SEMCOM

S.G.M. ENGLISH MEDIUM COLLEGE OF COMMERCE AND MANAGEMENT

SEMCOMITE PORTAL MANUAL

For Admin

Table of Contents

01 About Our Team

02 Meet The Team

03 Admin Login

04 Admin dashboard

05 Counseling Report

06 Student Report

07 Add Class

08 Assign Class

09 Add Staff

10 Edit Staff Details

About Our Team

"Anything worth having takes time."

A dynamic team of Utkarsh, Diya, Darsh, Manan, and Kunj (BCA 2021-2024) has collaboratively developed and designed an innovative college portal.

This robust platform seamlessly integrates functionalities for staff, students, and admin, revolutionizing campus management with user-friendly interfaces, efficient workflows, and enhanced communication channels.

Their combined expertise ensures a streamlined, efficient, and intuitive experience for all users.

Meet the Team

Utkarsh Rajput

Back-end Developer

Diya Patel

Designer

Kunj Patel

Designer

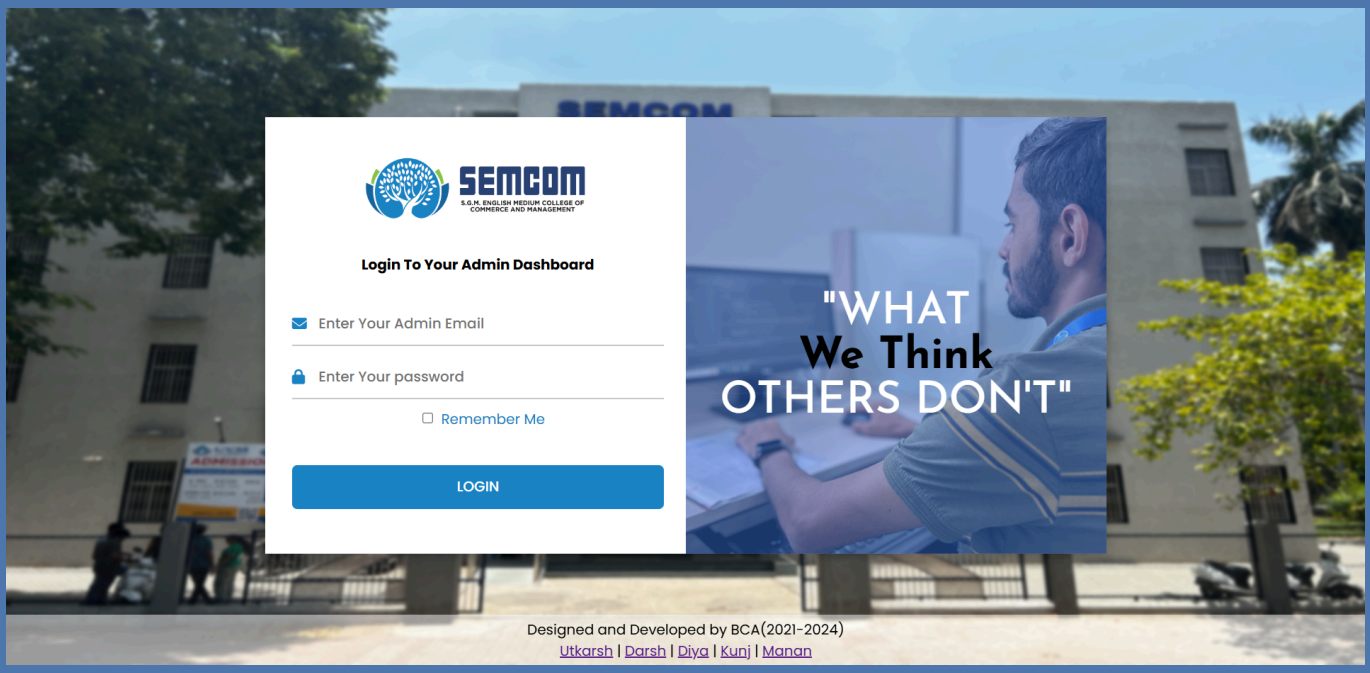
Darsh Parikh

Back-end Developer

Manan Patel

Front-end Developer

LOGIN TO THE PORTAL



Step 1: Enter Your Username

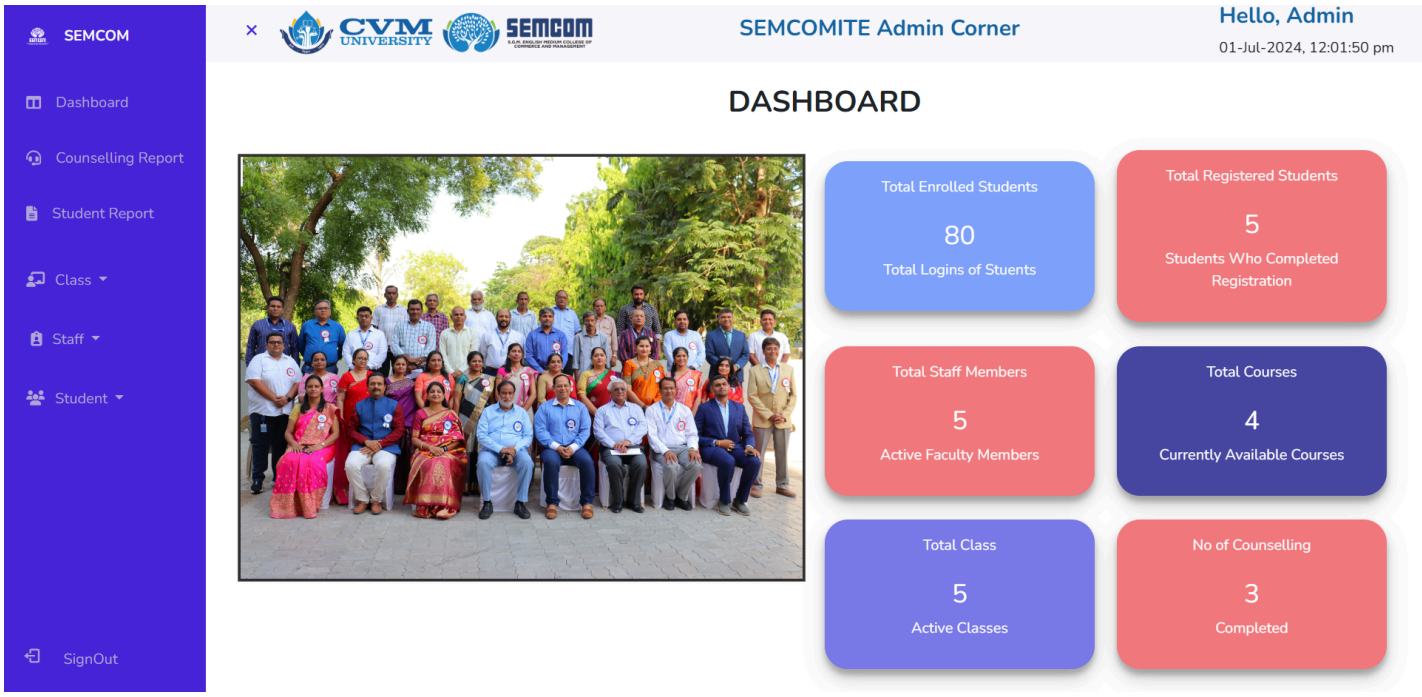
1. On the login page, you will see two fields: one for the username and one for the password.
2. Type in the credentials provided to you. Make sure you enter it exactly as provided.

