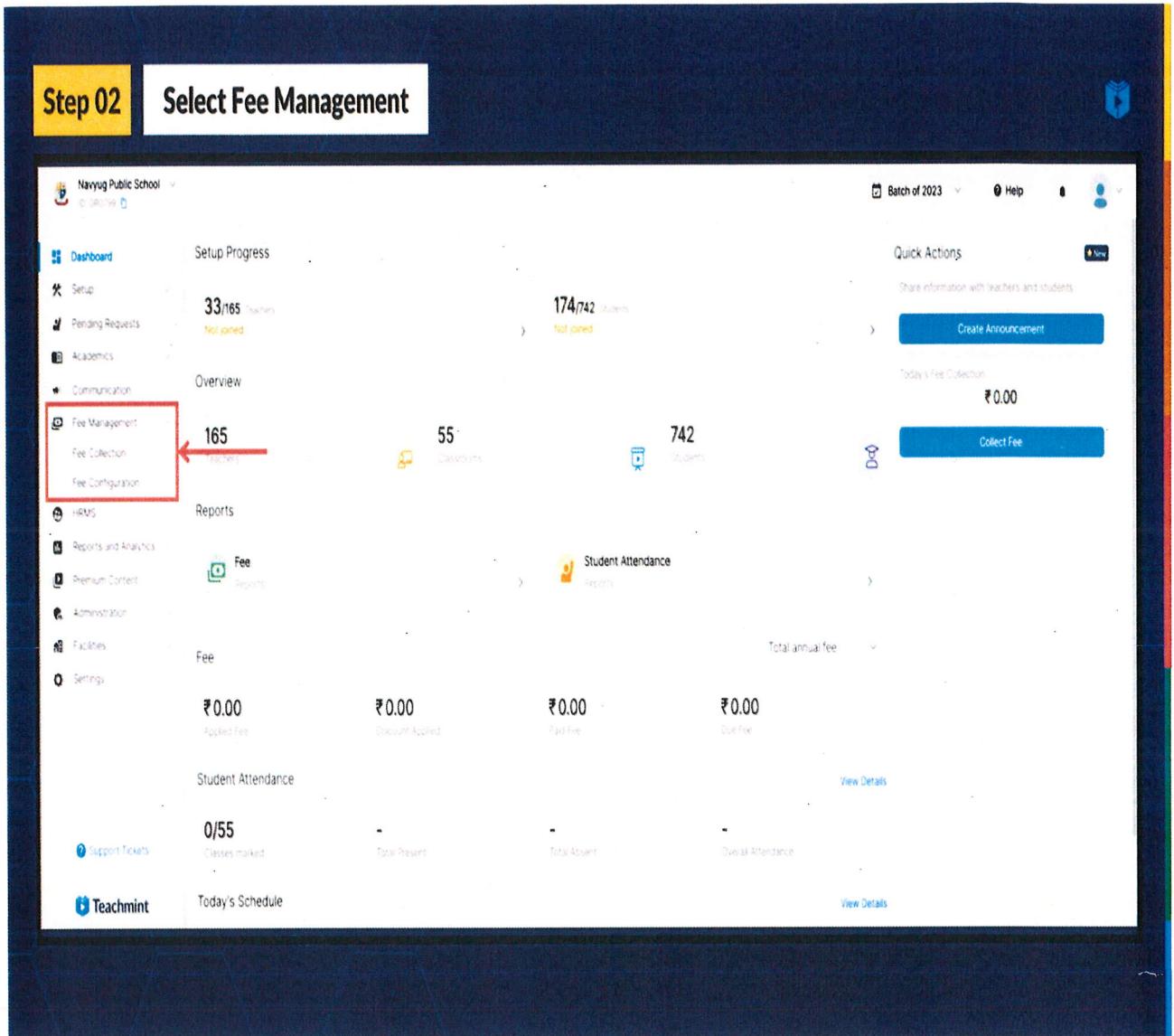
Step 01:

Log in to the Admin account on Teachmint.com.



Step 02:

Select the **Fee Management** option from the feature list of your Admin Dashboard.

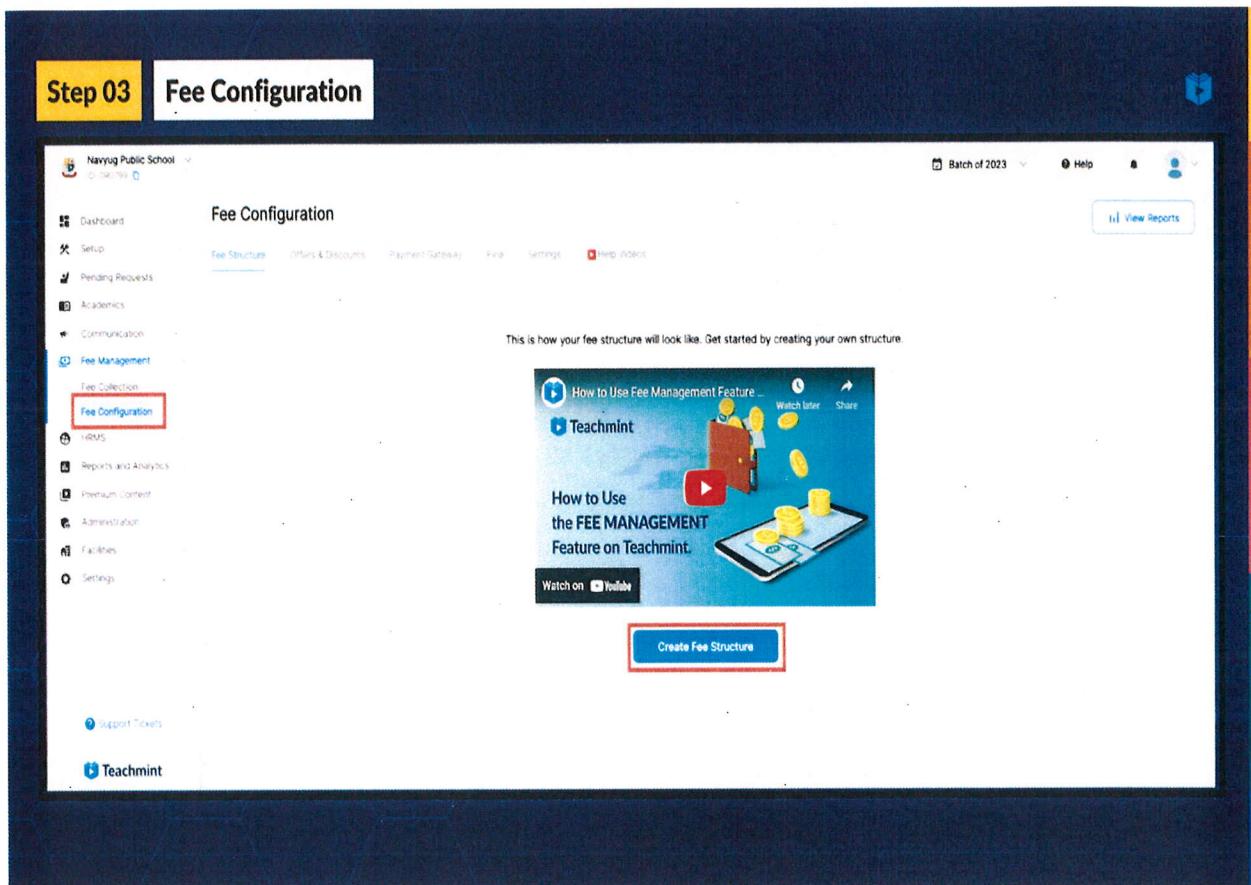


The screenshot shows the Teachmint Admin Dashboard for 'Navyug Public School'. A red arrow points to the 'Fee Management' option in the sidebar menu, which is highlighted with a red box. The sidebar also lists other options like 'Setup', 'Academics', 'Communication', 'HRMS', 'Reports and Analytics', 'Premium Content', 'Administration', 'Facilities', and 'Settings'. The main dashboard area displays various school statistics: 33/165 Teachers (Not joined), 174/742 Students (Not joined), 55 Classrooms, 742 Students, and a 'Total annual fee' of ₹0.00. It also includes sections for 'Student Attendance' (0/55 Classes marked, Total Present, Total Absent, Overall Attendance), 'Today's Schedule' (View Details), and 'Quick Actions' (Create Announcement, Collect Fee).


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Step 03:

Select **Fee Configuration** from the Fee management dropdown. As the name suggests, this section will allow you to set up the Fee structure including the discounts, fines, receipt settings, etc. for your institute. Click on **create new structure** to begin.



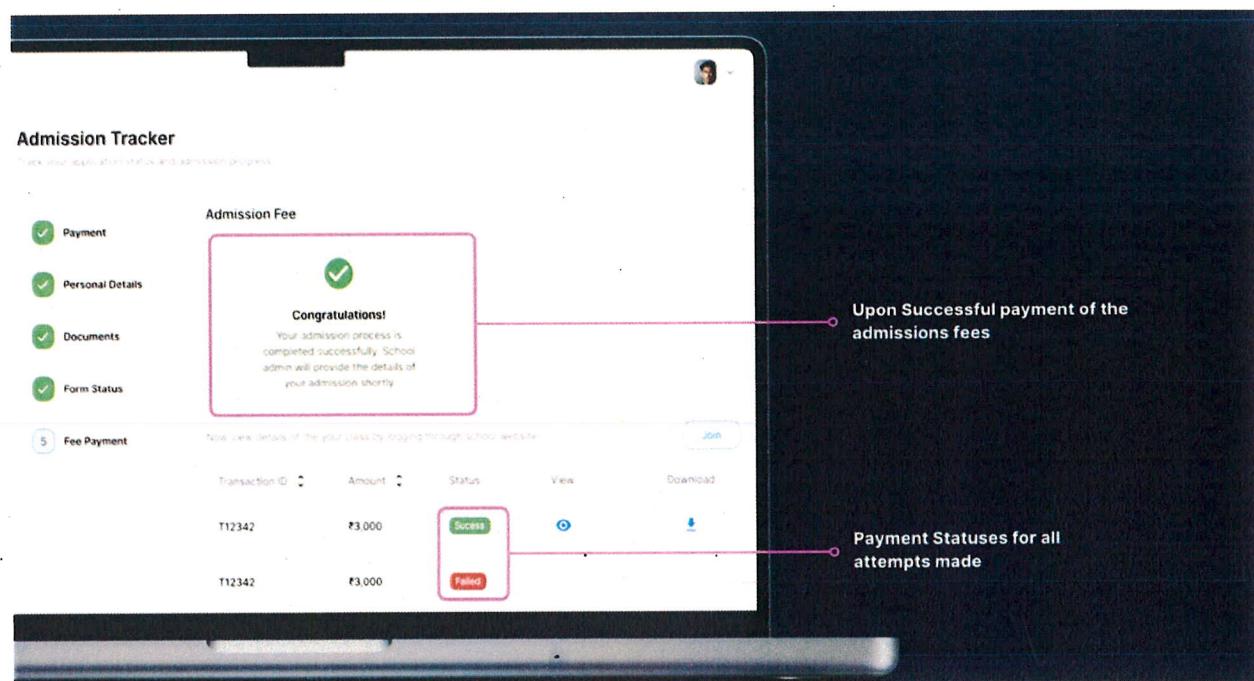
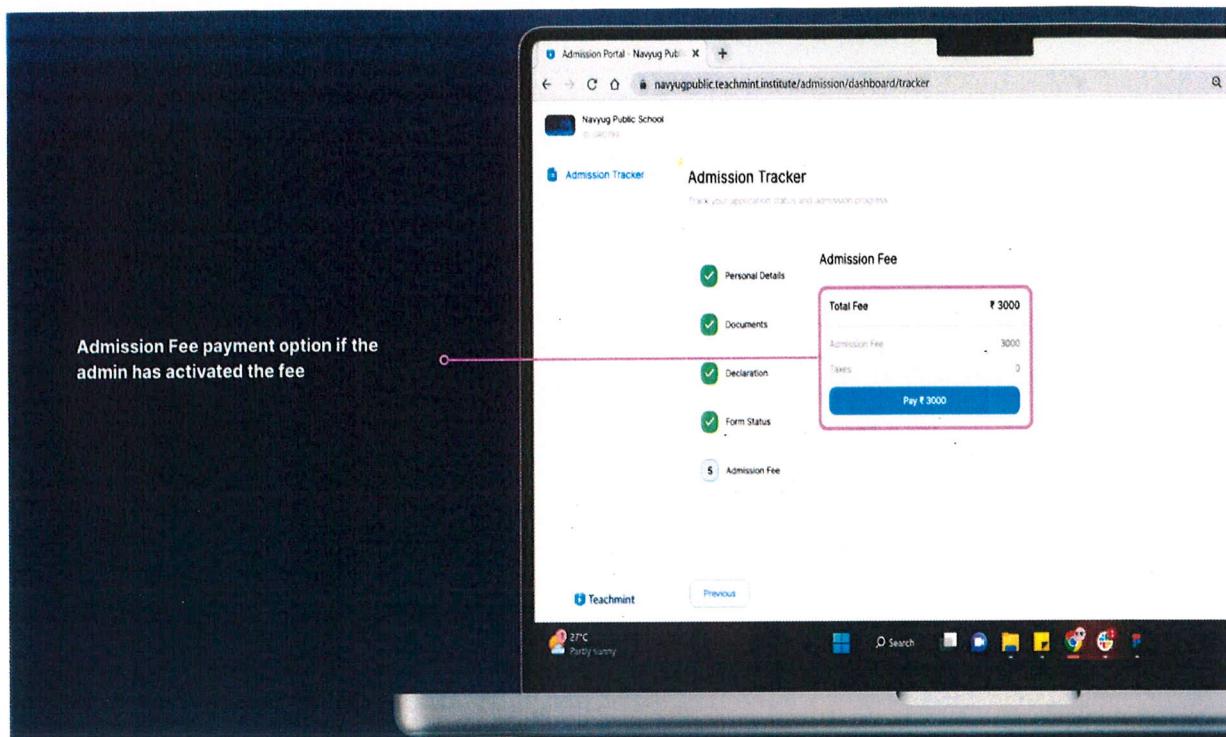
The screenshot shows the Teachmint platform interface. At the top, there's a yellow header bar with the text "Step 03" and "Fee Configuration". Below this is the main dashboard for "Navyug Public School". The left sidebar has a navigation menu with several sections like Dashboard, Setup, Pending Requests, Academics, Communication, Fee Management, Fee Collection, and more. Under "Fee Management", the "Fee Configuration" option is highlighted with a red box. The main content area is titled "Fee Configuration" and contains a sub-menu with "Fee Structure", "Offers & Discounts", "Payment Gateway", "Fines", "Settings", and "Help Videos". A video thumbnail for a tutorial on fee management is centered on the page, with a red box around its "Create Fee Structure" button. At the bottom of the page, there are links for "Support Tickets" and the Teachmint logo.

