SEMCOM

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

SEMCOMITE PORTAL MANUAL

For Staff

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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

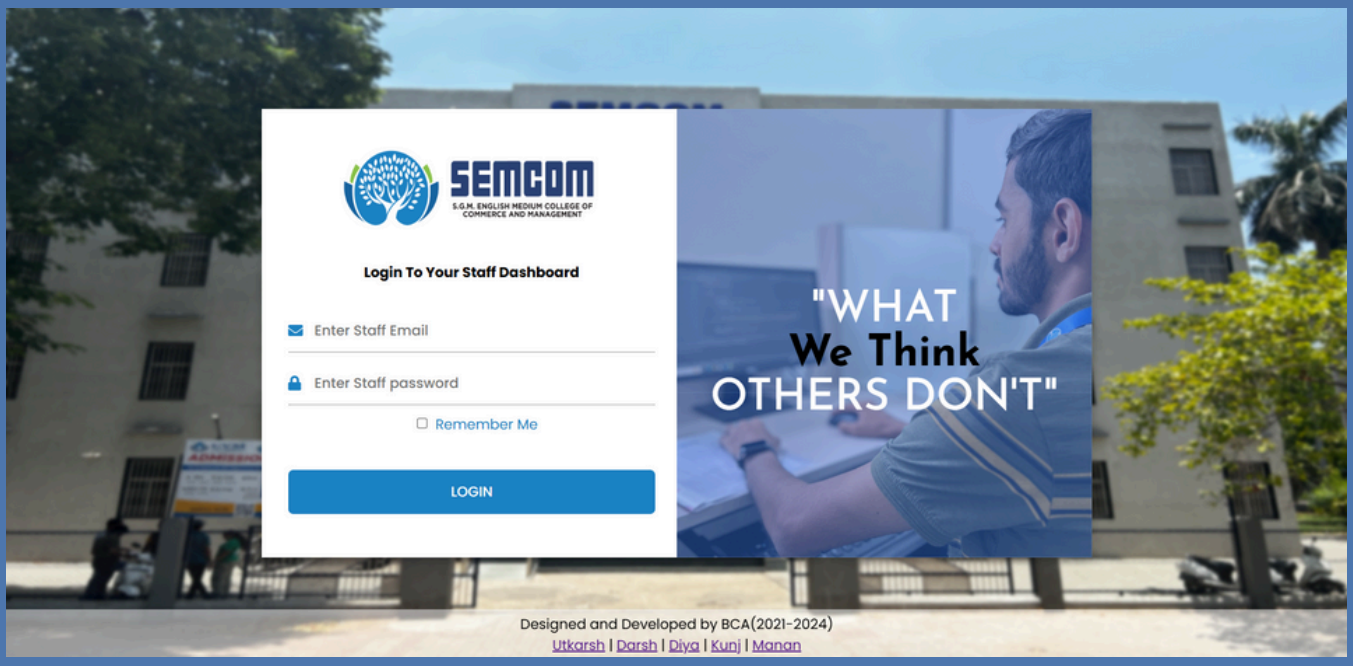
Darsh Parikh

Back-end Developer

Manan Patel

Front-end Developer

LOGIN TO THE PORTAL



Step 1: Enter Your Email

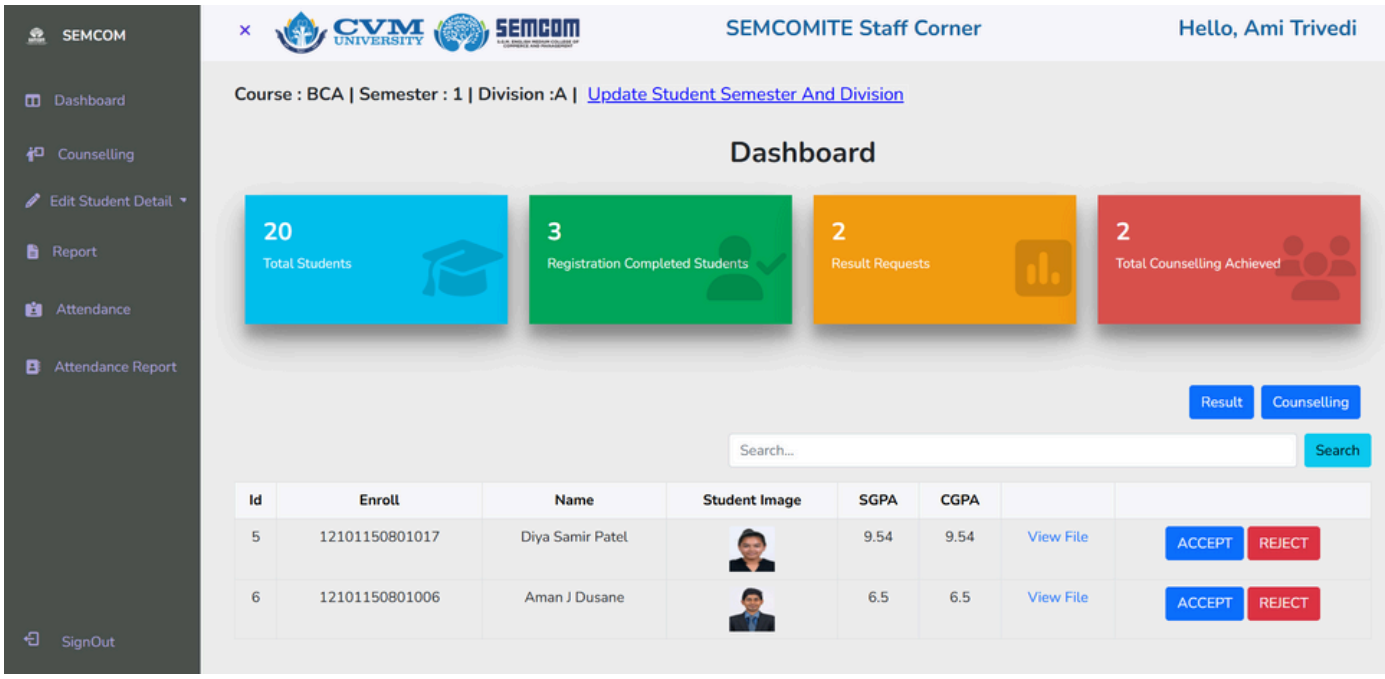
1. **On the login page, you will see two fields: one for the username and one for the password.**