Step 2: Enter Your Password

1. Click on the field labeled "Enter your Password" .
2. Type in the password given to you . Passwords are case-sensitive, so be careful with uppercase and lowercase letters.

Addition features :
Check the “Remember me” checkbox to save your email and password every time you visit this page.

DASHBOARD



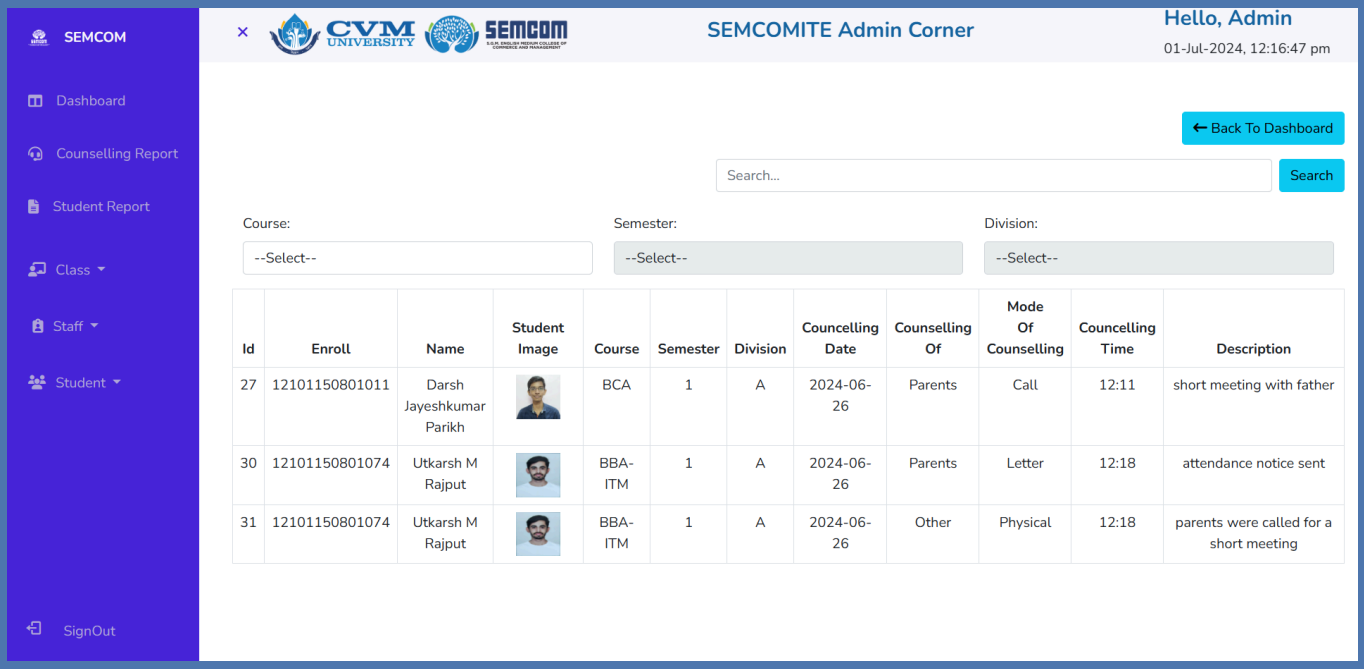
The dashboard provides a real-time summary of important statistics. Below are the descriptions of each counter available on the dashboard.

1. **Total Enrolled Students:** This counter displays the total number of students who have enrolled on the portal.
2. **Total Registered Students:** This counter shows the number of students who have completed the registration process.
3. **Total Staff Members:** This counter indicates the total number of staff members, including both academic and administrative personnel.
4. **Total Courses:** This counter lists the total number of courses offered by the institution for the current academic period.
5. **Total Classes:** This counter shows the total number of classes scheduled. It includes all classes across different courses and departments.
6. **Number of Counseling:** This counter displays the number of counseling sessions conducted. It includes all types of counseling services provided to students.

Additional Features

You can simply click on the counters and can easily navigate to the specified page e.g. if you click on no. of counseling counter then you will be navigated to the counseling report page.