Let us now see how you can set up the various Fee structures:

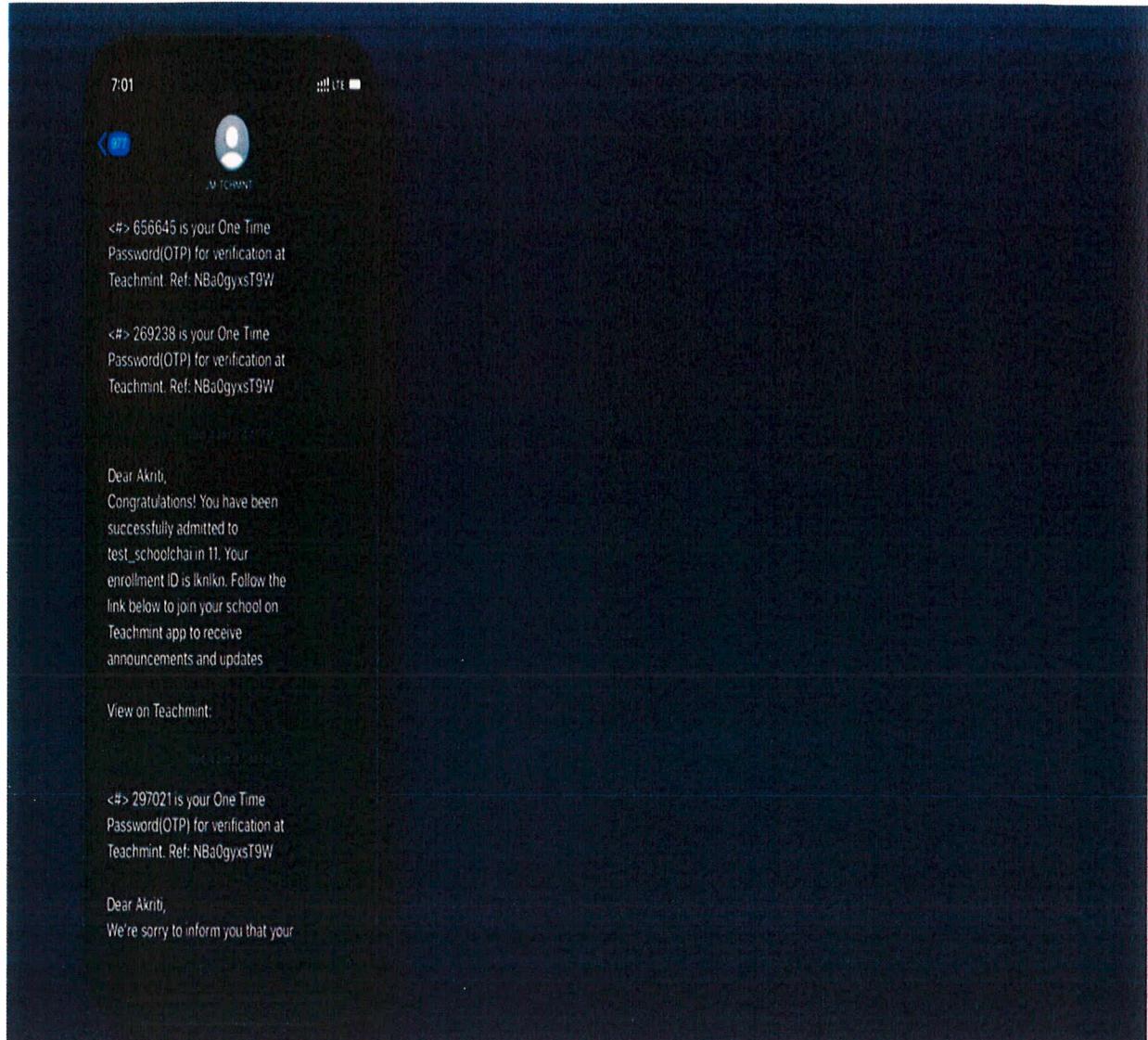
8. Recurring Fee Structure
9. One-time Fee Structure
10. Transportation Fee Structure
11. Previous Year Dues



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Fee Management Fee Collection

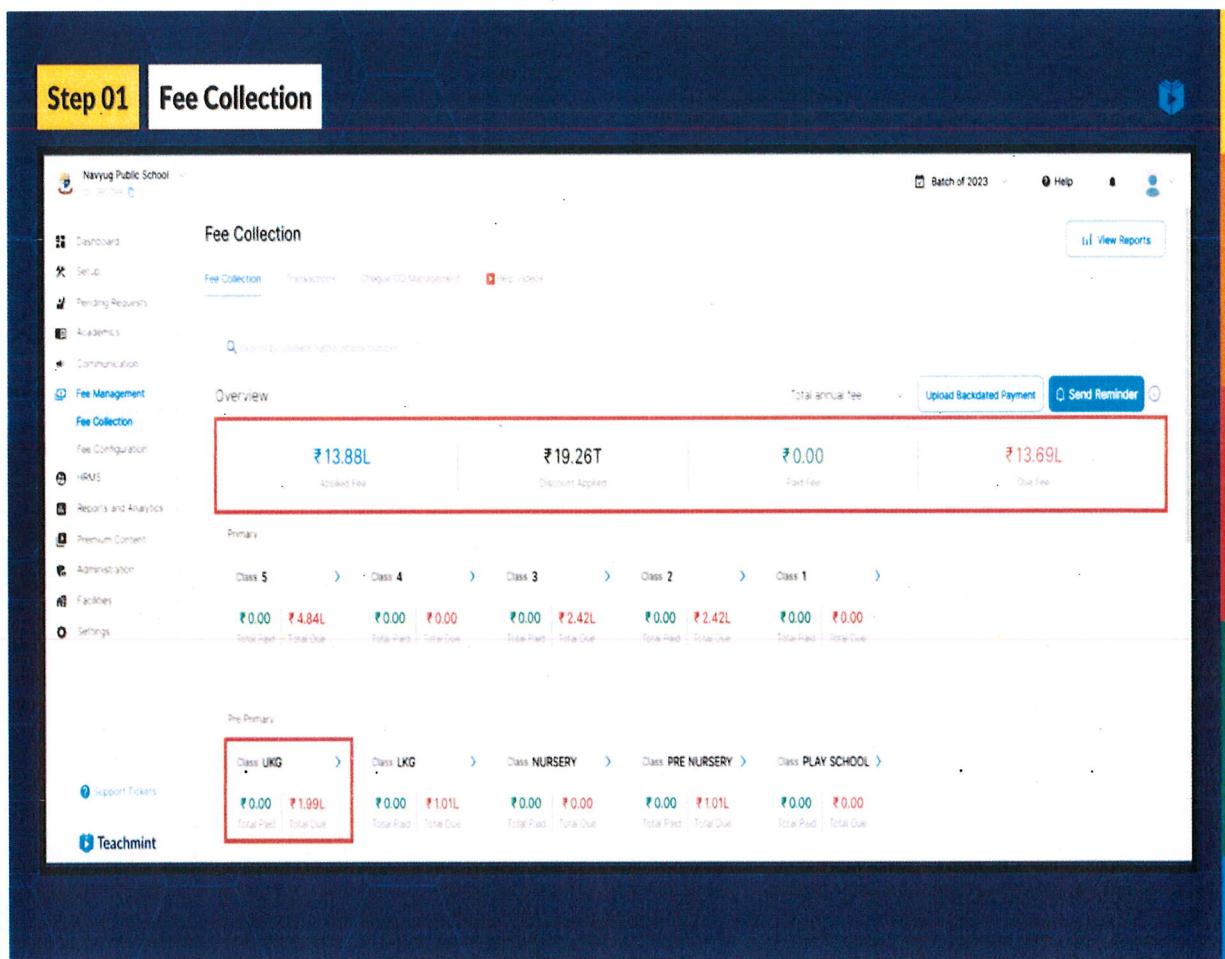
- **How to collect Fees offline on Teachmint Platform**

Upon configuring the Fee structures for your institute, it's time to know how to collect fees via various modes.

Let us see how you can do to:

Step 01:

Select the **fee collection tab** from the fee collection dashboard of fee management. This will give you an **overview of institute-wide fees paid, due, discounts given**, etc along with **class-wise bifurcation of the fees paid & due**. Click on the **classroom** that you want to collect the fees for.

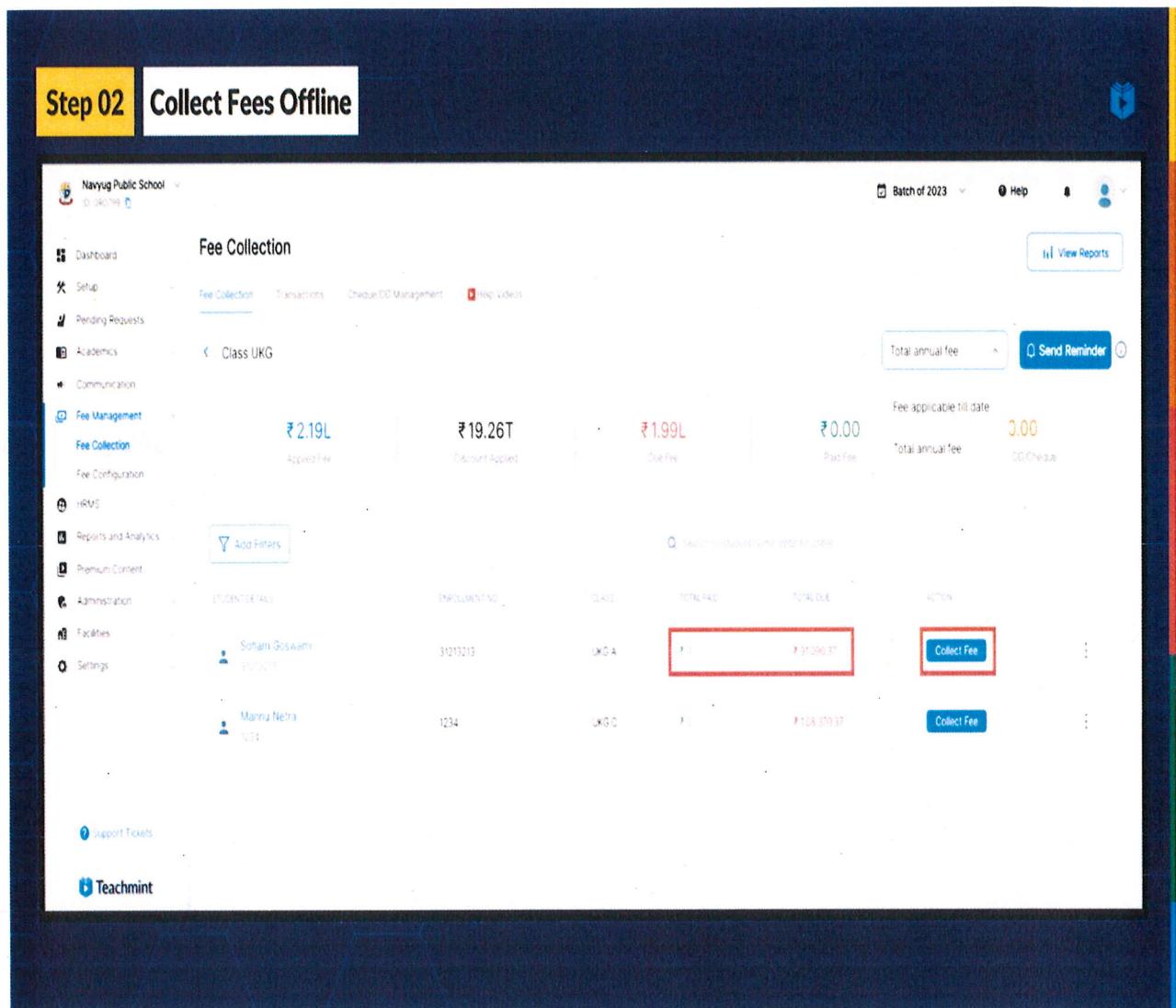


The screenshot shows the 'Fee Collection' section of the Teachmint platform. At the top, there is a yellow header bar with 'Step 01' and 'Fee Collection'. Below this, the main dashboard has a dark blue header with the school name 'Navyug Public School' and a batch selection dropdown 'Batch of 2023'. On the left, a sidebar lists various modules: Dashboard, Setup, Pending Requests, Academics, Communication, Fee Management (which is currently selected), Fee Configuration, HRMS, Reports and Analytics, Premium Content, Administration, Facilities, and Settings. The main content area is titled 'Fee Collection' and shows an 'Overview' section. It displays four key figures: 'Applied Fee' (₹13.88L), 'Discount Applied' (₹19.26T), 'Paid Fee' (₹0.00), and 'Due Fee' (₹13.69L). Below this, there is a 'Primary' class-wise breakdown showing fees for Class 5 through Class 1. At the bottom, there is a 'Pre Primary' section showing fees for Class UKG, Class LKG, Class NURSERY, Class PRE NURSERY, and Class PLAY SCHOOL. A red box highlights the 'Applied Fee' figure.