2. **Type in the credentials provided to you. Make sure you enter it exactly as provided.**

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.

The Counter shows the following data:

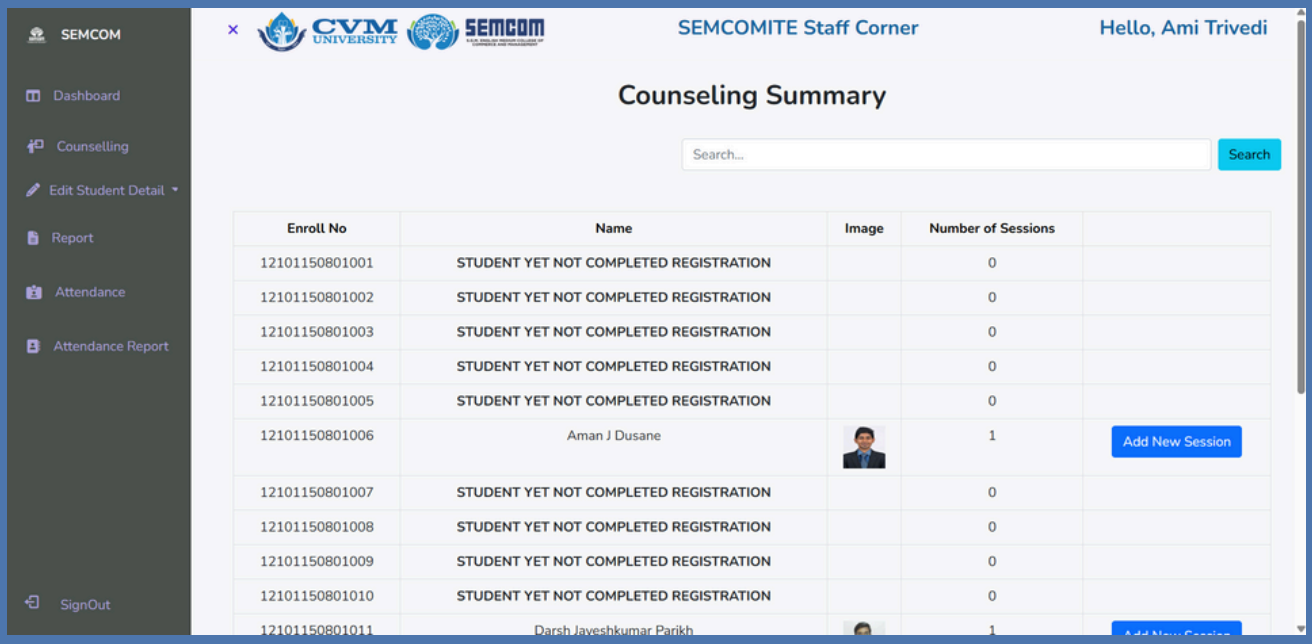
1. Total number of students
2. Students who have completed the registration
3. Result request sent by the students which needs to be tallied
4. Total number of counseling completed