COUNSELING REPORT



Id	Enroll	Name	Student Image	Course	Semester	Division	Councelling Date	Counselling Of	Mode Of Counselling	Councelling Time	Description
27	12101150801011	Darsh Jayeshkumar Parikh		BCA	1	A	2024-06-26	Parents	Call	12:11	short meeting with father
30	12101150801074	Utkarsh M Rajput		BBA-ITM	1	A	2024-06-26	Parents	Letter	12:18	attendance notice sent
31	12101150801074	Utkarsh M Rajput		BBA-ITM	1	A	2024-06-26	Other	Physical	12:18	parents were called for a short meeting

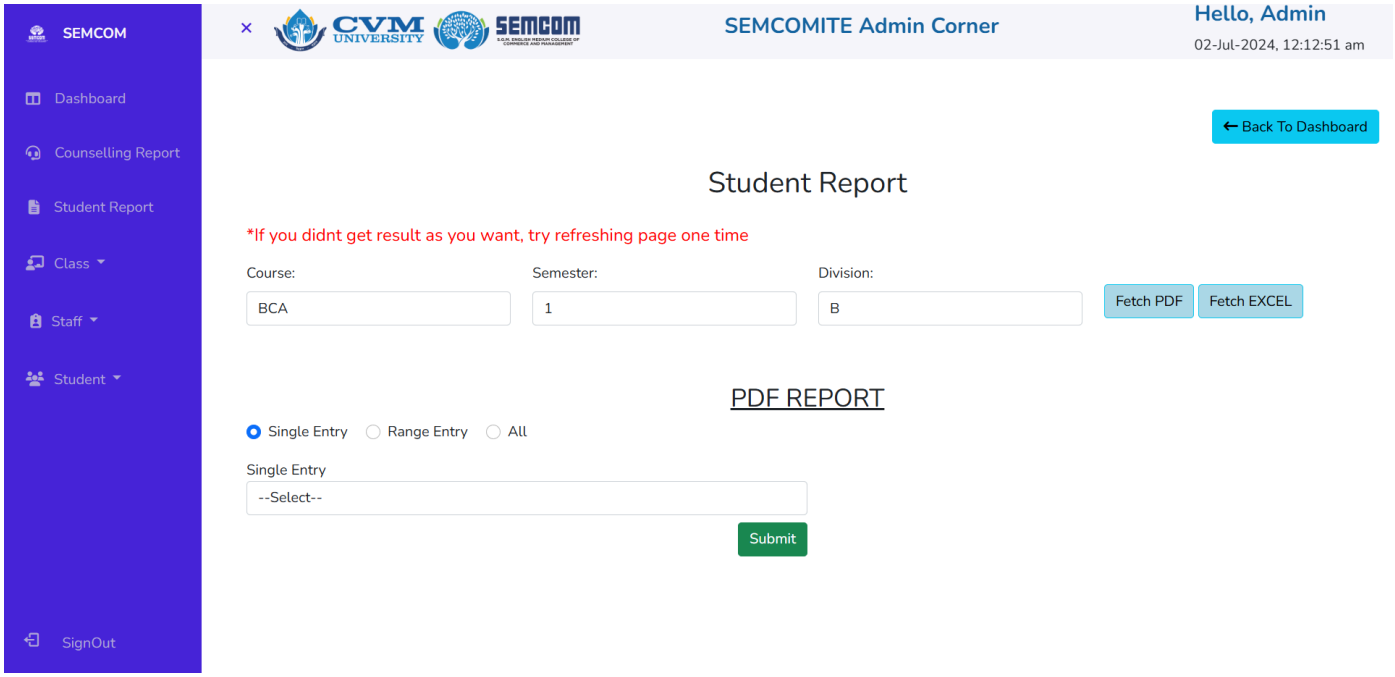
The Counseling Report section allows administrators to view detailed reports on counseled students.
The Counseling Report page provides several functionalities to help you search and filter counseling data efficiently:

1. **Search Student:** At the top of the Counseling Report page, you will find a search bar.
2. **Select Course:** Below the search bar, there is a dropdown menu labeled "Select Course".
3. **Select Semester:** Next to the course dropdown, there is a "Select Semester" dropdown menu.
4. **Select Division:** Located next to the semester dropdown is the "Select Division" dropdown menu.

Additional Features

Go to Dashboard Button: Located at the top right corner of the Counseling Report page, this button allows you to quickly return to the main dashboard. Simply click "Go to Dashboard".

STUDENT REPORT



The Student Report section , allows Admin to get the student details and download.

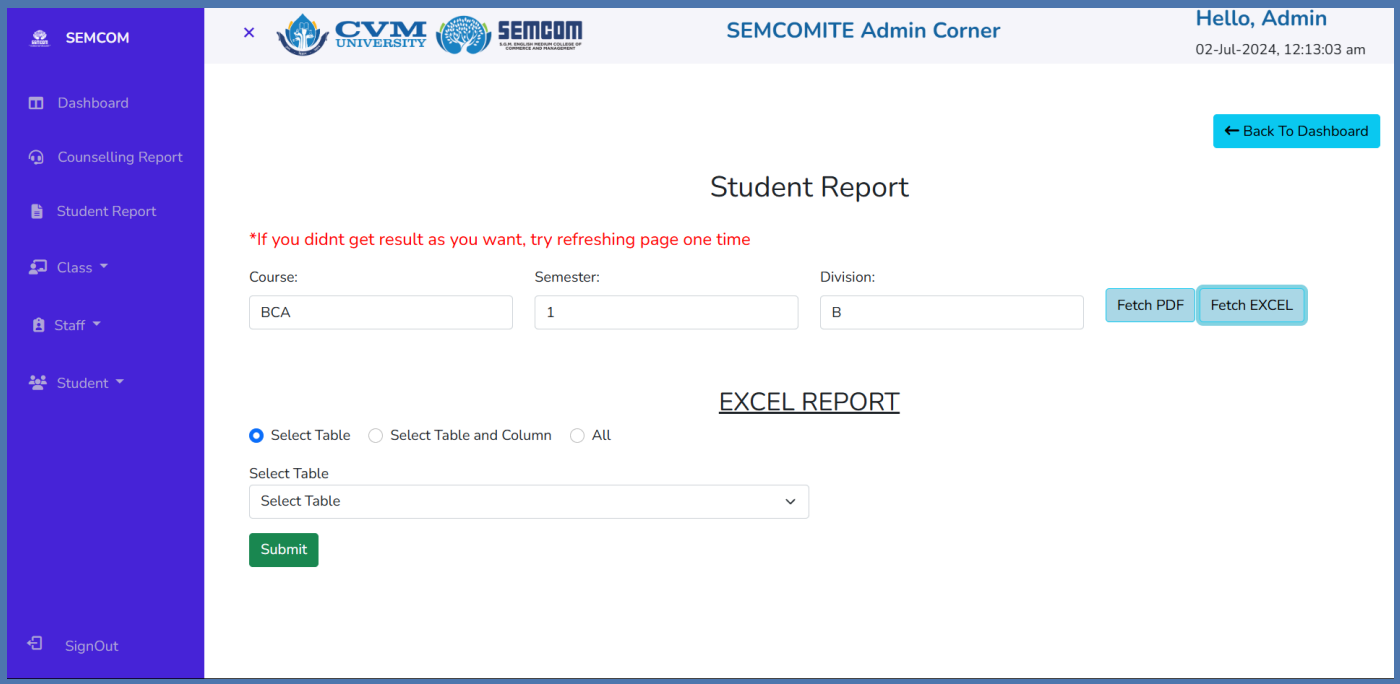
To download student details in PDF, follow these steps:

1. Select the course name from the dropdown of the student.
2. Select the semester from the dropdown of the student.
3. Select the division from the dropdown of the student.
4. Click on Fetch PDF button and a form would be visible in the bottom.
5. Select the number of student information you want in the PDF you i.e. Single student, range of students or all students.

Additional Features

"BACK TO DASHBOARD" button helps go back to the Dashboard.

STUDENT REPORT



The Student Report section , allows Admin to get the student details and download.

To download student details in EXCEL, follow these steps:

1. Select the course name from the dropdown of the student.
2. Select the semester from the dropdown of the student.
3. Select the division from the dropdown of the student.
4. Click on Fetch EXCEL button and a form would be visible in the bottom.
5. Select the number of student information you want in the EXCEL you i.e. Single student, range of students or all students.

Additional Features

"BACK TO DASHBOARD" button helps go back to the Dashboard.

ADD CLASS

The Add Class section allows administrators to view and edit class details.

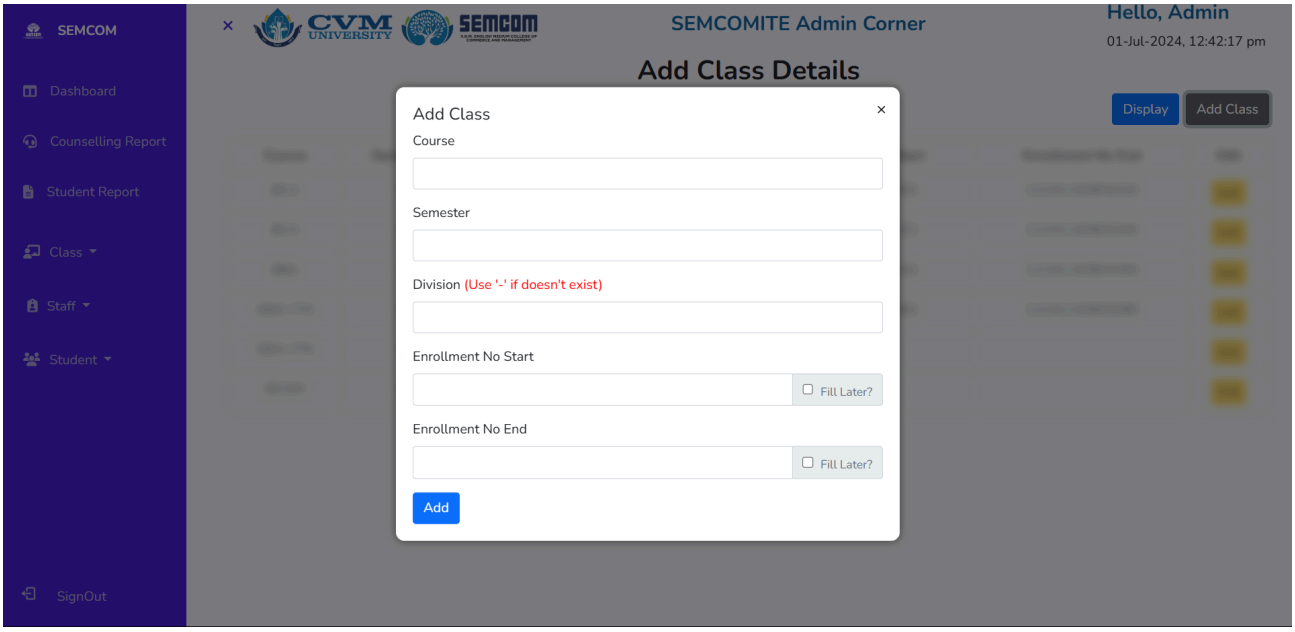
The Add Class page lists all the classes with their details in a tabular format. The columns include:

1. **Course:** The name of the course.
2. **Semester:** The semester in which the class is held.
3. **Division:** The division assigned to the class.
4. **Staff Name:** The name of the staff member (teacher) assigned to the class.
5. **Enrollment Number Start:** The starting enrollment number.
6. **Enrollment Number End:** The ending enrollment number.
7. **Edit Button:** A button to edit the class details, including adding enrollment numbers or deleting the data.

Additional Features

There are two button on the top right corner.
"ADD CLASS" would take you to the add class page and **"DISPLAY"** would let you refresh your recent changes and display it.

ADD CLASS



The add new classes section allows Admin to add new classes by specifying the course name, semester, division, and enrollment number range.

