

USER MANUAL FOR PROFESSOR OF CONTINUING EDUCATION (PCE)

Forwarding of Estimate Form

1. When HOD/HOS forwarded you will get a notification to forward
2. A notification will come to you..
3. you have two option either forward or reject
4. forward to director:
 - I) after clicking forward button a confirmation button will added which will asked are you sure.
 - II) after clicking “Are You Sure To Forward” the file will move to PCE.
 - III) a notification will send to Director to approve or reject.

screen shot – 01

st Activity : Your consultancy form has been completed (03 May

✓ Forward to Director

✓ Are You Sure To Forward

5.reject:

- I)after clicking reject a remark text area and “Are You Sure To Reject” button will added.
- II) remark will be optional it should contain why are you form has been rejected.
- III) after clicking ““Are You Sure To Reject” file will move again to CI.
- IV) a notification will send to CI to fill again.

screen shot – 02

✕ Reject

Remark

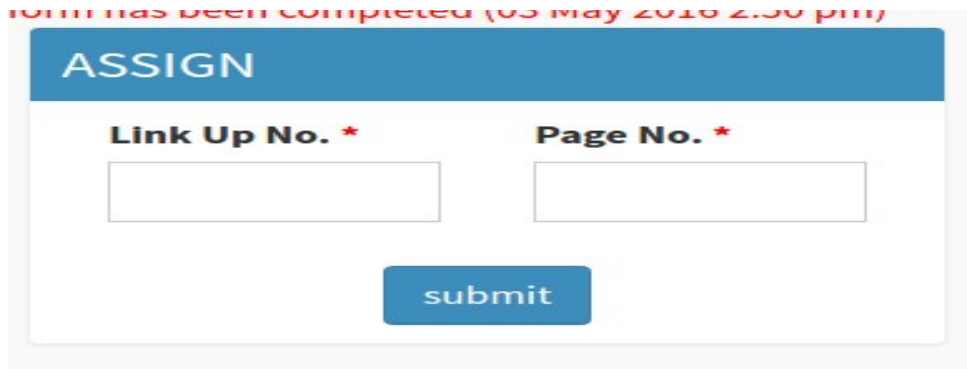
ot more than 200 character

✕ Are You Sure To Reject

Filling of Link up no and page no.

1. After Director approved the estimate form.
2. you will get a notification for assigning link up no and page no.
3. fill this form and submit.
4. after that CI will get a notification to fill proposal form.

screen shot – 03

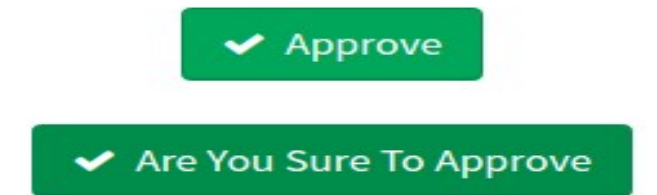


The screenshot shows a web form titled 'ASSIGN' in a blue header. Below the header, there are two input fields: 'Link Up No. *' and 'Page No. *'. Both fields are empty. Below these fields is a blue button labeled 'submit'. At the top of the form, there is a red text notification that reads: 'Form has been completed (03 May 2016 2:50 pm)'.

Approving of Proposal Form

1. after CI will fill a proposal form a notification will come to you..
2. you have two option either forward or reject
3. Approve:
 - I) after clicking forward button a confirmation button will added which will asked are you sure.
 - II) after clicking “Are You Sure To Approve” the file will move to PCE.
 - III) a notification will send to Director to approve or reject.

screen shot – 04



The screenshot shows two green buttons. The top button is labeled '✓ Approve'. The bottom button is labeled '✓ Are You Sure To Approve'.

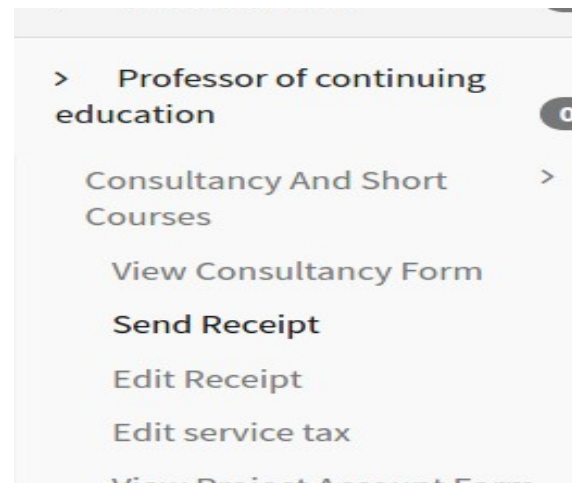
4.reject:

- I) after clicking reject a remark text area and “Are You Sure To Reject” button will added.
 - II) remark will be optional it should contain why are you form has been rejected.
 - III) after clicking “Are You Sure To Reject” file will move again to CI.
 - IV) a notification will send to CI to fill again.
- *** reject is same as estimate form.