There are two options available on the top right corner:
RESULT: This option helps to view all the result request which are sent from the students to be verified or reject it. It shows the uploaded result file which can be tallied.
COUNSELING: This option displays all the data related to the counseling sessions which were held with different students.

Additional Features

1. You can use the Search bar to find any student of their data about counseling.
2. On the top you will see a link "UPDATE STUDENT SEMESTER AND DIVISION" which would help you to update the semester and division of the students if there is any change.

COUNSELLING SUMMARY



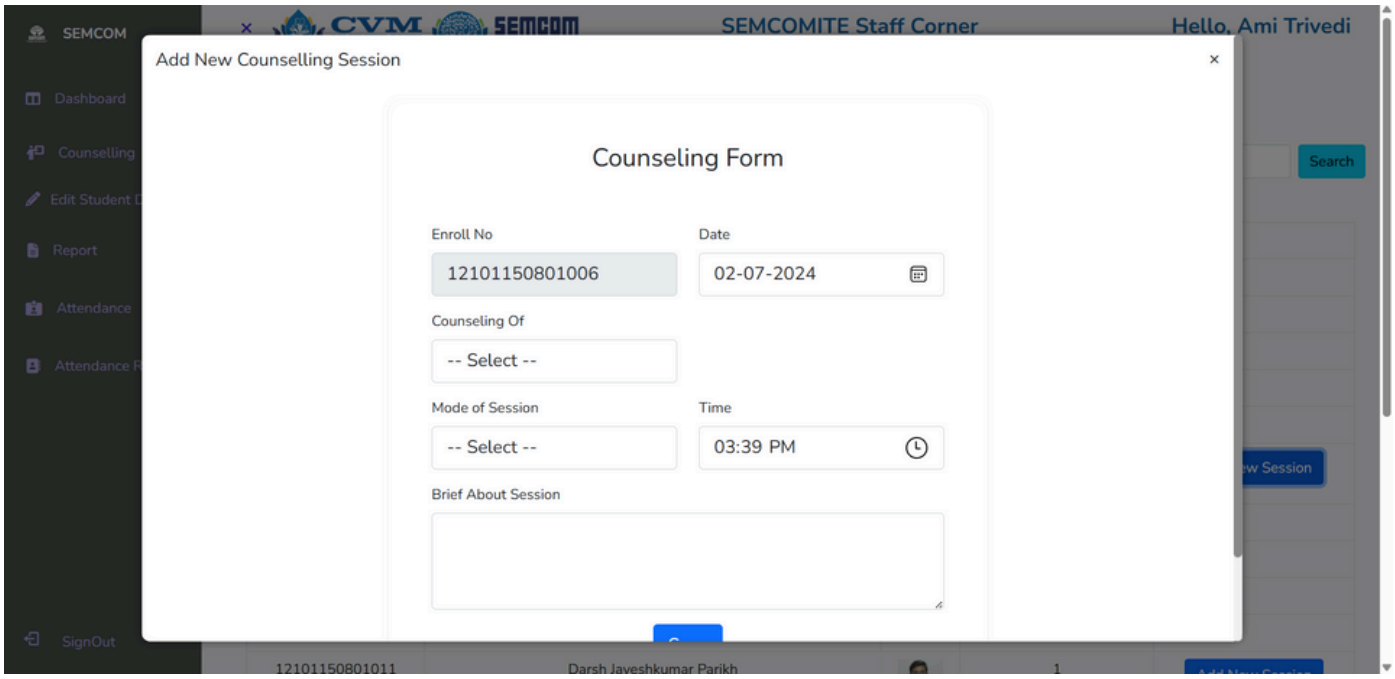
The Counseling Summary page displays detailed reports of counseled students and number sessions completed of particular student.