To add a new class, follow these steps:

1. **Enter Course Name:** Type the name of the course you are adding.
2. **Choose Semester:** Click the dropdown and select the appropriate semester for the class.
3. **Choose Division:** Select the desired division for the class.
4. **Enter Start Number:** Type in the starting number for the enrollment.
5. **Enter End Number:** Type in the ending number for the enrollment.

Additional Features

Select Checkbox: If you wish to add enrollment numbers later, click to “Fill Later” checkbox.

ASSIGN CLASS

The Assign Class section allows administrators to view and edit class details, assign specific teachers.

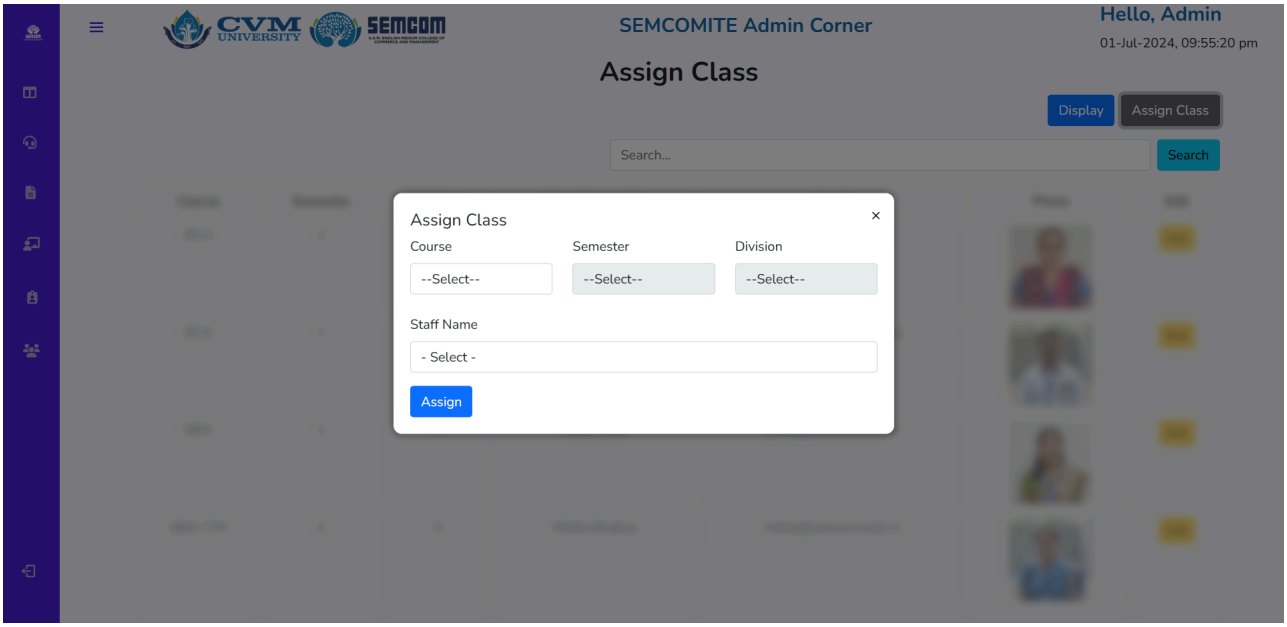
The Assign Class page lists all the details with their details in a tabular format. The columns include:

1. **Course:** The name of the course.
2. **Semester:** The semester in which the class is held.
3. **Division:** The division assigned to the class.
4. **Class Counsellor Name:** The name of the staff member (teacher) assigned to the class.
5. **Email:** Email of the teacher.
6. **Photo:** The Photo of the class counsellor.
7. **Edit Button:** To edit the details.

Additional Features

"SEARCH" button helps to search any data related to the assign class table. There are two button on the top right corner.
"ASSIGN CLASS" would take you to the assign class page and **"DISPLAY"** would let you refresh your recent changes and display it.

ASSIGN CLASS



The Assign Class section allows administrators assign classes to specific teachers.

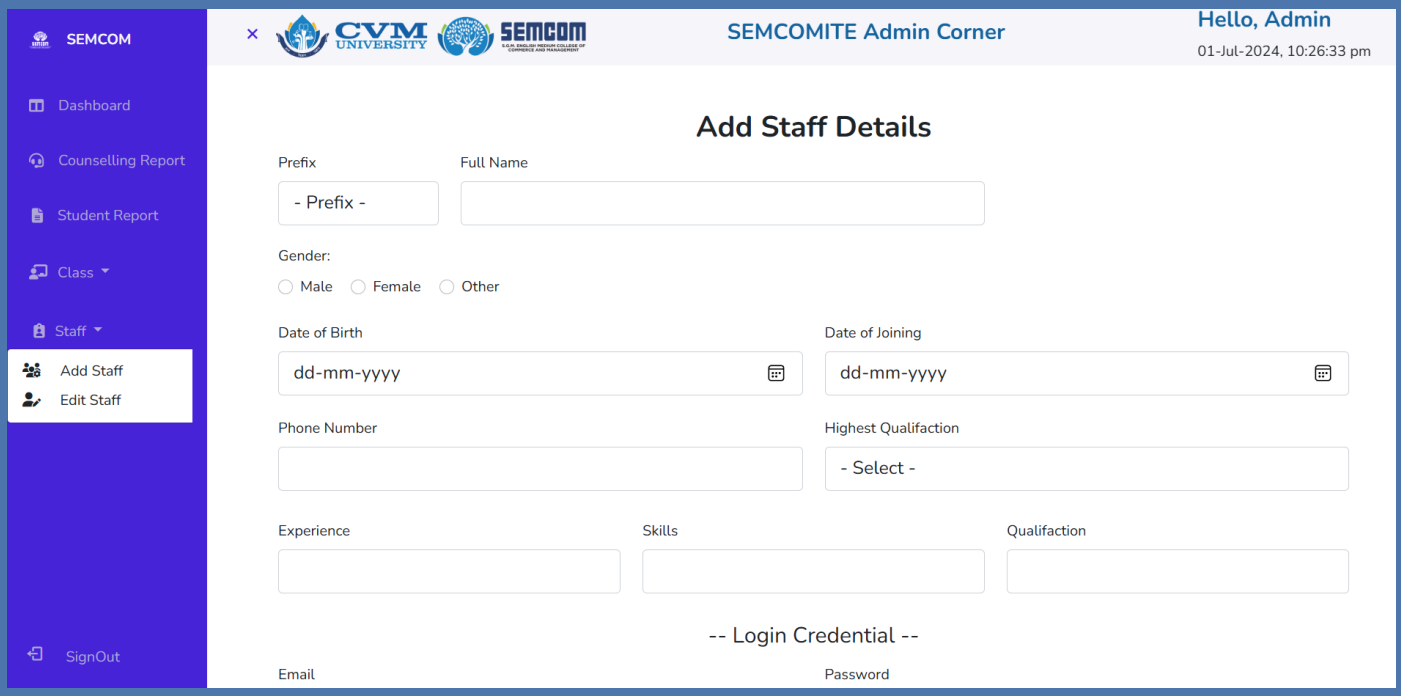
To assign a new class, follow these steps:

1. **Choose Course Name:** Select the name of the course you are adding.
2. **Choose Semester:** Click the dropdown and select the appropriate semester for the class.
3. **Choose Division:** Select the desired division for the class.
4. **Choose Staff Name:** Select the name of the staff from the dropdown.

Note:

1. All the dropdown would only have the data which is inserted previously from different forms.
2. Once you assign the teacher, the data would be reflected inside the assign class table and you can click on the "**Display**" button to refresh the data in case recent data is not reflected.

ADD STAFF

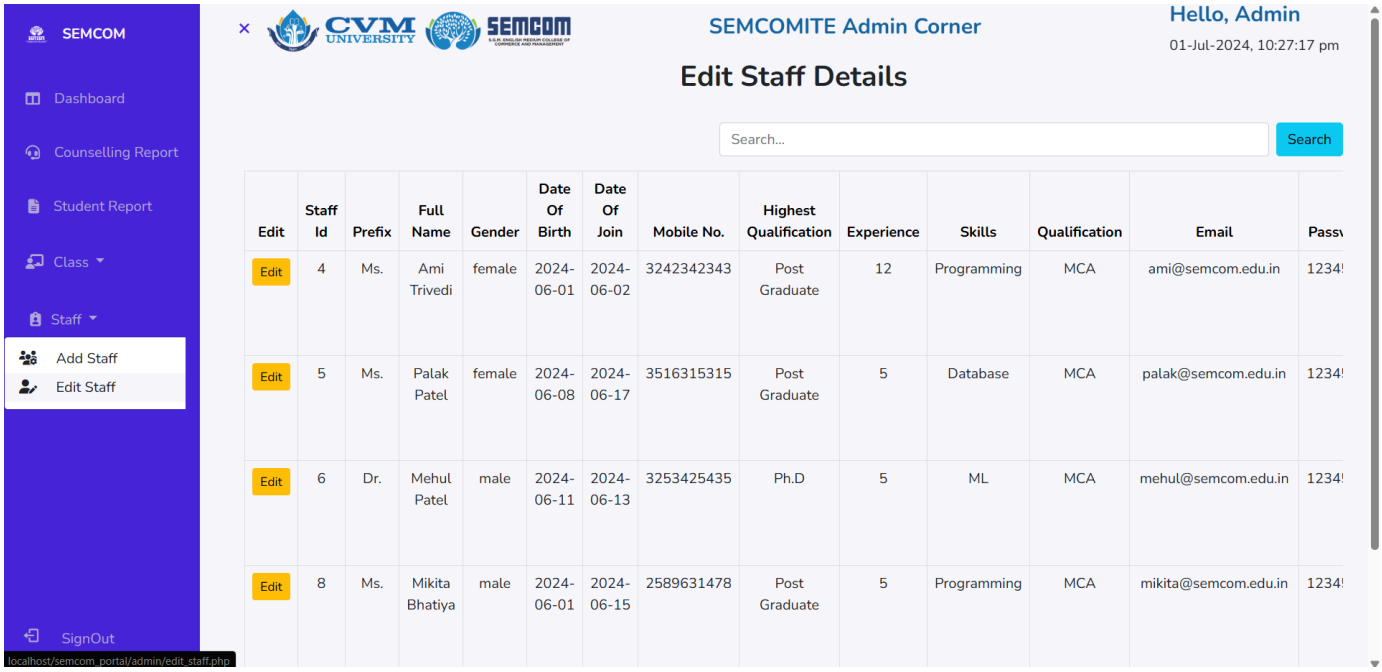


The add Staff section under the "Staff" option, allows Admin to add new staff.

To add a new staff, follow these steps:

1. Enter all the basic details like Prefix, Full Name, Gender, DOB, Joining date etc.
2. Enter all the Login Credentials which you want to assign to the staff like email and password. this would help the staff to login to the portal.

EDIT STAFF DETAILS



Edit	Staff Id	Prefix	Full Name	Gender	Date Of Birth	Date Of Join	Mobile No.	Highest Qualification	Experience	Skills	Qualification	Email	Passv
Edit	4	Ms.	Ami Trivedi	female	2024-06-01	2024-06-02	3242342343	Post Graduate	12	Programming	MCA	ami@semcom.edu.in	1234
Edit	5	Ms.	Palak Patel	female	2024-06-08	2024-06-17	3516315315	Post Graduate	5	Database	MCA	palak@semcom.edu.in	1234
Edit	6	Dr.	Mehul Patel	male	2024-06-11	2024-06-13	3253425435	Ph.D	5	ML	MCA	mehul@semcom.edu.in	1234
Edit	8	Ms.	Mikita Bhatiya	male	2024-06-01	2024-06-15	2589631478	Post Graduate	5	Programming	MCA	mikita@semcom.edu.in	1234

The Edit Staff Details section , allows Admin to Edit the Existing staff details.