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Step 02:

The list of students for the class selected will appear with their respective fees paid & dues. This can be obtained for both the entire academic session and till date. Click on the **collect fees option** to proceed.



Step 02 Collect Fees Offline

Fee Collection

Fee Collection Transactions Cheque/DD Management Help

Class UKG

STUDENT NAME	ENROLMENT NO.	CLASS	TOTAL FEE	TOTAL DUE	ACTION
Soham Goswami 31010101	31010101	UKG A	₹2.19L	₹19.26T	Collect Fee
Manna Neeta 1234	1234	UKG C	₹0.00	₹19.26T	Collect Fee

Total annual fee: ₹0.00 Fee applicable till date: ₹0.00
 Total annual fee: ₹0.00 Due Fee: ₹0.00
 Due Fee: ₹0.00 Paid Fee: ₹0.00
 Paid Fee: ₹0.00 Due Fee: ₹0.00

Add Filters

Support Tickets

Teachmint


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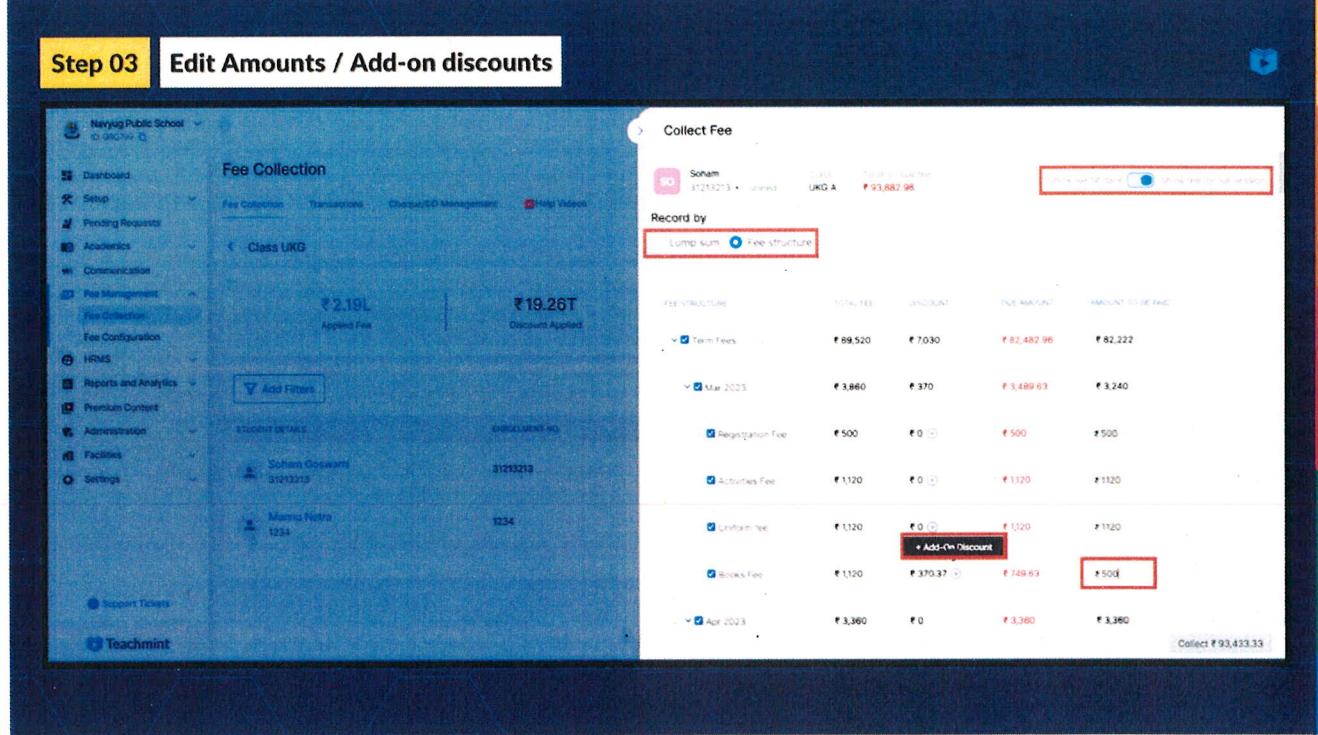
Step 03:

The list of amounts due will appear. This will be bifurcated based on the **fee types, installment dates & amounts** you entered while creating the structure. The amounts shown here can be bifurcated based on the entire academic session or applicable to date.

Also, the amount to be collected can be done in two ways -

- a) **Lumpsum** - Let us understand what Lumpsum payment is. Many admins faced issues while bifurcating a single payment for a student into various fee types. We solved this by introducing the lumpsum payment where any single amount paid by the parent/student will be automatically bifurcated into different fee types based on their sequence of payment dates.
- b) **Based on the Fee structure** - this will follow the structural payment as you can see on your screen.

The amounts for **each and every installment can be edited** in case a lesser amount has to be collected. The admin/accountant will also have the provision to give **add-on discounts** to the student.



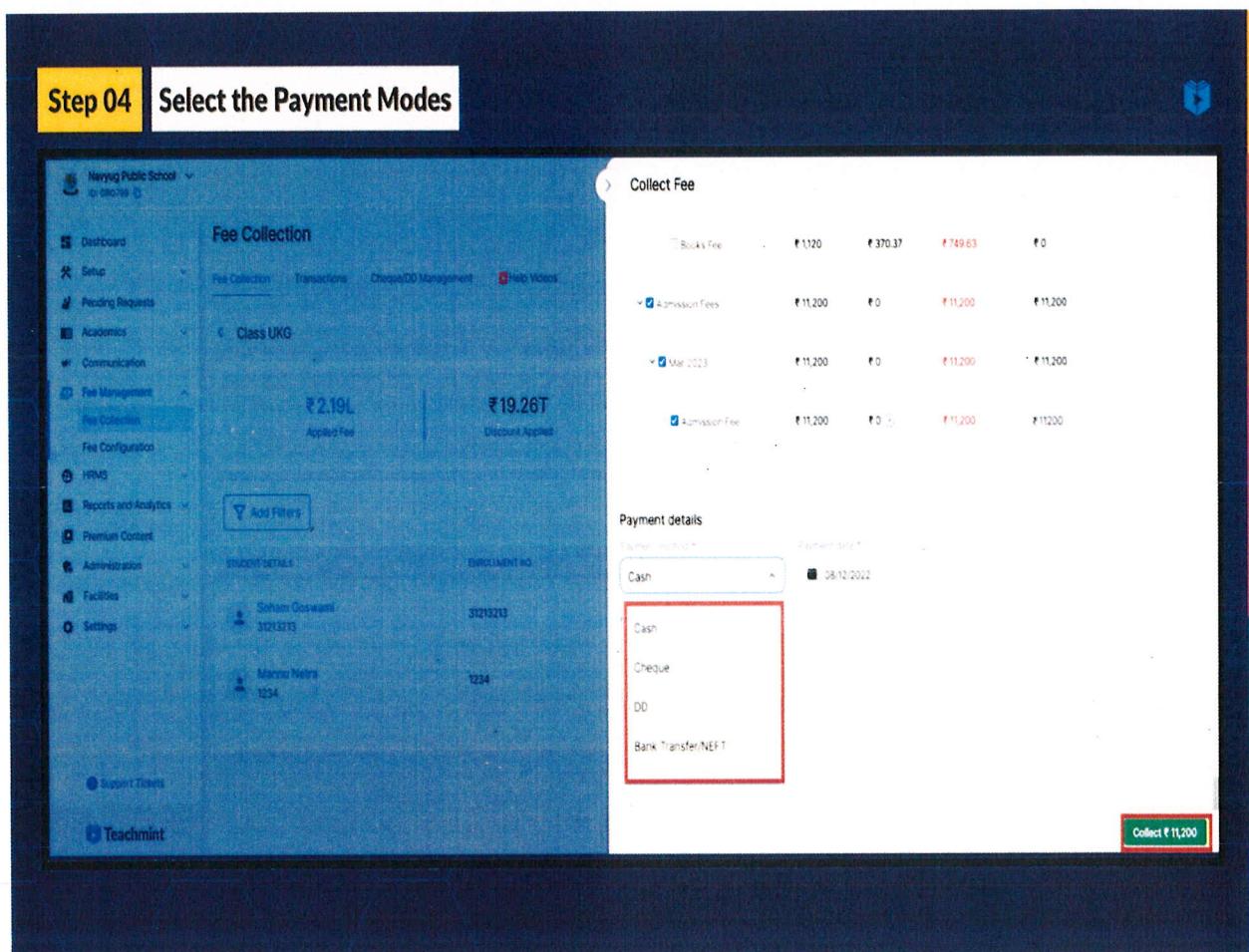
Fee Structure	Total Fee	Discount	Due Amount	Amount Paid
<input checked="" type="checkbox"/> Term Fees	₹ 89,520	₹ 7,030	₹ 82,482.98	₹ 82,222
<input checked="" type="checkbox"/> Mar 2023	₹ 3,860	₹ 370	₹ 3,489.63	₹ 3,240
<input checked="" type="checkbox"/> Registration Fee	₹ 500	₹ 0.00	₹ 500	₹ 500
<input checked="" type="checkbox"/> Activities Fee	₹ 1,120	₹ 0.00	₹ 1,120	₹ 1,120
<input checked="" type="checkbox"/> Uniform Fee	₹ 1,120	₹ 0.00	₹ 1,120	₹ 1,120
<input checked="" type="checkbox"/> Books Fee	₹ 1,120	₹ 370.37	₹ 749.63	₹ 500
<input checked="" type="checkbox"/> Apr 2023	₹ 3,360	₹ 0.00	₹ 3,360	₹ 3,360


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Step 04:

Select the **payment method** that the fees will be collected. Enter the **relevant details** pertaining to each payment method.

If the payment has been made in cheque/DD, [click here to know how to manage the cheque/DD](#).



Step 04 | Select the Payment Modes

Fee Collection

Class UKG

STUDENT DETAILS

Soham Goswami
31213213

Mehru Nair
1234

ENROLLMENT NO.