- Enroll No: Displays the student's enrollment number.
- Name: Displays the student's name or a status message if the registration is incomplete.
- Image: Shows the student's profile picture if available.
- Number of Sessions: Indicates the total number of counseling sessions completed for each student.

Additional Features

- **Add New Session Button:** Located in the "Number of Sessions" column, this blue button allows staff to add a new counseling session for the respective student.

ADD NEW COUNSELLING SESSION



The Counseling form allows staff to insert detailed reports of counseled students.
You can add counseling session using below instructions:

To add student counseling details, follow these steps:

1. The enrollment number would be read-only.
2. Select the date of the counseling session of the student.
3. Select the person with whom the Counselling has been done.
4. Select the mode of counseling.
5. Select the time of counseling.
6. Give a brief about whatever have been discussed in the counseling.

EDIT STUDENT DETAILS

The Edit Student Details section , allows you to edit the student details. You can edit the following details:

1. Personal Details
2. Address
3. Basic Details
4. Parents Details
5. Academic details

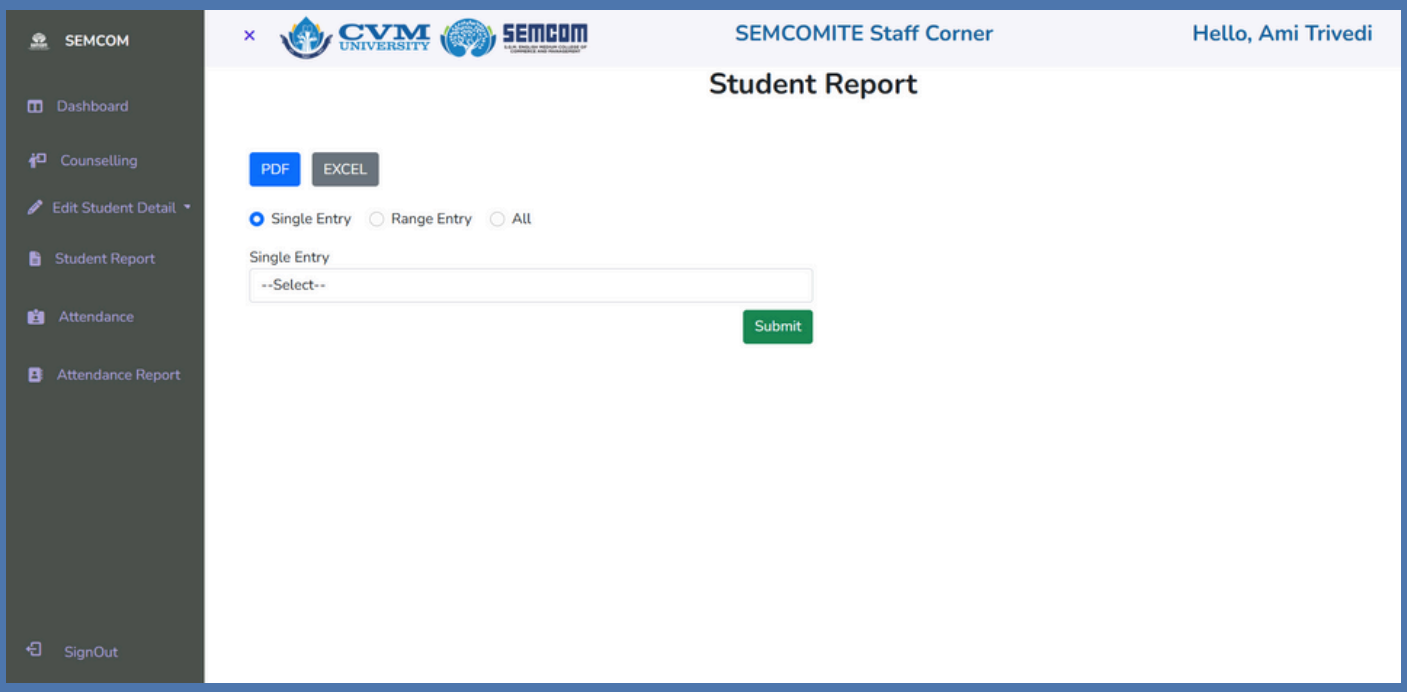
To edit student details, follow these steps:

1. Use the **"EDIT"** button to make the desired changes.

NOTE:

This details can only be edited by Staff Members.

STUDENT REPORT

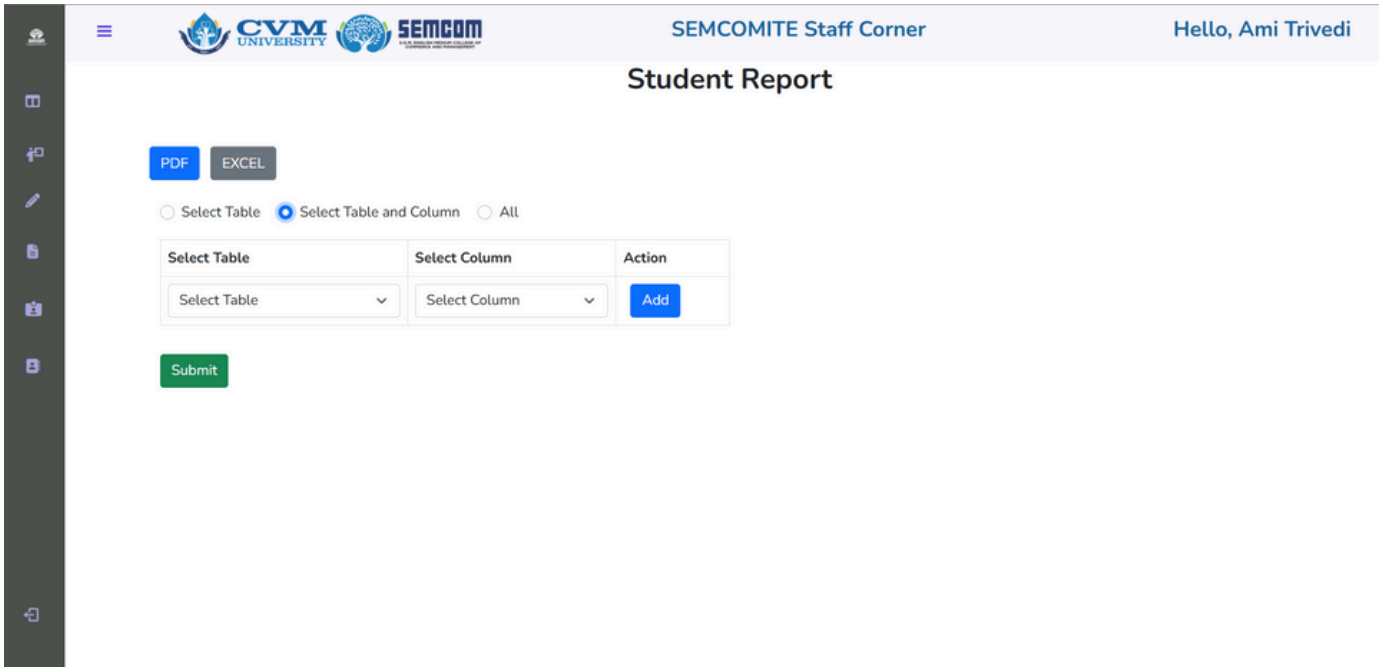


The Student Report section , allows you to get the student details and download.

To download student details in PDF, follow these steps:

1. Select the number or enter the enrollment number of the student you want in the PDF i.e. Single student, range of students or all students.

STUDENT REPORT

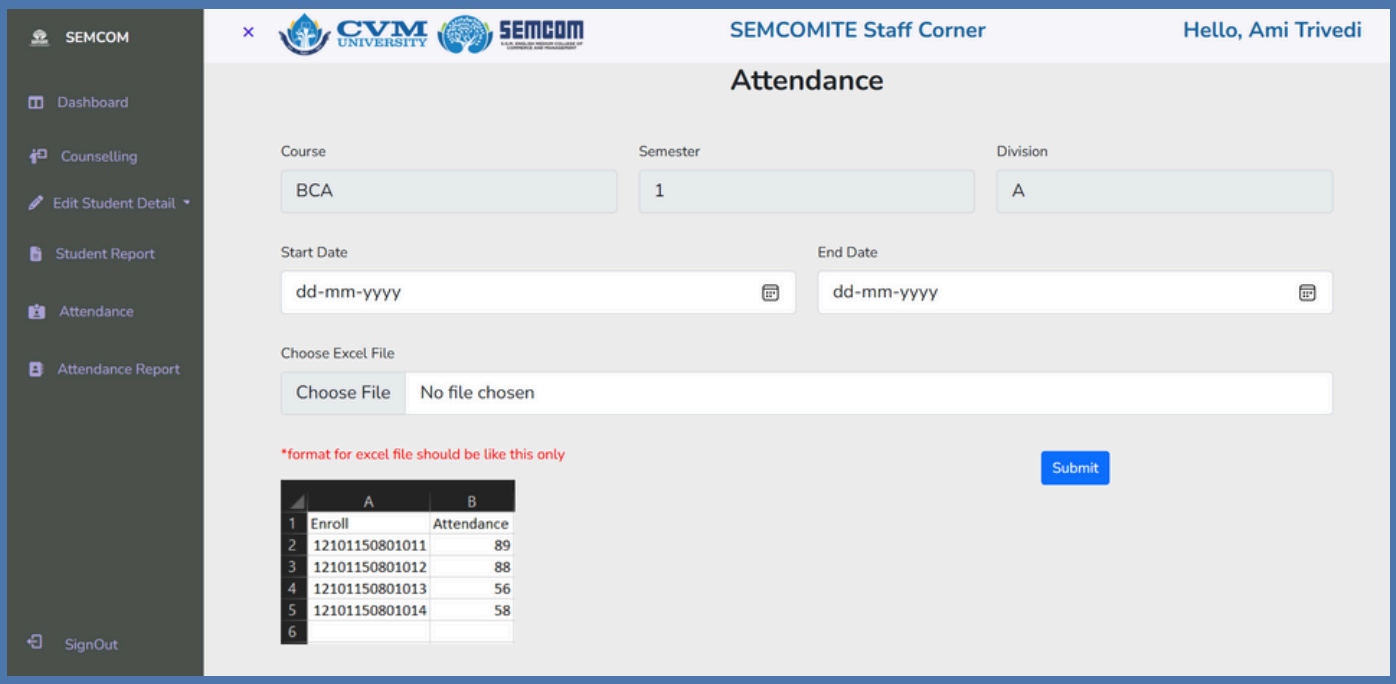


The Student Report section , allows you to get the student details and download.