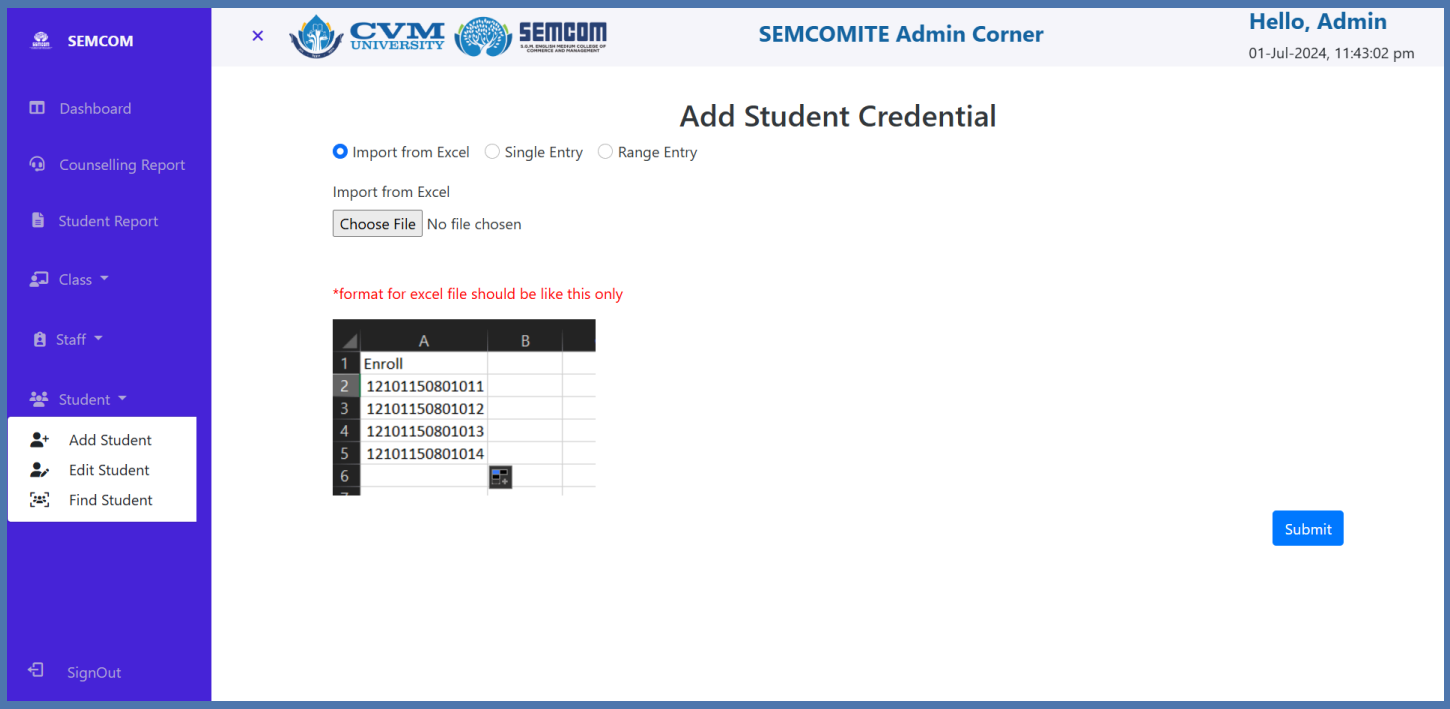
To edit staff details, follow these steps:

1. Click on the "Edit" button to make the changes in the existing data.
2. In case you want to edit the login credentials of any staff, you can do same from here.

Additional Features

"SEARCH" button helps to search any data related to the Staff details in the table.

ADD STUDENT



The add Student section under the "Student" option, allows Admin to add new student.

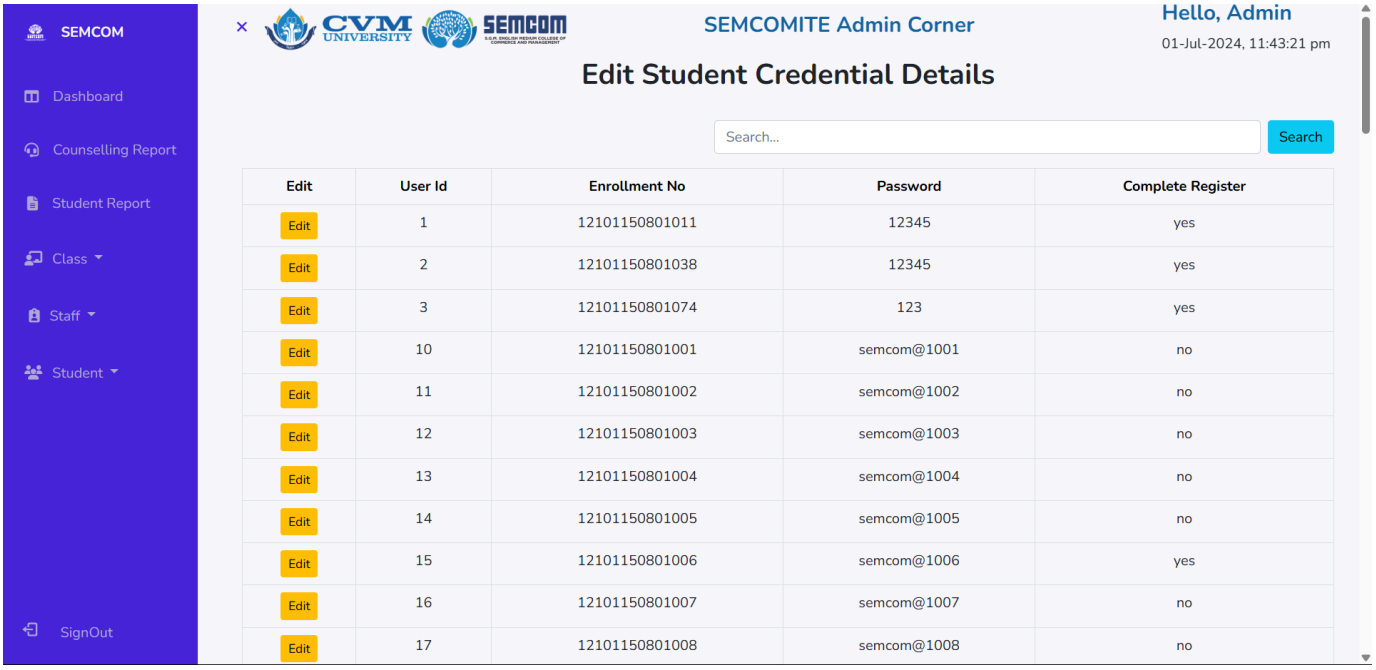
To add a new Student, follow these steps:

1. Import from Excel: You can import Excel file in the specified format and the enrollment numbers would be added by clicking on the "import from Excel" radio button.
2. Single Entry: You can also add single enrollment number by clicking on the "Single Entry" radio button.
3. Range Entry: You can add a range of enrollment numbers by clicking on the "Range Entry" radio button.

NOTE:

Incase if you want to add students from Excel, please make sure to check the format carefully as shown in the image, or else it won't accept the data.

EDIT STUDENT DETAILS



Edit	User Id	Enrollment No	Password	Complete Register
Edit	1	12101150801011	12345	yes
Edit	2	12101150801038	12345	yes
Edit	3	12101150801074	123	yes
Edit	10	12101150801001	semcom@1001	no
Edit	11	12101150801002	semcom@1002	no
Edit	12	12101150801003	semcom@1003	no
Edit	13	12101150801004	semcom@1004	no
Edit	14	12101150801005	semcom@1005	no
Edit	15	12101150801006	semcom@1006	yes
Edit	16	12101150801007	semcom@1007	no
Edit	17	12101150801008	semcom@1008	no

The Edit Student Details section , allows Admin to Edit the Existing student details.

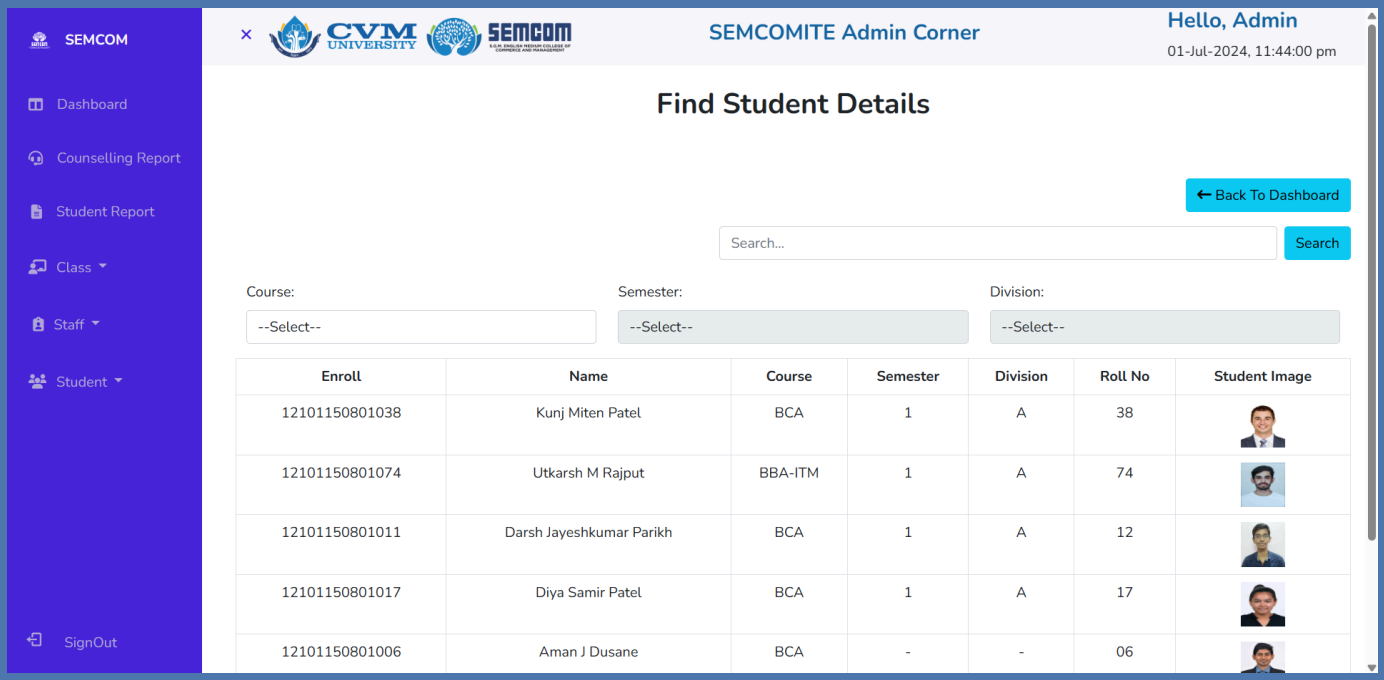
To edit staff details, follow these steps:

1. Click on the "Edit" button to make the changes in the existing data.
2. In case you want to edit the login credentials of any student, you can do same from here.

Additional Features

"SEARCH" button helps to search any data related to the Student details in the table.

FIND STUDENT



The Find Student section under the "Student" option, allows Admin to search any existing student.

To find a Student, follow these steps:

1. Choose course of the student you are searching from the dropdown
2. Choose the semester of the student you are searching.
3. Choose the division of the student you are searching.

NOTE:

All the dropdown would only have the data which is inserted previously from different forms.

Additional Features

"SEARCH" button helps to search any data related to the Student details in the table.

CVM UNIVERSITY
(Established under Gujarat Private Universities
(Second Amendment) Act : 2019 Gujarat Act No. 20 of 2019)

SEMCOM
S.G.M. ENGLISH MEDIUM COLLEGE OF
COMMERCE AND MANAGEMENT

THANK YOU