Payment details

Cash
Cheque
DD
Bank Transfer/NEFT

Collect ₹ 11,200

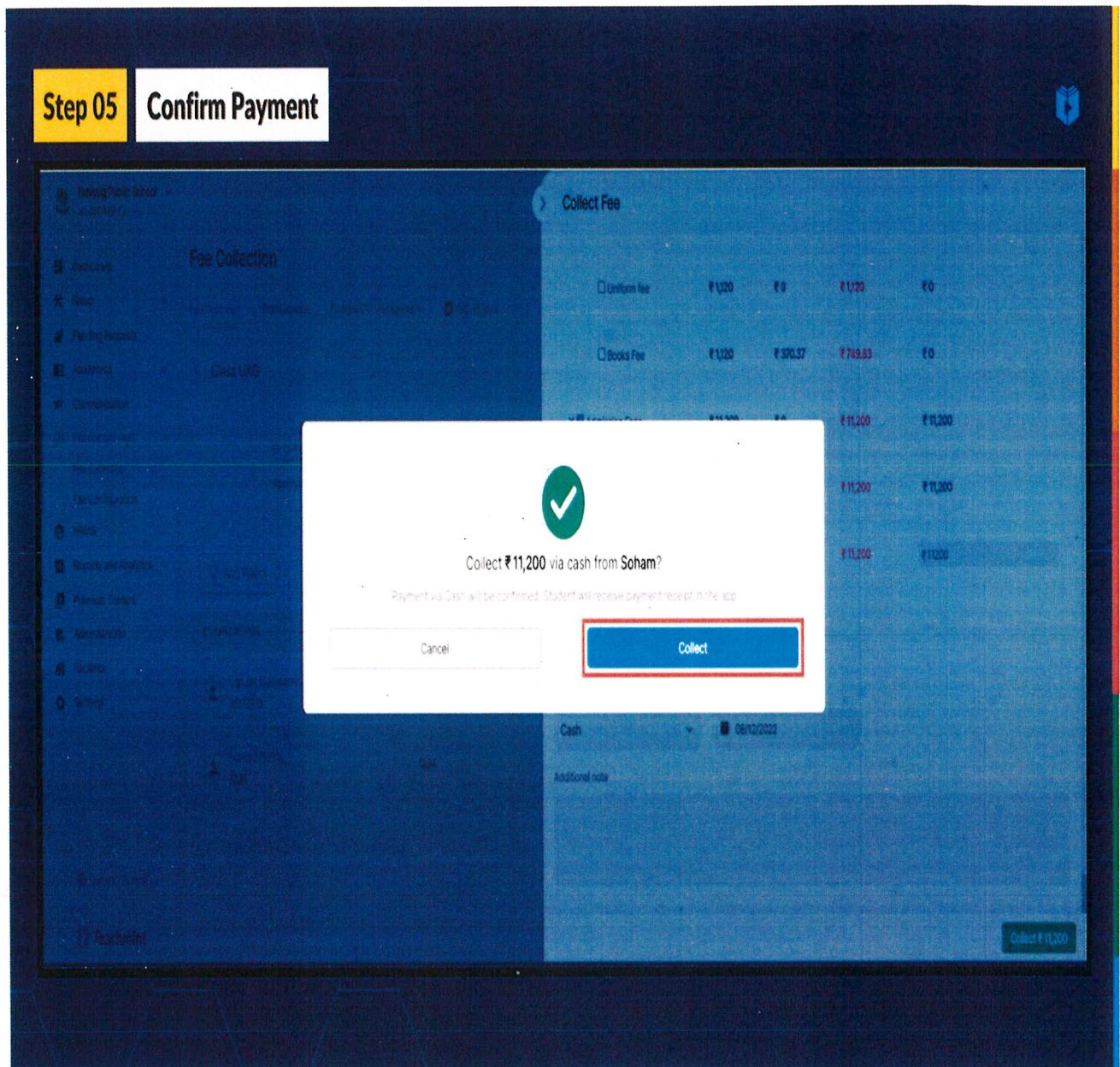
Books Fee	₹ 1120	₹ 370.37	₹ 749.63	₹ 0
Admission Fees	₹ 11,200	₹ 0	₹ 11,200	₹ 11,200
Mar 2023	₹ 11,200	₹ 0	₹ 11,200	₹ 11,200
Admission Fee	₹ 11,200	₹ 0	₹ 11,200	₹ 11,200



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Step 05:

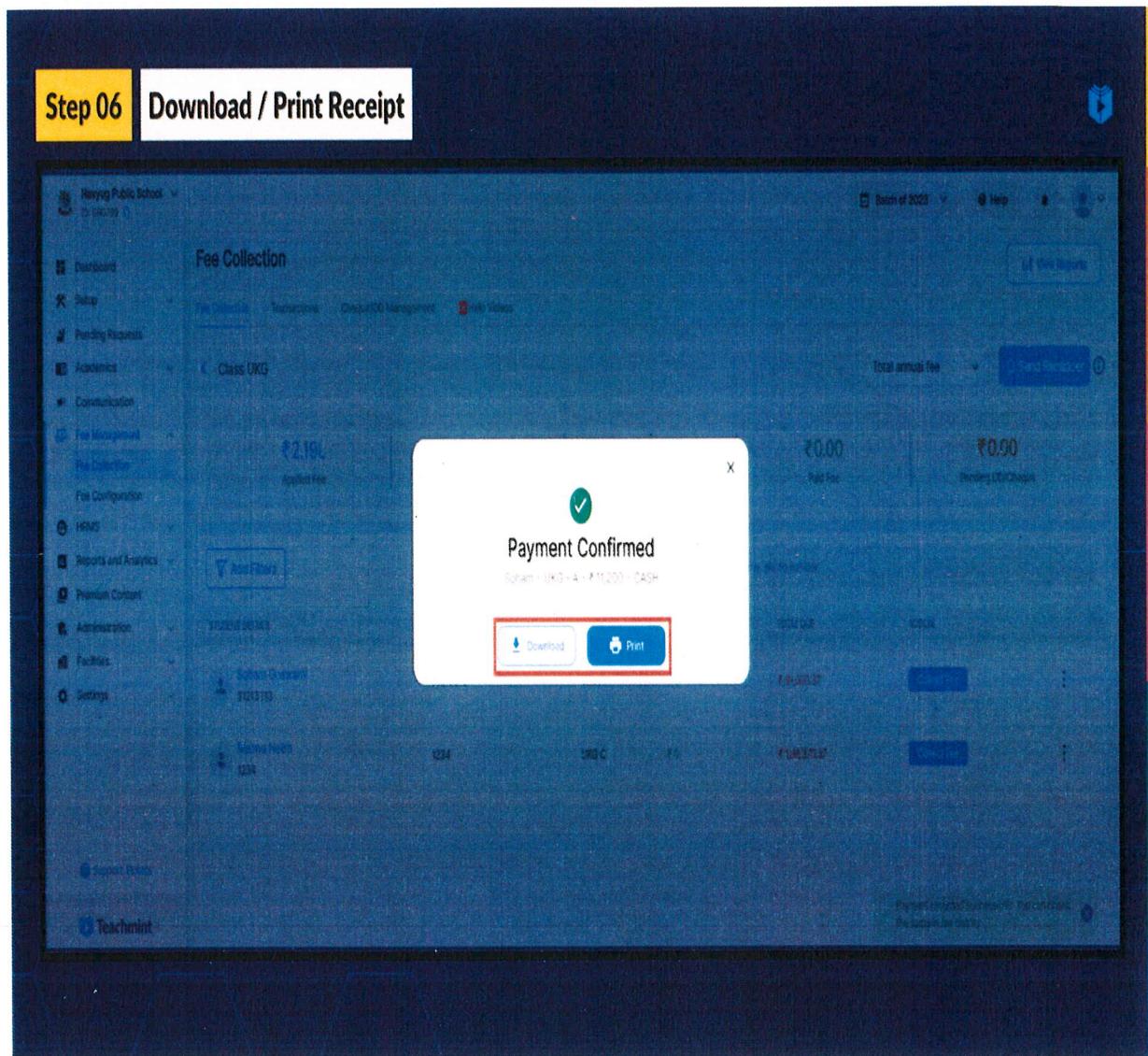
Confirm the payment collection.




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Step 06:

Upon confirming the collection, you will have the option to directly **print or download** the receipt for the payment made. You can either choose to go ahead with it or move on to collect the fees for the next student.



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Sample
Sample Downloaded Receipt

FEE RECEIPT				SCHOOL COPY				FEE RECEIPT				STUDENT COPY			
 Navyug Public School 112, Village Vittasandra, Begur Hobli, Bengaluru South, Taluka, Bengaluru, Karnataka, India 560035 Affiliation No: 735 - School Code #8963				 Navyug Public School 112, Village Vittasandra, Begur Hobli, Bengaluru South, Taluka, Bengaluru, Karnataka, India 560035 Affiliation No: 735 - School Code #8963				 Navyug Public School 112, Village Vittasandra, Begur Hobli, Bengaluru South, Taluka, Bengaluru, Karnataka, India 560035 Affiliation No: 735 - School Code #8963							
Payment Details AF1 08 Dec 2022 Cash INR 11200.00 INR 0.00 Receipt No Date Mode Amount Paid Current Due				Payment Details AF1 08 Dec 2022 Cash INR 11200.00 INR 0.00 Receipt No Date Mode Amount Paid Current Due				Payment Details AF1 08 Dec 2022 Cash INR 11200.00 INR 0.00 Receipt No Date Mode Amount Paid Current Due							
Student Details Soham Male - UKG A - Roll No. Enroll No: 31213213				Student Details Soham Male - UKG A - Roll No. Enroll No: 31213213				Student Details Soham Male - UKG A - Roll No. Enroll No: 31213213							
Fee Type Admission Fee				Paid Amount INR 11200.00 <small>(inc. of all taxes)</small>				Fee Type Admission Fee				Paid Amount INR 11200.00 <small>(inc. of all taxes)</small>			
				Total Amount (inc. of all taxes) INR 11200.00 Total Tax INR 1200.00								Total Amount (inc. of all taxes) INR 11200.00 Total Tax INR 1200.00			
Overview INR 100720.00 INR 9629.63 INR 11200.00 INR 79890.37 <small>Total Annual Fee Total Discount Total Paid Total Due</small>				Overview INR 100720.00 INR 9629.63 INR 11200.00 INR 79890.37 <small>Total Annual Fee Total Discount Total Paid Total Due</small>											

Upon finalizing the payment, you will be redirected to the transactions tab. This tab will give you a brief view of all the transactions made.


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Exam Management

- What is Exam Management?

About Exam Management

It is an automated system that allows your institute to set up an Exam calendar for an entire academic session. Once published, it will automatically create a new test on the student login. The teacher can then allot the available evaluations for the students to view.

This feature allows the admins & teachers to plan the entire academic calendar well in advance; hence letting the students & parents stay updated on the session details and avoid last-minute hassles.



Easy Scheduling for an Academic Calendar.



Single click evaluations & re-evaluations



Scores notified via notifications upon publishing



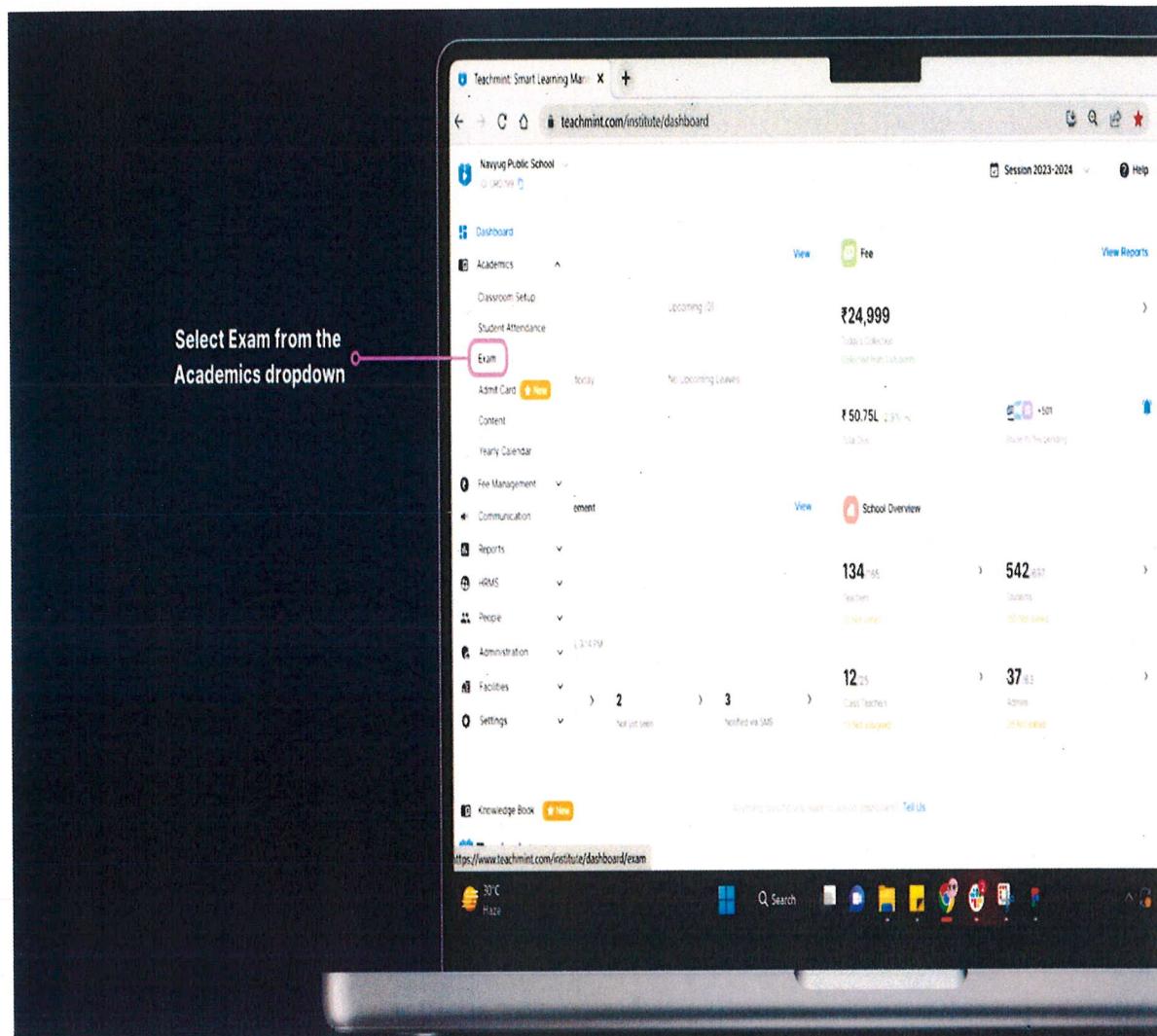
Quick, simple & easy generation of report cards

Exam Management how do I manage Exams for my Institute?