To download student details in EXCEL, you have THREE different options:

1. Select the table you want to get the data about.
2. Select the table and column to get specific data.
3. Select all to get all the student's data.

ATTENDANCE



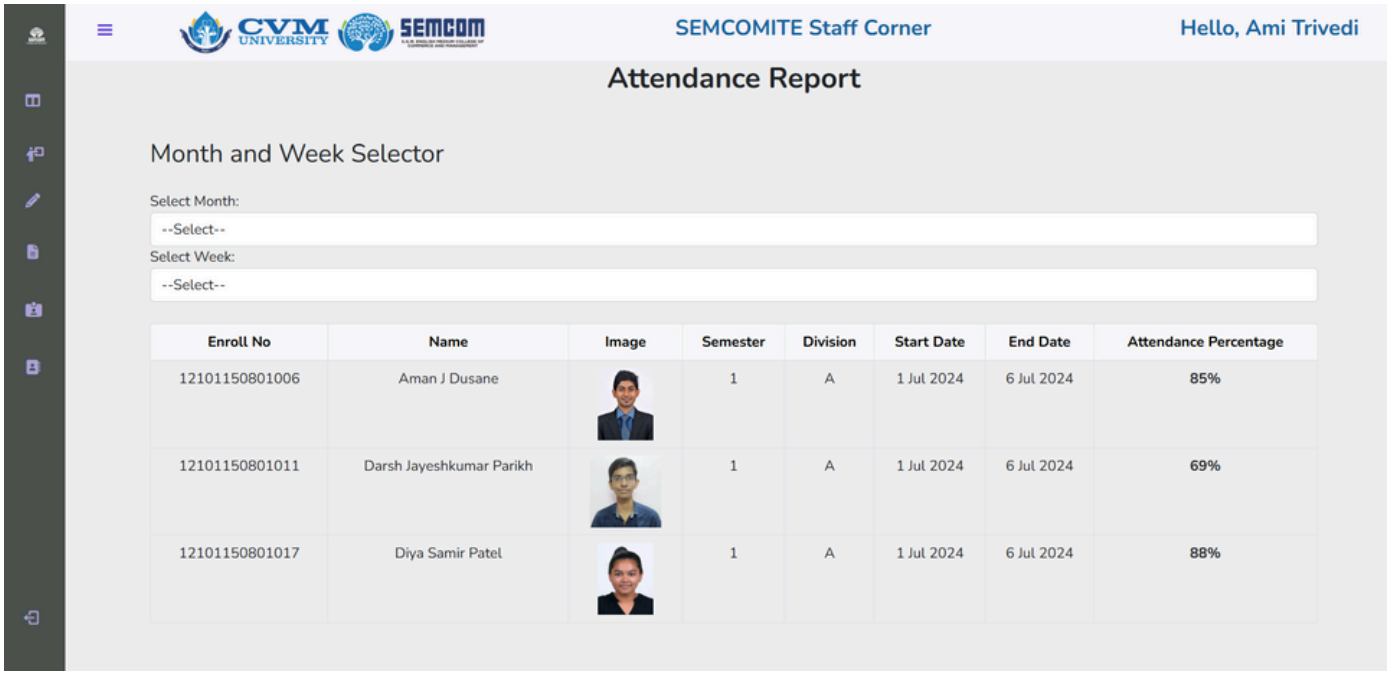
The Attendance section allows you to add the attendance data of students.

The Attendance form has the following fields:

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. **Start date:** Select the starting date of the attendance span.
5. **Start date:** Select the ending date of the attendance span.
6. **Choose File:** You can add the EXCEL file of the students with enrollment number and Attendance.

NOTE:
Upload the EXCEL file in a specific format as shown in the image.

ATTENDANCE REPORT



The Attendance report section allows you to view all the details about the attendance and related data.

To view specific data, follow these steps:

1. **Select Month:** Select the specific month for which you need to get the attendance data.
2. **Select Week:** Select the specific week for which you need to get the attendance data.

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

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THANK YOU