Submission of Receipt

screen shot – 05

1. click send receipt in header
2. a table will be open which contain all proposal for which a receipt can be generated.
3. click you proposal form.
4. upload the scan copy of receipt which has been cash section
4. fill the proposal form .
5. click submit



screen shot – 06

Generate Receipt

Consultancy / Assignment No.	ISM Cash Receipt No.
<input type="text" value="1"/>	<input type="text"/>
Dated *	RS.
<input type="text" value="2016-05-03"/>	<input type="text" value="0"/>
Scan Copy Of Receipt	
<input type="button" value="Choose File"/> No file chosen	
(Allowed Types: pdf, doc, docx, jpg, jpeg, png, xls, xlsx, csv and Max Size: 1.0 M)	
<input type="button" value="submit"/>	

Completion of Payment

1. when you think that all the payment has been made and disbursement sheet can generate.
2. click done corresponding consultancy in approve tab consultancy form table.
3. when you click done a confirmation alert will added.
4. clicking ok the status of this consultancy will change to 7.
5. a notification will send to CI to fill disbursement sheet.
6. you can do it by clicking link.

screen shot – 07





To Be Approved

Approved

Completed

Canceled

Search:

	Posted On/ Edited On	Revision Status	Action	Links	Requested File	done
last testing	02 May 2016 4:20 pm	Original			 Download	 Done

Forwarding of Disbursement Sheet.

1. When consultancy in charge submits disbursement sheet.
 2. A notification will come to you .
 3. you have two option either forward or reject
 4. forward to pce:
 - I) after clicking forward button a confirmation button will added which will asked are you sure.
 - II) after clicking “Are You Sure To Forward” the file will move to PCE.
 - III) a notification will send to PCE to approve or reject.
 - 5.reject:
 - I)after clicking reject a remark text area and “Are You Sure To Reject” button will added.
 - II) remark will be optional it should contain why are you form has been rejected.
 - III) after clicking ““Are You Sure To Reject” file will move again to CI.
 - IV) a notifiacation will send to CI to fill again.
- *** it is similar to consultancy estimate form.

Recommending of Project Account Form.

1. When assistant project fill project account.
2. A notification will come to you for forward if total amount is greater than 200000.
2. A notification will come to you..
3. you have two option either recommend or reject
4. recommend to director:
 - I) after clicking recommend button a confirmation button will added which will asked are you sure.
 - II) after clicking “Are You Sure To Recommend” the file will move to PCE.
 - III) a notification will send to Director to approve or reject.
- 5.reject:
 - I)after clicking reject a remark text area and “Are You Sure To Reject” button will added.
 - II) remark will be optional it should contain why are you form has been rejected.
 - III) after clicking ““Are You Sure To Reject” file will move again to Ar Prj.
 - IV) a notification will send to CI to fill again.

Approving and sanctioning of Project Account Form.

1. When assistant project fill project account.
 2. A notification will come to you for forward if total amount is less than 200000.
 3. you have two option either approve or reject
 4. Approve:
 - I) after clicking forward button a confirmation button will added which will asked are you sure.
 - II) after clicking “Are You Sure To Approve” the file will move to PCE.
 - III) a notification will send to CI
 - 5.reject:
 - I)after clicking reject a remark text area and “Are You Sure To Reject” button will added.
 - II) remark will be optional it should contain why are you form has been rejected.
 - III) after clicking “Are You Sure To Reject” file will move again to Ar project.
 - IV) a notifiacation will send to Ar project. to fill again.
- *** reject is same as estimate form.

Viewing of Consultancy File.

→ You can track you file through following

- 1) click view consultancy form in header
- 2) click link in action column
- 3) A pop up window will open which will show the status of your file andall process it gone through.

screen shot – 03

The screenshot displays a web application interface. A modal window titled "Title - fdasfas" is open, showing two tables of data. The first table, labeled "Form1", contains one row with "Serial No." 21 and four action buttons: "view Estimate Form", "view Previous Version", "Download", and "Download". The second table, labeled "Form2 & Form3", contains one row with "Payment No." 1 and six action buttons: "view Form", "download", "view Receipt Form", "download", "download", and "download". The background shows a sidebar with various navigation links, including "Faculty", "AR (Acad Section)", "DEO (Acad Section)", "Administrator", "Data Entry Operator", "Head of Department", "Assign Roles", "Consultancy And Short Courses", "View Consultancy Form", "Course Structure", "JRF Mapping", "Leave Management", "Notices, Circulars or Minutes", and "Semester Approved".