- How to setup exam structure & generate report cards?

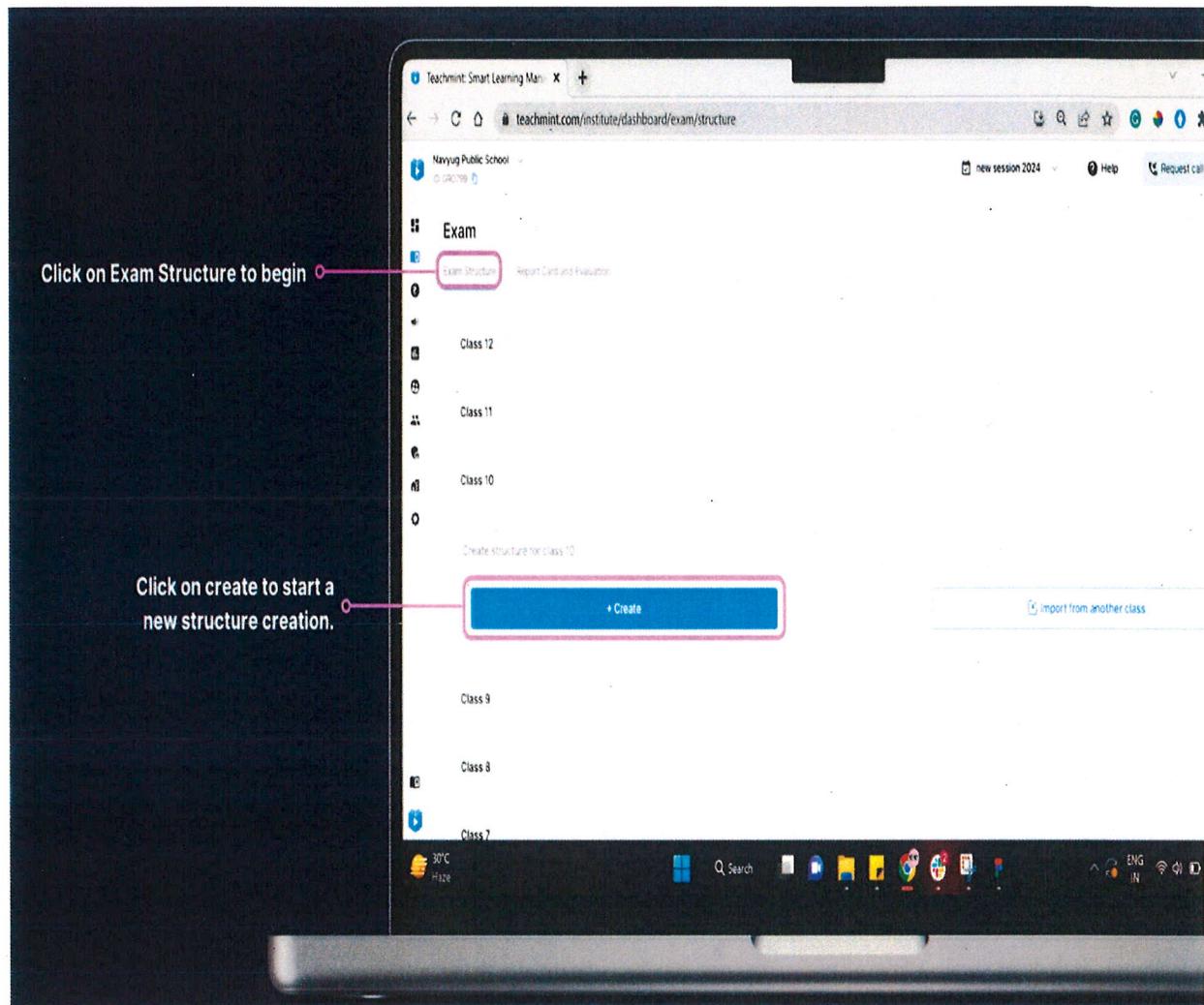
Step 01

Click on Exam from the Academics Dropdown.



Step 02: Creating Exam Structure

Select the Exam Structure Tab. The list of classes will appear.

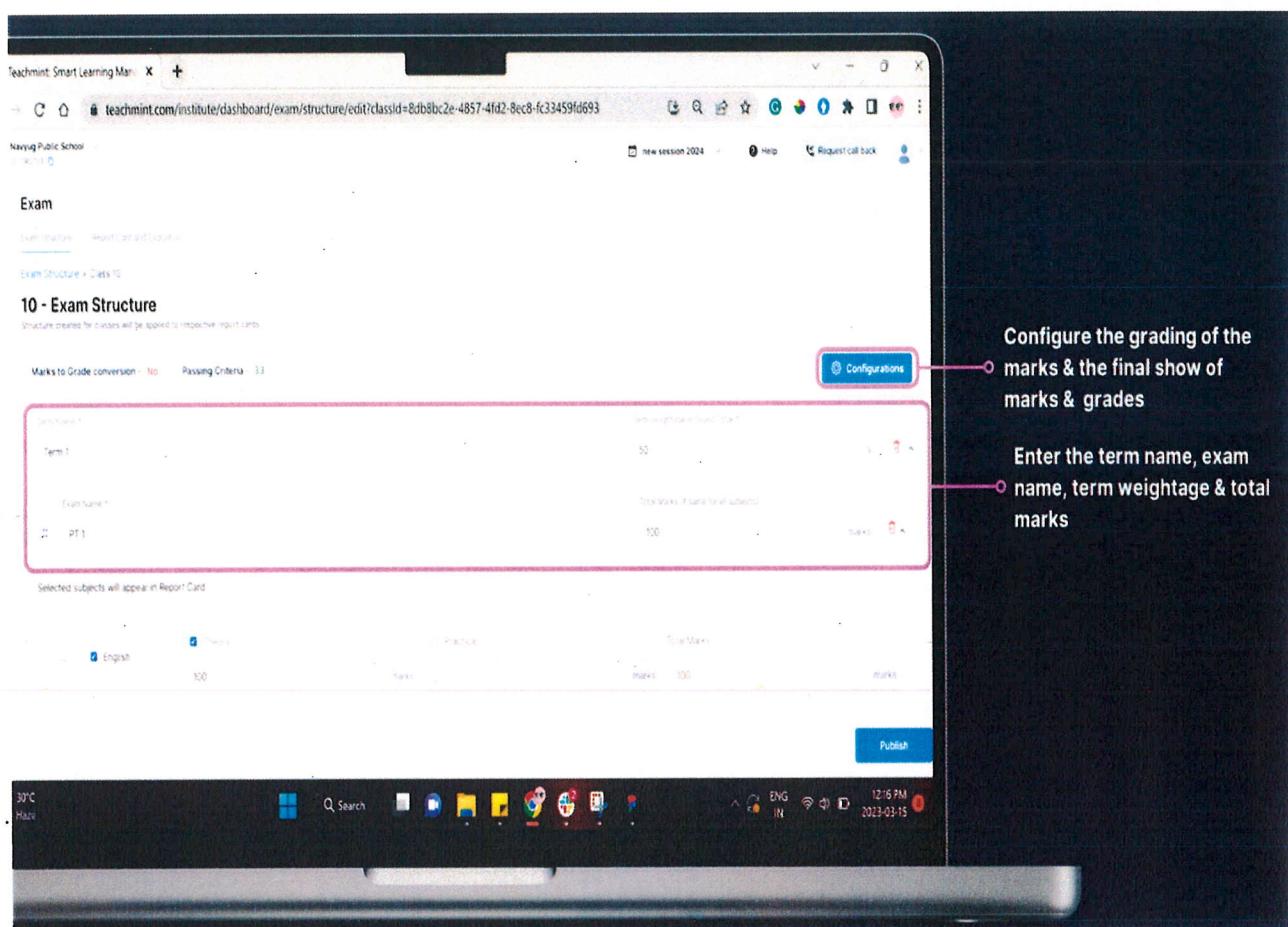


Step 03

Set up the exam structure by entering the Term name, Exam name, etc. Let us understand the definition of the terminologies:

- Term Name - Semester-wise sessions like unit tests, semester exams, etc.
- Exam Name - Exams like theory, practicals, etc.
- Term Weightage - Percentage marks from a particular exam that will be considered for final evaluation.

You can also use the 'Configurations' option to set up the final presentation of the evaluated marks.



The screenshot shows the Teachmint Smart Learning Management System interface for managing exam structures. The main window displays the 'Exam' section, specifically the '10 - Exam Structure' page. It lists subjects with their marks and weightage. A 'Configurations' button is highlighted with a pink box and a callout pointing to it. Another callout points to the subject list area, explaining how to enter term names, exam names, weightages, and total marks. The system also shows a weather widget (30°C, Haze) and a taskbar at the bottom.

Configurations

Configure the grading of the marks & the final show of marks & grades

Enter the term name, exam name, term weightage & total marks

Subject	Total Marks	Term Weightage (%)
Term 1	100	50
Term 2	100	50
PT1	100	50

Selected subjects will appear in Report Card



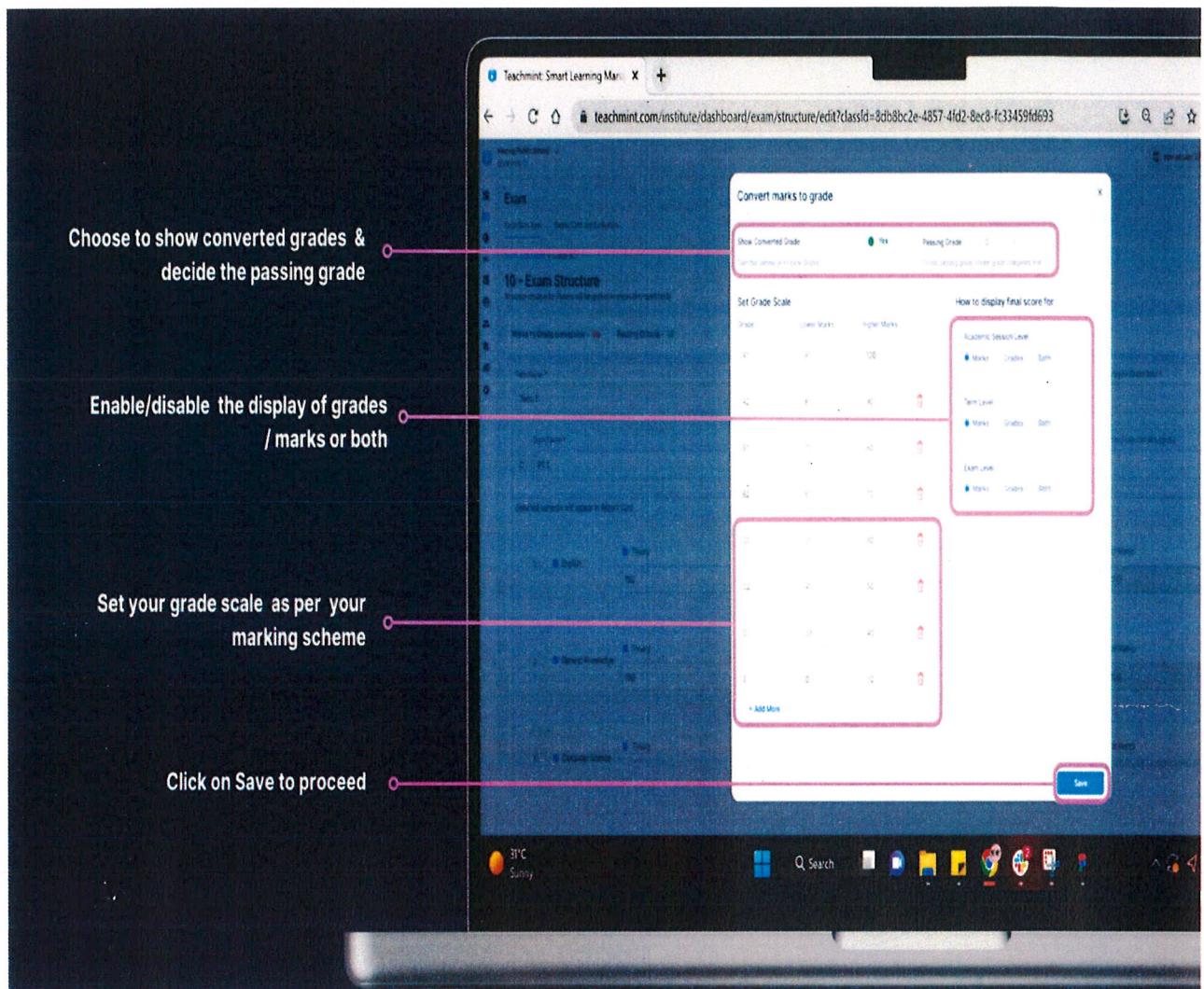
Principal

Disha College, Ram Nagar
Kota Marg, Raipur (C.G.)

Step 04: Configuring Marks View

The configurations window will allow you to show the final evaluated marks either in grades or marks. You will have the option to set up your own grading scale.

Click on Save to proceed.



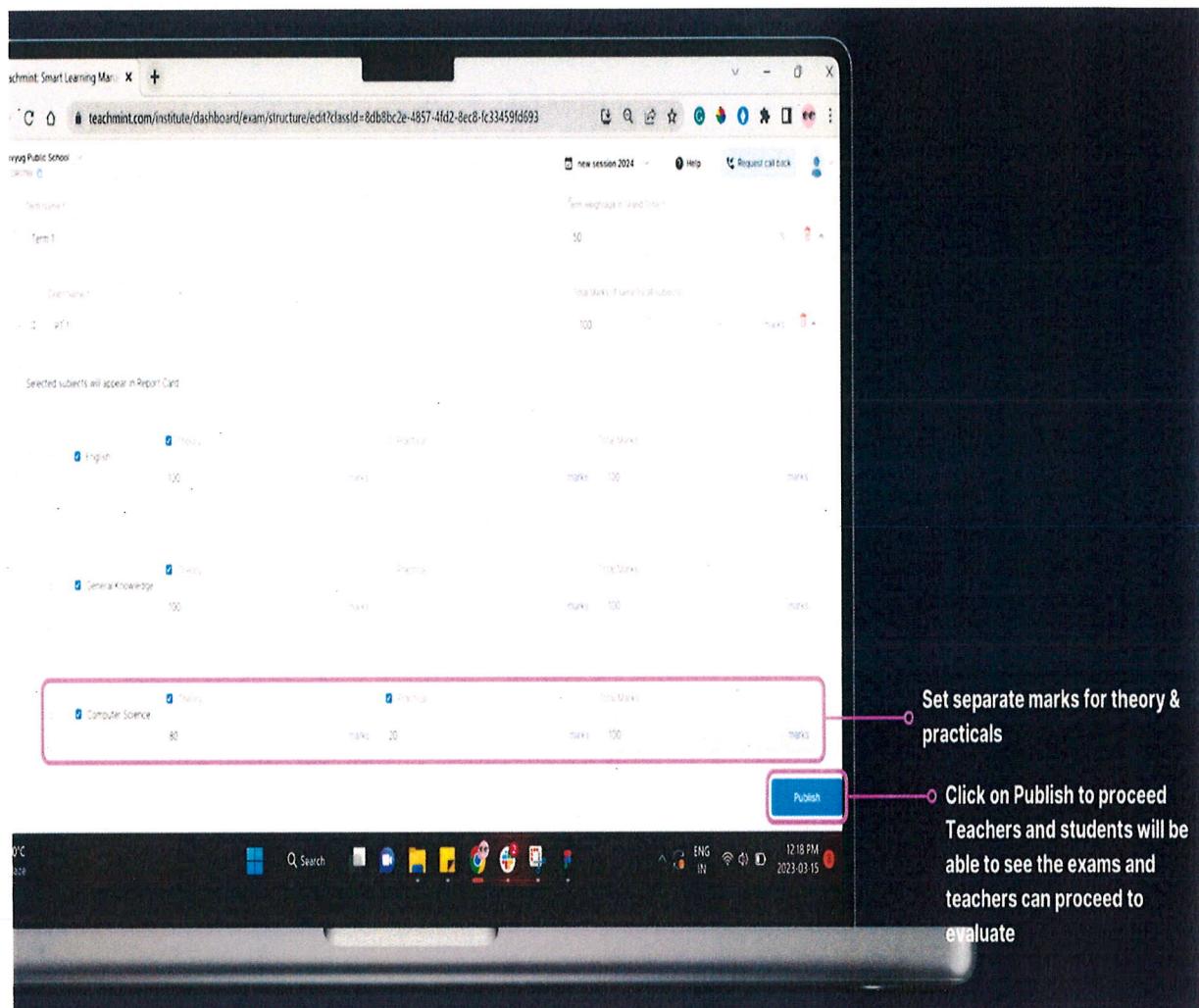
Principal

Disha College, Ram Nagar
Kota Marg, Raipur (C.G.)

Step 05

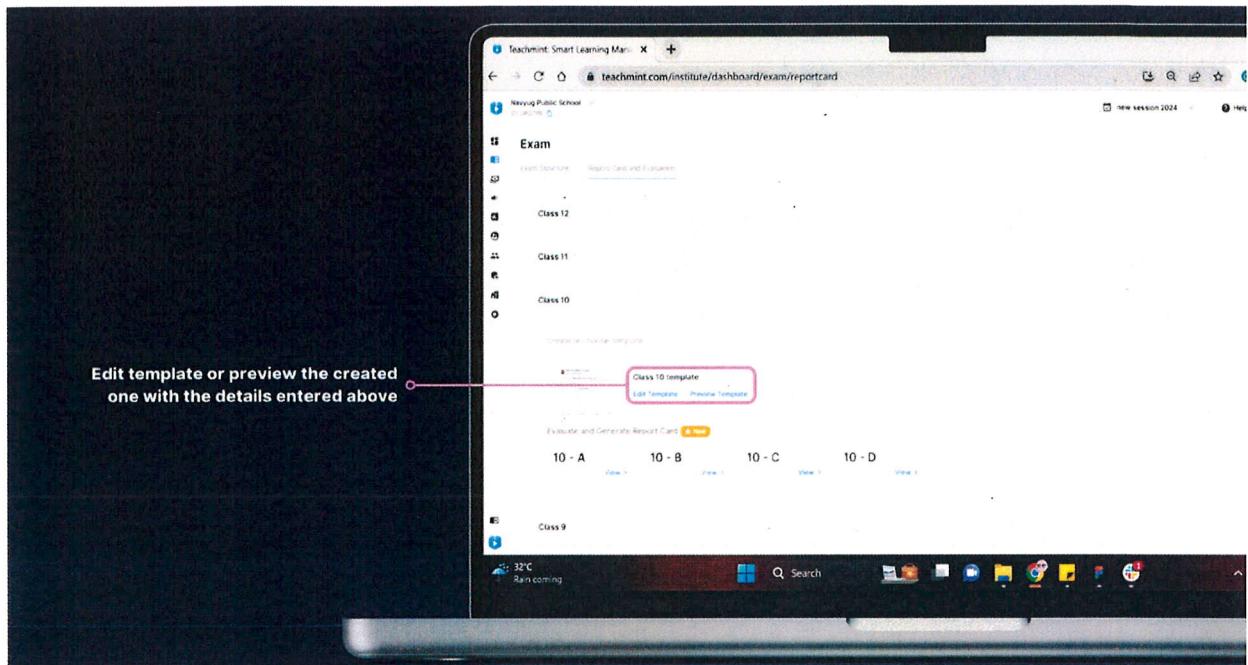
Continuing the setup process, now enter the mark bifurcation between the theory & practical for every subject. This can be done by enabling/disabling the practical field for the required subjects.

Click on Publish to continue.

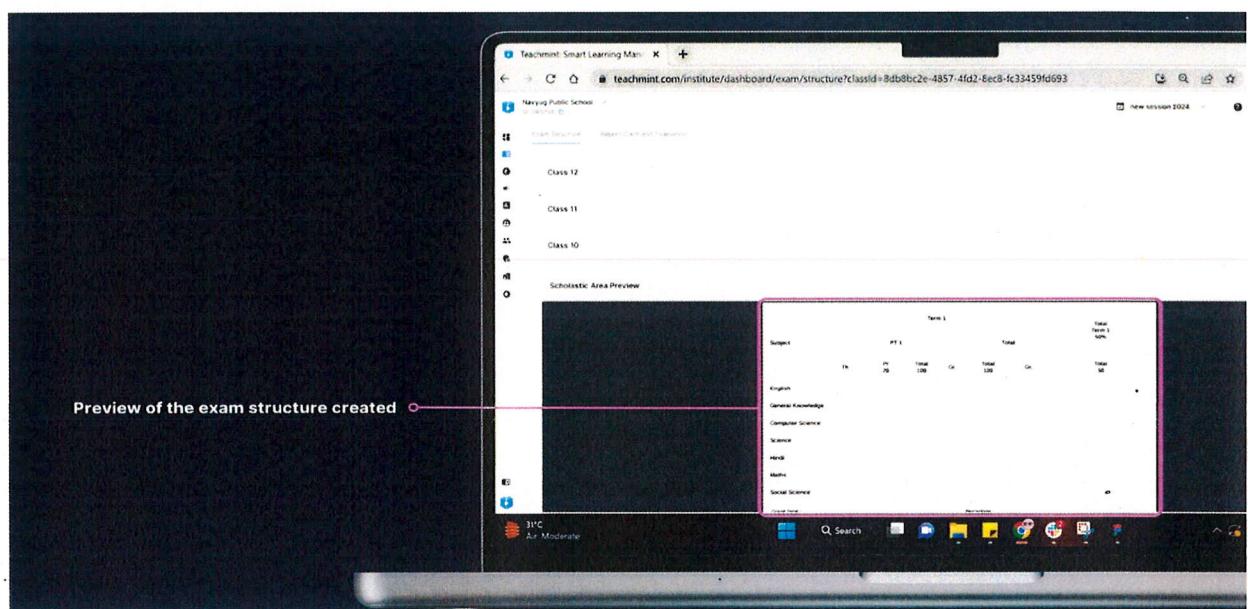


Step 06

The created report card template is now ready. You can click on the preview template to view the created template or edit the template to make any changes to the template you have created.



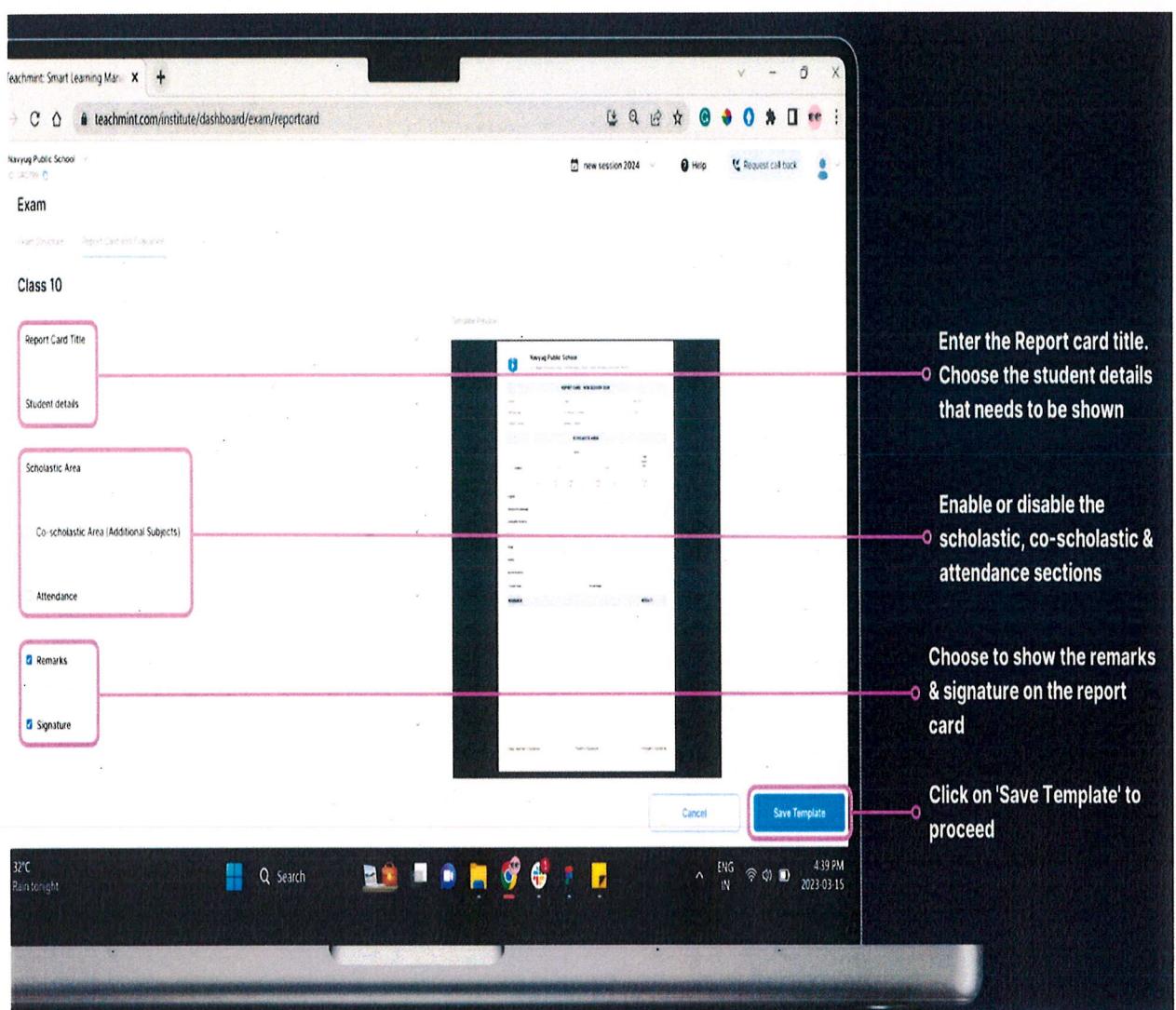
Preview of the created template



Step 07: Report Card & Evaluation

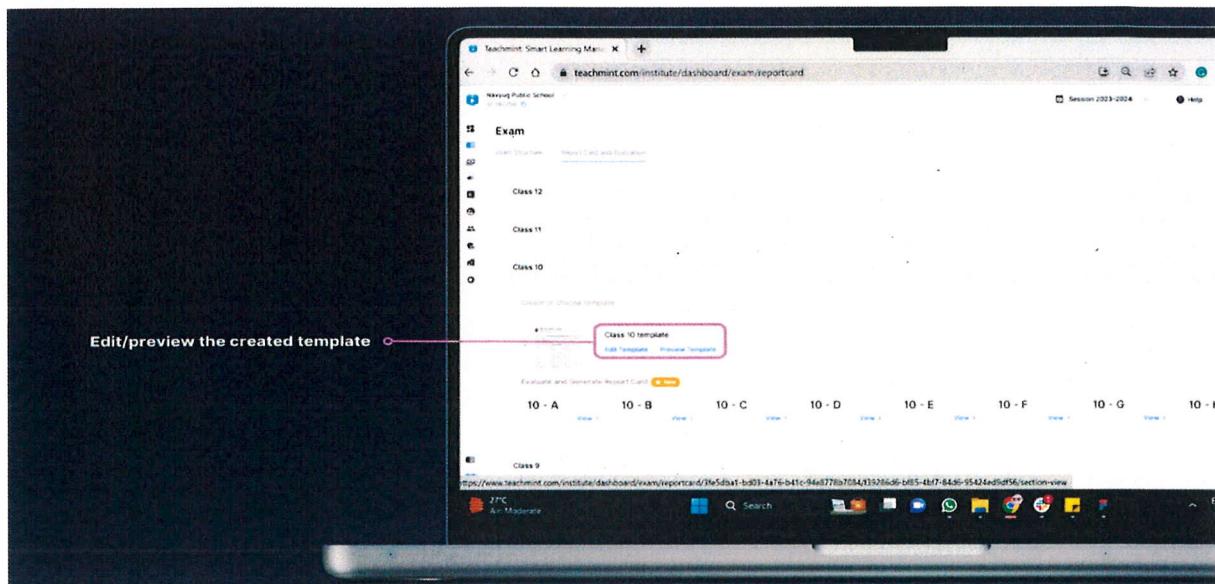
This step will take you through the final aesthetics of the report card, starting with the report card title & student details. You will also be able to enable/disable the scholastic, co-scholastic & attendance sections for the report card along with the remarks & signature sections.

Click on save template to proceed.

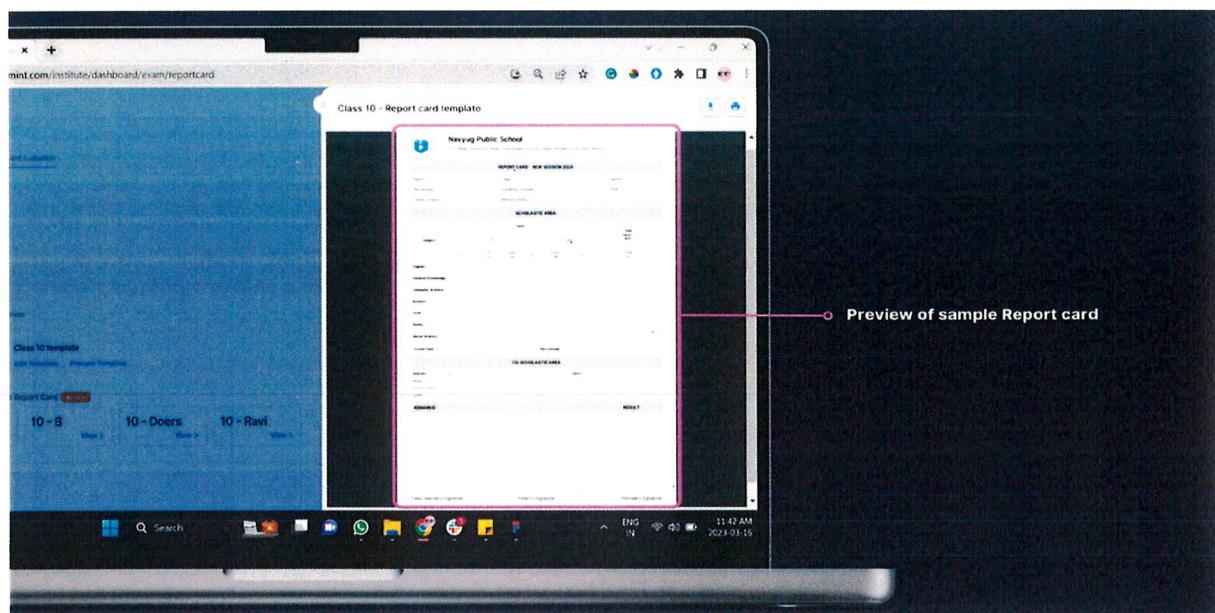


Step 08: Final Preview

You can view the final report card template by using the Preview Template option.



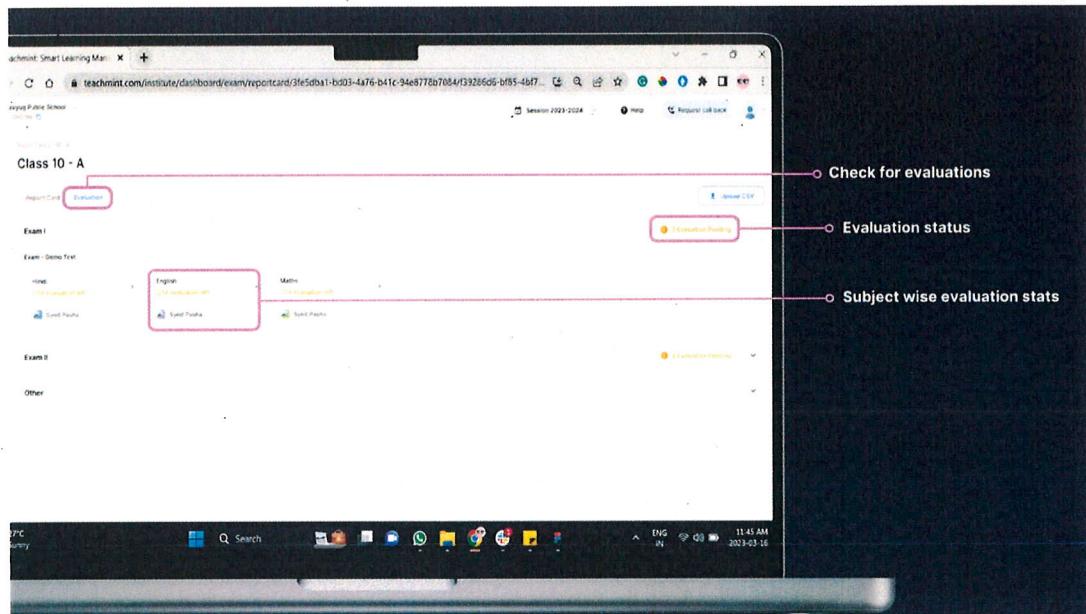
Final Report Card Template Preview



Step 09: Evaluate Marks

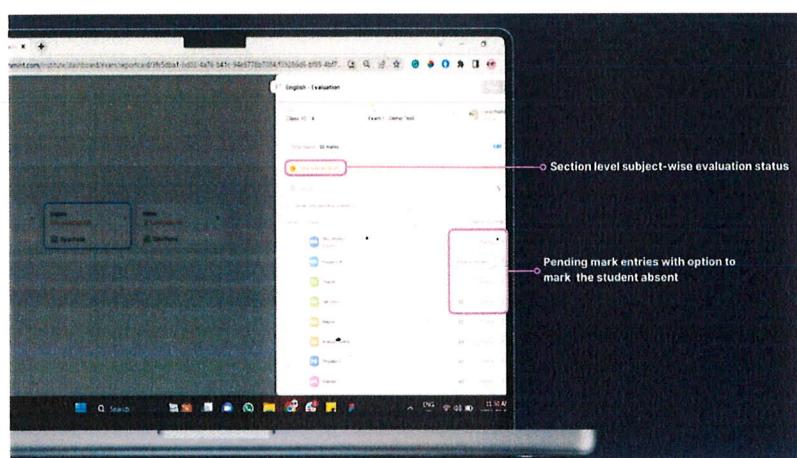
Once the report card template is created, it is now time to enter the evaluated marks. This will be done by the respective teachers. In case, teachers have not entered the marks, they will be seen on the admin dashboard. As an admin, you have the option to enter the marks yourself as well.

To do so, click on the respective subject.

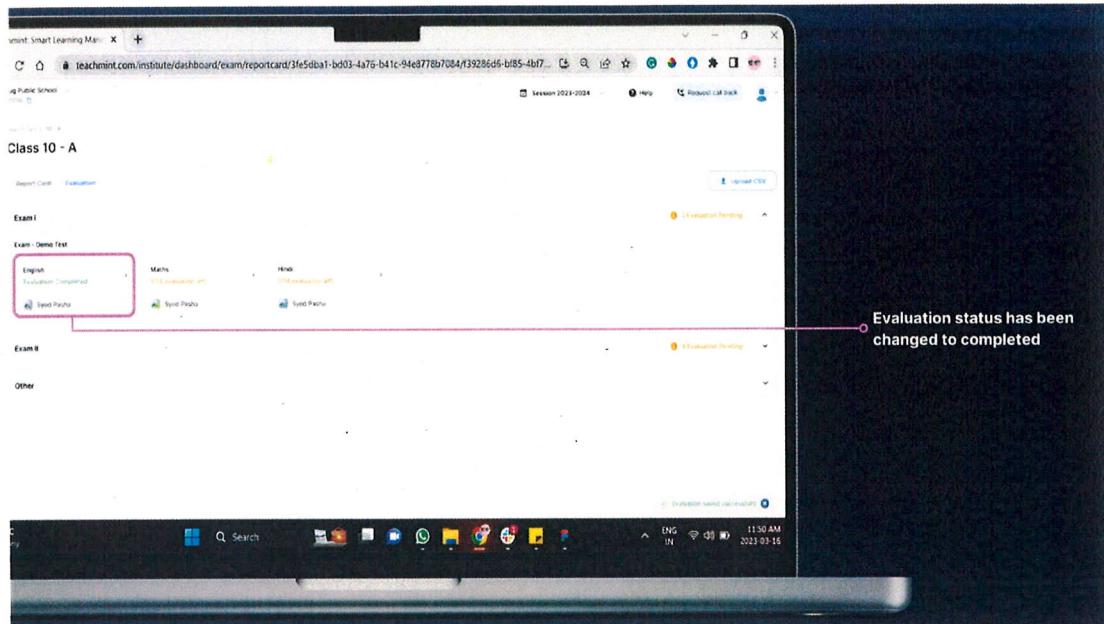


Step 10: Marks Entry

The pending marks fields will be visible. You can enter the marks directly for such empty fields. You will also have the provision to mark a student absent or present.



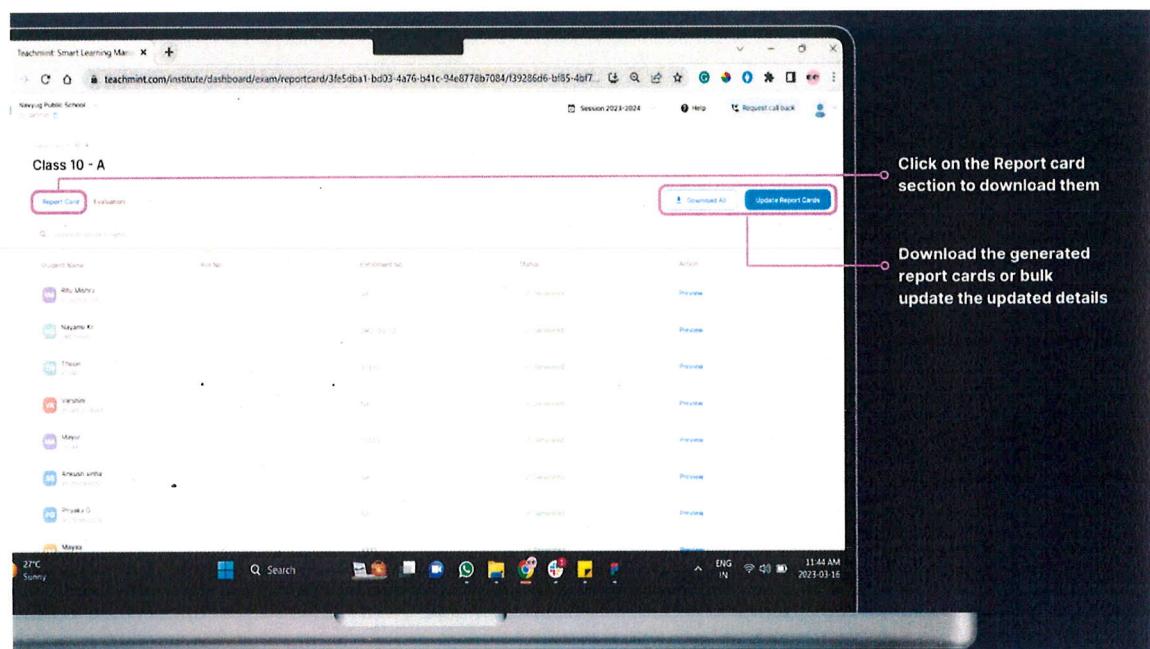
Upon entering the pending marks, the evaluation completed message will show up.



Step 11

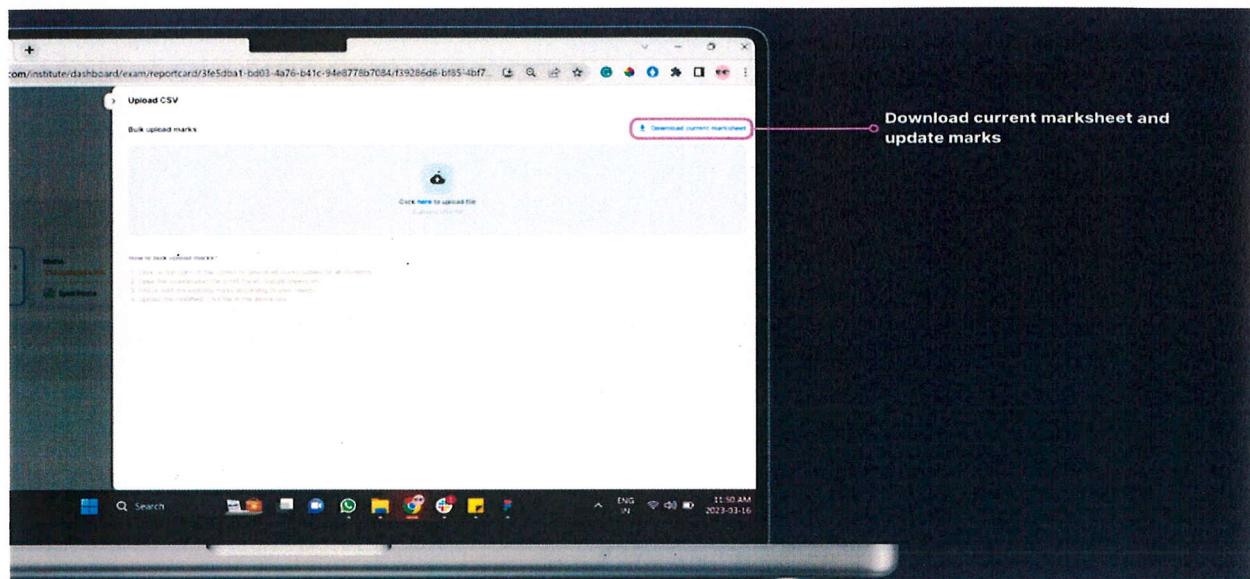
Click on generate report card if you are generating the report cards for the first time. You can also use the update report cards option in case there are revaluation marks that need to be updated.

Use the download all option to get the report cards. Or else preview the report cards for running a final check on the marks entered.

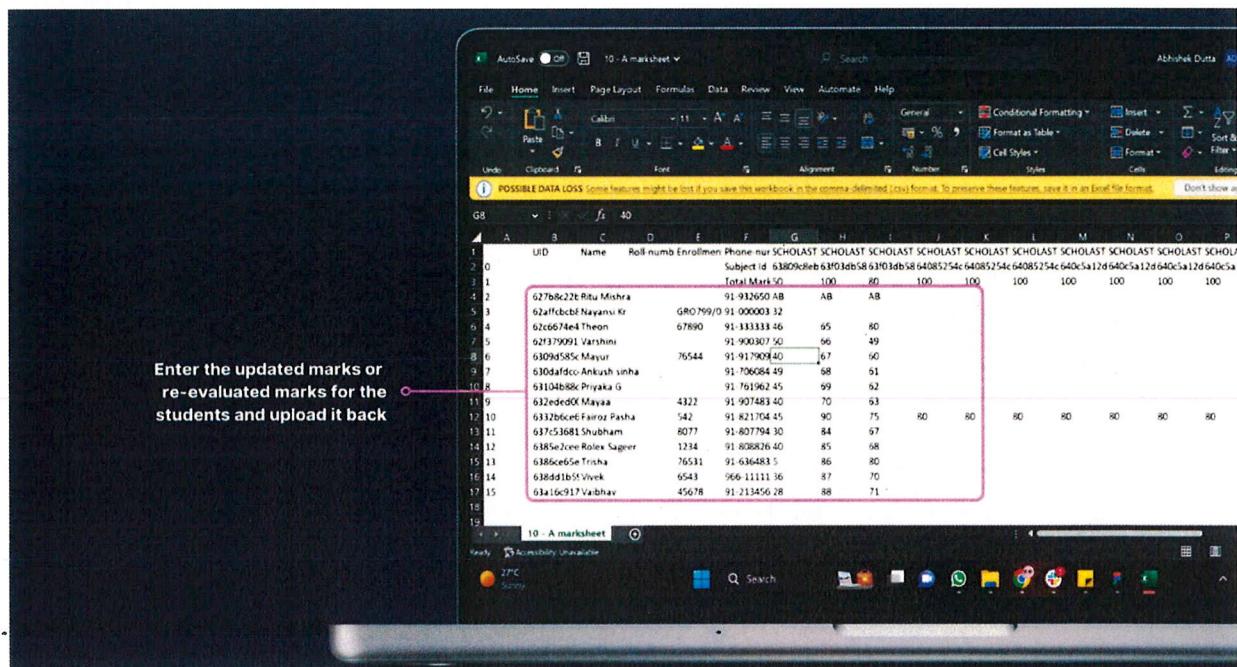


Step 12: To update marks

Download the current mark sheet in CSV format. Edit & re-enter the corrected marks & upload the CSV file.



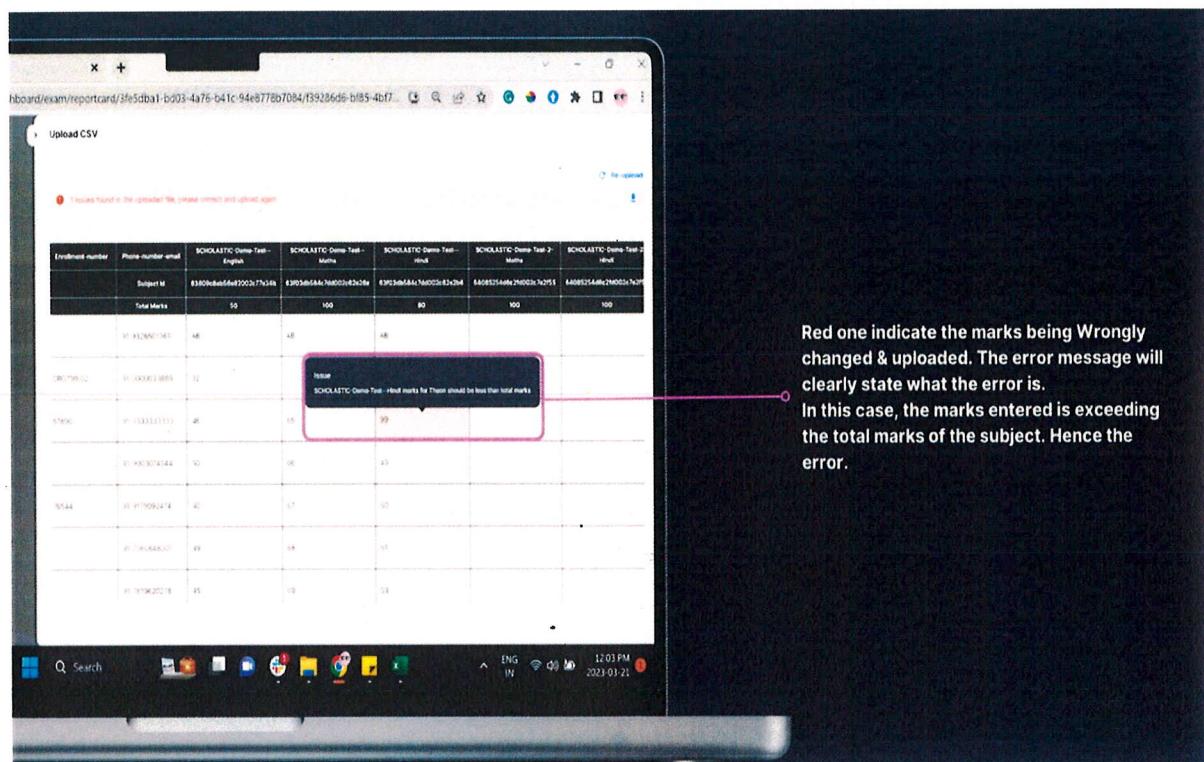
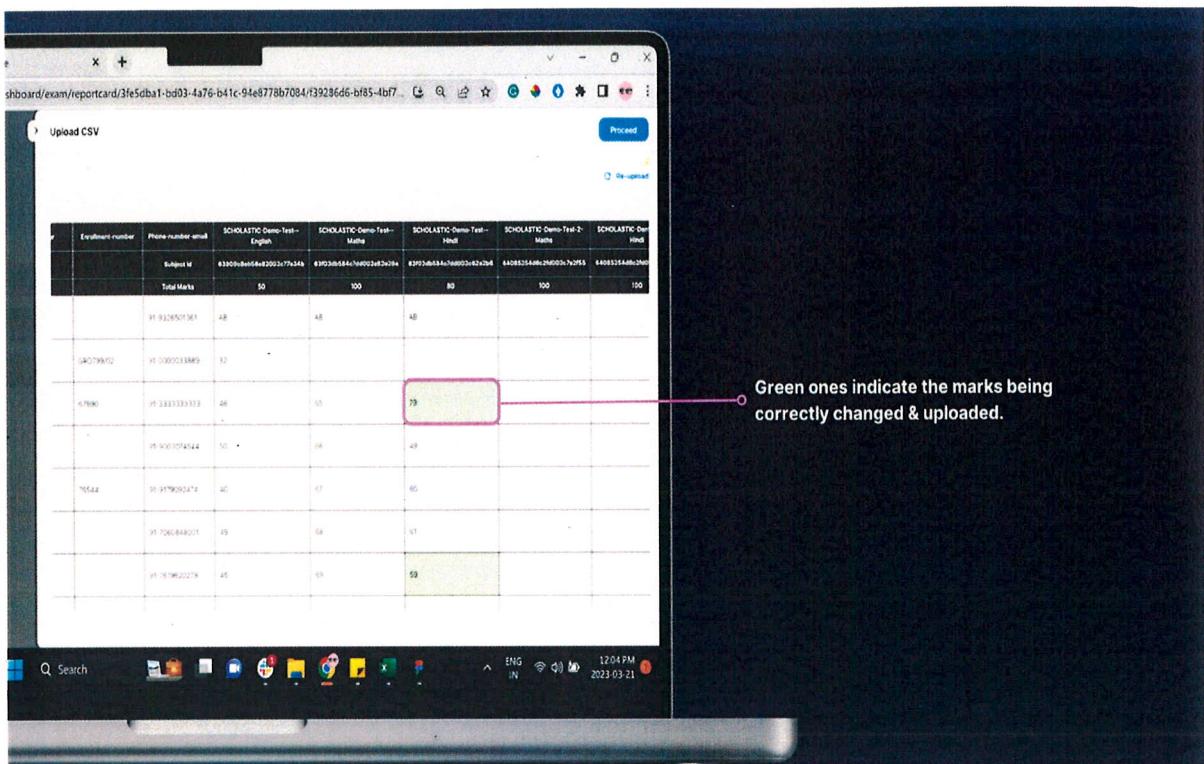
Excel sheet to update the marks.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	UID	Name	Roll num	Enrollment	Phone	nm	SCHOLAST	SCHOLAST	SCHOLAST	SCHOLAST	SCHOLAST	SCHOLAST	SCHOLAST	SCHOLAST	SCHOLAST	
2	0															
3	1															
4	2	627b8c22tRenu Mishra					91-932650 AB	100	80	100	100	100	100	100	100	
5	3	62afcbcb1Nayani Kr					GRO799/91 000003 32									
6	4	62c6674e4 Theron					91-133333 46	65	80							
7	5	62179091 Varshini					91-900307 50	96	49							
8	6	6309d55c Mayur					76544	91-917969 40	67	60						
9	7	6303afdc0 Anukush sinha					91-706684 49	58	51							
10	8	63104b88c Priyanka G					91-761962 45	99	52							
11	9	6324ed60X Mayaya					4322	91-907483 40	70	63						
12	10	6332b6ce6 Farro Pasha					542	91-821704 45	90	75	80	80	80	80	80	
13	11	63753681 Shubham					8077	91-807794 30	84	57						
14	12	6385e2ee6 Reet Sager					1234	91-808826 40	85	68						
15	13	6386ce65e Trisha					76531	91-636483 5	86	80						
16	14	6384d1b55 Vivek					6543	966-11111 36	87	70						
17	15	63a16c917 Vaibhav					45678	91-213456 28	88	71						

Upon making the changes & saving it in CSV format, upload it on the portal to verify if the changes made are correct.





Step 13

Upon completion of the above steps, you can preview the final report card & the sections you have enabled.

This marks the completion of your exam structure creation, report card creation & entering the evaluated marks.

